

St. Peter's Lutheran

CRISIS MANAGEMENT PLAN

**2015-2016
School Year**

**St. Peter's Lutheran
719 Fifth Street – Columbus, IN 47201
812-372-5266
www.stpeterscolumbus.org**

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INTRODUCTION

CRISIS MANAGEMENT GUIDING PRINCIPALS

1. Determine the seriousness of the situation.
2. When in doubt, call 911.
3. Secure the safety of all.
4. Provide assistance for victims.
5. Gather facts while assembling the St. Peter's Safety Team, maintaining confidentiality as appropriate.
6. Notify administration.
7. Assemble the St. Peter's Safety Team.
8. Refer to the Quick Lookup Sheet.
9. Notify the families of people involved.

ST. PETER'S SAFETY TEAM

The St. Peter's Safety Team will consist of the Executive Director of Ministries, School Principal, School Counselor, Welcome Center Staff, parent representative, and the Teacher Assistance Team. The School Safety Team may be assembled for various crises as indicated in this document.

EVACUATION ROUTES and DESIGNATED SHELTER AREAS

Evacuation routes and designated shelter areas shall be conspicuously posted in every room. Administration shall ensure that all staff are aware of the evacuation routes and designated shelter areas.

DESIGNATED MEETING PLACE

Onsite

The Designated Meeting Place onsite is the church sanctuary

Offsite

The Designated Meeting Plan offsite is the Central Middle School track or gymnasium.

STAFF REVIEW and TRAINING REQUIREMENT

The Crisis Management Plan will be reviewed annually and updated as needed. ALL staff will receive crisis management and emergency preparedness training on an annual basis.

SEVERE WEATHER

In the event of a severe thunderstorm **WARNING** or tornado **WARNING**, students and staff will immediately take shelter indoors and follow the stated procedure.

1. Stay Calm.
2. Exit Classroom Quietly.
3. Go to Designated Shelter Area.
4. Sit Against Wall and Protect Head.
5. Listen Quietly for Further Instructions.

ADDITIONAL GUIDING PRINCIPLES

1. St. Peter's will follow the warning system of the City of Columbus.
2. Administration will give special instructions, if necessary, utilizing the building intercom system or 2-way radios.
3. If possible, teachers will bring their red bag including the two-way radio, grade book and student emergency information forms with them to their designated shelter area.
4. Teachers will ensure that all of their students arrive at their designated shelter area. Administration should be notified immediately if a student is missing.
5. Students and staff will remain in their designated shelter areas until administration indicates that it is safe to return to normal locations.
6. Teachers will ensure that all of their students return to their normal locations when administration announces that the situation is safe. Administration will be notified immediately if a student is missing.
7. The school principal will ensure that the state mandated amount of tornado drills are executed every year, properly documenting every drill.
8. Parents will be notified in the event of an actual severe weather evacuation.
9. In the event of actual tornado, necessitating the emergency pick-up of students, parents will pick up students at one of our Designated Meeting Places, either the church sanctuary or the Central Middle School track or gymnasium.
10. In event of an actual severe weather evacuation, an incident report will be filed with the school principal.

FIRE

In the event of a fire in the building, students and staff will follow the stated procedure.

1. Stay Calm.
2. Exit Classroom Quietly.
3. Exit Building Following Designated Fire Evacuation Route.
4. Listen Quietly for Further Instructions.

ADDITIONAL GUIDING PRINCIPLES

1. The fire alarm will ring continuously until the fire department arrives and the fire has been determined to be a false alarm.
2. Administration will give special instructions, if necessary, utilizing the building intercom system and/or two-way radios.
3. If possible, teachers will bring their class list and student emergency information forms with them to their designated evacuation area.
4. Teachers will ensure that all of their students arrive at their designated evacuation area. Administration will be notified immediately if a student is missing.
5. Students and staff will remain in their designated fire evacuation areas until administration indicates that it is safe to routine to normal locations.
6. Teachers will ensure that all of their students return to their normal locations when administration announces that the situation is safe. Administration will be notified immediately if a student is missing.
7. The school principal will ensure that the state mandated amount of fire drills be executed every year, properly documenting every drill.
8. Students will be informed of the serious consequences for deliberately causing a false alarm.
9. Parents will be notified in the event of an actual fire.
10. The Designated Meeting Place in the event of a real fire is the Central Middle School track or gymnasium.
11. In event of an actual fire, an incident report will be filed with the school principal.

LOCKDOWN

In the event of a Lockdown situation, students and staff will follow the stated procedure.

Level 1: There is a **MINOR** threat inside the building or outside of the building.

1. Teachers immediately look into the hallway and pull all unaccompanied students into their classrooms.
2. Unaccompanied students immediately go to nearest classroom or find a staff member.
3. Teachers and church staff will lock doors and turn on walkie-talkies.
4. Administration will lock front doors and notify staff and students who may be in the sanctuary.
5. Homeroom teachers of unaccompanied students should be notified via phone or walkie-talkie.

6. Listen for instructions to be announced over the PA system or walkie-talkie.
7. Students outside will immediately head to the gymnasium.
8. Students and teachers will proceed with classes, lunch, and play as normal.

The public address signal for a Level 1 Lockdown is simply, "Level 1." Once the threat is clear, the public address signal is, "Level 1 All Clear."

Level 2: There is a **SIGNIFICANT** threat inside the building or outside the building.

1. Teachers immediately look into the hallway and pull all unaccompanied students into their classrooms.
2. Unaccompanied students immediately go to nearest classroom or find a staff member.
3. Teachers and church will should lock doors and turn on walkie-talkies.
4. Administration will lock front doors and notify staff and students who may be in the sanctuary.
5. Homeroom teachers of unaccompanied students will be notified via phone or walkie-talkie.
6. Listen for instructions to be announced over the PA system or walkie-talkie.
7. Teachers will turn off the lights in their classrooms, pull the shades, and stay away from all windows. If possible, students and staff will also hide in the closets.
8. Students outside will head to the gymnasium and hide in the locker rooms.
9. Students in the cafeteria will head to the kitchen, junior high bathrooms, or youth rooms.
10. The steel "curtain" at the serving line in the cafeteria will be closed and locked.

The public address signal for a Level 2 Lockdown is simply, "Level 2." Once the threat is clear, the public address signal is, "Level 2 All Clear."

In the event of a real lockdown situation, parents will be notified immediately through mass email and text message.

ACTIVE THREAT

In the event of an Active THREAT in the building, students and staff will follow the stated procedure.

1. Any member of our staff may announce and Active Threat in our building using our PA system. Administration, if possible, will provide updates throughout the situation.
2. If there is an active threat in the building, remember the following concepts, RUN, HIDE, FIGHT! If determined to be the safest option, we will emphasize running as much as possible. With this being said, good judgment will be used in determining the best action in the horrible event that an active shooter is in our building.

3. As we RUN, please ensure that students get out of the building as quickly as possible. Use any door not in proximity to the threat. As we RUN out of the building, there are four initial rendezvous locations:
 - North – Central Middle School Track
 - South – Dairy Queen Parking Lot
 - East – Cummins Parking Lot
 - West – Public Library
4. Once the situation has been cleared, an administrator will inform those meeting at the South, East, and West rendezvous locations to walk to the Central Middle School track. This will be our final rendezvous point. This is the location where we will work from to initiate student/parent pick-up, partner with local emergency personnel, and address the media.
5. In the event of a real active threat situation, parents will be notified immediately through mass email and text message.

SUICIDE

In the event of a suicide or suicide attempt, the students and staff will follow the stated procedure.

AFTER A SUICIDE

1. 911 will be called immediately.
2. Administration will be notified immediately.
3. Administration will announce a **Level 1 Lockdown** through the building intercom system.
4. The room where the suicide occurred will be cleared of all students immediately.
5. Administration will notify the immediate family of the person committing suicide.
6. The Trauma Event Crisis Intervention Plan (TECIP) team will be organized.
7. An incident report will be filed with the school principal.
8. The St. Peter's Safety Team should be assembled to discuss the incident.

AFTER A SUICIDE ATTEMPT

1. Administration will be notified immediately.
2. If deemed necessary, administration will announce a **Level 1 Lockdown** through the building intercom system.
3. 911 services will be called if deemed necessary.
4. The room where the suicide attempt occurred will be cleared of all students immediately.
5. The person attempting suicide will be removed from the rest of the students if possible, assuring the person that everyone is interested in his/her welfare.
6. The person attempting suicide will **NEVER** be left alone.
7. Administration will notify the immediate family of the person who attempted suicide.
8. A counselor and/or pastor should be made available to discuss the suicide attempt with students.
9. The TECIP team will be organized.
10. An incident report will be filed with the school principal.

11. The St. Peter's Safety Team will be assembled to discuss the incident.
12. TECIP will discuss school re-entry procedures and possible special accommodations for the person who attempted suicide.

ADDITIONAL GUIDING PRINCIPLES

1. Education programs will be integrated into the curriculum to educate the staff and students about the warning signs of suicide.
2. Suspected suicidal behaviors or indicators will be reported to the school principal or other trusted adults on staff.
3. The school principal or other trusted adults on staff will attempt to diffuse a suicide attempt by encouraging the person attempting suicide to hand over pills, drugs, dangerous weapons, etc.
4. The staff will remain calm at all times, reassuring students that everything possible is being done to return the situation to normal.

MISSING STUDENTS

If a student is reported missing during school hours, the students and staff will follow the stated procedure.

MISSING STUDENTS

1. Administration will be notified immediately if a student who was present during school hours is deemed missing.
2. Administration will interview classmates to determine the last time and location that the missing student was seen.
3. Administration will conduct an extensive search of the building and grounds to try and locate the missing student.
4. If the student returns to class, the teacher will notify administration immediately.
5. Parents will be notified if the student is not found.
6. 911 services will be called immediately when it has been determined that a student is not on school property.
7. An incident report will be filed with the school principal.
8. Administration will hold a special staff meeting to discuss the incident.
9. The St. Peter's Safety Team will be assembled to discuss the incident.

KIDNAPPED STUDENTS

1. Custody disputes may be treated as possible kidnappings.
2. Siblings may be interviewed to learn if parents are engaged in a difficult custody battle.
3. A kidnapping, suspected kidnapping, or attempted kidnapping will be immediately reported to administration.
4. The trusted adult who observed the kidnapping should will the person's appearance and other specific information that might be helpful to law enforcement officers.
5. 911 services will be called immediately.

6. An incident report will be filed with the school principal.
7. Administration will hold a special staff meeting to discuss the incident.
8. The School Safety Team will be assembled to discuss the incident.

ADDITIONAL GUIDING PRINCIPLES

1. If students, staff, or other trusted adults express concerns about a stranger loitering on or near school property or following students between home and school, St. Peter's administration, police, and school principals of surrounding schools will be immediately notified.
2. Students will not be released to anyone other than the designated people indicated on their emergency information cards. Substitutes for designated people indicated on student emergency information cards should not be accepted without prior written or verbal parent/guardian approval.
3. All students leaving school early must be picked up in the school office.
4. At the end of the school day, all students being picked up through private transportation will be picked up at Door G.

DEATH (during school day)

In the event of a death of a member of the St. Peter's Lutheran family, students and staff will follow the stated procedure.

1. If the death occurs on school property, 911 services will be called immediately.
2. Administration will be notified immediately upon the death of a member of the St. Peter's Lutheran family.
3. Correct facts surrounding the death will be gathered as quickly as possible.
4. Administration will announce the death to individual classrooms or grade levels at a time deemed appropriate.
5. Administration may announce the death to other members of the school family.
6. The Trauma Event Crisis Intervention Plan (TECIP) Team will be made available to discuss the death with students and to provide support.
7. An incident report will be filed with the school principal.
8. Administration will hold a special staff meeting to discuss the incident.
9. The St. Peter's Safety Team will be assembled to discuss the incident.

ADDITIONAL GUIDING PRINCIPLES

1. If the death occurs at school, the location will immediately be cleared.
2. Students will be reunited with their teachers as soon as possible.
3. Staff will remain calm, assuring students that all possible actions are being taken to care for the injured or ill person and to protect others.
4. The name of the deceased will be removed from active school or employment status so family members do not continue to receive grades, attendance reports, school announcements, etc.

ACCIDENT, SERIOUS INJURY, OR MEDICAL CONDITION

In the event of an accident, serious injury, or medical condition, the stated procedure will be followed:

1. All administration and teachers will be certified to administer First Aid, CPR, and AED support.
2. Administration will be notified immediately.
3. First aid will be administered immediately. 911 services will be called if deemed necessary.
4. The family of the injured will be notified as soon as possible.
5. If necessary, students may be required to clear the room.
6. Staff will remain calm; assuring students that everything is being done for the injured person and to protect others.
7. An incident report will be filed with the school principal. A copy will also be given to the administrator of the Child Protection Program.
8. Administration will hold a special staff meeting to discuss the incident.
9. The St. Peter's Safety Team will be assembled to discuss the incident.

ADDITIONAL GUIDING PRINCIPLES

1. Administration may interview witnesses to prepare an accident report.
2. Administration will respond to all media inquiries.
3. Administration will report the incident to the school insurance carrier.
4. Accidents occurring on school buses will be handled by BCSC.
5. Parent-signed medical release forms authorizing medical services for injured students must be carried by the supervising adults when students are attending extra-curricular events. Parent permission may be included on the same form.
6. In accordance with our Child Protection Program, parents driving students to extra-curricular events must have valid Indiana state driver's licenses and appropriate insurance coverage and be "Level 1" certified by the St. Peter's Child Protection Program.
7. Parents and St. Peter's Lutheran School are responsible for the safety of the students in their vehicles.
8. Whenever possible, teachers and coaches will not drive students to extra-curricular events.

HAZARDOUS MATERIAL SPILL

Hazardous spills can occur outside the school building and inside. In the event of a hazardous spill, students and staff will follow the stated procedure.

HAZARDOUS SPILL OUTSIDE THE BUILDING

1. Administration will be notified immediately if there has been a reported hazardous spill.
2. Administration will immediately call 911 services.
3. If deemed necessary, **Level 1 Lockdown** procedures will be implemented.
4. Teachers and staff will close all doors and windows.

5. The custodian will shut off ventilators for heating and air conditioning if possible and/or appropriate.
6. If students are required to be sent home, every parent in the school will be immediately notified.
7. Students will stay in the school building until their transportation arrives.

HAZARDOUS SPILL INSIDE THE BUILDING

1. Administration will be notified immediately.
2. Students in the room where the hazardous spill occurred will leave the room.
3. The spill will be attempted to be contained by shutting doors and windows.
4. Students will be checked for adverse medical symptoms, such as loss of breath, nausea, fainting, etc. and will be administered appropriate first aid if necessary.
5. If deemed necessary, 911 services will be called.
6. If deemed necessary, the building may be evacuated, using Fire Evacuation routes. Stated procedures for Fire will be followed.

ADDITIONAL GUIDING PRINCIPLES

1. Caution will be used when cleaning up hazardous spills inside the building. If there is a question about personal safety, 911 services will immediately be called for assistance.
2. Students will not help clean up a hazardous spill.
3. Administration will respond to all media inquiries.
4. An incident report will be filed with the school principal.
5. Administration will hold a special staff meeting to discuss the incident.
6. The St. Peter's Safety Team will be assembled to discuss the incident.

BOMB or SUSPICIOUS DEVICE

In the event that a bomb or any other suspicious device is detected or reported anywhere on school grounds, students and staff will follow the stated procedure.

1. Administration will be notified immediately.
2. 911 services will be notified immediately.
3. Students in the room and surrounding rooms and where the bomb or suspicious device has been reported will leave the room.
4. If deemed necessary, evacuate the building using Fire Evacuation routes. Stated procedures for Fire will be followed.

BOMB THREAT

In the event of a bomb threat, follow the stated procedure.

1. The bomb threat will be taken seriously.
2. 911 services will be immediately notified.
3. Consider having students remain in classrooms while a reasonable visual walking search is made.

4. Consider clearing students until all or part of the building can be searched.
5. If the threat is deemed serious, immediately evacuate the building using the Fire Evacuation routes. Stated procedures for Fire will be followed. Students will rendezvous at the Central Middle School track or gymnasium.
6. Releasing students early from school will be strongly considered. Every parent/guardian or emergency contact will be notified of the early release and should arrange for transportation. Students will be picked up at the Central Middle School track or gymnasium.

ADDITIONAL GUIDING PRINCIPLES

1. Desks, lockers, students and their possessions may be reasonably searched if reasonable suspicion exists. Students failing to cooperate should be held in the school office until consent from parents or guardians is obtained. If consent is not granted, the principal may still conduct a reasonable search.
2. 911 services will be notified to provide assistance with uncooperative students.
3. Administration will work with proper authorities as requested.
4. An incident report will be filed with the school principal.
5. Administration will hold a special staff meeting to discuss the incident.
6. The St. Peter's Safety Team will be assembled to discuss the incident.

HOMELAND SECURITY ADVISORY SYSTEMS

As a result of the recent terrorist attacks on our nation, our federal government has enacted the Homeland Security Advisory System. Recommended actions for schools have been included in the Homeland Security Advisory System. These actions are indicated below.

SEVERE RISK OF ATTACK – RED

1. Complete recommended actions at lower levels.
2. Listen to the radio or TV for current information and instructions.
3. Be alert to suspicious activity and report it to proper authorities immediately.
4. Close school if recommended to do so by appropriate authorities.
5. Everyone entering the building should be clearly identified as being safe person. Unknown persons should not be allowed to enter the building.
6. The TECIP Team will be made available for students and staff.

HIGH RISK OF ATTACK – ORANGE

1. Complete recommended actions at lower levels.
2. Be alert to suspicious activity and report it to proper authorities.
3. Review emergency plans.
4. Prepare to handle inquiries from anxious parents and media.
5. Discuss children's fears concerning possible terrorist attacks.

ELEVATED RISK OF ATTACK – YELLOW

1. Complete recommended actions at lower levels.
2. Be alert to suspicious activity and report it to the proper authorities.
3. Ensure that all emergency supplies are stocked and ready.

GUARDED RISK OF ATTACK – BLUE

1. Completed recommended actions at lower level.
2. Be alert to suspicious activity and report it to proper authorities.
3. Conduct safety training/emergency drills following the school emergency plan.
4. Ensure emergency communication plan is updated and needed equipment is purchased.

LOW RISK OF ATTACK – GREEN

1. Consult local American Red Cross chapter for materials to help develop preparedness capabilities.
2. Ensure that all staff are certified to administer standard first aid and CPR.

CIVIL DISTURBANCE

A Civil Disturbance is defined as a public or student demonstration on school grounds with the potential to disrupt school activities, cause injury to staff and/or students, and damage property.

Since St. Peter's Lutheran is not public property, Civil Disturbances will not be allowed on St. Peter's property. If a Civil Disturbance begins to form on school grounds, the stated procedure should be followed.

1. Administration will be immediately notified if a Civil Disturbance has formed or is in the process of forming.
2. If deemed necessary, Level 1 or 2 Lockdown procedures may be implemented.
3. Administration will approach those involved in the Civil Disturbance and request that they leave the property.
4. If the trespassers do not immediately leave, 911 services will be called for immediate assistance.

ADDITIONAL GUIDING PRINCIPLES

1. The sidewalks surrounding the perimeter of the St. Peter's Lutheran property are public property. Therefore, it may be difficult to "force" those involved in a peaceful Civil Disturbance to leave. Administration, however, will try to disperse the Civil Disturbance as politely and respectfully as possible.
2. 911 services will be contacted immediately.
3. An incident report will be filed with the school principal.
4. Administration will hold a special staff meeting to discuss the incident.
5. The St. Peter's Safety Team will be assembled to discuss the incident.

SCHOOL CLOSURE, DELAY, AND EARLY RELEASE

In the event of a school closure, delay, or early release, students and staff follow the stated procedure.

SCHOOL CANCELLATION

1. St. Peter's Lutheran School will follow the school closure decisions of Bartholomew Consolidated School Corporation (BCSC.)
2. Administration will place an announcement on Radio 107.3 FM and local major TV networks.
3. All school extra-curricular school activities will be cancelled for the day and rescheduled if possible.

DELAYED SCHOOL START

1. St. Peter's Lutheran School will follow the delayed school start decisions of BCSC.
2. Information may be heard on Radio 107.3 FM and local major TV networks.

EMERGENCY CLOSURE OF SCHOOL DURING THE SCHOOLDAY

1. St. Peter's Lutheran School will follow the emergency closure of school decisions of BCSC.
2. The principal will place an announcement on Radio 107.3 FM and local major TV networks.
3. If students are required to remain at school, arrangements will be made to serve meals, provide sleeping arrangements, and planning recreational activities.
4. All school extra-curricular school activities will be cancelled for the day and rescheduled if possible.

ELECTRICAL OUTAGE

In the event of an electrical outage, students and staff will follow the stated procedure.

1. The custodian will be immediately notified to restore electricity if possible.
2. Teachers and students will remain where they are unless directed to go to another designated area.
3. Teachers will account for all students.
4. Teachers will proceed with the regular schedule if possible.
5. Administration will call the power company to report the outage and arrange for an emergency response.

CINERGY: 1-800-343-3525

6. 911 services will be contacted if the building becomes unsafe because of a dangerous electrical problem.

SPILLED BODY FLUIDS

All body fluids (blood, vomit, urine, feces, saliva, and semen) have the potential to infect people with diseases such as Hepatitis B, Hepatitis C, HIV, or other serious illnesses. In the event of spilled body fluids, students and staff will follow the stated procedure.

1. Avoid direct contact with body fluids. Use disposable gloves.
2. Hands will be vigorously washed whenever someone comes in contact with any body fluid.
3. Clean up all spilled body fluids as soon and safely as possible.
4. If a blood borne pathogen exposure has occurred, file an incident report with the school principal.

ADDITIONAL GUIDING PRINCIPLES

1. Unanticipated skin contact with body fluids may occur in situations where gloves may not be available. First aid for a bleeding person must not be delayed to secure gloves. Apply pressure to the wound until gloves can be put on.

CHILD ABUSE and NEGLECT

Failure to report a suspected incident of child abuse within 48 hours is a gross misdemeanor. In accordance with our Child Protection Program, any staff suspecting child abuse shall immediately notify administration. Administration will consult with the reporting staff member and call Child Protective Services as required. A written report will be filed with the Administrator of the Child Protection Program. Any person who in good faith reports to law enforcement or who gives testimony in regards to suspected child abuse is immune from civil or criminal liability.

COMMUNICATING DURING A CRISIS

Effective communication is extremely important during times of crisis. Listed below are suggestions to consider when communicating with the media and school family.

COMMUNICATING WITH THE MEDIA

1. Administration will be the primary spokespeople for the school.
2. The school principal will speak on behalf of the school with the media.
3. The Executive Director of Ministries and/or Senior Pastor will speak on behalf of the church with the media.

Staff and Administration

1. Staff will convey all facts to administration.
2. The St. Peter's Safety Team will be assembled when appropriate.

Guidelines for Communications

1. The St. Peter's Safety Team, when appropriate, will develop written scripts about the tragedy and the school's response.
2. Staff members will not talk with the media during school hours.
3. Parents will be notified through mass email and text message prior to the media whenever possible.

Guidelines for Developing a Written Script

1. State the facts. Give accurate information about the crisis and the school's response without dramatic details.
2. Describe the status of the emergency and give specific directions if necessary.
3. Give reassurance that the situation is under control.

Preparing for the Media and Media Restriction on Campus

1. Establish a media staging area for reporters, preferably outside.
2. Prepare a written script to share information with the media.
3. Reporters will not be allowed on school grounds during a crisis.
4. Reporters are not allowed to speak to students on school property without parent/guardian permission.
5. School photographs will not be released without parent/guardian permission.
6. Staff will direct reporters to the office or media staging area.
7. Names and telephone numbers of reporters and their affiliations will be obtained.

Guidelines for Talking to the Media

1. Use the official written script to provide accurate information.
2. State the facts and show concern.
3. Give reassurance that the situation is under control.
4. Relax, and answer questions conversationally, then stop talking.
5. Don't speak until you are prepared. Don't speak off the record.
6. Don't repeat the reporter's questions before answering.
7. If you don't know the answer, tell the reporter when the information might be available.
8. Maintain confidentiality. If you know, but cannot discuss information, say, "*I am not at liberty to say because...*" Do not say, "*No comment.*"
9. Give frequent updates if necessary. Treat all media fairly and equitably.

General Statements to Media, Applicable to Various Situations

1. Phrases to include in media responses:
 - *Coordinated School Crisis Management Plan*
 - *Crisis Management Quick Lookup Sheet*
 - *Crisis Response Plan*
 - *Strong Supervision*
 - *Appropriate Student Discipline*

- *Supportive Community*
 - *St. Peter's Safety Team*
2. Statements dealing with situations from student fights to violent actions:
 - *Students are very safe here.*
 - *We have an excellent safety record in this school.*
 - *This appears to be an isolated incident.*
 - *Student safety and their wellbeing is our #1 priority, along with academics and spiritual development.*
 3. Statements involving racial incidents, hazing, or sexual harassment:
 - *We work hard to promote diversity, acceptance of differences, and tolerance among students.*
 - *We have a caring staff that works very hard to connect with students.*

PANDEMIC ILLNESS

Pandemics are a part of natural history. In the event that a pandemic would affect Columbus, students and staff will follow the stated procedure.

1. Assemble the School Safety Team to discuss possible actions.
2. Seek guidance from the Bartholomew Consolidated School Corporation (BSCS) Safety Director.
3. Seek guidance from local health agencies.
4. Notify parents of our plan to address the pandemic situation.
5. Notify the community of our plan to address the pandemic situation.
6. Post signage throughout the building, communicating that the pandemic has affected St. Peter's. Signage throughout the building should also communicate St. Peter's plan to address the pandemic.
7. Provide information to our school community on how to prevent further pandemic infection and how to manage someone infected by the pandemic.
8. Establish a quarantine area for students and staff demonstrating symptoms of the pandemic, attempting to confine the infection.
9. Closely monitor students and staff infected by the pandemic.
10. Infected students and staff are required to present a doctor's note before returning to the building, indicated that they are free of infection.
11. Provide counseling services for those who are affected by the pandemic in various ways.
12. Communicate frequent updates on the pandemic situation and how it is affecting St. Peter's.

FLU

In the event of a flu pandemic, St. Peter's will follow the recommendations set by the Indiana State Health Department. All information in regards to the cancellation of school and church services will be announced through the local radio and TV stations, as well as the St. Peter's website. In the event that BCSC is closed due to a high number of absences, St. Peter's will also close due to transportation issues.

ADDITIONAL GUIDING PRINCIPLES

1. St. Peter's Lutheran School will educate students at the beginning of each school year on proper hand washing techniques and coughing and sneezing etiquette.
2. St. Peter's will provide sufficient and accessible infection prevention supplies, such as waterless hand hygiene products.
3. All students and staff are required to stay home with a fever of 100 degrees or greater and must be fever free without using fever reducing medication for 24 hours or greater or have a physicians statement stating they are free to return.
4. Information and updates pertaining to the flu can be found at www.pandemicflu.gov.

T.E.C.I.P.

St. Peter's Lutheran School has formed a Trauma Event Crisis Intervention Plan (TECIP) Team. The primary focus of TECIP is to provide ongoing care for students who have experienced traumatic situations. Members of the team include:

Scott Schumacher	(812) 344-4724
Mike Hinckfoot	(812) 344-3437
Jan Kiel	(812) 525-4914
Patrick Galligar	(812) 350-7820
Violet Dickerson	(812) 371-7997
Jan Luken	(812) 343-0033
Aaron Littman	(812) 374-3825

The team has provided "Go Packs" for all teachers, providing information on how the TECIP team will support students experiencing trauma, as well as ways that teachers can provide appropriate support.

EMERGENCY PHONE NUMBERS

Emergency:	9 - 911
Fire Department:	9 - (812) 379-2679
Local Police:	9 - (812) 376-2660
State Police:	9 - (800) 658-8328
Ambulance:	9 - (812) 376-5700
Poison Control:	9 - (800) 222-1222
Child Abuse Hotline:	9 - (800) 800-5556
Child Protective Services:	9 - (812) 376-9361
Hazardous Spills:	9 - (800) 424-8802
Indiana District Office:	9 - (800) 837-1145
Scott Schumacher:	9 - (812) 344-4724
Mike Hinckfoot:	9 - (812) 344-3437

PEOPLE MATTER



OUR PURPOSE AS
THE BODY OF CHRIST:

**Be rooted
in Christ,**

**Cultivate loving
relationships,**

**Reflect Jesus
in all we do**

for the transformation
of lives & the growth
of God's Kingdom.

DIVERSITY

QUEST FOR EXCELLENCE

TEAMWORK