

EMERGENCY TELEPHONE NUMBERS

Washington County Sheriff's Office Business Number: 573-438-5478

Potosi Fire Department Business Number: 573-438-5464

Administrative Numbers

Pastor: Father Tony Dattilo, 573-438-6181

Facility Administrator: Carmen Litton, Principal, 573-330-9817

Archdiocesan Office of Risk Management: 314-792-7203

Archdiocesan Office of Communications: 314-792-7800; after hours: 314-852-7273

Gallagher Bassett Claims: 314-965-7810

After Hours: 1-800-428-5428

Claim Line: 1-877-263-9897

Fax: 1-866-947-2227

Catholic Education Center: 314-792-7300

Office of the Archbishop: 314-792-7005

Other Important Emergency Numbers

Electric Utility Company: 1-800-552-7583

Gas Utility Company: 573-431-7896

Poison Control: 1-800-222-1222

Missouri DFS Child Abuse Hotline: 1-800-392-3738

School Violence Hotline: 1-866-748-7047

CRISIS RESPONSE TEAM

The St. Joachim Crisis Response Team is a group of St. Joachim staff members who have been trained to handle crisis situations. The team members have each been trained in the areas of Mental Health, Hazardous Materials/Search and Rescue, Triage and First Aid, and Family Reunification in the event of a crisis.

ASSAULT/FIGHT

- Notify office (via radio or telephone) of location and number of students involved.
- Walk; do not run to the assault/fight.
- Do not try to break up an assault/fight or disarm a student by yourself.
- Obtain additional help.
- Analyze the altercation:
 - Is the fight staged?
 - Are weapons involved?
 - Is the fight winding down?
 - Determine the aggressor.
- Control the altercation:
 - Use your voice to alert others of your presence.
 - Call out participants by name if possible.
 - Give immediate directions to the participants.
 - Separate combatants and disperse onlookers.
 - *Note: More teachers are injured while trying to break up fights than during any other campus crisis. If weapons are involved, call 911 immediately.*

After Sexual Assault

- If it is determined the assailant is still on the grounds, law enforcement authorities should be responsible for apprehending the assailant.
- Shield the victim from contact with others and give care until authorities arrive. An administrator should accompany the victim to the hospital. An administrator, school nurse, or counselor should be present when authorities question the victim.

Everyone must respect the privacy of a rape or sexual assault victim by not divulging his or her identity.

Sexual Misconduct Involving a Minor

- Follow the procedures set forth in the Policy, Procedures and Guidelines on Child Abuse of the Archdiocese of St. Louis.

AFTER-EMERGENCY ACTION STEPS:

- Obtain names of witnesses and have those complete written statements.
- Allow for cooling off period.
- Ascertain the cause.
- Preserve the crime scene for evidence.

BOMB THREAT

Bomb threats are usually made by a telephone call and sometimes with a note, text, or email. The majority of these are pranks attempting to disrupt school function. However, all threats must be taken seriously and handled quickly and efficiently to ensure safety to the students and staff. Handling bomb threats, however received, should include calling 911.

Bomb Threat Received Over the Phone

- If your phone has “Record” capability, **ACTIVATE IT.**
- Ask the caller as many questions as possible and take notes of the answers. These questions could include:
 - When is the bomb going to explode?
 - What is the exact location of the bomb?
 - What does the bomb look like?
 - What will cause it to explode?
 - Did you place the bomb or did someone else?
 - Why was a bomb placed in the facility?
- Following the call, immediately contact the principal.
- The principal will contact the authorities. Call 911.
- The principal and first responders will determine if the building will be evacuated. If the building is evacuated, follow the Fire Drill evacuation procedures.
- Have appropriate authorities check the building.

Bomb Threat Received by Written Message

- Handle message no more than necessary
- Notify police.
- Protect the original message by placing message inside a plastic bag or envelope so fingerprints or other identifying markers are not destroyed.
- Turn note over to police.

BUS/SCHOOL VEHICLE ACCIDENT

Driver:

- Move the vehicle to a safe location out of traffic, if possible. Set brake and turn off engine.
- Call 911. Give vehicle number, location and extent of injuries.
- Many times students are safer in the vehicle than outside of the vehicle, but evacuate if there is fire, threat of going into water or in a dangerous area on the road.
- Assist the injured. Never move an injured person unless there is imminent danger.

- Speak only to law enforcement and school officials about the incident.
- Give name, license, and insurance information to police.
- Obtain names, addresses, phone numbers, and ages of all passengers.
- Obtain names and insurance information of other drivers involved from the investigating police officer.

DEATH/SUICIDE

When traumatic events in a school or community occur, there is an immediate need for effective services to respond to the emotional pain which accompanies loss or distress. The death of a student or faculty member is much like a death in the family. Suicide is especially significant due to the intensity and variety of the feelings which accompany such a tragedy. The school system has many similarities to the family system and, like a family, has opportunities to provide a support response.

Tips on Helping Someone Who is Suicidal:

Don't be afraid to ask the person if he/she is really thinking about committing suicide. The mention of the word "suicide" will not plant the idea in her/his head – it will relieve him/her that they are being taken seriously. Be willing to listen, ask questions and clarify the problem(s). Remain supportive, stable and calm. NEVER leave a suicidal person alone and NEVER keep a person's suicidal feelings a secret. Urge professional help and make every effort to communicate realistic hope.

Situations conducive to suicide, warning signs and depressive symptoms:

- Feelings of helplessness/hopelessness
- Remarks suggesting profound unhappiness, despair or failure
- Past history of suicide attempt
- Direct or indirect suicidal statements (i.e. stating that others won't miss or have to worry about him/her anymore)
- Extreme change in mood (violent or rebellious behavior or sudden cheerfulness)
- Suicidal death themes in drawings, readings or writings
- Diminished interest or pleasure in almost all activities
- Family instability or disruption
- Recent loss of a close relationship
- Recent suicide of a family member or friend
- Disfigurement or losing a limb from an accident/illness
- Children who are bullied

In dealing with a student who has made a direct threat of suicide, or if there is credible information regarding a threat, the parents should be contacted immediately to arrange for a formal assessment or hospitalization for the student.

ACTION STEPS:

- Call 911.
- Keep students in classes, away from area.
- Remove students in the immediate area.
- Secure the area until police arrive.
- Make a mental note of the circumstances:
 - Who observed the occurrence?
 - Who reported the occurrence?
 - What vehicle(s) were involved?
 - Approximate times of the incident, when emergency vehicles arrive, what was done for the victim.
 - Write down your observations as soon as possible.

After-Emergency Action Steps:

- Prepare communication with community/contact those who witnessed or reported the event.
- Family Contact:
 - Contact family personally and offer support.
 - Establish a family support committee (e.g. to collect money, food, donations, etc.)
 - Obtain information regarding funeral visitation, home visits, and family wishes.
 - Stop any disciplinary, scholarship, test, or special placement notifications which may be inadvertently sent to the family.
- Announcing the loss:
 - Notify faculty of the death through a written message or faculty meeting.
 - Arrange for selected class visits to speak to the students.
 - Follow up with a short faculty meeting to review the facts of the incident and the role of faculty in assisting with the loss. Allow faculty an opportunity to share their experiences and suggestions.
 - Announce the death to the entire school via homeroom/classroom teachers. Provide facts to reduce rumors. Extend homeroom/study hour if necessary.
 - When possible for elementary students, communicate information directly to parents, who then share with students at home and in an appropriate manner.
 - Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
 - Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
 - Provide an opportunity for students to discuss the loss and what they have learned.
 - If students are restless, get them active and focused on a project for the family, if appropriate.
 - Discuss the funeral to prepare students who will be attending on what to expect.

- Provide opportunities for prayer.
- Provide food, which acts as a transition from informal time of processing to resumption of normal school schedule.
- Counseling/Psychology Responsibilities:
 - Establish an area for counseling (individual or group).
 - Reschedule the day's activities, depending upon the needs of the school.
 - Request additional counselors, if needed.
 - Identify individuals who can work with groups or individuals. Maintain a list of students counseled. Make follow-up calls to parents of students in distress and make recommendations for the parents to provide support.
 - Provide parents with print resources on assisting youths in a crisis.
- Administrative Responsibilities:
 - Keep staff updated on events and circumstances.
 - Identify faculty/staff that are in need of mental health support services.
 - Utilize counseling, psychology, community counseling, and employee assistance programs.
 - Emphasize the need to provide hard facts in reducing rumors.
 - Be highly visible to show presence, support, and control of the situation.
 - Provide hope and refocus perceptions toward the future.
 - Make arrangements for rescheduling cancelled activities.
 - For elementary students, provide a process for parent chaperones at the funeral Mass.
 - Make arrangements for excused absences for students wishing to attend the funeral.
- Responding to the Media and the Community:
 - Identify a spokesperson to remain in a specific area for easy access.
 - Develop a written statement or news release in cooperation with the Office of Communication.
 - Set limits for media time/location. Provide handouts of planned school activities to handle the situation. Emphasize positive action being taken.
 - Divert phone calls of concern and questions to appropriate staff.
 - Arrange a meeting to allow concerned parents and others to provide input or suggestions to help students.
 - Provide a written summary of situation and plans to parents.
- Memorial Services:
 - For elementary students, provide a tutorial on respectful etiquette at a wake and service/review protocol of funeral Mass.
 - Provide an area for staff and students who do not wish to attend services.
 - Remove personal items of the deceased from lockers, desks, etc. Rearrange seating in classroom when appropriate.

EARTHQUAKE

- During an earthquake, the greatest immediate danger is being hit by falling objects. When the ground is shaking, the teacher should announce “earthquake” and direct all to take cover under desks or tables. Everyone should drop to their elbows and knees and cover their heads with their hands. A second option is to take shelter against interior walls or near door frames. Stay away from windows and freestanding cabinets and bookshelves, since they are likely to topple.
- If outside at the start of the earthquake, move away from the building, utility poles and areas with overhead wires. Move to the open space of the upper lot, between the school and the cemetery. Lie down or crouch low to the ground as legs will not be steady.
- When the tremors cease or several minutes lapse between shocks, evacuate the facility. Go Kits should be taken. Use alternate routes if exits are blocked.
- When exiting the building, staff should be aware of falling bricks or other items falling from above. Teachers and students will move one group at a time to the lot between the school and the cemetery.
- Authorities will shut off gas, water and electricity leading to the building. **STAFF SHOULD NOT TAKE ON THIS RESPONSIBILITY.** However, someone should be prepared to explain to authorities where those shut-offs are located.
- Post security a safe distance from all building entrances to see the no one reenters the building. No one should return to the building for any reason until an “all clear” has been declared by authorities.
- Take roll. Render first aid if necessary. Avoid touching fallen electrical wires. Do not light any fires. Release students as directed for parent reunification.
- The school’s Crisis Response Team will perform its specified duties. The team will have ready the Parent Permission Slip to Release Students forms, emergency file box and first aid kit.
- Student Releases: A parent/guardian pick-up station will be in front of the rectory. Exiting pick-up location will be determined by the criteria of the emergency situation. Parents must exit Hwy. 21 or Pat Daly Road (the road immediately south of the school entrance), through the cemetery entrance (the rock entrance). Students must be signed out by their parents or those adults designated on the Emergency Form. Identification will be needed. Sign out forms will be at the pick-up station.

FIRE

In case of a fire, the bell will signal with 3 SHORT RINGS. Dial 911 and contact the pastor or facility administrator.

- Teachers and students should calmly and quietly follow the escape route for their classroom. Everyone should be prepared to use alternate routes if the fire/explosion is in the path of their usual evacuation route. **FIRST FLOOR** use the side door and walk to the meeting place in front of the rectory. **SECOND FLOOR** use the main door and walk to the meeting place in front of the rectory.

- Go Kits should be taken by staff member when building is evacuated.
- Once at the designated spot, take roll to account for all building occupants. If someone is known to be missing, notify the first responders immediately.
- No one should return to the building until an “all clear” is given by the authorities.
- Student Releases: A parent/guardian pick-up station will be in front of the rectory if we are outside or at the main entrance if we are inside. Exiting pick-up location will be determined by the criteria of the emergency situation. Parents must exit Hwy. 21 or Pat Daly Road (the road immediately south of the school entrance), through the cemetery entrance (the rock entrance). Students must be signed out by their parents or those adults designated on the Emergency Form. Identification will be needed. Sign out forms will be at the pick-up station.

HAZARDOUS MATERIALS/CHEMICAL ACCIDENTS

- Maintain Safety Data Sheets (SDS) manuals in areas where chemicals are used.
- Take appropriate action in accordance with SDS and label regarding handling and emergency procedure.
- If necessary, call 911 and contact the pastor or facility administrator.
- Determine the need to evacuate the school building.
- If evacuation is necessary, take the Go Kits and move away from the building upwind and uphill from the spill or release.
- Render first aid as necessary.
- Students and staff should not return to the building until the appropriate officials have declared the area safe.
- Take attendance if the school was evacuated.

INTRUDER

- Notify the administrator of possible location and description of subject(s).
- Call 911.
- Announce (over the PA if the facility is so equipped) that there is an intruder in the building.
- Monitor the intruder’s location from a safe distance until law enforcement arrives.
- Staff should follow intruder protocol – ***secure in classrooms or evacuate.***
 - Lockdown procedures include:
 - Lock and/or barricade the classroom door.
 - Turn out classroom lights.
 - Move to an area of the room which is not visible through the door window or other window.
 - Close shades if possible.
 - Keep as quiet and calm as possible.
 - Everyone should remain in place until someone with a key opens the door.

MEDICAL EMERGENCY

- Call 911.
- Administrators will notify the staff trained in first aid/CPR.
- Upon the arrival of the police or fire department, administrators should be prepared to provide any known information, such as the victim's name, age, etc.
- Secure the scene/area of incident.
- Be sure to use universal precautions to avoid exposure to bloodborne pathogens.
- Keep uninjured students away from the incident location.
- Do not move injured victims unless immediate danger exists.
- Attempt to obtain names, address and phone numbers of the injured, and provide this information to responding EMS personnel.
- The administrator should accompany the child (if a minor) to the medical treating facility and bring a signed medical release form for each child injured.
- Notify parents, spouse or other responsible relative.

MISSING PERSON

- If the **school** notices the child missing:
 1. Verify information regarding missing child.
 - Who last observed the child?
 - From where is the child missing?
 2. Designate a school official to work as a liaison with the police.
 3. Have a family member file a police report if the child is not located.
- Communication:
 - Call 911.
 - Give police an accurate description of student (including clothing worn) and provide a photograph, if one is available.
 - Contact parent.
 - If unable to locate parent, use numbers on student emergency card.
 - Interview missing student's friends for information as to the student's whereabouts, the possibility of running away, or of not returning home for fear of punishment.
 - Contact the Catholic Education Center.

TORNADO/SEVERE STORM

In case of a tornado or severe weather, the bell will signal with 1 LONG RING.

- Teachers and students should calmly and quietly follow the escape route for their classroom. Should an obstruction prevent the use of this escape route, they should proceed to an alternate route.
- Students on the second floor will evacuate to the first floor where all students will crouch against the south wall and cover head with their hands.

- After the tornado, take roll to account for all building occupants. If someone is known to be missing, notify the first responders immediately. Teachers should have their Emergency Student List with them.
- If a tornado hits the building, dial 911 and contact the pastor or facility administrator.
- If the building is not safe to occupy following a tornado strike, it should be evacuated. Use alternate routes if exits are blocked.
- Go Kits should be taken by staff member when building is evacuated.
- The school's Crisis Response Team will perform its specified duties. The team will have ready the Parent Permission Slip to Release Students forms, emergency file box and first aid kit.
- Student Releases: A parent/guardian pick-up station will be in front of the rectory if we are outside or at the main entrance if we are inside. Exiting pick-up location will be determined by the criteria of the emergency situation. Parents must exit Hwy. 21 or Pat Daly Road (the road immediately south of the school entrance), through the cemetery entrance (the rock entrance). Students must be signed out by their parents or those adults designated on the Emergency Form. Identification will be needed. Sign out forms will be at the pick-up station.

WINTER STORM WATCH

- Staff, parents, grandparents and volunteers are encouraged to sign up for the school's emergency text message service. To join the text message service, text "@stjoac" to 81010. A text message will be sent for emergencies or inclement weather.
- Parents also will be notified of the decision to cancel school or use the snow schedule through radio and television (KTJJ, Channels 2, 4, and 5).

COMMUNICATION WITH MEDIA DURING AN EMERGENCY

In an effort to keep the public informed about a crisis without disrupting facility operations or compromising privacy, the following guidelines should be followed:

1. Contact the Archdiocesan Office of Communication.
2. Employees and volunteers should refer media questions to the Archdiocesan Office of Communication and Archdiocesan spokesperson. This should occur whether the questions are posed in person or over the phone. Everyone should answer the questions by stating: "While I don't have the answer to your questions, I am sure our Archdiocesan spokesperson can help you." Everyone should then make an effort to put the media in touch with the Archdiocesan spokesperson.
3. Employees and volunteers should never respond to a question from the media with the answer of "No Comment". That implies guilt and should not be used by anyone. Instead, say, "I am not the person to ask about this" and then direct them to the Archdiocesan spokesperson.
4. Legal counsel should be contacted as needed for legal advice.