

# **Big Sandy I.S.D.**



## **Emergency Response Manual**

Your Room/Bus Number is \_\_\_\_\_.

(Emergency Phone Numbers are on the back cover.)

## **NON-MEDICAL EMERGENCY**

- STEP 1 Stay calm.  
Alert your administrator/counselor through your administrative office \_\_\_\_\_.  
If you don't know that number, look at the back of this book.  
Use call button/radio or send a student or faculty messenger to the office.  
Give room/bus number, students involved, and nature of emergency.
- STEP 2 Campus office will send help immediately (or transportation will give you instructions).
- STEP 3 Take measures to ensure safety of students. May need to have them stay in the room/bus or clear the room/bus, depending on the nature of the situation.
- STEP 4 Once assistance has arrived and the students have been helped, resume classroom/bus routine.
- STEP 5 Debrief situation with campus principal/transportation and other involved staff at the end of the day.



- STEP 7 Principal or campus nurse should calmly notify parents of the facts as soon as possible. If parents cannot be reached, then follow instructions on the student's emergency procedure card on file.
- STEP 8 The following people are authorized to call for an emergency vehicle if needed: Administrators, Counselor, and Nurse (Secretary may place call, if instructed to do so by Administrator.)
- Give emergency personnel the following information:
- Nature of emergency (fire or medical)
  - Name of building and directions to waiting staff
  - Number of the phone you are calling from
- STEP 9 Designated staff person should meet the vehicle at the instructed location.
- STEP 10 Fill out accident report.
- STEP 11 Debrief situation with campus principal and other involved staff at the end of the day. Get feedback from the emergency service providers on how well the situation was handled.

## **MEDIA PROCEDURE**

ONLY THE CAMPUS PRINCIPAL OR SUPERINTENDENT

## **GAS LEAKS**

Gas leaks can smell like rotten eggs. If you think there might be a leak, then follow these steps:

### **IF YOU'RE INSIDE:**

1. Quietly evacuate the area. If possible, open windows for fresh air.
2. Contact campus principal or assistant principal.

### **IF YOU'RE OUTSIDE:**

1. Move upwind from the odor.
2. Contact campus principal.

## **CHEMICAL SPILLS**

The main danger is FUMES. If principal is notified by the Central Office, then keep children inside.

### **IF YOU'RE INSIDE:**

1. Avoid all contact with the spill.
2. In case of contact, flush with water immediately.
3. Remove any contaminated clothing.
4. Move to an area that has a different ventilation system to avoid fumes.
5. Contact campus principal.
6. If available, use Product Safety Manual as a resource.

### **IF YOU'RE OUTSIDE:**

1. Move upwind of the spill.
2. Contact campus principal and/or site operation specialist.

★ **GAS LEAKS** ★ **CHEMICAL SPILLS** ★

## **BOMB THREATS**

When a bomb threat is received, get the following information from the caller:

Exact time of call \_\_\_\_\_. The line the call came in on \_\_\_\_\_

When is the bomb set to go off? \_\_\_\_\_

What is the explosive? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Where in the building is it? Did you place the bomb? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

Why was the bomb set? \_\_\_\_\_

What is your name? \_\_\_\_\_

What does the voice sound like (man, woman, child, any accents, etc.)? \_\_\_\_\_

Were there any identifiable sounds in the background? \_\_\_\_\_

Exact wording of threat: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **VERY IMPORTANT STEP!**

***After* the caller hangs up:**

- 1) Hang up the receiver**
- 2) Wait 10 seconds**
- 3) Pick up the phone and select the line the call came in on**
- 4) Press \*57 to trace the call**
- 5) Hang up the receiver**
- 6) Wait 10 seconds**
- 7) Pick up the phone and select the line the call came in on**
- 8) Press \*69 and write phone number down that is given**

- STEP 1 The principal or assistant principal or assistant principal will make a decision on the validity of the bomb threat.
- STEP 2 A fire alarm signal will be given.
- STEP 3 GO TO ☆ EVACUATION PLAN ☆. CALMLY FOLLOW THE PROCEDURE AND EXIT THE BUILDING.
- STEP 4 A member of your Crisis Team will call 911 to report the threat and wait for the police in the parking lot.
- STEP 5 A member of your Crisis Team will wait for emergency vehicles and police in front of the building and direct them to the appropriate area.
- STEP 6 One long bell will signal the “all-clear” to return to the building.

**REMEMBER: ONLY ADMINISTRATORS CAN TALK TO THE MEDIA!**

☆ BOMB THREATS ☆

# EARTHQUAKES

## **IF YOU'RE INSIDE:**

- STEP 1 Don't panic.
- STEP 2 Get under a desk, table or bench. If no furniture is available, then stand inside doorway or crouch against an inside wall. Stay away from glass.
- STEP 3 Leave ALL DOORS OPEN.
- STEP 4 Stay put and take best cover until you receive further instructions.
- STEP 5 Take roll and report to Person in Charge as soon as it is safe.

## **IF YOU'RE OUTSIDE:**

- STEP 1 Move quickly away from building and away from any overhead lines.
- STEP 2 Lie flat, face down, and wait for shocks to subside.
- STEP 3 Take roll and report to Person in Charge as soon as it is safe.
- STEP 4 DO NOT ENTER BUILDING, until cleared to do so.
- STEP 5 Do not light fires or touch fallen wires.
- STEP 6 Wait for instructions from Person in Charge.

☆ EARTHQUAKES ☆

# EXPLOSIONS

When advised by campus principal, evacuate the building using the ☆ EVACUATION PLAN ☆ in this manual.

# FLOODING

In case of flooded streets, Central Office may notify the campus principal to keep the students at school.

**FLASH-FLOOD** means a dangerous rise in water level of a stream or low-lying land area in a few hours.

**FLASH-FLOOD WATCH** means heavy rains could or are predicted to cause flash-flooding in these areas. Be ready to take precautions.

**FLASH-FLOOD WARNING** means that flash-flooding is occurring or imminent in your area. Take precautions immediately.

**DO NOT DRIVE THROUGH ANY WATER; YOU CAN'T KNOW HOW DEEP IT IS.**

Know the location of high ground and how to get there.

Just because the rain has stopped does not mean that dangerous flooding has stopped.

# WEAPONS ON CAMPUS AND OTHER POLICE EMERGENCIES

- STEP 1 Notify the campus principal immediately.  
Campus principal will notify security (911)
- STEP 2 If the situation warrants, announce: "SHELTER IN PLACE"
- Keep students in the room away from door and any glass areas by the doors.
  - Close and lock your door immediately. Turn out the lights.
  - Take roll. Note any missing students.
  - In case of gunfire, EVERYONE should lie down on the floor immediately.
- STEP 3 Clear the immediate area, if appropriate and possible.  
DO NOT USE THE FIRE ALARM SYSTEM.
- STEP 4 Be alert for any instructions from your administrator.
- STEP 5 Limit the number of people in the vicinity and their access to the area. In other words:  
If you don't need to be there, leave.
- STEP 6 The campus principal will determine when it is safe to return to the area after consulting with the police officer in charge.
- STEP 7 If necessary, school counselor should be available to determine need for counseling intervention with students.

TAKE ALL THREATS OF PHYSICAL VIOLENCE/BRINGING A WEAPON TO SCHOOL SERIOUSLY!  
REPORT THE INCIDENT TO THE CAMPUS PRINCIPAL IMMEDIATELY.

**REMEMBER: ONLY ADMINISTRATORS CAN TALK TO THE MEDIA!**

★ WEAPONS ★ EXPLOSIONS ★ FLOODING ★

## **CHILD LEFT AT SCHOOL**

- STEP 1 Check the student's emergency card and call the parents. DO NOT transport the child in a private vehicle unless authorized to do so by campus administrator.
- STEP 2 Call the campus principal or other designated staff member.
- STEP 3 If the child's parent cannot be reached, call for a security officer.

## **CHILD ABUSE**

- STEP 1 If you suspect that a child has been abused, bring the issue to the attention of your school counselor and campus principal.
- STEP 2 School counselor, nurse and/or principal should determine whether or not to call CPS. If a call needs to be made, it should be made within 48 hours.
- STEP 3 Document all actions and decisions.
- STEP 4 Do not attempt to investigate or verify information, unless instructed to do so by the campus principal.
- STEP 5 Permit interview with the child only by authorized, properly identified officials.
- STEP 6 Cooperate with the request of the investigator regarding notice to parents.
- STEP 7 Provide follow-up counseling.

# **CHILDNAPPING or MISSING STUDENTS**

## **WITNESSED:**

1. Call 911. Notify campus principal and school counselor.
2. Record as many facts as you can remember about the abductor and vehicle.
3. Campus principal will notify child's parents.
4. Convene a campus crisis team, including counselors.
5. Develop a plan of action:
  - faculty meeting
  - visit classrooms as requested
  - letters home to parents
6. Encourage classmates to be supportive.
7. Superintendent will prepare fact sheet and media statement.
8. School counselor/psychologists will provide follow-up counseling.
9. Debrief the incident with campus crisis team and staff.

## **NOT WITNESSED:**

1. Verify that the child is missing. Notify campus principal. Conduct a search.
2. Principal will call 911, if necessary.
3. Principal will notify superintendent and school counselor.
4. Principal will notify parents.
5. Convene a campus crisis team.
6. Make sure child's friends are available for questioning by investigators.
7. Search neighborhood with police leadership.
8. Develop a plan of action:
  - faculty meeting
  - visit classrooms as requested
  - letters home to parents
9. Encourage classmates to be supportive.
10. Superintendent will prepare fact sheet and media statement.
11. Debrief the incident with campus crisis team and staff.

**REMEMBER:    ONLY ADMINISTRATORS CAN TALK TO THE MEDIA!**

☆ CHILD LEFT AT SCHOOL ☆ CHILD ABUSE ☆ CHILDNAPPING ☆ SUICIDE ☆

# **THREAT OF SUICIDE**

If a student indicates that he/she wants to die or will die soon, this is reason enough to be concerned.

STEP 1      Notify the school counselor. If the student needs further assistance, the school counselor will ensure that they receive it. NOTE: If the student has been displaying a pattern of depressive behavior and comments over several weeks AND his/her academics seem to be suffering, a referral for Special Education Services may be warranted.

STEP 2      Work to maintain a relationship with that student. Don't let them become isolated.

IF A STUDENT OR STAFF MEMBER IS IN **IMMEDIATE DANGER OF HURTING SELF**  
OR OTHERS, **CONTACT CAMPUS PRINCIPAL** IMMEDIATELY AND GO TO  
☆ **EMERGENCY PLAN** ☆ AT THE TOP OF THIS MANUAL.

## **POWER FAILURE/BLACKOUT**

- STEP 1 Teachers with classes are to remain in that class with the students until further instruction. Students are not to be released to use the phone.
- STEP 2 Students will remain in their class and not change classes until given further instructions from the administrative team. Students will not be allowed to leave campus.  
DO NOT TAKE STUDENTS OUTSIDE.
- STEP 3 All teachers and other personnel who do not have class meet in the main entrance of the school at this time for further information. Administrators and other personnel will cover all exits.
- STEP 4 If a power failure occurs during lunch, all teachers in the cafeteria area should assist in supervision.

**★ POWER FAILURE/BLACKOUT ★**

# UNAUTHORIZED VISITOR IN BUILDING

The staff member to first make contact with the person should try to determine if the person is an authorized visitor. If the staff member is unable to make that determination, then he/she should direct the person to the office.

If the person does not wish to go to the office or to go with the staff member, then that staff member should try to direct the person away from the students and signal the nearest staff member to contact the office.

ANNOUNCEMENT: "Shelter in Place"

PRINCIPAL/  
ASSISTANT Lock all appropriate inside doors immediately (try to isolate the person from students and staff) and then report to the office.

PRINCIPAL: Be available at crisis situation. Be alert to students' placement and be ready to move them.

SECRETARY: Call 911.  
Notify Central Office.  
Call for security, per administrator's direction.

NURSE: Stay in office unless there is an injury.

TEACHERS: Keep students in the room away from door and any glass areas by the doors.  
Close and lock your door immediately.  
Take roll. Note any missing students.  
In case of gunfire, EVERYONE should lie down on the floor immediately.  
An administrator or teacher will tell you when it is safe to move the students to another area.

\*Provide a map of your building to your superintendent who will forward it to the local police department.

(CONTINUED: UNAUTHORIZED VISITOR OUTSIDE OF BUILDING ↓)

★ UNAUTHORIZED VISITOR ★

# **THREATENING PERSON(S)** **OUTSIDE OF BUILDING**

ANNOUNCEMENT: “Shelter in Place”

PRINCIPAL/  
ASSISTANT  
PRINCIPAL: Lock all outside doors immediately and then report to the office.  
Be available at crisis situation. Inform faculty of the situation.

SECRETARY: Call for security at 911.

NURSE: Be on call for any possible injuries.

TEACHERS: Keep students in the room away from door and any glass areas by the doors.  
Close and lock your door immediately.  
Take roll. Note any missing students.  
In case of gunfire, EVERYONE should lie down on the floor immediately.

ALL office personnel need to stay away from windows and outside doors.

IF YOU'RE OUTSIDE and there is gunfire, students and teachers should lie down on the ground immediately.

An administrator or teacher will tell you when it is safe to move the students inside.

# **FIGHTS**

## **DO NOT PHYSICALLY INTERVENE, IF YOU COULD GET HURT.**

IF AN ADMINISTRATOR IS NOT AVAILABLE, THEN DO THE FOLLOWING:

- STEP 1      Appraise the situation. What's going on? Is it just yelling or pushing? Did it come to blows? Were there any weapons?
- STEP 2      Use verbal de-escalation techniques to try to calm the students.  
Talk calmly.
- STEP 3      Send a responsible student for help. Either to the nearest teacher, assistant principal or principal.
- STEP 4      If there is a crowd, tell them to back up. Encourage them to disperse or go on to class.
- STEP 5      If possible and you don't feel in danger, intervene physically to separate the students.
- STEP 6      Try to calm them down. Get them to talk calmly about what happened. Get the facts.
- STEP 7      Once calm, take the students to your class and wait for help.  
If someone can cover your class, escort students to the office.
- STEP 8      If no one is available in the office, separate the students and have them write their own version of what happened. Keep students separated until an administrator arrives.

★ FIGHTS ★

# TEACHER CHECKLIST

The Emergency Person in Charge for this campus is the Administrator.

## **IF YOU'RE INSIDE:**

1. If told by the Person in Charge to stay in your room, take roll and report any missing students.
2. Instruct students to take shelter or seek safety appropriately.
  - stay away from windows and outside walls
  - sit under desk, table or other heavy furniture
  - do not stay under light fixtures or other heavy objects suspended from the ceiling
  - shut off or disconnect any electrical or gas operated appliances
  - watch for any hazards that may develop (i.e., broken water pipe, electrical wires)
  - **BE PREPARED TO EVACUATE**, if told to do so by Person in Charge
  - in case of earthquake, leave doors open to prevent jamming

Directions for evacuating this room are:

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## **IF YOU'RE OUTSIDE:**

1. Follow procedures for the specific type of emergency.
  - keep students assembled and take roll
  - report roll to Person in Charge
  - move away from the building to more open space
  - avoid overhead wires and utility poles
  - in case of earthquake, lie flat, face down, and wait for earth to stop moving
  - do not light fires or touch any fallen wires
  - **DO NOT ENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE PERSON IN CHARGE**
  - wait and listen for any instructions from the Person in Charge

## **REMEMBER:**

**TORNADO WATCH:** No funnel clouds have been sighted. Be prepared to take cover.

**TORNADO WARNING:** A funnel cloud has been spotted. Take cover. Stay away from windows. Avoid auditoriums, gyms, or any room with a wide, free, high roof.

# TAKE COVER PLAN

Use for severe weather, civil defense alerts, or other emergencies.

The following procedures should be discussed with your classes. Everyone needs to know what to do and when to do it.

STEP 1 ANNOUNCEMENT: “Weather Alert”

STEP 2 Turn out all lights.

STEP 3 Look at your map. Go to your take cover location, which is \_\_\_\_\_  
\_\_\_\_\_

STEP 4 Take students to hallway. Seat them on the floor in the hall with backs against the wall. If necessary, double up against wall. If no time allows, get on floor away from glass.

STEP 5 Continually encourage students to remain calm and not panic.

STEP 6 If conditions worsen, another announcement will come over the PA: “Take Cover Now!” Everyone should bend forward lowering their heads against their knees.

STEP 7 When things are clear, “All Clear” will be announced.

NOTE: If parents attempt to pick up their own children, DO NOT CONFRONT THEM. Document that they picked up their child. PARENTS MAY TAKE THEIR CHILDREN ONLY.

☆☆ TORNADO ☆ TAKE COVER PLAN ☆ TORNADO ☆☆

# TEACHER CHECKLIST

The Emergency Person in Charge for this campus is the Administrator (\_\_\_\_\_).

## **IF YOU'RE INSIDE:**

1. If told by the Person in Charge to stay in your room, take roll and report any missing students.
  
2. Instruct students to take shelter or seek safety appropriately.
  - stay away from windows and outside walls
  - sit under desk, table or other heavy furniture
  - do not stay under light fixtures or other heavy objects suspended from the ceiling
  - shut off or disconnect any electrical or gas operated appliances
  - watch for any hazards that may develop (i.e., broken water pipe, electrical wires)
  - **BE PREPARED TO EVACUATE**, if told to do so by Person in Charge
  - in case of earthquake, leave doors open to prevent jamming

## **IF YOU'RE OUTSIDE:**

1. Follow procedures for the specific type of emergency.
  - keep students assembled and take roll
  - report roll to Person in Charge
  - move away from the building to open space
- more
  - avoid overhead wires and utility poles
  - in case of earthquake, lie flat, face down, and wait for earth to stop moving
  - do not light fires or touch any fallen wires
  - **DO NOT ENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE PERSON IN CHARGE**
  - wait and listen for any instructions from the Person in Charge

Directions for evacuating this room are:

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# EVACUATION PLAN

Use for fire, bomb threats, and other disasters.

Discuss the following procedure with your classes. Everyone needs to know what to do and when to do it.

- STEP 1    Remain calm.  
            Take this manual, your gradebook and any pre-made provisions (i.e., Crash Kit) with you or have a student help you.
- STEP 2    Look at the Evacuation Map in your room. Take it with you if you need it.
- STEP 3    Appoint a student to check the room and close the door behind the class.  
            Remain quiet. Listen for instructions.
- STEP 4    Follow the map and go to your area outside of the building.  
            If you are a substitute, ask another teacher to help you.
- STEP 5    Once you are safely outside the building, take roll.  
            Report any missing students to the designated Emergency Leader.
- STEP 6    Wait for the principal to give the “All Clear” before returning to the building.

## **PLEASE KNOW THE FOLLOWING:**

- Where is the nearest fire extinguisher?
- How does the fire extinguisher work?
- What are you supposed to do for a fire drill?
- Does a potential fire hazard exist?
- Are all fire exits open? Are there any jammed doors or blocked hallways?

☆☆ FIRE ☆ EVACUATION PLAN ☆ FIRE ☆☆

# WEATHER CRISIS

Tornado Thunderstorm Flooding Snow Ice

1. If a weather-related emergency or storm is forecast or has hit the area, the Superintendent or designee will determine if school will remain open.
2. Monitor local radio stations for updated weather conditions.
3. If a storm develops during the day, our primary means of warning of impending weather-related danger will be by the Weather Alert Warning radio. The Superintendent or designee will determine the action to be taken and advise principals and other appropriate staff.

## **PENDING:**

- Activate CMT
- Evaluate situation (depending on type of disaster, imminence, damage)
- Monitor media
- Secure student/staff rosters/emergency data cards
- Notify administration (specify needs)
- Notify staff
- Contact maintenance department
- Update communications
- CMT meets to debrief

## **OCCURRED:**

- Call 911 (if needed)
- Active CMT
- Secure rosters
- Notify staff
- Notify Administration
- Contact utilities (if needed)
- Update communications
- CMT meets to debrief

## **OVERNIGHT WEATHER**

### **CLOSINGS:**

- Staff and students, along with parents, should be reminded to listen to local radio stations and to local television stations for weather closing announcements.
- Principals should develop plans for checking on building security and should develop plans to aid students and staff who may arrive at a building unaware of weather closings.

### **SCHOOL DAY CLOSINGS:**

- Information on daytime weather closings will reach the principals through the central office.
- Only the Superintendent or designee is authorized to close schools, delay opening, or accelerate the end of the school day.

# THINGS THAT SHOULD BE ADDRESSED IN AN ACCIDENT REPORT OR DEBRIEFING

1. Was there a procedure and was it followed?
2. Did the procedure work?
3. How could the procedure be improved? Develop a better procedure if needed. Then make sure that all involved in the new procedure know what they're to do next time.
4. Each person who was involved in the situation should submit to the Administrator a BRIEF, FACTUAL description of what happened and their role.

Date: \_\_\_\_\_

Name of person submitting the report: \_\_\_\_\_

Position with the school district: \_\_\_\_\_

Name of the student(s) involved: \_\_\_\_\_

How did you become aware of the situation: \_\_\_\_\_

What did you do: \_\_\_\_\_

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What did the student or person in question do: \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor's Signature

# **EMERGENCY PHONE NUMBERS**

**Administration**  
(903) 636-5318

**Ambulance/Fire Department/Police Department**  
911 or (903) 636-4200

**Child Protective Services**  
(800) 252-5400

**Poison Control**  
(800) 764-7661

**Texas Department of Human Services**  
(903) 845-2246

**Texas Department of Public Safety**  
(903) 797-2753

**Big Sandy Clinic**  
(903) 636-5366

## **CRISIS COMMUNICATION PROCEDURES**

**Contact the Big Sandy Police Department  
at 911 or (903) 636-4200**

**Activate Crisis Management Team (CMT)\*  
Contact Superintendent Tonya Knowlton  
(903) 636-5318 or (903) 738-8252 cell**

**If Superintendent is unavailable, contact:  
Secondary Principal Roger Dees  
(903) 738-4851 cell**

**OR**

**Elementary Principal Donna Varnado  
(903) 797-2520 or (903) 790-2498 cell**

**OR**

**Maintenance Director Wayne Weese  
(903) 636-4379 or (903) 571-0828 cell**

\*Crisis Management Team is headed by the Superintendent and includes principals, nurse, counsel, department chairs, and custodians.