

# CRISIS PLAN

---

This flipchart is a quick reference for emergencies. Crisis handbooks are available throughout the district for more details. Not every type of emergency can be foreseen, but these basic procedures should help in most situations. If in doubt, call Troop D for assistance.

**Crisis Leaders**

**District**

Superintendent  
Director of Pupil Service

**DHBMS**

Principal  
Guidance Counselor

**CES**

Principal  
Guidance Counselor

**Phone Numbers**

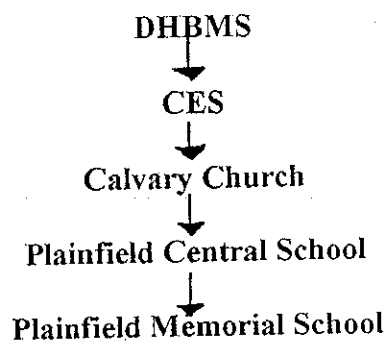
Fire 911  
Police 911  
Ambulance 911  
Troop D (Police) 779-4900  
Poison 1-800-222-1222

Child Abuse 1-800-842-2288

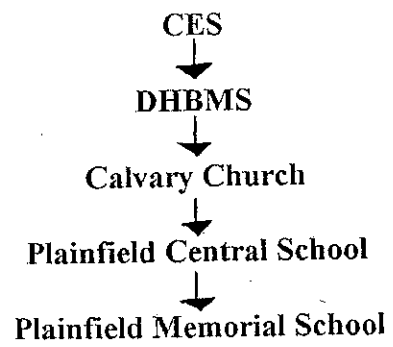
## GENERAL INFORMATION

---

Off Site Evacuations



Off Site Evacuations



### Evacuation

- When alarm sounds, or PA system alerts, exit following classroom route posted on wall.
- Teachers bring roster and grade book, nurse takes emergency equipment, medical plans, and oxygen.
- Close doors and windows; turn off lights, computers and gas.
- Leave in orderly manner without rushing to designated area 300ft (fire) or 500ft (bomb threat) away from the building.
- Take attendance and relay results via runner to the crisis leader or designee.
- Students can only be released to a parent/guardian.
- Return to building only when all clear has been announced.

### Shelter In Place

- Move all students indoors.
- Close windows and doors.
- Turn off ventilation, heating, or cooling.
- You may be instructed to seal doors and windows with duct tape.
- If contamination suspected in the shelter cover mouth and nose with wet paper towel or handkerchief.
- Do not allow anyone to leave shelter until "all clear" is given.

**Shelter in Place** is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release.

## EVACUATION

## SHELTER IN PLACE

---

### **Bus Driver**

- Driver will call 911 and display warning devices.
- Driver will call superintendent and report location of accident.
- Driver will administer critical first aid if necessary.
- Document where students were sitting at the time of the accident and any complaints they may have.
- Do not move vehicle or students until instructed to do so, or if there is a threat of fire.
- Use proper forms to record injuries and accident.

### **School Officials**

- Superintendent will alert principals and Director of Transportation. They will also act as liaisons between school and hospital and the media.
- Director of Transportation will go to the site of the accident ASAP.
- Director of Transportation will go to the hospital and stay until a physician has seen everyone.
- Nurse or principal will be available to give medical information over the phone and/or receive any students with minor injuries at the school during school hours.
- Superintendent will appoint staff to contact parents.

## **BUS ACCIDENT**

---

## Child Abuse

- Notify principal, have nurse assess for physical signs of abuse or neglect.
- Notify guidance/psychologist as needed.
- Notify DCF within 12 hours-IT IS THE LAW!
- Make written report to DCF within 24 hours.
- File copy of DCF report in the student's health file; keep a copy of the report in the Guidance Office to be kept confidential.
- DCF 1-800-842-2288

## Suicide Threat/Attempt

- Notify principal immediately.
- The student must be seen immediately by the school psychologist, guidance counselor, or nurse. (refer to crisis handbook for Guidelines for action)
- **Student should not be left alone until risk assessment has been made and Guidelines for Action followed.**
- An incident report should be completed.
- Follow-up guidelines need to be done.

CHILD ABUSE

SUICIDE THREAT/ATTEMPT

---

### **Fire/Explosion**

- When alarm sounds evacuate to pre-designated area unless you are told otherwise over the PA.
- Classroom teachers are to take rosters and grade books, nurse to bring emergency equipment, oxygen and medical plan book.
- Turn off lights, proceed outside in an orderly fashion.
- Take attendance and relay results via runner to crisis leader or designee.
- Call 911 to alert need for ambulance if necessary and notify Superintendent's office.
- After total roster has been collected, pre-appointed staff members will search for missing students.
- Return to class when all clear signal has been given or activate procedure to notify parents.
- **Students may only be dismissed to parents/guardians.**

### **Gas/Chemical Leak**

- Evacuate any area with a strong odor of gas, avoid any action that may cause a spark.
- Alert main office of the odor in person, **Do Not use the Phone, Cell Phone or operate electrical switches in the building.**
- Notify the superintendent who will contact the director of facilities and call fire marshall.
- Take attendance and relay results via runner to crisis leader or designee.
- If necessary arrange for dismissal by beginning call tree. **Students may only be dismissed to parents/guardians.**
- Principal's office to file an incident report.

---

**FIRE/EXPLOSION**

**GAS/CHEMICAL LEAK**

## **Intruders**

### **Blue file means call 911!**

- If you feel the safety of yourself or others is in danger call the office and tell them to get the "blue file". **Do not attempt to apprehend the individual.**
- Any staff member should approach the intruder and determine the nature of their presence, advise of visitor policy and ask for identification.
- Direct or accompany the intruder to the correct office or ask the intruder to leave if they have no acceptable purpose.
- Call 911 if they refuse to leave and announce Mr. Lock is in the building.
- Classroom teachers are to close and lock doors after making sure all children are collected from the hallway and bathrooms, keep children out of sight, and e-mail library at DHBMS or nurse at CES of children missing from classroom.
- Call Superintendent or designee, file incident report.

## **Student does not Arrive at Home**

- Gather information regarding student's dismissal, ie: bus, pick up, bike, walk
- Contact bus driver if bus student.
- Search campus using "all Call".
- Advise caller to check with friends, caregivers and children on the bus, and to call the police if the student is not found in a reasonable amount of time.
- Ask caller to call again when student is found.
- Notify Superintendent.
- Refer media and questions to the Superintendent or designee.

---

**INTRUDERS**

**MISSING STUDENT**

### **Unauthorized Attempt to Remove Student**

- Check student's file for court orders that prohibit removal of a child to a specific individual.
- Written permission must be obtained prior to releasing a child. In case of an emergency, check with custodial parent and get a second witness.
- Record time and date of approval.
- Ask for person's driver license and record name and number at time of pick up.
- Notify custodial parent if child is afraid to go with pick up person.

### **Out of Control Student**

- Do not attempt to subdue student. Notify principal.
- They will notify support staff, parents, health office ( to obtain copy of the health record), and Superintendent.
- Evacuate area if needed.
- Assess situation and if danger to self or others, call ambulance.
- Notify appropriate personnel to determine necessary referrals by school.
- File incident report and send copy to Pupil Services.

### **Runaway from School**

- **If any student leaves school grounds during school hours, without appropriate permission, call the police.**
- Staff member witnessing student leaving will report to principal's office. The principal's office will call police, parent, and Superintendent.

### **Unauthorized Removal of Student**

- Notify principal immediately and call 911.
- Get license plate number if car involved.
- Call parent or guardian.
- Notify superintendent or designee's office.
- Do not release any information to the media, refer to Superintendent's office.

### **Missing Student at School**

- Search school, including an "all call".
- Call parent(s) or those listed on emergency form.
- Call police if student not located during search.
- Notify Superintendent, refer media there.

### **Drug Sale/Use or Possession**

- Notify staff of witnesses in a drug sale, usage or possession.
- If drug use is suspected, refer matter to administration.
- If evidence is discovered contact the principal.
- Complete incident report.
- Nurse, call 911 if drug use suspected. If student alert, obtain name of drug, how administered and at what time.
- Administer first aid until medical personnel arrive, copy student health info for medical personal. Document findings.

## Bomb Threat

- Keep caller on the line as long as possible, signal for help and someone else to listen with you.
- Write down everything they say and use Bomb Threat checklist located on the back of this chart.
- After call, identify background noises, impression of caller and dial \*57 before making or receiving any more calls.
- When calling 911, **use cell phone outside of building**, also call superintendent and make a decision regarding evacuation.
- Staff should collect rosters and evacuate when told to do so.
- Leave windows and doors **open**, lights and computers on. **Do not** use radios or walkie talkies as they may activate the bomb.
- School personnel should check their area for suspicious packages and report them to the principal.
- Evacuate to predetermined area 500ft away from building, taking care to watch for suspicious packages/items.
- Return to class when all clear or release to **parents/guardians** only.

## Weapons

- A weapon is any instrument that may produce bodily harm or death.
- Notify principal, who will notify police, immediately upon hearing of a weapon on school grounds.
- Direct all noninvolved individuals out of the area.
- Gather any information to determine the location of the weapon and possible offender.
- **Do Not** attempt to confiscate the weapon.
- Isolate student as much as possible until help arrives.
- Protect the identity of the informant.

## Shooting

- Upon hearing a shot, yell for students to drop to the floor.
- If outside, get inside when it is deemed safe, take attendance and report any missing students.
- Notify police and principal immediately.
- Report any injuries and remain calm with injured individual.
- When inside, implement lock-down and keep students away from doors and windows.

BOMB THREAT

WEAPONS/SHOOTING

**Delay/Cancellation/Early  
Dismissal  
Severe Weather Warning**

- Superintendent's office will monitor weather and notify principals of weather alerts and procedures.
- Take cover procedures for outdoor groups.
- Place students and staff in the most secure area of the building.
- Secure emergency assistance if necessary.
- Nurse available for emergency care.
- If early dismissal, refer to early dismissal forms that parents have filled out to determine where students are to go.
- If returning to class, wait for the all clear signal.

**Radio and TV stations with  
Canterbury delays or closings**

1310AMWICH  
1350AM WINY

1400AM WILI

97.5FM WILI

98.3FM WILI

100.5FM WRCH

**Hurricanes**

- Assist in dismissal of students if deemed necessary.
- Store papers, books and other equipment far away from windows.
- Protect expensive equipment.

WTNH Channel 8  
WVIT Channel 30  
WFSB Channel 3

Fox61

ctweather.com

**WEATHER RELATED CANCELLATIONS/DELAY**

