

Crisis Management Plan for Lancaster Schools

**Threat
Assessment**

Active Threat

**Reunification
for Staff**

Bomb Threat

**Fire or
Explosion**

**Hold, Secure,
Evacuate**

**Tornado or
Severe Storm**

Recovery

THREAT ASSESSMENT

Potential or known threat report received

Determine if there is an immediate threat/act of harm to self or others

No

Yes

INITIATE THREAT ASSESSMENT TRIAGE

- Convene/confer with building principal or BTAM team members
- Determine if presenting information warrants further action and document

TAKE ACTION TO MITIGATE THREAT

- Secure school/students
- Call 911/Alert law enforcement
- Secure student(s) of concern
- Protect/secure potential victims
- Warn intended victims/parents

No - Document, review as needed

Yes - Initiate inquiry

INITIATE INQUIRY

- Initiate investigative steps
- Gather information
- Convene/confer with at least two admin team members
- Meet/analyze incoming information
- Determine level of concern
- Document event
- Recommend next steps

No threat was made
or low concern

More information
needed

Yes (medium or high
concern)

ACTIONS TO TAKE

- Develop intervention and support plan for safety if needed
- Assign tasks/intervention strategies (if needed)
- Set follow-up meeting if needed
- Communicate plan to staff/parents/students as needed

Monitor and adjust plan as needed

COMPLETE A FULL THREAT ASSESSMENT

- Gather additional information
- Convene to determine level of concern

ACTIVE THREAT *DURING*

RUN AND ESCAPE, if possible

- 1 → Getting away from the threat or threats is the top priority
- 2 → Leave your belongings behind and get away.
- 3 → Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- 4 → Warn and prevent individuals from entering an area where the active threat may be.
- 5 → Call 911 when you are safe, and describe threat, location, and weapons.

HIDE, if escape not possible

- 1 → Get out of the threat's view and stay very quiet.
- 2 → Silence all electronic devices and make sure they won't vibrate.
- 3 → Lock and block doors, close blinds, and turn off lights.
- 4 → Don't hide in groups – spread out along walls or hide separately to make it more difficult for the threat.
- 5 → Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- 6 → Stay in place until law enforcement gives you the all clear.
- 7 → Your hiding place should be out of the threat's view.

FIGHT as an absolute last resort.

- 1 → Commit to your actions and act as aggressively as possible against the threat.
- 2 → Recruit others to ambush the threat with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- 3 → Be prepared to cause severe or lethal injury to the threat. Throw items and improvise weapons to distract and disarm the shooter.

ACTIVE THREAT *AFTER*

AFTER, do the following

- 1 → Keep hands visible and empty.
- 2 → Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- 3 → Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- 4 → Officers will shout commands and may push individuals to the ground for their safety.
- 5 → Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.

REUNIFICATION FOR STAFF

Event occurs



Follow “Run, Fight, Hide” procedure to keep students safe



Notify building principal via district staff e-mail
Notify location/safety status



Wait for instructions concerning reunification
(sent via building or administrative team e-mail)



Teachers will be notified of reunification and
transportation plans via building or administrative team e-mail



Families will be notified of reunification plan
and parent-staging area via Push Notification



At reunification, school district staff will assist various roles as needed.

REUNIFICATION

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school district may use e-mail, Facebook or push notification. In some cases, students may be asked to send a text message to their parents.

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

BRING IDENTIFICATION TO CHECK IN

During check in, identification and custody rights are confirmed.

From the "check in" area parents are directed to the "reunification" area. Once there, a runner will recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Lancaster Community Schools Student Release/Runner Form

To be taken by runner

***Bold** indicates field must be filled out

Completed by Parent/Requester at check-in	Student
	Last Name _____
	First Name _____
	School _____ Grade _____
	Teacher (if known) _____
	Name of person picking up student _____
	Relationship to student _____
	Photo ID/Driver's license checked ☐
or OK to verify at release gate by student ☐	

Completed at staging area	Student Status (check the appropriate Box)
	☐ Sent with runner
	☐ Absent from school
	☐ First Aid
	☐ Missing
	Other notes _____

Completed by parent/guardian/requester	Requester signature _____
	Destination/Phone number _____
	Address/Directions if needed _____ _____
	Time _____
	Date _____

BOMB THREAT

**TAKE ALL THREATS
SERIOUSLY**

PHONE CALL RECIPIENT

- 1 → Keep caller on the phone as long as possible and do not hang up.
- 2 → Signal to someone near you to alert principal's office.
- 3 → Write down everything the caller says.
- 4 → As soon as possible, use bomb threat checklist. (At bottom of page)
- 5 → Ask the questions on the checklist.

PRINCIPAL'S OFFICE

- 1 → Call security or 911 for police and report that a threatening message has been received.
- 2 → Call the superintendent's office who will ensure that the necessary administrators are notified:
- 3 → Make decision whether or not to evacuate the building.
- 4 → Do not use radios, cell phones, or electronic bells.

Bombs can be activated by radio signals and electronic devices.

BOMB THREAT CHECKLIST

LOG CALL

- ☐ a) Date reported _____
- ☐ b) Time reported _____
- ☐ c) Exact words of caller _____
- _____
- _____

ASK QUESTIONS

- ☐ e) When is the bomb going to explode? _____
- ☐ f) Where is the bomb right now? _____
- ☐ g) What kind of bomb is it? _____
- ☐ h) What does it look like? _____
- ☐ i) Why did you place the bomb? _____
- ☐ j) Where are you calling from? _____

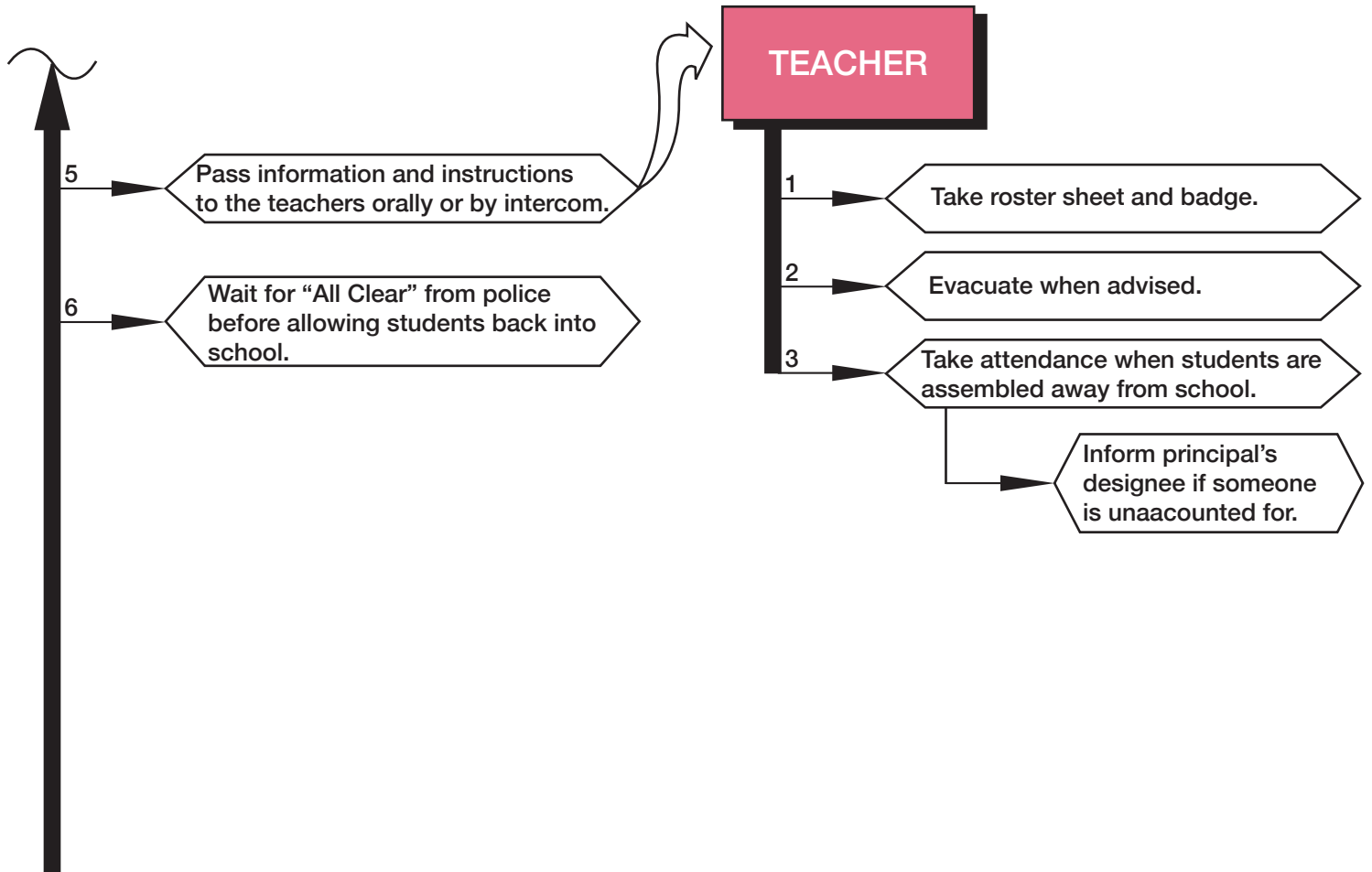
IDENTIFY CHARACTERISTICS

- ☐ k) Description of caller's voice _____
☐ Male ☐ Female ☐ Young ☐ Middle Age ☐ Old ☐ Accent
- ☐ l) Tone of voice _____
☐ Intoxicated ☐ Speech problem ☐ Hostile
- ☐ m) Background noise _____
- ☐ n) Time caller hung up _____
- ☐ o) Remarks _____

RECIPIENT

- ☐ p) Name of recipient _____
- ☐ q) Address of recipient _____
- ☐ r) Phone number of recipient _____

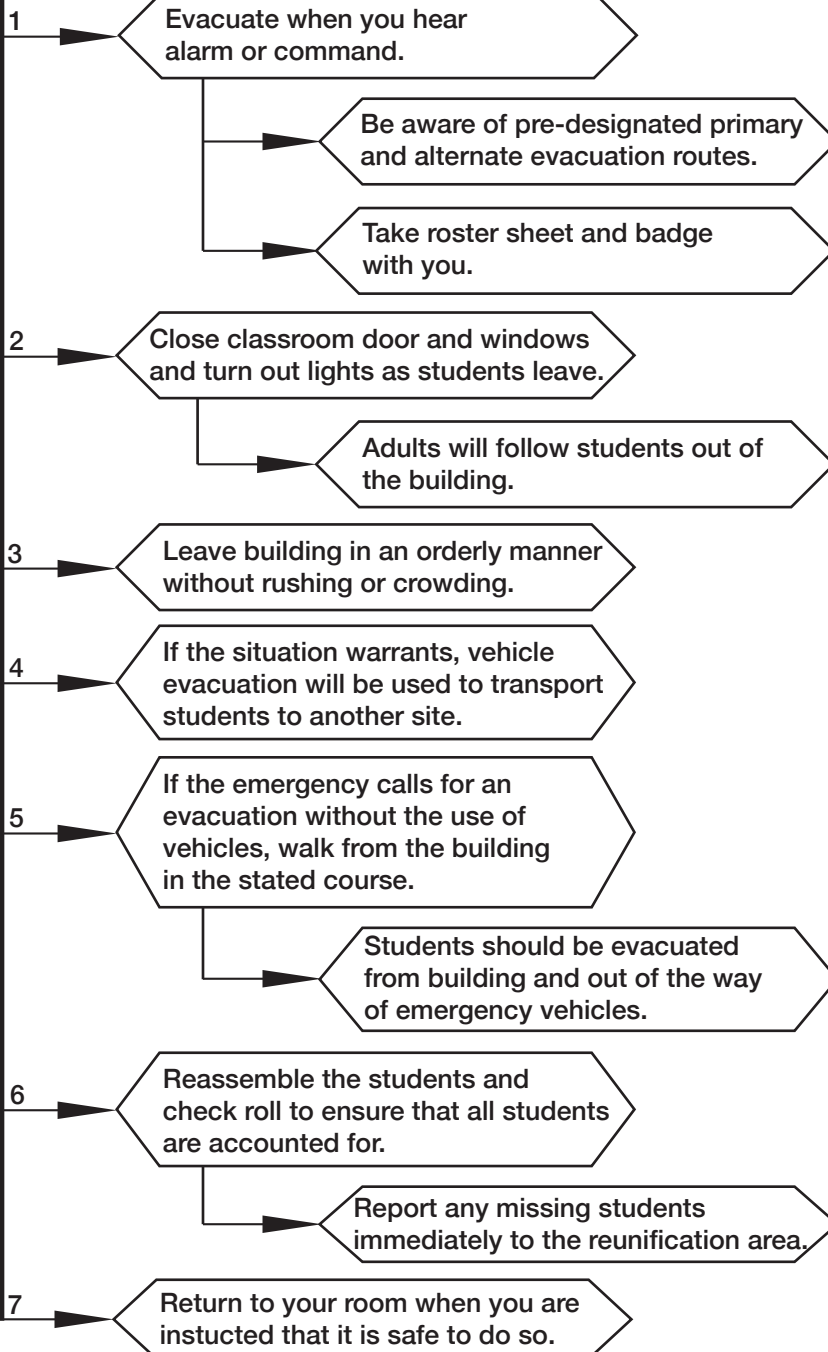
Bomb Threat



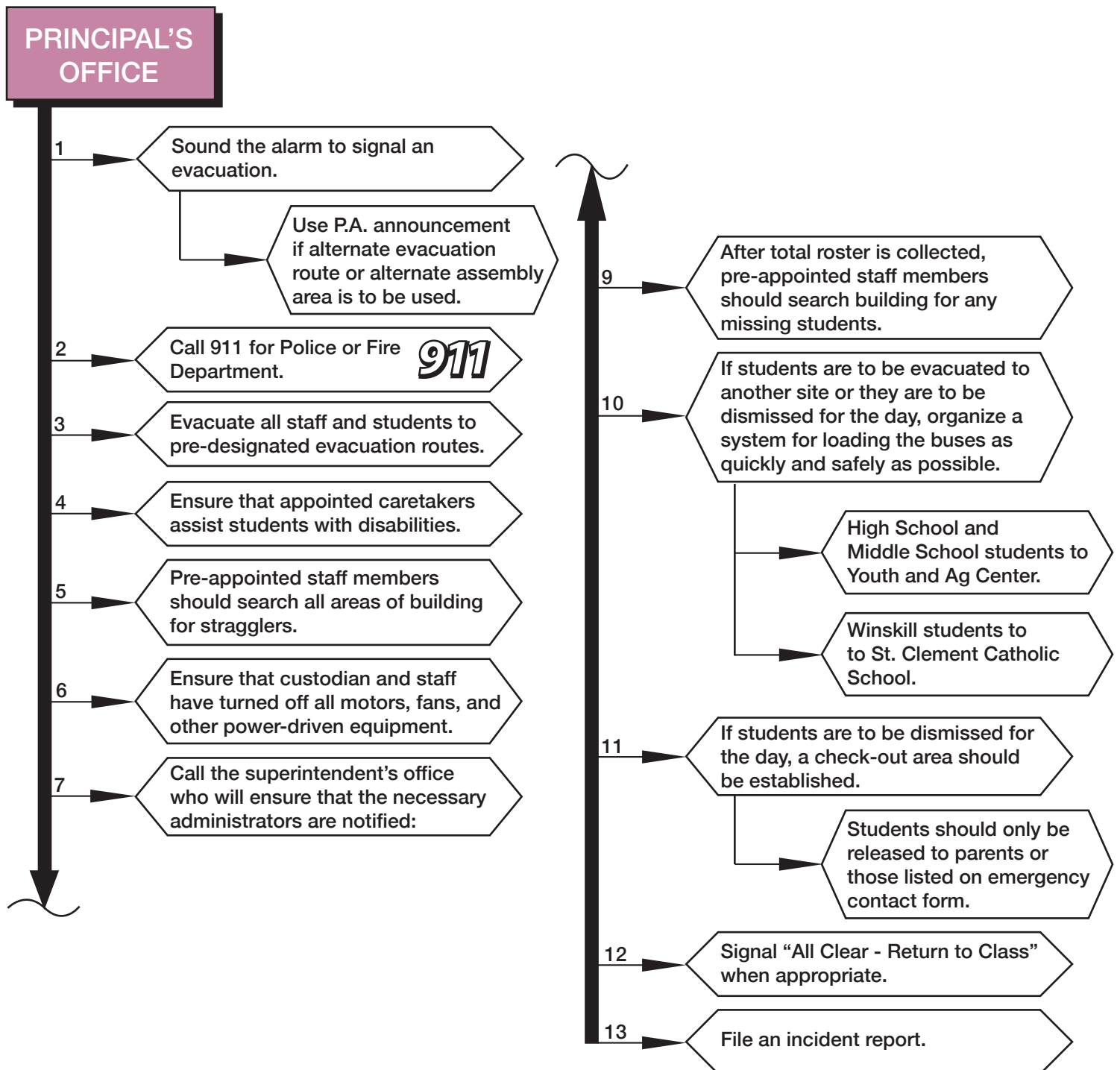
MAJOR FIRE OR EXPLOSION

EMERGENCY OR FIRE DRILL

TEACHER



Major Fire or Explosion



Hold

- ☐ When "Hold" is announced...
- ☐ Check the hallway for students.
- ☐ Close and lock doors.
- ☐ Notify office of missing or additional students.
- ☐ Continue class or work as usual.
- ☐ Release no one.
No restroom/water breaks.
Ignore bells.
- ☐ Listen for all clear or secure signal from building principal or designee.

Secure

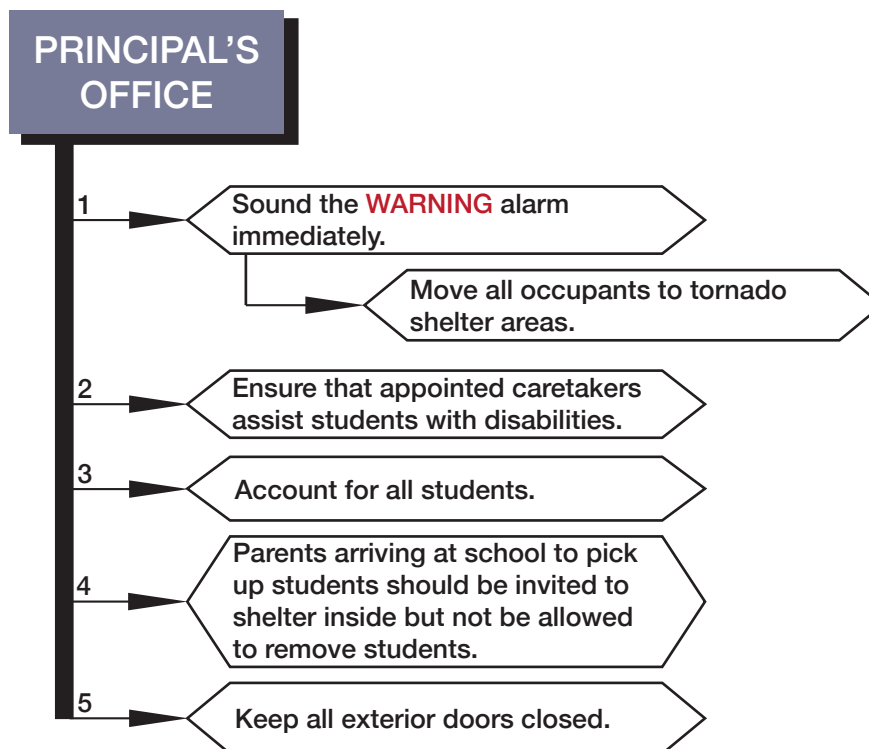
- ☐ Follow directions from building principal or designee.
- ☐ From doorway:
 - Check immediate area
 - Usher stray students into your room.
- ☐ Secure room:
 - Lock and close door.
 - Turn off light.
 - Cover door windows.
 - Pull shade(s).
- ☐ Sit on floor away from doors and windows.
- ☐ Take attendance.
- ☐ Email office of missing or additional students.
- ☐ Email office only vital information.
- ☐ Maintain silence:
 - No radio
 - No television
 - No cell phones
- ☐ Release no one.
No restroom/water breaks.
Ignore bells.
- ☐ Be prepared to stay for an extended time.
- ☐ Listen for all clear signal from building principal or designee.

Evacuate

- ☐ Follow directions from building principal or designee.
- ☐ Take roster sheet and badge.
- ☐ Follow last person out.
- ☐ Turn off lights.
- ☐ Close door.
- ☐ Report to designated area.
- ☐ Take attendance:
Report missing or additional students to building principal or designee.
- ☐ Remain in assigned area until advised by building principal or designee.

Tornado or Severe Storm

DURING A TORNADO **WARNING**



Tornado or Severe Storm

During a tornado **WARNING**

TEACHERS

- 1 → Evacuate students to pre-designated shelter area.
 - Take roster sheet and badge.
 - Take flashlight, if available.
 - Leave classroom door open.
- 2 → Have students sit on floor quietly.
- 3 → Take roll and account for all students.

BUS DRIVER

- 1 → When a tornado is sighted, head away from the tornado's path.
- 2 → Escort children to a low area, such as a ditch, culvert, or ravine.
 - Have students lie flat, face-down, and cover their heads.
- 3 → Account for all students.
- 4 → Report in as soon as possible.

CUSTODIAN(S)

- 1 → Shut off gas but not electricity.
- 2 → Ensure that all exterior doors are closed to prevent wind tunnel effect and flying debris.
- 3 → Return to main shut-off for electrical power, and if there is any possibility that a tornado has hit the building, shut off electrical power immediately.

RECOVERY

