

Peace Lutheran School

Crisis Management Plan

Lock Down Procedure – “Soft Lock Down”

- *In general, a soft lockdown will occur when a situation outside the building or within the community may impact the school.*
1. Principal shall notify staff by word of mouth or intercom using the words “soft lock down” and contact local authorities if necessary.
 2. Any students and staff outside the building should be directed to enter the building immediately.
 3. All outside doors will be locked throughout the soft lock down.
 4. No one may leave the building without permission from the principal.
 5. Continue the normal schedule within the building.
 6. All outdoor activities will be canceled. No outside classes or recesses.
 7. All after school activities will be canceled if the soft lock down has not been lifted by the end of the school day.
 8. Students will not be dismissed for the day without a police presence.
 9. Parents who pick up their child will be notified not to come at the usual time.
 10. Parents picking up their children should do so by the Catholic church parking lot if the police presence is still there.
 11. A mass email will be sent out to all parents at the end of the day concerning the soft lock down.

Lock Down Procedure – “Hard Lock Down”

- *In general, a hard lock down will occur when a situation threatens the safety of the students and staff within the school.*
1. A hard lock down drill will be conducted at the beginning of the school year.
 2. Principal shall notify staff by word of mouth or intercom using the words “hard lock down”.
 3. Principal will call 911.
 4. Check hallway for students. Bring any students found into the classroom immediately.
 5. Lock all doors and turn off lights and computer monitors.

6. Students will be moved to a designated hiding spot within the classroom.
7. No one will leave the classroom.
8. If outdoors at the time of the lock down, do not re-enter the school. Go to church or evacuate campus by using the most efficient escape route.
9. If in the gym at the time of the lock down, go to storage area and lock the door.
10. A staging area for parents will be set up at the corner of South St. and Lake St.
11. A staging area for media can be established at Deacon Mills Park.
12. The principal will notify and debrief staff when all is clear.

Bomb Threat Procedures

- *The following procedures will be followed if a bomb threat is received at the school.*
1. If a bomb threat is received via the phone, the person receiving the call should . . .
 - a. Not hang up
 - b. Listen carefully to what is said, including any background noises.
 - c. Notify the principal immediately
 2. If a suspicious object is found, it should not be touched and the principal should be notified immediately.
 3. Evacuation procedures listed below will be followed.
 4. The principal will call 911.
 5. The principal will notify and debrief the staff when all is clear.
 6. A mass email will be sent to all school families explaining the events of the bomb threat.

Evacuation Procedures

- *There are numerous situations that may require the immediate evacuation of the school. The following basic procedures will be followed.*
1. The staff will be notified of the need for evacuation by word of mouth or intercom.
 2. Specific instructions will be given as to the reason for evacuation and location students and staff should move to.
 3. We will use the parish hall of Peace Lutheran Church as our first location.
 4. We will use the corner of South St. and Lake St. as our second location.
 5. We will use the basement of the Caestecker Library as our third location.

6. Fire Evacuation Procedures –

- a. Students in grades 7 & 8 will leave the building through door A and will proceed to the parish hall.
- b. Students in grades 5 & 6 will leave the building through door E and will proceed to the parish hall.
- c. Students in grades 3 & 4 will leave the building through door B and will proceed to the parish hall.
- d. Students in grades 1 & 2 will leave the building through door B and will proceed to the parish hall.
- e. Students in Kindergarten will leave the building through door C and will proceed to the parish hall.

Tornado Procedures

- *In the event of a tornado warning for Green Lake, the following safety procedures will be followed.*
1. The principal will notify the staff by word of mouth or by intercom with the words "tornado warning".
 2. Students in grades Kindergarten through 4th grade will proceed to the library.
 3. Students in grades 5 through 8 will proceed to the hallway under the coat hooks.