



KEMP ISD
EMERGENCY OPERATION
PLAN

2018-2019

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Phone Numbers

District Emergency Contact Information:

District Office	x 1314
- Human Resources Coordinator	x 1394
- Administrative Assistant to the Superintendent	x 1312
Superintendent	x 1312
Director of Curriculum	x1324
Director of Instruction, Assessment & Accountability	x 1387
Special/Federal Programs Coordinator	x 1340
Director of Buildings & Grounds	x 1325
Director of Transportation	x 1316

Emergency Operations

Kemp ISD personnel are likely to be first on the scene of an emergency situation within the school. District personnel assigned will normally take charge, and remain in charge of the incident until it is resolved or transfer of command is assigned to others who have legal authority to take command.

- a. Evacuation – Requires all staff and students to leave the building. At least two off-campus evacuation and parent/student reunification sites should be identified and regularly tested/verified for viability, in addition to establishing an evacuation area on-site, away from the buildings (e.g. athletic field).
- b. Reverse Evacuation – Requires all staff and student to go to safe places in the building from outside the building.
- c. Lock down – All exterior doors and classroom doors are locked/blocked and students and staff stay in their classroom
- d. Shelter-in-place – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
- e. Severe Weather- Students, staff, and visitors take cover in a secure location away from likelihood of flying glass or debris and away from long spans of ceilings with minimal structural support, such as cafeterias or gymnasiums.

Notification Procedures

- In case of an incident at any district facility, the flow of information shall be from the school principal or designee to the district office and local emergency responders if indicated. Information should include the nature of the incident and the impact on the facility, students, and staff.
- In the event the district is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school principal or designee.

Emergency Medical Supplies

- AED's are located at various places throughout the district including the Administration Office. All district employees are trained in CPR and the use of the AED.

AED Locations

Primary Campus - Main office, Teacher's Lounge

Intermediate Campus – Main office, 4th grade hall

Junior High - Main Gym, Nurse's office

High School - Main Gym, Nurse's office, Ag Shop, Fine Arts Hall, 2nd Floor
Middle Hallway

HS Athletics – Outside Weight Room, Trainer (Carries 2 during school activities/events)

Admin - Main hallway

KESC – Special Education Main Office, KAP Entrance Door

- Emergency-use Epi-pens are kept with all campus nurses and the athletic trainer. Standing orders are in place that allows the use of the Epi-pen on adults or students in the case of severe allergic reactions.

Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A four-tier system is utilized, as mapped to State of Texas Emergency Operations Plan. General actions to be taken at each readiness level are outlined below, and more specific actions will be detailed in departmental or campus standard operating procedures.

Level 4: Normal Conditions

Emergency incidents occur and district officials are notified. Normal school operations will occur.

Level 3: Increased Readiness

Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. School operations will take place within the building only. **No outside activities will take place.** Inside the building activities will take place as normal. If students must leave the immediate school building, they will be escorted by adult supervision. All outside doors will be locked.

Level 2: High Readiness

High Readiness refers to a situation with a significant potential and probability of causing harm to life and/or property. This condition will normally require some degree of warning to the staff and students. **Students will be confined to their current classroom, and bells or class changes will be suspended. All exterior and interior doors will be locked.** Students who leave class will be escorted by adults.

Level 1: Maximum Readiness

Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by. **Normal educational operations will be suspended, and students will be instructed to achieve the maximum level of readiness. Students will not be allowed to leave their area. All outside and interior doors will be locked.**

Incidents

SMALL FIRE

Instructor/Staff Procedures

1. Evacuate from location of fire to hallway or other safe place and pull fire alarm.
2. Staff member may use fire extinguisher if fire is small.
3. Notify office.
4. Follow evacuation procedures.
5. If fire is extinguished notify office that fire has been controlled.
6. If no additional hazards are present (smoke, etc.) reoccupy room.

Administrative Procedures

1. After receiving small fire notice, be prepared to sound evacuation alarm and call 911 for fire department.
2. Follow evacuation procedures.
3. Notify Superintendent.

MAJOR FIRE / EXPLOSION (EVACUATION)

Instructor/Staff Procedures

1. Pull fire alarm, call 911, and contact office.
2. Evacuate area when fire alarm is sounded.
3. Follow evacuation routes found in each room and practiced during fire drills.
4. Take attendance roster and "GO" bag with you.
5. Close door, and turn off lights when leaving room.
6. Reassemble students at predetermined area and take roll.
7. Report any missing students by holding up green/red cards.
8. Await further instructions from office.
9. Reoccupy building if/when given all clear.

Administrative Procedures

1. Confirm 911 have been called and assist in evacuation of building.
2. Direct maintenance staff to shut off gas and electricity to the building if it can be done safely
3. Contact Superintendent.
4. Assist in location of missing students/staff.
5. If students will be dismissed, establish check out area, with normal release procedures followed.
6. Signal all clear.

Severe Weather

Watch – indicates the possibility that weather conditions exist which could create a tornado.

Warning – indicates that a tornado has been sighted.

During a watch or when inclement weather is imminent:

1. Administrator or designee may notify teachers of watch conditions.
 2. Teachers should close all windows and blinds.
 3. Teachers review students of shelter in place drill procedures.
 - i. Define the sheltered area they need to move to
 - ii. Review “drop and tuck” position facing wall
- * Parents seeking the dismissal of their child must report to the responsible building authority to take custody of their child (Principal or Assistant Principal).

During a Tornado Warning:

- A PA announcement will be made that a warning is in effect.
- Teachers will review inclement weather procedures prior to evacuation.
- Evacuate students to pre-designated shelter area.
 - i. Take a class roster and “GO” bag with you
 - ii. Close classroom
- Have students sit on the floor quietly.
- Take roll and account for all students.
- Keep students calm and quiet.
- If you are given a “drop and tuck” command, ensure that all students face the wall in the disaster position.
- If you sense that a tornado is imminent, give the “drop and tuck” command yourself.
- All students and staff may leave shelter areas and resume normal activities *when the weather service issues an “all clear” signal and attendance has been taken.*

WEAPONS ON PREMISES

Instructor/Staff Procedures

1. If non-threatening situation, confiscate weapon, control potential offender.
2. If a threatening situation (harm can come to you); do not interfere.
3. Notify office in both of the above mentioned situations.
4. If applicable be prepared to evacuate area.
5. When, “*We have an unauthorized person in the building, please go to lock down procedures*” announcement is made over the PA system, all rooms in building should be locked by staff. Remain in rooms away from doors and windows until someone has come and opened your room for an all clear.
6. Refrain from cell phone use.

Administrative Procedures

1. If non-threatening student situation, contact parents or legal guardian.
2. During severe situation announce, “*We have an unauthorized person in the building, please go to lock down procedures,*” over PA system.
3. Call 911 for police.
4. Evacuate any commons areas (hallways, cafeteria, and gym) to safe location.
5. Notify staff and students outside of building to move to safe locations.
6. Notify District Office.
7. Go to each room and open door when situation is all clear.

DRIVE-BY SHOOTING

Instructor/Staff Procedures

1. When vehicle is seen and shots are heard, tell students and other staff to lay on the ground/floor. As soon as a staff member can safely get to a phone, call 911 – then contact the office.
2. When vehicle leaves, have all students and staff that are outside get to the building. Try to get license plate number and vehicle description if not placing yourself and others in danger.
3. Be alert for return of vehicle.
4. Check for any injuries, if any severe – call for assistance (ask student or staff to call 911, first responder, and nurse)
5. Return to classrooms and check for missing students.

Administrative Procedures

1. Secure building as soon as safe to do so.
2. Arrange meeting with police, notify district office, and file written report.
3. Superintendent will issue statement to parents and make press release.
4. Arrange for staff debriefing and counseling as needed.

INTRUDER

Instructor/Staff Procedures

1. Locate intruder.
2. If non-severe situation, ask purpose of presence.
3. If the purpose is acceptable, ask for identification and escort to office.
4. If severe situation, contact office and call 911. Have administrator announce, *"We have an unauthorized person in the building, please go to lock down procedures,"* over the PA system.
5. When, *"We have an unauthorized person in the building, please go to lock down procedures,"* is announced, all rooms in building should be locked by staff. Remain in rooms away from doors and until someone has come and opened your room for an all clear.

Administrative Procedures

1. Administrator will notify staff and students outside of building to move to a safe location.
2. Notify Superintendent.

WATER SHUT-OFF

1. Building Principal will announce water is inoperable.
2. Notify District Administration
3. District Maintenance Director will be notified by District Administration
4. Building Principal determines if any restroom facilities are available to students.
5. Drinking water will be secured for building.

Determination of early release/school closure will be made by District Administration

Student Health Emergency

ABUSE / NEGLECT REPORTING

Texas law requires that school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury to report this to the proper authorities.

Staff member shall contact the school guidance counselor and will not discuss the incident with child or other staff. If the counselor is not available, contact the school nurse or building administrator.

The Staff member shall call Kaufman County Human Services – Child Protective Service at (972) 932-9100 or (800) 261-5437. The staff member in consultation with the school guidance counselor shall complete the appropriate form.

SEXUAL ASSAULT

1. Contact main office immediately.
2. Stay with victim until administrative staff arrives.
3. Isolate victim from students and staff.
4. Principal or designee will notify emergency contact.
5. When authorities arrive, follow their directives. This may include: police, rape crisis center, child protective services, child victim's advocate, and the principal's office.
6. Administration will conduct staff debriefing and arrange counseling as needed.

ACCIDENT / INJURY

Instructor/Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to victim. Use gloves as needed.
3. If accident is minor, contact office & proceed w/minor first aid.
4. If accident is severe, contact the office and ask for first aid responder, school nurse, and/or assistance. 911 may be called.
5. If Automated External Defibrillator (AED) needed, it is located on wall inside of main

Administrative Procedures

1. If accident is severe, notify parent, legal guardian or person listed on emergency card.
2. Notify Superintendent.

ALCOHOL, TOBACCO, OR DRUG USE / OVERDOSE

Instructor/Staff Procedures

1. Notify administrator and/or School Resource Officer (SRO).
2. Keep student under direct supervision until such time as assistance arrives. Confiscate drugs(s)/paraphernalia if able.
3. Clear the area as needed/appropriate.
4. Isolate witnesses and do not allow them to talk to anyone or each other.

Administrative Procedures

1. Administrator will perform drug assessment and evaluate student for medical attention needs. Provide medical attention as needed.
2. Call poison control if necessary.
3. Notify parent/guardian, superintendent, (and police as appropriate).
4. Follow up with any disciplinary action (i.e. – suspension, expulsion hearing, etc.).

SUICIDE – VERBAL / WRITTEN THREAT

Identify Crisis Level

Priority 1: Student/staff have attempted or committed suicide.

Priority 2: Student/staff have displayed verbal or written suicide thoughts and/or showed signs of danger to themselves or to others.

Priority 1 Instructor/Staff Procedures

1. If suicide/sudden death occur or if attempt occurs on site contact office and call 911 (if needed). Administer first aid as appropriate.

Priority 1 Administrative Procedures

2. Principal will make announcement to staff for students to stay in classrooms until further notice.
3. Administrator will contact authorities, 911, and family. Students will be notified in class.
4. Hold debriefing meeting(s) as needed/appropriate with staff.
5. Remove personal items.
6. Respond with Student Services Personnel (SSP) and local clergy for peers and staff.

Priority 2 Instructor/Staff Procedures

1. Staff member to contact administration/SSP member immediately.

Priority 2 Administrative Procedures

2. Administration/SSP member/nurse will assess student and contact parents.
3. Administration/SSP member/nurse will make referral to appropriate agencies.

DEATH

Instructor/Staff Procedures

1. Notify main office.
2. Remove students and other staff from area.
3. Try to calm people in the area.
4. Isolate any witnesses.
5. Principal will make announcement for all to remain in rooms.
6. Return to classrooms/work areas when advised by administration.
7. File written report.
8. Identify students/staff that may need counseling.
9. Do not speak with any media.

Administrative Procedures

1. Call 911 for EMS/district nurse.
2. Notify District Office.
3. Cooperate and facilitate investigations by the proper authorities.
4. Set up and announce counseling services.
5. Hold staff meeting to debrief and get facts out to students.

FIGHTS

Do not physically intervene if physical harm can come to you.

Instructor/Staff Procedures

1. Quickly appraise situation
 - a. If able to safely intervene; stop events and then notify office. (separate combatants, settle down aggressor)
 - b. If unable to safely intervene; contact the office and seek assistance immediately.
2. Remain on scene; instruct crowd to disperse, and report any involved students. Document and debrief as needed. Fill out referral form/write up incident for administration

VANDALISM / GRAFFITI

Instructor/Staff Procedures

1. Notify an administrator of damage and names of vandals, if known.

Administrative Procedures

1. Assess the extent of damage.
2. Gather evidence if possible (photos, etc.)
3. Document any information with regards to extent of damage, time and location of damage, etc.
4. Attempt to identify vandals.
5. If a student is identified as the vandal, notify a parent/guardian (and police as appropriate).
6. Follow up with disciplinary action.
7. Contact custodial services for clean-up or maintenance for repairs.
8. If damage is in excess of \$100- notify building and grounds director and superintendent.

UNREST ON SCHOOL GROUNDS

Instructor/Staff Procedures

1. Evaluate the situation; try to calm participants, direct students back to class.
2. Contact office.
3. Do not interfere if physical harm can come to you.

Administrative Procedures

1. PA announcement - Calm students and staff
2. If situation warrants, contact 911 for police.
3. Contact superintendent if needed.
4. If possible, notify all staff regarding situation.
5. Monitor situation and try to diffuse potential violent actions.
6. Cooperate with police in dispersing group.
7. Identify participating parties and, if students, notify parents or legal guardians.
8. File written report.
9. Debrief staff and superintendent.

HAZARDOUS MATERIAL RELEASE

Examples include but are not limited to: Chemical spill, gas leak, pipeline rupture, lab accident, etc.

Instructor/Staff Procedures

1. Avoid direct or indirect contact with released material.
2. Contact office.
3. Keep students and staff away from area.
4. If student or staff has exposure – seek medical help from nurse, poison control, EMS, or first aid responder.

Administrative Procedures

1. Call 911 for fire department.
2. Evacuate or proceed to shelter area based upon Fire Department evacuation.
3. Contact District Office.
4. File written report.
5. Superintendent will issue statement to students, parents, and public as needed.

MISSING STUDENT / KIDNAPPING

Instructor/Staff Procedures

1. After a student who has been present during school hours is deemed missing, contact office.
2. If student returns, contact office regarding the situation.

Administrative Procedures

1. Search school and video surveillance for missing student.
2. If absence is prolonged and/or unusual; contact missing student's parent or legal guardian on emergency information.
3. After reaching parent or legal guardian, if necessary, school contacts police.
4. If police arrive at the school, advise them on all known facts relating to the missing student.
5. If student is located, contact parent or legal guardian and police.

BOMB THREAT

Recipient of Phone Call

1. If recipient is a student, get adult to the phone as soon as possible.
2. Fill out bomb threat checklist, keep caller on the line.
3. Notify office.

Administrative Procedures

1. Call 911 to relay that bomb threat has been received.
2. Contact District Office: (903) 498-1314
3. Make announcement, "Teachers please perform a visual check."
4. Administrative team will check instructor workrooms for suspicious item(s).
5. Pull fire alarm and evacuate building.
6. Principal will direct emergency personnel at the building.
7. If/when given clearance by emergency personnel, announce *all clear*.
8. File written report.

Instructor/Staff Procedures

1. When, "Teachers please perform a visual check," announcement is made, casually check areas for any suspicious items.
2. If any suspicious item(s) is/are found, evaluate the area – contact office.
3. Maintenance will search restrooms, trash receptacles, air handling rooms and boiler rooms for suspicious items.
4. Athletic coaches and PE instructors will search gyms, athletic offices and locker rooms for suspicious items.
5. Kitchen staff will search cafeteria and kitchen for suspicious items.
6. If/when notified by office, reoccupy the building.
7. Do not use cell phones, pagers or two-way radios as the signal may trip radio controlled explosive devices.

BOMB THREAT CHECKLIST

Date: _____ Exact time of call: _____

LISTEN! Do not attempt to put the call on hold. **WRITE** down the exact statement(s) of the caller:

Do not interrupt the caller except to ask the following questions:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Why are you doing this? _____
7. Who are you? _____
8. Where are you calling from? _____

Origin of call (if known):

____ Local ____ Long Distance ____ Ph. Booth ____ Interval ____ Cell

Description of caller's voice: _____ Male ____ Female _____

Estimate of age (young, middle age, old) _____ Race _____

Accent _____ Tone of voice: _____

Other Voice Characteristics: _____

Did the caller seem familiar with the facility? _____

Were there any background noises? _____

Other comment or remarks: _____

Name _____ Phone Number _____

Who was notified of the bomb threat? _____

Communications

1. School Administration will announce by P.A. system the incident and the emergency procedure to be followed.
2. If intercom system is unavailable then a verbal announcement should be made by school administration.
3. School administration should notify district administration. During this communication a school contact person and method should be given.
4. District Administration will notify local emergency responders if necessary.
5. District Administration and school administration will determine the best notification method for community, parents, and guardians.

Campus Command Centers and Campus Emergency Leader

The Campus Command center is the primary place that the campus emergency leader will be stationed.

Primary

Emergency Leader: Jennifer Welch

Command Center: Principal Office

Intermediate

Emergency Leader: Kim McDowell

Command Center: Principal Office

Junior High

Emergency Leader: Kyle Hutchings

Command Center: Principal Office

High School

Emergency Leader: Jim Lamb

Command Center: Principal Office

Reunification Center

Emergency tasks to be performed may include:

- 1) Develop student accountability systems to include regularly-updated student rosters, contact information, and authorizations for student release.
- 2) Ensure response forces include personnel with current training in the double-gate system of student release
- 3) Develop plans and procedures for security, death/injury notification and general safety at student/family reunification sites.
- 4) Ensure that every campus and facility has primary and back-up student/family reunification sites off-campus and on-campus.
- 5) Ensure that student/family reunification practices are incorporated into training, drills and exercises,

Primary: Forever Families Parking Lot

Intermediate: Kemp Church of Christ Parking Lot

Junior High: KESC Parking Lot

High School: KASA fields

TRAINING

Training, Drills and Exercises

Kemp ISD understands the importance of training, drills, and exercises in the overall emergency management program. To ensure district personnel and community responders are aware of their duties and responsibilities as outlined in this EOP using the most current procedures, the following training, drills and exercise actions will occur:

- a. Emergency management training will be conducted for all district personnel to level of function. In case of academic staff, training should coincide with in-service training for the school year. Additional training may be scheduled throughout the year. Training for the remainder of the support staff shall be held at a time that will allow for maximum attendance. It is important that all staff receive training on appropriate portions of the EOP. Specialized training for specific individuals may vary based upon position.
- b. Information addressed in training sessions includes: relevant instruction in all four phases of emergency management, revisions of plans and procedures, changes in duties and responsibilities of faculty and staff. Input from all employees, parents, students, and collaborative partners is encouraged.
- c. Kemp ISD schools and facilities will conduct at least **10** evacuation drills (one for each month the school is in session) beginning with the first week of school; **2** lockdown drills during the school year; at least **2** severe weather drills each year; and at least **one** tabletop exercise mapped to hazards likely to be experienced by the district. A record of drills and exercises, along with After-Action Reports (AARS) will be maintained, including types of drills and exercises and number of participants.

EARLY CLOSING - INCLEMENT WEATHER / OTHER

EARLY CLOSING – Buses run early.

When a decision is made to close school due to a reason such as inclement weather, we will use the following procedure:

1. A dismissal time will be given for each campus.
2. All building principals, the Director of Transportation and the bus drivers will be called immediately.
3. Designated radio stations will be notified requesting a public announcement.
4. Building principals will announce the decision to faculty and students.

If school is dismissed early on a regular school day due to inclement weather, all teachers and paraprofessionals will be dismissed once the school busses have left the district. Each building principal will notify staff when that has occurred.

All non-teaching personnel, other than paraprofessionals, shall work through the normal working day schedule.

OPTIONAL EARLY DISMISSAL – Buses run at regular time.

(Possible causes for this type of dismissal could include power outages, no water supply, etc.)

If a decision is made by administration to allow students an optional early dismissal with parental permission, we will use the following procedure:

1. Building principals will announce the option details.
2. Teachers and students will remain in their current classes.
3. Teachers will allow students to use their cell phones to contact parents. The teacher will speak with the parent for verbal approval for the student to check out. The teacher will compile a list of students with approval to check out. All students remain in class.
4. An announcement will be made releasing the students with approval. Teachers are to hold all other students for further instruction. The building principal will notify staff of their further duties or dismissal.

School Maps