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Keene ISD Emergency Management Plan Representatives

ADMINISTRATION

Ricky Stephens - Superintendent

Academic Services

Sandy Denning – High School Principal
Chris Taylor – High School Assistant Principal
Heather Archer – Jr. High Principal
Don Bell – Jr. High Assistant Principal
Jamie Ingram – Elementary Principal
Kelly Turnage – Elementary Assistant Principal
Ted O’Neil – ALC Principal
Jason Hill – Athletic Director

Professional Services

Loretta Streif – Chief Financial Officer
Elaine Lewis – Director PEIMS
Anthony Denning – Director of Maintenance
Ronny Potts – Chief of Police, Keene ISD
Ella Smith – Director of Food Service
Contract – Robert Hinerman – Director of Technology
BOARD OF EDUCATION

Donnie Beeson
Chad Aden
Mary Ann Hodges
Gary Heinrich
Michael Lindsey
Sheri Hadley
Sharon McClanahan

President
Vice President
Secretary
Member
Member
Member

The Superintendent of Schools or a designee will be responsible for contacting Board of Education members in the event of a school crisis.
Promulgation Statement

Keene Independent School District is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, the School Board has asked for a thorough review of Keene ISD’s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of Keene ISD. It is a result of a comprehensive review and update of school policies in the context of its location in Keene, Texas and in the current world situation. We support its recommendations and commit the school district’s resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the Keene community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.
APPROVAL AND IMPLEMENTATION

Keene ISD Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

_________________________________________  _____________
SUPERINTENDENT  DATE

_________________________________________  _____________
SCHOOL BOARD PRESIDENT  DATE

_________________________________________  _____________
SCHOOL BOARD MEMBER  DATE
# RECORD OF CHANGES

## Basic Plan

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DISTRICT CRISIS TEAM MEMBERS

Ricky Stephens, Superintendent
Sandra Denning, High School Principal
Heather Archer, Jr. High Principal
Kelsa Blair, Elementary Principal
Ted O’Neil, ALC Principal
Kathy Coker, Nurse
Belinda Chacon, Nurse
Karen Durbin, High School Counselor
Denise Diaz, Elementary Counselor
Carol McDermott, Jr. High Counselor
Ronny Potts, Keene ISD Chief of Police
ON-SITE CRISIS TEAM MEMBERS BY SCHOOL

HIGH SCHOOL

Sandy Denning, Principal
Chris Taylor, Assistant Principal
Helen Bailey, Secretary
Karen Durbin, Counselor
Belinda Chacon, Nurse
Ronny Potts, Police Chief

JR. HIGH SCHOOL

Heather Archer, Principal
Don Bell, Assistant Principal
Lydia Chacon, Secretary
Carol McDermott, Counselor
Belinda Chacon, Nurse
David Diaz, Teacher
Ronny Potts, Chief of Police

ELEMENTARY

Jamie Ingram, Principal
Kelly Turnage, Assistant Principal
Carolyn Bucker, Secretary
Denise Diaz, Counselor
Kathy Coker, Nurse
Jeanne Hinerman, Teacher
Ronny Potts, Chief of Police

ALTERNATIVE LEARNING CENTER (ALC)

Ted O’Neil, Principal
Elva Contreras, Secretary
Stan Rhone, Part Time Counselor
Kathy Coker, Nurse
Ray McCormick, Teacher
Ronny Potts, Chief of Police
EMERGENCY TELEPHONE NUMBERS

Fire, Ambulance, Police 911
Poison Control Center 800-222-1222
Johnson County Child Protective Services 817-202-2200
Child Abuse Hotline 800-252-5400
Keene Police Department 817-641-7831
Johnson County Sheriff’s Department 817-558-0024
Suicide Prevention Hotline 800-273-8255
Central Administration 817-774-5200
Superintendent - Ricky Stephens 903-521-2986
Texas Health Regional Hospital 817-641-2551
Huguley Memorial Hospital 817-293-9110
Child Advocacy Center 817-558-1599
Texas Youth Hotline 800-210-2278
Family & Protective Services 817-202-2200
## CAMPUS CODES

### Elementary
- **Fire Drill Alarm**: Continuous blowing of fire horn
- **Tornado Drill Alarm**: 3 bells
- **Return to Building**: 2 bells
- **Lockdown**: Announcement

### Junior High
- **Fire Drill Alarm**: 3 bells
- **Tornado Drill Alarm**: 3 bells, 1 long & 2 short
- **Return to Building**: 2 bells
- **Lockdown**: Announcement

### High School
- **Fire Drill**: Continuous horn and strobe lights
- **Tornado Drill Alarm**: 3 bells
- **Return to Building**: 2 bells
- **Lockdown**: Announcement

### Alternative Learning Center
- **Fire Drill Alarm**: Announcement
- **Tornado Drill Alarm**: Announcement
- **Return to Building**: Announcement
- **Lockdown**: Announcement
Keene ISD Public Schools

OVERVIEW

Implementation of the

Keene Independent School District Emergency Management Plan

(Under the Incident Command System)

The Keene Independent School District (KISD) Emergency Management Plan under the structure of the Incident Command System (ICS) specifies the appropriate decision-making responsibilities in the event of a crisis that requires central office coordination and deployment of extraordinary personnel and resources.

The Emergency Management Plan is aligned with the Regional Emergency Management Group under the ICS structure. The ICS reflects county, state and national models for identifying and coordinating organizational responsibilities in response to a crisis that threatens the health and safety of students, staff and parents in the school system.

The Emergency Management Plan assigns significant immediate authority to an incident commander who assumes system-wide leadership, oversight and decision-making responsibilities. The Incident Commander is typically the Superintendent; however, under certain circumstances, the Superintendent may delegate the role of incident commander to a Designee.

- The incident commander is responsible for the resolution of all matters under the school system's control and influence arising from crisis incidents.
- The incident commander has immediate oversight of an incident command team, which is composed of staff coordinating safety, operations, public information, logistics and liaison with other governmental and private agencies. When the situation warrants, the incident commander activates the planning, finance and administration teams.
- Each of the team officers has immediate responsibility to coordinate teams who are responsible for certain key elements of the school system's organization that would be directed to respond to a crisis situation.
Implementing the Crisis Response Plan under the structure of the Incident Command System

An incident requiring initiation of the Crisis Response Plan is defined as a crisis that threatens the health and safety of students, staff and parents at an individual school or office, multiple schools or offices, or across the school system.

Such crises would include multiple injuries and deaths due to accidents during the school day; identified threats of injury or violence during the school day; incidents involving the discharge or possession of firearms in school; and building fires, bomb explosions, hazardous materials and weather-related crises. National, state or county crises are also included.

The superintendent or his designee, in consultation with appropriate staff and other authorities, will make the determination that an incident requires implementation of the Crisis Response Plan under the structure of the Incident Command System. The Crisis Response Plan can be activated in various phases depending upon the crisis.

Implementation Stages:

The plan is implemented in stages, beginning with the minimal response and escalating to one with comprehensive support and intervention.

<table>
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<th>Implementation of the Crisis Response Plan (under the ICS)</th>
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| **Stage 2** | Superintendent and/or designees  
Public Information Officer  
Operations Officer  
Logistics Officer | Immediate high level response to a significant crisis, such as  
- Fire  
- Explosions  
- Firearms  
- Hazardous materials  
- Serious accidents  
- Violent injuries  
- Weather |
| **Stage 3** | Operations Team  
Logistics Team | Organized team response to major emergencies requiring system wide intervention and support |
| **Stage 4** | Planning Team  
Finance/Administration Team | Full team response to a major crisis requiring long-term planning and support |
The District Reunion Site will be the Keene ISD Athletic Football Field (outdoor) and the High School Gym (indoor).

CRISIS RESPONSE PLAN – INCIDENT COMMAND SYSTEM (ICS)
POSITIONS AND RESPONSIBILITIES OF INCIDENT COMMAND SYSTEM

Ricky Stephens - Superintendent – Incident Commander - responsible for the resolution of all matters under the school system's control arising from crisis incidents.

Ricky Stephens – Public Information Officer – acts as a liaison with the public including the media. The PIO must be well informed of the situation at all times and should be the only person, other than the incident commander, to respond to media inquiries. All other staff members should refer media questions to the PIO.

Ted O'Neil, Ronny Potts – Liaison Officer/Emergency Response – acts as a point of coordination between the incident commander and other public safety agencies. The liaison officer serves as the point of contact to coordinate with the county’s group and incident commander. Police Reserve Officers – ensures that the safety of students, staff, all response teams and others is the highest priority.

Sandy Denning, Heather Archer - Operations Officers – manages response personnel, coordinates school system response efforts, and assists the incident commander in managing the challenges of the crisis.

Don Bell, Kelly Turnage, and Anthony Denning – Logistics Officers – identifies and manages personnel, supplies and equipment. The logistics officer is responsible for coordinating and distributing supplies, equipment and deploying unassigned staff for work.

(The Operations Officer and Logistics Officer work together to coordinate response efforts and resources during and after the crisis.)

Chris Taylor, Jamie Ingram – Planning Officer – is responsible for tracking both available and needed resources and for assessing the changing situation in order to develop strategic action plans.

Loretta Streif - Finance/Administration Officer – is responsible for obtaining materials and keeping financial records of expenditures and employee hours during and after the crisis and addresses legal concerns.
Emergency Management Plan

During a crisis, Keene ISD has the responsibility for providing information to staff, parents and the general public in an orderly, consistent and responsive manner. This can be accomplished through a communications process that utilizes internal and external media.

In the event of a countywide crisis, the school system works closely with the Johnson County Emergency Response Staff to coordinate the release of information. All communication functions of the school system are directed by the Superintendent of Schools.

The communication needs of the school system and the educational community are a 24-hour operational responsibility throughout the week, requiring attention to the orderly dissemination of crisis information, regardless of the time of day or the day of the week. This Crisis Communications Plan provides both the workday procedures and the nighttime and weekend procedures required to fulfill these responsibilities.

The primary communication media for the school system consist of the following elements:

Internally Controlled Crisis Media

- Email: Obtained through the Keene ISD website
- Keene ISD website: http://www.Keeneisd.org
- Manual phone trees
- Direct Telephone Lines to Keene ISD facilities
- Emergency Phone Lines
- Emergency cell phones

Externally Controlled Crisis Media

- Television broadcast stations
- Radio broadcast station
- Local Cable channel
- Newspaper website

In an emergency, announcements and other information are provided by the Superintendent’s authority and designation. The crisis communications procedures also involve the team leader of telecommunications and/or the Director of Public Information in the use of the school system’s electronic media. Crisis communications provide information concerning crises such as weather-related closures or national events affecting school operations.
Emergency Communications Procedures during the Workday

The incident commander authorizes the crisis information process and notifies the staff and the community.

Electronic Announcement Process

Normal crisis communications can be implemented largely through electronic capabilities involving computers, networks, printers, faxes, telephone lines, cell phones, two-way radio communication, emergency cell phones, e-mail and the district emergency response communication system. The following is the electronic process:

- The Incident Commander notifies the following units to be on stand-by for initiating a crisis message:
  - School staff
  - Television
  - Telecommunications
  - Web team

- The Incident Commander begins the internal and external announcement process in the following manner:
  - Composes a crisis statement in press release form
  - Prints paper copy of statement for distribution to appropriate Command Staff
  - Prepares electronic format of statement for e-mail and web posting
  - Prepares cell phone message
  - Instructs following offices to begin next phase:
    - Telecommunications instructed to inform school(s) to read the crisis announcement
    - Television instructed to prepare and begin televising statement
  - Posts statement on web page
  - Notifies media through telephone calls, e-mail and fax
  - Records oral statement on telephone information line

Non-electronic Communication Process

In the event that a crisis threatens to disrupt or actually disables the ability to communicate through normal electronic means (telephone, e-mail, television, etc.), the following crisis procedures are implemented:

- The Administration Building is designated as the central command center
- Radio-equipped buses will remain at the Transportation Department to provide radio communications with appropriate authorities
- Representatives of each school are sent to the Administration Building to receive instructions and information
- Emergency cell phones
No Available Communications

In the event that radio-equipped buses cannot be dispatched and no other communication media are available, individual school authorities will follow directions from national and regional emergency personnel, consistent with individual school crisis plans.

Crisis Communications Procedures at Night and on Weekends

The Incident Commander authorizes the crisis information process and notifies the Command Staff.

Crisis communications can be implemented from off-site locations, such as Fire/EMS stations, city hall and churches, using computers, telephones and e-mail. The following is the electronic process:

- The Communications Staff tests the availability of the Keene ISD web site, e-mail and other media.
  - In the event of a problem in accessing the web or e-mail from external locations, notification is made to the technology director.
- The Communications Staff begins the internal and external announcement process in the following manner:
  - Compose a crisis statement in press release form
  - Prepare electronic format of statement for e-mail and web posting
  - Post statement on web page
  - Notifies media through telephone calls, e-mail and fax
- In a weather-related crisis, the notification of the media after midnight and prior to 8:00 a.m. is conducted also by the Superintendent, in addition to the efforts of the Communications Staff.
- In a crisis affecting the operation of facilities in the evening or on weekends, the external communications process involves the Superintendent as a primary decision maker about facility operations and the release of information.
DUTIES AND RESPONSIBILITIES BY POSITION

Incident Commander - Superintendent

The Incident Commander is typically the Superintendent. The Superintendent may delegate the role of incident commander to a designated staff person who will have the authority and responsibility for employing the resources of the school system in responding to the emergency. The Superintendent may also delegate some of the responsibilities to designated staff persons, as appropriate.

The School Board is the only entity which can override and modify decisions made by the designated incident commander.

The Incident Commander

- The School Board is the only entity which can override and modify decisions made by the designated incident commander.
- Makes the decision, in consultation with senior staff, to activate the Keene Emergency Management Plan in the event of an emergency.
- Organizes and directs the school system’s response to the emergency by assessing the situation, establishing response objectives, utilizing resources, developing and monitoring the action or response plan, ensuring proper documentation, and developing and implementing all strategic decisions related to the emergency.
- Coordinates the school system’s response and resources to effectively respond to the emergency.
- Has sole authority and responsibility for the management and resolution of a school-related emergency utilizing all available school system resources.
- Makes the decision as to when the emergency incident is resolved, thus concluding the activation of the Emergency Management Plan.
- Assembles the School Safety and Security Committee at a designated site and conducts an initial briefing including response objectives.
- Conducts regular briefings with the incident command team in order to obtain accurate and timely information pertaining to the emergency and is provided with informational updates by officers.
- Coordinates a timely debriefing session to evaluate the effectiveness of the school system’s responses to the emergency.
- Ensures the continuity of the school system.
- Ensures that accurate information is provided to stakeholders, and serves as liaison with community partners (business community, civic/community leaders, community ministries, mental health community, PTAs) to keep them informed about the
emergency as appropriate

- Approves allocation of resources and requests for additional resources that are needed to respond to the emergency

- Assesses the emergency in terms of staff needed to respond to the incident and makes a decision as to when to reduce the amount of staff needed

- Activates and ensures deployment of radio-equipped buses as soon as the Emergency Communications Plan is activated when other conventional means of communication are not available

- Coordinates a timely debriefing session to evaluate the effectiveness of the school system’s responses to the emergency

- Serves as a liaison with the School Board, public officials and other state and local school system officials

- Serves as the school system’s representative to the Regional Emergency Management Group during a county emergency or disaster

- Authorizes the resources of the school system to be utilized by the Regional Emergency Management Group in responding to a county emergency or disaster

- Maintains continuity of the Office of the Superintendent

- Provides guidance and support to the Emergency Management Plan team members

- Works in coordination with law enforcement and the fire department to assist in responding to the emergency
Emergency Preparedness Coordinator (EPC) – Superintendent

This School Safety and Security Team (SSST) member is the primary contact for the Department of Safety and Security regarding emergency preparedness issues. The Superintendent may decide to retain and not delegate the Crisis Preparedness Coordinator (CPC) responsibilities.

The duties of the CPC are completed prior to the emergency;

When an emergency occurs, the CPC should assume his/her previously-assigned SSST responsibility.

- Reports directly to the Superintendent and/or Principal(s) and ensures that the Emergency Management Plans are completed
- Ensures that all fire evacuation drills and Lockdown and Shelter-in-Place drills are scheduled, completed, and recorded
- Ensures scheduling of required emergency training for the School Safety and Security Team (SSST) members
- Establishes communication links with the on-site school/facility technology coordinator
- Coordinates with the Superintendent or designee to keep the community partners (business community, civic/community leaders, community ministries, mental health community, PTOs) informed about the emergency as appropriate
- Prepares press statements/releases for the Superintendent/school system; coordinates press releases with the Regional Emergency Management Group and other public safety Public Information Officers
- Prepares messages for the media as well as messages to all school staff.
- Implements the Emergency Communication Plan
- Informs the Incident Commander about inquiries from the media and the public and prepares responses
- Ensures appropriate contacts with the media and serves as the official Keene ISD spokesperson during the emergency
- Provides accurate and timely status reports to the Incident Commander
- Attends briefings held by the Incident Commander
Liaison Officers – Ted O’Neil, Ronny Potts

- Ensures that the safety of students, staff response team and others is the highest priority
- Deploys Keene ISD Reserve Police Officers, as well as safety and security staff to the scene of the emergency
- Responds to the scene of the emergency as directed by the Incident Commander
- Ensures coordination between Keene ISD safety and security staff and public safety officers and officials
- Evaluates response operations at the scene of the emergency as directed by the Incident Commander
- Provides accurate and timely status reports to the Incident Commander
- Attends briefings held by the Incident Commander
- Assists the Incident Commander with special assignments as directed
- Acts as a point of coordination between the Incident Commander and other public safety agencies.
- Serves as the point of contact to coordinate with the Regional Emergency Management Group and the Incident Commander
- Provides accurate and timely status reports to the Keene ISD Incident Commander and the safety supervisor at the Regional Emergency Management Group

Central Office Secretary Recorder – Administrative Assistant

- Tracks key information, action items, assignments and decisions made by the Incident Commander
- Records and informs the Incident Commander about key information, action items, assignments and decisions that are made to ensure that the Incident Commander is informed and conveys accurate information during the briefings
- Coordinates information sharing with the tracking coordinator on the Operations Team
- Responsible for documenting and maintaining a written log of the incident, recording requests and decisions of the Incident Commander
- Attends briefings held by the Incident Commander
Operations Officer – Sandy Denning, Heather Archer
Recorder – Helen Bailey

- Oversees Operations Team
- Briefs team members and establishes response objectives
- Manages response personnel, coordinates school system response efforts and assists the Incident Commander in managing the challenges of the emergency
- Develops operational strategies and recommendations to resolve the emergency
- Provides accurate and timely status reports to the Incident Commander
- Ensures communication and coordination of information with the on-site Keene ISD Incident Commander and other response team members
DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Operations Team

Recorder:

Responsible for documenting and maintaining a written log of the incident and recording requests of the operations officer; records and informs the operations officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the Incident Commander's briefings.

Board Member(s):

Provides support to the operations officer by performing duties to assist with the response and resolution of the emergency.

School Selected Teacher:

Provides support to the operations officer, school administrators and staff involved in the emergency; communicates with the school site as directed by the operations officer and/or the Incident Commander to coordinate response efforts with the site based Incident Commander.

Tracking Coordinator:

Tracks assignments, action items and needed resources; documents the response and manages the logistics of the Incident Command Room; updates the smart board and coordinates information with the recorder.

Safety and Security Team Member:

Deploys appropriate Keene ISD security response to the emergency provides periodic field updates to the operations officer; provides timely and accurate information from on-scene personnel and from public safety officers to the operations.

Special Education:

Identifies and coordinates resources needed to deal with special needs of students and staff during the emergency.

Student Services Counselor:

Provides guidance and support regarding the mental health needs of students, staff and response teams affected by the emergency; dispatches and supports School Safety and Security and Crisis Response Team members once activated by the operations officer or Incident Commander.
DUTIES AND RESPONSIBILITIES BY POSITION

Logistics Officer – Kelly Turnage, Don Bell, Anthony Denning
Recorder – Elementary Secretary

- Oversees Logistics Team
- Briefs team members and establishes response objectives
- Identifies and manages personnel, supplies and equipment needed in response to the emergency. The logistics officer is responsible for coordinating and distributing supplies and equipment and for deploying unassigned staff for work
- Develops logistical strategies and recommendations to resolve the emergency
- Provides accurate and timely status reports to the Incident Commander
- Prioritizes requests for supplies, equipment, provisions and transportation to respond to or to mitigate emergencies
- Maintains and assures ready access for emergency contact lists of personnel and resources
- Responsible for handing out supplies and equipment, and for deploying unassigned staff for work and for coordinating transportation needs with the Department of Transportation
- Attends briefings held by the Incident Commander
- Informs/coordinates response objectives with team members; receives accurate and timely information from the transportation liaison
- Assists in developing logistical strategies and recommendations to resolve the emergency
- Ensures that accurate school emergency contact names and phone numbers are up to date and available
- Ensures parent/child reunification is implemented in an effective and efficient manner when appropriate
DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Logistics Team: Kelly Turnage, Don Bell, Anthony Denning

Recorder:

Responsible for documenting and maintaining a written log of the incident and recording requests of the logistics officer; records and informs the logistics officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the Incident Commander’s briefings.

Facilities Management:

Provides heavy equipment, maintenance, building services, environmental health and construction resources during and after the incident related to the emergency.

Technology Coordinator:

Ensures that the Web system, emergency out dialing, TV and radio systems are functional and operational; provides technical assistance to the incident command room ensuring computer connections for laptop computers, dedicated phone lines, two-way radio communications, dedicated fax line and other types of communication that are available during the emergency.

Materials Management:

Provides and distributes supplies and equipment to the incident command room and to schools regarding the emergency; assesses the need for and delivery of provisions during an emergency.

Transportation:

Provides buses with two-way communication and resources for transporting students, staff and others during the emergency; deploys two-way radio buses to the high school for implementation of the communication plan when directed by the Incident Commander.
DUTIES AND RESPONSIBILITIES BY POSITION

Planning Officer – Chris Taylor, Jamie Ingram
Recorder – Jr. High Secretary

- Oversees Planning Team (page 47)
- Informs and coordinates overall response objectives with team members
- Develops planning strategies and recommendations to resolve the emergency including long term contingency plans relative to the emergency
- Provides accurate and timely status reports to the Incident Commander
- Reviews the latest information regarding the emergency to determine and plan for school/facility needs at 12, 24, 36 and 72 hours out from the emergency to include follow-up
- Responds to special requests for information from the Incident Commander
- Attends briefings held by the Incident Commander
- Reviews the latest information regarding the emergency to determine and plan school needs to include follow-up
- Ensures planning for special needs of students/staff prior to the emergency
- Ensures and anticipates problem areas, possible weather conditions, and pre-planned evacuation routes; identifies hazards in the building and on school grounds for appropriate corrective action
DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Planning Team

Recorder:

Responsible for documenting and maintaining a written log of the incident and recording requests of the planning officer; records and informs the planning officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the Incident Commander’s briefings.

School Selected Teacher:

Anticipates needs of the school system at 12, 24, 36 and 72 hours out in responding to the emergency; provides information for students, parents, staff and others to be sent out after the emergency.

Technology Coordinator:

Assists the PIO with press releases and prepares informational packets for schools and offices at 12, 24, 36 and 72 hours out in responding to the emergency for staff, parents, students and others; Anticipates and plans for communication technology and support at 12, 24, 36 and 72 hours out from the emergency.

Facilities Management:

Prepares for and anticipates building/facility issues and resource planning for 12, 24, 36 and 72 hours out from the emergency. Identifies and rotates, if needed, qualified staff at 12, 24, 36 and 72 hours out from the emergency.

Student Services Counselor:

Anticipates mental health response and needs at 12, 24, 36 and 72 hours out from the emergency; prepares mental health information and coordinates the release of information with the PIO and others.

Transportation:

Anticipates transportation needs including potential bus route changes at 12, 24, 36 and 72 hours out from the emergency.
DUTIES AND RESPONSIBILITIES BY POSITION

Chief Financial Officer – Loretta Streif
Finance/Administration Officer
Recorder – ALT Campus Secretary

- Oversees Finance Team
- Briefs team members and establishes response objectives
- Is responsible for keeping financial records of expenditures and employee hours during and after the emergency and addresses legal concerns
- Develops financial strategies and recommendations to meet the needs of the emergency
- Provides accurate and timely status reports to the Incident Commander
- Develops procedures to account for costs incurred in an emergency; compiles and maintains records of expenditures for cost accounting and reimbursement purposes
- Ensures tracking codes to identify all the expenditures incurred related to the emergency
- Coordinates Keene ISD efforts for reimbursement with federal, state and county authorities
- Attends briefings held by the Incident Commander
DUTIES AND RESPONSIBILITIES BY TEAM MEMBER

Finance/Administration Team – Loretta Streif

Recorder:

Responsible for documenting and maintaining a written log of the incident recording requests of the finance/administration officer; records and informs the finance/administration officer about key information, action items and assignments that are given to ensure that accurate information is conveyed at the Incident Commander’s briefings.

Association Relations:

Provides guidance regarding union/employee issues that may arise during and after the emergency.

Budget Office:

Provides information to obtain necessary resources, supplies and materials needed during and after the incident that is related to the emergency.

Controller:

Provides accounting information on items procured during the emergency and provides balances of accounts used during and after the emergency.

Human Resources:

Coordinates with payroll to provide listings of employees/staff that were utilized during and after the incident related to the emergency; assists payroll in developing cost of staff and hours worked.

Claims Office:

Processes injury claims and workers’ compensation issues that arise during and after the emergency; obtains the necessary insurance claims and develops costs associated with the emergency (property losses, damaged equipment).

Legal:

Provides legal interpretation and advice to the incident commander and finance/administration officer on issues that may arise from the emergency.
**Payroll:**

Works with Human Resources to provide staff hours worked by employees during and after the incident related to the emergency

**Procurement:**

Provides listings of materials, equipment and supplies that were procured during and after the emergency
Keene Independent School District
Keene ISD Emergency Management Plan

School: Keene High School  Principal: Sandy Denning
Main Phone #:  Fax #:
Address:  E-Mail:
School Start Time:  School Dismissal Time:
Emergency #:  ISD Command Center: Administration Building
Campus Command Center Location:

School: Keene Jr. High School  Principal: Heather Archer
Main Phone #:  Fax #:
Address:  E-Mail:
School Start Time:  School Dismissal Time:
Emergency #:  ISD Command Center: Administration Building
Campus Command Center Location:

School: Keene Elementary School  Principal: Jamie Ingram
Main Phone #:  Fax #:
Address:  E-Mail:
School Start Time:  School Dismissal Time:
Emergency #:  ISD Command Center: Administration Building
Campus Command Center Location:

School: Keene Alternative Learning Center  Principal: Ted O'Neil
Main Phone #:  Fax #:
Address:  E-Mail:
School Start Time:  School Dismissal Time:
Emergency #:  ISD Command Center: Administration Building
Campus Command Center Location:

For use by Superintendent's Office

Date submitted:  Date approved:
**ALERT TERMINOLOGY**

**First Call:**

In a life threatening emergency call 911. The school should, in addition, contact Keene ISD Police Chief Potts and the Superintendent’s office to report the emergency.

**Alert is your first notification of danger.**

ALERT is when you first become aware of a threat. The sooner you understand that you’re in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

**ALICE LOCKDOWN:**

Imminent danger inside: This is necessary whenever an unidentified stranger is in the school or a shot or shots have been fired near you.

**Barricade the room. Prepare to COUNTER if needed.**

If **EVACUATION** is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

If imminent danger is outside the building requiring a move to immediate lockdown mode or if violent behavior has occurred near the school. This procedure restricts access into the school and movement within the building. All doors, windows and classrooms will be locked.

Students and teachers will remain in their classrooms. Ensure that a full accounting of students is conducted. The On-Site Crisis Team (OSCT) is not activated during a lockdown from an external threat, due to the existence of imminent danger. No one will be allowed to enter or leave the building.

Ignore the fire alarm system and do not evacuate unless directed to do so by the Principal/facility director. Parents will not be allowed to pick up children from school.

Local authorities will provide assistance when needed. Assign duties to teachers and staff who are not supervising students. The Superintendent or his/her designee will notify parents if necessary.
If a violent Intruder is inside the school, then Inform and communicate the violent intruder’s location and direction in real time.

Continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions.

Information should always be clear, direct and in plain language, not using codes. If the threat is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter maneuvers.

If the threat enters your immediate area, then Counter is a strategy of last resort. Staff and students must create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chance of hitting a target and can provide the precious seconds needed in order to evacuate safely.

When safe to do so, remove yourself from the danger zone.

Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with the threat.

During an immediate threat and if there is no other means to evacuate, except through a window, then, you should break a window from the top corner of the window, as opposed to the center.

Then clear the remaining glass out of your way using an object to prevent cutting or injuring yourself, while exiting the window. Once outside quickly and safely move to the school’s pre-determined rally points.

Crisis Alert:

Notifies students and staff that a crisis exists at or near a Keene ISD school or facility. The types of situations warranting a Crisis Alert include such events as approaching severe weather, police notification that a criminal suspect is in the general area of the school (ALICE LOCKDOWN – External Threat), a medical emergency occurring inside the building, or a building sweep pertaining to a low-level bomb threat. Movement should be restricted to within the building and there should be a heightened awareness of strangers. A full accounting of students should be conducted.

Administrators may activate the On-Site Crisis Team (OSCT) and set up a command post when appropriate. Contact with emergency responders should be continuous. Assign duties to teachers and staff who are not supervising students. The Superintendent or his/her designee will decide on notifying parents, if necessary. This may be the first level of alert prior to commencing any of the following actions.
Shelter-In-Place:

Enhanced level of alert due to a crisis at or near the building (weather-related; suspected chemical, biological or radiological incident; hazardous material spill; etc.). The nature and duration of the shelter-in-place will be determined by the crisis and by public safety officials.

It is important to know the location of the main electrical power switch(es) in order to control (shut down) the school’s HVAC (heating, ventilation, and air conditioning) system in the event of a suspected chemical, biological, or radiological crisis. This procedure restricts movement within the building but does not restrict individuals from seeking shelter within the structure.

Ensure that a full accounting of students is conducted regularly. Ensure that restrooms, hallways and other areas are checked for students not in their classrooms. Ensure that no one leaves the school once it is secured. If the fire alarm is activated, do not evacuate unless directed to do so by the Principal/facility director.

Notify emergency responders. Assign duties to teachers and staff who are not supervising students. The Superintendent or his/her designee will decide on notifying parents, if necessary.

Evacuation:

Imminent danger at site requiring a move to a safe location. This can be on-site which involves moving to a safe location on the premises or to a nearby property. An off-site evacuation involves moving to a remote safe location such as an evacuation site or directly to the pre-determined rally point or the reunion site. A secondary site should be designated in advance in the event the primary site becomes unusable.

Reunion Site: This site must be a secure facility with ample parking to accommodate buses, parents’ vehicles and emergency vehicles. There must also be ample space to house all students and staff. There must be an area to out-process students. There must also be appropriate communications capabilities. The District Reunion Site will be determined according to page 57(see Section V. Evacuation Sites).

All Clear: This announcement is made to notify all parties that normal school operations can resume. The PA system will be used. If this is not practical, then laminated cards which will contain school and police logos to verify authenticity will be used by messengers.
Emergency Messages

YOUR ATTENTION PLEASE. WE ARE INITIATING AN EMERGENCY ALERT. TEACHERS AND STAFF TAKE THE FOLLOWING ACTIONS:

1. MAKE A FULL ACCOUNTING OF STUDENTS.
2. RESTRICT MOVEMENT TO WITHIN THE BUILDING.
3. AWAIT FURTHER INSTRUCTIONS.

YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE A SHELTER-IN-PLACE IMMEDIATELY. TEACHERS AND STAFF TAKE THE FOLLOWING ACTIONS:

1. MAKE A FULL ACCOUNTING OF STUDENTS.
2. CHECK RESTROOMS, HALLWAYS AND OTHER AREAS FOR STUDENTS.
3. MAKE SURE NO ONE LEAVES THE SCHOOL.
4. IF YOU HAVE NO STUDENTS COME TO THE OFFICE FOR ASSIGNMENTS.

YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE ALICE LOCKDOWN IMMEDIATELY. TEACHERS AND STAFF TAKE THE FOLLOWING ACTIONS:

1. ALL DOORS, WINDOWS AND CLASSROOMS ARE TO BE LOCKED.
2. MAKE A FULL ACCOUNTING OF STUDENTS.
3. MAKE SURE NO ONE ENTERS OR LEAVES THE SCHOOL.

NOTE: INTERNAL THREATS IF SAFE TO DO SO EVACUATE THE SCHOOL

EXTERNAL THREATS CONDUCT A HARD LOCKDOWN NO ENTRY
FOUR PHASES OF EMERGENCY MANAGEMENT:

**Mitigation:**
Any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. These actions encourage reduction of hazard vulnerability. Some actions include school safety and security assessments, hazard drills, security and physical plant improvements and creating a safety culture in schools.

**Preparedness:**
All actions required to establish and sustain the level of capability necessary to execute a wide range of incident management operations. This involves a combination of planning, training and exercises, personnel qualification and certification, and equipment acquisition. Also necessary are efforts to coordinate between public and private organizations.

**Response:**
This is intended to minimize the loss of life and property and conclude the incident as quickly as possible. Response plans should be in place and practiced.

**Recovery:**
The goal is to return the school to a learning environment and restore its infrastructure as quickly as possible. Recovery involves not only the physical repair and restoration of the facilities but also the emotional needs of the students, staff and responders.
I. ICS CHAIN OF COMMAND, COMMAND TEAM AND OSCT POSITIONS

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by Keene ISD when responding to a crisis that identifies an Incident Commander and on-site crisis team (OSCT) members who are assigned specific duties or responsibilities. The Incident Commander activates the OSCT. Command Team members will follow the structure of the ICS and will coordinate crisis efforts with OSCT members. Staff must be identified in advance due to the critical nature of these positions.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Name of Team Member</th>
<th>Back-Up Team Member</th>
<th>ICS Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>Ricky Stephens</td>
<td>Sandy Denning</td>
<td>Command</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Ricky Stephens</td>
<td>Sandy Denning</td>
<td>Command</td>
</tr>
<tr>
<td>Safety/Police Officers</td>
<td>Ronny Potts</td>
<td>Ted O’Neil</td>
<td>Command</td>
</tr>
<tr>
<td>Operations Officers</td>
<td>Sandy Denning</td>
<td>Ted O’Neil</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td>Heather Archer</td>
<td>Chris Taylor</td>
<td></td>
</tr>
<tr>
<td>Logistics Officers</td>
<td>Kelly Turnage</td>
<td>Jason Hill</td>
<td>Logistics</td>
</tr>
<tr>
<td></td>
<td>Don Bell</td>
<td>Ella Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anthony Denning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Ted O’Neil</td>
<td>Kelly Turnage</td>
<td>Liaison</td>
</tr>
<tr>
<td></td>
<td>Ronny Potts</td>
<td>Don Bell</td>
<td></td>
</tr>
<tr>
<td>Planning Officer</td>
<td>Loretta Streif</td>
<td>Elaine Lewis</td>
<td>Planning</td>
</tr>
<tr>
<td>Student/Staff Accountability</td>
<td>Campus Principals</td>
<td>Campus Counselors</td>
<td>Logistics</td>
</tr>
<tr>
<td>Reunification Coordinator</td>
<td>Superintendent</td>
<td>Campus Principals</td>
<td>Logistics</td>
</tr>
</tbody>
</table>

II. COMMAND POST

The command post is a securable location from which the incident management will operate during the crisis. Access to computers, phones, fax and printer is recommended for each location.

**District Indoor Command Post Locations**

- **Primary Location:** SUPERINTENDENT’S OFFICE
  - Alternative Location: HS PRINCIPAL’S OFFICE

**District Outdoor/On-Campus Command Post Location:** FOOTBALL STADIUM
III. ON-SITE CRISIS TEAM (OSCT) MEMBERS - PREPAREDNESS

The OSCT will assist the Incident Commander in the mitigation or resolution of a crisis. The Incident Commander is responsible for activating the OSCT in the event of a crisis (except during a Lockdown due to the existence of imminent danger). OSCT members can be assigned multiple assignments in order to meet the back-up requirements. These assignments are linked to the KEENE ISD Crisis Response Plan and the Regional Emergency Management Group.

It is strongly recommended that consideration be given to assigning a senior OSCT position to the crisis preparedness coordinator and to assign OSCT positions to representatives from the building service staff, school-based security staff and main office secretarial staff because of their knowledge of the building, school procedures, flexibility and availability. Staff must be identified in advance due to the critical nature of these positions.

On-Site Crisis Team (OSCT) Members

<table>
<thead>
<tr>
<th>OSCT Assignment</th>
<th>Name of OSCT Member</th>
<th>Name of Back-up OSCT Member</th>
<th>ICS Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check evacuation route/site before evacuating</td>
<td>Transportation Director: Ted O’Neil</td>
<td>Maintenance Director: Anthony Denning</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During crisis alerts sweep facility, play areas/fields for students/staff</td>
<td>Principals: Sandy Denning, Heather Archer, Jamie Ingram, and Ted O’Neil</td>
<td>Campus Counselors: Karen Durbin, Carol McDermott, Denise Diaz</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bring medical information and medications for students/staff</td>
<td>District Nurse: Belinda Chacon and Kathryn Coker</td>
<td>Campus Secretaries: Helen Bailey, Lydia Chacon, Belinda Alik, Elva Contreras</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bring and maintain records box, cell phone and emergency numbers for students/staff</td>
<td>Campus Secretaries: Helen Bailey, Lydia Chacon, Belinda Alik, Elva Contreras</td>
<td>PEIMS Coordinators for each Campus: Elaine Lewis</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check restrooms for students/staff and monitor hallways</td>
<td>Campus Assistant Principals: Chris Taylor, Don Bell, Kelly Turnage, Principal Ted O’Neil</td>
<td>Campus Counselors: Karen Durbin, Carol McDermott, Denise Diaz</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist special needs students/staff</td>
<td>Brice Pritchett &amp; Special Programs Staff</td>
<td>Carma Villegas &amp; Special Programs Staff</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess mental health needs of students/staff</td>
<td>Counselors Karen Durbin, Carol McDermott, Denise Diaz</td>
<td>District Nurse: Belinda Chacon and Kathryn Coker</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompany students/staff to the hospital</td>
<td>District Nurse: Belinda Chacon and Kathryn Coker</td>
<td>Campus Assistant Principals Chris Taylor, Don Bell, Kelly Turnage, Principal Ted O’Neil</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation liaison</td>
<td>Transportation Director: Ted O’Neil</td>
<td>Maintenance Director: Anthony Denning</td>
<td>Logistics</td>
</tr>
<tr>
<td>After-incident debriefing and after-action report</td>
<td>Superintendent: Ricky Stephens</td>
<td>Campus Principals: Sandy Denning, Heather Archer, Jamie Ingram, and Ted O’Neil, Chief Ronny Potts</td>
<td>Planning</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

Location of school records box: PEIMS OFFICE  
A copy of the approved crisis plan should be included in the box.  
Location of first aid kit: Elementary, Intermediate, Middle & High School Offices

**IV. TYPES OF DRILLS/EVACUATIONS - MITIGATION**

Drills: Fire, Weather, Bomb Threat, and Chemical Spills  
Evacuations:  
Fire: Evacuate at least 100 feet from the building.  
Bomb Threat: Evacuate at least 300 feet from the building.  
Multi-Hazards: Evacuate at least 300 feet from the building.

**V. EVACUATION SITES**

<table>
<thead>
<tr>
<th>On-Campus Multi-Hazard Evacuation Locations</th>
</tr>
</thead>
</table>
| Interior Primary Location:  
Bad Weather Haz-Mat | District Wide – Interior Classrooms  
Away from Exterior Walls |
| Exterior Location: | District Wide – Keene Athletic Stadium |

<table>
<thead>
<tr>
<th>Off-Campus Multi-Hazard Evacuation Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>During inclement weather, the City of Keene should be contacted regarding special needs.</td>
</tr>
</tbody>
</table>
| Primary Location (location/address/phone):  
Southwestern Adventist University Gymnasium  
100 W. Hillcrest Street, Keene, Texas 76059 |  
Alternate Location (location/address/phone):  
Keene Church  
114 S. Fairview, Keene, Texas 76059 |

*The District Reunion Site will be based on the evacuation location – the HS gym, Southwestern Adventist University Gymnasium, or Keene Church.*
VI. STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency. Staff with computer access should use the school attendance system. If there is no access to a computer, other means should be employed to report attendance. If outdoor activities are in progress when a Lockdown is activated in the school building, outdoor students/staff should move away from the threat to a pre-determined safe location. Staff should, if possible, visually scan the safe location for potential danger. Depending on the circumstances of the emergency the safe location may need to be reconsidered.

Safe Location: Keene Athletic Stadium
High School: Open Lunch? Yes Start/End Time: 11:40 – 12:30 (Mon-Thurs) 11:30-12:30(Fri.)

<table>
<thead>
<tr>
<th>MEDIA STAGING AREA (This area must be separate from any multi-hazard evacuation location or parent/child reunification area).</th>
<th>Media Staging Area: Keene ISD Administration Office 3625 US-67, Keene, TX 76950</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus (nearby street, park, open area, commercial area):</td>
<td>Warehouse Property on 4th Street</td>
</tr>
</tbody>
</table>

VII. STUDENTS/STAFF WHO REQUIRE SPECIAL ASSISTANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Assistance Required (wheelchair, hearing impaired, medically fragile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Special Ed Student (Student)</td>
<td>None at this time</td>
</tr>
<tr>
<td>Jr. High Student (Student)</td>
<td>8th Grade Wheelchair Assistance</td>
</tr>
<tr>
<td>Special Ed Student (Student)</td>
<td>None at this time</td>
</tr>
<tr>
<td>Special Ed Student (Student)</td>
<td>None at this time</td>
</tr>
<tr>
<td>HS Special Ed Student (Student)</td>
<td>9th Grade Legally Blind Assistance</td>
</tr>
<tr>
<td>HS Special Ed Student (Student)</td>
<td>Pritchett’s Life Skills Class</td>
</tr>
</tbody>
</table>

Are additional names listed on an attached Special Assistance supplement page? Yes X No

Location of Safe Room for possible evacuation: Bus Barn

Schools should identify special needs students/staff and plan specifically for their needs. Refer to the instructions for an explanation of refuge room.
## VIII. SCHOOL STAFF TRAINED TO RENDER FIRST AID AND CPR

<table>
<thead>
<tr>
<th>High School Name/Title</th>
<th>Elementary School Name/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belinda Chacon – Nurse</td>
<td>Kathryn Coker – Nurse</td>
</tr>
<tr>
<td>Jason Hill – Athletic Director</td>
<td></td>
</tr>
<tr>
<td>John McFarlin – Assistant Athletic Director/Coach</td>
<td></td>
</tr>
<tr>
<td>Lisa Lee – Teacher/Coach</td>
<td></td>
</tr>
<tr>
<td>Randy Lee – Teacher/Coach</td>
<td></td>
</tr>
<tr>
<td>Billy Coffin – Teacher/Coach</td>
<td></td>
</tr>
<tr>
<td>Natasha Curubo – Teacher/Coach</td>
<td></td>
</tr>
<tr>
<td>Annie Thomson – Teacher/Coach</td>
<td></td>
</tr>
<tr>
<td>Brian Mourning – Teacher/Coach</td>
<td>Alternative Learning Center Name/Title</td>
</tr>
<tr>
<td>Spencer Moorhead – Teacher/Coach</td>
<td>Ted O'Neil - Principal</td>
</tr>
<tr>
<td>Casey Hunka – Trainer/Coach</td>
<td>Elva Contreras – Secretary</td>
</tr>
<tr>
<td>Brice Pritchett – Teacher/Coach</td>
<td>Tom Langford – Teacher</td>
</tr>
<tr>
<td>Casey Moseley – Teacher</td>
<td>Scott Phillips – Teacher</td>
</tr>
<tr>
<td>Amy Lowry – Teacher/Coach</td>
<td>Ray McCormick – Teacher</td>
</tr>
<tr>
<td>Sandy Yow – Teacher</td>
<td>Arnold Jordan – Teacher</td>
</tr>
<tr>
<td></td>
<td>Luly Wicklund – Teacher</td>
</tr>
<tr>
<td></td>
<td>Wallace Sullivan – Teacher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jr. High School Name/Title</th>
<th>Administrative Offices Name/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belinda Chacon – Nurse</td>
<td>Ricky Stephens – Superintendent</td>
</tr>
<tr>
<td>Don Bell – Assistant Principal</td>
<td>Ronny Potts – Chief of Police</td>
</tr>
<tr>
<td>Katherine Crawford – Teacher</td>
<td>Anthony Denning – Maintenance Director</td>
</tr>
<tr>
<td>Heather Bailey – Teacher/Coach</td>
<td>Curt Jewett – Maintenance</td>
</tr>
<tr>
<td>Kathy Osborne – Teacher</td>
<td></td>
</tr>
<tr>
<td>Adrienne Malmberg – Teacher/Coach</td>
<td></td>
</tr>
</tbody>
</table>

## IX. RELOCATABLE CLASSROOMS

<table>
<thead>
<tr>
<th>Relocation Classroom #</th>
<th>Phone #</th>
<th>Relocation Classroom #</th>
<th>Phone #</th>
<th>Relocation Classroom #</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jr. High Cafeteria</td>
<td>817-774-5254 (5254)</td>
<td>HS Gym</td>
<td>817-774-5451 (5451)</td>
<td>Elementary Cafeteria</td>
<td>817-774-5346 (5346)</td>
</tr>
</tbody>
</table>
X. JOINT OCCUPANCY USERS (private day care center, child development center)

<table>
<thead>
<tr>
<th>Organization’s Name:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Person in Charge:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Location in Building:</td>
<td></td>
</tr>
<tr>
<td>Days/Time on Site:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization’s Name:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Person in Charge:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Location in Building:</td>
<td></td>
</tr>
<tr>
<td>Days/Time on Site:</td>
<td></td>
</tr>
</tbody>
</table>

If a crisis occurs after school hours contact 911 immediately.

XI. SCHOOL FLOOR PLAN (8 ½” x 11” – one page per floor)
Each crisis plan must include the building’s floor plan indicating the following information: classroom numbers, gas, main electric, water and HVAC emergency cut-off locations; and all relocation classrooms and their designated room numbers and locations of their exit doors.

Please check the following statements below that apply to your school:

Have there been any physical changes in your building or relocation classrooms since last school year?  Yes _____ No ____ X___

Does your school have an emergency generator? Yes ____ No ___X__ if yes, location? ______________

XII. DEBRIEFING - RESPONSE
The Incident Commander, in conjunction with the Administrators, are responsible for facilitating a debriefing meeting to discuss the incident and lessons learned. This debriefing should occur within 24 hours of the incident with school-based staff, including KEENE ISD staff that responded to the incident, and within 48 hours with central office and public safety staff.

XIII. PARENT/CHILD REUNIFICATION (PCR) PROCESS
The school’s parent/child reunification process should include the details of reuniting children with their parents or guardians. The methods of communicating the parent/child reunification process to parents or guardians also should be included in the crisis plan (principal’s newsletter, school web page). The PCR is an integral part of the crisis plan. Procedures for completing the PCR process and the Authorization for Release form are included in the attached instructions.

Name of parent/child reunification coordinators: Campus Principals: Sandy Denning, Heather Archer, Jamie Ingram, and Ted O’Neil
Methods to distribute PCR process to parents or guardians: School Website

Name or position of staff person who is responsible for the Parent / Child Reunification (PCR) box: Campus Principals

The PCR box is a file box, paper box or similar container that should easily be recognized and labeled and should be kept near the school records box. The contents should include: student schedules, student emergency information cards, preprinted PCR process logs, completed Authorization for Release forms, clipboards, pens, pencils, directional signs and tape for sign-hanging. Additional materials may be needed for reunification such as two-way radios, tables and chairs.

Guidelines for Implementing the PCR Process

1. Post signs on entrance doors and hallways to direct parents or guardians to the reunification area.
2. Utilize available staff members to assist with the implementation.
3. Assign available staff members and OSCT members to locate and release students.
4. Implement the three step approach:
   - Step 1: Use a PCR process log to sign-in parents or guardians and check identification. If necessary, refer to the child’s Authorization for Release form.
   - Step 2: Use the current student database/schedule files to locate the student’s current teacher and room number. Give the assisting staff member the student’s name, current teacher and location. Staff member will retrieve the student and direct or escort him or her to the PCR area.
   - Step 3: Release student to the authorized guardian.
5. Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of indoor, on-campus PCR area: HS GYM, JR. HIGH Gym, Elementary Gym

Location of outdoor, on-campus PCR area: High School Athletic Field, Jr. High – Parking Lot, Elementary School – Fenced in Playground and Basketball courts. (School Gyms if weather is bad).

Location of off-campus PCR area: Southwestern Adventist University, (100 W Hillcrest St, Keene, TX 76059).
### Step 1: Assignments/Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Campus Secretaries</td>
<td>Post Signs on entrance doors to direct parents to the reunification area</td>
</tr>
<tr>
<td>2. Campus Teachers</td>
<td>Escort students to the reunification area</td>
</tr>
<tr>
<td>3. Principals, Aides &amp; Campus Teachers</td>
<td>Monitor students during transport</td>
</tr>
<tr>
<td>4. Campus Maintenance Staff</td>
<td>Ensure stability of campus buildings</td>
</tr>
</tbody>
</table>

### Step 2: Assignments/Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Campus Secretaries, Principal</td>
<td>Coordinate student files with assigned teachers</td>
</tr>
<tr>
<td>2. Campus Principals</td>
<td>Coordinate location of assigned groups in the PCR area</td>
</tr>
<tr>
<td>3. Campus Teachers</td>
<td>Ensure students are accounted for</td>
</tr>
<tr>
<td>4. School Nurses</td>
<td>Care for students medical concerns</td>
</tr>
</tbody>
</table>

### Step 3: Assignments/Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Campus Principals</td>
<td>Release students to authorized guardian</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
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</tr>
</tbody>
</table>
KEENE INDEPENDENT SCHOOL DISTRICT

Local School-Based Incident Command System (ICS)

ON-SITE CRISIS TEAM (OSCT) DUTIES AND RESPONSIBILITIES BY POSITION

Principal or Designee

Acts as a senior advisor to the school’s Incident Commander during a crisis; only the Designee or higher-ranking official can override decisions made by the school-based Incident Commander

Keeps the Superintendent and other senior staff apprised of all aspects of the crisis

When appropriate responds to the scene of a school-based crisis to coordinate site-based needs

Ensures effective school system response to the crisis; maintains contact with senior level public safety executive officer and officials

Provides guidance and support to the Incident Commander and school-based personnel

Serves as school-site liaison with the KEENE ISD Incident Commander

Attends briefings held by the school-based Incident Commander
ON-SITE CRISIS TEAM (OSCT)

DUTIES AND RESPONSIBILITIES BY POSITION

*Incident Commander-Principal (school-based)*

Responsible for organizing and directing the school's response to the crisis by assessing the situation, establishing response objectives, assigning critical duties/responsibilities, utilizing resources, developing and monitoring the action/response plan, developing and implementing all strategic decisions related to the crisis and ensuring proper documentation of the incident.

Assembles the OSCT when appropriate

Discusses the response objectives with the superintendent and incident command team officers

Conducts regular briefings with the command team in order to obtain accurate and timely information pertaining to the crisis; receives informational updates from the Command Team and team officers

Coordinates with the Public Information Officer (PIO) regarding all media responses/releases and ensures that the School Board is fully aware of the same; receives periodic briefings from the PIO

Makes decisions as to when the crisis incident is resolved, thus concluding the crisis response

Coordinates a timely debriefing session to evaluate the effectiveness of the school’s response to the crisis; ensures an after-action report regarding the crisis has been completed

Ensures that the Crisis Preparedness Checklist is completed during the first month of school and periodically thereafter; may be accomplished in coordination with the Crisis Preparedness Coordinator
ON-SITE CRISIS TEAM (OSCT)
DUTIES AND RESPONSIBILITIES BY POSITION

District Public Information Officer (Superintendent)

Establishes communication links and ensures coordinated release of any information
Advises the OSCT of public inquiries
Ensures appropriate contacts with the media in coordination with the School Board
Provides accurate and timely status reports to the OSCT and Media
Attends briefings with OSCT

Safety Officer (school-based)

Evaluates the response objectives in conjunction with the Incident Commander;
Ensures that the safety of students, staff, response team and others is the highest priority;
Communicates directly with the Incident Commander;
Authorized to stop or change any unsafe action involving KEENE ISD students or staff
Provides accurate and timely status reports to the Incident Commander
Attends briefings held by the Incident Commander
ON-SITE CRISIS TEAM (OSCT)
DUTIES AND RESPONSIBILITIES BY POSITION

Public Safety Liaison (school-based)

Serves as liaison between the Incident Commander and public safety personnel and officials to share critical information; keeps the Incident Commander informed as to public safety decisions and response objectives

Ensures coordination between school safety and security staff and public safety officers

Provides information approved by the Incident Commander to the PTO and community

Provides accurate and timely status reports to the Incident Commander

Attends briefings held by the Incident Commander

Operations Officer (school-based)

In conjunction with the Incident Commander, develops/implements the school’s crisis response

Informs/coordinates overall response objectives with team members; ensures monitoring access control in the building, monitoring of weather conditions, sweep/scan facility, grounds, play areas, and restrooms

Ensures monitoring of surveillance cameras (high schools only)

Provides accurate and timely status reports to the Incident Commander

Attends briefings held by the Incident Commander
ON-SITE CRISIS TEAM (OSCT)

DUTIES AND RESPONSIBILITIES BY POSITION

Principal - Incident Commander or Designee

Crisis Preparedness Coordinator (CPC) (School based)

Assumes previously-assigned on-site crisis team position during the crisis

Ensures completion of the school’s crisis plan and works closely with the Incident Commander to ensure crisis preparedness throughout the school year

Ensures scheduling, completion and recording of required fire drills; ensures scheduling, completion, and recording of Lockdown and Shelter-in-Place drills

Ensures scheduling of required crisis preparedness training

Ensures assignments and coordination of command team and OSCT members

Provides accurate and timely status reports to the Incident Commander

Coordinates crisis preparedness efforts and planning with the educational facilities officer (EFO)

Attends briefings held by the Incident Commander
### ON-SITE CRISIS TEAM (OSCT)

### DUTIES AND RESPONSIBILITIES BY POSITION

**Operations Team (school based)**

**Duties:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking/Recording Coordinator -</td>
<td>Serves as the primary assistant to the Incident Commander and makes accurate and timely notes of the sequence of events; documents all details including time of incident, persons notified, timeline of response, assigned personnel, action items, and any other organizational detail; tracks and follows assignments and available and needed resources; attends briefings held by the Incident Commander; may need additional assistance depending on the nature of the crisis</td>
</tr>
<tr>
<td>Check evacuation route/site(s) before evacuating -</td>
<td>Responsible for checking the evacuation route and area in advance of the evacuation to ensure that the site is free of suspicious packages or other unsafe conditions; immediately communicates all information to the Incident Commander</td>
</tr>
<tr>
<td>Check outdoor play areas/fields for students and staff -</td>
<td>Responsible for surveying the outdoor areas for students/staff; directs (or escorts) all persons who are outside into the school and immediately contacts the operations officer for instructions</td>
</tr>
<tr>
<td>Bring medical information and medications for students/staff -</td>
<td>Assigned to bring the medical information and medications of students/staff to the pre-designated location during a crisis; familiar with the location of evacuation sites, alternative sites, and incident command post</td>
</tr>
<tr>
<td>Bring and maintain records box, cell phone numbers, and emergency phone numbers for students/staff. Bring additional two-way radios and ensure communication link with relocatable classrooms -</td>
<td>Assigned to bring the records box, emergency cell phone, two-way radios, emergency information, and phone numbers for students and staff to the command post and/or evacuation site; updates information throughout the school year to ensure accuracy; responsible for updating and replenishing the contents of the records box throughout the school year</td>
</tr>
<tr>
<td>Check restrooms for students/staff and monitor hallways -</td>
<td>Responsible for monitoring all restrooms for students/staff, and monitors the hallways for unescorted students, visitors, and suspicious situations during a Crisis Alert; may need more than one team member to perform these tasks</td>
</tr>
<tr>
<td>Accompany students/staff to the hospital -</td>
<td>Assigned to accompany students/staff to the hospital in the event of injuries sustained during a crisis; maintains accurate injury information that will be shredded by the operations officer in a timely manner</td>
</tr>
<tr>
<td>Assist with special needs for students/staff -</td>
<td>Ensures that the necessities of special needs students/staff are being met, i.e., assistance during an evacuation or when moving to a predetermined safe location during a crisis</td>
</tr>
</tbody>
</table>


| **Assess mental health needs for students/staff** - | Makes initial assessments of the psychological needs of students/staff during and immediately after a crisis; shares information with the Incident Commander; (this is usually the guidance counselor) |
| **Sweep/scan facilities, grounds, play areas/restrooms** - | In groups of two or more, may be asked to visually scan a facility to detect any suspicious items or determine if an area is safe; should be familiar with the area being scanned; process is only visual – any suspicious item or situation should immediately be reported to the operations officer |
| **Monitor Surveillance Cameras (High Schools)** - | Assigned to monitor surveillance from the CCTV equipment room if safe to do so; should have appropriate communication devices in order to share information with the Incident Commander and/or responding public safety agencies; has knowledge of the CCTV system |
| **Monitor weather conditions** - | Assigned to monitor possible weather-related emergencies; must be prepared to use an assortment of resources including mass media, scanners, NOAA alert radio, and visual inspection to help communicate any necessary information to the operations officer; must be familiar with portable communication devices and computer-based communication |
Logistics Officer (school based)

Responsible for managing and identifying personnel, supplies, and equipment needed in response to the crisis; responsible for handing out supplies and equipment, and for deploying unassigned staff for work and for coordinating transportation needs with the Department of Transportation

Informs/coordinates response objectives with team members; receives accurate and timely information from the transportation liaison

Assists in developing logistical strategies and recommendations to resolve the crisis

Ensures that accurate school emergency contact names and phone numbers are up to date and available

Provides accurate and timely status reports to the Incident Commander

Attends briefings held by the Incident Commander

Ensures parent/child reunification is implemented in an effective and efficient manner when appropriate
Logistics Team (school based)

Student/Staff Accountability

Responsible for ensuring that accurate students/staff accountability information is collected and shared immediately with the logistics officer; brings accountability discrepancies to the immediate attention of the Incident Commander.

Parent/Child Reunification Coordinator

Responsible for implementing the parent/child reunification (PCR) process; assigned to monitor and define this area and communicate directly to the logistics officer; ensures that information is shared with parents about the proper identification and sign-out leading to the reunification process.

Transportation Liaison

Assigned to work as liaison with the Transportation Department to coordinate any transportation needs during a crisis; maintains regular contact with the logistics officer.

Emergency cut-off switches/valves

Ensures that all utility emergency cut-off switches/valves are properly identified and marked.
ON-SITE CRISIS TEAM (OSCT)
DUTIES AND RESPONSIBILITIES BY POSITION

Principal or Designee – Incident Commander (school based)

Develops planning strategies and recommendations to resolve the crisis including long term contingency plans relative to the crisis

Informs and coordinates overall response objectives with team members

Responds to special requests for information from the Incident Commander

Reviews the latest information regarding the crisis to determine and plan school needs to include follow-up

Provides accurate and timely status reports to the Incident Commander

Attends briefings held by the Incident Commander

Ensures planning for special needs of students/staff prior to the crisis

Ensures and anticipates problem areas, possible weather conditions, and pre-planned evacuation routes; identifies hazards in the building and on school grounds for appropriate corrective action
Planning Team (school based)

Schedule Debriefing

Assigned to work in conjunction with the Incident Commander to ensure that a timely incident debriefing occurs; holds an initial debriefing as soon as possible and no later than 24 hours after the incident; holds a more comprehensive debriefing with public safety responders and central office staff who were involved within 48 hours after the incident; assists the Incident Commander in coordinating the after-event report

Planning Staff

Assist the planning officer in developing contingency plans for responding to the crisis
ON-SITE CRISIS TEAM (OSCT)

DUTIES AND RESPONSIBILITIES BY POSITION

Finance/Administration Team (school based)

Responsible for keeping financial records of expenditures and staff hours during and after the crisis

Informs and coordinates objectives with team members

Develops procedures to account for costs incurred in a crisis; compiles and maintains records of expenditures for cost accounting and reimbursement purposes

Provides accurate and timely status reports to the Incident Commander

Attends briefings held by the Incident Commander

Records and Expenses

Assigned the task of obtaining accurate and up-to-date list of necessary financial resources, e.g. two-way radios, crisis-related supplies, etc.; is (or works directly with) the school business manager

Staff-hours Recorder

Assigned to maintain an accurate and up-to-date list of necessary staff-hours; is, or works directly with, the school business manager; as part of the post-crisis debriefing, is prepared to share documentation with appropriate administrative personnel
INSTRUCTIONS FOR COMPLETION OF THE SCHOOL CRISIS RESPONSE PLAN

Crisis Preparedness Coordinator (CPC): These delegated responsibilities are intended to ensure that crisis preparation is accomplished through the year. This staff member reports directly to the principal and ensures that the crisis plan is completed and that all fire evacuation drills and Lockdown and Shelter-in-Place drills are scheduled, completed, and recorded. In addition, this staff member ensures scheduling of required crisis training for the on-site crisis team (OSCT) members. The duties of the CPC are completed prior to the crisis; when a crisis occurs, the CPC should assume his/her previously-assigned OSCT responsibility. This OSCT member is the primary contact for the Keene ISD Police Chief regarding crisis preparedness issues. The Principal may decide to retain and not delegate the CPC responsibilities.

INDEX OF SAFE SCHOOL TERMINOLOGY

First Call:

In a life threatening emergency call 911. The school should, in addition, contact Keene ISD Police Chief Potts and the Superintendent’s office to report the emergency.

Alert is your first notification of danger.

ALERT is when you first become aware of a threat. The sooner you understand that you’re in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

ALICE LOCKDOWN:

Imminent danger inside: This is necessary whenever an unidentified stranger is in the school or a shot or shots have been fired near you.

Barricade the room. Prepare to COUNTER if needed.

If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

If imminent danger is outside the building requiring a move to immediate lockdown mode or if violent behavior has occurred near the school. This procedure restricts access into the school and movement within the building. All doors, windows and classrooms will be locked.

Students and teachers will remain in their classrooms. Ensure that a full accounting of students is conducted. The On-Site Crisis Team (OSCT) is not activated during a lockdown from an external
threat, due to the existence of imminent danger. No one will be allowed to enter or leave the building.

Ignore the fire alarm system and do not evacuate unless directed to do so by the Principal/facility director. Parents will not be allowed to pick up children from school.

Local authorities will provide assistance when needed. Assign duties to teachers and staff who are not supervising students. The Superintendent or his/her designee will notify parents if necessary.

If a violent Intruder is inside the school, then Inform and communicate the violent intruder’s location and direction in real time.

Continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions.

Information should always be clear, direct and in plain language, not using codes. If the threat is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter maneuvers.

If the threat enters your immediate area, then Counter is a strategy of last resort. Staff and students must create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chance of hitting a target and can provide the precious seconds needed in order to evacuate safely.

**When safe to do so, remove yourself from the danger zone.**

Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with the threat.

During an immediate threat and if there is no other means to evacuate, except through a window, then, you should break a window from the top corner of the window, as opposed to the center.

Then clear the remaining glass out of your way using an object to prevent cutting or injuring yourself, while exiting the window. Once outside quickly and safely move to the school’s pre-determined rally points.

**Crisis Alert:**

Notifies students and staff that a crisis exists at or near a Keene ISD school or facility. The types of situations warranting a Crisis Alert include such events as approaching severe weather, police notification that a criminal suspect is in the general area of the school (ALICE LOCKDOWN – External Threat), a medical emergency occurring inside the building, or a building sweep pertaining to a low-level bomb threat. Movement should be restricted to within the building and
there should be a heightened awareness of strangers. A full accounting of students should be conducted.

Administrators may activate the **On-Site Crisis Team (OSCT)** and set up a command post when appropriate. Contact with emergency responders should be continuous. Assign duties to teachers and staff who are not supervising students. The Superintendent or his/her designee will decide on notifying parents, if necessary. This may be the first level of alert prior to commencing any of the following actions.

**Shelter-In-Place:**

Enhanced level of alert due to a crisis at or near the building (weather-related; suspected chemical, biological or radiological incident; hazardous material spill; etc.). The nature and duration of the shelter-in-place will be determined by the crisis and by public safety officials.

It is important to know the location of the main electrical power switch(es) in order to control (shut down) the school’s HVAC (heating, ventilation, and air conditioning) system in the event of a suspected chemical, biological, or radiological crisis. This procedure restricts movement within the building but does not restrict individuals from seeking shelter within the structure.

Ensure that a full accounting of students is conducted regularly. Ensure that restrooms, hallways and other areas are checked for students not in their classrooms. Ensure that no one leaves the school once it is secured. If the fire alarm is activated, do not evacuate unless directed to do so by the Principal/facility director.

Notify emergency responders. Assign duties to teachers and staff who are not supervising students. The Superintendent or his/her designee will decide on notifying parents, if necessary.

**Evacuation:**

Imminent danger at site requiring a move to a safe location. This can be on-site which involves moving to a safe location on the premises or to a nearby property. An off-site evacuation involves moving to a remote safe location such as an evacuation site or directly to the predetermined rally point or the reunion site. A secondary site should be designated in advance in the event the primary site becomes unusable.

**Reunion Site:**

This site must be a secure facility with ample parking to accommodate buses, parents’ vehicles and emergency vehicles. There must also be ample space to house all students and staff. There must be an area to out-process students. There must also be appropriate communications capabilities. **The District Reunion Site will be determined according to page 57 (see Section V. Evacuation Sites).**
**All Clear:**

This announcement is made to notify all parties that normal school operations can resume. The PA system will be used. If this is not practical, then laminated cards which will contain school and police logos to verify authenticity will be used by messengers.

**Incident Command System:**

The Incident Command System (ICS) is a nationally recognized crisis management and public safety organizational/management tool utilized when responding to a crisis. The ICS identifies an Incident Commander (usually the Superintendent or Principal) and Command Team members who collectively develop and implement response strategies pertaining to the crisis. Each team member is assigned specific duties and responsibilities as part of the incident response plan, and they delegate as needed. The ICS develops a chain-of-command structure and line-of-command succession. The structure of the ICS identifies command team members and team leaders who oversee the functions of the Operations, Logistics, Planning, and Finance/Administration teams. The ICS is the common link between the Regional Emergency Management Group, the KEENE ISD Crisis Response Plan, and the School Crisis Response Plan. The school-based ICS is outlined on the enclosed organization chart of this document. In schools/facilities where there is limited administrative support and/or staff, it may be necessary for the Incident Commander (principal) to assume multiple positions and responsibilities of the command team.

**ICS CHAIN OF COMMAND, COMMAND TEAM, FUNDAMENTAL OSCT POSITIONS**

Every incident or crisis requires that one person (principal) be designated as the primary Incident Commander who has overall managerial responsibility for responding to the crisis. The Incident Commander has responsibility for organizing and directing the school’s response to a crisis by assessing the situation, establishing response objectives, assigning critical duties and responsibilities, utilizing resources, developing and monitoring the action/response plan, ensuring proper incident documentation, and developing and implementing all strategic decisions related to the crisis. Accurate, timely information and recommendations from the command team members are conveyed to the Incident Commander for decision-making purposes. The Incident Commander has the sole authority/responsibility for the management and resolution of a school-related crisis. Only the superintendent or other KEENE ISD senior level executive can override or countermand a decision made by the Incident Commander.

In certain crisis situations, a public safety response will be required. Depending upon the type of crisis, official from public safety agencies may assume control of the incident and have overall responsibility for managing the incident. In these situations, a unified command structure would be established and the Incident Commander would be from either the Keene ISD Police or Keene Fire, depending upon the nature of the incident and/or the response needed to mitigate the crisis. The role of the school-based
Incident Commander in these situations would be to work in partnership with public safety officials and to follow their directions or orders until the incident is stabilized and turned over to the school-based Incident Commander. The school Incident Commander would always retain responsibility for the safety and welfare of KEENE ISD students/staff.

**Command Team**

- **Incident Commander (principal):** The Incident Commander has responsibility for organizing and directing the school’s response to a crisis by assessing the situation, establishing response objectives, assigning critical duties/responsibilities, utilizing resources, developing and monitoring the action/response plan, ensuring proper incident documentation, and developing and implementing all strategic decisions related to the crisis. The Incident Commander is responsible for activating the OSCT and for facilitating an incident debriefing. Usually, the Incident Commander is the principal of the site. Three staff members must be identified as Incident Commanders: one primary and two back-ups named in order of succession. Only the Superintendent or other KEENE ISD senior level executive can override or countermand a decision made by the Incident Commander.

*In schools/facilities where there is limited administrative support and/or staff, it may be necessary for the Incident Commander (principal) to assume multiple positions and responsibilities of the command team.*

- **Public Information Officer (Principal):** The school-based PIO establishes communications links and ensures that the release of any information is coordinated through the Superintendent and any public inquiries and establishes a relationship and maintains contact with on-scene media at the designated media staging area.

- **Safety Officer:** Ensures that the safety of students, staff, and others is the highest priority, and answers only to the Incident Commander. The safety officer has the authority to stop any unsafe actions involving KEENE ISD students/staff.

- **Operations Officer:** The operations officer assists the Incident Commander in developing/implementing the school’s crisis response. This team member coordinates the response and assignments of the Operations Team and provides timely and accurate incident information to the Incident Commander. The Operations Officer also ensures monitoring access control in the building, monitors weather conditions, and sweeps/scans the facility, grounds, play areas, and restrooms. This member also ensures monitoring of surveillance cameras (high schools only).

- **Logistics Officer:** The Logistics Officer assists the Incident Commander in identifying and managing needed personnel, equipment, and supplies. This officer ensure establishment of the student/staff accountability and parent/child reunification process. The transportation liaison officer will coordinate transportation as needed in conjunction with the Incident Commander.

- **Liaison Officer:** The Liaison officer works directly with public safety personnel. It is critical that this public safety officer immediately and accurately share safety-related information with the Incident Commander. All public safety liaison coordination must be made with the Incident Commander.
On-Site Crisis Team Assignments

- **Planning Officer:** The planning officer assists the Incident Commander in developing strategies and recommendations to resolve the crisis, and reviews the latest information regarding the situation in order to identify and plan for future school needs. This team member coordinates the response and assignments of the planning team, and provides timely and accurate incident information to the Incident Commander.

- **Finance/Administration Officer:** The finance/administration officer is responsible for tracking incident-related costs or expenditures and to account for staff-hours related to the resolution of the crisis. This team member coordinates the response and assignments of the finance/administration team, if needed, and provides timely and accurate information to the Incident Commander.

- **Recorder/Tracking Coordinator:** The recorder/tracking coordinator should serve the primary assistant to the Incident Commander, and should make accurate and timely notes of the sequence of events. A running account should be recorded which includes status of assignments given, telephone calls, statements, commands, decisions, questions, names, times, actions taken, arrivals, departures, injuries, etc. These notes may be transcribed if needed. All notes and correspondence related to the crisis should be placed in an incident file and maintained by the school-based Incident Commander.

- **Student/Staff Accountability:** This OSCT member is responsible for ensuring that all students/staff are accounted for during the crisis, using several different and available methods, e.g., attendance log, attendance program, hand-written materials, etc. Any accountability discrepancies must immediately be brought to the attention of the Incident Commander.

- **Parent/Child Reunification Coordinator:** This OSCT member is responsible for ensuring that the parent/child reunification areas are set up and staffed, that appropriate information is shared with parents, and that protocols are in place for the proper release of students. Please refer to Section XIV of the Crisis Plan.

Types of Crises:

For guidance of specific crises, a copy of the KEENE ISD Crisis Management and Response Manual is attached for the school’s use. This manual includes guidance on incidents involving missing students; accidents and injuries; accidental death; suicides; weapon use; weather emergencies; bomb threats; suspected chemical, biological and radiological incidents, etc.
II. COMMAND POST

The command post is a location or room from which the command function/incident management will operate during the crisis. This location must be securable and separate from the student/multi-hazard evacuation locations, media staging area, and parent/child reunification locations.

**Inside School Command Post Location:** This is usually the main office and/or a workroom or principal’s office with sufficient communications resources (phone, fax, computer, printer, etc.). A primary inside location and an alternate inside location should be identified.

**Outside School Command Post Location:** If possible, this is a location that is outside of the school building but still on campus. It may be a parking lot, athletic field, or stadium area. Smaller elementary schools may require a location on a side street or sidewalk. If a public right-of-way is employed during a crisis, vehicle traffic should be blocked in coordination with public safety officials. A member of the OSCT has the responsibility of bringing the school records box to the outside command post.

III. ON-SITE CRISIS TEAM MEMBERS

The on-site crisis team is designed to assist the Incident Commander in the mitigation and/or resolution of a school-based crisis. Members of the OSCT will be selected by the administration based upon their ability to handle specific OSCT duties or responsibilities and their suitability to respond to a crisis. It is strongly recommended that consideration be given to assigning an OSCT position(s) to a representative from the building service staff and the school-based security staff. Their knowledge of the physical building and safety and security procedures would be a valuable asset to the team.

All OSCT members must be aware of their assignments and responsibilities including all phases of the school’s crisis plan, and should be provided a copy of their school’s crisis plan. The Crisis Preparedness Coordinator, under the direction of the principal, should hold OSCT meetings periodically throughout the school year to ensure the school’s readiness to respond to a crisis. The Incident Commander is responsible for activating the OSCT in the event of a crisis, except during a Lockdown due to the existence of imminent danger. The command post location should be included in the activation announcement. The Command Team is included in the OSCT.

School administrators must assign members of their on-site crisis team specific duties and responsibilities that need to be performed during a crisis. These duties and responsibilities are critical functions and are linked to positions under the structure of the Incident Command System. Schools are required to assign a primary Incident Commander with two back-up Incident Commanders. All other OSCT positions require assigning a primary and a back-up OSCT member responsible for the specific duties and responsibilities outlined in Section III of the school crisis plan, which are also defined below. Depending upon the nature of the crisis, it may not be necessary to carry out all of the identified duties.
and responsibilities of the OSCT. The Incident Commander would make this determination based upon the scope and duration of the crisis. In making OSCT assignments, administrators may assign team members two or more duties and responsibilities, especially in schools with minimal staffing. Depending upon the incident, administrators may also assign additional duties and responsibilities outside of those required for members of their OSCT.

In schools/facilities where there is limited administrative support and/or staff, it may be necessary for the Incident Commander (principal) to assume multiple positions and responsibilities of the command team.

- **Check evacuation route(s) before evacuating** - This team member is responsible for checking the evacuation route and area in advance of the evacuation to ensure that the site is free of suspicious packages or other unsafe conditions. All information must be immediately communicated to the Incident Commander.

- **Crisis Alert Sweep/Scan** - This team member(s) is responsible to sweep/scan the facility and outdoor areas for students and staff. All students should be directed and/or escorted into the school under adult supervision. Adults should be made aware of the situation and invited to join staff inside.

- **Bring medical information and medications** - This team member gathers and brings medical information and needed medications to the command post and/or evacuation site.

- **Bring and maintain records box, cell phone, and emergency phone numbers for students/staff** – This team member brings the records box, the cell phone, emergency information and phone numbers for students and staff to the command post and/or evacuation site. This information should be updated throughout the year to ensure accuracy. This team member also should be responsible for updating and replenishing the contents of the records box throughout the year.

- **Check restrooms for students/staff and monitor hallways during Crisis Alert** - This team member(s) is responsible for checking all restrooms and students/staff, and monitors the hallways for unescorted students, visitors, and suspicious situations. During weather-related emergencies, observations of conditions outside may be needed. In a large school, one than one team member may be required for these tasks.
• **Assist with special needs for students/staff** - A team member has the responsibility for accompanying students or staff who require physical assistance during an evacuation or when moving to a predetermined safe location during a crisis.

• **Assess mental health needs of students/staff** - This team member (usually a guidance counselor) will make initial assessments of the psychological needs of students/staff during and immediately after a crisis. This information must be shared with the Incident Commander.

• **Accompany students/staff to the hospital** - This team member will accompany students/staff to the hospital when transported by ambulance. This team member must keep the Incident Commander information and continually updated on the condition of anyone transported to the hospital.

• **Schedule a debriefing meeting for lessons learned** - This task is assigned to a team member who works in conjunction with the Incident Commander to ensure that a timely incident debriefing occurs. This initial debriefing should be held as soon as possible, and no later than 24 hours after the incident. A more comprehensive debriefing with public safety responders and central office staff who were involved should be held within 48 hours after the incident.

• **Transportation Liaison** - This team member reports to the logistics officer and assists the Incident Commander in coordination of transportation needs with the Department of Transportation in response to the crisis. The logistics officer coordinates the response and assignments and provides timely and accurate updates to the Incident Commander.
Location of School Records Box: The records box should be located in the main office. The box should
contain a current copy of the crisis plan. The emergency cell phone should be kept nearby and in a fully-
charged state. An OSCT member should be responsible for updating and replenishing the contents of the
records box throughout the year. At a minimum, the records box should contain:

- Maps, floor plans
- Building data – chemicals and hazardous materials locations
- Master keys
- School radios (at least 2) with battery charged
- Flashlights/Batteries
- Student and personnel information, including medical records
- List of personnel trained in CPR
- First aid kit, emergency medicine
- Classroom rosters
- Cell phone, phone numbers and contact information
- Alarm information
- Intercom or PA instructions, bullhorn
- Computer information to send messages

Location(s) of First Aid Kit(s): CAMPUS OFFICES, NURSES OFFICES

(A first aid kit is usually kept in the health room or in the same vicinity as the records box).
**IV. EVACUATION DISTANCES**

The minimum evacuation distance for a fire evacuation is 100 feet. The minimum evacuation distance for a bomb threat evacuation is 300 feet. The minimum evacuation distance for multi-hazard evacuations is 300 feet.

**V. EVACUATION SITES**

**On-campus Multi-Hazard Evacuation Locations**: The usual locations are athletic fields, stadiums, parking lots, playgrounds, etc., that should be at least three hundred feet from the building. In some cases, it is not possible to be three hundred feet away and still be on campus. In such cases, students are to be moved as far away as possible. The alternate location is a secondary site to be used if the primary location is unavailable for some reason.

**Off-campus Multi-Hazard Evacuation Locations**: The primary location should be within walking distance of the school. It could be a church parking lot, shopping center near the school, another school, a vacant field, or a cul-de-sac. Any event that forces an off-campus evacuation may be long-lasting and of a serious nature; therefore, the site should be accessible to transportation resources. The alternate location should be used if the crisis is expected to continue for an extended time. This location may be the nearest available school.

**VI. ACCOUNTING FOR STUDENTS/STAFF**

Students and staff members must be accounted for during a crisis. During a Lockdown/Shelter-in-Place, the school should consider using the attendance system to take attendance. Contact your school’s technology specialist for details of this process. During an evacuation, attendance must be completed manually, and teachers should bring a current class roster with them to the evacuation site. If outdoor activities such as P.E. class, recess, or lunch are occurring when a Lockdown is activated inside the building, students and staff should be notified (preferably by two-way radio) to move to a safe location. The safe location should be predetermined if possible. Staff with students outside during a Lockdown should, if possible or practical, visually scan the location for potential danger. Depending on the circumstances of the crisis, the safe location may need to be reconsidered. The staff member on the scene should confirm that all students and staff are accounted for, and the Incident Commander should be kept informed and updated, especially as to any discrepancies. An OSCT member is to be assigned the responsibility for ensuring that accurate student/staff accountability is available.
VII. MEDIA STAGING AREA

It is recommended that the media staging area be located at an off-campus site near the school which must be separate from any student/multi-hazard evacuation locations or parent/child reunification sites. It is possible that large trucks may need to be accommodated. Depending on the type of crisis, the director of communications or authorized representative may ask the Incident Commander to allow for a media staging area to be set up on-campus. The off-campus location may be a nearby street, park, open area, or commercial area. The media can be an asset to the school in terms of broadcasting accurate and information and instructions to parents and guardians. An OSCT member should be assigned the role of media liaison. The actual locations of the information, reunification, and media staging areas are generally determined by the nature and extent of the crisis.

VIII. STUDENTS/STAFF WHO REQUIRE SPECIAL ASSISTANCE

Students or staff requiring special assistance should be named along with a grade level, if appropriate. The type(s) of assistance required should be listed. The assistance could be medicine such as insulin, equipment such as wheelchair or ventilator, or a seeing-eye dog. If more space is needed, use the attached supplemental sheet and note on the plan that there is an attachment. This information also should be maintained as part of the school records box.

**Location of Safe Room (if applicable):** If a crisis presents a hazardous situation for moving students with special needs, it may be necessary to move those students to a pre-determined safe room. This room should be selected with input from the local fire department and your school’s Crisis Preparedness Coordinator. Factors to consider when selecting a safe room should include proximity to exits, accessibility to exterior windows, and proximity to fire doors, stairwells, and communication capabilities within the room. Upon arrival on the scene, fire department personnel should be informed of the location(s) of the safe room(s). Rescue operations will take priority over firefighting.

IX. SCHOOL STAFF TRAINED TO RENDER FIRST AID AND/OR CPR

Staff members who are trained in first aid or CPR should be listed, along with their title or position. The school health representative is usually listed first. Consider listing staff members who are currently certified in first aid or CPR and note that they are certified.
x. RELOCATABLE CLASSROOM LOCATION(S)

The number and locations of on-campus relocatable classrooms are required. Locations of relocatable classrooms must be noted on the school floor plan. An OSCT member should be assigned the responsibility for ensuring that every relocatable classroom is equipped with a cell phone and that the cell phones are properly maintained and in good working condition throughout the year.

xi. JOINT OCCUPANCY USERS

Any event or condition that affects the school also will affect any joint occupant. Joint occupancy users should be informed of the crisis plan and practice drills along with the school. All information should be completed. Daycare centers and child development programs on-site should be identified in this section.

xii. SCHOOL FLOOR PLAN

The floor plan should be an attachment to the crisis plan. Each crisis plan must include the building’s floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and relocatable classrooms and their designated room numbers and locations of their exit doors.

xiii. DEBRIEFING

An OSCT member is assigned the responsibility for working with the Incident Commander to ensure that a timely incident debriefing occurs in order to discuss lessons learned. This initial debriefing should be held as soon as possible and no later than 24 hours after the incident. A more comprehensive debriefing with public safety responder and central office staff who were involved should be held within 48 hours after the incident. The Crisis Preparedness Coordinator must be informed of the debriefing meeting.
xiv. INSTRUCTIONS FOR COMPLETION OF THE PARENT/CHILD REUNIFICATION PROCESS

Each school should have a parent/child reunification process that includes details of reuniting students with their parents or guardians. Details of this process should be communicated to the parents near the start of each school year through various methods, i.e., principal newsletters, school websites, PTO meetings, etc. The information should include the disbursement of the Authorization for Release form. This form permits parents to designate additional authorized individuals to whom the school can release their child. Completed forms will contribute to a smooth parent/child reunification. Details of the reunification process should be constantly reinforced among all stakeholders during the school year.

Consideration should be given to assigning adults to monitor hallways and to escort students from the classroom to the reunification site. The following parent/child reunification information should be included in the PCR process.

- The parent/child reunification site must be separate from all student/multi-hazard evacuation locations and media staging area. Parent/child reunification areas for parents can be either on- or off-campus. The location of this area must be a site that will not impact the school’s ability to respond to the crisis. The on-campus location could be the flagpole area, playground, parking lot, or even a location inside the school. The off-campus location could be a nearby church, parking lot, other open areas/facilities, or local cluster high school. Parents and guardians should be notified where to respond in case of crisis, and should be advised that the parent/child reunification site is where they can pick up their children. An OSCT member, with portable radio, is to be assigned the role of parent/child reunification coordinator to assist in matching children to parents and signing them out.

Parent/Child Reunification Coordinator: This position on the OSCT is appointed by the principal and is responsible for ensuring the parent/child reunification process is implemented.

Name of Staff member responsible for PCR box: Name of staff member responsible for stocking and retrieving the PCR box when needed.

Location of on-site indoor PCR area: Location and directions to on-site indoor PCR area.

Location of on-site outdoor PCR area: Location and directions to on-site outdoor PCR area.

Location of off-site PCR area: Location and directions to off-site PCR area, including address and phone number of site.

Assignments and tasks of staff assigned to PCR process: Implement the three-step approach. Complete the assignments/tasks for each step.

Attached supplemental documents to the PCR process:

- Authorization for Release of Student
- Parent/Child Reunification Process Log

Please attach any additional information you determine is necessary to complete your PCR process.
SCHOOL-BASED ICS MODEL AND TRAINING OPPORTUNITIES

A school-based incident command system has been developed with detailed examples of various duties and responsibilities utilized when responding to a crisis. This structure reflects the required OSCT duties and responsibilities. In addition, there are other duties and responsibilities that could assist the Incident Commander when responding to a crisis.

Throughout the school year, the Keene ISD Police Department will present staff online training sessions on the subject of crisis preparedness for administrators and OSCT members. Notification of online training and registration information will be provided. In addition, school-based online training modules will be available at the school to cover crisis preparedness.

CRISIS PREPAREDNESS COORDINATOR

As the principal has many issues to identify, mitigate, delegate and solve on a daily basis, it is recommended that a crisis preparedness coordinator be assigned to the OSCT team to ensure the following:

- Scheduling, completion and recording of Lockdown and Shelter-in-Place drills.
- Scheduling, completion and recording of fire evacuation drills.
- Scheduling of required crisis preparedness training for OSCT members and administrators.
Keene ISD Police Department
KEENE Independent School District

Crisis Preparedness Checklist

This checklist is provided to assist with preparation in response to crisis situations.

<table>
<thead>
<tr>
<th>ON-SITE CRISIS TEAM (OSCT) PLANNING</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the school or facility crisis plan been updated for 2017-18 and submitted for approval to the Keene ISD Police Department?</td>
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<tr>
<td>Has the school or facility crisis plan been approved?</td>
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<td>Has the school or facility crisis plan been reviewed with all staff members?</td>
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<tr>
<td>Has staff received crisis preparedness training by the Department of Safety and Security?</td>
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<tr>
<td>Has a full safety and security assessment been made of campus facilities?</td>
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<tr>
<td>Is an annual fire inspection scheduled?</td>
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<tr>
<td>Are staff and students familiar with Lockdown/Shelter-in-Place procedures?</td>
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<tr>
<td>Has a meeting been held with the OSCT to discuss the crisis plan and the roles and responsibilities of OSCT members?</td>
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<tr>
<td>Do the back-up OSCT members know their roles and responsibilities?</td>
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<tr>
<td>Have OSCT meetings been scheduled to occur regularly throughout the year?</td>
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<tr>
<td>Has the OSCT been provided with a copy of the approved school or facility crisis plan?</td>
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<tr>
<td>Have additional Incident Commanders been identified who will coordinate the crisis plan in the absence of the primary Incident Commander?</td>
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<tr>
<td>Have interior and exterior command posts been identified?</td>
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<tr>
<td>Has the staff been made aware of the locations of the command posts?</td>
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<tr>
<td>Is there a plan to monitor access to the building and securing of doors when appropriate?</td>
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<tr>
<td>Is there a clearly-identified visitor sign-in and identification procedure in place?</td>
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<tr>
<td>Have on and off-campus multi-hazard evacuation locations been identified?</td>
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<tr>
<td>Has a parent/child reunification plan been developed and shared with parents, staff and students?</td>
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<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Have on- and off-campus parent information/reunification staging areas been identified?</td>
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<tr>
<td>Have parents/guardians been notified as to the locations of the parent/child reunification sites?</td>
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<tr>
<td>Are the records box and first aid kit(s) regularly checked to ensure readiness of supplies?</td>
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<td>Are the emergency cards or forms up to date to include the names of additional adults who are authorized to pick up students?</td>
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<tr>
<td>Is your staff familiar with shelter-in-place procedures?</td>
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<tr>
<td>Are joint-occupancy users (day care centers) included in the crisis plan?</td>
<td>N/A</td>
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</table>

**Practice Drills**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Are staff and students familiar with evacuation procedures?</td>
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<tr>
<td>Have fire evacuation drills been practiced?</td>
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<tr>
<td>Have Lockdown/Shelter-in-Place drills been practiced?</td>
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<tr>
<td>Are regular debriefing meetings held after practice drills or actual crises?</td>
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<tr>
<td>Are the emergency cut-off valves clearly marked for identification purposes?</td>
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<tr>
<td>Is the appropriate staff aware of the location of the emergency gas, HVAC, water and main electric cut-off valves switches and do staff members know how to shut them off?</td>
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</table>

**Mental Health Needs - Recovery**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have staff members been assigned to assess mental health needs following a crisis?</td>
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<tr>
<td>Have the counselor and/or psychologist been involved in crisis response planning, including needed mental health supports?</td>
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<tr>
<td>Is there awareness of students/staff who may be vulnerable in a crisis because of past loss experience or unique needs?</td>
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</table>

**Medical/Special Needs**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have staff members who are certified in first aid/CPR been identified?</td>
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<tr>
<td>Has the staff been notified of the locations of the first aid kits? How many first aid kits are in the school?</td>
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<tr>
<td>Have primary and back-up staff members been identified to handle medications for those students who require medications?</td>
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<tr>
<td>Have provisions been made to address the special needs of disabled students, limited-English-proficient students, and other student/staff populations?</td>
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**Communication**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Is the administrative team familiar with the KEENE ISD communications protocol?</td>
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<td>Are accurate student lists (including emergency contact information) accessible?</td>
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<td>Are backup communications procedures in place in the event of loss of telecommunications or power?</td>
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<td>Is the NOAA alert radio operational, equipped with batteries, and turned on?</td>
<td>N/A</td>
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<td>Question</td>
<td>Answer</td>
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<tr>
<td>Is the emergency cell phone charged, operational, and accessible to designated staff?</td>
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<td>Have all designated staff been trained and know how to operate the emergency phone?</td>
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<td>Are the portable classroom cell phones operational and fully charged?</td>
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<td>Is the school communication process (phone tree, etc.) in effect to inform parents of crisis information?</td>
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<tr>
<td>Is there an updated staff phone tree that has been tested for accuracy and effectiveness?</td>
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<td>Is a system in place for PTO/community communications?</td>
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<tr>
<td>Is there an updated list of emergency contact numbers, including all necessary public safety and central administration numbers?</td>
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<tr>
<td>Are all portable communication devices, including two-way radios, maintained in proper working order?</td>
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**Reviewed by Principal**

Principal’s Signature: ___________________________ Date: ______________

**Reviewed by Crisis Preparedness Coordinator**

Crisis Preparedness Coordinator’s Signature: ___________________________ Date: ______________

(This checklist must be completed, signed, and faxed to the (Keene ISD Police Department), (fax # 817-774-5400 (ESC XV), no later than 01-01-18).
Authorization for Release of Student

Name of Student: _____________________________  Date of Birth: _______________________

Name of School: ___________________________________________________________________

Parent(s)/Guardian(s): __________________________________________________________________

I certify that I am the custodial parent/legal guardian of the above-named student, and I grant permission for my child to be released to any of the following-named individuals. (Each section must be completed).

My child may be released to the following individuals. (Additional names may be included on a separate piece of paper. If additional names are attached, parent/guardian must initial here: ____________________________).

Name: _____________________________  Relationship to Child: ______________________

Address: ______________________________________________________________________  Phone: __________________________

Name: _____________________________  Relationship to Child: ______________________

Address: ______________________________________________________________________  Phone: __________________________
Name: ____________________________ Relationship to Child: ________________

Address: ____________________________ Phone: ________________________

Parent/Guardian Information:

Parent/Guardian: ____________________________ Work Phone: ________________

Home Phone: ____________________________ Cell Phone: ________________

Parent/Guardian: ____________________________ Work Phone: ________________

Home Phone: ____________________________ Cell Phone: ________________

Child’s after-school daycare provider: ____________________________ Phone: ________________

I understand that my child will not be released to anyone other than those listed on this form. (If this form is not completed and returned to my child’s assigned school, ISD may refer to the school’s Emergency Information on file). If changes occur during the school year, I will contact the school to update this form.

____________________________________  ____________________________
Parent/Guardian Signature                  Date
Parent/Child Reunification
Process Log

Name of School: ___________________________________________ Date: ______________________

Please print clearly.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Grade</th>
<th>Printed Name of Authorized Individual</th>
<th>Signature of Authorized Individual</th>
<th>Identification Verified</th>
<th>Signature of Staff Member Who Has Verified ID of Authorized Individual</th>
<th>Release Time</th>
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Keene Independent School District

Students/Staff Who Require Special Assistance

(This supplemental page must be attached to the school’s Crisis response plan)

Name of School: ___________________________ School Year: ________________

<table>
<thead>
<tr>
<th>Name of Student/Staff</th>
<th>Type of Assistance Required</th>
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</tbody>
</table>

### Hazards Addressed in the District Emergency Operations Plan

<table>
<thead>
<tr>
<th>Types of Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
</tr>
<tr>
<td>Weather Related</td>
</tr>
<tr>
<td>Hazardous Material</td>
</tr>
<tr>
<td>Kidnapping</td>
</tr>
<tr>
<td>Transportation Accidents in Town</td>
</tr>
<tr>
<td>Transportation Accidents Out-of-Town</td>
</tr>
<tr>
<td>Armed Intruder</td>
</tr>
<tr>
<td>Non-Armed Intruder</td>
</tr>
<tr>
<td>Hostage Situation</td>
</tr>
<tr>
<td>Event Type</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Bomb Threat</td>
</tr>
<tr>
<td>Terrorist Event</td>
</tr>
<tr>
<td>Death of Student/Staff</td>
</tr>
<tr>
<td>Drive-by Shooting</td>
</tr>
<tr>
<td>Drug Overdose</td>
</tr>
<tr>
<td>Suicide</td>
</tr>
<tr>
<td>Explosion</td>
</tr>
<tr>
<td>Physical Assaults/Fights</td>
</tr>
<tr>
<td>Sexual Assault</td>
</tr>
<tr>
<td><strong>Staff Responses</strong></td>
</tr>
<tr>
<td>- Shelter-In-Place</td>
</tr>
<tr>
<td>- Evacuation of Building</td>
</tr>
<tr>
<td>- Evacuation of Site (Including Parent/Child Reunification Process and Roles and Responsibilities)</td>
</tr>
<tr>
<td>- Lockdown</td>
</tr>
</tbody>
</table>
Threat and Hazard Types and Examples

Planning teams must consider the probability, magnitude, warning time and duration of each possible threat or hazard. Some threat and hazard examples to consider include:

Natural Hazards

- Earthquakes
- Tornadoes
- Lightning
- Severe wind
- Hurricanes
- Floods
- Wildfires
- Extreme temperatures
- Landslides or mudslides
- Tsunamis
- Volcanic eruptions
- Winter precipitation

Technological Hazards

- Explosions or accidental release of toxins from industrial plans
- Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills
- Hazardous material releases from major highways or railroads
- Radiological releases from nuclear power stations
- Dam failure
- Power failure
- Water failure

Biological Hazards

- Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, *Staphylococcus aureus* and meningitis
- Contaminated food outbreaks, including Salmonella, botulism and *E.coli*
- Toxic materials present in school laboratories
Adversarial, Incidental and Human-caused Threats

- Fire
- Active shooters
- Criminal threats or actions
- Gang violence
- Bomb threats
- Domestic violence and abuse
- Cyber attacks
- Suicide

“ALICE LOCKDOWN”
CRISIS/LIFE THREATENING SITUATION
LOCKDOWN PROCEDURES

Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes, to intruders, to an active shooter, lockdown uses classroom security to protect students and staff from threat.

If the intruder displays a weapon, then our Lockdown is changed to a ALICE LOCKDOWN (EVACUATION/COUNTER MEASURES are initiated).

SCHOOL RESPONSE:

First person to recognize a THREAT:

- REPORT IMMEDIATELY, depending on the type of THREAT, by either:
  - Calling 9-1-1.
  - Calling the campus administrator.
  - INITIATE ALICE LOCKDOWN IF THERE IS A LIFE SAFETY THREAT.

Announce over the paging system:

“ALICE LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT, AND EVACUATE IF POSSIBLE”

Teachers:

IF THE ARMED INTRUDER IS CLOSE TO YOUR CLASSROOM and a window to the outside is present, Teacher break top corner of window and rake out glass, then EVACUATE!

If no window is present:

- Lock classroom door.
- Turn out the lights.
- Move away from sight.
- Barricade door.
- Prepare Counter Measures.
  - If the ARMED INTRUDER enters your room
  - EVERYONE COUNTER. Create Noise, Movement, Distance and Distraction with the intent of Reducing the Shooters Ability to Shoot Accurately and EVACUATE THE SCHOOL TO DESIGNATED RALLY POINT.
- Take roll

**In an actual Lockdown situation, the rooms will be cleared individually by either law enforcement or campus administrator/designee.
Administration:

Principal/CRT: IC

When safe to do so:

• Contact your Supervisor and the Safety Director.

• Establish command center wherever appropriate, ensure safety of students and staff, and establish a unified command with law enforcement when they arrive.

• Complete Drill Form/After-Action Review.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or designee immediately:

Superintendent or designee:

• Call KISD School Board for situational awareness.

• Activate District Emergency Operations Center via School Messenger.

• Establish contact with District Emergency Operations Center at (512) 594-0911.

• Establish/notify Communications Officers and begin preparing a School Messenger/social media notification and media statement.

Considerations/Actions:

• District Liaison responds to the Emergency Responders Command Post near the school.

Standby to deploy:

• Transportation Department.

• District Communications Officer to the Emergency Responders Joint Information Site.

• District Operations to the secondary evacuation site.
Lockout Procedures

Lockout is called when there is a threat or hazard outside of the school building. Whether it’s due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground, lockout uses the security of the school building to act as protection.

SCHOOL RESPONSE

Announce over the paging system: “LOCKOUT, SECURE THE PERIMETER.”

• LOCKOUT MAY BE REPORTED BY EMERGENCY DISPATCH TO THE SCHOOL.

• IT MAY ALSO BE REPORTED BY STUDENTS, STAFF, OR TEACHERS IF A THREAT IS DIRECTLY OBSERVED OUTSIDE OF THE BUILDING. IN THIS EVENT:

• Call 9-1-1.

• Radio/call building administrator.

Teachers:

• Bring students inside.

• Lock exterior doors.

• Increase situational awareness.

• Take roll.

• Immediately notify building administrator of any missing students.

• Continue business as usual.

Note: You may conduct class change within one building, but do not transfer persons between buildings that require the opening of exterior doors.

Campus Administration:

When safe to do so:

• Contact your Supervisor and the Safety Director.

• If law enforcement arrives, communicate with them and establish a unified command.

• Complete Drill Form/After-Action Review.
CENTRAL ADMINISTRATION RESPONSE:

Call Superintendent or designee immediately:
Superintendent or designee:

• If needed, activate District Emergency Operations Center; establish communications and resources.

• Call the KISD School Board for situational awareness.

• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.
Evacuation Procedures

Evacuation is called when there is a need to move students from one location to another.

SCHOOL RESPONSE

Activate fire alarm system, if necessary:

• Radio/call building administrator.

Teacher/Staff: EVACUATE building according to school fire evacuation plan. Close all doors and turn off lights upon exiting building. Take classroom/school GO KIT, IF POSSIBLE.

• Go to the designated emergency evacuation site.

Principal: IC

• Meet with First Responders/establish Unified Command.

• Prepare for the possibility of relocating to another site and Parent/Student Reunification.

• Contact your Supervisor and the Safety Director.

Teachers:

• Begin verification of students and staff members to account for all students and teachers.

• TEACHERS: Take roll. Notify if there are missing, extra or injured students.

Principal/Campus Administration:

• If First Responders are involved, establish a unified command with their IC.

• Maintain a written account of incident and action taken.

• Complete Drill Form/After-Action Review.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or desigee immediately.

Superintendent or desigee:

• Call KISD School Board for situational awareness.

• If necessary, activate District Emergency Operations Center via School Messenger.
• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.

**Considerations/Actions:**

• Begin the pre-planning for a secondary evacuation site and parent reunification site.

• District Liaison responds to the Emergency Responders Command Post near the school.

**Standby to deploy:**

• Transportation Department.

• District Communications Officer to the Emergency Responders Joint Information Site.

• District Operations to the secondary evacuation site.
Fire/Arson

Fire Drills:

Schools are required by state law to practice fire drills once a month during any month with 10 or more school days. Arson means the unauthorized starting of a fire on school property.

FIRE/ARSON EMERGENCY RESPONSE – EVACUATION SCHOOL RESPONSE

First person to detect FIRE:

• Activate fire alarm system.

• Radio/call building administrator.

EVACUATE building according to school fire evacuation plan. Close all doors and turn off lights upon exiting building. Take classroom GO KIT, IF POSSIBLE.

• Go to the designated emergency evacuation site.

Follow verification steps for Evacuation.

Principal/Campus Administration:

• Ensure 9-1-1 has been called.

• Account for students and staff.

• Locate Fire Department Incident Command.

• Notify your Supervisor and Safety Director.

• Communicate with District Emergency Operations Center, if it has been activated – (817) 774-5201.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or designee immediately:

Superintendent or designee:

• Call the KISD School Board for situational awareness.

• If necessary, activate District Emergency Operations Center via School Messenger.

• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.
Shelter Procedures

Shelter is called when the need for personal protection is necessary. It is important to understand the difference between a Tornado Watch and Warning.

**Tornado Watch:**

This means conditions are right for a tornado. No immediate action necessary. Keep an “eye to the sky” and monitor local weather so appropriate action can occur if conditions worsen.

**Tornado Warning:**

This means that a funnel cloud has been sighted. Take shelter in appropriate locations.

**SCHOOL RESPONSE**

**Announcement over the paging system for Shelter:**

- “Shelter for Tornado! Drop, Cover, and Hold.”
- “Shelter for Bomb! Drop, Cover, and Hold.”
- “Shelter for Hazmat! And Seal.”
- “Shelter! In Silence.”

**SHELTER May be REPORTED BY EMERGENCY DISPATCH — OR NOAA RADIO NOTIFICATION (WEATHER RELATED). IT MAY ALSO BE REPORTED BY STUDENTS, STAFF, OR TEACHERS IF A THREAT IS DIRECTLY OBSERVED. IN THIS EVENT:**

- Call 9-1-1.
- Radio/call building administrator.

**Teachers:**

- Announce the shelter type (i.e., Tornado, Hazmat, Flood).
- Announce the shelter method (i.e., Drop, Cover and Hold, And Seal, In Silence). Take roll.
- Begin verification of students and staff members to account for all students and teachers.

**Principal: IC**

- Meet with First Responders/establish Unified Command.
• Contact your Supervisor and the Safety Director.

If Possible:

Establish command center wherever appropriate, ensure safety of students and staff, and hand over command to law enforcement when they arrive.

Principal:

• Maintain a written account of incident and action taken.

• Complete Drill Form/After-Action Review.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or designee immediately:

Superintendent or designee:

• Call the KISD School Board for situational awareness.

• If necessary, activate District Emergency Operations Center via School Messenger.

• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.

• Notify other campuses that may be impacted.
Medical Emergencies

The School Health Office and the School Nurse 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 the School Nurse, who will call 9-1-1. Otherwise, the School Nurse will contact the parent or guardian if necessary, and he or she will assume responsibility.

SCHOOL RESPONSE

In the event of a NON-RESPONSIVE or LIFETHREATENING INJURY or ILLNESS:

Teachers/Staff:

1. Immediately summon help from the School Nurse, who will call 9-1-1.

2. Describe the nature of the emergency (illness or injury), identify the victim(s) by name to the School Nurse, and tell how many victims are involved.

3. Provide exact location inside or outside the school (inside school, provide the door number; outside school, provide closest exterior door number).


5. DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern (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 medical personnel.
Document all actions taken.

**Campus Administration:**

1. Contact your Supervisor and the Safety Director.
2. Safety Director will contact central administration.

**CENTRAL ADMINISTRATION RESPONSE**

**Call Superintendent or designee immediately:**

**Superintendent or designee:**

- Call KISD School Board for situational awareness.
- Notify Communications Officer.

**Standby to deploy:**

- District Nurses.
- Crisis Response Team.
Person who receives the bomb threat over the telephone should try to use report form (see Bomb Threat Checklist). If caller ID is available, write down number and give to police. Write down as much information as possible, i.e., the threat, male or female voice, background noise, accent of caller, tone of caller, etc.

• Call 9-1-1.
• Inform the principal or designee immediately.
• Call District Emergency Management Number: (817) 774-5201.
• Safety Director will contact Central Administration.

**Principal or designee:**

• Contact your Supervisor and Safety Director.
• Decide response based on the advice of KISD Bomb Threat Assessment Team and law enforcement. Coordinate with Communications Officer to create a prepared statement to be read to any incoming callers asking about the incident. Sample statement:

> “Thank you for calling [Keene Campus Name]. Our Emergency Management Plan has been activated due to a potential threat. All measures are being taken to ensure the safety of the students and staff. Administration will contact parents with more information as soon as possible. Please do not come to the school building to pick up your child as it may hinder our operations. Please visit www.pfisd.net or our Facebook or Twitter pages for regular updates. Thank you for your cooperation.”

**Teachers/Staff:**

• Low threat level – Sweep room and shelter students in classrooms.
• Medium level threat – Full search/partial evacuation possible.
• High threat level – Immediate evacuation.

**CENTRAL ADMINISTRATION RESPONSE**

**Call Superintendent or designee immediately:**

**Superintendent or designee:**

• Activate Bomb Threat Assessment Team.
• Call the KISD School Board for situational awareness.

• If necessary, activate District Emergency Operations Center via School Messenger.

• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.

**Emergency Operations:**

• Standby in the event of a delay of student pick-ups and/or relocation of students for reunification, if needed.

• Bomb threat called in: immediately see school response below.

• Complete Bomb Threat Checklist.

• Do not touch or approach a bomb or suspicious package or device.

• A suspicious package or device is something out of place, such as an unattended backpack, briefcase or box, inside or outside the building.

• Notify the principal or designee immediately.

• Identify the area/item clearly so that it can be isolated.

• Get students out of the immediate areas and wait for directions from the principal or designee.

• Account for all students and remain in designated area until contacted.
Bomb Threat Procedures and Checklist

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities, or as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instruction.

If a bomb threat is received by a handwritten note:

Call: Keene ISD Police and School Principal

If a bomb threat is received via email:

Do NOT delete the message. Call: Keene ISD Police and School Principal

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poor handwriting
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Refer to your local bomb threat emergency response plan or evacuation criteria. Do NOT:

- Use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

## Bomb Threat Checklist

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Time:</td>
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<tr>
<td>Time caller hung up:</td>
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<tr>
<td>Phone number where call received:</td>
</tr>
</tbody>
</table>

**Ask caller:**

- Where is bomb located (building, floor, room)?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

**Exact words of threat:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Information about the caller:**

Where is the caller located (background/level of noise)?
Estimated age?

Is voice familiar? If so, who does it sound like?

**Caller’s voice (circle all that apply, add your own observation):**

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Accent</th>
<th>Angry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calm</td>
<td>Clearing throat</td>
<td>Coughing</td>
<td>Cracking voice</td>
</tr>
<tr>
<td>Crying</td>
<td>Deep</td>
<td>Deep breathing</td>
<td>Disguised</td>
</tr>
<tr>
<td>Distinct</td>
<td>Excited</td>
<td>Laughter</td>
<td>Lisp</td>
</tr>
<tr>
<td>Loud</td>
<td>Nasal</td>
<td>Normal</td>
<td>Ragged</td>
</tr>
<tr>
<td>Rapid</td>
<td>Raspy</td>
<td>Slow</td>
<td>Slurred</td>
</tr>
<tr>
<td>Soft</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Background Sounds (circle all that apply, add your observation):**

<table>
<thead>
<tr>
<th>Animal noises</th>
<th>House noises</th>
<th>Kitchen noises</th>
<th>Street noises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth</td>
<td>PA system</td>
<td>Conversation</td>
<td>Music</td>
</tr>
<tr>
<td>Motor</td>
<td>Clear</td>
<td>Static</td>
<td>Office machines</td>
</tr>
<tr>
<td>Factory machines</td>
<td>Local</td>
<td>Long distance</td>
<td></td>
</tr>
</tbody>
</table>

**Threat language (circle all that apply, add your observation):**

<table>
<thead>
<tr>
<th>Incoherent</th>
<th>Message read</th>
<th>Taped message</th>
<th>Irrational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profane</td>
<td>Well-spoken</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other information:**

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

**Source:** U.S. Department of Homeland Security
Death on School Grounds

A death on campus may occur because of a suicide, homicide, accident or natural causes. In any such event it is critical to secure the scene and keep others from viewing the deceased. This can often be best accomplished by initiating a “Shelter in Place”, and directing persons to remain within their classrooms. This will allow for First Responders to determine the next necessary steps.

SCHOOL RESPONSE

In the event of a DEATH ON CAMPUS:

Teachers/Staff:

1. Notify the principal immediately.
2. If possible, calmly remove students from the area.
3. Identify students in need of immediate support.

Principal:

1. Call 9-1-1.
2. Contact your Supervisor and the Safety Director.
3. Isolate the area and assign a staff member to safeguard it until First Responders arrive.
4. Identify any witnesses or reporting parties and discourage discussion.
5. Secure emergency information on the victim.
6. Provide police/EMS with emergency information.
7. Document all actions taken by staff.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or designee immediately:

Superintendent or designee:

• Call the KISD School Board for situational awareness.

• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.
• Establish command location, communications, and District Counseling Team.

**Bus/Transportation-Related Emergencies**

In the event that an emergency situation arises on the bus, appropriate emergency, transportation, and district officials need to be contacted. Calls to the bus garage, 9-1-1, and/or the principal should occur in every emergency situation.

**SCHOOL RESPONSE**

*Bus Accident:*

• Check for injuries.

• Call dispatcher with the accident location and report any injuries.

• Secure vehicle and display warning signs.

• Keep all students on the bus unless it is unsafe to do so. If a threat of fire exists, move everyone to a safe location.

• Administer first aid, if necessary.

• Account for all students. Record extent of all injuries.

• Complete necessary incident(s)/report(s).

*First person to recognize an EMERGENCY:*

• REPORT IMMEDIATELY, depending on the type of emergency:

• Call 9-1-1.

• Driver should radio dispatch. Sponsor should contact district transportation coordinator at (817) 774-5227 or (817) 774-5227.

• Sponsor may then call transportation contractor, if needed, at (512) 594-0484 or (512) 594-0480 or (512) 594-0485.

• Notify your respective campus administration.

*Sponsors/Coaches:*

• Account for all students.

• Assess situation and move away from site, if necessary.

• Take roll AGAIN at whatever location is deemed safe.
• Wait for emergency responders and/or district/transportation officials to arrive.

Principal/designee: IC

• Contact your Supervisor and Safety Director.

If necessary:
• Establish command center wherever appropriate, ensure safety of students and staff, and hand over command to law enforcement when they arrive.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or designee immediately:

Superintendent or designee:

• Call KISD School Board for situational awareness.

• Activate District Emergency Operations Center, if necessary.

• Establish/notify Communications Officer and begin preparing notification and media statement.

Standby to call:

• Crisis Response Team.

• Transportation Department.

Standby to deploy:

• District Liaison to the Emergency Responders Command Post near the school.

• District Communications Officer to the Emergency Responders Joint Information Site.

• District Operations to the secondary evacuation site.
Missing/Abducted/Kidnapped 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 (i.e., field trip, sporting event, or from a school bus) without consent either from school officials and/or parent(s)/guardian(s).

SCHOOL RESPONSE

In the event of a MISSING student:

Teachers/Staff:

1. Verify the child is missing.
2. Notify the principal and campus secretary.
3. If a bus is involved, ensure the transportation department has been contacted.
4. Provide a physical description of the student, if available.
5. Assist with any search of the school building and grounds.
6. If student is located, notify the principal and main office.

In the event of an ABDUCTION/KIDNAPPING of a student:

Teachers/Staff:

1. Verify that a child has been abducted.
2. Notify the principal and campus secretary.
3. Gather information about the abduction, description of the perpetrator and any vehicle involved.
4. Obtain information on possible witnesses, friends, and last person to see the student.

Principal/Campus Administration:

1. Call 9-1-1.
2. Notify Supervisor and Safety Director.
3. Contact parent(s) or guardian(s) and report the abduction.
4. If appropriate, institute LOCKDOWN OR LOCKOUT procedures.
5. Check abducted student’s file for any restraining orders or other background information.

6. Provide police with:
   • Physical description of the student (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.

7. Arrange for crisis counseling if necessary.

8. Refer all media inquiries to the Community Relations Office.

Document all actions taken.

CENTRAL ADMINISTRATION RESPONSE

Call Superintendent or designee immediately:

In the event of a MISSING student:

Superintendent or designee:

• Call the KISD School Board for situational awareness.

• If necessary, activate District Emergency Operations Center via School Messenger.

• Establish contact with District Emergency Operations Center at (512) 594-0911.

• Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.

Standby to call:

• Crisis Response Team.

• Transportation Department.

• Notification to all schools and all staff may be needed, i.e., Lockdown, Lockout, Evacuation, Shelter.

Standby to deploy:
• District Liaison to the Emergency Responders Command Post near the school.

• District Communications Officer to the Emergency Responders Joint Information Site.

**Sexual Assault**

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, loss of control, humiliation and violence. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

_Schools should address sexual assault as a crisis or emergency when:_

- A rape or sexual assault occurs on school property.
- A member of the victim’s family or friend requests intervention.
- Rumors and myths of the alleged incident are widespread and damaging.

**SCHOOL RESPONSE**

_In the event of a SEXUAL ASSAULT or notification of a sexual assault:_

**Teachers/Staff:**

1. Notify the principal immediately.

2. DO NOT LEAVE THE VICTIM ALONE.

3. Determine if immediate medical attention is needed; if so, summon help from the School Health Office.

4. Isolate the victim from the crime scene, suspect(s) and witnesses.

5. Victim should not be questioned beyond obtaining a description of the perpetrator.

6. If appropriate, preserve all physical evidence of the crime.

**Principal:**

1. Call your Supervisor and Safety Director.

2. Call 9-1-1 and request that police respond; also, if immediate medical attention is needed, request emergency medical personnel.

3. If there is a crime scene related to the assault, isolate the area and assign a staff member to safeguard it.
4. Isolate the victim from the crime scene, suspect(s) and witnesses.

5. Victim should not be questioned beyond obtaining a description of the perpetrator.

6. The victim should not eat or drink, change clothes, or shower, while awaiting police arrival.

7. Confidentiality must be maintained during the investigation.

8. Direct the individual (student or staff) not to repeat any information elsewhere in the school.

9. Take action to control rumors.

10. Document all actions taken by staff.

**CENTRAL ADMINISTRATION RESPONSE**

*Call Superintendent or designee immediately:*

**Superintendent or designee:**

- Call the KISD School Board for situational awareness.

- Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.

- Establish command location, communications, and resources, if needed.

**Standby to call:**

- Crisis Response Team.
Communicating in a Crisis

During a crisis, the primary goal should be to keep the public informed while maintaining student privacy and the educational process.

SCHOOL RESPONSE

**Principal:**

1. If the District Emergency Operations Center is activated, establish communications with the Incident Commander at (817) 774-5201. Ensure that the District Emergency Operations Center has a contact number that you can be reached at.

2. If the event does not warrant the activation of the District Emergency Operations Center, it is essential that your immediate Supervisor and the Safety Director are contacted and briefed.

3. Update students and staff periodically in their classrooms. Avoid large group meetings.

4. Refer all media requests to the Communications Officer.

**Teachers/Staff:**

1. DO NOT speak to any media unless instructed to. Immediately direct all media to the principal’s office.

2. In the event that students have been evacuated or are outside, direct media away from any students and contact the school secretary.

3. Refer all media requests to Communications Officer.
**Armed Intruder, Armed Robbery or Hostage Situation**

Teacher: If an armed intruder enters the school and is not in your general area or hallway evacuate as many people as possible and go directly to our designated Rally Point. “CODE RED LOCKDOWN”

If the armed intruder is in your hallway, assign students to lockdown and barricade the door, if a window is available, you break the window at the top corner and rake out any remaining glass and quickly evacuate to our designated Rally Point.

![A]

**ALERT. Call 911! Use Plain and Specific Language. Avoid code words.**

ALERT as many people as possible within the danger zone that a life-threatening situation exist, by using your voice, a phone, the Public Announcement System (PA), text, and email.

Use of plain language, delivered through as many delivery channels as possible, for everyone in danger zone.

![L]

**“LOCKDOWN, LOCKS, LIGHTS, OUT OF SIGHT” Barricade the Room. Silence Mobile Devices. Remain Quiet. Prepare to EVACUATE or COUNTER if needed.**

Lockdown using heavy furniture including filing cabinets, desk, chairs and anything else.

Arm everyone with items they can throw at the intruder if he or she enters your room.

![I]

**INFORM. Communicate the Shooters Location in Real Time**
Inform everyone real-time information of the intruder's location, including, 911 calls and PA announcements.

If the intruder enters your Room!

**COUNTER.** Create Noise, Movement, Distance and Distraction with the intent of Reducing the Shooters Ability to Shoot Accurately.

**EVACUATE.** When safe to do so, remove yourself from the danger zone.

**Teacher:**

The term weapon includes: firearms, bombs, silencers, double-edged non-folding stabbing instruments, switchblades.

Call 911

Initiate lockdown or evacuation procedures, as appropriate.

Work with police officers as directed.

Contact parent/guardian.

Assemble Crisis Team.

File report.

**Non-Armed Intruder**

**Teacher:**

Assess physical and mental state of intruder.

Approach the intruder, if appropriate, and ask purpose of his/her presence.

Ask for identification, if necessary.
Do not allow the intruder to engage with our students.

If the intruder is close to an exit, direct the intruder out the door and advise him/her to go around the school to the front office.

If the intruder is in the middle of the school escort him/her to front office avoiding any stops on the way.

If intruder has no acceptable reason to be on campus, ask him/her to leave.

If intruder will not leave, contact Keene ISD Police (817) 774-5201 and the School Principal.

Keep students away from intruder.

**Administration:**

If the situation warrants, initiate the lockdown procedure or evacuation procedure as appropriate *(See ALICE LOCKDOWN or EVACUATION)*.

File report.

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**CHILD NEGLECT/ABUSE:**

If you believe a child has been or may be abused or neglected or is a victim of indecency with a child, you are required by law to make a report of these suspicions within 48 hours.

Notify the Principal.

Notify Child Protective Services.

Notify school Counselor and Nurse.
Only Police and CPS personnel will interview the victim.

Do not notify parents. The investigators will notify them.

Ensure that the person who originally suspected the abuse or neglect files a written report within five days.

Provide follow-up counseling when appropriate. Document all decisions and action taken.

CHILD LEFT AT SCHOOL:

Check the student’s emergency card and call the parents. DO NOT transport the student in a private vehicle unless authorized to do so.

Call the building Principal or designee at school or at home.

Contact local law enforcement officials if the parents cannot be reached.

Do not leave a child alone and unattended at the school site.
COMMUNICATING WITH THE MEDIA:

The district spokesperson is the Superintendent. The Superintendent is authorized to respond to media inquiries and requests. All such contacts should be referred to the Superintendent’s office. District staff members must refrain from making comments or statements to the media, unless instructed to do so by campus administrators.

In an effort to keep the public informed about a crisis while maintaining the educational process and student privacy, the Principal or designee will consider the following:

Contact the Superintendent/Principal as soon as you become aware of a situation that may generate media interest.
Prepare the basic facts truthfully, clearly and concisely.

Call the Superintendent/Principal if media personnel arrive on campus uninvited.

The media may come onto campus but are not permitted to enter classrooms or take pictures of students without permission.

**CUSTODY PROCEDURES:**

In order to comply with the difficulties inherent in this sensitive and volatile issue, the Principal or designee would consider the following precautions:

- Insist on accuracy of the student enrollment information pertaining to custody, court orders and releases.
- Comply with information provided on the Student Enrollment Form.
- Maintain a current file of legal documents pertaining to appropriate students.
Direct a School Secretary to have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian.

Direct Secretary to tag appropriate Student Enrollment Forms.

When a parent telephones a request that a child be released from school, direct the secretary that identity of the caller be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after crosschecking the phone number with those on file on the child’s enrollment form.

VANDALISM/THEFT

Notify campus Principal, who will then notify law enforcement officials.

Before Police arrive, the area affected should be sealed off by appropriate means. All items within the affected area should be left intact for police investigative procedures.

Within the limitations above, all possible efforts should be made to make emergency repairs to items deemed dangerous to persons or property within the building.
The Principal or designee should make a record of the type and extent of damage and/or loss to the building and its contents.

Call the Building Custodian if cleanup help is needed.

Call the Maintenance Department if building damage requires immediate repair. If building or content damage has created safety, security or education process problems, immediate contact with the maintenance department is essential.

WEAPONS

Students are prohibited from bringing to school or a school-related activity any weapons. Weapons include, but are not limited to, a firearm, illegal knife, pocketknife, explosive weapon, machine gun, short-barrel firearm, imitation firearms including pellet, BB and pop guns, switchblade knife, metallic knuckles, ammunition, chemical dispensing device, sip gun, club, fireworks, razor, chain, laser pens and laser devices, or any other object used in a way that threatens to inflict bodily injury on another person.

Suspicion of Possession
Notify School Administration, KISD police department and/or 911 for dispatch of an officer.
Have a designated adult or Police Officer escort student to the office. The student should bring any books, backpack, purse, etc., that are in his or her possession at the time. At least two adults and a Police Officer should be present at the meeting.

Threatening with a Weapon

Staff should remain calm and speak to the person in a calming voice. The staff member should NOT attempt to confiscate the weapon or disarm the individual.

Send for the administrator/KISD Police as quickly as possible.

Call 911.

Contact the Superintendent.

WEATHER-RELATED CLOSINGS

Overnight Weather-Related Closings

Most weather-related closings occur overnight.

Only the Superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day.

Staff and students, along with parents, should be reminded to listen to local radio and TV stations and the KISD website, Facebook, and twitter pages for weather closing announcements. Other local radio and television stations will carry weather-closing announcements.

Administration will activate automated communication service to inform staff of the weather closing.

Building Principals may wish to develop plans for checking on building security and may wish to develop plans to aid students and staff who arrive at a building unaware of a weather closing.

Closing During the School Day

Only the Superintendent or designee is authorized to close schools, delay opening or accelerate the end of the school day.

Information on daytime weather closings will be communicated to the campus Principal from the Superintendent’s office.

Keene ISD Incident Report Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident:</td>
<td>Campus Name:</td>
</tr>
<tr>
<td>Name of Person Making Report:</td>
<td></td>
</tr>
<tr>
<td>Name of Student/s Involved:</td>
<td></td>
</tr>
</tbody>
</table>
WITNESS / VICTIM STATEMENT
KEENE ISD POLICE DEPARTMENT

I, ____________________________ am not under arrest, nor am I being detained for any criminal offenses concerning the events I am about to make known to ____________________________. Without being accused of or questioned about any criminal offenses regarding the facts I am about to state, I volunteer the following information of my own free will, for whatever purpose it may serve.
I am __ years old, my DOB is ___________, and my address is __________________________________________________________________________________________
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I have read each page of this statement consisting of ____ page(s), each page of which bears my signature. Corrections, if any, bear my initials. I certify that the facts contained herein are true and correct.

Dated at _______________________, at _______m, this ___________day of ______________, 20___.

(Location) (Time) (Day) (Month) (Year)

Witness: __________________________

Witness: __________________________

Signature of Person Giving Voluntary Statement

ALICE Plan:

ALERT. Call 911! Use Plain and Specific Language. Avoid code words.

The purpose of the ALERT is to inform as many people as possible within the danger zone that a potentially life-threatening situation exist. This can be facilitated via many different methods (PA, text, email, personal senses). No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command.

The use of plain language, delivered through as many delivery channels as possible, is the best way to ensure awareness
within the danger zone. It will empower as many as possible with the ability to make an informed decision as to their best option that will maximize survival chances.

ALICE, along with the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA), recommends plain and specific language. ALICE Training discusses methods for clearly conveying warnings and the ways various communication technologies can facilitate those messages.

**LOCKDOWN. Barricade the Room. Silence Mobile Devices. Prepare to EVACUATE or COUNTER if needed.**

Lockdown is an important response in the event of an active shooter or violent intruder, but there has to be a semi-secure starting point from which survival decisions should be made.

The ALICE training program explains scenarios where lockdown is the preferable option and dispels myths about traditional lockdown procedures. Relying on lockdown alone will significantly endanger occupants in a violent intruder situation. Traditional lockdown creates readily identifiable targets and makes a shooter’s mission easier, whether that is a hospital, a school, a church, or a business.

ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entrance.

**INFORM. Communicate the Shooters Location in Real Time**

Inform is a continuation of Alert and uses any means necessary to pass on real-time information. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by school employees, safety officers, and other personnel.

An emergency response plan should have clear methods outlined for informing school employees, hospital workers, or any other employees of whereabouts of a violent intruder. No one wants to have to deploy such methods, but in the horrible event that an armed intruder would enter a facility, emergency preparedness training could take over.

Information should always be clear and direct and, as much as possible, communicate the whereabouts of the intruder. Effective information can keep the shooter off balance, giving people in the school more time to further lockdown, or evacuate to safety.

Active shooters work alone 98% of the time. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can lockdown and prepare to counter. Knowledge is the key to survival.

**COUNTER. Create Noise, Movement, Distance and Distraction with the intent of Reducing the Shooters Ability to Shoot Accurately.**

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of all involved, whether in a school, a hospital, a business, or a church.

Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chance of hitting a target and can provide the precious seconds needed in order to evacuate.

ALICE does not endorse civilians fighting an active shooter unless confronted directly in a life-and-death
situation. Counter is a last-ditch and worst-case scenario option.

In the horrible event that an active shooter makes his or her way into a school, hospital, church, or business, there are steps that can be taken as an effort to survive an attack. With workplace violence as a rising trend across the United States, this method is not limited to preventing a school shooting. The ALICE Training Program provides examples for real, effective ways to counter an active shooter, when there is no other option left.

Counter is about survival, the last barrier between a shooter and a potential victim, and anything a person can to do gain control is acceptable. It's the opposite of being a sitting duck, and every action taken is a step towards survival.

EVACUATE. When safe to do so, remove yourself from the danger zone

Our human instinct in the face of danger is to remove ourselves from that threat. ALICE training provides techniques for safer and more strategic evacuations.

An active shooter in a building presents a situation like no other. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter. By evacuating, citizens can avoid having to employ the techniques learned in ALICE training for how best to Counter an active shooter.

Did you know that you should break a window from the top corner as opposed to the center? Many useful techniques that civilians do not know exist and can save your life. ALICE trainers teach strategies for evacuating through windows, from higher floors and under extreme duress.

ALICE trainers also give instructions on what to do at rally points, including communicating with law enforcement and administering first aid. Evacuation is the number one goal.