

## **CRISIS INTERVENTION PLAN 2020-2021**

### **WARNER PUBLIC SCHOOL**

SUPERINTENDENT 918-463-5171 EXT. 6

ELEMENTARY OFFICE 918-463-5171 EXT. 1 MIDDLE SCHOOL & HIGH SCHOOL OFFICE 918-463-5171 EXT. 2

#### **EMERGENCY NUMBERS**

##### **In the event of an emergency call 911**

Warner Police 918-463-3911 Cell 918-769-5501 City Hall 918-463-2696 Fire Department 918-682-1313  
Oklahoma's Statewide School Hotline 1-877-safecall ext. ok 1 [Oklahoma Child Abuse Hotline: 1-800-522-3511](https://www.ok.gov/childabusehotline/)

#### **FIRE**

1. Sound Fire Alarm / Call 911 during the evacuation process.
2. Report the exact location of the fire to the main office.
3. Evacuate the building according to exit map. If unsafe, use the nearest safe exit to clear the building. **Maps are placed in each classroom. Take class roster.**
4. **Everyone must evacuate the building. Assist any individuals with special needs.**
5. Monitors are named for each building and will check to make sure building is cleared.
6. If unable to exit due to conditions, shut the door, stay low, and call 911. Advise who you are, that you are trapped, and the number of occupants and location. Close all windows and doors (do not lock doors) to contain the fire.
7. Once evacuated, move to safe area at least 100 feet from building, clear of emergency vehicles. Staff and students need to go to designated safe place. Elementary- Softball Field High School- Baseball Field
8. Each teacher will keep attendance record and account for all students and notify designated staff person that all students are accounted for.
9. Do not re-enter the building until the proper "all clear" signal is given.
10. Students must not be released except to parents and guardians and must be signed out.

#### **TORNADO & OTHER SEVERE WIND EVENTS**

1. Building principal or designee will inform staff of condition or potential condition.
2. If severe weather strikes an intercom announcement will be made that everyone needs to move to his/her designated refuge area. Take a class roster.
3. Lock all doors except one and assign a staff member to monitor and direct late arrivals.
4. Move all students away from windows, doors, etc.
5. Take role and report missing students.
6. Teacher must keep record of student's whereabouts if leaving room.
7. Wait for instructions or ALL CLEAR from officials.

*If severe inclement weather occurs outside of the school day, an all call will be made using our notification system. Staff members should also watch for notice of school closing on channel 2, 6 or 8. Upon returning to school, building sidewalks should be clear of ice/snow/debris.*

#### **SOFT LOCK-DOWN**

1. Immediately move students from outside into the building
2. If you are located in an area with a lockable door, gather students in the vicinity into the room and close your locked door.
3. All external building doors will be locked by designated person.
4. Continue with normal activities as much as the situation allows.
5. If students or staff must move about in the building, first obtain permission from the administrator or designee.
6. Be prepared to rapidly implement an Evacuation or Lockdown if directed to do so.

#### **INTRUDER ALERT**

1. You will be alerted by intercom system that we are having an intruder alert.
2. Once notified, understand that this is a very serious lock down and immediately clear the hallway and bathrooms by your room moving everyone into the classroom. Close your locked classroom door. If you are not in a location with a lockable door, move students to a more secure area if possible.
3. Gather students and visitors to an interior block wall out of sight and turn out lights.
4. Keep all persons away from the doors and windows to limit visibility.
5. If possible, barricade door, and pull window shades.
6. Ignore all bells and alarms unless otherwise instructed.
7. Allow no one in or out of the classroom until a uniformed policeman opens your door.
8. **REMAIN QUIET!!**
9. When safe to do so, account for students and relay this information as instructed.

### **STUDENT BODY CONFLICT**

1. Call or send for assistance. Use the intercom and/or walkie talkie.
2. Do not rush into the altercation.
3. Announce your presence.
4. Call the student(s) name.
5. Give choices (Would you like to go to the office? Stop now and get into less trouble).
6. Ask/tell the students to stop.
7. Try humor
8. Do not invade the student's personal space unless you have to prevent bodily injury to another student.
9. Remove the AUDIENCE.
10. Whichever staff member knows the student best should talk to him/her.

### **FIREARMS OR WEAPONS**

1. **NOTIFY BUILDING PRINCIPAL IMMEDIATELY**
2. The principal or designees shall:
  - a. Verify Information
  - b. Proceed with LOCKDOWN if necessary.
  - c. Contact the police.
  - d. Notify the superintendent of schools or his designees.
  - e. Cooperate fully with the police.
  - f. Notify the parent of the student in possession of the weapon.
  - g. Transfer the confiscated weapon to the police department.

### **BOMB THREATS**

1. If the bomb threat is delivered on the telephone, the staff member should:
  - a. Keep the caller on the line as long as possible. If possible, record the caller.
  - b. Listen for characteristics of the caller and for the background noise.
  - c. Ask: Where is the bomb? What does the bomb look like? Did you place the bomb? Why have you planted it? What is your name? What kind is it? What will cause it to explode? When will it go off? What are you addressing?
  - d. Write down all the information obtained, using as many exact words as possible. (Tape caller if possible)
2. Notify principal
3. Principal will call for evacuation of the building. Staff should use the same procedure for evacuation as used in fire drill.
4. Complete checklist provided.

### **INTRUDERS IN BUILDING**

1. Notify building principal immediately by intercom, walkie talkie or whatever means is most effective.
2. If warranted, principal will announce that we are having a lockdown. If the intercom system is used, the announcement will say "Intruder Alert".
3. Lock doors to classrooms.
4. Remain in locked classrooms until situation is resolved.
5. Keep students in secured classroom until situation is resolved.
6. Students and faculty should get on floor if firearms are suspected.
7. Staff members should ask any visitor or stranger in building if he/she has checked in with the office. If not, members should direct the person to the office.

*PROTECTIVE or RESTRAINING ORDERS NEED TO BE FILED IN THE PRINCIPAL'S OFFICE.  
Visible signs stating that: **ALL VISITORS MUST REPORT TO THE OFFICE**, should be posted.*

### **SUICIDE PREVENTION**

*In the event of warning signs of suicidal student or staff members, suicidal threats, attempt prolonged depression, dramatic change of behavior or personality, or the making of final arrangements the severity of the level of the threat should be assessed. Ultimately, the counselor and principal need to make this determination.*

1. Notify the parents of the suicidal student or family members or staff members.
2. Work with the family to secure the needs of the student, supervision and services.
3. Monitor the student or staff member and provide ongoing assistance.
4. Students should be encouraged to report all threats of suicide by others.