

OVERVIEW

In Ohio all school districts are required to develop a crisis plan for each school building.

Middletown City School District provided crisis prevention management development training for staff, administration, law enforcement personnel, hospital representatives, community members, and parents on August 19 & 20, 1999. As a result of that training, crisis protocols for the district and each school building were developed.

In the event of a problem involving violent activities or an emergency triggered by natural causes such as a tornado, we believe that careful preparation and planning for such a crisis will help school officials, parents, students and community leaders respond quickly and effectively.

We believe that our schools are safe. In fact, based on research, schools are probably the safest place for children to be on any given day. Nevertheless, the Middletown City School District is committed to focus attention on the importance of security and the fact that a crisis can occur anytime, anywhere.

It is extremely important that families are aware of the crisis protocols in the Middletown City School District.

GENERAL INFORMATION ABOUT CRISIS TEAMS & CRISIS PROTOCOLS

BUILDING CRISIS TEAMS (BCTs)

The BCTs consist of designated members of the staff under the leadership of the building principal. The BCT will respond to crisis situations according to the Building Level Protocols.

BUILDING LEVEL PROTOCOLS (BLP)

Each school building has Building Level Protocols that outline comprehensive plans dealing with any crisis that might occur.

DISTRICT CRISIS TEAM (DCT)

The DCT consists of:

- Superintendent of Schools
- Director of Student Services
- Supervisor of Counseling & Safe School Services
- School Psychologist
- Community Relations/
Communications Specialist

The DCT provides support and ongoing training for the Middletown City School District. The DCT is prepared to offer assistance during any school crisis when called upon.

ALTERNATE SITE:

An alternate site is the location where your child would be moved, if necessary, during a crisis. The location of your site will be announced in your school newsletter and in various media outlets including the Middletown City Schools' website. **PLEASE MAKE NOTE OF YOUR ALTERNATE SITE.**

(Alternate Site)

(Address)

LOCKDOWN INFORMATION:

When a lockdown is necessary:

- All entrances are secured;
- All staff must secure classroom doors;
- BCT, DCT, or Emergency staff should use their discretion in deciding whether blinds or shades should be closed or left open;
- Classroom lights are off;
- Roll is taken;
- Office is notified of any student or staff who is outside the classroom;
- Lockdown remains until an "all clear" is called.

Students out of the classroom are instructed to go to the nearest safe classroom if a lockdown is called.

PROTOCOLS FOR PARENTS/RELATIVES

We ask for your cooperation in following these procedures in case of a crisis:

- Stay calm. The Building Crisis Team will be activated and appropriate steps will be taken to provide a safe and supportive environment for your child.
- No student shall be dismissed unless a parent/guardian or his/her student emergency form designee comes for the student. It is the parent/guardian's responsibility to keep the child's emergency record up to date.
- Students shall follow the school's sign out policy whether students are at the building or the alternate site.
- **PLEASE DO NOT CALL THE SCHOOL.** We must keep all phone lines open for emergency calls. If your child has been injured or needs your assistance a crisis team member will contact you immediately.
- During or immediately following an emergency **DO NOT DRIVE TO THE SCHOOL.** The school access route and entrances must remain clear for emergency vehicles.
- Watch or listen to Cable 24 or WPFB radio and other media outlets. Information and specific directions for relatives to follow will be announced.

IMPORTANT PHONE NUMBERS

MCSA Administration Building
(513) 423-0781

Vehicle Service Center
(513) 420-4568

Superintendent
(513) 423-0781

Director of Student Services
(513) 423-0781

Communications
(513) 423-0781

Middletown Police Dept.
(513) 425-7700

Fire Dispatcher
(513) 422-4511

Butler County EMS
(513) 844-8020

County Police
(513) 424-5366

Environmental Protection (EPA)
(800) 424-8802

CRISIS MANAGEMENT PROTOCOLS



MIDDLETOWN CITY SCHOOL DISTRICT

1515 Girard Avenue
Middletown, OH 45044
(513) 423-0781