

INSTRUCTIONS FOR USE OF THIS EMERGENCY RESPONSE FLIP-CHART

1. **Familiarize yourself with this flip-chart; your life and the lives of others may someday depend on it.**
2. Keep the flip-chart readily accessible, but **secure from theft at all times.**
3. **Report anyone who shows an unusual interest in the school system's emergency response measures.**
4. **Report the loss of the flip-chart immediately.**
5. No emergency procedures can be perfect for every situation. **You must be able to apply these procedures with flexibility based upon your assessment of the situation at hand.**
6. **You should focus most of your pre-crisis efforts on learning the functional protocols** (key emergency functions such as evacuation, **lockdown** and shelter in place). This will enable you to carry out incident-specific protocols more efficiently.
7. This flip-chart is your part in a comprehensive school safety plan. **Be prepared so others can carry out their roles.**
8. **Use your flip-chart during drills and exercises** so you are ready to follow proper procedures in an actual crisis.
9. **Forward any comments or suggestions for improvement** to your Supervisor or your Campus/Department Crisis Team.



INSTRUCTIONS FOR USE/SCHOOL NUMBERS

SCHOOL NUMBERS

District Phone Numbers

Superintendent's Office	972-872-7009
Administrative Services	972-872-7008
District Police.....	972-872-3509
Transportation Department	972-872-7354
Maintenance.....	972-872-7353
Food Service.....	972-872-7030
Technology	972-972-7035
Athletics Department.....	972-872-3728

Campus Phone Numbers

Ennis High School	972-872-3500
Ennis Junior High School	972-872-3850
Dorrie Miller Intermediate Campus	972-872-3775
Jack Lummus Intermediate Campus	972-872-7060
Austin Elementary School	972-872-7190

Bowie Elementary School	972-872-7234
Houston Elementary School	972-872-7285
Travis Elementary School.....	972-872-7455
ECC Carver.....	972-872-3730
ECC Crockett	972-872-7131
DAEP	972-872-7333

Community Phone Numbers

For Any Emergency	9-1-1
Police Department	972-875-4462
Fire Department.....	972-875-4462
County Sheriff.....	972-825-4901
Poison Control	1-800-222-1222
Child Protective Services	1-800-252-5400
Ennis Regional Medical Center	972-875-0900

LOCKDOWN PROCEDURES (SHELTER IN PLACE)

✓ Reportable Incident

A **lockdown** is declared when, in the opinion of the Administrator, a situation exists threatening the safety of students and staff and requires that they remain in their classrooms with the door locked.

Staff's Responsibilities

- Immediately do a quick sweep of the hallways and instruct any nearby students to come into the room.
- **Lock your classroom door!** Doors must never be opened. **Proper authorities will have keys.**
- Turn off classroom lights, close blinds.
- Stay with and direct students, slide status card under classroom door.
- Keep students quiet and out of the line of sight from windows.

- Maintain calm in the classroom – keep all students; **no hall passes.**
- **Student cell phones are not to be used!**
- Listen for announcements for further instructions.
- Prepare a list of missing students and students in your room that are not on your roll sheet.
- Teachers without a class during a **lockdown** should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.
- Wait with the students until a uniformed officer or school official known to you comes into the room and invites you out. **Do not respond to the fire alarm during a lockdown unless a known Administrator makes a supporting announcement.**
- Wait for an “**All Clear.**”



LOCKDOWN PROCEDURES (SHELTER IN PLACE)

Administrator's Responsibilities

- Immediately declare a **lockdown**.
- Call **9-1-1**, if necessary. Caller needs to give a detailed description of the location within the facility or premises.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Isolate the **lockdown** area.
- Await the arrival of Emergency Responders.
- Coordinate with District Police and/or Emergency Responders.

Auxiliary/Evening Personnel's Responsibilities

- Same as *Staff Responsibilities*.
- Await further direction from Administrator-in-Charge.

EVACUATION PROCEDURES

Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- See that special-needs students are physically assisted.
- Take your class roster and this "Emergency Response Flip-Chart," and exit 300 feet from the building.
- Close your classroom doors when leaving the room.
- Once outside, take roll call and present proper status card.
- Report any missing or additional student(s) to the Administrator/Emergency Responder ASAP.
- Remain with classes and await further instructions from the Administrator-in-charge.

Administrator's Responsibilities

- Signal an evacuation from the building by using the fire alarm and/or emergency announcement.
- Involve other staff as necessary.

- Call District Police at **972-872-3509**, or call **9-1-1**, if necessary. Caller needs to give a detailed description of the location within the facility or premises.
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Call Superintendent's office at **972-872-7009**.
- If an off-site evacuation is needed, request transportation to the designated site at **972-872-7354**. Coordinate your effort with Emergency Responders.
- Take the Emergency First Aid Kit.

Auxiliary/Evening Personnel's Responsibilities

- Same as *Administrator's Responsibilities*, **except do not call Superintendent's office.**
- Call the Supervisor for further direction.



SEVERE WEATHER

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take cover.

At the first sign of lightning, all students should be inside the building.

Staff's Responsibilities

- Shelter in place, or proceed to other areas of the building as directed.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors.
- If you are in a classroom with students and a **tornado warning** is declared, have your students assume a crouched position around the walls of the classroom.
- If your classroom has windows, you should escort students to an area where there are no windows if possible.
- If you are required to leave your classroom, take your class roster and "Emergency Response Flip-Chart."
- If you are in an outdoor setting, immediately escort your students to a safe area and call roll.
- If you have additional or missing students, notify the Administrator/ Emergency Responders.
- Await further instruction from the Administrator.
- Return to your designated area when "**All Clear**" is announced.

Administrator's Responsibilities

- Staff office to monitor the Early Warning Weather Radio.
- Monitor developing weather conditions.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the shelter in place area.
- If there is a medical emergency, call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.
- Consult the lightning meter if an outdoor athletic event is in progress.

Auxiliary/Evening Personnel's Responsibilities

- Contact Supervisor for direction, if necessary.
- If conditions warrant, protective measures should be taken.
- If there is a medical emergency, call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- If damage has occurred to the building, seek direction of the Campus Administrator to determine the possible need for evacuation of the affected areas/campus.

INTRUDER/TRESPASSING

✓ Reportable Incident

Definition: Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds or bus (including suspended students, students in alternative education placement and students expelled from school).

All visitors must check in the office and display a visitor's pass.

Staff's Responsibilities

- Report the intruder to the office, with his/her description, location and other facts.
- Keep classrooms/students secure. If necessary, move to a safer area.
- Wait for the "**All Clear**" announcement.

Administrator's Responsibilities

- Assess the situation.
- Determine the location of the person and his/her description.
- If appropriate, declare a **lockdown**.

- Call District Police at **972-872-3509**, or call **9-1-1**, if necessary. *Caller needs to give a detailed description of the location within the facility or premises.*
- Meet Emergency Responders and direct them to the location.
- Call Superintendent's office at **972-872-7009**.
- When the situation is stabilized, announce "**All Clear**."
- If the campus Principal deems it appropriate, have District Police issue a "no trespass" warning to the intruder.

Auxiliary/Evening Personnel's Responsibilities

- Report the intruder to the office, with his/her description, location and other facts.
- Keep unaccompanied students secure. If necessary, move to a safer area.
- Await a call or announcement.



INTRUDER/TRESPASSING UNIDENTIFIED PERSON ON SCHOOL SITE

UNIDENTIFIED PERSON ON SCHOOL SITE

Staff's Responsibilities

- Approach the subject cautiously and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator-in-Charge ASAP.

Administrator's Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification and record their name for possible legal action.
- Request for them to accompany you to the office. If the suspect is looking for a specific student, check the student's file for court orders, e.g., personal protection orders, custody orders.
- If there is no discernible/acceptable reason to be in the building, ask the intruder to leave the building site. Report the incident to the Ennis ISD PD and consider the necessity of issuing a "no trespass" warning.

- If they refuse to leave:
 - Call District Police at **972-872-3509**, or call **9-1-1**, if necessary. *Caller needs to give a detailed description of the location within the facility or premises.*
 - Call Superintendent's office to report the incident: **972-872-7009**. *Provide the suspect's description, name and particular circumstances of the incident.*
 - Await a Police response.
 - If appropriate, declare a **lockdown**. **Refer to lockdown procedures.**

Auxiliary/Evening Personnel's Responsibilities

- Identify the problem and location.
- Approach the subject cautiously and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator-in-Charge ASAP.

***Also see: Intruder/Trespassing & Weapons on School Property**

FIRE/ARSON

✓ Reportable Incident

Arson means the unauthorized starting of a fire on school property, or assisting another in starting a fire.

General Operation of Fire Extinguishers: P.A.S.S.

- P** Pull pin.
- A** Aim at the base of the fire.
- S** Squeeze the handle.
- S** Sweep the spraying motion from side to side at the base of the fire.

Staff's Responsibilities

- Close windows and doors; do not lock.
- Be alert to assist any student with a disability, if needed.
- Evacuate students quietly and in an orderly fashion.
- Bring this "Emergency Response Flip-Chart" and class roster.
- Report to your designated area and call roll.

- Hold up your "Emergency Response Flip-Chart" to indicate:
 - **Red** Side Out: Need Help/Extra Student
 - **Green** Side Out: All Clear
 - **Blue** Side Out: Handicap Person
- Report any missing and/or additional students to the Administrator ASAP.
- Return to building only after the building Administrator or Fire Department gives the "**All Clear**" signal.

Administrator's Responsibilities

- Evacuate the building by using the fire alarm.
- Call District Police at **972-872-3509**, or call **9-1-1**, if necessary. *Caller needs to give a detailed description of the location within the facility or premises.*
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Determine if students/staff need to evacuate campus; request transportation to the designated site by calling **972-872-7354**.



- Call Superintendent's office at **972-872-7009**.
- Clear exterior fire lane access to the building.
- Assist the Fire Department with locating the utilities.
- Ensure the building is evacuated.
- Signal an "**All Clear**" when appropriate.

Auxiliary/Evening Personnel's Responsibilities

- Evacuate the building by using the fire alarm.
- Call **9-1-1**, if necessary. *Caller needs to give a detailed description of the location within the facility or premises.*
- Call the Campus Administrator for further instruction.
- Assist the Fire Department in locating the utilities.
- Reoccupy the building when given an "**All Clear**."

Note

- If arson is suspected, inform the responding Police/Fire Personnel.
- Assist Emergency Responders.
- Help locate any possible suspect and/or witness.
- If the fire was extinguished, still report the fire to the Fire Department for investigation.

UTILITY EMERGENCY

✓ Reportable Incident

A utility emergency constitutes any of the following:

- ✓ Water Leak
- ✓ Gas Leak
- ✓ No Heat
- ✓ Power Outage
- ✓ Hazardous Materials
- ✓ Sewer Back-Up

Staff's Responsibilities

- Notify the Administrator.
- Evacuate students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.

Administrator's Responsibilities

- Identify the problem and location.
- Call Maintenance Department at **972-872-7353**, so that they can notify proper utility company.
- Meet with Maintenance Director to determine the extent of loss and subsequent actions.
- Notify faculty, staff, and students concerning information regarding power outages, dangerous situations, utility failures, or information concerning the utility emergency.

- Order the evacuation of an affected building (if appropriate) to ensure the safety and welfare of the occupants due to special circumstances which may exist as a result of the emergency (primarily natural gas leaks).
- Keep Central Administration informed and consult with the Superintendent or designee on whether to keep the school open or close the school.
- If one part of the building is affected by the emergency, find alternate locations.

Auxiliary/Evening Personnel's Responsibilities

- Notify the Administrator.
- Evacuate unaccompanied students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.
- Call the Supervisor, if necessary.



GAS LEAKS

✓ Reportable Incident

Do not operate electrical devices or cell phones!

General Rules of Thumb

- Open exterior doors and windows if the gas leak is on the interior of the structure.
- Close exterior doors and windows if the gas leak is on the exterior of the structure.

Staff's Responsibilities

- Notify the Administrator-in-Charge.
- **Do not turn on or off electrical switches, devices or cell phones!**
- Evacuate the building immediately, upon instruction.
- Await further instructions.
- When the "**All Clear**" is announced, re-occupy the building.

Administrator's Responsibilities

- Contact **9-1-1** to address the problem.
- **Do not turn on or off electrical switches, devices or cell phones!**
- Evacuate the building immediately.
- Call Superintendent's office at **972-872-7009**.
- If students/staff need to evacuate the campus, request transportation to the designated site: **972-872-7354**.
- Signal "**All Clear**" when appropriate.

Auxiliary/Evening Personnel's Responsibilities

- **Do not turn on or off electrical switches, devices or cell phones!**
- Ventilate the area via opening windows/doors.
- Assist the gas company in the location of the leak.
- Keep the building Administrator advised of the situation.

EXPLOSION

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosions are:

*Mechanical *Chemical *Nuclear/Radiological

Professional & Auxiliary Personnel's Responsibilities

Upon receiving a written, emailed, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- **Do not** operate radios or electronic equipment.
- Stay calm.
- Inform the Principal's office via building telephone.
- Evacuate to designated assembly area, leaving doors open as you exit.
 - Recommend 1,000 feet distance if possible.
 - **Do not** remove and **do not** permit students to remove any personal items from the building as you exit.
- **Take attendance.**
 - Report any missing and/or additional students to the Principal's office immediately.
- **Do not** re-enter the building until given the "All Clear" signal.

Administrator's/Office Responsibilities

Upon receiving a written, emailed, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- Radio signals and/or electronic devices can activate explosive devices. **Do not use:**
 - Radios
 - Cell phones
 - Electronic bells/public address systems
- Call District Police at **972-872-3509**, or call **9-1-1**, if necessary. *Caller needs to give a detailed description of the location within the facility or premises.*
- Notify the Campus Principal and Superintendent's office at **972-872-7009**.
- Report any unaccounted students to first responder on the scene.
 - Fire ◦ Police
 - Emergency Medical Services
- Conduct attendance audit of visitors, staff and students.
- Consider evacuation based on your professional judgment/discretion.
- If an evacuation is deemed necessary, check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Involve other staff as necessary.



BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of Ennis ISD Schools.

Checklist: (Complete all possible items immediately following the call.)

1. Time Call Received: _____
2. Time Call Terminated: _____
3. Caller's Name and Address (if known): _____

4. Sex: ☐ Male ☐ Female
5. Age: ☐ Adult ☐ Child
6. Bomb Facts (Questions to Ask)
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____
 - c. What kind of bomb is it? _____
 - d. What does it look like? _____
 - e. Why did you place the bomb? _____

7. Voice Characteristics

- | <i>Tone</i> | <i>Speech</i> | <i>Language</i> |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Fast | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slow | <input type="checkbox"/> Good |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted | <input type="checkbox"/> Fair |
| <input type="checkbox"/> Low Pitch | <input type="checkbox"/> Cursing | <input type="checkbox"/> Poor |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Slurred | |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Lisp | |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Disguised | |
| <input type="checkbox"/> Pleasant | | |

8. Background Noise

- | | | |
|-----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Music | <input type="checkbox"/> Traffic | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Machines | <input type="checkbox"/> Cellular Phone | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Children | <input type="checkbox"/> Typing | <input type="checkbox"/> Other: _____ |

9. Person Receiving Call: _____

Work Station: _____

Date: _____

Following the Phone Call Immediately:

1. Contact Campus Administration.
2. Contact District Police at **972-872-3509**, or call **9-1-1**, if necessary. *Caller needs to give a detailed description of the location within the facility or premises.*
3. Contact Superintendent's office at **972-872-7009**.

BOMB THREAT PROCEDURES (PHONE)

✓ Reportable Incident

1. Stay calm. Take a deep breath and focus on what the caller says.
2. **Cell phones and electronic devices must not be used. They can trigger some types of bombs.**
3. Keep the caller on the phone as long as possible.
4. Ask the questions in the bomb threat checklist.
5. Immediately contact the designated Administrator, who will call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
6. Lock down the building according to instructions from your Administrator.

BOMB THREAT PROCEDURES (DEVICE LOCATED)

✓ Reportable Incident

Overall Procedures

Under no condition, attempt to touch or move the device.

Turn off cell phones or electronic devices – they can activate explosive devices.

1. Upon discovery of a suspicious device, immediately notify the Administrator.
2. If a device is located in a classroom, immediately and calmly evacuate.

Staff's Responsibilities

Call school office on school telephone, not cell phone.

- Wait for decision on whether to **lockdown** or **evacuate**.
- If **lockdown** is ordered, follow **lockdown** procedures.
- If **evacuation** is ordered, follow **evacuation** procedures as directed by the Administrator.
- Staff should look for and report all suspicious objects to the Administrator immediately.
- Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

Administrator's Responsibilities

- Upon notification of a located device, do not forget...there may be more than one device.
- Call **9-1-1**; **use landline only**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Have a secretary notify the Superintendent's office at **972-872-7009**.
- Activate Bomb Threat Response Protocol to protect staff and students.

Auxiliary Personnel's Responsibilities

- Immediately notify Administrator, **using a landline**.
- Wait for decision on whether to **lockdown** or **evacuate**.
- Follow **lockdown/evacuation** procedures as directed by the Administrator.
- Look for and report all suspicious objects to the Administrator immediately.
- Once evacuated, stay in your designated areas until you are told it is safe to return to the building.



CHEMICAL/BIOCHEMICAL/RADIOLOGICAL/ NUCLEAR (CBRN) ATTACKS

✓ Reportable Incident

Chemical: The deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

Biological: An attack that is deliberate release of germs or other biological substances that can make you sick.

Radiological: The use of common explosives to spread radioactive materials over a targeted area.

Nuclear: An explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.

Staff's Responsibilities

Remain Calm and Do Not Panic

- Notify the Principal's office immediately.
 - Advise if there are injuries or if anyone is in immediate danger.
 - If evident, notify Principal's office of adverse physical symptoms present.
- Immediately begin **lockdown** procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with handkerchief or other material.
- Await further instructions.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth.

Administrator's Responsibilities

In the event of an incident or attack, the first few moments are critical.

- **Do not panic.**

- It is essential that all personnel are sheltered in place and are not allowed to contaminate others.
- Inform all building occupants that help is on the way and that the power will be shut down.
- Inform building personnel to shut down all ventilation systems.
- You may lose electrical power in order to decrease the likelihood of the agent spreading unnecessarily.
- The Fire Department will be following specific procedures in order to ensure that everyone is decontaminated appropriately.
- Determine the need for a possible evacuation. If evacuation is deemed appropriate, follow evacuation procedures.
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.

Outside the Building

- Immediately return to your classroom, or if in Athletics/P.E., seek immediate shelter.
- Begin **lockdown** procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with handkerchief or other material.
- Remain calm and notify the Principal's office of the following:
 - There are injuries or if anyone is in immediate danger.
 - Any building occupants begin to experience adverse physical symptoms.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth.

ACCIDENTS/MEDICAL EMERGENCIES

✓ Reportable Incident

Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safe and secure area.
- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Notify the Administrator. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Use universal precautions when handling body fluids.
- If the scene is not safe, e.g., electric shock, downed wires, etc., wait for Emergency Responders.

Allergic Reaction

- Notify office/Administrator-in-Charge immediately.
- Administer counteractive agent (Epi Pen), if necessary.

Administrator's Responsibilities

- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Call Superintendent's office at **972-872-7009**.
- Report to the scene. Secure and isolate the area.
- Involve other staff as necessary.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the Police/Emergency Responders with emergency information.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.
- Initiate support services for students/staff, if appropriate.



VIOLENCE IN THE WORKPLACE

✓ Reportable Incident

Violence is defined as stalking, threats, inappropriate communications, verbal and sexual harassment, trespassing, telephone and e-mail harassment, violation of restraining orders and behaviors that are threatening to students and staff.

Staff's Responsibilities

- If physical assault has occurred, provide first aid.
- Call District Police, **972-872-3509**, and **9-1-1**. *Caller needs to give a detailed description of the locations within the facility or premises.*
- Report incident to Administration.
- Have victims complete an Incident Report Form.
- Provide report to Administration.

Administrator's Responsibilities

- Identify and document the problem.
- Determine type of threat (physical, emotional, verbal, etc.).
- If physical assault is threatened or has occurred, contact the District Police at **972-872-3509**, and follow Campus and District Policy.
- Have victims complete an Incident Report Form.
- Contact Superintendent's office, if appropriate, at **972-872-7009**.
- Submit completed Incident Report Form to the Superintendent if staff members were involved.

Auxiliary Personnel's Responsibilities

- Report incident to Administration.
- If physical assault occurred, assist with first aid, if needed.

ARMED SUBJECT, ARMED ROBBERY OR HOSTAGE

✓ Reportable Incident

Definition: The term “weapon” includes: firearms, bombs, silencers, double-edged non-folding stabbing instruments, switchblade, blackjack, slingshot, billy-club, bludgeon, metallic knuckles, sand club, sand bag, a Taser or stun gun, including air and gas powered guns (e.g., BB pellets or paintball guns), a gas-ejecting device that is not a self-defense spray device, or any other article carried or possessed for use as a weapon (e.g., tire iron or baseball bat) carried for purpose of assault or defense.

Follow these procedures on your campus whenever a person:

- Has a weapon.
- Says they have a weapon.
- Is holding another person against their will.

Building moves to lockdown procedure immediately.

Overall Procedures

1. Notify the Administrator. Relay accurate information.
 - Where in the building is the event occurring?
 - How many are involved (perpetrators and hostages)?
 - What demands, if any have been made? Is anyone injured?
 - Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
2. Render the appropriate assistance.

Staff's Responsibilities

- If a weapon has been seen, follow the above procedures.
- Close and lock your classroom door.
- Make a list of all students not in the classroom who should be when the **lockdown** was declared.
- If directed to leave your classroom, take your class record book with you, if possible.



ARMED SUBJECT, ARMED ROBBERY OR HOSTAGE

- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention.
- Await further instructions from the Administrator.

Administrator's Responsibilities

- Immediately declare a **lockdown**.
- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Escort any students in hallways to a safe location.
- Isolate the **lockdown** area.
- Call Superintendent's office at **972-872-7009**.
- Await the arrival of the Emergency Responders.
- Provide assistance as needed.
- Coordinate with the District Police/Police Department/Emergency Responders.
- Mobilize the Crisis Management Team.
- Record the names of students who enter the school **after the lockdown is initiated**.

Auxiliary Personnel's Responsibilities

- Notify an Administrator.
- Get to a safe place.
- Call the Supervisor.

If Weapon is Found

- Isolate the area. Do not touch the weapon.
- SRO/Police will secure the weapon for evidence.

If Subject is Visible

- Stay calm and do not approach.
- Do not attempt to confiscate the weapon; communicate and cooperate with the subject.
- Stay calm! If a suspect threatens you with a weapon, follow the suspect's directions.
- Do not try to be a hero.

WEAPONS ON SCHOOL PROPERTY

✓ Reportable Incident

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

Staff's Responsibilities

- Notify the Administrator.
- Do not attempt to approach or confiscate.
- If a weapon is found, isolate the area and do not touch the weapon. The Police will secure it for evidence.
- Await further instructions from the Administrator.

Administrator's Responsibilities

- Declare a **lockdown** if the situation appears threatening to the safety of the building.

- Call District Police, **972-872-3509**, or call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Call Superintendent's office at **972-872-7009**, if appropriate.
- Determine if a reasonable suspicion exists to search for a weapon.
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Involve other staff, as necessary.

Auxiliary Personnel's Responsibilities

- Notify the Administrator.
- Do not touch the suspected weapon.
- Keep students away from the suspected weapon.



ACTIVE SHOOTER ON SCHOOL SITE

✓ Reportable Incident

Staff's Responsibilities

- If shots are heard, instruct the students to, “**Drop to the floor/ground.**”
- If possible, while on the ground, move the students to a safe area.
- Notify the Administrator.
- Advise them of any injuries/property damage.
- Discourage discussion.
- Wait for District Police/Police/Emergency Responders to arrive.

Administrator's Responsibilities

- Declare a **lockdown** if the situation appears threatening to the safety of the building.
- Identify the problem and the location. Secure and isolate the area.
- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*

- Assist the SRO/Police in locating and identifying the possible suspects and victims.
- Promote emergency information on suspects, victims or witnesses.
- Provide the SRO/Police/Emergency Responders with emergency information.
- Immediately initiate support services for students and staff through the counseling center.
- Gather emergency information on suspects, victims or witnesses.

PM Custodial Responsibilities

- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Call the Campus Administrator to offer assistance.
- Assist the SRO/Police in locating and identifying any possible suspects and victims.

UNAUTHORIZED REMOVAL/MISSING/ ABDUCTED PERSONS

✓ Reportable Incident

Overall Procedures

- If abduction is observed or suspected, call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator.
- Provide a detailed description of clothing/time/location when person was last seen, and photograph of the person, if possible.

Staff's Responsibilities

Missing Student(s)

- Notify the Administrator.
- Assist the Administrator with questioning friends/classmates, if asked to do so.
- Maintain control of the remaining students.

Abduction

- If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.



UNAUTHORIZED REMOVAL/MISSING/ABDUCTED PERSONS

Administrator's Responsibilities

Missing Person(s)

- Conduct an immediate search of the school/school grounds.
- Call District Police, **972-872-3509**, or call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Call Superintendent's office at **972-872-7009**.
- Contact the custodial parent/guardian of the missing student.

Abduction

- If abduction is observed or suspected, call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises, suspect description and vehicle information.*
- Call Superintendent's office at **972-872-7009**.
- If abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.

Auxiliary Personnel's Responsibilities

Missing Student(s)

- Notify the Administrator.

Abduction

- If abduction occurs during school, attempt to persuade the abductor not to commit the act, if possible.
- If abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.
- Call the Campus Administrator to offer assistance.

WHEN A TRAUMA OR CATASTROPHIC LOSS OCCURS

Staff Responsibilities

- Remain calm.
- Notify the Administrator.
- Calmly remove the students from the affected area.
- Identify students in need of support services.

Administrator's Responsibilities

- Contact Emergency Responders, if necessary.
- Secure the area and limit student movement.
- Contact School Crisis Management Team.
 - Superintendent's office – **972-872-7009**
 - Counselors
 - District Police Officer – **972-872-3509**
- Appoint or act as the Incident Response Coordinator.
- Verify the facts in writing.
- Coordinate with the Superintendent appropriate communication for students, staff and parents if and when appropriate.
- Contact the Superintendent/Public Relations Officer who will inform the School Board and act as Spokesperson to the media.



DEATH ON SCHOOL SITE

(natural causes, accidental, suicide, or homicide)

Survey the scene to determine safe approach.

Staff's Responsibilities

- Identify the problem and the location. Secure and isolate the area.
- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Notify the Administrator.
- Calmly remove the students from the area.
- Discourage discussion.
- Wait for the District Police/Ennis Police/Emergency Responders to arrive.
- Identify students in need of immediate support.
- Do not touch or disturb the scene of the tragedy.
- If it is determined that CPR and/or first aid are necessary, only utilize these techniques if the life is savable. If not, then do not contaminate or disturb scene.
- Call Superintendent's office at **972-872-7009**.
- Immediately initiate support services for students/staff.
- Assist the Police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s)/victim(s), if possible.
- Provide the District Police/Police/Emergency Responders with emergency information.
- Do not initiate an investigation until authorized to do so by the Superintendent.
- Do not touch or disturb the scene of the tragedy.
- Do not touch the victim if the injury to the victim is incompatible with life.
- If it is determined that CPR and or first aid are necessary, only utilize these techniques if the life is savable. If not, then do not contaminate or disturb scene.

Administrator's Responsibilities

- Identify the problem and the location. Secure and isolate the area. Determine if there is to be a **lockdown**.
- Call **9-1-1**. *Caller needs to give a detailed description of the location within the facility or premises.*
- Limit student movement.

Auxiliary Personnel's Responsibilities

- Same as *Staff Responsibilities*.
- Call your Supervisor.

HARASSMENT

(Bullying/Hazing/Stalking/Ethnic Intimidation)

✓ Reportable Incident

Definitions

Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Bullying means, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Students who engage in any act of bullying while at school, at any school function in connection to or with any District sponsored activity or event, or while in route to or from school are subject to disciplinary action. **Note: If harassing, bullying or threatening remarks, which reflect potential violence, are made and/or heard, Administration should be contacted so an investigation can be conducted.**

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Dating Violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Stalking is a "willful course of conduct" involving repeated or continuing harassment against another individual, which would cause a reasonable person to feel any one or more of the following:

- Terrorized • Frightened • Intimidated
- Threatened • Molested

Stalking occurs in many forms, such as:

- Following or appearing with the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the workplace or residence of another.
- Entering or remaining on an individual's property.
- Contacting by telephone.
- Sending mail or electronic mail.

Ethnic Intimidation occurs when a person maliciously, and with specific intent, intimidates or harasses another person because of that person's:

- Race • Color • Religion • National Origin

The conduct of the offender must:

1. Involve physical contact with another.
2. Damage, destroy, or deface any real or personal property of another; or
3. Threaten, by word or act, to do an act described in (1) or (2) if there is reasonable cause to believe that an act in (1) or (2) will occur.

When the conduct of the offender meets these criteria, notify Campus Administration for proper handling of the situation.



CHILD PROTECTION LAW AND ITS REQUIREMENTS

Purpose

To provide for the protection of children who are abused by requiring certain identified persons and encouraging others to report suspected child abuse and neglect.

Child Abuse

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare, or by a teacher or teacher's aide, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

Procedures for Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and also includes any sexual conduct involving an educator and a student or minor. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the

student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or

- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

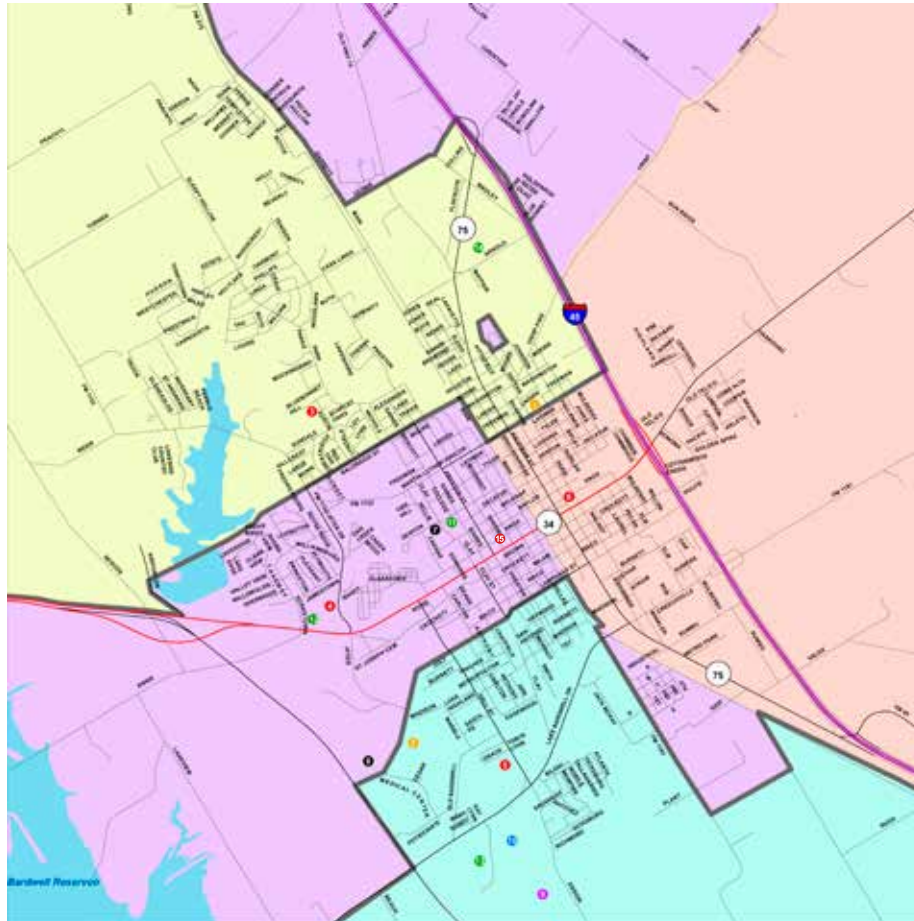
Reports to Child Protective Services can be made to the Texas Abuse Hotline at **(800-252-5400)**. State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus Principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the Principal before making a report to the appropriate agency. Reporting the concern to the Principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or School Administrator against the desires of the duly authorized investigator is prohibited.

ENNIS INDEPENDENT SCHOOL DISTRICT CAMPUS MAP



- | | |
|---|--|
| 1. Carver Early Childhood Center
600 E. Martin Luther King Dr.
972.872.3730 | 10. Ennis High
2301 Ensign Rd
972.872.3500 |
| 2. Crockett Early Childhood Center
1701 W. Lampasas St.
972.872.7131 | 11. Alamo Education Center
501 North Gaines Street
Alternative Education
972.872.7332
Parent Resource Center
972.872.7336 |
| 3. Austin Elementary
1500 Austin Dr.
972.872.7190 | 12. EISD Tennis Center
2104 W. Ennis Ave.
972.875.9144 |
| 4. Bowie Elementary
501 Jeter Dr.
972.872.7234 | 13. Lions Memorial Stadium
1701 Lake Bardwell
Field House
972.872.9884
Press Box
972.872.9885 |
| 5. Houston Elementary
1701 S. Hall St.
972.872.7285 | 14. Operations
2600 N Kaufman
972.872.7353 |
| 6. Travis Elementary
200 N. Shawnee
972.872.7455 | 15. Central Administration
303 W. Knox
972.872.7000 |
| 7. Lummus Intermediate
501 N. Clay St.
972.872.7060 | |
| 8. Miller Intermediate
2200 W. Lampasas Street
972.872.3775 | |
| 9. Ennis Junior High
3101 Ensign Rd
972.872.3850 | |



