

BB-PB ISD



BADGERS

CRISIS MANAGEMENT PLAN

TABLE OF CONTENTS

Introduction	page 3
Accidents/Medical Emergency	page 4
Assault/Managing Alleged Assailant	page 6
Bomb Threat/Found	page 7
Chemical Spills	page 8
Child Abuse	page 9
Child Abduction	page 10
Death at School-Natural, Homicide Suicide, Accident	page 11
Fire	page 12
Gang Altercations	page 13
Mass Involvement of Students in Large Group Crisis	page 14
Operational Crisis: Hazardous Materials, Toxic Gas or Substance, Leak, Power Outage	page 15
Riot/Political or Community Demonstration	page 16
Security Breach/Vandalism	page 17
Tornado/Natural Disasters	page 18
Massive Release of Students Procedures	page 19
Evacuation Plan	page 20
Emergency Numbers	page 21

INTRODUCTION

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

- **THINK OF EVERYONE’S SAFETY FIRST**
- **USE COMMON SENSE AND TRAINING**
- **ACT QUICKLY AND CALMLY**
- **BE FACTUAL AND UNEMOTIONAL WITH STUDENTS AND THE COMMUNITY**

For the most major kinds of emergencies some preparation can be made. Knowing whom to call can save time, property and lives. This information is intended as a practical outline of what to do in a variety of emergencies, but it requires each school to develop its own evacuation plan and make assignments. The School Safety and Emergency Resource Manual acts as a supplement to this guide and can provide further information on emergency and crisis prevention, management, and resolution.

- **READ THIS INFORMATION AND THE SCHOOL SAFETY AND EMERGENCY RESOURCE MANUAL**
- **DEVELOP PLANS AND TRAIN STAFF**
- **REHEARSE EMERGENCY PROCEDURES**
- **ALWAYS PRACTICE PREVENTION**

The information and materials contained in this publication have been compiled from sources believed to be reliable and represent the best current opinion on the subject as of the date of this publication. No warranty, guarantee, or representation is made by the TASB Fund, TASB, Inc., or the contributors to this publication as to the absolute correctness or sufficiency of any representation contained in the publication. The TASB Fund, TASB, Inc., and contributors assume no responsibility in connection therewith; nor can it be assumed that this publication includes all acceptable required safety or emergency measures, or that other additional safety or emergency measures may not be required under particular conditions or circumstances.

ACCIDENTS/MEDICAL EMERGENCY

MINOR

- Administer first aid by utilizing school nurse or trained staff
- Follow emergency procedures as indicated by nature of accident
- Inform parent.
- Fill out student/personnel accident report.

MAJOR

- If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.
- Apply first aid utilizing school nurse or trained staff
- Call parent/guardian immediately or, if necessary a sibling, neighbor or relative.
- Fill out student/personnel accident report.

TO AND FROM SCHOOL

- If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.
- Contact transportation department as needed.
- Notify parents, spouse, or closest relative or neighbor.
- Send a trusted employee to observe situation.
- Fill out student/personnel accident report.

BUS AND AUTO ACCIDENTS ON TRIPS AWAY FROM SCHOOL

- Call emergency vehicles/services: police, fire, ambulance, DPS.
- If threat of fire exists, ensure children or school personnel are moved to a safe place.
- Contact superintendent, transportation, public information office, and campus administration.
- Verify report with police. Attempt to determine who has been injured; extent of injuries and hospital.
- Assemble campus crisis team. Set up incident command center.
- Prepare a list of students, parents, and phone numbers.
- Prepare a fact sheet and media statement for central office.

- **Visit injured.**
- **Debrief campus crisis team and staff.**
- **Fill out student/personnel accident report.**
- **Check with risk management/business office about insurance coverage, etc.**

ASSAULT/MANAGING ALLEGED ASSAILANT

ASSAULT

- **If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.**
- **Administer first aid by utilizing school nurse or trained staff**
- **Unless injuries require immediate attention of a doctor or indicate transfer to hospital, keep victim at the school. If rape, ensure victim stays with school nurse, counselor, psychologist, or trusted friend until police arrive.**
- **Log all activities and decisions.**
- **Notify victim's parents.**
- **Allow school professional providing support to accompany victim and police/parents to hospital in case of rape.**
- **Prepare fact sheet and media statement for central office.**
- **Provide counseling for victim and family.**
- **Reassure concerned parents regarding safety precautions at school.**
- **Meet with parents and teachers of victim to plan for return to school.**
- **Debrief staff.**

MANAGING ALLEGED ASSAILANT

- **If life threatening, call 911 or 361/384-9904. Notify superintendent, counselors, and nurses as needed.**
- **Detain suspect until police arrive.**
- **If alleged assailant is a student, notify parents and request conference.**
- **Follow board policy and/or student code of conduct regarding student discipline, questioning of students, and students taken into custody.**
- **Provide guidance and support for suspect's family.**

BOMB THREAT/FOUND

IN CASE OF BOMBTHREAT – Code: None

(DO NOT USE INTERCOM SYSTEM)

- **When threatening call is received, ask or attempt to learn the following:**
 - 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?
 - Why was it set? Where are you calling from? What is your name?
 - What does the voice sound like (man, woman, child, accents, etc.)?
 - Were there any identifiable sounds in the background?
 - Exact wording of threat:

- **Do not hang up on phone threats; try to keep the caller talking to attempt a phone trace.**

- **Immediately after the call:**
 - If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.
 - Evacuate building by word of mouth.
 - Situate student body and staff as far as possible from the school building.
 - Notify transportation if site evacuation may be needed or in case of inclement weather.
 - Assemble campus crisis team and inform of situation.
 - Begin a search of building and grounds led by fire or police department.
 - Do not: handle device, use two-way radio, attempt to dismantle device, use pagers, turn lights on/off.
 - Re-enter building only after advised to do so by police.

- **Prepare fact sheet and media statement for central office.**

- **Debrief with campus crisis team and staff.**

CHEMICAL SPILLS

Code: Shelter-In-Place

- **Obtain Material Safety Data Sheet for spilled chemical if known.**
- **If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed. Give location and chemical information, if known, and have someone stay on line to give additional information while unit is en route. Ask for advice on evacuating or sheltering in house.**
- **If advised by police or fire department to remain in building:**
 - Move all students inside building away from affected areas.
 - Have students and personnel breathe through wet paper towels.
 - Close up and secure affected area. Shut down electricity and gas.
 - Post warning signs at entrance.
- **If advised by police or fire department to evacuate the school site, proceed as follows:**
 - Call Transportation for buses – 210-683-8787.
 - Sound alarm
 - Instigate evacuation plan.
- **Convene campus crisis teams and set up incident command center with communication capability on site.**
- **Estimate extent of injuries or potential physical danger with school nurse and health services.**
- **Keep list of hospitalized persons and where students/staff are evacuated.**
- **Ring all-clear bell when appropriate.**
- **Prepare fact sheet and media statement for central office.**
- **Debrief with crisis team and staff.**

CHILD ABUSE

SUSPECTED

- **Ensure oral report to local police, Child Abuse Unit (361/664-3983), County Sheriff's Department (361/668-0341, or Child Protective Services (800/252-5400) is made within 48 hours.**
- **Document actions and decisions.**
- **Do not attempt to investigate or verify information until or unless given direction by superintendent.**
- **Permit interview with child by authorized, properly identified officials only.**
- **Cooperate with the request of the investigator regarding notice to parents.**
- **Provide follow-up counseling.**

ACCUSATION AGAINST SCHOOL PERSONNEL

- **Document report. Do not attempt to investigate or verify information until or unless given direction by superintendent.**
- **Notify superintendent.**
- **Notify personnel department and follow instructions.**
- **Report to local police, Child Protective Services, as needed.**
- **Provide for police investigators and notify parents of procedures.**
- **Allow time for employee to be interviewed and arrange for substitute.**
- **Prepare fact sheet and media statement for central office.**
- **Convene campus crisis team and counselors, as needed.**
- **Plan for parental inquiries, staff meeting, and safety measures.**
- **Notify parents of affected students that crisis counseling is being provided for alleged incident.**
- **Provide crisis counseling only after statements are taken.**
- **Debrief with campus crisis team.**

CHILD ABDUCTION

WITNESSED

- **Call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.**
- **Gather facts about abduction and description of abductor and any vehicle.**
- **Notify parents.**
- **Convene campus crisis team, including counselors.**
- **Decide on plan of action:**
 - Faculty meeting.
 - Visit classrooms as requested.
 - Letters home to parents.
- **Prepare classmates to be supportive.**
- **Prepare fact sheet and media statement for central office.**
- **Provide for follow-up counseling.**
- **Debrief with campus crisis team and staff.**

NOT WITNESSED

- **Verify child is missing. Search buildings and grounds.**
- **Call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.**
- **Notify parents.**
- **Convene campus crisis team.**
- **Question child's friends or ensure availability for police questioning.**
- **Search neighborhood, if prudent, with police leadership.**
- **See "Decide on Plan of Action" above and follow steps.**
- **Prepare classmates to be supportive.**
- **Prepare fact sheet and media statement for central office.**
- **Debrief with campus crisis team and staff.**

DEATH AT SCHOOL – NATURAL, HOMICIDE, SUICIDE, ACCIDENT

- **Call school nurse to site; call 911 or 361/664-9904.**
- **Clear students from area.**
- **Convene campus crisis team.**
- **Log activities and decisions.**
- **Determine method to inform parents, classmates, and community of death, plans and unexpected child reactions.**
 - **Ensure the family of deceased is notified through pre-established method.**
 - **Alert counselors and nurses at schools in which siblings are enrolled.**
 - **Inform staff and student body.**
- **Prepare fact sheet and media statement for central office.**
- **Provide counseling individually or in groups.**
 - **Make home visits with counselors or crisis team members.**
 - **Hold faculty meeting as soon as possible to process feelings.**
 - **Plan long term response and follow-up counseling.**
- **Permit students to leave only with parental permission.**
- **Debrief crisis teams and facility.**
- **Relay information as it becomes available.**

FIRE

- **Contact emergency service (911) or 361/664-9904.**
- **Attempt to extinguish the fire if small or confined (i.e. trash can).**
- **Confine fire by closing the door to the area involved. Shut off HVAC and close exterior windows, secure electrical power to affected area and natural gas.**
- **Initiate evacuation plan. Teachers keep class list and go to designated areas.**
- **Sound fire alarm – 3 long bells.**
- **Call transportation department, maintenance department and the public information officer.**
- **Notify transportation if site evacuation may be needed or in case of inclement weather.**
- **Convene campus crisis team and set up incident command center with communication capability.**
- **Log all activities and decisions.**
- **Assist emergency personnel in locating and assisting injured person. Follow instructions of police and fire departments.**
- **Keep students and staff away from building until area is declared safe.**
- **Maintain a list of hospitalized persons and location.**
- **If building cannot be reentered, relocate students to predetermined location.**
- **When safe, follow instructions of fire department for building reentry.**
- **Determine location for temporary classrooms and supplies.**
- **Prepare fact sheet and media statement for central office.**
- **Ask public information office for media assistance in notifying community and parents.**
- **Contact maintenance 361/562-3259 for repairs or barricade.**
- **Notify Risk Management 361/664-9904.**
- **Debrief with crisis team and staff; keep informal.**
- **Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.**

GANG ALTERCATIONS

- **If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.**
- **Provide first aid to injured utilizing school nurse or trained staff.**
- **Convene campus crisis team.**
- **Assess danger: injuries, students involved, location of altercation, presence of weapons.**
- **Reestablish order with assistance from staff/campus crisis team.**
- **Ask witness to describe what led to altercation.**
- **Prepare fact sheet and media statement for central office.**
- **Prepare plans to prevent retaliation or further campus violence:**
 - **Remove graffiti.**
 - **Enforce dress code.**
 - **Notify probation officers.**
 - **Ask student leaders to recommend ways to resolve issues.**
 - **Facilitate discussion between gang or ethnic groups.**
 - **Conduct workshops on ethnic or gang related issues.**

- **Reassure parents, students and faculty that steps are being taken to ensure safety.**
- **Ask parents of those involved to come to school. Follow disciplinary procedures.**
- **Debrief with campus crisis team and staff.**

**MASS INVOLVEMENT OF STUDENT IN
LARGE GROUP CRISIS
(ASPHYXIATION, FOOD POISON, COMMUNICABLE DISEASE)**

- **If life threatening, call 911 or 361/664-9904. Alert counselors, nurses, and others (as needed).**
- **Administer first aid using nurse or trained staff.**
- **Assemble campus crisis team.**
- **Secure and supervise school entrance and exits.**
- **Evacuate if necessary.**
- **Prepare list of affected students and parental emergency numbers.**
- **Notify parents.**
- **Prepare fact sheet and media statement for central office.**
- **Debrief with campus crisis team and staff.**

OPERATIONAL CRISIS: HAZARDOUS MATERIALS, TOXIC GAS OR SUBSTANCE LEAK, POWER OUTAGE

Code: Shelter-In-Place

- **Hazardous Material Release, Toxic Substance or Gas Leak**
 - Verify information.
 - Call 911 or 361/664-9904. Give location and remain on line until information is complete. Ask for advice on evacuation or shelter in place. Unit will be en route.
 - Administer first aid by school nurse or trained staff.
 - Clear the immediate area or evacuate building, if necessary. Avoid moving downwind.
 - Convene campus crisis team and set up incident command center.
 - Post warning signs; notify maintenance department at 361/701-0240.
 - If sheltering in place: shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and window; use portable radios to obtain emergency information.
 - Estimate extent of injuries or potential damage.
 - Keep list of hospitalized and their location.
 - Request assistance in notifying other affected facilities.

- **Electricity, Ruptured Water Line, Climate Control in Extreme Weather**
 - Gather facts; verify information.
 - Call maintenance department 361/562-3259.
 - Move staff and students from affected area, if necessary.
 - Close up and/or secure affected area, keeping children and people away.
 - Post warnings signs.
 - Estimate potential physical danger with school nurse.
 - If a major line is down or sparks are visible:
 - Call 911 or 361/664-9904. Give location and remain on line until information is complete. Unit will be en route.
 - Call maintenance department 361/562-3259.
 - Never touch live wires!
 - Do not attempt to rescue a person who is experiencing electrical shock until power is shut off.
 - Shut off power where applicable.

- **Prepare fact sheet and media statement for central office.**
- **Ring all clear bell when appropriate.**
- **Debrief with campus crisis team and faculty.**

RIOT/ POLITICAL OR COMMUNITY DEMONSTRATION

- **If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.**
- **Provide first aid utilizing school nurse or trained staff. Assist EMS.**
- **Identify group and purpose.**
- **If group is disruptive, warn of violation of law. Ask them to discontinue disruption.**
- **Assemble campus crisis team.**
- **Log activities and decisions.**
- **Do not allow disruptive persons to enter school property or request they vacate immediately. Assign staff to all building entrances to prevent further disturbance.**
- **Advise teachers to keep classroom doors closed and locked.**
- **Keep offices locked; provide security measures for files and records.**
- **Keep faculty informed.**
- **Prepare fact sheet and media statement for central office.**
- **Once order is restored, remain alert for further disruptions.**
- **Prepare for community meetings as needed.**
- **Debrief with crisis team and faculty.**

**SECURITY BREACH/VANDALISM
(DANGEROUS/IRATE PERSON, INTRUDER/LOITERER,
HOSTAGES OR GUNFIRE)**

- **Approach and greet person. Ascertain legitimate purpose to be on campus.**
- **If needed, ask person to leave.**
- **If life threatening, call 911 or 361/664-9904. Notify superintendent, counselors, and nurses as needed.**
- **If intruder cannot be removed, instruct all personnel to avoid contact with intruder.**
- **Remove students and staff from vicinity of intruder.**
- **If hostages taken or gunfire:**
 - Inform staff by code to keep all students in classrooms and away from windows.
 - Secure building keeping all students away from affected area. Lock doors.
 - Hold change of class bell.
- **Convene campus crisis team to set up incident command center.**
- **Log all activities and discussions.**
- **Remain available for law enforcement and negotiators.**
- **Have multiple copies of floor plan available for police.**
- **Prepare fact sheet and media statement for central office.**
- **Have an attendance roster to check off when releasing students. Teachers remain with students until released.**
- **Debrief campus crisis team and staff.**

- **Vandalism**
 - Secure area and leave intact for investigation. Notify maintenance department for clean-up or barricade.
 - Record type and extent of damage; file report with central administration business office or risk management.

TORNADO/NATURAL DISASTERS

AFTER BEING ALERTED BY THE WEATHER ALERT RADIO AND/OR THE TELEPHONE RELAY SYSTEM, DO THE FOLLOWING:

- **Call emergency services (911) or 361/664-9904. Ask for advice to retain or evacuate.**
- **Administer first aid using school nurse and trained staff.**
- **Convene campus crisis team, set up incident command center with communication capability on-site.**
- **Log all activities and decisions.**
- **Prepare for emergency action in conjunction with police department, fire department, and local Office of Emergency Management instructions.**
- **Initiate retention or evacuation plan, depending on emergency.**
 - Notify transportation in case of site evacuation or inclement weather.
 - Teacher should take classroom roll and accompany class to designated shelter area if tornado (not auditorium or gymnasium).
 - Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head.
 - Group should remain calm, stay together, and listen for instructions.
 - Stay at shelter until instructed to move.
 - Prepare special needs students and personnel.

- **Designated personnel should check restrooms and vacant classrooms.**
- **Use battery powered radio for weather information.**
- **Keep a record of hospitalized or evacuated and their location.**
- **Keep faculty informed.**
- **Prepare fact sheet and media statement for central office.**
- **Assign staff to answer phone inquiries.**
- **Debrief with crisis team and plan student and staff follow-up.**

EVACUATION OF STUDENTS

Massive Release of Students Procedures

In the case of an emergency situation that prompts a large number of parent(s)/guardian(s) to check out their child (ren) from school before the end of the normal school day, the following procedures will be followed:

- (1) Regardless of the location, the campus administration will set up a command center to effectively manage the emergency situation at hand;
- (2) At a close proximity to the campus command center, the campus office personnel will set up a massive student release station;
- (3) The massive student release station will be managed by the campus secretary, who will be in possession of the emergency cards completed earlier in the year by parent(s)/guardian(s);
- (4) All campus paraprofessionals will setup a separate checkout station designated by a student desk;
- (5) The campus secretary will divide the emergency cards evenly among such paraprofessionals by the beginning letter of last names;
- (6) Parent(s)/Guardian(s) will be asked to line up behind the desk, which corresponds to the beginning letter of their student's last name;
- (7) Campus paraprofessionals will verify that the person checking out the student is either the student's parent/guardian or listed on the student's emergency card as someone authorized to check out the student;
- (8) After such verification, the campus paraprofessional will ask the designated campus staff, who are serving as runners, to get the student from his/her current location;
- (9) All paraprofessionals will compile a list of all students being checked out;
- (10) All individuals not authorized to check out the student will be referred to campus administration, including the campus counselor if needed.

EMERGENCY NUMBERS
(FIRE, POLICE, EMS: 911 OR 361-668-0341 OR 361-429-1841)

INTERNAL DEPARTMENTS

Central Office Administration	664-9904
Nurse	664-9568
Maintenance	562-3259
Public Information Officer	664-9904
Risk Management/Business Office	664-9904
Transportation	701-1802

RELATED AGENCIES

Police Department	668-0341
• Assault Dept.	668-0341
• Child Abuse Unit	800-252-5400 or 800-422-4453
• DARE	668-0341
• Drug Hotline	800-832-9623 or 800-784-6776
• Gang Hotline	668-0341
• Homicide Investigation	668-0341
• Juvenile Unit	668-5708
• Narcotics Investigation	668-0341
Fire Department	664-3111
• Hazardous Materials	664-3111
• Office of Emergency Management	664-3111
American Red Cross	887-9991
Chemical Spills	664-3111
Child Protective Services	664-7490
Juvenile Court	668-5829
Juvenile Probation Commission	800-525-2493
Juvenile Probation Services	668-5708
Gas Company	800-427-7142
Poison Control	800-222-1222
Power Outages (Electric Company)	877-373-4858
Runaway Hotline	800-621-4000
U.S. Customs & Border Patrol	800-232-5378
Department of Public Safety (DPS)	361-429-1841