

CCR2 CRISIS RESPONSE: PARENT INFORMATION

Crawford County R-2 School District takes steps every day to protect students and staff. Ensuring everyone's safety is a priority! Our crisis plan includes strategies and procedures to prevent, prepare for, respond to, and recover from a crisis in our schools.

Detailed plans in the event of a building fire, tornado, intruder, bomb threat, bus accident, and earthquake have been developed. These plans are reviewed annually.

PREVENTION

The best way to address a crisis is to prevent it from ever happening at all. The CCR2 School District has designed and implemented several programs, tools, and protocols to address issues before they become a crisis situation.

- Communication is key. Parents are encouraged to contact school administration with any and all safety concerns.
- Visitors must check in at the office. A School Check-In system is used requiring a driver's license or State ID.
- Bullying and harassment prevention programs are in place.
- A School Resource Officer (SRO) is staffed on campus.
- Buildings are secured with locked exterior doors and a buzzer system for visitor entrance.
- Surveillance camera systems are operating and recording in every building.
- All classroom doors are locked during school hours.

PREPARATION

The crisis planning process includes preparing all parties for possible dangers.

- Regular drills at each school are conducted.
- The crisis plan is reviewed and updated annually.
- Training for staff is completed annually.
- Crisis plans including detailed evacuations routes, supervisory assignments, 1st-Aid training, and reunification processes are provided to staff and administration.
- Building windows, doors, and hallways are being labeled for response communication.

RESPONSE

To facilitate and implement an effective crisis plan, CCR2 administration has coordinated efforts with our first responders, local, state, and county law enforcement, community organizations, and fire.

- Specific and extensive plans for evacuation, relocation, reunification, and other safety measures are in place that must be adhered to in order to maintain organization and ensure all are kept safe.
- All staff have been trained in ALICE principles: Alert, Lockdown, Inform, Counter, Evacuate.
- Local and county law enforcement are prepared with site maps and student locations in order to secure specified locations and better assist school staff.
- Recovery can NOT begin until the response has been fully vetted.

RECOVERY

After a crisis, district officials will work with outside agencies to assist students and staff. Specific protocols are in place in order to continue to ensure accountability and safety of each student and staff member.

- Given a low impact crisis (false fire alarm, practice drill, suspicious activity, etc; little to no disruption to the school day)--
 - The goal will be to return to the learning process as soon as possible.
 - Not every low impact crisis will result in parent notification.
- In the event of a high impact crisis (school intruder, use of a weapon on school grounds, substantial fire or natural disaster; substantial disruption to the school day)--
 - Law enforcement officers will be in control of the situation and determine course of action once on scene.
 - A command center will be determined for all communication and effort coordination.
 - The superintendent or designee will work with law enforcement to develop a timeline and content of information available for release to parents and media.
 - Reunification sites and processes will be communicated via a school digital communication system (Bright Arrow) to parents and via other appropriate media outlets.
- A crisis response team will coordinate counseling services for staff and students as necessary.
- District and building administration will review and debrief following every crisis situation.

COMMONLY ASKED QUESTIONS

- 1. Should I report to the scene of the crisis or incident?** *In the case of a high-impact situation, access to the scene will be limited, secured, and controlled by emergency responders and law enforcement officials. Additional vehicles and individuals at a scene can hinder and slow processes. A command center will be established. As well reunification sites will be communicated by CCR2 officials via Bright Arrow school phone messaging system when appropriate.*

Parents and guardians should exercise caution, restraint, and patience as trained professionals resolve the situation. CCR2 recommends parents stay close to their sources of communication to ensure they are receiving accurate information and timely updates regarding the crisis.

- 2. Once the emergency is declared “over,” will parents be able to report to their child’s school?** *In the event of a high-impact crisis, CCR2 district administration will communicate to parents the specific location of the reunification site where students are safe and accounted for as well as the time the reunification process will begin.*

A reminder that the scene of an incident will be secured. Unauthorized individuals will NOT be permitted. Preserving evidence for investigation and adhering to privacy laws are required.

- 3. If the school building is evacuated, how will I be able to locate my child?** *If an evacuation occurs, a possibility exists that students may re-enter the building*

dependent upon the situation. If a rally point and reunification site are required, the address location will be communicated from the Superintendent's office.

A specific reunification protocol is in place to ensure every child is accounted for and safely returned home. A student may only be released to an adult listed on the SIS data sheet and showing proper identification.

- 4. Why might getting my child take so long?** *It is important for everyone involved to remember that safety of every student is imperative in crisis situations. A protocol is in place, if necessary, for law enforcement to clear the building one room at a time. Teachers and administrators are responsible for taking role and accounting for every student prior to release of any students. The Superintendent or designee will communicate to building administrators and parents as soon as law enforcement confirms safety and reunification sites are prepared to begin signing out students to parents / guardians.*

Parents and guardians are asked to use restraint and patience in these emotional times a situation is resolved and students are reunited with loved ones.

- 5. How can I as a parent or guardian be assured that I receive up-to-date information?** *Parents are encouraged to keep their contact information updated in the CCR2's SIS (student information system). As able, messages to parents will be communicated using the Bright Arrow phone messaging system which pulls from the CCR2 SIS. Parents should stay close to their sources of communication.*

- 6. How and when will I be notified if there is an emergency at my child's school?** *The mode, means, and immediacy of communication will depend upon the level of impact and availability of school officials. A low-impact situation may not require communication where a high-impact situation may require time before notification.*

CCR2 will make every effort to work with cooperating agencies to communicate with parents and media as quickly as possible. However, we should understand that some details may not be available to the public per privacy laws and ongoing investigations; therefore, communication of details may be limited and time to confirm as well as coordinate information will be necessary.