

Purpose: To be used when “an act occurs within/on Centennial’s campus which causes an unsafe environment for students and/or faculty.”

Crisis Response Team

Crisis Coordinator: Terry Shrader Vince Springer, Sandra Joyner, Javier Nunes (Alternates)

School/Community Liaison: Sammie Baker
Sandra Joyner

Counseling Liaison: Mary Kay Carter
Carol Smith

Medical Liaison: Shelia Pennington
Bay Clevenger

When in a crisis mode, every action taken must be communicated immediately to all members of the Crises Response Team. Two-way radios are to be utilized for direct communication.

Crisis Response Team

Initial Actions: 1. Principal or designee is notified. Office will sound alarms or announce code.
Proper procedures by emergency personnel are followed as listed in manual.

2. Principal or designee contacts emergency services.

Emergency – 911 Central Office – 472-4000

Tell the dispatcher specifically where you are located and briefly what the emergency is. Stay on the phone with the dispatcher until help arrives. Remain calm.

3. Alert the Crisis Response Team – call together if needed.

4. Dr. Shrader’s Conference Room becomes the “Command Post” area.

5. Clinic becomes “Medical Treatment” area.

Having called 911 for medical assistance, remain calm and keep students in the classroom away from the outside entrances to provide easy access for emergency personnel.

Send email updates or announcements when needed to update faculty of the situation.

Procedures

Disaster (Code Yellow if needed)

For any situation the principal deems a disaster other than the specified situation detailed, a CODE YELLOW or description will be announced by intercom. Teachers will account for all students and await further instructions either by intercom or personnel with two –way radios. Prepare to evacuate if necessary. In an evacuation situation, take your student roster with you and account for all students when you arrive at your designated meeting place.

Disaster (Code Yellow if needed)

Fire

Fire Alarm sounds then execute the fire drill procedures that have been practiced. Maps indicating the evacuation plan from the building are posted in each classroom. **Keep fire lane clear at all times. Move across the driveway.**

- Teachers and staff will exit the building and immediately account for all students under their supervision. Do not reenter the building. Notify the office staff and/or fire fighting units of any missing students or personnel.
- Designated staff will begin a check of the building to see that all areas are unoccupied and come to the front of the school as quickly as possible.
- Await further instructions. Do not release students to adults whom you do not recognize as their parents. Keep a log of any students leaving.

Fire

Tornado

Listen for announcements and execute the tornado drill procedures that have been practiced. Maps indicating the designated area for each class are posted in each classroom. All persons in the school at the time are to assume the correct position for safety.

- Teachers ensure that students assume the correct position (sit with back against the wall, draw knees up to chest, put head down and cover the back of head with hands)
- Remain in this position until notified otherwise
- In the event of school evacuation, all everyone should assemble on the football or soccer field depending on the situation. You will be notified.
- Teachers will account for students under their supervision and notify administration or emergency personnel of missing persons.

Tornado

Weapons on Campus (Code Blue if needed)

- Do not confront the individual – notify the SRO (Sammie Baker) and the principal immediately
- Determine and report the individual's location, name, and level of threat (if possible)
- Listen for further instruction

Weapons on Campus (Code Blue if needed)

Intruder or Threatening Individual(s) on Campus (Code Green if needed)

- Signs are located on all doors directing all visitors to report to the office.
- Visitor ID badges are available and will be given to all visitors in the office along with signing the visitor sign-in log. School personnel should wear their school system issued ID badges.
- Teachers and staff should question unauthorized person on campus – be polite and ask if they need help.
- Escort and/or instruct legitimate visitors to the office to sign in and obtain a visitor's badge.
- If the person is suspected of being a threat, or the person is uncooperative, notify the office by phone immediately.
- Teachers should take action to insure the safety of their students and themselves and avoid a violent confrontation.
- The office will announce a CODE GREEN by intercom if needed.
- Teachers are to:
 - Lock their classroom doors
 - Seat students along the inner wall away from the doors
 - Remain calm – take an accurate count of students
 - Communicate to the office any information regarding the intruder
 - Principal or designee will notify police and Central Office
- Students or classes in hallways should seek shelter in the nearest classroom and notify the office.

Intruder or Threatening Individual(s) on Campus (Code Green if needed)

Bomb Threat Procedures (Code Black if needed)

- Use Bomb Threat Call Checklist (attached)
- Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
 - Prolong the conversation
 - Identify any background noises
 - Note distinguishing voice characteristics
 - Interrogate the caller as to description of bomb, where it is, when it will explode
 - Determine the caller's knowledge of the facility
 - Don't hang up – use another phone to call police
 - Record caller's exact words on Bomb Threat Checklist (if possible)
 - Do not use cell phones, hand held radios, or flip any electrical switches
- **Notify the principal who will immediately alert the police – 911**
- The principal or person in charge will decide whether to evacuate the school
- If what appears to be a bomb is found, **DO NOT TOUCH IT**. The police will take charge.
- Evacuate personnel from the building. Notify by using intercom or Code Black.
- During inclement weather and possible prolonged search – move students to alternate location during emergency evacuation: Football stadium (those that exit to the front of the building), Soccer Field (those that exit to the rear of the building) or The People's Church (alternate site for prolonged search)
- Attendance will be taken when students are assembled away from the school
- Alert the Central Office

Media Procedures

When you contact 911 for the police, this may constitute an immediate awareness of an emergency to the media. All media questions are to be answered by the designated Central Office personnel representing the Williamson County Board of Education.

Do not release student or staff names to the media. Any misinformation to the media can create confusion.

Bomb Threat (Code Black if needed)

Media Procedures

CPR and First Aid Trained Personnel

CPR – First Aid Trained Personnel