

# WV Schools Crisis Prevention & Response Plan Template



<i>[Name]</i> <b>Kanawha County Schools</b>		
<i>Ben Franklin Career Center</i>	<i>304-766-0369</i>	<i>304-766-0371</i>
<i>500 28<sup>th</sup> Street</i>	<i>Dunbar</i>	<i>WV 25064</i>
<b>Law Enforcement Agency <i>Dunbar Police Department</i></b>		

<b>CRISIS RESPONSE PLANNING TEAM</b>				
<b>Title</b>	<b>Name</b>	<b>Office Phone</b>	<b>Alternative Phone</b>	<b>Email</b>
Principal*	Jennifer Stowers	304-766-0369	304-573-3648	<a href="mailto:jmstowers@mail.kana.k12.wv.us">jmstowers@mail.kana.k12.wv.us</a>
School Counselor*	Lynn Hunt	304-766-0369	304-552-0407	lparrish-hunt@mail.kana.k12.wv.us
Teacher #1 (Special Education)* (Also serves as Special Needs Coordinator)	Stephanie Anderson	304-766-0369	304-543-1494	<a href="mailto:saanderson@mail.kana.k12.wv.us">saanderson@mail.kana.k12.wv.us</a>
Teacher #2*	Diana Wood	304-766-0369	304-595-3479	<a href="mailto:dpwood@mail.kana.k12.wv.us">dpwood@mail.kana.k12.wv.us</a>
Service Personnel*	Tim Warden	304-766-0369	681-340-7077	<a href="mailto:twarden@mail.kana.k12.wv.us">twarden@mail.kana.k12.wv.us</a>
Parent/Family Representative #1*	Tara Turley	None	304-553-1591	<a href="mailto:Turley_td@yahoo.com">Turley_td@yahoo.com</a>
Parent/Family Representative #2*	Katrina Hall	None	304-395-1359	<a href="mailto:Momof2dancers@yahoo.com">Momof2dancers@yahoo.com</a>
Student (Grade 10 or higher)	Kaylee Turley	None	304-549-0465	Kayleeturley05@gmail.com
School Nurse (required if available)	Amanda (Mandi) Jordan	304-766-0353	304-415-6921	<a href="mailto:ajordan@mail.kana.k12.wv.us">ajordan@mail.kana.k12.wv.us</a>
School Based Community Mental Health Professional	Lynn Hunt	304-766-0369	304-552-0407	lparrish-hunt@mail.kana.k12.wv.us
School Resource Officer AND/OR Local Law Enforcement	Lnt. Lester (SRO/Dunbar PD)	304-766-0363	304-395-8260	dpdmwlester231@gmail.com
County Board Member	Tracy White	None	304-389-3841	
Fire/Rescue	Dunbar Fire Department	304-766-0215	None	None
Local EMA Director	C.W. Sigman	304-357-0991	None	cwsigman@kanawha.us

## \*REQUIRED MEMBERS

- Parent/Family Representative must have a child attending the school. Preferably, one special education teacher should serve as a teacher representative.
- An alternate composition for the Crisis Response Planning Team is the members of the Local School Improvement Council. If the LSIC option is used, please note the student shall be grade 10 or higher, per WV Code.

<b>CRISIS RESPONSE TEAM</b>				
<b>Title</b>	<b>Name</b>	<b>Office Phone</b>	<b>Alternative Phone</b>	<b>Email</b>
Principal	Jennifer Stowers	304-766-0369	304-573-3648	<a href="mailto:jmstowers@mail.kana.k12.wv.us">jmstowers@mail.kana.k12.wv.us</a>
Adult Programs Principal	Sue Sweat	304-766-0108	304-415-5385	ssweat@mail.kana.k12.wv.us
Asst. Principal/Head Teacher	Nicole McCartney	304-766-0369	304-206-4060	<a href="mailto:nmccartney@mail.kana.k12.wv.us">nmccartney@mail.kana.k12.wv.us</a>
Head Custodian	Tim Warden	304-766-0369	681-340-7077	<a href="mailto:twarden@mail.kana.k12.wv.us">twarden@mail.kana.k12.wv.us</a>
School Nurse	Amanda (Mandi) Jordan	304-766-0353	304-415-6921	<a href="mailto:aljordan@mail.kana.k12.wv.us">aljordan@mail.kana.k12.wv.us</a>
School Counselor	Lynn Hunt	304-766-0369	304-552-0407	lparrish-hunt@mail.kana.k12.wv.us
School Resource Officer OR Local Law Enforcement	Lnt. Lester (SRO/Dunbar PD)	304-766-0363	304-395-8260	dpdmwlester231@gmail.com
Evacuation Coordinator/s	Jennifer Stowers	304-766-0369	304-573-3648	<a href="mailto:jmstowers@mail.kana.k12.wv.us">jmstowers@mail.kana.k12.wv.us</a>
Reunification Coordinator/s	Jennifer Stowers	304-766-0369	304-573-3648	<a href="mailto:jmstowers@mail.kana.k12.wv.us">jmstowers@mail.kana.k12.wv.us</a>
Transportation/Traffic Coordinator	Lnt. Lester (SRO/Dunbar PD)	304-766-0363	304-395-8260	<a href="mailto:Dpdmwlester231@gmail.com">Dpdmwlester231@gmail.com</a>
Other	None	None	None	None

**NOTES:**

1. For schools with more than one Assistant Principal include all and add as many rows as necessary.
2. For schools that split the student population into more than one Evacuation/Reunification site, there must be a designated Coordinator for EACH site. Add as many rows as necessary.
3. "Other" - Consideration may be given to a transportation official, central office personnel, instructional aides, emergency services trained individuals, etc.

**SCHOOL MENTAL HEALTH RESOURCE TEAM**

*In ADDITION to your School Crisis Planning Team, list additional persons who can help plan prevention activities and who will provide emotional support in response to a crisis.*

<b>Title</b>	<b>Name</b>	<b>Office Phone</b>	<b>Alternative Phone</b>	<b>Email</b>
School Counselors (from other schools)	Richard Tench	304-722-0212	None	<a href="mailto:rtench@mail.kana.k12.wv.us">rtench@mail.kana.k12.wv.us</a>
School Counselors (from other schools)	Mary Stevens	304-766-0352	None	<a href="mailto:mstevens@mail.kana.k12.wv.us">mstevens@mail.kana.k12.wv.us</a>
School Counselors (from other schools)	Shanna Casto	304-348-1954	None	<a href="mailto:scasto@mail.kana.k12.wv.us">scasto@mail.kana.k12.wv.us</a>
School Counselors (from other schools)	Beth Watson	304-755-4321	None	<a href="mailto:bwatson@mail.kana.k12.wv.us">bwatson@mail.kana.k12.wv.us</a>
School Nurse	None	None	None	None
Special Needs Coordinator (Special Education Teacher)	None	None	None	None
Social Workers/School Psychologists	Dani Crouch	304-348-1965	304-766-0369	<a href="mailto:dcrouch@mail.kana.k12.wv.us">dcrouch@mail.kana.k12.wv.us</a>
District leaders	None	None	None	None
Community Mental Health Representatives	Jon Duffy	304-348-6570	None	<a href="mailto:jduffy@mail.kana.k12.wv.us">jduffy@mail.kana.k12.wv.us</a>
Faith Based Representatives	None	None	None	None
School Counselors (from other counties)	None	None	None	None
Others? E.g. Prevent Suicide WV, WVDE, etc. (depending on scale and scope of incident)	Mark Mason	304-415-8872	None	None

**STAFF, FACULTY, OR STUDENTS WITH MEDICAL OR MENTAL HEALTH TRAINING**

Name	Title	Certification	Expiration Date
Erica Collins	PN Instructor	RN	Oct. 31 <sup>st</sup> of each year
Christina Holston	HMA Instructor	CCMA	July 19 <sup>th</sup> every 2 years
Lynn Hunt	School Counselor	Professional Student Support Certificate for School Counselor LPC	NA
Jennifer Morris	School Secretary	CCMA	July 19 <sup>th</sup> every 2 years
Tina Nolen	MA Instructor	CCMA	July 19 <sup>th</sup> every 2 years
Maggie Phillips	PN Instructor	RN	Oct. 31 <sup>st</sup> of each year
Stephanie Rucker	Pre-Nursing Instructor	RN	Oct. 31 <sup>st</sup> of each year
Tiffany Sorgman	PN Instructor	RN	Oct. 31 <sup>st</sup> of each year
Diana Wood	Financial Aid/Adult Programs Counselor	Professional Student Support Certificate for School Counselor	NA

PRIMARY REUNIFICATION SITE	
Primary Site: <i>Dunbar Middle School</i>	Phone: <i>304-766-0363</i>
Address: <i>325 27<sup>th</sup> Street Dunbar, WV 25064</i>	
Room/Area Located at the Site: <i>Gymnasium</i>	Room/Area Located at the Site: <i>Cafeteria and Library if Gymnasium cannot accommodate all students and teachers.</i>
Reunification Coordinator Assigned to this Site: <i>Jennifer Stowers</i>	Phones - Mobile and Landline: <i>304-573-3648 304-766-0369</i>
Is Transportation Needed to this Site?	Yes <span style="float: right;"><b>No</b></span>
Number of Regular Buses Needed: None	Number of Special Buses Needed: None
If the site is NOT a school (e.g. business, church, etc.), please ensure the following steps have been taken:	
<ol style="list-style-type: none"> <li>1. County is required to provide reunification site information to BRIM.</li> <li>2. A signed MOU must be completed with the manager/owner of the site/facility used for reunification.</li> </ol>	

- A Sample MOU can be found in the Safe Schools Toolkit.
- Principals will notify parents of reunification site(s) at an appropriate time, to be determined by school administration and law enforcement.

SECONDARY REUNIFICATION SITE	
Primary Site: <i>Dunbar Primary School</i>	Phone: <i>304-766-0367</i>
Address: <i>2401 Myers Ave. Dunbar, WV 25064</i>	
Room/Area Located at the Site: <i>Gymnasium</i>	Room/Area Located at the Site: <i>Cafeteria and Library if Gymnasium cannot accommodate all students and teachers.</i>
Reunification Coordinator Assigned to this Site: <i>Jennifer Stowers</i>	Phones - Mobile and Landline: <i>304-573-3648 304-766-0369</i>
Is Transportation Needed to this Site?	Yes <span style="float: right;"><b>No</b></span>
Number of Regular Buses Needed: None	Number of Special Buses Needed: None
If the site is NOT a school (e.g. business, church, etc.), please ensure the following steps have been taken:	
<ol style="list-style-type: none"> <li>1. County is required to provide reunification site information to BRIM.</li> <li>2. A signed MOU must be completed with the manager/owner of the site/facility used for reunification.</li> </ol>	

TERTIARY REUNIFICATION SITE	
Primary Site: <i>Dunbar Bingo Hall</i>	Phone: <i>304-766-0219</i>
Address: <i>2605 Charleston Ave. Dunbar, WV 25064</i>	
Room/Area Located at the Site: <i>Main Room</i>	Room/Area Located at the Site: <i>Main Room</i>
Reunification Coordinator Assigned to this Site: <i>Jennifer Stowers</i>	Phones - Mobile and Landline: <i>304-573-3648 304-766-0369</i>
Is Transportation Needed to this Site?	Yes <span style="margin-left: 150px;">No</span>
Number of Regular Buses Needed: None	Number of Special Buses Needed: None
If the site is NOT a school (e.g. business, church, etc.), please ensure the following steps have been taken:	
<ol style="list-style-type: none"> <li>1. County is required to provide reunification site information to BRIM.</li> <li>2. A signed MOU must be completed with the manager/owner of the site/facility used for reunification.</li> </ol>	

OTHER EMERGENCY CONTACTS			
Board of Education		Local Government Agencies	
Main Number	(304) 348-7770	City Government	(304) 766-0219
Public Information Officer	None	County Government	(304) 357-0169
Maintenance	(304) 348-6628	Health Department	(304) 344-5243
Transportation	(304) 348-6616	Emergency Management Agency	(304) 357-0101
Evacuation Sites		Health & Human Resources Office	(304) 746-2360
[NAME] Dunbar Middle School	(304) 766-0363	County Humane Society	(304) 342-1576
[NAME] Dunbar Bingo Hall	(304) 766-0219	Comprehensive Behavioral Health Disaster Coordinator	(304) 558-0627
Law Enforcement		OR	(800)
Police Department	(304) 766-0204	State Government Agencies	
County Sheriff's Office	(304) 357-0169	Division of Highways	(304) 558-9155
West Virginia State Police	(304) 558-7777	Department of Natural Resources (DNR)	(304) 558-2754
First Responders		WV Bureau for Behavioral Health Disaster Coordination	(304) 356-4788
County EMS	(304) 342-1107	WV Safe Schools Helpline	(866) 723-3982
Fire Department	(304) 766-0215	WV Fusion Center	(866) 989-2824
Fire Department	(304) 766-0215		
Mental Health Provider		Other	
Local Mental Health Provider	(304) 766-0369	Railroad	school specific
Utilities		American Red Cross	(304) 340-3657
[Mountaineer Gas] Natural Gas Provider	(800) 834-2070	National Weather Service	(304) 746-0180
[AEP] Electric Provider	(800) 277-2177	Poison Control Center	(800) 222-1222
[WV American Water] Water/Sewage Provider	(800) 685-8660	Disaster Hotline	(866) 867-8290
[Frontier] Phone Service Provider	(800) 921-8102	Suicide Hotline	(800) 273-8255
[Optima] Internet (ISP)	(877) 794-2724	Prevent Suicide WV	(304) 415-5787



## **SCHOOL SPECIFIC INSTRUCTIONS FOR DRILLS**

### **FIRE DRILL:**

**Fire alarm will sound, and all occupants will exit the building immediately at the closet exit. All teachers are to take their attendance sheet with student names with them as they exit the building. They are to close the doors and turn off all lights. The teachers are to move to area across the street from the building. They are to take class roll and notify the secretary who is in the front away from the building if there are any problems. At the conclusion of the drill there will be an announcement that will signal the return to the building.**

### **BOMB THREAT:**

**All bomb threats should be taken seriously, whether deemed valid for evacuation, and must be reported to law enforcement agencies. Determine if the school should be evacuated. Once the situation is evaluated and determined, activate, and initiate the evacuation. Effectively communicate the emergency evacuation message to all staff. Once staff have exited the building to the designated rally point away from the school, they are to take roll and determine if all students are present. At the conclusion of the drill there will be an announcement that will signal the return of the building.**

### **WEATHER/NATURAL DISASTERS:**

**Should be used to protect school occupants from external threats such as chemical plumes, severe weather, and other natural and man-made threats. Once the announcement is made to shelter in place all students/ teachers/ staff pm the second floor of the building will report to the first floor in an orderly and structured fashion. All students are to travel and stay with their current classroom teacher/classmates and sit together with their teacher in an area as he/she so directs.**

### **MEDICAL:**

**Call 911 if severe, notify administration, notify parents, notify central office.**

**If not severe, staff with medical training will be called to step in and assess and help the situation. Administration should be notified, then parents, and then central office (depending on the severity).**

**The school nurse is also to be notified. The school nurse is only present at the school on Wednesdays. She should be utilized when present in the building.**

## **SCHOOL SPECIFIC INSTRUCTIONS FOR DRILLS**

### **ACTIVE SHOOTER/ARMED INTRUDER:**

**If there is an active shooter/armed intruder, the school moves into a lockdown with a clear message sent throughout the school. During lockdown, all occupants remain in their classrooms. During a lockdown, doors should be locked, and no one is to leave or enter the room or building. Windows should be shut and locked if possible. It is safest to move students away from the doors and windows. The lights are to be turned off in all the rooms and make sure everyone is quiet and remains in a Lockdown. Depending on where the active shooter or armed intruder is in the building, if teachers and students can make it out of the building safely then they need to evacuate. When evacuating students and teachers need to go to rally points assigned. When it has been determined that the shooter or armed intruder been captured the “All clear will be given.”**

### **PRECAUTIONARY LOCKDOWN:**

**When there is a shooting or otherwise threatening situation in community near the school, the school will go on precautionary lockdown. During a precautionary lockdown door should be locked and no one is to leave or enter the room or building. If lockdown is still occurring when busses are due, they will be held until it is over. Once it has been determined that the threatening situation is over the school will be notified and the “All clear will be given.”**

### **LOCKDOWN:**

**An emergency lock down is declared when, in the opinion of the school administrator, a situation exists that threatens the safety of school occupants. During lockdown, all occupants remain in their classrooms. During a lockdown, doors should be locked, and no one is to leave or enter the room or building. Windows should be shut and locked if possible. It is safest to move students away from the doors and windows. The lights are to be turned off in all the rooms and make sure everyone is quiet and remains in a Lockdown unit the “All Clear is given.”**

### **OTHER (REGIONAL/GEOGRAPHICALLY SPECIFIC):**

# ADDENDUMS

## REQUIRED

- **CURRENT SCHOOL FLOOR PLANS, EVACUATION ROUTES (§8-9F-10. Plans must be sent to WV Homeland Security, local first responders and local law enforcement, by September 1 of every school year.)**

## OPTIONAL

- **STUDENT SPECIFIC PLANNING (For students who require special assistance)\***
- **COPIES OF MEMORANDUMS OF UNDERSTANDING (MOU) FOR NON-SCHOOL EVACUATION SITES\***
- **DRILL AND INCIDENT REVIEW REPORTS\***

*\* Forms are available in the online toolkit, under “Crisis Planning Resources”*

