

Marple Newtown School District



Crisis Response Reference Guide Overview

Overview

The purpose of this publication is to provide building administrators, teachers and staff with a quick reference guide to use in a crisis. It is the philosophy of Marple Newtown School District that a preplanned and organized approach is most effective in reducing psychological and social difficulties following a crisis in a school.

This Crisis Response Reference Guide includes procedures that were designed to deal with a number of crises that could occur in this district. These procedures do not cover every situation that might develop and it may not always be possible to follow every procedural step. This guide should be used with both your building emergency plan and the Marple Newtown Crisis Management Plan Manual.

The following is a brief overview of the entire publication. The Complete Crisis Response Reference Guide can be found in every building's main office, and in District Offices at the Gauntlett Center.

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General Crisis Guidelines

- *Keep calm. Do not panic.*
- *Those not directly involved should continue usual activities. Avoid crowds and excitement. Most problems are best handled in private.*
- *Evaluate the situation in terms of:*
 - Immediate risks or danger.*
 - Who is best able to handle this situation? Send for them immediately.*
 - What is the most appropriate immediate action to take, as well as for comfort, first aid, and reassurance?*
- *Inform the building administration.*
- *Remain at the scene until an administrator arrives.*
- *Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.*
 - Enter the time, duration and date.*
 - List names of witnesses.*
 - Describe the condition of the physical location, such as 'oily,' 'wet,' 'paper-strewn,' 'bloody,' etc.*
 - Describe the emergency situation.*
 - Describe the condition of the persons in the emergency.*
 - Include relevant comments verbatim if possible.*
- *Direct outside inquiries to the designated media spokesperson. Politely decline comments to media personnel.*

Crisis Response Team (CRT)

In case of a major traumatic event such as an accident, serious injury or death which affects a number of students or staff, the Marple Newtown School District Crisis Team and a Building Crisis Response Team will be activated. If a staff member becomes aware of such an event, he/she should contact the building Principal, Assistant Principal or designee, who will notify the Superintendent of Schools and Assistant Superintendent to activate the team.

Please review the Crisis Management Plan annually. Relevant policies and procedures are either on file in the Principal's office or are in the Marple Newtown Crisis Management Plan Manual.

All staff are potential members of the CRT. When school is not in session, follow the same procedure by contacting the building Principal, Superintendent or Assistant Superintendent.

Community/District Crisis Management Teams

Building Level Crisis Management Team:

- Principal
- Assistant Principal
- Psychologist
- Counselors
- Nurse
- IST/STAR Team Representative(s)
- Teacher Representative(s)
- Head Custodian & Cafeteria Supervisor

Building Level Crisis Response Team:

- Building Level Crisis Management Team
- All staff directly involved
- Designated Secretary(s)
- District Level Crisis Team Representative(s)
- Regional Level Crisis Team Representative(s)
- Clergy Association Representative(s)
- Psychologist/Counselor Representative

District Level Crisis Team:

- Superintendent
- District Crisis Coordinator
- Building Principals
- School Security
- Director of Transportation

Safe School Planning Committee:

- Building Safety & Security Representative
- Clergy Association
- Police Liaison (Juvenile Officer)
- District Crisis Coordinator
- School Board Representative
- Office of Emergency Management Agency
- Emergency Response Team Representative
- Youth Response Manager Representative
- Home & School Visitor
- PTO Representatives

Building Crisis Management Team Members

Marple Newtown High School

610.359.4218
John Sanville, Principal
Assistant Principals (3)
Secretaries (2)
PTO President
Designated Representatives

Paxon Hollow Middle School

610.359.4320
Dr. Stephen Subers, Principal
Assistant Principal
Secretary
PTO President
Designated Representatives

Culbertson Elementary School

610.359.4340
Thomas Cook, Principal
Secretary

Loomis Elementary School

610.359.4350
Judith Busch, Principal
Secretary

Russell Elementary School

610.359.4310
Gwendolyn Barrett, Principal
Secretary

Worrall Elementary School

610.359.4300
Dr. Linda Bluebello, Principal
Secretary

Crisis Communications Center (School Main Office)

Communications is one of the most critical factors administrators face in an emergency. Rumors can multiply quickly and have the potential to panic students and the public. School officials will have to communicate accurate information to students, parents, staff, law enforcement personnel, emergency medical services, the media, and hospitals. The following equipment/information must be located in the main office at all times (***to be kept in a crisis response box**):

- several telephone lines
- designated telephone line for official use
- local telephone directory*
- MN Crisis Management Plan Manual/Reference Guide*
- Two-way radios
- Fax machine
- Designated cell phone*
- Working bullhorn*
- Class lists/emergency cards*
- Modern intercom system
- Identification badges*
- Paper/pencils*
- Emergency care plans for students w/special needs*