

DE SMET JESUIT HIGH SCHOOL'S EMERGENCY OPERATIONS PLAN

**Procedures and Steps
To Manage Various Emergency Situations**



**DE SMET
JESUIT**

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Purpose of the Emergency Operations Plan

De Smet Jesuit High school assumes a serious responsibility of providing a safe and secure environment for its students, staff members, and visitors. The purpose of this ***Emergency Operations Plan*** is to provide the information and direction necessary for school personnel to ensure a safe environment during an emergency involving students and school personnel.

While the occurrence of a specific emergency cannot be predicted, advanced planning and development of a comprehensive emergency operations plan is essential to the successful management of these situations. Such planning increases both the organization and objectivity of the response and reduces the disorder and emotionalism which can occur in times of an emergency.

Responsibilities of Key Individuals in an Emergency

Incident Commander

The Dean of Students will be responsible for all before emergency planning and preparedness of the school. In the event of an emergency, the incident commander, the Dean of Students or designated representatives will assume overall direction of the action steps to be taken during the emergency until such time as the responsibility can be shared with the first responders. The principal also will take leadership for after-emergency action steps that may be needed.

BEFORE-EMERGENCY ACTION STEPS:

- The Dean of Students/designee shall assume the duties of the incident commander in emergency situations.
- Identify duty assignments of other school personnel that may be involved in dealing with an emergency.
- Ensure that school personnel and students are properly instructed in regard to the school's *Emergency Operations Plan*.
- Complete the list of community organizations and individuals that may need to be contacted in an emergency situation, along with contact information
- Ensure that there is an adequate warning system available, and that the various alarm signals are known and understood by students and staff.
- Conduct regularly scheduled drills and maintain a record of these in the school office.
- Arrange for instruction and training of students to ensure their safety. Determine who will intervene with high risk students.
- With police and fire department personnel, survey the physical and structural advantages and disadvantages of the school plant and select the safest area for groups to use in any type of emergency.
- With police and fire department personnel, create primary and alternate traffic control plans for pedestrian and vehicular movements within the school plant/campus.
- Maintain all emergency equipment and supplies in usable condition by checking them at least annually.
- Know the location and operation of utility shut-offs. Instruct at least one other person in the location and operation of the shut-offs.
- Determine who from the school will communicate with students, faculty, and parents during an emergency, and how they will do so.
- Consider how phone calls will be handled during an emergency.
- Educate parents on how to cooperatively work with the school in such emergencies.
- Review guidelines for dealing with the media in times of emergency.

- Provide substitutes with information regarding their responsibilities, evacuation routes, and general procedures.
- Demonstrate the use of emergency equipment utilized at the school.
- Identify and secure permission to use alternate sites (public school, library, YMCA, etc.) in the event students and staff cannot return to the building.
- Annually reconfirm off-campus relocation sites (public school, library, YMCA, etc.) and review parent reunification plans and procedures.

DURING-EMERGENCY AND AFTER-EMERGENCY ACTION STEPS:

- Assume overall direction of steps taken during an emergency until first responders arrive at site.
- When needed, direct evacuation of building(s), using fire evacuation procedures.
- Arrange for transfer of students to another site when their safety is threatened.
- Mr. Bonat/Mr. Quinn will report the situation to the Catholic Education Center.
- Mr. Bonat/Mr. Quinn will contact the Archdiocese Office of Risk Management.
- Mr. Bonat/Mr. Quinn will contact the Archdiocese Office of Communication.
- Mr. Bonat/Mr. Quinn will determine if feeder or neighboring schools need to be notified.
- The Emergency Response Team will determine, if counseling or any other kind of services are needed for school community, families, staff, etc. after the emergency.

Teachers

Teachers will be responsible for the supervision of students unless they are assigned other responsibilities. They will follow the instructions and guidelines of the school's *Emergency Operations Plan* and the specific instructions from the incident commander.

BEFORE-EMERGENCY ACTION STEPS:

- Become familiar with the school's *Emergency Operations Plan*.
- Be knowledgeable of the hazardous effects of different emergencies and the response techniques for each.
- Become familiar with the evacuation routes at the school site.
- Provide instruction and practice for students in the response techniques and emergency procedures to be followed.
- Keep personal information on each student accessible at all times.

DURING-EMERGENCY AND AFTER-EMERGENCY ACTION STEPS:

- Supervise the lock-down or evacuation of students to designated assembly areas.
- Remain with students until relieved of responsibility by the school principal.
- Take roll when the class relocates to designated assembly area as soon as possible.
- Report missing students to the principal or designee. If there is reason to believe such students may be endangered in a school structure, attempt rescue measure only with available trained personnel.
- Render first aid, restore order, and assist staff and students as needed.
- Release students only to authorized persons by following reunification procedures.

Custodians

BEFORE-EMERGENCY ACTION STEPS:

- Become familiar with the school's ***Emergency Operations Plan***.
- Become aware of the location of the school's utility shut-offs.
- Maintain all fire equipment (extinguishers, hoses, etc.) in good working condition.
- Ensure fire alarm and public address system are in working order.
- Maintain a set of the building blueprints to be made available for emergency personnel. Consider storing blueprints off-site (in another parish building).

DURING-EMERGENCY AND AFTER-EMERGENCY ACTION STEPS:

- Shut off utilities when directed to do so.
- Conduct damage control to limit damage to school facility.
- Survey and report damage to school principal.

Substitute Employees

BEFORE-EMERGENCY ACTION STEPS:

- Become familiar with the school's ***Emergency Operations Plan***.
- Become familiar with the evacuation routes and general procedures at the school site.

DURING-EMERGENCY AND AFTER-EMERGENCY ACTION STEPS:

- Perform the duties of the person for whom they are substituting. (See responsibilities of Teachers.)
- Account for all students in their attendance.
- Assist where directed to do so.

Parents

BEFORE-EMERGENCY ACTION STEPS:

- Provide the school with emergency contact numbers where the parents can be contacted at any time during school hours.
- Provide all necessary student medical information, to be kept on file with the school nurse.

DURING-EMERGENCY ACTION STEPS:

- Follow the school's directions for picking up students from the school after an emergency.

Students

BEFORE-EMERGENCY ACTION STEPS:

- Become familiar with the present evacuation routes.

DURING-EMERGENCY ACTION STEPS:

- Follow the school's directions without hesitation.

Emergency Response Team Information

The Emergency Response Team is made up of the following:

- * Mr. Bonat- attended seminar in the fall of 2015
- * Mr. Dressler- attended the seminar on Feb.12, 2015
- * Mr. Luecke - attended seminar training in 2014
- * Mrs. Neary - attended seminar in the fall of 2015
- * Ms. O'Connor - attended the seminar on Feb.12, 2015
- Mr. Russo- attended seminar in the winter of 2016
- * Dr. Rebore - attended seminar training in 2014
- * Mary Riney (counselor) - attended seminar training in 2014
- * Mr. Schuchmann –attended seminar training in 2014
- Mr. Quinn – will attend seminar in the fall of 2016
- * Mr. Talken –attended seminar in the fall of 2015
- * Mr. Williams - attended seminar training in 2014

*These Emergency Response Team Members have already attended an Archdiocesan Emergency Response Training Session at the Regali Center in Shrewsbury.

The Archdiocesan Emergency Response Training Sessions are in November and February at the Regali Center from 1 to 2 p.m.

Besides the Emergency Response Team the following have viewed the Blood pathogens DVD required by the Archdiocese:

Matt Creamer
Cirilo Gruspe
Ben Legaspi
Bob Schuchmann
Matt Schuchmann

The Following Are the Emergency Response Team's Cell Phone Numbers:

Mr. Bonat (314) 488-1104
Mr. Dressler (314) 713-9162
Mr. Luecke (314) 713-9169
Mrs. Neary (314) 809-0366
Ms. O'Connor (314) 737-3329
Mr. Russo (314) 719-6093
Dr. Rebore (314) 226-8833
Mrs. Riney (314) 807-6802
Mr. Schuchmann (314) 713-9158
Mr. Quinn (314) 773-0740
Mr. Talken (314) 713-9159
Mr. Williams (314) 713-9170

These are the Members of the Emergency Response Team that have Portable Radios (Walkie Talkies)

Trevor Bonat (Public information Director)

Ron Rebore (Sub for Incident Commander)

Mike Dressler (Incident Commander)

Mary Riney (Counselor Liaison)

Ken Luecke (Parent Reunification)

Bob Schuchmann (Building Inspector)

Michele Neary (Parent Reunification)

Mike Talken (Parent Reunification)

Kala O'Connor (Ass't Public Information Director)

Mr. Quinn (Public Information Director in the absence of Mr. Bonat)

Mike Russo (Parent Reunification)

Mr. Chris Williams (Sub for Incident Commander)

The following will receive Hepatitis B Vaccinations:

Matt Creamer

Chris Williams

Mike Dressler finished 10/30/15

The following have training in First Aid, CPR and the use of the AED:

Mariette Baxendale

Donna Noonan

Mike Dressler

Mary Riney

Paul Durham

John Stewart

Lil Morlock

Chris Williams

Michele Neary

All Athletic Coaches

Emergency Phone Numbers for the Creve Coeur City Police Department

Dial 911 in case of a dire emergency (ex. Intruder)

or you can call Police Dispatch (314) 737-4600

De Smet Jesuit's Creve Coeur City Police contact person is Officer Grace Fico (314) 442-2075 or Officer Ed Davis the School Resource Officer(314) 415-7190 for the Parkway School District

Creve Coeur City Police Chief is Glen Eidman (314) 872-2522

Emergency Phone Numbers for the Creve Coeur City Fire Department

Dial 911 to report a fire, or (314) 432-0403, or (314) 430-8842

Creve Coeur City Fire Marshall (314) 432-5570

IN THE EVENT OF UTILITY FAILURE OR EMERGENCY WATER, GAS, OR ELECTRIC

Immediate Response

- Remain calm
- The Dean of Students/ designee will be the Incident Commander and contact the Maintenance Department. (If needed, emergency utility phone numbers and how to turn off the utilities are found at the end of this section.)
- Everyone should stay in their classroom, study hall or lunch room etc. until you are provided directions on how to proceed. If the bell chimes, indicating a change in classes, do not move until notified.
- **Administrators** will report to their assigned area and wait for directions
- Directions on how to proceed will be given either over the P.A., if operational, or by the administrator assigned to the area.
- If students are in session, a decision to dismiss will be made.

Secondary Response

- If the failure of the utility poses an immediate danger or threat, the Incident Commander evacuates the building using the fire drill procedure
- If students are not in session, contact the Maintenance Department, who contacts the necessary maintenance personnel.

Final Response

- The principal/president will contact the media, if school is to be dismissed early or cannot be held the next day.

Emergency Utility Numbers

Laclede Gas 314-621-6960 or 314-342-0800

Missouri American Water 1-866-430-0820

Wachter Plumbing 314-729-7777 or 314-574-2846

Ameren Missouri 314-342-1000

Procedures for Turning off Utilities:

During an emergency that requires utilities to be turned off, the maintenance staff will ordinarily do this. If it occurs at a time when no one from the maintenance staff is in the building, the following procedures should be followed:

GAS:

The main shut-off valve is located outside the building - in the corner between rm. 102 and the boiler room, behind the air conditioning units. There are two valves on the right as you face the gas equipment. They require a wrench. A crescent wrench for this purpose is located with the other emergency supplies in the fire alarm closet on the first floor (new wing). They should be turned clockwise about one-fourth of the way around - until they will not turn any further.

ELECTRICAL:

The main circuit breakers are located on the panel in the boiler room (north wall by the exterior door). The seven large blue switches and one large red handle nearest the exterior boiler room door should be turned off. The blue handles move back and forth, and the red handle should be pulled down. A separate service feeds the theater and band rooms.

WATER:

The main valve for turning off the water is located underground on the south east corner of the building (outside the President's Office). Two large iron plates cover

the opening. They say "WATER" on them. Lift the one closest to the drive and drop down into the hole. The large valve directly below you turns off the water supply to the school.

The water can also be turned off in the President's office.

When you enter the office, turn right and go to the second closet. When you open the door you will see several wheel turn off valves colored black and blue. Do not touch the black valves that lead to the red stack, because closing those will shut off the water for the Fire Department. To turn the water off in an emergency situation, locate the blue wheel valve that will be right in front (a little to the right and about half way toward the back of the closet). Turn the blue wheel valve to the right until you cannot turn it any longer.

First Aid Kits

First Aid Kits can be found in every classroom in the school building.

Besides the classrooms, First Aid Kits are also located in the following rooms:

The Band Room

With the P.E. Coaches

The Admissions Office

The Main Office

The Development Office

The Athletic Office

The Kitchen

The Library

The Counseling Center

The Learning Center (Room209)

Campus Ministry

Emerson Lobby (Mr. Luecke's Office)

The Two Faculty Science Offices (309-310)

The Theater

The Robotics Room (301)

The Art Rooms (300A-300B)

General Emergency Directives

Directions for De Smet High School's evacuation for fire, tornado and severe storm procedures are located in each classroom. Teachers should familiarize themselves and their students with these for the rooms in which they teach.

In a school wide emergency, designated Administrators will meet in the main office. The school code for an emergency, signaling that these individuals should report to the main office, is ***"All Administrators please report to the Main Office"***.

Administrators will normally be dispersed to the following areas in the school to provide directions to the teachers and students:

Emergency Response Team

- **Mr. Dressler** will go to the area of the emergency and will direct the school wide response to the emergency.
- **Mr. Bonat** will serve as the official spokesman to the media in all emergency situations.
- **Mr. Quinn** – will go to the Main Office and in the absence of Mr. Bonat will serve as the official spokesman to the media
- **Mr. Roberts** go to the first floor hallway
- **Mr. Luecke** will assist on the second floor including Emerson Lobby,
- **Dr. Rebore**, third floor
- **Chris Williams** when Mr. William is not in class, he will assist on the second floor including the newer wing, and will be available to assist in helping students who may need first aid
- **Mr. Russo** to the hallway leading to the football field
- **Mr. Schuchmann** will be available to reset the alarm system and turn off utilities.
- **Mr. Talken** to the third floor hallway
- **Mrs. Neary** will monitor the switchboard

In the case of an emergency where no one is in the Main Office, call **911** and then contact **Mr. Dressler** at **314-713-9162** (cell) or **Mr. Bonat** at **314-488-1104** (cell) . He will return your call immediately.

Mr. Bonat and Ms. O'Connor will have the School Reach information in case we need to notify parents.

Mr. Bonat/Mr. Quinn will serve as the official spokesman to the media in all emergency situations.

Mr. Dressler will direct the school wide response to the emergency and provide directions to the faculty and students over the P.A., if the system is operable.



Fire or Evacuation Situations

Steps for evacuation when the fire alarm is activated or in the event of a bomb threat or earthquake:

If you are in an area where a fire breaks out, pull the closest fire alarm. As a general rule, it is better to err on the side of safety. As soon as the alarm sounds, do not hesitate or wait to evacuate the building to determine if the emergency is real or not. Assume the alarm is signaling a true emergency. In a real emergency, you may only have a short time to evacuate the building, so every second counts.

Immediate Response

The Dean of Students/ designee will be the incident commander in this situation unless he is not on campus; in that case, another Ass't Principal will assume the post.

- The incident commander activates a plan for the evacuation of the school building which:
 - Empties the building in the shortest period of time
 - Designates exits from each room with diagrams indicating routes and exits
 - Designates alternate routes in case one or more exits are blocked by fire and/or smoke.
- When the fire alarm is activated, the Creve Coeur Fire department is automatically contacted.
- **Administrators** report to the following areas along with their walkie-talkies, supervise the evacuation, and provide directions as needed.

1. **Mr. Dressler** opens the east gate to the football field and directs students to move down the track toward the south end of the stadium and then to the area of the emergency
2. **Mr. Roberts** goes to the first floor and then to the east side of the stadium
3. **Dr. Rebores** to the third floor, and then outside to the north side of the building to direct students to proceed to the practice fields
4. **Mrs. Stewart** goes to the west side of the stadium
5. **Mr. Stewart** goes to the east side of the stadium
6. **Mr. Bonat** helps in evacuation of students
7. **Mr. Luecke** to the second floor and Emerson Lobby and then the Emerson parking lot
8. **Mr. Williams** when not in class Mr. Williams will assist on the second floor and then go to the north side of the building
9. **Mr. Russo** when not in class Mr. Russo will go to the hallway leading to the football field and then to the west side of the stadium
10. **Mr. Talken** to the Emerson parking lot and directs students to move away from the building
11. **Bob Schuchmann** will be available to reset the alarm system and turn off utilities.

The incident commander will issue instructions and supervise the school evacuation:

- **Teachers** and students should remain calm and in an orderly manner leave the school building following the written evacuation directions found in their classrooms
- Move quietly – no talking in case your teacher needs to provide additional instructions.
- Walk - **DO NOT RUN**
- Make special provisions for assisting disabled students.
- Notebooks, coats and other belongings will remain in the building.
- The classroom teacher is in charge of their students.
- Teachers are reminded to close, but do not lock all windows and doors before they leave the classroom to prevent fire drafts.
- **Teachers** should make sure to take their roll books with them.
- Once outside, each **teacher** should meet with their class at a previously designated location and immediately take roll.
- The **teacher** should then send a student with the names of those students missing to **the Administrator in their area** who will in turn report that information to Mr. Dressler.
- Students and **teachers** should remain outside and as far away from the building as possible until they receive directions to return to the building or proceed elsewhere.
- **Administrators** should make provisions in advance to check restrooms, locker rooms and rooms other than classrooms before you vacate the building.

- If it is necessary for you to aid an injured student, make sure that another teacher will take the responsibility for supervising your students. If students are injured, please send a student to the Main Office to notify an **Administrator**.

Secondary Response

- Emergency equipment (flashlights, extra batteries, bullhorn, first aid kit, transistor radio, etc.) are stored in the fire alarm closet, which is located in the small corridor, which connects the main hall to classrooms 114 to 123.
- If there are injuries, the incident commander will designate an area for the injured to report.
- In case of bad weather conditions, fire, building collapsing etc. students and faculty will be relocated to the Creve Coeur Civic Center/Police Department across the street on Ballas Road. It will also serve as our pick up area for parents. Students will check in with their homeroom teacher who will in turn report to Mr. Dressler and cannot leave without permission from an administrator.
- If need be, someone from maintenance will turn off the utilities. After the emergency is over, someone in maintenance will then reset the alarm system and turn the utilities back on.
- **Teachers** and students will remain outside until they are given the all clear to return to their classrooms.
- **Mr. Bonat** and **Ms. O'Connor** will have the “School Reach” information in case we need to notify parents.

Final Response

1. The **Mr. Bonat/Mr.Quinn** will serve as the official spokesman to the media in all emergency situations.
2. **The incident commander or designee** will provide additional directions to the faculty and students over the P.A. if the system is operable.
3. The following should have a walkie-talkie and cell phone with them in the event of any emergency:

Mr. Bonat (314) 488-1104
 Dr. Rebore (314) 226-8833
 Mr. Dressler (314) 713-9162
 Mr. Luecke (314) 713-9169
 Ms. O'Connor (314) 737-3329
 Mrs. Neary (314) 809-0366
 Mr. Russo (314) 308-9593
 Mr. Schuchmann (314) 713-9158
 Mr. Quinn (314) 773-0740

Mr. Talken (314) 713-9159
Mr. Williams (314) 713-9170

Emergency and Intruder/Hostage Threats

There are Three Levels of Responses Based on the Location of the Threat to the School

First Response

First Level - Stay Put

In this situation: The Dean of Students/ designee will assume the role of Incident commander. In this event, there is no threat to the safety of the students or staff (ex. a medical emergency in the classroom, water leak, etc.)

- Students and teachers will be notified about the emergency situation over the P.A.
- Teachers and students should remain in the area or classroom, until the all-clear message over the P.A. is given, even if the bell rings,
- Mr. Bonat/Mr. Quinn will communicate with parents concerning the situation and ask them to stay away from the school unless directed by the administration.

Second Level - Secure Campus- Lockout

In this situation: something or somebody outside of the school building is a threat to students and faculty. Again the Dean of Students/ designee will act as incident commander.

- All exterior doors will stay locked
- No one will be allowed to enter or leave the building, until the threat has been relinquished.
- If possible, all outside windows should be covered from the inside (blinds and curtains drawn)
- Minor changes to normal routine (ie. classes will continue, but P.E will not go outside the building for class.
- Mr. Bonat/Mr. Quinn will communicate with parents concerning the situation and ask them to stay away from the school unless directed by the administration.

Third Level - Intruder inside the building

In this situation there is an immediate threat inside the building. Again the Dean of Students/ designee will be the incident commander.

- **Teachers should immediately follow the following guidelines in the order that they appear:** As these situations evolve quickly, an individual's quick decision can mean the difference between life and death. If you are in harm's way, you will need to decide rapidly the safest course of action based on the scenario unfolding before you.

In the event of an Intruder we will follow the 4 **E**'s Option-based Program designed to minimize fatalities: **E**ducate, **E**scape, **E**vade, **E**ngage

1. Educate – Communication

- If you have knowledge of an intruder in the building do not hesitate. Call the Main Office or find someone who knows how to page using the phone system Yell! ***"We have an intruder, repeat we have an intruder, everyone get to a safe place as soon as possible,"***
- Call 911
- As soon as the situation is under control, Mr. Bonat will communicate with parents concerning the situation and asked them to stay away from the school unless directed otherwise by the administration to come to the school.

Once you are aware that there is an intruder you have three options:

i. Escape Option/ Run– If there is an accessible escape path, attempt to evacuate the premises as soon as possible. If you are not sure, do not take any chances.

Before you go and as you are leaving, be sure to:

- Have an escape route and plan in mind before you vacate the area you are occupying. Before you escape check the area to see if there is any present danger.
- Evacuate when it is safe, regardless of whether other agree to follow.

- Leave your belongings behind.
 - Help others escape, if they need help.
 - Prevent others from entering an area where an active shooter may be located.
 - Keep your hands visible for law enforcement to see as you leave an area.
 - Students and faculty may also be able to exit the area they are in by using an outside window or door.
 - Follow the directions of administrators, teachers, law enforcement, or other known adults.
 - Do not attempt to move wounded individuals
 - Go to a relocation area – the Creve Coeur Civic Center/Police Department across the street on Ballas Road is our relocation area
- **ii. Evade Option / Hide**- If evacuation is not possible, find a place to hide where intruders are less likely to find you. If you are in the classroom stay there until a law enforcement officer comes to your door with a badge and gives you the all clear.

If you are in a classroom:

- Immediately close and lock all doors leading into the classroom.
- Barricade the door with desks, and move to the back of the classroom against the wall that takes them out of direct sight through the window in the door.
- Cover any windows visible from the hallway, but do not cover or close outside windows.
- Turn out the lights.
- Do not make any unnecessary noise.
- Turn off all cell phones.
- Many times intruders will use students or faculty members as a ploy to gain entrance to a room. Once the door has been locked, do not open the doors for anyone including students or faculty members until a law enforcement officer comes to your door with a badge and gives you're the all clear.
- When the area becomes safe, and only if students are located in a part of the building with direct access to the outside without using a corridor (e.g. cafeteria, lobby, gym, locker rooms), they may be directed to exit and move completely away from the building.

If you are not in a classroom or do not have access to a classroom:

Your hiding place should be:

- In the nearest secure room
- Out of the active shooter's view. If possible, close, lock and barricade the door.
- In an area that provides protection, if shots are fired in your direction (ie., an office with a closed and locked door, offices, theater green room, vending machine room in the Café etc..)

- In an area that does not trap you or restrict your options for movement, if the occasion arises.

iii. **Engage Option/ Fight Back**

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. Act as aggressively as possible against him/her. Throw items and improvise weapons. YELL!!!! Commit to your actions. Try to gain control of the intruder before first responders arrive. Make the shooter use up valuable time. Remember law enforcement is on the way.
- If someone confronts you with a weapon, remain calm.
- If possible get others to move to a safe area.
- If it is not possible, attempt to prevent others from antagonizing the person with the weapon.
- Try to calm the individual(s) down as much as possible.
- If applicable, ask the individual(s) to speak to you without pointing the weapon at you.
- Ask the individual(s) to surrender the weapon (if the situation warrants).
- Ask the individual(s), in a quiet, non-threatening manner, to accompany you to the Main Office.

Secondary Response

Only When Safe:

Provide the following information to law enforcement officers or 911 operators:

- Location of the active shooter.
- Number of shooters, if more than one
- Physical Description of the shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location
- The Incident Commander will ask arriving reporters to stay outside the building until the area is declared safe. Once the building is declared safe it will be determined by the incident commander, if reporters and family members are allowed into the building.
- The incident commander will designate someone who shows arriving family members a safe place outside the building until the building is declared safe and comforts them. If the counselors are not needed elsewhere they will talk to the counselors.
- Mr. Bonat/Mr. Quinn will notify other members of the De Smet Community (families, Board Members,, alumni, etc.)

Final Response

- direct the counselors to contact outside counseling firm, if necessary.
- prepare a note to send out to students and their parents and prepares a press statement

School Entrances

- In an attempt to keep intruders out of the building, all doors to the building are to be locked at 8:30 a.m. During the school day everyone should enter and exit from the Main Office. Please direct anyone after 8:30 a.m. to enter the building through the Main Office. Do not open doors for anyone during the school day. Please direct them to the Ballas side Main Office entrance.
- It is a good idea for those who teach in rooms that do not lock from the inside of the class room to lock their door upon entering. In case of an intruder they will then be able to just shut the door and it will be locked. In doing so they will then not have to go out into the hallway and be exposed to the possible threat.



Threatening Display of a Weapon

If you become aware of someone with a weapon or you think another person has a weapon of any kind if, notify an Administrator, Teacher or another adult immediately.

Immediate Response

- The Dean of Students/ designee is the Incident Commander and contacts 911 or local police.
- The Incident Commander tells everyone to remain calm.
- If appropriate, efforts should be made to reason with the person, asking the person that the weapon be put down. **Do not corner the person or attempt to take the weapon by force.**
- The incident commander restricts access by others to the area where the person with the weapon is located.
- Mr. Bonat/Mr. Quinn notifies the parents if a student is involved.
- The Mr. Bonat/Mr. Quinn will be notify parents concerning this situation, as soon as possible, and will direct them to stay away from the school unless directed by the administration.

Secondary Response

- The incident commander will assign someone to escort arriving reporters to an area isolated from the site of the incident.
- After authorities have taken the person away and the area is safe, the school counselors will comfort distraught students, faculty and staff. The principal escorts arriving parents to a private room and comforts them. If the counselors are not needed elsewhere, they talk to parents.
- The Mr. Bonat/Mr. Quinn writes a note for students to take home and for staff to read.
- Mr. Bonat/Mr. Quinn will notify appropriate staff before they leave for the day.

Final Response

- The school counselor contacts the outside counseling firm for help, if necessary.
- The Response Team meets when the incident is over to review security procedures and determine whether changes should be made.



Tornado or Severe Storms

The main office is equipped with a weather radio that sounds an alarm during severe weather. Normally, there will be enough warning to move students to the assigned areas on the first floor. Directions will normally be given over the P.A., or in the case of a power outage, someone will come to your classroom.

Immediate Response

- The Dean of Students/ designee will be the incident commander in this situation unless he is not on campus otherwise, another Ass't Principal will assume the post.
- The incident commander will inform teachers that a tornado **watch** has been issued. A tornado **watch** is issued when weather conditions are highly possible for a tornado to form. The incident commander will monitor the weather alert receiver and post an outlook – usually focusing on the weather coming in from the Southwest.
- The incident commander will also announce that a tornado **warning** has been issued. A tornado **warning** is issued when a funnel cloud has been seen and reported to the weather service.
- In the case of a tornado **warning** the incident commander will notify the faculty and staff to proceed in an orderly manner to the designated safe areas over the P.A. system or in person.

In the event of a tornado warning:

- An announcement will go over the P.A. system as quickly as possible. If the P.A. is inoperable, someone will be sent to each floor to inform teachers and students of the situation. Do not leave your classroom until instructed to do so.
- Instructions for leaving the classroom during severe weather are posted in each room. **Teachers** should familiarize themselves with these instructions for each

room in which they teach. **Teachers** should be the last person to leave the classroom, checking to see that everyone is out of the room. **Teachers** should accompany their students to the designated area when directed to do so. **Teachers** should make sure to take their roll books with them and once in their designated area they should meet with their class and immediately take roll and inform Mr. Dressler of missing students. He will be in the locker room area or down the first floor corridor. **Teachers should also** make sure to close all windows and doors to their classroom when they leave the area. **Science teachers** and **cafeteria workers** should make sure all gas lines are turned off in their areas.

Students will be called out of their classrooms in the following order.

- **First Floor-** move to the locker room at the end of the locker area.
- **Second Floor-** move to the remainder of the locker rooms, weight room, wrestling room and corridor leading to the cafeteria (exit the floor following the directions in your classroom).
- **Third Floor-** move to corridor leading to the cafeteria, taking care to stand away from glass in doors (exit the floor following the directions in your classroom).

Do not force students into overcrowded areas, being cognizant of the danger of a lack of ventilation or the possibility of claustrophobia.

If there is not enough time to move to a designated area before the tornado hits:

- Direct students to go to the hallway on their floor. If the hallway does not seem safe, inside walls of the classrooms or in a room on the opposite side of the hallway from which the storm is approaching will be the best chance to stave off serious injury. If you can prevent it, do not use end classrooms. Students should stay away from the windows, and kneel under their desktops or other furniture with their heads close to their knees and elbows covering the sides of their heads. Books and notebooks can be used to shelter the head from flying glass and debris.

Secondary Response

The incident commander issues the following:

- Be alert for additional weather and evacuation instructions and follow them.
- When moving to the safe areas keep calm and quiet.
- Post tornado plan in the school office
- Publish procedures in the Faculty Handbook
- Provide for first aid to treat injured persons
- Remind teachers to close windows and doors when leaving the area.

- In case of a disaster, call 911 and have students and faculty relocate to the Creve Coeur Civic Center/Police Department across the street on Ballas Road. It will also serve as our pick up area for parents.
- Designate a safe area for students and faculty to go if injured.
- Administrators assigned to a certain floor are responsible to check bathrooms, and vacant rooms for students when vacating the area.

Final Response

- Maintenance will be responsible for cutting off utilities if need be.

Earthquake Procedures



Immediate Response

All students, faculty and staff should remain calm; assess the situation and then act.

Do not evacuate the building as long as tremors are occurring constantly.

If indoors when the quake occurs:

- **Teachers** direct your students to drop, cover and hold on at the first sign of the ground shaking. Do not wait until you are sure it is an earthquake.
- Students should **DROP** to the ground and move under their desktops, or heavy furniture and **COVER** their heads and neck with their arms and elbows. Students in the row nearest the windows and light fixtures should move away from them as quickly as possible. Once you are under a desk, **HOLD ON** to an object near you.
- Books and notebooks can be used to shelter the head from flying glass and debris.
- If there is no table or desk nearby, drop to the ground and then if possible move to the inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.
- If you are unable to DROP, COVER and HOLD ON: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck. And move away from windows or other items that can fall on you.

- If you are in a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book or whatever is available.
- If you are in the gym, theater, or stadium: Stay in your seat or drop between rows and protect your head and neck with your arms. Don't try to leave until the shaking is over. Then walk slowly out of the area, watching for anything that could fall in the aftershocks.
- Also, an initial jolt will turn out to be the start of a bigger earthquake.

If outdoors when quake occurs: Earthquakes occur without warning and may be so violent that you cannot run or crawl. You are more likely to be injured, if you try to move around during the shaking. Drop to the ground and try to hold on to something.

- Move away from the building
- Avoid overhead wires and utility poles
- Do not re-enter the building, if damage is evident

When tremors cease or several minutes lapse between shocks, **teachers** should use the following guidelines:

- Advise your students to stand up and wait for instructions on exiting the building over the P.A. or by an administrator.
- Notify the Main Office to report any structural damage to the building and/or injuries to students or faculty, or staff members.
- In case of evacuation, wait for instructions.
- When instructed, evacuate the building as quickly as possible.
- Designate exit routes from each classroom with diagrams indicating routes and exits.
- Advise teachers of alternate exits in case one or more is blocked.

Secondary Response

- The Dean of Students/ designee will act as the incident commander in this situation unless he is not on campus, in that case, another Ass't Principal will assume the post.
- If necessary the school will be evacuated as directed in the case of a fire emergency. Do not start evacuating on your own, please wait for instructions.

During the evacuation the incident commander will issue the following instructions:

- Remain calm
- Walk - **DO NOT RUN**
- Move quietly – no talking in case your teacher needs to provide additional instructions.

- The classroom teacher is in charge of their students.
 - Make provisions in advance to check restrooms, locker rooms and rooms other than classrooms before you vacate the building. This should be done by teachers in adjoining rooms.
 - Notebooks, coats and other belongings will remain in the building.
 - **Teachers** are to take their roll books with them and once outside are to meet with their class at a previously designated location and immediately take roll.
 - **Teachers** are then to give that information to the Administrator in their area, who in turn will report it to **Mr. Dressler**.
 - If it is necessary for you to aid an injured student, make sure that another teacher will take the responsibility for supervising your students. If students are injured please send a student to the Main Office to notify an **Administrator**.
 - Assembly areas should not be in school driveways, nor too close to the building and away from utility lines and poles.
- In the case of an emergency or injuries, the incident commander will call 911.
 - Emergency equipment (flashlights, extra batteries, bullhorn, first aid kit, transistor radio, etc.) are stored in the fire alarm closet, which is located in the small corridor, which connects the main hall to classrooms 114 to 123.
 - **Administrators** are assigned to various areas of the building.
 - The maintenance staff has procedures regarding turning off gas lines, water lines, power lines, etc.
 - A designated person will be dispatched at each entry door to prevent unauthorized persons from entering the building
 - If there are injuries, the incident commander will designate a safe area for the injured to report.
 - In case of bad weather conditions, fire building collapsing etc. Have students and faculty relocate to the Creve Coeur Civic Center/Police Department across the street on Ballas Road. It will also serve as our pick up area for parents. Students will check in with their homeroom teacher who will in turn report to Mr. Dressler and cannot leave without permission from an administrator.

Final Response

After the quake is over, the incident commander will issue the following instructions:

- Do not light fires anywhere until advised that it is safe.
- Do not touch electrical wires. which have fallen
- Do not enter the building until it has been deemed safe.
- Monitor radio for latest bulletins.



Bomb Threat

Bomb threats are usually made by telephone or handwritten note. Most of these threats are pranks aimed at disrupting the school routine. However, all threats must be taken seriously, and handled quickly and efficiently to ensure the safety of the students and staff.

PRE-CRISIS ACTION STEPS:

- Develop a school action plan
- Develop a school bomb threat caller checklist (located at the end of this section)
- An Increased awareness of physical surroundings should be maintained by all school personnel
- Install recording feature on phone system. Caller ID is already exists on the phone system.

Crisis Action Steps:

If you are the person receiving the bomb threat over the phone:

- Listen- DO NOT interrupt the caller. If your phone has the record capability, **ACTIVATE IT as soon as you realized it is a bomb threat.** . Make notes of any voice characteristics, accents, gender, and age of the caller, background noises etc.
- Attempt to determine the exact wording of the threat and keep the caller on the line for as long as possible. Ask the caller the following questions:
 - When is the bomb going to explode?
 - What is the exact location of the bomb?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why was the bomb placed in the facility?
 - Where are you calling from?
 - May I have your name?

- What will cause it to explode?
- Did you place the bomb or did someone else?

Following the call:

- Alert the Main Office who will in turn contact the principal immediately.
- The Dean of Students/Ass't Principal will be the incident commander and contact the authorities.
- The incident commander and the first responders will determine if the building will be evacuated.

If valid, the threatened building will be evacuated as follows:

- A message will go over the P.A. directing the students and staff members how and where to evacuate.
- Teachers and administrative personnel will give their immediate work area a quick visual inspection as they leave their assigned area. Do not touch or move any items which look suspicious.
- In good weather, students and staff will evacuate the building and remain outside at least 500 feet away from the building.
- In bad weather, students and staff will proceed to a relocation area – the Creve Coeur Civic Center/Police Department across the street on Ballas Road is our relocation area. Students will gather in homerooms along with their homeroom teachers. Teachers will take role and present a list to the designated person in charge.
- Have appropriate authorities check the building before reentry.

If you are the person receiving the bomb threat by a written message:

- Handle messages no more than necessary.
- Notify police
- Protect the original message by placing the written message inside a plastic bag, or envelope so fingerprints or other identifying marks are not destroyed.
- Turn the note over to the police.

WHEN A BOMB THREAT CALL COMES IN

Name, School, Telephone of Recipient: _____

Time and Date Reported:

Exact Words of Caller: _____

Questions to ask:

1. When is bomb going to explode?

2. Where is bomb right now?

3. What kind of bomb is it?

4. What does it look like?

5. Why did you place the bomb?

6. Where are you calling from?

7. May I have your name?

8. What will cause it to explode?

9. Did you place the bomb or did someone else?

Description of Caller's Voice _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Background Noise _____ Is Voice
Familiar? _____

If so, who did it sound like?

Other voice characteristics:

Time Caller Hung

Up: _____ Remarks: _____

On which line did the call come in?

Response to a Bomb Threat

Immediate Response

- The Dean of Students/ designee: the incident commander calls 911 or local police
- The incident commander determines the level of threat and decides if evacuation of the building is warranted. Once the first responders arrive, they will assume authority for the situation.
- If the level of threat is such that building evacuation is warranted, the principal notifies the staff and students over the P.A. and evacuates the building based on the possible area of the threat. In most case we will evacuate using the natural disaster plan (fire escape plan) already located in each classroom.
- If students and staff need to be moved, Creve Coeur Police will be notified to help them cross New Ballas Road to the Creve Coeur Civic Center/Police Department.

Secondary Response

- The counselors will arrange for counseling services if additional help is required
- If necessary, the principal and the communication coordinator will prepare a statement to be sent home to parents and written press statements.

Final Response

- When parents arrive at the school or the designated pick up area, they must contact the designated person in charge before they are released. No student should be allowed to leave the area until they have been given permission.



ADAM

Student/ Faculty/Staff Injuries/Serious Illness on Campus

If a student or staff member is seriously injured or becomes seriously ill on campus:

Immediate Response:

- The staff member at the scene of the illness or injury should not panic. Stay with the injured or seriously ill person. Make the person as comfortable as possible and send someone to notify the Main Office and Mr. Chris Williams. **Mr. Williams** is the most qualified staff member to respond to injuries or medical emergencies. For this reason the school office staff will immediately locate him and direct him to the appropriate area. If **Chris** is unavailable, the following are certified in **CPR**, basic first aid, and the use of the **AED** (Automatic External Defibrillators): **John Stewart, Mary Riney, Paul Durham, Michele Neary, Mike Dressler, Lil Morlock, and Donna Noonan**. In the case of a possible head, neck or spinal injury do not move the injured person.
- A first aid kit and an oxygen unit are located in the Athletic Office. Steward Oxygen Service indicates that oxygen is very helpful in many emergency situations—especially involving possible shock. Please notify the **Mr. Dressler** if you use this unit so it can be refilled and cleaned. The unit is simple to use and directions are included in the kit.
- AED units are located on the wall in the Emerson Lobby near the bookstore and in the hallway directly behind the Main Office hanging on the wall. The athletic trainer may also have one with him/her on the fields or the court.
- Upon entering the area, the incident commander, the Dean of Students or designee should assess the situation and call 911 or local police if necessary.

- The adult in charge should restrict access to the area where the person is injured or seriously ill.
- Mr. Bonat/Mr. Quinn will notify the injured person's family by phone.
- If an ambulance is not necessary, a designated staff member will accompany the injured/ill person to the hospital, along with the appropriate emergency and release forms. The staff member should remain with the injured/ill until the patient's emergency contact or family members arrive. If paramedics transport the injured/ill person, the staff member can follow in his/her own car.

Secondary Response:

- The Dean of Students/ designee will either notify or appoint a proxy to notify authorities of any health problems and will stay in contact with them to monitor the person's conditions until the health care response team arrives.
- Student emergency forms are kept on file alphabetically by class in the Main Office and contain the health records, release forms, and necessary names and phone numbers of the student emergency contact person.
- The Dean of Students/ designee will appoint someone to escort arriving reporter to a media room to wait for a designated school representative to make a statement and answer questions.
- A designated person will escort arriving family members to a designated area and comforts them. If the counselors are not needed elsewhere, they will meet with the family members.
- Mr. Bonat/Mr. Quinn will notify the Board Members, Parents and other local officials if necessary.

Final Response:

- The school counselor notifies the an outside counseling firm, if necessary
- Mr. Bonat/Mr. Quinn writes a note to be sent home with students and a media statement, if necessary.
- Mr. Bonat/ Mr. Quinn will notify the other faculty members and staff before they leave the building for the day.
- The response team will decide whether follow-up is necessary, including additional counseling.

Student Injuries after School or Off Campus

Immediate Response:

- Don't panic. Make the student as comfortable as possible. In the case of head, neck or spinal injuries do not move the student.
- In case of an emergency (breathing difficulties, heart attack, etc.) do not hesitate to call **911** immediately.
- Notify **Mr. Dressler** at **314-713-9162** (cell) or **Mr. Bonat** at **314-488-1104** (cell). He will return your call immediately.
- If you are on the fields or the basketball courts when the injury occurs, send someone to contact the assigned athletic trainer as quickly as possible.
- A first aid kit and oxygen unit is located in the Athletic Office. Steward Oxygen Service indicates that oxygen is very helpful in many emergency situations—especially involving possible shock. Please notify the Principal if you use this unit so it can be refilled and cleaned. The unit is simple to use and directions are included in the kit.
- **(AED)** Automatic External Defibrulators are located in the Emerson Lobby next to the Book Store and also in the hallway just outside the Main Office.
- Student emergency forms are kept on file alphabetically by class in the Main Office and contain the health records, release forms and necessary names and phone numbers of the student emergency contact person. It is recommended that coaches and moderators carry copies of emergency information forms with them to off-campus athletic events and trips.
- Along with the appropriate emergency and release forms, a staff member should accompany the student to the hospital, if hospitalization is necessary. The staff member should remain with the student until the student's parents or guardians arrive. If paramedics transport the student, the staff member can follow in his/her own car.

Secondary Response:

- The school counselor contacts outside counseling services, if necessary
- The school counselors comfort distraught students, staff and faculty
- Mr. Bonat/Mr. Quinn communicates the incident to faculty and staff, students, and parents
- Mr. Bonat/Mr. Quinn prepares a media statement if necessary
- A designated person escorts reporters to a media room to wait for the issued statement.
- Mr. Bonat/Mr. Quinn notifies board members, parent groups and local officials, if necessary

ACCIDENTAL DEATH OF A STUDENT OR EMPLOYEE

Immediate Response

If the accidental death occurs at school, the adult in charge

- Calls 911 or local police;
- Mr. Bonat/Mr. Quinn notifies victim's family by telephone or in person if possible.

If the accidental death occurs outside of school, Mr. Bonat/Mr. Quinn will:

- Protect the privacy of the family by contacting the family, expressing condolences, and information the family wishes to have shared with the school.
- Convene the Response Team and will determine a crisis intervention plan.

Secondary Response

The principal will hold a faculty meeting (including ALL staff members) to inform staff of the plan.

- If it is determined to be part of the crisis intervention plan to hold an assembly for students and staff, students not wishing to attend the assembly should have that option.
- Provide teachers with aids for discussing the tragedy in the classroom.
- Establish a counseling center for students who are in need of individual support. A teacher should send a calm student with the upset student(s) to the counseling center. The counselor should contact the parents after addressing the student's concern, and provide a listing of special services referral sources if needed. Counselors from other schools or outside agencies will be made available.

Final Response

A designated person will facilitate the attendance of students and staff at the funeral and/or in expressing their condolences to the family.



Lightning

Immediate Response

If Inside:

- Stay away from water pipes, fountains etc.
- Be prepared to evacuate the building

If Outside:

- P. E. teachers and other teachers that are outside with their class will be notified of thunderstorm activity.
- Get inside as quickly as possible
- Avoid natural lightning rods (trees, etc.)
- Do not stand on a hilltop, or in an open field
- Avoid buildings without sides
- Get away from anything metal
- Teachers account for students when in a safe area
- Await instructions



Student/Parent Reunification

Circumstances may occur at De Smet Jesuit that requires parents to pick up their sons in a formalized controlled release. This process of controlled release is called **reunification** and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at school. This reunification is a method that makes this process more predictable and less chaotic for all involved. Depending on the situation, reunification will either occur at De Smet Jesuit High School or (per our Memorandum of Understanding) with the City of Creve Coeur) at the Creve Coeur Civic Center/City Hall, located at 300 New Ballas , Creve Coeur, MO 63141. If neither of these areas are available, an alternate site will be selected and communicated to parents.

Parental Information

- Because a controlled release is not a typical end of the school day event, reunification may occur at different location other than at De Smet Jesuit.
- In case an event occurs that necessitates students, faculty and staff to vacate the building, Creve Coeur Civic Center/Police Department across the street from De Smet Jesuit on Ballas Road will be our usual relocation area. It will also serve as our pick up area for parents, if need be.
- Parents may be notified in a number of ways. The school may broadcast a phone or text message via School Reach. Students may be asked to call or send a text message to their parents informing them that school has been closed and telling them where they should be picked up.
- To make sure an unauthorized person is not picking your son up; please have an ID ready to show school personnel. This will help streamline the reunification process.
- 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, emergency contact or guardian.

- If a parent cannot 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 come pickup their son.
- In some cases, your son may not be allowed to remove his vehicle from the parking lot, if he drove to school on that day. In this case, parents are advised to pick their son up from the reunification site and retrieve their vehicle at a later time. If there are no safety issues, your son may be allowed to leave on his own.

How Reunification Works

Students

- Students will be asked to be orderly and quiet while waiting to be picked up.
- Students may be asked to phone or text message their parents, emergency contact or guardians informing them of where they can be picked up.
- Students will also be asked not to call or text others in or out of the school to keep network usage to a minimum during the reunification process.

Parents

- If a parent is driving to the school or other reunification site, be aware of the possibility of heavy traffic and the presence of emergency vehicles in the area. Go slow and be patient.
- Parents will be asked to go to the Reunification "Check IN" area and form lines based on the first letter of their son's last name.
- While in line, parents are asked to fill out a reunification sheet. This sheet will be separated during the process. Some of the same information is repeated on both the top and the bottom of the sheet. Parents are asked to complete all parts of the sheet. In the case of multiple students being reunified, a separate sheet for each student needs to be completed.
- During the check in, identification and custody rights are confirmed. The sheet is separated and the bottom half given back to the parent, emergency contact or guardian. From the "Check In" area parents are directed to the "Reunification Area." There a runner will take the bottom half of the sheet and bring it to the Student Assembly Area to recover the student or students.
- Parents should be aware that in some cases, they 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 also be advised that interviews or counseling are necessary before your son leaves the area. In extreme cases, parents may be pulled aside for emergency or medical information.

