

Crisis Management Plan

Making the Right Decision at the Right Time

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Prince William County Public Schools
Manassas, Virginia

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Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

Substitute Teacher Crisis Management Training

Making the Right Decision at the Right Time



Note: This information is also available on the Intranet under Human Resources Temporary Employment.

The *Basic Response and Terminology Video* is available on the Intranet under Risk Management and Security Services Crisis Management.



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education ®

*Substitute Teacher Crisis
Management Training*

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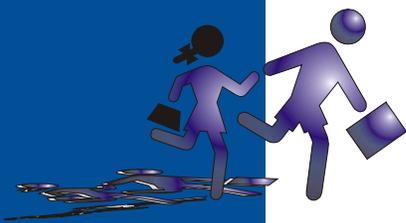
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The safety of our students, staff, and visitors is always a top priority in Prince William County Public Schools. In response to this, “*Crisis Management Readiness*” has become common terminology among the administration and teachers. As a substitute teacher, you are now a part of the school staff and will need to be prepared to respond effectively during a crisis event.

All schools have a *Crisis Management Plan* that dictates response to certain crisis events. Teachers play a vital role in this plan to ensure the safety of our students. After reviewing the information contained in this booklet, you will need to be prepared to respond to the most important aspects of the *Crisis Management Plan*. Those include; Lockdown, Secure the Building, Shelter-In-Place, Evacuation, and Student Accounting. After reviewing this information, you will meet with a member of our staff to discuss specific information regarding our school’s crisis response plan. Any questions you have can be answered at that time.

Prince William County Public Schools enjoy a close relationship with the police and fire departments to ensure an effective response during emergencies. Schools routinely practice their response to crisis and emergency situations. Your efforts and knowledge regarding our Crisis Management Plan are *vital* to our students’ safety and security. The success of our plan is dependent on your preparation. Please make sure you are prepared to act. The cost of not being prepared is too great to ignore.

Sincerely,

[Insert Principal’s Name]

* This letter is a suggested template. It may be modified at the principal’s discretion.

Lockdown

A lockdown is initiated when there is an *immediate hostile threat* to school staff and students. The threat may be inside the school or on the school grounds. *The education process stops!*

The Administration

- Call 911;**
- Issue a plain language PA announcement, “All staff lockdown the building at this time,” or “All teachers and staff lock your classrooms at this time.” Repeat twice;
- Ensure staff outside are communicated to via walkie-talkie, as necessary;
- Ensure itinerant employees are notified; and
- Seek cover and concealment until police arrive.

Note: Do not evacuate for a fire alarm unless there is fire or smoke or you are in imminent danger.

Teachers and Staff

- Secure any students or staff in the immediate area in your classroom;
- Lock the classroom doors and windows and barricade door if possible;
- Turn off classroom lights;
- Report important information via the emergency intercom, if safe to do so;
- Move students to areas out of the line-of-sight of doorway windows;
- Silence cell phones;
- Note any staff or students not normally in your classroom;
- Do not** place cardboard or other coverings over the vision glass in the classroom door **unless concealment cannot be obtained;** and
- Keep students and staff hidden, calm, and quiet.

Teachers and Staff Outside for PE or Recess

- Hear the plain language announcement via PA system or handheld walkie-talkie;
- Hide!** Seek concealment using school terrain features such as a hillside or wooded area;
- Move offsite to the surrounding neighborhood, if possible; or
- Move to the offsite assembly area noted in the school’s “*Crisis Management Plan*,” if safe to do so.

Teachers and Staff in Open Areas Inside School (Cafeteria, Gymnasium, Hallway, Commons Area, etc.

- Run and seek concealment; and
- Consider ESCAPE outside if an exit door is near.

Lockdown (Continued)

On your first day of work at a school you

- Know the locking hardware on your assigned classroom door. There are key-lock doors and doors with push-buttons to lock them. (If your door has a key-lock, were you issued a key?);
- Determine the concealment area in your classroom for a lockdown;
- Determine possible classroom communication options (i.e., emergency call button, telephone, PA system, walkie-talkie, computer, or personal cell phone); and
- Know the offsite assembly area from the *Crisis Management Plan*, if you are outside during a lockdown.

Defend Options: A Multi-Dimensional Approach to an Active Shooter

While in a **LOCKDOWN** there are other options that can lead to your survival. If exposed to an immediate threat inside your lockdown area, you may need to consider options such as evacuation, distract, and/or disable.

Note: Response options are not in order and it may take one or all the options to counter the threat.

Barricade is hiding in your immediate area with layers of protection. Strategically pre-place furniture near your door and when the threat is imminent, use that furniture (bookcases, chairs, desks, etc.) to assist blocking the door.

- Remain quiet and observe noise discipline (limit movement, talking, whispering, and crying). Silence all mobile devices.

Evacuate is used when it is most advantageous and if the threat is imminent and unavoidable after you are locked down in your classroom. School personnel should take the following actions:

- Find access through windows or exit doors if available;
- Run to an outside area of cover and/or concealment away from the school. If in a wooded area, use trees or vegetation for concealment; if in an urban area, use terrain features to provide safety.
- Evacuate away from the threat if it is more advantageous than hiding. If possible, have an evacuation route and plan in mind before moving, unless the threat dictates the movement.

Distract/Run is an attempt to disrupt the active shooter and escape so you and your students are not a static target.

- Throw items and improvise weapons such as a chair, a phone, laptop, tablet, stapler, file, book, or another easily accessible object that may help you distract the threat;
- Direct the students to escape while distracting the threat; and
- If possible, disperse students so they are not in one large mass in the classroom.

Disable/Neutralize is not just a last option, it may be your only option. If your door is breached, disabling the threat may be the only way to protect yourself and those around you!

- Close the distance; be by the door;
- Use improvised weapons to create stop action such as a chair, phone, laptop, book etc. or any item that may help you to neutralize the threat to disable their ability to continue creating harm;
- Control the weapon if able to do so; and
- Yell for help.

Secure the Building

A *Secure the Building* status is initiated when there is a **general threat** in the vicinity of the school, such as a police suspect on the run, regional event, such as the “*sniper shooting*” or “9/11,” or any violent crime in the area. ***The education process continues.***

The school is secured from outside entry. Students in modular classrooms will remain there, unless otherwise directed by public safety officials or Risk Management and Security Services, and the modular buildings will also be secured from outside entry. All outside activities are canceled and students brought inside. ***School activities inside the school and in modular classrooms continue.***

Modular classrooms – After the initial response of securing the modular classrooms and as information and the situation develops, the school may consider bringing those students and staff into the school building if safe to do so. Consultation with the public safety agency in charge, the level associate, and the Office of Risk Management and Security Services should be considered.

The Administration

- Announce to all staff to “*Secure the Building;*”
- Assemble the *Crisis Response Team;*
- Notify all students and staff who are outside to immediately re-enter the school;
- Students in modular and trailer classrooms will remain there;
- Secure all exterior doors;
- Ensure itinerant employees are notified, as necessary;
- Closely scrutinize all visitors, if allowed; and
- Monitor building and grounds.

Teachers and Staff

- Hear the *Secure the Building* announcement;
- Account for all students at all times;
- Ensure exterior doors are secure in your area;
- Report any unusual activity observed (inside and out); and
- Ensure persons inside are displaying a PWCS ID Badge or Visitor’s Badge.

Shelter-In-Place

There are external atmospheric conditions that may exist. These potential conditions or attacks may be biological, chemical, nuclear, natural, or radiological in nature. All students and staff will be brought inside the building. All exterior doors and windows are secured. The HVAC system is turned off. ***The education process stops.***

The Administration

- Make announcement that, “All staff and students we are securing the exterior entrances to the building at this time, please secure all windows for Shelter-In-Place.” Repeat twice;
- Call 911;**
- Notify Area Associate Superintendent, Office of Risk Management and Security Services, and Transportation Services;
- Ensure students and staff outside are brought in the building (to include modular and trailer classrooms) *if atmospheric conditions are safe to do so;*
- Shut down HVAC units;
- Notify Crisis Response Team
- Ensure itinerant employees are notified, as necessary;
- Brief staff and students as necessary;
- Determine the hazardous material and obtain a Safety Data Sheet (SDS) via 3E Company at 1.800.451.8346. Consult the SDS on ways to treat exposure until further medical assistance arrives; and
- Monitor media outlets.

Teachers and Staff

- Close all windows and exterior doors to classroom;
- Have class roster with you;
- Staff and students should be moved as close to building’s central interior as possible (away from exterior walls);
- Take roll call and report missing students; and
- Determine if any staff or students are in need of medical assistance due to exposure to the hazardous material.

Evacuation

When to evacuate

- Fire;
- Gas leak;
- Bomb threats (as determined by administration);
- Major structural damage; and
- Any situation where it would be *more hazardous* to remain inside than outside.

Administration

- Call 911;**
- Announce the evacuation via PA, fire alarm, bull horn, etc.;
- Obtain all visitor sign-in sheets and emergency cards;
- Ensure orderly evacuation of all persons; and
- Ensure accountability of all staff and students.

Teachers and Staff

- Take possession of all class rosters;
- Immediately escort students to the safest evacuation route from the classroom to their pre-designated evacuation area; and
- Call roll and account for all students.

Teachers and Staff outside

- Remain outside and respond with their students to the pre-designated evacuation area (class rosters will be with you when outside).

On your first day of work at school

- Know the primary and secondary evacuation routes from your assigned classroom;
- Know where to report once evacuated; and
- Know the location of the school's offsite assembly area (*This location is used to pick up students/staff by bus for relocation, if necessary*).

Student Accountability

At all times during a crisis situation it is vitally important that administrators, teachers and staff have processes in place to account for all students. Student accountability is a part of every crisis scenario.

Administration

- Ensure there are processes in place for student accountability;
- Ensure there are processes in place to report missing students; and
- Ensure there is a staff member(s) assigned to coordinate student accountability.

Teachers and Staff

- Always have a class roster with them;
- Account for all students under their supervision; and
- Report missing students immediately to the student accountability coordinator when safe to do so.

On your first day of work at a school

- Know the staff member(s) assigned to coordinate student accountability.

Earthquake Response Actions

Although Virginia has a limited earthquake threat, we must ensure that our administrators, staff, and students are prepared in the event of this type of catastrophe.

WHAT TO DO IMMEDIATELY WHEN SHAKING BEGINS



What to Do During an Earthquake

Stay as safe as possible during an earthquake by following the guidelines noted below. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped. Once the shaking has stopped, evacuate the building immediately; however, be cautious as there may be aftershocks up to several hours after the initial earthquake.

Administration

- Take cover;
- Announce building evacuation after shaking stops;
- Ensure all students and staff are accounted for; and
- Call for police or fire assistance, if needed.

Staff Indoors

- DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building;
- Stay away from glass, windows, outside doors and walls, or anything that could fall, such as lighting fixtures or furniture;
- Stay in bed if you are there (nurse's clinic) when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place;

Earthquake Response Actions (Continued)

- Mobility impaired employees/students in a wheelchair should stay in it. Move to cover within their immediate location if possible, lock their wheels, and protect their heads with a book or with their arms or hands.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave;
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on; and
- DO NOT use the elevators.

Staff Outdoors

- Stay there;
- Move away from buildings, streetlights, and utility wires; and
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle (Bus)

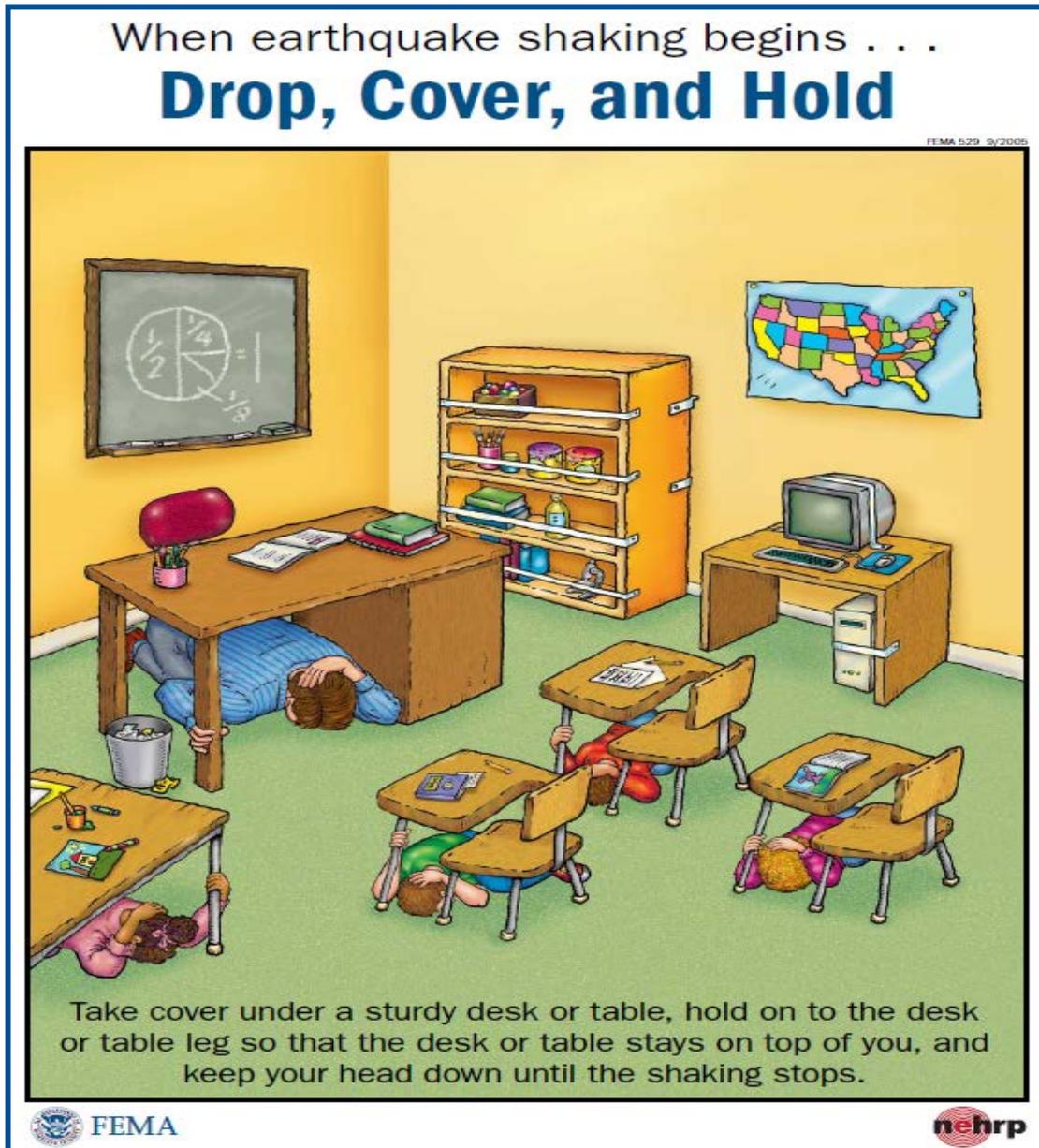
- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires; and
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped under Debris

- Do not light a match;
- Do not move about or kick up dust;
- Cover your mouth with a handkerchief or clothing; and
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Earthquake Response Actions (Continued)

Remember . . . Drop, Cover, and Hold On! Take cover under a sturdy desk or table, hold on to the desk or table leg so that the desk or table stays on top of you and keep your head down until the shaking stops.



Tornado / High Winds / Severe Weather

Tornado

Tornado “Watch” – No funnel clouds have been sighted but weather conditions exist that are conducive to their formation.

Tornado “Warning” – A funnel cloud has been sighted or indicated on radar. The approximate location and direction is usually broadcast via NOAA Weather Radio during the warning.

Administration

- Announce to all staff, “There is a tornado warning in effect. Please escort your class to your pre-designated *Safe Zones* at this time;” and
- Monitor the NOAA Weather Radio and media outlets.

Teachers and Staff

- Immediately direct your class to the classroom’s designated *Safe Zone*; and
- Be familiar with the “*drop and tuck*” position and instruct the students accordingly.
- If there is a ***Tornado Warning***, ensure that any person in a wheelchair is escorted next to a wall, wheels locked, and covered with a blanket, if possible, to protect them from glass and debris.

On your first day of work at a school

- Know the location of the *Safe Zone* for the classroom you are assigned; and
- Be familiar with the “*drop and tuck*” position.

Tornado / High Winds / Severe Weather

High Winds

Wind advisories will be announced on your NOAA weather radio.

Wind Advisory

A Wind Advisory is issued when the following conditions are expected for three hours or longer:

- Sustained winds of 31 to 39 mph
- AND/OR
- Wind gusts of 46 to 57 mph.

High Wind Watch

A High Wind Watch is issued when the following conditions are *possible*:

- Sustained winds of 40 mph or higher for one hour or more
- OR
- Wind gusts of 58 mph or higher for one hour or more.

High Wind Warning

A High Wind Warning is issued when the following conditions are *occurring or imminent*:

- Sustained winds of 40 mph or higher for one hour or more
- OR
- Wind gusts of 58 mph or higher for one hour or more.

Tornado / High Winds / Severe Weather (Continued)

While all PWCS mobile/modular classrooms meet the HUD wind requirements, should a ***High Wind Watch*** or ***Warning*** be issued by NOAA:

- All outside activities will be cancelled;
- All field trips taking place during the school day will be cancelled;
- Staff and students will come inside the main building to include those staff/students in mobile/modular classrooms;
- Considerations should be made to go inside the main building for ***Wind Advisories*** if mobile/modular classrooms are near trees or power lines, unfastened PE equipment, etc., and
- If there is a ***High Wind Warning***, ensure that any person in a wheelchair is escorted next to a wall, wheels locked, and covered with a blanket, if possible, to protect them from glass and debris.

High winds have the potential to bring down trees, power lines and signs, and can turn unsecured objects into dangerous projectiles. Listed below are some tips to keep in mind during high wind warnings.

Tips if caught outside during high wind warnings:

- Take cover next to a building or under a secure shelter;
- If possible and safe to do so, work your way to inside of the building;
- Stand clear of bus loops etc., as a gust may blow you into the path of an oncoming vehicle;
- Use handrails where available, and avoid elevated areas such as roofs; and
- Watch for flying debris. Tree limbs may break and street signs may come loose during strong winds.

Tornado / High Winds / Severe Weather (Continued)

In the event of a downed power line:

- Report downed lines to your local utility emergency center and to the police; and
- Avoid anything that may be touching downed lines, including vehicles or tree branches.

High Waters / Flooding

High water, flash flooding, and flooding can occur for several reasons to include extended periods of rain, a warming trend following a heavy snow, burst dams and levees, and severe weather conditions such as storm surges, earthquakes, and hurricanes. More specific to our climate, topography, and hydrology, would be flash flooding of roadways and backed up or clogged storm drainage systems.

Should the need arise to evacuate for any of the aforementioned situations:

Administration

- Monitor the NOAA Weather Radio and media outlets;
- Prepare all personnel for possible evacuation to appropriate Alternate Sheltering Location;
- Note any on-site evacuation area(s) or off-site assembly area(s) that may be affected by the weather; and
- Contact your Level Associate and Facilities Services if building or site flooding may become an issue.

Teachers and Staff

- Be familiar with on-site evacuation areas and off-site assembly areas and prepare to evacuate if directed to do so; and
- Note any special needs students that would be affected by adverse weather in this type of evacuation scenario.

QUIZ

(Choose the best answer.)

1. You and your class are outside for PE (or recess) and an announcement is broadcast over your radio that the school is going into a *Lockdown* and to secure your classroom at this time. You should:
 - A. Immediately escort your students inside the school.
 - B. Call for assistance because your class is too large to handle.
 - C. Respond to the nearest place of concealment, hide, remain calm, and be quiet.

2. You are in a *Lockdown* in your classroom and the fire alarm sounds. You should:
 - A. Grab your class roster and evacuate according to the school's *Crisis Response Plan*.
 - B. Open your classroom door to see if there is smoke or fire in the hallways.
 - C. Stay put until you are told to evacuate, unless you are in *imminent* danger.

3. Your school is in a *Secure the Building* status. You recognize the parent of one of your students knocking on an outside door adjacent to your classroom and demanding to be let in and their child released. You should:
 - A. Let them in, since you know who they are.
 - B. Open the door but don't let them in and explain to them the situation.
 - C. Immediately notify administration of the situation.

4. In a *Lockdown* you must ensure the safety of your students at all times. You should know that:
 - A. You should only be concerned with the students that are in your classroom. Students in the hallways and restrooms are not your concern.
 - B. If you have a student who is not one of yours in your classroom, immediately direct them to go to their own classroom and report to their teacher.
 - C. You must ensure the safety of any and all students in your classroom. Take roll and report all students accounted for when safe to do so.

5. The school is in a *Secure the Building* status. You are responding to the main office and you notice an individual not wearing an ID Badge or Visitor's pass. You should:
 - A. Take notice and give the individual's description to the office staff.
 - B. Ask the individual if you can help them. Escort them to the main office to sign-in on the visitor's log.
 - C. Inform them to go to the main office and continue on your way since you do not want them to think you are harassing them.

Quiz
(Page 2)

6. A *Shelter-In-Place* may be declared at your school for the following reasons:
 - A. A hazardous material spill in the school vicinity.
 - B. A radiological leak in the neighborhood of the school.
 - C. A traffic accident involving a chemical tank truck near the school.
 - D. All of the above.

7. After a school evacuation, you take roll and two students are missing. You will:
 - A. Report this to the school principal.
 - B. Call the police to report the missing students.
 - C. Advise the school designee in charge of student accountability.
 - D. Search for the students in your immediate area.

8. A tornado *warning* is announced over the school's PA system. You will:
 - A. Go to the window and look for funnel clouds.
 - B. Move your students to the designated safe zone and review the drop and tuck position.
 - C. Take immediate cover in your classroom.

9. The school fire alarm sounds. You will:
 - A. Take your attendance book with you.
 - B. Exit the building, re-assemble the students and take roll.
 - C. Report missing students to the school's designee.
 - D. All of the above.

10. Choose the accurate statement:
 - A. Substitute teachers play a vital role in the Prince William County Public Schools *Crisis Management Plan* to ensure the safety of our students.
 - B. In a *Lockdown*, all students outside must re-enter the building to a secure room.
 - C. In an emergency/crisis scenario, I am only responsible for the students in my classroom and should disregard any student I see unaccompanied by an adult staff member.

Quiz
(Page 3)

11. You are outside for recess and the earth begins to shake. What steps/measures should you take with your class?
- A. Immediately direct your class to respond to the school.
 - B. Seek shelter against a reliable stable object.
 - C. Drop and cover away from power lines, dumpsters, trees, or any structure/object that could fall on you.
 - D. Stay where you are and do not move.
12. You are outside with your class for recess/PE etc.; it is announced that the school is being placed in a “Secure the Building”, you should;
- A. Take your students to the nearest vantage point of concealment and hide.
 - B. Since in a Secure the Building the education process continues, remain vigilant to your surroundings and report anything out of the ordinary, but carry on as usual.
 - C. Radio to the main office and ask for instruction.
 - D. Bring the class inside the main building to your classroom area as all exterior doors will be secured and administration at that time will dictate who, if anybody, is permitted inside the school. The education process will continue inside the school.
13. Choose the most accurate statement:
- A. Evacuation only occurs when directed to do so by an administrator.
 - B. Evacuations will be conducted during a lock-down only when the fire alarm sounds.
 - C. An evacuation will occur anytime it is safer to be outside of the building rather than inside.
14. True or False: When a lock-down is announced, a special code will be given that I am responsible to know on the first day I report to the school.
- True _____
False _____
15. If the classroom I am teaching in is a modular/trailer and a Tornado “Watch” is announced, I should:
- A. Respond with your class to the main building and follow further instructions.
 - B. Remain vigilant in case a Tornado “Warning” is announced.
 - C. Have your class assume the “Drop and Tuck” position.

Substitute Teacher

crisis Management Training

Certificate of Competency

The undersigned certifies that



Prince William County Public Schools

*has achieved an acceptable minimum level of competency and knowledge as specified
in the Substitute Teacher Crisis Management Training curriculum.*

Presented this ____ day of _____, 20____.

Prince William County Public Schools

Crisis Management

CRISIS MANAGEMENT TRAINING

Answer Key

1. C
2. C
3. C
4. C
5. B
6. D
7. C
8. B
9. D
10. A
11. C
12. D
13. C
14. F
15. A

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Associate Superintendent for Human Resources
Prince William County Public Schools, P.O. Box 389, Manassas, VA 20108

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