

M.R. NULL MIDDLE SCHOOL
SHELDON INDEPENDENT SCHOOL DISTRICT

Crisis Management Plan

CAMPUS CRISIS TEAM MEMBERS / RESPONSIBILITIES

Principal - The Principal maintains a critical position on the Crisis Management Team (CMT). The Principal must obtain all available facts. The Principal functions as the liaison between the school building, the Superintendent and other district administration. The Principal will assume the responsibility of secure-in-place and relocation procedures. The Principal will be a point of contact at the crisis command center for emergency response providers. The Principal can prepare and arrange for the distribution of letters to be sent home to parents and guardians. The Principal will designate an alternate for any team member who is unavailable.

School Nurse - With her knowledge of health related issues, the nurse is in an ideal position to help students who are injured. Additionally, the nurse has been trained to handle acute physical reactions to crisis exposure including hyperventilation, fainting, etc. The nurse can also serve as the liaison between the school and the hospital. Nurses can document the nature of injuries and facilitate in the transport of individuals to the hospital, if required.

Crisis Counselor - By virtue of their relationships with many students, school counselors may aid in identifying those individuals who are in need of intervention. They can coordinate support groups for students and staff as well as notify parents and guardians of students affected by the crisis, if indicated. The Crisis Counselor will assist in aftermath support and recovery solutions.

Lead Teachers - Teachers may have the difficult task of providing a stable and calm model for their students at a time when they, personally, may be experiencing considerable emotional turmoil. A careful selection of teachers should be included on the CMT. These teachers can serve as a liaison between the CMT and the faculty. Moreover, these teachers may be in a position to answer questions that students have regarding the crisis situation, assuming that by doing so, the emotional well-being of the student is prioritized. Teachers can help identify and refer students who appear in need of emotional support.

Classroom Teachers – As professional educators, classroom teachers have three identified responsibilities in the moment of crisis; lockdown / secure-in-place, directed transportation, and critical evacuation. Teachers should use common sense practices and be prepared to react to divergence as necessary.

Emergency Management Coordinator – The Emergency Management Coordinator should maintain direct contact and work in concert with local law enforcement, and all other emergency response providers.

The Emergency Management Coordinator should identify threats, and progressively command the actions of the CMT. The Emergency Management Coordinator will be the primary contact at the crisis command center.

Transportation Coordinator – The transportation coordinator will be responsible for coordinating with the district transportation division to safely and effectively transport students to the appropriate offsite location.

Make sure parents know where the children will be located in the case of a rare emergency. Special Education students will need special transportation and arrangements will be made through the transportation department at (281) 727-3653.

Primary Crisis Command Center: AP’S Office (281-436-2811)

Alternate Crisis Command Center: Counselor’s Office (281-436-2815)

Offsite Relocation: Predetermined by District Administration

Alternate Offsite Relocation: Predetermined by District Administration

CAMPUS CRISIS TEAM MEMBERS

Name	Title	Contact Number / Ext.
Leroy Bradley	Principal	2810
Kim Smith	Assistant Principal	2812
James O’Keeffe	Assistant Principal	2811
Carmen Huizar	AP Secretary/Recorder	2807
Lisa Ramke/Latoya King	Crisis Counselors	2816/2815
Shelly Haley	Nurse	2803
Blake Carroll	Transportation Coordinator	832-833-5947
Barbara Fisher	Lead Custodian	832-618-2596
James Peace	Lead Teacher - ELECTIVES	2864
Mellanies Shaw	Lead Teacher – 6A	2834
Nichole Spriggs	Lead Teacher – 6B	2840
Latoya Ballard	Lead Teacher – 7A	2824
Sean Wilburn	Lead Teacher – 7B	2848
Alicia Ngala	Lead Teacher – 8A	2883
Tracie Miller	Lead Teacher – 8B	2889
Qui McGee	Lead Teacher - SPED	2854
Maria Montemayor	Cafeteria Manager	832-814-0387
Traci Mixon	Office Support Staff/Student Checkout	2804

CHECKLIST FOR CAMPUS PRINCIPAL

- Notify Superintendent
- Establish command post, and appoint a person to stay by the phone.
- Alert all personnel to their assignments.
- Assign someone to check all restrooms, vacant rooms, and locker rooms.
- Have first aid equipment and instructions available in the Clinic of your building.
- Review teacher checklist with staff on a regular basis and be certain each teacher has this list immediately available in his/her area.
- Review custodian checklist with staff on a regular basis and be certain each custodian has this list immediately available in his/her area.

TEACHER CHECKLIST FOR ANY EMERGENCY

- If advised by Person in Charge, stay in your room.
- Immediately take roll count of students.
- Take protective action if building is threatened.
- Keep students away from windows and outside walls.
- Take shelter in room or hall (as assigned by Person In Charge).
- For weather related emergencies:
 - Move all students out of gym or any other open areas into hallway.
 - Shut off any electrical or gas-operated appliances as directed.
 - Be alert to any developing threats such as broken water pipes or electrical wires.
 - Be prepared to evacuate if advised to do so.

CUSTODIAN / MAINTENANCE CHECKLIST FOR ANY EMERGENCY

- Be responsible for cutting off gas and water immediately if directed to do so by the Person In Charge.
- Be responsible for cutting off electricity, ONLY if directed to do so by the Person In Charge.
- In the event of building damage, provide the Person In Charge with condition report. Always send two people for initial damage assessment.

SHELTER IN PLACE

- This procedure may be used during a hazardous material release or other outside environmental conditions that could be hazardous to health.
- All windows and doors are locked, and the air conditioning system is shut down.
- Notices are placed on the school door to alert visitors about the “Shelter In Place”.
- For the safety of students and staff, no one is allowed to enter or leave a building. This means that parents may not be able to pick up children from school due to

the fact that it is safer for the child to remain inside the building rather than being exposed to possible harm outside.

- A red or green card should be placed under the door as a signal to administrators for all students present or not in the classroom.
- Once the “all clear” signal is given, school will return to regular activities.

LOCKDOWN

- This procedure may be used when an intruder invades the premises or in other violent situations.
- All doors, windows, and classrooms are locked. Students and teachers remain in their classrooms until the “all clear” signal is given.
- Under lockdown procedures, no one is allowed to enter or leave the building. Parents are not allowed to pick up children from school until lockdown is over.
- Local authorities will provide assistance, if needed.

Please note that individuals who violate the “Shelter in Place” or “Lockdown” procedures may face charges of Criminal Trespassing (Texas Penal Code 30.05), Disruption (Texas Education Code 31.123) or Class B Misdemeanor.

DIRECTED TRANSPORTATION

- This procedure may be used when students and staff must leave the campus due to hazardous materials incidents, chemical releases, etc.
- Students may be transported by bus to predetermined evacuation sites; teachers will accompany students at all times.

CRITICAL EVACUATION

If the situation requires immediate evacuation, students and staff are advised to evacuate the building as quickly and safely as possible. Once outside the building, students will be escorted by school personnel, and walked in a direction away from danger and to a pre-designated safe zone.

MODELS OF RECOMMENDED PROCEDURES FOR PREVENTION / INTERVENTION:

AT-RISK STUDENTS

- In-service school personnel concerning crisis intervention and the current crisis plan.
- Assist in the identification of at-risk students.
- Provide assessment and crisis team intervention.
- When necessary, maintain the student under direct observation until his/her parents assume direct care.

- Contact parents, and appropriate school personnel.
- Provide referral and/or advocacy to community mental health agencies, private practitioners, and obtain needed emergency services.
- Monitor the student's progress and document findings.
- Make data readily available to appropriate faculty, administrators and/or district Superintendent.

STUDENT OR FACULTY MEMBER INJURY OR DEATH ON CAMPUS

- Notify the Superintendent.
- Continually update the Superintendent as to the status of the crisis and aftermath response.
- Provide immediate support and respond to student or staff needs.
- Immediately inform all staff via memo, meeting, or telephone.
- Develop memo(s) to be read or discussed with students in the classroom.
- Develop telephone response for school personnel.
- Check and be available in hallways, restrooms, and student gathering areas.
- Develop guidelines for early release of students during school day.
- Identify any troubled students and promptly notify their parents.
- Prepare letter for parents to be sent home with students.
- Notify other buildings – feeder schools, school of siblings.
- Participate in school meetings with parents.
- Be available in faculty lunchroom and lounge.
- Conduct a follow-up meeting with the faculty and provide appropriate support.
- Review the need for outside support.
- Provide support for crisis team members if needed.
- When necessary, gather personal effects of injured or deceased.
- Discuss hospital visitation and/or funeral arrangements with family(s).
- Determine who will go to the family's home; send flowers, and who will go to the funeral.
- Monitor appropriate memorials.
- Determine the need of additional substitute teachers for staff members attending funeral.
- Participate in follow-up crisis group.
- Hold a debriefing meeting to review notes, action and process. Adjust as needed for a possible future emergency.

BOMB OR BOMB THREAT

- If someone receives a bomb threat or observes a suspicious object or package on campus, area law enforcement and other emergency personnel should be notified immediately.
- Notify Campus Police. Notify the Superintendent.

- The initial role of the CMT will be to assist in the safest evacuation and/or containment of all students and personnel. Be aware that there are documented cases where buildings have been evacuated in response to a bomb threat only to have a bomb actually go off in the parking area outside the building.
- Any campus personnel that receive a bomb threat should immediately fill out a bomb threat report form.
- If you are in a building where a bomb is suspected, clear the area immediately. Do not open drawers or cabinets. Do not turn lights or other switches on or off. Do not touch any suspicious letters or packages.
- The Principal, along with local authorities, will determine the best plan of action. A decision on evacuation will be based on all available information. If the decision is to evacuate a building(s), occupants should take personal packages, lunches, briefcases, etc. so they will not be mistaken for explosives. Because a bomb may be sound sensitive, building fire alarms should not be activated in order to prompt the evacuation. Individuals charged with that responsibility should accomplish this quickly and quietly.
- This type of crisis should never be considered over until declared so by the area law enforcement personnel or emergency management director.

BOMB THREAT REPORT FORM

The bomb threat report form should contain the following data.

- When receiving a threatening phone call:
 - Record the date and time that the call was received.
 - To the best of your memory record the exact words of the person placing the call.
- When asking the following questions remain calm and speak clearly:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why did you place the bomb?
- Describe the caller's voice, i.e., young, old, male, female, accent, and tone.
 - Was the caller's voice familiar to you?
 - If so, who did it sound like?
- Record the name, department, and contact numbers of the person receiving or monitoring the call.
- Once the situation has been safely resolved, the "all clear" signal should be announced over the intercom system, and the CMT should refer to the available aftermath/response models.

CHILD ABDUCTION / CUSTODY DISPUTES

- Consult with parents concerning custody orders. Certified copies of the order should be placed in the student's permanent file. Teachers should also be made aware of the custody orders and any threats made by the non-custodial parent.
- Contact the custodial parent/guardian immediately if the non-custodial parent makes any unscheduled visits to the school.
- If the non-custodial parent threatens violence toward school staff, it will probably be in the best interest of all parties to release the child at that time, however, detailed observation is paramount. Immediately notify area law enforcement personnel and the Emergency Management Coordinator of the following:
 1. A detailed description of the abductor.
 2. What type of vehicle the abductor was driving, and the license plate number if available.
 3. Descriptions and or name(s) of any other person(s) with the abductor.
 4. Which direction the abductor was heading when he/she left the school property.
 5. Exactly what did the abductor say? Did he/she show signs of violence? Did he/she display a weapon(s)?

- The most crucial factor in any child abduction is time. If a child is observed to be missing at any time during the school day, the child's parents and area law enforcement personnel should be immediately notified. Statistically, in a stranger abduction, the first seventy-two hours are the most critical. It is usually during this time that the mortality of the abducted is decided. A properly designed and initiated plan of action can make all the difference.

- It is critical to keep all but the main entrance to schools locked after the beginning of the school day. Doors can be equipped to allow students to leave the facility in an emergency without being operable from the outside. A constantly monitored main entrance should be the only way for a parent or any other visitor to enter the school. Visitors should be required to sign in and wear badges. Teachers and staff members should be instructed to stop and identify anyone wandering the halls or grounds without a badge and escort them to the main office.

- The design of some schools, and the use of portable buildings on a campus, can make it virtually impossible to monitor school traffic effectively. When possible, such campuses should be fenced.

- When fencing is not possible, all areas where a non-student could enter the premises should be monitored either electronically or in person.

- A list of known sex offenders within their jurisdiction is available to all school districts and regularly updated. This information should be made readily available to all school staff and parent teacher organizations.

ASSAULT

- If life threatening notify Campus Police. Notify Principal, Emergency Management Coordinator, and Nurse as needed.
- Administer first aid utilizing Nurse and trained staff.
- If rape, ensure victim stays with school Principal, Counselor, or Nurse, until parent/guardian arrives.
- Log all activities and decisions.
- Allow school professional providing support to accompany victim and police/parents to hospital.
- Prepare fact sheet and media statement for Superintendent.
- 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.

EXPLOSION

- When an explosion occurs in the building, there is an immediate threat.
- When advised by the Person In Charge, evacuate the building using the fire drill plan, with possible modifications as directed.
- Call Emergency Services – 911.
- Notify Campus Police.
- Notify the Superintendent
- Notify the Transportation Department
- Proceed to alternate site for your school if necessary.

GAS LEAK

If the smell of gas is detected, evacuate the immediate area, such as the kitchen or the outside area surrounding the primary location. Notify the building Principal or designee and await further instructions.

HAZARDOUS MATERIAL / CHEMICAL – BIOLOGICAL THREAT

The main threat is toxic fumes. Keep students away from spill area. The Principal will rely on instructions from local authorities.

If outside:

Stay upwind

Do not walk or travel through contaminated area.

If suspected terrorist threat:

Close all doors and windows

Turn off A/C Units to stop the intake of external air

Stay in place until further notice from authorities

Notify Campus Police

Notify the Superintendent

Notify the Director of Maintenance

MSDS Book located at: Custodian's office and campus Principal's office.

FIRE

- 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; delete electrical power and natural gas supply to affected area.
- Initiate evacuation plan. Teachers keep class list and go to designated areas.
- Sound fire alarm.
- Notify Emergency Management Coordinator.
- Contact Emergency Services – 911. Notify the Superintendent and Transportation Director.
- Notify transportation if site evacuation may be needed 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 persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building until area is declared safe.
- Maintain a list of hospitalized persons and location.
- If building cannot be reentered, relocate students to predetermined location.
- When safe, follow instructions of fire department for building reentry.
- Determine location for temporary classrooms and supplies.
- Prepare fact sheet and media statement.
- Prepare written information for dissemination to community & parents by superintendent.
- Contact maintenance for repairs or barricade.
- Debrief with crisis teams and staff.
- Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.

SEVERE STORMS/OTHER WEATHER RELATED EMERGENCIES

- If a severe storm or other weather-related emergency is forecast and/or has hit the area, the Superintendent will determine if school will be open for the day or if classes will be delayed.
- Tune to the radio/television stations for early morning reports.
- Staff will be notified whether or not they are to report for work. Staff should refrain from making calls into the District to keep the lines open for emergency communication needs.
- If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by television or radio. The

Superintendent/Principal will determine the action to be taken and advise personnel. The news media will be informed of the procedures to be followed. Lightning is a threat during any severe thunderstorm. Personnel should move students inside to safety if lightning is occurring.

- Officials in charge of any outside activity should be aware of approaching severe storms or other weather-related emergencies. It is suggested that school officials use the PA system to warn spectators of approaching severe weather. School officials should stop play when it is determined that is unsafe to continue the activity.

The decision to close **NMS** or to change the start time of classes is made by the Superintendent. The Superintendent receives road condition reports from all parts of the District.

A closing may occur when:

- Bad weather conditions exist.
- Hazardous driving conditions exist.
- Extremely low temperatures occur gas consumption is curtailed.
- Chemical or hazardous materials spill or contamination.

WEAPONS

Any employee or student who is threatened by another individual who has the intent to do bodily harm with a weapon should notify the building Principal immediately. When faced with a report of a weapon on campus:

- Assure protection of informant's identity from suspect.
- Determine location of offending person.
- Notify Campus Police. Notify Principal / Emergency Management Coordinator
- Request assistance of other adults, if needed.
- Do not attempt forcible disarming.
- Confiscate weapon from person or possession (locker) of student if possible.
- Escort unarmed suspect to Principal's office.
- Notify parent of student involved.
- Take appropriate disciplinary action.
- Record/report observation in detail.
- Notify Superintendent of situation.
- Record and file report of disturbance.

If weapon is brandished in the classroom:

- Attempt to passively negotiate with the suspect.
- Direct communication away from the weapon or questioning the suspect's motive(s).
- Direct communication toward something positive.
- Attempt to negotiate the dismissal of all other parties from the room.
- Don't make unrealistic promises.
- Try to maintain the status quo of the situation until professional negotiators arrive.

TRESPASSING/STRANGER ON CAMPUS

Preventative measures will include:

- Posting decals at all building entrances asking visitors to go to office.
- Properly marked maps throughout school directing visitors to office.
- Identification of maintenance/custodial staff by photo ID badge.

Loitering on or near a school campus is a misdemeanor. **ALL TRESPASSERS / STRANGERS IN BUILDINGS SHOULD BE TOLD TO REPORT TO THE OFFICE.**

Procedures to follow if an individual is loitering or trespassing:

- Report suspicious vehicles to the Principal's office.
- Check scene of disturbance with back-up assistance.
- Advise individuals of your authority; ask for identification and reasons on campus; note descriptions.
- Ask person/persons to leave campus immediately; advise that failure to leave upon request is a crime; warn that the proper authorities will be called.
- Notify Campus Police if individuals remain; request that arrests be made.
- File complaint with appropriate offices.
- If the situation warrants, remove students from vicinity.
- Inform the building.
- Hold change of class bell.