

# EAGLE ATHLETICS

## CRISIS

### MANAGEMENT

### PLAN



# **Athletic Crisis Management Plan Development Team**

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# Grace Christian Academy

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The purpose of the Athletic Crisis Management Plan is to provide a comprehensive manual which includes policies and procedures for athletes, coaches and campus safety. This manual will be updated as necessary and will be provided to all Coaches, Leadership Team and Crisis Team Members. A copy will be maintained in each school office, gymnasium, vehicles and medical bags.

Emergency situations may arise at any time during athletic events or practices. Immediate action must be taken in order to provide the best possible care to the sport participant's emergency and/or life threatening conditions. The implementation of this crisis management plan will help ensure that the best care will be provided. As emergencies may occur at any time and during any activity, all school employees, volunteers and sports medicine teams must be prepared. This preparation involves formulation of emergency plans, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and the continuing education of emergency medicine and planning. Through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted.

However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situations to be managed appropriately.

## **Components of the Crisis Management Plan**

These are the basic components of every crisis management plan for athletics:

1. Crisis Management Plan Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of Licensed Athletic Trainers, Student Trainers, Coaches and Administrators
5. Venue Directions

## **Crisis Management Plan Personnel**

With athletic practice and competition, the first responder to an emergency situation is typically a member of the athletic staff, most commonly a coach or athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely based on such factors as the sport or activity, the setting and the type of training or completion. Certification in CPR, First Aid, AED,

athletic safety, prevention of disease transmission and emergency plan review is required annually for all athletic personnel associated with practices, competitions, skills instructions and strength and conditioning. The development of an emergency plan cannot be complete without the formation of a crisis management team. The crisis team may consist of health care providers including, but not limited to physicians, emergency medical technicians, certified athletic trainers, student athletic trainers, coaches, parents or bystanders. When forming the crisis management team, it is imperative each crisis team member knows how to adapt to each medical crisis or sport. It is important for each team member to understand each crisis team member responsibilities in the case some team members are not present. The roles of team members may vary depending on various factors such as the number of team members, athletic venue or the preference of a head coach or athletic trainer.

## **Roles within the Emergency Team**

1. Establish scene safety and immediate care of the athlete.
2. Activation of the Emergency Medical System.
3. Emergency equipment retrieval.
4. Direction of EMS to scene.

There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of the athletes. Acute care in an emergency situation should be provided by the most qualified individual on the scene.

The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team, however, the person chosen for this duty should be someone who is calm under pressure and who communicates well.

### **Activating the EMS System**

1. Secure the scene
2. Call 911
3. Provide Information
  - a. Name, address and telephone number of caller
  - b. Nature of emergency
  - c. Number of athlete(s)
  - d. Condition of athlete(s)
  - e. First Aid treatment initiated
  - f. Specific directions as needed to locate the emergency scene
  - g. Any additional information requested by the dispatcher

The third roll, equipment retrieval may be done by anyone on the emergency team, who is familiar with the type and location of the specific equipment needed, such as, athletic trainers, coaches or athletes.

The fourth roll of the emergency team is directing EMS to the scene. One crisis team member should be responsible for meeting emergency medical personnel as they arrive on site of the emergency. An athletic trainer, administrator, coach or crisis team member are appropriate for this role.

### **Emergency Communication**

Communication is the key to quick emergency response. Communication prior to the event is a great way to establish boundaries and to build rapport between each crisis team member and medical personnel. If emergency medical transportation is not available on site during a particular sporting event, direct communication with the EMS at the time of injury or illness as necessary.

Access to a working telephone is mandatory. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect in case of failure of the primary communication system. At each athletic event, it is imperative that someone has a working telephone.

### **Emergency Equipment**

All necessary emergency equipment should be at each site and readily accessible. Personnel should be familiar with the function of each type of emergency equipment. Equipment should be in good operating condition and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by crisis management team and emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection log book for continued inspection is strongly recommended. It is important to know the proper way to care for and store the equipment. Equipment should be stored in a clean and environmental controlled area and be readily available when emergency situations arise.

### **Medical Emergency Transportation**

Emphasis should be placed at having an ambulance on site at each high risk sporting events. In the event an ambulance is on site, there should be a designation location with rapid access to the site and a clear route for entering/exiting the venue. If an ambulance is not present at an event, entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary surveyor assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Emergency situations where there is impairment in the level of consciousness (LOC), airway, breathing, circulation (ABC), or neurovascular compromise should be considered “load and go” situations and emphasis placed on rapid evaluation, treatment and transportation.

## **Non-Medical Emergencies**

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the school's crisis management plan.

## **Safety Drill**

All GCA sports teams are required to conduct an annual safety drill. This drill shall be completed prior to the end of the first six weeks and/or the first competition. The drill will include all components of the crisis management plan and/or team and be document by the head coach. The head coach will relay this information to the Head of School's assistant to be recorded for Accreditation documentation.

## **Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is imperative to invest athletic department "ownership" in the emergency plan by involving the athletic administration, athletic coaches and sports medicine personnel. The crisis management plan is reviewed at least once a year with all athletic and administrative personnel. Through development and implementation of the crisis management plan, GCA helps ensure all athletes will have the best care provided when an emergency situation arises.

# **INSTRUCTIONS FOR SPECIFIC INCIDENTS**

# **NON-URGENT INJURY PROCEDURES**

1. Contact Athletic Trainer or School Nurse
2. Contact Athletic Director/Assistant Athletic Director
3. Contact Parent

# **URGENT EMERGENCY PROCEDURES**

\*Contact Athletic Trainer, School Nurse or Athletic Director/Assistant Athletic Director immediately. If unavailable, follow the procedure below:

1. Call 911
2. Instruct EMS to report to Grace Christian Academy Athletic Complex at 14325 Crescent Landing Drive, Houston, TX 77062
3. Instruct EMS to enter the facility by turning off of Clear Lake City Blvd. between the Texaco Gas Station and Chase Bank and travel east on Crescent Landing Drive.
4. GCA Athletic Complex is on the left side of the campus, next to the football field.
5. To enter the complex for a sporting event, entrance is the last set of glass doors, on the right.
6. Send appropriate personnel to meet EMS in the parking lot and direct them to emergency location.
7. Provide all necessary information to EMS personnel.
8. Provide appropriate emergency care until the arrival of EMS personnel.
9. Contact Athletic Director/Assistant Athletic Director
10. Contact Administration
11. Contact Parent

# **LOCATIONS OF AED**

1. Top of stairs in the athletic complex, next to the restrooms.
2. Outside the nurse's station

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832-385-4045 Mobile

# ACTIVE SHOOTER

**HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY** – Quickly determine the most reasonable way to protect your own life. Students and staff are likely to follow your lead.

1. Evacuate
  - a. Have an escape route and plan in mind.
  - b. Leave your belongings behind
  - c. Keep your hands visible.
  
2. If hide out is necessary
  - a. Hide in an area out of the active shooter's view.
  - b. Block entry to your hiding place and lock the doors.
  
3. Take action
  - a. **Only if you are able**, attempt to incapacitate the active shooter.
  - b. Act with physical aggression and throw items at the shooter.

**Call 911 when it is safe to do so.**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

How you should react when law enforcement arrives:

- Remain calm and follow officer's instructions.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises.

Information you should provide to law enforcement or 911 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.
- Increased use of alcohol and/or illegal drugs.

## **RECOGNIZING SIGNS OF POTENTIAL VIOLENCE**

An active shooter could be a current or former student or staff member. Alert your Principal if you believe a student exhibits potentially violent behavior. Alert the Head of school if you believe a staff member or former staff member exhibits such behavior.

### **POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:**

- Use (or increased use of alcohol or illegal drugs.
- Unexplained increase in absenteeism, and/or vague physical complaints.
- Depression/Withdrawal.
- Increased severe mood swings, and noticeable unstable or emotional responses.
- Increased talking of problems at home.
- Increase in unsolicited comments about violence, firearm/weapons and violent crimes.

**ALWAYS INITIATE LOCK-DOWN PROCEDURES WHEN GUNSHOTS ARE HEARD ON OR NEAR CAMPUS.**

# ALLEGED SEXUAL ASSAULT/MISCONDUCT

## The Head of School will immediately:

- Contact Child Protective Services, if applicable.
- Contact the school lawyer.
- Contact the board chairman. Meet immediately to explain situation and plan strategy.
- Make yourself available to police detectives. Do not give the impression you are hiding something. Remain neutral, seek the truth and support the truth-finding process. Don't advocate for either side.
- Meet with staff as soon as possible to pray, review policy and emphasize neutrality with the issue.
- Contact the public relations firm. Set up an appropriate format and timing for a public statement if necessary. Remind staff not to talk with the media.
  - Address media at press conference so that all hear the same information.
  - Stick to the facts. Opinions don't matter.
  - Involve experts, where possible, who can speak on the facts: law enforcement officers, case workers, legal professionals, counselors and psychologists, the insurance carrier.

## Further Steps:

- Set up a meeting with parents to discuss the facts, offer counsel, dispel rumors, and calm fears.
  - Lead by Chairman of the Board, Head of School, Principal
- Continue to unite and encourage the staff. Offer counsel and support to any who are "under suspicion" because of the professional relation with the accused.
- Evaluate policy and practice in relation to the events. Quickly respond to possible weaknesses.
- Alert insurance company to possible legal and financial issues of court decision.

# CHILD ABUSE AND NEGLECT

All suspected child abuse or neglect must be reported to Child Protective Services, the nurse and Administration. Any person who discovers any type of abuse should inform the school administration immediately. Grace Christian Academy will follow all directives set forth by CPS and Texas law.

Texas has both civil and criminal laws to protect children from abuse and neglect. If you suspect that a child is being abused or neglected, the law requires that you report it. [Texas Family Code Section 261.101 (a)]

The Texas Department of Family and Protective Services (DFPS) is the agency to call if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child or someone who lives in the home with the child. Child Protective Services (CPS), a division of DFPS, is responsible for conducting civil investigations of alleged abuse or neglect by caregivers or household members. You may also report suspected abuse or neglect to any local or state law enforcement agency. Law enforcement agencies are responsible for criminal investigations, which focuses on figuring out who committed a crime. The CPS investigation is a civil court matter that focuses on the welfare of the child and family.

You are protected by law from liability when you make a report of provide information in good faith during a CPS investigation. However, you are not protected from civil or criminal liability if you report your own abuse or neglect of a child or intentionally file a false report against someone else. [Texas Family Code, Section 261.106]

Failure to report suspected child abuse and neglect is a criminal offense. [Texas Family Code Section 261.109]

To report to DFPS, call the 24-hour, toll-free abuse hotline at 1-800-252-5400 from anywhere in the United States to report abuse or neglect that happened in Texas. The important thing is to call and report what you suspect. You will be given a call ID number to prove that you made the call. You can call back and use the call ID number to give additional information about the same case. Anonymous callers are welcome, but they will not be given a call ID number. The identity of the reporter is confidential and not revealed to anyone but law enforcement, unless disclosure is ordered by a court. [Texas Family Code Section 261.201]

# **BOMB THREAT**

## **TELEPHONED:**

- Get as much information from the caller as possible. Try to ask the following questions:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address?
  - What is your name?
- Keep the caller on the line and record everything that is said.
- Notify the Head of School and the Crisis Management Team (CMT). Call 911 if necessary.

## **WRITTEN:**

- Keep all materials including letter, envelope, etc. Do not handle the materials.
- Notify the police and Head of School/Principal/CMT
- The CMT shall decide if evacuation of the building is necessary.
- The CMT shall decide if a search is needed.

## **SUSPICIOUS DEVICE (DELIVERED OR FOUND):**

- Do not move, open or touch the item.
- Notify the Head of School/Principal/CMT.
- Call 911.
- Evacuate the building using the Fire Drill Procedure.

# **BUS/VEHICLE CRASH**

## **Teacher/Coach/Driver in charge:**

- Call Police or 911.
- Report accident to Athletic Director and/or Head of School.

## **Head of School/Athletic Director or CMT designee:**

- Report to the accident unless it is unsafe to do so.
  - Determine if any students or staff have been injured and the extent of injuries.
  - Determine if injured persons will be transported to the hospital. Which hospital?
  - Obtain student emergency care information for transport to the hospital.
  - Notify parents, guardians or emergency contact designee.
  - Accompany injured student(s) or staff member(s) to hospital.
    - If victims are transported to multiple hospitals request additional CMT members to accompany victims.
- Provide emotional support to victims.
- Brief parents/guardians.
- Arrange for crisis counseling if necessary.

# **BUS EMERGENCY EVACUATION**

## **Determine Need to Evacuate Bus**

The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact the Athletic Director to explain the situation before deciding to evacuate the school bus. As a rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of fire?
- Is there a smell of leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing student expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved?
- Sometimes, it may be safer to remain on the bus and not come in contact with the material.

## **Mandatory Evacuations**

The driver must evacuate the bus when:

- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad-highway crossing.
- The position of the bus may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

## **Evacuation Procedures: Be Prepared and Plan Ahead**

When possible, assign two responsible, older student assistants to each emergency exit. Teach them how to assist the other students off the bus. Assign another student assistant to lead the students to a safe place after evacuation. However, you must recognize that there may not be older, responsible students on the bus at the time of the emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes ensuring that they know the location of and operation of the various emergency exits, and the importance of listening to and following all instructions given by you.

## **General Procedures**

- Determine if evacuation is in the best interest of safety.
- Determine the best type of evacuation:
  - Front, rear, or side door evacuation, or some combination of doors.
  - Roof or window evacuation.
- Secure the bus by:
  - Placing transmission in Park, or if there is no shift point, in Neutral.

- Setting park brakes.
- Shutting off the engine.
- Removing ignition key.
- Activating hazard-warning lamps.
- If time allows, notify the Athletic Director of evacuation location, conditions and type of assistance needed.
- Dangle radio microphone or telephone out of driver's window for later use, if operable.
- If no radio or telephone, borrow one from a student, or passing motorist or area resident to call for help.
- Order the evacuation:
  - Evacuate students from the bus.
    - Do not move a student you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
    - Special procedures must be used to move neck spinal injury victims to prevent further injury.
  - Direct a student assistant to lead students to the nearest safe place.
  - Walk through the bus to ensure no students remain on the bus. Retrieve emergency equipment.
  - Join waiting students. Account for all students and check for their safety.
- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency responders.

### **Safe Place to Evacuate (Tips)**

- A safe place for the students will be at least 100 feet off the road in the direction of oncoming traffic. This will keep them from being hit by debris if another vehicle collides with the bus.
- Lead students upwind of the bus if fire is present.
- Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
- Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
- If the bus is in the direct path of a sighted tornado and evacuation is ordered, escort students to a nearby ditch or culver if shelter in a building is not readily available, and direct them to lie face down, hands covering their heads. They should be far enough ways, so the bus cannot topple on them.
- Avoid areas that are subject to flash floods.

### **Front Door Evacuation**

- Set the parking brake, put on 4-way hazard lights, shut off engine, take the key, and instruct the students to evacuate the bus using the front door and to take nothing with them.
- The front door assistant leads the students off the bus to a safe place, 100 feet or 40 paces from the bus, or instructs the students exactly where to go. **WARN ALL STUDENTS: Walk. DO NOT RUN.** Use the handrails.
- The students follow the door assistant off the bus in numerical order (i.e., seats 1-24).
- After all the students are off the bus, the driver walks to the rear of the bus to make sure that all students have departed.
- Take the fire extinguisher, reflectors and first aid kit with you off the bus.
- Make sure the students are in a safe area and behaving in an orderly manner.
- Set out the reflectors.

- Stay with the students until the emergency has been resolved.

### **Rear Door Evacuation**

- Set the parking brake, put on 4-way hazard lights, shut off engine, take key, and instruct the students to evacuate the bus using the rear door and to take nothing with them.
- The two rear door assistants seated on the aisle exit the rear emergency door, and stand one on each side of the door, to assist the rest of the students off the bus. The third rear door assistant leads the rest of the students to a safe area, 10 feet or 40 paces from the bus, or instructs the students exactly where to go. **WARN ALL STUDENTS: Walk. DO NOT RUN.**
- Instruct the student to sit on the floor with feet outside and ease out onto the ground when exiting the rear door of the school bus.
- The students follow the door assistant off the bus in reverse numerical order (i.e., seats 24-1).
- After all students are off the bus, the driver walks to the rear of the bus checking the bus to make sure that all the students have departed.
- Take the fire extinguisher, reflectors and first aid kit with you off the bus.
- Make sure the students are in a safe area and behaving in an orderly manner.
- Set out reflectors.
- Stay with the students until the emergency has been resolved.

# EARTHQUAKE

## If INSIDE a building:

1. Stay inside.
2. Move away from windows and glass.
3. Move away from suspended objects such as light fixtures.
4. Take cover in interior doorways, narrow halls, or under desks and other heavy furniture.

## If OUTDOORS:

1. Stay outside.
2. Move away from buildings and other structures.
3. Move away from utility poles and overhead cables.

## When earthquake is over:

1. Check for injuries – do not move seriously injured persons unless danger of further injury exists. Call for the rescue squad at 911.
2. Evacuate the building using the FIRE DRILL and/or EVACUATION PROCEDURE.
3. Take attendance and report any missing persons to the administration in charge.
4. The Facilities Manager should check utilities and assess damage.
  - a. Shut off damaged utilities.
  - b. Notify the Head of School
  - c. Notify utility companies of any breaks.
5. Contact the Head of School. He will determine if the Crisis Management Team should be called.
6. In the event of resulting fire, call the fire department at 911.
7. Do not reoccupy the building until it has been inspected and deemed safe.

## If trapped under debris:

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

# **FIRE AND/OR EXPLOSION**

Anyone seeing fire or hearing an explosion should:

**SOUND the ALARM for EVACUATION OF THE BUILDING. Notify the Principals/CMT.**

## **The Principal or his/her designee should:**

1. Follow the Fire Drill Procedure. (Teachers take grade books for attendance.)
2. Call the Fire Department at 911.
3. Check every accessible area of the Building to be sure all persons have been evacuated.
4. Take student and staff attendance at assembly points. If someone is missing, **NOTIFY FIRE OFFICER IMMEDIATELY.**
  - a. Provide the name of the person.
  - b. Provide the last see location of the person.
5. Give a Recall signal when the Fire Officer approves a return to the building. If the building cannot be re-occupied, then follow evacuation procedures and notify the Head of School, he will determine if the Crisis Management Team should be called.

# HEALTH EMERGENCIES

Seriously ill or contagious students should be reported to the Principal. All accident reports should be filled out by the person responsible for the injured child at the time of the incident. A copy should be given to the Principal. Parents are to be notified in all these cases via phone and a follow-up call is a desirable courtesy.

The Principal should be informed of any trends or potential epidemics. Consideration of school closing will happen when an illness has affected over 30% of the students or teachers. The Principal will notify the Head of School at this point, and he will determine the next steps.

## **Sudden Illness/Life Threatening Emergency:**

1. If a person is gasping for breath, call 911 immediately. Have someone notify the administrator in charge; he/she may need to calm people and reassure them that help is on the way. Ask one adult to wait for the ambulance.
2. Begin CPR or appropriate treatment. **DO NOT MOVE PATIENT.**
3. Available staff should keep the area clear of people. Someone should find the nearest automated external defibrillator (AED) and bring it to the victim. AEDs are located next to the nurse's office and on the second floor, by the restrooms in the athletic complex.

# INTRUDER/TRESPASSER

Teachers/staff should politely greet any person who cannot be identified as a legitimate GCA student, staff or authorized visitor. Ask the person the purpose of his/her visit. Escort him/her to the office to sign in.

An intruder is an unauthorized person who enters GCA property and does not report to the office for a visitor pass. If the intruder's purpose is not legitimate, ask him/her to leave and accompany them to the exit. Staff should notify the building administrator/CMT if the intruder refuses to leave.

## CMT:

- Respond to call for assistance from staff.
  - Advise the intruder that he/she is trespassing and needs to leave the campus, and that police will be notified if he does not leave.
- If the subject refuses or his/her purpose is not legitimate:
  - Initiate lock-down procedures at any time should the situation escalate.
  - Call the Head of School or 911.
    - Advise the police as to the whereabouts of the intruder – still in the building?
    - Give police a full description of the intruder(s)
      - Name (if known)
      - Clothing and other descriptors
      - Vehicle
      - Was he/she carrying a weapon or package?
    - Back away from the intruder if he indicates a potential for violence. Allow an avenue of escape for both you and the intruder.
    - To the extent possible, maintain visual contact with the intruder.
- Document all actions taken by staff.

# LOCKDOWN PROCEDURES

## Classroom (class in session)

1. Door should already be locked and closed. Take care of this first, if necessary.
2. Lights out.
3. Move students to safety area and “Shelter in Place” – out of line of sight.
4. Shades pulled and place appropriate communication card in window, if possible.
  - a. **Red** Card or absence of Card – signifies classroom is in immediate danger.
  - b. **Yellow** Card – signifies classroom is secure but injuries exist.
  - c. **Green** Card – signifies classroom is secure.
5. Teacher should have students follow directions for complete silence until danger is over.
6. Teacher should be prepared with numbers and who is absent, if possible.
7. Teacher will listen for response team directions given by phone, intercom or individual.

## Between Classes (in transit)

1. Teacher should keep all students already in their classroom in place.
2. Teacher should usher all possible students into their classroom from hallway as safely and quickly as possible.
3. Teacher should follow guidelines as outlined for class time lockdown; doors locked, lights out, shelter in place, shades closed and appropriate Card in window. Wait in silence for instructions from response team.
4. Teacher should have accurate count of students sheltering in their room.

# ODORS, SPILLS AND ENVIRONMENTAL HAZARDS

Any person identifying unusual ODORS, SPILLS or ENVIRONMENTAL HAZARDS shall immediately notify the Principal and/or the Head of School.

## **The Principal/Head of School shall:**

- Decide if the condition is Hazardous to occupants.
- Call the Fire Department at 911 and evacuate the building using the Fire Drill Procedure, if there is any doubt about the safety of the occupants.
- The Head of School will determine if the Crisis Management Team should be called.
- Secure the localized area or the building from entry.
- Follow the evacuation procedure, if the building cannot be re-occupied.

## **Other Considerations:**

The responding agency/department official will assume responsibility for people and building safety upon arriving at the scene. School officials will remain in control of communication.

# TERRORISM

Terrorism is the unlawful use of force or violence against persons for purposes of intimidation, coercion, or ransom. Acts of terrorism include threats of terrorism, assassinations, kidnappings, hijacking, bomb scares and bombings, cyber-attacks, and the use of chemical, biological, nuclear and radiological weapons.

## **In the event of a terrorist attack within the United States, the HOS/CMT will:**

- Monitor the situation.
  - Follow the advice of the Department of Homeland Security, Texas Department of Emergency Management and local law enforcement.
  - Consider securing the building or releasing students to parents.
  - Consider cancelling outside activities and field trips.
  - Assess facility security measures.
- Keep teachers and staff informed.
- Re-evaluate response plans as new information develops.

## **Teachers and staff will:**

- Inform students of incident in an age appropriate manner as directed by CMT/Principals.
- Stay calm and address student concerns.
  - Limit access to media outlets.
  - Answer student questions honestly.
  - Do not allow students to speculate or exaggerate graphic details.
- Decide whether or not to temporarily suspend/alter regular lesson plans as directed by the Principal/Head of School.
- Monitor student behaviors and reactions and make referrals to the appropriate student services staff as necessary.

# TORNADO/SEVERE WEATHER THREAT

Event	Response	Initiator
Tornado Watch	Head of School/Principal will monitor conditions via weather radio & alert Dir. Of Facilities. Head of School/Principal will alert personnel using radios and/or phone.	HOS/Principal/HOS Assistant
Potential severe weather at pick up	Use Parent Alert System to send message to parents: <i>"We anticipate severe weather at regular dismissal time. You are always welcome to pick up your child early. If a major storm hits during dismissal, please join your child in the building."</i>	HOS/Principal
Tornado Warning in School Vicinity	Use intercom/phone system for "ALL CALL" to notify buildings to move to safe area.	Principal/Receptionist/Secretary
	Move students to the ground floor and away from windows and exterior walls. Portable classrooms and large, open rooms (cafeteria, gyms) should never be used; move students from those areas before severe weather arrives. Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head. Maintain position until "All Clear" is given.	Faculty
	Do not take students out of the buildings during looming threat. Parents should take cover with their child inside the building until the danger passes.	
	School buses should not leave campus.	
Tornado Watch/Warning – after-school hours	Determine which, if any, after-school activities should be cancelled. Assign any students who remain unsupervised to After School Care. Alert all applicable sponsors/coaches.	HOS/Principal/HOS Assistant

**\*Walkie-talkies in all school offices are to be kept on at all times.**

**\* In the event of severe weather during an outside school event, on campus, all staff on site are directed to help all parents, students, spectators and officials head inside to one of the shelter locations. The Athletic Director or Administrator in charge will help facilitate this procedure.**

# UTILITY EMERGENCY

## **GAS line break or leak:**

1. Evacuate the building using the Fire Drill Procedure.
2. Keep students and staff well away from the leak area.
3. Notify the Head of School, he will determine if the Crisis Management Team should be called.
4. Call the school's utility provider.
5. Call the Facilities Director.

## **ELECTRIC power failure:**

1. The Environmental Service Manager should shut down the affected service.
2. Contact the school's utility provider.
3. Notify the Head of School. He will determine if the Crisis Management Team should be called.
4. Maintain normal operations as much as possible.
5. If there is imminent danger, evacuate the building using the Fire Drill Procedure.
6. Call Facilities Director.

## **LINES down in the area:**

1. Call the Fire Department at 911. (The Fire Department will contact the Telephone Company, gas and electric companies, if appropriate.)
2. Until the Fire Department arrives, faculty or staff member should secure the area of the downed lines to prevent children and others from going near them.
3. Keep students inside the building.
4. Notify Principal.
5. Call the Facilities Director and Head of School.
6. The Head of School will determine if the Crisis Management Team should be called.

## **WATER main or SEWER line break:**

1. Move students and staff away from the break area.
2. If there is imminent danger, evacuate the building using the Fire Drill Procedure.
3. Notify the Principal and Facilities Director.
4. Call the Head of School.

# WEAPONS VIOLATIONS

Student access to weapons creates significant risk within the school and violations are treated seriously. Early intervention may reduce or eliminate the escalation of the incident to a crisis.

If you are aware of a weapon on campus call the Principal and Notify the Head of School immediately.

- Notify the police that a weapon is on school property.
  - Provide the location, identity and description of the individual, if available.
  - Provide description and location of weapons.
- As long as the weapon is not being displayed, no effort should be made to intervene until police arrive.
- If the weapon is on an individual, isolate the individual.
- Without confronting the suspect, a CMT member should go to the area where the suspect is reported to be and observe him/her until the police arrive.
- If the weapon is in a locker, backpack or a motor vehicle on school grounds, prevent access to these areas.
- Do not allow the suspect to pick up or carry his own belongings.
- The CMT will determine whether to initiate lockdown, evacuate or take other security precautions.
- Conduct a weapons search if reasonable suspicion exists.
- Police should take possession of any weapons located.
- Do NOT approach a suspect alone.
- A recorder should document events and decisions as they take place.