



CRISIS PLAN

2023-2024

THE FOLLOWING SHOULD BE UPDATED YEARLY:

- Current School Year
- Quick Reference Sheet
- Crisis Team Roster
- Current Floor Plans

Crisis Team:

Principal - Suzanne Dunkin

Safety Specialist - Grace Coblentz

Flatrock - Dana Muehl

Soest - Elizabeth Stark

Emmanuel Pastor - Rev. Henning

St. John Pastor - Rev. Christian

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FIRE

1. Pull the fire alarm. Call 911.
2. EXIT building following designated or safest fire evacuation route. Watch for trucks!
3. Teachers ensure that all students arrive at their designated evacuation area. Notify the principal if a student is missing.
4. Remain in designated fire evacuation areas until the principal indicates that it is safe to enter the building.

TORNADO

1. Go to a designated shelter area.
2. Sit against the wall and protect your head. IF THREAT IS IMMINENT, crouch down facing the wall and protect your head.
3. Teachers ensure that all students arrive at their designated evacuation area. Notify the principal if a student is missing.
4. Remain in designated shelter areas until principal indicates that it is safe to return to normal locations.
5. Students will not be released to carpool during a tornado warning. Parents will be encouraged to seek shelter in the building.

EARTHQUAKE

1. NO ALARM WILL SOUND; earthquakes are signaled by low, loud rumbling.
2. Tell your students: “Earthquake, take cover.”
3. Everyone should duck and cover under heavy furniture (ig. desk). Avoid windows, lights, and other suspended objects.
4. Once the initial quake is over, evacuate the building using fire drill procedures.
5. Remain in a safe space outdoors away from wires and buildings until the buildings can be assessed for structural soundness or other potential dangers.

POWER OUTAGE

1. Notify the principal of the power outage.
2. Continue normal routines as much as possible.
3. Parents will be notified and the school day will end immediately if:
 - a. Power outage persists for over 2 hours.
 - b. School is notified that the power outage will take longer than 2 hours.
4. If school ends early,
 - a. Pack up students.
 - b. Keep students occupied until they are picked up.
5. If the power is restored before 2 hours,
 - a. The school day will continue as normal.
 - b. Parents will be notified of the brief power outage and assured of student safety.

The principal/office assistant will be in charge of contacting parents of the power outage, school policy, and any potential actions.

MOTOR VEHICLE/BUS CRASH

1. Make sure students are in a safe location. Move students to a safe location if necessary.
2. Call 911
 - a. Request emergency assistance.
 - b. Report location.
 - c. Report injuries; if possible, indicate names of students.
 - d. Ask for 911 to contact the school or have another adult call the principal.
3. Create a written record of students involved, injuries, and the hospital where students are taken.
4. **Students DO NOT go with parents until they have talked to first responders and been released by the faculty member present and in charge.**
5. Create an account of the sequence of events.
6. Let first responders deal with the driver of the other vehicle.
7. DO NOT comment to media representatives; refer inquiries to the principal.

MEDICAL EMERGENCY

1. Report the situation to the principal.
2. Call 911 or Poison Control (1-800-222-1222), if necessary.
3. Call “Disturbance - Medical - Location” over the radios and ask everyone to stay in place. Wait for the designated person and let them take control of the situation.
 - a. The designated person must be located in the building. Here is the list of possible designees in order of priority:
 - i. Principal
 - ii. Assistant principal
 - iii. Homeroom teacher
 - b. This person will be responsible for communicating with first responders and other staff. They will also stay with the student for as long as they are on campus.
4. Clear area of unnecessary individuals.
 - a. Homeroom teachers should stay with their class and take students to an open room unless they are the designated person.
5. Principal or assistant principal will notify the parent/guardian or emergency contact of the individual.

AFTER SITUATION IS RESOLVED:

Principal will notify all parents and explain the situation to all students.

SUICIDE IDEATION

Staff:

1. Take the threat seriously.
2. Contact the principal.
3. Assess the scene for safety and provide first aid as needed.
4. Do NOT leave the individual alone.

Principal:

1. Contact the designated mental health agency and request screening.
2. Notify parents or guardians and offer assistance for appropriate medical and psychological care, referrals, and emergency services.
3. If there is suspected abuse of the individual, call Indiana Department of Child Services or law enforcement.
The Child Abuse Hotline number is 800-800-5556.

In the event a parent/guardian is unavailable and a message must be left use the following script:

“This is SJE employee’s name from St. John-Emmanuel Lutheran School. Please call me about an urgent issue regarding student’s name. The date and time of this message is _____. You can reach me at the following numbers _____ or _____.

Flatrock phone number:

(260) 639 - 0123

Soest phone number

(260) 447 - 3005

KIDNAPPING/MISSING STUDENT

1. Report the child missing to the principal.
2. Verify the student is missing. If the child is missing, call 911.
 - a. During this step, notify parents of the situation.
3. Gather facts about the abduction, suspicious person(s), suspicious cars, and description of the student. Record any information that may be helpful to first responders.

FIGHTING

1. Notify the principal. Call code "Disturbance - Remain in place."
2. Approach in a calm manner and direct combatants to stop fighting.
 - a. Use appropriate de-escalation strategies:
 - i. Remain emotionally neutral.
 - ii. Quickly analyze the situation to decide response, especially if police need to be called.
 - iii. Seek additional staff for back up.
 - iv. Remove other students and secure the scene.
3. Escort combatants to the office, keeping them isolated from other students and each other.
4. Check for injuries and if confirmed, call 911.
5. Get names and addresses of any witnesses and report to law enforcement and the principal.
6. Principal will notify parents and determine next steps. These steps may include guidance from law enforcement, counselors, or other authorities.
7. Complete an incident report and file.

ACTIVE SHOOTER

PROCEDURE

Level 1 : Business as usual

Level 2 : Disturbance - Stay in Place

 - Return to your classroom

Level 3 : Lockdown / Evacuate

Explanation of Level uses:

Level 2 : Disturbance

Used for Medical emergencies, student fights, or minor threats to student safety usually not on campus

Level 3 : Lockdown / Evacuate

Used for any eminent or serious threat to student safety Especially when an active shooter or unknown person enters or attempts to enter the building.

REUNION CHECKOUT

Students and parents may be reunited and leave the host site once it has been established it is safe to do so. A parent, or other authorized adult, must sign a student out of the host site.

Procedure:

1. Teachers and staff will help with the Checkout process. Any requests from the media should be referred to the principal.
2. Begin the process of reunion.
 - a. Establish a line in order of arrival.
 - b. Verify the person requesting to be reunited with the student is on the emergency list.
 - c. If in doubt, request a photo ID and write down the information printed on the ID.
 - d. Send a runner to bring the student to the Checkout.
 - e. Confirm the student knows the adult picking them up.
 - f. Require the adult to sign the Reunion Checkout Log.
3. Keep a record of all students leaving the Checkout site.
4. Make every effort to obtain the adult's signature. All information is important and might be needed for reference after the emergency.

PUBLIC INFORMATION and MEDIA RELATIONS

In an emergency, the media are the most important link to the public. Try to develop and maintain positive relations with the media outlets in your area.

When an emergency takes place, the community and media will want to know the following:

- What has happened
- If anyone's safety or health is in danger
- What is being done to resolve the emergency
- What is being done to prevent the emergency from happening again

All requests for information should be directed to the principal. On no account should any other staff release any information.

The principal will:

1. Designate a spokesperson, if other than himself/herself.
2. Establish a media reception area to avoid further disruption.
3. Ensure that all information made for release is complete, accurate, and approved for public release by authorities.

Teachers and Staff members:

1. If approached by the media, you should demonstrate control and composure.
2. Refer the reporter to the principal for any specific information.
3. You should say, "Our school's emergency plan is in place. Our responsibility is to ensure the safety and supervision of our students."

AFTER CRISIS RECOVERY

A follow up review of the crisis will be conducted within 24 hours of the event. A report will be submitted to the school board chairman detailing how the crisis was handled. The principal and faculty will review the procedures and make adjustments as are deemed necessary.