

2013-14 Adult Education at Central Nine Career Center

Crisis Management Plan
Created by Director of Adult Education,
Michelle Davis and the Adult Education Leadership Team

Common Practice around Region
5 Career Centers on how they
handle Safety and Security in the
Evenings

Region 5 Career Centers

- Blue River Vocational Center

- 1). A custodian and teachers are onsite for the classes.
- 2). The custodian is responsible for securing the building.
- 3). No Administrator or Director is onsite in the evenings.
- 4). No crisis management plan in place or practiced.

- Wayne Township (Ben Davis)

- 1). A Lead Teacher is onsite for questions.
- 2). A security guard monitors the entire campus and is available if needed.
- 3). No Administrator or Director is onsite in the evenings.
- 4). No crisis management plan in place or practiced.

Region 5 Career Centers

- Walker Career Center
(Warren Central)

- 1). Teachers and Custodians are on site.
- 2). A security guard monitors the entire campus and is available if needed.
- 3). No Administrator or Director is onsite in the evenings.
4. No crisis management plan in place or practiced.

- J. Everett Light (North Central)

- 1). Teachers and Custodians are on site.
- 2). A security guard monitors the entire campus and is available if needed.
- 3). No Administrator or Director is onsite in the evenings.
- 4). No crisis management plan in place or practiced.

Key contacts that I interact with daily throughout the state from DWD, Inters, adult education Directors, WorkOne offices, and other businesses and industries are available during normal business hours.

Crisis Management Plan at C9 for Adult Education on and off campus

On Friday, 09-06-13, Adult Education had it's first Full Staff Meeting with all divisions of Adult Education (ABE, ACE, GED examiners & proctors) in attendance. 57 of our 80 part time employees attended. (taped meeting for those not in attendance)

The Adult Education Crisis Management Plan was introduced and put into action...

1. The crisis management books were distributed and reviewed.
2. The Incident form was introduced and discussed.
3. The Onsite room checklist form was introduced and discussed.
4. The first aid kits were distributed to the offsite instructors.
5. The laminated emergency cards were distributed.
6. Mr. Hunt presented a 20 minute lesson on de-escalation and preventing violence from happening in the adult classroom.
7. A soft lock down and hard lock down drill were implemented using the new radios for communication with the office assistant and Mr. Hunt.
8. A severe weather drill took place with everyone participating.
9. A fire drill was also performed during the meeting.

Adult Education Drills:

Fire drill, soft & hard lock down drill,
severe weather drill

Monday, 09-30-13

- Prepare
- Practice
- Become Aware



Mr. Alan Hunt – Crisis Management Leader

- Fire
- EMS
- FEMA (Dept. of Homeland Security)
- Law Enforcement

Hourly rounds of all the campus buildings and doors/gates.

Carries a radio and fills out a nightly checklist.