

ST. JOHN'S CATHOLIC SCHOOLS

Grade School

712 East Main Street

Beloit, KS 67420

(785)-738-3941

High School

209 South Cherry Street

Beloit, KS 67420

(785)-738-2942

CRISIS MANAGEMENT AND RESPONSE PLAN



Emergency Contacts

Marcy Kee - Administrator (785)-738-8747

Joe Holdren - Asst. Administrator (785)-534-9867

Fr. Joseph Kieffer – Parish Priest (785)-259-1384

Parish Office (785)-738-2851

Tony Meyer – Maintenance Director (785)-614-0846

Poison Control **1-800-222-1222**

Beloit Police **911** or (785)-738-2203

County Sheriff **911** or (785)-738-3523

Mitchell County Hospital (785)-738-2266

KVSV (785)-738-2206

KDNS (785)-545-3220

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Tornado or Severe Thunderstorm

Administrator: Marcy Kee

Assistant Administrator: Joe Holdren

Evacuation Procedures

1. Primary Signal: Tornado Warning System
Secondary Signal: Intercom Announcement
2. Every person shall enter a designated shelter area. Tornado shelter areas are as follows:

Grade School: All classes to the basement.

Middle School: Students go to the basement.

High School: Students to girls' or boys' restroom and locker room (depending on individual classroom plan and teacher instruction).

3. Once in shelter area, designated employees shall account for every person within his/her authority.
4. Appoint an aide for any student with special needs.
5. An all-clear will be given via the intercom system indicating the threat is over.
6. Students in hallways or not in classrooms should be instructed by teachers/emergency team members to quickly evacuate to their designated area with others. This is to include teachers with students on the playground or in any parking lot. Teachers can add those students to their roll when reporting.

Fire Evacuation Procedures

Upon the discovery of fire or smoke, if the automatic alarm system has not sounded, the person who observed the fire will proceed to the nearest pull station and activate the alarm system. (The Administrator, Administrative Assistant, or Designee will call 911.)

1. Primary Signal: Fire Alarm

Secondary Signal: Intercom Announcement

2. Every person shall vacate the building by shortest route to the exterior. Designated employees shall accompany all people present in their respective areas as they exit the building.
3. Once outside, designated employees shall lead their groups in an orderly fashion to a designated area on the premises and account for every person within their authority and report to the administrator or designee.
4. Remain at the designated area until otherwise directed to allow safe entry of emergency vehicles.
5. Appoint an aide for any student with special needs.
6. Students in hallways or not in classrooms should be instructed by teachers/emergency team members to quickly evacuate to their designated area with others. Teachers can add those students to their roll when reporting.

Utility Failure

An employee aware of any utility failure should notify the Administrator, Administrative Assistant, or Designee immediately. The Administrator, Administrative Assistant, or Designee shall in the event of:

Gas Leak

1. Evacuate the building, if necessary, using the established fire alarm procedure.
2. Contact Kansas Gas Service: 1-888-482-4950.

Electrical Failure

1. Call Maintenance Director Tony Meyer. (785)-614-0846
Tony will contact:
 - 1st City of Beloit-Steve Krier (785)-569-7140
 - 2nd Jerry Hake (785)-738-8326
 - 3rd John Lackey (785)-738-2015
2. Evacuate the building, if necessary.

Water Leak

1. Call Maintenance Director Tony Meyer. (785)-614-0846

Tony will then contact:

1st City of Beloit (785)-738-3551

2nd Steve Melton (785)-738-2474

3rd John Johnson (785)-738-2707

Boiler Failure

1. Call Maintenance Director Tony Meyer. (785)-614-0846

Tony will then contact:

American Boiler Company (785)-822-1638

If Tony Meyer is unavailable, contact:

Marcy Kee (785)-738-8747

or

Joe Holdren (785)-534-9867

Building Intruder

Keep secondary exterior doors locked at all times. Make it as difficult as possible for the outside threat to infiltrate any room or area that is occupied. The primary door should be left unlocked but monitored.

1. Notify the Administrator, Administrative Assistant, or Designee.
2. The Administrator, Administrative Assistant, or Designee shall call **911** and make a general warning via the school intercom.
3. The signal will be repeated via the intercom 2-3 times. The signal used will be the name of the lockdown being initiated:

Partial lock down: In case of first aid emergency, an animal in the building that could cause danger, or any situation in which students need to be contained in the classrooms with doors locked to restrict hallway movement.

Full lock down: In the case of a human threat to our students and staff in which students and staff must contain themselves in their respective rooms with doors locked, lights off, and secured in a designated safe area of the room.

Following the building announcement of a full lock down, reporting personnel will call other buildings to warn of the intruder. After receiving that announcement, contacted buildings will follow lock down protocol.

4. Administrator, Administrative Assistant, or Designee will lock primary door.
5. Administrator, Administrative Assistant, or Designee with the assistance of the Law Enforcement Liaison will attempt to contain movement within the building.

Continued on following page...

Building Intruder Continued

6. After threat is neutralized, rooms are to be cleared only by Administrator, Administrative Assistant, or designee with the assistance of Law Enforcement Liaison and, if necessary, students will be moved to a reunification location in St. John's Church. Students will then be released by Administrator, Assistant Administrator, or Designee to parent or guardian.
7. An information blackout shall be imposed; all requests for information shall be referred to Administrator, Administrative Assistant, or Designee.

▪Actions for teachers and students to take outside of classrooms in the event of a full lock down:

Elementary school playground during full lock down:

- a. In the event of an elementary school full lock down, teachers and students will evacuate the playground area and move to our reunification location in the St. John's Church.
- b. In the event of a high school full lock down, teachers and students will evacuate the playground area and move to their respective classroom and follow full lock down protocol.

Teachers and students in high school cafeteria at the time of full lock down:

- a. In the event of an elementary school full lock down, teachers and students in the cafeteria will move to the music room and follow lock down procedures.
- b. In the event of a high school full lock down, teachers and students in the cafeteria will evacuate the building through the northeast kitchen door and move to the reunification location in the St. John's Church.

High school hallways at the time of any full lock down:

Any student or teacher in the hallway at the time of a full lock down announcement will seek shelter within the nearest classroom if open or evacuate the building at the nearest safe exit and move to the reunification location in the St. John's Church.

Bathrooms or locker rooms at the time of full lock down:

Any student or teacher in the bathroom or locker room at the time of a full lock down announcement will evacuate to the nearest safe exit and move to the reunification location in the St. John's Church. If it is not possible to exit the bathroom or locker room safely, the student(s) and/or teacher(s) must try to lock and barricade the door and remain there until the Administrator, Administrative Assistant, or designee with the assistance of law enforcement liaison gives the all clear for the room.

Football field at the time of full lock down:

Any student(s) or teacher(s) on the football field grounds at the time of full lock down in either building will remain at the field as far from the high school building as possible until the threat is neutralized. When notified that the threat has been neutralized, any individuals on the field will return either to the school or the reunification location in the St. John's Church as directed by the law enforcement liaison.

A.L.I.C.E.

In any situation that requires a full lock down, please consider and be aware of the following acronym ALICE. ALICE is not meant to be a strictly sequential system and can be used in the order that best fits an individual emergency.

A Alert:

Anyone able to give directional or specific information to individuals in the school via the intercom or cell phone should do so as much as possible. Giving information such as where an active threat is within the school may give others the information they need to safely exit the building and proceed to the reunification location in the St. John's Church.

L Lockdown:

Locking down in a room is an excellent option when evacuation is not possible. In the case of a room lock down, a locked door is good, but providing additional room material or supplies to make a barricade creates a much stronger and safer barrier.

I Inform:

As real-time information is given, making informed decisions is a best option for survival. Be FLEXIBLE because situations can change, and one needs to be able to adapt and overcome threats as they occur.

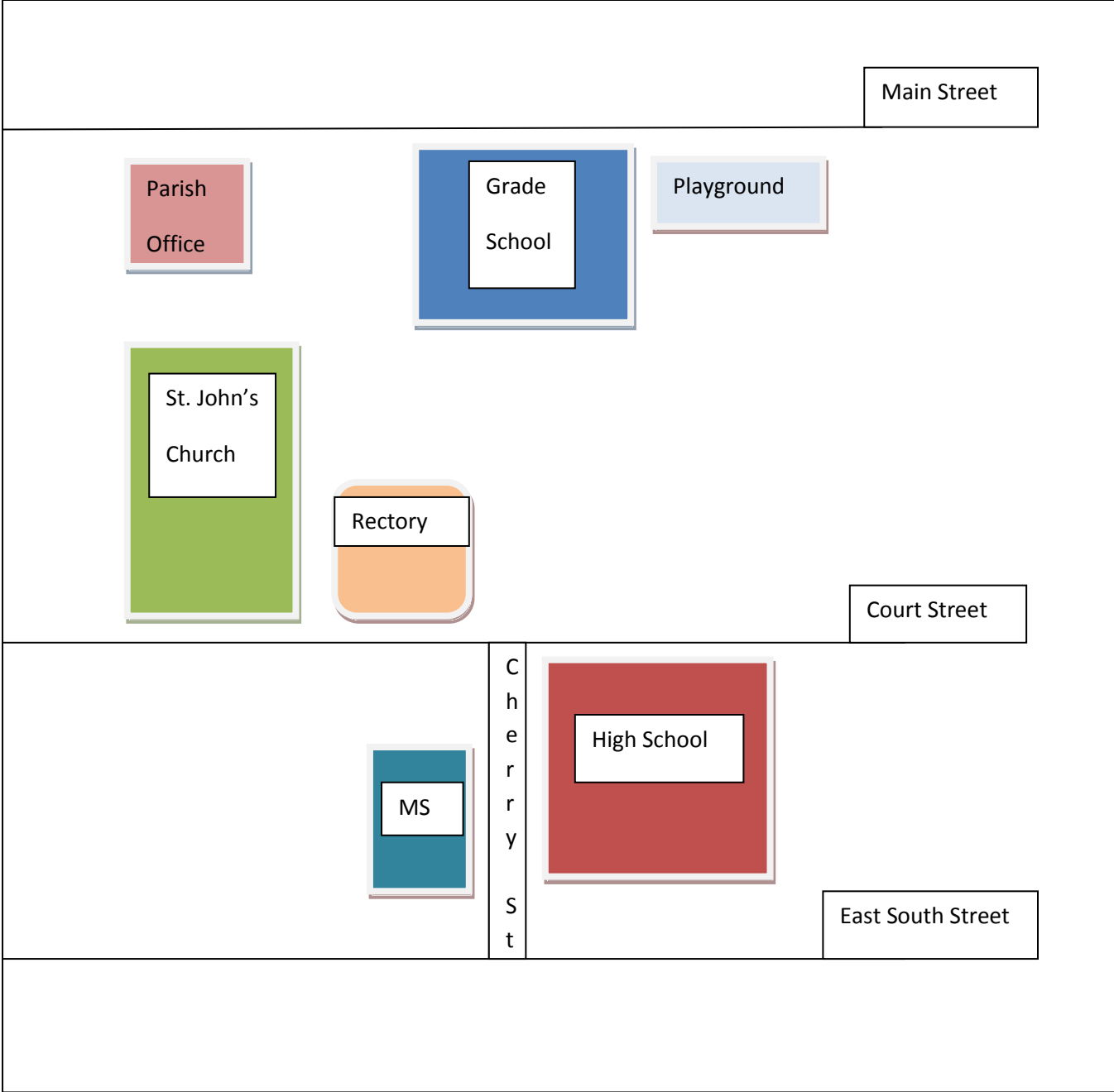
C Counter:

In the case of making contact with an armed intruder, engage in acts that will disrupt the ability of the intruder to inflict damage or harm. This can be done by noise, movement, distance, distractions, and any other method available. This can interrupt the process of the intruder to create escape possibilities.

E Evacuate:

If the intruder is inside the building, try and find a safe means to get outside. Do not use a car to get away, but rather safely and quickly, make your way to the reunification location in the St. John's Church.

Map of school grounds



Bomb Threat

Research shows that a majority of bomb threats are hoaxes and result in nothing more than a disruption of routine. However, there is always a chance a threat may be authentic, and appropriate action must be taken in each case.

1. All personnel, especially those who answer the telephone, must be instructed in the sequence of action to be followed in the event a bomb threat is received.
2. Keep caller on the line as long as possible and try to determine from the conversation as many facts as possible following the supplied standard form for such occasions. The form to record facts from the call will be posted near office phones.
3. Inform the Administrator, Administrative Assistant, or Designee and tell no one else.
4. The administrator or Designee will then call 911 and inform police and fire department of the situation.
5. The fire and police departments will determine the primary investigation and whether or not the building will be evacuated.
6. The fire alarm will be the signal for evacuation, if necessary, and fire evacuation procedure will be utilized.
7. All evacuated buildings will be under the jurisdiction of fire and police departments until they declare the building is safe.

8. Contact Media Liaison:

Joe Holdren

(785)-534-9867

Serious Injury/Illness (on site)

In the case of serious injury or illness, the immediate concern is to aid the injured/sick guest, student, or employee.

1. Contact the legal guardian or next of kin.
 - a. Emergency contact information is located in the office on their student profile sheet near the telephone.

2. If the injury/illness requires immediate medical attention, **dial 911.**

Poison Control 1-800-222-1222

3. Complete accident report form found in the appendix of St. John's Teacher Handbook to document location and witnesses of the accident scene.

CPR Certified staff members: **Carol Thomas, Lance Bergmann, Keith Kresin, Linda Ludwig, and Vicki Jackson.**

(AED) Defibrillator: Located on wall in the High School between Mrs. Kee's office and Computer Room.