



SAGE Academy

Policy #806 – Crisis Management Policy & Resources that can Provide Assistance in Drafting a Crisis Management Plan; Emergency Planning and Procedures Guide for Schools

LOCKDOWN Crisis Situation:

1. Proceed to nearest classroom if not already in a classroom
2. Allow access to any person needing protection
3. Secure and lock door after making sure no stragglers are outside of room
4. Keep students away from windows and doors. Start a quiet activity.
5. Do Not let a student out of the room for any reason until the all clear has been given.

These are the steps taken by SAGE Academy staff during the following events:

For a fight:

Teachers/staff:

- will separate the individuals involved
- diffuse spectators
- do not further agitate the assailant.
- summon help by sending a runner to the office
- complete an incident report

Leadership Team:

- Clear the spectators
- Limit and contain confrontation incidents
- Notify family members
- Administer discipline
- Call police if necessary

For Gang Violence:

Teachers/staff

- Seek assistance
- Diffuse situation, if feel comfortable
- Clear the area of spectators
- Separate students who are directly involved
- DO NOT APPROACH if crisis level is dangerously high

Leadership Team:

- Call 911
- Signal LOCK DOWN
- Limit and contain confrontation incidents
- Notify family members
- Administer discipline

Before Crisis:

- Remove all gang graffiti
- Ban gang paraphernalia from campus

For Weapons on Campus:

Teacher/staff:

- Inform Leadership Team member
- Isolate suspect and remove bystanders
- Call for LOCKDOWN
- DO NOT APPROACH
- DO NOT ATTEMPT TO TAKE WEAPON
- Keep students and staff in classroom, away from windows

Leadership Team:

- Call 911
- Attempt to obtain weapon using search and seizure procedures
- Stall for time
- Call for LOCK DOWN if suspect is “outsider” student is uncooperative, or weapon is visible.
- Eliminate student and staff movement in area.

FOR TORNADO WARNING:

A tornado warning is when a tornado has been sighted and may be approaching the school or the immediate area. These procedures will be followed: (the same procedure is followed for tornado drills).

1. An announcement will be made.
2. Walk in an orderly manner – move rapidly but DO NOT RUN. No talking or unnecessary noise.
3. Teacher and students should remain calm and take prescribed route to the assigned shelter. Students and teachers are to sit on the floor in proper tuck position.
4. Teachers will account for students who were in their classroom at the time. TAKE ROLL and maintain order and discipline in the shelter areas.
5. A messenger will bring the all-clear message.