

# FANNINDEL ISD

# EMERGENCY PROCEDURES MANUAL

POLICE, AMBULANCE, FIRE DEPARTMENT

DIAL **911**

FIRE, DISASTER, EVACUATE

**3 BELLS**

FANNIN COUNTY SHERIFF – 903-583-2143

DELTA COUNTY SHERIFF – 903-395-2146

FANNINDEL ISD CENTRAL OFFICE – 903-367-7251

SUPERINTENDENT – 979-472-8288

TRANSPORTATION AND MAINTENANCE – 903-217-4975

# **INTRODUCTION**

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency.

- THINK OF EVERYONE'S SAFETY FIRST
- USE COMMON SENSE AND TRAINING
- ACT QUICKLY AND CALMLY
- BE FACTUAL AND UNEMOTIONAL WITH STUDENTS AND THE COMMUNITY

For most major kinds of emergencies some preparations can be made. Knowing whom to call can save time, property, and lives. This booklet is intended as a practical outline of what to do in a variety of emergency situations, but it requires each school to develop its own evacuation plan and establish its own crisis team. The School Safety and Emergency Resource Manual found in the superintendent's office acts as a supplement to this guide and can provide further detailed information on emergency and crisis prevention, management, and resolution.

- READ THIS BOOKLET
- DEVELOP PLANS AND TRAIN STAFF
- REHEARSE EMERGENCY PROCEDURES
- ALWAYS PRACTICE PREVENTION

# ACCIDENTS

## MINOR – Level I

- Administer first aid by utilizing school nurse or trained staff
- Follow emergency procedures as indicated by nature of accident
- Inform parent
- Fill out student/personnel accident report

## MAJOR – level II

- If life threatening call 911
- Notify superintendent, school administrator, nurse, or counselor as needed
- Apply first aid utilizing nurse or trained staff
- Inform Parent
- Fill out student/personnel accident report

## TO AND FROM SCHOOL – Level I

- If life threatening call 911
- Notify superintendent, school administrator, nurse, or counselor as needed
- Call central administration, transportation as needed
- Notify parents, spouse, or closest relative
- Send a trusted employee to observe the situation
- Fill out student/personnel accident report

## BUS OR AUTO ACCIDENTS ON TRIPS AWAY FROM SCHOOL – Level II

- Call emergency vehicles/services, police, fire, ambulance, DPS
- If a threat of fire exists, ensure children are moved to a safe place
- Contact transportation department
- Verify report with police
- Attempt to determine who has been injured and extent of injuries
- Notify superintendent, transportation, and campus administration
- Assemble campus crisis team
- Prepare a list of students, parents, and phone numbers
- Prepare a fact sheet and media statement
- Visit injured
- Debrief campus crisis team and staff
- Fill out student/personnel accident report
- Check with business office about insurance coverage

# ACCIDENTS

# LEVEL I, II

# **ASSUALT/ALLEGED ASSUALT/SEXUAL ASSUALT**

- **If life threatening call 911**
- **Notify superintendent, school administrator, nurse, or counselor as needed**
- **Unless injuries require immediate attention of a physician or health professional, keep the victim at school. If sexual assault make sure that the victim stays with nurse, counselor, or trusted staff member until police arrive.**
- **Call law enforcement if they have not been called**
- **Detain suspect until police arrive**
- **Log all activities and decisions**
- **Notify victim's parents**
- **If alleged assailant is a student, notify parents**
- **Allow school professional to accompany victim and police/parents to hospital**
- **Prepare fact sheet and media statement**
- **Provide counseling for victim and family**
- **Follow board policy regarding student discipline, questioning of students, and students taken into custody by law enforcement**
- **Provide guidance and support for suspect's family**
- **Meet with parents of victim and teachers to plan for students return to school**
- **Debrief staff**

# **ASSUALT/ALLEGED ASSUALT/SEXUAL ASSUALT**

# **BOMB THREAT**

- **When threatening call is received, attempt to keep the caller on the line as long as possible to learn the following:**
  - When is the bomb set to go off?**
  - What is the explosive?**
  - What does it look like?**
  - Where is it located in the building?**
  - Did you place the bomb?**
  - Why was it set?**
  - Where are you calling from?**
  - What is your name?**
  - What does the voice sound like (male, female, adult, child, accents, etc.)?**
  - Were there any identifiable sounds in the background?**
  - Exact wording of threat.**
- **Immediately after the call, call 911**
  - Notify superintendent, school administrator, nurse, or counselor as needed**
  - Notify transportation if site evacuation is needed**
  - Assemble crisis team and inform them of the situation**
  - Evacuate the building and conduct a search by crisis team and staff**
- **If a bomb is found, isolate the area**
  - Do not handle device, use cell phone, use two-way radios, turn the lights on or off, or attempt to dismantle the device**
  - Notify the superintendent**
  - Evacuate the building**
  - Do not re-enter the building until advised to do so by law enforcement**
- **Prepare fact sheet and media statement**
- **Inform parents – use district notification program**
- **Debrief with campus crisis team and staff**

# **BOMB THREAT**

# CHEMICAL SPILLS

- Obtain Material Safety Data Sheet for spilled chemical if known
- If life threatening call 911
- Notify superintendent, school administrator, nurse, or counselor as needed
- Give location and chemical information if known
- Determine to evacuate the building or shelter in place
- If advised by police or fire department to remain in the building
  - Move all students away from the affected area
  - If necessary have all students and staff breathe through wet paper towels
  - Close up and secure affected area
  - Shut down electricity and gas
  - Post warning signs at entrance
- If advised by police or fire department to evacuate
  - Call transportation for buses, 478-7174
  - Sound alarm and evacuate building – 3 bells
  - Execute evacuation plan
- Convene campus crisis team
- Estimate extent of injuries ,if any, with nurse and health professionals
- Make and keep list of any injured or hospitalized students or personnel
- Re-occupy facilities only after cleared to do so by police or fire department
- Prepare fact sheet and media statement
- Debrief with crisis team and staff

# CHEMICAL SPILLS

# **CHILD ABUSE, EMPLOYEE MISCONDUCT WITH A MINOR**

## **SUSPECTED**

- Report to police and/or Youth and Family Services within 24 hours
- Document all actions and decisions
- Do not attempt to investigate or verify the information until or unless given direction by superintendent
- Permit interview with student by authorized, identified officials only
- Cooperate with investigator's request regarding notice to parents
- Provide follow-up counseling

## **ACCUSATION AGAINST SCHOOL PERSONNEL**

- Document report
- Do not attempt to investigate or verify the information until or unless given direction by superintendent
- Notify superintendent as soon as possible
- Report to local police and/or Youth and family Services
- Provide for police investigation and notify parents of procedures
- Allow time for employee to be interviewed, arrange for substitute, place employee on leave until further notice
- Prepare fact sheet and media statement
- Convene campus crisis team and counselors, as needed
- Plan for parental inquiries, staff meeting, and further safety measures
- Notify parents of affected student that counseling is being provided for the alleged incident
- Provide crisis counseling only after statements are taken
- Debrief with crisis team and staff

# **CHILD ABUSE, EMPLOYEE MISCONDUCT WITH A MINOR**

# **CHILDNAPPING**

## **WITNESSED**

- Call 911
- Notify superintendent, counselors, and/or nurse as needed
- Notify parents
- Convene campus crisis team, including counselors
- Decide on plan of action
  - Faculty meeting
  - Visit classrooms
  - Letters home to parents
- Prepare classmates to be supportive
- Prepare fact sheet and media statement
- Provide for follow-up counseling
- Debrief with crisis team and staff

## **NOT WITNESSED**

- Verify student is missing
- Call 911
- Notify superintendent, counselors, and/or nurse as needed
- Notify parents
- Convene campus crisis team, including counselors
- Question student's friends and classmates, provide availability for police questioning
- Search neighborhood, if prudent, with police leadership
- Prepare fact sheet and media statement
- Provide for follow-up counseling
- Debrief with crisis team and staff

# **CHILDNAPPING**



# **DEATH AT SCHOOL – NATURAL, HOMICIDE, SUICIDE, OR ACCIDENTAL**

- Call nurse to site. Call 911
- Clear students from area
- Convene campus crisis team
- Log all activities and decisions
- Determine method to inform parents, classmates, and community
- Prepare for expected student reactions and counseling needs
  - Ensure that the family is notified through pre-established method
  - Alert counselors and administrators at schools in which siblings are enrolled
  - Inform staff and student body
- Prepare fact sheet and media statement
- Provide counseling individually or in a group as needed
  - Make home visits with counselors or crisis team members
  - Hold a faculty meeting as soon as possible
  - Prepare to hold community meetings, if needed
  - Plan long term response and follow-up counseling
- Permit students to leave only with parental permission
- Debrief crisis team and staff
- Relay information as it becomes available

# **DEATH AT SCHOOL – NATURAL, HOMICIDE, SUICIDE, OR ACCIDENTAL**

# FIRE

- Call 911
- Attempt to extinguish fire if small and contained (i.e. trash can)
- Confine fire by closing door to the area involved
- Shut off HVAC, close exterior windows, shut off electrical power to affected area, shut off gas
- Evacuate students and staff from area
- If extent of fire is unknown, initiate evacuation plan immediately – 3 bells
- In case of fire alarm, initiate evacuation plan immediately – 3 bells
- Notify superintendent
- Convene campus crisis team
- Log all activities and decisions
- Assist emergency personnel as requested. Follow instructions of police and fire departments
- Keep students and staff away from the building until area is declared safe. If building cannot be re-entered and site evacuation is necessary, call transportation and execute evacuation plan
- Maintain a list of injured and/or hospitalized persons
- Prepare fact sheet and media statement
- Contact maintenance director at 979-478-7174 OR 979-885-8611
- Notify Risk Management at 979-478-6551
- Debrief with crisis team and staff, keep informed
- Provide counseling until trauma is resolved and school returns to normal operation

# FIRE

# **GANG ALTERCATIONS, PHYSICAL VIOLENCE**

- **If life threatening, call 911**
- **Notify superintendent, counselors, and/or nurse as needed**
- **Provide first aid to injured utilizing nurse and trained staff**
- **Convene campus crisis team**
- **Assess danger; injuries; students involved; location of altercation; presence of weapons**
- **Re-establish order with assistance of staff and crisis team**
- **Interview witnesses**
- **Prepare fact sheet and media statement**
- **Prepare plans to prevent retaliation or further violence**
  - **Remove graffiti**
  - **Enforce dress code**
  - **Notify probation officers**
  - **Meet with student leaders to discuss ways to resolve issues**
  - **Prepare staff to deal with ethnic, gang, and physical violence issues**
- **Reassure parents, students, and staff that steps are being taken to ensure safety**
- **Require parents of those involved to attend conferences with school officials**
- **Follow and implement district discipline policy and student code of conduct**
- **Debrief with campus crisis team and staff**

# **GANG ALTERCATIONS, PHYSICAL VIOLENCE**

# SECURITY BREACH, INTRUDER, LOCKDOWN

- Approach and greet the person
- If needed, ask person to leave
- If threatening, call 911
- Notify superintendent
- If intruder cannot be removed commence lockdown procedure – remove staff and students from vicinity of intruder
- If hostages taken or gunfire
  - Commence campus lockdown procedures immediately
  - Call 911
- Convene campus crisis team if possible and set up incident command
- Log all activities and decisions
- Meet and assist law enforcement if possible
- Remain available to law enforcement
- Have multiple copies of floor plan for law enforcement
- Prepare fact sheet and media statement
- Prepare for parents
- Do not put students in danger by attempting to release them to parents. If release can be safely done, have an attendance sheet and log all students released.
- Teachers will remain with students until released
- Execute intruder notification and room safety notice for law enforcement
- Stay calm
- Debrief staff and crisis team as soon as possible after incident is resolved

## VANDALISM

- Secure area and leave intact for investigation
- Notify law enforcement if required
- Alert maintenance for clean-up or barricade
- Record type and extent of damage
- File report with Risk Management at central office – 478-6551

# SECURITY BREACH, INTRUDER, LOCKDOWN, VANDALISM

# **MASS INVOLVEMENT OF STUDENTS IN LARGE GROUP CRISIS/PROTESTS/WALKOUTS**

- If peaceable, monitor students and encourage to return to class
- If threatening to others or property, call 911
- Assemble campus crisis team
- Assist law enforcement as necessary and requested
- Secure and supervise school entrances and exits
- Secure students not participating - lockdown
- Evacuate if necessary
- Prepare a list of participating students
- Prepare a list of non-participating students
- Prepare fact sheet and media statement
- Notify parents
- Follow discipline policy and Code of Conduct
- Debrief crisis team and staff

# **RIOT, POLITICAL OR COMMUNITY DEMONSTRATION**

- If threatening call 911
- Identify group and purpose
- If group is disruptive, warn of violation of the law. Ask them to discontinue disruption
- Assemble campus crisis team
- Log activities and decisions
- Do not allow disruptive persons to enter school property. Request they vacate school property. Assign staff to all entrances and exits to prevent further disturbance.
- Call law enforcement
- Advise teachers to keep classroom doors closed and locked
- Keep offices locked, provide security measures for files and records
- Keep faculty informed
- Prepare fact sheet and media statement
- Assist law enforcement in restoring order
- Once order is restored, remain alert for further disruption
- Prepare for community meetings as needed
- Debrief crisis team and staff

# **GROUP DEMONSTRATIONS**

# **OPERATIONAL CRISES /HAZARDOUS MATERIALS**

- Verify information
- Call 911. Give location. Remain on line until information is complete
- Contact superintendent
- Ask for advice to evacuate or shelter in place
- Clear the area or evacuate, if necessary. Avoid moving downwind
- Convene campus crisis team and set up incident command
- Post warning signs; notify maintenance – 478-7174
- If sheltering in place; shut down electrical power, turn off gas, close exterior doors and windows, use portable radios to obtain emergency information
- If advised to evacuate contact transportation and implement campus evacuation plan
- Do not return until advised by local authorities that it is once again safe to do so
- Inform parents per district procedure

# **ELECTRICITY, RUPTURED WATER LINE, EXTREME WEATHER CONDITIONS**

- Gather facts, verify information
- Call maintenance at 478-7174
- Notify superintendent
- Move staff and students away from affected area
- Secure affected area; keep students, staff, and community away
- Post warning signs
- Estimate potential danger
- Call appropriate utility provider
- Never touch live wires
- If electrical shut off power. Never assist or attempt rescue of a person alleged to be shocked until cutting off power
- In a gas or water emergency cut off water or gas supply to building
- In a weather emergency implement sheltering in place program
- Monitor emergency broadcasts
- Determine if evacuation is necessary
- Implement campus evacuation plan
- Notify parents
- Prepare fact sheet and media statement
- Debrief crisis team and staff

# **● OPERATIONAL CRISES /HAZARDOUS MATERIALS**

# TORNADO/NATURAL DISASTERS

**AFTER BEING ALERTED BY THE WEATHER ALERT RADIO OR EMERGENCY BROADCAST, DO THE FOLLOWING:**

- Call emergency services (911). Ask for advice to shelter in place or evacuate
- Convene campus crisis team, set up incident command
- Notify superintendent
- Log all activities and decisions
- Prepare for emergency action and cooperation with police, fire, and emergency management personnel
- Implement appropriate sheltering in place or evacuation plan
- Teacher should take class roll with them to sheltering in place location
- Once in shelter area, everyone should kneel facing the interior walls with head down and hands covering the face and head
- Group should remain calm, stay together, and listen for instructions
- Stay in sheltering location and position until instructed to move
- Designated personnel should check restrooms and vacant classrooms
- Use battery powered radio for weather information
- Keep faculty informed
- Prepare fact sheet and media statement
- Assign staff to answer phone inquiries
- Debrief crisis team and plan student and staff follow-up

## **RETENTION PLAN**

- All students should follow teacher to the appropriate area and kneel with their hands over the back of their neck and head facing the interior wall
- Remain quiet, under control, and listen for further instructions
- Teachers should carry their attendance roll and make sure all students are present or accounted for

# TORNADO/NATURAL DISASTERS

# **MEDIA**

- **Prepare fact sheet and media statement**
- **Refer further questions to superintendent's office**
- **Appoint staff member or member of crisis team to deal with media**
- **Keep media and parents out of affected area or danger zone**
- **Keep media and parents informed as much as allowable**
- **Again, if time and incident allows refer media and parents to superintendent and central office for statements, information, and briefings**