

**2015 / 2016  
NFCS**

**EMERGENCY  
Operations  
Plan**





**2014-2015**  
**New Frontiers Charter School**  
**First Responders**

Dovie Boykins	210.232.4180
Ruben Pesina	210.889.0074
Norma Arshad	210.602.0151
Oscar Guerrero	210.889.5464
Arthur Flores	210.889.5501
Amanda Guzman	210.307.5098
Carlos Mejia	210.589.3055

## **ADMINISTRATION & CENTRAL TEAM EMERGENCY NUMBERS**

Melissa Holguin	Ex. Director	3267	210.360.9209
Ruben Pesina	Principal	3222	210.889.0074
Dovie Boykins	Coordinator of special populations I	3209	210.232.4180
Mario Mendiola	Operations	3905	210.360.9266
Norma Arshad	Counselor	3226	210.602.0151
Jesse Jimenez	Finance	3906	210.360.9253
Olga Mata	School Nurse	3209	210.367.8024
Alfredo Segura Jr.	CEO	3901	210.889.0122
Amanda Guzman	Behavior Intervention Specialist	3275	210.307.5098

## **EMERGENCY NUMBERS**

Fire Department	9-911	210-207.7744
Police Department	9-911	210.227.7273
Paramedics/Ambulance	9-911	210.207.7744
Suicide & Crisis		210.227.4357
FBI		210.225.6741
Texas/DPS		210.533.9171
National Weather Service		210.225.0404
Poison Control		800.764.7671

## School Administrator's Contact Information

School / Location:	New Frontiers Charter School 210-533-3655
Building Supervisor:	Mr. Mario Mendiola 210.360.9266
Elementary & Middle School Principal:	Mr. Ruben Pesina 210. 889.0074
School Fax Number:	210-533-5077

## Information Locations

Emergency Responder's Team: 1 & 2	Main Office ( Lobby)
Media Personnel	South Presa
Emergency Personnel	Pavilion
Staff without students	Main Office ( Lobby)
Parents	Pavilion
Off-site evacuation south location	Southern Folger Mike 210.532.1231
Off-site evacuation north location	S. Presa Community Center Ashley or Frankie 210.532.5295

## Fire Procedure Assignments ONLY

<b>Mr. Ruben Pesina</b>	Trip the alarm system <u>if necessary</u> . Evacuate office area. Report to Command Center <b>CAMPUS FRONT PORCH</b>
<b>Mr. Ruben Pesina</b>	Monitor and assist in the evacuation of Middle School ( <b>All Portables</b> ) Supervise students at the <b>PAVILION</b>
<b>Ms. Dovie Boykins</b>	Trip the alarm system if necessary. Report to <b>2<sup>nd</sup> FLOOR MIDDLE STAIRWELL</b> Monitor evacuation of B-212, B-221, B-221, and supervise evacuated students on S. Presa.
<b>Ms. Rose Bizarri</b>	Report to <b>1<sup>st</sup> FLOOR MIDDLE STAIRWELL</b> Communicate with Ms. Nail and follow the last student outside to supervise Fair Ave.
<b>Ms. Norma Arshad</b>	Report to <b>2<sup>nd</sup> FLOOR WOODEN STAIRWELL</b> Monitor evacuation of Conf. Rm. Admin area, C-205, C-206 Auditorium. Report to command center then to S. Presa for supervision.
<b>Ms. Carlos Mejia</b>	Report to <b>1<sup>st</sup> FLOOR WOODEN STAIRS</b> Verify all restrooms and classrooms are evacuated. Report to command center then to S. Presa for supervision.
<b>Ms. Amanda Guzman</b>	Report to <b>A- WING MUSIC STAIRWELL</b> Monitor evacuation of A-201, A-202, A-203 A-204 and A-205. Supervise evacuated students on Fair Ave.
<b>Mr. Garcia</b>	Report to bottom of <b>A- WING MUSIC STAIRWELL</b> Monitor evacuation of A-201, A-202, A-203, A-204 and A-205. Supervise evacuated students on Fair Ave.
<b>Ms. Rose Bizarri</b>	"All Call" intercom system announcement. Verify everyone is out of the 1 <sup>st</sup> floor restrooms. Report to Command Center <b>FRONT PORCH</b>
<b>Mr. Oscar Guerrero</b>	Check for all safety issues in building. Final check for students. Report to <b>1<sup>st</sup> or 2<sup>nd</sup> FLOOR FIRE PANEL</b>
<b>Ms. Eva Moreno</b>	Call the Fire Department or Appropriate services ( <b>If Necessary</b> ) Report to Command Center <b>FRONT PORCH</b>

# EMERGENCY OPERATIONS PLAN

## General Guidelines

While emergency situations do not occur every day, when they do occur, staff must be prepared, trained, and ready to respond appropriately. This manual is intended to guide school staff to be prepared to respond to a variety of emergency situations. Planning is the key to successfully handling emergency situations. The school will form an Emergency Response Team to coordinate emergency response activities. This team will consist of administrators and other appropriate staff.

In all scenarios in this Plan the Principal will assess the situation to determine the severity and level of response. The Principal serves as the Incident Commander and should be notified immediately of any emergency situations. Depending on the Principal's assessment, the following procedures will follow:

Call 9-1-1

1. Notify CEO, who will notify other appropriate personnel or agencies.
2. Contact Director of operations to divert busses/cars if appropriate.
3. Alert the Emergency Response Team Members. (1<sup>st</sup> and 2<sup>nd</sup> teams)
4. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to the CEO. Have this prepared written response available to all school/location personnel and for parents who might call in with concerns.

## Emergency Supplies

Well-stocked emergency supplies located in the clinic. (Nurses Office)

Mobile first aid kit to utilize at the emergency scene. (located in the nurses office)

Flashlights in an easily accessible location when electricity fails. (every classroom)

Emergency Operations Plan visibly located in each classroom & desktop/office.

Emergency Operations Kit, which includes the following:

- Permanent Markers
- Wrist Tags (to be used to identify emergency personnel and identification of injured students/staff) and Emergency Name Badges
- Masking Tape
- "Keep Out – Do Not Enter" restriction tape
- Small portable tape recorder
- Flashlight
- Spare set of Master Keys

**Individual Assignments (Emergency Operations Plan)**

The enclosed emergency plans should be considered as guidelines. **Administrators' judgment and common sense should prevail**, as each emergency situation is unique.

**RESPONSIBLE FOR COMMAND CENTER – MAIN OFFICE LOBBY**

Ruben Pesina 210.889.0074 Radio

Amanda Guzman 210.307.5098 Radio

<b>Emergency Phone Lines</b>			
Emergency Phone Center/Administrative Offices	Eva Moreno Rose Bizarri Arthur Flores Cherie Kreusel	<b>Responsible for:</b> Main Switchboard Phone # 1 Phone # 2 Phone # 3 Phone # 4	<b>Phone located in:</b> Rose's Office Escamilla's Office Irene's office LSSP Office
Back-Up Personnel Command Center Main Office Lobby	Alfredo Segura Jesse Jimenez Augustine Ureste	210.889.0122 210.360.9253 210.519.8954	Radio # Radio # N/A
Rovers	Mario Mendiola Oscar Guerrero Carlos Mejia	210.360.9266 210.232.6997 210.889.5501	Radio # Radio # Radio #

## Evacuation off Campus Site's

Describe the off-campus location where students/employees will be evacuated in the need of an evacuation away from the school/location:

<b>Evacuation to the North:</b>	<b>Presa Community Center</b> <b>Riverside Church Gym</b>	<b>Ashley or Frankie</b> <b>210.532.5295</b>	
<b>Evacuation to the South:</b>	<b>Southern Folger</b>	<b>Mike Barr</b> <b>210.532.1231</b>	

### Additional Locations


## Assigned roles

<b>First Scene Contact Person:</b>	Alfredo Segura Jr., CEO
Administrator who will monitor and report from the crisis/scene and will be the liaison with law enforcement/fire department from the command center.	
<b>Secondary Scene Contact Person:</b>	Mario Mendiola, Director of Operations
Administrator who will monitor and report from the crisis/scene and will be the liaison with law enforcement/fire departments from the command center.	
<b>Parent / Media Notifications</b>	Melissa Holguin, Executive Director of Curriculum Leslie Komet, Public Relations/Media Contact
Will prepare a script of current situation and send out via school messenger / same script for the phone center operators. prepare a script for the media. Prepare a post letter for the parents of the outcome of the occurrence.	
<b>Staff Resource Contact:</b>	Ruben Pesina School Principal
Meet with staff members who do not have supervisory duties to assign duties	
<b>Parent Contact:</b>	Amanda Guzman Behavior Intervention Specialist
Person who will meet and share information with parents.	
<b>Personnel authorized to speak to media:</b>	Alfredo Segura, 210.889.0122 Melissa Holguin 210.360.9209 Jesse Jimenez 210.360.9253 Lelsie Komet 210.326.8992
May make approved statements to the media	
<b>Messengers:</b> (People who will personally deliver emergency message to staff when intercom is not available)	<b>Rovers / Runners:</b> As Assigned

# **EVACUATION OF SCHOOL BUILDING**

## **Evacuation of School Buildings (Code Red/Green)**

In a number of situations, it may be necessary to evacuate the school building. These situations may include fire. The sounding of a fire alarm, intercom message or personal messenger should signal this evacuation.

### **The following steps must be followed:**

1. Exit classrooms following posted evacuation maps and holding areas/assembly points.
2. Teachers should bring their class lists when evacuating their classroom/building.
3. Ensure all students are out of the classroom and adjoining bathrooms.
4. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until the building is clear.)
5. Proceed to the pre-designated holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order. Two student messengers should be sent to the administrative designated area to report any missing students.
6. Teachers should remain with their classes until an “all clear” signal is sounded or an administrator gives other instructions.

## **EVACUATION OF CAMPUS**

### **Evacuation of Campus (Code Red/Green)**

Situations may arise which require an off-campus evacuation to ensure the safety of students and staff. These situations include a *chemical spill, airplane crash, explosive device located on campus, or major fire*. Pre-planning procedures for the emergency evacuation off campus shall consist of the following minimum requirements when evacuation is required.

- Identify at least four assembly points (North, South, East, West) a minimum of one quarter of a mile away from the school location in the event it becomes necessary to evacuate a school campus. This information should be listed on the Individual Location Emergency Plan (ILEP). **Due to the school's location and proximity to available staging locations, two locations have been selected North of the school within adequate distance.**
- Notify assembly location of anticipated arrival time and number of students arriving.
- Establish the desired evacuation routes to the holding area/assembly points on an evacuation plan.
- Provide for the special evacuation plan readily available in the school administration office.
- Orient staff, faculty and students on their specific duties, requirements and responsibilities should an off-campus evacuation be necessary.
- Coordinate with the transportation department for an alternative pick-up site for students should students need to be transported to a secure site (e.g. another school, church).
- Provide for the use of the public address system as the primary means of notifying building occupants, when possible. Determine an alternate means of announcing an evacuation in the event of public address system failure.

When making an Intercom Evacuation message, use the following script to notify participants of the evacuation:

**Attention, Attention**

**We have been instructed to evacuate the building.**

**Please leave the building using the evacuation plan posted in your classroom.**

**Please leave quietly and follow all directions given by your teacher or an administrator.**

## **When an Off Campus Evacuation is Called**

### **Teachers Should:**

1. Bring student roster to include parent/guardian phone contact information.
2. Ensure that all students are out of the classroom and adjoining bathrooms.
3. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until the building is clear.)
4. Proceed to the pre-designated holding area/assembly point and maintain order.
5. Remain with their classes until an “all clear” signal is sounded or an administrator gives other instructions.

### **Administrators Should:**

1. Immediately dial 9-1-1 and report the emergency.
2. Notify Alfredo Segura Jr., CEO.
3. Establish and assign a command post at the off-site evacuation point (with a cellular phone.)
4. Identify the specific location of classes in holding area/assembly point to facilitate the orderly location of students for parents wishing to pick up their children.
5. Have designated staff check all bathroom facilities and hallways for complete evacuation.
6. Gather lists of unaccounted for students from staff members.
7. Direct parents to the management post for pickup of students.
8. Scene Contact person should stay with police/fire departments to act as liaison at the school site.

## **BOMB THREAT - Code Green**

A bomb threat will usually be received by telephone; either directly to an office phone by an anonymous caller, or indirectly through another agency or business (police department or the news media) receiving an anonymous call. The threat can be received by a note left in an obvious place where it will be easily found (such as a bathroom). A personal contact bomb threat may also be communicated to an individual or group within the facility. Therefore, anyone may be the first person to know about a bomb threat. Every bomb threat must be considered as real. Needless discussion of the bomb threat should be avoided in order to prevent distress among the employees and students.

Anyone, who may be the first person to know of a bomb threat, should notify the Principal, so that proper procedures are followed to notify all building occupants.

**NO RADIO DEVICES WILL BE USED, UNLESS AUTHORIZED, DURING AN EMERGENCY BOMB EVACUATION OF A FACILITY.**

Emergency personnel want to know whether the emergency they will be confronting will be a fire or a bomb emergency. Therefore, when notifying emergency personnel of a bomb threat, **DO NOT** use the fire alarm system.

To notify the teachers, staff, and students, **USE THE INTERCOM SYSTEM** by stating the following information:

**“Attention, Attention**

**We have been instructed to evacuate the building.**

**Please leave the building using the evacuation plan posted in your classroom.**

**Please leave quietly and follow all directions given by your teacher or an administrator.”**

**What to do when the call is received . . .**

**STAY CALM!** It is critical that you remain calm and follow the procedures listed below to ensure the safety of all staff and students. It is important that the person receiving the call gains as much information as possible from the caller.

## **Person Receiving the Telephone or Personal Threat:**

1. Keep calm and listen to gather as much information as possible from the caller; cooperate with anyone making a bomb threat.
2. If Caller ID is available, document the name and number of the call. Share this information with Law Enforcement immediately.
3. Notify the principal, director or supervisor of the threat. **DO NOT USE RADIOS OR CELLULAR PHONES** due to the fact that radio beams can cause detonation of electric blasting caps.
4. Do not share the information regarding the call with other employees. Allow the administration to evaluate the information received and initiate a proper response.

## **Written Threat**

1. Do not touch the note.
2. Notify the Principal, Law enforcement personnel should be notified to take charge of the note.

## **Administrative Action**

1. The Principal will assess the situation.
2. Immediately place the school on a **CODE GREEN** alert. **ALL TWO WAY RADIO AND CELLULAR PHONE COMMUNICATION IS CEASED** due to the fact that radio beams can cause detonation of electric blasting caps.
3. Call 9-1-1
4. Notify the CEO.
5. Brief the **Emergency Response Team** on information received during the initial telephone call.
6. Initiate evacuation Code Green over the intercom: Attention please evacuate the building.
7. Maintain control of the facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the fire department will assume the lead role.
8. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to appropriate district personnel. Have this prepared written response available to all school/location personnel, and for parents who might call in with concerns.

## Planning and Training

### Telephone Procedure

Persons who man switchboards or who receive incoming calls should become familiar with the details of, and logic underlying, the telephone technique and procedure for handling bomb threats.

### Location Emergency Response Team

**The handling of any suspected explosive device must be left to experts.** Each school/location should plan for the organization and operation of threat evaluation teams. Personnel utilized in the plan should be recruited in advance by the principal/director/supervisor and assigned responsibilities. The **District Safety Office** will provide consultative assistance as requested. Advance planning should include:

1. A prearranged code signal for summoning the team **[CODE GREEN]**.
2. A prearranged location to meet for briefing.
3. A pre-assignment of tasks and areas. Critical areas are hallways, restrooms, lounges, cafeterias, auditoriums and exterior perimeters of all buildings.
4. A prearranged method for rapid communication during a threat evaluation, using existing telephones. **TWO-WAY RADIOS AND CELLULAR PHONES MUST NOT BE USED** due to the fact that radio beams can cause detonation of electric blasting caps.
5. Instruction on what to do if an object is located.

## **CHEMICAL SPILL - Code Yellow**

### **When Shelter-in-Place is Required**

There are two accepted methods of protecting humans from exposure to chemicals during an emergency such as a release or spill of hazardous substances; EVACUATION and SHELTER-IN-PLACE. Each method is used for different reasons. Evacuation requires sufficient time to move people from one location to another. Many times, emergency workers are not afforded enough time to warn and evacuate residents. When this is true, shelter-in-place is the accepted method. This means to shelter building occupants where they are, and perform simple tasks to ensure the safety of the occupants. The official notifying you will give you instructions relating to actions you should take to protect staff and students.

**NOTE: A hazardous chemical spill may occur so close to a school that the best decision would be to stay inside the school for protection.**

1. **Call 9-1-1** (if the spill was caused locally).
2. Call together the **Emergency Response Team**.
3. **Notify CEO**
4. Follow established procedures. Require persons in outside areas to go inside the school building.
5. Close all doors and windows in all buildings. Dampened towels can be placed at cracks at the bottom of doors. Tape can be used to help seal cracks around windows, doors, and other openings as well.
6. Shut down all air conditioning and ventilation units.
7. Use the public address system for communicating instructions to staff and students.
8. Have a designated person monitor the telephone, television, and a radio station for further instructions. Wait until you hear from the emergency personnel for an "All Clear" before allowing occupants outside.
9. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to CEO. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.

# **CHEMICAL SPILL**

## **Off-Campus Evacuation Is Required**

### **Location-based Administrators Should:**

1. Call together the **Location Emergency Response Team**.
2. Notify all building occupants of the potential danger over the public address system or by some alternate means to initiate evacuation to a specific assembly point(s). The IC-Principal should announce:

**“Attention, Attention**

**We have been instructed to evacuate the building.**

**Please leave the building using the following evacuation routes.**

The evacuation route will be conditioned upon the location of the spill and prevailing winds.

**Please leave quietly and follow all directions given by your teacher or an administrator.”**

3. **Notify CEO**
4. Students and staff should take only those personal belongings in their immediate possession when an evacuation is ordered.
5. Teachers should bring class lists when evacuating their classroom/building. Classes proceed to the announced holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order. Two student messengers should be sent to the administrative designated area to report any missing students.
6. Have designated administrator(s) check all bathroom facilities and hallways for complete evacuation.
7. Students should be kept as far away from the affected area as possible until the danger has passed. If an evacuation is required in inclement weather, contact appropriate personnel to request busses/cars.
8. Be ready to direct parents to the management post for pickup of students.
9. Maintain contact with police/fire departments to stay informed about conditions at the site.
10. Establish a location for media away from students. All media contact should be directed to CEO or his designee. If a chemical spill has the potential for explosion, all **gas and electricity should be turned off** at the main valve or switch to minimize the possibility of fire in case of explosion. (Note: All administrators should know where all utility shut-offs are located.)
11. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to the appropriate District. Have this prepared written response available to all school/location personnel, and for parents who might call in with concerns.

# **CHEMICAL SPILL**

## **When a Chemical Spill Occurs on Campus/Location**

### **Administrative Action**

1. Identify the location in the school where the spill has occurred, as well as the substance(s) involved.
2. Assess the situation.
3. **Call 9-1-1.**
4. **Notify CEO.**
5. Call together the **Location Emergency Response Team.**
6. Determine the building exits that will be used for evacuation of the affected building(s), if required.
7. Conduct an orderly evacuation of the area. **DO NOT RING FIRE ALARM BELLS. Use Intercom Notification System and announce:**

**“Attention, Attention**

**We have been instructed to evacuate the building.**

**Please leave the building using the following evacuation routes.**

[The evacuation route will be conditioned upon the location of the spill and prevailing winds.]

**Please leave quietly and follow all directions given by your teacher or an administrator.”**

8. Students and staff should take only those personal belongings in their immediate possession when an evacuation is ordered.
9. Teachers should bring class lists when evacuating their classroom/building. Classes proceed to the announced holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order. Two student messengers should be sent to the administrative designated area to report any missing students.
10. Have designated administrator(s) check all bathroom facilities and hallways for complete evacuation.
11. Students should be kept as far away from the affected area as possible until notified by emergency personnel or by the Maintenance Department that the area is safe. If an evacuation is required in inclement weather, contact appropriate personnel to request busses/cars.
12. Be ready to direct parents to the management post for pickup of students.
13. Maintain contact with police/fire departments to stay informed about conditions at the site.
14. Establish a location for media away from students. All media contact should be directed to CEO. If a chemical spill has the potential for explosion, all **gas and electricity should be turned off** at the main valve or switch to minimize the possibility of fire in case of explosion. (Note: All administrators should know where all utility shut-offs are located.)
15. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to the appropriate district personnel. Have this prepared written response available to all school/location personnel, and for parents who might call in with concerns.

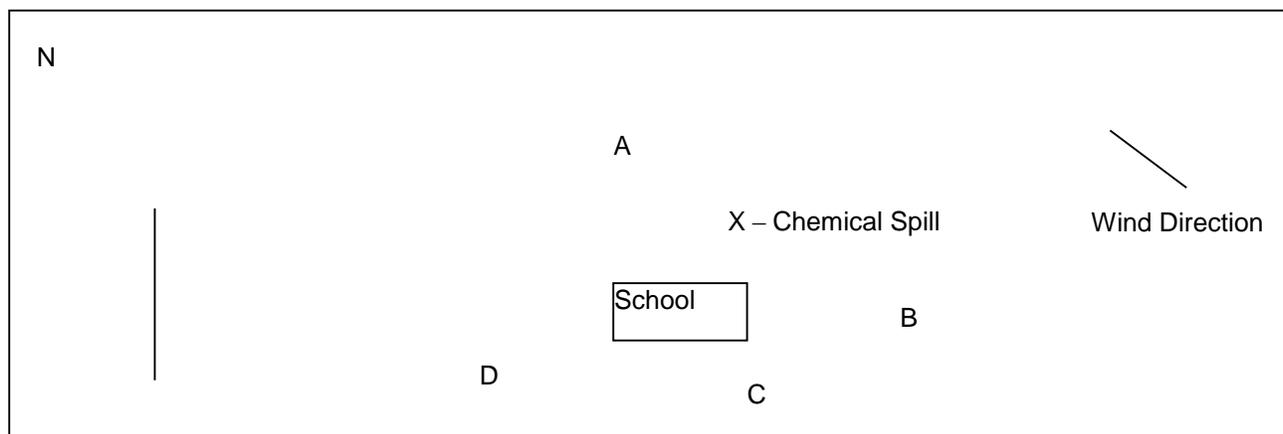
# CHEMICAL SPILL

## Example of Chemical Spill Evacuation

The immediate danger areas in this illustration will be Areas B and C. The best assembly points in this illustration, based on wind direction and area of the spill, are assembly points A and D.

### Holding Areas

- A. Presa Community Center
- B. Riverside Gym



# AIRPLANE CRASH

## When an Airplane Crashes:

1. Assess the situation. If the plane crashed into or near a school building, immediately order the evacuation of the campus.
2. **Call 9-1-1.**
3. **Notify CEO.**
4. **Call together the Emergency Response Team.**
5. Check with staff to ensure safety and accountability for all students and staff. (Teachers must keep class lists with them at all times.
6. Consult with responsible authorities prior to issuing further instructions to staff. Ensure that no one returns to buildings for ANY reason until such buildings are officially declared safe by the fire department.
7. **WARNING!!** If building(s) or site is evacuated, all students/staff shall:
  - Maintain a safe distance from aircraft (for jet aircraft, minimum of 400 yards; for military aircraft, use greater caution).
  - Move away and upwind from the downed plane while remaining cautious for a possible explosion.
8. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to the appropriate District personnel. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.

## **DEATH/SUICIDE OF A STAFF MEMBER/STUDENT ON CAMPUS** **Administration Action**

1. Assess the situation.
2. **Call 9-1-1.**
3. **Notify CEO.**
4. Call together the **Emergency Response Team**. Designate one administrator/staff member to personally contact the deceased's family and offer support.
5. Contact **School Counselor** to ask for assistance and resources.
6. Gather information:
  - Student's schedule and emergency contact card,
  - Names of student's close friends, siblings, and schools they attend,
  - Names of witnesses, if any,
  - School schedule and list of administration/guidance staff names.
7. Designate rooms to be used for grief counseling.
8. Adjust scheduled activities.
9. Keep school personnel updated on events and circumstances.
10. Anticipate absences on the day of a funeral and consider alternative scheduling.
11. Stop any disciplinary or special notifications that may inadvertently be sent to the deceased's family.
12. Procure personal items of the deceased from lockers, desks, etc.
13. Identify and communicate with other affected schools.

**NOTE: DO NOT** immediately rearrange class seating.  
This may be accomplished at a later date.

## **DEATH/SUICIDE OF A STAFF MEMBER/STUDENT OFF CAMPUS**

### **Announcing the Loss to School**

1. Notify school personnel before the start of the student school day.
2. Announce the loss to the entire school providing facts that will reduce rumors. Provide a moment of silence.
3. Have teachers privately send distressed students for counseling.

**NOTE: Do not issue a blanket invitation for grief counseling to the student body.**

4. Make arrangements for counselors/administrators to visit selected classes, as needed, and speak directly/personally to staff members/students.
5. Make arrangements for counseling for all affected students/employees through the School Counselor.
6. Administrators should be visible on campus throughout the day.
7. Follow-up the student day with a short faculty meeting to review the facts of the incident and the role of the faculty in further coping with the loss. Allow the faculty the opportunity to share experiences and suggestions.

## **FIRE/EXPLOSION (Code Red Evacuation)** **When Fire Alarm Sounds Automatically**

### **Administrative Action**

1. Evacuate building(s).
2. Immediately assess the situation.
3. **Call 9-1-1 if fire or explosion is suspected.**
4. **Notify CEO.**
5. **Emergency Response Team** reports to designated reporting area (usually the main office).
6. If a fire is located, turn off power and gas to the building.
7. Provide first aid to victim(s), and assist in evacuating the building.
8. Upon the arrival of the fire department, notify them of fire's location and provide a map of the campus. Provide master key(s) to the fire crew.
9. Students and staff should take only those personal belongings in their immediate possession when an evacuation is ordered.
10. Teachers should bring class lists when evacuating their classroom/building. Classes proceed to the pre-designated holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order. Two student messengers should be sent to the administrative designated area to report any missing students.
11. Have designated administrator(s) check all bathroom facilities and hallways for complete evacuation.
12. If an evacuation is required in inclement weather, contact appropriate personnel to request busses/cars.
13. Be ready to direct parents to the management post for pickup of students.
14. Maintain contact with police/fire departments to stay informed about conditions at the site.
15. In actual serious fire situations establish a location for media away from students. All media contact should be directed to Alfredo Segura Jr., CEO.
16. If there was an actual fire, at the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to appropriate District personnel. Have this prepared written response available to all school/location personnel, and for parents who might call in with concerns.

# **FIRE/EXPLOSION**

## **Fire/Explosion Discovered by Personnel in Building**

### **Administrative Action**

1. If a fire is discovered in a specific area or explosion occurs, activate the nearest fire alarm pull station. Evacuate the building.
2. **Call 9-1-1.**
3. **Notify CEO.**
4. **Emergency Response Team** reports to designated reporting area (usually the main office).
5. Turn off power and gas to the building.
6. Attend to those injured by fire/explosion; help them evacuate the building.
7. Employees should only attempt to extinguish a small fire using fire suppression equipment available. Student evacuation is the primary concern.
8. Upon the arrival of Fire Department personnel, notify them of the fire's location and provide a map of the campus and master key(s).
9. Students and staff should take only those personal belongings in their immediate possession when an evacuation is ordered.
10. Teachers should bring class lists when evacuating their classroom/building. Classes proceed to the pre-designated holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order. Two student messengers should be sent to the administrative designated area to report any missing students.
11. Have designated administrator(s) check all bathroom facilities and hallways for complete evacuation.
12. If an evacuation is required in inclement weather, contact appropriate personnel to request busses/cars.
13. Be ready to direct parents to the management post for pickup of students.
14. Maintain contact with police/fire departments to stay informed about conditions at the site.
15. In actual serious fire situations establish a location for media away from students. All media contact should be directed to Alfredo Segura Jr., CEO.
16. Keep students away from the building until it is determined to be safe or until other instructions are given by the fire department.
17. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to Alfredo Segura Jr., CEO.
18. Have this prepared written response available to all school/location personnel, and for parents who might call in with concerns.

**WARNING:**  
**Do not use water on electrical fires.**  
**Do not attempt to fight fires involving explosives.**  
**Do not attempt to fight fires involving toxic chemicals or strong oxidizers.**

### **If a Person Is on Fire**

1. Inform other occupants to leave immediate area.
2. Perform necessary immediate first-aid on victim:
  - Smother fire by rolling victim on ground
  - Deluge with water
  - As last resort, spray person with dry chemical fire extinguisher.
3. If another person is nearby, have the person call 9-1-1 and request medical aid. If no other person is immediately available, the discoverer must make the call at the first opportunity after performing immediate action/first-aid.
4. At the earliest opportunity, report the situation and conditions to administration.

## **GUN/WEAPON ON CAMPUS (LAD=LAD is in the house)**

### **Teacher/Student Notification**

If you become aware of a gun or weapon on campus, contact the front office **immediately** without alerting student(s) and/or suspect(s) (if at all possible). Suggested methods of notification:

1. All teachers are required to lock their classroom doors either by key or push button locking mechanism during this procedure.
2. Turn off all cell phones move away from the entrance door window keep students calm and quite.
3. Do not open your classroom door a school campus administrator or police officer will open your classroom door indicating all clear.
4. Teachers with students in the playground area will move to Ms. Mitchell's room #116.
5. Teachers with students in the Pavilion will move to P-128 and P-129 classrooms.
6. Teachers and students in the cafeteria will move in the kitchen and store room area.

### **Student observed**

1. Send reporting student to the office, if possible.
2. If the reporting student is unable / unwilling to report, follow the steps below. The student may remain anonymous.

### **Teacher observed**

1. Send sealed message with trusted student that includes:
  - Your name and location,
  - The name/description of the suspect,
  - Any information regarding the weapon's location or type.
2. Discreetly call the office if the suspect is not present.
3. Seek assistance from another teacher in reporting the incident.
4. **WAIT FOR ADMINISTRATIVE RESPONSE.**

**IN ALL CASES – USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.**

**Stay Calm! If a student threatens you with a weapon, follow the suspect's directions.**

**Don't try to be a hero.**



# **GUN/ WEAPON ON CAMPUS (LAD=LAD is in the house)**

## **Gun/ Weapon Not Readily Available**

### **Administrative Action**

1. Call 9-1-1. **and have all teachers lock their class rooms.**
2. **Notify** Alfredo Segura Jr., CEO.
3. Call together the **Location Emergency Response Team.**
4. If a student reported the weapon, isolate him/her.
5. Two administrators and the Police proceed to the classroom or area under suspicion.
6. While one administrator escorts the suspected student to a private area, the other should carry all of the student's belongings at a safe distance. At no time should the student be allowed to put his/her hands in pockets or to approach his/her belongings.
7. The student should be thoroughly searched by the police officer or an administrator, with a reliable adult witness present.

**NOTE: Suspicion of gun/ weapon possession is the only situation in which a police officer may search a person on campus without probable cause.**

8. An administrator should search belongings, including but not limited to book bags, purses, lockers, autos. If a gun/ weapon is found, police officer takes control of the search.
9. Take possession of and secure the weapon in a locked drawer or cabinet until it can be turned-over to law enforcement.
10. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to the appropriate District personnel. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.

## **GUN/ WEAPON ON CAMPUS - LAD**

### **Immediate Threat With Gun/ Weapon**

*Stay Calm!* It is critical that you remain calm and follow the procedures listed below to ensure the safety of all staff and students.

#### **Administrative Action Action Action:**

1. **Call 9-1-1. And have all teachers lock their class rooms.**
2. **Notify CEO.**
3. Call together the **Location Emergency Response Team.**
4. If a student reported the weapon, isolate him/her.
5. Two persons working as a team should proceed to classroom or area under suspicion.

#### **Once Weapon is Presented**

1. Assess the situation.
2. If necessary, radio the front office with appropriate information regarding the emergency so that a **CODE RED** announcement can be made. Follow **CODE LAD** procedures.
3. Remove all possible bystanders/students from the area.
4. Secure the area.
5. **Keep a safe, non-intimidating distance and avoid abrupt, sporadic movements.**
6. Wait for, cooperate with, and assist the police.
7. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to appropriate District personnel. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.

## **GUN/ WEAPON ON CAMPUS**

### **Once Gun/ Weapon is Confiscated**

#### **Administrative Action:**

1. Turn over the weapon and the suspect to the police officer.
2. Notify CEO.
3. Notify the parent or guardian.
4. Secure a detailed written statement from involved student(s) and from any other witnesses, including involved staff members.
5. Prepare a written statement for callers and/ or media representative. Email that information to the appropriate District personnel.
6. Debrief involved faculty member(s).
7. Provide for counseling, as needed.

## HOSTAGE (Code LAD)

**When another person is holding a person or a group of people against their will.**

**Remember that the job of terminating the siege belongs to the police personnel.  
The administrator's job is to facilitate their efforts.**

### **Administrative Action**

1. Assess the situation
2. **Call 9-1-1. And have all the teachers lock their class rooms.**
3. **Notify CEO.**
4. Call together the **Location Emergency Response Team.**
5. Announce **CODE RED.** Follow procedures.
6. When the police arrive, be prepared to provide:
  - The number of hostage-takers
  - A description of hostage-takers
  - The type of weapons hostage-takers have,
  - The number and names of hostages,
  - The demands and instructions hostage-takers have given,
  - A map and keys of the area under siege.
7. When the police arrive, cooperate with and assist them. **They are in charge.**
8. Disconnect ITV and cable system to all classrooms.
9. Be ready to direct parents to the management post for pickup of non-involved students.
10. Establish a location for media and parents of hostages away from the situation as well as a media contact at the scene. All media should be directed to CEO.
11. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to appropriate District personnel. Have this prepared written response available to all school/location personnel, and for parents who might call in with concerns.

## **KIDNAPPING/ CHILDNAPPING**

### **Non-Custodial Parent Taking Child Without Permission of Custodial Parent**

Though almost exclusively an elementary school problem, child napping has occurred in middle and high schools. A child napping normally occurs when there is a divorce or separation occurring in a family. Typically, a non-custodial parent is denied access to the child by the court or the custodial parent refuses to comply with a court order to allow access to the child.

**Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian maybe guilty of a felony.**

### **Procedures to Follow When Releasing Students to Parents/Guardians During the School Day**

1. All adults entering a school campus must sign in at a central area.
2. All visiting adults on campus must wear visitor passes.
3. The name of the parent/guardian must be indicated on **Emergency Card**.
  - Parents are responsible to provide current court orders.
  - Court Orders should be kept on file by the school.
4. The parent/guardian should present photo identification
5. The parent/guardian must sign out the student through the front office. Sign-out logs must be carefully maintained.
6. Checking out students during the last 30 minutes of the school day should be discouraged.

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***NOTE: Elementary schools should implement a security code system in which Parents designate a secret code that identifies them as the parent/guardian.***

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### **Administrative Action If a Child is Kidnapped/Childnapped from School:**

1. Call 9-1-1.
2. Contact the custodial parent.
3. **Notify** CEO.
4. Obtain witness statements.
5. Assist the police with their investigation.

## **SEXUAL BATTERY**

### **When a student, employee, or visitor has been sexually assaulted on campus/location.**

#### **Administrative Action**

1. Assess the situation.
2. Determine whether medical attention is necessary.
  - Do not allow the victim to wash, clean up, or use the restroom, if at all possible.
  - Assign an administrator to protect the crime scene
3. **Call 9-1-1**
4. **Notify CEO.**
5. Call together the **Emergency Response Team.**
6. Notify the family of the victim.
7. Isolate any family members who are on campus.
8. Investigate the incident and obtain witness statements.
9. Take appropriate disciplinary action as determined by the Student Code of Conduct.
10. Debrief staff, but maintain the privacy of the victim.
11. Prepare statement for media and email statement to appropriate District personnel.

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**NOTE:** After the incident, analyze the security of the area and the school activity/event to determine what security factors (or absence thereof) may be contributed to the battery.

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## SHOOTING/ STABBING (Code LAD)

### Notification of Incident

1. Take cover, if necessary. **USE CAUTION.**
2. Assess the situation; provide for your own safety.
3. If there are witnesses or others present, direct one of those individuals to the office to summon immediate assistance.
4. If no one is available, personally notify office immediately; request medical assistance if necessary, and return to the victim and provide emergency medical assistance if needed.
5. **Call 9-1-1**
6. If necessary, announce **CODE RED.** Follow Procedures.
7. **Notify CEO..**
8. **Location Emergency Response Team** reports.
9. If a vehicle is involved, attempt to identify (**CYMBAL**)
  - Color of vehicle
  - Year
  - Make
  - Body (two door, type of vehicle)
  - Anything else of importance (direction of travel, etc.)
  - License number
10. Attempt to identify the individuals in vehicle and/or the area.
11. Indicate the location of incident.
12. Do not disturb the crime scene.
13. When the police arrive, cooperate with and assist them. **They are in charge.**
14. Disconnect ITV and cable system to all classrooms.
15. At the conclusion of the emergency, prepare a bulleted written statement of events that occurred and email this to appropriate District personnel. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.

## **SHOOTING/ STABBING**

### **Shooting (Drive By) – No Injuries**

#### **Administrative Action**

1. Assess the situation
2. Call 9-1-1.
3. **Notify CEO.**
4. If necessary, announce **CODE LAD** and follow procedures. **Emergency Team** reports.
5. Isolate the witness with an administrator. Gather information.
6. Secure the crime scene.
7. Reroute traffic from affected areas.
8. When the area is clear and the emergency is over, announce all clear.
9. Prepare a written statement for students to take home and a bulleted written statement of events that occurred. Email both to appropriate District personnel. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.
10. Designate a place for parents who arrive on campus. Have an administrator on hand to answer questions.
11. Hold a faculty meeting at the end of day to inform and update the faculty/staff.
12. Hold an administrative meeting to debrief and assess responses.

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***NOTE:* Let the police handle any questions regarding criminal investigations.**

**Administration should focus on what the school is doing and what is going to happen tomorrow.**

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# **MAJOR STUDENT DISRUPTION/ DEMONSTRATION**

## **Administrative Action to Prevent Disruption**

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**NOTE:** In situations that may result in major disruption and/or demonstration, prevention is the school's goal.

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1. **Emergency Response Team.**
2. Attempt to defuse tensions by
  - Identifying key players and concerns,
  - Isolating key players in a neutral area,
  - Conferencing with players, and
  - Alerting parents (recommended).
3. If the situation cannot be diffused, separate and detain students, and solicit support of parents.

**NOTE:** A video camera can be very effective in deterring disruptive acts. In disruptive situations, attempt to obtain footage of event(s).

### **Administrative Action Once Disruption Occurs**

1. Call 9-1-1.
2. **Notify CEO.**
3. Call together the **Emergency Response Team.**
4. Clearly communicate to all students (via announcements or bullhorn) in the presence of an adult witness, that students should either attend classes or move to a safe, designated area. Inform students that they will be suspended or possibly be arrested if they do not comply.
5. Do not release students from classes. Announce **CODE LAD**. Follow procedures.
6. If student(s) persists, after a second warning and after a reasonable period of time (not to exceed two or three minutes), notify students(s) of his/her suspension and direct him/her to leave campus. If student(s) continues to remain on campus, direct the police to arrest the student(s).
7. If a disruption escalates further, announce **CODE RED**. Follow procedures.

### **Administrative Action after Disruption**

1. Announce "all clear."
2. Notify the parent(s) or guardian(s) of involved students.
3. Secure detailed written statement(s) from student(s) and any other witnesses, including involved staff members.
4. Prepare a bulleted written statement of events that occurred and email this to appropriate District personnel. Have this prepared written response available to all school/location personnel, especially for parents who might call in with concerns.
5. Take appropriate disciplinary action as determined by the Student Code of Conduct.

# **WEATHER - Code Blue**

## **Thunderstorms and/or Lightning**

### **1. School Grounds**

- Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
- Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelters in exposed locations.

### **2. School Buildings**

- Stay indoors. Do not venture outside unless absolutely necessary. Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
- Keep telephone use to minimum.
- Do not handle flammable liquids in open containers.
- TV sets, computer equipment, all electrical equipment and appliances should be unplugged, if possible.

### **3. Athletic Events**

- Seek shelter in buildings.
- Avoid open fields and high objects in the area where there is no shelter.
- Keep twice as far from isolated trees or objects, as they are tall.
- Get into a crouching position if open areas cannot be avoided.
- Avoid open spaces, metal fences, sheds, or unenclosed shelters.
- Avoid electrically conductive overhead objects (i.e., wires).
- Do not use metal objects such as fishing rods or golf clubs.
- Remove metal-creep shoes.

### **4. In Transit**

- Stay inside of vehicles. **DO NOT TOUCH EXPOSED METAL PARTS.**
- Do not park vehicles under electrical lines or trees.
- Persons using scooters, motorcycles, bicycles and other open vehicles should seek protected shelter.

### **5. Field Trip or Hiking**

- Move from high ground and avoid lone trees and small sheds.
- Stay away from metal fences.
- Seek shelter in thick timber, ravine, ditch, or in an enclosed vehicle or building.

# **WEATHER - Code Blue**

## **Tornados**

### **Preparation**

1. All schools must have a plan for rapid dissemination of tornado WATCHES and WARNINGS.
2. Each site manager shall inspect the physical plant and designate “safe areas” of refuge where students/staff will receive maximum available protection. Interior load bearing walls and, particularly, corners are preferable. Areas with wide roof spans or near plate glass should be avoided.
3. Have working flashlights available in areas that may be in darkness in the event of power failure.
4. Conduct at least one tornado drill which will implement tornado WARNING procedures early each school year.

### **Tornado Watch** – Weather conditions are right for the formation of tornadoes.

1. Monitor weather advisories. Designate at least one adult to monitor outside weather conditions.
2. Inform Location Emergency Response Team.
3. Make plans to evacuate large areas with wide-open roof spans if needed.
4. Keep doors unlocked.
5. Close windows and outside doors.

### **Tornado Warning** – A tornado WARNING means a tornado has been sighted in the area visually and/or on radar.

1. Post an administrator or staff member in a location to visually monitor the progress of the storm.
2. Evacuate portable classrooms and take shelter in permanent facilities.
3. Move all students to the designated “safe area” if the warning area is near your location.
4. Close windows and outside doors.
5. Direct everyone to seek cover where floors and walls meet and take protective seated position with hands/arms covering the head and face.

## Tornado Evacuation Location

Describe the locations in your building where you will house students/staff during a tornado warning or severe weather.

Hallways with doors closed
Staff/Conference Room

### **School Bus**

**During a tornado warning, bus drivers should take the following steps:**

1. Stop at the closest available building that can be used as a shelter. A shelter students until the “all clear” is announced.
2. Advise students to seek cover and place themselves in a protected position, covering their head and face.
3. If suitable shelter is not available, have students disembark and lie flat in the lowest area available. Do not stay in the bus. Do not try to outrun the tornado. Move away from the vehicle and seek refuge by lying flat in a depression, ditch or culvert if possible.

# **UNIVERSAL PRECAUTIONS, MEDICAL PREPARDNESS, COMMUNICABLE DISEASE**

## Handling of Body Fluids:

1. The use of disposable, non-sterile, non-latex gloves is mandatory when contact with blood, other body fluids, and mucous membranes or when handling items or surfaces soiled with blood or body fluids is anticipated. Gloves should be changed after contact with each student.
2. Hands and other skin surfaces should be washed immediately and thoroughly with soap and water after contamination with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Surfaces of desks, counters, floors, etc. contaminated with blood or other body fluids should be cleaned with a disinfectant.
4. All infected waste should be double-bagged. Red bags should be used if the blood is copious. Red bags can be sent to the hospital with the student or transported to the Health Department.

## Preparedness Tips:

1. Identify all persons trained in CPR and First Aid. Post names and room numbers of certified personnel throughout the school, such as in Principal's office, cafeteria, classrooms, clinic, etc.
2. Make locations of crisis Box and emergency equipment known to all staff members.
3. Send persons to school entrance to direct EMS to location of emergency.
4. Keep emergency cards updated and in good order.
5. If parent or guardian cannot be reached prior to transport of student, have person-accompanying student take a copy of the student's emergency card to the hospital.

## Communicable Disease:

1. All students with suspected communicable disease should be sent home until proper medical diagnosis is made or the child is symptom-free.
2. Until the parent is able to come for the student, isolate the student as possible. Do not send the student back to class!
3. Notify the Health Department if an unusual number of students are absent or sent home with similar signs and symptoms.

## Reunification Procedures

1. Release Point Team Leader - **Director of Special Programs** will:
  - a. Direct team activities
  - b. Interact with the Incident Commander to identify problems and report status.
  - c. Refer all outside requests for information to the CEO/Public Information Officer.
2. Release Point Team Members - **Two Team Leaders** will:
  - a. Greet parents, guardians, or designees
  - b. Greet and direct parents, guardians, or designees to the notification room as appropriate.
  - c. Providing reassurance to parents, guardians, or designees
  - d. Maintain order.
  - e. Issuing a tag or other identifications only to an authorized person.
  - f. Dispatch runners to bring students to the release point.
3. The Holding Area Team Leader - **One Team Leader** will:
  - a. Report missing persons to the Incident Commander.
  - b. Direct team activities
  - c. Interact with the Incident Command to identify problems and report status.
  - d. Collect the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and make them readily available to the Incident Commander.
  - e. Coordinate transportation for students whose parents or guardians are without vehicles or who need assistance in reuniting with their children, determining and establishing pickup points if necessary.
  - f. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.
4. Holding Area Team Members – **an intervention teacher and two IA's** will:
  - a. Maintain order
  - b. Obtain reports of missing students
  - c. Interact with the Holding Area Team Leader
  - d. Verify release information when a student is requested
5. The CEO or designee will:
  - a. Disseminate emergency information advising the public of reunification actions to be taken.
  - b. Coordinate with area news media for news releases.
  - c. Provide information on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

6. Arrange for use of suitable host facilities.
  - a. Request emergency assistance from local government if assistance cannot be obtained from other sources.
  - b. Ensure assigned personnel are trained and knowledge of reunification procedures.
  - c. Disseminate public information to advise relatives and the general public of the status of their facilities and the students.

# STUDENT RELEASE FORM

## 1 COMPLETED BY PARENT

Student Last Name _____ First Name _____
Grade _____ Teacher (if known) _____
Name of Person Picking up Student: _____
Relationship to student: _____

## 2 COMPLETED BY STAFF VERIFYING

Photo ID/Driver's License Checked <input type="checkbox"/>
or ok to verify at release gate by student / _____ <input type="checkbox"/>
Staff Signature: _____

## 3 COMPLETED BY STAFF RELEASING

Staff Signature _____
Student Name _____ Parent Name: _____
Release Time : _____ Date _____

### **Indoor Reunification site #1**

Release Gate Location: Riverside Baptist Church  
Holding Area Location: Gymnasium  
Notification Room Location: Entrance to Gymnasium

### **Indoor Reunification site #2**

Release Gate Location: Presa Community Center  
Holding Area Location: Center  
Notification Room Location: Center

### **Outdoor Reunification site #1**

Release Gate Location: Ward Street Main Gate  
Holding Area Location: School Back Lot  
Notification Room Location: Main Office

