

Carrollton-Farmers Branch ISD

Campus Crisis Plan

(Supplement to District Crisis Management and Emergency Response Plan)

Campus Name: Vivian Field Middle School
Street/City/County/Zip Code: 13551 Dennis Lane. Farmers Branch Tx. 75234
Main Phone: (972) 968-3900
Powerfail Phone(s): (972) 968-3909-Courtsey Phone (972) 968-3939- Teacher Workroom Rm. 35
Principal Name: Dan Ford
Office Phone: (972) 968-3920
Mobile Phone: (214) 674-9196 **Home Phone:** (972) 966-3770

Command Center Information

Primary Command Center: Vasquez's office Room #4 Phone: (972) 968-3929

Crisis Bag Location*: Bottom cabinet

Secondary Command Center: AP office Room #97E Phone: (972) 968-3913

Crisis Bag Location*: Top filing cabinet

*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 media.

AED Locations:

Camera Locations / Point of View

Electrical Main Disconnect:

Electrical Panel Locations:

First Aid Supply Locations:

Gas Cut-off Location:

HAZMAT Locations:

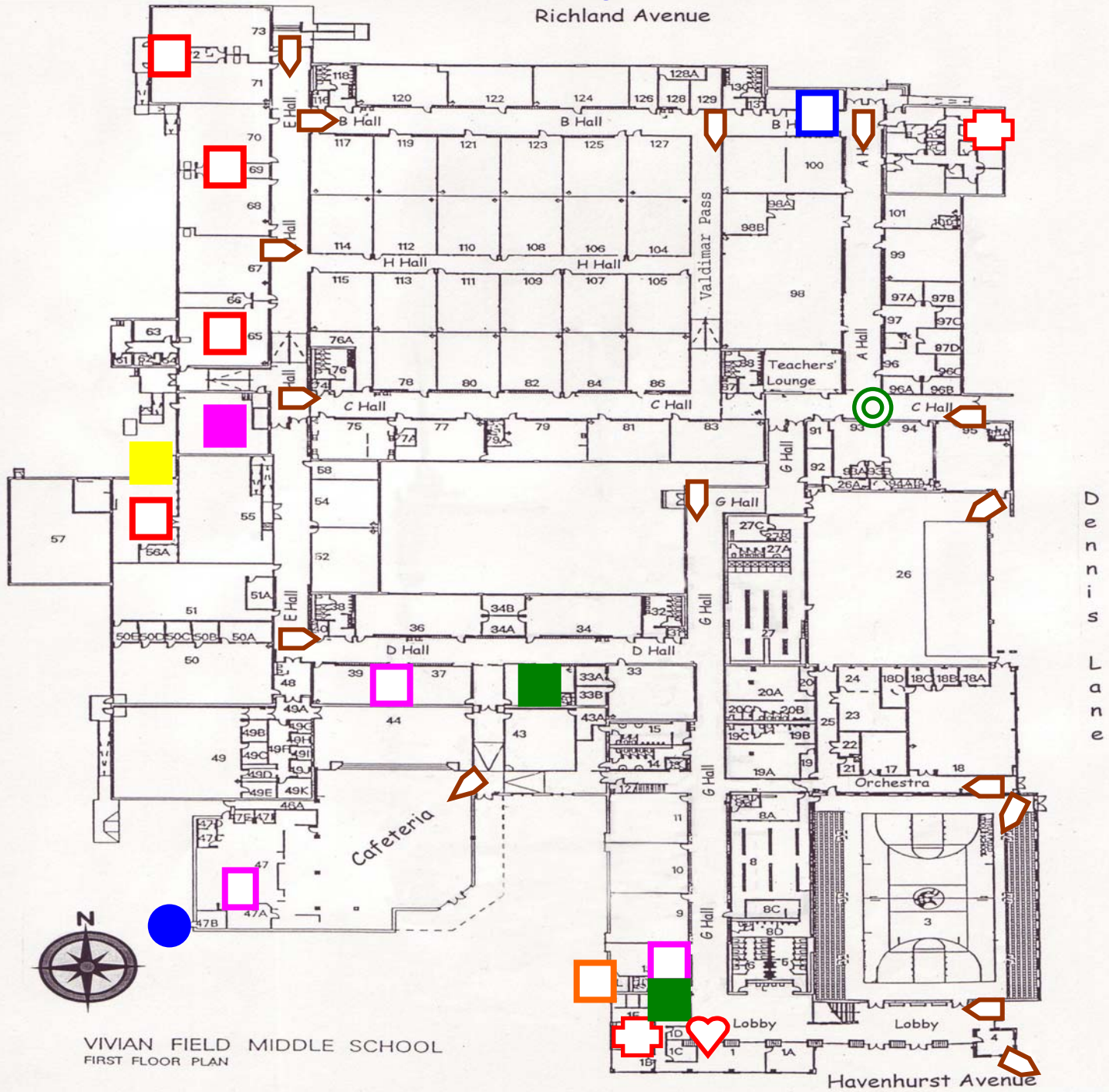
MDF/IDF Room Locations:

Powerfail Phone Locations

Rescue Assistance Location(s)

Roof Access Locations:

Water Cut-off Location:

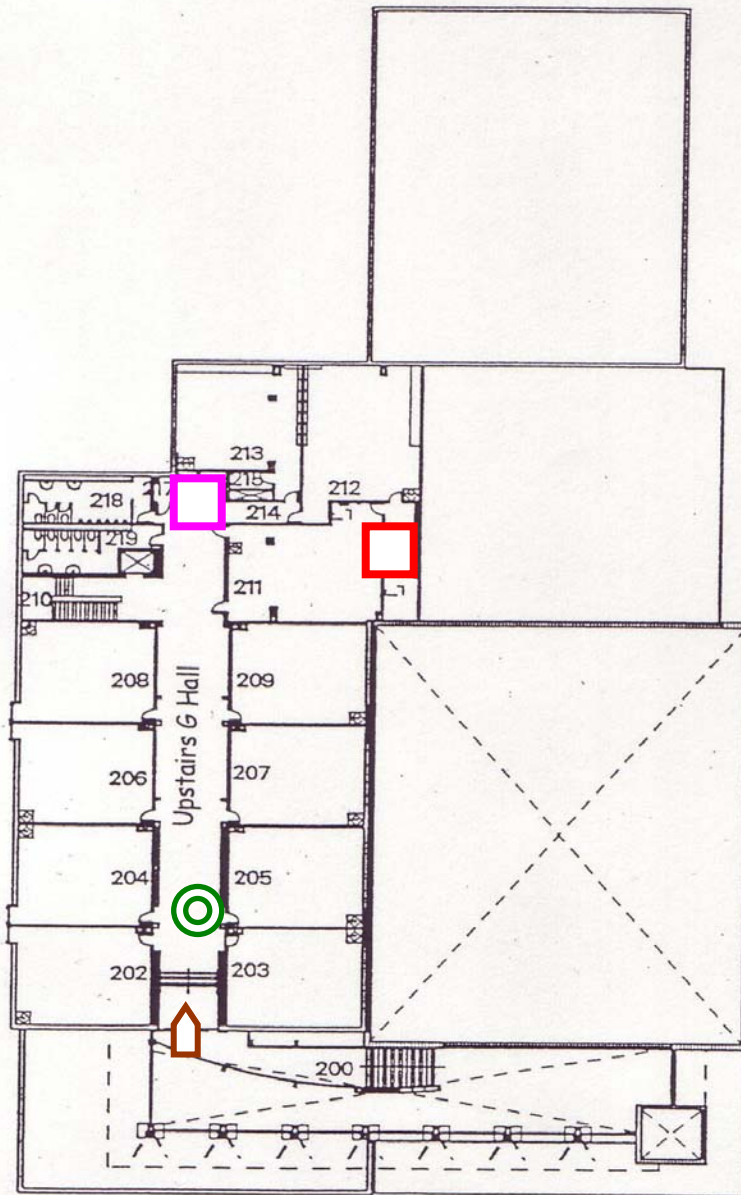


VIVIAN FIELD MIDDLE SCHOOL
FIRST FLOOR PLAN

Soccer
Field

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: ◻ ◎



VIVIAN FIELD MIDDLE SCHOOL
SECOND FLOOR PLAN

Chain of Command

	Person	Position	Radio Call#	School Ext.	Home #	Cell #
1.	Dan Ford	Principal	100	3920	(972)966-3770	(214) 674-9196
2.	Jeffrey Waller	Asst. Princ.	107	3922	(972) 394-8725	(469) 767-3826
3.	Brooke Puricelli	Asst. Princ.	106	3921	(972)394- 3401	(214) 621-6517
4.	Tiffany Daniel	Asst. Princ	108	3919	(972) 754-9003	(972) 754-9003
5.	Patti Dimaano	Counselor	210	3903	(214) 394-6167	(214) 394-6167
6.	J. Ritter	Counselor	210	3904	(972) 418-9304	(469) 964-2490
7.	A. Tabarra	Nurse	400	3901	(NA)	(214)695-3868
8.	M. Nichols	Secretary	200	3905	(972) 619-3621	(972)890-6598
9.	M. Cadena	Student Serv.	210	3913	(972) 619-3621	(972) 890-6598
10	M. Westerfield	Teacher	310	3974	(972)416-2936	(214)538-9034
11					()	()
12					()	()
13					()	()
14					()	()
15					()	()

Crisis Response

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

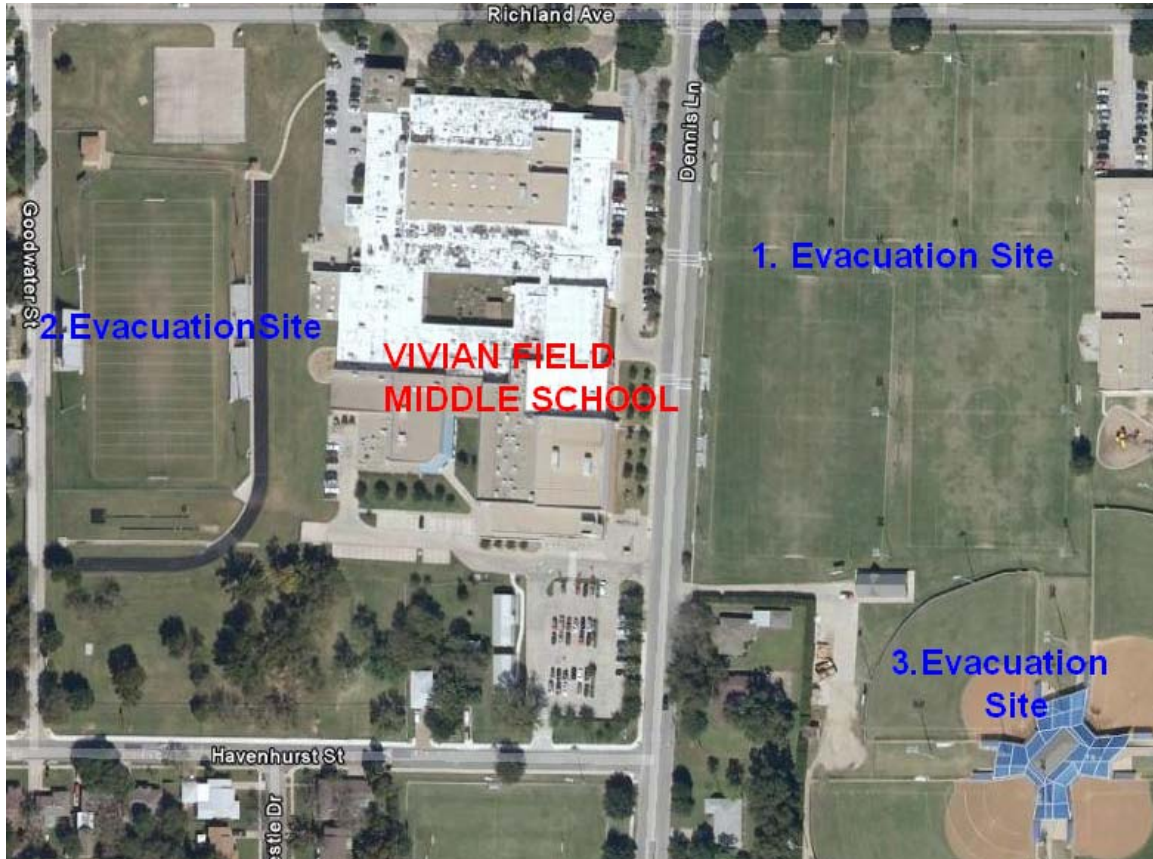
Cell phones should not be used by students during a crisis. Staff should only use cell phones when necessary to communicate with emergency responders and command center.

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.

1. Teachers brings crisis plan contained in folder with class rosters.
2. Teachers locate their dept. chair if a student is missing.
3. Dept. Chairs locate their point of contact (Margarita Gonzales. (Attendance Clerk)

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.

LOCKDOWN PROCEDURES

(Used to restrict movement and control access in building.)

DO NOT USE CELL PHONES!

CODE RED -FULL LOCKDOWN

- Lock the doors and remain in room
- Close blinds
- Turn off all lights
- Stay away from doors and windows
- Do NOT open door for anyone
- Do not allow cell phone use
- Code Red may step-down to Code Yellow before release. Follow directions of Crisis Team.

CODE YELLOW – PARTIAL LOCKDOWN

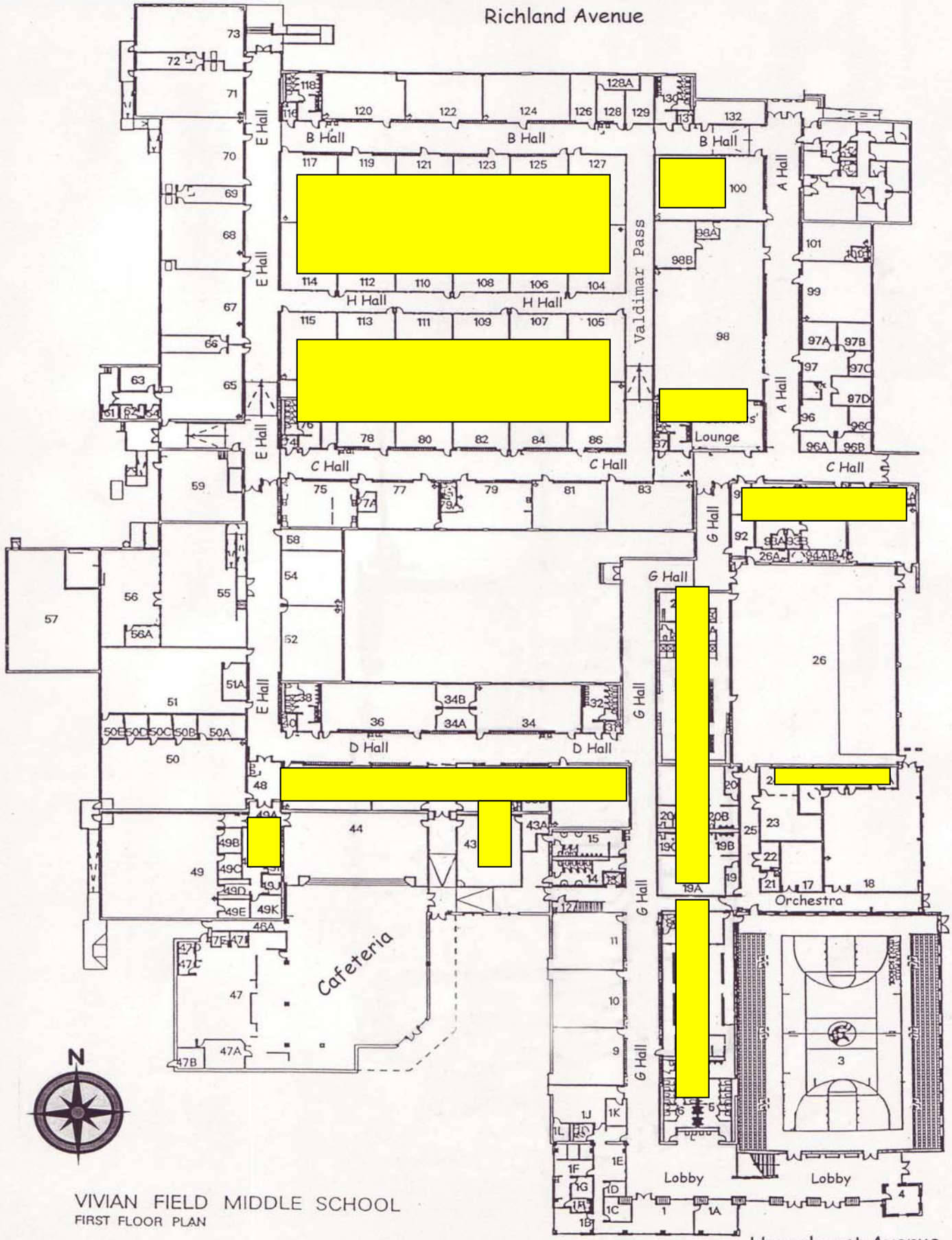
- Lock the doors and remain in room
- Do not allow cell phone use
- Continue teaching

CODE GREEN – NORMAL SCHOOL

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.**
 1. **All classrooms located in E hall with windows will move to H hall**
 2. **All classrooms locate in B hall with windows will move across the hallway to the opposite classroom**
 3. **All classrooms located in C hall with windows will move across the hallway to the opposite classroom.**
 4. **Gyms will move into locker rooms.**
 5. **Upstairs will move down stairs to the locker rooms both athletic and P.E.**
 6. **D Hall art rooms will move to practice band hall rooms-Rm's 37 & 39.**
 7. **Band hall will move into storage area that is used for instruments.**
 8. **Students in cafeteria will proceed to D hall classrooms 39, 37, and 35.**

All highlighted areas contain shelter- in -place or bad weather locations.



VIVIAN FIELD MIDDLE SCHOOL
FIRST FLOOR PLAN

Havenhurst Avenue

Relocation

- Implement when building conditions requires movement to a safer location away from campus.
- Requires transportation and adequate time for movement.
 1. Primary- Farmers Branch Elementary
 2. Secondary- Montgomery/Blair



Reunification

- **Implement when releasing students to parents following crisis.**
- **Requires student and parent identification process for the release of students.**
 1. **Clerical staff will check the students out verifying identification and follow the same procedure as would be carried out at Field.**
 2. **This process will only occur after each student has been accounted for.**

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.**

Teacher			Phone		
Teacher	Room	Phone	Teacher	Phone	Room
Allton, Ruth	3976				
Andersen, Caroline	3999	105	Ruppersberg, David	3973	100
Anderson, Brian AVID	3961	204	Sandle, Sarah	3947	54
Ansel, Brent/Olson, Josh/ Jernigan, Jack	3935	81	Shelton, Julie	3978	107
Ayyad, Ziad	3956	Big Gym	Shue, Rachael	3931	10
Eubanks, Matt	4015	73	Smith, Leodis	4011	205
Barr, Donald	3948	102/Portable	Sogaard, Jennifer	3955	71
Barr, Donald	3949	55	Sparkman, Robert	4016	103/Portable
Butley, Gerald	3992	55	Steed,Pat	3989	120
Carpenter, Kristine	3958	123	Talley, Nick	3987	117
Carruthers, Robert	3954	78	Taylor, Donna	3994	125
CIS	3970	70	Taylor, Pam	3988	119
Cogbill, Brian	3932	94	Taylor, S./Wentz, Melissa/Krajca, A./Apetz, Kensley	3936	Small Gym
Computer Lab	3973	11	Teacher Workroom	3939	35
Baker, Weber	3960	100	Teacher's Lounge	3967	Lounge
Computer Lab	4002	80	Thomas, Anne	3986	115
Crowder, Patricia	3943	207	Vasquez, Mike/ Flores, Edward	3929	4
Crowder, Patricia	4008	49	Wagner, Pat	3984	113
Daniel, Tiffany	4006	Ensemble room	Warren, Jessica/Uhl, Ana, Forte, Nick	3962	82
Davis, Sarah	3985	212	Weight Room	3950	57
Day, Liz/ Winstel, M.	3959	114	Westerfield, Michelle/Ott, Denise	3974	101
Dennis, Alexis	3953	79	Wick, Nina	4007	213
DMC/Bonsu, G	3971	68	Wilkerson, Gabriella	3995	127
Eakle, David	3942	104/Portable	Womack, Bryan	3991	122
Edwards, Amy	3980	49	Yahoudy, Pam	3972	99
Glanton, Jenae	3941	109	Zipperlen, Erin	3937	33
Goudy, Christina	3996	43		3977	106
Gradilla, Karen	3979	128			
Grove, Danielle	3938	108	Field Main Number	3900	1E
Hadd, Debra/Daw, Marcia/Mitchell, Matt	3946	34			
Haley, Heather	3930	52	Ford, Dan	3920	1A
Hall, Brooke	3951	9	Nichols, Marisol	3905	1
Hammon, Lauri	3966	65	Gonzalez, Margarita	3914	1E
Hammonds, Erin	4001	86	Davis, Beneda	3900	1E
Haymes, Carol	3969	206	Courtesy Phone	3909	Hallway
Haynes, Karen/Bonnewell, Tiffany	3944	93	Tabarra, Alicia	3901	1F
Honig, Miriam	3965	50	Hogue, Monica	3902	1F
Krajca, Angela	4014	84	Fax	3910	1
Lawrence, Nicky	4004	101/Portable	Admin Conf Room	3908	1J
Leach, Mark	3945	209			
LeClaire, Gina	4003	51	Puricelli, Brooke (8th Grade)	3921	97A
Leffke, Deborah	3957	208	Ridgway, Carolyn (7th Grade)	3919	97B
Liu, Shih	3998	77	Waller, Jeffrey (6th Grade)	3922	97C
McCain, Vanessa	3990	203	Cadena, Maria	3913	97
McLaughlin, Heather	3982	121	Guerrero, Ericka	3917	97
Miller, Todd	4005	111	Soper, Cindy	3903	96C
Mueller, Keith	3940	211	Ritter, Jennifer	3904	96B
Musgrove, Brandon	3997	36	Estrello, Mary	3912	96
Nosow, Cynthia/Gibson, Mary	3933	202	Fax	3911	97D
Nosow, Cynthia/Gibson, Mary	3934	18	ESL/Maria Matos	4010	96A
Patterson, Geraldine/Garcia, David/ Edmeads, Douglas/Mitrani, Irma	3963	18			
Pettigrew, Jennifer	4017	83	Price, Susan	3968	92
Polk, Lauren	3993	110	Shaheen, Nancy	3918	91
Rich, Laura	3983	124	Wimberley, Debra/Moak, Caren	3906	Library
Rivers, Bettie/Matos, Mark	3975	112	Library Circulation Desk	3907	Library
Robinson, Heather	3952	104	Cafeteria	3915	47
		67	Cafeteria-Stage	3916	Stage/44

Additional Campus Information

CPR and AED certified

ANDERSON, BRIAN

CARDENA, MARISOL

DAVIS, BENEDA

EUBANKS, MATT

FLORES, EDUARDO

GONZALEZ, MARGARITA

HAMMON, LAURI

KRAJCA, ANGELA

LEFFKE, DEBORAH

OTT, MARY

TABBARA, ALICIA

TAYLOR, SHEILA

WENTZ, MELISSA

(Identify location of updated list of all special needs students including students who are mobility impaired.)

An updated list of all special needs students including students who are mobility impaired will be located with the Nurse and the secretary

Students who have special needs are located in the C & A –hallway. This is also an emergency rescue assistance location which is located close to a camera.

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 send email to Leadership Team.**
- **Crisis/Emergency activated by the Police or other outside agency**
 - **The campus will notify security with information about the situation.**
 - **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 – fire, ambulance, 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.**
 - **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.