

Academy of Careers and Technology

Health and Safety Plan



Revised August 7, 2025

390 Stanaford Road

Beckley, West Virginia 25801 304-256-4615

Preparing Students for Their Future

<http://wvact.net> <http://facebook.com/wvact>

The Academy of Careers and Technology and Raleigh County Schools have developed a Crisis Prevention and Response Plan (CPRP). This plan is updated yearly and submitted to the Raleigh County Schools. This plan consists of a planning team for Crisis Response which consists of law enforcement, school service personnel, school counselor, and school administration. In addition to emergency contact information within the CPRP document, evacuations sites and reunification sites are established. Also, included in the CPRP is the school Mental Health Crisis Plan.

The Academy of Careers and Technology (ACT) has in place a school Safety Committee that includes administrators, faculty, staff and students that meet for the purpose of school safety at ACT. This committee makes recommendations, and reviews school policy and procedures to further provide the safest school possible.

The school has a closed campus policy that includes doors being locked during the times that students are present. Anyone visiting the building must ring in thru one of 3 doors and state their reason to access the building. Once in the building the visitor must check in through the office where they will sign in and out and show proof of identification before being allowed to proceed beyond the office.

The school has approximately 35 cameras that monitor and record all common areas throughout the building. We are continuously updating these cameras as needed to achieve the best possible surveillance of the school grounds.

The Academy of Careers and Technology (ACT) also utilizes a School Resource Officer (SRO). This SRO is a Beckley Police Department officer that is assigned as a Resource Officer by Raleigh County Schools to serve an adjacent high school and ACT.

ACT does a minimum of 4 lockdown drills during school hours in addition to at least 10 fire drills throughout the school year. The ACT Safety Committee meets following each lock down drill to review the drill and make suggestions to improve any issues.

Crisis Prevention & Response Plan



Raleigh County Schools			
Academy of Careers & Technology	(304) 256 – 4615		(304) 256 – 4674
390 Stanaford Road	Beckley		WV, 25801
Law Enforcement Agency	Beckley Police Dept. (304) 256 – 1700	Fire Department	Beckley Fire Dept. (304) 256 - 1780

CRISIS RESPONSE PLANNING TEAM				
Title	Name	Office Phone	Alternative Phone	Email
Principal*	Charles Pack Adrienne Brellahan	(304) 256 – 4615 ext 306 (304) 256 – 4615 ext 307	(304) 890 – 2396 (304) 860 – 6264	cmpack@k12.wv.us adjordan@k12.wv.us
School Counselor*	Cathy Moore	(304) 256 – 4615 ext 328	(304) 237 – 0659	cmoore@k12.wv.us
Teacher #1 (Special Education)* (Also serves as Special Needs Coordinator)	Sarah Rahal	(304) 256 – 4615 ext 352	(304) 890 - 8111	srahal@k12.wv.us
Teacher #2*	David Richmond	(304) 256 – 4615 ext 333	(304) 890 – 3510	drichmond@k12.wv.us
Teacher #3	Chad Cox	(304) 256 – 4615 ext 354	(681) 220 – 4734	chad.cox@k12.wv.us
CIS Liaison	Michelle Farmer	(304) 256 – 4615 ext. 357		louressia.farmer@k12.wv.us
Service Personnel*	Steve Simmerman	(304) 256 – 4615	(304) 575 – 0290	
Parent/Family Representative #1*				
Parent/Family Representative #2*				
Student (Grade 10 or higher)				
School Nurse (required if available)	School Nurse	(304) 256 – 4615 ext 352		jeannie.ramsey@k12.wv.us
School Based Community Mental Health Professional	Tracy King, FMRS Health Systems	(304) 256 – 7131 ext 1138		
School Resource Officer AND/OR Local Law Enforcement	Beckley Police Dept.	(304) 256 – 1700		
County Board Member	Dr. Charlotte Hutchins	(304) 256 – 4500		charhut@suddenlink.net
Fire/Rescue	Beckley Fire Dept.	(304) 256 - 1780		
Local EMA Director	John Zilinski	(304) 255 – 0911		john.zilinski@raleigh911.org

*REQUIRED MEMBERS

- Parent/Family Representative must have a child attending the school. Preferably, one special education teacher should serve as a teacher representative.
- An alternate composition for the Crisis Response Planning Team is the members of the Local School Improvement Council. If the LSIC option is used, please note the student shall be grade 10 or higher, per WV Code.

CRISIS RESPONSE TEAM				
Title	Name	Office Phone	Alternative Phone	Email
Principal	Charles Pack	(304) 256 – 4615 ext 306	(304) 890 – 2396	cmpack@k12.wv.us
Asst. Principal	Adrienne Brellahan	(304) 256 – 4615 ext 307	(304) 860 – 6264	adjordan@k12.wv.us
Head Custodian	Steve Simmerman	(304) 256 – 4615	(304) 575 – 0209	
School Nurse	School Nurse	(304) 256 – 4615 ext 352		
School Counselor	Cathy Moore	(304) 256 – 4615 ext 328	(304) 237 – 0659	cmoore@k12.wv.us
School Resource Officer OR Local Law Enforcement	Cpl. Johnny Wall	(304) 256 – 4646 ext 7106	(304) 860 – 0784	johnny.wall@k12.wv.us
Evacuation Coordinator/s	Charles Pack	(304) 256 – 4615 ext 306	(304) 890 – 2396	cmpack@k12.wv.us
Reunification Coordinator/s	Charles Pack	(304) 256 – 4615 ext 306	(304) 890 – 2396	cmpack@k12.wv.us
Transportation/Traffic Coordinator	David Richmond	(304) 256 – 4615 ext 333	(304) 890 - 3510	drichmond@k12.wv.us
Other				

NOTES:

1. For schools with more than one Assistant Principal include all and add as many rows as necessary.
2. For schools that split the student population into more than one Evacuation/Reunification site, there must be a designated Coordinator for EACH site. Add as many rows as necessary.
3. “Other” - Consideration may be given to a transportation official, central office personnel, instructional aides, emergency services trained individuals, etc.

SCHOOL MENTAL HEALTH RESOURCE TEAM

In ADDITION to your School Crisis Planning Team, list additional persons who can help plan prevention activities and who will provide emotional support in response to a crisis.

Title	Name	Office Phone	Alternative Phone	Email
School Counselor	Cathy Moore	(304) 256 – 4615 ext 328	(304) 237 – 0659	cmoore@k12.wv.us
School Nurse	School Nurse	(304) 256 – 4615 ext 352		
Special Needs Coordinator (Special Education Teacher)	Sarah Rahal	(304) 256 – 4615 ext 352	(304) 890 - 8111	srahal@k12.wv.us
Social Workers/School Psychologists	Michelle Farmer, CIS Liaison	(304) 256 – 4615 ext. 357		louressia.farmer@k12.wv.us
District leaders	Jennifer Colvin	(304) 256 – 4500 ext 3355	(304) 207 – 3603	jcolvin@k12.wv.us
Community Mental Health Representatives	Tracy King, FMRS Health Systems	(304) 256 – 7131 ext 1138		
Faith Based Representatives	Dr. James Boyd, MBC	(304) 255 - 1575	(304) 809 - 1533	
School Counselors (from other schools)				
Others? E.g. Prevent Suicide WV, WVDE, etc. (depending on scale and scope of incident)				

STAFF, FACULTY, OR STUDENTS WITH MEDICAL OR MENTAL HEALTH TRAINING

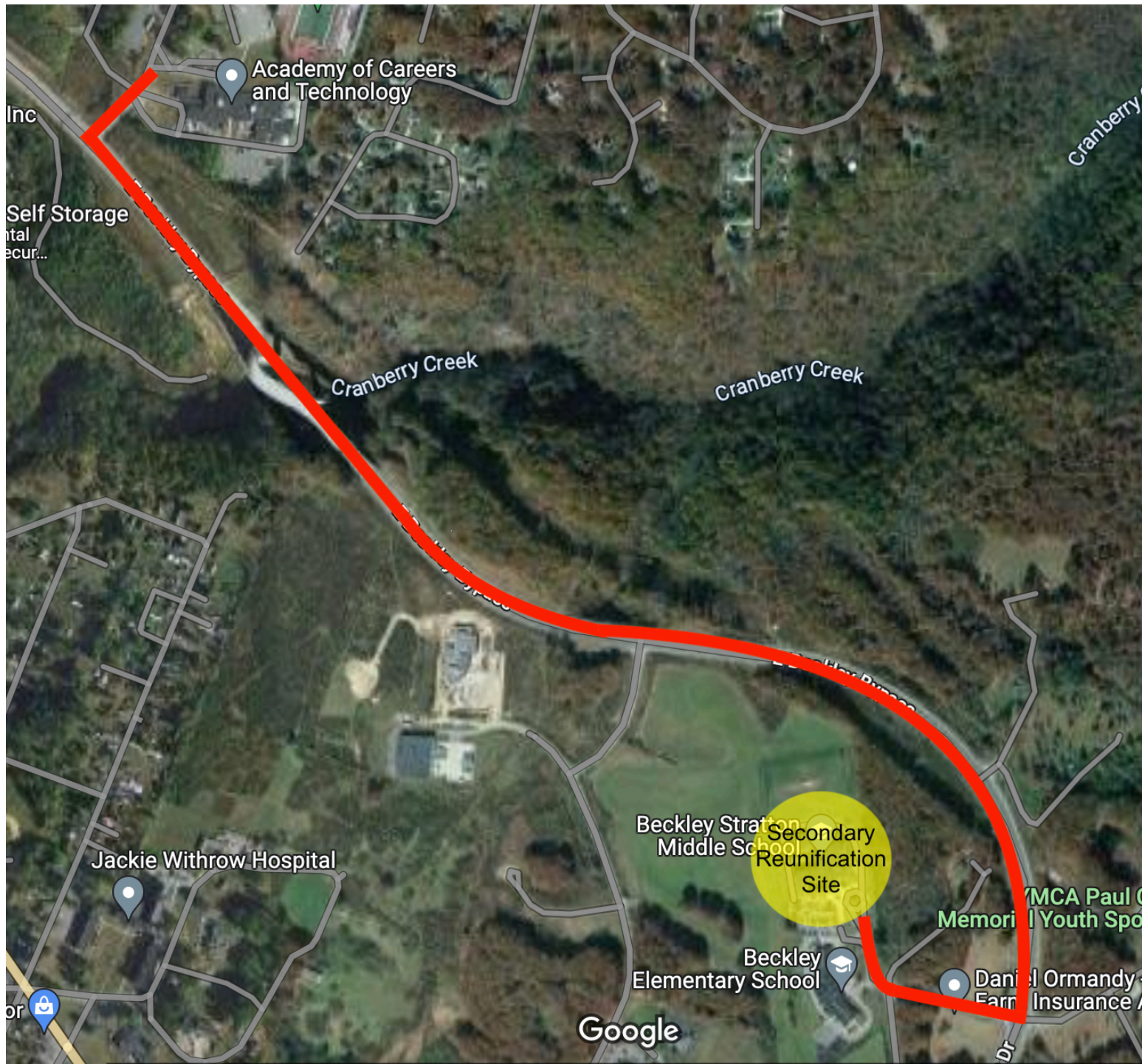
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PRIMARY REUNIFICATION SITE	
Primary Site: WWHS Auditorium	Phone: (304) 256 - 4646
Address: 400 Stanaford Road Beckley, WV 25801	
Room/Area Located at the Site: Auditorium	Room/Area Located at the Site: Auditorium
Reunification Coordinator Assigned to this Site: Charles Pack, Ryan Stafford, Adrienne Brellahan	Phones - Mobile and Landline: (304) 890 – 2396 (304) 256 – 4646 (304) 860 - 6264
Is Transportation Needed to this Site? Yes	
Number of Regular Buses Needed: 6	Number of Special Buses Needed: 1
If the site is NOT a school (e.g. business, church, etc.), please ensure the following steps have been taken:	
<ol style="list-style-type: none"> 1. County is required to provide reunification site information to BRIM. 2. A signed MOU must be completed with the manager/owner of the site/facility used for reunification. 	

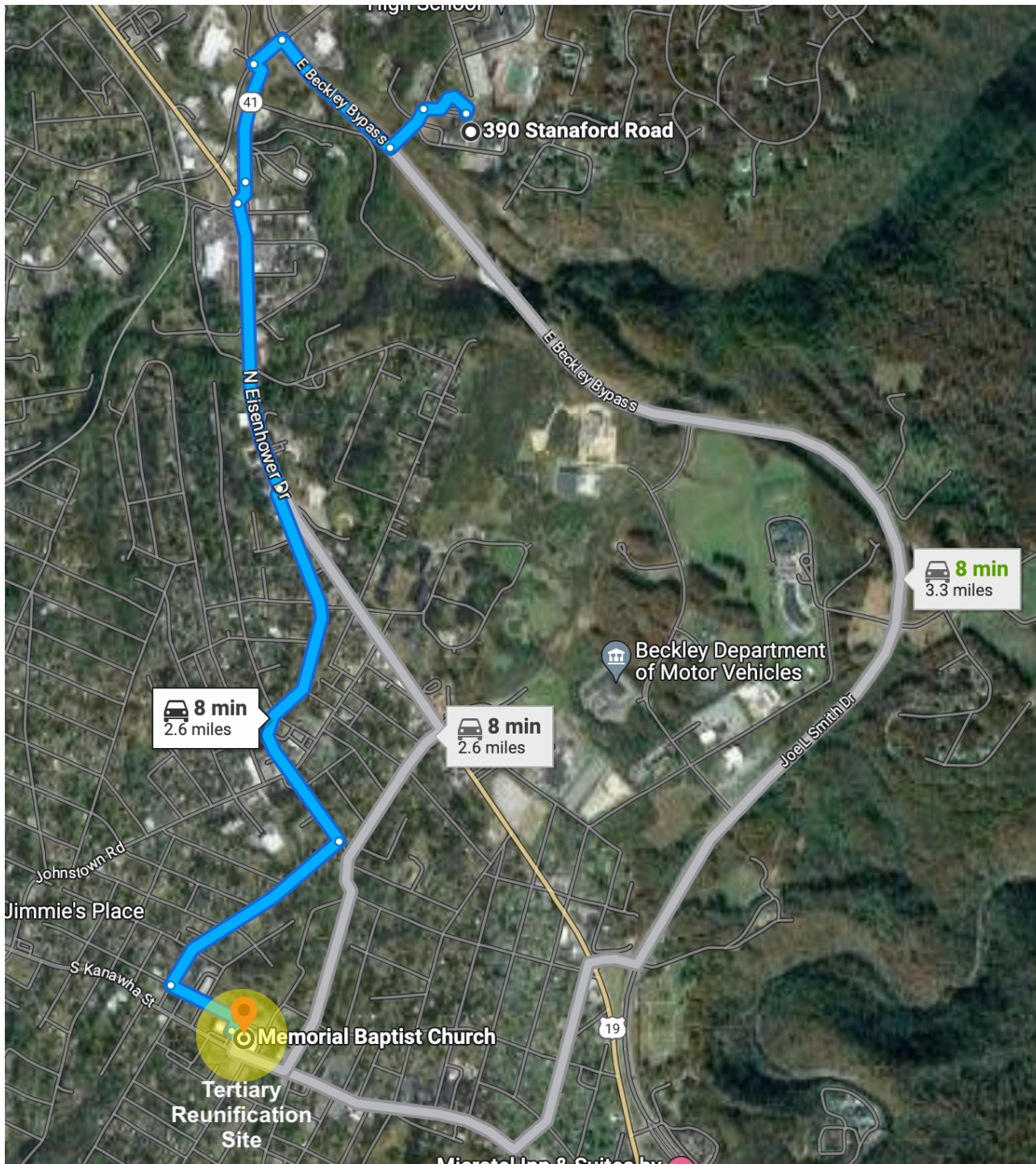
- A Sample MOU can be found in the Safe Schools Toolkit.
- Principals will notify parents of reunification site(s) at an appropriate time, to be determined by school administration and law enforcement



SECONDARY REUNIFICATION SITE	
Primary Site: <div>Beckley Stratton Middle School</div>	Phone: <div>(304) 256 – 4616</div>
Address: <div>401 Grey Flats Road Beckley, WV 25801</div>	
Room/Area Located at the Site: <div>Gymnasium</div>	Room/Area Located at the Site: <div>Gymnasium</div>
Reunification Coordinator Assigned to this Site: <div>Charles Pack, Yahon Smith, Adrienne Brellahan</div>	Phones - Mobile and Landline: <div>(304) 890 – 2396 (304) 256 – 4616 (304) 860 – 6264</div>
Is Transportation Needed to this Site?	Yes
Number of Regular Buses Needed: 6	Number of Special Buses Needed: 1
If the site is NOT a school (e.g. business, church, etc.), please ensure the following steps have been taken:	
<ol style="list-style-type: none"> County is required to provide reunification site information to BRIM. A signed MOU must be completed with the manager/owner of the site/facility used for reunification. 	



TERTIARY REUNIFICATION SITE	
Primary Site: <div>Memorial Baptist Church</div>	Phone: <div>(304) 255 – 1575</div>
Address: <div>1405 South Kanawha Street Beckley, WV 25801</div>	
Room/Area Located at the Site: <div>Gymnasium</div>	Room/Area Located at the Site: <div>Gymnasium</div>
Reunification Coordinator Assigned to this Site: <div>Charles Pack James Boyd</div>	Phones - Mobile and Landline: <div>(304) 890 – 2396 (304) 255 – 1575, (304) 809 - 1533</div>
Is Transportation Needed to this Site?	Yes
Number of Regular Buses Needed: 6	Number of Special Buses Needed: 1
If the site is NOT a school (e.g. business, church, etc.), please ensure the following steps have been taken:	
<ol style="list-style-type: none"> County is required to provide reunification site information to BRIM. A signed MOU must be completed with the manager/owner of the site/facility used for reunification. 	



OTHER EMERGENCY CONTACTS			
Board of Education		Local Government Agencies	
Main Number	(304) 256 – 4500v	Beckley City Government	(304) 256 – 1768
Public Information Officer	Ext 3334	Raleigh County Government	(304) 255 – 9146
Maintenance	(304) 256 – 4565	Raleigh County Health Department	(304) 252 – 8531
Transportation	(304) 256 – 4560	Emergency Management Agency	(304) 255 – 0911
Evacuation Sites		Health & Human Resources Office	(304) 256 - 6930
WWHS Auditorium (Primary)	(304) 256 – 4646	County Humane Society	(304) 253 – 8921
Memorial Baptist Church (Secondary)	(304) 255 – 1575	Comprehensive Behavioral Health Disaster Coordinator	(304)
Law Enforcement		OR	(800)
Police Department (Beckley PD)	(304) 256 – 1700	State Government Agencies	
Raleigh County Sheriff's Office	(304) 255 – 9300	Division of Highways	(304) 256 – 6746
West Virginia State Police	(304) 256 – 6700	Department of Natural Resources (DNR)	(304) 256 – 6946
First Responders		WV Bureau for Behavioral Health Disaster Coordination	(304) 356-4788
County EMS	(304) 255 - 0911	WV Safe Schools Helpline	(866) 723-3982
Fire Department (Beckley FD)	(304) 256 – 1780	WV Fusion Center	(866) 989-2824
Mental Health Provider		Other	
Local Mental Health Provider (FMRS)	(304) 256 – 7131	Railroad	
Utilities		American Red Cross	(304) 340-3657
Mountaineer Gas	(800) 834 – 2070	National Weather Service	(304) 746-0180
Appalachian Power	(800) 956 – 4237	Poison Control Center	(800) 222-1222
Beckley Water Company	(304) 255 – 5121	Disaster Hotline	(866) 867-8290
RCS Technology Dept.	(304) 256 – 4741	Suicide Hotline	(800) 273-8255
		Prevent Suicide WV	(304) 415-5787

This Mitigation/Prevention Checklist will reduce exposures to the school and should be referred to often to ensure a safe and secure environment

EXTERIOR OF SCHOOL

- Be aware of the surrounding neighborhood. If anything looks suspicious, report it to local law enforcement.
- Exterior doors should be properly numbered.
- Ensure all gates are secured.
- Ensure all external utilities are secure and protected.
- Ensure all roof hatches are secured and locked.
- All emergency exit doors, windows and hatches should be properly marked and visible from the outside of the building.
- Keep school grounds well-manicured and reduce blind spots or hiding areas by cutting down shrubs to no higher than 3 ft. and trimming trees up to 7 ft.
- Doors and windows should be in good working order and locked 24/7 except for the main entrance.
- Doors connecting the school to other facilities (e.g. county library, health clinic or college classrooms) should be kept locked if possible.
- Exterior doors should not be propped open with blocks or other objects.
- Outdoor lighting should be effective to illuminate areas of use during night hours.
- All sides of the school and athletic facilities should be illuminated to reduce the risk of criminal activity on school grounds.
- Athletic facilities should be secured when not in use.
- All exterior cameras should be in good working order.
- The PA system should be in good working order and have the ability to be heard outdoors.
- School ventilation intakes should be properly secured from intrusion.
- Playground equipment should be in good working condition and a fall protection material should be placed on the ground below equipment.
- Dumpsters/garbage cans should remain away from the school. Garbage cans should be secured so they cannot be used to damage or enter school property.
- Parking lots should be well-lit, free of debris, and adequate parking spaces should be provided with signs for handicapped parking, visitors, teachers and students (if applicable).
- If possible, no parking should be allowed anywhere within 50 ft. of the school, especially in fire lanes.
- Student drop-off/pick-up should be monitored by an appropriate number of staff members before and after school.
- The school should adopt proactive off-premises procedures for field trips, sporting events and other events that occur off school grounds.
- Transportation staff, teachers and chaperons should be trained on emergency procedures and provided with a phone or radio to contact school officials if an emergency occurs.

INTERIOR OF SCHOOL

- All doorways and exits should be free from obstructions that would hamper or delay an effective Evacuation.
- All interior doors should be properly numbered or identified with a label.
- All emergency exit doors, windows and hatches should be clearly marked.
- All exit lights should be in good working order.
- The main office should be near the front entrance and proper signage should indicate the location of the office.
- Classrooms should be organized and clear of obstructions that would hamper or delay an effective Evacuation.
- All classrooms should be secured when not in use.
- All rooms should be equipped with GFCI electrical outlets within 6 ft. of sinks and water to reduce the risk of accidental electrocution.
- Paper hanging in the hallways and classrooms should be minimized to reduce the amount of combustible material in the school, especially in Evacuation egress areas.
- Universal Evacuation signage should be posted in every room at adult eye level, near the door and in hallways.
- An emergency procedures guide should be placed in all classrooms.
- All chemicals should be properly stored in their original containers. Chemicals should be secured when not in use.
- Food and chemicals should never be stored together in a refrigerator or other area.
- Computer/server rooms should be secured at all times and access should be limited. Appropriate ventilation and climate control systems should be installed in the server rooms.
- The auditorium should have universal Evacuation signage and properly illuminated exit lights.
- The gym should have universal Evacuation signage and properly illuminated exit lights.
- Only authorized personnel should have access to the kitchen.
- All cafeteria staff should be trained yearly on basic emergency procedures and proper food preparation safety procedures.
- All knives, box cutters, and other sharp instruments should be secured when not in use.
- A sign should be installed to indicate the location of the activation button for the fire suppression system and how to activate it.
- Boiler rooms & mechanical rooms should be clean, locked and organized.
- Utility shut offs should be properly labeled for shut-off.
- Material Safety Data Sheets (MSDS) should be stored in the boiler room /head custodian's office, main office and kitchen area.
- The custodian should implement a maintenance logging system for preventive maintenance including heating ventilations and air conditioning (HVAC), fire suppression, fire extinguishers, smoke detectors, security alarm and AED devices.
- Hallways should be free from obstruction including furniture, musical instruments, large art displays, and any other item that could impair an effective Evacuation.
- Hallways should be properly numbered and/or identified.
- Missing and damaged ceiling tiles should be replaced.
- Restrooms should be clean and organized. School staff should make periodic checks to reduce the opportunity for property damage and criminal activity.
- Use of elevators should be restricted to school students and staff or visitors with special needs.
- ID cards should be worn by school staff at all times. This policy should be enforced.
- Visitors and vendors should report to the main office and sign in. Identification should be requested.
- Visitors and vendors should receive a pass that indicates exactly where they are going within the school.
- The Principal or designee should maintain organized key control policies and keep accurate records for the issuance of keys.
- The key cabinet should be locked at all times.
- Teachers should return their keys at the end of each school year.
- All employees that handle the mail should be trained on how to identify suspicious packages and envelopes..

INTERIOR OF SCHOOL (continued)

- The school should keep an up-to-date CONFIDENTIAL list of students and staff with special needs that includes those with chronic health conditions and/or temporary disabilities (e.g. crutches, pregnancy, broken bones, etc.) Additional contingency plans should be established for persons with special needs including specialized health care. These contingencies include special Evacuation, Sheltering and Lockdown procedures. This list should also include students who are psychologically vulnerable who may be particularly sensitive to trauma.
- School Crisis Prevention and Response Plans MUST be reviewed and updated minimally on an annual basis. If no changes are needed, a memorandum acknowledging such must be filed with the county Board of Education.
- The school Crisis Response Team should work with local public safety agencies to find ways to reduce risks.
- All public safety agencies shall have access to the school's Crisis Prevention and Response Plan and accurate floor plans of the school through the web-based database designated by the WVDHSEM.
- Proper Evacuation procedures should be implemented and students, faculty and staff should participate in drills each year.
- Primary and secondary evacuation assembly areas should be designated.
- Sheltering areas should be identified and marked. All students and faculty should know where they are located.
- Sheltering areas should be in areas that protect school occupants from glass and flying debris and provide the best possible structural protection.
- It is recommended that schools consult best practice resources and the county school board to determine the appropriate number of school safety drills for their school. "Approaches to address active shooter incidents at schools must be specific to each school's unique environment." <https://www2.ed.gov/documents/school-safety/school-safety-report.pdf>
- Schools with school nurse offices and SBHCs that dispense medications should have a written procedure in place as to how and who is responsible for the control, storage and dispensing of controlled medications.

INCIDENT COMMANDER

The Incident Commander (IC) is solely responsible for emergency, disaster and crisis operations and shall remain at the School Command Post to observe and direct all operations. The IC will generally be the school Principal or Assistant Principal. The IC will ensure the safety of the students, staff members and others on school grounds. The IC shall assess the type and scope of the emergency, determine the threat to human life, implement the Crisis Prevention and Response Plan and assign functions and positions as needed.

Preparedness

- Lead school Crisis Planning & Response Teams.
- Review and update Crisis Prevention and Response Plan with Crisis Response Planning Team at least annually.
- Participate regularly as a member of the School Mental Health Crisis Team (SMHCT) and as a liaison between all school crisis and planning response efforts.
- Review the school mental health plan with the school Counselor and assist with updates as needed.
- Assume a co-leadership position with the school Counselor to design and approve protocols for each crisis stage.
- Ensure Crisis Response Team members that are selected annually are adequately trained.
- Provide meeting space and training opportunities for Crisis Response Team members and other school staff.
- Serve as the lead emergency contact in the event of a crisis and assist with developing the plan for chain of communication in contacting first responders, including when and how the school Counselor will be contacted to mobilize MH response team.
- Ensure equipment, food, first aid, and emergency kits in a place that has easy access; inventory and monitor shelf life expirations at least annually.
- Review the reunification process and ensure that faculty, staff, students and parents understand how it works.
- Ensure updates are made to internal and external phone, email or text lists at the beginning of the start of each school year and throughout the year as needed.

Prevention

- Take an active role in promoting the prevention co-management.
- Support the implementation of universal prevention (Suicide Prevention, Expanded School Mental Health Counseling Program, Bullying and Violence Prevention Work with the SMHCT to develop a school-wide plan identifying and referring at-risk students.
- Promote the established referral process.
- Ensure the SAT team is fully operational and utilizing for connecting students with support services.
- Ensure a process is established and followed for safety of threats of violence and suicide.
- Ensure all students and staff are trained to fully implement tiered prevention programs that foster early identification support for at-risk students.

Response

- Assume the lead with the school/community Incident Center, meet with external emergency responders Unified Command (UC).
- Gather facts on the incident and assess the situation facts.
- Develop and implement a plan of action. Have a table top exercise.
- Make decision to remain at current status or prep for evacuation, lockdown, shelter-in-place, or Run/Hide/Fight.
- Ensure all notifications are made as needed or required. This includes the following:
 - 911, law enforcement, DHHR, Superintendent/BOE
 - Team (CRT), SMHCT, teachers and staff, parents/guardians
- Know and follow appropriate protocols of crisis response.
- Work with the SMHCT to establish time and location for debriefing meetings.
- Ensure legal responsibilities are followed to protect student and family confidentiality and privacy issues.
- Understand facts surrounding the crisis, and regularly communicate with the Crisis Response Team including the SMHCT lead to provide accurate information for parents and recovery efforts.
- Constantly monitor the situation and get updates.
- Coordinate parental and media communications, including crisis team co-managers, including the SMHCT manager and established county policies.
- Direct staff and first responders to ensure physical safety of students and staff during the crisis, especially those who are emotionally vulnerable.
- Debrief and meet with crisis co-manager(s) and team members.
- Follow-up activities, resources, and support.

Recovery

- Ensure reunification process is working.
- Assess damage to facility.
- Initiate incident report.
- Implement critical incident stress management if needed.
- Debrief the school board, faculty, staff, parents/guardians and students as appropriate.
- Conduct a post-incident critique with CRT, school security, external emergency responders and other key stakeholders.
- Ensure that proper clean-up/decontamination occurs.
- Ensure that the School Nurse connects identified students and staff with external providers to address ongoing health needs.
- Ensure that the School Counselor connect identified students and staff with school-based and external providers to address short and long-term mental health needs.—Prepare school for reopening.
- Continue to provide a safe space for students, faculty and staff to debrief and recover from crisis.
- Consult with SMHCT to ensure they have needed resources to support students, staff and families during recovery.
- Allow students and staff ample time to process grief before returning to building as needed.
- Assist with normalizing the classroom and school routines when students return to the building.
- Debrief with crisis team (what went well, challenges, identified needs, etc.).
- Assist with school assemblies to help process/memorialize event.

SCHOOL COUNSELOR

IMPORTANT NOTE: School counselors play a vital role in mental health practices in schools and are required by assist with school-wide crisis preparedness, prevention response. They should also take an active role in outlining and best practices in the school crisis planning and response. A SCHOOL COUNSELOR should be an active member of Response Planning Team and assume the role of the M Response Team lead in each school. However, a co-marshal be assigned to assist /act on his/her behalf when the marshal is available to carry out assigned roles and responsibilities. A counselor is in multiple schools he/she can still assist but should clearly designate others who will assist with roles and responsibilities to act on his/her behalf if a counselor is not in the school. When there are multiple schools, the school crisis response planning team will appropriate tasks or responsibilities with other counselors will assist with prevention, interventions, training, referral with their own caseload of students.

Preparedness

- Serve as a member of the School Crisis Response team to take the lead to establish a School Mental Health annually review membership.
- Maintain a current list of planning and response team members and their current contact information.
- Serve as a liaison for the School Mental Health Crisis Response Team with members that are not common to the Response and Planning Teams.
- Hold regularly scheduled meetings to develop and update protocols to address crisis preparedness, prevention, recovery, etc.
- Work with the team to establish a communication plan for stakeholders in various crisis situations: phone tree, etc.
- Engage school and community stakeholders to establish and share expectations for roles and responsibilities in crisis preparedness, prevention, response and recovery.
- Work with the School Crisis Response Planning Team to provide appropriate training for students, staff, families and other stakeholders, ensuring appropriate experts are engaged in school crisis drills.
- Develop a plan to incorporate mental health consultation into school crisis drills.
- Ensure School Mental Health Crisis Team members are trained on various crisis types and resources are needed appropriately.

- Ensure Crisis Response Team members are trained on their roles and self-care.
- Be aware of team members experiencing high levels of stress which might affect their abilities to provide support and ensure they exercise self-care.
- Annually review and evaluate School Mental Health Crisis Team processes and protocols, including the community/school preparedness partnership, and make necessary revisions to improve crisis response efforts.

Prevention

- Conduct an annual needs assessment to determine personal/social needs of students and to guide prevention priorities.
- Review discipline referrals to identify behavioral needs and students with at-risk behaviors.
- Ensure a process is in place to annually conduct universal assessments to identify students with mental health issues.
- Work with the school staff to identify students with special needs (emotional, behavioral, physical).
- Ensure a referral process is in place for at-risk students.
- Work with administration to ensure the SAT process is fully functioning and utilized to fully support referred students.
- Collaborate with school and community mental health professionals to provide individual and small group counseling for at risk students to address social-emotional issues.
- Work with the school leadership, the School Mental Health Crisis Team and school staff to implement school-wide universal prevention programs to address identified student needs (e.g. Expanded School Mental Health, Positive Behavioral Interventions and Supports, Suicide Prevention Programs, Bullying Prevention Programs).
- Assist with training students, staff and administration in prevention efforts including best practices to address specific topics (e.g. deescalating anger, violence prevention, suicide prevention, grief).
- Assist with training of Crisis Team members and other school staff to assist with prevention efforts.
- Identify and establish liaisons with local resources to assist with staff and student counseling.

Response

- Work closely with the Principal/IC to direct the School Mental Health Crisis Team response to anyone involved or impacted by the crisis event.
- Establish the facts of the crisis as clearly as possible.
- Determine the groups impacted by the event and what type of response and support is needed.
- Determine the time and place for School Mental Health Crisis Team to meet and respond.

- Assign responsibility to make necessary contacts resources are needed.
- Assign a team member to the Command Center to be the SMHCT manager to provide updates and identify needs related to the current crisis.
- Establish a school location of the SMHCT for:
 - » Member check-in and meeting with School Crisis Team members
 - » Disseminating responsibilities related to the crisis
 - » Receiving and making phone calls
 - » Updating crisis information to be disseminated
 - » Debriefing
- Establish school location(s) where students and staff give emotional support.
- Identify at-risk students (e.g. injured students and staff, of injured/deceased) and students with special needs, disabilities and other impairments) who might be impacted and may require interventions.
- Help identify staff members affected by the crisis and assistance they may need.
- Monitor and keep the School Mental Health Crisis Team through:
 - » Orientation
 - » Updated information
 - » Debriefing before they leave
 - » Follow-up plan and information
- Be aware of stressors of crisis on caregiver and extenders.
- Educate crisis response team member regarding signs and symptoms of crisis.
- Be aware of team members experiencing high levels of stress that might affect their ability to provide support and exercise self-care.

Recovery

- Work with School Mental Health Crisis Team to identify and support students who need further counseling and resources.
- Work with School Mental Health Crisis Team to provide support and resources for teachers in the aftermath of the crisis.
- Debrief with Crisis Response Team.
- Ensure that a referral and follow-up process is in place and staff who need long-term services.
- Assist the principals with writing thank you notes, letters, family, hospital/funeral follow-up.
- Assign a community expert to observe crisis response and provide information about self-care, as needed.
- Be aware of team members experiencing high levels of stress that might affect their ability to provide support and exercise self-care.
- Assist with school and community activities to help students and staff memorialize the crisis (e.g. anniversary dates).

SCHOOL RESOURCE OFFICER (SRO)

A crime or other situation in or near a school may require the school staff take steps to quickly secure the school from internal or external threats. This will involve developing specific assignments for school personnel during such an emergency and creating a system to make sure the school is secure. The SRO would then act as a liaison with the agency handling the local event.

Preparedness:

- Serve as a member on the school's Crisis Planning and Response Teams.
- Attend Prevention Resource Officer Conference for training and certification annually.
- Assist with reviewing and updating the school's Crisis Prevention and Response Plan annually.
- Assist with drills and tabletop exercises.
- Assist with training school staff in relation to security, safety and other special crisis considerations.
- Ensure Crisis Prevention and Response Plan is current.

Prevention

- Work to establish positive relationships with administration and students.
- Be visible within the school community to build working relationships with faculty, students and community.
- Assist the school counselor in designing the universal prevention program and establishing the roll for School Resource Officer (SRO).
- Work with the School Crisis Response Planning Team to develop a school-wide process/protocols for identifying at-risk students.
- Utilize the Student Assistance Team (SAT) to refer identified students for preventative services.
- Serve on planning groups to assist in the facilitation of a rapid, coordinated, effective emergency response within the framework of the Incident Command System.

Response:

- Under the order of the Incident Commander (IC), secure the entire school and report back to the IC.
- Assist with school searches, evacuations, sheltering-in-place, lockdowns and other protective responses per school crisis protocol.
- Assist with mobilizing community resources, per school crisis protocol.
- Work with school counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies may be necessary.

Recovery:

- Unlock the school and prepare to return the school to normal condition.
- File a report with the local law enforcement agency.
- Assist with normalizing school routines as soon as possible after the event.
- Refer students experiencing trauma interventions by acting out behaviors)
- Debrief with the crisis team.
- Participate in the evaluation and revision of the school's Crisis Prevention and Response Plan.

NOTE: In the event the school does not have an SRO, the duties of the SRO will be delegated to the Head Custodian except for filing a report with the local law enforcement agency which will become the responsibility of the IC.

SCHOOL NURSE

The School Nurse is responsible for the medical care of school occupants. He/she plays a vital role during and emergency by taking control of medical operations, setting up triage and treating those who are injured or who become ill.

Preparedness:

- Serve as a member of the School Crisis Planning Team.
- Have an excellent understanding of the school's Crisis Prevention and Response Plan (CPRP) and the roles and responsibilities of each CRT member.
- Participate regularly on the School Crisis Response Team for drills and tabletop exercises.
- Assist as appropriate in an on-going assessment to identify hazards from all possible sources and to reduce the potential for an emergency to occur (vaccinations, recognition of potential threats, etc.)
- Facilitate the development of a mechanism for ongoing crisis training for school health staff.
- Identify and prepare for the unique emergency preparedness needs for students with special needs.
- Ensure medications and first aid supplies can be taken within a moment's notice.
- Ensure an adequate amount of first-aid supplies are available and shelf life is not expired.
- Ensure current medical records are maintained.
- Identify and establish liaisons with common resources for students and staff related to crisis.

Prevention

- Assist the school counselor in designing the universal prevention program and establishing the role for school nurses.
- Work with the mental health crisis team to develop a school-wide process for identifying at-risk students.
- Work with tam to be familiar with the referral process for services.
- Be knowledgeable about school nurse's role in the Crisis Prevention and Response Plan including triage, coordination of the first aid response team, and direct hands-on care to victims of the emergency.
- Utilize the Student Assistance Team to refer identified students for preventative services.
- Serve on planning groups to assist in the facilitation of a rapid, coordinated, effective emergency response within the framework of the Incident Command System.

Response:

- Report to the Incident Commander (IC) for task assignment.
- Provide medical treatment to those who are injured or ill.
- Assist with addressing health needs of students at the incident protocol.
- Assist with mobilizing community resources, per school protocol, as a link to the medical/public health community and parents.
- Address the unique emergency preparedness needs of students with special needs.

Recovery:

- Assist with students, parents, and school personnel in direct support and being the liaison between the school resources and those in need per school crisis protocol.
- Debrief with the crisis team.
- Participate in the evaluation and revision of the school Crisis Prevention and Response Plan.
- Work with local hospitals and healthcare facilities to provide vital medical information.
- Participate in the post-incident critique.

NOTE: In the event the school does not have a Nurse, the role of the School Nurse will be delegated to the main office Secretary except that the Secretary will not have the medical knowledge or training which will become the responsibility of the EMS/Fire or other first responders.

TRANSPORTATION DIRECTOR

Preparedness

- Ensure there is an emergency folder on each bus containing the following information: available to first responders in the event the driver is unavailable (rosters, seating chart, medical needs as applicable, evacuation routes and safe houses for all bus drivers).
- Plan evacuation routes and safe houses for all bus drivers.
- Encourage bus drivers to take NIMS/ICS training or Emergency Management Institute.
- Consider coordinating drills with schools that include evacuation involving bus transportation.
- Consider planning drills other than evacuation on the bus, such as weather related, earthquake, or active shooter.
- Ensure Principals/schools or County Safety Director are notified of the Transportation Director of any incidents at or near the school that would disrupt normal procedures. The Transportation Director will relay necessary information to bus drivers.

- Transportation Directors will work with schools to identify appropriate staging areas in the event normal bus loading/unloading procedures cannot be followed.
- Multi-county vocational centers should be included in emergency transportation planning.

Prevention

- Encourage bus drivers to be aware of student's demeanor, behavior or interactions that may identify a child is in need of their immediate attention, or may also need referral to the school Counselor or school Administrator.
- Encourage bus drivers to be attentive regarding possible threats between students or towards the school, staff or others.
- Remind bus drivers to be aware of their surroundings and anything that is not "normal" or appears odd and to report it to the proper authorities.
- Bus drivers should use their best judgment in determining whether it is safe to release/allow entry to/from the bus, as it is always best to err on the side of caution.
- Ask bus drivers to report any road hazards or threats such as rising water (rivers or creeks), black ice, tree limbs/obstructed roadways or other conditions that should be avoided if possible.
- Consider providing training to bus drivers as part of staff development to address student behavior issues and concerns.

Response

- If possible, the Transportation Director or member of the central office staff should participate on-site to support the needs of the Incident Commander and assist with decision making pertaining to the bus fleet and student welfare.
- Ensure there is a method or mode of communications and immediate response between all bus drivers and the transportation director/central office or schools.
- Remind bus drivers to restrict communication during an emergency so that the best response can be taken.
- Do not forget to notify Multi-county vocational centers of any incident that will impact their students.

Recovery

- Participate in any debrief or hot-wash with the other members of the Crisis Response Team following an incident or drill.
- Remind bus drivers to have heightened awareness following an incident of students' demeanor, behavior or interactions that may identify a child is in need of their immediate attention, or may also need referral to the school Counselor or school Administrator.
- Ensure bus drivers receive emotional support or wellness services following any incident.

EVACUATION COORDINATOR

The duties of this position focus on organizing the off-site location during an emergency situation. This includes movement of the school occupants to the location and the accounting of the occupants once they are moved. This assignment involve planning for the use of a location the Evacuation route and process to safely move the students organizing an Evacuation, consider persons with special plan for how those persons will be moved and what assistance required.

Preparedness

- Identify on-site and off-site Evacuation assembly annually.
- Note Evacuation assembly areas in the school's Crisis Plan.
- Identify all routes to off-site Evacuation assembly areas.
- Develop contingency plans to Evacuate persons with special needs to the off-site emergency Evacuation assembly area.

Response

- Assist teachers with the Evacuation of the school.
- Assist teachers with the accounting process at the assembly area.
- Assist with the needs of the students at the Evacuation area.
- Check in with the owner/facility manager of the school to ensure the Evacuation assembly area.

Recovery

- Assist teachers with the Reunification process.
- Participate in the post-incident critique.
- Assist IC with incident report.

REUNIFICATION COORDINATOR

When a critical incident occurs at a school, parental response must be anticipated. Many parents/guardians will likely come to school to pick up their child(ren). A plan must be in place to provide specific directions for parents/guardians that arrive at school. A central location must be established where the parents/guardians can wait to be reunited with their child(ren) and obtain information about the incident. The Reunification Coordinator should be at this location and coordinate the activities at this site. This coordinator should communicate with the Superintendent or designee to obtain information that can be released to the parents/guardians. The Reunification Coordinator should also communicate with the Evacuation Coordinator to facilitate children coming to the reunion location to join their parents/guardians. At least one staff member will be needed to assist in escorting students to reunite with their parents/guardians. The Reunification location has the potential to become very chaotic during an incident, but with proper planning the activities can be established quickly and remain organized.

Preparedness

- Identify on-site and off-site Reunification areas and share with parents/guardians annually.
- List the Reunification areas in the school's Crisis Prevention and Response Plan and keep current.
- Review the school's Crisis Prevention and Response Plan to ensure the Reunification process is easy-to-understand and consistent with county and state standards.

Response

- Assist teachers and staff with student accountability.
- Advise staff of the Reunification process and what time the process will take place.
- Ensure that accountability of each student is the primary goal of the school district.
- Update the IC on the operations of the reunification process.

Recovery

- Assist custodians with the clean-up of the reunification area.
- Participate in the post-incident critique.
- Assist Incident Commander with incident report.

HEAD CUSTODIAN

Beyond the maintenance of the school and grounds, the role will expand in an emergency situation to include emergency protocols work smoothly. The Head Custodian becomes of the crisis equation by helping to maintain infrastructure. Additionally, she/he becomes a general resource to resolve situations that may arise.

Prevention/Preparedness

- Understand the school's Crisis Prevention and Response Plan and his/her roles and responsibilities and those of other staff.
- Secure all keys and keep locked doors and windows locked.
- Keep utility supply and maintenance rooms locked.
- Keep chemicals and combustibles secured in appropriate areas.
- Maintain updated MSDS information in the main custodial maintenance area.
- Ensure lighting is kept in good repair.
- Ensure HVAC and utility systems are maintained.
- Ensure signage and perimeter fencing is maintained.
- Check AED batteries and fire extinguishers regularly.
- HVAC and utility systems are maintained.
- Ensure signage and perimeter fencing is maintained.
- Check AED batteries and fire extinguishers regularly.

Response

- Report all occurrences of system failures and abnormalities.
- Report to the IC for task assignment.

Recovery

- Participate in the post-incident critique.
- Work with utility providers to restore and maintain infrastructure.

COMMUNITY MENTAL HEALTH PROVIDER

Preparedness

- Identify a lead community mental health agency to assign an individual to serve on each school's crisis team.
- Participate regularly on assigned school team.
- Provide training for crisis team members and other school staff on evidence-based practices related to mental health.
- Provide resources for students, staff and families.
- Provide training for other community mental health providers on school crisis prevention and response protocols.
- Annually review and evaluate community/school preparedness partnership.

Prevention

- Work with the school crisis team/school staff to develop a protocol for referrals and reducing barriers to services.
- Provide individual and group therapy to at-risk individuals.
- Facilitate communication with school as necessary.
- Encourage parents to sign a release-of-information agreement for information sharing.
- Connect students, staff and families with social/community supports to address individual needs.

Response

- At time of crisis, follow school protocol to engage other relevant stakeholders in crisis response to ensure the appropriate resources are available to respond to staff & student needs.
- Provide psychological first aid and mental health supports to individuals and groups as per the school protocol and as directed by the school crisis manager.
- Connect students, staff and families with social/community supports to address individual needs.

Recovery

- Participate in crisis team debrief.
- Provide follow-up services to students, staff and families who need additional help.
- Provide ongoing individual and group therapy as needed.
- Evaluate the social/community supports of students, staff and families and assess the need for additional resources.
- Provide information about employee-assistance programs.
- Provide expertise and assistance with mental health supports during anniversary events.

SCHOOL-BASED MENTAL HEALTH PROVIDER

Preparedness

- Serve as a member of the school crisis team.
- Participate regularly on the school crisis team.
- Help design protocols for each crisis stage.
- Assist with training of crisis team members and other staff.
- Identify and establish liaisons with common resource agencies for student counseling.

Prevention

- Assist the school counselor in designing the universal prevention program and establishing the role of the school-based crisis team.
- Work with the mental health crisis team to develop a process for identifying at-risk students.
- Utilize Student Assistance Team (SAT) to refer students for prevention services.
- Provide individual and group counseling to at-risk students.
- Facilitate communication with school as necessary.
- Encourage parents to sign a sharing-of-information agreement for information sharing.
- Connect students, staff and families with social/community supports to address individual needs.
- Inform students, staff and families about the referral process.
- Make referrals and/or conduct safety evaluations.
- Make referrals to community or school-based programs for group counseling as needed.
- Lead school assemblies & provide classroom resource information of mental health difficulties and team expertise.
- Assist with staff training related to prevention in a crisis.

Response

- Assist with mobilizing community resources as per school protocol.
- Provide psychological first aid and mental health supports to students, staff and families.
- Work with the school crisis team to determine community resources needed.
- Work with school crisis team to ensure appropriate referrals made and services are being delivered.

Recovery

- Identify and refers students who need further community resources.
- Provide resources to teachers for classroom intervention aftermath of the crisis.
- Debrief with crisis team (what went well, challenges, needs, etc.)
- Assist with school assemblies to help process/prepare for future crises.

SPECIAL NEEDS COORDINATOR

Preparedness

- Serve as a member of the School Mental Health Crisis Team (SMHCT)
- Participate regularly on the school crisis team
- Help design protocols for each stage of the crisis
- Assist with training of crisis team members and other school staff
- Help develop/identify crisis support resources for students with special needs
- Serve as an emergency contact on response team and help plan your role in contacting first responders
- Communicate with stakeholders about protocols and practices for special needs population

Prevention

- Take an active role in promoting the prevention component of crisis management
- Assist the school counselor in designing the universal prevention program, establishing your role, and training others in your stakeholder group (teacher, community stakeholder, parent, etc.)
- Work with the school counselor to develop a school-wide process for identifying and referring at-risk students
- Inform students, staff and families about the referral process
- Identify and refer at-risk students to the SAT Team for assessment and prevention services
- Make referrals for safety evaluations for threats of violence and suicide according to established school protocols
- Assume your role in implementing multi-tiered prevention programs to foster early identification and support for at-risk student.

Response

- Attend briefing meetings.
- Know all facts surrounding the crisis, including response schedule and planned activities.
- Know location of own assignment
- Work with the SMHCT to determine counseling services needed.
- Know and follow referral procedures and follow-up responsibilities.
- Known and follow appropriate strategies of crisis intervention for your assigned group.
- Align practices with those established by the School Crisis Planning Team to ensure student physical and emotional safety during a crisis.
- Work as a team member to implement school-wide practices established in school crisis protocols.
- Know legal responsibilities that may include confidentiality and privacy issues.
- Refer questions from the media to the appropriate and/or designated person(s)

- Distribute and review any handouts provided by the Planning Team
- Help reduce panic by being warm, firm, grounded
- Be aware of stressors of crisis on caregiver and explain how they might affect their ability to provide support and self-care.

Recovery

- Provide a safe and protected environment for students to share personal stories and take next steps to move forward
- Utilize best practices and identified resources for interventions in the aftermath of the crisis
- Identify and refer students who need further counseling resources
- Assist with normalizing the classroom and school as possible after the event
- Debrief with crisis team (what went well, challenges, needs, etc.)
- Assist with school assemblies to help process/prepare for future

OTHER SMHCT MEMBERS

Preparedness

- Serve as a member of the School Mental Health Crisis Team (SMHCT)
- Assist with training of crisis team members and other school staff
- Help develop/identify crisis support resources for students and staff.
- Serve as an emergency contact on response team and help plan your role in contacting first responders
- Communicate with stakeholders in your roll to share protocols and practices for crisis prevention, response and recovery counseling.

Prevention

- Take an active role in promoting the prevention component of crisis management
- Work with the School Crisis Planning Team to develop a school-wide process for identifying and referring at-risk students.
- Inform students, staff and families about the referral process.
- Identify and refer at-risk students to the Student Assistance Team (SAT) for assessment and prevention services.
- Know location of own assignment
- Work with the SMHCT to determine counseling services needed.
- Know and follow referral procedures and follow-up responsibilities.
- Known and follow appropriate strategies of crisis intervention for your assigned group.
- Align practices with those established by the School Crisis Planning Team to ensure student physical and emotional safety during a crisis.
- Work as a team member to implement school-wide practices established in school crisis protocols.
- Know legal responsibilities that may include confidentiality and privacy issues.
- Refer questions from the media to the appropriate and/or designated person(s)
- Distribute and review any handouts provided by the School Crisis Planning Team
- Help reduce panic by being warm, firm, grounded and reassuring
- Be aware of stressors of crisis on caregiver and exercise self-care
- Be aware of team members experiencing high levels of stress which might affect their ability to provide support and ensure they exercise self-care
- Makes referrals for safety evaluations for threats of violence and suicide according to established school protocols.
- Assume your role in implementing multi-tiered prevention programs to foster early identification and support for at-risk students.

Response

- Attend briefing and debriefing meetings.
- Know all facts surrounding the crisis, including response and planned activities.

Recovery

- Provide a safe and protected environment for student personal stories and take next steps to move forward
- Utilize best practices and identified resources for interventions in the aftermath of the crisis
- Identify and refers students who need further counseling resources
- Assist with normalizing the classroom and school as possible after the event
- Debrief with crisis team (what went well, challenges, needs, etc.)
- Assist with school assemblies to help process/monitor

STEP 1 – SIZE UP THE SITUATION

Size up begins by answering some questions:

- What is the nature of the incident?
- What hazards are present?
- How large an area is affected?
- How can the area be isolated?
- What location would make for a good staging area?
- What entrance/exit/safe routes would be good for the flow of response personnel and equipment?

Size up reports should include:

- The unit designation.
- A description of the situation.
- Obvious conditions (e.g. hazards).
- Initial actions taken.
- Obvious safety concerns.
- Assumption, identification and location of Command Post.
- Request or release of resources.

STEP 2 – IDENTIFY CONTINGENCIES

Murphy's Law applies to incident management.

- Nothing is as easy as it looks.
- Everything takes longer than expected.
- If anything can go wrong, it will.

STEP 3 – DETERMINE OBJECTIVES

Objectives are:

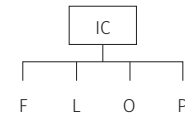
- Measurable.
- Used to monitor incident progress and establish priorities.
- Based on size up and contingencies, what do you want to do?

STEP 4 – IDENTIFY NEEDED RESOURCES

- What resources are needed?
- Do you have them?
- Where will you get them?
- How long will it take to get them?
- Special requirements?

STEP 5 – BUILD AN INCIDENT ACTION PLAN AND MANAGEMENT STRUCTURE

- Responsibilities
- Chain of Command
- Coordination



F - Finance/Administration
 L - Logistics
 O - Operations
 P - Planning/Intelligence

STEP 6 – TAKE ACTION

Possible actions for incident stabilization:

- Establishing command/ICS
- Requesting/mobilizing resources
- Setting up a staging area
- Isolating the area
- Treating/assisting the injured
- Setting up entrance/site/safe routes
- Issuing warnings
- Initiating Evacuation
- Establishing liaison
- Issuing notifications

Effective Crisis Communications

To ensure a proactive crisis communication strategy will be implemented, these eight (8) steps should be taken:

1. **Contact the Superintendent or designee and assemble the Crisis Communications Team (CCT).**
 - The Crisis Communications Team should include the Public Information Officer, Legal, Public Safety, Administration and others with critical roles in crisis communications.
 - PIO should implement an action plan to gather the information and return the school back to normal operations as quickly as possible.
2. **CCT should collect and verify all information.**
 - Collect all pertinent information and verify it's truthfulness. If information cannot be verified, it must be clearly stated that the information has not been verified or it should not be used at all.
 - CCT should monitor all media channels (radio, television, internet, print, etc.).
3. **Assess the severity of the crisis.**
 - How will this affect the school and County?
 - What damage has been caused so far?
 - Can school continue to operate during the event?
 - Will this event affect others in the community or is it isolated to just the school system?
4. **Notify school counselor/school mental health crisis team manager** about the severity of the crisis and how the mental health needs of the students may be affected to assess mental health response needs.
5. **Identify key individuals.**
 - Who is affected by this event? Students, parents/guardians, faculty, staff, visitors, the community?
6. **Implement a proactive communication strategy.**
 - The strategy should portray that the main goal of the county school board is to strive to build a safe and secure environment that creates a positive educational environment.
7. **Develop/distribute communication materials.**
 - The PIO and CCT should work to design the correct message(s).
 - Refer to Resources for Parents, Caregivers and School Staff in the WV Guide: Addressing Mental Health in School Crisis Prevention and Response: A Resource Guide for West Virginia Schools
8. **Inform parents and the media.**
 - Inform parents/guardians and the media of the facts of the case and the County School Board / Superintendent's, Principal's or other school official's response to the crisis.
 - Answer questions from these groups and keep a positive attitude when addressing the public.
 - Refer to Resources for Parents, Caregivers and School Staff in the WV Guide: Addressing Mental Health in School Crisis Prevention and Response: A Resource Guide for West Virginia Schools.
9. **Participate in Post Incident Critique.**
 - Members of the CCT should participate with other emergency responders and school administrators to discuss specific action taken during the event.

Incident Commander's Roles & Responsibilities: (e.g. Superintendent/ designee, Principal or Public Information Officer)

- Make sure local police and fire departments are aware of the incident by calling 911.
- Alert all school occupants of the emergency.
- Prepare students for Evacuation, Lockdown or Shelter-in-Place.
- Remember people with special needs.
- Ensure students reach the assembly area.
- Contact the Superintendent or PIO.
- Form a Unified Incident Command Structure with local public safety agencies and work together to stabilize and terminate the emergency.

PIO Roles & Responsibilities:

- The PIO acts as the voice for the school(s).
- Develop and lead the Crisis Communications Team.
- Delegate roles and responsibilities to the Crisis Communications Team.
- Update the Crisis Communication Plan on a yearly basis.

PIO's Crisis Communication Checklist:

- Call 911 if needed.
- Contact the Principal and/or Incident Commander.
- Notify the Board of Education.
- Work with the school Crisis Response Team and Incident Commander.
- Collect all relevant facts.
- Establish contact with the media.
- Establish a Joint Information Center (JIC) if necessary.
- Develop a communication strategy.
- Write the press release or communication.
- Conduct a joint press conference and deliver the press release or communication.
- Answer all questions with confirmed facts. Do not assume or speculate.
- Continue to update the Board of Education Office.

Initial Call from the Media

- The Principal of the school will immediately contact the PIO and BOE.

Proactive Messages for PIO:

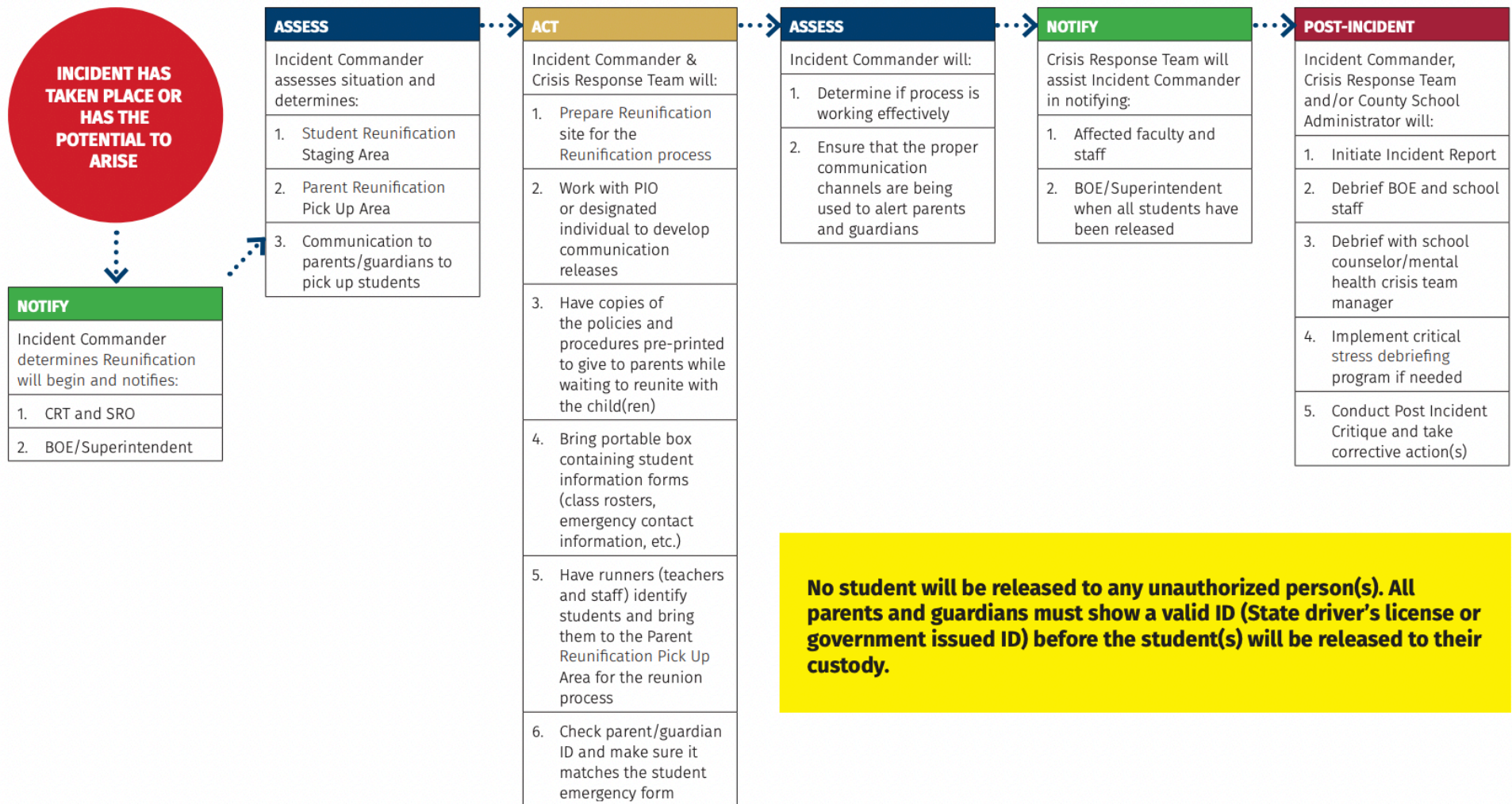
- Illustrate care and concern for the students, staff and the community.
- Show that the County BOE / School is committed to resolving the problem as quickly as possible.
- Notify any victims' families as quickly as possible and do not share any information until they are notified.
- Work with public safety agencies to ensure the same, proper message is being sent out.

- Stay positive and reassure all concerned that every possible means is being taken to resolve the issue.

Working with the Media:

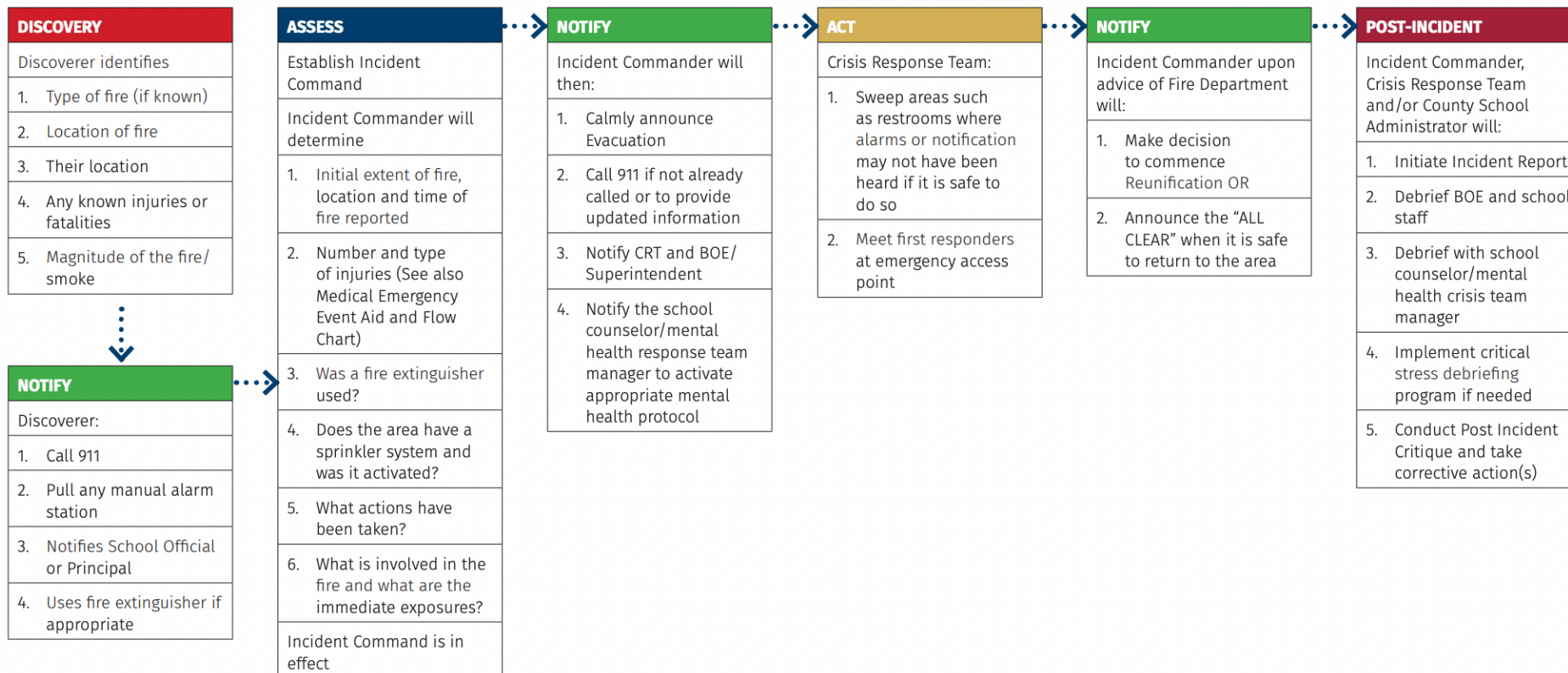
Remember that the media can act as a positive communications resource and they should be used as an ally before, during and after an event.

- Only discuss confirmed information. Never assume or speculate.
- Deliver a message that is honest, illustrates empathy, concern and a dedicated effort to handle the situation with the utmost professional manner.
- Utilize facts and figures to reinforce the message. Cite outside subject matter experts and reports.
- Never use the words "no comment." It appears as if the School/ BOE is hiding something or admitting guilt. Instead, explain that, "the School/BOE is investigating the matter and we will share any confirmed information as soon as we receive it."
- Schedule updates telling media where and when they may receive additional information.
- Direct the parents/guardians and community to take specific actions if necessary (e.g. pick up children at a certain location, school is closed, etc.).



SCHOOL SPECIFIC INSTRUCTIONS FOR DRILLS

FIRE DRILL:

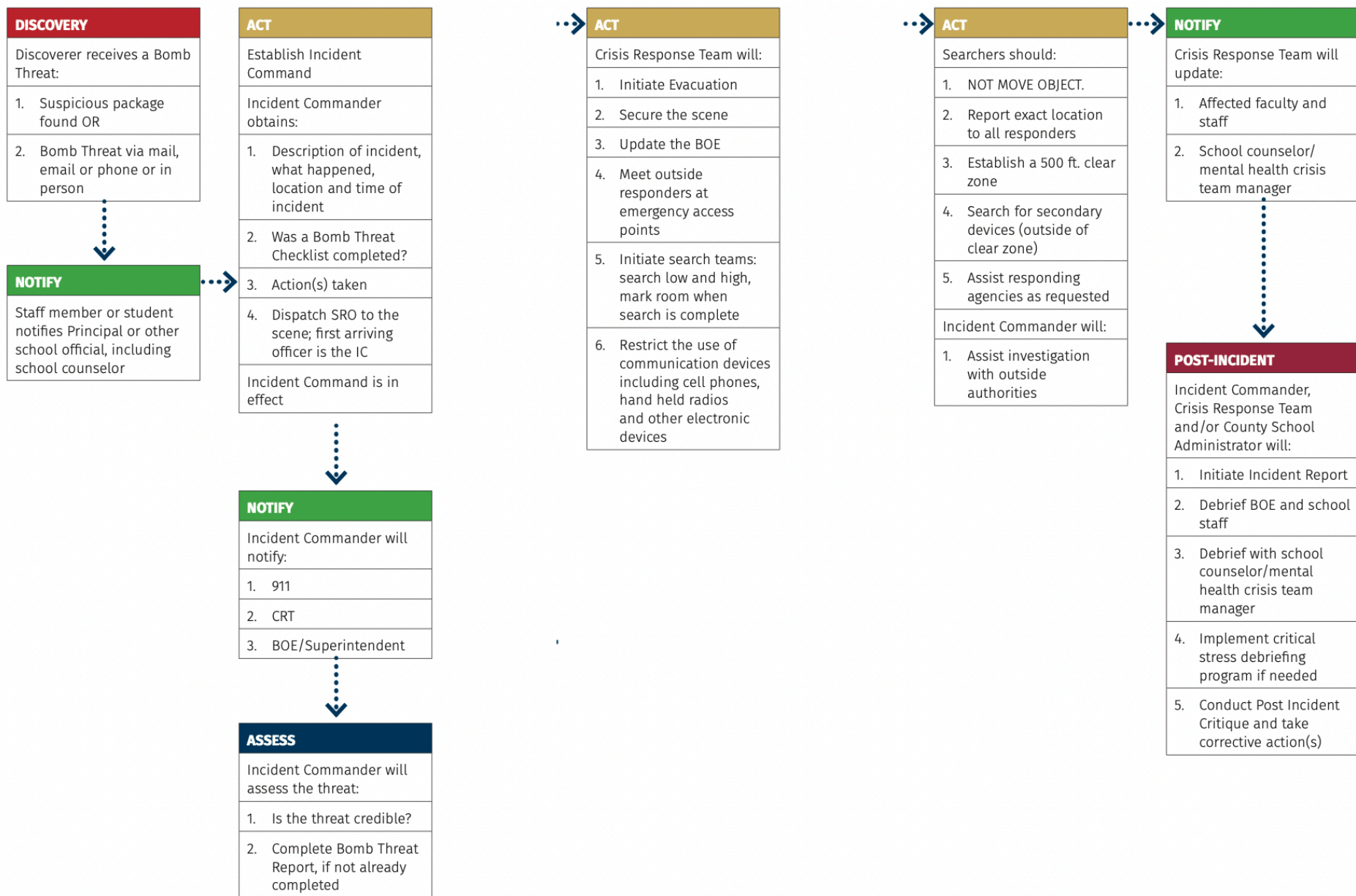


Incident Commander	<ul style="list-style-type: none"> • Activate alarm (if not already activated) and initiate the Evacuation of the school • Call 911 • Ensure all school occupants Evacuate and safely reach designated Evacuation assembly areas • Ensure all teachers take roll call and report any unaccounted for students or visitors • Announce "ALL CLEAR" when it is safe unless the Fire Department IC is doing so
Head Custodian	<ul style="list-style-type: none"> • Assist Fire Department personnel locate buildings and building systems on the school grounds • Direct the shutdown of appropriate utility and building systems • Coordinate efforts and act as a liaison to public utilities • Re-activate utilities and systems when appropriate • Help ensure the building is Evacuated
School Nurse	<ul style="list-style-type: none"> • Assist in the Evacuation of the school and bring portable medical files • Treat injured evacuees • Establish a triage area • Track patient care
School Counselor	<ul style="list-style-type: none"> • Activate Mental Health Response Team and follow school protocols to assist all students especially vulnerable students
School Resource Officer	<ul style="list-style-type: none"> • Meet first responders at emergency access points • Confirm the scene is secured • Ensure that only authorized personnel enter the emergency scene • Advise the IC of expected disruption to operations and advisable measures to protect occupants
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Evacuation areas • Assist teachers in taking attendance • Unaccounted for persons should be reported to the IC • Prepare evacuees for Reunification or re-entry to the school
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Prepare the Reunification site • Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced

(STAFF & STUDENTS) When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take roll book for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance; report according to Student Reunification procedures
- Wait for further instructions

BOMB THREAT:

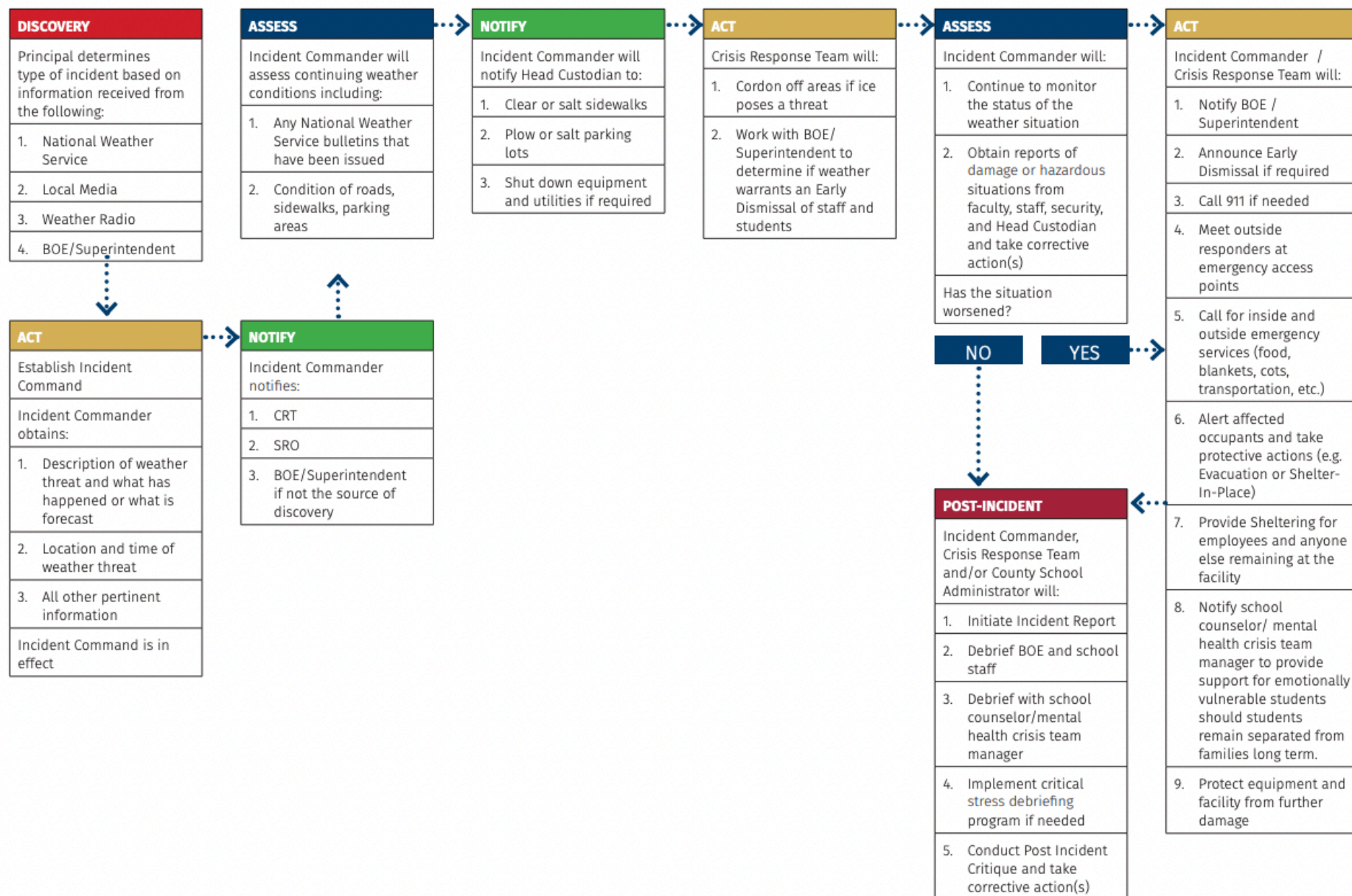


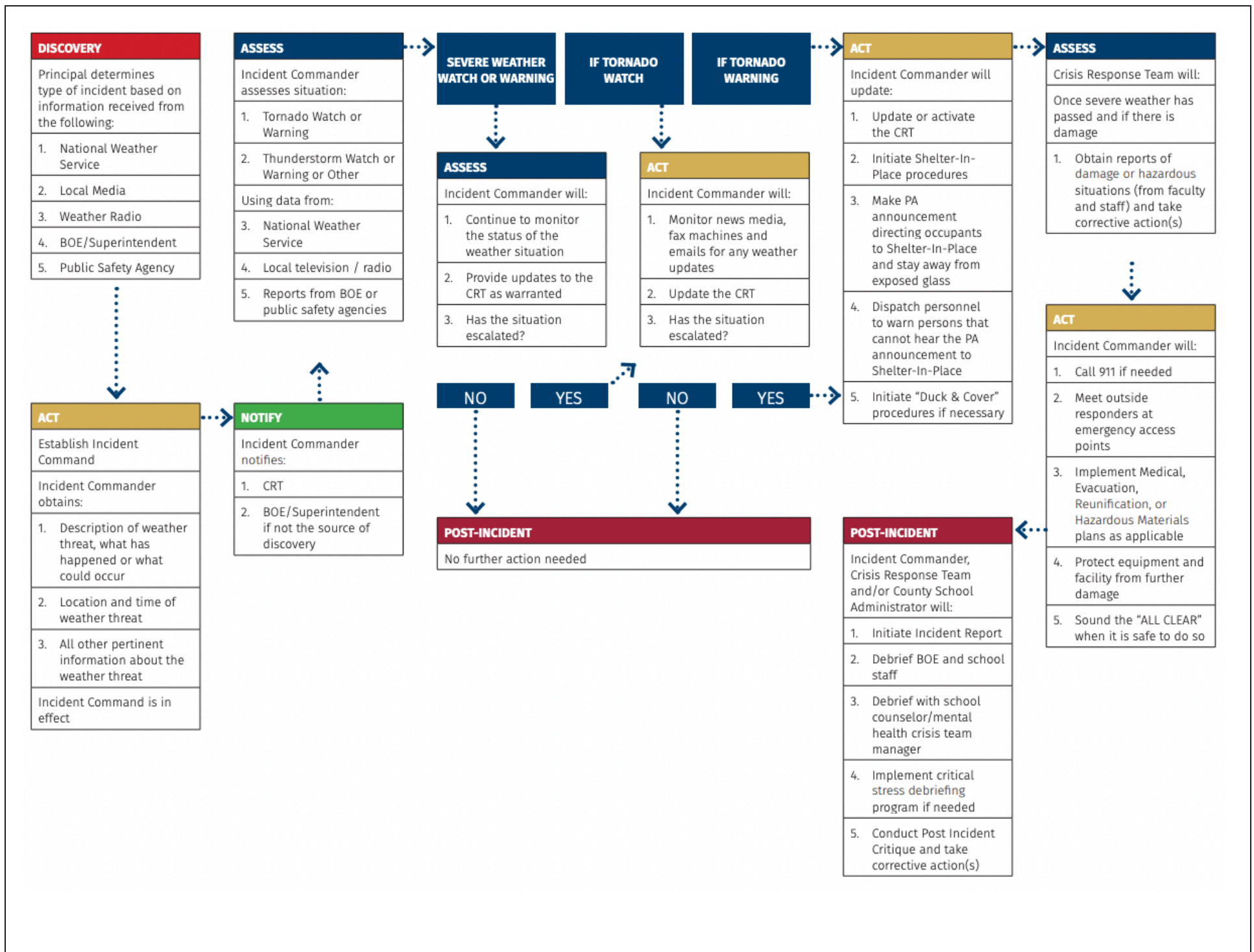
Incident Commander	<ul style="list-style-type: none"> • Notify law enforcement • Determine if the bomb threat is credible • Determine if the school should be Evacuated • Activate and initiate the Evacuation • Effectively communicate the emergency Evacuation message • Ensure that all school occupants reach the assembly area. • Announce the "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Assist in the search and rescue if possible • Report to the IC for further instructions • Assist teachers with taking attendance
School Nurse	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Treat injured evacuees, establish a triage area and track patient care
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students. • Support affected students/staff to stay calm
School Resource Officer	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Assist in the search and rescue if possible • Establish and maintain contact with the police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Evacuation assembly area • Assist teachers in taking attendance • Missing occupants should be reported to the IC • Prepare the occupants for Reunification or re-entry into the school
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Prepare the Reunification site • Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced

(STAFF & STUDENTS) When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take roll book for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance; report according to Student Reunification procedures
- Wait for further instructions

WEATHER/NATURAL DISASTERS:





DISCOVERY
Discoverer determines type of incident, including:
1. Area flooded
2. Equipment affected
3. Injuries (if any)



NOTIFY
Discoverer notifies:
1. Principal's Office



ACT
Establish Incident Command
Incident Commander obtains:
1. Description of incident, what happened, location and time and time of incident
2. Number and type of injuries (if any, see the Medical Emergency Event Aid and Flow Chart)
3. Number of people involved
4. Does the threat still exist?
5. Action(s) taken
Incident Commander will:
1. Dispatch Head Custodian to the scene
2. Notify the CRT, Maintenance and the BOE/Superintendent
Incident Command is in effect



ASSESS
Incident Commander and Head Custodian assess situation:
1. Attempt to determine potential source



ACT
Incident Commander will:
1. Alert affected school occupants
2. Evacuate affected areas if needed
3. Secure area
4. Meet outside responders at emergency access points
Head Custodian will:
1. Take steps to help mitigate or divert source of flood
2. Call Director of Maintenance, if needed
3. Shut down equipment and non-essential utilities if necessary and safe to do so
4. Assess contamination of potable water and exposure to waterborne pathogens



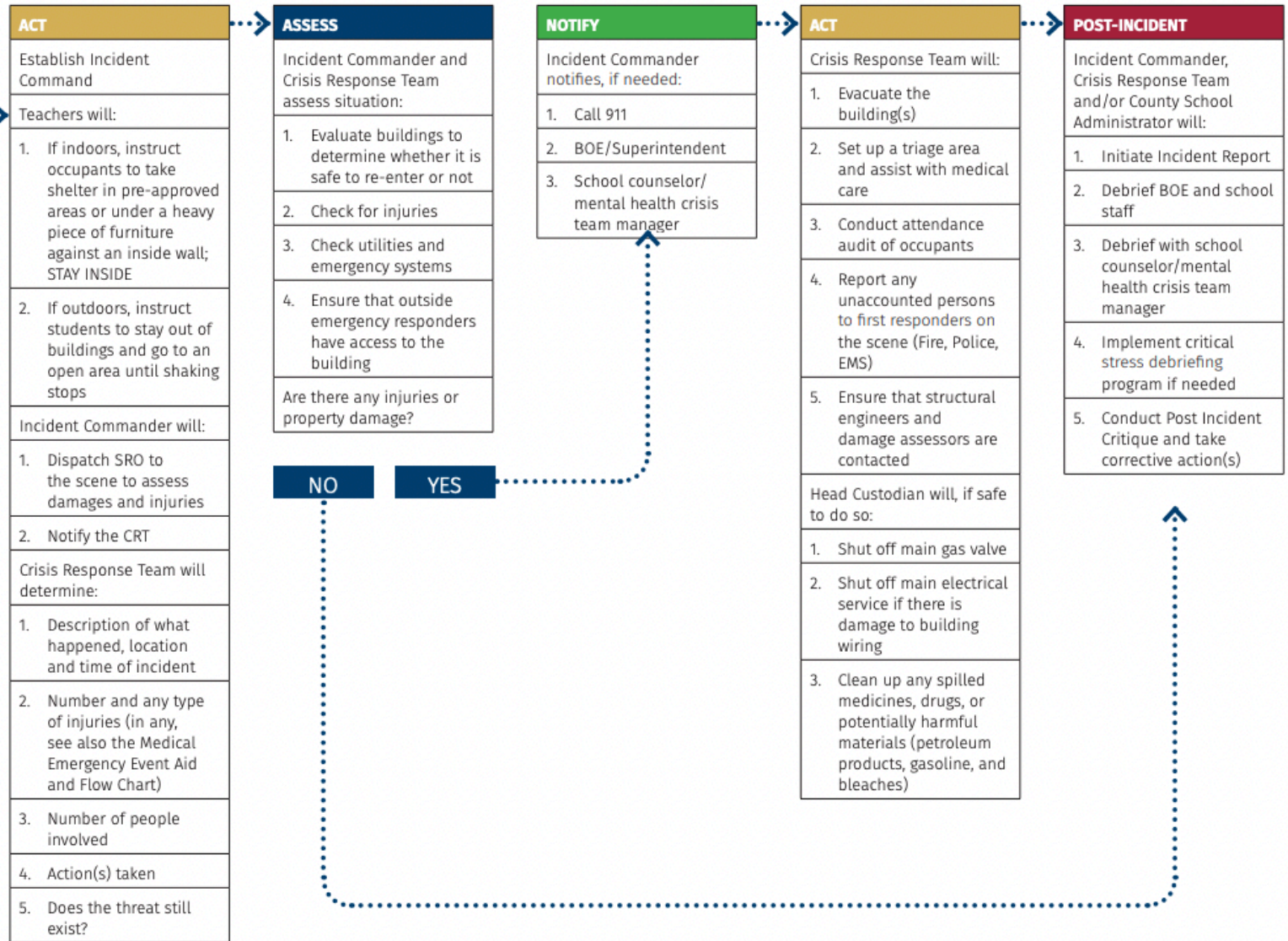
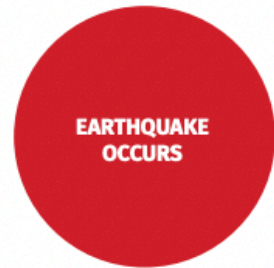
NOTIFY
Crisis Response Team will notify:
1. Affected school occupants
2. School counselor/mental health crisis team manager



ACT
Crisis Response Team will:
1. Contact spill response contractor if a potential environmental exposure is involved
2. When it is safe to do so, ensure protection of equipment and facilities from further damage



POST-INCIDENT
Incident Commander, Crisis Response Team and/or County School Administrator will:
1. Initiate Incident Report
2. Debrief BOE and school staff
3. Debrief with school counselor/mental health crisis team manager
4. Implement critical stress debriefing program if needed
5. Conduct Post Incident Critique and take corrective action(s)



SAFE AREA

Incident Commander	<ul style="list-style-type: none"> • Call 911 • Initiate Weather Safe Area procedures • Effectively communicate the Weather Safe Area message • Ensure that all school occupants safely reach the Sheltering areas • Monitor the local media, National Weather Radio or other reliable information sources • Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the Incident Commander (IC) for further instructions.
School Nurse	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the IC for further instructions
School Counselor	<ul style="list-style-type: none"> • Assist with sheltering all students especially identified emotionally vulnerable students • Assist with reunification after lockdown
Prevention Resource Officer or School Resource Officer	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Sheltering areas • Assist teachers in taking attendance • Missing persons should be reported to the IC • Prepare the occupants for Reunification or resumption of normal conditions
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Prepare the Reunification site, if needed • Prepare the Reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

SHELTER IN PLACE

Incident Commander	<ul style="list-style-type: none"> • Call 911 • Initiate Shelter-in-Place procedures • Effectively communicate the Shelter-in-Place message • Ensure that all school occupants safely reach the Sheltering areas • Monitor the local media, National Weather Radio or other reliable information sources • Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the Incident Commander (IC) for further instructions.
School Nurse	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the IC for further instructions
School Counselor	<ul style="list-style-type: none"> • Assist with sheltering all students especially identified emotionally vulnerable students • Assist with reunification after lockdown
Prevention Resource Officer or School Resource Officer	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Sheltering areas • Assist teachers in taking attendance • Missing persons should be reported to the IC • Prepare the occupants for Reunification or resumption of normal conditions
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Prepare the Reunification site, if needed • Prepare the Reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

DROP, COVER, AND HOLD

Incident Commander	<ul style="list-style-type: none"> • Monitor local media channels and national weather radio for updates • Use available resources to assist responding agencies as required • Secure the area • Call 911 if needed • Prepare for an Evacuation
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of utility lines or systems appropriate for the emergency • Coordinate efforts of and act as a liaison to public utilities • Prepare to assist first responders with manpower, materials and equipment • Provide auxiliary power, lighting, etc. as needed • Re-activate utilities and systems when appropriate
School Nurse	<ul style="list-style-type: none"> • Treat injured evacuees • Establish a triage area • Track patient care • Assist emergency responders
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students. • Prepare with contact of parents, as needed. • Activate Mental Health Response Team to assist with the recovery process
School Resource Officer	<ul style="list-style-type: none"> • Effectively communicate all information to the IC
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions • Direct occupants to the Evacuation assembly area. • Assist teachers in taking attendance • Unaccounted for persons should be reported to the IC • Prepare the occupants for Reunification or re-entry into the building
Reunification Coordinator	<ul style="list-style-type: none"> • Ensure that all building windows are closed • Report to IC for further instructions • Prepare the occupants for Reunification or re-entry into the building

(STAFF & STUDENTS)

When announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Occupants of portable classrooms shall move to the main building to designated safe areas
- Take roll book for student accounting
- Take attendance; report according to Reunification and release procedures
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the "all clear" is given
- Wait for further instructions

(STAFF & STUDENTS)

When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Take attendance; report according to Student Reunification procedures
- Do not allow anyone to leave the classroom
- Stay away from all doors and windows
- Wait for further instructions

(STAFF & STUDENTS)

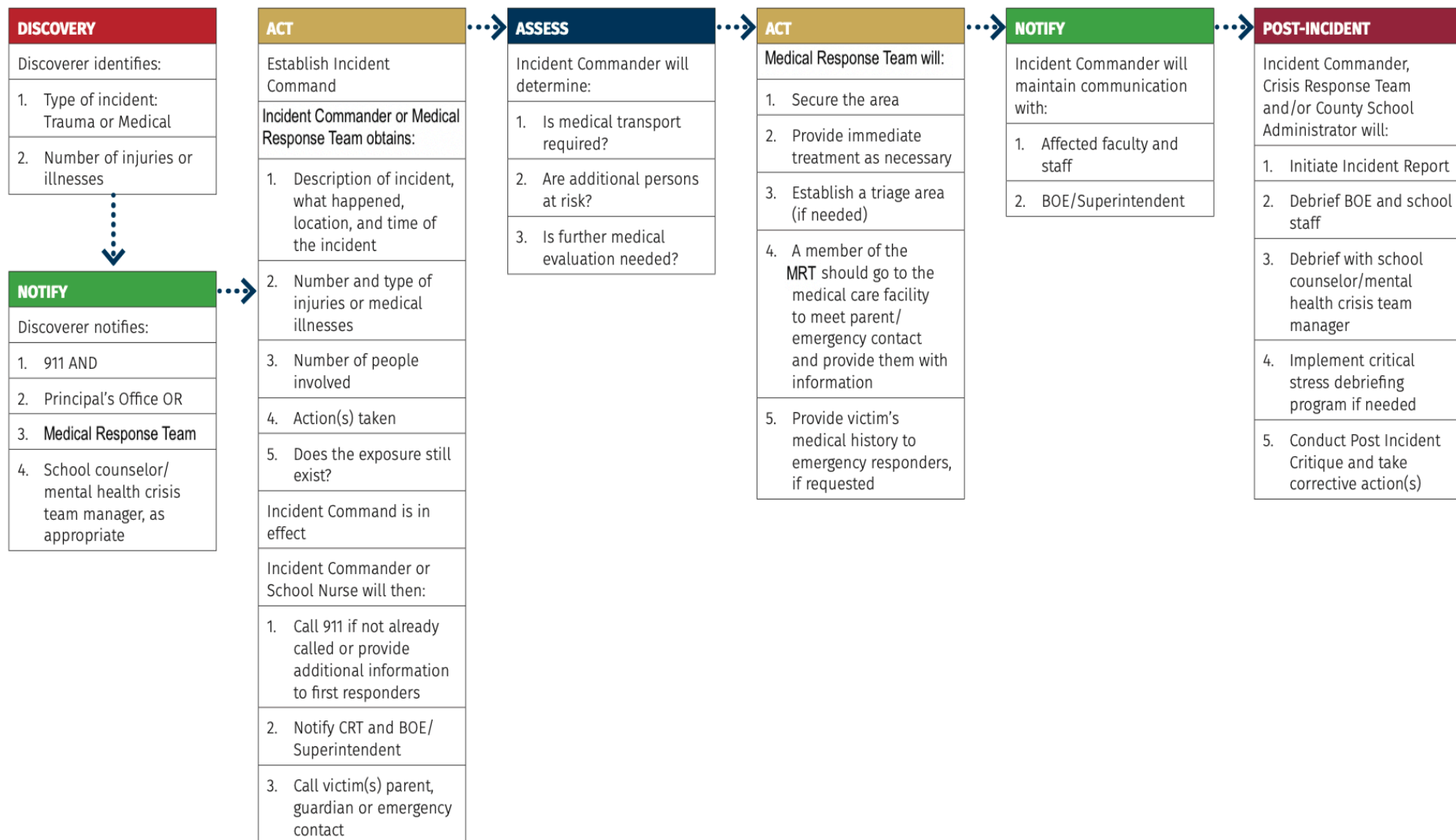
When the command "drop" is made:

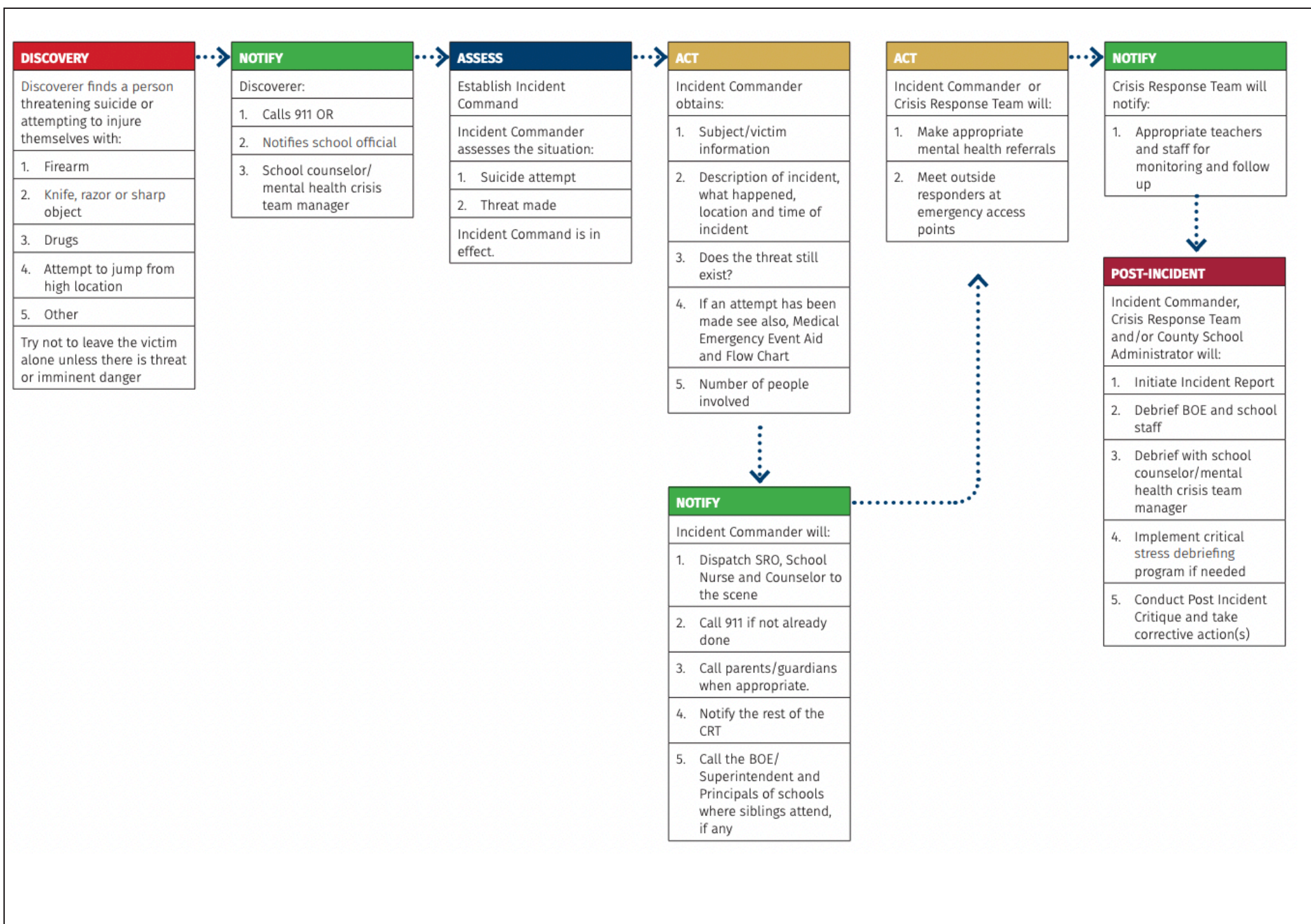
- DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- COVER – your eyes by leaning your face against your arms
- HOLD – on to the table or desk ledge, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions

EARLY DISMISSAL

Incident Commander	<ul style="list-style-type: none">• Prepare for Early Dismissal if the decision is made by BOE Office/Superintendent's Office• Ensure that the announcement to close school is made• Ensure that all occupants safely leave the school• Coordinate actions of school personnel with internal and external responders• Use available resources to assist responding agencies as required
Head Custodian	<ul style="list-style-type: none">• Maintain sidewalks, driveways and parking lot• Secure items that can be affected• Coordinate efforts of and act as a liaison to public utilities• Prepare to assist responders with manpower, materials and equipment• Reactivate utilities and systems when appropriate
School Nurse	<ul style="list-style-type: none">• Report to the IC for further instructions
School Counselor	<ul style="list-style-type: none">• Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students• Assist with contact of parents, as needed• Provide support and training of staff to support distressed students
School Resource Officer	<ul style="list-style-type: none">• Report to the IC for further instructions
Evacuation Coordinator	<ul style="list-style-type: none">• Assist with the Early Dismissal of school occupants
Reunification Coordinator	<ul style="list-style-type: none">• Assist with the Early Dismissal of school occupants

MEDICAL:





Incident Commander

- Initiate Lockdown procedures.
- Notify 911 of the emergency and the need for assistance. Be specific and include EMS, Law Enforcement and Fire Services that may be needed.
- Effectively communicate the Lockdown message over the PA and provide as much information about the incident as appropriate, additional details can be sent by email to all staff and should be notified to read the email.
- Ensure that all occupants safely Lockdown
- Announce an "ALL CLEAR" when it is safe to do so

Head Custodian

- Assist in the sheltering of school occupants
- Report to the Incident Commander (IC) for further instructions.

School Nurse

- Assist in the sheltering of school occupants
- Report to the IC for further instructions
- Ensure medical needs are met

School Counselor

- Assist with sheltering all students, especially those identified as emotionally vulnerable students
- Assist with reunification after lockdown as needed

School Resource Officer

- Assist in the sheltering of school occupants
- Establish and maintain contact with police agency and other emergency response agencies

Evacuation Coordinator

- Assist teachers in taking attendance
- Missing persons should be reported to the IC
- Prepare the occupants for further instructions

Reunification Coordinator

- Prepare the reunification site, if needed
- Prepare the reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

Incident Commander

- Coordinate actions of school personnel with internal and external responders
- Notify parent or guardian of the injury or illness
- Provide the emergency responders with all emergency information and any medical history for the victim(s)
- Have any staff that are trained in first aid or CPR respond to the scene
- Have staff or an adult accompany the student to the hospital if transported and no parent/guardian can be reached
- Initiate support services for students/staff through the CRT

Head Custodian

- Report to the IC for further instructions
- Assist staff as required
- Assist first responders if needed

School Nurse

- Treat injured or those with an illness
- Establish a triage area if needed
- Track patient care

School Counselor

- Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students
- Support affected students/staff to stay calm

School Resource Officer

- Meet first responders at emergency access points
- Confirm the scene is secured
- Ensure that only authorized personnel enter the emergency scene

Evacuation Coordinator

- Report to the IC for further instructions

Reunification Coordinator

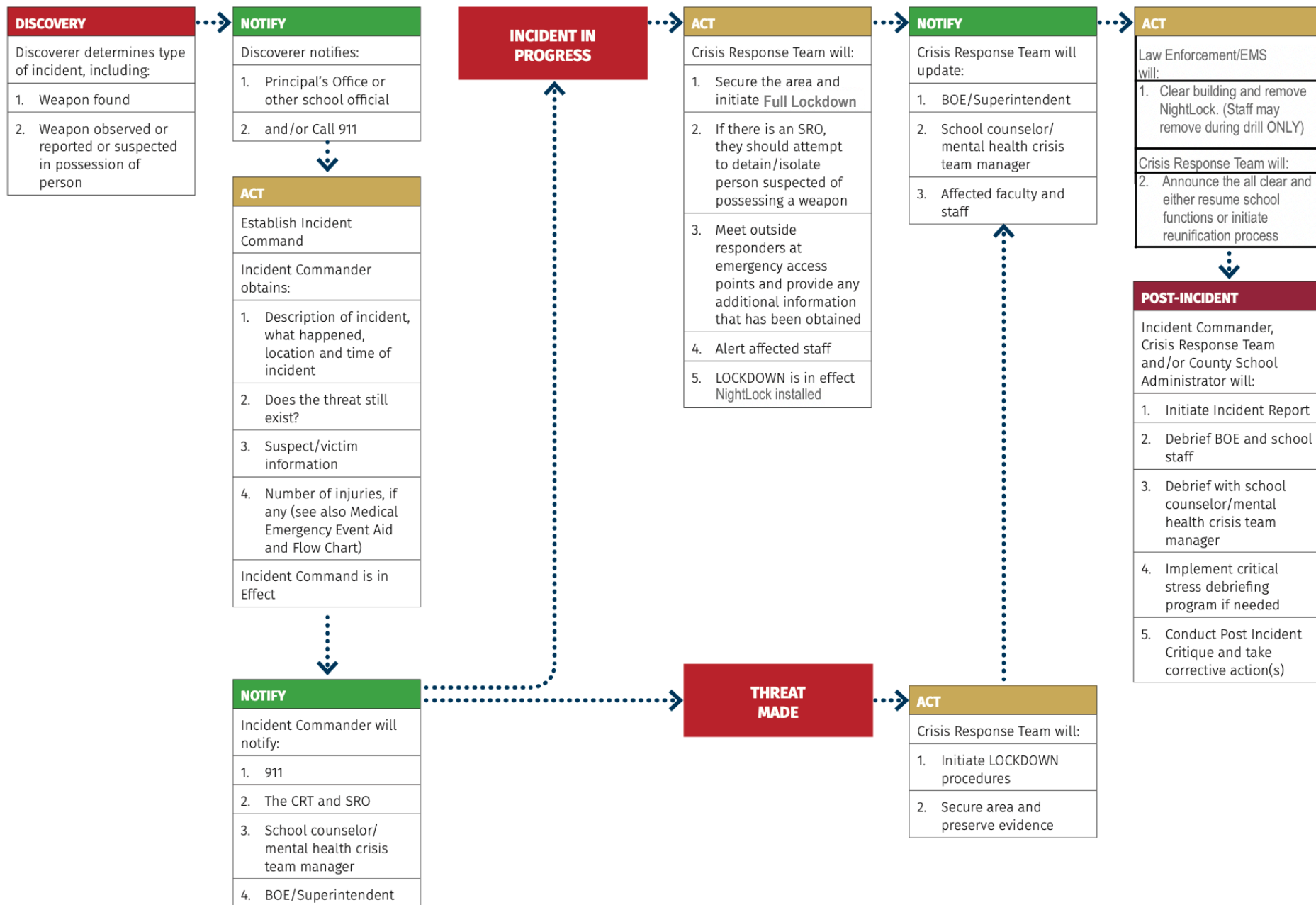
- Report to the IC for further instructions

(STAFF & STUDENTS) When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and lock doors (NO NIGHTLOCK)
- Students remain in seats and continue working quietly
- Wait for further instructions

SCHOOL SPECIFIC INSTRUCTIONS FOR DRILLS

ACTIVE SHOOTER/ARMED INTRUDER:



ALICE LOCKDOWN

Incident Commander

- Immediately declare a LOCKDOWN and call 911
- Notify SRO if available
- Coordinate the actions of the CRT and other internal responders to maintain care of the victim(s) and occupants
- Maintain control of the scene from a safe distance
- Escort any people in hallways to a safe location
- Collect pictures, description or any other information about the suspect and weapon
- Assist external responders with Lockdown, Evacuation and emergency procedures

Head Custodian

- Report to the IC for initial instructions
- Shut down utilities if advised to do so by the IC or law enforcement
- Maintain access route for emergency personnel and vehicles

School Nurse

- Report to IC for initial instructions

School Counselor

- Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students
- Determine if mental health response team is needed to support distressed students

School Resource Officer

- Respond to the scene
- Call for additional support if needed
- Assist in securing Lockdown
- Diffuse incident/threat if it is still active
- Secure scene and keep spectators out of the area
- Conduct complete and thorough criminal investigation

Evacuation Coordinator

- Report to the IC to receive initial instructions
- Prepare to direct occupants to the Evacuation assembly area
- Assist teachers in taking attendance
- Missing occupants should be reported to the IC
- Prepare the occupants for Reunification or re-entry into the school

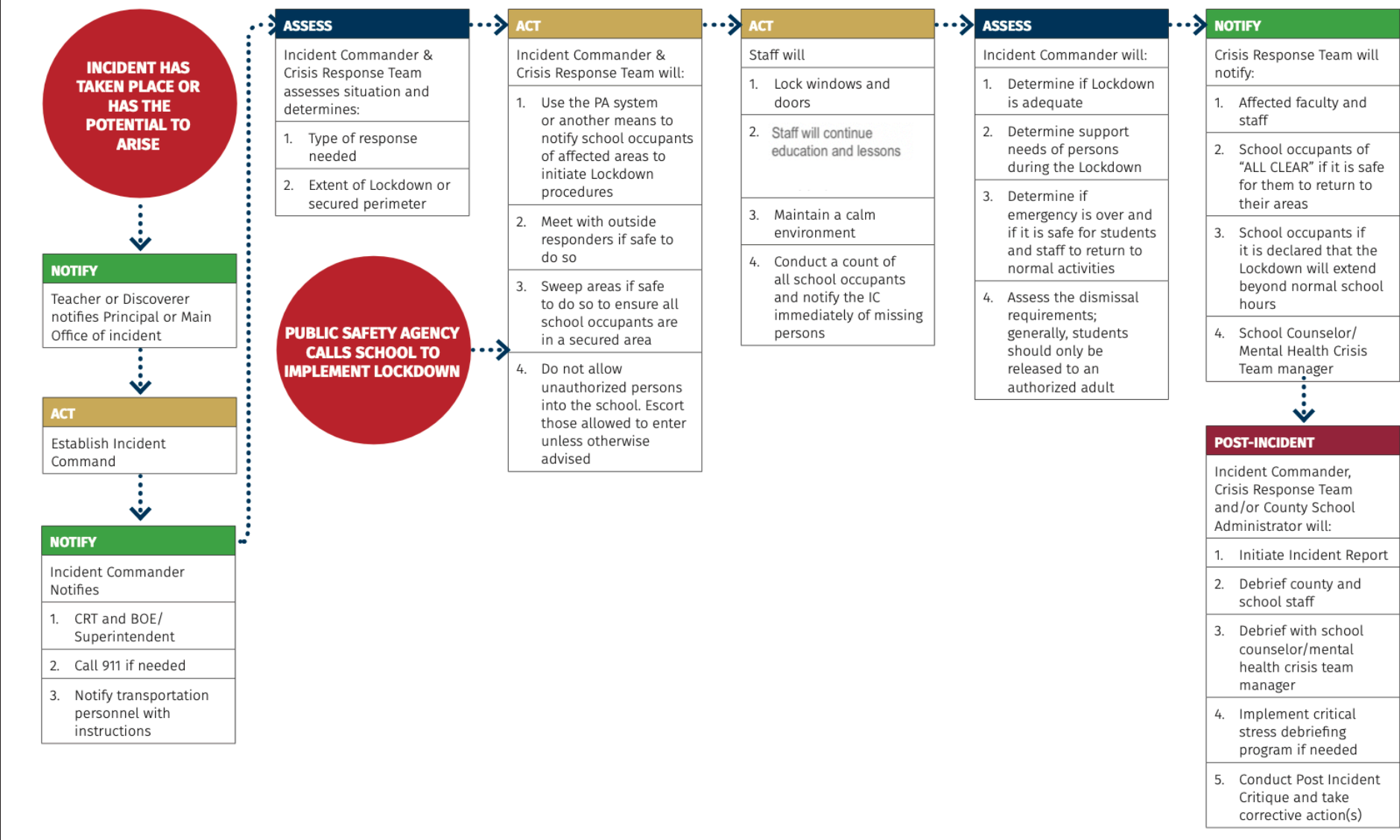
Reunification Coordinator

- Report to the IC to receive initial instructions
- Assist in Lockdown

(STAFF & STUDENTS) When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Students are taught to hide and barricade in closet or restroom if no open room found
- Assist those needing special assistance
- Close and lock all doors and windows, close curtains.
- Install NightLock (by teacher during drill and by the teacher or student during actual threats)
- Lights out, quiet and away from doors and windows
- Drill ends by administrator announcement/Actual threat ends when Police/EMS use unlocking tool to open rooms
- NightLock is never to be removed by staff in actual threat situation

PRECAUTIONARY LOCKDOWN:



Incident Commander

- Initiate Lockdown procedures.
- Notify 911 of the emergency and the need for assistance. Be specific and include EMS, Law Enforcement and Fire Services that may be needed.
- Effectively communicate the Lockdown message over the PA and provide as much information about the incident as appropriate, additional details can be sent by email to all staff and should be notified to read the email.
- Ensure that all occupants safely Lockdown
- Announce an "ALL CLEAR" when it is safe to do so

Head Custodian

- Assist in the sheltering of school occupants
- Report to the Incident Commander (IC) for further instructions.

School Nurse

- Assist in the sheltering of school occupants
- Report to the IC for further instructions
- Ensure medical needs are met

School Counselor

- Assist with sheltering all students, especially those identified as emotionally vulnerable students
- Assist with reunification after lockdown as needed

School Resource Officer

- Assist in the sheltering of school occupants
- Establish and maintain contact with police agency and other emergency response agencies

Evacuation Coordinator

- Assist teachers in taking attendance
- Missing persons should be reported to the IC
- Prepare the occupants for further instructions

Reunification Coordinator

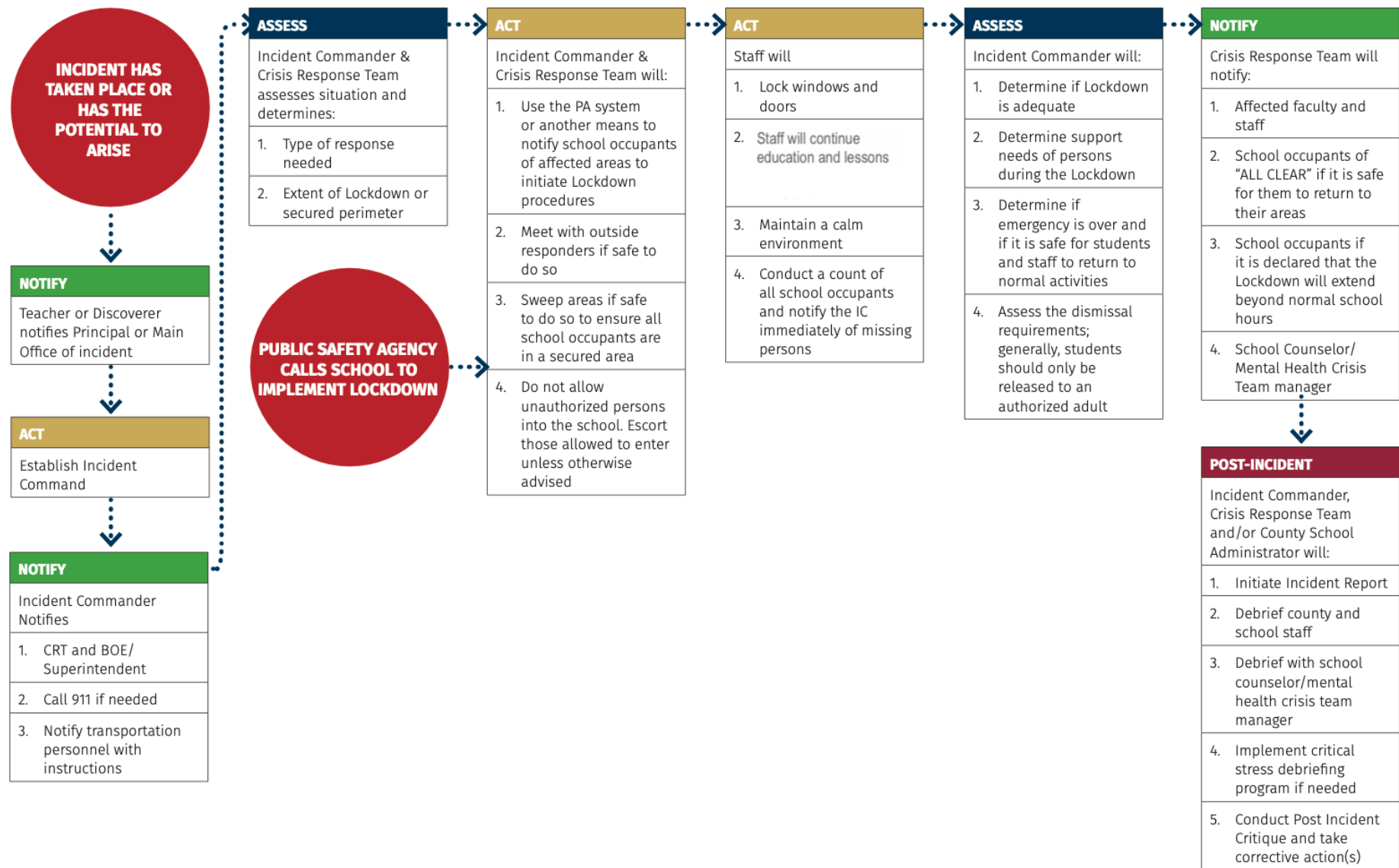
- Prepare the reunification site, if needed
- Prepare the reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

(STAFF & STUDENTS) When announcement is made:

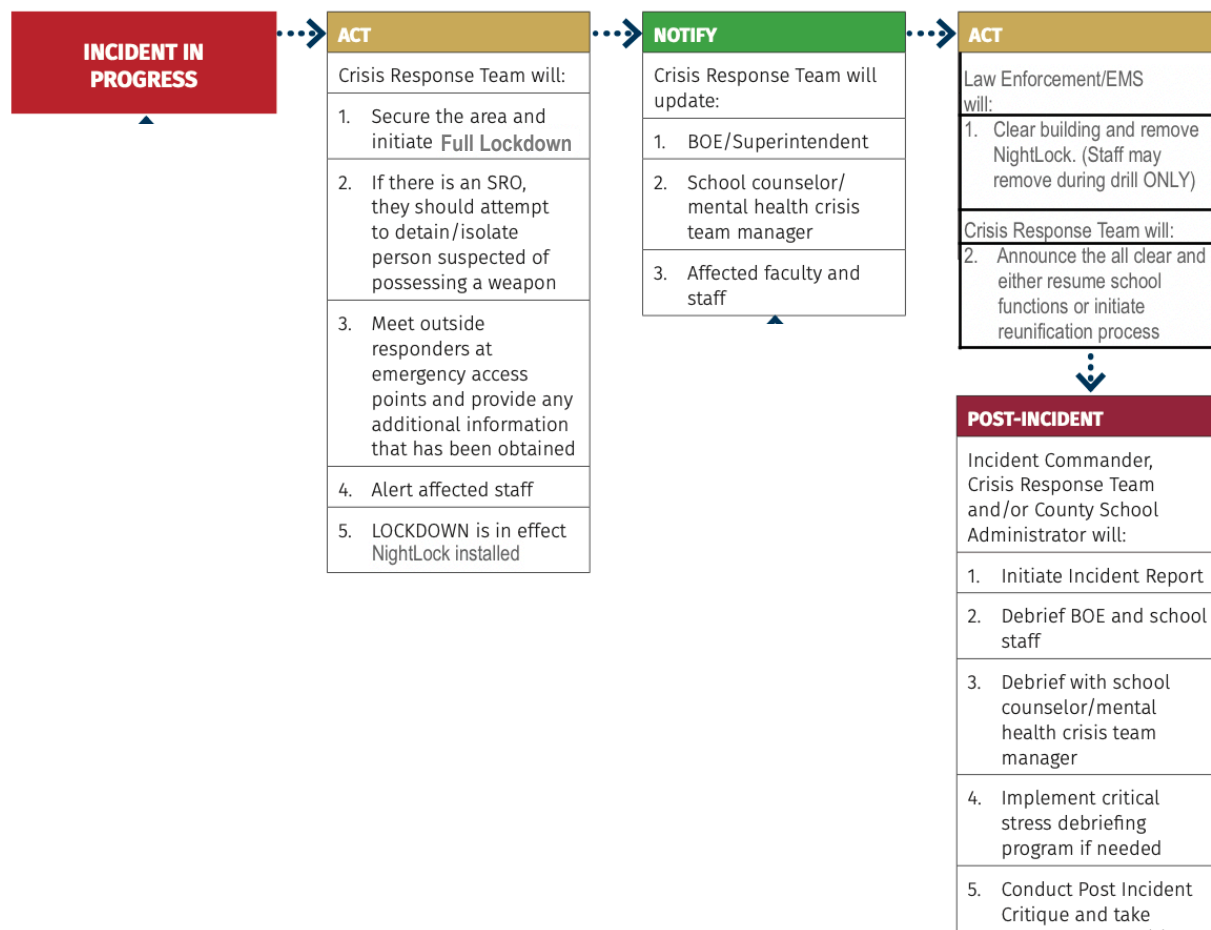
- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and lock doors & windows (NO NIGHTLOCK)
- Students remain in seats and continue working quietly
- Wait for further instructions
- After announcement ending lockdown, school operates as normal

LOCKDOWN:

STANDARD LOCKDOWN



ACTIVE ASSAILANT LOCKDOWN



STANDARD LOCKDOWN

Incident Commander	<ul style="list-style-type: none"> Initiate Lockdown procedures. Notify 911 of the emergency and the need for assistance. Be specific and include EMS, Law Enforcement and Fire Services that may be needed. Effectively communicate the Lockdown message over the PA and provide as much information about the incident as appropriate, additional details can be sent by email to all staff and should be notified to read the email. Ensure that all occupants safely Lockdown Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> Assist in the sheltering of school occupants Report to the Incident Commander (IC) for further instructions.
School Nurse	<ul style="list-style-type: none"> Assist in the sheltering of school occupants Report to the IC for further instructions Ensure medical needs are met
School Counselor	<ul style="list-style-type: none"> Assist with sheltering all students, especially those identified as emotionally vulnerable students Assist with reunification after lockdown as needed
School Resource Officer	<ul style="list-style-type: none"> Assist in the sheltering of school occupants Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> Assist teachers in taking attendance Missing persons should be reported to the IC Prepare the occupants for further instructions
Reunification Coordinator	<ul style="list-style-type: none"> Prepare the reunification site, if needed Prepare the reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

ACTIVE ASSAILANT LOCKDOWN

Incident Commander	<ul style="list-style-type: none"> Immediately declare a LOCKDOWN and call 911 Notify SRO if available Coordinate the actions of the CRT and other internal responders to maintain care of the victim(s) and occupants Maintain control of the scene from a safe distance Escort any people in hallways to a safe location Collect pictures, description or any other information about the suspect and weapon Assist external responders with Lockdown, Evacuation and emergency procedures
Head Custodian	<ul style="list-style-type: none"> Report to the IC for initial instructions Shut down utilities if advised to do so by the IC or law enforcement Maintain access route for emergency personnel and vehicles
School Nurse	<ul style="list-style-type: none"> Report to IC for initial instructions
School Counselor	<ul style="list-style-type: none"> Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students Determine if mental health response team is needed to support distressed students
School Resource Officer	<ul style="list-style-type: none"> Respond to the scene Call for additional support if needed Assist in securing Lockdown Diffuse incident/threat if it is still active Secure scene and keep spectators out of the area Conduct complete and thorough criminal investigation
Evacuation Coordinator	<ul style="list-style-type: none"> Report to the IC to receive initial instructions Prepare to direct occupants to the Evacuation assembly area Assist teachers in taking attendance Missing occupants should be reported to the IC Prepare the occupants for Reunification or re-entry into the school
Reunification Coordinator	<ul style="list-style-type: none"> Report to the IC to receive initial instructions Assist in Lockdown

REVERSE EVACUATION

(STAFF & STUDENTS)

When the announcement is made:

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to classroom
- Check for injuries
- Take attendance; report according to Student Reunification procedures
- Wait for further instructions

(STAFF & STUDENTS) When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and lock doors & windows (NO NIGHTLOCK)
- Students remain in seats and continue working quietly
- Wait for further instructions
- After announcement ending lockdown, school operates as normal

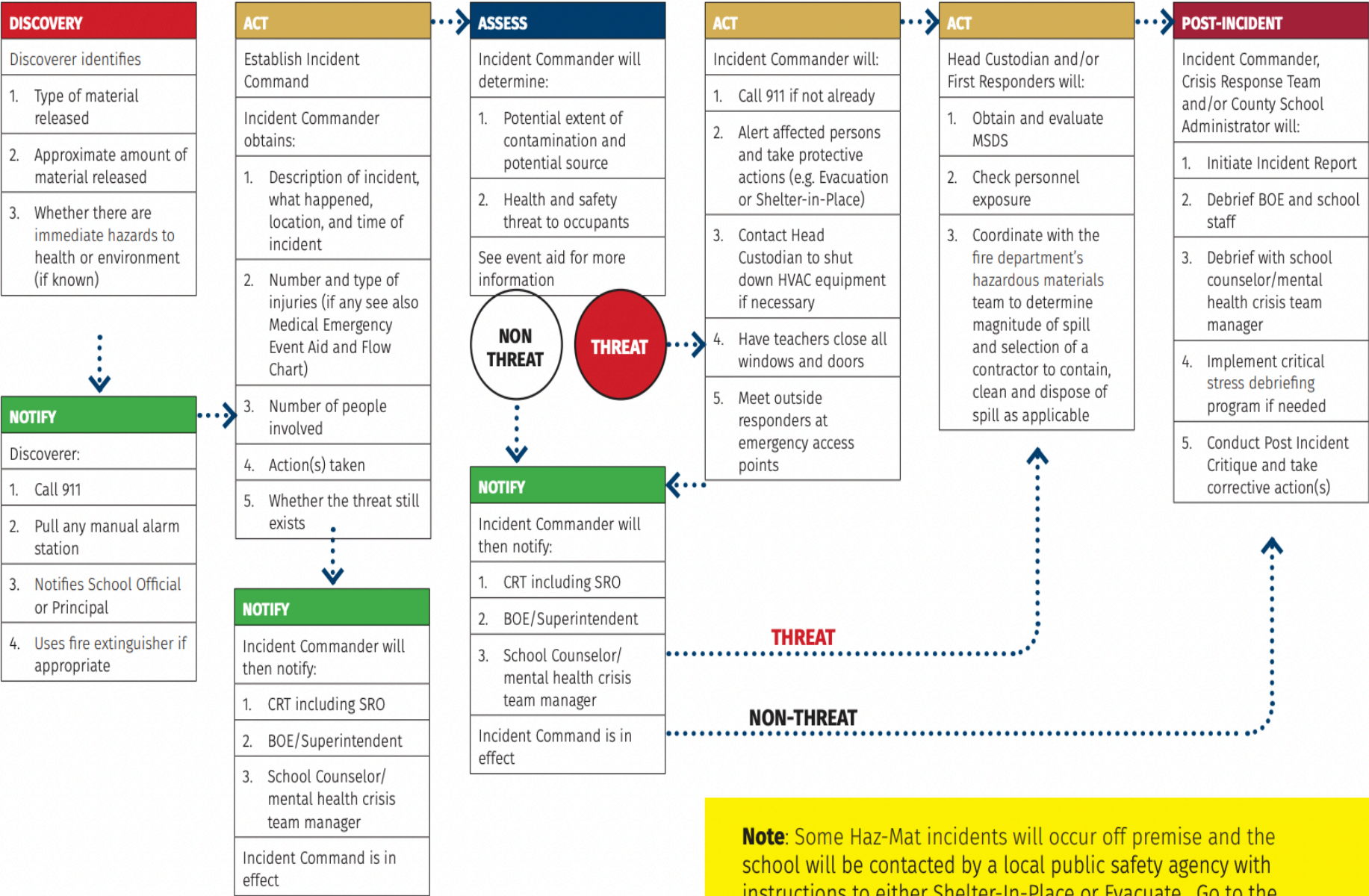
(STAFF & STUDENTS) ALICE LOCKDOWN (STAFF & STUDENTS) When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Students are taught to hide and barricade in closet or restroom if no open room found
- Assist those needing special assistance
- Close and lock all doors and windows, close curtains.
- Install NightLock (by teacher during drill and by the teacher or student during actual threats)
- Lights out, quiet and away from doors and windows

- Drill ends by administrator announcement/Actual threat ends when Police/EMS use unlocking tool to open rooms
- NightLock is never to be removed by staff in actual threat situation

OTHER (REGIONAL/GEOGRAPHICALLY SPECIFIC)

HAZ-MAT



Note: Some Haz-Mat incidents will occur off premise and the school will be contacted by a local public safety agency with instructions to either Shelter-In-Place or Evacuate. Go to the Shelter-In-Place or Evacuation Event Aids and Flow Charts for additional details.

SHELTER IN PLACE

Incident Commander	<ul style="list-style-type: none"> • Call 911 • Initiate Shelter-in-Place procedures • Effectively communicate the Shelter-in-Place message • Ensure that all school occupants safely reach the Sheltering areas • Monitor the local media, National Weather Radio or other reliable information sources • Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the Incident Commander (IC) for further instructions.
School Nurse	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the IC for further instructions
School Counselor	<ul style="list-style-type: none"> • Assist with sheltering all students especially identified emotionally vulnerable students • Assist with reunification after lockdown
Prevention Resource Officer or School Resource Officer	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Sheltering areas • Assist teachers in taking attendance • Missing persons should be reported to the IC • Prepare the occupants for Reunification or resumption of normal conditions
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Prepare the Reunification site, if needed • Prepare the Reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

EVACUATION

Incident Commander	<ul style="list-style-type: none"> • Activate alarm (if not already activated) and initiate the Evacuation of the school • Call 911 • Ensure all school occupants Evacuate and safely reach designated Evacuation assembly areas • Ensure all teachers take roll call and report any unaccounted for students or visitors • Announce "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of appropriate utility and building systems • Coordinate efforts and act as a liaison to public utilities • Re-activate utilities and systems when appropriate
School Nurse	<ul style="list-style-type: none"> • Assist in the Evacuation of the school and bring portable medical files • Treat injured evacuees • Establish a triage area • Track patient care
School Counselor	<ul style="list-style-type: none"> • Activate Mental Health Response Team and follow established school protocols to assist all students especially vulnerable students
School Resource Officer	<ul style="list-style-type: none"> • Meet first responders at emergency access points • Confirm the scene is secured • Ensure that only authorized personnel enter the emergency scene • Advise the IC of expected disruption to operations and advisable measures to protect occupants
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Evacuation areas • Assist teachers in taking attendance • Unaccounted for persons should be reported to the IC • Prepare evacuees for Reunification or re-entry to the school
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the Evacuation of the school • Prepare the Reunification site • Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced

(STAFF & STUDENTS) When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and tape all windows and doors and seal the gap between bottom of door and the floor(external gas/chemical release)

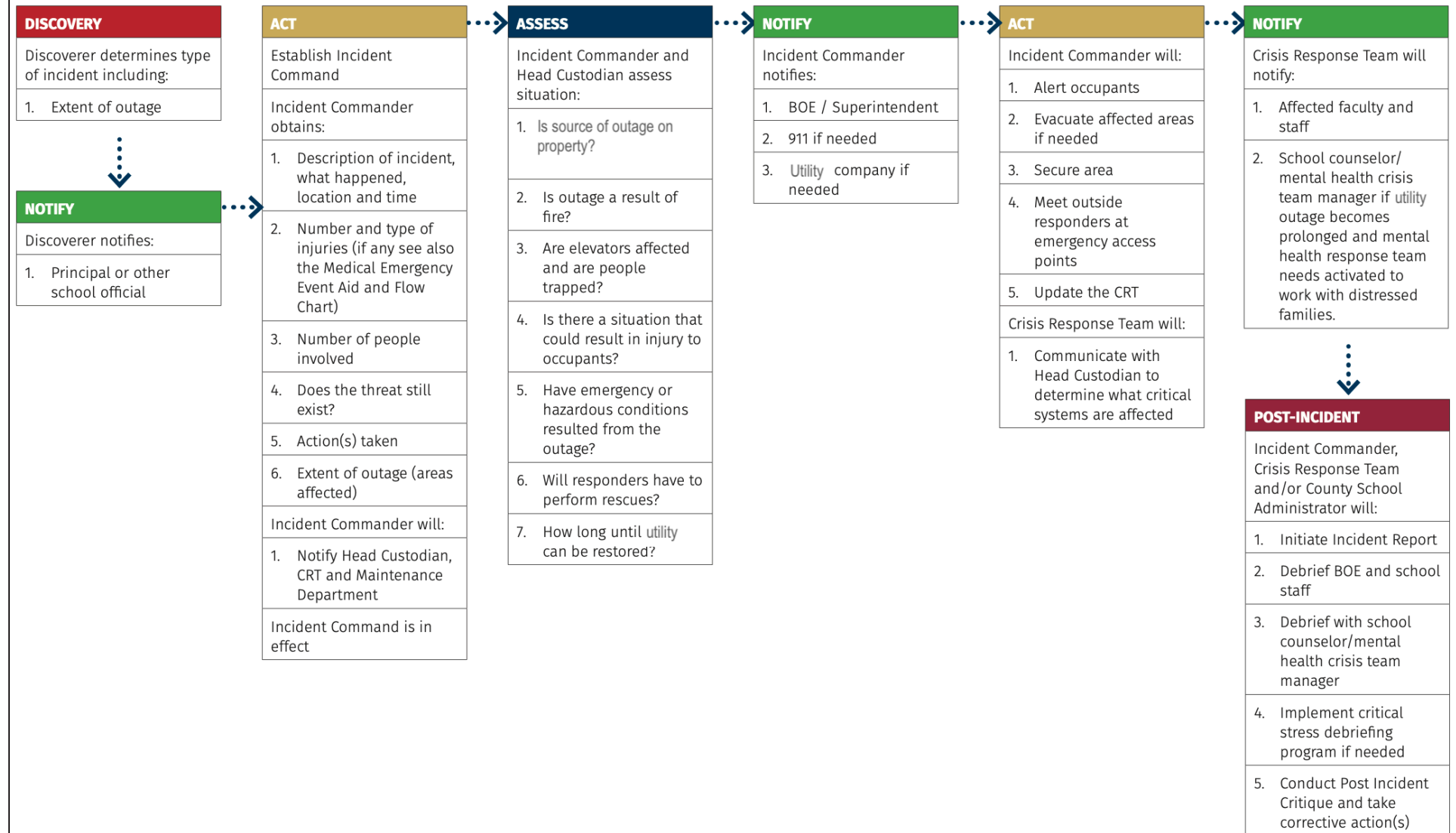
(STAFF & STUDENTS) When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take toll book for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings

- Take attendance; report according to Student Reunification procedures
- Do not allow anyone to leave this classroom
- Stay away from all doors and windows
- Wait for further instructions

- Go to designated Assembly Area
- Check for injuries
- Take attendance; report according to Student Reunification procedures
- Wait for further instruction

POWER/WATER OUTAGE



Incident Commander

- Coordinate actions of school personnel with internal and external responders
- Use available resources to assist responding agencies as required
- Prepare for possible Evacuation of the school or Early Dismissal
- Work with Maintenance Department and local utilities to determine the estimated time of utility outage

Head Custodian

- Direct the shutdown of utility lines or systems appropriate for the emergency
- Coordinate efforts with the Maintenance Department and public utilities
- Prepare to assist first responders with manpower, materials and equipment
- Re-activate utilities and systems when appropriate with assistance from the Maintenance Department

School Nurse

- Assist the IC with an Early Dismissal or Evacuation procedures

School Counselor

- Follow school protocol to support students with disabilities and emotionally vulnerable students
- Determine if mental health response team is needed to support distressed students.

School Resource Officer

- Assist the IC with an Early Dismissal or Evacuation procedures

Evacuation Coordinator

- During an emergency, the Evacuation coordinator should effectively communicate all information to the IC

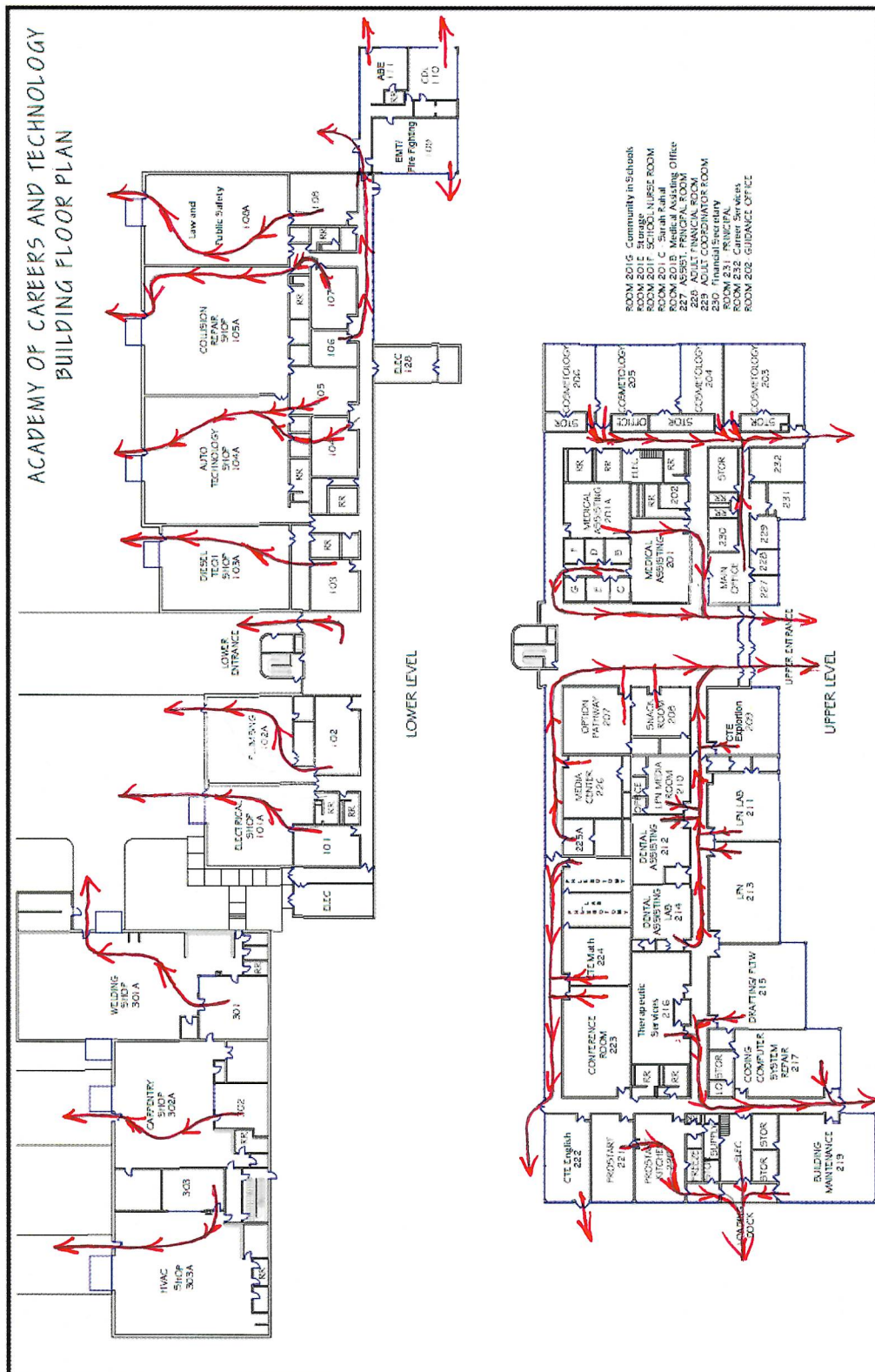
Reunification Coordinator

- Assist the IC with an Early Dismissal or Evacuation procedures

(STAFF & STUDENTS) When announcement is made:

- Follow instructions provided by Principal

BUILDING FLOOR PLAN



Academy of Careers and Technology Memorandum of Understanding Sheltering Facilities (Evacuation & Reunification)

This agreement is made and entered into between Academy of Careers and Technology and Memorial Baptist Church to establish shelter site locations and terms of use in the event of an evacuation and reunification of the students and staff of Academy of Careers and Technology.

Academy of Careers and Technology will make every effort to notify Memorial Baptist Church of evacuation and reunification possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

Memorial Baptist Church agrees to open their building located at 1405 South Kanawha Street to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. Memorial Baptist Church has a capacity to accommodate approximately 275 people.


Memorial Baptist Church understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for Academy of Careers and Technology administrative personnel. Furthermore, Academy of Careers and Technology will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site or reunification site.

Academy of Careers and Technology agrees that it shall exercise reasonable care in the conduct of its activities in said facilities.

Academy of Careers and Technology shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to Memorial Baptist Church shall be directed to the Public Relations Coordinator and/or the Superintendent.

This agreement shall become effective on 2/08/2016 and may be modified upon the mutual written consent of the parties.

The terms of this agreement shall be self-renewable for a period of five (5) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.


Principal, Academy of Careers and Technology

2-29-16
Date

 - pastor
Authorized Signature, Memorial Baptist Church

2-23-16
Date

EMERGENCY INFORMATION

A. EVACUATION/FIRE



(for use when conditions outside are safer than inside)

When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take toll book for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance; report according to Student Reunification procedures
- Wait for further instructions

B. REVERSE EVACUATION



(for use when conditions inside are safer than outside)

When the announcement is made:

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to classroom
- Check for injuries
- Take attendance; report according to Student Reunification procedures
- Wait for further instructions

C. SEVERE WEATHER SAFE AREA



(for use in severe weather emergencies)

When announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Occupants of portable classrooms shall move to the main building to designated safe areas
- Take roll book for student accounting
- Take attendance; report according to Reunification and release procedures
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the "all clear" is given
- Wait for further instructions

D. SHELTER IN PLACE



(for use in external gas or chemical release)

When announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and tape all windows and doors and seal the gap between bottom of door and the floor (external gas/chemical release)
- Take attendance; report according to Student Reunification procedures
- Do not allow anyone to leave this classroom
- Stay away from all doors and windows
- Wait for further instructions

E. LOCKDOWN



SOFT LOCKDOWN



(for use to protect building occupants from potential dangers in the building, medical emergencies, clearing common areas, etc.)

- ENTER nearest room, LOCK doors & windows
NO NIGHTLOCK
- REMAIN quiet and CONTINUE work

ACTIVE SHOOTER



- RUN if it is safe to do so
- HIDE if it is not safe to run –
INSTALL NightLock device
- COUNTER/FIGHT only as a last resort –
Disrupt or incapacitate the shooter

F. DROP, COVER, AND HOLD



(for use in earthquake or other imminent danger to building or immediate surroundings)

When the command "drop" is made:

- DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- COVER – your eyes by leaning your face against your arms
- HOLD – on to the table or desk ledge, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions