

**Carrollton-Farmers Branch ISD**

**Campus Crisis Plan**

(Supplement to District Crisis Management and Emergency Response Plan)

**Campus Name:** Strickland Intermediate School  
**Street/City/County/Zip Code** 3030 Fyke Rd Farmers Branch, Texas 75234  
**Main Phone:** (972) 968-5700  
**Powerfail Phone(s):** (972) 968-5701 (972) 968-5705  
**Principal Name:** Tracy Smith  
**Office Phone:** (972) 968 5720  
**Mobile Phone:** (214) 563-2785 **Home Phone:** (972) 306-1781

**Command Center Information**

**Primary Command Center:** Room # Office Phone: (972) 968-5700  
**Crisis Bag Location\*:** Supply Closet

**Secondary Command Center:** Room #Library Phone: (972) 968-5706  
**Crisis Bag Location\*:** Office

\*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.



## Second Floor



### 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.	Tracy Smith	Principal		5720	972-563-2785	214-563-2785
2.	DeDe Lacey	Assistant Prin		5719	214-208-2925	214-208-2925
3.	Julie Rodriguez	Assistant Prin		2521		817-707-6875
4.	Christy Self	Instructional Facilitator		5737	469-892-0007	469-644-0682
5.	Sarah Banner	Instructional Facilitator		5748	972-824-7084	
6.	Kathy Carlson	Instructional Facilitator		5756	972-306-3629	
7.	Katie Thomas	PE Teacher		5740	972-948-6343	
8.					( )	( )
9.					( )	( )
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.**

### Evacuation Procedures

- Take Crisis Bags.
- Take your **RED** crisis notebook with you
- Follow exit plan.
- Verify building/area is clear.
- Proceed directly to designated meeting location.
- Provide First Aid as needed.
- **Check roll immediately.** Report any missing persons to Crisis Team
- Do not return to building/area until authorized. Follow directions of Crisis Team



## 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.**
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Emergency Activation Code: “Staff, our campus is at a Lockdown- code (yellow or red). The situation is in area .

### Code Red - Full Lockdown Procedures

- Lock the doors and remain in the room
- Close the blinds
- Turn off the lights
- Stay away from doors and windows
- Do NOT open the door to anyone
- **Do not allow cell phone use**
- Code Red may step down to code yellow before release. Follow directions from Crisis Team.
- Have your **RED** crisis notebook with you

### Code Yellow – Partial Lockdown Procedures

- Lock the doors, remain in the room
- Do NOT allow cell phone use
- Continue teaching
- Have your **RED** crisis notebook with you

### Code Green – Normal School Day

#### 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.**
- 
- Implement Code Red Lockdown.
  - Follow directions of Crisis Team to Shelter in Place
  - Turn OFF all vents, fans and HVAC if possible.
  - Move individuals to rooms with no (or limited) outside exposure.
  - Close windows, vents, and doors.
  - Close any blinds or shades.

- Minimize movement and activity.
- Provide First Aid as needed.
- Remain in shelter until authorized to exit.
- Have your **RED** crisis notebook with you
- Follow directions of Crisis Team.



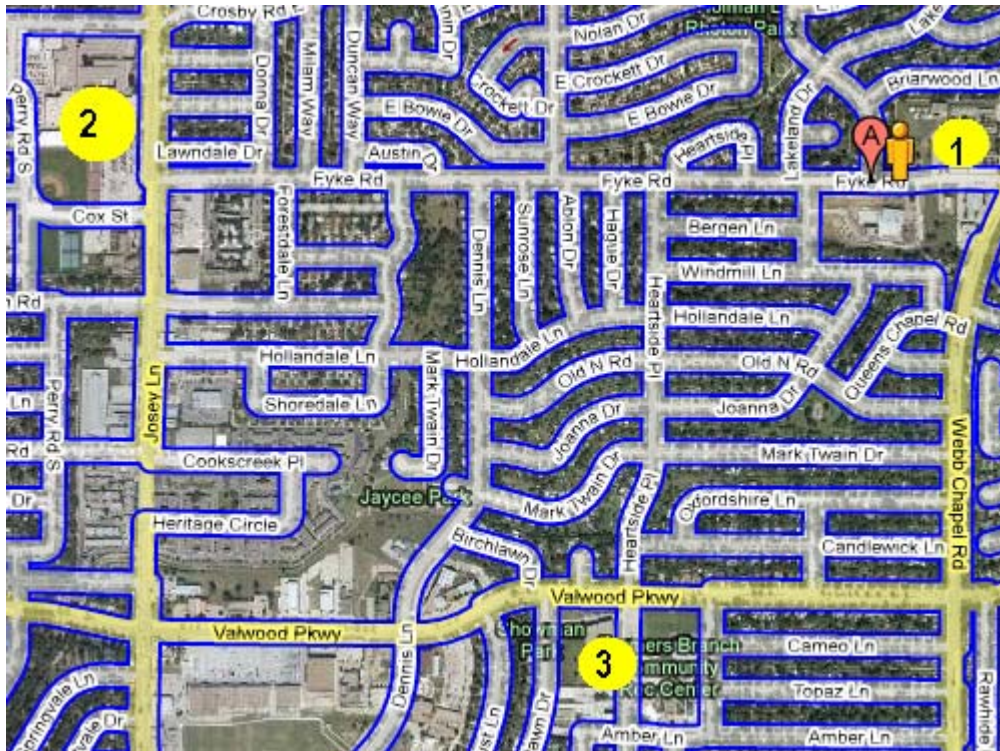
**Relocation**

- Implement when building conditions requires movement to a safer location away from campus.
- Requires transportation and/or adequate time for movement.
- **Location 1** McLaughlin Elementary 1500 Webb Chapel Rd.
- **Location 2** Turner High School 1600 S. Josey Ln.
- **Location 3** Blair Intermediate 14055 Heartside Pl.

In the event the school has to be evacuated, RL Turner (972-968-5400) or Blair Intermediate (972-968-1000) will be the alternate location.

**Evacuation Route to RL Turner: (2)** exit building – go west on Fyke to Josey Lane.

**Evacuation Route to Blair: (3)** Webb Chapel south to Valwood. Right on Valwood, left on Heartside.



### Reunification

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

If parents need to pick up children or obtain information, they will do so at the main office – they will wait outside in the front parking lot and students will be picked up in the foyer **after parent has signed them out and shown ID**. If all students need to be dismissed, three tables will be set up in front of the entry doors to the cafeteria on the Fyke Rd.

### 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.**



**McLaughlin 08-09**
**Strickland 08-09**

Teacher	Room	Phone		Teacher	Room	Phone
Anstead-PPCD	306	2555		Anderson-4	227	5762
Arnold/Diag.	208	2503		Arnold	Diag.	5718
Art Room	305	2554		Banner	IF	5748
B. Arnold - K	309	2556		Boon-5	116	5732
Banner	313 /IF			Boyd	122/LC	5736
Barbee-K	301	2550		Cardenas	Assistant	
Boston /music	201	2540		Carlson	IF	5756
Bush-2	114	2536		Circulation Desk	100	5707
Bute-K	302	2551		Classroom	210	5749
C. Evans-K	304	2553		Classroom	211	5750
Cardenas	Assistant			Classroom	212	5751
Carlson	113 /IF	2517		Classroom	216	5752
Chi	Cafeteria	2515		Classroom	217	5753
Computer Lab	202	2595		Classroom	218	5754
Cone-1	107	2531		Classroom	219	5755
Conference Rm	206	2543		Coco-5	117	5733
Courtesy Phone	Clinic	2509		Condie-3	207	5746
Davila-1	102	2526		Conference Room	101G	5708
Dewar/Art	305	2554		Conference Room	103	5713
Fax	Office	2510		Courtesy	101	5709
Fraler-2	115	2537		Davis-4	225	5761
Fuller - 2	110	2534		Dawson-4	223	5759
<b>Gardner</b>	<b>Clinic</b>	<b>2501</b>		Delgado-3	205	5744
Gicheru-2	117	2539		Escalante-4	208	5747
Gottardi - 1	105	2529		Fax	101B	5710
Hill - 1	103	2527		Felber-5	113	5729
Hilts	Assistant			Folmer-3	204	5743
Jackson	209	2545		Galyean-4	222	5758
Kemp - 1	106	2530		<b>Gardner</b>	<b>Clinic</b>	<b>5701</b>
Lounge	203	2511		GR Lib.	121	5735
McKew	205	2542		Hilts	Assistant	
Model class	112	2535		Kayser-3	202	5742
Model class	212	2548		Kurceren	110/Art	5727
Muñoz-2	109	2533		<b>Lacy</b>	<b>Office</b>	<b>5719</b>
<b>Murray</b>	<b>210</b>	<b>2546</b>		Lawson-4	221	5757
Prachyl	Library	2506		Letsie	219/CM	5745
PTA	314	2561		Lounge	101K	5711
Ramirez	Office	2508		Martinez-3	201	5741
Reyes-K	310	2557		Mason-5	114	5730
Robledo	Assistant			Matthews	counselor	5703
<b>Rodriguez</b>	<b>Office</b>	<b>2521</b>		<b>Murray</b>	<b>BRS/ATB</b>	<b>2546</b>
Self	101 /IF	2525		P. Wilson	custodian	
small conf. rm.	Office	<b>2519</b>		Robertson-5	115	5731

Smith-2	116	2538		Science Lab	111	5728
Snitker - 1	108	2532		Self	IF	5737
Stremel-K	303	2552		Staff Development	124	5738
<b>Sullivan</b>	<b>Office</b>	<b>2505</b>		<b>Sullivan</b>	<b>Office</b>	<b>2505</b>
<b>T. Smith</b>	<b>Office</b>	<b>2520</b>		<b>T. Smith</b>	<b>Office</b>	<b>2520</b>
Wilson, S.-1	104	2528		Thomas	132A/Gym	5740
Yother	Gym	2573		TTV	109	5726
				Workroom	101L	5712

The **First Aide Team** for the school will consist of the following members, and will meet in the Counselor's conference room with the Clinic as an alternate location.

Name: Gardner

Name: Thomas

***No Special Needs students at this time***

Emergency Phone numbers:	Emergency	Alternate
A. Fire	Carrollton 911	(972) 466-3333
	Farmers Branch 911	(972) 484-3620
B. Ambulance	Carrollton 911	(972) 466-3333
	Farmers Branch 911	(972) 484-3620
C. Police	Carrollton 911	(972) 466-3333
	Farmers Branch 911	(972) 484-3620
D. Poison Control	1-800-764-7661	(214) 590-5000
E. Animal Control	Carrollton (972) 466-3420	
	Farmers Branch (972) 243-7605	
F. Department of Child Protective Services	Hot Line 1-800-252-5400	

## **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.