



CLEVELAND SCHOOL DISTRICT

H.M. NAILOR ELEMENTARY SCHOOL

2018-2019

CRISIS MANAGEMENT PLAN

The Cleveland School District recognizes the importance of a safe and secure environment in order to provide the most effective learning situation. As such, the district has taken certain precautions and specific measures to ensure the safety of both students and staff. This crisis management plan extends the idea of proactive planning to major crisis, which may occur. It ensures that the district officials, working with community leaders, have discussed and developed an appropriate plan of response, which will make use of all available resources.

**(See the Cleveland School District Crisis Management Plan for additions where needed to use in conjunction with this document.)*

CRISIS MANAGEMENT TEAM MEMBERS

Ms. L. Norwood, Mr. L. McGee, Mr. K. Latham, Mrs. Rice, Mrs. Mitchell, Ms. A. Bass, Mrs. Angel Hardin, Activity teachers (if no class being held), and CSD School Resource Officers

CAMPUS EMERGENCY AREA

Absolutely no one should park in the "**red zone**" in front of the building. This area is for emergency vehicles such as police, ambulance, or fire fighters.

STAFF RESPONSIBILITY

- 1. Keep classroom doors locked at all times!**
2. Remain on regular class schedule to the greatest extent possible.
3. Keep grade book in possession all times.
4. Account for all grades and students by use of teacher communication, attendance for the day, and checking all other areas.
5. Identify students who may need to talk to a counselor.
6. Acknowledge the crisis and explain accurate facts to the best of your knowledge.
7. Attend before and after school meetings to review the day's events.
8. Refer unsafe conditions, accidents & injuries, and any other concerns to the Principal.
9. Know fire prevention and emergency procedures for your area.
10. Keep all students calm and be concerned about the safety of others.
11. Obey rules. Obey the established rules of conduct and adhere to the safety plan.
12. At all times, your room should always be visible.
13. Respect the seriousness of the emergency.

TRAINING

It is important that all school and district staff know their responsibilities during a school emergency. It is, therefore, necessary to provide training to all staff members at least twice per year.

Principals will provide training to all school staff, including all instructional, custodians, and food service employees. The training should be based on the crisis management plan. The best time for training is at the beginning of each school year. With appropriate practice for such procedures as evacuating students, supervising emergency stations, locking doors, etc. Each school's crisis management plan should provide for annual review of the plan by the superintendent and school board.

Training for each school's crisis management plan will be coordinated with the local police and fire departments and with all local emergency agencies.

Training will include:

- The assigned roles of all district staff
- Use of the crisis management kits, first aid kits, and the emergency evacuation kits.
- The role of the media
- Updates of the crisis management plan will occur throughout the school year as needed. The staff will be informed of the updates through written material, stand-up lectures, media, and video conferencing.

MEDIA

The Cleveland School District provides access to all public information through cooperative efforts among representatives of the media and district personnel while considering the responsibility of both agencies.

The primary objective of effective media obligations is to inform the public of all relevant information during a district/school crisis.

Regulations:

- The superintendent, principal, and/or chief law enforcement officer will be the designated person to work with the media. All media request will be through them.
- At no time will students be interviewed without principal and/or parental approval.
- The district will assign the location of the media which is convenient and which will meet the requirements of both the media and school personnel.
- All school employees will know the location of the emergency command post in order to direct inquiries.

- The principal or designee will have a cell phone available at all times.
- As soon after the crisis is reasonably possible, the superintendent or his designee will meet to establish a relevant position statement or topic about which media will have questions.

MEDIA PROCEDURE

(See CSD Media guidelines on p. 53 to use in conjunction with this document.)

The only means to inform the general public is by the mass media (radio, television, electronic media sources, and the newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**. **No one should speak on behalf of the school. The principal or principal’s designee will only speak (only if needed) to maintain consistency based on response from the Superintendent.**

CLEVELAND SCHOOL DISTRICT COMMUNICATION CODES

(*If for any reason a code cannot be announced, a “safe phrase” will be used.)

A. CRISIS SITUATION—INSIDE OF SCHOOL/OUTSIDE OF SCHOOL

(No codes but exact words that the office personnel will recite over the intercom.)

1. **LOCK DOWN NOW**—(STAY)—After “*lock down now*” is repeated **three times**, the students/teachers stay in room and lock doors, stay away from windows and doors, sit in low position where no one can see you if looking in the window.
 - No one will be allowed to **LEAVE** the building during a lock down.
 - No one will be allowed **IN** the building during a lock down without proper picture ID.
 - Once your class is clear, the teacher will pass a “*safe card*” under the door. The principal or secretary will respond on the intercom “all clear”; however, stay in position until notified to return to your regular schedule.
2. **EXIT NOW**—(GO)—After “*Exit Now*” is repeated three times, the students/teachers evacuate room/building, proceed to predetermined destination.

- If there are any emergency weather conditions, students will walk or be transported by CSD transportation to the South Street Fellowship Hall.
 - Parents WILL NOT be notified until we have arrived to our safe location. This will be shared with all parents at the beginning of the school year.
 - Once all students arrive to the safe location, parents will be notified via Active Parent, Remind 101, and Nailor's Face Book.
3. **STANDBY**—(STAND BY)—After "*Stand By*" is repeated three times, the students/ teachers wait for further instructions—possible problem—(Caution)
- Teachers should resume their regular schedule but resume in their classes
 - No movement in the hallways or outside from hall to hall without permission.

B. MEANS OF COMMUNICATING

1. Intercom
2. Walkie Talkie
3. Office Phone
4. Red, Yellow, and Green Color Cards
5. Personal Cellular Phone

C. LOCK DOWN / INTRUDER

1. Someone will repeat "**LOCK DOWN NOW**" twice over the intercom
2. Make sure door is closed and locked, window in door is covered, and stopper is placed behind the door.
3. Check roll and make sure all students are accounted for.
4. Immediately get away from all windows and doors in a low position.
5. Teacher should have a cellphone with them to receive important messages from the principal.
6. Do not answer the door for anyone. Your principal or designee will have a key to open the door.
7. Once your class is clear, the teacher will pass a "*safe card*" under the door. The principal or secretary will respond on the intercom "**all clear**"; however, stay in position until notified to return to your regular schedule.

D. TORNADO/ HIGH WINDS – 1 LONG RING – "BAD WEATHER"

1. If outside, immediately go inside the building.
2. The Crisis Management Team/ Principal will be alerted of potential weather threats.

3. The principal and/or designee will monitor inclement weather forecasts.
4. If appropriate, initiate tornado drill procedures.

E. STANDARD TORNADO PROCEDURES

1. Stay away from windows, doors, and outside walls.
2. Move to the designated area in the hallways immediately.
3. Instruct the students to duck, cover, and hold.
4. Keep students very quiet.
5. Conduct roll call to account for all students.
6. Remain in drill status until an all clear signal is given.
7. Initiate building evacuation plan only upon notification from the principal.
8. On bus, students should sit on floor and hold onto seat.
9. If outside away from the building, lay flat on the ground
10. If injury occurs, refer to medical section of plan.

Hurricanes and/or Severe Winds

Definitions:

A *hurricane* is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A *severe weather* alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

FIRE OR EXPLOSION – “EXIT NOW” (See classroom instructions attachment)

1. Sound the fire alarm.
2. Initiate the school evacuation plan.
3. Call 911 and S. R. O.
4. Students should be moved to the designated area as quickly as possible.
5. Conduct roll call to account for all students.
6. Check building to ensure that everyone has been evacuated.
7. Alert Crisis Management Team to initiate plan of action.
8. Contact Central Crisis Management Team.

EARTHQUAKES – “EARTHQUAKE, TAKE COVER” (See classroom instructions attachment)

If you are indoors:

1. Stay inside. Move away from windows, and shelves, heavy objects and furniture that may fall. Take cover under a table or desk in a corner or strong doorway.
2. All doors should remain open.
3. In halls, stairways, or other areas where no cover is available.
 - a. Move to interior wall.
 - b. Kneel with your back to a wall.
 - c. Place your head close to your knees.
 - d. Cover the sides of your head with your elbows.
 - e. Clasp your hands firmly behind your neck.
 - f. In the media center: immediately move away from bookshelves that may fall.
 - g. In laboratories, extinguish all burners, if possible before taking cover.

If you are outdoors:

1. Move to an open space away from buildings and overhead power lines.
2. Lie down or crouch low to the ground because your legs will not be steady. Be aware of dangers that may demand movement.
3. On a school bus, stop the bus away from power lines, bridges, overpasses, and buildings. Students should remain in their seats.

G. BOMB THREATS—“Exit Now” (See classroom instructions attachment)

The person receiving the telephone bomb threat should attempt the following:

1. Keep the caller on the line as long as possible.
2. Notify the principal.
4. Record all information obtained using as many exact words as possible. Note date and exact time of call. Identify as many characteristics of the caller as possible.
5. Initiate building evacuation procedures and call 911 and SRO. (Exit in same manner as fire drill.)
6. Relocate students to the designated area as soon as possible.
7. Notify the Central Crisis Management Team.
8. Superintendent, Associate Superintendent, or the person in charge will give the “All Clear Order”! No one else is authorized to give this order!

H. BUS/ VEHICLE ACCIDENT

1. Bus driver should contact the principal immediately to report location.
2. Principal or principal designee will report to the scene.
3. A list of students assigned to specific buses should be maintained.
4. The bus driver should stay with students at all times.
5. The bus driver should check with each passenger regarding injuries and make notes of the person's name and nature of injury.
6. The bus driver should administer necessary first aid according to instructions using Universal Precautions.
7. The bus driver should not allow any students to leave with anyone unless given proper permission from the transportation director or principal.
8. The bus driver should contact 911.
9. The bus driver should contact individual school and/or Central Office/Transportation Office.
10. A message will be sent out to parents by the principal or principal designee via phone.

SUDDEN LOSS OF POWER/BLACKOUT

**Due to the intercom not working during this time, teachers should automatically go into (STAY) mode.*

**Walkie Talkies will be used during this time for one person of the Crisis Management Team on each hall.)*

1. All teachers should immediately see their cellphones.
2. Teachers with classes are to remain in that class with the students until further instructions. Students are not to be released to use the phone or go to the bathrooms.
 - All classroom doors should be open.
 - All teachers should stand at the doorway of their classrooms until further instruction.
 - Please refrain from all unnecessary talking with others; instead keep your students calm.
 - Flashlights will be issued to all designated persons.
3. No student movement should occur without instructions from the administrative team, nor should any student leave campus.
4. **All teachers and other personnel, who do not have a class, meet in the main entrance of the school at this time for further information. Administrators and other personnel will cover all exits.**
5. If power failure occurs during lunch, all students should remain there; and all teachers in the cafeteria should assist in supervision.

Within The Facility Hazardous Materials Release

Emergency Procedure:

Attempt to identify the chemical.

Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.

Notify the National Response Center 1-800-424-8802.

The principal will initiate evacuation plan, if necessary. The principal or principal designee will alert all to evacuate the building. If necessary, evacuate the school site.

The principal will notify the superintendent's office who will immediately notify the proper departments.

Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).

Off campus alternative site: [South Street Fellowship Hall or East Side High School](#).

If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.

Secretarial staff will take sign-out sheets for off-site student release.

The building shall not be re-entered until authorization is given by the fire department.

First aid providers will render first aid if necessary.

The principal will document actions and decisions concerning hazardous materials incident.

PROCEDURES FOR HANDLING CROWD CONTROL

We can anticipate that there may be times when we must find ways to handle large numbers of people at our school. We have already made provisions for supervision of students before, during, and after school. When we consider procedures for crowd control, we must first make sure that we have met our responsibility for providing security and supervision for our students. In times of crisis, disaster or chaos we must look to law enforcement personnel to handle any outside crowd control that is necessary.

In a crowd control situation, the Principal is responsible for determining the necessity of calling on law enforcement personnel for assistance. School personnel must always maintain control and supervise students assigned to their care. In a crowd control situation, the following procedures should be followed:

1. School personnel who are unassigned will be called to the school office to assist as needed.
2. The Principal will assign personnel to areas as needed.

3. The Principal will notify law enforcement agencies for assistance should a crowd control situation become disruptive or in any way to be deemed a possible hazard to the safety and well-being of the school.

CHILDREN LEFT AT SCHOOL

1. Check the student's emergency card and call the parents. DO NOT transport a child in a ***private vehicle unless authorized***. If you transport a child, it will be done at your own risk.
2. Office personnel will call the police or sheriff's department if parent cannot be reached.
3. The student will be taken to the police station and parent information will be given to the authorities.

CHILD KIDNAPPING OR MISSING STUDENTS

A student should be released from school only to parents or guardians and anyone else listed on the child's registration emergency contact list. If a student is missing from campus:

1. Notify the principal.
2. Office personnel will call the Sheriff's Department or SROs
3. The guardians or other persons listed on the student's emergency card will be contacted by the principal.
4. When Law Enforcement Officers arrive, they will take control and work closely with school officials/relatives.
5. Do not release any information to the press or nonrelated persons.

ABDUCTION, KIDNAPPING, OR HOSTAGE TAKING

1. In the event a person attempts to pick up a child on the restricted list and becomes irate, the secretary will say on the intercom, "**LOCKDOWN NOW**" This is the signal for all teachers to make sure doors are locked and students are in the class.
2. Call 911 and S. R. O.
3. Notify parents or guardian, giving all information including individuals involved, vehicle description, suspected location, or destination.
4. Notify Central Crisis Management Team.

VERY ILL STUDENTS/ ASTHMA ATTACKS/BREATHING PROBLEMS

(for students, staff members, or anyone on campus)

1. Check on student and **do not leave student alone** or send them to the office alone.
2. Immediately page the office, but be very calm so as to not startle students or office personnel. (Parent will be contacted.)
3. The office will contact the school nurse (if needed).
4. Make sure all other students are calm or removed from the area.
5. If you know a child's breathing pump is in the office, please do request that it be immediately brought to the class if needed.
6. Have another student immediately get another adult to stand at the door until the administrative team/designee arrives at your room.
7. Allow office to take care of student.
8. Immediately call parent if needed to either notify of illness and/or to pick the student up.
9. The principal and/or designee will contact the first aid providers if no emergency contacts are available on the child's emergency contact list. Then a decision will be made to transport or not transport a child via ambulance.

IMPORTANT REMINDERS

IF INDOORS:

1. Take a roll and count of students
2. Take the protective actions appropriate to the type of emergency
 - a. Keep children away from windows and outside walls
 - b. Take shelter under desks, tables, and heavy furniture
3. Move from under light fixtures and other suspended objects
 - a. Shut off or disconnect any electrical or gas operated appliances
 - b. Be alert for any developing threats such as broken water pipes or electrical wires
 - c. Communicate roll count of students and situation to the person in charge if and when requested, as soon as it is safe
 - d. Be prepared to evacuate if advised to do so
 - e. If advised to evacuate, follow the [FIRE DRILL PLAN](#)
 - f. [EARTHQUAKE ONLY](#)—Leave doors to room open to prevent jamming
 - g. [INTRUDER WITH WEAPON](#)—Be prepared to evacuate if advised to do so

IF OUTDOORS:

1. Take a list of students and a pencil with you, take a roll and count of students as soon as possible
2. Following the training procedures for the specific types of emergencies, which may include some of the following

- a. Move away from the building as instructed
- b. Avoid overhead wires and utility poles

GUIDELINES/INFORMATION

1. **Do not use cellular phone to call anyone other than your principal**; however, you may use it to notify the office of pertinent information regarding the emergency. All communication to and with outside sources will be conducted through the office.
2. Be very observant in regard to office hostage-type situation or unknown voices and sounds over the intercom.
3. Update telephone numbers and addresses by sending to the office via email to the secretary for changes in the student data base.