

Windsor Elementary  
Crisis Response  
2013-2014

## BOMB THREAT

- *Bomb Threat procedures initiated over the intercom*
- *The following statement indicates there has been a bomb threat: “Teachers and students, there is a need for everyone to leave the building and go to your designated waiting areas outside. Do not touch anything as you leave.”*
- *Do not tell students it is a bomb threat*
- *Check your room or area*
- Report any suspicious packages or signs of forced entry to the administration office
- *On command - evacuate students*
- *Have students leave their bags or packs in the school*
- *Follow evacuation procedures*

## BOMB THREAT - TEACHERS

## LOCK DOWN

- *Lock-down initiated over the intercom with the following statement: “This is a lock-down.”*
- *Calmly ask students to move away from the door and windows*
- *Check for students outside of the classroom*
- *Close and lock any doors - close window blinds or cover windows*
- *Call the roll, carefully noting which students are absent*
- *A supervisor will call your room*
  - *Indicate any students that were in class, but are now missing*
  - *Indicate any students who were brought in from the hall*
- *Stay off the phone or intercom and wait for “all clear”*

## LOCK DOWN - TEACHERS

## IN-SCHOOL SHELTERING

- *The purpose of in-school sheltering is to protect students from external environmental hazards*
- *In-school sheltering initiated over the intercom with the following statement: “This is an in-school sheltering”*
- *Clear students from the halls or outside into the classroom*
- *Tape doors and windows to seal air in room*
- *Call roll*
- *A supervisor will call your room*
  - *Indicate any students that were in class, but are now missing*
  - *Indicate any students who were brought in from the hall*
- *Stay off the phone or intercom and wait for “all clear” to be given*

## IN SCHOOL SHELTERING- TEACHERS

## EVACUATION

- *Close windows and doors*
- *Leave doors unlocked*
- *Take rolls and emergency kit*
- *Exit classrooms safely, use alternate exit if needed*
- *Contingent on weather, have students take coat*
- *Move to designated area far from building*
- *Call roll*
- *Report to supervisor missing or injured students*
- *Send injured to first aid station or notify supervisor*
- *Keep students in designated area*
- *If relocation is necessary, wait for instruction from supervisor to go to secondary location*

## EVACUATION - TEACHERS

## EARTHQUAKE

- *Yell “EARTHQUAKE! (or Earthquake Drill!) DROP!”*
- *Duck and cover*
- *Remain until earthquake is over*
- *Check hall for exit*
- *Follow evacuation procedures*

## EVACUATION DURING LUNCH OR RECESS

- *Go to students and evacuate through the nearest exit*
- *Make sure building is clear*
- *Direct students to the assigned meeting area*
- *Take roll*
- *Report to supervisor missing or injured students*
- *Send injured to first-aid station or notify supervisor*
- *Keep students in designated areas*

TEACHERS REFER ALL MEDIA TO  
INCIDENT COMMAND!



## MAP- DESIGNATED ASSEMBLY AREAS

### *Clearing Restrooms:*

- Upper Grade restrooms—Judy Kowallis
- Lower Grade restrooms—Tammy Fredrickson
- West Wing restrooms—Teri Maughan
- Faculty Room and Restrooms—JoDee Spanos

### *Chain of Command:*

- |           |            |
|-----------|------------|
| 1. Craig  | 4. Kaitlyn |
| 2. Rachel | 5. Ronnie  |
| 3. JoDee  |            |

## MAP-DESIGNATED ASSEMBLY AREAS

## CLASSIFIED INSTRUCTIONS

*Supervising an assembly area*

Kaitlyn Blackham

*Assisting incident command*

Shari Cornwall

*Supervising Special Needs Children*

Teachers, JoDee Spanos

*Watching entrances for students reentering building*

*Checking on students in rooms*

Judy Kowallis

*Accounting for the safety of classified employees*

JoDee Spanos

*Immediately after securing their areas, all classified employees will contact the office to advise them of their locations and the names of any students who are with them.*

## CLASSIFIED EMPLOYEE INSTRUCTIONS

## CUSTODIAL INSTRUCTIONS

*The following building systems need to be shut down in crisis:*

Heat, air, water, power, air circulation

*Fire:* automatic shutdown of heat and lights

*Earthquake:* gas, electrical and water

*Shut off valves, breaker panel Location:*

*Water:* Boiler room, left hand side, 2 valves on wall

*Power/Air:* Energy Management

*Gas:* Outside back lunchroom doors, wrench in office  
needed to use in turnoff

*Fire:* Location is printed on panel in Office

*Breaker Panels:* Boiler Room, control room across from  
office

*Securing and searching the building in case of a bomb threat:*

Police responsibility.

*The custodian will communicate with the administration by radio.*

## CUSTODIAL INSTRUCTIONS

## FIRST AID

*Certified to administer first-aid in the event of an emergency:*

Tiffani Ericksen  
Ranae Greene

*First-aid assembly areas for the walking wounded:*

North Soccer Area

*Method of communication with the first responders:*

Walkie Talkie

*Person designated to transport first-aid supplies in the event of an evacuation:*

Tiffani Ericksen  
Ranae Greene

Office personnel will keep track of injured students who are transported to the hospital. They will also be responsible for notifying parents of injured students through the Command Center.

## FIRST AID

## Accounting for Students:

*Supervisors to report missing classes or students as well as injured individuals to:*

*Command Center*

JoDee Spanos

Kaitlyn Blackham

Shari Cornwall

*In-School Sheltering or Lockdown:*

Teachers and students will be in rooms. We will contact each room via intercom to account for their safety

*The same supervisors who help in an evacuation will help in this instance.*

*Other areas besides the front office available for supervisors to use in case the office is not secure:*

Media Center

Classrooms as needed: All rooms have phones.

ACCOUNTING FOR STUDENTS

## INCIDENT COMMAND

*Incident command is made up of the administration, other designated helpers, and representatives from emergency personnel such as fire, police, EMT, etc.*

Office	Craig's Office
Media Center	Classrooms as needed

*The front office is assigned to call police, fire, or poison control. The chain of command will work with the custodian to coordinate alarms and locating the source of alarms.*

*The following will coordinate the accounting for students:*

Craig Jensen	JoDee Spanos
Kaitlyn Blackham	Rachel Lunt

*The following will oversee first-aid:*

Tiffani Ericksen  
Ranae Greene

*The command Center will coordinate relocations and deal with the Media. The following is the chain of command:*

1. Craig
2. District Office

*The following will organize parents or volunteers who show up on the scene:*

PTA Board, Shari Cornwall

*The following are in charge of the portable office and will take it to the command center (pens, paper, first-aid supplies, portable radio, megaphone, flashlight, maps, names and phone numbers of students, cell phones, etc.)*

JoDee Spanos, Kaitlyn Blackham, Shari Cornwall

## INCIDENT COMMAND



## PARENT NOTIFICATION

*In the event of an emergency, which necessitates evacuation from the building (earthquake, fire, etc.), the following procedure will be followed:*

*The office will contact the PTA and SCC PRESIDENT who will assist in contacting parents.*

PARENT NOTIFICATION