

Fruitport Community Schools



Crisis Response Plan
Revised 2018-19

FCS Crisis Response Plan

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| Emergency Phone Numbers | Crisis Incident Flowchart | MERT Flowchart | Lockdown Procedure |
| Active Shooter | Bomb Threat | Bus Accident | Chemical or Hazardous Materials Spill |
| Fire or Explosion | Missing Student | Risk / Threat Assessment | Spill Prevention, Control & Countermeasure |
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Emergency Phone Numbers

EMERGENCY: 911

POLICE

Fruitport Township Police Department (231) 865-8477
(Non-emergency)

Muskegon County Sheriff's Department (231) 722-3524
(Non-emergency)

LOCAL HOSPITAL

North Ottawa Community Hospital (616) 842-3600
Hackley Hospital (231) 726-3511
Mercy Health Partners (231) 672-2000
Spectrum - Butterworth Campus (616) 391-1774

DEPARTMENT OF HUMAN SERVICES

Muskegon County Protective Services (231) 733-8281
Ottawa County Protective Services (616) 394-7220

MUSKEGON COUNTY HEALTH DEPARTMENT (231) 724-6246

POISON CONTROL CENTER 1- 800 - 222-1222

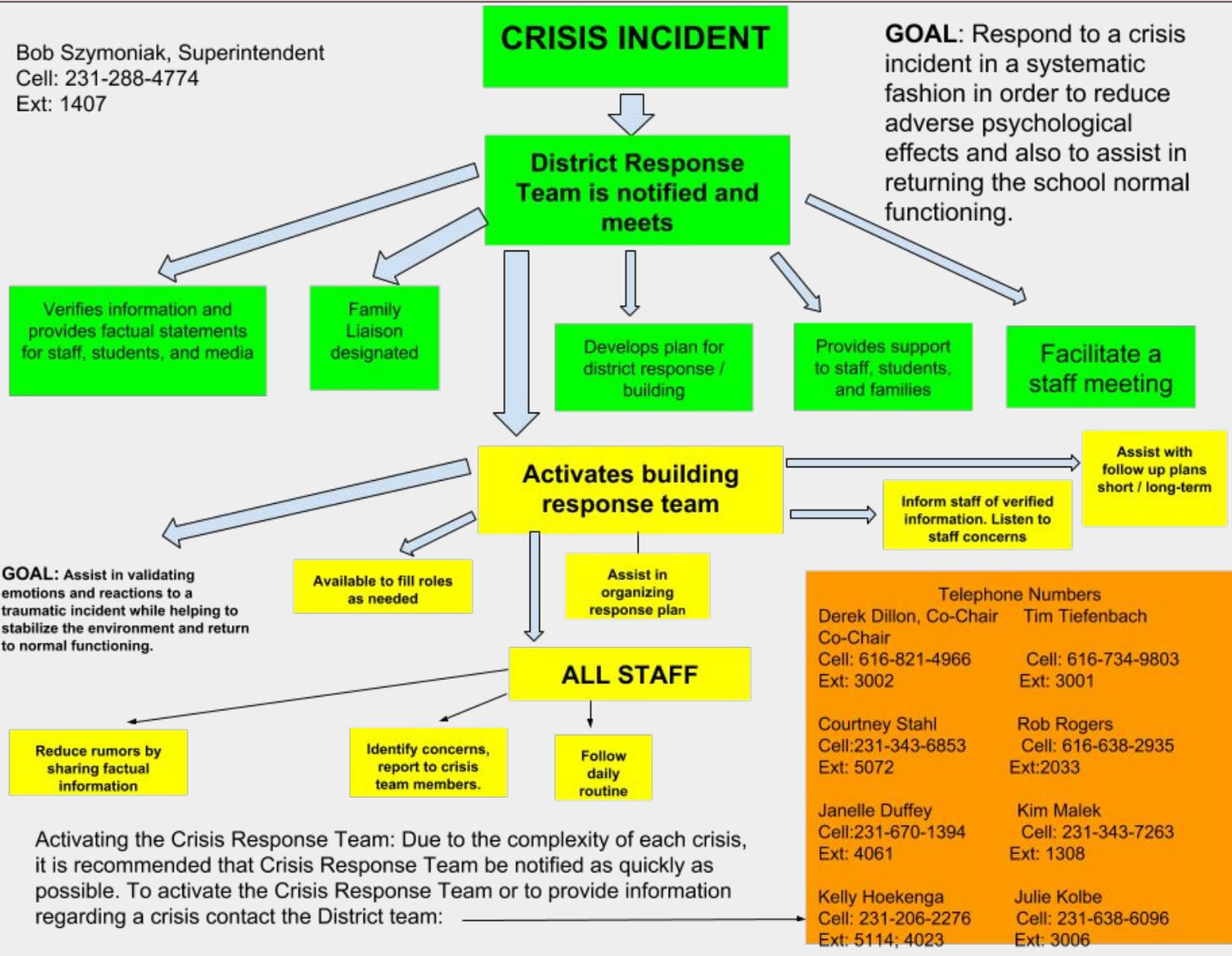
DISTRICT PHONE NUMBERS

- Superintendent (231) 865-4001
- Transportation Department (231) 865-3196
- Maintenance Department (231) 865-4018
- Technology Department (231) 865-4000
- Food Service (231) 865-4054
- Fruitport High School (231) 865-3101
- Fruitport Middle School (231) 865-3128
- Beach Elementary School (231) 733-8996
- Edgewood Elementary School (231) 865-3171
- Shettler Elementary School (231) 737-7595

Crisis Incident Flow Chart

Bob Szymoniak, Superintendent
 Cell: 231-288-4774
 Ext: 1407

GOAL: Respond to a crisis incident in a systematic fashion in order to reduce adverse psychological effects and also to assist in returning the school normal functioning.



GOAL: Assist in validating emotions and reactions to a traumatic incident while helping to stabilize the environment and return to normal functioning.

| Telephone Numbers | |
|---|---|
| Derek Dillon, Co-Chair Co-Chair Cell: 616-821-4966 Ext: 3002 | Tim Tiefenbach Cell: 616-734-9803 Ext: 3001 |
| Courtney Stahl Cell: 231-343-6853 Ext: 5072 | Rob Rogers Cell: 616-638-2935 Ext: 2033 |
| Janelle Duffey Cell: 231-670-1394 Ext: 4061 | Kim Malek Cell: 231-343-7263 Ext: 1308 |
| Kelly Hoekenga Cell: 231-206-2276 Ext: 5114; 4023 | Julie Kolbe Cell: 231-638-6096 Ext: 3006 |

Activating the Crisis Response Team: Due to the complexity of each crisis, it is recommended that Crisis Response Team be notified as quickly as possible. To activate the Crisis Response Team or to provide information regarding a crisis contact the District team:

Lockdown Procedure

There will be two announcements

Announcement One:

“We are in lockdown, teachers please secure your classroom”

“We are in lockdown, teachers please secure your classroom”

“We are in lockdown, teachers please secure your classroom”

Announcement Two:

Give some time for teachers to secure classroom before making this announcement.

Explain the situation, as part of this announcement, explain what is currently happening and how they will be released from the lockdown.

Active Shooter

Principal/Designee

1. Call 911
2. Dial 3903 and announce “We are in a lockdown” and give as many details as possible.
3. Secure a command post to retrieve critical information. Secure the administration office as a command post and retrieve the critical information. Defer to and assist emergency personnel once they arrive.
4. Maintain contact with teachers / staff reporting emergency information.
5. Notify the Superintendent’s office. Activate communication plan for media and parent notification protocols.
6. Direct staff and students outside the building to move immediately to predetermined assembly area(s) and be prepared to EVACUATE to an off-site relocation center.
7. Direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
8. Ensure that any buses en route to the school are redirected to a designated

Teacher/Staff

1. Call 911
2. Dial 3903 and announce what you see. Give as many details as you can. (where is the danger, what is the person wearing, where are they heading to.)
3. If the threat is in the building and staff feel they can get to safety away from the building, They may run away from the building until they feel safe.
4. If an active shooter or intruder enters the classroom use WHATEVER means necessary to keep your students safe. This may include any and all forms of resistance to the threat.
5. If an intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to create confusion, exiting out windows, and confronting (assault, subdue, choke) to stop the intruder.
6. Stay in lockdown until the door is unlocked by a uniformed law enforcement officer.

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Bomb Threat

Principal/Designee

1. Call 911.
2. Notify Staff via 3903
 - a. Say: "Attention please, we are in a lockdown. Turn off all cell phones and two way radios.
3. Do not activate fire alarm.
4. Consult with safety personnel.
5. Notify Superintendent
6. Wait for safety personnel to make contact and set up

Off-Site Locations

Beach- Church to the West (keys to the church are hanging in the office.)
Secondary place: Car wash to the East

Edgewood- Calvary Church. Tom and Sephram know where the keys are.

Shettler- Walk to the end of Bexley St. and wait for busses.

FMS- Bus garage and get on busses or enter building.
Secondary place: Church across pontaluna.
Keys are in the safe in the office

FHS- Calvary Church. Keys in key box in closet in student services.

Teacher/Staff

1. Report any threats or suspicious items to the Principal/Designee.
2. If a suspicious item is found-DO NOT TOUCH IT.
3. Account for students and be prepared to EVACUATE.
4. Wait for safety personnel to arrive.
5. EVACUATE after safety personnel has given the call using standard procedures and exit routes to bus garage
6. Be prepared to go to **off-site relocation** if ordered.
7. No one may re-enter the building(s)

Staff Taking Phone Call

1. Ask in a clear and calm voice:
 - a. Who, What, Where, When and Why
 - b. Listen closely to caller's voice and speech patterns and to noises in background.
 - i. Use Caller ID to obtain number of the caller.
2. Notify the Principal or designee and/or call 911.

Bus Accident

Principal/Designee

1. Move the bus off the roadway.
2. Secure the bus - activate hazard lights.
3. Call 911 emergency services and bus garage.
4. Check conditions that could cause a fire or other hazardous situation.
5. If hazardous condition exists, evacuate and relocate to safer location, and report it.
6. Passengers should remain in the bus unless hazardous condition exists.
7. Do NOT move injured person unless a hazard exists and provide first-aid as needed.
8. Use or deploy warning devices as appropriate.
9. If asked to transfer students to another location record and report who is transported.
10. Complete an incident report after incident is resolved.

Teacher/Staff

1. Dispatch appropriate transportation or other staff to the accident location.
2. Assess level of support or resources needed and make it available.
3. Obtain names of students/passengers, conditions, locations if removed from the site.
4. Report to district or other designated staff for instituting parental notifications and for sharing information with media or other, as appropriate.
5. Ensure that special health or medical information is provided to appropriate medical providers.
6. Instruct designated staff to accompany injured students to hospital, if needed.
7. Determine if FAMILY REUNIFICATION procedures should be activated.
8. Determine if MENTAL HEALTH AND HEALING procedures are needed.

Chemical or Hazardous Materials Spill

Principal/Designee

1. Call 911.
2. Determine if event calls for evacuation or 'shelter in place' (is it external or internal spill) and use building wide notification system to notify/direct staff.
3. Notify maintenance supervisor to determine what valves, ventilation needs to be shut off or addressed.
4. Notify superintendent office.
5. If evacuation, follow all directions from law enforcement/Hazmat as to relocate the students/transfer to safe area.

Teacher/Staff

1. Move students away from immediate vicinity of danger.
2. If outside, observe wind direction, etc and move students to safe area.
3. Contact Principal/Designee.
4. If internal spill, Contain the spill area by closing doors, windows, etc.
5. Do NOT attempt to clean the spill.
6. If suspected gas leak (smell) notify 911 immediately and evacuate students from area to 'shelter in place' or outside and notify Principal/Designee.

Fire or Explosion

Principal/Designee

1. Pull alarm, Call 911.
2. Designate Maintenance/First Responders to turn off utilities.
3. Ensure that staff, students and visitors immediately evacuate the building.
4. Designate staff to obtain student roll from teachers and identify any missing Students. (use of walkie talkies, red / green cards)
5. Instruct office to take student sign-in/visitor log out of building with them.
6. If relocation occurs, activate FAMILY REUNIFICATION.
7. Do not allow staff and students to return to the building until the fire department or emergency Incident Commander has given the ALL CLEAR

Teacher/Staff

1. Take the class roster and first-aid kit and lead students as quickly and quietly as possible out of the building to the designated assembly area(s).
2. Assist or designate others to assist students with functional needs.
3. Close the classroom door and turn out the lights.
4. Take attendance at the assembly area. Report any missing students or staff.
5. Remain in safe area until the “All Clear” signal has been issued.
6. No one may re-enter building(s) until it is declared safe by Unified Command.

Missing Student

Principal/Designee

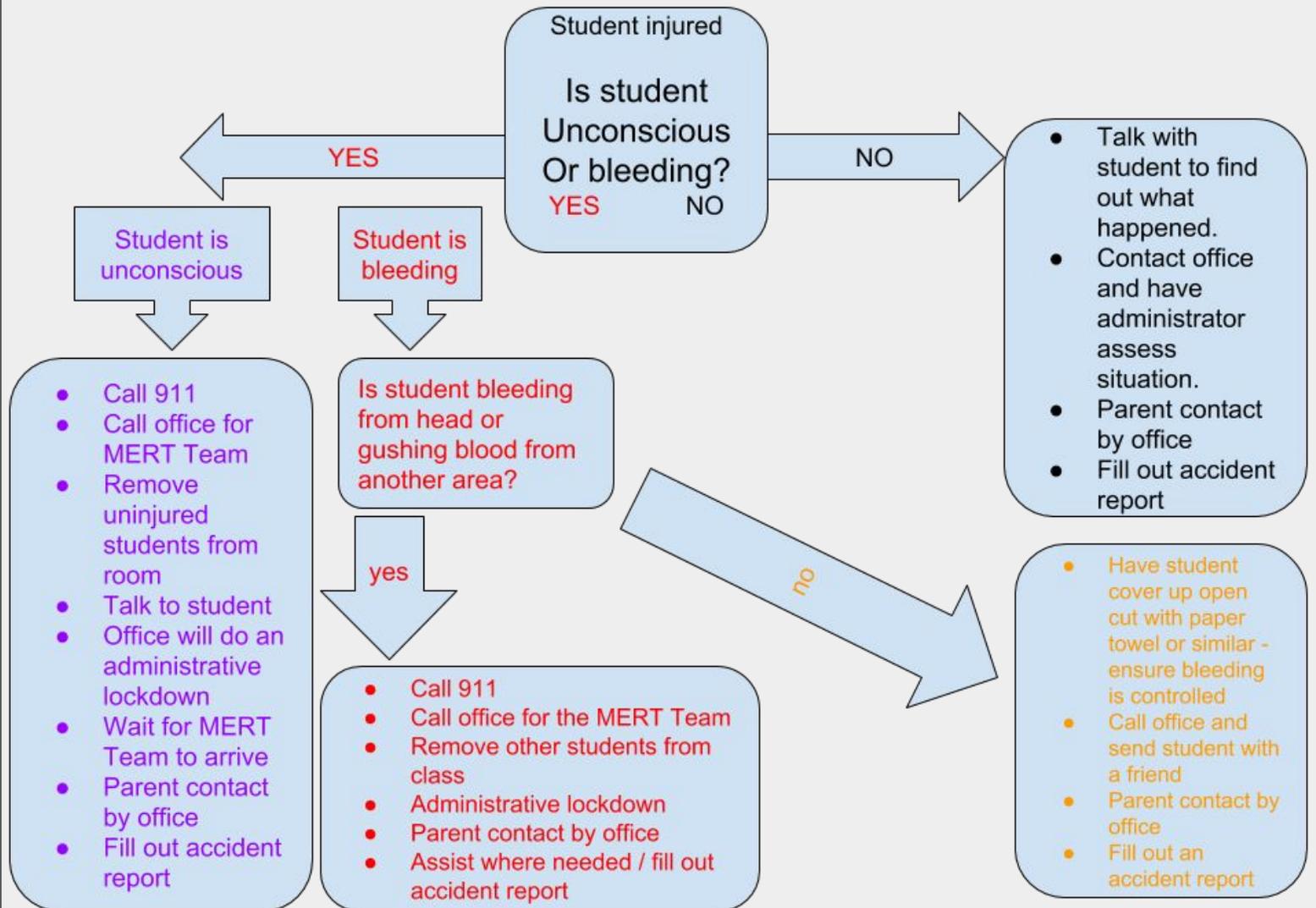
1. Determine the last known, confirmed whereabouts.
2. If necessary, track back to morning transportation to confirm pickup and arrival.
3. Organize a brief, but thorough search of the building and grounds or the activity area using available staff.
4. Call the parents/guardian to report the incident and to determine if the student has gone home or if the parents know his/her whereabouts.
5. Notify the superintendent and, if deemed appropriate, report the missing student to the police by calling 911.
6. Continue to search the immediate area and to question staff/students, while awaiting police assistance.

Teacher/Staff

1. Call building administrator

MERT Team Flowchart

When a student is injured, unconscious, or bleeding



Risk / Threat Assessment

- When a student makes a threatening comment or action (Verbal or otherwise) to the school, other students, or him/herself and it is deemed to be creditable.
- Contact risk threat team
 - Beach
 - Kelly Hoekenga
 - Edgewood
 - Sephram Raymond
 - Shetler
 - Kelly Hoekenga
 - FMS
 - Shannon Coe
 - Julie Kolbe
 - Tasha Nacarato
 - FHS
- **Risk / Threat Assessment Form**

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