

















Prairie Lea Independent School District **CRISIS MANAGEMENT PLAN**

Table of Contents – Click to follow individual links.

 Communications	 Unexpected Death or Loss
 Unexpected School Closure	 Extended Power Outage
 Responsibilities	 Septic Default/Water Loss
 Medical Emergency	 Intense Group Altercations
 Fire	 Hazardous Cargo Spill
 Tornado	 Chemical Leak / Explosion
 Flooding	 Dangerous Animal On Site
 Bomb Threat/Active Shooter* (not listed for security reasons)	 Family Disturbances (not listed for security reasons)

Crisis Management Communications

- The superintendent is the spokesperson for the district.
- In his/her absence, the principal is the first alternate spokesperson, the athletic director is second alternate, & School Business Director serves as third alternate.
- Emergency information will be provided to the Austin ABC, NBC, and CBS affiliates as well as to KVET 98.1, and KASE 101 radio stations.
- If electricity is on, information may be available on the district marquee, and a broadcast message may be available from the district voice mail system.

Unexpected School Closure

- In the event unexpected school closure, students will be grouped by family and dismissed for pick up upon verification of the individuals picking student(s) up. When expedited dismissal is necessary, staff will log student pick ups -noting the name(s) of the student(s), & parent (or designated guardian) who picked them up.
- An off schedule bus run will be made, weather permitting. For off schedule runs, drivers will not release K-2 students from the bus unless it is clear that someone is at home or an older member of the household disembarks at the same stop.
- If the campus is uninhabitable, students will be relocated to Prairie Lea Baptist - located across the street to the southeast of campus. They may be picked up there.

Responsibilities

- The superintendent serves as the primary coordinator during crisis response and makes all decisions regarding early closure and student relocation.
- In his absence, the principal serves as first alternate, the athletic director as second alternate, and the School Business Director as third alternate.
- Teachers without assigned classes serve as runners to facilitate communication.
- In the event of early closure, teachers without classes log students who are exiting campus, noting time of departure and the name of the parent or guardian who is picking the student(s) up.
- Office staff headquarter in the main office manning all available phones.
- In the case of power failure, the emergency phone in the telephone cabinet in the superintendent's front office is plugged in to the line marked "2328."
- In the case of facility equipment or structural emergency, the District Director of Maintenance works in tandem with the Building Trades Teacher to address issues and to effect whatever interim remediation actions/efforts necessary.

Medical Emergencies – During

- Remain calm, your composure will assist in maintaining a stable environment.
- Stay with victim, seek assistance via another individual, the emergency call button, or a cell phone. Indicate the nature & location of the emergency so that the most medically trained available staff member will be summoned.
- If spinal injury is possible, **do not** move the victim unless s/he is in harm's way.
- If the individual is not breathing, follow CPR protocols as trained or send for trained staff members. Staff responsible for athletics or transportation of students should be certified. Students CPR/1st Aid certified may administer CPR until trained staff arrive, if the proper assessment indicates CPR is warranted.
- Immediately request/send for the automatic electronic defibrillator (AED) if victim is in respiratory distress or exhibits symptoms similar to that of a heart attack. An AED is maintained in the Nurse's Office and in the Coach's Office.
- For seizures, do not put anything in victim's mouth; do not restrain victim unless absolutely necessary. Remove furniture, provide cushioning, if available.
- Remove or send non-essential students to another classroom.



Medical Emergencies – After

- Regain your composure, if necessary.
- Note information that could assist in diagnosis. Request that it be forwarded to the appropriate medical personnel.
- If students are returning to class, or if it was not possible to remove them from the emergency situation, allow for brief questions with simple, yet honest answers.
- If you don't know, answer that you don't know.
- Do not divulge a student's medical history as a way of explanation. If a student, through questioning, divulges personal information, indicate that the topic is of a personal nature and that to respect the individuals privacy, it is best to move on.
- When time allows (within three hours), find a quiet area and complete an incident report detailing what occurred including events immediately preceding the event, what occurred during the event, and the witnesses to the event.
- Staff members may collaborate and co-sign a report and submit to the office.
- The medical assistant or administrator will submit an additional separate report.



Fire or Fire Drill - Before

- Review exit map, seek clarifications, if needed.
- Use teachable moments during instruction throughout the year to impress the importance of student compliance during drills.
- Check flashlights to assure their effective operation.
- Make mental “run-throughs” of exiting procedures, trouble shoot obstructed exits and possible student compliance issues. Seek assistance, if needed.
- Note the locations of all fire extinguishers.
- Know how to operate an extinguisher. Seek assistance, if needed.
- Understand the concept of “Stop, Drop, and Roll”
- Understand methods of abating smoke and fire.
- Understand the proper crawl method for exiting smoke filled rooms.
- Review the following page, seek clarification, if needed.
- Keep class rosters, grade books, or seating charts within easy reach.



Fire or Fire Drill - During

- Assume all calls of “Fire” are real, and proceed accordingly.
- All individuals – ALL – exit at the call of Fire.
- Refer to map in room for proper exiting, if necessary.
- If possible, exit with a class roster, grade book or seating chart.
- If exiting from classroom, also take emergency kit.
- Secure area/lock door and turn off lights.
- Wait for the signal to return (3 bells in succession repeated twice)
- If exit is obstructed, proceed to the nearest unobstructed exit.
- If blocked by fire with no escape, assign individuals to call for help or otherwise signal your location in a measured rotation. Locate cloth and water/non-flammable liquid. Wet cloth and stuff under doors and in crevices.
- When exiting a smoke filled room crawl with head approximately 2 feet above ground level – not above 2 feet nor below two feet (smoke is above other deadly gases are below.)



Fire or Fire Drill – After Exiting

- Maintain/facilitate order.
- Verify all students are present and accounted for.
- Verify designated location is appropriate, safe, and secure.
- Note aberrant student behaviors to address at a later time.
- Note classroom procedural issues that require refinement.
- Note school-wide procedural issues that require refinement/clarification.
- Wait for signal to return. If fire is genuine, wait for additional instructions.
- If fire is approaching and instructions are not forthcoming, consult with neighboring staff member(s) to formulate a secondary exit strategy. Execute strategy as a cohesive group of classes, if possible.
- Upon return to class room, conduct a Plus/Delta of *What Worked?* and *What Needed to Be Done Differently?* Also, address aberrant behavior.
- Relay any information regarding possible improvements to lead teachers and administrators as well as to parents of students with aberrant behavior.



Tornado/Severe Wind Storms Drill or Warning

- Maintain calm disposition to assist in maintaining order.
- Everyone moves away from windows.
- Students sit on the floor facing a windowless wall.



If time allows, a signal to move to an alternate site will be given for individuals to relocate as indicated below:

- First portable move to library and sit in area across from restroom.
- Middle portable move to Learning Depot.
- Third portable move to main building office.
- Computer lab move to interior wall.
- Art Room move to Teacher's Lounge.
- 4th/5th Grade building move to hallway by computer lab.
- First grade building move to Shop Classroom.
- Gym or on Tennis Courts move to gym bathrooms.
- Cafeteria or auditorium move to main hallway.
- Teachers should secure any possible projectiles. Once secured, the teacher should join students with first aid kit and flashlight in hand.



- Everyone remains in position until an all clear signal is given.*

Flooding

- Given that district facilities are on high ground it is unlikely that the campus, on the whole, will flood. However, students could become stranded on campus.
- In this event, students may be assigned rooms for an overnight stay. Students with siblings may be grouped by family if the age of the younger sibling warrants such an accommodation – otherwise sleeping arrangements will be assigned by gender.
- Students may elect to house with relatives or individuals listed on their emergency contact sheet who live above flooded areas, with the permission of their parents.
- Rooms with operable windows out of the path of prevailing winds will be assigned first, in the event of power failure.
- Administrators will remain on campus in this event.
- Staff volunteers will be requested to serve as overnight chaperones.
- In the event an insufficient level of staff volunteer, administrators will ask that all staff remain with the exception of those with children or infirm relatives.



Extended Power Outage

- During an extended power outage, every effort will be made to serve lunch prior to the authorization of an early closure for the school day.
- In the event of power outages lasting for more than one school day, field trips utilizing all district transportation may be planned, or an inclement weather day may be used.
- In addition, a staggered or abbreviated school day may be scheduled.
- The district public address system will be used sparingly during a power outage to increase the life of it's back-up battery.
- Students in classrooms with few or no windows may be relocated to open classrooms, or weather permitting, may hold class out of doors.
- Any student with an medically necessary assistive device that requires electricity may be transported to a location with electricity or may be excused from attendance.



Septic Default / Water Outage

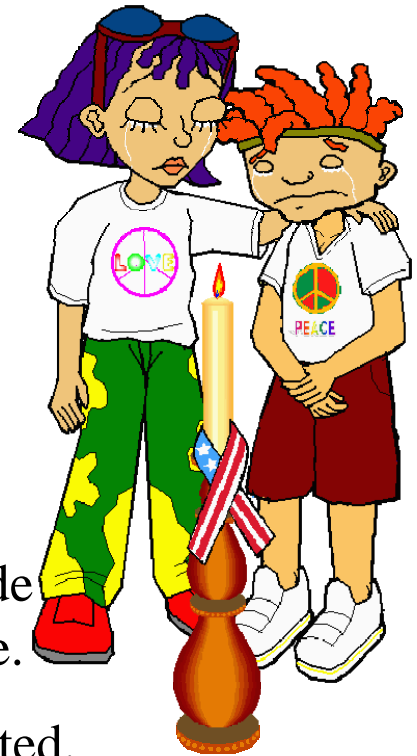
- As the district operates using a series of septic systems -students, during a septic default, would be re-routed to facilities utilizing another system.
- In the event that a septic back-up were to occur, students will be relocated to another location.
- Classes will continue, unless the septic system default were to impose a health risk.
- The superintendent or his designee is responsible for determining if a health risk is possible. He or his designee may consult with county health officials, if warranted.
- In the event of a water outage, the buildings on the other side of San Marcos Highway would be used for restroom facilities as the water source is different. Existing arrangements are in effect with the Civic Center and Prairie Lea Baptist Church.
- Students will be escorted by district staff members and must use the designated cross walk in order to cross the street.



"CONGRATULATIONS! YOU JUST BROUGHT IN A GUSHER."

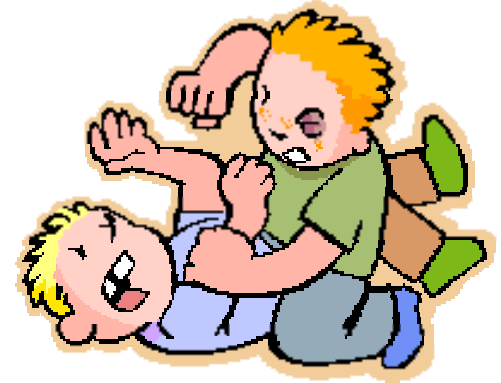
Unexpected Death or Loss

- The district works cooperatively with Lockhart I.S.D. the Lockhart Special Ed. Coop. and Luling I.S.D. to share counseling services in times of unexpected tragedy.
- The counselor serves as lead coordinator for unexpected deaths or loss of/to students, staff, family, or community members.
- Staff should refer to Grief/Loss manual provided to review district philosophy and procedures for helping individuals to process the complicated emotions of grief and loss. The guide also outlines a myriad of possible reactions students experience.
- The counselor keeps additional manuals which may be requested.
- A limited amount of funds can be used to express the district's regret for an unexpected loss. This funds are disbursed at the direction of an administrator or the Director of School Business.
- While the district, as a policy, does not coordinate fund drives, it will support such drives, depending upon the circumstances involved.



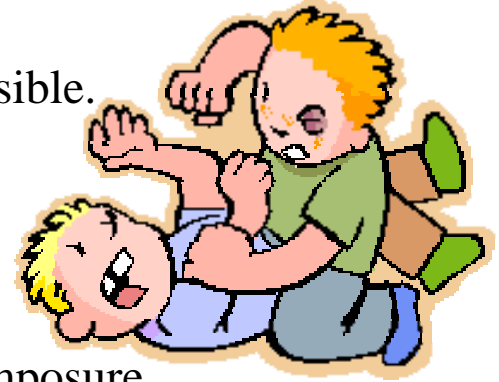
Intense Group Altercations - Before

- All students should be clearly aware that intense group altercations or fights will NOT be tolerated.
- The district maintains a series of policies regarding fighting including provisions for students who participate in fights by encouraging combatants to begin, or continue fighting.
- All students should be clear on what “inciting” violence means.
- Staff should use teachable moments to indicate alternatives to fighting.
- When information about a possible fight is heard, whether substantiated or unsubstantiated, staff members should immediately report such information to an administrator or in their absence, the counselor.
- With research, the administrator may chose to confront key students, may elect to refer the matter to the counselor, or may determine the rumor to be unfounded.
- Staff should review the procedures on the next page to be as prepared as reasonably possible to deal with and/or diffuse such an altercation.



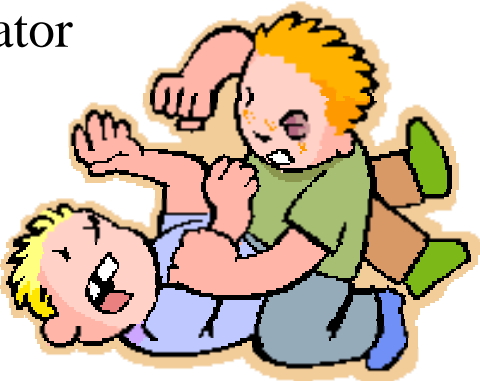
Intense Group Altercations - During

- Staff should avoid standing in the middle of an altercation, if possible.
- An immediate call for assistance should be made.
- In a loud, yet controlled voice, the students should be directed to stop fighting. Directed Socratic or non-sensical questioning may help move students out of a fight/flight response and to regain composure.
- Non-combative participants (a.k.a. the throng) should be directed to leave immediately or face disciplinary action.
- Combatants should be separated. If no additional staff members are available to assist in separation, combatants should be directed to sit apart on the ground, against a wall, feet out, with palms pressed to the floor.
- All available staff not responsible for a class at the time of the altercation, will report to the scene. An administrator, if present, should coordinate efforts to diffuse the situation.
- The sheriff and/or constable may be contacted, and charges of disruption to the educational environment may be filed.
- If weapons are involved, the sheriff/constable will be called, charges will be filed.
- Students who leave class without permission or who continue to contribute as non-combative participants will receive office referrals & face disciplinary action.



Intense Group Altercations - After

- Staff should review what they witnessed with an administrator providing a list of witnesses for possible interview.
- As soon as feasible, each staff member who participated in the intervention should complete an incident report, or referral as is appropriate.
- Administration will determine what parts of the intervention worked well, and what needed to be done differently. Special attention should be paid to the unnoticed antecedents that led to the fight (if any).
- Administration will, within a reasonable span of time, review the course of events that led to the group altercation with the staff and elicit suggestions – regarding improving pre-altercation interventions.
- At all times the focus should remain upon what is in the best overall, long-term interest of the student involved, and the student body in general.



Hazardous Cargo Spill

Data: The entire classroom-related property of the Prairie Lea Independent School District sits just off of San Marcos Highway (Highway 80). San Marcos Highway is a designated HC or Hazardous Cargo Route.



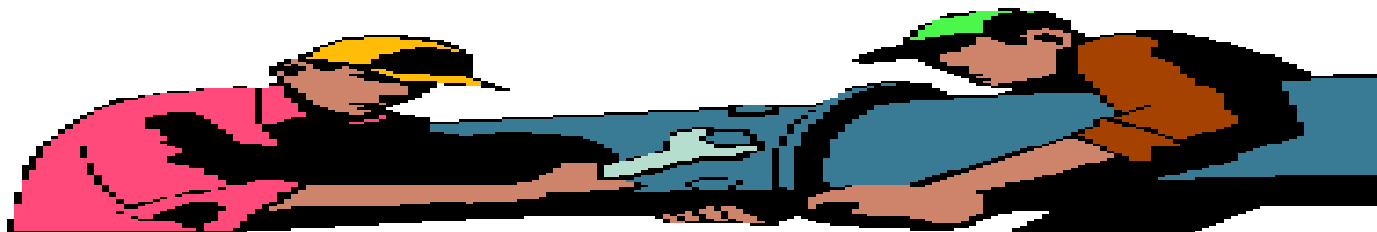
Note: San Marcos Highway is the only road for school access.

- In the event of a hazardous cargo spill, students will move to the north end of the campus and cross to the highway at the point farthest from the spill.
- If the spill is so large that the highway is not accessible, students will be led to the grazing field at the northwest corner of the district property.
- School officials will contact the adjacent property owners, to inform them of our intent to cross their land and to ensure that safe passage can be made.
- Students will be led to Callahan Road (commonly called “Cemetery Rd.”) Administration will arrange for transport of students and staff with disabilities using all available four-wheel, all wheel, and all terrain drive vehicles.
- Parent pick up will commence at the Sac’N’ Pac at the corner of San Marcos Highway and Highway 20.

Chemical Factory Explosion or Leak

Data: A Meridian Oil Chemical Plant is located approximately four mile east of the district's instructional facilities.

- In the event of a chemical leak, students will be directed to move indoors immediately or to stay indoors.
- All ventilation systems are to be shut down.
- If the prevailing wind (or lack thereof) indicates that the expected chemical cloud will not reach the district for some time, the superintendent or his designee will determine, with the guidance of the sheriff's department, if available, whether or not to evacuate the campus.
- In the event of evacuation, students will be transported using all available transportation, to the Fentress Methodist Church or further west to the Catholic Church in Martindale, if necessary.



Family Related Disturbances

- Anyone creating a disturbance should be calmly yet assertively directed to either leave campus or report to the office.
- If necessary, staff may activate the emergency call button to seek assistance.
- If the disturbance is in the classroom and is ongoing, students should be evacuated to an a nearby classroom while administration is summoned.
- Notify the office if weapons are apparent – the office will immediately call 911 and the superintendent or his designee may initiate a lockdown.
- Non-custodial parents attempting to leave with their child or children should be stalled if safely possible. If not, the apparel of the student and the parent should be noted as well as the make/model/plate of the vehicle.



Dangerous Animals

Most loose animals in the area are: cows, bulls, snakes, emus, dogs, horses, skunks, opossums, goats, and cats.



All students should be directed not to engage in contact of any kind with an unknown animal. Explain that skunks in daylight tend to have rabies, an emus claws can snap a wrist and other strays also carry disease.

Notify the office of any loose animals on campus. Take cover, if necessary.