



*World Languages Institute*

*Campus # 084*

*Fort Worth ISD*

# **ALL-HAZARD CAMPUS EMERGENCY OPERATIONS PLAN**

## **SECURITY STATEMENT**

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**24 Hour Emergency # 817.814.2699 Dispatch 817.814.2680 Radio Channel 7 (Emergency)**

**A.1**

## PROMULGATION STATEMENT

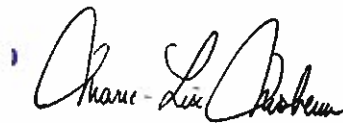
Fort Worth Independent School District [FWISD] and its stakeholders expect that schools are safe havens for education. However, the district cannot predict exactly when and where an incident is going to happen. This unpredictability means that every campus, each facility and all staff must be prepared to efficiently and effectively respond to an incident. Through its emergency management program, the District endeavors to ensure that FWISD and *World Languages Institute* continues to provide a safe, orderly environment for students, staff and visitors. The district emergency management program is comprehensive, all-hazard in nature and embraces state and federal standards as well as proven practices.

This plan is known as the *World Languages Institute All Hazards Campus Emergency Operations Plan (CEOP)*. The plan and its support documents provide a framework that outlines the District's intended approach to initially managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The District's planning process is supported by collaboration, training and exercise. This plan is designed to allow for integration with local, regional, state and federal emergency management and continuity of operations plans. The *World Languages Institute All Hazards Campus EOP* and related documents are reviewed at least annually by the Principal and communicated to the campus staff. A copy is kept on file in the District Emergency Management Coordinator's office. The District's All Hazards EOP and related documents are reviewed at least annually by the District Safety and Security Advisory Committee, as set forth in Chapter 37.109 of the Texas Education Code.

The Principal is responsible for approving and ensuring promulgation of this campus level plan. The principal is responsible for ensuring all members of their staff know the fundamentals of the plan. In addition, the principal is to ensure that members of their administrative team have the requisite training to fill the necessary positions on the Incident Command System [ICS] chart. The District Safety and Security Department will assist in locating necessary training.

For *World Languages Institute*:

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School Principal

For the FWISD:

*E. McGinley*, MS LP  
Edward McGinley  
FWISD

## I. PREFACE

The *World Languages Institute* All Hazard Emergency Operations Plan (CEOP) was developed in collaboration with FWISD and community stakeholders as part of an ongoing process designed to ensure that the school and district can manage any incident efficiently and effectively. This plan is designed to align with local, regional, state and federal plans, including guidance from the Texas Division of Emergency Management, Texas Education Agency, Federal Emergency Management Agency, and U.S. Department of Education. It is based on guidance including various Gubernatorial Executive Orders, Homeland Security Presidential Directives, CPG 101 (FEMA) and the National Incident Management System.

## II. OVERVIEW AND PURPOSE

This plan embraces school-centered emergency management strategic and operational processes before, during and after an emergency. It helps outline the responsibilities and duties of *World Languages Institute* and its employees. Developing, maintaining and exercising the plan empowers employees to act quickly and knowledgably.

In addition, the plan educates staff, faculty, students and other key stakeholders about their roles and responsibilities before, during and after an incident. It also provides parents and other members of the community with assurances that the FWISD has established guidelines and guidance to respond to incidents or hazards in an effective and efficient way.

Fort Worth ISD and *World Languages Institute* will review and update the plan and support documents in a way that is consistent with the Texas Unified School Safety and Security Standards.<sup>1</sup>

### A. Goal

The goal of this plan is to identify school-centered emergency management practices, relationships and responsibilities. It will serve as guidance for the campus to integrate emergency management into their daily processes in order to sustain their educational missions

### B. Audience

This plan is intended for the "*World Languages Institute* community", which refers to the students, faculty, staff, emergency responders and community members and other stakeholders who regularly interact with the school and the FWISD.

### C. Scope

At all times, a safe and secure learning environment remains a priority for the FWISD, *World Languages Institute* and its stakeholders. The *World Languages*

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<sup>1</sup> <https://txssc.txstate.edu/tools/standards-toolkit/>

*Institute* CEOP outlines the expectations of staff/faculty and their roles and responsibilities.

The *World Languages Institute* CEOP is integrated into the Fort Worth ISD District Emergency Operations Plan. The Fort Worth ISD plan operates within the framework of the Fort Worth ISD Board of Trustees policy. The FWISD plan provides strategic planning, operational, logistical and planning support for any emergency at *World Languages Institute*.

This plan is based on an all-hazard approach to emergency management. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. This Plan provides a standardized format consistent with that of local and state standards and with the requirements of Chapters 37 and 38 of the Texas Education Code and Chapter 418 of the Texas Government Code, among others, and may be considered a support or functional annex that complements the Fort Worth ISD Emergency Operations Plan.

#### D. Support Documents

The sections and attachments of this plan serve as support documents and may contain private or secure information vital to a safe and secure school environment. They include operational and tactical tools and job aids designed to provide incident specific and action-oriented guidance as well as processes to test, review and sustain operations.

Included as **Section D** and available separately are tactical Emergency Procedures [EP] that represent District approved methods for accomplishing a task or set of tasks. They are prepared and maintained by the sections and departments that know their operations, requirements and best practices. EPs provide a greater degree of detail than are contained in Emergency Operations Plans and support documents. They also may contain private or secure information and will be used as a part of regular drills, exercises and review.

### III. SITUATION AND ASSUMPTIONS

#### A. Situation

The FWISD and *World Languages Institute* will be exposed and subjected to the hazards described in the District Hazard Vulnerability Analysis which is contained in **Chapter VIII** to this plan as well as other hazards inherent to school settings. With each hazard, the FWISD and *World Languages Institute* bears unique responsibilities for student safety accountability, whether or not school is in session. Hazard and risk levels may vary from site to site and differ to some degree from the overall FWISD hazard analysis. This is to be expected because of the variations of geography and demographics from one end of the district to the other. Additionally, *World Languages Institute* is part of the whole community and therefore may be called upon, or need to call upon in support of emergency

or disaster response. As such, *World Languages Institute* and the FWISD are prepared to work with local jurisdictions, and volunteer, state and federal organizations, to both access and share resources during an emergency. This may include, but is not limited to, facilities, personnel, vehicles, equipment, food and supplies.

## B. Planning Assumptions

The *World Languages Institute* Campus Emergency Operations Plan assumes:

1. The plan is a framework that provides guidance and structures to support the District's educational mission within a safe and secure environment. As every incident is different, no single document can outline a specific chronology for response and recovery. Therefore, this plan is intended to reduce the effects of natural, accidental or malicious incidents affecting infrastructure, safety, security and health.
2. An incident could occur at any time, and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
3. Action is required immediately to save lives and protect school property. An incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from District administration or local response agencies.
4. Outside assistance from local fire, law enforcement and emergency managers will be available in most incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
5. There may be injuries to faculty, staff and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
6. Students, staff and visitors with disabilities and others access and functional needs have the right to be included in all phases of the emergency management program and supported in the response and recovery operations.
7. Proper prevention and mitigation actions, such as creating a positive school environment, maintaining fire and health protocols, and conducting inspections, will prevent or reduce incident-related losses.
8. Emergency functions tend to parallel day-to-day functions. Therefore, to the extent possible, the same personnel and resources used daily will be employed during emergencies.
9. Personnel and equipment may be limited, so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks. Personnel with special

assignments, training or capabilities may be asked to perform tasks other than their daily duties.

10. Whenever possible, the District Communications Department will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with local emergency managers and first responders.
11. Faculty and staff are empowered to assess the seriousness of incidents and respond. The District regularly schedules training for faculty and staff.
12. Facility administrators have completed ICS-100 (Incident Command System introductory course) either in person or online using FEMA's Emergency Management Institute Independent Study program. IS-100.C is the current course version. Check with the FWISD Emergency Management Office for the current course link. Administrators are responsible for keeping a copy of their certificate of competition.
13. Facility administrators should refresh their ICS training every five years. Check with the FWISD Emergency Management Office for the current course link. The administrator is responsible for keeping a copy of their certificate of competition.

#### IV. CONCEPT OF OPERATIONS

The District has adopted the National Incident Management System and the Incident Command System (NIMS / ICS). In addition, the FWISD takes a comprehensive, all-hazard approach to emergency management; it will endeavor to review and update its plans and support documents through activities that enhance the District's ability to prepare for, respond to and recover from emergency incidents of all kinds. The District is also committed to mitigation activities to lessen the impact of any emergency incidents.

##### **A. Stakeholders**

While there is no reason to believe that any district campus or facility is in imminent danger from natural, accidental or malicious hazards, all stakeholders must be aware of what to do and how to protect themselves and students in an emergency. It is important for parents, caregivers and the community at large to understand the District's expectations of the safety and well-being of students and the community. Managing these expectations is vital to overall community resilience.

##### **B. People with Special Needs**

It is imperative to involve the whole District and campus community in school planning, and to integrate the resources necessary to allow for people with disabilities and others with access and functional needs or with limited English proficiency to maintain their safety, independence and dignity during an emergency incident. The District's intent is to ensure that people with disabilities and others with access and functional needs are considered in District and

campus emergency management processes and guidance. The District recognizes the Americans with Disabilities Act and the Individuals with Disabilities Education Act as cornerstones of integration for people with disabilities. The plan for assisting people with special needs in an emergency, is outlined in **Section C** of this school's CEOP.

### C. Interoperability

The district uses NIMS / ICS to integrate response activities with internal and external partners using a set of standardized organizational structures that improves interoperability, including a commonality of terms and standards for efficient and effective management of an emergency or disaster. Neither the District, nor any of its campuses will use code words as part of emergency operations. NIMS / ICS provides the District with a set of principles that affords a systematic, proactive approach to work seamlessly with all stakeholders to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. NIMS / ICS provides the District with a consistent approach to the effective management of situations involving natural, human caused or terrorism events.

### D. Readiness Levels

Many emergencies follow a recognizable build-up period during which actions can be taken to gradually increase readiness. *World Languages Institute* and the FWISD will use a readiness system described below:

**Readiness Level 4 (Condition Green)** - Normal Conditions

**Readiness Level 3 (Condition Yellow)** - Isolated Incidents in the community affecting the school, the situation can be handled with the normal administrative staff on duty at the time

**Readiness Level 2 (Condition Orange)** - Major incident in the community surrounding the school or within the school itself. An Incident Command Post has been identified. FWISD Safety and Security (817.314.2699) has been notified.

**Readiness Level 1 (Condition Red)** - Event of such a significant impact to the school that additional resources are required from the District. The District Emergency Operations Center is activated to support the school.

The District Safety & Security Department uses the same readiness system to describe activity levels in support of emergency events at one of the District's schools.

### E. Explanation of Terms and Acronyms

The unique relationship between educational systems and emergency management requires an understanding of terminology specific to both and a

recognition that certain terms carry significantly different meanings between disciplines. For the purposes of this document:

1. Fort Worth Independent School District also may be referred to as Fort Worth ISD, FWISD or as the District.
2. Accountability/Safety Accountability, unless otherwise specified, refers to safety and security measures to ensure the well-being of all students and staff.
3. Acronyms:

AAR After Action Report

CAP Corrective Action Plan

CSERT Campus Safety & Emergency Response Team

EMC Emergency Management Coordinator (District level)

EOC Emergency Operations Center

EP Emergency Procedures

FEMA Federal Emergency Management Agency

FWFD Fort Worth Fire Department

FWISD Fort Worth Independent School District

FWPD Fort Worth Police Department

HVA Hazard Vulnerability Analysis

IC Incident Commander

ICP Incident Command Post

ICS Incident Command System

IMT District Incident Management Team

NIMS National Incident Management System

SEPC Safety and Emergency Planning Coordinator (School level)

SRO School Resource Officer

TEC Texas Education Code

## F. COMMUNICATING WITH SCHOOL STAFF

1. *The administration will be using a call-out tree to communicate the need for increased readiness to the staff and teachers. We will also implement an automated message system as a back-up.*

2. *The Principal, Assistant Principal, Counselors, CCMR Coordinator and Administrative staff will be able to initiate messages.*

### **G. Emergency Authorities**

Both Texas statutes and executive orders of the Governor provide school districts and local government with certain emergency powers. At the campus level the school principal has evacuation authority as it relates to school property and student safety accountability in situations where students, faculty, staff and visitors are endangered. In a Unified Command setting with first responder agencies the principal retains the accountability for the school's students. The Fire Department is accountable for rescue, fire suppression, hazardous materials and arson/bomb operations. The Police Department is accountable for public safety and identification and investigation of criminal activity. The Area Advisor is the liaison between the District Safety and Security Office, the Principal and the School Resource Officers.

### **H. Resource Management**

Agreements and contracts involving the District are managed by the FWISD Purchasing Department. The administrative staff of the school campus will contact the FWISD Emergency Operations Center [EOC] to obtain resources not available at the campus level in an emergency.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The District embraces the National Incident Management System (NIMS) and its Incident Command System (ICS) to ensure that those involved in incident response/recovery understand their roles and have the tools they need to be effective. In all emergency incidents the district retains responsibility for student care and safety.

### **A. Event Caused by Public Safety or Criminal Activity**

A campus administrator assumes incident command upon activation of the incident command system. If the event is caused by a public safety or criminal activity, the first responding Fort Worth Police Department [FWPD]\*\* unit will assume incident command. The FWPD will manage the incident and the designated campus administrator will remain at the incident command post to liaison with the FWPD. When FWPD has cleared the public safety emergency they will pass the incident command back to campus administration. All changes of command will be announced. Notification of change of command must be made to the District Safety and Security office

\*\*Benbrook PD, Haltom City PD, Westworth Village PD, or Forest Hills PD for FWISD schools in those cities

## B. Fire, Hazardous Materials or Rescue Activity

Similarly, if the event involves a fire, hazardous materials leak or rescue scenario then the first responding fire department unit will assume incident command. Command will remain with the fire department until that situation is resolved, and when it is safe to do so, incident command will pass back to the designated school official.

## C. Local Control

With few exceptions the command of the event will remain at the local campus. The FWISD Emergency Operations Center [FWISD EOC] will activate at the appropriate level to provide support for the campus. If multiple campuses are involved the FWISD EOC will make the decision on the appropriate command structure to handle the emergency in coordination with the Fort Worth and Tarrant County Offices of Emergency Management.

## D. Responsibility of Campus Principals/Facility Managers

The campus principal or the facility manager:

1. Bear the responsibility for the emergency management program on their respective campus or facility.
2. Ensure staff education of campus emergency plans that contain operational and tactical guidance consistent with the District All Hazard EOP.
3. Ensure completion of drills and exercises needed to ensure plan maintenance and as identified by best practices and incident or event after-action reviews. Drill information and guidance is contained in **Section E** of this plan.
4. Ensure there are sufficient trained personnel to take care of the student and staff populations with special needs on their campus.
5. Ensure that campuses where summer school, extracurricular and contract activities are conducted have emergency guidelines in place that have been reviewed and tested through training, drills, and exercises.
6. Identify a Campus Safety and Emergency Response Team (CSERT) for the campus. The CSERT is a group of people who are tasked with performing activities that will prevent the likelihood of security breaches and reduce safety hazards on a school campus. In an emergency the CSERT will assist the principal or campus Incident Commander in responding to the situation. The members of team are listed in **Section B** of this campus CEOP

7. Remain current on planning, training and exercise requirements.
8. Establish a redundant notification system to alert employees regarding emergency situations and expectations that includes emergency tasking and details of operational closings or delays.

#### E. Campus/Facility Staff

The staff of the campus or the facility will:

1. Be empowered to take protective action for the safety of students and staff.
2. Take on appropriate support roles as qualified and authorized.
3. Help ensure student, faculty and staff accountability and safety.
4. Support people with disabilities and others with access and functional needs in preparedness activities and during response.
5. Relay emergency information and report concerns.
6. Support emergency shelter and mass care operations.
7. Support District outreach efforts to educate themselves, students and the community about ongoing District preparedness efforts.
8. Participate in planning, training and exercising to become familiar with District emergency operations plans.
9. Help ensure that facilities are maintained, clean, safe and orderly.
10. Support damage assessment and emergency protective measures.

District personnel not assigned a specific function in this plan may be called upon to support emergency operations at either the campus or District levels. Volunteer agencies that traditionally coordinate efforts with FWISD and/or local government may be called upon to assist.

## VI. DIRECTION AND CONTROL

During emergency operations, the District administration retains administrative and policy control over their students, employees and resources. The Superintendent is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response, recovery and continuity of operations including inter-departmental processes, such as a common communications protocol, that are designed to facilitate a coordinated effort with both internal and external stakeholders. Each campus and department in the District is responsible for having operational plans to support emergency incidents.

## A. Designation of a School Emergency Planning Contact

The principal designates at the beginning of the school year a School Emergency Planning Contact (SEPC). The role of the SEPC is to be the point of contact between the school and the Emergency Management Coordinator (EMC) at the District Safety & Security Department. The SEPC will meet as needed with the Emergency Management Coordinator. The Principal uses the form contained in this section titled Safety and Emergency Planning Coordinator Designation (Form A.1 SEPC). The principal may designate an assistant principal to this position or retain the designation for themselves. The form allows for both options. The SEPC designation form needs to be returned to the EMC the first week of school.

## B. Emergency Communications

The *World Languages Institute* uses handheld radios on the district band plan, the District VOIP phone system, email, an emergency communications system and POTS lines at each campus to ensure emergency communications. During emergency incidents, all non-emergency communication will be restricted on these devices.

### 1. Principal Emergency Radio

The FWISD Safety and Security Office issues each principal and assistant principal an "Principal Emergency Radio." Channel 7 on this radio is an emergency channel that is monitored at the Safety and Security office. The programming of the radio allows it to also be used on the assigned school frequency.

The radio provides a reliable back-up communication mode for the school. As a minimum the "Principal Emergency Radio" should be turned to Channel 7 in the following situations:

- Lockdown or Secure
- Tornado Warning
- Any event requiring Police or Fire response at the school

### 2. EMCOM - the District Emergency Communications System

The FWISD has installed an Emergency Communications System, known as EMCOM, to notify school staff and students of an emergency on the campus. Employees can activate a Standard Response Protocol event warning by District phone, or from an app on their cell phones. The message is transmitted over the VOIP phones in the school as well as connected computers. The warnings may also be transmitted over the newer PA systems being installed in the FWISD schools.

3. Emergency Alert and Warning

World Languages Institute and District use Internet Web Sites <http://www.fwisd.org> to notify stakeholders of an emergency situation.

The school and District utilize the ParentLink® system to inform the parents of students.

The District utilizes the “FWISD App,” available on both the Android® and iPhone® platforms, to provide information for stakeholders.

3. FWISD Communications Department.

During emergencies, the FWISD Communications Department will work closely with local news media and use social and electronic media (such as Facebook, Twitter, Instagram and the District and campus websites) to provide clear and direct emergency information and updates.

B. FWISD Emergency Operations Center

World Languages Institute campus leadership will contact the Fort Worth ISD Safety & Security dispatcher at (817)814-2680 immediately after identifying an emergent situation exists and after any necessary call to 911.

The Safety & Security Office will contact the school upon notification that a 911 call has been made from the school. Anticipate answering the reason for the call, the location of the emergency, the time the event occurred and information about any actors involved. Depending on the situation other questions may be asked. An administrator should be on hand to take the call.

The Safety & Security office will initiate activation of the District EOC at the appropriate level. District Emergency Operations Center (EOC) is a pre-designated location where the IMT, key decision makers gather to support campus administrators. This includes support of campus operations and the management of state and local resource requests.

The purpose of the District EOC is to coordinate command decisions, resources and public information on a strategic level and to serve as an area command post when the District is faced with multiple incidents.

C. Command Post and Incident Command

1. The principal or designee will don the black Incident Command vest located in the school's emergency kit (see **Section E**)
2. The principal, now the campus Incident Commander, will establish an Incident Command Post. The Incident Command Post usually is established at or near an incident or emergency scene and the Incident Commander is responsible for directing the emergency response and managing the resources at the incident scene.

3. The Incident Commander will ensure the location of the Incident Command Post is communicated to the 911 call center and the District Safety and Security dispatcher.
4. The incoming fire or police departments may relocate the Incident Command Post for situational needs. The campus Incident Commander will relocate to that location and establish Unified Command with the Police and/or Fire Departments. See "Organization and Assignment of Responsibilities" above regarding incident command shift to FWPD, FWFD or other first responder agencies.
5. The Area Advisor (AA) assigned to the school or the District Emergency Management Coordinator (EMC) may be at the school to assist the school IC and to liaison with the responding public safety agencies. The AA or EMC serve to support and advise the school administrator and will not assume command function.
6. All changes of the campus Incident Commander are announced to personnel working the incident and to the District EOC.

#### D. Requesting Assistance

1. If World Languages Institute resources are insufficient to deal with an emergency, the school may request assistance from the District EOC. The District EOC will coordinate with other District departments to provide resources needed at the campus. The District will coordinate resource requests from outside agencies and organizations.
2. Resource requests are documented on an FWISD ICS 213 Form (Section E) Regardless of the mode of the resource request (phone, radio, email or fax) the request should be documented on an FWISD ICS 213 Form to facilitate request tracking. The school will keep the copy with the incident paperwork.
3. External agencies and organizations which provide assistance in the emergency are expected to coordinate with school leadership.

## VII. ADMINISTRATION AND SUPPORT

### A. Responsibility

The principal of *World Languages Institute* is responsible for approving and ensuring promulgation of this plan.

### B. Documentation

An incident of any kind requires documentation such as reports, logs, safety accountability, damage assessment, assistance requests, resource use, expenditures, timekeeping and related notes, paperwork and forms generated as

part of the incident. The extent of documentation is contingent upon the size and scope of the incident.

It is the responsibility of each campus, and facility to compile, maintain and submit documentation and reports in a timely fashion to the FWISD Safety & Security Office. The staff of *World Languages Institute* will assist with preparation of documentation needed to ensure compliance with records management and open records.

### C. Preservation of Documentation

The campus or facility will maintain an incident log and collect documentation for any incident. The log will contain decisions, timelines, logistical deployment and other actions related to their emergency incident on the campus or facility. The Campus should use a FWISD ICS-214 form for all documentation.

**All original notes and records are legal documents that should be preserved**

### D. Post Incident Review Process

1. After each emergency incident, disaster response, or exercise, the FWISD Safety & Security Department will ensure that After Action Reviews (AAR) are conducted and the results captured in a written format that may include a Corrective Action Plan (CAP) designed to ensure that plans, guidance and policies are up to date and reflective of the requirements of *World Languages Institute* and the District to ensure a safe and secure learning environment.
2. The Area Advisors periodically document observations of drills at the schools and record their findings in the FWISD drill reporting system. The District Emergency Management Coordinator reviews the observations and confers with the Area Advisor who will discuss with the principal any changes needed.

## VIII. HAZARD VULNERABILITY ANALYSIS

- A. Fort Worth ISD is an important part of the whole community and plays a unique role in ensuring a safe, secure and healthy environment for students, faculty and staff as well as for the community. The District maintains resources that not only support its daily educational mission, but also may be viewed as an important resource when disaster strikes. The District, as the community in which it is located, is exposed many hazards that have the potential for disrupting the District and any or all of its operations.
- B. A summary of potential hazards is outlined in the District Hazard Vulnerability Analysis copied below. Hazards are divided into three categories - natural, technological and security. The District has researched historical records and utilized subjective estimates to determine criticality, which is a measure of event probability and

the District's ability to mitigate the harmful effects of an incident upon health, safety and property. In addition, the District conducts ongoing self-assessments to ensure that planning assumptions are relevant to the whole community.

C. Check (✓) here  if any part of the campus property is within 1000 yards of a railroad track. In case of a rail related emergency refer to Section D Procedure # 33 Train Derailment Near the School

D. Check (✓) here  if any part of the campus is within one-half mile of a pipeline. In case of a pipeline related emergency refer to Section D Procedure # 28 Pipeline Emergencies

**FWISD Hazard Vulnerability Analysis (reviewed 2023)**

Hazard	Likelihood of Occurrence (note 1)	Estimated Impact on Health and Safety of Staff and Students (note 2)	Estimated Impact of District Property (note 2)
Drought	Occasional	Limited	Limited
Flash Flooding	Likely	Moderate	Limited
Flooding (riverine)	Unlikely	Limited	Limited
Subsidence	Unlikely	Limited	Limited
Tornado	Likely	Moderate	Major
Winter Storm	Likely	Limited	Limited
Railroad Accident	Likely	Limited	Moderate
Pipeline Accident	Likely	Limited	Limited
Dam Failure	Unlikely	Limited	Limited
Electrical Power Failure	Highly Likely	Limited	Limited
Energy/Fuel Shortage	Occasional	Limited	Limited
Hazmat/Oil Spill (fixed site)	Highly likely	Moderate	Limited
Hazmat/Oil Spill (transport)	Highly likely	Moderate	Limited
Major Structural Fire	Occasional	Moderate	Major

Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Occasional	Limited	Limited
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Limited	Limited
Terrorism	Unlikely	Moderate	Moderate
<p>Note 1: Likelihood of Occurrence: Unlikely, Occasional, Likely or Highly Likely</p> <p>Note 2: Limited, Moderate or Major</p>			

## IX. MAINTENANCE AND CHANGES

### A. Modifications to The Plan

The Principal or designee is responsible for ensuring the implementation of this plan in conjunction with campus administrators as well as with guidance from the FWISD Emergency Management Coordinator [EMC].

The Principal and the Campus Safety and Emergency Response Team should review this plan after every emergency incident at the school and communicate any necessary revisions to the FWISD EMC. The FWISD EMC will collaborate with the Principal and the Safety Team to document any changes needed. The FWISD EMC will discuss the changes with the District Safety and Security Committee to determine if the changes need to be applied to all campus EOPs.

### B. Distribution

1. The principal shall determine the distribution of the plan and its support documents.
2. Plan copies, in both electronic and hard copy, shall be distributed to campus administrators and staff members tasked in this document.
3. An Electronic Copy is sent to and maintained by the FWISD Emergency Management Office.
4. Some individuals may receive only portions of this plan or its job aids.
5. **Section B** identifies the distribution of the EOP and its components.

### C. Annual Review

Prior to the start of each school year, the Principal or their designee will complete a review of the *World Languages Institute* All Hazard Emergency Operations Plan (EOP) as well as support documentation. This includes updates to organizational and contact information, ongoing self-assessment results, drills and exercise expectations, and revisions identified as a result of the corrective action plan tasks, as well as policy and procedure reviews and applicable updates. In addition, the entire District emergency management program undergoes an audit once every three years as prescribed by Chapter 37 of the Texas Education Code and reported to the Texas School Safety Center.

## X. DRILLS AND EXERCISES

As identified in state law (TEC §37.108), as well as in state and national best practices, every campus and key facility within the District shall schedule appropriate drills and exercises each school year and evaluate the effectiveness of each, including reports and after-action reports supported by Corrective Action Plans as needed.

The calendar showing the drill requirements for the current school year is included in **Section E** to this plan. Drill requirements are published in **Section E** of this plan. **The principal or designee must schedule all drills within the first two weeks of the month for each drill and submit the drill calendar to the District Emergency Management Office and their Executive Director by the first week of school each year.**

Area Advisors from the District Safety & Security Department and the District Emergency Management Coordinator (EMC) will randomly observe drills on campus and prepare a written observation report. The EMC will confer with the Area Advisor who will discuss with the principal any changes needed

## XI. SECTIONS AND ATTACHMENTS

*World Languages Institute* All Hazard Campus Emergency Operations Plan attachments, job aids, guidance and other support documents and tools for this section.

### A.1 Safety and Emergency Planning Coordinator Designation (Form A.1 SEPC)

The Sections of the School Campus Emergency Operations Plan are:

Section A:        Basic Plan

- Section B: Facility Staff
- Section C: People with Special Needs
- Section D: Emergency Procedures
- Section E: Emergency Drills and Emergency Operations Documents

**For Official Use Only**

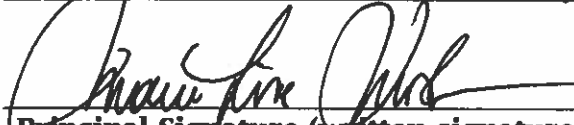
In accordance with FWISD, State of Texas and/or Department of Homeland Security policy relating to FOUO information, these materials are not to be distributed or shared without written permission of the FWISD Superintendent or the District Emergency Management Coordinator.

**Safety and Emergency Planning Coordinator Designation (Form A.1 SEPC)**

The following emergency management designation information will be used for emergency and safety related coordination, collaboration and correspondence from the district and local partner emergency response agencies.

To be completed by the Campus Principal each August, copied to the school's Area Advisor, and filed in the Campus EOP book.

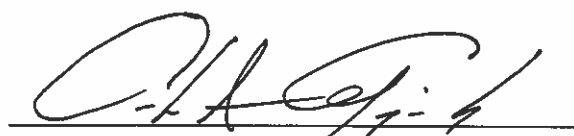
School Year Beginning:	August 2024
Campus:	World Languages Institute
Campus Main Phone Number:	817-815-2200
Campus Fax Number:	817-815-2250
<input type="checkbox"/> I HAVE NOT appointed an Emergency Management point of contact and will <u>personally</u> direct the safety and emergency management program for this campus.	
<input checked="" type="checkbox"/> I HAVE appointed the following the Safety and Emergency Planning Coordinator to support the safety and emergency management program for this campus.	
Effective:	This appointment is effective August 13, 2024, and continues until the end of the 2024-2025 school year
SEPC Name:	Armando Pulido
Mailing Address:	5649 Santa Elena Ct. Fort Worth, Texas 76136
Office Phone Number:	817-815-2200
Cell Phone Number:	817-269-6790
FWISD E-mail:	armando.pulido@fwisd.org

  
 \_\_\_\_\_  
 Principal Signature (written signature, please)

7/30/24  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 FWISD Emergency Management Coordinator

7-25-24  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 FWISD Area Advisor

07/30/2024  
 \_\_\_\_\_  
 Date

# **Section B: Roles & Responsibilities**

*World Languages Institute*

Campus # 084

Fort Worth ISD

**ALL-HAZARD EMERGENCY  
CAMPUS OPERATIONS PLAN**

**Section B**

**Staff Roles and Responsibilities**

**SECURITY STATEMENT**

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B.1

24 Hour Emergency # 817.814.2699 Dispatch 817.814.2680 Radio Channel 7 (Emergency)

## I. OVERVIEW AND PURPOSE

This Section of the *World Languages Institute* Comprehensive Emergency Operations Plan highlights the necessity of having safety and security measures in place at every campus and identifies District and campus staff members that work with school administrators to keep schools safe. The CEOP is designed to address all hazards.

### A. Abbreviations and Terms

**CEOP** Comprehensive Emergency Operations Plan - the school level planning document the school administrators use to guide the initial response to an incident. The CEOP is a part of the District All Hazards Emergency Operations Plan (EOP)

**CSERT** Campus Safety and Emergency Response Team

**EOC** Emergency Operations Center - the FWISD location where incidents are managed by the District Incident Management Team

**EOP** the FWISD All Hazards Emergency Operations Plan which guides the District response through the five levels of the emergency management process.

**IC** Incident Commander - at the school the IC is the principal unless another administrator has assumed the role. The ICs of the first responder agencies will manage on scene activities along with the school IC

**ICS** Incident Command System - the incident management system utilized by the FWISD

**IMT** Incident Management Team - identified District leaders who staff the District EOC and assume defined roles in the Incident Command System

**SEPC** Campus level Safety and Emergency Planning Coordinator

**UCP** The Unified Command Post is where the first responder ICs and the school IC, or work together to manage the on-scene activities

## II. ACTIONS BY PHASES OF EMERGENCY MANAGEMENT

There are five recognized phases of emergency management; Prevention, Mitigation, Preparedness, Response, and Recovery. This section identifies staff members in each of the phases and the actions they take in their assigned roles.

### A. Prevention

Prevention is the action of stopping something from happening. Activities that deter violence, prevent loss of life, and the destruction of District property are performed on a daily bases at every campus.

Each campus and facility will designate staff to serve on the Campus Safety & Emergency Response Team (CSERT). The Campus Safety & Emergency Response Team's roles and responsibilities are contained in subsection B.III of the School CEOP.

#### B. Mitigation

Mitigation is the act of reducing or minimizing the severity of something. Area Advisors are District level staff members assigned to serve as Safety & Security Department liaisons for campus administrators. The Area Advisors assist with identifying, documenting and correcting safety and security issues.

The Area Advisor assigned to *World Languages Institute* is Carlos Gonzalez and his cell # is 307-399-1023 and his email is carlos.gonzalez@fwisd.org.

#### C. Preparedness

Preparedness is the process of making ready or a state of readiness for an event or situation. The District employs an Emergency Management Coordinator (EMC) who directs the preparedness activities for the district. At the campus level the EMC is assisted by a Safety and Emergency Planning Coordinator (SEPC) who is responsible for:

1. Serving on the Campus Safety & Emergency Response Team
2. Ensuring the positions on the Campus Safety & Emergency Response Team (CSERT) are filled.
3. Provide and/or schedule monthly training for Campus Safety & Emergency Response Team members.
4. Meet with the CSERT to conduct exercises and review drill performance.
5. Ensures all administrators, Campus Safety & Emergency Response Team members have completed the Introduction to the Incident Command System (ICS) course.
6. The SEPC is appointed by the campus principal. The principal should complete **Form A-1 SEPC**, found as the last page of Section A in the Campus CEOP. The Form A.1 SEPC original copy should be kept in the principal's copy of the CEOP and an electronic version emailed to the District EMC by the first week of school.

Campus Safety & Emergency Response Team members and duties are contained in subsection III of this section of the School CEOP.

#### D. Response

Response is a reaction to an event or other situation. The District follows the Incident Command System when responding to an emergency on campus.

1. The Principal is the initial Incident Commander (IC) of any emergency that occurs on school property. The Principal or acting Incident Commander should

wear a vest marked with the title “Incident Commander” during any event in which an Emergency Operation Center activation occurs. The Incident Commander will be located at the Unified Command Post with the Incident Commanders of the responding public safety agencies.

2. The line of succession for the school principal is documented in Section B.V.
3. The school Incident Commander role may pass to the school’s Executive Director or to the District Incident Commander in the District Emergency Operations Center (EOC) if the situation warrants.
4. Any change in the school Incident Commander must be announced to all staff and the incident commanders of all responding public safety agencies.

#### E. Recovery

Recovery is the process of returning to a normal state of operation. The District’s ability to recover after an emergency event and reestablish a safe learning environment can be achieved through the following actions:

1. The District Incident Management Team (IMT) at the District EOC will consult with the school’s principal and Executive Director to manage recovery efforts. The Planning Section of the District IMT will develop objectives for the recovery phase.
2. Collaborate with Unified Command Post on location and the District EOC, to verify the emergency has been contained and there is no longer immediate danger to the campus.
3. The principal will initiate student-parent reunification procedures as soon as student and staff safety has been confirmed.
4. The principal and school staff members will participate in an After-Action Review (AAR) process which will be conducted by the Area Advisors or the District EMC. This process is not to find fault for any actions, nor is it punitive. The purpose of the AAR is to create a Corrective Action Plan to prevent and mitigate future threats to the District.

### III. CAMPUS SAFETY & EMERGENCY RESPONSE TEAM

The Campus Safety & Emergency Response Team (CSERT) will be developed by the Principal of each campus to meet the unique needs of their school. The Campus Safety & Emergency Response Team should meet at least once a month. Minutes of the meetings are to be taken and a paper copy will be kept in the Principal’s Campus Emergency Operations Plan binder. An electronic copy of the CSERT meeting minutes is to be uploaded to the District Safety & Security Department SharePoint® to the school folder. The required format is on page B.9.

**A. Purpose**

The purpose of the Campus Safety & Emergency Response Team is to protect lives, reduce the impact of accidents or injury, and prevent damage and unnecessary cost to the school district.

**B. Goal**

The goal of a Campus Safety & Emergency Response team is to assist campuses through all phases of emergency management by identifying and training key staff and other persons to assist with critical roles before, during and after an emergency takes place.

**C. Getting Started**

1. Area Advisors (AA) will assist campuses get these teams set up and provide guidance.
2. Consider staff members that are in positions listed below in III.D and/or volunteer to actively participate in the ongoing mission to keep the campus safe.
3. List members of the Campus Safety & Emergency Response Team, see III.D below for guidance and recommendations.
4. Consider including staff with specialized training, or backgrounds, that would be useful in emergency situations, i.e., Healthcare, Law Enforcement, Military, Amateur (Ham) Radio, etc.

<b>Name/ Job position</b>	<b>Cell Phone</b>	<b>Special Skills or Training</b>
Marie-Lise Mosbeux/Principal	817-808- 8846	FEMA
Armando Pulido/Assistant Principal	817-269-6790	
Rosa Loera	817-730-8280	Secretary
Emily Bracho	817-258-1406	Data Clerk
Scott Blanco Davis	682-472-9083	Amateur Radio

**D. Members**

At minimum a Campus Safety and Emergency Response Team should include the following persons if available on your campus.

- Administrator
- Area Advisor
- Nurse
- School Resource Officer
- Campus Monitor
- Front office staff member
- 2-5 Faculty members.
- Recommended others:

Custodian, cafeteria manager, coaching staff member, counselor, parent liaison, volunteers.

**E. CSERT Actions by Phase of Emergency Management**

Phase	CSERT Member Name(s) Who Lead These Actions	CSERT Team Actions
<b>Prevention</b>	Armando Pulido Johanah Okweni	<ul style="list-style-type: none"> <li>- Promote safety and security on campus- fire exit, crime stoppers, drug and weapon free zone, etc.</li> <li>- Identify and report concerns such as doors regularly propped open, traffic around campus etc.</li> <li>- Seek student input and inclusion in campus safety</li> </ul>
<b>Mitigation</b>	Rosa Loera Emily Bracho Sofia Ochoa Syed Hatam	<ul style="list-style-type: none"> <li>- Identify and report issues such as broken windows, locks and cameras not working,</li> <li>- Identify safety and security training opportunities</li> <li>- Observe and suggest improvement for fire and other safety drills</li> <li>- Sponsor student safety and security initiatives such as anti-drug and gang campaigns</li> <li>- Encourage other staff members to participate in safe practices. Lead by example.</li> </ul>
<b>Preparedness</b>	Armando Pulido	<ul style="list-style-type: none"> <li>- Participate in prevention and mitigation efforts</li> <li>- Plan and document monthly meetings and specialized training</li> <li>- Ensure Standard Response Protocol (SRP) and Teacher Emergency Response Guide sheets are hanging in each classroom and workspace</li> <li>- Ensure campus maps showing evacuation route and severe weather locations are posted in each classroom</li> <li>- Ensure Substitute Folders are equipped with a copy of the SRP, Teacher Emergency Response Guide, a campus map, a bell schedule, and phone numbers of staff that can answer questions the substitute may have.</li> </ul>

<b>Response</b>	Pamela McDonald	<ul style="list-style-type: none"> <li>- Assist campus during emergencies</li> <li>- Be familiar with use and location of emergency medical equipment such as AED's and Stop-the-Bleed kits</li> <li>- Know how to use 2-way radios</li> <li>- Know severe weather locations, and all SRP procedures.</li> </ul>
<b>Recovery</b>	Armando Pulido Stella Herrera	<ul style="list-style-type: none"> <li>- Assist principal/Incident Commander as needed immediately following emergency</li> <li>- Assist campus with returning to normal operation.</li> <li>- Be familiar with reunification process</li> </ul>

There is no limit on the number of persons who can serve on the Campus Safety & Emergency Response Team. Each position above should have at least one person identified who can lead those activities of the CSERT. Alternates may be listed for larger campuses and student populations.

**F. Expectations**

1. Identify the core group of team members who will serve on the Campus Safety & Emergency Response Team and complete the team identification form,
2. Schedule the first Campus Safety & Emergency Response Team meeting. Teams will meet at least one time each month. In addition, the District Safety & Security Department will provide monthly trainings, guidance and resources for CSERT via SharePoint®.
3. Upload the Meeting Minutes to the SharePoint® and keep a copy in the principal's copy of the CEOP.
4. Complete Incident Command System course 100 (ICS 100) and upload completion certificate to SharePoint®. See the ICS-100 Training Guide attached to this section of the CEOP.
5. Complete recommended Safe Schools® Training courses for CSERT members. A list of recommended trainings and access information will be in the CSERT folder on the Safety & Security SharePoint.

#### V. SCHOOL LEADERSHIP LINE OF SUCCESSION

To ensure continuity of safe operations in an emergency situation all staff should be aware of a clear line of succession for the school Incident Commander (IC). The following is a list by name and in order, of the specific persons authorized to act as IC in the absence or unavailability of the school Principal:

1. *Marie-Lise Mosbeux, School Principal*
2. *Armando Pulido, Assistant Principal*
3. *Johanah Okweni, Campus Coordinator*
4. *Peter Hernandez, Instructional Coach*

#### VI. OTHER DOCUMENTS

Other documents that are pertinent to this section of the school CEOP that should be filed at the end of this section are:

1. Minutes from the Campus Safety & Emergency Response Team meetings (Template provided on page B.9)
2. Facility staff roster with job assignment and cellular phone number

**MINUTES OF THE MEETING OF  
WORLD LANGUAGES INSTITUTE CAMPUS SAFETY & EMERGENCY RESPONSE  
TEAM (CSERT)**

The *World Languages Institute* CSERT held a meeting on **Month #**, 202# in the **location**.

The following were present:


**1. CALL TO ORDER:**

**John Doe** called the meeting to order at **time**

Minutes from the **insert date** CERT meeting were reviewed and approved.

**2. DISCUSSION ITEMS:**

- a. Topic One**
- b. Topic Two**

**3. COMMENTS**

**4. ADJOURN**

**time**

# ICS Training Guide

## IS-100.c: Introduction to the Incident Command System

### **COURSE OVERVIEW**

The FEMA Emergency Management Institute developed the Introduction to ICS (IS-100.c) course as an option for people that may play a role in the management of an emergency event. The course describes the history, features and principles, and organizational structure of the Incident Command System.

The overall course goal is to promote school safety by:

1. Familiarizing you with how the Incident Command System works in our response to an emergency on a campus.
2. Preparing you to interface with Fire, EMS, and Police personnel that respond to your campus

### **PRIMARY AUDIENCE**

The primary FWISD audience includes school administrators, campus safety personnel, CSERT members, and members of the District Incident Command Team.

### **PREREQUISITES**

None

However, completion of IS 700, National Incident Management System (NIMS), An Introduction is also required of our incident command team members

### **CEUS:**

0.2

### **COURSE LENGTH:**

About 2 hours if you complete it in one sitting

**Click the link below for the course:**

<https://training.fema.gov/IS/courseOverview.aspx?code=IS-100.c>

\*\*\*If you have never taken an Emergency Management Institute course, you will need to register for a FEMA Student ID. Please go to this site: <https://cdp.dhs.gov/femasid>

When you pass the exam at the end of the course, you will receive an email from FEMA EMI. The email will direct you to a student portal where you print the certificate for your records. **Please make a copy of the certificate and give it to your Area Advisor.**

*(it does not contain personal information other than your name, and no we can't see your score)*

B.10

24 Hour Emergency # 817.814.2699 Dispatch 817.814.2680 Radio Channel 7 (Emergency)

## **IS-700.b: Introduction to the National Incident Management System**

### **COURSE OVERVIEW**

The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.

The overall course goal is to promote school safety by:

1. Describe and identify the key concepts, principles, scope, and applicability underlying NIMS.
  2. Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups).
  3. Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats

### **PRIMARY AUDIENCE**

The primary FWISD audience includes school administrators, campus safety personnel and members of the district Incident Command Team.

### **PREREQUISITES**

IS-100 Introduction to ICS (any version, current is IS-100.c)

### **CEUS:**

0.4

### **COURSE LENGTH:**

About 3.5 hours if you complete it in one sitting

**[Click here for the course](#)**

**<https://training.fema.gov/IS/courseOverview.aspx?code=IS-700.b>**

**You will need your FEMA Student ID to take the course test**

When you pass the exam at the end of the course, you will receive an email from FEMA EMI. The email will direct you to a student portal where you print the certificate for your records. **Please make a copy of the certificate and give it to your Area Advisor.**

# **Section C: People with Special Needs**



*World Languages Institute*  
Campus # 084  
Fort Worth ISD

**ALL-HAZARD EMERGENCY  
CAMPUS OPERATIONS PLAN  
Section C People with Special  
Needs**

**SECURITY STATEMENT**

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## I. PURPOSE

The purpose of this Appendix is to publish the procedures for the evacuation and subsequent care of students and staff with temporary or permanent disabilities at *World Languages Institute*. Competent staff on the campus are enlisted to respond to and carry out the specific components of the evacuation plan.

## II. EXPLANATION OF TERMS

### A. Acronyms

ICS	Incident Command System
LINC	Program for students with cognitive disabilities
PPCD	Preschool program for children with disabilities
SEAS	Social Emotional Academic Support (Behavioral)
SPED	Special Education (Teachers or Department)
TAP	Program for students with Autism Spectral Disorder

### B. Definitions

**Staff:** Employees of the Fort Worth Independent School District, independent contractors or vendors who regularly work at our facilities, employees of affiliated organizations who regularly work at our facilities and volunteers who have historically given their time to work with no compensation at our facilities. (This category does not include persons who volunteer at the time of the disaster, and who have not previously been classified as a volunteer.)

## III. SITUATION AND ASSUMPTIONS

### A. Situation

1. Students and staff with special needs must have accommodations addressed for in any emergency and evacuation planning.
2. The Fort Worth ISD has Special Education programs in schools throughout the district. The programs may be a self-contained unit and/or programs that provide inclusion services to children. *World Languages Institute* has a self-contained *TAP, LINC, and SEAS* program in the school. **-or- *World Languages Institute* does not have a self-contained SPED program in the school.**

## **B. Assumptions**

- 1. Students with Autism Spectral Disorder may panic in a fire alarm situation. They are easily overwhelmed by sensory inputs of alarm noise, strobes, and rapid movement of students and staff. Panic compounded with the sensory overload may prevent them from the appropriate cognitive response to the alarm situation.**
- 2. Students with autism should receive appropriate fire safety education.**
- 3. First responders encountering students with autism in alarm situations often misdiagnose the student as being drunk or on drugs. The absence of visual or verbal clues from the student increases the likelihood that associated behaviors such as hypersensitivity to sounds and lights, failure to speak or make eye contact, and high pain tolerance will be identified incorrectly as unlawful behaviors or behaviors stemming from drug abuse or mental illness.**
- 4. Consideration must be made for the student with autism in an evacuation to provide a place for them to go and be isolated from the sensory input of the alarm response.**
- 5. Evacuation of students and staff with temporary or permanent disabilities will require additional planning and manpower.**
- 6. Individuals who are hearing or visually impaired as well as those requiring devices to assist with mobility will be included in this emergency action plan.**
- 7. A site-specific plan for student(s) and staff with disabilities will be written and included in this Campus Emergency Operations Plan as an attachment at the end of this Section.**
- 8. Competent staff on campus are enlisted to respond to and carry out specific components of this Emergency Operations Plan. Staff who have received the requisite training are listed as an attachment at the end of this Section.**
- 9. Parents of students with disabilities should be requested to participate in the planning process to ensure all parties understand the requirements for a safe building evacuation.**

## IV. CONCEPT OF OPERATIONS

### A. General

The District and its staff have the general responsibility for ensuring the welfare of our students,

### B. Classroom Emergency Bags

1. Teachers of self-contained units should have a backpack or other carry bag that remains in their classroom to be taken with the students in case of an emergency.
2. At a **minimum** the bag should contain water and snacks for the students, teacher and paraprofessionals in the classroom.
3. The bag should have specific items related to the students' disability that are to be used only in case of emergency. The Special Education teachers are responsible for ensuring that the required materials are in the emergency bag and contacting the principal and Special Education Department (SPED) for replacement. The items needed for each of the self-contained programs is determined by the District SPED.

### C. Evacuation Chairs

Each campus and District building with more than one floor has received at least one (1) Evacuation Chair to be used to evacuate people with mobility issues that would normally cause them to use an elevator. Additional chairs may be assigned as needed.

### D. Staff Personnel Trained to Assist People with Evacuation Chairs

Primary and secondary persons capable of responding to an emergency and manning the emergency evacuation chair provided to each school will need to be identified. Persons recruited as Evacuation Chair personnel must be able to lift and carry, have no physical disabilities of their own and be willing to be trained. The training is done annually by the District SPED or certain Safety and Security personnel. A minimum of 8 persons, four primary and four back-ups, will need to train and practice with the evacuation chair. School buildings with upper floors or basements used as classrooms will practice emergency evacuation drills that include use of the chair, if non- ambulatory individuals are present in the building.

## V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

Safe evacuation of students and staff with temporary or permanent disabilities require additional planning and manpower to perform a safe response to an

emergency. The principal of each school has the ultimate responsibility to identify and develop a plan for the safety of all persons on their campus.

## **B. Task Assignments**

### **1. The Chief of Operations will:**

Ensure that the Safety and Security Department employs an Emergency Management Coordinator to coordinate planning for people with special needs among the departments of the FWISD.

### **2. The Director of Special Education will:**

a. Ensure that each school that has a student with special needs as identified on a 504 or IEP has the equipment necessary to provide for safe evacuation or internal relocation in case of emergency.

b. Ensure staff assigned to a self-contained special needs unit has received training relating to the safe evacuation and continued care of students in their care. Training documents should be retained in the Special Education Department and are to be available for examination by parents of special needs children in that unit.

### **3. The Physical Therapy / Occupational Therapy Section of SPED will:**

a. Ensure that the identified team at each school is trained in the use of evacuation devices chosen and the records of that training are retained in the Special Education Department.

b. Training of staff is to be done annually.

c. If a particular school does not have a sufficient number of adults trained to meet the needs of the school (minimum of 8 staff members per campus) notification must be made to the principal and the Director of Special Education. An additional training session must be scheduled by the principal.

### **4. The principal of each school will:**

a. Identify the self-contained special education programs on their campus.

b. Identify students and staff with mobility issues.

c. Designate one of the SPED teachers to take the lead in the plan construction and maintenance. Others that may assist could be a parent/guardian, the student, custodian, nurse or other District employee with knowledge of the specific disability.

C.5

- d. Identify the staff members who meet the lifting and moving criteria for individuals with mobility issues. A minimum of 8 staff members per campus should be trained annually.
  - e. Ensure that any evacuation device is functional, stored properly and inspected monthly, with a record of such inspection kept by the school.
  - f. Be responsible for identifying, with the assistance of the SPED teachers, a location that meets the needs for marshalling the students in the self-contained SPED unit in a safe and controlled environment in the event of an evacuation or prolonged period out of the building for some reason.
  - g. The principal will provide a building layout map that shows each floor, room numbers, exits and tornado cover areas within the school to the Special Needs teachers. If the building layout maps are not available at the school, contact the Emergency Management Office at 817.814.2673.
5. Special Education Teachers are:
- a. Responsible for notifying the principal of any changes in their students' condition necessitating changes to the emergency evacuation plan.
  - b. Responsible for regularly inventorying the student emergency backpack and notifying the parent(s) and principal of items missing that need to be replaced.
6. Parents of Students with Special Needs:
- a. Advocate for their children and their children's needs in an emergency situation.
  - b. Cooperate with the SPED teachers and school safety staff in ensuring that any training regarding dealing with alarms and the noise of an emergency be continued and reinforced in the home setting.
  - c. Be responsible for replacing any emergency items that are removed from the student's emergency backpack by their child.
  - d. Commit to working with the District and its departments cooperatively to provide the best care for their student.

## VI. BUILDING EVACUATION PLAN

### A. Evacuation Planning

1. A primary evacuation route is to be planned for each location the student is in during the course of the day. The route should be placed on a building map and displayed in the student's room. A copy should be included at the end of this section.
2. Provisions should be made to protect the student/staff member from bad weather, if necessary. Blankets and rain gear may be required, or arrangements made for out of building shelter.
3. Primary and secondary staff persons are identified to assume responsibility for the evacuation process of each building occupant that has an individual evacuation plan. These staff members will attend training on various techniques to safely evacuate people with special needs. If equipment is required to evacuate the student (i.e. evacuation chair) submit the request for a chair to the Special Education Resource System at 817.815.5490
4. Primary and secondary staff and student walk through the evacuation plan to familiarize themselves with the process and identify any concerns. The plan will be revised, if needed, and walked through again.
5. The written plan must also include safe cover areas during severe weather/tornado warning episodes and during lockdown situations. Allowances for personal capability and/or mobility equipment must be considered when developing the plan.
6. The written plan, including names of primary and secondary staff responsible for the students or staff with individual emergency plans, student's name and floor plan of building, should be completed and submitted to the following:
  - a. Copy to primary/secondary staff responsible for evacuation.
  - b. Copy to all teachers and paraprofessionals who serve the student on a daily basis.
  - c. Copy to be included in the substitute folder of all teachers who serve the student.
  - d. Copy to the District Emergency Management Office.
  - e. Copy to the Special Education/Student Support Services Department and respective Executive Directors
  - f. Copy to the principal.

**B. Due Date**

All plans are due by the end of the second week of school. Notification of any changes must be made within ten (10) days of the change.

**VII. ATTACHMENTS**

The following documents should be attached to this section here.

- Attachment 1:** Site Specific Plan for each student with disabilities and staff with permanent or temporary mobility limitations
- Attachment 2:** List of staff members trained annually in the use of the evacuation chairs. A copy of the required list is attached
- Attachment 3:** A list of teachers, paraprofessionals and District professionals who interact with the school's special education population, their cell numbers and locations within the school

### Attachment 2 Section C CEOP

#### Campus Personnel with Specialized Training to Assist People with Special Needs

List any campus personnel with specialized training to assist students or staff members with special needs or mobility issues on this campus. Please update this list at the beginning of every school year. If additional people are trained during the school year use additional sheets.

Date of Training: \_\_\_\_\_

Topic / Devices: \_\_\_\_\_

Trainer (print) \_\_\_\_\_ phone \_\_\_\_\_

Name	Position / Room
Lizeth Garza	SPED teacher/Floating
Brian Mayi	SPED teacher/Floating



# **Annex D: Emergency Procedures**

# Fort Worth ISD



## ANNEX D:

# Emergency Procedures

*Also Published as Section D to the Campus CEOP*

### ***Security Statement***

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## Drills

The Campus Drill Due Date Calendar is completed and emailed to the Emergency Management Office or turned in to the Area Advisor before the end of the second week of school. Principals should ensure that all required drills each month are scheduled in the first two weeks of the month.

Event	First Steps	Notify
All Drills	<ul style="list-style-type: none"> <li>○ Schedule first two weeks of the month.</li> <li>○ Notify Area Advisor and Executive Director</li> </ul>	<p style="text-align: center;"><b>Report in Alarm System</b>  <a href="http://appweb.fwisd.org/emgdrill">appweb.fwisd.org / emgdrill</a></p>
Fire Drill	<ul style="list-style-type: none"> <li>○ Conduct <b>one each month</b> of school</li> <li>○ Do periodic obstructed pathways and rotate the location of the obstruction</li> </ul> <p style="text-align: center;"><b>--AND--</b></p>	
Tornado Drill	<ul style="list-style-type: none"> <li>● Conduct in March</li> </ul>	
Secure	<ul style="list-style-type: none"> <li>● Conduct in December</li> </ul>	
Evacuate	<ul style="list-style-type: none"> <li>● Conduct in January</li> </ul>	
Lockdown	<ul style="list-style-type: none"> <li>● Conduct in October and February</li> </ul>	
Hold	<ul style="list-style-type: none"> <li>● Conduct in November</li> </ul>	
Shelter in Place for Haz-Mat	<ul style="list-style-type: none"> <li>● Conduct in May</li> </ul>	

Drill System url: <https://appweb.fwisd.org/emgdrill>

## Utility Issues – Electrical Outage

Steps to take (in order)	Notify (in order)
<p><b>During Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Maintenance 817.815.7400 to report the outage. An electrician will be dispatched immediately</li> <li>• Contact Safety &amp; Security at 817.814.2699. They will make other needed notifications.</li> <li>• Do a check of the building to ensure all persons are safe.</li> <li>• Have someone check outside to see if any power lines are down, or arcing or smoking. Call 911 in any of these cases.</li> <li>• Dark hallways, restrooms, gyms and any other area on campus that would allow students to hide should be checked and secured.</li> <li>• Students should be escorted during restroom breaks</li> <li>• Provide flashlights with good batteries to classrooms without windows and special needs classrooms or have an alternate plan to move these occupants to naturally lighted areas.</li> </ul> <p><b>After Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Safety &amp; Security 24 hour desk at 817.814.2699</li> </ul>	<p>Call Maintenance at 817.815.7400</p> <p>Call Safety &amp; Security at 817.814.2699</p>

## Utility Issues – Phone Outage

Steps to Take (in order)	Notify (in order)
<p><b>During Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact the ITS HELP desk at 817.814.4357 from a cell phone and report the outage</li> <li>• Notify your Area Advisor.</li> <li>• Internet service may still be available. Verify if the email system is still working.</li> <li>• Campus administration should carry a cell phone at all times during the outage to call for emergency assistance should it be needed.</li> <li>• Periodically try the campus phone system</li> <li>• If you have an emergency call 911 then call Safety &amp; Security at 817.814.2699. If all district phones are out call the S&amp;S POTS line at: 817.820.0243</li> </ul> <p><b>After Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Safety &amp; Security 24 hour desk at 817.814.2699</li> </ul>	<p>Call ITS Help Desk at 817.814.HELP (4357) from a cell phone or POTS line</p>

## Utility Issues – Water Disruption

Steps to Take (in order)	Notify (in order)
<p><b>During Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Maintenance at 817.815.7400</li> <li>• Be prepared to cover water fountains if you are notified water is unfit to drink</li> <li>• Ensure you have a bottle of water per person on hand</li> </ul> <p><b>Maintenance will:</b></p> <ul style="list-style-type: none"> <li>• Dispatch plumber(s)</li> <li>• Contact the city water utility</li> <li>• Implement plans to provide emergency water</li> </ul> <p><b>After Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Safety &amp; Security 24 hour desk at 817.814.2699</li> </ul>	<p>Call Maintenance at 817.815.7400</p> <p>Notify Safety &amp; Security at 817.814.2699</p>

## Utility Issues Natural Gas Odor -or- Natural Gas Disruption

Steps to Take (in order)	Notify (in order)
<p><b>During Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Maintenance at 817.815.7400 from a safe area where no smell of natural gas is detected and report the smell of gas type odors in/around your building.</li> <li>• Contact Safety &amp; Security at <b>817.814.2699</b>, who will notify other appropriate departments.</li> <li>• Isolate the particular area where the gas smell is most noticeable within the school if possible.</li> </ul> <p><b>If the smell of gas is "strong" enough to cause concern, call 911 and evaluate whether evacuation is necessary. If building is evacuated move to a location outside and upwind from the building.</b></p> <p>(If the wind is blowing move students in the direction opposite to the way the school's flags are pointing)</p> <ul style="list-style-type: none"> <li>• DO NOT TURN ANY LIGHTS OR OTHER ELECTRICAL APPLIANCES THAT COULD PRODUCE A SPARK OFF OR ON.</li> <li>• Do not attempt to turn off any natural gas meters or piping. Maintenance will handle all shutting down of appliances and equipment that are supplied with natural gas, if necessary.</li> </ul> <p><b>Maintenance will:</b></p> <ul style="list-style-type: none"> <li>• Maintenance will dispatch licensed plumbers immediately to your facility.</li> <li>• A sampling of air will be taken to determine the presence of gas in the building, and a search of area to determine the source of the smell</li> </ul> <p><b>After Normal School Hours</b></p> <ul style="list-style-type: none"> <li>• Contact Safety and Security 24 hour desk at 817.814.2699</li> </ul>	<p>Call Maintenance at 817.815.7400</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>Call your Area Advisor</p> <p style="text-align: center;">← Call 911</p>

## Emergency Closing of Schools Due to Weather

<ul style="list-style-type: none"><li>• The District has plans for the emergency closing of schools or for delaying opening of schools.</li><li>• Every employee should check their preferred media outlet whenever severe weather is possible</li><li>• Local radio and television stations will be notified of the decision to close FWISD schools or open late. Notification of the media will be through persons as assigned by the superintendent.</li></ul> <p><b>School Closing Plan</b></p> <ul style="list-style-type: none"><li>• The final decision for closing the schools will be made by the Superintendent or, in their absence, by a deputy superintendent, by 5:00 a.m. (if possible).</li><li>• The District leadership team will make necessary notifications.</li></ul> <p><b>Delayed Opening</b></p> <ul style="list-style-type: none"><li>• Where there is a possibility of improved weather and/or street conditions later in the morning, a delayed school opening announcement will be made to the public.</li><li>• Radio and television stations will be notified by 5:00 a.m. (or as close to this time as practical) that schools will open and buses will run two (2) hours later than the regular time.</li><li>• District Leadership will notify employees</li><li>• Dismissal will be at the regular time.</li><li>• Each principal will implement an abbreviated class schedule which will, under the circumstances, best serve the pupils.</li></ul>	<p>Information will be found on these outlets:</p> <p><a href="http://www.fwisd.org">www.fwisd.org</a></p> <p>FWISD App</p> <p>FWISD Facebook page</p> <p>FWISD Twitter</p> <p>EdTV</p> <p>Spectrum Channel 30</p> <p>U-Verse Channel 99</p>
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## Weather Alerts – Severe Weather Watch

Steps to Take (in order)	Notify
<ul style="list-style-type: none"> <li>• Watch means conditions are right for development of severe thunderstorms or tornados</li> <li>• Watches are issued for counties in 2-6 hour blocks</li> <li>• Keep an eye on the weather</li> <li>• Be prepared to relocate students to main building</li> </ul>	<p>FWISD Emergency Management 817.814.2673</p> <p>Additional Information:</p> <p>monitor NOAA Weather Radio</p> <p>Watch website: <a href="http://www.weather.gov">www.weather.gov</a></p>

## Weather Alerts – Severe Thunderstorm Warning

Steps to Take (in order)	Notify
<ul style="list-style-type: none"> <li>• A storm is in your area, or soon will be, and it is capable of quarter size hail or larger</li> <li>• Or winds &gt;58 mile per hour</li> <li>• Move students out of classrooms with large glass windows</li> <li>• Watch weather closely by direct observation and weather radio broadcasts.</li> <li>• <b>If tornado funnel is visible from school take immediate action, don't ask!</b></li> <li>• If warning mentions winds &gt; 70 mph take Tornado warning actions</li> </ul>	<p>Call Safety &amp; Security 817.814.2699 from a sheltered area</p> <p>Additional Information:</p> <p>Monitor NOAA Weather Radio</p> <p>Watch website: <a href="http://www.weather.gov">www.weather.gov</a></p>

## Weather Alerts – Tornado Warning –Students On Campus

Steps to Take (in order)	Notify
<p><b>Campus Administration will:</b></p> <ul style="list-style-type: none"> <li>• Move all students to designated tornado safe areas</li> <li>• Remain in Tornado safe area until principal makes the decision to return to classrooms. Principal will make this decision based on information available to them and conditions at their school.</li> </ul> <p><b>Safety &amp; Security Dispatch will:</b></p> <ul style="list-style-type: none"> <li>• Dispatch School Resource Officer and Area Advisor</li> <li>• Notify the Director of Safety and Security</li> <li>• Notify Central Office Leadership</li> <li>• Notify the Emergency Management Coordinator</li> <li>• Notify Communications 817.814.1930</li> <li>• Notify Health Services 817.814.2990</li> <li>• Notify Student Support Services 817.814.2911</li> <li>• Notify Maintenance 817.815.7400 for assistance if needed</li> </ul>	<p>FWISD Emergency Management 817.814.2673</p> <p>Additional Information:</p> <p>Monitor NOAA Weather Radio</p> <p>Watch website: <a href="http://www.weather.gov">www.weather.gov</a></p>

## Weather Alerts – Tornado Warning –Students Off Campus

Steps to Take (in order)	Notify
<p>The Lead Teacher will:</p> <p><b><u>Before Trip:</u></b></p> <ul style="list-style-type: none"> <li>• Preplan safe areas if weather is expected to have severe storm possibility.</li> <li>• Call Emergency Management to get up-to-date weather predictions if needed.</li> <li>• Contact field trip site to ensure they have safe areas.</li> <li>• Get zip codes of trip cities</li> </ul> <p><b><u>On trip:</u></b></p> <ul style="list-style-type: none"> <li>• Move Students to safe location determined by site you are visiting</li> <li>• Call bus driver and get them to safe area</li> </ul> <p><b><u>On The Road:</u></b></p> <ul style="list-style-type: none"> <li>• Follow the directions of the bus driver</li> </ul> <p>Remain in safe area until the threat has passed</p>	<p>Call Safety &amp; Security 817.814.2699 from a sheltered area</p> <p>Additional Information:</p> <p>Monitor NOAA Weather Radio</p> <p>Watch website: <a href="http://www.weather.gov">www.weather.gov</a></p>

## Weather Alerts – Lightning / Electrical Storms

Steps to Take (in order)	Notify
<p>If electrical activity before, during or after severe thunderstorms is present, the Principal or designee will direct students and/or staff:</p> <ul style="list-style-type: none"> <li>• Move all outside students and staff into the main school building, or find shelter in an enclosed building as quickly as possible as the storm approaches.</li> <li>• Stay indoors and away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.</li> <li>• If caught outside, find a low spot away from the trees, fences and poles. Make sure the place you pick is not subject to flooding. DO NOT seek shelter near, or under playground equipment, and avoid the highest object in the area when there is no shelter.</li> <li>• DO NOT handle flammable materials, including in chemistry labs.</li> <li>• DO NOT use metal objects like fishing rods, baseball/softball bats and golf clubs.</li> <li>• Golfers should seek shelter off the golf course as soon as signs of a storm are apparent. Don't wait until the storm is right on top of you.</li> <li>• Athletics practice and events must be suspended for 30 minutes after the most recent lightning strike within a 10-mile radius.</li> </ul>	<p>FWISD Emergency Management 817.814.2673</p> <p>Additional Information:</p> <p>monitor NOAA Weather Radio</p> <p>Watch website: <a href="http://www.weather.gov">www.weather.gov</a></p> <p>Athletic Trainers have access to the Sferic® system</p>

## Weather Alerts - Extreme Cold

Steps to Take (in order)	Notify
<ul style="list-style-type: none"> <li>• You must consider weather conditions when planning outside activities or monitoring children at play (FWISD Bulletin One).</li> <li>• Safety &amp; Security / Emergency Management will issue a condition color:</li> </ul>	<p>FWISD Emergency Management 817.814.2673</p>
<ul style="list-style-type: none"> <li>❖ Condition <b>GREEN</b>: Monitor for proper clothing and encourage hydration. Provide proper hydration - water or fruit drinks - while outdoors</li> </ul>	<p>FWISD Bulletin 1</p>
<ul style="list-style-type: none"> <li>❖ Condition <b>YELLOW</b> - Wind Chill 15 - 30° F indicates limited outdoor time. Clothing and hydration important. Use a firm approach to wearing appropriate clothing and taking water breaks.</li> </ul>	<p>Additional Information: monitor NOAA Weather Radio</p>
<ul style="list-style-type: none"> <li>❖ Condition <b>RED</b>: Wind Chill 0 - 15° F indicates no outdoor play activities</li> </ul>	<p>Watch website: <a href="http://www.weather.gov">www.weather.gov</a></p>
	<p>Athletic Trainers have access to the Sferic® system</p>

## Student Left at School

Steps to take (in Order)	Notify (in Order)
<ul style="list-style-type: none"> <li>• Campus administrator calls and/or texts parent(s) and/or guardian(s) on all available contact numbers</li> <li>• Document all attempts at contacting parents</li> <li>• <b>For Elementary Schools:</b> If no resolution is reached by 4:00 p.m. Call Safety &amp; Security</li> <li>• <b>For Middle Schools:</b> If no resolution is reached by 4:45 p.m. Call Safety &amp; Security</li> <li>• Call the Area Advisor for the school</li> <li>• Area Advisor can conduct a home visit.</li> <li>• If a guardian is confirmed to be at the address, then notify the school administrator.</li> <li>• Administrator should arrange with the guardian to pick up the student</li> <li>• Attempt to correct phone contact information for the guardian(s).</li> <li>• If there is no guardian at home and situation is not resolved by 5 p.m. call the city police non-emergency number and ask for assistance.</li> <li>• Print a copy of the parent contact information in Focus for the responding police officer</li> <li>• The police will continue to attempt contact with the parent(s) or guardian(s).</li> <li>• The police will determine whether a referral to CPS (for children under 10 years old) or to ACH (for children 10 years and older) is necessary</li> </ul>	<p>Safety &amp; Security 817.814.2699</p> <p>Your Area Advisor Contact info:</p> <p>-----</p> <p>Fort Worth Police Non-Emergency: 817.392.4222</p> <p>Benbrook Police Non-Emergency 817.249.1610</p> <p>Forest Hills Police Non-Emergency 817.531.5250</p> <p>Westworth Village Police Non-Emergency 817.738.3675</p>

## Student Walkout or Peaceful Protest Protocol

Should any of our students decide to participate in a peaceful student protest, identify the response team for your school and implement the steps of the plan below

Steps to Take (in Order)	Notify (In Order)
<ul style="list-style-type: none"> <li>• Designate campus personnel who will remain on campus with students and those who will walk with students participating in protest.</li> <li>• Staff that remain with students will retake attendance and note students that remain in class and those that choose to leave class. Submit the new attendance to the office to be relayed to parents and to central office.</li> <li>• Central Office will designate a link to report Student Protest Attendance. Principals check your email.</li> <li>• Ensure that there is a source of communication for those that are walking with students either via radios or cell phones.</li> <li>• Provide an organized phone tree to ensure uninterrupted communication between the campus and staff who are with students</li> <li>• Remind staff to refer media inquiries to the district communications office</li> <li>• Remind students that a walkout is not an excused absence.</li> <li>• Remind students to be conscious of their surroundings and safety; specifically staying out of the streets and remaining on sidewalks.</li> <li>• Encourage respectful and civil behavior.</li> <li>• Allow students to walk out peacefully</li> <li>• Conduct a Parentlink callout informing parents that "some students have chosen to participate in a walkout. In order to ensure your child's safety, please encourage them to remain on campus."</li> </ul>	<p style="text-align: center;">Notify Safety &amp; Security at 817.814.2699</p> <hr/> <p style="text-align: center;">Notify your Leadership Director</p> <hr/> <p style="text-align: center;">Phone:</p> <hr/> <p style="text-align: center;">FWISD Communications 817.814.1930</p>

## Employees Arrested, Charged or Convicted of a Crime

If employee notifies a supervisor or if the supervisor discovers information that an employee has been charged or convicted of a crime other than traffic tickets

Steps to Take (in Order)	Notify (in Order)
<p>By FWISD Board policy an employee must notify their supervisor and the Office of Professional Standards if they are arrested, charged, convicted, receive deferred adjudication or enters a plea of nolo contendere for a criminal offense</p> <ul style="list-style-type: none"> <li>• If a Supervisor receives such information from an employee, or from another source, notify FWISD Office of Professional Standards [OPS]</li> <li>• OPS will give direction to the Supervisor</li> </ul> <p>Reference FWISD Board Policy DH (local)</p>	<p>FWISD OPS 817.814.1880</p>

## Employee Reports Substance Abuse Problems

Use if an employee reports problems with drugs or alcohol to a supervisor.

Steps to Take (in Order)	Notify
<ul style="list-style-type: none"> <li>• If an employee notifies a supervisor or administrator that they are having issues with alcohol or drugs of any kind, and</li> <li>• They are not under the influence at the time of the report and at work.</li> <li>• Supervisor should notify Employee Relations of the report, and</li> <li>• Refer the employee to the Employee Assistance Program [EAP]</li> </ul> <p style="text-align: center;"><b>If an employee is under the influence at work use "Employee Under the Influence"</b></p>	<p>Notify Employee Relations 817.814.2790</p> <p>EAP 1-800-343-3822 1-800-334-TEEN (8336) for dependent or other teens living in the family 1-800-448-1823 TDD</p> <p>Fort Worth ISD registration code: AWP-FWISD-1183</p>

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## Employee Under the Influence

Employee suspected to be under the influence of alcohol or drugs

Steps to Take (in Order)	Notify
<ul style="list-style-type: none"> <li>• If a supervisor or administrator suspects that a FWISD employee is under the influence of alcohol or drugs, the supervisor should make a behavioral assessment.</li> <li>• Warning Signs of Impairment include:               <ul style="list-style-type: none"> <li>○ Slurred speech</li> <li>○ Red eyes (not allergy season)</li> <li>○ Odor or apparent alcohol or drugs</li> <li>○ Sudden swift mood changes</li> <li>○ Change in behaviors</li> <li>○ Difficulty walking</li> </ul> </li> <li>• Contact FWISD Office of Professional Standards [OPS] <b><u>IMMEDIATELY</u></b></li> <li>• <b>Do not</b> send the employee home</li> <li>• <b>Do not</b> send them off campus.</li> <li>• Remove the employee from where they can hurt themselves or are in contact with children</li> <li>• OPS will give directions to the supervisor</li> <li>• OPS will contact Safety &amp; Security for transportation if necessary</li> </ul>	<p>FWISD OPS 817.814.1880</p>

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## Calling 911

Steps to Take (in Order)	Notify
<ul style="list-style-type: none"> <li>• In an emergency call 911 as needed.</li> <li>• The call taker will determine the reason you are calling and may transfer you to the appropriate first responder.</li> <li>• Stay on the line until the 911 call taker directs you to hang up.</li> <li>• Provide the following information when asked:               <ul style="list-style-type: none"> <li>- Your name</li> <li>- School name</li> <li>- Address of School</li> <li>- What happened and when</li> <li>- Weapons if involved</li> <li>- Description of actors</li> <li>- Description of vehicles and license plates</li> <li>- Call back number and cell phone if you are evacuating the building</li> </ul> </li> <li>• Send a staff member to meet the first responders at the specified location</li> <li>• Notify Safety &amp; Security at 817.814.2699</li> <li>• Have a person document all events and other information for reports later.</li> <li>• Safety &amp; Security may call and ask for information about the emergency.</li> </ul>	<p>Call 911</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>Notify your Executive Director:</p> <p>phone:</p>

## Requesting an Area Advisor or SRO Response

Steps to Take	Notify
<p>Notify Safety &amp; Security Dispatcher 817.814.2680</p> <p>Provide pertinent Information:</p> <ul style="list-style-type: none"><li>• Your name</li><li>• Call back number</li><li>• School name and number</li><li>• What happened</li><li>• Where on the campus the AA or SRO is needed?</li><li>• Name and description of actors</li><li>• Direction of travel if actors left scene</li><li>• Description of vehicles involved and license plates</li></ul>	<p>Notify Safety &amp; Security at 817.814.2699</p>

## Fire or Explosion

Steps to Take (in Order)	Notify (in Order)
<p><b>Principal or designee will:</b></p> <ul style="list-style-type: none"> <li>• If fire alarm not activated by smoke, pull the white handle on the fire alarm pull station in the main office or by exit doors</li> <li>• Initiate <b>building evacuation</b> immediately</li> <li>• Ensure that students and staff with <b>special needs</b> or mobility issues have been evacuated. Assign additional staff to assist as needed</li> <li>• Put on black Incident Command vest and establish a command post outside of the building. Locate this upwind (wind at your back as you look at the building)</li> <li>• Attend to student safety, move student groups upwind and at least 150 feet from the building</li> <li>• Call 911 and provide updates and verify the alarm</li> <li>• Send staff member with master keys to meet the first responders when they arrive</li> <li>• Notify Safety &amp; Security at 817.814.2699</li> <li>• Have Crisis Response Team assist students</li> <li>• Notify staff in portable buildings</li> </ul> <p><b>Safety &amp; Security Dispatcher will:</b></p> <ul style="list-style-type: none"> <li>• Dispatch School Resource Officer and Area Advisor</li> <li>• Notify Safety &amp; Security Staff</li> <li>• Notify Central Office Leadership</li> <li>• Notify Communications 817.814.1930</li> <li>• Notify Health Services 817.814.2990</li> <li>• Notify Student Support Services 817.814.2900</li> <li>• Notify Maintenance 817.815.7400 for assistance</li> </ul>	<p>Call 911</p> <p>Call Safety &amp; Security at 817.814.2699</p> <p>Crisis Response Team: 817.814.2911</p>

## Aircraft Crash

Flying machine landing on property or striking a building

Steps to Take (in Order)	Notify
<p><b>Principal or designee will:</b></p> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• If needed, Initiate building evacuation, move students as far as possible from crash and uphill and upwind. <i>Note: If aircraft did not impact the building evacuation may not be the safest action. Campus administration will determine if evacuation is needed. Goal is to maximize safety of students.</i></li> <li>• Ensure that students and staff with special needs or mobility issues have been evacuated. Assign additional staff to assist as needed</li> <li>• Put on black Incident Command vest and establish a command post outside of the building. Locate this upwind (wind at your back as you look at the building)</li> <li>• Have Campus Safety and Emergency Team (CSERT) check the school (if situation safety allows)</li> <li>• If trained and safe to do so, provide for treatment of injured persons who have left the aircraft.</li> <li>• Call 911 and update with number of trapped and injured persons</li> <li>• Send staff member with master keys to meet the first responders when they arrive</li> <li>• Notify Safety &amp; Security at 817.814.2699</li> <li>• Have Crisis Response Team assist students</li> <li>• Notify staff in portable buildings</li> </ul> <p><b>Safety and Security Dispatcher will:</b></p> <ul style="list-style-type: none"> <li>• Dispatch School Resource Officer and Area Advisor</li> <li>• Notify Safety &amp; Security Office Staff</li> <li>• Notify Central Office Leadership</li> <li>• Notify Communications 817.814.1930</li> <li>• Notify Health Services 817.814.2990</li> <li>• Notify Crisis Response Team 817.814.2911</li> <li>• Notify Maintenance 817.815.7400 for assistance</li> </ul>	<p>Call 911</p> <p>Notify Safety &amp; Security at 817.814.2699</p>

## Hazardous Materials Incident Near the School

Steps to Take (in Order)	Notify
<p>In the event an incident occurs within proximity of your campus where student safety is a concern</p> <p>The Principal or designee should:</p> <ul style="list-style-type: none"> <li>• Call <b>911</b></li> <li>• Follow the directions of the police officer or firefighter that notifies the school of the event</li> <li>• Put on black incident command vest to be more visible and initiate inside Incident Command</li> <li>• Alert faculty and staff to close all windows and prepare to shelter-in-place</li> <li>• Bring all students into the main building from portables or outside</li> <li>• Tightly close and lock all exterior windows and doors</li> <li>• Shut off air handling equipment, call maintenance if you are unable to do so.</li> <li>• Initiate shelter-in-place response</li> <li>• Tape all outside door gaps with duct tape (preferred) or packing tape on the incident side of the school.</li> <li>• Follow any further directions from the Fire Department.</li> </ul>	<p>Call 911</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>Call Maintenance at 817.815.7400</p>

## Bomb Threat Received

Steps to take (in order)	Notify (in order)
<p><b>Bomb threat received or communicated</b></p> <ul style="list-style-type: none"> <li>• Start filling out the Threat Reception Information Checklist</li> <li>• Quietly get the attention of someone in the office, communicate in writing only, to call 911 and notify the administrator on duty.</li> <li>• Ask the suspect the questions on the Threat Reception Information Checklist.</li> <li>• Let the caller hang up</li> <li>• Make 3 copies of the Checklist</li> </ul> <p><b>Principal or Designee</b></p> <ul style="list-style-type: none"> <li>• Ensure 911 was called</li> <li>• If there are 2 or more believable answers on the checklist initiate the following actions:               <ul style="list-style-type: none"> <li>○ Designate command post</li> <li>○ Initiate Lockdown procedures, stop movement</li> <li>○ Have people that know the building gather with the administrator:</li> </ul> </li> <li>• Advise them of threat and give search directions               <ul style="list-style-type: none"> <li>- If something is found on search, step away 25 meters (75 feet) before using cell phone or radio to notify command post</li> <li>- search the facility starting from the outside and most accessible locations and working towards the inside.</li> </ul> </li> </ul> <p style="text-align: center;">If Suspicious Device (Obvious Bomb) is found go to <b>Suspicious Device (Obvious Bomb) Found</b> protocol (page 21)</p> <p style="text-align: center;">If Suspicious Object (not obvious bomb) is found go to <b>Suspicious Object</b> protocol (page 22)</p> <p>Then complete this list:</p> <ul style="list-style-type: none"> <li>• Have someone with the master keys available to meet the first responders</li> <li>• Contact teachers to check their area for suspicious activity</li> <li>• Contact Safety &amp; Security dispatch and ask for the Area Advisor and a SRO</li> <li>• Ask for a video search of the campus (tell dispatch what time caller related they placed the device)</li> <li>• Principal has the right to ask FWFD to assist in the search of the building if threat assessment indicates the threat may be real.</li> </ul>	<p>Call 911</p> <p>Call Area Advisor <i>Name:</i></p> <p><i>Phone:</i></p> <p>Notify Safety &amp; Security at <b>817.814.2699</b></p> <p>Scan the threat checklist to: daniel.garcia3@fwisd.org and edward.mcginley@fwisd.org</p> <p style="text-align: center;">or fax to:  <b>817.814.2665</b></p>

# BOMB THREAT CHECKLIST

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

<p style="text-align: center;"><b>EXACT WORDING OF THREAT:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;"><b>BACKGROUND SOUNDS:</b></p> <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> Street noises</td><td><input type="checkbox"/> Factory machinery</td><td><input type="checkbox"/> Voices</td></tr><tr><td><input type="checkbox"/> Crockery</td><td><input type="checkbox"/> Animal noises</td><td><input type="checkbox"/> Clear</td></tr><tr><td><input type="checkbox"/> PA System</td><td><input type="checkbox"/> Static</td><td><input type="checkbox"/> Music</td></tr><tr><td><input type="checkbox"/> House noises</td><td><input type="checkbox"/> Long distance</td><td><input type="checkbox"/> Local</td></tr><tr><td><input type="checkbox"/> Motor</td><td><input type="checkbox"/> Office machinery</td><td><input type="checkbox"/> Booth</td></tr><tr><td><input type="checkbox"/> Plane</td><td colspan="2"><input type="checkbox"/> Other (<i>Please specify</i>)</td></tr></table> <hr/>	<input type="checkbox"/> Street noises	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Voices	<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear	<input type="checkbox"/> PA System	<input type="checkbox"/> Static	<input type="checkbox"/> Music	<input type="checkbox"/> House noises	<input type="checkbox"/> Long distance	<input type="checkbox"/> Local	<input type="checkbox"/> Motor	<input type="checkbox"/> Office machinery	<input type="checkbox"/> Booth	<input type="checkbox"/> Plane	<input type="checkbox"/> Other ( <i>Please specify</i> )															
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<p style="text-align: center;"><b>IMPORTANT QUESTIONS TO ASK:</b></p> <p>1. When is the bomb going to explode?</p> <hr/> <p>2. Where is the bomb right now?</p> <hr/> <p>3. What does the bomb look like?</p> <hr/> <p>4. What kind of bomb is it?</p> <hr/> <p>5. What will cause the bomb to explode?</p> <hr/> <p>6. Did you place the bomb?</p> <hr/> <p>7. Why?</p> <hr/> <p>8. What is your address?</p> <hr/> <p>9. What is your name?</p> <hr/>	<p style="text-align: center;"><b>BOMB THREAT LANGUAGE:</b></p> <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> Well spoken (education)</td><td><input type="checkbox"/> Foul</td></tr><tr><td><input type="checkbox"/> Incoherent</td><td><input type="checkbox"/> Irrational</td><td><input type="checkbox"/> Rambling</td></tr><tr><td><input type="checkbox"/> Message read</td><td colspan="2"><input type="checkbox"/> Taped message</td></tr></table> <p>REMARKS: _____</p> <hr/> <hr/>	<input type="checkbox"/> Well spoken (education)	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational	<input type="checkbox"/> Rambling	<input type="checkbox"/> Message read	<input type="checkbox"/> Taped message																									
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<p style="text-align: center;"><b>CHARACTERISTICS:</b></p> <p>Gender: _____ Age: _____ Race: _____</p> <p style="text-align: center;"><b>CALLER'S VOICE</b></p> <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> Calm</td><td><input type="checkbox"/> Nasal</td><td><input type="checkbox"/> Soft</td><td><input type="checkbox"/> Angry</td></tr><tr><td><input type="checkbox"/> Stutter</td><td><input type="checkbox"/> Loud</td><td><input type="checkbox"/> Excited</td><td><input type="checkbox"/> Lisp</td></tr><tr><td><input type="checkbox"/> Laughter</td><td><input type="checkbox"/> Slow</td><td><input type="checkbox"/> Rasp</td><td><input type="checkbox"/> Crying</td></tr><tr><td><input type="checkbox"/> Rapid</td><td><input type="checkbox"/> Deep</td><td><input type="checkbox"/> Normal</td><td><input type="checkbox"/> Distinct</td></tr><tr><td><input type="checkbox"/> Slurred</td><td><input type="checkbox"/> Whispered</td><td colspan="2"><input type="checkbox"/> Ragged</td></tr><tr><td><input type="checkbox"/> Disguised</td><td><input type="checkbox"/> Accent</td><td colspan="2"><input type="checkbox"/> Clearing Throat</td></tr><tr><td colspan="2"><input type="checkbox"/> Deep Breathing</td><td colspan="2"><input type="checkbox"/> Cracking Voice</td></tr><tr><td colspan="4"><input type="checkbox"/> Familiar (<i>If voice is familiar, who did it sound like?</i>)</td></tr></table> <hr/>	<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp	<input type="checkbox"/> Laughter	<input type="checkbox"/> Slow	<input type="checkbox"/> Rasp	<input type="checkbox"/> Crying	<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep	<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispered	<input type="checkbox"/> Ragged		<input type="checkbox"/> Disguised	<input type="checkbox"/> Accent	<input type="checkbox"/> Clearing Throat		<input type="checkbox"/> Deep Breathing		<input type="checkbox"/> Cracking Voice		<input type="checkbox"/> Familiar ( <i>If voice is familiar, who did it sound like?</i> )				<p style="text-align: center;"><b>CALL DETAILS:</b></p> <p>Telephone number at which call was received: _____</p> <p>Telephone number from which call was made: _____</p> <p>Time call received: _____</p> <p>Time call ended: _____</p> <p>Your Name: _____</p> <p>Your Position: _____</p> <p>Your Department: _____</p> <p>Your Telephone Number: _____</p> <p>Your E-mail: _____</p> <p>Date Checklist completed: _____</p>
<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Angry																														
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## Suspicious Device (Obvious Bomb) Found

Steps to take (in order)	Notify (in order)
<p>If a suspicious device, an obvious bomb package is found, <b>DO NOT TOUCH OR MOVE THE SUSPECTED DEVICE</b></p> <p><b>A suspicious device that may indicate a bomb includes unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. <i>DHS</i></b></p> <ul style="list-style-type: none"> <li>• If the Fire Department is not on scene, call 911 again, ask for the FIRE DISPATCHER to update them that a suspicious device, that looks like a bomb has been found during the building search following a bomb threat.</li> <li>• Be prepared to follow any further instructions from the Fire Department Dispatcher.</li> <li>• When the Fire Department arrives, they will take charge and make the decisions.</li> <li>• Update Safety a Safety &amp; Security 817.814.2699</li> <li>• Isolate the device by <u>calmly and quietly</u> moving classroom occupants and adjoining classrooms to an area that places at least 3 walls between the device and any person; or 300 feet away if the device is located in an open area.</li> <li>• Quietly empty rooms above and below the device</li> <li>• Teachers and students should take personal belongings with them as they exit the danger area. This will decrease the number of items to be searched in the area.</li> <li>• Do not use cell phones or radios within 100 feet of the device.</li> <li>• Maintain a heightened awareness that there could be a secondary device inside the building or on the campus grounds. Do not stop a search until the entire campus is cleared.</li> </ul> <p style="text-align: center;"><u>Evacuation Decision</u></p> <ul style="list-style-type: none"> <li>• Evacuation is <u>not</u> a good choice unless a bomb is found</li> <li>• Evacuation can expose students to danger outside the building</li> <li>• If a Principal decides to evacuate before the Fire Department is on scene make sure the area you are evacuating to is safe from any hazard</li> <li>• Follow the directions of the Fire Officer in charge when they are on the scene</li> </ul>	<p>Call 911 again and update them</p> <p style="text-align: center;">Update Safety &amp; Security at 817.814.2699</p>

## Suspicious Object (Not Obviously a Bomb) Found

Steps To Take (In Order)	Notify (in order)
<p>If a suspicious object, not obviously a bomb is found, <b>DO NOT TOUCH OR MOVE THE SUSPECTED OBJECT</b></p> <p><b>The acronym H O T will help you determine if an object is suspicious: <u>H</u>idden, <u>O</u>bviously suspicious, and not <u>T</u>ypical. Other clues are placement, and proximity of the item to people and valuable assets. Not all objects are suspicious, i.e., a backpack left in a classroom that a teacher can identify. <i>DHS</i></b></p> <ul style="list-style-type: none"> <li>• If the Fire Department is not on scene, call 911 again, ask for the FIRE DISPATCHER to update them that a suspicious object has been found during the building search following a bomb threat.</li> <li>• Be prepared to follow any further instructions from the Fire Department Dispatcher.</li> <li>• When the Fire Department arrives, they will take charge and make the decisions.</li> <li>• Update Safety &amp; Security, 817.814.2699</li> <li>• Isolate the object by <u>calmly and quietly</u> moving classroom occupants and adjoining classrooms to an area that places at least 3 walls between the device and any person; or move people 300 feet away if the object is located in an open area.</li> <li>• Quietly empty rooms above and below the object</li> <li>• Teachers and students should take personal belongings with them as they exit the area. This will decrease the number of items to be searched in the area.</li> <li>• Do not use cell phones or radios within 100 feet of the object</li> <li>• Do not stop a search until the entire campus is cleared.</li> </ul> <p style="text-align: center;"><u>Evacuation Decision</u></p> <ul style="list-style-type: none"> <li>• Evacuation is <u>not an option unless the Fire Department officer on scene orders evacuation.</u></li> <li>• Follow the directions of the Fire Officer in charge when they are on the scene</li> </ul>	<p>Call 911 again and update them that a suspicious object was found after a bomb threat and ask for the Fire and Police Departments to respond.</p> <p>Update Safety &amp; Security at 817.814.2699</p>

## Kidnapping

Steps to Take (in Order)	Notify
<p><b>Principal or designee will:</b></p> <ul style="list-style-type: none"> <li>• Assess that a kidnapping has occurred</li> <li>• Call 911</li> <li>• Notify Safety &amp; Security at 817.814.2699</li> <li>• Have copies of student / staff personnel information for Police</li> <li>• Refer the media to the District Communications Department</li> <li>• Coordinate with Lead TRT member to determine the Level of Impact</li> </ul> <p><b>Safety &amp; Security will:</b></p> <ul style="list-style-type: none"> <li>• Dispatch the AA and SRO</li> <li>• Notify the Director of Safety &amp; Security</li> <li>• Notify the Emergency Management Coordinator</li> <li>• Notify superintendent and other appropriate central administrators.</li> <li>• Review video files from campus cameras</li> </ul>	<p>Call 911</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>Lead TRT member: <i>Name:</i></p> <p><i>Phone:</i></p> <p>Area Advisor <i>Name:</i></p> <p><i>Phone:</i></p> <p>FWISD Crisis Response Team 817.814.2911</p>

## CHILD ABUSE REPORTING PROCEDURES

Steps to Take (in Order)	Notify (in Order)
<p><b>THE PERSON RECEIVING THE OUTCRY OF ABUSE</b></p> <p>When a person has cause to believe that a child has been or may be abused or neglected the following reporting procedures shall be followed:</p>	
<p>1. The person receiving an outcry from a child, of imminent harm is responsible for reporting immediately to local law enforcement by calling 911, <b>and</b></p>	<p>Law Enforcement 911</p>
<p>2. Call Texas DFPS at 1.800.252.5400 to report suspected abuse/neglect as soon as possible. You may have to hold for an intake person to take information.</p>	<p>Texas DFPS at 1.800.252.5400</p>
<p>3. The person reporting may be directed to file a report with Texas Department of Family and Protective Services (DFPS) online at <a href="http://www.txabusehotline.org">www.txabusehotline.org</a>. as soon as possible but not later than 48 hours.</p>	<p>FWISD Safety &amp; Security 817.814.2699</p>
<p>4. Notify the principal that a report has been made to DFPS. Provide the student name only, not the content of the outcry or details of the abuse.</p>	
<p>5. No administrative approval is needed to contact DFPS/CPS</p>	
<p>6. <b>DO NOT QUESTION THE STUDENT WHEN SEXUAL ABUSE IS SUSPECTED.</b> Only the police department and DFPS personnel will interview the victim and the perpetrator. School Resource Officers (SROs) should not investigate any student abuse or neglect.</p>	
<p>7. <b>DO NOT CONTACT PARENT OR GUARDIAN</b></p>	
<p>8. <b>THE PRINCIPAL WILL:</b></p> <ul style="list-style-type: none"> <li>• Designate a school employee to accompany student to hospital (when applicable).</li> <li>• Notify FWISD Safety &amp; Security at 871.814.2699</li> <li>• Do not accept faxes from CPS investigators requesting information in lieu of visits to the campus</li> </ul>	
<p><b>All reports of suspected child abuse are confidential.</b></p>	

## CPS Investigators on a School Campus

Steps to Take (in Order)	Notify (in Order)
<p><b>DFPS / CPS INVESTIGATORS ON CAMPUS</b></p> <ul style="list-style-type: none"> <li>• Texas Family Code 216.302 and 261.303 prohibit school officials from denying an investigator's request to interview a student at school, and from requiring the presence of a parent or school administrator during an interview by an investigator. The CPS worker must provide a copy of their badge / ID from Texas DFPS.</li> <li>• A properly accredited DFPS / CPS investigator may view video recorded by FWISD cameras provided no recording of any type is made at the time of the viewing. A FWISD Administrator must be present in the room to ensure no recording is made of the video.</li> <li>• If a copy of video from FWISD cameras is needed the DFPS / CPS Investigator must contact the FWISD Legal Department and complete the appropriate paperwork.</li> <li>• Notify FWISD Safety &amp; Security at 871.814.2699</li> </ul> <p><b>All reports of suspected child abuse are confidential.</b></p>	<p>FWISD Safety &amp; Security 817.814.2699</p>



## Responding to a Social Media Threat During School Hours

Steps to Take (in Order)	Notify (in Order)
<p><b>Preserve the Evidence!</b></p> <ul style="list-style-type: none"> <li>• Capture picture or posting immediately.</li> <li>• Obtain the username of the account</li> <li>• Obtain a website link (if possible)</li> <li>• Try to obtain the device, do not turn it off</li> </ul> <ul style="list-style-type: none"> <li>• Contact SRO on duty or Call 911</li> </ul> <ul style="list-style-type: none"> <li>• Evaluate if a Lockout (threat not believed to be on campus) is needed -or-</li> <li>• Evaluate if a Lockdown (threat believed to be on campus) is needed</li> </ul> <ul style="list-style-type: none"> <li>• Contact your Director</li> </ul> <ul style="list-style-type: none"> <li>• Contact FWISD Safety &amp; Security</li> </ul> <ul style="list-style-type: none"> <li>• Obtain any witness statements</li> </ul> <ul style="list-style-type: none"> <li>• Send a message to parents via ParentLink that...the District is aware of the threat, Police and District staff are working together and doing all we can to ensure safety of our students...</li> </ul> <ul style="list-style-type: none"> <li>• Discuss with your Executive Director if a letter to parents is also required</li> <li>• If an on campus student is identified as a possible suspect, a threat assessment should be conducted</li> <li>• Conduct an administrative search of the student for weapons</li> <li>• FWISD Safety &amp; Security will provide any extra security staff as needed</li> <li>• FWISD Communications can search social media for additional info or possible origins of the threat</li> <li>• FWISD Safety &amp; Security will work with FWPD on the criminal investigation and keep leadership informed.</li> </ul>	<p>Call 911 Provide FWPD with all available information</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>FWISD Communications 817.814.1930</p>

## Pipeline Emergencies

Pipelines carrying petroleum products and natural gas are underground in many areas of the District. Texas has about 1/6<sup>th</sup> of the total pipelines in the US with more than 439,000 miles of pipelines. Admin staff on each campus should know if there are pipelines within 1,000 feet of the campus.

First Steps to Take	Notify in Order
<ul style="list-style-type: none"> <li>• Signs of a pipeline emergency;                             <ul style="list-style-type: none"> <li>○ Load roaring sound like a jet engine</li> <li>○ Hissing or whistling sound</li> <li>○ White vapor cloud like smoke from ground</li> <li>○ Odor like petroleum or gasoline</li> <li>○ Fire coming out of or on top of the ground</li> <li>○ Dirt blowing from a hole in the ground</li> <li>○ Frozen ground in the summer</li> <li>○ Bubbling in pools of water or liquid</li> <li>○ An area of dead vegetation.</li> </ul> </li>   <li>• If any of these signs of a pipeline emergency are seen or reported call 911</li> <li>• Initiate shelter in place procedures for staff and students in the building</li> <li>• Move students already outside away from the building on foot at least 300 yards (3 football fields) upwind and uphill. Go opposite the direction the flag is pointing.</li> <li>• Call Safety &amp; Security dispatch</li> <li>• Notify the pipeline company at the number found on the pipeline markers near school - or call 811</li> <li>• Contact maintenance and custodial staff and turn off mechanical ventilation systems (HVAC)</li> <li>• DO NOT use cell phones, electrical devices</li> <li>• Do NOT use matches or lighters</li> <li>• DO NOT start car engines</li> <li>• Follow the directions of the Fire Department on scene</li> </ul>	<p>Call 911</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>Pipeline company name and emergency # on markers near school:</p> <p>-----</p> <p>Call 811 if unknown</p> <p>FWISD Maintenance: 817.815.7400</p>

## Medical Emergency

In case of a serious injury or medical problem suffered by an employee and / or a student at school

Steps to Take (in order)	Notify (in Order)
<p><b>Principal or Designee</b></p> <ul style="list-style-type: none"> <li>• Call 911 for an ambulance. Identify to the 911 operator the location of the injured / ill person and the easiest way to get to that person</li> <li>• Direct a staff member to go to the access point to meet the first responders and direct them to the patient</li> <li>• Contact the school nurse</li> <li>• Notify the Safety &amp; Security Dispatcher that an ambulance has been called to the campus</li> <li>• Notify the appropriate person on the emergency card on file</li> <li>• Coordinate with the campus Lead Trauma Response Team [TRT] member to determine the level of impact and campus needs.</li> <li>• The Lead TRT member will contact the District Critical Incident Specialist</li> </ul> <p><b>Safety &amp; Security Dispatcher</b></p> <ul style="list-style-type: none"> <li>• Notify SRO and Area Advisor</li> <li>• Notify the District Incident Command Team if a patient is transported to a hospital</li> <li>• Ensure the Health Services Department is aware of the event</li> </ul>	<p>911</p> <p>Safety &amp; Security Dispatch 817.814.2680</p> <p>FWISD Critical Incident Specialist 817.814.2911</p> <p>FWISD Health Services 817.814.2990</p>

## Mercury Spill Inside a District Building

In case of a mercury spill in your building such as, but not limited to, a broken thermometer, barometer, child's necklace, etc.

Steps to Take (in order)	Notify (in Order)
<ul style="list-style-type: none"> <li>• DO NOT CALL 911 for Mercury spills!</li> <li>• Remove the students from the area, being careful not to track the mercury out of the area on their shoes</li> <li>• Separate the students that may have been contaminated by the mercury spill</li> <li>• Shut the HVAC system off if it is a rooftop unit</li> <li>• Notify the FWISD Environmental Department</li> <li>• Notify the FWISD Maintenance Department</li> <li>• Notify Safety &amp; Security for additional directions</li> <li>• DO NOT CALL 911 FOR MERCURY SPILLS</li> </ul>	<p>FWISD Environmental Department 817.815.7435</p> <p>FWISD Maintenance Department 817.815.7400</p> <p>Safety &amp; Security Dispatch 817.814.2699</p>

## Possible Exposure of Asbestos Containing Materials

For possible exposure of asbestos containing materials, but not limited to spray-on ceiling material falling, loosed or damaged thermal pipe insulation, etc.

The building industry stopped using Asbestos in building products prior to 1980.

Steps to Take (in order)	Notify (in Order)
<ul style="list-style-type: none"><li>• Remove the students from the area, being careful not to track the suspected material out of the area on their shoes</li><li>• Shut off the HVAC system in the area if it is a rooftop unit</li><li>• Notify the FWISD Environmental Department</li><li>• Notify the FWISD Maintenance Department</li></ul>	FWISD Environmental Department 817.815.7435  FWISD Maintenance Department 817.815.7400  Safety & Security 817.814.2699

## Chemical Spill Inside a District Building

In case of a chemical spill in your building.

Steps to Take (in order)	Notify (in Order)
<ul style="list-style-type: none"> <li>• Remove the students from the area, being careful not to track the spilled chemical out of the area on their shoes</li> <li>• Wash well, (flush contacted area for at least 15 minutes with plain water) any student that has been touched by any chemical spill</li> <li>• Contact the campus nurse for a medical evaluation of any exposed student</li> <li>• Contact the school's chemistry (or science) department chairperson</li> <li>• Notify the FWISD Environmental Department</li> <li>• Notify the FWISD Maintenance Department</li> <li>• Notify Safety and Security for additional directions</li> </ul> <p>Note: If the Principal or designee is not sure of the nature of the spill or what has been spilled, call the Environmental Department at 817.815.7435. The Environmental Department will give further directions to be followed.)</p>	<p>FWISD Environmental Department 817.815.7435</p> <p>FWISD Maintenance Department 817.815.7400</p> <p>Safety &amp; Security 817.814.2699</p>

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### MATERIAL SAFETY DATA SHEET INFORMATION (MSDS)

The District is responsible for ensuring MSDS (aka SDS), for products used by custodial care, Child Nutrition Services, chemistry and science classes are available at each campus. Currently, MSDS must be readily accessible to employees when they are in their work areas during working hours. Each campus will designate a person responsible for maintaining the MSDS sheets as required in the written HAZCOM Plan. It is recommended that a copy of all MSDS located at a school be placed in one binder and kept in the main office for rapid access. Your area maintenance director can aid in obtaining missing MSDS sheets for products inside your school.

## Train Derailment Near the School

Fort Worth owes its development in part to the railroads, with eight railroads once serving the city. Mergers have reduced that number but an extensive and busy network of railroad tracks remain in use.

First Steps to Take	Notify in Order
<p>If there is a train derailment or freight car accident on tracks within 1,000 yards of the campus property.</p> <ul style="list-style-type: none"> <li>• Principal delegates someone to Call 911</li> <li>• Principal delegates someone to call Safety &amp; Security</li> <li>• Move students away from immediate vicinity of danger:               <ul style="list-style-type: none"> <li>- Implement REVERSE EVACUATION if students are outside; observe wind direction by observing flags or leaves and move students appropriately.</li> <li>- SHELTER-IN-PLACE</li> </ul> </li> <li>• Notify custodial staff to shut off any rooftop HVAC units</li> <li>• Notify Energy Management to shut off remote controlled HVAC, if no answer call Maintenance</li> <li>• Use duct tape to seal the inside edges of the doors on the side of the building facing the incident</li> <li>• Follow directions of the responding Fire Department unit</li> <li>• Consult with Leadership Director to discuss the Fire Department's directions on continuing to SHELTER-IN-PLACE or EVACUATION / RELOCATION</li> <li>• Update Safety &amp; Security on actions you are taking.</li> <li>• DOCUMENT in writing all actions taken, who you spoke to and the times each action was taken. Forward to Safety &amp; Security at the end of the incident via your Area Advisor</li> </ul>	<p>Call 911</p> <p>Notify Safety &amp; Security at 817.814.2699</p> <p>FWISD Energy Management (HVAC) 817.815.7440</p> <p>FWISD Maintenance: 817.815.7400</p>

## Missing or Stolen Computer

Steps to take (in order)	Notify (in order)
<p><b>All computer thefts should be reported to:</b></p> <ul style="list-style-type: none"> <li>○ Fort Worth Police Department 817.335.4222 or online, obtain a report number from the Police Department and record it on the Form 920 (page 34c in the EOP)</li> <li style="text-align: center;">-and-</li> <li>○ FWISD Safety &amp; Security 817.814.2699</li> </ul> <p>FWISD Safety &amp; Security has created a reporting process sheet to assist administrators in dealing with a missing or stolen computer. This and the required report form (Form 920) are provided behind this page for your convenience (2 pages - 34b and 34c).</p>	<p>Call Safety &amp; Security 817.814.2699</p>

### Who should I notify of a stolen desktop or laptop computer?

All computer thefts should be reported to:

- **Fort Worth Police Department:** Phone: 817.392.4222 (non-emergency)
  - A police report must be filed and a report number obtained. To file electronically, please visit the website below:  
<https://police.fortworthtexas.gov/OnlineServices/file-a-police-report>
- **Fort Worth ISD Safety & Security** Phone: 817.814.2699
  - Note: Please advise Safety & Security of any sensitive information that was kept on the computer.

**Form 920 and a copy of the Police report that has been submitted should be completed and emailed to:**

• **Reporttheft@fwisd.org**

*Record on the email any person you have been working with to solve the missing computer*

The **Division of Technology** will be notified electronically by Safety & Security.

*Please refer to the FWISD District Publication Bulletin Number One, Section 10, for specific details about forms and procedures that must be used to ensure that each item is properly documented.*

### Do I need to report my computer stolen to the Division of Technology?

*No. Once you have reported the computer theft to Safety & Security, the Division of Technology will be notified of the theft, which will initiate the stolen computer investigation process.*

### When reporting a stolen computer, what information is needed?

*When reporting a stolen computer, please be prepared to provide this information:*

- Computer brand and type  
(Example: Dell laptop, HP desktop)
- Computer asset number  
(Example: 658210)
- Computer serial number  
(Example: MCX00564849840348)
- Location of system prior to theft

Other helpful information:

- Computer name  
(Example: 854-LiB-001)
- Name of User  
(Example: Ann Smith)

### Can a stolen District computer be retrieved and returned to me?

*In some cases, a District-owned computer may be located and retrieved. In the event that a system is retrieved and viable, the user will be notified by Safety and Security.*

### Can a stolen mouse, monitor or keyboard be tracked by the Division of Technology electronically?

No.

### Can the Division of Technology track and retrieve a non-District-owned computer?

No.

### What should I do if a computer reported missing or stolen is later found in the building?

*Please notify Safety & Security as soon as possible. Additionally, the person who filed the initial Police report should contact the assigned detective to update the report.*

### Do schools or departments receive replacement funds for lost or stolen computers?

*The Budget department will:*

- Review the original source of funding.
- Assess availability of replacement funds.
- Notify if replacement funds are available.

**NOTE: It is important that every question be completed. If not applicable, use "N/A"**

**FORT WORTH INDEPENDENT SCHOOL DISTRICT – Report of Damage, Fire or Theft**

School No. \_\_\_\_\_ Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Date & Time Occurred \_\_\_\_\_

Person in charge of stolen or vandalized property \_\_\_\_\_

Name of culprit/s \_\_\_\_\_ Age \_\_\_\_\_ Student \_\_\_\_\_ School \_\_\_\_\_  
(If more than one, list and attach separate sheet)

Address of culprit/s \_\_\_\_\_ Phone Number \_\_\_\_\_

Disciplinary action \_\_\_\_\_

Were surveillance cameras on? Yes \_\_\_ No \_\_\_ ; If no, why not? \_\_\_\_\_

Emailed to Reporttheft@fwisd.org Yes \_\_\_ No \_\_\_

Safety & Security, Budget, and Internal Audit will be notified by this email.

Restitution to be collected \_\_\_\_\_ (Attach check for restitution to this report)

Reported to Police Officer \_\_\_\_\_ Name of Officer \_\_\_\_\_ Police Report No. \_\_\_\_\_

Reported by \_\_\_\_\_ Title \_\_\_\_\_

Cost of damage to building or property \$ \_\_\_\_\_ How did culprit gain entry? \_\_\_\_\_

DAMAGE DESCRIPTION	ESTIMATED COST TO REPAIR
Paint	
Glass	
Cleaning	
Fire	
Equipment (Indicate Serial #)	
Other	

**THEFT:** Denote owner, i.e., FWISD, teacher, pupil or school

MAKE	MODEL	SERIAL #	DESCRIPTION (INDICATE IF EQUIPMENT IS ESSENTIAL TO OPERATE PROMETHEAN BOARD)	OWNER	COST TO REPLACE

Recommendations to prevent future occurrences are: (Use separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
SIGNATURE OF REPORTING OFFICIAL

## FWISD HUMAN TRAFFICKING SCHOOL SAFETY PROTOCOL (HTSSP) REPORTING PROCEDURES

Steps to Take (in Order)	Notify (in Order)
<p><b>THE PERSON WHO SUSPECTS HUMAN TRAFFICKING (INCLUDING CHILD SEXUAL EXPLOITATION AND CHILD LABOR TRAFFICKING)</b></p> <p>When a district employee suspects that a child may be exploited or trafficked for their body or labor, the following reporting procedures shall be followed:</p>	
<p>1. The person who suspects child exploitation/child trafficking is responsible for reporting immediately to local law enforcement by calling <b>911 IF THE CHILD IS IN IMMINENT HARM AND AN IMMEDIATE RESPONSE IS WARRANTED.</b></p>	<p>Law Enforcement 911 (EMERGENCY ONLY)</p>
<p>2. Call the Texas Abuse Hotline at <b>1.800.252.5400</b> to report suspected child exploitation and/or child trafficking within 48 hours of the initial suspicion. Reporter(s) may be directed to file a confidential report to the Department of Family Protective Services at <a href="http://www.txabusehotline.org">www.txabusehotline.org</a>. No administrative approval is needed to contact DFPS.</p>	<p>Texas Abuse Hotline (DFPS) 1.800.252.5400 or <a href="http://www.txabusehotline.org">www.txabusehotline.org</a></p>
<p>3. Notify the FWISD Safety &amp; Security Office at 817.814.2699 who will engage local law enforcement, and</p>	<p>FWISD Safety &amp; Security 817.814.2699</p>
<p>4. Notify the campus Principal that "A mandated report has been made for [Student Name], [Student ID]." No administrative approval is needed to contact DFPS.</p>	<p>Campus Principal</p>
<p>5. Campus Principal and School Safety &amp; Security staff will assess campus impact (i.e., harassment, recruitment, involvement of other students, and campus safety), and assess appropriate placement/learning environment for involved student(s).</p>	
<p>6. <b>DO NOT INTERVIEW/ INVESTIGATE REGARDING SUSPECTED HUMAN TRAFFICKING.</b> When human trafficking is suspected, only authorized forensic investigators will interview the student and/or the trafficker/perpetrator. Counselors/ Interventionists/ Case Managers/ Administrators/ School Resource Officers (SROs) should not investigate or question the student about details regarding acts of abuse.</p>	
<p>7. Principal will refer the student to the campus Counselor/ Interventionist/ Case Manager, who will meet with the student to address basic needs, co-create a plan with the student to address safety and school-related concerns, schedule regular contacts, and provide appropriate referrals.</p>	<p>Campus Counselor/ Interventionist/ Case Manager</p>
<p>8. If appropriate, and in consultation with student, Counselor/ Interventionist/ Case Manager will notify the legal guardian of potential trafficking <b>EXCEPT IN CASES OF FAMILIAL TRAFFICKING</b> and provide appropriate referrals.</p>	<p>Parent/Guardian</p>

## Suicide Threat on Campus

Steps to Take (In Order)	Notify (In Order)
<p><b>THE PRINCIPAL OR DESIGNEE WILL:</b></p> <ol style="list-style-type: none"> <li>1. Isolate student and ensure that he/she cannot harm self or others. <b>DO NOT LEAVE STUDENT ALONE.</b></li> <li>2. Contact Student Support Services Personnel (counselor, intervention specialist, case manager, LSSP) who will conduct Suicide Risk Assessment to determine level of risk.</li> <li>3. Contact Nurse who will check vitals and meet needs of student based on physical assessment.</li> <li>4. Take action based on assessed level of risk.               <ol style="list-style-type: none"> <li>a. If Minimal/Routine risk, parent/guardian will be notified and encouraged to seek counseling as needed for student. This parent consultation may take place face-to-face or by telephone.</li> <li>b. If Moderate/Urgent risk, parent/guardian will be instructed to obtain counseling for student or possibly emergency psychiatric services for student. Student will be released to parent/guardian with instruction and referrals, including <i>Emergency Notification and Release of Information</i></li> <li>c. If High/Emergent risk, refer to medical facility for assessment for inpatient services, include <i>Emergency Notification and Release of Information</i></li> <li>d. Parent may transport or school may request assistance from Safety &amp; Security for a School Resource Officer or Area Advisor to provide transportation. District Crisis Response may be contacted 817.814.2911 for consultation.</li> </ol> </li> <li>5. Notify Safety &amp; Security, emergency phone numbers <b>817.814.2699.</b></li> </ol> <p><b>SAFETY &amp; SECURITY WILL:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch school police officer and/or area advisor, if requested or needed.</li> <li>2. Notify the superintendent and other appropriate central administrators.</li> </ol> <p><b>THE STUDENT SUPPORT SERVICES DEPARTMENT WILL:</b></p> <p>Dispatch District TRT members if requested by campus TRT and principal to:</p> <ol style="list-style-type: none"> <li>1. Present information to student(s) parent and/or guardian(s) for obtaining appropriate services in the community, and/or</li> <li>2. Provide critical incident interventions for students, faculty and members of the learning community, and/or</li> <li>3. Arrange follow-up and referral for students and faculty.</li> </ol>	<p style="text-align: center;">FWISD District Crisis Response 817.814.2911</p> <p style="text-align: center;">Safety &amp; Security 817.814.2699</p>

## Suicide Threat off Campus (includes Electronic Notification)

Steps to Take (In Order)	Notify (In Order)
<p><b>THE PRINCIPAL OR DESIGNEE WILL:</b></p> <ol style="list-style-type: none"> <li>1. Contact Student Support Services Personnel (counselor, intervention specialist, case manager, LSSP) who will contact parent/guardian with information/resources and offer to complete Suicide Risk Assessment to determine level of risk.</li> <li>2. Take action based on assessed level of risk.               <ol style="list-style-type: none"> <li>a. If Minimal/Routine risk, parent/guardian will be notified and encouraged to seek counseling as needed for student. This parent consultation may take place face-to-face or by telephone.</li> <li>b. If Moderate/Urgent risk, parent/guardian will be instructed to obtain counseling for student or possibly emergency psychiatric services for student. Student will be released to parent/guardian with instruction and referrals, including <i>Emergency Notification and Release of Information</i></li> <li>c. If High/Emergent risk, refer to medical facility for assessment for inpatient services, include <i>Emergency Notification and Release of Information</i></li> <li>d. Parent may transport or school may request assistance from Safety &amp; Security for a School Resource Officer or Area Advisor to provide transportation. District Crisis Response may be contacted 817.814.2911 for consultation.</li> </ol> </li> <li>3. Notify Safety &amp; Security, emergency phone numbers <b>817.814.2699.</b></li> </ol> <p><b>If contact cannot be made, call local police department and ask for Welfare Check to address on Emergency Card. Give as much information about student and situation as possible to assist in the Welfare Check.</b></p> <p><b>The Mobile Crisis Outreach Team of MHMR-TC can be reached to assist at 817.335.3022</b></p> <p><b>SAFETY &amp; SECURITY WILL:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch school police officer and/or area advisor, if requested or needed.</li> <li>2. Notify the superintendent and other appropriate central administrators.</li> </ol>	<p>FWISD District Crisis Response 817.814.2911</p> <p>Mobile Crisis Outreach Team 817.335.3022</p> <p>Safety &amp; Security 817.814.2699</p>

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# Death on Campus

Steps to Take (In Order)	Notify (In Order)
<p><b>THE PRINCIPAL OR DESIGNEE WILL:</b></p> <ol style="list-style-type: none"> <li>1. Call 911.</li> <li>2. Activate pertinent CERT members for proper response to emergency.</li> <li>3. Direct a staff member to go to the access point to meet the first responders and direct them to the location of deceased.</li> <li>4. Notify Safety &amp; Security, emergency phone numbers <b>817.814.2699</b>.</li> <li>5. Contact the school nurse</li> <li>6. Furnish name, address and phone number of parent/guardian or nearest relative to police officer and medical examiner.</li> <li>7. Coordinate with campus lead Trauma Response Team (TRT) member to determine level of impact and campus needs. Lead TRT person will contact the District Crisis Response at <b>817.814.2911</b>.</li> </ol> <p><b>SAFETY &amp; SECURITY WILL:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch school police officer and/or area advisor.</li> <li>2. Notify the superintendent and Leadership</li> <li>3. Notify the Communications Department <b>817.814.1930</b>.</li> <li>4. Notify the Health Services Department <b>817.814.2990</b>.</li> <li>5. Notify Human Capital Management Department <b>817.814.2740</b> (if applicable).</li> </ol> <p><b>THE HEALTH SERVICES DEPARTMENT WILL:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch a nurse to the scene, if necessary.</li> <li>2. Send a nurse to the hospital (if applicable).</li> </ol> <p><b>THE STUDENT SUPPORT SERVICES DEPARTMENT WILL:</b> Dispatch District TRT members if requested by campus TRT and principal to:</p> <ol style="list-style-type: none"> <li>1. Present information to staff, student(s), parent and/or guardian(s) for obtaining appropriate services in the community, and/or</li> <li>2. Provide critical incident interventions for students, faculty and members of the learning community, and/or</li> <li>3. Arrange follow-up and referral for students and faculty as needed.</li> </ol>	<p>911</p> <p>Safety &amp; Security 817.814.2699</p> <p>FWISD District Crisis Response 817.814.2911</p> <p>Communications Department 817.814.1930</p> <p>Health Services Department 817.814.2990</p> <p>Human Capital Management Department 817.814.2740</p>

# Death Off Campus

Steps to Take (In Order)	Notify (In Order)
<p><b>THE PRINCIPAL OR DESIGNEE WILL:</b></p> <ol style="list-style-type: none"> <li>1. Notify Safety &amp; Security at <b>817.814.2699.</b></li> <li>2. Coordinate with campus lead Trauma Response Team (TRT) member to determine level of impact and campus needs. This will include a plan for informing students and parents and providing responsive counseling services. Lead TRT person will contact District Crisis Response at <b>817.814.2911.</b></li> </ol> <p><b>SAFETY &amp; SECURITY WILL:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch school police officer and/or area advisor, if requested or needed.</li> <li>2. Notify the Superintendent and Leadership</li> <li>3. Notify the Communications Department <b>817.814.1930.</b></li> <li>4. Contact Human Capital Management Department (if an employee) <b>817.814.2740</b></li> </ol> <p><b>THE STUDENT SUPPORT SERVICES DEPARTMENT WILL:</b></p> <p>Dispatch District TRT members if requested by campus TRT and principal to:</p> <ol style="list-style-type: none"> <li>1. Present information to student(s) parent and/or guardian(s) for obtaining appropriate services in the community, and/or</li> <li>2. Provide critical incident interventions for students, faculty and members of the learning community, and/or</li> <li>3. Arrange follow-up and referral for students and faculty as needed.</li> <li>4. Contact Division of Technology (if student) <b>817.814.3091</b></li> </ol>	<p><b>Safety &amp; Security</b> <b>817-814-2699</b></p> <p><b>FWISD District Crisis Response</b> <b>817.814.2911</b></p> <p><b>Communications Department</b> <b>817.814.1930</b></p> <p><b>Human Capital Management Department</b> <b>817.814.2740</b></p> <p><b>Division of Technology</b> <b>817.814.3091</b></p>

## Active Shooter in the School

Steps to Take (in Order)	Notify
<p><b><u>Administrators</u></b></p> <ul style="list-style-type: none"> <li>• Initiate Lockdown, press the Red Button</li> <li>• Call 9-1-1</li> <li>• If possible, notify Safety &amp; Security by phone or radio (Channel 7)</li> <li>• Update Safety &amp; Security as possible</li> <li>• Follow directions of the responding police</li> <li>• As situation stabilizes account for students and staff</li> </ul> <p><b><u>Teachers and Staff</u></b></p> <p style="text-align: center;"><b>Avoid, Deny, Defend</b></p> <ul style="list-style-type: none"> <li>• Lock room door and cover door window</li> <li>• Turn off Lights</li> <li>• Keep students as quiet as possible</li> <li>• Keep everyone out of sight</li> <li>• Prepare to defend yourself and others</li> <li>• Listen and wait for additional instructions</li> </ul>	<p>Safety &amp; Security 817.814.2680</p>

## **Definitions Relating to Child Abuse and Neglect**

### **Failure to Report**

A person commits a class A misdemeanor if he/she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. *Family Code 261.109*

### **Immunity from Liability**

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his/her own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed.  
*Family Code 261.106*

### **CHILD or MINOR**

A person under 18 years of age who is not and has not been married or who has not had his disabilities of minority removed for general purposes.  
*[Texas Family Code §101.003]*

### **DFPS**

The Texas Department of Family and Protective Services (DFPS) works with communities to promote safe and healthy families and protect children and vulnerable adults from abuse, neglect, and exploitation

### **CPS**

Child Protective Services is a division of DFPS and is charged with protection of children from child abuse and neglect and investigation of allegations of abuse and neglect.

### **PHYSICAL ABUSE**

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is inconsistent with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm.

### Examples of Physical Abuse:

1. Recent non-accidental, unexplained or inconsistent bruises or injuries on a child over 6 years.
2. Recent non-accidental burns on a child over 6 years.
3. Hair pulling resulting in bald spots.
4. Child reports being chained or locked up.
5. Parent demonstrates a lack of control that results in behaviors which place a child at risk of substantial harm; i.e., throwing child across room, pushing child near stairs, throwing objects at child, etc.
6. Presence of scars indicating serious abuse incidents not previously investigated and current risk factors are present.

### SEXUAL ABUSE

Sexual conduct harmful to a child's mental, emotional or physical welfare. Failure to make a reasonable effort to prevent sexual conduct harmful to a child.

Compelling or encouraging the child to engage in sexual conduct. The statutory definition of compelling is met whether the child actually engages in sexual conduct or simply faces a substantial risk of doing so [DFPS Rules, 40 TAC §700.501].

Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of a child in obscene or pornographic materials.

### Examples of Sexual Abuse:

1. Child 11 years or younger with any sexually transmitted disease.
2. Child, age 9 or younger, exhibiting inappropriate sexually acting out behavior including, but not limited to, public or excessive masturbation, attempts to engage others in oral/anal sex acts, insertion of objects in vagina or rectum.
3. Child of any age is alleged to have been sexually abused or sexually exploited within the past year by a parent, caretaker or a relative of the child over the age of ten.
4. Failure of parent to make reasonable efforts to prevent a child aged 13 or younger having sexual relationships (even if alleged to be consensual); i.e., 13-year-old having sex with 18-year-old that parents have allowed to move in and share bedroom with the child.

### EMOTIONAL ABUSE

Mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning. Causing or permitting the child to be in a

situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development or psychological functioning.

Example of Emotional Abuse:

Parental behavior causes measurable and severe detrimental effects on the child including isolated child (not allowed to eat/live/interact with rest of the family) and scapegoated child (treated very differently from other children in the household).

The following do not constitute emotional abuse:

1. Name calling by parent/caretaker.
2. Allegations of parental insensitivity to school-aged child's emotional needs that have not required professional assessment.
3. Parent/adolescent child conflict.

### **ABANDONMENT**

The leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian or managing or possessory conservator of the child.

Examples of Abandonment:

1. Babies/children left in hospital, street, public place, with no caretaker found.
2. Child left in a shelter by parent for 24 hours or with unrelated caretaker when no parent can be located and caretaker refuses to provide further care.
3. Child is left with relative who refuses to provide further care.

### **MEDICAL NEGLECT**

The failure to seek, obtain or follow through with medical care for the child, with the failure resulting in or presenting a substantial risk of death, disfigurement or bodily injury or with the failure resulting in an observable and material impairment to the growth, development or functioning of the child.

#### **Examples of Medical Neglect:**

1. Critical negative consequences to missed medical/counseling appointments.
2. Parents not learning what to do with high-risk newborn requiring special care.
3. Lack of medical treatment that poses a substantial risk of serious harm; including illnesses, optical or dental needs, and parent has refused to obtain treatment.
4. Child is suicidal, professional has made parents aware, and parents have demonstrated that they will not respond appropriately.

#### **PHYSICAL NEGLECT**

The failure to provide the child with food, clothing or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.

#### **Examples:**

1. Household with bug or rodent infestation to point that the child is impacted (lice infestation is not a CPS matter, unless the child's health is in danger).
2. Significant weight loss indicating malnourishment unrelated to a medical condition.
3. Child is not receiving adequate food which appears to be leading to malnourishment.

#### **REFUSAL TO ASSUME PARENTAL RESPONSIBILITIES**

The failure by the person responsible for a child's care, custody or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

#### **Examples of Refusing to Assume Parental Responsibilities:**

1. Parent(s) or guardian(s) refuses to answer call from school
2. Parent(s) or guardian(s) refuses to pick-up student from school

#### **NEGLECTFUL SUPERVISION**

Neglectful supervision is defined as:

- placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond

the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;

*Texas Family Code §261.001(4)(A)(ii)(a)*

- placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or

*Texas Family Code §261.001(4)(A)(ii)(d)*

- placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under committed against another child.

*Texas Family Code §261.001(4)(A)(ii)(e)*

### **EDUCATIONAL NEGLECT**

Educational Neglect refers to a parent's failure to provide for a child's basic needs with regards to school and education. In most cases, this refers to younger children who are still claimed as dependents of the parent. Texas does not require parents to notify school officials that they are homeschooling.

Types of educational neglect include:

- Permitted, chronic truancy—permitting habitual absenteeism from school averaging at least 5 days a month if the parent or guardian is informed of the problem and does not attempt to intervene.
- Failure to enroll or other truancy—failing to homeschool, to register, or to enroll a child of mandatory school age, causing the child to miss at least 1 month of school without valid reasons.
- Inattention to special education needs—refusing to allow or failing to obtain recommended remedial education services or neglecting to obtain or follow through with treatment for a child's diagnosed learning disorder or other special education need without reasonable cause.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In health or safety emergency situations, a school may determine that it is necessary to disclose non-discriminatory information to appropriate parties in order to address a disaster or other health or safety emergency. FERPA permits school officials to disclose, without consent, education records, or personally identifiable information from education records, to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health and safety of the student or other individuals. See 34 CFR 99.31(a)(10) and 34 CFR 99.36. This exception to FERPA's general consent requirement is temporally limited to the period of the emergency and generally does not allow for a blanket release of

**personally identifiable information from the student's education records. This exception applies to suicide and violent behavior prevention and intervention as well as child abuse reporting.**

# **Section E: Emergency Drills & Supporting Documents**

# **All Fort Worth ISD Campuses**

## **ALL-HAZARD EMERGENCY CAMPUS OPERATIONS PLAN**

### **Section E**

### **Emergency Drills and Supporting Documents**

#### **SECURITY STATEMENT**

This document is designated FOR OFFICIAL USE ONLY (FOUO). It contains sensitive but unclassified information that may be exempt from public release under the Freedom of Information Act (5 USC 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Fort Worth Independent School District, State of Texas and/or Department of Homeland Security policy relating to FOUO information, and will not be released to the public or personnel who do not have a valid need without prior approval from the Superintendent or the District Emergency Management Coordinator. Copying, dissemination, or distribution of these documents, attachments or graphics to unauthorized user is prohibited.



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**II. OVERVIEW AND PURPOSE**

This Section of the Campus All Hazard Emergency Operations Plan outlines the emergency drill procedures, drill calendar and the incident management documents for use in an exercise or actual emergency.

**III. DOCUMENTATION**

This document outlines the safety and emergency drill requirements promulgated in Texas Education Code 37.114 and 19 TAC Chapter 103, Health and Safety, Subchapter CC, §103.1209, Mandatory School Drills. Section III delineates the drill procedures. The procedures to take in an actual event are listed following each drill. Any questions about procedures please talk to your Area Advisor or call / email FWISD’s Emergency Management Coordinator at the Safety and Security Department.

**A. Emergency Drill Calendar**

1. An Emergency Drill Calendar for the school year is attached at the end of this section of the CEOP. A copy of the completed calendar is due to the Area Advisor, the school’s Executive Director and the District

Emergency Management Coordinator (EMC) by the end of the second (2<sup>nd</sup>) week of the school year.

2. All drills must be planned and completed in the first two weeks of the calendar month except for August. Please do not wait until the last week of the month. Leadership will be notified of drill compliance.
3. Any deviation from the first two-week requirement must be obtained in writing (email) from the school's Executive Director. A copy should be forwarded to the EMC.
4. The TEA required emergency drills and months assigned are:

<b>Drill</b>	<b>Month</b>	<b>Drill</b>	<b>Month</b>
Fire	August	Fire	January
Fire	September	Evacuate	January
Fire	October	Fire	February
Lockdown	October	Lockdown	February
Fire	November	Fire	March
Hold	November	Severe Weather	March
Fire	December	Fire	April
Secure	December	Fire	May
		Shelter (Hazmat)	May

#### B. Drill Reporting System

1. All drills are recorded in the District drill reporting system. The Area Advisor can assist the administrator in navigating the drill reporting system.
2. The url for the drill reporting system is:  
  

<https://appweb.fwisd.org/emgdrill>
3. All school administrators should have access to the drill reporting system. Contact your Area Advisor or the EMC for drill reporting system access.
4. The administrator logs into the drill reporting system using their FWISD email and active directory password.

### C. Emergency Radio Channel (Channel 7) Operation

1. Channel 7 is the District EMERGENCY radio channel. Administrators' radio should have channel 7 programmed.
2. Verify administrator radio channel 7 is active.
3. Turn the channel selector knob on the radio to Channel 7
4. If the radio provides a steady continuous tone, Channel 7 is not programmed in that radio. Locate another radio.
5. While holding down the talk button say "**This is School ###, [school name], [your name and title] and your message.** Please speak at a normal voice volume, the radio will amplify your voice.
6. If no reply your message may not have been transmitted. Change location about 30 feet and try again.
7. Wind, location, background noise, and speaking rapidly or in a raised volume may prevent clear transmission. Please do not be offended if you are asked to change location and try the radio again.

## IV. EMERGENCY DRILL PROCEDURES

### A. Fire Drill Procedure

1. A fire drill with complete evacuation and return of students, faculty and staff is required each month that a school is in session for ten (10) or more days in that calendar month.
2. There is no time limit for completing the drill. The focus will be on educating students how to exit the building and the actions to be taken once students and staff have exited and returned to the building.
3. The drill times may be announced to the teaching staff ahead of time.
4. All students should be moved one hundred (100) feet away from the buildings and out of fire lanes. The 100 feet provides the firefighters a working area and keeps students safe from falling debris. Note the Fire Department Incident Commander may ask school personnel to move students further away from taller buildings.
5. Educate students to gather near their teacher so the teacher may take roll. It is critical for student safety that staff can account all people are out of the facility. A student may have been out of the classroom at the time of the alarm and needs to be accounted for to ensure their safety.

6. Teachers will take roll and report they have all their students and paraprofessionals to the Incident Commander (IC) (wearing black vest). This is called calling PAR (personnel accountability report). The report should be like this:
  - a. *Mrs. Cortez has PAR* (meaning all students and staff are accounted for)
 Or
  - b. *This is the Sub for Dr. Boyd in room 104, We are missing a student*
7. PAR reports may be made via radio or by using a green/red card system.
8. Only after PAR is complete and all students and staff are accounted for then may students and staff reenter building. Accountability is an essential component of the drill. We must ensure the safety of our students and staff. It is very easy to become disoriented in the smoke and noises of a real fire, even in a room with which you are familiar. Smoke can kill in just a couple of minutes.

## **B. Actual Fire Emergency**

1. Initiate the evacuation of the building via the closest exit
2. All students should be moved one hundred (100) feet away from the buildings and out of fire lanes. The 100 feet provides the firefighters a working area and keeps students safe from falling debris. Note the Fire Department Incident Commander may ask school personnel to move students further away from taller buildings.
3. Students gather near their teacher. Teachers will take roll and report they have PAR or they do not have PAR to the school Incident Commander (IC) (the administrator wearing a black vest).
4. If a student or staff member is reported missing, the school Incident Commander (IC) needs to determine the name of the student and begin a search outside for the student. If not found notify the Fire Department IC on scene and your Area Advisor.

## **C. Lockdown (drill twice a year, once per semester)**

1. Lockdown is a response action that a school takes to secure school buildings and grounds during incidents that pose an immediate threat of violence inside the school or on the immediate school property.
2. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger. Outside doors are locked. No one goes in or out of a building or classroom.

3. An administrator or senior office staff person will immediately call Lockdown on the school COMMUNICATIONS system.
4. Teachers will immediately clear hallways, close and lock classroom doors, turn off the lights, cover the windows and have the students be quiet and stay off their phones. Encourage students to delay texting or posting about the situation for five (5) minutes.
5. **Do Not** press the red button in a drill. Please notify S&S Dispatch by phone or radio (on the Emergency Channel – channel 7) that you are having a drill.
6. School Administration will check to make sure all students, teachers, and staff are behind locked doors, quiet and out of sight. Once the building is checked, administration may release the school from lockdown.
7. Communicate with students that in a lockdown they should wait five minutes to send text messages. The student's first message should be to their parents letting them know they are safe and asking them to not rush to the school. Ask students not to post to social media sites, they may be inadvertently providing information to people who intend to do harm

#### **D. Actual Lockdown Situation**

1. Any FWISD employee or Police Officer may initiate a Lockdown to ensure a safe environment for our students.
2. Safety & Security office staff may call the school and direct the school to go on Lockdown.
3. Upon call for Lockdown, front office personnel will activate the Red Emergency Button.
4. An administrator or senior office staff person will immediately call Lockdown on the school paging system and initiate the emergency communications systems
5. Teachers will immediately clear the hallways, close and lock classroom doors, turn off the lights, cover the windows and have the students be quiet and stay off their phones. Encourage students to delay texting about the situation for five (5) minutes.
6. Students should be moved from the hallways into the closest classroom.
7. Teachers should take roll and add any students they have acquired from the hallways to the bottom of the roll sheet.
8. **AVOID, DENY, DEFEND**

9. If initiated at the school, an administrator or office staff person will immediately call Safety and Security at 817-814-2680 and advise of the reason for lockdown.
10. **Actual Threat Event on Campus:** If the lockdown is a result of a real threat on campus, teachers are not to open the classroom door for any person or reason. An authorized person will unlock the classroom door using keys after the threat is neutralized. Teachers, staff, and students will follow directions given by police.
11. **Threat Event Resolved Outside the School:** Only designated persons at the FWISD Safety & Security Department may release a school from Lockdown. **NO EXCEPTIONS.** Only those individuals have the whole scope of the situation and can determine if the school and occupants are safe. The Area Advisor or Police Dispatcher at Safety & Security will advise the principal when the school may clear from Lockdown.
12. After the Lockdown event is cleared, return to normal operation.
13. Administrators will send notification to parents ASAP and debrief with staff.

#### **E. Secure (drill once a year)**

1. **Secure** is a response action that a school takes to secure school buildings and grounds during incidents that pose a threat or hazard outside of the school building and off school property. Secure uses the physical facility to act as protection.
2. In a secure drill the administrator will announce the drill.
3. All exterior doors will be locked. Simulate pressing the Red button to lock exterior doors. Do Not press the red button in a drill. The Red Button triggers notification of District leadership staff and disables card readers. Please notify Dispatch by phone or radio (on the Emergency Channel - channel 7) that you are having a drill.
4. Portable doors should be locked. Suspend student movement from going outside to another building.
5. Notify Safety & Security that you are performing a Secure drill.
6. School activities continue as normal inside a building.
7. Keep students away from exterior windows.

## F. Actual Secure Event

1. **Secure** may be initiated by school administrators, Area Advisors, a Police Officer or the Safety and Security Department. Activate the **RED EMERGENCY** button, ensure the campus is safe then ask Safety and Security Dispatch for more information. Please notify your staff and notify parents of the situation as soon as feasible. Parents will not be allowed into the building. No dismissals are allowed during a Secure event.
2. Only Safety and Security may release a school from a real Secure - **NO EXCEPTIONS**. Notification will come from the Safety and Security Office through the Police Dispatcher or your Area Advisor to the Principal or designee.
3. In Secure mode only the outside doors of each building are locked.
4. Students that are near large open windows should be moved away from the large windows or the window covering activated.
5. Students in portables remain secured in the portable building
6. Students between portables and main buildings should be moved along to the closest building. If the student did not make it to the portable, have them go to the auditorium with staff supervision.
7. Except in cases listed above, there should be no disruption of instruction.
8. In a real Secure situation, the principal or designee should contact the Safety and Security dispatcher or by emergency radio channel for permission to clear from Secure mode.

## G. Evacuation (drill once a year)

1. Evacuation is used to move students from one part of the school that is unusable to another part so learning may continue. In rare cases the entire school may need to be evacuated.
2. The whole school doesn't need to move in a drill, only a wing or the section of the building. The scenario could be a toilet overflowing into the hall and a couple of classrooms or a bad chemical smell coming from the science classroom causing nausea to students.
3. In the case of a received bomb threat, refer to **Emergency Procedures 20 to 22 in the Emergency Procedures, Section D, of the CEOP**. Evacuation would be used to move students quickly and quietly from the vicinity of a suspicious object to a part of the school where all persons have at least three walls between them and the suspicious object. Classrooms above and below the object should be relocated as well.

4. The principal should plan with the CSERT (Campus Safety & Emergency Response Team – See Section B to the school CEOP), where they would move students from various parts of the building. This can be added to your Campus Emergency Operations Plan as an appendix to this section.
5. The principal should determine the drill situation and the rooms affected. The principal will designate the evacuation location.
6. The principal will call the classrooms affected in order from the closest to the suspected object (in case of possible leak or that smell) to the furthest classroom that needs to be moved.
7. Teachers will have their students evacuate the classroom, taking their backpacks and cell phones with them.
8. Backpacks and other bags are subject to search and metal detector use at the evacuation destination in case of a bomb threat. Removing them makes the job of searching the classrooms much easier.
9. After the school's CSERT members search and clear the area per the Emergency Procedures Manual, students may be returned to their classrooms.
10. No one should use radios or cell phones in the evacuated area in the case of a bomb threat
11. Document scenario, rooms evacuated, and challenges encountered on the drill calendar sheet.

#### **H. Actual Evacuation Event**

1. Determine the number of rooms affected and where you will relocate the students.
2. In the case of a received bomb threat, refer to **Emergency Procedures 20 to 22 in the Emergency Procedures, Section D, of the CEOP**. Move students quickly and quietly from the vicinity of a suspicious object to a part of the school where all persons have at least three walls between them and the suspicious object. Classrooms above and below the object should be relocated as well.
3. Instruct students to take their backpacks and cell phones with them when they leave the classroom.
4. No one should use radios or cell phones in the evacuated area in a bomb threat
5. Have staff guide students to the relocation site(s).
6. Teachers should take roll upon arriving at the relocation site.

7. Notify safety & Security at 817.814.2699 and the Area Advisor you have evacuated part of the school and the situation causing the move.
8. If a total evacuation is necessary or ordered by the Fire Department immediately call Safety & Security 817.814.2699 for assistance.
9. Full evacuation sites should be preplanned, administrators should work with their leadership team to develop relationships with community sites that can temporarily provide shelter and protection for the students. The location and contact information should be documented as an attachment to this section of the CEOP and provided to the District Emergency Management office at Safety & Security.
10. If the students will not be returning to the building during the school day, Safety & Security will work with the reunification team and the school administrators to initiate student parent reunification.

#### **I. Severe Weather Emergency - Tornado (drill once per school year)**

1. A Severe Weather or Tornado event invokes the same response. The storms can develop and change rapidly into threats to our schools. Do not get hung up on the name. Perform these actions.
2. A Severe Weather - Tornado drill practices the actions that a school will take in severe weather. In our geographic location this is most likely a severe thunderstorm storm that is demonstrating capability to form a tornado and impact a school. Severe thunderstorms may also produce dangerous hail and straight-line winds that can cause damage as severe as a tornado.
3. Students and staff will be required to quickly move to hallways and rooms without windows on the lowest floor possible or to an approved weather shelter area. In a hallway keep people at least 75 feet from an exterior door at the end of the hallway.
4. Severe Weather - Tornado Drill Operations:
  - a. Please do not perform this **drill** when there are thunderstorms present or threatening.
  - b. The principal or designee will announce on the school paging system that the school is performing a Severe Weather - Tornado Drill for the school.
  - c. Ensure NOAA weather radio is functional.
  - d. Advise Safety and Security over the EMERGENCY Channel that the school is performing a Severe Weather - Tornado drill.
  - e. Advise Safety & Security at the completion of the drill also.

- f. Students will proceed to their designated shelter area quickly but without running. Staff and administrators will show the students where they will locate in the case of a real event.
- g. Move all students from portables and outside locations into the main building quickly.
- h. Have the students get down on the floor and against the wall. Cover the most important part of your body with your arms and hand, your head.
- i. Safe shelter areas include:
  - i. Areas away from any windows that are at people's level
  - ii. Areas with a solid wall between a wall with windows and the students
  - iii. Basements
  - iv. The lowest area of a building in an area without windows
  - v. Stairwells without windows and only interior walls
- j. Avoid areas that provide no protection from tornado winds (wind up to 200 mph make everyday objects missiles that can penetrate windows and exterior walls):
  - i. Gyms (the exception is the tornado shelters collocated in a gym at new school construction (Overton Park ES and Rolling Hills ES)
  - ii. Auditoriums
  - iii. Cafeterias if they have large windows. Or large unsupported spans. (Check with your Area Advisor or Emergency Management if you are in doubt).
  - iv. Classrooms with large windows.
  - v. Portable buildings
- k. Emphasize in a real event, life safety takes precedence over social distancing considerations.
- l. Document scenario and challenges encountered on the drill calendar sheet.
- m. Let Safety & Security know your drill is complete

## **J. Severe Weather and/or Tornado Actual Event**

- 1. In a real weather threatening environment, the designated weather monitors at Safety & Security will advise school leadership staff as early in the day as possible conditions are coming together for possible storms capable of producing tornados/large hail/dangerous lightning that school day. This is a watch scenario. School Leadership will ensure all schools are notified.
- 2. There is a voluntary email list for weather notifications maintained by the Emergency Management Office. If you want to receive these weather

notifications, contact Ed McGinley. The list is repopulated every school year and lasts all year long.

5. Safety & Security weather monitors use the latest weather diagnostics and are in constant communication with the National Weather Service Operations Center in Fort Worth, the Storm Prediction Center in Oklahoma, and with the amateur radio trained Skywarn spotters working for the Fort Worth Joint Emergency Operations Center.
6. Principal and school staff operations:
  - a. Ensure the NOAA Weather Radio is on and functioning properly
  - b. Turn an administrator radio to monitor the District EMERGENCY channel (Channel 7) on the school radios.
  - c. Custodial staff ensure all items outside the school that may become missiles in high winds are secured.
  - d. Coaches in athletic fields should have a radio or someone (Athletic Trainer) with a school radio nearby.
  - e. Notify any contractors on school property
  - f. Amateur (ham) radio operators on school staff should monitor 146.940 MHz 110.9 PL Tone (Ft. Worth Skywarn)
  - g. If parents or neighbors show up at the door of the school bring them inside. Do not let parents take children from the building in a tornado warning.
  - h. Schools will receive notice of a Tornado **warning** from either NOAA weather radio (pay close attention to the description or the area covered), or by emergency broadcast over the District EMERGENCY channel (channel 7), mass email and other means.
  - i. Safety & Security will issue a tornado warning over the Informacast system to schools in the parts of the district affected.
  - j. If a tornado emergency overlaps with dismissal time, do not dismiss the students. If waiting parents want to shelter inside the building allow them to do so.
7. A Tornado warning **means** that there is evidence a storm cell will produce a tornado or that one is already on the ground. Safety and Security aims to give the school as much time as possible to get staff and students to safe areas. We will err on the side of caution because you rarely get enough warning.

**K. Hold Drill (once per school year)**

1. Hold is a response action when hallways need to be cleared. Example MedStar and the Fire Department are treating a teacher that has fallen near a stairwell in the main hallway. Students moving about may make the situation more difficult. Subsequent bells and any/all scheduled class changes are disregarded.
2. Movement throughout building is stopped until an all-clear signal is given. Any adult designated by the principal may order a **Hold** but should include at least all assistant principals and the school nurse.
3. Administrators should communicate the reason for the hold to teaching staff as soon as possible. Teachers should continue instructing their current students and no other changes in routine are necessary.
4. A **Hold** also may be initiated when there is heavy rain, lightning, or hail that would cause distress or pose a safety risk to students that need to move between portable buildings and the main building. Students in the portables should be held in place and students that need to go to the portables should be marshalled in the cafeteria or auditorium until the situation is resolved.
5. Hold Drill Operation:
  - a. The principal determines the scenario. This would be an excellent time to practice an emergency response with your CSERT. For assistance and ideas speak with your Area Advisor.
  - b. Announce the hold before class change time (for schools with class changes)
  - c. Notify the teachers the situation as soon as possible.
  - d. Students do not move classrooms or leave for the restroom.
  - e. After the teachers have been notified (keep in mind HIPAA, do not mention *'Mr. Giordano fell and possibly broke his hip!'*), clear the Hold and allow students time to change classes as necessary.
  - f. Document scenario and challenges encountered on the drill calendar sheet.

**L. HOLD Actual Event**

1. Any adult designated by the principal may order a Hold but should include at least all assistant principals and the school nurse.
2. Announce the hold before class change time (for schools with class changes)

3. Notify the teachers the situation as soon as possible
4. Students do not move classrooms or leave for the restroom.
5. Clear the hold when the situation resolves. Allow students time to get to the next class location

#### **M. Shelter-in-Place for Haz-Mat Emergency (Drill Once Per School Year)**

1. Shelter-in-Place for a Haz-Mat Emergency is a response action after a hazardous materials release near the school. The school acts to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. Affected individuals may be required to move to rooms without windows or to rooms that can be sealed. Shelter-in-place for hazmat examples include train derailment with chemical release or smoke from a nearby fire.
2. The principal initiates the drill with a notification that there is a structure fire nearby and the fire department is concerned the school is in the smoke plume that contains hazardous materials. If the school is within 1,000 yards of a railroad track or near a pipeline then that is the scenario that should be drilled. Refer to the specific emergency procedure (See Section D to the CEOP) for the procedures for a pipeline or train event.
3. Notification is made over the school public address system and by whatever mass communications mode the school uses with teachers.
4. All students and staff that are in classrooms or offices with windows that can open should be moved out of those rooms to another location
5. Have someone notify Safety & Security of the drill or real event.
6. The hallway doors on the side of the building facing the smoke or gas plume will be sealed with duct tape around all openings, sealing the door edges. This is the recommendation from the BNSF and Union Pacific Railroads which operate in Fort Worth.
7. Maintenance should be able to demonstrate they know how to turn off air handling units. In some schools the custodian can do this, in others call Energy Management. Find out ahead of time, note this in your Campus EOP.
8. Notify parents that this is a drill and what it is for. No students will be released during the drill. The school message needs to reach parents before student texts.
9. Ensure cafeteria staff has enough water and snacks that they can distribute if this were a real event and dismissal is delayed.

10. Maintain contact with Safety & Security Dispatch.

11. Document scenario, rooms evacuated, and challenges encountered on the drill calendar sheet.

**N. Shelter-in-Place for Haz-Mat (Actual Event)**

1. A hazardous chemical has been released near the school or a train carrying hazardous materials has suffered a derailment.
2. For a pipeline emergency refer to Emergency Procedure# 28 Annex D of this CEOP.
3. For a train car accident refer to Emergency Procedure# 33 in Annex D of this CEOP.
4. For the above situations or if notified of another type of hazardous materials release, notify the staff and students the school is now at a Shelter-in- Place for a Hazardous Materials status.
5. Notification is made over the school public address system and by whatever mass communications mode the school uses with teachers.
6. All students and staff that are in classrooms or offices with windows that can open should be moved out of those rooms to another location
7. Have someone notify Safety & Security of the event.
8. Notify your Area Advisor
9. Follow the directions of the Fort Worth Fire Department officer in charge. They are the hazardous materials experts. Keep Safety & Security updated of fire department directions.
10. The hall doors on the side of the building facing the smoke or gas plume will be sealed with duct tape around all openings, sealing the door edges.
11. Turn off air handling units. In some schools the custodian can do this, in others call Energy Management. Find out ahead of time, note this in your Campus EOP.
12. Notify parents of the event. No students will be released during the event. The students are safer inside than out in the plume. The school message needs to reach parents before student texts.
13. Ensure cafeteria staff has enough water and snacks that they can distribute if dismissal is delayed.

14. Document all actions on an ICS 214 form, this is required in all hazardous materials incidents (Federal regulation)

#### **O. Shelter-in-Place for Other Reasons (Actual Event)**

1. There may be situations where a school(s) are told to shelter-in-place by Safety & Security either from the office or through your area advisor. In the past this has occurred shortly before dismissal when weather presents a danger to walking students.
2. Follow the guidance of your Area Advisor or Safety & Security personnel.

### **V. SAFETY AND SECURITY DOCUMENTS**

Print and place the following documents in the CEOP behind this section. Minutes of the CSERT area also placed here.

#### **A. Drill Calendar (Form E.1)**

Send a copy with dates and times of planned drills to the Area Advisor, Executive Director and Emergency Management Coordinator before the end of the second week of school

#### **B. ICS Form 214 (Form E.2)**

Used to log all actions taken in a drill or real emergency. At least 10 blank copies should be kept in the CEOP binder

#### **C. ICS Form 213 (Form E.3)**

Used to document and communicate all resource requests from to the District EOC in an emergency. Requests must be on this form. If the District EOC cannot fulfill the request, the Form 213 is forwarded to the City / County EOC. At least 10 blank copies should be kept in the CEOP binder

#### **D. Standard Response Protocol Sheet English and Spanish versions (Form E.4)**

One printed copy should hang in each classroom and a copy should be placed in each sub folder.

#### **E. Incident Action Plan - QuickStart (Form E.5)**

Three copies of this document should be included in each CEOP binder. This document helps the Incident Commander organize the initial actions to be taken in an emergency

#### **F. Red Emergency Bag and Safety Equipment Checklist (Form E-6)**

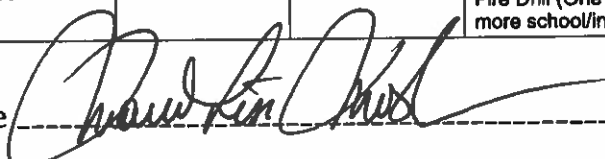
Each school should maintain the red Emergency Bag in the school office. The check list should be completed with the Area Advisor at the beginning of each Semester.

**G. School Maps**

Three copies of the school maps should be printed and included in each CEOP binder. Initial first responders should be given copies of the facility maps.

CAMPUS DRILL DATE CALENDAR School # 084 Year 2024-2025 (Form E.1)

Drill	Month	Scheduled Day	Scheduled Time	Notes
Fire	August	August 22th	2:45 pm	
Informacast test	September	September 5th	9:45 am	
Fire	September	September 5th	9:50 am	
Fire	October	October 4th	3:00 pm	
Lockdown	October	October 4th	3:05 pm	Reverse Evacuation (Everyone is accounted for) then call for a Lockdown.
Fire	November	November 4th	9:10 am	
Hold	November	November 4th	9:15 am	Reverse Evacuation (Everyone is accounted for) then call for a hold.
Fire	December	December 2th	10:35 am	
Secure	December	December 2th	10:40 am	Reverse Evacuation (Everyone is accounted for) then call for a Secure (Lockout).
Fire	January	January 10th	8:55 am	
Evacuate	January	January 10th	9:10 am	
Fire	February	February 4th	3:00 pm	
Lockdown	February	February 4th	3:05 pm	Reverse Evacuation (Everyone is accounted for) then call for a Lockdown.
Fire	March	March 7th	9:10 am	
Severe Weather	March	March 7th	9:10am	Conduct a fire drill (Everyone is outside and accounted for) then move everyone inside with a tornado drill.
Fire	April	April 2th	2:45 pm	
Fire	May	May 5th	10:35 am	
Shelter (Hazmat)	May	May 5th	10:40 am	Conduct a fire drill (Everyone is outside and accounted for) then move everyone inside with a Shelter in place (Everyone is accounted for)
Fire	June			Fire Drill (One fire drill each month that has 10 or more school/instructional days)

Principal Signature  Date 7/30/24

# **Teacher Emergency Response Protocol Sheet**



# **Teacher Emergency Response Protocol Sheet**





# TEACHER EMERGENCY RESPONSE PROTOCOL SHEET

## LOCKDOWN

There is a threat or hazard on school property

1. Clear hallways, bring nearby students into classroom
2. Close and lock classroom door
3. Cover the door window, turn off all lights
4. Move all people out of sight
5. Remain quiet and wait for further instructions
6. If the fire alarm activates, do not evacuate unless advised

## SECURE

There is a threat near the school

1. Bring everyone inside main building or portable
2. Lock all exterior doors, no one exits or enters the building until all clear announced. DO NOT leave portables
3. Stay away from exterior doors and windows
4. Normal operations continued inside school

## MEDICAL EMERGENCY

1. Instruct students to remain seated
2. Students closest to the sick person should move away
3. Check for student breathing
4. Contact the main office for help
5. Stay with the person until help arrives

## HOLD

1. Keep hallways clear
2. Keep students in the classroom until HOLD is cleared
3. Continue normal operations

## SHELTER IN PLACE (Hazardous Materials)

Outside conditions are harmful to your health

1. Close all exterior windows and doors tightly
2. Ensure exterior doors near your classroom are locked
3. Movement inside the building is allowed
4. Be prepared to remain in shelter in place status for an extended period of time.
5. Await further instructions

## SHELTER IN PLACE (Severe Weather)

High Winds or Hail

1. Move students away from exterior windows
2. If in a portable, move quickly into main building
3. Be prepared to move to Tornado safe area.
4. If you see a tornado quickly move to tornado safe area.

Tornado Warning

1. Take student roster
2. Quickly and quietly move to tornado safe area
3. Get low to ground with hands covering the head
4. Remain in cover position until safe
5. After storm if directed to leave building move students outside and 100 feet from building
6. Account for students. Notify admin of missing or additional students in your care.

## BOMB OR TERRORISTIC THREAT

1. Scan area for unusual or suspicious packages
2. Be alert for student acting overly nervous or anxious
3. If suspicious package is observed, quickly and quietly move students to a location in the school three walls away from the package
4. DO NOT use cell phone or radio
5. Advise teachers in adjoining classrooms to leave the area with you
6. Notify main office of suspicious package

## FIRE ALARM

1. Evacuate students and staff to a location at least 100 feet from the building
2. Account for all students and communicate with admin if any students or staff are missing

## IMPORTANT NUMBERS

Main Office 817-815-2200

Nurses Office 817-815-2200



# SRP- One Pager





# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock door  
Account for students and adults  
Do business as usual



## SECURE! (Lockout) Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

TEXAS STATE  
TEXAS SCHOOL SAFETY CENTER





# ICS-214 Form Activity Log









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# ICS-Quick Start Form





# ICS INCIDENT ACTION PLAN (IAP) QUICK START

## COMBINED ICS 201—202—203—204—215A

**1. Incident Name**

**2. Operational Period (# )**

DATE FROM \_\_\_\_\_ TO \_\_\_\_\_

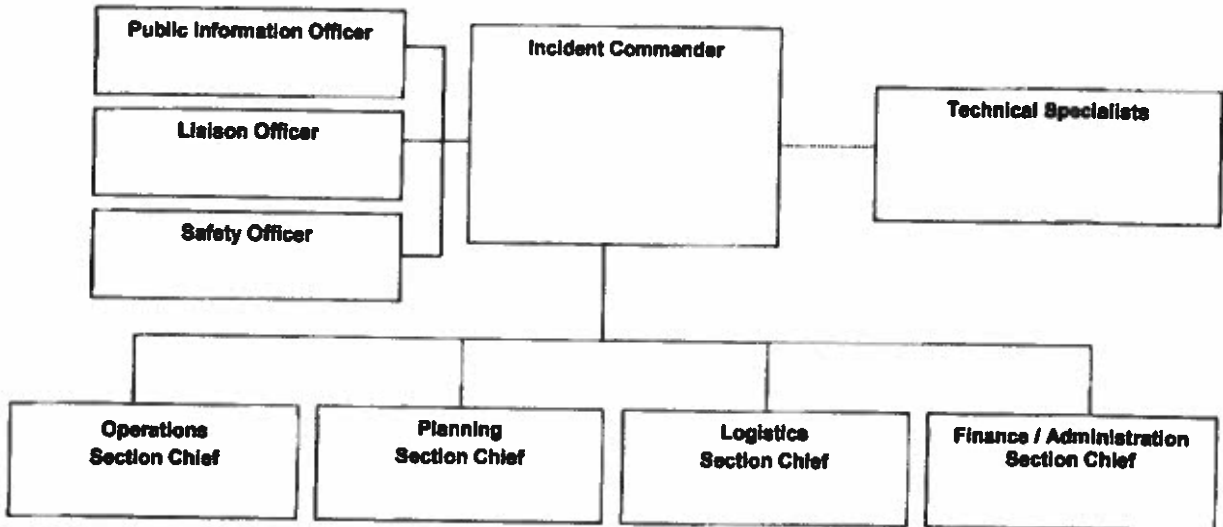
TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

**3. Situation Summary**

— ICS 201 —

**4. Current FWISD Incident Management Team (fill in additional positions as appropriate)**

— ICS 201, 203 —



**Purpose:** Short form combining ICS Forms 201, 202, 203, 204, and 215A  
**Origination:** Incident Commander or Planning Section Chief  
**Copies to:** Command Staff, Section Chiefs, and Documentation Unit Leader

**ICS INCIDENT ACTION PLAN (IAP) QUICK START**  
**COMBINED ICS 201—202—203—204—215A**

**5. Health and Safety Briefing** Identify potential incident health and safety hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. — ICS 202, 215A —

**6. Incident Objectives** — ICS 202, 204 —

6a. OBJECTIVES	6b. STRATEGIES / TACTICS	6c. REBOURCES REQUIRED	6d. ASSIGNED TO

**7. Prepared by**      PRINT NAME \_\_\_\_\_      SIGNATURE \_\_\_\_\_  
 DATE/TIME \_\_\_\_\_      FACILITY \_\_\_\_\_

**Purpose:** Short form combining ICS Forms 201, 202, 203, 204, and 215A  
**Origination:** Incident Commander or Planning Section Chief  
**Copies to:** Command Staff, Section Chiefs, and Documentation Unit Leader



**ICS INCIDENT ACTION PLAN (IAP) QUICK START**  
**COMBINED ICS 201—202—203—204—215A**

- PURPOSE:** The Incident Action Plan (IAP) Quick Start is a short form combining ICS Forms 201, 202, 203, 204 and 215A. It can be used in place of the full forms to document initial actions taken or during a short incident. Incident management can expand to the full forms as needed.
- ORIGINATION:** Prepared by the Incident Commander or Planning Section Chief.
- COPIES TO:** Duplicated and distributed to Command and General staff positions activated. All completed original forms must be given to the Documentation Unit Leader.
- NOTES:** If additional pages are needed for any form page, use a blank ICS IAP Quick Start and repaginate as needed. Additions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b>	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Situation Summary</b>	Enter brief situation summary.
4	<b>Current FWISD Incident Management Team</b>	Enter the names of the individuals assigned to each position on the FWISD Incident Management Team (IMT) chart. Modify the chart as necessary, and add any lines/spaces needed for Command staff assistants, agency representatives, and the organization of each of the General staff sections.
5	<b>Health and Safety Briefing</b>	Summary of health and safety issues and instructions.
6	<b>Incident Objectives</b>	
	<b>6a. Objectives</b>	Enter each objective separately. Adjust objectives for each operational period as needed.
	<b>6b. Strategies / Tactics</b>	For each objective, document the strategy/tactic to accomplish that objective.
	<b>6c. Resources Required</b>	For each strategy/tactic, document the resources required to accomplish that objective.
	<b>6d. Assigned to</b>	For each strategy/tactic, document the Branch or Unit assigned to that strategy/tactic.
7	<b>Prepared by</b>	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.



# **ICS-1-2-3-General Message**



# GENERAL MESSAGE (ICS 213)

<b>1. Incident Name (Optional):</b>		
<b>2. To (Name and Position):</b>		
<b>3. From (Name and Position):</b>		
<b>4. Subject:</b>	<b>5. Date:</b>	<b>6. Time</b>
<b>7. Message:</b>		
<b>8. Approved by: Name:</b> _____ <b>Signature:</b> _____ <b>Position/Title:</b> _____		
<b>9. Reply:</b>		
<b>10. Replied by: Name:</b> _____ <b>Position/Title:</b> _____ <b>Signature:</b> _____		
<b>ICS 213</b>	<b>Date/Time:</b> _____	





## ICS 213 General Message

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

**Preparation.** The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

**Notes:**

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	<b>Incident Name (Optional)</b>	Enter the name assigned to the incident. This block is optional.
2	<b>To (Name and Position)</b>	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	<b>From (Name and Position)</b>	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	<b>Subject</b>	Enter the subject of the message.
5	<b>Date</b>	Enter the date (month/day/year) of the message.
6	<b>Time</b>	Enter the time (using the 24-hour clock) of the message.
7	<b>Message</b>	Enter the content of the message. Try to be as concise as possible.
8	<b>Approved by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Position/Title</li> </ul>	Enter the name, signature, and ICS position/title of the person approving the message.
9	<b>Reply</b>	The intended recipient will enter a reply to the message and return it to the originator.
10	<b>Replied by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).



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# **Staff Phone Directory**



Attachment: 1

Staff Phone Directory





## 2024-2025 World Languages Institute Faculty & Staff

Name	Email	Subject	Room #
Aguilar, Gonzalo	<a href="mailto:gonzalo.aguilarrodriguez@fwisd.org">gonzalo.aguilarrodriguez@fwisd.org</a>	Science (6th & 7th)	108
Balderrama, Juan	<a href="mailto:juan.balderrama@fwisd.org">juan.balderrama@fwisd.org</a>	Bilingual Teacher Assistant	Floating
Bevilacqua, Eloisa	<a href="mailto:eloisa.bevilacqua@fwisd.org">eloisa.bevilacqua@fwisd.org</a>	Italian, Discovering Languages & Cultures	215
Blanco-Davis, Scott	<a href="mailto:scott.blanco-davis@fwisd.org">scott.blanco-davis@fwisd.org</a>	Accelerated 6th, 7th & 8th Science	109
Bracho, Emily	<a href="mailto:emily.brachomorales@fwisd.org">emily.brachomorales@fwisd.org</a>	Data Clerk	Office
Cabanas, Carlos	<a href="mailto:carlos.cabanas@fwisd.org">carlos.cabanas@fwisd.org</a>	Custodian	
Calderon, Ericka	<a href="mailto:ericka.calderon@fwisd.org">ericka.calderon@fwisd.org</a>	Dyslexia Teacher	119
Carballosa-Guerrero, Reynier	<a href="mailto:reynier.carballosaguerrero@fwisd.org">reynier.carballosaguerrero@fwisd.org</a>	French (All Levels)	218
Casey, Adam	<a href="mailto:adam.casey@fwisd.org">adam.casey@fwisd.org</a>	A2I Mathematics Teacher	IM Ter.
Cortez, Sandra	<a href="mailto:sandra.cortez@fwisd.org">sandra.cortez@fwisd.org</a>	Spanish Immersion (6th)	210
Cuevas-Acevedo, Eunice	<a href="mailto:eunice.cuevasacevedo@fwisd.org">eunice.cuevasacevedo@fwisd.org</a>	Honors Biology & AP Biology	110
Duke, Jenny	<a href="mailto:jennifer.duke@fwisd.org">jennifer.duke@fwisd.org</a>	HS Art	103
Edwards, Cassandra	<a href="mailto:cassandra.edwards@fwisd.org">cassandra.edwards@fwisd.org</a>	Honors English I & IV (OnRamps), AP English Literature	114
Espinal, Alma	<a href="mailto:alma.espinal@fwisd.org">alma.espinal@fwisd.org</a>	Spanish I & Honors Spanish II for Native Speakers	217
Franklin, Robert	<a href="mailto:robert.franklin@fwisd.org">robert.franklin@fwisd.org</a>	OnRamps Chemistry and OnRamps Physics	111
Frederickson, Reyes	<a href="mailto:reyes.frederickson@fwisd.org">reyes.frederickson@fwisd.org</a>	Honors Spanish 2, 3, AP Spanish Language and AP Spanish Literature	214
Garza, Lizeth	<a href="mailto:lizeth.garza@fwisd.org">lizeth.garza@fwisd.org</a>	SPED teacher	Floating
Graciano-Garcia, Jose	<a href="mailto:jose.graciano-garcia@fwisd.org">jose.graciano-garcia@fwisd.org</a>	Comp. Enrichment, Engineering, Spanish Language Arts 6th, & Web	100
Gutierrez, Ricardo E	<a href="mailto:ricardo.gutierrez@fwisd.org">ricardo.gutierrez@fwisd.org</a>	Theatre (All Levels), Professional Communication	101
Hatam, Syed	<a href="mailto:syed.hatam@fwisd.org">syed.hatam@fwisd.org</a>	Custodian	
Hensley, Shane	<a href="mailto:shane.hansley@fwisd.org">shane.hansley@fwisd.org</a>	ASL (All Levels)	211
Hernandez, Christy	<a href="mailto:rosie.hernandez@fwisd.org">rosie.hernandez@fwisd.org</a>	Honors 8th Grade Social Studies & OnRamps U.S. History (11th Grade)	207
Hernandez, Peter	<a href="mailto:peter.hernandez@fwisd.org">peter.hernandez@fwisd.org</a>	Instructional Coach	120
Herrera, Stella	<a href="mailto:stella.herrera@fwisd.org">stella.herrera@fwisd.org</a>	HS Counselor	Office

Knierim, Kevin	<a href="mailto:kevin.knierim@fwisd.org">kevin.knierim@fwisd.org</a>	CTE (Business)	212
Langley, Alisson	<a href="mailto:alisson.langley@fwisd.org">alisson.langley@fwisd.org</a>	College Transition/OnRamps Statistics/TCB	Floating
Lile, Thoma	<a href="mailto:thoma.lile@fwisd.org">thoma.lile@fwisd.org</a>	Computer Science	150
Loera, Rosa	<a href="mailto:rosa.loera@fwisd.org">rosa.loera@fwisd.org</a>	Administrative Associate	Office
Lozano, Laura	<a href="mailto:laura.lozano@fwisd.org">laura.lozano@fwisd.org</a>	Cafeteria Manager	Cafeteria
Martinez, Jose	<a href="mailto:jose.martinez@fwisd.org">jose.martinez@fwisd.org</a>	Spanish Immersion 7th & 8th, Span 1AB	210
Mayi, Brian	<a href="mailto:brian.mayi@fwisd.org">brian.mayi@fwisd.org</a>	SPED	Floating
McDonald, Pamela	<a href="mailto:pamela.mcdonald@fwisd.org">pamela.mcdonald@fwisd.org</a>	Nurse	Office
McKinney, Gloria	<a href="mailto:gloria.mckinney@fwisd.org">gloria.mckinney@fwisd.org</a>	Librarian & Media Specialist	Library
Moon, Diana	<a href="mailto:diana.moon@fwisd.org">diana.moon@fwisd.org</a>	Honors ELA 7th, Honors English I	113
Moreno, Carmen	<a href="mailto:carmen.elvir-moreno@fwisd.org">carmen.elvir-moreno@fwisd.org</a>	Campus Monitor	
Mosbeux, Marie-Lise	<a href="mailto:marie-lise.mosbeux@fwisd.org">marie-lise.mosbeux@fwisd.org</a>	Principal	Office
Munoz, Griselda	<a href="mailto:griselda.munoz@fwisd.org">griselda.munoz@fwisd.org</a>	Honors Social Studies 6th & 7th Grade	206
Nelon, Nicole	<a href="mailto:nicole.nelon@fwisd.org">nicole.nelon@fwisd.org</a>	Honors Engineering, AP Env. Science	107
Nezam, Hafizullah	<a href="mailto:hafizullah.nezam@fwisd.org">hafizullah.nezam@fwisd.org</a>	Head Custodian	
Nguyen, Tam	<a href="mailto:tam.nguyen@fwisd.org">tam.nguyen@fwisd.org</a>	Health (MS & HS)/MS Physical Education	116/Gym
Ochoa, Sofia	<a href="mailto:sofia.ochoa@fwisd.org">sofia.ochoa@fwisd.org</a>	Custodian	
Okweni, Johanah	<a href="mailto:johanah.okweni@fwisd.org">johanah.okweni@fwisd.org</a>	Campus Coordinator	Library Office
Olivas, Miriam	<a href="mailto:miriam.olivas@fwisd.org">miriam.olivas@fwisd.org</a>	Accelerated and Honors 6th Grade Math, Science 6th Grade	205
Oseyamhen, Wilfred	<a href="mailto:wilfred.oseyamhen@fwisd.org">wilfred.oseyamhen@fwisd.org</a>	Honors Geometry, OnRamps PreCalculus, TCB, AP Calculus AB	204
Paredes, Lourdes	<a href="mailto:lourdes.paredes@fwisd.org">lourdes.paredes@fwisd.org</a>	MS Art	106
Payblas, Louise	<a href="mailto:louise.payblas@fwisd.org">louise.payblas@fwisd.org</a>	Honors English II & III	115
Petty, Arnez S	<a href="mailto:arnez.petty@fwisd.org">arnez.petty@fwisd.org</a>	MS & HS PE	Gym
Pulido, Armando	<a href="mailto:pulido.armando@fwisd.org">pulido.armando@fwisd.org</a>	Assistant Principal	Office
Rivera, Rolando	<a href="mailto:rolando.rivera@fwisd.org">rolando.rivera@fwisd.org</a>	Choral & Instrumental Music (Estudiantina)	102
Shaochang, Wang	<a href="mailto:wang.shaochang@fwisd.org">wang.shaochang@fwisd.org</a>	Chinese (All Levels)	117
Smith, Shannon	<a href="mailto:shannon.smith@fwisd.org">shannon.smith@fwisd.org</a>	Honors ELA 6th and 8th Grade	112
Spinelli-Quiroz, Olga	<a href="mailto:olga.spinelli-quiros@fwisd.org">olga.spinelli-quiros@fwisd.org</a>	Diagnostician	119
Sulik, Stephanie	<a href="mailto:stephanie.sulik@fwisd.org">stephanie.sulik@fwisd.org</a>	AP Human Geography/AP World History	209

Thomas, Lisetta	<a href="mailto:lissetta.thomas@fwisd.org">lissetta.thomas@fwisd.org</a>	MS Counselor	120
Thompson, Sheri	<a href="mailto:sheri.thompson@fwisd.org">sheri.thompson@fwisd.org</a>	Honors Math 7th Grade and Honors Algebra I	202
Valdovinos, Andres	<a href="mailto:andres.valdovinos@fwisd.org">andres.valdovinos@fwisd.org</a>	Honors Social Studies 7th, OnRamps US History (11th Grade) & AP US Government & Macroeconomics	208
Vera Gonzalez, Leonardo	<a href="mailto:leonardo.veragonzale@fwisd.org">leonardo.veragonzale@fwisd.org</a>	Pre-Algebra, Honors Algebra I & II	201
Villalobos, Lidia	<a href="mailto:lidia.villalobos@fwisd.org">lidia.villalobos@fwisd.org</a>	Honors Spanish 2, Spanish 3, Spanish 6 for Native Speakers	216
Young, Jhayla	<a href="mailto:jhayla.young@fwisd.org">jhayla.young@fwisd.org</a>	Japanese (All Levels)	213
Zuñiga De Luna, Elvia	<a href="mailto:elvia.zunigadeluna@fwisd.org">elvia.zunigadeluna@fwisd.org</a>	Attendance Clerk	Foyer



## Attachment: 2

### Important Phone Numbers



Place the following behind this sheet:

1. Emergency Phone List
  2. District Phone Directory (from [fwisd.org](http://fwisd.org))
  3. Community Partners List
- 
- 
- 



# Fort Worth Independent School District

2022-23 School Directory

Dr. Angélica Ramsey, Superintendent

100 N. University Dr., Fort Worth, Texas 76107-1360

Phone: 817-814-2000

High Schools	No.#	Phone No.	Fax No.	Address	Zip	Principal
Arlington Heights	002	815-1000	815-1050	4501 W. Freeway	07	Sarah Weeks
Benbrook	071	815-7100	815-7150	201 Overcrest Dr	26	Richard Penland
Carter-Riverside, Amon	001	814-9000	814-9050	3301 Yucca	11	Victor Alfaro
Diamond Hill-Jarvis	004	815-0000	815-0050	1411 Maydell	08	James Garcia
Dunbar, Paul Laurence	005	815-3000	815-3050	5700 Ramey	12	Justin Edwards
Eastam Hills	006	815-4000	815-4050	5701 Shelton	12	Katrina Smith
I.M. Terrell Academy	087	815-2100	815-2150	1900 I.M. Terrell Circle	02	Baldwin Brown
Marine Creek Collegiate	085	515-7784	515-7094	4801 Marine Creek Pkwy	79	Tom Fraire
North Side	008	814-4000	814-4050	2211 McKinley	84	Antonio Martinez
Paschal, R.L.	010	814-5000	814-5050	3001 Forest Park	10	Troy Langston
Polytechnic	009	814-0000	814-0050	1300 Conner	05	Nick Torrez
South Hills	003	814-7000	814-7050	6101 McCart	33	Rodrigo Durbin
Southwest	014	814-8000	814-8050	4100 Altamesa	33	John Engel
TABS	082	515-1680	515-1699	300 Trinity Campus Cir.	02	Jack Henson
TCC South/FWISD Collegiate	086	515-4402	515-4208	5301 Campus Drive	19	Quanda Collins
Trimble Technical, Green B.	011	815-2500	815-2550	1003 W. Cannon	04	Angel Jose Lara
Western Hills	015	815-6000	815-6050	3600 Boston, Benbrook	16	Keri Flores
World Languages Institute	084	815-2200	815-2250	4921 Benbrook Hwy	16	Marie-Lise Mosbeux
Wyatt, O.D.	016	815-8000	815-8050	2400 E. Seminary	19	Howard Robinson
Young Men's LA	083	815-3400	815-3450	5100 Willie	05	Rodney White
Young Women's LA	081	815-2400	815-2450	401 E. 8th Street	02	Tamara Albury
Middle Schools	No.#	Phone No.	Fax No.	Address	Zip	Principal
Applied Learning Academy	055	815-5500	815-5550	3908 McCart Ave	10	Alice Buckley
Benbrook	071	815-7100	815-7150	201 Overcrest Dr	26	Richard Penland
Daggett, E. M.	042	814-5200	814-5251	1108 Carlack	10	Tracy Smith
Daggett Montessori (K-8)	194	814-6300	814-6350	601 W. Jessamine	10	Victorius Eugenio
Elder, J.P.	044	814-4100	814-4150	709 N.W. 21st	64	David Trimble
Forest Oak, Phalen L.A.	045	815-8200	815-8250	3221 Pecos	19	Seretha Lofton   Steven Moore
Forest Oak 6th Grade	084	815-8400	815-8450	4801 Eastline	19	Seretha Lofton   Steven Moore
Jacquet, J. Martin	059	815-3500	815-3550	2501 Stalcup Rd.	19	Channa Barrett
James, William	048	814-0200	814-0250	1101 Nashville	05	Melissa Rincón
Kirkpatrick	049	814-4200	814-4250	3201 Refugio	06	Jeffrey Bartolotta
Leonard	081	815-6200	815-6250	8900 Chapin Rd.	16	Sara Gillaspie
McClung, Jean	070	815-5300	815-5350	3000 Forest Ave	12	Tremayna Thomas
McLean, W.P.	050	814-5300	814-5350	3816 Stadium	09	Barbara Ozuna
McLean 6th Grade	089	814-5700	814-5750	3201 South Hills	09	Karen Brown
Mescham, W.A.	051	815-0200	815-0250	3600 Weber	06	Carlos Mendoza
Meadowbrook	052	815-4300	815-4350	2001 Ederville	03	Kristin Foreman
Monnig, William	083	815-1200	815-1250	3136 Bigham	16	Kelley Kirkpatrick
Morningside	054	815-8300	815-8350	2751 Mississippi	04	Monica Garrett
Riverside	056	814-9200	814-9250	1600 Bolton	11	Ryan Catala
Rosemont	057	814-7200	814-7250	1501 W. Seminary	15	Xavier Sanchez
Stripling, W.C.	058	815-1300	815-1350	2100 Clover Lane	07	Amy Christian
Wedgwood	060	814-8200	814-8250	3909 Wilkie Way	33	Robert Burrell
Wedgwood 6th Grade	043	814-8300	814-8350	4212 Belden	32	Cheryl Johnson
World Languages Institute	084	815-2200	815-2250	4921 Benbrook Hwy.	16	Marie-Lise Mosbeux
Young Men's LA	083	815-3400	815-3450	5100 Willie	05	Rodney White
Young Women's LA	081	815-2400	815-2450	401 E. 8th Street	02	Tamara Albury
Alternative Schools	No.#	Phone No.	Fax No.	Address	Zip	Principal
Boulevard Heights (all)	104	814-8400	814-8450	5100 El Campo	07	Terry Guthrie
International Newcomer Acad. (MH)	062	815-5600	815-5650	3813 Valentine	07	Angella Ross
Jo Kelly School (all) (YRE)	026	815-5900	815-5950	201 North Bailey	07	Amelia McMillen
Metro Opportunity (H)	019	814-8700	814-8750	2801 Patino Rd	07	Aundra Bohanon
Middle Level Learning Center (M)	018	814-6800	814-6850	2801 Patino Rd	07	Mark Cerja
JJAEP (Pathways II)	040	255-2520	732-3968	3131 Sanguinet	07	Mark Cerja
Success High School (H)	021	815-2700	815-2750	4100 Altamesa	33	Ingrid Williams
Transition Ctr./College Prog. (H)	035/080	814-8418	814-8451	5100 El Campo	07	Terry Guthrie
Childrens Medical	210	815-5400	815-5450	7060 Camp Bowie	16	Bolivia Mason-Loeb
Satellite Centers	228	814-2452	814-2455	100 N University	07	Olayinka Ojo
Attention Center (024), Wiloughby House (086), Safe Haven (211), 814-2952 Fax: 814-2964						Student, Discipline & Placement
Bridge Shelter (212), Tarrant Youth Recovery (242), Assessment Ctr. (251)						

Last updated: 10/01/2022

Elementary	No.#	Phone No.	Fax No.	Address	Zip	Principal
Beal, Harlean	130	815-8500	815-8550	5615 Forest Hill Drive	19	Jodie C. Courtade
Benbrook	103	815-8400	815-8450	800 Mercedes	28	Samantha Gonzalez
Bonnie Brae	225	814-3700	814-3750	3504 Kimbo Road	11	Naomi Salas
Briscoe, Edward J.	209	814-0300	814-0350	2751 Yuma Avenue	04	Devona Burgess
Burton Hill	107	815-1400	815-1450	519 Burton Hill	14	Matthew Bradford
Carlson, Alice ALC (YRE)	101	815-5700	815-5750	3320 W. Cantey	09	Elizabeth Kelz
Carter Park	111	815-8600	815-8650	1204 E. Broadus	15	Cassandra McCalister
Chavez, Cesar (PreK-5)	223	815-0300	815-0350	3710 Deen Road	08	Monica Ordaz
Clarke, George C.	115	814-8100	814-8150	3300 S. Henderson	10	Brenda Fouse
Clayton, Lily B.	116	814-6400	814-6450	2000 Park Place	10	Stephanie Hughes
Como, L.A.	117	815-8500	815-8550	4000 Horna	07	Shawn Buchanan
Contreras, Alice D.	220	814-7800	814-7850	4100 Lubbock Avenue	15	Amelia Cortes Rangel
Daggett, E.M.	119	814-5500	814-5550	958 Page	10	Kendall Miller
Daggett Montessori (K-8)	194	814-6300	814-6350	801 W. Jessamine	10	Victorius Eugenio
Davis, Clifford	222	815-8700	815-8750	4300 Campus Drive	19	Ebony Key
De Zavala	121	814-5800	814-5850	1419 College	04	Marlette Martinez
Diamond Hill	122	815-0400	815-0450	2000 Dewey Street	08	Martyn Martinez
Dillow, S.S.	123	814-0400	814-0450	4000 Avenue N	05	Nichole Burkhardt
East Handley	126	815-4400	815-4450	2817 Mims	12	Tiffany Hayes
Eastern Hills	125	815-4500	815-4550	5917 Shelton	12	Whitney Scott
Elliott, Bill J.	206	815-4800	815-4850	2501 Cooks Lane	20	LaTonya Ordaz
Glen Park	132	815-8800	815-8850	3601 Pecos	19	Hilda Herrera
Green, W.M.	133	815-8900	815-8950	4812 David Strickland Road	19	Edra Bailey
Greenbriar	134	814-7400	814-7450	1605 Grady Lee	34	Lindsay Staros
Helbing, H.V.	138	815-0500	815-0550	3524 N. Crump	08	Ana Morales
Howell, Natha	151	814-9300	814-9350	1324 Kings Highway	17	Monica Granados
Hubbard Heights	137	814-7500	814-7550	1333 W. Spurgeon	15	Edgar Gonatice
Huerta, Dolores	227	814-4400	814-4450	3309 Long Avenue	08	Carla Coacia
Jara, Manuel	114	814-4500	814-4550	2100 Lincoln	64	Angelica Castafieda
Kirkpatrick, Milton L.	139	814-4600	814-4650	3229 Lincoln	06	Christine Hooser-Kelley
Logan, Maude I., L.A.	124	815-3700	815-3750	2300 Dillard	05	Michael Conner
Lowery Road	219	815-4700	815-4750	7600 Lowery Road	20	Debra Williamson
McDonald, Atwood	188	815-4800	815-4850	1850 Barron Lane	12	Kristina Goady
McRae, D.	143	814-0500	814-0550	3316 Avenue N	05	Scott Runyan
Meadowbrook	141	815-4900	815-4950	4330 Meadowbrook Dr.	03	Suzelle Birkmire
Mendoza, Rufino	120	814-4700	814-4750	1412 Denver	64	Timothy Johnson
Merrett, Luella	157	815-6600	815-6650	7325 Kermit	16	Aura Angel
Mitchell Boulevard, L.A.	144	815-9000	815-9050	3601 Mitchell	05	Danny Fracassi
Moore, M.H.	146	815-0800	815-0850	1809 N.E. 36th	06	Ricardo Alvarez Uzcategui
Morningside	147	814-0600	814-0650	2601 Evans	04	Vanessa Cuarenta
Moss, Christene C.	127	815-3600	815-3650	4108 Eastland	19	Charla Staten
Nash, Charles E.	148	814-8400	814-8450	401 Samuels	02	Blanca Galindo
North Hi Mount	149	815-1500	815-1550	3801 W. Seventh	07	Laura Stegall Armstrong
Oakhurst	150	814-9500	814-9550	2700 Yucca	11	Claudia Jacobo Martinez
Oaklawn	152	815-8100	815-8150	3220 Hardeman	19	Naneda Golding
Overton Park	229	814-6900	814-6950	4885 Briarhaven Road	09	Constance Smith
Pate, A.M.	153	815-3800	815-3850	3800 Anglin	19	Shayla Sharp
Peace, Hazel Harvey	118	814-8800	814-8850	7555 Trail Lake Dr.	33	Kelli Taulton
Peak, Carroll	110	814-0700	814-0750	1201 E. Jefferson	04	Kalyn San Jacinto
Phillips, Mary Louise	154	815-1600	815-1650	3020 Bigham	16	Christina Nandayapa
Ridgela Hills	156	815-1700	815-1750	6817 Cumberland	16	Crenasha Cotton
Riverside ALC	190	815-5800	815-5850	3600 Fossil Dr.	11	Jennifer Kennedy
Rosen, Sam	161	814-4800	814-4850	2813 Roosevelt	64	Alberto Herrera
Sagamore Hill	162	815-5000	815-5050	701 S. Hughes	03	Pamela Carrick
Sellers, David K.	186	815-9200	815-9250	4200 Dorsey	19	Delain Sandifer
Seminary Hills Park	228	814-7600	814-7650	5037 Townsend	15	Nakita Brewer
Shulkey, Bruce	163	814-8400	814-8450	5533 Whitman	33	Mandi Spoon
Sims, T.A.	208	814-0800	814-0850	3500 Crenshaw	05	Andrea Harper
South Hi Mount	166	815-1800	815-1850	4101 Birchman	07	Melissa Bryan
South Hills	167	814-5800	814-5850	3009 Biiglade	33	Meissa Russell
Springdale	168	814-9600	814-9650	3207 Hollis	11	LeAnn Moreno
Stevens, J.T.	187	814-8500	814-8550	6181 Wrigley Way	33	Drew Farr
Sunrise-McMillan	189	815-3900	815-3950	3409 Stalcup	19	LaTres Cole
Tanglewood	171	814-5900	814-5950	3060 Overton Park Dr. W.	09	Dana McKenzie
Turner, W.J.	172	814-4900	814-4950	3000 Northwest 26th Street	06	Deborah Baez-Carrasquillo
Van Zandt-Guinn	135	815-2000	815-2050	600 Kentucky	04	Dabora Fuentes
Walton, Maudrie M.	180	815-3300	815-3350	5816 Rickenbacker	12	Redlesha Allen
Washington Heights	175	815-0700	815-0750	3214 Clinton Avenue	06	Mary Jane Cantu
Waverly Park	176	815-8700	815-8750	3604 Cimmaron Trail	16	Roberto Baeta-Gutierrez
West Handley	105	815-5100	815-5150	2749 Putnam	12	Sheil Reed
Westcliff	177	814-8000	814-8050	4300 Clay	09	Ebony McDonald
Westcreek	178	814-8600	814-8650	3401 Walton	33	Julia Cortina
Western Hills (2-5)	180	815-8800	815-8850	2805 Laredo	16	Andrea Johnson
Western Hills Primary (PreK-1)	221	815-8900	815-8950	8300 Mojave Trail	16	Andrea Johnson
Westpark	207	815-7000	815-7050	10202 Jerry Dunn Parkway	28	Glorianne Mason
White, John T., L.A.	129	814-7900	814-7950	7300 John T. White Rd.	20	Nikita Moye
Williams, Versla L.	159	814-9700	814-9750	901 Baurline	11	Alexandra Montes
Wilson, Richard J.	165	814-7700	814-7750	900 W. Fogg	10	Irma Ayala
Woodway	216	814-8700	814-8750	6701 Woodway Drive	33	David Paraham
Worth Heights	184	814-8200	814-8250	519 E. Butler	10	Andrea Lange

# Administration Building Directory

## By Department



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT

Name	Phone	Fax	Position	Location
<b>Academics</b>				
Leal, Sandra	814-2400	814-2405	Coordinator	University Plaza SW 208
Marshall, Deborah	814-2402	814-2405	Coordinator	University Plaza SW 208
Sorensen, Dr. Marcey	814-2401	814-2405	Chief Academic Officer	University Plaza SW 208
<b>Teaching &amp; Learning</b>				
Finney, Cynthia	814-2440	814-2445	Administrative Assistant	University Plaza SE 213
Vacant	814-2442	814-2445	Assistant Superintendent	1050 Bridgewood Dr., Suite 125
<b>Accountability &amp; Data Quality</b>				
Arispe, Sara	814-1600	814-1605	Associate Superintendent	3150 McCart, Suite 107
Soria, Yolanda	814-1603	814-1605	Administrative Assistant	3150 McCart, Suite 107
<b>ADQ/Assessment</b>				
Gaines, Lisa	814-1630	814-1635	Assessment Coordinator	3150 McCart, Suite 214
Hamer, Dr. Deborah	814-1637	814-1635	Assessment Coordinator	3150 McCart, Suite 214
Hays, Patricia	814-1634	814-1635	Assessment Coordinator	3150 McCart, Suite 214
Jenkins, Adrienne	814-1631	814-1635	Administrative Associate	3150 McCart, Suite 214
Lopez, Gregory	814-1632	814-1635	Assessment Coordinator	3150 McCart, Suite 214
Macchietto, Monica	814-1642	871-2594	Assessment Warehouse	2224 E Lancaster Ave
Sams-Cox, Ashley	814-1638	814-1635	Assessment Coordinator	3150 McCart, Suite 214
Thompson, Cyrus	814-1636	814-1635	Assessment Coordinator	3150 McCart, Suite 214
Torres, Ken	814-1642	871-2594	Assessment Warehouse	2224 E Lancaster Ave
<b>ADQ/Data &amp; Reporting</b>				
Armendariz, Daniel	814-1633	814-1635	Director of Student Assessment	3150 McCart, Suite 214
Camacho, Christina	814-1620	814-1635	Data Coordinator	3150 McCart, Suite 227
Davis, Dr. Chad	814-1622	814-1635	Data Coordinator	3150 McCart, Suite 227
Morrison, Alicia	814-1628	814-1635	Director, Data & Reporting	3150 McCart, Suite 227
Pacleb, Robert	814-1623	814-1635	Administrative Associate	3150 McCart, Suite 227
Solis, Carlos Rosero	814-1621	814-1635	Data Coordinator	3150 McCart, Suite 227
Winchell, John	814-1626	814-1635	Data Coordinator	3150 McCart, Suite 227
<b>Program Integration</b>				
Durbin, Lisa	814-1624	814-1635	Data Coordinator	3150 McCart, Suite 227
Jewkes, Apryl	814-1604	814-1605	Director, Program Integration	3150 McCart, Suite 107
<b>Strategic Initiative Analytics</b>				
Heddins, Jennifer	814-1605	814-1605	Integration Coordinator	3150 McCart, Suite 107
Moore, Brenda	814-1608	814-1605	Director Strategic Initiative Analytics	3150 McCart, Suite 107
Pope, Clayton	814-1602	814-1605	Coordinator	3150 McCart, Suite 107
<b>Accounting</b>				
Colon, Mirna	814-1607	814-1605	Data Coordinator	3150 McCart, Suite 107
Henderson, Ronessa	814-2140	814-2145	Grant Accountant	University Plaza NE 140-B
Jenkins, Leonor	814-2156	814-2145	Grant Accountant	University Plaza NE 140-B
Linnstaedt, Robert	814-2158	814-2145	Senior Clerk	University Plaza NE 140-B
Mandi, Mike	814-2152	814-2145	Assistant Controller	University Plaza NE 140-B
Maria Chavez	814-2161	814-2145	Internal Finance Specialist	University Plaza NE 140-B
Mendoza, Sophia	814-2149	814-2145	Comptroller	University Plaza NE 140-B
Miller, Laurie "Cathy"	814-2143	814-2145	Accountant / Employee Benefits	University Plaza NE 140-B
Oliver, Arielle	814-2239	814-2145	Grant Accountant	University Plaza NE 140-B
Rivers, Laura	814-2159	814-2145	Senior Clerk	University Plaza NE 140-B
Smith, Jillian	814-2155	814-2145	Senior Clerk	University Plaza NE 140-B
Tate, Keith	814-2147	814-2145	Administrative Assistant to Controller	University Plaza NE 140-B
Tutt, Joe	814-2141	814-2145	Senior Accountant	University Plaza NE 140-B
Vacant	814-2142	814-2145	Senior Capital Asset Accountant	University Plaza NE 140-B
<b>Accounts Payable</b>				
Andermann, Patricia	814-2148	814-2145	Senior Grant Accountant	University Plaza NE 140-B
Cortez, Irene	814-2154	814-2145	Administrative Associate	University Plaza NW 140-E
Guerrero, Candice	814-2445	814-2125	Administrative Associate	University Plaza NW 140-E
Henderson, Christy	814-2130	814-2125	Administrative Associate	University Plaza NW 140-E
Lehman, Tomina	814-2127	814-2125	Administrative Associate	University Plaza NW 140-E
Mata, Amanda	814-2132	814-2125	Administrative Associate	University Plaza NW 140-E
	814-2122	814-2125	Supervisor	University Plaza NW 140-E
	814-2133	814-2125	Administrative Associate	University Plaza NW 140-E
	814-2124	814-2125	Administrative Associate	University Plaza NW 140-E

Smith, Tuesday	814-2123	814-2125	Administrative Associate	University Plaza NW 140-E
Waters, Belinda	814-2126	814-2125	Senior Clerk	University Plaza NW 140-E
Zachary, Annette	814-2129	814-2125	Administrative Associate	University Plaza NW 140-E
Vacant	814-2121	814-2125	Administrative Associate	University Plaza NW 140-E
Cashiers Office	814-2135			University Plaza NE 140-B
Bradley, Ariel	814-2135		Cash Management Assistant/Cashier	University Plaza NE 140-B
Wright, Tonya	814-2144	814-2145	Treasurer	University Plaza NE 140-B
Medicaid/SHARS	814-2926			
Guess, Michelle	814-2927		Technician	University Plaza NE 239
Henry, Shanita	814-2928		Coordinator	University Plaza NE 239
Terrall, Amanda	814-2929		Technician	University Plaza NE 239

Adult Education - Go to: Equity and Excellence

Archives (By appointment)	814-2040			University Plaza
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Recreation - Go to: Student Support Services

B

Linguist/ESL Department - Go to Multilingual Education Department				
999 N. University Dr.				
Board of Education	814-1920			
Alvarado, Christian	814-1922	814-1925	Coordinator, Board of Education	University Plaza Ste. 150
Litton, Laura	814-1921	814-1925	Executive Secretary, Board of Education	University Plaza Ste. 150
Building Services	814-2691			University Plaza
Custodian	814-2692		Head Custodian/Night	University Plaza
Business Intelligence				University Plaza NW 248
Egby, Debbie	814-2271		ADA Specialist	University Plaza SW 180
Fields, Rhonda	817-3084	814-3255	Director, Business Intelligence	University Plaza SW 180
Menchaca, Judy	814-3085	814-3255	IT Analyst IV	University Plaza NW 248
Smith, Tandi	814-2273		Executive Director, Business Intelligence	
Business Systems				University Plaza NW 248
Torres, Orlando	814-2272		IT Specialist	University Plaza NW 248
Van Buren, Steven	814-2274		Systems Administrator	
Student Records				University Plaza SW 190
Johnson, Melissa	814-3260	814-3255	Director, Student Records	University Plaza SW 190
Muga, Maria	814-3250	814-3255	Administrative Associate	University Plaza SW 190
Narez, Blanca	814-3250	814-3255	PEIMS Specialist	University Plaza SW 190
Robinson, Willie	814-3250	814-3256	Administrative Associate	University Plaza SW 190
Searles, Crystal	814-3250	814-3255	Administrative Associate	University Plaza SW 190
Vacant	814-3250	814-3256	Administrative Associate	University Plaza SW 190
Vacant	814-3250	814-3256	Administrative Associate	University Plaza SW 190

C

Capital Improvement Program	814-1400			
Aery, Danielle	814-1414		Accounting Manager	3150 McCart Avenue
Alvarez, Claudia	814-1401		Administrative Assistant	3150 McCart Avenue
Bowden, Robert	814-1413		Safety/Construction Manager	3150 McCart Avenue
George, Debra	814-1402		Administrative Associate	3150 McCart Avenue
Myers, Joe	814-1966		Senior CIP Internal Auditor	University Plaza
Parker, Crystal	814-1410		HUB Coordinator	3150 McCart Avenue
Perez, Ana	814-1415		Coordinator	3150 McCart Avenue
Persley, Kara	814-1422		Sr. Accountant	3150 McCart Avenue
Vacant	814-1400		Chief Officer, CIP	3150 McCart Avenue
Vacant	814-1417		Accounting/Records Mgmt. Specialist	3150 McCart Avenue
Child Nutrition Services	814-3500	814-3550		Service Center II
Esposito, Laurie	814-3539	814-3550	Community Relations Manager	Service Center II
Hernandez, Caribbe	814-3537	814-3550	Administrative Assistant	Service Center II
Jones, Cynthia	814-3513	814-3550	Food Service Director	Service Center II
Kertz, Erika	814-3520	814-3550	Registered Dietitian	Service Center II
Lira, Rosario	814-3544	814-3550	Payroll Assistant	Service Center II
Loving, Brenton	814-3573	814-3550	District Executive Chef	Service Center II
Lowe, Angela	814-3512	814-3550	Assistant Director	Service Center II
McDonald, Alisha	814-3510	814-3550	Vice President, Operations	Service Center II

Mendoza, Sylvia	814-3517	814-3550	Senior Accountant	Service Center II
Rodriguez Gonzalez, Israel	814-3060	814-3550	Technology - IT Specialist	Service Center II
Sewa, Carmesse	814-3507	814-3550	Accounting Coordinator	Service Center II
Solis, Cassandra	814-3501	814-3550	Administrative Assistant, Front Desk	Service Center II
Souder, Gloria	814-3503	814-3550	Ordering/Inventory Specialist	Service Center II
Suerth, Kyle	814-3518	814-3550	Resident District Manager	Service Center II
Sullivan, Thomas	814-3515	814-3550	Unit Controller	Service Center II
Tristan, JoAnn	814-3509	814-3550	Purchasing Clerk	Service Center II
Warren, Jay	814-3536	814-3550	Senior HR Manager	Service Center II
Whittenburg, Katelyn	814-3519	814-3550	Marketing Manager	Service Center II
Zavala, Mary Helen	814-3506	814-3550	Payroll Clerk	Service Center II
Vacant	814-3516	814-3550	Registered Dietitian	Service Center II
Vacant	814-3572	814-3550	General Manager	Service Center II
Vacant	814-3571	814-3550	Food Service Director	Service Center II
Vacant	814-3500	814-3550	Training Manager	Service Center II
Vacant	814-3500	814-3550	Central Calling	Service Center II
Lunch Card Office	814-3540	814-3550		Service Center II
Grays, Janis	814-3547	814-3550	Administrative Associate	Service Center II
Martinez, Jesus	814-3505	814-3550	Administrative Associate	Service Center II
Mays, Ibbie	814-3545	814-3550	Administrative Associate	Service Center II
Torres, Charlotte	814-3541	814-3550	Specialist	Service Center II
Supervisors	814-3523	814-3550		Service Center II
Berry, Alicia	814-3524	814-3550	Area Supervisor	Service Center II
Cole, Crystal	814-3531	814-3550	Area Supervisor	Service Center II
Henson, Kathy	814-3530	814-3550	Area Supervisor	Service Center II
Hernandez, Michael	814-3528	814-3550	Area Supervisor	Service Center II
Jacobs, Jennifer	814-3527	814-3550	Area Supervisor	Service Center II
Melaun, Terry	814-3532	814-3550	Area Supervisor	Service Center II
Rosario, Erick	814-3526	814-3550	Area Supervisor	Service Center II
Schauermann, Brett	814-3525	814-3550	Area Supervisor	Service Center II
Southall, Stephanie	814-3529	814-3550	Area Supervisor	Service Center II
Warehouse	814-3560	814-3550		Service Center II
Cranford, Barry	814-3563	814-3550	Foreperson	Service Center II
Martinez, Rolando	814-3561	814-3550	Specialist	Service Center II
Rieder, Etienne	814-3564	814-3550	Assistant Foreperson	Service Center II
Communications	814-1930	814-1935		University Plaza NW 258
Briley, Kimberly	814-1932	814-1935	Branding Coordinator	University Plaza NW 258
Cope, John	814-1936	814-1935	Web & Creative Coordinator	University Plaza NW 258
Garcia, Angela	814-1940	814-1935	Strategic Communications Coordinator	University Plaza NW 258
Garibay, Claudia	814-1937	814-1935	Exec. Dir., External & Emergency Comm.	University Plaza NW 258
Griffith, Barbara	814-1930	814-1935	Senior Communications Officer	University Plaza NW 258
Harris, Ryan	814-1933	814-1935	Social Media Coordinator	University Plaza NW 258
Johnson, Britney	814-1941	814-1935	Internal Communications Coordinator	University Plaza NW 258
Ketchersid, Thomas	814-1938	814-1935	Web Communications Coordinator	University Plaza NW 258
Slack, Rebecca	814-1939	814-1935	Special Projects Coordinator	University Plaza NW 258
Community & Strategic Partnerships	814-2960	814-2965		University Plaza NW 259
Murphy, Peg	814-2978	814-2965	Director, Comm. & Strat. Partnerships	University Plaza NW 259
Ramos, Judy	814-2977	814-2965	Coordinator, Comm. & Strat. Partnerships	University Plaza NW 259
Sanchez, Leticia	814-2971	814-2965	Admin. Assoc., Comm. & Strat. Partnerships	University Plaza NW 259
Educational TV	814-3350			3150 McCart RM141
Hernandez, Cindy	814-3350	814-3355	Broadcast Traffic Assistant	3150 McCart RM141
JuVette, Scott	814-3357	814-3355	Director, Marketing/Multimedia	3150 McCart RM141
Papa, John	814-3356	814-3355	Assignment Editor/Photographer	
Fam. & Community Outreach & Marketing	814-2970	814-2965		University Plaza NW 259
Becerra, Jessica	814-2975	814-2965	Specialist, Family Communications	University Plaza NW 259
Cadena, Nicky	814-2972	814-2965	Admin. Assoc., Family Communications	University Plaza NW 259
Copeland, Latonya	814-2974	814-2965	Specialist, Family Communications	University Plaza NW 259
Johnson, Richard	814-2976	814-2965	Specialist, Family Communications	University Plaza NW 259
Pohler, Alma	814-2973	814-2965	Specialist, Family Communications	University Plaza NW 259
Vacant	814-2968	814-2965	Director, Family Communications	University Plaza NW 259
Parent Info. Line (Telelink)	817-500-0381			University Plaza
board				University Plaza
Angel, Marymar	814-2000	814-1935	Receptionist, Information Center	University Plaza
Gonzales, Linda	814-2000	814-1935	Receptionist, Information Center	

Council of PTA

[twtsdcouncilpta@gmail.com](mailto:twtsdcouncilpta@gmail.com)

December 1,



Vacant	814-2336	814-2335	Executive Dir., Professional Learning	University Plaza NW 251
Vacant	814-2333	814-2335	Chief of Equity & Excellence	University Plaza SW 203
Vacant	814-2337	814-2335	Coordinator	University Plaza SW 203
Adult Education	815-7750	815-7755		5701 Meadowbrook Dr., Bldg 1
Diaz Navarro, Carmen	815-7756	815-7755	Technician	5701 Meadowbrook Dr., Bldg 1
Bell, Dezman	815-7758	815-7755	Professional Development Coordinator	5701 Meadowbrook Dr., Bldg 1
Johnson, Dr. Frankie	815-7771	815-7755	Teacher PT Adult ED	5701 Meadowbrook Dr., Bldg 1
Lewis, Nydia	815-7763	815-7755	Director	5701 Meadowbrook Dr., Bldg 1
Maldonado, Angel	815-7762	815-7755	Technician	5701 Meadowbrook Dr., Bldg 1
Miller-Henton, Patrice	815-7759	815-7755	Career Pathway Coordinator	5701 Meadowbrook Dr., Bldg 1
Montez, Leslie	815-7753	815-7755	Technician	5701 Meadowbrook Dr., Bldg 1
Portales, Mayra	815-7761	815-7755	Administrative Associate	5701 Meadowbrook Dr., Bldg 1
Whisonant, Amanda	815-7767	815-7755	Performance and Quality Coordinator	5701 Meadowbrook Dr., Bldg 1
Wilson, Sandra	815-7757	815-7755	Teacher PT Adult ED	5701 Meadowbrook Dr., Bldg 1
Eastside Alliance (EACP)				
Hodges, Charles	815-4173		Director	5701 Meadowbrook Dr., Bldg 3
McFadden, Raquel	815-4171		Coordinator	5701 Meadowbrook Dr., Bldg 3
Martinez, Michelle	815-4172		Social Worker	5701 Meadowbrook Dr., Bldg 3
Family Action Center East				
Cole, Nakia	815-3471		Coordinator	5500 Norris Street
Walker, Carlos	815-3173		Director	5500 Norris Street
Vacant	815-3171		Social Worker	5500 Norris Street
Restorative Practices				
Dean, James	815-1685		RP Specialist	3020 Bigham/M.L. Phillips
Elliott, Clara	814-2336		RP Coordinator	University Plaza NW 251
Herrera, Marisol	815-0400		RP Specialist	2000 Dewey Street/Diamond Hill ES
Hawkins, Latisha	815-4500		RP Specialist	5917 Shelton/Eastern Hills HS
Montalvo, Nicole	814-2934		RP Specialist	1501 W. Seminary/Rosemont ES
Sneed, Closhell	814-9285		RP Specialist	1600 Bolton/Riverside MS
Suter, Brynn	814-5300		RP Specialist	3816 Stadium/McLean MS
Thompson, Curtis	814-4185		RP Specialist	709 NW 21st/JP Elder
Webb, Lauren	814-8585		RP Specialist	3909 Wilkie Way/Wedgwood MS
Vacant	814-8885		RP Coordinator	
<b>F</b>				
Facilities Planning and GIS Analysis.	814-2060	814-2146		
Brown, Dennis	814-2062	814-2146	Project Manager	University Plaza SE 223B
Coulson, Candice	814-2064	814-2146	Accountant /Facilities Rentals	University Plaza SE 223B
Mathis, Brian	815-7424	814-2146	Project Manager	University Plaza SE 223B
Naughton, Mike	814-2063	814-2146	Exec. Dir. Facilities/Plan/Analysis	University Plaza SE 223B
Finance, Business, and Operations	814-2100			
Arrieta Candelaria, Carmen	814-2100	814-2105	Chief Financial Officer	University Plaza Ste. SW 170
McBain, Mary "Margie"	814-2101	814-2105	Coordinator	University Plaza Ste. SW 170
<b>G</b>				
Grants and Development				
Crespo, Mirgitt	814-2282	814-2285	Senior Officer	University Plaza SW204
Fagan, Sharon	814-2281	814-2285	Administrative Assistant	University Plaza SW204
Pollard, Stephanie	814-2288	814-2285	Coordinator V	University Plaza SW204
Reeves, Chris	814-2289	814-2285	Sr. Project Development Specialist	University Plaza SE 205
Federal Programs				
Clarke, Dana	814-2283	814-2285	Project Development Specialist	University Plaza SE 205
Cole, Kandice	814-2291	814-2285	Sr. Project Development Specialist	University Plaza SE 205
Max, Erwin	814-2293	814-2285	Project Development Specialist	University Plaza SE 205
Wilson Todd, Janis	814-2287	814-2285	Coordinator	University Plaza SE 205
Vacant	814-2292	814-2285	Coordinator	University Plaza SE 205
Grant Compliance and Monitoring				
Burrell, Dr. Stacy	814-1851	814-1855	Director	University Plaza SW 212-A
Johnson, Michelle	814-1857	814-1855	Sr. Compliance Analyst	University Plaza SW 212-A
Lewis, Monica	814-1851	814-1855	Administrative Associate	University Plaza SW 212-A
Patterson, Edward	814-1868	814-1855	Coordinator	University Plaza SW 212-A
Villagran, Christopher	814-1858	814-1855	Sr. Compliance Analyst	University Plaza SW 212-A
Vacant	814-1871	814-1855	Coordinator	University Plaza SW 212-A
Vacant	814-1856	814-1855	Compliance Analyst	University Plaza SW 212-A
<b>H</b>				
Health & Physical Education	814-2595	814-2599		

Baquera, Dr. Roina	814-2598	814-2599	Director, Health & PE	1050 Bridgewood Dr., 2nd Floor
Lynn, Kabriel	814-2896	814-2599	Inst. Coach, K-5 Comprehensive Health	1050 Bridgewood Dr., 2nd Floor
Moore, Chris	814-2597	814-2599	Coordinator - Health	1050 Bridgewood Dr., 2nd Floor
Tillis-White, Cherrelle	814-2894	814-2599	Curriculum Specialist - PE	1050 Bridgewood Dr., 2nd Floor
Vacant	814-2596	814-2599	Admin. Associate to Director, Health & PE	1050 Bridgewood Dr., 2nd Floor
Vacant	814-2893	814-2599	Curriculum Specialist - Health	1050 Bridgewood Dr., 2nd Floor
<b>I</b>				
Internal Audit	814-1970	814-1973		University Plaza SW 171
Mena, Vanessa	814-1971	814-1973	Administrative Assistant	University Plaza SW 171
Myers, Joe	814-1968	814-1973	Senior Internal Auditor	University Plaza SW 171
Perkins, Kathy	814-1967	814-1973	Senior Internal Auditor	University Plaza SW 171
Salvatore, Loretta	814-1969	814-1973	Chief Internal Auditor	University Plaza SW 171
Debenport, DeAnna	814-1970	814-1973	CIP Senior Internal Auditor	University Plaza SW 171
Vacant	814-1970	814-1973	Audit Manager	University Plaza SW 171
Vacant	814-1965	814-1973	Senior Internal Auditor	University Plaza SW 171
Fraud Hotline	406-9080			
Training & Compliance - Go to: Technology				
OTC Go to: Student Support Services				
<b>J</b>				
<b>K</b>				
<b>L</b>				
Legal Services	814-1980	814-1985		University Plaza SE 222
Athanason, Alexander	814-1980	814-1985	Staff Attorney	University Plaza SE 222
Bonavita, Neil	814-1984	814-1985	Staff Attorney	University Plaza SE 222
Carpenter, Kristin	814-1980	814-1985	Public Information Coordinator	University Plaza SE 222
Gourdet, Laurie	814-1982	814-1985	Paralegal	University Plaza SE 222
Jackson, Lynda	814-1983	814-1985	Senior Counsel	University Plaza SE 222
Medina, Sylvia	814-2115	814-1985	Technician, District Records Management	University Plaza SE 222
Musgrove, Kim	814-1981	814-1985	Administrative Associate	University Plaza SE 222
Talley, JoAnna	814-1989	814-1985	Coordinator	University Plaza SE 222
Library Media Services	814-3120	814-3125		3150 McCart Room 25
Vacant	814-3123	814-3125	Director	3150 McCart Room 25
Vacant	814-3122	814-3125	Coordinator	
Library Processing	814-3130	814-3135		3150 McCart Room 25
Vacant	814-3132	814-3135	Administrative Associate	3150 McCart Room 25
Vacant	814-3133	814-3135	Administrative Associate	
Library Services	814-2500			1050 Bridgewood Dr.
Carreathers, Darnisha	814-2503		Executive Director	1050 Bridgewood Dr.
Flores, Alexander	814-2501		Administrative Assistant	1050 Bridgewood Dr.
Gray-Essex, Octavia	814-2510		Coordinator	1050 Bridgewood Dr.
Robinson, Latanya	814-2507		Coordinator	1050 Bridgewood Dr.
Ruiz, Airam	814-2504		Coordinator	1050 Bridgewood Dr.
Wharton, Holly	814-2512		Coordinator	1050 Bridgewood Dr.
<b>M</b>				
Mail Room	814-2266			University Plaza
Delgado, Roldan	814-2268	814-2269	Technician	University Plaza
Operations	814-2650	814-2654		University Plaza SE 219
Arriaga, Leticia	814-2651	814-2654	Admin. Assistant, District Operations	University Plaza SE 219
Coburn, Joseph	814-2653	814-2654	Chief of District Operations	University Plaza SE 219
Sutton, Mary Ann	814-2652	814-2654	Coordinator, District Operations	University Plaza SE 219
Operations Finance & Warehouse Services				2208 Handley Dr
Acosta, Richard	815-7556		Custodial Supervisor - Area II	Service Center I
Alfred, Carl	815-7410		Senior Officer, District Operations	Service Center I
Arnold, Cris	815-7476		Foreperson, General Bldg. Maintenance - West	Service Center I
Barrett, Jala	815-7404		Administrative Associate, Maintenance Payroll	Service Center I
Barrientes, Irene	815-7402		Administrative Associate	Service Center I
Batista, Ray	815-7478		Asst. Foreperson, General Bldg. Maintenance	Service Center I
Brown, Stewart	815-7436		Director, Environmental/Asbestos Services	Service Center I
Cardoza, Alex	815-7491		Assistant Foreperson, Paint	Service Center I
Carroll, Courtney	815-7443		Foreperson, Energy Management	2208 Handley Dr.
Cohen, James	815-7497		Foreperson, Plumbing	Service Center I

Contreras, David	815-7503	Foreperson, Warehouse Services	Service Center I
Cranford, Barry	814-3563	Foreperson, CNS Warehouse	Service Center II
Crittenden, Michael	815-7437	Specialist, Environmental/Asbestos Services	Service Center I
Flores, Joe	815-7586	Asst. Foreperson, Grounds & Landscaping	1324 Rockwood Lane
Fountain, Steve	815-7433	Custodial Supervisor, Area III	Service Center I
Furlough, Steven	815-7425	Director, Area III	Service Center I
Garcia, Yvonne	815-7415	Business Manager, Oper. Finance & Warehouse Serv.	Service Center I
Gonzales, Greg	815-7504	Manager, Warehouse Services	Service Center I
Griffin, Gil	815-7423	General Manager, Maintenance	Service Center I
Guerra, David	815-7553	Director, Area II	2208 Handley Dr.
Guerrero, Louis	815-7426	Director, Area I	Service Center I
Heppel, Wayne	815-7582	Asst. Foreperson, Auto/Equip Repair	1324 Rockwood Lane
Ingram, Jeff	815-7562	Asst. Foreperson, General Bldg. Maintenance East	2208 Handley Dr.
Jackson, Ronny	815-7432	Custodial Supervisor, Area I	Service Center I
Johnson, David	815-7471	Asst. Foreperson, Electric Shop	Service Center I
Jones, Linda	815-7412	Administrative Assistant - District Operations	Service Center I
King, Nathan	815-7479	Foreperson, General Bldg. Maintenance	Service Center I
Kirkpatrick, Donald	815-7472	Foreperson, Electric Shop	Service Center I
Landry, Tara	815-7557	Custodial Supervisor, Area II	2208 Handley Dr.
McPherson, Steve	815-7482	Foreperson, HVAC Chillers/Boilers	Service Center I
Muse, Tim	815-7434	Custodial Supervisor, Area III	Service Center I
Ordonez, Rafael	815-7496	Assistant Foreperson, Plumbing	Service Center I
Osborne, Steve	815-7487	Foreperson, Rooftop Heating/AC	Service Center I
Plumlee, Jarrod	851-7474	Asst. Foreperson, General Bldg. Maintenance West	Service Center I
Ramos, Connie	815-7407	Specialist, Work Orders	Service Center I
Reyna, Tricia	815-7501	Administrative Associate, Warehouse Services	Service Center I
Rieder, Etienne	814-3562	Assistant Foreperson, CNS Warehouse	Service Center II
Rosales, Tony	815-7486	Assistant Foreperson, Rooftop Heating/AC	Service Center I
Route, Rick	815-7572	Foreperson, Fleet Operations	100 N. University Dr.
Santacruz, Izamar	815-7409	Analyst, Operation Finance & Warehouse Services	Service Center I
Santos, Mike	815-7481	Assistant Foreperson, HVAC Chillers/Boilers	Service Center I
See, Charlotte	815-7421	Administrative Assistant, Maintenance	Service Center I
Smith, LaTunya	815-7411	Administrative Associate	Service Center I
Solis, Ana	815-7427	Coordinator, Operations Finance & Warehouse Serv.	Service Center I
Sweeney, Eddie	815-7492	Foreperson, Paint/Glass	Service Center I
Taylor, Inez	815-7408	Administrative Associate	Service Center I
Vargas, Luis	815-7431	Custodial Supervisor, Area I	Service Center I
Vasquez, Henry	815-7442	Assistant Foreperson, Energy Management	Service Center I
Whitlock, Jerry	815-7446	Analyst, Energy Management	Service Center I

<b>Management &amp; Budget</b>	814-2170	814-2145		University Plaza NE 140-C
Aery, Danielle	814-2174	814-2145	Budget Manager	University Plaza NE 140-C
Alphin, Patti	814-2178	814-2145	Budget Manger	University Plaza NE 140-C
Morales, Helen	814-2179	814-2145	Specialist	University Plaza NE 140-C
Nevins, Jim	814-2173	814-2145	Data Analytics Specialist	University Plaza NE 140-C
Santos, Diana	814-2172	814-2145	Budget Manager/Position Control	University Plaza NE 140-C
Sherk, Cynthia	814-2176	814-2145	Budget Manager/Special Revenue	University Plaza NE 140-C
Young, Patricia	814-2177	814-2145	Executive Director	University Plaza NE 140-C

<b>Mathematics &amp; Science</b>	814-2540			
Hernandez, Shannon	814-2543		Executive Director, Math & Science	1050 Bridgewood Dr., 2nd Floor
Johnson, Sheila	814-2541		Administrative Associate	1050 Bridgewood Dr., 2nd Floor
<b>Mathematics</b>	814-2540			
Carr, Kenyail	814-2565		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
Gutierrez, Adam	814-2549		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
Jones, Lowanna	814-2548		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
Reed, John	814-2572		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
<b>Science</b>				
Hilbert, Jessica	814-2610		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
Trotter, Genadra	814-2606		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
Williams, Rocco	814-2608		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor
Vacant	814-2603		K-12 Coordinator	1050 Bridgewood Dr., 2nd Floor

<b>Multicultural Education Department</b>				
Barron, Gigi	814-2417	814-2415	Data Analyst	999 N. University Dr.
Berzoza, Luis	814-2430	814-2415	DL Coordinator	999 N. University Dr.
Diaz, Dora	814-2416	814-2415	Coordinator, Translation Services	999 N. University Dr.
Garza, Martha	814-2413	814-2415	Administrative Assistant	999 N. University Dr.

Jimenez, Laura	814-2414	814-2415	Administrative Assistant	999 N. University Dr.
Maldonado, Nathalia	814-2426	814-2415	DL Coordinator	999 N. University Dr.
Martinez, Gabriela	814-2428	814-2415	Coord., EL Achievement & Ret./Migrant	999 N. University Dr.
Rangel, Cloris	814-2424	814-2415	Executive Director	999 N. University Dr.
Silva, Marisa	814-2425	814-2415	DL Coordinator	999 N. University Dr.
Silver-Rodriguez, Carmen	814-2423	814-2415	Coordinator, Translation Services	999 N. University Dr.
Tuma, Patricia	814-2429	814-2415	ESL Coordinator	999 N. University Dr.
Vacant	814-2408	814-2415	BTAP Coordinator	999 N. University Dr.
Vacant	814-2425	814-2415	DL Coordinator	999 N. University Dr.
Vacant	814-2429	814-2415	ESL Coordinator	999 N. University Dr.
<b>N</b>				
<b>O</b>				
Office of Professional Standards	814-1880	814-1885		University Plaza SW 170
Blansett, Melinda	814-1882	814-1885	Investigator	University Plaza SW 170
Cervantes, Zuemie	814-1881	814-1885	Administrative Associate	University Plaza SW 170
Gutierrez, Mario	814-1887	814-1885	Investigator	University Plaza SW 170
Menchaca, Michael	814-1883	814-1885	Director	University Plaza SW 170
Searcy, Richard	814-1884	814-1885	Investigator	University Plaza SW 170
Vacant	814-1888	814-1885	Investigator	University Plaza SW 170
Sexual Harassment Hotline	814-2793			
<b>P</b>				
Payroll	814-2180	814-2185		University Plaza NW 140-H
Banda, Rosa	814-2189	814-2185	Payroll Specialist	University Plaza NW 140-H
Berrios, Soraida	814-2182	814-2185	Coordinator, Payroll	University Plaza NW 140-H
Cortez, Sonya	814-2191	814-2185	Payroll Senior Specialist	University Plaza NW 140-H
King, Showonda	814-2194	814-2185	Payroll Senior Specialist	University Plaza NW 140-H
Ledesma, Odilia	814-2186	814-2185	Payroll Specialist	University Plaza NW 140-H
Mayfield, Kim	814-2193	814-2185	Payroll Specialist	University Plaza NW 140-H
Medina, Rosie	814-2183	814-2185	Director, Payroll	University Plaza NW 140-H
Meggison, David	814-2184	814-2185	Sr. Officer, Benefits & Payroll	University Plaza NW 140-H
Peacock, Della	814-2187	814-2185	Payroll Specialist	University Plaza NW 140-H
Rangel-Rodriguez, Maricruz	814-2197	814-2185	Administrative Asst- Payroll Window	Univ. Plaza, Payroll Window
Rodriguez, Tania	814-2188	814-2185	Payroll Specialist	University Plaza NW 140-H
Rueda, Ofilia	814-2192	814-2185	Payroll Specialist	University Plaza NW 140-H
Stout, Diane	814-2181	814-2185	Analyst II, Payroll	University Plaza NW 140-H
Thomas, Melanie	814-2195	814-2185	Payroll Specialist	University Plaza NW 140-H
Williams, Nellie	814-2198	814-2185	Payroll Senior Specialist	University Plaza NW 140-H
Vacant	814-2199	814-2185	Analyst III, Payroll	University Plaza NW 140-H
Policy & Planning				
Coleman, Dr. Amanda	814-1956	814-1955	Director	University Plaza 150A
Hernandez, Olga	814-1951	814-1955	Administrative Assistant	University Plaza SW 212
Inzar, Lisa	814-1952	814-1955	Coordinator	University Plaza SW 212
Mollnar, Karen	814-1954	814-1955	Deputy Superintendent	University Plaza SW 212
Procurement Services				
Gerrard, Skip	814-2219	814-2225	Procurement Services/Contract Agent	University Plaza NW 140-F
Harris, Tina	814-2215	814-2225	Sr. Buyer/Contractor Administrator	University Plaza NW 140-F
Henze, Nancy	814-2201	814-2225	Admin. Assoc., Purchase Card/Travel	University Plaza NW 140-F
Korley, Joseph	814-2218	814-2225	Data Analyst	University Plaza NW 140-F
Lewis, Kelley	814-2210	814-2225	Executive Director	University Plaza NW 140-F
Lucano, Nellie	814-2216	814-2225	Procurement Services Manager	University Plaza NW 140-F
McKibben, Eric	814-2213	814-2225	Sr. Buyer	University Plaza NW 140-F
Perez, Julisa	814-2219	814-2225	Buyer	University Plaza NW 140-F
Smith, Meshawndra	814-2203	814-2225	Admin. Assoc., Travel	University Plaza NW 140-F
Townsend, Amy	814-2217	814-2225	Purchase Card/Travel Administrator	University Plaza NW 140-F
Walsh, Karla	814-2202	814-2225	Senior Clerk, Travel	University Plaza NW 140-F
Zavala, Stella	814-2205	814-2225	Admin. Assoc. III, Exec. Dir.	University Plaza NW 140-F
Vacant	814-2214	814-2225	Buyer	University Plaza NW 140-F
Vacant	814-2206	814-2226	Sr. Buyer/HUB Coordinator	University Plaza NW 140-F
Vacant	814-2212	814-2225	Buyer	University Plaza NW 140-F
Mail Room				
Delgado, Roldan	814-2268	814-2269	Technician	University Plaza
Vacant	814-2267	814-2269	Technician	University Plaza
Professional Learning	814-3400			

Beasley, Sarahi 814-3419  
 Booth, Katrina 814-3407  
 Lester, Dr. Karla 814-3403  
 McLaughlin, Jennifer 814-3418  
 Owens, Wendy 814-3421  
 Salazar, Brook 814-3416  
 Samples, Andrea 814-3402  
 Scott, Jimyria 814-3406

Specialist, Professional Learning  
 Coordinator, Professional Learning  
 Director, Professional Learning  
 Specialist, Professional Learning  
 Specialist, Professional Learning  
 Specialist, Professional Learning  
 Administrative Associate  
 Specialist, Professional Learning

1050 Bridgewood Dr.  
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 1050 Bridgewood Dr.  
 1050 Bridgewood Dr.  
 1050 Bridgewood Dr.  
 1050 Bridgewood Dr.

Q  
R

Risk Management 814-2230  
 Cortez, Monica 814-2231  
 Schropp, Alexander 814-2233

814-2250  
814-2234

Specialist  
Director

University Plaza NW249  
University Plaza NW249

Risk, Ethics, & Compliance Management

Avila, Maria 814-1821  
 Rincón, Cynthia 814-1820  
 Vacant 814-1822

814-2725  
814-2725  
814-2725

Administrative Assistant  
Chief  
Coordinator

University Plaza SE 220  
University Plaza SE 221  
University Plaza SE 222

Employee Services

Anderson, Annie 814-1832  
 Berryhill, Charmaine 814-2790  
 Drake, Brittany 814-1837  
 Hernandez, Amanda 814-1831  
 Longoria, Cynthia 814-2790  
 Villalobos, Victoria 814-2792  
 Vacant 814-1830  
 Vacant 814-1833  
 Vacant 814-1836

814-2725  
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814-2725  
814-2725  
814-2725  
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814-2725

Coordinator  
Technician  
Director  
Technician  
Technician  
Coordinator  
Administrative Assistant  
Coordinator  
Executive Director

University Plaza SW209  
University Plaza SW209  
University Plaza SW209  
University Plaza SW209  
University Plaza SW209  
University Plaza SW209  
University Plaza SW209  
University Plaza SW209  
University Plaza SW209

Safety & Security

Burns, Shaun 814-2680  
 Galvan, Vanessa 814-2678  
 Garcia, Daniel 814-2670  
 McGinley, Edward 814-2672  
 Meadows, C.C. 814-2673  
 Molina, Carlos 814-2674  
 Perez, Dominic 814-2664  
 814-2680

814-2665  
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814-2665

Supervisor, Campus Monitors  
Administrative Assistant  
Executive Director  
Coord., Emergency Management  
Director of Law Enforcement  
Area Advisor  
Admin. Assoc. Police Dispatcher

100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110

Security

Brice, Earl 814-2699  
 Garza, Juan 814-2699  
 Gowans, Maurice 814-2699  
 Kelley, Frenchell 814-2699  
 Security Hot Line 814-2699

814-2665  
814-2665  
814-2665  
814-2665  
814-2665

Security Monitor  
Security Monitor  
Security Monitor  
Security Monitor

100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110  
100 N. University Dr, NE-110

School Leadership

Chief of Schools 814-2340  
 Moore, Jerry 814-2343  
 Ramón, Patti 814-2341  
 School Leadership & Support 814-2300  
 Hyman, Susie 814-2346  
 Mattingly, Dr. Cissy 814-2342  
 Phillips, Maria 814-2348  
 School Leadership 814-2300

814-2345  
814-2345  
814-2345  
814-2345  
814-2345  
814-2345

Chief of Schools  
Admin. Assistant to Chief  
Coordinator  
Coordinator  
Director

University Plaza NW 257  
University Plaza NW 257  
University Plaza NW 257  
University Plaza NW 257  
University Plaza NW 257

School Leadership

Executive Directors  
 Koppes, Todd 814-2304  
 Townsend, Rian 814-2312  
 Vazquez, Arianna 814-2311

814-2304  
814-2312  
814-2311

Executive Director  
Executive Director  
Administrative Assistant

1050 Bridgewood Dr., Suite 110  
1050 Bridgewood Dr., Suite 110  
1050 Bridgewood Dr., Suite 110

Executive Directors  
 Berg, Cyndi 814-2301  
 Hernandez, Dr. Susan 814-2309  
 Renteria, Christine 814-2306

814-2301  
814-2309  
814-2306

Administrative Assistant  
Executive Director  
Executive Director

1050 Bridgewood Dr., Suite 110  
1050 Bridgewood Dr., Suite 110  
1050 Bridgewood Dr., Suite 110

Executive Directors  
 Anderson, Belinda 814-2303  
 Rhines, Valencia 814-2308  
 Traylor, Deborah 814-2314

814-2303  
814-2308  
814-2314

Administrative Assistant  
Executive Director  
Executive Director

1050 Bridgewood Dr., Suite 110  
1050 Bridgewood Dr., Suite 110  
1050 Bridgewood Dr., Suite 110

Executive Directors  
 Caballero, Hilda 814-2323

814-2323

Executive Director

1050 Bridgewood Dr., Suite 110

Medina, Heliana	814-2313	Administrative Assistant	1050 Bridgewood Dr., Suite 110
Rodriguez, Jeimie S.	814-2325	Coordinator	1050 Bridgewood Dr., Suite 110
<b>Executive Directors</b>			
Benavidez, Dr. Dorene	814-2318	Executive Director	1050 Bridgewood Dr., Suite 110
Cortez, Guadalupe	814-2322	Executive Director	1050 Bridgewood Dr., Suite 110
Canales, Anna	814-2321	Administrative Assistant	1050 Bridgewood Dr., Suite 110
<b>Executive Directors</b>			
Balzer, Dr. Jill	814-2316	Executive Director	1050 Bridgewood Dr., Suite 110
Evans, Yolanda	814-2302	Administrative Assistant	1050 Bridgewood Dr., Suite 110
Mouton, Dr. Marion	814-2319	Executive Director	1050 Bridgewood Dr., Suite 110
<b>ience - Go to: Mathematics &amp; Science</b>			
<b>ocial Studies</b>	814-2470		
Fernandez, John	814-2478	Coordinator	1050 Bridgewood Dr.
Hall, Kathleen	814-2471	Administrative Associate	1050 Bridgewood Dr.
Hall, Mishelle	814-2477	Coordinator	1050 Bridgewood Dr.
Nkodziela, Joseph	814-2473	Executive Director	1050 Bridgewood Dr.
Pantoja, Xavier	814-2476	Coordinator	1050 Bridgewood Dr.
Smith, Patricia	814-2479	Coordinator	1050 Bridgewood Dr.
<b>pecialized Academic Support Services</b>	814-2800	814-2835	
Golomb, Corey	814-2800	814-2835	Assistant Superintendent
Stanley, Cheryl	814-2801	814-2835	Administrative Assistant IV
<b>Budget and Grants</b>	814-2920	814-2835	
Collins, Shametra	814-2923	814-2835	Budget Manager
Rivera, Laura	814-2921	814-2835	Budget Analyst
<b>Dyslexia Services</b>	814-2490		
Hall, Kimberly	814-2491	Administrative Assistant II	215 NE 14th Street, Suite 302
Ibarra, Natalie	814-2488	Specialist	215 NE 14th Street, Suite 303
Macfarlane, Tracy	814-2492	Instructional Coach	215 NE 14th Street, Suite 303
Testerman, Suzanna	814-2486	Specialist	215 NE 14th Street, Suite 303
Tritten, Vanessa	814-2494	Director	215 NE 14th Street, Suite 302
<b>Educational Technology</b>	814-3100		
Abbett, Lisa	814-3145	Digital Learning Specialist	215 NE 14th Street, Suite 209
Cheatham, Kelly	814-3104	Digital Learning Specialist	215 NE 14th Street, Suite 209
Conn, Angela	814-3106	Digital Learning Specialist	215 NE 14th Street, Suite 209
Ellason, Shana	814-3111	Director	215 NE 14th Street, Suite 208
Erisman, Rachel	814-3108	Digital Learning Specialist	215 NE 14th Street, Suite 209
Fernandez, Luis	814-3118	Digital Learning Specialist	215 NE 14th Street, Suite 209
Gibson, Ryan	814-3117	Digital Learning Specialist	215 NE 14th Street, Suite 209
Gutierrez, Hollie	814-3115	Digital Learning Specialist	215 NE 14th Street, Suite 209
Irungu, Rose	814-3146	Digital Learning Specialist	215 NE 14th Street, Suite 209
Lampley, Chase	814-3136	Digital Learning Specialist	215 NE 14th Street, Suite 209
Mazzel, Anna	814-3143	Digital Learning Specialist	215 NE 14th Street, Suite 209
Mynatt, John	814-3113	Coordinator	215 NE 14th Street, Suite 209
Reed, Sara	814-3114	Digital Learning Specialist	215 NE 14th Street, Suite 209
Simpson, Catherine	814-3112	Coordinator	215 NE 14th Street, Suite 209
Steinsiek, Rebecca	814-3101	Administrative Assistant IV	215 NE 14th Street, Suite 217
Suenkel, Kimberly	814-3141	Digital Learning Specialist	215 NE 14th Street, Suite 209
Trammel, Tyler	814-3119	Digital Learning Specialist	215 NE 14th Street, Suite 209
Williams, Brandon	814-3142	Digital Learning Specialist	215 NE 14th Street, Suite 209
Zara, Megan	814-3103	Digital Learning Specialist	215 NE 14th Street, Suite 209
<b>Gifted and Talented</b>	814-3409		
Dean, Tyler	814-2584	Coordinator	215 NE 14th Street, Suite 309
Flusche, Michael	814-2583	Director	215 NE 14th Street, Suite 309
Maxwell, Melanie	814-2582	Coordinator	215 NE 14th Street, Suite 309
<b>Library Media Services</b>	814-3120		
Bohannon, Katrina	814-3136	Administrative Assistant	215 NE 14th Street, Suite 118
Chapa, Victor	814-3123	Director	215 NE 14th Street, Suite 121
Rodriguez, Corina	814-3131	Administrative Assistant	215 NE 14th Street, Suite 118
<b>Psychological Services</b>	814-2820	814-2825	
Blaylock, Derrick	814-2815	814-2825	SEAS Program Manager
Cioffi, Dr. Pamela	814-2816	814-2825	Psychologist, Internship Supervisor
Fraire-Salido, Marcia	814-2851	814-2825	Specialist - Social Services
Gonzalez, Letty	814-2818	814-2825	Behavior Specialist
Haley, Megan	814-2820	814-2825	Psychologist, Internship Supervisor
Hicks, Xavier	814-2826	814-2825	Specialist - Social Services

Major, Tiya	814-2818	814-2825	Behavior Specialist	215 NE 14th Street, Suite 203
Moreno, Monica	815-5445	814-2825	Specialist - Social Services	215 NE 14th Street, Suite 203
Mulley, Barbara	814-2821	814-2825	Administrative Assistant	215 NE 14th Street, Suite 217
Nethers, Dr. Kristina	814-2827	814-2825	LSSP, Autism Coordinator	215 NE 14th Street, Suite 202
Pearson, Alice	814-2822	814-2825	Administrative Assistant	215 NE 14th Street, Suite 201
Raymond, Michelle	814-2824	814-2825	Autism In-Home Training Pgrm Mgr.	215 NE 14th Street, Suite 202
Rodriguez, Julie	814-2851	814-2825	Specialist - Social Services	215 NE 14th Street, Suite 203
Stein, Nicole	814-2823	814-2825	Director	215 NE 14th Street, Suite 204
Vacant	814-2820	814-2825	Specialist - Social Services	215 NE 14th Street, Suite 203
Vacant	814-2820	814-2825	Specialist - Social Services	215 NE 14th Street, Suite 203
All StARS	815-5448	814-2825		
Stewart, Alyson	815-5448	814-2825	Instructional Specialist (All StARS Mgr.)	215 NE 14th Street, Suite 202
Special Education Services	814-2830	814-2835		
Carter, Dr. Janice	814-2862	814-2835	Executive Director	215 NE 14th Street, Suite 108
Evans, Terry	814-2831	814-2835	Administrative Assistant	215 NE 14th Street, Suite 107
Haney, Alice	814-2841	814-2835	Administrative Assistant	215 NE 14th Street, Suite 107
Hawkins, Dr. Dianne	814-2842	814-2835	Director	215 NE 14th Street, Suite 110
Heady, Dr. Dolores	814-2838	814-2835	Director	215 NE 14th Street, Suite 109
Moore, Susan	814-2837	814-2835	Director	215 NE 14th Street, Suite 112
Norvell, Marquelle	814-2832	814-2835	Administrative Assistant	215 NE 14th Street, Suite 107
Oberheu, Lori	814-2836	814-2835	Director	215 NE 14th Street, Suite 111
Spencer, Andrew	814-2848	814-2835	Transition Services Coordinator	215 NE 14th Street, Suite 114
Vacant	814-2839	814-2835	Coordinator - Compliance	215 NE 14th Street, Suite 114
Central Files (SPED)	814-2860	814-2858		
Moore, Chartoria	814-2856	814-2858	Administrative Assistant	University Plaza, NE241
Vacant	814-2857	814-2858	Office Assistant	University Plaza, NE241
Instructional Specialists	814-2830	814-2835		
Brown, Mary	814-2866	814-2835	Instructional Specialist	215 NE 14th Street, Suite 119
Roberts, Marilyn	814-2849	814-2835	Instructional Specialist	215 NE 14th Street, Suite 119
Vacant	814-2865	814-2835	Instructional Specialist	215 NE 14th Street, Suite 119
Vacant	814-2867	814-2835	Instructional Specialist	215 NE 14th Street, Suite 119
Early Childhood Special Ed. (ECSE)	814-2830	815-5450		
Vacant	815-5432	815-5450	Coordinator, Child Find	215 NE 14th Street, Suite 215
Vacant	815-5430	815-5450	Administrative Assistant	215 NE 14th Street, Suite 107
Surrogate Parents	815-5430	815-5450	Special Education	215 NE 14th Street, Suite 215
Hospital/Homebound	815-5400	815-5450		
Mason-Loeb, Bolivia	815-5402	815-5450	Coordinator	215 NE 14th Street, Suite 214
Vacant	815-5400	815-5450	Administrative Assistant	215 NE 14th Street, Suite 214
Reaching Indep. through Struct. Ed. (RISE)	815-5400	815-5450		
Denning, Wendy	815-5442	815-5450	Program Manager	215 NE 14th Street, Suite 215
Lindloff, Jackie	815-5443	815-5450	Program Manager	215 NE 14th Street, Suite 215
Wouters, Kyra	815-5447	815-5450	Program Manager	215 NE 14th Street, Suite 215
Regional Day School (AI/VI)	815-5410	815-5451		
Williams, Larry	815-5413	815-5451	Assistant Director	215 NE 14th Street, Suite 114
AI & VI Itinerant Teachers	815-5410	815-5451	Auditory/Visually Impaired Services	215 NE 14th Street, Suite 115
Ancillary Support Services	815-5410	815-5451	Auditory/Visually Impaired Services	215 NE 14th Street, Suite 115
Related Services	814-6449	814-2853		
Colletti, Lori	814-2854	814-2853	Assistant Director	215 NE 14th Street, Suite 114
Moreno, Laura	814-6449	814-2853	Administrative Assistant	Boulevard Heights
SLP/OT/PT Services	814-6449	814-2853	Special Services	Boulevard Heights
Special Education Resource Systems	815-5490	N/A		
Chadwick, Douglas	815-5491	N/A	Store Keeper, Delivery	215 NE 14th Street, Suite 101
Edwards, Leclia	815-5493	N/A	Supervisor	215 NE 14th Street, Suite 101
Hernandez Galindo, Maria	815-5490	N/A	Administrative Assistant	215 NE 14th Street, Suite 101
Meints, Alma	815-5492	N/A	Administrative Assistant	215 NE 14th Street, Suite 101
Transportation (SPED)	814-2852	815-5450		
Boone, Karen	814-2852	815-5450	Administrative Assistant	215 NE 14th Street, Suite 215
Special Programs	814-2875	N/A		
Castillo, Alysia	814-2876	N/A	Administrative Assistant	215 NE 14th Street, Suite 313
Smythe, Dr. Carolyn	814-2878	N/A	Coordinator - Compliance	215 NE 14th Street, Suite 313
Sutton, Patricia	814-2458	N/A	Director	215 NE 14th Street, Suite 313
American Indian	814-2879	N/A		
Gravelle, Elizabeth	814-2879	N/A	American Indian Education Liaison	215 NE 14th Street, Suite 312
Homeless/Foster Care	814-2876	N/A		
Alvarez, Christy	814-2460	N/A	Homeless Liaison	215 NE 14th Street, Suite 312
Caldera, Isis	814-2863	N/A	Homeless Liaison	215 NE 14th Street, Suite 312
Esparaza, Anahi Uribe	814-2864	N/A	Homeless Liaison	215 NE 14th Street, Suite 312
Semple, Undra	814-2873	N/A	Homeless Liaison	215 NE 14th Street, Suite 312

Stevenson, Ashley MTSS/Rtl	814-2877 814-2875	N/A N/A	Coordinator- Homeless/Foster Care	215 NE 14th Street, Suite 304
DeLaughter, Carol	814-2464	N/A	MTSS Specialist	215 NE 14th Street, Suite 311
Flurry, Laura	814-2454	N/A	Coordinator - MTSS	215 NE 14th Street, Suite 311
King, Valerie	814-2462	N/A	MTSS Specialist	215 NE 14th Street, Suite 311
Oscos, Itzia	814-2463	N/A	MTSS Specialist	215 NE 14th Street, Suite 311
Parish, Mellissa	814-2459	N/A	MTSS Specialist	215 NE 14th Street, Suite 311
Vacant	814-2875	N/A	MTSS Specialist	215 NE 14th Street, Suite 311
<b>Deaf, Language &amp; Hearing</b>				
Anderson, Christine	814-6481	814-6490	Audiologist	Boulevard Heights 127-E
Dilollo, Lara	814-6480	814-6490	Audiologist	Boulevard Heights 127-E
Moreno, Laura	814-6449	814-6490	Administrative Assistant	Boulevard Heights 127-E
Plouf, Aubrey	814-6479	814-6490	Audiologist	Boulevard Heights 127-E
<b>Student Eng. &amp; School Completion - See Equity &amp; Excellence</b>				
<b>Student Placement Center</b>				
Castiglione, Stacey	815-7712	815-7705	Admission Advisor	999 N. University Dr.
De La Paz, Diana	815-7700	815-7705	Director	999 N. University Dr.
Dorantes, Dary	815-7700	815-7705	Office Assistant	999 N. University Dr.
Garza, Bedelia	815-7700	815-7705	Administrative Associate	999 N. University Dr.
Martinez, Carlos	815-7709	815-7705	Supervisor	999 N. University Dr.
Ramirez, Felipe	815-7715	815-7705	EL Home Liaison Counselor	999 N. University Dr.
Vacant	815-7716	815-7705	Admission Advisor	999 N. University Dr.
Vacant	815-7714	815-7705	Admission Advisor	999 N. University Dr.
Vacant	815-7707	815-7705	Admission Advisor	999 N. University Dr.
Vacant	815-7711	815-7705	Admission Advisor	999 N. University Dr.
<b>Student Support Services</b>				
Adams, Valerie	814-2371	814-2305	Admin. Assistant to Chief	University Plaza NW 252
Crawford-Warren, Gail	814-2367	814-2305	Coordinator	University Plaza NW 252
Washington, Dr. Cherie	814-2370	814-2307	Chief	University Plaza NW 252
<b>Athletics</b>				
Arcipreste, Tereza	815-7302	815-7305	Administrative Assistant	Farrington Field
Bell, Troy	815-7308	815-7305	Assistant Director	Farrington Field
Cofer, Amanda	815-7311	815-7305	Assistant Director	Farrington Field
Cole, Johnnie	815-7333	815-7335	Teacher, Sp. Assignm. Tickets & Facility	Wilkerson-Greines
Langston, Dr. Lisa	815-7307	815-7305	Director	Farrington Field
McMillian, Alesa	815-7331	815-7335	Administrative Associate	Wilkerson-Greines
Pritchett, Dean	815-7309	815-7305	Assistant Director	Farrington Field
Rogers, Tracy	815-7301	815-7305	Administrative Associate	Farrington Field
Vesely, Todd	815-7303	815-7305	Executive Director, Athletics	Farrington Field
Wilkerson-Greines/Clark Stadium	815-7330			
<b>JROTC</b>				
Campbell, Terrence L. 1SG (R)	815-7352	815-7355	Admin, Operations & Training Manager	2807 Patino Rd.
Crossley, Richard LTC (R)	815-7353	815-7355	Director	2807 Patino Rd.
Harris, Jack SFC (R)	815-7354	815-7355	Business Manager, Property Specialist	2807 Patino Rd.
Negrete, Victoria	815-7351	815-7355	Administrative Associate	2807 Patino Rd.
Williams, Cedric LTC (R)	815-7356	815-7355	Deputy Director	2807 Patino Rd.
Vacant	815-7350	815-7355	JCC Coordinator	2807 Patino Rd.
<b>Student Support Services</b>				
Espinoza, Elizabeth	814-2810	814-2812	Admin. Asst, Assistant Superintendent	2801 Patino Rd.
Parrish, Ashley	814-2814	814-2812	Coordinator	2801 Patino Rd.
Steinert, Michael	814-2810	814-2812	Assistant Superintendent	2801 Patino Rd.
<b>Alternate Placement Programming</b>				
Cerja, Mark	814-6701		Principal Program Administrator	2801 Patino Rd.
Reyes, Elisa	814-6700		Administrative Associate	2801 Patino Rd.
<b>Student Discipline &amp; Placement</b>				
Beaudry, Patricia	814-2950	814-2964		
Martin, Connie	814-2952	814-2964	Data Clerk	2801 Patino Rd.
Martinez, Claudia	814-2947	814-2964	Hearing Officer	2801 Patino Rd.
San Martin, Cynthia	814-2957	814-2964	Hearing Officer	2801 Patino Rd.
Valenzuela, Andres	814-2958	814-2964	Coordinator	2801 Patino Rd.
SD&P Hearings	814-2963	814-2964	Data Clerk	2801 Patino Rd.
SD&P Hearings	814-2945	814-2964		
<b>Health &amp; Well-Being</b>				
Gaddis, Justin	814-2090			
Adolescent Pregnancy	814-2093	814-3325	Executive Director	University Plaza NW 250
	814-3320			2801 Patino Rd.

Magaña, Leticia	814-3323	814-3325	Director	2801 Patino Rd.
Randle, Lori	814-3321	814-3325	Administrative Assistant	2801 Patino Rd.
<b>Family &amp; Community Resources (FRC)</b>				
Goodwin, Ottis	814-2870		Director	2801 Patino Rd.
Olayo, Prescilliana	814-2813		Coordinator	2801 Patino Rd.
Vedia, Dalila	814-2871		Administrative Assistant	2801 Patino Rd.
FRC-Forest Oak	815-2850	815-2855		3250 Pecos St.
Alvarado, Melissa	815-2850	815-2855	Administrative Assistant	3250 Pecos St.
Brown, Barbara	815-2850	815-2855	Program Coordinator	3250 Pecos St.
FRC-Northside	815-2830	815-2835		2011 Prospect Ave.
Flores, Vidalina	815-2830	815-2835	Program Coordinator	2011 Prospect Ave.
Reyes, Isabel	815-2830	815-2835	Administrative Assistant	2011 Prospect Ave.
FRC-Riverside MS	815-2800	815-2805		1550 Bolton St.
Benitez, Zurisadal	815-2800	815-2805	Program Coordinator	1550 Bolton St.
Barajas, Cecilia	815-2800	815-2805	Administrative Assistant	1550 Bolton St.
FRC-Western Hills	815-2880	815-2885		8340 Mojave Trail
Benitez, Patricia	815-2880	815-2885	Program Coordinator	8340 Mojave Trail
Garcia, Sandy	815-2880	815-2885	Administrative Assistant	8340 Mojave Trail
<b>Health Services</b>				
Cooper, Shannon	814-2993	814-2995	Director	University Plaza NW 100
Garcia, Anna	814-2992	814-2995	Administrative Assistant	University Plaza NW 100
Govea, Linda	814-2996	814-2995	Nurse Specialist	University Plaza NW 100
Nash, Verby	814-2997	814-2995	Nurse Specialist	University Plaza NW 100
Villanueva, Eliza	814-2991	814-2995	Administrative Assistant	University Plaza NW 100
<b>Intervention Services</b>				
Vedia, Dalila	814-2870	814-2874		
Warren, Vicki	814-2869	814-2874	Administrative Assistant	2801 Patino Rd.
			Director	2801 Patino Rd.
<b>Prevention &amp; Crisis Response</b>				
Bethany, Cindy	814-2900			
Blandford, Jennifer	814-2904		Director, Prevention & Crisis Response	2801 Patino Rd.
Mixon, Leslie	814-2913		Trauma Specialist	2801 Patino Rd.
Pohlmeier, Remington	814-2901		Administrative Assistant	2801 Patino Rd.
Vacant	814-2914		Trauma Specialist	2801 Patino Rd.
Vacant	814-2915		Trauma Specialist	2801 Patino Rd.
Vacant	814-2912		Trauma Specialist	2801 Patino Rd.
Crisis Line	814-2911			
<b>Parent Partnerships</b>				
Castillo, Yesenia	814-3330			
Cohen, Christopher	814-3347		Lead Parent Educator	215 NE 14th St
Goytia, Erika	814-3343		Specialist	215 NE 14th St
Hood, Zenobia	814-3348		Lead Parent Educator	215 NE 14th St
Johnson, Bryan	814-3334		Coordinator THV	215 NE 14th St
Johnson, Bryn	814-3333		Coordinator	215 NE 14th St
Johnson, Stephanie	814-3345		Specialist	215 NE 14th St
Plata, Marta	814-2324		Executive Director	215 NE 14th St.
Rodriguez, Angelina	814-3331		Administrative Assistant	215 NE 14th St
Serrano, Alma	814-3342		Specialist	215 NE 14th St
Ward, Yesenia	814-3346		Lead Parent Educator	215 NE 14th St
Vacant	814-3332		Supervisor THV	215 NE 14th St
Vacant	814-3344		Specialist	215 NE 14th St
Vacant	814-3349		Lead Parent Educator	215 NE 14th St
<b>Fort Worth After School</b>				
Castafieda, Maria Eugenia	815-2950	815-2955		
Coronado, Jennifer	815-2964	815-2955	Coordinator	2801 Patino Rd.
Crump, Vanessa	815-2951	815-2955	Administrative Associate	2801 Patino Rd.
Dunkins, Dennis	815-2952	815-2955	Coordinator	2801 Patino Rd.
Garcia, Miguel	815-2956	815-2955	Coordinator	2801 Patino Rd.
Gulley, Tamara	815-2953	815-2955	Director	2801 Patino Rd.
Stolz, Gary	815-2958	815-2955	Coordinator	2801 Patino Rd.
Thomas-James, Chariece	815-2957	815-2955	Coordinator	2801 Patino Rd.
	815-2965	815-2955	Coordinator	2801 Patino Rd.
<b>Student Engagement</b>				
Osby, Pam	814-2570			
Perry, Anita	814-2571		Administrative Assistant	2801 Patino Rd.
Teer, Wendy	814-2574		Executive Director	2801 Patino Rd.
Counseling Services	814-2573		Coordinator, Attendance/Credit Recovery	2801 Patino Rd.
Alaniz, Jessica	814-2900			
Hicks, Aj	814-2577		Director, High School Counseling Svs	2801 Patino Rd
Lomax, Rachel	814-2903		Director, Elem Counseling Svs	2801 Patino Rd.
Wilford, Laurie M.	814-2576		Director, Middle School Counseling Svs	2801 Patino Rd.
Student Eng. & School Completion	814-2901		Administrative Assistant	2801 Patino Rd.
	814-2930			

Bell, Vanita	815-6028	815-6050	SISC – Western Hills HS
Collins, Kenric	815-8061	815-5050	SISC- O.D. Wyatt HS
Cortez, Dawn	815-2561	815-2550	SISC- Trimble Tech HS
Freeman, Shaun	815-7061	814-7052	SISC- South Hills HS
Guerrero, Daniel	814-4061	814-4050	SISC- Northside HS
Hernandez, Juanita	815-2900	815-2905	Administrative Assistant
Hobbs, Belinda	815-0043	815-0050	SISC- Diamond Hill Jarvis HS
Hudson, Michelle	814-8061	814-8050	SISC- Southwest HS
Kuehn, Christine	815-3061	815-3050	SISC- Dunbar Pyramid
Levels, Marcus	815-7161	815-7150	SISC- Benbrook MHS
McGee, Kimberly	815-1036	815-1050	SISC- Arlington Heights HS
Murphy, Dorothy	815-2931	814-2935	Administrative Associate
Proctor, Brenda	814-9061	814-9050	SISC-Amon Carter-Riverside HS
Reeves, Brandon	814-5043	814-5050	SISC- Paschal HS
Riddick, Christopher	814-2930	814-2935	Director
Smith, Barry	815-2910	815-2905	Assistant Director
Smith, Isaac	815-4061	815-4050	SISC- Eastern Hills HS
Walker, Ronnie	815-2919	815-2905	Court Liaison
Vacant	815-6029	814-7052	SISC- Polytechnic HS

3600 Boston Ave  
2400 E. Seminary  
1003 W. Cannon St  
6101 McCart  
2211 Mckinley  
5701 Meadowbrook Dr.  
1400 Maydell St  
4100 Altamesa Blvd  
5700 Ramey Ave  
201 Overcrest Dr.  
4501 W. Freeway, #115  
5701 Meadowbrook Dr.  
3301 Yucca Dr  
3001 Forest Park Blvd  
5701 Meadowbrook Dr.  
5701 Meadowbrook Dr.  
5701 Shelton St  
5701 Meadowbrook Dr.  
1300 Conner

udent Records - Go to: Business Intelligence

Superintendent's Office	814-1900	814-1905
Chapa, Dolores	814-1900	814-1905
Foster, Ann	814-1901	814-1905
Ramirez, Veronica	814-1902	814-1905
Ramsey, Dr. Angelica	814-1900	814-1905

Executive Assistant  
Administrative Assistant  
Office Manager  
Superintendent

University Plaza SW 207  
University Plaza SW 207  
University Plaza SW 207  
University Plaza SW 207  
University Plaza SW 207

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Talent Management	814-2717	
Chavarria, Vanessa	814-2723	814-2725
Camarena, Emily	814-2713	814-2725
Garcia, Alma	814-2711	814-2725
Gonzalez, Trine	814-2721	814-2725
Lee, Dr. Yassmin	814-2727	814-2755
Mendez, Susana	814-2717	814-2749
Monge, Sammy	814-2729	814-2755
Peña, Raul	814-2729	814-2725
Teacher & Principal Efficacy		
Chitwood, Sharolyn	814-3417	
Lewis, Dr. Lezley	814-3404	
Nabonzny, Nancy	814-3425	
Vacant	814-3401	
Campus Coordinators	814-2730	
Acuna, Lorrie	814-2732	814-2735
Aviles-Morales, Ashley	814-2736	814-2735
Perez, Dragana	814-2738	814-2735
Perry, Diana	814-2739	814-2735
Rhoten, Susan	814-2733	814-2755
Taylor, Patrick	814-2737	814-2735
Terrell, Marcus	814-2731	814-2735
Vacant	814-2751	814-2785
Certification	814-2770	
Salazar, Rita	814-1886	817-2749
Sims, Erika	814-2777	814-2775
Vargas, Lisa	814-2776	814-2715
Compensation		
Arias, Geogrio	814-2077	814-2085
DeLeon, Brenda	814-2087	814-2085
Garcia, Domingo	814-2083	814-2085
Jimenez, Rosibel	814-2089	814-2085
Jones, Lanette	814-2086	814-2085
Lloyd, Brandon	814-2083	814-2085
Olivas, Patricia	814-2081	814-2085
Stewart, Shayla	814-2084	814-2085
Warren, Charla	814-2088	814-2085
Employee Records		
Clark, Lisa	814-2762	

Coordinator to Chief  
Director, Teacher Residents  
Admin. Assistant to Teacher Residents  
Admin. Assistant to Chief  
Executive Director, Talent Acquisition  
TM - Front Desk Admin. Assistant  
AP Leadership Academy  
Chief Talent Officer

Coordinator  
Executive Director  
Coordinator  
Administrative Assistant

Campus Coordinator  
Campus Coordinator  
Campus Coordinator  
Campus Coordinator  
Campus Coordinator  
Coordinator  
Auxiliary Coordinator  
Hiring Specialist

Fingerprinting  
Compliance Coordinator  
Compliance Technician

Compensation Analyst  
Compensation Director  
Compensation Analyst  
Compensation Coordinator  
Compensation Specialist  
Compensation Specialist  
Compensation Specialist  
Compensation Lead Analyst  
Compensation Manager

Coordinator

University Plaza NW 130-I  
University Plaza NW 130-I  
University Plaza NW 130-I  
University Plaza NW 130-I  
University Plaza NW 130-G  
University Plaza NW 130-C  
University Plaza NW 130-I  
University Plaza NW 130-I

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University Plaza NW 130

Diaz, Citlali	814-2761		Administrative Associate	University Plaza NW 130
Shaw, Sylvia	814-2766		Administrative Associate	University Plaza NW 130
Vacant	814-2764			University Plaza NW 130
Main Rollover Line	814-2760			University Plaza NW 130
<b>Onboarding Team</b>	814-2740			
Alvarez, Samantha	817-2741	814-2749	Onboarding Team	University Plaza NW 130-C
Alvarez, Sonia	814-2742	814-2749	Onboarding Team	University Plaza NW 130-C
Cormier, Alma	814-2741	814-2749	Onboarding Team	University Plaza NW 130-C
Hough, Diana	814-2744	814-2749	Onboarding Team	University Plaza NW 130-C
Lopez, Nayeli	814-2748	814-2749	Onboarding Team	University Plaza NW 130-C
Munoz, Gregoria	814-2743	814-2749	Onboarding Team	University Plaza NW 130-C
Nash, Stephanie	814-2745	814-2749	Onboarding Team Manager	University Plaza NW 130-C
Nuñez, Cassandra	814-2747	814-2749	Onboarding Team	University Plaza NW 130-C
Piña, Marisa	814-2749	814-2749	Onboarding Team	University Plaza NW 130-C
<b>Recruitment</b>				
Arriaga, Nadia	814-2756		Recruiter	University Plaza NW 130
Bustamente, Jerene	814-2752		Lead Recruiter	University Plaza NW 130
Castillo, Linda	814-2772		Recruiter	University Plaza NW 130
Herrera, Yuliana	814-2773		Recruiter	University Plaza NW 130
Morrell, Kelly	814-2758		Recruiter	University Plaza NW 130
Morrow, Christina	814-2754		Recruiter	University Plaza NW 130
Porras, Melissa	814-2774		Recruiter	University Plaza NW 130
Serrano, Jennifer	814-2773		Recruiter	University Plaza NW 130
Wright, Laila	814-2759		Recruiter	University Plaza NW 130
<b>Substitute Calling</b>	814-2780			
Cervantes, Karen	814-2782	814-2785	Technician	University Plaza NW 130-B
Escobar, Jody	814-2786	814-2785	Technician	University Plaza NW 130-B
Gomez, Rafaela	814-2784	814-2749	HRIS Manager	University Plaza NW 130-B
Javier, Jose	814-2789	814-2785	Technician	University Plaza NW 130-B
Vacant	814-2783	814-2785	Supervisor	University Plaza NW 130-B
<b>Technology</b>	814-3000	814-3003		
Davis, Keisha	814-3000	814-3003	Sr. Officer - Cust. Enterprise/App Dev	University Plaza, Suite 300
Navarre, Dr. Becky	814-3110	814-3003	Asst. Supt.-Special Projects	University Plaza, Suite 231
Neal, Dr. Kerry	814-3000	814-3003	Sr. Officer - Tech Infrastructure/Network	University Plaza, Suite 300
Rodriguez, Anai	814-3012	814-3003	Administrative Assistant	University Plaza, Suite 300
Shears, Marlon	814-3000	814-3003	Chief Information Officer	University Plaza, Suite 300
Vacant	814-3001	814-3003	Administrative Assistant to CIO	University Plaza, Suite 300
<b>Application Development &amp; Support</b>				
Anchondo, David	814-3076	814-3005	.NET Programmer	University Plaza, Suite 232
Falcon, Alex	814-3069	814-3005	Manager	University Plaza, Suite 229
Goforth, Jerrie	814-3010	814-4355	Administrative Assistant	University Plaza, Suite 226
Gracia, Jose	814-3075	814-3005	Senior .NET Programmer	University Plaza, Suite 232
Jackson, Wade	814-3070	814-3005	Database Developer	University Plaza, Suite 232
Lawyer, James Trey	814-3062	814-3005	Specialist	University Plaza, Suite 232
Mason, Richard	814-3064	814-3004	Database Developer	University Plaza, Suite 232
Mendez, Robert	814-3024	814-3005	Executive Director	University Plaza, Suite 226
Roldan, Wilfredo	814-3066	814-3005	Database Developer	University Plaza, Suite 229
Ryan, Glenn	814-3071	814-3005	Manager, Application Support	University Plaza, Suite 232
Salone, Byron	814-3061	814-3005	IT Analyst IV	University Plaza, Suite 232
Schwarz, Eckard	814-3063	814-3005	.NET Programmer	University Plaza, Suite 232
Tissera, Anne	814-3074	814-3005	Senior Database Developer	University Plaza, Suite 232
Zehra, Uzma	814-3078	814-3005	.NET Programmer	University Plaza, Suite 232
Zhang, Jackie	814-3068	814-3005	.NET Programmer	University Plaza, Suite 232
Vacant	814-3060	814-3005	Specialist - Child Nutrition	University Plaza, Suite 229
Vacant	814-3098	814-3005	Database Developer	University Plaza, Suite 232
<b>Asset Management</b>				
Otto, Jean	814-3107		Coordinator	University Plaza, Suite 233
Sciandra, Sascha	814-3171		Specialist	University Plaza, Suite 233
Vacant			Specialist	University Plaza, Suite 233
Vacant			Specialist	University Plaza, Suite 233
<b>Campus Support</b>				
Adrion, Casey	814-3201		Campus Support Specialist	4200 Lubbock Ave
Alvarez, Xavier	814-3204		Campus Support Specialist	4200 Lubbock Ave
Baham, Daniel	814-3204		Manager, Campus Support	4200 Lubbock Ave
Bohannon, Brice	814-3211		Campus Support Specialist	4200 Lubbock Ave
Busby, Sydney	814-3210		Campus Support Specialist	4200 Lubbock Ave
Carrisalez, Jose	814-3204		Campus Support Specialist	4200 Lubbock Ave

Cervantes, Lilliana	814-3204		Manager, Campus Support	4200 Lubbock Ave
Dawkins, Keshia	814-3204		Campus Support Specialist	4200 Lubbock Ave
Evans, Robert	814-3210		Manager, Campus Support	4200 Lubbock Ave
Galindo, Eric	814-3204		Campus Support Specialist	4200 Lubbock Ave
Hernandez, Esteban	814-3211		Campus Support Specialist	4200 Lubbock Ave
Irwinsky, Paul	814-3201		Campus Support Specialist	4200 Lubbock Ave
Jaramillo, Angela	814-3204		Campus Support Specialist	4200 Lubbock Ave
Kadri, Bibi	814-3204		Campus Support Specialist	4200 Lubbock Ave
Lopez Estrada, Carlos	814-3210		Campus Support Specialist	4200 Lubbock Ave
Loredo, Arturo	814-3201		Manager, Campus Support	4200 Lubbock Ave
Martin, Blake	814-3204		Campus Support Specialist	4200 Lubbock Ave
Miller, Clark	814-3210		Campus Support Specialist	4200 Lubbock Ave
Parris, John	814-3212		Lead Specialist	4200 Lubbock Ave
Robinson, Michelle	814-3221		Lead Specialist	4200 Lubbock Ave
Rodriguez, Miguel	814-3204		Campus Support Specialist	4200 Lubbock Ave
Ruiz, Jubens	814-3201		Campus Support Specialist	4200 Lubbock Ave
Selby, Bounds	814-3211		Campus Support Specialist	4200 Lubbock Ave
Thomas, Lesley	814-3211		Manager, Campus Support	4200 Lubbock Ave
<b>Customer Service Support Line</b>				
<b>Infrastructure</b>				
Altizer, Brenden	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Bolton, Shawn	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Castanon, Graciano	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Coronado, Jose	814-3150	814-3157	Fire Alarm Tech	1324 Rockwood Ln, Bldg 5
Cox, Mark	814-3150	814-3157	Manager	1324 Rockwood Ln, Bldg 5
Loftin, Randy	814-3150	814-3157	Fire Alarm Tech	1324 Rockwood Ln, Bldg 5
Maddux, Ernie	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Marioni, Guadalupe	814-3150	814-3157	Support Specialist	1324 Rockwood Ln, Bldg 5
Marquez, Martin	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Ruiz, John	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Smith, Rickie	814-3150	814-3157	Locksmith	1324 Rockwood Ln, Bldg 5
Turlington, Christopher	814-3150	814-3157	Tech IV, Physical Security	1324 Rockwood Ln, Bldg 5
Wiggins, Shawn	814-3150	814-3157	Specialist	1324 Rockwood Ln, Bldg 5
Yandell, Michael	814-3150	814-3157	Fire Alarm Tech	1324 Rockwood Ln, Bldg 5
<b>IT Training &amp; Compliance</b>				
Chavez, Aracely	814-3433		Executive Director	University Plaza SE 224
Cummins, Kim	814-3431		IT Training Specialist	University Plaza SE 224
<b>Network Services</b>				
Altizer, James	814-3055	814-3004	Network Administrator	1050 Bridgewood Dr.
Bentley, Kevin	814-3049	814-3004	Physical Security Engineer	1050 Bridgewood Dr.
Foster, Dwayne	814-3050	814-3004	Senior Network Engineer	1050 Bridgewood Dr.
Garner, Josh	814-3035	814-3004	Network Security Analyst	1050 Bridgewood Dr.
Gutierrez, Mark	814-3150	814-3004	Network Specialist	1050 Bridgewood Dr.
Harper, Rebecca	814-3040	814-3004	Collaboration Engineer	1050 Bridgewood Dr.
Humphrey, Dale	814-3055	814-3004	Network Engineer	1050 Bridgewood Dr.
Laureano Alanis, Omar	814-3055	814-3004	Network Specialist	1050 Bridgewood Dr.
Lerma, Juan	814-3040	814-3004	Telecom Specialist	1050 Bridgewood Dr.
Luedemann, Bart	814-3055	814-3004	Specialist	1050 Bridgewood Dr.
Martinez, Hector	814-3091	814-3004	MDM Specialist	1050 Bridgewood Dr.
Mathews, Laura	814-3035	814-3004	Director	1050 Bridgewood Dr.
Murphy, Gary	814-3050	814-3004	Senior Network Engineer	1050 Bridgewood Dr.
Parada, Giancarlo	814-3190	814-3004	MDM Administrator	1050 Bridgewood Dr.
Pupalakis, David	914-3190	814-3004	MDM Specialist	1050 Bridgewood Dr.
Rejcek Jeremy	814-3055	814-3004	Physical Security Specialist	1050 Bridgewood Dr.
Rose, Steven	814-3055	814-3004	Security Specialist	1050 Bridgewood Dr.
Score, Norman	814-3055	814-3004	Senior Network System Administrator	1050 Bridgewood Dr.
<b>Procurement/Project Management</b>				
Garcia, Henry	814-4342	814-4355	Coordinator, Project Management	University Plaza, Suite 213
Harrison, April	814-3016	814-4355	Procurement Specialist	University Plaza, Suite 213
Medina, Liz	814-3018	814-4355	Procurement Specialist	University Plaza, Suite 213
Sandoval, Larry	814-4343	814-4355	Director, Project Management	University Plaza, Suite 213
Scales, Lanora	814-3011	814-4355	Administrative Associate	University Plaza, Suite 213
Varga, Erik	814-4344	814-4355	Project Manager	University Plaza, Suite 213
<b>School Solutions</b>				
Anderson, Secret	814-2881	814-4355	Administrative Associate	University Plaza, Suite 226
Brown, Karen	814-2883	814-4355	Specialist	University Plaza, Suite 226
Guerras, Luisa	814-3083	814-4355	Manager	University Plaza, Suite 226
Vacant	814-2886	814-4355	Trainer	University Plaza, Suite 226



Avila, Christina	814-2623	814-2622	Executive Director	1407 I.M. Terrell C., Ste. 2204
Vacant	814-2621	814-2622	Administrative Assistant	1407 I.M. Terrell C., Ste. 2204
<b>Dance &amp; Theatre</b>				
Harper, Jessica	814-2619	814-2622	Special Events/ Inventory Coordinator	1407 I.M. Terrell C., Ste. 2204
Juarez, Jorge	815-2170		Facility Coordinator	1407 I.M. Terrell C., Ste. 2204
Morris, Nicholas	814-2624	814-2622	Director, Theatre & Dance	University Plaza SE 220
<b>Instrumental Music</b>				
Clardy, Dick	814-2640	814-2645	Director	1407 IM Terrell, #2204 Rm 1
Dunn, Stacey	814-2644	814-2645	Band Specialist - PT	1407 IM Terrell, #2203
Hall, Kristen	814-2642	814-2645	Administrative Associate	1407 IM Terrell, #2203
Hart, Gordon	814-2641	814-2645	Band Specialist - PT	1407 IM Terrell, #2203
Martin, Jennifer	814-2642	814-2645	Orchestra/Mariachi Specialist	1407 IM Terrell, #2203
Wine, Jollette	814-2643	814-2645	Band Specialist - PT	1407 IM Terrell, #2203
<b>Visual Arts</b>				
Dunham, Jamie	814-2630	814-2625	Administrative Associate	1407 IM Terrell Cir S. Suite 2203
Frohm, Tiffany	814-2631	814-2625	Director	1407 IM Terrell Cir S. Suite 2203
Kling, Ashlea	814-2628	814-2625	Art Curator (PT)	1407 IM Terrell Cir S. Suite 2203
McCoy, Wendy	814-2632	814-2625	Visual Arts Specialist	1407 IM Terrell Cir S. Suite 2203
<b>Vocal and Elementary Music</b>				
Cannon, Jesse	814-2629	814-2625	Vocal and Elementary Music Director	1407 I.M. Terrell C., Ste. 2203 R2
Devous, Don	814-2635	814-2639	Secondary Vocal Music Specialist	1407 I.M. Terrell C., Ste. 2203 R2
Thacker, Elizabeth	814-2634	814-2639	Elementary Music Specialist	1407 I.M. Terrell C., Ste. 2203 R2
Vacant	814-2638	814-2639	Administrative Associate	1407 I.M. Terrell C., Ste. 2203 R2
	814-2637	814-2639		
	814-2636	814-2639		
			<b>W</b>	
<b>Workers' Compensation</b>				
Hernandez, Carla	814-2250	814-2255	Claims Specialist	University Plaza NW249
	814-2251	814-2255		University Plaza NW249
<b>World Languages Department</b>				
Nettles, Tammy	814-2480	814-2484	Director	1050 Bridgewood Dr., 2nd Floor
	814-2482	814-2484		1050 Bridgewood Dr., 2nd Floor

X  
Y  
Z

# Campus Maps





**Attachment: 3**

**Campus Maps**

**Place the Campus Maps Behind This Sheet**

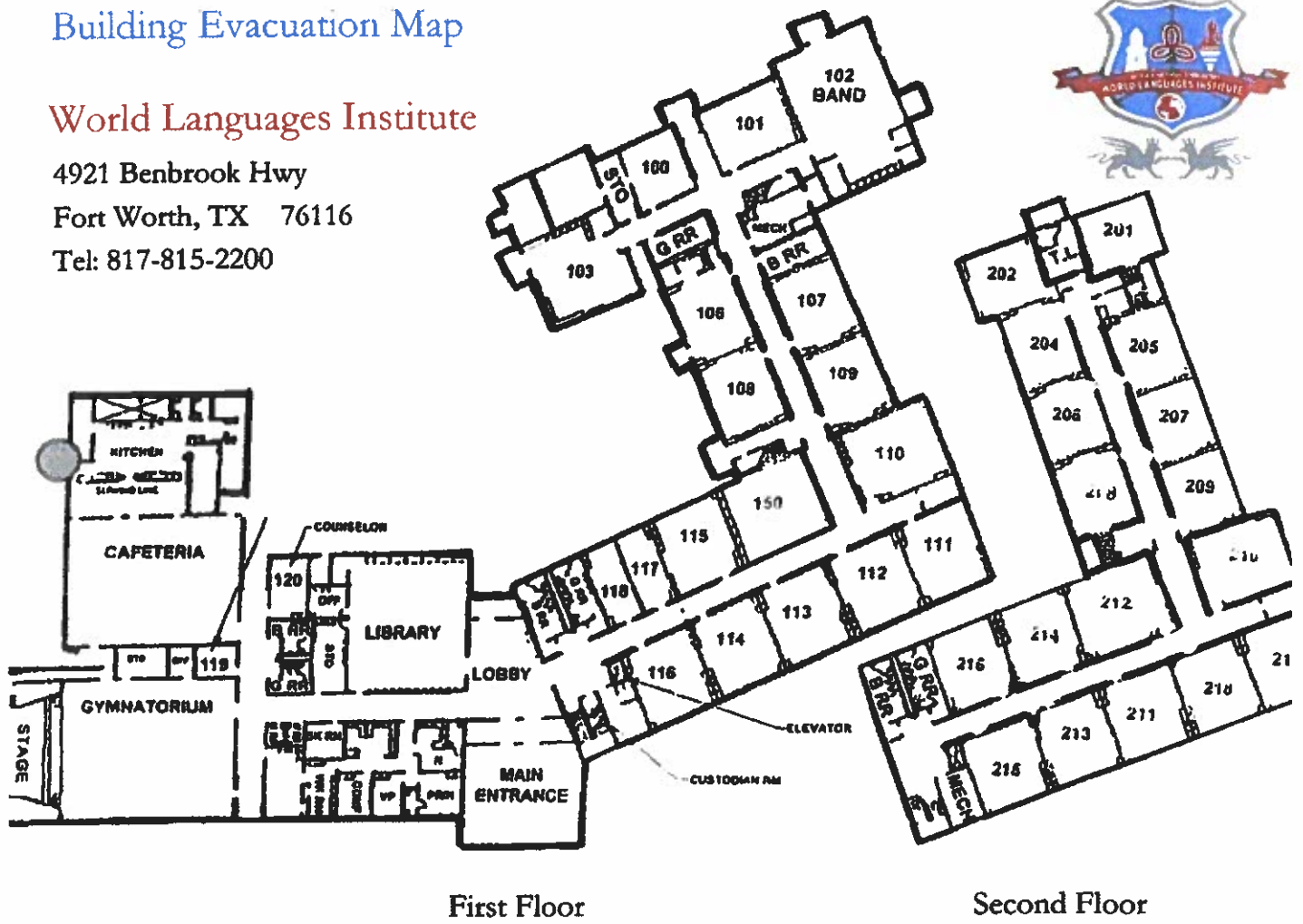




# Building Evacuation Map

## World Languages Institute

4921 Benbrook Hwy  
Fort Worth, TX 76116  
Tel: 817-815-2200



First Floor

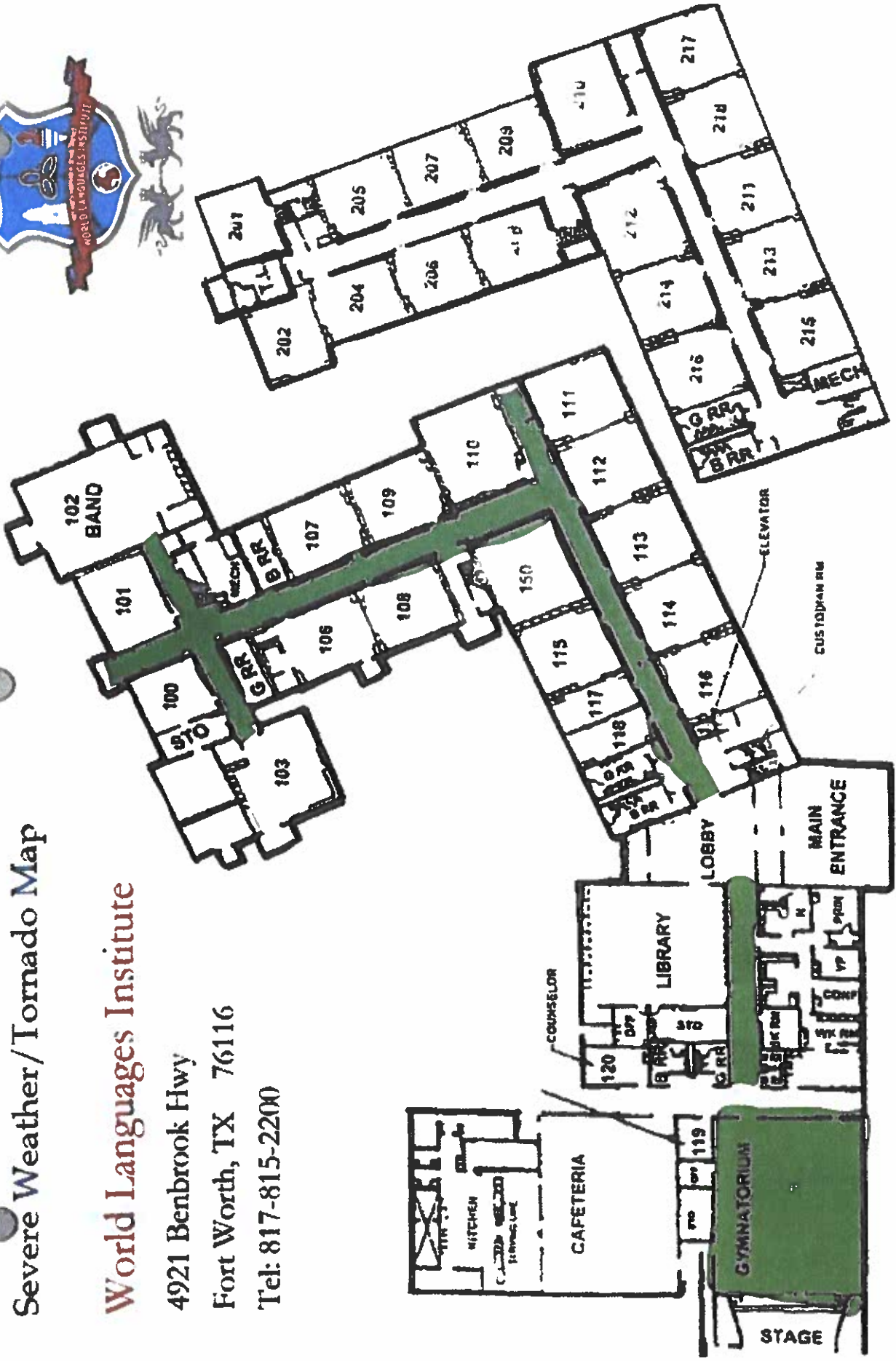
Second Floor



# Severe Weather/Tornado Map

## World Languages Institute

4921 Benbrook Hwy  
Fort Worth, TX 76116  
Tel: 817-815-2200



Second Floor

First Floor



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# **Emergency Operations Checklist**




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## Attachment: 5

# Emergency Operations Checklist



Place the completed emergency operations checklist behind this sheet. Copies are due to the District Emergency Management Coordinator, and Area Advisor by the end of the first 2 weeks of school





## Attachment: 6

### Safety Equipment Inventory

Place the completed Safety Equipment Inventory checklist behind this sheet. Copies are due to the District Emergency Management Coordinator by the end of the first 2 weeks of school



## **Attachment: 7**

### **Access Control Card Inventory**

**Place the completed Access Control Card Inventory behind this sheet. A copy due to the District Safety and Security Office by the end of the first 2 weeks of school**


# ICS-214 Form Activity Log





## Attachment: 8

### ICS 214 Form (Activity Log)



Place about 10 copies of the ICS 214 Form  
behind this sheet to use on an emergency.







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# **ICS-213 Form Resource Request**







## Attachment: 9

### ICS 213 Form (Resource Request)



Place about 10 copies of the ICS 213 Form  
behind this sheet to use on an emergency.







# ICS- Quick Start Form





**Attachment: 10**  
**ICS Quick Start Form**

**Place 2 copies of the form behind this sheet to use in an emergency.**





