

**Wayne-Local Schools
CRISIS LIST
2023-2024**



I. Notify Building and Central Office Administrators, also all Guidance Counselors.

*Verify facts before proceeding

*Identify significant others *Each Building needs to develop a Crisis Team with a list of members. This list is simply a suggestion.

*Each building may modify this list, but please have approval by Dr. Ison and place on file with Jan Dworetsky

II. *WHS/WJH 513-897-6971 – Megan Marion, Secretary (740-981-7528), will notify:

Mr. Chip Will, Principal – 937-231-5975
Mr. Ben Spalding, Assistant Principal – 937-825-8701
Mrs. Jamie Manley, Athletic Director – 937-684-7577
Mrs. Dawn Broeker, Secretary – 217-417-3179
Mrs. Abby Shinkle, Guidance Office – 937-266-0187
Mrs. Lois Isaacs, Guidance Office - 513-312-2327
SRO Shannon Mermann – 937-422-0220 or 513-673-4309
Mrs. Ruth Marcum, Psychologist- 937-626-5305

***Central/Administration Office - Jan Dworetsky (937-609-0144) will notify:**

Dr. Sam Ison, Superintendent – 513-649-4359
Mrs. Carolyn Huber, Treasurer – 513-543-5858
Mr. Ken Lackey, Business Manager – 937-478-9306
Mrs. Kelly Miller, Communications Director – 937-470-4283
Mrs. Lynn Hatfield, Transportation Supervisor – 513-309-4851

***WES, 513-897-2761 – Haley Carlin, Secretary (513-262-3076) will notify:**

Mrs. Anna Garafolo, Principal – 937-901-4661
Mr. Patrick Clark, Assistant Principal - 937-621-2674
Mrs. Charnelle Bees, Guidance Counselor – 513-836-7022
Mrs. Omalee Stephenson, Secretary – 513-509-3273
Mrs. Stephanie Ghantous, Psychologist - 513-543-5004
Mrs. Laura Collier, Special Education Supervisor - 513-720-2559

III. Notify Crisis Team:

*Contact Warren County Career Center – 513-923-5677
*Contact Warren County ESC – 513-695-2900
*Red Cross -513-868-7616 and/or other outside agencies:

***Area Youth Ministers:**

Waynesville United Methodist – 513-897-5771 or (417) 860-0945 (John Decker)
Morningstar Baptist Church - 937-885-1206
Bridge Community Hub – 513-855-4004 or 678-983-8819 (Brandon Larson)
Crossview Christian Church – 937-885-7402

***Brief secretaries as to what should be said to people calling for information.**

***Direct media calls to Dr. Ison**

IV. Notification of School Staff

****Staff meeting held ASAP to:**

1. Inform staff of the facts and circumstances
2. Acknowledge feelings of staff members
3. Explain the plans for the day
4. Identify “at risk” students

***If tragedy occurs during school hours, building administrators and Crisis team will notify staff members personally.**

V. Notification of Student Body

***Administrators will report the facts to the student body after consulting the Crisis Team**

- Options:
- 1) whole school announcement
 - 2) Individual teacher announcement
 - 3) Other

VI. Group Talk

***Provisions for group talk will be determined each year after consulting the master class schedule.**

***The PAC and any available empty classrooms will be used**

***Group talk could be monitored by: district and county counselors and psychologists**

VII. Individual Talk

***Guidance Office, Psychologist Office, and Principal’s Office will be used**

***Coverage for classes will be handled via a sign up sheet in the office, routing some classes to study halls, and could be supervised by crisis team members and other staff members not directly involved in group/individual talk.**

VIII. Communication with Parents

***Form letter via email will be used to notify parents as to the school’s actions as soon as possible. An “All Call” may be done**

IX. Support Meeting for Staff

***Staff meeting may be called at the end of the day as needed to go through the events of the day, provide support for each other, and to determine procedures for the next day.**

X. Memorial Event

***The building administrators will extend care and concern to the family and plans for a possible memorial will be discussed (if appropriate).**

***US Flags will not be flown at half-mast since it takes an order from the President of the US or State Governor.**

Develop Options:

*School will not be canceled or early dismissal unless warranted

*If WLS is the official site for funeral and it is during the day- what to do about school?
Cancel or move time to after school?

XI. Bus Accident Procedures