

NEWCASTLE INDEPENDENT SCHOOL DISTRICT



Emergency Management Plan

Promulgation Statement

Newcastle ISD is committed to the safety and security of students, faculty, staff, and visitors on its campuses. Officials of Newcastle ISD, in conjunction with local governmental officials and cooperating private or volunteer organizations have developed an emergency operations plan that will enhance emergency preparedness, planning, response, and recovery capability. This document is the result of that effort.

The Emergency Management Plan that follows is the official policy of Newcastle ISD. It is a result of a comprehensive review and update of school policies in the context of its location in Newcastle, Texas and in the current world situation. We support its recommendations and commit Newcastle ISD resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the Newcastle ISD community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

SCHOOL BOARD

DATE

SUPERINTENDENT

DATE

APPROVAL AND IMPLEMENTATION

Emergency Management Plan

This Emergency Management Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

SUPERINTENDENT

DATE

SCHOOL BOARD

DATE

HIGH SCHOOL PRINCIPAL

DATE

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OVERVIEW

Implementation of the Newcastle Independent School District Emergency Management Plan (Incident Command System)

The Newcastle Independent School District (Newcastle ISD) Emergency Management Plan under the structure of the Incident Command System (ICS) specifies the appropriate decision-making responsibilities in the event of an emergency that requires central office coordination and deployment of extraordinary personnel and resources.

The Emergency Management Plan is aligned with the Regional Emergency Management Group under the ICS structure. The ICS reflects county, state and national models for identifying and coordinating organizational responsibilities in response to an emergency that threatens the health and safety of students, staff and parents in the school system.

The Emergency Management Plan assigns significant immediate authority to an incident commander who assumes system-wide leadership, oversight and decision-making responsibilities. The Incident Commander is typically the Superintendent; however, under certain circumstances, the Superintendent may delegate the role of incident commander to a Board member.

- The incident commander is responsible for the resolution of all matters under the school system's control and influence arising from emergency incidents.
- The incident commander has immediate oversight of an incident command team, which is composed of staff coordinating safety, operations, public information, logistics and liaison with other governmental and private agencies. When the situation warrants, the incident commander activates the planning, finance and administration teams.
- Each of the team officers has immediate responsibility to coordinate teams who are responsible for certain key elements of the school system's organization that would be directed to respond to an emergency situation.

Implementing the Emergency Management Plan under the structure of the Incident Command System

An incident requiring initiation of the Emergency Management Plan is defined as an emergency that threatens the health and safety of students, staff and parents at an individual school or office, multiple schools or offices, or across the school system.

Such emergencies would include multiple injuries and deaths due to accidents during the school day; identified threats of injury or violence during the school day; incidents involving the discharge or possession of firearms in school; and building fires, bomb explosions, hazardous materials and weather-related emergencies. National, state or county emergencies are also included.

The superintendent or his designee, in consultation with appropriate staff and other authorities, will make the determination that an incident requires implementation of the Emergency Management Plan under the structure of the Incident Command System. The Emergency Management Plan can be activated in various phases depending upon the emergency.

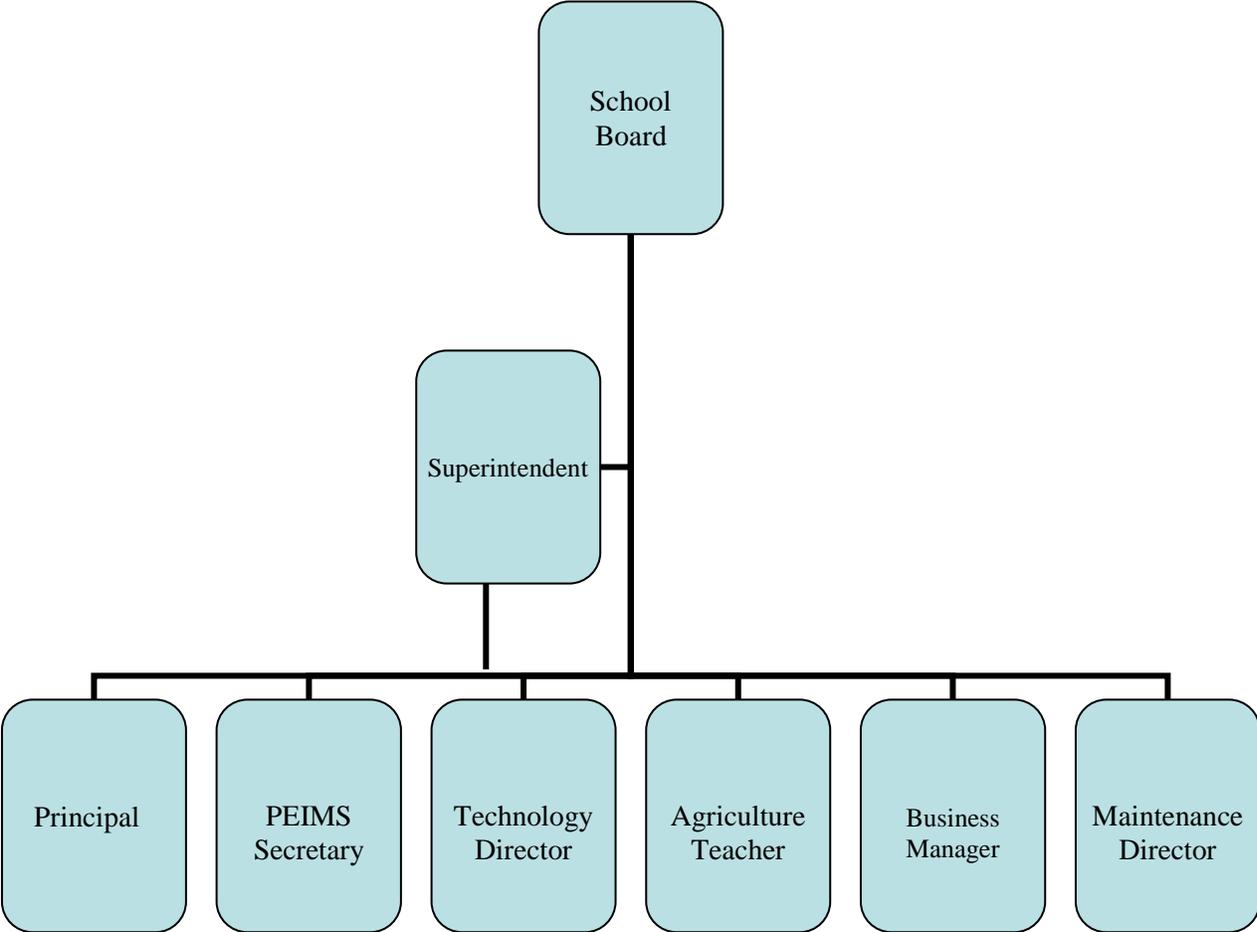
Implementation Stages

The plan is implemented in stages, beginning with the minimal response and escalating to one with comprehensive support and intervention.

Implementation of the Emergency Management Plan (under the ICS)		
Stage 1	Superintendent's Office	Response to regular serious incidents
Stage 2	Superintendent and/or designees Public Information Officer Operations Officer Logistics Officer	Immediate high level response to a significant emergencies, such as <ul style="list-style-type: none">• Fire• Explosions• Firearms• Hazardous materials• Serious accidents• Violent injuries• Weather
Stage 3	Operations Team Logistics Team	Organized team response to major emergencies requiring system wide intervention and support
Stage 4	Planning Team Finance/Administration Team	Full team response to a major emergency requiring long-term planning and support

EMERGENCY MANAGEMENT PLAN

Incident Command System (ICS)



POSITIONS AND RESPONSIBILITIES OF INCIDENT COMMAND SYSTEM

Superintendent - Incident Commander – responsible for the resolution of all matters under the school system’s control arising from emergency incidents; makes decisions along with first responders, as appropriate

Superintendent - Public Information Officer – acts as a liaison with the public including the media. The PIO must be well informed of the situation at all times and should be the only person, other than the incident commander, to respond to media inquiries. All other staff members should refer media questions to the PIO.

Principals - Operations Officer – manage response personnel, coordinate school system response efforts, and assist the incident commander in managing the challenges of the emergency.

Technology Director - Logistics Officer – identifies and manages personnel, supplies and equipment. The logistics officer is responsible for coordinating and distributing supplies, equipment and deploying unassigned staff for work.

*****The **Operations Officer** and **Logistics Officer** work together to coordinate response efforts and resources during and after the emergency.

Agriculture Teacher - Safety Officer – ensures that the safety of students, staff, all response teams and others is the highest priority.

Superintendent - Liaison Officer – acts as a point of coordination between the incident commander and other public safety agencies. The liaison officer serves as the point of contact to coordinate with the county’s group and incident commander.

Principal - Planning Officer – are responsible for tracking both available and needed resources and for assessing the changing situation in order to develop strategic action plans.

Superintendent Secretary - Finance/Administration Officer – is responsible for obtaining materials and keeping financial records of expenditures and employee hours during and after the emergency and addresses legal concerns.

EMERGENCY COMMUNICATIONS PLAN

During an emergency, Newcastle ISD has the responsibility for providing information to staff, parents and the general public in an orderly, consistent and responsive manner. This can be accomplished through a communications process that utilizes internal and external media.

In the event of a countywide emergency, the school system works closely with the Brown County Emergency Management Staff to coordinate the release of information. Under certain circumstances, all the communication functions of the school system may be directed by the Public Information Officer (PIO).

The communication needs of the school system and the educational community are a 24-hour operational responsibility throughout the week, requiring attention to the orderly dissemination of emergency information, regardless of the time of day or the day of the week. This Emergency Communications Plan provides both the workday procedures and the nighttime and weekend procedures required to fulfill these responsibilities.

The primary communication media for the school system consist of the following elements:

Internally Controlled Emergency Media

- Email: ty.spitzer@esc9.net
- Newcastle ISD website: www.newcastle-isd.net
- Manual phone trees
- Personal phones
- Intercom system

Externally Controlled Emergency Media

- KFDX Channel 3 (Wichita Falls)
- KAUZ Channel 6 (Wichita Falls)
- KSWO Channel 7 (Lawton)
- KWKQ 94.7 (Graham)
- KLXK 93.5 (Breckenridge)

In an emergency, announcements and other information are provided by the Public Information Officer (PIO) under the Superintendent's authority and designation. The emergency communications procedures also involve the Technology Coordinator in the use of the school system's electronic media. Emergency communications provide information concerning emergencies such as weather-related closures or national events affecting school operations.

Emergency Communications Procedures during the Workday

The incident commander authorizes the emergency information process and notifies the PIO.

Electronic Announcement Process

Normal emergency communications can be implemented largely through electronic capabilities involving computers, networks, printers, faxes, telephone lines, cell phones, intercom, cell phones, e-mail and the district emergency response communication system. The following is the electronic process:

- The PIO notifies the following units to be on stand-by for initiating an emergency message:
 - Communications staff
 - Television
 - Telecommunications
 - Web team
 - Others

- The PIO begins the internal and external announcement process in the following manner:
 - Composes an emergency statement in press release form
 - Prints paper copy of statement for distribution to appropriate administrative staff
 - Prepares electronic format of statement for e-mail and web posting
 - Prepares cell phone message
 - Instructs following offices to begin next phase:
 - Telecommunications instructed to inform school(s) to read the emergency announcement
 - Posts statement on web page
 - Notifies media through telephone calls, e-mail and fax
 - Records oral statement on telephone information line

Non-electronic Communication Process

In the event that an emergency threatens to disrupt or actually disables the ability to communicate through normal electronic means (telephone, e-mail, television, etc.), the following emergency procedures are implemented:

- The Superintendent's office is designated as the cluster communications center
- The Agriculture teacher will remain at the Transportation Department to provide radio communications with appropriate authorities
- Representatives of each building are sent to the Administration Building to receive instructions and information
- Cell phones will be used for communication

No Available Communications

In the event that cell phone service is not available and no other communication methods are available, individual school authorities will follow directions from national and regional emergency personnel, consistent with individual school emergency management plans.

Emergency Communications Procedures at Night and on Weekends

The Incident Commander authorizes the emergency information process and notifies the PIO.

Emergency communications can be implemented from off-site locations, such as Fire/EMS stations, city hall and churches, using computers, telephones and e-mail. The following is the electronic process:

- The Technology Coordinator tests the availability of the Newcastle ISD web site, e-mail and other media.
- The PIO begins the internal and external announcement process in the following manner:
 - Compose an emergency statement in press release form
 - Prepare electronic format of statement for e-mail and web posting
 - Post statement on web page
 - Notifies media through telephone calls, e-mail, and fax
- In a weather-related emergency, the notification of the media after midnight and prior to 8:00 a.m. is conducted also by the Superintendent, in addition to the efforts of the PIO, if different from the Superintendent.
- In an emergency affecting the operation of facilities in the evening or on weekends, the external communications process involves the Superintendent as a primary decision maker about facility operations and the release of information.

DUTIES AND RESPONSIBILITIES BY POSITION

Incident Commander - Superintendent or Superintendent Designee

The Incident Commander is typically the Superintendent. The Superintendent may delegate the role of incident commander to a designated staff person who will have the authority and responsibility for employing the resources of the school system in responding to the emergency. The Superintendent may also delegate some of the responsibilities to designated staff persons, as appropriate.

The School Board is the only entity which can override and modify decisions made by the designated incident commander.

The Incident Commander

- Makes the decision, in consultation with senior staff, to activate the Newcastle ISD Emergency Management Plan in the event of an emergency.
- Organizes and directs the school system's response to the emergency by assessing the situation, establishing response objectives, utilizing resources, developing and monitoring the action or response plan, ensuring proper documentation, and developing and implementing all strategic decisions related to the emergency.
- Coordinates the school system's response and resources to effectively respond to the emergency
- Has sole authority and responsibility for the management and resolution of a school-related emergency utilizing all available school system resources
- Makes the decision as to when the emergency incident is resolved, thus concluding the activation of the Emergency Management Plan
- Assembles the School Safety and Security Committee at a designated site and conducts an initial briefing including response objectives
- Conducts regular briefings with the incident command team in order to obtain accurate and timely information pertaining to the emergency and is provided with informational updates by officers
- Coordinates a timely debriefing session to evaluate the effectiveness of the school system's responses to the emergency
- Ensures the continuity of the school system
- Coordinates with the Public Information Officer (PIO) to ensure that accurate information is provided to stakeholders, and serves as liaison with community partners (business community, civic/community leaders, community ministries, mental health community, PTAs) to keep them informed about the emergency as appropriate
- Approves allocation of resources and requests for additional resources that are needed to respond to the emergency
- Assesses the emergency in terms of staff needed to respond to the incident and makes a decision as to when to reduce the amount of staff needed
- Activates and ensures deployment of cell phone equipped buses as soon as the Emergency Communications Plan is activated when other conventional means of communication are not available
- Coordinates a timely debriefing session to evaluate the effectiveness of the school system's responses to the emergency

- Serves as a liaison with the School Board, public officials and other state and local school system officials
- Serves as the school system's representative to the Regional Emergency Management Group during a county emergency or disaster
- Authorizes the resources of the school system to be utilized by the Regional Emergency Management Group in responding to a county emergency or disaster
- Maintains continuity of the Office of the Superintendent
- Provides guidance and support to the Emergency Management Plan team members
- Works in coordination with law enforcement and the fire department to assist in responding to the emergency

Emergency Preparedness Coordinator (CPC): Ty Spitzer - Superintendent

This SSST member is the primary contact for the Department of Safety and Security regarding emergency preparedness issues. The Superintendent may decide to retain and not delegate the CPC responsibilities.

The duties of the CPC are completed prior to the emergency;

When an emergency occurs, the CPC should assume his/her previously-assigned SSST responsibility.

- Reports directly to the Superintendent and/or Principal(s) and ensures that the Emergency Management Plans are completed
- Ensures that all fire evacuation drills and Lockdown and Shelter-in-Place drills are scheduled, completed, and recorded
- Ensures scheduling of required emergency training for the School Safety and Security Team (SSST) members

DUTIES AND RESPONSIBILITIES BY POSITION

Ty Spitzer - Superintendent

Public Information Officer (PIO)

- Establishes communication links with the on-site school/facility technology coordinator
- Coordinates with the Superintendent or designee to keep the community partners (business community, civic/community leaders, community ministries, mental health community, PTOs) informed about the emergency as appropriate

- Prepares press statements/releases for the Superintendent/school system; coordinates press releases with the Regional Emergency Management Group and other public safety Public Information Officers
- Prepares messages for the media as well as messages to all school staff.
- Implements the Emergency Communication Plan
- Informs the incident commander about inquiries from the media and the public and prepares responses
- Ensures appropriate contacts with the media and serves as the official Newcastle ISD spokesperson during the emergency
- Provides accurate and timely status reports to the incident commander
- Attends briefings held by the incident commander

DUTIES AND RESPONSIBILITIES BY POSITION

Wayne Bullock – Ag Teacher Safety Officer

- Ensures that the safety of students, staff response team and others is the highest priority
- Deploys Newcastle ISD safety and security staff to the scene of the emergency
- Responds to the scene of the emergency as directed by the incident commander
- Ensures coordination between Newcastle ISD safety and security staff and public safety officers and officials
- Evaluates response operations at the scene of the emergency as directed by the incident commander
- Provides accurate and timely status reports to the incident commander
- Attends briefings held by the incident commander

DUTIES AND RESPONSIBILITIES BY POSITION

Ty Spitzer – Superintendent Liaison Officer

- Assists the incident commander with special assignments as directed
- Acts as a point of coordination between the incident commander and other public safety agencies.
- Serves as the point of contact to coordinate with the Regional Emergency Management Group and the incident commander
- Provides accurate and timely status reports to the Newcastle ISD incident commander and the safety supervisor at the Regional Emergency Management Group
- Attends briefings held by the incident commander

DUTIES AND RESPONSIBILITIES BY POSITION

Deborah Wilkinson – Principal (Dean of Students)

Human Resources Manager

Recorder

- Tracks key information, action items, assignments and decisions made by the incident commander
- Records and informs the incident commander about key information, action items, assignments and decisions that are made to ensure that the incident commander is informed and conveys accurate information during the briefings
- Coordinates information sharing with the tracking coordinator on the Operations Team
- Responsible for documenting and maintaining a written log of the incident, recording requests and decisions of the incident commander
- Attends briefings held by the incident commander

DUTIES AND RESPONSIBILITIES BY POSITION

Deborah Wilkinson – Principal (Dean of Students) Operations Officer

- Oversees Operations Team (*See Page 20*)
- Briefs team members and establishes response objectives
- Manages response personnel, coordinates school system response efforts and assists the incident commander in managing the challenges of the emergency
- Develops operational strategies and recommendations to resolve the emergency
- Provides accurate and timely status reports to the incident commander
- Ensures communication and coordination of information with the on-site Newcastle ISD incident commander and other response team members
- Attends briefings held by the incident commander

DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Operations Team

Recorder	Responsible for documenting and maintaining a written log of the incident and recording requests of the operations officer; records and informs the operations officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the incident commander's briefings
Board Member(s)	Provides support to the operations officer by performing duties to assist with the response and resolution of the emergency
School Principals	Provides support to the operations officer, school administrators and staff involved in the emergency; communicates with the school site as directed by the operations officer and/or the incident commander to coordinate response efforts with the site based incident commander
Communications Technology Coordinator	Works with Public Information Officer to coordinate immediate public statements and responses to media; Provides computer equipment, telephone equipment and other technology equipment to the Newcastle ISD incident command room and provides direct and alternative communication links during the emergency
Tracking Coord.	Tracks assignments, action items and needed resources; documents the response and manages the logistics of the Incident Command Room; updates the smart board and coordinates information with the recorder
Safety and Security officer	Deploys appropriate Newcastle ISD security response to the emergency and provides periodic field updates to the operations officer; provides timely and accurate information from on-scene personnel and from public officers to the operations.
Special Education	Identifies and coordinates resources needed to deal with special needs of students and staff during the emergency

Student Services Provides guidance and support regarding the mental health needs of students, staff and response teams affected by the emergency; dispatches and supports School Safety and Security and Crisis Response Team members once activated by the operations officer or incident commander

DUTIES AND RESPONSIBILITIES BY POSITION

Christy Eli – Technology Director Logistics Officer

- Oversees Logistics Team (*See Page 22*)
- Briefs team members and establishes response objectives
- Identifies and manages personnel, supplies and equipment needed in response to the emergency. The logistics officer is responsible for coordinating and distributing supplies and equipment and for deploying unassigned staff for work
- Develops logistical strategies and recommendations to resolve the emergency
- Provides accurate and timely status reports to the incident commander
- Prioritizes requests for supplies, equipment, provisions and transportation to respond to or to mitigate emergencies
- Maintains and assures ready access for emergency contact lists of personnel and resources
- Responsible for handing out supplies and equipment, and for deploying unassigned staff for work and for coordinating transportation needs with the Department of Transportation
- Attends briefings held by the incident commander
- Informs/coordinates response objectives with team members; receives accurate and timely information from the transportation liaison
- Assists in developing logistical strategies and recommendations to resolve the emergency
- Ensures that accurate school emergency contact names and phone numbers are up to date and available
- Ensures parent/child reunification is implemented in an effective and efficient manner when appropriate

DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Logistics Team

Recorder	Responsible for documenting and maintaining a written log of the incident and recording requests of the logistics officer; records and informs the logistics officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the incident commander's briefings
Facilities Management	Provides heavy equipment, maintenance, building services, environmental health and construction resources during and after the incident related to the emergency
Technology Coordinator	Ensures that the Web system, emergency out dialing, TV and radio systems are functional and operational; provides technical assistance to the incident command room ensuring computer connections for laptop computers, dedicated phone lines, cell phone radio communications, dedicated fax line and other types of communication that are available during the emergency
Materials Management	Provides and distributes supplies and equipment to the incident command room and to schools regarding the emergency; assesses the need for and delivery of provisions during a emergency
Transportation	Provides buses with cell phone communication and resources for transporting students, staff and others during the emergency; deploys cell phone radio buses to the high school for implementation of the communication plan when directed by the incident commander

DUTIES AND RESPONSIBILITIES BY POSITION

**Deborah Wilkinson – Principal (Dean of Students)
Planning Officer**

- Oversees Planning Team (*See Page 24*)
- Informs and coordinates overall response objectives with team members
- Develops planning strategies and recommendations to resolve the emergency including long term contingency plans relative to the emergency
- Provides accurate and timely status reports to the incident commander
- Reviews the latest information regarding the emergency to determine and plan for school/facility needs at 12, 24, 36 and 72 hours out from the emergency to include follow-up
- Responds to special requests for information from the incident commander
- Attends briefings held by the incident commander
- Reviews the latest information regarding the emergency to determine and plan school needs to include follow-up
- Ensures planning for special needs of students/staff prior to the emergency
- Ensures and anticipates problem areas, possible weather conditions, and pre-planned evacuation routes; identifies hazards in the building and on school grounds for appropriate corrective action

DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Planning Team

Recorder	Responsible for documenting and maintaining a written log of the incident and recording requests of the planning officer; records and informs the planning officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the incident commander's briefings
School Principals	Anticipates needs of the school system at 12, 24, 36 and 72 hours out in responding to the emergency; provides information for students, parents, staff and others to be sent out after the emergency
Technology Coordinator	Ensures that the Web system, emergency out dialing, TV and radio systems are functional and operational; provides technical assistance to the incident command room ensuring computer connections for laptop computers, dedicated phone lines, cell phone radio communications, dedicated fax line and other types of communication that are available during the emergency.
Facilities Management	Prepares for and anticipates building/facility issues and resource planning for 12, 24, 36 and 72 hours out from the emergency
Human Resources	Identifies and rotates, if needed, qualified staff at 12, 24, 36 and 72 hours out from the emergency
Student Services	Anticipates mental health response and needs at 12, 24, 36 and 72 hours out from the emergency; prepares mental health information and coordinates the release of information with the PIO and others
Transportation	Anticipates transportation needs including potential bus route changes at 12, 24, 36 and 72 hours out from the emergency

DUTIES AND RESPONSIBILITIES BY POSITION

Chief Financial Officer Finance/Administration Officer

- Oversees Finance Team (*See Page 26*)
- Briefs team members and establishes response objectives

- Is responsible for keeping financial records of expenditures and employee hours during and after the emergency and addresses legal concerns
- Develops financial strategies and recommendations to meet the needs of the emergency
- Provides accurate and timely status reports to the incident commander
- Develops procedures to account for costs incurred in an emergency; compiles and maintains records of expenditures for cost accounting and reimbursement purposes
- Ensures tracking codes to identify all the expenditures incurred related to the emergency
- Coordinates Newcastle ISD efforts for reimbursement with federal, state and county authorities
- Attends briefings held by the incident commander

DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Finance/Administration Team

Recorder	Responsible for documenting and maintaining a written log of the incident recording requests of the finance/administration officer; records and informs the finance/administration officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the incident commander's briefings
Association Relations	Provides guidance regarding union/employee issues that may arise during and after the emergency

Budget Office	Provides information to obtain necessary resources, supplies and materials needed during and after the incident that is related to the emergency
Controller	Provides accounting information on items procured during the emergency and provides balances of accounts used during and after the emergency
Human Resources	Coordinates with payroll to provide listings of employees/staff that were utilized during and after the incident related to the emergency; assists payroll in developing cost of staff and hours worked
Claims Office	Processes injury claims and workers' compensation issues that arise during and after the emergency; obtains the necessary insurance claims and develops costs associated with the emergency (property losses, damaged equipment)
Legal	Provides legal interpretation and advice to the incident commander and finance/administration officer on issues that may arise from the emergency
Payroll	Works with Human Resources to provide staff hours worked by employees during and after the incident related to the emergency
Procurement	Provides listings of materials, equipment and supplies that were procured during and after the emergency

COMMUNICATING WITH THE MEDIA

The Superintendent is in charge of communications and is the most likely source of reliable and accurate information and will assume the role of chief communicator to the news media.

PLEASE ALERT ALL STAFF OF THE FOLLOWING DIRECTIVE:

In emergency or disaster situations, **DO NOT** make any statements to the media without the Superintendent's approval. If pressed for information, simply state that you must apprise the Superintendent of the situation prior to releasing any statement.

Central Communications

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

**Newcastle ISD Emergency Management Plan
Hazards Addressed in the District Emergency Operations Plan**

Types of Hazards	Protocols on Page
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Armed Student or Hostage	Page 34
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Evacuation	Page 48

FIRE (See Evacuation Procedures)

Teacher

General Fire Alarm

- After hearing alarm, 3 bells or announcement to evacuate, evacuate students to predetermined area.
- Take roster.
- Reassemble students and check for anyone missing.
- Notify Principal of missing persons.

If Fire Occurs in the Classroom:

- Take roster.
- Evacuate students from the classroom.
- Notify Principal.
- Attempt to extinguish fire if small or confined and an extinguisher is available.
- Close the door to the area involved.

Administration

- Call 911

- Assess situation to determine if the evacuation process should be activated.
- Sound fire alarm, 3 long bells or announcement to evacuate
- Notify transportation if site evacuation is needed.
- Activate Crisis Team.
- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building.
- Maintain a list of hospitalized persons and locations.
- If building cannot be re-entered, relocate students to predetermined location.
- Determine location for temporary classrooms and supplies.
- Prepare fact sheet and media statement.
- File Report.

TORNADO OR SEVERE STORM (See EVACUATION)

Teachers

- When announcement is made, move students to pre-determined shelter areas.
- Take class roster.
- Have students sit on the floor, put their head between their legs, and their hands over their head.
- Direct students to area designated on classroom wall.
- Account for all students.

Administrators (Pre-storm)

- Carry cell phone
- Designate tornado shelter areas.
- Design the special alarm system and backup system.
- Make certain all staff and students know the signals.
- Make certain all staff and students know the shelter areas and how to "drop and tuck".
- Designate staff person Administrative Assistant to monitor radio and weather warnings.

Administrators (During a Severe Storm or Tornado)

- Sound the warning signal, one long bell or announcement to seek shelter.
- Move everyone to shelter areas.
- Principals will check restrooms and classrooms.
- Account for all students and do not let students leave.
- Invite parents arriving to pick up students to come into shelter.
- Keep all exterior doors closed.
- Administer first aid, if needed.

HAZARDOUS MATERIAL

Teacher

Upon notification:

- Turn off all heating and cooling, or ventilation systems.
- Close all windows and doors.
- Move the students to the pre-determined area, or follow instructions given.
- Check roll and notify Principal of missing students.

Administration

- Call 911; Give location and remain on line until information is complete.
- Receive a decision from the fire department on whether you should require evacuation or remain in the building

If told to remain:

- Require all persons in outside areas to go inside the building.
- Shut off all heating, cooling and ventilation systems.
- Close all windows and doors.
- Activate Crisis Team, if needed.
- Allow no one to leave until approved by the fire department.
- Use caution if allowing outsiders to enter during the incident.
- Announce the current status of the incident as often as possible.

If told to evacuate, see **EVACUATION Procedures**

- File Report.

TRANSPORTATION ACCIDENT

Bus Driver

- Secure vehicle and put out appropriate warning signs.
- Assess level of injuries.
- Call 911 or 940-549-1555 (sheriff's department).
- Call Administrator.
- If threat of fire exists, move students to a safe place.
- Administer first aid.
- Do not move vehicle.
- Try to get names and addresses of witnesses.
- **Give no statements to media or bystanders.**

Administration

- Send Principal or Superintendent to the accident site to assess the situation.
- Have Principal or Superintendent contact parent/guardian of child/children to report uninjured or extent of injuries and the medical facility child/children have been taken to and to meet the parent(s) at site if needed.
- Authorize medical/drug testing for bus driver, as appropriate.
- Activate Crisis Team, if needed.
- Check with business department about insurance coverage.
- File report.

If a fatality has occurred, see DEATH of Student/Staff Off-Campus

INTRUDERS

Teacher

- Assess physical and mental state of intruder.
- Approach the intruder, if appropriate, and ask purpose of their presence.
- Ask for identification, if necessary.
- Direct and accompany them to the proper office, if necessary.
- If they have no acceptable reason to be on campus, ask them to leave.
- If they will not leave, contact Principal or Principal's Office.
- Keep students away from the intruder.

Administration

- Assess physical and mental state of intruder.
- Approach the intruder, if appropriate, and ask purpose of their presence.
- Ask for identification, if necessary.
- Ask them to leave, if necessary.
- If they refuse to leave, contact 911 or 940-549-1555(Sheriff Department).
- If the situation warrants, initiate the lock down procedure or evacuation procedure as appropriate (**See LOCKDOWN or EVACUATION**).
- File Report.

ARMED STUDENT OR HOSTAGE

Teacher (if occurring within the classroom)

- Notify Principal ASAP with weapon information.
- Call for core team (see appendix 1).
- Try to calm all persons.
- DO NOT: approach the perpetrator.
- DO NOT: Attempt to confiscate the weapon.
- Move other students from area if at all possible.
- Keep talking with the student until help arrives.

Teacher (if occurring outside of the classroom)

- Lock doors.
- Try to calm all persons.
- Drop to floor behind barricade and out of sight of windows.

Administration

Suspected Weapon (Refer to Policy - District Search Policies and Discipline Policies)

- Call 911 or 940-549-1555 (Sheriff Department).
- Call for core team.
- Give two long bells and call a “Lockdown Code Red”.
- Have police escort student to office with his/her belongings.
- If the student refuses to cooperate or denies having a weapon, ensure that appropriate search procedures are followed.
- Follow disciplinary policies.
- File Report.

Visible Weapon

- Call 911 or 940-549-1555 (Sheriff Department).
- Initiate Lock Down or Evacuation procedures, as appropriate.
- **See Lockdown or Evacuation.**
- Work with police officers as directed.
- Contact parent/guardian.
- Assemble crisis team, if needed.
- File Report.

BOMB THREAT (See Evacuation Procedures)

Teacher

- Evacuate when advised and take class roster.
- Assemble students and take roll.
- Report any missing students immediately.
- Stay with your students.

Administration

- Call 911 or 940-549-1555 (Sheriff Department).
- Consult with police /fire dept. to determine next steps.
- Determine the need for evacuation.
- Announce normal evacuation or alternate route away from the reported position.
- Assist with news release.
- File report.

Phone Call Recipient

- Keep caller on the phone as long as possible.
- Do not hang up.
- Signal to someone near you to alert administration.
- **Ask questions (see Information Sheet below).**

Caller's Voice		Questions to Ask (For the Phone Call Recipient)
Calm Rapid Slurred Crying Adult Male	Angry Slow Deep Normal Juvenile Female	
Background Sounds Office Machinery Street Noises Engine Animal Noises Music House Party Atmosphere Clear/Static Local	Threat Language Irrational Message Read Taped	<ul style="list-style-type: none"> • When is the bomb going to explode? • Where is it located? • What does it look like? • What kind of bomb is it? • What will cause it to explode? • Did you place the bomb? • What is your address? • What is your name?

Death of Student/Staff Person

If Death of Student/Staff Member occurs off-campus

Teacher Responsibilities

- Attend staff meetings as called by Principal.

Prepare for initial meeting with students:

- Announce the facts, free of judgments, direct yet discreet; be open and honest, and request Principal's help if needed.
- Discuss and accept feelings, and take everyone's feelings seriously.
- Listen to students; don't challenge or analyze; give them a chance to talk.
- Share information about the stages of grief, if appropriate.
- Share memories of victim(s), if appropriate.
- Share information about helping resources (from Principal).
- Encourage students to continue to discuss feelings, especially with parents.

In case of suicide:

- Discourage thoughts of suicide being considered glamorous, heroic, or an option to solve problems, but do not directly attack the character of the person who committed suicide.
- If appropriate, discuss the pain suffered by surviving family members and friends.
- Refer students you feel may need special consideration.

Principals

- Call in other counseling resources, as appropriate.
- Prepare a list of counseling sites and guidelines for referral and give to staff at the initial staff meeting (include stages of grief, warning signs of suicide, and guidelines for classroom activities).
- Have group and individual counseling available throughout the day.
- Call the parents of students who were close to the victim(s) and request they monitor their children.
- Let parents know when you feel a student may need additional help.
- Maintain and monitor "at-risk" lists and visit with those referred.
- Provide counseling at the funeral or memorial service.
- Be aware of the emotional needs of the staff, of yourself, and administration.
- Express sympathy to the families and suggest additional resources.

If Death of a Student/Staff Member Occurs On-Campus

Teacher Responsibilities (See procedures above for Off-Campus Death)

- Call a coach or principal to site.
- Notify Principal.
- Remove students to another area, but make certain an adult is with them.
- Wait for assistance.

Principals: See procedures listed above for Off-Campus Death

Administration (See procedures above for Off-Campus Death)

- Call 911.
- Activate the Crisis Team.
- Notify the parent/guardian, or spouse/family; In person if at all possible.
- Prepare fact sheet for media and to inform staff and students.
- Do not talk to media.
- Hold faculty meeting ASAP to process feelings.

DRIVE-BY SHOOTING

Teacher

- When shots are heard, yell for students to DROP to the floor.
- If outside, yell for students to DROP to the ground and as the car exits and if possible, yell to the students to get inside the building; be prepared to drop to the ground again.
- Notify Principal ASAP.
- Check on and report injuries.
- Calm students and return them to the classroom (if before school, report to 1st period, if during lunch or after school, report to the last class they had).
- Take roll and report any missing students.
- Do not leave students alone.

Administration

- Call 911 or 940-549-1555 (Sheriff Department).
- Bring all students and staff inside and secure building.
- Announce that all students and staff who are near windows to remain on the floor.
- Activate the Crisis Team.
- Hold students beyond dismissal time, if needed.

If an injury or death has occurred, see ACCIDENTS OR DEATH;

DRUG OVERDOSE

Teacher

- Notify Superintendent, Principal, or Coach
- Keep student as stable as possible.
- Remove other students from the area if possible.
- Wait for assistance.

Superintendent, Principal, or Coach

- Administer first aid until medical assistance arrives.
- Document facts (name of drug, how and when it was taken, and symptoms).

Administration

- Call 911 or 940-549-1555 (Sheriff Department).
- Notify Parent/Guardian.
- Work with Sheriff's Office in the investigation.
- Assemble Crisis Team.

If death occurs, see DEATH OF A STUDENT / STAFF PERSON;

SUICIDE

In case of suicide:

- Discourage thoughts of suicide being considered glamorous, heroic, or an option to solve problems, but do not directly attack the character of the person who committed suicide.
- If appropriate, discuss the pain suffered by surviving family members and friends.
- Refer students you feel may need special consideration.

Principal

- Call in other counseling resources, as appropriate.
- Prepare a list of counseling sites and guidelines for referral and give to staff at the initial staff meeting (include stages of grief, warning signs of suicide, and guidelines for classroom activities).
- Have group and individual counseling available throughout the day.
- Call the parents of students who were close to the victim(s) and request they monitor their children.
- Let parents know when you feel a student may need additional help.
- Maintain and monitor "at-risk" lists and visit with those referred.
- Provide counseling at the funeral or memorial service.
- Be aware of the emotional needs of the staff, of yourself, and administration.
- Express sympathy to the families and suggest additional resources.

In case of suicide

- Do not let troubled students leave school without parent/guardian.
- Consider a "No Suicide" contract.
- Monitor students closely.

Administration

- Gather facts from appropriate, reliable sources.
- Hold a staff meeting ASAP, preferably before school.
- Activate the Crisis Team.
- Meet with families of victim(s).
- Hold a parent meeting, if appropriate, and continue communication efforts.
- Determine scheduling matters (i.e. early release for funeral).
- File Report.

SUICIDE THREAT

Teacher

- Take threat seriously.
- Send for Principal.
- Talk calmly with the student.
- Do not leave the student alone.
- When student returns to school, monitor closely.

Principal

- Isolate student from others.
- Assess the seriousness of the threat.
- Notify Principal.
- Continue to counsel.
- Notify parent/guardian.
- Ask for a No Suicide Contract.
- Provide suggested resources to parents.
- When student returns to school, monitor closely.
- Provide group or individual sessions with the student.
- File Report.

Administration

- Make sure parent has been notified.
- Require documentation that student has had counseling consultation.
- Monitor student along with the Principal and teachers.

SUICIDE ATTEMPT IN PROGRESS

Teacher

- Send for principal.
- Try to calm the student.
- Ask for other students to leave the area quietly.
- Remain with suicidal student until help arrives.
- If weapon is involved, keep distance from the student and do not try to take the weapon away.

Principal

- Speak calmly to the student and if a weapon is involved, keep a safe distance.
- Try to defuse the situation.
- Isolate student from others.
- Assess the seriousness of the threat.
- Notify Principal.
- Continue to counsel.
- Notify parent/guardian.
- Ask for a No Suicide Contract.
- Provide suggested resources to parents.
- When student returns to school, monitor closely.
- Provide group or individual sessions with the student.
- File Report.

Administration

- Call 911 or 940-549-1555.
- Notify parents/guardian.
- Appoint staff member to handle arriving parents, keep parents out of view, if necessary.
- Assemble crisis team.
- Follow police instructions.

If suicide was prevented:

- Increase counselor involvement with all students.
- Require proof of psychological consultation before student is permitted to return.

If suicide occurred:

See DEATH OF A STUDENT OF STAFF MEMBER OCCURRING ON-CAMPUS;

- File Report.

EXPLOSION (See Evacuation Procedures)

Teacher

- After hearing signal, Evacuation, move students to the pre-determined evacuation route (parking lot).
- Ride on bus with students to the evacuation site (Baptist Church).
- Take roster.
- Reassemble students and ensure that all are accounted for.
- Report any missing students to Principal or Principal's Office immediately.
- Do not allow students to leave your sight.
- Note on roster any students released to parents.

Administration

- Sound alarm for evacuation.
- Call 911 or 940-549-1555 (Sheriff Department).
- Advise coaches to administer first aid.
- Activate Crisis Team.
- Evacuate all staff and students to pre-determined routes and sites.
- Pre-designated persons Deborah Wilkinson and Gordon Grubbs search all areas of building for stragglers.
- Assist Law Enforcement.
- File Report.

PHYSICAL ASSAULTS, FIGHTS, VERBAL THREATS AND ASSAULTS

Teacher

- Follow your district's discipline procedures.
- Speak with a calm and low-pitched voice.
- Try to get the student to a more isolated area.
- Do not leave student alone until he/she is calm.
- Discuss behaviors and consequences only if the student is calm.
- Do not grab or touch a violent student.
- If the student will not cooperate or calm down, notify Principal or Principal's Office.
- Call for Lockdown-----Core team.

Administration

- Assess and intervene as appropriate.
- Call 911 or 940-549-1555 (Sheriff Department), if needed
- Request parent/guardian conference.
- Follow district's discipline procedures.
- Activate Crisis Team, if needed.
- File Report.

SEXUAL ASSAULT

Teacher

- Notify Principal immediately.
- Try to isolate and calm student and also provide privacy.
- Remove other students from the area, if possible.
- When help arrives, return to other students.

Principal

- Remain with the student and try to calm the student.
- Initiate additional counseling services.

Administration

- Call 911 or 940-549-1555 (Sheriff Department).
- Isolate suspect.
- Isolate witnesses.
- Activate Crisis Team, if needed.
- Facilitate any investigations, as necessary.
- File Report.

LOCKDOWN PROCEDURE

- Announcement of Lockdown or Code Red will be called.
- Detention of students in classrooms.
- Checking of hallways by teachers and bringing students into the classrooms.
- Keeping students calm.
- Closing shades and blinds, locking windows and doors, not letting anyone in or out until the "all clear" signal is given.
- **Lockdown** no response will designate teachers need to secure the classroom doors and clear the hallways but may continue teaching and students are to remain inside that classroom until the all clear signal is given.
- **Code Red** will designate for teachers to move students into lockdown position and secure doors. Students need to be moved to safe location within the classroom and windows need to be covered.
- All clear will be signaled over the intercom in order to resume regular classroom procedures.

Safety Team:

- Secure all outside doors
- Check all inside doors are locked and secure
- Check restrooms for students
- Secure any lost children

Teachers:

- Lock Classroom doors
- Account for all students. Make a list of all students not in the classroom when Lockdown or Code Red I is declared. Record the names of any students who enter the classroom after the Lockdown or Code Red is declared.
- Code Red – Get students into lockdown position.
- Lockdown no response – maintain a calm but cautious environment and continue teaching
- Red Card outside door and on outside window if students are not accounted for and there is an emergency inside the classroom.
- Green Card outside door and on outside window if everyone is accounted for and all is safe in the room.

Administrator-in-Charge

- Call 911
- Declare Code Red if necessary and direct school bells be turned off.
- Remain in the Command Center (Office) and manage the crisis.

UTILITY INTERRUPTION PLAN

In the event of a utility interruption, Ty Spitzer will:

- Contact the media
- Contact Teresa Koonsman to begin the bus calling tree
- Contact Administration and office personnel to come to school and notify students
- Begin the faculty calling tree

Water Crisis Emergency Phone Numbers

- Ronnie Cavett 940-562-9343
- Leo Payne 940-456-5287
- Fort Belknap Water 940-549-6922
- Mayor Sisinski 940-562-9040
- City Hall 940-846-3547

Electric Crisis Emergency Phone Numbers

- Fort Belknap Electric 940-564-3526
- Leo Payne 940-456-5287
- Mayor Sisinski 940-562-9040
- City Hall 940-846-3547

Gas Crisis Emergency Phone Numbers

- TXU Gas 940-550-7200
- Leo Payne 940-456-5287
- Mayor Sisinski 940-562-9040
- City Hall 940-846-3547

EVACUATION

- An announcement will signal evacuation of the building.
- Students will use routes posted in each room (FIRE routes).
- If students are to be bussed, they will wait at designated location.
- Parents will be informed of the location
- Teachers will stay with their classes
- Administrators will perform student checkouts to parents.
- Aides and teachers without classes at the time will help coordinate with administrators and teachers.

Other Considerations

1. Evacuation Site if students need to be removed from campus for safety.
2. Emergency Bucket provided for each classroom with the following items:
 - ✓ Red laminated card
 - ✓ Baggies
 - ✓ First aid items
 - ✓ List of procedures
 - ✓ Water
 - ✓ Toilet paper
 - ✓ Flashlight
 - ✓ Emergency numbers
 - ✓ Updated class list
 - ✓ Updated faculty list of numbers
3. Walkie Talkies for safety members

Safety Team Members

Building	Safety Team Member
High School	Deborah Wilkinson – HS Principal
Ag Shop	Wayne Bullock – Ag Teacher
Administration	Ty Spitzer – Superintendent
Science Lab	Sheri Blassingame – Science Teacher
Library	Gilda King – Library Aide
Cafeteria	Teresa Keene – Cafeteria Manager
Elementary	Teresa Koonsman – Elementary Teacher
Gym	James King – Coach
Maintenance	Leo Payne – Maintenance Director
Office	Shirley Rhodes/Gayle Bailey – Admin. Staff

Emergency Numbers

- Emergency 911
- Young County Sheriff 940-549-1555
- Fire Department 940-846-3547
- Graham Regional Medical Center 940-549-3400
- Hamilton Hospital 940-564-5521
- Superintendent 940-846-3531
- High School Office 940-846-3531
- Newcastle Rural Fire Dept 940-846-3547
- Newcastle City Hall 940-846-3547
- Graham Fire Dept. 940-549-1234
- Fort Belknap Electric 940-564-3526
- Brazos Telecommunications 940-564-5659

