



## **Hamlin Collegiate ISD**

### **Emergency Operations Plan**

*Implemented August 2019*

Hamlin ISD: Work Hard, Love Kids, & Be Positive

#### **Team Members:**

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**BE PREPARED**

**STAY CALM**

**RESPOND**

**DON'T REACT**

Updated Aug 2019 MP



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## EMERGENCY CONTACT NUMBERS FOR CITY OF HAMLIN

E.C. Ice, Mayor

Office: 325-576-2711

Church #: 325-576-3851

Fax: 325-576-3426

Bobby Evans, EMC & Chief of Police

Office: 325-576-3633

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Gary Morgensen, Fire Chief & EMS Chief

Office: 325-576-2711

Cell: 325-201-3319

Fax: 325-576-3426

Doug Ray, GM of Adams-Foster-Ray Funeral Home

Office: 325-576-2602

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Tonia Cook, Hospital Administrator

Office: 325-576-3646

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Heather Kiser, Director of Nurses

Office: 325-576-3646

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Randy Burks, Superintendent HISD

Office: 325-576-2722

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HISD has an automated school call out phone system.  
They will also use "Remind"



Name	Phone #
Randy Burks Superintendent	325-201-2615
Matt Pond Jr/Sr HS Principal	806-781-4585
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## Definition of Terms

### 1. LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

**Students:** Move away from sight, Maintain silence, Do not open the door

**Teacher:** Lock interior doors, turn out the lights, Move away from sight, Do not open the door, Maintain silence, Take attendance

#### Shelter in Place

**Communication – announcement, one long continuous bell and text messaging**

*An emergency situation that does not require evacuation*

Keep all students in the classroom. Lock the door and close your blinds. Have students assume a safe position away from windows and the door. Shelter in Place would be announced in the case of a drive-by shooting, dangerous weather, and incident of school violence, etc.

### 2. LOCKOUT! SECURE THE PERIMETER.

**Students:** Return inside, Business as usual

**Teacher:** Bring everyone indoors, Lock perimeter doors, Increase situational awareness, Business as usual, Take attendance

#### Partial Shelter in Place

**Communication – email, text, phone, announcement or runner**

*A non-emergency situation*

Keep students in the classroom and continue normal classroom activities. Close blinds to prevent students from seeing events that may be taking place outside.

### 3. EVACUATE! TO ANNOUNCED LOCATION.

**Students:** Bring your phone, Leave your stuff behind, Follow instructions

**Teacher:** Lead evacuation to location, Take attendance, Notify if missing, extra or injured students

#### Building Evacuation

**Communication – 3 short bells**

*An emergency situation that requires the evacuation of all buildings*



The fire alarm will signal a Building Evacuation. Teaching staff will take students to their designated outside locations. Our **primary rallying point** for the high school is the Piper Court game gym parking lot on the West side of the high school building. For the Elementary, the playground South of the school. Teachers should take their "Safety Bags". Students should be quiet and alert to instructions from their teachers, members of the Crisis Management Team and/or the emergency personnel.

### **Secondary Site Evacuation**

**Communication – announcement followed by 3 short bells**

*An emergency situation that requires immediate evacuation of the premises*

In a Site Evacuation, students and staff would exit the facilities in the same manner as a Building Evacuation, everyone would continue to the **primary rallying point** for bus l

- First Choice: First Baptist Church
- Second Choice: Old Hamlin Game Gym

Parents would not be allowed to take, visit with or check out their students until the authorities have determined that the campus is safe and the situation has been resolved.

#### **4. SHELTER! HAZARD AND SAFETY STRATEGY.**

**Students:** TORNADO: Evacuate to shelter area, HAZMAT: Seal the room, EARTHQUAKE: Drop, cover and hold, TSUNAMI: Get to high ground

**Teacher:** Lead safety strategy, Take attendance

#### **Disaster Drill**

**Communication – announcement**

*An emergency situation that requires special safety measures*

Lock all doors. Close windows, blinds and curtains. Move students to the hallway.

### **Reminders...**

1. All inquiries from the media (newspaper, television, radio, etc.) are to be directed to the Superintendent's Office.
2. Following an emergency situation, the Crisis Management Team will meet with staff members to debrief.
3. Counseling services will be offered following any emergency situation



## Safety Bags

All classrooms will be provided safety bags. These are to be maintained in the classroom and are required to be used during any evacuation drills or evacuations in order to communicate more effectively and maintain the safety of students.

Each safety bag shall have the following items:

First Aid Kit	Mylar blanket	Gloves
Bottle Water	LED Flash Light	Abs material
Trash Bags	Biohazard bag	Towelettes
Red/Green Sheets	Updated Rosters	

## Crisis Emergency Situations

### Accident

#### On Campus

1. Principal or designee call 911, Superintendent, and parent(s) student(s) involved.
2. First aid/CPR is administered.
3. Students are removed from the immediate area.
4. Principal activates the Crisis Management Team, if necessary.
5. Emergency health information is secured.
6. Injured student(s) transported by ambulance, if necessary.
7. Communications are updated.
8. CMT meets with staff to debrief.
9. Counseling is offered, if appropriate.

#### Off Campus School Sponsored Activity

1. Principal or designee calls 911, Superintendent's and parent(s) of student(s) involved.
2. First aid/CPR is administered
3. Involved parties are determined.
4. Principal activates CMT, if appropriate.
5. Incident report is completed.
6. CMT meets with staff for debriefing.
7. Counseling is offered, is appropriate.





### **Animal Attack/Threat**

1. Students and staff move to a safe location away from the threat.
2. No attempt is made to frighten animal away in order to avoid provoking the animal.
3. Staff contacts principal, who in turn contacts parents (if necessary), Stamford PD, and /or Animal Control.
4. ***Partial Shelter in Place*** is initiated.
5. Staff members are assigned to track animal until it leaves school property or assistance arrives.
6. In case of injury, first aid is administered and authorities are contacted.

### **Bomb Threat**

1. **DO NOT HANG UP THE PHONE** until instructed to do so by the Fire Department, Stamford PD or the phone company. Record caller's own words. Prolong the conversation with the caller in order to assist in tracing the call.
2. Notify the principal or designee so they can call 911.
3. Initiate Site Evacuation plan if safe/appropriate.
4. Notify the Superintendent.
5. Principal or designee will act as liaison with the police department personnel and will establish a command post outside the building.
6. Liaison will have maps and master keys available for use by search squads.
7. Authorize all clear signal after receiving clearance from authorities.
8. A letter will be written to parents, after the incident is resolved.
9. Counseling is offered if appropriate.

### **Bus/Car Accident On/Off Campus**

1. Principal or designee calls 911, superintendent and parent(s) of student(s) involved.
2. First aid/CPR is administered.
3. Involved parties are determined.
4. Principal notifies the CMT.

### **Child Abuse**

A teacher, counselor or staff member must report suspected child abuse. It is the law. Anyone "having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect" must report the case immediately to any state or local law enforcement agency or to the Texas Department of Protective and Regulatory Services.

1. Make a verbal report to TDPRS within 48 hours or complete the online worksheet: <https://reportabuse.ws>



2. Follow up with a written report within five (5) days.

A teacher may tell the principal, school counselor, or superintendent of suspicions, but this will not satisfy the obligation under the law. Local school policy cannot conflict with or supersede state laws requiring adults to report child abuse to a law enforcement agency or to the TDPRS. Report any reasonable suspicions, but do not try to investigate or confront the suspected abuser on your own.

### **Downed Power Lines/Utility Failure**

1. Notify Principal
2. Partial Shelter in Place will be announced.
3. Principal or designee will contact the energy provider, police department and superintendent.
4. Parents must sign-out students prior to the regular dismissal time.

### **Drive-by Shooting**

1. When shots are fired, instruct students to “Drop to the ground or floor.”
2. Instruct any students outside the building to run into the building quickly and quietly after the car has left the vicinity.
3. A staff member will watch for the car to return.
4. Notify the Principal; Principal or designee will call 911 and the Superintendent.
5. Check student/staff for injuries; administer first aid if necessary.
6. Announce Shelter in Place with students well away from windows.
7. Students must be signed out by parent/guardian.
8. Give “all Clear” signal when authorized to do so.
9. Complete an incident report.
10. CMT and staff meet to debrief.
11. Offer counseling services.

### **Drug Overdose**

1. Call 911 and notify the principal who will contact parents and the superintendent and the principal will announce a Partial Shelter in Place.
2. Keep the student as stable as possible until help arrives.
3. Offer counseling services.

### **Explosion**

#### **During School Hours**

1. Evacuate the affected building immediately; consider Site Evacuation if necessary.
2. If safe, the CMT checks affected building to ensure that the building is empty.



3. Principal or designee contacts the following entities:
  - \*Police department
  - \*Superintendent's office
  - \*Appropriate utility company
4. Turn off all radio transmitting devices.
5. Attempts to disconnect utilities will not be made.
6. Secure assistance/first aid for any injured.
7. Teachers will complete a roll check, and parents/family members will sign out students.
8. CMT and staff meet to debrief.

#### **After School Hours**

1. Call 911
2. Call the principal or designee.
3. Principal or designee will call the superintendent.

#### **Fire**

1. Fire drill procedures/routes are posted in classrooms, library, gym, etc.
2. Fire exits are identified and communicated to staff/students.
3. Staff members are familiar with the location and operation of fire extinguishers.
4. Fire drills are held monthly, both announced and unannounced.
5. Hamlin Fire Department will be notified prior to a drill.
6. The fire alarm, bell system, and PA/telephone system will be used for a drill or actual fire.

#### ***In Case of an Actual Fire***

1. Principal or designee will sound the fire alarm call 911 and the superintendent.
2. Adult runners will inform teachers of a Site Evacuation, if necessary. Evacuation procedures will be followed.
3. Principal or designee will act as liaison with the emergency personnel and will establish a command post outside the building.
4. Liaison will have maps and master keys available for use by search squads.
5. Authorize all clear signal only after receiving clearance from authorities. Students and staff may then return to the campus.
6. A letter will be written to parents after the incident is resolved.
7. CMT and staff meet to debrief.
8. Counseling is offered if appropriate.



## **Kidnapping/Missing Person**

If you suspect that non-custodial parent or other person without parental consent has removed a student from the school premises and/or activity (on or off school grounds), use the following as guidelines for action:

1. Inform the Principal or designee
2. Using the phone system, call for the student to report to the office or send a paraprofessional to relay the message.
3. Partial Shelter in Place may be announced.
4. Search the grounds/facility for the missing students.
5. Check student records for possible custodial issues.
6. Principal or designee will contact custodial parent, police department, Superintendent, and schools where siblings attend.

\*Be prepared to give the following information: student's name, gender, age, grade level; location of student when last seen; description of student and what he/she was wearing; parent's name, address, phone number(s); names of the student's close friends; name and description of the suspect (if known); license plate, make, color, description of vehicle (if seen).

## **Media**

In emergency/crisis situations do not make any statements to the media. Refer all media contacts to the Superintendent's office at 576-2722. The Superintendent is always the official spokesperson. You can request that media personnel leave the campus, but you cannot prohibit them from filming the campus if they are located off the school property.

## **School Violence**

### **Armed Attack by Student or Intruder**

1. Notify the principal immediately
2. Principal will assess the severity of the situation and call 911 and the Superintendent's office is appropriate.
3. Shelter in Place may be announced.
4. If possible, isolate the individual with the weapon.
5. Provide first aid and follow directions from the police.
6. Parents must sign out students.
7. Debrief staff and offer counseling.
8. A letter will be written to parents after the incident is resolved.

### **Fight**

1. Secure adult assistance
2. Give commands in a firm, authoritative voice.



3. Separate the participants and dismiss onlookers.
4. Remove participants to a neutral area and provide needed first aid.
5. Notify the principal.
6. Evaluate the severity of the fight; Principal will notify officials if appropriate.
7. Complete a discipline referral slip.
8. Principal will determine consequences for the participants.

### **Riot, Racial Conflict, or Gang Altercation**

1. Notify the principal immediately.
2. Principal will contact the Superintendent's office and the police department.

### **Weapons on Campus**

1. Notify principal
2. Principal or designee will announce Partial Shelter in Place or Shelter in Place.
3. Principal will contact Police Department (if appropriate) and Superintendent's office.
4. Secure the weapon, if possible.
5. Isolate the student who brought the weapon, the staff will be discreetly notified and a Shelter in Place will be announced.

### **Seizure**

1. Notify the Principal or office staff member, the Nurse will contact parent and get medical assistance.
2. Cushion the head with a pillow or soft item of clothing.
3. Clear the area of sharp objects.
4. Do not put anything in his/her mouth or attempt to make the person drink anything.
5. Do not attempt to restrict the person's movements; seizures must end naturally.
6. Remain with the person until the seizure ends; note the time the seizure begins and ends.
7. Call for medical assistance if the seizure lasts for more than 5 minutes, the individual is not wearing an epilepsy medical ID, there is a second seizure or victim experiences difficulty breathing afterwards, the person is pregnant, or there are signs of injury.

### **Sexual Assault**

1. Notify the principal who may announce Partial Shelter in Place.
2. Move the victim to a secure, private area and assign a staff member of the same sex to stay with the victim.



3. Principal will call the police department, the Superintendent's office, and parent.
4. Counseling will be on-going.  
\*Be prepared to give the following information: student's name, gender, age grade level; parent's name, address, phone numbers; your name, position, and phone numbers; name and description of the assailant (if known).

## **Suicide Threat/Attempt**

### **Student**

1. Bring student to the office as discreetly as possible.
2. Notify the principal who will contact parents, counselor, and Superintendent and will announce Partial Shelter in Place.
3. Be prepared to document the situation and any intervention information.
4. Offer counseling and referrals to parent.

### **Staff Member**

1. Bring staff member to the office as discreetly as possible, offer support; voice concerns honestly and openly.
2. Notify the principal who will contact the spouse or another family member, and the campus counselor.
3. Be prepared to document the situation and any intervention information.
4. Offer support and counseling referrals to family members.

## **Weather**

The Superintendent will determine if school will be delayed or cancelled due to a weather related emergency. Campus personnel will monitor local media outlets for updates. Should severe weather develop during the day, the Superintendent will determine any action to be taken and advise campus administration.

### **Lightning/Severe Winds/Hail/Thunderstorms**

1. Shelter in Place
2. Avoid use of phones and other communications devices.
3. Unplug computers.
4. Remain in Shelter in Place mode until the all clear is sounded.

### **Tornado**

1. Disaster Drill
2. Battery-operated weather radio will be monitored in the office.
3. All doors, windows, blinds, and curtains should be closed.
4. If a parent arrives to pick up student, invite the parent into the room, but discourage the parent from leaving with the student.
5. Remain in Disaster Drill mode until the all clear is sounded.



## **Support and Recovery**

Following all emergency situations, certain responsibilities are required to allow closure for students and staff. These tasks should be completed as soon as possible.

1. Offer counseling services
2. Debrief staff members
3. Accurately record and identify injured/deceased student/staff
4. Assign CMT member to act as liaison with parents/emergency personnel
5. Refer all media inquiries to the Superintendent's office
6. Evaluate the effectiveness of the Crisis Management Plan



## Maps

Every classroom, library, cafeteria, etc. should have an evacuation map posted.







## **Staff Communication**

The safety team are to have a group created in their phone contacts that should include the following peoples' numbers: principal, counselor, secretary, superintendent, head of maintenance and athletic director. This will allow all staff to communicate any needs during an emergency such as an intruder or tornado.

The principal, counselor and secretary shall have a group (Remind) created on their phones that contain all staff members so that mass texts can be sent and communicated with everyone when needed.