

**Vista Heights Middle School
Crisis Response
Instructions
2015-16**

BOMB THREAT

- **Bomb Threat procedures initiated over the intercom**
 - The following statement indicates there has been a bomb threat: "Teachers this is a lock-down."
 - **Do not tell students it is a bomb threat**
 - **Check your room or area**
 - **Report any suspicious packages or signs of forced entry to the administration office.**
 - **On command - evacuate students**
 - **Have students leave their bags or packs in the school**
 - **Follow evacuation procedures**
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LOCK DOWN

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

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

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

- **Yell, "EARTHQUAKE! DROP!"**
- **Duck and cover**
- **Remain until earthquake is over**
- **Check hall for exit**
- **Follow evacuation procedures**

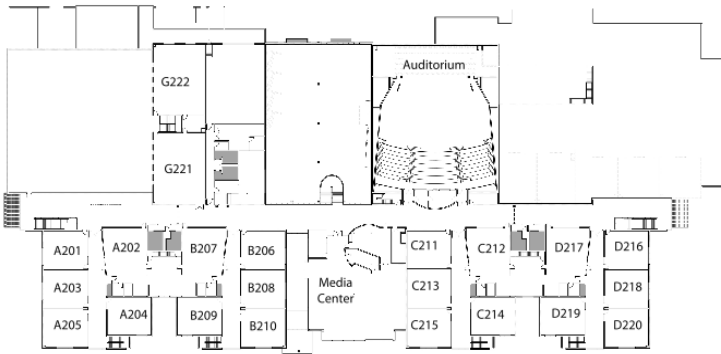
EVACUATION DURING LUNCH OR RECESS

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

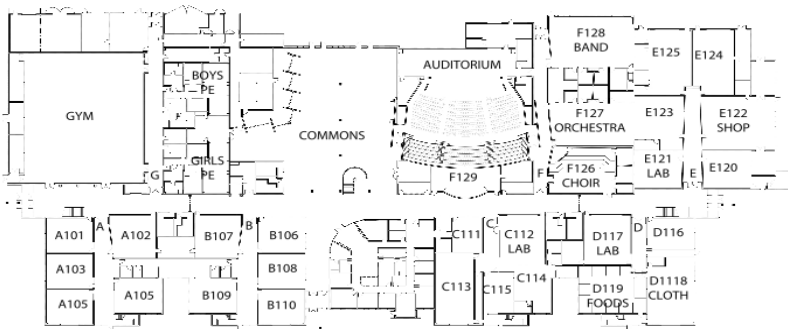
TEACHERS REFER ALL MEDIA TO INCIDENT COMMAND!

MAP-DESIGNATED ASSEMBLY AREAS

Upper Floor



Main Floor



**Trailers 1-6 are located behind the lunchroom, out the back door of the F Hall*

MAP-DESIGNATED ASSEMBLY AREAS

Evacuation Areas:

West area of back lawn:

A101,A102,A103,A104,A105,
B106, B107,B108,B109,B110,A201,A202,A203,A204
A205,B206,B207,B208,B209,B210

Center area of back lawn:

Gym, Fitness, Dance, C111, C112, C113, C114, V115, C211,
C212, C213, C215, F126, F127, F128, F128, F129.

Northeast Field Area (behind School)

E120, E121, E122, E124, E125, D116, D117, D118, D119, D216,
D217, D218, D220, T1-T6.

CLASSIFIED INSTRUCTIONS

Lunch room Staff: Cafeteria manager turns off all utilities and maintains emergency supplies as needed. Other lunchroom staff report to supervisor at the rear area of the school. They report any missing staff members and help as needed.

Office Staff: Check areas of responsibility, sub for first-responders, evacuate to assigned area and assist as needed.

Classroom Aides: Remain with class and help teacher unless designated otherwise in evacuation plan.

Cafeteria Manager Jennifer Nielson: Remain with kitchen staff, evacuate as instructed to assigned area and assist as needed.

CUSTODIAL INSTRUCTIONS

Head Custodian: Roger Morgan

Assist Principal in Incident Command

Identify location of emergency and confirm

Shut down or direct the shutdown of appropriate utilities

***Survey and report damage to the principal and
maintenance office***

Non Emergency Duties

Maintain damage control equipment throughout school

Lead /Night Custodian- Lec Holmes and Chris Atherton

Assist in shutting down appropriate utilities

Direct other custodial staff and report to Principal

Communicate with other members of custodial staff

FIRST AID

In an evacuation, the first responders will do the following:

Exit the building with their classes according to the plan
(unless specifically called to perform other duties)

Bring first responder kits

Turn over class to the person assigned to cover class

Report to the supervisor at the evacuation station for
emergency assignment

If the emergency does not require evacuation, the gym will
serve as the primary first aid station.

If students need to be transported, maintain a list of names
and the hospital information

First Responders

Sydnee Shumway

Chris Wettstein

Brad Fausett

Marianne Packer

Kim Sikander

Tom Wiltbank

Roger Morgan

Steve Stewart

Jamie James

Derek Reynolds

Holly Wade

ACCOUNTING FOR STUDENTS

The first administrator to confirm the emergency should call 911.

Incident Command

Principal Steve Stewart:

Supervise evacuation

Notify Emergency Personnel

Act as liaison with emergency personnel and media

Police Officer Cox:

Coordinate with emergency personnel and principal

Other Duties

Assistant Principal Jamie James

Coordinate evacuation of lower floor A, B, and Gym areas

Coordinate with section leaders and/or section co leaders and collect student-accounting papers from teachers

Maintain communication with Incident Command

Assistant Principal Derek Reynolds

Coordinate evacuation of lower floor C, D, E, and F.

Coordinate with section leaders and/or section co leaders and collect student-accounting papers from teachers

Maintain communication with Incident Command

**Section leaders radio Principal Stewart and Holly Wade, and they check off each cleared section to determine when the entire building is clear. After the entire building has been cleared, each section leader checks with every classroom to determine that every student is accounted for. As areas have extra or missing students, that is reported to Susan Fisher and Laura O'Connor out front, to account for all students.*

Counselor Jenn Webb

*Coordinate the evacuation of the counseling office
Evacuate Fine Arts Hall and Auditorium
Coordinate with section leaders and/or section co leaders
and collect student-accounting papers from teachers
Maintain communication with Incident Command
Go to Center evacuation area to help supervise*

Counselor Tom Wiltbank

*Coordinate Evacuation of Upper Floor A and B halls
and upper PE area.
Coordinate with section leaders and/or section co leaders
and collect student-accounting papers from teachers
Maintain communication with Incident Command
Go to West evacuation area to help supervise*

Counselor Butch Ringger

*Coordinate evacuation of Library and Upper floor C and D halls
Check front of school and clear students to evacuation areas
Go to East evacuation area to help supervise*

Counselor Heather Preece

*Coordinate evacuation of Trailers 1-6
Coordinate with section leaders and/or section co leaders
and collect student-accounting papers from teachers
Maintain communication with Incident Command*

Counselor Karen Pauga

*Coordinate evacuation of Girls and Boys locker rooms
Coordinate with section leaders and/or section co leaders
and collect student-accounting papers from teachers
Maintain communication with Incident Command*

In-School Sheltering or Lockdown:**Incident Commander Steve Stewart:**

*Declare the need for sheltering, request PA announcement
Declare Command Center (main office)
Make decisions on the course of action to be taken
Communicate with district office
Communicate with media*

Assistant IC Jamie James:

*Share responsibility with IC to deal with intruder until the
Emergency team arrives.
Communicate with fire, police, poison control, etc.
Call district transportation, if needed
Coordinate accountability of students/student relocation*

Assistant IC Derek Reynolds

*Share responsibility with IC to deal with intruder until the
Emergency team arrives.
Coordinate Doors/Exits
Coordinate notification of families of injured/record injured
Coordinate accountability of students
Coordinate first responders / volunteers*

Police Officer Cox:

Deal with intruder