

SECTION 635 GUIDE FOR CRISIS PLANNING

The following checklists should be used as appropriate to each district's or school's circumstances.

1. Mitigation and Prevention – The goal of mitigation is to decrease the need for response as opposed to simply increasing response capability.
 - Connect with community emergency responders to identify local hazards.
 - Review the last safety audit to examine school buildings and grounds.
 - Determine who is responsible for overseeing violence prevention strategies in your school.
 - Encourage staff to provide input and feedback during the crisis planning process.
 - Review incident data.
 - Determine major problems in your school with regard to student crime and violence.
 - Conduct an assessment to determine how these problems – as well as others – may impact your vulnerability to certain crisis.

2. Preparedness – Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.
 - Determine what crisis plans exist in the district, school and community.
 - Identify all stakeholders involved in crisis planning.
 - Develop procedures for communicating with staff, students, families and the media.
 - Establish procedures to account for students during a crisis.
 - Gather information about the school facility, such as maps and the location of utility shutoffs.
 - Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

3. Response – A crisis is the time to follow the crisis plan and make use of your preparations.
 - Determine if a crisis is occurring.
 - Identify the type of crisis that is occurring and determine the appropriate response.
 - Activate the incident management system.

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- Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented.
 - Maintain communication among all relevant staff at officially designated locations.
 - Establish what information needs to be communicated to staff, students, families and the community.
 - Monitor how emergency first aid is being administered to the injured.
 - Decide if more equipment and supplies is needed.
4. Recovery – During recovery, return to learning and restore the infrastructure as quickly as possible.
- Strive to return to learning as quickly as possible.
 - Restore the physical plant, as well as the school community.
 - Monitor how staff are assessing students for the emotional impact of the crisis.
 - Identify what follow up interventions are available to students, staff and first responders.
 - Conduct debriefings with staff and first responders.
 - Assess curricular activities that address the crisis.
 - Allocate appropriate time for recovery.
 - Plan how anniversaries of events will be commemorated.
 - Capture “lessons learned” and incorporate them into revisions and trainings.
5. The Crisis Plan (3 ring binder)
- Shall be used in conjunction with this policy as a “guide” in dealing with all serious situations.
 - The Crisis Plan will be updated as needed and reviewed by Director of Building and Grounds (other Administrators as appropriate) and the Superintendent annually.
 - The Board will receive a call as soon as practical whenever the “Crisis Plan” has been put into use.
 - A copy of the Crisis Plan should be in each administrator’s office.

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Related Policies

- Policy 191 – Drug Free Workplace
- Policy 245 – Temporary School Closings
- Policy 296 – Communicable Disease Policy & Exhibit A
- Policy 297 – Bloodborne Pathogens Policy & Administrative Rules
- Policy 442 – Use of Physical Force
- Policy 445 – Child Sexual Assault, Abuse and Neglect
- Policy 540 – First Aid Medication
- Policy 550 – Damage to School Property
- Policy 551 – Possession or Use of Weapons
- Policy 560 – Crisis Intervention Plan
- Policy 640 – Safe and Healthful School Facilities

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