



Kennard I.S.D.

Crisis Management Plan



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Actions Taken for a Crisis

In the event of an emergency, the following actions should be taken:

ALWAYS RESPOND TO THE EMERGENCY FIRST!

If first aid or emergency personnel are warranted, the school employee should take the necessary steps to handle the situation. Ask another school employee to notify the school nurse on the campus.

NOTIFY THE BUILDING ADMINISTRATOR

Once the initial first aid has been administered, a school employee should notify the campus administrator on the situation. This could be done by sending a student or fellow employee to the office. The health care professions on campus should also be notified at this time, if he/she has not already been notified.

NOTIFY THE PARENTS

Once the building administrator is apprised of the situation, he/she should begin procedures to notify the parents or guardian of the child. If the injured party is a school employee, a spouse or next of kin should be notified. The campus administrator should give this notification if possible. Otherwise, someone on the office staff should make the call.

NOTE: If a parent or guardian cannot be reached, a message should be left. If no answering machine is available, the office staff should continue to try to reach the next of kin or the parent at **five-minute intervals UNTIL someone is reached.**

NOTIFY THE SUPERINTENDENT

The next call from the school administrator or office staff should be the Superintendent's office. Questions about the presence of an emergency vehicle on campus may reach the Superintendent's office and the staff there needs to be updated periodically about what is happening.

CRISIS MANAGEMENT TEAM ACTIVATED

The principal or designee will take the necessary steps to activate the CMT should the need arise. The Superintendent will make the decision to involve outside assistance (if needed).

ACTIONS DEFINED

Activate CMT-**the campus principal** will communicate to the members that a crisis situation exists and meet to plan as appropriate.

Notify Superintendent's office-use **Crisis Communication Procedures** to notify administration. Give preliminary assessment of crisis and specify assistance, support or particular needs the situation requires

Activate Campus Control Team-a predetermined group of select staff (assistants, aides, coaches) to assist in crowd control and traffic control and movement if a crisis warrants.

Update Communication-as the crisis is managed, have ongoing two-way communication with CMT and update central administration as to status.

CMT Meets to Debrief- as soon as soon as practical, after the crisis situation is under control, the CMT should meet to debrief as to how the crisis situation was handled, noting problems in managing corrective actions suggested and other information that may be helpful in dealing with similar in incidents.

Crisis Communication Procedures

Activate Building CRISIS MANAGEMENT TEAM (CMT)

Contact the Superintendent 655-2161

Contact 9-1-1 or
Houston County Sheriff's Department (HCSD) as appropriate..... 544-2862

IF CAMPUS PRINCIPAL IS UNAVAILABLE, CONTACT THE DESIGNATED ADMINISTRATOR

OR
Counselor.....655-2025 or 655-2724

CMT is headed by the campus principals and includes faculty/staff members, nurse, counselor, and custodians.

Emergency Phone Numbers

Ambulance/Fire Department/Sheriff's Department.....	9-1-1
Superintendent's Office.....	655-2161
Children's Protective Services.....	1-800-252-5400
	Or
	544-5624
East Texas Medical Center-Crockett.....	546-3862
Women's Center of East Texas, Inc.....	544-2151
Houston County Electric Co-Op.....	544-5641
Health Department.....	544-3559
Health Department.....	544-3559
Poison Control Center.....	1-800-764-7661
East Texas Medical Center Behavioral Health.....	1-800-566-0088
Houston County Sheriff's Department.....	544-2862
Texas Department of Public Safety.....	544-7050
United Way Help line.....	632-3203

Kennard Fire Department (K/RVFD)-655-2223

Emergency Media Requests

ALL request for information regarding an emergency/crisis situation from any outside media source, i.e., newspaper, radio, television, should be channeled through the Kennard ISD Superintendent's Office, 655-2161. The Superintendent's Office serves as the primary media contact for KISD and will work with you in handling media requests. The Superintendent is always the official spokesperson, unless the Superintendent designates another spokesperson in a particular situation.

IN EMERGENCY/CRISIS SITUATIONS. DO NOT MAKE ANY STATEMENTS TO THE MEDIA.

If pressed for information, simply state that all media requests are to come through the Superintendent's Office, and any statements about the situation will come from that office. You may request that media personnel leave the campus property. You may NOT prohibit them from filming your campus if they are located off of school property.

After all appropriate staff have been notified, you may be asked to make a statement to the media. If so, follow the guidelines.

- Always get the reporter's name, the media source they represent, a telephone number, and any questions they would like answered.
- Remember that when you speak, you are doing so as a representative of KISD. DO NOT express personal opinions about issues or situations.
- BE HONEST. Give ONLY the facts. If you do not know the answer to a question, simply state that those facts are not available at the time, but you will try to get the information they are requesting as soon as possible.
- Do not release the names of victims until families have been notified.
- After you have notified the Superintendent's Office and depending upon the situation, you may be asked to designate an area for the media. Inform all personnel where the area is, and have them escort all media people to that area. The Superintendent's Office will facilitate under those circumstances.

Accidents

On Campus

Activate Crisis Management Team

Notify Superintendent's office (655-2161)

Call 9-1-1 if needed

First Aid/CPR

Call Houston County Sheriff's Department (544-2862)

Remove student from the area

Secure emergency/health card

Notify family

Transport person if necessary (make sure to take students health form with the signed permission to treat)

Update communications

Complete incident report

Crisis Management Team meets to debrief



Off Campus

Call 9-1-1 if needed

Call Houston County Sheriff's Department (544-2862)

First Aid/CPR

Determine involved parties

If appropriate secure an event roster

Notify administration (specify needs)

Notify family

Update communications

Complete incident report

Crisis Management Team meets to debrief

Car-Wreck On/Off Campus

Activate Crisis Management Team

Notify Superintendent's office (655-2161)

Call 9-1-1 if needed

First Aid/CPR

Determine involved parties

Call Houston County Sheriff's Department (544-2862)

Notify family

Transport person if necessary (make sure to take students health form with the signed permission to treat)

Update communications

Complete incident report

Crisis Management Team meets to debrief



Bomb Threats

- Use Bomb Threat Form (Next page)
- Keep caller on the phone as long as possible
- Call 9-1-1 (use a different line)
- Call Houston County Sheriff's Department (544-2862)
- Activate Crisis Management Team
- Notify Superintendent's office (655-2161)
- Evacuate building
- Secure Student/Staff rosters
- Update Staff
- Update communications
- Complete incident report
- Crisis Management Team meets to debrief



Bomb Threat Incident Report

Time and date reported: _____

How Reported: _____

Exact words of the caller:

Ask:

When is the bomb going to explode? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Where are you calling from? _____

Description of the caller's voice

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Speech Problem |
| <input type="checkbox"/> Young | <input type="checkbox"/> Middle Aged | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Tone of Voice | <input type="checkbox"/> Intoxicated |

Background Noise? _____

Time caller hung up: _____

Name, address, and phone number of recipient:

Death/Homicide (on campus)

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1 if needed
Call Houston County Sheriff's Department (544-2862)
Secure the area
Isolate the witnesses
Secure emergency/health card
Notify parents (personal visit if possible)
Assign separate areas for media, parents and counseling
Communicate with staff, including a written statement (utilize team leaders if necessary)
Document all students checking out
Announce the availability of counseling and location
Teacher identify students that need counseling
Document who receives counseling and needs follow up
Update communications
Complete incident report
Crisis Management Team meets to debrief

Explosion

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1
Call Houston County Sheriff's Department (544-2862)
Evacuate building (fire alarm)
First Aid/CPR
Secure Student/Staff rosters and emergency/health card
Notify Staff
Update communications
Complete incident report
Crisis Management Team meets to debrief



Fire

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1
Call Houston County Sheriff's Department (544-2862)
Evacuate building (fire alarm)
First Aid/CPR
Secure Student/Staff rosters and emergency/health card
Update Communications
Complete incident report
Crisis Management Team meets to debrief



Food Poisoning (On Campus)

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Close Cafeteria
Notify the Child Nutrition Department
Notify family
Document who is affected and treatment received
Follow check out procedure
Notify Staff
Update communications
Complete incident report
Crisis Management Team meets to debrief



Hazardous Materials

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1
Call Houston County Sheriff's Department (544-2862)
Determine source of leak/spill

OFF CAMPUS SOURCE: Shut off all air conditioning, vents, and fans. Have students remain inside unless otherwise directed.

OFF CAMPUS SOURCE: Shut off all air conditioning, vents, and fans. Have students remain inside unless otherwise directed.

Evaluate what chemicals are involved
Note the visible signs
Note the physical symptoms of victims
Check for reports of spills
Secure Student/Staff rosters and emergency/health card
Document disposition of affected students
Send information about incident with anyone going for medical treatment
Notify families of affected persons
Notify Staff
Update communications
Complete incident report
Crisis Management Team meets to debrief

Hostage Situations

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1
Call Houston County Sheriff's Department (544-2862)
Isolate and close off the area
Activate campus control team, if needed
Identify leader(s) of takeover
Document action/investigation
Update communications
Complete incident report
Crisis Management Team meets to debrief

Kidnapping/Missing/Child Custody Laws

Kidnapping/Missing

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Secure emergency/health card
Call Houston County Sheriff's Department (544-2862)
Notify family
Houston County Sheriff's Department controls situation on arrival
DO NOT RELEASE ANY INFORMATION TO THE MEDIA
Complete incident report
Crisis Management Team meets to debrief

Custody Laws

Request to release child

- Divorced parents-
 - Refuse to release the child except to custodial parent. An exception can be made only upon the written request of the custodial parent. **Written requests should be kept on file.**
 - A change in custody should be noted with a copy of the court order or court document and keep it on file.
- Separated Parents-Release to either parent unless there is a court order on file.

Request to see a child

- Divorced parents-Notify custodial parent. Abide by the court document (a divorce decree) if on file
- Separated parents-permit either parent to visit

Medical Emergency

- Divorced parents-Use information listed on the student's emergency card. Contact non-custodial parent, if situation warrants.
- Separated Parents-Use information listed on the student's emergency card. Either parent may be contacted

Sexual Assault

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1 if needed
Call Houston County Sheriff's Department (544-2862)
Care for victim (do not touch victim)
Secure emergency/health card
Isolate the witnesses (Do not let ANYONE talk to them)
Detain suspect if possible
Communicate with staff, including a written statement (utilize team leaders if necessary)
Notify parents (personal visit if possible)
Update communications
Complete incident report
Crisis Management Team meets to debrief

Suicide/Attempted Suicide

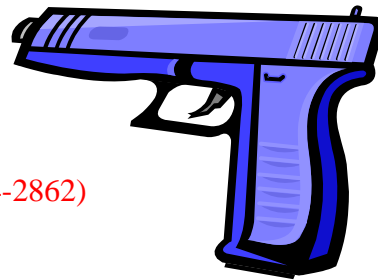
Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call 9-1-1 if needed
Call Houston County Sheriff's Department (544-2862)
First Aid/CPR
Secure the area
Isolate the witnesses
Suspend bell schedule (if warranted) EVERYONE STAYS WHERE THEY ARE
Secure emergency/health card
Notify parents (personal visit if possible)
Assign separate areas for media, parents and counseling
Communicate with staff, including a written statement (utilize team leaders if necessary)
Document all students checking out
Announce the availability of counseling and location
Teacher identify students that need counseling
Document who receives counseling and needs follow up
Update communications
Complete incident report
Crisis Management Team meets to debrief

Violence/Riot

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call Houston County Sheriff's Department (544-2862)
Isolate the area
Activate crowd control team, if needed.
Identify Leaders of Disturbance
Document action/investigation
Update communications
Complete incident report
Crisis Management Team meets to debrief

Weapons on Campus

Activate Crisis Management Team
Notify Superintendent's office (655-2161)
Call Houston County Sheriff's Department (544-2862)
Determine degree of danger
Make a plan of Action
Isolate the student (if possible)
Confiscate weapon discreetly if possible
Notify parents of the student
Update communications
Complete incident report
Crisis Management Team meets to debrief
If unable to confiscate weapon discreetly if possible
Confer with Houston County Sheriff's Department
Notify Superintendent's office
Notify Staff DISCREETLY
Evacuate area



Weather Related Emergencies

Tornado, Hurricane, Thunderstorm, Flooding, Snow, Ice

- If a weather-related emergency/storm is forecast or has hit the area, the superintendent will determine if the school will remain open.
- Monitor local radio stations to be updated on weather conditions.
- If a storm develops during the school day, out primary means of warning of impending weather-related danger will be by the Weather Alert Warning Radio. The superintendent or designee will determine the action to be taken and advise the principals and other appropriate staff.

PENDING	Occurred
Activate Crisis Management Team	Activate Crisis Management Team
Evaluate situation (dependent on type of disaster, imminence, damage monitor media)	Notify Superintendent Call 9-1-1
Secure Student/Staff rosters and emergency/health card	Emergency procedures Notify Staff
Notify administration (specify needs)	Secure Student/Staff rosters and emergency/health card
Notify Staff	
Update communications	Contact Utilities if needed
Complete incident report	Update communications
Crisis Management Team meets to debrief	Complete incident report
	Crisis Management Team meets to debrief

Weather related closings

Overnight Weather Closings

- Staff and students, along with parents, should be reminded to listen to local radio stations and local television stations for weather closing announcements.
- Building principals should develop plans for checking on building security and should develop plans to aid students and staff who may arrive a building unaware of weather closings.

School Day Closings

- Information on daytime weather closings will reach the building principal through the Superintendent's Office.
- Only the superintendent or his designee is authorized to close schools, delay openings, or accelerate the end of the school day.

Review Procedure CKC (LOCAL) for details concerning school closures.

Kennard ISD

Emergency Evacuation Plan

An evacuation can either be signaled by sounding whistle or word of mouth from administrators and teachers. Teachers should instruct students and guest to exit the classroom and proceed to their assigned area in a safe and orderly manor. Teachers and students will not go back into the building, turn off lights, open unopened doors, use cell phone/pagers, radios, bells, or the general announcement system. Do not attempt to use personal vehicles or unapproved methods of transportation. Upon arrival each teacher should take roll and send a list to administrators of students that are unaccounted for. An announcement will be made at that time as to the next appropriate step in the plan. Remember to be flexible as it is impossible to plan for every possible situation.

The location will be determined at the time of the evacuation. Busses will be used only when they are found to be either safe or necessary.

Location “A”	First Baptist Church
Location “B”	New Hope Missionary Baptist Church
Location “C”	Track”

§ 552.0037. Certain Entities Authorized to Take Property Through Eminent Domain

Notwithstanding any other law, information collected, assembled, or maintained by an entity that is not a governmental body but is authorized by law to take private property through the use of eminent domain is subject to this chapter in the same manner as information collected, assembled, or maintained by a governmental body, but only if the information is related to the taking of private property by the entity through the use of eminent domain.

Added by Acts 2005, 79th Leg., 2nd C.S., ch. I, § 2, eff. Nov. 18, 2005.