

# **PINEYWOODS COMMUNITY ACADEMY**

## **CRISIS MANAGEMENT PLAN**

**Adopted December, 2010**

**Updated June, 2014**

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## **CRISIS MANAGEMENT PLAN**

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## **COMMUNICATIONS PROTOCOL**

- The Superintendent/Director is the spokesperson for Pineywoods Community Academy.
- In his/her absence, the PCA Secondary Administrator is the alternate spokesperson.
- Emergency information will be provided to the following local stations KTRE (TV) channel 9 and KSWP (90.9), KYKS (105.1), KRBA (1340 AM), KAVX (91.9), KYBI (100.1), KQQK (107.9)
- All media requests should be referred directly to the Superintendent.

## **BOMB THREAT**

- All bomb threats will be considered real until police/fire department declares and area safe
- If a person phones in a threat, staff will attempt to get as much information as possible from the caller asking questions such as :
  - Where is the bomb located?
  - Will it explode? When will it explode?
  - What type of bomb is it?
  - What is your name?
- Note should be made of any number on caller ID

- An administrator will be notified immediately
- The administrator will activate the fire alarm to evacuate the building. Students will assemble towards the Boys and Girls Club and Kurth Library areas to be away from the building
- Administrator will call the police using 911
- Students and staff may not return to the building until the area is declared safe to return

## **CHEMICAL LEAK/EXPLOSION**

- In the event of a chemical leak, students will be directed to move indoors immediately or to stay indoors.
- All ventilation systems will be turned off in the building. All windows and doors are to be closed.
- The superintendent or designee, with the guidance of Lufkin police and fire departments, will determine whether or not to evacuate the campus.

- In the event of evacuation, the interlocal agreement between Lufkin ISD and PCA will be activated and students will be transported via LISD bus to an area determined by Lufkin ISD.
- Local media will be contacted in the event of an evacuation to inform parents where students have been transported. Signs will also be posted to inform parents where students have been transported.
- Signs will be posted instructing parents where children have been transported.

## **DANGEROUS ANIMAL ON SITE**

- All students should be brought inside the building and outside doors secured.
- Medical attention should be administered for any student injured by an animal. All attempts should be made by animal control to secure the animal to test for disease.
- Administrator/designee should call Animal Control at 633-0218.
- In the event that the animal is inside the building lockdown procedures should be followed.



- In the case of a dead animal, animal control should be called to inspect the animal for disease and dispose of the animal. Any students who may have touched the animal should be provided medical attention.

## **FAMILY DISTURBANCES**

- In the event of family conflict at school, the administrator should be called to intervene and ask subjects to leave the school.
- If the disturbance is in a classroom and is ongoing, students should be evacuated to a nearby classroom and lockdown procedures initiated.
- Administrator should call the police at his/her discretion if the conflict escalates.

- Children must only be released to the authorized custodial parent. Any questions regarding custody must be resolved with the assistance of the administrator prior to releasing the children.

## **FIGHT/GROUP ALTERCATION**

- An immediate call for assistance should be made. All available personnel without a class should report to the scene.
- In a loud, yet controlled voice the students should be directed to stop fighting.
- All non-combative participants should be instructed to leave immediately or face disciplinary action.

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- Combatants should be instructed to sit on the ground or against a wall.
- Police should be called and charges filed as appropriate.

## **FIRE**

- All calls of fire should be treated as an actual event and not assumed to be a drill.
- All individuals must exit the building according to the fire exit plan. Administrators will sweep the building, checking restrooms and any open rooms.
- Teachers will take a class roster with them.
- Doors should be shut and lights turned off.
- If the exit is obstructed, proceed to the next nearest available exit.
- Return to the building only on the signal to return.

## **FLOODING**

- Students will be released early to parents if the threat of flooding is imminent.
- Students not able to be picked up will stay at the school with administrators and other available staff until parents arrive.
- Media will be contacted with information as available.

## **HAZARDOUS CARGO SPILL**

- In the event of a hazardous cargo spill from a rail car near the school, students will be directed to move indoors immediately or to stay indoors.
- All ventilation systems will be turned off in the building. All windows and doors are to be closed.
- The superintendent or designee, with the guidance of Lufkin police and fire departments, will determine whether or not to evacuate the campus.



- In the event of evacuation, the interlocal agreement between Lufkin ISD and PCA will be activated and students will be transported via LISD bus to a location determined by Lufkin ISD.
- Local media will be contacted in the event of an evacuation to inform parents where students have been transported. Signs will also be posted to inform parents where students have been transported.

## **INTRUDER ON PREMISES**

- When an intruder is believed to be in the building, administrators should be informed immediately and lockdown procedures initiated for all classrooms.
- Administrators should attempt to locate the intruder and should call police if necessary.
- All outside exits should be secured so that no one can enter the building. “Lockdown Procedures In Place – Do Not Enter” signs should be posted at the front entrance.

- No parents will be allowed in the building and no students will be released without administrator authorization during a lockdown procedure.

## **MEDICAL EMERGENCY**

- Stay with the victim until medical assistance arrives. Use a two-way radio, cell phone, or another individual to summon the nurse. Indicate the nature and location of the emergency.
- Do not attempt to move the victim.
- If the victim is not breathing, follow CPR protocols if trained or summon trained staff members.

- Immediately request/send for the automatic electronic defibrillator (AED) located in the front hallway by the nurse's office if the victim exhibits symptoms similar to a heart attack.
- For seizures, do not attempt to place anything in the student's mouth. Do not restrain unless absolutely necessary to keep the victim from hurting themselves.
- As necessary, bystanders will be asked to return to their classrooms.

## **POWER OUTAGE**

- Keep calm and be patient. The administrator will attempt to find out the extent of the outage and a possible return to service time.
- If the building is very warm, windows may be opened. Front and side doors may be opened if staff are available to man those doors.
- Teachers downstairs or in classrooms without windows should move students onto the first or second floor hallways or cafeteria where there is better lighting.

## **TORNADO/SEVERE STORM**

- Maintain calm disposition to help in maintaining order.
- When severe weather is imminent, move all students into the interior hallways away from windows. Students may also be moved into the downstairs rooms except for the activity room. Students should be seated and prepared to cover their heads with their hands.
- Everyone should remain in position until an all clear signal is given.

## Appendix A

### **LOCK DOWN PROCEDURE**

- When the signal is announced by an administrator, all classrooms will immediately initiate a lockdown procedure.
- Teachers must check to see if any students are in the restrooms or in the hallways. If a teacher is unsure where a student is or unable to find a student they should call on their two-way radio and an administrator will check.



- Doors should be shut and locked. Teachers and students are to wait in their classrooms until they receive further instructions or an all clear is given.
- Any support staff without direct responsibilities for supervising children should report to the front office to assist with phones/radio/and other tasks as needed.
- All outside doors should be secured. Only law enforcement/emergency responders will be allowed access to the building during a lockdown procedure.
- Children will not be dismissed to parents during a lockdown procedure unless specifically authorized by the Superintendent/designee.

- All classrooms and other rooms should have a designated “safe place” with accompanying sign that allows children to gather but not be seen from outside the room.