

St. John's Catholic School
100 S Church Street, Hanover KS 66945
(785) 337-2368 www.stjohnshanover.com

Crisis Management & Response

This document has been developed to provide guidelines for planning and carrying out procedures for managing crisis situations that may arise at St. John's School. These situations may be either natural or man made in nature but would cause a serious disruption in the school day and possibly injury or even death. This is only intended as a guideline and staff must realize that no two situations will ever be the same, nor will they always be handled the same. We all must be constantly aware of the possibility of any of the situations covered and be prepared to react to them in the most positive and professional manner should they occur.

School Emergency Telephone Directory

Emergency: Fire, Police, Medical.	911	Sheriff's Office	785-325-2293
Electric Utility Company	1-800-544-4857	Natural Gas	1-800-794-6101
Hanover City Water Clerk	337-2261	Shop	337-2591
Hanover Hospital	337-2214		
Poison Control	1-800-332-6633	Catholic Rectory	337-2342
Hanover Public Schools	337-2281	Kloppenber Senior Center	337-2521

STAFF

Dr. Nick Compagnone, Superintendent	785-827-4200
Tim Rundle, Principal	Home 785-325-2928 Cell 785-747-7564
Sharon Seeberger, Secretary	785-337-2597
Trudy Cole, 1st Gr.	785-325-2706
Robin Adam, 2nd/3rd Gr.	785-337-2136
Amanda Cook, 4th Gr.	785-337-2208
Wendy Riekenberg 5th Gr.	747-8076
Misty Baker, 6-8 Gr.	785-265-3396
Matt Heuer 6-8 Gr.	785-313-1686

In the event of any of the disasters/crisis in this document, the following Chain of command will be followed. If the person listed first is either gone, or incapacitated in some way, the next person will assume the leadership role and be in charge.

- 1. Tim Rundle, Principal**
- 2. Rev. David Metz, Pastor**
- 3. Sharon Seeberger, Secretary – In Charge of Communication**
- 4. Matt Heuer, 6-8 grades Second Floor Coordinator**
- 5. Trudy Cole, 1st Grade First Floor Coordinator**
- 6. Amanda Cook, 4th grade**
- 7. Misty Baker, 6-8 grades**
- 8. Wendy Riekenberg, 5th grade**
- 9. Robin Adam, 2nd & 3rd grade**

DESIGNATED SHELTER AREAS AVAILABLE IN ORDER OF EXPECTED USE:

- 1. St. John's Tornado Shelter**
- 2. St. John's Catholic Church**
- 3. Hanover Public School**
- 4. Kloppenberg Senior Center**
- 5. American Legion Post Building**

Fire

Upon the discovery of fire or smoke, the person who made the observation will proceed to the nearest pull station and activate the alarm system. The Principal or designee will call 911.

FIRE EVACUATION PROCEDURES

1. Signal: Fire alarm bell- continuous bell

2. Every person shall evacuate the building by the shortest route to the exterior, following maps posted in rooms. Teachers shall accompany all persons present in their respective areas as they exit the building and carry a roster of students in the classroom at the time of the evacuation.

3. Once outside, teachers will lead their groups in an orderly fashion to a designated area of the premises and account for every person within his/her authority and report to the principal or designee.

4. Once all students are accounted for, teachers will lead their groups to a shelter area listed. All groups will go to the same shelter. The group that evacuated through the North East door will proceed down the concrete steps on the east end of the gym, and report to the Church through the North Wing door. The group that evacuated through the West door will proceed to the Church through the West Church entrance. If the Church is not available, students will proceed to the Hanover Public school using the shortest available route at the time. If the Public School is not available, the groups will join at the parking lot and proceed to the Kloppenberg Center using the safest and quickest path.

5. All persons will remain at the designated area until otherwise directed, to ensure safe entry of emergency vehicles. Students may only be released to parents or immediate family members.

Fire Watch Policy and Procedure

Purpose: To provide a short-term emergency measure to provide and acceptable life safety in a building that has an impaired fire alarm system, sprinkler system, or any other life safety feature of the building that could put students and staff in danger. To check all areas of the building on a regular basis to detect fire/life safety emergencies and alert staff to take appropriate action as early as possible.

Policy

A fire watch is required to be implemented immediately when one of the following conditions is observed.

1. Outage of significant impairment of more than 4 hours in a 24 hour period of the fire alarm panel system.
2. Outage or significant impairment of the facility water supply or electrical system.

Fire Watch Procedure

1. Principal or Designee will notify the City Clerk Office (337-2261) who will notify the Hanover Fire Department when a fire watch is implemented.
2. Principal or Designee will notify the KS State Fire Marshal's Office (785-296-3401) of fire watch implementation.
3. The Principal or Designee will begin their responsibilities immediately.
4. Fire watch plans includes notification/communication procedures and the person shall carry a walkie talkie to notify the office should a fire be discovered during rounds.

5. The person doing the fire watch will go on a specific route through the building beginning on the top floor and proceeding through the entire building making sure all areas of the building are covered hourly.
 - a. The watch shall cover all areas of the building, including storage areas, closets, utility rooms and other normally unoccupied areas.
 - b. The person assigned to the fire watch will observe and report immediately any condition that would impede a speedy evacuation of the facility in case of an emergency.
 - c. Each area of the building will be observed at least every hour.

Documentation

1. A fire watch form will be kept in the notebook where monthly checks are made kept in the office. The person assigned to the "fire watch" will document the time each area is observed.
2. The documentation will be signed by each person at the end of his/her responsibility, showing the time period for which he/she was responsible.
3. The documentation form will be turned in to the office in order that it may be faxed to the Kansas State Fire Marshal's office, (785-296-0151) on a 24 hour basis.
4. When systems are working again and fire watch is terminated, fax a statement to the Fire Marshal's office stating the fire watch has been cleared. Documentation of any repairs to assure that all systems have been restored should be faxed in with the final fire watch document.

Tornadoes or Severe Weather

The office will be appraised of possible approaching tornadoes or severe weather by the Sheriff's office or storm whistle alert.

EVACUATION PROCEDURES

1. **Signal:** The intercom system will be used to notify teachers to take immediate cover in the tornado shelter area.
2. Every person shall enter the designated shelter area. Staff members should keep class rosters with them. The tornado shelter is located in the Long Room of the basement of St. John's School. Evacuation maps are located in each room.
3. Once in the shelter area, teachers shall account for every person within his/her authority.
4. An all clear will be announced by a long bell. Students will be released to parents or immediate family members if buses do not run after the storm. If buses run, parents will be notified by School Reach.

Utility Failure

An employee aware of any utility failure should notify the principal or secretary immediately.

Gas Leak Inside of building

1. Evacuate the building using the established fire alarm procedure.
2. Once students are outside the building they should be taken to a designated shelter available. St. John's Church should not be used in this case due to the gas meter being in close proximity to it.
3. All personnel will remain in the shelter area until an all clear can be given. If students are to be dismissed, they shall be dismissed to parents or immediate family members.

Outside of building

1. Move all students away from the area where you think a leak is coming from and go to one of the designated safe areas.

2. Notify the Principal or Secretary immediately after moving students and tell them the nature of the problem.
3. Remain in the safe area until an all clear is given or students can be released to parents.

Bomb Threat

Research shows that a majority of bomb threats are hoaxes and result in nothing more than a disruption of routine. However there is always a chance a threat may be authentic and appropriate action must be taken in each case.

1. All personnel, especially those who answer the telephone, must be instructed in the sequence of action to be followed in the event a bomb threat is received.
2. Keep the caller on the line as long as possible and try to determine from the conversation as many facts as possible.
3. Inform the Principal, Secretary or designee and tell no one else.
4. The principal, secretary or designee, fire and police departments will determine the primary investigation and whether or not the building will be evacuated.
5. If an evacuation is determined to be necessary, an announcement will be made over the intercom.

6. All students and staff will first go to the gym area for instructions on the location of the evacuation site.
7. All evacuated buildings will be under the jurisdiction of the fire and police departments until they declare the building safe.

Building Intruder

The main (west) entrance doors are unlocked from 7:30 am to 4:00 pm daily. Keep alert for a possible outside threat to infiltrate the building.

1. In the event an intruder enters the building or your classroom, remain as calm as possible. Attempt to notify the office by using the intercom or sending a student that an intruder is in the building.
2. The code phrase for intruder in the building shall be, “The Bishop is visiting today in _____ (area last seen), and would you please send him to the office.
3. When this message is given over the intercom or in person, teachers shall move all students in their room to the closet and lock their doors. In rooms with no closet, move students away from the door and lock them down.
4. The principal or designee will lock the building’s exterior doors and we will be considered to be in lockdown mode until the building has been cleared by law enforcement. The principal or

designee will call 911 and inform the sheriff's department we are in lockdown mode and have an intruder in the building.

5. The principal or designee shall decide whether to evacuate the building, move employees, students and visitors to another location.
6. An information blackout shall be imposed and all requests for information shall be referred to the principal or designee.