Wichita Public Schools

CAMPUS CRISIS RESPONSE PLAN

School Year:

Crisis Team Support

Security Officer	School Phone #	Other Phone #
SRO/Community PO	School Phone #	Other Phone #

School _____ Principal _____

Safety Services: 973-2260 BOE Dispatch: 973-2100

Completed Plan Due To Safety Services (e-mail to skertz@usd259.net)
No Later Than September 7th

Crisis Team Members

Please List First & Last Name, Both Numbers and CPR Certification

First Name	Last Name	Room #	Room Phone #	Other Phone #	School E-Mail	CPR
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

Important Dates

First Crisis Team Meeting Date: _____

Date to Review Crisis Plan with Staff: _____

Date Crisis Team is to Visit Evac. Site: _____

Date to Review Crisis Procedures with Students: _____

Date AED Battery was checked: _____

Crisis Drill Dates & Types

_____ 1st Drill Date	Select One Drill Type
_____ 2nd Drill Date	Select One Drill Type
_____ 3rd Drill Date(optional)	Select One Drill Type

CAMPUS CRISIS RESPONSE PLAN

Initial Crisis Assessment

1. Incident is reported to principal or principal designee.
2. Principal or designee makes an initial assessment of the situation based on known facts.
   - Is danger present or imminent for students and/or staff?
   - Does anyone need medical assistance?
   - What emergency support personnel are needed?
   - Is BOE property damaged?
   - Are there hazardous materials involved?
3. _____

   - calls Security Communications at 3-2100 and/or 911 to communicate the situation and need for emergency responders.

Immediate Campus Response

ACTIVATE THE CAMPUS CRISIS RESPONSE PLAN AND TEAM	
Standard campus crisis intercom instructions:	
"We need to secure the building."	- Lock all exterior and interior doors
"We need to evacuate the building."	- Follow fire drill exits
"We need to shelter-in-place."	- Proceed to shelter location

1. _____(Primary) _____(Secondary)

   - announces the incident to staff with the appropriate instructions for the crisis.

2. _____(Primary) _____(Secondary)

   - is the campus location where the Campus Crisis Response Team meets.

3. The Campus Crisis Response Team performs the following assignments.

   3a. _____(Primary) _____(Secondary)

   - decides if a Campus Incident Command Center needs to be established.

   3b _____

   - maintains student/staff information database and staffs the Student Checkout Location.

   3c. _____

   - takes office crisis response GoKit including pupil and staff information.

4. _____(Primary) _____(Secondary)

   - informs staff of the details of the crisis as soon as possible.

5. _____(Primary) _____(Secondary)

   - writes memo(s) to staff and parents.

6. _____(Primary) _____(Secondary)

   - establishes what information needs to be communicated to students, families and the community.

7. _____(Primary) _____(Secondary)

   - staffs telephone line with brief statement.

SECURE THE AREA FOR STUDENTS & STAFF

Determine which staging areas need to be activated
Keep lines of communication flowing

1. _____(Primary) _____(Secondary)

   - coordinates security and safety at the scene of the crisis until additional help arrives.

2. _____(Primary) _____(Secondary)

   - coordinates student and staff with special needs plan. (See page 8.)

3. _____(Primary) _____(Secondary)

   - decides if evacuation or lock-down is necessary.

4. _____(Primary) _____(Secondary)

   - designates the press/media staging area.

5. _____(Primary Site) _____(Back Up Site)

   - is our evacuation site.

   5a. _____ (Primary Evac Site Contact) _____(Contact Phone #)

   5b. _____ (Secondary Evac Site Contact) _____(Contact Phone #)

6. _____(Primary) _____(Secondary)

   - takes the *Evacuation Crisis Response GoKit* to the evacuation site.

7. _____(Primary) _____(Secondary)

   - takes the *Reunification Crisis Response GoKit* and staffs the student release location at the evacuation site.

8. _____(Primary) _____(Secondary)

   - updates Security Communications at 3-2100.

9. _____(Primary) _____(Secondary)

   - maintains communication with staff.

PROVIDE FIRST AID

1. _____(Primary) _____(Secondary)

   - takes the *Nurse Crisis Response GoKit* to the evacuation site.

2. _____(Primary) _____(Secondary)

   - coordinates the campus health center and decides if more equipment and supplies are needed.

IF STUDENT(S) ARE SENT TO THE HOSPITAL

1. _____(Primary) _____(Secondary)

   - records the names of those injured and/or directly involved.

2. _____(Primary) _____(Secondary)

   - records the names of those going to the hospital and documents to which hospital the injured are transported.

3. _____(Primary) _____(Secondary)

   - contacts the families of those going to the hospital.

4. _____(Primary) _____(Secondary)

   - proceeds to the hospital for support with a BOE radio set to channel 2.

If School Is Dismissed or Evacuated

1. _____(Primary) _____(Secondary)

   - decides on school dismissal

2. _____(Primary) _____(Secondary)

   - notifies Security Communications at 3-2100. Security Communications will contact all persons on the incident notification list including Transportation and Nutrition Services.

3. _____(Primary) _____(Secondary)

   - writes follow-up communication to staff, parents and/or press.

4. _____(Primary) _____(Secondary)

   - directs parents/guardians to the reunification area of the evacuation site.

5. _____(Primary) _____(Secondary)

   - communicates with concerned parents at designated locations at evacuation site.

Debriefing

1. _____(Primary) _____(Secondary)

   - meets with staff members for a debriefing of the incident.

2. _____(Primary) _____(Secondary)

   - decides on follow-up counseling for staff and/or students, identifies additional services needed and notifies the district crisis team leaders.

3. _____(Primary) _____(Secondary)

   - writes a report about the incident.

4. _____(Primary) _____(Secondary)

   - begins to capture "lessons learned" and incorporates them into revisions and training.

Planning For The Next Day

1. _____(Primary) _____(Secondary)

   - gathers updated information (facts about incident).

2. _____(Primary) _____(Secondary)

   - determines and schedules additional security.

3. _____(Primary) _____(Secondary)

   - arranges for counseling.

4. _____(Primary) _____(Secondary)

   - determines and communicates changes in staff assignments.

5. _____(Primary) _____(Secondary)

   - monitors that staff are assessing students and co-workers for the emotional impact of the crisis.

   5a. _____(Primary) _____(Secondary)

   - identifies critical needs.

   5b. _____(Primary) _____(Secondary)

   - identifies follow-up services needed for students, staff and first responders and notifies the district crisis team leaders.

   5c. _____(Primary) _____(Secondary)

   - decides the school community follow-up needs. (Curricula activities, resource materials, etc.)

6. _____(Primary) _____(Secondary)

   - updates information to all concerned parties.

District Immediate Response

1. _____(Primary) _____(Secondary)

   - and the Executive Director of Safety Services will establish the Incident Command Center.

2. _____(Primary) _____(Secondary)

   - and the Incident Commander will coordinate responders.

3. _____(Primary) _____(Secondary)

   - and BOE Security will secure the area, investigate and preserve evidence.

4. _____(Primary) _____(Secondary)

   - and Marketing and Communications will establish campus telephone line.

5. _____(Primary) _____(Secondary)

   - and the Safe & Drug-Free Supervisor will establish the reunification site.

6. _____(Primary) _____(Secondary)

   - and the Director of Mental Health Crisis Team will establish an coordinate the counseling center.

7. _____(Primary) _____(Secondary)

   - and the Coordinator of Health Services will establish and coordinate the first aid area.

8. _____(Primary) _____(Secondary)

   - and Marketing and Communications will communicate with press and media.

9. _____(Primary) _____(Secondary)

   - and Marketing and Communications will prepare a statement for staff, parents, press and parent link.

10. _____(Primary) _____(Secondary)

    - and the Executive Director of Safety Services coordinates bomb threat response.

11. _____(Primary) _____(Secondary)

    - and the Executive Director of Safety Services coordinates bomb searches of the school building and grounds.

12. _____(Primary) _____(Secondary)

    - and the Executive Director of Safety Services coordinates hostage or dangerous person response.

13 _____(Primary) _____(Secondary)

   - and the Executive Director of Safety Services coordinates chemical/biological agent response.

14. _____(Primary) _____(Secondary)

    - and the Chief Operating Officer will arrange for emergency building repair.

SCHOOL BASED STRATEGIC LOCATIONS

At your school building, determine where the following will be located during a crisis.

Interior Command Center Location(s)	
Exterior Command Center(s)	
Assembly Area(s) - Inside Building	
Media Staging Area(s) - Outside Building	
Parent/Student Reunification Site(s)	
Medical Treatment Site(s)	
Bus Dismissal Site(s)	

PRIMARY EVACUATION LOCATION

Alternative site away from school campus

Evacuation Site & Address: _____ Evacuation Site Phone _____

Contact Person _____ Contact Phone _____ Contact Phone _____

Route for Proceeding to Evacuation Site _____

Specific Instructions for Evacuation Site Utilization _____

At Evacuation Site: Determine where the following will be located.

Interior Command Center Location _____

Exterior Command Center Location _____

Evacuee Assembly Area - Inside _____

Media Staging Area - Outside _____

Parent/Student Reunification Site(s) _____

First Aid Staging Area(s) _____

Bus Dismissal Site(s) _____

Designated Entry Location(s) _____

BACKUP EVACUATION LOCATION

Alternative site away from school campus

Evacuation Site & Address: _____ Evacuation Site Phone _____

Contact Person _____ Contact Phone _____ Contact Phone _____

Route for Proceeding to Evacuation Site _____

Specific Instructions for Evacuation Site Utilization _____

At Evacuation Site: Determine where the following will be located.

Interior Command Center Location _____

Exterior Command Center Location _____

Evacuee Assembly Area - Inside _____

Media Staging Area - Outside _____

Parent/Student Reunification Site(s) _____

First Aid Staging Area(s) _____

Bus Dismissal Site(s) _____

Designated Entry Location(s) _____

PLANNING FOR SPECIAL NEEDS POPULATIONS

In Considering Special Needs:

1. _____ is responsible for communicating special needs plans to faculty and staff.

2. _____ is responsible for alerting specific teachers/staff regarding students in their classroom or staff in their area about special conditions.

Plans for students and staff with special needs in a crisis/evacuation scenario:

- Wheelchairs
- Physical Assistance
- Motorized Assistance
- Exit access issues (i.e. wheelchair ramp availability)
- Go Kit for evacuation site to address special needs populations (i.e. SMD, pregnant students)

1. _____ compiles and maintains Go Kit.

2. _____(Primary) _____(Secondary)

   - coordinates/directs special needs response during actual crisis.

3. _____(Primary) _____(Secondary)

   - assists in implementing the plan.

Plans for students and staff with medical issues.

- Health/504 Plans
- Go Kit for student Medications
- Cooler bag for refrigerated medications.

1. _____ compiles and maintains Go Kit.

2. _____(Primary) _____(Secondary)

   - assists nurse in carrying bags.

3. _____(Primary) _____(Secondary)

   - assists nurse in administering care/medication.

Plans for building-specific concerns.

- Rooms without windows
- Rooms with stair access only

1. _____ is responsible for completing and communicating plan.

Congratulations! You have completed your Campus Crisis Plan.
Be sure to save a copy to your computer, and review the plan with all staff.
Submit an electronic copy to Safety Services by e-mailing your plan to
skertz@usd259.net no later than September 7th.