

**EMINENCE INDEPENDENT SCHOOLS
EMERGENCY PROCEDURE GUIDE
2018-2019**



**Eminence Independent Schools
245 West Broadway
Eminence, KY 40019
502-845-5427**

Introduction

With the ever-present chance of an emergency situation, Eminence Independent School members have devised a plan to deal with crises as they happen. Hopefully we will not be faced with the execution of these plans, but we should be prepared. This is a supplement to the Eminence Independent Schools Emergency Procedure Guide. **THIS GUIDE, ALONG WITH THE DISTRICT PROCEDURES LIST, ATTENDANCE CARDS (GREEN, YELLOW, RED), AND UPDATED COPIES OF ALL CLASS ROSTERS WILL BE KEPT IN THE CLEAR PLASTIC FOLDER. THE FOLDER WILL BE KEPT ON A HOOK ON THE BACK OF EACH CLASSROOM DOOR OR IN A TRAY NEXT TO THE DOOR CLEARLY LABELED EMERGENCY PLANS. TAKE IT WITH YOU UPON EVACUATION OF THE BUILDING OR WHEN MOVING TO DESIGNATED TORNADO SAFE AREAS.**

Crisis Team (see Appendix A for current year information)

At the beginning of each school year, a crisis team will be developed. The crisis team should consist of the principal, assistant principal, school nurse, maintenance director, traffic directors, and CPR/first aid certified individuals. During emergencies, the crisis team will report to designated areas.

Designated Crisis Team Assembly Areas

The primary assembly area for the crisis team will be the main office. The 1st alternate area will be the flagpole and the 2nd alternate area will be at the school sign. The alternates will be used on direction or as situation dictates the need to move further from building.

Crisis Kits

1. EIS administrative assistants are responsible for maintaining the crisis kits. Two kits will be maintained: one in the main office and one at the BOE. See Appendix D for a list of contents for each kit.
2. Administrative assistants or designated person will take one crisis kit to the Family Reunification Center (designated as the WAC).

Medications (Should be added to crisis kit)

The school nurse or designated office worker will ensure that essential student medications and associated medical equipment (i.e., insulin, glucose meters, etc.) is secured and removed from the building during an evacuation. A checklist should be maintained with a list of students with special medical concerns and the appropriate medicine and/or supplies to be evacuated.

Media

The crisis team will establish a press area where all media personnel will be required to remain. This area is where all prepared statements and interviews are to be conducted. Any requests from media personnel will be directed to the Office of Superintendent. **At no time should an employee give any statement to the media unless the Central Office has cleared the statement for release. Do not allow any students to make statements to the media.** If media personnel are uncooperative, advise any crisis team member of the situation. The crisis team will request assistance from Law Enforcement agencies.

General Procedures

Teachers will maintain updated class rosters, advisor/advisee roster, this Eminence School Emergency Supplement, the BOE emergency procedures guide, and copies of the emergency sign out sheets in a folder/file. These items will be kept on a hook on the back of each classroom door or in a tray next to the door.

Student Accountability

Upon evacuation of the building, teachers will assemble students into two columns to facilitate roll taking. Teachers will have green, yellow, and red cards in their emergency kits. If all students are accounted for, raise the green card. If a student is missing and you are aware of their location, raise the yellow card and be prepared to give the name(s) of missing student(s) to an administrator or crisis team member designated. Raise the red card if a student is missing and you are unaware of his/her whereabouts. Raise multiple cards if needed. Appendix E contains a diagram of how students should be assembled for this procedure.

Standard Response Protocols

Lockdown- Code Blue	Lockdown- Code Red	Evacuate
<p>When there is a threat or hazard outside of the school building</p> <p>Students: Return to inside of building. Conduct business as usual.</p> <p>Teachers: Recover students and staff from outside building. Increase awareness. Secure doors, pull shades, get students away from doors and windows. Take attendance and account for students. Post attendance and appropriate attendance code color using the "Emergency Attendance" Google Doc. Conduct business as usual. Check email for updates. Continue instruction as normal unless otherwise notified. Administrators will give instructions for class change.</p>	<p>When there is a threat or hazard inside the school building.</p> <p>Students: Move away from sight. Remain silent.</p> <p>Teachers: Secure doors, pull shades, get students away from doors and windows, turn off lights. Move away from sight lines of windows or doors. Open your computer and turn it to face you and the students. Take attendance and account for students. Take attendance and account for students. Post attendance and appropriate attendance code color using the "Emergency Attendance" Google Doc. Keep doors secured until the police or an administrator unlocks your door. NEVER unlock or open your door for ANYONE.</p>	<p>When there is a threat or hazard inside the school building which requires evacuation (i.e., fire, after earthquake tremors subside)</p> <p>Students: Leave personal items behind. Form a single file line. Remain quiet. Follow all employee directions.</p> <p>Teachers: Take emergency backpack/folder. Turn off lights and close locked classroom door. Lead students to evacuation location. Take attendance and account for students. Hold the appropriate attendance card for an administrator to see. Remain alert for potential dangers. Properly supervise all students under your care. Wait for administrator instructions for further details. NEVER release students to a parent or guardian without administrative approval.</p>

Shelter in Place	Shelter In Place
<p>When there is a threat or hazard that requires sheltering in place (i.e., hazmat, earthquake, tornado). Two types: Seal the Room; Drop, Cover, and Hold (see next column for details on each method).</p> <p>Students: Use appropriate method.</p> <p>Teachers: Use appropriate method. Take attendance and account for students. Hold the appropriate attendance card for an administrator to see.</p>	<p>Seal the Room Used for threat of hazardous materials release. Alert announcement notification: “Seal the Room”</p> <p>Students: Follow all teacher and administrator instructions.</p> <p>Teachers: Secure the classroom, including closing all windows and doors. Seal windows and doors with tape. Shut off all heating, cooling, and /or ventilation systems. Cut "OFF" all motors, fans, and appliances. Place wet towels in door cracks and/or tape around the doors and windows to block air from the outside. Listen for announcements for further information. Watch for any signs of contamination and report them to administration/nurse.</p> <p>Drop, Cover, and Hold Used to shelter from debris due to severe weather, earthquake, explosion, etc.</p> <p>If Inside Direct students to get under a desk, table, and heavy furniture and cover head with arms and hands. Hold on to a table or desk leg in an earthquake. In a tornado, proceed to designated tornado safe area. Stay away from glass windows, outside doors and walls, and anything that could fall, such as lighting fixtures and shelving. Remain in this position until you are reasonably certain it is safe or until further instructions have been given from an administrator An administrator may order an evacuation if the situation warrants and it is safe to do so.</p> <p>If Outside Instruct students to drop to the ground, place head between their knees and cover their head and eyes with arms and hands.</p>

Communication

School phone lines must be kept open for emergency communications. Individual cellular phones and walkie-talkies will be used to help maintain open lines. All two-way walkie-talkies will operate on Channel 1. **See Appendix C** for a current list of cellular phones available.

Daily Sweeps

1. Each morning at approximately 8:15am the Crisis team will sweep their area to ensure the safety of the area and secure exterior doors.
2. Each afternoon at approximately 1:15pm the Crisis team will sweep their area to ensure the safety of the area and secure exterior doors.
3. The Crisis team will perform random sweeps daily.

Accidents at School

Staff Actions:

- Report accident to school nurse, principal, office; call 911 if warranted.
- Provide immediate medical attention (first aid) including life-sustaining measures (CPR, AED, etc.) until trained emergency medical services arrive
- For minor events, report to the school nurse via Fireworks. Send student (with an escort if necessary) to the nurse or front office if nurse is unavailable.

Principal/Designee/Nurse Actions:

- Provide appropriate medical attention, call 911 if necessary, alert district office if deemed necessary
- Contact parents/guardians as appropriate to seek follow-up services if needed
- Document actions and complete incident reports

AM Emergencies (Before start of school day)

Staff Actions:

- All staff present should report to the gymnasium to assist with emergency procedures.
- If an evacuation is ordered, elementary should exit through the right gym lobby doors, middle school should exit through the middle school hallway, and high school should exit through the left gym lobby doors. If students are in the cafeteria, they should exit through cafeteria doors and report to the appropriate evacuation areas
- Follow standard student accounting procedures. Middle/high teachers should account for first period students)
- If no evacuation is ordered, teachers should assist with student supervision.

Principal/Designee Actions:

- Assess the threat and initiate appropriate emergency procedures.
- Follow appropriate emergency procedures as designated in this guide.
- Guide students to appropriate teacher if evacuation is ordered

Assessment of Threat

ALL employees should be empowered to use professional judgment in assessing and addressing potential safety threats. Remember, it is better to be safe than sorry. If you sense a threat, do not let it go unnoticed.

Immediate Threats

- Call 911 or Law Enforcement
- Take action to secure or isolate the individual posing a threat
- Take action to move others from harm's way
- Immediately inform administration and/or other staff members of the known threat

“Warning Signs” observed, no imminent risk evident

- Inform administration and/or office staff of the warning signs observed
- Remain alert

Bomb Threat

Bomb threats can be made through telephone, email, social media, a written note, or as graffiti.

Staff Actions- Threat via Telephone

- Prolong the conversation as much as possible
- Identify background noises and voice characteristics
- Engage the caller to give description of bomb, including location and scheduled detonation time
- Determine the caller's knowledge of the facility
- **AVOID HANGING UP THE PHONE** (use another phone to contact authorities)
- Alert administration/office staff (without hanging up)

Staff Actions- Threat via Another Method

- Notify administration/office staff. Call 911.
- Take action to move others from harm's way.
- Note the manner in which the threat was delivered, location found, and who found it.
- Avoid handling of suspicious items. Caution students against picking up or touching any strange objects/packages.

General Actions- All staff

- Turn off cell phones and DO NOT transmit with radios.
- Avoid altering any electrical items or systems (DO NOT turn off lights, change thermostat, etc.)
- Avoid excessive opening/closing of doors
- If a suspicious package or object is found, DO NOT TOUCH IT.

Principal/Designee Actions

- Call 911 and Board Office.

- Determine whether to evacuate the building or shelter in place. **NOTE:** If an evacuation response is initiated, modify evacuation routes if necessary based on possible bomb location. Evacuate to the appropriate evacuation location.
- Instruct staff to perform a visual scan of their assigned area.
- Check absentee list for possible clues to who may have phone in the bomb scare
- Follow standard student accounting and reporting procedures
- If first responders determine that the threat is not credible, return to class
- Document actions and complete incident reports

Hostage Situation/Kidnapping

Staff Actions:

- Notify administration/office staff
- Keep all students in their classrooms until further notice

Principal/Designee Actions:

- Initiate lockdown
- Call 911 and Board Office.
- Under no circumstances should students be evacuated from the building without approval and/or assistance
- If the hostage taker can be contained in one section of the building, students should be moved from exposed areas to a safer part of the building
- Document actions and complete incident reports
- Obtain a description of the suspect from witnesses

Missing Person

Staff Actions:

- Notify principal/office staff with description of missing person and description of suspect if known
- Move other children away from area
- Maintain classroom routines

Principal/Designee Actions:

- Call 911 and Board Office.
- Contact the family of the missing person to establish a communication plan
- Ensure classroom routines are maintained
- Conduct immediate search of school building and grounds
- Provide a picture and obtain a full description of the missing person (including clothing) to assist the police
- In case of kidnapping/abduction, obtain a description of the suspect from witnesses
- When the person is found, contact the appropriate parties as needed
- Prepare an outline of the situation for staff; give factual information, as appropriate, to allow them to respond to students' questions
- Prepare an appropriate written notice for parents/guardians
- If appropriate, arrange for counseling assistance for students
- Call emergency staff meeting if necessary
- Document actions and complete incident reports

Rape/Sexual Abuse

When a school is notified that a rape or other sexual abuse may have occurred, school personnel must protect the identity and right to privacy of the alleged victim and the alleged perpetrator. **It is absolutely mandatory that all information related to the incident be kept confidential.** Refer all questions to law enforcement.

Staff/Principal/Designee Actions:

- Confidentiality should be maintained during the investigation (by all staff members)
- Report to appropriate authorities
- Ensure the physical safety of the student until authorities arrive
- Secure immediate medical treatment if necessary
- Store all records related to rape/sexual abuse incident in a confidential file
- Document actions and complete incident reports

Suicide

Hinting, writing, or discussing suicide is a call for help that must be taken seriously. When confronted with a situation in which life-threatening behavior is present, immediate mobilization of all appropriate resources is paramount; Commitment to student confidentiality is superseded by the need to initiate lifesaving intervention(s). There are three levels of suicide risk: suicidal threat/ideation; suicide attempt at school; suicide completed. This flip chart addresses response protocols for a suicide attempt at school.

Staff Actions:

- Notify administrator.
- Ensure the short-term physical safety of the student.
- Call appropriate professionals, as required, for reporting purposes (ie: CFHS).

Principal/Designee Actions:

- Call 911 and Board Office.
- School nurse, counselor, and/or other staff administer first aid until emergency responders arrive if necessary
- Student shall remain in the presence of an adult until emergency responders arrive.
- Communicate with appropriate school personnel, parents/guardians, and counselors
- Document all actions taken on behalf of the student

Threat of harm/Active Shooter/Assault/Intruder/Hostage/Weapon

At all times it is expected that school personnel will use professional judgment in assessing and addressing threats to safety. It is essential to use “warning signs” and other materials responsibly.

Staff Actions:

- Initiate lockdown procedures/barricade door if possible
- If not in an area that can be secured, run out of the building and as far as you can to a safe location (i.e, police station, fire department, local business, etc.)
- If lockdown and running away aren’t possible, attempt to disrupt or incapacitate the person causing harm (this is a last resort)

Principal/Designee Actions:

- Call 911 and Board Office.
- Attempt to determine:
 - Location of the threat and number of persons involved
 - Physical description of persons in harm
 - Number and type of any weapon being used
- Document actions and complete incident reports.

Allergic Reaction

Possible symptoms include skin irritation, skin/nasal itching, rash, hives, sneezing, coughing, hoarseness, localized swelling, restlessness, sweating, fright, shock, shortness of breath, vomiting

Staff Actions:

- If imminent risk, call 911.
- Notify school nurse and administration.
- Send for immediate help and administer first aid, including prescription medications and/or Epi-Pen
- Keep individual comfortable and move only for safety reasons
- Observe for respiratory difficulty. Record time/site of sting or ingested substance, name of medication, dosage, and time administered

Principal/Designee/Nurse Actions:

- Call 911 if warranted
- Notify parent/guardians- document person contacted, time, and contact method
- If appropriate, administer first aid and/or medications (EpiPen, Benadryl, etc.) by order of doctor/nurse
- Document actions and complete incident reports

Chemical Material Spill

Accidents Outside Building:

Staff Actions:

- Notify administration/office staff/maintenance director
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)
- Observe wind direction by observing flags or plants and move students appropriately
- Seal windows and doors using duct tape
- Check email/listen for announcements for further instructions

Principal/Designee Actions:

- Initiate Shelter in Place (lockdown- code blue)
- Shut off HVAC units, seal doors and windows as needed
- Call 911 and Board Office
- Do not leave the building unless instructed to do so by emergency management officials. If directed to evacuate, follow procedures listed for “accidents inside building”
- Document actions and complete incident reports

Accidents Inside Building:

Staff Actions:

- Notify administration/office staff/maintenance director
- Move students away from immediate vicinity of danger
- Check email/listen for announcements for further instructions

Principal/Designee Actions:

- Check the Safety Data Sheet (SDS) to determine the urgency of situation
- Call 911 if warranted, notify Board Office
- Initiate evacuation plan if appropriate; avoid the area where the chemical accident occurred
- Follow standard evacuation, student accounting, and reporting procedures, modifying assembly area if necessary to be upwind, uphill, and upstream for the location of the spill
- Wait for instructions from emergency responders
- Do not return to the building until declared safe by emergency responders
- If combustible material spill is suspected, refrain from lighting matches/candles/lighters, turning off/on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Document actions and complete incident reports

Infectious Diseases**Staff Actions:**

- Exercise confidentiality as required by law when informing others about individual(s) with an infectious disease
- Notify ONLY appropriate individuals in contact with the child on a regular basis, and insist confidentiality is maintained. Those individuals include:
 - Principal, school nurse, teachers/instructional assistants, school secretary, counselors
- Consult with school nurse and/or health department on potential for outbreak
- Instruct custodial staff to disinfect all effected surfaces
- Determine whether child stays in school or if school closing is appropriate
- Document actions and complete incident reports

Preventive Measures:

- Encourage everyday actions to stop the spread of germs, such as staying home when sick, using respiratory etiquette, hand washing, cleaning, etc.

Poisoning**Staff Actions:**

- Call the school nurse, 911 if warranted, and administration/office staff
- Call the Poison Control Center Hotline at 1-800-222-1222
- Administer first aid directed by Poison Control Center and/or 911
- Utilize building personnel with knowledge of poisonous materials using Safety Data Sheets (SDS)
- School official (administrator or nurse) notifies parents/guardians OR in the case of a staff member poisoned, notify spouse/emergency contact
- Document actions and complete incident reports

Preventive Measures:

- Store poisonous materials in a locked and secure location
- Provide staff with information on possible poisonous materials in the building
- Ensure Safety Data Sheets (SDS) are present

Aircraft Crash Emergency**Crash INTO School Building****Staff Actions:**

- Notify administration/office staff
- Move students away from immediate vicinity of crash
- Provide for immediate medical attention as necessary
- Wait for announcements for further instructions
- If evacuation procedures are initiated, follow procedures as outlined in “standard response protocols”

Principal/Designee Actions:

- Call 911 and Board Office
- Determine whether to implement evacuation procedures. If evacuation is initiated, assemble far away from the crash site, uphill and upwind.
- Provide for immediate medical attention until medical services arrive
- Account for all building occupants and determine extent of injuries
- Do not re-enter building until given “all clear”
- Document actions and complete incident reports

Crash NEAR School Building (no damage to building sustained)**Staff Actions:**

- Notify administration/office staff
- Move students away from immediate vicinity of crash
- If outside, follow reverse evacuation procedures
- Wait for announcements for further instructions
- If shelter in place procedures are initiated, follow procedures as outlined in “standard response protocols”

Principal/Designee Actions:

- Call 911 and Board Office
- Initiate reverse evacuation procedures
- Initiate Shelter in Place if deemed necessary
- No evacuations should occur unless the building is endangered
- Document actions and complete incident reports

Bus Accident

Schools shall maintain a bus folder for each bus serving the school. The folder shall contain rosters including emergency telephone numbers for each student assigned to ride the bus. The teacher(s) in charge of a field trip shall prepare bus trip folders. One copy shall be given to the office staff, one copy shall be given to each bus driver involved in the trip, and the teacher(s) shall maintain a copy.

Staff Actions:

- Call 911
- Notify administration/office staff/Board Office

- Help to implement basic first aid until emergency responders arrive and take charge
- Move all uninjured students to a location that is a safe distance from the accident
- Provide names of all injured students and staff to administration

Principal/Designee Actions:

- Notify Board Office and Transportation Director
- Ascertain and document names of any injured students and the nearest location of any medical treatment facility
- Notify parents/guardians of all students on the bus as quickly as possible
- Designate school staff representative(s) to proceed to any medical treatment facilities to which injured students have been taken to assist parents/guardians and to provide support to students as appropriate
- Document actions and complete incident reports

Cyber/Electronic Threat

Staff Actions:

- Report issue to principal/law enforcement (including reports of sexting)
- Preserve message/image, or media on the original electronic device via device confiscation and/or LanSchool
- **DO NOT search a personally owned device**

Principal/Designee Actions:

- Evaluate level of cyber threat with school technology coordinator and law enforcement
 - Level One: Not highly inflammatory. Incident can be solve in-house.
 - Level Two: A student/staff member is in danger of harm.
- Depending on severity, contact law enforcement and Board Office
- Conduct investigation and determine all involved parties
- Notify parents/guardians of involved students and staff members
- Document actions and complete incident reports

Fire

Staff Actions:

- If you discover a fire, sound the fire alarm. If you see or smell smoke, attempt to determine the source and sound the fire alarm if warranted.
- Notify administration/office staff.
- Follow evacuation procedures as practiced in fire drills. Implement plan for any students requiring special assistance.
- Follow standard student accounting procedures.
- Do not re-enter building until deemed safe by officials in charge

Principal/Designee Actions:

- If you discover a fire, sound the fire alarm. If you see or smell smoke, attempt to determine the source and sound the fire alarm if warranted.
- Call 911 and Board Office.
- Implement evacuation procedures to outside assembly area (or alternate assembly area if necessary)
- Follow standard student accounting procedures

- Do not re-enter building until deemed safe by fire department
- Determine whether alternate dismissal plans should be implemented. If warranted, initiate emergency dismissal procedures
- Document actions and complete incident reports

Gas Leak

Staff Actions:

- Report any suspected gas leak to administration/maintenance director/office staff immediately.
- Move students from immediate vicinity of danger, following evacuation or reverse evacuation procedures depending on location of suspected leak
- Refrain from lighting matches or candles, and do not turn off-on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Listen for announcements for further instructions

Principal/Designee Actions:

- Call 911 and Board Office
- If the gas leak is internal, implement evacuation procedures.
- Refrain from lighting matches or candles, and do not turn off-on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Notify gas company
- Determine whether to evacuate to an alternate location.
- Do not re-enter building until deemed safe by emergency personnel
- If the gas leak is external, initiate reverse evacuation and shelter in place procedures
- If warranted, initiate emergency dismissal procedures
- Document actions and complete incident reports

Earthquake

Earthquakes often strike without warning. Immediate responses should be taken to protect lives by taking the best available cover. All other actions must wait until tremors subside. If persons are protected from falling objects, an earthquake may be frightening but may not be dangerous.

Staff Actions if INSIDE:

- Initiate drop, cover, and hold
- If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows or other glass, and potential falling objects
- Leave doors open
- Do not attempt to run through building or outside
- After initial shock, prepare for possible aftershock
- The power will likely be out, so announcements may not be possible. Use sound professional judgment to initiate standard evacuation procedures. Take alternate evacuation routes as necessary to avoid hazards. Implement evacuation plan for any students requiring special assistance.

- Provide first aid as necessary to individuals requiring assistance.
- Follow standard student accounting procedures.

Staff actions if OUTSIDE:

- Move quickly away from building and overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Follow standard student accounting procedures
- Do not attempt to enter building
- Avoid hazards
- Provide first aid as necessary to individuals requiring assistance
- Be alert for instructions from administration/first responders

Assembly Areas:

- Evacuate to alternate assembly area (football field) if deemed necessary and route is safe to travel
- Avoid gas, sewer, and power lines
- Encourage students to remain calm and stay seated on the ground in case of aftershocks

Principal/Designee Actions:

- Call 911 and Board Office
- Administer first aid as necessary
- Do not reenter building until given permission from emergency personnel
- Initiate emergency dismissal procedures
- Document actions and complete incident reports

Weather Related Emergency

A *watch* indicates that conditions are right for development of a weather hazard.

A *warning* indicates that a hazard is imminent and probably of occurrence is high.

An *advisory* indicates that weather is expected to disrupt normal routines, but is not expected to pose life-threatening hazards.

Principal/Designee Actions for a Watch or Advisory:

- Contact Administrative Team to be alert for possible change in weather status
- Monitor weather reports for change in conditions
- Maintain a normal routine, but remain alert to weather-related threat
- Document actions and complete incident reports

Principal/Designee Actions for a Warning:

- Implement procedure for severe weather threats. Announce to students and staff to proceed to designated safety areas.
- Follow standard student accounting/reporting procedures
- After threat has passed, announce all clear if warranted. If building damage has been sustained, initiate evacuation procedures.
- If building damage has been sustained, do not reenter the building until deemed safe by emergency responders. Determine whether to implement emergency dismissal procedures.
- Document actions and complete incident reports

Staff Actions for a Warning:

- Remain quiet for further instructions

- Follow standard student accounting and reporting procedures
- Remain in designated safety area until the “all clear” is given.
- In the event that a weather-related event prevents an “all clear” from being made by administration, use sound professional judgment to determine whether evacuation procedures should be initiated. If evacuation is deemed necessary due to building damage, alter evacuation procedures as necessary to avoid hazards.
- If evacuation is necessary, do not re-enter the building until deemed safe by emergency responders
- Implement first aid as necessary until emergency responders arrive

Works Cited

The information in this flip chart was modified from the Kentucky Center for School Safety’s Emergency Management Quick Reference Guide and Emergency Management Resource Guide. Information was modified to meet the needs of Eminence Independent Schools.

Appendix A (Crisis Team Members) Eminence Independent Schools **Crisis Team**

Administration

Angie Deckard, Principal (Communication)

Michael Doran, Principal (Communication)
Brandi Boothby, Assistant Principal
Thom Coffee, Assistant Superintendent
Miranda Shaw, School Counselor
Richard Lyon, Director of Maintenance
Larry Jesse, Director of Technology
Regina Wallace, Interim Director of Special Education
Belinda Stivers, School Nurse

Hallway Assignments for Evacuation & Lockdown Procedures

Elementary Hall (300)	Mr. Doran
Lower School Hall (100)	Mrs. Wallace
High School Hall (200)	Mrs. Shaw
Lobby and GYM	Mr. Lyon
Cafeteria Area	Ms. Boothby
Video Surveillance/UPPER EdHub	Mr. Jesse
Lower EdHUB	Mrs. Deckard
As Needed/High Traffic Areas/SUB	Mr. Thom Coffee
SIMPLEX SYSTEM	Mr. Richard Lyon
Buses Evacuation	Mr. Darrell Scriber
Emergency Transportation	Mrs. Belinda Stivers

AED Response Team-CPR/AED/First Aid Certified

Belinda Stivers (School nurse)
Karra Axline (m/h staff)
Laryssa Cybriwsky (m/h teacher/coach)
Toni Moore (m/h teacher/athletics)
Tye Lawson (m/h teacher/coach/A.D.)
Jason Tillett (m/h teacher/coach)
Lindsay Scalese (m/h teacher)
Kelli Meadows (elem teacher)
Kim Goodloe (elem teacher)
Lynn Wilson (elem teacher)
Mr. Doran (elem principal)

Anaphylaxis (Delegated to administer Epipen and Auvi-Q)

Karra Axline (m/h staff)
Laryssa Cybriwsky (m/h teacher/coach)
Debbie Hartford (FRYSC)
Toni Moore (m/h teacher/athletics)
Amanda Dalton (elem staff)
Angie Yount (elem teacher)
Lynn Wilson (elem teacher)
Mr. Doran (elem principal)
Yolanda Lewis (elem staff)
Melissa Johnson (food service staff)
Teresa Acree (food service staff)

Diabetes Emergency (Delegated to administer Glucagon)

Amanda Dalton (elem staff)
Lynn Wilson (elem teacher)
Angie Yount (elem teacher)
Laryssa Cybriwsky (m/h teacher)
Karra Axline (m/h staff)
Mr. Doran (elem principal)

Diabetes Care (Delegated to administer insulin via bolus pump)

Amanda Dalton (elem staff)
Mr. Doran (elem principal)

Diastat for Seizure Emergency (Delegated to administer Diastat)

Amanda Dalton (elem staff)
Angie Yount (elem teacher)
Mr. Doran (elem principal)
Lynn Wilson (elem teacher)
Karra Axline (m/h staff)
Laryssa Cybriwsky (m/h teacher)
Debbie Hartford (FRYSC)

Traffic Directors

Thom Coffee
Donnie Piercey
James Allen

Restraint and Seclusion Team

Mark Payton
Brandi Boothby
Kim Goodloe
Jerry Skeeter
Travis Hernandez
Kelli Meadows

Appendix B (COMMUNITY COUNSELING TEAM)

Local Crisis Intervention Team Members

Cornerstone

Appendix C
(Staff cell phone numbers – not published – for office use only)

Appendix D (Crisis Kit Contents)
Eminence Independent School
Crisis Kit Contents

Kit Location →	Main Office	BOE
Contents		
Board Emergency Procedure Guide	X	X
EIS Schools Emergency Procedure Guide	X	X
Sign-out sheets	X	X
Medical Evacuation Sheets	X	X
Floor Plans	X	X
Photographs of Building	X	X
Emergency Telephone Numbers (hospital, sheriff office, electric company, etc.)	X	X
Class Rosters	X	
Student Emergency and Sign-out Information	X	
Employee Emergency Information	X	

APPENDIX E (Evacuation Diagram)

Student Assembly Diagram

Students will line up in two columns, facing the building, by class, to facilitate attendance verification.

