

Buckholts ISD



Emergency Operations Plan

To: Staff

Subject: Crisis Management Plan

Teachers please read this document!!!!

Development of a Crisis Management Plan

The purpose of providing the crisis management template to the individual campuses is to create a Campus Crisis Management Plan that will provide information suitable to the needs of the campus in the event of an emergency. The information in the Crisis Management Plan will be both generic to District operations and specific to the campus that it will be written for in case of an emergency. Indications will be given which information is district specific and which information is campus specific.

The template is provided on a disk in order to allow you, along with your crisis team, to easily develop and customize the plan to your campus. Once the plan is completed, you and your staff will have all of the information that is essential to handle any emergency situation that might occur on your campus.

At this point, let's review the steps for the creation of a Campus Crisis Management Plan and the establishment of a safe school environment.

A. Select a Campus Crisis Management Team

The team should consist of the following:

School Administrator

Teacher(s)

School Nurse

School Secretary

B Charge the Campus Management Team with the following duties

The campus crisis management team will be able to use the template:

- 1 Create & implement a plan to provide for campus safety & security.
- 2 make copies of the plan available to teachers & other staff members & conduct training & drills throughout the school year.
- 3 Ensure that quick reference material is available to full time teachers substitute teachers & other staff members to be used in an emergency.

In summation, the information provided on the enclosed disk will provide you and your staff with any easy way to prepare a quality document that will enable those on your campus entrusted with the safety of the students to follow procedures designed to provide guidance in the handling of any emergency.

Campus: All Campuses: Buckholts Elementary, Buckholts Middle, and Buckholts High School

Date of Revision:

Issue: #####

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Introduction

The goal of the district is to ensure the safety of the staff and students by:

- Providing information for the development of a campus crisis management plan.
- Ensure that each campus has appointed a crisis management team that conducts crisis related training and drills throughout the school year.
- Providing quick reference material that can be used by those charged with the safety of our students and staff so that proper action taken during any emergency.
- Ensuring that all of the district's staff on its campuses are aware of the plans that are in place designed to make the district responsive in any emergency situation.

An emergency is an unexpected or unpredictable event that can take many forms. This crisis management plan will discuss five types of emergencies. There are:

- **Medical Emergency**-- This type of emergency can be either minor (non--life threatening) or major (life threatening).
- **Non--Facility Emergency**-- This type of emergency is an emergency that has nothing to do with the operational status of the campus. Examples of a non--facility emergency would be a bomb threat of a drive by shooting.
- **Facility Emergency**-- This emergency occurs from a breakdown of a system or a procedure on the campus. Examples of a facility emergency would be a gas leak or an accidental chemical spill.
- **Weather Related Emergency**-- These are emergencies caused by such acts of nature as tornados, violent storms or flooding.
- **Terrorism related Emergency**-- These are emergencies that are caused through the acts or terrorists such as biological or chemical attacks.

Section 1: Contact Phone Numbers

Buckholts ISD Administration

254-593-2744

Buckholts ISD Schools

Superintendent	Dr. Remy Godfrey	254-593-2744
Principal	Ms. Alushka Driska	254-593-2744
Secretary	Ms. Tiffany Warford	254-593-2744
Human Resources	Mr. Phil Johanson	254-593-2744
Food Operations Manager	Mrs. Cindy Hernandez	254-593-2744
Nurse	Ms. Tiffany Warford	254-593-2744

Section 2: District Crisis Team

Superintendent

Police

Director of Technology

Maintenance

Human Resources

Transportation

Principal

Nurse

Section 3: Crisis Team Members

Buckholts Elementary

Principal

Principal Secretary

Nurse

Counselor

Math Teacher

Reading Teacher

Science Teacher

Buckholts Middle School

Police Officer

Principal

Counselor

School Nurse

Principal's Secretary

Custodian

Cafeteria Manager

Badger Hall Key Person

Teacher

Buckholts High School

Police Officer

Principal

Asst. Principal

Counselor

Principal's Secretary

Custodian

Cafeteria Manager

Main Hall

CTE Assistant

Upstairs/Gymnasium

Section 4: Medical Emergencies

Medical Emergencies

Medical emergencies are classified as minor and major.

Minor Medical Emergencies

This type of emergency is non--life threatening. The actions require for this emergency are:

- Administer first aid by school nurse.
- Follow emergency procedures as indicated by type of incident.
- Inform parent or guardian.
- Fill out student/personnel accident report.
- Notify Administration.

Major Medical Emergencies

This type of emergency can be life threatening. The actions require for this emergency are:

- Apply first aid & life sustaining techniques the school nurse & other trained staff.
- Call 911: notify the Buckholts PD and/or Milam County Sheriff's Department (Via cell phone or handheld Radio) & the Superintendent, The Superintendent will notify Administration.
- Call the parent or guardian immediately or if the parent or guardian cannot be located use the contact information provided on the student registration card.
- Fill out the student/ personnel accident report.
- If the student is transported to the Hospital, a school staff member familiar with the facts of the incident should accompany the student& remain at the Hospital until the parents or guardians arrive.
- If the student has medical information at the school which would be of importance in the treatment of the student, a staff member should either give this information to the ambulance attendants or bring this information and provide it to the medical personnel at the Hospital.
- Notification of the Risk Manager.

Section 5: Non-Facility Emergency

A. Bus/Vehicle Accidents

For the purpose of the Crisis Plan, there are two types of accidents that can occur while students, staff and /or volunteers are involved in accidents on buses or in private vehicles. One type is when the students are being transported to or are driving to or from school in school buses or private vehicles. The other type is when students, staff and/ or volunteers are on a school related trip in school buses or in private vehicles. The manner in which these are to be handled is as follows.

To and From School

This type of emergency occurs while the students is either coming to school or has left school after the completion of the school day. Typically, the only way that campus administration will be notified about the incident is if an individual informs a staff member that an accident has occurred. The actions required are:

- Notify 911 to ensure that the incident has been reported.
- Notify BUCKHOLTS PD and/or Milam County Sheriff's Department (cell phone or handheld radio) so that information may be obtained for the campus and Administration.
- If the incident just occurred close to the campus and the school nurse is available, medical assistance should be provided until an ambulance or a parent/guardian arrives.
- A staff member should go to the scene to offer any assistance that may be asked.
- Depending on the age of the student, if no parent or guardian is at the scene, a staff member should go to the Hospital with the student.

Bus or Auto Accidents on Trips Away from School

These actions required for this type of emergency are:

- Staff member in charge of the trip will assume command if able. The staff member in charge will carry a cell phone for any emergency communication that becomes necessary.
- Emergency services will be notified using 911.
- Emergency first aid will be provided by knowledgeable individuals if needed.
- BUCKHOLTS PD Chief and Superintendent Will be notified and go to the scene.
- Superintendent will notify Administration as well as the Director of Transportation.
- The staff member in charge will make a list of any individual injured as well as the extent of the injuries and will also prepare a short summary of the facts for the Superintendent.

- The Chief and the Superintendent will set up an incident command center if the situation warrants it.
- The Chief and Information Officer will assume responsibility of keeping Administration informed.
- The principal of the school involved will activate the school's crisis team if the situation warrants it.
- Depending on the situation, campus administration will fill out student/personnel accident reports.

B. Armed Students, Suspect or Hostage

****Section Changes with SPAT grant and other monies.

This section will cover a student or suspect that is either armed or believed to be armed as well as an individual who enters a building or classroom with the possible intention of taking hostages or inflicting death or injury.

Armed Individual on School Grounds (Weapon Scene, inside or out)

The following guidelines are to be followed if an individual has a weapon on school premises:

- Call 911, Buckholts PD will be notified and will keep an open line with the school individual reporting the incident and coordinate assistance with BUCKHOLTS PD, Milam County Sheriff's Department, and local law enforcement.
- Individual(s) making the observation will communicate the information immediately to the campus office. As much detail as possible as to the description and the location of the suspect is to be provided to the person in the campus office receiving the call.
- The office staff will immediately coordinate to send a predetermined signal to the school staff to go into a lockdown, lockout, shelter in place or an evacuation (terms to be explained in Section 6).
- Remain calm and try to isolate the individual using locked doors or other means.
- Urge students to remain calm.
- If a staff member comes into contact with the individual, keep a safe distance and try to negotiate with the individual, if it seems appropriate.
- Do not approach the individual nor do not attempt to confiscate the weapons.
- If the individual comes into your class and permits you to do so, evacuate quietly taking your class roster with you.
- When officers arrive on the scene, follow their directions.

Armed Individuals Taking Hostages

If an armed individual comes into your class or office with the intent of taking hostages, the following is advised:

- As soon as practical, notify the campus administration of the situation by whatever means that is feasible. Never endanger yourself or the students in the process.
- Do not approach the person with the intent of confiscating the weapon. This has a strong possibility of escalating the situation.
- Ask the person if you can remove the students.
- If removal is allowed, take an attendance sheet or a grade book.
- Ask the person to stop what he/she is doing.
- When the police arrive, do what they advise.
- Understand that violence is time--lined. If you can delay long enough, it might subside.
- Calm the class. A sudden aggressive move towards the hostage taker might provoke violence.

C. Bomb Threat/Device Found

Bomb Threat Received

An overwhelming number of bomb threats are bogus. However, it is best to err on the side of caution. To effectively handle a bomb threat, call 911 immediately. All pertinent information must be solicited. The more information that is received, the more effectively the BUCKHOLTS PD and/or Milam County Sheriff's Department can access the validity of the call and to determine what action to recommend to the principal of the campus that is the subject of the threat. The person who received the call should attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it?
- Did you place the bomb?
- What does the voice sound like, (man, woman, child, accent, any strange characteristics)?
- Were there identifiable sounds in the background?
- What was the exact wording of the threat?

Action to be taken:

- Campus personnel notify the BUCKHOLTS PD (Via cell phone or handheld radio) immediately.

- Upon receiving notification, staff are not to use radios or cell phones since these might trigger a device that may be present.
- If sufficient factors exist, BUCKHOLTS PD officer on scene will advise that the campus be evacuated immediately. However, the advice is in the form of a recommendation to the Principal.
- BUCKHOLTS PD will notify Administration, the Superintendent, Buckholts PD, and the Sheriff's Department.
- Under certain circumstances, BUCKHOLTS PD will ask those familiar with the building look for anything out of place. However, if it is felt that the danger level is too high this request will not be made.
- It is strongly suggested that each day before class starts, employees inspect their work areas and look for anything that may be out of place.

Suspicious Device Located

In the event that a suspicious device is located, the following will be done:

- The device should not be handled except by trained professionals.
- If the building has not been already evacuated, it should be evacuated in stages with the first stage evacuation be that closest to the device.
- BUCKHOLTS PD will notify transportation if evacuation may be needed or if the evacuation places students in inclement weather.
- Students and staff should be moved 1000--3000 feet away from the building.
- The BUCKHOLTS PD and the Superintendent will establish a command post in conjunction with the surrounding Agencies.
- The building will be reoccupied only after authorities deem it is safe to do so.
- Staff should have student's lists so that all students can be accounted for.

D. Chemical Spill

This section will discuss two types of chemical spills, chemical spills within the campus building and chemical spills that occur outside the campus. It will also discuss what action to take, to provide assistance to persons who might have been affected by the chemical agent or toxin prior to the arrival of emergency services.

Chemical Spills Inside Campus Building

Chemical spills that occur inside campus buildings will be handled as follows:

- Campus personnel notify the BUCKHOLTS PD Chief (Via cell phone or handheld radio) providing information as to the type of chemical spilled in the building, the exact location of the

spill and what effects, if any, the chemical spill is having on health of the occupants of the building.

- The BUCKHOLTS PD Chief will notify 911, the Falls County Emergency Planning Director, School Administration, and the Districts Crisis Team and provide them with the above information.
- If the advice given is to remain in the building and to shelter in place, the following action will be taken:
 1. Move all students that are inside of the building as far away from the affected area as possible.
 2. If advised to do so, have all students and personnel breathe through wet paper towels.
 3. Close up and secure affected areas. If advised, shut down the gas and electricity.
 4. Post warning signs at the doors of the campus.
 5. Have a staff member in front of the school to direct emergency personnel.
- If advised to evacuate the building, staff will follow the procedure below:
 1. Remove the students and the staff outside of the building to a place indicated by emergency personnel arriving on the scene.
 2. Teachers should take a roster to account for all students and keep their class together as a unit.
 3. If evacuation from the area is indicated, the BUCKHOLTS PD will call for transportation for a sufficient number of buses.
 4. If advised by officials to evacuate the school site, the Principal or the Crisis Team Leader will initiate the building evacuation process.
 5. Evacuation should take place moving crosswind, never directly with or against the wind.
 6. The student's health must be constantly monitored for inhalation, skin exposure, eye exposure and swallowing exposure problems.
- The school staff will be guided in the establishment of an incident command center to facilitate communication with Administration, should the school be evacuated. The Superintendent will be on site.
- Individual teachers and other staff will coordinate in maintaining a list of all students that have left the site to receive medical treatment.
- The Superintendent will be briefed by knowledgeable sources and serve as a referral point for media arriving on the scene.

Chemical Spills Outside, Near Property

In case of an overturned tractor--trailer truck or train; a broken gas or a fuel line; or an accident at a commercial establishment that uses chemicals, the BUCKHOLTS PD or Administration will contact campus officials. The following will then be followed:

- The campus crisis team will be mobilized.
- Information will be supplied to the campus by the BUCKHOLTS PD or other officials about what course of action to follow. The two options are shelter in place or evacuate the building.
- If chemical agents are reported to be in the air and moving towards the school, campus administration will most likely be asked to shelter in place. Actions to be taken in this case are:
 1. Shut off the HVAC equipment.
 2. Use wet towels and duct tape (if available) to seal off windows and doors.
 3. Anyone injured should be sheltered in a place within rooms that have running water, if possible.

Immediate Emergency Assistance for Those Affected

The following steps should be followed as quickly as possible in the event that a person comes into contact by gas or liquid toxin.

- Affected persons should be told to remove their clothing immediately and completely if in contact with a liquid toxin, or down to their underwear if an aerosol toxin.
- All jewelry should be removed.
- They should be placed in a shower or should rinse as much of the body as possible with water.
- They should be placed in a pool if one is available.
- Contaminated clothing should be secured so that no one else comes in contact with them.

E. Death at School

A death at school can be caused by either natural causes or by an act of violence. Nevertheless, the occurrence of a death at school, whatever the cause, is a traumatic experience and should be treated with the utmost sensitivity.

Death (Natural Causes)

The following actions should be taken:

- Call 911 and the nurse. Knowledgeable staff should perform resuscitation procedures.
- Clear all students from the area. Go into a lockout.
- The principal or designee will notify the BUCKHOLTS PD (via cell phone or handheld radio) as well as Administration.
- The Administration will notify the Superintendent.
- The principal will convene the Campus Crisis Team and notify the District Counselor.
- The School Counselor will assist the principal in determining the proper way to address the matter with the students and to provide assistance to any student or staff who have been traumatized.
- The Principal and the Counselor will determine the appropriate manner to notify the parents, if a student is involved, or the next of kin if an employee is involved. The notification should be done as soon as possible.

Death (Cause by Violence)

Most of the actions above will be performed with the following differences:

- Call 911 and the nurse. Knowledgeable staff should perform resuscitation procedures.
- If the perpetrator of the violent act is still in the area, emergency actions will be instituted to safeguard others. It is recommended that unless advised by law enforcement officials or circumstances dictate otherwise, containment in place will be initiated.
- Office staff will initiate a line of communication with BUCKHOLTS PD (via cell phone or handheld radio) detailing all known information.
- BUCKHOLTS PD will contact Buckholts PD, if warranted, and both will respond and secure the area.
- Administration will establish a command center staffed by District Crisis Personnel and the Superintendent.
- Other notifications, mentioned above, can be made once the area has been secured.
- It is recommended that assistance be sought from Region 12 for counseling of all traumatized by the incident. This should be coordinated through the District Counselor.
- It is recommended that the principal have a meeting with faculty. This can be attended by members of the BUCKHOLTS PD.

- It is recommended that the Superintendent and the Principal of the campus involved work together to inform the parents of the students what transpired. This can be done by letter sent home or by public meeting.

F. Drive By Shooting

The following actions are appropriate in the case of a drive--by shooting:

- When shots are heard, the staff member hearing the shots should immediately yell, "Get on the ground!"
- If outside, as soon as the car exits the area, staff should get the students inside the building as quickly as possible since the car might return.
- If in a position of safety, any staff member should get as much information about the vehicle and its occupants as possible.
- Notify office of what's occurred and to go into a lockout (Hold).
- The BUCKHOLTS PD and 911 should immediately be notified by any staff member. Officers will coordinate with the surrounding Agencies to protect the area.
- Students and staff should be checked for injuries and emergency assistance called for if any injuries are discovered. If anyone has been injured, notification procedures listed above should be followed.
- The school officials will work together to ensure that all notifications have been made.
- The principal or designee is responsible for establishing a center where District Officials and the Superintendent can meet.
- The Campus Crisis Team should be activated.
- Media should be expected to respond to the campus. They should be directed to the Superintendent and not allowed in the secured areas of the campus.
- The District Counselor should be notified to determine the best way to deal with students that have been traumatized by the incident.
- School release time should be coincided with the presence of emergency personnel in the area to prevent any possible reoccurrence.
- The principal should consider having a staff meeting with teachers and other staff to discuss the incident.

G. Drug Overdose

The following is the recommended action to be taken in the case of a drug overdose:

- Immediately notify the school nurse and the parent/guardian of the student involved.
- If indicated by the nurse, notify 911 for emergency assistance and BUCKHOLTS PD (via cell phone or handheld radio).
- School Administration should attempt to identify what drug the student has taken to facilitate treatment and the person the student received the drug from to prevent possible additional problems in the school.
- Refer all media to the Superintendent.

H. Fights

The following is the recommended action to be taken in the case of a fight:

- Secure sufficient help before intervening.
- Walk briskly and give commands in a firm, authoritative voice.
- Avoid placing your hands on a student unless an emergency exists.
- Attempt to gain compliance by giving specific directions (Loud Verbal Commands).
- Dismiss onlookers; however, secure the names of witnesses.
- Remove participants to a neutral area.
- Get medical help, if indicated.
- Obtain identification and call students by name.
- Follow District Code of Conduct Procedures in the investigation of the incident.

I. Fire, Explosions

The following is the recommended action to be taken in the event of a fire or an explosion:

- Notify 911 and the BUCKHOLTS PD (via cell phone or handheld radio)
- Sound fire alarm
- Initiate the evacuation plan making sure the route remains clear.
- The BUCKHOLTS PD will make all Administration notifications to include the Risk Manager.
- Attempt to extinguish the fire if it is small or confined. Don't take unnecessary chances.
- Teachers should be in possession of a roster so that all students are accounted for and keep the students in a designated area.
- The designated area should be far enough away from the building not to impede fire operations.

- A command center will be established by BUCKHOLTS PD and the Superintendent to coordinate District operations should the building not be able to be reoccupied. The command center will also be used by the Superintendent for media briefings.
- The Campus Crisis Team should be convened and assembled at the Command Center.
- If the building cannot be reoccupied, Transportation will be notified to transport the students to a location determined by Administration.
- If any student or staff member is injured, the situation will be handled in accordance with Level 1 or Level II injuries as described on Page--11 of this plan.
- The building will only be reoccupied if the Fire Officials feel that it is safe to do so.
- If the building cannot be reoccupied because of some problems, Maintenance will be called to remedy the situation.

J. Gang Altercations

The following procedures are to be followed in the event of a gang altercation:

- Initially handle as a fight and call BUCKHOLTS PD (via cell phone or handheld radio) for assistance.
- The BUCKHOLTS PD will respond and determine if there was any gang involvement.
- If it is determined that there was a gang involvement, the incident will be handled as prescribed by the District Code of Conduct.
- If there were any injuries resulting from the altercation, the injuries will be handled as Level I or Level II injuries as described on Page--11 of this plan.
- The campus administrators should convene and interact with the BUCKHOLTS PD to ensure that there is no retaliation.
- Administrators and Staff should be observant for signs of gang activity such as manner of dress and gestures.
- If graffiti is noticed on any school property, Maintenance is to be notified.
- If there has been an outbreak of gang violence on a campus, the Campus Administrators should meet with the staff and BUCKHOLTS PD to discuss ways of preventing further outbreaks.
- The Superintendent will be notified if the media calls the campus and asks any questions about gang activity. All questions will be handled by the Superintendent unless otherwise directed by that Office.

K. Kidnapping

There are occasions when a student is removed or attempted to be removed from the campus by an unauthorized individual. Often these situations are the result of custody disputes. However, for the purpose of this section, all such occurrences are viewed as improper and require police involvement.

In order to prevent such occurrences, all but the main campus doors should be locked or monitored throughout the school day, all visitors to the building must be directed to the office unless they have received permission to go elsewhere, and all classroom doors should be kept locked.

In the event of a person attempting to remove a student without authorization, the following procedure will be followed:

- Call 911 and BUCKHOLTS PD (via cell phone or handheld radio).
- The person attempting to remove the student should be asked to stay until the matter can be worked out permitting time for Emergency Personnel to arrive.
- The child should be removed from the room and placed in a secure place.
- The guardian of the child should be contacted and informed of the situation.

If the individual leaves with the child, the following actions must be taken:

- Call 911 then BUCKHOLTS PD (via cell phone or handheld radio) and give an update including a description of the individual that took the child as well as the child. Vehicle information and direction of travel should be obtained if possible, to assist with a search.
- Principal or designee will notify the Superintendent as well as School Administration.
- School staff will remain available to provide information to arriving police officers and to provide assistance to the parent or guardian of the child.

L. Missing or Runaway Children

The most common situations faced are a student does not arrive at school, a student leaves the school campus without permission, or a student does not arrive home after school. In general, the younger the student is or the more suspicious activity surrounding the action, the more vigorous BUCKHOLTS PD's response will be. Each of these situations will be discussed individually.

Student Not Arriving at School

Regardless of age, if there are suspicious events surrounding the student's not arriving at school, the following will be done:

- The BUCKHOLTS PD will be notified and begin an investigation.
- If the investigation reveals that the student might have met with foul play, the Buckholts PD and Falls County SO will be called for assistance and the "Amber Alert" may be put into place. The Superintendent will also be notified.
- The campus staff will be asked to determine the friends of the missing student. These individuals will be interviewed by BUCKHOLTS PD, Buckholts PD, or SO.
- The campus staff will also be asked for copies of the photograph of the student for identification as well as any information in the student's records that might provide investigation leads.
- The parents or guardian of the missing student will be interviewed and asked about the students clothing description when last seen as well as the student's mental state.
- If the student is not located after a reasonable period of time, the local media will be contacted for assistance through the Superintendent.

Student Leaving School without Permission

The following is the procedure if a student leaves school without permission:

- The BUCKHOLTS PD will be notified by school officials. The school official reporting the event will be asked for the student's identity, the student's age, a clothing description and the address of the student.
- The BUCKHOLTS PD will notify the Buckholts PD and both agencies will attempt to locate the student.
- School Administration will notify the parents or guardian of the child.
- If the student is not located in a reasonable amount of time, school administration will follow school policies and procedures.
- At the time of the initial report, the BUCKHOLTS PD will notify the Superintendent and Administration and assist with the local media if the child cannot be located over an extended period of time.

Student Not Arriving Home after School

The following is the procedure if school officials are notified that a student is missing after school:

- The staff member receiving the call will ask the person reporting the disappearance what the student was wearing when he/she left for school as well as the student's mental state. The staff member will also instruct the caller to notify the school immediately should the student be located.
- The staff member receiving the call will notify the BUCKHOLTS PD, after hours Buckholts PD will be notified.
- The school staff will contact the missing student's teachers to determine if information can be developed that will identify friends of the missing student.
- The Superintendent and School Administration will be notified if the student is not located in a reasonable amount of time.
- If foul play is suspected to be the cause of the student's disappearance, an incident command post will be established in the school and the District Crisis Team will be notified.

M. Riot/ Community Disorder/ Large Protest

The following procedure will be followed if there is a civil disorder in the community while school is in session or if a group conducts a violent protest that is threatening to the safety of the school and its occupants:

- Immediately notify BUCKHOLTS PD (via cell phone or handheld radio) and go into a full lockdown procedure (Locks, Lights, Out of Sight). This means that all doors and windows to the school are shut, and the classroom doors are locked. School files should be locked to ensure that vital information is not lost.
- BUCKHOLTS PD will work with the local agencies to protect the school and its occupants.
- Administration will be immediately notified of the incident by the BUCKHOLTS PD.
- The District Crisis Team will establish a command post and handle contacts from concerned parents as well as the media.
- The principal or designee will assign a staff member to keep a log of all significant events.
- School personnel will keep the District Crisis Team informed of anything occurring in the school that requires immediate action.
- School personnel will be notified when order is restored, and officers will be sent to the campus to ensure that the students and staff can leave the area safely.
- School Maintenance will be sent to repair any damages done to the school facility.

- Counseling should be arranged for those traumatized by the event.
- After the situation calms, staff members should be called together to debrief the situation.
- Once the building is secure, BUCKHOLTS PD, Buckholts PD, and Sherriff's Deputies will unlock each door to communicate an all clear, so the lockdown can be terminated.

N. Suicide/ Threats/ Attempts

This section will discuss suicide threats, suicide attempts and suicides on campus.

Suicide Threats

The following procedure applies to suicide threats made while the student is on campus:

- Any staff member hearing that a student has made a suicide threat will forward that information to the campus administration immediately.
- The parent or guardian of the student will be notified and asked to come to the school campus.
- The School Counselor will be notified as well as the appropriate District officials so that proper action is taken.
- Depending on the circumstances, as determined by campus officials, the BUCKHOLTS PD may be notified to provide assistance, i.e.: the student is acting in a violent manner.

Suicide Attempt

The following procedure applies to any attempted suicide occurring on school property:

- Call school nurse and/ or 911 if a medical emergency exists.
- The principal will advise of a Lockout (Get inside, Lock outside doors, business as usual) and contact BUCKHOLTS PD and Administration
- Have staff clear area of all students.
- Notify parents or guardians if a student, the next of kin if the individual is a staff member or visitor.
- If the individual attempted suicide by means of drugs, try to determine the identity of the drugs used.
- If there were any witnesses to the event, write down their names and give the information to the police officer arriving on scene.
- If there was a weapon involved and you can safely remove the weapon, do so. If the weapon was a firearm exercise extreme caution and unless it poses a possible safety threat, it would be best to leave it alone.

- If the parents, guardians or next of kin have not arrived by the time the ambulance arrives to make transport, a staff member should go to the Hospital as a representative of the district. If the school nurse is in possession of medical records that have information that the medical personnel of the Hospital should be aware of, the information should be made known to the ambulance personnel.
- The Campus Crisis Team should be convened and facilitate a meeting with the staff explaining the incident.
- Counselors should be available for the students and staff.
- Consideration should be given to preparing a letter of explanation to be sent to the parents of the students at the school telling them what happened. This letter can be sent home with the students.
- Once the building is secure, Principal will communicate an all clear, so the lockout can be terminated.

Suicide

Please see section E.

O. Unauthorized Person/Persons on Campus Inside Building

The following procedure will be followed for these types of situations.

- If inside the building a staff member explains to the unauthorized person/ persons that for the safety of the students, all visitors must report to the office and sign in. All persons signing in must be asked to exhibit some form of identification. The person will be given a pass if there are not problems with entry into the building. The staff member will walk the person/persons to the office.
- If the person refuses to go to the office or becomes belligerent, try to calm the person and signal to a fellow staff member to call BUCKHOLTS PD (via cell phone or handheld radio) and to transmit a signal that would be an indication to other teachers to go to a lockdown situation (Locks, Lights, Out of Sight).
- If the person leaves the building before BUCKHOLTS PD arrives, every attempt should be made to safely observe the manner in which the person leaves the campus. If a license plate number and a vehicle description can be obtained, this would help in the police investigation.
- Once the building is secure, BUCKHOLTS PD, Buckholts PD, and Sherriff's Deputies will unlock each door to communicate an all clear, so the lockdown can be terminated.

P. Unauthorized Person/Persons Outside Building on Campus

- If outside the building a staff member observes an unauthorized person/ person on the campus and they feel that the safety of the faculty and students are at risk they should tell the students to return back inside and notify the Principal of the Lockout situation.
- The principal will advise of a Lockout (Get inside, Lock outside doors, business as usual) and contact BUCKHOLTS PD (via cell phone or handheld radio)
- If the person leaves the building before BUCKHOLTS PD arrives, every attempt should be made to safely observe the manner in which the person leaves the campus. If a license plate number and a vehicle description can be obtained, this would help in the police investigation.
- Once the building is secure, Principal will communicate an all clear, so the lockout can be terminated.

Section 6: Facility Emergency

A. Gas Leaks

An emergency involving a gas leak will be handled in the following manner:

- The person that becomes aware of the emergency will immediately notify campus administration.
- Campus administration will begin evacuation procedures and call 911 and the BUCKHOLTS PD (via cell phone or handheld radio) for emergency assistance.
- Teachers will bring their class rosters with them and assemble at least 500 feet from the building.
- No phone calls or radio transmissions should be in any area where it is apparent that gas concentrations are high.
- Campus custodial personnel will shut off the gas supply to the building if they can do so without endangering themselves.
- BUCKHOLTS PD will be notified by campus administration and respond to the scene. The BUCKHOLTS PD will be responsible for making all other administration notifications.
- Ambulance personnel will respond with the Fire Department. Until other medical personnel reach the scene, the school nurse will provide any emergency assistance needed.
- If students or staff are taken to the Hospital, it is the responsibility of campus administration to keep a list of all removed for medical treatment.
- The District Crisis Team will coordinate their activities through an incident command center established at the scene. A formal command center need only to be established if the magnitude of the situation warrants it. The BUCKHOLTS PD Chief will make this decision.
- Campus and administration personnel will go to the Hospital to check on the welfare of those transported.
- It is the responsibility of campus administration to notify the parents or guardians of any student transported for medical attention.
- All media releases will be made by the Superintendent.

B. Power Lines Down

The following procedure is to be used if a power line is down on campus property:

- Campus administration will designate a staff member or members to block off the area from a safe distance. At no time will anyone approach the area of the power line if it is not safe to do so.
- Campus staff will notify 911 and the BUCKHOLTS PD (via cell phone or handheld radio).
- Maintenance will be contacted and told of the situation.
- Instruct the occupants of the building to enter or leave the building through a designated doors that are away from the danger. If the power is off in the building, a messenger or a bullhorn should be used.
-

C. Power Outages

An emergency involving a power outage will be handled in the following manner:

- The campus staff will call the BUCKHOLTS PD (via cell phone or handheld radio) to see if information can be gathered as to how long the power is expected to be out.
- Students should be kept in place to minimize the chance of injuries that may be caused by moving through darkened halls and stairways.
- If the building needs to be evacuated it should be done in stages, using the evacuation plan, to allow those with flashlights to guide the occupants to safety. In case of emergency when mass evacuation is required, the Fire Department and Buckholts PD should be called to assist.
- If the school must be evacuated, campus administration will notify District Administration.

D. Other Outages

In the event of other outages, such as water or telephone, maintenance will be notified. A cellular phone can be used to inform maintenance of a telephone outage. If the campus has no phone service, District Administration should be notified as well as the Superintendent.

Section 7: Weather Related Emergencies

A. Flooding

There are facilities that are located in prone flood areas. These areas are monitored by BISD staff during periods of heavy rain for rising water levels. When water levels are felt to be a danger to the facility, the following procedure is followed:

- The principal is notified by District Administration that the school will be evacuated by Transportation (via cell phone or handheld radio).
- The principal and staff are responsible for making whatever parent notifications that are deemed necessary.
- The Superintendent will notify the media that the school is ceasing operations because of the flooding conditions.
- Staff is to take special care to ensure that all the students leave the campus safely and do not walk towards any areas that may pose a danger.
- Staff should also note that even if heavy rain stops and the facility does not appear to be in immediate danger, flooding may still occur if the rain is continuing upstream. Therefore, it is imperative that all outdoor activities be closely monitored.

B. Tornado/ Severe Storm

The Buckholts area is prone to sever storms, therefore, this sub section will begin with general advice about planning for severe storms, especially tornados:

- Schools and facilities should use interior classrooms on the ground floors. There should be a tornado shelter plan in existence.
- All windows and other areas must be avoided in areas that students and staff are to be sheltered.
- In times of bad weather, specific staff should monitor radio or TV stations for Tornado Warnings. Principals pick specific staff members!
- Battery powered radios should be located in the office area to be taken by staff to designated shelter areas should a tornado strike.

The following procedures will be used in the event of a tornado:

- When an indication is received that a tornado is in the area, the tornado signal will be sounded, and all teachers will move all students into the area designated in their tornado plans. A bell signal can be used but staff must be aware that power may not be available so a bullhorn(s) should be kept accessible.

- Certain staff should be designated to carry the battery-operated radio to the safe area.
- Teachers will carry roll sheets or grade books with them so that each student will be accounted for.
- If it is apparent that the tornado is about to strike the building (loud roaring noises heard), the students will be told to drop their heads and tuck. They should be facing an interior wall.
- After the danger has passed as indicated by an absence of noise or an all-clear indication received from the battery-operated radio, staff will access if there is any damage to the building.
- If it appears that the tornado has damaged the building, the students and staff should remain in place until told by emergency official that it is safe to leave the building.
- If able, the custodial staff should turn off any gas lines leading into the building if it is apparent that the structure damage has occurred.
- Staff must monitor the physical condition of the students and notify emergency services if there are any injuries.
- If the building has been damaged to the extent that it cannot be reoccupied, Transportation will be notified by District Administration and the students will be moved to alternative locations.
- The students can be placed in sites identified by campus administration in the site evacuation plan until Transportation has arrived.
- Each teacher is responsible to keep his/her students in a group and be able to account for their location.
- If injured students or staff are removed to a hospital for treatment, a staff member(s) will be assigned by the Principal or designee to maintain a log of those removed and the location which they were taken.
- The BUCKHOLTS PD Chief and the Superintendent will work together to make all necessary notifications.
- The BUCKHOLTS PD will go to the scene and assume responsibility for the security of the school until Maintenance or campus staff can secure it.

Buckholts Elementary School Campus Shelter/Tornado Plan

Alert Signal: Over intercom (“staff meeting tonight 9pm”), if power is out use a bullhorn.

Return to Classroom: One blast of siren or bell, if power is out use a bullhorn.

Buckholts Middle School Campus Shelter/Tornado Plan

Alert Signal: Over intercom (“staff meeting tonight 9pm”), if power is out use a bullhorn.

Return to Classroom: One blast of siren or bell, if power is out use a bullhorn.

****Tornado Warning* 60 Second Solid Blast.***

****Safety* Campus safety from gas and heavy equipment.***

See Attached Instructions.

Buckholts High School Campus Shelter/Tornado Plan

Alert Signal: Over intercom (“staff meeting tonight 9pm”), if power is out use a bullhorn.

Return to Classroom: One blast of siren or bell, if power is out use a bullhorn.

****Tornado Warning* 60 Second Solid Blast.***

****Safety* Campus safety from gas and heavy equipment.***

See Attached Instructions.

Buckholts High School
Campus



Buckholts High School Vocational Facility Shelter/Tornado Plan

Alert Signal: Over intercom (“staff meeting tonight 9pm”), if power is out use a bullhorn.

Return to Classroom: One blast of siren or bell, if power is out use a bullhorn.

****Tornado Warning* 60 Second Solid Blast.***

****Safety* Campus safety from gas and heavy equipment.***

See Attached Instructions.

Section 8: Terrorist Involved Emergencies

There are incidents that may be linked to terrorists. These are incidents caused by:

- Biological Agents
- Chemical Agents
- Agents resulting in the spread of communicable diseases and food poisoning.

Each of these will be discussed in the following subsection.

A. Biological/ Chemical Agents

1. *In general (Biological)*

- Symptoms tend to be deceptive flu like symptoms initially
- May take several days or weeks to manifest
- Signs of illness will not be obvious
- Agents may be odorless and/ or colorless
- Some examples of biological agents include anthrax, botulism, smallpox, hepatitis B or C, Ebola virus, e---coli or food poisoning

2. *A Biological Agent can be introduced:*

- By mail, via a contaminated package or letter;
- Through a building's ventilation system using an explosive device;
- Using a contaminated item designed to be passed around;
- By intentionally contaminating a food supply; or
- By aerosol release into the air

3. *A Chemical Agent can be introduced:*

- By water, air or the use of a liquid or powder toxin
- Inside of the ventilation system of a building

4. *Signs that Chemical Agents has been released:*

- A person or persons having convulsions, suddenly losing consciousness, difficulty breathing, runny nose or salivation (nerve agent)
- A person or persons having strong stimulated breathing, severe headaches, loss of consciousness or convulsions (blood agent)

- A person or persons exhibiting redness of the eyes, severe itching or burning sensation of the skin, sore throat or hoarseness (blistering agent)
- A person or persons experiencing immediate redness of the eyes, irritation of the nose and throat; shortness of breath, coughing; nausea/ vomiting; pulmonary edema

5. Receipt of a suspicious letter or package (Can be Biological or Chemical)

- The mail is unexpected or from someone that you don't know
- It is addressed to a title but to no name
- It is addressed to someone no longer at your address
- There is no return address or the return address is illegible
- The return address does not match the postmark
- Common words are misspelled
- It is lopsided or lumpy in appearance
- It is marked with restrictive delivery instructions such as "Personal or Confidential"
- It has excessive postage
- It has oily stains, discoloration or a strange odor
- It is leaking a powdery substance

6. Action to be taken (Receipt of a Possible Contaminated Letter or Package):

- Stay calm
- Do not open, pass around or shake the letter or package
- Place the letter or package in a plastic bag or container
- Evacuate the immediate area and initiate a shelter in place unless otherwise advised
- Wash your hands
- Have the ventilation system shut off
- Call BUCKHOLTS PD (Via cell phone or handheld radio)

7. Action to be taken (Chemical Agent)

- Call 911 if there are injuries. Let the operator know that there is a possibility of a chemical agent
- Call BUCKHOLTS PD (Via cell phone or handheld radio)
- Call the school nurse to tend to the injured
- Have the HVAC shut down immediately
- Shelter in place if the threat is from outside or if the threat is coming from the inside of the building, initiate the evacuation plan
- BUCKHOLTS PD will notify Administration and the District Crisis Team

B. Communicable Disease and Food Poisoning

These incidents may happen in one room or area and affect a small number of people or in a large affecting many people.

1. In General:

- Call 911 and BUCKHOLTS PD (via cell phone or handheld radio)
- The school nurse should administer first aid to victims
- If in a small area, cordon off affected area/ room and keep the rest of the students sheltered in place unless otherwise advised
- If in a large area, a triage room should be established for the victims
- Do nothing to cause panic
- Work with arriving medical personnel to identify victims for transportation
- Assign a staff person to keep a log of these transported and to what hospital they are being taken too
- Mobilize the Campus Crisis Team
- The BUCKHOLTS PD will call Administration and mobilize the Districts Crisis Team

Section 9: Shelter in Place/ Evacuation

There are two basic strategies regarding the flow of students and staff should an emergency occur on a campus. These are shelter in place and evacuation. Each of these strategies will be explained below.

A. Shelter In Place

Shelter in place is often a classroom, but it may be determined safe area in a hallway. This strategy may be used for such incidents as an intruder, a tornado, a missing child, a hostage situation, presence of an angry parent, or death of a student or staff member. Basically, this strategy is used anytime it is appropriate for students to stay where they are and not move around. The procedure to be followed is:

- Upon a predetermined signal, initiate securing the classroom or proceed to the safe area
- Close and lock doors and windows
- Teachers make sure that grade book or class roster is available
- Stay away from doors and glass
- Contain and control the movements of students
- Constantly monitor for any injuries
- Check roll if the class had to move to a predetermined safe area or stayed in classroom
- Account for any missing students
- Ignore all school bells
- Follow all instructions
- Wait for an all-clear signal

B. Evacuation

There are two types of evacuations. They are **Building Evacuation** and **Site Evacuation**. The Principal or his/her designee determines the need for a Building Evacuation. Evacuations may be deemed necessary for a variety of reasons such as a fire or a bomb threat. Site Evacuations is the process of leaving the entire school grounds. This may be necessary in case of a chemical spill, bomb, severe facility problems, explosion, or other reasons deemed necessary by the campus or district administration.

The procedure for a Building Evacuation is:

- Notify Superintendent
- Upon signal, execute the building evacuation plan
- Teacher gets personal belongings and grade book (Togo Bag)
- Observe any unusual items as the building is evacuated
- Close classroom doors
- Leave doors to the school building unlocked
- Move to the predetermined safe area
- Contain and maintain student conduct
- Constantly monitor for injuries
- Check roll
- Account for all students (Green Card (have all students), Red Card (have extra students or missing students)).
- Follow all instructions
- Do not enter the building until it is safe to do so (all clear has been given)

The procedure for Site Evacuation is:

- Notify Superintendent (via cell phone or handheld radio)
- Superintendent determines that the building is not to be reoccupied
- Superintendents Secretary notifies the hospital
- Superintendents Secretary notifies the Board of Trustees
- Superintendents Secretary notifies Transportation to provide for busses to transport students to an alternate area
- Campus Administration should either hold students in the predetermined safe area or, in the case of inclement weather, move the students to an alternate site that has previously agreed to temporarily accept the students. It is the responsibility of Campus Administration to have explored such relocation possibilities and incorporated them into the site evacuation plan. It is acknowledged that this may not be a possibility in all cases.

- Campus Principals and assistant principals will remain with the students and faculty.
- The BUCKHOLTS PD will be on the scene to assist with the relocation.
- Maintenance and Transportation Directors will work with the Superintendent and BUCKHOLTS PD/Police, fire and other emergency teams.
- Nurses will bring emergency contact sheets and first aid kits.
- Nurse or designee at high school will bring the AED and emergency contact sheets.
- Teachers are responsible for roll call and to account for any missing student(s)
- Campus staff is responsible for remaining with the students at the relocation site until the students are either bussed back to the school, bussed home or released to a parent or guardian (only adults on the student's emergency form may sign out a student).
- Campus administrators will assign duties for their campus.
- The campus where the threat was received will be evacuated first.
- The youngest children will be evacuated next.
- High School staff will take students to Clark Street and await the arrival of the buses.
- Only adults on the students emergency contact form may sign out a student.
- High School students may NOT sign themselves out or leave in their own vehicles.
- Teachers at all levels should account for all their assigned students.
- Campus Principals will determine the need for food and water and arrange to serve students appropriately.
- The Superintendents Secretary will bring paper supplies, etc. from the administration building to the evacuation site.
- Account for all students (Green (have all students), Red (have extra students or missing students)).

Plan--A

All Campuses-- Milam County Youth Fair Facilities Building/City Park

- Pre--Pre K, Pre--Kindergarten, Kindergarten, First Grade, Second Grade, and Life Skills students will be evacuated to the Buckholts Community Center Building. Mr. Chris Marrs will unlock the building.
- Grades 3--12 will be evacuated to the Falls County Youth Fair building.
- Matt Sebeck (BISD Transportation), ??have keys available to unlock all entrance gates to the Milam County Youth Fair facilities.
- Teachers are to remain with their students.
- Maintenance/custodial staff will be informed to ensure adequate restroom supplies are available.

Plan--B

All Campuses Football Field

- All other students will be evacuated to the football field (weather permitted).
- Elementary students will be seated by grade level and secondary students will remain with the teacher whose class they were in at the time of the evacuation.
- Teachers should remain with their students.
- Campus principals will determine if adjustments to the seating are needed.
- Custodial Director will unlock gates and restroom facilities.
- Maintenance/custodial staff will ensure that adequate restroom supplies are available.

Plan--C

All Campuses

Buckholts Community Center

- Students will be evacuated to the Buckholts Community Center Building. Mr. Chris Marrs will unlock the building.
- Superintendent Secretary will locate the Mr. Marrs to unlock the building.
- Students will remain with their teacher whose class they were in at the time of the evacuation.
- Teachers should remain with their students.

Plan-- D

High School Only

- Football Field-- Weather permitting.
- Students will remain with the teacher whose class they were in at the time of the evacuation.
- Teachers should remain with their students.
- Campus principals will determine if adjustments to the seating are needed.
- Maintenance/Custodial Director will unlock gates and restroom facilities.
- Maintenance/custodial staff will ensure that adequate restroom supplies are available.

OR

- Middle School Gym-- Bad Weather
- Teachers will remain with their students.
- Campus principals will determine if adjustments to the seating are needed.
- Middle School Principal and Assistant Principal will unlock doors.
- Maintenance/Custodial staff will ensure that adequate restroom supplies are available.

Plan--E

Middle and Elementary Schools

Middle School

- Football Field-- Weather Permitting
- Students will remain with their teacher whose class they were in at the time of the evacuation.
- Teachers should remain with their students.
- Students will be seated by grade level.
- Campus principals will determine if adjustments to the seating are needed.
- Maintenance/custodial staff will ensure that adequate restroom supplies are available.

OR

- School Gym-- Bad Weather
- Teachers shall remain with their students.
- Campus principals will determine if adjustments to the seating are needed.
- High School Principal and Assistant Principal will unlock doors.
- Maintenance/custodial staff will ensure that adequate restroom supplies are available.

Elementary School

- Students will be evacuated to the Buckholts Community Center Building. Mr. Chris Marrs will unlock the building.
- Students will be seated by grade levels.
- Teachers shall remain with their students.
- Campus principals will determine if adjustments to the seating are needed.
- High School Principals and Assistant Principals will unlock doors.
- Maintenance/custodial staff will ensure that adequate restroom supplies are available.

Fire/Emergency Evacuation Instructions

(Buckholts Elementary School)

Fire/Emergency Evacuation Continuation (Buckholts Gym/Administration)

Fire/Emergency Evacuation Continuation (Buckholts Middle School)

67 Revised #####

69 Revised #####

**Fire/Emergency Evacuation Continuation
(Buckholts High School Vocational Building)**

Section 10: Student Welfare Issues

The students' welfare issues that will be covered in this section are child abuse and children left at school.

A. Child Abuse (By non--Employee)

Those entrusted with the care of children have both a legal and moral obligation to report suspected cases of child abuse to the proper authorities. The following procedure is to be followed:

- Teachers or any staff member suspecting child abuse are to report their suspicions to the campus Principal.
- The staff member(s) suspecting child abuse or hearing an outcry statement made by any child will document the incident in writing and give the written information to the official conducting the investigation.
- The Principal will follow BISD policies which include notifying Child Protected Services and Buckholts ISD Police Department in cases which indicate an immediate need for intervention.
- The BUCKHOLTS PD will be notified and provide whatever assistance is requested by Child Protected Services.

B. Accusations Against School Personnel

Any staff member(s) receiving information that would indicate that a member or the BISD has abused a child will document the incident in writing and bring it to the immediate attention of the principal. The following procedure will be followed:

- The principal will notify administration and BUCKHOLTS PD.
- The BUCKHOLTS PD will investigate the allegation if the incident occurred on the BISD property. If the incident occurred off BISD property, the BUCKHOLTS PD will notify Buckholts Police Department.
- The BUCKHOLTS PD will investigate offenses that occurred off of the districts property only if it is deemed by the Superintendent and the Buckholts Police Department that the BUCKHOLTS PD is in a better position to conduct the investigation.
- Any person having information regarding the incident will contact the investigating entity and provide the information to the investigator assigned.
- The Superintendent will be notified if an arrest will be made.

C. Child/Children Left at School

Each campus will develop a procedure to address the action to be taken if a child/children are not picked up from school or other school sponsored events. If a child is chronically being left at school, this could be a sign of child neglect. If Administration remedies fail to correct the situation, the BUCKHOLTS PD should be notified. The BUCKHOLTS PD will initiate an investigation into the circumstances and if conditions warrant, notify the Child Protective Services and/or conduct a criminal investigation. If a criminal investigation is initiated, campus and district officials will be notified.

Section 11: Miscellaneous

The following are attachments that will assist BISD personnel maintain a safe campus environment:

- Attachment 1: 14 Proactive measures***
- Attachment 2: Bomb Threat Report Form***
- Attachment 3: Campus Emergency Kit***
- Attachment 4: Early Warning Signs Indicative of "At Risk" Violent Behavior***
- Attachment 5: Crisis Procedure Checklist***

14 Proactive Measures

Conduct simulated emergency exercise in the classroom and practice emergency procedures at least semi-annually.

Every employee should have the campus facility Emergency Procedures Booklet.

Require all outsiders to report to the main campus or facility administration office-- Do Not Assume-- follow them to the office.

Compare the ID Picture to the face of the person in possession of the Id card-- if they don't match escort that person to the main office.

Keep all maintenance and storage areas locked.

Keep all areas that do not have sprinklers free of flammable materials.

Keep outside doors locked to deter outside entry where feasible. No marked Emergency Exits or other exits that are part of the emergency exit plan are to be chained at any time!

Have campus or facility floor plans readily available for emergency personnel.

Require students to listen to all announcements-- practice making them listen-- it may very well save their lives.

Do monthly Fire Extinguisher inspections and Inventory.

Do semi-annual inspections of the entire campus or facility buildings and grounds.

Provide flashlight-- with extra batteries-- for key personnel.

Administration, Campus Police, and custodians should carry walkie-talkies (radios) that are tuned to the same frequency. Insist that non-essential radio talk be kept to a minimum-- speak briefly, concisely, calmly, in an even and normal tone!

Report suspicious person(s) or circumstances immediately to campus or facility administration and to the District Police Department.

Bomb Threat Report Form

Time and Date Reported: _____

How Reported: _____

Exact words of caller: _____

Questions to ask:

1. Where is the bomb to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____

Description of the caller's voice:

Male _____ Female _____ Young _____ Middle-age _____ Old _____

Tone of voice:

Serious _____ Joking _____ Giggling or laughing _____ Sounded Tense _____

Sounded very serious _____ Sounded unsure _____

Had an accent _____ If so, what kind? _____

Is voice familiar? _____ If so, whose? _____

Were there any background noise? _____

Other voice characteristics: _____

Time caller hung up? _____

Action taken? _____

Name, title, address, telephone number of recipient:

Action taken by recipient: _____

Campus Emergency Kit

The campus Principal or his/her designee needs to secure and keep an updated Campus Emergency Kit. This helps provide maximum safety and security at the time of an emergency on the campus. This emergency kit contains information and supplies needed at the time of a campus crisis. A sample list of contents is provided below: The kit must be readily available at the time of an emergency. It must include:

- Floor plan, evacuation routes
- Location of utility shut-off for gas, power, and water
- Location of first aid equipment and fire extinguishers
- Phone/email list for emergency response agencies and hospitals
- Complete phone lists for staff (home, office, cell, pager)
- Phone list for media contacts
- Phone lists/email for key communicators
- Volunteers and parent organizations contact lists and phone numbers
- Guidelines for canceling events
- Basic office supplies, such as notepads, pens, pencils, tape felt pens
- Logbook

A Checklist of “Early Warning Signs” Identifying Students “At-Risk” for Violent Behavior

The following checklist of “early warning signs” will facilitate identification of students who may need intervention. The greater the number of items checked, the greater the potential for violent behavior. For help, turn to individuals who regularly work with at-risk children and adolescents—professionals in the fields of education, law enforcement, social services, medicine, mental health.

Children and adolescents at-risk may:

- Express self-destructive or homicidal ideation
- Express feelings of hopelessness
- Have a history of self-destructive behavior
- Give away possessions
- Articulate specific plans to harm self or others
- Appear withdrawn
- Engage in “bullying” other children
- Evidence significant changes in mood
- Have difficulty with impulse control
- Experience sleep and eating disorders
- Evidence significant changes in behavior
- Have experienced prior trauma/tragedy
- Engage in substance abuse
- Have been/are victims of child abuse
- Become involved with gangs
- Have experienced a significant loss
- Evidence a preoccupation with fighting
- Evidence a preoccupation with television program/movies with violent themes
- Have a history of antisocial behavior
- Evidence a preoccupation with games with violent themes
- Evidence a low tolerance for frustration

- Externalize blame for their difficulties
- Have harmed small animals
- Evidence a preoccupation with guns/weapons
- Have access to firearm
- Have engaged in fire setting
- Have brought a weapon to school
- Evidence persistent bed wetting
- Evidence frequent disciplinary problems
- Appear/acknowledge feeling depressed
- Talk about “not being around”
- Exhibit poor academic performance
- Have been frequently truant from school

Crisis Procedure Checklist

A crisis plan must address many complex contingencies. There should be a step--by--step procedure to use when a crisis occurs. A sample follows:

- Assess life/safety issues immediately.
- Provide immediately emergency medical care.
- Call 911 and notify police/rescue first. Call the Superintendent second.
- Evaluate available and needed resources.
- Alert school staff to the situation.
- Activate the crisis communications procedure and system of verification.
- Secure all areas.
- Implement evacuation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- Adjust the bell schedule to ensure safety during the crisis.
- Alert persons in charge of various information systems to prevent confusion and misinformation
- Contact appropriate community agencies and the school district's public information office, if appropriate.
- Implement post--crisis procedure.

MEMORANDUM OF UNDERSTANDING

Emergency Operations Plans

Buckholts ISD and **Name of**

Business

Whereas Buckholts ISD and **Name of Business** have come together to collaborate to find solutions for emergency evacuation plans; and

Whereas, the organizations listed above have agreed to enter into a collaborative agreement in which both parties will be partners in this agreement; and

Whereas, this agreement will assist in safety and security measures, which are included in the Emergency Operations Plans of both parties.

The information below provides basic details and agreements set forth.

Buckholts ISD and **Name of Business** are organizations in close proximity. In the event of an emergency requiring large scale evacuation, these organizations will be readily able to provide:

1. Safe and secure holding sites for Buckholts ISD students awaiting parent pick-up and Faculty.

This MOU is being signed on **Date** and will remain in effect until an administrator from one of the partner organizations requests to be removed from the collaborative agreement.

Printed Name	Signature	Organization	Date
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Printed Name	Signature	Organization	Date
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