

# **CRISIS MANAGEMENT PLAN FOR CALVARY CHAPEL CHRISTIAN SCHOOL AND PRESCHOOL**

## **CRISIS MANAGEMENT PLAN OBJECTIVES**

- **TO PRESERVE THE HEALTH, WELFARE AND SAFETY OF BOTH STUDENTS AND TEAM MEMBERS.**
- **TO BE PROACTIVE IN AVOIDING DANGEROUS SITUATION WHENEVER POSSIBLE.**
- **TO PROPERLY HANDLE CRISES IF THEY DO OCCUR. THIS WILL BE DONE THROUGH QUALITY FACILITIES, EFFECTIVE DISCIPLINE, EFFICIENT PLANNING AND PRECISE COMMUNICATION WITH STUDENTS, TEAM MEMBERS, AND PARENTS.**
- ***CRISIS* – SHALL INCLUDE BUT NOT BE LIMITED TO SITUATIONS INVOLVING THE INJURY OR DEATH OF A STUDENT OR TEAM MEMBER, OR A MEMBER OF A STUDENT’S IMMEDIATE FAMILY.**
- ***CRITICAL INCIDENTS* – SHALL INCLUDE SITUATION INVOLVING THREATS OF HARM TO STUDENTS, TEAM MEMBERS OR FACILITIES. CRITICAL INCIDENTS INCLUDE, BUT ARE NOT LIMITED TO:**
  - **NATURAL DISASTERS**
  - **FIRE**
  - **BOMB THREAT**
  - **ARREST OF STUDENT OR TEAM MEMBER**
  - **USE OF WEAPONS OR EXPLOSIVES**
  - **ASSAULT ON A STUDENT OR TEAM MEMBER**
  - **THE TAKING OR THE THREAT OF TAKING HOSTAGES**
- **SUCH INCIDENTS MAY REQUIRE INTERAGENCY RESPONSE INVOLVING LAW ENFORCEMENT AND/OR EMERGENCY SERVICES AGENCIES. THE SENIOR PASTOR, SUPERINTENDENT, AND CHURCH ADMINISTRATOR HAVE THE AUTHORITY TO DETERMINE WHAT A CRISIS INCIDENT IS AND TO CONVENE THE CRISIS MANAGEMENT TEAM. IN THE EVENT THAT ONE OR THE ENTIRE ABOVE LISTED ARE NOT AVAILABLE THE ELEMENTARY OR SECONDARY PRINCIPAL SHALL ASSUME THIS AUTHORITY.**
- ***CRISIS MANAGEMENT TEAM* SHALL CONSIST OF THE MEMBERS THAT ARE READILY ACCESSIBLE DURING THE SCHOOL DAY AND HAVE THE KNOWLEDGE AND SKILLS TO ACT IN AN EMERGENCY. THIS SHALL INCLUDE:**
  - **THE SUPERINTENDENT**
  - **ELEMENTARY PRINCIPLE AND/OR HIGH SCHOOL PRINCIPAL**
  - **OFFICE MANAGER**
  - **ONE OR MORE OFFICE TEAM MEMBERS**
  - **ONE OR MORE TEACHERS OR SPECIAL PROGRAM DIRECTORS**
  - **FACILITIES/MAINTENANCE TEAM MEMBER**
  - **CHURCH ADMINISTRATOR**

## **CRISIS MANAGEMENT PLAN**

THE CRISIS MANAGEMENT PLAN WILL INCLUDE PROVISIONS FOR PRE-PLANNING, INTERVENTION/RESPONSE, AND POST-EMERGENCY ACTIVITIES, INCLUDING THE ESTABLISHMENT OR DESIGNATION OF THE FOLLOWING:

- EXPLICIT PROCEDURES FOR EACH CRISIS INCIDENT.
- A SHELTER OFF SCHOOL CAMPUS IN THE EVENT OF AN EVACUATION.
  - DESERT BREEZE COMMUNITY CENTER (702) 455-8334  
8275 SPRING MOUNTAIN ROAD  
LAS VEGAS, NV 89117
- CHAIN OF COMMAND (IN EVENT A KEY ADMINISTRATOR IS NOT AVAILABLE).
- NETWORK OF COMMUNICATORS – IT IS THE RESPONSIBILITY OF THESE INDIVIDUALS TO CONVEY APPROVED INFORMATION TO OTHERS. IT MAY INCLUDE ‘PHONE TREES’ TO NOTIFY TEAM MEMBERS, SPECIAL PROGRAM DIRECTORS, AND PARENTS.
- A COMMUNICATION PLAN WITHIN THE SCHOOL AND TO THE COMMUNITY.
- CRITICAL INCIDENT MANAGEMENT – THIS MAY INVOLVE COOPERATION WITH DEPARTMENTS OF POLICE, FIRE, AND EMERGENCY SERVICES.
- METHOD FOR BRINGING CLOSURE TO CRISIS.
- ANNUAL EVALUATION OF CRISIS PLAN.
- CRISIS MANAGEMENT IN-SERVICE – TO BE REVIEWED ANNUALLY WITH FULL SCHOOL STAFF.

## **CRISIS MANAGEMENT TEAM DUTIES**

- CRISIS MANAGEMENT TEAM *RESPONSIBILITIES* – THE CALVARY CHAPEL CHRISTIAN SCHOOL CRISIS MANAGEMENT TEAM, UNDER THE LEADERSHIP OF THE SUPERINTENDENT, IS RESPONSIBLE FOR THE FOLLOWING:
  - ESTABLISHING PROTOCOL FOR DEALING WITH CRISIS AND CRITICAL INCIDENTS.
  - ESTABLISHING A SYSTEMATIC APPROACH FOR IDENTIFYING, REFERRING AND INTERVENING WITH STUDENTS IDENTIFIED AS “AT RISK”, FOR SUICIDE, OR OTHER DESTRUCTIVE BEHAVIORS.
  - ORIENTING TEAM MEMBERS TO PROCEDURES AND TRAINING FOR DESIGNATED ROLES INCLUDING CONDUCTING DRILLS.
  - PROVIDING ASSISTANCE DURING A CRISIS IN ACCORDANCE WITH DESIGNATED ROLES.
  - CONDUCTING DEBRIEFING AT THE CONCLUSION OF EACH CRISIS TO CRITIQUE THE EFFECTIVENESS OF THE CRISIS MANAGEMENT PLAN.
  - CONDUCTING AN ANNUAL REVIEW OF THE CRISIS MANAGEMENT PLAN AND UPDATING, AS NECESSARY.
- *DUTIES OF THE INDIVIDUAL MEMBERS OF THE CRISIS MANAGEMENT TEAM*
  - THE SUPERINTENDENT – WILL COORDINATE AND SUPERVISE EMERGENCY MANAGEMENT ACTIVITIES AT THE SCHOOL.
  - DESIGNATION AND TRAINING OF CRISIS MANAGEMENT TEAM.
  - MONITOR DEVELOPING SITUATIONS THAT MAY IMPACT THE SCHOOL.
  - KEEP SENIOR PASTOR, FELLOW ADMINISTRATORS, AND TEAM MEMBERS INFORMED OF DEVELOPING SITUATIONS AND INITIATE EMERGENCY PROCEDURES, IF NECESSARY, INCLUDING DEPARTMENTS OF FIRE, POLICE AND EMERGENCY SERVICES.
  - DIRECT EMERGENCY OPERATIONS UNTIL PUBLIC SAFETY OFFICIALS ARRIVE.
  - SERVE AS A LIAISON TO PUBLIC SAFETY PERSONNEL

- IMPLEMENT EVACUATION PROCEDURES TO CONTROL ACCESS TO AN AFFECTED AREA.
- AUTHORIZE THE RELEASE OF INFORMATION TO THE PUBLIC.
- COORDINATE DAMAGE ASSESSMENT WITH MAINTENANCE/FACILITIES DEPARTMENT, AND EMERGENCY SERVICES, WHEN NECESSARY.
- **THE ELEMENTARY AND SECONDARY PRINCIPAL – ALL TASKS RELATED TO STUDENT ACCOUNTING AND STUDENT RELEASE.**
  - ESTABLISH PROCEDURES FOR ASSESSING AND REPORTING STATUS OF STUDENTS IN AN EMERGENCY, OR ANY EVENT THAT NECESSITATES EVACUATION OR RELOCATION OF STUDENTS.
  - PROVIDE INSTRUCTION AND PRACTICE TO ALL TEAM MEMBERS IN THE STUDENT ASSESSMENT AND REPORTING PROCESS
  - ESTABLISH PROCEDURES FOR COMMUNICATION WITH TEACHERS.
  - DEVELOP A METHOD OF RECEIVING REPORTS FROM ALL TEACHERS ON THE CONDITION AND LOCATION OF EVERY STUDENT.
  - ASSIGN PERSONS TO INVESTIGATE REPORTS OF MISSING, INJURED, ILL, OR OTHERWISE NOT COMPLIANT STUDENTS.
  - IMPLEMENT STUDENT RELEASE PROCEDURES
  - KEEP THE SUPERINTENDENT INFORMED OF ALL SIGNIFICANT ISSUES THAT MAY LEAD TO A CRISIS.
- **THE OFFICE MANAGER – HAS PRIMARY RESPONSIBILITY FOR EMERGENCY COMMUNICATIONS, INCLUDING EXCHANGE OF INFORMATION WITH SCHOOL ADMINISTRATION, EMERGENCY RESPONDERS, AND INTERNAL COMMUNICATION WITHIN THE SCHOOL BUILDING(S). PRIMARY RESPONSIBILITY FOR RECORD KEEPING ALSO LIES WITH THIS POSITION.**
  - ESTABLISH PROCEDURES FOR EMERGENCY COMMUNICATIONS WITH SCHOOL ADMINISTRATION.
  - ESTABLISH INTERNAL EMERGENCY COMMUNICATIONS INCLUDING PROVISION FOR TWO-WAY COMMUNICATIONS WITH CLASSROOMS, PLAYGROUNDS. OR OTHER SITES.
  - IN AN EMERGENCY, ESTABLISH AND MAINTAIN COMMUNICATION WITH SCHOOL ADMINISTRATION.
  - ESTABLISH AND MAINTAIN COMMUNICATION WITH THE EMERGENCY RESPONDERS, AS NEEDED.
  - INITIATE AND MAINTAIN AN INCIDENT LOG.
  - RECEIVE AND MAINTAIN STUDENT ACCOUNTING FORMS.
  - TAKE APPROPRIATE ACTION TO NOTIFY MEDICAL OR SEARCH TEAMS THROUGH 9-1-1.
- **TEACHERS – RESPONSIBLE FOR IMPLEMENTING APPROPRIATE PROCEDURES TO PROTECT STUDENTS.**
  - EVACUATION – MAINTAIN NOTEBOOK, ATTENDANCE ROSTERS, AND GREEN “ALL ACCOUNTED FOR” NOTIFICATION CARD. DIRECT AND SUPERVISE STUDENTS EN ROUTE TO PRE-DESIGNATED “SAFE” AREAS WITHIN THE SCHOOL, OR TO AN “OFF SITE” LOCATION.
  - STUDENTS ASSEMBLY – MAINTAIN ORDER WHILE IN STUDENT ASSEMBLY AREAS.
  - STUDENT ACCOUNTING – VERIFY THE LOCATION AND STATUS OF EVERY STUDENT. REPORT TO DESIGNEE ON THE CONDITION OF ANY STUDENT WHO NEEDS ASSISTANCE.
  - REMAIN WITH ASSIGNED STUDENTS THROUGHOUT THE DURATION OF THE EMERGENCY UNLESS OTHERWISE ASSIGNED BY ADMINISTRATION, OR UNTIL EVERY STUDENT HAS BEEN RELEASED BY EMERGENCY RESPONDERS.
- **MAINTENANCE/FACILITIES – RESPONSIBLE FOR CONTROLLING ACCESS AND SECURING SCHOOL FACILITIES.**

- KEEP FACILITY AND PROPERTY IN SAFE, WORKING ORDER.
- INVENTORY ALL MATERIALS, EQUIPMENT, OR UTILITY LINES IN OR NEAR THE SCHOOL.
- ESTABLISH PROCEDURES FOR ISOLATION HAZARDOUS AREAS.
- IN AN EMERGENCY, SURVEY DAMAGE AND STABILITY OF BUILDINGS AND ALL UTILITIES; REPORT TO THE ADMINISTRATOR.
- IMPLEMENT BUILDING ACCESS CONTROL MEASURES.
- SECURE STUDENT ASSEMBLY AREAS.
- ASSIST ADMINISTRATORS IN RECOVERY PROCEDURES.

## **CRISIS RESPONSE PROCEDURES**

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

IN CASE OF EMERGENCY REQUIRING LOCK-DOWN, THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED BY TEAM MEMBERS AND STUDENTS:

- SUPERINTENDENT OR DESIGNEE WILL INITIATE LOCK-DOWN, NOTIFYING OTHER ADMINISTRATIVE STAFF IN THE PROCESS.
- OFFICE PERSONNEL WILL BE DIRECTED TO CALL 9-1-1 TO NOTIFY EMERGENCY SERVICES.
- IF STUDENTS ARE IN CLASS, TEACHERS LOCK THEIR CLASSROOM DOORS ONCE THEY HAVE BEEN NOTIFIED THAT NO ONE IS TO LEAVE THE CLASSROOM UNTIL AN ANNOUNCEMENT OF “ALL CLEAR” IS MADE BY THE ADMINISTRATION. FIRE ALARMS WILL BE IGNORED. IF THERE IS A NEED TO EVACUATE, THE TEACHERS WILL BE NOTIFIED.
- IF STUDENTS ARE ON CAMPUS, BUT NOT IN CLASSROOMS, THEY WILL BE LED TO THE GYMNASIUM OR SANCTUARY, WHICHEVER IS APPROPRIATE. THE DOORS WILL IMMEDIATELY BE LOCKED.
- TEACHERS ARE TO DO THE FOLLOWING:
  - CLOSE THE BLINDS AND COVER DOOR WINDOWS. POST GREEN SIGN IN VISIBLE LOCATION.
  - TELL STUDENTS THAT THERE IS AN EMERGENCY AND YOU HAVE NOT BEEN INFORMED AS TO WHAT IT IS.
  - GET THE STUDENTS TO AN AREA OF THE ROOM AWAY FROM THE DOOR AND WINDOWS.
  - HAVE STUDENTS REMAIN IN PLACE UNTIL AN ANNOUNCEMENT IS MADE. MEMBERS OF THE CRISIS TEAM WILL COME TO YOUR ROOM TO UPDATE YOU.

### ***SHELTER IN PLACE***

IN CASE OF EMERGENCY REQUIRING SHELTER IN PLACE, THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED BY TEAM MEMBERS AND STUDENTS:

- SUPERINTENDENT, EMERGENCY RESPONDER OR DESIGNEE WILL INITIATE NOTIFICATION OF NEED FOR SHELTER IN PLACE.
- AIR/HEAT UNITS WILL BE TERMINATED VIA MASTER CONTROL.
- OFFICE PERSONNEL WILL BE DIRECTED TO CALL 9-1-1 TO NOTIFY EMERGENCY SERVICES.
- FACILITIES TEAM WILL BE NOTIFIED.
- IF STUDENTS ARE IN CLASS, TEACHERS LOCK THEIR CLASSROOM DOORS AND SEAL THE DOOR WITH DUCT TAPE. NO ONE IS TO LEAVE THE CLASSROOM UNTIL AN ANNOUNCEMENT OF “ALL CLEAR” IS MADE BY THE ADMINISTRATION. FIRE ALARMS WILL BE IGNORED. IF THERE IS A NEED TO EVACUATE, THE TEACHERS WILL BE NOTIFIED.

- IF STUDENTS ARE ON CAMPUS, BUT NOT IN CLASSROOMS, THEY WILL BE LED TO THE GYMNASIUM OR SANCTUARY, WHICHEVER IS APPROPRIATE. THE DOORS WILL IMMEDIATELY BE LOCKED AND SEALED WITH TAPE.
- TEACHERS ARE TO DO THE FOLLOWING:
  - CLOSE THE BLINDS AND COVER DOOR WINDOWS. POST GREEN SIGN IN VISIBLE LOCATION.
  - TURN OFF AC/HEATING UNIT
  - HAVE STUDENTS REMAIN IN PLACE UNTIL AN ANNOUNCEMENT IS MADE. MEMBERS OF THE CRISIS TEAM WILL COME TO YOUR ROOM TO UPDATE YOU.

### ***HOSTAGE SITUATION/BARRICADED CAPTOR***

**BUILDINGS – WITHIN ANY SCHOOL ACTIVITY OR BUILDING, THE FOLLOWING PROCEDURES SHALL BE IMPLEMENTED:**

- SUPERINTENDENT/ADMINISTRATIVE STAFF – WILL ASSUME COMMAND OF THE SITUATION, CONTACT 9-1-1, REMAINING IN CHARGE UNTIL THE ARRIVAL OF THE POLICE DEPARTMENT.
- CONTAINMENT – APPROPRIATE ACTION SHOULD BE TAKEN TO ISOLATE THE HOSTAGE-TAKER AND VICTIMS UNDER HIS CONTROL.
- EVACUATION – IMMEDIATELY EVACUATE ALL OTHER STUDENTS AND PERSONNEL, MAKING SURE THEY DO NOT GO BY THE AREA OF THE HOSTAGE-TAKER. ALL INDIVIDUALS SHOULD PROCEED OFF-CAMPUS TO THE SHELTER, AND BE SUPERVISED BY SCHOOL PERSONNEL.
- CLOSURE – UPON THE ARREST OF THE HOSTAGE-TAKER AND RELEASE OF THE HOSTAGE(S), COUNSELING AND OTHER SUPPORT SHOULD BE GIVEN TO ALL STUDENTS, TEAM MEMBERS, AND FAMILIES INVOLVED BY SCHOOL AND PASTORAL STAFF.

### ***BUS***

**IN CASE OF BUS TAKEOVER, THE BUS DRIVER WILL DO THE FOLLOWING:**

- IF POSSIBLE, KEEP BUS IN ONE LOCATION. THIS WILL ASSIST THE POLICE IN LOCATING AND OVERTAKING THE VEHICLE.
- EVACUATE AS MANY STUDENTS AS POSSIBLE, DIRECTING THEM TO MOVE OUT OF SIGHT OF THE BUS.
- CONTACT THE SCHOOL OFFICE, IF POSSIBLE.
- REMAIN CLAIM.
- WAIT FOR POLICE AND EMERGENCY SERVICES.

### ***EARTHQUAKE***

**IN CASE OF EARTHQUAKE, THE TEACHER SHOULD INSTRUCT THE STUDENTS TO:**

- DROP TO THE FLOOR; GET UNDER DESK, OR ANY OTHER STURDY SURFACE.
- DIRECT STUDENTS, AND STAND UNDER DOORJAMB.
- IF OUTDOORS, MOVE AWAY FROM TREES, LIGHT POSTS, ETC., INTO A “CLEAR” AREA, AND SIT DOWN.
- WHEN THE EARTHQUAKE HAS SUBSIDED, EVACUATE THE BUILDING, GOING TO DESIGNATED AREAS FOR STUDENT ACCOUNTING PROCEDURES. CONDUCT ADMINISTRATIVE OR EMERGENCY SERVICES SEARCH FOR MISSING STUDENTS OR PERSONNEL.
- DO NOT RE-ENTER THE BUILDING UNTIL ADMINISTRATIVE STAFF GIVES THE “ALL CLEAR” SIGNAL
- FACILITIES, MAINTENANCE, SHALL SURVEY THE BUILDING, GAS AND ELECTRICITY, TO INSURE FACILITY SAFETY AND REPORT BACK TO THE ADMINISTRATIVE STAFF BEFORE RE-ENTRY. IF RE-ENTRY IS NOT POSSIBLE, STUDENTS SHALL BE SUPERVISED UNTIL PARENTS CAN PICK THEM UP.

## ***SEVERE WEATHER***

IN CASE OF SEVERE WEATHER WATCH OR WARNING:

- ADVISE ALL STAFF MEMBERS THAT A SEVERE WEATHER WATCH IS IN EFFECT.
- BE PREPARED FOR APPROPRIATE EMERGENCY PROCEDURES IF NEEDED.
- STAY ALERT.

## ***FIRE/DISASTER***

IN AN EVENT THAT FIRE IS DETECTED IN A SCHOOL BUILDING, IMPLEMENT THE FOLLOWING:

- SOUND THE FIRE ALARM.
- EVACUATE THE BUILDING IMMEDIATELY, GOING TO DESIGNATED AREAS.
- INITIATE STUDENT ACCOUNTING PROCEDURE. IF ANY STUDENTS ARE MISSING, NOTIFY ADMINISTRATIVE STAFF IMMEDIATELY.
- DO NOT RE-ENTER THE BUILDING UNTIL FIRE DEPARTMENT OFFICIALS DECLARE IT IS SAFE.
- IF UNABLE TO LEAVE BUILDING, CLOSE ALL DOORS AND WINDOWS TO CONTAIN THE FIRE AND MINIMIZE SMOKE INHALATION.

## ***EMERGENCY SHELTERS***

IN CASE OF TOTAL EVACUATION FROM SCHOOL PROPERTY, STUDENTS AND TEAM MEMBERS WILL BE MOVED TO THE ALL STUDENTS WILL REMAIN UNDER THE SUPERVISION OF SCHOOL PERSONNEL.

## ***ACCIDENTS AT SCHOOL***

IF AN ACCIDENT OCCURS DURING SCHOOL HOURS, OR AT ANY SCHOOL ACTIVITY SUCH AS AN ATHLETIC EVENT, FIRST AID TREATMENT SHOULD BE ADMINISTERED, AS NEEDED, AND AN ACCIDENT REPORT FILLED-OUT BY THE WITNESSING TEAM MEMBER PERSON IMMEDIATELY. ADMINISTRATIVE STAFF SHOULD BE CONSULTED IF THE WITNESSING TEACHER FEELS THE CHILD NEEDS PROFESSIONAL MEDICAL ATTENTION.

## ***AIRCRAFT DISASTER***

IF AN AIRCRAFT CRASHES IN OR NEAR SCHOOL PROPERTY, THE FOLLOWING SHOULD BE IMPLEMENTED.

- IMPLEMENT EMERGENCY EVACUATION PLAN MODIFIED TO MAXIMIZE SAFETY. STUDENTS AND TEAM MEMBERS SHOULD BE ASSEMBLED AS FAR FROM THE CRASH SCENE AS POSSIBLE, AND SHOULD BE UPHILL AND UP-WIND. INITIATE STUDENT ACCOUNTING PROCEDURES.
- PROVIDE FOR TREATMENT, AND REMOVAL OF INJURED BUILDING OCCUPANTS.
- ACCOUNT FOR ALL BUILDING OCCUPANTS AND DETERMINE EXTENT OF INJURIES.
- CALL EMERGENCY NUMBERS.
- IF THE CRASH IS NEAR THE SCHOOL, BUT THERE IS NOT ANY DAMAGE TO THE BUILDING, ALL STUDENTS AND TEAM MEMBERS SHOULD REMAIN INDOORS.

## ***“OUT-OF-CONTROL” PARENT***

IF A STAFF PERSON ENCOUNTERS AN “OUT OF CONTROL” PARENT, HE SHOULD FOLLOW THE FOLLOWING PROCEDURE:

- BE COURTEOUS AND CONFIDENT.
- REMAIN CALM.
- DO NOT TOUCH THE PERSON.
- KEEP A REASONABLE DISTANCE.
- LISTEN.
- ALLOW THE OPPORTUNITY TO “VENT”.
- MEET IN A NEUTRAL, PROTECTED LOCATION.

- LEAVE DOOR OPEN, OR HAVE ANOTHER TEAM MEMBER JOIN YOU.
- AVOID LAYING BLAME; FOCUS ON WHAT POSITIVE STEPS MAY BE TAKEN.
- ASK:
  - “HOW CAN I HELP YOU GET THE SERVICES YOU, OR YOUR CHILD, NEEDS?”
  - “HOW CAN WE WORK TOGETHER?”
  - “WHAT KINDS OF SUPPORT CAN BE PUT INTO PLACE TO HELP YOUR CHILD SUCCEED?”

### ***ASSAULT BY INTRUDER***

IF A STUDENT OR TEAM MEMBER IS BEING ASSAULTED BY AN INTRUDER, THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED:

- ASSESS THE SITUATION.
- STOP ASSAULT IF POSSIBLE.
- MAKE SURE ADMINISTRATION IS AWARE OF THE SITUATION.
- IF DANGER CONTINUES, INSTITUTE LOCK DOWN, INCLUDING CALLING FOR EMERGENCY SERVICES.
- PROVIDE FIRST AID.
- QUESTION THE VICTIM, BEING CAREFUL TO TAKE PRECISE NOTES.
- NOTIFY OTHER ADMINISTRATIVE STAFF AND SENIOR PASTORS.
- INSTRUCT THE RECEPTIONIST TO DIRECT ALL INQUIRIES TO THE ADMINISTRATIVE STAFF.
- COMPLETE A POLICE REPORT.
- PREPARE A WRITTEN MEMO FOR TEAM MEMBERS AND PARENTS.
- SCHEDULE FOLLOW-UP PROGRAMS FOR TEAM MEMBERS AND STUDENTS.
- CALL AN EMERGENCY TEAM MEMBER MEETING IN ORDER TO INFORM TEACHERS WHAT HAS TRANSPIRED.

### ***BOMB THREAT***

THE INDIVIDUAL TAKING THE CALL SHOULD:

- KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE.
- NOTIFY ADMINISTRATION.
- WRITE DOWN ALL INFORMATION OBTAINED IN EXACT WORDS.
- FIND OUT WHAT TIME BOMB IS DUE TO GO OFF.
- STUDENTS AND TEAM MEMBERS SHOULD BE EVACUATED.
- NOTHING IS TO BE TOUCHED OR ALTERED. DO NOT OPEN DESKS OR LOCKERS.
- DO NOT RE-ENTER THE BUILDING UNTIL AUTHORIZED BY EMERGENCY SERVICES.

### ***CHEMICAL SPILL***

IF A CHEMICAL SPILL TAKES PLACE IN A SCIENCE LABORATORY, DO THE FOLLOWING:

- EVACUATE THE AREA IMMEDIATELY.
- NOTIFY SCHOOL ADMINISTRATION, AND THEY WILL NOTIFY EMERGENCY SERVICES, IF NECESSARY.
- NOTIFY FACILITIES/MAINTENANCE
- INITIATE FIRST AID PROCEDURES, IF NECESSARY.

### ***GAS LEAK***

IF A GAS LEAK IS IN OR NEAR THE BUILDING:

- EVACUATE THE BUILDING IMMEDIATELY, GETTING THE STUDENTS A SAFE DISTANCE AWAY.

- CONTACT FACILITIES/MAINTENANCE TO TURN OFF MAIN GAS VALVE.
- PHONE EMERGENCY SERVICES AS NECESSARY.
- IMPLEMENT FIRST AID PROCEDURES, IF APPLICABLE.

### ***BUS ACCIDENT***

AT THE SCENE, THE DRIVER SHOULD:

- CALL 9-1-1 AND NOTIFY SCHOOL ADMINISTRATION.
- REMAIN CALM.
- IF THREAT OF FIRE EXISTS, MOVE CHILDREN TO A SAFE PLACE.
- INITIATE FIRST AID PROCEDURES.
- PROVIDE EMOTIONAL SUPPORT.
- BE AVAILABLE AND ATTEND TO THE INJURED.
- BE AVAILABLE AND ATTEND TO THE UN-INJURED.
- INITIATE STUDENT ACCOUNTING PROCEDURES.

AT THE SCHOOL THE ADMINISTRATION AND TEAM MEMBERS SHOULD:

- PROVIDE EMOTIONAL SUPPORT.
- ATTEND TO AFFECTED STUDENTS.
- PROVIDE INFORMATION TO FACULTY.
- CONTACT PARENTS OF STUDENTS INVOLVED.

FOLLOW-UP:

- SEND LETTERS TO PARENTS.
- ASSESS THE RESPONSE.
- ARRANGE FOLLOW-UP.

### ***FIGHTING***

IF TWO OR MORE STUDENTS ARE FOUND FIGHTING, THE FOLLOWING PROCEDURES SHOULD BE IMPLEMENTED:

- DISPERSE THE CROWD AND INSURE THE SAFETY OF STUDENTS.
- CALL FOR ASSISTANCE IN MANAGING THE INCIDENT.
- FOCUS ON DE-FUSING THE FIGHT.
- NOTIFY THE ADMINISTRATION.
- FILL OUT DISCIPLINE FORMS AND SUBMIT TO PRINCIPAL
- IMPLEMENT FIRST AID PROCEDURES, IF APPLICABLE.
- FILL OUT INCIDENT REPORT.

### ***VANDALISM***

IN CASE OF VANDALISM:

- NOTIFY ADMINISTRATION AND/OR POLICE, IF APPLICABLE.
- PHOTOGRAPH ANY WILLFUL AND MALICIOUS DESTRUCTION OF PROPERTY.
- FOR MINOR DAMAGE, SIMPLY NOTE THE TIME, DATE, AND TYPE OF DAMAGE FOR YOUR RECORDS.
- CLEAN-UP AND REPAIR THE DAMAGE AS SOON AS POSSIBLE TO DISCOURAGE FURTHER ACTS OF VANDALISM.
- AGGRESSIVELY DISCIPLINE ALL STUDENTS WHO VANDALIZE, TO CONVEY THAT YOU WILL NOT TOLERATE THIS TYPE OF OFFENSE.
- COLLECT RESTITUTION, B HAVING THE STUDENT PAY MONEY AND/OR PROVIDE LABOR TO REPAIR THE DAMAGE HE/SHE HAS CAUSED.

### ***INTRUDER/TRESPASSER***

IF A STUDENT OR STAFF PERSON REPORTS A SUSPICIOUS TRESPASSER:

- DETERMINE THE WHEREABOUTS OF THE INTRUDER.
- ISOLATE THE INDIVIDUAL.

- DETERMINE THE EXTENT OF THE CRISIS.
- MAKE REASONABLE NOTES.
- CONTACT POLICE, OR 9-1-1.
- MOVE OTHER STUDENTS AND TEAM MEMBERS FROM AREA, AS NECESSARY.
- PREPARE WRITTEN MEMO FOR TEAM MEMBERS AND PARENTS.
- CALL EMERGENCY TEAM MEMBER MEETING FOR DEBRIEFING.
- SCHEDULE FOLLOW-UP ACTIVITIES, INCLUDING SECURITY PLAN REVIEW.

### ***RAPE***

IF NOTIFIED THAT A RAPE HAS OCCURRED TO A STUDENT OR TEAM MEMBER, THE SCHOOL MUST PROTECT THE IDENTITY AND RIGHT TO PRIVACY OF BOTH THE PERSON RAPED AND THE ALLEGED PERPETRATOR. IF THE ABOVE CONDITION EXISTS, THE ABOVE SHOULD BE IMPLEMENTED:

- DIRECT THE PERSON PROVIDING THE INFORMATION NOT TO REPEAT IT ELSEWHERE.
- TALK TO OTHER ADMINISTRATIVE STAFF AND SUPERINTENDENT ABOUT THE INCIDENT.
- CONTACT THE APPROPRIATE AGENCY(IES).
- THE ADMINISTRATION SHOULD MINISTER TO THE PEOPLE INVOLVED AND SPEAK TO THE VICTIM ABOUT THE TYPE OF SUPPORT HE/SHE NEEDS, AND THE PERSON THE RAPE SURVIVOR WOULD LIKE TO HAVE PROVIDE THAT SUPPORT.
- PROVIDE SPACE IN THE SCHOOL FOR SUPPORT.

### ***EVIDENCE OF CHILD ABUSE***

IF IT IS SUSPECTED THAT A STUDENT IS THE VICTIM OF NEGLECT, PHYSICAL OR SEXUAL ABUSE:

- REPORT SUSPICIONS TO ADMINISTRATION.
- NOTIFY CHILD PROTECTIVE SERVICES AS WARRANTED.
- DOCUMENT ALL ASPECTS.
- PRINCIPAL WILL ASSIST IN NOTIFYING THE PARENT OF REPORT.

### ***SHOOTINGS/WOUNDS/ATTACKS***

IF A STUDENT OR STAFF PERSON IS THE VICTIM OF AN ATTACK, GUNSHOT OR OTHER WOUND, THE FOLLOWING SHOULD BE IMPLEMENTED:

- ASSESS THE SITUATION AND NOTIFY ADMINISTRATION, WHO WILL INITIATE EMERGENCY PROCEDURES.
- ADMINISTER FIRST AID.
- EXECUTE LOCK-DOWN, IF APPLICABLE.
- CALL EMERGENCY TEAM MEMBER MEETING.
- COOPERATE WITH ALL AUTHORITIES TO THE FURTHEST EXTENT.
- DIRECT ALL NEWS MEDIA OR INQUIRIES TO ADMINISTRATION ONLY.

### ***SUICIDE THREAT/ACTUAL SUICIDE***

THREATS – IF A STUDENT OR TEAM MEMBER IS BELIEVED TO BE SUICIDAL, BY ANOTHER STUDENT OR TEAM MEMBER, THE FOLLOWING PROCEDURE SHOULD BE IMPLEMENTED:

- INFORM ADMINISTRATION IMMEDIATELY.
- PERSON SHOULD BE REFERRED TO THE SUPERINTENDENT FOR SECURING COUNSELING.
- PARENTS SHALL BE NOTIFIED THAT THE STUDENT WILL BE REQUIRED TO HAVE ONGOING COUNSELING IN ORDER TO CONTINUE AT CALVARY CHAPEL CHRISTIAN SCHOOL.

SUICIDE – IF A STUDENT OR TEAM MEMBER COMMITS SUICIDE, THE FOLLOWING PROCEDURE SHOULD BE IMPLEMENTED:

- INFORM ADMINISTRATORS AND SUPERINTENDENT.

- INFORM STUDENTS AND TEAM MEMBERS WITH CARE AND SUPPORT BEING GIVEN TO CLOSEST FRIENDS OF THE AFFECTED STUDENT.
- ACKNOWLEDGE THE SUICIDE AS A TRAGIC LOSS OF LIFE.
- ALLOW STUDENTS TO ATTEND FUNERAL SERVICE.
- CONTINUE TO PROVIDE SUPPORT FOR STUDENTS AND FAMILY AFFECTED.

**DO NOT:**

- ORGANIZE SCHOOL-WIDE ASSEMBLIES TO HONOR THE DECEASED.
- DEDICATE PROMS, DANCES, OR YEARBOOKS IN HONOR OF THE DECEASED.
- PAY TRIBUTE TO A SUICIDAL ACT BY PLANTING TREES, OR OTHER MEMORIAL ACTIVITIES, AS THIS OFTEN GLORIFIES THE ACT OF SUICIDE ITSELF IN A YOUNG PERSON'S MIND.

***WHO TO NOTIFY***

WHENEVER POSSIBLE, NOTIFY ADMINISTRATIVE STAFF FIRST (SUPERINTENDENT, PRINCIPAL). IF THEY ARE UNAVAILABLE, THE OFFICE MANAGER SHOULD BE NOTIFIED. IF SHE IS UNAVAILABLE, CONTACT ONE OF THE ADMINISTRATIVE ASSISTANTS, CHURCH ADMINISTRATOR, SENIOR PASTOR OR HEAD OF MAINTENANCE.

EMERGENCY SERVICES	911
CLARK COUNTY SHERIFF'S OFFICE	(702) 828-3231
FIRE DEPARTMENT	(702) 383-2888
POISON CONTROL	(702) 366-1640
CRISIS CLINIC	(702) 385-2153
CHILD PROTECTION	(702) 486-0000
ANIMAL CONTROL	(702) 229-6348
UTILITIES:	
WATER	(702) 870-2011
ELECTRIC	(702) 367-5555
GAS	(702) 365-1111

**OFF CAMPUS SHELTER:**

**DESERT BREEZE COMMUNITY CENTER (702) 455-8334**  
**8275 SPRING MOUNTAIN ROAD**  
**LAS VEGAS, NV 89117**

**JAMES T. DAVIS – SUPERINTENDENT**  
**(702) 248-8879 EXT. 307 (W)**  
**(702) 420-0240 (C)**

**ANGIE MICHAELS – SECONDARY PRINCIPAL**  
**(702) 248-8879 EXT. 315 (W)**  
**(702) 541-4439 (C)**

**TERRIE WEAVER - ELEMENTARY PRINCIPAL**  
**(702) 248-8879 EXT. 318 (W)**  
**(702) 292-0346 (C)**

**REBECCA WEAVER – PRESCHOOL DIRECTOR**  
**(702) 248-8879 EXT. 336 (W)**  
**(702) 885-3033 (C)**

**KEITH MICHAELS – HEAD OF FACILITIES**  
**(702) 248-8879 EXT. 266 (W)**  
**(702) 326-1365 (C)**

**KATHY SCHULTZ – OFFICE MANAGER**  
**(702) 248-8879 EXT.326 (W)**  
**(702) 325-5845 (C)**

**MICHAEL COWARD – CHURCH ADMINISTRATOR**

**(702) 248-8879 EXT. 264 (W)**

**(702) 630-1918 (C)**

**DEREK NEIDER – SENIOR PASTOR**

**(702) 248-8879 EXT. 270 (W)**

**(702) 445-1752 (C)**