

ALTUS HIGH SCHOOL
400 NORTH PARK AVENUE
ALTUS, OKLAHOMA 73521
(580) 481-2167

PRINCIPAL: KATHY DARBY
ASSISTANT PRINCIPAL: NATHAN LOFTISS
ASSISTANT PRINCIPAL: JEFF BURCHILL

ALTUS HIGH SCHOOL

SAFETY AND CRISIS PLAN 2023 - 2024

SAFE & HEALTHY SCHOOL ADVISORY COMMITTEE

JEFF BURCHILL	ASSISTANT PRINCIPAL
AMY MAAHS	SCHOOL NURSE
CINDY CASTRO	SUPPORT PERSONNEL – CAFETERIA
FRANCIE CLINTON	LIBRARY MEDIA SPECIALIST
MIKE MUNN	SECURITY OFFICER
SHERYL JAMES	COUNSELOR
LACEY JAMES	COUNSELOR
PERI ZUBER	SCHOOL SECRETARY
TATUM GALLAGHER	PARENT
KAREN HARTGRAVES	PARENT
LARA JOHNSON	PARENT
GARRETT MORLEY	STUDENT
DRAKE MOSS	STUDENT
CONNOR NUNEZ	STUDENT
HAVEN WOODS	STUDENT

KATHY DARBY
Cell: 580-659-4612
Office: 580-481-2171

ROE WORBES
Cell: 580-471-0236
Office: 580-481-2525

JEFF THOMPSON
Cell:
580-471-7757

Altus Police
Department
will handle
emergency calls

NATHAN LOTISS
Cell: 580-214-1548
Office: 580-481-2642

Jeff Burchill

Cell: 580-471-1784
Office 580-481-2643

Communicate via the
intercom to faculty and
students.

*Out of School
(Evacuation)
Fire Alarm – (Bell or
intercom)
***Severe Weather** (Bell or
intercom)* in designated
areas.
***Lockdown** - Announce: “
Teachers, secure your
classroom until further
notice.”
* **Intruder** - Announce:
“There is an intruder in
the building. Secure the
building.”

**RANDALL
COFFMAN**
Cell:
580-318-5170
Office:
580-481-2647

-Enact Command
Center

**RANDALL
COFFMAN**

Cell: 580-318-5170
Office:
580-481-2647

Nesha Jasper

Cell: 580-318-5881
Office:
580-481-2640

*Meet emergency
vehicles, medical,
and parents at NE
front doors of the
main building.

*Media to AHS
Auditorium

*Bullhorn will be used in case of power failure.
In case of any one being absent, the duties will be moved to the person on the right of the chart.

ALTUS HIGH SCHOOL COMMAND CENTER

LOCATION: AHS Gymnasium
(North of main building)

Jeff Thompson

Mike Munn

Pete Downs

Kathy Darby

Jeff Burchill

Nathan Loftiss

PHONE: 580-481-2167, 2643

FAX: 580-481-2545

Cell 580-471-7757

Cell 580-481-8908

Cell 580-471-2236

Cell 580-659-4612

Cell 580-471-1784

Cell 580-214-1548

INTERCOM: Office

BULLHORN: Office

NOAA WEATHER RADIO –Principal’s Office

Natasia Suarez

In-coming phone calls

Rena McGuire

Maps/w/evacuation routes
blueprints, telephone lists

PAM GARMON

Database of all student
information

Peri Zuber

Out-going phone calls
Assist w/ in-coming calls

Use office phone / cell phone to call the following to relate the situation:

1. “Keep all your students in your classroom until further notice”
2. “There is an intruder in the building. Secure the building.”
3. “Follow storm procedures”
4. “Evacuate for fire.”
5. “Secure the building”

Ag Education	580-481-2662/2669
Kitchen	580-481-2655
Swimming	580-481-2678
Track	580-481-2670
Vocal Music	580-481-2663

=ALTUS HIGH SCHOOL MEDIA CENTER

LOCATION: AHS Gymnasium

Alternate site: Public Relations Office
Board of Education - Amanda Davis
Phone – 580-481-3091

SITE ADMINISTRATOR: Kathy Darby – 580-659-4612

DISTRICT ADMINISTRATOR: Roe Worbes, Superintendent
Robbie Holder, Assistant Superintendent

*All information to the Media will be dispersed through the Media Center, Gymnasium or the Public Relations Office, Altus Board of Education.
Do not speculate or talk to anyone concerning the situation.

ALTUS HIGH SCHOOL PARENT CENTER

LOCATION: AHS Auditorium

ALTERNATE LOCATION: AHS Gymnasium

CENTER COORDINATOR: Debbie Holt

ASSISTANT COORDINATOR: Lacey James

*AHS Auditorium or AHS Gymnasium will serve as a place for parents to stay while they are waiting for their students.

Mrs. Holt and Lacey James will coordinate with the Command Center.

Altus High School Counselors will assist in contacting crisis intervention personnel as needs are identified.

Create two different types of Go Kits: Classroom and Administration

Go Kit should include:

*Roster of classroom students

-Students with special needs and description of needs (medical issues, prescription medicines, Dietary needs), marked confidential

-School emergency procedures

*Administration kit should include:

*All students as listed above, personnel, school emergency procedures, key contact information for district crisis team

*Parent/Student reunification plan

*Whistle, flashlights/batteries, utility turn-off procedures

*Emergency communication device & Go Kit

ALTUS HIGH SCHOOL EVACUATION PROCEDURES (FIRE)

***SIGNAL:** Fire Alarm Siren or Intercom

“Evacuate the building due to fire.”

(A bullhorn will be used in case of power failure.)

***PROCEDURES:** (Teachers are to wear their identification badges and take their roll book with them.)

1. At the sound of the alarm or the intercom, students are to form a double line in the classroom and await instruction. (Remind students that they are to proceed far away from the building and they are to stay together.)
2. The teacher will review the exit to be used and the evacuation route.
3. Students are to walk quickly in a single line and in a compact group. Teachers will lead their students out of the building during the evacuation procedure.
4. The teacher and the students are to proceed to a designated area far away from the building.
5. Absolute silence is to be observed throughout the evacuation, the waiting in the designated areas, and the return to the building.

*Be sure to keep the front walk to the main building clear for emergency vehicles. At surrounding buildings keep entrances clear for emergency vehicles.

***Clearing Signal** – announcement via intercom, “Teachers and students, you may return to your classroom at this time.”

ALTUS HIGH SCHOOL LOCKDOWN PROCEDURES

***Signal** – “Teachers, secure your classrooms until further notice.”

(Bullhorn will be used in case of a power failure)

***Procedures** – (Teachers are to wear their identification badges during this time)

1. Lock your classroom door and continue with your classroom activities.
2. Stay in the classroom with your students at all times.
3. Do not allow students to leave your room during this time for any reason.
4. Allow students who have left to reenter your classroom.
5. Call 911 to give any information that will aid police. Otherwise, stay off your phones.

***Clearing Signal**—“Teachers, please resume your regular class schedule.” (Bullhorn will be used in case of a power failure)

ALTUS HIGH SCHOOL INTRUDER PROCEDURES

***Signal** – “There is an intruder in the building. Secure the building.”

(Bullhorn will be used in case of a power failure)

***Procedures** – (Teachers are to wear their identification badges during this time)

1. Lock your classroom door, turn out the lights, and move to a corner away from the door. Remain quiet. ***Do Not Open Your Door for ANYONE!***
2. Stay in the classroom with your students at all times.
3. Do not allow students to leave your room during this time for any reason.
4. Call 911 to give any information that will aid police. Otherwise, stay off your phones.

AN OFFICER OR SCHOOL OFFICIAL WILL COME TO YOUR ROOM. STAY IN THE SECURE AREA UNTIL YOU ARE MOVED BY AN OFFICER OR SCHOOL OFFICIAL.

IN AN EMERGENCY SITUATION THE TEACHER OR STAFF MEMBER WILL:

1. Administer first aid as needed.
2. Designate someone to notify the office personnel who will call a parent and school nurse.
3. Assist the victim to the office if the condition warrants moving him/her.

ALTUS HIGH SCHOOL BOMB THREAT PROCEDURES

***Signal** – “Teachers, at this time will you please evacuate the classroom and report to the football stadium.”

(Bullhorn will be used in case of a power failure)

***Procedures** – (Teachers are to wear their identification badges during this time)

1. Students will be evacuated to the football stadium. Students will use the same plan as the fire evacuation plan.
2. Central office should be notified on a separate phone line about the situation.
3. The trace number should be called (*057) to try and trace the call, information for the trace is on the side of the phone.
4. Questions to ask the caller are posted on the wall in the secretary’s office and located under the phones.
5. Notify police and other authorities.
6. Consider the safety of students and staff. If the threat appears to be real or if authorities advise it, direct students and staff to a safe area (football stadium). Do not touch anything or investigate anything.
7. Do not re-enter the building
8. Remain calm and keep the students as calm as possible in the evacuation area.
9. Authorization to close the school will be given by the superintendent or designee, after consulting with police, security officer, and building administrator.

***Clearing Signal**—“Teachers, please return to your classrooms and resume your regular class schedule.” (Bullhorn will be used in case of a power failure)

IN A LIFE-THREATENING SITUATION:

1. Designate office personnel to call 911, parent and school nurse.
- ** 2. Administer CPR if necessary, or send for _____ in room _____ to administer CPR.
3. Remain with victim and administer any first aid measures as needed until an emergency medical team arrived.

CPR AND FIRST AID

Theresa Lobaugh - Non-certified	580-301-0017
Ashley Johnson – Non-certified	580-649-8978
J.C. Stafford – Certified	580-318-3417
Jennifer Pickett, RN	580-471-3319
Jordan Walker, RN	580-471-8066
Mark Dabelstein - Certified	580-318-1677
Michael Snyder - Certified	580-318-1107
Bobby Avila - Certified	580-318-1624
Teresa Lobaugh- Non-Certified	580-417-4225
Kevin Clothier - Certified	580-309-2431
Jamie Reyna - Certified	580-471-6756
Kayvia Morris	
Rena McGuire	580-301-2266

7th Hour Athletics Only:

Nico Maldonado – Certified	580-649-7326
Jay Benway – Certified	580-471-2987
Gerry Pruitt – Certified	580-471-8157
Jeremy Atteberry – Certified	580-305-2294
Nick Lesley - Certified	580-471-7029
Robert Garrison - Certified	580-481-0327
Nano Gomez - Non-Certified	580-471-2635
JP Snapp - Non-Certified	478-396-9248
Dusty Davis-Certified	580-480-5280

**Teachers, it will be necessary for you to make arrangements with one of the CPR and First Aid qualified persons before completing #2 above.

SEVERE WEATHER PROCEDURES

The following procedures will be followed in the event we encounter severe weather:

1. When severe weather occurs, Board of Education officials monitor the situation and work closely with Altus Emergency Management.
2. Principals shall excuse any student when asked to do so by parent in case of any authorized notification of possible storms.
3. Buses will not run until all clear sounds.
4. All communication from the Board of Education to the schools will be done on KWHW 1450 AM because of the probability of a loss of phone communication.
5. Teachers will remain with students until they are released by the building principal
6. During threatening weather, students should be moved to an interior hallway to avoid the threat of broken glass.
7. If time allows, the AHS Auditorium Basement, AHS Basement, or Stadium Hall of Champions will be utilized.
8. Students will not be released to leave the building until an all clear is sounded by officials at the Board of Education.

STORM SHELTER AREAS TO BE UTILIZED

CLASSROOM	EVACUATION SITE
DOWNSTAIRS CLASSROOMS	MOVE OUT OF CLASSROOM AND MOVE TO BASEMENT
201 – 206	USE NORTHEAST STAIRWAY; MOVE TO THE PERFORMANCE ENHANCEMENT CENTER ON THE SOUTH END OF THE STADIUM
207 – 219	MOVE TO BOTTOM FLOOR OF NEW WING USING SOUTH STAIRWAY; MOVE TO THE PERFORMANCE ENHANCEMENT CENTER ON THE SOUTH END OF THE STADIUM
220 – 224, 225, 227, 229, 231, 233	GO DOWN SOUTHWEST STAIRWAY AND MOVE TO THE PERFORMANCE ENHANCEMENT CENTER ON THE SOUTH END OF THE STADIUM
226, 228, 230, 235, 237, & FACS	GO DOWN NORTHWEST STAIRS AND MOVE TO THE PERFORMANCE ENHANCEMENT CENTER ON THE SOUTH END OF THE STADIUM
CAFETERIA & BULLDOG ACADEMY CLASSROOMS	EVACUATE TO THE PERFORMANCE ENHANCEMENT CENTER ON THE SOUTH END OF THE STADIUM
KITCHEN	EVACUATE TO STORE ROOM

POOL	CENTER OF BUILDING
MUSIC	INTERIOR OF MUSIC BUILDING - NORTH SIDE
MAIN GYM	MAIN GYM INTERIOR HALLWAY - SOUTH SIDE
AUDITORIUM	STAY IN FACILITY – EVACUATE TO BATHROOMS AND BASEMENT.
BLUE GYM	MAIN GYM INTERIOR HALLWAY – NORTH SIDE
DOC TENNESSEN ATHLETIC FACILITY, VO – AG,	FOOTBALL HALL OF CHAMPIONS – ENTER CENTER GATE

- *ALL OF THE FACILITIES WILL BE UNLOCKED IN THE EVENT THERE IS A THREAT OF SEVERE WEATHER
- *MAKE SURE ALL CLASSROOM DOORS AND LOCKER ROOM DOORS ARE CLOSED.

PLAN FOR SHUTTING OFF GAS/POWER

Dennis Cardell Sr. is the contact person. (Cell 580-481-0933)

Personnel – Responsible for shutting off the gas/power:

Agriculture Building	Adrianna Friese	580-954-5090
Auditorium	Yadira Rocha	580-3011400
Cafeteria	George Hocker	405-426-5335
Gymnasium	Yadira Rocha	580-01-1400
Library	George Hocker	405-426-5335
East Wing (1st Floor)	Bonnie Keochanthanivong	580-301-1611
North/West Wing (2nd Fl)	Robert Ortiz	580-379-9818
South/East Wing (2nd Fl)	Maria Euceda	580-379-7652
West Wing (1st Floor)	Stella Gonzales	580-481-0142
Music Building	Yadira Rocha.	580-301-1400
Practice Gym	Yadira Rocha	580-301-1400

Football Stadium (Field House, North Concession, NE Restroom, SE Restroom, Track Dressing Room, South Concession, West Side Stadium, East Side Stadium) – Dennis Cardell Sr.

VISITORS

All visitors at Altus High School are to report to the main office by entering the front door that faces west on Park Avenue. Visitors who have a need to visit other locations on the campus will be issued a visitors identification badge.

Students are not to leave the building during school hours unless they sign a permission list in the main office.

ALTUS HIGH SCHOOL CRISIS CHECKLIST

- _____ 1. In-building listing of major responsibilities
- _____ 2. Plan for initial notification of police/emergency
- _____ 3. Code system for notification of teachers
- _____ 4. Lockdown process and notification
- _____ 5. Media Communication
- _____ 6. In-building movement of classrooms
- _____ 7. Total evacuation of building
- _____ 8. Teacher accountability procedures
- _____ 9. Police/emergency command center location
- _____ 10. Holding area for parents
- _____ 11. Accompanying injured students
- _____ 12. Utilization of community resources
- _____ 13. Identification of personnel
- _____ 14. Telephone responsibilities; in-coming calls
- _____ 15. Debriefing faculty/staff/parents