

## Carrollton-Farmers Branch ISD

### Campus Crisis Plan

(Supplement to District Crisis Management and Emergency Response Plan)

**Campus Name:** Montgomery Elementary  
**Street/City/County/Zip Code:** 2807 Amber Lane, Farmers Branch, Texas 75234  
**Main Phone:** (972) 968-2700  
**Power fail Phone(s):** (214) 356-0471 (214) 532-6564  
**Principal Name:** Lori Parker  
**Office Phone:** (972) 968-2720  
**Mobile Phone:** (214) 356-0471 **Home Phone:** (214) 483-6796

### Command Center Information

**Primary Command Center:** Room #86 Phone: (972) 968-2712  
**Crisis Bag Location\*:** Lounge Cabinet (labeled)

**Secondary Command Center:** Room #60 Phone: (972) 968-2706  
**Crisis Bag Location\*:** Library Closet

**\*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.

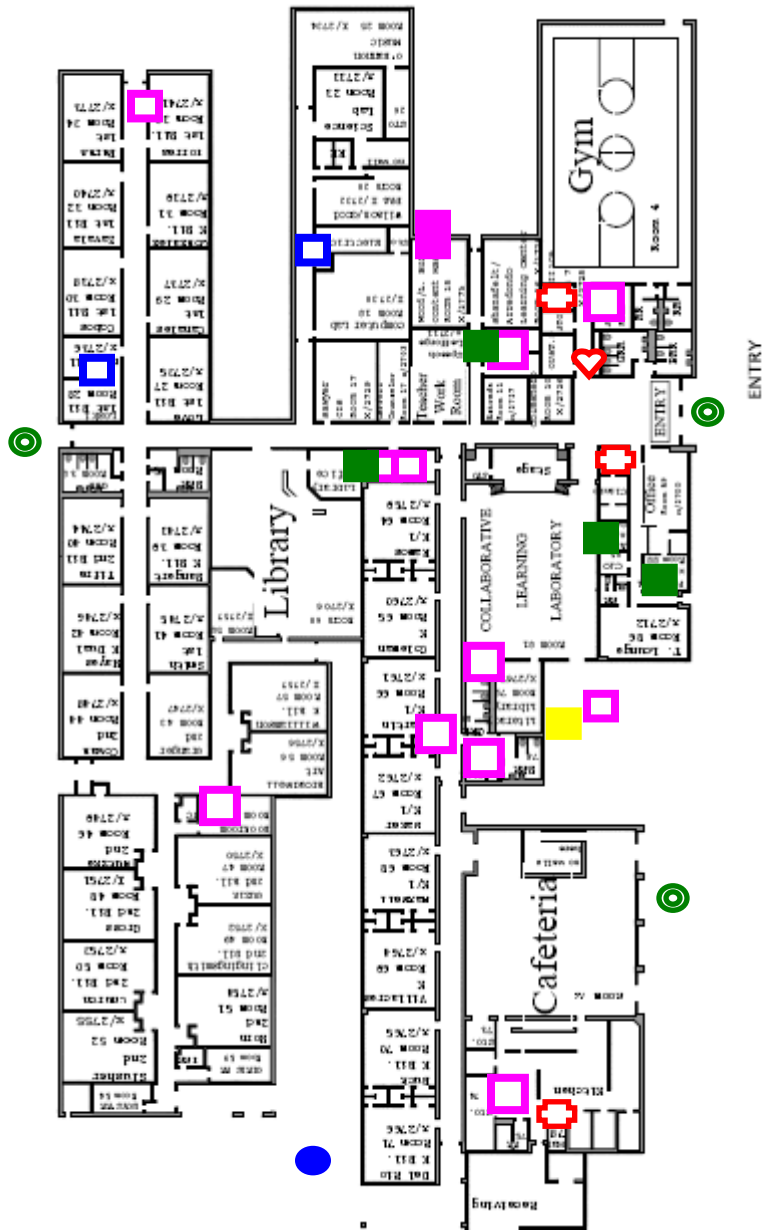
**SCHOOL RESOURCE OFFICER:** In a criminal situation, the SRO or first officer on the scene will be in charge until a higher ranking officer expressly assumes control of the scene. School personnel will provide support as needed.

**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.

# Montgomery Electrical, Gas, Water and Medical Locations



## Campus Floor Plan Information Key

- AED Locations: 
- Electrical Main Disconnect: 
- Electrical Panel Locations: 
- First Aid Supply Locations: 
- Gas Cut-off Location: 
- Powerfail Phone Locations: 
- Rescue Assistance Location(s): 
- Roof Access Locations: 
- Water Cut-off Location: 

Revised August 2008

## Campus Crisis Team Chain of Command

Person	Position	Radio Call#	School Ext.	Home #	Cell #
1. Lori Parker	Principal	500	2720 or 1020	(214) 824-6011	(214) 755-2330
2. Diane Fulcher	Assist. Prin.	400	2719	(972) 394-6129	(214) 532-6564
3. Dana Carroll	Counselor	Dana	2703	(469) 774-4544	(469) 774-4544
4. Gail Schwamb	Librarian	202	2706	(214) 352-8781	(214) 457-9271
5. Cheri Robinson	Secretary	300	2705	(469) 360-2107	(469) 360-2107
6. Carolina Rios	Attendance Clerk	200	2700	(214) 247-6819	(972) 974-8926
7. Amy Estrada	ESL IF	Amy	2773	(214) 926-3221	(214) 926-3221
8. Stacia Chandler	Nurse	101	2701	(254) 716-5585	(254) 716-5585
9. Patricia Shanafelt	Aide	Patricia	2728	(972) 394-7023	
10. Innirida Arredondo	Learning Center Mgr.	Innirida	2728	(972) 323-7345	
11. Nanechka Sawyer	CIS	Nanechka	2729	(214) 505-1618	(214) 403-8295

### Crisis Response

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

**Establish Incident Command Center (Lounge).**

**Determine and implement appropriate crisis response:**

#### Evacuation

- **Implement when conditions in the building are considered unsafe (i.e. fire drills).**
- **Feel the classroom door before opening it. If the door is HOT, stay inside the classroom and leave the door closed. Take all students to the farthest corner away from the door and have them sit down. If you have a blanket, towel, jacket or pillow, place it at the bottom of the door to keep out smoke. If you have a window, open it and throw out an object fire fighters will see. If students are able, they may exit the window. Stay calm. Fire fighters will be there soon.**
- **Classroom doors should be closed and UNLOCKED.**
- **Exit to preplanned locations for evacuation.**
- **Each campus should have at least three alternate evacuation locations.**
- **Go to designated evacuation spot as designated on the evacuation map unless directed to do differently by the administrator or your Evacuation Team Captain.**
- **Check roll and report missing persons immediately.**
  - Verify your classroom is clear of all people.
  - Take Crisis Bags (Crisis Team).
  - Take class rosters and green/red card with you.
  - Follow exit plan. All students should exit the building quickly, quietly, and orderly.
  - Verify your buddy teacher and his/her class is present at your evacuation spot.
  - Verify that all students, buddy teacher, and buddy teacher's students are accounted for. Report any missing persons to Evacuation Team Captain by holding up the red side of the card. Once you have verified that all of your students and the buddy teacher's students are present, show the green side of your card.
  - Do not return to building/area until authorized by your Evacuation Team Captain.

- Team Captains are:
  - Area A (Front of Building) – 1) Carolina Rios, 2) Cheri Robinson
  - Area B (West Side of Building) – 1) Krin Villacres 2) Katherine Broadwell
  - Area C (North Side of Building) – 1) Rachel Love 2) Felipita Colmenero
  - Area D (East Side of Building) – 1) Gail Schwamb, 2) Dana Carroll

### Buddy Classes for Fire Drills and Evacuations

Broadwell – Villacres

Horn – Slusher - Church

Maxwell – Williamson

Wutzke – Gross

Hayes – new second ESL

Bangert -Love

Colmenero - Wood

Kuykendall – Burns

Gilliland – Torres

Schwamb - Carroll

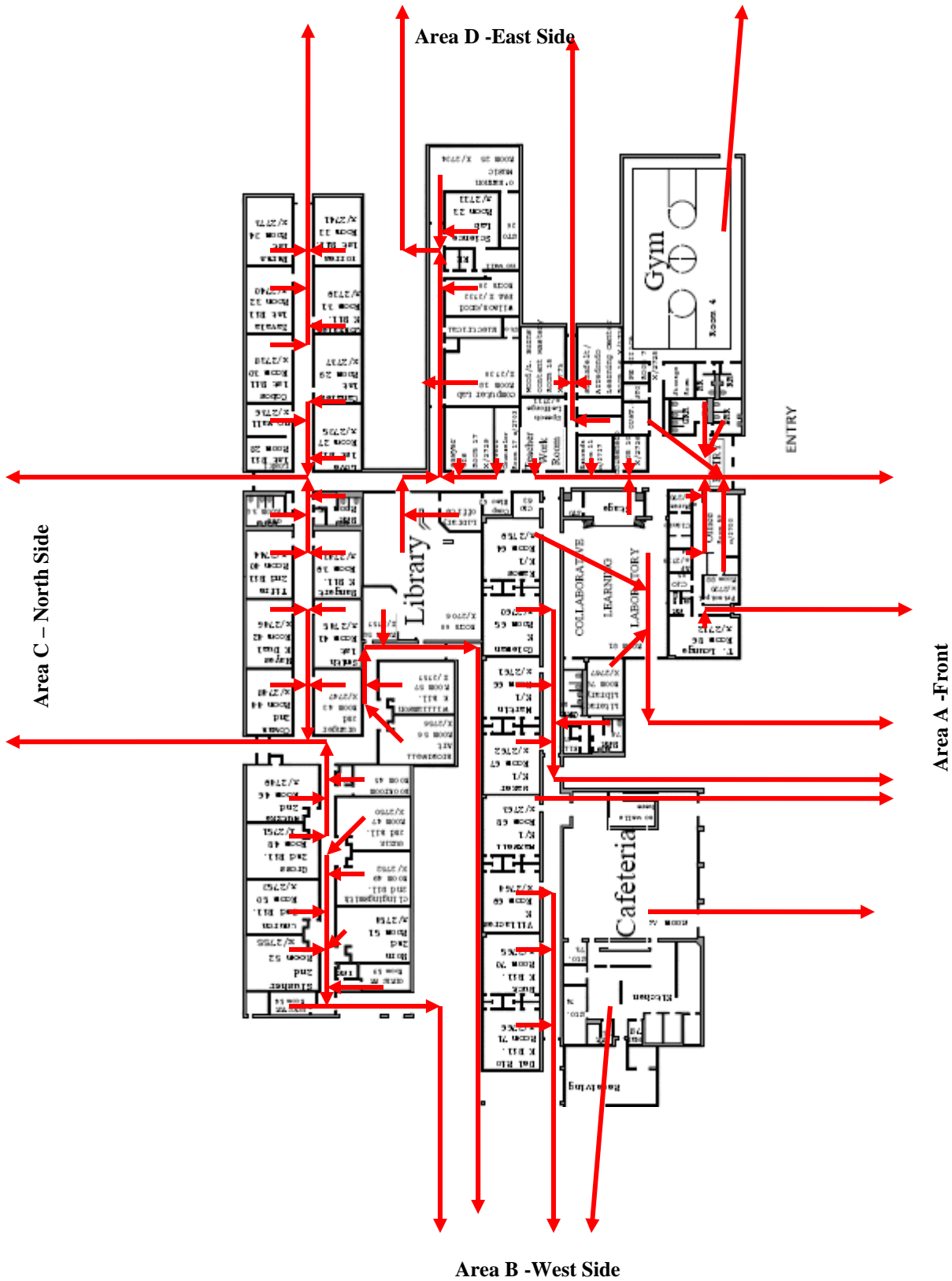
Estrada - Arredondo - Shannafelt

Chiarella - Johnson

Miller – Robinson

Ramos – Martin

Baker – Buck



## Fire Drill – Evacuation Map

## Lockdown

- **Implement when safety is threatened and evacuation is not an option.**
- **Code Yellow Lockdown secures building perimeter and classroom doors.**
- **Code Red Lockdown secures and shelters from imminent threat inside or outside building.**

## Signals for Emergencies

**Continuous Bell – Fire Drill (Evacuation)** When the bell stops, it is safe to come back inside unless otherwise directed by your captain.

**Three Short Bells – Shelter-In-Place-** a.k.a. Tornado Drill or Severe Weather Drill

Followed by...

**Two Short Bells** – It is safe to return to the classrooms.

**Intercom – Long Whistle** – An important announcement will follow.

**Intercom Announcements-**

**Long Whistle-** “Teachers, we are in a Code Red, Lockdown. We are in a Code Red Lockdown.”

**Long Whistle** – “Teachers, we are in a Code Yellow, Lockdown. We are in a Code Yellow Lockdown.”

*The word “lockdown” will always be used for Code Red and Code Yellow alerts.*

*From a Code Red Lockdown, we will always go to a Code Yellow Lockdown and then to a Code Green.*

## Code Red Lockdown - Full Lockdown Procedures

- Lock the doors and remain in the room.
- Pull any students out of the hall and into your classroom. Secure all students in a corner of the classroom away from the door and the window.
- Close the blinds.
- Turn off the lights.
- Take roll
- E-mail the children’s teachers to let them know that you have their students.
- E-mail Ms. Rubens if any students are missing from your own class.
- Stay away from doors and windows.
- **Do NOT** open the door to anyone.
- Mrs. Bangert, Miss Baker, Ms. Horn, and Miss Chandler are responsible for clearing the bathrooms near them and bringing all students into their rooms.
- Teachers with students on the playground are to take the students to the cafeteria door at Blair and keep them inside there until called to return to campus. Mrs. Parker will communicate with Security and Ms. Fulcher about the students you have with you. Be sure that playground is clear. Mrs. Rios will communicate with Blair to be sure that all students are accounted for. If the danger is near Blair, you will be alerted by walkie-talkie to take students inside through the second grade door.

Practice the warning whistles with your students so they will know exactly how to respond to you in this circumstance.

- One long whistle – freeze and look at the teacher (after this first whistle – for normal recess line up, just hold up hand)
- Two short whistles – line up very quickly and quietly
- Mrs. Schwamb will hang a red flag in the hall outside the library so that anyone wanting to enter the building from the back door (with a key) will know not to enter.
- Use buckets, blankets and toilet paper for students needing to go to the restroom.
- Code Red lockdown will always step down to Code Yellow lockdown before release. Follow directions from Crisis Team.

#### Code Yellow Lockdown – Partial Lockdown Procedures

- Lock the doors, remain in the room
- Close the blinds
- Pull any students out of the hall and into your classroom. E-mail the children’s teachers to let them know that you have their students. E-mail Mrs. Parker, Ms. Fulcher and Cheri if any students are missing from your classroom.
- Take roll.
- Mrs. Bangert, Miss Baker, Ms. Horn, and the nurse are responsible for clearing the bathrooms near them and bringing all students into their rooms.
- Continue teaching.
- If your students are on the playground and we got into a code yellow lockdown, Ms. Horn or Miss Slusher will call you from the door to bring all students inside immediately. Practice the warning whistles with your students so they will know exactly how to respond to you in this circumstance.
  - One short whistle – freeze and look at the teacher.
  - Two short whistles – line up very quickly and quietly

#### Code Green – Normal School Day

#### **Shelter-in-Place**

- Implement when threatened with biological, chemical, radiological, or weather-related danger outside the building and evacuation is not deemed safe.
- Alert will be three short bells.
- Turn off your air conditioner.
- All persons are to be moved away from outside doors and windows.
- Movement and respiration should be minimized.
- Implement Shelter in Place.
- Turn OFF all vents, fans and HVAC if possible by turning off all power (Ngim).
- Move to Shelter in Place location for your class.
- Sit students against the wall if possible. Sitting in the middle of the area is fine too if you must.
- Close all doors.
- Close any blinds or shades.
- Keep students calm and quiet.
- Minimize movement and activity.
- Provide First Aid as needed.
- Use buckets, blankets and toilet paper for students needing to go to the restroom.

- Remain in shelter until authorized to exit. Authorization will be two short bells. This means it is safe to return to your classroom.
- Follow directions of Crisis Team.

Map on following page show the Shelter in Place locations.





**Relocation to Alternate Locations**

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

**Alternate Site: Vivian Field Middle School** Phone #: (972) 968-3900

- **Primary Route of Travel:** West on Amber to Birchlawn. South on Birchlawn, across Josey to Richard. West on Richard.

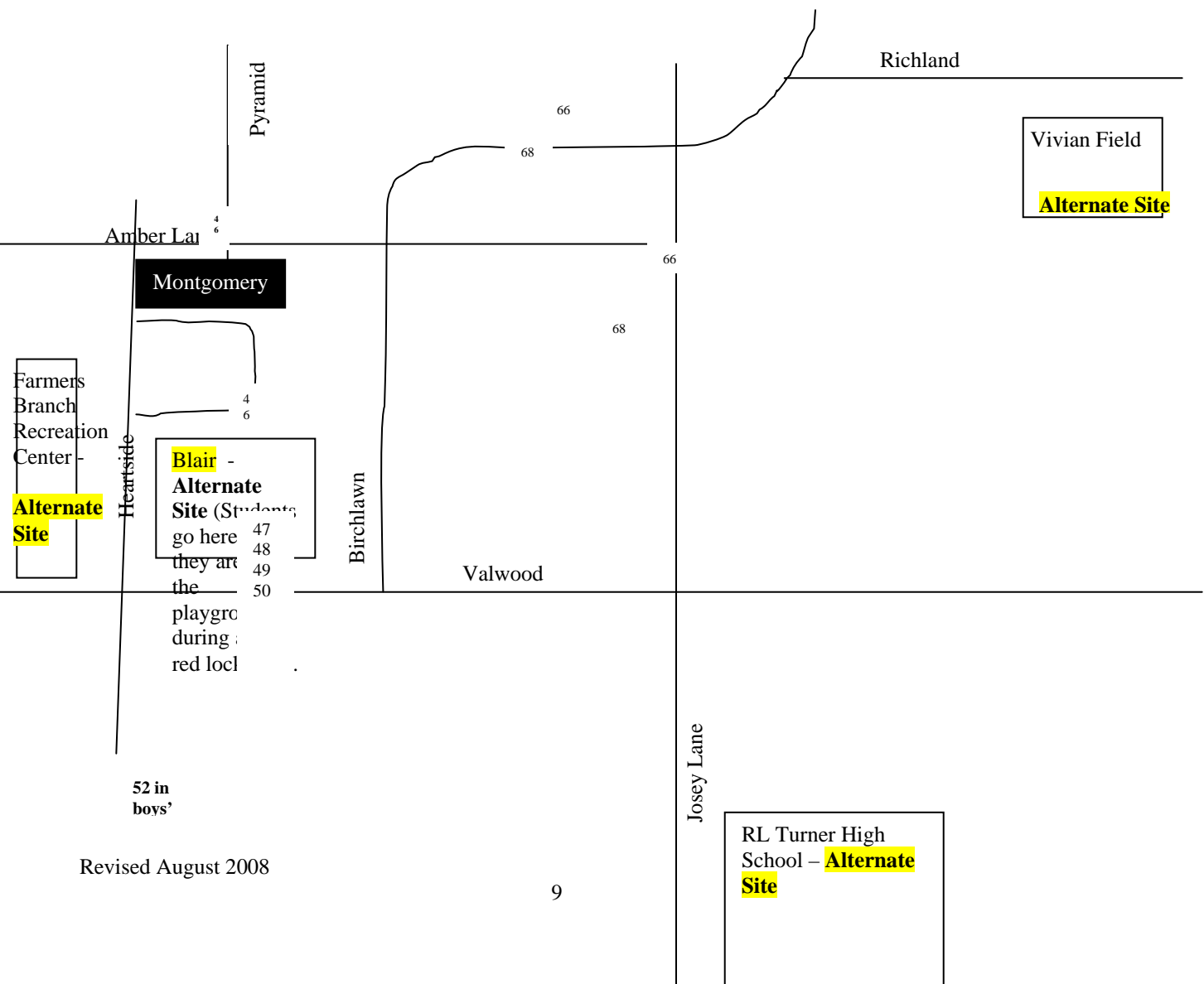
**Second Alternate Site: RL Turner High School** Phone #: (972)968-5400

- **Primary Route of Travel:** West on Amber to Birchlawn. North on Birchlawn to Valwood. West on Valwood to Josey Lane. Cross Josey Lane at Valwood and Josey. Proceed North on Josey to RL Turner.

**Third Alternate Site (to the East): Farmers Branch Recreation Center** Phone: (972)247-4607

- **Primary Route of Travel:** East across street to Recreation Center.

**Montgomery Alternate Sites**



### **Relocation Procedures:**

- Line up students and check roll.
- Report missing students immediately to Carolina Rios by e-mail.
- Classroom teachers who are on their conference periods will immediately report to the Specials classrooms, pick up their children with their crisis folders and proceed from there.
- Other Support Staff, who have children in their care, will take their students back to their regular classrooms.
- Regular classroom teachers will ask all students in the hallway and the restrooms to return to class immediately.
- All Support Staff will report to the office for assignments.
- Classroom doors should be left *closed and UNLOCKED*.
- Verify your classroom is clear of all people.
- Take crisis folder with you.
- Take class rosters and green/red card with you.
- Follow exit plan used for evacuation/fire drills. All students should exit the building quickly, quietly, and orderly.
- Go to designated evacuation spot as designated on the relocation map as directed by the administrator.
- Check roll and report missing persons immediately upon arrival at relocation spot.
  - Verify your buddy teacher and his/her class is present at your evacuation spot.
  - Verify that all students, buddy teacher, and buddy teacher's students are accounted for. Report any missing persons to Evacuation Team Captain by holding up the red side of the card. Once you have verified that all of your students and the buddy teacher's students are present, show the green side of your card.
- Re-take roll often at relocation spot to insure that all students are present.

### **Reunification "The Double Gate System"**

- **Implement when releasing students to parents following crisis.**
  - **Requires student and parent identification process for the release of students.**
- "The Alternate Release Schedule"**

**(For releasing students to parents)**

- ☺ "Excuse this interruption...teachers, we will be following the Alternate Release Schedule for the remainder of the day...please check your email for details...we will be following the Alternate Release Schedule for the remainder of the day...please check your email for details."
- ☺ Lori, or her designee, will send out a school-wide email describing in detail "Alternate Release Schedule."
- ☺ Teachers are to close and lock their classroom doors and close the blinds. Continue teaching.
- ☺ Ngim will lock all doors.
- ☺ Ngim will move a rack of chairs to the gym.
- ☺ Classroom teachers who are on their conference periods will immediately report to the Specials classrooms, pick up their children, return to classrooms, lock the classroom door, close the blinds, and continue teaching.
- ☺ Other Support Staff, who have children in their care, will take their students back to their regular classrooms.
- ☺ Regular classroom teachers will not send students to any other part of the building.
- ☺ All Support Staff will report to the office for assignments.
- ☺ Lori, or her designee, will assign duties to assist in releasing students to parents.

- ☺ Regular classroom teachers will release students ONLY to school personnel with completely filled out "Authorized Student Release" forms.
- ☺ No parents and/or community members will be allowed in the hallways or classrooms during "Alternate Release Schedule."

School personnel who see unauthorized people in the hallways or classrooms should report them immediately to the office.

### 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

Telephone Extensions and Room Numbers 08-09

14	Arredondo, Innirida	2728	60	Schwamb, Gail	2706
67	Baker, Stacey	2762	14	Shanafelt, Patricia	2728
40	Bangert, Yolanda	2744	52	Slusher, Shelli	2755
56	Broadwell, Katherine	2756	28	Street, Tara	2736
65	Buck, Rebecca	2760	9	Taing, Ngim (Custodian)	2780
?	Burns, Liz	???	33	Torres, David	2741
34	Burns, Terri	2742	69	Villacres, Krin	2764
17	Carroll, Dana	2703	47	Williamson, Lauren	2750
82	Chandler, Stacia (Nurse)	2701	??	Wood, Carol (CM)	Move Rm.
16	Chiarella, Katy (Speech)	2711	46	Wutzke, Jamie	2749
50	Church, Ku'Marra	2753			
30	Cobos, Tellie	2738	4	Gym	2724
29	Colmenero, Felipita	2737	59	Multi Purpose	2758
44	New 2 <sup>nd</sup> grade teacher	2748	72	Cafeteria	2715
15	Estrada, Amy (ESL IF)	2773	89	Courtesy Phone in Office	2769
84	Fulcher, Diane	2719	86	Teacher's Lounge	2712
43	Furniture Storage	2747	16	Workroom	2774
25	Gilliland, Kathy	2734	18	Computer Lab	2730
71	Gonzalez, Aida	2766	23	Science Lab	2733
48	Gross, Peggy	2751	20	Teacher Conference Room	2732
42	Hayes, Stephanie	2746	41	Literacy Library	2745
51	Horn, Dianna	2754			
12	Johnson, Lisa (Diag.)	2718		SECURITY 972-323-6428	
32	Kuykendall, Patricia	2740		Maintenance (Pat) 972-968-6310	
27	Love, Rachel	2735		Help Desk 972-968-HELP	
66	Martin, Kristi	2761		Warehouse (Misty) 972-968-6340	
49	Maxwell, Alisa	2752		Admin Building 972-968-6100	
7	Miller, Mary Ann	2725		Subs 972-243-1680	
19	O'Shea, Jacqueline	2731			
88	Parker, Lori	2720		Lori Parker 2720	
64	Ramos, Iris	2759		Diane Fulcher 2719	
89	Rios, Carolina	2700		Carolina 2700	
89	Robinson, Cheri	2705		Cheri 2705	
17	Sawyer, Nanechka	2729		Stacia (Nurse) 2701	

#### **CPR Certified Staff:**

Nurse Stacia Chandler      Jamie Wutzke  
 Diane Fulcher                Dana Carroll  
 Liz Burns                        Shelli Slusher  
 Cheri Robinson

***We have one kindergarten student in a wheel chair in room 67.***

## **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.