

HORIZON MONTESSORI PUBLIC SCHOOLS
2402 E. BUSINESS 83
WESLACO TEXAS 78596



EMERGENCY OPERATIONS PLAN (EOP)

**HORIZON MONTESSORI PUBLIC SCHOOLS
WESLACO, TEXAS**

Emergency Operations Plan

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Emergency Operations Plan

Plan Approval

HORIZON MONTESSORI PUBLIC SCHOOLS is committed to the safety and security of students, faculty, staff, and visitors on its campus(es). In order to support that commitment, the Board of Trustees has asked for a thorough review of the school and this school's emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural- and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of the District and schools. It is a result of a comprehensive review and update of school policies in the context of its locations in RGV and Pearland, Texas, and in the current world situation. We support its recommendations and commitment of schools resources for ongoing training, exercises, and maintenance required to maintain an up-to-date Plan.

This Plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school's community, outlining clear communication with emergency management officials and supporting ongoing monitoring of emergency management practices and advisories.

This campus Emergency Operations Plan is hereby approved. It is effective immediately and supersedes all previous editions.

Superintendent of Schools Date

EMERGENCY PLANNING FOR AMERICA'S SCHOOLS

The U.S. Department of Education, working with school safety experts from around the United States, has made available a model emergency response and crisis management plan. Excerpts of the model are shown below:

Emergency Plans:

If you don't have a school crisis plan in partnership with public safety agencies, including law enforcement and fire, health, mental health and local emergency preparedness agencies, develop one. Ensure that it addresses traditional crises and emergencies such as fires, school shootings and accidents, as well as biological, radiological, chemical and other terrorist activities.

If you do have a crisis plan, review it. Ensure that it addresses issues related to terrorism, such as biological, radiological and chemical attacks.

Train, practice and drill. Documents on a shelf don't work in a crisis.

Ensure that your school crisis plan addresses the unique circumstances and needs of your schools. Schools are encouraged to develop plan for the school building. Each school crisis plan should address four major areas – prevention/mitigation; preparedness; response and recovery.

Prevention/Mitigation:

- Conduct an assessment of each school building. Identify those factors that put the building, students and staff at greater risk, such as proximity to tracks that regularly transport hazardous materials or facilities that produce highly toxic material or propane gas tanks, and develop a plan for reducing the risk. This can include plans to evacuate students away from these areas in time of crisis and to reposition propane tanks or other hazardous materials away from school buildings.
- Work with businesses and factories in close proximity to the school to ensure that the school's crisis plan is coordinated with their crisis plans.
- Ensure a process is in place for controlling access and egress to the school. Require all persons who do not have authority to be in the school to sign in.
- Review traffic patterns, and where possible, keep cars, buses, and tracks away from school buildings.
- Review landscaping, and ensure buildings are not obscured by overgrowth of bushes or shrubs where contraband can be placed or persons can hide.

Preparedness:

- Have site plans for school facility readily available and ensure they are shared with

- Practice responding to crises on a regular basis.
- Ensure a process is established for communicating during a crisis.
- Inspect equipment to ensure it operates during crisis situations.
- Have a plan for discharging students. Remember that during a crisis many parents and guardians may not be able to get to the school to pick up their child. Make sure every student has a secondary contact person and have contact information readily available.
- Have a plan for communicating information to parents for quelling rumors. Cultivate relationships with the media ahead of time, and identify a public information officer to communicate with the media and the community during a crisis.
- Work with law enforcement officials and emergency preparedness agencies on a strategy for sharing key parts of the school crisis plans.

Response:

Develop a command structure for responding to a crisis. The roles and responsibilities for educators, law enforcement and fire officials, and other first responders in responding to different types of crisis need to be developed, reviewed and approved.

Recovery:

- Return to the business of teaching and learning as soon as possible.
- Identify and approve a team of credentialed mental health workers to provide mental health services to faculty and students after a crisis. Understand that recovery takes place over time and that the services of this team may be needed over an extended time period.
- Ensure the team is adequately trained.
- The plan needs to include notification of parents on actions that the school intends to take to help students recover from the crisis.

For more information go to the following website:

www.ed.gov/emergencyplan/

Philosophy

Horizon Montessori Public Schools District has undertaken the task of planning for different emergencies. It is our contention that by thinking through possible crises and providing possible solutions to them, all persons involved in dealing with these situations will be prepared to handle them as they arise.

The Emergency Operations Planning Committee has approached the emergency response issue by providing safe, logical, and humane steps to be considered when faced with a crisis situation. The primary goals of the Emergency Operations Plan are the protection of lives and property, being able to respond to emergencies promptly and properly, and the ability to mitigate the effects of a disaster and aid in disaster recovery.

It is the policy of this school that no guarantee is implied by this Plan of a perfect response system. As personnel and resources may be overwhelmed, the school can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

Organization and Assignment of Responsibilities

The Principal or Designee will:

- 1) Act as the school's Incident Commander (IC).
- 2) Implement the policies and decisions of the governing body relating to emergency management.
- 3) Organize the school's emergency management programme and identify personnel, equipment, and facility needs.
- 4) Ensure that the Plan is coordinated with District plans and policies.
- 5) Assign selected staff members to the Emergency Operations Planning Team, who will develop the school's Emergency Operations Plan, using the basic guidelines shown in this template.
- 6) Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- 7) Conduct drills and initiate Plan revisions based on results of the drills.
- 8) Encourage incorporation of emergency preparedness material into regular curriculum.
- 9) Provide copies of the school Plan to the District's superintendent and the city's Local Emergency Planning Committee (LEPC).
- 10) Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
- 11) Establish an Incident Command Post.
- 12) Assign school emergency responsibilities to staff as required.
- 13) Coordinate emergency assistance and recovery.

The Emergency Operations Planning Team will:

- 1) Create and maintain the Emergency Operations Plan in conjunction with District and local emergency services procedures.
- 2) Conduct hazard analyses with assistance of District and local emergency management officials.
- 3) Organize emergency response teams.
- 4) Recommend training for emergency response teams.
- 5) Establish a partner system to pair teachers and classes so that teachers assigned to an emergency response team can fulfill duties.
- 6) Provide information to staff, students, and community regarding emergency procedures.
- 7) Provide assistance during an emergency in accordance with designated roles.
- 8) Conduct debriefings at conclusion of emergencies to evaluate the effectiveness of the Emergency Operations Plan, and recommend changes if necessary.

Teachers will:

- 1) Be prepared to use classroom emergency ("room crisis") kits.
- 2) Participate in training, drills, and exercises.
- 3) Direct and supervise students en route to pre-designated safe areas within school grounds or to an off-site evacuation shelter.
- 4) Maintain order while in the student assembly area.
- 5) Verify the location and status of every student. Report the condition of any student needing additional assistance to the Incident Commander or designee.

- 6) Establish a partner system for students and teachers with disabilities.
- 7) Remain with assigned students throughout the duration of the emergency (unless otherwise assigned through a partner system) or until every student has been officially released.

BEFORE A CRISIS OCCURS

Develop Emergency Operations Planning Team

Responses to crisis situations require a clear chain of command between all campus staff and the Emergency Operations Planning (EOP) team. Your team needs to be organized and have duties assigned to key members before a crisis happens. When considering assignments, be sure to list backup members in the event that the primary leader is unavailable. Be sure the form “Emergency Operations Plan Team Roster (for City Crisis Enforcement Officials)” is completed, updated each year, and placed in your EOP manual.

In addition, the form “Staff Skills Survey and Inventory” can be a useful tool for assessing your staff’s skills to be utilized during an emergency – it can be found in the Forms section of this manual.

The EOP chain of command is as follows:

Incident Commander (IC):

The IC is responsible for every person and the school as a whole. This person assesses if a crisis exists and its magnitude, implements the response, directs actions of the campus Emergency Operations Planning team, and generally manages the crisis from beginning to end. The IC maintains communication among all relevant staff at designated locations, coordinates crisis response with first responders (police, fire department, etc.), and establishes what information needs to be communicated to staff, students, families, and the community.

The IC is usually the principal of the school, but can also be the assistant principal, counselor or other administrative designee.

Safety and Operations Leader:

This person would manage and have overall control of staff conduct, organization, and students and staff protection. This person would also be responsible for the safety of individuals at the scene, which could include the control over release of students to parents (after Superintendent approval), and locating and assigning staff to fill various tasks (such as carrying messages to various other members of the EOP team).

The Safety and Operations Director could be an assistant principal, PE coach, security staff member, section leader, or other designee.

Teacher Section Leader:

Each Section Leader should be responsible for groups, blocks, areas, or wings of teachers. This person would insure that their areas of oversight have received and properly reacted to any crisis response issued by the school office.

Teacher/Student Care Giver:

Each teacher will be responsible for the safety and well-being of their students, which is their first priority. Their role is to account for and manage all students under their control and to familiarize themselves with crisis response procedures.

Communication Liaison:

A person (other than the IC) should be designated as being responsible for all communication outside the school between the EOP team, district administrators, emergency responders, families, community groups, and the media. Another duty might be documentation of the crisis and crisis response.

Suggested Communication Director might be an assistant principal, counselor, or other administrative designee.

Medical Care Leader:

The Medical Care Director provides medical services as needed. A second person should be designated to assist.

The Medical Care Director is usually the school nurse. Medical care assistants could be attendance clerks, librarians, or other designees.

Custodial Logistics Leader:

This person must know available resources and locations and would focus on any supplies needed for the group. The Custodial Logistics Leader would be responsible for taking the School Crisis Kit to the designated Command Post during an evacuation.

The Custodial Logistics Leader could be the head custodian, other custodian, paraprofessional, or other designee.

BEFORE A CRISIS OCCURS. . .

Designate Safe Areas

To determine safe school areas, chose rooms with the lowest rooflines, lowest floor, and having the least amount of windows and doors – an interior hallway is best. Avoid long-spanned rooms such as cafeterias and gyms. In winged schools, avoid sheltering in “end of row” rooms.

The following areas should be identified prior to a crisis - determine safe areas for both on- and off-campus incidents, along with alternate areas for both:

- Command post - where the Incident Commander will manage the crisis
Principal's Office
- Student assembly area(s)
Classrooms
- Student release area(s)
Gymnasium
- Emergency medical treatment location
Nurse Office
- Media location
Front Office

BEFORE A CRISIS OCCURS. . .

Prepare Crisis Kits

The following supplies should be included in each crisis kit:

School Office Crisis Kit:

Take during evacuation:

Complete copy of current Emergency Operation Plan

(should include EOP team roster, campus maps, emergency phone numbers, sample communications, etc.)

Updated student disposition forms

Updated emergency data cards

Updated staff roster

Master keys

Set of floor plans

Leave in office:

Flashlights/extra batteries

Portable radio/extra batteries

Duct tape

Clear plastic to cover windows

Towels

Laminated "NO SCHOOL ACCESS" signs

Teacher/Classroom Crisis Kit:

Take during evacuation:

Current class roster

Grade book

Classroom copy of Emergency Operations Plan

First aid supplies (in plastic zip lock bag):

Antiseptic, band aids, bandage wrap, gauze pads, gloves, safety pins, scissors, porous tape roll, alcohol swabs, etc.

Leave in classroom:

Flashlights/extra batteries

Portable radio/extra batteries

Duct tape

Clear plastic to cover windows

Towel

Laminated "NO ROOM ACCESS" signs

Nurse's Crisis Kit:

Student/staff emergency medicines

Medical devices (blood pressure cuff, thermometers, etc.)

First aid kit

Medical cards

BEFORE A CRISIS OCCURS. . .

Emergency Operations Planning Drills

The key to success in responding to a crisis is training and practicing. A plan cannot be effective unless it is tested – the purpose of a drill is to find weaknesses in a plan, and to anticipate and overcome them in the next drill or during a real-life emergency.

Review, evaluate, and revise your Emergency Operations Plan often, using drill results and input solicited from your Emergency Operations Planning Team. Any revisions should be communicated to the District for review and possible changes to the District's EOP.

Pre-Drill Planning Exercise

The purpose of the pre-planning exercise is to:

- allow your EOP team to informally review responsibilities
- discuss simulated emergencies
- review procedures
- resolve coordination issues
- promote group problem-solving
- test the ability of school personnel to identify and use resources within their school during an emergency
- assess the ability of school personnel to implement their EOP

A planning exercise can consist of complete written scenarios and “injects” – additional pieces of information or circumstances that can be injected to alter the scenario. Some example injects might be “suspicious person with firearm behind school” to “electrical service to cafeteria interrupted.” Injects usually include a list of possible responses to assist the facilitator of the planning exercise.

It might also be helpful to have your team “visualize” a scenario by using full-sized building/property plans and objects representing team members.

It is recommended that a pre-planning meeting be held by each Emergency Operations Planning team at the beginning of each school year (before students return) and prior to each live drill.

Emergency Response Drills

The following crisis response procedures are outlined in this manual. They include:

Evacuation
Lockdown – Security Reasons
Lockdown – Severe Weather
Shelter in Place
Drop, Cover and Hold

When considering a live drill, practicality is important. Since EVACUATION is already practiced through fire drills regularly throughout the school year, it is recommended that LOCKDOWN or SHELTER IN PLACE scenarios be used for drills to test your EOP.

After the completion of each drill, the Emergency Operations Planning Team should evaluate the school's response, by using the "Emergency Drill Evaluation" form. Weaknesses should be identified and corrected in either (or both) the school's or District's EOP.

Emergency Response Drill Schedule

Emergency response drills must be conducted annually in accordance with the following schedule:

Shelter in Place

(Scenario to be selected by principal/designee)
conducted no later than October 15

Lockdown

(Scenario to be selected by principal/designee)
conducted either prior to September 1 or March 1

In addition to conducting annual fall and spring emergency response drills by above deadlines, at-random drills may be initiated by District administrative staff to ensure that readiness levels remain at the highest level.

EMERGENCY DRILL EVALUATION

Campus: _____ Date: _____

Type of Drill Performed: ☐ Evacuation ☐ Shelter in Place ☐ Lockdown – Security Reasons ☐
Drop, Cover, and Hold
☐ Lockdown – Severe Weather

Drill Start Time: _____ Drill End Time: _____ Number of
Students Participating: _____

Total Drill Effectiveness Score: _____ (poor, fair, good, excellent)

<i>Team Participants</i>	<i>Name</i>	<i>Position</i>
Incident Commander		
Safety & Operations Leader		
Communication Liaison		
Medical Care Leader		
Custodial Logistics Leader		
Other(s)		

<i>Drill Performance, Execution and Efficiency</i>	<i>Yes/No</i>
1) Were the teachers aware of the proper response action, and properly informed students of their expected responsibilities and actions?	
2) Did all the students properly respond to the directions given by the teachers?	
3) Did all teachers respond to the school office instructions?	
4) Were school or classroom assembly (or safe) areas known by all teachers and adhered to?	
5) Did the conduct of the drill flow smoothly, or were there glitches?	
6) Were the crisis response procedures reasonable and efficient?	

<i>Team Organization</i>	<i>Yes/No</i>
1) Was the EOP Team effective in dealing with adverse situations quickly?	
2) Was EOP Team interaction of tasks/roles effective?	
3) Were Team roles sufficient?	
4) Should more roles be considered/added?	

<i>Communications</i>	<i>Yes/No</i>
1) Was the announcement of the start of the drill effective (was the warning clearly understood by all)?	
2) Were all teachers/team members aware of the specific response action required?	
3) Was there confusion on which response to implement?	
4) Did communication between the school and Central Office administration flow smoothly?	

Emergency Drill Evaluation Form

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Overall Conduct of the Drill	Yes/No
1) Overall, was the drill conducted effectively and expeditiously?	
2) Overall, did the students conduct themselves appropriately and adhere to the requirements of the drill?	
3) Had the drill been a real emergency, would the health and safety of each person be protected?	
4) Did the movement of students create any hazards?	

If any of the above evaluation items were answered “no”, please document below:

What aspect of the drill did not function well? Provide suggestions for improvement. [Use extra sheets if necessary.]

Drill Performance:

Team Organization:

Communications:

Overall Conduct:

What aspect of the drill worked most effectively?



HORIZON MONTESSORI PUBLIC SCHOOLS
2402 E. BUSINESS 83
WESLACO TEXAS 78596

10 June 2021

Dear Parents:

Should an emergency or disaster situation ever occur in our area while school is in session, we want you to be aware that our school has made preparations in order to respond effectively to such situations. We want to assure you that the safety of your child (ren) is our primary concern, and that a detailed emergency operations plan has been designed with student safety in mind. You can assist us in our efforts to protect your child(ren) by being aware of the following procedures and information:

In the event of a serious emergency, students may be kept at their schools until the District allows release to an adult that has been identified on the school emergency card (this card is completed by parents at the beginning of each school year). Please be sure you consider the following when you authorize another person to pick up your child(ren) at school:

- He/she is 18 years of age or older
- He/she is usually home during the day
- He/she could walk to school, if necessary
- He/she is known to your child(ren)
- He/she is both aware and able to assume this responsibility

Students will only be released to adults identified on the school emergency card. During an extreme emergency, students may be released at designated areas located on the school campus. It is asked that parents be patient and understanding with the student release process. It's important that you also tell your child(ren) they should always follow the directions of school personnel in times of emergency.

DO NOT telephone the school during an emergency – telephone lines are needed for emergency communication. Turn your radio or local television channels for announcements.

If students are being transported by bus during an emergency situation, every effort will be made to deliver them to their destination.

Thank you for your cooperation with helping the school to be better prepared in keeping all students safe.

Sincerely,

Principal

HORIZON MONTESSORI PUBLIC SCHOOLS
2402 E. BUSINESS 83
WESLACO TEXAS 78596



10 June 2021

Estimados Padres:

En caso de que una situación de emergencia o un desastre llega a ocurrir en nuestra área cuando la escuela esta en sesión, nosotros queremos que usted este informado que nuestra escuela a hecho preparaciones en orden de responder efectivamente a semejantes situaciones. Nosotros deseamos decirle que la seguridad de su hijo(s) es nuestra primera preocupación, y que se ha diseñado un plan de operaciones de emergencia consientes de la seguridad del estudiante. Usted puede ayudarnos en nuestros esfuerzos de proteger a sus hijo(s) estando enterado de los siguientes procedimientos y información:

En el evento de una emergencia grave, los estudiantes se quedarán en la escuela hasta que el Distrito permita dejarlos salir con un adulto que haya sido identificado en la tarjeta de emergencia (esta tarjeta es llenada por los padres al principio del año). Favor de estar seguro de lo siguiente cuando de permiso a otra persona a ir por sus hijo (s):

- El/ella tiene 18 años o mas de edad
- El/ella esta usualmente en casa durante el día
- El/ella puede caminar a la escuela si es necesario
- El/ella es conocido por su hijo(os)
- El/ella esta enterado y puede asumir esta responsabilidad

Solamente se dejaran salir a los estudiantes con el adulto identificado en la tarjeta de emergencia. Durante una extrema emergencia, se dejaran salir a los estudiantes en áreas designadas situadas en los terrenos de la escuela. Se pide a los padres que tengan paciencia y comprendan el proceso de salida de los estudiantes. Es muy importante que le diga a su hijo(os) que siempre deben de seguir las direcciones del personal de la escuela durante tiempos de emergencia.

FAVOR DE NO hablar por teléfono a la escuela durante una emergencia –las linease de teléfono se necesitan para comunicaciones de emergencia. Prenda su radio o su televisión en canal local para escuchar anuncios. En adición, para más información puede llamar a la oficina de Información Pública. Si los estudiantes están siendo transportados en un bus durante la situación de emergencia, todos los esfuerzos se van hacer para llegar con ellos a su destinación.

Gracias por su cooperación para ayudar a la escuela en estar mejor preparada en tener a todos los estudiantes seguros.

Atentamente,

Principal

2021-2022 Horizon Montessori Public Schools Emergency Operation Plan (EOP)

Crisis Response Procedures

SECURE

SEEK HELP

STAY IN CONTROL

EVACUATION – Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard; can involve fires, bomb threats, and gas leaks.

REVERSE **E**VACUATION – Requires all staff and students to go to safe places in the building from outside the building; can involve severe weather conditions or violent situations near the school.

LOCK **D**OWN – All exterior doors and classroom doors are locked and students and staff in their classrooms; can involve bomb threats, severe weather conditions, terrorist threats, death and/or suicide at school, and civil disruption.

SHELTER-**I**N-**P**LACE – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials, which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.

Drop, **C**over and **H**old – Students and staff drop low, take cover under furniture, cover eyes and protect internal organs; can involve explosions and tornadoes.

Bomb **T**hreat – The campus administrator makes the decision to evacuate the campus or to lock down the campus while a search of the building is conducted.

EVACUATION

THE BUILDING IS UNSAFE: ALL STUDENTS AND STAFF MUST EXIT IMMEDIATELY

Examples:

**Earthquake
Explosion
Fire
Gas Leak
Severe Building Structural Failure
Bomb Threat**

School Office Response:

- 1) Notify the entire campus that immediate EVACUATION is required.
- 2) Provide special needs assistance – consider age, limited English, mobility, visual, and hearing impairments.
- 3) Communicate with the school director.
- 4) Maintain communication among all relevant staff at pre-designated locations.
- 5) Follow assigned evacuation routes to pre-designated assembly locations a minimum of 300 feet from the building – in an area avoiding hazards such as power lines, fire hydrants, fire lanes and driveways that could be used by emergency responders.
- 6) Have a school crisis kit placed at the Command Post near the assembly area.
- 7) The second in command should remain in the front of the school (near the office) with extra master keys and a set of floor plans to assist first responders, or to direct parents to the assembly area.
- 8) Determine what information needs to be communicated to staff, students, families, and the community.
- 9) Locate and notify classroom staff having an off-campus activity.
- 10) If the evacuation is prolonged, consider offsite movement and transportation to a nearby school or local community building after receiving approval from the school director.
- 11) Communicate “all clear” to staff when a crisis is over.

Teacher/Classroom Response:

- 1) EVACUATE IMMEDIATELY upon notification from the school office.
- 2) Follow fire drills and emergency evacuation procedures.
- 3) Bring personal belongings and room crisis kit items with you.
- 4) Turn off all electronic equipment and lights; shut, but do not lock all doors and windows.
- 5) Control students at all times – students should remain in a single file until roll is taken after reaching the pre-designated safe assembly area; class will remain together in the assembly area.
- 6) Report all student injuries or health issues to the school Nurse.
- 7) Periodically check the class roster to account for all students.

- 8) Remain calm and alert to avoid hazards or to take further action, if necessary.
- 9) Do not release students to a parent until approved by the principal.

LOCKDOWN

SECURITY RISK

SECURE ALL AREAS OF THE CAMPUS
DO NOT LEAVE ROOM

Examples:

Abduction
Armed Person
Assault
Death on Campus
Drive-By Shooting
Drug Overdose
Gang Fight
Hostage Situation
Hostile/Irate Intruder
Sexual Assault

School Office Response:

Shots Fired
Sniper
Stabbing
Suicide (Attempt)
Suspicious Package
Suspicious Person in Building
Weapon on Campus
Workplace Violence

- 1) Notify the entire campus that a LOCKDOWN - SECURITY RISK response is required.
- 2) Immediately move all staff and students indoors into designated classrooms; cancel all outside activity.
- 3) Call 911 and Police Services at
- 3) Communicate with the school director.
- 4) Establish one point of entry (preferably at the front of the campus); post a front door monitor for security and to limit access.
- 5) Lock all other exterior doors; do not chain any door panic hardware from the inside; lock all school office doors and windows; post signs at all locked entrances designating NO SCHOOL ACCESS.
- 6) Do not allow ANYONE to enter or exit the office or campus.
- 7) Do not allow students to change classes or leave for the day.
- 8) Locate and notify classroom staff having an off-campus activity.
- 9) Parents may not pick up their children until after approval is received from the school director.
- 10) Communicate "all clear" to staff when a crisis is over.

Teacher/Classroom Response:

- 1) Inform the school office immediately if you become aware of any LOCKDOWN - SECURITY RISK situation.
- 2) Immediately move all staff and students indoors into designated classrooms.
- 3) If shots are heard, yell to students to “drop to the ground” or “drop to the floor.” Don’t wait for a response action to be announced from the office – act immediately.
- 4) Lock the classroom door; close, lock, and cover the window, if possible.
- 5) Call 911 only if you cannot reach the school office.
- 6) Stay away from doors and windows.
- 7) Do not allow student cell phone use.
- 8) Do not allow students to exit the classroom or leave for the day until approved by the principal.
- 9) Be sure all students are accounted for; report any extra or missing students to the school office.
- 10) Report any health issues to the school nurse.
- 11) Remain calm and alert - await further instructions from the principal.

LOCKDOWN

SEVERE WEATHER/NATURAL DISASTER

SECURE ALL AREAS OF THE CAMPUS

Examples:

Flood

Severe storm containing heavy rain, lightning, hail or high winds

Tornado warning and/or watch:

Less Severe: Tornado watch - means no funnel clouds have been sighted, but conditions are favorable for tornadoes to occur

More Severe: Tornado warning - means a funnel cloud has been sighted and direction of travel is usually given in the warning broadcast; be prepared to “drop, cover, and hold”

School Office Response:

- 1) Notify the entire campus that a LOCKDOWN - SEVERE WEATHER response is required.
- 2) Immediately move all staff and students indoors into designated classrooms – all portables are to evacuate to the main building; cancel all outside activity.
- 3) Limit student and staff movement to only essential necessities.
- 4) Establish one point of entry, preferably at the front of the campus; lock all other exterior doors; do not chain any door panic hardware from the inside; post signs at all locked entrances designating the front door as the only entrance and exit.
- 5) Communicate with the school director.
- 6) Locate and notify classroom staff having an off-campus activity.
- 7) Monitor news on TV and radio; update staff as necessary.
- 8) If a “tornado watch” is issued, begin preparing for “tornado warning.”
- 9) Parents may not pick up their children until approval is received from the school director.
- 10) Allow students to change classes or leave at the end of the day.
- 11) Communicate “all clear” to staff when a crisis is over.

Teacher/Classroom Response:

Less Severe:

- 1) Immediately move all staff and students indoors into designated classrooms – all portables are to evacuate to the main building; cancel all outside activity.
- 2) Lock and secure all doors and windows.
- 3) Take attendance; immediately report names of any missing or extra students to the principal.
- 4) Continue to teach; await further instructions.
- 5) Allow students to change classes or leave at the end of the day.

More Severe:

If moving to a pre-designated safe area (tornado warning):

- 1) Bring personal belongings and room crisis kit items with you.
- 2) Control students at all times – students should remain in single file until roll is taken after reaching the pre-designated safe area.
- 3) Have students and staff assume a protective posture kneel facing the interior wall with head down and hands protecting the back of the neck and head
- 4) Do not allow student cell phone use.
- 5) Report attendance to the principal; report names of any missing or extra students immediately.
- 6) Report all student injuries or health issues to the school Nurse.
- 7) Periodically check the class roster to account for all students.
- 8) Remain calm and alert to avoid hazards or to take further action, if necessary.
- 9) Do not release students until approved by the principal.

If an individual classroom is the safest place for the students:

- 1) Place tables and desks into the strongest area of the room; lock and secure all doors and windows.
- 2) Secure items that may act as missiles.
- 3) Do not allow student cell phone use.
- 4) Take and report attendance to the principal; report names of any missing or extra students immediately.
- 5) Do not allow ANYONE to enter or exit the room; post a sign on the door stating NO ROOM ACCESS.
- 6) Report all student injuries or health issues to the school Nurse.
- 7) Remain calm and alert to avoid hazards or to take further action, if necessary.
- 8) Do not allow students to change classes or leave at the end of the day until approved by the principal.

SHELTER IN PLACE

**INSIDE THE BUILDING IS SAFER THAN OUTSIDE
DO NOT LEAVE ROOM**

Examples:

**Biological Attack
Chemical Accident**

School Office Response:

- 1) For chemical emergencies, call 911.
- 2) Notify the entire campus that a SHELTER IN PLACE response is required.
- 3) Immediately move all staff and students indoors into designated classrooms and cancel all outside activity.
- 4) Lock doors and windows, seal with duct tape; place wet towels under all exterior doors.
- 5) Turn off all campus cooling/heating systems and change thermostats so that cooling/heating will not turn on.
- 6) Turn off the main gas supply.
- 7) For an information call concerning a chemical spill, call the Local Emergency Planning Committee (LEPC) at
- 8) Communicate with the school director.
- 9) Do not allow ANYONE to enter or exit the campus; place signs on all main building entrances stating NO SCHOOL ACCESS.
- 10) Monitor news on TV and radio (KLUX 89.5 FM or Tone Alert radio); update staff as necessary; do not call 911 for information.
- 11) Locate and notify classroom staff having an off-campus activity.
- 12) Prepare to evacuate if told to do so.
- 13) Parents may not pick up students until approval is received from the school director.
- 14) Remain in place until the “all clear” is issued by the school director.

Teacher/Classroom Response:

- 1) Immediately move all staff and students indoors into designated classrooms and cancel all outside activity.
- 2) Turn off the classroom cooling/heating system and change the room thermostat so that cooling/heating will not turn on.
- 3) Lock doors and windows, seal with duct tape; place wet towels under all exterior doors; after sealing, stay away from doors and windows.
- 4) Take attendance; immediately report names of any missing or extra students to the principal.
- 5) Do not allow student cell phone use.
- 6) Do not allow ANYONE to enter or exit the room; place a sign on the classroom door stating NO ROOM ACCESS.

- 7) Report any health issues to the school nurse.
- 8) If possible, monitor news on TV and radio (KLUX 89.5 FM, or Tone Alert radio).
- 9) Do not allow students to change classes or leave at the end of the day until approved by the principal.
- 10) Be prepared to evacuate if told to do so.
- 11) Remain in sealed areas until informed by the principal that the campus is clear and safe.

DROP, COVER AND HOLD

Examples:

Explosion

Tornado is Imminent

School Office AND Teacher/Classroom Response:

- If a tornado is imminent (sound of “freight train” is heard) and you are inside:
 - 1) Immediately place tables and desks into the strongest area of the room.
 - 2) Move all students away from classroom doors and windows.
 - 3) Have students and staff assume a protective posture kneel facing the interior wall with head down and hands protecting the back of the neck and head
 - 4) **DROP**: Immediately get under the tables or desks; huddle together.
 - 5) **COVER**: Protect heads, faces, and internal organs by sitting/facing the wall, pulling knees to chest, crossing arms over knees, and ducking head into arms.
 - 6) **HOLD**: Maintain position until the school office provides instructions to relocate or resume normal activities.
- If you are outside and tornado is imminent:
 - 1) Try to move behind solid, stationary objects (wall, building, etc.).
 - 2) Lie on your stomach with your face away from the source of the event.
- If you hear an explosion:
 - 1) DROP
 - 2) COVER
 - 3) HOLD

BOMB THREAT PROCEDURES

Immediate Response:

School Office Response:

- 1) If the threat is made by phone, the person taking the call should ascertain as much information as possible by using a standard Bomb Threat Checklist. **(see pages 46-47)** 2) **DO NOT HANG UP THE TELEPHONE!**
- 3) Place the receiver on the desk next to your telephone; or if the caller does not hang up, stay on the phone with the caller and notify another employee to call the operator. 4) Proceed to another telephone to call Police Services (.....) and explain that you have received a threatening telephone call.
- 5) If the threat is written, notify the Principal, Police Services (.....), and the appropriate Director.
- 6) Should a bomb threat exist, the principal is to be notified immediately. The principal will then make all the necessary notifications.
- 7) The principal should notify the campus crisis team.
- 8) At this point, walkie-talkies should be turned off since certain types of radio signals could cause detonation of the bomb.
- 9) Have a school crisis kit placed at the Command Post near the assembly area.
- 10) Based on initial information, the need for evacuation will be determined by the ranking school administrator **(see Level 1, 2, or 3; pages 48-50)**.

The administrator should take the following into consideration

- 1) Bomb threat was written on a bathroom wall.
- 2) Bomb threat was written on toilet paper or notebook paper.
- 3) Bomb threat note was found on the floor.
- 4) Testing is in progress.
- 5) If called in, the threat is unrealistic
- 6) Caller is obviously a young child.

If the **evacuation** option is chosen, a predetermined signal should be sent throughout the building and an orderly evacuation to a designated safe area should be carried out.

- 1) Follow assigned evacuation routes to pre-designated safe areas outside the building, a minimum of 300 feet from the building. Avoid hazards such as power lines, fire hydrants, fire lanes and driveways that could be used by emergency responders.
- 2) While awaiting the emergency agencies, account for all students and staff. 3) Staff members must take grade books out of the building and take attendance. 4) The principal or his/her designee will check the attendance of every teacher. 5) Emergency data forms, for both students and staff, must be taken out of the building by the principal or his/her designee for all evacuations.
- 6) Everyone is to remain outside until the re-entry is approved by the appropriate emergency and/or school official.
- 7) If re-entry is **not** possible, the Principal will make transportation arrangements.

Teacher/Classroom Response:

- 1) Conduct a search of their classroom.
- 2) Notify the principal if any suspicious packages are found.
- 3) Do not touch anything suspicious.
- 4) Place a door hanger on the door knob indicating that the room was searched.
- 5) Make sure students are aware of exit routes and “safe areas”.
- 6) Leave the lights on.
- 7) Leave all room doors closed but unlocked.
- 8) Take attendance at the “safe area.” Account for any missing students—report unaccounted students to the principal immediately.
- 9) Report any possible relevant student rumors to the office.

The student’s responsibility includes:

- 1) Evacuate the building as directed as quickly as possible.
- 2) Take backpacks and other personal belongings with them.
- 3) Report to the safe area and remain there until released by the teacher.
- 4) Identify any missing students.
- 5) Contact the teacher if you have any information related to the bomb threat.

If the evacuation option is not chosen,

- 1) Staff should be alerted that a bomb search of the building is to take place.
- 2) Teachers will search their classrooms.
- 3) If a questionable object is discovered, the teacher should ask the students for any pertinent information.

Whether evacuation does or does not occur,

- 1) A systematic search of the building by designated staff members under the direction of the principal should take place.
- 2) Designated staff members should include the custodian and school police officer.
- 3) If a bomb or suspicious object is found, it should not be moved or touched in any way.
- 4) At this point, law enforcement should be notified that a possible bomb has been found.

The Principal will, when appropriate, give the all-clear signal to re-enter the building.

The Public Information Office should be notified regarding the release of information to the media.

Parents should ALWAYS be notified of the incident and given pertinent information regarding the safety of their children.

LOCATION-SPECIFIC INFORMATION

HORIZON MONTESSORI PUBLIC SCHOOLS

Emergency Operations Planning Team Roster

School Year: 2021-2022

Campus Name: Horizon Montessori Public Schools Main Phone: 956-969-3092

Principal: Principal's Direct Phone:

Team Function	Primary Contact	Alternate Contacts
Incident Commander		1. 2. 3.
Safety & Operations Leader		1. 2. 3.
Communication Liaison		1. 2. 3.
Medical Care Leader		1. 2.
Custodial Logistics Leader		1. 2. 3.
Other Assignments:		
Cafeteria		1. 2.
Section Leaders		1. 2. 3. 4. 5. 6. 7.
Pre-Designated Areas:		
	On-site + Alternate	Off-site + Alternate

Incident Command Post		
Student Assembly Area(s)		
Student Release Area(s)		
Medical Care Area		
Media Area		

Campus Map

[Insert map or diagram of school here]

Additional maps of the surrounding area can also be included on separate sheets

Remember that classroom evacuation routes (both primary and alternate) should be placed in each room).

The following information should be on your map or diagram:

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Incident command post
- Utility access/shut-offs for
 - Gas
 - Water
 - Electricity
 - HVAC system
 - Telephone system
- Heaters/boilers
- Room numbers
- Door and window locations
- Fire extinguisher locations
- Other information suggested by your EOP team

It is recommended that you develop a diagram of the school site and surrounding area. Blueprints of the site should be available in addition to the map or diagram for use in certain fire or tactical situations.

Community Emergency Phone Numbers McAllen, Weslaco, Harlingen and Pearland, Texas

AMBULANCE / POLICE / FIRE / EMERGENCY.....911

POLICE DEPARTMENT (NON EMERGENCY).....xxx-xxx-xxxx

CHILD PROTECTIVE SERVICES xxx-xxx-xxxx 1-800-252-5400

TEXAS DEPARTMENT OF PUBLIC SAFETY 956-xxx-xxxx COUNTY

SHERIFF 956-554-6700 CITY EMERGENCY OPERATIONS CENTER

956-xxx-xxxx

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) 956-xxx-xxxx

AFTER HOURS956-xxx-xxxx

ANIMAL CONTROL 956-xxx-xxxx//956-xxx-xxxx HOSPITALS

Valley Baptist Medical Center.....956-698-5400

Valley Regional Medical Center.....956-450-7000

American Red Cross.....956-412-9824

NEWS MEDIA

KGBT-TV CHANNEL 4.....956-366-4444

KRGV-TV CHANNEL 5.....956-542-5555

KVEO-TV CHANNEL23.....956-544-2323

..... City Hall.....956-xxx-xxxx

School District Emergency Numbers

PERSON/OFFICE	OFFICE #	FAX #	CELL #	HOME #
ADMINISTRATOR				
SUPERINTENDENT Alim Ansari	956-969-3092		956-373-2320	
EMERGENCY COORDINATORS				
CHIEF FINANCIAL OFFICER	956-969-3092			
COUNSELING				
LEGAL				
OFFICE OF FACILITIES & OPERATIONS				
Tahir Mehmood	956-969-3092		956-373-4526	
OFFICE OF FOOD SERVICES				
Jackie	956-969-3092			
STUDENT HEALTH SERVICES				

TEACHER QUICK RESPONSE FOLDER

2021-2022 Horizon Montessori Public Schools Emergency Operation Plan (EOP)

EVACUATION

**THE BUILDING IS UNSAFE:
ALL STUDENTS AND STAFF MUST EXIT IMMEDIATELY**

Examples:

**Earthquake Explosion Fire
Gas Leak**

Severe Building Structural Failure

- 1) When you hear the fire alarm or other emergency announcement, begin campus building evacuation immediately and student accountability procedures.
- 2) Instruct students to calmly leave the building. If purses and backpacks are within arm length, students may take these items outside with them.
- 3) Follow fire drill and emergency evacuation procedures.
- 4) Bring personal belongings and room crisis kit items with you.
Room Crisis Kit checklist:
 - ☐ Current class roster
 - ☐ Grade book
 - ☐ Classroom copy of Emergency Operations Plan
 - ☐ First aid supplies (in plastic zip lock bag)
- 5) Turn off all electronic equipment and lights; shut, but do not lock all doors and windows. 6) Control students at all times – students should remain in a single file until roll is taken after reaching the pre-designated safe assembly area; class will remain together in the assembly area.
- 7) Report all student injuries or health issues to the school Nurse.
- 8) Take roll to account for all students
- 9) If all students are accounted for, hold up the **GREEN** status card.
- 10) Hold up **RED** status card if you
 - ☐ Can not account for all students, Have a medical emergency, Have noted something suspicious
- 11) Remain calm and alert to avoid hazards or to take further action, if necessary.
- 12) Do not re-enter the building until directed by the principal.
- 13) If relocation is necessary, account for all students **before** they get on the bus and **again** when they arrive at the new location.
- 14) Do not release students to a parent until approved by the principal.

[Individual classroom's evacuation route should be placed here.]

LOCKDOWN SECURITY RISK

**SECURE ALL AREAS OF THE CAMPUS
DO NOT LEAVE ROOM**

Examples:

Abduction

Active Shooter

Assault

Death on Campus Drive-By Shooting

Drug Overdose

Gang Fight

Hostage Situation Hostile/Irate

Intruder

Sexual Assault

Sniper

Stabbing

Suicide (Attempt)

Suspicious Package

Suspicious Person in Building

Weapon on Campus

Workplace Violence

- 1) Inform the school office immediately if you become aware of any LOCKDOWN - SECURITY RISK situation.
- 2) Immediately move all staff and students indoors into designated classrooms.
- 3) Lock the classroom door; close, lock, and cover the window, if possible and turn off lights.
- 4) If you can not lock classroom door;
 - ☐ Take students to the neighboring classroom that can be locked
 - ☐ Join that class and follow the teacher's instructions.
- 5) If shots are heard, yell to students to “drop to the ground” or “drop to the floor.” Don’t wait for a response action to be announced from the office – act immediately.
- 6) Call 911 only if you cannot reach the school office.
- 7) Stay away from doors and windows.
- 8) Do not allow student cell phone use.
- 9) Do not allow students to exit the classroom or leave for the day until approved by the principal.
- 10) Take roll to account for all students.
- 11) If all students are accounted for, post a GREEN status card in the door window or slide the card under the door, if there is not a door window.
- 12) Post a RED status card in the door window if you can not account for all students, have a medical emergency, or have noted something suspicious.
- 13) Report any health issues to the school nurse.
- 14) Remain calm and alert - await further instructions from the principal.
- 15) If students are outside the building, supervising staff should move them to the nearest room within the building or to a portable and follow the instructions above.

16) If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus and the police and/or principal notified of their whereabouts as soon as possible.

If confronted by a suspicious person, be courteous and confident. **Keep a distance** between yourself and the individual and **avoid confrontation**.

LOCKDOWN

SEVERE WEATHER/NATURAL DISASTER

SECURE ALL AREAS OF THE CAMPUS

Examples:

Flood

Severe storm containing heavy rain, lightning, hail or high winds

Tornado warning and/or watch:

Less Severe: Tornado watch - means no funnel clouds have been sighted, but conditions are favorable for tornadoes to occur

More Severe: Tornado warning - means a funnel cloud has been sighted and direction of travel is usually given in the warning broadcast;

Be prepared to “drop, cover, and hold”

Less Severe:

- 1) Immediately move all staff and students indoors into designated classrooms after hearing LOCKDOWN - SEVERE WEATHER notification – all portables are to evacuate to the main building; cancel all outside activity.
- 2) Lock and secure all doors and windows.
- 3) Take attendance; immediately report names of any missing or extra students to the principal.
- 4) If all students are accounted for, post a GREEN status card in the door window or slide the card under the door, if there is not a door window.
- 5) Post **RED** status card in the door window if you can not account for all students, have a medical emergency.
- 6) Continue to teach; await further instructions.
- 7) Allow students to change classes or leave at the end of the day (tornado watch).

More Severe:

If you are notified that a tornado has been sighted in the immediate area --do the following:

- 1) Take attendance immediately. Report names of any missing or extra students to the principal.
- 2) Place tables and desks into the strongest area of the room; lock and secure all doors and windows.
- 3) Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
- 4) If all students are accounted for, post a GREEN status card in the door window or slide the card under the door, if there is not a door window.
- 5) Post **RED** status card in the door window if you can not account for all students, have a medical emergency.
- 6) Secure items that may act as missiles.

- 7) Be aware that electrical power and phone service may be disrupted.
- 8) Periodically check the class roster to account for all students.
- 9) Remain calm and alert to avoid hazards or to take further action, if necessary.
- 10) Do not allow students to change classes or leave at the end of the day until approved by the principal.

If moving to a pre-designated safe area (tornado warning):

Bring personal belongings and room crisis kit items with you.

Room Crisis Kit checklist:

- ☐ Current class roster
- ☐ Grade book
- ☐ Classroom copy of Emergency Operations Plan
- ☐ First aid supplies (in plastic zip lock bag)

- 1) Control students at all times – students should remain in single file until roll is taken after reaching the pre-designated safe area.
- 2) Place tables and desks into the strongest area of the room; lock and secure all doors and windows.
- 3) Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
- 4) If all students are accounted for, post **GREEN** status card in the door window or slide the card under the door, if there is not a door window.
- 5) Post **RED** status card in the door window if you can not account for all students, have a medical emergency.
- 6) Secure items that may act as missiles
- 7) Sheltered areas should be 30 feet or more away from exterior glass doors.
- 8) Avoid gyms or large areas with high walls and roofs.
- 9) The best shelter is on the first floor in a multi-floor structure, away from exterior windows.
- 10) Do not allow student cell phone use.
- 11) Remain calm and alert to avoid hazards or to take further action, if necessary. 12) Do not allow students to change classes or leave at the end of the day until approved by the principal.

[Individual classroom's pre-designated safe area evacuation route (from portables to main building) should be placed here.]

SHELTER IN PLACE

**INSIDE THE BUILDING IS SAFER THAN OUTSIDE
DO NOT LEAVE ROOM**

Examples:

**Biological Attack
Chemical Accident**

- 1) Immediately move all staff and students indoors into designated classrooms after hearing the SHELTER IN PLACE notification and cancel all outside activity.
- 2) Turn off the classroom cooling/heating system and change the room thermostat so that cooling/heating will not turn on.
- 3) Lock doors and windows, seal with duct tape; place wet towels under all exterior doors; after sealing, stay away from doors and windows.
- 4) Take attendance; immediately report names of any missing or extra students to the principal.
- 5) Do not allow student cell phone use.
- 6) Do not allow ANYONE to enter or exit the room; place a sign on the classroom door stating NO ROOM ACCESS.
- 7) Report any health issues to the school nurse.
- 8) If possible, monitor news on TV and radio.
- 9) Do not allow students to change classes or leave at the end of the day until approved by the principal.
- 10) Be prepared to evacuate if told to do so (see EVACUATION procedures). 11) Remain in sealed areas until informed by the principal that the campus is clear and safe.

[Individual classroom's pre-designated safe area evacuation route (from portables to main building) should be placed here.]

BOMB THREAT PROCEDURES

Teacher/Classroom Response:

If the **evacuation option is not chosen**

- 1) Conduct a search of the classroom.
- 2) If a bomb or suspicious object is found; do not move or touch anything.
- 3) Notify the principal if any suspicious packages are found.
- 4) Place a door hanger on the door knob indicating that the room was searched.
- 5) Make sure students are aware of exit routes and “safe areas”.
- 6) Leave the lights on.
- 7) Leave all room doors closed but unlocked.
- 8) Take attendance at the “safe area.” Account for any missing students—report unaccounted students to the principal immediately.
- 9) Report any possible relevant student rumors to the office.

The student’s responsibility includes:

- 1) Evacuate the building as directed as quickly as possible.
- 2) Take backpacks and other personal belongings with them.
- 3) Report to the safe area and remain there until released by the teacher.
- 4) Identify any missing students.
- 5) Contact the teacher if you have any information related to the bomb threat.

If the **evacuation option is chosen, a predetermined signal should be sent throughout the building and an orderly evacuation to a designated safe area should be carried out.** 1) The designated safe area outside the building should be at least 300 feet from the building. 2) While awaiting the emergency agencies, account for all students and staff. 3) Staff members must take grade books out of the building and take attendance. 4) The principal or his/her designee will check the attendance of every teacher. 5) Emergency data forms, for both students and staff, must be taken out of the building by the principal or his/her designee for all evacuations.

- 6) Everyone is to remain outside until the re-entry is approved by the appropriate emergency and/or school official.
- 7) The Principal will, when appropriate, give the all-clear signal to re-enter the building.
- 8) If re-entry is **not** possible, the Principal will make transportation arrangements.

Horizon Montessori Public Schools Emergency Operations Plan Record of Changes Log

[illegible]

FORMS

STAFF SKILLS SURVEY & INVENTORY

School Year: 2021-2022

School Name: _____

Name of Staff Member: _____

During any emergency situation, it is important to be able to draw from all available resources. Knowing the special skills and training of our staff will be helpful when assigning duties during an emergency. Please indicate the areas that apply to you and return this survey to your administrator.

Please check any of the following in which you have expertise and/or training:

- | | |
|--|--|
| <input type="checkbox"/> First Aid (current card?
circle one: yes / no) | <input type="checkbox"/> Shelter Management |
| <input type="checkbox"/> CPR (current card?
circle one: yes / no) | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Triage | <input type="checkbox"/> Bus/Truck Driver
(class 1 license?
circle one: yes / no) |
| <input type="checkbox"/> Firefighting | <input type="checkbox"/> Ham Radio Operator <input type="checkbox"/> CB Radio |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Journalism |
| <input type="checkbox"/> Search and Rescue | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Survival Training | <input type="checkbox"/> Waste Disposal |
| <input type="checkbox"/> Emergency Planning | <input type="checkbox"/> Recreational Leader <input type="checkbox"/> Bi- or
multi-lingual? What language(s)? |
| <input type="checkbox"/> Construction (circle type:
electrical / plumbing / carpentry) <input type="checkbox"/> | _____ |
| Mechanical Ability | _____ |
| <input type="checkbox"/> Structural Engineering | |

Do you keep a personal emergency kit: ☐ in your room? ☐ in your car?

Do you have (or have access to) materials or equipment at school that could be used during an emergency? If yes, list: _____

What would make you feel more prepared should a disaster strike while you were at school? _____

2021-2022 Horizon Montessori Public Schools Emergency Operation Plan (EOP)

Comments _____

Emergency Status Card

(Print on green paper)

O.K.

Emergency Status Card

(Print on red paper)

Need Assistance

BOMB THREAT CHECKLIST
HORIZON MONTESSORI PUBLIC SCHOOLS
WESLACO TEXAS

Exact time and date of call:

How reported:

EXACT words of caller:

Questions to ask: **(REMAIN CALM AND SPEAK DISTINCTLY)**

1. Tell the caller that the school building is occupied and innocent people will be hurt. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Where are you calling from?
6. Did you place the bomb?
7. Why did you place the bomb?
(Try to keep the caller talking as long as possible.)
8. What is your name?

DESCRIPTION OF CALLER'S VOICE

Male Female Middle Age Old Child Accent Tone of Voice

Caller appeared to be: Calm Angry Nervous Drunk Sober

BOMB THREAT CHECKLIST

Comments:

Background Noise

Is the voice familiar? If so, who does it sound like?

Other voice characteristics

Time caller hung up Remarks

Name of person receiving call:

ACTION REQUIRED: Immediately notify the principal or his designee. Be prepared to also contact the Police Department at 911.

Bomb Threat Only (LEVEL 1)

Definition: A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility.

Note: All information received must be recorded on Bomb Threat Instruction Card

Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Day
<ul style="list-style-type: none"> ▪ Keep person talking ▪ Follow Bomb Threat Instruction Card directions ▪ Ask questions; location, time bomb will go off, description of device, why it has been placed, name and location of caller, etc. ▪ Determine age, sex and race of caller ▪ Notify principal and explain ▪ Conduct visual search of school with 2 persons familiar with building 	<p>LEVEL 1: Threat only</p> <p>THINGS TO CONSIDER</p> <ul style="list-style-type: none"> ▪ Note found in bathroom ▪ Note written on wall ▪ Caller sounds like young child ▪ Testing is in progress 	<ul style="list-style-type: none"> ▪ Believe the messenger ▪ If imminent danger exists (package identified) dial 911 and notify school police immediately ▪ Inform immediate supervisor and/or director ▪ Principal uses his/her discretion in evacuation process 	<ul style="list-style-type: none"> ▪ Based on facts, decide if school should be evacuated immediately, thus guaranteeing safety of students and staff, or kept in regular session ▪ Activate and brief Campus Crisis Team. Use all available resources if needed ▪ Brief all personnel on initial call <ul style="list-style-type: none"> ▪ Determine plan for day ▪ If determined that this is a Level II incident, (suspicious package found) follow Level II instructions 	<ul style="list-style-type: none"> ▪ Declare all clear and follow normal operating procedure when appropriate ▪ Principal, police and appropriate central level staffs hold joint press conference ; if needed, give specific details ▪ Give superintendent update ▪ Principal meets with Campus Crisis Team for update and evaluate ▪ Hold staff meeting giving details and answering questions ▪ Summon counselors, social workers or other needed staff ▪ Meet with parents, if needed 	<ul style="list-style-type: none"> ▪ Early morning meeting with Safe School Team to update and revise plans if needed ▪ Meet with parents if needed to update them on incident ▪ Summon counselors or others as needed

NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES NEAR ANY SUSPICIOUS PACKAGES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT.

Remember:

- **Principal or his/her designee is in charge.**
- **It is better to be safe than sorry.**
- **Maintain control of the facility at all times, unless an actual device is located or an 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.**

Bomb Threat with Suspicious Package Found (LEVEL 2)

Definition: A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility, and as a result of visual search, a suspicious package is found.

Note: All information received must be recorded on *Bomb Threat Instruction Card*

Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	<div> <div>with 2 persons familiar with</div> <div></div> <div>staff person stand outside to direct</div> <div></div> <div></div> </div>
Policy Reference				
<ul style="list-style-type: none"> Believe the messenger Keep person talking Ask questions: location, time bomb will go off, description of device, why it has been placed, name and location of caller, etc. Determine age, sex and race of caller Notify law enforcement agency Conduct visual search of school 	LEVEL II: Threat and Suspicious Package Found	<ul style="list-style-type: none"> Believe the messenger Dial 911 immediately. Notify School Police immediately Inform central office staff immediately Activate Campus Crisis Team and give all information received Evacuate building, relocating staff and students more than 300 yards (use your Emergency Preparedness Plan evacuation procedures) Teachers take roll books Teachers check and report missing students Have a 	<ul style="list-style-type: none"> Activate and brief Campus Crisis Team. Use all available resources if needed Brief all personnel on initial call <ul style="list-style-type: none"> Determine plan for day 	<p>In accordance with school policy judgment after evaluating all risks</p>

building		<p>emergency vehicles</p> <ul style="list-style-type: none">▪ Provide emergency personnel a description and location of the package▪ Secure area and prevent persons from entering the building▪ Allow law enforcement to take		<ul style="list-style-type: none">▪ Meet with parents, if needed	
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		control of the site			
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NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES NEAR ANY SUSPICIOUS PACKAGES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT.

Remember:

- **Principal or his/her designee is in charge.**
- **It is better to be safe than sorry.**
- **Maintain control of the facility at all times, unless an actual device is located or an 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.**

Actual Bomb Explosion (LEVEL 3)

Definition: An actual bomb explosion is the explosion of a device fused to detonate or explode with sudden violence under specified conditions.

Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Rest of Day	Information upon arrival • Direct medical personnel to injured		
<ul style="list-style-type: none"> If a call comes in, keep person talking – follow Bomb Threat Instruction Card 	LEVEL III: Actual Bomb Explosion	<ul style="list-style-type: none"> Call 911 for police and fire emergency service then call school police Activate Campus Crisis Team Notify central office staff immediately Evacuate building, relocating staff and students in pre-designated area Attempt to keep students calm and in one location Have designated staff member to meet emergency vehicles Provide emergency personnel (police and fire) with all 	<ul style="list-style-type: none"> Activate and brief Safe School Team Use all available resources Brief all personnel Determine plan for day Notify parents of injured students, if necessary Notify transportation for possible emergency relocation 	<ul style="list-style-type: none"> Debrief Follow up Open Policy Reference Procedure When appropriate Apply in accordance with school policies, judgment after evaluating all risks Police Appropriate Consider Station Join Confer Need Specified Determine Station In Prepared Ed Give Support Entire Prime Measure Safety School For And Evaluate Home Measure Give Determine Answer Questions Successful Social Work Other Needs Minimize Partner Needs 			

		<p>persons and provide names and ages</p> <ul style="list-style-type: none"> ▪ Teachers take roll books with them ▪ Teachers conduct a roll call of students and report any missing students ▪ Beware there might be other blasts ▪ Allow Fire Department /Bomb Squad to take control of the site 			
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Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or an 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.

