

Webster Groves High School
Crisis Plan

WEBSTER GROVES HIGH SCHOOL

Crisis Plan**TABLE OF CONTENTS**

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Crisis Plan

Introduction

Planning and preparation are essential to effectively prevent and respond to the many types of emergencies which schools face. Whatever the crisis, how we handle our responsibilities following any of these or other similar occurrences can determine if lives are saved, severe trauma avoided, and how the school community is affected.

There are many types and levels of emergencies that may include:

- School fire or explosion
- Tornado or severe wind storm
- Earthquake
- Accidents, serious injury, illness or death
- Bomb threat
- Intruders in the building
- Weapons or handguns

3 MAIN PHASES OF CRISIS PLAN

1. Prevention and Preparation
2. Emergency Response
3. Debriefing and Recovery

A key to a good crisis plan is the **CRISIS RESPONSE TEAM**. The purpose of this team is to make sure that all of the three components listed above are carried out. This team will meet regularly to update this **CRISIS PLAN** and will be the primary group to evaluate, make decisions, and implement a response to a crisis.

We strongly encourage staff to communicate with the administration and the members of the Crisis Response Team regarding concerns about this plan so that we can continue to update and improve our plan.

Terminology

School Crisis Response Team—WGHS school administrators and building personnel assigned to coordinating tasks for emergencies.

District Crisis Response Team—Superintendent, Community Relations Director, Assistants to the Superintendent, and other administrators as needed.

District Crisis Counseling Team—District counseling and school social work staff members who provide crisis recovery.

Incident Commander—Person in charge--usually the principal or person identified in the chain of command, if principal is unavailable.

Command Post—the place from which the Incident Commander (I.C.) constantly manages the emergency. The I.C. remains at the command post unless delegating someone to take over. The I.C. constantly assesses the situation and determines resources and strategies to handle the incident.

Evacuation—whenever the emergency is such that students and staff need to leave the building for their own safety. The evacuation plan for fire will be followed unless directed otherwise.

Reunification—getting students reunited with parents in an orderly fashion. A *Parent Request Gate* and a *Student Release Gate* will usually be established.

Lockdown: An intruder may be in the building or other dangerous situation may have occurred nearby. Classroom doors are closed and locked. No student may enter or leave the classroom. Specific information and directions about the emergency will be given over the PA whenever possible.

Lockout: A situation near Webster Groves High School, which could lead to a safety concern for the students and staff. (i.e., nearby incidents such as a robbery, burglary, domestic disturbance, etc...) All exterior doors are locked, students are not allowed to leave, checked before they enter the building, and there is still movement within the building.

Active Shooter- Any individual that is observed or reported to have a weapon displayed or actively shooting on campus.

WEBSTER GROVES HIGH SCHOOL

SCHOOL CRISIS RESPONSE TEAM

The School Crisis Response Team is an essential element of a good crisis plan in terms of preparation and response. Each emergency will have some factors that cannot be anticipated. The Crisis Response Team allows for flexibility of any plan to adapt to the situation at hand.

Incident Commander: <i>Matt Irvin</i>	Alternate: <i>John E Thomas</i>
Communications Manager: <i>John E Thomas</i>	Alternate: <i>Madeline Raimondo</i>
Crisis Counseling Manager: <i>Karen Verstraete</i>	Alternate: <i>Cassie Aschinger</i>
Reunification Manager: <i>Jerry Collins</i>	Alternate: <i>Shiree Yeggins</i>
Traffic Manager: Dwight Kirksey	Alternate: <i>Madeline Raimondo</i>
Police Resource Officer: <i>Officer Bob Graeff</i>	
Alternative Education / Pre School: <i>Shiree Yeggins</i>	Alternate: <i>Munir Prince</i>
Building Liaison: <i>Donnie Arnold</i>	
School Nurse: <i>Rachel Huertas</i>	Alternate: <i>Natalie Mertens</i>

Assistant Principals will assist as requested (may have a duty listed above). The following Chain of Command should be followed in any circumstance when the principal is out of the building.

Chain of Command:

1. **Matt Irvin**, Principal
2. **John E. Thomas**, Assistant Principal
3. **Shiree Yeggins**, Assistant Principal
4. **Madeline Raimondo**, Assistant Principal
5. **Dwight Kirksey**, Assistant Principal
6. **Jerry Collins**, Athletic/Activities Director

7. **Munir Prince**, Athletic/Activities Assistant Director**Team Roles/Responsibilities****Webster Groves High School****Crisis Plan**

Crisis Response Team

Incident Commander – Matt Irvin**Planning:**

- Reviews the annual crisis plan checklist and insures all is completed
- Meets at least semi-annually with members of the Crisis Response Team to review plans. Specifically reviews the annual Crisis Response Checklist.

Crisis:

- Dispatches appropriate personnel to the incident. Establishes Command Post and remains there.
- Activates Crisis Response Team.
- Communicates with the Director of Student Services & Chief Communications Officer.
- Establishes Command Post and works with Crisis Response Team to address Crisis.
- Works with a Crisis Counseling Manager as needed.
- Works with the Traffic Manager as needed.
- Contact parent(s) or family member of the involved person to obtain accurate information regarding the crisis. Works with Crisis Counseling Manager as needed to:
 - Obtain information about the situation and determine which facts can be shared;
 - If a death of a student or staff member is involved, talk with the family to ascertain their wishes in dealing with the death and respect their wishes.
 - For those students who are siblings or close friends to the victims, assign someone to inform them personally.
- Schedules and facilitates Crisis Response Team meetings.
- Assigns team member locations and duties.
- Assigns staff to crisis rooms as needed.
- Discusses and makes decisions with the Crisis Response Team on how best to communicate with the building staff, students, and parents.

Webster Groves High School
Crisis Response Team
Crisis Counseling Manager – Karen Verstraete

Planning:

- Works with the crisis counselor and school social worker to maintain a list of school and community resources for Psychological/Stress/Trauma assistance and contacts these agencies as needed.
- Assists the district counseling department in the development of a crisis response and debriefing plan.
- Meets at least semi-annually with alternate and reviewed plan and job description.

Crisis:

- Coordinates the provision of Psychological First Aid to affected students and staff.
- Works cooperatively with the Director of Student Services to coordinate a team of additional trained “crisis” counselors. Aid is rendered immediately and until such time as the severity of the response is under control. Then, students and their families (and staff, if needed) are channeled to other support personnel.
- Follows the Webster Groves School District Counseling “**Critical Incident Stress Debriefing**” Plan.
- Provides for the assistance to the principal as needed in the notification of family members or in responding to parent and community concerns regarding the incident and the psychological welfare of students and staff.
- Identifies any **siblings** at Webster Groves High School or in this school district of students involved in the incident. Assign a counselor immediately to these students. Identifies **students who witnessed the incident** and **close friends** of victims or those involved in the incident.

Webster Groves High School
Crisis Response Team
Webster Groves High School
Crisis Response Team

Communications Manager—John E Thomas

Planning:

- Develops various methods of communicating with staff during a crisis. (PA, computers, messengers, faculty telephone chain, various code phrases) In-services staff on communication and codes.
- Provides information to office staff regarding Bomb Threats on the phone and works to have Caller ID on high school phones. Ensures that Answering Machines state “calls may be monitored.”
- Communicates with the District Community Relations Director and Incident Commander to plan possible communication procedures during various crises.
- Meets at least semi-annually with members of the Crisis Response Team to review plans.
- Meets at least semi-annually with an alternate to review plan and job description.

Crisis:

- Stays near Incident Commander to facilitate communication and allow incident commanders to talk to necessary personnel in order to make decisions regarding the incident.
- Assists the Incident Commander in establishing a command post.
- Information officer for Crisis Response Team, staff, students and parents.
- Works with the Traffic Manager on names and locations of students involved, and makes sure parents are informed.
- Works with the Webster Groves School District Public Relations Director to:
 - Prepare an official notice to be sent home with each student or in the mail;
 - Distribute notices to each classroom prior to dismissal;
 - Prepare memos regarding crisis to be sent to staff;
 - Assist the Public Relations Director and the Team Leader with media briefings if necessary;
 - Help identify all persons involved in crisis situation, including verification of peripheral involvement;
 - and
 - Assist and act on behalf of the incident commander in communication.

Team Leader and the Webster Groves School District Community Relations Director must approve all written communication and all media information to be released prior to dissemination.

Webster Groves High School
Crisis Response Team
Traffic Manager – Dwight Kirksey

Planning:

- Works with a police liaison officer to maintain an accurate map of the high school building to provide to police and emergency personnel.
- Communicates with local community businesses, schools or churches and establishes a contact in case community buildings may need to be used for evacuation purposes.
- Maintains necessary phone numbers to communicate with transportation.
- Maintains necessary phone numbers and class schedules of all students in the building to be taken by appropriate designated personnel in case of evacuation.
- Meets at least semi-annually with the Crisis Response Team to review plans.
- Meets at least semi-annually with alternates to discuss plans and duties.

Crisis:

- Secures entrances/exits with assigned personnel. This person must be familiar with the building evacuation plan.

- Monitors traffic flow throughout the building or place of assembly, in case of evacuation.

-Student traffic:

- Assigns students to appropriate academic departments
- Assigns hall monitors.
- Works with Crisis Counseling Manager to monitor the number of students attending crisis room sessions.
- Alerts Incident Commander as needs for crisis rooms increase or decrease.
- Alerts Incident Commander as numbers of available staff increase or decrease.
- Assigns and coordinates escorts for students.
- Works with the Reunification Manager to determine names and locations of students involved as victims in case parents come to request students.
- Contacts Food Service

-Adult traffic:

- Works with the Reunification Manager to assign necessary personnel to regulate traffic control to parents' waiting area, media holding area, etc.
- Assigns and coordinates escorts for parents and outside adults.
- Contacts local schools, churches for shelter for students in case of evacuation.

-If students are transported to a local hospital:

- Work with the Reunification Manager and Communication Manager to list _____ students involved and hospitals to which they are sent.
- Assign building administrators to hospitals.
- Inform proper transportation units (Webster, SSD, or VTS) of all the above.

The Traffic Manager should work in tandem with the Police Liaison Officer and local police.

Webster Groves High School
Crisis Response Team

Reunification Manager/Parent Facilitator – Jerry Collins

Planning:

- Maintains lists of all students and phone numbers and class schedules to have quick access in case the building is evacuated. In addition, I have access to Laptop with SIS. **Run a hard copy of all students' name address phone and schedule for each unit office for the first day of each semester and updates at the first 6 weeks of each semester.**
- Works with Traffic Manager to establish contacts for possible places of shelter for students in case of evacuation of buildings.
- Develops a list of staff that normally has access to a cell phone.
- Establishes various possible locations of a Reunification Center at Webster Groves High School or at Webster University to provide opportunity for students to contact parents and to sign-out with parents. Works with the Traffic Manager on these tasks.
- Establish procedures to be used for parents to request students and for students to check out with parents or guardians in an emergency. Prepare any **forms** and posters that might be helpful to facilitate this situation. Maintain a laptop computer with SIS information. Informs Unit 102 to keep each day's field trip list available in case of evacuation. Identifies personnel to staff **Parent Request Gate** and **Student Release Gate**.
- Maintains emergency packet with the above materials
- Meet at least semi-annually with the Crisis Response Team to review plans and meet with alternates at least semi-annually to review plans and job descriptions.

Crisis:

- Staff waiting area for parents and outside adults.
- Supply the waiting room with tissues, snacks, and coffee.
- Coordinates all incoming offers of help and assistance to provide food, coffee, supplies and to “just be there” etc.
- If a media room is needed, assures access to phones, computers, and refreshments.
- Coordinates activities with the District Public Affairs Department.
- Establishes **Parent Request Gate** (should be separate from Student Release Gate)
- Establishes **Student Release Gate**
 - Assigns staff escorts for students to facilitate reunification or parent contact.

Webster Groves High School
Crisis Response Team
Police Resource Officer – Officer Bob Graeff

Planning:

- Coordinates an annual meeting with area emergency agency directors (Police Chief, Fire Chief, and other agencies as needed) and with the Crisis Response Team to review and update Crisis Plan.
- Works with Traffic Manager to insure that local police and fire departments have updated copies of maps of the Webster Groves High School buildings and any other necessary information about the building to help in a response.
- Works as a member of the SAVE Team to identify students at significant risk for violence, and works with the team to assist students and provide for the safety of all students.
- Provide information concerning safety and security matters to the administrative team and ensure that there is communication among police and fire departments and high school administration.
- Keep updated on federal, state and county ordinances as they apply to the high school.
- Take lead in planning efforts regarding an Active Shooter in the building.
- Serve as a resource in instructional units to students and staff regarding safety, reporting concerns, and drug prevention.
- Keeps current on police and community methods to prevent and respond to various crises and shares this with the Crisis Response Team.
- Meets at least semi-annually with the Crisis Response Team
- Works with the designated school administrator to update the Crisis Plan

Crisis:

- Responds to an emergency incident as appropriate as a police officer.
- Calls for police back up, or directs a call to be made for back up, as appropriate for the incident.
- Acts as a liaison between school incident commander and police and other emergency agencies.
- Facilitates communication between emergency response departments and administration.
- Cooperates with the Incident Commander.

Webster Groves High School
Crisis Response Team
School Nurse – Rachel Huertas & Natalie Mertens

Planning:

- Requests necessary supplies for first aid in various locations in the building.
- Maintains and replaces batteries for the defibrillator AED
- Maintains a list of faculty trained in CPR and/or First Aid.
- Recruits staff members to be trained in CPR and First Aid.
- Consults with the principal regarding necessary preparation for emergencies from a medical perspective
- Meets at least semi-annually with the Crisis Response Team.
- Ensures that batteries are replaced in the defibrillators

Crisis:

- Responds as first medical personnel to the scene.
- Asks for back up from community emergency services as appropriate.
- Acts as liaison with community emergency medical personnel.
- Communicates with the Incident Commander regarding emergency medical situations of students and may assist in informing parents of victims.

Webster Groves High School

Crisis Response Team

Building (Physical Plant) Liaison – Donnie Arnold & Glen Wiggins**Planning:**

- Reports all matters of concern regarding the safety of the physical plant to the principal.
- Inspects and reports any concerns regarding main shut-off valves for utilities quarterly.
- Maintain fire extinguishers and any other emergency equipment.
- Trains all administrative staff in the procedures for shutting off utilities by September 1 of each year.

Crisis:

- Reports to the command center for instructions if an emergency is being investigated.
- Confirms if utilities need to be shut-off. If so, directs this procedure and then reports to the command center any other concerns and assists as requested.
- Assists in securing buildings or searching buildings as directed by Incident Commander or designee or as directed by police.
- Use fire extinguishers as necessary.

**EVACUATION PROCEDURES AND ROUTES
WEBSTER GROVES HIGH SCHOOL**

SPECIFIC INSTRUCTIONS

1. **140 CAFETERIA/Kitchen** – Leave the building by the nearest exit and move away from the building.

142 PV COMMONS - Leave the building by the north exit or emergency east exit into the courtyard and up the stairs to Plymouth Field.

OFFICES/CONFERENCE ROOM (off cafeteria) - go right into hall/lobby around toward concession stand and up the stairs and out Robert's Gym exit and left on Bradford toward Big Bend.

2. **GYMNASIUMS**

141, 143 GIRLS LOCKER ROOM – Leave by the east exit, turn right in the hall to the exit. . Cross the small lot area and go up to Bradford sidewalk and turn left and walk up toward the student lot to Plymouth field.

145, 147 BOYS LOCKER ROOM - Go out south exit, go left in hall to Little Theatre Exit, go left on Bradford toward student lot to Plymouth field.

240 ROBERTS GYM – If on the gym floor, go out main exits to Bradford to Plymouth Field.

245 NORTH EAST TEAM DRESSING ROOM in Roberts Gym - out the east door, down the steps to the alley and then left in alley to Bradford toward parking lot to Plymouth field.

241, 243 NORTHWEST TEAM DRESSING ROOM AND TRAINING ROOM in Robert's Gym - out door and onto the gym floor, out main exit or northeast exit. Turn left on Bradford toward the student lot to Plymouth Field.

244 SECONDARY GYM – go out the southwest exit, down the outside steps to the small lot around to Bradford. Go left on Bradford toward Big Bend OR go out the east exit, turn right to the main gym exit, down steps to Bradford, go left on Bradford.

144 FITNESS CENTER – go out west exits, turn left to exit building to small lot, go to Bradford, left on Bradford to student parking lot to Plymouth field.

146 MULTIPURPOSE ROOM - go out west exits, turn left to exit building to small lot, go to Bradford, left on Bradford to student parking lot to Plymouth field.

3. **COURTYARD**

163-165 - Go out nearest exit through the courtyard, to the steps, to Plymouth Field.

4. **LOWER LEVEL**

013-024 – Go upstairs near 024, right to main entry, right on Selma, right in alley to parking lot by softball fields.

003-005-007 – Go up stairs by 005 to the alley to step to the softball parking lot.

11. – Go up front exit stairs, right to alley, to northeast steps to parking lot by fields.

5.LIBRARY/COPY MEDIA CENTER/VIEWING ROOM/COMPUTER LAB Go out the library outside door (Selma exit). Cross Selma and walk towards Bradford.

PD ROOM - Go out South door to junior entrance. Cross Selma and walk toward Bradford.

118 - go out Selma exit, turn left and move across Selma avenue. If at capacity, south or north exit may be used to continue south or north in hall to go out junior and main entrance, left on Selma to cross Bradford.

120 - go out Selma exit, turn left and move across Selma avenue. If at capacity, south or north exit may be used to continue south or north in hall to go out junior and main entrance, left on Selma to cross Bradford.

114-116 - go out to the hall, turn left and go out to the courtyard, make a right at the alley and go to Bradford and left toward Big Bend.

122- go south exit to junior entrance and left on Selma across Bradford.

6. FIRST FLOOR CLASSROOMS

104 – Turn right in the hall and go down Main Entry steps, go to Selma, turn north on public walk to Lockwood and turn right.

106 – Go out main entry, turn north on public walk toward Lockwood and turn right.

***AUDITORIUM** - front of main floor go out exit right of stage to left in hall to courtyard to steps to Plymouth field. Back of the main floor, go out rear exit out main entrance to right on Selma toward Lockwood.

108 - Go out main entry, turn south on a public walk.

124 Office and Clinic- Go out southeast (Junior Entrance) turn left on public walk across Bradford.

128 – Go out south entry, turn left on public walk, move across Bradford, turn east on public walk to Big Bend.

***130 (Early Childhood) -131 (Little Theatre)** – Go out Little Theater exit, turn left on public walk to Big Bend.

TLC - go out to hall, right to courtyard, up the steps to Plymouth Field.

152-154-155-156-157-158-159 – Go out courtyard door, across drive up the central steps to the field.

179, 181-182-183- 184, Practice Rooms – Go east in halls toward northeast steps across alley to north steps to parking lot to field.

185, 187 – Go east in hall to east central steps to courtyard to steps to field.

190, 192, 194, 196, 198 - Go west in the hall toward northwest steps right to alley then right in alley to north steps to parking lot to field.

7. SECOND FLOOR CLASSROOMS

200, 291, 293 – Go down north central steps across from 200 to 1st floor, out Main Entry, go to the public walk, turn right to Lockwood and turn right again.

BALCONY OF AUDITORIUM - (north side) go out rear exit down northwest steps near 290, out north front entrance to Selma right toward Lockwood. **(south side)** - go south rear exit to down steps across from 208 to main entrance to right on Selma toward Lockwood.

208-210- Go down steps opposite 210 out main entry, turn north and move to Lockwood.

213- go north to right in hall toward Northeast steps to courtyard to steps to Plymouth Field.

214-215-216-217-219 – Go south in hall, turn left at hall intersection towards Roberts Gym. Turn right to head down the Hall of Fame hallway and exit the doors of Roberts Gym.

218 – Go right then south in hall to center stairs, down steps to 1st floor, go out the south entry, cross Selma and turn south on public walk to Swon Avenue. Stay on the walk.

220-222-224-225-226 – Go south in the hall to center stairs, down steps to 1st floor, go out the south entry, cross Selma and turn south on a public walk to Swon Avenue. Stay on the walk.

228 – Go down south stairs to 1st floor, turn left and go out Little Theater exit, turn left on Bradford to Big Bend.

231 – Go down outside fire escape, proceed east on Bradford to Big Bend.

248 (A,B,C,D,E) - go to the north central stairwell by 248E, down to 1st floor to the courtyard, then to center steps to the field.

294- 296-297-298 – go to the north central stairwell by 248E, down to 1st floor to the courtyard, then to center steps to the field.

251-252-253-254-255-256-257-258-259-260– Head south down hallway towards Roberts Gym, follow Hall of Fame hallway to exit Roberts Gym entrance.

272-274-275-276-278-280- 282 – Go to northeast stairs by 278 down stairs to left in alley to north steps to softball parking lot.

284-286-288-290- Go west in the hall to northwest steps, down steps to Selma, right toward Lockwood.

8. THIRD FLOOR CLASSROOMS

308-310-312-388-389-390 – Go down stairs opposite 388 to 1st floor, go out main entry, turn right on public walk and move to Lockwood. Stay on the inside of the walk.

314-316-317-318 – Go down stairs opposite room 314 to 1st floor, go out main entry, turn right on public walk and move to Lockwood. Stay on the outside of the walk.

319-320-321-322 – Go south in hall, turn left at hall intersection, go to southwest stairwell, go down to 1st floor and out into the courtyard, across the drive and up the steps to the field, moving well along.

324 – Go east in the hall to the southwest stairs, go down to the courtyard, across the courtyard to the field.

330-331-332 – Go south in the hall past 331 to the stairs to the 1st floor. Go out the southwest (Junior) entrance to public walk, turn left, across Bradford and move up toward Big Bend.

334 (A,B,C,D,E) – Go down south steps to the 1st floor, out Little Theater exit to public walk. Turn left on Bradford and move up toward Big Bend.

350-351-352-370-372 – *Go to the central stairwell across from 356, down to the first floor to courtyard, then to the steps to the field.*

356-357-358-359-360-361-362-363-364-365 – Go down the southeast stairs opposite room 364 to 1st floor, exit the building to the east drive. Turn right on the drive and up the steps to the student parking lot.

392-394- *Go to north central stairwell across from 372 to 1st floor to courtyard to central steps to field.*

374-375-376--395- *Go toward northeast stairway down to the alley, turn left and go up steps to the field.*

378-380-381- *Go west in hall down to Northwest stairs in front of building to Selma Avenue. Go north on Selma toward alley, right in alley, to steps to the lot to field.*

382-384-385-386-387 – *Go west in the hall down to northwest steps in front of the new building to Selma Avenue. Go north on Selma toward Lockwood. Keep moving toward Lockwood or on Lockwood until all students are out of the building.*

TORNADO – WINDSTORM PROCEDURES, ROUTES, AND LOCATIONS

Tornadoes are freakish and they wreak havoc with all types of buildings in various ways; however, a person usually has greater protection in a reinforced building such as Webster Groves High School or in the southwest corner of the basement of a home, than he has out of doors. For this reason, if a storm seems imminent at 2:30 p.m. or shortly after, we will not dismiss students. We will ask them to stay in the assigned centers until a clearance report is given.

The structure of our building is such that the greatest reinforcement is along the halls and stairways; therefore, we probably would be safer in the first or second floor halls.

If at any time a storm seems likely, the following is the procedure:

1. A warning will be announced via the P.A. system. Should you note signs of a storm, especially out of the southwest, notify the office. Science teachers should keep a check on the barometer and report unusual activity to the office. Should we experience electrical power failure, administrators will pass through the halls and give directions. A runner will be dispatched to warn any classes outside.
2. Calmly direct your people to move hurriedly and quietly to the centers listed on the following pages. **YOU ARE TO LEAD THE GROUP!**
3. In the assigned area, stay away from the glass of hall doors, windows and glass areas in the stairwells.
4. Sit on the floor.
5. The electricity usually goes off in a heavy windstorm, so the building will be quite dark.
6. The assigned centers will be crowded; urge students to be calm and to be alert to emergency directions.
7. If you are caught in a classroom, stretch out flat on the floor; cover head and shoulders.
8. Remember a TORNADO WATCH means tornadoes are possible. A TORNADO WARNING means a tornado has been sighted or indicated by radar.
9. If your class is outside and you are unable to reach a protected area, lie flat in a ditch, ravine or culvert with your hands shielding your head.
10. Teachers and other staff members working where natural gas outlets are in use will turn these off.
11. All electrical switches are to be turned off.
12. Teachers will carry their class list during drills in order to account for all students. Missing students are to be reported to the main office by a student runner.

SPECIFIC INSTRUCTIONS

003-005-007-009-011-013-013a-024 – Stay in room away from glass and windows.

104-106 – Move into the hall along Units 104-106.

108 – Move into the hall.

Auditorium – move out of auditorium by nearest exit into the halls away from doors and windows

- Library/Copy Media Center** – Move to the far, east side of the Library into the conference viewing room. Overflow moved to the junior hall outside the library.
- Library PD Room and Library Computer Lab** - Move to junior hall outside library.
- Viewing Room** – Stay in viewing room
- 114-116-118** – Move to an interior wall or into the classroom and office area in 118 (away from glass).
- 121 Girl Locker Room** – move into the hall.
- 125 Boys Locker Room** – move into the hall.
- 120-122-124** – Move to the adjoining hall away from doors and glass.
- 128-130** – Move north in the hall along room 124. Liaison Officer’s office may also be used.
- 131 (Little Theater)** – Move into the hall along room 130 and away from windows and glass.
- 152-154** – Move into hall near room 108.
- 155-157-159** – Move into the hall along the west wall.
- 156-158** – Remain in rooms.
- 163-165 (Courtyard)** – go to the cafeteria away from the windows.
- 170 (Cafeteria)** – Remain in the cafeteria away from glass.
- 172** – Move into the hall or cafeteria away from glass.
- 174 Fitness Room – 176 Multipurpose Room** – stay in the room away from glass
- 178-180-182** – stay in the room away from glass
- 179-181-182-184-185-187- Practice Rooms** – Remain in room.
- 183** – Move into halls along the south side of 181-187.
- 190-192-194-196-198** – move into the hall between 190-187 away from the stairwell and glass. Use 181, 185 and practice rooms as needed.
- 200** – Move into the hall by 202.
- 202 -204** – Go down easy steps across from 204 to 1st floor hall along 104.
- 208-210** – Go down steps across from room 210 to 1st floor hall, left into east-west hall.
- 213** – go down northeast steps, left to hall by supply room.
- 214-216** – Move into the hall.
- 215-217** – Move down northeast steps beyond room 213 to hall along Library.
- 218** – Remain in a room away from glass.
- 219-220-222** – Move to the center steps down to the first floor to the hallway by Fitness Center.
- 224-225-226-228** - Move to the center steps down to the first floor to hallway by Fitness Center.
- 231** – Assemble on the stairs and first floor hall. Also use the hall along 125 (Boys Locker Room).
- 248A,B,C** – Move into the hall.
- 248D,E** – Remain in the room and move to an interior wall away from glass.
- 251-260** – Exit your rooms, close the doors and stay in the Math hallway. .
- 240 (Roberts Gym)** – Move down to the cafeteria.
- 244 (Secondary Gym)** – Move downstairs to the hall near the weight room and multipurpose room.
- 272-274-276-278-280** – Move to hall between 293-297 away from stairs and glass. Move into interior classrooms 293, 294, 296 if needed.
- 275-291-293-294-296-297-298** – Remain in a room away from glass.
- 282-284-286-288-290** – Move into the hall between 272-275 away from the stairwell and glass. Move into 275 or 297 if space is needed.
- 308-310** – Move down steps across from room 306 to 2nd floor hall opposite rooms 202-208.
- 312-314-316-317-318** – move down steps opposite room 314 to first floor hall along main office (108)
- 319-320** – go north in hall, turn right to northeast steps beyond room 317, go to 1st floor hall in front of room 111 near south stage door.
- 321-324** – go left to center steps, to the first floor, to the far end of the cafeteria away from the glass.
- 322** – go south to the center steps to the first floor, to the far end of the cafeteria away from the glass.
- 330-331-332** – go south in hall, turn left to center steps, go to first floor, turn right into hall near Girls Locker Room
- 334 (A,B,C,D,E)** – go down stairs to 2nd floor and remain in the hall along rooms 224-226.

350-356 – Move down northeast steps to 2nd floor into rooms 248 on the west side without windows and move along the interior wall.

357-358-359-360-361-362-364 – Move down the southeast steps to the 1st floor hall and into the cafeteria. Stay away from glass and windows.

370-372-374-392-394 – Go to steps by 374 and go to the 2nd floor between 248A and 248C.

375-376-378-380-381-395 – Go down steps by 378 to the basement area before hall turns to the left. If necessary, move into Industrial Tech classrooms.

382-384-385-386-387-388-389-390 – Go down steps by 308-388 to basement hall by Industrial Tech. Move into the Industrial Tech classroom if needed.

DRILL SCHEDULE

FIRST SEMESTER 2021-2022 SCHOOL YEAR

- Lockdown/Intruder Drill: Tuesday, 8/24, 8:30 am
- Fire Drill: Wednesday, 8/25, 9:27 am Go where your posting tells you, we will not assemble by departments on the field. Alarm will sound
- Tornado/Severe Weather Drill: Thursday, 8/26, 1:05pm
- Earthquake/Evacuation Drill: Thursday, 8/26, 1:15pm Assemble by departments on the field. All students and staff report to Plymouth field by departments
- Active Shooter Drill: Monday, 8/23, 8:30 am (included in announcements covered in BTS all school video / screencast)
- Fire Drill: TBD with Fire Department first week of October

TO:

Crisis Response Team – to assist teachers and students in an emergency

Karen Verstraete	Munir Prince	Alex King	Matt Irvin
Simone Cunningham	Madeline Raimondo	Jerry Collins	SSD TBD
Ken Wunningham	Bob Graefff	Rachel Huertas	Dwight Kirksey
Camille Denton	Julie Simonson	TBD	Anne Marie Guntli
Gayna Winkelmann	Jennedy Lombard	Cassie Aschinger	Jenny Willenborg
Anne Gibbs	Shiree Yeggins	Sean Wright	John E Thomas

cc Perm Subs and Office Secretaries

FROM: John E Thomas

RE: **Fire/Earthquake** Drill Responsibilities and **Tornado/Severe Storm** Responsibilities

DATE of First Drill: see below

We plan to have a Lockdown/out on Tuesday, 8/24, at 8:30am, a fire drill on Wednesday August 25, at 9:27 am, a tornado drill on Thursday, 8/26 at 1:05 am and an Earthquake and Evacuation Drill, at 1:15 pm. If the weather is bad, we will reschedule, most likely at the same time the next day. We will be gathering on the field by departments for the earthquake drill. Additional drills will be scheduled throughout the year. There will be a PA announcement before each drill listed above. Please go to your assigned areas (in actual emergency, if you can do so with reasonable safety) when the PA announcement begins. If there is an unannounced drill or actual emergency, get to your areas as quickly as possible. During PA announcements, please monitor to ensure that students and staff are practicing what is being instructed over the PA and let me know afterwards if you had concerns. Make sure that everyone has evacuated your assigned area. Report this to me on the walkie if you are carrying a walkie (see instruction later in the document). Then report to the **command center which will normally be located at the top of the steps by the courtyard side of Plymouth Field.** At that time, if we are assembling on the field, we should make sure that the departments are in the areas assigned on the field. Check the principal's handbook for the map. Please take notes on any problems observed and report them to me after the drill. Be watchful if any steps or hallways seem to be significantly congested and report this to me after the drill.

Active Shooter– all staff should take necessary precautions and actions during an active shooter.

Lockdown: During a lockdown, only administrators and perm subs should be in the hallways and communicating by walkie unless directed differently by the incident commander. All students in the hallways should be directed to the area designated during the PA announcement and resource officers should report there or call for assistance from the WGPD.

Communication: Everyone on this team should have a card with administrator cell phone numbers to call for assistance in your area. Contact John E Thomas or Leigh McKittrick if you do not have one from last year. This number should only be used in a crisis. This number is in case you do not have a walkie. Read directions below, under your name, to see if you are supposed to pick up a walkie from a secretary. Keep walkie conversations to the necessary minimum. Let me know if your cell phone number has changed from last year.

Perm Subs will be used to assist individual students who are not ambulatory. Administrators should be aware if any students in their offices are non-ambulatory and then assign a perm sub to go to their classroom in an emergency or drill to assist. Training for administrators, counselors and perm subs should be scheduled at the beginning of each year through SSD Coordinator with a PT teacher to train staff on assisting these students down the stairs. If you are aware of any non-ambulatory students, please let their assistant principal know so he or she can develop a plan.

Matt Irvin (Alt. John E. Thomas) -----**Command Center**

EVACUATION: Matt Irvin, (or John E Thomas if Matt Irvin is out of the building) during a drill, will time the exit at the Senior Entrance. During an actual emergency, Matt Irvin will establish a command post if necessary. **John E Thomas** should report directly to Matt Irvin or Incident Commander with a second walkie from his secretary to facilitate communication on stations 1 and 2.

TORNADO: Same as above except no evacuation of building and that after 3rd floor is evacuated as practiced, command center will coordinate having staff bring students off the second floor as space permits in basement and first floor areas.

Kirksey/ Gibbs/ Aschinger ----- **3rd Floor**

EVACUATION: E. Thomas will be the alternate incident commander if Matt Irvin is not in the building. **Leigh McKittrick** should grab Dwight Kirksey's laptop. Each secretary should grab his or her respective administrator's laptop. **Aschinger** should take two-way radio from **Leigh McKittrick** (who should leave the door unlocked) in 308 and then move toward the southeast side of the 3rd floor, checking that rooms are clear in the foreign language hallway and then moving toward room 330 meeting up Gibbs. **Gibbs** will start by room 310 and move toward 319 as she checks that rooms are cleared. Gibbs and Aschinger should meet to be sure all rooms in the south end of the 3rd floor are cleared. They should then meet with **Kirksey** in the foreign language department who are assigned to check the north (new) end of the 3rd floor. They should not leave the 3rd floor until it has been confirmed that all rooms have been checked and cleared. They should assist teachers who may have non-ambulatory students and call for assistance if necessary. When completed, , Gibbs, Aschinger, and Kirksey should meet to determine which stairwells each will check so that all stairwells are checked; make a call on the walkie that the floor is cleared, and exit by different stairwells being sure that exterior doors are closed, and then report to the command center.

TORNADO: Take the same areas as indicated above but do not evacuate the building only the 3rd floor. Check tornado routes for classrooms in crisis plan. Make sure that the 3rd floor is evacuated and that any teachers who need help with a student are assisted. After the 3rd floor is cleared, move to the second floor and assist with supervision of students and assist the command center with the coordination of moving students on the 2nd floor down to the basement or first floor areas as room becomes available. Then move with students to the 1st floor or basement areas. Those with walkies will need to especially be alert to instructions from the command center to move students.

Kaiser/Collins/Raimondo /SSD TBD/Guntli/ -----**Second Floor**

EVACUATION: SSD TBD/Guntli/ and King should go down English hallway and move toward the FACS area, through the FACS to Drama rooms. **SSD TBD** should check back the stairs on the way down to the second floor. They should then return by way of the Gym to confirm with **Collins** that all rooms have been evacuated. They should not leave the floor until they have confirmed with each other that all areas have been covered. **Collins** should have **Kim Edwards** bring his laptop and then should be checking the gym area and should have his walkie with him as he assists in clearing the 2nd floor. After confirming with each other that drama and southwest rooms have been cleared, **Collins /Guntli/ and King** should move toward the business classrooms to confirm that all rooms have been evacuated and that no student or teacher needs assistance. They should then connect with **Madeline Raimondo** in the math and business hall to be sure they have checked the north end of the hallway area. **Raimondo** should grab an extra walkie from **Camille**. Raimondo should have **Camille** grab her laptop. **Raimondo** should check the north (new) end of the 2nd floor from west to east end making sure to check interior rooms. After completing this all should meet to confirm that all rooms have been checked. John E is also checking the Drama area, so use the walkie to communicate. Confirm that all rooms have been checked. When finished, check to see if Aschinger, SSD TBD, or Gibbs needs assistance with students on the third floor. If not, all stairways should be checked and then each should exit by a different stairwell making sure that outer doors are closed on their way out. All should report to the Command Center. **Jerry Collins** should bring a laptop or designate Kim Edwards to bring this and then set up a reunification **center** if necessary. **John E Thomas** should report to Matt Irvin with extra walkie to assist with communications. Administrators will be communicating on station 1 and everyone else on station 2.

TORNADO: Take the same areas as listed above but do not evacuate the building. Check tornado routes for classrooms. Assist with supervision and check to confirm students have evacuated outer classrooms and are away from glass and windows. No students

should be in gyms as the roof is right above the ceiling. After the 3rd floor is evacuated as practiced, Gibbs, Aschinger, Kirksey will go to the 2nd floor and assist in the coordination of bringing students on the second floor to the basement areas as space becomes available. Those with walkies should be especially alert for instructions from the command center in moving students to the 1st floor or basement areas. Raimondo should report to the command center with additional walkie as soon as students have cleared outer classrooms.

E Thomas/ Huertas / Graeff ---***First Floor South Side of Building, library***

EVACUATION: **E Thomas** should start by checking the Little Theatre, Drama and Early Childhood area and then move toward clinic, locker rooms and fitness center rooms. Huertas should move through the library making sure that it is evacuated and meet up with John E by the locker rooms assuring that he has checked the little theatre area, drama and early childhood area. Assure that classes using exits move to the appropriate locations. John E should make sure that the library has been checked by **Huertas** or Willenborg, otherwise he should check it. **Graeff** should check the cafeteria area, bathrooms and Commons and then move toward the fitness rooms and locker rooms. All should communicate near the fitness rooms to be sure that all areas have been checked and any students or teachers have been assisted as necessary. John E should exit by way of the new south exit near the small courtyard (south of the new gym area) west of Roberts Gym and be sure all doors facing the small courtyard are closed and then assist with students at the Selma parking lot entering the field. E Thomas should have **Julie Simonson** bring a laptop in real emergency. All should report to the Command Center after the building is evacuated and students are away from the building.

TORNADO: Take the same areas as above but do not evacuate the building. Check tornado evacuation directions in the Crisis Plan. Be sure that students have evacuated exterior wall classrooms and are away from glass and windows. No students should be in the locker rooms as the roof is above the ceiling. Students may assemble in the multipurpose room, weight room. Students may assemble in the back of the cafeteria away from doors and glass. Commons doors should be closed to help prevent flying glass and no students should be in the Commons. Those with walkies should assist the Command Center in the coordination of bringing students off the second floor as room becomes available.

Cunningham/Prince -----***North First Floor,***

EVACUATION: **Cunningham** should take a walkie from the guidance office secretary. **Cunningham and Prince** should check all rooms in the north (new) end of 1st floor. Prince should then go to the northeast stairs to confirm with Yeggins (who is checking the basement) that all rooms on the north end of the first floor have been checked. **Cunningham** should exit at west north exit on Selma and go to alley to be sure students are moving safely, and Prince should exit at east north exit and check to be sure that outer doors are closed and that students are safely moving up north stairs to the softball parking lot. Both should then report to the command center.

TORNADO: Take the same areas as above. Check tornado routes in the Crisis Plan. Be sure that all students are away from glass and have evacuated outer classrooms. Provide supervision those with walkies should assist the command center in the coordination of bringing students from the second floor to 1st floor if there is time and if room is available.

Verstraete/ Willenborg-----***Northeast first floor, 024, Old Locker Room***

EVACUATION: Check room 024, the old music area, stage area of the auditorium, basement custodial room and the northeast end of the first floor (155-59). **Verstraete** should grab walkie from Winkelmann's desk. Make sure to meet to determine if all rooms have been checked. **Willenborg** should then go to the library to meet up with Thomas or Huertas to be sure that the library has been checked and to see if they need assistance on the southside of the first floor. Vertraete and then Willenborg (after she returns from library) should try to keep students moving toward the courtyard. Be sure all outer doors are closed. Check for bottlenecks by the courtyard door by 155. Check the storage area in the courtyard. Afterward, assist teachers moving students down the alley toward the field. Report to the command center.

TORNADO: Take the same areas as above but do not evacuate the building. Check tornado routes in the Crisis Plan. Be sure that all students are away from glass and have evacuated outer classrooms. Assist with supervision and those with walkies should assist the command center in the coordination of bringing students from the second floor to 1st floor and basement areas if there is time and if room is available.

Winningham/Lombard/Yeggins -----**Industrial Tech area**

EVACUATION: **Yeggins** should check hallway on first floor toward northeast steps to Industrial tech basement by auto shop. **Yeggins** should meet up with **Winningham** and **Lombard** near 009 to be sure that all rooms on the west side of the basement have been checked. Make sure all stairways have been cleared and then each one should exit at a different stairway. On her way up, **Yeggins** should connect with Prince or Cunningham on the first floor by the northeast stairs to be sure that they have completed their check of the north (new) end of the first floor. Make sure outer doors are closed, and then report to the command center.

TORNADO: Take the same areas as above but do not evacuate the building. Check tornado routes in the Crisis Plan. Be sure that all students are away from glass and have evacuated outer classrooms. Assist with supervision and those with walkies should assist the command center in the coordination of bringing students from the second floor to basement areas if there is time and if room is available.

Graeff

Go outside Junior Entrance and observe for possible problems (shooter). After checking for problems outside, assist with south side classrooms, cafeteria areas and the library as necessary with E. Thomas. Assist in directing emergency vehicles.

TORNADO: Take the same areas as above but do not evacuate the building. Check tornado routes in the Crisis Plan. Check directions for the first floor south side above. Be sure that all students are away from glass and have evacuated outer classrooms. Assist the command center in the coordination of bringing students from the second floor to first floor and basement areas if there is time and if room is available.

TBD TBD, Davis

EVACUATION: Assist with alarm during the drill. Train administrators on alarm. If there is an actual emergency, check utilities and turn off as necessary. Communicate with custodial staff regarding turning off utilities if there is a real emergency.

TORNADO: Check utilities if necessary. Report to the command center.

Office Secretaries

EVACUATION: Assistant Principal Secretaries should grab administrator's laptop in real emergency, first aid kit, and walkie if a counselor or administrator is not assigned to take this from you. (See above) Then, evacuate the building and report to the command center to provide assistance as assigned by the incident commander as necessary. Walkies: **McKittrick** to Aschinger, **Denton to Raimondo**, Winkelmann to Verstraete, Peel will keep hers and bring to the command center.

TORNADO: Same as above but do not evacuate the building. Follow tornado routes for your office and then report to the command center to assist as needed.

Huertas

EVACUATION: Assist in clearing the south first floor. Check with John E to be sure that all rooms in the south area have been checked. Review “first floor south side of building” above. Report to the command center. Assist as needed. (Make sure that all first aid kits in unit offices are up to date as well as the AED.)

TORNADO: Same as above but do not evacuate the building. Read tornado directions above for the first floor side of the building and then after checking with John E Thomas report to the command center to assist as needed.

Perm Subs

EVACUATION: **Perm subs will usually be assigned to a specific student who is non-ambulatory for evacuation or severe weather.** If you do not have a specific student, communicate with one another and assist in clearing the 3rd floor first and moving down to lower floors to assist students or staff as needed. Help with communication since you will have a walkie. After the drill or when students are ready to return to the building, return to the building first and communicate with each other to be sure you open all locked doors from inside so students can return.

TORNADO: Same as above but do not evacuate the building. If you are not assigned to a specific student, go to the basement area and use your walkies to assist the command center in bringing additional students to industrial teach basement areas from the second floor as space and time permit.

INTRUDER / LOCKDOWN: You may be asked by walkie to assist in making sure all hallways are cleared and that students in the halls are moving to the designated area (default area is the **auditorium**) for students who were not in their classrooms at the time of the lockdown announcement. Do not escort any student to their classroom after the lockdown has been called.

*Should this be an actual evacuation emergency, after all are assembled on the field, or in the case of a tornado, all students are on the 1st floor and basement areas, the Crisis Team would then take on their specific responsibilities as outlined in the Crisis Manual. **Two-Way Radios:** Madeline Raimondo and Munir Prince should find Matt Irvin or the incident commander, principals will communicate on the two-way radios on station 1 and all others will be on station 2. Madeline Raimondo and/or Munir Prince should be on station 2 and communicate with Matt Irvin or the incident commander. **All radio transmissions should be kept to essential communications only.**

After-School Event

Definition: Emergencies that occur after school during a school-sponsored event. Includes personal injury, illness, accidents, suspected criminal activity and other incidents which pose an immediate threat to personal safety.

Administrator or faculty member in charge has the responsibility for complying with the steps outlined. If additional faculty or staff is available, they may be assigned one or more of the duties.

After-School Event Pre-Planning:

1. Arrange for on-site security and/or Police Officers for after-school spectator events.
2. Arrange for on-site EMS personnel for athletic events that have an increased potential for injuries.
3. Ensure that communications equipment is available and in working order (e.g. public address system, portable two-way radios, cellular phones).
4. Ensure adequate staffing for events.

Steps of Action for After-School Event Emergency:

1. Provide necessary first aid.
2. If a school nurse or other emergency assistance is not immediately available, call 911.
3. Notify Principal and call Superintendent's office or through pager, home or cell phone.
4. Communicate with parents of involved students as soon as possible.
5. Secure immediate area if criminal activity is suspected. Assess the extent of the situation and identify witnesses.
6. Restore calm among students and others in attendance. Identify siblings present.
7. Assist emergency response officials as needed.
8. Contact the Superintendent or community relations Director for handling or media calls.

Lockout Procedure

Definition: A situation near Webster Groves High School, which could lead to a safety concern for the students and staff. (i.e., nearby incidents such as a robbery, burglary, domestic disturbance, etc...)

General Procedures: To secure the school and provide further safety to students and staff without disrupting the educational process. All classes should continue their educational plan during this time.

If a situation arises in the community, which is in close proximity to a Webster Groves High School, the SRO and/or the Police Department will notify the school as soon as possible.

1. A PA announcement will be made regarding the Lockout. Definition and procedures will be reviewed during the PA announcement.
2. No visitors/parents will be allowed into WGHS without approval from an Administrative Staff.
3. All doors will remain locked and monitored by an available staff member.
4. Student(s) will be permitted to enter through the main entrance and will be held in the Knight Auditorium or other designated area until further notice. Student ID cards must be collected and retained during this time.
5. All classroom doors will be locked and all students should remain in the classroom until further notice. No passes should be issued during this time.
6. Administrators should check for teachers that might be having class outside. All students will be brought in by an administrator or designee.
7. Administrator should check with the Pre-School teacher regarding drop off and pick-up during this time.
8. Once the situation has been resolved, an announcement will be made. All students being held in the Knight Auditorium will be released back to class.

Intruder/Lockdown Plan

Definition: Person who does not belong on the school campus or bus that could potentially cause a violent or catastrophic incident.

General Procedures: Strangers in the building not displaying a “visitor” tag should be stopped by staff and directed to the main office where they may sign in and obtain a visitor’s pass.

1. School Resource Officers will be alerted and involved in determining a response.
2. A PA announcement will be made. After the PA announcement, please do not use the PA system unless it is an emergency.
3. All students must remain in the classroom after the announcement. No students should be admitted in a classroom during a lockdown.
4. Students in the hallways during a lockdown will be told where to report when the announcement regarding the lockdown is made.
5. Administrators will communicate by walkie. Administrators will go to channel 3 during the lockdown and communications director will be on two walkies -- channels 2 and 3. The SRO will be on channel 3 for updates regarding the intruder.
6. The Central Office should be informed and assistance may be requested from them.
7. Additional information may be texted to staff.
8. A phone blast regarding the situation should be sent to parents.
9. The principal or designee will give a brief explanation of the reason for the lockdown.
10. Be visible in hallways between classes. If you have students in your classroom, station yourself in your doorway. Make sure students know the expectations for classroom behavior.
11. Staff should wear their ID/Name badge at all times. Be aware of the “visitor policy” by visibly checking to see if visitors have a “visitor” pass displayed. If not, please ask that they do so, or escort them to the office to get a visitor name tag.
12. Make sure your students are well prepared for ALL drills.
13. **NO** hall passes should be given at this time!
14. Take roll promptly at the beginning of each period.

Procedures:

If the intruder is believed to be in the building:

- **In the Building:** Make a P.A. system announcement for “visitors to report to the office.”
- **In the Hall:** Staff will call the office or escort strangers to the office.
- **Intruder in the classroom:** Send a student(s) to the office for help. If possible, take the phone off the hook, dial “security” which will ring in several locations so they can listen in on the conversation with that individual.
- **Dangerous Intruder:** Use P.A. system to announce lockdown and give more information about where to report or the location of the intruder.
- **On a School Bus:** Bus driver should radio for assistance.

Steps of Action:

1. Administration should always be in contact with police during a lockdown or lockout
2. Ask the intruder to leave the campus and notify the principal and police resource officer as soon as possible.
3. If the intruder is hostile or threatening, call 911.
4. If the intruder becomes violent or displays a weapon, signal teachers to initiate lockdown procedures and/or evacuate the building.
5. Call Crisis Response Team.
6. Contact the Central Office.
7. Communicate with parents as soon as possible, if appropriate.
8. Refer all media calls to the Community Relations Office.
9. *Staff not assigned to students at the time of the incident*
Should observe their area and provide assistance to teachers and students in their area or take shelter as necessary and appropriate. Available staff may be directed to report to the main office or another location to assist if this is appropriate.

Lockout and Lockdown preparation (including general daily procedures):

1. Teachers should be instructed that classroom doors should be locked at all times (door remains locked whether opened or closed while class is in session).
2. All the doors around the building should be locked during school hours. Please do not have the door opened or ajar with the lock engaged.
3. The only entrance during the school day should be at the main entrance and the person entering must use a buzzer for admission.
4. A staff member will always be assigned to the main entrance.
5. Custodians should be told to check to be sure all doors are locked five minutes before and after break and lunch. All staff should be told to close and report any doors jarred open or not locked.
6. Students (seniors) coming in from lunch should return through the main entrance. Students and staff should never prop open a door. Students should be reminded that they should never prop open a door or let anyone in during the school day other than at the main entrance. Violators could face disciplinary action.
7. "Stop the Bleed" training is available through the Athletic Trainer.
8. A drill on Lockout and Lockdown procedures and differences should occur at least twice a semester.
 1. Administrators and staff should practice these procedures when they return to school before students arrive.
 2. Students and staff should be aware of the differences of Lockdown, Lockout and Active Shooter procedures.
 3. Students should be taught that during a lockdown they will not be able to enter a classroom and will be directed on the PA to report to a designated area. The default area will be the auditorium.

4. Students should be reminded to promote an inclusive environment and to report any concerns they have regarding another student or report anyone in the building they do not know and does not have a name tag on.
 5. A resource officer or another available officer should report to the designated area.
 6. Teachers should be clear that no one enters or leaves the classroom during a lockdown. Teachers should have their classroom doors closed while their class is in session.
 7. Each teacher's class roll book should be accurate at all times.
 8. Students should know that if there is an active shooter, there will not be a lockdown or lockout called. Instead Educate, Evade, Evacuate, Engage OR run, hide, fight.
2. Teachers should keep doors locked when not in the classroom.
 3. All visitors, including alumni, must be checked via the Raptor System. Visitors need to wear visible name tags at all times. Visitors include both students and adults. All staff is expected to request verification of any visitor on the campus. Whenever possible, approach visitor(s) in two's.
 4. When Lockdown is announced, assume the intruder is armed (but not actively shooting). Location of the subject should be announced as soon as possible.
 5. Staff cell phone numbers should be on record and used to text staff as necessary.
 6. Student cell phone numbers should be part of the enrollment process beginning in 2018 and updates should be gathered periodically so students can be texted
 7. Parent phone numbers should be recorded for phone blasts or texts.
 8. District is looking into Crisis Go or other similar programs to facilitate communication

ACTIVE SHOOTER PROTOCOL

Definition: Any individual that is observed or reported to have a weapon displayed or actively shooting on campus.

Preparation: The following procedures should be explained to students and staff at least once a semester. This can be done through a verbal walk-through with each class so students know what they will do based on the location of the shooter and the location of the classroom. See points for preparation for Lockdown or Lockout.

Procedures:

If you hear or see a shooter or hear the announcement "Active Shooter" it will be followed by more information and the location of the shooter(s). At this time, teachers and students should communicate regarding the best response for the location that they are in at that time. You will have the options of shelter in place (hiding), running or even fighting, if necessary. Teachers and students will have more discretion on their response in this circumstance. More information about the location of the shooter will be given as it becomes available over the PA or by assigned staff who are carrying two-way radios.

If armed intruder is visible or imminent, take the following action as appropriate:

- Run, hide and/or fight: **EDUCATE EVADE ENGAGE EVACUATE**
- Call 911
- Evacuation/running, depending on the location of the suspect(s). Students exiting the building should have hands in air in case emergency responders are already present. Students should be instructed to call parents and not come back to campus notified.
- Lock doors and move to safe zone inside of classroom
- Warning others
- Crawling
- Hiding
- Playing dead
- Fighting
- Doing what you have to do to stay alive
- If evacuation is necessary and if time, teachers should grab their packet and bring list of students (gathered during silent attendance) who also evacuated
- If evacuation is necessary, when safe, contact central office of your evacuation and the number of students who evacuated. (961-1233)
- Maintain a list of students, if possible.
- Students and staff should not run to cars and try to leave. They should clear the campus area. Going to cars to drive away would interfere with response by police and fire.

Reunification (if students and staff have run from the building) information will be sent to teachers and parents by way of phone blast or email. Students have been given permission to run to their homes for safety in an Active Shooter situation if they live within walking distance. Students who live too far away and all staff are to report to the football field (WG Rec Center if it is raining) for unification. Police have been informed of this and will be guarding this area. This is also the default area for staff to report.

Roles during Lockdown/ Active Shooter Incidents

Principal

- . Call 911
- . Determine appropriate action or need for building evacuation and notify staff.
- . Call Crisis Response Team.
- . Supervise evacuation and check for injuries.
- . Locate Police or EMS Incident Commander.
- . Assign persons to administer first aid, as necessary.
- . Keep access roads open.
- . Assess the need to transport students.
- . Assign roles to auxiliary persons as needed.
- . Provide continuous PA updates to staff, as appropriate.
- . Communicate with parents when appropriate.
- . Principal is responsible for preparation. The principal should be sure that all staff and students are prepared and know the procedures should there be a lockout, lockdown, intruder or active shooter.

Assistant Principals:

- Follow chain of command if the principal is not in the building and assume the tasks as stated above. In addition, follow assigned roles as indicated in front of the Crisis Plan.
- Administrators assigned to evaluate/supervise the pre-school program through FACS should coordinate with preschool teachers to make sure a plan is in place for these students and phone numbers are available to text or call parents.
- Each assistant principal should identify students who might need accommodations. Also, see the SSD coordinator role below.

SSD Area Coordinator:

- SSD area coordinator should coordinate with teachers of students with significant special needs to adapt this procedure to these students' needs and necessary accommodations.

Secretaries

- Call 911.
- Call the Superintendent's Office.
- Refer all media calls to the Community Relations Office.
- Take student emergency card files or laptops to the evacuation site, if possible.
- Back-up student schedules should have been downloaded on secretary and administrator laptops at the beginning of the new semester in case we lose Wi-Fi. Ask for this.

Teacher/Staff

- (Preparation) Teachers should read all procedures listed above and ensure that every student in their classrooms know these procedures for that location
- Assess the situation and respond.
- Call 911 if safe access to phone
- If safe to do so, visually survey the hallway to assess the situation.
- Doors should be locked and no one should be admitted into the classroom during lockdown.
- Cover window(s) of the classroom door. Paper should be cut out as preparation that will fit on the windows.
- Have students sit silently along the doorway wall of the classroom.
- Take silent attendance.
- Maintain silent and still sitting in the classroom until an "all clear" announcement or police arrive.
- If intruder is visible or imminent, take the following action as appropriate: (Run, hide, fight):
 - Evacuation/running (students should not go to cars to drive away since this may interfere with police/fire response)
 - If in the hall during an active shooter, students should run out. If during lockdown, students should report to the area designated in the PA announcement (default to auditorium).
 - Warning others
 - Crawling
 - Hiding
 - Playing dead
 - Fighting
 - Doing what you have to do to stay alive
 - If evacuation is necessary, if time, bring a list of students (gathered during silent attendance) who also evacuated.
 - If evacuation is necessary, when safe, contact central office of your evacuation and the number of students who evacuated. (314-961-1233)
 - Maintain a list of students.
 - Teachers will assist in contacting parents individually at the reunification site.

Nurse

- Grab a walkie and respond as directed and as possible.

Counselor

- Assist teachers as necessary and provide psychological first aid.

Custodians and Maintenance

Report to Principal

School Resource Officer

- Locate the individual.
- Identify and escort the individual to the nearest exit.
- Provide responding officers and school officials with an updated location and direction.

FACS Preschool Program:

The FACS preschool teacher should work with the assistant principal assigned to FACS to adapt this plan to HS students working with preschool students and for the preschool students. A **training** appropriate for preschool students should be given at the beginning of the year. High school students assigned to this class should be included and should have specific instructions on response to these situations when they are responsible for the preschoolers. In addition, the FACS preschool teacher should have the ability to text or **contact parents** of preschool students in case of a lockdown, lockout or active shooter. In addition to the preschool teacher, the administrator assigned to FACS should have contacts for all preschool students' parents.

SSD Students:

The SSD Area Coordinator should coordinate with teachers of SSD students with significant needs to adapt this plan to accommodate those needs.

