

Agua Dulce ISD

Crisis Management
And
Emergency Procedures Manual

Agua Dulce ISD
District Emergency Plan
Emergency Numbers

Police Emergency.....	911
Fire Emergency.....	911
Agua Dulce Fire Department.....	998-2211
Ambulance.....	911
County Sheriff.....	886-2600
Constable Office.....	767-5204
Texas Department of Public Safety.....	854-2681
Superintendent's Office.....	998-2542

Chain of Command

If an emergency occurs, the principal or designee shall notify the Superintendent's Office at 998-2542. The chain of command for the operation shall be in the order listed under staff roles.

If the emergency occurs when the Superintendent's office is closed, the telephone numbers to call are listed in the employee directory. Always attempt to notify the Superintendent at his home.

District Emergency Procedure Team

In the case of crisis or emergency, the procedure team may be assembled to determine the course of action. The may include the following:

Superintendent
High School Principal
Elementary Principal
Athletic Director
Vocational Agriculture Teacher
Superintendent Secretary
Campus Secretaries

Agua Dulce ISD
Crisis Management
Action Quick Review Sheet

Incident	Person Responsible	Emergency Action	Students
Bomb Threat	Principal	Call Sheriff	Remove to football field or other secure place away from building where bomb was reported. Teachers take class roll book and stay with class.
Bus Accident	Driver / Supervisor	Call School Call DPS	Remove bus from blocking traffic if possible. Remove students from buss if safe to do
Chemical Release (Fumes / Gas)	Principal	Outside Building - Call Constable Inside Building -	Turn off AC/Heaters. Seal any creaks in doors/windows. Move students to hallway Move students to playground or football field Teachers take class roll book and stay with class.
Death	Principal	Call Constable	Move students from scene. Teachers take class roll book and stay with class.
Intruder, Irrational Person	Principal	Call Constable	Move students to hallway, shelter in place (lockdown students and staff) Teachers take class roll book and stay with class.
Windstorm/ Tornado	Principal		Move students to hallway, shelter in place (lockdown students and staff), keep away from windows or doors Teachers take class roll book and stay with class.
Violence / Shooting	Principal	Call Constable	Remove students from scene and secure. Shelter in place (lockdown students and staff) all others. Move students from rooms facing where shooting took place.

Police Emergency	911	AD Fire Department	998-2211
Fire Emergency	911	County Sheriff	854-2681
Ambulance	911	Constable Office	767-5204
Tx DPS	854-2681	Superintendent's	998-2542
Elementary Secretary	998-2335 ext 441	Secondary Secretary	998-2214 ext 321
Elementary Principal	998-2335 ext 442	Secondary Principal	998-2214 ext 322

Campus Emergency Procedure Team/Staff Roles

Each campus should designate a campus emergency procedure team. The team should consist of at least the principal, secretary, and one teacher.

The following outlines the duties of all staff members on the campus.

Superintendent: The closing of school following an emergency will be the Superintendent's decision. The Superintendent will designate the chain of command for an emergency. The Superintendent should be at the center of the activity where decisions are made.

Principal: The principal will coordinate and supervise emergency activities at the school until intervention by the Superintendent.

Secretary: The secretary will operate the computer system to obtain student and staff information.

Nurse: The nurse will administer first aid. Emergency medical information must be accessed from the health clinic records.

Counselor: The counselor will supervise the immediate care of the persons who are hysterical. The counselor will lead efforts to identify injured students or staff. The counselor will work under the direction of the nurse.

Custodians: All custodian staff will report immediately to the principal to assist with traffic management and other duties.

Teachers and Classroom Aides: All teachers and classroom teacher aides are to remain with their students at all times. The teacher should keep a class roster and account for all students. The teachers should not release students to anyone who does not have specific permission to get the child.

Other Staff: All remaining staff who does not have responsibility for students at the time of the emergency should report to the principal for duty assignment.

The “S” Plan

1. Secure...

- 1.1 Secure the safety and well-being of your students and staff
- 1.2 Secure your building or facility.

2. Seek Help...

- 2.1 Call 911 for Emergency Assistance when it's necessary.
- 2.2 Call your School Operations Director to inform and receive help.

3. Stay In Control...

- 3.1 Coordinate your campus or facility and your school's procedure team.

Bomb Threat

Person responsible: School Principal

- 1.** **When a threatening call is received, the person receiving the call should remain calm.**
- 2.** **Write down as much of the message as can be remembered paying special attention to using the exact wording of the caller.**

- 3.** **Secure...**
 - 3.1 Secure the safety and well-being of your students and staff.
 - Determine if the building should be evacuated. Follow standard fire drill procedures.
 - 3.2 Secure your building or facility.

- 4.** **Seek Help...**
 - 4.1 Call 911 for emergency assistance.
 - Report the threat immediately to the Constable's office.
 - 4.2 Call your school operations director to inform and receive help.
 - Provide information about the nature of the threat, the evacuation of the building.
 - Identify support you need from District personnel.

- 5.** **Stay In Control**
 - 5.1 Coordinate your campus or facility and your school's procedure team.
 - If possible, refer media to a District spokesperson.
 - Cooperate with law enforcement officials as the search is underway.
 - Maintain building evacuation until notified by law enforcement officials that it is safe to return to building.
 - Keep phone lines clear.
 - Use cellular phones if available.
 - Follow established procedures for communication with parents.

Bus/Vehicle Accident

Person responsible : Bus Driver until Supervisor arrives

1. Secure...

- 1.1 Secure the scene of the accident to prevent another accident.
 - If vehicle is derivable and blocking traffic, move vehicle to a safe area, otherwise do not move vehicle.
 - Ensure there is no possibility for further injury to anyone.

2. Seek Help...

- 2.1 Call Campus Principal to report accidents and injuries.
 - Transportation Dept. will call 911 for emergency assistance, medical care and fire prevention (fuel spillage). Be specific with details.
 - Call school nurse for assistance.
 - Assist in traffic control until the police arrive.
 - Ensure the victims receive appropriate care.

3. Stay In Control...

- 3.1 Refer media concerns to District spokesperson.
 - Make yourself available to emergency response personnel to ensure safety of staff and students.
 - Make yourself available to the police to respond to their questions.
 - Follow established procedures of communication with parents.
 - Using emergency card information, notify parents of any student involved.
 - Let parents know where they can get more information, if students are taken to the hospital, let parents know which hospital.
 - Send staff (nurse) to hospital to help parents when they arrive.
 - Be aware of and accept different religious and cultural beliefs as to the medical treatment.
 - If it's a school bus and if necessary, evacuate the students at least 100 feet from the bus to a safe location.
 - **Stay calm and focused.**

Chemical (Fumes/Gas) Release

Person responsible: Building Principal

1. Secure...

1.1 Secure the safety and well being of your students and staff.

1.2 Go to shelter-in-place immediately.

- Move all students indoors from hallways, playground or any open outdoor area.
- Shelter-in-place procedures should be implemented immediately.
- Stay in the Shelter-in-place mode until the clear notice is given.
- Provide first aid if necessary.

1.3 Secure your building or facility.

- Close and lock all doors and windows – Do not open until the all clear signal has been given.
- Turn off all cooling/heating systems.
- Seal all cracks to outside environment where possible with duct tape, wet clothes, etc.
- If you are in a vehicle, stay inside the vehicle, and close all windows and turn off the engine and A/C.

2. Seek Help...

2.1 Call the Maintenance Department immediately.

- Call 911 for emergency assistance in life-threatening situations.
- Give location and details of any exposure or injuries to personnel or students exposed to the chemicals or fumes. **Do not open any of the doors.**
- Discourage parents from coming to the school to pick up their child/children because **doors will not be opened exposing the staff and children.**
- Obtain names, ages and grade level of injured or missing students.
- Turn radio on to AM 620 for emergency information and updates.

3. Stay In Control...

3.1 Coordinate your campus or facility response to directions from your School Operation Director.

- Keep all telephone lines clear.
- Maintain control of facility security and be available for direction or assistance as needed.

Death at School

Person responsible: Building Principal

1. Secure...

Secure the safety and well being of the students and staff.

1.1 Clear the students from the area or scene.

- Ensure there is no potential for further injury to anyone.

1.2 Secure your building and facility.

- Establish traffic control to minimize exposure to the incident. Assign faculty to entrances and exits to monitor student traffic.

2. Seek Help...

2.1 Call 911 for emergency assistance.

- Notify 911 for immediate medical and police assistance. Provide detailed information as required.
- Seek help from the school nurse.

2.2 Call Principal to inform and receive help.

- Notify your principal and provide as much detailed information as possible.
- Identify District support staff needed to respond to student's questions and grief counseling.

3. Stay In Control...

3.1 Coordinate your campus or facility with Superintendent and school's procedure team.

- Designate a place for the media. Refer media concerns to District spokesperson.
- Make yourself available to emergency response personnel.
- Follow established procedures for communicating with parents.
- Establish a place where parents can pick up their children.
- Meet with Crisis Intervention Team Leader from the Office of Guidance and Counseling to establish appropriate activities.

Intruder, Irrational Student or Staff

Person responsible: Building Principal

1. Secure...

1.1 Secure the safety and well-being of your student and staff.

- Remove all students and staff from hallway and immediately lock students in classrooms.
- Checking of hallways by teacher and bringing students into their classroom.
- Go to a temporary “lockdown” to protect students and staff.
- Keep students calm.
- Closing shades and blinds, locking windows and doors, not letting anyone in until the all-clear signal.
- Continuation of normal teaching.
- Listening for termination of the lockdown by an administrator on the intercom.
- It’s essential that all staff know the lockdown signal and procedure, and that the Principal has an efficient way of communication at the onset of the lockdown.

2. Seek Help...

1.1 Call 911 for emergency assistance and Superintendent’s Office.

- Remain calm when calling and give specific details of the injuries and number of victims.
- Send staff (nurse) to the hospital to help parents when they arrive.
- Tell police if subject has a weapon

1.2 Call your Principal to inform and receive help.

- Notify your principal of the extent of injuries, medical status, and assistance needed.
- Principal should alert personnel to move the needed area.
- Principal and custodians will try to distract intruder from students and detain until law enforcement arrives. Attempt to set subject to move to needed area.
- Identify District support staff needed.

3. Stay In Control

a. Coordinate your campus or facility with Superintendent and Principal.

- Designate a location for the media and refer media inquiries to a District spokesperson.
- Communicate with parents using established procedures.
- Designate a location for parents to pick up students.
- Designate staff member(s) to field parents concerns.
- If victim or victims are taken to the hospital send school nurse to help parents when they arrive.
- Exercise necessary physical constraints, and confiscate weapon **if possible**.
- If a weapon is involved and you are able to secure it, maintain custody of it until you can turn it over to the police.
- **Don’t try to physically take weapons away from anyone.**
- Don’t try to chase anyone fleeing the scene.
- Observe as much as you can and report your observations to the police.

Severe Windstorm/Tornado

Person responsible: Building Principal

Warning Signal: Tornado Signal to be given verbally over the Public Address System. Warning of severe weather usually comes from radio, television, or Civil Defense Officials. Our schools **have Emergency Weather Alert Radios** on each campus tuned to the weather frequency.

Tornado Watch means conditions are **favorable** for the formation of tornadoes. **Tornado Warning** means a **tornado** has been **sighted**.

1. Secure...

1.1 Secure the safety and well being of your students and staff.

- When a tornado warning is issued or extreme weather conditions warrant, move students and staff to a sheltered area on the lowest floor, away from windows. An interior hallway is best.
- Do not shelter in the gymnasium, auditoriums and other large rooms.
- Students and staff should be assembled inside shelters or buildings.
- Ensure students and staff are protected from flying debris.
- Protect heads and faces of all persons.
- Teachers take grade books and take roll to insure everyone is accounted for.

1.2 Secure your building or facility.

- Slightly open a few windows on the opposite side of the building from the tornado.
- Lower shades and blinds over the windows in the event of breakage.

2. Seek Help...

2.1 Call 911 for emergency assistance.

- Call **only** if a medical or fire emergency arises.

2.2 Call your principal to inform and receive help.

- Notify the School Operations Director of any serious injuries, loss of life, and building damage, if any.
- Identify any immediate District staff support you need.

3. Stay In Control...

3.1 Coordinate your campus or facility with Superintendent and Principal.

- Designate a location for parents to pick up students.
- Designate staff member(s) to field parents concerns.
- Designate a location for media.
- Refer media inquiries to a District spokesperson.
- Make yourself available to law enforcement and medical personnel
- Your first priority is student and staff safety and security,

Violence/Shooting

Person responsible: Building Principal

1. Prevention...

1.1 Pay attention and check out rumors concerning shooting and violence.

- Check with custodial staff, they hear a lot of rumors.
- Contract the Police and the Jet Team if the threat is validated.

2. Secure...

2.1 Secure the safety and well being of your students and staff.

- Remove all students and staff from the incident scene and secure their safety.
- Render immediate medical treatment to victim(s) by campus nurse or anyone trained in first aid.
- Make a reasonable effort to control assailant until police arrive.
- Secure your building or facility.
- Get students and faculty back into their classrooms and secure the doors.
- Place key personnel at necessary entrances and exits to direct traffic.

3. Seek Help...

3.1 Call 911 for emergency assistance. Give the location and remain on line until information is complete.

Remain calm when calling and give specific details of the injuries and number of victims. The necessary medical and police units will be dispatched immediately. Clear the scene of all people and render first aid if possible. Specify the number of subjects involved and whether weapons are involved.

3.2 Call your principal to inform and receive help.

- Notify your Principal and Superintendent of the extent of injuries, medical status, and type of assistance needed.
- Identify District support staff needed.

4. Stay In Control...

4.1 Coordinate your campus or facility with Superintendent.

- Designate a location for the media and refer media inquiries to the Districts spokesperson.
- Communicate with parents using established procedures.
- Designate a location for parents to pickup students. Designate staff member(s) to field parents concerns.
- Make yourself available to law enforcement and medical personnel.
- Keep phone lines clear.
- Notify the staff and student body with information as available and necessary.
- Bells are held and halls are kept clear. A prearranged announcement may be used: "Due to emergency, the bells will be shut off, and teachers will be notified when to dismiss their classes."

Evacuation Plan

Action:

- Have all students and school personnel return inside school at once.
- Account for all students.
- Notify the Superintendent.
- The principal will direct further action if required.
- All buses will move from transportation as soon as possible to be loaded as follows:
- Students will be loaded at bus parking area or on Longhorn Street for Elementary and by the Gym for High School.
- Students will load buses by class under the Principal's orders and directions.