

Lamesa ISD

Action Protocols and Standard Operating Procedures



2021

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LISD Action Protocols (AP)

The Action Protocols are the procedures which should be followed during a crisis or major incident on campus. Action Protocols are based on recognized best practices from both Department of Justice and Department of Homeland Security resources, and contain nationally accepted Standard Response Protocols and detail the functions of various departments and individuals on campus to implement the district's emergency response plan and mitigate harm to the students, staff and facilities.

Additionally, these protocols identify specific duties and responsibilities of building personnel, as well as locations for lockdowns and areas designated for evacuations which are provided in this report or included as templates to be completed by designated building/facility personnel. This plan also recognizes that in a typical campus environment there may be students or children of staff who may be minors and therefore under the charge of adult campus personnel during crisis or emergency events.

Standard Response Protocol Terminology

Shelter

A shelter procedure may be implemented when a situation occurs that may be a hazard to health or is life threatening. It can be used when it is safer to keep individuals inside the building rather than expose them to possible harm by allowing them to leave the facility. Tornado warnings, wildfires, or terrorist incidents may all trigger a shelter-in-place, securing the students while keeping the buildings open for entry only.

A shelter may be called by campus officials or other agencies such as emergency responders or local weather agencies. A shelter might also be called by a staff member with knowledge of an immediate danger. Once a shelter is called, the building should remain in that condition until the "all clear" is given.

Lockdown

A lockdown procedure may be implemented when a situation occurs that may be an imminent hazard to health or is life threatening. It is intended to limit access and hazards by controlling and managing staff and students to increase safety and reduce possible victimization. The building will have restricted access until the "all clear" is given or individuals are directed by emergency personnel or staff. A lockdown may be called by campus officials, law enforcement agencies, or other emergency responders. A lockdown may be called for a variety of reasons including weapons, intruders, and police activity in or around the campus, contamination or hazardous materials, or active shooter events. During a lockdown, staff should ensure that:

- All doors, windows and classrooms will be locked.
- Students and staff will remain in their classrooms.
- No one will be allowed to enter or leave the building.

During a lockdown, local authorities will aid if needed.

Secure

A secure procedure usually occurs when a campus is notified by a law enforcement agency of criminal conduct in the area, such as a search for a robbery suspect in the general vicinity of the campus. During a secure all students and staff are brought inside, and all exterior doors are locked. An announcement is made notifying building personnel of the secure, but campus activities resume as normal on the interior of the facility. When law enforcement informs the campus that the event has concluded, the campus can end the secure with an “all clear” announcement, unlock exterior doors, and allow outdoor activities to continue.

NOTE: Secure procedures are rarely used in a campus environment; yet during specific incidents such as terrorist attacks or incidents that directly involve areas where minors may be housed, educated or supervised, these procedures may be valuable.

Evacuation

An evacuation is necessary when imminent danger requires a move to a safer location.

- *On-site evacuation* is when persons are removed from campus to a safe location on the premises or nearby property. The most common on-site evacuation is a fire drill where students are directed to leave the building and assemble at safe locations on or near the campus. On-site evacuations involve moving students to within walking distance, and most often remaining on campus.
- *Off-site evacuation* occurs when persons are removed from the campus to a remote safe location such as a primary evacuation site, or directly to the reunion site. An off-site evacuation usually requires transportation.
- *Primary evacuation site* is a location used to secure individuals from potential harm. The primary evacuation site may also be the reunion site if students are transported to the location; however, at most campuses a primary evacuation site is located within walking distance and utilized as a staging ground until students are transported to the designated reunion site.
- *Secondary evacuation site* is an alternate location used to secure individuals and minimize harm. This site can be on or off campus and may be utilized until students are transported to the designated reunion site.

Relocation site

The Relocation Site is the secure physical location or place where students and staff are either released or reunited after an off-site evacuation has occurred.

Safe and Supportive School Program team (SSSP)

The Safe and Supportive School Program team is comprised of campus administrators and staff who are responsible for implementing key elements of the emergency plan. These individuals include, but are not limited to the Superintendent, Safety and Security Director, Public information Officer, and Chief Financial Officer.

Campus Threat Assessment Team (CTAT) Assignments and Members

The Campus Threat Assessment Team is comprised of individuals who are regularly assigned and work in specific buildings. These individuals are responsible for implementing the Standard Response Protocols in their assigned building. All buildings designated by the Superintendent to have Campus Threat Assessment Teams will designate and train CTAT members on the Standard Response Protocols and their specific duties and responsibilities during an emergency.

Overview of Action Protocols (AP)

The following pages represent the Action Protocols relative to the Campus's response plan for a multiplicity of emergency scenarios. The information is designed to provide campus administrators and staff with guidance when critical decisions are demanded. The Action Protocols provide a common lexicon for response across the campus and among community first responders. Those responses are as follows:

- Secure
- Lockdown
- Evacuate
- Shelter
- Hold

Standard Response Protocols (SRP)

SRPs do not change. They are consistent throughout the campus and are the basic level of response that should be utilized by all individuals during any of the following specific incidents or crisis situations: Shelter-in-Place (Weather Emergency), Lockout, Lockdown, Evacuation.

SHELTER	
<u>Students</u> Evacuate to shelter area	<u>Instructor</u> Lead to shelter area Stay with students until ALL CLEAR signal
SECURE	
<u>Students</u> Return inside/seek secure area Business as usual	<u>Instructor</u> Lock perimeter door Increase situational awareness Business as usual until ALL CLEAR signal
LOCKDOWN	
<u>Students</u> Move away from sight Maintain silence Do not open door	<u>Instructor</u> Lock interior doors Move away from sight Do not open door Maintain silence until ALL CLEAR signal

EVACUATION – ON SITE (FIRE, CHEMICAL SPILL, GAS OR WATER LEAK, ETC.)

Students

Exit building
Bring your phone
Leave personal items
Follow instructions

Instructor

Lead evacuation to designated location
Bring phone
Remain until ALL CLEAR signal

EVACUATION – OFF SITE (GAS OR WATER MAIN BREAK, HAZARDOUS MATERIALS SPILL, EXPLOSION, ETC.)

Students

Exit building
Bring your phone
Leave your personal items
Follow instructions

Instructor

Lead evacuation to designated location
Bring phone
Board buses to reunification site
Remain at reunification site until ALL CLEAR signal

The following information details potential incidents the campus may face along with the associated response actions to be taken by campus or facility staff.

Conditions for Response

Hazard	Response	Public Address Announcement
Suspicious person/circumstance outside	Secure	"Secure. Get inside. Lock outside doors."
Power outage	Secure	"Secure. Get inside. Lock outside doors."
Person with a gun outside or near campus, but not in building	Secure	"Secure. Get inside. Lock outside doors."
Person with a gun inside the building	Lockdown	"Lockdown. Locks, Lights, Out of Sight."
Fire or Smoke in the building	Evacuate	"Evacuate. [to determined location]"
Water Leak	Evacuate	"Evacuate. [to determined location]"
Gas Leak	Evacuate	"Evacuate. [to determined location]"
Chemical/Hazardous Material Incident – Inside Building	Evacuate	"Evacuate. [to determined location]"
Bomb	Evacuate	"Evacuate. [to determined location]"
Severe Weather/Tornado Warning	Shelter	"Shelter for Weather." Duck, Cover and Hold"
Hazardous Materials – Outside Building (e.g., train derailment, traffic accident, or chemical spill)	Shelter	"Shelter for Hazmat. Seal the Room" <i>Ensure everyone is inside.</i>

Secure Procedures

Conditions:

This will be utilized whenever there are dangerous conditions on or off campus but outside of a campus facility, where students and staff would be safer to remain indoors with exterior doors locked, (e.g., report of armed person near campus, bank robbery, other police activity near campus).

Order given by campus police over the public-address/phone system:

Say Twice - "Secure. Stay Inside. Lock Outside Doors."

This order is given over the public-address/phone system, along with the reason so staff can make good decisions based on real time information.

Campus Threat Assessment Team Members need to take the following actions:

1. If self-initiated, dial 911 and advise police of the type of emergency
2. Bring all students inside the building.
3. Ensure all perimeter doors and windows are secure.
4. Conduct business as usual inside the building.
5. Increase situational awareness.
6. No one in or out of the building until the "All Clear" is announced over the public
7. address system.

Lockdown

Conditions:

Whenever there are dangerous conditions inside a Campus facility, and there is an imminent threat of serious bodily injury or death, (e.g., Active Shooter):

Order given by campus police over the public-address/phone system:

Say Twice - "Lockdown, Lockdown"

The following actions should be taken by CTAT members:

1. If self-initiated, call 911 and advise police of the situation.
2. If in the hallway, evacuate to the nearest room.
3. Lock interior doors.
4. No one moves into the hallways.
5. Students and staff will remain in the classroom away from windows and doors.
6. Students and staff should be out of view.
7. Silence all cell phones and maintain silence.
8. If necessary, use furniture or objects in the room to barricade, if safe to do so.

IMPORTANT: DO NOT open your classroom door even if someone is knocking or pounding on the door. The police will have keys if they need in the classroom.

Evacuation Procedures

Condition: Whenever there are dangerous conditions inside a campus facility, where students and staff would be safer outside of the campus.

Order given by campus police over the public-address/phone system:

Say Twice - “Evacuate the building immediately”

CTAT and designated staff need to take the following actions:

1. If self-initiated, call 911.
2. Students and staff will exit the building to the designated building evacuation location.
3. Students who are not in classrooms should exit at the nearest exit.
4. CERT members will confirm the building has been totally evacuated.

Students need to take the following actions:

1. Take your cell phone.
2. Leave your belongings behind.

Faculty members need to take the following actions:

1. Exit building with students to designated building location.
2. Do not return to the building until the “ALL CLEAR” is given by authorities.

Circumstances for Evacuation

- **Fire/ Smoke**– When a fire in the building or on the premises requires the evacuation of the building.
- **Water** – When broken pipes or sprinkler malfunction requires the evacuation of the building.
- **Gas Leak** - When a gas leak in the building has been determined or on the premises requiring the evacuation of the building.
- **Chemical/Hazardous Material Incident** - An incident in the building requires evacuation OR an incident in the community requires evacuation and use of the building by others.

A. Evacuation - Fires and Smoke

Fire/Smoke inside the Building:

- Activate a fire alarm or pull station.
- Evacuate the building using building evacuation instructions.
- Call 911 and give your name, building name, address, floor, location and other related information.

Fire Outside of Building:

- Call 911 (tell the caller’s name and address, location of fire, etc.).

- Do NOT activate the building fire alarm system.

Use Portable Fire Extinguisher if:

- You are properly trained.
- It is a small, contained fire (e.g. wastebasket).
- You can extinguish the fire within 15 seconds (evacuate if it takes longer).

B. Evacuation - Water Leaks

If water is leaking and/or flooding:

- Call 911 and provide:
 - Your name
 - Your location and extension
 - Type of emergency–water leaking/flooding
 - Special directions (if any)
- Evacuate the building as directed (use of the public address system is preferred, or use building fire alarm system).
- Do not attempt to enter flooded areas without proper precautions (i.e., power shutdown to room/area). If possible, move property (office equipment, lab equipment, etc.) away from water leaks/flooding after necessary precautions have been taken.
- Facilities Management will decide when the area can be resume normal operation.

C. Evacuation - Gas Leak/Odor

- Call 911.
- Warn others in the immediate area.
- Evacuate the building and secure area.
- Meet with and assist emergency response personnel.

D. Evacuation-Chemical/Hazardous Material Incident/Major leak (e.g., pipeline break)

- Call 911 (tell the caller's name, location of leak, etc.).
- Initiate evacuation of the building, or if outside, isolate the area.
- Warn others in the immediate area.
- Prevent sources of ignition (electrical equipment, etc.).
- Meet with and assist emergency response personnel.
- Do not re-enter the building or outside area until it is cleared by authorized personnel.

Shelter Procedures

Condition: Whenever dangerous conditions exist where students and staff would be safer in a shelter location, the order of “Shelter (and the directive of the hazard)” will be given over the public-address/phone system. The following actions should be taken:

Order given by campus police over the public-address/phone system:

Say Twice - “Shelter [Provide reason for the order (i.e. tornado, hazmat spill, etc.)]”

1. Shelter for Severe Weather: Would require students and staff to respond to a severe weather event (e.g., tornado warning or severe thunderstorm).
2. Shelter for Hazmat: Would require students and staff to evacuate to their shelter-in-place area in the event of a hazardous chemical event on the outside of the building (e.g., train derailment, traffic accident, or chemical plant fire).

SSSP, CTAT and building administrators should take the following actions:

1. If self-initiated, call 911, if an emergency exists.
2. Monitor the weather through media outlets and weather radio.
3. Follow instructions as provided by the weather service or authorities.
4. Listen to the radio and television for weather updates.

Shelter for Weather:

Whenever there are dangerous conditions outside of a campus facility, where students and staff would be safer in a shelter location, the following actions should be taken:

- If self-initiated, call 911, if an emergency exists.
- Bring all students inside the building.
- Initiate a shelter response and require students and staff to respond to a severe weather event (e.g., tornado warning or severe thunderstorm).
- Move all occupants to the predetermined shelter refuge area.
- All students should be directed to designated shelter areas.
- At the designated areas students should face toward the wall and remain quiet and orderly until the “all clear” signal is given.
- Avoid large rooms (cafeterias and common areas), windows, doorways, and exterior walls, and place as many walls between you and the outside as possible.
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.).
- Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Students and staff should crouch down on their knees and place their hands over their head to protect themselves from falling debris.
- Remain in the shelter until the “All Clear” is given over the public-address system.

Once the storm has passed, you should:

- Check yourself and those around you for injuries.

- Evacuate damaged buildings. Do not re-enter until it is declared safe by authorities.
- Call 911 to report life-threatening emergencies.
- If you smell gas or hear a hissing sound indoors—open windows and leave the building.
- Monitor your portable or weather radio for instructions or an official “all clear” notice.

Shelter for Hazmat:

Whenever there are dangerous conditions outside of a campus facility, where students and staff would be safer in a shelter location (e.g., train derailment, traffic accident, or chemical plant fire), the following actions should be taken:

- If self-initiated, call 911.
- Bring all students inside the building.
- Ensure the HVAC system is shut off to prevent the chemical from circulating.
- Initiate a shelter response, Shelter for Hazmat
- Staff members use a towel, tape, or any means necessary to seal the doors and windows of the classroom.
- Be prepared for the unexpected and wait for further guidance from the Fire Department.
- Remain in the shelter until the “All Clear” is given over the public-address system.

Chemical Emergency

Whenever toxic solids, liquids or vapors are unintentionally released, every effort shall be made to protect students, employees, visitors, and members of participating response units and agencies assisting at the incident site.

Spill Inside the Building:

- Isolate and secure the spill area.
- Warn others in the immediate area.
- Based upon the hazard, attempt to clean the spill only if you are trained and have appropriate personal protective equipment.
- If assistance is needed with a spill, call 911.
- Evacuate the building, if required (use of the public address system is preferred, or use building fire alarm system).
- Meet with and assist emergency response personnel.

Personnel Injury Involving Chemical Contamination:

- Assist with emergency eyewash/shower use, as appropriate.
- Render first aid immediately for serious injuries, as trained.
- Call 911.

- If possible, without doing harm to the victim, decontaminate the individual and remove and bag contaminated clothing.

Offsite Relocation

Circumstances may occur on campus requiring students and staff to be transported to a predetermined relocation area in the event the campus or specific buildings on campus are deemed unsafe to re-enter (e.g. gas leak, fire, and/or hazardous chemical inside the campus). The following actions should be taken:

1. Call 911.
2. Evacuate the campus to the designated on-campus evacuation location.
3. Board buses to move to the relocation site.
4. When arriving at the relocation site, direct students to appropriate services if needed.

SSSP and Administrator Response

Activate appropriate SSSP members.

Faculty Response

1. Follow evacuation procedures and guide students to the designated on-campus evacuation site. Prepare students for boarding of buses.
2. Ensure any special needs persons in your area of responsibility are assisted during the evacuation.
3. Follow the instructions of staff when you arrive at the Relocation Site. You may be asked to assist in staffing the site.

General Medical Emergency Protocols

If an ambulance is needed:

1. In a medical emergency, dial 911
2. Provide:
 - i. Location of emergency
 - ii. Type of injury, if known
 - iii. Brief description of injured person (gender, age, etc.)
3. Render first aid, as trained.
4. If possible, appoint someone to go out and meet the ambulance.
5. Make injured as comfortable as possible until EMS arrives.
6. Complete incident report.



Persons with Special Needs and Accommodations Protocols

Persons with visual impairments



In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Do not grasp a visually impaired person's arm.

Offer your arm for guidance.

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A "buddy" should assist the individual with visual impairment and guide him/her through the evacuation route.

Persons with hearing impairments

Not all fire systems have a flashing light. Most systems sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms, and an alternative warning technique would be required. Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route/safe staging area.
- Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

Persons using crutches, canes, or walkers:

If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position or having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be utilized.

Non-ambulatory persons:

The needs and preferences of non-ambulatory persons will vary. Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.

Critical Incident Assistance Protocols

This section serves as a resource to assist campus personnel in helping students to recover from the effects of a disaster. The ideas presented will help assist students in coping with general disasters, as well as with personal crises. It is not the intent of this section to train faculty and/or staff to be mental health professionals, nor to expect them to function as such. The intent is to make available all information that pertains to preparing and coping with the effects of disasters, whether minor or catastrophic. Therefore, the psychological and emotional factors involved in disaster situations should be understood by all faculty and staff.

Victims

Victims undergo a normal grief process which may consist of four different emotional phases and mood reactions. Individuals differ in the time spent in each phase and in the intensity of reaction, but the general sequence is as follows:

1. The initial phase is one of shock, disbelief, and some denial. These are typical to the onset of the grief process. When a tragedy or other major loss occurs without warning, there is an inability to comprehend the reality. Nothing makes sense as the mind struggles to comprehend the inconceivable. Some common signs are nervousness, trembling, dizziness, inability to slow down or relax, pounding heart, inability to concentrate, trouble breathing, inability to sleep properly, numb, and dazed.
2. During another phase individuals may become angry. They are often bitter about everything and irate at everyone. This may last from several days to months. Anger following trauma (especially violent death at the hands of another human) is intensified sometimes to the point of rage, often making it difficult for people around them to understand or comprehend. The anger acts as a defense against the deep pain caused by the trauma. In many cases, the anger is displaced and should not be taken personally.
3. Individuals may also enter a depressed state, becoming sad and blue. Most common signs include loss of appetite, fatigue, restlessness, hopelessness, worthlessness, withdrawal, etc.
4. Individuals who survive a traumatic experience often feel what is referred to as "survivor guilt." These individuals often experience guilt feelings about what has happened and may wonder if they were responsible. They may also feel awkward in receiving help and think they should have done more to help the others.

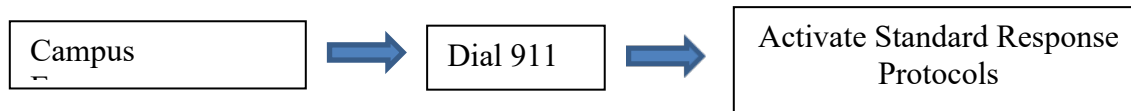
These phases are all normal behavioral responses. Experiencing a disaster is a crisis and as such is made more severe by the added factors of death, injury, family problems, job difficulties, illness, loss of personal belongings, and the disturbance of regular routine. After the initial numbness and absence of panic wears off (usually one to two hours), the following behaviors set in:

1. Person is fearful, cries, exhibits horror at sights of destruction, devastation, or sudden sounds; talks about it to everyone who will listen; watches all TV coverage; reads everything on the events – usually lasts several days.
2. Person returns to campus or work and usual routine when possible; less apt to want to discuss disaster; avoids media; feels anxious, irritable, suffers insomnia, is depressed, suffers guilt of surviving, has anger (both direct and displaced) – usually lasts several weeks.

In some instances, dysfunctional behavioral responses may be manifested. These include anxiety, suicide, depression, poor concentration, phobias, headaches, gastrointestinal problems, drug/alcohol abuse, absenteeism from campus/work, deterioration of personal relationships; or recurrent recollection of event/recurrent dreams/nightmares.

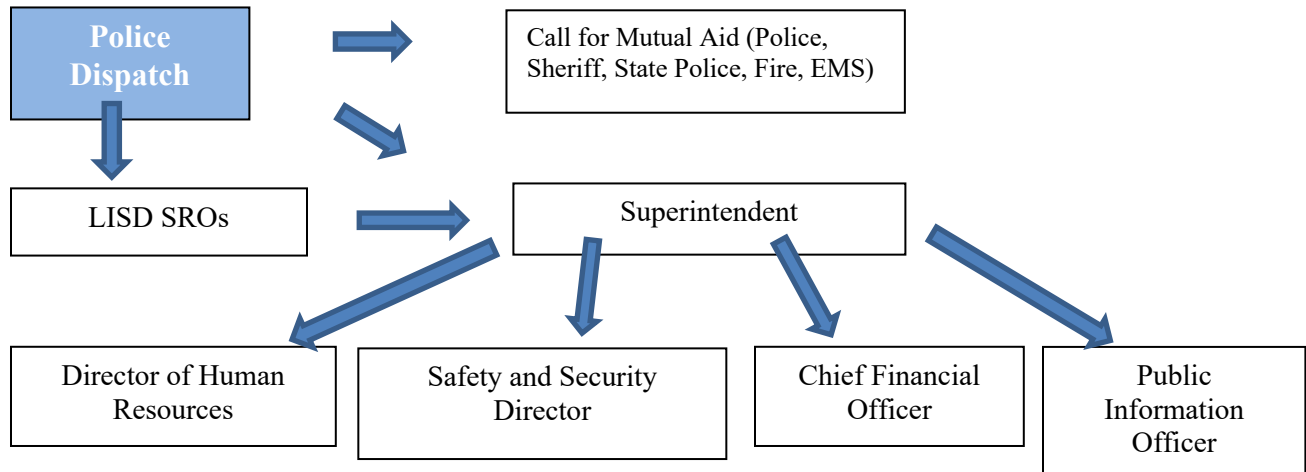
Activating the LISD Emergency Plan

- A. LISD personnel who are advised of or who witness an emergency in any building on campus should call 911, then activate Standard Response Plan protocols and Emergency Plan according to the specific incidents listed above.



B. Anyone can dial 911 to report an emergency.

Depending on the incident, Police Dispatch can activate the LISD Emergency Plan.



De-Activating the Emergency Plan

Police will also notify designated Campus Threat Assessment Team personnel that the situation is resolved and return to normal activities. Campus Threat Assessment Team leaders will notify their building personnel.

Standard Operating Procedures – Response Protocols

The following pages represent the standard operating procedures relative to the campus's response plan for a multiplicity of emergency scenarios. The information is designed to provide campus administrators and staff with guidance when critical decisions are demanded. These SOPs provide a common lexicon for response across the campus and among community first responders.

Active Shooter

Active Shooter Outside of building:

- If you are outside, leave the area and avoid it, or run to safety in the neighboring area.
- Prevent others from entering the area.
- STAY CALM. Breathe slowly and think.
- If you are in the building go to a room, lock and barricade the door(s) (use rope, cords, furniture or whatever is available to barricade the door).
- Turn off lights and close blinds and cover door windows. Remember: cover and

concealment. Cover is something that will stop a bullet, concealment is not being seen.

- Silence yourself, students, and cell phones.
- Call 911. Know your address, location and room number.
- Do not let anyone into your room. Police will enter with a key.

Active Shooter Inside the building:

- Follow above steps.
- Exit or leave the area if you can do so safely.
- If you can't exit, lockdown and barricade doors with furniture or other items to prevent entry by the offender.

Active shooter leaves room or is incapacitated:

- Provide first aid to any victims.
- Do not touch anything the offender has brought into the room--it may be an explosive device.
- Exit room to safety if possible.

When Law Enforcement arrives:

- Follow officer's instructions.
- Keep hands visible and do not carry anything. Do not make furtive movements.
- Give officers any pertinent information about the incident and shooter.

Always remember:

- Know your exits in all buildings and always have an escape route in mind.
- Secure: a problem is outside the building.
- Lockdown: the problem is inside the building.
- Know your campus evacuation and relocation site and procedures.

Assault/Fight/Acts of Aggression

This guideline applies to physical confrontation, which may include but is not limited to fistfights, knife assaults, and use of other objects as weapons in which close proximity is required to result in a significant physical threat.

Guidelines:

1. Call 911. Police will:
 - a. Respond to ensure the safety of students, faculty and staff.
 - b. Clear onlookers away from area where the physical confrontation is taking place.
 - c. Approach combatants in a calm and controller manner.
 - d. Keep the scene under control; keep as many onlookers away as possible; and demand that the combatants stop.
2. Do not attempt to separate combatants via physical means.

3. Combatants should be escorted to a private area, keeping them away from each other and from other students.
4. Contain the area where the physical confrontation took place. Secure any dangerous weapons as evidence.

Bomb Threat

A bomb threat should always be considered a real and immediate danger to students and staff. It requires an immediate response by the person receiving the bomb threat. Consequently, all staff should be familiar with the guidelines established by the campus.

NO BOMB THREAT SHOULD BE REGARDED AS A PRANK.

It is important that all staff be knowledgeable as to the guidelines to initiate an evacuation, how to properly notify local law enforcement agencies and appropriate personnel, and the steps to take before the site is cleared for re-entry.

Guidelines:

NEVER ATTEMPT TO TOUCH, MOVE, DISMANTLE, OR CARRY ANY OBJECT THAT IS SUSPICIOUS.

If you receive a bomb threat by written message, preserve the note for the police by handling it as little as possible and placing it in a document protector or plastic bag, if available. Use a blood-borne pathogens kit to ensure evidence preservation.

If you receive a bomb threat by telephone:

1. Record exactly what the caller says. Complete the "Bomb Threat Checklist" immediately with as much detail as possible and exact words when possible (See Appendix Document I).
2. Remain calm, be firm, and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background. Note the time and extension the call came in on. Try to keep the caller talking to obtain more information.
3. On termination of the call, **DO NOT HANG UP**, but immediately use another phone to dial 911. Police may be able to trace the call on the other line.

If you receive a bomb threat by e-mail:

1. Notify 911.
2. Do not delete the message.

NOTE: DO NOT activate the fire alarm, as it may act as a detonator for some bombs.

Personnel should become familiar enough with the area they use to recognize if anything new or unusual is in a given area. Under no circumstances should anyone attempt to remove any suspicious packages or articles.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information using the checklist provided in the Appendix.

Demonstration or Disturbance

This section refers to anyone causing or participating in a demonstration or disturbance at the campus: individual students, student groups, or outside individuals or groups not associated with the campus.

Guidelines:

Call 911.

Fire

- Pull the fire alarm.
- Call 911.

Building Evacuation Guidelines:

Take the following steps:

- When the fire alarm sounds, proceed quickly and calmly to the nearest exit.
- While exiting the building during a fire, close doors (but not locked) to limit fire/smoke extension.
- Once outside, proceed away from the building to enable the people behind you to get out. Employees, students, and visitors must be a minimum of 75 feet away from the building.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to the building until notified by Campus Police or Fire Department to enter the building.

Hazardous Materials

If a major chemical accident necessitates student and staff evacuation, the Fire Department or other appropriate agency will likely be involved and may take command and control of the situation.

Guidelines for reporting chemical accidents must be posted at key locations (i.e. chemistry labs, art rooms, supply areas, shops, administration, and janitorial closets). Districts must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff be aware of where to obtain these sheets in the case of a chemical accident.

Guidelines for On-Site Chemical Accidents

- Do not attempt to clean up or remove the spill; leave that for trained personnel.
- Identify the chemical, where it is located, and whether or not it is spreading rapidly.
- Relocate students and staff to safe areas.

- Seek treatment for any student or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
- Campus Police will meet with fire or law enforcement agents upon arrival. Give them an update and a location map when they arrive.

Guidelines for Off-Site Chemical Accidents

An off-site chemical accident is an event off-campus that affects LISD, such as a truck accident or chemical spill on a road or site nearby that could affect the campus. When evacuation of the campus is necessary, students and staff will be dispersed or directed to a specific relocation area by the Police or designees.

In the event of an evacuation without a specific location by response agency officials, move to the closest parking lot unless otherwise advised.

Intruder/Hostage

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct a student, a non-custodial parent or any unauthorized visitor without a legitimate purpose for being on campus. It may be a law enforcement agency which notifies the campus of the dangerous situation, or it may be campus personnel who first recognize the danger.

Guidelines for the person who sees an unauthorized intruder:

If weapons are visible, call 911 immediately.

Witness to a hostage situation

- If the hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately, if possible. Give the dispatcher details of the situation and ask for assistance from the hostage negotiation team.
- Seal off the area near the hostage situation, to the greatest extent possible.

If hostage is taken:

- Follow instructions of the witness to a hostage situation.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak; do not argue or make suggestions.
- If possible, try to prevent the intruder from taking you out of the building.

Serious Injury

Guidelines:

- **Assess** the situation. Do not enter an unsafe scene. Do not move the victim unless an immediate emergency situation dictates the evacuation.
- **Alert** help. Call 911, but do not leave the victim unattended unless necessary.
- Clear onlookers and isolate the victim.
- Administrative follow-up:

- The Public Information specialist will prepare a news release for the media, if appropriate.

Severe Weather: Flooding

*Guidelines when a flood **Watch** has been issued:*

- District officials will keep staff posted of changes or emergencies.

*Guidelines when a flood **Warning** has been issued:*

- If advised by local emergency management officials to evacuate, do so immediately.
- Follow evacuation guidelines.
- Turn off utilities in the affected buildings and lock doors.

Severe Weather: Tornado/Severe Thunderstorm/Hailstorm

This includes any weather situation in which students and staff should remain in the campus and seek shelter. In the event of severe weather, students and staff will be notified by the district.

*Guidelines when a Tornado/Severe Thunderstorm **WATCH** has been issued:*

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none has been spotted so far.

- Review tornado drills guidelines and the location of the closest safe area (inside walls away from windows). Take shelter under stairwells and tables, if possible and stay out of all east-west hallways because they may act as wind tunnels. Take shelter in interior rooms whenever possible because they are safer.
- Review the “drop and tuck” (sit down and cover head) guidelines with students.

*Guidelines when a Tornado/Severe Thunderstorm **WARNING** has been issued:*

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

- Evacuate unsafe classrooms and offices. Close classroom doors as you leave.
 - Move along inside walls to the safest areas of the building away from windows.
 - Take shelter under stairwells and tables, if possible, and stay out of all east-west hallways because they may act as wind tunnels.
 - Take shelter in interior rooms whenever possible because they are safer.
- Ensure that students are in the “drop and tuck” (sit down & cover head) position.
- Remain in the safe area in the tuck position until the warning expires, or crisis intervention personnel have issued an all-clear signal.

Weapons

A dangerous weapon is defined as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm (or may cause fire that is used to produce death or great bodily harm).

If a student or staff member is aware of a weapon brought to campus illegally: call 911. Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, and any other details that may prevent the suspect from hurting someone or himself.

Appendix

A. Action Protocols Templates

Building Standard Response Protocols:

1. Shelter in Place
2. Lockdown
3. Lockout
4. On-site Evacuation
5. Off-site Evacuation
6. SSSP Off-site Evacuation Duties and Responsibilities

B. Designated Campus Evacuation Locations

C. Building Common Area Lockdown Locations

D. LISD Reunification Sites

E. Staff Trained in CPR/First Aid

F. Students Who Require Special Assistance

G. Joint Occupancy Users

H. Response Drill Sample Schedule

I. Bomb Threat Checklist

Building Standard Response Protocols

Building Name _____ Building Address _____
Responsible Party _____ Phone _____

SHELTER (BAD WEATHER)

Assignment	Name of CTAT Member	Back-up Team Member
Announcement made by Campus Police	N/A	N/A
Notify everyone outside of the shelter-in-place and bring them inside. Do not allow students outside until all clear signal is given		
Assist special needs students if necessary		
All clear signal given over the PA		
Complete after-incident debriefing and after-action report		

LOCKDOWN

1. All exterior doors are locked.
2. Tone sounded and/or announcement made.
3. Ignore fire alarm unless announcement from the office to evacuate.
4. Instructors/Building Staff clear students in front of their classroom door, lock door and conceal students in the classroom. Depending on the level of threat staff and students may also barricade the door to prohibit entry by an armed intruder. Staff and students in common areas will proceed to their common area lockdown location as indicated in Appendix Document D-3, lock doors and hide.
5. Lockdown ends when ALL CLEAR signal is given.

Lockdown

Assignment	Name of CTAT Member	Back-up Team Member
Announcement made by Campus Police	N/A	N/A
Check to ensure students/staff secure in designated locations and conceal themselves		
Call 9-1-1		
Remain in lockdown until all clear signal		
After incident debriefing and after-action report		

SECURE

1. Lockout notification received from police.
2. Exterior doors locked.
3. Tone sounded and/or announcement made.
4. No one leaves building.
5. Lockout ends with announcement.

SECURE

Assignment	Name of CTAT Member	Back-up Team Member
Announcement made by Campus Police	N/A	N/A
Do not allow students or staff outside until all clear signal is given		
Lock all exterior doors		
All clear signal given over the PA		
After incident debriefing and after-action report		

ON-SITE EVACUATION

Imminent danger at site requires all staff and students to move to a safe location.

NOTE:

Fire – at least 300 ft. from building

Bomb threat – at least 300 ft. from building

Multi-hazards – at least 300 ft. from building

On-Site Evacuation

Assignment	Name of CTAT Member	Back-up Team Member
Announcement made by Campus Police or if fire through the fire annunciation system	N/A	N/A
All staff and students should evacuate to their designated on-site evacuation location (Sites are listed in the Appendix D-2)		
Assist special needs students if necessary		
Return students and staff back to their building or order an off-site evacuation and commence that procedure		
After incident debriefing and after-action report		

OFF-SITE EVACUATION

1. Evacuate building and proceed to designated evacuation location
2. Buses will transport students and staff to designated reunification site.

Off-site Evacuation

Assignment	Name of CTAT Member	Back-up Team Member
Tone or signal to alert building occupants to commence off-site evacuation		
Move everyone to designated campus evacuation location		
Notify and mobilize Emergency Response Team		
Assist special needs students if necessary		
Transport students and staff to Reunification Site		
Implement reunification or release procedures		
After incident debriefing and after-action report		

**SAFE AND SUPPORTIVE SCHOOL PROGRAM TEAM (SSSP) OFF-SITE EVACUATION
DUTIES AND RESPONSIBILITIES
OFF-SITE EVACUATION**

Assignment	Name of SSSP Member	Back-up Team Member
Announcement made by District or Police to District Emergency Response Team members of an off-site evacuation	N/A	N/A
Establish Secondary Command Post at Reunification/Release site		
Notify Public Information Officer		
At Reunification site administer first aid if needed, keep students and staff calm, assist with special needs students, assess with mental health needs		
Accompany students/staff to hospital if necessary		
Commence Reunification or release process once the emergency has ended and students and staff may return to their facility or be released from the location.		
After incident debriefing and after-action report		

LISD DESIGNATED ON-CAMPUS EVACUATION AREAS

On-Campus Multi-Hazard Evacuation Locations	
Building:	Administration/Central Office
Evacuation Location:	West parking lot

On-Campus Multi-Hazard Evacuation Locations	
Building:	Lamesa High School
Evacuation Location:	Football field visitor stands

On-Campus Multi-Hazard Evacuation Locations	
Building:	Lamesa Middle School
Evacuation Location:	East parking lot

On-Campus Multi-Hazard Evacuation Locations	
Building:	North Elementary School
Evacuation Location:	South side playground outside of fencing

On-Campus Multi-Hazard Evacuation Locations	
Building:	South Elementary School
Evacuation Location:	North playground

On-Campus Multi-Hazard Evacuation Locations	
Building:	Success Academy
Evacuation Location:	Bus lane

On-Campus Multi-Hazard Evacuation Locations	
Building:	Maintenance/Transportation
Evacuation Location:	Parking lot

DESIGNATED BUILDING COMMON AREA LOCKDOWN/SHELTER LOCATIONS

On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	Administration/Central Office
Lockdown Locations:	In offices
Shelter Locations:	Hallway

On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	Lamesa High School
Lockdown Locations:	Classrooms
Shelter Locations:	Interior hallways

On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	Lamesa Middle School
Lockdown Locations:	Classrooms
Shelter Locations:	Interior hallways

On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	North Elementary School
Lockdown Locations:	Classrooms

Shelter Locations:	Interior hallways
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On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	South Elementary School
Lockdown Locations:	Classrooms
Shelter Locations:	Interior hallways

On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	Success Academy
Lockdown Locations:	Classrooms
Shelter Locations:	Interior hallways

On-Campus Common Area Lockdown/Shelter Locations	
Building Name:	Maintenance/Transportation
Lockdown Locations:	Offices
Shelter Locations:	Interior hallways

LISD REUNIFICATION SITES

Off-Campus Multi-Hazard District Reunification Location	
Primary Location:	1 st Baptist Church (2021, 2023, 2025), St. Margaret Mary Catholic Church (2022, 2024) (LHS, LMS) 2 nd Baptist Church (2021, 2023, 2025), LISD Transportation Bldg. (2022, 2024) (NE, SE)
Alternate Location:	Forest Park Community Center

STAFF TRAINED IN CPR AND FIRST AID (ATTACH LIST IF NEEDED)

Name	Department – Phone Extension

STUDENTS/STAFF WHO REQUIRE SPECIAL ASSISTANCE

Name	Type of Assistance Required: (Wheelchair, hearing impaired, medically fragile, etc.)

*List additional names on an attached Special Assistance supplement page

JOINT OCCUPANCY USERS (private day care center, child development center, church)

Organization's Name:	
Name of person in charge:	
Phone Number:	
Location in Building:	
Days/Time on Site:	
Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Time on Site:	

If a crisis occurs after campus hours contact 911 immediately.

RESPONSE DRILL SCHEDULE

TEC, §37.114(2), requires the commissioner of education to designate the number of mandatory school drills to be conducted each semester of the school year, not to exceed eight drills each semester and sixteen drills for the entire school year. Neither this rule, nor the law, precludes a school district or an open-enrollment charter school from conducting more drills as deemed necessary and appropriate by the district or charter school.

Following is the required minimum frequency of drills by type.

- (1) Secure (Lockout)--One per school year.
- (2) Lockdown--Two per school year (once per semester).
- (3) Evacuate--One per school year.
- (4) Shelter-in-place for hazmat--One per school year.
- (5) Shelter for severe weather--One per school year.
- (6) Fire evacuation drill-- Four per school year (two per semester).

BOMB THREAT TELEPHONE CHECKLIST

Campus _____ Date _____ Time _____
Name of Call Receiver _____ Position _____
Phone Number Where Call is Received _____ Sex of Caller _____ Age _____
Report Call Immediately to _____ Position _____

Caller's Voice

☐ Calm ☐ Nasal
☐ Angry ☐ Stutter
☐ Excited ☐ Lisp
☐ Slow ☐ Raspy
☐ Rapid ☐ Deep
☐ Soft ☐ Ragged
☐ Loud ☐ Clearing Throat
☐ Laughter ☐ Deep Breathing
☐ Crying ☐ Cracking Voice
☐ Normal ☐ Disguised
☐ Distinct ☐ Accent
☐ Slurred ☐ Familiar
☐ Whispered ☐ Sex (m or f)

Background Noises

☐ Street Noises ☐ Factory Machines
☐ Office Machines ☐ Animal Noises
☐ Static ☐ Local
☐ P A System ☐ Long Distance
☐ Music ☐ Booth
☐ House Noises ☐ Other _____
☐ Motor _____

Threat Language

☐ Well-spoken ☐ Incoherent
(educated) ☐ Taped
☐ Foul ☐ Message read by
☐ Irrational ☐ threat maker

If voice is familiar, whom did it sound like? _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____

7. Why? _____
8. What is your address? _____
9. What is your name? _____

Exact Wording of the Threat: _____

Remarks: _____