

**Carrollton-Farmers Branch ISD**

**Campus Crisis Plan**

(Supplement to District Crisis Management and Emergency Response Plan)

**Campus Name:** Stark 12400 Josey Lane Farmers Branch, 75234  
**Main Phone:** (972) 968-3320  
**Powerfail Phone(s):** (972) 968-3346 (972) 968-3311  
**Principal Name:** Abby McCone  
**Office Phone:** (972) 968-3320  
**Mobile Phone:** (214) 529-4839 **Home Phone:** (972) 243-3817

**Command Center Information**

**Primary Command Center:** Room #100B Phone: (972) 968-3320  
**Crisis Bag Location\*:** Room #100A

**Secondary Command Center:** Room #100C Phone: (972) 968-3319  
**Crisis Bag Location\*:** Room #100C

**\*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.

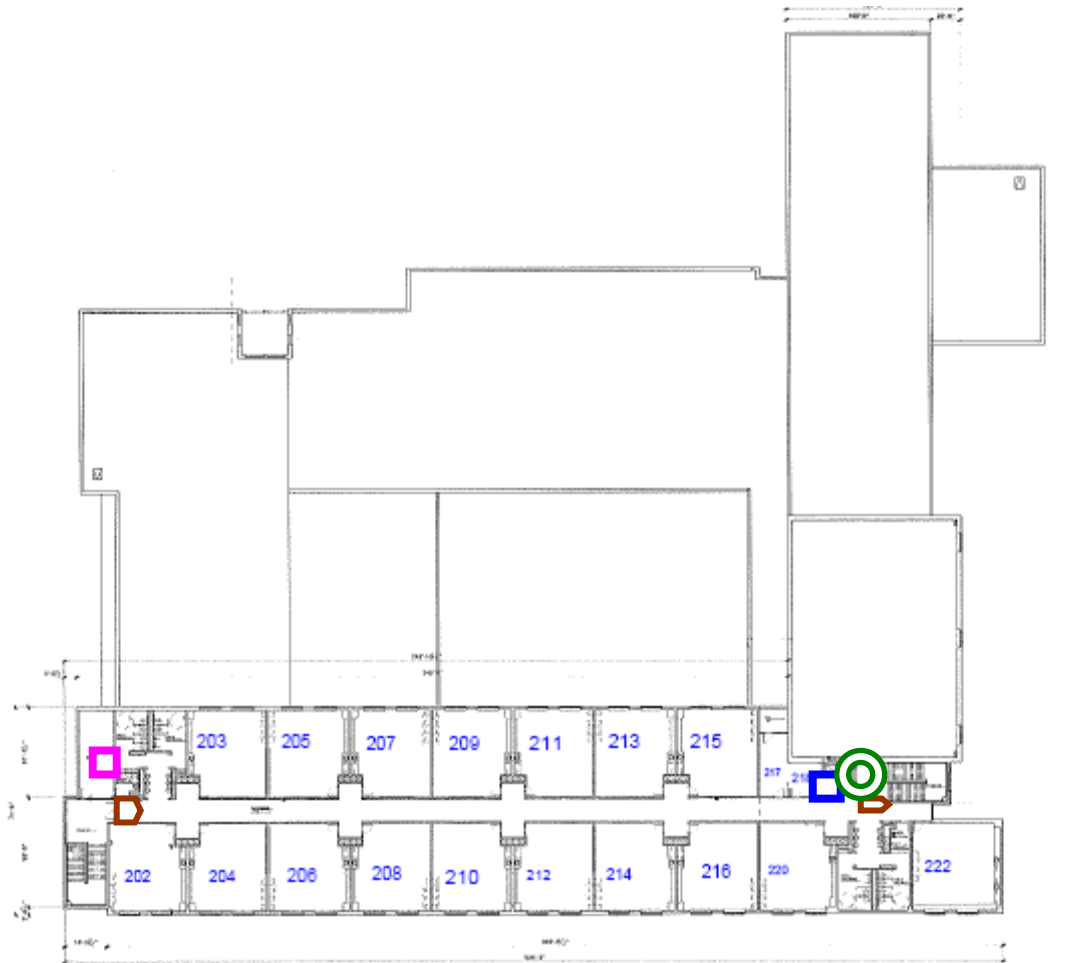
**DISTRICT ADMINISTRATION AND STAFF:** Provides support services during crisis as needed.

**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):** 
- Water Cut-off Location:** 



**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**

	<b>Person</b>	<b>Position</b>	<b>Radio Call#</b>	<b>School Ext.</b>	<b>Home #</b>	<b>Cell #</b>
1.	Abby McCone	Principal		3320	(972) 243-3817	(214) 529-4839
2.	Stephanie Guillen	Asst. Principal		3319		(972) 824-4262
3.	Maggie Plata	Secretary		3303	(972) 662-9725	(972) 408-7999
4.	Jeanie Murrow	Parent Contact		3305	(972) 495-2787	(214) 577-5680
5.	Dana Erwin	Parent Contact		3348	(940) 321-5519	(214) 232-2269
6.	Cindi Nunnally	Nurse		3301		
7.	Jeff Malkowski	Student Accountability		3335	(972) 446-6746	(214) 557-5619
8.	Karen Ritchie	Student Accountability		3321	(972) 662-1102	(214) 718-4113
9.	Alan Caplin	Staff Communication		3306	(972) 394-3933	(214) 336-3779
10.	Kim Cleaveland	Staff Communication		3376	(214) 893-2928	(214) 893-2928
11.	Susie Lopez	Phones/Email		3308	(972) 245-7907	(214) 606-5293
12.	Ollie Epps	Phones/Email		3304	(972) 724-0362	(214) 938-8663
13.					( )	( )
14.					( )	( )
15.					( )	( )

**Crisis Response**

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

**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.**



## Student Accountability

1. Each month, Susie Lopez will print a current student roster. She will place a copy in each red bag, replacing the old one and give a copy to each person responsible for student accountability.
2. Jeff Malkowski and Karen Ritchie will replace their old list each month with the new one.
3. In the event of a crisis, Karen and Jeff will work together to contact each teacher to find missing students.
4. Karen and Jeff will be responsible for keeping track of the location of all students.
5. If students are picked up after/during the crisis by parents, Karen and Jeff will keep track of each student that is picked up, and by whom.

## **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.**

## **Lock Down Procedures**

### **Code Red**

- Lock all doors, close blinds, and remain in room.
- Turn off all lights.
- Stay away from doors and windows.
- Do not open the doors for anyone!
- Train students that are not in the room to hide until told all is clear.
- Crisis team: turn on low walkie talkies and wait for information. Stay put until called.
- Office: close blinds.
- Call security, 6428 and 911.
- Hide as the danger level is assessed.

### **Code Yellow**

- Lock the doors and remain in the room.
- Continue teaching.

## 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.
- Yellow Areas are Shelter in place locations



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## Relocation

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

**Primary Site- Vivian Field Middle School  
13551 Dennis Ln.  
Farmers Branch TX 75234**

**Secondary Site- TLC  
2414 Carrick  
Farmers Branch TX. 75234**





### Reunification

- Implement when releasing students to parents following crisis.
- Requires student and parent identification process for the release of students.

After it is determined safe to allow students to leave the building, parents that wish to take home their child must check in at the designated spot with identification. Students will be called by the office to be released. Mr. Malkowski and Ms. Ritchie will work with the office to keep track of all students that are picked up by parents.

### 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**

NAME	EXT. #	ROOM #	NAME	EXT.#	ROOM #
Adair, Carol	3355	R 205	McDaniel, Susan	3378	R 151
Avendano, Ana	3338	R 129	MER	3390	
Bimmerle, Katie	3339	R 128	Office Work Room	3312	
Blankenship, Glenda	3325	R 150	Lorck, Rosemary	3337	R 126
			Malkowski, Jeff	3335	gym
Brown, Alex	3359	R 209	McDaniel, Susan	3342	R131
Brown, Jacqueline	3326	R 107	Plata, Maggie	3305	OFFICE
C/M - RESOURCE	3376	R 213	Pyle, Tracy	3363	R152
Caballero, Lara	3345	R 134	Ramirez, Claudia	3347	R 136
Canterberry, Alison	3373	R 106	Rendon, Silvia	3376	R 213
Caplin, Alan	3303	R 102	Rhodes, Taylor	3336	R122
Chafin, Jill	3371	R 112	Ritchie, Jo Karen	3321	R 100D
Cleaveland, Kim	3376	R 213	Rosenbaum, Tamar	3362	R 212
Computer Lab	3351	R 139	Sarrafzadeh, Lidia	3328	R 138
Edgman, Mariana	3368	R 222	Sigman, Cynthia	3330	R109
Epps, Ollie	3304	OFFICE	TEACHERS LOUNGE	3346	
Erwin, Dana	3348	R137-CIS	Teachers Work Room	3311	
Gay, Jenine	3331	R110	Turner Delvetia	3387	R119
Greene, Alicia	3349	R 137-CIS	Urias, Ruben	3374	R 135
Guillen, Stephanie	3319	OFFICE 100C	Vizcaino, Daniel	3370	R 129
Madl, Lauraanne	3334	Music			
Nunnally, Cindi	3301	CLINIC			
Greene, Alicia	3349	R 137 - CIS			
Hall, Rebeca	3327	R 202	VOICE MAIL	6399	
Diagnostician	3318	R 104	Ward, Vickie	3364	R 214
Hull, Sharon	3353	R 203	Welch, Ginny	3332	R 113

Keene, Leslie	3356	R 206		Wharton, Flora	3360	R 210
Kinsley, April	3343	R 132		Whisenhunt, Felicia	3372	R114
Moya-Bibry, Angela	3333	R153		White, Monica		R151
Murrow, Jeanie	3307	library		Ybarra, Susan	3357	R 207

## CPR/FIRST AID CERTIFICATION

Staff Name	Expiration Date
Cindi Nunnally, RN	9/08
Jeff Malkowski	8/09
Vanita Krouch	8/09

### Special Needs Students, PPCD-Kinder Stark

**Maria Lascurain: Speech Impairment**  
**Christian Sliva: Speech Impairment**  
**Mario Mendoza: Speech Impairment**  
**Aldviery Eguia**  
**Stephanie Otero: Speech Impairment**  
**Martin Mercado: Speech Impairment**

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

7:50-8:10- Arrival, Announcements, Morning Work  
 8:10-8:40- Calendar – Chafin’s Room  
 8:40-8:55- Restroom/play time  
 8:55-9:40- Group activity  
 9:40-10:00- Recess (inclusion)  
 10:00-10:50- Circle Time/ Shared Reading  
 10:50-11:20- Lunch (inclusion)  
 11:30-12:10- Group Activity  
 12:15- 1:15- Art, Music, PE (inclusion)  
 1:15-2:00- Snack/Rest time  
 2:00-2:20- Centers  
 2:20-2:40- Calendar  
 2:40- 2:55- Closing circle 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 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.