AFTER HOURS EMERGENCIES:
Who is in charge?
Robby Ball, Hurst-Euless-Bedford ISD
Where you from and what you do?

- What do you expect and want to get out of this session?
- How can I help you get the information you need?
Robby Ball, Coordinator, Educational Support Services, Hurst-Euless-Bedford ISD

- Safety and Security Director (among many other roles)
- 24,000 students served
- 27,000 students and staff served
- 32 facilities
  - 20 Elementaries
  - 5 Junior Highs
  - 3 High Schools
  - Central Football Stadium
  - AEP
  - Career and Technology Academy
  - Auxiliary Services Facility (Maintenance, Transportation, Warehouse, Child Nutrition)
HEB ISD encompasses 44 sq. miles.
EMERGENCY OPERATIONS PLAN (EOP)

- From start of school day to end of school day, plan should be in place
- Teachers, students, staff and parents should know the policy and procedures of the district
  - Do you have a public released version of your EOP?
- Drills should be conducted accordingly, and consistently
- Each campus and facility should have an operating plan for emergencies
- HEB ISD uses the Standard Response Protocol (SRP)
  - How many know what SRP is and use it?
  - iloveyouguys.org
Plan should evolve with needs of the district and campus

- Policies for visitor access, staff leaving campus, communication with first responders, parents, etc. should be reviewed every other year
- Annual meeting with first responders and precincts that serve your district
- First Responders do live drills at campus with campus staff
- Monthly meetings with SRO(‘s) to stay up to date and get pulse of campus
- Administrative certifications needed in regards to emergency planning and situations
  - In HEB ISD, **ALL** Administrators must complete four (4) NIMS courses in first year of employment (IS 100, 200, 700 & 800)
- Stay ahead and plan for the ‘What If’ scenario
HEB ISD PLAN AND RESOURCES
MY EOP APP

PUBLIC ADDRESS PROTOCOL: “LOCKDOWN! (Name, Time, Out of Sight)” shall be repeated twice each time the public address is performed.

ADMINISTRATOR/FOR OFFICE RESPONSE ACTIONS TO LOCKDOWN:

1. All staff and students clear the hallways/common areas and proceed to the nearest safe room (not necessarily their assigned room).
2. Initiate the district crisis communication flow chart (principal or designee will immediately call 911, if needed, and then appropriate Assistant Superintendent/Elementary Administration 817-359-2032 or Secondary Administration 817-359-2033)
3. Where safe to do so, conduct a sweep, brief overview of the hallways.
4. Where safe to do so, place “DO NOT ENTER” emergency sign on the front door.
5. Do not allow anyone to enter or exit the campus or office until the Lockdown is over. Parents or others who wish to be allowed to enter the school must contact the principal.

Campus Safety Conference

Different by Design
• Only safety related items are communicated
  • These can include:
    • Weather
    • Bus Accidents
    • Evacuations, Lockouts, Lockdowns, Shelter in Place (sheltering for severe weather threat)
    • Clarity of information due to police presence in or around a campus
  • Sent out via Twitter, Facebook, School Messenger
    • @HEBeSAFE
OTHER RESOURCES FOR HEB ISD

- This outlet will allow for faster communication to the community in the event of an emergency.
- Will also allow for more accurate information being relayed to parents, and not having to solely rely on media or text messages.
THINKING OUTSIDE THE BOX

- Safety and security can look different dependent on the situation and school
  - Examples include:
    - School design and lockdown procedures and problems
    - Communication methods between students and teachers/coaches
    - Campus communication and notification
The design and set up of a school, its hallways, window placement, and overall layout can create problems when a lockdown is called or drilled.

- HEB ISD has four campuses that this situation has arisen:
  - Three campuses have windows that face to hallway at an angle that make it difficult for staff and students to get out of sight
  - One campus has glass doors that face main courtyard and allow for clear line of sight

- District has a policy of transparency and no blinds or other items allowed to block clear view of classroom
SCHOOL DESIGN AND LOCKDOWN

• PROCESS:
  – Campus walks done at each location to assess
  – Creative method of creating safe environment while adhering to district policy

• SOLUTION:
  – Tint windows
    • One window was tinted as a ‘test’ at a campus to see how it would work in a lockdown situation and adhering to district policy
    • Tint allowed for full transparency while lights were on and class in session
    • When lights were turned off, created reflection on glass and no ability to see into classroom where kids and staff were hiding in the event of a lockdown
COMMUNICATION METHODS BETWEEN TEACHERS/COACHES AND STUDENTS

• ISSUE/CONCERN:
  – Too many opportunities for inappropriate contact and potential relationships to develop due to communication methods
  – Research shows that in 80% of cases, relationship began due to ability to communicate through social media and other means
  – Have had issue with this in the last 3 years in district
  – Need system or method to limit this potential as much as possible
  – State of Texas already investigating 220 inappropriate relationship claims/cases this school year, up from 115 at this time last year
COMMUNICATION METHODS BETWEEN TEACHERS/COACHES AND STUDENTS

• SOLUTION:
  – Develop district app/communication tool like Remind 101
  – Limit contact that can/needs to be made between teacher/coach and students
  – When communication is made, an assistant coach/sponsor/director is included in the text to the student
  – Parents included in all communications made by team or sponsored group
CAMPUS COMMUNICATION AND NOTIFICATION

• How do you communicate with the campus if there is an emergency?
  – Time=Lives
• New PA system being installed at campuses over next 3 years
  – Bell Schedules
  – Announcements
  – Emergency Notifications
• System has app that has direct line to PA, district officials and emergency responders
• Geocaching allows system to pinpoint area of emergency
NOW, FOR AFTER HOUR EMERGENCIES

• WHY TRAIN?
• IMPORTANCE OF TRAININGS
• WHO NEEDS TRAINED
• WHAT TO COVER
• OUTDOOR VS. INDOOR
• FACILITY SPECIFICS
• PLAN AND PRACTICE PLAN
WHY HAVE TRAININGS FOR AFTER SCHOOL?

- As stated before, most places have a plan for the school day
- Sponsors and coaches are the only adults with kids after school hours, and depending on the activity could be large number of students and one to two sponsors (i.e. football, choir, band, orchestra, multiple levels of athletic games at one time)
- Learn how to be in charge when safety is paramount
IMPORTANCE OF TRAINING

• Best experience is experience
• Need to be as prepared as possible for any situation
• Train EVERYONE that could be in a situation with or without students
• Substitutes, Maintenance, Transportation, Custodians, Child Nutrition, Administration, Teachers, Students, Parents, Stadium Workers, Game Workers
• Be involved. Train situations with teachers and sponsors so they know what to expect and how to react
WHO NEEDS TRAINED

• Training should relate to sponsors, coaches, teachers that are a part of before or after school activities
• Fine art teachers (Band, Theatre, Choir, Sectionals, Art)
• Training should be tailored to their specific locations and situations
  – Coaches will have a different protocol for the gym or field as a fine art teacher would have for the band hall or auditorium
• See handout example
WHAT TO COVER IN TRAINING

• Thought process for each emergency
  – What do I do if? Where do I go if? Who do I call if?
• Learning safest place to be for each situation
  – Severe weather I go...
  – Lockdown I go....
  – Fire I go....
• Accountability for students and spectators
  – Keep calm
• Common sense for each situation
WHY TRAIN FACILITY WORKERS?

• First line of recognizing problems
• Huge asset to have with handling situations
• Keeps in line district expectations and terminology
• Pre event briefing for all workers to look at potential situations, weather, size of crowd expected, points of emphasis
TRAINING OF FACILITY WORKERS

• Any person that could work an event at a school or central facility needs basic training
• Training includes:
  – What to do in an emergency
  – How to be efficient during an emergency
  – What to look for out of the ordinary
  – Hands on CPR
• Trainees include:
  – Gate workers
  – Concessions
  – Door personnel
  – Security (even if hired out)
  – Ushers
OUTDOOR EMERGENCIES AFTER HOURS

• Emergency at football/softball/soccer/baseball/tennis/xc/track and field/band competition:
  – Where do we go for shelter?
  – Where do we go for active shooter?
  – Where do we go for fire?

• Public Address announcer, if applicable, is a huge resource for communication in an emergency
  – Can talk to large crowd at once
  – Can give needed information in real time
  – Voice Above the Crowd

• What to do as a host facility
  – Evacuation routes
  – Information sent to visiting schools regarding competitions/game day
  – Shelter locations/Process for lockdown
INDOOR EMERGENCIES AFTER HOURS

- Emergency at choir/band/orchestra concert/theatre production/assembly/awards night in auditorium/basketball/volleyball/community event in gym:
  - Where do we go for shelter?
  - Where do we go for active shooter?
  - Where do we go for fire?
  - *See handout for reference*

- Emergency with students in band hall/classrooms for sectionals/art gallery showings/locker rooms/multi purpose facility/ etc.

- What to do with parents/spectators during an event
SPECIFICS TO YOUR FACILITY

- Your facilities may require creative safety methods:
  - Location of facility
  - Set up of facility
  - Egress routes of facility
- Event may require different safety needs:
  - Concerts
  - Games
  - Community Events
  - Fairs

Signage related to your facility

- Coolers allowed?
- Proper gun signs
  - Difference in school and facility signs and parking lot signs
    - Property vs. Premise
- Clearly marked exits
NEW SIGNAGE PLACED AT SCHOOLS

Placed at entrance of each campus/facility

Placed at parking lot entrance for each campus/facility
PUT A PLAN TOGETHER AND PRACTICE IT

• Create a plan that makes sense
  – According to the situation
  – According to the audience it involves
  – Anyone can follow
  – Take into account special needs assistance

• Plan for the worst, but practice the practical
  – Think of worst case scenarios
  – Difficult to prepare and accept, worse to deal with in real time
  – Practice practical events that could happen (fire, weather) dependent on your situation

Do live drills to practice the plan
  – Time invested in preparation is time invested to save lives
  – Have sponsors, coaches, fine art directors discuss plans in case of an emergency
  – Live lockdowns, scenarios when team members are out of pocket
CLOSE THE LOOP

- **DISTRICT EOP**
  - Updated, common terminology, discussed with all stakeholders
- **THINK OUTSIDE THE BOX TO ADDRESS NEEDS**
- **AFTER SCHOOL TRAINING NEEDS**
  - Who needs, why they need it, and how often
- **INDOOR/OUTDOOR EMERGENCY GUIDES/PLANS**
  - Have a plan for each situation and train
  - Practice the practical
- **FACILITY NEEDS/TRAINING**
  - Facility specific needs for each event
  - Training facility workers
QUESTIONS?

• Feel free to contact me at any time with questions or ideas!

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