

Crisis Management Plan for Lancaster Schools

1

Active Shooter

2

Bomb Threat

3

***Fire or
Explosion***

4

Hold

5

***Tornado or
Severe Storm***

ACTIVE SHOOTER DURING

RUN AND ESCAPE, if possible

- 1 Getting away from the shooter or shooters 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 shooter may be.
- 5 Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape not possible

- 1 Get out of the shooter'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 shooter.
- 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 shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

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

ACTIVE SHOOTER *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.

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? _____

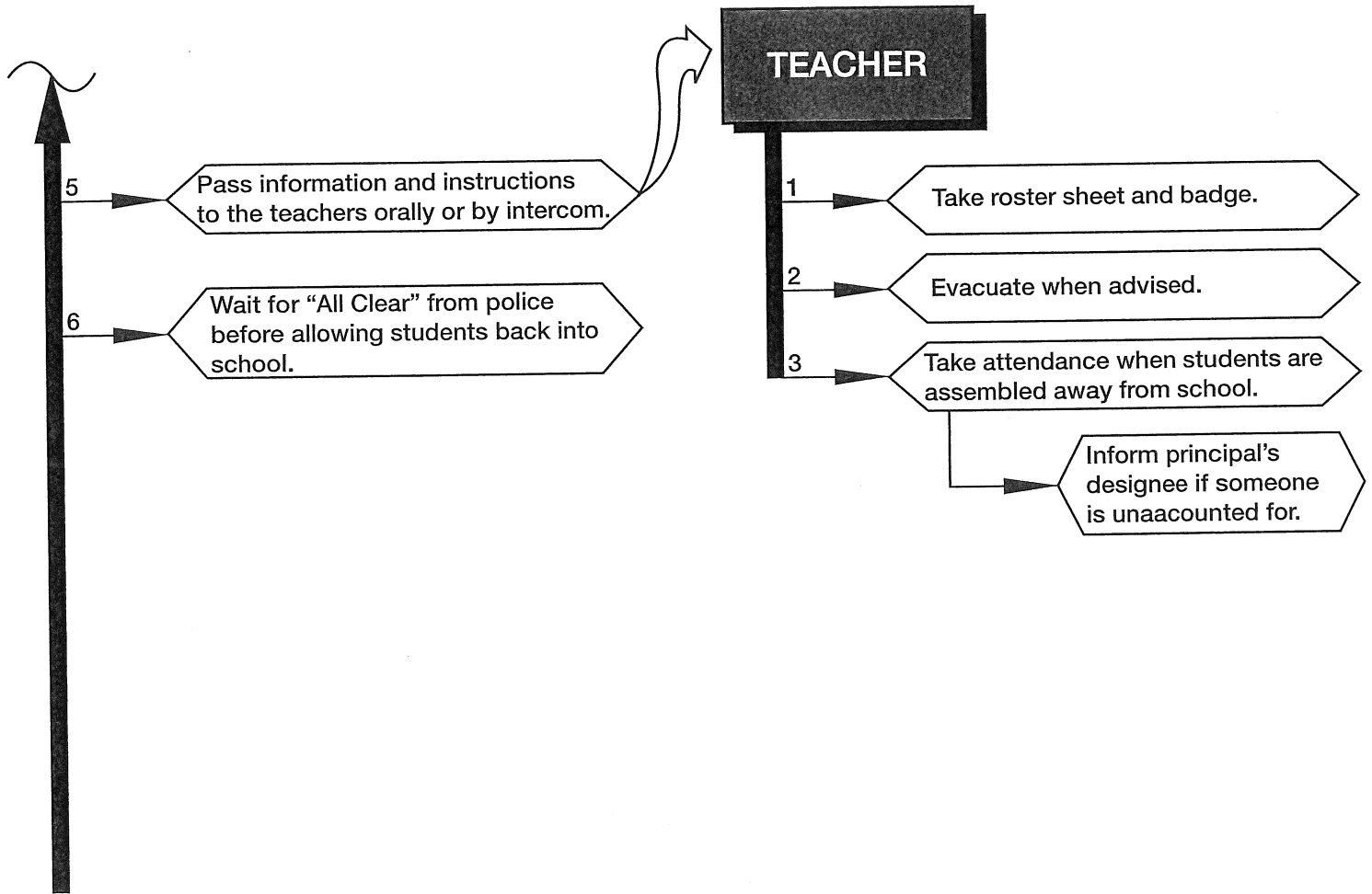
IDENTIFY CHARACTERISTICS

- 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 _____

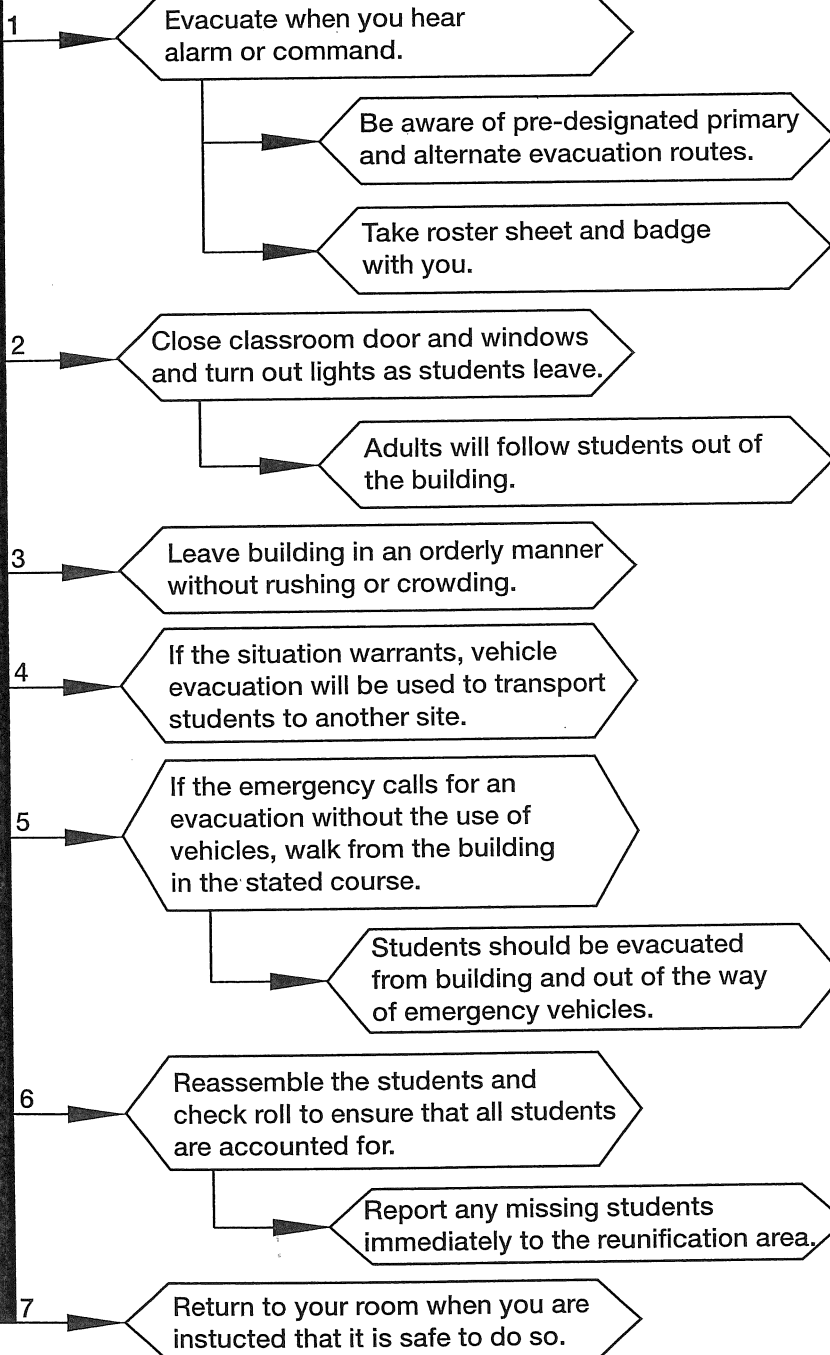
Bomb Threat



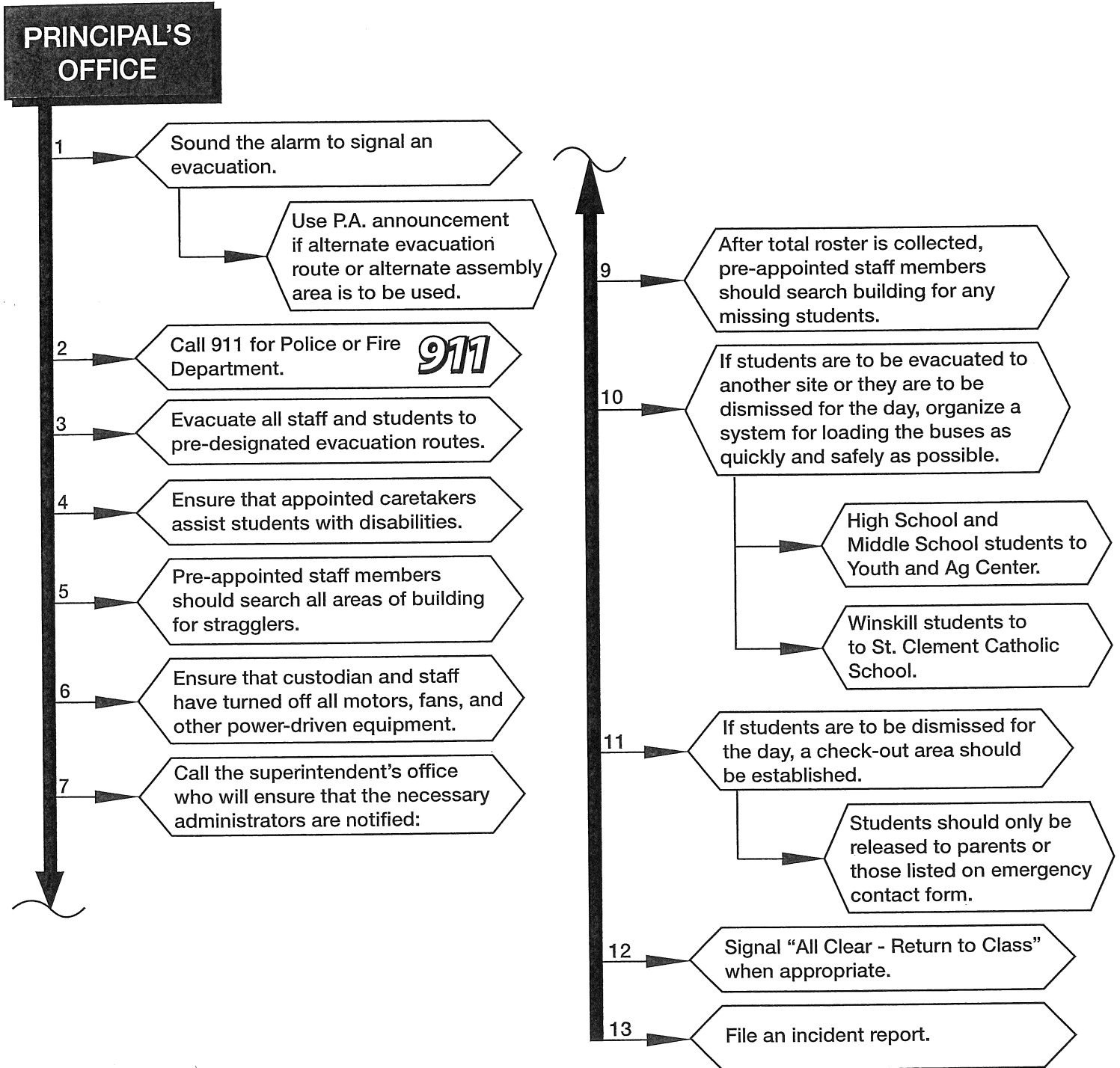
MAJOR FIRE OR EXPLOSION

TEACHER

EMERGENCY
OR
FIRE DRILL



Major Fire or Explosion

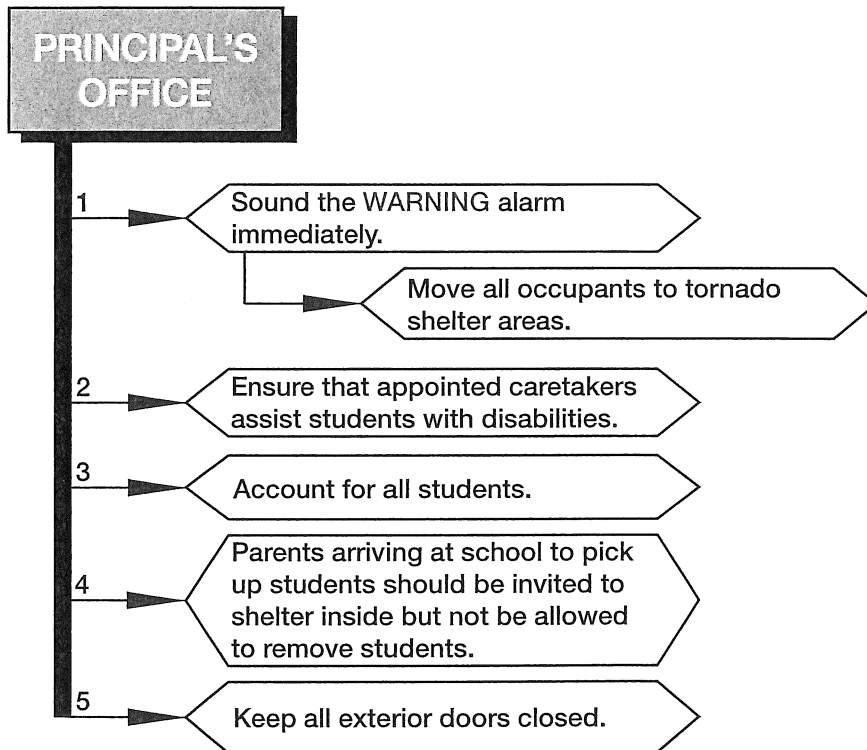


Hold

1. When "Hold" is announced...
2. Check the hallway for students.
3. Close and lock doors.
4. Notify office of missing or additional students.
5. Continue class or work as usual.
6. Release no one.
No restroom/water breaks.
Ignore bells.
7. Listen for all clear or secure signal from 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.