



**Hitchcock Independent School**  
**District**

**EMERGENCY**  
**CHECKLIST**

**2012-2013**

**POLICE, AMBULANCE, FIRE DEPARTMENT**  
**DIAL 911**

**TRANSPORTATION**  
**DIAL 911**

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# INTRODUCTION

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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’s 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

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### **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)**

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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/Superintendent
- 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.
- 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.
- To interview with principal/supervisor or other staff limited to office or lobby.

## Campus Crisis Team

### Hitchcock High School

Name/Position	Address	Phone Number	Cell Number
Principal Evangalina Guerra	4055 Basswood Drive Dickinson, TX 77539 <a href="mailto:eguerra@hitchcockisd.org">eguerra@hitchcockisd.org</a>	832-285-1402	281-910-8501
Assistant Principal Blanca Ochoa	207 Silver Saddle Angleton, TX 77515 <a href="mailto:bochoa@hitchcockisd.org">bochoa@hitchcockisd.org</a>	979-849-1164	979-799-5184
Athletic Director Craig Smith	8105 Dellanera Hitchcock, TX 77563 <a href="mailto:csmith@hitchcockisd.org">csmith@hitchcockisd.org</a>		409-502-7469

### Crosby Middle School

Name/Position	Address	Phone Number	Cell Number
Principal Larry Allen	1728 Ball Galveston, Texas 77550 <a href="mailto:lallen@hitchcockisd.org">lallen@hitchcockisd.org</a>		361-935-0831
Counselor Rona Smith	623 Westwood Circle La Marque, TX 77568 <a href="mailto:rsmith@hitchcockisd.org">rsmith@hitchcockisd.org</a>	409-316-4101	281-935-9248
Secretary Melinda Downs	3628 Ave E ½ Santa Fe, TX 77510 <a href="mailto:mdowns@hitchcockisd.org">mdowns@hitchcockisd.org</a>	409-256-9542	409-256-9542
School Resource Officer Joyce Richardson	1404 Cabot Lake Dr. League City, Texas 77573 <a href="mailto:jrichardson@hitchcockisd.org">jrichardson@hitchcockisd.org</a>	409-939-8223	409-939-8223

### Stewart Elementary School

Name/Position	Address	Phone Number	Cell Number
Principal Donette Line	4414 Avenue N ½ Galveston, TX 77550 <a href="mailto:dline@hitchcockisd.org">dline@hitchcockisd.org</a>	409-996-1403	
Secretary Debbie Barrett	7811 Elizabeth Lane Santa Fe, TX 77517 <a href="mailto:dbarrett@hitchcockisd.org">dbarrett@hitchcockisd.org</a>	409-925-8577	409-739-6417
Counselor Rona Smith	623 Westwood Circle La Marque, TX 77568 <a href="mailto:rsmith@hitchcockisd.org">rsmith@hitchcockisd.org</a>	409-316-4101	281-935-9248
PEIMS Clerk Gail Honeycutt	4105 Avenue O Santa Fe, TX 77517 <a href="mailto:ghoneycutt@hitchcockisd.org">ghoneycutt@hitchcockisd.org</a>	409-925-1912	409-771-8282
Nurse Cheryl Moffett	2811 Millies Road Galveston, TX 77554	409-737-4515	409-789-5135



## Hitchcock Primary School

Name/Position	Address	Phone Number	Cell Number
Principal Patrick Faour	3516 Hollow Mist Drive Texas City, TX 77591 <a href="mailto:pfaour@hitchcockisd.org">pfaour@hitchcockisd.org</a>	409-986-9420	281-989-5997
Asst. Principal Chris Cox	4218 Island Hills Drive Houston, TX 77059 <a href="mailto:ccox@hitchcockisd.org">ccox@hitchcockisd.org</a>	281-488-2118	
Secretary Tricia Messina	1416 Duroux La Marque, TX 77568 <a href="mailto:peshelman@hitchcockisd.org">peshelman@hitchcockisd.org</a>		832-226-2030
PEIMS Clerk Rosie Belcher	5702 Highland Road Santa Fe, TX 77517 <a href="mailto:rbelcher@hitchcockisd.org">rbelcher@hitchcockisd.org</a>		409-539-9513
Nurse's Aide Mell Jacobs	6314 Woodrow Texas City, TX 77591 <a href="mailto:mjacobs@hitchcockisd.org">mjacobs@hitchcockisd.org</a>	409-935-9389	

## “Kids First” Head Start

Name/Position	Address	Phone Number	Cell Phone
Director Ethel Gaines	1024 Avenue K Galveston, TX 77550 <a href="mailto:egaines@hitchcockisd.org">egaines@hitchcockisd.org</a>	409-763-1914	832-382-6057
Adm. Asst. Betty Martins	1701 Duroux Dr. La Marque, TX 77568 <a href="mailto:bmartins@hitchcockisd.org">bmartins@hitchcockisd.org</a>	409-938-0048	409-939-5036
Nurse Darlene Blackwell	12040 7 <sup>th</sup> Street Santa Fe, TX 77510 <a href="mailto:dblackwell@hitchcockisd.org">dblackwell@hitchcockisd.org</a>	409-925-5536	409-392-5717
Secretary Navilh Najera	11326 33 <sup>rd</sup> St. Santa Fe, TX. 77510 <a href="mailto:nnajera@hitchcockisd.org">nnajera@hitchcockisd.org</a>		832-373-3706

## EDUCATION AND TRAINING

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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 staff development 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

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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**

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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 Davis, School Resource Officer (SRO)

Disseminating information to staff: Evangelina Guerra, Principal; Blanca Ochoa, Assistant Principal

Securing scene/gathering incident information: Officer Shea Davis, School Resource Officer (SRO)

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

Coordinating emergency personnel in building: Blanca Ochoa, Assistant Principal

Answering incoming calls: Nadine Smith, Campus Secretary; Rhonda Bond, Attendance Clerk; Debbie Barrett, Registrar

Accompanying student or staff member to hospital: Krystal Shaw, Nurse's Aide

Handling incoming parents: Heather Wilson, Counselor

Follow-up information: Evangelina Guerra, Principal; Blanca Ochoa, Assistant Principal

Media/Designee Room: Room A101

## **Crosby Middle School**

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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: Paula Lamb, Team Leader

Disseminating information to staff: Mr. Larry Allen, 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): Melinda Downs, Secretary; Irene Donoho, Attendance Clerk

Coordinating emergency personnel in building: Larry Allen, Principal

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

Accompanying student or staff member to hospital: Ginger Williams, Nurse's Aide

Handling incoming parents: Larry Allen, Principal

Follow-up information: Larry Allen, Principal

Media/Designee Room: Teacher Lounge

## **Stewart Elementary School**

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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: TBD, Campus Secretary

Pulling alarms: Rona Smith, Counselor; Sharon Denison, Team Leader

Disseminating information to staff: Donette Line, Principal

Securing scene/gathering incident information: Donette Line, Principal

Notifying parents when a group of students are involved (may require several staff members): TBD, Secretary; Gail Honeycutt, PEIMS Clerk

Coordinating emergency personnel in building: Rona Smith, Counselor; Sharon Denison, Team Leader

Answering incoming calls: Debbie Barrett, Campus Secretary; Gail Honeycutt, PEIMS Clerk

Accompanying student or staff member to hospital: Cheryl Moffett, Nurse

Handling incoming parents: Donette Line, Principal

Follow-up information: Donette Line, Principal

Media/Designee Room: Conference Room

## **Hitchcock Primary School**

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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: Rosie Belcher, PEIMS Clerk; Mary Wagener, Counselor

Disseminating information to staff: Patrick Faour, Principal; Chris Cox, Assistant. Principal

Securing scene/gathering incident information: Patrick Faour, Principal; Chris Cox, Assistant Principal

Notifying parents when a group of students are involved (may require several staff members): Patrick Faour, Principal; Chris Cox, Assistant Principal

Coordinating emergency personnel in building: Chris Cox, Assistant Principal

Answering incoming calls: Tricia Messina, Campus Secretary

Accompanying student or staff member to hospital: Cheryl Moffett, School Nurse; Mell Jacobs, Nurse's Aide

Handling incoming parents: Patrick Faour, Principal; Chris Cox, Assistant Principal

Follow-up information: Patrick Faour, Principal; Chris Cox, Assistant Principal

Media/Designee Room: Principal's Office

## **“Kids First” Head Start**

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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: Navilh Najera, Secretary

Pulling alarms: Gwen Byrd, Family Service Coordinator; Betty Martins, Administrative Assistant

Disseminating information to staff: Ethel Gaines, Director

Securing scene/gathering incident information: Ethel Gaines, Director

Notifying parents when a group of students are involved (may require several staff members): Navilh Najera, Secretary

Coordinating emergency personnel in building: Gwen Byrd, Family Service Coordinator

Answering incoming calls: Navilh Najera, Secretary

Accompanying student or staff member to hospital: Darlene Blackwell, Nurse

Handling incoming parents: Ethel Gaines, Director

Follow-up information: Ethel Gaines, Director; Betty Martins, Administrative Assistant

Media/Designee Room: Main Office



## **Greater Gulf Coast Cooperative – Special Education**

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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, 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): Susan Bowles in conjunction with campus principal

Coordinating emergency personnel in building: Brenda Kemmerling, ARD Specialist

Answering incoming calls: Jolie Suire, Secretary

Accompanying student or staff member to hospital: Kathryn Higginbotham-Jones, Special Education Instructional Coordinator

Handling incoming parents: Brenda Kemmerling

Follow-up information: Susan Bowles, Director

Media/Designee Room: Conference Room

## ACCIDENTS – LEVEL I AND II

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(ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION II)

### **MINOR – Level I**

- Notify superintendent, counselors, and/or nurses (as needed).
- 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.
- 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, and/or 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, send to Superintendent for approval.
- 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

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(ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION III)

### ASSAULT

- If life threatening, call 911. Notify superintendent, counselors, and/or 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, send to Superintendent for approval.
- 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, and/or 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**

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(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, and/or nurses (as needed).
- Notify transportation if site evacuation may be needed or in case of inclement weather.
- Notify superintendent.
- 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.

- Re-enter building only after advised to do so by police.

Prepare fact sheet and media statement, send to Superintendent for approval.

Debrief with campus crisis team and staff.

## CHEMICAL SPILLS - LEVEL II

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(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, and/or 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 place.

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.
- Call Superintendent

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, send to Superintendent for approval.**

**Debrief with crisis team and staff.**

CHILD ABUSE - LEVEL I, II

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(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**

- Notify superintendent.
- Document report. Do not investigate or attempt to verify information until or unless given direction by superintendent or personnel department.
- 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, send to Superintendent for approval.
- 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

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(ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION II)

### **WITNESSED**

- Call 911. Notify superintendent, counselors, and/or 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, send to Superintendent for approval.
- 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, and/or 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. Notify superintendent, counselors, and/or nurses (as needed).
- 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.
- Alert S.A.F.E, Mark Kilroy Foundation Counselors
- Prepare fact sheet and media statement, send to Superintendent for approval.
- 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

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(ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION II)

- Contact emergency service (911). Call Superintendent.
- 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.
- Notify Superintendent, nurses, counselors as needed.
- 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 409-316-6549 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

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(ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION II)

- If life threatening, call 911. Notify superintendent, counselors, and/or 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.
- Re-establish order with assistance from staff/campus crisis team.

- Ask witnesses to describe what led to altercation.
- Prepare fact sheet and media statement, send to Superintendent for approval.
- Prepare plans to prevent retaliation or further campus violence:
  - Remove graffiti.
  - Enforce dress code.
  - Notify probation officers.
  - Ask student leaders to recommend ways to resolve issues.
  - Facilitate discussion between gang or ethnic groups.
  - 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

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### **(ASPHYXIATION, FOOD POISON, COMMUNICABLE DISEASE)** (ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION II)

- If life threatening, call 911. Alert Superintendent, 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 and superintendent.
- Prepare fact sheet and media statement, send to Superintendent for approval.
- Debrief with campus crisis team and staff

## OPERATIONAL CRISIS: HAZARDOUS MATERIALS, TOXIC GAS OR SUBSTANCE LEAK, POWER OUTAGE – LEVEL I, II

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(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. Notify Superintendent.
- Administer first aid by school nurse and trained staff.
- Clear the immediate area or evacuate building, if necessary. Avoid moving downwind.
- Notify Superintendent.
- Convene campus crisis team and set up incident command center.
- Post warning signs; notify maintenance department at 409-316-6549.
- 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 409-316-6549.
- Move staff and students from affected area, if necessary.
- Close up and/or secure affected area, keeping children and people away.
- Notify Superintendent.
- 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 409-316-6549.
- **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, send to Superintendent for approval.**
- **Ring all clear bell when appropriate.**
- **Debrief with campus crisis team and faculty.**

## RIOT/POLITICAL OR COMMUNITY DEMONSTRATION - LEVEL I, II

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(ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION II)

- If life threatening, call 911. Notify superintendent, counselors, and/or 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, send to Superintendent for approval.
- 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

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### **(DANGEROUS/IRATE PERSON, INTRUDER/LOITERER, HOSTAGES OR GUNFIRE)** (ALSO SEE: *EMERGENCY RESOURCE MANUAL*, SECTION 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, and/or 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:
  - Inform staff to keep all students in classrooms and away from windows.
  - Secure building keeping all students away from affected area. Lock doors.
  - 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

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(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. Contact Superintendent.
- Administer first aid using school nurse and trained staff.
- Notify Superintendent.
- 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, send to Superintendent for approval.
- Assign staff to answer phone inquiries.
- Debrief with crisis team and plan student and staff follow-up.

## RETENTION PLAN

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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 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 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.

**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 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 or tornado drill, as appropriate. All students and staff will move to safe locations inside the building (interior classrooms or hallways, and away from windows and doors). We will follow the directions given by the public safety outside or school officials.

### **Hitchcock Primary School**

**Tornado**—Students, faculty, and staff will be retained in the main hallway.

**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 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 or tornado drill, as appropriate. All students and staff will move to safe locations inside the building (interior classrooms or hallways, and away from windows and doors). We will follow the directions given by the public safety outside or school officials.



## **“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**

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(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 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**

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 7<sup>th</sup> grade students and then 8<sup>th</sup> grade students. Teachers will accompany their students. A 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.

### **Hitchcock Primary 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 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, Durham Transportation will be notified and the availability of buses determined. 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)**

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### **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: 409-316-6545

Nurse: 409-316-6543

Maintenance: 409-316-6549

Transportation: 409-938-7961

## **HITCHCOCK ISD**

Barbara Derrick Ed. D, Superintendent:

409-316-6545 ext. 1501

409-370-4629 cell

[bderrick@hitchcockisd.org](mailto:bderrick@hitchcockisd.org)

Carla Massa, Assistant Superintendent of Curriculum and Instruction:

409-316-6550 ext. 1439

832-620-3919 cell

[cmassa@hitchcockisd.org](mailto:cmassa@hitchcockisd.org)

Nina Conway, Business Manager:

409-316-6545 office

361-229-5902 cell

[nconway@hitchcockisd.org](mailto:nconway@hitchcockisd.org)

Maintenance:

Bryan Tacquard, Maintenance Supervisor:

409-316-6549 office

409-539-1334 cell

[btacquard@hitchcockisd.org](mailto:btacquard@hitchcockisd.org)

Evangelina Guerra, Hitchcock High School:

409-316-6544 office

281-910-8501 cell

[eguerra@hitchcockisd.org](mailto:eguerra@hitchcockisd.org)

Larry Allen, Crosby Middle School Principal:

409-316-6542 office

316-935-0831 home

[lallen@hitchcockisd.org](mailto:lallen@hitchcockisd.org)

Donette Line, Stewart Elementary School Principal:

409-316-6543 office

409-996-1403 cell

[dline@hitchcockisd.org](mailto:dline@hitchcockisd.org)

Patrick Faour, Hitchcock Primary School Principal:  
409-316-6467 office  
281-989-5997 cell  
[pfaour@hitchcockisd.org](mailto:pfaour@hitchcockisd.org)

Susan Bowles, Special Education Director:  
409-316-6546 office  
409-986-8351 home  
409-766-0381 cell  
[sbowles@hitchcockisd.org](mailto:sbowles@hitchcockisd.org)

Ethel Gaines, Kids First Head Start Director:  
409-316-6541 office  
409-763-1914 home  
832-382-6057 cell  
[egaines@hitchcockisd.org](mailto:egaines@hitchcockisd.org)

Durham School Services:  
Brenda Guy, General Manager  
409-938-7961 office  
409-766-0083 cell  
[bgguy@durhamschoolservices.com](mailto:bgguy@durhamschoolservices.com)

IQS, Inc.:  
Jesse Garza  
281-830-4404 cell  
[admin@iqsinc.net](mailto:admin@iqsinc.net)

## RELEASE OF INFORMATION TO THE PUBLIC

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- 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 the Superintendent is the media representative for the district and should that make all comments to press, if possible. 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 students 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 students 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 students 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 students 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.

## APPENDIX IV

### 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.