

Carrollton-Farmers Branch ISD

Campus Crisis Plan

(Supplement to District Crisis Management and Emergency Response Plan)

Campus Name: Early College High School
Street/City/County/Zip Code 3939 Valley View Lane
Main Phone: (972) 968-6200
Powerfail Phone(s): (972) 968-6200 ()
Principal Name: Adriana Gomez
Office Phone: (972) 968-6260
Mobile Phone: (214) 458-7730 **Home Phone:** (972) 416-4901

Command Center Information

Primary Command Center: T Annex room 241 Phone: (972) 968-6260
Crisis Bag Location*:

Secondary Command Center: Brookhaven Police Dept. - Phone: (972) 860-4290
Crisis Bag Location*: Building B

*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.

AED Locations: Brookhaven Police Dept



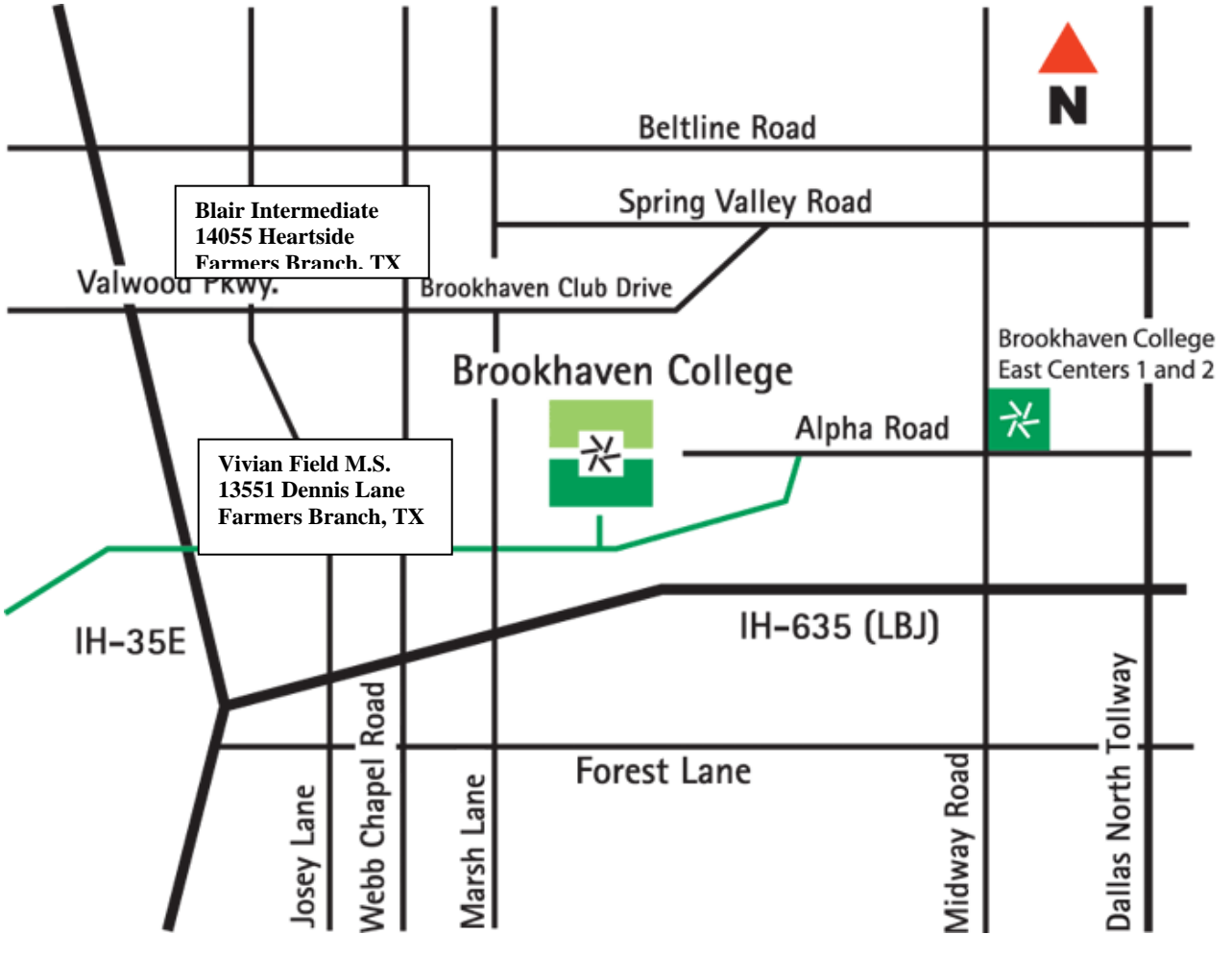
- | | | | |
|----------------------------------|---|---|---|
| A Administration/Human Resources | H Ellison Miles Geotechnology Institute | Q Automotive Technology |  Brookhaven College
<small>BALLAS COUNTY COMMUNITY COLLEGE DISTRICT</small>
3939 Valley View Lane
Farmers Branch, TX 75244
972-860-4700
www.brookhavencollege.edu |
| B Visual Communications | J Computer Classrooms/Open Computer Lab | R Facilities Services/Receiving | |
| C Performance Hall/Theater | K Science/Math/Social Science/Nursing | S Student Services Center | |
| D Music | L LRC/Library | T Physical Education/Gymnasium | |
| F Fine Arts | M Business Studies Division |  Campus Entrance | |
| G Parent/Child Study Center | P Computer Info. Technology |  Emergency Callbox | |

Early College High School
 Brookhaven College
 3939 Valley View Lane
 Farmers Branch, Tx 75244-4997
 Office: 972-968-6260

Location #1: T-Annex

T- 241	T- 241 A	T- 242	T- 243	T- 244
ECHS Office Adriana Gomez Pam Geisinger	ECHS Workroom	Jeanine Powell English	Ann Reavis Math	Brandy Gilmore Physics
972-968-6261	972-968-6262	972-968-6263	972-968-6264	972-968-6265

Area Map



**Campus Crisis Team
ECHS at Brookhaven College
Chain of Command**

	Person	Position	Radio Call#	School Ext.	Home #	Cell #
1.	Adriana Gomez	Principal	600	6260	972-416-4901	214-458-7730
2.	Pamela Geisinger	Counselor	605	6250	()	972-824-0103
3.	Brookhaven Police		Bldg. B		()	972-860-4190
4.	Brandy Gilmore	Science Teacher	601	6265	()	(972) 742-6315
5.	Jeanine Powell	English	263	6263	()	214-704-9538
6.	Ann Reavis	Math	264	6264	()	(972-259-0521)
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

Crisis Response

If an emergency exists, call the Brookhaven Police at 972-860-4190. The Principal will notify the CFB Security and the Public Relations Office.

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.**

In the event of an emergency, the ECHS students IN T-ANNEX will evacuate as follows:

- 1. Southeast Athletic Field**
- 2. East Parking 1**

In addition, ECHS staff will follow the procedures in the manual for Brookhaven Emergency/Crisis Procedures and Guidelines. College Police Officers will provide for building evacuation, giving specific directions to safeguard all individuals.

- Check roll and report missing persons immediately.
Each teacher has a copy of their students' rosters.

Lockdown

- Implement when safety is threatened and evacuation is not an option.
- Classroom doors should be closed and unlocked.
- Code Yellow Lockdown secures building perimeter and classroom doors.
- Code Red Lockdown secures and shelters from imminent threat inside or outside building.
Lockdown procedures for Brookhaven College will be followed. The BHC Police will provide directions to ECHS.

Shelter-in-Place

- Implement when threatened with biological, chemical, radiological, or weather-related danger outside the building and evacuation is not deemed safe.
- All exhaust fans should be turned off.
- Persons should be moved away from doors and windows.
- Movement and respiration should be minimized.

Students and staff located in the T-Annex will remain in the building.

Students in room T-241 should move to T-244

Students in room T-242 should move to T-243

In the event of this threat, the Brookhaven College Police will notify the ECHS of additional procedures.

Students attending classes in other buildings should follow directions from the instructor and Brookhaven College Procedures for evacuation or shelter in place.

Shelter in Place for Tornado Procedures

- The students and staff located in the T-Annex will remain in the building.

Specific directions:

Students in room T-241 should move to T-244

Students in room T-242 should move to T-243

Relocation

- **Implement when building conditions requires movement to a safer location away from campus.**
- **Requires transportation and adequate time for movement.**

In the event that the students and staff at ECHS-Brookhaven may need to relocate the following alternate locations will be used:

- 1. Brookhaven East Campus on Midway and Alpha
BHC will provide buses to transport students and staff.**
- 2. Vivian Field Middle School
BHC will provide buses to transport students and staff.**
- 3. Blair Intermediate School
BHC will provide buses to transport students and staff.**

A member of the Crisis Team will notify the CFB Security – 6428. CFB Security will notify the Public Information Office.

Parents will be notified through a CONNEC-ED message regarding the pick up area.

Reunification

- **Implement when releasing students to parents following crisis.**
- **Requires student and parent identification process for the release of students.**
- **Parents would be notified through the CONNECT ED message for specific directions and locations for the pick up area.**
 - BHC East at Midway and Alpha
 - Vivian Field Middle School
 - Blair Intermediate School

Media

- **During a crisis – Do not initiate any contact with the media (including calling for information). The Public Information Office will make all media contacts. Brookhaven College Public Information Office will coordinate with the C-FB Public Information to 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

Special Instructions for Brookhaven College

- Each teacher will be responsible for the supervision of students if evacuation is needed.
- Each teacher will be partnered with another teacher/class to make sure that all classes have evacuated.

- Each office staff member will call the teachers to notify them of the emergency. The staff member will tell students if the emergency is a Code Red or Code Yellow.

TEAMS for T-Annex

Office Staff	Classroom Teacher	Classroom Teacher
Adriana Gomez	Pam Geisinger Brandy Gilmore	Jeanine Powell Ann Reavis

Each team is responsible for checking on each other and students.

Each teacher will be responsible for making sure that all students are accounted for and safe. Each teacher will have a complete roster of students for each period.

Evacuation Procedures

Follow the procedures in the manual for Brookhaven Emergency/Crisis Procedures and Guidelines. College Police Officers will provide for building evacuation, giving specific directions to safeguard all individuals. Evaluation locations will be determined at the time of the incident depending on the nature of the incident to best provide for the well being of evacuees.

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

- **Medical Emergencies**
 - Brookhaven Campus Police will notify the BHC nurse of any medical emergency on the ECHS campus. A member of the ECHS Crisis Team will notify the CFB Security – 6428 and Security will notify appropriate administrators.
- **Emergency Activated by the Campus/Building**
 - The campus/building administrator will call the Brookhaven Campus Police.
 - Then the campus/building administrator will call CFB 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 send email to Leadership Team.
- **Crisis/Emergency activated by the Police or other outside agency**
 - The campus/building administrator will call the Brookhaven Campus Police.
 - Then the campus/building administrator will call CFB security and give pertinent information.
 - Security will send an email to Leadership Team and Assistant Superintendent for Support Services, Assistant Superintendent for Student, Family, and Community Services, Executive Director of Facilities and Transportation, Media Specialist with pertinent details.
- **Crisis/Emergency After-school Activities and Extracurricular Activities**
 - Administrator of the Building and activity (After the Bell Manager, Activity Sponsor) will
 - Contact Emergency response – Brookhaven Campus Police
 - Call Security
 - Notify Building Administrator
 - Security will notify Building administrator if one is not on campus.
 - Security will make notifications (Assistant Superintendent for Support Services, Assistant Superintendent for Student, Family, and Community Services, Executive Director of Facilities and Transportation, Media Specialist).
- **Important Information**
 - All divisions and campuses need to identify alternate contact persons in case the initial contact cannot be reached.
 - Pam Geisinger, Counselor 972-968-6250
 - Jeanine Powell, Teacher 972-968-6263
 - 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.