

**ST. JAMES EPISCOPAL DAY SCHOOL CRISIS RESPONSE PLAN**  
2013-2014

<b>St. James Episcopal Day School Crisis Team</b>		
<b>Team Title: Position</b>	<b>Team Member by Name</b>	<b>Contact Information</b>
Incident Commander: Head of School	Linda S. Chauviere	225-344-0805 lchauviere@stjamesbr.org
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Building Operations: Buildings Supervisor; School Safety Advisor	Rodger Green	225-387-5141; 225-272-2280 property@stjamesbr.org
Safety Liaison: Security Officer	Sgt. Carol Landry, East Baton Rouge Parish Sheriff's Office	225-485-6960 cglandry43@att.net
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These functions mirror the National Incident Management System (NIMS) used by emergency responders.		

## DEFINITIONS

**Evacuation** procedures are used when conditions are safer outside a building than inside a building. All students and staff exit the building and proceed to designated areas of refuge.

**Reverse Evacuation** procedures are implemented when conditions inside the building are safer than outside.

Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

**Lockdown** procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders), in only certain areas of the building, or external threats that may enter the building.

**Lockdown with Warning** occurs when there is a threat outside the building, or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

**Lockdown with Intruder** occurs when there is a threat or intruder inside the building

**Shelter-in-place** is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place can also provide refuge for students, staff and the public inside the school building during an emergency. Safe areas may be determined in buildings to maximize the safety of inhabitants.

**Drop and Tuck** is a body safety position wherein students and staff drop low, take cover under furniture where possible, tucking head to chest to protect eyes and internal organs, and cover head and neck with hands.

## **GENERAL GUIDELINES FOR ANY EMERGENCY SITUATION:**

1. Immediately notify the office, assess the situation, verify information. The Incident Commander will notify the Police Communication Center at 225-342-5911, if necessary. Notify the Head of School (if not IC).
2. Notify CPR/first aid certified persons in school building of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in the crisis team members section.
3. Assemble the Crisis Team and seal off any high-risk area.
4. Take charge of area until incident is contained or relieved by the Incident Commander, or police officials.
5. Determine if the situation warrants a shelter-in-place or evacuation. The nature of the incident may require an alternate evacuation site.
6. Designate a control area and maintain a telephone log of all calls made and received, and a timed sequence of events.
7. The crisis team runners deliver any additional instructions from the control center to the classrooms and collect status information.
8. Refer any requests from media to the Director of Communications at 225-387-5141, ext. 222.

## **RESPONSIBILITIES BY STAFF POSITION**

### **Incident Commander** (Head of School or designee):

1. Verify information.
2. Call Police Communication Center, 225-342-5911, if necessary.
3. Seal off high-risk area.
4. Convene crisis team and implement crisis response procedures.
5. Notify students and staff (depending on emergency; students may be notified by teachers).
6. Evacuate students and staff, if necessary.
7. Refer media inquiries to Director of Communications, 225-387-5141, ext. 222.
8. Notify community agencies, if necessary.

### **Teachers**

1. Verify information.
2. Lock classroom doors, unless evacuation orders are issued.
3. Warn students, if so advised.
4. Account for all students.
5. Stay with students during an evacuation and take the class roster to evacuation site.
6. Refer media inquiries to Director of Communications, 225-387-5141, ext. 222.

### **Crisis Team Members**

1. Report to main office or location designated by Head of School.
2. Notify First Aid/CPR certified staff and instruct them to report.
3. Obtain first aid equipment supplies from the office.
4. Attend to injured students or staff while waiting for emergency personnel.
5. Notify emergency personnel of student/staff medical history.
6. Write the name and birthday on the arm of student/staff taken by ambulance.
7. Document the hospital destination of each student/staff taken by ambulance.
8. Set up first aid area in a safe place away from students and parents, with access to emergency vehicles,:  
Primary location - conference room; Secondary location as designated by the Incident Commander.
9. Maintain an accurate log of student/staff treated reports made by the injured.
10. Report deaths immediately to the Head of School.

## UNIVERSAL RESPONSES

We know that we cannot account for every possible crisis scenario that may occur. This manual is, therefore, an evolving document. It will be reviewed and revised continually so that it remains current with school policy and local laws and regulations. It is critical that we test these procedures on a regular basis and that all staff members become familiar with the procedures and how to implement them.

### EVACUATION/RELOCATION

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes may be specified according to the type of emergency:

- Bomb threats: Incident Commander will notify staff of evacuation route dictated by known or suspected location of a device
- Fire: Follow primary routes unless blocked by smoke or fire, then use the alternate route.

#### Staff:

- Take emergency go-kit and class roster
- Take the usual evacuation route, or as announced
- Use a secondary route if the primary route is blocked or hazardous
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to primary relocation center unless announced to remove to secondary center
- When outside the building:
  - Check for injuries
  - Account for all students
  - Immediately report any missing, extra or injured students to incident command
  - Continue to contain and maintain students
  - Wait for additional instructions

#### **Primary Relocation Center(s)**

Designated areas removed from affected building(s) on playgrounds within school block.

#### **Secondary Relocation Center(s)**

Church parking lot on west side of Fourth Street at Convention.

## REVERSE EVACUATION

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

**Reverse Evacuation** procedures:

- The Incident Commander will make an announcement for reverse evacuation
- Staff will be directed to physically notify any classes that may be too far away from the building to hear the announcement or alarm
- Announce “all clear” signal when the emergency has ceased

**Staff**

- Move all students and staff inside as quickly as possible
- Report to classroom or designated safe area
- Take attendance and report any missing, extra or injured students to Incident Commander.
- Wait for further instructions.

## LOCKDOWN

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

**Lockdown with Warning** occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

**Lockdown with Intruder** occurs when there is a threat or intruder inside the building.

**Lockdown with Warning** procedures:

- Announcement of “Lockdown with Warning” will be made over the announcement system.
- Students and staff will return to classrooms.
- Lock exterior doors, classroom doors, close windows and blinds, and turn off lights.
- Account for all students.
- Control all movement, keeping everyone away from windows and doors. Students should lie flat on the floor.
- “All clear” signal will be announced by the Incident Commander when the threat has ceased.

**Lockdown with Intruder** procedures:

- Announcement of “Lockdown with Intruder” will be made over the announcement system.
- 911 and law enforcement will be notified by the Incident Commander.
- Direct all students, staff and visitors from hallways to the nearest classroom or secured space.
- Close and lock all windows and doors; turn off lights.
- Account for all students.
- Control all movement, keeping everyone away from windows and doors. Students should lie flat on the floor.
- DO NOT OPEN THE DOOR for any reason.
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible.
- Classes outside the building SHOULD NOT enter the building.
- Move outside classes to primary evacuation site.
- DO NOT lock exterior doors.
- Wait for further instructions.
- “All clear” signal will be announced when threat has ceased as authorized by law enforcement.

## **SHELTER-IN-PLACE / SHELTERING**

Shelter-in-place is used when evacuation would put people at risk (e.g. weather situation, environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Safe areas are locations within the building that maximize the safety of inhabitants, and these safe areas may change depending on the nature of the emergency.

### **Shelter-in-place procedures:**

- Incident Commander will announce hazardous conditions and instruct students and staff to shelter-in-place or move to designated safe areas.
- Crisis team will be assembled.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation system (HVAC), if appropriate
- Announce “all clear” when the emergency has ceased

### **Staff**

- Clear the halls of students and staff immediately and report to the nearest available classroom or other designated safe area
- Take attendance and report any missing or extra students to incident commander
- Do not allow anyone to leave the classroom or safe area
- Cover all food, or put in refrigerator
- If sheltering-in-place due to a weather emergency:
  - Close all windows and blinds
  - Review tornado drill procedures and locations of safe areas (away from windows, under desks, or in hallways)
  - Review “Drop and Tuck” procedures
- If sheltering-in-place because of a hazardous materials release (in or out of building):
  - Close and tape all windows and doors, and air conditioning vents
  - Seal the gap between the floor and the bottom of the door
  - If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection
- If sheltering-in-place because all evacuation routes are blocked:
  - Seal door
  - Open or close windows as appropriate
  - Limit movement and talking
  - Communicate your situation to administration or emergency officials
  - Stay away from all doors and windows, otherwise
  - Wait for instructions

## SPECIFIC INCIDENT RESPONSES

### ASSAULT

An assault is the intentional infliction or attempt to inflict bodily harm upon another person, with or without the use of weapons.

1. Assess the situation, ensuring the safety of students and staff.
2. If assailant is present, use a calm voice in low tones, but shout “Stop!” if behavior continues or escalates.
3. If necessary, impose Lock Down (with Warning, or with Intruder, as applicable)
4. Call the Police Communications Center at 225-342-5911. Be prepared to:
  - Describe the situation.
  - Indicate whether the perpetrator has been identified and/or isolated, including description, or if escaped, in which direction and mode of travel (if vehicle, description and license number)
  - Describe injuries inflicted.
5. Assemble Crisis Team.
6. Give medical assistance until medical responders arrive.
7. Isolate the witness(es) with a Safety Officer. Gather information.
8. Secure crime scene.
9. Re-route foot and/or vehicular traffic from affected areas.
10. Announce “all clear” as directed by law enforcement.

### BOMB THREAT

#### Called-in Bomb Threat Instructions:

- Keep the caller talking.
- Do not interrupt.
- Ask caller to speak louder, slower, etc.
- Ask the caller to repeat, give detailed information, ask questions of the caller.
- Write down dialogue of conversation in its entirety.

#### Bomb Threat

1. Upon receiving a message that a bomb has been planted in school, get all the facts. Ask the following questions: What is it made of? When will it go off? Why did you place it in the school? Is it in the east, west, etc. in a locker? How old are you? What does it look like? Where is it located? Who is calling?
2. Listen closely to the caller’s voice and speech patterns and to noises in the background.
3. After hanging up telephone, immediately dial Police Communication Center, 225-342-5911 and \*69 to trace cell.
4. Notify the Head of School or designee. Do not share information about call with others.
5. The Head of School announces a security threat to the campus, assembles Crisis Team, and begins the evacuation of all people inside the building(s).
6. Do not use cell phones, radios or fire alarm system because of risk of activating a device.

#### Evacuation Procedures

1. Incident Commander warns staff and students. (Do not mention “Bomb Threat.”) Use standard fire drill procedures.
2. Staff and students must be evacuated to a safe distance outside of the school building(s)
3. Teachers take roll after being evacuated. Advise the Incident Commander of missing, additional, or injured students.
4. No one may re-enter the building(s) until fire or police personnel have declared entire building(s) safe.
5. The Incident Commander will notify staff and students of termination of emergency (“all clear”).
6. Resume normal operations.

## **FIRE**

In the event of a fire, smoke from a fire, or a gas odor has been detected:

1. Assess the situation. Pull the fire alarm.
2. Evacuate the students and staff to a safe distance outside of the building.
3. Follow the normal fire drill route. Follow alternate route if normal route is too dangerous.
4. Teachers are to take the class roster to the evacuation site. Take roll after being evacuated. Advise the Incident Commander of missing, additional, or injured students.
5. Operations Officer will turn power and gas off to the building(s).
6. Incident Commander calls Police Communications Center at 225-342-5911.
7. The Medical Crisis Team attends to those injured by fire/explosion until EMS arrives. Perform necessary immediate first aid on victim(s): smother fire by rolling victim on ground, deluge with water.
8. No one may re-enter the building(s) until the fire or police personnel have declared the entire building(s) safe.
9. Incident Commander notifies staff and students of termination of emergency (“all clear”). Resume normal operations.

## **HAZARDOUS MATERIALS/CHEMICAL SPILL/RADIOLOGICAL INCIDENT**

In the event of a hazardous material incident inside a school building

1. Assess the situation and notify the Head of School/Incident Commander.
2. Call Police Communications Center at 225-342-5911.
3. Move students away from the immediate area. The Incident Commander or Operations Officer will seal off area of leak or spill.
4. Render first aid as needed.
5. Prepare to shelter-in-place or evacuate based on recommendation of first responders.
6. Incident Commander announces the order to follow evacuation or shelter in place procedures.
7. Assemble Crisis Response Team.
8. Announce “all clear” after consultation with fire/environmental safety officials.
9. Resume normal operations.

Incident occurred off campus:

1. Incident Commander will announce Hazardous Condition and instructs evacuation or shelter-in-place.
2. Incident Commander assembles the Crisis Response Team.
3. Incident Commander announces “all clear” after consulting with fire/law enforcement/environmental safety officials.

## **INTRUDER**

Any unauthorized person entering school property is an intruder. All authorized persons should be accompanied by a staff member, checked in at the office, and wearing a visitor badge. When encountering an intruder:

1. Notify the Head of School (Incident Commander).
2. Politely greet intruder, identify yourself and ask the intruder the purpose of his/her visit.
3. Inform the intruder that all visitors must register at the main office.
4. If intruder's purpose is not legitimate, ask him/her to leave. Accompany the intruder to the exit.
5. All visitors must wear a visitor's badge.
6. Notify the office immediately if you see someone on campus without appropriate identification.

### **If Intruder refuses to leave:**

1. Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
2. Notify Police Communication Center at 225-342-5911 and the Head of School (Incident Commander) if the intruder still refuses to leave. Give police a full description of the intruder.
3. Walk away from the intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
4. Once law enforcement arrives, they are in charge.
5. The Head of School (Incident Commander) may issue a lock-down.
6. The Incident Commander will issue an "all clear" when incident is under control.

## **RESPONSE TO SERIOUS INJURY/DEATH**

### **If incident occurred in school:**

1. Assess the situation.
2. Call the Police Communications Center at 225-342-5911.
3. Notify CPR/first aid certified persons in school building of medical emergency. (Names of CPR/first aid certified persons are listed in the Crisis Team Members section).
4. If possible, isolate affected student/staff member.
5. Activate school Crisis Response Team.
6. Gather information: student/staff schedule and emergency contact person, student/staff close friends, siblings, and school they attend, name of witness if any.
7. Adjust scheduled activities. Keep school personnel updated on events and circumstances.
8. Direct any requests from media to the Director of Communications at 225-387-5141 ext. 222.

### **If incident occurred away from school:**

1. Head of School and involved teachers will meet with the school counselor and determine the level of intervention for the staff and students.
2. Rooms will be designated as private counseling areas.
3. Escort siblings, close friends, and other "highly stressed" students to counselors.
4. Assess stress level of staff. Recommend additional counseling as needed.
5. Direct any requests from media to the Director of Communications at 225-387-5141 ext. 222.
6. Follow-up with staff and students who received counseling.
7. Resume normal routines as soon as possible.



## **REUNIFICATION OF STUDENTS WITH AUTHORIZED ADULTS**

*Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian may be guilty of a felony.*

### **Procedures to follow when releasing students to parents/guardians during the school day.**

1. All adults entering the school campus must sign in the main office.
2. Visitor passes must be worn by all visiting adults on campus.
3. The name of the parent/guardian must be indicated on the emergency card.
4. Parents are responsible for providing current court orders.
5. Court orders should be kept on file by the school.
6. The parent/guardian should present photo identification.
7. The parent/guardian must sign out the student through the front office.

### **If a child is kidnapped from school:**

1. Notify the Head of School (Incident Commander).
2. Call the Police Communications Center at 225-342-5911
3. Contact the custodial parent/guardian.
4. Obtain witness statements.
5. Assist the police in their investigation.
6. Direct any requests from media to the Director of Communications at 225-387-5141 ext. 222.

### **Procedures following an Evacuation/Relocation:**

- The Incident Commander will designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student's emergency information)
- Notify Communications Officer and coordinate messages to parents with Safety Operations Officer
- Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
- Activate Crisis Response staff assigned to set up the location for reunification.
- Safety Operations Officer will take most current student emergency contact/pick up information to the site along with other reunification supplies; teachers will remain with their classes to assist in maintaining order and calm.
- Provide for behavioral health services at the reunification site for students and parents/
- Ensure documentation of release of students.

## **SEVERE WEATHER PROCEDURES**

### **Lightning Protective Action**

#### School Grounds

- Get out of open areas and into a building as quickly as possible upon the approach of a storm.
- Do not seek shelter under isolated trees, close to metal fences, playground equipment, or shelters in exposed locations.

#### School Buildings

- Stay indoors. Do not venture outside unless necessary.
- Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
- Keep telephone use to a minimum.

### **Tornado Watch**

1. Monitor Emergency Alert Stations (see emergency phone numbers section) or NOAA Weather Stations (National Weather Service, Weather Channel).
2. All persons should return to or remain inside buildings.
3. Close windows and blinds.
4. Review tornado drill procedures and location of safe areas. Tornado safe areas are interior areas on the lowest floor of a building, away from windows, under desks to minimize risk of being hit with flying debris, or in interior hallways. Large rooms are not safe areas due to large roof spans.
5. Review “drop and tuck” procedures with students:
  - Face an interior wall
  - Drop to your knees and roll forward to the balls of your feet
  - Tuck your head down and place your hands on top of your head and neck
  - Do not lie flat on the ground.

### **Tornado Warning**

1. Incident Commander will issue Shelter-in-place announcement advising of tornado warning.
2. Students and staff should move immediately to safe areas.
3. Teachers should take class rosters with them to safe area.
4. Account for all students in safe area; proceed to drop and tuck posture.
5. Remain in safe area until warning expires or until emergency personnel have issued an all clear signal.

## **POST-CRISIS INTERVENTION**

1. The Crisis Team will meet with the school counselor and determine the level of intervention for the staff and students.
2. Rooms will be designated as private counseling areas.
3. Escort siblings, close friends, and other “highly stressed” students to counselors.
4. Assess stress level of staff. Recommend additional counseling as needed.
5. Direct any requests from media to the Director of Communications at 225-387-5141 ext. 222.
6. Follow-up with staff and students who received counseling.
7. Resume normal routines as soon as possible.

## EMERGENCY PHONE NUMBERS

### Fire/Ambulance/Police

Emergency - 911

Police Communications Center (downtown): 225-342-5911

### Utilities

Electricity: Entergy  
1-800-368-3749 (1-800-ENT-ERGY)

Gas: Entergy  
1-800-368-3749 (1-800-ENT-ERGY)

Water: Baton Rouge Water Company  
225-925-2011  
After hours and weekends: 225-926-3044

### Emergency Management Agencies

Mayor's Office of Homeland Security and Emergency Preparedness:  
225-389-2100

Governor's Office of Homeland Security and Emergency Preparedness:  
225-925-7500

### Referrals

Crisis Intervention Center: 225-924-1431  
Hazardous Materials: Louisiana Dept. of Environmental Quality - 1-866-896-LDEQ  
Poison Control Center: 1-800-222-1222  
Weather Information: <http://www.spc.noaa.gov/>  
<http://forecast.weather.gov/MapClick.php?zoneid=LAZ048>  
NWR: KHB46 162.400mhz  
NWS Recorded Forecast: 504-522-7330 ext. 210