



Crisis Management Plan

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Safety & Threatening Situations



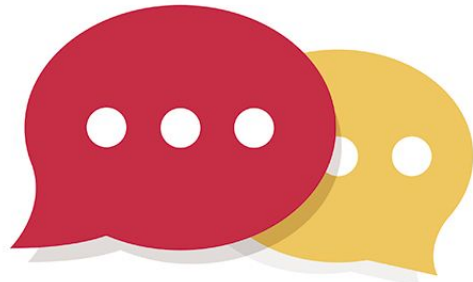
- ❑ If ever a threatening or security-related crisis exists in the building, an administrator will make the following announcement: ***"Staff and Students, Professor Jefferson is in his Office."*** With that notice, all staff should remain in and keep all students confined in the classroom until further notice.
- ❑ If a parent meeting or any other occurrence seems to have the potential to escalate to a threatening situation, give your ***"Black Folder Gradebook"*** to a student and instruct them to take it to a neighboring staff member.
- ❑ Staff members, there is no real reason that a teacher would send you his/her grade book. If this occurs, be on the alert that a crisis situation exists. Notify the front office immediately.

Lockdown Plans/Drills



It is the responsibility of the school district to work with the police and Emergency Management to ensure the safety of all. The purpose of the lockdown is to ensure that safety. Until the police are certain that there is not a weapon in the building, students and staff must remain in areas such as classrooms. If there truly is a shooter present, to permit anyone to exit their area and enter the halls could put that person at risk if the shooter is in the hall.

Communication



In the event of an intruder on campus, the individual making the discovery shall immediately contact Administration or the Office Manager and provide as much information as possible.

- *The Office Manager will announce the following statement over the intercom: **"Staff and Students, Professor Jefferson will return to his standard schedule immediately."***
- *This will be followed with a description and approximate location of the individual(s). **Note: Fire evacuation alarms are not to be sounded.***
- *The Office Manager will call 911 immediately.*
- *The Office Manager will contact the Principal notifying them of the current situation.*
- *The Office Manager and Receptionist are to immediately take cover.*



All students and staff must know what is expected of them during a crisis situation.



Full Lockdown And Drill Procedures cont...

All students and staff must know what is expected of them during a crisis situation.

4. **Cafeteria** - If staff and students are in the cafeteria, staff members are to:
 - a. Quickly glance outside the cafeteria doors and direct any students, other staff members, and/or parents who are in the hall into the cafeteria immediately and **LOCK ALL CAFETERIA DOORS. (LOOK AND LOCK/)**
 - b. Direct everyone to move away from the direct line of the cafeteria doors and crouch down in areas away from them (corners are preferable).
 - c. Turn off all lights.
 - d. **Everyone is to remain quiet**
5. **Auditorium** - Staff, students, and others who are seated in the auditorium should crouch down in front of their seats and remain quiet. Those on stage should retreat to the green rooms, lock the doors, turn out the lights, and remain **quiet**.
6. **Hallways** - Anyone in the hallway should move immediately to the closest classroom.
7. **Restrooms** - If students or staff members are in the restroom, they are to:
 - a. Stay there.
 - b. Turn off the lights.
 - c. **LOCK THE STALL DOOR** and stand on the commode.
 - d. **Remain very quiet.**
 - i. **NOTE:** Instruct students on the procedures to follow if they are in the restroom when a lockdown is announced. Do NOT go looking for them.
8. **Courtyard** - Students in the courtyard **area will** be escorted immediately to the cafeteria.
9. **Other School Personnel and Visitors** who are in administrative or other offices are to:
 - a. Find a location and **LOCK THE DOOR.**



Full Lockdown And Drill Procedures cont...

All students and staff must know what is expected of them during a crisis situation.



Please Note:

- Teachers should take and hold on to their "GRAB BAG" prior to turning out the lights. This will aid in accounting for all students if an ~~evacuation~~ ^{exit} is necessary.
- Administrators will divide and keep in communication with radios or cell phones.
- Students will be dismissed at the end of the school day unless otherwise directed by the Superintendent to send children home earlier. In the event that the school needs to dismiss students, the 'Early Dismissal Procedures' will be in effect.
- If conditions warrant that students remain under supervision beyond the end of the school day, the students will remain at school until they are released to the parents or an authorized adult.
- Custodial and administrative staff will lock internal and





Lockout Mode Procedures

Communication:

- ❑ *In the event that we receive notice that a dangerous individual is in the general vicinity of the school, the following announcement will be made:*
 - ❑ "We are now in Lockout Mode. All exterior doors are locked and inaccessible. No one is permitted to enter or exit the building. However, we will maintain our normal schedule until further notified."
- ❑ Custodial and administrative staff will lock internal and external doors to the building in the event of a LOCKOUT.





Fire Evacuation Plan And Fire Drill Procedures

Upon hearing the siren, all occupants will follow the standard procedures in exiting the building before proceeding to their designated point. Fire captains will be strategically placed throughout the building to help in the evacuation process

Evacuation and Drill Instructions to Teachers:

1. Class lines up by rows quickly and quietly.
2. Students exit the room quickly and quietly, with the last student having already been instructed to close the door.
3. Take and hold on to "GRAB BAG" as you exit the room.
4. Students walk in single file line without talking. Teachers should be at the midpoint of the line so as to see both ends.
5. After reaching your designated location, silently take roll and hold up "Accountability Card." (Inform Fire Captain of any discrepancies.)
6. Having exited the building, students wait quietly in line under the supervision of their teacher.
7. After the proper notification, the classes re-enter the building using the same procedures as for exiting.

There are two types of fire drills - **obstructed** and **unobstructed**. This helps accommodate the "Be sure to know two ways out" rule.



Fire Drill Types

Obstructed Drill:

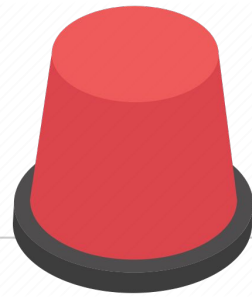
If there is an obstruction of some sort in the way so that the hallway or door is blocked, the first person(s) to discover the obstacle should raise their hands. (The "obstruction" will consist of a monitor holding up a sign reading "smoke" or "exit blocked by fire." The group will "about face" and leave the building by the alternate route.

Unobstructed Drill:

All personnel will follow the primary designated evacuation route.

OTHER TYPES OF EVACUATIONS (Staff and students are to follow the **fire evacuation procedures** for the following)

Natural gas leak, Hazardous chemical leak inside of building, localized flooding, fumes from an unknown source, bomb

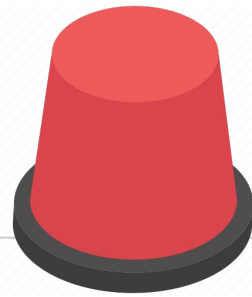


Tornado Plans/Drill



- Let us remember that these drills are to be given the utmost seriousness as each teacher is responsible for his/her class's conduct, welfare, and knowledge of procedures.
- This drill is practiced as a safety precaution against possible tornado, cyclone, bombing and other emergencies which require all students to be kept in the building in the safest place, an interior corridor. All teachers in portables should immediately bring students to the cafeteria and take cover.
- During this drill, the following announcement will be made: **"This is a tornado warning. Everyone, please take cover immediately."** Students should quickly and quietly be led into the hall where they will kneel and cover their heads with their arms. All personnel should stay away from glass entries.





Tornado Plans/Drill Expectations

Teachers:

- At the sound of the alarm, lead the children quickly and quietly into the hall. Once in the hall, have students face the wall of their classroom.
 - NOTE: Each child should touch the wall; do not line them in rows in the hall.
- The students shall assume a protective position by kneeling on their knees and elbows and covering their heads with their hands.
- Identify each child present in your group; then assume the kneeling position.
- Ensure your students return to the classroom in a quiet and orderly fashion when the "ALL CLEAR" announcement has been made.
- **Please reiterate to your class that it is imperative that there is no noise during the drill.**





Tornado Plans/Drill Expectations Cont...

TORNADOES: SCHOOL BUS ACTIONS

All school bus drivers must be trained on how to handle severe weather situations inclusive of tornadoes, high winds, large hail, and flooding. They must be able to react quickly and take charge of a severe weather situation.

- **The bus driver must NEVER ATTEMPT TO OUTFRAN A TORNADO!** If the driver has reason to believe a tornado is approaching, the following steps should be taken.
1. If time allows, travel to a designated tornado shelter or well-constructed building and unload students as swiftly as possible. Once inside, move them into the interior (or basement) of the building away from windows and doors.
 2. If no sturdy shelter is available, look for a ditch or low-lying area. Make sure the bus is parked well away (preferably downwind) from the location selected. Unload the students, take them to the low-lying area, and have them get in position with their hands over their heads (see diagram below).

TORNADOES: PORTABLES

All personnel assigned to portables must be trained on how to handle severe weather situations inclusive of tornadoes, high winds, large hail, and flooding. They must be able to react quickly and take charge of a severe weather situation.

One must NEVER ATTEMPT TO OUTFRAN A TORNADO! If the classroom leader has reason to believe a tornado is approaching, lead your class to the assigned area in the main building as swiftly as possible if time allows.



Power Outage



- In the event of a power outage, it is expected that adults remain calm as you are directly responsible for the safety of the students in your charge.
- Make every effort to keep students focused and on task. Only in dire need should a student be allowed to leave the classroom; when allowed, please employ the buddy system.

Emergency Medical Plan/Procedures



- Press 9 and Dial 9-1-1
- Provide the 911 Operator the following directions: We are located at the AWB-FLA Genesis/Quest Campus, (Address)
- Provide exact location of the individual needing assistance
- Provide symptoms the individual is displaying or the injuries that have been sustained
 - NOTE: An automatic emergency defibrillator is located at the receptionist's desk and in the gymnasium

Faculty and staff should be on alert to observe people in the building who do not have identification badges, ribbons, etc., indicating that they have checked in at the office. Anyone without proper identification should be directed to the office. **If suspicious or disruptive activity is witnessed or suspected, dial EXT. 1900.**



INJURY REPORTING PROCEDURES

1. In the event of an injury, you must report the incident to your immediate supervisor. This contact should be made prior to receiving any medical attention unless the injury requires emergency medical attention. The requirement for immediate notification is to ensure that the claim is handled in a very timely and accurate manner and also to protect your rights under Worker's Compensation laws.
2. If an injury occurs off campus, employees are still required to call their supervisor or the main office and leave a detailed message with the school office about the accident. Please include your name, location of accident and a phone number where you can be reached.
3. Immediately following notification of an accident, if medical treatment is necessary, you may seek medical care from:
 - a. **Concentra Medical Center**
5520 Westmoreland, Suite 200
Dallas, TX 75237
(214) 467-8210
Hours: 8-5 (M-F)

If the employee chooses another medical facility or physician, the employee will be responsible for fees incurred until the claim is settled.

Employee Injury

- ❖ Employees may be required to undergo an immediate drug test. Any person who knowingly presents a false or fraudulent claim for the payment of a loss will be prosecuted to the fullest extent of the law. Further, anyone who knowingly enters a hazardous area or enters an area marked "Caution" shall enter at his/her own risk.

Student Injury

- ❖ When a student is injured at school, on a school bus, or during a school sponsored activity or trip, the supervising adult must immediately fill out the Student Incident Report regardless of the time of the incident or whether the incident was witnessed by the adult to whom it was reported. In addition to filling out the report, a member of the office staff must make an attempt to contact the parent by phone. If the incident occurs while with a teacher or extra-curricular director, that adult is responsible for calling the parent. The Incident Report Form should accompany the child to the front office and received by the front office staff.



Inclement Weather

All employees are to make every effort to report to their respective assignments on time when the decision is made to open school. Employees who fail to report for duty must use a personal business day for absences. If all personal business days have been used, the day(s) will be deducted from salary. The discretion of the Principal will be exercised in instances where employees report late during this time. **STAY TUNED TO THE LOCAL NEWS ON DAY(S) OF INCLEMENT WEATHER.** Please see Section 9.

In the event of weather or other conditions that make it necessary to close or delay school, students, parents, and staff will be notified through announcements made on the AWB-FLA web-site and on local television channels 4, 5, 8, 11 21. (See Two-Hour Delay Schedule).

AWB-FLA also employs an automated system, Power Announcement, which will deliver emergency and/or school closing information directly to your email address and/or mobile phones. Please ensure that your contact information remains current.





Keys/Proximity Cards

Once keys have been issued, the recipient is responsible for the safekeeping of the key(s) and for any charges incurred if the key(s) have to be replaced. The replacement fee is \$4.00 if reported within the first week of its loss and \$8.00 thereafter. Additionally, proximity cards are directly traceable to its issuer. If the building is left vulnerable due to an unreported loss of a card, that person will be held directly responsible for recovery of damages.





Money

Leaving Money at School

It is recommended that money is never left in or on your desk during school hours as the school will not be held responsible for it. School-related fees and funds should never be removed from the premises. For precautionary purposes, we also recommend that purses, laptops, and any valuable items are secured at all times.





Security



Student Security & Accountability

- Designated personnel will be assigned to each student event (i.e., awards programs, Christmas extravaganza, etc.) for the purpose of student check-out to parents immediately following the program. No early check-out is permitted.
- Moreover, please be reminded that district policy does not allow non enrolled children under the age of 21 on campus. It is the district's objective to protect enrolled students from harm, building, furniture and equipment from damage, and visitors from the specter of false accusation. Under exigent circumstances, permission to deviate from this policy may only be granted by an administrator. Strict adherence to this policy is required.

Unidentified Visitors and Strangers

- Faculty and staff should be on alert to observe people in the building who do not have identification badges, ribbons, etc., indicating that they have checked in at the office. Anyone without proper identification should be directed to the office. If suspicious or disruptive activity is witnessed or suspected, dial EXT. 1900 which alerts the administrative, management and office staff as well as building maintenance.
- Moreover, please be reminded that district policy does not allow non enrolled children under the age of 21 on campus. It is the district's objective to protect enrolled students from harm, building furniture and equipment from damage, and visitors from the specter of false accusation. Strict adherence to this policy is required.



Visitors



- Visitors to the school are required to sign in via the Lobby Guard system, using a valid driver's or state-issued ID. The permit issued must be worn at all times while on school property. Parents seeking information from a teacher shall make an appointment to see him or her during the teacher's conference period.
- Visitors under the age of 21 shall be accompanied by a parent/guardian or other responsible adult. Staff members should understand, however, that they cannot both address the needs of their own children and supervise them properly while also meeting professional obligations.

An unauthorized person on school grounds will be asked to leave. Unauthorized persons who refuse to leave shall be subject to removal by law enforcement authorities.

The following are not allowed on the premises of AWB-FLA:

- ❖ Pajamas or gowns
- ❖ House slippers
- ❖ Hair rollers/durags/bonnets
- ❖ Short shorts
- ❖ Clothes without undergarments
- ❖ Exposed undergarments, inclusive of "wife beater" T-shirts
- ❖ Overly exposed cleavage
- ❖ Bare feet
- ❖ Clothing with profane or obscene words and imagery
- ❖ Sagging pants

Parents and other visitors are always welcome to visit Brown-Fellowship and we encourage you to do so. However, to ensure safety for all, visitors must first report to the school office. Visits to individual classrooms during instructional times are permitted only with administrative approval; however, such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.



Walkie Talkie



The effective and safe use of all Walkie-Talkies necessitates that we follow the ensuing guidelines:

- ❖ Office, support, and custodial staff should keep the radios in his/her work area or on your person at all times.
- ❖ Ensure that the walkie-talkie radios are removed from the charger upon arrival in the mornings and are not replaced until after dismissal in the afternoon as this will impact the battery's memory and the length of charge it will retain. Please ensure your walkie-talkie is in the "off" position and placed back on the charger before leaving at day's end.

Since the radios will be negatively affected if left on a charger for more than five days, please see that all chargers are unplugged whenever school is dismissed for holidays.

For contact purposes during the school day, the following designations should be followed:

o Quest Campus	Channel 1
o Genesis Campus	Channel 5
o Pre K	Channel 3
o Quest Daycare Pick-up	Channel 4

Immediately notify Mr. Turner (Quest campus) or Mr. Dunn on (Genesis campus) if the radio malfunctions.

Walkie-Talkies should not be used for the purposes of conducting personal and private



ANY QUESTIONS?



Thank you

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