

**Emergency Response Plan  
2002-03**

1. School's Chain of Command:

**Crisis Response Team**

2. School's Crisis Response Team Members:

Name	Position

ADHOC Members:

3. Crisis Response:

- If called, meet immediately with principal
- Review school crisis response plan
- Assist principal and school staff in implementing crisis response plan
- Provide crisis counseling for staff and students
- Provide follow-up support services for students and staff after immediate crisis or emergency is over

4. Counseling Rooms:

- Press Room:
- Crisis Control Center:
- Parent Room:
- Waiting Room:
- Police/Fire Personnel:

5. Evacuation Site:

6. **Code Words** to be used on PA to notify staff of an emergency:

**Medical Alert – Medical Alert:** Medical Alert – Emergency Response Team should report to area designated.

**Medical Alert Team:**

**Code Red – Code Red:** Need for caution – hold your students

**Code Red – Code Red:** Extreme emergency. Hold students, close blinds, move away from windows and doors, and lock classrooms. Remain seated – no students are to leave the room under any circumstances.

**All Clear – All Clear:** Will be stated 2 times when the emergency has ended. Ignore all bells to change classes until you get the all clear signal.

**PRINCIPAL**

**1. Evaluate seriousness of the problem.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**2. Make decision for building level response (e.g. contact crisis response team members.)**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**3. Carry out crisis response plan.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**4. Make decision regarding need for additional school resources or personnel**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**5. Oversee and coordinate personnel supervision (including additional school personnel).**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**6. Handle ALL MEDIA CONTACTS or designate an Information Control Person.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**7. Other:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**ASSISTANT PRINCIPAL  
If assigned**

**1. Assist principal in implementing crisis plan.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**2. Assume supervision of student control.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**3. Assist principal with supervision of personnel.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**4. Other: Assist with wheelchair students.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**5. Other: Assist special needs students**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**HEAD SECRETARY**

- 1. Coordinate duties of office staff.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

- 2. Call for substitute teachers/additional school personnel as directed by an administrator.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

- 3. Supervision removal of student monitors from main office area during crisis.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

- 4. Supervise handling and referral of in-coming calls. Limit access to telephones in the building.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

- 5. Control bells/PA system as directed by principal.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**OTHER OFFICE STAFF**

- 1. Other: Notify Phy.Ed. classes if outside.**

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

- 2. Other duties as assigned:**

\_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**CRISIS RESPONSE TEAM**

- 1. If called, meet immediately with principal.**
- 2. Review school crisis response plan.**
- 3. Assist principal and school staff in implementing crisis response plan**
- 4. Provide crisis counseling for students and staff**
- 5. Provide follow-up support services for students and staff after immediate crisis or emergency is over.**

\_\_\_\_\_  
Primary Person Responsible for Contacting Crisis Team

\_\_\_\_\_  
Backup Person Responsible for Contacting Crisis Team

**CRISIS TEAM:**

**AD HOC**

**TEACHERS AND SUPPORT STAFF**

**1. Remain in or move to assigned area.**

**2. Conduct immediate staff and student supervision.**

\_\_\_\_\_  
Primary Person Responsible for Contacting Staff Members

\_\_\_\_\_  
Backup Person Responsible for Contacting Staff Members

**3. If an event occurs during team meeting or prep period, staff should report to:**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**4. Perform special teacher assignments:**

**- Respond to parent phone questions:**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

- \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**EDUCATION ASSISTANTS/SECURITY AIDES**

**1. Assist teachers and/or administrator(s) in supervising hallways, entrances, escorting students to and from counselors, etc.**

\_\_\_\_\_  
Primary Persons Responsible

**2. Perform communication duties as needed.**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**3. Perform special security assignments.**

**- Building or perimeter checks.**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

- \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

- \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**BUILDING / MAINTENANCE STAFF**

**1. Check building for damage and report such information to principal.**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**2. Make emergency repairs as practical.**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**3. Notify Building & Grounds of emergency needs or report damage to the building.**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**4. Notify the Division of Insurance and Risk Management Services about building damage.**

\_\_\_\_\_  
Primary Person Responsible    Backup Person Responsible

**FOOD SERVICE STAFF**

- 1. Monitor food service and cafeteria areas.
- 2. Continue food program responsibilities unless otherwise directed by principal.
- 3. Report problems to the principal.
- 4. Other duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Food Service Director      Backup Person Responsible

**SCHOOL NURSE / HEALTH DESIGNEE**

- 1. Administer first aid as needed.
- 2. Advise principal of extent and degree of injuries serviced.
- 3. Should a medical alert be initiated via a PA announcement, the following people should attend to the medical emergency:

- 4. Complete documentation of first aid given to students or staff.

\_\_\_\_\_  
School Nurse or Designee      Backup Person Responsible

**STUDENTS**

- 1. Report rumors to their teacher
- 2. Report incidents to their teacher
- 3. Follow direction of supervising adult.

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**ADDITIONAL STAFF, PARENTS OR VISITORS  
COMING TO BUILDING**

- 1. Report to school office.
- 2. Follow administrative directives.
- 3. Assist where requested.

\_\_\_\_\_  
Primary Person Responsible      Backup Person Responsible

**OTHER STAFF CERTIFIED IN  
FIRST AID AND CPR**