

Carrollton-Farmers Branch ISD
Blair Intermediate Campus Crisis Plan 2008-09
(Supplement to District Crisis Management and Emergency Response Plan)

Campus Name: Dave Blair Intermediate
Street/City/County/Zip Code 14055 Heartside, Farmers Branch, TX 75234
Main Phone: (972) 968-1000
Powerfail Phone(s): (972) 968-1009 office (972) 968-1012 Teacher's Lounge
Principal Name: Lori Parker-Decherd
Office Phone: (972) 968-1020
Mobile Phone: (214) 356-0471 **Home Phone:** (214) 483-6796

Command Center Information

Primary Command Center: Room: 101A Records Phone: (972) 968-1014
Crisis Bag Location*: (cabinet labeled)
Secondary Command Center: Room # 101B
Crisis Bag Location*: on the safe

***Campus Crisis Bag contents include:**

| | |
|---------------------------------|---|
| 5 -Copies of Campus Crisis Plan | 2 – Updated 11 x 17 laminated floor plans |
| Master Schedule | 20 – Color Copies of Floor Plan |
| Markers, Highlighters, Pens | Clip Board(s), Legal or Letter Pads |
| Flashlights and Batteries | Orange Safety Vest / Poncho |
| Duct Tape | Bullhorn (larger building) |
| Disposable Camera | |

Incident Command System Information

PRINCIPAL: The principal/designee coordinates the school crisis plan response and serves as the chief liaison between the emergency responders and the school.

POLICE: In a criminal situation, the police assume charge of the crime scene. School personnel will provide support as needed.

FIRE DEPARTMENT: In the event of fire or other non-criminal medical emergency, the fire department is in charge. School personnel will provide support as needed.




SCHOOL RESOURCE OFFICER: In a criminal situation, the SRO or first officer on the scene will be in charge until a higher ranking officer expressly assumes control of the scene. School personnel will provide support as needed.

TEACHERS AND CAMPUS STAFF: Responsible for students in their care and control during a crisis. Respond as directed by principal in accordance with Campus Crisis Plan.

DISTRICT ADMINISTRATION AND STAFF: Provides support services during crisis as needed.

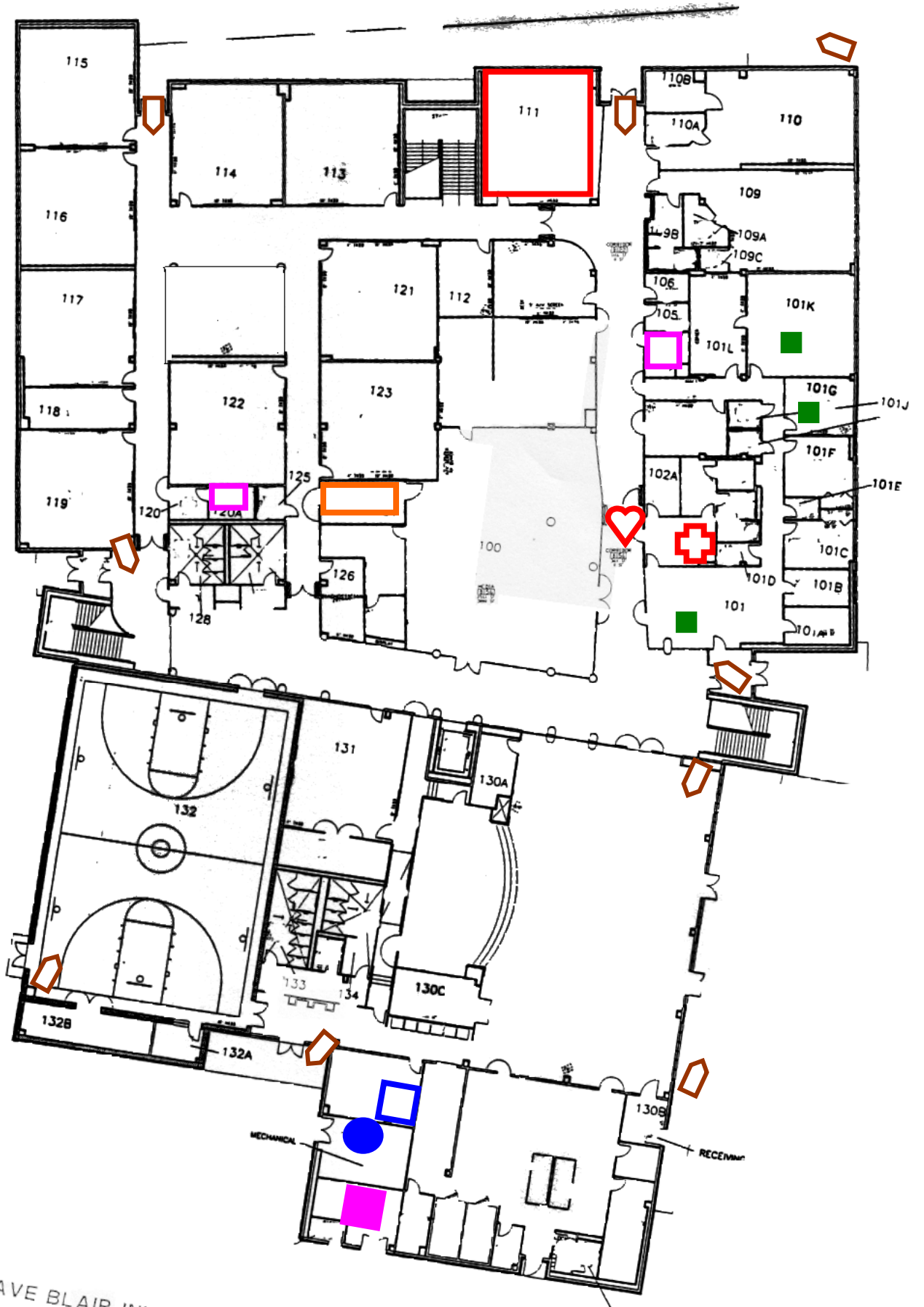
PUBLIC RELATIONS STAFF: Responsible for communicating with the media.

Campus Floor Plan Information Key

- AED Locations: 
- Camera Locations / Point of View 
- Electrical Main Disconnect: 
- Electrical Panel Locations: 
- First Aid Supply Locations: 
- Gas Cut-off Location: 
- HAZMAT Locations: 
- MDF/IDF Room Locations: 
- Powerfail Phone Locations: 
- Rescue Assistance Location(s) 
- Roof Access Locations: 
- Water Cut-off Location: 

Campus Crisis Team Chain of Command

| | Person | Position | Radio Call# | School Ext. | Home # | Cell # |
|-----|---------------------|-----------------------------|-------------|-------------|----------------|----------------|
| 1. | Lori Parker-Decherd | Principal | 101 | 1020 | (214) 483-6796 | (214) 356-0471 |
| 2. | Sonya Troncoso | Assistant Principal | 102 | 1019 | (972) 417-1260 | |
| 3. | Jackie Arnold | Secretary | 103 | 1005 | (214) 629-1825 | (214) 629-1825 |
| 4. | Laura Kunz | Instructional Facilitator | | 1024 | (972) 243-0523 | |
| 5. | Jonna Plumlee | Librarian | 115 | 1006 | (817) 451-7346 | |
| 6. | Sheila Esparza | 3 rd Tm Leader | 114 | 1044 | (972) 243-2583 | |
| 7. | Karen Verhalen | 4 th Tm Leader | 113 | 1058 | | (936) 275-9074 |
| 8. | Andrea Herchenrader | 5 th Team Leader | 112 | 1030 | (972) 596-0051 | (817) 946-0468 |
| 9. | Rocky Duong | Custodian | 116 | 1070 | (972) 939-0086 | |
| 10. | Lisa Shivers | Nurse | 105 | 1001 | (972) 596-3103 | (214) 707-9559 |
| 11. | Elena Reyes | PEIMS Clerk | 104 | 1000 | | (469) 258-6448 |
| 12. | Linda McCrary | ESL Instr. Facilitator | 120 | 1018 | (972) 746-7720 | |

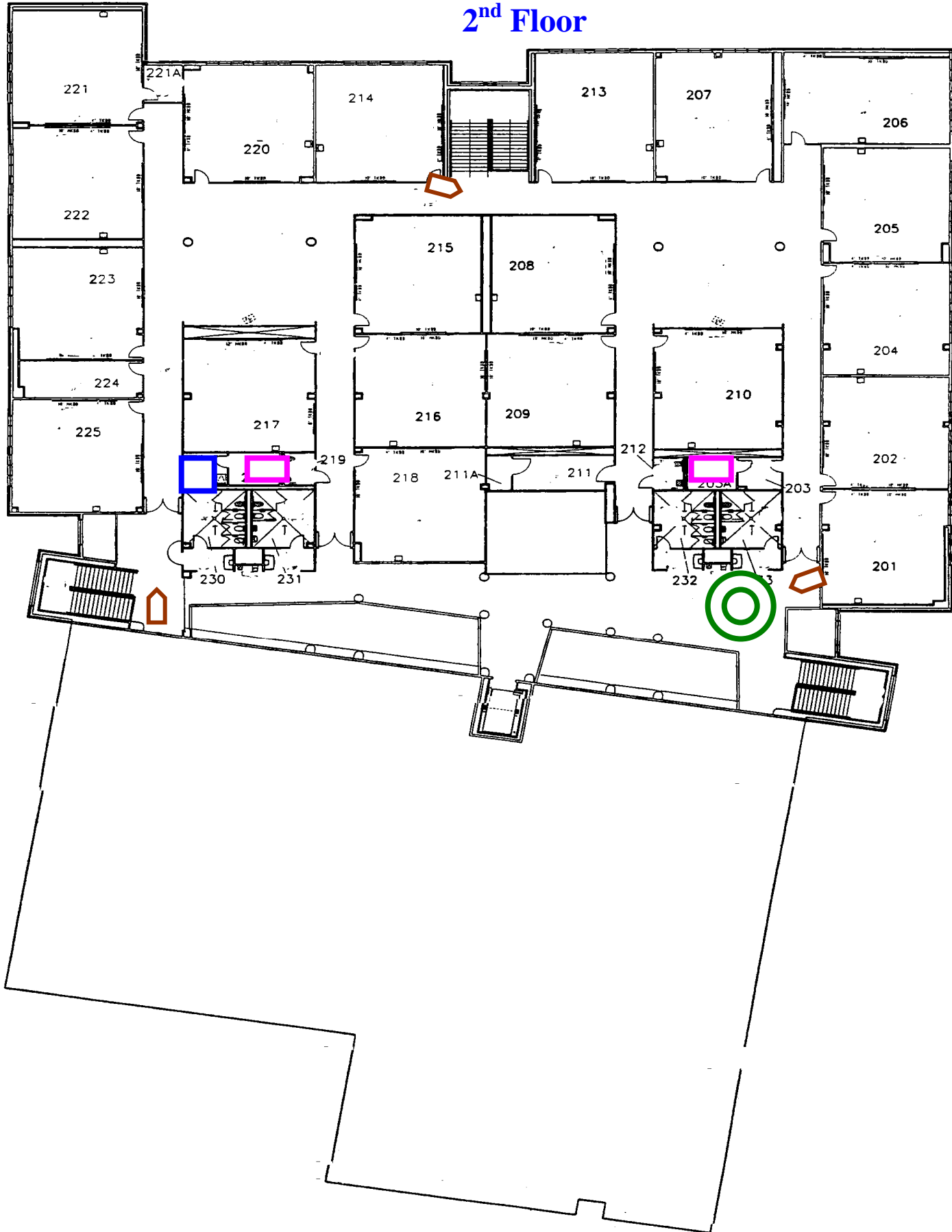


DAVE BLAIR INTERMEDIA E SCHOOL

Rev

Dave Blair Intermediate School

2nd Floor



Crisis Response

If an emergency exists, call 911 and Security at (972) 968-6428.

Cell phones should not be used by students during a crisis. Staff should only use cell phones when necessary to communicate with emergency responders and command center.

Establish Incident Command Center.

Determine and implement appropriate crisis response:

Evacuation

- **Implement when conditions in the building are considered unsafe.**
- **Classroom doors should be *closed and unlocked*.**
- **Exit to preplanned locations or alternate locations as directed.**
- **Each campus should have at least three alternate evacuation locations.**
 - **Site A-Designated fire drill site**
 - **Site B-Birchlawn west of gym**
 - **Site C-Near Valwood (old house)**
 - **Site D-Farmers Branch Recreation Center**

Reporting Missing Persons:

- **Once at evacuation site, check roll and report missing persons immediately by displaying red side of Blair Red/Green crisis card.**
- **Each crisis team member will have a radio and will be assigned to an evacuation site to announce missing persons.**

EVACUATION SITE C:
Near Valwood Pkwy
(old house)

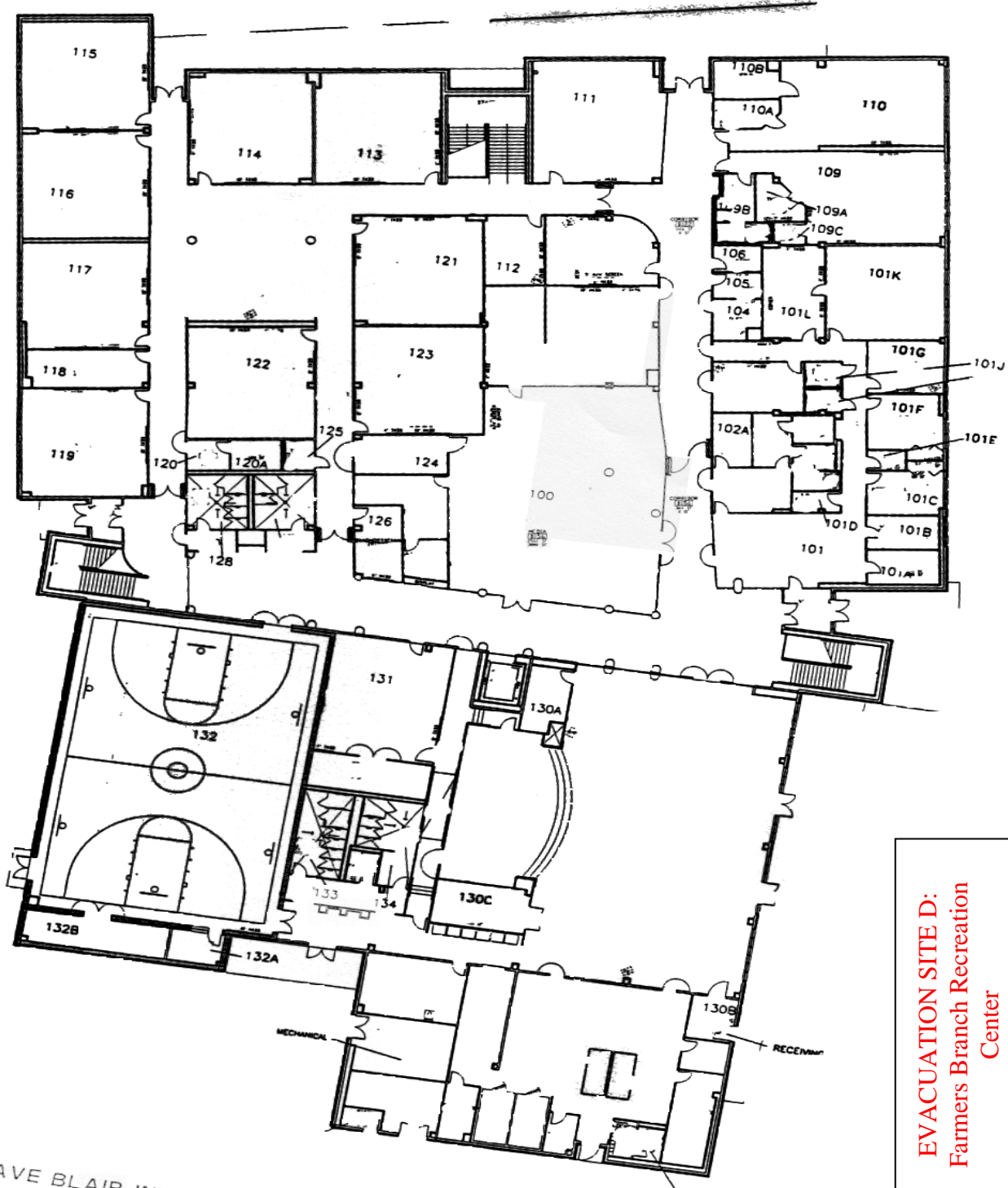
**EVACUATION
SITE A:**
**Designated Fire Drill
Site**

BIRCHLAWN

HEARTSIDE PLACE

EVACUATION SITE B:
Birchlawn West of Gym

EVACUATION SITE D:
Farmers Branch Recreation
Center



DAVE BLAIR INTERMEDIA E SCHOOL

Lockdown

- **Implement if there is an immediate threat of violence on or near the campus.**
- **Code Yellow Lockdown secures building perimeter and classroom doors.**
- **Code Red Lockdown secures and shelters from imminent threat inside or outside building.**
- **The word “lockdown” must be used when announcing this response.**

Shelter-in-Place

- **Implement when it is safer to stay in the building than attempting to leave.**
- **All HVAC and exhaust fans should be turned off.**
- **Persons should be moved away from doors and windows.**
- **Movement and respiration should be minimized.**
- **Students closest to the computer lab will seek shelter and remain in place until it is deemed safe to return to classroom.**
- **Teachers in the first floor will take students to restrooms and remain for shelter-in place.**
- **Teachers in the second floor will take students to restrooms and remain for shelter-in place.**

Shelter in Place Map 1st Floor



*Shelter in Place Map
2nd Floor*



Relocation

- **Implement when building conditions requires movement to a safer location away from campus.**
- **Requires transportation and adequate time for movement.**
- **The primary relocation site is Farmers Branch Recreation Center . Classroom teachers will walk students and use fire drill routes to exit through the cafeteria doors and front entrance doors facing Heartside street, and side exits facing Valwood street. (same routes used in fire drill) and relocate to the Farmers Branch Recreation Center.**
 - **Written agreement attached.**
- **The secondary relocation site is Montgomery Elementary. Classroom teachers will use south exits on Birchlawn street west of the gym, and cafeteria and front entrance doors to exit the building.**
 - **Written agreement attached.**

Reunification

- **Implement when releasing students to parents following crisis.**
- **Requires student and parent identification process for the release of students.**
- **In the event that students will be released to their parents/guardians, parents/guardians will be directed to grade level table for student dismissal. This table will be located away from the area, gym or cafeteria on campus, where the students are being monitored. This will eliminate noise and distractions in the student area. Once proper documentation has been presented a school employee will page the student and escort them to the release point. School employees monitoring the tables will be:**
 - **Laurel Elterman, Behavior Resource Specialist, Third Grade**
 - **Laura Kunz, Instructional Facilitator, Fourth Grade**
 - **Linda McCrary, ESL Instructional Facilitator 5th Grade**
 - **Maria Gutierrez and Ana Sanchez will bring children to their parents/guardians when documents have been completed.**

Media

- **During a crisis – Do not initiate any contact the media (including calling for information). The Public Information Office will make all media contacts.**
- **If someone from the media contacts you, politely direct them to the Public Information Office. This will result in accurate and consistent information being shared with all media services**

Additional Campus Information

2008-2009 Blair Intermediate Staff List

| LAST NAME | FIRST NAME | POSITION | ROOM | EXT |
|----------------|------------|---|------|------|
| Arnold | Jackie | Secretary | 101 | 1005 |
| Attaway | Ashley | Teacher/4 th Lang.Arts/S.S. | 217 | 1052 |
| Blair | Kim | Teacher/5 th Lang.Arts/S.S. | 116 | 1031 |
| Brophy | Jessica | Teacher Mentor/Tutor | 221 | 1055 |
| Bulthuis | Cathy | Instructional Assistant – Resource | 214 | 1049 |
| Busby | Sarah | Teacher/4 th Lang. Arts/S.S. | 215 | 1050 |
| Carroll | Kristin | Teacher/3 rd 50/50 | 204 | 1041 |
| Chiarella | Katie | Speech Pathologist | 126 | 1036 |
| Cobos | Jaime | Teacher/5 th Lang.Arts/S.S. | 117 | 1032 |
| Dickson | Deborah | Teacher/Resource G.L.C. | 214 | 1049 |
| Douglas | Angela | Counselor | 108 | 1003 |
| Duong | Rocky | Custodian | 135 | 1070 |
| Elterman | Laurel | Behavior Resource Specialist | 112 | 1027 |
| Esparza | Sheila | Teacher/3 rd G.L.C. | 207 | 1044 |
| Franz | Dotti | Teacher/4 th Lang.Arts/S.S. | 220 | 1054 |
| Gallagher | Megan | Teacher/4 th Math/Sci. | 225 | 1058 |
| Gannon | Nick | Teacher/5 th Math/Sci. | 114 | 1029 |
| Gilbert | Kristin | Teacher/4 th Math/Sci. | 222 | 1056 |
| Gottardi | Manuel | Teacher/3 rd Bil. Self.Con. | 205 | 1042 |
| Gutierrez | Maria | Instructional Assistant – Content Mastery | 214 | 1049 |
| Hale | Ashley | Teacher/5 th Math/Sci. | 111 | 1026 |
| Herchenrader | Andrea | Teacher/5 ^t Math/Sci. G.L.C. | 115 | 1030 |
| Holmes | Deborah | Teacher/Music | 131 | 1037 |
| Kunz | Laura | Instructional Facilitator | 109 | 1024 |
| Majority | Kris | Teacher/5 th T.Gif. | 127 | 1094 |
| McCrary | Linda | Instructional Facilitator/ESL | 109 | 1024 |
| Nunez | Albert | Teacher/4 th Bil. | 223 | 1057 |
| Parker-Decherd | Lori | Principal | 101F | 1020 |
| Plumlee | Jonna | Librarian | 100 | 1006 |
| Powrie | Frances | Teacher/Art | 110 | 1025 |
| Rangel | Teresa | Cafeteria Manager | 130 | 1015 |
| Rehm | Kathryn | Teacher/3 rd Bil. | 213 | 1048 |
| Reyes | Elena | Clerical Assistant | 101 | 1004 |
| Sanchez | Ana | Instructional Assistant – Bilingual | | |
| Shivers | Lisa | Registered Nurse | 102 | 1001 |
| Shorter | Sarah | Teacher/4 th Lang.Arts/S.S. | 216 | 1051 |
| Smith | Shayla | Teacher/3 rd | 209 | 1046 |
| Sparkman | Laura | Teacher/3 rd | 210 | 1047 |
| Sparks | Debbie | Learning Center | 206 | 1043 |
| Troncoso | Sonya | Assistant Principal | 101C | 1019 |
| Verhalen | Karen | Teacher/4 th Math/S.S. G.L.C. | 227 | 1061 |
| Waller | Amy | Teacher/3rd | 202 | 1040 |
| Walsh | Sarah | Teacher/3 rd | 208 | 1045 |
| Weir | Rachel | Teacher/PE G.L.C. | 132 | 1038 |
| Wood | Gina | Teacher/5 th Lang.Arts/S.S. | 122 | 1035 |

Staff Members with CPR Certification

CPR LIST BLAIR 2007-2008

Lisa Shivers
Jackie Arnold
Laura Kunz
Andrea Herchenrader

Special Needs Students:

One student with asthma uses an inhaler. The inhaler is kept in the clinic with nurse Lisa Shivers. There are no **special needs students** at this time.

Crisis/Emergency Communications: A Review of the Procedures for Communication during an Emergency/Crisis

- **Medical Emergencies**
 - The school nurse will notify the Supervisor of Nurses of any medical emergency. The Supervisor of Nurses will email the Executive Director of Public Information and Media Specialist and the appropriate district-wide staff with detailed information. The Supervisor of Nurses will assist building nurses if there is a need to contact County medical agencies.
- **Emergency Activated by the Campus/Building**
 - The campus/building administrator will call police, fire, etc.
 - Then the campus/building administrator will call security and give pertinent information
 - The security department will make notifications (Assistant Superintendent for Support Services, Assistant Superintendent for Student, Family, and Community Services, Executive Director of Facilities and Transportation, Media Specialist).
 - Assistant Superintendent for Support Services, Assistant Superintendent for Student, Family, and Community Services or Media Specialist will notify Superintendent.
 - Media Specialist will notify District Leadership Team.
- **Crisis/Emergency activated by the Police or other outside agency**
 - The campus will notify security with information about the situation.
 - Security will notify Executive Director of Facility Services; Executive Director of Public Information; and, Assistant Superintendent of Support Services with pertinent details.
 - Media specialist will notify Leadership Team and appropriate District staff members.
- **Crisis/Emergency After-school Activities and Extracurricular Activities**
 - Administrator of the Building and activity (After the Bell Manager, Activity Sponsor) will
 - Call 911 if needed.
 - Call Security at 972 968-6428.
 - Notify Building Administrator
 - Security will notify Building administrator if one is not on campus.
 - Security will notify Executive Director of Facility Services; Executive Director of Public Information; and, Assistant Superintendent of Support Services with pertinent details.
- **Important Information**
 - All divisions and campuses need to identify alternate contact persons in case the initial contact cannot be reached.
 - When making a notification – if you do not reach the initial contact, notify the alternate contact for that division/campus. Also, please, follow up and make sure that the initial contact is aware of the situation.