



Carrollton · Farmers Branch

Independent School District

CRISIS MANAGEMENT AND EMERGENCY RESPONSE MANUAL

**2009
REVISION**

**Information is provided to inform staff of emergency operations procedures.
A copy of the District Crisis Plan is available on-line at www.cfbportal.org**

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PREFACE

The Carrollton-Farmers Branch Independent School District is a special and unique educational enterprise. The District is an urban-suburban area that lies in two counties and spans six different cities with school campuses located in five of those cities. Each day, more than 3,200 employees serve the educational and safety needs of over 26,000 students.

Recent local, national, and international events emphasize the importance of safety planning and training. Much has been learned in how best to respond to emergency situations to protect lives, communicate with parents and staff, and coordinate response with emergency organizations serving our District. Combining information from local, state, and national agencies, the District is moving forward to safeguard our most valuable resource, our students and staff.

Any emergency will disrupt the normal routine. Our effective and coordinated response can make the difference in saving lives and restoring safety and security for all. The District Safety Committee is charged with development, updating, and implementation of the District Crisis Management and Emergency Response Manual. In addition, each campus and building develops a detailed crisis plan that addresses items specific to that location and coordinates with the District Manual.

If you have questions or suggestions regarding any of this information, please contact Wade Lillie, Director of Security or Kim Holland, Executive Director of Student Services.

EMERGENCY PHONE NUMBERS

POLICE / FIRE / AMBULANCE - 911

CFBISD SECURITY – 972 968-6428

POISON CONTROL - 1 800-222-1222

CHILD ABUSE HOTLINE - 1 800-252-5400

When calling 911 and Security:

- ✓ Clearly state your name, the nature of your emergency (fire, police, medical, etc), and a call-back number.
- ✓ Listen carefully to the dispatcher and answer questions clearly and succinctly.
- ✓ Stay on the line until directed to hang up by the dispatcher.

ALTERNATE CONTACT NUMBERS

<u>Addison</u>	<u>972-450-7156</u>
<u>Carrollton</u>	<u>972-466-3333</u>
<u>Coppell</u>	<u>972-304-3610</u>
<u>Dallas</u>	<u>214-744-4444</u>
<u>Farmers Branch</u>	<u>972-484-3620</u>
<u>Irving Fire</u>	<u>972-258-1515</u>
<u>Irving Police</u>	<u>972-273-1010</u>

INTRODUCTION

A growing need exists between schools and community agencies to work together in planning to deal with crisis and emergency situations experienced in our schools. Families put their trust in schools to keep their children safe. CFBISD has made school safety a stated priority and goal. In addition to the development and updating of this Crisis Management and Emergency Response Plan, the District has developed and implemented a number of initiatives in response to this goal, including:

- Regular District-wide Safety Committee meetings.
- Required Violence Intervention Identification, Training, and Response Strategies for all employees.
- District and Campus Crisis Plans.
- Student Code of Conduct with annual analysis and updates.
- Character Education Curriculum for all students.
- Anger Management and Conflict Resolution Training.
- Gang Identification and Intervention Training.
- Coordination with city and county emergency response agencies.
- Identification and Medical Emergency Response Team; Critical Incident Stress Management Team; and District Security Department.
- Agreements with County Health and Mental Health Departments for coordinated response to crisis situations.
- Safety audits, scheduled and unscheduled crisis drills, debriefings, and trainings.
- On-going Student Assistance and Family Counseling programs.
- Bus evacuation training and drills.

As much as has been accomplished, safety vulnerabilities exist that put schools at risk of a crisis of some kind. The unique location and span of the District provides opportunity for all the “normal” crisis situations inherent to any school district, but also includes some distinct challenges:

- Numerous primary transportation routes including highways and railways
- Landing/Take-off routes for two major airports
- Commercial manufacturing, handling, processing, and storage facilities

It is important that schools and emergency planning and response agencies continue to develop strategies to prevent crises, but also to respond in a timely and effective manner in the event of an emergency. This emergency planning employs four phases of crisis management:

- **Prevention / Mitigation** addresses what the District and school can do to reduce or eliminate risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** deals with how to restore the learning and teaching environment after a crisis.

In the event of a crisis situation, the District is committed to working with area agencies in preparation, response, and recovery to effectively restore the safety and security needed for students and staff. The

District has formal and informal agreements with the following governing authorities to assist in planning, training and emergency response:

Dallas County Department of Health
Dallas County Emergency Management
Dallas Police Department
Denton County Health Department
Denton County Emergency Management
City of Carrollton Fire and Police Departments
City of Farmers Branch Fire and Police Departments
City of Irving Fire and Police Departments
City of Coppell Fire and Police Departments
Dallas County Community College District Police Department

Each C-FBISD employee is a valued member of the District team, and may be called upon for assistance and leadership in a time of crisis. The following instructions will help you prepare to effectively perform if needed:

- **KNOW THIS MATERIAL** – keep a copy available to read and review on a regular basis.
- **RECEIVE TRAINING IN FIRST AID AND EMERGENCY RESPONSE** —contact your campus administration for training opportunities.
- **FOLLOW ALL SAFETY RULES AND PROCEDURES** - learn the procedures for your campus or department. Always wear your identification badge and emergency response reminders while on duty.
- **PLAN AHEAD** – seriously think through how you can best respond to protect yourself and those around you in the event of an emergency.
- **GET INVOLVED** – volunteer to serve with your Crisis Team for planning and preparation.
- **POST AND MAINTAIN ALL SAFETY INFORMATION** – this includes evacuation routes, crisis plans, and weather-safe areas, locations of fire extinguishers and first aid supplies, and emergency contact information.
 - **PARTICIPATE IN REGULAR SAFETY DRILLS** – practice as though it is the real thing. Use these drills as an opportunity to improve your personal and group response.

NATIONAL READINESS LEVELS

The Department of Homeland Security and the U.S. Department of Education recommend using the following crisis readiness levels. The District will coordinate with local agencies to determine appropriate readiness levels.

Level Green – Normal Operations

- Assess and update crisis plans and procedures
- Discuss updates with emergency responders
- Review updates with crisis teams
- CPR and first aid training for staff
- Maintain all campus security procedures

Level Blue – Increased State of Readiness

- Review and upgrade security measures
- Review emergency communications procedures
- Inventory, test, and repair emergency equipment
- Inventory and restock emergency supplies
- Conduct crisis operations training and drills

Level Yellow – Elevated State of Readiness

- Inspect schools for suspicious activities
- Assess risks with public safety officials
- Review Crisis Plans with staff
- Test alternative communication capabilities

Level Orange – High State of Readiness

- Assign staff to monitor entrances at all times
- Assess facility security measures
- Update parents and media on preparedness efforts
- Address student fears concerning possible crisis events
- Place crisis response teams on standby alert

Level Red – Severe State of Readiness

- Activate crisis plans
- Follow instructions of public safety officials
- Restrict school access to essential personnel
- Cancel outside activities and field trips
- Provide mental health services to students

SECTION ONE: PREVENTION/MITIGATION

PREVENTION is the action an organization can take to avoid crises whenever possible. This includes:

- Regularly evaluate the safety and integrity of the facilities – discuss any concerns with facilities maintenance and security for recommendations and repair.
- Security of the campus and classrooms – includes access controls to classrooms, regular safety drills, staff and student training, and informing / involving parents and community.
- Campus climate and school culture – develop and maintain a climate of courtesy and fairness. Enforce rules equitably.

MITIGATION is the action taken to prevent further damage, injury or loss of life during a crisis event. The goal is to decrease the need for response as opposed to simply increasing the response capability. This involves:

- Development, communication, and implementation of the Campus Crisis Plan.
- Conducting regular drills and tabletop exercises for a variety of crisis scenarios.
- Debrief after each drill or exercise to assess response and consider improvements.
- Establishing and maintaining clear communication regarding response expectations.
- Develop and maintain campus Crisis Bags in at least two separate locations.

SECTION TWO: PREPAREDNESS

GENERAL INFORMATION

A crisis has the ability to impact every student and staff member in a school building. In spite of all the efforts in crisis prevention, it is certain that schools will experience crises. Good planning will provide for a rapid, coordinated and effective response when a crisis occurs. Being well prepared is an investment of time and resources in an effort to reduce injury and save lives.

Each school in C-FBISD is required to develop a crisis plan that meets the unique needs and circumstances of the campus. The plan should include the types and frequency of coordinated drills and exercises as well as the following:

- Defined Roles, Responsibilities, and Chain of Command
- Communication and Coordination with Emergency Responders
- Communication Plans to Staff, Students, Parents, Media, and Community
- Location of Necessary Equipment and Supplies
- Action Steps for Immediate Response
 - First Aid
 - Evacuation
 - Relocation
 - Lockdown
 - Shelter-in-Place
- Accountability and Student Release Procedures
- Steps Toward Recovery

Each staff member at each site should be provided access to the Campus Crisis Plan and be knowledgeable of its contents.

CAMPUS PREPARATION

- **Collect and maintain all parent and staff contact information. Update changes immediately.**
- **Maintain updated student and staff health information.**
- **Provide first aid and CPR training annually.**
- **Post in clinic the names and locations of all staff trained in basic and advanced first aid and CPR. Identify staff with special emblem on identification badge.**
- **Maintain first aid supplies in several visibly posted locations.**
- **Provide access to Crisis Management and Emergency Response Notebook material to all staff.**
- **Keep Campus Crisis Bags updated and accessible in at least two locations.**
- **Provide Crisis Management and Emergency Response information to parents prior to a crisis.**
- **Conduct annual campus safety walk-through to identify problem areas and location of emergency supplies and equipment.**
- **Post emergency response information and exit plans in each room and/or area.**
- **Control building and classroom access.**
- **Provide and enforce identification badges on staff and students.**
- **Maintain an updated Campus Crisis Plan in conjunction with this manual.**
- **Collect and preserve campus records related to all phases of crisis management.**
- **Provide copies of records to the District Safety Committee or its designees.**

SECTION THREE: RESPONSE

GENERAL INFORMATION

Follow the Crisis Plan for your building. During a crisis is NOT the time to invent new plans. It is impossible to think of every possible crisis that can impact a campus. The specific action steps in this section have been reviewed by local emergency responders that serve C-FBISD and have been proven effective in our District since the initial writing of this plan. These should be used in appropriate situations. For events not listed, the following action steps provide direction:

GENERAL ACTION STEPS IN CRISIS RESPONSE

- **Trust leadership and remain calm.**
- **Assess the situation and choose the appropriate response.**
- **Implement the response within seconds.**
- **Notify emergency responders (911) and Security (6428) immediately.**
- **Evacuate, Relocate, Lockdown, or Shelter In Place as appropriate.**
- **Provide first aid.**
- **Communicate accurate and appropriate information to Crisis Team and emergency responders.**
- **Allow for flexibility in implementing the Crisis Plan.**
- **Document the crisis event and debrief as appropriate.**

AMERICAN RED CROSS EMERGENCY ACTION STEPS

**Check the Scene for Safety.
Call for Assistance.
Care for Individual(s).**

CHAIN OF COMMAND

The chain of command for CFBISD Crisis Response is as follows:

CAMPUS CHAIN OF COMMAND

PRINCIPAL / DIRECTOR

ASSOCIATE PRINCIPAL

ASSISTANT PRINCIPAL

CRISIS PLAN DESIGNEE

THE DISTRICT CHAIN OF COMMAND WILL CONSULT, INFORM, AND DIRECT STAFF AS APPROPRIATE.

SUPERINTENDENT

**ASSISTANT SUPERINTENDENT FOR ADMINISTRATION AND
PERSONNEL**

ASSISTANT SUPERINTENDENT FOR SUPPORT SERVICES

EXECUTIVE DIRECTOR OF PUBLIC INFORMATION

CRITICAL INCIDENT COMMAND ROLES AND RESPONSIBILITIES

POLICE: In a criminal situation, the police are in charge of the scene. School personnel will provide support as needed.

FIRE DEPARTMENT: In the event of fire or other non-criminal medical emergency, the fire department is in charge. School personnel will provide support as needed.

PRINCIPAL: The principal/campus administrator coordinates the school crisis plan response and serves as the chief liaison between emergency responders, district personnel and the school.

SCHOOL RESOURCE OFFICER: in a criminal situation, the SRO or first officer on the scene will be in charge until a higher ranking officer expressly assumes control of the scene. School personnel will provide support as needed.

TEACHERS AND CAMPUS STAFF: Responsible for students in their care and control during a crisis. Respond as directed by principal or designee in accordance with Campus Crisis Plan.

DISTRICT ADMINISTRATION AND STAFF: Provides support services during crisis as needed.

PUBLIC RELATIONS STAFF: Responsible for communicating with the media.

EVACUATION

(Used when it is safer outside the building than inside the building.)

Do not allow students to use cell phones.

Upon Activation:

- Call 911 and Security at 972 968-6428.
- Take crisis bags.
- Take class rosters, grade book or seating chart with you.
- Follow exit plan leaving doors closed and unlocked.
- Leave lights and switches “as is” to prevent possible explosion.
- Verify building / area is clear as you leave.
- Proceed directly to designated collection location.
- Provide first aid as needed.
- Check roll immediately. Use Red / Green card and Buddy system to report missing persons to Incident Commander.
- Do not return to building / area until authorized.
- Follow directions of Crisis Team.

Recovery:

- Return to building / area when authorized to do so.
- Check roll immediately. Report any missing persons to Incident Command
- Provide first aid as needed.
- Report any problems to Crisis Team.
- Debrief

Preparedness

- Post evacuation routes and collection sites in each room.
- Provide training and drills.

LOCKDOWN

(Used if there is an immediate threat of violence on or near the school grounds)

Do not allow students to use cell phones.

The order to lockdown should clearly announce **“LOCKDOWN”** and be repeated multiple times.

LOCKDOWN - CODE RED

- Call 911 and Security at 972 968-6428.
- Lock the doors and remain in room.
- Close blinds.
- Turn off all lights.
- Stay away from doors and windows.
- Do NOT open door for anyone.
- Do not allow cell phone use.
- Lockdown - Code Red may step-down to Code Yellow before release. Follow directions of Incident Command.

LOCKDOWN - CODE YELLOW

- Call Security at 972 968-6428 and 911 if needed
- Lock the doors and remain in room
- Do not allow cell phone use
- Continue teaching

PUBLIC INFORMATION

If you are contacted by the media (in person or by telephone):

- **Notify campus administration immediately.**
- **Campus administrator should immediately notify the Public Information Office at 972 968-6186 and Security at 972 968-6428.**
- **A designated spokesperson from Public Information will be the point of contact.**
- **Do not make any statement to the media.**
- **If pressed, make only the following statement: “THE FACTS ARE BEING GATHERED AND WILL BE RELEASED AS SOON AS POSSIBLE THROUGH THE DISTRICT’S SPOKESPERSON.”**
- **Obtain the following information:**
 - **Reporter’s name**
 - **Name of newspaper or television station**
 - **Telephone number**
 - **Questions to be answered**
 - **Deadline**
- **If media is on campus, move them to a controlled area such as a room with outside access or a distant parking lot. Someone should remain with the media until the Public Information Office representative is able to reach the campus.**

RELEASE OF STUDENTS PROCEDURES

(Used for controlled release of students to parents/guardians following crisis event)

Immediate Action

- **Follow Campus Crisis Plan for specific student release details**
- **Call Security at 972 968-6428**
- **Notify Public Relations at 972 968-6165**

Recovery

- **Verify safety of campus**
- **Debrief**

Preparedness

- **Maintain emergency contact information on students and staff**
- **Insert Double-gate Reunification System into the Campus Crisis Plan.**
- **Train all staff members in the reunification procedures and processes.**
- **Communicate release procedures to parents prior to crisis event.**
- **Conduct drills and exercises to confirm readiness.**

RELOCATION

(Used to move individuals to another location deemed safer.)

When leaving campus or site:

- **Call 911 and Security at 972 968-6428.**
- **Notify receiving site.**
- **Take crisis bags.**
- **Take class rosters and grade books.**
- **Proceed to designated location to embark.**
- **Check roll. Report anyone missing to Incident Command.**
- **If traveling by vehicles, create transportation rosters with designated relocation site listed.**
- **Follow planned route to relocation site.**
- **Follow directions of Incident Command.**
- **Provide first aid as needed.**

Upon arrival at relocation site:

- **Check roll. Report anyone missing to Incident Command.**
- **Provide first aid as needed.**
- **Follow directions of Incident Command**
- **Remain at site until authorized to depart.**

Preparation:

- **Walk or drive the route of travel annually. Verify route is clear and usable.**
 - **Plan for movement of special needs individuals. Provide for special equipment needs in advance.**

SHELTER-IN-PLACE

(Safer inside the school than attempting to leave the building.)

Activation of Shelter-in-Place

- **Follow directions of Incident Command to Shelter-in-Place.**
- **Provide clear announcement regarding need to Shelter-in-Place. **Do not activate the fire alarm system.****
- **Call Security at 972 968-6428 and 911 if needed.**
- **Turn OFF all HVAC units, exhaust vents and fans.**
- **Move individuals to rooms with no (or limited) outside exposure.**
- **Close windows, vents, and doors.**
- **Close any blinds or shades.**
- **Remain quiet. Minimize movement and activity.**
- **Monitor all individuals and provide first aid as needed.**
- **Remain in shelter until authorized to exit.**
- **Follow directions of Incident Command.**

Recovery

- **Follow directions of Incident Command. If all clear is given:**
 - **Open doors, vents, and windows as directed.**
 - **Restore vents, fans, and HVAC.**
 - **Monitor individuals for symptoms requiring first aid.**
 - **Resume activities as directed.**

FACILITY EMERGENCIES

ELEVATORS

An elevator malfunction does not constitute a threat to health / safety in most cases.

Immediate Action

- **Notify campus administration.**
- **Contact Security at 972 968-6428.**
- **Establish communication with person(s) in elevator if possible.**
- **Verify safety of individual(s).**
- **Assist person(s) in remaining calm and waiting for assistance.**
- **If a health or safety emergency develops, contact 911 and call Security at 6428.**

Recovery

- **Verify safety of individuals upon extrication from elevator.**
- **Report elevator malfunction to Facilities Maintenance.**
- **Prevent elevator use until repairs are completed.**
- **Debrief.**

Preparedness

- **Provide training to students and staff in elevator safety.**
- **Perform monthly test on elevator emergency call box / telephone.**
- **Perform crisis drills in accordance with campus and district plans.**

FACILITY EMERGENCIES

EXPLOSION/FIRE

When an explosion or fire occurs in a building, there is an immediate threat to students and staff.

Immediate Action

- **Notify campus administration.**
- **Evacuate following Evacuation Procedures.**
- **Call 911 and Security at 972 968-6428.**
- **Provide First Aid as needed.**
- **Do NOT re-enter until authorized by Incident Command.**

Recovery

- **Follow directions of Incident Command.**
- **Report damage to Facilities Maintenance.**
- **Return to building / area if authorized.**
- **Check roll. Report any absences / no-shows immediately to Incident Command.**
- **Debrief.**

Preparedness

- **Provide training to students and staff in fire safety.**
- **Post evacuation plan for each room and area.**
- **Perform monthly drills according to evacuation procedures.**

Prevention / Mitigation

The Fire Code: What every educator needs to know

Exits

- **Do not block fire exits.**
- **Allow 36” clearance along exit routes.**
- **No furniture allowed along exit routes.**

Fire Doors

- **Do not lock or prop open.**
- **Doors to cafeteria are fire doors.**

Fire Lanes

- **No Parking or Unoccupied Vehicles Allowed in Fire Lanes.**
- **Active 24 hours a day / 365 days a year.**
- **Fire lane is area between painted red lines.**

Fire Alarms

- **Initiate by uncovering and pulling the lever.**
- **In the event of fire, always call 911.**

Storage

- **Allow two feet from top of storage to ceiling.**
- **No storage in mechanical or electrical rooms.**
- **Do not increase fire load with extra furniture or boxes.**

Decorations

- **In a non-sprinkled area, no more than 20% of hallway walls can be covered with artwork or teaching materials.**
- **In a sprinkled area, no more than 50% of classroom walls can be covered with artwork or teaching materials.**

Candles are not allowed in District buildings.

Extension Cords / Surge Protectors should be in good shape, grounded, and meet recommended use requirements.

FACILITY EMERGENCIES

GAS LEAK

Natural gas leaks, with odor in the building, may occur and may bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Tertiary Butyl Mercaptan to give it odor. The gas goes up and the odor goes down. If odor is detected in the building:

Immediate Action

- **DO NOT use any electrical devices including light switches, phones or radios.**
- **Notify campus administration.**
- **Evacuate building.**
- **Call 911 and Security at 972 968-6428.**
- **Provide first aid as needed.**

Recovery

- **Follow directions of Incident Command.**
- **Ventilate building if safe to return.**
- **Relocate if building is unsafe.**
- **Monitor individuals for symptoms.**

Preparedness

- **Verify location of utility cut-offs in Campus Crisis Plan.**
- **Review Evacuation and Relocation Procedures.**
- **Verify route of travel to relocation sites.**
- **Post evacuation routes for each room in building.**
- **Provide training and evacuation drills.**
- **Provide first aid training.**
- **Coordinate agreements with relocation sites prior to any crisis.**

FACILITY EMERGENCIES

HAZARDOUS MATERIALS

- **Notify campus administration.**
- **Evacuate area / building if necessary.**
- **Stay clear of all spills, vapors, fumes, and smoke.**
- **Call 911 and Security at 972 968-6428.**
- **Do not try to assist victims until material has been identified and authorities indicate it is safe to go near victims.**

Recovery

- **Follow directions of Incident Command.**
- **Ventilate building if safe to return.**
- **Relocate if building is unsafe.**
- **Monitor individuals for symptoms.**
- **Coordinate with Public Information.**

Preparedness

- **Review Evacuation and Relocation Procedures.**
- **Post evacuation routes for each room in building.**
- **Provide training and evacuation drills.**
- **Provide first aid training.**
- **Verify route of travel to relocation sites.**
- **Coordinate agreements with relocation sites prior to any crisis.**

FACILITY EMERGENCIES

POWER FAILURE OR LINES DOWN IN AREA

If there has been a power failure at the school, or if lines are reported down in the area of a school:

Immediate Action

- **Notify campus administration.**
- **For power failure, call Security at 972 968-6428.**
- **If lines are down, call 911 and Security at 972 968-6428.**
- **Verify safety of individuals.**
- **Provide First Aid if needed.**
- **Do not approach any power lines that are down.**
- **Follow directions of Incident Command.**

Recovery

- **Be aware of smoke or burning smell when power is restored.**
- **Resume activities.**
- **Debrief.**

Preparation

- **Verify Campus Crisis Plan identifies locations of electrical cut-offs in building.**
- **Conduct training and drills.**
- **Provide emergency lighting including flashlights and batteries.**

FACILITY EMERGENCIES

WATER SUPPLY LOSS

If there has been a loss of water supply to the school, or if water supply has been reported to be unsafe by the municipal water provider:

Immediate Action

- **Notify campus to stop drinking water.**
- **Call Security at 972 968-6428.**
- **If there is a threat to life safety, call 911.**
- **Verify safety of individuals.**
- **Shut off all water fountains, icemakers, and clean out ice storage bins as directed.**
- **Provide first aid if needed.**
- **Follow directions of Incident Command.**

Recovery

- **Flush water supply lines prior to using water fountains or icemakers.**
- **Be aware of flooding, stoppage, or excessive flow when water supply is restored.**
- **Resume activities.**
- **Debrief.**

Preparation

- **Verify Campus Crisis Plan identifies locations of water cut-offs in building.**
- **Loss of water is typically not an emergency situation, but can lead to a crisis if response is inadequate. To assist campuses, an emergency supply of bottled water is maintained by the warehouse for delivery by plant operations at the direction of the Security director or designee.**

MEDICAL EMERGENCIES

ACCIDENTS

Immediate Action

- **Notify campus administration / school nurse.**
- **Assess level of injury and immediate safety of area.**
- **Call 911 (if needed).**
- **Call Security at 972 968-6428.**
- **Provide immediate first aid as needed.**

For minor accidents, injuries

- **Assist child to clinic for assistance.**
- **Follow emergency procedures in the Health Services Manual, Emergency/First Aid Section, as indicated by nature of accident or injury**
- **Call parent/guardian**

For major accidents, injuries

- **Call 911 and Security at 972 968-6428.**
- **Provide first aid and basic life support**
- **Call parent/guardian**

Recovery

- **Complete required documentation**
- **Debrief**

Preparedness

- **Train staff in first aid, CPR, and AED use and location. Post names and locations of staff in school clinic. Indicate training on identification badges.**
- **Post Emergency Phone Numbers next to telephones.**
- **Post procedures in the clinic for parent notification regarding minor accidents.**

MEDICAL EMERGENCIES

MEDICATION / DRUG OVERDOSE

Immediate Action

- **Call campus administration / school nurse**
- **Call 911 and Security at 972 968-6428**
- **Provide first aid / CPR as needed**
- **Call parent/guardian**

Recovery

- **Verify safety of individual**
- **Notify campus counselor**
- **Complete Code of Conduct report if applicable**
- **Debrief**

Preparedness

- **Maintain emergency contact information on students and staff.**
- **Follow District policy regarding student medication at school.**
- **Provide first aid and CPR training. Post names visibly in clinic.**
- **Identify staff trained in first aid / CPR on staff ID badges.**
- **Post emergency numbers at each phone.**
- **Conduct crisis drills and exercises**

MEDICAL EMERGENCIES

PANDEMIC / INFLUENZA

Immediate Action

- **Report flu-like symptoms to school nurse.**
- **Isolate infected individuals until removed from school.**
- **Call parent / guardian.**
- **Utilize effective infection control procedures.**
- **Follow recommendations of District nurse supervisor.**

Recovery

- **Verify safety of individual**
- **Notify campus counselor**
- **Debrief**

Preparedness

- **Maintain emergency contact information on students and staff.**
- **Follow District policy regarding student medication at school.**
- **Provide first aid and CPR training. Post names visibly in clinic.**
- **Identify staff trained in first aid / CPR on staff ID badges.**
- **Post emergency numbers at each phone.**
- **Conduct crisis drills and exercises**

MEDICAL EMERGENCIES

POISONING

In the event of poisoning or suspected poisoning of a student or an employee:

Immediate Action

- **Notify campus administration.**
- **Identify poison if possible. Retain container if available.**
- **Call 911 and Security at 972 968-6428.**
- **Call Poison Control at 1-800-222-1222.**
- **Provide first aid as directed by Poison Control.**
- **Call Parent/Guardian.**

Recovery

- **Verify safety of student.**
- **Notify campus counselor.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information on each student.**
- **Visibly post Poison Control contact information.**
- **Provide staff training in first aid and poison control.**
- **Conduct building inspections to identify and secure potential poisoning agents.**

MEDICAL EMERGENCIES

POSSIBLE DEATH AT SCHOOL – TEACHER, CHILD, OR OTHER EMPLOYEE

Immediate Action

- **Call campus administration**
- **Call 911 and Security at 972 968-6428.**
- **Provide first aid or CPR as needed**
- **Verify identity of individual**
- **Provide contact information to emergency responders**
- **Call parent / guardian / emergency contact**

Recovery

- **Verify safety of classroom or building**
- **Notify campus counselor for follow-up as needed**
- **Coordinate with Public Information**
- **Debrief**

Preparedness

- **Maintain current emergency contact information for students and staff**
- **Provide training in first aid, CPR and crisis response**
- **Conduct crisis drills and exercises**

MEDICAL EMERGENCIES

SUICIDE ATTEMPT DURING SCHOOL HOURS

Immediate Action

- **Notify campus administration.**
- **Conduct appropriate lockdown.**
- **Call 911 and Security at 972 968-6428.**
- **Locate and secure individual. DO NOT leave person alone for any reason.**
- **Secure the immediate area and remove other students and staff.**
- **Provide first aid as needed.**
- **Notify school counselor and school nurse.**
 - **Call parent / guardian.**
 - **A certified professional will accompany student to hospital if parent/guardian is unavailable.**

Recovery

- **Complete Violence Intervention / Risk Assessment Form.**
- **Verify status of student.**
- **Counselor will follow-up with individual and family.**
- **Notify school staff emphasizing confidentiality.**
- **Identify and monitor person's friends and associates for risk factors.**
- **Coordinate with Public Relations.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information on each person.**
- **Provide Suicide and Violence Prevention and Intervention Training.**
- **Maintain counseling and student assistance programs.**

MEDICAL EMERGENCIES

SUICIDE COMPLETED DURING SCHOOL HOURS

(Page 1 of 2)

Apply if information is received regarding a completed suicide of a student on campus.

Immediate Action

- **Notify Campus Administration of the situation.**

Administrator:

- **Call 911 and Security at 972 968-6428.**
- **Restrict the immediate area and remove other students and staff.**
- **Conduct appropriate Lockdown.**
- **Alert and Assemble Crisis Team and enact campus crisis plan.**
- **Notify campus counselor and school nurse.**
- **Coordinate notification of next of kin with emergency responders.**
- **At appropriate time, disseminate the appropriate information to all teachers and inform them of what procedures to follow.**
- **If any students witness the suicide, do not let them leave campus. Notify the student's parents/guardians. Provide appropriate counseling in a safe area until parents / guardians arrive.**
- **Provide counseling as needed.**

SUICIDE COMPLETED DURING SCHOOL HOURS

(Page 2 of 2)

Recovery

Administrator:

- **Alert district schools in which the siblings are enrolled.**
 - **Identify and closely monitor student's friends and associates for risk factors.**
 - **Coordinate with Public Relations.**
 - **Prepare a statement to notify students as appropriate.**
 - **Follow-up with parent/guardian and give appropriate support and referrals.**
 - **Debrief with all faculty.**
 - **Empty student's locker of items to return to parent.**
 - **Document all actions taken.**
-
- **DO NOT hold an assembly or make public address announcements. Instead, notify students by having teachers read a prepared statement in the classrooms. (WARNING: Holding an assembly may not be appropriate for a suicide death as it might result in copycat behavior.)**

Preparedness

- **Maintain current emergency contact information on each student.**
- **Provide Violence Prevention and Intervention Training.**
- **Provide specific suicide prevention training and information to all staff.**
- **Conduct drills and exercises.**

MEDICAL EMERGENCIES

SUICIDE THREAT DURING SCHOOL HOURS

Immediate Action

- **Notify campus administration.**
- **If immediate threat to health or safety exists, call 911 and Security at 972 968-6428.**
- **Locate and secure individual. DO NOT leave person alone for any reason.**
- **Notify school counselor who will contact family.**

Recovery

- **Complete Violence Intervention / Risk Assessment Form.**
- **Verify safety of students and staff.**
- **Counselor will follow-up with individual as appropriate.**
- **Coordinate with Public Relations.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information on each student.**
- **Provide Violence Prevention and Intervention Training.**
- **Provide Suicide Prevention Training.**
- **Maintain counseling and student assistance programs.**

STUDENT WELFARE

CHILD ABUSE

State law requires school employees to report suspected child abuse.

Immediate Action

- **Notify campus administration, school nurse, and counselor-.**
- **Assess injury and provide first aid as needed.**
- **If immediate threat to health or safety, contact 911.**
- **Call Child Abuse Hotline at 1-800-252-5400.***
- **Obtain case report number from Hotline.**

*** - Online reporting is available (for situations that do not require emergency response) at <https://txabusehotline.org/>. First time users will need to create a logon and password. Document the logon and password in your records for future online reporting. Print copy of report for your records.**

Recovery

- **Refer student to school counselor.**
- **Continue monitoring for potential abuse.**

Preparedness

- **Provide Child Abuse Recognition Training for all staff with regular updates.**

STUDENT WELFARE

CHILDREN LEFT AT SCHOOL

Immediate Action

- **Take student to school office.**
- **Contact parent or emergency contact on registration information.**
- **If unable to speak with parent or an emergency contact, call Security at 972 968-6428.**
- **Contact building administrator to report situation.**
- **Call police at alternative (non-emergency) number, if appropriate.**
- **Remain with student until parent or assistance arrives.**

Recovery

- **Document to campus administration.**
- **Send parent appropriate notice of District policy.**

Preparedness

- **Inform parents and students of campus and District policies regarding supervision of students before and after school activities.**
- **Provide telephone access as appropriate.**

STUDENT WELFARE

CUSTODY DISPUTES

Immediate Response

- **Call campus administration for assistance.**
- **Call Security at 972 968-6428 and 911 if needed.**
- **Verify identification of parent/guardian or person requesting access.**
- **Check permanent file for court documents.**
- **Review court documents. Comply with court orders.**
- **Contact Student Services for assistance if needed.**

Recovery

- **Verify safety of student**
- **Update records if needed**

Preparedness

- **Provide Conflict Management training for all staff**
- **Maintain current contact information for all students**
- **Keep court records in accordance with District policy**

STUDENT WELFARE

LOST / RUNAWAY CHILD

In the event a student leaves school without permission, is lost, or unaccounted for at school or school activity. Response may vary depending on age and maturity of student.

Immediate Action

- **Notify campus administration.**
- **Call 911 and Security at 972 968-6428.**
- **Call parent/guardian.**

Recovery

- **Verify safety of student.**
- **Document to campus administration and school counselor.**
- **Coordinate with Public Information.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information for each student.**
- **Take copies of contact information on trips.**
- **Assign chaperones, small groups, “buddy” partners, and check-in times / locations as age appropriate.**
- **Immediately report absences / student no-shows.**
- **Supervise students at school and school activities.**

STUDENT WELFARE

SUICIDE ATTEMPT, COMPLETION OR THREAT - OFF CAMPUS

Immediate Action

- **Notify Campus Administration.**
- **Call Security at 972 968-6428.**
- **Notify counselor who will provide counseling and support services.**
- **Coordinate with Public Relations.**
- **Complete Violence Intervention / Risk Assessment Form if appropriate.**

Recovery

- **Verify status of student.**
- **Secure property of student.**
- **Identify and monitor student's friends and associates for risk factors.**
- **Counselor will follow-up with student and parents.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information on each student.**
- **Provide Violence Prevention and Intervention Training.**
- **Provide Suicide Prevention Training.**

TRANSPORTATION EMERGENCIES

BUS ACCIDENT

(Dallas County Schools is the transportation provider and will manage the accident scene, coordinate response, and conduct the investigation.)

Immediate Action

- **Evacuate bus if there is danger of fire, threat of collision, or hazardous spill.**
- **Call 911 and Security at 972 968-6428.**
- **Notify Dallas County Schools at 972 968-6320.**
- **Provide first aid as needed.**
- **Check roll. Report anyone missing to emergency responders.**
- **Refer media to emergency responders or CFB Public Information Office at 972 968-6165.**

Recovery

- **Determine feasibility of continuation of trip.**
- **Complete accident / incident reports.**
- **Follow-up with injured individuals and families.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information.**
- **Maintain rosters of passengers (students, staff, parents, etc.).**
- **Review and follow field trip and travel procedures.**
- **Conduct school bus evacuation training and drills as required.**

TRANSPORTATION EMERGENCIES

MECHANICAL BREAKDOWN

(Dallas County Schools is the transportation provider and will manage the scene, coordinate response, and conduct the investigation.)

Immediate Action

- **Call Dallas County Schools at 972 968-6320.**
- **Evacuate bus if there is danger of fire, threat of collision, or hazardous spill.**
- **Call 911 if needed.**
- **Call Security at 972 968-6428.**
- **Contact campus administration.**
- **Monitor passengers to maintain safety and security.**
- **Wait for assistance to arrive.**

Recovery

- **Determine feasibility of trip continuation.**
- **Complete incident report.**
- **Debrief.**

Preparedness

- **Conduct school bus evacuation training and drills.**
- **Post emergency contact information on bus.**
- **Review and follow field trip travel procedures.**
- **Maintain trip rosters and emergency contact information.**

TRANSPORTATION EMERGENCIES

HAZARDOUS MATERIALS

Most C-FB schools are within the potential “danger zone” in the event of a hazardous material spill due to train derailment or vehicle accident. Emergency responders are expected to alert campuses immediately upon notification of a hazardous situation. The campus will take immediate action to:

- **Call Security at 972 968-6428.**
- **Determine level of danger based upon nature of spill and weather conditions.**
- **Implement evacuation, shelter-in-place, or relocation procedures.**
- **Maintain communication with emergency responders.**
- **Stay clear of all spills, vapors, fumes, and smoke.**
- **Do not try to assist victims until material has been identified and authorities indicate it is safe to go near victims.**
- **Provide first aid as needed.**

Recovery

- **Follow directions of Incident Command.**
- **Ventilate building if safe to return.**
- **Relocate if building is unsafe.**
- **Monitor individuals for symptoms.**
- **Coordinate with Public Information.**

Preparedness

- **Review Evacuation and Relocation Procedures.**
- **Post evacuation routes for each room in building.**
- **Provide training and evacuation drills.**
- **Provide first aid training.**
- **Verify route of travel to relocation sites.**
- **Coordinate agreements with relocation sites prior to any crisis.**

VIOLENCE AND CRIME EMERGENCIES

ASSAULTS / FIGHTING

Immediate Action

- **Notify campus administration for assistance.**
- **Order participants to stop.**
- **Call 911 if needed.**
- **Call Security at 972 968-6428 if needed.**
- **Secure individuals and witnesses.**
- **Take appropriate disciplinary action.**
- **Provide first aid if needed.**

Recovery

- **Verify safety of individuals.**
- **Complete Violence Intervention /Risk Assessment Form.**
- **Debrief.**

Preparedness

- **Secure access to campus as appropriate.**
- **Supervise students at school and school activities.**
- **Utilize Crime Stoppers program.**
- **Use Violence Intervention / Risk Assessment Forms as appropriate.**

VIOLENCE AND CRIME EMERGENCIES

DEMONSTRATION / RIOT

(Page 1 of 2)

A demonstration is designed to bring attention to a particular group or concern. It may be disruptive to normal school routine. Riots involve violence to individuals and damage to property.

Immediate Action

- **Notify campus administration.**
- **Implement lockdown if appropriate.**
- **Call 911 and Security at 972 968-6428.**
- **Provide first aid as needed.**

Recovery

- **Verify safety of individuals and facilities.**
- **Follow directions of Crisis Team.**
- **Complete Demonstration/Riot Report form.**
- **Resume activities.**
- **Debrief.**

Preparedness

- **Monitor campus and community climate.**

VIOLENCE AND CRIME EMERGENCIES

DEMONSTRATION/RIOT REPORT

(Page 2 of 2)

School: _____ Date: _____ Time of Occurrence: _____

Was there any personal injury sustained by students or staff? _____

Describe what occurred to start the demonstration/riot. _____

What did you do to bring the situation under control? _____

Give the names of the individual(s) who initiated the demonstration.

What action has been taken with the person(s) named above? _____

What action has been taken to help insure that this or a similar situation will not occur in the future that would result in other demonstrations/riots?

Were the police called for assistance? _____ Yes _____ No _____

Name of person completing report. _____ / _____
(Signature) (Print Name)

What damage to school property occurred? _____

(Additional information may be written on back of this page.)

VIOLENCE AND CRIME EMERGENCIES

HOSTAGE SITUATION

Immediate Action - First Responder to situation

- **Attempt to contain, stabilize and calm person in crisis.**
- **Avoid negotiation with hostage taker.**
- **Ensure your own safety and safety of others.**
- **Remain calm. Be courteous, friendly and respectful.**
- **Avoid escalation of crisis.**
- **Call for assistance if able to do so.**
- **Establish rapport. Be an active empathic listener.**
- **Remove others from danger if possible.**
- **Provide first aid as needed.**

Crisis Responder

- **Call campus administration for assistance.**
- **Call 911 and Security at 972 968-6428.**
- **Activate campus crisis plan.**

Recovery

- **Verify safety of individuals.**
- **Follow directions of Incident Command.**
- **Notify Critical Incident Stress Management Team.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact information.**
- **Secure building access.**
- **Supervise students at all times on school grounds and activities.**
- **Utilize Violence Intervention / Risk Assessment Form.**
- **Provide training and conduct crisis drills.**

VIOLENCE AND CRIME EMERGENCIES

KIDNAPPING

Immediate Action

- **Notify campus administration.**
- **Call 911 and Security at 972 968-6428.**
- **Call parent/guardian.**
- **Notify campus counselor.**

Recovery

- **Verify safety of student.**
- **Notify Critical Incident Stress Management Team.**
- **Follow directions of Incident Command.**
- **Debrief.**

Preparedness

- **Maintain current emergency contact and student release information.**
- **Secure building access.**
- **Supervise students at all times on school grounds and activities.**
- **Utilize Violence Intervention / Risk Assessment form if threat exists.**
- **Provide training and conduct crisis drills.**

VIOLENCE AND CRIME EMERGENCIES

PROHIBITED SUBSTANCES

(A prohibited substance is any substance restricted by law or District policy.)

Immediate Action

- **Call campus administration.**
- **Call 911 if needed.**
- **Call Security at 972 968-6428 if needed.**
- **Secure prohibited substances and individuals.**
- **Provide first aid if needed.**

Recovery

- **Verify safety of individuals.**
- **Complete Violence Intervention / Risk Assessment Form.**
- **Take appropriate disciplinary action.**
- **Debrief.**

Preparedness

- **Secure access to campus as appropriate.**
- **Utilize Crime Stoppers program.**
- **Provide training and conduct drills.**
- **Use Violence Intervention / Risk Assessment Forms as appropriate.**

VIOLENCE AND CRIME EMERGENCIES

TERRORIST INCIDENT

Immediate Action

- **Call 911 and Security at 972 968-6428.**
- **Activate Crisis Plan.**
- **Follow directions of Incident Command.**
- **Provide first aid as needed.**
- **Coordinate response with public safety officials.**

Recovery

- **Verify safety of individuals**
- **Restore safe use of facilities**
- **Provide counseling for staff and students**
- **Debrief**

Preparedness

- **Maintain basic campus security at all times.**
- **Coordinate planning and response with public safety officials.**
- **Provide training and conduct drills.**
- **Monitor Federal threat assessment levels.**

VIOLENCE AND CRIME EMERGENCIES

THREATS – BOMBS

(Page 1 of 2)

Bomb threats may be originated in writing, in person, over the telephone, or relayed through a second source.

Immediate Action

- **DO NOT USE RADIOS OR CELL PHONES.**
- **Use Threat Report Form to gather information.**
 - **Most bomb threat calls are brief. Listen carefully and gather as much information as possible using the Threat Report Form.**
 - **Threats received by letter or note should be preserved for investigation by the police for possible fingerprints and should not be handled once the letter has been found or opened.**
- **Notify campus administration.**
- **Call 911 and Security at 972 968-6428.**
- **Immediately report any suspicious persons or unknown items.**
- **Follow directions of Incident Command. Based upon information gathered, a decision will be made in coordination with emergency responders to either evacuate the threatened area or conduct a search without evacuation.**

Recovery

- **Verify safety of individuals and facility.**
- **Notify campus counselor or CISM Team if needed.**
- **Resume activities.**
- **Debrief.**

Preparedness

- **Post Threat Report Forms at telephones.**
- **Provide training.**

Conduct drills including search procedures for building.

THREAT REPORT FORM

(Page 2 of 2)

Keep printed form available at all times for immediate use. Completed forms should be submitted to the principal immediately.

Date: _____ Time: _____ Signature: _____

Questions to Ask for Bomb Threat:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Voice Quality *Circle all that apply*

Disguised	Normal
Nasal	Calm
Excited	Angry
Slow	Lisping
Deep breathing	Raspy
Deep voice	Rapid
Ragged	Soft
Clearing throat	Loud
Whispered	Laughing
Cracking voice	Crying
Accented	Distinct
Familiar	Slurred

EXACT WORDS OF THE THREAT:

Time: _____ Age: _____

Date: _____ Length of Call: _____

Sex of caller: _____ Race of caller: _____

Number and Extension at which call was received:

Background Noises:

Circle all that apply

Street Noise	Factory
Machinery	Voices
Animal noises	Static
Music	Motor
Office	Other

Threatening Language

Circle all that apply

Well-spoken Cursing Irrational
Incoherent Message Read Obscenities

NOTE: Use reverse side of this form for additional comments.

VIOLENCE AND CRIME EMERGENCIES

THREATS - TERRORISTIC

Terroristic threats may be originated in writing, in person, over the telephone, or relayed through a source.

Immediate Action

- **Use Threat Report Form to gather information.**
- **Notify campus administration.**
- **Call Security at 972 968-6428 and 911 if needed.**
- **Immediately report any suspicious persons or unknown items.**
- **Follow directions of Incident Command.**

Recovery

- **Verify safety of individuals and facility.**
- **Resume activities.**
- **Debrief.**

Preparedness

- **Post Threat Report Forms at telephones.**
- **Provide training.**
- **Conduct drills.**

VIOLENCE AND CRIME EMERGENCIES

UNIDENTIFIED PERSON IN BUILDING

Immediate Action

- **Verify location, direction of travel, and identity of individual if possible.**
 - **Obtain physical description of person and clothing.**
 - **Start with face, gather information from head to toe.**
- **Notify campus administration if needed.**
- **Team escort individual to school office if needed.**
- **Properly register visitor or order them to leave and not return.**
- **Place information on V-Soft Private Alert.**
- **Call 911 if needed.**
- **Call Security at 972 968-6428 if needed.**

Recovery

- **Resume activity.**
- **Document with campus administration.**
 - **A person ordered to leave should be placed on campus trespass list and V-Soft Private Alert.**
- **Debrief.**

Preparedness

- **Secure building access.**
- **Use V-Soft Raptorware for visitor and volunteer registration and management.**
- **Post V-Soft Raptorware visitor notices on building entrances.**
- **Provide training and conduct drills.**

VIOLENCE AND CRIME EMERGENCIES

VANDALISM – CRIMINAL MISCHIEF

Immediate Action

- **Notify campus administration.**
- **Call police department (non-emergency number).**
- **Call Security at 972 968-6428.**
- **Secure crime scene and evidence.**
- **Verify safety of building or area.**

Recovery

- **Call maintenance for clean up and repair.**
- **Take appropriate discipline action.**
- **Debrief.**

Preparedness

- **Secure access to building and grounds as appropriate.**
- **Provide supervision in areas as needed.**
- **Form neighborhood / school watch partnerships.**
- **Utilize District Crime Stoppers program.**

VIOLENCE AND CRIME EMERGENCIES

WEAPONS

Immediate Action

- **Call campus administration.**
- **Call 911 and Security at 972 968-6428.**
- **Safely secure weapon(s) and/or individuals if possible.**
- **Provide first aid if needed.**

Recovery

- **Verify safety of individuals.**
- **Complete Violence Intervention / Risk Assessment Form.**
- **Take appropriate disciplinary action.**
- **Debrief.**

Preparedness

- **Secure access to campus as appropriate.**
- **Utilize Crime Stoppers program.**
- **Provide training and conduct drills.**
- **Use Violence Intervention / Risk Assessment Form as appropriate.**

WEATHER AND NATURAL EMERGENCIES

CLOSING OF SCHOOLS

Closings of schools due to inclement weather will be announced as early as possible.

Immediate Action

- **Superintendent authorizes school closings for inclement weather.**
- **Public Information Office will notify area radio and television stations.**
- **The Public Information Office uses the ConnectEd telephone calling system for contacting staff and students regarding school closings. In the event that this system is unavailable, the following procedures will be implemented:**
 - **District cabinet members are notified and contacts designated principals and directors.**
 - **Campus principals will notify staff.**

Recovery

- **Verify safety of facilities.**

Preparedness

- **Maintain updated telephone contact information for all staff and students.**
- **Provide school closing information for students, staff, and parents prior to likely inclement weather events.**

WEATHER AND NATURAL EMERGENCIES

EARTHQUAKE

Immediate Action

- **During an earthquake, you may hear a roaring sound that grows louder and feel a jolt followed by shaking; or you may feel a rolling sensation that starts gently and becomes more violent.**
- **If inside, remain inside and “duck and cover” under sturdy tables, desks, or in the interior corners of a room.**
- **Stay clear of bookshelves, windows or glass that can shatter and/or fall.**
- **If outside, move away from buildings, trees, power lines, or other objects that may fall.**
- **Check roll and verify safety of all individuals.**
- **Provide first aid if needed.**
- **Call 911 and Security at 972 968-6428.**
- **Prepare for possible evacuation or relocation.**
- **Follow directions of Incident Command.**

Recovery

- **Expect aftershocks.**
- **Verify safety of individuals and facilities.**
- **Follow directions of Incident Command.**
- **Debrief.**

Preparedness

- **Provide crisis training and conduct drills.**
- **Visibly designate weather-safe rooms.**
- **Maintain current emergency contact information for students and staff.**
- **Maintain Campus Crisis Bags.**
- **Utilize emergency communication equipment including a weather radio.**

WEATHER AND NATURAL EMERGENCIES

FLOODING

Immediate Action

- **Call campus administration.**
- **Call 911 and Security at 972 968-6428.**
- **Move individuals to safer areas, high ground, or shelter in place. Do not enter deep standing water, rushing water, downed power lines, or any other area where dangers may be present.**
- **Follow directions of Incident Command.**

Recovery

- **Verify safety of individuals and facilities.**
- **Debrief.**

Preparedness

- **Identify flood-prone areas on or near campus.**
- **Identify safe evacuation/relocation routes and areas.**
- **Provide training and conduct drills.**

WEATHER AND NATURAL EMERGENCIES

TORNADO

Immediate Action

- **Announce weather information when area is placed under a Tornado Watch.**
- **Monitor news reports, radar, and weather radio messages**
- **If a Tornado Warning is issued or if weather at the site quickly changes:**
 - **Quickly move individuals to weather-safe rooms.**
 - **Place all persons in “duck and cover” positions.**
 - **Teachers should take class roles and grade books.**
- **Continue monitoring weather information until all clear.**
- **If building is struck by tornado:**
 - **Call 911 and Security at 972 968-6428.**
 - **Safely evacuate damaged areas.**
 - **Account for all individuals in the building.**
 - **Implement incident command in coordination with emergency responders.**
 - **Provide first aid as needed.**
 - **Follow directions of Incident Command.**

Recovery

- **Verify safety of individuals and facilities.**
- **Follow directions of Incident Command.**
- **Debrief.**

Preparedness

- **Provide weather emergency training and conduct drills.**
- **Visibly designate weather-safe rooms.**
- **Maintain current emergency contact information for students and staff.**
- **Maintain Campus Crisis Bags.**
- **Utilize emergency communication equipment including a weather radio.**

SECTION FOUR: RECOVERY

In many situations the post-event situation dictated by a crisis action can be as stressful as the actual event. Law enforcement and first responders will return control of the situation back to the campus administrator to execute the plan.

District resources will be made available to assist in the recovery efforts. In addition to staff support, additional resources include:

- **Public Information**
- **Security**
- **Maintenance**
- **Food Service**
- **Technology**
- **CFB-TV**
- **Purchasing**
- **Student, Family, and Community Services**

Public Address System

Be aware of exterior public address devices located on the exterior of your building. This will allow contact with waiting parents easier. You may also want to determine if your system will allow broadcast over exterior devices only, so that communication can be sent to the outside without disturbing the interior occupants.

ConnectEd and E-Mails

The District may use the ConnectEd phone calling and/or e-mail systems to notify parents and staff members to assist with recovery efforts.

Local Origination Television

Many campuses have the ability to generate communication through their own internal feed, or through video bulletin boards. These items can be used to communicate to classrooms via the televisions.

CFB-TV

Directives to parents can be broadcast to parents through the C-FB media, as well as streaming internet video. This can be a precious tool in the event of an evacuation to an alternate location.

RECOVERY ACTION CHECKLIST

- ✓ **Refer to Campus Crisis Plan.**
- ✓ **Return to learning and normal activities as quickly as possible.**
- ✓ **Keep parents, students, and community informed.**
- ✓ **Restore the facilities as needed.**
- ✓ **Assess emotional needs of first responders, staff and students.**
- ✓ **Arrange appropriate interventions for first responders, students and staff.**
- ✓ **Conduct debriefings with first responders and staff.**
- ✓ **Provide stress management training during class time.**
- ✓ **Allow ample time for recovery.**
- ✓ **Plan how to deal with anniversaries of the crisis event.**
- ✓ **Assess lessons learned and incorporate them into crisis plans and training.**
- ✓ **Evaluate recovery efforts and modify as needed.**

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Location

Time

Actions / Response / Comments

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