

# **NJHS Crisis Manual**

**Nettleton Junior High School  
4208 Chieftain Lane  
Jonesboro, AR 72401**

**870-910-7819**

Revised August 2017

# Nettleton Junior High School

## Crisis Room Assignments

Parent Counseling/Information	Library
Student Counseling	Counselor's office Chambers' Room- 200 Conference room
Witness Room	Administration
Faculty Room	Choir Room
Law Enforcement	Back Office Area
Media	Closed Campus Media not allowed On campus
Teacher Quiet Room	Both Lounges
First Aid/Triage - Inside	Cafeteria (Primary) ETE Workroom (Secondary)
First Aid/Triage – Outside	West Parking Lot (Primary) South Parking Lot (Secondary)
Checkout	Front Office Area
Crisis Team Meeting/Coordination Area	Principal's Office

## Crisis Action Plan

1. Office: Call Mr. Dunivan (351-6881); Central Office (910-7800 ext. 1221, 1222, 1224, 1269)
2. Sharman Bell call Linda Graham (351-6343) and Amy Reed (351-7737)
3. Amy Reed call High School and inform them of situation.
4. Jennifer Hoeting and Janice Chambers (**after checking Girls' Restroom**) report to the office to help answer phones.

5. Any staff with no students report to the cafeteria to wait for further instructions.
6. If the announcement is made “crisis team members come to the office,” Groves cover King, Hoover cover Brinkle, Byrd cover Marks so that they may come to the office.

The following **may** need to be accomplished but not in any specific order:

- Faculty Meeting
- Contact Maintenance for any necessary clean-up
- Collect food, tissue, referral forms, etc. for counseling rooms
- Prepare a letter to be sent home with every child and a statement to be posted to the District website (contact Judy or Shelly to post)
- Host an “Open House” counseling time for that night.
- Contact any students that were checked out early, absent, or those directly affected.

### **Critical Incident/Crisis Response Team**

David Shipman, Principal  
 Candee Robinson, Nurse  
 Grant Brinkle, Teacher  
 Lynette Thetford, Media Specialist  
 Bradley King, Teacher  
 Denise Cook, Cafeteria Manager

Sharman Bell, Team Leader  
 Michelle Cooper, Technology  
 Janet Marks, Teacher  
 Lana Massey, Adm. Asst.  
 Amy Reed, Social Worker  
 Wade Massey, Asst. Principal

### **Crisis Team Jobs and Responsibilities**

#### **Shipman**

- Direct and Coordinate all activities dealing with immediate crisis situation.
- Contact Central Office (910-7800 ext. 1221).
- Work directly with Central Office.
- Assess crisis situation and determine high-risk areas, students, etc.
- Make appropriate announcements to staff.
- Attend to situation/check utilities if necessary.
- Check with Sharman to see if Graham, A. Reed, Jack and Russ have been contacted.

#### **W. Massey**

- Direct and Coordinate all activities dealing with immediate crisis situation.
- Check with Shipman to see if Central Office has been contacted.
- Assess crisis situation and determine high-risk areas, students, etc.
- Make appropriate announcements to staff.
- Attend to situation/check utilities if necessary.

#### **S. Bell**

- Direct and Coordinate all activities dealing with immediate crisis situation.
- Contact Linda Graham (351-6343).
- Contact Amy Reed (351-7737) – make sure she informs high school. Contact Jack Sample (351-6882).
- Russ Manning (351-6728)

- Assess crisis situation and determine high-risk areas, students, etc.
- Make appropriate announcements to staff.
- Attend to situation/check utilities if necessary.

**Laura, Karla**

- Call Central Office (910-7800 ext. 221) (if not already done).
- Call Kitchen and make sure they are aware of situation.
- Call Fitness Center to make sure they are aware of situation.
- Communicate with staff by phone, email, or quickest possible manner.
- Make sure Student Information Notebook and rosters are available; transport if evacuation is necessary.
- Get Counselor a copy of student information sheets and/or copy of rosters.
- Screen incoming calls or forward phones to Central Office in case of an evacuation.
- Direct emergency personnel and support staff to: sign in, wear name tags, appropriate rooms.
- Get CPR Module out of Fire Extinguisher case by Front Door.
- Get Emergency Response Supplies bucket (Green trash can in Nurse's office).

**Nurse Robinson (Major/Minor First Aid)**

- Take care of all medical needs.
- Transport medical kit and medicine in the event of evacuation.

**Marks, Office Staff, J. Hoeting, Chambers**

- Be in charge of dismissal.
- Help parents understand the importance of signing students out.
- Collect, organize, and distribute donated items.
- Announce when all teachers should have students ready for dismissal.
- Set up a table in front foyer with copies of checkout forms and pencils (if not already done).
- Direct auxiliary faculty in retrieving students from classroom for dismissal.
- Get child's name and name of person checking students out if parent refuses to fill out form.

**Custodians**

- Lock all outside doors immediately (if lockdown).
- In charge of locking and unlocking the building.
- On the look out for incoming problems and report those to office.
- Turn off utilities if necessary.

**ESL Instructor**

- Report to library to assist with translation (Buddy needs to cover class).

**All other staff**

- Remain calm – stay with students (follow lockdown or evacuation procedure if directed).

- Discontinue use of Red and Green cards EXCEPT for isolated incidents and for off-site evacuation. YELLOW CARDS WILL STILL BE USED FOR STUDENT ACCOUNTABILITY PROCEDURES- A set of Red and Green cards will still be kept in “go” kits.
- The district crisis plan will be available as a Google Document and all staff members will be expected to familiarize themselves with the contents. Printed copies of the plan should still be kept in the green binders in an easily accessible place in each building’s central office as well as with the crisis team leader.
- The newly revised Quick Emergency Guide will be posted in every classroom and in other locations within the building(s) as deemed appropriate by the building principal. A copy of the guide should also be kept in the “go” kits.
- The district security director and/or school resource officers will provide “Situation on Campus (Active Assailant)” training to staff members on a campus by campus basis. If at all possible, the building principals should arrange for this training to be conducted prior to the first day of the school year. Training time is approximately one and a half to two hours. Please contact your assigned officer.
- In addition to the mandated tornado and fire drills, each campus should conduct the following school-wide drills/activities by the end of September with documentation provided to Linda Graham:
  - Lockdown- Situation Inside, Situation Outside
  - Hazardous Materials- Requiring Sheltering in Place
  - Evacuation- Special Needs/Staff to Nettleton Methodist Church
  - Great American Shakeout Drill

### **Sharman & Lana**

- Building media coordinators/representatives will work with and turn over responsibilities to district media coordinator. (Dunivan/Curtner)

### **Emergency Codes:**

#### **Fire:**

- Alarm will sound
- Check on Buddy as you evacuate
- Evacuate building to designated locations outside building
- Take attendance
- Utilize Yellow Card
- Wait for instructions

#### **Severe Weather/Tornado:**

- Announcement from office
- Check on Buddy as you evacuate or after you get your students in position
- Evacuate to Safe-Room (interior classrooms)
- Take Attendance
- Utilize Yellow Card
- Wait for instructions

## **Earthquake Drill:**

### **Before an Earthquake:**

1. Explain the obvious signs relative to earthquakes: shaking ground, possible cracks in soil, rumbling noise.
2. Identify potential DANGER zones.  
Windows/Glass  
Bookcases, cabinets, furniture that could topple/slide  
Falling debris in closet
3. Identify SAFE zones.  
Supporting doorways  
Sturdy tables, desks  
Safe areas in hallways, gyms, restrooms

### **During an Earthquake:**

#### **Inside:**

1. Stay inside. DO NOT go immediately outside.
2. DROP, COVER, HOLD! Take cover under sturdy table, desk, chair, supported doorway, or alongside an inside wall.
3. Have students hold desk/chair legs for security.  
Students should use severe weather kneeling position if unable to get under a table, desk, etc.
4. Strive to stay clear of potential DANGER zones.

#### **Outside:**

Stay outside, DO NOT go inside.  
Move away from building, trees, and utility wires.  
DO NOT run. Drop, Cover, Hold!

### **After an Earthquake:**

1. Be prepared for aftershocks.
2. Unless in immediate danger, stay put.
3. Wait for further instructions from principal/designee.

## **Classroom Hold:**

- If the announcement is made to hold students in your classroom
- The building is safe but hallways need to remain clear of teachers and students (ex. drug dog search, locker search, toilet overflow, suspicious items etc.) so please do the following:
  1. Close door
  2. Do not allow students or teachers/aides to leave for any reason (unless directed by office)
  3. Carry on class activities as normal

## **Lockdown:**

- Lockdown announcement will be given. (Lockdown situation inside/outside)
- Harrison, Foster, King, Gramling, Thetford and Hoeting – Check outside doors by your classrooms.
- Procedures are as follows:
  1. Lock the classroom doors, look for students in the hall as you are locking your door; pull them into your room.
  2. Close exterior windows and blind.

3. Cover interior windows.
  4. Do not allow students to leave the classroom.
  5. Seat students on the floor next to an interior wall away from windows and doors.
- Teachers take an accurate count of students. Utilize the colored card system.
  - All exterior doors must be locked to control access to the building.
  - If students are outside during a lockdown, teachers should evacuate students to the closest safe building and wait for further instructions.
  - An announcement will be made when the lock down is over.
  - Please talk with your students about what to do if they are out of the classroom. They should be instructed to move ASAP to the nearest room that will lock.

**Evacuation site:**

- Sample, Shipman, and Cooper (if available) will check/clear evacuation site.
- If announcement is made to evacuate:
  1. Check roll if not done already.
  2. Take grade book, crisis cards, Quick Reference Emergency Assistance Guide, and emergency kit to designated area.
  3. Check on your Buddy as you leave the building.
  4. Once outside building, check roll and make sure you have all your students.
  5. Utilize colored card system.
  6. Once all students have been accounted for you will be directed to regroup students according to grade.

**Primary Evacuation Site in case of Temporary Evacuation:**

Performing Arts Center (PAC)

**Secondary Evacuation Site off campus** – Nettleton Baptist Church--if it is announced that we need to evacuate to Nettleton Baptist Church, follow the same exit route out of the building that you do during a fire drill. Once outside, direct students to the Nettleton Baptist Church parking lot. Utilize yellow card.

Special needs teachers, aides and students will evacuate to United Methodist Church.

If students are in the lunchroom, Duty teachers/Administration will begin evacuation. Cafeteria ladies will help. If possible all teachers and students should report back to 5<sup>th</sup> period classes during evacuation. Take roll/count students. If not, then students will be evacuated to Gray, Choir and Band rooms. Use colored cards if possible.

**Emergency *Silent* Evacuation of building: NO PHONES, NO INTERCOM, NO EMAIL DO NOT TOUCH LIGHT SWITCHES, LEAVE DOORS OPEN:**

1. Situation will be assessed by Crisis Team; if deemed necessary, evacuation will begin after Cooper and Sample clear evacuation site and the path to it.
2. Laura (back up Karla) will exit front doors and contact 911 and Central Office who will then need to inform Linda Graham, High School, Jack Sample, and Russ Manning.
3. Karla will collect student information, bullhorn and Green Bucket in Nurse's Office, plus CPR Module from Fire Extinguishers.
4. Nurse Robinson will collect student medication and First Aid material.

5. Custodians/Assist. Principals will shut off electricity and gas outside of the building.
6. The following will begin evacuation procedures by visiting specific classrooms and giving instructions and/or holding up **colored card. (Orange for primary site evacuation; Yellow for secondary site evacuation.)**  
 Karla – office, nurse, counselors, and library  
 Nurse –Swift (Room 100)  
 Bell – Fitness Center  
 L. Massey – Get Brinkle then go to lounge and side restroom then to Marks (room 207).  
 Brinkle – take Band students to choir, then go to computer lab, cafeteria, King, and Marks.  
 King- 7<sup>th</sup> grade long hallway – Dudley Street  
 Marks– 8<sup>th</sup> grade long hallway  
 Byrd – 7<sup>th</sup> and 8<sup>th</sup> grade short hallways  
  
 To be sure everyone is evacuated:  
 Chambers & Strange will check girls’ bathroom.  
 A. Smith will check boys’ bathroom.  
 Thetford/Hoeting - check library, counselors’ area, lounge, band, choir, and main hallway.  
 Shipman – 8<sup>th</sup> grade rooms  
 Massey – 7<sup>th</sup> grade rooms

**Search/Rescue Team**

#1 Brinkle Eliason	9 <sup>th</sup> Grade H Main H
#2 Massey Hart	7 <sup>th</sup> Grade H Outside Short H
#3 Cooper Gray Sample	8 <sup>th</sup> Grade H Inside Short H

**Principal’s Designee to Operate First Aid Center**

Shipm

**First Aid Major**

Robins  
Kir  
Gr

**First Aid Minor**

Thetfc  
Hoov  
Hoeti

\*Foster, Groves collect first aid materials for teachers as necessary and assist teams if needed

**Record Keeping**

Cope  
Wheat

M. Patters

**Traffic Control on Campus**

W. Massey, Brinkle, Sam