



## **Brazosport Independent School District**

P O DRAWER Z

FREEPORT, TX 77542

(979) 730-7000

# **CRISIS RESPONSE GUIDELINES**

*Dial 9-1-1 for: Police, Fire Departments, and Ambulance*

Evacuation _____	Fire Alarm
Reverse Evacuation _____	A series of short signals
Shelter-In-Place _____	Administrator announces Shelter-In-Place
Lockdown _____	Administrator announces Lockdown
Duck & Cover _____	Administrator announces Duck & Cover
All Clear _____	Long continuous signal

# BISD CRISIS RESPONSE GUIDELINES

## INTRODUCTION

Today, across the nation and around the world, school administrators, with increased regularity, encounter crisis situations where quick action is necessary in order to protect staff and students. *In all crisis and emergency situations, preparation and planning are key elements in producing positive outcomes.* As we look at such situations happening around the world, it has become evident that an Emergency Management Plan must be developed and implemented to help prepare all employees & students to effectively respond to an array of emergency situations that could occur within our school or school district.

These Crisis Response Guidelines are by no means an all-inclusive, step-by-step guide. However, it does provide guidelines for prudent response in a variety of emergency situations. Administrative staffs at each school site are encouraged to schedule planning sessions to review these plans as a team. Designating roles in advance of a crisis is extremely important so immediate action can be taken.

It is important to understand that *all emergencies have four distinct time periods* in which action/reaction occurs in various ways. The first period, "the first ten minutes," is a time when panic is most likely to occur. Ensuring that all staff members are aware of their assigned duties during the first ten minutes can assist in decreasing this sense of panic and can save lives. The second period, "the next 50 minutes," is a time when the emergency situation is being assessed and managed. Isolating students, who might be close to the incident, working with emergency service personnel, and preparing for the arrival of parents or the media, may all be necessary in this time frame. During "the rest of the school day" staff members are taking the necessary actions to help regain normalcy. It is important that the school staff help to radiate positive messages about the school, informing all stake holders of the actions taken to ensure the safety and well being of staff members and students. During the fourth time period, on "subsequent days," the BISD Crisis Response Team may be called in to help with the aftermath and effects of the emergency.

These emergency plans should only be considered as guidelines. **Administrators' judgment and common sense should prevail**, as each emergency situation is unique. Remember that the district staff is available to assist each school, especially during times of emergency.

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# CRISIS TEAM ROLES & RESPONSIBILITIES

Each school needs a Campus CRISIS Team to manage an emergency as it unfolds. The Campus CRISIS Team consists of school personnel who are not directly in charge of a classroom of students and who can assist with the shutting down of a school during an emergency situation. Campus CRISIS Teams include the administrator, assistant administrator, school resource officer, and other personnel not directly responsible for supervising students such as office personnel, custodial staff, kitchen staff, counselor, family advocates, teaching assistants, etc.

## AT THE BEGINNING OF EACH SCHOOL YEAR:

1. Building Administrator will designate Campus CRISIS Team members. Due to staff changes from year to year, Campus CRISIS Team members need to be identified & trained at the beginning of each school year. Designate Roles & Responsibilities (see following worksheet).
2. Ensure that each room has a current evacuation plan/campus map hung in a prominent location. In addition, ensure that a current evacuation plan & campus map (with utility shut off locations indicated) is kept in front office.
3. Test the intercom notification system to be sure it is working in all areas of the building (including restrooms, hallways, cafeteria, etc).
4. Test radio communications to ensure they are in good operating condition and ensure that appropriate staff members use them consistently (administrators, custodians, office staff, classes meeting outside, outside supervisors, etc).
5. Train all adults in building (teachers, assistants, office, counselors, custodial, kitchen, substitutes, Early Intervention, Head Start, Nurse's Office, etc) in Crisis Procedures.
6. Train all students in Lockdown, Shelter in Place, Duck & Cover and Evacuation procedures.
7. Adhere to the Crisis Response Drill Schedule and record results after each drill or event. Send completed forms to the Deputy Superintendent, at the end of each semester.
8. Update Campus Emergency Operations Plan.

JOB	DESCRIPTION	WHO IS RESPONSIBLE & LOCATION
<b>CAMPUS CRISIS TEAM MEMBERS</b>	<p style="text-align: center;"><b>Campus CRISIS Team Members:</b></p> <p>The Campus CRISIS Team is a group of staff members at your school who help to manage the emergency as it unfolds. Campus CRISIS Team members are not generally directly in charge of students (office, custodial, assistants, etc) and report immediately to a designated area when a crisis situation emerges. The Campus CRISIS Team is organized according to the U. S. Homeland Security Incident Command System. Campus CRISIS Team members are assigned roles within that system and are trained in its implementation.</p>	<p style="text-align: center;"><b>Campus CRISIS Team Members:</b></p> <p>Medical Responder: Media Coordinator: Operations: Logistics: Planning Finance/Recordkeeping: *AND ALL OTHER STAFF AVAILABLE</p>
<b>INCIDENT COMMANDER</b>	<p style="text-align: center;"><b>Incident Commander:</b></p> <p>This person is the school principal, assistant principal, or a person in charge in their absence. Their role is to manage the emergency by assigning Campus CRISIS Team responsibilities as needed. They are the main link for communication between school staff, Campus CRISIS Team and emergency service personnel like fire and police. They will be based at the primary or secondary command post. They will activate Campus CRISIS Team and Emergency Operation Plan.</p>	<p style="text-align: center;"><b>Incident Commander:</b></p> <p><u>Principal:</u> <u>Assistant Principal:</u></p>
<b>COMMAND POST</b> (inside building):	<p style="text-align: center;"><b>Command Post (inside building):</b></p> <p>Consider communication capabilities and using different parts of the building for primary &amp; secondary.</p>	<p style="text-align: center;"><b>Command Post (inside building):</b></p> <p><u>Primary:</u> <u>Secondary:</u></p>

## CRISIS TEAM ROLES & RESPONSIBILITIES CONTINUED...

JOB	DESCRIPTION	WHO IS RESPONSIBLE & LOCATION
<b>LOCK EXTERIOR DOORS</b>	<p style="text-align: center;"><b>Lock Exterior Doors:</b></p> <p>These are Campus CRISIS Team members or designated personnel who are assigned to lock specific exterior doors immediately upon hearing <i>Lockdown/Shelter in Place</i> announced.</p>	<p style="text-align: center;"><b>Lock Exterior Doors:</b></p> <p><u>Main Front Doors:</u>  <u>Other Exterior Doors:</u>  <u>Kitchen/Delivery Doors:</u>  <u>Other:</u></p>
<b>SWEEP BUILDING</b>	<p style="text-align: center;"><b>Sweep Building:</b></p> <p>These Campus CRISIS Team members or designated personnel will move through the building and gather students and staff who are not in a secured location (i.e. restrooms, hallways, etc). These people will be taken to a secured &amp; supervised location.</p>	<p style="text-align: center;"><b>Sweep Building:</b></p> <p><b>Secured &amp; Supervised Location:</b>  <u>Halls:</u>  <u>Restrooms:</u>  <u>Common Areas:</u></p>
<b>OUTSIDE CLASSES CONTACT</b>	<p style="text-align: center;"><b>Outside Classes Contact:</b></p> <p>These are Campus CRISIS Team members or designated personnel who will deliver messages to classes meeting outside or to classes meeting where the intercom system doesn't reach. If <i>Lockdown</i> is to be announced and it is not because of a bomb threat, inform classes outside not to turn off their communication devices.</p>	<p style="text-align: center;"><b>Outside Classes Contact:</b></p> <p><u>Primary:</u> Contact by radio unless bomb threat  <u>Secondary:</u> Physically notify class:</p>
<b>HANG SIGN</b>	<p style="text-align: center;"><b>Hang Sign:</b></p> <p>In case people arrive after exterior doors are locked, these Campus Crisis Team members or designated personnel will hang a large sign on the front entrance indicating the building is in a <i>lockdown/shelter in place</i> situation. This will help to let parents/visitors know not to drop off students at this time or to pound on the door trying to get in.</p>	<p style="text-align: center;"><b>Hang Sign:</b></p> <p><b>Front Door:</b>  <b>Other Exterior Doors:</b></p>
<b>UTILITIES</b>	<p style="text-align: center;"><b>Utilities:</b></p> <p>These Campus CRISIS Team members or designated personnel will shut down school operating systems such as bells, fire alarms, ventilation system, gas, water, and power as directed by the scene contact and/or emergency personnel. Be sure to coordinate with the emergency service agency leading the situation before shutting down utilities. Clear instructions must be posted ahead of time and practice is essential. It is also important to know the location of any needed tools for shutting off these services.</p>	<p style="text-align: center;"><b>Utilities:</b></p> <p><u>Bell System:</u>  <u>Fire Alarm System:</u>  <u>Ventilation:</u>  <u>Water:</u>  <u>Power:</u>  <u>Gas:</u> (define location of gas key also)</p>
<b>FIRST AID CONTACT</b>	<p style="text-align: center;"><b>First Aid Contact:</b></p> <p>A Campus CRISIS Team member or designated personnel will report to the incident site to treat victims until additional medical personnel arrive. Assist medical personnel as needed. Attend to individual medical needs of other students/staff (i.e. diabetes, etc.).</p>	<p style="text-align: center;"><b>First Aid Contact:</b></p> <p><u>Primary:</u> Nurse  <u>Secondary:</u> (List 3 as backup)  1.  2.  3.</p>
<b>EMERGENCY VEHICLE CONTACT</b>	<p style="text-align: center;"><b>Emergency Vehicle Contact:</b></p> <p>Meet &amp; direct emergency personnel to the location of the incident. Have campus maps available at gates and front office that include power, gas, ventilation, and water shut off locations. Be available for communications between emergency personnel and the Command Post.</p>	<b>Emergency Vehicle Contact</b>

JOB	DESCRIPTION	WHO IS RESPONSIBLE & LOCATION
<b>SPECIAL NEEDS STUDENTS CONTACT</b>	<p align="center"><b>Special Needs Students Contact:</b></p> Provide for the special evacuation needs of persons with disabilities.	<p align="center"><b>Special Needs Students Contact:</b></p>
<b>PARENT CONTACT</b>	<p align="center"><b>Parent Contact:</b></p> Meet, direct, and share information with parents. Reassure parents and give instructions and information in a firm, calm voice. Be prepared to send letter home with students if indicated.	<p align="center"><b>Parent Contact:</b></p>
<b>TRAFFIC FLOW</b>	<p align="center"><b>Traffic Flow:</b></p> These are Campus CRISIS Team members or designees who will manage the emergency by controlling the traffic flow of parents and media. The entire campus can become a crime scene, so be observant as to what is going on outside the building and on outlining borders of the campus. Focus on the entrances and staging areas.	<p align="center"><b>Traffic Flow:</b></p> <u>Main Entrance:</u> <u>Bus Entrance:</u>
<b>MEDIA COORDINATOR</b>	<p align="center"><b>Media Coordinator:</b></p> This Crisis Team member will direct media to a designated area off campus. The Media Coordinator and/or District Representative will give regular updates (facts only) to the media and will be the only staff member to provide any information to the media about the emergency.	<p align="center"><b>Media Area &amp; Contact:</b></p> <u>Area:</u> <u>Contact:</u>
<b>EMERGENCY STAGING AREAS</b>	<p align="center"><b>Emergency Staging Areas:</b></p> Take a look at your campus and surrounding areas to determine the best location for each of the following needs. Consider the manageability of the area and how quickly emergency personnel are able to get to the location. Make sure there is no conflict between the helicopter landing areas and the area where students are evacuated. (Information on staging areas is in Campus Emergency Operation Plan).	<p align="center"><b>Emergency Staging Areas:</b></p> <u>Emergency Vehicle Area:</u> <u>Helicopter Landing Area &amp; GPS Coordinates:</u> <u>Outside Student Holding Area:</u> <u>Parent Area:</u> <u>Media Area:</u>
<b>ON-CAMPUS EVACUATION POINTS:</b>	<p align="center"><b>On-Campus Evacuation Points:</b></p> Train all teachers & students for both primary & secondary evacuation routes and assembly points. Both primary and secondary evacuation drills should be practiced. Be sure to practice these drills during all times of the school day, not just during class-time.	<p align="center"><b>On-Campus Evacuation Points:</b></p> <u>Primary:</u> <u>Secondary:</u>
<b>COMMAND POST</b> (outside building):	<p align="center"><b>Command Post (outside building):</b></p> Consider communication capabilities & partnerships with other facilities and quick, easy access to the location. Be sure to have a bullhorn/megaphone available for communications. (Posted in EOP).	<p align="center"><b>Command Post (outside building):</b></p>
<b>OFF-CAMPUS EVACUATION POINTS</b>	<p align="center"><b>Off-Campus Evacuation Points:</b></p> If possible, identify two assembly points for off-campus evacuation sites. Evacuation points should be a minimum of $\frac{1}{4}$ of a mile away from campus. You may consider getting permission to use other schools, churches or community buildings, if so, be sure to get contact numbers for that facility.	<p align="center"><b>Off-Campus Evacuation Points:</b></p> <u>Primary (within walking distance):</u> <u>Secondary (within community, but need busing to location):</u>
<b>BISD RESPONSE TEAM</b>	<p align="center"><b>BISD Response Team</b></p> Each member of the BISD Response Team has had extensive training in offering assistance to victims in a crisis situation. These team members are available at a moment's notice to come to any BISD school in a crisis/emergency situation.  <i>Principals should contact the Deputy Superintendent (730-7000 X 10170) who will dispatch the BISD Response Team</i>	<p align="center"><b>BISD Response Team</b></p> <u>Counselor:</u> <u>Nurse:</u> <u>Behavior Management Team:</u> <u>Behavior Management Team:</u> <u>Licensed School Psychologist:</u>

# ROOM CLEAR

A **Room Clear** is issued by a teacher or supervising adult in order to send students away from a potential threat of danger in the classroom, such as a seriously injured student, an out of control student, an armed dispute between students, etc. This procedure is used when the teacher must remain in a dangerous situation but can send students to a pre-designated safe area such as a "buddy room".

Each teacher should have a pre-arranged "buddy room" in which to relocate their students in case their classroom needs to be temporarily cleared. The "buddy room" should be indicated on a campus map posted in each room. Students must be trained to go directly to the designated buddy room when a **Room Clear** is announced. The "buddy room" teacher receiving the students should notify the office immediately that there is an emergency. Keep a master list of "buddy rooms" in this emergency plan and in the main office.

<b>Teacher/Supervising Adult</b>
1. Announce "Room Clear."
2. Tell students to go immediately, in a calm, orderly fashion, to the agreed-upon buddy room.
3. Notify the office immediately by intercom or phone, or send a student or responsible party. Include requested response such as 9-1-1 or first aid, etc.
4. Remain with the problem situation, working to defuse the crisis by staying calm. Stand in the doorway if necessary to remove yourself from harm, but don't leave the situation until relieved by another responsible staff member or law enforcement.
5. Reassure everyone involved that everything possible is being done to return the situation to normal.

<b>School-Based Administrator</b>
1. Assess the situation.
2. Campus CRISIS Team reports and follows procedures.
3. Assist with dangerous situation as needed.
4. Send additional supervision to affected buddy room.
5. When situation is resolved, announce "All Clear".
6. Notify District Office if appropriate.

<b>Teacher</b>	<b>Room</b>	<b>Buddy Room</b>	<b>Room</b>

<b>Teacher</b>	<b>Room</b>	<b>Buddy Room</b>	<b>Room</b>

# LOCKDOWN

- 1. Lockdown** is used to limit movement on a school campus while administrators, Campus CRISIS Team members and emergency personnel manage an emergency situation involving medical emergencies, bomb or other threats, weather related emergencies, etc. Teachers in planning period should report to their classrooms. **It can also be** used to shut down a school campus while administrators, Campus CRISIS Team members and emergency personnel respond to an emergency situation involving an imminent threat of danger such as a dangerous person on or near campus, a shooting, stabbing, hostage situation or fatality.
- 2. Lockdown** - is issued when there is immediate danger such as an active shooter in the building. In this case, it is too dangerous for even Campus CRISIS Team members to come out and help manage the emergency. Teachers in planning period should not report to their classrooms unless directed to do so by administrators.

Teacher/Supervising Adult
<b>LOCKDOWN</b>
1. Turn off two-way radios & cellular phones - including student phones, if instructed.
2. Admit students assigned to that class. Lock doors. Once the door is locked do not admit students/staff to that room.
3. If LOCKDOWN is announced during passing period, teachers should require students to report to the nearest classroom. If it is announced at the lunch period, students should remain in the lunchroom area unless directed otherwise.
4. Instruct students to get on the floor in a crouching position away from windows & doors.
5. Do not leave classroom or allow anyone to leave.
6. Keep all students quiet. Turn off lights.
7. Close/lock windows and also close shades/curtains.
8. If outside, gather students and remain outside until directed otherwise. Teachers who have outside activities planned should carry a copy of their rolls with them at all times.
9. Remain calm, giving instructions in a firm, calm voice.
10. Create a list of students not in class. Be prepared to provide that information if requested.
11. Do not make any phone calls unless you have pertinent information about the emergency. In this case, do not call 9-1-1, call only the front office.
12. Continue Lockdown procedures until an "All Clear" signal is announced.
13. Plan to attend faculty meeting at the end of the day or situation.

School-Based Administrator & Campus CRISIS Team
<b>LOCKDOWN</b>
1. Call 9-1-1.
2. Announce Lockdown Limited Movement/Lockdown Immediate Danger to staff via Intercom System. Activate Campus Crisis Team if necessary.
3. Announce to staff to turn off all Two-Way Radios & Cellular Phones if bomb threat.
4. If not a bomb threat, notify those people carrying two-way radios to leave their radios on.
5. Campus CRISIS Team Reports <ul style="list-style-type: none"> <li>◆ Shut down bell system</li> <li>◆ Lock doors; secure campus perimeter if necessary</li> <li>◆ Notify Transportation (730-7145) if during arrival or dismissal or when buses are expected. They can also be reached on Two-Way Radios if it is not a bomb threat.</li> <li>◆ Sweep campus for students not in class</li> <li>◆ Notify outside classes, hang lockdown/shelter in place sign on door.</li> <li>◆ Provide first aid if necessary</li> <li>◆ Call District Office &amp; keep them updated.</li> <li>◆ Meet emergency vehicles if necessary. Have campus maps &amp; evacuation plan available that include power, gas &amp; water shut-off locations.</li> <li>◆ Meet &amp; direct parents if necessary.</li> <li>◆ Isolate victims. Isolate individual(s) reporting the incident, especially if it is a student. This is a witness.</li> <li>◆ Contact victim's family members. Designate person to meet &amp; direct them.</li> </ul>
6. Cooperate with Law Enforcement and Emergency Service Personnel.
7. If Lockdown is prolonged, and if appropriate, give periodic updates over the intercom system to staff & students.
8. When incident is resolved, announce an "All Clear" signal to staff.
9. If appropriate, prepare letters for students to take home to parents. Call Police Dispatch with same information, as they usually get calls from parents also.
10. If needed, prepare for faculty meeting at end of day/situation.
11. If needed, prepare for debriefing and assessment with administrative staff.
12. Activate BISD Response Team if necessary.

# EVACUATION

In a number of situations, such as fire or bomb threats, it may be necessary to evacuate a school building. Situations may also arise which require an off-campus evacuation to ensure the safety of students and staff. These situations include a *chemical spill, explosive device* located on campus, or *major fire*. The sounding of a fire alarm should signal these evacuations.

<b>Teacher/Supervising Adult</b>
<b>On Campus</b>
1. The building must be evacuated every time the fire alarm sounds. If students are in the hall, they should report to the nearest classroom.
2. Leave building immediately, in a calm, orderly manner, using only the exit and directions given. <b>DO NOT</b> stop for student/staff belongings.
3. Take Crisis Kit and any other agreed-upon paperwork.
4. Instruct first student in line to hold open exit door(s) until all persons in the class have evacuated. Continue this procedure until the building is cleared.
5. Elementary Campuses: Ensure all students are out of the classroom & adjoining restrooms. Secondary Campuses: A sweep team will ensure that all students are out of restrooms.
6. Close doors as you leave. <b>DO NOT LOCK DOORS OR TURN OFF LIGHTS.</b> Leave everything as is.
7. Proceed with class to the pre-designated assembly point.
8. Account for all students. Make note of students who are missing. Be prepared to communicate this information to the administration.
9. Keep students in a group and maintain order.
10. Do not attempt to re-enter the building if the alarm is silenced. Stay with students, at the pre-designated assembly point, until an "All Clear" signal is given.
<b>Off Campus</b>
1. Follow steps 1-6 above.
2. Proceed with class to the pre-designated bus loading area.
3. Student groups of 2 or 3 rows should form lines perpendicular to the street and wait for buses.
4. At off campus evacuation site, reassemble students and check roll to ensure that you can account for all students.

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
<b>On Campus</b>
1. Evacuation is initiated by sounding of fire alarm.
2. Call 9-1-1. Activate Campus Crisis Team. Notify District Office
3. After building is cleared, leave building with Campus Crisis Kit: <ul style="list-style-type: none"> <li>◆ Portable communication system (bull horn, etc)</li> <li>◆ Campus map/evacuation plan &amp; Emergency Plan</li> <li>◆ Emergency Contact Notebook</li> <li>◆ Keys &amp; Two-way Radio</li> </ul>
4. Set up Incident Command Post at predetermined point.
5. Gather lists of unaccounted for students from staff members. Inform Law Enforcement and/or Fire Dept. personnel.
6. Refer all media inquiries to the District Office (730-7000 ext. 10170)
<b>Off Campus</b>
1. Follow procedures in steps 1-3
2. Call or radio the District Office. <ul style="list-style-type: none"> <li>◆ Request transportation arrangements for off-site evacuation if needed.</li> <li>◆ Request help with parent or emergency contact notification if needed.</li> </ul>
3. Post signs on door.
4. Upon arrival at off campus evacuation point, identify the location of classes in holding area/assembly point to facilitate the orderly location of students for parents wishing to pick up their children.
5. Direct parents to the reunification area for pick up of students.
6. Maintain contact with police/fire departments to stay informed about conditions at/in the school site.

**In all cases, if the fire alarm sounds, evacuate the building...The fire alarm is the signal to evacuate for fires as well as other dangerous situations such as chemical spills in the building, explosion, etc.**

**\*\*\*A Reverse Evacuation is an immediate return to the building and is identified by a series of short signals. A Reverse Evacuation would be implemented because it is clear that the most immediate danger is outside the building.\*\*\***

# CHEMICAL SPILL/GAS RELEASE

Chemical release/spills may occur on a school campus (ex. Pool area, science lab, improper mixing of cleaning compounds). In these cases, each instance must be evaluated and a decision may be made to respond by shelter-in-place or evacuation.

Chemical spills/release in the community (plant release, rail car/train derailment, etc.) require a shelter-in-place response if the campus is in the at-risk zone.

Chemical releases will be reported to the Brazosport Community Awareness and Emergency Response (**CAER**) group (238-2237). The **CAER** radio station (1610 AM) will carry updates regarding the release. **CAER** will sound the alarm and notify the BISD Central Administration and each campus that might be affected by the release.

<b>Teacher/Supervising Adult</b>
1. If you become aware of a chemical spill on campus, immediately call the office.
2. Be prepared to activate the nearest fire alarm pull station for evacuation if instructed to do so.
3. If off-campus evacuation is required, follow the evacuation procedures to report to bus stations.

<b>SHELTER-IN-PLACE PROCEDURES</b>
1. Follow shelter-in-place procedures for community release/spill.
2. If outdoors, move students into building.
3. Students/teachers from portable buildings should move to a permanent structure if directed
4. Close all doors and windows.
5. Turn off all air conditioners, fans, and air handlers if in single unit.
6. Close cracks around doors with wet materials (rags, mops, paper towels, etc.) to keep gas out.
7. Wet handkerchiefs (or pieces of cloth) can be used to breathe through in case gas should enter the building.
8. Students/staff should not leave the building until official notification is given and the danger has passed.

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. Assess the situation <ul style="list-style-type: none"> <li>◆ Identify the location in the school where the spill has occurred, as well as the substance(s) involved.</li> <li>◆ Determine if evacuation is necessary. If so, determine...               <ul style="list-style-type: none"> <li>○ Wind direction</li> <li>○ Evacuation route</li> <li>○ If transportation is needed for off-campus evacuation</li> </ul> </li> </ul>
2. Call 9-1-1. . Police dispatch will contact the appropriate (city or county) Emergency Management Coordinator.
3. Notify all building occupants of the chemical spill over the intercom system or by some alternate means. Give instructions for an evacuation or Shelter in Place.
4. Call District Office.
5. OUT OF SCHOOL EVACUATION: Follow standard evacuation procedures.
6. SHELTER IN PLACE - NO EVACUATION: A hazardous chemical spill may occur so close to a school that the best decision would be to stay inside the school for protection. <ul style="list-style-type: none"> <li>◆ Require persons in outside areas to go inside the school building.</li> <li>◆ Close all doors and windows in all buildings/rooms.</li> <li>◆ Shut down all air conditioning and ventilation units.</li> <li>◆ Use the intercom system for communicating instructions to staff &amp; students.</li> <li>◆ Keep students out of affected area until notified by Fire Department Hazardous Materials' Team that the area is safe.</li> </ul>

# FIRE/EXPLOSION

If there is a fire, even in a classroom wastebasket, or a suspicion of fire through the sudden appearance or smell of smoke, the school fire alarm should be rung and the building evacuated. As most casualties in fires are due to smoke inhalation or toxic gases, time is of the essence. Each teacher is responsible for the closing of doors and windows in his/her room if time permits. Be sure your classroom door is unlocked when you evacuate.

## WARNING

1. Do NOT use water on electrical fires.
2. Do NOT attempt to fight fires involving explosives.
3. Do NOT attempt to fight fires involving toxic chemicals or strong oxidizers.

### **Teacher/Supervising Adult**

If fire is discovered in a specific area or explosion occurs:

1. Activate the nearest fire alarm pull station. Inform occupants and evacuate the area.
2. Notify office immediately.
3. Only attempt to extinguish a small fire using fire suppression equipment available.
4. Follow standard evacuation procedures.
5. If you have time, shut windows & doors as you exit your classroom. But be sure to leave your classroom door unlocked so that fire personnel can enter your room to fight the fire if necessary.
6. Notify the front office as soon as possible with details.

### **PERSON ON FIRE!! - STOP, DROP, & ROLL**

If a student or staff member's clothing catches on fire, DO NOT allow him/her to run. Running will fan the fire.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, etc) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.</li> <li>2. Deluge with water.</li> <li>3. As last resort, spray with dry chemical fire extinguisher.</li> </ol> | <ol style="list-style-type: none"> <li>1. Announce Room Clear and immediately instruct someone to activate the nearest fire alarm pull station and notify front office.</li> </ol> |
|---|--|

### **School-Based Administrator & Campus CRISIS Team**

1. Activate fire alarm pull station if not already sounding. Campus CRISIS Team reports. Evacuate the building for any fire!
2. Call 9-1-1 if it is safe to do so. Be prepared to stay on the line. If disconnected and if it is safe to do so, call 9-1-1 as more information becomes available.
3. Call the District Office.
4. Immediately assess the situation. Campus CRISIS Team helps to direct staff/students to appropriate evacuation route.
5. If instructed to do so by 9-1-1, and if it is safe to do so, turn off power and gas to affected areas.
6. Provide first aid to victim(s), and assist them in evacuating the building.
7. Close doors to fire or explosion areas as soon as all students and staff are safely out of the area.
8. Meet and direct fire department when they arrive. Notify them of fire's location and accountability for all occupants. Provide map of campus & master key.
9. Keep students in designated area. Do not allow re-entry to building until authorized by fire/safety officials. Call transportation in case of:
  - a. Inclement weather, b. If building is destroyed or partially destroyed, c. Dismissal of students is necessary.
10. Follow instructions of Police and Fire Departments for building re-entry. When safe to re-enter, announce an "All Clear" signal.
11. Refer all media inquiries to the District Office.

# THUNDERSTORM/LIGHTNING/TORNADO

Severe/inclement weather is defined as any unusual act of nature that would make conditions hazardous to students, staff or both and include heavy flooding, ice storms, severe thunderstorms, and that may affect the normal school day. The superintendent (or designee) will determine whether or not school will open, if there is to be a delayed start, or if school will be released during the school day due to severe or inclement weather. Superintendent (or designee) will notify campus administrators by phone or two-way radio of any change in the school day.

***Tornado Watch: Conditions are right for tornado development***  
***Tornado Warning: A tornado has been spotted in the vicinity***

<b>Teacher/Supervising Adult</b>	
<b>1. Outside of Building: School Grounds/Field Trips/Athletic Events/Physical Education</b>	<ul style="list-style-type: none"> <li>• Get out of open areas/fields and into an enclosed building as quickly as possible upon the approach of a storm.</li> <li>• If building is unavailable, seek shelter in ditch, or in an enclosed vehicle.</li> <li>• Move from high ground and get into a crouching position if open areas cannot be avoided.</li> <li>• Do not seek shelter under isolated trees or close to metal fences, small sheds, playground equipment, or shelters in exposed locations. Keep twice as far from isolated trees or objects as they are tall.</li> <li>• Avoid electrically conductive overhead objects (i.e. wires). Avoid using any metal objects such as umbrellas, PE or playground equipment.</li> <li>• Remove metal-cleated shoes.</li> </ul>
<b>2. School Buildings/Classroom</b>	<ul style="list-style-type: none"> <li>• <b>Be prepared for a tornado duck and cover order.</b></li> <li>• Stay indoors. Do not venture outside unless absolutely necessary.</li> <li>• Stay away from open doors and windows, metal objects, electrical appliances and plumbing until storm is passed.</li> <li>• Keep telephone use to a minimum.</li> <li>• During severe windstorms/tornados, the safest places to be are interior halls, and lower floors.</li> <li>• Go into Duck &amp; Cover position.</li> <li>• During windstorms/tornados, avoid gymnasiums, auditoriums, proximity to windows and areas exposed to the windward force of the storm.</li> </ul>
<b>3. In Transit</b>	<ul style="list-style-type: none"> <li>• Stay inside of vehicles. <b>DO NOT TOUCH EXPOSED METAL PARTS.</b></li> <li>• Do not park vehicles under electrical lines or trees.</li> <li>• Persons using scooters, motorcycles, bicycles, and other open vehicles should seek protected shelter.</li> </ul>

<b>School-Based Administrator</b>	
1.	If your area is under tornado warning, issue a Tornado, Duck and Cover procedure.
2.	Move all students from temporary buildings, playgrounds, parking lots, and buses into a permanent structure.
3.	If time allows, move students and staff to a pre-determined safe area.
4.	Issue an all clear when danger of a tornado is over as determined by weather service cancellation of warning.

## Severe/Inclement Weather - Closing of School, Early Release

Teacher/Supervising Adult
1. Be alert to weather related announcements and their impact on your campus.
2. Monitor media listed below for information on school closing/resumption of classes.

School - Based Administrator
1. Alert staff of weather alerts as needed.
2. Remain available and on call so district office information (relating to early releases, school closing) can be distributed to staff as soon as possible.
3. Make decisions on possible cancellation of extra curricular activities.
4. Contact the transportation dept. if bus schedules will be altered.
5. Alert staff to monitor media sources for information on when to report to work and/or utilize telephone calling tree to relay information to staff.
6. Release information to parents, the public and the media as appropriate.

The Superintendent or his designee will notify media sources in the event of the closing of school by 5:30 am (if possible) on the day of the closing and upon its resumption. Media sources that will be notified are: Cable Channel 19, Houston television channels 2(KPRC), 26(Fox), 10(KXLN 45 Univision/Spanish), 11(KHOU), and 13(KTRK). Information will also be posted on the BISD website, [www.brazosportisd.net](http://www.brazosportisd.net) and the BISD Emergency Hotline, (979)388-0218, as it becomes available.

## ELECTRICAL OUTAGE

Teacher/Supervising Adult
1. Consider this event as a shelter-in-place until you are notified otherwise.
2. Remain calm, reassuring students in a firm, calm voice.
3. Account for all students, use flashlight if needed.
4. If moved to another area with more available light, account for all students again.
5. Continue with regular activities as much as possible.

School-Based Administrator
1. Assess the situation and report to maintenance and/or public utilities. Crisis Team reports.
2. Determine why power is out and plan accordingly. (Outage as a result of severe weather conditions may require remaining in the building. Outage as a result of electrical problems may require evacuation).
3. Call 9-1-1 if building is unsafe.
4. Call District Office. Request transportation arrangements if needed.
5. Make special arrangements for meals/snacks.
6. Maintain clear communication with school staff.

# HURRICANE PREPAREDNESS

Hurricanes are a serious threat in the Brazosport Area. Since hurricanes are very large storms, hurricane warnings can be issued approximately 24 hours before the storm strikes land. The superintendent will make the decision if and when the schools are closed and communicate this information to campus administrators. Schools will not normally be in session when a hurricane strikes, but there are steps to prepare facilities for possible flooding and/or high winds associated with a major hurricane.

<b>Teacher/Supervising Adult</b>
1. Place all items that are subject to damage by rising water on tables or on higher shelves. Secure items that could become windborne projectiles.
2. Move critical pieces of equipment (computers, audio-visual) or property (books, etc) away from windows and store in interior areas off the floor if possible. Cover equipment and close any covering over windows.
3. Unplug all non-essential electrical equipment.
4. If your room contains permanent records, wrap the records in plastic and store in interior areas off the floor.
5. Secure personal belongings. Encourage students to take personal items home. Your school may be designated as a Red Cross shelter and the security of valuables cannot be guaranteed.
6. Ensure that all data on computers is backed up to a disk, flash drive or CD. Store in sealed bags and remove to a safe place.
7. Contact the office with your emergency evacuation number or cell phone number if you plan to leave the area (assuming that you will know in advance where your evacuation destination will be).

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. Survey your campus to identify items that must be secured or stored inside prior to high winds, i.e., trash cans, water sprinklers, hoses, athletic equipment, portable signs.
2. Move all items that are subject to damage by rising water to tables or on higher shelves. Equipment housed in areas subject to flooding must be moved to more suitable areas.
3. Critical pieces of equipment (computers, audio-visual) should be moved away from windows and stored in interior areas off the floor if possible. Cover equipment.
4. Unplug all non-essential electrical equipment. <u>Do not</u> unplug any alarm system.
5. Protect permanent records by wrapping in plastic and removing from the lower shelves and file cabinets to higher areas.
6. Remove money from vending machines and office. Count the money and turn it in to the Administration Building or place in the vault of the nearest high school if your school does not have one.
7. Maps that identify gas and power switches that need to be turned off should be prepared in advance and on file with maintenance.
8. Ensure that all critical data on campus computers is backed up to disks, flash drive or CD's. Store in sealed bags and place in a safe place.
9. Request that teachers leave an emergency evacuation number or cell phone number, if possible, prior to their departing the area in the event of an area evacuation
10. The building principal is responsible for securing the building prior to leaving.
11. All administrators with two-way phones/radios are required to take these for district information and updates.
12. Be sure to have your emergency return pass to re-enter the county.
13. Upon returning to your campus, do a damage assessment and send form to Administration Offices.

**In the event of an area evacuation, monitor Channel 19 and Houston TV Channels 2(KPRC), 26(Fox), 10(KXLN 45 Univision/Spanish) 11(KHOU), & 13(KTRK) for information concerning the resumption of school. Information will also be posted on the BISD website, [www.brazosportisd.net](http://www.brazosportisd.net) and BISD Emergency Hotline, (979)388-0218, as it becomes available.**

# BUS ACCIDENT/FIELD TRIP EMERGENCY

<b>Bus Driver:</b>
1. Stop and secure the bus in a safe location.
2. Call 9-1-1. Be prepared with the following information: <ul style="list-style-type: none"> <li>◆ What is your location?</li> <li>◆ What is the size of the bus?</li> <li>◆ How many students are on the bus?</li> <li>◆ What is the vehicle number?</li> <li>◆ Is anyone hurt? Do you need an ambulance?</li> <li>◆ Is another vehicle involved?</li> <li>◆ Is your vehicle drive-able? Is the other vehicle drive-able?</li> </ul>
3. Assess the situation. Make the decision to evacuate or not.
4. Call Transportation (730-7145). Advise of emergency and exact location
5. Account for all passengers and evaluate first aid needs. Administer first aid if needed. A first aid kit is available on all buses.
6. Keep all passengers together and retrieve your emergency packet.
7. If possible, complete the Vehicle Accident Report form while at the scene. If the accident involves another vehicle, you must obtain their name, address, driver's license number, insurance information, telephone number, and vehicle license number.
8. Cooperate fully with the Fire Department/Police Dept... They have the lead.

<b>Supervising Adult:</b>
1. Stay with students.
2. Evaluate first aid needs. Treat the most critical injuries first. A first aid kit can be found on each BISD bus.
3. Assist driver as needed.
4. Notify 9-1-1 and Transportation if needed (730-7145) if not already done by driver.
5. Release students only to parents, guardians, or authorized person. Record name of person to whom the student is released.

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
The transportation department will notify the school in the event of an accident.
1. Call Superintendent's Office at 730-7000.
2. Activate Crisis Response Team if necessary.
3. Collect emergency health information from enrollment forms for all students on the bus. Include students' birthdays.
4. Appoint staff member to get pertinent health information to accident site.
5. If an ambulance is called, a staff member should accompany the ambulance to the hospital until parent or guardian arrives.
6. In the event of serious injury or death, the principal or designee will go to the accident site and hospital.
7. Designate a parent contact and place for parent pick up.
8. Transportation Dept. will take the lead in contacting parents but campuses need to be available to assist in providing contact information. Parents will be contacted when there is an accident involving students regardless of whether there are injuries or not.
8. Contact parents as information becomes available. <ul style="list-style-type: none"> <li>◆ Injuries of their child.</li> <li>◆ Medical facility to which the student has been taken.</li> <li>◆ To contact the hospital.</li> <li>◆ Where to pick up children.</li> </ul>
9. Refer all media inquiries to the District Office, 730-7000.
10. Inform staff.



# MEDICAL EMERGENCIES

## Death/Serious Injury or Medical Condition

The cause of a possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect your behavior during the event and during post-trauma procedures. If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled. Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

Teacher/Supervising Adult
1. Notify the office immediately. If necessary, a first-aid certified staff person will be sent to your location as soon as possible.
2. Stay with the victim and show concern.
3. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
4. If it is safe to do so, announce "Room Clear" and send students to your pre-designated buddy room so that students are not unnecessarily exposed to trauma.
5. When appropriate help arrives and takes over, rejoin your students in your pre-designated buddy room.
6. Account for all students and remain with them until instructed otherwise.

School-Based Administrator & Campus CRISIS Team
1. Call 9-1-1.
2. Assess current danger to staff & students.
3. Announce LOCKDOWN if necessary. Campus CRISIS Team reports & follows procedures.
4. Follow the Suicide Intervention Protocol when a student exhibits suicidal behavior or intent.
5. If necessary, send first-aid certified staff person to incident with first aid supplies.
6. Send additional Campus CRISIS Team member to scene with two-way radio.
7. Call District Office. Request BISS Response Team.
8. Ensure that all students have adult supervision, including those in buddy room.
9. Notify the custodial parent or emergency contact of the injured.
10. Send Campus CRISIS Team personnel outside to direct emergency personnel & vehicles.
11. Call BISS Nurses' Supervisor at 730-7029.
12. If student is transported to the hospital by ambulance, administrator or other designated school personnel must accompany student to hospital and stay with student until parent or guardian arrives.
13. Refer all media inquiries to the District Office, 730-7000.
14. Develop a plan to provide counseling and other recovery services to the students, staff, and community.

## Spilled Body Fluids (Blood Borne Pathogens)

All body fluids (blood, vomit, urine, feces and saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses. Employees are instructed to treat all body fluids/material as potentially infectious. A reportable incident is an occupational exposure that occurs resulting in an actual interaction of body fluids between two persons. Examples of reportable incidents: Blood splashing into eyes or mouth or into a cut or abrasion that is not completely healed. A bite from another person that results in a break of the skin barrier. Being cut or stuck with a sharp object that contains another person's body fluid. Your school custodian is familiar with safe cleanup and disposal procedures. Use the following work practices to eliminate or minimize exposure:

Teacher/Supervising Adult
1. Use universal precautions by wearing disposable gloves, eye protection, mask, and gown (if available) when dealing with another person's body fluids to avoid getting them in your eyes, mouth or open sores/wounds.
2. If exposed, rinse the affected area immediately, wash with soap and water, or flush mucous membranes with water immediately following contact with body fluids.
3. Report exposure to the building principal immediately.

School-Based Administrator	
1. Assure that proper blood borne pathogen procedures have been followed.	
2. Complete an exposure report with the employee.	
For Clean-Up	
1. Block off spill as needed.	6. Dispose in proper bio-receptacle.
2. Put on disposable latex gloves.	7. Wash with cleanser or soap and water and then disinfect with bleach solution.
3. Disinfect with approved Anti-HIV agent.	8. Clean & disinfect non-disposable items. Take off gloves.
4. Cover with absorbent material & wipe up.	9. Wash hands thoroughly.
5. Place spill in heavy-duty plastic bio-bag.	10. Follow standard disposal procedures.

# EXTREME HEAT GUIDELINES

BISD urges taking precautions to prevent heat-related illnesses, with special emphasis to those staff members whose students are involved in band, drill team, physical education and athletics. People suffer heat related illness when the body's temperature control system is overloaded and the body can no longer cool itself.

Warning Signs of Heat Exhaustion
1. Heavy sweating
2. Paleness
3. Muscle Cramps
4. Tiredness, weakness
5. Dizziness or headache
6. Nausea, vomiting
7. Skin cool & moist to touch
8. Pulse rate fast & weak
9. Breathing fast & shallow
<b>SEEK MEDICAL ATTENTION IMMEDIATELY IF SYMPTOMS ARE SEVERE OR IF THE VICTIM HAS HEART PROBLEMS OR HIGH BLOOD PRESSURE. OTHERWISE, HELP THE VICTIM COOL OFF &amp; SEEK MEDICAL ATTENTION IF SYMPTOMS WORSEN OR LAST LONGER THAN ONE (1) HOUR.</b>

Prevention
1. Teachers should encourage students to drink water during the day regardless of activity level.
2. Allow students enough time to get water after outdoor activities or prior to bus ride home.
3. Avoid drinks containing caffeine or large amounts of sugar.
4. Avoid very cold beverages as they may cause stomach cramps.
5. Take rests or breaks (see table below) in air conditioned or shady areas so that the body's thermostat has a chance to recover.
6. Check regularly on those at greatest risk - younger children, overweight individuals and those who are ill or on medication.
7. Hold students in a cool staging area & load buses as quickly as possible to minimize time students spend on the bus when it is not moving



The following table is from the American Conference of Governmental Industrial Hygienists and shows how often breaks should be scheduled:

	LIGHT PHYSICAL ACTIVITY	MODERATE PHYSICAL ACTIVITY	HEAVY PHYSICAL ACTIVITY
Cooler Mornings	45 minutes/hour	35 minutes/hour	25 minutes/hour
Hotter Afternoons	35 minutes/hour	25 minutes/hour	15 minutes/hour

Better conditioned students may be able to be active longer but caution should be used to avoid potential injury.

# CHILD ABUSE REPORTING

The Department of Protective and Regulatory Services, local law enforcement agencies, and Brazosport ISD have certain obligations pursuant to the Texas Family Code, Texas Penal Code, and the Texas Code of Criminal Procedures regarding reporting, investigation and protection of abused and neglected children in the State of Texas. In accordance with Texas Family Code Section 261.101, any person suspecting abuse or neglect of a child or death of a child from abuse or neglect shall report immediately or within **48** hours this belief to the Department of Protective and Regulatory Services or local law enforcement agencies.

<b>What is Abuse?</b>
♦ Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred.
♦ Neglect which causes harm to a child's health, welfare and/or safety.
♦ Sexual molestation.
♦ Mental injury which harms a child's ability to think, reason, or have feelings.

<b>Investigating Suspected Abuse:</b>
1. It is the Department of Family Protective Services or the law enforcement's responsibility to investigate. School staff is required to cooperate.
2. The DFPS representative or law enforcement officer questioning the student about possible abuse will determine if a school official may be present during the interview. The third party present during the interview may be subpoenaed to testify in a criminal or civil court proceeding.

<b>Reporting Suspected Child Abuse:</b>
1. School employees are legally obligated to report to DFPS or a law enforcement agency if they have reasonable cause to believe that any student whom they have observed or have had contact with may have suffered abuse.
2. If reasonable cause exists to believe abuse has occurred, report immediately to DFPS or a law enforcement agency. <b>WHEN IN DOUBT, REPORT!</b> DFPS screeners are very open to consult if you have doubts.
3. If DFPS tells you that the case does not fit the criteria for an investigation, they may suggest contacting the parents about your concerns. <b>Otherwise, reporting employees may not inform parents of their report.</b>
4. Each counselor has access to a copy of the child abuse reporting form. It is advisable to keep on file a copy of all reports submitted.

**Report Non-Emergency Child Abuse/Neglect**  
Texas Department of Protective and Regulatory Services (PRS)  
 The following web site is intended only for use by professionals (you must include the "s" in <https://> to access): <https://reportabuse.ws>  
 The user name is: **professional**  
 The password is: **report1**

or

Abuse Hotline: 1-800-252-5400 (non-emergency)  
**For Emergency Situations Call 911**

**It shall be the duty of all school personnel (teachers, principals, etc.) to report child abuse or neglect to the DFPS or local law enforcement agencies. A report made to the Texas Education Agency will not satisfy the statutory reporting requirements. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense (Texas Family Code, Section 261.101 and 261.109)**

# DANGER OF SUICIDE

Talk of suicide and/or death should be taken seriously. Each staff member with knowledge of a student in crisis has the responsibility to communicate that knowledge in a manner that respects the student's privacy while protecting the student from physical harm. The staff member should go directly to the counselor or principal with the information and should allow these people to assess what other actions should be taken.

Teacher/Supervising Adult
Steps to handling the crisis depend on the level of threat.
<ol style="list-style-type: none"> <li>1. If there is reason for concern (student exhibits behavior which causes concern e.g. substance abuse, withdrawal, talk about suicide).                             <ul style="list-style-type: none"> <li>• Referral must be made</li> <li>• Contact Counselor the day you notice behavior</li> <li>• If student confides in you, make a confidentiality statement prior to referral</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>2. There is a suicide threat (student states he/she wishes to "end it all", "kill myself") but the student does not have the means, &amp; may or may not have a plan                             <ul style="list-style-type: none"> <li>• Immediately contact the Counselor &amp; the Counselor will assess the situation &amp; notify the Principal.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>4. There is a suicide threat (student states he/she wishes to commit suicide) and the student has the means and/or has a plan.                             <ul style="list-style-type: none"> <li>• Immediately contact Counselor and Principal</li> <li>• Do not leave the student alone; if possible take the student to the Counselor.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>5. There is a suicide attempt with a weapon (student has a firearm or other deadly weapon)                             <ul style="list-style-type: none"> <li>• Remain as calm as possible, try to calm student</li> <li>• Send for Principal, Nurse, and Counselor</li> <li>• Ask if you may evacuate other students, Call Room Clear</li> <li>• Stay as close to cover as possible or evacuate with students</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>6. There is a suicide attempt without overt hazard to others (student has injured himself, is threatening to harm himself without posing a risk to others)                             <ul style="list-style-type: none"> <li>• Send for Principal, Nurse, and Counselor</li> <li>• Try to calm student</li> <li>• Ask if you may evacuate other students, Call Room Clear</li> <li>• Stay with the student</li> </ul> </li> </ol>

School-Based Administrator & CRISIS Team
1. The Counselor will assess the situation once a referral is made to the Principal or Counselor.
2. <b>HIGH RISK</b> cases are not to be allowed to leave the supervision of school personnel until a parent or guardian picks them up.
3. All potential suicide cases must include a parent conference in which the parent is asked to sign a "Notification of Emergency Conference." (See <i>BISD's Emergency/Crisis Resource Manual</i> )
4. Parents of potentially suicidal students should be given a copy of BISD's "Referral List for Mental Health and Chemical Abuse." (See <i>BISD's Emergency/Crisis Resource Manual</i> )
5. School personnel should notify the Deputy Superintendent regarding HIGH RISK cases and request assistance, if needed, from counselors, psychologists, and BISD's Response Team.
6. Definitions of HIGH RISK, MEDIUM RISK, and LOW RISK are defined in <i>BISD's Emergency/Crisis Resource Manual</i> .

# BOMB THREAT

The main concern in managing a bomb threat is to ensure the safety of all individuals with the least amount of disruption. Upon receiving a threat, decisions will be made based on all information provided.

<b>Person Receiving Call:</b>
1. Stay Calm! Write down exactly what the caller says (where is the bomb, when will it go off?).
2. Do not hang up telephone. Leave phone live even when caller hangs up. The call may be trace-able.
3. Alert the principal in a manner that will not cause panic or chaos to those in the office area that a bomb threat has been received. <b>Do not use two-way radios or cell phones</b> since radio waves can cause detonation of electric blasting caps. Do not share the information regarding the call with other employees. Allow the administrator to evaluate the information received and initiate a proper response.
4. Complete the <b>Bomb Threat Report Form</b> as time permits.

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. Call 9-1-1 and request police response immediately. Notify the District Office.
2. Assess the situation. Use the Bomb Threat Report Form. Get all the Facts.
3. Immediately place the school in a <b>LOCKDOWN</b> status and remind everyone to turn off all cell phones, pagers & two-way radios. <b>ALL TWO-WAY RADIO &amp; CELL PHONE COMMUNICATION IS CEASED</b> because radio waves can cause detonation of electric blasting caps.
4. Initiate the evacuation plan if it is deemed <b>safe and appropriate</b> . NOTE: This action might be taken prior to threat evaluation if the nature of threat seems to warrant (i.e. time does not permit a search and threat appears to be authentic.)
5. Initiate a search if deemed appropriate (Search/Sweep team) Do not handle any suspected explosive device. This must be left to the experts.
6. If you decide to evacuate, carefully evacuate to designated <b>off-campus evacuation site</b> . There may be more than one bomb, and there may be bombs outside the school building. Be careful! Remember, parking lots are among the most dangerous spots during a bomb threat.
7. Give specific evacuation instructions over the intercom system. Precautions must be taken to avoid the danger of evacuating students past the location or in the immediate vicinity of a bomb.
8. Sound fire alarm for evacuation <u>after</u> instructions are given.
9. Follow Evacuation Procedures and keep students & staff as far away from affected buildings as possible until danger has passed.
10. Maintain control of facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the fire department will assume the lead role.

<b>Teacher/Supervising Adult</b>
1. If lockdown is implemented and an announcement is made to shut down phones, cell phones and other two-way communications you must assume a bomb threat has been made.
2. You are the person that is most familiar with the contents of your classroom. Immediately survey the classroom & note any packages that are suspicious (out of the ordinary).
3. Account for all students in preparation for an evacuation order.
4. Prepare for a lengthy evacuation. It will take time to search facilities.

# BOMB THREAT REPORT FORM

<b>School:</b>	<b>Time Call Received:</b>	<b>Call Taken By:</b>
<b>Date:</b>	<b>Time Caller Hung Up:</b>	<b>Title:</b>
	<b>Caller ID Information (*69):</b>	

<p style="text-align: center;"><b>Questions to Ask:</b> <i>(This building has a lot of people in it and detonation could result in death or serious injury to many innocent children.)</i></p>	<p style="text-align: center;"><b>Exact Wording of Threat: "</b></p> <p style="text-align: right;">"</p>								
1. When will the bomb explode?	<b>Caller's Voice:</b> <small>(circle all that apply)</small>				<b>Caller's Language:</b> <small>(circle all that apply)</small>			<b>Background Sounds:</b> <small>(circle all that apply)</small>	
2. Where is the bomb right now?	Calm	Nasal	Deep Breathing	Cracking Voice	Well Spoken	Educated	Street Noises	Restaurant Kitchen	
3. What does it look like?	Angry	Stutter	Disguised	Accent	Foul	Message Taped?	Voices Laughter	PA System School bells	
4. What kind of bomb is it?	Excited	Lisp	Serious	Used Slang	Message Read?	Young (child)	Music TV	House Noises	
5. What will cause it to explode?	Slow	Raspy	Incoherent	Joking	Young (adult)	Middle Aged	Motor	Office	
6. Did you place the bomb?	Rapid	Deep	Slurred Intoxicated	Distinct	Old		Factory	Machinery	
7. Why?	Soft	Ragged	Clearing Throat	Normal	<b>Caller Demographics</b> <small>(circle one)</small>			Animal Noises	Clear
8. How did the bomb get in the school?	Loud	Laughter	Crying	Frightened	Male	Female	Unknown	Static	Local
9. Where are you calling from?	If voice is familiar, who did it sound like?				Approximate Age:			Long Distance	Sirens Trains
10. What is your name, address, phone number?	<b>Other Observations:</b>								
11. ID Marker for Phone Call	<b>Write down information about the next phone call...phone number, name, time...for tracing purposes.</b>								

# GUN/WEAPON/DANGEROUS PERSON ON CAMPUS

A Dangerous Person could appear to be someone with a legitimate purpose on campus; a student, staff, authorized visitor, or an unauthorized visitor. To reduce the possibility of dangerous persons on campus: 1) Direct all strangers, visitors and parents who are not wearing visitor's badges to the office for registration; 2) Notify the office immediately of suspicious persons or behavior and secure students; 3) If you become aware of a gun, weapon, or dangerous person on campus, contact the front office immediately without alerting student(s) and/or suspect(s).

<b>Teacher/Supervising Adult</b>
<b>If Suspect Is Present:</b>
1. Stay Calm! If you are threatened with a weapon, follow the suspect's directions. Attempt to de-escalate situation verbally.
2. Use extreme caution and DO NOT confront the suspect(s).
3. Keep a safe, non-intimidating distance and avoid abrupt movements. (Explain any necessary movements so as not to alarm the suspect).
4. Summon assistance...if possible call 9-1-1. Contact the front office immediately, without alarming student(s) and/or suspect(s).
5. Report the following information to office: <ul style="list-style-type: none"> <li>◆ Your name and location,</li> <li>◆ The name/description of the suspect,</li> <li>◆ Information regarding the weapon's location and/or type.</li> </ul>
6. If suspect is dangerous, and it is safe to do so, issue a Room Clear.
7. If outside the building, go immediately to closest safe cover. In the event of a sniper, do not lie down in open areas; run to closest safe cover.
<b>Teacher/Supervising Adult</b>
<b>If Suspect Is Not Present:</b>
1. Stay Calm! Keep your students safe.
2. If student reported it, contact office or administration from the first available safe area.
3. Discreetly and calmly contact the office without alarming students.
4. If you see the weapon, contact the front office immediately.
5. Wait for and follow administrative response.
6. Account for all students and keep them together.

**If you have the opportunity to safely disarm, do so! Do not let the student handle the weapon.**

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. Assess current danger to staff & students. Check into all rumors.
2. Announce LOCKDOWN if appropriate. CRISIS Team reports and follows procedures.
3. Secure the location & limit access or evacuate students/staff that are situated near the incident if possible.
4. Call 9-1-1. Be prepared to: <ul style="list-style-type: none"> <li>◆ Describe the situation (who, what, when, where),</li> <li>◆ Indicate whether the perpetrator has been identified and/or isolated,</li> <li>◆ Describe type of weapon</li> </ul>
5. If a student reported the danger, isolate him/her. Gather information.
6. Call the District Office
7. Make a decision on what information to release to staff, parents, the public, and the media.
<b>Threat of Weapon on Student:</b>
1. Administrator & police officer proceed to the classroom or area under suspicion.
2. While one administrator/police officer escorts the suspected student to a private area, the other should carry all of the student's belongings at a safe distance. At no time should the student be allowed to put his/her hands in pockets or to approach his/her belongings.
3. The student should be thoroughly searched by the police officer or an administrator, with a reliable adult witness present.
4. All belongings, including but not limited to book bags, purses, lockers, and autos should be searched by an administrator. If a gun/weapon is found, the police officer takes control of the search.
5. If a police officer is not available, a school administrator and Campus CRISIS Team designee with experience handling firearms should, without going in harms way and with extreme caution, take possession of and secure the weapon if it is on a person. Handle the weapon as little as possible. If it is not on a person, do not handle it but isolate it and make sure nobody touches it except police.
6. Turn over the weapon and suspect to the police officer.
7. Notify Parent/Guardian.
8. Secure a detailed written statement from the student and from any other witnesses, including involved staff members. Cooperate with police investigation.

# SEXUAL ASSAULT

## Teacher/Supervising Adult

1. Immediately report any sexual assault/battery to any student, employee, or visitor to the BISD Police and the Principal.
2. Do not allow the victim to wash, clean up, or use the restroom.
3. Try to comfort the victim and keep the victim calm.
4. Wait for administrative response and police assistance.
5. Avoid having victim repeat story multiple times.

## Managing Alleged Suspect/Sexual Assault Perpetrator Still on Location

1. Do not place self at risk in an effort to detain suspect.
2. Do not be quick to judge, remain calm and professional in dealing with suspect.
3. If alleged suspect is a student, follow student code of conduct.
4. Refer media questions to district information officer.

Note: After the incident, analyze the security of the area and the school activity/event to determine what security factors (or absence thereof) may have contributed to the incident. Make necessary corrections as indicated.

## School-Based Administrator & Campus CRISIS Team

1. Assess current danger to staff & students.
2. Implement LOCKDOWN procedure if suspect is still on campus. Campus CRISIS Team reports.
3. Call 9-1-1. Be prepared to:
  - ◆ Describe the situation,
  - ◆ Indicate whether the perpetrator has been identified and/or is isolated, and
  - ◆ Describe any medical injuries.
4. Isolate the victim and determine whether medical attention is necessary. Give medical assistance if needed, until help arrives.
5. Do not allow the victim to wash, clean up, or use the restroom if at all possible.
6. Assign Campus CRISIS Team member to secure the crime scene by not allowing others in the room or area where the alleged sexual assault occurred.
7. Notify the District Office.
8. Notify the family of the victim upon arrival of the police.
9. Investigate the incident and obtain witness statements.
10. Take appropriate disciplinary action as determined by the Student Conduct & Discipline Code.
11. Debrief staff, but maintain the privacy of the victim.

# SHOOTING/STABBING

The circumstances surrounding a shooting or stabbing will affect your behavior during the event. Protection of students and staff is a key issue in how the event is handled. Take special precautions and consider announcing **LOCKDOWN** if danger to **CRISIS Team** is imminent. **NOTE: Let the police handle any questions regarding criminal investigations. Administration should focus on the school's response.**

<b>Teacher/Supervising Adult</b>
1. Take cover, if necessary. <b>USE EXTREME CAUTION.</b>
2. Assess the situation; provide for your own safety and that of your students. Keep as much distance as possible between you and the weapon.
3. Notify the office immediately.
4. If a vehicle is involved, do not approach. Attempt to identify (CYMBAL) <ul style="list-style-type: none"> <li>◆ <u>C</u>olor of vehicle</li> <li>◆ <u>Y</u>ear</li> <li>◆ <u>M</u>ake</li> <li>◆ <u>B</u>ody (two door, type of vehicle)</li> <li>◆ <u>A</u>nything else of importance <ul style="list-style-type: none"> <li>a) Direction of travel</li> <li>b) # of occupants in car</li> <li>c) male or female</li> <li>d) bumper stickers</li> <li>e) damage to car</li> </ul> </li> <li>◆ <u>L</u>icense number</li> </ul>
5. Attempt to identify the individuals in vehicle and/or the area.
6. Indicate the location of incident.
7. Do not disturb the crime scene.
8. Follow <b>LOCKDOWN OR EVACUATION</b> procedures as announced.
9. Follow Medical Emergencies procedures if injury occurs.

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. Call 9-1-1. Be prepared to: <ul style="list-style-type: none"> <li>◆ Describe the situation (who, what, where, when),</li> <li>◆ Indicate whether the perpetrator has been identified and/or is isolated,</li> <li>◆ Describe medical injuries, and any weapons involved.</li> </ul>
2. Assess current danger to staff & students.
3. Announce <b>LOCKDOWN OR EVACUATION.</b>
4. Campus <b>CRISIS Team</b> reports (if indicated) and follows procedures.
5. Call District Office.
6. Secure the crime scene.
7. Reroute traffic from effected areas.
8. When the area is clear and the emergency is over, announce "all clear."
9. Prepare a written statement for students to take home.
10. Hold a faculty meeting as soon as possible to inform and update the staff.
11. Make preparations for the next school day.

# HOSTAGE

Remember that the job of terminating the siege belongs to police personnel. The administrator's job is to facilitate their efforts.

If You or Your Students are Taken Hostage:
1. Stay Calm! "Don't be a hero."
2. Follow instructions of captor.
3. Cooperate, don't argue or antagonize captor or other hostages. If spoken to, cooperate and be concise.
4. If the captor appears receptive, inform them of medical conditions that are immediate in nature, so those hostages may be released.
5. Use extreme caution and make safety the first priority. DO NOT confront captors.
6. If possible, keep a safe, non-intimidating distance and avoid abrupt movements. (Explain any necessary movements.)
7. If at all possible, issue a Room Clear.
8. Be prepared to wait.
9. If a phone is used to contact police, DO NOT HANG UP. Follow dispatcher instructions. Provide concise and detailed information to police.
10. Be observant and remember everything you see or hear. Be alert to opportunities to pass on information to authorities in a non-threatening manner.
11. If a police action is in progress, follow police instructions, GET DOWN IMMEDIATELY. If necessary, lie on the floor/ground and stay down. Don't panic or run. Keep hands clearly visible. If released, follow police instructions.
12. Think of possible courses of action for various contingencies.

School-Based Administrator & Campus CRISIS Team
1. Call 9-1-1.
2. Assess & isolate the situation. Implement lockdown until such time as safe to evacuate students/staff to a predetermined meeting area out of the building and away from the hostage area.
3. Follow procedures. Notify District Office and activate Campus CRISIS Team.
4. Campus CRISIS Team reports (if indicated) and follows procedures.
5. Be prepared to provide this information to police: <ul style="list-style-type: none"> <li>◆ Exact location of hostage-takers,</li> <li>◆ The number of hostage-takers,</li> <li>◆ A description of hostage-takers</li> <li>◆ The type of weapons hostage-takers have,</li> <li>◆ The names of hostages, if known,</li> <li>◆ The demands and instructions hostage-takers have given.</li> <li>◆ A description of the area under siege</li> <li>◆ Identify nearby classrooms in which people are present and those which are empty.</li> <li>◆ Demographics of student hostages and other hostage information</li> </ul>
6. Be prepared to stay on the phone for a length of time to assist responders. This should be assigned to a Campus CRISIS Team member if possible so the administrator can be freed up to manage other aspects of the emergency.
7. When the police arrive, cooperate with and assist them.

# KIDNAPPING/MISSING STUDENT

Though almost exclusively an elementary school problem, child napping has occurred in middle and high schools. A child napping normally occurs when there is a divorce or separation occurring in a family. Typically, a non-custodial parent is denied access to the child by the court or the custodial parent refuses to comply with a court order to allow access to the child. **Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian might be guilty of a felony.**

<b>Teacher/Supervising Adult</b>
1. Report kidnapping or missing child to the office immediately. <ul style="list-style-type: none"> <li>◆ Name of child:</li> <li>◆ Gender:</li> <li>◆ Hair:</li> <li>◆ Clothing:</li> <li>◆ When &amp; where last seen:</li> <li>◆ Other</li> </ul>
2. Note the perpetrators appearance and any other information about him/her that might be helpful to police. <ul style="list-style-type: none"> <li>◆ Name of perpetrator:</li> <li>◆ Gender:</li> <li>◆ Hair:</li> <li>◆ Clothing:</li> <li>◆ Voice:</li> <li>◆ Other:</li> </ul>
3. If a vehicle is involved, attempt to identify (CYMBAL). <ul style="list-style-type: none"> <li>◆ <u>C</u>olor of vehicle</li> <li>◆ <u>Y</u>ear</li> <li>◆ <u>M</u>ake</li> <li>◆ <u>B</u>ody (two door, type of vehicle)</li> <li>◆ <u>A</u>nanything else of importance (Direction of travel, # of occupants in car, male or female, bumper stickers, damage to car, etc)</li> <li>◆ <u>L</u>icense number</li> </ul>
4. Search area thoroughly.
5. Account for all students.
6. Remain calm and keep children calm.

**Stranger Alert** - If children, staff, or parents express concern about a stranger loitering on or near school property or following students between home and school, report this immediately to the Police, & District Office.

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. If necessary, announce Lockdown, Campus CRISIS Team reports.
2. Call 9-1-1 and request police response.
3. Call the District Office.
4. Notify the Custodial Parent.
5. If kidnapper is still on school property, and he/she is not violent or armed, attempt to communicate with kidnapper to keep him/her in the area until police arrive.
6. Obtain witness statements.
7. Assist the police in their investigation.
8. If student is located, notify staff, 9-1-1, parent & District Office immediately.
9. When incident is resolved, announce an "all clear" signal over the intercom system. CRISIS Team will notify those without intercom system.
10. Refer all media inquiries to the District Office, 730-7000.

<b>Planning &amp; Prevention</b>
1. Keep unmonitored exterior doors locked when possible.
2. Post signs on all exterior doors indicating that all visitors and parents must sign in at the office.
3. Require that all visitors and parents sign in and wear a visible visitor's badge - train staff to enforce. (Periodically alternate color of visitor badges.)
4. When elementary aged students move through the halls unattended (to the office, restroom, etc), it is safer to travel in two's and three's with visible hall pass.
5. Maintain current Emergency Cards on all students indicating name of parent/guardian.
6. Parents are responsible to provide current court orders. Court orders should be kept on file by the school. School personnel cannot prevent a parent/guardian from picking up their child from school without a current court order on file.
7. The parent/guardian must sign out the student through the front office. Sign-out logs must be carefully maintained. The parent/guardian should present photo ID if requested.
8. Office staff will not release a child to anyone other than the designated parent/guardian, as indicated in the student file without proof of prior approval from custodial parent/guardian.
9. Checking out students during the last 30 minutes of the school day should be discouraged.
10. Teachers should not release a student to an adult. Send to the office for appropriate release.

# RIOT/STUDENT DEMONSTRATION

In situations that may result in major disruption and/or demonstration, prevention is the school's goal. A video camera can be very effective in deterring disruptive acts. In disruptive situations, attempt to obtain footage of event(s).

<b>Peaceful Demonstration:</b>
1. Alert other administrators, counselor and office staff.
2. Attempt to defuse tensions by: <ul style="list-style-type: none"> <li>◆ Identifying key players and concerns,</li> <li>◆ Isolating key players in a neutral area,</li> <li>◆ Conferencing with players, and</li> <li>◆ Alerting parents (recommended).</li> </ul>
3. Listen to student concerns.
4. Determine next steps.
5. If the situation cannot be defused, separate and detain students. Solicit support of parents.

<b>Threat of a Riot:</b>
1. Call 9-1-1 and alert other administrators & counselors.
2. Alert other available personnel to report to the scene.
3. Separate and contain key players if possible. Do not attempt to separate unless there is adequate backup from other personnel or the police.
4. Notify the parents.

<b>Once a Riot Occurs:</b>
1. Call 9-1-1 if there is destruction of property, assault, injury or imminent danger.
2. Announce & follow procedures for a <b>LOCKDOWN</b> . Notify District Office.
3. Clearly communicate to all students (via intercom system or bull horn) in the presence of an adult witness, that students should either attend classes or move to a safe, designated area. Inform students that they will be suspended or possibly arrested if they do not comply.
4. If students go to the designated area, attempt to defuse tensions by: <ul style="list-style-type: none"> <li>◆ Identifying key players and concerns,</li> <li>◆ Isolating key players in a neutral area,</li> <li>◆ Conferencing with players, and possibly alerting parents.</li> </ul>
5. If students do not follow directions after a second warning and after a reasonable period of time (not to exceed 2-3 minutes), notify students of their suspension and direct them to leave campus. If students continue to remain on campus, conference with Police about next steps and possibly making arrests.
6. If a disruption escalates further, it may be necessary to continue Lockdown mode. Follow procedures.

<b>After Riot is Over:</b>
1. Announce "all clear."
2. Notify the parent(s) or guardian(s) of involved students.
3. Follow police instructions and coordinate efforts with police regarding the investigation.
4. If possible, secure detailed written statement(s) from student(s) and any other witnesses, including involved staff members.
5. Take appropriate disciplinary action as determined by the <u>Student Conduct &amp; Discipline Code</u> .
6. Plan to debrief the staff as time permits.

## Terrorist Threats and Activities

Terrorism is defined by the U. S. Department of Justice as “acts dangerous to human life that are a violation of the criminal laws of the United States to intimidate or coerce a civilian population or influence the policy of government.” An act of violence is usually focused on an innocent civilian population and not at a military target. Motivation of terrorist organizations can be political, religious, racial, environmental or other special interests. Their weapons can be biological, chemical, radiological or nuclear.

Terrorism is almost a fact of life in our world today. Schools in America have not yet had a direct attack of terrorism, but facilities in the community could become a threat for bombs and even nuclear terrorism. Weapons of mass destruction- WMD - (either nuclear attack or a “dirty bomb”) have become a concern in recent times and will be addressed as follows

**WARNING SIGNALS:** The Federal Emergency Management Agency has established two signals:  
*Attack Warning Signal*-(three to five minute wavering sound on sirens and a series of short blasts on whistles, horns, etc.) This signal means an attack is imminent and emergency procedures should be implemented.  
*Attention or Alert Signal* - (three to five minute steady sound). This is a warning of peacetime emergency, either nuclear or natural.

<b>Teacher/Supervising Adult</b>
1. Move students into safe areas designed for tornadoes within the building, i.e., interior hallways away from windows.
2. Follow procedures for shelter-in-place and/or tornado duck and cover as instructed.
3. Close windows and doors to prevent outside air from entering the building.
4. Keep students inside until given the all clear by emergency officials

<b>School-Based Administrator &amp; Campus CRISIS Team</b>
1. In case of a surprise nuclear event, there will not be time to evacuate the students to a fallout shelter.
2. Issue a Tornado duck and cover and/or shelter in place procedure as appropriate.
3. Move all students from temporary buildings, playgrounds, parking lots, and buses into permanent structure.
4. Lock down the building. Shut off air conditioning and heating vents. Close windows and doors to prevent outside air from entering building.
5. Issue an all clear when it has been determined that the threat of danger is over.

**Non-nuclear terrorist actions should be responded to by Campus CRISIS Team members as they would respond to explosions, fires, or other disasters covered in this handbook. You will be treating the “effects” of the terrorist’s actions, not the cause.**

# MEDIA GUIDELINES/COMMUNICATIONS

For all emergency situations, first call 9-1-1 and request police response. Then the District Office must be contacted, 730-7000. All district personnel will be placed on standby status if reliable information is received that there is a possible emergency developing. Personnel not on duty, upon receiving information that the School District is on standby alert, shall remain at locations where they can be notified by telephone of any change of status, if necessary. If telephone communication fails, information will be broadcast over our local radio/tv stations.

<b>Staff/Community Communications</b>
1. Each school building must have readily available an Emergency Telephone Tree, which includes ALL staff members.
2. Each school building must have readily available a Student Emergency List with birth dates and parent/guardian contact information.
3. Each school building must maintain and keep readily available a portable communication system including Two-Way Radios and if applicable a Bull Horn.
4. Each school must provide adequate communication to staff, students, and parents after an emergency has occurred. It is important that the actions of school staff help to radiate a positive message about the school, informing all stakeholders of the actions taken to ensure the safety and well-being of staff & students. An informed staff will dispel rumors in the community.
5. Principals will determine what and when to tell students about crisis events. Care should be taken to give only age appropriate information.
6. Include the Police Dispatch center in your area in the communication loop, by keeping them updated during & after emergencies so they can help disperse the same information to parents who call.
7. The District office will include local radio/TV stations in communications (as appropriate) so they can disperse the same information to parents as needed.

<b>School-Based Administrator/Media Guidelines</b>
1. Direct all media inquiries/calls to the District Office, 730-7000.
2. Open media area if necessary. Announce location & schedule of updates to media.
3. While schools are public buildings, they are not necessarily open to the general public. Administrators do not have to allow the media on campus. Permission must be granted by administration for members of the press to be on campus.
4. Let the police handle any questions regarding criminal investigations. Administration should focus on what the school is doing and what is going to happen tomorrow.
5. The District should respond to the media in a timely and professional manner. Emphasize what district and staff members are doing to contain and resolve the issue.
6. Release factual information only.
7. Consider use of all communication tools (e-mail, letters, etc.), use key staff and community leaders to help contain and dispel rumors.
8. Develop a cooperative relationship with media in advance. Reap benefits when a crisis occurs.



## Automated External Defibrillator Locations

Location	AED	Responsible Party
Stephen F. Austin Elementary-Wall outside nurse's office	Cardiac Science Powerheart G-3	Nurse
A. P. Beutel Elementary-Wall outside Nurse's office	Cardiac Science Powerheart G-3	Nurse
Bess Brannen Elementary-Hallway between Nurse & Principal's office	Cardiac Science Powerheart G-3	Nurse
O. A. Fleming Elementary-Wall outside Nurse's office	Cardiac Science Powerheart G-3	Nurse
Madge Griffith Elementary-Wall outside Nurse's office	Cardiac Science Powerheart G-3	Nurse
Jane Long Elementary- Wall outside Nurse's office	Cardiac Science Powerheart G-3	Nurse
Elisabet Ney Elementary-Wall outside Nurse's office	Cardiac Science Powerheart G-3	Nurse
T. W. Ogg Elementary- Wall outside main office	Cardiac Science Powerheart G-3	Nurse
Gladys Polk Elementary-Wall between Nurse's office & main office	Cardiac Science Powerheart G-3	Nurse
O. M. Roberts Elementary-Wall between Nurse's office & main office	Cardiac Science Powerheart G-3	Nurse
Velasco Elementary-Wall outside Nurse's office	Cardiac Science Powerheart G-3	Nurse
Lanier Middle School-Main office	Cardiac Science Powerheart G-3	Nurse
Grady Rasco Middle School-Wall by Principal's door in main office	Cardiac Science Powerheart G-3	Nurse
Clute Intermediate School- Nurse's office or with coach for athletic event	Cardiac Science Powerheart G-3	Nurse
Clute Intermediate School-Wall by Concession Stand/Main Gym	Cardiac Science Powerheart G-3	Athletic Coordinator
Freeport Intermediate School- Nurse's office	Cardiac Science Powerheart G-3	Nurse
Freeport Intermediate School-Coaches office	Cardiac Science Powerheart G-3	Athletic Coordinator
Lake Jackson Intermediate School-Wall outside nurse's office	Cardiac Science Powerheart G-3	Nurse
Lake Jackson Intermediate School-Wall outside Gym, PE Hallway	Cardiac Science Powerheart G-3	Athletic Coordinator
Brazosport High School-Nurse's office	Cardiac Science Powerheart	Nurse
Brazosport High School-Training room	Zoll AED Plus	Athletic Trainer
Brazosport High School-Hopper Field ticket office	Cardiac Science Powerheart G-3	Director of Athletics or Athletic Trainer
Brazosport High School-Flash Walker Gymnasium	Cardiac Science Powerheart G-3	Athletic Trainer
Brazoswood 9 <sup>th</sup> Grade Center-Nurse's office	Cardiac Science Powerheart G-3	Nurses
Brazoswood High School-Vocational building, fax machine office	Cardiac Science Powerheart G-3	Nurse Coordinator

<b>Location</b>	<b>AED</b>	<b>Responsible Party</b>
<b>Brazoswood High School-Nurse's office</b>	Cardiac Science Powerheart	<b>Nurses</b>
<b>Brazoswood High School-Athletic training room</b>	Zoll AED Plus	<b>Athletic Trainer</b>
<b>Brazoswood High School-Field House Training Room</b>	Cardiac Science Powerheart G-3	<b>Athletic Trainer</b>
<b>Lighthouse Learning Center-Nurse's office</b>	Cardiac Science Powerheart G-3	<b>Nurse</b>
<b>BISD-Maintenance, hallway near secretaries office</b>	Cardiac Science Powerheart G-3	<b>Safety/Training Coordinator</b>
<b>BISD-Transportation, lounge area</b>	Cardiac Science Powerheart G-3	<b>Shop Manager</b>
<b>BISD-Administration building, receptionist area</b>	Cardiac Science Powerheart G-3	<b>Receptionist/Secretary</b>

# EMERGENCY - CALL 9-1-1

Brazosport I. S. D.		Community Partners			
<b>DISTRICT OFFICE</b>		<b>SUBSTANCE ABUSE</b>		<b>LAW ENFORCEMENT continued</b>	
Crisis Response Team	730-7000X10170	Intracare	292-0113	Clute Police Dept	265-6194
Director of Education	730-7000			Freeport Police Dept	239-1211
District Nurse	730-7029			Lake Jackson Police Dept	415-2700
Facilities & Maintenance	730-7120	<b>HEALTH INFORMATION</b>		Richwood Police Dept	265-2222
Food Service	730-7110	Health Dept. - Angleton	388-1484	Surfside Police Dept	239-1151
Front Desk	730-7000	Dept. of Family Protective Services (CPS)	388-1428	Oyster Creek Police Dept	233-8481
Human Resources	730-7000	CPS Hotline	1-800-252-5400	Jones Creek Police Dept	233-3091
Superintendent	730-7000	Texas Dept. of Health - Information	1-888-963-7111	<b>FIRE</b>	
Transportation	730-7145	Ntl. Org. for Victim Assistance	1-800-879-6682	Clute Fire Dept.	265-4741
<b>SCHOOLS</b>		Gulf Coast Center MHMR - children	1-979-848-8420	Freeport Fire Dept	239-1211
SF Austin Elementary	730-7160	American Red Cross	265-4261X1503	Jones Creek Fire Dept	233-3851
AP Beutel Elementary	730-7165	Youth & Family Counseling Services	265-4261X1577	Lake Jackson Fire Dept	415-2700
Bess Brannen Elementary	730-7170	<b>POISON CONTROL</b>	1-800-222-1222	Oyster Creek Fire Dept	233-2881
OA Fleming Elementary	730-7175	UNITED WAY HELP LINE	265-4261x1500	Richwood Fire Dept	265-2222
Madge Griffith Elementary	730-7180	TEEN HOTLINES 1-800-210-2278 OR 1-800-786-2929		Surfside Fire Dept	233-5926
Jane Long Elementary	730-7185	<b>HOSPITALS</b>		<b>AMBULANCE</b>	
Elisabet Ney Elementary	730-7190	Angleton/Danbury Hospital	265-3368	Clute EMS	265-6194
TW Ogg Elementary	730-7195	Brazosport Regional Health Systems	297-4411	Freeport, Jones Creek, Oyster Creek EMS	239-1211
Gladys Polk Elementary	730-7200	UTMB Galveston	1-409-772-1011	Lake Jackson EMS	979-415-2700
OM Roberts Elementary	730-7205	<b>LAW ENFORCEMENT</b>		Surfside EMS/Fire	239-1211
Velasco Elementary	730-7210	<b>BRAZORIA COUNTY SHERIFF'S DEPT.</b>		<b>NTL RESPONSE CENTER TO:</b>	
Lanier Middle School	730-7220	Central Area	1-979-864-2392	Report Toxic Chemical Spills	800-424-8802
Rasco Middle School	730-7225	North Area	1-281-756-2392	Report Terrorist Threat	800-424-8802
Clute Intermediate	730-7230	Brazosport Area - Dispatch	388-2392	<b>CRIME STOPPERS</b>	<b>800-460-2222</b>
Lake Jackson Intermediate	730-7250	TEXAS DEPARTMENT OF PUBLIC SAFETY		ATF Bureau of Alcohol, Tobacco, Firearms	1-281-372-2900
Freeport Intermediate	730-7240	Texas DPS - Angleton	849-5706	Texas Alcoholic Beverage Commission	798-7441
Brazosport High School	730-7260	Texas DPS - Freeport	233-1339	<b>CAER</b>	238-2237
Brazoswood High School Main	730-7300	<b>U S COAST GUARD</b>	233-3801	DOW WEATHER	238-1419
Brazoswood High School 9 <sup>th</sup>	730-7320				
Lighthouse Learning Center	730-7340				