

Gorman Independent School District

Crisis Manual  
For  
Teachers

## CAMPUS CRISIS RESPONSE TEAM

GORMAN HIGH SCHOOL

2009-2010

The campus Crisis Team is as follows:

Position	Name	Assigned Duties
Administrators	Mary Reeves Jeff Byrd	Secure Campus
Counselors	LaTricia Hampton Marlo Byrd	Work with students
Teachers	Bob Busby Charles Bunch	Get Parents and media to Cafeteria
Faculty	Shellie Little	Get students to health office
Office Staff	Pam Childers Jeanene Roemisch Debbie Burleson	Answer Phones
Crisis Assistants	M.S.-Trey Felan H.S.-Becky Swanner Elem.-Crystal Snider	M.S.-Belinda Segura H.S.-Sandy Porter Elem.-Lisa Laminack

## **Crisis Management Team**

- David Perry
- Jeff Byrd
- Mary Reeves
- Charles Bunch
- Bobby Busby
- Cindy Underwood

## **CRISIS QUICK REVIEW**

1. Do you have a class roster ready to take with you in the event of an evacuation?
2. Do you have students assigned to any physically challenged students in the class who can assist them in getting out of the building?
3. Do you know your primary evacuation route?
4. Do you know your alternate evacuation route?
5. Have your students been instructed to take everything they brought into class with them when they leave?
6. Where is the off-campus emergency location?
7. Do you know the location of the fire extinguisher closest to your room?
8. What announcement will be made when a “lock and secure” is needed?
9. What is the all-clear signal after a fire drill?
10. Do you know who your campus Spokesperson is?
11. Do you have your Crisis Plan?

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## EMERGENCY PHONE NUMBERS

All Emergencies	911
Eastland Emergency Room	254-629-2601
Stephenville Emergency Room	254-965-1500
Poison Control	1-800-222-1222
City of Gorman	254-734-2317

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## GISD NUMBERS

Superintendent	734-3171
High School	734-2614 or 734-2616
Middle School	734-4727 or 734-4728
Elementary	734-2617
Athletics	734-2264
Mr. Perry Cell	734-5716
Mrs. Reeves Cell	734-5718
Mr. Byrd Cell	734-5717

## GENERAL OPERATIONAL GUIDELINES

### Campus Safety & Security

1. All staff will wear a picture identification badge during working hours.
2. All doors which open to the outside of the school shall remain locked during school hours, except for the main entrance. Exceptions will be allowed, but only after a conference with the superintendent.
3. Each campus will develop and maintain at least two Emergency Response Kits. The required contents of these are noted in the appendix of this manual.
4. Each school will designate a location or facility to be used as an emergency shelter for the students in the case of a forced evacuation.  
The emergency shelter for this school is \_\_\_\_\_.
5. Each teacher will develop and maintain a class roster which will be taken outside by the teacher in the event of an evacuation. This roster will list all students in the teacher's class. Phone will be included, if possible.
6. Each campus should maintain a list of students would are eligible to ride the bus to and from school.
7. All schools will be required to comply with the GSD Visitor Pass Procedure. The specifications of the procedure are listed in the appendix of the manual.
8. Campuses should have a back-up plan for communication in the case of electricity/telephone failure or evacuation. Cell phones may have to be used in any emergency situation.  
Note: In the event of a significant emergency, all communication circuits can become jammed and all types of telephones may become useless.
9. Principals must have a key to the school.
10. In the event of an evacuation, necessary medications needed to be taken outside. Also, a plan must be developed to evacuate all persons who are physically or mentally disabled.
11. The principal and/or school secretary should ensure that the emergency alert monitor and weather alert radio are working properly.
12. All emergency safety drill procedures must be rehearsed by the staff and students on a regular basis. This drills include:
  - Fire Drill <under **Fire/Explosion**>
  - Tornado Drill <**under Tornado**>
  - Lock and Secure Drill <**under Lock and Secure**>

## **MEDIA**

### **How teachers should respond if approached by media**

Teachers should direct all media to the principal or designee. If the crisis warrants a communications center to be established off campus to receive phone calls and answer questions, this will be established by the Program Director of Communications at the Superintendent's office. A bank of phones (usually in the personnel office) will be manned by ESC personnel who are kept up to date with the latest information about the crisis. One or two phone numbers will be publicized through media channels so that parents, media, and others can call a central information number rather than having to call the school.

### **Teachers/students talking to the media**

Remember that staff is not required to be interviewed by the media. If the media want to interview teachers and other staff members, they must get the staff members' permission and the principal's permission. The principal has the right to deny the press interviews with teachers *on the school premises* and teachers have the right to deny an interview at any time or place. Keep in mind that the principal has control over what happens on the school campus, but can't control what happens off school premises, i.e. reporters talking with parents off campus.

With regard to students, it is usually best to decline media's requests to interview students. If it seems appropriate for the students to talk to reporters, parental permission must be obtained, by a documented telephone call or in writing, if time allows. If reporters are insistent about interviewing students, it is always better for the principal to select the students rather than letting reporters do the selecting.

## **ACCIDENTS RESULTING IN SERIOUS INJURY**

1. The school nurse and principal should be contacted if a student or staff member is injured. If necessary, the principal or the principal's designee will notify the superintendent.
2. The nurse or principal will call 911.
3. Trained staff members will be utilized in emergency first aid, if the condition arises.
4. GISD personnel should NOT transport injured persons.

## **BOMB THREATS**

If someone calls saying there is a bomb on school property:

**DO NOT HANG UP OR PUT ON HOLD.**

**The use of cellular phones, walkie-talkies and bus radios is permissible.**

1. The person receiving the call should note the time the call is made and attempt to find out the following information:
  - a. When is it set to go off? (very important)
  - b. Where is the bomb located? (very important)
  - c. What type and size is the bomb?
  - d. What is the caller's name and address?

The following should be noted, if possible:

- a. Approximate age of caller?
- b. Male or female?
- c. Accent?
- d. Background Noises?
- e. Disposition-hysterical, calm, amused, angry?
- f. Is voice familiar?

Contact the office immediately so they can begin the Call Trace Procedure.

## **BUS ACCIDENTS**

### **If the bus is involved in an accident to or from a field trip or on a regular route:**

1. The transportation department will call 911 for whatever the emergency help is needed (police, fire, etc.) and principal or designee. The campus must be contacted.
2. Supervising teacher should carry a cell phone and contact campus immediately when an accident occurs. (Field Trip Procedure)
3. Principals and designees will be in charge of the release of students.
4. At the site of the accident, students will be release only to their own parent/guardian or emergency contact. Release of students will be made by the principal, school designee, GISD official, or bus driver, in the order of preference.

## **FIRE/EXPLOSION**

If a fire or explosion occurs in or near a school building, each teacher should carry his or her grade book/class roster book out of the building for student accounting purposes.

### **Campus Fire Drill/Explosion Procedure**

1. Close windows and make sure to lock the door.
2. Take purse, keys, grade books and/or class roster.
3. Lead class safely and quickly to predetermined site.
4. Check roll at predetermined site.
5. Account for any missing student and notify administrator immediately.
6. Wait for all-clear signal.

**Route of evacuation from this room (write in here):**

**Alternative route of evacuation (write in here):**

**GORMAN ISD  
FIRE DRILL/EVACUATION PROCEDURES**

During the first day of school, teachers should inform all classes of the fire drill/evacuation procedure. The evacuation map should be posted in each class room.

Students should be instructed in proper evacuation methods. Students must leave the building in single file. Emphasis should be placed on the fact that at no time should there be any talking, pushing, running, or any other disturbance while the drill is being carried out. Teachers should carry their grade books as they exit from their rooms and account for all of his/her students while in the assembly area.

Any teacher who has a student in the restroom located next to his/her room should check the restroom as the students file out.

Middle School: Primary Exit: Rooms 101-102-Library-Exit Side door by offices. Rooms 103-104-109-Science Lab-Exit door at the end of the hall.

Alternate Exit: Rooms 101-102-Library-Exit door at the end of the hall-to the football field.

Primary Exit: Rooms 110-111-106-Exit out the door by the janitor's closet. Rooms 105-107-108-Exit out the back door to the football field.

Alternate Exit: Rooms 110-111-106-Exit the back door to the football field. Rooms 106-108-109- Exit out the side door at the janitor's closet.

Offices and workroom-Primary-Exit the front door

Alternate-Exit the side door to the flag pole

Elementary School: Primary Exit: Side Halls- exit by side doors and proceed to the flag pole.

Main Hall-Rooms closer to main entrance exit and cross the road safely. Rooms closer to the playground need to exit to the far end of the playground. Alternate exit: Either exit by the front door or playground door to safety.

Two Story: Upstairs Primary exit: Upstairs will exit through the gym and proceed to the area leading to the football field. Alternate exit: down the front stairs and proceed to the far end of the playground. Downstairs Primary Exit: Downstairs will proceed out the front doors to the far end of the playground. Alternate exit: Exit through the gym and out to the football field.

Cafeteria: Primary Exit: Walk out the closest door and proceed to the far end of the playground. Alternate Exit: Walk out the door on the opposite side of danger and proceed to the far end of the playground.

All Portable buildings: Walk out the doors and proceed to the back of the portable buildings.

Old Gym: Primary Exit: Girl's dressing area: out of the back doors and proceed to the football field. Boy's dressing room: out of the back doors and proceed to the football field. Alternate Exit: Exit front door to the flag pole.

High School: Offices-Workroom-201-202-203-Girl's Restroom-Weight Room-Primary exit by West Doors to 2<sup>nd</sup> Street. Alternate exit by the South Doors to Panther Drive

204-205-206-207-208-Boy's Restroom-Primary exit East end to 3<sup>rd</sup> Street  
Alternate exit by the South doors to Panther Drive

Boys and Girls Dressing rooms-Primary exit to North to Lexington Street  
Alternate Exit to the South to Panther Drive

Foyer Gym-Primary exit to West to 2<sup>nd</sup> Street  
Alternate Exit to North to Lexington Street

The teachers listed below will assign a boy and girl to help them perform the following responsibilities:

1. Check the building quickly and thoroughly for students who may be inside. All rooms and restrooms should be checked thoroughly.
2. Check to see that all outside exit doors are closed. The last person to leave each building should close the door.
3. Report to the principal at the east of the administration building.

Middle School: Mrs. Troutman  
Portable Buildings: Mrs. Mauney  
Gym: Coach Busby  
Ag: Mr. Boles  
Field House/Weight Room: Coach Bunch

High School: Ms. Porter  
Elementary: Mrs. Reeves  
Two Story: Mrs. Burleson

The teachers listed below are responsible for directing traffic on assigned streets so students may pass safely to the opposite side of the street.

Lexington—Vaughn & Warren  
2<sup>nd</sup> Street—Swanner & Lovelace  
3<sup>rd</sup> Street-Childers & Hampton

Make sure you have the responsibility covered by a neighboring teacher during your conference periods.

## HAZARDOUS MATERIALS INCIDENT

If, in the process of transporting a hazardous material, an accident occurs resulting in a spill and/or explosion in the vicinity of the school:

1. The city of Gorman will notify the school about the accident and specific procedures to follow. This may be done by telephone, personal contact, or activation of the Emergency Alert Monitor.
2. The school will call the Principal and Superintendent.

If immediate evacuation is **not** necessary:

1. All doors and windows should be closed and the building should be secured.
2. Students and staff **should not** leave the building until instructed by appropriate officials to do so.

If immediate evacuation is necessary:

1. Each teacher should carry his or her grade book for student accounting purposes.
2. The principal and superintendent will decide if alternate facilities will be necessary for succeeding days.

**Route of Evacuation (write in here):**

## HOSTAGE/INTRUDER

If there is a hostage situation or an intruder on campus the principal should attempt to isolate the area and announce lock and secure.

### **DO NOT DO ANYTHING TO DISTURB THE SITE/SITUATION:**

The announcement "lock and secure" will be made in the event of a campus emergency or crisis which requires student and staff to seek safety within the building.

### **Lock and Secure Procedures for Faculty and Staff**

1. Upon hearing the lock and secure announcement, all students in halls or restrooms shall follow faculty direction to enter the nearest available classroom immediately.
2. All doors and windows shall be locked and remain locked.
3. Glass next to or in doors shall be covered, windows closed and lights turned off. Blinds should be closed if there is danger from outside.
4. Students shall sit quietly against a wall away from the windows and doors.
5. Teachers shall insure that **complete silence** is maintained during the entire "Lock and Secure" procedure.
6. **DO NOT ATTEMPT TO OPEN THE DOOR FOR ANYONE! INCLUDING POLICE OR CAMPUS ADMINISTRATORS UNTIL THE "CAMPUS CLEAR" SIGNAL HAS BEEN GIVEN.**
7. All "Lock and Secure" duties will continue until the situation is resolved and "CAMPUS CLEAR" is announced.

## Threat Involving a Weapon

### **If a student is reported to be in possession of a weapon:**

1. Remain Calm
2. Discretely notify principal or designee
3. Do not alarm other students or staff in regards to the weapon. Principal will determine appropriate action.
4. If a threatening situation develops quickly, the teacher should us the panic button or a two-way communication system.

## **MISSING CHILD**

1. If a child is missing during the school day, notify principal or designee immediately. He/She will determine the procedure to be followed.
2. If there a suspicion that the student has been kidnapped (leaving the school with an unauthorized person), get a description of the “unauthorized person” and vehicle, if possible, to give the principal or designee.

## SUICIDE

Marlo Byrd, Latricia Hampton, Crisis Management Team

The Campus Crisis Response Team will generally follow the guidelines for DEATH OF STUDENT/STAFF MEMBER. In the case of suicide, the guidelines below should also be followed:

1. In announcing the death, the cause of death should not be mentioned. The school should try to restrict the flow of any information that may be damaging to the parents or other children in the family. (The determination of suicide is a complex legal matter and is not within the school's scope of responsibility.) Staff members should be given the known facts regarding the death.
2. Staff should be prepared for a large number of students/staff immediate counseling assistance.
3. If it becomes known that groups of students have convened at various houses, counselors and/or other school personnel should try to be present.
4. Any memorial gestures or remembrance of the deceased will not be sanctioned by GISD (ex. flying the flag at half-mast, observing a moment of silence, having a memorial service, or an "In Memoriam" page in the yearbook, planting trees).
5. On-going counseling may be needed for those most closely affected. Counselors should be especially attentive to those students who have shown signs of depression, sudden changes in behavior, and/or expressed suicidal thoughts.

If a suicide is attempted at school:

- If the attempt appears to warrant emergency treatment, school personnel should follow Accidents Resulting In Serious Injury guidelines.
- If the attempt does not appear to warrant emergency treatment, contact principal or designee.

## TORNADOES

**Tornado Watch Procedures:** A tornado watch is called by the National Weather Service when conditions are favorable for the development of a tornado.

**Tornado Warning Procedure:** A tornado warning is issued by the National Weather Service when a radar or spotter indicates that a tornado is a possible threat to a particular county or portion of a county ( i.e. Tornado Warning for Eastland/Comanche County). It is possible a warning will be issued for Eastland County when a tornado is spotted in the Southern part of Eastland County traveling east or north. In this case, the Weather Service monitors will activate and the Emergency Alerting Monitor will not. The City of Gorman will activate the Emergency Alerting Monitor and issue a Tornado Warning when a threat or suspected threat (radar indication) exists for the City of Gorman.

1. The campus disaster signal will sound.
2. Move everyone to pre-designated areas.
  - a. Teachers should carry grade books for student accounting purposes and emergency numbers.
  - b. Maintain order and quiet.
  - c. Do **NOT** take time to open or close windows.
3. Utilize “duck and cover” procedures.
4. Do **NOT** leave the area until instructed to do so.
5. Contact principal or designee if anyone is injured.
6. The school nurse will check any injured students.
7. The designated person will respond to media inquiries. Broadcast agencies will be notified if children need to be picked up at alternate facilities.
8. ***The teacher’s chief responsibility is to remain with the students.***

**My designated area is:**

**GISD**  
**TORNADO AND STORM DRILL PROCEDURES**

1. The superintendent's office will be notified when an emergency condition exists in the Gorman area.
  - Tornado warnings will come from the US Weather Bureau
2. Enemy air attack warning will come from the Civil Defense Director.
3. The superintendent's office will notify public schools of the emergency condition by telephone.
4. The principal will post lookouts around the building if the warning is for tornadoes. If the warning is for enemy air attack, the lookout portion will be omitted.
5. If the lookouts spots tornado type clouds they should report to the principal immediately. In the event of a drill, the alarm shall be a series of continuous 3 bells. An all clear will be signaled by one long bell; at this point students may resume their normal activities.
6. Should a disaster actually strike a school building, the teacher's chief responsibility is to remain with the group and look after the pupil to the best of his or her ability. The School Safety Committee has assumed that the citywide civil defense authorities will provide police and medical aid in the event of a major disaster.

Please move students to the following locations:

Elementary: Move out of the classrooms to an interior wall in the hall.

Two Story: All classes move to the lower level and into the gym locker room area.

Middle School: Move out of classrooms and into the halls.

Portable Buildings: Move into Middle School halls.

Ag Shop: Move into Middle School halls.

High School:

Gym: Move to girls and boys dressing rooms

207 & 208: Move to the gym hall way to the East wall

206: Move to North high school wall at the East end

205 & 204: Move to the North high school wall to the center

203 & 202: Move to the South high school wall against the lockers

201: Move to the North high school wall at the West end

Office and foyer: Move to the teacher's faculty room

## **POLICE/FIRE ACTIVITY IN VICINITY**

Upon notification of a dangerous situation near GISD, several steps will be taken to protect the school population from the incident.

- Bring classes being conducted in portables into the school
- If necessary, the announcement “Lock and Secure” will be made. Follow procedures under Lock and Secure.
- If police or fire have not resolved the situation by dismissal times, plans will need to be made to alter or delay dismissal of students.

## **SEXUAL ASSAULT**

- Determine if immediate medical attention is needed, if so-call 911.
- If there is a crime scene related to the assault, close off the area to everyone.
- Contact principal or designee and school nurse if available.
- Isolate the victim from activity related to the incident.
- Victim should not be asked any questions beyond obtaining a description of the perpetrator.
- Police will coordinate questioning of victim, suspects, and collection of evidence.

**Be aware of rumors which may start from these types of events and address those rumors directly using facts.**

## **SHOOTING/STABBING ON CAMPUS**

**In most cases, lock and secure procedures will be initiated to isolate students from danger or send students to a secure area.**

Once the situation is assessed:

- Provide first aid to injured.
- Call 911 requesting police and medical aid to injured parties.
- Provide full information about what has occurred and what is known at the time.
- Isolate and separate any witnesses. Instruct witnesses to write a statement of events while awaiting police.

## **LOCK AND SECURE PROCEDURE FACULTY AND STAFF**

1. Upon hearing the lock and secure announcement, all students in halls or restrooms shall follow faculty direction to enter the nearest available classroom immediately.
2. All doors and windows shall be locked and remain locked.
3. Glass next to or in doors shall be covered, windows closed, and lights turned off. Blinds should be closed if there is danger from the outside.
4. Students shall sit quietly against a wall away from the windows and doors.
5. Teachers shall insure that **complete silence** is maintained during the entire “Lock and Secure” procedure.
6. **DO NOT OPEN THE DOOR FOR ANYONE! INCLUDING POLICE OR CAMPUS ADMINSTATORS UNTIL THE “CAMPUS CLEAR” SIGNAL HAS BEEN GIVEN.**
7. All “Lock and Secure” duties will continue until the situation is resolved and “Campus Clear” is announced.

## VISITOR PASS PROCEDURE

**All visitors entering any GISD building must:**

Sign in at the front or main office, where they will be issued a visitor's badge.

