

Security Threat Lockdown in Classrooms And Playgrounds

Notification

Announcement on the intercom, **“Please follow lockdown procedures immediately.”**

Responsibilities

- 1) Tonya Mills will dial 911 and begin giving information until Jessie Sprouse is available.
- 2) Staff members will immediately collect unattended children in the hallways or on the sidewalks and lock their classroom doors.
- 3) All support staff will go in to the nearest room and lock the door.
- 4) All classroom blinds are pulled and lights are turned off. Students are directed to get to a secure place away from the windows.
- 5) All teachers will account for extra or missing students. This information will be relayed by intercom or telephone by Ashley Kooreny.
- 6) Ashley Kooreny will check in with each teacher by using the phone/computers. She will get a complete list to share with us via email (if possible).
- 7) Staff should not open a classroom door during a lockdown. All requests to enter should be considered suspect. Teachers should ask for an identification badge before opening the door.

If students are outside:

- 1) The playground supervisors will use a whistle to announce the emergency situation, and/or the office will use the outside speakers.
- 2) Upon hearing the whistle or announcement, the students will walk quickly to the Don Argo Gymnasium. Upon entering the Don Argo Gymnasium, the students will line up in the gym by class. The students will remain in the Don Argo Community Gym until cleared by the office staff.
- 3) The playground supervisor will lock the gym doors with the Allen Wrench, which is located on the kitchen wall.
- 4) Playground supervisors will use the phone to notify the office of the situation.
- 5) Playground supervisors will take roll of the classes that are in the gym with the student list that is in the kitchen area.
- 6) Students will remain in the Don Argo Gymnasium until cleared by the office staff. Ashley Kooreny/Tonya Mills will get medication to a student as needed.

POINTS OF CONTACT:

Main Point of Contact: Jessie Sprouse

Medical Officer: Joe Sprouse

Sweep Person: Luke Scott

Back Up: Tonya Mills

Media Plan

The Media Center will be at the Carbonado Fire Hall. All staff members will send any member of the media to the Fire Hall. If Jessie Sprouse is unavailable, then Tonya Mills will speak to the media. The official district response will be:

We followed our Community Approved Plan for this situation. Every staff member knew his or her responsibilities. The goal was to ensure the safety of the children at Carbonado School. By following the plan, we feel we accomplished this.

RECOVERY PLAN

1) _____ **Media Plan/Phone Response** - All staff members will send any member of the media to the Carbonado Fire Hall. The official district response will be:

We followed our Community Approved Plan for this situation. Every staff member performed his or her responsibilities. The goal was to ensure the safety of the children at Carbonado School. By following the plan, we feel we accomplished this.

2) _____ **Verify Facts** - Mrs. Sprouse will verify the facts of the event and coordinate with staff.

3) _____ **Consider Need for Legal Counsel** - Mrs. Sprouse will decide if legal counsel is needed.

4) _____ **Staff Meeting/Debriefing** - Mrs. Sprouse will meet with staff the following morning for a debriefing.

5) _____ **Identify Victims of Trauma** - Staff will identify any students in need of medical or counseling support.

6) _____ **Crisis Team Meeting** - The Crisis Response Team (Mrs. Sprouse, Mr. Sprouse, Ms. Visnaw, Mrs. Tonya Mills and Mrs. Hix) will meet to go over what is needed for the school and community.

7) _____ **Contact Flight Team/Mental Health Agencies** - Ms. Visnaw or Mrs. Dann will contact our Flight Team Coordinator to bring up the team.

8) _____ **Designate Family Liaison** - If there was a fatality, Mrs. Sprouse and the appropriate staff person will visit the family.

- 9) _____ **Determine when/how school will resume** – Mrs. Sprouse will determine when school should resume and provide notification to the Carbonado Community.
- 10)_____ **Hire Substitutes** - Mrs. Tonya Mills will try to hire additional substitutes for staff in need.
- 11)_____ **Set Up Saferooms** - Mrs. Frame will designate rooms as Safe Rooms for students and staff in need of Flight Team members.
- 12)_____ **Support for High Risk Students** - Staff will identify any students in need of counseling.
- 13)_____ **Identify Needs for Future Building Security** – Mr. Luke Scott and Mrs. Sprouse will go through the school facilities to see where improvement is needed.
- 14)_____ **Distribute List of Local Resources/Agencies as needed** – Mrs. Frame and Mrs. Hix will distribute list to those in need.
- 15)_____ **Parent Letter/Meeting** - Mrs. Sprouse will plan a parent meeting to communicate how the process went for the school.
- 16)_____ **Initial Planning for Memory Activity** - If there was a fatality, Ms. Visnaw will plan the memory activity.
- 17)_____ **Determine/Plan for Follow-Up Needs** - The Crisis Response Team will meet to decide if there are any follow-up needs.
- 18)_____ **Plan for Debriefings** - Mrs. Sprouse will debrief with staff at the end of the first school day and meet briefly with staff the second day (continue as needed).