**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.

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## Media Communications Policy

Only senior administrative staff shall engage the press. Other staff shall use good judgment on calling appropriate authorities.

## Emergency Contact Numbers

### Law Enforcement Agencies

Police Department 911

 Chief Ed Drain, 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 Dean Malone, CPIA

Agency Producer

Direct: 972-822-7160

Office: 844-400-2248 x. 351

[American Church Group - Texas](http://americanchurchgroup-texas.com/)

[Brotherhood Mutual](http://www.brotherhoodmutual.com/)

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.

## Evacuation Plans 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 (Active) 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 214-801-3472 (Cell) shall be called to address the media; if he is not available, only senior administration of the school shall 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.

## Remote Learning Procedures

Bethany will utilize the on-line program currently in place. Student contact policies will be suspended. In the event of no internet, drop off boxes will be set up at a central location for distributing assignments and collecting work.

## 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

## Natural Disaster

### 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.”

### 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.”

### Fire/Tornado Log Book

The log is available in the school office.

## Concussion protocols/procedures

Follow protocols provided in First Aide training: call 911, avoid moving, apply cold to injured area, have person remain still until help arrives.

## Medication storage and administration

See Student handbook, p. 37:

Medication

For the convenience of our parents, we provide a medication waiver that must be signed and kept in the office. It gives us permission to administer Tylenol, ibuprofen (Advil) and Tums. If parents prefer, we will call for permission each time medication may be warranted.

It is forbidden for students to carry medication of any sort in their possession at school. All medication must go through the office and is kept in a safe place. If a student must carry an inhaler rather than keeping it in the school office, he needs to have permission from the office. **All prescription medications must be in pharmacy bottles with the original label, clearly marked with name, medication, and instructions regarding the date and amount to be administered. Over-the-counter medications must be in original containers (no single pills in a baggie) with written instructions on a separate waiver signed by the parent and available in the office.**

## Suicide prevention and awareness

See Student handbook: p. 34.

Members of our staff have received advanced training through the FBI in preventing and dealing with suicide. All threats and/or communications of self-harm are taken seriously. Parents are notified and external counselling is provided. Students who have indicated a desire for self-harm may be asked to miss school until it is determined by an appropriately trained professional that the issues creating a desire for self-harm have been addressed and it beneficial to the student and the school for the student to return.

## Bullying/Harassment prevention and mitigation policies/procedures

See Student handbook, p. 29.

Bullying and Cyber Bullying

As our society has become increasingly dependent on social media and other forms of technological communication. We believe that the internet communication can have significant positive or negative impact on the well-being of a student. It is our hope to prevent, mediate, and resolve instances of bullying, should they occur.

Students may be hesitant to express bullying accusations to their parents especially if it happens online. Should the school be the first to know, the school will notify the parents of the harassment allegations. Should the parents be the first to know, we ask that you notify the school and whenever possible, provide written proof of the harassment allegation. In the event that the harassment is anonymous, the school may consult with law enforcement to unmask threats.

Anonymous reports of bullying, threats, or other violent acts may be made by email-to-email addresses provide on our website.

Bullying is not allowed on campus or off campus. Serious consequences will be considered for bullying behavior.

During the 85th Texas Legislature, SB 179 - "David’s Law" was passed and signed into law effective September 1, 2017. The intent of this law is to protect public and charter school students; as a Christian school, however, we believe our students should surpass the law by demonstrating grace and respect to one another.