



*Levelland Christian
School*

**Campus
Emergency
Plan**

CAMPUS DISASTER TEAM

**Head of School
Childcare Director
Office Manager**

The Head of School or other designee will be responsible for contacting the 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.
DIRECT MEDIA TO CONTACT CAMPUS ADMINISTRATION.***

EMERGENCY PHONE NUMBERS

Call 911 for Police, Fire, or EMS

Poison Control - 1 (800) 222-1222

Animal Control - (806) 894-6164

DFPS Child Abuse Hotline - 1 (800) 252-5400

Child Care Licensing Office in Lubbock - (806) 698-5510

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 administrator. 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.

SUICIDE ATTEMPTS / THREATS

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

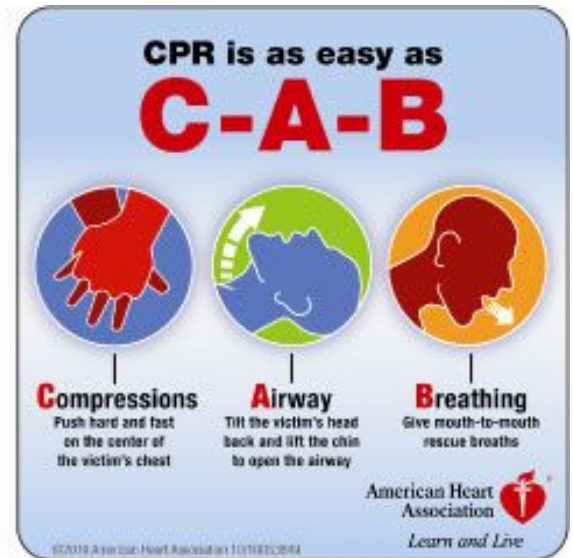
- Go with the student to the school counselor or administrator.
- DO NOT LEAVE THE CHILD ALONE.
- Determine if the student has attempted to hurt him/herself, i.e. took pills or cut him/herself. If so, seek medical attention immediately.
- If the student appears to be physically stable, document and report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

CPR

(also see reference guide in the appendix)

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/she doesn't, roll the person onto 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 compressions a minute** or even a little faster is optimal," Sayre says. (That's **a little faster** than the beat of the Bee Gee's song "Stayin' Alive.")
5. If you've been trained in CPR, you can now **check the airway** for any obstructions. Be mindful of possible neck injury.
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 to 2 breaths** -- until help arrives.



SEVERE INJURY / DEATH

Injury Only

- Call 911
- A school administrator or the childcare director will notify the parent/ guardian or nearest relative as indicated on the student's emergency contact record.

In the Event of a Death

- Call 911
- The school administrator or childcare director will appoint a staff member to follow the ambulance to the hospital.
- The school administrator or childcare director will notify the parent/ guardian or nearest relative as indicated on the student's emergency card.
- All press inquiries should be directed to the school administrator.

DO NOT ISSUE A STATEMENT TO THE PRESS (see p. 1).

TORNADO

Tornado Drill Signal: Intercom/text to each room

All-Clear Signal: Verbal communication/text

Tornado Watch

- A tornado watch shall exist when called by the U.S. Weather Service. This condition occurs when there is more 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
- Immediately report, even your suspicions of, any of the following:
 - Funnel-shaped, rotating clouds
 - Protuberance 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 and will 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 with them the children's emergency contact information and medical release information. They should also keep a cell phone with them at all times during any emergency.
- Move everyone immediately to the gym unless instructed to otherwise by the civil authorities in charge (police, fire department, civil defense.)
- Children will take position underneath the red tables in the gym (or in the office workroom, depending on number of individuals) with knees to chest and fingers laced behind or with a book/blanket over their head.

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:
 - Turn off gas and electricity at the main switches as soon as possible.
 - Activate disaster first aid person/team.
 - Evacuate damaged area cautiously to prearranged areas (grassy area south of the parking lot.)
 - The injured should be moved as little as possible. All injured should be noted, and all missing should be reported immediately.
 - Notification of all damage and injury should be made to the school administrator or childcare director as soon as possible by telephone, radio, or special messenger.
 - 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 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 knock, intercom, or 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

- Call 911 for emergency assistance.
- 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 (**911 is called whenever the Lock Down code word is used**).
- Have multiple copies of the building floor plan available for the police (*available in the office*).
- Set up an incident command center with communication capabilities on site.
- Remain available to law enforcement negotiators.
- Confer with the administration.
- 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 the prearranged evacuation site (South Plains Church) to release students to parents, if necessary. **See p. 9 for campus evacuation instructions.**
- 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.
- Prepare a fact sheet for phone calls from parents and the community.
- Debrief with the school crisis team.
- Make preparations for the school crisis team to provide follow-up services.
- Document all decisions and actions taken.

BOMB THREAT

- **Notify school administration; this situation calls for campus evacuation (see p. 9).**
- Don't hang up on phone threats; try to keep caller talking; notify administrator; attempt to institute a trace through civil authorities, such as police, or through the phone company; campus administrator will make the decision whether or not to evacuate.
- Document in writing, as soon as possible, other types of information including:
 - Specific time message is received
 - Date and day of the week
 - Exact wording of message
 - Estimation of sex, race, age, cultural background of person making threat
 - 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 911).

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: _____

Ask:

For what time is it set?

Where is it?

What does it look like?

Why are you doing this?

Who are you?

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. Discreetly notify a 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. **Remain 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:

- Run to the fight.
- Surround students.
- Block an entrance or a door.
- Shout or use derogatory language.
- Stay in the vicinity of the fight when it is over.
- Chase another person.
- Touch the students
- Step between fighting students
- Swell on negative effects of the event
- Take sides.
- Make judgments.
- Postpone an investigation.
- Excuse the episode.

Remember also that the conflict is likely to be recorded in some way with a handheld device. This means every word and action is documented; there is no room for rash behavior from a responder.

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; 3) the safety of the fighters.

The guidelines given are not meant to be rigid rules, but general principles to help safely diffuse the situation.

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 administrator 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
- Call an ambulance

Location of gas lines on LCS campus:

- There are gas lines to the heat pumps in the 4 corners of the gym ceiling
- There is a gas heater in Q209 (west portable)
- There is a gas line behind the music building

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 a copy of student medical release forms and a cell phone.
- Close windows, time permitting.
- A pre-designated person should check adjacent restrooms, vacant classrooms or storage areas.
- Call 911

PLANE CRASH

If a plane crashes 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 administrator.
- In the event of school evacuation, students may be taken to South Plains Church (see p. 9 for campus evacuation). Teachers should conduct roll call at the alternate site using medical release forms.

HAZARDOUS MATERIALS

Direct Skin Contact

- Evacuate the area to avoid fumes.
- Remove contaminated clothing and flush skin 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.
- Administrator 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:

- Manufacturer information
- Product contents/ingredients as given on container (whenever possible, spell names to avoid misunderstanding)
- Volume of spill/exposure
- Reactions of surface/individuals
- Product contamination with other chemicals

CAMPUS EVACUATIONS

- Follow proper emergency escape procedures in the event a building must be evacuated.
- Staff is to gather emergency bags located by each classroom door, their cell phones, and the room's first aid kit. The emergency bag contains a sheet for each child with emergency and contact information.
- Exit 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 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.
- When evacuating children under 24 months of age, the staff will use the evacuation cribs located in each baby room to move children out of the building onto the grassy area behind the parking lot in the case of a fire, or into the school gym in the case of a tornado.
- South Plains Church will be the designated off-campus evacuation location for the school and/or childcare center.

***South Plains Church
1421 E. Cactus Drive
Levelland, TX 79336
(806) 894-9674***

(Travel west on Cactus for about 1 mile. The church is on the north side of Cactus, before crossing Alamo).

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. Rather than giving details of the situation in a recording, **calmly inform the parents that we are trying to reach them and we need them to contact us immediately.**
- If no voicemail 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.
- When you do speak to others about the emergency (especially parents), "JUST THE FACTS" is the phrase to remember when reporting information. The fewer the words, the better.

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.

Please Remember...

LET YOUR WORDS BE FEW.

In an emergency, there is usually confusion and heightened emotional response. **We need a level head on duty.** Do not be quick to speak about details. The details are often unclear as the situation develops, and misreporting these events can make things much worse.

The objectives are to:

- **keep everyone safe (evacuate bystanders from the area to a secure location)**
- **get help where it is needed (call 911 and contact the administration)**
- **stabilize what is unstable if possible (do what you can)**