

BACK TO THE BASICS

PREPARING FOR A BRIGHTER FUTURE
2023 - 2024



CRISIS MANAGEMENT PLAN

Revised July 19, 2023

SAFETY AND SECURITY CRISIS



- ❑ **Campus/Building Threat** - If ever a threatening or security-related crisis exists in the building, an administrator will make the following announcement: ***"Staff and Scholars, Superintendent is in her Office."*** With that notice, ALL staff should and scholars should be confined in the classroom until further notice. Also, the use of walkie-talkies will be employed for emergencies as well.
- ❑ **Classroom/Office Threat** - If a parent meeting or any other occurrence seems to have the potential to escalate to a threatening situation, give your ***"Black Folder Gradebook"*** to a scholar and instruct them to take it to a neighboring staff member. Staff members should know that there is NO real reason that a teacher would send you his/her grade book. If this occurs, be on the alert that a crisis situation exists and **notify the front office immediately.**



HOLD



Students are trained to:

- Clear the hallways
- Remain in classroom or area until the "All Clear" is announced
- Conduct business as usual

Adults and Staff are trained to:

- Close and lock the door until the "All Clear" is announced
- Account for students and adults
- Conduct business as usual

SHELTER

A response **action** schools take to quickly move students, teacher, staff, and visitors indoors, because it is safer inside the building than **outside**. Affected individuals may be required to move to rooms without windows or to rooms that can be sealed. (One per school year)

Public Address - for shelter should include the hazard and the safety strategy.

- Ex: Tornado - Drop, cover and hold

Students:

- Use appropriate safety strategy

Adults:

- Lead safety strategy
- Account for students and adults
- Notify of any missing, additional or injured students/adults

Hazard:

- Tornado, Hazmat, Earthquake, Tsunami, etc.

Safety Strategy:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground.

EVACUATE



A response action schools take to quickly move students and staff from one place to another. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from a threat. Evacuation examples include a bomb threat or gas leak. (one per school year)

Public Address: Evacuate!!!

- Baseball field to Concord Baptist Church (Quest)
- Northern parking lot to Concord Baptist Church (Genesis)

Students:

- Leave possessions behind if necessary
- Bring your phone if possible
- Follow instructions of staff

Staff:

- Lead students to Evacuation location (listed above)
- Account for all students and adults
- Notify of any missing, additional or injured students/adults

LOCKDOWN



A response action schools take to secure interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger. (2 per school year)

Public Address: Lockdown!!!

- Locks, lights, out of sight!

Students:

- Move away from sight
- Maintain silence
- Do not open the door

Adults:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend.

COMMUNICATION

In the event of an intruder on campus, the individual making the discovery shall immediately activate panic buttons, or use walkie-talkies to alert the Administration, Receptionist or the Office Manager. Provide as much information as possible. Staff and scholar accountability features are accessible in the CrisisGo application.

- The Office Manager/Receptionist will announce the following statement over the walkie-talkies or via the CrisisGo application: ***"Staff and Scholars, Superintendent will return to her standard schedule immediately."***
- This will be followed with a description and approximate location of the individual(s).
Note: Fire evacuation alarms are not to be sounded.
- The Office Manager/Receptionist will use the **panic button** to contact 911 immediately.
- The Office Manager/Receptionist will notify the Campus Principal of the current situation.
- The Office Manager/Receptionist are to take cover immediately.



LOCKDOWN AND DRILL PROCEDURES

All Staff and Scholars must know what is expected of them during a crisis situation.



1. **Classrooms** - Teachers are to...
 - Quickly glance outside the room and direct any scholars, staff members, and/or parents who are in the hall into your room immediately and **LOCK THE DOOR. (LOOK AND LOCK!)**
 - Direct everyone to move away from the direct line of the windows and door and crouch down in areas that are away from them. (Corners adjacent to doors are preferable).
 - Turn off lights and computer monitors.
 - **Everyone is to remain quiet.**

2. **Gymnasium** - Physical Education teachers are to...
 - Quickly glance outside the gymnasium and direct any scholars, staff members, and/or parents who are in the hall into the gym immediately and **LOCK ALL DOORS. (LOOK AND LOCK!)**
 - Direct everyone to move away from the direct line of the doors and crouch down in areas away from them. (Corners are preferable).
 - Turn off all lights.
 - **Everyone is to remain quiet.**

3. **Velarium** - If staff and scholars are in the velarium, staff members are to...
 - Quickly glance outside the velarium doors and direct any scholars, other staff members, and/or parents who are in the hall into the velarium immediately.
 - Direct everyone into the weight room, lock the door, and move into the locker rooms. Lock the doors to the locker rooms.
 - Turn off all lights.
 - **Everyone is to remain quiet**

LOCKDOWN AND DRILL

PROCEDURES cont...

All scholars and staff must know what is expected of them during a crisis situation.



4. **Cafeteria** - If staff and scholars are in the cafeteria, staff members are to...
 - Quickly glance outside the cafeteria doors and direct any scholar, other staff members, and/or parents who are in the hall into the cafeteria immediately and **LOCK ALL CAFETERIA DOORS. (LOOK AND LOCK)**
 - Direct everyone to move away from the direct line of the cafeteria doors. Have scholars to crouch down in areas away from doors (Corners are preferable).
 - Turn off all lights.
 - **Everyone is to remain quiet**

5. **Auditorium** - If staff, scholars and others who are...
 - Seated in the auditorium, they are to crouch down in front of their seats and **remain quiet**.
 - On stage, they are to retreat to the green rooms, lock the doors, turn out the lights, and **remain quiet**.

6. **Hallways** - Anyone in the hallway should move immediately to the closest classroom.

7. **Restrooms** - If scholars or staff members are in the restroom, they are to:
 - Remain there..
 - Turn off the lights.
 - **LOCK** the **STALL DOOR** and **STAND** on the **COMMUNE**.
 - **Remain quiet**.

NOTE: Instruct scholars on the procedures to follow if they are in the restroom when a lockdown is announced. Do NOT go looking for them.

8. **Courtyard** - Staff and scholars in the courtyard area will be escorted to the **cafeteria** immediately.

LOCKDOWN AND DRILL PROCEDURES cont...

All scholars and staff must know what is expected of them during a crisis situation.



9. **Other School Personnel and Visitors** who are in administrative or other offices are to...
 - Find nearest location and **LOCK THE DOOR**.
 - Turn off all lights.
 - **Remain quiet**.

10. **SILENCE YOUR CELL PHONE!** No one is to answer incoming phone calls, make outgoing calls, or use computers or radios. Scholars and staff must remain quiet at all times.

11. **DO NOT OPEN the DOOR!!** No matter if someone knocks on the door or the fire alarm sounds.
NOTE: In the case of an actual fire, you will be advised by a member of the Dallas Police Department, CrisisGo application, or an administrator to evacuate the building.

12. **DO NOT ANSWER the PHONE!** No matter if the telephone rings.

13. **LOCKDOWN DURATION** - The lockdown will remain in effect until...
 - A member of the Dallas Police Department or administrator opens your door with a master key and personally informs you that all is secure, or
 - The CrisisGo application, Office Manager or an administrator makes the "all-clear" announcement:
 - i. ***"The lockdown has been lifted. Please resume your regular schedule."***



PLEASE NOTE:

- Teachers should take and hold on to their "GRAB BAG" prior to turning out the lights. This will aid in accounting for all scholars if an evacuation is necessary.
- Administrators will divide and keep in communication with radios or cell phones.
- Scholars will be dismissed at the end of the school day unless otherwise directed by the Superintendent to send children home earlier. In the event that the school needs to dismiss students, the 'Early Dismissal Procedures' will be in effect.
- If conditions warrant that scholars remain under supervision beyond the end of the school day, the scholars will remain at school until they are released to the parents or an authorized adult.
- Custodial and administrative staff will lock internal and external doors to the building in the event of a modified lockdown.
- Only designated personnel will be allowed to speak to the media.



SECURE/LOCKOUT

Secure/Lockout is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground, lockout uses the security of the physical facility to act as protection. (One per school year)

Public Address: Secure!

- Get inside.
- Lock outside doors.



Students:

- Return to inside the building / classroom
- Conduct business as usual

Teacher:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Conduct business as usual

SECURE/LOCKOUT COMMUNICATION



In the event that we receive notice that a dangerous individual is in the general vicinity of the school, all staff and scholars should the following announcement will be made:

"We are now in Lockout Mode. All exterior doors are locked and inaccessible. No one is permitted to enter or exit the building. However, we will maintain our normal schedule until further notified. Emergency notification will be by the CrisisGo application and/or walkie-talkies."

Custodial and administrative staff will lock internal and external doors to the building in the event of a LOCKOUT.



FIRE EVACUATION & FIRE DRILL PROCEDURES



Upon hearing the CrisisGo siren, all occupants will exit the building before proceeding to their designated point. Fire captains will be strategically placed throughout the building to help in the evacuation process.

Evacuation and Drill Instructions to Teachers:

1. Scholars exit the room. The last scholar should be instructed to close the door.
2. Take and hold on to "GRAB BAG", roll, or folder as you exit the room.
3. Scholars walk in single file line without talking.
4. After reaching your designated location, silently take roll and hold up "Accountability Card" and respond to the CrisisGo application. (Inform Fire Captain of any discrepancies.)
5. Having exited the building, scholars wait quietly in line under the supervision of their teacher.
6. After the proper notification (CrisisGo or Walkie-Talkies), classes re-enter the building using the same procedures as for exiting.

TYPES OF FIRE DRILLS

There are two types of fire drills - *Obstructed and Unobstructed*. This helps accommodate the "Be sure to know two ways out" rule.



OBSTRUCTED

If there is an obstruction of some sort in the way so that the hallway or door is blocked, the first person(s) to discover the obstacle should raise their hands. (The "obstruction" will consist of a monitor holding up a sign reading "smoke" or "exit blocked by fire." The group will "about face" and leave the building by the alternate route.

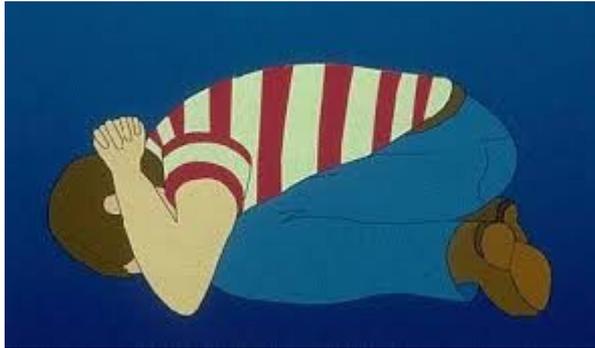
UNOBSTRUCTED

All personnel will follow the primary designated evacuation route.

OTHER TYPES OF EVACUATIONS : Natural gas leak, hazardous chemical leak inside of building, localized flooding, fumes from an unknown source, or bomb threat. (Staff and scholars are to follow the same fire evacuation procedures)

TORNADO DRILL PLAN

SHELTER-IN-PLACE



This drill is practiced as a safety precaution against possible tornado, cyclone, bombing and other emergencies which require all scholars to be kept in the building in the safest place, an interior corridor. During this drill, the following announcement will be made: ***"This is a tornado warning. Everyone, please take cover immediately."***

- Scholars should quickly and quietly be led into the hall where they will kneel and cover their heads with their arms.
- All teachers in portables should immediately bring students to the hallway.
- All personnel should stay away from glass entries.



TORNADO DRILL EXPECTATIONS

SHELTER-IN-PLACE



TEACHERS:

- At the sound of the alarm, lead the children quickly and quietly into the hall. Once in the hall, have students face the wall of their classroom.
NOTE: Each child should touch the wall; do not line them in rows in the hall.
- The scholars shall assume a protective position by kneeling on their knees and elbows and covering their heads with their hands.
- Identify each child present in your group; then assume the kneeling position.
- Ensure your scholars return to the classroom in a quiet and orderly fashion when the **"ALL CLEAR"** announcement has been made.
- Please reiterate to your class that no noise during the drill is expected.

OTHER STAFF:

- All other staff shall follow the same procedures.
- Everyone shall stay away from the glass entry and exterior doors.



TORNADO DRILL EXPECTATIONS

SHELTER-IN-PLACE

Continue...



SCHOOL BUS ACTION PLAN

All school bus drivers must be trained on how to handle severe weather situations inclusive of tornadoes, high winds, large hail, and flooding. They must be able to react quickly and take charge of a severe weather situation.

The bus driver must NEVER ATTEMPT TO OUTFRAN A TORNADO! If the driver has reason to believe a tornado is approaching, the following steps should be taken.

- If time allows, travel to a designated tornado shelter or well-constructed building and unload students as swiftly as possible. Once inside, move them into the interior (or basement) of the building away from windows and doors.
- If no sturdy shelter is available, look for a ditch or low-lying area. Make sure the bus is parked well away (preferably downwind) from the location selected. Unload the students, take them to the low-lying area, and have them get in position with their hands over their heads.

PORTABLES ACTION PLAN

All personnel assigned to portables must be trained on how to handle severe weather situations inclusive of tornadoes, high winds, large hail, and flooding. They must be able to react quickly and take charge of a severe weather situation.

One must NEVER ATTEMPT TO OUTFRAN A TORNADO! If the classroom leader has reason to believe a tornado is approaching, lead your class to the assigned area in the main building as swiftly as possible if time allows.

Bring all scholars inside the Genesis campus for shelter.

POWER OUTAGE



- ❑ In the event of a power outage, it is expected that adults **remain calm** as you are directly responsible for the safety of the scholars in your charge.
- ❑ Make every effort to keep scholars focused and on task. Only in dire need should a scholar be allowed to leave the classroom; when allowed, please employ the **buddy system**.

INCLEMENT WEATHER



All employees are to make every effort to report to their respective assignments on time when the decision is made to open school. Employees who fail to report for duty must use a personal business day for absences. If all personal business days have been used, the day(s) will be deducted from salary. The discretion of the Principal will be exercised in instances where employees report late during this time. **STAY TUNED TO THE LOCAL NEWS ON DAY(S) OF INCLEMENT WEATHER.** (Please see Section 9).

In the event of weather or other conditions that make it necessary to close or delay school, scholars, parents, and staff will be notified through announcements made on the AWB-FLA web-site and on local television channels 4, 5, 8, 11 21. **(See Two-Hour Delay Schedule).**

AWBLA also employs an automated system, **Power Announcement**, which will deliver emergency and/or school closing information directly to your email address and/or mobile phones. Please ensure that your contact information remains current.



EMERGENCY MEDICAL PLAN & PROCEDURES



- ❑ Send a **CrisisGo Medical Alert** or Dial 9-1-1.
- ❑ Provide the 911 Operator the following: "***We are located at the A.W. Brown Leadership Academy Genesis or Quest Campus*** (include the physical address).
- ❑ Provide **exact location** of the individual needing assistance
- ❑ Provide **symptoms** the individual is displaying or the **injuries** that have been sustained

NOTE: An automatic emergency defibrillator is located at the receptionist's desk and in the gymnasium

Faculty and staff should be on alert to observe people in the building who do not have identification badges, ribbons, etc., indicating that they have observed all COVID-19 regulations and guidelines. Anyone without proper identification should be directed to the office. ***If suspicious or disruptive activity is witnessed or suspected, send a CrisisGo HELP alert or call 911.***

EMPLOYEE INJURY REPORTING PROCEDURES



1. In the event of an injury, you **MUST** report the incident to your immediate supervisor.
2. If an injury occurs off campus, employees are still required to call their supervisor.
3. Immediately following notification of an accident, if medical treatment is necessary, you may seek medical care from:

Concentra Medical Center
5520 Westmoreland, Suite 200
Dallas, TX 75237
(214) 467-8210
Hours: 8-5 (M-F)

NOTE: If the employee chooses another medical facility or physician, the employee will be responsible for fees incurred until the claim is settled.



Drug Test

Employees may be required to undergo an immediate drug test. Any person who knowingly presents a false or fraudulent claim for the payment of a loss will be prosecuted to the fullest extent of the law. Further, anyone who knowingly enters a hazardous area or enters an area marked "Caution" shall enter at his/her own risk.

SCHOLAR INJURY REPORTING PROCEDURES



When a scholar is injured at school, on a school bus, or during a school sponsored activity or trip, staff **MUST** follow these procedures:

- The supervising adult **must immediately** fill out the **Student Incident Report** regardless of the time of the incident or whether the incident was witnessed by the adult to whom it was reported.
- The Incident Report Form **should accompany** the child to the front office and received by the Nurse.
- A member of the nurse's office must make an attempt to **contact the parent by phone**. If the incident occurs while with a teacher or extra-curricular director, that **adult is responsible for calling the parent**.

KEYS & PROXIMITY CARDS



Once keys have been issued, the recipient is responsible for the safekeeping of the key(s) and for any charges incurred if the key(s) have to be replaced. Please report lost keys to the office managers at Quest & Genesis. **The replacement fee is \$4.00 if reported within the first week of its loss and \$8.00 thereafter.** Additionally, proximity cards are directly traceable to its issuer. If the building is left vulnerable due to an unreported loss of a card, that person will be held directly responsible for recovery of damages. Report lost proxy cards to the Technology department at support@awbrown.org.



MONEY



Leaving Money at School

It is AWBLA school policy that money is **never left** in or on your desk during school hours as the school will not be held responsible for it. School-related fees and funds should never be removed from the premises. For precautionary purposes, we also recommend that purses, laptops, and any valuable items are secured at all times.



SECURITY



Student Security & Accountability

- ❑ Designated personnel will be assigned to each scholar event (i.e., awards programs, Christmas extravaganza, etc.) for the purpose of scholar check-out to parents immediately following the program. No early check-out is permitted. All designated entrance/exit points will be enforced.
- ❑ Moreover, please be reminded that district policy does not allow non enrolled children under the age of 21 on campus. It is the district's objective to protect enrolled scholars from harm, building, furniture and equipment from damage, and visitors from the specter of false accusation. Under exigent circumstances, permission to deviate from this policy may only be granted by an administrator. Strict adherence to this policy is required.

Unidentified Visitors and Strangers

- ❑ Faculty and staff should be on alert to observe people in the building who do not have identification badges, ribbons, etc., indicating that they have checked in at the office. Anyone without proper identification should be directed to the office. If suspicious or disruptive activity is witnessed or suspected, use the CrisisGo (Red Help Button) which alerts the administrative, management, and office staff as well. Walkie-Talkies can be used too to relay information.
- ❑ Moreover, please be reminded that district policy does not allow non enrolled children under the age of 21 on campus. It is the district's objective to protect enrolled scholars from harm, building furniture, and equipment from damage, and visitors from the specter of false accusation. Strict adherence to this policy is required.

VISITORS



- Visitors to the school are required to sign in via the Lobby Guard system, using a valid driver's or state-issued ID. **The permit issued must be worn at all times while on school property.** Parents seeking information from a teacher shall make an appointment to speak with him or her during the teacher's conference period.
- Visitors under the age of 21 shall be accompanied by a parent/guardian or other responsible adult. Staff members should understand, however, that they cannot both address the needs of their own children and supervise them properly while also meeting professional obligations.

An unauthorized person on school grounds will be asked to leave. Unauthorized persons who refuse to leave shall be subject to removal by law enforcement authorities.

The following are not allowed on or within the premises of AWBLA:

- Pajamas or gowns
- House slippers
- Hair rollers/durags/bonnets
- Short shorts
- Clothes without undergarments
- Exposed undergarments, inclusive of "wife beater" T-shirts
- Overly exposed cleavage
- Bare feet
- Clothing with profane or obscene words and imagery
- Sagging pants

WALKIE TALKIE



The effective and safe use of all Walkie-Talkies necessitates that we follow the ensuing guidelines:

- Office, support, and custodial staff should keep the radios in his/her work area or on your person at all times.
- Ensure that the walkie-talkie radios are removed from the charger upon arrival in the mornings and are not replaced until after dismissal in the afternoon as this will impact the battery's memory and the length of charge it will retain. Please ensure your walkie-talkie is in the "off" position and placed back on the charger before leaving at day's end.

Since the radios will be negatively affected if left on a charger for more than five days, please see that all chargers are unplugged whenever school is dismissed for holidays.

For contact purposes during the school day, the following designations should be followed:

- o Security/Transportation Channel 1
- o Genesis Channel 2
- o Quest Channel 3
- o Central- Channel 4 Emergency-Channel 5

Immediately notify the following for radio malfunctions:

Dean of Students (Quest Campus) - Asst. Principal (Genesis Campus)



CLASSROOM SAFETY



**ACCESSIBLE IN EACH
CLASSROOM**

CLASSROOM CHECKLIST:

- GREEN BAG
- WALKIE TALKIE
- FIRE EVACUATION MAP
- EMERGENCY DRILLS POSTER

GREEN BAGS SHOULD INCLUDE THE FOLLOWING:

- RED & GREEN CARD
- CLASS ROSTER

SEE OFFICER MANAGER

THANK YOU

ANY QUESTIONS?



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