

Keene Independent School District

Crisis Management Plan



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ADMINISTRATION

Ricky Stephens..... Superintendent
Sandra Denning..... Principal, Keene High School
Ted O’Neil.....Assistant Principal, Keene High School
Billie Hopps..... Principal, Keene Junior High
Heather ArcherAssistant Principal, Keene Junior High
Kelsa BlairPrincipal, Keene Elementary School
Kelly Turnage .. Assistant Principal, Keene Elementary School
Stan Rhone..... Principal, Alternative Learning Center
Walt Pfeifer.....Chief Financial Officer

BOARD OF EDUCATION

Sheri Hadley President
Geri Montgomery..... Vice-President
Judy Miles Secretary
Jerry Becker Member
Carmen Curubo Member
Mary Ann Hodges Member
Danny Roberts..... Member

The Superintendent of Schools or a designee will be responsible for contacting Board of Education members in the event of a school crisis.

DISTRICT CRISIS TEAM MEMBERS

Ricky Stephens ----- Superintendent
Sandra Denning ----- Principal
Billie Hopps ----- Principal
Kelsa Blair----- Principal
Stan Rhone ----- Principal
Leslie Kilgore-----School Nurse
Nancy Ganiko ----- School Counselor
Karen Durbin ----- School Counselor
Joyce Ann Yates ----- School Counselor
Dana Ames ----- School Resource Officer

CAMPUS CRISIS TEAM MEMBERS

Principal
Secretary
Counselor
Nurse
Teacher
School Resource Officer

EMERGENCY TELEPHONE NUMBERS

Fire, Ambulance, Police	911
Poison Control Center	800-222-1222
Johnson County Child Protective Services	817-202-2200 800-252-5490
Child Abuse Hotline	800-252-5400
Keene Police Department	817-641-7831
Johnson County Sheriff's Department	817-558-0024
Suicide Prevention Hotline	800-273-8255
Central Administration	817-774-5200
Superintendent of Schools, Wanda Smith	817-774-5343
Texas Health Regional Hospital	817-641-2551
Huguley Memorial Hospital	817-293-9110
Child Advocacy Center	817-558-1599
Texas Youth Hotline	800-210-2278
Family & Protective Services	817-202-2200

CAMPUS CODES

Elementary

Fire Drill Alarm Continuous blowing of fire horn
Tornado Drill Alarm 3 bells
Return to Building 2 bells
Lockdown Announcement

Junior High

Fire Drill Alarm 3 bells
Tornado Drill Alarm 3 bells, 1 long & 2 short
Return to Building 2 bells
Lockdown Announcement

High School

Fire Drill Continuous horn and strobe lights
Tornado Drill Alarm 3 bells
Return to Building 2 bells
Lockdown Announcement

Alternative Learning Center

Fire Drill Alarm Announcement
Tornado Drill Alarm Announcement
Return to Building Announcement
Lockdown Announcement

ASSAULT

Students are prohibited from assaulting any individual or making a threat thereof.

An assault is defined as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Actions or threats of actions that constitute verbal or physical assaults or abuse of any individual on school property or at a school-related function by a student or any other individual will not be tolerated.

Keene Independent School District has a zero tolerance policy and in such an event the Police Department and/or SRO will be called.

- Notify Principal.
- In the event of an assault, remain calm and proceed directly to the scene with assistance.
- Exercise necessary physical constraints and confiscate weapons.
- Provide first aid, if necessary. Contact parents of injured student(s).
- Note the circumstances and individuals at the scene.
- Maintain control over the students.
- Have another adult accompany participants to the office.
- Take statements from those who were involved.
- Notify school resource office and/or call 911.
- Notify parents and Principal.
- Notify school resource officer.
- Complete an incident report.

BOMB THREAT

- DO NOT hang up on phone threats. DO NOT hang up after call.
- Try to keep caller talking. Use another phone to call authorities, Police or 911.
- Notify Principal, who will notify Superintendent.
- Call 911. Emergency officials will determine whom to send.
- Stay calm and stay put until instructed to do otherwise by Principal and/or fire officials.
- Complete a Bomb Threat Report as soon as possible, including the following information:
 - Specific time of the call, including day and date.
 - Exact words used by the caller.
 - Describe the voice on the phone, estimating sex, race, age, cultural background, and any special conditions, such as speech impediment or intoxication.
 - Describe any background noise in the call such as music, traffic, typing, talking, etc.

IN THE EVENT OF A BOMB THREAT, REMEMBER TO ASK THE CALLER:

- What time is the bomb set to detonate?
- Where is the bomb?
- What does it look like?
- Why are you doing this?
- Who are you?

BOMB FOUND

1. Call police at 911.
2. Call school security.
3. Isolate the area.
4. If the fire alarm is to be used for evacuation, notify the fire department that the alarm was used because a bomb was located.
5. Evacuate the building in stages, starting with the rooms nearest the device. Instruct teachers to take their attendance sheets or roll books with them.
6. Do not handle the device. Do not use a two-way radio. Do not attempt to dismantle or remove the device.
7. Notify District Administration.
8. Re-enter the building only after being advised to do so by the Police.
9. Prepare a statement for the media. Inform Superintendent as to statement. Superintendent will speak to media.
10. Provide a fact sheet to help the School Secretary and others in answering the questions of concerned parents, including the location of evacuated students.
11. If concerned parents arrive at the school to remove children, make arrangements to check identification. Release students only to a parent who has custody.
12. Document all decisions and actions taken.

BUS ACCIDENT

Precautionary Measure Before Leaving District

- Make sure first aid kit and emergency equipment is on the bus or school vehicle.
- For a field trip or extracurricular activity, take along a list of students and sponsors in attendance. Include for each a home telephone number, names of parents, parents' work telephone, and home address and any indications of health or medical problems. Leave a copy of the list with the school office.

In the Event of an Accident:

- Call 911
- Stay Calm
- If threat of a fire exists, move students to a safe place.
- Administer first aid.
- Call Principal who calls Superintendent
- Do not make statement to the media. Refer requests to the Superintendent.

CHILD NEGLECT/ABUSE

If you believe a child has been or may be abused or neglected or is a victim of indecency with a child, you are required by law to make a report of these suspicions within 48 hours.

- Notify the Principal.
- Notify Child Protective Services.
- Notify school Counselor and Nurse.
- Only Police and CPS personnel will interview the victim.
- Do not notify parents. The investigators will notify them.

Ensure that the person who originally suspected the abuse or neglect files a written report within five days.

Provide follow-up counseling when appropriate.

Document all decisions and action taken.

CHILD LEFT AT SCHOOL

- Check the student's emergency card and call the parents. **DO NOT** transport the student in a private vehicle unless authorized to do so.
- Call the building Principal or designee at school or at home.
- Contact local law enforcement officials if the parents cannot be reached.
- Do not leave a child alone and unattended at the school site.

COMMUNICATING WITH THE MEDIA

The district spokesperson is the Superintendent. The Superintendent is authorized to respond to media inquiries and requests. All such contacts should be referred to the Superintendent's office. District staff members must refrain from making comments or statements to the media, unless instructed to do so by campus administrators.

In an effort to keep the public informed about a crisis while maintaining the educational process and student privacy, the Principal or designee will consider the following:

- Contact the Superintendent/Principal as soon as you become aware of a situation that may generate media interest.
- Prepare the basic facts truthfully, clearly and concisely.
- Call the Superintendent/Principal if media personnel arrive on campus uninvited.
The media may come onto campus but are not permitted to enter classrooms or take pictures of students without permission.

CUSTODY PROCEDURES

In order to comply with the difficulties inherent in this sensitive and volatile issue, the Principal or designee would consider the following precautions:

- Insist on accuracy of the student enrollment information pertaining to custody, court orders and releases.
- Comply with information provided on the Student Enrollment Form.
- Maintain a current file of legal documents pertaining to appropriate students.
- Direct a School Secretary to have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian.
- Direct Secretary to tag appropriate Student Enrollment Forms.
- When a parent telephones a request that a child be released from school, direct the secretary that identity of the caller be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after crosschecking the phone number with those on file on the child's enrollment form.

DEATH OF STUDENT/EMPLOYEE

In the event of the death at home of a student or employee:

- The Principal or designee will notify the Superintendent.
- The Superintendent will notify other administrators as necessary.
- The Principal or designee, along with the faculty, will determine the level of support to be extended to the family.
- The Principal or designee will make the request for emergency counseling services, if necessary.

In the event of death by suicide, the flag should not be lowered to half-staff.

In the event of the natural death at school of a student or employee:

- Call 911.
- Notify the Superintendent who will notify all Principals.
- Provide to medical examiner and/or law enforcement the name, address and phone number of parent, guardian or next of kin.
- The Principal or designee will make the request for emergency counseling services, if necessary.

In the event of the unnatural death at school of a student or employee:

- Call 911 and give the following Information:
 - Identify yourself
 - Give your school's name and address
 - State the nature of your call
 - Request an ambulance
- Call the Superintendent.
- Designate someone to meet emergency personnel at front door and direct to the scene.
- Provide to medical examiner and/or law enforcement the name, address and phone number of parent, guardian or next of kin.
- Designate an adult to isolate witnesses and perpetrators.
- The Principal and Superintendent will make the request for emergency counseling services, if necessary.

EVACUATION OF BUILDING

In the event that a school or district facility needs to be evacuated, the Superintendent and/or Principal will make arrangements to relocate students to an alternate school location as determined by administrators at the time of the emergency.

- Follow proper emergency escape procedures in the event a building must be evacuated.
- File out of the classroom in an orderly fashion, single file.
- Designated person should check adjacent restrooms, vacant rooms, and storage areas.
- Teachers should carry their class roll books with them when evacuating the building.
- Some special education students will need special assistance and transportation.
- Parent/guardian release forms will be provided to staff at the alternate school location. These forms must be signed before allowing a child to leave the premises.

EXPLOSION/FIRE

- Evacuate the building, taking proper shelter at least 1000 feet away to provide the greatest safety for students and staff. Teachers should take class roll book.
- Do not take personal belongings.
- Close windows and doors, time permitting.
- Call 911.
- Teachers should take roll and report to the Principal or designee.
- Contact the Superintendent.

GAS LEAK

Natural gas leaks can occur inside or outside of a building. The potential hazards of a gas leak are fire, explosion, carbon monoxide poisoning, and suffocation. You should suspect a gas leak if you smell a very unpleasant odor, like that of rotten eggs.

- If the smell of gas is faint, open windows or doors and evacuate the area.
- If the smell of gas is strong, evacuate the building and move upwind from any smell.
- If a person is unconscious, do not enter the area without breathing protection.
- Remove all persons from the area and contact the school nurse.
- Call 911.

For all gas leaks:

- Contact your building Principal or designee.
- If the situation is an emergency, call 911.
- Contact Maintenance Department and describe the emergency situation.

HAZARDOUS MATERIALS

- Evacuate the area to avoid fumes, moving upwind at least 1000 feet once outside.
- Remove contaminated clothing. If flushing the eye area, position the flow into the eye while holding the eyes open.
- Notify your building Principal or designee.
- Call 911.
- Do not enter spill area.

INFECTIOUS DISEASE

All bodily fluids should be treated as if they contain potential infectious agents.

Guidelines for Cleaning Up Spills

- ◆ **Use of Gloves:** Any caretaker when cleaning up blood spills; vomitus, urine, feces, semen or vaginal secretions should wear gloves. Gloves should also be worn when removing any body fluid spills from the environment, e.g. furniture, floor rugs, etc.
 - ◆ **Hand washing:** Hand washing after contact with an individual is routinely recommended. In the case of accidental contact with blood, hands and/or affected skin areas should be washed immediately. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds. A waterless hand rinse should be used when running water is not available.
 - ◆ **Cleaning Methods:** Soiled environmental surfaces should be promptly cleaned with a freshly prepared chlorine bleach solution of one part bleach to ten parts water. Apply a disinfectant absorbent agent to soiled rugs; allow drying, sweeping up, and following with a disinfectant rug shampoo applied with a brush. Using fresh bleach solution, soak mops, brooms and brushes for ten minutes. Washable clothing should be presoaked and washed separately using one-half cup bleach per wash cycle. Material involving direct oral contact should be cleaned before reuse or reissue. Scrub surfaces with alcohol and allow to remain wet for 30 seconds before wiping dry. Surfaces cleaned with bleach solution should remain wet for ten minutes before rinsing with fresh water and wiping dry.
 - ◆ **Disposal of Materials:** Disposable towels, tissues, gloves, and cleaning supplies should be used whenever possible, and should be placed in a plastic bag, securely tied and disposed of daily. Used cleaning solutions should be flushed down a toilet.
1. Contact the Superintendent.
 2. Contact the health services district administrator for information and instructions.
 3. Convene the local school crisis team if the disease is serious and the Principal and School Nurse need assistance and support.
 4. Prepare a fact sheet for the school secretary.
 5. Using input from the School Nurse; decide on an approach that will best address the particular situation.

- ◆ Students with a reportable disease may be excluded from attendance until:
 - a physician attests to their recovery
 - the local health authority gives permission
 - the appropriate time elapses and they are no longer contagious.
- ◆ A meeting with concerned parents may be appropriate to dispel any rumors and provide accurate information regarding the incidence and implications of the disease.
- ◆ Respect any cultural differences and a preference for privacy by some parents.

INJURY/SERIOUS ILLNESS

In the event of injury or serious illness:

⇒ Call 911 and give the following information:

- Identify yourself
- Give your school's name and address
- State the type and number of injuries, if known
- State the number of victims
- Request an ambulance

- Notify the School Nurse.
- Notify person(s) listed on enrollment form.
- Contact the Superintendent.
- Designate someone to meet emergency personnel at front door and direct to the scene.
- Designate an adult to isolate witnesses and perpetrators.
- Ensure that the injured are not left alone.
- If the student(s) must be transported to a hospital, a district employee will accompany the student(s).
- The Principal or designee will make the request for emergency counseling services, if necessary.

EMERGENCY INSTRUCTIONS FOR SECRETARIES

RESCUE SQUAD - call 911 - request no siren.
call administration office.

POISON CONTROL - 1-800-222-1222

Call poison control for ingestion of any chemical and misuse of any known medication or drug. Poison Control should be called even if a very small amount has been taken.

Unconsciousness - call 911 and parent.

Neck or Spinal injury - do not move patient and call 911 and parent.

Head injury -

Call 911 for the following:

- unconsciousness
- seizure
- bleeding from eyes, ears or mouth.
- black eyes or blackness behind ears.
- clear fluid draining from nose or ears.
- irregular breathing or heart rate.

Call parent for the following:

- visual problems.
- Patient doesn't remember injury.
- changes in behavior - sleepy, irritable etc.
- vomiting.
- Patient should lie still and see doctor immediately.

Seizure - Call 911 and parent.

roll patient on side to prevent choking and try to protect them from self-injury. Do not put anything in the patient's mouth.

Bone injuries -

Call 911 and parent for the following:

- if the limb is cold, blue or numb.
- if the injured bone is in the pelvis or thigh.
- if the patient is pale, sweaty, dizzy or thirsty.

Call parent for the following:

if the child is unable to use injured area or bear weight. Recommend child be checked by doctor.

Burns - apply cold water immediately and keep the burn in cold water until pain is relieved or up to 1 hour. Call parent.

Serious bleeding - put on latex gloves and apply pressure with bandage or paper towels. Call parent and if life threatening call 911.

Laceration (or cut that gaps open) - put on gloves and clean wound with soap and water. Cover with clean dry gauze or bandage. Call parent and recommend patient be seen by doctor in case of need for stitches or tetanus shot.

Puncture wounds - if wound is in extremities, or if it is infected or has a red streak coming from it, call parent and recommend they take patient to doctor immediately.

Animal bites - put on latex gloves and clean wound thoroughly with soap and water. Call parent, then report to Keene Police. Recommend parent take child to doctor because animal bites become infected very easily.

Minor abrasions (scrapes) - put on latex gloves and wash wound with soap and water. Apply Band-Aid to clean dry wound. Notify parents.

Asthma - use prescribed asthma medication as directed. Call parent.

Insect bites or stings - put on latex gloves. Try to remove stinger. Apply cold compress and call parent. Check for allergies on emergency medical form.

Nosebleed - put on latex gloves. Have patient lean head forward to prevent swallowing or choking on blood. Squeeze the patient's nose just below the bone with the thumb and forefinger. Pressure should be applied for 5 minutes. After 5 minutes, if the patient's nose is still bleeding, apply a cold compress to the forehead and squeeze patient's nose for 5 more minutes. If the bleeding is still not stopped call parent. Student can be instructed to squeeze his/her own nose, if old enough.

ALWAYS SEND STUDENTS HOME FOR:

Vomiting

Fever of 100 degrees or more.

Undiagnosed rash - may return with doctor's note stating rash is not contagious.

Head lice - may return after treatment and all eggs removed.

Pink eye - may return after seeing doctor and beginning treatment.

If you have any questions, please call the School Nurse at her office in the Elementary building Monday through Friday from 8:00 AM until 4:00 PM. 817-774-5327
817-774-5353

KIDNAPPING

If you believe a kidnapping has occurred, immediately notify your campus administrator. After ascertaining that a kidnapping has occurred, the Principal or designee will:

- Call 911.
- Notify the parent/guardian listed on the student's emergency card.
- Contact the Superintendent and keep he/she informed.

Do not release any information to the media.

MISSING/RUNAWAY CHILD

If a child becomes lost or is suspected of running away between home and school:

- Check with the parent/guardian if the student does not arrive at school and has not been reported absent.
- Notify the Principal, giving the student's possible route to school.
- Advise parent/guardian to notify law enforcement officials if the student is not located within a reasonable period of time. This notification must be made by a parent/guardian.

If a child leaves school without permission or is reported missing between school and home:

- Call parent/guardian.
- Notify the Principal.
- Contact law enforcement officials if the student is not located within a reasonable period of time.
- Contact the Superintendent.

POWER FAILURE

If there is a power failure in your building:

- Call Maintenance. Although the lights on the phones may not work, the phones will usually still be operational.
- Notify Central Administration. In the event that the phones do not work, send someone to the administration building for assistance.
- Call 911.
- If there is a danger of fire, evacuate the building by fire drill procedures.
- Relocate students from rooms without windows or direct outside ventilation.

SEXUAL HARASSMENT/ABUSE

Every report of sexual harassment will be taken seriously. Always report such claims to the Campus Administrator and Central Administration.

School policy states that any district employee who received information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

Retaliation against a student who in good faith reports perceived sexual harassment, abuse or assault will not be tolerated.

If sexual harassment is suspected:

- Contact your building Principal and apprise him or her of the situation.
- If deemed necessary, a formal complaint may be submitted to the Superintendent.

SEXUAL ASSAULT

If sexual assault is suspected:

- If emergency medical attention is needed, administer First Aid and call 911.
- Once you believe a sexual assault has occurred, contact your Building Administrator and local law authorities as soon as possible.
- Keep a written record of all calls made regarding the issues. Document signs and suspicions in writing.
- Your Campus Administrator is responsible for contacting the parent/guardian if a student is involved.

SHOOTING

In the event of a shooting or threat of a shooting:

- Notify the Police - call 911.
- Notify Campus Administration immediately.
- Administer First Aid until Health Care Personnel arrive.
- Law enforcement and Campus Administrator will determine if evacuation is necessary.
- Immediately evacuate the area of concern.
- Advise all personnel to make no attempt to disarm the individual unless he or she expresses a willingness to relinquish the weapon.
- Establish a line of communication.
- Contact the Superintendent.
- Contact the parents of the students involved.
- Do not make a statement to the media. Refer all inquiries to the Superintendent.

STRANGER ON CAMPUS

Loitering on a school campus or in a building, or near a school campus is a misdemeanor. Follow these procedures when a stranger is suspected of loitering:

- Do not approach the stranger alone, always in pairs at least. Have another staff member present when you approach the loiterer(s). Ask for identification, determine the nature of their presence and direct and/or accompany them to the proper office.
- If they have no acceptable purpose, ask them to leave.
- If they refuse to leave, ask them once more to leave and remind them they are in violation of the law and that the Police will be called.
- If they continue to refuse to leave, contact the Police and have them removed.
- Notify the Superintendent.

SUICIDE ATTEMPT

Knowledge of Intent

The Principal or designee will verify intent and, depending upon the circumstances, take appropriate action:

- Notify School Counselor and/or Nurse for intervention and development of follow-up strategies.
- Notify the Superintendent.
- Contact parent and/or guardian.
- Ensure that the student is not left alone.

Knowledge of Attempt

The Principal or designee will:

- Treat the attempted suicide as a medical emergency and call 911. (The Police officer on call will follow regulations authorized by his or her Police department.)
- Notify the Superintendent.
- Contact parent and/or guardian in all cases.
- Ensure that the student is not left alone.
- If the student must be transported to a hospital, a district employee will accompany the student.

SUICIDE

Should a suicide attempt be completed on your campus:

- Call 911.
- Designate a person to secure the area until the arrival of law enforcement and other responding units.
- Contact the Superintendent.
- Contact the parent and/or guardian.

The Superintendent will activate the district's Crisis Response Team. Members of the team will dispatch counselors to the scene and will also meet with the parent or guardian. In the event of death by suicide, the flag should not be lowered to half-staff.

TERRORISTIC THREAT

In the event of a terroristic threat, the school will enter into a lockdown mode. Each Principal has their own code for alerting of a lockdown. The Police will be contacted.

Lockdown will continue until the Police or Administrators declare an all clear. No one will be allowed to enter or leave a building during lockdown.

VANDALISM/THEFT

- Notify campus Principal, who will then notify law enforcement officials.
- Before Police arrive, the area affected should be sealed off by appropriate means. All items within the affected area should be left intact for police investigative procedures.
- Within the limitations above, all possible efforts should be made to make emergency repairs to items deemed dangerous to persons or property within the building.
- The Principal or designee should make a record of the type and extent of damage and/or loss to the building and its contents.
- Call the Building Custodian if cleanup help is needed.
- Call the Maintenance Department if building damage requires immediate repair. If building or content damage has created safety, security or education process problems, immediate contact with the maintenance department is essential.

WARFARE

In the event of chemical, biological, or radiation warfare the buildings will enter into a lockdown mode. School will not be dismissed and school personnel will stay with students until all students have been released to parents or legal guardians. The students will stay in their designated buildings.

MAIN BUILDINGS

- Elementary
- Junior High
- High School
- Alternative Learning Center

WEAPONS

Students are prohibited from bringing to school or a school-related activity any weapons. Weapons include, but are not limited to, a firearm, illegal knife, pocketknife, explosive weapon, machine gun, short-barrel firearm, imitation firearms including pellet, BB and pop guns, switchblade knife, metallic knuckles, ammunition, chemical dispensing device, sip gun, club, fireworks, razor, chain, laser pens and laser devices, or any other object used in a way that threatens to inflict bodily injury on another person.

Suspicion of Possession

- Notify School Administration and/or 911 for dispatch of an officer.
- Have a designated adult or Police Officer escort student to the office. The student should bring any books, backpack, purse, etc., that are in his or her possession at the time. At least two adults and a Police Officer should be present at the meeting.

Threatening with a Weapon

- Staff should remain calm and speak to the person in a calming voice. The staff member should NOT attempt to confiscate the weapon or disarm the individual.
- Send for the Principal/Assistant Principal as quickly as possible.
- Call 911.
- Contact the Superintendent.

WEATHER-RELATED CLOSINGS

Overnight Weather-Related Closings

- Most weather-related closings occur overnight.
- Only the Superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day.
- Staff and students, along with parents, should be reminded to listen to local radio and TV stations for weather closing announcements. Other local radio and television stations will carry weather-closing announcements.
- Building Principals will activate their calling chains for telephone calls to staff to confirm the weather closing.
- Building Principals may wish to develop plans for checking on building security and may wish to develop plans to aid students and staff who arrive at a building unaware of a weather closing.

Closing During the School Day

- Only the Superintendent or designee is authorized to close schools, delay opening or accelerate the end of the school day.
- Information on daytime weather closings will be communicated to the campus Principal from the Superintendent's office.

WEATHER INFORMATION

Before an Emergency Occurs:

- Develop knowledge and an understanding about the characteristics of hazardous weather by reading and teaching students about the subject.
- Become thoroughly familiar with your school's plan for your room and the rooms nearby.
- Conduct practice drills under the direction of your Campus Administrator.
- Know your campus chain of command in the event your Principal is off campus, injured, or otherwise unable to take command.

In the Event of a Weather Emergency

- Be alert to developing situations.
- Cancel outdoor recess or PE classes. Avoid use of telephones, electrical appliances, or prolonged contact with plumbing.
- Keep your class roll book ready.
- Stay calm. Continue with class assignments.
- Establish an appearance of confidence. Speak slowly, softly and distinctly.
- If evacuation becomes necessary, move quickly and in an orderly way to the designated shelter area.
- Take your roll book with you.
- Turn out the lights and close and lock the door when you leave classroom.
- Designated person should check adjacent restrooms, vacant classrooms, and storage areas.
- Make sure all students have assumed the required "safe position" before taking your own position.
- Stay put until you've been assured that the weather condition has passed.

After a Weather Emergency:

- Promptly administer first aid to any injured persons.
- Take class roll. Immediately report all injured or missing.
- If possible to return to class, do so quickly, quietly and in an orderly way.
- If return to class is not possible, wait for instructions from designated authorities.
- When you do return to the classroom, reassure your students of their safety. Discuss and evaluate your response to the emergency.

CRISIS PLAN

The primary responsibility of the school is to educate students. There are times when crisis situations occur which can disrupt this function of the school. While the specifics of the situation can change, the problems associated with the crisis can be best managed if there is a plan in place, which combines the elements of prevention, intervention, and postvention.

The purpose of the Keene ISD crisis policy is to equip each teacher, with a plan that can be carried out efficiently and effectively.

Each campus will have their codes for implementing the crisis plan.

Incident Report Form

Date: _____

Incident: _____

Campus Name: _____

Name of Person Making Report: _____

Name of Student/s Involved: _____

Summary of Incident: _____

Action Taken: _____

Description of Circumstances: _____

Signature of Person Filing Report: _____

Signature of Administrator _____