

Buna Independent School District

Multi-hazard Emergency

Operations Plan Handbook

Buna Independent School District

P.O. Box 1087

Buna, TX 77612

409-994-5101

www.bunaisd.net

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Buna ISD Administrators

Superintendent	Dr. Steve Hyden
Chief of Operations	George Talbert
Curriculum and Instruction	Kelley Peck
Elementary Principal	William Bond
Junior High Principal	Amber Flowers
High School Principal	Roy Farias
Special Services Director	Joe Menard
SJSEC Director	Jerry Gore
Director Food Services	Joni Powell
Network Manager	Aaron Spell
Athletic Director	Bradley Morgan

Emergency Phone Numbers
Buna Independent School District Numbers

Administration Office	409-994-5101
District Police	409-489-0980
Technology Office	409-994-4826
Transportation Office	409-994-4881
Maintenance Office	409-994-4881
High School Office	409-994-4811
Junior High Office	409-994-4860
Elementary School Office	409-994-4840
Elementary Nurse	409-994-4857
Junior High Nurse	409-994-4872
High School Nurse	409-994-4894

Buna/Jasper County Numbers

Emergencies	911
Buna Fire Department	409-994-2178
Jasper Emergency Management	409-994-2543 409-781-2382
Jasper County Sheriff's Department	409-994-3261
Buna Sub Courthouse	409-994-3837
Jasper County Water Services	409-994-3532
Jasper-Newton Electric Coop.	409-423-2241

Center Point Energy	1-800-376-9663 1-888-876-5786
ATT	1-800-464-7928
Children Protective Services(hotline)	1-800-422-4453
Acadian Ambulance	409-384-6900
Alpha Rescue EMS	409-384-9400

Communication Procedures for Emergencies

1. Call for emergency assistance.....911
2. Activate the Campus Emergency Preparedness Teams. These will consist of administrators, counselors, office personnel, nurses, maintenance/custodial staff, and any others deemed necessary.
3. If anyone is sent to the hospital for emergency treatment, a staff member needs to accompany them to act as a liaison between the hospital and the district. This person should relay progress reports as soon as possible.
4. Immediately notify the superintendent, who will serve as the public information officer if needed.
5. If the superintendent is not available, use the following chain of command:
 - Assistant superintendent
 - Campus Principal
 - Campus Assistant Principal
 - Campus Counselor
 - Campus Secretary
 - Campus Nurse

All information about an incident, accident, or crisis must be reported immediately to the Superintendent or designee. Complete information will then be released to the media and the general public through the Superintendent's office.

All requests by the media will be handled via this procedure. All teachers, students and other school personnel should avoid being interviewed or providing information to the media and should instead direct such inquiries to the superintendent.

Only the superintendent or designee provides information to representatives of the newspaper, radio, television, or internet.

If you are contacted by a media representative, either in person or by telephone, refer the caller to the superintendent's office. Every effort will be made to handle the request for information efficiently, promptly, and thoroughly.

Crisis Procedure Checklist

- ___1. Determine the facts surrounding the crisis and it's potential impact.
- ___2. Request emergency services.
- ___3. Notify Superintendent, other emergency services as needed.
- ___4. Notify other schools affected by crisis and arrange for school district resources as necessary.
- ___5. Assemble campus/department crisis team. Request that team members carry out pre-planned responsibilities.
- ___6. Designate rooms and space for counseling, media, and crisis coordination if needed.
- ___7. Superintendent will take gathered information and deal with media representatives.
- ___8. Debrief with all crisis team members frequently throughout the crisis.
- ___9. Schedule additional planning sessions.
- ___ 10. Plan for parent community meetings as needed.

This checklist serves as a simple guide for use by BISD employees to use in a crisis. Not all steps will be necessary depending on the size and scope of each individual crisis.

Legal

Security Audit

- (a) Each school district shall adopt and implement a multi-hazard emergency operations plan
- (b) for use in district schools. The plan must address mitigation, preparedness, response, and recovery as defined by the commissioner in conjunction with the governor's office of homeland security. The plan must provide for:
 - (1) district employee training in responding to an emergency;
 - (2) mandatory school drills to prepare district students and employees for responding to an emergency;
 - (3) measures to ensure coordination with local emergency management agencies, law enforcement, and fire departments in the event of an emergency; and
 - (4) the implementation of a security audit as required by Subsection(b).
- (c) At least once every three years, a school district shall conduct a security audit of the district's facilities. To the extent possible, a district shall follow security audit procedures developed by the Texas School Safety Center or a comparable public or private entity.
- (d) A school district shall report the results of the security audit conducted under Subsection(b) to the district's board of trustees and to the Texas Center for Safe Schools.

Added by Acts 2005, 79th Leg., Ch. 780, Section 1, eff. Sept 1, 2005

The administrative team of Buna ISD prepared this emergency handbook. It is intended to be used by principals, teachers, and staff as a quick reference to procedures that enhance response time to any one of a wide range of possible situations affecting schools.

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

Buna ISD will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although

mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations programs are:

Hazard analysis

- 1) Identifying hazards
- 2) Recording hazards
- 3) Analyzing hazards
- 4) Mitigating/preventing hazards
- 5) Monitoring hazards

Security audit (district personnel and available private resources)

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

- a. Providing emergency equipment and facilities
- b. Emergency planning, including maintaining this plan.
- c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this district during emergencies and training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- e. Completing an After Action Review after drills, exercises and actual emergencies.
- f. Revise plan as necessary.

3. Response

Buna ISD will respond to emergency situations effectively and efficiently. The focus of most of this plan is on planning for the response to emergencies. Response operations are intended to resolve an emergency quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, Buna ISD will carry out a recovery program that involves both short-term and long-term efforts. Short term operations seek to restore vital services to the district and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

Introduction

This School Multi-hazard Operations Plan has been prepared to assist all staff in planning for and managing a variety of crisis when they occur. We must remember that the basic concerns in managing a school crisis are the safety and welfare of human lives followed by attention to the preservation of the school purpose itself. It is imperative that Buna ISD staff carefully review this handbook and follow its directives with appropriate planning and training.

The purpose of this manual is as follows:

1. To give directions and guidelines for school administrators and staff during an emergency situation.
2. To promote safe operation of schools during a crisis.
3. To help promote positive attitudes toward emergency preparedness.
4. To ensure the health and safety of students and staff and preserve public property during emergencies.
5. To list responsibilities of staff in a crisis, thereby enhancing the effectiveness of the emergency procedures.
6. To coordinate support from Police/Fire/EMS.
7. To assist in the training of school/staff and department personnel.

Remember that this is just a basic guideline for emergency operation procedures. Items that are unique and specific to each individual campus can be found in the individual campus plans.

During a crisis no handbook or set of written instructions can substitute for the timely and prudent decisions of a campus leader.

**Abduction/Kidnapping (To
and from school)**
Recommended Steps to follow

Witnessed

1. Dial 911, report incident to School officer and Jasper County Sherriff's Department.
2. Notify the Superintendent/designee, giving complete details of the incident including all pertinent facts.
3. Notify the student(s) parents.
4. Meet with the campus/district Crisis Team
5. All media requests will be handled through the superintendent/designee.
6. Provide counseling services to students who need them

Not Witnessed

1. Verify that the student is missing. Have the building searched.
2. Dial 911, report the incident to School officer and Jasper County Sheriff's Department.
3. Notify the superintendent/designee.
4. Notify the student(s) parents.
5. Question the student's friends for information.
6. Prepare classmates to be supportive when student is returned.
7. Provide for follow-up counseling as needed.
8. All media requests will be handled through the Superintendent/designee.

**Assault
(Staff/Student)**
Recommended steps

1. Exercise necessary physical constraints to stop the incident. Request the assistance of School officer and other staff members if needed.
2. Determine the extent of personal injuries if any, and provide medical attention as needed.
3. Dial **911**, notify school officer and Jasper County Sheriff's Department.
4. If injury warrants medical care and attention, the school nurse/designee will transport victim(s) by ambulance to a medical facility.
5. Protect the crime scene.
6. Maintain control of other students. Get them from the scene as soon as possible.
7. **If possible detain the suspect until police arrive**
8. Notify the Superintendent/designee of the incident.
9. Notify the parents/legal guardians of the victim and assailant.
10. If the assailant is a student and is going to be removed from the campus by the school officer or police officers, notify his/her parents, and request a parent conference.
11. Provide counseling and support to the parents of the victim. If it is necessary to send anyone to the hospital by ambulance, send a staff member with a copy of the student's emergency card. The staff member will serve as a liaison between hospital and district with instructions to relay progress reports back to the district on the student's condition as soon as possible.
12. Implement appropriate disciplinary action in accordance with board policy and district administrative procedures.
13. The Superintendent/designee will handle all media requests.

Bomb Threat

Recommended steps to follow

1. Upon receiving a threat, the person answering the phone should attempt to ascertain the following:
 - When is the bomb set to go off?
 - What is the explosive?
 - What does it look like?
 - Where is it located? Did the caller place the bomb?
 - What does the voice sound like? (sex, nationality, age, etc.)
 - Are there any identifiable sounds in the background?
 - What is the exact wording of the threat?
2. Have another staff member call 911 from a cell phone while the caller is still on the line.
3. If a suspicious item is found, **do not attempt to touch or move it.**
4. If the principal determines that the threat is valid, fire procedure drills will be followed with possible modifications.
5. Notify the Superintendent/designee.
6. Notify police and fire departments
7. During inclement weather or a prolonged search, students may be taken to an alternative location after Superintendent approval.
8. Do not re-enter building until all clear has been given by police and fire personnel.
9. Student attendance should be taken after building evacuation to assure all students and staff have left the building.
10. If evacuation is called for, additional personnel will be called in to deal with possible parental traffic and concerns.

Bus Accident

Recommended steps to follow

Bus accident with Injuries

1. Do not move the bus from the accident scene.
2. The bus driver will follow established procedure for evacuating children if possible.
3. Verify the incident with responding emergency personnel. Determine the number and extent of injuries and all the hospitals students have been transported to for care.
4. If possible the campus principal or designee should try to be present at the scene of the accident
5. Notify the superintendent/designee of the incident.
6. Notify parents/legal guardians of students involved in the incident.
7. Work with Transportation department to gather additional information about the accident.
8. Superintendent/designee will handle all media relations.
9. **Prepare a list of the injured student(s), their parental information, and emergency contact numbers for whatever emergency location to which they have been transported (hospitals may not have access to this information).**
10. Visit with the injured students at the hospital, and provide counseling as needed.

Bus accident with fatality

1. If a fatality occurs inform the staff through memos or visits to classrooms. **Do not use the public address system or assemblies to give information.**
2. Determine the most effective method to inform parents of the death, what the school is doing, and what reactions to expect from their children.
3. Notify the campus crisis team. Team members are to assist at the school with counseling for friends and classmates as needed.
4. Provide counseling, paying particular attention to friends of the deceased
5. Superintendent/designee will handle all media relations.

Child Abuse

If you suspect child abuse, use the following procedure:

1. Report the incident by CPS by telephone or internet
2. Document the CPS case number.
3. Inform the campus principal/assistant principal of the CPS report.

Mandatory reporting

Texas law requires that any person suspecting that a child has been abused or neglected must immediately report the incident. If there is an emergency call 911

Professionals must make a report no later than the 48th hour after first suspecting a child has been abused or neglected. A professional may not delegate to or rely on another person to make a report. Professionals include teachers, nurses, doctors, day care employees and others who are licensed by the state or work in a licensed facility who have direct contact with children in the course of their job.

The person reporting is not expected to prove the abuse or neglect has actually occurred.

As a principal, counselor, nurse or teacher you must make a report if you suspect child abuse. Failure to report suspected child abuse or neglect is a class b misdemeanor punishable by imprisonment of up to 180 days and/or a fine of up to \$1,500.

Your Legal Protection

Any school personnel report of child abuse or neglect is confidential and immune from civil or criminal liability as long as the report is made in "good faith" and "without malice." "Good faith" means the person making the report took reasonable steps to learn facts that were readily available and at hand. "Without malice" means that the person did not intend to injure or violate the rights of another person. The immunity extends to participation in any judicial proceedings that may result from the report.

Do not try to investigate. Do not confront the abuser. Do report your reasonable suspicions. It is then the responsibility of Child Protective Services to investigate the allegation. Remember that even if your report does not bring decisive action, it may help establish a pattern that will eventually help the child.

Teachers who only advise administration and nurses of a potential abuse incident **do not meet** the obligation under this law. The abuse or neglect must be reported by the person observing it.

Dangerous/Irate Person or Stranger in Building **Recommended steps**

Stranger in the Building

1. Teachers may approach any person on campus without proper visible district identification and inform them that they must report to the office immediately. If the teacher or para-professional does not feel comfortable approaching the stranger, then they should inform campus administration immediately.
2. Campus administration will then approach the individual and ask them to report to the office.
3. If the individual refuses or becomes irate, the administrator may escort deemed necessary.
4. If staff or students witness the incident, inform them of the facts once the situation is resolved.

Dangerous or Irate Person on campus

1. Ask for identification and determine if they have a legitimate reason to be on campus.
2. If they have a legitimate concern, be polite and courteous and attempt to de-escalate the situation. If the person calms down, listen to him/her and attempt to understand and address his/her concerns
3. **Under no circumstances allow a classroom to be disturbed by an irate individual.**
4. If the person is determined to be dangerous or refuses to de-escalate, escort them from the building if possible. Call for help from the school officer if necessary.

Death at school

Recommended steps

Death on Campus

1. Isolate location. Do not touch anything. Keep other students and personnel from the area.
2. Immediately notify campus police and/or call 911.
3. Notify Superintendent. The Superintendent will handle media relations, notify school board members, and parent/guardian/spouse of the victim.
4. Superintendent will meet with administrators and counselors to prepare a statement and a plan for informing staff members.
5. Principals will meet with staff and give them the known facts about the incident.
6. Have a specific area set aside for counseling those who are having a hard time dealing with the situation. Involve local church personnel if needed.
7. Determine who will go to the family's home, procedure for sending flowers, and who will attend the funeral.

Death in the School Community

1. Get the facts.
2. Notify superintendent's office. Superintendent will handle all media relations.
3. Notify the school counselor. Enlist the aid of other counselors and local clergy if needed,
4. Meet with staff to discuss known facts.
5. Determine who will go to the family's home, procedure for sending flowers, and who will attend the funeral.

If the incident occurs over the weekend, holiday or during the summer break, notify the superintendent and administrators so arrangements can be made.

Fire/Fire Drill Procedures

Recommended procedures

1. If a fire is detected, an alarm will be sounded.
2. In the case of an actual fire, authorities should be notified at once (school officer and Buna Volunteer Fire Department).
3. The principal will be the Incident Manager for the scene until the arrival of emergency personnel. At all times the primary concern of the administrator should be the safety of staff and students
4. When the alarm is sounded, all students will leave the room and proceed to the nearest exit. The teacher will check to make sure all students are out of the room and the door closed
5. Selected personnel will check bathrooms and other non-classroom area for staff and students.
6. Students will proceed to a pre-designated area away from the school building(see individual campus plans for details).
7. If the principal determines the level of danger requires extra distance from the building, evacuation by bus or foot will be initiated at this time.
8. All occupants (teachers, students, administrators, parents, support staff, etc,.) will leave the building during a fire drill or an actual fire emergency.
9. Teachers will have a paper copy of their class roll with them during any evacuation so a legitimate headcount can be achieved.
10. Exit maps should be posted in all instructional areas. Possible alternate routes should be discussed with teachers and students.
11. In cases involving explosions and possible injuries, the emergency management teams will take lead in this area with school personnel providing assistance as needed.
12. Building may not be re-entered until cleared by emergency personnel.
13. If a full evacuation is needed , students will be moved to a designated area.
14. Debrief the Campus and District Crisis Teams after the incident.

Evacuation

Sometimes evacuation is required, usually in cases involving fire, bomb threats, utility problems, etc. The predetermined evacuation site(Activity center for elementary, football field for high school and junior high) will also serve as the reunification site. **When law enforcement and school personnel determine that it is safe for parents to pick up their students, it will be allowed. This must be an orderly process and parents must be prepared to show identification.**

Hit List

Recommended procedure

1. Secure area
2. Principal will be incident commander until arrival of emergency personnel.
3. Contact school officer and Jasper County Sheriff's Department.
4. Inform the superintendent.
5. Parents/guardians of student involved notified by campus administrator.
6. Suspected student should be isolated as much from other activities related to the incident.
7. All questioning should be limited until arrival of school or county officers.
8. Superintendent will handle all media relations.
9. Campus and district teams should be debriefed after incident.

Utility Failure

1. When a natural gas leak, electrical power failure, or water line breaks, call maintenance department at 994-4880 or 994-4881.
2. The maintenance department will contact the appropriate utility provider.
3. If there is determined to be a danger of a fire or explosion from a gas leak or electrical problem, the campus principal will initiate fire drill or evacuation procedures as needed.
4. Return to the buildings will only be allowed when they have been declared safe by emergency personnel.
5. The superintendent will make all determinations on early release or possible school closures.
6. The superintendent will handle all media relations.

Weather

Tornados/ severe thunderstorms

1. If a tornado is sighted in the area, sound the alarm immediately.
2. Teachers will escort students to predetermined safe areas. This procedure is different for each campus so individual campus plans should be consulted.
3. Once in the shelter mode, do not leave for any reason until all clear is given,
4. Keep students away from all windows when possible
5. If a campus is actually struck by a tornado:
 - 1) Call 911.
 - 2) Principal is incident commander until the arrival of emergency personnel.
 - 3) Evacuate damaged areas and provide first aid where needed.
 - 4) Notify superintendent's office
 - 5) Check roll and determine if any students are missing
 - 6) Take students to designated evacuation area where parent reunification can occur.
 - 7) Provide counseling as needed
 - 8) Debrief crisis team after incident.

Hurricanes/Flooding/Winter Storms

Any decisions involving possible early out procedures will be handled by the superintendent's office. Parents will be informed through the district alert system and local news outlets.

Train Derailment/Hazardous Materials

1. School officials will most likely be informed of an incident by county officials
2. The principal will consult with emergency personnel and determine the best course of action.
3. If time allows, evacuation will be executed using school buses.
4. Due to the dangerous nature of these incidents, evacuation decisions will be made primarily by emergency personnel. **If an evacuation is called for, it will not be the same as an ordinary evacuation or fire drill. Emergency personnel orders are to be absolutely obeyed at this time.**
5. If needed, emergency personnel will evacuate students and staff to a safe location
6. If evacuation becomes necessary, movement should be perpendicular to the direction of the wind.
7. All windows should be kept shut and air conditioning cut off if a shelter in place procedure is used.
8. Roll call will be taken of students after a safe location is reached.
9. Area may not be re-entered until cleared by emergency personnel.
10. Decisions on early/late dismissal will be made by the superintendent and emergency personnel
11. Debrief campus and district crisis teams as needed.

Violent Student Behavior

1. The principal or appropriate building staff should be advised of threatening or violent behavior by a student.
2. Remove the student from class, by reasonable force if necessary, with the assistance of an available adult or the school officer. Contact Jasper County Sheriff's Department if needed.
3. Place student in a secure, secluded to allow time to de-escalate.
4. Assess the possibility of drug involvement.
5. Attempt to calm the student by listening and giving him/her an opportunity to express his/her opinion and view of the incident.
6. Document the events by interviewing the teacher and any witnesses to determine the exact cause of the incident.
7. Contact the parents/guardians of the student.
8. Determine the possible punishment for the actions as outlined in the student code of conduct and board policy.

Weapon/ Active Shooter

Weapon on Campus

1. If it is verified that a weapon is on district/campus grounds, determine the location of the weapon. **Notify the district police officer immediately.**
2. If possible remove all staff and students from the area of immediate danger.
3. Do not attempt to forcibly disarm a suspected individual.
4. If the suspect is willing to give up the weapon, it will be confiscated by the campus administrator. **Do not attempt to confiscate a gun.** A gun should be confiscated by a police officer.
5. Once unarmed, have the person relocated to the principal's office.
6. Inform the suspect's parents of the incident.
7. The superintendent will handle all media relations and make determinations on informing other parents.
8. Make a written report of the incident.
9. Take appropriate disciplinary action as determined by the student code of conduct and state law.

Active Shooter

1. At the sound of gunfire, initiate lockdown procedure. Student safety is the primary concern. Teachers are to keep students away from doors and windows when possible.
2. Call 911, the school police officer, and the Jasper County Sheriff's Department.
3. If the gunfire is outside, and it can be safely done, secure all outside doors.
4. If time permits, notify the administration office.
5. Campus principal is incident commander until emergency personnel arrive.
6. Lockdown procedure is to remain in place and no students will be allowed to leave until the all clear is given by emergency personnel.
7. The superintendent will handle all media relations.
8. Make preparations with counselors and crisis team for follow-up counseling with students and staff.
9. If it is necessary to send anyone to the hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between hospital and district administration with instructions to relay progress reports as soon as possible.