ANTHONY INDEPENDENT SCHOOL DISTRICT

CRISIS MANAGEMENT PLAN

Anthony Independent School District
610 Sixth Street
Anthony, TX 79821
Main phone: 915-886-6500
FAX: 915-886-2420
Approved by the Anthony ISD Board of Trustees
On February 21, 2006
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EMERGENCY NUMBERS
EMERGENCY NUMBERS

Ambulance / Fire Department / Police Department 911
Anthony Police Department 886-3838
Adult Protective Services 542-4535
American Red Cross 592-0208
Child Protective Services 542-4535
City / County Health and Environmental Department 543-3503
Anthony ISD Administration (Superintendent) 886-6500
EMS – Communication – EPPD Hqts. 564-6938

Hospitals
   Del Sol 595-9000
   Las Palmas 521-1200
   Providence Memorial Hospital 577-6011
   Sierra Medical Center 747-4000
   Thomason Hospital 544-1200
   William Beaumont Hospital 568-2121

Missing Persons Clearinghouse 1-800-346-3243
Poison Control Center 533-1244
Rape Crisis Hotline 1-800-886-7273
Runaway Hotline 1-800-621-4000
Sheriff’s Department 546-2280

Texas Department of Highways and Public Transportation 774-4200
Texas Department of Public Safety 855-2105
United Way Information and Referral 533-2434
Weather (recording) 562-4040

OTHER EMERGENCY NUMBERS

Anthony Elementary 886-6510
Anthony High School 886-6550
Anthony Middle School 886-6530

Director of Maintenance 886-6508
Director of Technology 886-6539
PURPOSE
DEFINITION
PHILOSOPHY

Anthony Independent School District has undertaken the task of planning for different crisis situations. It is our contention that by thinking through possible crisis and providing possible solutions to them, all persons involved in dealing with these situations will be better prepared to handle them in the best possible manner.

The district has approached this issue by providing what we feel are safe, logical, humane steps to be considered when faced with a crisis situation. Our primary concern is for the health and safety of all.

RATIONALE

Education has entered a time when employees of the public school districts are being held personally accountable for the handling of many of the crisis situations that occur during the school day. Educators are held accountable for the students’ growth in knowledge as well as their physical and mental well being.

CRISIS MANAGEMENT PLAN DESCRIPTION

Anthony Independent School District has developed a Crisis Management Plan to address prevention, intervention and post-intervention of crisis situations. The plan provides uniform predictable applications district wide in all situations identified as potential crisis situations. This system clearly outlines steps to be taken in the event of a crisis and provides steps for preventative follow-up.

It is understood that every crisis situation has the potential for certain unique characteristics; therefore this plan is not proposed as a total plan of action for every crisis. It is, however, presented as a logical series of steps that can be used to deal with specific crisis. It is understood that the individual for crisis-team making the decisions at the time of the event will need to use his/her best judgment in applying or modifying this plan to handle the situation in the safest, most efficient and compassionate way.
DEFINITIONS OF A CRISIS

A condition which arises suddenly and without warning and adversely affects Students and Staff; a condition which may or may not be life threatening.

CRISIS IDENTIFICATION

- Accidents (Off Campus)
- Bomb Threats
- Chemical leaks/spills
- Contagious Disease
- Dangerous and Irate Person on Campus
- Death of student or faculty
- Fallen aircraft
- Fire/Explosion
- Food Poisoning (On Campus)
- Gang Violence and/or Riots
- Hostage situations
- Natural disasters
- Protests/demonstrations
- Serious injury or illness of student or faculty
- Sexual assault/abduction on campus
- Suicide or attempted suicide
- Weapons threats
- Other conditions which might occur and effectively utilize the Campus Management Plan
COMMUNICATION FLOW CHART
The Anthony Independent School District reports emergency closings to the following media:

**TV Stations**

<table>
<thead>
<tr>
<th>Station</th>
<th>Phone</th>
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<tbody>
<tr>
<td>KDBC Channel 4</td>
<td>915-496-4444</td>
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<tr>
<td>KVIA Channel 7</td>
<td>915-532-8326</td>
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<tr>
<td>KTSM Channel 9</td>
<td>915-533-5876</td>
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<tr>
<td>KFOX Channel 14</td>
<td>915-845-5369</td>
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<tr>
<td>KINT Channel 26</td>
<td>915-581-3481</td>
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<td>KCOS Channel 12</td>
<td>915-747-6500</td>
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**Radio Stations**

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<tr>
<th>Station</th>
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<tr>
<td>KBNA</td>
<td>231-3060</td>
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<tr>
<td>KAMA</td>
<td>880-9393</td>
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<tr>
<td>KOFX</td>
<td>834-2140</td>
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<tr>
<td>KELP / KROL</td>
<td>779-0016</td>
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<tr>
<td>KHEY</td>
<td>351-5400</td>
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<td>KPRR FM</td>
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<td>KTSM AM/FM</td>
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<tr>
<td>KROD</td>
<td>880-5763</td>
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<td>KLAQ</td>
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CAMPUS MANAGEMENT PLAN
COMMUNICATION FLOW CHART

DISTRICT CRISIS RESPONSE TEAM ↓ CAMPUS ↓ COMMUNITY

SUPERINTENDENT ↓ PRINCIPAL ↓ ANTHONY PD

911 SHERIFF DEPT.

FIRE DEPT.

MEDICAL

DISTRICT WIDE CRISIS RESPONSE TEAM ↓ CAMPUS CRISIS TEAM ↓ STUDENTS

NEWS/MEDIA

PARENTS

OTHER RESOURCES
CAMPUS
RESPONSE
GUIDELINES
It is recommended that each campus have a 4-5 member crisis team made up of any combination of principal, counselor, nurse, secretary, teacher, coach, custodian, etc. The crisis team members should not only have the skills to deal with crisis situations, but an interest with dealing with crisis. Some people have all of the necessary skills to handle crisis, but feel uncomfortable in those situations that their skills are not useful. Please consider this information when selecting your team.

Be sure one team members is assigned to meet the Emergency Response Teams when they arrive on the campus. One team member also should be assigned to greet and manage the media until the district’s spokesperson arrives.

**LIST YOUR CAMPUS CRISIS TEAM MEMBERS (an alternate may be included)**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
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BUILDING-LEVEL CRISIS:
PRINCIPAL’S CHECKLIST

Principals who have experienced and survived a crisis understand the importance of planning, maintaining and updating checklists, and completing forms quickly and accurately to ensure an accurate record of events.

- Develop a Campus Crisis Management Plan if you don’t already have one. Update it and simulate a crisis situation with your Campus Crisis Management Team at least once a year. Review this plan with your staff too.
- Each August, list those people who may be named acting principal for your building when you’re absent; post it in the administrative office. Give each staff member a copy to post with his or her classroom checklists.
- Each August establish a Campus Crisis Management Team. Assign responsibilities for each member.
- Each August, with the acting principal designees and custodians, review all utility turn-off points; check the ability of each person to operate these safely. Include gas, oil, water, electricity and boilers.
- Develop a telephone tree for your building staff. Give each person on the list 5 to 8 people to call in case of an emergency. Have first-aid equipment and instructions in designated areas.
- Every year, review the Responsibilities of Personnel During/After Emergencies with your staff and be certain that they have this checklist available at their desks.
- In time of crisis, you must be easily identified. Have an orange armband or vest available for wearing in crisis situations.
- During a crisis, confirm that a roll count of students and staff is taken and sent to the office for command post.
- If a student is released to an individual other than a parent, ask to see identification and get that person to write down:

  _____________________________ the student’s name,

  _____________________________ the name of the person picking the student up,

  _____________________________ the time, and

  _____________________________ the destination.
The following Anthony facilities may be used to shelter city population in the event of nuclear attack, natural disasters, local emergencies or precautionary evacuations. School administrators, food service staff, nursing staff, police officer staff and custodial staff assigned to the school may be used to assist the sheltering effort.

**SHELTER FACILITIES**

<table>
<thead>
<tr>
<th>NAME</th>
<th>RATED CAPACITY</th>
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<tbody>
<tr>
<td>Anthony Elementary Gym</td>
<td>200</td>
</tr>
<tr>
<td>Anthony Middle Gym</td>
<td>250</td>
</tr>
<tr>
<td>Anthony High School Gym</td>
<td>300</td>
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</tbody>
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Every school in the district is designated as a temporary shelter facility. The schools will be used to house individuals who evacuate their residence because of a hazardous spill.
DEALING WITH SUICIDE

Youth suicides can devastate a school and community. How school officials treat students who have the potential to take their own life and those left to wonder why the suicide happened can go a long way toward healing the community.

PREVENTING SUICIDES

- Listen. An effort should be made to really understand the feelings being expressed behind the words. Allow the person to express his/her feelings.
- Notify the principal.
- Notify Anthony Police Department.
- Contact the school nurse, the counselor and the superintendent.
- *Ask directly if the individual has considered suicide. Try to discuss this openly and frankly.*
- Notify parent(s) and/or guardian(s) about concerns.
- Request a physician’s written release which states that it is safe for the student to return to school.
- Contact appropriate outside agencies – local church leaders, crisis clinics, suicide support groups, national runaway hot line (800-621-4000), and other support groups in your community, if appropriate.
- The school nurse is to confirm that medical help is sought for the student by verifying parental response.
- Ask a relative or friend of the student to work with the school counselor, if appropriate.
- If the student’s parents fail to seek help for the child, such neglect should be reported to Child Protective Services.
- Act definitely. Do something tangible and provide the student with an alternative course of action.
- Be affirmative and supportive. Strong, stable mentors are necessary in the life of a distressed individual.
- Do not be misled if the individual admits to seriously considering suicide and then makes light of the issue.
- Be a non-judgmental listener who shows interest and support.
- Send work home to the student and/or allow make-up work so that grades and credits are not jeopardized.

WHEN A SUICIDE ATTEMPT OR DEATH OCCURS

- Identify the crisis and circumstances surrounding the death or suicide attempt.
- Notify the principal and counselor.
Notify police (911), and the superintendent. They will call in the District wide Crisis Response Team if necessary.

Notify the parent/guardian/spouse of the victim. Gather information about other siblings, close relatives, and the schools they attend. Ask parents how they would prefer these individuals be notified.

Have the school nurse file an accident report of the case and notify City Health Services.

Obtain all the facts: who, what, when, where, why and how.

If the suicide occurred within a classroom, keep the students together and away from the area. If it occurred in a public area, isolate that area from other students.

The principal and superintendent should meet with counselors and secretaries to draft a statement and develop a plan for notifying other staff members and the media (if appropriate).

Meet with staff and give them the facts about the crisis.

Contact appropriate outside agencies – local church leaders, crisis clinics, suicide support groups, national runaway hot line (800-621-4000) and other support groups in your community, if appropriate.

Provide time for classroom discussion and be sure teachers know how to deal with the grieving process.

Set aside specific rooms and identify personnel to address individuals who are having difficulty dealing with the crisis. If necessary, recruit counselors from other schools in other districts.

Inform the PTA president of the tragedy and the plan that is being implemented to handle the crisis.

Request a physician’s written release which states that it is safe for the student to return to school (in the case of an attempted suicide).

The school nurse confirms that medical help was sought for the student by verifying parental response.

If the student’s parent(s) fails to seek help for the child during an attempted suicide, such neglect should be reported to Child Protective Services.

Send work home to the student and/or allow make-up work so that grades and credits are not jeopardized (in the case of an attempted suicide).

Determine who will go to the family’s home, who will send flowers, and who will attend the funeral.

Plan appropriate memorial.

IF THE TRAGEDY OCCURS ON A WEEKEND, HOLIDAY OR OFF CAMPUS

Make sure that the principals and superintendent have a staff directory at home. Contact staff and notify of the crisis.

Schedule a meeting with administrators, crisis team and counselors on the first work day after the incident to address the crisis and attendant issues.
GUIDANCE AND COUNSELING

Procedures for Handling Suicide Threats and Attempts

Suicide threats and attempts are to be taken seriously. Students who talk about suicide quite often actually attempt it, and students sometimes make suicide pacts. For these reasons, administrators must be certain that they observe the guidelines on the following pages.

The principal may remove a student from classes or from school premises for health, safety, or welfare reasons whenever the principal determines that an emergency exists for doing so, such as the student being under the influence of alcohol or drugs, being highly agitated, or suffering from any other condition which temporarily threatens his or her welfare, other individuals welfare, or the efficient operation of the school. Any student who is so removed from school premises and who is in a condition that threatens his own welfare or the welfare of others must be released only to the student’s parent, a representative of the parent, or other proper authority, including but not limited to, law enforcement officers and medical personnel.

The Texas Family Code defines “neglect” of a child to include “the failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury…” If a student’s parent/guardian fails to seek follow-up help for the child, the principal should report the episode to Child Protective Services, but the student must be readmitted. If the student is in a Special Education Program, an Admission, Review, and Dismissal committee must be convened during a five-day time frame. The removal from school should be for as short a time as is reasonable under the circumstances, but in any event is limited to not more than five consecutive school days, even if no physician’s release is provided.

1. **Suicide Threats**
   
   Steps to be taken if a student talks/writes about or threatens suicide:
   
   a) Notify the principal.
   b) Contact the school health nurse, the counselor and the superintendent.
   c) Notify the parents.
   d) Request a physician’s written release which states that it is safe for the student to return to school. The physician must have a license to practice in the United States. The nurse will file physician’s releases.
   e) The nurse is to confirm that medical help was sought for the student by verifying parental response.
f) If the student’s parent fails to seek help for the child, such neglect should be reported to Child Protective Services.
g) Send work home to the student and/or allow make-up work so that grades and credits are not jeopardized.

2. Suicide (or suspected suicide) Attempt
Follow these steps if a student has attempted or is suspected to have attempted suicide:
   a) Notify the principal.
   b) Have the student transported to a hospital by calling 911, thus placing the student under medical custody. A school official may elect to also go to the receiving hospital.
   c) Notify the parents. Ask that parents meet the student and school professional at the hospital. If necessary, have the parents transported to the hospital.
   d) Notify the counselor.
   e) Have the school nurse file an accident report of the case. The school nurse will keep all records on file.
   f) The principal will notify the superintendent.
   g) Request a physician’s written release which states that it is safe for the student to return to school. The school nurse will file physician’s releases.
   h) The school health nurse is to confirm that medical help was sought for the student by verifying parental response.
   i) If the student’s parent fails to seek help for the child, such neglect should be reported to Child Protective Services.
   j) Send work home to the students and/or allow make-up work so that grades and credits are not jeopardized.
CRISIS RESPONSE GUIDELINES

A District wide Crisis Response Team will be designated and staff development provided. The Team will be composed of the Superintendent, principals, directors, school nurse and other Anthony personnel (security and/or transportation, as appropriate).

Listed below are some guidelines for responding to a crisis on campus. Not all of the steps are necessary in every situation, but are included as a guide.

Upon learning a crisis has occurred, the principal or designee should:

1. Notify the superintendent who will notify the School Board President and board members, if appropriate;
2. Notify other members of the District Crisis Response Team and determine which members of the District wide Crisis Response Team are needed at the campus;
3. Designate a member of the team to remain at central office to coordinate crisis response with the campus, if necessary;
4. Determine other kinds of assistance needed and designate District wide Crisis Response Team members to meet those needs;

For Example:
   a) Immediate notification to other campuses of students which may be particularly affected (ex. Siblings, close friends on the campus),
   b) Representatives of AISD present at another site (ex. Hospital, accident site),
   c) Additional counseling personnel (ex. Outside agencies, other districts),
   d) Information to all campuses via direct line,
   e) Information given to AISD switchboard personnel and directions for handling public inquiries, via a publicized phone number.
   f) Transportation needs,
   g) Food service needs.

5. Monitor progress of each member of the District wide Crisis Response Team as they report back to AISD Crisis Communications Center as to the situation and any other assistance which might be needed;
6. Confer with the Superintendent and School Board President to determine if there is a need for an emergency Board meeting and/or press conference.
After receiving input from the campus, the District wide Crisis Response Team will meet to assess the effectiveness of District and campus response and to modify AISD’s Crisis Management Plan as needed. As part of the AISD’s follow-up to a campus crisis, the AISD staff will make a personal contact to campus personnel most closely involved with the crisis. These contacts can be coordinated through the Counseling Department.
Code Blue: Level 1 (Lowest Level)
Radio Frequency: HS Campus, MS Campus, Elementary Campus

Code Blue

Level 1

Anthony Independent School District
Crisis Management Plan

Adapted from Sgt. Pacillas, El Paso Police Department, August 1999
Code Blue: Level 1 (Lowest Level)
Radio Frequency: HS Campus, MS Campus, Elementary Campus

Possible Situations:

- Unconfirmed report of non-violent or unarmed individual on school campus
- Non-confrontational distraught employee, visitor or student
- Unknown person(s) on school campus
- Any other incident that would require campus administrative action

Level 1 Administrator’s Duties:

- Inform superintendent of situation and initiate district procedures
- Verify information on situation
- Contact campus security to assist with the search of the campus
- Remain in radio contact with main office and confirm location
- Contact police department if necessary

Level 1 Main Office Employee Duties:

- Monitor radio for immediate assistance calls from the administrator
- Log location of search teams
- If requested by the administrator, notify classroom teachers
- Monitor 6500 line for vital calls and keep 6585 line open
- Be prepared to call 9-1-1 immediately if requested by search team

Level 1 Teacher Duties:

- Keep hard copy of class rosters for quick access
- Know the whereabouts of students at all times
- Be aware of immediate surroundings to include hallways and hall partners’ classroom
- Be familiar with minimal first aid procedures
- Be prepared to provide leadership and activities for students during a period of enforced emergency containment
Code Blue: Level 1 (Lowest Level)
Radio Frequency: HS Campus, MS Campus, Elementary Campus

Level 1 Campus Security Duties:

- Work under the immediate direction of the principal or his/her designee
- Assist in locating the incident ----- contain and isolate if necessary
- Stay in radio contact with the principal and main office
- If warranted, start immediate lock down of the campus

Level 1 Custodian Duties:

- Assist principal or his/her designee if requested
- Use the radio to address the situation only

Level 1 Police Duties:

- Would handle the situation on a case-by-case basis as a non-priority call
Code Blue: Level 2 (Intermediate Level)
Radio Frequency: “All Call” to inform; “Administration” Situation in Progress

Code Blue

Level 2

Anthony Independent School District
Crisis Management Plan

Adapted from Sgt. Pacillas, El Paso Police Department, August 1999
Code Blue: Level 2 (Intermediate Level)  
Radio Frequency: “All Call” to inform;  “Administration” Situation in Progress  

Possible Situations:  

- Any incident that may escalate from Level 1  
- Unarmed distraught employee, student or intruder(s) barricaded on campus  
- Large-scale vandalism in progress  
- Suspicious vehicle on or near school campus  
- Bomb Threat  
- Imminent Severe Storm or Tornado threat  

Level 2 Administrator’s Duties:  

- Inform superintendent of situation and initiate district procedures  
- Verify information on situation  
- Contact campus security to assist with the search of the campus  
- Remain in radio contact with main office and confirm location  
- Contact police department  
- Locate and isolate the incident  
- Barricaded individual or large-scale vandalism – INITIATE CAMPUS LOCK DOWN PROCEDURE  
- Bomb Threat – take appropriate action depending on nature of situation  
- Imminent Severe Storm or Tornado threat – Order evacuation of students and teachers to safe area. (See evacuation plan)  

Level 2 Main Office Employee Duties:  

- Monitor radio for immediate assistance calls from the administrator  
- Log location of search teams  
- If requested by the administrator, notify classroom teachers  
- Monitor 6500 line for vital calls and keep 6585 line open  
- Be prepared to call 9-1-1 immediately if requested by search team  

Level 2 Teacher Duties:  

- Keep hard copy of class rosters for quick access  
- Know the whereabouts of students at all times
Code Blue: Level 2 (Intermediate Level)  
Radio Frequency: “All Call” to inform; “Administration” Situation in Progress

- Be aware of immediate surroundings to include hallways and hall partners’ classroom  
- If a hall partner, notify main office immediately via phone or runner  
- Be familiar with minimal first aid procedures  
- Be prepared to provide leadership and activities for students during a period of enforced emergency containment  

Proceed with Lock-down Procedure – Move students away from windows, lock doors, take cover and be prepared to evacuate room if necessary

Level 2 Campus Security Duties:

- Work under the immediate direction of the principal or his/her designee  
- Assist in locating the incident ----- contain and isolate if necessary  
- Stay in radio contact with the principal and main office  
- If warranted, start immediate lock down of the campus

Level 2 Custodian Duties:

- Assist principal or his/her designee if requested  
- Use the radio to address the situation only  
- Upon administrator’s order secure and lock closest campus entry door

Level 2 Police Duties:

- Obtain information needed to dispatch patrol unit  
- Dispatch patrol unit
Code Blue: Level 3 (Critical Level)
Radio Frequency: “All Call” to inform; “Administration” Situation in Progress

Code Blue

Level 3

Anthony Independent
School District
Crisis Management Plan

Adapted from Sgt. Pacillas, El Paso Police Department, August 1999
Information:
In a situation where a subject is causing mass casualties, human nature dictates that people is harm’s way will flee and or hide from the threat. It is highly recommended that people fleeing not be stopped or detained by untrained personnel. Allow these individuals to exit the threat zone. At this stage of the critical incident, the school faculty must be relied upon to help funnel the fleeing personnel and students to the safe zone if the “Lock Down” alarm is triggered. If a full-scale building evacuation is sounded it will be extremely difficult to control students from fleeing if they perceive a threat. In that case, it is highly recommended that training and discussion is used to help train the students in the proper procedures in the event they have fled from this type of critical incident.

Possible Situations:

- Any incident that may escalate from Level 2
- An armed, distraught employee, student or intruder(s) barricaded on campus
- Suspicious packages deemed to be explosives – Bomb threat validated
- Hostage situation / Terrorism
- Hostile school take over
- Suicidal Person
- Civil Disturbance
- Severe Storm or Tornado

Level 3 Administrator’s Duties:

- Call 9-1-1
- Identify safe zones and prepare to provide intelligence and concise information on situation
- Sound appropriate alarm signal to entire campus
- Initiate Lock Down procedures
- Inform district administrators of “Code Blue Level 3 Event” via “ALL CALL” frequency
- Remain in radio contact with main office and confirm location
- Proceed to Command Post location Storm or Tornado threat –Order evacuation of students and teachers to safe area. (See evacuation plan)
Code Blue: Level 3 (Critical Level)
Radio Frequency: “All Call” to inform; “Administration” Situation in Progress

Level 3 Main Office Employee Duties:
- Call 9-1-1 if aware of incident or requested to do so
- Sound Code Blue signal if advised to do so
- Evacuate to safe zone
- Have on hand a complete list of staff and their phone numbers
- Maintain first aid equipment
- Monitor radio for immediate assistance calls from the administrator
- Log location of search teams
- Monitor 6500 line for vital calls and keep 6585 line open

Level 3 Teacher Duties:
- Keep hard copy of class rosters for quick access
- Know the whereabouts of students at all times
- If Lock Down or Evacuation is ordered, have backpack prepared and ready to deploy
- Proceed with Lock-down Procedure – Move students away from windows, lock doors, take cover and be prepared to evacuate room if necessary
- Be aware of immediate surroundings to include hallways and hall partners’ classroom
- If a hall partner, notify main office immediately via phone or runner
- Be familiar with minimal first aid procedures
- Be prepared to provide leadership and activities for students during a period of enforced emergency containment
- Be aware of “panic” characteristics and calm students

Level 3 Campus Security Duties:
- Provide immediate assistance to assist with the preservation of life
- If warranted start immediate Lock Down of campus
- Assist in locating the incident ------ contain and isolate if necessary
- Stay in radio contact with the principal and main office
- Provide leadership
- Work under the immediate direction of the principal or his/her designee
Code Blue: Level 3 (Critical Level)
Radio Frequency: “All Call” to inform; “Administration” Situation in Progress

Level 3 Custodian Duties:

- Assist principal or his/her designee if requested
- Use the radio to address the situation only
- Upon administrator’s order secure and lock closest campus entry door
COMMON-SENSE GUIDELINES
FOR WORKING WITH THE MEDIA

Whenever you are working with the media-print or electronic—you are to observe
the following common-sense techniques. Beware of falling prey to the delusions
listed. Remember, when you speak, YOU are your school and school district.

MEDIA COMMANDMENTS

1. Direct all media inquiries to the principal or superintendent. This avoids
confusion in times of a crisis and ensures consistency of information given to
the media.
2. If you don't want it printed or broadcast, don't say it!
3. Say it in 30 seconds. Twenty seconds is even better. Try to get as close as you
can to a newspaper headline. Ask yourself, "How is this going to sound on the
radio and look on TV and in print?"
4. Don't make smart aleck statements.
5. Never say, "No comment." This sounds like "I refuse to answer on the grounds
it will incriminate me." Instead, say, "I'll have a statement later." Then, do just
that as soon as you get organized.
6. Never wear dark glasses during a television interview.
7. Don't be misled by "off the record" unless you want to entrust your career to
the media.
8. Never give reporters your personal opinion. Reporters view what you say as
your school or school district's viewpoint.
9. Avoid being outwardly hostile toward the media. Remember, the way you treat
the media is often the way the media will treat you. The Golden Rule applies
with the media, just as it does with the human race.
10. Always convey to the reporter that you are trying to help him/her meet
his/her deadline.
11. Be organized! Be in charge! The media respects this. Often the presence of a
newspaper reporter's notepad, a photographer's lens or an interviewer's
microphone will cause chaos all by itself. This causes confusion as reporter jostle
for a position to get your statement.
12. Do not permit interviews with students or staff on the premises during a crisis,
and do not permit videotaping inside the building except in the spokesperson's
office or designated media room.
13. Do not disclose information about any staff member or student. Such
information should be released only at the discretion of the family (FERPA).
Sometimes it is up to the city's police department to release information.
14. Emphasize what the school and the district to contain and resolve the crisis
are doing.
15. Be proactive. Always get your story out first.

- Remember that the truth never catches up with the lie.
- A good statement in the original story is worth more than a half a dozen letters to the editor.
- Dribbling out information keeps an embarrassing story alive.

16. Record all sensitive media interviews. Assume all calls from reporters are being taped. This is simply standard operating procedure for the media. In all states, but Florida, recording conversations is allowed. Only one person needs to know about the recording. And, that person is the reporter.
- You don't have to respond immediately to a telephone call from a reporter. First, ask when their deadline is. Second, say you will call back with the information in 15 minutes. Third, do just that!
- You never want to get the reputation you staff and don't call back
- Remember that you never want to force a reporter to go to a secondary and less reliable source for YOUR story.

17. Be wary of still photographers. Think carefully about your body language. Especially avoid touching your nose, as this may indicate one of the following non-verbal messages: (1) "I am lying"; (2) "I'm not sure about what I'm saying"; or (3) "I'm afraid about how you'll react."

18. Be alert for the waiting tactic. Most people can stand only 6.5 seconds of silence. Reporters know this and usually find you'll fill that silence. That's when they get their real story. Remember, if you have said all you need to say, STOP!

- Deadlines assume more importance than getting complete information. Reporters must go to print or on the air with what they have at deadline.
- If your story isn't part of your story at deadline, it's your fault!

20. Be prepared for a media blitz.
- Use a chalkboard for statistics. Better yet, have handouts. Convey you are trying to help the media.
- Remember the media-like you-are simply trying to do the job their editors or news directors have assigned them to do.
- Take care of the local media first. First, your hometown, then the El Paso County media, then the state, nation, and world. Remember that the "big boys" will go back to Austin or New York or Los Angeles, and you'll still have to deal with the "hometown" news teams.

21. Never change your ground rules in the middle of the game. Don't play favorites.

22. Don't assume the interview is over until the TV or radio crew drives away.
• Assume that the tape is always turning when they walk up, when they disassemble their equipment, and even when they drive away.
23. Maintain a good balance in your media relations account. You get a penny when you do something good. You take out five dollars when you do something stupid.
24. Always be 100% right in your confrontations with the media.
25. Don't fight with the people who buy their ink by the tank car and their paper by the truckload.
26. DON'T SCREW UP ON A SLOW NEWS DAY!

DELUSSIONS
1. I'm safe from "big-city reporters" (out-of-towners, out-of-staters)." They can and will influence your supporters.
2. "The out-of-town media will treat me like the local media." Remember, treat all reporters the same-local, state, or national.
3. "I can respond to the media in my own good time and in my own good way."
   • Contrast the speed of the print and electronic media with the pace of your agency...your office.
   • Give the media information as soon as possible.
   • Follow up as soon as possible with additional facts as they become available.
   • Shift into high gear or be left behind.
4. "I can wing it."
   • Be prepared!
   • Use the people resources available to you: your staff, the director of information, your director, managers, etc.
5. "I can retreat into the security of silence."
   • The media sees this as a stonewalling and as evidence of a cover-up.

TIPS FOR CONDUCTING A NEWS CONFERENCE

• Don't wear expensive jewelry.
• Males wearing dark colors convey authority.
• Do not wear clothing with stripes.
• Females should not wear dangling earrings.
• Give out news release prior to the conference. Only one person should do the talking. Everyone else should stay away.
• Choose a spacious room. Think of the equipment TV crews bring. Have a lectern.

If you schedule a conference for 10:00 a.m., begin it at 10:05 a.m.
NOTE: A 10:00 a.m. news conference is excellent planning, as it allows reporters time to develop their story through careful interviews, data reviews, etc.
• Wipe sweat off your face before the conference.
• Schedule news conferences in the morning whenever possible. Start with "I have a short statement..."
• State at the outset how much time is available before the spokesperson's next obligation.
• You know it's over when the questions dwindle or become silly, and the crews begin packing their equipment.
  --- At that point say, "I'll take one more question." ---
  Then, say, "thank you very much" and leave!
• Do not answer any more questions as you leave no matter how loudly reporters shout. They had their chance.
• If you don't want to answer a question, say, "I can't answer that." Then state one of your main points in its place.

IMPORTANT SURVIVAL TIP

"Under pressure, the mouth speaks when the mind is disengaged."

---Henry Ford
DEBRIEFING OUTLINE

Debriefing during and after a crisis event allows the crisis team to process experiences. The purpose is not so much to gather information or interrogate as it is in a military sense, but to be able to vent feelings, bolster morale, prevent burnout and foster teamwork.

1. Set a short debriefing session at the end of each day and when the crisis seems to be resolved. A crisis situation is most intense soon after the event or when people first learn about it. A meeting may need to be called midday on the first day. Having lunch together would be a good time to relax a little and do some sharing.

2. Give each participant an opportunity to describe the activities of the day. What was the role of each in containing and resolving the crisis?

3. Allow stories to be told of personal tragedy and grief. Repeating the stories helps crisis workers deal with the trauma. Remember, the crisis team members will also be impacted by what is seen, heard, and felt.

4. Explore what team members need from each other to make their jobs go more smoothly.

5. Review what went particularly well and compliment, stroke and praise. Crisis work is a strain on the team members. People will be tired. Acknowledge their efforts and thank them.

6. Decide where the problem areas were and how they can be corrected now or avoided in the future. Team members' responsibilities may need to be changed or the crisis plan itself revised based on this new information.

7. Provide the follow-up services for those affected the most. Traumatic experiences can result in post-traumatic stress or have a continuing influence on a child's vulnerability to psychological problems.
EVALUATION
ANTHONY INDEPENDENT SCHOOL DISTRICT
CRISIS MANAGEMENT PLAN
CRISIS EVALUATION
(To be used by Campus Team and District wide Team Members)

Date ____________________________  Evaluator ______________________

Building _________________________  Type of Crisis ___________________

How would you rate the response in each of the following areas?
Some areas will not be applicable.

Crisis Management Team (campus team)

Good----------Needs Improvement----------Not Applicable

Explain/Recommendations________________________________________________
_______________________________________________________________________

Building Administration

Good -------Needs Improvement---------Not Applicable

Explain/Recommendations________________________________________________
_______________________________________________________________________

Building Support Staff

Good -------Needs Improvement---------Not Applicable

Explain/Recommendations________________________________________________
_______________________________________________________________________

Transportation

Good -------Needs Improvement---------Not Applicable

Explain/Recommendations________________________________________________
_______________________________________________________________________
Date

Dear Parent(s),

We want to inform you that a member of the (School Name) family and a classmate of your child died this morning at 1:55 a.m. The student was a fourth grader this year.

Your child's class was informed of this loss by our school counselor. Hopefully, they provided an avenue through which (student's name) classmates will be able to cope with his/her death. However, we want you to be informed so that you, too, can help your child handle this situation.

Your concern for the family at this time will be greatly appreciated.

Sincerely,

Name
Principal

****This letter will be translated into Spanish.
ANTHONY ISD

Date

Dear Parent(s),

I regret to have to inform you that on Friday, April 13, 2001 a terrible accident occurred on the teacher parking lot at school. This mishap resulted in the death of a first-grade student, __________. Our heartfelt sympathy goes out to the ______________ family.

Today, in class, the teachers and AISD staff spoke to the students about the accident and about their feelings. I am writing to ask you to be sensitive to any changes in your child's behavior. They might wish to talk with you about it. Please listen. If you would like additional information, please contact the school office at 886-6500.

I am also asking you to do several things for us here at school:

1. Be extremely cautious when near / around the school.
2. Be patient and courteous to other drivers when you leave your children in the morning and pick them up in the afternoon.
3. Do not use the teacher parking lot as a drop off / pick up point.
4. Make sure we have a current phone number where you may be reached. Please fill out the form and return to school.

STUDENT ___________________________ GRADE / SECTION ______________________
WORK PHONE _______________ HOME PHONE ______________________
NAME & PHONE NUMBER OF FRIEND / NEIGHBOR ______________________

Thank you for your cooperation.

Sincerely,

Name
Principal
Estimados Padres:
Lamentamos informales que ocurrió un accidente, el Viernes, 13 de abril, en el estacionamiento de la escuela que resultó en la muerte de nuestro alumno de primer año,_________. Nuestra más sinceras condolencias se las enviamos a la familia

Hoy, en el salon, los maestros y personal de el distrito, hablaron con los alumnos acerca del accidente y sus sentimientos. Les enviamos la presente para pedirles que observen y sean sensibles sobre el comportamiento o cambio de comportamiento in sus hijos a consecuencia de este accidente. Posiblemente ellos quieran hablar sobre esto con ustedes y es importante de darles la atención. Si necesita información adicional, por favor llame a la escuela a 1886-6500.

Les pedimos su cooperación y que nos ayuden con lo siguiente aquí en la escuela:
1. Sea extremadamente cuidadoso cuando este cerca de la escuela.
2. Sea paciente y cordial con otros conductores cuando deje a sus hijos en la mañana o al recojerlos en la tarde.
3. Por favor de no usar el estacionamiento particular de los maestros especialmente para dejar o recojer a sus niños.
4. Por favor de asegurar que tengamos un número de teléfono correcto, en donde pueda ser localizado.

Por favor de llenar esta forma y regresarla a la escuela.
Nombre del estudiante________________ano / curso__________________
Teléfono de trabajo_________________teléfono de domicilio____________
Nombre y número do teléfono de su vecino / amistad_________________
Gracias por su cooperación.

Sinceramente,

Nombre Director /a
Dear Parents) of (School Name) Students,

The (School Name) community was saddened to learn of the reported suicide of one of our students. The death of any young person is a loss which, in one way or another, diminishes each of us. The tragic circumstances of (student's name) death makes it perhaps more shocking and more difficult to accept.

We have asked the assistance of the crisis team to help our school community deal with this loss. We are doing everything we can to help your child and our staff through this tragic experience. You may anticipate more questions and a need to talk about the suicide at home.

(Student name) funeral will be held at (Name of Church/Synagogue), (Address), on Thursday at 10:30 a.m.

If you have any concerns regarding your child's reaction to this loss, ________________, the school nurse, and ________________, the school counselor, will be available to assist you.

Sincerely,

Name
Principal

***Letter will be translated into Spanish.
ANTHONY ISD

Dear Parents of Parents,

The school is deeply saddened by the death of (name of teacher) who was our K-6 Math teacher at (name of school). (Name of teacher) was killed at her home on Saturday, April 13.

Your child's class had the opportunity to talk to an AISD counselor today about some of their concerns. You may expect your child to want to talk to you about his/her feelings. Talking about feelings will help deal with this tragic event.

The funeral will be Tuesday, April 16, at 11:00 a.m. at the (name of church/synagogue), (address). Martin Funeral Homes, (address), is in charge of the service.

Please telephone the school counselor,______________, if you would like further help or assistance.

Sincerely,

Name
Principal

**This letter will be translated into Spanish.**
ANTHONY ISD

T0: (School Name) Faculty and Staff
FROM:_________, Principal
SUBJECT: Suicide of (Person's Name)
Date:

We are asking you to discuss the death of (Name), an 8th grade (school name) student, with your class at the beginning of school. Some students will already be aware of his suicide from the 10 p.m., news on TV last night. Others will be learning of his death from you. It is recommended that you give your class an opportunity to hear the following facts from you, to ask questions, and to discuss their feelings. You can expect some students to be angry and upset as well as sad. Please be sensitive to their feelings.

(Name) died last night at 8:00 p.m. after hanging himself in his closet with a rope. He was found by his father and was rushed by ambulance and paramedics to the emergency room of the county hospital where trauma doctors and nurses were unable to revive him. He did not regain consciousness and died a half an hour after he arrived. The medical examiner has ruled his death a suicide. His parents would like you to know that they have donated some of his body organs so others may have a chance to live. 'We do not know why (name) chose to kill himself. Unfortunately, he did not realize what other options were available to help him with his problems. This solution was permanent and irreversible.

Students may be excused from classes for (name) funeral if they bring a written excuse from a parent. Funeral arrangements are still pending. We will give you that information when we receive it. The family will be at the funeral home tomorrow evening if anyone wishes to pay his/her respects and extend sympathy.

The crisis team will be in the school building throughout today and the rest of the week. If you wish some assistance in discussing (name) death with your class, a team member will come to your classroom. Please identify any student you think needs further help dealing with this tragic event and send him or her to the counseling office.

Today may be a very difficult one for you as well as our students. A crisis team member will be in the teachers' lounge if you wish to talk further about the suicide.
ANTHONY ISD

TO: (School Name) Faculty and Staff
From: Principal
Subject: Accident on Campus
Date: 

We have had a tragic accidental death of a student in one of the third grade classrooms this morning. You may have heard the commotion and seen emergency personnel enter the building. The children may be anxious and upset. Please only tell them there has been an accident and the police and firemen are here to help. Encourage them to express their fears and scary feelings. The sirens and ambulance may remind them of other accidents in their neighborhood or home. Reassure them that there is no danger to them. They are safe.

Do not permit students to enter the south hallway. Exit the building and reenter the east entrance to reach the cafeteria or gym. If your classroom is located in the south wing, remain in class until you are notified further.

We will give you additional information as soon as it is available.
ANTHONY ISD
TO: (School Name) Faculty and Staff
FROM: , Principal
SUBJECT: (Person's Name) Death
DATE:

You may be aware that one of the third grade teachers, (Name), died last night at 9:54 p.m. She was attending church and became very ill. The paramedics were called and she was transported to Providence Hospital. She was unconscious and did not recover. The doctors assume it was a heart attack but the final ruling has not been made.

Would you please tell your students so they will hear the sad news from you and hopefully stop the spread of rumors? Some children may want to talk about their own experiences of deaths in their family at this time. Someone from the counseling staff is available to assist you in the classroom if you would like. They will also be in the library if any of your students needs to talk further.

Teachers are welcome to come to the conference room any time today. Arrangements will be made to take your class in your absence.
CRISIS RESPONSE GUIDE

PHILOSOPHY

Anthony Independent School District has taken the task of planning for different crises. It is our contention that by thinking through possible crises and providing possible solutions to them, all persons involved in dealing with these situations will be prepared to handle them in the best possible manner.

Our approach to this issue is to provide what we feel are safe, logical, humane steps to be considered when faced with a crisis situation. Our primary concern is for the health and safety of all.

CRISIS RESPONSE PROCEDURES

STEP 1

Contact 911, if appropriate, and/or Anthony Police, 886-3838

STEP 2

Activate Campus Crisis Management Team (CCMT)

STEP 3

Contact Superintendent, 886-6500

EMERGENCY NUMBERS

Ambulance/Fire Department/Police Department 911
Anthony Police 886-3838
Adult Protective Services 542-4535
American Red Cross 592-0208
Child Protective Services 542-4535
City/County Health and Environmental Dept. 543-3503
El Paso Electric 543-5970
Hospitals
   Columbia  East 595-9000
           West 521-1200
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providence Memorial</td>
<td>577-6011</td>
</tr>
<tr>
<td>Sierra Medical Center</td>
<td>747-4000</td>
</tr>
<tr>
<td>Thomason Hospital</td>
<td>544-1200</td>
</tr>
<tr>
<td>William Beaumont Hospital</td>
<td>568-2121</td>
</tr>
<tr>
<td>Missing Persons Clearinghouse</td>
<td>1-800-346-3243</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>533-1244</td>
</tr>
<tr>
<td>Rape Crisis Hotline</td>
<td>1-800-886-7273</td>
</tr>
<tr>
<td>Runaway Hotline</td>
<td>1-800-621-4000</td>
</tr>
<tr>
<td>Sheriffs Department</td>
<td>886-3839</td>
</tr>
<tr>
<td>Southern Union Gas</td>
<td>562-2003</td>
</tr>
<tr>
<td>Texas Dept. of Highways and Public Transportation</td>
<td>774-4200</td>
</tr>
<tr>
<td>Texas Dept. of Public Safety</td>
<td>855-2105</td>
</tr>
<tr>
<td>United Way Information and Referral</td>
<td>533-2434</td>
</tr>
<tr>
<td>Water Utility</td>
<td>594-5500</td>
</tr>
<tr>
<td>Weather (recording)</td>
<td>562-4040</td>
</tr>
</tbody>
</table>
INFORMATION DISSEMINATION

MEDIA PROCEDURES

In emergency or disaster situations, DO NOT make any statements to the media UNTIL the appropriate central office administrator has been notified. If pressed for information, simply state that you must appraise the central office of the situation prior to releasing any statement.

If a statement is made, follow these guidelines:

• Do not release the names of victims until families have been notified. Follow the FERPA (Family Educational Rights to Privacy Act) guidelines in releasing any other information.
• Be honest, only give facts. If they aren't available at the time then say the facts are being gathered and they will be released at a later time.
• Instruct all personnel to refer questions from the media to the district spokesperson.
• As part of the Crisis Plan, set up a designated area for the media, inform all personnel where the area is and have them send all media people to that area.
• Always get the reporter's name, the name of the newspaper or station they are working for, the telephone number for their work, a mailing address, and the questions they would like answered.

INTERNAL PROCEDURES

Keep your faculty, staff and students informed of the situation. Every situation will be different and the means of communication will be different for each one. Use your best judgment in consultation with your Campus Crisis Management Team (CCMT). Communication with your internal audiences goes beyond the day of the actual situation - communicate before, during and after the crisis situation.

The key with your internal audience is to use your Campus Crisis Management Team to help communicate the message. Designate one member of the team to serve as the key campus spokesperson.
ALTERNATE SCHOOL LOCATIONS

Be prepared to let parents know the alternate site to which students have been moved, if necessary. These sites will be used in the event of structural damage or natural gas leaks or something else out of the ordinary that warrants moving all or some of the students off of the campus.

TRANSPORTATION OPTIONS

In the event of a disaster or emergency, the Superintendent, acting under Board authority, may close the schools and arrange transportation for busing students. Schools affected will be advised by the Superintendent's office as to the option to exercise depending on the nature of the disaster.

OPTIONS

1. Immediate closure of specified schools and transportation of the students either to their homes or to alternate locations.
2. Placement of school buses at predetermined schools in readiness to transport should the situation require.
3. Holding of students at schools and provision of shelter at the school.
4. Acceleration of regular transportation schedule. (Run the regular routes but ahead of schedule with no deviations.)

PUPIL DISMISSAL PROCEDURES

Once the dismissal order is received from the proper school authority, the principal will:

1. Relay dismissal instructions to every classroom by the most rapid and efficient means.
2. Parents should be asked to make special arrangements for care in the event school is dismissed and parents are not at home. The media will be asked to make public announcements of the dismissal.
3. Review dismissal procedures already provided to parents to assure that it will be followed. The procedure should provide guidance regarding parents who have made special arrangements for care in the event parents are not at home.
4. Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the disaster plans are taken.
5. School principal may request assistance from administration and/or appropriate emergency agencies to assure that students disperse from the school building to minimize hazards and reduce congestion.

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6. All dealings with the news media and the public must be handled through the Superintendent's office.

SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER

1. After assessing situation and talking with the proper authorities, determine if the school must be evacuated. Only the Person in Charge can make this call in consultation with the Superintendent.
2. Proceed to alternate site for your school.
3. If necessary, students will be sent home on foot or by bus or parents can pick them up at the school or at the alternate location. Information on student pickup will be supplied by the Superintendent's Office and broadcast on radio and TV.

INCLEMENT WEATHER PROCEDURES

Listed below are procedures to be followed unless the safety of children or staff dictates other appropriate actions. When possible, a decision will be made by 6:00 a.m. to keep schools open, delay the opening, or close schools when there is a district wide emergency such as bad weather making travel to and from school hazardous for students, parents and staff. The superintendent through his office will release this information.

1. If a severe storm or other weather-related emergency has been forecast and/or has hit the area, the Superintendent, or designee, will determine if school will open for the day, open under a delay opening, or close for the day.
2. Listen to the radio stations and TV stations for early morning reports.
3. If a storm develops during the day, the Superintendent will determine the action to be taken and advise principals. The news media will be informed by Superintendent's office of the procedures being followed.

When schools are to remain open:
   a) All personnel are to report to their regular assignment if at all possible.
   b) Any employee unable to report to his/her regular assignment should notify his/her campus or contact central office.
   c) Once opened, schools are not to be closed unless the principal receives a directive from the Superintendent. This directive will be made personally or by telephone. No schools are to be closed on the basis of a news media report.

When there is a delayed opening:
   a) A delayed opening will be announced through the news media by 6:30 a.m.
   b) A delayed opening will set all reporting times, bus schedules, etc., back one and one-half hours.
c) All personnel are to report to their regular assignments, if at all possible, no later than the one and one-half hour delay.
d) Any employee unable to report his/her regular assignment should notify his/her campus or contact central office.
e) Those students who report to school are not to be released, sent home, or taken home unless the school receives a parent-initiated request.
f) Once opened, schools are not to be closed unless the principal receives a directive from the Superintendent.

When schools are closed, the entire school district will be closed. All offices and staff employees will make up the days lost in the same manner as classroom teachers. In order to make up any lost instructional days, holidays, non-duty days, teacher workdays, in-service days or an extension of instructional days may be used in order to meet the maximum number of days of instruction as required by TEA.

Listed below are messages to be used by Central Office Personnel:

a) The Anthony Independent School District schools will open at the regular time. All buses will be operating on schedule if possible. If conditions in a particular area of the district are considered to be too hazardous for students to proceed, parents may keep students at home and the absence will be an excused absence.
b) The Anthony Independent School District is delaying the opening of school by one and one-half hours. All reporting times for school employees and students as well as bus schedules will be one and one half hours later than normal. Pre-K and Kindergarten morning classes will not meet. If conditions in a particular area of the district are considered too hazardous for students to proceed to school, parents may keep students at home and the absence will be an excused absence.
c) The Anthony Independent School District schools will be closed today. All school district offices and schools will be closed and employees are not required to report.
d) All schools are open and will remain open throughout the school day. Students who are able to report for school will remain in attendance for the entire day. Parent initiated requests for students to be released are to be honored. Students or school employees are not to contact parents in order for students to be released, unless there is an emergency concerning the individual student.

e) Use of telephones during bad weather situations should be limited in order to receive calls of immediate importance. The last directive is to remain in effect for each school and office, until a new directive is received. No requests
should be made for early release or other direction for an individual school unless an emergency exists (gas leak, flooding, etc.). By limiting the use of the phone system, those calls that need to be completed will have a better chance of being timely placed and received.

When one school receives a directive, that directive is not to be relayed to another school, unless directed to do so. The directives are to be issued by the designated personnel.

ACCIDENT OFF CAMPUS (including school bus accidents)

Call Police or 911
Activate CCMT, if appropriate
Determine who is involved
Secure an event roster
Complete incident report
Notify Superintendent (specify needs if any)
Secure emergency / health cards if possible
Evaluate situation and develop a plan
Notify families
Update Communications
Complete Incident Report
CCMT meets to debrief at the end of the day

ACCIDENT /SERIOUS ILLNESS (on campus)

Call Police or 911
Administer CPR/First Aid
Activate CCMT
Remove students from area
Secure emergency / health cards if possible
Notify Superintendent (specify needs if any)
Notify families
Transport the person if necessary (be sure to take student’s health form with the signed permission to treat)
Update Communications
Complete incident report
CCMT meets to debrief at the end of the day

BOMB THREAT PROCEDURES

Refer to bomb threat list (keep caller on the phone as long as possible) Ca11911 or Anthony Police (use a different line)
Activate CCMT
Evacuate building, if necessary
Secure student/staff rosters
Notify Superintendent
Update Staff
CCMT meets to debrief at the end of the day

CHEMICAL ACCIDENT

Call Anthony Police or 911 Activate CCMT
Determine source of leak/spill
If source is off campus - shut off all AC, vents, and fans. Have students remain inside unless otherwise instructed.
If source is on campus - evaluate outside upwind unless otherwise instructed and consider alternate site.
Authorities will evaluate what chemicals are present and they will remove them
Notify Superintendent
Secure emergency health cards / student / staff roster Documentation disposition of affected students
Send information about incident with anyone going for medical treatment Notify families of affected persons
CCMT meets to debrief at the end of the day

CONTAGIOUS DISEASE

Contact Nurse
Contact the County Health Department
Activate CCMT if the need is serious enough
Using input from Health Services, school nurse and County Health Dept.; decide on an approach that will best address the situation
Meet with parents, if appropriate
CCMT meets to debrief at the end of the day

DANGEROUS OR IRATE PERSON ON CAMPUS

Call Anthony Police or 911
Check identification if possible. Determine whether the person has a legitimate reason to be on campus.
If the person is identified as a parent or person with a legitimate reason to be there, utilize a combination of extreme politeness, courtesy and firmness to structure and de-escalate the behavior.
If students or staff witnessed the situation, inform them of the facts once the situation is resolved.
FOOD POISONING (on campus)

Activate CCMT
Notify Superintendent (specify needs, if any)
Notify Food Services Director
Close cafeteria, if appropriate
Call the Health Department, if appropriate
Notify families
Document who is affected and treatment received
Follow check out procedures
Notify staff
Update communications
CCMT meets to debrief at the end of the day

GANG VIOLENCE AND/OR RIOTS

Call Police or 911
Activate CCMT
Isolate area and close if off
Activate campus crowd control team if needed
Notify Superintendent (specify needs, if any)
Designate separate area for the media
Identify leaders
Document police action/investigation
Update communications
CCMT meets to debrief at the end of the day

HOSTAGE SITUATION

Call Police or 911
Activate CCMT
Make sure they know there is an armed person inside the school and his/her last known location
Isolate the area
Evacuate the building, allow no reentry
Secure student/staff rosters
Notify staff
Notify Superintendent (specify needs, if any)
Designate separate area for the media
Identify spokesperson to communicate with the hostage taker, "if needed" until law enforcement arrives
Notify families of all person involved Update Communications
CCMT meets to debrief at the end of the day

NATURAL DISASTERS (EARTHQUAKES, TORNADOES, FLOODS)
PENDING

Activate CCMT
Evaluate situation (monitor media, contact emergency services for update)
Secure student/staff rosters/emergency cards
Emergency procedures Notify Superintendent Notify staff
Update communications
CCMT meets to debrief at the end of the day
Contact Utilities (if needed)

OCCURRING

Call Police or 911
Activate CCMT
Secure rosters
Emergency procedures
Notify staff
Notify Superintendent
Contact utilities (if needed)
Update Communications
CCMT meets to debrief at the end of the day

TORNADO

1. TORNADO WATCH-means no funnel clouds have been sighted, but conditions are such that tornadoes can occur.
2. TORNADOR WARNING-means a funnel cloud has actually been sighted or detected by radar. The approximate location and direction travel is usually given in the warning broadcast.
The best shelter is a steel-framed or reinforced concrete structure such as a basement, interior hallway or restroom.
a. Stay away from windows.
b. Get beneath heavy furniture.
c. Avoid auditoriums, gyms, or any room with wide free-span roof.

EARTHQUAKE

1. Don't panic.
2. To protect from falling objects, take cover.
   a. Get beneath a desk, table or bench.
b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows, or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take appropriate cover.

IF OUTSIDE

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to Person in Charge as soon as safe.
4. Do not attempt to enter building until authorized to do so.
5. Avoid auditoriums, gyms, or any room with wide free-span roof.
6. Do not light fires or touch fallen wires.
7. Be alert for instructions from Person in Charge.

AFTER AN EARTHQUAKE

After an earthquake be prepared for additional small earthquakes called "aftershocks."

NUCLEAR THREAT

Activate CCMT
Notify staff
Move students to safest location
Secure student/staff rosters
Monitor emergency broadcast system
Update Communications
CCMT meets to debrief at the end of the day

PROTEST/DEMONSTRATIONS

Identify the group and the purpose of the protest
Notify Police
Notify Superintendent (specify needs, if any)
Activate CCMT
Refuse permission for unauthorized personnel to enter school property
Assign staff to all building entrances
If protest group is already on the school premises, request that they vacate immediately
Advise teachers to keep classroom doors closed.
Keep administrative offices locked; provide security measure for files and records
Keep faculty informed  
Prepare statement for media  
Prepare for community meetings that may be needed to respond  
Refer to board policy for disciplinary action if students are involved  
CCMT meets to debrief at the end of the day

SEXUAL ASSAULT/ABDUCTION ON CAMPUS

Call Police or 911  
Activate CCMT  
Care for victim (do not touch victim)  
Secure emergency/health card  
Notify Superintendent (specify needs, if any)  
Isolate witnesses (do not allow them to talk to anyone)  
Detain suspect if possible  
Inform staff  
Notify family (in person if possible)  
Announce the availability of counseling and location, if appropriate Teachers identify students that need counseling  
Document who receives counseling and needs follow-up  
Update Communications  
CCMT meets to debrief at the end of the day

SUICIDE OR ATTEMPTED SUICIDE

Call Police or 911  
Activate CCMT  
Isolate the area  
Isolate the witnesses  
Suspend bell schedule (everyone stays where they are)  
Notify nurse  
Notify Superintendent (specify needs, if any)  
Secure emergency/health card  
Notify parents (in person if possible)  
Assign separate areas for media, parents, counseling  
Communicate with staff  
Document all students checking out  
Announce the availability of counseling and location  
Teachers identify students who need counseling  
Document who receives counseling and needs follow-up  
CCMT meets to debrief at the end of the day
WEAPONS ON CAMPUS

Activate CCMT
Determine degree of danger (make a plan of action)
Confiscate weapon discreetly, if possible
If weapon is a gun, call Police or 911
Report weapons on campus to them
Notify Superintendent
Notify parents of the student
Update Communication-internal and external, if necessary
CCMT meets to debrief at the end of the day

IF UNABLE TO CONFISCATE WEAPON

Call Police or 911
Notify Superintendent (specify needs, if any)
Notify staff
Evacuate area
Notify parents
Update Communications
CCMT meets to debrief at the end of the day