

# Fairlead Academy II

## Crisis Management Plan

(Always refer to the flipchart for detailed information)

2016-2017

### *Crisis Team Members:*

Maggie Giles

Chris Rodkey

Mike Egan

Kathy O'Keefe

Roseanne Duncanson

Stefanie Potts

Amanda Knobel

Ed Pike

Alice Simmons

Stephen Westgate

Nancy Williams

## **Key Components**

In the event of any emergency situation please refer to your Emergency Procedures Manuel Quick Reference Chart and listen for direction from the command center in regards to appropriate actions.

***Chain of Command for student incidents:***

***1<sup>st</sup> Ms. Giles***

***2<sup>nd</sup> Mr. Rodkey***

***3<sup>rd</sup> Mr. Egan***

***Chain of Command for emergency codes:***

***1<sup>st</sup> Ms. Giles***

***2<sup>nd</sup> Ms. O’Keefe***

***3<sup>rd</sup> Ms. Knobel***

**Coverage Plan if Mr. Rodkey is needed:** If Ms. Giles and Ms. Egan are unavailable and Mr. Rodkey is needed immediately, we will take the following actions. First, Ms. O’Keefe will contact Ms. Williams, to see if she is available to cover for Mr. Rodkey. Second, if Ms. Williams is not available, Ms. O’Keefe will ask Mr. Westgate to step between his and Ms. Pott’s class to watch both classes, Ms. Potts will cover for Mr. Rodkey. Third, if both options one and two are not available, Ms. O’Keefe will ask Ms. Knobel to cover for Mr. Rodkey. Fourth, Ms. O’Keefe will cover for Mr. Rodkey in extreme emergency situations; this will leave the main office unmanned.

**Command Posts:** The following is a list of command posts, which is the center for all activities in the event of an emergency; it is also the location where the person in charge can be located. In the event of an emergency situation, Crisis Team members should attempt to report to the command only when they are not supervising students and if it is safe to proceed.

- 1. Site 1***                    **Main Office/Conference Room**
- 2. Site 2***                    **J2FA2 (Rodkey’s classroom)**
- 3. Site 3***                    **N4FA2 (Pike’s classroom)**

Crisis Team Members, please listen for the number of the correct command center when the announcement is made for team members to report. If you have students with you or it is unsafe to move, please remain in your area and do NOT attempt to report to the command

center. In addition, we will attempt to identify *code red* situations as intruder **in** the building or intruder **out** of the building by stating code red **in** or code red **out**.

We have two types of CODE RED situations. CODE RED HARD, in which students and staff are to move immediately to their designated “hiding” areas and wait until further direction. CODE RED SOFT will be used in situations in which it will be necessary to lock down classrooms while allowing students to maintain somewhat of a less critical atmosphere. This means that classrooms are to remain in the lockdown status, but students are not required to move to their “hiding” areas. Students and staff are not permitted to leave their classrooms unless directed to do so by an administrator or designee. We will make arrangements for restroom breaks as appropriate.

**\*\*EXAMPLE CODE RED ANNOUNCEMENT\*\***

**“This is a Code Red Soft, Outside of building, Command Center Two.”**

This announcement would signify that there is an intruder outside of the building and the crisis team should report to Rodkey’s classroom if possible. In addition staff and students should maintain a soft lockdown.

**Evacuations:** We will have two types of evacuations; *silent green*, in which a green colored note to evacuate, will be passed around to each staff member (i.e. bomb threat, remember don’t use cell phones) and *regular* which is alarmed or announced. In the event it is necessary to evacuate the building, please follow normal evacuation procedures as outlined in your fire evacuation routes.

If it is not safe to evacuate via your normal routes, please direct students to evacuate through the nearest safe exit. Students should meet at their normal (fire drill) meeting place following the evacuation. In the event of inclement weather, please listen for directions to relocate to our alternate off site evacuation areas. The sites are as follows:

**Primary** = James A. Forrest Career and Technology Center

**Secondary** = Leonardtown High School

## Remember:

- All groups should move at least 100 feet from the building. Teachers carry class roll in order to check attendance, if possible. Designated staff members will walk each side of the building to make sure no students are missing.
- All students should exit the building, if a student is not with his/her class, please let a person with a radio know as the team will be looking for this student.
- No students or staff members are to return to the building unless designated to do so by an administrator.

**Communication** (with students be sure to use appropriate news resource)

St. Mary's County Sheriff's Department Informational Sites

Nixel - <http://local.nixle.com/st-marys-county-sheriffs-office/>

Blog - <http://firstsheriff.blogspot.com/2014/09/juvenile-charged-with-making-threats.html>

## *Drill Roles*

### Fire Drill

Teachers will exit from the exit door of their classroom that leads directly outside. Classes will then walk the walkways toward the staff parking lot and then carefully walk to the field to the North of the building (when facing the building, to the right). Please use caution if you need to cross a road. Once outside, teachers will tell the appropriate Crisis Team member (listed below) if they are missing any students who were in class before the evacuation.

Ms. O'Keefe (if absent then Mr. Rodkey) will check the classes in the field and report to Ms. Giles if students are missing.

Ms. Giles will check the interior of the building.

\*We are linked to LHS for fire drills. We will have no warning as to when these are occurring.\*

### Code Green

Based on the code Green map, the following staff members will assist in showing the silent code green signs:

Ms. Giles (if absent then Ms. O'Keefe) will show silent code green sign to evacuate.

Exit the same as a fire drill and follow the same procedures.

### Code White

These will be coordinated with the Dr. James A. Forrest Career & Technology Center. We will need to evacuate to that building. The goal is to be away from windows and exits. All classes

will evacuate to the front of the building, follow the sidewalk and crosswalks to the Tech Center, if there is time. If the wind has already begun, exit the front of the building by the administrative office and cut across the parking lot, but remain on the paved surfaces as close to the curb as possible. We will enter the Tech Center at the third entrance and be seated in the hallway, based on the Code White map.

Faculty Assignments for Checking Areas as Evacuation Occurs:

- Westgate – rear of building
- Pike – front two classrooms
- Rodkey – his trailer complex
- Giles – all common areas

Faculty at FAII will attempt to make the call to evacuate as soon as possible based on weather reports and visual indication of a severe weather emergency. If we are in a watch state, Mr. Rodkey will have the wheelchair ready in the hallway, in case we need to evacuate and a student needs assistance. If the weather models are approaching Southern Maryland, FAII will use the Emergency Radio and say, “This is Fairlead Academy II, please advise on sheltering in place for trailers”. If the Central Office has not made the call to evacuate, but the weather looks poor, the decision to shelter in place will be made in the following order: 1. Academic Dean 2. Teacher-in-Charge 3. Counselor in conjunction with Secretary. If we decide to evacuate without a call from central Office, whoever made the decision must call central office and alert the following: 1. Superintendent’s office 2. Safety and Security Office 3. Deputy Superintendent’s Office 4. Transportation; if affected. If we evacuate to another location, we will not be placing students on buses. If students miss connecting buses, call student’s home and call for PPW transports as soon as possible. **If e-mail communications are received in regards to an emergency, they will be forwarded to all faculty.**

### **Code Red**

Teachers should lock all doors to their classrooms. Crisis team members will meet at a command post if they are available and not with students. Ms. O’Keefe will contact the high schools to make sure they do not send students on the buses. She will also contact central office, LHS, Tech Center and LMS to keep them informed.

During a Code Red Soft all faculty members who are available should report to the main office to assist. This is voluntary. If you do not feel comfortable to leave your area, you do not have to do so.

***Radio List: (who has a radio)***

Maggie Giles  
Mike Egan  
AP at the Tech Center  
Nurse at Tech Center  
Kathy O'Keefe  
April Reece  
Building Service at Tech Center  
Amanda Knobel  
Front Office

***CPI Restraint Trained***

Maggie Giles (Will receive fall certification)  
Chris Rodkey (Fall certification)  
Sharon Smith (Fall certification) - IAEC

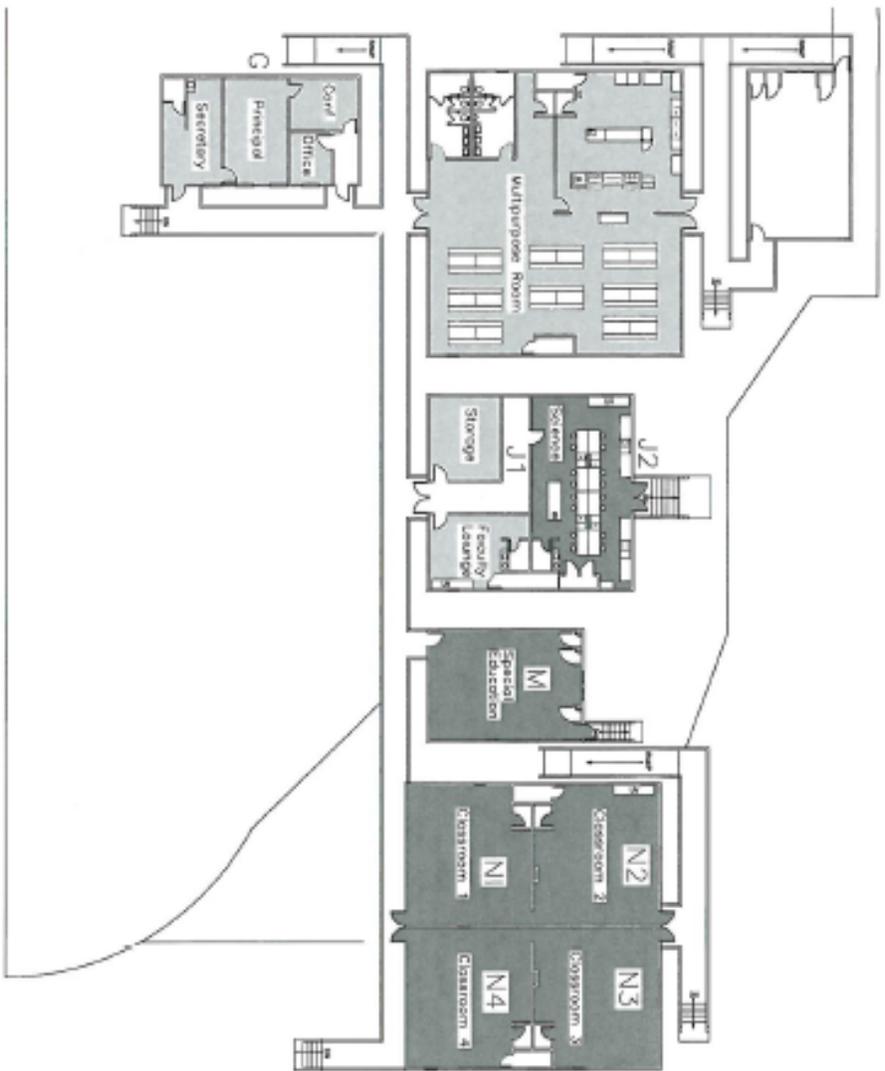
***CPR Certified***

Stefanie Potts  
Stephen Westgate  
Roseanne Duncanson  
Kathy O'Keefe  
Nancy Williams

***Emergency Baskets in Each Room***

- Water
- Crackers
- Shower Curtain
- Bucket
- Toilet Paper
- Flashlight w/Batteries

Order new crackers and water for baskets each year (check expiration dates)



Evacuation

Meeting Area \*

