



# **Levelland Christian School**

# **Campus Emergency Plan**

Updated: 4/10/2025

## **Campus Disaster Team**

**Head of School**

**Principal**

**Childcare Director**

**Assistant Childcare Director**

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

**In general, all LCS personnel should have a cell phone with them at all times during any emergency situation. Staff members are to refer all media inquiries to Administration for an official statement.**

**DO NOT ISSUE COMMENTS TO THE MEDIA ABOUT ANY CAMPUS EVENT WITHOUT CONSENT.**

### **Emergency Telephone Numbers**

- Emergency: 911
- Emergency Medical Services: (806) 894-8855
- Local Police or Sheriff: (806) 894-6164
- Fire Department: (806)894-3155
- Poison Control Center: 1-800-222-1222
- Texas Abuse and Neglect Hotline: 1-800-252-5400

### **CHILD ABUSE**

Under Texas Law, anyone who suspects that a child is a victim of child abuse must report it to Children's Protective Services within 24 hours of receiving the information. If you are unsure about whether or not to report a case, please speak with your school's Principal. CPS (Child Protective Services) may be reached at 1-800-252-5400 or locally at 637-7767 or 385-6481. When speaking with CPS, state only facts, what is observed, and quote the child verbatim. Please document the date, time, and name of the person at CPS with whom you spoke. All reports to CPS are confidential.

# CPR

## FIRST, CALL FOR HELP (911)

1. Call 911 or ask someone else to do so.
2. Try to get the person to respond; if he doesn't, roll the person on his or her back.
3. Start chest compressions. Place the heel of your hand on the center of the victim's chest. Put your other hand on top of the first with your fingers interlaced.
4. Press down so you compress the chest at least 2 inches in adults and children and 1.5 inches in infants. "One hundred times a minute or even a little faster is optimal," Sayre says. (That's about the same rhythm as the beat of the Bee Gee's song "Stayin' Alive.")
5. If you're been trained in CPR, you can now open the airway with a head tilt and chin lift.
6. Pinch closed the nose of the victim. Take a normal breath, cover the victim's mouth with yours to create an airtight seal, and then give two, one-second breaths as you watch for the chest to rise.
7. Continue compressions and breaths -- 30 compressions, two breaths -- until help arrives.



## **SEVERE INJURY / DEATH**

- Call 911
- Notify the School Principal or Designee

### **Injury Only**

- The School Principal or Campus Designee will notify the parent/guardian or nearest relative as indicated on the student's Emergency Card.

### **In the Event of Death**

- Call 911
- The Building Principal or designee will appoint a staff member to follow the ambulance to the hospital.
- Refer Press Inquiries to the Administrator or Designee

## **DO NOT ISSUE A STATEMENT TO THE PRESS**

## **SUICIDE THREATS AND ATTEMPTS**

If you suspect that a child may be a threat to himself (you do not need to prove it, only suspect it):

- Go with the student to the school counselor, or Principal. **DO NOT LEAVE THE CHILD ALONE.**
- Determine if the student has attempted to hurt him/herself, i.e. took pills or cut him/herself. If so, seek medical attention immediately.
- If the student appears to be physically stable, document and report the reason why you suspect the student is suicidal.
- The campus Administrator or designee will determine the disposition of the student.
- In all cases, rules of confidentiality will apply.

# TORNADO

*Tornado Drill Signal: Phone call to all teachers      All-Clear Signal: Verbal communication*

## Tornado Watch

- A tornado watch shall exist when called by the U.S. Weather Service. This condition occurs when there is better than normal chance or dangerous weather with damaging winds or one or more tornadoes exist.
- Generally speaking, signs which usually precede a tornado include one or more of the following:
  - Severe lightning
  - Destructive, high winds
  - Heavy rains
  - Large, heavy hail
- Report immediately, even your suspicions of, any of the following:
  - Funnel-shaped, rotating clouds
  - Protuberance(s) or rotary motion at the base of a thundercloud system.
  - Any rotating clouds of debris or dust near the ground.
  - If it is too dark to see, listen for any distinctive roar similar to an aircraft or train.
- Listen for radio and television reports.

**If a tornado watch is issued for our area, all classes will be notified via call to report to the main building in the gym.**

## Tornado Warning

- If a tornado is spotted or reported in your area, notify the office immediately so the campus may be notified.
- All teachers shall have student medical release forms with them. Teachers will also carry a cell phone during emergencies.
- Move everyone immediately to pre-designated, safer building unless instructed to do so by the civil authorities in charge; be advised of who these civil authorities might be (police, fire department, civil defense).

**If a tornado warning is issued for our area, students will take position underneath the red tables with knees to chest and a textbook behind the head and neck.**

## Post Tornado

- If a tornado passes without affecting the campus, be cautious as there may be other funnels in the area.
- If your building is struck by a tornado:
  1. Turn off gas and electricity at the main switch(es) as soon as possible.
  2. Activate disaster first aid person/team.
  3. Evacuate damaged area cautiously to prearranged staging area(s).
  4. The injured should be moved as little as possible. All injured should be noted, and all missing should be reported immediately.
  5. Notification of all damage and injury should be made to the office as soon as possible by telephone, radio, or special messenger.
  6. Establish a parent-information response team as soon as possible.

**Retain students in designated area until it is considered safe to return to class, go home, be released to parents, or board school vehicles.**

**Make proper note of the release of any student to a parent.**

## **DANGEROUS/HOSTILE VISITOR**

If a visitor is deemed to be dangerous by such actions as openly carrying a weapon, being hostile or agitated, engaging in assaultive behavior, or any other action deemed to be dangerous, do the following:

- If confronted by the visitor, ask the visitor to leave. Explain that no one will attempt to stop him/her.
- Report the incident to the office immediately.
- Alert the faculty with the following statement: (*Lock Down code word*).
- **If you hear the code word, call 911.**
- If students are outside, a long bell will sound. Students are to immediately disperse to their classrooms.
- Upon hearing the announcement or bell, faculty and staff should bring all students into the classroom, and lock the doors until the all-clear signal is given. Students should wait silently; windows should be covered and lights should be out.
- Under no circumstances should teachers or students respond to a request to unlock a door unless release has been given.
- When it is safe, an Administrator will give the all-clear signal.
- The signal will be the following statement: (*Lock Down release word*).

## **HOSTAGE SITUATION**

1. Call 911 for emergency assistance.
2. Convene local school crisis team.
  - Assess the situation (weapons, number of students, location, closest exit)
  - Secure the building. Keep all students away from the area. Lock all doors.
  - Attempt to reduce the number of hostages immediately. The FBI recommends this procedure even before law enforcement arrives.
  - Inform the staff through a code to keep all students in locked classrooms and away from the windows-(*Lock Down code word*).
  - Have multiple copies of the building floor plan available for the police.
3. Set up an incident command center with communication capabilities on site.
4. Remain available to law enforcement negotiators.
5. Confer with the Administration.
6. Have an attendance roster available to use as a checklist when releasing students. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use pre-arranged evacuation site to release students to parents, if necessary.
7. Administration will prepare a statement for the media; refer all inquiries thusly. Prohibit media access to students in the building. This contact tends to be disruptive.
8. Prepare a fact sheet for phone calls from parents and the community.
9. Debrief with the school crisis team.
10. Make preparations for the school crisis team to provide follow-up services.
11. Document all decisions and actions taken.

## **Bomb Threat**

- Don't hang up on phone threats; try to keep caller talking; notify Principal; attempt to institute a trace through civil authorities, such as police, or through the phone company; campus Principal will make the decision whether or not to evacuate.
- Document in writing, as soon as possible, other types of information including:
  1. Specific time message is received
  2. Date and day of the week
  3. Exact wording of message
  4. Estimation of sex, race, age, cultural background of person making threat
  5. Explain circumstances under which message is received noting usual, as well as unusual circumstances such as noises, clothing, actions of persons

### **Authorities to be Involved**

\*County Sheriff's Department                      911

\*Police Department                                      911

## **Bomb Threat Report**

### **Don't Hang Up the Phone. (Use Another Phone to Call Police).**

Time of Call: \_\_\_\_\_

Record the Exact Words Used by Caller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Voice on the Phone: (Man, Woman, Child, Intoxicated, Speech Impediment, Accent?)

\_\_\_\_\_  
\_\_\_\_\_

Describe Background Noise: (Music, Children, Talk, Airplane, Traffic, Typing?)

\_\_\_\_\_

Date: \_\_\_\_\_ Call Received by: \_\_\_\_\_

<p><b>Ask:</b> <b>What Time is it Set For?</b> _____ <b>Where is it?</b> _____ _____ <b>What Does it Look Like?</b> _____ _____ <b>Why Are You Doing This?</b> _____ _____ <b>Who Are You?</b> _____ _____</p>
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## GUNS AND WEAPONS ON CAMPUS

1. Report to the Administration immediately.
2. If the student reports or other evidence leads you to suspect that a student has a gun or other weapon in the classroom, do not leave the room. Call a neighboring teacher to come to the classroom door. Confidentially tell your colleague your suspicion and ask him/her to report it to the Administration immediately. Continue with normal classroom activities until an Administrator and/or security or police officer arrives.
3. If you suspect a student to be in possession of a gun or other weapon in the hallway, follow the student to see where he or she is going and ask a colleague to report it to the Administration immediately.
4. If a student displays a gun or other weapon, do not try to disarm the student. Remains calm; back away, and ask the student to put the gun or other weapon down.

## FIGHTS/ASSAULTS

More teachers and Administrators are injured breaking up fights than during any other kind of activity. There are two critical mistakes adults make in breaking up a fight. The first mistake is immediately jumping into a fight situation to pull students apart. This offers the students a free shot at the adult. The second is not taking time to analyze the fight. By jumping into a fight, the adult does not know if one or both of the fighters has a weapon, if the altercation is a staged event, what stage the fight is in, or who the aggressor is. When fights break out.....

### Do:

- Recruit adults to help.
- Approach a fight from the side
- Stand with your back against a wall, when possible
- Use a firm, loud voice
- Declare that the fight is over
- Remind those fighting of the school rules
- Report to trained personnel when the danger is passed
- Offer positive encouragement to build trust
- Listen to all sides
- Identify the facts
- Document the circumstances of the fight
- Notify the proper authorities

### Do Not:

- Do not run to the fight
- Do not surround students
- Do not block an entrance or a door
- Do not shout or use derogatory language
- Do not stay in the vicinity of the fight when it is over
- Do not chase another person
- Do not touch the students
- Do not step between fighting students
- Do not dwell on negative effects of the event
- Do not take sides
- Do not make judgments
- Do not postpone an investigation
- Do not excuse the episode

As with any crisis situation, responding to a fight takes a clear head. As an adult intervening in a fight, your priorities are:

1. your safety;
2. the safety of surrounding students; and
3. the safety of the fighters. The guidelines just given are not meant to be rigid rules, but general principles in which to direct your behavior.



## **GAS LEAK**

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

### **For All Gas Leaks**

- Contact your building Principal or designee
- If the situation is an emergency, dial 911 for the Fire Department

*If the smell of gas is faint,*

- Open windows or doors
- Evacuate the area

*If the smell of gas is strong,*

- Evacuate the building
- Move upwind from any smell

*If person(s) is unconscious,*

- Do not enter area without breathing protection
- Remove all persons from area
- Contact school nurse

## **EXPLOSION/FIRE**

- Fire Drill Signal/All-Clear Signal: Signal sounds in 1 second intervals (1 second on, 1 second off) for at least 1 minute.
- Evacuate the building, taking proper shelter to provide the greatest safety to students and staff. Teachers should take student medical release forms and a cell phone.
- Close windows, time permitting.
- A pre-designated person should check adjacent restrooms, vacant classrooms or storage area.
- Call 911

## **PLANE CRASH**

### **Plane Crash On or Near School Campus**

#### **Determine first, if there is an immediate threat to students and staff**

- Evacuate the building, taking proper shelter to provide the greatest safety to students and staff using Fire Drill procedures.
- Call 911
- Call Head of School
- In the event of school evacuation, students may be taken to an alternate site determined by the Principal or designee. Teachers should conduct roll call at the alternate site using medical release forms.

## **HAZARDOUS MATERIALS**

### **Direct Contact**

- Evacuate the area to avoid fumes.
- Remove contaminated clothing and flush the area with cold running water for fifteen minutes. If flushing the eye area, position the flow into the eye while holding the eyes open.

### **Indirect Contact**

- Evacuate the area to avoid fumes.
- If the spill is outside, move upwind from the spill.
- Principal or designee will, if evacuation from the campus is necessary, shut down the ventilation system that transports fumes.

### **Cleanup and Disposal**

- Never enter a spill area alone.
- Spill areas should be ventilated with fresh air, and directional fans that prevent direct exposure.
- Follow cleanup procedures in the direct guide “How to Handle a Chemical Spill”.

**For Traffic Control:** Call the Sheriff’s Department, Levelland Police Department and the Levelland Fire Department.

### **Identify the Spill to Emergency Personnel With the Following Information:**

1. Manufacturer information
2. Product contents/ingredients as given on container (whenever possible, spell names to avoid misunderstanding.
3. Volume of spill/exposure
4. Reactions of surface/individuals
5. Product contamination with other chemicals

## CAMPUS EVACUATIONS

- Follow proper emergency escape procedures in the event a building must be evacuated.
- The fire drill evacuation site is the main building's southside doors far across the parking lot.
- File out of the classroom in a single file, orderly fashion.
- Designated persons should check adjacent restrooms, vacant rooms, storage areas, etc.
- Teachers should carry a cell phone and student medical release forms with them when evacuating the building.
- The Principal/Administrator or designee will provide parent/guardian release forms to the staff at the alternate school location.
- The forms must be signed prior to allowing a child to leave the school premises.

### Alternate School Site

In the event of a school evacuation, students may be taken to an alternate site designated by the Administrator/Principal. Teachers must conduct roll call using the provided rosters. Teachers should carry a cell phone whenever possible during an emergency.

Evacuation Site:

**Church on the Rock  
1421 Cactus Drive  
Levelland, Texas 79336**

## CRISIS COMMUNICATION

IN THE EVENT OF AN EMERGENCY, THE FOLLOWING ACTIONS SHOULD BE TAKEN:

- *Always respond to the emergency first:* If first aid or emergency personnel are warranted, the school employee should take the necessary steps to handle the situation. Ask another school employee to dial 911. The injured person should never be left unattended by a school employee.
- *Notify the building Administrator:* Once initial first aid has been administered, a school employee should notify the campus Administrator of the situation; sending a student or fellow employee to the office can do this.
- *Notify the parents:* Once the building Administrator is apprised of the situation, he or she should begin the procedures to notify the parents or guardian of the child's injury. If the injured party is a school employee, the campus Administrator should notify the spouse or next of kin, if possible. Otherwise, a designated employee should make the call.
- *NOTE:* If a parent or guardian cannot be reached, a rational message should be left. If no answering machine is available, the office staff should continue to try to reach next of kin or the parent at 5-minute intervals until someone is reached.

**Crisis Team Activated:** The Administrator in charge or his/her designee will take the necessary steps to activate the Crisis Team should the need arise. The Administrator will make the decision to involve counselors or ministers.