

Wildlight Elementary



Safe School/Crisis Management Plan

This is a site-specific plan and procedures that promote the safety and security of students and staff, ensure that school facilities and equipment are safe and in good condition in compliance with Safe Passage Act (Section 229.8348, Florida Statutes) 2001, and provide guidance to the school faculty and staff during and after a crisis or emergency. Additional resources are available in the Nassau County School District Comprehensive Crisis Management Guide.

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NASSAU COUNTY SCHOOL DISTRICT
Wildlight Elementary
General Information

550 Curiosity Avenue Yulee, FL 32097	School Phone Number: 904-225-3053
	School Fax Number: 904-225-3054

DATE: August 13, 2019
FROM: Scott Hodges, Principal, Wildlight Elementary
SUBJECT: Wildlight Elementary Safe School Plan

This plan is written in the District approved, standardized format for all schools to use regardless of the emergency management situation. This plan was submitted for review and approval **July 11, 2018** designed to assist our work location personnel in: (1) implementing drug, accident and violence prevention programs, (2) providing supervision for students on campus, (3) preparing for emergency incidents and events that might occur, (4) documenting compliance actions and (5) capturing site specific security and safety procedures.

NUMBER OF STAFF: 100 **STUDENT POPULATION:** 757

DATE PLAN SUBMITTED: August 13, 2019, 2019

KEY SAFETY POINTS:

- Entrance points, keys to buildings, specials needs, and emergency plans.

WES
PERSONNEL ROSTER 2018-2019

Name	Extension	Location	Job
Alfieri, Jennifer	7246	06-16	3rd grade
Angeli, Leanne	7237	06-13	1st grade
Ballard, Corinna	7232	05-10	Kindergarten
Bozeman, Jennifer	7211	01-02	Media Specialist
Jennifer Cross	7263	04-04	STARRS
Sarah Faircloth	7210	06-08	4 th Grade
Cressey, Mollie	7242	06-07	2nd grade
Cruce, Tracy	7267	Portable	Gifted
Mullis, Jennifer	7260	03-08	InD
Dean, Sarah	7238	Portable	2nd grade
Demeter, Marc	7255	04-08	5th grade
Druelle, Ashley	7248	06-04	3rd grade
Dunlap, Sheila	7266	Float	Support Facilitation
Elliott, Jeanne	7256	Portable	5th grade
Ferrante, Shantel	7212	01-03	Reading Coach
Gall, Carly	7243	06-05	2nd grade
Fancher, Melissa	7262	04-02	2 nd Grade
Gibson, Hannah	7207	02-14	Music
Hart, Samantha	7239	05-07	1st grade
Hice-Jones, Kristy	7240	05-05	1st grade
Jones, Debra	7251	03-05	4th grade
Jones, Whitney	7244	04-17	2nd grade
Martin, Kelley	7252	04-09	5th grade
McBee, Heather	7233	05-02	Kindergarten
Miller, Michelle	7273	Float	Support Facilitation
Gibbs, Francis	7259	03-06	InD
Nease, Belinda	7230	03-11	Pre-K
Pagel, Chris	7270	05-21	PE
Parks, Emily	7272	01-19	Guidance
Steffen, Christina	7249	06-14	3rd grade
Roy, Sarah	7234	05-04	Kindergarten

Ruling, Jaden	7257	04-12	5th grade
Sides, Donna	7235	05-14	Kindergarten
Greeson, Kristan	7250	06-02	3rd grade
Thompson, Ashley	7241	06-11	1st grade
Thompson, D. Michelle	7253	03-16	4th grade
Greer, Vanessa	7258	04-05	5th grade
Vasquez, Adrianna	7245	04-14	2nd grade
White, Jessica	7231	03-09	Pre-K
Wells, Kayla	7236	03-15	4 th Grade
Stanton	7254	03-19	4 th Grade
Hodges, Scott	7202	01-16	Principal
Ray, Sarah	7203	01-20	Asst. Principal
Parks, Emily	7272	01-19	Guid Counselor
Norfleet, Rachel	7206	01-18	Guid. Counselor
Speerin, Shenandoah	7204	01-15	Data Entry
Ritsma, Candy	7201	01-17	Secretary/Bookkeeper

WES
PERSONNEL ROSTER 2018-2019

Name	Extension	Location	Job
Conner, Amber			Para (ESE 3-4)
Fletcher, Aubrey	7281	03-09	Para (White Pre-K)
Fowler, Jessica		03-06	Para (Myers Access)
Graves, Tiffany			Para (STARRS)
Griffith, Kimberly			Health Aide
Healey, Sandra			Para (Davis Access)
Jones, Kelly			Para (Pre-K 1 on 1)
Loehmer, Eva "Shay"			Para (ESE K-2)
Macomber, Mary "Shelly"			Para (ESE 4-5)
McKittrick, Sandra			Para (Myers Access)
Nutefall, Yolanda			Para (STARRS)
Pope, Amy	7200		Para (Front Desk)
Sammons, Teresa			Para (Davis Access)
Smith, Heather			Para (Media)
Normadin, Kay			Custodian
Lawson, Anja			Custodian
Lewallen, Douglas			Custodian
Lyle, Renee			Custodian
Echeverri, Manuel			Custodian
Bulford, Gina - Manager	7208		Cafeteria
			Cafeteria
			Cafeteria
Schweitzer, Carly			Cafeteria
Food Service Office	7209		

Luna, Veronica			LPN
Weaver, Lisa	7215		Staffing Specialist
Roach, Ashley	7210		School Psychologist
Weston, Laura	7210		School Psychologist

UG/ALCOHOL, ACCIDENT, AND VIOLENCE PREVENTION AND INTERVENTION PROGRAMS

The district-wide expectation is for work locations to develop and implement promising prevention and intervention programs that effectively prevent drug/alcohol use, accidents and violence in the learning environment. These programs recognize that safety, drug/alcohol use and violence prevention are complex issues that require multifaceted responses. At Wildlight Elementary, the following drug/alcohol, accident and violence prevention and intervention programs are in place:

PROGRAM NAME	PURPOSE	CONTACT PERSON	PHONE NUMBER
DARE	Drug/Alcohol Prevention	Officer McCumber	904-879-2009
Anti-Bullying Policy	Prevention of Bullying and Harassment	Rachel Norfleet	904-225-3053

ADMINISTRATIVE/STAFF SUPERVISION PLAN

SCHOOL: Wildlight Elementary

The expectation is that students will be supervised in accordance with the school’s supervision plan during a reasonable time before and after school. Florida Statutes define “reasonable time” as 30 minutes before or after students are on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. The supervision plan for administration and staff at Wildlight Elementary is as follows:

ADMINISTRATIVE/STAFF SUPERVISION PLAN

Staff Member	Arrival	Dismissal	Class Change	Lunch	Period Off
Maria Quinnes	Car Drop Off	N/A	N/A	Café 10:35- 11:20:05	N/A
Heather Smith	Car Drop Off	N/A	N/A	Café- 10:35- 11:05	N/A
Shantel Ferante	Car Drop Off	N/A	N/A	Cafeteria 11:35- 12:05	N/A
Susie Jones	Car Drop Off	N/A	N/A	Cafeteria 11:05- 11:35	N/A
Emily Parks	Car Drop Off	Car Pick Ups	N/A	Cafeteria 11:05- 11:35	N/A
Kelly Jones	Car Drop Off	N/A	N/A	N/A	N/A
Jennifer Bozeman	Car Drop Off- Gallery	Car Pick Up	N/A	N/A	N/A
Lauren Fales-Lee	Café- Breakfast Duty	N/A	N/A	N/A	N/A
Hannah Gibson	Café- Breakfast Duty	Car Pick Up	N/A	N/A	N/A
Chris Pagel	Busses	Busses	N/A	N/A	N/A
Michele Spencer	Sidewalk- Between bldgs. 6 and 4	Car Pick Up	N/A	N/A	N/A
Shelia Dunlap	Sidewalk- Between bldgs. 5 and 3	Car Pick Up	N/A	Café- 10:35- 11:05	N/A
Tiffany Graves	N/A	N/A	N/A	Cafeteria 12:05- 12:35	N/A
Jessica Fowler	N/A	N/A	N/A	Café- 11:35- 12:05	N/A
Rachel Norfleet	Car Drop Off	Car Pick Up	N/A	Cafeteria 12:05- 12:35	N/A
May Macomber	Ca Drop Off	N/A	N/A	Café- 11:35- 12:05	N/A
Sarah Ray	Busses	Busses	N/A	Café- 12:05- 12:35	N/A
Scott Hodges	Busses	Car Pick Up	N/A	Cafeteria- various	N/A
Sandra Healy	N/A	N/A	N/A	Cafeteria 12:05- 12:35	N/A

Nassau County School District

**Wildlight Elementary Crisis Management Team (CMT) Personnel
Certifications, Training, Assignments, and Contact Numbers**

Each school shall have a Crisis Management Team pre-identified to manage emergencies that might occur within the learning environment. Nassau County School District Emergency Planning is based on the Incident Command System doctrine. Within the doctrine, police/fire emergency representatives assume control of the emergency once they arrive on site. However, the senior NCSA administrator on site will most likely manage the emergency for the first few minutes – until police/fire emergency personnel arrive on site.

In light of the reality that the senior administrator and the school CMT will need to initially manage the emergency information, the makeup of the Wildlight Elementary CMT is as follows.

Indicated below are our School's / Site's CMT members, their applicable CMT assignment, certifications and training assignments dates, and contact numbers.

NAME	CMT Assignment (Date Assigned to Position)	CMT Trained (YES/NO) & Training Date	CPR / First Aid Trained (YES/NO) & Date	Contact Numbers (H)-Home (C)-Cellular	Assigned a School Radio Yes/No
Scott Hodges	Position: On Scene Command Liaison, Planning Intelligence Team Leader, Transportation Contact Team Leader, Media Reception Team Leader, Search Team Leader Date Assigned 7/31/2017	Yes 8/27/14	No	Home Cellular: 904-335-7341 Pager	Yes
Sarah Ray	Position: On Scene Command Liaison, Planning Intelligence Team Leader, Transportation Contact Team Leader, Media Reception Team Leader Date Assigned 7/31/2017	No	No	Home Cellular: 904-465-4577 Pager	Yes
Anja Lawson	Position: Perimeter Contact Team Leader, Facilities Team Leader Date Assigned 7/31/201	No	No	Home Cellular: 904-415-2597 Pager	Yes
Chris Pagel	Position: Perimeter Contact Team Leader, Search Team Leader Date Assigned 7/31/2017	No	Yes Aug. 2017	Home Cellular:904-753-0130 Pager	Yes
Rachel Norfleet	Position: Student Reception Team Leader, Counseling Team Leader Date Assigned 7/31/2017	No	No	Home Cellular: 904-583-0059 Pager	YES
Shenandoah Speerin	Position: Student Evacuation Team Leader, Logistics Team Leader Date Assigned 7/31/2017	NO	Yes Feb. 2016	Home Cellular: 386-624-1668 Pager	YES ₉

NAME	CMT Assignment (Date Assigned to Position)	CMT Trained (YES/NO) & Training Date	CPR / First Aid Trained (YES/NO) & Date)	Contact Numbers (H)-Home (C)-Cellular	Assigned a School Radio Yes/No
Candy Ritsma	Position: Parent Reception Team Leader Logistics Team Leader Date Assigned 7/31/2017	Yes 8/27/14	No	Home Cellular: 904-206-1650 Pager	Yes
Ashley Roach	Position: Counseling No Team Leader Date Assigned 7/31/2017	No	No	Home Cellular: 904-514-2615 Pager	Yes
Kim Griffith	Position: School Nurse/ Medical Person Date Assigned 7/31/201	No	No	Home Cellular: 904-583-1947 Pager	Yes
Veronica Luna	Position: School Nurse/ Medical Person Date Assigned 7/31/2017	No	Yes Aug. 2017	Home Cellular:316-305-4037 Pager	Yes
	Position: Date Assigned			Home Cellular: Pager	

**Nassau County School District
Wildlight Elementary
Crisis Management Team Personnel
Emergency Response Assignments
2019-2020**

Each site administrator shall assign/designate at least one primary and one alternate staff member from among the Crisis Management Team (CMT) for each Emergency Response position listed below. Ensure that all CMT members are familiar with ALL Emergency Response positions and responsibilities, but extremely familiar with the position to which they are assigned.

<p>On-Scene Command Liaison (Coordinates with Fire/Police Emergency Personnel)</p> <ul style="list-style-type: none"> • Serves as senior person directly working with fire/police officials • Communicates with and directs ERT 	Primary	Scott Hodges
	Alternate	Sarah Ray
<p>Perimeter Contact Team Leader</p> <ul style="list-style-type: none"> • Cover main entrances to school • Keep lanes open for emergency vehicles • Limit traffic on campus • Direct news media to designated area • Direct parents to designated area 	Primary	Chris Pagel
	Alternate	Anja Lawson
<p>Student Evacuation Team Leader</p> <ul style="list-style-type: none"> • Supervise the student evacuation site • Gather names of students accounted for during the emergency • Coordinate with parent contact team • Maintain accountability record for students and staff <p><i>Note: Do not locate the evacuation site near areas designated for parents or media</i></p>	Primary	Rachel Norfleet
	Alternate	Shenandoah Speerin
<p>Parent Reception Team Leader</p> <ul style="list-style-type: none"> • Meet parents in designated area away from the emergency • Share as much information as possible • Coordinate with Student Evacuation Team • Arrange to have students signed out when fire/police officials indicate it is safe to do so 	Primary	Amy Pope
	Alternate	Candy Ritsma

<p>Transportation Contact Team Leader</p> <ul style="list-style-type: none"> • Maintain contact with Transportation • Meet buses at designated area • Assist with relocation of students to the evacuation site <p>Note: Expect a transportation manager to be on scene as soon as the situation allows. Depending on the emergency, student pick up points may change.</p>		
	Primary	Scott Hodges
	Alternate	Chris Page
<p>Media Reception Team Leader</p> <ul style="list-style-type: none"> • Hold media representative in designated areas – preferably off campus • Avoid making speculations or generalizations regarding what happened • Keep senior administrator informed on what media is on site • Remain courteous but firm with media • Remember fire/police officials are in charge • Defer to the district administrator responsible with media relations <p>Note: As the situation allows, law enforcement will assist in controlling the media. The district Public Information Officer will assist once the district is notified. The Executive Administrator of Administrative Services functions as our media spokesperson (PIO).</p>		
	Primary	Scott Hodges
	Alternate	Sarah Ray
<p>Search Team Leader</p> <ul style="list-style-type: none"> • Assist fire/law enforcement officials as requested • Keep senior administrator informed • Remember fire/police officials control the scene 		
	Primary	Sarah Ray
	Alternate	Scott Hodges
<p>School Nurse or Medical Person (if available)</p> <ul style="list-style-type: none"> • Assist in the medical treatment of victims 		
	Primary	Kim Griffith
	Alternate	Veronica Luna
<p>Logistics Team Leader</p> <ul style="list-style-type: none"> • Make arrangements for food and water to be provided for staff and students as needed • Arrange for other supplies as needed 		
	Primary	Candy Ritsma
	Alternate	Shenandoah Speerin

<p>Planning and Intelligence Team Leader</p> <ul style="list-style-type: none"> • Document the event and response actions • Assist with planning for possible further action 	<p>Primary</p>	<p>Scott Hodges</p>
	<p>Alternate</p>	<p>Sarah Ray</p>
<p>Counseling Team Leader</p> <ul style="list-style-type: none"> • Serve as liaison to the District Crisis Response Team for arranging counseling services • Contact and organize community counseling services for short-term and long-term needs • Serve as point of contact for requests for counseling services from students, staff, and parents 	<p>Primary</p>	<p>Rachel Norfleet</p>
	<p>Alternate</p>	<p>Ashley Roach</p>
<p>Facilities Team Leader</p> <ul style="list-style-type: none"> • Be familiar with the school floor plan • Be able to share needed information regarding the facility with emergency responders • Know locations of and how to turn off utilities on campus • Be available to provide access where needed 	<p>Primary</p>	<p>Candy Ritsma</p>
	<p>Alternate</p>	<p>Anja Lawson</p>

SCHOOL-SPECIFIC EMERGENCY RESPONSE INFORMATION. Refer to general procedures that are given in the Emergency Procedure Quick Reference Guide and add any school-specific information regarding any of the situations. Concentrate on those crises that are considered higher risk for this campus. Include fire alarm information, drill information, lockdown procedure, shelter-in-place procedure, response to after-school situations, response to off-campus situations that may have impact on the school.]

Fire Drill

- 1. In the event that the Fire Alarm is pulled, all classes will evacuate using their primary egress unless notified by administration.**
- 2. All buildings including portables will evacuate to the bus loop unless ordered to the recess field.**

Tornado Drill

- 1. All teachers will follow the procedures outlined in our Emergency Procedure Quick Reference Guide.**
- 2. Once we are under a Watch, all classes in portables and on the recess field will evacuate to inside the nearest building hallway if weather deteriorates.**
- 3. Once a Warning has been called, students will implement the protection procedures (drop and cover).**

Stranger on Campus

- 1. Lockdown will be announced and all teachers will lock their doors and refrain from allowing anyone to enter or exit the room.**
- 2. Front desk receptionist will notify Nassau County Sheriff's Department.**
- 3. Mr. Hodges and Mrs. Ray will try and redirect stranger to front office.**
- 4. Classes on the playgrounds should move to the nearest classroom. The intruder will be observed until authorities arrive.**

Lock Down Armed Person on Campus

- 1. Closest person call 911 or report to front office and the front desk receptionist will press the panic button.**
- 2. Lockdown will be called across the PA system.**
- 3. All teachers should lock their doors and turn off all lights and move students away from plain view (doors, and windows). Where possible, students should be in office area closets with doors locked.**
- 4. All students outside of room will report to nearest bathroom and hide.**
- 5. Anyone confronted by armed person should ask all students to clear the area.**
- 6. Calmly ask gunman to put the gun down.**
- 7. Wait for authorities.**
- 8. Mr. Hodges or Mrs. Ray will contact District Office.**

In the event we have to evacuate to our alternate on campus location, we will escort our students to the Bus loop.

Our primary off campus evacuation location will be the FSCJ- Red Bean Center. If evacuation is necessary, transportation will be coordinated through Mr. Underhill, Director of Transportation.

Nassau County School District

Wildlight Elementary On-Campus Evacuation Plan

August 13, 2019

Primary Location: Below listed sites should be located at least 300' from the school facility, to include portable classrooms. Distinct areas should be designated for each function.

On-Scene Command Post	Pump House	<u>N/A</u>
Student Evacuation Site	Bus Loop	<u>N/A</u>
Media Containment Site	Front Parking lot	<u>N/A</u>
Parent / Reunification Site	Bus loop entrance	<u>N/A</u>
Medical Staging Site	Bus drop off area	<u>N/A</u>
Bus Dismissal Site	Bus entrance (gate)	<u>N/A</u>

Alternate Site: In the event the primary evacuation areas identified above cannot be used, alternate locations must be pre-identified. The alternate locations can be on the same campus, however, where possible, should be located at least 300' from any school facility, to include portable classrooms, if a suspected device/unusual object is identified or located within the school facility. Distinct areas should be designated for each function

On-Scene Command Post	Basketball Court	<u>N/A</u>
Student Evacuation Site	Grassy areas beside primary playground	<u>N/A</u>
Media Containment Site	Field adjacent to BB court	<u>N/A</u>
Parent / Reception Site	Pavilion area	<u>N/A</u>
Medical Staging Site	Primary Playground	<u>N/A</u>
Bus Dismissal Site	Car-Pick up loop	<u>N/A</u>

EVACUATION PROCEDURES

Please include detailed plans to address the following questions regarding your school's evacuation procedures:

How are staff and students notified of evacuation? PA system/radios will be used to notify staff and students.

Who else will be notified in the event of an on-campus evacuation? Dr. Burns, Mark Durham

What should teachers do/bring in the event of an evacuation? What about students' medication? Teachers should bring their rosters and contact information. If possible, the school nurse will bring all medication to students and administer as needed.

How will students get to the evacuation location? Students will be escorted to by their teacher unless transportation has been arranged.

How should classes or students organize at the evacuation location? Straight line by class

What should individual students do if they are separated from their group? Find the closest adult

How should teachers account for students upon arrival at the location? Who should be notified that students are accounted for? Teachers should call roll once they have reached the evacuation site. We will have someone circulating and reporting to Mr. Hodges and Mrs. Ray.

What will be done if students or staff is missing? Their names will be reported to the first responder.

How will teachers and students be notified to return to class (if possible)? Teachers will be notified by school personnel or Sheriff Deputy using intercom or portable loud speaker.

If students are not able to return to class prior to school dismissal, what procedures will be used to dismiss students from the evacuation location? If transportation is not arranged through Mr. Underhill, Director of Transportation, we will establish a parent reception site.

How will parents be notified of the alternate dismissal location? School Reach if possible or will district level support.

What will be done if the situation is not resolved before school dismissal time? Notify parents using School Reach and seek district level support.

How will special needs students be assisted during the evacuation? ESE students will follow the same procedures as our general ed. Students with assistance from their classroom teachers and paras.

**Nassau County School District
Wildlight Elementary OFF - Campus Evacuation Plan**

August 13, 2019

Primary Location: Journey Church

On-Scene Command Post	Journey Church	
Student Evacuation Site	Journey's Auditorium	
Media Containment Site	Parking Lot- Journey	<u>N/A</u>
Parent/Reception Site	Reception area	<u>N/A</u>
Medical Staging Site	Concourse- Entrance	<u>N/A</u>
Safe Route to Evacuation Area	A1A to concourse	<u>N/A</u>
Bus Dismissal Site & Safe Route to Bus Dismissal	A1A to concourse	<u>N/A</u>

Alternate Site: .

EVACUATION PROCEDURES

Please include detailed plans to address the following questions regarding your school's evacuation procedures:

How are staff and students notified of evacuation? PA system/radios will be used to notify staff and students.

Who else will be notified in the event of an on-campus evacuation? Andrew Powell and Mark Durham

What should teachers do/bring in the event of an evacuation? What about students' medication? Teachers should bring their rosters and contact information. If possible, the school nurse will bring all medication to students and administer as needed.

How will students get to the evacuation location? Students will be escorted to by their teacher unless transportation has been arranged.

How should classes or students organize at the evacuation location? Straight line by class

What should individual students do if they are separated from their group? Find the closest adult

How should teachers account for students upon arrival at the location? Who should be notified that students are accounted for? Teachers should call roll once they have reached the evacuation site. We will have someone circulating and reporting to Mr. Hodges and Mrs. Ray.

What will be done if students or staff is missing? Their names will be reported to the first responder.

How will teachers and students be notified to return to class (if possible)? Teachers will be notified by school personnel or Sheriff Deputy using intercom or portable loud speaker.

If students are not able to return to class prior to school dismissal, what procedures will be used to dismiss students from the evacuation location? If transportation is not arranged through Mr. Underhill.

How will parents be notified of the alternate dismissal location? School Messenger if possible or with district level support.

What will be done if the situation is not resolved before school dismissal time? Notify parents using School Messenger and seek district level support.

How will special needs students be assisted during the evacuation? ESE students will follow the same procedures as our general ed. Students with assistance from their teachers and paras.

Wildlight Elementary CRISIS MANAGEMENT KIT

Our school / site's Crisis Management Kit is easily accessible in the Nurse's office. Furthermore, it is portable — can be taken to the on-scene command post at either an on or off campus location. The kit contains the following identified items. (Please check all that apply)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 5 current copies of this Safe School/Crisis Management Plan including list of assigned CMT members/duties and all staff trained in CPR and/or first aid, the school/site map (inclusive with electrical, water, and gas shut off locations and evacuation routes), and On and Off-Campus Evacuation Plans including route maps |
| <input type="checkbox"/> | Complete set of keys to the entire facility |
| <input type="checkbox"/> | Student Roster |
| <input type="checkbox"/> | Master Schedule |
| <input type="checkbox"/> | Student Medication List |
| <input type="checkbox"/> | Emergency Medical Cards |

<input type="checkbox"/>	Portable "medical needs" kit (First Aid Kit)
<input type="checkbox"/>	10 reflective vests
<input type="checkbox"/>	Bull horn with charged batteries ()
<input type="checkbox"/>	Names of students with special needs (and what the special needs are) (Health Care Plan List)
<input type="checkbox"/>	Local street and zone maps
<input type="checkbox"/>	10 legal pads
<input type="checkbox"/>	15 ball point pens
<input type="checkbox"/>	1000 + peel off white stickers (for student / faculty ID /community resource people use)
<input type="checkbox"/>	School / site walkie-talkies
<input type="checkbox"/>	Plastic red / yellow tape on a roll — 50-100 feet for cordoning a specific area
THE FOLLOWING ITEMS ARE RECOMMENDED – BUT OPTIONAL	
<input type="checkbox"/>	AM/FM portable radio and/or weather alert radio
<input type="checkbox"/>	List of local hospitals for medical emergencies (INCLUDE NAMES AND PHONE NUMBERS)
<input type="checkbox"/>	Local phone book
<input type="checkbox"/>	List of staff cell phone numbers
<input type="checkbox"/>	2-5 clipboards
<input type="checkbox"/>	10 flashlights and batteries (1 Flashlight)
<input type="checkbox"/>	Any others determined by the school/site staff/administration.

**The above items are in the Nurse's office.
It is the responsibility of Kim Griffith to review the above items during the first week of each school year and report to the principal upon its completion.**

Nassau County School District

Wildlight Elementary PORTABLE “MEDICAL NEEDS” KIT

Our school / site’s Portable Medical Needs Kit is readily accessible in **In the Nurse's office or other designated and widely known location** and will be taken to the on-scene medical treatment area — at either an on or off campus location. The kit contains, **as a minimum**, the following items.

	Four blankets (or small thermal blankets)
	Small bottle of sterile water / saline
	Antiseptic wipes
	Bottle of water less hand cleaning gel
	12 oz. Bottle of alcohol
	Band-aids
	Gauze
	Adhesive tape
	Scissors
	Tweezers
	Instant ice pack
	ABD-size sterile pad
	Disposable gloves
	CPR micro shield
	Penlight
	Any others determined by the school/site staff/administration.

**The above items are in the Nurse’s office.
It is the responsibility of Kim Griffith to review the above items during the first week of each school year and report to the principal upon its completion.**

Nassau County School District

Wildlight Elementary TEACHER "GO BAG"

Each classroom teacher will have the following items ready to take in the event of an evacuation.

x	Class roster(s)
	Emergency Procedures Quick Reference Guide
	Two-way radio, if available
X	Any other items determined by school administration.

It is the responsibility of each teacher to assemble the above items during the first week of each school term and maintain updated student rosters when changes take place.

EMERGENCY RESPONSE PROCEDURE FOR PARENTS, INCLUDING REUNIFICATION PROCESS.

THIS SHOULD BE SUITABLE TO SEND HOME TO PARENTS.

Notification:

Parents will be notified by our Blackboard Parent Link or our text message system. Teachers may also allow their students to send the follow text message if applicable *“The school has closed, please pick me up at _____ time at _____ location. Bring Your ID.”*

Parent/Guardian Expectations:

1. First, bring your identification card
2. Be patient and remember the process is for student safety and to ensure a smooth custody change between the school and a custodial parent.

What if a parent can't pick up their student?

Students will only be released to an adult identified as an emergency contact on the student's emergency card.

Process

1. The parent reception site will be set up by grade level.
2. Parent(s) or Guardian(s) will be asked to provide ID and complete a Reunification card.
3. Parents are asked to remain calm and patient as we verify all information.
4. Once all information has been verified, the student will be released.
5. If necessary, additional information may be requested.

3. SCHOOL-SPECIFIC PROCEDURE FOR INCIDENTS THAT OCCUR AFTER SCHOOL HOURS ON CAMPUS, OFF CAMPUS EVENTS SUCH AS FIELD TRIPS, AND OFF CAMPUS INCIDENTS THAT MAY HAVE AN IMPACT ON THE SCHOOL.

After School Hours

Incidents occurring on campus after school hours will be conveyed to parents by school reach. If all students have been dismissed, there is no imminent danger present. Parents will be notified if school closure is necessary due to the incident on campus.

Field Trips

1. Teacher/Teachers will report to administration pertinent information regarding safety of students.
2. Based on the severity of the incident, parents will be notified by teacher or administration regarding the safety of students involved.

Office Campus Incidents

1. All incidents off campus that may impact school will be conveyed to parents by Blackboard Parent Link or the local news station.



The Nassau County School District

Evaluation of Crisis Management Team Intervention

The Crisis Management Team seeks your input to help us assess the effectiveness of the intervention during the recent crisis at your school. We would appreciate your taking a few minutes of your time to complete this form as soon as possible and return it to the Crisis Management Team Chair.

Please indicate with an "X" the response which most closely reflects your evaluation of the following:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Speed of Crisis Management Team's response to the crisis: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | very delayed | adequate | very timely |
| 2. Comprehensiveness of Crisis Management Team's response: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | very limited | adequate | exceptional |
| 3. Effectiveness of team's responses in meeting students' needs: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | not helpful | adequate | very helpful |
| 4. Assistance to teachers in the classroom: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | not supportive | adequate | very supportive |
| 5. Quality of communication with the school faculty and staff: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | not informative | adequate | very explanatory |
| 6. Support and guidance to individual teachers and staff: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ineffective | adequate | very empathetic |
| 7. Assistance to the administrative staff: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | limited | adequate | comprehensive |
| 8. Amount of time allocated for intervention: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | insufficient | adequate | very sufficient |
| 9. Support to families in need: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | lacking | adequate | outstanding |
| 10. Communication of information to parents: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | minimal | adequate | thorough |

Please circle the words that best describe the students reactions to the Crisis Management Team's intervention:

- | | | | | |
|-----------|----------|----------|----------|------------|
| Satisfied | Positive | Negative | Angry | Ambivalent |
| Receptive | Grateful | Hostile | Relieved | Apathetic |

Please describe any significant reactions the students had to the intervention which should be considered in future interventions.

Please comment on any aspects of the intervention you found particularly helpful or areas which you think should be modified.

Name (Optional): _____ PLEASE RETURN TO _____ THANKS!



Nassau County School District

Crisis Management Team Report to Superintendent

Due within 5 days of incident - Attach additional information, documentation, and/or list of students directly involved in the incident including their grade levels and parents' names, addresses, and phone numbers as needed or applicable.

SCHOOL _____ **Date of Report** _____

INCIDENT Date _____ Time _____ Location _____

Description of Incident:

IMMEDIATE ACTIONS by Crisis Management Team:

DESCRIBE ASSISTANCE PROVIDED BY EMERGENCY RESPONDERS:

DESCRIBE ASSISTANCE PROVIDED BY OTHER COMMUNITY AGENCIES/ORGANIZATIONS:

FOLLOW-UP which has occurred or is occurring:

With students:

With faculty/staff:

With parent(s)/guardian(s) of student(s) involved:

With community:

RECOMMENDATIONS to improve response to future incidents:

Principal's Signature _____ Date _____

