

Melbourne School District  
368-7070  
Quick Reference Emergency Assistance Guide

Chase Tomlinson , SRO:870-656-5128  
Tara Rush, MHS Principal: 870-307-1336

Tim Massey, Superintendent: 870-613-0802  
Steven Chaney , MES Principal: 870-291-3792

**Colored Card System**

**RED** → Place on exterior window and slide under door/hold up at evacuation site to signify situation requiring immediate attention

**Green** → Place on exterior window and slide under door/hold up at evacuation site to signify no immediate attention is required.

**Yellow** → Place on exterior window and slide under door/hold up at evacuation site ONLY to signify missing or additional students.

**Earthquake- Utilize color cards**

Inside Procedure:

Remember Drop, Cover, Hold: when shaking stops, move quickly outside!

- Stay inside: Do not go immediately outside.
- Take cover under a sturdy table, desk, chair, supported doorway or along an inside wall.
- Have students hold desk/chair legs for security.
- Students should use a severe weather kneeling position if unable to get under table, desk, etc. Remember to cover head with book or bookbag.
- Strive to stay clear of potential DANGER zones.

Outside Procedure:

- Stay outside. Do NOT go inside.
- Move away from buildings, trees, and utility wires.
- Do NOT run. Sit/lie down and cover head.

**Fire-Utilize Colored Cards**

- Alarm will sound.
- Evacuate building to pre-designated locations or closest to location.
- Take attendance.
- Wait for further instructions.

**Severe Weather/Tornado-Utilize Colored Cards**

- Alarm will sound
- Evacuate to safe room or pre-designated locations
- Take attendance
- Wait for all clear announcement

**Bomb Threat- Utilize Colored Cards**

**INSTRUCTIONS WILL INCLUDE "DO NOT USE CELL PHONE" -Student cell phones MUST be taken up**

- Individual Classrooms will be notified by word of mouth or note or email. **The Alarm Will NOT sound.**
- As teachers are preparing students for evacuation, visually survey the room for suspicious packages or materials. **Do not touch them and report immediately to the office.**
- If evacuation procedures are implemented, take attendance before leaving the classroom AND at the evacuation site. Wait for further instructions.

**Hazardous Materials- Utilize Colored Cards**

- **Announcement -"Hazardous Materials Situation-Secure the Building."**
- Lock exterior doors, close outside windows and blinds.
- Keep students in classrooms, students outside buildings should be evacuated off site.
- Teachers will be advised if exterior doors/windows need to be sealed with duct tape
- Wait for further Instructions

**Lockdown-Utilize Colored Cards**

**Critical Situation Inside/Outside of the Building**

- **Announcement-"Lock all doors-Situation Inside (Outside)"**
- Lock interior/exterior doors. Staff members with lockdown assignments will check assigned doors and rooms
- Instructions for further communication will be announced
- Inside Situation Only-Students outside building should be evacuated off site
- Teachers will close blinds and windows and will cover interior windows
- Students will be directed to sit on the floor away from windows. NO ONE will enter rooms without authorization from law enforcement or administrators.
- Wait for further instructions

# Preface

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Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. Knowing what to do when a crisis occurs can minimize the chaos, rumors, and the impact of the event on students and community.

When a disaster strikes teachers and school staff members must provide assistance to students who may be dealing with emotional and physical distress at the same time as they are dealing with the same distresses. This time often proves to be a time that they are least prepared to think quickly. With some advance planning, this process can be much more effective.

# Melbourne Public Schools

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## Crisis Response Plan

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# Definitions

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**Crisis:** A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death. A large number of students and staff will be affected. The psychological and emotional impact will be moderated to severe. Outside assistance will be needed.

**Crisis Team:** A group consisting of administrators, school psychologists, counselors, and other designated persons to handle media, traffic, logistics and information. The superintendent will make the determination to activate the Crisis Team. The Crisis Team will have a direct line to the code.

**Note:** Classroom teachers who have regular charge of students should not be on this team.

**Auxiliary Team:** This pre-established and trained group includes representatives from law enforcement, mental health, agencies, medical clergy, Arkansas Department of Education, Attorney General's office, parents, patrons, and school personnel from other districts.

**Calling Tree:** This mechanism allows the team to be notified immediately. This list of numbers will be located in the superintendent's office as well as in all principals' offices. The secretary to the superintendent will provide training for other secretaries to ensure that all necessary communications are planned. This also includes a plan for internal communications among staff.

**Crisis Kit:** Each principal's office will have a container which will have name tags, notebooks, pens, markers, handheld radios, batteries, first aid supplies, and tape. Separate place cards with directional words such as "parents, counselors, media, clergy, volunteer, keep out, caution tape, etc." should be in the kit. Copies of student records, especially health and identification need to be readily accessible to send to the hospital if needed.

**Training:** All staff members will be trained concerning the crisis plan. This includes teachers, clerical staff, aides, bus drivers, custodians, and maintenance staff.

- The school nurses will be trained to deal with trauma. They, in turn, will provide staff training.
- Ministers who are providing counseling need to be trained in dealing with trauma.
- The entire staff needs training in emergency first aid.
- All secretaries need training in information management.

## **Authorized Crisis Team for Melbourne School District**

### **Directors of Crisis Team**

Tim Massey, Superintendent: 870-613-0802

Chase Tomlinson, School Resource Officer: 870-656-5128

### **Assistant Directors**

Tara Rush, MHS Principal: 870-307-1336

Steven Chaney, MES Principal: 870-291-3792

Romona Haney, Bearkat Academy Director: 870-847-1711

### **Nursing**

Tammy Hoskinds LPN, MHS/Bearkat Academy Nurse: 870-373-1328

Charlee Byram MES Nurse: 870-373-2114

### **Counseling**

Janet Yancey, MHS Counselor: 870-291-0152

Cindy Brokaw, MHS counselor: 870-613-1645

Amanda Robertson, MES Counselor: 870-613-1657

### **Media Relations**

Blake Smith: 870-291-2598

Trey Lamb: 870-291-7363

Leeanna Hoskinds: 870-291-0550

EMS	911
Izard County Sheriff's office	911 or 870-368-4203
Melbourne Fire Dept.	870-368-4333
Attorney General	501-448-3014
AR Dept. of Education	870-682-4204
DHS	870-972-1732
Melbourne High School	870-368-4345
Bearkat Academy	870-368-0380
Melbourne Elementary School	870368-4345

### **Auxiliary Team Members**

Gene Baird: 870-368-4508/870-368-7630	Tobin Shelton: 870-368-7785/870-373-0417
Bruce Qualls: 501-454-9093/870-346-5486	John Higgins: 870-750-0607
Cameron Hames: 870-384-0216	Randy Bailey: 870-759-2341

**First Aid Teams:****Bearkatz Academy**

- Romona Haney
- Megan Ullrich
- Maggie Lawrence
- Annette Mitchel
- Faith Daigle-Parker

**Melbourne Elementary School**

- Gary Morrison
- Angie Vest
- Amanda Miller
- Candi Cooper
- Misty Brown

**Melbourne High School**

MHS	Gym	Field House
Jeff Seay	Kelly Webb	Jeff Seay
Jordan Humphrey	Jason Qualls	Jared Humphrey
Emily Delgado	Doug Walls	Dalton Romero
Tammy Hoskinds	Ed Calhoon	Clayton McWilliams

**MSD PLAN of Action:****What do we do first?****Protect Students**

- Follow lock-down or evacuation procedures. When instructed to do so, refer to flip chart for additional instructions
- Initiate the crisis team for the building effected and Call 911 (870-368-4203, IZARD County Sheriff's Dept)
- Designee obtains crisis kit, secretary begins calling tree and crisis team provides first aid to victims
- If possible, identify students by using name tags or markers on their wrists or ankles. Be careful not to make alterations to surroundings, since it will be investigated later as a crime scene. Student safety is most important and getting students to a secure area is priority, injured students should be isolated for treatment and uninjured students taken to a separate secure area designated by principal. Principal will notify building by way of bell, etc... that all is safe. Teachers and staff not tending to the victims need to be with the rest of the students giving support. If possible, on staff needs to be at the hospital to help with identification and to support parents. That person needs to take the information notebook from the Crisis Kit.

## **Roles and Expectations for Crisis Team**

Crisis Team Directors (Tim Massey and Chase Tomlinson) will direct and coordinate all activities dealing with the crisis at hand. These individuals also have authority to make decisions on the use of facilities, staff and equipment.

### **Immediate Decisions for Crisis Team**

- Decide about scheduling changes. Decide, after consultation with the superintendent, whether or not to maintain normal schedules or set aside regular scheduling in an all-out effort to handle the crisis.
- Follow the schedule of the deceased and visit classrooms of close friends
- Support the faculty (provide counseling as needed)
- Keep records of the affected students and provide follow-up services
- Establish a self-referral procedure. Make referral forms available
- Review and distribute open-ended questions to assist teachers with classroom discussion
- Assign a counselor or responsible adult to follow the deceased schedule for the rest of the day
- Monitor grounds for students leaving the building without permission
- Arrange routing for the masses of parents who will pick up their children early
- Ensure that students who are closest to the victims are picked up by their parents at school
- Notify bus drivers of the victims in order for them to adjust and be aware of students emotions
- Notify feeder schools so they can prepare siblings and other students regarding the crisis

### **Principal's Role**

- Provide information to teachers
- Inform victim's family
- Support response efforts, be available for consultation and defer decisions of Team Director
- Be visible, available, and supportive to empower staff and students
- Provide direction for teachers to alter the curriculum. (Consider postponement of testing if necessary)
- Communicate with central administration and other affected schools
- Practice avoiding different areas of the building during routine evacuation drills and consider areas to land an emergency helicopter or other emergency vehicles
- Provide accurate information to students that may dispel rumors
- Answer questions without providing unnecessary details
- Know how to get assistance from other professionals should the need arise

### **School Nurse Role**

- Immediate response and organization of first aid
- Evaluate injuries and determine order for patients to be seen by EMS responders
- Minor injuries can be treated and sent with parent
- In following days keep record of frequency of visits and complaints and refer to counseling as needed

### Considerations

- MSD campuses are closed providing for much more control in the event of an emergency. The media will have severe limitations
- Principals will have posted an emergency evacuation plan which will also include a manner to evacuate the playgrounds.
- Principals will have locations identified for the use of media, family, friends, and workers alternate locations will be made available
- The transportation director will have copies of a county/city map highlighting the bus route

### Determining the facts of the Crisis

- The person with a first-hand source of information about the crisis is not to repeat it elsewhere in the school. This information needs to be verified and designated by school administrator. If there is concern regarding the reporting person in the office, have said person come to the office until appropriate steps are taken.
- Office staff members are not to repeat or give information within or outside the school unless specifically instructed to do so. They are to direct inquiries to an administrator or designee until told otherwise. In schools using student office help, only adults should answer the phone for the remainder of the day.
- Verification is very important. In case of a reported student death, verify the reported incident by calling the police or coroner. **DO NOT DISTURB THE VICTIM'S FAMILY.** Give everyone the facts as quickly as possible to dispel rumors.

### Guidelines for media relations

- The print and broadcast media have the responsibility to accurately and fairly report noteworthy events, including those that occur in your school district. This includes any event that significantly impacts the schools and communities that the school serves. These events will include such "crises" as the violent death of a teacher or student, a shooting near campus, or a man-made or natural disaster. You must prepare for the media before a crisis occurs.
- Your cooperation with the press is both desirable and necessary to ensure the story gets told as completely and accurately as possible.
- If media makes reporting errors, the spokesperson should name the specific reporting agency in correcting the facts.
- Pre-assigned place for media to meet (**administration building**)
- Spokesperson for the District is **Blake Smith** or **Trey Lamb**
- Give the media as much information as possible to avoid inaccurate information from other sources. Be truthful.
- Never answer "no comment" as that can imply a lack of cooperation, a lack of concern, or an attempt to hide something. More appropriate responses are: "I'm not the authority on the subject. Let me have our ... call you right back." "All our efforts are directed at bringing the situation under control, so I'm not going to speculate on the cause."



- Never go "off the record". Most reporters respect an "off the record" comment and will not quote you, but they will get the information to someone else.
- Remain open and accessible. Keep no secrets from the public. Report your own bad news. Don't allow another source to inform the media first.

### **Staff Meetings**

- Daily staff meetings may be appropriate at first to keep open communication and awareness of the emotional status of students and staff and to keep staff updated on important information.

### **The Interview Intervention**

The goal of the interview is not only to identify the immediate effects of the trauma but also to assist the student in the mastery of the traumatic experience and help the student with general solutions to the problem. In some cases, a single interview may be the only intervention needed. In other cases, further services may be warranted, i.e. counseling, referral to community agencies.

## MELBOURNE SCHOOL DISTRICT INTERVIEW RISK SCREENING

Name \_\_\_\_\_ M \_\_\_\_ F \_\_\_\_ Date \_\_\_\_\_

Referred by: \_\_\_\_\_

Language: English \_\_\_\_ Spanish \_\_\_\_ Other: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

### INTERVIEW OUTLINE (Ask for details, clarifications of thoughts and feelings)

- Degree of Risk? \_\_\_\_\_  
\_\_\_\_\_
- Where were you when the event occurred? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How do you feel now? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How well do you know the victim(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Have you or any of your family had a similar experience? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How do you think this will affect your family? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you think your life will be different now? If yes, in what way? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Do you think you could have done anything to prevent this incident? \_\_\_\_\_  
\_\_\_\_\_
- What are you angry/guilty about? \_\_\_\_\_  
\_\_\_\_\_
- What is bothering you now? \_\_\_\_\_  
\_\_\_\_\_
- Have there been any changes in your life/daily routine because of the event? \_\_\_\_\_  
\_\_\_\_\_
- What is the most pressing problem for you right now? \_\_\_\_\_  
\_\_\_\_\_

#### PLAN OF ACTION

- What has worked for you in the past when there has been a problem? \_\_\_\_\_  
\_\_\_\_\_
- What is the problem you would like to work on at this time? \_\_\_\_\_  
\_\_\_\_\_
- What is the first step you can take? \_\_\_\_\_  
\_\_\_\_\_
- Who would you like to help you? \_\_\_\_\_ Who can you talk to in  
your family? \_\_\_\_\_ In your circle of friends? \_\_\_\_\_  
Would you like for us to talk again? \_\_\_\_\_
- What will you do when you leave school today? \_\_\_\_\_  
\_\_\_\_\_

## SAFETY PROCEDURES

Colored Card System Will Be Utilized As Appropriate IN ALL SITUATIONS:

- RED: Place on exterior window and slide under door/hold up at evacuation site to signify situation requiring immediate attention.
- YELLOW: Place on exterior window and slide under door/hold up at evacuation site ONLY to signify missing or additional students.
- GREEN: Place on exterior window and slide under door/hold up at evacuation site to signify no immediate attention is required.

### LOCKDOWN:

- Critical Situation Inside/Outside of the Building
- Announcement- "Lock all doors-Situation Inside(Outside)"
- Lock interior/exterior doors. Staff members with lockdown assignments will check assigned doors and rooms.
- Instructions for further communication will be announced.
- Inside Situation Only- Students outside building should be evacuated off site.
- Teachers will close blinds and windows and will cover interior windows.
- Students will be directed to sit in the floor away from windows. ***NO ONE will enter rooms without announcement of "all clear" from administrators.***
- Barricade rooms and wait for further instructions.

### EARTHQUAKE:

#### Inside Procedure:

- Drop, Cover, Hold
- Stay Inside: Do NOT go immediately outside.
- Take cover under sturdy table, desk, chair, supported doorway, or along an inside wall.
- Have students hold desk/chair legs for security.
- Students should use severe weather kneeling position if unable to get under table, desk, etc. Remember to cover head with book or book bag.
- Strive to stay clear of potential DANGER zones.
- Once shaking and movement has ceased, move outside quickly.

#### Outside Procedure:

- Stay outside. Do NOT go inside.
- Move away from buildings, trees, and utility wires.
- Do NOT run. Sit/lie down and cover head.

#### **FIRE:**

- Alarm will sound. Announcement will confirm drill or location of fire.
- **TAKE A HEAD COUNT** and ensure all students are accounted for before leaving the room. For example, if a student is in the bathroom, line up students and instruct them to follow behind another class group outside to designated location while you go retrieve that student.
- Teachers work together as grade groups and assist each other as needed to ensure all students are safe and accounted for. If a group is handed off to another team member, notify that team member of the # of students being handed off.
- Evacuate building to pre-designated locations or closest to location.
- Take attendance once outside and follow color card system as appropriate.
- Wait for further instructions.

#### **SEVERE WEATHER/TORNADO:**

- Alarm will sound or announcement will be made over intercom system.
- **TAKE A HEAD COUNT** and ensure all students are accounted for before leaving the room. If a student is not accounted for, line remaining students and notify team member/teacher of situation, students will follow another class group while teacher recovers that student and rejoins the class to evacuate to safe room or pre-designated locations.
- Take attendance and follow color card system as appropriate.
- Wait for all clear announcements.

**Bearkatz Academy** – Take shelter in classroom bathrooms or big room.

**MES** – Take shelter in Music and Art rooms as directed.

**MHS** – Take shelter under the gymnasium bleachers.

#### **BOMB THREAT:**

- **DO NOT USE CELL PHONE** – Student Cell Phones **MUST** be taken up.
- Individual Classrooms will be notified by word of mouth, note or e-mail. The alarm will NOT sound.
- Evacuations will be at least 300 feet from vehicles and buildings, preferably the back of the building away from parking lots.
- As teachers are preparing students for evacuation, visually survey room for suspicious packages or materials. Do not touch any suspicious items. Report them immediately to the office.
- If evacuation procedures are implemented, take attendance before leaving classroom AND at evacuation site.
- Wait for further instructions.

## HAZARDOUS MATERIALS:

- Announcement- "Hazardous Materials Situation—Secure the Building" Specify area to be avoided.
- Lock exterior doors, close outside windows and blinds.
- Keep students in classrooms. Students outside building should be evacuated off site.
- Teachers will be advised if exterior doors/windows need to be sealed with duct tape.
- Wait for further Instructions.

*In all emergency/evacuation situations, teachers should be the last ones out of the room, so that they can visually inspect the room for anything unusual or out of place. Also to ensure that students don't try to run back and get something from the room.*

## AIRPORT CRISIS:

- Considering MES and MHS are in close location to the airport, there is always a possibility of an incident on or close to these campuses.
- These kinds of incidents will probably fall under the Hazardous Materials, Severe Weather or Earthquake procedures. Follow protocol as announced via administration.

## SHELTER IN PLACE

The following locations will be used as safety zones in the event of a tornado or severe weather event:

- **Bearkatz Academy** – If time allows, students may be transported to the tornado shelter on campus. Otherwise, all students will be placed in the bathroom nearest their classroom.
- **MES—K-3** will be placed in the Music classroom, exit rooms on left side of halls.  
4-6 grades will be placed in Resource Room #161 across from 6<sup>th</sup> grade, exit rooms on the right of halls.
- **MHS**- Students will be placed under the bleachers in the gymnasium.

## SECONDARY SHELTER LOCATIONS IF NEEDED:

- **Bearkatz Academy**- Bearkatz Academy Cafeteria and if that area is compromised may bus students to MES cafeteria.
- **MES**- MHS Cafeteria. If this area is compromised, students will be bused to Bearkatz Academy Cafeteria.
- **MHS** – MES Cafeteria. If this area has been compromised, students will be bused to Bearkatz Academy Cafeteria.

## GENERAL MEDICAL EMERGENCIES:

- Remain calm.
- Contact administrator of building and school nurse.
- Give accurate and complete information about the emergency.
  - Where are you?
  - Who is in need of assistance?
  - What type medical problem is it?
  - Is the subject conscious or unconscious?

## FINAL NOTES:

- Simply be aware of your surroundings! Know where your students are **AT ALL TIMES!**
- Remember most crisis situations are unexpected and evolving!
- There is no one perfect answer to prevent a crisis, but in the event of a serious situation be ready to evolve with it!
- Utilize mental scenarios. What if????
- To be a warrior you must first prepare! Don't be a victim!