

NORTHSIDE TECH MIDDLE SCHOOL



CRISIS ACTION PLAN

**April Nobles
Principal**

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NORTHSIDE TECH MIDDLE SCHOOL EMERGENCY TELEPHONE LIST

| Name | Home # | Cell # | Alt. # |
|-------------------|--------|--------|--------|
| Douglas, Michelle | | | |
| Atkins, Sandi | | | |
| Breland, Buddy | | | |
| Crain, Claudia | | | |
| Cutrer, Dara | | | |
| Dardenne, Alicia | | | |
| Dodds, Dana | | | |
| Edmiston, Ron | | | |
| Freeman, Kalee | | | |
| Freeman, Yolanda | | | |
| Haik, Jennifer | | | |
| Hillard, Chester | | | |
| Jefferson, Tonyah | | | |
| Johnson, Temicka | | | |
| Lewis, Ivy | | | |
| Miley, Patsy | | | |
| Mixon, Marianne | | | |
| Morris, Raymond | | | |
| Nobles, April | | | |
| Powell, Tanya | | | |
| Pittman, Kristie | | | |
| Revere, Mary Lou | | | |
| Rushing, Gary | | | |
| Scott, Nicole | | | |
| Talley, Robin | | | |
| Taylor, Susan | | | |

NORTHSIDE TECH MIDDLE SCHOOL CRISIS TEAM MEMBERS

| POSITION | NAME | WORK PHONE | HOME PHONE | ROOM # |
|-----------|------------------|------------|------------|--------|
| Principal | April Nobles | 281-2202 | | Office |
| Secretary | Michelle Douglas | 281-2200 | | Office |
| Counselor | Gary Rushing | 281-2183 | | 114 |
| Custodian | Patsy Miley | 281-2200 | | 221 |
| Teacher | Kristie Pittman | 281-2200 | | 215 |
| Teacher | Temicka Johnson | 281-2200 | | 217 |
| Teacher | Sandi Atkins | 281-2200 | | 105 |
| Teacher | Raymond Morris | 281-2200 | | 106 |

DISTRICT CRISIS COMMITTEE

| POSITION | NAME | WORK PHONE | HOME PHONE | LOCATION |
|---------------------------|------------------|------------|------------|----------|
| Superintendent | Ruth Horne | 281-2110 | | SBO |
| Child Welfare | Stephanie Hoppen | 281-2115 | | SBO |
| Spokesperson | Stephanie Hoppen | 281-2115 | | SBO |
| Attorney | Dale Branch | 732-4258 | | Office |
| Business Manager | Deloris Walker | 281-2126 | | SBO |
| SADF Coordinator | Stephanie Hoppen | 735-9557 | | SBO |
| Transportation Supervisor | Chip Conerly | 281-2164 | | SBO |

CRISIS INTERVENTION PLAN

Code Word (Alert Code Signals)

| Word | Signal |
|--------|--------------------|
| Red | Stay Put/Lock Down |
| Green | Evacuate |
| Yellow | Duck and Cover |

| | |
|---------------|---|
| Red | There is no movement of staff, students, or visitors. <u>Situations:</u> weapon, gang/intruder, natural disaster, death on campus, theft, and medical emergency. |
| Green | Evacuate building according to fire drill plan which is already in place. <u>Situations:</u> fire, bomb threat, explosion, gas leak, etc. |
| Yellow | Duck and cover <u>Situations:</u> tornado, shooting |

Key Holders

1. April Nobles, Principal
2. Michelle Douglas, Secretary
3. Yolanda Freeman, Custodian
4. Patsy Miley, Custodian

Crisis Team Responsibilities

1. April Nobles, Principal, will assess the situation, sound the alarm, activate the team, liaison with police and fire department. She will also request counselors from the School Board Office.
2. Gary Rushing, Counselor, will notify the Superintendent's office, coordinate Crisis Team Members, and coordinate activities from the office.
3. Yolanda Freeman, Custodian, will be responsible for the downstairs hall, secure hall, monitor exits, and bathrooms.
4. Patsy Miley, Custodian, will be responsible for the upstairs hall, secure hall, and monitor stairs.
5. Michelle Douglas, Secretary, will notify emergency services and 911, notify ambulance, notify fire department, monitor phones, assist with checkouts, and provide emergency first aid if needed.

St. Matthews Episcopal Church, which is located approximately four blocks from the school, will be our relocation area. This building is large enough to house our students. It has telephones, restrooms, and running water.

This plan is to be reviewed and updated annually.

Precautionary Plan

All faculty and staff will pay close attention to surroundings and be observant of any unusual activity or object. They will pay attention to student behavior and moods, listen to students when they want to talk and always take them seriously.

Emergency Services and Phone Numbers

| | |
|-----------------------------|--------------|
| Sheriff | 732-7187 |
| Police | 911 |
| Fire | 911 |
| Ambulance | 911 |
| Maintenance Dept. | 281-2164 |
| Superintendent | 281-2110 |
| U.S. Drug Enforcement | 504-840-1100 |
| Toxic Chemical/Oil Spill | 800-424-8802 |
| Electric | 800-622-6537 |
| Gas | 735-1307 |
| Bogalusa Medical Center/LSU | 730-6862 |
| Poison Control | 800-256-9822 |

Bells/Messages

Bells will be discontinued if the emergency deems it necessary. Messages will be disseminated by intercom or by messenger. The Human Resource Manager will speak to the media.

WARNING AND NOTIFICATION CODES

Code words will be used in warning when necessary. Codes will be used in situations in which immediate notification is necessary. These codes will inform personnel of the type of emergency and appropriate actions. The codes are as follows:

| Code Word | Emergency | Action |
|------------------|----------------------------------|-------------------|
| Red | Medical Emergency | Lockdown |
| Red | Intruder/Hostage | Lockdown |
| Red | Weapons Alert | Lockdown |
| Red | Drug Detection | Lockdown |
| Red | Student Unrest/Stabbing/Shooting | Lockdown |
| Red | Kidnapping | Lockdown |
| Green | Fire | Evacuate/Relocate |
| Green | Hazardous Materials/Radiological | Evacuate/Relocate |
| Green | Incident | Evacuate/Relocate |
| Green | Bomb Threat | Evacuate/Relocate |
| Green | Explosion | Evacuate/Relocate |
| Yellow | Tornado | Sheltering |
| Yellow | Lightning Storm | Sheltering |
| Yellow | Severe Weather | Sheltering |

Lockdown Procedures

May be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

Evacuation/Relocation Procedures

May be issued in situations or incidents that may cause harm to persons remaining inside the school building

Sheltering Procedures

Provides refuge for students, staff, and public within school building during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

LOCKDOWN/EVACUATION/WEATHER WARNING

Lockdown Procedures

May be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

1. Principal or her designee will announce over the public address system that a lockdown is in effect.
2. The secretary will be directed to call 911 and notify the police of the emergency and the need for immediate police assistance.
3. The following announcement will be made:

Class In Session (no classes at lunch):

“Students and Staff” – At this time we will begin a school wide lockdown. All students are to remain in class. Students in the hall report immediately back to your room. Teachers lock your classroom door and do not allow anyone to leave the classroom until an “all clear” announcement. Disregard any fire alarms/bells, etc. If it becomes necessary to evacuate the building an announcement will be made.

Class in Session (with classes at lunch):

“Students and Staff” – At this time we will begin a school wide lockdown. Students in the cafeteria are to remain in the cafeteria until the “all clear” announcement is made. Other students should remain in class and any students in the hallway should return back to their classroom immediately. Teachers lock your classroom doors. No one is to leave their classroom or designated area until the “all clear” announcement is made.

**During the lockdown announcement,
the administrators and custodians will lock the exit doors.**

LOCKDOWN

Medical Emergency Hostage Incident Intruder
Weapons Alert Shooting Drug Detection Rioting

1. Lock students in the room.
2. Make sure all students are accounted for. Notify office of any missing students.
3. Remain calm and keep students calm.
4. Do not give out any information until you get the Principal's permission.
5. Keep students with you at all times.
DO NOT ALLOW STUDENTS TO LEAVE THE CLASSROOM!
6. Remain in your classroom until directions are given from the Principal's office.
7. No one is to use a telephone of any kind.

EVACUATION

Fire Toxic Fumes Explosion Bomb

1. Immediately evacuate the building. Line up against the fence. In the event of a needed campus evacuation, students will walk to St. Matthew's Episcopal Church on 208 Georgia Avenue.
2. Remain calm and keep students clam.
3. Dispel any false rumors and only relay information with Principal's permission.
4. Keep students with you at all times.
DO NOT ALLOW STUDENTS TO LEAVE THIS AREA!
5. Wait for additional directions from the Principal's office and remain in this area at all times. If you are needed elsewhere, you will be notified.
6. No one is to use a telephone of any kind.

EVACUATION/RELOCATION PROCEDURES

This warning will be issued in situations or incidents that may cause harm to persons remaining inside the school building.

1. Teachers and staff will be notified that an evacuation is taking place over the intercom system.
2. Teachers will make sure that all windows and doors are closed and remove their class from the building using the posted evacuation maps.
3. Staff will help ensure that all students have exited the building in a safe manner.
4. Teachers and staff will move students to the designated areas and make sure that all of their students are present and accounted for. If any students are not accounted for, the teacher will notify the Crisis Management Team immediately.
5. Teachers will remain in their designated areas until the "all clear" is given or until they are given further instructions by the Crisis Management Team.

Evacuation Message:

Teachers and staff, it is necessary at this time to begin a school wide evacuation. Please move quickly and quietly to your designated area and remain there until further instructions are given. No one is to re-enter the building under any circumstances.

EMERGENCY WEATHER & SHELTERING PROCEDURES

This warning will instruct teachers to provide refuge for students, staff, and public within the school building during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

1. Advise teachers and staff of the weather warning.
2. Advise all teachers to escort classes to their pre-designated areas of shelter.
3. Be prepared to give the “drop and tuck” command over the intercom if danger is imminent. If necessary, students may need to “drop and tuck” under desks if they have not yet been moved to areas of shelter in the school.
4. Teachers and staff will keep students in the hall until given an “all clear” command and there is not further danger to the students or staff.

WEATHER ALERT WARNING

Tornado Warning

1. Take cover in designated area. Remain there until further notice. This includes students already in this area.
2. Make sure that all students are accounted for. Notify office of any missing or added students.
3. Remain calm and keep the students calm.
4. Dispel any false rumors and only relay information with Principal's permission.
5. Keep students with you at all times.
DO NOT ALLOW STUDENTS TO LEAVE THIS AREA!
6. Wait for further directions from the Principal's office and remain in this area at all times. If you are needed elsewhere, you will be notified.
7. No one is to use a telephone of any kind.

BOGALUSA CITY SCHOOLS EMERGENCY FREEZE PLAN

1. All buildings and grounds on assigned campus will be monitored by principal or previously appointed designee.
2. Thermostats will be set at 60 degrees during an anticipated freeze.
3. During unforeseen weather conditions, it is the responsibility of the principal or his/her designee to monitor and adjust thermostats, make sure boilers are lit and operating, and take all necessary precautions to circumvent loss.
4. To alleviate problems with frozen pipes, schools should individually handle this problem according to the direct need of the school. This could include anything from allowing faucets to maintain a slow drip to insulating exposed water pipes and/or both. The principal or designee should also make sure the schools are prepared during weekends and holidays.
5. Maintenance personnel and facilities specialists will remain on call during an emergency. Inspection tours of all school facilities will be conducted, and members of each crew will contact administrators and perform emergency repairs. The superintendent or emergency contact supervisors will be kept informed regarding damages and steps being taken to alleviate problems.

RESPONSE TO ANY EMERGENCY

This guide is intended as a reference for students and staff and should not replace sound judgement and common sense.

- Assess situation, verify information, and notify 911 (if necessary). Notify principal/designee, who will notify the Superintendent.
- Notify CPR/first aid certified persons in the school building of medical emergencies, if necessary. Names of CPR/first aid certified persons should be listed in Crisis Team Members section.
- Assemble Crisis Team and seal off high-risk areas.
- Take charge of area until incident is contained or relieved by law enforcement authority.
- Shelter in place or evacuate the building. Nature of incident may require alternate evacuation site.
- Designate a control area and maintain a phone log of all calls made and received and a timed sequence of events.
- Crisis team runners deliver any additional instructions from control center to classrooms and also collect status information.
- Refer media to Superintendent at 281-2100.

STAFF RESPONSIBILITIES

| Principal or Designee | Teachers |
|--|---|
| 1. Verify information. | 1. Verify information. |
| 2. Call 911, if necessary. | 2. Lock classroom doors, unless evacuation orders are issued. |
| 3. Seal off high-risk areas. | 3. Warn students, if so advised. |
| 4. Convene crisis team and implement crisis response procedures. | 4. Account for all students |
| 5. Notify Superintendent. | 5. Stay with students during an evacuation. Take class roster to evacuation site. |
| 6. Notify students and staff (depending on emergency; students may be notified by teachers). | 6. Refer media to the Principal. |
| 7. Refer media to Superintendent. | 7. Keep detailed notes of crisis. |
| 8. Notify community agencies, if necessary. | |
| 9. Implement post-crisis procedures. | |
| 10. Keep detailed notes of crisis event. | |

MEDIA PROCEDURES

All staff must refer media to district spokesperson.
School District assumes responsibility for issuing public statements during an emergency.

| | | |
|------------------------|------------------|---------------|
| District spokesperson | Superintendent | 985-281-2110. |
| Alternate spokesperson | Stephanie Hoppen | 985-281-2115 |

School Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications.

During an emergency, adhere to the following procedure:

- Principal relays all factual information to Superintendent
- Establish a media information center away from school
- Prepare factual, written statement for the press, in cooperation with Superintendent, & Law Enforcement, or agency acting as Incident Commander
- Be certain every media person receives the same information
- Update media regularly. Do not say, "No comment."
- Set limits for time and location for interviews
- Do not argue with the media
- Maintain a log of all telephone inquiries. Use scripted response to inquiries.

When handling interviews:

- Ask in advance what questions will be asked.
- Don't say, "No comment." If answer is not known, offer to get information and get back with them.
- Don't speak "off the record."
- Before agreeing to have staff members interviewed, obtain their consent.
- Students under the age of 18 may not be interviewed on campus without parental permission.
- Yearbook and school newspaper photographs are public documents. Access to them must be provided.

MEDICAL TRIAGE

Triage Assignments

Not going to offsite location

| | |
|--|---|
| CPR Trained Personnel | Buddy Breland Chester Hillard |
| School Nurses | Kathi Adams Lisa Murray |
| Team Members to Help with injured Children | Ron Edmiston Mary Lou Revere Raymond Morris |
| Custodians | Yolanda Freeman Patsy Miley |
| Information Liaison | Sandi Atkins |

Going to offsite location

| | |
|----------------------------------|--|
| Principal Designee/ Counselor | Gary Rushing |
| Secretary | Michelle Douglas |
| Parent Facilitator | Dara Cutrer |
| Teachers | All teachers not listed above will escort their students to the offsite location |

Command Post – onsite

| | |
|-----------------------|--|
| Principal | April Nobles |
| CPR Trained Personnel | Buddy Breland Chester Hillard |
| School Nurses | Kathi Adams Lisa Murray |
| Sandi Atkins | Maintain documentation and monitor requests from parents and medical triage label and maintain documentation of transportation of injured children |

Parent Area TYPE 1 – onsite

| | |
|--------------------------------|---|
| Mary Revere | Assist in office with information on the crisis situation |
| Yolanda Freeman Patsy Miley | Remain at school site to assist. |

Parent Area TYPE II – offsite

Gary Rushing

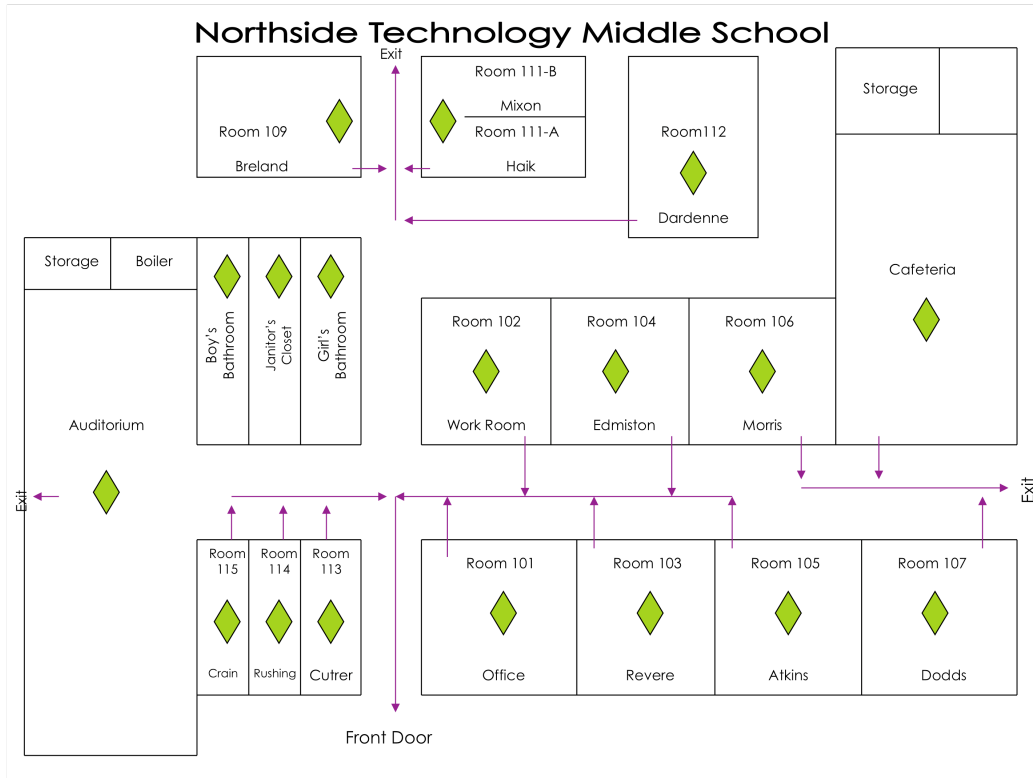
Michelle Douglas

Dara Cutrer

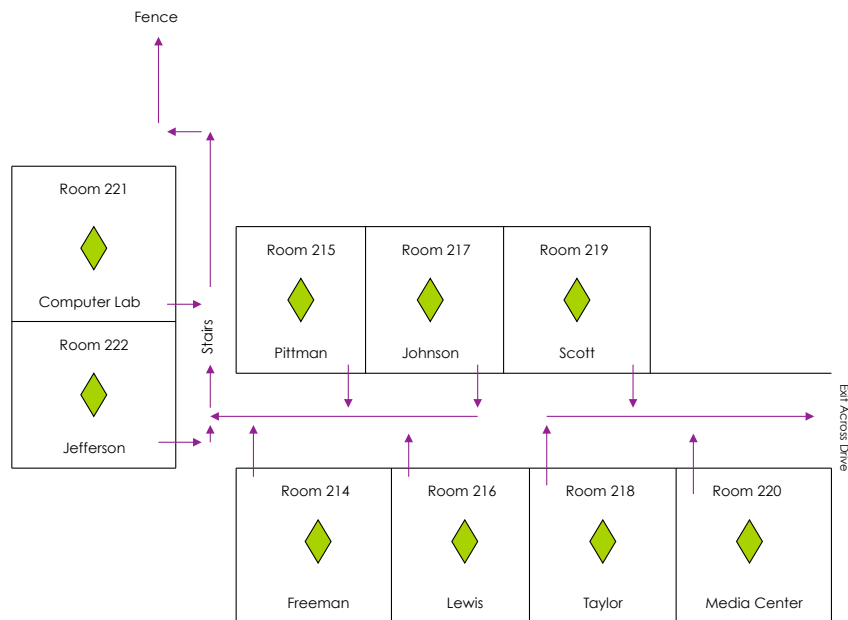
Volunteers: Clergy, Counselors, Mental Health Professionals

Duties: comfort parents, restrict areas, record names of parents, provide parents and staff with updated information on rescue efforts and loved ones, provide activities and food to children.

EVACUATION MAP



Northside Technology Middle School



Second Floor