**Crisis Management Plan**

Bethany Christian School seeks to preserve the health and safety of students and staff. The crisis management plan includes preplanning, intervention/response, and post-emergency activities. The crisis management plan establishes specific procedures for some possible events.

Contents

[Emergency Contact Numbers 2](#_Toc479334648)

[Law Enforcement Agencies 2](#_Toc479334649)

[Medical and Fire 2](#_Toc479334650)

[Insurance and Media 2](#_Toc479334651)

[General Considerations 3](#_Toc479334652)

[Fire Evacuation Route and Tornado Emergency Shelter Procedures 3](#_Toc479334653)

[Lock-Down Procedures 3](#_Toc479334654)

[An External Threat 3](#_Toc479334655)

[An Internal Threat 4](#_Toc479334656)

[Media Communications Policy 4](#_Toc479334657)

[Grief Counseling 4](#_Toc479334658)

[Uninhabitable Building Plan 4](#_Toc479334659)

[Bomb Threat 5](#_Toc479334660)

[External Chemical Attacks 5](#_Toc479334661)

[Earthquake 5](#_Toc479334662)

[Fire/Tornado Log Book 5](#_Toc479334663)

## Emergency Contact Numbers

### Law Enforcement Agencies

Police Department 911

Greg Rushin, PPD Chief 972-941-2410

Non-emergency PPD, PFD 972-424-5678

Texas Department of Public Safety 512-424-2208

Collin County Sheriff’s Dept. 972-547-5100

Homeland Security 202-282-8000

Collin County Animal Control 972-578-7205

Carrie Little, Plano Emergency Mgr. 972-769-4824

FBI Liaison, Rod Fulenwider 214-801-3472 (Cell)

### Medical and Fire

Plano Fire Department 911

Marty Wade, PFD Chief 972-941-7159

Medical Center of Plano – Main 972-596-6800

Emergency Room 972-519-1505

Collin County Health Department 972-548-5500

Lead RN – Dave 469-664-6861 (Cell)

Texas Poison Control Hotline 1-800-222-1222

Children’s Advocacy Center of Plano 1-800-252-5400

### Insurance and Media

Insurance One Agency 469-893-1915

Ray McLeod 903-851-6030 Cell

Media Relations, Rod Fulenwider 214-801-3472 (Cell)

## General Considerations

* Know the instructions on the yellow crisis management card posted by the door.
* Know the emergency fire evacuation route posted by the door.
* Know the closest “safe” spot listed on the emergency tornado plan posted by the door.
* Always have your cell phone and your grade book with you.
* Always have your students’ contact information in your grade book.
* Plano follows a combined dispatch system for police and fire.
* Dial 911 and answer the dispatcher’s questions.

## Fire Evacuation Route and Tornado Emergency Shelter Procedures

Every classroom in the building has a placard providing instructions for Medical, Fire, and Tornado Emergencies. Review the bright yellow placard. Also review the routes for “Fire Evacuation,” and “Tornado Emergency Shelter.”

## Lock-Down Procedures

### An External Threat

If events outside of the school building merit a lock-down, the office will notify the school through the phone system announcement: “Staff, please lock-down the school.”

Notify the office immediately if you see someone on our property that does not belong.

When warranted, the administration will implement a lock-down procedure. Then do the following:

1. Staff nearest to the outside doors check to make sure they are securely locked.
2. Quickly check halls and bathrooms and get the students into the closest room.
3. Secure your room:
   1. Lock doors.
   2. Turn off lights.
   3. Close blinds.
   4. DO NOT cover the window in the room door.
4. Keep students calm and quiet! Students may continue to work at their desks. Do NOT allow students to leave the classroom.
5. Individuals known to you and authorized to carry a firearm may walk the halls ensuring the safety of the students.
6. When the emergency is over, an “all clear” will be announced. DO NOT open your door, turn on any lights, open any blinds, etc. UNTIL you hear the “ALL CLEAR” by an administrator OR a law enforcement officer.

### An Internal Threat

An internal threat occurs when the security of the building has been compromised and there is a threat to the safety of the students and staff. Since the threat is in the building, the goal is to exit the building as safely as possible. An active shooter will typically commandeer the hall first and then begin looking in the classrooms for victims. The following procedures assume this scenario. The nature of the threat determines the nature of the response; generally you should think “RUN or HIDE or FIGHT.” Any combination and any order of these three verbs may be the wisest action.

An active shooter scenario will be signaled by the fire alarm, the tornado alarm, burglar alarm, and an air horn all blasting at the same time. Immediately do the following:

1. Lock your classroom door and cover the door window.
2. Exit the classroom through the window (knock out the screen). Staff or students unable to exit the window must lie down randomly and not in a group, and away from the trajectory of bullets fired through the window in the door.
3. Having exited the building, stay on the grass and do not go onto the parking lot. Emergency vehicles will arrive on the parking lot; increasingly active shooter scenarios include bombs left in cars in order to increase casualties.
4. Make your way to the alley, exit the gate behind the wooden storage building and near the playground (take your A389 key with you, but if you forget, there is a nail on the southwest corner of the storage shed, opposite the gate, with an A389 key), and make your way down the alley toward the dumpster until you are behind the block wall.
5. Armed, authorized individuals will assist in “RUN or HIDE or FIGHT.”
6. Do not return to the property until notified by the administration or the police department.
7. Students should not use cell phones, but the teacher should call 911 and give a report of the condition and location of students as well as any students not with the class.

## Media Communications Policy

Only a senior administrator may engage the media. Media must set up and remain on the easement on the east side of our property by Firestone and not go onto the parking lot, nor go south of Firestone. In the event of an active shooter event, Rod Fulenwider will be called to address the media.

## Grief Counseling

Allen Christian Counseling Services provides assistance for staff and school families following a crisis. Contact information is available in the school office. If additional assistance is need, the City of Plano has a wide array of chaplains and mental health professionals that are mobilized as and wherever they are needed.

## Uninhabitable Building Plan

In the event of an uninhabitable building, the insurance agent listed under Emergency Contact Numbers will be called. Funding available through insurance coverage is adequate to secure temporary facilities while repair or replacement is made.

## Bomb Threat

1. When the call comes, obtain as much information as possible and immediately notify an administrator once the call has come in.
2. Call 911 from a land line.
3. Follow the procedure for Fire Evacuation and remain on the grassy areas away from the buildings.
4. No not use cell phones, as the signal may trigger the bomb.

## External Chemical Attacks

1. Move all kids inside.
2. Close all windows and outside doors.
3. Close off non-essential rooms.
4. Turn off ventilation systems including fans, heating and air conditioners.
5. Stay away from windows and doors.
6. DO NOT eat or drink anything you suspect may have been contaminated.
7. Place a rolled up towel at the bottom of the door to close off opening.
8. Do NOT leave your room until the ‘all clear’ has been issued by an administrator or law enforcement officer

## Earthquake

1. As soon as shaking starts, instruct all kids to DROP, COVER and HOLD their position!
2. Keep all students away from windows, doors, and any glass that may be in your classrooms like mirrors, fish tanks, computer monitors, etc.
3. Keep all students calm and quiet.
4. As soon as the shaking stops and you are given the ‘all clear,’
   1. Please assess your students for injuries and additional needs.
   2. Check your classroom for additional damages.
5. If an evacuation is called for, follow the “Fire Escape Route.”

## Fire/Tornado Log Book