

Emergency Plan

1. Call 911.

The call to 911 should be prompted by a signal, verbal or nonverbal, prechosen by Administration. A designated person should make the call (away from the building, if necessary).

2. Alert staff.

Interior crisis - with intercom

Sound a signal designated by Administration. An effective signal is two blasts of the bell, repeated three times. The signal means crisis; stay in your classroom.

Interior Crisis - without intercom

A staff member walks from room to room with either a green or a red folder with a large black star covering the folder.

The **green folder** with a star means a crisis exists; exit the building.

The **red folder** with a star means a crisis exists; stay in the classroom. Do not go into the hallway.

Specific emergencies

A fire alarm means evacuate the building.

A tornado warning alarm means go to a designated, protected area.

External crisis

Teachers on outside duty should carry whistles. An external crisis could be signified by two blasts of a whistle, repeated three times. Remember that an external crisis involving disruptive students can become an internal crisis if the students enter the building.

3. Contact the Diocesan Superintendent of Schools.
4. When the crisis is resolved, sound a designated "all clear" signal.
5. Have a prior arrangement with facilities which could accommodate students if evacuation of the school is necessary. Record these facilities here.

6. Designate staff members to fill the following roles.

Teacher Coordinator - Notifies and updates staff and public on the status of the emergency.

Parent Coordinator - Handles phone calls from parents.

Media Coordinator - Contacts Diocesan Communications office for assistance in responding to phone calls and inquiries from news media.
