

Card 1Front

INSTRUCTIONS FOR USE OF THIS READY REFERENCE FLIPCHART

1. Familiarize yourself with this flipchart; your life and the lives of others may someday depend on it.
2. Keep the flipchart readily accessible, but secure from theft at all times.
3. Report anyone who shows an unusual interest in the school system's emergency response measures.
4. Report the loss of the flipchart immediately.
5. No emergency procedures can be perfect for every situation. You must be able to apply these procedures with flexibility based upon your assessment of the situation at hand.
6. You should focus most of your pre-crisis efforts on learning the functional protocols (key emergency functions such as evacuation, lockdown and shelter-in-place). This will enable you to carry out incident-specific protocols more efficiently.
7. This flipchart is your part in a comprehensive school safety plan. Be prepared so others can carry out their roles.
8. Use your flipchart during drills and exercises so you are ready to follow proper procedures in an actual crisis.
9. Forward any comments or suggestions for improvement to your Supervisor or your department's crisis team.

MEDIA PROCEDURE

Communication Procedures for Emergency Preparedness Teams

All requests for information by the media will be handled through the Public Information Officer. All teachers, students and other school personnel should avoid being interviewed or providing information to the media and should instead direct such inquiries to the Public Information Officer, Jeanne Culver at 469-909-8809

Only the Public Information Officer, the Superintendent, or designee provides information to the newspaper, radio, or television representatives.

If you are contacted by a media representative, either in person or by telephone please refer the caller to the Public Information Officer or designee. Every effort will be made to handle the request for information efficiently, promptly and thoroughly.

In emergency/crisis situations, it is imperative that **no** statements be made to the media. If pressed for information, simply state that all media requests must go to the Administration Office, and any statements will come from the Public Information Office. Media personnel may be requested to leave the campus property if their presence significantly interferes with normal School Administration or the resolution of the crisis. Filming the campus may not be prohibited if media personnel are no longer on school property.

CORPORATE NUMBERS

Facilities	214-944-1936 or 469-826-3104
Superintendent	817-829-1617 or 956-330-2877
Student Nutrition	214-875-4104
Human Resources.....	214-944-1953
Payroll.....	214-944-1945
Finance.....	214-944-1969
Public Information Office.....	469-909-8809
Social Media Office.....	214-944-1931
IT Help Desk.....	214-944-1993

Campus Phone Numbers

Austin.....	512-477-4226
Dallas-CFB.....	972-243-2178
Dallas-Oak Cliff.....	214-943-2244
Dallas-Ross Ave.....	214-824-4226
Dallas-Pleasant Grove.....	972-225-1194
Dallas-Grant East.....	972-228-4226
Dallas-Garland.....	972-441-7202
Ft. Worth-Westcreek.....	817-531-3223
Ft. Worth-Lancaster.....	817-735-1515
Houston-Hobby.....	832-379-4226
Houston-North.....	713-659-4226
Houston-Southwest.....	281-918-4316
San Antonio.....	210-923-1226
San Antonio Highlands.....	210-923-1226

ECDC Phone Numbers

Ross Ave. ECDC.....	214-584-2361
Pleasant Grove ECDC.....	972-325-7983
Grant East ECDC.....	972-325-7979
Lancaster ECDC.....	817-783-4718
San Antonio ECDC.....	210-922-4975
CFB ECDC.....	972-277-4297

Community Phone Numbers

Police Department (emergency)	911
Police (non-emergencies)	311
Fire Department	911
Poison Control Center	(800) 222-1222
Animal Control	311
Crime Stoppers	(877) 373-8477
National Suicide Prevention Lifeline	(800) 273-8255
American Red Cross	(800) 733-2767
Texas Department Family Protective Services	(800) 252-5400
National Center for Missing & Exploited Children	(800) 843-5678

Power Outages and Gas Leaks

DFW Area

Oncor Electric	(888) 313-4747
Atmos Energy	(866) 322-8667

San Antonio

CPS Energy (Gas & Electric)	(210) 353-4357
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Houston Area

Centerpoint Energy-Gas -----	(800) 752-8036
Centerpoint Energy-Electricity	(800) 332-7143

Austin Area

Texas Gas Service-Gas	(800) 959-5325
City of Austin Utilities-Electricity	(512) 494-9400

LOCKDOWN PROCEDURE – CRISIS/LIFE-THREATENING SITUATION

STAY CALM.

- Initiate lockdown procedures. “LOCKDOWN, LOCKS, LIGHTS, OUT OF SIGHT.”
- Lock classroom door (if not already secured).
- Secure students from visibility (away from all windows/doors) – close blinds and turn lights off.
- DO NOT OPEN DOOR – Wait for responders to open.
- Students temporarily out of your classroom will be taken to other areas.
- Secure class roster/take roll. Do not use classroom phones for any reason.
 - Make a list of students not in your classroom.
 - Make list of any additional students in your classroom.
 - Be prepared to give the list to school/emergency personnel.
- DO NOT USE YOUR CELL PHONE OR ALLOW STUDENTS TO USE THEIR CELL PHONES.

Listen for the “All Clear” ANNOUNCEMENT.

UTILITY EMERGENCY

A utility emergency constitutes any of the following:

- Water Leak
- Gas Leak
- No Heat/AC
- Power Outage
- Hazardous Materials
- Sewer Back-Up
- Telephone Down

Staff's Responsibilities

- Notify the Administrator and Contact Facilities at 214-944-1936 or 469-826-3104.
- Wait for further instructions from the Administrator.
- All students should remain in their classrooms and await further instructions from the office or building Administrators.
- Faculty will be notified of time frame for dismissal and when school will resume again.

Administrator's Responsibilities

- Identify the problem and location.
- Notify Corporate Facilities Office at 214-944-1936 or 469-826-3104, so that they can call the utility company.
- If needed, notify faculty, staff, and students concerning information regarding power outages, dangerous situations, utility failures, or information concerning the closing of the school if appropriate.
- Order the evacuation of an affected building (if appropriate) to ensure the safety and welfare of the occupants due to special circumstances which may exist as a result of the emergency (primarily natural gas leaks).
- Keep Facilities and Superintendent informed and consult with them on whether to keep the school open or close the school.
- If one part of the building is affected by the emergency, find alternate locations.

WEAPONS ON SCHOOL PROPERTY

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

Staff's Responsibilities

- Declare a **Lockdown** if the situation appears threatening to the safety of the building and its occupants.
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.
- Contact the Public Information Officer, Jeanne Culver at 469-909-8809
- Notify the Administrator and/or Security Officer
- **Do not** attempt to approach or confiscate.
- If a weapon is found, isolate the area and do not touch the weapon. The Police will secure it for evidence.
- Await further instructions from the Administrator.

Administrator's Responsibilities

- Declare a **Lockdown** if the situation appears threatening to the safety of the building and its occupants.
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.
- Call 911 or the Security Officer, if assistance is needed. (*Caller needs to give a detailed description of the location within the facility or premises.*)
- Determine if a reasonable suspicion exists to search for a weapon.
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Involve other staff as necessary.

ACTIVE SHOOTER ON SCHOOL SITE

Staff's Responsibilities

- Declare a **lockdown** if the situation appears threatening to the safety of the building.
- If shots are heard, instruct the students to, "Drop to the ground."
- If possible, while on the ground, move the students to a safe area.
- **Notify** the Administrator/ Security Officer. Advise them of any injuries/property damage.
- **Take attendance**. Report any missing and/or additional student(s) to the Administrator/Designee.
- **Wait** for Police/Emergency Responders to arrive.
- Discourage discussion.

Administrator's Responsibilities

- Declare a **lockdown** if the situation appears threatening to the safety of the building.
- Identify the problem and the location. Secure and isolate the area.
- **Call 911**. (*Caller needs to give a detailed description of the location within the facility or premises.*)
- Call Security Officer.
- Law Enforcement's role and **immediate purpose** is to **STOP THE ACTIVE SHOOTER**.
- **Contact the Facilities Department at 214-944-1936 or 469-826-3104.**
- **Contact the Public Information Officer, Jeanne Culver at 469-909-8809.**
- Assist the Security Officer /Police in locating and identifying the possible suspects and victims.
- Provide the Security Officer/Police/Emergency Responders with emergency information.
- Immediately initiate support services for students and staff through the counseling center.
- Gather emergency information on suspects, victims or witnesses.

MEDICAL EMERGENCIES

When a student becomes seriously ill or injured, the parent/guardian and the school principal should be notified immediately. In serious cases in which immediate medical attention is needed, call 911; otherwise, contact the parent or guardian first and then the school administrator, and he or she will assume responsibility. (*Caller needs to give a detailed description of the location within the facility or premises.*)

In the Event of a NON-RESPONSIVE or LIFE-THREATENING INJURY or ILLNESS

Staff's Responsibilities

1. Immediately summon help (school staff trained to administer specific health care procedures such as CPR or another adult) and call 911. (*Caller needs to give a detailed description of the location within the facility or premises.*)
2. Describe the nature of the emergency (illness or injury) and how many people are involved.
3. Provide exact location inside or outside the school (inside school provide the door number or best entry point).
4. Notify Administrator and main office staff.
5. **DO NOT** move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern (e.g., 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 Responders.
13. ****Document all actions taken****

Accidents

Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safe and secure area.
- Call 911 (*Caller needs to give a detailed description of the location within the facility or premises.*)
- Notify the Administrator. Advise them of the number injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Use universal precautions when handling body fluids.
- Assist the emergency medical responders.
- If the scene is not safe, (e.g., electric shock, downed wires, etc.), wait for EMS.

EVACUATION/REVERSE EVACUATION

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

Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- Take your class roster, this "Emergency Response Flipchart" and exit 300 ft. from the building.
- Close your classroom doors when leaving the room.
- Once outside, take attendance.
- Report missing student(s) ASAP to the Administrator/Emergency Responder.
- Remain with classes and await further instructions from the Administrator.

Administrator's Responsibilities

- Signal an evacuation from the building by using the fire alarm.
- Involve other staff as necessary.
- Call 911. (*Caller needs to give a detailed description of the location within the facility or premises.*) Notify the Security Officer
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.
- Coordinate your effort with Emergency Responders.
- Take the Emergency Supply Kit and AED.

Reverse Evacuation

Reverse Evacuation means to **rapidly** return students and staff into the building. This action is taken when there is some threat **outside** the building. The Administrator will direct which **Lockdown** procedures will be followed.

- Move students/staff inside as quickly as possible.
- At this time you will be given instruction to implement **Lockdown**, **Shelter-in-Place** or severe weather procedures.
- Take attendance.
- Wait for further instructions.

**If students cannot be moved safely into the building, they should be evacuated to a predetermined area.

UNAUTHORIZED REMOVAL/MISSING/ABDUCTED 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 (e.g., field trip, sporting event, or from a school vehicle) without consent either from school officials and/or parent(s)/guardian(s).

Overall Procedures

- If abduction is observed or suspected, call 911. (Caller needs to give a detailed description of the location within the facility or premises.)
- Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator and/or Security Officer.
- Provide a detailed description of clothing/time/location when person was last seen, and photograph of the person.

In the Event of a Missing Student

Staff's Responsibilities

- Verify the child is missing.
- Notify the Administrator/Security Officer.
- Provide a physical description of the student, if needed.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.
- If student is located, notify the Administrator and main office.

Administrator's Responsibilities

- Immediately declare a lockdown!
- Conduct an immediate search of the school/school grounds.
- Call 911. (Caller needs to give a detailed description of the location within the facility or premises.)
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.
- Contact the custodial parent/guardian of the missing student.
- Stand By to Call:
 - District Crisis Counseling Team
- Notification to all schools and all staff may be needed, i.e., Lockdown, Lockout, Evacuation, Shelter.

In the Event of a Abducted Student

Staff's Responsibilities

- Verify that a child has been abducted.
- Call 911. (Caller needs to give a detailed description of the location within the facility or premises.) Notify Security Officer.
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.
- If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/Law Enforcement.
- Do not place yourself or students in harm's way.
- Contact parent(s) or guardian(s) and report the abduction.
- Gather information about the abduction, description of the perpetrator and any vehicle involved.
- Obtain information on possible witnesses, friends, and last person to see the student.
- If appropriate, institute Lockdown procedures.
- Check abducted student's file for any restraining orders or other background information.
- Provide Police with:
 - Physical description of the student along with the 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.
- Arrange for crisis counseling, if necessary.
- Refer all media inquiries to the Public Information Officer.

Administrator's Responsibilities

- Verify that a child has been abducted.
- Call 911. (Caller needs to give a detailed description of the location within the facility or premises.) Notify Security Officer.
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.
- Contact parent(s) or guardian(s) and report the abduction.
- Gather information about the abduction, description of the perpetrator and any vehicle involved.
- Obtain information on possible witnesses, friends, and last person to see the student.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/Law Enforcement.
- If appropriate, institute Lockdown procedures.
- Check abducted student's file for any restraining orders or other background information.
- Provide Police with:
 - Physical description of the student along with the 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.
- Arrange for crisis counseling, if necessary.

- Refer all media inquiries to the Public Information Officer, Jeanne Culver at 469-909-8809.

****Document all actions taken****

Card 7 Front

FIRE/ARSON

Arson means the unauthorized starting of a fire on school property, or assisting another in starting a fire.

General Operation of Fire Extinguishers: P.A.S.S.

P—Pull pin.

A—Aim at the base of the fire.

S—Squeeze the handle.

S—Sweep the spraying motion from side to side at the base of the fire.

Staff's Responsibilities

- Close windows and doors; *do not lock*.
- Be alert to assist any student with a disability, if needed.
- Evacuate students quietly and in an orderly fashion. *Have a written, rehearsed plan for emergency evacuation of students with disabilities.*
- Bring your Emergency Response Flipchart and class roster.
- Report to your designated area and call roll.
- Indicate:
 - Need Help!/Extra Student
 - "All Clear"
 - Handicap Person
- Report any missing students to the Administrator.
- Return to building only after the building Administrator or Fire Department gives the "All Clear" signal.

Administrator's Responsibilities

- Evacuate the building by using the fire alarm.
- Call 911; give the specific location, if known. (*Caller needs to give a detailed description of the location within the facility or premises.*)
- Check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Determine if students/staff need to evacuate campus; request transportation to the designated site.
- *Contact the Facilities Department at 214-944-1936 or 469-826-3104.*
- Clear Exterior Fire Lane Access to the Building.
- Assist the Fire Department with locating the utilities.
- Ensure the building is evacuated.
- Signal an "All Clear" when appropriate.

Card 7 Rear

Note

- If arson is suspected, inform the responding Police/Fire Personnel.
- Assist the Police/Fire Department.
- Help locate any possible suspect and/or witness.
- If the fire was extinguished, still report the fire to the Fire Department for investigation.

Fire Drills

Schools are required by state law to practice fire drills once a month, unless inclement weather would pose a hazard for students outside. Teachers will read the following to their classes during the first fire drill of the year.

Class

When you hear the fire drill bell, everyone must leave the school building because it's safer to be outside. REMEMBER to STAY CALM and THINK BEFORE YOU ACT.

When you leave the building, remain calm and walk to your class meeting place outside and away from the building. Stay with your teacher and classmates.

Stay quiet so that you can listen to instructions. If you can't leave the building through the exit that you're supposed to because fire or other hazards are in the way, listen carefully to your teacher and move quickly and quietly to the next available exit.

Think about your safety first. Stay calm. Be safe.

CRISIS/INTRUDER/UNIDENTIFIED PERSON ON SCHOOL SITE/TRESPASSING

Definition

Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds or company vehicles (including students suspended or expelled from school).

Staff's Responsibilities

- Identify the problem and location.
- Approach the subject cautiously and determine the nature of their business.
- Request that the subject report to the office.
- Keep classrooms/students secure. If necessary, move to a safer area.
- If possible, accompany the person to the office.
- If suspicious, notify the Security Officer ASAP.

Administrator's Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request for them to accompany you to the office. If the suspect is looking for a specific student, check the student's file for court orders, e.g., personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to accompany you to the office.

Once in the office explain the seriousness of their unauthorized visit and ask them to leave the campus.

If They Refuse to Leave

- Call 911, the Security Officer or the local Police Department. (*Caller needs to give a detailed description of the location within the facility or premises.*)
- Call Superintendent's office to report the incident. Provide the suspect's description, name and particular circumstances of the incident.
- Await a Police response.
- If appropriate, declare "Lockdown."
- Contact the Facilities Department at 214-944-1936 or 469-826-3104.

SEVERE WEATHER

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take cover.

At the first sign of lightning, all students should be inside the building.

Administrator's Responsibilities

- Office staff to monitor the Early Warning Weather Radio.
- Administrator should monitor developing weather conditions.
- Monitor district radio communications.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the Shelter-in-Place area.
- If there is a medical emergency, call 911. (*Caller needs to give a detailed description of the location within the facility or premises.*)
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

Staff's Responsibilities

- Shelter-in-Place, or proceed to other areas of the building as directed.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors.
- If you are in a classroom with students and a tornado warning is declared, have your students assume a crouched position around the walls of the classroom. If your classroom has windows you should escort students to an area where there are no windows, if possible.
- If you are required to leave your classroom, take your records/class roster and your Emergency Procedure Flipchart.
- If you are in an outdoor setting, immediately escort your students to a safe area and call roll.
- If you have additional or missing students, notify the Administrator/Emergency Responders.
- Await further instruction from the Administrator.
- Return to your designated area when "All Clear" is announced.

Auxiliary Personnel's Responsibilities

- Contact the "On-Call" Supervisor for direction, if necessary.
- If conditions warrant, protective measures should be taken.
- If there is a medical emergency, call 911. (*Caller needs to give a detailed description of the location within the facility or premises.*)
- If damage has occurred to the building, seek direction of the Administrator to determine the possible need for evacuation of the affected areas/campus.

SHELTER-IN-PLACE

A **Shelter-in-Place** is declared when a situation exists (in the opinion of the Administrator) threatening the safety of students and staff and requires them to remain in their classrooms with the door(s) locked.

- Immediately do a quick visual sweep of the hallways from the threshold of your classroom and instruct any students nearby to come into the room. Clear students from the halls immediately. Students should report to assigned classrooms.
- Move all students indoors if time allows.
- Close and lock exterior doors and windows (NO entrance or exit should be permitted). Proper authorities will have keys.
- Keep students quiet and out of the line of sight from interior windows.
Close and tape all occupied classroom windows and doors. Seal gap between bottom of the door and the floor. (Simulate during a drill.) Do not cover doors and windows.
- If possible, take attendance.
- Shut down air handling system/HVAC (simulate during a drill).
- Stay away from all doors and windows.
- Wait and listen for announcements for further instructions (e.g., continue classroom instruction, reporting of missing students, etc.).

EXPLOSION

Types of Explosions

- Mechanical
- Chemical
- Nuclear/Radiological

Staff's Responsibilities

Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- Stay calm.
- Inform the Principal's Office via messenger or building telephone.
- ~~DO NOT operate radios or electronic equipment.~~
- Evacuate to designated assembly area, leaving doors open as you exit.
 - Recommend 1,000 feet distance if possible.
 - ~~DO NOT~~ remove and ~~DO NOT~~ permit students to remove any personal items from the building as you exit.
- Take attendance.
 - Report any missing students to the Principal's Office immediately.
- ~~DO NOT~~ re-enter the building until given the "All Clear" signal.

Administrator's Responsibilities

Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- Upon notification, call 911 and the Facilities Department at 214-944-1936 or 469-826-3104
(**Caller needs to give a detailed description of the location within the facility or premises.**)
- Use messenger to signal evacuation of staff and students to designated assembly area.
- Radio signals and/or electronic devices can activate explosive devices.
- ~~DO NOT USE:~~
 - Radios
 - Cell phones
 - Electronic bells/public address systems
- Report any unaccounted students to first responder on the scene.
 - Fire
 - Police
 - Emergency Medical Services
- Conduct attendance audit of visitors, staff and students.
- Consider evacuation based on your professional judgment/discretion.
- If an evacuation is deemed necessary, check restrooms and other isolated areas for unattended students and escort them to a safe area.
- Involve other staff as necessary.

**If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member/Administrator to serve as a liaison between hospital and Administration with instructions to relay progress reports as soon as possible.*

***Do not allow media on campus unless instructed to do so by the Public Information Office.*

BOMB THREAT

General Procedures

1. **Stay calm.** Take a deep breath and focus on what the caller says.
2. Keep the caller on the phone as long as possible.
3. Complete the Bomb Threat Checklist by asking the questions on the back of this card.
4. Immediately contact the designated Administrator who will call 911. (*Caller needs to give a detailed description of the location within the facility or premises.*)
5. **Contact the Facilities Department at 214-944-1936 or 469-826-3104.**
6. Cell phones and electronic devices must **not** be used. They can trigger some types of bombs.
7. **DO NOT TOUCH** anything suspicious.

Bomb Threat Procedures (Device Located)

Overall Procedures

Under no condition, attempt to touch or move the device. Get students out of the immediate areas and wait for directions from the principal or designee. Turn off cell phones or electronic devices – they can activate some explosive devices.

1. Upon discovery of a suspicious device, immediately notify the Administrator.
2. Identify the area clearly so that it can be barricaded.
3. If a device is located in a classroom, immediately and calmly evacuate.
4. Account for all students and remain in designated area until contacted.

Staff's Responsibilities

- Call school office on **school telephone landline, not a cell phone.**
- Wait for decision on whether to **lockdown** or **evacuate**.
- If **lockdown** is ordered, follow **lockdown** procedures.
- If **evacuation** is ordered, follow **evacuation** procedures as directed by the Administrator.
- Staff should look for and report all suspicious objects and, if possible, a **description of the device** to the Administrator and/or authorities immediately.
- Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

Administrator's Responsibilities

- Upon notification of a device located: Don't forget... there may be more than one device.
- **Call Police; use landline only.** Caller needs to give a detailed description of the location within the facility or premises.
- Description of the device(s).
- **Contact the Facilities Department at 214-944-1936 or 469-826-3104**
- Activate Bomb Threat Response Protocol to protect staff and students.

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an individual receiving a call which threatens the safety or security of Texans Can Academies.

Checklist (Complete all possible items immediately following the call.):

1. Time Call Received: _____
2. Time Call Terminated: _____
3. Caller's Name and Address (if known): _____

4. Sex: Male Female
5. Age: Adult Child
6. Bomb Facts (Questions to Ask):
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____
 - c. What kind of bomb is it? _____
 - d. What does it look like? _____
 - e. Why did you place the bomb? _____
7. Voice Characteristics:

Tone	Speech	Language
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Cursing	<input type="checkbox"/> Poor
<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Lisp	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Disguised	
<input type="checkbox"/> Pleasant		
8. Background Noises:

<input type="checkbox"/> Music	<input type="checkbox"/> Traffic	<input type="checkbox"/> Voices
<input type="checkbox"/> Machines	<input type="checkbox"/> Cellular Phone	<input type="checkbox"/> Quiet
<input type="checkbox"/> Children	<input type="checkbox"/> Typing	<input type="checkbox"/> Other: _____
9. Person Receiving Call: _____
Work Station: _____
Date: _____

Immediately Following the Phone Call

1. Contact Campus Administration.
2. Contact Police or call 911 (Caller needs to give a detailed description of the location within the facility or premises and if possible a description of the device).

3. Contact the Facilities Department at 214-944-1936 or 469-826-3104.

Card 8 Back

CLASSROOM EMERGENCY CHECK LIST

1. Flashlights with batteries
2. First Aid Kit
3. AM/FM Band weather radio with batteries.



Card 16 Front

EMERGENCY CAMPUS MAPS