

Hitchcock

Independent School District

Crisis Management Plan

OVERVIEW

The purpose of this manual is to provide building administrators a quick reference guide to use in a crisis. It is Hitchcock Independent School District philosophy that a preplanned and organized approach is more effective in reducing psychological and social difficulties following a crisis in a school.

The Crisis Management Plan includes procedures that were designed to deal with a number of crises that could occur in the district. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step. This manual can be used in conjunction with your building emergency plans

EMERGENCY PLAN

STEP 1 Contact the office

STEP 2 Indicate whom you need:

- A. The nurse for medical emergency.
- B. Assistant Principal for school disruption

NOTE: Be sure to give your name and where you need help.

STEP 3 Take appropriate actions to take care of student(s) at the scene. Send a student(s) to get help from the appropriate office at the same time.

STEP 4 If you have a phone nearby, call to be sure the appropriate office has been contacted.

- A. Nurses phone number is (409)739-6463
- B. Assistant Principal's number is _____.

If it is necessary to call for outside emergency help, the office personnel or the nurse may make that phone call. If the situation warrants, others may make that phone call.

Principal	_____	Custodian(s)	_____
Asst. Principal	_____	Counselor(s)	_____
Secretary	_____	Nurse	_____

MEDIA PROCEDURES

The only means to inform the general public is by the mass media. Please turn to Channel 13, 11, or 2 on the TV for information. For a crisis involving the police, fire dept., or EMS, information will go out over radios that media have access to. The majority of the time, an explanation of some type will be sought by the media. Prompt and accurate information must be provided. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and there for **MUST BE AVOIDED**.

The principal is in charge of building level communications. He/she will assume the role as chief communicator to the media, or he/she may designate one or more persons to assist with information going to the media.

All persons from the media are to be sent to the District Administration Building, 8117 Hwy 6.

In an emergency situation,

- a. Notify Superintendent's Office
- b. Refer media contact to Superintendent's Office
- c. Inform office staff of the situation and how to handle phone inquiries
- d. Recommend that students and staff not talk to the media
- e. Do not allow media personnel in the building

EVACUATION PROCEDURES

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, bomb threat, or other type of emergency that would necessitate the evacuation of the building. The following evacuation procedures should be discussed with your classes:

1. The purpose of an evacuation drill is to familiarize building occupants to be able to evacuate the building in case of a fire or other emergency quickly and safely.
2. Discuss the various types of warning systems that mean to evacuate.
3. Discuss nearest exits with students and where to go if the exits are blocked.
4. Drills should be quiet. If teachers and students are talking, directions and other information will not be heard.
5. Everyone should clear the building immediately. **DO NOT ASSUME IT IS A DRILL.**
6. Appoint one student to close the door and see that everyone is out of your area or class.
7. Please get as far away from the building as possible in a designated area. Take your grade book to check roll.
8. Exit according to plans. If an area is barricaded, then the next nearest exit should be used.
9. After all areas have been reported safe, a principal will give the "all clear" signal to return to the building: "Two (2) bells"

EVACUATION/ALTERNATE SCHOOL LOCATIONS

Although it is highly unlikely, some crisis situations may require that school be evacuated and the students be relocated. If emergency personnel determine that the building will be unsafe for some time:

- Notify the Superintendent's Office
- Make arrangements for the transportation of special needs students
- Keep the media informed of evacuation/relocation plans so parents will have accurate information.

ELEMENTARY SCHOOLS

- Select and notify the nearest appropriate school building as an alternate site.
- Arrange for school transportation to relocate students.

SECONDARY SCHOOLS

- Middle School and High School students will be dismissed to return home for the day.

GAS LEAKS

Gas leaks are identified by an odor similar to skunk. If a gas leak is suspected, do the following:

IF OUTSIDE

1. Move upwind from the odor.
2. Contact principal.

IF INSIDE

1. Contact principal/designee
2. Evacuate the building immediately, following the EVACUATION PROCEDURES. If possible, allow fresh air ventilation. Get students a safe distance from the building. Natural gas leaks may bring danger of explosion.
3. Custodian turn off main gas valve. Location: _____
4. Office call maintenance department 409-316-6549 or 409-682-6681
5. Principal/assistance principal call fire department (911)
6. If time permits, call Superintendent's Office 409-316-6545 to alert that office to the current situation.
7. Superintendent will alert transportation for possible evacuation.
8. Superintendent will seek the direct aid of the media, if necessary.

FIRE/EXPLOSION

The signal to leave the building is Three (3) bells.

1. When advised by principal/designee, evacuate building using EVACUATION PROCEDURE, with possible modification.
2. Office will call the fire department (911).
3. Principal will call the Superintendent's Office 409-316-6545 if possible, and superintendent will enlist aid of the police department if necessary.
4. Administrator take emergency kit and meet fire department with map of building, etc.

HAZARDOUS MATERIAL SPILL

Major hazardous material spills are most likely to occur on major transportation routes. The main threat is toxic fumes. If HISD administration notifies the building principal of a spill, keep students inside.

IF OUTSIDE

1. Move upwind away from spilled material.
2. Contact building principal/designee.

IF INSIDE

1. Avoid direct or indirect contact with materials spill.
2. Flush with water immediately any area of direct contact.
3. Remove contaminated clothing.
4. Move to alternate location without common ventilation system to avoid fumes.
5. Contact building principal.
6. Principal/assistant principal will call (911) and consult Product Safety Manual as resource.

BOMB THREATS

The principal must evaluate the seriousness of bomb threats using input from all sources, the principal acts in such a manner that reflects the best safety and interests of those under his/her charge.

IF A BOMB THREAT IS RECEIVED BY PHONE

1. Note time and line call came in on.
2. Get next caller's number coming in on same line
3. Notify principal/designee
4. Principal/designee will make the following announcement: **"Example: Mr. Green is in the building."**
This will be the signal for teachers to quietly check their rooms.
5. A fire alarm signal will be used to evacuate the building.
6. Principal will report the threat to the proper authorities: Fire 409-986-7131 Police: 409-986-5559
Superintendent/designee: 409-316-6545
7. Complete bomb threat report form.

OTHER THREATS

IF BY TELEPHONE

1. Keep the caller engaged on the phone and attempt to trace the call.
 - a. Threat to individual: Contact Hitchcock police department 409-986-5559, police (911) or telephone company (1-800-481-0722).
 - b. Threat to building: Contact Hitchcock fire department 409-986-7131, fire department (911), or telephone company (1-800-481-0722).
2. Remain calm. Report to the principal/administrator to determine need for further action. Make a record of the call immediately, using the bomb threat form.

BY MEANS OTHER THAN TELEPHONE

1. Notify principal/designee
2. Note pertinent information.

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HAZARDOUS MATERIAL SPILL

BOMB THREATS

OTHER THREATS

SEVERE WEATHER

In cases of severe weather, the principal may be notified by the HISD administration to hold students at school or to release them early. Teachers will be expected to stay with students until release by principal.

TORNADO

Five (5) bells – signal means tornado or other severe weather is imminent. Take the following measures:

1. Move the pre-designated area: generally along the wall of an interior hallway on the lowest floor available. Move my class to _____.
2. Take your roll book with you. Turn out the lights and close the door upon leaving your classroom.
3. Take cover and remain calm. Drop to your elbows and knees and cover your head with locked hands. If possible, get under furniture, such as a desk.
4. Stay away from windows.
5. Avoid auditoriums, gyms, or any room with a wide, free, high roof.
6. Custodians and Office Personnel Check restrooms for students. My designated area to check is _____.
7. Wait for the “all clear” signal before returning to classrooms. “All clear” signal is two (2) bells.

IF BUILDING IS STRUCK BY TORNADO:

1. Custodian will turn off gas and electricity at the main switch as soon as possible.
2. First aid person/team and designated others _____ reports to the office if possible.
3. Evacuate damaged area cautiously to nearest safe area. One teacher should escort students to safe area. One teacher should stay with injured.
4. If able to do safely, try to get grade book so that you can account for all students.
5. A list of injured or missing should be reported to the office as soon as possible.
6. The injured should be moved as little as possible.

7. Office personnel call 911 and then superintendent's office. IF NO PHONE IS WORKING _____ will leave campus to locate nearest phone and report emergency.
8. Building secretary will man phones as soon as information is given to her about plan for evacuation, dismissal, etc. Establish parent information response team as soon as possible.
9. Crisis team will help principal disseminate information to other teachers.
10. Superintendent's office will notify transportation if buses are needed to evacuate students.
11. Superintendent will enlist aid of the police department which in turn will notify media of situation and how and where to pick up children.
12. All other central office personnel will be on call to aid in situation.
13. Retain students in area until it is considered safe for students to return to class, go home, be released to parents, or board school buses.

FLOODING

If buses are unable to drop students off due to flooding, transportation will notify principal. Students will be returned to campus. Administrators and designees will notify parents by phone relay. Teachers and Administrators will be expected to remain at school to supervise students.

HURRICANE

Hurricane warnings can be issued approximately 24 hours before the storm strikes land. School would normally not be in session at the time a hurricane strikes. Schools may be used as shelters during and after a hurricane so listen for announcements through the media.

CHOKING

1. If a student is able to cough, talk or make sounds, allow him to try to dislodge object unassisted.
2. If a student cannot cough, talk or make sounds, begin first aid procedures (Heimlich maneuver) to dislodge the object. The principal or nurse will notify the Hitchcock fire department or (911)
3. Contact the nurse or other trained personnel by phone or runner.
4. Nurse or office will secure appropriate medical attention.
5. Nurse or administrator will notify parent or guardian listed on emergency card.

SEIZURES

1. Move desks, other objects and students away from the person having the seizure. Lie student on the floor if student is sitting in a desk. Do not put anything in student's mouth. The principal or nurse will notify Hitchcock fire department or (911). Note time seizure began, if possible.
2. Call nurse or other qualified personnel.
3. Nurse or administrator will contact parent or guardian listed on emergency card.
4. Nurse or administrator will call 911 if appropriate.

POISONING

1. Call nurse with name of student, location, and name of poison. The nurse or administrator will notify Hitchcock fire department or (911).
2. Nurse will call the regional poison information center (1-800-222-1222).
3. Administer first aid suggested by poison information center.
4. Administrator will notify parent or guardian listed on emergency card.
5. Principal will notify Superintendent's Office 409-316-6545 and if necessary, superintendent will seek aid of police department.

LOSS OF CONSCIOUSNESS

1. Evaluate airway, breathing, and circulation. Is the person breathing?
2. Begin appropriate first aid (according to your training) and/or principal will notify the Hitchcock fire department or (911).
3. Send for nurse and/or other trained personnel.
4. Secure appropriate medical attention.
5. Nurse or administrator will notify parent or guardian listed on emergency card.

ABDUCTION

A student should be released from school only to parents or guardians, through the office following campus procedures.

IF A STUDENT IS MISSING FROM CAMPUS:

1. Notify the principal/designee.
2. The parent/guardian listed on the student's emergency card will be called by the principal/assistant principal/or counselor.
3. Principal will call the police 409-986-5559.
4. Principal will call the Superintendent's Office 409-316-6545 and keep office informed of important developments.
5. **Do not release any information to the press.** Refer requests for information to the Superintendent's Office.
6. Counselor will assist principal in working with parents and other students.
7. Counselors will contact the superintendent if additional counselors are needed.
8. The superintendent will call all counselors with instructions.

LOST OR RUNAWAY CHILD

1. Notify principal or assistant principal.
2. Assistant Principal will check with parents for possible location or route of student.
3. Assistant Principal will notify police if student left from school. Assistant Principal will tell parents to notify police if student never arrived to school in morning or home from school in afternoon. This notification to the police must be made by a parent or guardian.
4. Notify Superintendent's Office 409-316-6545. Superintendent will notify the media, if needed.
5. Refer calls of inquiry from the media to the proper civil authority (police) or the Superintendent's Office. Keep the superintendent informed of developments.
6. Alert counselor to the situation. Counselor will determine need for additional support and will contact the superintendent.

THREATENING PERSON OUTSIDE BUILDING

1. Notify office immediately.
2. The office will make the following announcement. **“(Example: Mr. Blue is in the building.)”**
3. Office will call 911 and report incident.
4. Custodians/teachers lock all doors immediately and custodians then report the principal’s office.
5. Administration/Counselor checks restrooms for students.
6. Keep students in the room away from doors and windows.
7. If shooting occurs, EVERYONE should lie down on the floor immediately.
8. Remain calm, reassure students and wait for further instructions.

UNAUTHORIZED/THREATENING PERSON INSIDE BUILDING

WITHOUT WEAPON

1. School personnel first in contact with person should direct him away from the students and signal nearest school personnel to contact office.
2. Principal/designee approach person in order to deal with the situation.
3. Principal’s secretary contact police, if necessary.
4. If necessary to keep students in classrooms, the following announcement will be made: **“Example: Mr. Orange is in the building.”**
5. An administrator will indicate when it is safe to move students to another area.

WITH WEAPON

1. School personnel first in contact with person should remain calm and signal nearest school personnel to contact office.
2. The following announcement will be made: **“Example: Mr. Red is in the building”**
3. Principal will notify police and then go to designated spot to meet police.
4. Custodians close and lock appropriate inside doors to try to isolate the person from the students and faculty.
5. Assistant principal be alert to students’ placement. Be ready to move students or assist principal.
6. Keep students in rooms away from doors. If shooting occurs, EVERYONE should lie down on the floor immediately. Close and lock your door immediately.
7. An administrator will indicate when it is safe to move students to another area.
8. Office personnel will meet police and supply blue prints, phone system information, and map of intercom system.

HOSTAGE SITUATION

1. Notify principal/designee
2. Principal's secretary will call (911).
3. Office designee will notify Superintendent's Office 409-316-6545.
4. Superintendent's office will notify the police, if necessary.
5. Take caution to ensure the immediate physical safety of the students and school personnel. This may or may not include evacuation of students and school personnel. Listen for bell signals or verbal instructions from the office.
6. Assistant principal will develop a list to ascertain the names of the students and faculty who may be in the area of the hostage situation.
7. Counselors will notify parents of those involved in the hostage situation.
8. Once the police arrive, they will direct the course of action.

RIOTS

1. Notify principal/designee.
2. The principal will make the following announcement: **"Example: Mrs. Yellow is in the (location)"**.
3. Principal's secretary will call police (911).
4. Keep students in classes or away from scene as much as possible.
5. Principal/Assistant Principal/Counselor report to the scene.
6. Principal's secretary will call Superintendent.
7. Superintendent will call police if needed.
8. Counselor will call for other counselors, if needed.

GANGS

1. Notify principal/designee.
2. The principal will make the following announcement: **"Example: Mr. Black is in the (location)"**.
3. Principal/Assistant Principal and other designees: _____ will report to the scene to disperse students.
4. Teachers will keep all other students away from area.

DAYTIME CLOSING

1. Information will come from Superintendent's Office.
2. Principal/designee will notify students and school personnel.
3. Activate phone relay teams.
4. Assure parents that their child will be safe and supervised at school if parents are unable to come to school immediately.

SUDDEN LOSS OF POWER

1. Students will remain with the teacher in the classroom or designated area when power failure occurs until notice is given to move students.
2. Office personnel will call the power company to report power failure or lines down in the area: Centerpoint 1-800-332-7143
3. Principal call maintenance 409-316-6549 or 409-682-6681

SERIOUS INJURY/ACCIDENT

(Major Accident/Medical Emergency)

1. Personnel must remain calm.
2. When calling 911 give the following information:
 - a. Nature of emergency (fire or medical)
 - b. Name of location. Tell them this is a school and who you are:
 - c. Number of victims and any other pertinent information.
 - d. Give call back number
3. The teacher or person in charge should call the nurse or send someone for the nurse giving the :
 - a. Location of the student/victim
 - b. Victims name.
 - c. Type of injury.
4. Keep victim awake and as alert as possible.
5. Utilize trained personnel as needed for first aid.
6. The nurse will communicate to an assistant principal the emergency.
7. The nurse and administrator will both report to the emergency scene.

8. If the Principal's secretary cannot be reached, notify the front office.
9. Keep all interested personnel and students uninvolved in the emergency away from the area!
10. Do not move the victim unless his location is potentially dangerous. Reassure the victim: keep him quiet and lying down.
11. The principal's secretary will find the emergency card on file in the clinic. The nurse or principal/assistant principal will notify the parents as soon as possible. (The principal or assistant principal may be consulted for advice when notifying parents.) Notification should be given tactfully and in such a manner as not to create undue panic. Parents should be given all known details rather than just advised that "your child has had a bad accident." If parents cannot be consulted immediately, follow instructions on emergency card regarding physician and hospital. Do not delay in securing medical attention when the emergency is so severe that it suggests immediate hospital care.
12. The following people are authorized to call for an emergency vehicle if it is needed: principal, assistant principal, nurse, principal's secretary, athletic coach, trainer, and others (as situation warrants).
Others: _____
13. When calling 911 give the following information:
 - a. Nature of emergency (fire or medical).
 - b. Name of location. Tell them this is a school and who you are.
 - c. Number of victims and any other pertinent information.
 - d. Give call back number.
14. Once the ambulance has been called, the principal/designee will report to the entrance that was reported to the dispatcher. He/she will meet the emergency team and escort them to the victim(s).
15. As soon as possible, the principal/designee will notify Superintendent's Office of the emergency.
16. Counselor(s) report to the scene to help calm the students and staff. Communicate to parents of students, if needed.
17. Personnel witnessing the accident, complete accident report form which is obtained from the nurse's office.

BUS ACCIDENT

1. Principal and/or other school personnel need to go to the scene of the accident to identify and comfort students.
2. Someone needs to be available in the school office to answer questions.
3. The school should be ready to deal with the media.
4. Notify crisis team if appropriate.

DANGER OF SUICIDE

1. Notify the principal, nurse, and school counselor and possibly (911).
2. Principal/designee will call parent or family member to report threat.
3. Counselor will make appropriate referral: Galveston Co. Mental Health (409-766-2323) relative or friend.

DEATH AT SCHOOL

1. Call nurse, principal, office.
2. Office will call EMS immediately (911).
3. Nurse will report to the scene.
4. Office will contact school counselor.
5. School counselor will contact other counselors, if needed.
6. Principal will call Superintendent's Office 409-316-6545.
7. Nurse, principal or designee will call victim's nearest relative listed on emergency card.
8. **Issue no statement to the press.** Refer press to the Superintendent's Office.
9. Principal will call faculty meeting to officially inform all faculty of situation.

DEATH OF A WELL-KNOWN PERSON

1. Notify principal/designee and school counselor.
2. School counselor will contact other counselors, if needed.
3. Principal will call faculty meeting to inform faculty of situation.

MASS HYSTERIA

1. Notify principal/designee.
2. The principal will make the following announcement: "Example: Mrs. White is in the building".
3. Administrators, nurse, counselors, off duty teachers, and other trained personnel report to the given location in order to provide assistance.
4. Counselor will determine need for additional counselor and contact, if needed.

I BUS ACCIDENT

DANGER OF SUICIDE

DEATH AT SCHOOL

DEATH OF WELL-KNOWN PERSON

MASS HYSTERIA

EMERGENCY CODES

EMERGENCY STATEMENT CODES

The Emergency Statement Codes given in this book are examples only. Each campus is to determine their own codes to be used on their campus.

- Bomb Threat _____
- Threat Outside the Building _____
- Threat Inside the Building _____
- Riot _____
- Gangs _____
- Hysteria _____

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