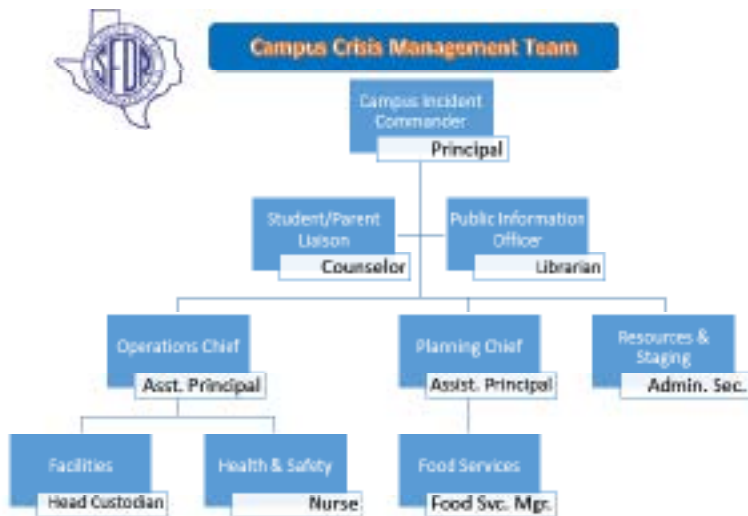


## IMPORTANT TELEPHONE NUMBERS

Any Emergency (Fire, Police, or Medical)	911	District Police	830-778-4172	AEP Central	866-223-8508
After-Hours District Crisis	830-774-2711	City of Del Rio Police Department (Non-Emergency)	830-774-2711	American Red Cross	830-768-2876
Superintendent's Office	830-778-4007	City of Del Rio of Emergency Management	830-775-3697	Child Abuse Hotline	800-252-5400
Accounting Offices	830-778-4057	City of Del Rio Public Works	830-774-8535	Crisis Intervention Hotline (Suicide Prevention)	800-273-8255
Administrative Offices	830-778-4000	Communication Services & Media Relations	830-778-4164	Employee Assistance Hotline (24/7)	877-327-2400
Assessment & Accountability Offices	830-778-4076	Communications Services (Public Information)	830-778-4164	Employee Benefits Center	844-217-8218
Athletics	830-778-4350	District Police (After Hours for Contact Info)	830-774-2711	L.A.F.B. School Liaison	830-298-4788
Budgeting Offices	830-778-4019	Maintenance & Custodial Offices	830-778-4240	National Abuse Hotline	800-422-4453
Curriculum & Bilingual Instruction	830-778-4010	Payroll Offices	830-778-4051	National Domestic Violence Hotline	800-799-7233
Employee Benefits Department	830-778-4020	Purchasing Offices	830-778-4047	National Missing Child Hotline	800-843-5678
Federal & State Programs	830-778-4010	Purchasing Offices	830-778-4018	National Sexual Assault Hotline	800-656-4673
Finance Offices	830-778-4005	Special Education & Diagnosticians Offices	830-778-4253	Parents Anonymous (TX)	903-597-1831
Food Services Department	830-778-4169	Technology and Information Services	830-778-4016	Parents Helpline (TX)	855-427-2736
Human Resources Offices	830-778-4014	Technology Help Desk	830-778-4357	Poision Control Center	800-222-1222
Instructional Office Elementary	830-778-4010	Transportation Department	830-778-4222	State Emergency Response Commission (SERC)	800-832-8224
Instructional Office Secondary	830-778-4010	Val Verde County Emergency Management	830-703-0043	Ready MD (24/7)	866-989-2873
Lead Nurse & Nurse Offices	830-778-4334	Val Verde County Sheriff's Office	830-774-7513	Texas Department of State Health Svcs. (Region 8)	210-949-2000
Operations Offices (Emergency Ops)	830-778-4012	Warehouse	830-778-4230	TML Health Plan	800-282-5385





\*Suggested Roles/Positions only. Utilize Campus Crisis Team as per your current Emergency Operations Plan assignments. Select individuals for roles based on needs & availability at time of incident.

## INSTRUCTIONS FOR USE OF THIS READY REFERENCE FLIPCHART

1. **Familiarize yourself with this flipchart; your life and the lives of others may someday depend on it.**
2. Keep the flipchart 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 flipchart 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, Severe Weather, and Shelter-In-Place). This will enable you to carry out incident-specific protocols more efficiently.
7. This flipchart is your part in a comprehensive school safety plan. **Be prepared so others can carry out their roles.**
8. Use your flipchart 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 department's crisis team.



## THREATS OF VIOLENCE RESPONSES

SFDRICISD TRAINS FOR **THREE (3) POSSIBLE RESPONSES TO THREATS OF VIOLENCE** AGAINST A CAMPUS:

**#1. LOCK/IN** (lowest threat level): a general threat or outside condition that requires staff take the precautions of keeping students indoors, but which will allow for normal instructional activities.

*A LOCK/IN places everyone behind at least one locked door due do some situation occurring outdoors which may threaten health or safety for staff students who remain outdoors.*

**#2. LOCK/DOWN** (high threat level): a general threat or outside condition that requires staff take the precautions of placing all students and staff into positions of cover, and all normal instructional activities are suspended.

*A LOCK/DOWN places everyone behind multiple locked doors, in silent and hidden positions. There is a threat of violence directed at the campus, a threatening or dangerous individual approaching or on the campus. LOCK/DOWN drills include discussion for Lock/In and Active Shooter responses.*

**#3. ACTIVE SHOOTER** (highest threat level): **THIS IS AN EXTREMELY DANGEROUS SITUATION! EMERGENCY ACTION: RUN, HIDE, FIGHT.**

*An ACTIVE SHOOTER involves a situation where directing a LOCK/DOWN might place staff/students into a potentially unsafe position, and where other options are available to protect themselves.*

## ACTIVE SHOOTER

**THIS IS AN EXTREMELY DANGEROUS SITUATION! EMERGENCY ACTION: RUN, HIDE, FIGHT**  
**Only if you are certain the shooter is in another area and you can safely do so, leave immediately! DO NOT take personal belongings.**  
**Fight (defend yourself) only as a last resort for safety, if confronted by the shooter.**

### ADMINISTRATOR RESPONSIBILITIES

#### EMERGENCY ACTION: **RUN, HIDE, FIGHT**

- **CALL 911. DO NOT DELAY. Request ambulances, if needed.**
- Call SFDRICSD Police at 830-778-4172 or 830-774-2711 (After Hours).
- Advise Police of circumstances such as arrivals, departures, on-site visitors, and/or any persons with special needs.
- Announce via PA system "This is an active shooter emergency. Take immediate action...RUN, HIDE, FIGHT! This is not a drill". Include the location of shooter if known.  
Use straightforward language to direct. DO NOT use codes.
- Call Operations Director (778-4101) who will contact Public Information Officer.
- Utilize SKYLERT to notify parents of an active shooter emergency.

#### INSTRUCT STUDENTS / STAFF:

#### EMERGENCY ACTION: **RUN, HIDE, FIGHT (Defend yourself only as a last resort for safety!)**

- **RUN:** Escape the area of shooter, if possible. Vacate halls within 30 seconds of an Active Shooter emergency announcement.
- Remain calm and absolutely quiet (silence phones and other electronic devices).
- DO NOT open the door to anyone; authorities will have keys.
- **HIDE:** If you cannot escape, turn off lights and cover door/window panes with heavy construction paper to obscure view.
- Stay away from windows and open areas.
- Those outside should seek immediate shelter inside the nearest building.
- No person is to leave the area until authorized by Police and the ALL CLEAR announcement.
- If inside a restroom or another room; turn off lights, lock door, and hide.
- **FIGHT:** Defend Yourself! Take action against a shooter ONLY if your life is immediately threatened.



## STAFF RESPONSIBILITIES

### CUSTODIAL STAFF

#### EMERGENCY ACTION: **RUN, HIDE, FIGHT**

- Isolate area; lock doors/gates, as applicable.
- Meet Police at doors/gates; assist as requested.

### TEACHER

#### EMERGENCY ACTION: **RUN, HIDE, FIGHT**

##### If the gunman is in the classroom;

- Instruct students to run (escape) or fight. Passive targets are easy victims.
- **STAY CALM** and **QUIET**. If it is not safe to run, ask gunman if students may be evacuated from the room. If permitted to evacuate students, do so in a calm, orderly manner.
- **DO NOT** challenge or agitate the gunman in any way; do what you are asked to do by the gunman.
- Only if it is safe to do so, alert campus administration of situation.

##### If the gunman is not in the classroom;

- **RUN** away from area of shooter, if possible.
  - If not possible, **QUICKLY** survey hallway.
  - **BRING** anyone in halls inside the room.
- Advise administration of anyone in the restroom, another area, or missing.
- Slide the **RED** (need help) or **GREEN** (classroom is OK) status card under the door.

- Lock or secure the door, turn off lights, keep students away from windows and/or open areas.
- Keep students calm and absolutely quiet.
  - **NO** cell phone activity. – **NO** talking.
- Close window blinds, cover glass panes on door with construction paper
- **DO NOT** open the door until the **ALL CLEAR** announcement; proper authorities will have keys.

### NURSE

#### EMERGENCY ACTION: **RUN, HIDE, FIGHT**

- Once the emergency has been controlled, assess status of injured/victims.
- Provide triage, initial assessment and emergency treatment to stabilize survivors.
- Send specific casualty/triage and identifying information with representatives with EMS. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of injured/victims.
- Document casualty and identifying information.

### COUNSELOR

#### EMERGENCY ACTION: **RUN, HIDE, FIGHT**

- Provide assistance to victims.
- Contact Support Services at 830-778-4100 for Psychological First Aid with crisis support and mental health support.
- Assist Support Services with psychological needs.

## Intruder/Unidentified Person On School Site/Trespassing

### DEFINITION

Being present on school property without permission.

### ADMINISTRATORS & STAFF RESPONSIBILITIES

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- If suspicious, notify the Campus Police/Administrator ASAP.
- Ask for their identification.
- 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 acceptable reason to be in the building, ask the intruder to accompany you to the office.

*Once in the office explain the seriousness of their unauthorized visit and ask them to leave the campus.*

### IF THEY REFUSE TO LEAVE

- Contact School Police (778-4172) and/or call 911. Caller needs to give a detailed description of the location within the facility or premises.
- Call Superintendent's Office ASAP to report the incident (778-4007). Provide the suspect's description, name and particular circumstances of the incident.
- Await a Police response.
- If appropriate, declare "Lock/**IN** or Lock/**DOWN**."



## FOR A CHEMICAL SPILL!

Utilize Online Material Safety Data Sheets (MSDS).

### Steps to access SafeSchools Online MSDS Database (Now SDS):

- Access SDS Online Interface.
- On district computer:
  - Open Internet Explorer
  - Select “Favorites” in menu bar top left
  - Select “SFDR-Links”
  - Select “MSDS Sheets”
  - SDS Interface (MSDS now SDS) Appears
- OR, Open this document and click on this link:
  - <http://sfdr-cisd.tx.safeschoolssds.com/>
- In SDS Interface (to browse):
- All SFDR-CISD Campuses and other facilities are listed.
  - Locate your facility.
  - Browse by various categories listed under each facility.



- Review health effects, storage requirements, handling, exposure controls/personal protection, and other data related to chemical/compound.

### • In SDS Interface (TO LOCATE CHEMICAL/PRODUCT DUE TO SPILL):

- Locate “Search” Box in upper right
- Type in chemical name, product name, etc.
- Review related information:
  - Emergency Contact Number
  - First Aid
  - Clean-Up
  - Emergency Guidelines
- **REPORT SPILL** to building Administrator and/or maintenance.
- **Contact 911 for spill emergency requiring outside assistance.**



## THREATS OF VIOLENCE TO CAMPUS

### SFDRICSD RECOGNIZES THREE (3) POSSIBLE RESPONSES TO THREATS OF VIOLENCE AGAINST A CAMPUS:

**#1. LOCK/IN** (lowest threat level): a general threat or outside condition that requires staff take the precautions of keeping students indoors, but which will allow for normal instructional activities.

### POSSIBLE CRISIS (LOCK/IN)

#### Stay Calm.

- Lock doors.
- Students remain inside of building.
- Confirm that no students remain outdoors.
- Secure class roster/check class roll.
  - Make a list of students **not** in your classroom.
  - Make list of any **additional students** in your classroom.
  - Be prepared to give the list to school/emergency personnel.
  - TEACHERS MAY CALL OTHER TEACHERS TO NOTIFY THEM OF EXTRA STUDENTS IN THEIR CLASS.
  - Do not open classroom door – Administrators have keys/ access.
- **Continue with regular classroom activities.**

Examples of use: generalized threats have been made, but lack specific targets of violence, and/or do not elevate beyond placing campus on alert and keeping staff/students inside the building until the threat has been cleared; a threat by a non-authorized parent to come and pick up a student, viscous dogs reported in the area, police chase in progress, environmental hazard (smoke for fire in area, hailstorm or severe lightning storm in vicinity).

- Perimeter doors should remain locked at all times, in order to keep all students/staff behind at least one locked door.
- Normal instructional activity may continue.
- Blinds and/or windows may be directed to be closed, if necessary.
- Students and staff should not transfer between buildings if doing so requires going outside.



**PROCEDURES FOR IMPLEMENTATION:****CAMPUS ADMINISTRATORS:**

- **Stay Calm:** Announce on campus intercom system:  
*“Attention all staff and students, please begin Reverse Evacuation and Lock/IN Procedures. This campus is in Lock/IN and all staff and students must remain inside the building until further notice.”* (Repeat x 2).
- Ensure all areas of campus are alerted of notice. (It may be necessary to send runners to any areas of campus lacking intercom capabilities.)
- Contact District Chief of Police (830-778-4172 or 830-774-2711). Maintain communications and keep updated.

**TEACHERS/STAFF:**

- **Stay Calm:** Ensure all areas of campus are alerted of notice. (It may be necessary to send runners to any areas of campus lacking intercom capabilities.)
- Maintain heightened awareness for unusual activity.
- Review Lock/**DOWN** and Active Shooter protocols in the event that situation becomes more serious.
- Continue with regular classroom activities.

**DISTRICT ADMINISTRATORS:**

- Advise campus Administrators of situation and provide frequent updates.
- Communicate/coordinate with outside law enforcement agencies.
- Coordinate and provide PSAs (Public Service Announcements).
- All public information releases must be reviewed and authorized by Superintendent.
- Superintendent will direct Public Information Officer to release information.
- End (or elevate) situation as applicable.

**#2. LOCK/DOWN (high threat level):** a general threat or outside condition that requires staff take the precautions of placing all students and staff into positions of cover, and all normal instructional activities are suspended.

Examples of use: Threats have been made against staff, students, or the campus in general; a threat of weapon or severe violence, a threatening or dangerous individual approaching or on the campus.

## CRISIS/LIFE-THREATENING SITUATION (LOCK/DOWN)

### Stay Calm.

- Initiate **Lock/DOWN** procedures. “**LOCKDOWN, LOCKS, LIGHTS, OUT OF SIGHT.**”
- **Lock** classroom door (if not already secured).
- **Secure** students from visibility (away from all windows/doors) – close blinds and turn lights off.
- **DO NOT OPEN DOOR** – Wait for responders to open.
- Students temporarily out of your classroom will be taken to other areas.
- Secure class roster/take roll. Do not use classroom phones for any reason.
- Make a list of students **not** in your classroom.
- Make list of any **additional students** in your classroom.
- Be prepared to give the list to school/emergency personnel.
- **DO NOT USE YOUR CELL PHONE OR ALLOW STUDENTS TO USE THEIR CELL PHONES.**

### Listen for the “All Clear” ANNOUNCEMENT.

**It is very important to pay close attention to who is making the “All Clear” announcement.**

- Perimeter doors should remain locked at all times, all classrooms doors shall be locked. Staff and students behind at least two locked doors!
- Instructional activity ceases.
- Blinds and/or windows are closed immediately.
- All lights and sounds are turned off. All cell phones are silenced.
- Students and staff should take cover behind an interior door which will lock.
- Students should take a position low to the ground, away from windows and doors, and remain in position without making noise.



**PROCEDURES FOR IMPLEMENTATION:****ADMINISTRATORS:**

- **Stay Calm:** Announce on campus intercom system: *“Attention all staff and students, please begin Reverse Evacuation and Lock/DOWN Procedures. This campus is in Lock/DOWN and all staff and students must remain quiet behind locked doors until further notice. This is not a drill.”* (Repeat x 2).
- Consideration should be given to any specific threat which might indicate circumstance where it would be better to avoid bringing students already outside the building into the building. (Reverse Evacuation would not be implemented, only Lock/DOWN.)
- Ensure all areas of campus are alerted of notice. (It may be necessary to send runners to any areas of campus lacking intercom capabilities.)
- Contact District Chief of Police (830-778-4172 or 830-774-2711). Maintain communications and keep updated.

**DISTRICT ADMINISTRATORS:**

- See Lock/IN.

**TEACHERS/STAFF:**

- **Stay Calm:** Ensure all areas of campus are alerted of notice. (It may be necessary to send runners to any areas of campus lacking intercom capabilities.)
- Allow students from hallway into classroom within 30 seconds, if safe to do so.
- Keep away from windows and open areas.
- Lock classroom door. Close all windows and/or blinds. Silence any electronic devices. Ask students to silence cell phones.
- Do not open doors for anyone. Authorities will have keys. Do not allow anyone to leave area until authorized by Police and All Clear announcement.
- Do not open classroom door – Administrators have keys/ access.
- **DO NOT USE YOUR CELL PHONE OR ALLOW STUDENTS TO USE THEIR CELL PHONES.**

**#3. ACTIVE SHOOTER (highest threat level): THIS IS AN EXTREMELY DANGEROUS SITUATION! EMERGENCY ACTION: RUN, HIDE, FIGHT. SEE ACTIVE SHOOTER CARD (3) FOR INSTRUCTIONS.**

## 5 EMERGENCY RESPONSES & 5 DRILLS TO PRACTICE

### EVACUATION (FIRE)

**WHY? Unsafe to Remain Inside of Building Due to Fire, Smoke or Other Hazard**

#### UNSAFE TO REMAIN IN BUILDING

- Fire
- Hazardous Materials
- Bomb/Explosion
- Structural
- Violence
- Evacuate building promptly and orderly.
- Use Primary or Secondary Evacuation Routes as posted.
- Take roll upon arrival to designated assembly area.
- No re-entry until authorized.

#### PRE-EVENT

- Ensure understanding of roles and responsibilities.
- Review and designate Primary and Secondary evacuation routes for all rooms.
- Review and designate assembly areas for each classroom/ building.
- Review alarm activation panel procedures.

**Drill: 1 Drill for each month with 10 or more days of school.**

#### Use fire alarm system!

Evacuate to assembly areas. Check for roll-call capability.

### LOCK/IN LOCK/DOWN (DRILL FOR LOCK/DOWN & REVIEW LOCK/IN)

**WHY? Active Threat to Campus**

- Threat of Violence
- Civil Unrest

#### 2 LEVELS

1. Lock/IN (Reverse Evacuation)
  - Lock doors/windows
  - Isolate common areas!
  - Normal classroom activity as directed.
  - No entry/exit until clear.
2. Lock/DOWN (Complete Level I\*)
  - Cease normal classroom activity.
  - \* Do NOT implement “Reverse Evacuation” if threat inside building and proceeding directly into “Lock/DOWN.”
  - Lights off! Silence!
  - Window shades!
  - Students/staff hidden from view!

#### PRE-EVENT

- Ensure understanding of roles and responsibilities.
- Review all room lock capability.
- Ensure staff ability to lock doors.
- Ensure all staff/students in lockable area.

**Drill: 1 per semester. Drill for **Lock/DOWN!** (Sept. & Feb.)  
Review ACTIVE SHOOTER and review Lock/IN responses.**



## SHELTER-IN-PLACE

### WHY? Unsafe Outdoor Environment

- Hazardous Materials
- Biological

## 2 PHASES

1. Shelter
  - (Reverse Evacuation)
  - Seek shelter in predetermined Shelter-In-Place areas.
  - Close all doors and windows.
  - Shut off ventilation system.
2. Seal
  - Complete Phase 1!
  - Prepare for Phase 2 and initiate upon direction.
  - Use tape/plastic to seal off vent, doors, windows.

## PRE-EVENT

- Ensure understanding of roles and responsibilities.
- Review and designate Shelter-In-Place areas for all occupants.
- Review material requirements for Shelter-In-Place areas and insure availability.

**Drill: 1 per semester.** (November & April)

All proceed to Shelter-In-Place Areas. Review protocols and confirm materials for “Seal”.

## SEVERE WEATHER

### WHY? Unsafe to Remain Outside of Building

- Severe Weather
- (Reverse Evacuation)
- Seek shelter in predetermined severe weather shelter areas.
- DO NOT remain in gymnasiums, cafeterias, long-span roof areas.
- Maintain monitoring of NOAA Radio.

## PRE-EVENT

- Ensure understanding of roles and responsibilities.
- Review and designate severe weather shelter areas for all occupants. Ensure NOAA Radio Monitoring.
- Ensure NOAA Radios working and fresh batteries.
- Maintain awareness for possible lightning at outdoor activities.

**Drill: 1 per semester.** (October & March)

All proceed to Severe Weather Shelter Areas and positions of protection.

## REVERSE EVACUATION

### WHY? Unsafe to Remain Outside of Building

- Severe Weather
- Hazardous Materials
- Dangerous Animal
- “Lock/IN”
- Alert all outside areas.
- Advise of reason for proper Shelter.
- Plan and direct for incoming students/staff.
- Hold all parents/visitors until threat cleared.
- No entry/exit until clear.

## PRE-EVENT

- Ensure understanding of roles and responsibilities.
- Review all areas (including outside) for alert audibility.
- Plan for alert delivery to any areas outside range of alarm system.

**Drill: 1 Drill per semester.** (January & May)

Include prior to “Shelter-In-Place”, “Severe Weather” drill. (Do not include with “Lock/DOWN”.)

(It is NOT required to empty building before conducting drill!)

## UNAUTHORIZED REMOVAL/MISSING/ABDUCTED STUDENT(S)

A student is missing if they are unaccounted for at school, on school property, at a school activity or while traveling to and from school. Abduction/kidnapping is the unauthorized and unlawful removal of a student from school property, a school activity (e.g., field trip, sporting event, or from a school bus) without consent either from school officials and/or parent(s)/guardian(s).

### OVERALL PROCEDURES

- If abduction is observed or suspected, call 911. 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 and/or contact District Police (830-778-4172) or (830-774-2711 After Hours).
- Provide a detailed description of clothing/time/location when person was last seen, and photograph of the person.

### IN THE EVENT OF A MISSING STUDENT

### TEACHER'S/STAFF'S RESPONSIBILITIES

#### Missing Student(s)

- Verify the child is missing.
- Notify the Administrator/School Police.
- Provide a physical description of the student, if needed.

- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.
- If student is located, notify the Administrator and main office.

#### Abduction

- If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If an 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.

### IN THE EVENT OF AN ABDUCTION/ KIDNAPPING OF A STUDENT

### TEACHER'S/STAFF'S/ADMINISTRATOR'S RESPONSIBILITIES

- Verify that a child has been abducted.
- Call 911. Caller needs to give a detailed description of the location within the facility or premises. Notify School Police and other law enforcement agencies, if needed.
- Contact parent(s) or guardian(s) and report the abduction.
- Contact/activate the Campus Crisis Team and decide what additional resources and support will be needed.
- Gather information about the abduction, description of the perpetrator and any vehicle involved.



- Obtain information on possible witnesses, friends, and last person to see the student.
- If appropriate, institute Lock/**IN** or Lock/**DOWN** procedures.
- Notify the School Administration Office at 830-778-4000.
- Check abducted student's file for any restraining orders or other background information.
- Provide Police with:
  - Physical description of the student along with the sex, height, weight, skin color, eye color, clothing, backpack, etc., if known.
  - Student photograph, if available.
  - Victim's home address, phone number, parents' contact information.
- Arrange for crisis counseling, if necessary.
- Refer all media inquiries to the Public Information Officer at 830-778-4164 (Office).

**\*\*Document all actions taken\*\***

## ADMINISTRATOR'S RESPONSIBILITIES

### Missing Student(s)

- Immediately declare **Lock/IN!**
- Conduct an immediate search of the school/school grounds.
- Call 911. Caller needs to give a detailed description of the location within the facility or premises. Contact District Police 830-778-4172 or 830-774-2711 (After Hours).
- Call the School Administration Office at 830-778-4000.
- Contact the custodial parent/guardian of the missing student.
- Stand by to call:
  - Support Services Psychological Support
  - Transportation Department
  - CISD's Public Information Officer
- Notification to all schools and all staff may be needed, i.e., Lock/**IN**, Lock/**DOWN**, Evacuation, Reverse Evacuation.
- Utilize Skylert system in coordination with Public Information Officer.

### Abduction

- Call **911** and provide suspect/vehicle information. Caller needs to give a detailed description of the location within the facility or premises.
- Call the School Administration Office at 830-778-4000.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.



## UTILITY EMERGENCY

**A utility emergency constitutes any of the following:**

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

### STAFF'S RESPONSIBILITIES

- Notify the Administrator.
- Evacuate students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.
- All students should remain in their classrooms and await further instructions from the office or building Administrators.
- Faculty will be notified of time frame for dismissal and when school will resume again.



### ADMINISTRATOR'S RESPONSIBILITIES

- Identify the problem and location.
- Notify District Operations at 830-778-4012, so that they can call the utility company.
- Communicate with Operations Division to determine extent of loss and subsequent actions.
- Notify faculty, staff, and students concerning information regarding power outages, dangerous situations, utility failures, or information concerning the closing of the school due to power outage.
- 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 Central Administration or designee on whether to keep the school open or close the school.
- Coordinate with Cafeteria Supervisor if meals are not able to be served.
- If one part of the building is affected by the emergency, find alternate locations.

## GAS LEAKS

A natural gas leak, with odor in the building, may occur and bring danger of explosion. Care should be taken to avoid creating and ignition source by operating light switches, cell phones, etc.

### 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.
- Do not turn on or off electrical switches, devices or cell phones.
- Notify the Maintenance Department (830-778-4212) or call 911. Caller needs to give a detailed description of the location within the facility or premises.
- Evacuate the building immediately. If directed, follow instructions from Administrator.

- When the **"All Clear"** is announced, reoccupy the building.

### ADMINISTRATOR'S RESPONSIBILITIES

- Call 911. Caller needs to give a detailed description of the location within the facility or premises.
- Contact the Maintenance Department to address the problem (830-778-4212).
- Do not turn on or off electrical switches, devices or cell phones.
- Evacuate building if necessary.
- Coordinate response with District Administration and First Responders.
- Call the District Administration Office at 830-778-4000.
- If students/staff need to evacuate the campus, request transportation to the designated site.
- Signal "All Clear" when appropriate.



## MEDIA PROCEDURE

### COMMUNICATION PROCEDURES FOR EMERGENCY PREPAREDNESS TEAMS

All requests for information by the media will be handled through the Public Information Officer. All teachers, students and other school personnel should avoid being interviewed or providing information to the media and should instead direct such inquiries to the Public Information Officer.

Only the Public Information Officer, the Superintendent, or designee provides information to the newspaper, radio, or television representatives.

If you are contacted by a media representative, either in person or by telephone please refer the caller to the Public Information Officer or designee. Every effort will be made to handle the request for information efficiently, promptly and thoroughly.

In emergency/crisis situations, it is imperative that no unauthorized statements be made to the media. If pressed for information, simply state that all media requests must go to the Administration Office, and any statements will come from the Public Information Office. Media personnel may be requested to leave the campus property if their presence significantly interferes with normal School Administration or the resolution of the crisis. Filming the campus may not be prohibited if media personnel are no longer on school property.

Contact Public Information Officer for any requests or assistance: 830-778-4164 (Office) or 830-774-2711 (After Hours).

## BOMB THREAT

### GENERAL PROCEDURES

1. Stay calm. Take a deep breath and focus on what the caller says.
2. Keep the caller on the phone as long as possible.
3. Complete the Bomb Threat Checklist.
4. Immediately contact the designated Administrator and call 911 to report. Contact District Police (830-778-4172). Caller needs to give a detailed description of the location within the facility or premises.
5. Cell phones and electronic devices must not be used. They can trigger some types of bombs.

### BOMB THREAT PROCEDURES (EVACUATION)

1. Follow directions from district staff or Campus Administrators.
2. Evacuation (or Reverse Evacuation) may be required.
3. District Police and local first responders will determine specific actions to be taken based on the threat level determined.
4. Campus Administrators may be requested to assist in determining if any unusual packages, etc., are visible.
5. First responders may walk through the campus with or without canine capabilities.
6. All staff should be vigilant for unusual packages or activities and report immediately.
7. DO NOT TOUCH anything suspicious.

### BOMB THREAT PROCEDURES (SUSPECTED DEVICE LOCATED)

#### OVERALL PROCEDURES

Under no condition, attempt to touch or move the device. Get students out of the

immediate areas and wait for directions from the principal or designee. Turn off cell phones or electronic devices – they can activate some explosive devices.

1. If any suspicious items are observed, immediately notify the Administrator.
2. Identify the area clearly so that it can be barricaded.
3. If a device is located in a classroom, immediately and calmly evacuate.
4. Account for all students and remain in designated area until contacted.

### 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 (or reverse evacuation) is ordered, follow evacuation procedures as directed by the Administrator.
- Report any suspicious objects with a description of the device (if possible) to the Administrator and/or authorities 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 device located: Don't forget... there may be more than one device.
- Call Police; use landline only. Caller needs to give a detailed description of the location within the facility or premises.
- Description of the device(s).
- Have someone notify the School Administration Office at 830-778-4000.



## BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an individual receiving a threat over the phone:

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:

- | Tone                                | Speech                             | Language                           |
|-------------------------------------|------------------------------------|------------------------------------|
| <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"/> Slurred   | <input type="checkbox"/> Pleasant  |
|                                     | <input type="checkbox"/> Lisp      |                                    |
|                                     | <input type="checkbox"/> Disguised |                                    |
|                                     | <input type="checkbox"/> Stutter   |                                    |
|                                     | <input type="checkbox"/> Raspy     |                                    |
|                                     | <input type="checkbox"/> Nasal     |                                    |

### 8. Background Noises:

- |                                   |   |                                       |
|-----------------------------------|---|---------------------------------------|
| <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: \_\_\_\_\_

### IMMEDIATELY FOLLOWING THE PHONE CALL

1. Contact Campus Administration.
2. Contact District Police (830-778-4172). Call 911 and advise. Caller needs to give a detailed description of the location within the facility or premises and if possible a description of the device.

## EXPLOSION

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

### TYPES OF EXPLOSIONS

- Mechanical
- Chemical
- Nuclear/Radiological

### STAFF'S/AUXILIARY PERSONNEL'S RESPONSIBILITIES

Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- **Stay calm.**
- Inform the Principal's Office via messenger or building telephone.
- **DO NOT** operate radios or electronic equipment.
- 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 students to the Principal's Office immediately.
- Do Not re-enter the building until given the "All Clear" signal.

### ADMINISTRATOR'S RESPONSIBILITIES

Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- Upon notification, call 911 and notify the Campus Principal and School Administration Office at 830-778-4000. Contact District Police (830-778-4172 or 830-774-2711 After Hours) who will respond to assist and coordinate. Caller needs to give a detailed description of the location within the facility or premises.



- Radio signals and/or electronic devices can activate explosive devices.
  - **DO NOT** Use:
    - Radios
    - Cell phones
    - Electronic bells/public address systems
  - Use messengers to signal evacuation of staff and students to designated assembly area
  - 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.
  - Notify Maintenance department for assistance if needed (830-778-4241).
- \*If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member/Administrator to serve as a liaison between hospital and District Administration with instructions to relay progress reports as soon as possible.
- \*\*Do not allow media on campus unless instructed to do so by the Superintendent or Public Information Officer.**



## SEVERE WEATHER

**Dangerous Lightning:** At the first sign (or alert) of lightning, a “Reverse Evacuation” should be used to bring all students should be inside the building. SFDRCISD utilizes a lightning warning system which will be used to alert campuses in the event of a lightning strike within the 8-mile Warning Zone. **No students are to be allowed outside for extended periods during a Lightning Warning;** no outdoor activities, however unless specified otherwise, walking from one campus building to another will usually be allowed. A “Lightning All Clear” will be issued by the system when at least 30 minutes has passed since last strike within Warning Zone. SEE “Outside Lightning Activity Lighting Plan of Action”.

### ADMINISTRATOR’S RESPONSIBILITIES

- Be alert to Dangerous Lightning conditions and eliminate outdoor activities.
- Issue “Reverse Evacuation” and ensure all staff and students alerted.

### TEACHER’S RESPONSIBILITIES

- Be alert to weather conditions, including approaching thunderstorms with potential lightning.
- Ensure all students remain indoors until “All Clear” for dangerous lightning.

### 2 TYPES OF SEVERE WEATHER ALERTS:

**Watch** = “Watch out for dangerous weather” (Conditions allow severe weather)

**Warning** = “Warning! Dangerous Weather in area!” (Severe weather is occurring)

### ADMINISTRATOR’S RESPONSIBILITIES

- Office staff to monitor the Early Warning Weather Radio.
- Administrator should monitor developing weather conditions.
- Monitor district radio communications.
- Adjust or be prepared to adjust scheduled outdoor activities.
- If conditions warrant, protective measures should be taken.

### STAFF’S RESPONSIBILITIES

- Remain vigilant for changing weather conditions.

- Review actions to be taken if “Tornado Warning” issued.
- Tornado Warning: A funnel cloud has been sighted. Take cover.**

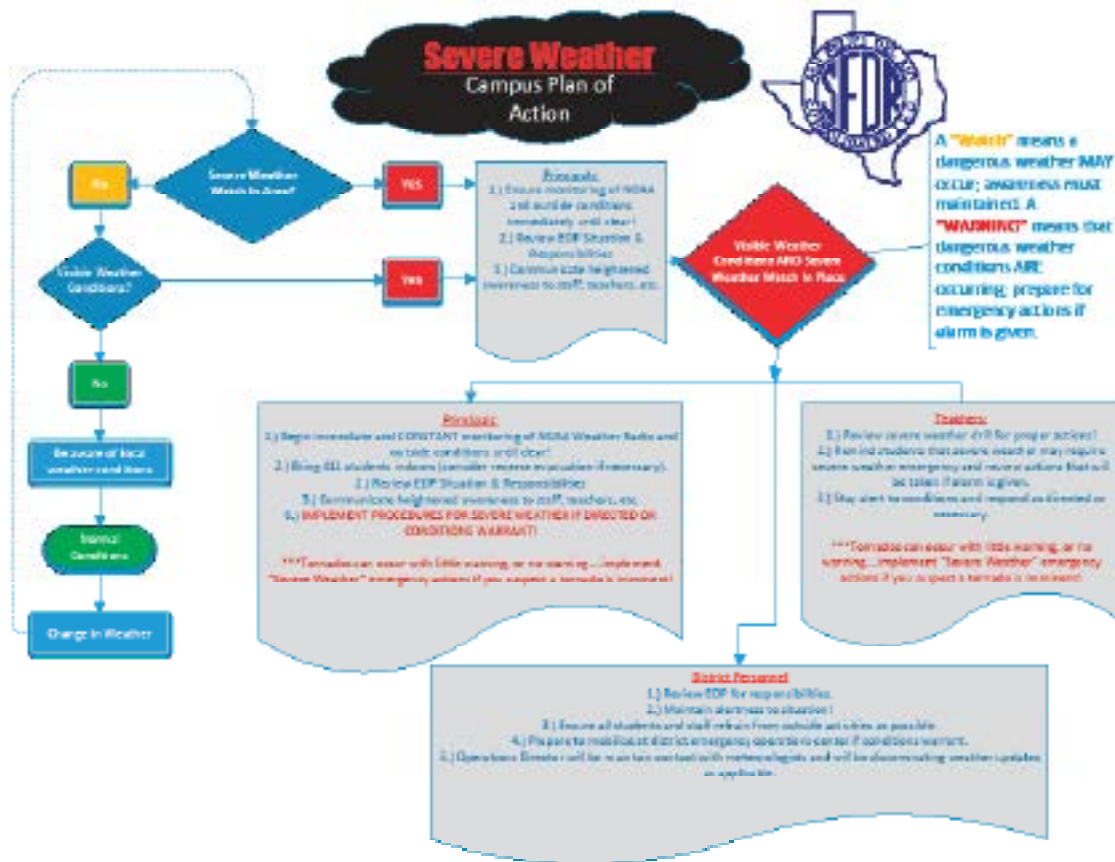
### ADMINISTRATOR’S RESPONSIBILITIES

- Order students and staff to proceed as per Severe Weather Warning drill protocol and areas.
- Announce on school intercom: “Attention students and staff, please prepare for severe weather.” (Announce 2 times.)
- Ensure proper responses are taken to bring all indoors, place in safe areas/ positions.
- 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.

### STAFF’S RESPONSIBILITIES

- Follow Severe Weather drill procedures, or proceed to other areas of the building as directed.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors.
- Escort students to an area where there are no windows (typically hallways) and assume a crouched position facing the walls.
- **DO NOT SHELTER IN PORTABLE BUILDINGS, or GYMNASIUMS OR CAFETERIAS** (large rooms are more susceptible to collapse).
- 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.





## FIRE/ARSON

All fire emergencies require 100% EVACUATION and contact with City of Del Rio/Val Verde County/Laughlin Fire Department.

### 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. Have a written, rehearsed plan for emergency evacuation of students with disabilities.
- Bring your Emergency Response Flipchart and class roster.
- Report to your designated area and call roll.
- Indicate:
  - Need Help!/Extra Student
  - "All Clear"
  - Special Needs/Mobility Limited Individual
- Report any missing students to the Administrator.
- 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 911; give the specific location, if known. 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.
- Call the School Administration Office at 830-778-4000. Contact District Police (830-778-4172 or 830-774-2711 After Hours) who will respond to assist and coordinate.
- 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 PERSONNEL'S RESPONSIBILITIES

- Assist in evacuating building with focus on non-class room areas.
- Call 911; give specific location, if known. Caller needs to give a detailed description of the location within the facility or premises.
- Call the Administrator on duty 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 the Police/Fire Department.
- Help locate any possible suspect and/or witness as requested.
- If the fire was extinguished, still report the fire to the Fire Department for investigation.

### FIRE DRILLS

Schools are required by state law to practice fire drills once a month.



## REPORT FIRE CODE VIOLATIONS

Report Fire Code Violations by submitting a work order to correct. Call Operations Offices for unresolved reports 830-778-4101.

## COMMON FIRE CODE VIOLATIONS

**CHAINS:** Improper use of chains.

Chains on doors; illegal and strictly prohibited.

**BLOCKING CORRIDORS:** Improper corridor clearance.

Furniture that restricts required width of corridors for fire safety; prohibited.

**BOILER/AIR HANDLING:** Improper storage in restricted areas.

Storage of any materials in these rooms; prohibited.

Storage of any materials within 3 feet of an electrical panel; prohibited.

**DEADBOLT LOCKS:** Improper use of deadbolt locks on doors.

Doors must open from the inside at all times; deadbolts prohibited.

**DOOR WEDGING DEVICES:** Improper use of door wedging devices.

Interior/exit doors must close/latch automatically; door wedging devices prohibited.

**EXTENSION CORDS:** Improper use of extension cords.

Substituting an extension cord for permanent wiring; substitution prohibited.

Connecting extension cords in series (2 or more connected together).

Connecting cords; prohibited. Plugging extension cords into strip outlet.

Improper use of cords; prohibited.

**EMERGENCY LIGHTING SYSTEMS:** Improper inspections.

An approved, licensed master electrician or licensed electrical service company shall test all emergency lighting systems on an annual basis. The battery units, whether acid or alkali type, shall be tested continuously for a minimum of 90 minutes. Battery systems shall be inspected quarterly by authorized building or contract personnel. Generator systems shall be inspected monthly for a "run check" for at least 30 continuous minutes.

**EVACUATION ROUTE MAPS:** Improper/incomplete posting of evacuation maps.

Maps must be posted on the wall inside the room closest to the door indicating primary & secondary exit routes, and where nearest fire extinguishers and AED units are located.

**FIRE ALARMS:** Improper/incomplete alarms inspections.

Fire alarms must be inspected by a licensed fire safety official every 12 months; 100% passing required.

**FIRE/DISASTER EXIT DRILLS:** Improper conduct of and/or improper recordkeeping of fire exit/disaster drills.

**FIRE EXIT SIGNS:** Improper/non-illuminated exit signs.

Signs must be illuminated (replace bulbs as needed).

**FIRE EXTINGUISHERS/TRAINING:** Improper/incomplete inspections and required training.

Extinguishers must be inspected every 12 months and tagged; Maximum travel distance in a school is 75 feet, or 150 feet if the building has an installed sprinkler system.

**FLAMMABLE LIQUIDS (FL):** Improper storage of flammable chemicals/products.

DO NOT store flammable chemicals inside a school building unless approved by the Fire Marshal's Office; Store flammable liquids in approved containers.

**LIQUID PETROLEUM GAS (LPG):** Improper storage of LPG.

Storage of LPG inside a school building is strictly prohibited; Fire Marshal's Office must be made aware of storage locations for LPG.

**SPRINKLER/STANDPIPES:** Improper inspections.

To be inspected and tagged every 12 months by a licensed official.

**STORAGE:** Improper storage.

Storage on stage; prohibited. Decorations/props must be made fire retardant. Maintain 18" unobstructed clearance to ceiling for non-sprinkled buildings; 24" clearance for sprinkled buildings.

**SUPPRESSION SYSTEMS:** Improper/incomplete inspection.

To be inspected and tagged every six months by a licensed official.

## MEDICAL EMERGENCIES

School personnel and the School Health Service Provider are responsible for providing health care and emergency treatment until Emergency Medical Services (EMS), or parent/guardian arrives to assume health care responsibility.

When a student becomes seriously ill or injured, the parent/guardian and the school principal or designee should be notified immediately. In serious cases in which immediate medical attention is needed, call 911; otherwise, contact the parent or guardian first, and he or she will assume responsibility. (Campus phones require dialing 8-911. Caller needs to give a detailed description of the location within the facility or premises.)

### IN THE EVENT OF A NON-RESPONSIVE OR LIFE-THREATENING INJURY OR ILLNESS

#### TEACHER'S/STAFF'S RESPONSIBILITIES

1. Immediately summon help (school Health Service Provider, school staff trained to administer specific health care procedures, Medical Response Team, or another adult) and call 911. Caller needs to give a detailed description of the location within the facility or premises.
2. Describe the nature of the emergency (illness or injury) and how many people are involved.
3. Provide exact location inside or outside the school (inside school provide the door number or best entry point).
4. Notify Administrator and main office staff.
5. DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern (e.g., fire present, explosive atmosphere, etc.).

6. Assess victim and if applicable, begin CPR.
7. Check victim for medical alert bracelet or necklace.
8. Assess and, if applicable, request an Automated External Defibrillator (AED) to be brought to the scene.
9. Disperse onlookers and keep others from congregating in the area.
10. If possible, isolate the victim(s).
11. Direct someone (e.g., staff, student) to meet and guide the first responders.
12. Remain to assist Emergency Responders.

**\*\*Document all actions taken\*\***

#### ACCIDENTS

#### TEACHER'S/STAFF'S RESPONSIBILITIES

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safe and secure area.
- Call 911. Caller needs to give a detailed description of the location within the facility or premises.
- Notify the Administrator. Advise them of the number 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.
- Assist the emergency medical responders.
- If the scene is not safe, (e.g., electric shock, downed wires, etc.), wait for EMS.



## 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 (1-800-252-5400)**. 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.

## ALLERGIC REACTION

**ALLERGIC REACTION:** Severe allergic reaction (anaphylaxis) is a life-threatening emergency. If you see one or more of the following severe symptoms after suspected or known exposure, TAKE IMMEDIATE ACTION:

**Lungs:** Shortness of breath, wheezing, cough

**Throat:** Tightness, hoarse, difficulty swallowing

**Heart:** Pale, bluish lips, fainting, weak, dizzy, or confused

**Skin:** Hives, itching, pale blue

**Mouth:** Swelling of lips or tongue

### ADMINISTRATOR RESPONSIBILITIES

- Call 911. DO NOT DELAY.
- Call School Nurse will contact Media Relations.

### Staff Responsibilities

#### NURSE

- Inject Epinephrine immediately if severe allergy is suspected.
- If principal is unavailable. **Call 911. DO NOT DELAY.**
- Alert administration of emergency.
- Call parent/guardian of emergency.
- Note Asthmatics may also require an inhaler.
- **DO NOT** depend on inhaler to treat allergy/anaphylaxis.

### PRECAUTIONS/INSTRUCTIONS

- Always give injection in thigh.
- Hold in place 5-10 seconds, based on the type of injector (see auto-injector label).
- **STAY CALM** with victim.
- **DO NOT** leave victim alone.
- Begin monitoring for relief of symptoms.
- Give second dose of Epinephrine after 5-10 minutes if systems persist or are unrelieved.

Once the emergency has been controlled, assess status of injured/victim.

Provide triage, initial assessment and emergency treatment to stabilize victim.

Send specific casualty/triage and identifying information with representative with EMS. Campus representative to accompany EMS as able, as liaison.

Advise administration on status of victim.

Document casualty and identifying information.



## ASTHMA

**Take immediate action by using a rescue inhaler, if you see one or more of the following severe symptoms:**

Difficult and rapid breathing    Unable to speak in full sentences  
Wheezing, severe coughing    Chest tightness

### KEY POINTS FOR USING A RESCUE INHALER

Remove the cap.

Shake inhaler 4-5 times.

Breathe out normally.

Hold inhaler 2 finger widths from mouth.

Press down on inhaler with breathing in slowly/deeply.

Hold breath 10 seconds to allow medicine to get deep into lungs.

Wait one minute before taking another puff, if needed.

### ADMINISTRATOR RESPONSIBILITIES

- Call 911 for medical emergency. **DO NOT DELAY.**
- Call SFDRICSD Police (for serious illness).
- Call Lead Nurse; Lead Nurse will contact MEDIA RELATIONS, if appropriate to the emergency.

### Staff Responsibilities

#### NURSE

- Administer relief medication as prescribed.

### PRECAUTIONS & INSTRUCTIONS

- **STAY CALM** with victim. **DO NOT** leave victim alone.
- Encourage slow, deep breathing.
- Watch for improvement/worsening of symptoms.
- If no improvement and/or no Administrator available. **Call 911. DO NOT DELAY.**
- SYMPTOMS OF NO IMPROVEMENT:
  - Rescue medicine is not working/not available
  - Symptoms worsen
  - Lips/fingernails look blue or gray
  - Struggling to breathe, “hunching” over, difficulty walking/talking
  - Neck or chest is “sucked-in” with each breath
  - Nostrils are flaring
  - Change in level of consciousness, signs of confusion
- Once the emergency has been controlled, assess status of victim.
- Provide triage, initial assessment and emergency treatment to stabilize victim.
- Send specific casualty, triage and identifying information with representative with EMS, if applicable. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of victim.
- Document casualty and identifying information.



## WATER EMERGENCY

If 911 is called, CPR is performed, or an Automatic External Defibrillator (AED) is used, you MUST call:

Schools:.....Lead Nurse, 830-778-4334  
 Sports Fields/Events:..... Athletics Director, 830-778-4350  
 After hours:.....School Police, 830-774-2711

### RESCUER (COACH/PRINCIPAL/TEACHER/TRAINER)

- Assess situation, Initiate appropriate action.
- **Call 911. DO NOT DELAY.** Request ambulance.
- Check for consciousness.  
**If CONSCIOUS, DO NOT** remove from water if head injury is suspected, gently immobilize head until EMS arrives.  
**If UNCONSCIOUS,** remove from water to dry location.
- Check for pulse. If no pulse, perform CPR or attach AED unit and follow audio/text instructions .
- Contact Operations Director who will contact District Administrators.
- Secure the scene for safety.
- Isolate victim and witnesses.
- Document incident report for administration/health and medical services.

### STAFF RESPONSIBILITIES

#### MAINTENANCE/CUSTODIAL STAFF/OTHER (BYSTANDER, COWORKER)

- Retrieve AED unit, as requested.
- Retrieve First Aid supplies, as requested.
- Wait for ambulance outside, and escort responders to the accident scene.

#### NURSE

- Assess status of injured/victims.
- Provide triage, initial assessment and emergency treatment to stabilize injured/victims.
- Send specific casualty, triage and identifying information with representative with EMS. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of injured/victims.
- Document identifying information.

#### COUNSELOR

- In absence of principal/Administrator, call parent/guardian to report accident, injury, or fatality.
- Provide assistance to victims.
- Contact Support Services at 830-778-4100 for Psychological First Aid crisis support.



## EXTREME HEAT

The National Weather Service (NWS) will issue **HEAT ADVISORIES** for weather conditions of high-heat, high humidity, and high heat index affecting the Del Rio area.

Coaches, teachers and Administrators must remain observant of students/staff who are outdoors during heat advisory conditions. Elimination or shortening of outdoor activities may be considered if the effects of high heat begin to affect the health and safety of any individuals.

**LEARN** the three warning symptoms of potential heat illness: **HEAT CRAMPS**, **HEAT EXHAUSTION**, and **HEAT STROKE**

1. **HEAT CRAMPS**: Normal body temperature, heavy sweating, weakness, cool skin that is pale and clammy, weak pulse, fainting, and nausea

2. **HEAT EXHAUSTION**: Equal to HEAT CRAMPS, with more intense symptoms
3. **HEAT STROKE**: High body temperature (106+F), hot dry skin, rapid strong pulse, possible unconsciousness. Victim will not likely perspire/sweat

**AVOID** dangers of heat illness; during high heat conditions and/or a high heat index, avoid going outside in the heat, dress in cotton fabrics, drink fluids, eat smaller meals. **MOVE** victims of heat illness out of heat conditions and seek medical attention. **DO NOT DELAY!** Contact school nurse or EMS immediately if heat illness is suspected!

## ATHLETIC ACCIDENT / INJURY – SERIOUS / MINOR INJURIES

If 911 is called, CPR is performed, or an Automatic External Defibrillator (AED) is used, you **MUST** call:

Schools:..... Lead Nurse, 830-778-4334

Sports Fields/Events:.....Athletics Director, 830-778-4350

After hours:..... School Police, 830-774-2711

### RESPONDER (COACH/PRINCIPAL/TEACHER/TRAINER)

**Assess situation, initiate appropriate action.**

### SERIOUS INJURIES

- **Call 911. DO NOT DELAY.** Request ambulance.
- Check for consciousness.
- Check for pulse. If no pulse, perform CPR or attach AED unit and follow audio/text instructions.

- **DO NOT** move victim if head, neck, or back injury occurs or is suspected – this should be done only by medically trained responders **DO NOT** attempt to remove athletic helmet or face shield
- Contact District Police who will contact District Administrators.
- Secure the scene for safety.
- Isolate victim and witnesses.
- Document incident report for administration/health and medical services.

### MINOR INJURIES

- Provide First Aid treatment, as needed.
- Contact Nurse.



## STAFF RESPONSIBILITIES

### MAINTENANCE/CUSTODIAL STAFF/OTHER (BYSTANDER, COWORKER)

- Retrieve AED unit, as requested.
- Retrieve First Aid supplies, as requested.
- Wait for ambulance outside, and escort responders to the accident scene.

### NURSE

- Assess status of injured/victims.
- Provide triage, initial assessment and emergency treatment to stabilize injured/victims.
- Send specific casualty, triage and identifying information with representative with EMS. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of injured/victims.
- Document identifying information.

## COUNSELOR

- In absence of principal/Administrator, call parent/guardian to report accident, injury, or fatality.
- Provide assistance to victims.
- Contact Support Services at 830-778-4100 for Psychological First Aid crisis support and mental health support.
- Assist Psychological Services.

## HAZMAT/CHEMICAL SPILL/HAZARDOUS AIR QUALITY

A hazardous material incident is the accidental release of a hazardous material that is hazardous to staff & students and/or has the potential of interrupting the services being provided at a campus or District Facility Building. Six district campuses are located within 1000 yards from a railroad track and these campuses will train annually for a haz-mat event on the tracks near their location. Campuses include; Calderon Elementary, Del Rio Middle School, Lamar Elementary, Garfield Elementary, SGLC, and Blended Academy.

### ON-SITE

An on-site hazardous material incident is one in which a spill, leak or other type of a release of a hazardous material has occurred on a campus or District Facility Building. Please see tab "Chemical Spill" to utilize on-line SDS system to identify chemical properties and response actions.

### OFF-SITE

An off-site hazardous material incident is one in which a spill, leak or other type of a release of a hazardous material has occurred at a location which may pose a threat to a campus or District Facility Building.

Such accidents may require immediate action. This action will depend on the proximity of the accident to the school, the wind velocity, and the weather conditions. Note: If mercury spills in the building (such as a broken thermometer, barometer, etc.), cover the contaminated area with a plastic item such as a garbage bag. Notify the custodians. (DO NOT CALL 911 FOR MERCURY SPILLS.)

### IF REPORTING AN INCIDENT:

Call 911 (8-911 from district line) and report. Call District Police and report. Mobilize Campus Crisis Team and prepare for coordinated response. Maintain communications with district and local responders to plan and respond to incident.

### IF INCIDENT REPORTED TO CAMPUS:

Mobilize Campus Crisis Team and ensure to maintain Incident Command and/or interface with Unified Command as incident evolves. District, and local first responders will communicate and coordinate with Campus Incident Commander to direct response.



## ADMINISTRATORS RESPONSIBILITIES

Shelter (listen for instructions) and take attendance.

If danger is imminent, and emergency response personnel have not yet arrived, the principal must decide the most appropriate action.

If you evacuate, remember to head upwind and uphill. Every attempt should be taken to by principal as possible to obtain DIRECTION OF EVACUATION from 911 Operator prior to evacuating, and compass should be utilized to evacuate in the direction as required. Evacuate students to a safe location at right angles to and upwind from the accident site

Staff may also be directed to Shelter-In-Place:

- Seal the building (windows/doors), shut off air handling equipment if it ingests outside air, and Shelter-in-Place until emergency has been resolved. Be prepared to follow if ordered by the Fire Department/Emergency Responders.

- Alert maintenance personnel to shut off air handling equipment and be prepared to seal outside doors with duct tape.
- Close windows and prepare for emergency actions.

If danger is imminent, and emergency response personnel have not yet arrived, the principal must decide the most appropriate action. If you evacuate, remember to head uphill, upstream and upwind.

*Follow-up action will be determined by emergency response personnel in coordination with school officials and may include, but is not limited to:*

- Dispatching emergency response personnel to facilitate evacuation.
- Determining a relocation point in event of evacuation.
- Dispatching Transportation/CISD buses to move students to relocation site(s).
- Releasing information to the media will be done by the Public Information Officer only.
- Notify District Administration Office ASAP (**830-778-4007**).

## DIABETES

### SIGNS AND/OR REACTIONS OF SEVERE, LOW BLOOD GLUCOSE:

Inability to Swallow, Combative Disposition, Unconscious, Uncooperative

### KEY POINTS FOR USE OF GLUCAGON INJECTION:

- Remove vial cap and needle cover.
- Inject contents of syringe into vial (hold upright).
- Swirl vial gently until contents dissolve (vial is clear).
- Hold vial upside down, withdraw all solution.
- Withdraw needle from vial, hold upright and remove all air bubbles. Create bubble at needle tip.
- Insert needle straight into upper/outer area of thigh, arm or buttock and inject dispense solution.
- Withdraw needle gently.
- Massage injection site for 10 seconds.

DISPOSE SYRINGE IN A SHARPS CONTAINER  
– DO NOT ATTEMPT TO RECAP NEEDLE!

### ADMINISTRATOR RESPONSIBILITIES

- **Call 911. DO NOT DELAY.**
- Contact Lead Nurse who will advise District Administrators.

### STAFF RESPONSIBILITIES

#### NURSE

- Place victim on his/her side or in an upright position if victim is restless or uncooperative or if unable to swallow and giving Glucose Gel.
- If giving Glucagon: Prepare syringe, instructions as noted.
- Give Glucagon in buttock closest to ground.
- If victim becomes alert and is able to swallow, GIVE SIPS of regular soda (not diet) until EMS arrives.
- If SEIZURE OCCURS, follow procedures.



## SEIZURE

### ADMINISTRATOR RESPONSIBILITIES

- **Call 911. DO NOT DELAY** (based on Nurse assessment).
- Contact Lead Nurse who will contact District Administrators.
- Secure the scene for safety.
- Clear others from the area.
- Follow-up with parent/guardian.

### STAFF RESPONSIBILITIES

#### NURSE

- **DO NOT** attempt to stop seizure.
- **DO NOT** touch victim.
- **DO NOT** place anything inside victim's mouth.
- **DO NOT** leave victim alone.
- Clear others from the area.
- Protect victim's privacy.
- Keep victim comfortable/calm until EMS arrives.
- Once the emergency has been controlled, **ASSESS** status of victim.
- Provide triage, initial assessment and emergency treatment to stabilize victim, administer emergency medication if ordered.
- Send casualty, triage and identifying information with representative with EMS. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of victim.
- Document casualty and identifying information.

## INJURY / ILLNESS

### ADMINISTRATOR RESPONSIBILITIES

- **Call 911. DO NOT DELAY.**
- Contact Lead Nurse who will contact District Administrators.
- Call SFDRCISD Police at 830-778-4172 for serious injury/illness.
- Secure the scene for safety.
- Clear others from area.
- Follow-up with parent/guardian.

### STAFF RESPONSIBILITIES

#### NURSE

- Assess severity of injury/illness.
- Provide first aid, as needed.
- Monitor for shock.
- Keep victim calm.
- **DO NOT** leave victim alone.
- Stay with victim until EMS arrives.
- Send casualty, triage and identifying information with representative with EMS. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of victim.
- Document casualty and identifying information.



## Harassment: Bullying, Hazing, Dating Violence, Stalking, Ethnic Intimidation

If harassing, bullying, or threatening remarks, which reflect potential violence, are made and/or heard, Administration should be contacted so that an investigation can be conducted.

**HARASSMENT** is defined as threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraining, or maliciously taking any action that substantially harms another's physical or emotional health or safety.

**BULLYING** is defined as 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 education environment for a student. Students who engage in any act of bullying while at school, at any school function in connection with any District-sponsored activity or event, or while in route to or from school are subject to disciplinary action.

**HAZING** is defined as an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health and 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 defined as 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:

- Threatened • Frightened • Intimidated • Terrorized • Molested

Stalking occurs in many forms, including:

- Following or appearing within 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 or 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.



## SEXUAL ASSAULT

### ADMINISTRATOR RESPONSIBILITIES

- **Call 911. DO NOT DELAY.**
- Request ambulance, report sexual assault.
- Send representative with ambulance to meet parent at hospital and to provide status update.
- Call SFDRCSID Police at 830-778-4172 to report sexual assault.
- Contact Operations Director who will contact District Administrators.
- Contact parent/guardian.
- Notify Counselor.
- Secure the scene for safety.
- Protect evidence of crime for law enforcement officials.

### STAFF RESPONSIBILITIES

#### TEACHER

- Protect privacy and identity.
- Calm victim keep stable and provide privacy.
- DO NOT allow victim to use restroom/clean up.
- DO NOT remove evidence or clean victim.
- DO NOT interview victim. No Administrator, counselor, or staff should interview a child once an outcry of sexual assault has been received. Interview is the responsibility of The Children's Assessment Center.

- Isolate victim from witnesses.
- Call for school nurse.
- Inform nurse if student is 504 and/or special needs.
- Provide victim's name to nurse.
- Contact campus administration.
- Secure the scene for safety.
- Protect evidence.

#### NURSE

- Once the emergency has been controlled, assess status of victim.
- Provide triage, initial assessment and emergency treatment to stabilize victim.
- Send specific identifying information with representative with EMS. Campus representative to accompany EMS as able, as liaison.
- Advise administration on status of victim.
- Document identifying information.

#### COUNSELOR

- After the student has been interviewed forensically through the Children's Assessment Center, provide assistance to victim.
- Contact Support Services at 830-778-4100 for Psychological First Aid crisis support and mental health support.
- Assist Psychological Services.

## INFECTIOUS DISEASE

The decision to close a school for any communicable disease should be made by district administration in consultation with local public health officials. Usually, it is not necessary to inform the entire school community of a single case of infection. Consultation with Texas Department of State Health Services Region 8 – San Antonio 210-949-2000, is used to guide this decision.

Contact the District Lead Nurse (830-778-4334) for a suspected case of disease of low incidence such as; Tuberculosis, Ebola, and Meningitis, as well as, vaccine-preventable diseases including; measles, mumps, and pertussis. A large number of complaints of illness within a short time period should be considered suspicious/unusual trend and should be reported to Lead Nurse. For foodborne illness, contact SFDR CISD Lead Nurse and Food Services Departments.

A completed NOTIFICATION of COMMUNICABLE DISEASE form must be submitted to the Lead Nurse, who will consult with local health officials and notify appropriate administration.

### ADMINISTRATOR RESPONSIBILITIES

- Plan and Coordinate response with Lead Nurse (830-778-4334).
- Call Texas Department of State Health Services Region 8 – San Antonio 210-949-2000 for local health department engagement, if needed.
- Contact 911 if advised. Inform by telephone of suspected illness.
- Assign individuals to supervise relocated students.
- Ensure availability of backup nurse.
- Call Operations Director; they will notify district Administrators and assist Lead Nurse with coordination efforts.
- Call SFDR CISD Police at 830-778-4172 for serious illness, request assistance as needed.
- Secure the scene for safety.
- Ensure that a contact log is maintained to include names of individuals in direct contact with infected persons.
- Follow up with parent/guardian.



## STAFF RESPONSIBILITIES

### NURSE

- Assess/Evaluate severity of illness including signs and symptoms and consider all possible aspects and community trends for containment of infectious disease.
- DO NOT have contact with infected persons without use of appropriate personal protective equipment (PPE).
- Activate isolation procedures.
- Ensure students in clinic are moved to a separate, secure area until further notice.
- Ensure removal of medication and treatment supplies from the clinic.
- Follow guidance from Health Department regarding transport/ EMS.
- DO NOT neglect medical needs of individuals in treatment/ isolation.
- DO NOT come in contact with body fluids.
- Stay with patient until EMS arrives.
- Send casualty, triage and identifying information with representative and EMS.
- Document casualty and identifying information.
- Dispose of contaminated materials in double bag, unless “red bag” is available.

## CLOSING OF SCHOOLS

The decision to close schools shall be made by pre-designated SFDRCSID administration, and authorized by the Superintendent of Schools. Information regarding school closures (Plan A or Plan B) shall be provided to local radio and television stations for immediate broadcast. During inclement weather conditions and/or other emergencies; parents, students and employees are encouraged to be alert to media broadcasts on school closings and the SFDRCSID telephone communications relay system.

PLAN A ALL schools AND administrative offices are closed

PLAN B ALL schools are closed BUT administrative offices are open

### EARLY MORNING NOTIFICATION

During early morning hours, employees and local media shall be notified of any decision for school closures by 6:00 a.m. through direct contact through various communication relays and local media, including Skylert notification system.

## SUICIDE THREAT

**TAKE ALL THREATS OF SUICIDE OR SELF-HARM, SERIOUSLY!**

### ADMINISTRATOR RESPONSIBILITIES

- **Call 911. DO NOT DELAY.**
- Call Counselor and/or Nurse.
- Call Support Services at 830-778-4100.
- Call parent/guardian of victim in distress and threatening suicide (if Counselor/Nurse is not on site).
- Follow up with parent/guardian on status of care.

### STAFF RESPONSIBILITIES

#### TEACHER

- Call main office to report student in distress and threatening suicide.
- Request immediate assistance from Counselor or Nurse.
- Speak calmly to victim to help diffuse the emergency.
- Protect victim's privacy – remove others from area.
- DO NOT leave the victim alone for any reason!
- Secure the scene for safety.

#### COUNSELOR or NURSE

- Call Support Services at 830-778-4100.
- Call parent/guardian of victim in distress and threatening suicide.
- Determine the nature of suicide threat.
- Speak calmly to victim to help diffuse the emergency.
- DO NOT leave the victim alone for any reason!
- Call physician of record from health card (if available).
- Maintain confidentiality.
- Coordinate post-incident counseling and community referral services for victim's family, students, and employees.
- Ask student to sign a Safety Plan prior to return to school.
- Form is available through Support Services.



## DEATH ON CAMPUS

### ADMINISTRATOR RESPONSIBILITIES

- **CALL 911. DO NOT DELAY.**
- Call SFDRCSISD Police 830-778-4172.
- District Chief of Police will coordinate with District Crisis Management Team.
- Call Support Services at 830-778-4100.
- Call parent/guardian of victim (if no counselor on site).
- Messenger parents of death on campus.
- Assist Police, as requested.
- Secure the scene for safety.
- Return students to class or dismissal.
- Refer students/employees for post-incident crisis assistance.

### STAFF RESPONSIBILITIES

#### MAINTENANCE/CUSTODIAL STAFF

- Meet Police at gate/main entrance.
- Assist Police/emergency responders, as requested.

#### TEACHER

- Notify Administration.
- Notify Counselor or Nurse.
- Protect the victim's identity.
- Isolate witnesses.
- Remove others from area.
- Assist Police, as requested.

#### COUNSELOR or NURSE

- Call Support Services at 830-778-4100.
- Call parent/guardian of victim(s).
- Send representative with victim to hospital to meet parent/guardian.
- Coordinate post-incident counseling and community referral services for victim's family, students, and employees.
- Document student health card and 911 Incident Report.

## SUSPICIOUS ENVELOPE OR PACKAGE

### IMMEDIATE RESPONSE ACTIONS FOR A SUSPICIOUS ENVELOPE OR PACKAGE

#### IF YOU RECEIVE A SUSPICIOUS ENVELOPE / PACKAGE:

**Treat** it as suspect.

**DO NOT** use telephones, cell phones or radios within **1000 feet** of a cordoned off area for a suspicious package if you suspect the package may detonate!

(If Administrator is not available.)

**Contact SFDRICISD Police at 830-778-4172.**

#### STAFF RESPONSIBILITIES

##### NURSE / OTHER

- Handle envelope/package with care.
- **DO NOT** bump or shake the envelope/package.
- **DO NOT** open, smell, touch or taste.
- Cover any exposed material.
- Isolate the envelope/package in the room where it has been opened or is being contained.
- Evacuate all persons from the room/area and secure/lock.

- **DO NOT** turn on/off light fixtures/switches.
- Turn Off air handlers in the immediate area.
- Isolate any person(s) who may have come into contact with a suspicious envelope/package.
- **DO NOT** allow them to move about the building.
- Thoroughly wash any exposed areas with antibacterial cleansers (hands, arms, neck, face and/or legs).
- Seek medical attention for concerns with contact/exposure, if necessary.

#### RECOMMENDED SAFETY PRACTICES

- Establish a site-based safety plan for responding to a suspicious envelope/package.
- Provide baseline/remedial employee safety training on the plan.
- Practice the safety plan (with emergency preparedness drills).
- Screen/open mail in an isolated area.
- Wear disposable gloves when handling/opening mail.
- Consider opening mail before/after normal business hours.
- Consider adding a hazardous waste refuse container in a designated mail room.



## CYBER CRIME/IT ATTACK

**CYBER CRIME** is defined as transferring, viewing, or providing links to any form of pornographic material on district computers, distributing infected email or other messages, data theft, intentional corruption, or deletion of sensitive files, unauthorized access, or buffer overflow attacks.

### ADMINISTRATOR RESPONSIBILITIES

- Obtain location(s) and description of cyber crime/IT attack from caller, student, or staff.
- Contact Director of Technology at 830-778-4016.
- Request assistance for investigation of a cyber crime/IT attack.
- Contact SFDRICISD Police at 830-778-4172.
- Request assistance for investigation of a cyber crime/IT attack.
- Assist Police and IT as requested with independent investigation(s).
- Director of Technology will coordinate with District Crisis Management Team and contact Media Relations.
- **DO NOT** allow anyone to touch/tamper with affected computer(s)/technology equipment; it is evidence.
- Prepare an announcement regarding cyber crime/IT attack if the threat continues.
- Administer follow-up with disciplinary action, if necessary, pending results of investigation.

### STAFF RESPONSIBILITIES

#### TEACHER

- Contact campus administration to report cyber crime/IT attack via website and/or cellular technology.
- Isolate/Cover affected computer(s) and/or technology equipment to prevent tampering with evidence.
- Identify victim/suspect of cyber crime/IT attack, if known; report name(s) to campus administration, Police, and IT.
- Refer victim/suspect to Counselor, pending results of investigations.

#### COUNSELOR

- Provide assistance to victims.
- Contact Support Services at 830-778-4100 for Psychological First Aid crisis support and mental health support.
- Assist Psychological Services.

## CYBER BULLYING

### ADMINISTRATOR RESPONSIBILITIES

- Call SFDRICISD Police 830-778-4172 to report an emergency for cyber bullying. Police will begin investigation and file criminal complaint with applicable website and/or cellular carrier for cyber bullying.
- Call Director of Technology 830-778-4016 to report an emergency for cyber bullying and request investigation by a technology specialist.
- Assist Police and IT as requested with independent investigation(s).
- Director of Technology will coordinate with District Crisis Management Team.
- Notify Parent/Guardian of both victim and cyber bully to communicate the emergency.
- Initiate Disciplinary Action as appropriate, pending results of Police/IT investigation(s).

### STAFF RESPONSIBILITIES

#### TEACHER

- Contact campus administration to report cyber bullying via website and/or cellular technology.
- Isolate/Cover affected computer(s) and/or technology equipment to prevent tampering with evidence.
- Identify victim and suspected cyber bully; report name(s) to campus administration, Police and IT.
- Refer victim and cyber bully to Counselor, pending results of investigations.

#### COUNSELOR

- Provide assistance to victim/cyber bully.
- Contact Support Services at 830-778-4100 for Psychological First Aid crisis support and mental health support.
- Assist Psychological Services.
- Cyber Bully must sign a Security Agreement to acknowledge/refrain from abusing technology equipment or be subject to criminal penalty for violation, up to and including possible expulsion from school.