

CHILDRESS ISD CRISIS MANAGEMENT PLAN

Crisis Communication Procedures

Contact 911/Childress Police Department 937-2546

CAMPUS PRINCIPALS

High School	937-6131
Junior High School	937-3641
Elementary School	937-6313

CONTACT SUPERINTENDENT

Office	937-2501
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Roles and Responsibilities of Committee Members:

Traffic Controller	Transportation Supervisor
Verifies 911 has been called	Principal
Accompanies victim to Hospital	Nurse or Counselor
Notifies Parents	Principal
Pulls Health Emergency Form	Office Staff
Covers Phones in Office	Office Staff
Covers Classrooms	Staff
Command Centers	Campus Office, Central Office

EMERGENCY PHONE NUMBERS

Ambulance/Fire/Sheriff Department	911
Superintendent's Office	937-2501
Childress County Sheriff's Department	937-2535
Children's Protective Services	1-800-252-5400
CPS Online Reporting	www.txabusehotline.org
Childress Regional Medical Center	937-6371
Fox Clinic	937-3636
West Texas Utilities	1-940-684-1933
Poison Control Center	1-800-222-1222
Texas Department of Public Safety	937-2560
Texas Runaway Hotline	1-888-580-HELP (4357)
Texas Youth Hotline	1-800-98YOUTH (989-6884)
National Response Center/Toxic Chemical Spills	1-800-424-8802
National Runaway Hotline	1-800-RUNAWAY (786-2929)
Suicide Prevention Lifeline	1-800-273-TALK (8255)

EMERGENCY MEDIA REQUESTS

All requests for information regarding an emergency/crisis situation from any outside media source (i.e., newspaper, radio, television) should be channeled through the Childress ISD Superintendent's Office, (940) 937-2501. The Superintendent's office serves as the primary media contact for Childress ISD and will work with you in handling media requests. The Superintendent is always the spokesperson in a particular situation.

IN EMERGENCY/CRISIS SITUATIONS DO NOT MAKE ANY STATEMENTS TO THE MEDIA

If pressed for information, simply state that all media requests are to come through the Superintendent's Office. You may request that media personnel leave the campus property. You may NOT prohibit them from filming your campus if they are located off of school property.

THE SUPERINTENDENT IS THE ONLY OFFICIAL SPOKESPERSON FOR THE DISTRICT

ACTIONS TAKEN FOR CRISIS

In the event of an emergency, the following actions should be taken:

- **Always respond to the emergency first.** If first aid or emergency personnel are warranted, the school employee should take the necessary steps to handle the situation. Ask another school employee to notify the school nurse on campus.
- **Notify the building administrator.** Once the initial first aid has been administered, a school employee should notify the campus administrator of the situation. This could be done by sending a student or fellow employee to the office. The health care professional on campus should also be notified at the time, if he/she has not already been notified.
- **Notify the parents.** Once the building administrator is apprised of the situation, he or she should begin procedures to notify the parents or guardian of the child. If the injured party is a school employee, a spouse or next of kin should be notified. The campus administrator should give this notification, if possible. Otherwise, someone on the office staff should make the call.
- **NOTE:** If a parent or guardian cannot be reached, a message should be left. If no answering machine is available, the office staff should continue to reach next of kin or the parent at 5-minute intervals until someone is reached.
- **Notify Superintendent.** The next call from the school administrator or office staff should be the Superintendent's Office. Questions about the presence of an emergency vehicle on campus may reach the Superintendent's office, and the staff there needs to be updated periodically about what is happening.

Actions Defined

- **The Campus Principal** - The Principal will communicate to staff that a crisis situation exists and meet to plan as appropriate.
- **Notify Superintendent's Office** - Use Crisis Communication Procedures to notify administration. Give preliminary assessment of crisis and specify assistance, support, or particular needs the situation requires.
- **Activate Superintendent's Office** - A predetermined group of selected staff (assistants, aides, and coaches) to assist in crowd and traffic control, and movement if a crisis warrants.
- **Update Communications** - As the crisis is managed, have ongoing two-way communication with staff and update central administration as to status.
- **Staff needs to debrief** - As soon as practical, after the crisis situation is under control, the staff should meet to debrief as to how the crisis situation was handled, noting problems in managing, corrective actions suggested, and other information that may be helpful in dealing with similar incidents.

ACTIONS TAKEN FOR CRISIS

FIRE/VIOLENCE/WEAPONS

Fire

- Call 911
- Notify Principal
- Notify Superintendent's Office
- Follow evacuation route posted by classroom door
- Evacuate building (fire alarm)
- Secure student/staff roster/emergency forms
- Contact Utilities as needed
- Update Communications
- All staff meets for feedback and debriefing

Weapons on Campus

- Call 911
- Notify Principal
- Notify Superintendent's Office
- Determine degree of danger (make A plan of action to lockdown or evacuate)
- Confiscate weapon - discreetly, If possible
- Notify parents of student
- Update Communications
- All staff meets for feedback and Debriefing

If unable to confiscate weapon:

- Notify staff discreetly (code word)
- Evacuate area, if possible
- Lockdown
- Notify Parents
- Update Communications
- All staff meets for feedback and debriefing

Explosion

- Call 911
- Notify Principal
- Notify Superintendent's Office
- Follow evacuation route posted by classroom door
- First aid/CPR
- Secure student/staff roster/emergency forms
- Notify Staff
- Update Communications
- All staff meets for feedback and debriefing

Violence/Riot

- Call 911
- Notify Principal
- Notify Superintendent's Office
- Isolate area
- Activate lockdown team
- Identify leaders of disturbance
- Document action/investigation
- Update Communications
- All staff meets for feedback and debriefing

If unable to confiscate weapon:

- Notify staff discreetly (code word)
- Evacuate area, if possible
- Lockdown
- Notify Parents
- Update Communications
- All staff meets for feedback and debriefing

STUDENT/STAFF CRISIS

Suicide/Attempted Suicide

- Notify Principal
- Notify Superintendent's Office
- Call 911
- Secure the area
- Isolate the witness
- Suspend bell schedule (if warranted)
(everyone stays where they are)
- Secure health/emergency form
- Notify parents (personal visit, if possible)
- Assign separate areas for media, parents, and counseling
- Communicate with staff, including a written statement
- Document all students checking out
- Announce the availability of counseling and location
- Teachers identify students that need counseling
- Document who receives counseling and needs follow-up
- Complete incident report
- Debrief staff

Sexual Assault

- Notify Principal
- Notify Superintendent's Office
- Call 911
- Care for victim (do not touch victim)
- Secure health/emergency form
- Isolate witnesses (do not allow them to talk to anyone)
- Detain suspect, if possible
- Inform suspect (verbal and written communication)
- Notify family (in person, if possible)
- Update communications
- Complete incident report
- Debrief staff

Death/Homicide (On-Campus)

- Notify Principal
- Notify Superintendent's Office
- Call 911
- Secure the area
- Isolate the witness (do not allow them to talk to anyone)
- Secure health/emergency forms
- Inform staff (verbal and written communication)
- Notify family (in person, if possible)
- Announce the availability of counseling and location
- Update communications
- Complete incident report
- Debrief staff

Hostage Situations

- Notify Principal
- Notify Superintendent's Office
- Call 911
- Isolate and close off area
- Activate lockdown team
- Identify leader(s) of takeover
- Document action/investigation
- Update Communications
- Debrief staff

BOMB THREAT

Procedures

- Use bomb threat form (below)
- Keep caller on the phone as long as possible
- Contact 911 (use a different line)
- Contact Principal
- Contact Superintendent's Office
- Evacuate Buildings to:
 - *High School - City Auditorium
 - *Junior High School - Junior High Cafeteria
 - *Elementary School - Elementary Cafeteria
- Secure student/staff rosters
- Update Staff
- Update communications
- All staff meets for feedback and debriefing

Bomb Threat Call Checklist

Time and Date reported: _____

How reported: _____

Exact words of the caller:

ASK:

When is the bomb going to explode? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place a bomb? _____

Where are you calling from? _____

Description of the caller's voice:

Male? ___ Female? ___ Young? ___ Middle Aged? ___ Elderly? ___

Accent? ___ Tone of voice? ___ Intoxicated? ___ Speech Problems? ___

Time Caller hung up: _____ Remarks: _____

Name, address, and phone number of recipient:

HAZARDOUS MATERIAL SPILLS

Leaks/Spills

- Call 911
- Notify Principal
- Notify Superintendent's Office
- Determine source of leak/spill *
- Evaluate what chemicals are involved
- Note the visible signs
- Note the physical symptoms of victims
- Check for report of spills
- Secure emergency health cards/student/staff roster
- Document disposition of affected students
- Send information about the incident with anyone going for medical treatment
- Notify families of affected persons
- Update communications
- All staff meets for feedback and debriefing

* Off-campus source: Shut off air conditioning, vents, and fans. Have students remain inside unless otherwise instructed.

On-campus source: Evacuate students to outside area (upwind) unless otherwise instructed.

ACCIDENTS

On-Campus

- Call 911, if needed*
- Notify Principal
- Notify Superintendent's Office
- First Aid/CPR
- Remove students from Area
- Secure emergency/health form
- Notify family
- Transport person if necessary
(be sure to take student's health form with the signed permission to treat)
- Update communications
- Complete incident report
- All staff meets for feedback and debriefing

Off-Campus

- Call 911, if needed*
- First aid/CPR
- Determine involved parties
- If appropriate, secure event roster
- Notify families
- Update communications
- Complete incident report
- All staff meets for feedback and debriefing

Car Wreck-On/Off Campus

- Call 911, if needed*
- Notify Principal
- Notify Superintendent's Office
- First Aid/CPR
- Determine involved parties
- Notify families
- Transport person if necessary
(be sure to take student's health form with the signed permission to treat)
- All staff meets for feedback and debriefing

Food Poisoning - On-Campus

- Notify School Nurse
- Notify Principal
- Notify Superintendent's Office
- Close cafeteria
- Notify families
- Document who is affected and treatment received
- Follow checkout procedure
- Notify staff
- Update communications
- All staff meets for feedback and debriefing

WEATHER-RELATED EMERGENCIES

Tornado * Hurricane * Thunderstorm * Flooding * Snow * Ice

1. If a weather-related emergency/storm is forecast or has hit the area, the Superintendent will determine if school will remain open.
2. Monitor local radio stations to be updated on weather conditions.
3. If a storm develops during the school day, the Superintendent or designee will determine the action to be taken and advise principals and other appropriate staff.

Pending

- Evaluate situation
(dependent on type of disaster, imminence, or damage, monitor media)
- Secure student/staff rosters/emergency forms
- Notify Staff
- Update Communications
- All staff meets for feedback

Occurred

- Call 911
- Notify Superintendent's Office
- Follow Emergency Procedures
- Notify Staff
- Secure rosters (if applicable)
- Contact Utilities (if needed)
- Update Communications
- All staff meets for feedback

Weather-Related Closing:

Most weather closings will occur overnight; however, a few may occur during the school day.

Overnight Weather Closings:

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

School Day Closings:

- Information on daytime weather closings will reach the building principal through the Superintendent's Office.
- Only the Superintendent or designee is authorized to close school, delay openings, or accelerate the end of the school day.

KIDNAPPING/MISSING STUDENT/CUSTODY LAWS

Kidnapping/Missing Student

- Notify Principal
- Notify Superintendent's Office
- Secure student's emergency form
- Call Police Department
- Notify Parents
- Police Department controls situation upon arrival
- Do not release any information to the media
- All staff meets for feedback and debriefing

Custody Laws

Request to Release Child

Divorced Parents

- Refuse to release child except to custodial parent. An exception can be made only upon the written request of the custodial parent. Written requests shall be kept on file.
- A change in custody should be noted with a copy of the court order or court document and kept on file.

Separated Parents

- Release to either parent unless there is a court order on file.

Request to See Child at School

Divorced Parents

- Notify custodial parent. Abide by the court document (a divorce decree) if on file.

Separated Parents

- Permit either parent to visit

Medical Emergency

Divorced Parents

- Use information listed on the student's emergency form.
- Contact noncustodial parent, if situation warrants.

Separated Parents

- Use information listed on the student's emergency form.
- Either parent may be contacted.