

Carrollton-Farmers Branch ISD

Campus Crisis Plan

(Supplement to District Crisis Management and Emergency Response Plan)

Campus Name: **Farmers Branch Elementary**

Street/City/County/Zip Code 13521 Tom Field Road, Farmers Branch, TX 75324

Main Phone: (972)968-1600

Powerfail Phone(s): (972) 247-8731,(972) 247-8743 ,(972) 2478769

Principal Name: Susan Lightsey

Office Phone: (972) 968-1620

Mobile Phone: (972) 467-0490

Home Phone: (972) 492-5709

Command Center Information

Primary Command Center: Principal's office Phone: (972) 968-1620

Crisis Bag Location*: Principal's office under chair near window

Secondary Command Center: Room #29 Phone: (972) 968-1628

Crisis Bag Location*: Closet

*Campus Crisis Bag contents include:

5 -Copies of Campus Crisis Plan

Master Schedule

Markers, Highlighters, Pens

Flashlights and Batteries

Duct Tape

Disposable Camera

2 – Updated 11 x 17 laminated floor plans

20 – Color Copies of Floor Plan

Clip Board(s), Legal or Letter Pads

Orange Safety Vest / Poncho

Bullhorn (larger building)

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.

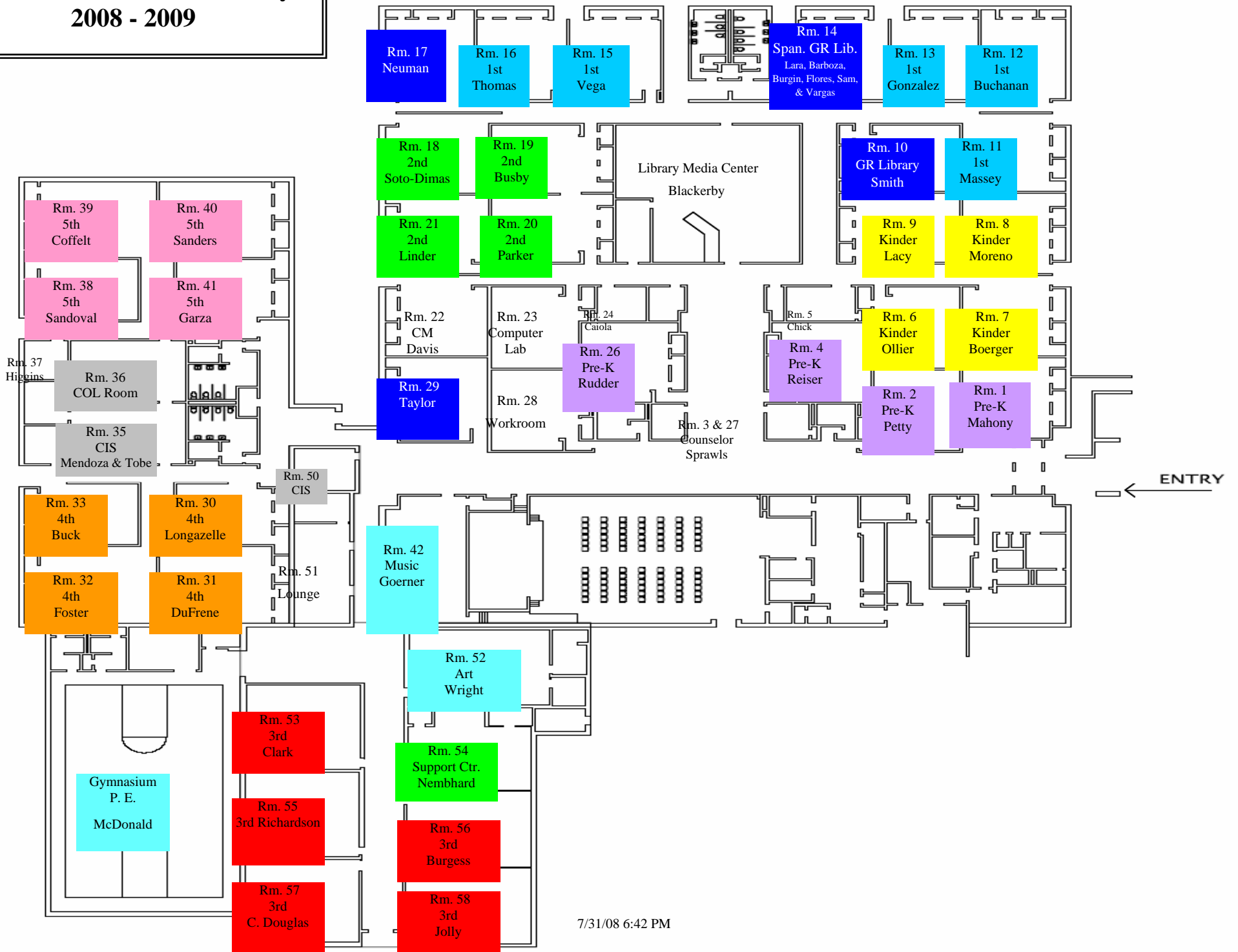
TEACHERS AND CAMPUS STAFF: Responsible for students in their care and control during a crisis. Respond as directed by principal in accordance with Campus Crisis Plan.

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

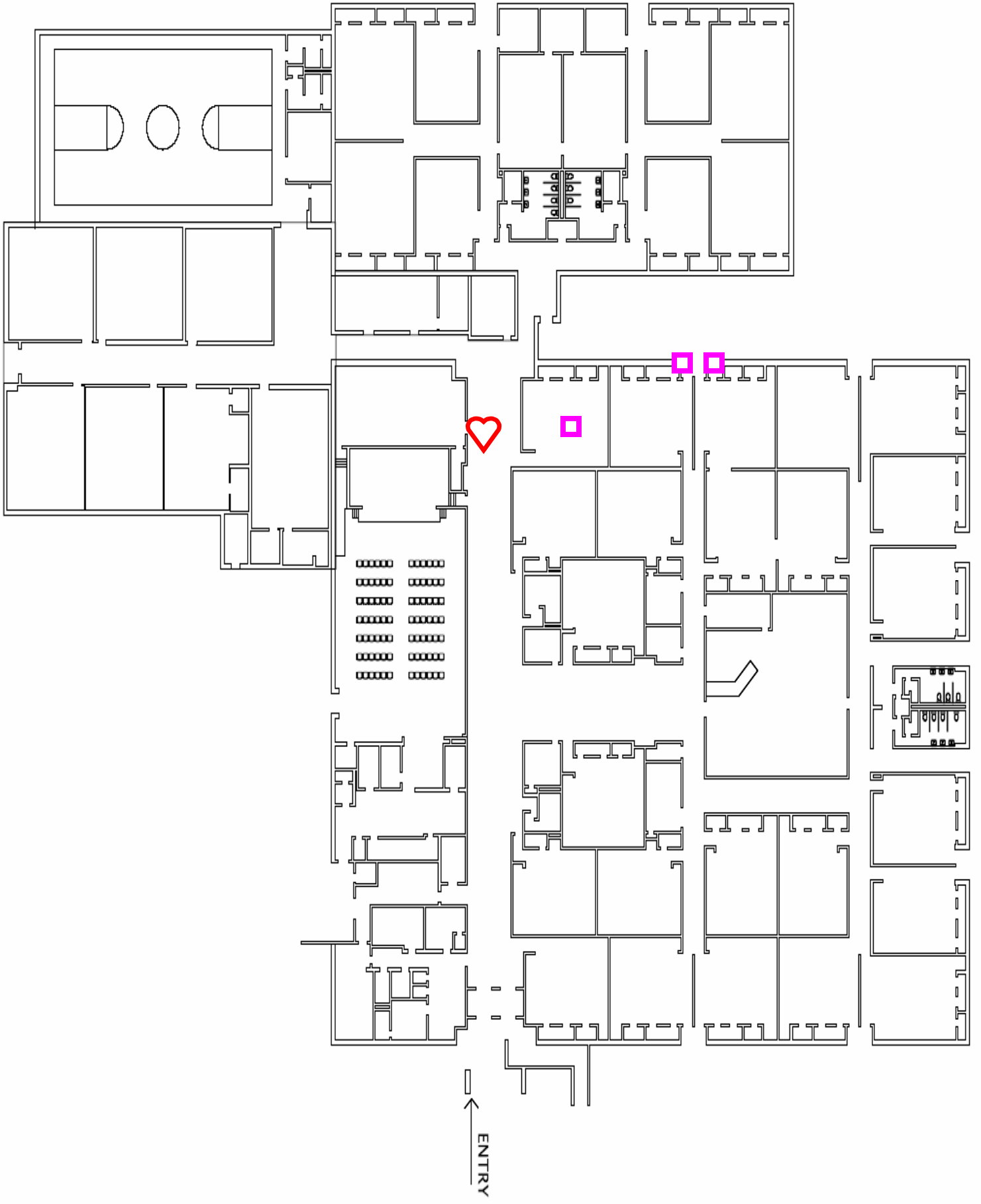
PUBLIC RELATIONS STAFF: Responsible for communicating with the medi

Farmers Branch Elementary

2008 - 2009



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Farmers Branch Elementary Floor Plans Information Key

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:

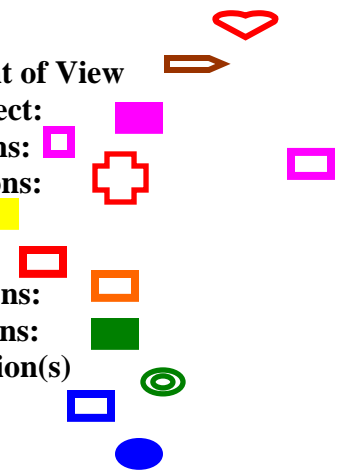
MDF/IDF Room Locations:

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.	Susan Lightsey	Principal		1620	972 -492-5709	972-467-0490
2.	Carolyn Ridgway	Asst.Principal		1619	214-929-6986	214-929-6986
3.	Gracie Smith	Inst.Facilitator		1634	972-241-9873	214-538-0677
4.	Jamie Taylor	Inst.Facilitator		1628	972-492-5893	972-740-3004
5.	Liane Neuman	Reading Specialist		1641	817-488-3012	214-529-4895
6.	Carol Sprawls	Counselor		1603	N/A	214-505-5569
7.	Lori Wallace	Secretary		1605	972-307-3448	972-489-5971
8.	Esmer Sepulveda	Attendance Clerk		1604	N/A	972-966-9807
9.	Agustin Arambul	Custodian		1675	N/A	214-317-1438
10.					()	()
11.					()	()
12.					()	()
13.					()	()
14.					()	()
15.					()	()

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.

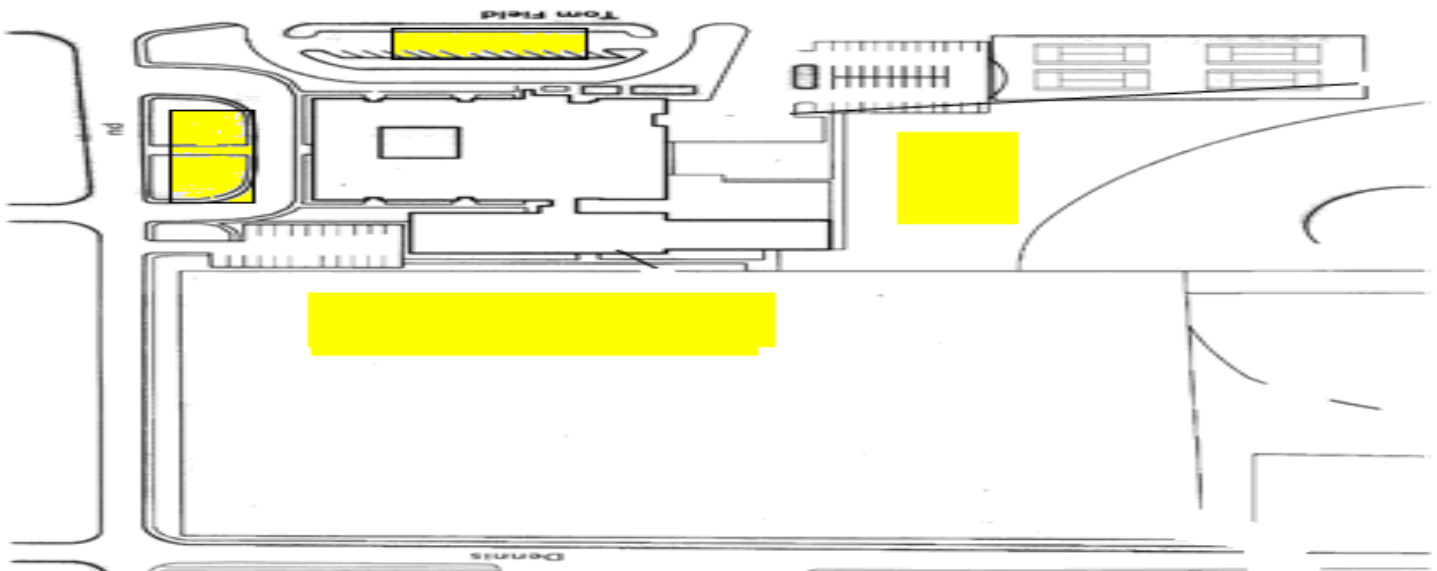
Establish Incident Command Center.

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.**
- **Check roll and report missing persons immediately.**

All teachers will have their rosters and hold up a green card if all students are accounted for and if they have any extra students or are missing students they will hold up a red card. Ms. Ridgway or Ms. Smith will verify that all are present.



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.

Teachers with doors that lock will make sure the door is locked, window blinds are closed, and lights are off. Teachers without doors will turnout lights, close blinds, and stay away from doors and windows.

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.**

Shelter in Place Map



Relocation

- **Implement when building conditions requires movement to a safer location away from campus.**
- **Requires transportation and/or adequate time for movement.**
*Alternate Site: Vivian Field Middle School Phone 972-968-3900
Any students who are directed to, during a crisis will go west across the soccer field to Vivian Field Middle School. They will be directed to the cafeteria per Dan Ford, principal.*

Second Alternate Site: Pepper Park, located south of Vivian Field Middle School; west across the soccer field, south on Dennis, past Havenhurst and baseball field to park area.

Reunification

- **Implement when releasing students to parents following crisis.**
- **Requires student and parent identification process for the release of students.**
Double door system – parents in one area having IDs checked while students wait in another area, and have them meet away from any Media.

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.**
- **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

Pre-Kindergarten	Room #	Phone
Mahony, Linda	1	1625
Petty, Debbie	2	1626
Reiser, Ingrid	4	1627
Rudder, Carol**	26	1649
Kindergarten		
Boerger, Sharla**	7	1631
Lacy, Stephanie	9	1633
Moreno, Rosa	8	1632
Ollier, Rachel	6	1630
1st Grade		
Buchanan, Charlotte	12	1636
Gonzalez, Karina**	13	1637
Massey, Kimberly	11	1635
Thomas, Amanda	16	1640
Vega, Linda	15	1639
2nd Grade		
Busby, Megan	19	1643
Linder, Elizabeth (Betsy)	21	1645
Parker, Jessica	20	1644
Soto-Dimas, Luz**	18	1642
3rd Grade		
Burgess, Patricia (Tricia)	56	1668

MAIN OFFICE	Room #	Phone
Bull, Jane	Clinic	1601
Lightsey, Susan**	Office	1620
Ridgway, Carolyn	Office	1619
Sepulveda, Esmer	Office	1604
Wallace, Lori	Office	1605
Support Staff		
Arambul, Augustin	28	1675
Mora, Rosa	Café	1615
Support Staff		
Blackerby, Diana	LMC	1606
Lara, Estelle	14	1638
Neuman, Liane**	17	1641
Smith, Gracie	10	1634
Sprawls, Carol	3	1603
Taylor, Jamie	29	1628
Special Education		
Arnold, Kristi	54	1666
Nembhard, Lois	54	1666
Special Education		
Dankworth, Devon	22	1646
Davis, Lucy**	22	1646
Special Education		
Caiola, Debbie	24	1618
Special Education		
Chick, Lauren	5	1629

Clark, Melissa**	53	1665
Douglas, Cruz	57	1669
Jolly, Carrie	58	1670
Richardson, Jennifer	55	1667
4th Grade		
Buck, Charles	33	1654
DuFrene, Silas	31	1652
Foster, Jamie	32	1653
Longazelle, Elyce**	30	1651
5th Grade		
Coffelt, Mary	39	1659
Garza, Sabrina	41	1661
Sanders, Cathy**	40	1660
Sandoval, Virginia	38	1658
Music/Art/PE		
Goerner, Melanie	42	1662
McDonald, Lynn	Gym	1671
Wright, Donna**	52	1664

Higgins, Shannon	37	1657
Latshaw, Carol	28	1612
Instructional Assistants		
Barboza, Leticia	14	1638
Burgin, Lisa	14	1638
Flores, Kathy	14	1638
Sam, Katrina	14	1638
Vargas, Jackie	14	1638
Communities In School		
Mendoza, Victoria	35/50	1663
Tobe, Sheniqua	35/50	1663
After the Bell	Café	1695
COL Room	36	1656
Computer Lab	23	1647
Lounge	51	1611
Voicemail - FBE		1699
Workroom	28	1612
FAX	Office	1610

** Team Contact

Teachers on campus trained in CPR

1. Charles Buck
2. Jane Bull
3. Lucy Davis
4. Cruz Douglas
5. Melissa Clark
6. SabrinaGarza
7. Carrie Jolly
8. Estelle Lara
9. Silas DuFrene
10. Victoria Mendoza
11. Lynn McDonald
12. Debbie Petty
13. Lori Wallace

There will be a list kept in the clinic on the bulletin board in a red folder of students with any health needs, and a copy in the principal's office.

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.