

Shelter-In-Place Weapons of Mass Destruction Plan

- 1) Teachers are to calmly line the students up to go the Don Argo Community Gym.
- 2) Teachers are to take roll and check for any missing students.
- 3) Teachers are to take their **Red Health Folder and First Aid Kit** with them to the gym.
- 4) When arriving to the gym, teachers will take their class and sit together.
- 5) Teachers will take roll one more time and report any missing students.
- 6) The “**Search and Rescue**” team will go and find any missing children.
- 7) The “**Security**” team will seal off the doors to the gymnasium upon clearance that all students are safe in the gymnasium.
- 8) No one will be admitted into the Don Argo Community Gym until the “weapons of mass destruction” threat has been cleared.
- 9) Upon clearance, all parents and/or emergency contacts will be notified before students walk home or are taken home on the bus.

Responsibilities

- 1) Teachers will take roll and proceed with their students in an orderly fashion to the Don Argo Community Gym with their **Red Folder and First Aid Kit**.
- 2) Teachers will sit with their class at the designated areas in the gym.
- 3) Teachers will take roll one last time to check for missing students.
- 4) Teachers will give list to Ashley Kooreny to compare with the daily attendance.
- 5) Luke Scott and Joe Sprouse will go search for any missing children.
- 6) Ashley Kooreny will bring all medical supplies and the **Emergency Contact List** to the gym. Melissa Marlow will check to see if Ashley needs assistance.
- 7) When everyone has been accounted for, Luke Scott and Jessie Sprouse will lock the doors to the gym.
- 8) The following teams will put duct tape and plastic around the doors and windows of the gym:
 - Jessie Sprouse and Susie Dahlem
 - Luke Scott and Tonya Mills
 - Lynnee VanFleet and Emily Jones
 - Joe Sprouse and Randi Blackburn
- 9) Ashley Kooreny and Tonya Mills will man the telephones to inform the public that we are all accounted for in the Don Argo Community Gym and no visitors will be allowed in the gym.
- 10) If there is power, Luke Scott will watch for updates.
- 11) The fire department will notify the school when it is safe to leave the building.

- 12) Ashley Kooreny and Tonya Mills will checkout all students. No students will leave grounds without a signature from a parent or a signature from an approved community member for the child.
- 13) Jennifer Haulet will be with a student one-on-one who may need their own assistance. All paraprofessionals/nurse/counselor/SLP will be looking to and supporting students with anxiety and/or behaviors.

POINTS OF CONTACT:

Main Point of Contact: Jessie Sprouse

Medical Officer: Joe Sprouse

Sweep Person: Luke Scott

Back Up: Tonya Mills

Media Plan

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 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

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 Ms. Dann will contact outside agencies to bring up the team to help students and staff.
- 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).