

# **Multihazard Emergency Operations Plan Handbook**

**ENNIS INDEPENDENT  
SCHOOL DISTRICT**

**303 W. Knox, P.O. Box 1420**

**Ennis, Texas 75120**

**972-872-7000**

**[www.ennis.k12.tx.us](http://www.ennis.k12.tx.us)**

**Revised ~ February 2018**

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## *Emergency Telephone Numbers*

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City Emergency Services: Fire, Police, Paramedics 911  
Ennis Independent School District Resources

Alamo Education Center (DAEP)	972-872-7333
Austin Elementary School	972-872-7190
Bowie Elementary School	972-872-7234
Carver Early Childhood Center	972-872-3730
Crockett Early Childhood Center	972-872-7131
Dorie Miller Intermediate	972-872-3775
Ennis ISD – Central Office	972-872-7000
EISD anonymous tip hotline	972-872-3721
Employee Services	972-872-7000
Ennis Jr. High School	972-872-3850
Ennis High School	972-872-3500
Houston Elementary School	972-872-7285
Jack Lummus Intermediate	972-872-7060
Maintenance/Grounds	972-872-7353
School Psychologist	972-872-7040
Travis Elementary School	972-872-7455
Transportation/Bus Barn	972-872-7354

### **Ennis ISD Police Department**

**972-872-3509**

Online reporting to the Ennis ISD Police Department may be done 24/7 via the link below.

<http://www.reportexecdirect.com/ennisisd/cesireportexec/olr/Main.aspx>

### **Community Resources**

Child Protective Services (24-hour Hotline)	1-800-252-5400
Ennis Fire Department (Central Station)	972-875-3473
Ennis Fire Department (Station #2)	972-875-6151
Ennis ISD Crisis Teams(Deputy Supt. Office)	972-872-7022
Ennis Police Department	972-875-4464
Ennis Texas Medical Center EMS (Ambulance Services)	1-800-255-2011
National Sexual Assault Hotline	1-800-656-HOPE
National Suicide Hotline	1-800-SUICIDE
Poison Control (1-800-POISON1)	1-800-764-7661
Runaway Hotline	1-888-580-4357

## ***CRISIS PROCEDURE CHECKLIST***

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- \_\_\_\_\_ 1. Determine the facts surrounding the crisis event level of crisis and potential impact.
- \_\_\_\_\_ 2. Request emergency services
- \_\_\_\_\_ 3. Notify EISD Police, Deputy Superintendent/Designee, Superintendent
- \_\_\_\_\_ 4. Ask that: \_\_\_\_\_ a. other schools likely to be affected by the crisis be notified  
\_\_\_\_\_ b. arrangement be made for school district resources when necessary
- \_\_\_\_\_ 5. Assemble campus/departments crisis team. Request that team members carry out pre-planned responsibilities.
- \_\_\_\_\_ 6. Designate rooms and space for counseling, media, and crisis coordination.
- \_\_\_\_\_ 7. Determine what information will be shared and with whom.
  - \_\_\_\_\_ a. Memos, meetings, personal contact with faculty
  - \_\_\_\_\_ b. Letters to parents
  - \_\_\_\_\_ c. Fact sheet for secretary
  - \_\_\_\_\_ d. Statement for media
- \_\_\_\_\_ 8. Debrief at the end of each day with all crisis team members (possibly mid-day on first day).
- \_\_\_\_\_ 9. Schedule additional planning sessions.
- \_\_\_\_\_ 10. Plan for parent/community meetings.

The contents of this manual are not intended to create any contractual or other legal rights and are solely designed to be used as a guide for employers of the Ennis Independent School District (EISD).

## Preface

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### § 37.108. MULTHAZARD EMERGENCY OPERATIONS PLAN; SECURITY AUDIT.

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- (a) Each school district shall adopt and implement a multi-hazard emergency operations plan for use in district schools. The plan must address mitigation, preparedness, response, and recovery as defined by the commissioner in conjunction with the governor's office of homeland security. The plan must provide for:
  - (1) district employee training in responding to an emergency;
  - (2) mandatory school drills to prepare district students and employees for responding to an emergency;
  - (3) measures to ensure coordination with local emergency management agencies, law enforcement, and fire departments in the event of an emergency; and
  - (4) the implementation of a security audit as required by Subsection (b).
- (b) At least once every three years, a school district shall conduct a security audit of the district's facilities. To the extent possible, a district shall follow security audit procedures developed by the Texas School Safety Center or a comparable public or private entity.
- (c) A school district shall report the results of the security audit conducted under Subsection (b) to the district's board of trustees and to the Texas Center for Safe Schools.

Added by Acts 2005, 79<sup>th</sup> Leg., ch. 780, § 1, eff. Sept. 1, 2005.

The administrative team of the Ennis Independent School District prepared this emergency handbook. It is intended to be used by principals, teachers, and staff as a quick reference to procedures that enhance response time to any one of a wide range of possible situations affecting schools.

**This plan addresses emergency actions that are conducted during all four phases of emergency management.**

1. Mitigation/Prevention

Ennis I.S.D. will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

Hazard Analysis

- 1) Identifying hazards
- 2) Recording hazards
- 3) Analyzing hazards

4) Mitigating/preventing hazards

5) Monitoring hazards

EISD follows security audit procedures recommended by the Tx School Safety Center

## 1. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

- a. Providing emergency equipment and facilities.
- b. Emergency planning, including maintaining this plan, its annexes, and appendices
- c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this district during emergencies in training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- e. Completing an After Action Review after drills, exercises and actual emergencies
- f. Revise plan as necessary

## 2. Response

Ennis I.S.D. will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

## 3. Recovery

If a disaster occurs, Ennis I.S.D. will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the district and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

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# ***Introduction***

The School Multihazard Operations Plan has been prepared to assist all staff in planning for and managing a variety of crises when they occur. During the past decade an increase in school violence has characterized our schools nationally. We must remember that the basic concerns in managing a school crisis are the safety and welfare of human lives followed by attention to the preservation of the instructional day. It is imperative that Ennis ISD staff carefully review this handbook and follow its directives with appropriate planning and training.

## ***The purpose of this manual is as follows:***

1. To give directions and guidelines for school administrators and staff during a crisis situation.
2. To promote safe operation of schools during a crisis.
3. To help promote positive attitudes toward emergency preparedness.
4. To ensure the safety and health of students/staff and preserve public property during emergencies.
5. To list responsibilities of staff in a crisis, thereby enhancing the effectiveness of the emergency procedures.
6. To coordinate support from Police/Fire/EMS.
7. To assist in the training of school/staff and departmental personnel.

**During a crisis no handbook or set of written instructions can substitute for the timely and prudent decisions of a campus leader.**



## Crisis Incident Fact Sheet

Type of crisis:

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1. When did the event occur? \_\_\_\_\_
2. Where did the event occur? \_\_\_\_\_
3. Who is involved? (*Caution: Do not give out names of deceased or injured until family has been notified.*)

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4. What is being done by the school and emergency personnel?

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Did anyone go to the hospital by ambulance? \_\_\_\_\_

If yes, which hospital? \_\_\_\_\_

5. If students are to be released or excused to attend a funeral, what is the correct procedure? \_\_\_\_\_
6. Will school be closed or classes held in another facility? If so, where?

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7. Are any meetings planned for parents or community? When? Where?

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**Date/Time this information was faxed or phoned into the Administration. (Who did you fax information to or talk to when this information was transmitted)**

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**Abduction/Kidnapping  
(To and from School)**  
**Recommended steps to follow**

**Witnessed**

1. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
2. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts (complete Fact Sheet numbers 1 through 4).
3. Notify the student(s) parents.
4. Meet with the Campus Crisis Team.
5. Work with the District Communications Director, which will release information detailing the incident, including:
  - Statement(s) to the media
  - Letter(s) to or meeting(s) with parents
  - Memo(s) and meeting(s) with school staff
6. Provide counseling services to students who need them.

**Not Witnessed**

1. Verify that the student is missing. Have the building searched.
2. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
3. Notify the Superintendent/designee by telephone or fax (complete fact sheet #1-4)
4. Notify the student's parents.
5. Question the student's friends for information.
6. Prepare classmates to be supportive when the student is returned.
7. Provide for follow-up counseling as needed.
8. The District Communications Director will prepare a fact sheet and media statements when warranted.

# **Assault**

## **(Staff/Student)**

### **Recommended steps to follow**

1. Determine the extent of personal injuries if any, and provide medical attention from school nurse as needed.
2. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
3. If injury warrants medical care and attention, the school nurse will transport victim(s) by ambulance to a medical facility.
4. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts (Complete Fact Sheet numbers 1 through 4).
5. Notify the victim's emergency contact numbers identified on personnel records and notification forms.
6. If the alleged assailant is a student, and if the student will be removed from the campus (by the Police), notify his/her parents, and request a parent conference.
7. The District Communications Director will prepare a fact sheet and media statements when warranted.
8. Implement appropriate disciplinary action in accordance with board policy and district administrative procedures.

### **Assisting the Victim**

Provide medical attention if there are injuries.

Keep the victim in school (at clinic) unless the injuries justify transport to a hospital.

Notify the victim's parents or legal guardian.

Provide counseling for the victim and victim's family, if needed.

### **Managing the Alleged Assailant**

**Detain suspect until police arrive.**

9. If the alleged assailant is a student, and if the student will be removed from the campus (by the Police), notify his/her parents, and requests a parent conference.
10. Implement appropriate disciplinary action in accordance with the school district policy and procedures.
11. Provide guidance and support for the victim's family. If it is necessary to send anyone to a hospital by ambulance, send a staff member (nurse, counselor, or office worker) with a copy of the student's emergency card. The staff member will serve as a liaison between hospital and district with instructions to relay progress reports back to the district on the student's condition as soon as possible.

# Bomb Threat

## Recommended steps to follow

**When a threatening call is received, attempt to learn the following:**

- ✓ When is the bomb set to go off?
- ✓ What is the explosive?
- ✓ What does it look like?
- ✓ Where is it located? Did the caller place the bomb?
- ✓ What does the voice sound like (man, woman, child, student, accents, etc.)?
- ✓ Are there any identifiable sounds in the background?
- ✓ What is the exact wording of the threat?

**If your campus has been equipped with the telephone tracking system, your telephone operators should use this procedure immediately after the call is received.**

**DISMISSAL OR FIRE DRILL PROCEDURES MAY NOT  
BE APPROPRIATE FOR ALL BOMB THREATS.**

### **Principals or Designee will**

1. **Have another staff member call 911 from a separate land line or cell phone while the receptionist is still on the line with the “bomb caller” alerting authorities of the call.**
2. Hold all bells and have students remain where they are;
3. Instruct teachers to search around their classrooms looking for a suspicious device;
4. Instruct staff or your support search team to check the common areas of the building, restrooms, halls, cafeteria, library, and outside trash cans, etc.;
5. If a suspicious device is located, stay put until a police officer or fire department personnel arrives.
6. **DO NOT ATTEMPT TO TOUCH OR MOVE THE SUSPICIOUS DEVICE.**

**Always assume the device is a bomb!**  
**DO NOT USE HAND HELD RADIOS**  
**(Frequencies could cause detonation)**

7. Direct staff and students not to move or touch any suspicious device or object found on the premises. Isolate the device by placing at least three walls between it and any persons or 300 feet if located in an open area.
8. The principal will make the final decision after conferring with emergency personnel to evacuate the building and or initiate other appropriate contingencies.

# Bus Accident

## Recommended steps to follow

### **Bus Accident with Injuries – Do not move the bus from the accident scene**

1. Verify the report with the Police Department. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**. Determine the number and extent of the injuries and all the hospital(s) where the students have been transported for care.
2. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts (complete Fact Sheet numbers 1 through 4).
1. Work with Transportation **(Dispatch 972-872-7354)** to gather additional information about the accident.
2. Work with the District Communications Director, which will release information detailing the incident, including:
  - Statement(s) to the media
  - Letter(s) to or meeting(s) with parents
  - Memo(s) and meeting(s) with school staff

**Prepare a list of the injured student(s) parents and their emergency phone numbers for wherever location the children are transported. (Hospitals may not have access to this information.)**  
**Visit with the injured students at the hospital, and provide District counseling services as needed.**

### **Bus Accident with Fatality**

**If a fatality occurs inform the staff and student body through memos or visits to the classrooms.**

**DO NOT USE THE PUBLIC ADDRESS SYSTEM OR  
ASSEMBLIES TO DISSEMINATE INFORMATION!**

1. Provide counseling, paying particular attention to friends of the deceased and persons with recent losses.
2. District Communications Director will prepare a fact sheet and media statements when warranted.
3. Determine the most effective method to inform parents about the death, what the school is doing, and what reactions to expect from their children.
4. Notify the Campus Crisis Team. Team members are to assist at the school with counseling for friends and classmates of the injured as needed.

## Child Abuse and Neglect

Child Abuse and Neglect is characterized as the most costly of social ills in terms of suffering from both physical and emotional anguish. The lasting psychological scars remain with children for life and too often the damage does not end with that child but often passed on from generation to generation.

If Child Abuse is suspected, it should be reported to a child protective service **(1-800-252-5400)** and the **EISD Police Department (972-872-3509)**. However, it is not the responsibility of the person suspecting abuse to prove that abuse has occurred. It is also important for these children to receive professional help from those trained to counsel abused children. Permit the child to be interviewed by the Police Department or Child Protection Services officials only.

### ***Suspected***

- Ensure oral report to EISD Police and Child Protective Services within 48 hours.
- Document actions and decisions. Do not attempt to investigate or verify the information until or unless given direction by the administration office.
- Permit interview with child by authorized, properly identified Child Protective Services or Law Enforcement Officials.
- Cooperate with the request of the investigator regarding notice to parents.

### ***Your Legal Obligation***

Anyone “having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect “MUST” report the case immediately to any state or local law enforcement agency or to the Texas Department of Protective and Regulatory Services (TDPRS), formerly the Department of Human Services.

**TDPRS has a toll-free 24-hour Child Abuse Hotline: 1-800-252-5400.**

As a principal, teacher, nurse or counselor you must make a report within 48 hours to TDPRS. This should be followed by a written report to TDPRS within five days. Failure to report suspected child abuse or neglect is a class B misdemeanor punishable by imprisonment of up to 180 days and/or a fine or up to \$1,500. (Texas Family Code, Chapter 261).

## **Your Legal Protection**

A teacher or school counselor report of child abuse or neglect is confidential and immune from civil or criminal liability as long as the report is made in “good faith” and “without malice.”

- **Good faith means the person making the report took reasonable steps to learn facts that were readily available and at hand.**
- **Without malice means that the person did not intend to injure or violate the rights of another person. The immunity extends to participation in any judicial proceedings that may result from the report.**

**DO NOT** try to investigate. **DO NOT** confront the abuser. **DO** report your reasonable suspicions. It is then the responsibility of TDPRS to investigate if the allegation warrants. Remember that even if your report does not bring decisive action, it may help establish a pattern that will eventually help the child.

The following indications don’t by themselves necessarily indicate abuse. You might talk to the child to see if there is a simple or innocent explanation for what you have observed.

Teachers who only advise the principal, school counselor, or superintendent will **NOT** satisfy the obligation under this law. Local school district policy cannot conflict with or supersede the state law requiring you to report child abuse to a law enforcement agency or TDPRS.

## REPORT OF CHILD ABUSE OR NEGLECT

Name of Child	Date of Birth or Age of Child	Today's Date
Child's Home Address (Street, City, State, ZIP)		

NAMES OF PARENTS OR PERSONS RESPONSIBLE FOR CHILD	RELATIONSHIP TO CHILD

Does the child have any brothers or sisters? ..... ☐ Yes   ☐ No   ☐ Don't Know

When and where can the child be seen? (Give dates and places): \_\_\_\_\_

Type of Child Abuse or Neglect				
<input type="checkbox"/> Abandonment	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Emotional Abuse	<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Physical Neglect
<input type="checkbox"/> Medical Neglect	<input type="checkbox"/> Neglectful Supervision	<input type="checkbox"/> Refusal to Assume Parental Responsibility		

Briefly describe the situation and/or condition of the child: \_\_\_\_\_

Oral Report Made to: <input type="checkbox"/> Law Enforcement Agency <input type="checkbox"/> Local Child Protective Services <input type="checkbox"/> Child Abuse Hotline	Date of Oral Report	To Whom?
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Person Making This Report (Anonymous reports are accepted, but DHS staff will be able to do a better investigation if they can contact you.)

Name	Place of Employment
Work Address (Street, City, State, ZIP)	Work Telephone
OR, I prefer to be contacted at home: Home Address (Street, City, State, ZIP)	Home Telephone



**The following is the EISD policy for making reports to Child Protective Services (CPS):**

1. Make the report to CPS via the internet or telephone.
2. Document the CPS case number.
3. Notify the campus principal/assistant principal of the CPS report.
4. Notify the EISD police at 972-872-3509 and include the following information:

Student's name  
CPS case number  
Student's grade level  
EISD campus  
Your name  
What you suspect...

**MANDATORY REPORTING**

*Texas law requires that any person suspecting that a child has been abused or neglected **MUST** immediately report. If there is an emergency, call **911** and then call the **Abuse Hotline**.*

**1-800-252-5400**

Professionals must make a report **no later than the 48<sup>th</sup> hour** after first suspecting a child has been abused or neglected or is victim of an offense. A professional may not delegate to or rely on another person to make the report.

**Professionals include:**

Teachers, nurses, doctors, day-care employees and others who are licensed by the state or work in a licensed facility or operated by the state and who have direct contact with children in the course of their job.

*The person reporting is not expected to prove that abuse or neglect has definitely occurred.*

# Dangerous/Irate Person/Stranger in the Building

## Recommended Steps to follow:

### Stranger in the Building

Principals, teachers or other school personnel may approach any person on school property that appears suspicious.

1. If any person's actions or appearance is suspicious, the office should be notified. The Principal and assistant principals may approach the intruder to determine the nature of his/her presence and business on school property.
2. Check for identification and determine the legitimacy of the person's presence on **campus**.
3. If the person cannot produce satisfactory identification, or give a legitimate reason for being on the campus, and if the action of the person is deemed to be a threat to the safety of students, faculty, or the orderly management of the instructional program, then **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**. If students or staff witnessed the situation, inform them of the facts once the situation is resolved.

### Dangerous or Irate Person (On Campus)

**Check for identification and determine the legitimacy of the person's presence on campus, OR Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.

If the individual is identified as a parent or citizen with a legitimate reason to be on campus, utilize a combination of extreme politeness, courtesy and firmness to structure and de-escalate the behavior. If the person is coherent, listen to him/her and try to understand his/her concerns. ***Do not permit a classroom to be disturbed.***

1. If the person cannot present identification or a legitimate reason for being on campus, **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
2. If students or staff witnessed the situation, inform them of the facts once the situation is resolved.

# Death at School

## Recommended Steps to follow

### CAMPUS LEVEL RESPONSE

1. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
2. Clear students from the area. Hold any possible witnesses for the police to interview.
3. Inform the nurse assigned to the building.
4. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts (Complete Fact Sheet numbers 1 through 4).
5. Help witnesses process their thoughts and feelings about what happened.
6. Activate the Campus Crisis Team.
7. Alert counselors at the schools in which siblings are enrolled.
8. Work with the District Communications Director, which will release information detailing the incident, including:
  - Statement(s) to the media
  - Letter(s) to or meeting(s) with parents
  - Memo(s) and meeting(s) with school staff

### DO NOT ALLOW THE MEDIA ACCESS TO STUDENTS IN OR OUTSIDE THE SCHOOL BUILDING.

9. Provide counseling, paying particular attention to friends of the deceased, and persons with recent losses or a history of suicide threats or attempts.
10. Determine the most effective method to inform parents about the death, what the school is doing and what reactions to expect from their children (Consult District Communications Director and Counselors.)
11. Hold a faculty meeting as soon as possible to process feelings, and to plan for the **anticipated reactions of students**.
12. Relay additional information (funeral arrangements, etc.) as it becomes available.
13. Request assistance from District administrator should adults be needed to cover **classrooms during a funeral**.
14. Plan follow-up counseling for students/staff.

# Lockdown Situations

**It is impossible to describe every situation that would require initiation of a lockdown procedure. The timely and prudent judgment of each campus leader will ultimately decide. A partial list would include an active shooter, drive by shooting, hostage situation, and a dangerous person on campus or in the area.**

## **Recommended Steps to follow**

1. Inform the faculty/staff, by using the signal **“We are in a Lockdown”**. Students should be out of the hallways and away from the windows. Keep students in the classroom.
2. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
3. If the gunfire is outside the building be prepared to secure the building by locking all exterior entrances that are not locked already. **Wait for instructions** from EISD Police Department or another law enforcement agency before evacuating any students, faculty or staff from the affected area to a safe location.
4. Notify the Administration office of the incident.
5. Place the Campus Crisis Team on standby.
6. Remain available to law enforcement and negotiators. If possible have multiple copies of the school floor plan available for police and tactical teams.
7. Have an attendance roster available to use as a checklist when releasing students (Elementary). Release high school students through the attendance office. Ask teachers to remain with their students until the situation is resolved or until students are released to their parents. Use a pre-arranged evacuation site to release students to parents if necessary.
8. The District Communications Director will prepare a fact sheet and media statements when warranted.

## **DO NOT ALLOW THE MEDIA ACCESS TO STUDENTS IN THE SCHOOL BUILDING.**

9. Make preparations with the counselors and crisis team for follow-up counseling with students and staff.

**If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between hospital and district administration with instructions to relay progress reports as soon as possible.**

# Fire or Explosion

## Recommended steps to follow

1. Sound the FIRE alarm and evacuate the building immediately.
2. **Dial 911, report the emergency** then notify the EISD Police Department **(972-872-3509)**.
3. Follow the instructions of Police and Fire Department personnel.
4. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts. (Complete Fact Sheet numbers 1 through 4).
5. Get an accounting of missing people.
6. Assist emergency personnel in locating injured persons.
7. Provide first aid.
8. Alert the Campus or Department Crisis Team.
9. Keep a list of hospitalized persons and places where students/staff are hospitalized.
10. Work with the District Communications Director, which will release information detailing the incident, including:
  - Statement(s) to the media
  - Letter(s) to or meeting(s) with parents
  - Memo(s) and meeting(s) with school staff
11. Keep students and staff away from the building until the area is declared safe.
12. If the building cannot be reentered, relocate students to a predetermined evaluation site. Follow the instructions of the Fire Department for building re-entry.
13. Debrief the Campus or Department Crisis Team and District Crisis Team.

# Gang Activity

## Recommended steps to follow

1. Notify the EISD Police Department **(972-872-3509)**.
2. Re-establish order with assistance from the available staff.
3. Assess danger, injuries, number of students involved, location of altercation, and **presence of weapons**.
4. Provide first aid to the injured students. Call paramedics if injuries require further **medical attention. FIRE/EMS (911)**
5. Ask witnesses to describe the events leading up to the altercation.
5. The District Communications Director will prepare a fact sheet and media statements when warranted.

## **DO NOT ALLOW THE MEDIA ACCESS TO STUDENTS IN THE SCHOOL BUILDING.**

7. Meet with the Campus Crisis Team, if necessary.
8. Prepare plans to prevent retaliation or further campus violence.
  - a. Remove any graffiti on school property areas immediately.
  - b. Enforce the dress code policy in order to easily identify gang members.
  - c. Notify probation officers if any students involved are on probation.
  - d. Ask student leaders to recommend ways to resolve issues.
  - e. Facilitate discussion between gangs or ethnic groups.
  - f. Conduct workshops for the students and faculty on gang-related issues.
9. Ask parents of the students involved to meet and discuss concerns leading to the violence. Follow disciplinary procedures to address any offense such as aggravated assault, possession of weapons, etc.
10. Reassure parents, students, and faculty that appropriate steps are being taken to ensure safety.
11. Debrief with the District/Campus Crisis Teams.

# Missing Person(s) or Runaway(s)

## Recommended steps to follow

1. Upon notification of a missing student, the building administrator will check attendance records to see if the child has been dismissed for any legitimate reason.
2. Conduct a search of the grounds and school facilities to determine if the student is in another location on the campus.
3. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts. (Complete Fact Sheet numbers 1 through 4).
4. Notify the **EISD Police Department (972-872-3509)**. The responding officer will contact the appropriate authorities and or other law enforcement agencies.
5. Check the student information card for identification information and emergency phone numbers.
6. Contact the student's parents to check if the student is at home and left the campus with permission or authorization.
7. Cooperate with authorities to expedite the search and investigation procedures.
8. Communicate all pertinent facts to the appropriate faculty/staff to ensure an orderly operation of instructional activities.
9. Work with the District Communications Director to release information about the incident.

# Power Outage

## Recommended steps to follow

1. Verify the loss of power.
2. Assess the situation quickly, surveying the facilities to determine if a building evacuation is appropriate to ensure the safety of students and staff.
3. Notify **District Maintenance Department** personnel immediately (**during school hours 972-872-7353, after hours 214-868-3976**) for appropriate and immediate response to determine the proper action necessary to correct the problem.
4. If time permits, notify the Administration office by telephone or fax, giving complete details of the incident. (Complete Fact Sheet numbers 1 through 4).
5. Meet with the Campus or Department Crisis Team, if necessary.
6. Inform the faculty/staff and students of the loss of power via a megaphone or by couriers. All students should remain in their classrooms and wait for further directions from the office or building administrator.
7. A determination should be made whether or not services can be promptly restored. If power cannot be promptly restored, notification will be made as to the dismissal of classes according to district guidelines and proceed.
8. The District Communications Director will prepare a fact sheet and media statements when warranted.
8. Arrange transportation for all bus students. This should be coordinated through the Administration Office and Transportation Department.
9. Inform the student body, teachers, and staff of the time frame for dismissal and when school will resume again.



## SCHOOL CLOSINGS

### OVERNIGHT CLOSINGS

1. If it becomes necessary to close school for any reason, notification will be on the following radio and TV stations:

#### AM/FM RADIO

WBAP 820/AM	KLIF 570/AM
KRLD 1080/AM	KTCK 1310/AM
KPLX 99.5/FM	KKZN 93.3/FM
KERA 90.1/FM	

#### TV

Chn 4
Chn 5
Chn 8
Chn 11

2. In the event of a closing, radio stations will be called as soon as possible. Keeping in mind that buses begin their routes before **6:00 a.m.**, the decision to close school will be made prior to **5:00 a.m.** Before making a decision to close schools in case of inclement weather, the Texas State Highway Department, the EISD Police, Ellis County Sheriff's Department, and many other staff members will be utilized in evaluating all conditions.
3. Principals will use a telephone tree confirming the closing.

### SCHOOL DAY CLOSINGS

1. Information on daytime weather closing will reach the building principal through various channels of communication via the district administration office.
2. Assure parents that their children will be safe at school if they are unable to come to school immediately to pick their children. Principals **must** develop a list of students who are not to be dismissed early on weather-related closings.
3. The District Communications Director will notify the news media of the closing in advance.
4. Parents who wish to pickup their children up early on days of inclement weather will receive an excused absence.

## Severe Weather

Signal: “Severe weather alert or Take Cover”

### Tornado Watches and Warnings

The National Weather Service issues a ***Tornado Watch*** when tornadoes are possible in our area. We will remain alert for approaching storms. This is the time to put **all staff** on **alert** for possible safety procedures. Staff can listen to the radio or television for the most current weather developments.

A ***Tornado Warning*** is issued when a tornado has been sighted or indicated by weather radar. If a school has portable buildings, remember that they are particularly vulnerable. These building can overturn in high winds even after all precautions of the district are taken. When a ***Tornado Warning*** is issued or strong winds with large hail are approaching, allow students to take shelter in the main school building.

Conduct tornado drills before the tornado season. Make sure teachers and administrators know exactly the proper safety procedures to follow. Know the location of students with disabilities. Develop an emergency communication plan. Advise parents as to what they ***should*** and ***should not*** do before or during a severe weather alert.

#### In the building

- Stay away from the windows or glass doors.
- Go to the inside hallways at the lowest level.
- Avoid places with wide open-span roofs such as auditoriums, cafeterias, and large hallways.
- Get under a piece of sturdy furniture such as a heavy table or desk and hold on to it.
- Drop to your knees with your back to the windows or in a hallway face the wall. Make your body as small as possible.
- Keep eyes closed and ears covered; use your arms to protect head and neck.

#### Outdoors

- If possible, get inside a building as soon as possible.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area, or crouch near a strong building. Be aware of the potential for flooding.
- Lie in a prone position with your face away from the source of the event.
- Keep eyes closed and ears covered; use your arms to protect head and neck.

## Train Derailment

Recommended steps to follow

**Immediately telephone Maintenance Department (972-872-7353) and request all outside air be shut off.**

Due to the proximity of railroad tracks to several schools and other district buildings and the varied assortment of hazardous materials that pass along the rail line daily, it is necessary and prudent to have a railroad emergency evacuation plan in place. In the event of a train derailment along the railroad track affecting the school, the following actions will occur.

1. The Police or Fire Department may notify the school of the derailment.
2. Inform the faculty/staff by using the signal "Shelter in Place" (see definition of terms) this signal should be used during a hazardous-material incident when escaping gases could cause harm to anyone who inhales it. Hold all bells, and keep students in the classrooms.
3. The principal should notify the faculty/staff that this is *not* a drill. The evacuation notice will be given over the building's public address system. In the event that the office is unable to utilize the P.A. system, the building fire alarm *should not* be used to initiate the evacuation. Wait for instructions from EISD Police Department or other law enforcement agency, which will evacuate students and faculty/staff from the affected area to a safe location.

The evacuation notice should state:

***"This is a railroad emergency evacuation, standby for instructions to evacuate the area"***

4. Upon the sounding of an evacuation notice, all teachers will proceed out of the building using the evacuation routes given to them by emergency personnel.

**IT IS THE INTENT TO EVACUATE THE OCCUPANTS OF YOUR SCHOOL OR BUILDING TO A SAFE LOCATION UPWIND AND AWAY FROM THE DERAILMENT SITE. IF A CHEMICAL RELEASE IS OCCURRING, THE SAFEST PLACE TO BE IS AS FAR AWAY AND UPWIND FROM THE SITE AS SOON AS POSSIBLE.**

**DO NOT EVACUATE DOWNWIND OF THE SITE!**

## **TRANSPORTATION PROCEDURES**

**In the event of a disaster or emergency situation, the superintendent or designee, acting under EISD board authority, may close or evacuate all or specific schools. The administration office will advise schools affected as to the procedures depending on the nature of the disaster or emergency.**

Immediate closure or evacuation of specified schools and transportation of students to alternate pre-determined locations.

Immediate closure of specified schools but with the decision to hold students at their school and provision of temporary shelter at the school.

Acceleration of regular transportation schedule. (Run the regular routes but ahead of schedule with no deviations.)

Placement of school buses at pre-determined schools in readiness to transport, should the situation require.

**Transportation dispatch will control movement of buses in coordination with the superintendent's office and the EISD Police Department. Routes to be traveled will be coordinated with local law enforcement to ensure road space.**

**Campus personnel will provide rosters of students and keep current with each bus departure.**

## **Violent Behavior of a Student**

### **Recommended steps to follow**

1. The principal or appropriate building staff should be advised of threatening or violent behavior by a student.
2. Remove the student from class, by reasonable force if necessary, with the assistance of an available adult or campus Police officer. Contact the EISD Police Department **(972-872-3509)**.
3. Place the student in a secure, secluded room for time out to deescalate.
4. Assess the possibility of drug involvement.
5. Attempt to calm the student by listening and giving him/her the opportunity to express his/her opinion and view of the incident.
6. Document the events by interviewing the teacher and any witnesses to determine the exact cause of the incident.
7. Contact the parents.
8. Describe the student's behavior and detail the action taken by the school administration in accordance with the Student Code of Conduct and Discipline Management Plan.
9. Discuss the event with the students in the classroom and explain appropriate behavior **and consequences for such conduct.**

# Weapons

## Recommended steps to follow

Teachers and other students **should not** attempt to approach or confront an individual reported to have a weapon. If possible, contact the campus EISD Police Officer, dial 911 and notify the principal/assistant principal immediately.

### Possession/Exhibition of a Firearm or Other Weapon

1. All weapons should be confiscated; the EISD Police Department (972-872-3509) should be notified, and the student will be taken into custody.
2. Parents shall be notified, and appropriate disciplinary actions initiated according to the guidelines established in Board Policy (Student Code of Conduct & Disciplinary Management Plan).
3. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts. (Complete Fact Sheet numbers 1 through 4).
4. Work with the District Communications Director which will to release information detailing the incident, including:
  - Statement(s) to the media
  - Letter(s) to or meeting(s) with parents
  - Memo(s) and meeting(s) with school staff

### Gun Discharged

1. Dial 911, report the emergency then notify the EISD Police Department (972-872-3509).
2. Determine the extent of any personal injuries, and provide medical attention as needed.

If injury warrants care and attention, transport victim(s) by ambulance to a medical facility.

3. Notify the Superintendent/designee by telephone or fax, giving complete details of the incident including all pertinent facts. (Complete Fact Sheet numbers 1 through 4).
4. The weapon will be confiscated and the student taken into police custody.
5. If there are no injuries:
  - a. Remove all students from the area.
  - b. Inform the school Crisis Team and counseling services of the incident.
  - c. Secure District counseling services as needed.

## DEFINITION OF TERMS

**Aggravated Robbery:** a robbery that causes serious bodily injury to another when a deadly weapon is used or exhibited or when the assaulter causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death.

**Assault:** the act of causing bodily injury, or intentionally or knowingly threatening another person with eminent bodily injury, or intentionally or knowingly causing physical contact with another person when the person knows the action will be regarded as offensive or provocative. This is defined as **Aggravated Assault** if serious bodily injury is caused to another person, including a person's spouse, or a deadly weapon is used or exhibited during an assault.

**Attempted Suicide:** the act or an instance of attempting to take one's own life voluntarily and intentionally.

**Campus Disturbance:** engaging in disruptive activities such as, but not limited to, disorderly conduct, which includes physical or verbal abuse and/or injury of another person; abusive, indecent, profane, or vulgar language in a public place; threats, obscene actions and/or the disrespect for the rights and privileges of others.

**Crisis:** is defined as a sudden, usually unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

**Hazardous Chemical Spill:** the unintentional release of chemicals that are explosive, flammable, corrosive, poisonous, reactive, or radioactive and require special care in handling because of hazards they pose to public health and the environment.

**Health Crisis:** exposure to or outbreak of highly communicable and potentially lethal disease or virus, such as meningitis, measles, Hepatitis A, or food poisoning, potentially involving a large number of the students, employees, or other individuals on campus.

**Homicide:** when an individual intentionally, knowingly, recklessly, or with criminal negligence causes the death of an individual.

**Mental Health Crisis:** an event where an individual demonstrates life-threatening behavior or an event affecting a group of individuals that is catastrophic in nature; a behavior on the part of the individual that creates a high level of emotional distress for those who are exposed to it; or, a high level of distress among a group of individuals that continues even after the cause of the emotional distress is no longer present.

**Natural Disaster:** the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause, including flood, earthquake, wind, storm, water or air contamination, blight, drought, infestation, or other public calamity that requires emergency action.

**Riot:** a violent public disorder. A tumultuous disturbance of the public peace by three or more persons assembled together and acting with a common intent.

**Sexual Assault:** nonconsensual sexual contact with another person. An individual causes another person to submit to or participate in performing sexual acts by the use of physical force or violence; or the assailant compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the assailant has the present ability to execute the threat; or when an individual performs a sexual act with a person who is unable to provide consent.

**Shelter in Place:** refers to protecting students, faculty, and staff within the building or room where they are currently resided. This signal will be used after the threat is such that an attempt to move students, faculty, and staff from the building would expose them to **more danger** than they would face by staying put.

**Suicide:** the act or an instance of taking one's own life voluntarily and intentionally.

**Terroristic Threat:** a threat involving violence to any person or property with intent to: cause a reaction of any type to his/her threat by an official or volunteer agency organized to deal with emergencies; place any person in fear of imminent serious bodily injury; or prevent/interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment, or occupation.





The Ennis Independent School District has been working closely with local, state and federal officials in responding to the national warning system about potential terrorist threats. Depending on the nature and scope of the emergency – including situations involving chemical, biological and/or radioactive materials – all school district employees will follow the below emergency procedure after a “*CODE RED*” has been issued.

### **CAMPUS LOCKDOWN = LOCK DOWN (SHELTER IN PLACE)**

A ***Lockdown*** is defined as an alert status indicating imminent danger exists for all staff and students. During a ***Lockdown***, staff and students must remain within their classroom or within a secured area. The ***Lockdown*** will be implemented as directed by appropriate authorities and will be conducted for the duration of the emergency. If students are in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff should secure their immediate area and account for students. The following ***must be*** implemented immediately: **DO NOT DENY ACCESS TO A STUDENT WHO NEEDS TO GET IN YOUR ROOM.**

- ☐ First, lock & secure all exterior doors and windows.
- ☐ Limit public access and establish a single point of access for both entry and exit (high schools may use two points of entry and exit).
- ☐ Evacuate all staff and students in all exterior portable buildings into the main building.
- ☐ Discontinue all outside extra curricular activities.
- ☐ If parents arrive and request their children to be released, follow the district’s procedures.

**Students may be held in school, dismissed early, or transferred to evacuation sites, depending on the situation and direction of authorities. Parents are advised to pay close attention to local public announcements on radio and television.**

### **This is an official Security/Health Alert Advisory**

**From the Ennis ISD Police Department and District Health Services**

### ***HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS***

Due to the recent biological agent threats throughout the country, the following document is designed to help Ennis ISD protect itself against bioterrorism. At present anthrax is the biological weapon of choice. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into broken skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person. For anthrax to be effective as a covert agent it must be aerosolized into very small particles. If these small particles are inhaled, life-threatening lung infection can occur.

The CDC (Centers for Disease Control) and the US Postal Services have set up the following guidelines.

**IF YOU RECEIVE A SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH A THREATENING MESSAGE SUCH AS “ANTHRAX”:**

1. **DO NOT** shake or empty the contents of any suspicious envelope or package.
2. **PLACE** the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have a container, then **COVER** the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).



5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. **What to do next...**

While at **SCHOOL/WORK** you should report the incident to the **EISD Police Department (972-872-3509)/ dial 911** immediately and notify your building supervisor or school principal.

7. **LIST** all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the **EISD Police** and **District Health Services** for follow-up investigations and advice.

#### **ENVELOPE WITH POWDER AND POWDER SPILLS ONTO SURFACE:**

**DO NOT** try to **CLEAN UP** the powder. **COVER** the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!

**LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).

**WASH** your hands with soap and water to prevent spreading any powder to your face.

#### **What to do next...**

While at **SCHOOL/WORK** you should report the incident to the **EISD Police Department 972-872-3509** immediately and notify your building supervisor or school principal.

**REMOVE** heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

6. **SHOWER** with soap and water as soon as possible. *Do Not Use Bleach or Other Disinfectant on Your Skin.*
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the **District Health Services** so that proper instructions can be given for medical follow-up and to **Ennis ISD Police** for further investigation.

#### **QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:**

1. Turn off local fans or ventilation units in the area.
2. **LEAVE** area immediately.
3. **CLOSE** the door, or section off the area to prevent others from entering.
4. **What to do next...**

While at **SCHOOL/WORK**, **dial 972-872-3509** to report the incident to **Ennis ISD Police Department** and they will notify local authorities.

5. **SHUT** down air handling *system* in the building, if possible.
6. If possible, list all people who were in the room or area. Give this list to the District Health Services so that proper instructions can be given for medical follow-up and to Ennis ISD Police for further investigation.

#### **HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS**

Some characteristics of suspicious packages **and** letters include the following...Excessive postage, Handwritten or poorly typed addresses, Incorrect titles, Title, but no name, Misspelling of common words, Oily stains, discoloration or odor, No return address, Excessive weight, Lopsided or uneven envelope, Protruding wires or aluminum foil, Excessive security material such as masking tape, wiring, etc., Ticking sound, Marked with restrictive endorsements, such as "Personal" or "Confidential", and/or Shows a city or state in the postmark that does not match the return address.

**Direct any questions about these procedures to the  
EISD Police 972-872-3509**

# **Ennis ISD Emergency Operation Plan**

## **Ennis Lions Memorial Stadium**

Lions Memorial Stadium is located on the campus of Ennis High School 1405 Lake Bardwell Ennis, Texas. The capacity is estimated at 10,000 which include 6,000 home seats (West side) and 4,000 seats (East side) for visiting team guests. The Press Box areas are located on the home side. The home side 1<sup>st</sup> floor is a concourse under the bleachers containing concessions, ticket sales and restroom facilities. The second and third floors are designated for the public address announcer, clock operator, spotter box, as well as a VIP seating section. The press box also houses home coaches, school district staff and the media. The center balcony is for filming for both teams. The visitor's press box is located in the home side press box area and is separated for their convenience/privacy for visiting coaches to work from.

The dressing facility located on the North East end of the stadium is for visiting teams, with the home team located in the athletic field house located just to the North of the stadium.

**EVACUATION:** In the event of an emergency evacuation for weather or other such emergencies all gates on each side shall be opened by uniform staff. Law Enforcement shall open the gymnasium located just north East of the stadium in the old portion of the Ennis High School (Bardwell Gyms) for shelter. The gymnasium has one level and bleachers for seating. Overflow shall be placed inside the common area of the Bardwell side of the Ennis High School.

All shall be warned of evacuation over the public address system or a back up by law enforcement PA systems. During severe weather warnings the Athletic Director, Deputy Superintendent/designee and Game Officials shall meet with the Police Supervisor to make any evacuations. The same protocol shall be used in any event in which participants and spectators are placed in danger and shall be sheltered or offered shelter.

**VIOLENCE:** Administrators/personnel will be assigned duty or a specific area to work on all varsity football games. Should a fight or act of violence take place staff will notify the Ennis ISD school district Police on duty by way of radio for law enforcement response. Officers will plan and work on responses in training sessions before each season. Officers shall be trained in physical restraint.

**OTHER EMERGENCIES:** Any other emergency that may cause confusion or chaos from the crowd watching the sporting event needs to be addressed immediately and with diligence. It will depend on the situation and circumstances that will affect our response as school officials and Law Enforcement.

Those fighting shall be escorted from the facility, issued citations, or placed under arrest according to the situation.

**Students shall be in the stands if not at the concession or restrooms at all times.**

On call Ennis ISD Police # 214-402-7836

