

Westhoff Independent School District



Crisis Management Plan Annex

Completed June 3, 2024

**244 Lynch Ave
Westhoff, Texas 77994**

Westhoff ISD Board of Trustees

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EMERGENCIES

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency.

- Think of everyone's safety first.
- Use common sense and training.
- Act quickly and calmly. →
- Be factual and unemotional with students and the community.

For more major kinds of emergencies some preparations can be made. Knowing whom to call can save time, property, and lives. The following is intended as a practical outline of what to do in a variety of emergencies, but it requires each school to develop its own evacuation plan and make assignments.

WESTHOFF ISD CRISIS PLAN

- I. Campus Crisis Team Principal, Coordinator, Counselor (ESC3), School Nurse, Faculty Member(s)
- II. Develop Plan
- III. Train Staff
- IV. Inform Off-Campus Resources (local School Board, Family Outreach)
- V. Develop Mechanism Through Which All Crisis Team Members Can Be Networked
- VI. Crisis Committee Will Meet And Decide If Faculty Should Be Notified—Then Read Statement
- VII. Implement Plan During A Crisis
- VIII. Review Plan Periodically

MEDIA PROCEDURES

In emergency or disaster situations, **DO NOT** make any statements to the media. If pressed for information, simply state that you must apprise the Central Office of the situation prior to releasing any statement.

If a statement is made, follow these guidelines:

- **DO NOT RELEASE THE NAMES OF VICTIMS** until families have been notified.
- **BE HONEST**; only give facts; if they aren't available at the time, say the facts are being gathered and they will be released at a later time.
- **INSTRUCT ALL PERSONNEL** to refer questions from the media to the District spokesperson.
- **SET UP A DESIGNATED AREA FOR THE MEDIA**, as part of the Crisis Plan, inform all personnel where the area is and have them send all media people to that area.
- **ALWAYS** get the reporter's name, the name of the newspaper or station they are working for, the telephone number for their work, a mailing address, and the questions they would like answered.
- **A CENTRAL OFFICE ADMINISTRATOR** will prepare and deliver a factual statement/news release concerning the crisis as soon as appropriate. This statement will be distributed to all school staff and media.

STAFFING ROLES DURING A CRISIS

Superintendent:

- Address Media
- Set tone and direction
- Remain highly visible
- Provide counseling for students
- Coordinate all counseling activities
- Cancel scheduled activities
- Communicate with faculty

Principal/Coordinator

- Call 911 and an ambulance if needed
- Contact Superintendent
- Remain highly visible
- Chair crisis team

Note: If the injured party is transported to an area hospital, the principal, nurse, or a staff member should accompany the person to the hospital until the person is secure or out of danger.

- Seek additional secretarial support
- Provide information to parents

Faculty:

- Notify the school nurse
- Announce events to students
- Lead class discussion
- Identify students in need of counseling
- Generate activities to reduce impact of trauma
- Structure and shorten assignments
- Postpone testing

LOCATION OF CAMPUS

Westhoff School
244 Lynch St.
Westhoff, Texas 77994
830-236-5519

Emergency Phone Numbers

EMS, Fire, Ambulance, Police, & Civil Defense Emergency.....911

Local Assistance

Westhoff Volunteer Fire Department	830-236-5787
Westhoff Volunteer Fire Department (Chief Andrew Weikel)....	830-806-7394
Cuero Community Hospital	361-275-6191
DeWitt County Sheriff's Department	361-275-5734
DeWitt County Emergency Management.....	361-275-0878
DeWitt County Juvenile Probation Office	361-275-5162
TX Department of Public Safety.....	361-275-6154

Social Services

TX Dept. of Human Services-Child Protective	361-275-5737
TX Dept. of Transportation	361-275-3821

Children's Services Hotline Numbers

Child Find/Missing Children	1-800-426-5678
Heidi Search Center for Missing Children	1-800-547-4435
National Youth Crisis Hotline	1-800-448-4663
National Domestic Violence	1-800-799-7233
Runaway Hotline	1-800-392-3352
Suicide Prevention Hotline	1-800-784-2433
Texas Youth Hotline	1-800-210-2278

Counseling Services

Gulf Bend.....	361-575-0611
Reclamation Group	361-576-3385
Treatment Associates of Victoria	361-572-3006

Television and Radio

KXIS Radio	361-573-0777
KAVU Television	361-575-2500

Surrounding Hospitals

Citizen's Hospital	361-573-9181
DeTar Hospital	361-575-7441
Detar North Hospital	361-573-6100
Cuero Regional Hospital	361-275-6191

Crisis Services

Abuse/Neglect.....	800-252-5400
American Red Cross.....	361-573-2671
Poison Control Center	800-222-1222
Runaway Hotline	800-392-3352
Women's Crisis Center Hotline	800-870-0368

Health Services

Alcohol/Drug Abuse Hotline	800-832-9623
Infectious Diseases	800-252-8239 / 713-693-5000
Mental Health Crisis Hotline	877-723-3422
National Pesticide Telecomm Network	800-858-7378
Poison Control Center	800-222-1222

Abuse

Suspected Abuse:

- Ensure oral report to local police, Child Abuse Unit, County Sheriff's Department, or Child Protective Services is made within 48 hours.
- Document actions and decisions
- Do not attempt to investigate or verify information until or unless given direction by the superintendent
- Permit interview with child by authorized, properly identified officials only.
- Cooperate with the request of the investigator regarding notice to parents.
- Provide follow-up counseling.

Accusation Against School Personnel:

- Document report. Do not investigate or attempt to verify information until or unless given direction by superintendent or personnel department.
- Notify the superintendent.
- Notify personnel department and follow instructions.
- Report to local police, Child Protective Services, as needed.
- Provide for police investigators and notify parents of procedures.
- Allow time for employee to be interviewed and arrange for substitute.
- Prepare fact sheet and media statement.
- Activate Crisis Management Team as needed.
- Plan for parental inquiries, staff meeting, and safety measures.
- Notify parents of affected students that crisis counseling is being provided for alleged incident.
- Provide crisis counseling only after statements are taken.
- Crisis Management Team meets to debrief at the end of the day.

Accident/Serious Illness

on campus

- Apply First Aid/CPR, utilizing school nurse/trained staff.
- Call 911.
- Activate Crisis Management Team.
- Remove students from the area.
- Secure student/staff roster/emergency cards.
- Notify central administration (specify needs if any).
- Notify families.

- Transport the person, if necessary, for medical assistance via EMS (be sure to take student health form with permission to receive treatment).
- Prepare fact sheet and media statement.
- Update communications.
- Complete incident report. Crisis Management Team meets to debrief at the end of the day.

off campus

- Follow emergency procedures.
- Call 911.
- Apply First Aid/CPR.
- Activate Crisis Management Team.
- Determine who is involved.
- Secure an event roster.
- Notify central administration (specify needs if any).
- Secure emergency health cards if possible.
- Evaluate situation and develop a plan.
- Set up incident command center, if needed.
- Notify families.
- Prepare a fact sheet and media statement.
- Update communications.
- Complete incident report.
- Crisis Management Team meets to debrief at the end of the day.

Bleeding

External

- Place direct pressure over the wound and keep as clean as possible
- Immobilize the injured person and area in a comfortable position
- Elevate the bleeding extremity above the level of the heart
- **DO NOT** remove any impaled object and **DO NOT** apply a tourniquet

Internal

- Keep the patient calm
- Lay the patient down with their feet raised and protect their airway

Bomb Threat

When a threatening call is received, attempt to learn information listed on the Bomb Threat Form.

Do Not Hang Up on phone threats; try to keep the caller talking.

- Use Bomb Threat Form (keep caller on the telephone as long as possible).
- Suspend all bells. Should any bells ring, including the fire alarm, they are to be ignored until the “all clear” signal is given.
- Call 911 (use a different line).
- Activate the Crisis Management Team.
- Notify transportation if site evacuation may be needed or in case of inclement weather.
- Evacuate building beginning with rooms nearest device (do not use electric bells or radios). ⇐
- DO NOT:
 - Handle or attempt to dismantle device.
 - Use two-way radio.
 - Use pagers.
 - Turn lights on/off.
 - Secure student/staff rosters.
 - Notify Superintendent (specify needs if any).
 - Re-enter building only after advised to do so by police.
 - Update staff.
 - Prepare fact sheet and media statement.
 - Update communications.
 - Crisis Management Team meets to debrief at the end of the day.

Bomb Threat Call Checklist

Time and date reported: _____ How reported: _____

Exact words of the caller:

Ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Where are you calling from? _____

Description of the caller's voice:

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Intoxicated _____ Speech problem _____

Background noise: _____

Time caller hung up: _____ Remarks:

Name, address, and telephone number of recipient:

BUS TRANSPORTATION ACCIDENT

Bus Driver Procedures:

- Stay calm, turn off bus motor, remove the key, set parking brake, and activate hazard lights.
- Protect the scene—set up emergency reflectors.
- Check for injuries.
- Call Office / Superintendent
- Give the following information: bus number, location, situation, need for EMS, fire truck, wrecker.
- Administer first aid.
- Evacuate bus (if necessary) to a place of safety.
- Enlist aid of citizens and older students, if needed/available.
- Keep students calm and grouped together.
- Obtain names and grades of students injured.
- **Do Not Talk To Anyone Except The Police And Superintendent and office**
- **Do Not Leave The Scene Until The Police, Insurance Company, & The Superintendent Clears You To Do So.**
- Report to the office to fill out Accident Report.

Central Office Procedures:

- Transportation Director will contact the DeWitt County Sheriff's Department/ TX Department of Public Safety and the police/sheriff's department of the surrounding county (if outside of DeWitt County).
- School Office notifies superintendent.
- Superintendent (or Principal if superintendent not available) goes to the scene of the accident, assess the situation, make sure students are transported to the hospital (if needed).
- Superintendent (or Principal if superintendent not available) will obtain the list of all students, including list of students sent to the hospital, and communicate information to parents.
- Superintendent/designee(s) will field all calls from parents.
- Superintendent/designee will contact hospital(s) and obtain status of all students, making sure all have been treated and released to parents/guardian.

Chemical Leak/Spills

- Obtain Material Safety Data Sheet for spilled chemical if known.
- If life threatening, call 911.
- Activate Crisis Management Team.
- Determine source of leak/spill.
 - Evaluate what chemicals.
 - What are the visible signs?
 - What are the physical symptoms?
 - Check for reports of spills.
- Notify central administration (specify needs if any). →
- **If advised by police or fire department to remain in building:**
 1. Move all students inside building away from affected area.
 2. Have students and personnel breather through wet paper towel
 3. Close up and secure affected area. Shut down electricity and gas.
 4. Post warning signs at entrance.
- **If advised by police or fire department to evacuate the school site, proceed as follows:**
 1. Call transportation for buses (if needed).
 2. Sound alarm by ringing three (3) bells.
 3. Instigate evacuation plan.
 4. Teachers keep class list and go to designated areas. →
- Secure student/staff roster/emergency cards.
- Document disposition of affected students.
- Estimate extent of injuries or potential physical danger with school nurse and health services.
- Keep list of hospitalized persons and where students/staff are evacuated.
- Send information about incident with anyone going for medical treatment.
- Notify families of affected persons.
- Ring all-clear bell when appropriate.
- Prepare fact sheet and media statement.
- Update communications.
- Crisis Management Team meets to debrief at the end of the day.

Choking

Signs and Symptoms

- The person is unable to cry out
- Victim clutches at throat

First Aid

- If the person is coughing, then do nothing but assist
- If the person is unable to cough and their airway is completely obstructed, use abdominal thrusts until the airway is clear
- If person becomes unconscious, start CPR and call 911

Death at School-Natural, Homicide, Suicide, Accident

- Call 911. Call school nurse to site.
- Activate Crisis Management Team.
- Isolate the area.
- Isolate the witnesses.
- Suspend all bell schedules (everyone stays where they are).
- Notify Central Administration.
- Secure student/staff roster/emergency cards.
- Decide method to inform parents, classmates and community of death, plans, and expected child reactions. •
 - Ensure the family of deceased is notified through pre-established method (personal visit preferred).
 - Alert counselors and nurse at schools in which siblings are enrolled.
 - Inform staff and student body.
- Assign separate areas for media, parents, counseling.
- Prepare fact sheet and media statement. →
- Provide counseling individually or in groups.
 - Make home visits with counselors or crisis team members.
 - Hold faculty meeting as soon as possible to process feelings.
 - Prepare to hold community meetings.
 - Plan long-term response and follow-up counseling.
- Permit students to leave only with parental permission.
- Relay information, as it becomes available.
- Communicate with staff, include a written statement. (Utilize team leaders and department leaders if necessary.)
- Crisis Management Team meets to debrief at the end of the day.

Explosion

- Call 911.
- Instigate evacuation plan. Teachers keep class list and go to designated areas.
- Activate Crisis Management Team.
- Notify central administration (specify needs if any).
- Notify transportation if site evacuation may be needed or in case of inclement weather. → Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building until area is declared safe.
- Maintain a list of hospitalized persons and location.
- If building cannot be reentered, relocate students to predetermined location.
- When safe, follow instructions of fire department for building reentry.
- Determine location for temporary classrooms and supplies (if needed).
- Prepare fact sheet and media statement.
- Update communications.
- Crisis Management Team meets to debrief at the end of the day.

Evacuations

In the event a school or district facility needs to be evacuated (flooding, explosion, chemical spill, etc.) the Superintendent will contact the transportation department to make arrangements to transport students to an alternative school location.

The Superintendent will determine alternative sites if required.

Fire Evacuation

- Attempt to extinguish the fire if small or confined (i.e., trash can).
- Confine fire by closing the door to the area involved. Shut off HVAC and close exterior windows; secure electrical power to affected area and natural gas.
- Instigate evacuation plan. Teachers keep class list and go to designated areas.
- Sound alarm by pulling fire emergency lever or ringing three (3) bells.
- Call 911.
- Activate Crisis Management Team.
- Notify central administration (specify needs if any).
- Notify transportation if site evacuation may be needed or in case of inclement weather.
- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building until area is declared safe.
- Maintain a list of hospitalized persons and location.
- If building cannot be reentered, relocate students to predetermined location.
- When safe, follow instructions of fire department for building reentry.
- Determine location for temporary classrooms and supplies (if needed). →
- Prepare fact sheet and media statement.
- Contact maintenance for repairs or barricade.
- Update communications.
- Crisis Management Team meets to debrief at the end of the day.
- Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.

Food Poisoning

On Campus

- Activate Crisis Management Team.
- Close cafeteria.
- Notify Central Administration.
- Call the County Health Department.
- Notify families.
- Document who is affected and treatment received.
- Follow checkout procedures.
- Notify staff.
- Update communication
- Crisis Management Team meets to debrief at the end of the day.

Gang Violence—Riots

- Provide first aid to injured utilizing school nurse or trained staff.
- Call 911.
- Suspend all bells. Should any bells ring, including the fire alarm, they are to be ignored until the “all clear” signal is given.
- Activate Crisis Management Team.
- Notify Superintendent (specify needs if any).
- Activate campus crowd control team if needed.
- Isolate area and close it off.
- Identify leaders/groups and purpose.
- Assess danger: injuries, students involved, location of altercation, presence of weapons.
- Reestablish order with assistance from staff/crisis team.
- Do not allow disruptive persons to enter school property or request they vacate immediately. Assign staff to all building entrances to prevent further disturbance.
- Advise teachers to keep classroom doors closed and locked.
- Keep offices locked; provide security measures for files and records.
- Keep faculty informed.
- Document police action/investigation.
- Prepare fact sheet and media statement.
- Prepare plans to prevent retaliation or further campus violence:
 - Remove graffiti.
 - Enforce dress code.
 - Notify probation officers.
 - Ask student leaders to recommend ways to resolve issues.
 - Facilitate discussion between gang or ethnic groups.
 - Conduct workshops on ethnic or gang related issues.
- Reassure parents, students, and faculty that steps are being taken to ensure safety.
- Ask parents of those involved to come to school. Follow disciplinary procedures according to board policy.
- Prepare for community meetings as needed.
- Prepare fact sheet and media statement.
- Update communications.
- Crisis Management Team meets at the end of the day.

Hostage Situation in Building

- Call 911.
- Suspend all bells. Should any bells ring, including the fire alarm, they are to be ignored until the “all clear” signal is given.
- Activate Crisis Management Team.
- Notify Central Administration (specify needs if any).
- Isolate area.
- Assess the situation
- Decide to remain in classrooms or evacuate building(s), allow NO reentry.
- Notify staff. If remaining in classrooms, keep all students away from the windows.
- Secure building, keeping all students away from the affected area. Lock doors.
- Set up Incident Command Center.
 - Log all activities and discussions.
 - Remain available to law enforcement and negotiators.
 - Have multiple copies of floor plan available for police.
- Secure student/staff rosters.
- Monitor situation via the Public Announcement System.
- Identify spokesperson in communication with the hostage taker until law enforcement arrives.
- Designate separate area for the media.
- Notify families of all persons involved.
- Prepare fact sheet and media statement.
- Update communications.
- Crisis management meets to debrief at the end of the day.

Kidnapping

Witnessed:

- Call 911.
- Notify superintendent, counselors, and nurses as needed.
- Gather facts about abduction and description of abductor and any vehicle.
- Notify parents.
- Activate Crisis Management Team, including counselors.
- Decide on plan of action:
 - Faculty meeting
 - Visit classrooms as requested.
 - Letters home to parents.
- Prepare classmates to be supportive.
- Prepare fact sheet and media statement.
- Provide for follow-up counseling.
- Crisis Management Team meets to debrief at the end of the day

Not Witnessed:

- Verify child is missing. Search building and grounds.
- Call 911. Notify superintendent, counselors, and nurses as needed.
- Notify parents.
- Activate Crisis Management Team.
- Question child's friends or ensure availability for police questioning.
- Search neighborhood, if prudent, with police leadership. Decide on plan of action:
 - Faculty meeting
 - Visit classrooms as requested.
 - Letters home to parents.
- Prepare classmates to be supportive.
- Prepare fact sheet and media statement. →
- Crisis Management Team meets to debrief at the end of the day.

LOITERING / STRANGER ON CAMPUS

Procedures for staff to follow when a person is suspected of loitering include:

- Approach strangers on campus in groups of two or more. Have another staff member present when approaching the loiterer(s), ask for Identification, determine the nature of their presence, and direct and/or accompany them to the proper office.
- If they have no acceptable purpose, ask them to leave.
- If no pass is visible, refer them to the office.
- **NEVER** attempt to physically remove a stranger from the premises.
- If the person refuses to leave, ask them once more and notify them that they are in violation of the law and that the police will be called.
- If they continue to refuse, call the campus principal.
- Check periodically to be sure the stranger has not reappeared on campus. The principal may want to give staff members a description of the person in the event they return to the campus.

Preventive Measures:

- Teachers, administrators & staff should greet & direct visitor(s) to the office.
- Make sure school entrances are kept locked during the school day to ensure visitors must use the main entrance(s).
- Post decals at building entrances instructing visitors to go to the main office to identify themselves. Post signs from the main entrance to the office.

Natural Disasters

Upon being alerted by the local authorities, weather alert radio and/or the telephone relay system, do the following:

- Activate Crisis Management Team.
- Evaluate situation (dependent on type of disaster, eminence, damage, monitor media).
- Call 911. Ask for advice to retain or evacuate.
- Notify Central Administration (specify needs if any). —
- Set up incident command center with communication capability on-site.
- Log all activities and procedures.
- Prepare for emergency action in conjunction with police department, fire department, and local Office of Emergency Management instructions.
- Initiate retention or evacuation plan, depending on emergency.
 - Notify transportation in case of site evacuation or inclement weather.
 - Teachers should take class rosters and accompany class to designated shelter area if tornado (not auditorium or gymnasium).
 - Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head.
 - Group should remain calm, stay together, and listen for instructions.
 - Stay at shelter until instructed to move.
 - Prepare special needs students and personnel.
- Designated personnel should check restrooms and vacant classrooms.
- Use battery powered radio for weather information.
- Keep a record of hospitalized or evacuated and their location.
- Notify staff.
- Contact utilities (if needed).
- Prepare fact sheet and media statement.
- Update communications.
- Assign staff to answer phone inquiries.
- Crisis Management Team meets to debrief at the end of the day.

Sexual Assault

- Call 911.
- Activate Crisis Management Team.
- Care for the victim (do not touch victim). Ensure that the victim stays with the school nurse, counselor, psychologist, or trusted friend until the police arrive.
- Secure emergency health card.
- Log all activities and decisions.
- Notify family (in person if possible).
- Notify Central Administration (specify needs if any).
- Isolate witnesses (do not allow them to talk to anyone). →
- Detain suspect if possible.
- Allow school professional providing support to accompany victim and police/parents to hospital.
- Prepare fact sheet and media statement.
- Update communications. (verbal and written communication).
- Provide counseling for victim and family. → Reassure concerned parents regarding safety precautions at school.
- Meet with parents and teachers of victim regarding safety precautions at school.
- Crisis Management Team meets to debrief at the end of the day.

SHELTER-IN-PLACE

Principal/Coordinator:

- Call 911.
- Give the “Shelter-in-Place” signal”.

Teachers:

- **DO NOT PANIC.**
- Usher students in the hallways into the nearest classroom.
- **CLOSE** and **LOCK** classroom doors.
- If you can not lock the door, barricade the door with heavy objects.
- Students and staff should assume position of sitting against wall, out of view of door(s) glass.
- **TURN OFF** the lights.
- Ignore bells (if not turned off). Should any bells ring, including the fire alarm, they are to be ignored until the “all clear” signal is given.

Principal/Coordinator:

- **WAIT** for official word before opening doors.
- **STAY** in position until you receive instructions from designated authorities.

Sniper or Outside Emergency

(or if unable to confiscate weapon)

- Call 911.
- Activate the Crisis Management Team.
- Announce to the whole building the following statement:
- “Please turn to page ___ of the CMP guidelines and follow those directions.”
Note: “CMP” signifies a major crisis.
- Suspend all bells. Should any bells ring, including the fire alarm, they are to be ignored until the “all clear” signal is given.
- Notify central administration (specify needs if any).
- Isolate area, if possible.
- Assess the situation
- Decide to remain in classrooms or evacuate building(s), allow NO reentry.
- Notify staff of decision. If remaining in classrooms, keep all students away from the windows.
- Secure building, keeping all students away from the affected area. Lock doors.
- Set up Incident Command Center.
 - Log all activities and discussions.
 - Remain available to law enforcement and negotiators.
 - Have multiple copies of floor plan available for police.
 - Secure student/staff rosters.
- Monitor situation via the Public Announcement System.
- Identify spokesperson in communication with the hostage taker until law enforcement arrives.
- Prepare fact sheet and media statement.
- Update communications.
- Crisis Management Team meets to debrief at the end of the day.

TORNADO

If a Tornado Warning is issued or a Tornado is spotted, follow these procedures:

Principal/Coordinator:

- ***Sound the alarm.***
- ***Notify the Superintendent.***

Teachers:

- Immediately move everyone to a pre-designated area.
- Assume disaster drill position (sitting, knees up, head down and hands locked covering the head).
- Take class roll and release forms and report any missing children.
- If **OUTSIDE** and unable to reach shelter, escort students to a ditch or hollow and have them lie face down, hands over heads.

Principal/Coordinator / Teachers: —

- **DO NOT** leave the designated area unless instructed to by the civil authorities in charge.
- Keep abreast of who the civil authorities are (police, fire department, civil defense, Red Cross, etc.).

If your Building is Struck by a Tornado:

Principal:

- Call 911 for emergency personnel.
- Notify the Texas Department of Public safety.
- Activate the disaster first aid person and/or team.

Teachers:

- **EVACUATE** the damaged area cautiously to prearranged staging area(s).
- The injured should be moved as little as possible.
- All injuries should be noted and any missing children reported immediately.
- Keep students in area until it is considered safe to return to class, go home, release to parent / guardian, or board school buses.
- Release forms must be signed by parent/guardian before student is allowed to leave.

The Principal (Coordinator) will then:

- Report any injuries and damage.
- Activate the parent-information response team.

Weapons on Campus

- Notify Superintendent and principal immediately. Do not hesitate, but do not put yourself or others in danger. Do not approach someone with a weapon in hand. Remain calm.
- Activate Crisis Management Team and suspend all bells. Should any bells ring, including the fire alarm, they are to be ignored until the “all clear” signal is given.
- Assess the situation calmly. Determine degree of danger (make a plan of action).
- Quickly determine the location of the suspected weapon.
- Walk the student or person to the office area. Never go alone. One person should walk beside him/her. The other should walk behind him/her.
- Confiscate weapon discretely, if possible. If weapon is not found on his/her person, check locker (hall and P.E.).
- If weapon is found, call police.
- Contact parents immediately and inform them of Code of Conduct procedures.
- Prepare fact sheet and media statement.
- Update communications and give necessary information to teachers.
- Crisis Management Team meets to debrief at the end of the day.

Weather Emergency

In the event of a weather emergency, these actions should be followed:

Principal (Coordinator) :

- Cancel outdoor recess and PE classes.
- Avoid the use of telephones, electrical appliances, or prolonged contact with plumbing fixtures.

Teachers:

- **STAY CALM.** Establish an appearance of confidence and continue with class assignments. Speak slowly, softly, and distinctly.
- If instructed to move to an alternative location, move rapidly and in an orderly way, to the designated area for your room. Maintain full control.
- Take roll book, shut off lights, and close the door.
- A designated person should check adjacent restrooms, vacant classrooms, and storage areas.
- When remaining in the classroom, be sure all students have assumed the required safe position before taking your own position.
- Be alert to developing situations and wait until notification that danger has passed