

Archer City Independent School District

CRISIS MANAGEMENT PLAN

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Emergency 911

ARCHER FIRE DEPARTMENT

940-574-4545

| | |
|-------------------------------|--------------|
| COUNTY SHERIFF | 940-574-2571 |
| ARCHER POLICE | 940-886-7399 |
| EMERGENCY MGMT | 940-733-3917 |
| POISON CONTROL CENTER | 800-764-7661 |
| ABUSE/NEGLECT REPORTS | 800-252-5400 |
| ALCOHOL/DRUG ABUSE | 800-832-9623 |
| MISSING PERSONS CLEARINGHOUSE | 800-346-3243 |
| RUNAWAY HOTLINE | 800-392-3352 |

DISTRICT TELEPHONE NUMBERS

| | |
|-------------------------|--------------|
| ADMINISTRATION BUILDING | 940-574-4536 |
| HIGH SCHOOL | 940-574-4713 |
| ELEMENTARY SCHOOL | 940-574-4506 |

DISTRICT FAX NUMBER

| | |
|-------------------------|--------------|
| Administration Building | 940-574-4051 |
|-------------------------|--------------|

PERSONNEL TELEPHONE NUMBERS

| | |
|-------------------------------|--------------|
| CD KNOBLOCH, SUPT | 940-636-7324 |
| JOSH CASTLES, JH/HS PRINCIPAL | 940-366-5034 |
| BILL EMRICK | 940-733-1849 |
| AMY HUSEMAN, MS/ELEM | 806-674-4693 |

CRISIS COMMUNICATIONS

In the event of an emergency, the following actions should be taken:

- **Always respond to the emergency first.** If first aid or emergency personnel are warranted, the school employee should take the necessary steps to handle the situation. An injured person should never be unattended by a school employee. Once initial first aid has been administered, the school employee should notify the principal of the situation. This can be done by sending a student or another adult to the office. Once appraised of the situation, the principal or secretary will dial 911.
- **Notify the parents.** Next, the principal should begin procedures to notify the parents or guardian of the child. If the injured party is a school employee, the spouse or next to kin should be notified. The notification should be given by the principal if possible.

NOTE: If a parent or guardian cannot be reached, a message should be left. If no answering machine is available, a member of the staff should continue to try to contact next of kin or the parent at 5 minute intervals until someone is reached.

- **Notify the Administration Building.** The next call from the principal should be to the Administration Building. Should emergency vehicles respond and the child not be transported, contact the superintendent's office anyway.

Questions about the presence of an emergency vehicle on campus may be directed to the central office and the staff there should be kept abreast of the situation on campus.

- **Crisis Team Activated.** The Superintendent or his designee will take the necessary steps to activate the Crisis Team should the need arise. The Superintendent will also make the decision to contact outside counselors or ministers.

COMMUNICATING WITH THE MEDIA

Building Level Communications

- The principal is in charge of building level communications and is the most likely source of reliable and accurate information to all participants.
- The superintendent will assume the role of chief communicator to the news media, with all participants working collaboratively.

PLEASE ALERT ALL STAFF OF THE FOLLOWING DIRECTIVE: In emergency or disaster situations, **DO NOT** make any statements to the media **UNTIL** the superintendent has been notified. If pressed for information, simply state that you must notify the superintendent of the situation prior to releasing any statement.

Central Communications

- Advise the superintendent of the crisis (940-636-7324/940-574-4536).
- The central office will maintain an up-to-date list of news media to be contacted in crisis situation.

STAFF: If contacted by telephone or at the scene of a crisis by the media, direct them to the Superintendent's office. Do not release the names of victims, or details of the event until proper authorization from the central office has been issued.

BASIC FIRST AID

Heart Attack or Stroke

Signs and Symptoms

1. Chest pain, middle of chest and possibly in left arm and neck.
2. Shortness of breath
3. Sweating
4. Loss of consciousness
5. Weakness on one side of body
6. Slurred Speech

First Aid

1. Send someone to call 911
2. Check to see if patient is breathing and check pulse.
3. If no pulse or breathing, start CPR
4. If stroke (weakness on one side; slurred speech) lay victim down on unaffected side, guard airway.

Seizure

Signs and Symptoms

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

First Aid

1. Send someone to call 911
2. Place patient on floor, DO NOT restrain
3. Try to help maintain an open airway by supporting person in side-lying position.
4. DO NOT put anything in patient's mouth including your fingers.
5. After seizure, DO NOT attempt to awaken patient
6. Note time of onset, and behavior during seizure, as well as time that seizure ends if emergency personnel have not arrived

Choking

Signs and Symptoms

1. Unable to talk or cry out
2. Victim clutches at throat
3. Bring AED

First Aid

1. Send someone to call 911
2. If patient is coughing, then do nothing but assist and be ready to start
3. If patient is unable to cough and airway is completely obstructed, use 5 back blows as taught in CPR. Repeat until airway is clear. Wait for EMS to arrive.

Bleeding

Signs and Symptoms

1. External-uncontrolled bleeding
2. Internal-patient complaining of pain in stomach or chest, patient dizzy when standing, pulse rate fast, above 100

First Aid

1. Send someone to call 911
2. External: Place direct pressure over the wound, keep wound as clean as possible. Immobilize the injured area in a comfortable position. Elevate a bleeding extremity above the level of the heart. DO NOT remove any impaled object. DO NOT apply a tourniquet
3. Internal: Lay patient down with feet raised protect airway, keep patient calm. Wait for EMS

Fractures

Signs and Symptoms

1. Swelling
2. Deformity
3. Tenderness
4. Exposed bone ends

First Aid

1. Call 911
2. Immobilize the extremity
3. Never straighten fracture or nearby joints
4. Splint if you have to move patient, if not, wait for EMS.

Possible Spinal Injury

1. Send someone to call 911.
2. Do not move the patient. If face down, get at least 2 people to hold and stabilize head. Then, turn patient face up. Do not prop head up. Lay head flat.
3. Keep patient calm and alert.
4. Wait for EMS
5. Monitor breathing

***Always stay calm or remove yourself from the situation. Also if alone and the child is under 8 years of age, give 1 minute of care, then call 911.**

BUS ACCIDENT

Precautionary Measures Before Leaving District on Field Trips:

Drivers: Check to see that first aid kit and other emergency equipment as required by law is on the bus or school vehicle.
Sponsors: Take along a list of students/sponsors in attendance. Leave a copy of this list in the school office with the secretary.

In the event of an accident:

- Remain calm.
- If threat or fire exists, move children to a safe place.
- For emergency situations, call 911 for emergency vehicles/services and begin administration of first aid as necessary.
- For non-emergency situations, call police (733-3881) or Sheriff's office (574-2571)-non-emergency situations.
- Call building principal and Central Administration Building.
- Call Head of Maintenance/Transp. (733-1849)

*****Do not issue statements to the press. Refer them to the Central Administration Building.**

INJURY/DEATH

- Contact the building administrator who will then call the Central Administration.
- **For Injury Only:** Notify the parent/nearest relative as indicated on the student's enrollment card. If it is necessary to transport an injured student to a hospital, the principal will appoint a staff member, who is to take the student's enrollment card, to follow the ambulance to the hospital. The staff member who followed the ambulance should remain at the hospital until the situation is secure and the child is out of danger. Forms dealing with student injuries are located in the Regulations Manual under CKB (Exhibit).
- **IN THE EVENT OF DEATH:** Notify the principal who will call the Superintendent at the Administration Building. Call ambulance (EMT'S)
- Call the Police Department (574-4570).
- **In the event of a death, do NOT notify the next of kin.**
- Refer press inquiries to the Administration Building. Do not issue a statement to the press.

CHILDREN LEFT AT SCHOOL

Each campus will develop procedures for children left at school or other school sponsored activities.

- Check the student's enrollment card and call parents or other numbers listed. Do not transport child in private vehicle unless authorized by parent, legal guardian, or campus administration. If you transport a child, try to have another adult be with you.
- Call building principal at school or at home.
- Call the Police Department (574-4570) if the parent or other relative cannot be reached.

Do not leave a child alone and unattended at the school site.

INFECTIOUS DISEASE

GUIDELINES FOR CLEANING UP SPILLS: Treat all body fluids as if they contain potential infectious agents.

- **USE OF GLOVES:** Gloves should be worn by any caretaker when cleaning up blood spills, vomitus, urine, feces, semen, or vaginal secretions. Gloves should also be worn when removing any body fluid spills from the environment (e.g. furniture, floors, rugs, etc.).
- **HAND WASHING:** Hand washing after contact with an individual is routinely recommended. In the case of accidental contact with blood, hands and/or affected skin areas should be washed immediately. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 30 seconds. A waterless hand rinse should be used when running water is not available.
- **CLEANING METHODS:** Soiled environmental surfaces should be promptly cleaned with a freshly prepared household chlorine bleach solution (1:10 dilution). Apply a disinfectant absorbent agent to soiled rugs, allow to dry, sweep up with a dustpan and broom and follow with a disinfectant rug shampoo applied with a brush. Using fresh bleach solution, soak mops, brooms, and brushes for 10 minutes. Other cleaning equipment should also be thoroughly rinsed in fresh bleach solution.

Washable clothing should be presoaked and washed separately using one-half cup chlorine or non-chlorine bleach per wash cycle. All district owned garments must be appropriately cleaned before issued to students. Intimate apparel or garments worn without underclothing will not be reissued to another student.

Material involving direct oral contact, e.g. instrument mouthpieces, CPR manikins and face masks, should be cleaned before reuse or reissue. Established guidelines for CPR should be followed. Scrub surfaces with alcohol (70%) and allow to remain wet for 30 seconds before wiping dry. Surfaces cleaned with bleach solution should remain wet for 10 minutes before rinsing with fresh water and wiping dry

- **DISPOSAL OF MATERIALS:** Clothing and other non-disposable materials that are soaked with body fluids should be placed in plastic bags and instructions for handling given to appropriate persons. Disposable towels, tissues, gloves, and cleaning supplies should be used whenever possible, and should be placed in a plastic bag, securely tied and disposed of daily. Used cleaning solutions should be flushed down a toilet.

* Note: Procedures in cleaning schools/equipment during epidemic.

Guidelines During An Epidemic

To aid in curtailing a contagious disease, the following procedures in cleaning schools and equipment are:

- Clean and dust regularly all desks, chairs, tables, telephones, partitions, shelves, lamps, filing cabinets, office furniture, entrances, doormats, doors, wall switches and outlets, fixtures, and glass.
- Clean and polish drinking fountains.
- Mop and clean all hard floor surfaces.
- Vacuum carpets daily and shampoo periodically.
- Clean and disinfect toilets and urinals.
- Clean and disinfect both sides of toilet seats.
- Clean plumbing fixtures and wash bowls.
- Wash splash marks from walls.
- Empty and clean waste containers.
- Clean all mirrors.

- Any other areas at the campus that people will assemble.

HAZARDOUS MATERIALS

Direct Contact

- Evacuate the area to avoid fumes.
- Remove contaminated clothing and flush the area with cold running water for fifteen minutes. If flushing an eye area, position the flow into the eye while holding the eyes open.
- Notify the principal.

Indirect Contact

- Evacuate the area to avoid fumes.
- If the spill is outside, move upwind from the spill.
- Principal is to contact the Administration Building and janitors to shut down any ventilation systems that transport fumes.

Cleanup and Disposal

- Never enter a spill area alone.
- Spill areas should be ventilated with fresh air and directional fans that prevent direct exposure.
- Contact the Administration Building about for cleanup.

Identify the spill to emergency personnel with the following information:

- Product information
- Manufacturer information
- Product contents/ingredients as given on container (whenever possible, spell names to avoid misunderstanding)
- Volume of spill/exposure
- Reactions on surface/individuals
- Product Contamination with other chemicals.

GAS LEAK

Natural gas leaks can occur inside or outside of a building. The potential hazards of a gas leak are fire, explosion, carbon monoxide poisoning, and suffocation. You should suspect a gas leak if you smell a very unpleasant odor, like that of rotten eggs.

For All Gas Leaks:

- Contact your building principal or designee.
- Contact the Maintenance Department, state the emergency situation(733-1849).
- If Maintenance is not available, and the situation is an emergency, call the Fire Department at 911.

If the smell of gas is faint:

- Open windows or doors
- Evacuate the area

If the smell of gas is strong:

- Evacuate the building
- Move upwind from any smell

If person(s) is unconscious:

- Do not enter area without breathing protection
- Remove all persons from area

EXPLOSION/FIRE

First Actions

- Evacuate the building, taking proper shelter to provide the greatest safety to students and staff. Teacher should take class roll book.
- Students should leave the room in single file, one row at a time. Do not take personal belongings.
- Close windows, time permitting.
- A pre-designated person should check adjacent restrooms, vacant classrooms or storage areas.
- Call the Fire Department (574-4545)
- Call the Administration Building (574-4536).
- Teachers are to take class roll sheets or grade books as they accompany their students to a place of safety. Attendance should be taken upon arriving at a place of safety. Report any missing students to the building principal.

Preventive/Supportive Measures

- Make certain that evacuation plans are posted in each classroom. Have frequent drills for students.

***Provide for alternate shelter and educate students about shelter locations and fire safety procedures.

POWER FAILURE/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:

Power Failure

- Call the Central Administration Building (574-4536) to inform them of the situation. In the event the telephones will not operate, send someone there.
- Evacuate the building by fire drill procedures if there is a danger of fire.
- Keep refrigerated food storage units closed to retard spoilage.

Lines Down in Area

- Have an adult in the area of downed lines to prevent children and people from going near them. • Call the power companies: TXU Electric (574-4543)
- Call the Police Department (574-4570).
- Call the Central Administration Building (574-4536).

PLANE CRASH

On Or Near School Campus

Determine first, if there is an immediate threat to students and staff.

First Actions

- Evacuate the building, taking proper shelter to provide the greatest safety to students and staff.
- If time permits, and if circumstances indicate, call 911.
- Call the superintendent (636-7324).

Preventive/Supportive Measures •

Practice emergency escape routes.

- Provide for alternative shelter.
- Teachers are to carry their current record of students with them when evacuating a building.
- Some special education students may need special transportation. Call the Central Administration Building.

Alternate Site: In the event of such an emergency evacuation, students are to be taken to the nearest campus. Once there, teachers are to take class roll using their grade books or roll sheets. Other alternate sites are to be determined by the ACISD Administration.

VANDALISM

Procedures for Building Vandalism by Intruder

- Principal will inform the Police Department (574-4570) as to the kind, extent, location and approximate time the damage was incurred.
- Before the police arrive, the building space affected should be sealed off by appropriate means and all items within the affected area must be left intact for possible police investigatory procedures.
- Within the limitations of the above, all possible efforts should be expended by building personnel to make emergency repairs to items deemed dangerous to persons or property within the building.
- The building principal should make a record of the type and extent of damage to the building and its contents.
- Use custodian if cleanup is necessary.
- Call Administration Building (574-4536) if building damage needs immediate repair.
- A maintenance request form detailing pertinent damage information will be forwarded to Director of Support Services to effect damage repair. If building or content damage has produced safety, security, or educational process problems, immediate contact with Maintenance Department is essential.
- The principal will make a written report containing all pertinent information and provide Bowie Police Department and Superintendent's office copies for proper evaluation of affected fixed assets items.

SEXUAL ASSAULT/HARASSMENT

If Sexual Assault is Suspected:

- If emergency medical attention is needed, administer proper first aid and call 911.
- Once you feel a sexual assault has occurred, contact your building administrator and local law authorities as soon as possible.
- Keep a written record of all calls made regarding the issues and document signs and suspicions in writing.
- The administrator is responsible for contacting the parent/guardian if a student is involved. The administrator should also contact the superintendent.
- The administrator should follow up on the condition of the assaulted person.

If Sexual Harassment is Suspected:

- Contact your building principal and apprise him/her of the situation. If the situation possibly involves an administrator on campus, contact appropriate authorities at the Central Administration Office.
- If deemed necessary, a formal complaint may be submitted to the Superintendent.

School Policy: Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law. The District shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

***Note:** Take every report of sexual assault/harassment seriously. Always report such claims to the campus administrator and/or the Central Administration Office.

STRANGER ON CAMPUS

Preventative Measures

Measures preventative in nature and intended to control the access of strangers in the building may include:

- Posting of signs at building entrances asking visitors to the building to report to the principal's office and identify themselves.
- Building teachers, administrators, and staff approaching, greeting and directing visitors to the office.
- Visitor Badges

Strangers in the Building

- Approach strangers on campus in pairs of twos, if possible. Ask the person to identify himself and direct him to the principal's office.
- The principal is to direct strangers who fail to identify themselves or their business at school to leave the campus immediately.
- Never attempt to physically remove the stranger from the premises.
- Notify the Police Department (574-4570/2571).
- Check periodically to make certain that the stranger has not reappeared on campus.
- The principal may want to give staff members a description of the person in the event he returns to the campus.

***Note: Loitering on a school campus or in a building or near a school campus is a misdemeanor and is covered under Education Code 37.105.**

LOITERING

Loitering in a school building, on a school campus, or near a school campus is a misdemeanor and is covered under Education Code 37.105.

Procedures to follow when persons are suspected of loitering include:

- Strangers on campus should be approached in pairs of two. Have another staff member present when you approach the loiterers, ask for identification, determine the nature of their presence, and direct and/or accompany them to the proper office.
- If they have no acceptable purpose, ask them to leave.
- If they refuse to leave, ask them once more to leave and remind them they are in violation of the law and that the police will be called.

If they continue to refuse to leave, call the Police Department (574-4570) or School Resource Officer (733-3881) and have them removed.

KIDNAPPING

Preventive Activities Which May Help Avoid Child Kidnapping Situations Are:

- School secretary should have at her desk a list of students who are not to be released to anyone except a specified parent or guardian.
- Enrollment cards of such students should be red-flagged.
- Before releasing a child to anyone except the parent or guardian on the list, the school secretary should check with the custodial parent and/or guardian for approval; a record of the time and date of phone approval should be made and kept.
- When a parent telephones a request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross-checking the phone number with those on file in the child's folder or on the emergency card.

In The Event of Child Kidnapping:

- Notify the building principal.
- Call the Administration Building (574-4536).
- Call the parent/guardian listed on the child's enrollment card.
- Call the Police Department (574-4570) or School Resource Officer (733-3881).

Do not release any information to the press. Refer requests for information to the Administration Building.

MISSING CHILD/RUNAWAY

If a child becomes lost or is suspected of being a runaway between home and school:

- Check with parent if student does not arrive at school and has not been reported absent.
- Contact principal and give student's possible route to school
- Advise parent to notify police if student has not been located within a reasonable period of time. NOTE: This notification is to be made by a parent.

If a child leaves school without permission or is reported missing between school and home:

- Call parent or guardian.
- Contact principal.
- Contact School Resource Officer (733-3881).
- Contact Police Department (574-4570) if the student has not been located within a reasonable period of time.

In Both of the Above Situations:

- Call the Administration Building (574-4536)
- Call the Police Department (574-4570).

Refer calls of inquiry from the media/press to the Central Administration Building.

WEAPONS

Suspicion of possession

- Notify the student resource officer and the principal office immediately who will contact the Police Department (574-4570).
- The building principal or a designated adult or a police officer will bring the student to the office.
- The student should bring any books, backpack, purses, etc. that are in his/her possession at the time. At least two adults and a police officer should be present at the meeting.
- Further guidelines as enforced in the ACISD Student Code of Conduct.

Threatening with weapons

- Staff members should go into a lockdown status immediately. No staff member should attempt to confiscate the weapon unless trained and armed.
- Send for the principal as quickly as possible.
- Call 911
- Call Police (574-4570/733-3881).
- Notify the Central Administration Building (574-4536).

SHOOTING

Gun in Building

- Notify student resource officer and the principal that there is a gun in possession on campus.
- Call 911
- Principal will notify Police Department (574-4570/733-3881) and will call the Central Administration Building (574-4536).
- Law enforcement officer and administrator should determine if evacuation is necessary if threat of danger is present.
- Staff members should go into a lockdown status immediately.

Shooting Involved

- Staff members should go into a lockdown status immediately.
- Follow the above guidelines, school health personnel will administer basic first aid until health care professionals arrive.

School Policy: Students are prohibited from bringing to school or a school-related activity any weapons as defined in Penal Code 46.01 and 46.03. Weapons include, but are not limited to: a firearm, illegal knife, explosive weapon, machine gun, short-barrel firearm, switchblade knife, metallic knuckles, armor-piercing ammunition, chemical dispensing device, a zip gun or club.

SUICIDE

KNOWLEDGE OF INTENT

Principal will verify intent and depending on circumstances will take appropriate action: •

Call 911

- Notify school counselor for intervention and the development of post-intervention strategies.
- Notify the Superintendent (574-4536).
- Contact parent or guardian.
- Ensure that the student is not left alone. KNOWLEDGE OF ATTEMPT

The principal will:

- Treat attempted suicide as a medical emergency and call 911.
- Should the suicide be completed, designate a person to secure the area until arrival of police officer and other responding units.
- Contact the Central Administration Building (574-4536). • Contact School Nurses: Sonja Oliver (631-3186)
- Contact parent/guardian in all cases.

The superintendent will:

- Dispatch the ACISD Emergency Operation Planning Team to the area.
- Notify the Board of Trustees.
- Gather factual information.
- Release appropriate information to the media, etc.

The Emergency Operation Planning Team will:

- Assist at the scene.
- Present information to the parent/guardian for obtaining appropriate services in the area.

Request the assistance from the Region IX Education Service Center's Crisis Management Team, if additional help is needed.

SUICIDE PREVENTION HOTLINE: 1-800-SUICIDE (784-2433)

***In the event a student or staff member death is caused by a suicide, school flags should not be lowered to half staff.

BOMB THREAT

- Don't hang up on phone threats; try to keep caller talking; notify principal; attempt to institute a trace through civil authorities, such as police, or through the phone company; campus principal and law enforcement will make the decision whether or not to evacuate.
- Write down the phone number from caller ID.
- Document in writing, as soon as possible, other types of threat contacts including:
 1. Specific time message is received.
 2. Date and day of week.
 3. Exact wording of message.
 4. Estimation of sex, race, age, cultural background of person making threat.

5. Explain circumstances under which message is received noting usual, as well as unusual, circumstances such as noises, clothing, and behavior.

Authorities involved: Police Department – 574-4570, Chief Burton- 733-3881, Superintendent – 940-636-7324, Sheriff’s- Department –940-574-2571, Sheppard AFB – 676-2511

Bomb Threat Report:

Don’t Hang Up Phone. (Use another phone to call the police) Time of call:

Record the exact words used by caller: _____

Describe voice on the phone (man, woman, child, intoxicated, speech impediment, accent?): _____

Describe Background Noise (music, children, talk, airplane, traffic, typing?): _____

Date: _____ Call Received By: _____

Ask:
 What Time Is It Set?
 Where Is It?
 What Does It Look Like?
 Why Are You Doing This?
 Who Are You?

WEATHER EMERGENCY

Prior to an Emergency:

- Develop knowledge and understanding about the characteristics of hazardous weather by reading and teaching students about the subject.
- Become thoroughly familiar with your school’s plan for your room and your neighbor’s rooms.
- Conduct practice drills.
- Know your campus chain of command in the event a principal is off campus or injured and unable to take command.

In the Event of a Weather Emergency:

- Be alert to developing situations.
- Cancel outdoor recess or PE classes. Avoid use of telephones, electrical appliances or prolonged contact with plumbing.
- Keep your class roll book ready.
- Stay calm. Continue with class assignments.
- Establish an appearance of confidence. Speak slowly, softly, and distinctly.
- Move rapidly, but in an orderly way, to the designated shelter area for your room. Maintain full control.
- Take your roll book with you.
- Turn out the lights and close the door upon leaving your classroom.
- Check adjacent rest rooms, vacant classrooms and storage areas.

- Make sure that all children have assumed the required safe position before taking your own position.
- Wait until you've been assured that the weather condition has passed.
- If the parents arrive at the campus, advise them to move to the designated shelter areas.

After the Emergency:

- If student(s) and/or staff are injured, administer first aid promptly.
- Take roll of class and report all injured or missing.
- If possible, return to classroom in an orderly fashion.
- If not possible to return to classroom, wait for instructions from designated authorities.

Once in the classroom, reassure your students of their safety. Discuss and evaluate your response to the emergency.

WEATHER CLOSINGS

Most weather closings of school occur overnight; however, a few may occur during the school day.

Overnight Weather Closings

- Faculty and staff members, parents, and students should tune to radio station Wichita Falls (KLUR 99.9 FM, KYI 104.7 FM, KQXC 103.9 FM, KOLI 94.9 FM, KFDX TV-3 and KAUZ TV-6) for weather closing announcements.
- Principals will develop plans for telephone calls to staff members to confirm weather closing.

School Day Closings

- The superintendent will notify the principals once a decision has been made on a daytime weather closing.
- Only the superintendent or his designee is authorized to close schools, delay openings, or accelerate the end of a school day.

SCHOOL EVACUATIONS

In the event that a school or district facility needs to be evacuated (flooding, chemical spill, explosion, etc.) the building principal will contact the Superintendent or designee to make arrangements to transport students to another school campus or alternate site as determined by the superintendent at the time of the emergency.

- Follow proper emergency evacuation procedures in the event a building must be evacuated.
- Have students leave the classroom in a single file in an orderly fashion.
- A designated person should check rest rooms, vacant rooms, storage areas, etc.
- Teachers should carry their class roll books with them when evacuating a building.
- Some special education students may need special transportation.
- Once students are situated at an alternate location, teachers are to take roll using their class roll books.
- A record is to be kept of any students who are released to parents. The parent should sign the record.

FLOODING

When a Flash Flood Watch is issued:

- The building principal or designee should listen to local radio or TV for possible flash warnings and flooding progress.
- Be prepared to move from danger quickly if required.
- If you are on a road, watch for flooding in highway dips, low areas and around bridges.
- Watch for signs (thunder, lightning) of distant heavy rainfall.

When a Flash Flood Warning is issued:

- Do not attempt to cross a flowing ditch or stream on foot where water is above your knees.
- Do not attempt to drive through dips of unknown depths. If your vehicle stalls, abandon it and seek high ground.
- Be especially cautious when dark, when it is harder to recognize flood dangers.

After the Flash Flood Warning-General:

- Recognize that flash flooding may have ended, but general flooding may come later in streams and rivers.
- Know the location of high ground and how to get there
- Stay out of flooded areas, streets and intersections. Plan alternate bus routes to avoid flood prone areas

TORNADO

Tornado Watch

- A tornado watch shall exist when called by the U.S. Weather Service. This condition occurs when there is a better than normal chance of dangerous weather with damaging winds or one or more tornadoes.
- Generally speaking, signs which usually precede a tornado include one or more of the following:
 1. Severe, abundant lightning.
 2. high-velocity, destructive winds.
 3. Very heavy rains.
 4. Large, abundant hail.
- Report immediately, even your suspicions of, any of the following:
 1. Funnel shaped, rotating clouds,
 2. Protuberance(s) or rotary motion at the base of a thundercloud system,
 3. Any rotating cloud of debris or dust near the ground, and
 4. If it is too dark to see, listen for any distinctive roar similar to an aircraft or train.
- Listen for radio and television reports or watch the radar on internet
- Prop open vents and doors between classrooms and hallways. Open all windows slightly.

Tornado Warning

- If a tornado is spotted or reported in your area, sound the alarm immediately.
- All teachers shall have an accurate class roll or roster with them.
- Move everyone immediately to pre-designated area and take class roll. Report any missing students.
- Do not leave a building except to go to a pre-designated, safe building unless instructed to do so by the civil authorities in charge; keep abreast of who these civil authorities might be (police, fire department).
- If a tornado is spotted or reported as being imminent, assume disaster drill position (stay away from windows, get on your knees, put head on the floor facing an interior wall, fold your arms over the back of your head).
- If outside and unable to reach shelter, escort students to a ditch or hollow and have them lie face down, hands over heads.

Post-Tornado

- If a tornado passes without striking you, be cautious as there may be other funnels in the area. Usually, however, more than one tornado does not occur in the same general path following the initial tornado.
- If your building is struck by a tornado,
 1. Call Bill Emrick (940-733-1849) to turn off gas and electricity at the main switches as soon as possible.
 2. Activate disaster first aid person/team.
 3. Evacuate damaged area cautiously to prearranged staging area(s).
 4. The injured should be moved as little as possible. All injured should be noted, and all missing should be reported immediately.
 5. Notification of all damage and injury should be made to the administration building as soon as possible by telephone or special messenger.
 6. Establish a parent-information response team as soon as possible.

*****Retain students in area until it is considered safe for students to return to class, go home, be released to parents, or board school buses.**

ACISD ADMINISTRATION, BOARD OF TRUSTEES, AND EMERGENCY OPERATIONS PLANNING TEAM

Administration

CD Knobloch – Superintendent

Josh Castles – High School Principal

Amy Huseman – Elementary Principal

The building principal or designee is responsible for contacting the Superintendent in the event of a school crisis.

Board of Trustees

Jill Dunkel, President

Jeanie Hilbers, Vice-President

LaRee Cowan, Secretary

Beau Reneau, Member

Zach Rowe, Member

Mickey Mayo, Member

Steve Tucker, III, Member

The Superintendent is responsible for contacting the Board of Trustees in the event of a crisis.

Emergency Operation Planning Team

CD Knobloch, Supt

Josh Castles, HS Principal

Amy Huseman, EM Principal

Bill Emrick, Dir. of Support Svs.,(Custodians, Transportation, Maint.)

Bethann Oswald, Tech. Director

Sonja Oliver, Health Services

APPENDIX I

ACISD BLOOD BORNE PATHOGEN PLAN OF ACTION

| OBJECTIVES | PERSON RESPONSIBLE | TIME |
|-------------------|---------------------------|-------------|
| 1. | | |

CONFIDENTIALITY

Before releasing any personally identifiable information, refer to the provisions in the policy manual order section FL (Legal and Local).

CUSTODY LAWS AFFECTING THE SCHOOL

Separated Parents in Which There Are No Court Orders

- Requests to Release Child – Release to either parent.
- Requests to See Child at School – Permit either parent to visit.
- Medical Emergency – Use emergency information listed on student’s card. May contact either parent.

Separated Parents When a Divorce Case is Pending and the Court Has Issued Temporary Orders

- Requests to Release Child – Follow terms of the court order. Release to either parent unless the court order provides otherwise or you have in your files a notarized statement from the custodial parent.
- Requests to See Child at School – Follow the court order. Permit either parent to visit unless prohibited by the court order.
- Medical Emergency – Follow the court order. Use emergency information listed on the student’s card. Contact the parent in possession of the child, which may or may not be the custodial parent. You may also contact the other parent.

Divorced Parents

- Requests to Release Child – Follow the court order. Release the child only to the custodial parent unless you have on file a written request of the custodial parent.
- Requests to See Child at School – Follow the court order. Permit either parent to visit unless prohibited by the court order.
- Medical Emergency – Follow the court order. Use emergency information listed on the student’s card. Contact the parent in possession, which may or may not be the custodial parent. If the possessory parent is not the custodial parent, notify the custodial parent.

A divorce decree will designate a managing conservator or joint managing conservators. A managing conservator is the custodial parent. The court may also appoint one or more possessory conservators. A possessory conservator is generally the parent that does not have custody of the child but has the right to visitation. The family code in paragraph 153.073 sets out the rights of parents at all times and provides:

(a) Unless limited by court order, a parent appointed as a conservator of a child has at all times the right:

(1) as specified by court order:

(A) To receive information from the other parent concerning the health, education, and welfare of the child;
and

(B) To confer with the other parent to the extent possible before making a decision concerning the health, education, and welfare of the child

(2) of access to medical, dental, psychological, and educational records of the child;

(3) to consult with a physician, dentist, or psychologist of the child;

- (4) to consult with school officials concerning the child's welfare and educational status, including school activities;
- (5) to attend school activities.
- (6) to be designated on the child's records as a person to be notified in case of an emergency;
- (7) to consent to medical, dental, and surgical treatment during an emergency involving immediate danger to the health and safety of the child; and
- (8) to manage the estate of the child to the extent the estate has been created by the parent or the parent's family.

(b) The court shall specify in the order the rights that a parent retains at all times.

Paragraph 153.074 of the Family Code provides:

Unless limited by court order, a parent appointed as a conservator of a child has the following rights and duties during the period that the parent has possession of the child.

- (1) The duty of care, control, protection, and reasonable discipline of the child;
- (2) The duty to support the child, including providing the child with clothing, food, shelter, and medical and dental care not involving an invasive procedure;
- (3) The right to consent for the child to medical, dental, and surgical treatment during an emergency involving an immediate danger to the health and safety of the child: and
- (4) The right to direct the moral and religious training of the child.