Hitchcock Independent School District

EMERGENCY CHECKLIST

2008-2009

POLICE, AMBULANCE, FIRE DEPARTMENT
DIAL 911

TRANSPORTATION
DIAL 911
TABLE OF CONTENTS

CRISIS MANAGEMENT LEVELS ........................................................................................................5
LEVEL 1 CRISIS – SITUATIONS MIGHT INCLUDE: .......................................................................5
LEVEL 2 CRISIS – SITUATIONS MIGHT INCLUDE: .......................................................................5
LEVEL 3 CRISIS – SITUATIONS MIGHT INCLUDE: .......................................................................6
GENERAL PROCEDURE FOR HANDLING A CRISIS .................................................................6
(Outside the School Environment or School Hours) ....................................................................6
Campus Crisis Team .........................................................................................................................8
Hitchcock High School ....................................................................................................................8
Crosby Middle School ....................................................................................................................11
Stewart Elementary School ...........................................................................................................14
“Kids First” Head Start ................................................................................................................14
EDUCATION AND TRAINING ......................................................................................................14
EMERGENCY CHECKLIST .............................................................................................................15
SITE/FACILITY EMERGENCY PROCEDURE PLAN ....................................................................16
Hitchcock High School ....................................................................................................................16
Crosby Middle School ....................................................................................................................17
Stewart Elementary School ...........................................................................................................18
“Kids First” Head Start ................................................................................................................19
Greater Gulf Coast Cooperative – Special Education ................................................................20
ACCIDENTS – LEVEL I AND II ......................................................................................................20
MINOR – Level I ..........................................................................................................................21
MAJOR – Level II .........................................................................................................................21
TO AND FROM SCHOOL – Level I .............................................................................................21
BUS AND AUTO ACCIDENTS ON TRIPS AWAY FROM SCHOOL – Level II .........................21
ASSAULT/MANAGING ALLEGED ASSAILANT – LEVEL I ..........................................................22
ASSAULT ........................................................................................................................................22
MANAGING ALLEGED ASSAILANT ............................................................................................22
BOMB THREAT/FOUND - LEVEL I, II ..........................................................................................22
IN CASE OF A BOMB THREAT ....................................................................................................23
CHEMICAL SPILLS - LEVEL II .....................................................................................................23
CHILD ABUSE - LEVEL I, II .........................................................................................................24
CHILDMAINING - LEVEL II ..........................................................................................................25
DEATH AT SCHOOL – NATURAL, HOMICIDE, SUICIDE, ACCIDENT – LEVEL III ...............26
FIRE - LEVEL III ..........................................................................................................................27
GANG ALTERCATIONS – LEVEL II .............................................................................................28
MASS INVOLVEMENT OF STUDENTS IN LARGE GROUP CRISIS – LEVEL II ....................28
OPERATIONAL CRISIS: HAZARDOUS MATERIALS, TOXIC GAS OR SUBSTANCE LEAK, POWER OUTAGE – LEVEL I, II .................................................................................................................................29
RIOT/POLITICAL OR COMMUNITY DEMONSTRATION - LEVEL I, II ....................................30
SECURITY BREACH/VANDALISM – LEVEL I, II ........................................................................30
TORNADO/NATURAL DISASTERS – LEVEL III ...........................................................................31
RETENTION PLAN ........................................................................................................................32
Hitchcock High School ....................................................................................................................32
Crosby Middle School ....................................................................................................................33
Stewart Elementary School ...........................................................................................................33
“Kids First” Head Start ................................................................................................................34
EVACUATION PLAN ......................................................................................................................34
Hitchcock High School ....................................................................................................................34
Crosby Middle School ....................................................................................................................34
Stewart Elementary School ...........................................................................................................35
“Kids First” Head Start ................................................................................................................35
EMERGENCY NUMBERS .............................................................................................................36
EMERGENCY RESPONSE .............................................................................................................36

Emergency Checklist 2
INTRODUCTION

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared for everything that may happen, but some simple measures are helpful in any emergency.

THINK OF EVERYONE’S SAFETY FIRST  
USE COMMON SENSE AND TRAINING  
ACT QUICKLY AND CALMLY  
BE FACTUAL AND UNEMOTIONAL WITH STUDENTS AND THE COMMUNITY

For most major kinds of emergencies some preparations can be made. Knowing whom to call can save time, property, and lives. This booklet is intended as a practical outline of what to do in a variety of emergencies, but it requires each school to develop its own evacuation plan and make assignments.

Each employee should become thoroughly familiar with the contents of this emergency checklist and students should be instructed in the procedures outlined for emergency action so that they will be prepared to react quickly to instructions in times of emergency.

This guide may be used as a day-to-day guide for emergency action, a guide for conducting emergency drills, or teaching outline for a course in disaster survival. In addition to assignment of school personnel to emergency duties, it contains the following:

Emergency telephone numbers to be used by school personnel in the event of an emergency in the school. These should be inserted on each building plan evacuation route.

Emergency procedures to be followed in the event of a major disaster such as flood, bomb threat, fallen aircraft, chemical accident, severe windstorm, explosion, hazardous materials exposure, suicide, and body spills.

Warning signals that will alert students and school personnel to each disaster.
A diagram of evacuation routes and plans shall be posted in each classroom and office of all school buildings and or facilities.

CRISIS MANAGEMENT LEVELS

LEVEL 1 CRISIS – SITUATIONS MIGHT INCLUDE:

Accidents – minor, to & from school
Assault of a student
Bomb Threat
Child Abuse
Operational Crisis
Riot/Political or Community Demonstration
Security Breach/Vandalism
Inclement Weather

RESPONSE TO CRISIS LIKELY TO INCLUDE:

Campus Crisis Team
Police
School Counselors
Health Services
Maintenance
News/Media

LEVEL 2 CRISIS – SITUATIONS MIGHT INCLUDE:

Mass Involvement of Students in Large Group Crisis
Operational Crisis
Riot/Political or Community Demonstration
Accidents – Major, Bus and Auto
Bomb Found
Child Abuse – Accusation Against School
Gang Altercations

RESPONSE TO CRISIS LIKELY TO INVOLVE/AFFECT:

Campus Crisis Team
Police
Counselors
Administration
Personnel
Health Services
Community Emergency Services
News/Media
Transportation

LEVEL 3 CRISIS – SITUATIONS MIGHT INCLUDE:
Bomb, Explosion, Fire
Death at School
Emergency Evacuation
Tornadoes and other Natural Disasters
Security Breach – Hostages/Gunfire
Terrorist Threat

RESPONSE TO CRISIS LIKELY TO INVOLVE/AFFECT:
Campus Crisis Team
Police
Community Emergency Services / Office of Emergency Management
Counselors
Administration
Personnel
Health Services
Transportation
News/Media

GENERAL PROCEDURE FOR HANDLING A CRISIS
(Outside the School Environment or School Hours)
Any staff member who becomes aware of crisis event notifies:
    Principal/supervisor, or
    Superintendent, or
    Any other appropriate administrator.

NOTE: First person notified is responsible for notification of other listed positions as soon as possible.
Action to be taken upon notification:

Principal/Supervisor
Contacts appropriate school personnel.
Gathers information on student/staff involved.
Contacts family of student/staff involved.
Directs media calls to Superintendent at home or office.
Limits media access to building.
To students only before or after school and outside of building.
To interview with principal/supervisor or other staff limited to office or lobby.
Superintendent or designee notifies trustees and other appropriate staff regarding incident.
Superintendent obtains information from law enforcement and school personnel.
Superintendent handles media and prepares statement for school office.
<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Address</th>
<th>Phone Number</th>
<th>Cell Number</th>
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<tbody>
<tr>
<td>Principal</td>
<td>119 Crimson Bay Drive</td>
<td>316-935-0831</td>
<td></td>
</tr>
<tr>
<td>Larry Allen</td>
<td>League City, TX 77573</td>
<td><a href="mailto:lallen@hitchcockisd.org">lallen@hitchcockisd.org</a></td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>316 Glade Bridge Lane</td>
<td>281-678-8500</td>
<td>409-392-0102</td>
</tr>
<tr>
<td>Marshall Caplan</td>
<td>Dickinson, TX 77539</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>2153 Tulum Calle</td>
<td>281-337-2620</td>
<td></td>
</tr>
<tr>
<td>Sandi Belcher</td>
<td>Dickinson, TX 77539</td>
<td><a href="mailto:gnewsom@hitchcockisd.org">gnewsom@hitchcockisd.org</a></td>
<td></td>
</tr>
<tr>
<td>Athletic Director</td>
<td>8106 Magnolia</td>
<td>409-986-7973</td>
<td>409-939-9651</td>
</tr>
<tr>
<td>Glen Newsom</td>
<td>Hitchcock, TX 77563</td>
<td><a href="mailto:gcarney@hitchcockisd.org">gcarney@hitchcockisd.org</a></td>
<td></td>
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<tr>
<td>Fred Zimmerman</td>
<td>614 Sunset</td>
<td>409-938-8364</td>
<td>281-635-0504</td>
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<td>La Marque, TX  77568</td>
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<tr>
<td></td>
<td><a href="mailto:fzimmerman@hitchcockisd.org">fzimmerman@hitchcockisd.org</a></td>
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Crosby Middle School
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<th>Name/Position</th>
<th>Address</th>
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<tbody>
<tr>
<td>Principal</td>
<td>30 Prairie Oaks Drive&lt;br&gt;Santa Fe, TX 77510&lt;br&gt;<a href="mailto:pfox@hitchcockisd.org">pfox@hitchcockisd.org</a></td>
<td>409-316-4676</td>
<td>409-771-7165</td>
</tr>
<tr>
<td>Pat Fox</td>
<td></td>
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</tr>
<tr>
<td>Assistant Principal</td>
<td>207 Silver Saddle&lt;br&gt;Angleton, TX 77515&lt;br&gt;<a href="mailto:bochoa@hitchcockisd.org">bochoa@hitchcockisd.org</a></td>
<td>979-849-1164</td>
<td>979-799-5184</td>
</tr>
<tr>
<td>Blanca Ochoa</td>
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<tr>
<td>Secretary</td>
<td>3628 Ave E ½&lt;br&gt;Santa Fe, TX 77510&lt;br&gt;<a href="mailto:mdowns@hitchcockisd.org">mdowns@hitchcockisd.org</a></td>
<td>409-927-1505</td>
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<tr>
<td>Melinda Downs</td>
<td></td>
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<tr>
<td>School Resource Officer</td>
<td>6617 N. Lincoln&lt;br&gt;Hitchcock, TX 77563&lt;br&gt;<a href="mailto:jrichardson@hitchcockisd.org">jrichardson@hitchcockisd.org</a></td>
<td>409-986-3934</td>
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<tr>
<td>Joyce Richardson</td>
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<tr>
<td>Team Leader</td>
<td>2607 Meadow Ln.&lt;br&gt;La Marque, TX 77568&lt;br&gt;<a href="mailto:mcharlston@hitchcockisd.org">mcharlston@hitchcockisd.org</a></td>
<td>409-935-3032</td>
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<tr>
<td>Michael Charlston</td>
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<tr>
<td>Team Leader</td>
<td>5107 Chase Wind Ct.</td>
<td>281-559-4372</td>
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<tr>
<td>Charles Libbey</td>
<td>Bacliff, TX  77518</td>
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<td><a href="mailto:clibbey@hitchcockisd.org">clibbey@hitchcockisd.org</a></td>
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<tr>
<td>Principal</td>
<td>Barbara Trahan</td>
<td>409-316-4057</td>
<td>409-739-2890</td>
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<td></td>
<td>607 Westwood Drive</td>
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<td></td>
<td><a href="mailto:btrahan@hitchcockisd.org">btrahan@hitchcockisd.org</a></td>
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<tr>
<td>Asst. Principal</td>
<td>Chris Cox</td>
<td>281-488-2118</td>
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<td></td>
<td>4218 Island Hills Drive</td>
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<td>Houston, TX 77059</td>
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<td><a href="mailto:ecox@hitchcockisd.org">ecox@hitchcockisd.org</a></td>
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<tr>
<td>Secretary</td>
<td>Tricia Messina</td>
<td>409-938-8451</td>
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<td>1416 Duroux</td>
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<td><a href="mailto:peshelman@hitchcockisd.org">peshelman@hitchcockisd.org</a></td>
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<td>PEIMS Clerk</td>
<td>Ruby Jamerson</td>
<td>409-935-9689</td>
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<td>4809 Truman</td>
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<td><a href="mailto:rjamerson@hitchcockisd.org">rjamerson@hitchcockisd.org</a></td>
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<tr>
<td>Nurse</td>
<td>TBA</td>
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<tr>
<td>Clinic Aide</td>
<td>Mell Lewis Jacobs</td>
<td>409-713-4120</td>
<td>281-804-3963</td>
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<tr>
<td></td>
<td>6314 Woodrow Street</td>
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<td></td>
<td>Texas City, TX 77594</td>
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<td><a href="mailto:mjacobs@hitchcockisd.org">mjacobs@hitchcockisd.org</a></td>
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<tr>
<td>Head Grade Level</td>
<td>Chairperson</td>
<td>281-534-3957</td>
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<td></td>
<td>Mary McDavid</td>
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<td><a href="mailto:mmdavid@hitchcockisd.org">mmdavid@hitchcockisd.org</a></td>
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**“Kids First” Head Start**

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<thead>
<tr>
<th>Name/Position</th>
<th>Address</th>
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<tbody>
<tr>
<td>Director</td>
<td>Doreatha Walker</td>
<td>409-713-4120</td>
<td>281-804-3963</td>
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<tr>
<td></td>
<td>6806 Lost Thicket Dr.</td>
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<td></td>
<td>Houston, TX 77085</td>
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<td></td>
<td><a href="mailto:dwalker@hitchcockisd.org">dwalker@hitchcockisd.org</a></td>
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<tr>
<td>Adm. Asst.</td>
<td>Betty Martins</td>
<td>409-938-0048</td>
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<td>1701 Duroux Dr.</td>
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<td>La Marque, TX 77568</td>
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<td><a href="mailto:bmartins@hitchcockisd.org">bmartins@hitchcockisd.org</a></td>
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<tr>
<td>Nurse</td>
<td>Barbara Payton</td>
<td>281-648-8807</td>
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<td></td>
<td>1101 Eagle Lakes Dr.</td>
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<td>Friendswood, TX 77546</td>
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<td><a href="mailto:bpayton@hitchcockisd.org">bpayton@hitchcockisd.org</a></td>
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<tr>
<td>Secretary</td>
<td>Olivia Cervantes</td>
<td>409-935-7993</td>
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<td>2805 Rosadele Drive</td>
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<td><a href="mailto:ocervantes@hitchcockisd.org">ocervantes@hitchcockisd.org</a></td>
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EDUCATION AND TRAINING
All school personnel shall be informed and trained in the policies and procedures established in this plan. The principal of each school shall be responsible for setting aside a time during faculty meetings or inservice days for staff training.

Students shall receive regular instruction on the school emergency guide and what to do in case of emergency. Science teachers, when teaching weather units, shall include instruction on problems created by severe weather and on what action should be taken to avoid injury during severe weather. Elementary students shall receive instruction on an annual basis on what actions should be taken and what their responsibilities are during emergencies.

All students shall be instructed at the beginning of each school year in regard to fire and tornado drill procedures. The principal shall be responsible for conducting periodic fire drills. Each school shall have planned drill procedures which shall include warning signals. Each school principal/designee should be trained and certified in First Aid/safety and CPR.

An annual report shall be made at the end of each school year to the Superintendent on emergency drills held and the time required to complete each drill.

EMERGENCY CHECKLIST

For schools to be effective, they must operate within a safe and orderly environment. A small but very important part of that condition includes being prepared in case of an emergency. School authorities have both a moral and legal obligation to provide protection for the lives of students, staff, and property during emergencies.

The Emergency Checklist will act as the district plan for use during the following emergencies:

- Accidents
- Assault/Managing Alleged Assailant
- Bomb Threat/Found
- Chemical Spills
- Child Abuse
Childnapping
Death at School – Natural, Homicide, Suicide, Accident
Fire
Gang Altercations
Mass Involvement of Students in Large Group Crisis
Operational Crisis: Hazardous Materials, Toxic Gas or Substance,
Leak, Power Outage
Riot/Political or Community Demonstration
Security Breach/Vandalism
Tornado/Natural Disasters
Terrorist Threat

SITE/FACILITY EMERGENCY PROCEDURE PLAN
(to be completed at each campus/department)

Hitchcock High School
The principal or designated person will have primary responsibility for
directing any emergency procedures in the school or annex facility.

The following designees will be responsible for assigned duties in the event
of emergencies that take place during school:

Making necessary phone calls: Nadine Smith, Campus Secretary

Pulling alarms: Officer Larry Crow, School Resource Officer (SRO)
Disseminating information to staff: Larry Allen, Principal or Marshal
Caplan, Assistant Principal

Securing scene/gathering incident information: Officer Larry Crow, School
Resource Officer (SRO)

Notifying parents when a group of students are involved (may require
several staff members): Rhonda Bond, Attendance Clerk, Gail Honeycutt,
Registrar

Coordinating emergency personnel in building: Marshall Caplan, Assistant
Principal

Answering incoming calls: Nadine Smith, Campus Secretary
Accompanying student or staff member to hospital: Mary Wagener, Counselor

Handling incoming parents: Mary Wagener, Counselor

Follow-up information: Larry Allen, Principal, or Marshal Caplan, Assistant Principal

Media/Designee Room: Room A101

**Crosby Middle School**

The principal or designated person will have primary responsibility for directing any emergency procedures in the school or annex facility.

The following designees will be responsible for assigned duties in the event of emergencies that take place during school:

Making necessary phone calls: Melinda Downs, Campus Secretary

Pulling alarms: Charles Libbey (downstairs); Michael Charlston (upstairs)

Disseminating information to staff: Blanca Ochoa, Assistant Principal

Securing scene/gathering incident information: Officer Joyce Richardson, School Resource Officer (SRO)

Notifying parents when a group of students are involved (may require several staff members): Team Leaders: Michael Charlston and Charles Libbey

Coordinating emergency personnel in building: Pat Fox, Principal

Answering incoming calls: Melinda Downs, Secretary, and Irene Donoho, Attendance Clerk

Accompanying student or staff member to hospital: Zobeida Guerrero, Nurse’s Aide

Handling incoming parents: Pat Fox, Principal, and Blanca Ochoa, Assistant Principal

Follow-up information: Pat Fox, Principal
Stewart Elementary School
The principal or designated person will have primary responsibility for
directing any emergency procedures in the school or annex facility.

The following designees will be responsible for assigned duties in the event
of emergencies that take place during school:

Making necessary phone calls: Tricia Messina, Campus Secretary

Pulling alarms: Chris Cox, Asst. Principal; TBA, School Nurse, or Rona
Smith, Counselor
Disseminating information to staff: Barbara Trahan, Principal
Securing scene/gathering incident information: District Representative

Notifying parents when a group of students are involved (may require
several staff members): Grade Level Chairpersons

Coordinating emergency personnel in building: Chris Cox, Assistant
Principal

Answering incoming calls: Tricia Messina, Campus Secretary; Ruby
Jamerson, PEIMS Clerk; Rosie Belcher, Receptionist

Accompanying student or staff member to hospital: TBA, School Nurse, or
Mell Jacobs, Nurse’s Aide

Handling incoming parents: Chris Cox, Asst. Principal; Tricia Messina,
Campus Secretary; Ruby Jamerson, PEIMS Clerk, and Rosie Belcher,
Receptionist

Follow-up information: Barbara Trahan, Principal

Media/Designee Room: Principal’s Office
“Kids First” Head Start

The principal or designated person will have primary responsibility for directing any emergency procedures in the school or annex facility.

The following designees will be responsible for assigned duties in the event of emergencies that take place during school:

Making necessary phone calls: Doreatha Walker, Director, and Betty Martins, Administrative Assistant

Pulling alarms: Doreatha Walker, Director, and Betty Martins, Administrative Assistant
Disseminating information to staff: Betty Martins, Administrative Assistant
Securing scene/gathering incident information: Betty Martins, Administrative Assistant

Notifying parents when a group of students are involved (may require several staff members): Doreatha Walker, Director; Betty Martin, Administrative Assistant; Olivia Cervantes, Secretary

Coordinating emergency personnel in building: Doreatha Walker, Director

Answering incoming calls: Olivia Cervantes, Secretary

Accompanying student or staff member to hospital: Barbara Payton, Nurse; Betty Martins, Administrative Assistant

Handling incoming parents: Betty Martins, Administrative Assistant; Olivia Cervantes, Secretary

Follow-up information: Doreatha Walker, Director; Betty Martins, Administrative Assistant

Media/Designee Room: Main Office

Emergency Checklist
Greater Gulf Coast Cooperative – Special Education

The principal or designated person will have primary responsibility for directing any emergency procedures in the school or annex facility.

The following designees will be responsible for assigned duties in the event of emergencies that take place during school:

Making necessary phone calls: Jolie Suire, Department Secretary

Pulling alarms: Stacy Hoff, Bookkeeper
Disseminating information to staff: Susan Bowles, Director
Securing scene/gathering incident information: Stacy Hoff, Bookkeeper; Kathy Higginbotham-Jones, Special Education Instructional Coordinator

Notifying parents when a group of students are involved (may require several staff members): N/A

Coordinating emergency personnel in building: Brenda Kemmerling, Tracy Pyle, ARD Specialists

Answering incoming calls: Jolie Suire, Department Secretary

Accompanying student or staff member to hospital: Susan Bowles

Handling incoming parents: N/A

Follow-up information: Susan Bowles, Director

Media/Designee Room: Conference Room

Other: ________________________________

ACCIDENTS – LEVEL I AND II
(Also see: EMERGENCY RESOURCE MANUAL, SECTION II)
MINOR – Level I

Administer first aid by utilizing school nurse or trained staff.
Follow emergency procedures as indicated by nature of accident.
Inform parent.
Fill out student/personnel accident report.

MAJOR – Level II

If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
Apply first aid utilizing school nurse and trained staff.
Call parent/guardian immediately or, if necessary, sibling, neighbor, relative.
Fill out student/personnel accident report.

TO AND FROM SCHOOL – Level I

If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
Call central administration, transportation as needed.
Notify parents, spouse, or closest relative or neighbor.
Send a trusted employee to observe situation.
Fill out student/personnel accident report.

BUS AND AUTO ACCIDENTS ON TRIPS AWAY FROM SCHOOL – Level II

Call emergency vehicles/services: police, fire, ambulance, and/or DPS.
If threat of fire exists, ensure children are moved to a safe place.
Contact transportation department.
Verify report with police. Attempt to determine who has been injured; extent of injuries and hospital.
Notify superintendent, transportation, public information officer, and administration.
Assemble campus crisis team. Set up incident command center.
Prepare a list of students, parents, and phone numbers.
Prepare a fact sheet and media statement.
Visit injured.
Debrief campus crisis team and staff.
Fill out student/personnel accident report.
Check with risk management/business office about insurance coverage, etc.

ASSAULT/MANAGING ALLEGED ASSAILANT – LEVEL I
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION III)

ASSAULT

If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
Administer first aid utilizing nurse and trained staff.
Unless injuries require immediate attention of a doctor or indicate transfer to hospital, keep victim at the school. If rape, ensure victim stays with school nurse, counselor, psychologist, or trusted friend until police arrive.
Log all activities and decisions.
Notify victim’s parents.
Allow school professional providing support to accompany victim and police/parents to hospital in case of rape.
Prepare fact sheet and media statement.
Provide counseling for victim and family.
Reassure concerned parents regarding safety precautions at school.
Meet with parents and teachers of victim to plan for return to school.
Debrief staff.

MANAGING ALLEGED ASSAILANT

If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
Detain suspect until police arrive.
If alleged assailant is a student, notify parents and request conference.
Follow board policy regarding student discipline, questioning of students, and students taken into custody.
Provide guidance and support for suspect’s family.

BOMB THREAT/FOUND - LEVEL I, II
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)
IN CASE OF A BOMB THREAT

When threatening call is received, attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it? Did you place the bomb?
- Why was it set? Where are you calling from? What is your name?
- What does the voice sound like (man, woman, child, accents, etc.)?
- Were there any identifiable sounds in the background?
- Exact wording of threat.

Do not hang up on phone threats; try to keep the caller talking to attempt a phone trace.

Immediately after the call:

- If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
- Notify transportation if site evacuation may be needed or in case of inclement weather.
- Assemble campus crisis team and inform of situation.
- Begin a search of building and grounds by local crisis team and staff for suspicious items, and report to office.

If bomb found, isolate the area.

- Determine if the building should be evacuated; evacuate in stages starting with rooms nearest device.
- Do not: handle device, use two-way radio, attempt to dismantle device, use pagers, turn lights on/off.
- Notify superintendent.
- Re-enter building only after advised to do so by police.

Prepare fact sheet and media statement.

Debrief with campus crisis team and staff.

CHEMICAL SPILLS - LEVEL II

(Also see: Emergency Resource Manual, Section II)

Obtain Material Safety Data Sheet for spilled chemical if known.
If life threatening, call 911. Notify superintendent, counselors, nurses as needed. Give location and chemical information if known and have someone stay on line to give additional information while unit is en route. Ask for advice on evacuating or sheltering in house.

If advised by police or fire department to remain in building:

Move all students inside building away from affected areas.  
Have students and personnel breathe through wet paper towels.  
Close up and secure affected area.  Shut down electricity and gas.  
Post warning signs at entrance.

If advised by police or fire department to evacuate the school site, proceed as follows:

Call Transportation for buses – 409-938-7961.  
Sound alarm - 3 long bells.  
Instigate evacuation plan.

Convene campus crisis teams and set up incident command center with communication capability on site.

Estimate extent of injuries or potential physical danger with school nurse and health services.

Keep list of hospitalized persons and where students/staff are evacuated.

Ring all-clear bell when appropriate.

Prepare fact sheet and media statement.

Debrief with crisis team and staff.

CHILD ABUSE - LEVEL I, II
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)
SUSPECTED – LEVEL I

Ensure oral report to local police (409-986-5559), County Sheriff’s Department (409-766-2322), or Child Protective Services (1-800-252-5400) is made within 48 hours.

Document actions and decisions.

Do not attempt to investigate or verify information until or unless given direction by superintendent.

Permit interview with child by authorized, properly identified officials only.

Cooperate with the request of the investigator regarding notice to parents.

Provide follow-up counseling.

ACCUSATION AGAINST SCHOOL PERSONNEL – LEVEL II

Document report. Do not investigate or attempt to verify information until or unless given direction by superintendent or personnel department.

Notify superintendent.

Notify personnel department and follow instructions.

Report to local police, Child Protective Services, as needed.

Provide for police investigators and notify parents of procedures.

Allow time for employee to be interviewed and arrange for substitute.

Prepare fact sheet and media statement.

Convene campus crisis team and counselors, as needed.

Plan for parental inquiries, staff meeting, and safety measures.

Notify parents of affected students that crisis counseling is being provided for alleged incident.

Provide crisis counseling only after statements are taken.

Debrief with campus crisis team.

CHILDNAPPING - LEVEL II

(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

WITNESSED

Call 911. Notify superintendent, counselors, nurses as needed.

Gather facts about abduction and description of abductor and any vehicle.

Notify parents.
Convene campus crisis team, including counselors.

Decide on plan of action:
- Faculty meeting.
- Visit classrooms as requested.
- Letters home to parents.

Prepare classmates to be supportive.
Prepare fact sheet and media statement.
Provide for follow-up counseling.
Debrief with campus crisis team and staff.

NOT WITNESSED
Verify child is missing. Search buildings and grounds.
Call 911. Notify superintendent, counselors, nurses as needed.
Notify parents.
Convene campus crisis team.
Question child’s friends or ensure availability for police questioning.
Search neighborhood, if prudent, with police leadership.
See “Decide on Plan of Action” above and follow steps.
Prepare classmates to be supportive.
Prepare fact sheet and media statement.
Debrief with campus crisis team and staff.

DEATH AT SCHOOL – NATURAL, HOMICIDE, SUICIDE, ACCIDENT – LEVEL III
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

Call school nurse to site; call 911.
Clear students from area.
Convene campus crisis team.
Log activities and decisions.
Determine method to inform parents, classmates, and community of death, plans and unexpected child reactions.
Ensure the family of deceased is notified through pre-established method.
Alert counselors and nurse at schools in which siblings are enrolled.
Inform staff and student body.
Prepare fact sheet and media statement.
Provide counseling individually or in groups.
Make home visits with counselors or crisis team members.
Hold faculty meeting as soon as possible to process feelings.
Prepare to hold community meetings.
Plan long term response and follow-up counseling.
Permit students to leave only with parental permission.
Debrief crisis teams and facility.
Relay information as it becomes available.

FIRE - LEVEL III
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

- Contact emergency service (911).
- Attempt to extinguish the fire if small or confined (i.e., trash can).
- Confine fire by closing the door to the area involved. Shut off HVAC and close exterior windows, secure electrical power to affected area and natural gas.
- Initiate evacuation plan. Teachers keep class list and go to designated areas.
- Sound fire alarm – 3 long bells.
- Call transportation and the public information officer.
- Notify transportation if site evacuation may be needed or in case of inclement weather.
- Convene campus crisis team and set up incident command center with communication capability.
- Log all activities and decisions.
- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building until area is declared safe.
- Maintain a list of hospitalized persons and location.
- If building cannot be reentered, relocate students to predetermined location.
- When safe, follow instructions of fire department for building reentry.
- Determine location for temporary classrooms and supplies.
- Prepare fact sheet and media statement.
- Ask public information officer for media assistance in notifying community and parents.
- Contact maintenance 409-986-7810 for repairs or barricade.
Notify Risk Management at 409-682-6681.
Debrief with crisis teams and staff; keep informal.
Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.

GANG ALTERCATIONS – LEVEL II
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
Provide first aid to injured utilizing school nurse or trained staff.
Convene campus crisis team.
Assess danger: injuries, students involved, location of altercation, and presence of weapons.
Reestablish order with assistance from staff/campus crisis team.
Ask witnesses to describe what led to altercation.
Prepare fact sheet and media statement.
Prepare plans to prevent retaliation or further campus violence:
  o Remove graffiti.
  o Enforce dress code.
  o Notify probation officers.
  o Ask student leaders to recommend ways to resolve issues.
  o Facilitate discussion between gang or ethnic groups.
  o Conduct workshops on ethnic or gang related issues.

Reassure parents, students and faculty that steps are being taken to ensure safety.
Ask parents of those involved to come to school. Follow disciplinary procedures.
Debrief with campus crisis team and staff.

MASS INVOLVEMENT OF STUDENTS IN LARGE GROUP CRISIS – LEVEL II
(ASPHYXIATION, FOOD POISON, COMMUNICABLE DISEASE)
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

If life threatening, call 911. Alert counselors, nurses, and others (as needed).
Administer first aid using school nurse or trained staff.
Assemble campus crisis team.
Secure and supervise school entrance and exits.
Evacuate if necessary.
Prepare list of affected students and parental emergency numbers.
Notify parents.
Prepare fact sheet and media statement.
Debrief with campus crisis team and staff

OPERATIONAL CRISIS: HAZARDOUS MATERIALS, TOXIC GAS OR SUBSTANCE LEAK, POWER OUTAGE – LEVEL I, II
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

Hazardous Material Release, Toxic Substance or Gas Leak –Level II
Verify information.
Call 911. Give location and remain on line until information is complete. Ask for advice on evacuation or shelter in place. Unit will be en route.
Administer first aid by school nurse and trained staff.
Clear the immediate area or evacuate building, if necessary. Avoid moving downwind.
Convene campus crisis team and set up incident command center.
Post warning signs; notify maintenance department at 409-986-7810.
If sheltering in place: shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to obtain emergency information.
Estimate extent of injuries or potential damage.
Keep list of hospitalized and location.
Request assistance in notifying other affected facilities.

Electricity, Ruptured Water Line, Climate Control in Extreme Weather – Level I
Gather facts; verify information.
Call maintenance department at 409-986-7810.
Move staff and students from affected area, if necessary.
Close up and/or secure affected area, keeping children and people away.
Post warning signs.
Estimate potential physical danger with school nurse.
If a major line is down or sparks are visible:
Call 911. Give location and remain on line until information is complete. Unit will be en route.
Call maintenance department at 409-986-7810.

**Never touch live wires!**
Do not attempt to rescue a person who is experiencing electrical shock until power is shut off.
Shut off power where applicable.

**Prepare fact sheet and media statement.**
**Ring all clear bell when appropriate.**
**Debrief with campus crisis team and faculty.**

**RIOT/POLITICAL OR COMMUNITY DEMONSTRATION - LEVEL I, II**
*(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)*

If life threatening, call 911. Notify superintendent, counselors, nurses as needed.
Provide first aid utilizing school nurse and trained staff. Assist EMS.
Identify group and purpose.
If group is disruptive, warn of violation of law. Ask them to discontinue disruption.
Assemble campus crisis team.
Log activities and decisions.
Do not allow disruptive persons to enter school property or request they vacate immediately. Assign staff to all building entrances to prevent further disturbance.
Advise teachers to keep classroom doors closed and locked.
Keep offices locked; provide security measures for files and records.
Keep faculty informed.
Prepare fact sheet and media statement.
Once order is restored, remain alert for further disruptions.
Prepare for community meetings as needed.
Debrief with crisis team and faculty.

**SECURITY BREACH/VANDALISM – LEVEL I, II**
Approach and greet person. Ascertain legitimate purpose to be on campus.
If needed, ask person to leave.
If life threatening, call 911. Notify superintendent, counselors, nurses, as needed.
If intruder cannot be removed, instruct all personnel to avoid contact with intruder.
Remove students and staff from vicinity of intruder.
If hostages taken or gunfire:
  o Inform staff by code to keep all students in classrooms and away from windows.
  o Secure building keeping all students away from affected area.
    Lock doors.
  o Hold change of class bell.
Convene campus crisis team to set up Incident Command Center.
Log all activities and discussions.
Remain available to law enforcement and negotiators.
Have multiple copies of floor plan available for police.
Prepare fact sheet and media statement.
Have an attendance roster to check off when releasing students.
Teachers remain with students until released.
Debrief campus crisis team and staff.

Vandalism
Secure area and leave intact for investigation. Notify maintenance department for clean-up or barricade.
Record type and extent of damage; file report with central administration business office or risk management.

TORNADO/NATURAL DISASTERS – LEVEL III
(ALSO SEE: EMERGENCY RESOURCE MANUAL, SECTION II)

AFTER BEING ALERTED BY THE WEATHER ALERT RADIO
AND/OR THE TELEPHONE RELAY SYSTEM, DO THE FOLLOWING:
Call emergency services (911). Ask for advice to retain or evacuate. Administer first aid using school nurse and trained staff. Convene campus crisis team, set up incident command center with communication capability on-site. Log all activities and decisions. Prepare for emergency action in conjunction with police department, fire department, and local Office of Emergency Management instructions. Initiate retention or evacuation plan, depending on emergency. Notify transportation in case of site evacuation or inclement weather. Teachers should take classroom roll and accompany class to designated shelter area if tornado (not auditorium or gymnasium). Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head. Group should remain calm, stay together, and listen for instructions. Stay at shelter until instructed to move. Prepare special needs students and personnel. Designated personnel should check restrooms and vacant classrooms. Use battery powered radio for weather information. Keep a record of hospitalized or evacuated and their location. Keep faculty informed. Prepare fact sheet and media statement. Assign staff to answer phone inquiries. Debrief with crisis team and plan student and staff follow-up.

RETENTION PLAN
This is the plan to hold students inside the school building during a disaster, such as a tornado.

Hitchcock High School

Lockdown – If there is an intruder or threat of violence on or near the campus, we will conduct a lockdown drill. All students and staff will remain behind locked doors. We then will follow the directions given by public safety officials.
**Shelter-in-Place** – If there is a threat of severe weather or hazardous materials (biological or chemical) outside the school, we will conduct a shelter-in-place drill. All students and staff will move to safe locations inside the building (interior classrooms and away from windows and doors). We then will follow the directions given by the public safety officials.

**Crosby Middle School**

During a disaster that requires students to remain inside the school building, students will remain in their classrooms, away from the outside windows.

In the event of a tornado, students will proceed to the hallways, sit along the hallway walls with their feet drawn up and their head between their knees.

Students in the gym will proceed to the dressing rooms where they will be supervised by the PE teachers/coaches.

Teachers will supervise students at all times. They will do an attendance check at the beginning of class and an attendance check following the disaster. Students will be released from the building only after an all clear or word is received from the Administration Office.

**Stewart Elementary School**
**Tornado**
Students, faculty, and staff will be retained in the main hallway.

**“Kids First” Head Start**

Head Start Retention Plan requires that during a disaster, students are to remain inside the school building. All students will remain in their classroom, away from the windows.

In the event of a tornado, children and teachers should immediately get under the nearest table away from the windows, or in the hallway. All students in portable buildings will be moved to inside the hallway of the main building.

All students will be supervised by the teacher and the teacher assistants at all times. Teachers will do a head count for attendance at the beginning of the class and a head count for checking attendance after a disaster.

**EVACUATION PLAN**

(SEE ALSO: EMERGENCY RESOURCE MANUAL, SECTION II)

This is the plan used to remove students from the building and/or site. Notify transportation department if site evacuation may be needed or in case of inclement weather.

**Hitchcock High School**

**Evacuation** – If it is unsafe for students and staff to remain inside the building, we will conduct an evacuation drill. If necessary, we will relocate students and staff to a predetermined safe off-site location. We then will follow the directions given by public safety officials.

For evacuation purposes, we will relocate to the stadium or gym in the First Baptist Church of Hitchcock across the street. Our overflow of students will be transported to the Crosby gym. In addition, we will coordinate possibly with another agency such as Abundant Life (church) or the Dog Track.

**Crosby Middle School**

*Emergency Checklist* 34
In the event evacuation of Crosby Middle School is required, a determination will be made concerning what type of evacuation. If it is a temporary evacuation, students will proceed to Mooney Gym accompanied by their classroom teacher, will line up by class for roll check. The teacher will notify the administrator present of any missing students.

If the evacuation requires students to leave school immediately (e.g., inclement weather, threat of flooding, train derailment, chemical spills, etc.), Durham Transportation will be notified and the availability of buses determined. Buses will be loaded beginning with 5th and 6th grade students, followed by 7th grade students, and then 8th grade students. Teachers will accompany their students. The assistant principal, or designated teacher, will accompany the evacuation. The principal will remain at CMS until the evacuation is complete. Students and staff will be evacuated to the Hitchcock High School gymnasium, where students will line up by class and the teacher will check roll. The teacher will notify the administrator present of any missing students. Parents may pick up students at the high school.

Stewart Elementary School

1. Evacuation of students to field – regular fire dismissal plan.
2. Evacuation of students to location off campus
3. Evacuation procedures to follow – evacuation for fire drill – with exception that students will be loaded on district buses by the grade level.
4. The PEIMS clerk, secretary, and principal will have in their possession an updated school roster of students, faculty, and staff.

“Kids First” Head Start

In the event of evacuation of Kids First Head Start is required, a determination is made concerning the type of evacuation. If it is a temporary evacuation, students will go to the Northside Cafeteria. The classroom teacher will lead the class to the cafeteria and the assistant will be at the end of the line to make sure no student will be left behind. Once in the cafeteria, the students will line up by class for roll call and head count. The Director will be notified by the teacher of any missing student.
In the event the evacuation requires students to leave the entire school grounds immediately, the head start buses will be parked out in front of the school. The teachers will get their grade books and emergency kits. The students will move safely and quickly to the front of the school. The buses will take the students to the high school. Parents will be told the location where children are taken for safety in case of a site evacuation.

EMERGENCY NUMBERS

(FIRE, POLICE, EMS: Dial 911)

EMERGENCY RESPONSE
Hitchcock Police Department: 409-986-5559
Galveston County Constables – Pct. 3: 409-938-0263
Galveston County Sheriff: 409-766-2322
Poison Control Center: 1-800-222-1222

UTILITIES
Natural Gas – Entex: 409-935-2468
Electricity – Reliant Energy: 800-332-7143
Telephone – Verizon: 1-800-483-2000 or 281-421-3555
Hitchcock City Hall: 409-986-5591
Hitchcock Street Department: 409-986-5715

INTERNAL DEPARTMENTS
Central Office Administration: 409-986-5514 ext 33
Nurse: 409-986-5561
Maintenance: 409-986-7810
Transportation: 409-938-7961

HITCHCOCK ISD
Michael F. Bergman, Ed.D., Superintendent
409-986-5514 ext. 33 office
409-370-4629 cell 1
409-771-2009 cell 2
mbergman@hitchcockisd.org

Nina Conway, Business Official:
409-986-5514 ext. 31 office
361-229-5902 cell
nconway@hitchcockisd.org
Ron Mull, Maintenance Director:  
409-986-7810 office  
409-682-6681 cell  
rmill@hitchcockisd.org

Barbara Trahan, Stewart Elementary Principal:  
409-986-5561 office  
409-316-4057 home  
409-739-2890 cell  
btrahan@hitchcockisd.org

Larry Allen, Hitchcock High School Principal:  
409-986-5581 office  
316-935-0831 home  
lallen@hitchcockisd.org

Pat Fox, Crosby Middle School Principal:  
409-986-5528 office  
409-316-4676 home  
409-771-7165 cell  
pfox@hitchcockisd.org

Susan Thompson, Curriculum Director:  
409-986-5982 office  
409-986-4904 home  
713-202-7233 cell  
sthompson@hitchcockisd.org

Randy Dowdy, Director of Student Support Services:  
409-986-5639 or 6536 office  
281-997-6995 home  
281-770-3527 cell  
r dowdy@hitchcockisd.org

Susan Bowles, Special Education Director:  
409-986-6331 office  
409-986-8351 home  
409-766-0381 cell  
sbowles@hitchcockisd.org

Doreatha Walker, Head Start Director:  
409-986-6633 office  
409-986-6088 office  
281-804-3963 cell
RELEASE OF INFORMATION TO THE PUBLIC

Information which may be released immediately by the Superintendent:
- The first statement to be made will be one regarding the safety of the children!
- Confirmation of an incident involving staff/student.
- Grade of student or position of staff member.
- Sex of student/staff member
- Whether student/staff member taken to hospital or treated at scene.
- Fact that next of kin has been notified.

Information which should be delayed for release until confirmation:
- Staff/student name until next of kin is present at school or hospital.
- Pronouncement of death until ruled by medical personnel.
- Cause of death until officially certified.
- Details of incident.

POINTS TO REMEMBER DURING AN INTERVIEW
Remember that reporters are employees of news agencies who have been given an assignment by their editor. There is nothing personal about their questions. They are not attempting to embarrass you. Treat members of the press in a fair, honest, and professional manner and they will respond with a more positive and sympathetic attitude. Avoid establishing an adversary position with reporters. Remember the reporter is only doing his or her job.

Establish the ground rules for questioning before interview begins. Stick by the ground rules and insist that others do also.

No names will be given.
I will be reporting only the facts as I know them – no opinions expressed.

Avoid full-blown press conference. One-to-one interviews are much easier to control.

Sometimes questioners like to put words in your mouth. If you do not like the words of a question, do not repeat them, even to deny them. Rephrase the question in a positive way.

There is no such thing as an “off the record” statement. Consider anything you say to be for the records. Choose your words carefully.

Make no statements that will violate the civil rights of any party involved. The names of the juvenile offenders and victims withheld. Refer such questions to the Police Department.

Make no speculative statements. Say only what you know and then stop!

Respond only to specific questions.

Avoid the use of “No Comment”. If a question is asked that you cannot or will not answer, explain why.

Be truthful.

If you do not know the answer to a question, simply say so, adding that you will try to get the answer.
Do not argue! You will be nervous and tense, but keep a handle on your emotions.

Never repeat a negative statement. For example: If a reporter says, “I understand that you have a gang problem.” Your response will be, “It is HISD’s number one goal to provide a safe environment for learning.” The listening/viewing public will hear only two words if you say, “HISD does not have a gang problem,” and those two words are “gang” and “problem”.
APPENDIX I
Lock Down Drill Lesson

Objective

The student will demonstrate understanding of the reasons that school may need to be locked down by participating in a discussion.

The student will understand the procedure for a lock down drill through participation.

Discussion

Ask students what events might cause the school to be locked down.

- Intruder on campus
- Unsafe activity on campus

Ask students how they might feel if one of those events were to happen.

Ask students what is the objective of a lock down drill.

- To practice locking down the campus
- To be prepared in case of an emergency

Ask students to list the characteristics of an effective lock down drill.

- Teacher locks the classroom door
- Students stay calm and quiet so they can hear the teacher’s instructions
- Student pay attention and follow the instructions given
- Students quickly move to an area where they will be safe
- Students remain calm and quiet until the all clear is given

Ask students why these characteristics would be important.

Ask student what could happen if they did not practice how to lock down.

- People might panic
- People might not know what to do
- People could get hurt

Guided Practice

At this time, give instructions on how your school will be exercising the lock down drill. After the students understand the procedure, practice the drill either as a class, or the principal may have the entire school practice the drill at this time.

Assessment and Feedback

Let your students know how they did and give suggestions for improvement.
APPENDIX II
Reverse Evacuation/Shelter-in-Place Drill Lesson

Objective

The student will demonstrate understanding of the reasons that school may need to carry out a reverse evacuation or shelter-in-place by participating in a discussion.

The student will understand the procedure for a reverse evacuation/shelter-in-place drill through participation.

Discussion

Ask students what events might cause the school to need to shelter-in-place.

- Chemical spill on or near campus
- Hazardous material in the air

Ask students how they might feel if one of those events were to happen.

Ask students what is the objective of a shelter-in-place drill.

- Students all get inside a classroom quickly
- Students stay calm and quiet so they can hear the teacher’s instructions
- Students pay attention and follow the instructions given
- Students quickly move to an area where they will be safe
- Students remain calm and quiet until the all clear is given

Ask students why these characteristics would be important.

Ask students what could happen if they did not practice how to shelter-in-place.

- People might panic
- People might not know what to do
- People could get hurt

Guided Practice

At this time, give instructions on how your school will be exercising the reverse evacuation/shelter-in-place drill. After the students understand the procedure, practice the drill either as a class or the principal may have the entire school practice the drill at this time.

Assessment and Feedback

Let your students know how they did and give suggestions for improvement.
APPENDIX III
Drop, Cover, and Hold Drill Lesson

Objective
The student will demonstrate understanding of the reasons that students may need to drop, cover and hold by participating in a discussion.

The student will understand the procedure for drop, cover and hold drill through participation.

Discussion
Ask students what events might cause students to need to drop, cover and hold.
- Tornado
- Hurricane
- Explosion

Ask students how they might feel if one of those events were to happen.

Ask students what is the objective of drop, cover and hold drill.
- To practice how to drop, cover and hold.
- To be prepared in case of an emergency

Ask students to list the characteristics of an effective drop, cover and hold drill.
- Students stay calm and quiet so they can hear the teacher’s instructions
- Students pay attention and follow the instructions given
- Students quickly drop, cover and hold in the location designated

Ask student why these characteristics would be important.

Ask students what could happen if they did not practice how to drop, cover and hold.
- People might panic
- People might not know what to do
- People could get hurt

Guided Practice
At this time, give instructions on how your school will be exercising the drop, cover and hold drill. After the students understand the procedure, practice the drill either as a class or the principal may have the entire school practice the drill at this time.

Assessment and Feedback
Let your students know how they did and give suggestions for improvement.
Evacuation Drill Lesson

Objective

The student will demonstrate understanding of the reasons that school may need to be evacuated by participating in a discussion.

The student will understand the procedure for an evacuation drill through participation.

Discussion

Ask students what events might cause the school to be evacuated.
- Fire
- Bomb threat

Ask students how they might feel if one of those events were to happen.

Ask students what is the objective of an evacuation drill.
- To practice getting everyone out of the building safely, quickly and efficiently
- To be prepared in case of an emergency

Ask students to list the characteristics of an effective evacuation drill.
- Students line up quickly
- Students stay calm and quiet so they can hear the teacher’s instructions
- Students pay attention and follow the instructions given
- Students quickly evacuate the building

Ask students why these characteristics would be important.

Ask students what could happen if they did not practice how to evacuate.
- People might panic
- People might not know how to get out
- Students could be lost and unaccounted for
- People could get hurt

Guided Practice

At this time, give instructions on how your school will be exercising the evacuation drill. After the students understand the procedure, practice the drill either as a class, or the principal may have the entire school practice the drill at this time.

Assessment and Feedback

Let your students know how they did and give suggestions for improvement.

Emergency Checklist