

**Brinkley Public Schools**  
**Disaster Recovery Plan 2016-2017**  
**Revised December 11,**  
**2019**



**Brinkley Public Schools**

200 Tiger Dr. Brinkley, AR 72021

*"Paving The Way For Every Child's Success"*

Ms. Brenda Poole,  
Superintendent

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# Brinkley School Districts' Continuity Plan | 2017

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## **Plan Overview**

This document is the Disaster Recovery Plan for the Brinkley School District. The information present in this plan guides cooperative administration and staff in the recovery of necessary data and provides an organizational framework in the event that a disaster destroys all or part of the facilities and/or data.

The primary focus of this document is to provide a plan to respond to a disaster that destroys or severely cripples the cooperatives facilities and/or its computer network or computer systems. The intent is to restore operations as quickly as possible with the latest and most up-to-date data available.

Various threats, both natural and human, against the cooperative and its resources exist. The school districts IT Security Policy documents preventative measures the technology department has implemented and/or is implementing as precautions and the Technology Disaster Recovery Plan documents responses specifically to IT-related recovery. However, we need to take into account natural disasters and disasters out of our control to prevent. At a minimum, this document will detail the backup procedures, secondary locations, and emergency contact information.

Hard-copies of this continuity of operations plan are located in the Brinkley Police Department and the Great Rivers Educational Cooperative.

## **Agency-Level Criticality and Sequence**

The most critical issue in regards to a disaster lies in the safety and well-being of the students and staff. As that is assessed and handled, the next most critical issue becomes stability and soundness of the physical assets. These would be assessed at the building's external features followed by examination of internal structures. Once the facilities are deemed safe, priority turns to restoring telecommunication and network connectivity such that business can be conducted with as little interruption as possible. This also includes hardware assessment of both core and employee equipment. Each department coordinator is then responsible for the overall recovery of their area with the aid of available personnel.

## **Plan-Level Criticality and Sequence**

The Superintendent ultimately decides which sections of this plan get implemented and to what extent. Once the agency-level assessments (as mentioned above) are started, the teams outlined within this document will perform their assigned tasks. Any questions that arise during the implementation of this plan shall be directed to the Superintendent or other appointed personnel, as determined by the Superintendent. The sequence of execution of the plan shall be determined based on the nature and severity of the disaster which caused the execution of the plan.

## Administration Team/Disaster Planning and Recovery Team

First Name	Last Name	Position	Phone #	Email Address
Brenda	Poole	Superintendent	870-734-5000	bpoole@btigers.org
Carl	Stephen	High School Principal	870-734-5005	cstephen@btigers.org
Tameka	Casey	School Treasurer	870-734-5106	tcasey@btigers.org
Karl	Brown	Elementary Principal	870-734-5010	kbrown@btigers.org
Shane	Comer	Technology Director	870-734-5116	scomer@btigers.org
Brooke	Hoggatt	Parent Coordinator	870-734-5010	bhoggatt@btigers.org
Billinda	Freeman	School Nurse	870-734-5000	bfreeman@btigers.org
Sandra	Glasgow	Social Worker	870-734-5201	sglasgow@btigers.org
Brinkley Fire Department	Mark	Burrow	870-734-2532	brinkleyarkansas@msn.com
Brinkley Police Department	Ed	Randle	870-734-3434	brinkleyarkansas@msn.com
Great Rivers Educational Cooperative	Tim	Vent	870-338-6461	tvent@griver.grsc.k12.ar.us
Allied Technology Group	Adam	Cadorette	870-501-4909	acadorette@alliedtechgroup.com

## **Administrative Team Tasks**

1. Determine cause of disaster and contact insurance company. (Brenda Poole)
2. Establish secure perimeter around all recovery site and alternate location. (Police/Fire Department)
3. Initiate the call list and emergency notification system. (Shane Comer)
4. Notify alternative administration site. (Brenda Poole)
5. Notify Vendors to stand by. (Shane Comer, Tameka Casey)
6. Notify local media. (Brenda Poole)
7. Checklist of usable resources still available. (Shane Comer)
8. Notify vendors of resources needed in all affected areas of district. (Tameka Casey)
9. Start setting up alternate location. (Brenda Poole, Shane Comer, Larry Hardin, Williams Dillard)
10. Move administration operations and available resources to alternate site. (Brenda Poole)
11. Report to personnel on status of recovery effort. (Brenda Poole)
12. Provide support in the cleanup of the administration area following the disaster. (Police/Fire Department)
13. Interpret state policy governing such issues as teaching standards, school lunches, and student transportation. (Carl Stephen, Karl Brown)
14. Notify parents/guardians of recovery status. (Billinda Freeman, Brooke Hoggatt, Sandra Glasgow)

## **Administrative Team Process**

Administration Process: Interpret state policy governing such issues as teaching standards, school lunches, and student transportation

Software  
Microsoft Office  
Software, Anti-Virus  
Eschool  
Adobe  
E-Triton  
Window 10

Equipment

- Conference (Table and Chairs)
- Fire Proof Filing Cabinets
- Intercom System
- 10 computers w/ Eschool
- Printers
- 10 Telephones
- Telephone System
- Copy Machine
- Fax Machine
- APSCN Printer

Supplies

- Hand Sanitizer
- Water Buckets
- Payroll Checks
- Accounts payable checks
- Student Activity Checks
- Paper Supply
- DVDs/CDs
- Pens/pencils/markers
- File Folders
- 3 ring Binders
- Post-it notes
- Paper clips
- Flash Drives
- Dollies
- Receipt Books
- Deposit Slips
- Stapler
- Staples
- Envelopes
- Window Envelopes
- Scissors
- Purchase order forms
- 1099's
- First AID Kits
- Flash Lights
- Batteries
- Weather Radio
- Bottle Water
- Tractor feed paper
- W2's

Vital Records	Contract forms Monthly Payroll Check list Out-lines, tax, insurance, TR, Benefit and Deduction folders Vendor List Revenue Folders APSCN Account List Budget Book APSCN Print-Out Fixed Asset Binder Employee Evaluations Employee Records Employee Contracts Student Records AUDIT Records
Criticality	The most critical issue in regards to a disaster lies in the safety and well-being of Brinkley School District's personnel and students. As that is assessed and handled, the next most critical issue becomes stability and soundness of the physical assets. These would be assessed at the building's external features followed by examination of internal structures. Once the facilities are deemed safe, priority turns to restoring telecommunication and network connectivity such that business can be conducted with as little interruption as possible. This also includes hardware assessment of both core and employee equipment. Each department coordinator is then responsible for the overall recovery of their area.
Sequence	The Superintendent ultimately decides which sections of this plan get implemented and to what extent. Once the agency-level assessments (as mentioned above) are started, the teams outlined within this document will perform their assigned tasks. Any questions that arise during the implementation of this plan shall be directed to the Superintendent or other appointed personnel, as determined by the Superintendent. The sequence of execution of the plan shall be determined based on the nature and severity of the disaster which caused the execution of the plan.
Internal Dep.	Personnel must be forthcoming in generating a list of usable resources. Status updates are dependent upon the Superintendent or designee.



External Dep.

Call list initiation and other notifications are dependent upon availability of telecommunication services. Alternate administrative site cannot be set up until that site makes appropriate.

## Process Software Summary

### Administrative

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Microsoft Office	1	X							
Anti-Virus	1	X							
Eschool	1	X							
Adobe	1					X			
E-Triton	1					X			
Windows 10	1	X							

## Process Supplies Summary

### Administrative

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK 4
Hand Sanitizers	50					X			
Water Buckets	10					X			
Car Batteries	5					X			
Payroll Checks	200					X			
Accounts Payable Checks	150					X			
Student Activity checks	25							X	
Paper Supply	10 Cases			X					
DVDs/CDs	50			X					
Pens/Pencils/Markers	20	X							
File Folders	100				X				
3 Ring Binders	20				X				
Post-it notes	20				X				
Paper clips	10 boxes				X				
Flash Drives	20				X				
Dollies	2		X						

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Receipt Books	50	X						
Deposit Slips	10 books			X				
Staplers	10	X						
Envelopes	200			X				
Scissors	10				X			
Purchase Order Forms	100		X					
1099's	20						X	
First aid kits	15	X						
Flashlights	20	X						
Batteries	20	X						
Weather Radio	2	X						
Bottled Water	10 cases	X						
W2's	100						X	
Contract Forms	100						X	

## Process Vital Records

### Administrative

Program	Location	Media Type	Archived	Backup Available
Eschool	DIS			Y
Contracts	Fire Proof File Cabinet/Vault			Y
Financial Records	DIS			Y
Health Records	DIS			Y
Insurance Records	DIS			Y
School Dude	WEB-BASED			Y
Transcripts	Fire Proof File Cabinet/Vault			Y

### Faculty/Staff Team (BHS)

Name	Phone #	Location	Position	Call List (A-Z)
Carl Stephen	870-734-5005	BHS	Principal	A-C
Rosa Castanon	870-734-5005	BHS	Secretary	D-F
Shikita Story	870-734-5107	BHS	Counselor	G-I
Ethan Baker	870-734-5005	BHS	Football/Art	J-L
Ordrean Taylor	870-734-5005	BHS	Business Ed	M-O
Billinda Freeman	870-734-5005	BHS	Nurse	P-R
Marvin Walker	870-734-5005	BHS	Band	S-U
Angie Hynum	870-734-5005	BHS	Literacy	V-Z

## Faculty/Staff Team (BES)

Name	Phone #	Location	Position	Call List (A-Z)
Karl Brown	870-734-5010	C.B. Partee	Principal	A-D
Gloria Hunt	870-734-5010	C.B. Partee	Teacher	E-H
Shree Livingston	870-734-5119	C.B. Partee	APSCN	I-K
Brian Glass	870-734-5210	C.B. Partee	PE Health	L-N
Sashunna Tyler	870-734-6118	C.B. Partee	Counselor	O-Q
Kim Baney	870-734-5010	C.B. Partee	Media Specialist	R-T
Rachel Pottorff	870-734-5010	C.B. Partee	Teacher	U-W
Kim Henry	870-734-5129	C.B. Partee	Secretary	X-Z

## Faculty/Staff Team Tasks

1. Continue call list if specified
2. Checklist of usable resources still available in classrooms
3. Report to administration essential material needed to maintain a learning environment
4. Help move still usable resources to alternate site
5. Provide support in the cleanup of facilities area following the disaster
6. Education students, developing and motivating students

## Faculty/Staff Team Process

Faculty Staff Process	Making knowledge accessible to all students, developing students cognitive capacity and respect for learning, fostering students' self-esteem, motivation and sense of responsibility
Software Faculty/Staff	Windows 10 Office 2016 Eschool Anti-Virus Protection
Equipment Faculty/Staff	Science Lab Equipment Art Equipment Music/Band Equipment Business Classes Equipment Choir Class Equipment

Supplies Faculty/Staff	Student Desks Student Chairs Hand Sanitizer Text books Student Supplies (Science Classroom)
Vital Records Faculty/Staff	APSCN
Criticality Faculty/Staff	
Sequence Faculty/Staff	
Internal Dep. Faculty/Staff	Availability and accessibility to priority personnel for reporting purposes
External Dep. Faculty/Staff	Availability of equipment, vehicles, and communication devices Availability of supplies for providing clean-up

### Process Software Summary

#### Faculty/Staff

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Window 10	1					X			
Eschool	1					X			
Anti-Virus	1					X			

### Process Supplies Summary

#### Faculty/Staff

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Hand Sanitizer	60			X					
Textbooks	20			X					
Student Supplies	450			X					

## Process Vital Records

### Faculty/Staff

Program	Location	Media Type	Archived	Backup Available
Eschool	DIS			Y

### Food Services Team

Name	Phone #	Location	Position	Call List
Nancy Ray	870-734-5010	Admin/C.B. PARTEE	Supervisor/EL Café Manager	Contact Managers
Vickie Edwards	870-734-5190	BHS	Cook	
Mauren Dunavan	870-734-5190	BHS	HS Café Manager	Contact Cooks
Doris Tyson	870-734-5190	C.B. PARTEE	Cook	

### Food Services Team Tasks

1. Continue call list if specified
2. Checklist of usable resources still available in cafeteria
3. Report to administration essential material needed to maintain a safe eating environment
4. Help move still usable resources to alternate site
5. Provide support in the cleanup of facilities area following the disaster
6. Food prep, compliance of state sanitation, follow food prep policies

### Food Services Team Process

Food Service Process                      Responsible for the preparation and serving of food complying with all applicable state sanitation, health standards.

Software Food Services E-Triton and ESchool

Equipment Food Services              Cafeteria Chairs  
    Cafeteria Tables

Copier  
 Industrial Kitchen Equipment  
 Desktop Computer  
 Telephone

Supply Food Services      Commodities  
                                     Kitchen Utensils  
                                     Cleaning Supplies  
                                     Trash Cans  
                                     Garbage Bags  
                                     Trays  
                                     Boxes

Vital Records Food Services      Eschool

Criticality Food Services

Sequence Food Services

Internal Dep. Food Services      Availability and accessibility to Priority One personnel for reporting processes  
   Availability of useable resources (Tables, chairs, commodities)

External Dep. Food Services      Availability of equipment utilities (water, electricity, gas and plumbing) and kitchen utensils  
   Availability of commodities  
   Availability of cleaning supplies

**Process Software Summary**

**Food Services**

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Eschool	1					X			
E-Triton	1					X			

**Process Supplies Summary**

**Food Services**

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Commodities	200	X							
Kitchen Utensils	20	X							
Cleaning Supplies	15	X							
Trash cans	5			X					
Garbage Bags	50			X					
Trays	400			X					

**Vital Records**

**Food Services**

Program	Location	Media Type	Archived	Backup Available
Eschool	DIS			Y

**Information Technology**

Name	Cell Phone #	Location	Position	Call List
Shane Comer	870-217-9522	Admin	Technology Director	Allied Tech Group Great Rivers
Adam Cadorette	870-372-4909	500 President Clinton Avenue Suite 215 Little Rock, AR 72201	Network Consultant	
Tim Vent	(870) 338-6461	100 Campus Rd, St Francis, AR 72 100 Campus Rd, St Francis, AR 72342 342	Coop Tech Coordinator	

**Information Technology Team Tasks**

1. Initiate the call list if necessary

2. Initiate the crisis management plan if necessary
3. Check network connectivity and electricity
4. Power down and unplug all machines
5. Notify administration of extent of the damages
6. Notify alternate IT site
7. Contact DIS APSCN, COOP, and Allied Technology Group
8. Notify Vendors to stand by
9. Checklist of usable resources still available
10. Notify vendors of resources needed
11. Move IT operations and available resources to alternate site
12. Start setting up alternate location

## **Information Technology Process**

Information Tech Process	Directs and coordinates the school district's information management systems and other technology based services.
Software Info Tech	MS Office 2016 Suite MS Exchange 2016 MS Windows 2016 Server MS SQL 2014 ESchool
Equipment Info Tech	Conference Table and Chairs Fire Proof Filing Cabinets Intercom System Servers Managed Switches Wireless Access Points Line Testers
Supply Info Tech	Router Gig-A-Bit Switch



CATS Cable  
Punch down tool, crimper's, Rj45 ends, etc.  
Telephone Service  
Telephone Equipment  
Wireless Access Point  
Fax Machine  
Copier  
Standard Office Supplies including stapler, staples, paper clips, pens, pencils, paper, post-its, tape dispenser, tape, white-out, calendars, rubber bands, clips, Cd's, highlighters, markers, sharpies  
Computer Repair tools  
Dvds  
Toner Cartridges  
Ink Cartridges  
Patch Cables  
Extra Computer Parts  
Switches  
USB Cables  
Surge Protectors  
Laser Printer Mono  
Laser Printer Color  
Cisco ASA Firewall

Vital Records Info Tech

APSCN

Criticality Info Tech

Sequence Info Tech

Internal Dep. Info Tech

Accessibility of buildings in order to determine damage and connectivity.

External Dep. Info. Tech

Stability and soundness of facilities may hinder accessibility to check equipment and connectivity  
Availability of power and telecommunications for notifications  
DIS APSCN support response time may determine connectivity timeframe. External IT site availability will be determined by the

speed at which alternate accommodations can be provided and set up

## Process Software Summary

### Information Technology

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
MS Office Suite	1		X						
ESchool	1		X						
Windows 2016	1		X						

## Process Supplies Summary

### Information Technology

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK 2	WK3	WK4
Access Points	30		X						
Switches	30		X						
CATS Cable	20 boxes		X						
Punch down tool, crimpers, r145 ends, etc.									
Telephone service	1	X							
Telephone Equipment	1	X							
Wireless Access	1		X						
Fax machine	1		X						
Copier	1		X						
Standard Office supplies	1		X						

## Process Vital Records

### Information Technology

Program	Location	Media Type	Archived	Backup Available
ESchool	DIS			Y

## Off Site Storage

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IT/Server backup storage procedures are automated and copied to a tape drive on-site by Technology Director, Shane Comer, in case of any type of local disaster tapes are stored off- campus and recycled in rotation. Off site locations include Great Rivers Coop in Helena, Arkansas and Arkansas Public School Network site in Little Rock, Arkansas.

Program	Media Type	Record Type	City	Distance from Site	Location of Data at Offsite	Contact Person at Offsite
Renaissance Place	Web Base Application				online	
Micro type	Application		Newport	60 miles	residence	Shane Comer
ESchool	Web Base Application				online	
Edgenuity	Web Base Application				online	
Starfall	Web Base Application				online	
Microsoft Office Suite	Application				Online	

**Business Continuity Procedures Team  
Custodial/Maintenance Team**

Team: Ms. Brenda Poole, Mr. Shane Comer, Ms. Tameka Casey, Ms. Dawn Starr, and Ms. Sushanna Tyler

In the event that the technology system necessary to conduct business at the Brinkley School District becomes non-operational, the Business Continuity team will relocate to the Clarendon School District and continue business operations. If the Clarendon School District's Technology system is also non-operational, the Business Continuity Team will disperse to the Great Rivers Cooperative, if available or to Little Rock to the APSCN offices and continue to conduct business. If neither of these locations is operational, the Brinkley School District will cease business operations until the technology becomes operational at any of the sites listed above. the District doors will be locked and applicable employees will commute to alternative locations after consulting with management at alternate location to ensure you will be able to obtain access to the building.

Name	Phone #	Location	Call List
Larry Hardin	870-319-5509	District	
William Dillard	870-638-0502	District	
Lee Thomas	870-589-1495	District	
Pam Sprawling	870-319-0701	BHS	
Dorthy Harris	870-319-0519	C.B. PARTEE	

## **Custodial/Maintenance Team Tasks**

1. Continue call list if specified
2. Checklist of usable resources still available in maintenance areas
3. Report to administration essential material needed to maintain a workable facility
4. Help prepare the alternate site for incoming material
5. Help move still usable resources to alternate site

6. Provide support in the cleanup of facilities area following the disaster

7. Maintain all building facilities, resolve safety concerns

**Custodial/Maintenance Team Process**

Maintenance Process	Maintain internal and external facilities for students, staff and public in safe operating condition; Perform maintenance task (Plumbing, Electrical, HAVC Systems, Alarms, Intercom Systems, and Custodial) for operational and/or safety concerns
Software Maintenance	ESchool School Dude MS Office
Equipment Maintenance	Floor Cleaning Supplies Electrical Tester Ladders Lawn Equipment Saws School Vehicles Vacuums
Supply Maintenance	Cleaning Supplies Trash Cans Garbage Bags Brooms and Dust Pans Paper Supplies Bathroom Supplies Safety Signs First AID Kits
Vital Records Maintenance	School Dude ESchool
Criticality Maintenance	
Sequence Maintenance	
Internal Dep. Maintenance	
External Dep. Maintenance	Contingent upon the specific task as duties as determined by Priority One personnel Availability of supplies for provided clean up

Availability of utilities (electricity, gas, water, Internet, Wireless communication devices)

**Process Software Summary**

**Custodial/Maintenance**

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
ESchool	1				X				
School Dude	1				X				
MS Office	1				X				

**Process Supplies Summary**

**Custodial/Maintenance**

Supplies	Quantity Required	Day 1	Day2	Day 3	Day 4	Day 5	WK1	WK2	WK3
Cleaning Supplies	4			X					
Trash Cans	50	X							
Garbage Bags	100	X							
Brooms & Dust pans	5	X							
Paper Supplies	50	X							
Bathroom Supplies	10		X						
Safety Signs	10		X						
First Aid Kits	10	X							

**Process Vital Records**

## Custodial/Maintenance

Program	Location	Media Type	Archived	Backup Available
Eschool	DIS			Y

## Transportation Team

Name	Phone #	Location	Call List
Lyle Leggett	870-589-1492	Bus Shop	Call Bus Drivers
Damon McMillion	870-734-1136	Bus Shop	
Herman Privett	870-734-5021	Bus Shop	
James Leon	870-589-5022	Bus Shop	

## Transportation Team Tasks

1. Provide district-wide transportation for bus drivers.
2. Establish and maintain plans for the emergency transport of Brinkley School District personnel and students
3. Coordinate transportation plans with State Police and other law enforcement personnel, as appropriate
4. Continue call list if specified
5. Checklist of usable resources still available in bus shop
6. Report to administration essential material needed to maintain essential transportation services
7. Help transport district wide materials to alternate sites
8. Provide support in the cleanup of facilities area following the disaster
9. Transportation of all students.

## Transportation Team Process

Transportation Process Provide division-wide transportation for bus drivers.

Establish and maintain plans for the emergency transport of the Brinkley School District personnel and students

Coordinate transportation plans with State Police and other law enforcement personnel, as appropriate

Continue call list if specified

Checklist of usable resources still available in bus shop

Report to administration essential material needed to maintain essential transportation services  
 Help transport district wide materials to alternate sites  
 Provide support in the cleanup of facilities area following the disaster

Equipment Transportation

Buses  
 Cars

Supply Transportation

First Aid Kit/Supplies  
 Fuel  
 Purchase order forms

Vital Records Transportation

Eschool

Criticality Transportation

Sequence Transportation

Internal Dep. Transportation

Availability and accessibility of Priority Level-One personnel reporting purposes

External Dep. Transportation

Availability of equipment and vehicles for moving usable resources  
 Availability of supplies for providing cleanup.

### Process Software Summary

#### Transportation

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
NA									

### Process Supplies Summary

#### Transportation

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK1	WK2	WK4



First aid Kits	6	X							
Fuel	500 gallons	X							
Purchase Order Forms	20				X				

**Process Vital Records**

**Transportation**

Program	Location	Media Type	Archived	Backup Available
ESchool	DIS			Y

# APPENDIX A

## District-wide Critical Vendor List

## Critical Vendors Needed For Disaster Recovery

<b>Vendor Name Representative</b>	<b>Vendor Services</b>	<b>Vendor Email Address or Mailing Address</b>	<b>Vender Contact Number</b>
AT&T Wireless Services	Telephone	10500 West Markham, Little Rock, AR 72205	800-888-7600
Arkansas School Boards Association	Insurance	808 Dr. Martin Luther King Dr., Box 165460, Little Rock, AR 72216	501-372-1415 Office 501-375-2454 Fax
Amazon.com	Books	Box 9020, Des Moines, IA 50368-9020	<a href="http://www.amazon.com">www.amazon.com</a>
South Arkansas Business Solutions	Paper Products	3801 Camden Rd St 23, Pine Bluff, AR 71603	870-879-6400
American Red Cross Central Arkansas Chapter	Emergency Relief Services	401 South Monroe, Little Rock, AR 72205	800-372-4110
American Fidelity Assurance Company	Insurance	Box 25523, Oklahoma City, OK 73125	405-523-2000
P.K. Norman	Electrical Work	Monroe County Courthouse Clarendon, AR 72029	870-468-6550
TLI	Software online Curriculum	508C Ouachita Avenue Hot Springs, AR 71901	501-760-5525
AR Child Support Clearinghouse	Payroll Services	Box 8125, Little Rock, AR 72203	501-338-3087
AR Dept. of Ed, Child Nutrition	Food Services	2020 West Third, Suite 404, Little Rock, AR 72205	501-324-9502 Office 501-324-9505
AR Teacher Retirement System	Payroll Services	1400 West Third, Little Rock, AR 72201	501-324-9501
Entergy	Electrical Company	Hwy 70 W, Forrest City, AR	(870) 581-2772
Usable	Insurance	320 West Capitol Avenue Little Rock, AR 72201	(501) 374-6811
CDW Government, Inc.	Technology Supplies	75 Remittance Drive, Ste. 1515, Chicago, IL 60675-1515	800-765-9812
Centerpoint Entergy-ARKLA c/o Monica Tiner	Gas, Utilities, and Appliances	613 South West Drive, Jonesboro, AR 72401	800-888-9675
Central States Bus Sales, INC	Transportation for Students	420 Lake Lane, North Little Rock, AR 72117	800-375-2649

# Brinkley School Districts' Continuity Plan | 2017

City of Brinkley	Water utilities	207 S Main Ave,	(870) 734-1721
Bank of Brinkley/Signature	Banking	130 N New Orleans Ave	(870) 734-3133
Arch Ford COOP	Staff Development	01 Bulldog Drive, Plumerville, AR 72127	501-354-2269
D & L Truck & Bus Parts, INC	School Bus Repairs	Box 441, Manlius, NY 13104-0411	203-784-3300
Bill Brazil, Atty. At Law	Legal Services	1315 Main Street Conway, AR 72034	501-327-4457
Department of Finance & Administration	Individual Income Tax Section	Box 3861, Little Rock, AR 72203-3861	501-372-9506
Discount AG Center	Misc Tools and Supplies	201 N New Orleans Ave Brinkley, AR 72021	(870) 734-2399
Educators Book Depository	Books	6700 Sloane Drive, Little Rock, AR	501-490-0007 Office 501-490-0006 Fax
Employee Benefits Division	Payroll Benefits	Box 15610, Little Rock, AR 72331-5610	501-374-9608
GCS Service, INC.	Food Services Equipment	Box 18688, Indianapolis, IN 46218	
William Herndon	Plumbing repairs	1717 S Grand Ave Brinkley, AR 72021-3915	870-338-4970
Great Rivers Educational Coop	Staff Development and Networking Services	Box 2837, West Helena, AR 72390	870-338-6461
Times Harold	Printing Services	222 N IZARD St Forrest City, AR 72335-3324	870-633-3130

# Brinkley School Districts' Continuity Plan | 2017

Dell	Computers	One Dell Way, MS RR8-16, Round Rock, TX 78682	866-537-0706 x513-9077
Kerr Paper	Cleaning and Maintenance Supplies	6701 Interstate 30, Little Rock, AR 72209	(501) 562-0005
Steve Holloway	Heating and Cooling Services	228 Chicken Farm Rd, Brinkley, AR 72021	870-589-0800
John Martin Law Office	Legal Services	214 N Main St, Brinkley, AR 72021	(870) 734-1787
Brinkley Fire Station	Fire Protection	804 N Main St, Brinkley, AR 72021	(870) 734-2532
Minnesota Life	Insurance	400 Robert Street North St. Paul, MN 55101	651-665-3500
Old Surety Life Insurance Company	Insurance	Box 54407, Oklahoma City, OK 73154	870-734-1000
Monroe County Health Department	Health Services	306 Dr Martin Luther King Dr, Brinkley, AR 72021	(870) 734-1461
Quill Office Supplies	Office Supplies and Equipment	Box 94081 Palatin, IL 60096-4081	800-789-1331 Office 800-789-8955 Fax
Renaissance Learning, Inc.	On-line Curriculum	Box 64910, St Paul, MN 55164-0910	866-391-5182
O'Reilly Auto Parts	School Bus Repair	1002 North Main Extended, Brinkley, AR 72021	(870) 589-2117
Sysco	Food Services	Box 281834, Memphis, TN 30384	901-366-5100

# APPENDIX B

## 2016-2017 Brinkley School District Crisis Management Plan



***Brinkley Public Schools***

200 Tiger Dr. Brinkley, AR 72021

**Crisis Management-Terrorist Response  
Committee Plan**

**2016-2017**

**Ms. Brenda Poole, Superintendent**

**Brinkley School District**

**Crisis Management-Terrorist Response Committee**

**Brenda Poole, Superintendent**

**Carl Stephen, Principal**

**Karl Brown, Principal**

**Shane Comer, Technology Director**

**Shakita Story, Counselor**

**Sushanna Tyler, Counselor**

**Billinda Freeman, Nurse**

**Sandra Glasgow, Social Worker**

**Ethan Baker, Head Football Coach**



## CRISIS PLAN

### BRINKLEY SCHOOL DISTRICT

**Code Blue** These words will signal an emergency that requires all teachers to hold students in the rooms and keep classroom doors closed (locked if possible) until further notice. Have children get low to the ground, make no movement and be very quiet. If the door opens, the students need to remain still and quiet. If the emergency involves a criminal act, the police will be called immediately. **When the police arrive on campus, they will take charge and we will act according to their directions.**

Other emergency situations will be communicated using either the bells for fire or tornado, the intercom, or the bullhorns as outlined on the following pages.

All students must remain in their classrooms. **DO NOT LEAVE YOUR STUDENTS AT ANY TIME UNATTENDED. DO NOT LET STUDENTS COME TO THE OFFICE TO MAKE PHONE CALLS.**

Teachers must keep a class roll, sign out sheet, contact names, and phone numbers and the classroom first-aid kit readily available. Teachers will call roll and account for all students. Teachers may check out students with the principal's permission.

All staff that is not supervising students will report to the office, for instructions. The attendance unit secretary will be responsible for calling the police and central office. The custodians/maintenance personnel will turn off electricity and gas in case of a natural disaster.

The nurse will determine what emergency medical services are needed and call **911** if necessary. Other first-aid/CPR trained personnel will assist the nurse. We will ask Monroe County Health Department for assistance if the nurse feels the need exist.

Teachers who carry cellular phones are asked to have them ready in an emergency to provide additional means of communication.

## **HOSTAGE, ARMED/DANGEROUS INTRUDER SITUATIONS**

1. Contact the Police:  
Hostage-taking or endangering the safeties of others are criminal offenses.
2. Secure All Classrooms:  
The more closely contained the intruder can be kept, the less the danger there is to others, and the easier it is for the police to apprehend the individual.
3. Notification:
  - The Superintendent's Office should be contacted as soon as possible.
  - The Principal will handle all media and community inquiries.
  - The staff should be well informed. The Superintendent will notify the Transportation Department of the need for dismissal.
  - The Transportation Department will provide buses for evacuation of students to a safer location or to their home.
  - The students will be able to deal with the situation by being informed of the facts as soon as possible, rather than receiving their "facts" through rumors.
  - The other schools should be given the basic information as soon as possible since siblings/neighbors will quickly learn of the disturbance.
  - The parents of the school community will need to learn about the safety of their own children, to be informed where to pick them up if needed, and to learn the real facts to reduce the rumor factor.
  - After the crisis is over, the Superintendent may wish to arrange a special press conference to give the media the same information that has been shared with the parents.
4. Staff to Keep Students in Present Areas: Students should not be released for any reason until told to do so by the police.
5. No Personnel Circulating: For the same reason as #4, all staff should be protected from involvement in the crisis where possible.
6. Telephone Answerer:  
Prepare a statement to be read by the individuals who answer the telephones. Instruct them that any further inquiries should be made to the Superintendent. Give them the telephone number for the caller to call.

7. Keep Phone Lines Open: The police and other public safety personnel will need access to the phones with highest priority. Even the pay phones need to be available to the police.
8. Maps in More Than One Location: School maps will be most helpful to the police in locating the intruder and planning strategies for the apprehension. More than one area should house current maps in case the intruder has taken over the area where the maps would usually be found.
9. I.D. Persons Familiar with the Facility: Persons familiar with the entire building should be available to discuss the interior room arrangements, etc. These individuals should be available at the chosen school map location away from the scene.
10. Written Memo for Staff and Parents: As soon as the immediate crisis/danger is over, the staff and parents will need to know, not only what occurred, but why you took the action you did.
11. Guidance counselors can provide counseling for students and staff.
12. Call emergency staff meeting.

### **TORNADO SAFETY PROCEDURES**

1. A weather radio will be in the principal's office for listening to weather information.
2. When tornadoes are in the area, the principal and support staff will be responsible for keeping a close watch for forming tornadoes.
3. If there is a warning on the radio or a tornado is sighted, all pupils will be moved into the inner corridors of the building.
4. Each teacher will be informed of the plan for the movement of all students and be responsible for preparing students for this movement.
5. The students will move immediately upon alert of a tornado into the inner corridors and line up along the walls away from the doors.
6. Pupils will be taught to take the following position: sit flat on the floor, face the wall, knees to chest, and head on knees with hands over head.
7. The teacher will be the last person to leave the room, checking to see that all windows and doors have been **closed**.
8. The teacher will be responsible for having his/her roll book on hand and checking the roll immediately after securing his/her children in place.

9. The support staff will be responsible for checking the bathrooms to see that all children get out and with their own group.
10. The signal for a tornado alert will be **emergency bell tone**, or if the power is off by the blowing an air horn.
11. Tornadoes usually travel from a southwesterly to a northeasterly direction.
12. The custodians/maintenance personnel will be responsible for turning off gas supply to the building at the pipeline valve outside the building. A wrench will be kept in the boiler room to turn off the valve. The custodians will also be responsible for turning off electrical current.
13. Students will be permitted to leave school during a tornado warning **ONLY** when the parent calls for them at the school and checks them out through the office.
14. If a storm is approaching at dismissal time and it is believed that the students will not have time to reach home before it strikes, they should be kept in the building until it is deemed safe to dismiss them.
15. If the tornado should strike:
  - a. Then nurse will assess injuries and advise the principal to secure medical assistance.
  - b. The principal/designees will be responsible for getting word to the police department and central office.
  - c. Teachers must stay with their assigned group/class.
  - d. Injured students should not be moved. Teachers should move the classes to dry areas-away from the injured once emergency medical help arrives for the injured.
  - e. Make the injured students as comfortable as possible until medical help arrives.
  - f. Release students to the parents after making record of who picked them up and at what time.

All staff not involved in supervising children and taking care of the injured must be ready to help with checking out students as parents come to pick them up. Four clipboards are ready in the office to provide homeroom teacher's names and to give parents a place to sign students out. We must do our best to know who checks out each student and when so that we can account for all students.

Teachers must keep a check out sheet in their roll book of students who are signed out, the adult who signed them out, and the time that they were signed out.

It will be absolutely necessary that we stay calm and keep the children calm during any emergency. All staff must stay on duty until dismissed by the principal or the principal designee or the superintendent.

If the media calls or comes on campus, the principal or acting principal will act as spokesman. The media will not be allowed to come in the building or set up outside on school property. We will not allow media to interview children.

Immediately following the emergency, principal/s counselors, and teachers will assess need for crisis counseling services for students. Dr. Goodwin, Superintendent, and Judy Hubble, Federal Coordinator, will be responsible for calling all school district counselors, any external Counseling Services, and other personnel to provide services as needed.

### **RESPONSIBILITY OF STAFF MEMBERS**

All classroom teachers are responsible for their homeroom students.

Teachers who do not have homerooms will be asked to help with supervision.

This plan is intended to outline staff responsibilities in a crisis situation. Obviously, flexibility is necessary to adjust to the specific crisis circumstances.

### **TORNADO DRILL PROCEDURES**

The signal for a tornado alert will be an emergency bell tone, or if the power is off by ringing of air horn. Quickly move students out of the classroom to a designated area. Also, you may have to monitor and adjust according to how much room you have at the spot that was assigned to your students (use your own judgment). If

you have other teachers' students in your room at the time, take them to your assigned area. Take your grade book and a checkout sheet.

### **BOMB AND FIRE DRILL PROCEDURES**

**The signal for the fire drill will be the tone sound when the alarm is pulled. This is a very loud continuous tone. The all clear signal will be one long ring of the bell.**

Each teacher will assemble his/her students in a group on the playground or parking lot away from the building. The teacher will take his/her roll book and call the roll. Each teacher will assign two students from his/her room to make sure all the windows and doors are closed and the lights are off. The teacher will be the last person to leave the room. The support staff will check the restrooms to see that all children are out of the building. See attachments for exit plans.

All bomb calls will be considered legitimate until proven otherwise. The building will be evacuated immediately, using the same procedures as the fire drill. All teachers are to take their roll books and call roll. Each teacher will appoint two students from her class to make sure that windows are open during the bomb threat. The police department will be notified immediately upon receiving a bomb call. The custodians will be responsible for turning off gas valves and electric service. If a bomb explodes, the principal will be responsible for securing medical help.

### **EARTHQUAKE RESPONSE PLAN**

#### **I. PROCEDURES FOR POST-EARTHQUAKE BUILDING EVACUATION**

**Use fire drill evacuation plan.** Students will quickly and orderly exit the building using the fire drill exit plan or safest route. Teachers will explain

to the students that it may be hard to maneuver through the debris that has fallen in their path.

**Student and Staff Safety (search and rescue, first-aid, and record keeping)** Teachers with CPR and first-aid training will apply first-aid to injured students. Search and rescue is done by the principal and support staff. Records are kept by each classroom teacher.

**Building security (utilities check, damage assessment)** the secretary and custodians will shut-off water, gas valves, and electrical power switch and also check for the building damage.

**Communication (on and off site)**

Battery-powered megaphone

Battery-powered portable radios to receive information from emergency officials

Telephone if in services

## II. STAFF ROLES AND RESPONSIBILITIES

**Teacher** – Education of students and drill procedures.

Follow earthquake response guidelines.

Check for injuries and keep records.

**Resource personnel** - (secretary, office aide, school nurse, counselor, librarian, teachers, aides and custodians)

Check for injured students and other injured personnel.

Apply first-aid treatment and assist wherever help is needed.

**Custodians** – Perform utilities check and damage assessment.

**III.**

**EDUCATION**

Earthquake drills periodically.

**EARTHQUAKE RESPONSE GUIDELINES**

**IF INDOORS:**

Stay inside, move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table or desk, in a corner, or in a strong doorway.

In hall or other areas where no cover is available, move to the interior wall, kneel with back to wall, place head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.

In library, immediately move away from where books and bookshelves may fall, and take appropriate cover.

In cafeteria, move away from windows and take cover under a table.

**IF OUTDOORS:**

Move to an open space, away from buildings and overhead power lines. Lie down or crouch to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.

Teachers will take the class record books and first-aid kits with them when evacuating the building.

Indoors or outdoors, when an earthquake occurs:



**TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING!!!**

**BUS/AUTO ACCIDENT ON TRIPS AWAY FROM DISTRICT**

**Precautionary Measures Before Leaving District**

- School buses, by law, are required to carry first aid kits. Check to see if it is in place.
- Take along in all automobiles a first aid kit on all field trips.
- Take along a list of students in attendance. Include for each a home telephone number, names of parents, parents' work telephone, home address, and any health or medical information.
- Take along a list of emergency phone numbers (listed below).
- Take along a list of chaperones and teachers who are in attendance on the trip, their home addresses and home phone numbers, name and work telephone of spouse or nearest relative and medical health information on each.
- Follow School Board policy and administrative regulation on field trips.

**In the event of an Accident**

- Remain calm.
- If threat of fire exists, move children to safe place.
- Call emergency vehicles/services: police, fire, ambulance, highway patrol for locality and begin administration of first aid.
- Call principal of school.
- Call Superintendent of Schools.
- Provide emotional support for the injured.
- Do not issue statements to the press. Refer press to the civil authorities in charge or to the Superintendent.

## **BUS ACCIDENT**

### **Goals:**

- Safety
- Containment
- Effective communication
- Mobilization
- Assessment and follow-up

### **Prevention:**

Maintain a bus accident folder including a list of each bus number, names and emergency telephone numbers of all occupants.

### **Intervention:**

In the event that a bus accident occurs and the school has been contacted for assistance, the principal or designee determines and coordinates the appropriate responses. Interventions may include:

#### **At the scene**

- Provide emotional support.
- Be available and attend to the injured, as directed by emergency medical personnel.
- Be available and attend to the uninjured and account for all.

#### **At the school**

- Provide emotional support for the injured and their families.

### **Post-Accident:**

- Send letter to parents.
- Assess the response and arrange follow-up activities as needed.

## **SUICIDE THREATS**

### **Crisis Intervention Procedures for Potentially Suicidal Students**

#### **Referral**

Go to the principal and counselor.

Students at risk can self-refer or be referred by school staff, parent, friend, neighbor, or other person from the community. Students at risk range from those talking of hopelessness, to those writing poems with suicidal intent, to students telling someone of planning to harm themselves. The person receiving the referral should gather pertinent information from the referral source.

#### **Crisis Interview**

##### **Conduct Interview**

The principal and counselor should interview the student on the day of referral and determine the extent of suicidal thinking, the potential plan of suicide, the lethality of the plan, and the history of the student's suicidal thinking and attempts. For severe cases, insure the safety of the student through adult supervision.

#### **Outside Contacts**

##### **Parents Notified**

The principal will contact parents of all interviewed students on the same day of referral and interview. Parents will be told of the reason for referral, and the outcome of the interview. When the suicide potential is significant, the principal needs to ascertain that the parents accept responsibility. If the student is dangerous to self and the parents cannot be located, then the principal contacts the Crisis Intervention Unit of the Mental Health Department. In extremely

dangerous situations, the police may be called first to ensure the safety of the student.

**BRINKLEY SCHOOL DISTRICT**

**CRISIS INFORMATION CHART**

**LEVEL 1 – HOSTAGE INCIDENT**

EXPLANATION: A PERSON ON CAMPUS HAS A WEAPON OR HAS TAKEN A HOSTAGE.

1. LOCK YOUR DOOR.
2. PLACE STUDENTS ON THE FLOOR AWAY FROM DOORS AND WINDOWS.
3. REMAIN IN YOUR ROOM UNTIL INSTRUCTED TO EVACUATE.

**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

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**LEVEL 2 – BOMBING OR BOMB THREAT**

EXPLANATION: A BOMB THREAT HAS BEEN CALLED INTO THE SCHOOL OR A BOMB HAS EXPLODED.

BOMB THREAT:

1. EVACUATE THE BUILDING VIA THE FIRE EVACUATION ROUTES.
2. REMAIN OUTSIDE UNTIL TOLD TO RETURN.

BOMBING:

1. EVACUATE THE BUILDING VIA THE FIRE EVACUATION ROUTES.
2. TAKE ALTERNATE ROUTE IF DAMAGE HAS OCCURRED IN YOUR AREA.
3. ONCE OUTSIDE THE BUILDING, CHECK FOR INJURIES.
4. REMAIN OUTSIDE THE BUILDING.

**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

---

**LEVEL 3 – EARTHQUAKE**

EXPLANATION: AN EARTHQUAKE HAS OCCURRED OF SUFFICIENT MAGNITUDE TO BE FELT.

1. REMAIN IN THE ROOM AND PLACE STUDENTS UNDER THEIR DESKS UNTIL THE EARTHQUAKE IS OVER.
2. EVACUATE THE BUILDING VIA FIRE EVACUATION ROUTES.
3. CHECK FOR INJURIES.

4. STAY AWAY FROM ANY STRUCTURES OR POWER LINES.  
**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

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#### **LEVEL 4 – TORNADO**

EXPLANATION: A TORNADO WARNING HAS BEEN ISSUED FOR THIS AREA.

1. MOVE ALL STUDENTS TO THEIR DESIGNATED AREAS.
2. ONCE IN THE DESIGNATED AREA, STUDENTS SHOULD SIT ON THE FLOOR AND COVER THEIR FACES.
3. STUDENTS SHOULD REMAIN ON THE FLOOR UNTIL TOLD TO RETURN TO THEIR ROOMS.

**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

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#### **LEVEL 5 – FIRE**

EXPLANATION: A FIRE OCCURS IN THE BUILDING OR THE FIRE ALARM SOUNDS.

1. EXIT THE BUILDING VIA THE FIRE EVACUATION ROUTES POSTED IN YOUR ROOM.
2. REMAIN OUTSIDE UNTIL YOU ARE TOLD TO RETURN TO YOUR CLASSROOM.

**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

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#### **LEVEL 6 – SUICIDE OR ATTEMPT**

EXPLANATION: A STUDENT HAS ATTEMPTED SUICIDE

1. A DESIGNATED CRISIS TEAM MEMBER SHOULD REMOVE THE IDENTIFIED STUDENT FROM CLASS TO A QUIET AND SECURE OFFICE TO CONDUCT THE ASSESSMENT INTERVIEW.

EXPLANATION: A STUDENT HAS COMMITTED SUICIDE.

2. FOLLOW #1 AND ALL STUDENTS ARE TO REMAIN IN THEIR CLASSROOMS AND IGNORE ALL BELLS UNTIL FURTHER NOTICE BY INTERCOM.
3. REFER TO CRISIS INTERVENTION PLAN FOR MORE INFORMATION.

**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

**LEVEL 7 – NUCLEAR EVACUATION**

EXPLANATION: A NUCLEAR POWER PLANT DISASTER HAS OCCURRED.

1. SCHOOL WILL BE DISMISSED AND STUDENTS WILL BE TAKEN HOME.

**(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)**

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**LEVEL 8 – UNSPECIFIED**

1. REMAIN IN THE ROOM UNTIL NOTIFIED.
  2. LOCK DOORS.
  3. IGNORE ALL BELLS.
- 

**LEVEL 9 – ABDUCTION**

EXPLANATION: AN UNFAMILIAR PERSON AT CLASSROOM DOOR

1. DIRECT PERSON TO GO TO THE OFFICE, BEFORE ACKNOWLEDGING ANY PERSON BEING IN THE ROOM.

EXPLANATION: ACTUAL ABDUCTION FROM CLASSROOM

1. NOTIFY OFFICE AND SAY "LEVEL 9 \_\_\_\_\_'S ROOM."

EXPLANATION: ACTUAL ABDUCTION FROM PLAYGROUND

4. REPORT INCIDENT TO THE OFFICE.
-

**LEVEL 10 – SHOOTING ON PLAYGROUND**

EXPLANATION: SHOOTING ON PLAYGROUND

1. HIT GROUND, COVER HEAD & ROLL.
2. TAKE COVER, IF COVER IS AVAILABLE.
3. CONTACT POLICE.

**CPR Trained Personnel**

Billinda Freeman (District)  
Ethan Baker (HS)  
Nathan Pottorff (HS)  
Nancy Weaver (EL)  
Brooke Hoggatt (EL)  
Nanci Jarrett (EL)  
Regan Martin (EL)

**AED Trained Personnel**

Billinda Freeman (District)  
Ethan Baker (HS)  
Nathan Pottorff (HS)  
Nancy Weaver (EL)  
Brooke Hoggatt(EL)  
Nanci Jarrett (EL)  
Regan Martin (EL)



# APPENDIX C

## Employee Information

## Brinkley School District Staff Information

<p>ROSA CASTANON 800 N NEW YORK AVE, BRINKLEY, 72021</p>	<p>Shane Comer 318 Forrest Drive Newport, AR 72112 870-217-9522</p>	<p>Ethan Baker 428 Dial Circle Brinkley, AR 72021 501-472-2960</p>
<p>Sandra Glasgow 2754 Highway 121 N. Moro, AR 72368 870-270-3029</p>	<p>THOMAS SINDON 41 RAY LANE BRINKLEY, 72021 727-507-1758</p>	<p>KIMBERLY BANEY 111 E CLOVERDALE BRINKLEY, 72021 870-362-1349</p>
<p>William Dillard P.O. Box 703 Brinkley, AR 72021 870-734-1722</p>	<p>Larry Hardin 421 East Waco Brinkley, AR 72021 870-589-1494</p>	<p>KATHY MCRANT 425 LINCOLN ST CLARENDON, 72029 870-468-6109</p>
<p>Lyle Leggett 387 N. Vine St. Cotton Plant, AR 72036 870-589-1492</p>	<p>CORNELIUS ROBERTS 2 TOREY PINE DR #9 LITTLE ROCK, 72210 501-258-7546</p>	<p>MISTY DUNAVANT 1395 GREENE RD 739 PARAGOULD, 72450 870-897-4837</p>
<p>Damon McMillion 302 E. Dunbar Brinkley, AR 72021 870-734-1136</p>	<p>Herman Privett SFC 932, #72 Brinkley, AR 72021 870-752-0689</p>	<p>Winnie Wilson 3061 Highway 79 South Humphrey, AR 72073 870-873-1424</p>
<p>JOANN HARDY 305 N NEW YORK APT B BRINKLEY, 72021</p>	<p>BOBBY BURNETT 621 E WACO AVE BRINKLEY, 72021 870-752-0217</p>	<p>Mildred Dunavn 22416 HWY 79W Moro, AR 72368 870-672-1764</p>
<p>TAMMY TUCKER 306 S CARTER AVE BRINKLEY, 72021 870-589-1411</p>	<p>Doris Tyson 710 S. New Orleans Brinkley, AR 72021 870-589-2482</p>	<p>MARQUITA WILLIAMS 901 N MEMPHIS AVE BRINKLEY, 72021</p>

# Brinkley School Districts' Continuity Plan | 2017

<p>RHONDA THORNTON 812 BROWNWOOD LANE BRINKLEY, 72021</p>	<p>KALEN BROWN 763 LEE 945 S WHEATLEY, 72392</p>	<p>Tameka Casey 915 N Grand Ave Brinkley, AR 72021 870-589-0417</p>
<p>DORTHY HARRIS 186 MARTIN LUTHER KING BLVD COTTON PLANT, 72036</p>	<p>WILLIE BRANCH 402 N MAIN ST BRINKLEY, 72021</p>	<p>MARSHA HAMNER 206 WEST ELM ST. BRINKLEY, 72021</p>
<p>Billinda Freeman P.O. Box 848 Brinkley, AR 72021 870-734-2616</p>	<p>Ethel Butler P.O. Box 83 Brinkley, AR 72021 870-589-0076</p>	<p>Nathan Pottorff 14036 HWY 49 Brinkley, AR 72021 479-667-7676</p>
<p>Regina Parker 106 W. White Oak Brinkley, AR 72021 910-818-0938</p>	<p>TERESA VANCE 416 W MORRIS ST BRINKLEY, 72021 870-581-0882</p>	<p>CANISHA HARVEY 3 EAST WILLOW ST BRINKLEY, 72021</p>
<p>Vanetta Turner 410 N. New York Brinkley, AR 72021 501-517-0357</p>	<p>Angela Hynum 16551 Highway 49 Brinkley, AR 72021 870-734-1609</p>	<p>ROGER PRIVETT 613 W ASH ST BRINKLEY, 72021 501-529-2990</p>
<p>JAMES LEON 204 W HEMLOCK ST BRINKLEY, 72021 870-589-5022</p>	<p>ASHARA RAMEY 1638 LEE 907 MORO, 72368 870-821-1696</p>	<p>BRENDA POOLE 104 TULIP CIRCLE HELENA, 72342 870-816-7198</p>
<p>Denise Files 8744 Highway 70 West Brinkley, AR 72021 870-734-7181</p>	<p>SHREE LIVINGSTON PO BOX 72 CRUMROD, 72328 870-995-7725</p>	<p>Patricia Shelton 106 West Ash Brinkley, AR 72021 870-752-6685</p>
<p>MARVIN WALKER 308 MOTON STREET MARIANNA, 72360 870-821-5070</p>	<p>Frances Johnson PO Box 10 Barton, AR 72312 870-572-9715</p>	<p>Amy Adams 1909 S. Grand Ave. Brinkley, AR 72021 870-589-0090</p>

# Brinkley School Districts' Continuity Plan | 2017

<p>ORDREAN TAYLOR 2044 INDIAN TRAIL FORREST CITY, 72335 870-519-8610</p>	<p>Richard Sparrow 908 Arlington West Memphis, AR 72301 901-473-4926</p>	<p>MELISSA BELCHER 612 UNION AVE West WYNNE, 72396</p>
<p>Alisha Hallum 31 Ray Lane Brinkley, AR 72021 870-734-6890</p>	<p>Karl Brown 310 Little Rock St. Wheatley, AR 72392 501-940-3710</p>	<p>MICHELLE PENDLETON 544 SFC 134 PALESTINE, 72372</p>
<p>Brooke Hoggatt 276 Dixie Lane Cotton Plant, AR 72036 870-319-5402</p>	<p>SHAKITA STORY PO BOX 444 BRINKLEY, 72021 870-299-0142</p>	<p>Henry Thomas P.O. Box 22 Brinkley, AR 72021 870-589-3193</p>
<p>ANNA BENNETT 705 FRONT ST CLARENDON, 72029</p>	<p>ASHLEY CASKEY 205 W MAPLE ST BRINKLEY, 72021 870-638-0530</p>	<p>Joy Veazey 1083 Anderson Lane Cotton Plant, AR 72036 870-589-1896</p>
<p>Nanci Jarrett 1102 South Main Brinkley, AR 72021 870-589-0302</p>	<p>KRYSTLE WALTON 1900 STARLITE DR PINE BLUFF 71603 870-692-8126</p>	<p>SaShunna Tyler P.O. Box 51 Holly Grove, AR 72069 870-842-0080</p>
<p>JAMES DEMENT 66 HAWTHICKET RD MT VERNON, 72111</p>	<p>Angie Cary P.O. Box 202 Hunter, AR 72074 870-459-3709</p>	<p>Diana Walton 411 S. Chaney Brinkley, AR 72021 870-319-5646</p>
<p>EVELYN SMITH 253 BRYANT MARIANNA 72360 870-295-2178</p>	<p>DAWN STARR LYTRICE 32 D &amp; N ROAD APT A5 STUTT GART 72160</p>	<p>Nancy Weaver 407 Dial Circle Brinkley, AR 72021 870-589-1166</p>
<p>Donna Moore P.O. Box 527 Brinkley, AR 72021 870-734-7778</p>	<p>Lisa Portwood P.O. Box 294 Brinkley, AR 72021 870-734-3177</p>	<p>PAM SPRAWLING 7A EAST HOLLY ST BRINKLEY 72021</p>

# Brinkley School Districts' Continuity Plan | 2017

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<p>EMMA DONEGAN 243 S EIGHTH ST WEST HELENA 72390</p>	<p>CELESTIN NAMOUNA 228 DOGWOOD FORREST CITY 72335 870-630-3245</p>	<p>MARCUS JENKINS 1009 N SAN FRANCISCO AVE BRINKLEY, 72021 870-752-6539</p>
<p>Kim Henry 293123 HWY 49 Brinkley, AR 72021 870-589-1815</p>	<p>RACHEL POTTORFF 407 DIAL CIRCLE BRINKLEY, 72021 479-667-7676</p>	<p>CARL STEPHEN 300 NORTH 9TH STREET WEST MEMPHIS, 72301 901-355-2256</p>
<p>Gloria Hunt 276 South Carolina Marianna, AR 72360 870-295-5002</p>	<p>Vickie Edwards 243 Weller Lane Brinkley, AR 72021 870-589-3188</p>	<p>GUADALUPE RODRIGUEZ 104 W WILLOW ST BRINKLEY, 72021 870-589-0553</p>
<p>Christene Johnson PO Box 217 Holly Grove, AR 72609 870-842-0155</p>	<p>Angela Sartin 338 Concord Dr. Forrestt City, AR 72335</p>	<p>Kerrie Baker 428 Dial Circle Brinkley, AR 72021 501-626-4744</p>
<p>Regan Martin 19250 HWY 49 Brinkley, AR 72021 870-589-0163</p>		

# APPENDIX D

## Pandemic Flu Epidemic Plan

## **BRINKLEY SCHOOL DISTRICT PANDEMIC FLU PLAN**

### **AIMS OF THE PLAN**

This plan has been developed to allow Brinkley School District to think ahead and implement an effective plan should there be a pandemic flu outbreak in the Monroe County area that directly affects the students in our school district.

Our aims are:

- To ensure minimal interruption in the event of a pandemic flu outbreak
- To maintain control of the situation and prevent the spread of infection
- To increase staff, parents' and pupils' awareness

### **WHAT IS PANDEMIC FLU?**

Pandemic flu is a type of influenza that occurs every few decades and which spreads rapidly to affect most countries and regions around the world. The symptoms of pandemic flu are similar to those of 'ordinary' flu but are usually more severe.

Flu viruses are constantly changing, producing new strains. Pandemics occur when a virus develops that is so different from previously circulating strains that few, if any, people have any immunity to it. This allows it to spread widely and rapidly, affecting many hundreds of thousands of people. A new pandemic virus may emerge through the mixing of human flu virus with an animal flu virus (usually a bird (avian) flu virus).

It may affect around 25% of the population and people of every age may be at risk of serious illness.

### **COMMUNICATION**

Clear communication is critical in providing staff, parents and pupils with a full understanding of their role in the plan. It will also alleviate fears and prevent uncoordinated and hasty decision making.

- The Pandemic Flu Plan will be given to the school nurse and all staff and be posted on the school website.
- The school website will provide a link to the Arkansas Department of Health and official U.S. Government websites which will contain the most current up to date information on a state/national level.
- An e-platform on the school's website will communicate the pandemic status and channel messages if the need arises. In the event that Mrs. Denson becomes ill then communication will be via e-mail, telephone tree and then posted as a last resort.

### **EARLY PLANNING**

- In the event of the Superintendent contracting the virus, leadership will pass to the following personnel in the following order: Samuel White, Karl Brown, Judy

Hubble and thereafter as indicated in the Disaster Recovery Order of Succession Plan.

- Plastic bags, soap, tissues, face masks and antiseptic solution or wipes will be ordered and stored until required for use.
- The School District Crisis Management Plan is updated each yearly with the participation of a numbers of parents, staff and community leaders along with contact details for the local community.
- Mr. Shane Comer, Technology Director will train members of the staff in order to properly use the website.

## **SCHOOL CLOSURE**

- Children are highly efficient 'spreaders' of respiratory infections, both among themselves and to adults in their families. Evidence suggests that such infections spread less in holiday periods than when school is in regular session. So, closing schools for a period might significantly reduce the number of children infected.
- The Arkansas Department of Health will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. If the Arkansas Department of Health were to advise closure, the district would communicate the message to staff and parents, but schools would not close at that point. Arkansas Department of Health – acting on local health information – would inform schools when their area is affected and the advice to close applies. If there is advice to close all schools in an area; the ADH would tell schools when this advice will be reviewed; after such a review, the ADH would advise schools whether to remain closed or to reopen, and, if they are to reopen, whether any specific conditions should apply.

**The decision to close/reopen Brinkley Schools will be taken by the President of the Board of Directors and the Superintendent when notified by ADH.**

## **SCHOOL REMAINS OPEN – STEPS TO TAKE:**

- The school will operate as normal as possible but plan for staff absences at a much higher level. A list of supply teachers that can be called upon for help can be retrieved from Sub Teach. There may be disruptions in any area of the school and staff should be prepared to cover absenteeism and may have to perform jobs beyond the call of duty, i.e. cleaning, extra duties.
- Should the kitchen staff fall ill, we may ask parents and staff to provide packed lunches.
- Children who become sick during the day will be cared for in the school nurse's office, thus being separated from other pupils and minimizing contact with staff until they are picked up by their parents/guardians. Siblings of children who become sick should remain at home.
- Parents are asked to be extra vigilant in watching for flu symptoms in their children and if they are concerned they should keep them at home.
- Bringing them to school may greatly increases the risk of spreading the virus.
- If any member of staff shows signs of infection they will be sent home immediately. If members of immediate family of staff become ill, the staff member should remain at home.



- The school nurses will provide the ADH with any information requested, i.e. absence rates, etc.
- After school activities may be postponed.

## **BASIC MEASURES TO REDUCE THE RISK OF INFECTION**

All staff and pupils should adhere to the following guidelines to prevent the spread of infection:

- Cover your mouth and nose when coughing or sneezing, using a tissue whenever possible.
- Dispose of dirty tissues promptly and carefully – bag and bin them. Plastic bags will be available in all classrooms which should be regularly tied up and disposed of in the dustbins.
- Maintain good hygiene – washing hands frequently in soap and water protects against picking the virus up from surfaces and passing it on. Pupils will be instructed to wash their hands with soap at break, before and after lunch and before going home.
- Extra supplies of bags, soap and tissues are kept in the nurse office on the second floor of the academic block. As well as the above we will introduce extra cleaning measures.
- Regularly wiping door handles and phones – the custodians will do this each evening but staff should ensure their area/classroom is as clean as possible during the day and may have to step in to clean during the evening in the event the custodians are infected by the virus. Supplies of antiseptic wipes will be made available and stored in the school nurse office.
- Daily washing of desks – as above.

## **SCHOOL CLOSES – STEPS TO TAKE:**

- If the ADH orders the school to close the President of the Board of Directors and the Superintendent will inform the Disaster Recovery Team, staff and parents accordingly.
- Staff should not come to school, when ill, caring for dependents or authorized to work elsewhere.
- We have a duty to provide education for children of compulsory school age who are out of school. The staff not affected by the virus should set and mark work which will be sent to pupils via our website, email or social workers.
- Should the ADH introduce limitations on the movement of people which affect our pupils, the school will continue to set and mark work via the website, email or social workers.
- Parents will be advised to watch for notices and information placed on the website.
- The school will reopen when authorized by the ADH, the President of the Board of Directors and the Superintendent.

# APPENDIX E

## Devolution Document

## **Procedure Documentation**

Procedure documentation for APSCN can be found at <http://www.apscn.org/> or by calling 1-800-435-7969.

## **Devolution Plan**

Devolution planning addresses how the Brinkley School District will operate following a disaster in which operations from any of the school district sites is no longer possible. Devolution allows Brinkley School District to transfer its essential responsibilities to personnel at a different office or location that offers a safe and secure environment.

The devolution sites for Brinkley School District include facilities that can house educational support staff and or students with which the school district has signed Memorandums of Understanding (MOU). Following is a list of functions and tasks facilitating devolution, should the need arise:

**Essential Functions** – Identify only the most essential functions to transfer to devolution site to encourage immediate, seamless transition. Priority Level-One staff handles this.

**Determine Devolution Site** – Identify devolution site(s) with resources to carry out essential functions. MOU's are signed and are available at the school district as well as at the devolution site(s).

**Critical Resources** – List the minimum necessary resources (people, equipment, and materials) to perform essential functions at the devolution site.

**Critical Personnel Resources** – Develop a roster identifying fully equipped and trained personnel at designated devolution site who have the authority to perform essential functions when the devolution option is activated.

**Process and Procedures** – Identify the likely triggers that would initiate or activate the devolution option.

**Process and Procedures** – Specify how and when direction and control of agency operations will be transferred to the devolution site.

**Process and Procedures** – Establish reliable processes and Establish reliable procedures to acquire the resources necessary to continue essential functions and sustain operations for extended periods of time.

## **Reconstitution Plan**

As operations, cleanup, and the replacement of damaged resources fill any voids left in the wake of the disaster, Brinkley School District will resume normal operations. When physically ready and as communications allow, Brinkley School District will cease operations at any and all alternate locations in order to return to the primary location. Staff will assist in the return of functioning resources to the primary location as directed by the Superintendent or designee.

Upon full return to the facilities, the Superintendent (or designee) will debrief the staff regarding the status of any outstanding commitments left to address. The Superintendent may also take that time to address exemplary achievements and/or areas of improvement and concern realized during the recovery process.

# APPENDIX F

## Continuity Plan Test

**Continuity Plan Test**

<b>TEST DATE</b>	<b>TEST RESULTS</b>	<b>PLAN CHANGES</b>
01/28/2013	District Administrators Meeting	Entire Document
07/01/2013	Updates made to Continuity plan	Entire Document
08/12/2013	Revised plan given to all employees	Entire Document
09/18/2015	COOP Test	PASSED
09/09/2016	COOP Test	PASSED
09/21/2017	COOP Test	PASSED
06/25/2019	COOP Test	PASSED

# APPENDIX G

## Media Statement

## Media Statement

The communications officer Debbie Goodwin is responsible for media contact.

Example 1:

At this time, the Brinkley School District, is not releasing any information concerning the incident that occurred today. A formal press conference will be held at a later time.

Example 2:

The Brinkley School District experienced a (fire, flood, tornado, school violence event) today. We know the following information:

Student involved:

Faculty involved:

Injuries:

Deaths:

School will be postponed until further notice.

Example 3:

Due to poor weather conditions, the Brinkley School District, all administrative staff will work from home today.



# APPENDIX H

## Emergency Action Plan

## Emergency Action Plan

Brinkley School District

200 Tiger Drive

Brinkley, AR 72021

In the event of emergency, employees will be alerted by:

The sounding of an Alarm

Verbal Announcement

Description of a Verbal Announcement for a Terrorist Incident or Hazardous Material Incident:

“A Terrorist Incident has occurred in the area. Please stay away from open windows and do not leave the building.”

Description of a Verbal Announcement for a Fire is similar to:

“There is a problem in the building. Every must vacate the building.

Description of a Verbal Announcement for a TORNADO:

“A tornado warning has been issued for Brinkley, Monroe County. All employees and students proceed to the area designated in the drill procedure.

In case of a TERROIST or HAZARDOUS INCIDENT involving chemical, biological, or radiological agents, the employees and students are to remain in the building and use shelter-in-place procedures.

In the event of a TORNADO or EARTH QUAKE, employees and student are to remain in the building and locate to a safe area. The safest areas are away from windows and potential falling hazards such as bookshelves and machinery.

In case of a TORANADO, the safest evacuation area is the ALE building across the highway. Elementary students will be bussed to the ALE while High school students will be escorted by teachers on foot.

Personnel must monitor television or radio broadcasts if available. Two battery operated radios, as well as NOAA Weather radios are available and on the premises.

The following employees are to perform rescue or medical duties during an emergency:

All Trained CRR and AED trained personnel as indicated in the attached 2011-2012 Crisis Management Plan located in the appendix.

Any employee who has knowledge of first-aid is authorized to assist hurt or injured employees.

After an emergency, employees are to gather in the following location(s) if possible:

- Terrorist Incident or Hazardous Material Incident (Gymnasium)
- Tornado (Gymnasium)
- Fire or Earthquake (Gymnasium)

The names and possible location of the missing employees will be given to the fire or police departments by the Superintendent or his representative.

Employees are not allowed to leave the area or go home until accountability measures have been completed.

Building Plans are indicated in the attached 2013-2014 Crisis Management Plan located in the Appendix.

# APPENDIX I

## Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

Clarendon School District

AND

Brinkley School District

The Clarendon School District and Brinkley School District mutually consent to enter into this Agreement which forms the basis of this Memorandum.

**1. PURPOSE**

This Agreement between Clarendon School District and Brinkley School District establishes a framework of cooperation to ensure continuity of operations in the event that office space becomes uninhabitable. This document is not meant to be legally binding; it is a statement of cooperation between these two parties for future accommodations due to emergency/disaster declarations.

**2. PRINCIPLES OF COOPERATION**

- a. Brinkley School District agrees to allow Clarendon School District use of specific areas of 200 Tiger Drive Brinkley, Ar as an alternate location.
- b. In the event that Clarendon School District must temporarily relocate to Brinkley School District's facility, the Brinkley School District contact listed below will be notified by phone or other available system of communication of Clarendon School District's intent to relocate.
- c. Both parties agree to work with a strong spirit of cooperation and mutual regard for each other's critical mission. Clarendon School District personnel will only remain at Brinkley School District's facility until Clarendon School District secures another location through Arkansas Building Authority.
- d. Clarendon School District will also pay pro-rated reimbursement for utilities, maintenance, janitorial, and fuel costs, for the time the Brinkley School District's facility is occupied.

**3. POINTS OF CONTACT**

Brinkley School District Superintendent	Dr. Debbie Goodwin	870-734-5000
Brinkley School District Principals Elementary / High	Karl Brown Carl Stephen	870-734-5000

4. This MOU is implemented as of the date of the last signature and will remain valid by mutual agreement of the parties.

**5. SIGNATURES**

Dr. Debbie Goodwin  
Name  
Brinkley School District Superintendent

11-28-17  
Date

[Signature]  
Name  
Superintendent Clarendon School District

11-29-17  
Date

# APPENDIX J

## Order of Succession

## Order of Succession

Brenda Poole – Superintendent

Carl Stephen – High School Principal

Karl Brown – Elementary Principal

Shane Comer – Technology Director

Tameka Casey – District Treasurer