

# Farwell ISD Crisis Plan



Farwell ISD  
7056<sup>th</sup> Street  
Farwell, Texas 79325  
806-481-3371  
Revised 11/2013

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## **CRISIS TEAM MEMBERS**

**The "A" Team\* responds on the first call. If additional backup is needed, the "B" Team will be called.**

### **"A" Team**

Superintendent  
High School Principal  
Jr. High Principal  
Elementary Principal  
District Counselor

### **"B" Team**

High School Secretary  
Jr. High Secretary  
Elementary Secretary

Staff members should call office if they have students and remain with them unless someone arrives to cover their classes.

Farwell ISD Administration	481-3371
Transportation Department	481-3675

## **IMPORTANT AGENCIES**

Police Department	481-3303
Energy Management	464-5111
Poison Control	1-800-432-6866
West Texas Gas Company	481-3849
Child Abuse Hotline	1-800-252-5400
City Of Farwell	481-3620
Fire Department	481-3303
Animal Control	481-3620
Parmer County Sheriff	481-33-03
CAFB (27th E.O.D)	784-3311
Clovis Police Dept	769-1921



### **Crisis Team Procedures (The "A" Team & "B" Team)**

- Crisis Team is convened by the office staff upon receipt of a crisis card, phone call, or other response needs.
- Each room has a blue and a yellow crisis card clipped by the main door to the classroom. Send a student to the office with the Yellow card in the *event you need the crisis team to assist you*. Send a student to the office with the Blue card in the *event a dangerous situation is occurring and 911 needs to be called*. Follow up with a phone call to the office. **DO NOT send a student into a dangerous situation**, call instead.
- Staff members/Crisis Team removes other students from the situation.
- Office staff announces over the PA: "Will the "A" Team please report to the office for a meeting".
- Office staff will call the "B" Team if there is a need for additional help.
- Office area is always the site where team meets unless directed otherwise.
- The office staff will be the contact point for the crisis and will direct the team to the specific area. They will remain in the office.
- Main conference room will be the Principals office.
- Media Room will be in the Superintendents office.
- Roles will be assigned by the first person to arrive or by administrators, and will include the following:
  - a. Lead Team Member
  - b. Recorder (documents activities & events)
  - c. Communicator (take a cell phone)
  - d. Transportation (to be assigned to busses if needed)
  - e. Media Relations (media should not interview students, nor should information be given to media by anyone other than the Media Relations person).

## **Base Drill Procedure** **(GOC-911)**

- A. Announcement, "There is a car in the parking lot with its lights on. License number **GOC-911**" (Gun On Campus)
- B. Check hallway and bring in any students who are in the halls.
- C. Immediately lock your door.
- D. Teachers and students should sit on the floor out of sight and read quietly.
- E. Wait for the signal, "The car's lights have been turned off, Thank you." Only unlock your door when you hear the official signal stated above.
- F. To report any problems call the appropriate campus

High School	Office	481-3351
	Principal	806-786-5060
Jr. High	Office	481-9260
	Principal	575-760-5085
Elementary	Office	481-9131
	Principal	806-241-0874
- G. In the event of an evacuation, please follow **fire drill/evacuation procedures**.
- H. The different churches and community center will be our destination if we have to evacuate the campus due to an intruder or dangerous situation. You will be notified during the drill if we need to evacuate the campus to any of these locations.

## **Fire Drill/Evacuation**

### **Signals:**

- A. \* 3 bells      Leave the building
- \* 1 bell      Halt; stand at attention
- \* 2 bells      Return to the room

B. or Re-entrance - Audible command.

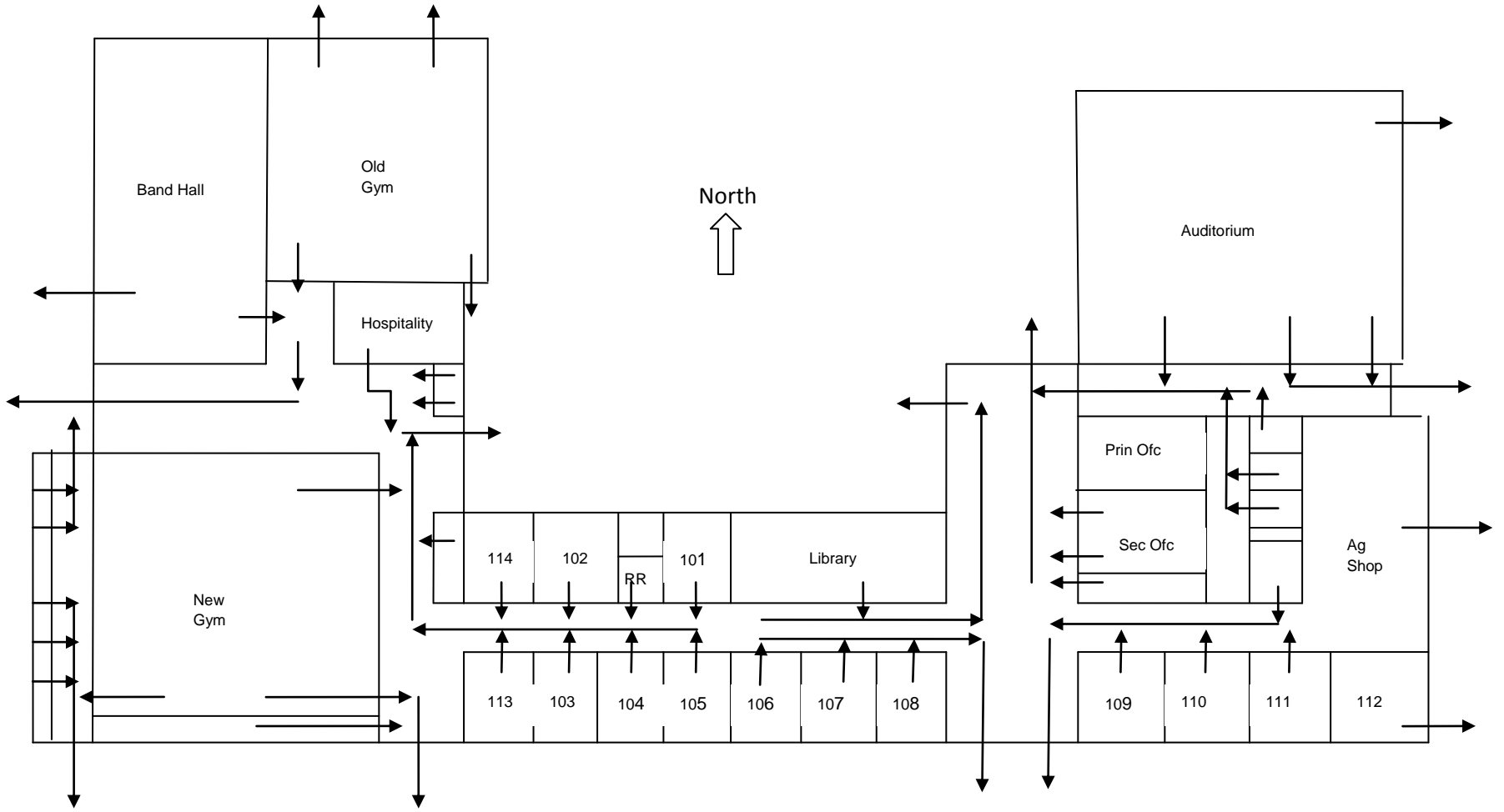
### **Procedure:**

- A. Call the appropriate campus office
  - High School      Office      481-3351
  - Principal      806-786-5060
  - Jr. High      Office      481-9260
  - Principal      575-760-5085
  - Elementary      Office      481-9131
  - Principal      806-241-0874
- B. Students should file out of room by rows.
- C. No noise, no talking, stay in line, and follow instructions.
- D. Proceed to designated assembly areas.
- E. Remain in line when safe distance is achieved.
- F. Emphasize swiftness of action and quietness.
- G. Last person from the room should close door and turn off lights, but do not lock doors!
- H. Teachers should take class rosters, crisis bags, and your advisory list/phone numbers to your designated place.
- I. In the event that we need to evacuate the campus, teachers will escort students to cafeteria or gym. An announcement will be made to evacuate the campus during the fire drill or after everyone is outside.
- J. Bus and car pick up during emergency evacuation will be at their normal locations.

## **Fire Drill Procedure for Staff**

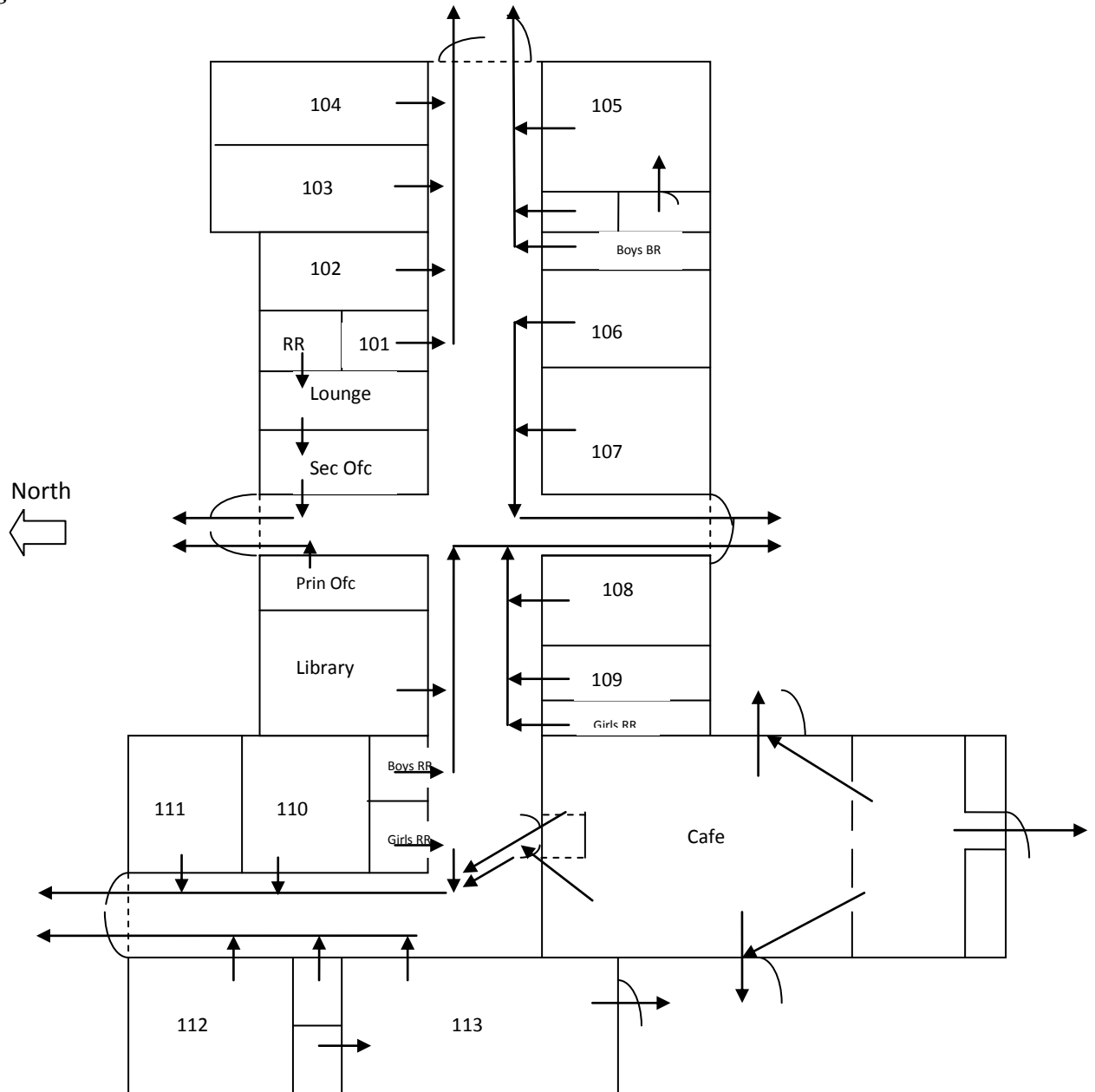
### **High School- Junior High - Elementary:**

- Secretary will check all girls' bathrooms
- Principal will check all boys' bathrooms and hallways
- Teachers check individual classrooms

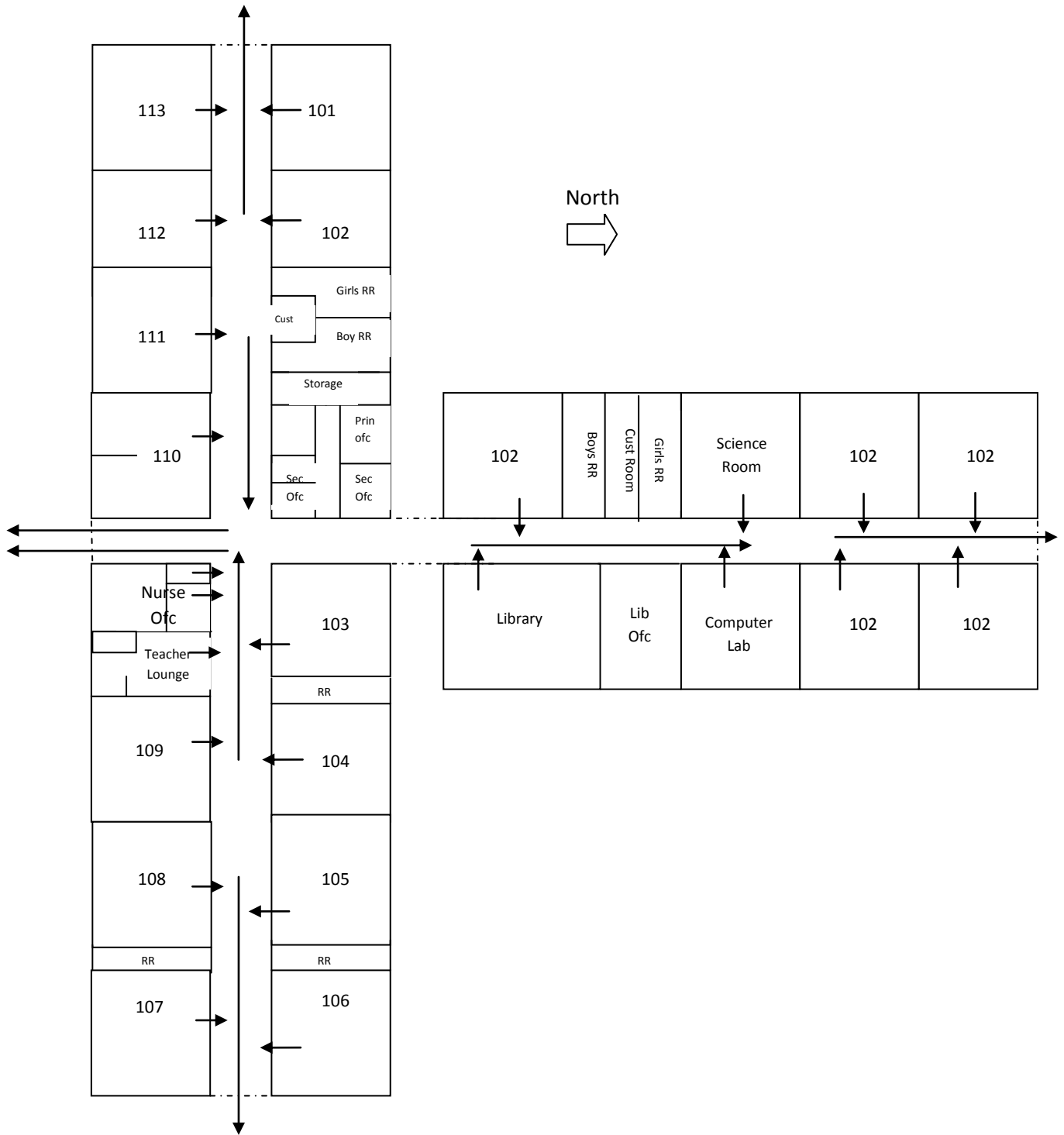


**High School  
Evacuation  
Plan**

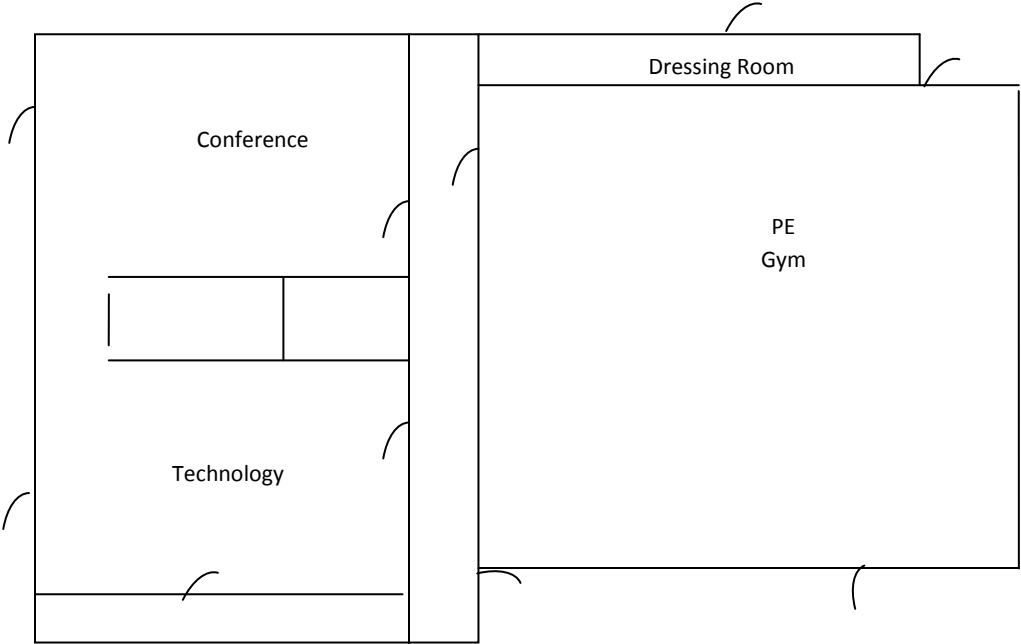
# Junior High Evacuation Plan







**Technology and PE Gym**



**Pre-Kindergarten Fire Evacuation Plan**

**\*\* The teacher aids will check all bathrooms and halls.**

## **TORNADO**

**TORNADO WATCH** - There is a chance for a tornado.

**TORNADO WARNING** - A tornado has been sighted.

### **AFTER ALERT DO THE FOLLOWING:**

- Office staff/administrators monitor weather over TV and Radio.
- Office initiates tornado warning (Tornado Drill) or evacuation plan (Fire/Evacuation Drill), depending on the type of emergency (teachers call office if they see a need to initiate drill).
- Office staff notifies transportation department (481-3675), or Tim Kasel 575 309-9132 in case of site evacuation or inclement weather.
- Office staff will convene campus crisis team, set up incident control center in office.
- Office staff calls tornado alert over P A system
- “A” Team check restrooms and vacant rooms. Move students to nearest safe classroom.
- Office staff will use a battery powered radio and or TV for weather info.
- Office staff notifies appropriate administrators/central office if possible.
- “A” Team keeps a record of hospitalized or evacuated staff or students and their location and log all activities (Teachers should coordinate with the “A” Team to report injuries, document release of students, etc.).
- Office staff keeps faculty informed.
- Administrators prepare fact sheet and media statements.
- Administrators debrief with “A” Team and plan student and staff follow-up.
- Teachers: If students are seated in one row, they should sit facing the interior wall. If students are seated in multiple rows, students should sit with backs against the wall. When danger is imminent, students should assume a protective posture, kneeling with head down and hands protecting the back of head and the neck.
- Groups should stay together, remain calm and not leave the area until instructed to move.
- Cafeteria staff should turn off kitchen equipment.
- Office staff will announce over P A system when it is safe to return to classrooms.



## Tornado Drill Procedure

### **Signal:**

- A. One extended bell, everyone move quickly to designated location.
- B. Two bells, return to classroom
- C. Announcements over P.A.

### **Procedure:**

- A. Students should proceed to designated safe area, sit on knees facing wall, and duck/cover.
- B. Teachers should take roll when students are in appropriate places.
- C. No noise, no talking, stay in line, and follow instructions.
- D. If you are already in one of the rooms *without* a window, stay where you are.
- E. If you are in an exterior room *with* a window, please move quietly and quickly to the designated safe area for your classroom.
- F. Wait for the "all clear" call to return to class.
- G.

### **Elementary**

#### **The signal for the tornado drill is continuous bell**

Students will follow the tornado drill procedure.

All students and staff will assemble in the hall between the Computer Lab and the Library.

### **Pre-Kindergarten**

#### **The signal for the tornado drill is continuous bell**

Students will follow the tornado drill procedure.

All students and staff will assemble at the south end of the hall.

### **Kindergarten**

#### **The signal for the tornado drill is continuous bell**

Students will follow the tornado drill procedure.

All students and staff will assemble in the hall between the classrooms and gym.

### **Junior High**

#### **The signal for the tornado drill is continuous bell**

Students will follow the tornado drill procedure.

All students and staff will assemble in the hall between rooms 109 and 110.

## **Tornado Drill Procedure Continued**

### **High School**

**The signal for the tornado drill is continuous bell**

**Students will go to the assigned areas in case of a tornado:**

#### **Designated Classroom Safe Areas:**

<b>Room:</b>	<b>Goes to:</b>
Ag Class/shop	Tool room in Ag shop
Room 111	Ag Teachers office storage room
Rooms 109 & 110	Ag Shop locker room
Library	Auditorium Boys Restroom
Room 108	Auditorium Girls Restroom
Room 107	Teacher Workroom
Room 106	Bookroom
Room 105	Boys Restroom
Room 104	Janitors closet with overflow into Boys Restroom
Room 103	Girls Restroom
Room 102	Stay in room away from window
Room 101	Stay in room away from window
Room 113	Computer Lab Room 114
Room 114	Stay in room
New Gym	Under the North Bleachers
JH Gym	Hallway between New and JH gym
Band Hall	All ground level storage rooms and restrooms
Art Room	Interior Closets
Field House	JV Locker room and shower

## MANAGING ALLEGED ASSAILANTS, ASSAULT, SUSPECTS

### Assault

- Get assistance: go directly to scene.
- **Send Crisis Cards to the Office with a student.**
  1. **Send Yellow Crisis Card** if the crisis team is needed (help with a student, etc.).
  2. **Send Blue Crisis Card** in the event of an emergency only-the police will automatically be called.
  3. **Do not send the student out into a dangerous situation.**
- If life threatening, call Sheriff 481-3303 or call 911, ALSO call the appropriate campus office
 

1. High School	Office	481-3351
	Principal	806-786-5060
2. Jr. High	Office	481-9260
	Principal	575-760-5085
3. Elementary	Office	481-9131
	Principal	806241-0874
4. Administration	Office	481-3371
	Superintendent	575-714-5118
- Office calls for the A Team to assemble.
- Office calls base drill code (G.O.C. 911) lockdown if necessary.
- Office staff will call custodians or available staff to secure outer doors.
- Crisis Team/Staff member exercises necessary physical constraints (CPI); confiscate weapons, but do not attempt forcible disarming. Think of your safety. You can't help your students (or get aid) if you are injured.
- Provide first aid if necessary; note circumstances and individuals at scene (coordinate with Admin/Counselors/Crisis Team).
- Administrators/Counselors/Office Staff will generally notify victim's parents or appropriate adults, or will assign someone to do so.
- Crisis Team Staff member documents all activities, conversations, and decisions. Get statements from those involved.
- Identify and hold witnesses. If multiple witnesses, try to keep separated. Secure the scene of the assault to aid police if investigation is warranted.
- If requested, allow school professional providing support to accompany victim and police/parents to hospital.
- Crisis Team/Staff members maintain student control.
- Escort participants to office if next door teacher is available to cover your class, otherwise call office.
- Administrators prepare a fact sheet and media statement, if appropriate.
- Administrators/Office staff notify superintendent; brief campus staff if appropriate.
- Counselors provide counseling for victim and family.
- File complaint report if appropriate.

## BOMB THREAT

### **DO NOT HANG UP ON PHONE THREATS; TRY TO KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE FOR IDENTIFICATION**

- When a bomb threat is received, the caller must be encouraged to give as much information as possible.

#### **Enter information on the following Bomb Threat Checklist:**

The following checklist should be used to learn about the bomb:

- Note Caller ID phone number.
- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it? Did you place the bomb?
- Why was it set? Where are you calling from?
- What is your name?
- How does the voice sound (male, female, child, accents, etc.)?
- Exact wording of threat.



#### **Immediately after the call:**

- Call the appropriate campus office

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	Principal	575-760-5085
3. Elementary	Office	481-9131
	Principal	806-241-0874
4. Administration	Office	481-3371
	Superintendent	575-714-5118
- In case of emergency and office staff is not available, call 911 or Sheriff 481-3303. Do not use cell phones! **Send student with Blue Crisis Card. Do not send student out into a dangerous situation.**
- Notify Administrators, Maintenance Dept. and the Superintendent.
- Office calls for the A Team to assemble.
- Administrators evacuate building, and set up a control center (front office unless campus is evacuated then control center will be at Superintendents office).
- Staff members should visually scan their rooms/area to see if anything is out of place or unusual and report it to the office.
- DO NOT turn on lights/electrical equip., open lockers, or search trash cans.
- Staff members ensure all students/personnel are at least 300 feet from building. (Fire Drill)
- Administrators announce to evacuate to local Churches and Community Center if necessary.

**BOMB THREAT**  
**Continued**

- Staff members: If news media arrive, refer them to the front of the building (command center) and assign a staff member to them until a representative from Public Relations arrives. They should NOT be interviewing students or staff.
- Administrators: After searches are complete, call the Superintendent's Office to report what has taken place.
- Office staff announces "all-clear" if/when appropriate.



**TRESPASSING/SECURITY BREACH/STUDENT TERRORISM**

- Call the appropriate campus office

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	Principal	806-786-5060
Jr. High	Office	481-9260
	Principal	575-760-5085
Elementary	Office	481-9131
	Principal	806-241-0874

If life threatening, call 911, or Sheriff 481-3303
- **Send student with Yellow Crisis Card to the office. Do not send student out into a dangerous situation.**
- Office will announce lock down (base) drill (GOC 911). Lock all doors, close blinds, turn off main lights (unless this makes your room completely dark).
- Office will call the "A" Team to office **ONLY** if appropriate. **Do not send people out into a dangerous situation.**
- Office staff will call custodians or staff that is available to secure outer doors.
- Staff member involved will approach and greet suspicious person if it is safe.
- Advise trespasser(s) of your position and authority; ask for identification and business on campus/note description of trespasser(s).
- Staff member/crisis team, if appropriate, tell person to leave campus/advise that failure to leave upon request is a crime. Warn that police will be called to make arrest.
- Staff member/crisis team instructs all personnel to avoid contact with intruder, if intruder cannot be removed.



**TRESPASSING/SECURITY BREACH/STUDENT TERRORISM**  
**Continued**

- Staff member/ crisis team removes any students and staff in vicinity of intruder (lockdown doors at end halls if appropriate).
- The “A” Team (Crisis Team): Office will convene campus crisis team by announcing there is an “A” Team meeting at \_\_\_\_location. Team is responsible for the following:
  1. Appointed personnel log activities, conversations, and decisions.
  2. Remain available to law enforcement and negotiators.
  3. Office personnel have multiple copies of floor plan available for police.
  4. Administrators prepare fact sheet and media statement.
  5. Teachers use attendance roster to check off releasing of students.
  6. Teachers remain with students until released.
- School nurse and/or trained personnel administer first aid following appropriate procedures as indicated by nature of accident.
- Office staff notify transportation department (481-3675) or cell (575-309-9132) in case site evacuation or inclement weather.
- Office staff prepares list of affected students and parental phone numbers.
- Office staff and appointed personnel notify parents.
- Administrators prepare fact sheet/media statement and debrief with faculty.
- Designated location for student population evacuation is Churches and Community Center.





## **CHILD ABUSE**

### **\*\* KNOWN AND SUSPECTED CHILD ABUSE MUST BE REPORTED (Texas Family Code Section 261.101 & 261.103)\*\***

- Staff Contact your administrator.
- Staff member issues oral report to Child Abuse Hotline (1-800-252-5400) and, counselors and nurse upon discovery. If at all possible make a report to the Hotline early in the day so that Child Protective Services personnel can interview the child at school. Be sure to record CASE NUMBER for future reference.
- The non-emergency way to report is at the web address: [www.txabusehotline.org](http://www.txabusehotline.org) or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
- All personnel involved should document actions, conversations, and decision.
- Do not attempt to investigate or verify information until or unless given direction by appropriate administrator or Police.
- Permit interview with child by authorized, properly identified officials.
- Do not call parents. Cooperate with the request of officials regarding notice to parents.
- Counselors provide any needed referral sources for follow-up counseling.
- Campus counselor submits written report to Department of Protective and Regulatory Services within (5) days of initial report.

## **VANDALISM**

- Call the appropriate campus office that you are in

High School	Office	481-3351
	Principal	806-786-5060
Jr. High	Office	481-9260
	Principal	575-760-5085
Elementary	Office	481-9131
	Principal	806241-0874
Administration	Office	481-3371
	Superintendent	575-714-5118
- Staff member secures and leaves area intact for investigation, notifies Administration.
- Administrators/Staff member notifies office staff for cleanup or barricade, if needed.
- Staff member records type and extent of damage; file report with Administrators.
- Administrators take photos where appropriate.

# **SCHOOL CLOSURES**

## **SEVERE WEATHER DELAYS**

### **BEFORE SCHOOL DAY BEGINS**

1. When extreme weather threatens, the superintendent receives road condition reports from all parts of the district. The superintendent will determine whether to delay the school opening, to cancel school, or to proceed as usual.
2. If school is to be delayed or cancelled, the telephone chain will begin notifying principals and supervisors no later than 6:00 a.m. The news media will be notified by the superintendent or designee by 6:30 a.m.
3. Principal will activate the campus telephone chain as soon as they receive word of a delay or closing. Teachers should have a copy of the phone chain at home.

### **AFTER SCHOOL DAY BEGINS**

1. If schools are closed because of bad weather/emergency while classes are in session, the superintendent will notify the principals and supervisors.
2. Schools should make every effort to notify parents that their child is being dismissed. Advisory teachers will attempt to call their student's parents and will keep a list of parents who were reached. Students will report to advisory at the end of the day or when dismissed in order for the teachers to take roll and document where that student is going. The name, address, and phone number of a neighbor to whom the parent wishes his/her child to go to in the event parents are not home should be on file for each student.
3. Transportation will provide a list of current bus riders.
4. The news media will be notified as to what is going on.
5. The superintendent or designee will notify radio and television stations.
6. If telephone communications are disrupted, use cell phone.
7. The principal on each campus will define specific procedures to designate which exits are to be used during severe weather.



## CLOSURE FOR THE DAY DUE TO A DEATH

- Principal will activate the campus phone chain if possible before school begins with instructions.
- **Parent and student communication due to a death (Crisis Team): Handouts for students and parents will include:**
  - a. Facts surrounding the incident
  - b. Funeral information, if known
  - c. Memorial information, if known
  - d. Referral sources for parents
  - e. Notice of cancellation/postponement of any school activities
- **Faculty communication (Crisis Team)**  
Debriefing with faculty at 7:45 or 3:35 p.m. in the Superintendents office to provide the latest information and support.

## DEATH AT SCHOOL

- Call the appropriate campus office

High School	Office	481-3351
	Principal	806-786-5060
Jr. High	Office	481-9260
	Principal	575-760-5085
Elementary	Office	481-9131
	Principal	806-241-0874
Administration	Office	481-3371
	Superintendent	575-714-5118
- If life threatening, call 911 ,or Sheriff 481-3303
- Office staff announces lock down (base) drill (GOC 911).
- Office staff calls the “A” team to the office.
- Administrators initiate faculty phone tree if before school.
- Staff members detain any witnesses and keep witnesses separated.
- Administrators call "administrative meeting;" give location.
- Crisis team documents activities, conversations, and decisions.
- Administrators determine method to inform parents, next of kin, classmates, and community of death.
- Counselors prepare handouts/letters for dealing with the general population/distraught students or staff.
- Administrators/Counselors prepare letter to pass out in last period class.
- Office staff prepares script for telephone inquiries, funeral info. etc.
- Administrators determine emergency schedule/emergency advisory period.
- Police (SRO) will notify RRPD Victim's assistance coordinator, who will notify the family of the deceased.

- Office staff alerts schools in which children/siblings are enrolled.
- Administrators inform staff and student body, and prepare a fact sheet and media statement.
- Media area will be in the conference room.
- Crisis center is set up in the Counselor's offices.
- Counselors provide individual and/or group counseling. If needed, counselors may call counselors from neighboring campuses to assist.
- Counselors debrief crisis team.
- Counselors plan long term response and follow-up counseling.
- Staff members may permit students to leave campus (with parents only and must be checked out through front attendance office).
- Administrators hold faculty meeting as soon as possible to process incident.
- Administrators & Office staff prepare to hold community meetings if needed. Office staff relays information, as it becomes available.
- Office staff removes personal items from locker/classroom, distributes Kleenex, food, etc, as needed.
- Office staff: Sign in sheets for counseling.
- Office staff coordinates volunteer assignments (any available staff):
  - Distribute maps, bell schedules, name tags, issue student passes, processing students into the counseling center, hall/cafe monitors, substitutes.

### **School Day Procedures:**

1. Counselors will be available to assist teachers during the day in the counseling office.
2. Counselor assigned to all directly affected classes.
3. Counselor assigned to bus area to meet buses, and cafeteria before school and during all lunches.
4. Counselor(s) assigned to main crisis center to work with students in small group meeting rooms.
5. Students in need of counseling during the day will be sent to the main crisis center. After signing in, they will be moved to a small group meeting room to work with a counselor. Students unable to cope with the tragedy will be sent home to receive help from parents.
6. When students are ready to return to class, they will be issued a pass by the small group counselor and marked off master list in the crisis center.
7. Any staff member that sees members of the media will escort them to a designated media room (Superintendents office). **No media statements or crisis information should be given by anyone other than the media contact person (probably Principal).** No press will be permitted in the hallways, classrooms, or on the school grounds to interview students or teachers. Staff members should report any violation of this policy to the office immediately.

**\*If death is not at school, follow appropriate procedures from above list.**

## Safe Mail Handling Tips

Due to the nature of Farwell ISD's business, there is a possibility that we may experience a hoax or an unsubstantiated mail threat. We want to take this opportunity to educate our staff on ways to avoid potential exposures both at work and at home. Much of the following information was obtained from the U.S. Postal Service web site.

### Characteristics of Suspicious Parcels

Over the years, Postal Inspectors have compiled the following characteristics that should trigger suspicion when opening mail. Be alert for parcels that:

- are unexpected or from someone unfamiliar to you.
- are addressed to someone no longer with your organization or are otherwise outdated.
- have no return address, or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.
- are marked with restrictive endorsements, such as "Personal" or "Confidential."
- have protruding wires, strange odors or stains.
- show a city or state in the postmark that doesn't match the return address.



### What To Do If a Suspicious Parcel Is Received

- Do not try to open the parcel!
- Isolate the parcel and evacuate the immediate area.
- Call the appropriate campus office

High School	Office	481-3351
	Principal	806-786-5060
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	Principal	575-760-5085
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	Principal	806-241-0874
Administration	Office	481-3371
	Superintendent	575-714-5118
- Notify the Postal Inspector and appropriate emergency responders.



### **If a Powder Like Substance is Found Inside an Envelope or Parcel**

- cover the envelope with a trash can, plastic bag, or other object to contain the substance
- evacuate the room, lock the door, and don't allow anyone to reenter the room
- immediately wash hands and other exposed skin areas

### **Suggested Safeguards**

Teachers should not open any sealed mail in the classroom. Office personnel should open mail when it enters the building to control the number of possible contacts. Wearing latex gloves may provide protection while opening mail and can be obtained from the school nurse's office.

### **Unknown SUBSTANCE THREAT *InSIDE* Building**

1. If an unknown substance is found on campus, immediately cover the substance with a trashcan, plastic, paper, etc. to prevent substance from spreading.
2. Lock door. No one is to leave or enter the room until emergency responders arrive and assess situation.
3. Call the appropriate campus office

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	Principal	806-786-5060
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	Principal	575-760-5085
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Administration	Office	481-3371
	Superintendent	575-714-5118
4. Explain situation, alert crisis team, and request a relocation room that can be used as a "containment" area for those exposed to the substance.
5. Campus Administration office will call 911, or Sheriff 481-3303, then Maintenance 481-3675.
6. Follow instructions issued by 911 operator. The 911 operator may want to speak to person(s) in "exposed" room.
7. Shut off HVAC (heating and air conditioning) to "exposed" portion of building.
8. Relocate person(s) potentially exposed to the substance to "containment" area, if available.
9. Compile list of all persons potentially exposed to substance including emergency phone numbers.
10. Emergency responders will determine if building should be evacuated.
11. Campus Administrator will notify staff and students of situation and what actions are being taken to ensure their safety.
12. Prohibit use of classroom phones to ensure lines of communication are kept open.
13. Severely limit cell phone usage.
14. Work with Community Relations on letter to be sent home and/or other forms of communication.

**UNKNOWN OR VOLATILE SUBSTANCE THREAT *OUTSIDE* BUILDING**

1. If a known toxic chemical "cloud" is outside the building, initiate "lock down" procedures.
2. Call the appropriate campus office

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	Principal	806-786-5060
Jr. High	Office	481-9260
	Principal	575-760-5085
Elementary	Office	481-9131
	Principal	806-241-0874
Administration	Office	481-3371
	Superintendent	575-714-5118

or Sheriff 481-3303 to report incident and do as the 911 operator instructs.
3. All outside students and staff should be brought into the building immediately and placed in appropriate rooms.
4. Shut off HV AC (heating and air) units.
5. Call Maintenance for assistance.
6. If necessary, provide medical assistance.
7. Seal doors and windows.
8. When emergency responders arrive, do as instructed.
9. Compile list of all potentially exposed students and staff and their emergency phone numbers.
10. Work with Community Relations on communications.

**IF THERE ARE VISIBLE SIGNS OF WIDESPRED ILLNESS OR PAIN AFTER FINDING A SUBSTANCE**

1. **CAMPUS ADMINISTRATOR WILL CALL** the appropriate campus office you are in

High School	Office	481-3351
	Principal	806-786-5060
Jr. High	Office	481-9260
	Principal	575-760-5085
Elementary	Office	481-9131
	Principal	806-241-0874
Administration	Office	481-3371
	Superintendent	575-714-5118
2. Keep exposed individuals away from general population.
3. Begin orderly evacuation, those closest to the affected area evacuate first. Affected area will be evacuated upon direction of emergency responders.
4. Shut off HV AC.
5. Compile list of exposed individuals and their emergency phone numbers.
6. Call the listed "emergency contact person(s) for affected person.