

Schleicher County ISD

Campus Emergency Procedures



SCHLEICHER COUNTY ISD
Campus Emergency Procedures

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PART I

Introduction: This is a campus level document that was developed for the practitioners serving on each campus. This is not the official Schleicher County Independent School District Emergency Management Plan but is designed to be a comprehensive overview. For additional information please check with the campus principal or superintendent to see the Schleicher County Independent School District Emergency Management Plan.

District Crisis Team and District Emergency Chain of Command

1. Superintendent
2. High School Principal
3. Middle School Principal
4. Elementary Principal
5. District Maintenance Director
6. Campus Counselor
7. Business Manager

Crisis Team

1. Principal
2. _____
3. _____

Emergency Contact Numbers

School Emergency Call Procedures

Emergency 911
Schleicher County Sheriff (325) 853-2737

Other Emergency Numbers

Medevac Command Center (325) 481-8400
City Hall (325) 853- 2691
Fire (325) 853-2822

Hospital Contact Numbers

Shannon Memorial Hospital (325) 653-6741
San Angelo Community Medical Center (325) 949-9511
Eldorado Hospital (325) 853-2507

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Schleicher County ISD Phone (853-2514) Extensions

Title	Ext	Title	Ext
Superintendent	221	EES Principal	521
Superintendent's Secretary	221	EMS Principal	421
Finance Director	225	EHS Principal	321
District PEIMS Coordinator	223	Maintenance Director	525
Administrative Assistant	226		
School Nurse	231		
EHS Councilor		Transportation Director	325.853.3138
Payroll Clerk	221	Technology Director	325.650.9553
EMS/EES Councilor	326		

The First 30 Minutes

- Assign the appropriate person to handle the situation.
- Implement the Emergency Plan and Crisis Response Team, if needed.
- Understand the circumstances. Do not speculate.
- Define the problem.
- Consider the options.
- Act decisively to ensure the safety and well-being of students and staff.
- Communicate with the staff.
- Communicate with the media through the district spokesperson (SUPERINTENDENT).
- Update students in individual classrooms—not in large group settings.
- Inform parents by a letter sent home with students explaining the circumstances of the procedures used at school.
- Note the role and follow-up of the Crisis Response Team.
- Disseminate ACCURATE information through key communicators.
- File a report for your documentation.

PART II

Abuse/Neglect of a Child

***NOTE** Anyone reporting suspected child abuse or neglect in good faith is immune from liability, civil or criminal prosecution that might otherwise occur. Failure to report suspected child abuse/neglect is subject to a class B misdemeanor charge.*

If you see evidence suggesting child abuse or neglect

- Confidentiality must be maintained.
- Notify the principal, counselor, and school nurse, as needed. These personnel may be of valuable assistance to you in documenting and reporting suspected abuse.
- The person who has firsthand knowledge of the suspected abuse should call the CPS state hotline or report it through the internet.

Child Protective Services Contact Information

- Hotline 1-800-252-5400 (This may take 30 minutes to an hour).
- Internet [http //www.txabusehotline.org/](http://www.txabusehotline.org/)
- Tom Green County (325)657-7400

Child Protective Services will request information including

- The child's full name
- Date of birth
- Names of adults with whom they live
- Date of birth of both parents or guardians (information can be found in the elementary or high school office on registration sheets)
- The occupation and place of work of parent(s) or guardian(s)
- The physical address and phone number of the home
- Siblings' names and ages
- The student's social security number
- As much specific detail as possible regarding the incident being reported
- You DO NOT have to give your name, but if you do, they are to keep the information confidential.

If it is an emergency situation, the Sheriff's Department should be called.

- Schleicher County Sheriff's Department (325) 853-2833
- Sutton County Sheriff's Department (325) 387-2288
- Tom Green County Sheriff's Department (325) 655-8111

A caseworker from CPS may visit the campus to interview the child and/or employees.

The school counselor will engage in follow-up activities with the child when necessary.

Accident

Teacher Response

- Send for the nurse.

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- Send the following information
 - Injured student's name
 - A brief explanation about what happened ("Johnny fell of the swing and his arm is hurt," for example)
- Notify the principal.
- Keep student as still as possible.
- Remove other students from the area, if possible.
- Wait for assistance.

School Nurse or Designee

- Check the student's emergency medical card.
- Administer first aid
- If needed call 911

Administration

- Contact parent or emergency contact person.
- Assemble Crisis Team, if needed.
- File report.

Mishap Traveling to and from School

- Call 911.
- Notify administration, nurse, or counselor, as needed.
- Send a trusted employee to observe the situation.
- Assemble Crisis Team, if needed.
- File report.

Armed Student or Hostage

Occurring within your classroom

Teacher Response

- **NOTE Please do not try to be a "hero"—safety first!!**
- Notify principal's office ASAP.
 - Important information to give
 - Type of weapon
 - Who is involved
- Stay calm, keep your students calm.
- DO NOT approach the perpetrator—stand at an angle a non-threatening distance away.
- DO NOT attempt to confiscate the weapon.
- Move other students from the area if at all possible.
- Keep talking with the student from a distance until help arrives.

Occurring outside of the classroom

Teacher Response

- Lock or barricade doors, close shades or blinds or cover windows.

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- **DO NOT OPEN THE DOOR FOR ANY REASON UNTIL THE ALL CLEAR IS GIVEN!**
- Stay calm, keep your students calm.
- Get your students and yourself out of the line of fire, dropping to the floor, out of sight of the windows.
- Have students sit on the floor on the door side wall. Use desks or tables for cover.

Administration Response

Suspected Weapon

- Call 911.
- Have police escort student to office with his or her belongings.
- If the student refuses to cooperate or denies having a weapon, ensure that appropriate search procedures are followed.
- Contact parents of students involved.
- Follow disciplinary policies.
- File report.

Visible Weapon

- Call 911.
- Initiate Lock Down or Evacuation Procedures, as appropriate.
- Work with police officers as directed.
- Contact parent/guardian.
- Assemble crisis team.
- File report.

Basic First Aid

Seizure

Signs and Symptoms

- Uncontrolled muscle contractions caused by possible head injury, drug overdose, epilepsy, fever, acute infection.

First Aid

- Send for the nurse; call 911.
- Place the victim on the floor. DO NOT restrain.
- Try to help maintain an open airway by supporting the victim in lying on his/her side.
- DO NOT put anything in the victim's mouth, including your fingers!
- After the seizure, DO NOT attempt to awaken the patient.
- Not the time of onset and behavior during the seizure, as well as the time that the seizure ended if EMTs have not arrived.

Fractures

Signs and Symptoms

- Swelling
- Deformity
- Tenderness
- Exposed bone ends

First Aid

- Send for the nurse; call 911.
- Immobilize the extremity.
- Never straighten a fracture or nearby joints.
- Splint if you absolutely have to in order to move the patient; otherwise, wait for EMTs.

Bleeding

Signs and Symptoms

- External—uncontrolled bleeding
- Internal—victim complains of pain in the stomach or chest, may be dizzy when standing, pulse rate over 100

First Aid

- Send for the nurse; call 911.
- External—place direct pressure over the wound, keeping wound as clean as possible. Immobilize that injured area in a comfortable position. Elevate a bleeding extremity above the level of the heart. DO NOT remove any impaled object. DO NOT apply a tourniquet.
- Internal—lay the victim down with feet raised. Protect the airway, and keep the victim calm.

Heart Attack or Stroke

Signs and Symptoms

- Chest pain in the middle of the chest and possibly in the left arm and neck.
- Shortness of breath
- Sweating
- Loss of consciousness
- Weakness on one side of the body
- Slurred speech

First Aid

- Send for the nurse; call 911.
- Check to see if the victim is breathing; check the pulse.
- If no pulse is found and the victim is not breathing, start CPR.
- If the victim is suffering from a stroke (weakness on one side, slurred speech), lay the victim down on the unaffected side and guard their airway.

CPR

- **CALL FOR HELP!** Yell for someone to call 911 and retrieve the AED located in either the Nurse's office or the coaches' conference room in the new gym.
- Assess the victim before doing anything else.
 - Do they have back or neck injuries?
 - Have they stopped breathing or are they unconscious?
 - Are they just asleep?
 - Has their heart stopped or have they stopped breathing?
- Open the airway **LOOK, LISTEN, FEEL**
- Infant, Child, and Adult CPR 2 breaths to 30 compressions

Location of the Automated External Defibrillator (AED)

The AEDs are located by each campus office and one in the high school gym foyer by the concession stand.

Choking

Signs and Symptoms

- Unable to talk or cry out.
- Victim clutches at the throat.

First Aid

- Call for the nurse; call 911.
- If the victim is coughing, do nothing but watch closely.
- If the victim is unable to cough and the airway is completely obstructed, use five (5) abdominal thrusts, pause and ask if the patient is still choking. Repeat until the airway is clear.
- While you wait for EMS to arrive
 - **Choking Infant** 5 back blows, 5 chests thrusts, look in the mouth, give a breath. No finger sweep unless you can see the object.
 - **Choking Child** Abdominal thrusts with the heel of the hand until successful or the child becomes unconscious. Unconscious—5 abdominal thrusts, look in the mouth, attempt ventilation. No finger sweep unless you can see the object.
 - **Choking Adult** Abdominal thrusts using 2 hands until successful or the victim becomes unconscious. Unconscious—5 abdominal thrusts, look in the mouth and finger sweep, attempt to ventilate.

Bomb Threat

Teacher Response

- Evacuate when notified and take your class rosters.
- Assemble students and take roll.
- Report any missing students immediately.
- Stay with your students.

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Administration Response

- Call 911.
- Consult with police/fire department to determine next steps.
- All cellular and electronic devices need to be turned off.
- Determine the need for evacuation.
- Announce normal evacuation or alternate route away from the reported position.
- Assist with news release.
- File report.

Bomb Threat Phone Call Recipient

- Keep caller on the phone as long as possible.
- Do NOT hang up.
- Signal to someone near you to alert administration.
- **Ask questions (see INFORMATION SHEET BELOW), listen carefully, take notes if possible**

Information Sheet (for the Phone Call Recipient)

Questions to ask

- When is the bomb going to explode?
- Where is it located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your address?
- What is name?

Background Sounds

- Office machinery
- Animal noises
- Party atmosphere
- Street noises
- Music
- Clear or Static
- Engine
- House

- Local

Caller's Voice

- Calm or Angry
- Rapid
- Disguised
- Adult or Juvenile
- Accented
- Crying
- Excited
- Slurred
- Slow
- Deep
- Normal
- Male or Female

Threat Language

- Irrational
- Message Read
- Message Taped

Bus Accident

Bus Driver

- Secure vehicle and put out appropriate warning signs.
- Assess level of injuries (See Basic First Aid on page 5).

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- Call 911.
- Call administrator.
- If threat of fire exists, move students to a safe place.
- Administer first aid.
- Do not move vehicle.
- Try to get names and addresses of witnesses.
- Give no statements to media or bystanders.

Administration

- Superintendent or designee will go to the accident site to assess the situation.
- Superintendent or designee will contact parent/guardian of child/children to report uninjured or extent of injuries and the medical facility where child/children have been taken and will meet the parent(s) at the site if needed.
- Authorize medical/drug testing for the bus driver, as appropriate.
- Activate Crisis Team, if needed.
- Check with business department about insurance coverage.
- File report.

Note: If a fatality has occurred, see Death of a Student/Staff Member Off-Campus page 9.

Card Signal System

Room is Clear - Blue

Use for Evacuation and Tornado

Post on your door any time you leave with students. LOCK THE DOOR!

All Students Accounted For - Green

Student Information Cards (1 of 3)

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate if all of the students in your class are accounted for.

Students Missing - Orange

Student Information Cards (2 of 3)

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate if all of the students in your class are accounted for.

Extra Students - Pink

Student Information Cards (3 of 3)

Evacuation, Lockdown, Tornado

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SOS - Life Threatening Injuries - Red

SOS -Injury Cards (1 of 3)

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate the severity of any injuries.

SOS - Injuries— Not Life Threatening - Yellow

SOS/Injury Cards (2 of 3)

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate the severity of any injuries.

SOS - No Injuries Cards - White

SOS -Injury Cards (3 of 3)

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate the severity of any injuries

****Take these cards with you to indicate if all of the students in your class are accounted for and the status of your class.**

Death of a Student/Staff Member

If the death of the student/staff member occurs off campus

Teacher Responsibilities

- Attend the staff meeting called by the principal.

All staff members should prepare for initial meeting with students

- Announce the facts (and only the facts; do not encourage speculation), free of judgments, direct yet discreet; be open and honest, and request the counselor's help if needed.
- Discuss and accept feelings, and take everyone's feelings seriously.
- Listen to students; don't challenge or analyze; give them a chance to talk.
- Share memories of the victim(s), if appropriate.
- Share information about helping resources provided by the counselor.
- Encourage students to continue to discuss feelings, especially with parents.
- Be sure that students are under direct adult supervision at all times—do not allow group bathroom trips, etc.

Counselor Responsibilities

- Call in other counseling resources, as appropriate.

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- Prepare a list of counseling sites and guidelines for referral and give to staff at the initial staff meeting (include stages of grief, warning signs of suicide/depression, and guidelines for classroom activities).
- Have group and individual counseling available throughout the day.
- Call the parents of students who were close to the victim(s) and request they monitor their children.
- Let parents know when you feel a student may need additional professional counseling.
- Maintain and monitor “at-risk” lists and visit with those referred.
- Provide counseling at the funeral or memorial service.
- Be aware of the emotional needs of the staff, of yourself, and administration.
- Express sympathy to the families and suggest additional resources.

In case of suicide

Administration

- Gather facts from appropriate and reliable sources.
- Hold a staff meeting ASAP, preferable before school.
- Activate the Crisis Team.
- Meet with families of the victim(s).
- Hold a parent meeting, if appropriate, and continue communication efforts.
- Determine scheduling matters (for example early release for funeral, changes for counseling, debriefing).
- File report.

Counselor and Teachers

- Do not let a troubled student leave school without a parent/guardian.
- Consider a “No Suicide” contract.
- Monitor students closely.
- Discourage thoughts of suicide being considered glamorous, heroic, or an option to solve problems, but do not directly attack the character of the person who committed suicide.
- If appropriate, discuss the pain suffered by surviving family members and friends.
- Share the warning signs of suicide/depression with staff members.
- Refer students you feel may need special consideration.

If death of a student/staff member occurs on campus

Teacher Responsibilities (See procedures for off campus death on page 9)

- Call nurse or a member of the coaching staff to the site.
- Notify the principal.
- Remove the students to another area, but make certain an adult is with them—no group trips to the bathroom or away from the adult’s supervision.
- Wait for assistance.

Administration (See procedures for off campus death on page 9)

- Call 911 or the Sheriff.
- Activate the Crisis Team.
- Notify the parent/guardian, or spouse/family in person, if at all possible.

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- Prepare fact sheet for media and to inform staff and students.
- Hold faculty meeting ASAP to process feelings.

Dealing with a perpetrator

- Speak calmly and try to get students out of the area; keep your distance until law enforcement assistance arrives.
- Initiate Lockdown Procedures or Evacuation Procedures if needed.
- Work with the police as directed.
- Assemble Crisis Team, if needed and then File Report.

Drive-By Shooting

Teacher

- If shots are heard, order students to DROP to the floor immediately.
- If outside, yell for students to DROP to the ground.
- If possible, yell for students to get inside the nearest building as the car exits; be prepared to drop to the ground again.
- Notify principal ASAP.
- Check on and report injuries.
- Calm students and return them to the classroom.
 - Elementary report to home room.
 - Junior High and High School report to 1st period.
- Take roll and report any missing students to the office.
- Do not leave students alone.

Administration

- Call 911.
- Bring all students and staff inside and secure the building, locking doors and windows (follow Lockdown Procedures).
- Announce that all students and staff who are near windows are to remain on the floor.
- Activate the Crisis Team.
- Hold students beyond dismissal time, if needed.
- File report.

Drug Overdose

Teacher

- Notify principal and school nurse.
- Keep student as stable as possible.
- Remove other students from the area if possible.
- Wait for assistance.

School Nurse

- Administer first aid until medical assistance arrives.
- Document facts (name of drug, how and when it was taken, and symptoms).

Administration

- Call 911.
- Notify parent/guardian.
- Work with police in the investigation.
- Assemble Crisis Team.
- File report.

NOTE: If death occurs -see Death of a Student/Staff Member (pages 9).

Evacuation Procedures

(EES page 25, EMS page 30, and EHS page 39)

All bus drivers will need to report to the bus barn immediately in the event an evacuation is necessary. If you have students at the time the evacuation is ordered, leave them in the closest classroom with a staff member present. The Transportation Director will issue keys and maps to each driver.

All other teachers and staff should be prepared to load buses as practiced. Buses may be loaded beyond legal capacity if necessary.

Emergency Buckets

Emergency buckets should have

- Flashlight
- roll of toilet paper
- Emergency Flip Chart
- a set of all class rosters
- HOMEROOM ROSTER

Explosion

(See Evacuation Procedures on pages EES page 25, EMS page 30, and EHS page 39)

Teacher

- After being notified, use the fire evacuation procedure (EES page 25, EMS page 30, and EHS page 39).
- Take roster and grade book.
- Turn lights off, lock door, and place **BLUE** card on the door to show the room has been cleared.
- Staff members will each search their areas of the buildings for stragglers.
- Reassemble students and ensure that all are accounted for.
- Use color coded cards to indicate issues or report status (See Card Signal System on page 11)

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- Secretaries will contact groups for missing persons and deliver information to the command post.
- Do not allow students to leave your sight.

Administration

- Sound alarm for evacuation.
- Call 911.
- Advise the nurse and/or a member of the coaching staff to administer first aid.
- Activate the Crisis Team.
- Evacuate all staff and students to pre-determined routes and sites (EES page 25, EMS page 30, and EHS page 39).
- Call transportation, if needed.
- Assist law enforcement as needed and then file report.

Fire and Evacuation Procedures

(See EES page 25, EMS page 30, and EHS page 39)

Teacher General Fire Alarm

- After hearing alarm, evacuate students according to posted fire evacuation/on campus evacuation plan (EES page 25, EMS page 30, and EHS page 39).
- Take roster and grade book.
- Turn lights off, **LOCK DOOR**, and place the **BLUE** card on the door to show that the room is clear.
- Staff members will search their area of the buildings for stragglers.
- Reassemble students and ensure that all are accounted for.
- Use color coded cards to indicate (page 11)
- Secretaries will contact groups for missing persons and deliver information to the command post.
- Wait quietly for return signal.
- Return quietly to the building when the signal is given.

Teacher If Fire Occurs in the Classroom

- Take roster and grade book.
- Evacuate students from the classroom.
- Notify the principal and then pull the fire alarm.
- Attempt to extinguish the fire if it is small or confined, an extinguisher is available, and your students are removed to a safe location under the care of another adult.
- Close the door to the area involved.

Administration

- Call the fire department.
- Assess the situation to determine if the evacuation process should be activated.
- Sound the fire alarm and notify transportation if off campus evacuation is needed.
- Activate the Crisis Team, if needed.

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- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from buildings.
- Maintain a list of hospitalized persons and locations.
- If the building cannot be re-entered, relocate students to a predetermined location.
- Determine a location for temporary classrooms and supplies.
- Prepare a fact sheet and media statement.
- Contact maintenance for repairs or barricade and then file report.

Hazardous Materials

Teacher, upon notification

- Turn off all heating and cooling or ventilation systems.
- Close all windows and doors.
- Move the students to the pre-determined area (to be determined by the Crisis Team).
- Follow instructions given over the Public Address system.
- Check roll and notify the principal or designee of missing students.

Administration

- Call the fire department; give the location and remain on the line until information is complete.
- Receive decision from the fire department on whether to evacuate or remain in the building.
- National Response Center for Toxic Chemical and Oil Spills 1-800-424-8802

Administration, if told to remain

- Require all persons in outside areas to go inside the building and away from hazardous materials.
- Shut off all the heating, cooling, and ventilation systems.
- Close all windows and doors.
- Activate the Crisis Team, if needed.
- Allow no one to leave until approved by the fire department.
- Use caution if allowing outsiders to enter during the incident.
- Announce the current status of the incident as often as possible.

If told to evacuate, see Evacuation Procedures (EES page 25, EMS page 30, and EHS page 39).

Intruders

Teacher Response

- Assess physical and mental state of the intruder.
- Approach the intruder, if appropriate, and ask the purpose of the presence.
- Ask for identification, if necessary.
- Direct and accompany them to the proper office, if necessary.
- If they have no acceptable reason to be on campus, ask them to leave.

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- If they will not leave, contact the principal or superintendent.
- Keep students away from the intruder.

Administration Response

- Assess physical and mental state of the intruder.
- Approach the intruder, if appropriate, and ask the purpose of the presence.
- Ask for identification, if necessary.
- Ask them to leave, if necessary.
- If they refuse to leave, contact 911.
- If the situation warrants, initiate the lock down procedures or evacuation procedure as appropriate.
- File report.

NOTE ALL visitors must sign in at the office.

Lockdown Procedures

(See also EES page 25, EMS page 30, and EHS page 39)

- Signal to lock down will be given over the Public Address system (**Statement over public address system followed by a constant beep**).
- Detain students in classrooms.
- Teachers should check hallways and bring students into the classrooms.
- LOCK DOORS and WINDOWS.
- Close shades and blinds.
- Teacher should cover windows, if appropriate.
- Students should sit on the floor in the area indicated on the Lockdown Procedures map (EES page 25, EMS page 30, and EHS page 39).
- Use desks and tables as cover.
- Keep students calm and quiet.
- Keep all exterior doors closed.
- Administer first aid, if needed.
- Use color coded cards to communicate SOS.

DO NOT allow anyone in or out of the classroom until the “All Clear” (chimes) has been given.

Pandemic Influenza Management

The State Department of Education (SDE) has support response functions for Highly Pathogenic Avian Influenza (HPAI) and/or Pandemic Influenza outbreaks. SDE shall coordinate with the State Department of Homeland Security and Emergency Management (SDHSEM) concerning the development and updating, as required, of emergency plan guidance to be provided to the school district. Such guidance shall be designed to assist the school district in the development and ongoing updating of an emergency plan that provides for the protection of children in the event of a pandemic. SDE shall be responsible for the distribution of such planning guidance to the school district.

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SDE will assist the school district to develop and update school-specific, all-hazard emergency plans, which include guidance on pandemic planning, that are compatible with local, county, state and federal all-hazard plans.

Summary of Emergency Management Principles

The Public Health Department of Schleicher County and Schleicher County ISD will utilize their pandemic Influenza plan for their agencies to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses

The plan will be coordinated with other County and Regional Emergency Management plans and activities, and will be coordinated with the plans of our community, state and federal partners.

Phases of a Pandemic

The World Health Organization (WHO), the medical arm of the United Nations, has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General is WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals	Schleicher County Public Schools Goals
Inter-pandemic Period Phase 1 – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low. Phase 2 – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.	Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data. Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.	Ensure that staff members and students are trained in preventative measures such as respiratory etiquette and universal precautions. Minimize the risk of transmission to humans; ensure that staff members understand detection and reporting guidelines and report rapidly as required.
Pandemic Alert Period Phase 3 – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact. Phase 4 – Small cluster(s) of human infection with limited human-to-human	Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases. Contain the new virus within limited foci or delay spread to	Ensure all personnel are knowledgeable about the latest epidemiological information. Review and update business continuity plans to ensure that best practices for infection

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transmission but spread is highly localized suggesting that the virus is not well adapted to humans. Phase 5 – Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	gain time to implement preparedness measures, including vaccine development. Maximize efforts to contain or delay spread to possibly avert a pandemic, and to gain time to implement response measures.	detection and control measures are followed. Ensure adequate resources for staff/student protection. Ensure that best practice for social distancing techniques per DH guidelines are implemented, including reducing the school activity calendar. Maximize communications with parents related to health and safety.
Pandemic Period Phase 6 – Pandemic is declared. Increased and sustained transmission in the general population.	Implement response measures including social distancing to minimize pandemic impacts.	Increase surveillance of staff/student health and attendance and implement administrative procedures to ensure adequate staffing for essential business and school functions. Follow SDH social distancing, isolation and quarantine measures. The ISD will ensure maximum support and education for ill and affected students.

Concept of Operations

1. Schleicher County Public Health will be the lead agency in coordinating the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. Schleicher Public Health will respond under the auspices of the County's Pandemic Influenza plan as well as Schleicher County's Emergency Operations Plan, and the Regional Disaster Plan.
3. Schleicher County Public Health's response actions will emphasize disease surveillance and investigation, social distancing measures to reduce the spread of infection, and continually informing and educating the public about the pandemic, the public health response, and steps the public can take to reduce the risks of infection.
4. Schleicher County Emergency Management will maintain increased communications with Schleicher County Public Health. Schleicher County Public Health will implement those procedures that increase the health and safety of the school community.
5. The Schleicher ISD assumes the following responsibilities:
 - a. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic.
 - b. Develop and implement pandemic preparedness activities and a business continuity plan aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic.

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- c. Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
 - d. Develop and implement educational support plans for students who are isolated or quarantined and coordinate these plans with the social support plans developed by Schleicher County Public Health and Schleicher County Emergency Management.
6. The Schleicher ISD assumes the following responsibilities:
- e. Develop a response plan that will:
 - Identify chain of command in case of illness with a minimum of 3 backups.
 - Review and best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers and students. Identify and procure needed resources.
 - Review procedures for sending ill individuals home and make adjustments if necessary.
 - Report the number of staff and students daily absent with pandemic flu to Schleicher County Public Health.
 - Document actions taken.
 - Update staff and provide information on extent of infection at school site and potential changes that might take place at school.
 - f. Develop a recovery plan that provides for education support and emotional support for staff and students. If there is loss of life, implement procedures of the Grief Counseling section of the Plan.

Communications

1. Communications with the public and health care providers will be one of the most critical strategies for containing the spread of the influenza and for managing the utilization of health care services. This Schleicher ISD communications goals are to:
 - a. Provide accurate, consistent, and comprehensive information about pandemic influenza including case definitions, treatment options, infection control measures, and reporting requirements.
 - b. Instill and maintain public confidence in the schools and the County's public health care systems and their ability to respond to and manage an influenza pandemic.
 - c. Ensure an efficient mechanism for managing information between Schleicher County Public Health, health system partners and the schools.
 - d. Contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.
 - e. Address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent the stigmatization of affected groups.
2. Communications During Pandemic Phases 1, 2, 3

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- a. Schleicher County Public Health will educate providers, public officials, schools and emergency responders about influenza pandemics and steps they should take to plan for pandemic outbreaks.
- b. Under the direction of the Superintendent, school administration will assess the needs of the school.
 - i. Assess the information needs of the school community.
 - ii. Intensify public education efforts about influenza pandemics and steps that can be taken to reduce exposure to infection. Information may be disseminated via web site postings, parent letters, or school newsletters, television and radio broadcasts.
 - iii. identify hard to reach families and ensure communications in the home language.
 - iv. Coordinate with Schleicher County Public Health to develop common health messages and education materials in multiple languages. Coordinate with Schleicher Public Health to ensure that bilingual staff can serve as information conduits to vulnerable school families and build sustainable preparedness capabilities.
 - v. Develop template pandemic informational letters, including translations, for parents/guardians.

For more information contact the principal or superintendent to see the complete Pandemic Influenza Management Plan

Physical Assaults, Fights, and Verbal Threats and Assaults

Teacher Response

- Follow your district's discipline procedures.
- Speak with a calm and low-pitched voice.
- Try to get the student to a more isolated area.
- Do not leave the student alone until he/she is calm.
- Discuss behaviors and consequences only if the student is calm.
- Do not grab or touch a violent student.
- If the student will not cooperate notify the principal

Administration Response

- Assess and intervene as appropriate.
- Call 911 or the sheriff, as needed.
- Request a parent/guardian conference.
- Follow the district's discipline procedures.
- Active Crisis Team, if needed.
- File report.

Sexual Assault

Teacher Response

- Notify the principal.

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- Try to isolate and calm the student.
- Provide privacy for the student.
- Remove other students from the area, if possible.
- When help arrives, return to the other students.

Counselor Response

- Remain with the student and try to calm the student.
- Contact the parents or guardians, if appropriate.
- Initiate additional counseling services.

Administration Response

- Call 911 or the sheriff.
- Isolate the suspect.
- Isolate witnesses.
- Activate the Crisis Team, if needed.
- Facilitate any investigations, as necessary.
- File a report.

Suicide

Suicidal Threat

Teacher Response

- Take the threat seriously.
- Send for the counselor.
- Talk calmly with the student.
- Do not leave the student alone.
- When the student returns to school, monitor him/her closely.

Counselor Response

- Isolate the student from others.
- Assess the seriousness of the threat.
- Notify the principal.
- Continue to counsel.
- Ask for a “No Suicide Contract.”
- Provide suggested resources to parents.
- When the student returns to school, monitor closely.
- Provide group or individual sessions with the student.

Administration Response

- Notify the parents/guardians.
- Require documentation that the student has had counseling consultation.
- Monitor the students along with the counselor and teachers.
- File report.

Suicide Attempt in Progress

Teacher Response

- Send for the principal or counselor.
- Try to calm the student.
- Ask for other students to leave the area quietly.
- Remain with suicidal student until help arrives.
- If a weapon is involved, keep distance from the student and do not try to take the weapon.

Counselor Response

- Speak calmly to the student, and, if a weapon is involved, keep a safe distance.
- Try to defuse the situation.

Administration Response

- Call 911 or the sheriff.
- Notify the parents or guardians.
- Appoint a staff member to handle arriving parents and to keep parents out of view, if necessary.
- Assemble the Crisis Team.
- Follow police instructions, along with the counselor's lead.

If suicide was prevented

- Increase the counselor involvement with all students.
- Require proof of psychological consultation before student is permitted to return.
- File report.
- Refer to Resource Manual—Safe School Strategies.

Tornado or Severe Storm

Teachers Response

- When the signal (Long Continuous Bell) occurs, move students to pre-determined shelter areas.
- Clear the rooms of students, lock the door, and place the BLUE "All Clear" card on the door.
- Students and staff need to bring a textbook for cover.
- Take class rosters and grade book.
- Have students sit on the floor, face the wall, place an open textbook over their heads, and remain quiet.
- Account for all students.
- Use color coded cards to indicate
- Account for all students and do not let students leave.
- Invite parents arriving to pick up students to come in for shelter.
- Keep all exterior doors closed.
- Administer first aid, if needed.
- Use color coded cards to communicate SOS.

Pre-Storm

Administrators (Pre-Storm)

- Have a battery operated radio on hand.
- Designate tornado shelter areas.
- Design the special alarm system and back-up system.
- Make certain all staff and students know the signals.
- Make certain all staff and students know the shelter areas and how to “drop and tuck.”
- Designate a staff person (Business Manager, Admin Secretary) to monitor the radio and weather warnings.

During a Severe Storm or Tornado

If a Tornado Warning is issued, it means radar has detected a possible tornado, and all school students and staff should take cover immediately. Classes meeting in portable class-rooms, large, open rooms such as lunchrooms, gymnasiums, and auditoriums or rooms with exterior walls should leave them at once and move to the main building. It is important to avoid any and all windows. The center halls between the classrooms are a good place, but stay away from windows. Student will exit the classrooms and assemble in the hall facing the wall. Once students are crouch down as low as possible to the floor, face down, and heads covered with their hands the teacher will assume the same position near his/her class. Students will be train so they can instantly get into a protective position when instructed. Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head.

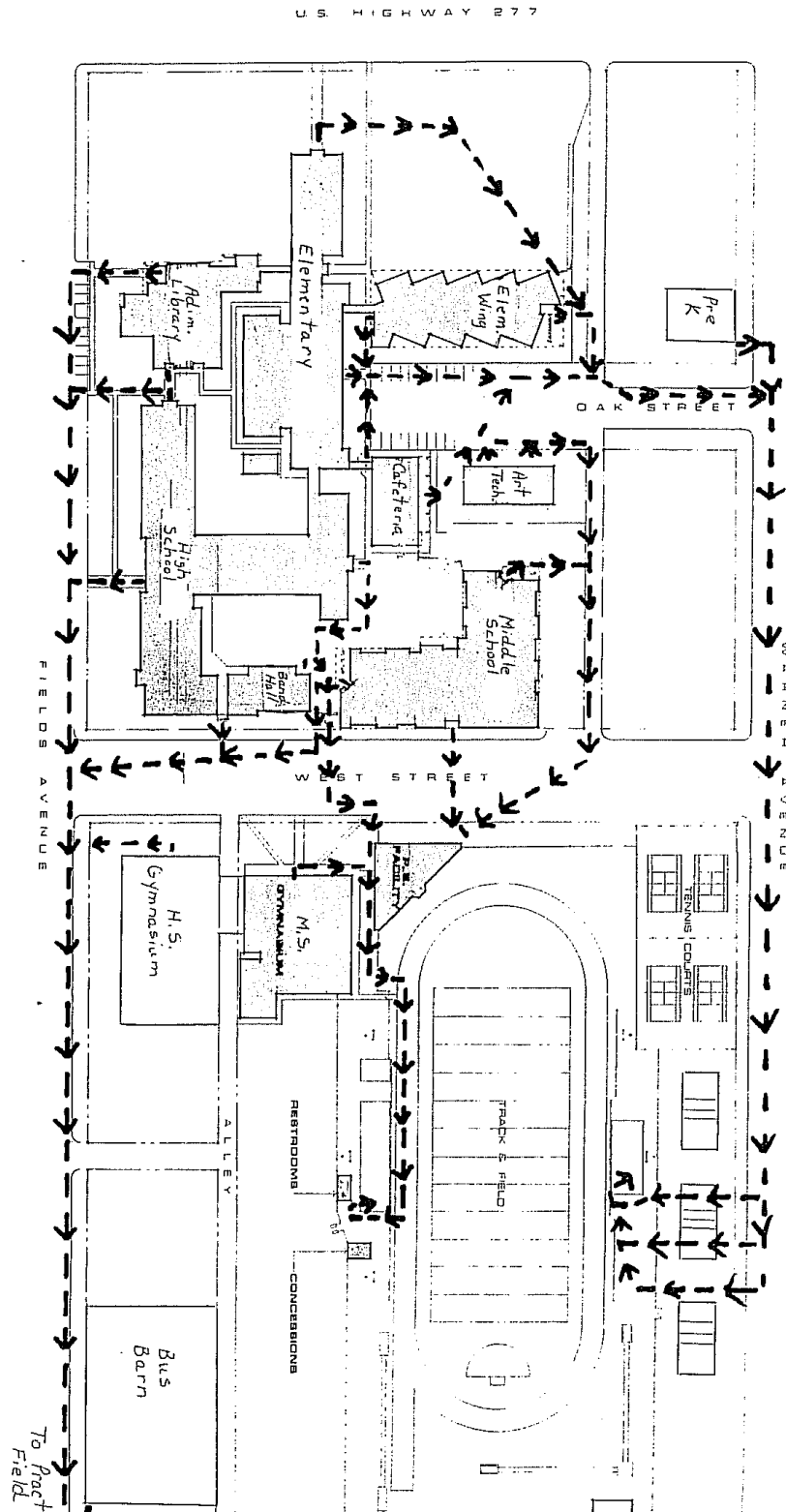
Administrators Response

- Sound the warning signal (**Long Continuous Bell**).
- Move everyone to shelter areas.
- Have “extra” people check hall restrooms for stragglers.
 - Teachers with bathrooms inside classrooms will check their own bathrooms.
- Reassemble students and ensure that all are accounted for.
- Secretaries will contact groups for missing persons and deliver information to the command post.
- Account for all students and do not let students leave.
- Invite parents arriving to pick up students to come in for shelter.
- Keep all exterior doors closed.
- Administer first aid, if needed.
- Use color coded cards to communicate SOS.

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Urgent Evacuation Map (District)

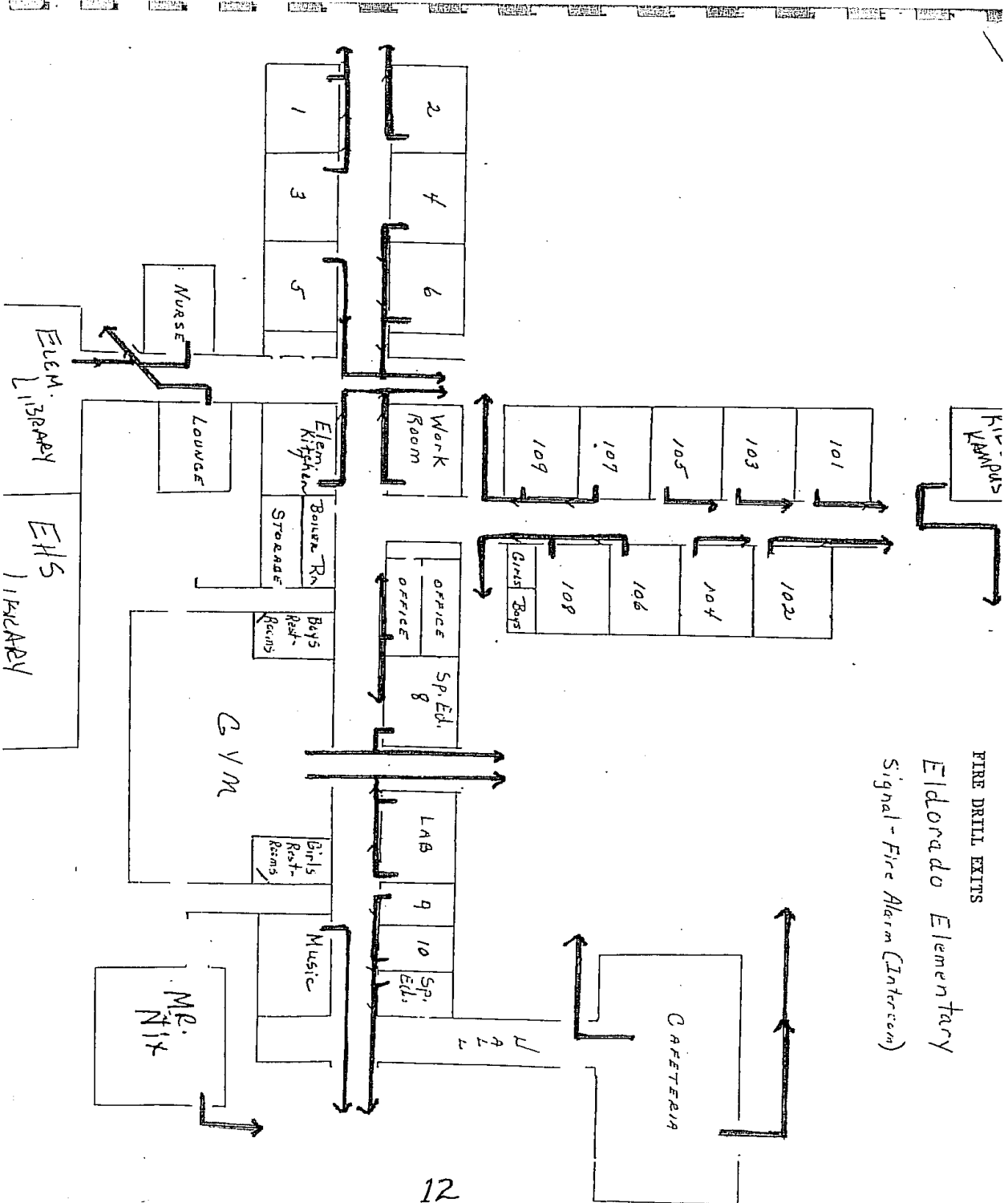
Map of District Off Campus Evacuation Routes



PART III

Elementary School Emergency Plans

Elementary On-Campus Evacuation/Fire Plan Map



Elementary On-Campus Evacuation Plan

(Fire and Evacuation Procedures)

You will hear fire alarm (**3 Bells**)

Office Secretary Will grab the Master Information Packets, Absence List for the day, and your cell phone and head for the ticket booth at the stadium.

Librarian and Music teacher —do a sweep of the bathrooms and halls. Then head for the visitors bleachers at the football stadium.

Custodians—do a sweep of the courtyard and hallways and then the stadium.

Principal—will be the last out of the building, the last over to stadium and the last to return to EES.

Classroom Teachers

Grab Emergency Buckets & Cell Phones. Emergency buckets should have

- Flashlight
- roll of toilet paper
- Emergency Flip Chart
- a set of all class rosters
- HOMEROOM ROSTER

If it is cold, allow students to get coat from locker but all books stay in the classrooms. If students have cell phones, have them keep phones turned off until we tell them to call

All Grade levels

Go out to hallway and line up by HOMEROOMS against the wall. Teachers will lead students out of the nearest exit toward Oak Street.

Teachers do head count and report any missing students immediately to principal

Exit single-file & silently through doors and go down Oak Street to Warner Avenue and stop and wait for further instructions

Elementary Off-Campus Evacuation Plan

You will hear “**EXODUS**” over the intercom **OR** the Alarm (4 bells).

Office Secretary Will grab the Master Information Packets, Absence List for the day, and your cell phone and head for the ticket booth at the stadium.

Librarian and Music teacher —do a sweep of the bathrooms and halls. Then head for the visitors bleachers at the football stadium.

Custodians—do a sweep of the courtyard and hallways and then the stadium.

Principal—will be the last out of the building, the last over to stadium and the last to return to EES.

Classroom Teachers

Grab Emergency Buckets & Cell Phones

Emergency buckets should have

- Flashlight
- roll of toilet paper
- Emergency Flip Chart
- a set of all class rosters
- HOMEROOM ROSTER

If it is cold, allow students to get coat from locker but all books stay in the classrooms. If students have cell phones, have them keep phones turned off until we tell them to call

All Grade levels

Go out to hallway and line up by HOMEROOMS against the wall. Teachers will lead students out of the nearest exit toward Oak Street.

Teachers do head count and report any missing students immediately to principal

Exit single-file & silently through doors and go down Oak street to Warner Avenue, turn right and continue past the double tennis courts and then on to the track and into the visitors stands.

Leave bottom row open and sit by HOMEROOMS (two rows per homeroom) in the first section of bleachers

Mobilization to Off-Site Location:

Bus Driver will swing around to stadium to the visitor's side and load EES students. The secretary and aids will be the first on the bus and they will start by loading the PreK through second grade students. They will load students three to a seat where possible and the drive out to the Civic Center (out by rodeo arena). Turn right onto West St and then onto Mertzon Highway, and then right onto Highway 277.

Unload and head back. Come around on Mertzon highway to North Street, turn onto Field street and then onto Meador street and then back to Warner Ave.

Load 3 through 4th grade and repeat directions above.

Off Site Base Camp (EES):

The secretary and aids will be the first off of bus and they will establish where EES students will congregate and designate where each grade level will go when they unload. They will also oversee students check-out when parents arrive**

Homeroom Teachers

- Cluster your homeroom students together
- Do a headcount
- Maintain your homeroom group
- Keep everyone calm and quiet

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Bus Drivers

Once all people have been evacuated from stadium come back out to Civic Center and park (location TBD). Make sure the secretary & Principal have your cell number.

Off-Site Location Dismissal

** In real situations—if we are dismissing school from the Off-Site Location:

- NO STUDENTS CALL UNTIL PRINCIPAL HAS ARRIVED
- NO STUDENTS LEAVE UNTIL PRINCIPAL HAS ARRIVED
- NO STAFFER LEAVES UNTIL PRINCIPAL RECEIVES WORD FROM COMMAND CENTER THAT SITUATION IS SAFE FOR STAFF TO BE BROUGHT BACK TO CAMPUS TO RETRIEVE VEHICLES

Call Clear - Returning to Campus:

- We will load buses in the same order as the evacuation. Buses will unload students in front of the school. All buses will make return trips to Civic Center as needed.
- Students will exit bus single-file & silently, and go back to their homeroom/classroom.
- Staff—make sure that all homeroom/classrooms are covered.
- Bus drivers will park the bus and return to campus.
- Debriefing—once everyone is back on campus, principal may call a campus meeting.

Elementary Lockdown Plan

You will hear, “LOCKDOWN” over the intercom (or 5 Bells) or Principal (or designee) announces the lockdown in person:

Everyone is to stay where they are.

Inside

Classroom teachers quickly glance outside the room to direct any students or staff members in the hall into your room immediately.

- Lock your door.
- Lower or close any blinds.
- Turn off all lights.
- Place students against the wall, so that the intruder cannot see them looking in the door.
- Teachers look for the ‘Safe Corner’ (corner not visible from the door).
- Turn out lights and computer monitors.
- Keep students quiet.

In the classroom all staff members please locate and hold on to your roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

Outside

Physical education classes being held in the gym

- move into a locker room,
- lock all doors, and

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- find a safe area.

On the Football field move into a locker room,

- lock all doors, and
- find a safe area.

Students in the cafeteria move to the nearest classrooms. Outside the school building find cover, and remain still until you are directed where to relocate depending on the situation. If teachers and students are in the bathrooms, move to a stall, lock it and stand on the toilet. Anyone in the hallway should move to the closest classroom immediately.

Everyone Else

Nurses/cafeteria workers/support staff: please stay in the area you are in,

- secure the doors, and
- turn out the lights.

Library staff (and students) in the library

- remain in the library.
- lock the doors,
- turn out the lights, and
- locate a safe area.

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. Wait for further directives from a law enforcement officers or administrators. An administrator will signal all personnel if the lockdown has been lifted by an announcement made over the intercom.

If an evacuation occurs, all persons/classrooms will be directed to move to a safe location by a law enforcement officer or an administrator.

Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators from each campus will keep in communication with cell phones.

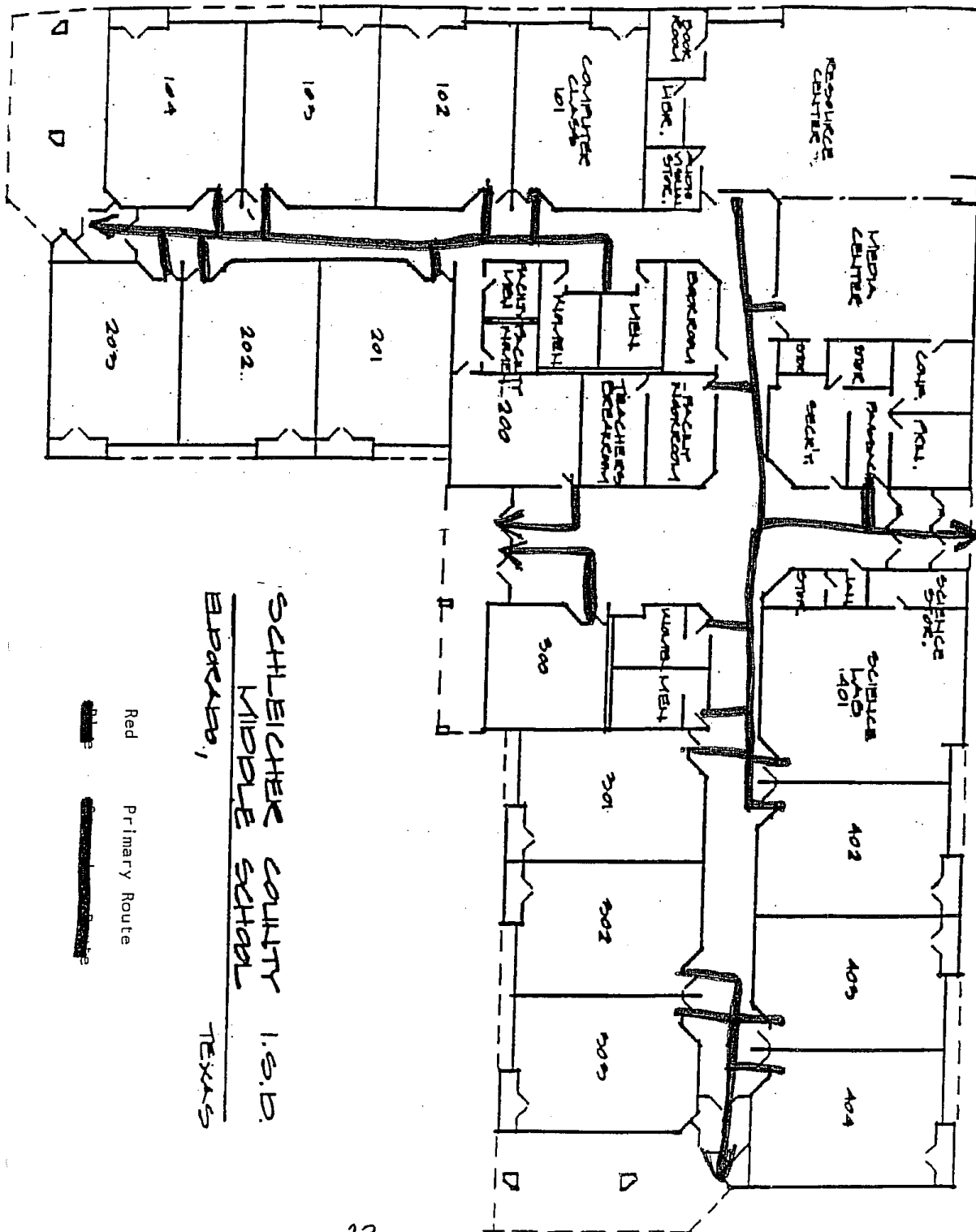
Elementary Tornado Plan

(Long Continuous Bell) If a Tornado Warning is issued, it means radar has detected a possible tornado, and all school students and staff should take cover immediately. Classes meeting outside the main building (portable class-rooms, large, open rooms such as lunchrooms, gymnasiums, and auditoriums or rooms with exterior walls) should leave them at once and move to the main building. It is important to avoid any and all windows. The center hall between the classrooms is a good place, but stay away from windows and outside doorways.

All grade students will exit the classrooms and assemble in the hall; they will face the wall and crouch down in front of the wall. Once students are crouch down as low as possible to the floor, face down, and heads covered with their hands the teacher will assume the same position near his/her class. Students will be trained so they can instantly get into a protective position when instructed. Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head.

Middle School Plans

Middle School On-Campus Evacuation/Fire Plan and Map



Middle On-Campus Evacuation Plan

(Fire and Evacuation Procedures) You will hear fire alarm (**3 Bells**)

Office Secretary Will grab the Master Information Packets, Absence List for the day, and your cell phone and head for the ticket booth at the stadium.

Librarian —immediately head to the room with special education student are. You can catch up with the rest of the 5th grade later.

Special Education Teacher—take over Kings' Homeroom

Support staff —do a sweep of all bathrooms and help special education teach if needed. Then head for the ticket booth at the stadium.

Custodians—do a sweep of the courtyard and hallways and then head for the ticket booth at the stadium.

Principal—will be the last out of the building, the last over to stadium and the last to return to EMS.

Classroom Teachers

Grab Emergency Buckets & Cell Phones. Emergency buckets should have

- Flashlight
- roll of toilet paper
- Emergency Flip Chart
- a set of all class rosters
- HOMEROOM ROSTER

If it is cold, allow students to get coat from locker. Books can stay in the classrooms. If students have cell phones, have them keep phones turned off until we tell them to call

All Grade levels

Go out to hallway and line up by HOMEROOMS against the wall (facing toward the nearest exit). Teachers do head count and report any missing students immediately to principal. Exit single-file & silently through front or sides doors onto West Street. Cross street to field house gate and get on field house sidewalk. Take steps down onto the track and head to the west end of the home stands (by concession stand). Go up the west end ramp. Leave bottom row open and sit by HOMEROOMS in the bleachers.

Middle School Off-Campus Evacuation Plan

You will hear “**EXODUS**” over the intercom **OR** the Alarm (4 bells).

Office Secretary will grab the Master Information Packets, Absence List for the day, and cell phone head for the ticket booth at the stadium. When the first bus arrives have 5th grade start loading (more details below).

Librarian —immediately head to the room with special education student are. You can catch up with the rest of the 5th grade later.

Special Education Teacher—take over Kings' Homeroom

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Support staff—do a sweep of all bathrooms and help special education teach if needed. Then head for the ticket booth at the stadium.

Custodians—do a sweep of the courtyard and hallways and then head for the ticket booth at the stadium.

Principal—will be the last out of the building, the last over to stadium and the last to return to EMS.

Classroom Teachers

Grab Emergency Buckets & Cell Phones. Emergency buckets should have

- Flashlight
- roll of toilet paper
- Emergency Flip Chart
- a set of all class rosters
- HOMEROOM ROSTER

If it is cold, allow students to get coat from locker. Books can stay in the classrooms. If students have cell phones, have them keep phones turned off until we tell them to call (out at Civic Center once everyone has been evacuated)

Grade levels

5th Grade and 6th Grade

Go out to hallway and line up by HOMEROOMS against the south wall. Teachers do head count and report any missing students immediately to Principal. Exit single-file & silently through front doors and go down steps and cross street to field house gate and get on field house sidewalk. Take steps down onto the track and head to the west end of the home stands (by concession stand). Go up the west end ramp. Leave bottom row open and sit by HOMEROOMS (two rows per homeroom) 5th grade in the first section of bleachers.

Leave bottom row open and sit by HOMEROOMS (two rows per homeroom) 6th grade in the bleachers in the second section.

7th Grade and 8th Grade

Go out to hallway and line up by HOMEROOMS against the east wall (facing the end doors). Teachers do head count and report any missing students immediately to Principal. Exit single-file & silently through side doors and cross the street and go between field house and middle school gym. Go behind the bleachers and up the middle ramp (reserved section). Sit by HOMEROOMS

Mobilization to Off-Site Location

Bus Driver 1 will swing around to stadium ticket booth to load EMS students. Load 5th grade (3 to a seat where possible) and secretary, and support staff to set up base camp. Drive out to the Civic Center (out by rodeo arena): Turn left onto Plum (street behind gym), left onto Field, left onto North, left onto Mertzon Highway, and then right onto Highway 277. Unload and head back. Come around on Mertzon highway to North Street, turn onto Field street and then onto Meador street (street between bus yard and practice field). Load 6th, 7th and 8th grade and repeat

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steps 4 and 5. Load the rest of middle school first. If you still have room stop at either high school or elementary location to load

Bus Driver 2 (if possible) will swing around to ticket booth behind bus 1 to load students. Driver will load up any remaining 5th graders and then 6th grade (3 to a seat where possible). Drive out to the Civic Center (out by rodeo arena): Turn left onto Plum (street behind gym), left onto Field, left onto North, left onto Mertzon Highway, and then right onto Highway 277. Unload and head back. Come around on Mertzon highway to North Street, turn onto Field street and then onto Meador street (street between bus yard and practice field). Repeat as needed. Middle School should be loaded by now. Check with high school and elementary for more to load.

Off Site Base Camp (EMS):

Secretary and support staff will be on the first bus and will establish where EMS students will congregate and designate where each grade level will go when they unload. They will also oversee students check-out when parents arrive. (In real situations—if we are dismissing school from the Off-Site Location)

Homeroom Teachers

- Cluster your homeroom students together
- Do a headcount
- Maintain your homeroom group
- Keep everyone calm and quiet

Bus Drivers

Once all people have been evacuated from stadium come back out to Civic Center and park (location TBD). Make sure Belman & Principal have your cell number.

Off-Site Location Dismissal

In real situations—if we are dismissing school from the Off-Site Location:

- NO STUDENTS CALL UNTIL PRINCIPAL HAS ARRIVED
- NO STUDENTS LEAVE UNTIL PRINCIPAL HAS ARRIVED
- NO STAFFER LEAVES UNTIL PRINCIPAL RECEIVES WORD FROM COMMAND CENTER THAT SITUATION IS SAFE FOR STAFF TO BE BROUGHT BACK TO CAMPUS TO RETRIEVE VEHICLES

Call Clear - Returning to Campus:

We will load buses in the same order as the evacuation. Buses will unload students in front of the school. All buses will make return trips to Civic Center as needed. Students will exit bus single-file & silently, and go back to their homeroom/classroom. Staff—make sure that all homeroom/classrooms are covered. Bus drivers will park the bus and return to campus.

Debriefing—once everyone is back on campus, principal may call a campus meeting.

Middle School Lockdown Plan

You will hear, “LOCKDOWN” over the intercom (or 5 Bells) or Principal (or designee) announces the lockdown in person: Everyone is to stay where they are.

SCHLEICHER COUNTY ISD
Campus Emergency Procedures

Inside

Classroom teachers quickly glance outside the room to direct any students or staff members in the hall into your room immediately.

- Lock your door.
- Lower or close any blinds.
- Turn off all lights.
- Place students against the wall, so that the intruder cannot see them looking in the door.
- Teachers look for the 'Safe Corner' (corner not visible from the door).
- Turn out lights and computer monitors.
- Keep students quiet.

In the classroom all staff members please locate and hold on to your roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

Outside

Physical education classes being held in the gym

- move into a locker room,
- lock all doors, and
- find a safe area.

On the Football field move into a locker room,

- lock all doors, and
- find a safe area.

Students in the cafeteria move to the nearest classrooms.

Outside the school building find cover, and remain still until you are directed where to relocate depending on the situation.

If teachers and students are in the bathrooms, move to a stall, lock it and stand on the toilet.

Anyone in the hallway should move to the closest classroom immediately.

Everyone Else

Nurses/cafeeteria workers/support staff: please stay in the area you are in,

- secure the doors, and
- turn out the lights.

Library staff (and students) in the library

- remain in the library.
- lock the doors,
- turn out the lights, and
- locate a safe area.

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. Wait for further directives from a law enforcement officers or administrators. An administrator will signal all personnel if the lockdown has been lifted by an announcement made over the intercom.

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Campus Emergency Procedures

If an evacuation occurs, all persons/classrooms will be directed to move to a safe location by a law enforcement officer or an administrator.

Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators from each campus will keep in communication with cell phones.

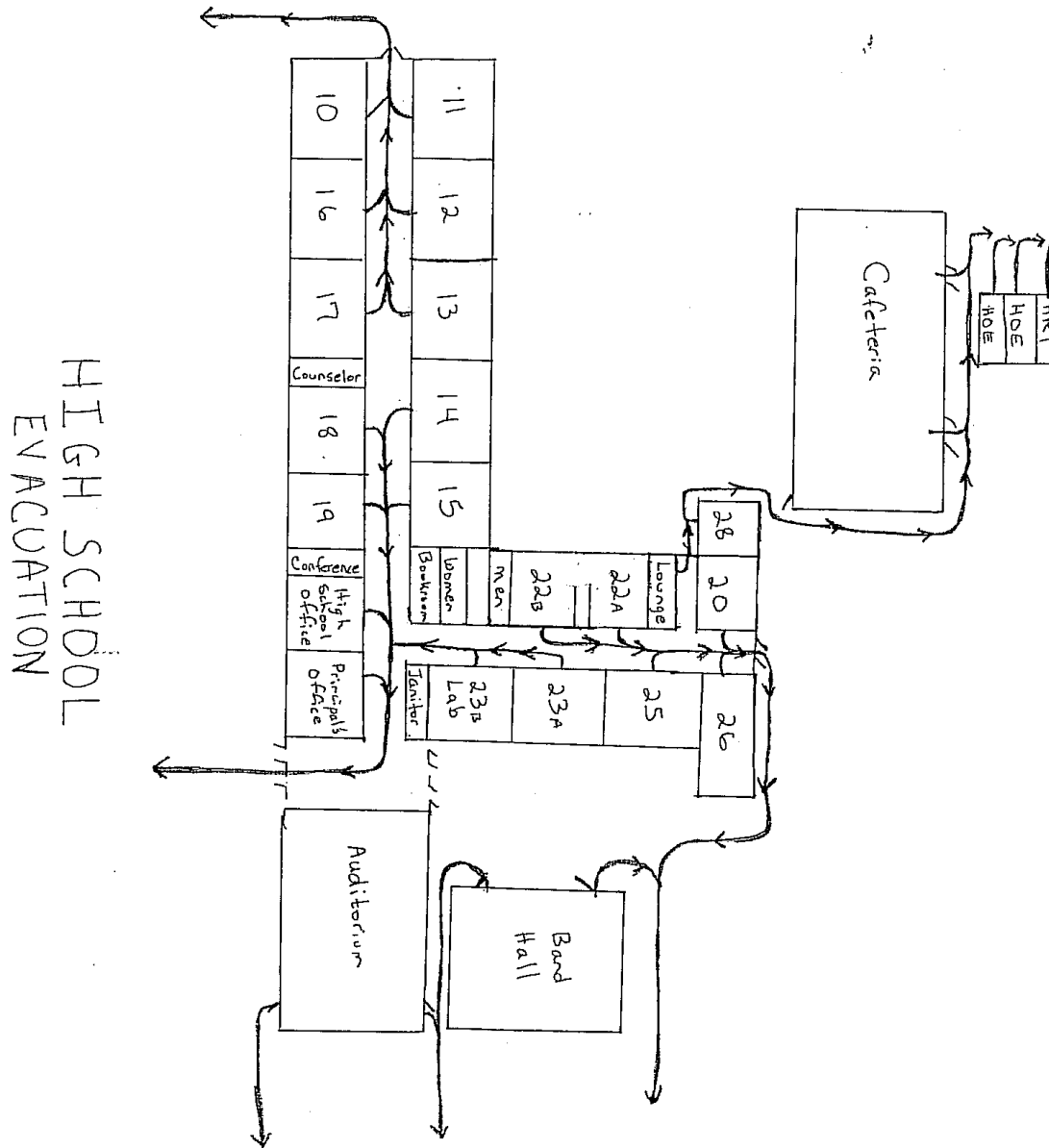
Middle School Tornado Plan

(Long Continuous Bell) If a Tornado Warning is issued, it means radar has detected a possible tornado, and all school students and staff should take cover immediately. Classes meeting outside the mail building (portable class-rooms, large, open rooms such as lunchrooms, gymnasiums, and auditoriums or rooms with exterior walls) should leave them at once and move to the main building. It is important to avoid any and all windows. The center hall between the classrooms is a good place, but stay away from windows.

The 5th and 6th grade students will exit the classrooms and assemble in the hall facing the wall between the Library and room 202/103. The 7th and 8th grade students will exit the classrooms and assemble in the hall facing the wall between the science lab and room 302/402. Once students are crouch down as low as possible to the floor, face down, and heads covered with their hands the teacher will assume the same position near his/her class. Students will be train so they can instantly get into a protective position when instructed. Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head.

High School Plans

High School On-Campus Evacuation/Fire Plan and Map



High School Off-Campus Evacuation Plan

You will hear “**EXODUS**” over the intercom **OR** the Alarm (3 bells).

Office Secretary will get the Master Information Packets, Absence List for the day, and your cell phone and head for the ticket booth at the stadium.

Librarian and Band Director —do a sweep of the bathrooms and halls. Then head for the visitors bleachers at the football stadium.

Custodians—do a sweep of the courtyard and hallways and then head to the practice field.

Principal—will be the last out of the building, the last over to practice field and the last to return to EHS.

Classroom Teachers

Grab Emergency Buckets & Cell Phones. Emergency buckets should have

- Flashlight
- roll of toilet paper
- Emergency Flip Chart
- a set of all class rosters
- HOMEROOM ROSTER

If it is cold, allow students to get coat from locker but all books stay in the classrooms. If students have cell phones, have them keep phones turned off until we tell them to call

All Grade levels

Go out to hallway and line up against the wall. Teachers will lead students out of the nearest exit toward Field Ave. Teachers do head count and report any missing students immediately to principal. Students on the north side exit single-file & silently through doors on to Fields Ave, Students exiting on the south side of the campus exit single-file & silently through doors and head to West Ave and turn north on West Ave and continue to Fields Ave. Once on Fields Ave continue past the bus bard and assemble on the practice field.

Mobilization to Off-Site Location

Bus Drivers will swing around the bus bard and load students from the practice field starting with the secretary and aids. They will be the first on the bus and they will start by loading the freshman and sophomores. They will load students two to a seat and then drive out to the Civic Center (out by rodeo arena). The buses will depart and turn right onto Werner Ave and then left onto the Mertzon Highway, and then right onto Highway 277.

Unload and head back. Come around on Mertzon highway to North Street, turn onto Field Ave and then reload at the practice field. Load juniors and seniors next and repeat directions above.

Off Site Base Camp (EHS):

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Campus Emergency Procedures

The secretary and aids will be the first off of bus and they will establish where EHS students will congregate and designate where each grade level will go when they unload. They will also oversee students check-out when and if parents arrive.

Homeroom/Tutorial Teachers

- Cluster your homeroom students together
- Do a headcount
- Maintain your homeroom group
- Keep everyone calm and quiet

Bus Drivers

Once all people have been evacuated from stadium come back out to Civic Center and park (location TBD). Make sure the secretary & Principal have your cell number.

Off-Site Location Dismissal

NOTE: In real situations—if we are dismissing school from the Off-Site Location:

- NO STUDENTS CALL UNTIL PRINCIPAL HAS ARRIVED
- NO STUDENTS LEAVE UNTIL PRINCIPAL HAS ARRIVED
- NO STAFFER LEAVES UNTIL PRINCIPAL RECEIVES WORD FROM COMMAND CENTER THAT SITUATION IS SAFE FOR STAFF TO BE BROUGHT BACK TO CAMPUS TO RETRIEVE VEHICLES

Call Clear - Returning to Campus:

- We will load buses in the same order as the evacuation. Buses will unload students in front of the school. All buses will make return trips to Civic Center as needed.
- Students will exit bus single-file & silently, and go back to their homeroom/classroom.
- Staff—make sure that all homeroom/classrooms are covered.
- Bus drivers will park the bus and return to campus.
- Debriefing—once everyone is back on campus, principal may call a campus meeting.

High School Lockdown Plan

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Everyone is to stay where they are.

Inside

Classroom teachers quickly glance outside the room to direct any students or staff members in the hall into your room immediately.

- Lock your door.
- Lower or close any blinds.
- Turn off all lights.
- Place students against the wall, so that the intruder cannot see them looking in the door.
- Teachers look for the ‘Safe Corner’ (corner not visible from the door).
- Turn out lights and computer monitors.

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- Keep students quiet.

In the classroom all staff members please locate and hold on to your roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

Outside

Physical education classes being held in the gym

- move into a locker room,
- lock all doors, and
- find a safe area.

On the Football field or practice field move into a locker room,

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Everyone Else

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Library staff (and students) in the library

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High School Tornado Plan

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Campus Emergency Procedures

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All grade students will exit the classrooms and assemble in the hall; they will face the wall and crouch down in front of the wall. Once students are crouch down as low as possible to the floor, face down, and heads covered with their hands the teacher will assume the same position near his/her class. Students will be train so they can instantly get into a protective position when instructed. Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head.

PART IV

Card Signal System

Room is Clear - Blue

Use for Evacuation and Tornado

Post on your door any time you leave with students. **LOCK THE DOOR!**

Student Information Cards (3)

- All Students Accounted For - Green
- Students Missing - Orange
- I Have an Extra Student(s) - Pink

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate if all of the students in your class are accounted for.

SOS -Injury Cards (3)

- SOS – We have a Life Threatening Injuries - Red
- SOS – We have Injuries but Not Life Threatening - Yellow
- SOS - We have No Injuries - White

Use for Evacuation, Lockdown, Tornado

Take these cards with you to indicate the severity of any injuries

***Take these cards with you to indicate if all of the students in your class are accounted for.*
