

# CRISIS DAY – EMERGENCY EVENT PLAN

## North Lake School

### 2022-2023

#### Notes:

1. In the process of meeting our student and staff needs, it is essential that we protect the family's privacy and integrity.
2. Each activity/decision is to be accomplished on an "as needed basis".
3. Complete Administrative steps 1-4 before any other steps occur.
4. The Team Leader will be a NL School staff member until the arrival of a School Response Team. The School Response Team Leader will assume coordination with the NL School Site Team/Administration.

#### Gail Buermann / Cameron Mitchem/

##### Jim Missel

1. Verify facts
2. Identify building security needs
3. Initiate North Lake CRISIS PLAN
4. Notify School Board members
5. Call initial planning meeting
6. Parent contact as appropriate
  - Prefer 1 staff member to be that contact
7. Identify media contact person
8. Set before school staff meeting
9. Set after school staff meeting
10. Are there activities to consider?
  - Cancel, must have, delay, etc.

##### Team Leader

1. Coordinate with NL Site team
2. Help with staff meetings
3. Plan for debriefings
  - a. School staff
  - b. Response Team
  - c. Other trauma victims:
    - First Responders, etc.

#### Gail Buermann / Tracey Fivecoat

1. Contact Mental Health
2. Assemble list of local resources
3. Contact any victims of trauma
4. Provide support for students
5. Empty lockers/desks of personal items
6. Determine / Plan for follow-up needs, student body in general, staff and high risk individuals
7. Write out announcement for students
8. Write statement for phone inquiries

#### Safe Room Coordinator -- Clark

##### Simons/Jim Missel

1. Set up Safe Room
2. Identify guidelines for attendance
3. Plan appropriate activities
4. Plan for memory activities

#### Gail Buermann / Janet Waldron

1. Contact School Response Team
2. Begin NL staff notification
3. Notify ESD, Solid Rock, Sheriff and/or others (Paisley, La Pine, Lakeview)
4. Notify bus garage, custodial, cooks, etc.
5. Call substitutes as needed
6. Consider parent flyer

#### Current on Site Trained Response Team Members

1. Gail Buermann
2. Shayla Milner
3. Clark Simons
4. Molly Wiseman
5. Dep. Tom Roark
6. ESD Staff