



CHANNING ISD

EMERGENCY RESPONSE
CHECKLIST

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

**TRANSPORTATION
DIAL 806-235-3432**

FIRE OR EVACUATE - 3 BELLS

**DISASTER OR RETENTION - 1 CONTINUOUS
BELL**

TABLE OF CONTENTS

Introduction	page 3
Accidents	page 4
Assault/Managing Alleged Assailant	page 5
Bomb Threat/Found	page 6
Chemical Spills	page 7
Child Abuse	page 8
Childnapping	page 9
Death at School-Natural, Homicide Suicide, Accident	page 10
Fire	page 11
Gang Altercations	page 12
Mass Involvement of Students in Large Group Crisis	page 13
Operational Crisis: Hazardous Materials, Toxic Gas or Substance, Leak, Power Outage	page 14
Riot/Political or Community Demonstration	page 15
Security Breach/Vandalism	page 16
Tornado/Natural Disasters	page 17
Retention Plan	page 18
Evacuation Plan	page 19
Emergency Numbers	page 20

INTRODUCTION

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

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

For most major kinds of emergencies some preparations can be made. Knowing whom to call can save time, property, and lives. This booklet is intended as a practical outline of what to do in a variety of emergencies, but it requires each school to develop its own evacuation plan and make assignments. The School Safety and Emergency Resource Manual acts as a supplement to this guide and can provide further information on emergency and crisis prevention, management, and resolution.

- READ THIS BOOKLET AND THE SCHOOL SAFETY AND EMERGENCY RESOURCE MANUAL
- DEVELOP PLANS AND TRAIN STAFF
- REHEARSE EMERGENCY PROCEDURES
- ALWAYS PRACTICE PREVENTION

© 1999. This flip chart and its entire contents are the copyrighted property of the Texas Association of School Boards Risk Management Fund (the Fund) and may not be reproduced in any manner with the express, written permission of the Fund. The information and materials contained in this publication have been compiled from sources believed to be reliable and represent the best current opinion on the subject as of the date of this publication. No warranty, guarantee, or representation is made by the TASB Fund, TASB, Inc., or the contributors to this publication as to the absolute correctness or sufficiency of any representation contained in the publication. The TASB Fund, TASB, Inc., and contributors assume no responsibility in connection therewith; nor can it be assumed that this publication includes all acceptable required safety or emergency measures, or that other additional safety or emergency measures may not be required under particular conditions or circumstances.

ACCIDENTS - Level I and II

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

MINOR – Level I

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

MAJOR – Level II

- **If life threatening, call 911. Notify superintendent, principal, nurse as needed.**
- **Apply first aid utilizing school nurse or 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, principal, nurse as needed.**
- **Notify 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, DPS.**
- **If threat of fire exists, ensure children are moved to a safe place.**
- **Contact transportation department.**
- **Verify report with police. Attempt to determine who has been injured; extent of injuries and hospital.**
- **Notify superintendent, transportation, public information officer, and administration.**
- **Assemble campus crisis team. Set up incident command center.**
- **Prepare a list of students, parents, and phone numbers.**
- **Prepare a fact sheet and media statement.**
- **Visit injured.**
- **Debrief campus crisis team and staff.**
- **Fill out student/personnel accident report.**
- **Check with risk management/business office about insurance coverage, etc.**

ASSAULT/MANAGING ALLEGED ASSAILANT – LEVEL I

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

Assault

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

MANAGING ALLEGED ASSAILANT

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

BOMB THREAT/FOUND - LEVEL I, II

(ALSO SEE: *SCHOOL SAFETY AND 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, principal, nurse as needed.
 - Notify transportation if site evacuation may be needed or in case of inclement weather.
 - Assemble campus crisis team and inform of situation.
 - Begin a search of building and grounds by local crisis team and staff for suspicious items, and report to office.
- **If bomb found, isolate the area.**
 - Determine if the building should be evacuated; evacuate in stages starting with rooms nearest device.
 - Do not: handle device, use two-way radio, attempt to dismantle device, use pagers, turn lights on/off.
 - Notify superintendent.
 - Re-enter building only after advised to do so by police.
- **Prepare fact sheet and media statement.**
- **Debrief with campus crisis team and staff.**

CHEMICAL SPILLS - LEVEL II

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

- **Obtain Material Safety Data Sheet for spilled chemical if known.**
- **If life threatening, call 911. Notify superintendent, principal, nurse as needed. Give location and chemical information if known and have someone stay on line to give additional information while unit is en route. Ask for advice on evacuating or sheltering in house.**
- **If advised by police or fire department to remain in building:**
 - Move all students inside building away from affected areas.
 - Have students and personnel breathe through wet paper towels.
 - Close up and secure affected area. Shut down electricity and gas.
 - Post warning signs at entrance.
- **If advised by police or fire department to evacuate the school site, proceed as follows:**
 - Call Transportation for buses – 235-3432
 - Sound alarm - 3 long bells.
 - Instigate evacuation plan.
- **Convene campus crisis teams and set up incident command center with communication capability on site.**
- **Estimate extent of injuries or potential physical danger with school nurse and health services.**
- **Keep list of hospitalized persons and where students/staff are evacuated.**
- **Ring all-clear bell when appropriate.**
- **Prepare fact sheet and media statement.**
- **Debrief with crisis team and staff.**

CHILD ABUSE - LEVEL I, II

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

SUSPECTED – LEVEL I

- **Ensure oral report to local police, Child Abuse Unit (800-252-5400), County Sheriff's Department (806-235-3142), or Child Protective Services (806-249-8316) is made within 48 hours.**
- **Document actions and decisions.**
- **Do not attempt to investigate or verify information until or unless given direction by superintendent.**
- **Permit interview with child by authorized, properly identified officials only.**
- **Cooperate with the request of the investigator regarding notice to parents.**
- **Provide follow-up counseling.**

ACCUSATION AGAINST SCHOOL PERSONNEL – LEVEL II

- **Document report. Do not investigate or attempt to verify information until or unless given direction by superintendent or personnel department.**
- **Notify superintendent.**
- **Report to local police, Child Protective Services, as needed.**
- **Provide for police investigators and notify parents of procedures.**
- **Allow time for employee to be interviewed and arrange for substitute.**
- **Prepare fact sheet and media statement.**
- **Convene campus crisis team and counselors, as needed.**
- **Plan for parental inquiries, staff meeting, safety measures.**
- **Notify parents of affected students that crisis counseling is being provided for alleged incident.**
- **Provide crisis counseling only after statements are taken.**
- **Debrief with campus crisis team.**

CHILDNAPPING - LEVEL II

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

WITNESSED

- **Call 911. Notify superintendent, principal, nurse as needed.**
- **Gather facts about abduction and description of abductor and any vehicle.**
- **Notify parents.**
- **Convene campus crisis team.**
- **Decide on plan of action:**
 - Faculty meeting.
 - Visit classrooms as requested.
 - Letters home to parents.
- **Prepare classmates to be supportive.**
- **Prepare fact sheet and media statement.**
- **Provide for follow-up counseling.**
- **Debrief with campus crisis team and staff.**

NOT WITNESSED

- **Verify child is missing. Search buildings and grounds.**
- **Call 911. Notify superintendent, principal, nurse 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: *SCHOOL SAFETY AND EMERGENCY RESOURCE MANUAL*, SECTION II)

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

FIRE - LEVEL III

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

- **Contact emergency service (911).**
- **Attempt to extinguish the fire if small or confined (i.e., trash can).**
- **Confine fire by closing the door to the area involved. Shut off HVAC and close exterior windows, secure electrical power to affected area and natural gas.**
- **Initiate evacuation plan. Teachers keep class list and go to designated areas.**
- **Sound fire alarm – 3 long bells.**
- **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 superintendent/designee for repairs or barricade.**
- **Notify Risk Management .**
- **Debrief with crisis teams and staff; keep informal.**
- **Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.**

GANG ALTERCATIONS – LEVEL II

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

- **If life threatening, call 911. Notify superintendent, principal, nurse 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, presence of weapons.**
- **Reestablish order with assistance from staff/campus crisis team.**
- **Ask witnesses to describe what led to altercation.**
- **Prepare fact sheet and media statement.**
- **Prepare plans to prevent retaliation or further campus violence:**
 - **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

(ASPHYXIATION, FOOD POISON, COMMUNICABLE DISEASE) (ALSO SEE:
SCHOOL SAFETY AND EMERGENCY RESOURCE MANUAL, SECTION II)

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

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

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

- **Hazardous Material Release, Toxic Substance or Gas Leak –Level II**
 - Verify information.
 - Call 911. Give location and remain on line until information is complete. Ask for advice on evacuation or shelter in place. Unit will be en route.
 - Administer first aid by school nurse and trained staff.
 - Clear the immediate area or evacuate building, if necessary. Avoid moving downwind.
 - Convene campus crisis team and set up incident command center.
 - Post warning signs; notify superintendent.
 - 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 .
 - Move staff and students from affected area, if necessary.
 - Close up and/or secure affected area, keeping children and people away.
 - Post warning signs.
 - Estimate potential physical danger with school nurse.
 - If a major line is down or sparks are visible:
 - Call 911. Give location and remain on line until information is complete. Unit will be en route.
 - Call superintendent.

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

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

RIOT/POLITICAL OR COMMUNITY DEMONSTRATION - LEVEL I, II

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

- **If life threatening, call 911. Notify superintendent, principal, nurse as needed.**
- **Provide first aid utilizing school nurse/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.**
- **Keep offices locked, provide security measures for files and records.**
- **Keep faculty informed.**
- **Prepare fact sheet and media statement.**
- **Once order is restored, remain alert for further disruptions.**
- **Prepare for community meetings as needed.**
- **Debrief with crisis team and faculty.**

SECURITY BREACH/VANDALISM – LEVEL I, II
(DANGEROUS/IRATE PERSON, INTRUDER/LOITERER, HOSTAGES OR
GUNFIRE) (ALSO SEE: *SCHOOL SAFETY AND 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, principal, nurse 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 by code 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 superintendent's office.

TORNADO/NATURAL DISASTERS – LEVEL III

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

AFTER BEING ALERTED BY THE WEATHER ALERT RADIO AND/OR THE TELEPHONE RELAY SYSTEM, DO THE FOLLOWING:

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

RETENTION PLAN

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

One continuous bell will ring to alert students and employees to follow the predetermined routes to the school basement.

Two bells will ring to make students and employees aware that it is safe to return to the classrooms.

EVACUATION PLAN

(SEE ALSO: SCHOOL SAFETY AND EMERGENCY RESOURCE MANUAL, SECTION II)

This is the plan used to remove students from the building and/or site.

When 3 bells ring, employees and students are to evacuate the buildings following the routes preplanned for each room in the buildings. When 1 bell rings, it indicates that all are to halt. When one bell rings, all is safe for everyone to return to the building. Evacuation routes are posted in each room.

EMERGENCY NUMBERS

(FIRE, POLICE, EMS: 911)

INTERNAL DEPARTMENTS

Central Office Administration: 806-235-3432

Public Information Officer: 806-235-3433

RELATED AGENCIES

Police Department: 806-244-5544

Fire Department 911

Hazard Materials 911

Office of Emergency Management 806-244-4545

American Red Cross 806-935-2085, 806-335-8471

Chemical Spills 806-353-9251

Child Protective Services 806-249-8316

Juvenile Court 806-235-3442

Juvenile Probation Commission 800-525-2493

Juvenile Probation Services 806-244-5270

Gas 800-692-4694

Poison Control 800-764-7661

Power Outages 800-481-4700

Runaway Hotline 888-580-HELP

