

Trinity School of Texas Crisis Management Plan

General Considerations

Should a crisis occur at TST, there are two main responses. We will either stay where we are, known as “Shelter in Place,” or we will evacuate the buildings. Shelter in Place will consist of students remaining in their classrooms, away from windows, with classroom doors locked. Evacuating the buildings could mean going outside a safe distance away from the buildings, as in a fire drill, or it could mean exiting the buildings and leaving campus, taking shelter at Trinity Episcopal Church, First Christian Church, or being transported to another site on buses under the direction of the Longview Police or Fire Departments.

In the event of a crisis, the first consideration will always be the safety of the students and staff. Once that safety has been assured, the next consideration will be the orderly re-establishment of our daily schedule and the resumption of instruction. However, there may be some events which would result in large numbers of parents coming to the school to retrieve their children. The procedures for the return of students to parents will depend on the location of our students and the severity of the crisis. If our students are on-site in their classrooms, and the flow of parents onto the campus is manageable, we will follow our normal student release procedures. Otherwise, we may pair up some classrooms and use some classroom teachers to help with the release of students or in other capacities.

Once students are secured and safe, a teacher buddy system, in which one teacher will care for his or her own and another teacher’s students in one classroom, will enable some staff members to be free to assist with the release of students or to perform other duties as needed. Because of the young age of their students, teachers in the Kirkpatrick building will stay with their own students, but teachers of second grade through twelfth grade will be paired with teachers in nearby classrooms, and those teachers designated as being part of the Crisis Team will report to the office or where directed to be informed of their stations and duties.

This Crisis Management Plan is also available on the TST Website.

Teacher Pairings – The first teacher listed will report as a member of the Crisis Team:

Liebengood/Fuller
McCreary/Harrel

Burnett/Rider
Allen/ Gore

Dotson/Sumrow
Hewitt/Robertson

Trinity School of Texas Crisis Management Plan

Trinity School of Texas Crisis Management Plan Classroom

Shelter in Place

Purpose: Keep people safe by not moving around

When to use: Severe weather, intruder, fight, riots, drive-by shooting, child missing/abduction, workplace violence, hostage, and/or gang activity

Command or signal: intercom signal

What to do: Cover the hall room entrance door glass with the provided laminated construction paper with either the red or green color facing the hallway. Stay away from windows, kneel facedown, head covered, along the interior wall of the classroom. Rooms with red in the window will receive immediate attention; rooms with green in the window will receive attention after any safety issues have been corrected

Green: All occupants of the classroom are safe and accounted for

Red: Notifies security of someone missing, injured or classroom is in need of assistance

Words to avoid: Tornado, gunman, shooter, fight, riot, lockdown, hostage, gangs, intruder, and/or kidnapping

When to practice: Anytime by any teacher or campus-wide, **everyone must** participate if campus-wide

A blue bucket with snacks and water is provided in each classroom

Building Evacuation

When to use: Anytime it is safer to be outside than inside such as fire, bomb (threat), utility or structural problem, and/or hostage situation

Command or signal: fire alarm

What to do: Follow fire drill directions

Words to avoid: fire and/or bomb

When to practice: Anytime by any teacher or campus-wide, **everyone must** participate if campus-wide

Site Evacuation

Purpose: Keep people safe by relocating to safer site

When to use: fire, bomb (threat), utility problem, intruder, hazmat, neighborhood problem, and/or law enforcement problem

Command or signal: "site evacuation"

What to do: Obtain your emergency backpack and follow directions from Head of School

Words to avoid: fire, bomb, intruder, hazardous materials, toxic, and/or poison

When to practice: campus-wide, as scheduled

Trinity School of Texas Crisis Management Plan

Alternate School Location

In the event that a school or district facility needs to be evacuated, the School Incident Commander will contact his/her immediate supervisor to make arrangements for transporting students to an alternate location. The alternate location will be as follows:

**Trinity Episcopal Church
906 Padon Street
Longview, TX 75601**

Or

**Longview First Assembly
Rev. Edgar Ayala
2900 N. 4th Street
Longview, TX 75605
(903) 753-1004**

Children will walk down to Trinity Episcopal Church. In the event of us needing to go to another building, we will rely on Longview Police Department who has determined to outsource Longview Independent School District's buses for our aid.

Trinity School of Texas Crisis Management Plan

Bomb Threat Report Form

When you receive a call that contains a bomb threat, remain calm, speak clearly, keep caller on the phone as long as possible, and record the following information.

Time: _____ Date: _____ Gender of caller (circle one): M or F

Phone number if Caller ID available: _____

Any background noises:

Voice characteristics of caller:

Questions to ask:

- When is the bomb going to detonate? _____
- Where is the bomb? _____
- What kind of bomb is it? _____
- What does the bomb look like? _____
- Why did you plant the bomb? _____
- What is your name? _____
- Exact wording of the threat: _____

*After you hang up, check caller ID or wait (10) seconds and dial *69 tracing service.

- Notify Head of School or Division Head
- Notify Longview Police Department
- Evacuate building as needed
- Students remain in designated areas until the “all clear” command is given by staff to re-enter the building.
- Brief all staff members with updated information as needed.

Trinity School of Texas Crisis Management Plan

Lost/ Runaway Child

When a student does not arrive at school and has not been reported as absent by the parent/guardian or if a student is suspected of running away, the following procedures are recommended:

- School staff contacts parents/guardians
- Attendance clerk alerts principal and counselor if parents cannot verify student's whereabouts
- Contact Longview Police Department
- Head of School or Division Head is to keep in contact with the parent if the parent is unable to come to the school

If a student runs away from school:

- Have an adult follow the student and maintain visual contact if possible.
- Contact Longview Police Department
- Head of School or Division Head contacts parent/guardian

Parent/Student Reunification Checklist

To be used when students have been evacuated to an alternate location

- Students should be grouped with a Trinity School of Texas employee. The TST employee should have a list of students on a roll sheet with a space for the parent/guardian to initial in order for the student to be released to that person.
- Students will be with assigned faculty member
- Parents/Guardians will be required to show a picture ID to a TST employee responsible for their children before the student will be released to them if the parents/guardians are unknown to the employee.
- Parents/Guardians will be required to sign for the release of the student
- Any questions should be directed to the Crisis Team which will be available at a designated area at the alternate location.
- Any student that is not accounted for by name should be reported to a member of the Crisis Team.

Trinity School of Texas Crisis Management Plan

Assault

If a student has been physically or sexually assaulted:

- Stay with the student and have someone call the office to notify the Division Head, Longview Police Department, and the school nurse.
- Have a TST staff member take names of any witnesses or bystanders. Sequester them until law enforcement has taken statements.
- Have school personnel and Longview police conduct an investigation.
- Provide First Aid if needed.
- Contact emergency medical assistance (if needed).
- Notify parent/guardian.

Weapon – In Use

- Notify the main office/Division Head. Provide accurate information.
- Call (911). Do not assume someone will do this!
- Initiate school-wide Shelter in Place. Move students/staff as far away from the classroom entrance as possible if the incident is not in your classroom.
- If the incident is in your classroom/area, move everyone as far away from the perpetrator as possible.
- Monitor access points so no one other than emergency personnel will be able to enter the area.
- If the person/student with the weapon is in your classroom/area, try to have open communication with police so that they can give you directions.
- Do everything possible to help students remain calm.
- Stay calm and answer questions with short, factual statements.
- Do not try to negotiate; only speak to person/student with weapon when they allow you. Remain as quiet as possible. Be cooperative.
- Do not release anyone from the classroom/area until directives are given by the Incident Commander.

Weapon – In Student Possession, But Not In Use

You become aware that a student may have a weapon either on his/her person, in a school bag, desk, or locker.

- If the student does not know that you know he/she has a weapon, do not make them aware that you do know.
- Notify the main office/ Division Head.
- Incident Commander will designate personnel to monitor access to the location of the student so no other staff or students walk into the situation.
- When police arrive at the school, let them make the decision as to how the student with the weapon will be approached.
- Never ask a student to hand over a weapon. Never attempt to have the student give up the weapon in the presence of others. To attempt to remove the weapon in the presence of others could trigger the student to use the weapon. Always attempt to isolate the student in a non-threatening way.
- Incident Commander will issue a Shelter in Place.

Trinity School of Texas Crisis Management Plan

Tornado

Tornado Watch:

This means weather conditions are favorable for a tornado to occur. If a Tornado Watch is declared, be prepared to follow tornado drill procedures quickly and be alert for special instructions.

Tornado Warning:

This means a tornado has been sighted in the warning area. Take cover.

Precautions:

- Follow drill procedures bringing all students in from the outside and from portables.
- Stay away from windows.
- Get beneath heavy furniture when possible. If there is nothing available to get under, crouch face down, head covered, along the wall of an interior hallway or room.
- Avoid The Commons, gyms, or areas with wide, free, high roofs.

After a Tornado:

- If a building is hit, check for injuries and administer first aid as needed.
- If building is hit, set up Parent Communication and Parent Reunification Site.
- Beware of contaminated water, ruptured gas lines, and electrical danger areas.
- Have students return to classrooms after determination is made of building safety.
- Begin procedures for accounting for students.

Suspicious Package or Envelope – Unopened

- Do not shake or empty the contents of any suspicious package/envelope.
- Do not carry the package/envelope, show it to others, or allow others to examine it.
- Immediately move students or staff away from the suspicious package/envelope.
- Isolate the package/envelope.
- Immediately notify the Head of School or Division Head. The Head of School/Division Head or his/her designee becomes the Incident Commander.
- Call (911).
- Leave the room and close and close the door. Prevent anyone from having access to the area.
- Turn off ventilation system if possible.
- Wash your hands with soap and water only.
- Make a list of any persons who were in the room or might have had contact with the package/envelope.
- Communications with necessary personnel will be implemented by the Incident Commander.

Suspicious Package or Envelope – Opened

- Do not try to clean up the powder or contents. Cover the spilled contents immediately with anything (cloth, paper, trashcan, etc.) and do not remove the cover.
- Move students or staff away from the area.
- Notify the Head of School/Division Head.
- Call (911).
- Turn off fans and/or ventilation system in the area if possible. Secure the area and make sure no one is allowed to enter the room.
- Wash hands with soap and water.

Trinity School of Texas Crisis Management Plan

- Remove contaminated clothing as soon as possible and place in a plastic bag or container that can be sealed. Give bag to emergency responders.
- Shower with soap and water as soon as possible.
- Make a list of all people who could have contacted the envelope.
- Initiate Shelter in Place procedures if necessary and follow direction of emergency personnel.

Suspicious Package – Identification of

- Package is unexpected or from someone unknown.
- Addressed to someone not at the current address
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect information on package
- Misspelled words
- Oily stains, discolorations, or strange odors
- No return address, excessive weight
- Out of shape envelope
- Presence of wires or aluminum foil
- Excessive tape or string on outside of package
- Ticking sound
- Marked with restrictive statements such as “personal” or “confidential”
- Shows a city or state that does not match the return address
- Marked “do not handle”

Suicide – Suicidal Student

Legal Responsibility:

- Any verbal reference by a student to suicide, to dying, or ending his or her life must be reported to administration immediately.
- Stay with the student. Maintain constant visual contact with the student until emergency team members arrive to escort the student for evaluation.
- Never delay reporting. This includes reporting a third party reference such as a student making you aware of concerns for another student who has mentioned suicide to them.
- Inform parents.
- Do not allow the student to leave at any time unless they are accompanied by someone.
- Refer to outside source for opinion.
- Follow-up with student and family to see if they have had a visit to or scheduled an appointment to an outside source for help. This should be done the day following the incident.

Trinity School of Texas Crisis Management Plan

Shelter in Place

A “Shelter in Place” indicates that all classroom doors, as well as all entrances to buildings, will be locked immediately following its issuance. Students are to return immediately to the nearest classroom. The purpose of lockdown is to prevent a perpetrator from having access to our students, staff, or visitors while allowing law enforcement to quickly contain movement of the dangerous person.

- Remain calm.
- Visually sweep hallways and order all students into the closest room of safety that is manned by an adult.
- Lock all classroom doors immediately after issuance of the code.
- Cover the hall room entrance door glass with the provided laminated construction paper with either the red or green color facing the hallway Stay away from windows, kneel facedown, head covered, along the interior wall of the classroom. Rooms with Red in the window will receive immediate attention; rooms with green in the window will receive attention after any safety issues have been corrected
- Green: All occupants of the classroom are safe and accounted for
- Red: Notifies security of someone missing, injured or classroom is in need of assistance
- Keep everyone away from all windows. Pull shades on doors and windows down. Turn off the lights.
- Turn the air conditioning unit to the off position.
- Student roll is to be taken taking in to account any student missing from your room or additional students in your room.
- Students are to remain quiet, position themselves as low to the floor as possible and behind anything that can protect them.
- The office will contact each room for student accountability.
- No one is to be admitted in to a classroom once the doors have been secured.
- Do not allow anyone to leave the classroom.
- No outside activities should be allowed to continue; all persons must get to a secure, inside area.
- All visitors or guests are to remain in classrooms as well.
- No one should be admitted to the school except for law enforcement or other necessary emergency personnel.
- Be prepared to remain in “Shelter in Place” for extended periods of time. Blue buckets are provided in classrooms with snacks and water. Where appropriate the bucket will also contain wipes and diapers
- “Shelter in Place” will cease once the designated person gives the “all clear.”

Kidnapping

Preventive Measures:

- Student information cards should be kept with identifying names of parents and/or guardians who will be allowed to pick up that student.
- Before releasing a student to anyone other than those designated for pick-up, get approval from parents or guardians. Document the date and time of the phone call and quickly note what was said. Check a picture ID to verify a person’s identity.
- When a parent or guardian telephones that a student be released from school, confirm the identity of the caller before permitting the student to leave. Call back in all cases! The message and phone number should be written down and a return call should be made after cross-checking the phone number with those on file on the student information card.

Trinity School of Texas Crisis Management Plan

If a kidnapping occurs:

- If abduction was not witnessed, verify that the child is missing. Have buildings and grounds searched.
- Call parents and call the police.
- Do not release any information to the press. Refer all questions to the Head of School.
- Work with emergency personnel to provide all pertinent information to assist in their investigation.

Hostage – If You Are a Hostage or Your Class is Being Held Hostage

- Move very slowly. Keep your distance. Attempt to keep some form of obstacle between you and the person with the weapon. In hostage situations, front line negotiators do not put themselves in visible contact with the hostage taker. They talk around the corner or through the door.
- If already visible, keep constant contact.
- NEVER argue with them; ask questions and be agreeable. Listen.
- Ask them to relax and reassure them that you know they really do not want to hurt anyone.
- Make no quick, sudden, or unannounced moves. If you are going to move, let them know before you move.
- Do as they ask.
- Do not promise something that cannot be delivered. This will only anger them and they will see that as breaking trust and thinking that they are “stupid.”
- Ask them if it is okay for the students to leave. Try to do everything possible to calm the students and keep them calm.
- Maintain a non-threatening position. Keep your hands at your sides and do not make any sudden movements.
- Continue talking with him/her and listen to him/her. At some point, talk to him/her about no one getting hurt and how that will help him/her.
- Buy time. Communicating is an effort to buy time until trained personnel arrives. Once trained personnel arrive, do exactly what they advise you to do.

Gas Leak/Gas Line Break

Natural gas leaks have two types of dangers: 1) asphyxiation and 2) fire or explosion.

If a leak is in or near a building:

- Evacuate students a safe distance away from the buildings. Account for all students.
- Turn the air conditioning unit to the off position.
- Call (911) and request fire and police assistance.
- Follow instructions of Emergency Personnel.
- Keep staff and students a safe distance until the problem has been corrected; seek alternate location if needed.

Trinity School of Texas Crisis Management Plan

First Aid

Highest Priority:

- Airway and breathing difficulties
- Uncontrolled or severe bleeding
- Severe head injuries
- Open chest or abdominal wounds
- Shock
- Open Fractures

Second Priority:

- Burns
- Fractures
- Back Injuries
- Injuries that are minor in nature
- Closed fractures

Airways

- Open the person's airways by using the head-tilt, chin-lift maneuver.
- If the person is not breathing or not breathing normally, you should begin CPR.

Bleeding

- Place sterile compress of clean cloth directly on the wound and apply pressure.
- If compress becomes soaked **DO NOT REMOVE**. Apply additional compresses and continue to add pressure and elevate the limb above the level of the heart.
- When bleeding slows or stops, place pressure bandage over the compress, wrap around the limb, and tie a knot over the compress.
- Keep the limb elevated and continue to monitor.

Burns

- Major burns will require the affected area to be wrapped with a sterile of clean cloth and someone to monitor the person from signs of shock.
- Minor burns will require the affected area to be held under cool running water or immersed in water. Clean the burn with mild soap and pat dry with a soft cloth. Cover the wound with a sterile bandage. **DO NOT USE ICE.**

Choking

- Heimlich Maneuver: Stand behind a person and wrap your arms around the person's waist. Form a fist with one hand, placing the thumb side against the central abdomen, midway between the navel and the sternum tip. Clasp your fist with the other hand. Using quick, inward and upward thrusts, press your fist into the person's abdomen. Continue performing the maneuver until the object is expelled. If the person is pregnant, do not apply the maneuver.

Dislocations

- Place the person in a comfortable position.
- Immobilize the affected part using a splint or a sling. Do not change the position from which the area/part was found.

Trinity School of Texas Crisis Management Plan

Fractures

- If the fracture is accompanied by a wound, treat the wound before splitting the fracture.
- Splint fractures before moving the person. Use a book, magazine, etc. if a splint is not available. Pad the splint and place it so that it supports the joints above and below the fracture. Elevate the limb injured.
- Use ice packs on the area if available. DO NOT place directly on the skin. Place a cloth between the person's injury and the ice pack.

Head and Neck Injuries

- Immobilize the head and the neck, avoiding movement of the head.
- Keep the person comfortably warm and dry and handle him/her gently.
- Give nothing by mouth.
- Closely watch the person until medical help arrives.
- Keep the person lying down and treat him/her for shock.
- If necessary to control bleeding from the head, lightly place gauze over the injury.

Heart Attack

- Call 911.
- Have the person immediately stop activity and sit or lie down.
- Calm the person.
- Be prepared to administer CPR and Automated External Defibrillator (AED).
- Ask if the person is in possession of any heart medication and assist with administration if appropriate.

Heat Stroke

SYMPTOMS:

- Hot/Dry skin
- Absence of perspiration
- High body temperature
- Rapid breathing
- Dizziness, weakness, or nausea
- Confusion, seizures, unconsciousness

TREATMENT

- Place person in a shaded/cool area
- Rapidly cool the person by whatever means are available (wetting skin with cool water, fanning, etc.)
- Continue cooling efforts until temperature drops below 102 degrees.

Shock

SYMPTOMS

- Anxiety, weakness, paleness, sweating, or thirst
- Pulse is rapid and weak
- Person may become dizzy and pass out
- The more severe the injury or illness, the more likely shock will occur.
- Shock can and often does result in death if not rapidly treated.

TREATMENT

- Call 911.
- Gently handle the person and only when necessary.
- If conscious, place the person on his/her back.

Trinity School of Texas Crisis Management Plan

- If unconscious, roll the person on his/her side if no neck injury is suspected.
- Except in the case of a head injury or suspected neck fracture, elevate feet approximately fifteen inches so as to increase the flow of blood to the brain.
- Make sure that there are no broken bones before straightening out the person.
- Protect the person from becoming cold, especially from the ground below his/her body.
- Keep the person calm as possible if they are conscious.

Sprains

- Splint injured limb and elevate above the level of the person's heart to help reduce swelling and pain.
- Apply ice packs to the area for twenty minutes each hour, using a cloth between the skin and an ice pack.

Fire

- Pull the Fire Alarm.
- Call 911.
- Immediately notify the Head of School/ Division Head.
- At the sound of the fire alarm or the principal's voice directive, students and staff must walk as rapidly as possible into the hall and out the exit nearest their rooms without crowding and running. Teachers will check to see that all students are out of the rooms and will close the doors. The teacher should take the class list, emergency numbers contained in the emergency backpack, and a cell phone if available.
- The first students outside must move away from the building so that the exit is not blocked for those following.
- Designated persons will need to check restrooms.
- Teachers are responsible to see that students move well away from the building, crossing the street when necessary to remain clear of the area.
- When a designated location is reached, the teacher takes roll to account for all students.
- Teachers are responsible for students so that they remain out of the emergency vehicle zones.
- Designated persons are stationed at entrances to prevent any unauthorized persons from entering the building.
- Students will continue to be monitored in the event they need to move to an alternate location if requested by emergency personnel.

Trinity School of Texas Crisis Management Plan

Fallen Aircraft

If an aircraft falls near the school, the following actions should be taken:

- Call 911.
- Contact the Head of School/ Division Heads immediately so they can determine what emergency action to implement. Procedures to be considered should be Shelter in Place, building evacuation, and site evacuation to the alternate site.
- Students and staff must be kept a safe distance from the aircraft. The airplane may be leaking fuel which could lead to a secondary explosion.
- Direction will be taken from emergency personnel and implemented as ordered.

Explosions

- Pull the Fire Alarm.
- Call 911.
- If advised by the Head of School/ Division Heads, evacuate the building using the fire drill plan with (possible modifications).
- Set up Incident Command Post as needed.
- If situation warrants that students be transported to alternate location, begin communication procedures to notify parents. Information on student pick-up should be supplied by school administration to local radio and television so that those entities can communicate the information to parents.

Earthquakes

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best cover available. Most injuries during earthquakes occur when people are hit by falling objects or when exiting buildings. Have the students and faculty take cover until tremor subsides and begin actions after the earthquake subsides.

If Inside:

- Get beneath a desk, table, or bench. Cover your head with a coat or clothing if possible.
- If no cover is available, get against an interior wall and cover your head. Stay away from outside walls, windows, and glass.
- Open doors if at all possible to keep from getting trapped by jammed doors.
- Stay put; do not run through a building.

If Outside:

- Move quickly away from any buildings and away from overhead electrical wires.
- Lie face down on the ground.
- Take roll of students who are outside and report to Incident Commander as soon as possible.
- Do not attempt to enter any buildings unless authorized by emergency personnel.
- Refrain from using lighters or matches and stay away from fallen power lines.
- Follow directions of emergency personnel.

After the Tremor Has Subsided:

- Check for injuries. Administer first aid as needed; do not attempt to move any seriously injured person unless they are in danger of death or further injury. If you must move someone with neck or back injuries or someone unconscious, stabilize the neck and back before moving him/her.

Trinity School of Texas Crisis Management Plan

- Evacuate the building and move to open areas away from buildings and fallen power lines.
- Account for all students and report to the Head of School/ Division Heads or the Incident Commander.
- Do not attempt to use any type of open flame.
- Monitor radio and television for instructions from emergency personnel.
- Keep students and faculty on-site until you know the availability of transportation and communication systems.

Critical Illness or Injury

How to Handle a Situation if Parents/Guardians Cannot be Reached

Parents or guardians must be notified when injuries or illness occur on campus or at school activities. In the event a parent or guardian cannot be reached, the following procedures are suggested:

- Administer first aid.
- Notify the school nurse and a campus administrator.
- Call 911.
- View student health information and follow any directions as needed that are in the best interest and safety of the student.
- A school employee other than the nurse should accompany the student to the hospital with the student health information.
- The Division Head/ or designee will continue to attempt contact to parents or guardians.

Chemical/Radiological/ Hazardous Material Spill

- Await specific instructions from local emergency management officials and/or the Head of School/ Division Heads/ or designee.
- The Head of School/ Division Heads will give directive to 1) shelter in place or 2) evacuation.
- Head of School/ Division Heads will notify the immediate supervisor to implement communication for security and/or transportation to an alternate location.

If Evacuation is Mandated by Local Emergency Personnel:

- A designated person is to carry roll sheets and health care cards for all students. These are contained in classroom emergency backpacks.
- Move upwind during evacuation.
- Do not make contact with the spilled material.
- Once in a safe location, check roll for students
- Follow directives from emergency personnel.

Trinity School of Texas Crisis Management Plan

Checklist – Head of School or Designee

- Verify incident.
- Establish an Incident Command Post as needed for incoming and outgoing communications.
- Provide teachers with a prepared statement.
- Identify teachers requesting assistance with announcement.
- Provide phone receptionist with a prepared statement for callers.
- Communicate to teachers when to read the prepared statement.
- Communicate with parents/guardians of the student(s) involved in the incident.
- Meet with “most exposed” students to incident.
- Assess and intervene with high risk students.
- Update information as necessary throughout the day.
- Establish if an evening meeting needs to be held for parents.
- Prepare letter to parents and send home with students.
- In case of death, prepare for memorial service, funeral, and times for collecting personal items.
- Coordinate building safety/security.
- Take immediate action with disruptive students (send home if necessary).
- Continue communications as necessary to cut down on rumors.
- Set up an area for counselors to work with faculty and students.
- Meet with all staff members after school to de-brief.

Checklist – Teacher

- Have a printed class roll available at all times.
- Be sure your emergency backpack always has accurate rosters and emergency forms.
- Be familiar with Emergency Response Plan and have plan in designated area of desk or classroom.
- Provide some instruction for students in regard to emergency preparedness.
- Talk with students to re-assure them that the school is prepared for emergencies.
- Be prepared to provide leadership to students if an emergency situation arises, especially if it requires confinement or alternate location transfer.
- Be prepared to work with students under stressful conditions.
- Be knowledgeable of your campus Shelter in Place procedures, evacuation procedures, and tornado procedures.
- Do not leave students unattended.
- Be familiar with minimum first aid procedures.

Trinity School of Texas Crisis Management Plan

Checklist – Division Heads

- Be familiar with the Emergency Response Plan and have it where it can be easily accessed.
- Ensure that each teacher has a copy of the plan and they have it in a designated area (desk drawer or filing cabinet, for example).
- Determine where your Incident Command Post will be located, and if there is access to a television or radio.
- Assign a written chain of command in your building so that if an emergency occurs the proper personnel are contacted.
- Have a first aid kit with instructions readily available in designated areas of your building.
- Conduct mock drills.
- Be clear on communication procedures if an emergency occurs.
- Designate a person to carry out of the building with him/her: 1) roll sheets for all students and 2) health information for all students.
- The Division Head will be the Incident Commander on campus until relieved by another designated school official or by emergency personnel.
- Have the Crisis Management Team Members in place to check vacant rooms, restrooms, locker rooms, secluded areas of the school, and portable buildings.
- Be sure procedures are clear for releasing students in the event students need to be taken to an alternate location.
- Ensure that parents are notified in writing in all cases for which a crisis or trauma has occurred.
- Ensure that a system is in place to account for all students.

Checklist – Custodian

- Be familiar with campus protocol during critical incidents.
- Be familiar with all electrical, water, and gas shutoffs.
- Be familiar with all drills and procedures.
- During a critical incident, report to the Incident Commander to offer help as needed.
- Assist faculty and students as needed.

Trinity School of Texas Crisis Management Plan

Bomb Threat Response Actions

IF A SUSPICIOUS ITEM IS FOUND:

- DO NOT TOUCH THE ITEM.
- Report the item to the Incident Commander.
- Call 911.
- Secure the area where the item is located; stay away from the item. If possible, open doors and windows around the item.
- Notify staff of the situation and prepare for evacuation.
- Select evacuation routes and assembly areas away from the suspicious item.
- Communicate all necessary information to emergency personnel.
- Once evacuation is complete, law enforcement and emergency personnel will assume control.
- When evacuating, do so verbally; any signal could set off the bomb.
- Follow all procedures as necessary after evacuation of the building.

QUICK REFERENCE – TELEPHONE NUMBERS

Longview Police Department (non-emergency).....	903-237-1199
Longview Fire Department (non-emergency).....	903-237-1210
Sheriff’s Department (non-emergency).....	903-236-8400
Enbridge Pipeline Safety 24-hour Emergency.....	888-650-8099
Director of Maintenance and Operations.....	903-738-1129
Head of School and 6-12 Division Head, Gary Whitwell.....	903-746-1810
EC and K-5 Division Head, Jessica Wilkinson.....	214-797-0092
School Nurse, Janet Miller.....	903-841-0340

Media Procedure

Only the Head of School or his designee should speak to any media representatives.