

Crisis Management Plan

2020-2021

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Introduction

The Madison S.T.E.A.M. Academy finds it extremely necessary to develop and implement a crisis management plan because of the recent wave of violence within schools throughout the nation. This plan will ultimately provide school's personnel with procedures in dealing with school-based crisis situations. Remember that there are no guarantees that using this plan will prevent an injury or death, and nothing can replace common sense and sound judgment during a crisis. A crisis affecting the entire school could very well occur anytime and at any location on school property. However, lives can be saved if school personnel are prepared for the crisis and know what actions to take when a crisis occurs. The key in dealing with any crisis is advanced planning, training and implementation of established procedures. Hopefully, this plan will address procedures to be utilized in the event of a crisis. A crisis can develop from three basic sources: (1) natural disasters such as flood, tornado, hurricane or fire, (2) human sources such as bomb threats, violence, weapons, drugs, medical emergencies, accidents, and (3) mechanical sources such as gas leaks, bus accidents, boiler malfunctions, etc. It is strongly recommended that the school implement a school crisis management plan by first selecting a school based-team as indicated with the plan. The school based-team should become familiar with the contents of this plan before implementation.

EMERGENCY NUMBERS

In An Emergency Dial: 9-1-1 Fire | Police | Ambulance

Other Emergency Numbers

Ambulance Louisiana One Call (Dottie)

American Medical Response Call Before You Dig: 1-318- 574-4011

(Madison Parish) Dial 8-1-1 Or 1-800-272-3020

Bureau Of Alcohol, Tobacco, Mental Health Firearms & Explosives (318)574-1713 |

1-800-800-3855 1-800-256-2522 (After Hours Crisis Line)

Child Find National Hopeline Network: 1-800-I Am Lost (1-800-426-5678) 1-800-suicide
(1-800-784-2433)

Child Protection Services National Response Center: 318-574-5201 (Madison Parish)

Toxic Chemical And Oil Spills: 1-800-424-8802 (Voice/Tty)

Crime, Trauma, Death Scene Poison Control Center & Bio-terrorism Clean-up: 1-800-222-1222 |
1-888-979-2272

Drug Helpline Police: 1-800-662-help | 1-318-574-3230 |(1-800-662-4357)

Madison Parish Hospital: 1-318-574-2374

Federal Bureau Of Sheriff Investigation: (Fbi) 1-318-574-1831 | 1-504-816-3000

Fire U.S. Marshal: 1-318-574-2061 (Tallulah) 1-318-676-4200

Forest Fires U.S. Secret Service: 1-800-251-3473 1-318-676-3500

If No Agent Available Call: Louisiana Domestic: 1-504-589-4041

Violence Hotline: 1-888-411-1333

Staff Responsibilities

Principal or Designee:

- Verify information.
- Call 911, if necessary.
- Seal off high-risk areas.
- Convene Crisis Team and implement crisis response procedures.
- Notify Principal
- Notify students and staff (depending on Emergency; students may be notified by teachers).
- Evacuate students and staff, if necessary.
- Refer media to site spokesperson (or designee).
- Notify community agencies, if necessary.
- Implement post-crisis procedures.
- Keep detailed notes of crisis events.
- Teachers:
- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if so advised.
- Account for all students.
- Stay with students during an evacuation. Take the class roster to the evacuation site.
- Refer media to site spokesperson (or designee).
- Keep detailed notes of crisis events.

Crisis Team Member

Assume roles and responsibilities; complete Crisis Response documentation forms.

Madison S.T.E.A.M. Academy Crisis Team Members

Coordinator/Spokesperson Mrs. Chrisela Carter.....	(318) 493-5068
Executive Director Mrs. LaMia Haggard.....	(601) 529-6370
Safe School Coordinator Ms. Gwendolyn Hall.....	(318) 493-5068
Assistant Coordinator Mrs, Khadiyah Ramsey.....	(318) 493-5068
Business Manager Mrs. Zerry Tillman.....	(318) 493-5068
Secretary Mrs. Carla Puckett.....	(318) 493-5068
Social Worker Ms. Tyna Perry.....	(504) 214-9573
Minister Min. Carlos Ford.....	(318) 341-1062
Parent Volunteer Mrs. Stacey Allen.....	(769) 238-9066
Parent Volunteer Mrs. Vickie Crockett.....	(318) 341-4472
Parent Volunteer Mrs. Glenda Douglas.....	(318) 267-9941

Emergency and Media Procedures

- Assess the situation, verify information, and notify 911 (if necessary). Notify the principal.
- Notify CPR/first aid certified persons in school building of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in each school’s crisis plan.
- Assemble a Crisis Team and seal off high-risk areas.
- Take charge of the area until the incident is contained or relieved by the Principal or Designee.
- Shelter in place or evacuate the building. Nature of the incident may require an alternative evacuation site.
- Designate a control area and maintain a phone log of all calls made and received and timed sequence of events.
- Crisis Team runners deliver any additional instructions from the control center to classrooms and also collect status information.
- Refer media to Mrs. Chrisela Carter or Mr. Ramsey, Principal/Spokesperson at 318-493-5068.

Media Procedures

- Media Statement: Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe the school's plan for responding to emergencies.
- Issue brief statement consisting of only the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to the media.
- Refrain from exaggerating or sensationalizing the crisis. Emphasize positive action being taken. Turn negative questions into simple, positive statements.

Evacuation

- Call 911, if necessary.
- Principal issues call for the Crisis Team to report to office.
- Principal notifies SCHOOL RESOURCE OFFICER (SRO).
- Principal issues evacuation procedures.
- Principal determines whether students and staff should be evacuated outside of the building or to relocation centers. Crisis team members coordinate transportation if students are evacuated to the relocation center.
- Principal notifies relocation center.
- Principal directs students and staff to follow fire drill procedures and routes. Follow alternate routes if the normal route is too dangerous. (Route to be determined by administration at time of emergency.)
- Maps should be posted in all classrooms indicating primary and secondary exit routes and holding areas/assembly points.
- Close all windows, turn off lights, electrical equipment, gas, water, faucets, air conditioning and heating system.
- Place an evacuation sign in the window. Lock doors.
- Teachers should ensure all students are out of the classroom and bathrooms.
- Instruct the first student in line to hold open the exit door(s) until all persons in the class have evacuated. Continue this process until the building is clear.
- **Teachers:** Direct students to follow normal drill procedures unless the principal alters the route.
- Take the class roster to the relocation center.
- Close classroom doors and turn out lights.
- When outside the building, account for all students. Inform the principal immediately if any student(s) is/are missing.
- If students are evacuated to the relocation center, stay with class. Take roll again when you arrive at the relocation center.
- Teachers that are on their planning period should report to the office.
- Relocation Centers:

- List primary and secondary student relocation centers.
- The primary site is located close to school. The secondary site is located farther away from school (in case of community-wide evacuation).
- Establish a management post at the off-site evacuation location (command post)
- Law Enforcement will be in charge of evacuation procedures.
- Release students (walkers, riders) after parents sign release form.
- Complete Crisis Response Documentation Form.

Procedures to Use at the Evacuation Site

Lead Teacher commands the Student Release Evacuation Site. Secretary and assigned team members command the release of students. Clergy, volunteers, school nurse, counselors and law enforcement are at the site. Teachers and students are to move to assigned areas at the evacuation site. Teachers list students present and unaccounted for names and numbers.

List is given to the Secretary and her assigned team members. Release stations are set up close to areas where parents have been told they can pick up their child.

Assigned team members or volunteers list names of parents waiting to pick up their children.

As each parent enters the release station, ID is presented, name verified as a person allowed to pick up the student. Student's name is verified on list of students that have been verified as being present.

Parent signs release form and team members escort the parent to the entry of the area where students are waiting and the student will be brought to parent for dismissal.

No child will be released to anyone if their name is not on the emergency card held by the school. No student will be sent home on the bus until the Principal gives permission, parents have been notified and student's names are verified. Signs with arrows indicating location for student release should be posted outside instructing parents where the release area will be located and instructing them to line up and have ID available.

Bus parking locations should be in separate areas from parent parking and where students will be released to parents.

- Be sure you have your "TO GO EMERGENCY BOX".
- Be sure the Assistant Principal has a bull horn for instructions.
- Be sure Secretary has all necessary forms and a walkie-talkie.

Suggestions: Battery operated laptop with school roster of students, emergency card information, medical information and contact information.

Designate a room or area for parents to wait whose children were not on the list as being present at the evacuation site. Consideration for this room should be where it is quiet and away from media contact. Clergy and school nurses should be present. (These are the parents of students who are missing or in the hostage situation at the school. The unknown at this time).

Food, coffee, cokes should be considered if the situation continues for several hours.

Principal and additional team members should report to evacuation **IF INCIDENT IS CONTAINED AT SCHOOL!**

Once students are released either through parent pick up or sent home on the bus, parents still waiting in the designated room will be allowed to move into the larger room where students were released. If this situation continues into the night, you should have volunteers to bring food. Parents will be waiting here until their child has been found or released.

Keep them away from the media if possible.

Counselors will be needed

Lock-Down/Sheltering

Lock-Down Procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school building.

- Principal will issue lock-down procedures by announcing warning code over the PA system, sending a messenger to each classroom or sounding bells.
- PA announcement may be a coded or basic alert.
- Direct all students, staff, and visitors into the classroom. Gym students and staff report to locker rooms.
- Lock classroom doors.
- Cover the windows of the classroom.
- Move all persons away from windows and doors.
- Allow no one outside of the classroom until all-clear signal is given by Principal or until Law Enforcement, Fire Official, or emergency Preparedness official evacuates your room.
- Teachers are to take class roll books to the holding area in the room.
- Sheltering Procedures provide refuge for students, staff, and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.
- Teachers that are on their conference periods should report to the office.
- Remain in the classroom ignoring ALL bells until given clearance from the administration.
- If outside, report to the nearest classroom. Gyms, report to locker rooms.
- Principal initiates Crisis Code Alert. Follow procedures.
- Teachers assemble class teams to cover windows and air leaks around doors and vents.
- Close all exterior doors and windows.
- Turn off any ventilation/air conditioners.
- Use a public address system for communicating instructions to staff and students.
- Teachers take class roles. (Identify person(s) normally in class) If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissue.
- ALL persons must remain in safe areas until notified by principal, emergency responder, or until law enforcement issues an "All Clear" code.
- Crisis Management Team completes Crisis Documentation Form.
- If possible, all administrative and custodial staff report to the front office.
- Principal notifies Principal, School Level personnel and Facilities Services.

- During an emergency, adhere to the following procedures:
- Principal relays all factual information to the Principal.
- Establish a media information center away from school.
- Prepare factual, written statements for the press, in cooperation with Law Enforcement, or agencies acting as Incident Commander.
- Be certain every media member receives the same information.
- Set limits for time and location for interviews.

When handling interviews:

- Ask in advance what specific questions will be asked. Don't say, "No comment." If an answer is not known, offer to get back with them later.
- Don't speak "off the record."
- Do not allow students to be interviewed on campus without parental permission.
- Do not argue with the media.
- Maintain a log of all telephone inquiries. Use scripted response to inquiries.
- Crisis Management Team completes Crisis Response Documentation Form.

Weather

Lightning Protective Action on School Grounds:

- Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
- Do not seek shelter under isolated trees or close to metal fence, playground equipment, or shelters in exposed locations.

School Buildings:

- Stay indoors. Do not venture outside unless absolutely necessary.
- Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
- Keep telephone use to a minimum.
- Do not handle flammable liquids in open containers.
- TV sets, computer equipment, all electrical equipment and appliances should be unplugged if possible.

A Tornado Watch has been issued in an area near school:

- Monitor Emergency Alert Stations (See the Emergency Phone Numbers section.) or Weather Station (National Weather Service, Weather Channel).
- Take all persons inside building(s).
- Close windows and blinds.
- Review tornado drill procedures and location of safe areas. Tornado safe areas are under desks and in hallways from windows and large rooms.
- Review "drop and tuck" procedures with students.

- A Tornado Warning has been issued in an area near school or a tornado has been spotted near school:
- Shut off gas.
- Move students and staff to safe areas.
- Remind teachers to take class rosters to the evacuation site.
- Ensure that students are in “tuck” positions.
- Account for all students.
- Remain in a safe area until warning expires or until emergency personnel have issued an all-clear signal.
- Move students quickly into interior rooms or hallways on the lowest floor. Have them assume the tornado protection position shown at left.

Severe Weather and Fire

Teachers will be warned as soon as possible by a note from the office or by an intercom announcement, if **SEVERE WEATHER** conditions exist in the area. After receiving this warning, a ringing of the school bell (RING-RING-RING) indicates that severe weather is imminent, and the following procedure is to be utilized.

- Close the classroom door after exiting with students.
- Move students to the designated areas and get on knees facing the walls. Place hands over the back of the head.
- Do not stand in front of glass windows or doors. Everybody down; crouching on knees with hands placed over the back of their heads. One teacher in each shelter area will be assigned the responsibility of giving the command. Other teachers in the respective shelter areas have the responsibility of supervising their classes.
- A continuous ringing of the bell will denote that all is clear and students may return to classes.
- The following procedures will be used for FIRE DRILL:
- One person in each class will be assigned to lead the group. Exit from the building according to the fire drill and bomb threat procedure.
- If fire alarm is not working, the following pattern by the bell system denotes a fire drill: (RING-PAUSE, RING-PAUSE, RING, RING, RING-STOP)

General Rules

- Line up in your designated area.
- Carry the role book and call names.
- Move briefly, orderly, and quickly.
- A bell will ring for you to return to your rooms in the opposite manner of your passing out order.
- Students in each class will remain in line, single file, and walk to a point at least 100 feet from the building.

- If a fire should occur during a lunch shift, students will exit the cafeteria according to the fire drill or bomb procedures.

Hazardous Materials/Radiological Incident

Incident occurred on campus:

- Assess the situation.
- Call 911.
- Principal notifies Principal, Fire Department, and Law Enforcement.
- Principal seals off areas of leak/spill.
- Follow procedures for evacuation or sheltering.
- Principal is in charge of the area until fire personnel contain the incident.
- Resume normal operations after consulting with Fire officials. Announce “all clear” code.
- Complete Chemical Spill/Hazardous Materials Form.

Incident occurred off campus:

- Fire/Law Enforcement will notify the Principal and/or Principal.
- Announce Crisis Codes. Assemble Crisis Team.
- Follow procedures for sheltering or evacuations.
- Notify parents if students are evacuated.
- Announce “all clear” codes after consulting with Fire/Law Enforcement Officials.
- Complete Chemical Spill/Hazardous Materials Form.
- Schools within a 10-mile radius of a Nuclear Power Plant will be notified by local Emergency management, via tone alert receivers/telephone, to shelter in place or to evacuate to a designated reception center.

Sheltering Notification:

- Take all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in the container or put in the refrigerator.
- If advised, cover the mouth and nose with a handkerchief, cloth, paper towels, or tissues.

Evacuation Notification:

- Principal contacts the transportation coordinator and informs him/her that evacuation is taking place.
- Principal notifies students and staff.
- Principal closes all windows.
- Teacher responsibilities during evacuation:
- Return to the homeroom or keep class intact.
- Take (call) roll.

- Explain procedures to students. Instruct students to take belongings to the relocation center.
- Wait in the classroom until the principal or designee informs teachers that buses have arrived.
- Take the class roster to the relocation center.
- Take (call) roll again after arriving at the relocation center.
- Remain with students until they have been picked up by parents.
- Principal turns off lights, electrical equipment, gas water faucets, air conditioning and heating system.
- Principal places an evacuation sign in the window.
- Principal locks the door.

Assaults and Fights

- Ensure the safety of students and staff first
- Call 911, if necessary.
- Notify CPR/First Aid certified persons in school buildings of medical emergencies.
- Notify the Principal, who will assemble the Crisis Team. Alert SCHOOL RESOURCE OFFICER.
- Seal off the area where the assault took place.
- Defuse the situation if possible by identifying key players and concerns, isolating key players in neutral areas conferring with key players.
- Principals notify police if a weapon was used, if the victim has physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia or another person in a sexual manner without consent. This contact includes those areas covered by clothing.
- Principal notifies Police and parents of students involved in assault.
- Principal documents all activities and asks the victim(s)/witness(es) for their account of the incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.
- Complete crisis document form.

Bomb Threat

Upon receiving a message that a bomb has been planted in school:

Get all the facts. Ask the following questions:

- “What is it made of?”, “Why did you place it in the school?”, “ Is it in the East, West, etc”, “In a “ locker?”, “ How old are you?”, “ What does it look like?”, “ Where is it located?”, “Who is this calling?”
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- After hanging up phone, immediately dial *69 to trace call.
- Notify principal or designee.

- Do not share information about calls with others.
- Principal initiates the Crisis Code and orders evacuation of all persons inside the school building(s).
- Principal notifies police (call 911) and Principal.
- Principal or Principal must report the incident to the Fire Marshall.
- DO NOT USE RADIOS OR CELLULAR PHONES, SINCE RADIO BEAMS CAN CAUSE DETONATION.
- Evacuation Procedures:
- Principal warns students and staff. (Do not mention “Bomb Threat.”) Use standard fire drill procedures.

Direct students to take their belongings to the evacuation site. Students and staff must be evacuated to a safe distance outside of school building(s). After consulting with Principal, Principal may move students to the primary relocation center if weather is not inclement. Teachers take roll after being evacuated. Advise principal of missing students.

No one may reenter a building(s) until the entire building(s) has been declared safe by fire or police personnel.

- Principal notifies students and staff of termination of emergency (“all clear” code). Resume normal operation.
- Crisis Management Team completes Crisis Response Documentation Form.
- Call 911, if necessary. Assess life and safety issues first.
- Inform the principal or designee.
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff activate P.A. announcement.
- Warning system i.e., P.A. announcement, sounding of bell
- Use coded words in warning, if necessary. Codes should be used in situations in which immediate notification is necessary, but the safety of students and staff may be compromised if everyone in the school building knows of an emergency. For example, a hostile intruder may panic if the principal announces intruder’s presence over the P.A. system. The codes will inform personnel of the types of emergency and appropriate actions. Say what needs to happen, not “code red”, the copy machine is broken etc. Give specific instructions, i.e., “Lockdown”, “Evacuate”, “Shelter-In-Place”: When the threat is over, simply say “All clear”. Codes must be consistent. An announcement will be made to go back to class.

Intruder on School Property

Intruder – If an unauthorized person enters the School:

- Notify SCHOOL RESOURCE OFFICER.
- Notify Principal.
- Ask another staff person to accompany the principal before approaching the intruder.
- Politely greet the intruder, identify yourself and ask the intruder the purpose of his/her visit.

- Inform the intruder that all visitors must register at the main office.
- If the intruder's purpose is not legitimate, ask him/her to leave.
- Accompany intruder to exit.

If intruder refuses to leave:

- Notify SCHOOL RESOURCE OFFICER.
- Warn intruder of consequences for staying on school property.
- Inform him/her that you will call the police.
- Notify SCHOOL RESOURCE OFFICER, police, and principal if intruder still refuses to leave. Give the police full description of the intruder.
- Walk away from the intruder if he/she indicates a potential danger.
- When law enforcement arrives, they are in charge.
- Principal notifies Designee and may issue lock-down procedures. (See lock-down procedure section)
- Issues an "All Clear" when the incident is under control.
- Complete Crisis Documentation Form.

Hostage

- If the hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher detail.
- Give control to the law enforcement and negotiation team. Be prepared to provide:
 - Number of intruders
 - Description of intruders
 - Type of weapon intruders have
 - Number and names of hostages
 - Demands and instructions intruders have given
 - The Crisis Management Team keeps detailed notes of events.
 - The Crisis Management Team completes Crisis Response Documentation Form.

If taken hostage:

- Follow instructions of the intruder.
- Try not to panic. Calm students if they are present.
- Treat the intruder as normally as possible.
- Be respectful to the intruder.
- Ask permission to speak and do not argue or make suggestions of the situation; ask for assistance from the hostage negotiation team.
- Contact SCHOOL RESOURCE OFFICER/law enforcement.
- Notify Principal. Principal notifies Principal.
- Seal off the area.

Kidnapping

Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian may be guilty of a felony.

Procedures to follow when releasing students to parents/guardians during the school day:

- All adults entering a school campus must sign in at a central area.
- Visitor passes must be worn by all visiting adults on campus.
- The name of the parent/guardian must be indicated on the Emergency Card.
 - Parents are responsible for providing current court orders.
 - Court orders should be kept on file by the school.
- The parent/guardian should be present photo identification
- The parent/guardian must sign out the student through the front office. Sign-out logs must be carefully maintained.

Checking out students during the last 30 minutes of the school day should be discouraged. If a child is kidnapped from school:

- Crisis Management Team calls the SCHOOL RESOURCE OFFICER/law enforcement.
- Crisis Management Team contacts the custodial parent/guardian.
- Crisis Management Team obtains witness statements.
- The Crisis Management Team assists the police in their investigations.

Serious Injury/Death

If incident occurred in school, the Crisis Management Team will:

- Assess the situation.
- Call 911.
- Notify CPR/first aid certified persons in school buildings for medical emergencies. (Names of CPR/first aid certified persons are listed in the Crisis Team members section of each school's crisis plan).
- If possible, isolate affected students/staff members.
- Notify principal. Principal notifies Designee, Central Office, Personnel, Parents, Guardians, Spouse of affected student/staff.
- Adjust schedule activities. Keep school personnel updated on events and circumstances.
- Refer media to Principal.
- If incident occurred outside of school the Crisis Team management will:
- Activate school Crisis Team.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance. Designate room locations (Guidance).

- Refer media to Principal
- Post Crisis Intervention
- Meet with school counseling staff to determine the level of intervention for staff and students.
- Anticipate absences on the day of a funeral and consider alternative scheduling.
- Designate room(s) as private counseling areas.
- Escort the affected student's siblings and close friends and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed faculty.
- Follow up with students and staff who received counseling.
- Designate staff person(s) to attend funerals.
- Announce the loss to the entire school providing facts that will reduce rumor. Provide a moment of silence.
- Complete Crisis Documentation Form.

Student Unrest/Stabbing/Shooting

STUDENT UNREST

- Notify police, if necessary.
- Ensure the safety of the students and staff first.
- Contain unrest. Seal off areas of disturbance.
- Notify Principal.
- Crisis team alert. Principal may issue a lock-down.
- Shut off bells.
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with cassette recorders or take detailed notes.

Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of the classroom until you have received an all-clear signal from the principal.
- Make a list of students absent from the classroom.
- Document all incidents.
- NOTIFICATION OF INCIDENT (Shooting/Stabbing)
- Take cover, if necessary. USE CAUTION.
- Assess the situation; provide for your own safety.
- If there are witnesses or others present, direct one of those individuals to the office to summon immediate assistance.

- If no one is available, personally notify the office immediately, request medical assistance if necessary, and return to the victim.
- If vehicle is involved, attempt to identify (CYMBAL)
 - Color of vehicle
 - Year
 - Make
 - Body (two door, type of vehicle)
 - Anything else of importance (direction of travel, etc.)
 - License plate number

ADMINISTRATIVE ACTION: Shooting (Drive By) – No injuries

- Assess the situation
- Contact the SRO. If not available, call 911.
- Isolate the witness (es) with an administrator. Gather information.
- Secure the crime scene.
- Re-route traffic from affected areas.
- Prepare written statements for callers/media, in cooperation with law enforcement. Provide updates as available.
- When the area is clear and the emergency is over, announce it all clear.
- Prepare a written statement for students to take home.
- Designate a place for parents who arrive on campus. Have a school media spokesperson on hand to answer questions.
- Hold a faculty meeting at the end of the day to inform and update the faculty staff.
- Hold an administrative meeting to debrief and assess responses. Complete Crisis form.

ADMINISTRATIVE ACTION: Shooting/Stabbing – With Injuries.

- Assess the situation.
- Contact the SRO-if available, or call 911. Be prepared to
 - Describe the situation
 - Indicate whether the perpetrator has been identified and/or isolated
 - Describe the injuries.
 - Crisis Team reports.
 - Give medical assistance until help arrives.
 - Isolate the witness (es) with an administrator. Gather information.
 - Secure the crime scene.
 - Re-route traffic from selected areas.
 - Notify parish personnel if the emergency is over, announce, “all clear”.
 - Complete all crisis documentation forms.

Suicide Attempt in School

- Verify information.
- Call 911, if the person requires medical attention, has a weapon, or needs to be restrained.
- Notify School Social Worker/Counselor and Principal.
- Determine method of notifying parents.
- Hold daily staff debriefings before and after normal operating hours as needed.
- Principal calls the Director and parent(s) or guardian(s).
- If a suicidal person is a student, the principal may schedule a meeting with parents and school counselors to determine the course of action.
- Calm suicidal person.
- Try to isolate a suicidal person from the other students.
- Stay with person until counselor/suicide intervention arrives. Do not leave the suicidal person alone.
- Activate School Crisis Team to implement post crisis intervention in the right hand column.
- Suicidal Death/Serious Injury
- Verify information.
- Activate school crisis team.
- Principal notifies Director.
- Notify staff in advance of next school day following suicide or attempted suicide.
- Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect the privacy of family.
- Implement post crisis intervention
- Post crisis Intervention:
- Meet with school counseling staff to determine the level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings and close friends and other “highly stressed” students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to the district spokesperson. Do not let the media question students or staff who received counseling.
- Resume normal routines as soon as possible.

Weapons

Staff or student who is aware of a weapon brought to school:

Student:

- Send a reporting student to the office, if possible.
- If the reporting student is unable or unwilling to report, follow the steps below. The student may remain anonymous.
- Notify the principal.

Teacher:

- Send sealed message with trusted student that includes:
 - Your name and location.
 - The name and description of the suspect.
 - Whether the suspect has threatened anyone.
 - Any information regarding the weapon's location/type.
 - Discreetly call the office if the suspect is not present.
 - Seek assistance from another teacher in reporting the incident.
 - If a teacher suspects that a weapon is in the classroom, he/she should confidentially notify a neighboring teacher.
 - Teacher should not leave the classroom, he/she should wait for an administrative response.

IN ALL CASES USE EXTREME CAUTION, DO NOT CONFRONT THE SUSPECT. STAY CALM!! IF A STUDENT THREATENS YOU WITH A WEAPON, FOLLOW THE SUSPECT'S DIRECTIONS, DON'T TRY TO BE A HERO!!

Principal:

- Alert SCHOOL RESOURCE OFFICER/law enforcement if a weapon is suspected, as reported by staff or student.
- Question him/her. Crisis code announced.
- If a student reported the weapon, isolate him/her.
- Two administrators/SCHOOL RESOURCE OFFICERS should escort the suspect to a private area to wait for law enforcement, the others should carry all of the suspect's belongings at a safe distance. At no time should the suspect be allowed to put his/her hands in pockets or handle belongings (book bags, purses, lockers, audios).
- Inform suspects of his/her rights and the reasons you are conducting a search. Conduct search with SCHOOL RESOURCE OFFICER/Law enforcement and a reliable witness.
- Take possession of and secure the weapon. Keep detailed notes of all events and the reasons the search was conducted. If the suspect threatens you with a weapon, do not try to disarm him/her. Back away with your arms up and remain calm. Notify parent(s) or guardian(s) if the suspect is a student. Explain why search was conducted and what results of the search have been determined. Complete appropriate documentation for the incident.

Appendix - A - Sample Letters

SAMPLE LETTER

MADISON S.T.E.A.M. ACADEMY
1012 Beech Street
Tallulah, Louisiana 71282
(318) 493-5068 Fax (318) 493-5067
Mrs. Chrisela Carter, Principal
Mr. Kentrell Ramsey, Assistant Principal
Date: _____

Dear Parents:

We will be conducting tornado, fire, and school safety drills periodically throughout the school year. We have our Crisis Plan in place and need to practice these procedures for the protection and safety of your child and school staff. We will also practice an evacuation drill to our evacuation site, which will be Tallulah Community Center on the corner of Beech and Neal Streets. We will let you know in advance when we will have the evacuation drill off campus.

If you have any questions, please feel free to contact me.

Sincerely,

Name

Position

SAMPLE LETTER

MADISON S.T.E.A.M. ACADEMY
1012 Beech Street
Tallulah, Louisiana 71282
(318) 493-5068 Fax (318) 493-5067
Mrs. Chrisela Carter, Principal
Mr. Kentrell Ramsey, Assistant Principal
Date: _____

Dear Parents,

Due to the recent incident at _____, we will have mental health counselors at the school on the dates and times listed below. If you feel your child needs to speak with a counselor, please check and return to school by _____.

Counseling Service:

Date(s): _____

Time(s): _____

Yes, I would like for a counselor to speak with my child.

Child's Name: _____

Parent's Signature: _____

Appendix B - Crisis Response Documentation Form

MADISON S.T.E.A.M. ACADEMY
CRISIS RESPONSE DOCUMENTATION FORM

Date: _____

School Reporting: _____

What happened/kind of Crisis Incident:

Who responded:

Time of Incident: _____

Time Incident ended: _____

Comments: _____

Printed name of person completing form:

Date: _____

Appendix C - Crisis Response Procedures Review

MADISON S.T.E.A.M. ACADEMY
CRISIS RESPONSE PROCEDURES REVIEW

Date of Crisis: _____

Date Reviewed: _____

Team Members Participating: _____

1. Type of Crisis: _____

2. Briefly describe the crisis situation:

3. What crisis response procedures were most effective? What worked well?

4. What procedures need to be improved/modified/changed?

Any other comments: _____