

KALKASKA MIDDLE SCHOOL CRISIS PLAN

What constitutes a crisis?

A crisis can have the following definitions:

1. A student in danger to themselves, or other
 - a. Severe behavior outside of a temper tantrum
 - b. Running from class in a dangerous manner
2. Any dangerous situation in which you need immediate, direct help

Management Team

Morning Team: Dan Briggs, Katie Barber, Ted Collins, Ryan Moore, Diane Swoverland, Linda Colvin

Afternoon Team: Wendi Archer, Chuck Clark, Jeremy Wilkinson, Andy Henderson, Sherri Barber, Diane Swoverland

Extra: Diana Bontrager

TBA Staff

Aaron Riley, Allison Warsler, Margie Goss, Jen DeNoyer

Crisis Signal and Code Word

All team members will carry a walkie talkie for communication between the members.

RED Cards with room # on it is sent to office and handed to a staff member. If you see a student with a red card, you should take the card from the child and continue to the office. The teacher should dismiss students from the classroom to a pre-determined area and attempt to call the office by phone or by using the call button. The office will call a team to the specific area over the intercom using the code word **Management Team**. Everyone on the team will respond to that area (a.m. or p.m. team.)

YELLOW Cards will be used if only one member of the management team is needed. The office will find one team member to send to that room or area.

An announcement will be made (and P.E. teachers called) telling staff they should **shut their doors**, keep students inside, and call office for alternative routes if they need to leave. When the situation has come to an end there will be an all clear announcement over the loud speaker "Our team management meeting is now over."

Documentation sheets will be in the office and resource room.

When everyone arrives, the whole team may not be needed, but there must be a **recorder, lead and possibly a spotter**. The leader is the team member that is at the area first, and then they assign the recorder and assign roles to the other team members.

Every teacher must have **notes in the sub plans**, briefly explaining how they may be affected by the crisis plan and how to get help. Teachers that have students on behavior plans must also notify their subs of those students. Subs must know that they cannot touch the children.

1/22/2012