

SCHOOL DISTRICT OF Marinette
CRITICAL INCIDENT MANAGEMENT GUIDE
Quick Reference Guide

MEDICAL EMERGENCY

⊙ **Immediate Life Safety Emergency**

- ☐ Call 911
- ☐ Establish Command/Control
- ☐ Notify Office
- ☐ Administer First Aid until EMS arrives

MEDICAL EMERGENCY

⊙ **Minor Medical Incident**

- ☐ Move Student/Staff to Nurses Office for assessment
- ☐ Administer First Aid "if necessary"
- ☐ File incident report
- ☐ Contact Parent/Guardian

FIRE/EXPLOSION EVACUATION STEPS

1. Evacuate when alarm or alert is heard
2. Close classroom door and turn off lights as students leave.
3. Leave building to pre-designated staging area. Staging area should be 300-500 ft away from the building. **CALL 911 WHEN SAFE.**
4. Check roll to ensure that all students/staff are accounted for.
5. Report any missing students/staff immediately.
6. Return to building when an "ALL CLEAR" message is received.

WEATHER EVENT

- ☐ Be aware of watch/warning alerts
- ☐ Know shelter area in the event of tornadoes or severe thunderstorms.

NATIONAL EVENT

⊙ **Events of National Significance such as natural disasters or acts of terrorism may cause an emotional response from students/staff.**

- ☐ Explain honestly what you know and understand of the occurring event.
- ☐ Follow decisions or special instructions from the administration regarding schedules and/or lesson plans.
- ☐ Refer student/staff to Counseling Office if needed.

Emergency Numbers

County Dispatch:**911** or 715-732-7627
Marinette Police 732-5200
Marinette Fire 732-5178
Business Manager 735-1406
Student Services 735-1408

Other: _____

Other: _____

MANAGEMENT TASKS

- ☐ Get a situation report.
- ☐ Determine if evacuation or shelter is necessary.
- ☐ Procure additional resources, i.e. counseling, medical, etc.
- ☐ Ensure Superintendent or School Board President has been notified.
- ☐ Prepare documentation.
- ☐ Keep staff informed.

SHELTER-IN-PLACE CONSIDERATIONS

- ⊙ Sheltering in place is the use of any classroom or office for the purpose of providing temporary shelter from a Hazardous Materials release.

INSTRUCTIONS TO THE STAFF

- ☒ Turn off HVAC systems
- ☒ Seal Vents, windows, and doors
- ☒ Listen & wait for further instructions over public announcement system.
- ☒ Do not allow students to leave shelter area until an "ALL CLEAR" message is received.

EVACUATION CONSIDERATIONS

Classrooms/Offices

- ⊙ Evacuate from a place to a place
- ⊙ Close classroom/office doors as students leave
- ⊙ If situation warrants, buses will be used to transport students/staff to an identified site.
- ⊙ If evacuation is immediate students and staff should be at least 300-500 feet from building.
- ⊙ Reassemble at evacuation site and verify that all students/staff are accounted for. Report any missing student/staff immediately.
- ⊙ Setup "Parent Reception Area" away from school

Evacuation Authority

In the event of an escalating emergency inside/outside the building the administrator in charge of the affected school has the authority to recommend an evacuation of students/staff.

In certain limited situations involving a hazardous chemical incident, a fire chief has the authority to evacuate residents. (s. 213.095).

State

During a state of emergency the Governor can issue such orders necessary for the security of persons or property (s. 166.03 (1)(b)(5)).

Off-site Evacuation Centers

Evacuation Location(s)

Primary Evacuation Location:
Marinette City Garage on Cleveland Avenue
Alternate Evacuation Location:
UW-Marquette Gymnasium

Evacuation Site Phone Numbers

TELEPHONE NUMBER:

1. 715-732-5172 City Garage Direct Line
2. 715-735-4325 UW-Marquette Athletic Director

7 CRITICAL TASKS

- ⊙ **THIS IS AN EXTREMELY DANGEROUS SITUATION AND SHALL BE HANDLED BY LAW ENFORCEMENT. YOUR FIRST PRIORITY IS LIFE SAFETY.**

- ⊙ **CALL 911 WHEN SAFE.**

LOCK DOWN ORDER

1. Establish Communications and Control/Command
2. Identify "HOT" zone
3. Evacuate inner Perimeter away from "HOT" zone.
4. Lock door(s) and move to area out of sight of entry door window(s).
5. Sit/lie on floor and keep quiet.
6. Open door only to police officers and follow instructions for evacuation.
7. Establish evacuation staging area.

NO LOCK DOWN ORDER

1. Establish Communications and Control/Command
2. Identify "HOT" zone
3. Evacuate inner Perimeter away from "HOT" zone.
4. Evacuate Outer perimeters.
5. Establish evacuation staging area.
6. Listen and wait for further instructions.
7. Return to building when an "ALL CLEAR" message is received.

WEAPONS

1. Establish Communications and Control/Command
2. Notify Principal Office immediately (If personal or student safety allows).
3. Assist in investigation
- ⊙ Use media to get out the location of the Parent Reception Area.
- ⊙ Return to classrooms/offices when an "ALL CLEAR" message is received.

Administration

Personnel / Support

- ☐ Ensure all response staff or support staff involved are recording their role in the incident
- ☐ Ensure/document that upper levels of Administration have been notified.
- ☐ Ensure Parent/Community /Media relations have been established.
- ☐ Complete required agency
- ☐ Complete investigative paperwork if required.

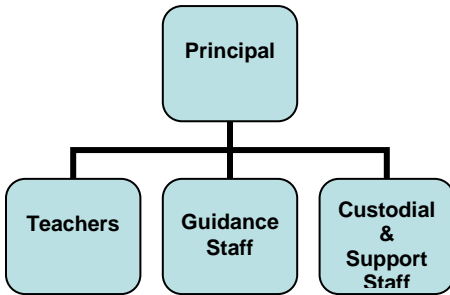
Critical Equipment /Resources

- ☐ Building/classroom keys
- ☐ Classroom rosters/grade book
- ☐ Emergency contact information
- ☐ Staff ID
- ☐ "Grab and Go" bags "if supplied"
- ☐ Hand held radio "if supplied"

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Command Structure



The building administrator is the Incident Commander during on-scene emergencies. The administrator continues to plan and implement school responses. All communication is done between the Incident Commander and staff.