

# **CRUSADER DEFENSE PLAN**

**Ascension of Our Lord School will follow all the guidelines as handed down by the Civil Defense Office of St. John the Baptist Parish, the Archdiocese of New Orleans, the Office of Catholic Schools and the St. John the Baptist School Board. In addition, the attached procedures will be followed.**

**This procedure has been updated May 2018 with help from:**

**St. John the Baptist Parish Sheriff Officer Quinton Nicholas  
Assistant Director of Public Safety Travis Perrilloux**

**985-359-8721  
985-379-6710**

# **Severe Weather**

When severe weather threatens the area, school officials will get information from television, radio or civil parish authorities.

**Severe weather warnings can include thunderstorms, flash floods, wind and hail, and tornado watches.**

1. Students/Staff will be directed to move away from doors and windows and remain in current location and not be allowed to move about campus until further instructions from administration.
2. Administration will make a sweep of campus and collect all students outside of assigned classrooms and hold or return to classrooms depending on severity of conditions.
3. Close outside doors and windows.
4. Explain and model for your students the proper protective position of “Drop and Cover” which is crouch to your knees and cover head with hands and arms.
5. Take attendance and report to the office the location of students who may be elsewhere on campus.

# **Severe Weather**

# **1A**

# **Tornado Warning**

A tornado warning means a tornado has been sighted in the area visually or on radar.

1. Move students to the pre-designated place of safety.
2. Close classroom and outside doors and windows. Keep doors unlocked.
3. Instruct students to assume “Drop and Cover” position until further notice.
4. Administration will make a sweep of campus and collect all students outside of assigned classrooms and hold.
5. Take attendance of students and complete the Safe Area/Classroom form to be collected by administration.
6. Wait for further instruction from administration.
7. Keep cell phones handy.

**NO STUDENTS WILL BE ALLOWED OUTSIDE DURING A TORNADO WARNING.**

# **Tornado Warning**

# **1B**

## **Bomb Threat**

1. In the event of a bomb threat, teachers will be instructed to quickly and quietly bring their students to the church for a prayer service. This will be a quiet evacuation; no fire alarms will be pulled.
2. The entire school will be evacuated and the Sheriff's Department will be called, 985-652-6338.
3. Wait for further instructions from the administration. Classes will be allowed back in the buildings after a thorough search has been performed.

## **Bomb Threat**

# Fire

In the case of a fire:

1. Direct students to line up at the door, leaving their personal belongings in the classroom.
2. Leave door unlocked and turn off the lights.
3. Bring your roll book and emergency bag.
4. Escort students out of the classroom following the posted evacuation route.
5. If heavy smoke is encountered, direct students to crawl on their hands and knees.
6. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front of them while crawling.
7. Maintain contact with an exterior wall until you reach an exit.
8. Once you have safely exited the building, take attendance of your students.
9. Stay in the evacuation area until further instructions are given.

If the fire is directly outside your classroom and is preventing evacuation:

1. DO NOT open door.
2. Notify administration via intercom.
3. Place a towel or garment under the door. Wet the towel if possible.
4. If classroom has a window, direct the students to stand near the window.
5. Open or break the window if it becomes necessary.
- 6. Prepare to evacuate quickly one the window is open as the oxygen will fuel the fire.**
7. Follow direction of the fire department and this evacuation plan with instruction from Mrs. Ruiz (Crusader Defense Plan #5)

Each classroom must have one window that is clear at all times as an evacuation route.

# Lockdown

A Soft Lockdown will happen when there is a threatening situation in the surrounding neighborhood, which may involve weapons or the Sheriff.

A Lockdown will happen when there is a potentially threatening situation on campus.

KEEP CELL PHONES CLOSE BY AT ALL TIMES.

Administration will notify church parish office. 985-652-2615 or 985-652-2649

## **In the event of a SOFT LOCKDOWN faculty/staff will do the following:**

- A soft lockdown will be announced over the intercom or in person
- A text will follow with details
- All exterior doors will be locked.
  - Note: Doors will still open from the inside even when in locked position so **teach students NOT to open doors upon request.**
- Conduct business as usual inside the building only. While students may move around within the building, no one may leave the building.
  - Note: Since there will be NO traveling allowed between buildings, there will be no transitioning to outside activities.

## **In the event of a LOCKDOWN faculty and staff will do the following:**

- A lockdown will be announced as soon as a threat is detected. This announcement may be delivered in various forms.
  - **Any staff member may call for a lockdown anytime they have reason to believe there is a threat on campus and call 911.**
  - **A lockdown may be announced over the intercom system.**
- Scan the hall for students and direct students into your classroom.
- Lock the students in classroom.
- Turn off the lights and drop the curtain-block over the door window and close all blinds on windows.
- Move children to a **BLIND** corner of the classroom and keep them as calm and quiet as possible

# Lockdown

# 4A

- Take attendance and complete the Safe Classroom/Area form and retain for authorities.
- Block the door with anything available (i.e. file cabinet, desk, chairs, etc.)
- Create a barrier or shield around students by turning over desks and other classroom furniture.
- Remain in Lockdown and **DO NOT** open classroom door for ANYONE. (this includes students, faculty and staff) until doors are opened by an administrator or law enforcement official.

**DISREGARD ANY REQUESTS MADE OVER THE INTERCOM SYSTEM EVEN IF MADE BY ADMINISTRATION.**

**IF THE FIRE ALARM SOUNDS WHILE IN LOCKDOWN, IGNORE IT AS FALSE UNLESS FIRE IS EVIDENT AND THEN TAKE APPROPRIATE ACTION.**

**Refer to the following instructions for locations other than classrooms if a Lockdown is called.**

#### **LIBRARY**

- Lock all doors to library using allen wrench located on nail above light switch on inside interior double doors.
- Turn off lights and close curtains/blinds on all windows and drop the curtain block over the door window.
- Move children to a **BLIND** corner of the library and keep them as calm and quiet as possible
- Take attendance and complete the Safe Classroom/Area form and retain for authorities.

#### **PLAYGROUND**

- **Do Not** return to the classrooms. Take students inside library and follow lockdown procedures for library. The key for the library is located on the electrical box behind the concession stand.

#### **PE CLASSES**

- Classes that are taking place between building 2 and the library should immediately go the library and following lockdown procedures for the Library.

#### **PRE SCHOOL PLAYGROUND**

- Return to the building and follow lockdown procedures.

#### **DON BOSCO HALL**

- Remain in DBH. Lock all doors. Place orange security bar on the west doors.
- Drop the curtain block over the door windows.
- Move students to safe areas such as behind the curtain on the stage, in the storage closet or the kitchen area.

# **Lockdown**

# **4B**

# **Evacuation**

In the event that it becomes necessary to leave the classrooms because of a disaster, the following steps will be taken by teachers, staff and students. **WHEN YOU LEAVE, TAKE YOUR EMERGENCY BAG AND SUPPLIES.**

1. When the command to evacuate the classrooms is given, all students will proceed with the teacher to the safety area indicated by the Principal:

**Safety Area 1** – Don Bosco Hall

**Safety Area 2** – Ascension of Our Lord Church

**Safety Area 3** – Soccer Field adjacent to Building 2

**Safety Area 4** – Riverlands Golf and Country Club, 500 Fairway Dr 652-6316

Walk south on Greenwood Drive, west on Fairway Drive to the Country Club.

**Safety Area 5** – St. John Community Center, 2900 Hwy 51, LaPlace. Buses will be provided.

**Safety Area 6** – Hammond High School in Hammond or The Centroplex in Baton Rouge

Buses will be provided.

2. Each class will assemble in the designated Safety Area with the teacher and emergency bag. Teachers will proceed to take attendance and account for all students. Any deviations from the information on the Emergency Attendance list must be noted by the teacher directly on the list and reported to the information center immediately.

4. All students will be retained at school or safety area with school personnel until dismissed to the care of an adult who has been authorized by the
5. Adults will be allowed only at the designated information and dismissal center. This is for the safety of the students.
  - A. Students must be signed out by an adult. The time and place of destination should be noted on the sign-out sheet.



## **After Any Incident**

1. Take attendance. Class lists are located inside emergency bags. Teachers are to ascertain the whereabouts of each student under the proper heading:

P = present and accounted for

A = absent, did not attend school that day

E = errand, before incident, the student was sent out of the classroom (office, restroom, etc.)

M = missing and unaccounted for

D = dismissed, the student left school before the incident or was duly dismissed to a parent or guardian from the dismissal station set up for the emergency.

Students with E or M status must have their status updated accordingly when a change occurs.

2. Determine the extent and gravity of personal and student injuries. Report all serious injuries to the Principal. Attend to these injuries first. Give students with lesser injuries medical attention after you have treated all seriously injured students. If you are not able to attend all injured students adequately, request assistance from your team teacher.

3. In the event that the team teacher is not able to render help, report your need to the Principal who will be responsible to take steps to provide additional assistance while you continue to tend to the students.