

***ST. PIUS X CATHOLIC SCHOOL
CRISIS RESPONSE PLAN***

CRISIS MANAGEMENT MANUAL

Catholic Schools within the Diocese of El Paso are committed to the physical, spiritual, intellectual and social well-being of their students. Societal changes and pressures demand awareness on our part of the special needs of the children we serve. The Crisis Management Manual is intended to assist school staff in coping with the various crises that unfortunately may confront school staff and our students.

The Crisis Management Team is established to work with students, parents, teachers, and the community in the event of any occurrence which may have a negative impact on the performance of students and staff in the school environment.

Resources and Referral Sources

Local Police/Fire Departments (911)

Police Headquarters (915) 564-7000

Non emergency (915) 564-6900/832-4400

Emergency Management (915) 771-1010

Non emergency (915) 8324432

Rectory (915) 772-3226

Diocesan Communication Office (915) 872-8414

Office of Education-Superintendent (915) 872-8426

Sheriff Emergency (915) 546-2280

Poison Control 1-800-764-7661

Department of Child Protective Services (915) 542-4535

Child Abuse Hotline 1-800-252-5400

Electric Company (915) 543-5970

Natural Gas (915) 562-8411/5622003

Water Utilities (915) 594-5500

ST.PIUS X CRISIS MANAGEMENT TEAM (CMT)

It is recommended that each campus have a 5-8 crisis team members made up of any combination of principal, assistant principal, counselor, nurse, secretary, teacher, coach, etc. The crisis team members should not only have the skills to deal with crisis situations, but an interest with dealing with crisis. Many people have all the necessary skills to handle crises, but feel so uncomfortable in those situations that their skills are not useful.

NAME POSITION LOCATION

Marta Provenghy Principal Office

Rachel and Linda Health Coordinator Health Office

Carol Munoz Senior Clerk Office

Yulia Kostina Coach Gym/PE Room

Robert Granillo Head Custodian Custodial Office

Liz Gonzalez Bookkeeper Office

Crisis teams should be trained as to how to respond in the event of an emergency on campus, with emphasis being placed on the safety and wellbeing of the students.

Training will include basic first aid and CPR and may include techniques for dealing with students involved in acts of violence, drug related behaviors, suicide and to other events that may become specific emergencies. All school staff and students will be advised as to who the Crisis Management Team (CMT) members are on the campus in order to utilize their services in a time of need. In times of emergency, not all people respond with calmness and appropriate behaviors. School staff should know what to expect if one of their colleagues, or themselves, over reacts or panics in an emergency situation.

The CMT will meet no less than two times per year and as needed to maintain continuity, review situations, make recommendations, and plan an annual in-service for the team. Each member of the team will respond immediately on request to a potential crisis to assist other team members.

CRISIS MANAGEMENT TEAM “TOOLBOX”

Each school’s Crisis Management Team should develop a “toolbox” to have available for use during an emergency situation. The toolbox should be kept updated, and should be readily accessible to use in an emergency.

Map of buildings – with location of: Exits, Phones, First Aid Kits

Map of local streets with evacuation route

Flash light

First aid kit

Faculty/staff roster

Student roster, including phone numbers for parents

Master schedule

Two-way radios and/or cellular phones available

Several legal pads and ball point pens

White peel-off stickers and markers (for name tag)

Telephone directory

List of other emergency phone numbers

Bullhorn

Extra batteries

Any student medication

Copies of student emergency cards

Emergency Vests

Rolling Cart under counter in office.

RESPONSIBILITIES

THE PRINCIPAL WILL:

1. Confirm the facts of the crisis and instruct the senior clerk to call for emergency assistance;
 2. Establish a CENTRAL CRISIS CENTER- Principal's Office and ALTERNATE CRISIS CENTER-Library;
 3. Notify the appropriate Rectory Personnel from the following list so that they may notify Monsignor Cuevas; the Diocesan Communications Office and the Office of Education;
 4. Make decisions about where the students should report or be moved to;
 5. Notify staff via confidential memo, public address, or in person as to the facts of the crisis, the immediate schedule plans, as they become known, and any other emergency instructions.
 6. With the senior clerk, prepare information to be given out over the phone by the clerical staff;
 7. Liaison with the Diocesan Crisis Response Team when they arrive;
- In the absence of the Principal, the Assistant Principal is designated to perform these functions.
In the absence of both principal and assistant principal, the counselor will perform these functions.

PROCEDURES FOR DEALING WITH THE MEDIA

Principal serves as spokesperson, unless he/she designates a spokesperson.

Diocesan Communications Office acts as contact for emergency responders and assists a school spokesperson with coordinating media communications. If Diocesan Communications Office is unavailable, contact Catholic School Office.

During an emergency, adhere to the following procedures:

Principal relays all factual information to Pastor and Superintendent if warranted.

Superintendent may notify other schools in the diocese and may ask Diocesan Communications Office to prepare a written statement to media or coordinate a response with the school spokesperson

Establish a media information center away from school

Update media regularly. Do not say "No Comment." Stick to the facts. Do not speculate.

Do not argue with media. Be professional. Remain calm.

Maintain log of all telephone inquiries. Use scripted response to inquiries.

Media statement

Create a general statement before an incident occurs. Adapt statement during crisis.

Emphasize safety of students and staff first.

Briefly describe school's plan for responding to emergency.

Issue brief statement consisting only of the facts..

Respect privacy of victim(s) and family of victim(s). Do not release names to media.
Refrain from exaggerating or sensationalizing crisis.

When the Emergency Is Under Control

Notify the Catholic School Office and the Office of Communications of all news media activity.

RESPONSIBILITIES

BOOKKEEPER WILL:

1. Turn off computers and collect any backup disks.
2. Ensure the safe is locked.
3. Report to alternative Crisis Center for assigning non-homeroom teachers
4. Set up call center
5. Should an evacuation be required, assist in sending out e-blast to notify parents of movement site.

RESPONSIBILITIES

ASSISTANT PRINCIPAL WILL:

1. Deal directly with emergency personnel from the El Paso City Police or the EP Fire Department;
2. Gather parents and set up area at south end of the parking lot; speak directly with parents who have immediate concerns during an emergency;
3. Determine if there are siblings on our campus or another campus that should be notified;
4. Release students to parents only after the following procedures:
 - a) require identification to verify the parent's identity
 - b) have the parent write down:
 - c) the student's name
 - d) the name of the person picking up the student
 - e) the time, date, and destination

ASSISTANCE PRINCIPAL'S backpack shall include green flag, bullhorn, cell phone and extra batteries.

RESPONSIBILITIES

THE COUNSELOR WILL:

1. Set up the Media Center under the upper patio in front of the church, collecting all media representatives in that area;
2. Take questions from the media, but make no statement or answer any questions at the campus level unless authorized by the Principal;
3. Turn the media questions over to the principal as soon as he/she arrives so that responses may be made;
4. Direct parent questions and parents to the assistant principal.

RESPONSIBILITIES

THE NURSE/HEALTH COORDINATOR WILL:

1. Establish an injury site(s), and perform triage if necessary, (gym room)
2. Take student alpha roster/emergency cards to a safe place
3. Deal directly with emergency service personnel making sure that students are transported to the hospital as needed, sending a copy of the student's emergency health card(s); assign specialist teacher to accompany student.
3. Take or secure any medications being used by students' to/in a safe place;
4. Make sure students with physical or mental disabilities are evacuated from the building.

RESPONSIBILITIES

THE SENIOR CLERK WILL:

1. Notify all personnel as directed by principal;
2. Evacuate all non-essential office personnel;
3. Redirect call line to alternate crisis center;
4. Maintain an alpha roster;
5. Designate a person(s) to write down the names of the injured; name tag the injured student, if necessary; and send a list to the office. Copies will be sent to the person in charge of the front door and to administrators;
6. Secure the administrative offices;
7. Keep a journal of events, actions taken and interview given during the crisis.

SAMPLE MESSAGE FOR TELEPHONE INQUIRES:

“We have just been informed that _____ has occurred. The complete details are not available at this time. Everything is under control and we will be receiving more details later.

PUBLIC ADDRESS SYSTEM MESSAGE:

“We have been informed that _____ has occurred. The complete details are not available at this time. We will get back to you when we have more information.”

HEAD SECRETARY’S backpack shall include forms to keep records of emergency, masking tape, a copy of the emergency response plan, extra batteries and cell phone.

RESPONSIBILITIES

HEAD CUSTODIAN WILL:

1. Survey and report damage to the principal;
2. Secure all outer fences;
3. Assist rescue operations as required;
4. Assist firefighting efforts until regular firefighting personnel take over;
5. Control main shut-off valves for gas, water, and electricity and assure that no hazards result from broken or downed lines;
6. Assist in the disbursement of supplies and equipment;
7. Conserve usable water and other supplies, if required;
8. Provide assistance as directed by the Principal

PHYSICAL EDUCATION/COACH

1. Will report to the office for assignment;
2. While the custodian secures all entrances to building, he/she will man the main entrance to allow only designated person into building. (FRONT DOOR);
3. Assist in releasing students to parents.

CRISIS RESPONSE GUIDE FOR TEACHERS

The Crisis Management Team is recommending the following steps to follow regarding students should any crisis situation occur:

Teachers without students will, when appropriate, go immediately to the library to be assigned duties, such as: answer phone, traffic control, etc...

Three long bell tones or the wavering, loud, continuous siren will signify that a “**FIRE DRILL**” is in progress and teacher and students are to evacuate the building, teacher leading class, in a single quiet and orderly manner as directed by the posted Fire Drill Exit Chart in the classrooms/library/cafeteria etc. All teachers will have an alternate route of evacuation should there be an obstruction to the normal exit. Head custodian will make sure the cafeteria foyer and middle school hallway is evacuated and clear; second custodian will make sure the new wing (3rd-5th) is evacuated and clear; assistant principal will make sure the front hall (1st, 2nd and kinders) are evacuated and clear.

The “**ALL CLEAR**” given by the Principal will designate return to the classrooms.

The term “**CODE BLUE**” or **One Continuous bell tone** will signify that a situation has occurred where the teacher and students are to lock themselves in the classroom/library, turn off the lights, and keep out of view.

For practice drills, the announcer will say, “This is a drill, Code Blue, this is a drill, Code Blue.”

Adopt those students caught between classes in the hall near your room and secure door, when possible.

Students in restrooms should be reminded to remain in restroom in stalls.

The term “**CODE BLUE OUT**” will signify that a situation has occurred where the teacher and students are to leave the building in the regular fashion of a “Fire Drill.”

The term “**ALL CLEAR**” will designate the all clear and teachers and students may return to normal operations or return to the classrooms.

Four long continuous bell tones will signify tornado drills.

Upon any drill/emergency, all teachers will carry a copy of their current class roster.

CLASSROOM EMERGENCY BACKPACK

Each class and area will have an emergency backpack. This pack shall be stored near the classroom exit.

It will contain the following:

- ⌚ Flashlight
- ⌚ Small first aid kit
- ⌚ First aid instructions for Emergency Response Plan
- ⌚ Class list and roster
- ⌚ Hard candy and or granola bar
- ⌚ Paper, pencil and small sharpener
- ⌚ Facial tissue or paper towels
- ⌚ Scissors
- ⌚ Water and paper cups
- ⌚ Duct tape
- ⌚ Red/Green signal card

Bomb Threat:

No radio transmission or fire alarm will be used to initiate the warning. The staff and custodial staff will do all communications. (Silent Drill-Code Blue Out)

Sudden loss of Utilities in Severe Weather: Parent notification will be made prior to releasing any student.

Inclement Weather Procedures: If a storm develops during the day, the principal, will advise the teachers and students what to do. Parent notification will be made prior to releasing any student.

Irate Person(s) on Campus: In communicating with an angry parent, employee, or patron:

Be courteous and confident

Remain calm

Do not touch

Keep at a reasonable distance

Leave door open or have another staff member join you

Should you feel personally endangered, stand up and proceed to office for assistance. We will call 911 or the EP Police.

Dangerous unknown person: In dealing with an unknown, seemingly dangerous, you must act quickly and calmly. Immediately tell children to line up for fire drill and proceed to office. We will call 911 or the EP Police.

Death/Homicide: Remove students from the area; isolate witnesses (do not allow them to talk to anyone); inform the office; the nurse will secure health/emergency cards; the administration will notify family (in person if possible); announce the availability of counseling and location. Teachers will identify students that need counseling.

A school's general response to a suicide does not differ from a response to any death emergency.

However, some issues exclusive to suicide require specific attention. School administrators must allow students to grieve the loss of a peer without glorifying the method of death. Over-emphasis on a suicide may be interpreted by vulnerable students as a glamorization of the suicidal act, which can assign legendary or idolized status to taking one's own life.

A suicide in the school community may heighten the likelihood, in the subsequent weeks, of “copycat” suicide attempts and threats among those especially vulnerable to the effects of a suicide. To prevent further tragedies, students considered to be especially susceptible to depression/suicide must be carefully monitored and appropriate action taken if they are identified as high risk. These efforts require a limited, rather than school wide, response.

Explosion: Evacuate building; maintain control of students; render first aid as necessary; secure student emergency cards, determine whether students will be dismissed or sent to the alternate site by the CMT, one alternate site is south (Hawkins Elementary School, xxxxx address; north (Bassett Place-Movie Theater) and will return to school when the fire department officials declare the area safe.

Fire: Maintain control of students; render first aid as necessary; secure student rosters, a determination will be made whether students will be dismissed or sent to the alternate site by the CRMT.

Gang Violence and/ or Riot: Isolate area and close it off; activate foot patrol team if needed; identify leaders.

Hostage Situation: Make sure everyone knows there is an armed person inside the school and his/her last known location; isolate the area; initiate Code Blue In procedures, or it may be necessary to evacuate the building; allow no reentry into the building, secure student rosters.

Tornado: The best shelter is the reinforced concrete structure such as a basement, interior hallway or restroom. Keep students away from windows and close blinds; **avoid** auditoriums, gym, cafeteria or any room with wide free-span roofs.

Earthquake: To protect from falling objects, take cover beneath desks, tables, or benches; if no cover is available, get students against the inside doorways or have them crouch against the inside walls and cover their heads. Keep them away from outside walls, windows, or other expanses of glass; all doors should be left open to minimize jamming if the building shifts; stay put and take cover.

Nuclear Threat: Move students to the safest location; secure student rosters

Sexual Assault or Abduction on Campus: Do not touch the victim but do all you can to care for victim; secure emergency roster; isolate witnesses, (do not let them talk to anyone); identify students that need counseling and follow-up.

Weapons on Campus: If you have knowledge of any student having a weapon in his possession, notify the office as quickly as possible, do not try to get the weapon yourself, the administration will confiscate the weapon as discretely as possible; we will notify EP Police and parents of student(s) involved.

Child napping

Child napping or lost child, actions to take:

Call 911 immediately after it has been determined that a child has been lost or taken.

Notify the principal

Contact the parents of the child involved; establish a communication plan with them
Identify a team to work on the crisis; designate personnel to manage phone communications, etc., and other administrative staff to assist as appropriate; if the incident occurs during the school day, classroom routine should be maintained

Provide a school picture and obtain a full description of the child (including clothing) to assist the police

Conduct immediate search of school building and grounds

In cases of child napping, obtain from witnesses a description of the suspect

When a child is found, contact the appropriate parties as needed

Prepare an outline of the situation for staff; give factual information, as appropriate, to allow them to respond to students' questions knowledgeably; prepare an appropriate notice for parents

If appropriate, arrange for counseling assistance for students

Call emergency staff meeting if necessary

Do not release any information to the press

Attempted child napping

In the event of an attempted child napping:

Follow first five bullets described above

Review personal safety lessons/precautions with students

Alert parents of school children of any dangers school staff may be aware of.

BUS SAFETY

Each school should maintain a bus folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student manifest should be placed in the trip folder.

If a bus accident occurs near school grounds –

A teacher or adult supervisor should: evacuate the bus if necessary for the safety of the passengers; provide emergency first aid or treatment of passengers. Do not move victims unless absolutely necessary.

Call 911 by radio or telephone. Identify yourself, the type of accident, and the exact location of the accident, if possible. If the exact location is not known, identify the nearest intersection, street, road, or city. Report the extent of injuries and request medical assistance.

Notify the Principal and report all above information. The Principal should notify all personnel who need to be aware of the accident.

If a bus accident occurs while transporting students away from school. The driver should first check to see if anyone is injured. The driver should call 911 for assistance. The driver or teacher should then call the school and report the location of the accident. The Principal or designated person from the school will immediately make the following calls:

To dispatch a bus to replace the one involved in the accident or personal vehicles as deemed necessary and to inform designated personnel who should know of the accident.

The driver and school staff at the scene of a school bus accident will move all uninjured students to a safe place

The driver/staff should check the student roll to obtain an accurate list of students on the bus. Injured students should be taken to the nearest hospital by the emergency response. A teacher must accompany the child in the ambulance until parents arrive. Parents of injured students should be called immediately. As soon as the injured are cared for, a complete roster check of students will be taken to ensure that no students are missing. Other students should be transported back to school.

POSTVENTION

The following addresses follow-up measures to effectively address the aftermath of an emergency situation. This collection of postvention measures is designed to assist principals, teachers, and other professionals as they help students begin the recovery and healing process.

The Day After: Gather Crisis Management Team and faculty/staff members to up-date, any additional information/procedures. In case of death, provide funeral/visitation information. Identify students in need of follow-up support and assign staff members to monitor vulnerable students; coordinate counseling opportunities for students; announce ongoing support for students with place, time, and staff facilitator; provide parents with a list of community resources available to students and their families; discuss successes and problems; discuss things to do differently next time; allow staff opportunity to discuss feelings and reactions

Long-Term Follow-up and Evaluation:

Amend Emergency Management Protocols, if needed.

Write thank-you notes to people who provided support during the emergency.

Be alert to anniversaries and holidays. Often students will experience an “anniversary” grief reaction the following month or year on the date of the emergency, or when similar crises occur.

EMERGENCY BACKPACK

Each class and area will have an emergency backpack. This pack shall be stored near the classroom exit. It will contain the following:

- ⌚ Flashlight
- ⌚ Small first aid kit
- ⌚ First aid instructions for Emergency Response Plan
- ⌚ Class list and roster
- ⌚ Release form for students
- ⌚ Hard candy and or granola bar
- ⌚ Paper, pencil and small sharpener
- ⌚ Facial tissue or paper towels
- ⌚ Scissors
- ⌚ Copies of student's emergency information cards and names of people authorized to pick up students
- ⌚ Medical release form
- ⌚ Water and paper cups
- ⌚ Duct tape

The **SCHOOL NURSE** should obtain the first aid kit and if time permits a backpack with student medications.

HEAD SECRETARY'S backpack shall include forms to keep records of emergency, masking tape, a copy of the emergency response plan, extra batteries and cell phone.

ASSISTANCE PRINCIPAL'S backpack shall include green flag, bullhorn, cell phone and extra batteries.

SCHOOL EMERGENCY TOOLBOX

Each school should develop a **Toolbox** to have available for use during an emergency situation. The toolbox should be kept updated and should be readily accessible to use by the School Safety Team in an emergency.

- ⌚ Copies of all forms completed in the development of the school's Safe School
- ⌚ Plan/emergency phone numbers
- ⌚ Map of building with locations of exits, phones and first aid kits
- ⌚ Blueprints of school building, including utilities
- ⌚ Bullhorn
- ⌚ Flashlight
- ⌚ First Aid Kit
- ⌚ Extra batteries
- ⌚ Any student medication
- ⌚ Copies of student emergency cards
- ⌚ Master schedule
- ⌚ Two-way radios or cellular phones
- ⌚ Legal pads and pens
- ⌚ White peel off stickers and markers
- ⌚ Telephone directory

⌚ List of school personnel phone

⌚ Emergency Vests