

# CRISIS MANAGEMENT CHAIN OF COMMAND

*Deb Clarkson: Commander*

*Roberti Tirado: Search and  
Rescue*

*Derral Lee: First Aid*

*Paul Hobbs: Student  
Supervision*

*Teresa Ivory: Student Release*

*Debi Wade: Food Services*

Victor Valley Christian  
School  
Home of the Royals!



# Victor Valley Christian Crisis Management Parent Pamphlet

Acts of violence disrupt the normal functioning of a school. Fear of violence distracts students, teachers and administrators from concentrating on meaningful learning, teaching and overseeing. Unfortunately, we are all vulnerable regardless of size, location and financial status.

VVCS has partnered with local law enforcement to develop an integrated approach to safety and education. Cooperative planning to implement strategic programs of discipline, intervention, prevention and conflict resolution are imperative in order to maximize positive results.

This planning guide has been created to assist us in developing additional emergency procedures in order to provide the safest environment possible for teachers, students and staff.

The school's Crisis Management Plan should go beyond a planned response for an emergency. VVCS is taking steps to address all behaviors that may lead to a crisis situation including indicators of behavioral disorders, which can be utilized to implement intervention.

## Code Level Information

Below is a listing of all codes we use in emergency situations where staff and faculty respond according to our Crisis Management Plan

### **Code 1: Fire**

- Evacuate the building
- Conduct a roll call
- Get a report from search and rescue

### **Code 2: Take Cover/Earthquake**

- Audible command
- Evacuate the building
- Conduct a roll call
- Get a report from search and rescue

### **Code 3: Lockdown**

- Audible command
- Secure the students and classroom
- Office will notify authorities
- Wait for additional audible command

### **Code 4: Medical Crisis**

- Notify the school office
- Office will notify emergency personnel
- Office will notify parents

### **Code 5: Weapon on Campus**

- Audible command
- Secure the students and classroom
- Office will notify authorities
- Wait for additional audible command

### **Code 6: Bomb Threat**

- Keep the person on the phone
- Notify authorities
- Initiate fire alarm system
- Conduct a roll call
- Get a report from search and rescue

### **Code 7: Explosion**

- Take cover
- Evacuate the building when it is safe
- Conduct a roll call
- Get a report from search and rescue

### **Code 8: Stranger**

- Close the campus
- Approach the stranger in pairs of two
- Notify authorities if necessary

### **Code 9: Hostage**

- Cooperate with the suspect
- Notify authorities as soon as you can
- Avoid eye contact
- Move the students as far away from danger as possible

### **Code 10: Power Failure**

- Stay where you are and wait for instructions
- Parents will be notified via email and/or radio station (Y102)

### **Code 11: Animal Threat**

- Direct students away from the threat
- Contact the administrator

### **Code 12: Hazardous Materials**

- Contact the administrator
- Call 911
- Remain inside until directed

### **Code 13: Poison**

- Call 911
- Contact the administrator
- Call poison control

### **Student Release Procedures**

No student will be released until the following are conducted:

- Student is signed out by an authorized adult (See Emergency Contact List)
- Identification of each adult is verified
- Time of release is recorded

NOTE: If the student leaves by ambulance, a medical release form will be sent with him/her

All staff must remain on campus until released by onsite administrator or safety personnel.