

# **BASTROP INDEPENDENT SCHOOL DISTRICT**



## **EMERGENCY OPERATIONS PLAN 2018-2019**

## EMERGENCY CONTACT INFORMATION

**Key Responders-** In the event of an emergency, call the following offices in the order listed:

1. Police/Fire/Ambulance @ 911
2. Main Administration Building @ 512-772-7100
3. Emergency Management Coordinator/Bastrop ISD Chief of Police- @ 512-772-7100

**Supplemental Assistance-** For additional planning or specific incident support, call the following resources.

Area of Support	Phone Number
Superintendent	Barry Edwards (512)772-7100
Communications	Kristi Lee (512) 772-7100
Chief of Police/Chief of Operations & Security	Chief Yarbrough (512) 772-7100 cell(512)992-8854
24 Hour Hotline	Bluebonnet Trail Community MHMR- <a href="http://www.bluebonnetmhm.com">www.bluebonnetmhm.com</a> - 275 South Jackson Street, Bastrop (512) 321-7620
Bastrop ISD Campus Police	(512) 772-7100
Emergency Management	Bastrop Emergency Management Director Honorable Mayor, Connie Schroeder 1311 Chestnut Street Office: (512) 718-7843 <a href="mailto:cschroeder@cityofbastrop.org">cschroeder@cityofbastrop.org</a>
Health Services	Bluebonnet Trail Community MHMR- <a href="http://www.bluebonnetmhm.com">www.bluebonnetmhm.com</a> - 275 South Jackson Street, Bastrop (512) 321-7620
Transportation	Goldstar- 321-5262
Human Resources	Penné Liefer - (512) 772-7100
Psychological Services	Bluebonnet Trail Community MHMR- 321-7620
Child Abuse Prevention	CPS 1-800-252-5400
Maintenance- SSC	(512)772-7100
Animal Control	Troy Walters (512) 332-8600

**Best Practices used by Bastrop ISD requires that classroom doors remain CLOSED and LOCKED while class is in session.**

## Emergency Procedures

### Quick Reference Guide Teacher Edition

#### Building Evacuation

*Fire/Explosion/Smell of Smoke/Gas Odor/Fire Alarm/Bomb Threat*

- When you hear the fire alarm or other emergency announcement (“Building Evacuation”), begin building evacuation and student accountability procedures.
- Prior to evacuating students from a classroom, teachers should practice situational awareness and **“LOOK BEFORE YOU LEAVE.”** If there is no indication that an active shooter or threat is present in the hallway and it is safe to do so, follow established fire drill protocols.
- Instruct all students to calmly leave the building. If purses and backpacks are within an arm reach, students should take these items outside with them.
- Take class roll and emergency status cards with you.
- Check room.
- Assemble class at assigned evacuation location.
- Take roll and account for all students/staff.
- If all students are accounted for, hold up **GREEN** status card. If you cannot account for all students, have a medical emergency, or noted something suspicious, hold up the **RED** status card.
- Keep students calm and quiet.
- Phones (including cell phones) are not to be used unless communicating critical information to the front office.
- Follow directions by Principal or Incident Commander.
- Do not reenter the building until directed by Principal, Incident Commander or their designee.
- If relocation is necessary, account for all students before they get on the bus and again when they get to the new location.
- Individualized Education Plans and Behavior Intervention Plans may also be a part of response actions.

## Lockdown

### *Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/Criminal Activity*

- When you hear, “**CODE RED - LOCKDOWN**”
- Get students out of the hallway and into classrooms.
- Lock classroom door and turn off lights.
- As is safe to do so, make sure all windows are locked and blinds closed.
- If you cannot lock classroom door, implement buddy procedures and/or take cover in as secluded an area of the classroom as possible.
- Turn off or mute all cell phones.
- Keep students quiet and out of view.
- Take roll to account for all students.
- Keep students calm and quiet and follow the directions given by campus administrators.
- Do not let any student leave premise without proper authorization.
- Phones (including cell phones) are not to be used unless communicating critical information to the front office.
- Remain in locked classrooms until campus administrator announces lockdown is over.
- If a fire alarm sounds during a lockdown, **DO NOT** attempt to evacuate during a lockdown **UNLESS** directed by campus administrators or if there is visible evidence of fire or smoke.
- IEPs and BIPs may also be a part of response actions.
- Once the all clear announcement has been given, if all students are accounted for place the GREEN status card in the classroom window. If you cannot account for all students or have a medical emergency place the RED status card in the classroom window. If you do not have a window to display the status card, slide it under the door into the hallway.
- **DO NOT** leave the classroom or unlock the door. Law enforcement will unlock, clear each room, and escort all students/staff from the building. **FOLLOW ALL** law enforcement instructions.

*(Note: If students are outside the building, supervising staff should move them to the nearest room within the building or the nearest portable and follow instructions above. If students cannot be moved safely, they should be evacuated a safe distance off campus and the police and/or principal notified as soon as possible.)*

## **Shelter in Place: Weather**

### *Tornado/Severe Weather*

- Alarm or announcement will be made to initiate campus tornado/severe weather procedures.
- Portable building occupants should move to the main building as quickly as possible.
- Phones (including cell phones) are not to be used unless communicating critical information to the front office.
- All classes and staff report to pre-designated protected areas within the school.
- Take emergency status cards with you to designated area.
- Initiate accountability procedures. Upon reaching sheltered area, teachers should check class rolls. Staff will check all areas to ensure every student has been located.
- Follow instructions given by campus administrator or incident commander.
- Seat students in rows and assume protective posture- kneel facing the interior wall with head down and hands protecting the back of the neck and head.
- Maintain control, keeping students calm and quiet.
- IEPs and BIPs may also be a part of response actions.
- Do not let any student leave premise without proper authorization.
- Once the all clear announcement has been given, if all students are accounted for place the **GREEN** status card in the classroom window. If you do not have a window to display the status card, slide it under the door into the hallway.
- If you cannot account for all students or have a medical emergency place the **RED** status card in the classroom window or under the door.

## **Lock Out: Secure the Perimeter**

*Suspicious/Threatening person, Dangerous Animal or Hazardous Chemical Spill outside building/other situations*

- When you hear, “Lockout! Secure the Perimeter”:
- Bring all students into the building and lock all outside access points.
- Portable building occupants should lock doors.
- No one should be allowed outside the building or in the hallways during this time.
- When possible, classroom activities would continue uninterrupted.
- Lock all classroom doors.
- Phones (including cell phones) are not to be used unless communicating critical information to the front office.
- Administration, teacher and or staff members assigned to “Lockout Zones” and doors.
- Classroom teacher or instructor should take roll.
- Follow instructions given by campus administration.
- Once the all clear announcement has been made, activity may resume as normal.

## **Code Purple**

### *Student/Adult Found Unconscious or Unresponsive*

- Try to arouse the individual
- If you are not able to arouse them, call the office immediately and report “Code Purple” and state the location. Say this twice.
- The person responding should state it back once to make sure it was understood.
- The person that answered the phone in the office will make the announcement, “Code Purple” and state the location.
- Administration, teachers and staff assigned to responding will respond and begin roles immediately.
- All other staff, teachers and students should initiate “Lock out: Secure the Perimeter” procedures. Unless you are outside the building, remain outside until the all clear announcement has been made.
- Normal activity should continue in classrooms, but no one should be allowed in the hallways.
- Phones (including cell phones) are not to be used unless communicating critical information to the front office.
- Once the situation is resolved, an announcement will be made that “Code Purple clear: resume normal campus activity”