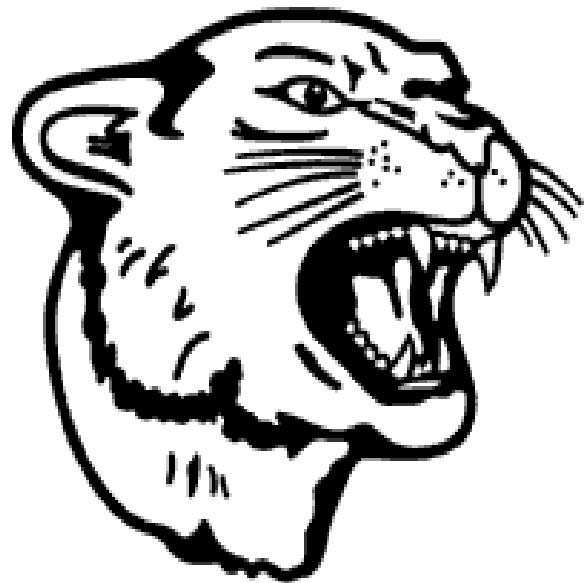


Caraway Intermediate Emergency Operations Plan



2007-2008

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Crisis Team Members

NAME	POSITION	EXT.	HOME PHONE
Cheryl Matthews	Principal	281-878-0320	832-717-5611
Glenn Glasco	Asst. Principal	281-878-0320	281-353-0085
Rosa Mendoza	Asst. Principal	281-878-0320	832-866-0707
Nola Sparkman	Asst. Principal	281-878-0320	281-645-6580
Ellen Cabahug	Specialist	281-878-0320	281-251-6662
Britt Victor	Specialist	281-878-0320	281-397-8611
Kimberly McClain	Testing Coordinator	281-878-0320	281-442-6526
Tania Smith	Specialist	281-878-0320	832-368-3603
Comeneci Noble	Rite Coordinator	281-878-0320	832-243-1081
Denise Wanza	Counselor	281-878-0320	281-355-9639
Chrishell Parker	Counselor	281-878-0320	281-477-7174
Charmaine Lee-Dye	Nurse	281-878-0320	812-697-2028
Katherine Seals	Diagnostician	281-878-0320	281-351-9679



**CARAWAY INTERMEDIATE
EMERGENCY OPERATIONS PROCEDURE PLAN
2006-2007**

The purpose of this plan is to provide a series of procedures to us in the event of an emergency at Caraway Intermediate. This plan will function as part of the school's policy when emergencies occur. The principal or the person in charge in his/her absence will have primary responsibility for directing any emergency procedure in the school. The following designees will be responsible for assigned duties in the event of emergencies that take place during school.

Call emergency personnel	Phone Number	Contact Person
Wanda Bamberg, Superintendent	281.985.6200	Matthews
Archie Blanson, Deputy Superintendent	281.985.6315	Matthews
Kenneth Knipper, Asst. Supt. Admn.	281.985.6645	Matthews
Anne Hazzan, Area Superintendent	281.985.6690	Matthews
Clarence Johnson, Safe and Secure	281.985.7184	Matthews
Ben Wilson, Public Information	281.985.6202	Forbis/Glasco
AISD Police	281.442.4923	Forbis/Glasco
Sheriff's Dept	911 or 713.221.6000	Forbis/Glasco
Fire Dept.	281.866.8005	Forbis/Glasco
Ambulance	911	Forbis/Glasco
Reliant Energy HLP	713.207.7777	Forbis/Glasco
Reliant Energy Entex	713.659.2111	Forbis/Glasco

- Activate alarm system
- Securing Scene/Gathering Information
- Disseminating Information to Staff
- Notifying Parents When Group of Students Involved
- Coordinating Emergency Personnel
- Answering Incoming Calls
- Handling incoming parents
- Accompanying Student/Staff Hospital
- Release Students-proper ID
- Direct traffic and Emergency vehicles
- Media Communication
- Other duties and responsible persons:
- Ensure all external doors are locked

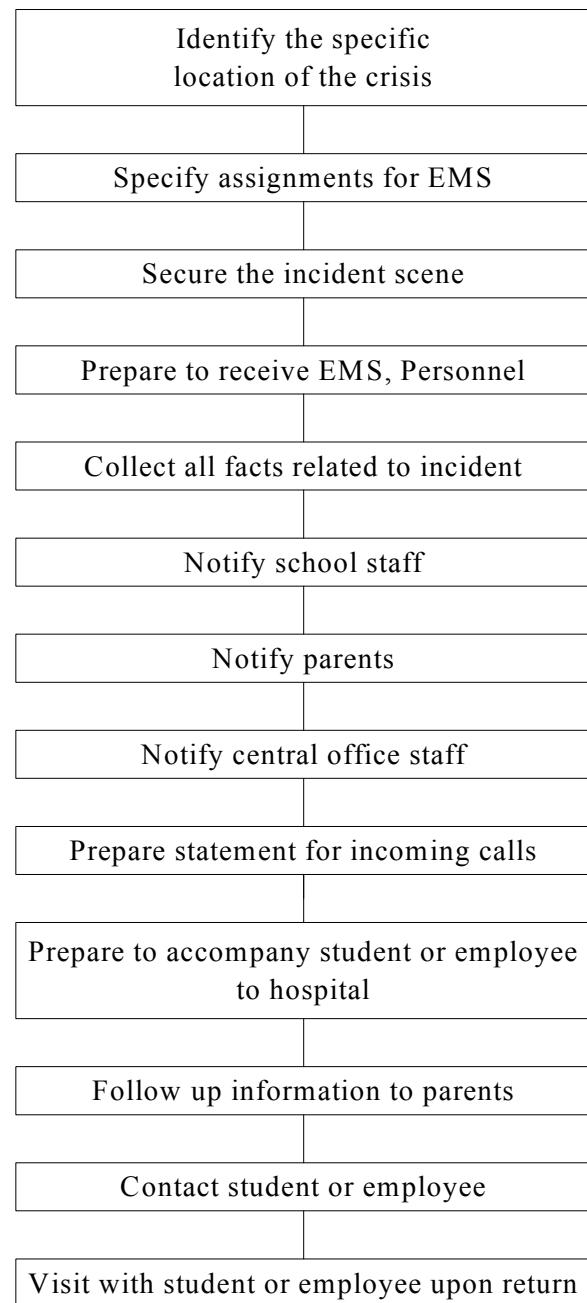
Glasco
Matthews/APs/Lee-Dye
Glasco

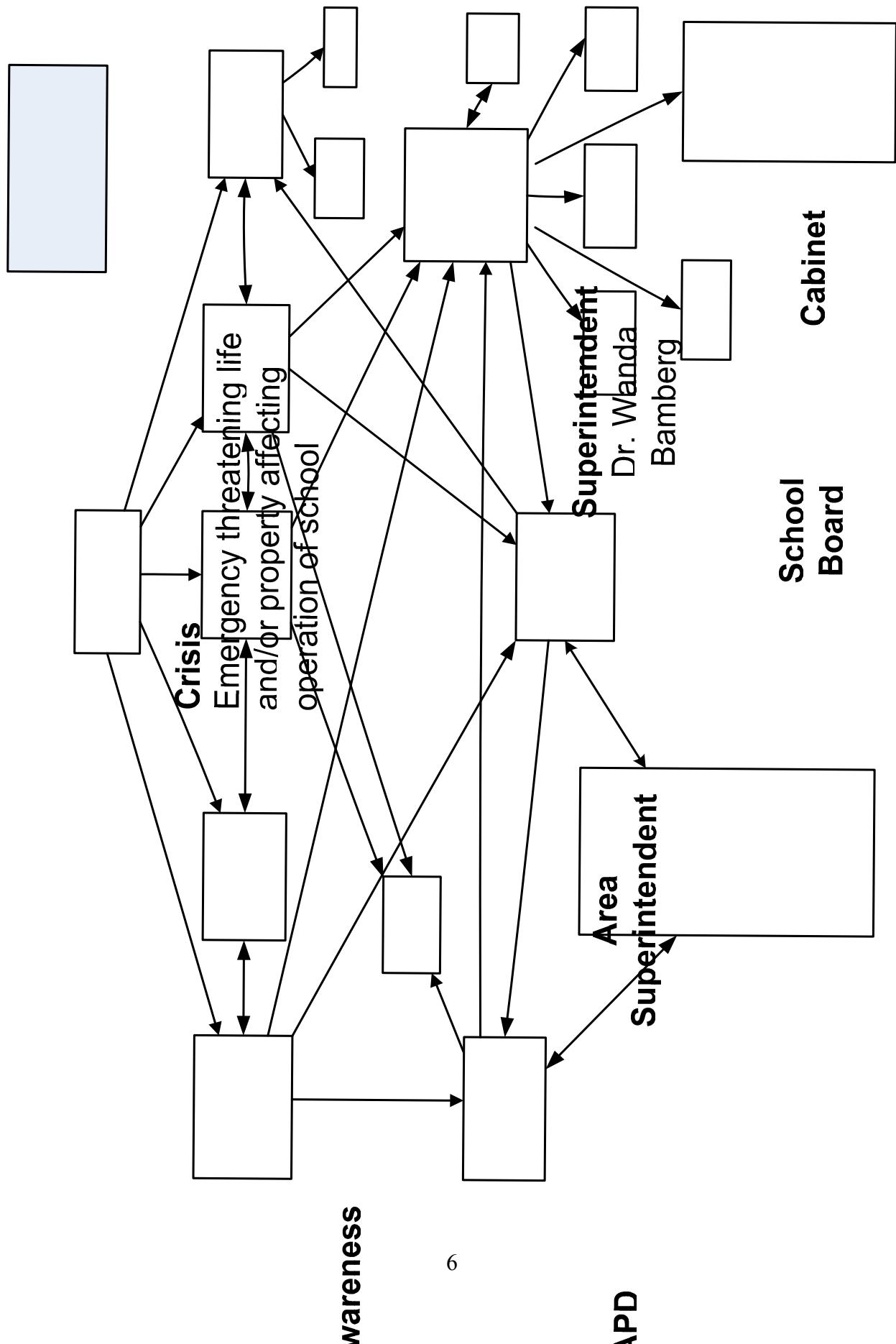
Sparkman/Mendoza/Lee-Dye
Vides/Grahmann
Forbis/Lopez/Counselors
Forbis/Lopez/Counselors
Lee-Dye/Counselor
Forbis/Lopez/Lee-Dye/Counselors
Mendoza/Grahmann
Refer to Ben Wilson 281.985.6202

Skills Team to help secure areas assisted by the custodians.

Custodians

CRISIS EMERGENCY RESPONSE PROCEDURES





MAJOR CRISIS TELEPHONE NUMBERS

		<u>Work Phone</u>	<u>Home Phone</u>
Superintendent	Wanda Bamberg	281-985-6200	713-466-7237
Area Superintendents			
Aldine	Rosalinda Rodriguez	281-985-7307	281-440-8361
Eisenhower	Anne Hazzan	281-985-6690	281-355-8812
MacArthur	Margarita Byrum	281-985-6691	281-443-7604
Magnet	Margaret Byrd	281-985-6427	281-537-6255
Nimitz	Pat Wade	281-985-6467	713-727-6422
Deputy Superintendent	Archie Blanson	281-985-6204	281-821-9451
Asst. Supt. Of Community And Governmental Relations			
	Ben Wilson	281-985-6202	281-999-1849
	Mike Keeney	281-985-6213	281-446-2105
	Leticia Fehling	281-985-6214	713-383-9938
Asst. Supt. of Administration	Kenneth Knippel	281-985-6648	281-353-9938
Aldine Police	Brian Allen	281-442-4923	936-445-3191
Buildings/Properties			
	Emitte Roque	281-985-6280	281-591-6232
	Edwin Mercado	281-985-6281	281-821-6163
Maintenance	John Thames	281-985-6258	281-370-9848
Child Nutrition	Dani Sheffield	281-985-6449	281-364-0956
Transportation/West	John Wilson	281-878-7810	281-821-1253
Transportation/East	Jim Pinkerton	281-985-6625	281-359-4584
Technology Services			
	Mardee Barnett	281-985-7172	281-580-3469
	John Crumbley	281-985-7339	281-395-0208
Director of Safe/Secure Schools	Clarence Johnson	281-985-7344	281-376-8258
Director of Guidance/Counseling	Charlotte Davis	281-985-6472	281-350-5041
Director of Health Services	Melinda Phillips	281-985-6411	281-821-9673

MAJOR CRISIS CHECKLIST

Complete the following when the evacuation of your campus is necessary.

Call appropriate Central Office staff

Check attendance

Identify the evacuation route

Write the message that will be communicated to every parent

Call parents

Supervise the loading of buses

Secure the building

Check attendance again (after you have arrived at the specific location)

Call parents again

MAJOR CRISIS EVACUATION CHECKLIST

- | Number of students on Campus
- | Number of Buses Needed
- | Proposed Evacuation Bus Route
- | Alternate Evacuation Bus Route
- | Plan for Evacuation During Inclement Weather
- | Plan for Evacuation of Students From the Second Floor
- | Plan for Evacuation of Handicapped Students
- | Alternate Plan for Lunch Period
- | Final Check of Buses Exiting the Campus
- | Identification of Bus Supervisor and Number of Students on Each Bus
- | Final Check of Halls, Office Area, Clinic, Restrooms, Gym, Cafeteria, Library, and Auditorium for Students and Staff Members

CHECK LIST FOR PRINCIPAL

- Determine command post in your building (location where the Person in Charge or designee can be found at all times), usually the office so there is access to a telephone. Appoint a person to stay by the phone.
- Take student aides off the phones. Allow only adults to answer the phones.
- Keep phone lines open in order to communicate with emergency personnel and Central Office.
- Assign a **written** chain of command (Person in Charge) in your building and have posted in the building's administrative office. Alert all personnel to their assignments.
- Have first aid equipment and instructions in the Clinic of your building.
- Review teacher checklist with staff on a regular basis and be certain each teacher has a checklist available at each desk in each room.
- Review custodian checklist with staff on a regular basis and be certain each custodian has this list immediately available in his/her area.
- In an emergency, Person in Charge will arrange for checking all restrooms, vacant rooms, and locker rooms by assigned personnel.
- Secretary will secure all records and office valuables in a safe place.
- Teachers will take grade books and call roll in their assigned areas.
- When the situation permits, the building principal or designee will attempt to keep records on students who are picked up by parents or persons acting for the parent.

Additions unique to your building:

1. _____
2. _____
3. _____

Chain of Command (Person in Charge) (Home Phone)

1. _____
2. _____

TEACHER CHECK LIST FOR ANY EMERGENCY

IF INDOORS

1. If advised by Person in Charge, stay in your room and immediately take roll count of students.
2. Take protective action if building is threatened.
 - a. Yell to students to drop to the floor if gunshots are heard from a passing vehicle.
 - b. Keep students away from windows and outside walls.
 - c. Take shelter in room or hall (as assigned by Principal) and duck and cover.
 - d. Move all students out of temporary buildings, gym, or any other open areas.
 - e. Shut off any electrical or gas-operated appliances.
 - f. Be alert to any developing threats such as broken water pipes or electrical wires.
 - g. Take grade book and check attendance. Communicate roll count of all students and situation to Person in Charge as soon as it's safe.
 - h. Be prepared to evacuate if advised to do so.
 - i. If advised to evacuate, follow the fire drill plan.
 - j. **EARTHQUAKE ONLY** - Leave door to room open to prevent jamming.

PLANE CRASHING INTO BUILDING - Be prepared to evacuate if advised to do so, following the fire drill plans with possible modifications.

Additions unique to your building:

1. _____
2. _____

Chain of Command (Person in Charge) Home Phone

1. _____
2. _____
3. _____

CHECKLIST FOR CUSTODIAN

1. Responsible for cutting off gas and water immediately if directed to do so by the building principal or designee.
2. Responsible for cutting off electricity, ONLY if directed to do so by the building principal or designee.
3. In the event of a tornado, earthquake or other crisis that damages building - provide the Person in Charge with a condition report and damage assessment. Always send two people for initial damage assessment.

SHELTER

What?	A “Shelter” is a designated building in Aldine I.S.D.
Who?	The “Shelter” will house staff and or students in an emergency situation.
When?	The “Shelter” is activated when staff and or students cannot go home or be evacuated from the facility.
How?	The Superintendent of Schools will declare a facility the “Shelter”. The principal will activate their code for “Shelter”.
Supervision:	The building staff will man the “Shelter” for the duration of the emergency.
Supplies:	Every “Shelter” should have on hand the following: Batteries, flashlights, bullhorn, communication device, first aid supplies, stand alone emergency lighting, siphon tube key to walk-in cooler, hard copy of student schedules (An emergency container with these items should be kept at all schools Ex. Rolling suit case or trunk)

Communication:

With Power: Must have a communication plan to notify the following:

Central office, police department, parents, food service, health services, transportation, maintenance, custodial services

Without Power: Must have a way to communicate to Central office

SHELTER IN PLACE

What?	A “Shelter in Place” is a designated building in Aldine ISD.
Who?	The “SIP” will house staff and /or students in an emergency situation.
When?	The “SIP” is activated when hazardous materials pose a potential risk to life, health or property if they are released.
How?	The Superintendent of Schools will declare a facility the “SIP”. The building principal will activate the code for “SIP”
Supervisor:	The building staff will man the “SIP” for the direction of the emergency.

What to do:

- Strictly follow all instructions given by emergency authorities.
- To reduce the possibility of toxic vapors entering the school, seal all entry routes as efficiently as possible. Close and lock the windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- Turn off all ventilation systems, including furnaces, air conditioners, vents and fans.
- Principle ventilations systems should be turned off. Secure elevator operations to minimize air movement throughout the building
- Seal any gaps around window air conditioning units, bathroom and kitchen exhaust fan grilles and stove and dryer vents with tape and plastic sheeting or garbage bags, wax paper or aluminum wrap.
- Close as many internal doors as possible.
- If emergency officials warn of an outdoor explosion, close all drapes, curtains and shades. Stay away from windows to prevent injury from breaking glass or flying debris.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Stay in protected, interior areas of the building where toxic vapors are reduced, and listen to the news media until you are told by emergency officials that all is safe, or you are told to evacuate.

Supplies:	Every “Shelter” should have on hand the following: Batteries, flashlights, bullhorn, gas generator, communication device, first aid supplies, stand alone emergency lighting, siphon tube, key to walk-in cooler, hard copy of student schedules (An emergency container with these items should be kept at all schools Ex. Rolling suit case or trunk)
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Communication:

With Power: Must have a communication plan to notify the following:
Central office, police department, parents, food service, health services, transportation, maintenance, custodial services

Without Power:

Must have a way to communicate to Central office

Caraway Intermediate School

Shelter In Place

Listen for announcement: Shelter in Place

- Take students to designated areas, quickly and quietly – **Teachers and Paraprofessionals**
- Paraprofessionals assigned to a teacher will remain with that teacher.
- Areas will be sealed by administrators.
- Place Shelter in Place signs and Lock Doors (front and bus ramp) -- **Custodians**
- Signs will be place in the front and on all side doors indicating the emergency procedures to retrieve their students once an all clear has been declared -- **Custodians**

Designated Areas

Area 1 Students from 501-513 will report to the office area

Area 2 All other students report to the cafeteria. Two main doors will be sealed.

Teachers

- **PLAN TO STAY**

- **Take a head count of your students before you leave your classroom and after you have arrived to the sealed area. Bring your student rosters, red/green cards, flashlights, and emergency operations plan to your sealed area.**
- **A first aid kit will be in each sealed area along with all other necessary supplies.**
- **Hard copies of all student schedules will be in both areas.**

- All parents will report to the Library when the all clear is declared.
- In order for the parent to get a student, he/she will have to sign the child out and provide the personnel with ID. The ID will be returned to the parent by the student.

IF YOU HAVE A CELL PHONE, KEEP IT OFF UNTIL NOTIFIED TO SAVE THE BATTERY POWER. WE MAY NEED TO COME TO YOU TO USE IT.

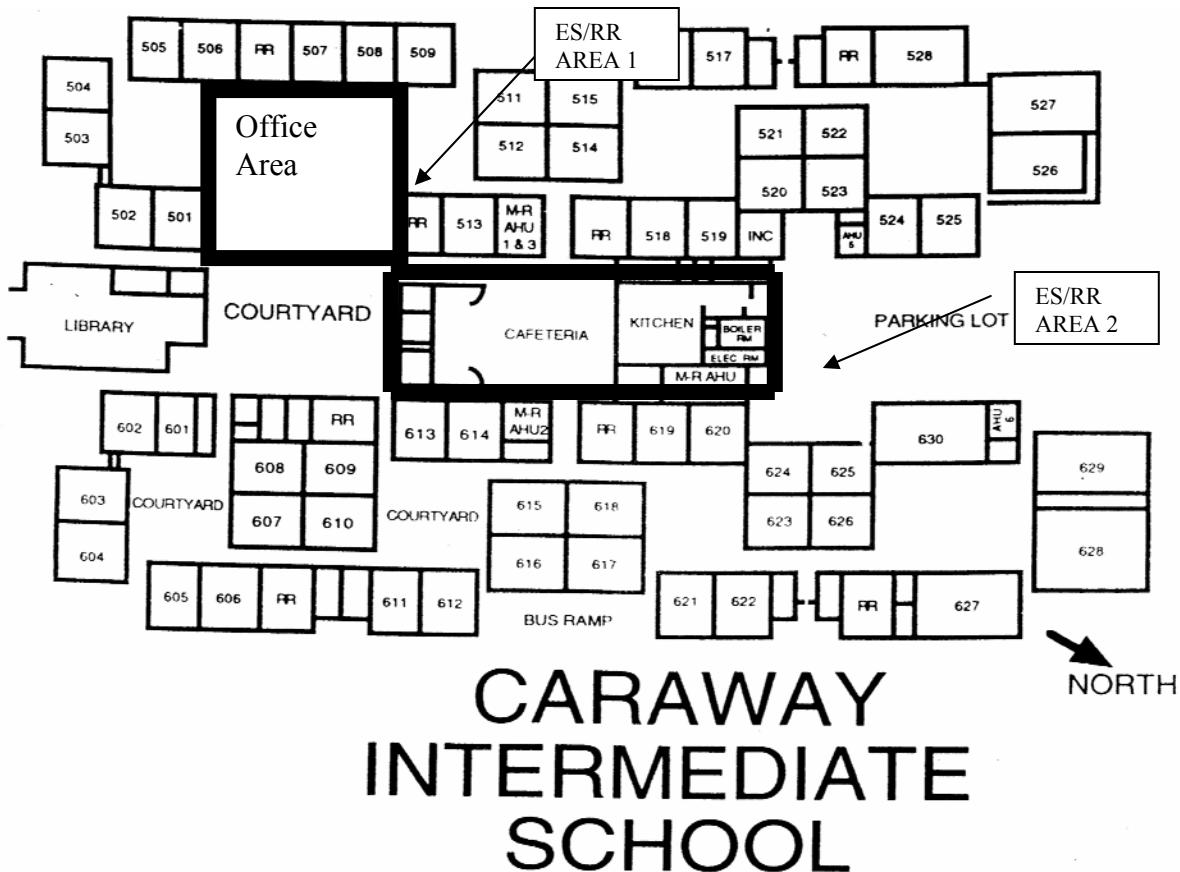
CUSTODIANS ARE TO MAKE SURE EACH AREA HAS TRASH BAGS, MOPS, AND BROOMS.

CUSTODIANS ARE TO REMAIN IN THE CAFETERIA AREA.

THE NURSE WILL PROVIDE EMERGENCY RECORDS AND EMERGENCY KITS TO EACH AREA.

***Custodians and A.P. s will lock doors and place signs on doors.**

***Plastic/Tape Teams - cover window/door with plastic and seal a perimeter 1 inch beyond window/door edges with duct tape.**



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- **Students and teachers in 501-513 will go to the OFFICE AREA. (Please refer info. below)**
- **All other students and teachers will go to the CAFETERIA.**
- Teachers are to escort students quickly, quietly, sit them in an orderly manner and remain with students
- All other students and teachers are to report to the cafeteria using nearest entrance.
- Paraprofessionals assigned to a teacher will remain with their teacher.
- If students are in electives, homeroom teachers are to retrieve students immediately and escort them along with elective teachers.
- Outer office personnel will report to the cafeteria.
- Custodians, counselors report to gym.
- Skills specialists and speech will report to cafeteria.

Plastic/tape teams

- Area 1- Office Matthews/Mendoza Registrar
Noble Custodian (1)
Office paraprofessionals
- Area 2 – Cafeteria Glasco Grahmann Gutierrez
Skills Specialists Vides Denman
Counselors Carr Paraprofessionals
Lee-Dye Reyna

Shelter-in-Place Continued

In Area 1 – Teachers, use the following room assignments.

*** Rooms 501 – 506 – Enter the office area using the back office door.**

501 and 502 – Sit in the waiting area of the back office

503 – Sit in the room across from Ms. Mendoza’s office

504 – Sit in Ms. Seal’s office

505 – Sit in Ms. Wanza’s office

506 – Sit in Ms. Parker’s office

*** Rooms 508 – 513 – Enter the office area through the lounge door.**

508 – 510 – Sit in the teacher’s workroom area

511 – 513 – Sit in the teacher’s lounge and hallway areas

Building Evacuation

In the event it is necessary to evacuate the building due to fire or other emergency, the fire alarm system will be used as means of notification. All students and staff will evacuate the building according to the exit routes designated on the exit maps posted in the classrooms. If the primary exit is obstructed, the alternate route will be used. If both exits are obstructed, the teacher will escort her class to the nearest available exit. Directions for alternate exits will be provided via the intercom system, as appropriate. See map for evacuation routes.

Caraway Intermediate
Crisis Evacuation Plan

When “Code Red” is heard over the intercom: The teachers will know this means to evacuate the building as if it were a fire drill.

“Code Red” means total evacuation.

The principal or designee will call the appropriate personnel:

Call emergency personnel	Phone Number	Contact Person
Wanda Bamberg, Superintendent	281.985.6200	Matthews
Archie Blanson, Deputy Superintendent	281.985.6315	Matthews
Kenneth Knippel, Asst. Supt. Admn.	281.985.6645	Matthews
Anne Hazzan, Area Superintendent	281.985.6690	Matthews
Clarence Johnson, Safe and Secure	281.985.7184	Matthews
Ben Wilson, Public Information	281.985.6202	Forbis/Glasco
AISD Police	281.442.4923	Forbis/Glasco
Sheriff's Dept	911 or 713.221.6000	Forbis/Glasco
Fire Dept.	281.866.8005	Forbis/Glasco
Ambulance	911	Forbis/Glasco
Reliant Energy HLP	713.207.7777	Forbis/Glasco
Reliant Energy Entex	713.659.2111	Forbis/Glasco

Students and teachers will walk to Stovall Academy.

Remain in position until instructions are given from administration.

Caraway Intermediate School
Crisis Shut Down

When “Lock Down” is heard over the intercom, teachers must lock all doors, close blinds, and turn all lights off.

If students are at the restroom, they are to be taken back to class immediately.

Doors will remain locked, until instructions are given by administration.

Students must not leave the room during this time.

Students must move as far away from the windows as possible.

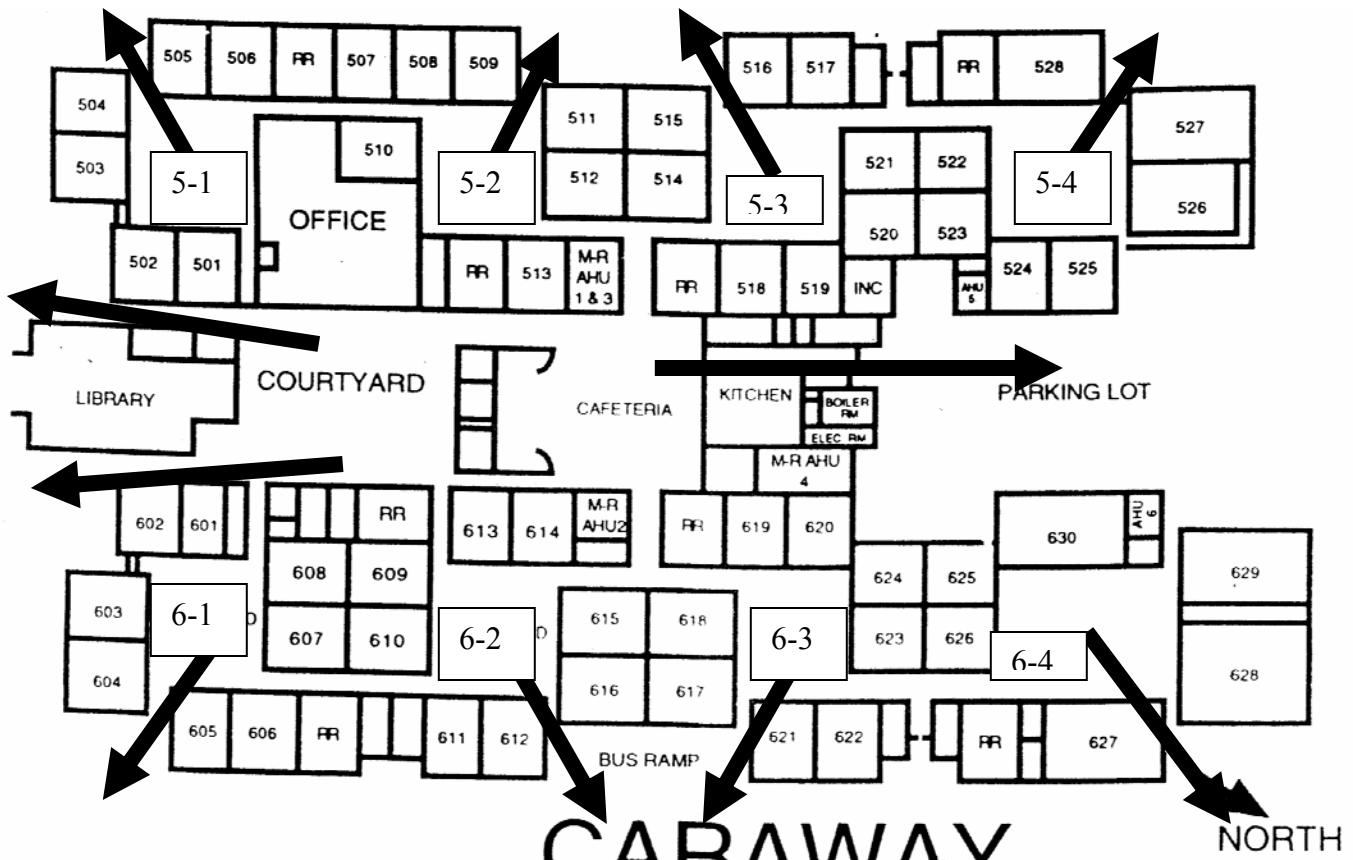
P.E. -- students must go into the Gym and all doors must be locked.

LMC -- students must remain in the LMC, lock all doors, pull blinds, and move away from windows.

Cafeteria – lock all doors, move to the center of cafeteria, away from view.

Principal and Assistant Principals will check restrooms.

THERE SHOULD BE NO MOVEMENT AT THIS TIME.



CARAWAY INTERMEDIATE SCHOOL

P.E. classes will evacuate to the back of the gymnasium. 5th grade through 5th grade gym doors and 6th grade through 6th grade gym doors.

Caraway Intermediate School Building Evacuation

In the event it is necessary to evacuate the building due to fire or other emergency, the fire alarm system will be used as means of notification. All students and staff will evacuate the building according to the exit routes designated on the exit maps posted in the classrooms. If the primary exit is obstructed, the alternate route will be used. If both exits are obstructed, the teacher will escort her class to the nearest available exit. Directions for alternate exits will be provided via the intercom system, as appropriate. Teachers will receive a red card and a green card to signal if all students are accounted for or not. See map for evacuation routes.

Designated persons to check pods and restrooms.

5-1/RR	Mendoza	6-1/RR	McClain
5-2/RR	T. Smith	6-2/RR	Wanza
Gym	Noble	6-3/RR	Sparkman
5-3/RR	Parker	6-4/RR	Victor
5-4/RR	Cabahug	Front Office	Forbis
Main courtyard/Cafe	Glasco	Back Office	Orphey

Plan for Immediate Evacuation (less than five (5) minutes)

A. Move students and staff to alternate site (church, office building, fire station, police station, city park or vacant parking lot – in this order – see listing)

<u>Elementary Schools</u>	<u>Alternate Site</u>
AEPC	Reed Intermediate
Anderson	Boyd Funeral Home or Missionary Baptist Church on Wheatley Street
Aldine	Shotwell Middle School
Bethune	St. Monica's Catholic Church on W. Montgomery Rd. or Winzer Park on Carver Road
Black	North Houston AMF Bowling Center
Bussey	Stovall Middle School
Calvert	Greenbriar Colony Recreational Center
Carmichael	Shotwell Middle School
Carroll	Memorial Baptist Church on Airline at Gulfbank
Carter	Lighthouse Baptist Church or Doss Park on Frick Rd.
Conley	Old Randall's shopping center on Veteran's Memorial
Dunn	North Harris College
Ermel	Inwood Dad's Club or Woodland Trails Baptist Church
Francis	Parkwood Baptist Church on 525
GAP Center	Reed Intermediate
Goodman	Aposento Alto Church
Gray	WalMart parking lot
Harris	Living Word Fellowship Church on T.C. Jester
Hinojosa	North Central Assembly of God Church
Johnson	Pine Village Apt. parking area
Keeble	Memorial Baptist Church
Lane School	M.O. Campbell Center
Magrill	North Park Baptist Church on Theiss Rd.
Mendel	Farrington Baptist Church
Odom	Pep Mueller Park
Oleson	Aldine Youth or Christina Life Center
Orange Grove	My Dream Ballroom parking area
Raymond	North Central Assembly of God on Aldine Westfield at Lauder
Reece	St. Monica's Catholic Church on W. Montgomery Rd. or Acres Home Library on Vickery at W. Montgomery
Sammons	Doss Park
deSantiago	M.O. Campbell Center
Smith	Inwood Oaks Christian School and Living Word Church on Antoine
Spence	Vacant lot across the street
Stephens	Field behind campus
Stovall Academy	Police station on West Montgomery Rd.
Thompson	Stovall Middle
Vines	Harris Academy or Living Word Church
Worsham	Field to the west of campus or across bridge to other side of bayou

Plan for Immediate Evacuation (less than five (5) minutes) (continued)

Intermediate Schools

Caraway	Stovall Academy or St. Monica's Catholic Church
Eckert	M.O. Campbell Center
Escamilla	Celaya Meat Market, 5429 E. Mt. Houston Rd.
Houston	Carver High School
Northwest	Aposento Alto Church
Parker	North Harris College
Reed	North Central Assembly of God on Aldine Westfield at Lauder
Stehlik	WalMart parking lot
Wilson	Doss Park

Middle Schools

Aldine Middle	M.O. Campbell Center
Drew	Greater Zion Baptist Church on Dollywrite St.
Grantham	North Central Assembly of God on Aldine Westfield at Lauder
Hambrick	Field behind campus or Christian Life Center
Hoffman	Randall's parking lot or Inwood Golf Course
Plummer	Vacant lot across the street from Spence
Shotwell	Carmichael Elementary
Stovall Middle	Thompson Elementary
Teague	North Park Baptist Church on Theiss Rd.

High Schools

Aldine 9 th	Beautiful Savior Lutheran Church
Aldine Sr.	Airline United Methodist Church
Carver	St. Monica's Catholic Church on W. Montgomery Rd.
Eisenhower 9 th	Caraway Intermediate
Eisenhower Sr.	Inwood Golf Course or Eisenhower 9 th Grade
Hall	M.O. Campbell Educational Center
MacArthur 9 th	TG&Y parking area
MacArthur Sr.	M.O. Campbell Center
Nimitz 9 th	North Harris College
Nimitz Sr.	North Harris College

Plan for Evacuation to Another Campus (less than 30 minutes)

- A. Move students and staff to paired school**
- B. Execute the campus Major Crisis Management Plan and Procedures**

Alternative School Locations

CAMPUS	ALTERNATIVE CAMPUS
<u>Elementary School</u>	
Anderson	Drew
Aldine	Shotwell
Bethune	Carver
Black	Stovall Middle/Thompson
Bussey	Stovall Middle
Calvert	Eckert
Carmichael	Shotwell/Wilson
Carroll	Aldine Senior
Carter	Wilson
Conley	Sammons
Dunn	Parker
Ermel	Hoffman/Smith
Francis	Johnson
Goodman	Gray/Stehlik
Gray	Stehlik/Goodman
Harris	Stovall Academy
Hinojosa	Reed
Johnson	Francis
Keeble	Carroll
Lane School	Aldine Middle
Magrill	Teague/Dunn
Mendel	Orange Grove/Escamilla
Odom	Aldine Senior
Oleson	Hambrick
Orange Grove	Mendel/Escamilla
Raymond	Grantham/Reed
Sammons	Conley
deSantiago	Reed
Smith	Hoffman/Ermel
Spence	Conley/Smith Stadium
Stephens	Worsham
Stovall Academy	Caraway
Thompson	Stovall Middle/Black
Vines	Harris
Worsham	Stephen

Plan for Evacuation to Another Campus

(continued - less than 30 minutes)

Intermediate Schools

Caraway	Stovall Academy
Eckert	Calvert
Escamilla	Mendel/Orange Grove
Houston	Carver
Northwest	Goodman/Gray
Parker	Dunn
Reed	Grantham/Raymond
Stehlik	Gray/Goodman
Wilson	Shotwell/Carmichael

Middle School

Aldine Middle	Lane School
Drew	Anderson
Grantham	Reed/Raymond
Hambrick	Oleson
Hoffman	Smith/Ermel
Plummer	Stehlik/Smith Stadium
Shotwell	Carmichael/Wilson
Stovall	Black/Thompson
Teague	Magrill/Dunn

9th Grade Schools

Aldine 9 th Grade	Aldine Senior
Eisenhower 9 th Grade	Eisenhower Senior
MacArthur 9 th Grade	MacArthur Senior
Nimitz 9 th Grade	Nimitz Senior

High Schools

Aldine Senior	M.O. Campbell
Carver	M.O. Campbell
Eisenhower Senior	M.O. Campbell
MacArthur Senior	M.O. Campbell
Nimitz Senior	M.O. Campbell
Hall	M.O. Campbell

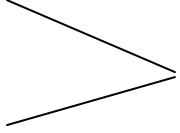
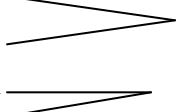
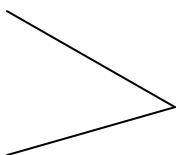
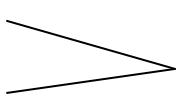
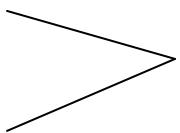
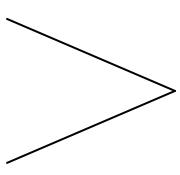
Other Facilities

Central Office	M.O. Campbell
Resource Center	M.O. Campbell
Annex	M.O. Campbell
Maintenance offices	M.O. Campbell
Warehouse	M.O. Campbell
Print Shop	M.O. Campbell

PLAN FOR IMMEDIATE EVACUATION OF SCHOOL CLUSTERS

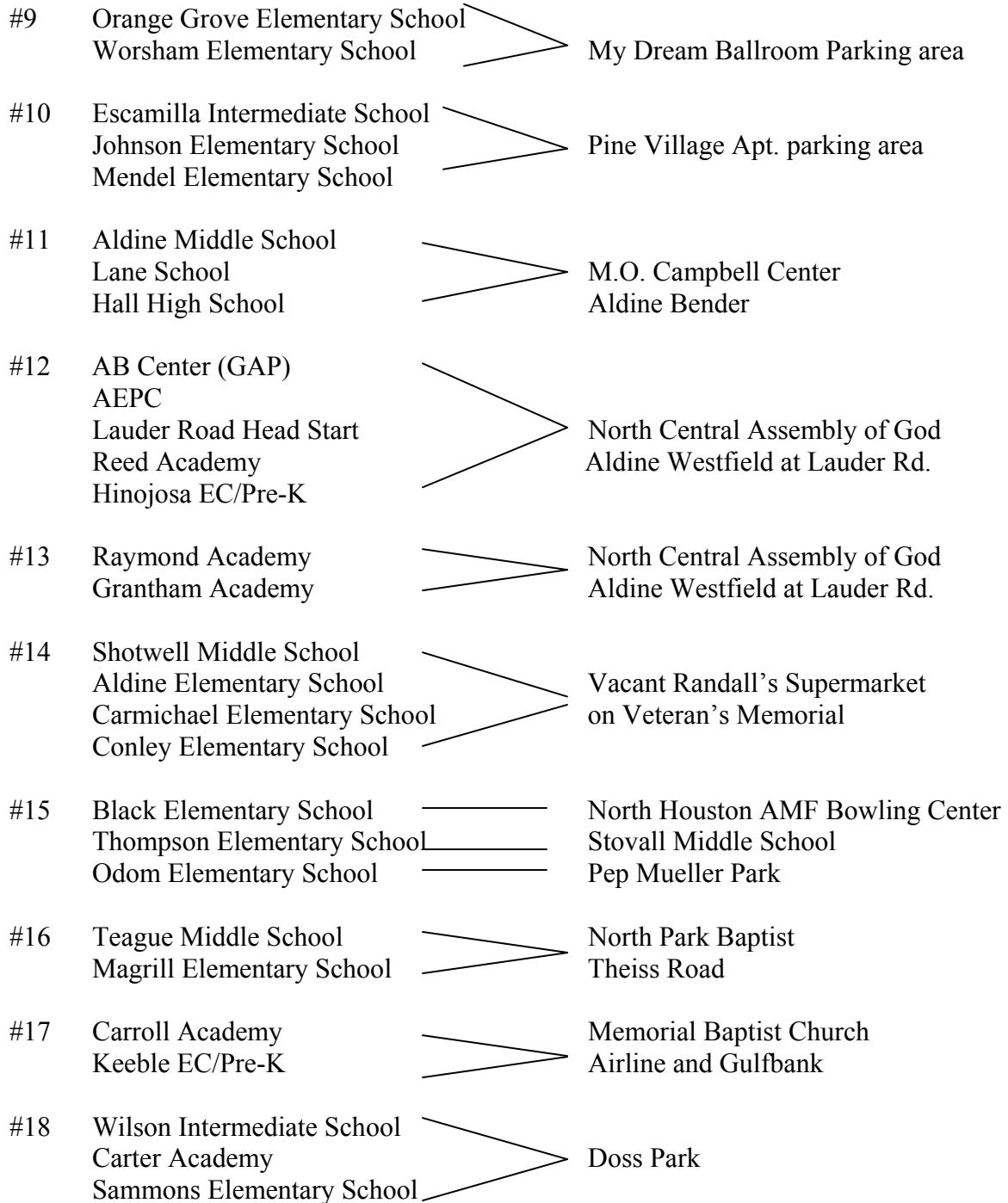
- Move to the farthest on-site location
- Move students and staff off campus to alternate site (church, office building, fire station, police station, city park or vacant parking lot – in this order)
- Move students and staff in the opposite direction of the crisis area
- Relocate the school cluster as a group

SCHOOL CLUSTERS

#1	Aldine Senior High School Aldine Ninth Grade School Bussey Elementary School Stovall Middle School		Airline United Methodist Church
#2	Stehlik Intermediate School Gray Elementary School Goodman Elementary School Northwest Intermediate		WalMart parking lot Aposento Alto Church
#3	Carver High School Drew Academy Anderson Academy Bethune Academy Houston Intermediate School Reece Academy		St. Monica's Catholic Church W. Montgomery Road
#4	Harris Academy Vines EC/Pre-K		Living Word Fellowship Church T.C. Jester
#5	Caraway Intermediate School Stovall Academy		St. Monica's Catholic Church
#6	Hoffman Middle School Smith Academy Smith Head Start Center		Randall's parking lot
#7	Nimitz High School Nimitz Ninth Grade Parker Intermediate Dunn Elementary School		North Harris College W.W. Thorne Blvd.
#8	MacArthur High School MacArthur Ninth Grade Hambrick Middle School Stephens Elementary School Oleson Elementary School		TG&Y parking area

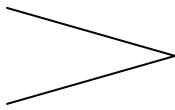
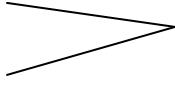
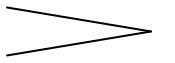
SCHOOL CLUSTERS

(continued)



SCHOOL CLUSTERS

(continued)

#19	Eckert Intermediate School deSantiago EC/Pre-K Calvert Elementary School		M.O. Campbell Aldine Bender Rd.
#20	Eisenhower High School Eisenhower 9 th Grade School Ermel Elementary School		Inwood Golf Course
#21	Francis Elementary School Francis Head Start Center		Parkwood Baptist Church Aldine Bender Road
#22	Spence Plummer		Wyndham Hotel; Greenspoint Mall parking lot

BOMB THREAT PROCEDURES

1. Use your Telephone Threat Report Form Checklist.
2. Upon receipt of bomb threat, the person receiving the call should make every attempt to:
 - prolong the conversation as much as possible
 - identify background noises
 - note distinguishing voice characteristics
 - interrogate the caller as to the description of the bomb, where it is planted, and when it is due to explode
 - DON'T HANG UP THE PHONE! Use another phone to call authorities.
3. The principal or designee will call 911 and the Aldine Police Department.
4. The principal or designee will decide whether to evacuate the building immediately and search the facility or make a preliminary search prior to any other action.
5. In searching, look for something that doesn't belong. Search lockers and other possible hiding places for a bomb with the help of civil authorities such as the fire department.
6. If what appears to be a bomb is found, DO NOT TOUCH. THE BOMB SQUAD WILL TAKE CHARGE. TURN OFF ALL RADIOS, INCLUDING TWO-WAY RADIOS.
7. If the caller indicates a time that the bomb will explode, and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for facility evacuation.
8. Evacuate students and personnel to a safety zone at least 300 feet away from the building and not under power lines. During inclement weather and a possible prolonged search, move students to your school's alternate location after clearance from the Assistant Superintendent for Administration.
9. After all students have been evacuated, all utilities should be turned off.
10. Check absenteeism for possible clues to who might have reported the scare.
11. Attendance will be taken when the students are assembled away from the school. Give roll count to person in charge.

IF A BOMB THREAT CALL IS RECEIVED AT THE SWITCHBOARD AT THE SCHOOL ADMINISTRATION BUILDING:

1. Use Telephone Threat Report Form. **DO NOT DISCONNECT INCOMING CALL LINE.**
2. Get another employee's attention and write that person a note about what's happening.
3. Have that person call Aldine Police and alert the school's Principal and Assistant Superintendent for Administration, the Superintendent and/or the Public Information Director.
4. If bomb threat is reported from an outside agency, get the name of agency, agency representative, and agency telephone number.

TELEPHONE THREAT REPORT FORM

Length of call:

Number at which call is received:

Any other notable characteristics of caller:

Person making report:

Position:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Voice on the Phone

Calm	Nasal
Angry	Stutter
Excited	Lisp
Slow	Raspy
Rapid	Deep
Soft	Ragged
Loud	Clearing throat
Laughter	Deep breathing
Crying	Cracking voice
Normal	Disguised
Distinct	Accent
Slurred	Familiar
Whispered	Male
Youthful	Female
Mature	

If voice is familiar, who did it sound like?

Exact wording of the threat:

Background Sounds

Street noises	Animal noises
Dishes clinking	Clear
Voices	Static
PA System	Local
Music	Long distance
House noises	Booth
Office machinery	Other
Factory machinery	

Threatening Language

Well spoken (educated)
Foul Incoherent
Irrational Taped
Message read by threat maker

Remarks:

CHILDNAPPING

WITNESSED

- Call 911 or (281) 590-8184. Notify (281) 985-6431, Anne Hazzan, Area Superintendent, (281) 985-6690, Ben Wilson, Assistant Superintendent, (281) 985-7344, Clarence Johnson, Director of Safe and Secure Schools, counselors, nurses as needed.
- Gather facts about abduction and description of abductor and any vehicle involved.
- Notify parents.
- Convene campus crisis team, including counselors.
- 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 building and grounds.
- Call 911 or (281) 590-8184. Notify superintendent, counselors, nurses 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 Action" above and follow steps.
- Prepare classmates to be supportive.
- Prepare fact sheet and media statement.
- Debrief with campus crisis team and staff.

EXPLOSIONS

- When an explosion occurs in the building, there is an immediate threat.
- When advised by the Person in Charge, evacuate the building using the fire drill plan, with possible modifications.

Call the Fire Department/AISD Police Department	Phone: 911 or (281) 442-4923
Call the Maintenance Department	Phone: (281) 985-6255
Call a member or members of the Superintendent's	Phone: (281) 985-6200 or (281) 449-1011

Emergency Communications Team

Call the Transportation Department after gaining clearance from Central Office official(s) and ask for buses to be dispatched.

- Proceed to alternate site for your school if needed (See Alternate School Location List).

If possible, students will be sent home by walking or by bus, or parents can pick them up at the alternate school location. Information on student pickup will be broadcast on the radio and television stations.

FIRE

- 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; delete electrical power and natural gas supply to affected area.
- Initiate evacuation plan. Teachers keep class list and go to designated areas.
- Sound fire alarm.
- Contact emergency service (911) or (281) 590-8184, call transportation (281) 985-7800, and the public information officer, Mr. Ben Wilson, Assistant Superintendent (281) 985-6202, Mr. Clarence Johnson, Director of Safe and Secure Schools (281) 985-7344.
- Notify transportation if site evacuation may be needed 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 maintenance for repairs or barricade.
- Debrief with crisis team and staff.
- Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.

DEATH AT SCHOOL

- Call school nurse to site: call 911 or (281) 590-8184.
- Contact the following District Personnel:
 - Anne Hazzan, Area Superintendent 281-985-6690
 - Mr. Ben Wilson, Assistant Superintendent 281-985-6202
 - Mr. Clarence Johnson, Dir. Of Safe and Secure Schools 281-985-7344
 - Ms. Charlotte Davis, Director of Guidance/ Counseling 281-985-6472
- Clear students from area.
- Convene campus crisis team.
- Log activities and decisions.
- Determine method to inform parents, classmates, and community of death.
 - ✓ Ensure the family of deceased is notified through pre-established method.
 - ✓ Alert counselors and nurse at schools in which siblings are enrolled.
 - ✓ 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.
- Permit students to leave only with parental permission
- Debrief crisis teams and faculty.
- Relay information as it becomes available.

What to Say & What Not to Say

Adapted from: *What to Do When Someone Dies*

Although many people want to comfort and help the bereaved, the stress and anxiety of the encounter sometimes makes it difficult to know what is actually helpful. Often, the phrase that is meant to help actually produces more pain and distress. What follows is a partial list of phrases that have been found to be helpful (or hurtful) in comforting the grieving person.

What to Say:

I'm sorry
I'm sad for you
How are you doing with all this?
I don't know why it happened
I'm here, and I want to listen to you
Please tell me what you are feeling
This must be hard for you
What's the hardest part for you?
You must really feel angry
Take all the time you need
Thank you for sharing your feelings

What Not to Say

I understand how you feel
Death was a blessing
It all happened for the best
You're still young
You still have your whole life ahead of you
You'll feel worse before you feel better
You can always have more children
Something good will come out of this
At least you have another child
He or she led a full life
It's time to put it behind you
You'll get over this in no time

HAZARDOUS MATERIALS INCIDENTS

Hazardous materials are substances which, because of their chemical, physical or biological nature, pose a potential risk to life, health and property if they are released. Hazards can exist during production, storage, transportation, use or disposal.

The main threat is toxic fumes. Keep students inside. The principal will rely on instructions from local authorities.

1. Notify Principal/designee
2. Principal/designee will evacuate building using standard fire emergency procedure, bypassing affected area (Teachers should be sure to take roll book & take roll once outside)
3. Call 911 as evacuation is taking place. Describe condition and type of hazardous material if known
4. Stay upwind if outdoors
5. Don't step in spilled materials
6. Principal/designee should have the following available to the fire department upon their arrival:
 - * Person(s) knowing the location and type of hazardous material
 - * Knowledge and location of anyone remaining in the building.
 - * Head custodian
 - * Floor plans and internal systems information
7. Principal/designee will notify district administration and report status and steps being taken. Indicate any assistance needed.
8. Complete a detailed incident report at the earliest opportunity

In the event a person comes in direct contact with suspected hazardous material, follow safety precautions as posted onsite or listed on container and call the hospital emergency room.

INCLEMENT WEATHER PROCEDURES

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will be open for the day or if classes will be delayed.
2. Tune to the radio/television stations for early morning reports. Check voice mail for messages from Central Office officials.
3. Staff will be notified whether they are to report for work. Principals and or supervisors can provide each employee with his/her voice mail number and advise them to call for any closure messages.
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by the Weather Alert Warning radio. The Superintendent/Principal will determine the action to be taken and advise personnel. The news media will be informed of the procedures being followed.
KPRC, 950 AM & KTRH, 740 AM provide weather alert warnings as do the network television stations on Channels 2, 11, 13, 26, 39, 45, and 48.
5. Lightning is a threat during any severe thunderstorm. Personnel should move students inside to safety if lightning is occurring.
6. Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. It is suggested that school officials use the PA system to warn spectators of approaching severe weather. School officials may stop play when it is determined that it is unsafe to continue the activity.

The decision to close AISD schools or to change the starting time of classes is made by the Superintendent. The Superintendent receives road condition reports from all parts of the district's 111 square mile area.

A closing may occur when:

- bad weather conditions exist
- hazardous driving conditions exist
- extremely low temperatures occur which curtail gas consumption

Students, parents and employees are encouraged to listen to the following radio/television stations for the latest school closing or class delay information.

Radio: KTRH, 740 AM; NOAA, 162.4 Mz Weather Radio (*The Weather Band*)

TV Stations: KPRC, Channel 2; KHOU, Channel 11; KTRK, Channel 13; KRIV, Channel 26; KXLN, Channel 45; KTMD, Channel 48; WB, Channel 39

The media will be contacted as close to 5:30 a.m. as possible.

MEDICAL EMERGENCY

- Notify office staff and school nurse
- Call 911
- Nurse or other qualified person will administer first aid
- Contact families of student or person in medical distress
- Follow instruction of EMS personnel
- Accompany patient to hospital (if deemed appropriate by school principal)

OFF CAMPUS EMERGENCIES

When an emergency occurs involving students and/or staff off campus, such as on a field trip, the following procedures will be followed:

1. Call 911 for emergency assistance
2. Nurse or other qualified person will administer first aid.
3. Notify principal or assistant principals

If a student is taken to the hospital, he/she must be accompanied by a staff member. The remaining students will be supervised by another adult who is chaperoning the event. With the approval of the principal or other administrator, these students may remain at the off campus event.

MEDICAL CRISIS MANAGEMENT

Always assess safety of immediate surroundings and utilize personal protective equipment (gloves, mask, etc.). Notify EMS of any Hazardous Material involvement at any level of trauma.

Level I Trauma (minor, but significant injuries)

Administer first aid

Notify parent

Level II (Evacuation)

Pre-determine transport of disabled students downstairs (if no elevator)

Determine need for backup power supply for medical equipment

Take first aid supplies, all medications, emergency bag

Level III Trauma (major injuries)

Administer first aid and life sustaining measures utilizing nurse and trauma team

If life threatening, contact EMS

Staff member accompanies to ER if not multiple casualties

Contact parent

Level IV (major injuries, multiple casualties)

Contact EMS immediately for additional support staff

Triage casualties assigning trauma team members as appropriate (CPR, first aid, scene monitor, etc.)

Assign team member to keep a list of injured and note where they may be transported
Send emergency contact info, if possible

Contact parent of injured if possible or assign a team member to respond to incoming parent call.

IDENTIFYING SUSPICIOUS PACKAGES AND LETTERS

How to identify suspicious packages and letters

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or order
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

DO NOT PANIC

Suspicious unopened letter or package marked with threatening message

- Do not shake or empty the contents of any suspicious envelope or package
- PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover
- Then LEAVE the room and CLOSE the door, or section off the area to prevent other from entering (i.e., keep other away)
- WASH your hands with **soap and water** to prevent spreading any powder to your face
- Report the incident to local police, **and** notify your building security official or an available supervisor
- LIST all people who were in the room or areas when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with power and powder spills out onto surface

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e. keep others away).
- WASH your hands with **soap and water** to prevent spreading any powder to your face
- Report the incident to local police, **and** notify your building security official or an available supervisor.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

PORTABLE BUILDINGS SAFETY ASSIGNMENTS

Submit plan if necessary. Plans could be different.

TRESPASSING/STRANGER ON CAMPUS

Preventative measures may include:

- Posting decals at all building entrances asking visitors to go to office
- Properly marked maps throughout school directing visitors to offices
- Identification of maintenance/custodial staff by photo ID badge

Loitering on or near a school campus is a misdemeanor.

ALL TRESPASSERS/STRANGERS IN BUILDING SHOULD BE TOLD TO REPORT TO THE OFFICE.

Procedures to follow if an individual is loitering or trespassing:

- Report suspicious vehicles to the principal's office.
- Check scene of disturbance with assistance.
- Advise individuals of your authority; ask for identification and reasons on campus; note descriptions.
- Ask person/persons to leave campus immediately; advise that failure to leave upon request is a crime; warn that police will be called to make an arrest.
- Call AISD police if individuals remain; request that arrests be made.
- File complaint with appropriate authorities.

TORNADOS

Pre-tornado planning for principal/building supervisor

1. Designate areas in the building that offer the best protection from a tornado. Post a copy of those areas in each room.
2. Teachers and students should know the building plan thoroughly through regularly conducted drills.

Tornado Watch — means no funnel clouds have been sighted, but the current conditions are conducive to dangerous weather with damaging winds or possible tornados.

Tornado Warning— means a funnel cloud has been spotted. The approximate location and direction of travel are usually given when the warning is broadcast.

In our area of the state, a steel framed or reinforced concrete structure is the best shelter from a tornado. You should take these precautions:

- Stay away from windows and doors.
- Crouch down, head covered, face the wall of an interior hallway on the lowest floor.
- In the event of a tornado, avoid cafeterias, gyms, or any room with a wide free-span roof.

If a tornado strikes the building; activate emergency plan:

- Turn off gas and electricity at the main switches as soon as possible.

The main electrical cutoff is located:

The main gas cutoff is located:

- Activate disaster first aid person/team.
- Evacuate damaged area cautiously and proceed to prearranged area or a backup area if first choice is damaged beyond use.
- Have teachers take roll count of students.
- Notify Central Office Emergency Communications Team of damage or injury as soon as possible by telephone, radio or special messenger.
- Establish a parent information response team as soon as possible.
- Retain students in area until it is considered safe for students to return to class, go home, be released to parents, board buses.
- Be alert for instructions from Person in Charge.
- Insert your school's information on tornado procedures.

WEAPONS

Any employee or student who is threatened by another individual who has the intent to do bodily harm with a weapon should notify the building principal/supervisor immediately. The principal/supervisor will take immediate action and contact AISD Police Department. To be prepared, formulate procedures for reporting deadly weapon possession. When faced with a report of a weapon on campus:

- Assure protection of informant's identity.
- Determine location of offending person.
- Request assistance of other adults, if needed.
- Do not attempt forcible disarming.
- Confiscate weapon from person or his/her possession (locker or auto).
- Escort suspect to principal's office.
- If AISD police are investigating, notify parent of student involved after the arrest has been made.
- If an outside police agency is investigating the case, notify the parents as soon as the student has been removed from the campus.
- Take appropriate disciplinary action.
- Record observations in detail.
- Notify Deputy Superintendent for Operations.
- Record and file report of disturbance.

GUNSHOTS

- When shots are heard, yell to students to drop to the ground or drop to the floor.
- With drive-by gunfire, yell to students to run into the building quietly **as car exits area**, but be alert for car returning to area.
- Maintain student control.
- Notify AISD police.
- Notify district's Emergency Communications Team.
- Notify parents.
- File complete incident report.