

USD 248

415 North Summit, Girard, KS 66743

Phone: (620) 724-4325 Fax: (620) 724-8446



Crisis Management and Response Plan

Plan – Prepare – Practice

FIRE

Upon discovery of fire or smoke, if the automatic alarm system has not sounded, the person who observed the fire will proceed to the nearest pull station and activate the alarm system.

- Superintendent, Principal, or Staff will call 911.

FIRE EVACUATION PROCEDURE

1. Signal: Primary – Fire Alarm
Secondary – Intercom or Transistorized Megaphone Announcement
2. Every person shall vacate the building by shortest route to the exterior. Designated staff shall accompany all persons present in their respective areas as they exit the building.
3. Once outside, designated employees shall lead their groups in an orderly fashion to their designated area and account for every person within his/her authority and report to the Principal or designee. (All staff members are to use a grade book/roster or a means of taking role.)
4. Remain at the designated area until otherwise directed to permit safe entry of emergency vehicles.

**Designated Area for Staff and Students:
GHS/GMS – Girard Bible Church
RVH – Girard Public Library**

Tornado or Severe Thunderstorm

USD 248 will be apprised of possible approaching tornadoes by Sheriff's Pager/Storm Alert.

Evacuation Procedures

1. Signal: Primary – Intercom
Secondary – Transistorized Megaphone
Announcement
2. Every person shall enter a designated tornado shelter.
Tornado shelters are:

R.V.H. Elementary School: 2nd Grade FEMA Shelter Wing

Girard Middle School: Locker rooms/basement

Girard High School: Locker rooms/basement

3. Once in shelter, staff shall account for every person within his/her authority.
4. An “all clear” will be announced over the intercom or by a long blast on the megaphone.
5. If **Severe Lighting** – Students/staff may be moved to hallways, away from windows if needed. No outside access will be allowed. Intercom/megaphone will be used for notification.

Soft Lockdown / Shelter In Place Procedures

Use when there is a potential exterior threat to facility or individuals near campus. Examples, fugitive at large or law enforcement action.

During a soft lockdown or emergency lockdown is announced, the district board office will be immediately notified.

1. District board office staff members will notify each building immediately.
2. Notification will come by phone, intercom, or radio transmission.
3. All information to the public will be released through the USD 248 Board Office.

Sequence of Notifications:

1. Dial 911 (if needed)
2. District board office staff will notify each building.
3. Each building will notify students as needed and will notify maintenance, and food service staff.
4. District office will notify head of maintenance, food service director, and transportation director.

During Soft lockdown **all** staff, students, visitors will be accounted for. Any that are unaccounted for will need to be communicated to building Administration.

Building Intruder / Emergency Lockdown

Keep exterior doors locked at all times. Make it as difficult as possible for the outside threat to infiltrate the building. The primary door will be locked and monitored.

1. Notify the Principal/SRO
2. The Principal shall call 911 and make general warning.
3. Staff will be notified of the situation.
4. The Principal/Administration Assistant will assist Law Enforcement Liaison; will attempt to contain movements within the building.
5. The Principal or designee shall decide whether to evacuate the building, move students, or remain in classrooms with doors locked. A.L.I.C.E. training will go into effect. The first two are mandatory.
 1. Lockdown: is of the utmost importance for those closest to the intruder.
 2. Evacuation: should proceed for those who may do so in a safe manner. Usually, these are individuals who are NOT near the intruder.
 3. Engage: individuals who may have contact with the intruder have the option of engaging the intruder physically.

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6. An information blackout shall be imposed; all requests for information shall be referred to the Superintendent's office or designee.
7. At an appropriate time, a statement will be made to the media by the Superintendent or designee.

Suicide Prevention and Intervention

USD 248 is committed to suicide awareness, education, and prevention. This segment is intended to provide information, guidance, and direction for staff members when confronting suicide issues.

The below list of behaviors MAY indicate an increased risk for suicide:

- Talking about wanting to die or to kill oneself;
- Looking for a way to kill oneself;
- Talking about feeling hopeless or having no purpose;
- Talking about feeling trapped or being in unbearable pain;
- Talking about being a burden to others;
- Increasing the use of alcohol or drugs;
- Acting anxious, agitated, or reckless;
- Sleeping too little or too much;
- Withdrawing or feeling isolated;
- Showing rage or talking about seeking revenge; or
- Displaying extreme mood swings.

When students or parents contact district staff member **during** school hours.

1. Communicate with student and begin assessment.
2. If student contact, parent(s) will be notified before the student leaves school
3. Parent will be provided with locations phone numbers of mental health/hospital and community services.
4. Upon returning to school, qualified staff will arrange an appointment with student for a follow-up visit.

When students or parents contact district staff members **after** school hours:

1. Call 911 and request a welfare check on the student based on the information provided.
2. If student contact, contact the student's parents/guardians to make them aware of the student's contact.
3. Contact the responsible district staff members informing them of the student's/parent's communication and actions taken.

Death / Serious Injury / Serious Illness

In case of death, serious injury, or serious illness of a student or employee, the following action will be taken:

1. Principal, Superintendent, or SRO will declare a crisis situation.
2. All incoming call will be directed to the Superintendent or designee.
3. Superintendent or designee will verify information.
4. When appropriate the Superintendent or designee will contact Kenny Massey at work (724-6281) or (785-690-7081) or cell (785-766-6999) to activate a SEK Response Team.
5. Superintendent, Principal will activate the phone tree/SchoolReach to notify staff regarding a staff meeting to inform them of the days events.
6. When appropriate, a statement will be released to the media by the Superintendent or designee.

Bomb Threat Checklist

Use this checklist to help determine the seriousness of a bomb threat and to possibly identify the caller.

Name of the person receiving the call: _____

QUESTIONS TO BE ASKED:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

CALLER'S VOICE

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing Throat |
| _____ Laughter | _____ Deep Breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |

If voice is familiar, whom did it sound like?

EXACT WORDING OF THE THREAT: _____

BACKGROUND SOUNDS:

- | | | |
|---------------------|-------------------------|--------------------|
| _____ Street Noise | _____ Factory/Machinery | _____ House Noises |
| _____ Animal Noises | _____ Long Distance | _____ PA System |
| _____ Voices | _____ Clear | _____ Motor |
| _____ Music | _____ Static | _____ Local |
| _____ Other | | |

Sex of caller: _____ Race: _____ Age: _____ Length of Call: _____

Number at which call is received: _____

Time: _____ Date ___/___/___

THREAT LANGUAGE:

- | | | | |
|-------------------|------------------|------------------|--------------------|
| _____ Well Spoken | _____ Incoherent | _____ Irrational | _____ Message Read |
| _____ (Educated) | _____ Taped | _____ Foul | |

REMARKS:

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Emergency Telephone Numbers

General Emergency	911
Ambulance.....	911
All Fire and Police Departments	911
Crawford County Sheriff's Department.....	724-8274
Kansas Highway Patrol	620-431-2100
Girard Medical Center.....	620-724-8291
Ascension Via Christi Hospital (Pittsburg).....	620-231-6100
Girard City Utilities.....	724-8918
Girard City Utilities (After Hours).....	724-8274
Craw-Kan Telephone	724-8235

Poison Control Centers:

Freeman Poison Control Center (Joplin, Mo)	1-800-392-9111
KU Poison Control Center (Kansas City)	1-800-332-6633