



2016/2017

# STANDARD RESPONSE PROTOCOL PLAN

<b>SCHOOL:</b>	Stony Point South Elementary		
<b>DATE:</b>	8-3-16	<b>Approved by Bldg Admin:</b>	

Incident Command Team – Building Level:	
Incident Commander: Principal	Susan Hendricks 913-449-9151 913-627-4611
Operations-Security	Officer Jackson Lyle Jr. 913-319-9308 Ricky Minor 913-982-7797, 627-4617
Operations-Medical	Jolynne Alonzo 913-548-3950 913-627-4613
Operations-Student Coordinator	Molly Beuke 636-221-3126 913-627-4640
Operations-Logistics	Kathy Silverman 913-406-7839 913-627-4633
Operations-Supplies	Ann Hamil 913-530-6593 913-627-4629

A. INCIDENT COMMAND TEAM
1. What are the goals and objectives of the Incident Command Team?
The goal of the Incident Command Team is to respond swiftly and confidently to incidents to reduce the risk of danger to students and staff.
2. What are roles and responsibilities of the members of the Incident Command Team?
Listed above...
3. How does Incident Command Team communicate with the staff?
Through walkie-talkies, intercom, and phones if necessary.

B. PERSONAL AND BUILDING SECURITY
1. How is the building secured during the day? (Visitor entrances, employee entrance, checking doors during the day, etc.)
All doors are kept locked at all times. All staff members have a code to use to open security locks. Visitors must ring the doorbell and may gain entry by being buzzed in, after being asked to state his or her business, by the office staff. The custodians, and security when present, walk the building to ensure that doors are locked and windows are closed.

2. What system has been designed to monitor employees coming to and departing from the school? (parking, buddy system, etc.)

During the morning arrival time the custodian monitors activities in the parking lot as well as monitoring teachers and staff entering the building. The parking lot is wide open and unobstructed so concealment is unlikely. Teachers are responsible for their own exit at the end of the school day. However, awareness of surroundings and the buddy system are encouraged.

3. Are monitors and cameras installed and used for entrance; when are classroom door locks utilized?

Yes...staff observes who is at the door and asks business before opening the door. SPS is an open concept building and there are no classroom doors to lock. Outside doors are locked.

4. How are outside factors assessed to ensure security around the facility?

Mr. Minor, head custodian, inspects the property each morning. He makes sure that doors and windows are secure and that everything is as it should be.

### C. LOCKOUT

1. What will define the need to go into a Lockout?

We will go into a Lockout anytime there is a threat outside the building. Typically law enforcement officials call our attention to these activities. Typically these dangers could be a dangerous animal, criminal activity in the area, civil unrest or a custody issue.

2. Who will make sure that all doors are secure in the facility?

All Staff will check nearest doors to ensure that they are secure.

3. How will internal and external communications be handled?

Internal communications will be handled by using the intercom system. External communications will be handled using the walkie-talkies and phones. Currently the custodian, front office, PE teacher, and each grade level have walkie-talkies. Each grade level has 2 walkie-talkies.

4. How frequently will drills for a Lockout be done and what will you do with the drills?

Lockouts will occur three times per year. After drills, discussion will be held with staff to determine if any changes are needed to lockout procedures.

### D. LOCKDOWN

1. What will define the need to go into a Lockdown?

Lockdown will occur when there is a threat inside the building. In most instances this is when an intruder has entered the building.

2. What is the role of each staff person in a Lockdown?

The role of each staff member is to get students to a safe area; locking themselves in and keeping the students calm.

3. What internal communication be and by whom and how will external communications be handled?

Internal communication will be handled announcing the lockdown on the intercom by the principal or secretary; whoever is closest to the intercom system. The principal will handle external communications by cell phone. There will be no announcement of the lockdown being over. Staff and students will be released from places by custodian, principal, and teacher leader.

4. How frequently will drills for a Lockdown be done and what will you do with drills?

Drills will be conducted three times per year. After drills, discussion will be held with staff to determine if any changes are needed to lockdown procedures.

**E. EVACUATE**

1. What will define the need to Evacuate the school?

Fire, gas leak, bomb threat, or after a lockdown, if law enforcement is called in.

2. What is plan if the primary exit for evacuation is blocked?

Re-route through another exit. We have a total of 11 exit doors in this building.

3. What is your location for evacuation, both on school grounds and off school grounds?

For fire evacuation, students and staff will meet on the west asphalt playground. For evacuations that require us to move completely off of school grounds, we will evacuate to Stony Point Christian Church across the street. We will use the Remind Program to electronically notify all parents of our location and our plan to reunite them with their children.

4. What is the role of the staff, parents and community in the schools reunification plan?

The role of staff is to keep students calm during this time. Parents will need to remain calm as well, and proceed to the reunification area, if it is needed. Staff members responsible for different roles of the reunification plan will need to be alert and ready to reunite students with parents. With Stony Point Christian being a part of our community, they have allowed us to utilize their pre-school area in the event that something occurs.

5. What is the plan for the "Grab and Go" bags when evacuating?

Teachers will place the bags and class roster in a convenient location; most likely at point of exit from classroom so that they are readily accessible.

6. How frequently will drills for an evacuation be done and what will be done with drills?

Fire drills are done monthly. After drills, discussion will be held with staff to determine if any changes are needed to evacuation procedures.

**F. SHELTER IN PLACE**

1. What will define the need to shelter in place in the school?

Typically a tornado will require shelter in place. However, if there is an earthquake, a hazmat situation, fire or bomb, there will also be a need for

shelter in place.

2. Who will be responsible for announcing the Shelter in Place?

The principal or principal's secretary will be responsible for the announcement. Anyone that is close to the intercom system within earshot of the walkie-talkie can make the call.

3. When or how will it be determined to utilize the Shelter In Place buckets?

Shelter in Place buckets will be used when students are contained for an extended period of time as a result of a shelter in place.

4. What internal communication be and by whom and how will external communications be handled?

Internal communication will be by the intercom, unless there is damage. If there is damage, then walkie-talkies will be utilized. External communications will be handled by the principal via cell phone.

5. How frequently will drills be done for shelter in place and what will be done with drills?

Shelter in place drills will be conducted three times per year. After drills, discussion will be held with staff to determine if any changes are needed to evacuation procedures.

## **G. COMMUNICATION PLAN - STUDENTS, FAMILIES AND STAFF**

1. What has been done to train students about the SRP?

Staff has talked to students about what to do during a lockout and lockdown.

2. What has been done to train staff about the SRP?

Staff members review procedures each year and have been provided with a hard copy of procedures in their staff handbook. New employees will be trained yearly.

3. What has been done to train families about the SRP?

Information will be sent home explaining and reminding families of each procedure. SRP information will also be shared with our PTA. Parents will be informed that the information is posted on the school website for future reference.

4. Where will signage be placed for the SRP?

Signage will be placed throughout the building and in each classroom.

## **H. CRISIS – STUDENT SERVICES**

1. What events may occur that would be considered a crisis, however would contact student services rather than deploy the SRP?

Irate parent, medical emergency, etc. Any crisis where SRP is NOT used we are to contact student services.

2. Who is responsible for contacting student services?

The principal will be responsible for contacting student services.

