



Crisis Management Plan

Sussex Central High School

A variety of emergency situations can occur in a school setting. Such emergencies can include natural disasters (fire, tornado, etc.) or person initiated (bombs, student unrest, hostage situations, etc.). Sussex Central High School recognizes the necessity of having appropriate emergency procedures in place should a crisis occur at our school. Sussex Central High School, Sussex Central Middle School and Sussex Central Elementary School are located on the same campus. The high school and the middle school share personnel. In accordance with this special situation, our Crisis Management Plan has uniformed safety strategies for implementation.

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Intent and Definition of Crisis Management

Intent – Crisis Management is a central component of comprehensive **School Safety**. The most important consideration in both Crisis Management and Safe Schools efforts is the **health, safety and welfare** of the students and staff. A comprehensive Safe Schools Plan places a strong emphasis on prevention using strategies which range from building design to discipline policies and programs which improve school climate.

Definition – Crisis Management is that part of a school division’s approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront, and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

School Board Policy Statement

The Sussex Central High School Crisis Management Plan operates within the framework of the Sussex County School Board policy.

Crisis Management Planning

A. Definitions

1. “Crises” shall include but not be limited to situations involving the death of a student, staff member, or a member of a student’s immediate family by suicide, substance abuse, illness, or accident. The principals shall have the authority to determine what is a crisis incident and to convene the Crisis Management Team.
2. “Critical incidents” shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include but are not limited to natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.
3. The individual school “Crisis Management Plan” shall be a written plan with explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and/or damage to the facility.

B. Crisis Management Team

An Individual School Crisis Management Team shall be established at each school to meet the demands of crisis incidents.

1. **Membership:** The crisis team shall consist of an immediately accessible core group who have the knowledge and skills to act in any emergency and shall include the principal, assistant principal, one or more guidance counselors, nurse/clinic attendant, school psychologist, school social worker, Ms. Bates, school’s CERT (Community Emergency Response Team) coordinator, one or more selected teachers, and a person to record events/minutes of meetings. Additionally, the Police Department (school resource officer, D.A.R.E. officer, or other person designated by the Police Chief), Mental Health Services, Fire Department, and County Emergency Rescue Services shall be asked to consult with the school team. A roster of team members will be posted in each school administration office.
2. **Purposes:** The Crisis Team shall implement and adapt appropriate action from the Crisis Management Plan to address the specific events of the crisis. Roles and responsibilities of team members and consultants will be established in the school’s written Crisis Management Plan.

C. Crisis Management Plan

Each school Crisis Management Plan will include provisions for Pre-planning, Intervention/Response, and Post-emergency activities, including the establishment or designation of the following:

1. Explicit procedures for each crisis incident.
2. Crisis headquarters and command post outside the school facility in the event evacuation is necessary.
3. Chain of command in the event a key administrator is not available.
4. Spokesperson to the media. This person will be the superintendent or designee and is responsible for gathering and confirming all pertinent information about the incident and for informing the school division's public information officer prior to any media release. The principal will also designate a media reception area when deemed appropriate.
5. Phone tree. It is the responsibility of the principal to convey approved information to others. This network may include phone trees to notify staff of emergency incidents and special meetings which may occur before or after school hours. It should also include counselors designated to support groups such as students, faculty, and parents.
6. Communication plan within the school and to the community. The best means of communication may vary with the crisis. However, the plan must provide for communicating with teachers as soon as possible. When appropriate, well-informed representatives should be ready to go into classrooms. Avoid giving news via assembly or public address systems as results can be unpredictable when giving shocking news to large groups of students. To ensure accuracy and avoid rumor, information to students must come directly from internal memoranda or statements written specifically for that purpose and approved by the principal. News is best given to students in class so they can ask questions of a person they know. Questions from parents should also be addressed from pre-approved fact sheet.
7. Arrangement for support services. One individual from the Crisis Management Team will be designated to contact the school board office and to contact, as needed, other community resources such as mental health services. The Crisis Management Team will arrange for assistance as needed from additional school psychologists, school social workers, and other guidance counselors. School arrangements should include the designation of meeting spaces, provisions to request on-call services to meet unexpected demand, and provision of long term follow-up. CERT (Community Emergency Response Team) Coordinator will also provide support services.
8. Bring closure to the crisis. This activity will vary depending on the crisis. But it is imperative to recognize officially the end of the crisis and the beginning of the healing process.
9. Evaluation of the crisis plan. Response to each crisis incident will be reviewed and evaluated at the conclusion of each crisis. Crisis Management Team annually will evaluate the plan and its effectiveness and make modifications as needed.

D. Critical Incident Management Plan

1. A Critical Incident Management Plan shall be developed by the school division and shared with the Police Department, Fire Department, and Department of Emergency Services.
2. Specific school procedures shall reflect utilization of an Incident Command System and specify the key school-based procedures and methods of communication.



Sussex Central High School Crisis Management Plan

Rationale

During a crisis, someone can panic easily and lose focus because of the circumstances. It is even more difficult thumbing through a hundred- and- more page document that is bombarded with text to help you determine steps and procedures during that crisis. Not to mention, as an educator or school official, you are responsible for the lives and safety of children. For those reasons, Sussex Central High School's Crisis Management Team developed an easy read, chart format crisis management plan that prescribes step by step instructions and roles and responsibilities during a specific crisis. The plan is categorized by specific crisis that a school may encounter. The basic premise of each crisis is "what do I do if..." So if crises occur, no matter how big or small, look in the table contents, go to the designated page, look for your position, and follow the step by step instructions.



Sussex Central High School Crisis Management Team

The Crisis Management Team (CMT) serves two functions which are crisis response and crisis prevention. Under the leadership of the principal, the CMT is responsible for:

1. Establishing a protocol for dealing with crises and critical incidents.
2. Establishing a systematic approach for identifying, referring, and intervening with students identified as at risk for suicide or other destructive behaviors.
3. Orienting staff to procedures and training to fulfill designated roles, including conducting drills.
4. Providing information to students, staff, and community on Crisis Management referral procedures.
5. Providing assistance during a crisis in accordance with designated roles; providing follow-up activities.
6. Conducting debriefing at the conclusion of each crisis episode to critique the effectiveness of the building's Crisis Management Plan.
7. Conducting periodic reviews.
8. Develop and implement procedures for prevention, intervention and postvention at all grade levels.
9. Establish a systematic approach to identifying, referring and assessing students at risk of suicide or other behavior that would endanger themselves or others.
10. Disseminate information to students, staff and community on referral procedures.
11. Provide training for teachers and staff. Conduct drills.
12. Assist the Principal in controlling emergency situations.

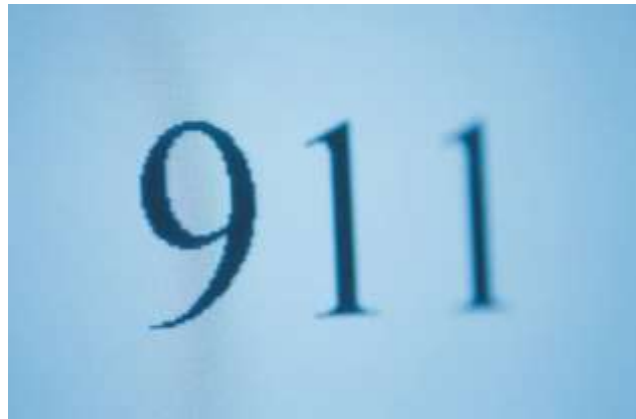


The following chart details the individual members and duties of the CMT.

Position	Name	Responsibilities	Email	Contact Number
Principal	Mrs. A. Matthews	<ul style="list-style-type: none"> • Coordinate and supervise emergency management activities at the school. • Designation and training of a school Crisis Team. • Designation of an Emergency Operations Center or command post. • Monitor developing situations such as weather conditions or incidents in the community that may impact the school. • Keep county officials, division staff and school personnel informed of developing situations and initiate emergency notifications and warnings. • Direct emergency operations until public safety officials arrive on scene. Serve as a liaison to public safety personnel once they arrive on the scene. • Implement evacuation procedures and measures to control access to affected area. • Authorize the release of information to the public. • Coordinate use of building as public shelter for major emergencies occurring in the county. • Provide damage assessment information to the Superintendent of Schools. • Coordinate disaster assistance and recovery. 	amtthews@suss ex.k12.va.us	434-262-6051 Ext 4003



Position	Name	Responsibilities	Email	Contact Number
Assistant Principal	Mr. Norris Evans	<ul style="list-style-type: none"> • All tasks related to student accounting and student release. • Establish procedures for assessing and reporting status of students in an emergency or any event that results in evacuation or relocation of students. • Provide instruction and practice to all teachers and staff in the student assessment and reporting process. • Place reporting forms and procedures in classroom “emergency kit.” Establish procedures for communicating with teachers. • In an emergency, receive reports from all teachers on the condition and location of every student. • Assign persons to investigate reports of any students missing, injured or ill, or otherwise not in compliance with student accounting reports. • Implement student release procedures. • Takes on principal’s duties if not present. 	nevans@sussex.k12.va.us	434-246-6051 Ext 4004



Position	Name	Responsibilities	Email	Contact Number
Secretary	Katrice McFarland Reed	<ul style="list-style-type: none"> The administrative secretarial staff has primary responsibility for emergency communications including exchange of information with school administration staff, community emergency responders and internal communication within the school building. Establish procedures for emergency communications with school administration staff in compliance with school system plans. Establish internal emergency communications including provisions for two-way communications with classrooms and with classes on the playground or other sites. In an emergency, establish and maintain communications with school administration. Establish and maintain communications with county emergency services coordinator, as needed in major emergencies. Initiate and maintain incident log. Receive and maintain student accounting forms. Take appropriate action to notify medical or search teams through 9-1-1. Report status of school and students to school administration as specified. 	kreed@sussex.k12.va.us	434-246-6051 Ext. 4001



Position	Name	Responsibilities	Email	Contact Number
Head Custodian	James King	<ul style="list-style-type: none"> Maintenance staff is familiar with the operations and infrastructure of the school building and are responsible for the stabilization of the building, controlling access, and securing the school facilities. Inventory all hazardous materials, portable and fixed equipment, and utility lines in or near the school. Establish procedures for isolating hazardous areas. In an emergency, survey damage and structural stability of buildings and utilities and report to the principal. Search the affected sections of the school for students or staff that may be confined or injured; however, do not put yourself or others at risk. This task may need to be accomplished by trained public safety professionals. Implement building access control measures. Secure student assembly areas. Distribute supplies to student assembly areas. Assist county officials in damage assessment. Assist administrators in recovery procedures. 		804-895-8249



Position	Name	Responsibilities	Email	Contact Number
Nurse	Tammy Pack	<ul style="list-style-type: none"> • Report to principals • Render first aid if necessary and possible • Document students or staff that you treat 	tpack@sussex.k12.va.us	434-246-6051 Ext. 4012 M.S. 434-246-8091
Food Service Manager	Becky Conner	<ul style="list-style-type: none"> • Coordinate cafeteria staff to respond to crisis. 	bconner@sussex.k12.va.us	
Athletic Director	Curtis Jefferson	<ul style="list-style-type: none"> • Contact principal and Director of Transportation about cancellation, postponement, or rescheduled athletic activities. 	cjefferson@sussex.k12.va.us	434-262-9071
Resource Officer	Eric Johnson	<ul style="list-style-type: none"> • Meets with principal to review facts. • Assist with emergency situations. • Monitors situations as to security issues • Advises principal as to possible security options 	ejohnson@sussex.k12.va.us	804-712-2780
Guidance/ Professional School Counselor	Jacqueline Elliott	<ul style="list-style-type: none"> • Facilitate grief sessions • Communicate with the parents of students in grief sessions • Refer students for additional services (school psychologist, school social worker, etc.) • Assist in assessing suicide threats • Contact principals/guidance counselors in other schools that siblings may be affected 	jelliott@sussex.k12.va.us	434-246-6051 Ext. 4009 Or 434-246-8181
Staff with Radios	Katrice McFarland Reed Michelle Murphy Ruth Holmes Jacqueline Elliot Drexel Pierce Curtis Jefferson Demeatrice Garrett Lt. Col. Kanney 1 st Sgt. Whitfield Ivin Parker Patricia Boone Alvina Matthews Norris Evans	<ul style="list-style-type: none"> • Monitor designated sections of building • Report to principal during evacuation procedures • Give all clear response to principal during evacuation • Keep radio on designated station at all times • Alert staff in designated section of emergency situations 		Channel # 1



Position	Name	Responsibilities	Email	Contact Number
English Department Chair	Demeatrice Garrett	<ul style="list-style-type: none"> • Contact other members of the department to inform about crisis that occur before or after school hours. • Update contact information of department members. • Implement appropriate procedures to protect students. • Evacuation – Prepare classroom emergency kit. Direct and supervise students en route to pre-designated safe areas within the school or to an off-site evacuation shelter. • Student assembly – Maintain order while in student assembly areas. • Student accounting – Verify the location and status of every student. Report to the principal or designee on the condition of any student that needs additional assistance. • Establish a partner system to pair teachers and classes so that some teachers can assist with other tasks such as first aid, search and rescue, or community relations. • Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official “student release process.” 		
Math Department Chair	Patricia Boone	Same as above		
Science Department Chair	Nora Reletta	Same as above		
History Department Chair	Rachel Lyons	Same as above		
Health/P.E. & Elect.	Carol Modecki	Same as above		

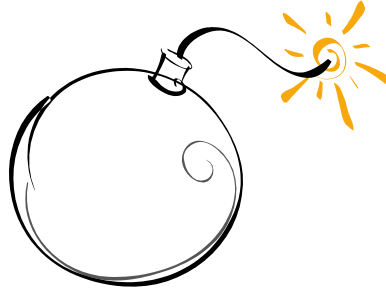


Response Codes

Code	Action	Further Directions	Type of Emergency
RED	EMERGENCY LOCKDOWN	Move away from windows and doors. Lock all classroom doors. Wait for further directions. Account for all students. Evacuate or return to normal only with directions from a recognizable school official.	Intruder, gunfire, civil disruption
ORANGE	CBRNE SHELTER-in-PLACE LOCKDOWN	Lock all classrooms and outside doors; close all windows; evacuate only upon notification. No one is to be allowed to leave the classroom. Be sure all students are accounted for. Close and seal all windows, seal door threshold, other window leaks and HVAC vents, shut down HVAC System	Chemical, biological, radiological, nuclear and/or explosive event (CBRNE) Bomb threat, gas leak, structural damage to building, hostage situation
BROWN	EXTERIOR LOCKDOWN	Lock all outside doors and secure areas where one may access the building	Danger in area, escaped prisoner in the area, violent situation near the school
YELLOW OR FIRE ALARM	EVACUATE	Follow normal school evacuation routes	Fire alarm, typical bomb threat, etc.
BLUE	REVERSE EVACUATION	Bring all students from outside areas; report to assigned area for weather related emergency and assume the appropriate position (drop, cover and hold); remain in reverse evacuation until recognizable school official directs to resume normal activities	Weather related emergency. Tornado, high winds, severe Thunderstorms, etc

What to do if there is a bomb threat by phone?

CODE ORANGE	CBRNE-SHELTER- in- PLACE LOCKDOWN
Position	Step by Step Instructions:
Principal	<ul style="list-style-type: none"> • When call is received ask the caller the following questions: When is bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why? What is your address? What is your name? If voice is familiar, who did it sound like? Write down exact wording of caller's message by completing bomb threat form. • Assess the threat. • Call or designate secretary to call Superintendent and 9-1-1. • Announce Code Orange • Delegate CMT responsibilities • Follow instruction of Emergency crews • Follow up with responsibilities of CMT • Keep Superintendent updated
Assistant Principal	<ul style="list-style-type: none"> • Alert staff of threat via email or announcement • Prepare for possible evacuation (Evacuate at safe location designated by Emergency crews or principal) • If necessary, evacuate class rooms nearest the device • Meet with teachers to account for students
Secretary	<ul style="list-style-type: none"> • When call is received, notify principal immediately. • Keep caller on phone as long as you can. • You or the principal if near, should ask the following questions: When is bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why? What is your address? What is your name? If voice is familiar, who did it sound like? Write down exact wording of caller's message by completing bomb threat report form. • Give information to principal as soon as possible. • Perform tasks as directed by principal such as call 911, call Superintendent, etc.
Head Custodian	<ul style="list-style-type: none"> • Sweep the building of unknown or suspicious packages as designated by principal or Emergency crews • Notify principal or emergency crew of unknown packages or devices
Teachers	<ul style="list-style-type: none"> • Once notice is received, calmly check for any suspicious package in your classroom. If found, contact principal or designee as soon as possible. • Wait for announcement from principal to evacuate • Keep students calm and in the classroom until further notice
Guidance Counselor	<ul style="list-style-type: none"> • Be prepared for follow up counseling



What to do if there is a bomb threat by a student or staff member?

CODE ORANGE	CBRNE-SHELTER-in-PLACE LOCKDOWN
Position	Step by Step Instructions:
Initial Contact of Threat	<ul style="list-style-type: none"> • Keep the student or staff member in your presence and contact the principal or designee immediately • Try to keep the person calm • Wait for the CMT team to arrive
Principal	<ul style="list-style-type: none"> • Ask the student/staff member the following questions: When is bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why? What is your address? What is your name? If voice is familiar, who did it sound like? Write down exact wording of caller's message by completing bomb threat form. • Assess the threat • Contact resource officer • Call or designate secretary to call Superintendent and 9-1-1. • Announce Code Orange • Delegate CMT responsibilities • Follow instruction of Emergency crews • Follow up with responsibilities of CMT • Keep Superintendent updated
Assistant Principal	<ul style="list-style-type: none"> • Alert staff of threat via email or announcement • Prepare for possible evacuation (Evacuate at safe location designated by Emergency crews or principal) • If necessary, evacuate class rooms nearest the device • Meet with teachers to account for students
Secretary	<ul style="list-style-type: none"> • Give information to principal as soon as possible. • Perform tasks as directed by principal such as call 911, call Superintendent, etc.
Head Custodian	<ul style="list-style-type: none"> • Sweep the building of unknown or suspicious packages as designated by principal or Emergency crews • Notify principal or emergency crew of unknown packages or devices
Teachers	<ul style="list-style-type: none"> • Once notice is received, calmly check for any suspicious packages in your classroom. If found, contact principal or designee as soon as possible. • Wait for announcement from principal to evacuate • Keep students calm and in the classroom until further notice
Guidance Counselor	<ul style="list-style-type: none"> • Be prepared for follow up counseling

What to do if there is an accident or injury?

No Specific Code	
Position	Step by Step Instructions:
Teacher	<ul style="list-style-type: none"> • Encourage and assist patient to remain still • If injured person is unable to move, or head or spinal injury is suspected, call for nurse ext. 4012 or office ext. 4001 • Check for blood or other secretions from the injured person's area. If found, call ext. 1001 to send for a custodian to clean area. • Keep other people in the room calm and remove from area ASAP. • Complete accident report form to submit to administration for more serious injuries. • Notify nurse of nature of problem
Secretary	<ul style="list-style-type: none"> • If necessary, promptly pass on information about injured person to nurse. • If necessary, promptly contact custodian.
Custodian	<ul style="list-style-type: none"> • Clean blood and other secretions using proper materials as designated by nurse.
Nurse	<ul style="list-style-type: none"> • Administer medical assistance • Contact parent or emergency contact of injured person • Keep log of incident • Report more serious injuries to principal to contact 9-1-1
Principal	<ul style="list-style-type: none"> • Complete accident report form for more serious injuries and send to Superintendent • If it is an injured staff member, advise about Workmen's Compensation and complete required forms



What to do if there is a tornado?

CODE BLUE	REVERSE EVACUATION		
Instructions	Tornado without funnel clouds	Tornado with funnel clouds	Tornado hit school
Principal	<ul style="list-style-type: none"> Advise teachers and staff via the P.A. system that a tornado <i>watch</i> is in effect. Advise teachers to review the “drop and tuck” command and designated <i>areas of shelter</i> with students. Designate secretary to monitor NOAA and television broadcasts for additional information. Bring students located outside of the building or in classroom trailers into the main building. Ensure that a plan is in place to assist special needs students and staff. Have an alternate plan of communication ready should there be a loss of power (e.g., walkie talkies, runners, etc.) 	<ul style="list-style-type: none"> Advise teachers and staff of the tornado <i>warning</i>. Advise all teachers to escort classes to their pre-designated <i>areas of shelter</i>. Notify secretary staff to keep a look out in order to “spot” tornado funnels and monitor emergency broadcasts systems. Be prepared to give the “drop and tuck” command via the P.A. system if danger is imminent. Delay bus departures Keep Superintendent updated Have an alternate plan of communication ready should there be a loss of power (e.g., walkie talkies, runners, etc.) 	<ul style="list-style-type: none"> Ensure utilities are shut off. Call 911 and give a situation report. Determine who was injured and administer first aid. Carefully evacuate damaged areas. Notify: Superintendent Risk Management & Security Take roll and conduct a search for missing students and staff, if safe to do so. Account for and release students to parents only after a complete roll call has been reported. Maintain a list of all injured students and staff. Keep an accurate record of the hospitals to which any were sent. Establish a means to disseminate information to parents and media.



Assistant Principal	<ul style="list-style-type: none"> Advise the custodian or building engineer to be prepared to shut off the main gas supply valve in the event of a tornado <i>warning</i>. Advise custodian to close all fire doors and gates along the corridor to minimize injury from flying debris. Assist with moving staff and students to designated safe areas 	<ul style="list-style-type: none"> Advise the custodian or building engineer to be prepared to shut off the main gas supply valve in the event of a tornado <i>warning</i>. Have immediate access to the contents of the “Emergency Management Kit” and distribute flashlights as necessary. Assist with moving staff and students to designated safe areas 	<ul style="list-style-type: none"> Carefully evacuate damaged areas. Take roll and conduct a search for missing students and staff, if safe to do so.
Teacher	<ul style="list-style-type: none"> Review the “drop and tuck” command and designated <i>areas of shelter</i> with students. Close windows and blinds. Be prepared to “drop and tuck” under desks if the immediate command is given over the P.A. system or if there is an immediate need to do so. 	<ul style="list-style-type: none"> Escort students to the pre-designated <i>areas of shelter</i>. Take a class roster and account for all students. Ensure that students sit quietly against a wall on the floor and that they understand the “drop and tuck” command. 	<ul style="list-style-type: none"> Take roll and conduct a search for missing students and staff, if safe to do so.
Teachers with walkie talkies	<ul style="list-style-type: none"> Radio to principal when your entire section is in a designated area of shelter 	<ul style="list-style-type: none"> Radio to principal when your entire section is in a designated area of shelter 	
Secretary	<ul style="list-style-type: none"> Monitor NOAA and television broadcasts for additional information. Deliver messages from Superintendent’s office to principal 	<ul style="list-style-type: none"> Keep a look out in order to “spot” tornado funnels. Contact principal if a funnel cloud is sighted. Persuade parents picking up their child to stay in building. 	<ul style="list-style-type: none"> Account for and release students to parents only after a complete roll call has been reported.
Custodian		<ul style="list-style-type: none"> Close all fire doors and gates along the corridor to minimize injury from flying debris. Shut off main gas supply valve. Be prepared to shut off all other utilities if necessary. 	<ul style="list-style-type: none"> Ensure utilities are shut off.

Nurse	<ul style="list-style-type: none"> • Be on standby for medical emergencies 	<ul style="list-style-type: none"> • Be on standby for medical emergencies 	<ul style="list-style-type: none"> • Maintain a list of all injured students and staff. Keep an accurate record of the hospitals to which any were sent. • Determine who was injured and administer first aid.
Resource Office	<ul style="list-style-type: none"> • Be on standby for emergencies • Assist with moving staff and students to designated safe areas 	<ul style="list-style-type: none"> • Be on standby for emergencies • Assist with moving staff and students to designated safe areas 	<ul style="list-style-type: none"> • Assist with search of all missing students and staff • Determine who was injured and administer first aid.
Guidance Counselor	<ul style="list-style-type: none"> • Be on standby for emergencies • Assist with moving staff and students to designated safe areas 	<ul style="list-style-type: none"> • Be on standby for emergencies • Assist with moving staff and students to designated safe areas 	<ul style="list-style-type: none"> • Assist with search of all missing students and staff

Tornados

Danger Signs:

Severe Thunderstorms - thunder, lightning, heavy rains, and strong winds

Hail - pellets of ice from dark-clouded skies

Roaring Noise - like a hundred railroad locomotives; a crashing thunderous sound

Funnel - dark, spinning “rope” or column from the sky to the ground

Drop and Tuck

- **Protect Yourself** -

- **Lie Face Down** -

- **Draw Your Knees Up Under You** -

- **Cover The Back of Your Head with Your Hands** -



What to do if there is a fire?

Code Yellow	EVACUATE
Position	Step by Step Instructions
Principal	<ul style="list-style-type: none"> • Sound the fire alarm • Ask attendance clerk to have an attendance print out available of present students • Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire. • Evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area. • Evacuate plans for the handicapped should be reviewed and practiced and periodically updated. • Initiate Roll. • Notify utility companies of a break or suspected break in lines which might present an additional hazard. • Keep access roads open for emergency vehicles. • Have fire department officials declare the area safe before allowing students/staff to return to school. • If the school needs to be closed and students transported to another location or home, contact the • Director of Transportation at 434-262-9072.
Assistant Principal	<ul style="list-style-type: none"> • Sound the fire alarm • Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire. • Evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area. • Initiate roll. • State all clear for your section of building
Custodian	<ul style="list-style-type: none"> • Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire. • The custodial staff, administrators, and other appropriate personnel should be trained to use fire extinguishers to fight small fires. However, they should not endanger their lives in doing so.
Teachers	<ul style="list-style-type: none"> • Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire. • Make special provisions for handicapped students.

	<ul style="list-style-type: none"> • Specific persons, plus alternates, should be assigned to assist specific handicapped individuals. • Evacuate plans for the handicapped should be reviewed and practiced and periodically updated. • Initiate roll. Each teacher should leave the room with the roll book to check student names. In order to avoid confusion, all student absences should be recorded.
Staff with Radios (walkie talkies)	<ul style="list-style-type: none"> • Assist to evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area. • State all clear for your section of building
Guidance Counselor	<ul style="list-style-type: none"> • Assist to evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area. • State all clear for your section of building
Resource Officer	<ul style="list-style-type: none"> • Assist to evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area. • State all clear for your section of building
Nurse	<ul style="list-style-type: none"> • Render first aid as necessary

What to do if there is an accident to and from school in car/bus or a bus accident to and from a field trip?

Position	Step By Step Instructions
Teachers/Staff	<ul style="list-style-type: none"> • Call police, fire or rescue as indicated by nature of accident at 911 • Notify Principal at (434)262-9051 • Call emergency number on cards • Remain calm • If threat of fire exists, remove children to safe place.
Principal	<ul style="list-style-type: none"> • Call police, fire or rescue as indicated by nature of accident at 911 • Remain calm • If threat of fire exists, remove children to safe place. • Notify Superintendent at (434) 246-1099 • Notify Supervisor of Operations at (434)262-9072 • Notify parents, spouse, or individual on emergency card
Guidance Counselor	<ul style="list-style-type: none"> • If necessary, prepare for grief counseling.

What to do if there is an aircraft disaster?

Position	Aircraft crash into or near building	Aircraft on or near school site
Principal	<ul style="list-style-type: none"> • Call police, fire or rescue as indicated by the accident at 9-1-1 • Call Superintendent at 434-246-1099 • Call Supervisor of Operations 434-262-9072 • Utilize exit plan modified to maximize safety of students • Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from crash. • Provide for treatment and removal of injured building occupants. • Account for all building occupants and determine extent of injuries 	<ul style="list-style-type: none"> • Call Superintendent at 434-246-1099. Superintendent should contact emergency personnel. • Call Supervisor of Operations 434-262-9072 • Instruct students and staff outside the building to come inside. • No evacuations should occur unless explosions or fire endanger the building. • Consider shelter-in-place procedures
Assistant Principal	<ul style="list-style-type: none"> • Assist with evacuation • Account for all building occupants and determine extent of injuries 	<ul style="list-style-type: none"> • Instruct students and staff outside the building to come inside. • Assist with evacuation if necessary
Nurse	<ul style="list-style-type: none"> • Provide for treatment and removal of injured building occupants. • Account for all building occupants and determine extent of injuries 	<ul style="list-style-type: none"> • Standby for possible medical emergencies
Teachers	<ul style="list-style-type: none"> • Account for all students and determine extent of injuries • Keep students calm • Wait for notice of evacuation • Follow evacuation procedures 	<ul style="list-style-type: none"> • Account for all students and determine extent of injuries • Keep students calm • Wait for notice of evacuation • Follow evacuation procedures
Guidance Counselor	<ul style="list-style-type: none"> • Assist with evacuation procedures • Prepare for counseling services 	<ul style="list-style-type: none"> • Assist with evacuation procedures • Prepare for counseling services
Resource Officer	<ul style="list-style-type: none"> • Assist emergency personnel • Assist with evacuation procedures 	<ul style="list-style-type: none"> • Assist emergency personnel • Assist with evacuation procedures

What to do if there is an angry parent/employee/patron?

Position	Step by Step Instructions
Administrator	<ul style="list-style-type: none"> • Be courteous and confident • Remain calm • Do not touch • Keep at a reasonable distance • Listen • Allow the opportunity to vent • Meet in a neutral, protected location • Leave door open or have resource officer to join you • Avoid blame. Focus on what can be done • If behavior is persistent, request from Superintendent to ban the person from property short or long term.
Teacher	<ul style="list-style-type: none"> • Be courteous and confident • Remain calm • Do not touch • Keep at a reasonable distance • Listen • Allow the opportunity to vent • Meet in a neutral, protected location • Leave door open or have other team members or guidance counselor to join you • Avoid blame. Focus on what can be done • If behavior is persistent, request an administrator to join you
Secretary	<ul style="list-style-type: none"> • Keep updated list of banned patrons/parents • Warn administrator or teacher of angry patrons/parents entering building or calling school
Resource Officer	<ul style="list-style-type: none"> • Only intervenes if parent/patron/employee make a threat or displays disorderly conduct
Guidance Counselor	<ul style="list-style-type: none"> • Mediates and provides neutral location • Be courteous and confident • Remain calm • Do not touch • Keep at a reasonable distance • Listen • Allow the opportunity to vent • Meet in a neutral, protected location • Leave door open or have other team members or guidance counselor to join you • Avoid blame. Focus on what can be done • If behavior is persistent, request an administrator to join you

What to do if there is an intruder/trespasser?

CODE RED	EMERGENCY LOCKDOWN
Position	
Principal	<ul style="list-style-type: none"> Determine whereabouts of the intruder. Isolate the individual. Determine the extent of the crisis. <p><i>If crisis is an emergency follow the steps below:</i></p> <ul style="list-style-type: none"> Notify Superintendent and Resource Officer. Announce over the public address system that a lockdown is in effect and move students to opposite area of intruder. If necessary say signal word “Tiger Roar.” The proceeding word will let you know the area the hostage is located. For example, “Tiger roar gym” means that you evacuate away from the gym area. Direct secretary to call 911 and notify the police of our emergency and the need for immediate police assistance. <p><i>The following announcement will be made:</i></p> <p>A. Class in Session (no lunches in progress) “Students and Staff” – It is necessary at this time to begin a school wide lockdown. All students are to remain in class. Students in the hall report immediately back to your room. Teachers lock your classroom door. No one is to leave the classroom until an all- clear announcement is made by an administrator. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made.</p> <p>B. Class Change in Progress “Students and Staff” – It is necessary at this time to begin a school wide lockdown. All students and teachers report immediately to your next class. Teachers, be at your classroom door and lock as soon as the students have arrived. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made.</p> <p>C. During Lunch Bells “Students and Staff” – It is necessary at this time to begin a school wide lockdown. Students in the cafeteria are to report immediately to the gym Teachers lock your classroom doors. Students outside of their classroom at this time are to report back to your class immediately. No one is to leave their classroom or designated area until an all clear announcement is made by an administrator. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made.</p> <ul style="list-style-type: none"> During the lockdown announcement, the administrator and head custodian will lock the exit doors. Prepare information for police report for possible charges Schedule follow-up staff meeting
Assistant Principal	<ul style="list-style-type: none"> Assist with lockdown procedures
Guidance Counselor	<ul style="list-style-type: none"> Assist with lockdown procedures
Teachers	<ul style="list-style-type: none"> Lock your door. Tell the students that we have an emergency and you don’t know what it is. Get the students to go to an area of the room that is away from the door and away from the windows. Have students stay there until an announcement is made Follow evacuation procedures as announced. Listen for signal word to determine the direction of evacuation.
Staff with Radios	<ul style="list-style-type: none"> Communicate with administrators by walkie-talkie to assess situation and plan next course of action. Communicate to teachers in your section plans and next course of action
Secretary	<ul style="list-style-type: none"> Make sure all patrons report to office and receive a visitor’s pass Notify administrators promptly about an intruder Monitor security cameras and radio principal of suspicious activity Call emergency personnel as instructed by principal

What to do if there is a hostage situation/barricaded?

CODE RED	EMERGENCY LOCKDOWN
Position	
Principal	<ul style="list-style-type: none"> • Determine whereabouts of the intruder. Isolate the individual. Determine the extent of the crisis. • Call 9-1-1 immediately. • Notify Superintendent or designate someone to call. • Alert staff members via radio once it is established that the hostage taker does not have one. • Use a prearranged signal to immediately evacuate the building away from the hostage taker. • The signal word is “Tiger Roar”. The proceeding word will let you know the area the hostage is located. For example, “Tiger roar gym” means that you evacuate away from the gym area. • Evacuate other staff and students that are not exposed to the hostage taker. • Assist emergency personnel.
Assistant Principal	<ul style="list-style-type: none"> • Evacuate other staff and students that are not exposed to the hostage taker. • Assist emergency personnel.
Resource Officer	<ul style="list-style-type: none"> • Respond to emergency
Teachers	<ul style="list-style-type: none"> • Tell the students that we have an emergency and you don’t know what it is. • Remain calm. • Get the students to go to an area of the room that is away from the door and away from the windows. • Have students stay there until an announcement is made. • Follow evacuation procedures. • If evacuation is necessary listen for the signal word “Tiger Roar”. The proceeding word will let you know the area the hostage is located. For example, “Tiger roar gym” means that you evacuate away from the gym area. • Account for all students.

What to do if the event of the poisoning or suspected poisoning of a student or an employee?

Position	Step By Step Instructions
Principal/Administration	<ul style="list-style-type: none"> • Ask for the school nurse assistance #4012 • Call the rescue squad • Call the Poison Control Center 1-800-222-1222 • Administer first aid suggested by poison information center. • Contact parent/guardian of poison victim
Teacher/Other Staff Members	<ul style="list-style-type: none"> • Contact school nurse immediately #4012 • Contact administrator immediately

What to do if there is a power failure?

Position	
Secretary	<ul style="list-style-type: none"> • Notify Dominion Power 1-888-667-3000 • Notify Maintenance, Facilities Manager 434-246-6513 • Notify Supervisor of Operations 434-262-9072; 434-246-6961
Principal/Assistant Principal	<ul style="list-style-type: none"> • Provide staff with alternative rooms with windows; Provide staff with flashlights • If necessary, announce no class change until power is restored • Alert cafeteria manager to offer alternative lunch (cold sandwiches, chips, etc.) if necessary
Teachers	<ul style="list-style-type: none"> • Utilize flash lights or go to a room with windows • Remain calm • Do not allow students out the classroom until power is restored • Account for all students

What to do if there is an act of vandalism?

Position	
Principal	<ul style="list-style-type: none"> • Photograph damage • Instruct custodial staff to clean damage or report to maintenance for repair • For more serious acts of vandalism, contact Supervisor of Operations 434-262-9072 to prepare a bill to seek restitution • For serious acts of vandalism that are considered hate crimes, gang activity, etc. report to resource officer
Assistant Principal	<ul style="list-style-type: none"> • Photograph damage • Instruct custodial staff to clean damage or report to maintenance for repair • For more serious acts of vandalism, report to principal.
Teachers and Other Staff	<ul style="list-style-type: none"> • If possible, photograph damage. • Send report to principal or assistant principal that describes the type of damage, time, date, persons responsible, and location
Custodian	<ul style="list-style-type: none"> • Promptly remove damage as instructed by principal/assistant principal • As directed by the Sheriff's Department.

What to do if there is a shooting/wounding/attacks?

CODE RED	EMERGENCY LOCKDOWN
Position	Step by Step Instructions
Principal	<ul style="list-style-type: none"> • Assess the situation • Call 9-1-1 • Use emergency signal-Code Red- so that all students and staff are to stay in classrooms, secure the door, and stay on floor. • Determine if the perpetrator is still on premises. Determine number of witnesses and victims. • Notify Superintendent's Office • Assist emergency personnel as needed <p><i>After the danger has passed:</i></p> <ul style="list-style-type: none"> • Prepare a written memo for staff and parents. Seek approval from Superintendent • Call emergency staff meeting • Implement necessary follow up activities
Assistant Principal	<ul style="list-style-type: none"> • Assist with lock down procedures
Nurse	<ul style="list-style-type: none"> • Administer first aid as necessary
Secretary	<ul style="list-style-type: none"> • Call 9-1-1 as directed by principal • Look at security monitors and provide communication by radio if suspicious activity occur
Teacher	<ul style="list-style-type: none"> • Follow lock down procedures thoroughly • Lock your door. • Tell the students that we have an emergency and you don't know what it is. • Get the students to go to an area of the room that is away from the door and away from the windows. • Establish safety password for entrance in classroom • Have students stay there until an announcement is made • Follow evacuation procedures as announced. Listen for signal word to determine the direction of evacuation.
Guidance Counselor	<ul style="list-style-type: none"> • Prepare for and implement grief counseling • Contact other counseling professionals as necessary
Custodian	<ul style="list-style-type: none"> • Assist with lock down procedures



What to do if there is a weapons situation?

CODE RED	EMERGENCY LOCKDOWN
Position	Step by Step Instructions
Principal	<ul style="list-style-type: none"> • Assess the situation. • Notify resource officer. • Notify police. Provide as much information as possible. Be prepared to act as a resource and liaison between school and police. If necessary, have a map of the school available. • Gather as much information as possible. Try to determine location and identity of suspect and location and description of weapon. • Alert staff of lockdown procedures, use code words “Tiger Roar” and proceed with the word of the location of the suspect. • Isolate individual or suspect. • Confer with police when they arrive. They will advise you how they intend to proceed. • Notify Superintendent. <p><i>After danger has passed:</i></p> <ul style="list-style-type: none"> • Refer media questions to Superintendent. • Call emergency staff meeting and plan follow up activities.
Assistant Principal	<ul style="list-style-type: none"> • Assist with lockdown procedures.
Custodian	<ul style="list-style-type: none"> • Assist with lockdown procedures.
Nurse	<ul style="list-style-type: none"> • Administer first aid as necessary.
Guidance Counselor	<ul style="list-style-type: none"> • Prepare for and implement grief counseling • Contact other counseling professionals as necessary
Teacher	<ul style="list-style-type: none"> • Follow lock down procedures thoroughly • Lock your door. • Tell the students that we have an emergency and you don’t know what it is. • Get the students to go to an area of the room that is away from the door and away from the windows. • Have students stay there until an announcement is made • Follow evacuation procedures as announced. Listen for signal word to determine the direction of evacuation.
<i>If you encounter a person with a weapon:</i>	<ul style="list-style-type: none"> • Remain calm. • Do not use force or touch the person or weapon. • Isolate individual or suspect. • Notify administrator or other staff if possible by stating “Tiger Roar” and your room number or location. Staff member would know to contact police immediately. • Await arrival of authority and emergency personnel.
Resource Officer	<ul style="list-style-type: none"> • Respond to emergency.

What to do if there is a gas/oil leak?

CODE ORANGE	CBRNE-SHELTER-in-PLACE LOCKDOWN
Position	Step by Step Instructions
Principal	<p><i>If leak is in or near the building:</i></p> <ul style="list-style-type: none"> • Evacuate students at a safe distance away from building <p><i>Then:</i></p> <ul style="list-style-type: none"> • Instruct custodial staff to turn off main gas valve located in white tank in the rear of the building, near the entrance/exit doors near room #129 on map. • Instruct secretary to call fire department 9-1-1. • Instruct secretary to call Maintenance Office 434-246-6513; or 434-262-9050 • Instruct secretary to call Spencer Propane, Co. Inc. 804-733-3286; 1-800-633-5660 • Instruct secretary to call Amerigas 804-862-4560 • Notify Superintendent's Office • Keep students at a safe distance until the problem has been corrected.
Secretary	<p><i>As directed by principal:</i></p> <ul style="list-style-type: none"> • Instruct secretary to call fire department 9-1-1. • Instruct secretary to call Maintenance Office 434-246-6513; or 434-262-9050 • Instruct secretary to call Spencer Propane, Co. Inc. 804-733-3286; 1-800-633-5660 • Instruct secretary to call Amerigas 804-862-4560
Assistant Principal	<ul style="list-style-type: none"> • Assist with evacuation procedures
Guidance Counselor	<ul style="list-style-type: none"> • Assist with evacuation procedures
Resource Officer	<ul style="list-style-type: none"> • Assist with evacuation procedures
Nurse	<ul style="list-style-type: none"> • Administer first aid as needed
Teachers	<ul style="list-style-type: none"> • Alert administrator of gas/oil smell promptly • Follow evacuation procedures described by principal (typically, same as fire evacuation)
Custodian	<ul style="list-style-type: none"> • Turn off main gas valve • Assist maintenance personnel as needed



What to do if there is a chemical spill?

Code	CODE RED-EMERGENCY LOCKDOWN	CODE ORANGE
Position	Inside the building	Outside the building
Principal	<ul style="list-style-type: none"> • Evacuate the area immediately • Check the Material Safety Data Sheet to determine urgency of the situation. Free website is http://www.ehso.com/msds.php • If spill is not deemed dangerous, instruct custodian to clean up spill • Call the fire department once deemed necessary • Notify the Supervisor of Maintenance 434-262-9050 • Notify Superintendent 	<ul style="list-style-type: none"> • Insure that all students are in the building and remain there. • Instruct custodian to shut off all outside air ventilators. This task may have to complete by Supervisor of Maintenance contact 434-262-9050 • Notify Superintendent
Assistant Principal	<ul style="list-style-type: none"> • Assist with evacuation procedures 	<ul style="list-style-type: none"> • Assist with insuring all students are in the building
Custodian	<ul style="list-style-type: none"> • Clean spill 	<ul style="list-style-type: none"> • Shut off all outside air ventilators
Secretary	<ul style="list-style-type: none"> • Keep lines clear for emergency calls 	<ul style="list-style-type: none"> • Keep lines clear for emergency calls
Teachers	<ul style="list-style-type: none"> • Evacuate area immediately • Notify administrator • Listen for further instructions by principal 	<ul style="list-style-type: none"> • Insure all students are in the building • Close windows • Listen for further instructions by principal



What to do if there is a child abduction?

Position	Step by Step Instructions
Principal	<ul style="list-style-type: none"> • Immediately after it has been determined that a child has been lost/taken, contact the police. • Notify Superintendent • Contact the parents of the child involved. Establish a communication plan with them. • Designate secretary to deal with phone communications. • Obtain a picture of child and obtain a full description of child to assist the police. • Conduct immediate search of school buildings and grounds. • In cases of child napping, get statements from witnesses.
Assistant Principal	<ul style="list-style-type: none"> • Assist with search on school property.
Resource Officer	<ul style="list-style-type: none"> • Assist with search
Guidance Counselor	<ul style="list-style-type: none"> • Assist with search on school property
Custodian	<ul style="list-style-type: none"> • Assist with search
Staff with Radios	<ul style="list-style-type: none"> • Assist with search (your section of building)
Teachers	<ul style="list-style-type: none"> • Remain calm. • Solicit information from students/staff who may have been witnesses to child napping or know the missing student's whereabouts • Provide description of missing child. • Report information directly to principal or police
Secretary	<ul style="list-style-type: none"> • Look at security monitors • Keep lines clear for emergency calls

What to do if there is a death of student or staff member?

Position	Step by Step Instructions
Principal	<ul style="list-style-type: none"> • Contact CMT and have a team meeting as soon as possible • Notify Superintendent • Prepare a fact sheet giving accurate, up-to-date information • Hold a faculty meeting as soon as possible. Review the procedures for the day, availability of support services, referral process for affected students • Contact family of deceased. Visit the family of deceased. • Notify Supervisor of Operations 434-262-9072 to contact driver of the bus of the student who died. Supply a school staff member to ride the bus if that seems necessary. • Notify guidance counselor to implement grief counseling plan.
Guidance Counselor	<ul style="list-style-type: none"> • Implement grief counseling plan
Other Staff	<ul style="list-style-type: none"> • Provide support to affected students and condolences to family of deceased.
Nurse	<ul style="list-style-type: none"> • Provide assistance with grief counseling and medical assistance.

What to do if student/staff threatens to commit suicide?

Position	Step by Step Instructions
Principal	<p><i>In the event that a staff member has reason to believe that a student may be suicidal or represent a potential threat to others the following action is to be taken:</i></p> <ol style="list-style-type: none"> 1. Take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. 2. Immediately report concerns to an administrator. 3. Under no circumstances should an untrained person attempt to assess the severity of suicidal risk; all assessment of threats, attempts, or other risk factors must be left to the appropriate professionals. 4. Refer situation to guidance counselor to assess the risk. <p>Notify parent/guardian of suicidal student.</p>
Guidance Counselor	<ul style="list-style-type: none"> • Assess level of threat. • Notify school psychologist 434-262-9060 and school social worker 434-262-9052. • Notify parent/guardian of suicidal student.
Teachers/Staff	<p><i>In the event that a staff member has reason to believe that a student may be suicidal or represent a potential threat to others the following action is to be taken:</i></p> <ol style="list-style-type: none"> 1. Take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. 2. Immediately report concerns to an administrator. 3. Under no circumstances should an untrained person attempt to assess the severity of suicidal risk; all assessment of threats, attempts, or other risk factors must be left to the appropriate professionals.
Nurse	1. To provide additional assistance to guidance counselor and psychologist

Response to a Suicide Attempt Not Occurring at School

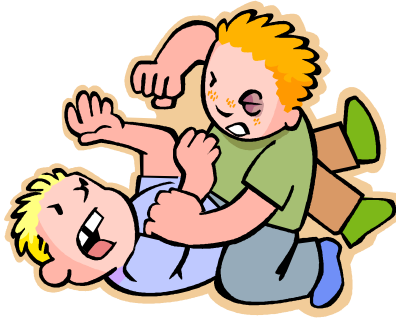
When a school becomes aware that a student or staff member attempted suicide, the school must protect that person's right to privacy. Should a parent or other family member notify the school of a student's suicide attempt, the family should be referred to appropriate community agencies for support services. Staff response should be focused on quelling the spread of rumors and minimizing the fears of fellow students and staff. As opposed to convening a Crisis Response Team meeting and alerting the student body, any services provided to the person who attempted suicide must be kept confidential and coordinated with outside service providers, such as a suicide crisis counselor or hospital emergency team.

What to do if there is an earthquake?

Position	Step by Step Instructions
Principal	<ul style="list-style-type: none"> • Give instructions to take immediate cover to teachers via intercom • Call 9-1-1 • Instruct students and staff to evacuate once tremor subsides as directed by police or by use of better judgment. • Initiate roll of staff and students.
Other Staff	<ul style="list-style-type: none"> • Instruct students to drop to the floor and secure protections beneath a desk or table. • After the tremor subsides, usher the students out of the building according the established route for fire evacuation. Leave through the nearest accessible door if the planned route is inaccessible. • Call roll to be sure all students have exited safely; notify administration if a student is missing. • Instruct students to stay clear of the buildings and power lines.

What to do if there is a fight?

Position	
All Staff	<ul style="list-style-type: none"> • Walk briskly – don't run. • Get help along the way; send responsible students for help from the closest source. <p>Assess and evaluate:</p> <ul style="list-style-type: none"> • The number of students involved • The size of students involved • Any weapons that are involved • Proximity of individuals who can assist • Calmly take charge of the situation • Disburse crowd. • Identify yourself to fighters and tell them to stop fighting in a firm, authoritative voice. If known, call the students by name. • Separate the combatants; avoid physical force. • Remove participants to office. • Get medical attention if necessary. • Describe incident in writing. • Report viable information to administration concerning incident • Provide protection and support for victims
Principal/Assistant Principal	<ul style="list-style-type: none"> • All of the above • Obtain witness statements, allow students due process, contact parent, administer discipline consequence



What to do if there is a pandemic influenza (H1N1)?

Position	Step by Step Instructions
All Staff	<ul style="list-style-type: none"> • If you get sick, stay from work or school and limit contact with others to keep from infecting them. • If you think you require medical attention, call your health provider in advance so that they can take the necessary infection control precautions prior to your arrival • Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in trash after you use it. • Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective. • Avoid touching eyes, nose or mouth.
Principal	<ul style="list-style-type: none"> • All of the above • Notify Superintendent of any cases of H1N1 • Follow Superintendent's instructions if a case is diagnosed • Monitor the attendance of your students
Nurse	<ul style="list-style-type: none"> • Encourage students to stay home if they are sick to limit them from infecting others. • Contact parents of sick students
Attendance Clerk	<ul style="list-style-type: none"> • Contact parents if students are absent. Report to administrator if parent reveals that child has flu symptoms.



The information provided is aligned with VADOE recommendations and the Sussex County Public Schools Crisis Management Plan. This plan is specifically catered to Sussex Central High School and should not be replicated to use in any other facility. Please note that this is a working document and if a new crisis that is not in the plan occur adjustments will be made. In addition, if current plans are not as effective when practiced, revisions will be made by the Crisis Management Team (CMT).

Sussex Central High School

2019-2020

Crisis Management Team

Alvina Matthews, Principal

Norris Evans, Assistant Principal

Tammy Pack, School Nurse

Jacqueline Elliott, Professional School Counselor

Drexel Pierce, Professional School Counselor

Eric Johnson, School Resource Officer

Curtis Jefferson, Teacher/ Athletic Director

Ruth Holmes, Secretary/ EMT

Katrice McFarland-Reed, Secretary

Michelle Murphy, Bookkeeper

James King, Head Custodian