



Lago Vista ISD Emergency Procedures



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

Portions of this guide include content from The Standard Response Protocol, which is a Trademark of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. More information can be found at <http://iloveugays.org>.

Lago Vista Independent School District
8039 Bar-K Ranch Road
Lago Vista, TX 78645
(512) 267-8300

When a 911 call is placed, follow up with an immediate call to the Lago Vista ISD Superintendent or Deputy Superintendent to confirm the emergency.

In the event of an emergency, Lago Vista ISD will initiate all automated alerts parents for parents at the District-level. Campuses shall **NOT send automated alerts regarding emergencies.**

Lago Vista Police Department

Emergency.....911
Non-Emergency.....(512) 267-7141

Travis County ESD #1 (Fire Department)

Emergency.....911
Non-Emergency.....(512) 267-3586

Travis County Sheriff's Office

Emergency.....911
Emergency Alternate.....(512) 482-5860
Non-Emergency.....(512) 974-0845 Opt. #3
Mental Health
Crisis Intervention Team (CIT).....(512) 854-3430

Austin Travis County Health & Human Services

Animal Control.....(512) 974-2000
Disease Reporting.....(512) 972-5555

Austin Travis County Integral Care

Mobile Crisis Outreach Team.....(512) 472-HELP (4357)

Poison Control Center.....(800) 222-1222

Pedernales Electric Emergency Line.....(888) 883-3379

Texas Gas Service.....(800) 959-5325

National Suicide Prevention Lifeline.....(800) 273-8255

American Red Cross of Central Texas.....(512) 928-4271

Texas Department Family

Protective Services.....(800) 252-5400

**National Center for Missing
& Exploited Children**.....(800) 843-5678

Lago Vista ISD Maintenance.....(512) 267-8300 x1506

Lago Vista ISD Nurse.....(512) 267-8300 x3505

Emergencies Only.....(512) 773-5300

Lago Vista ISD Transportation.....(512) 267-8300 x1508

Emergencies Only.....(512) 670-6033



LOCKOUT PROCEDURES

LOCKOUT is called when there is a threat or hazard *outside* of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground, lockout uses the security of the school building to act as protection.

CAMPUS RESPONSE

Front Office:

- Lockout MAY be reported to the campus by emergency personnel.
- Lockout MAY be reported to the campus by students, staff, or teachers if an IMMEDIATE threat is directly observed outside the building. In this event:
 - Call 911.
 - Radio/call campus administrator.
- Announce over the paging system: "THIS IS A LOCKOUT. SECURE THE PERIMETER."

Principal/Campus Administration:

When safe to do so:

- Contact the Superintendent and/or Deputy Superintendent.
- Serve as the initial Incident Commander (IC).
- If law enforcement arrives, communicate with them and establish a unified command.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- If needed, activate District Emergency Operations Center; establish communications and resources.
- Notify applicable administrators.
- Call the Lago Vista ISD School Board for situational awareness.
- Establish/notify Communications Coordinator and begin preparing a ParentLink/social media notification and media statement.

Teachers/Staff:

- Bring students inside.
- Lock exterior doors.
- Increase situational awareness.
- Take roll.
- Immediately notify building administrator of any missing students.
- Continue **business as usual**.

Note: You may conduct class change within one building, but do NOT transfer persons between buildings that require the opening of exterior doors.





LOCKDOWN PROCEDURES

LOCKDOWN is called when there is a threat or hazard *inside* of the school building. From parental custody disputes, to intruders, to an active shooter, lockdown uses classroom security to protect students and staff from threat. Lockdown is followed by “Locks, Lights, Out of Sight”.

CAMPUS RESPONSE

First person to recognize a THREAT:

- REPORT IMMEDIATELY, depending on the type of THREAT, by either:
 - Calling 911.
 - Calling the campus administrator.
- INITIATE LOCKDOWN IF THERE IS A LIFE SAFETY THREAT.

Front Office:

- Announce over the paging system: “THIS IS A LOCKDOWN. LOCKS, LIGHTS, OUT OF SIGHT.”

Principal/Campus Administration

When safe to do so:

- Contact the Superintendent and/or Deputy Superintendent.
- Establish command center wherever appropriate, serve as initial Incident Commander (IC), ensure safety of students and staff, and establish a unified command with law enforcement when they arrive.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify applicable administrators.
- Call Lago Vista ISD School Board for situational awareness.
- Activate District Emergency Operations Center at District Administration Office.
- Establish/notify Communications Coordinator and begin preparing a ParentLink/social media notification and media statement.

Teachers/Staff:

- Lock exterior doors.
- Bring all staff/students inside secured areas.
- Close and lock classroom doors/windows.
- Turn out the lights.
- Move away from sight.
- Maintain silence.
- Take roll – silent or whispered.
- Wait for responder to open door.

Note: In an actual Lockdown situation, the rooms will be cleared individually by either law enforcement or campus administrator/designee.

Considerations/Actions:

- District Representative reports to the Emergency Responders Command Post near the school.
- Standby to deploy:
 - Transportation Department.
 - District Emergency Operations Center to a secondary evacuation site.





EVACUATION PROCEDURES

Evacuation is called when there is a need to move students from one location to another. Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

CAMPUS RESPONSE

First person to recognize a THREAT:

- REPORT IMMEDIATELY, depending on the type of THREAT, by either:
 - Calling 911.
 - Calling the campus administrator.
- INITIATE EVACUATION IF THERE IS A LIFE SAFETY THREAT.

Front Office:

- Activate fire alarm system.
- Announce over the paging system: “THIS IS AN EVACUATION. PLEASE EVACUATE TO THE [DESIGNATED LOCATION].”

Principal/Campus Administration:

- EVACUATE building according to the evacuation plan. Close all doors and turn off lights upon exiting building.
- Serve as initial Incident Commander (IC).
- Meet with First Responders/establish Unified Command.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify applicable administrators.
- Call Lago Vista ISD School Board for situational awareness.
- If necessary, activate District Emergency Operations Center at District Administration Office.
- Establish/notify Communications Coordinator and begin preparing a ParentLink/social media notification and media statement.
- Begin the pre-planning for a secondary evacuation site and parent reunification site.

- Prepare for the possibility of relocating to another site and Parent/Student Reunification.
- Contact the Superintendent or Deputy Superintendent.
- If First Responders are involved, establish a unified command with their IC.
- Maintain a written account of incident and action taken.

Teachers/Staff:

- EVACUATE building according to the evacuation plan. Close all doors and turn off lights upon exiting building. TAKE CLASSROOM/SCHOOL GO KIT/ROSTER.
- Go to the designated emergency evacuation site.
- Begin verification of students and staff members to account for all students and teachers.
 - Take roll. Notify if there are missing, extra, or injured students.
- Remain off-site until further instructions are received.

Considerations/Actions:

- District Representative reports to the Emergency Responders Command Post near the school.
- Standby to deploy:
 - Transportation Department.
 - District Emergency Operations Center to a secondary evacuation site.



EVACUATION PROCEDURES



SHELTER PROCEDURES

SHELTER is called when the need for personal protection is necessary. Shelter is always followed by the hazard and a safety strategy and is the protocol for group and self-protection. Take shelter in appropriate locations.

Campus Response

Front Office:

- Shelter MAY be reported to the campus by Emergency Dispatch or NOAA Radio Notification (Weather Related).
- Shelter may also be reported to the campus by students, staff, or teachers if an IMMEDIATE threat is directly observed. In this event:
 - Call 911.
 - Radio/call building administrator.
- Announce over the paging system: “THIS IS A:
 - “SHELTER FOR TORNADO. DROP, COVER, AND HOLD.”
 - “SHELTER FOR SAFETY. DROP, COVER, AND HOLD.”
 - “SHELTER FOR HAZMAT. SEAL THE ROOM.”

Principal/Campus Administration:

- Begin verification of students and staff members to account for all students and teachers.
- Meet with First Responders/establish Unified Command.
- Contact the Superintendent or Deputy Superintendent.
- If possible, establish command center wherever appropriate, ensure safety of students and staff, and hand over command to law enforcement when they arrive.
- Maintain a written account of incident and action taken.

Teacher:

- Announce the shelter method (i.e., Drop, Cover and Hold; Seal the Room).
- Take appropriate safety strategy.
- Take roll and account for students.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify applicable administrators.
- Call Lago Vista ISD School Board for situational awareness.
- If necessary, activate District Emergency Operations Center at District Administration Office.
- Notify other campuses that may be impacted.
- Establish/notify Communications Coordinator and begin preparing a ParentLink/social media notification and media statement.
- Coordinate with Communications Coordinator to create a prepared statement to be read to any incoming callers asking about the incident. Sample statement: *“Thank you for calling [campus name]. Our Emergency Management Plan has been activated due to a potential threat. All measures are being taken to ensure the safety of the students and staff. Administration will contact parents with more information as soon as possible. Please do not come to the school building to pick up your child as it may hinder our operations. Thank you for your cooperation.”*



SHELTER PROCEDURES

MEDICAL EMERGENCY RESPONSE PROCEDURES

The campus nurse is responsible for providing health care and emergency treatment until Emergency Medical Services (EMS) or parent/guardian arrives to assume health care responsibility. When a student becomes seriously ill or injured, the parent/guardian and the school principal or designee should be notified immediately. **In serious cases in which immediate medical attention is needed, call the School Nurse, who will call 911.** Otherwise, the School Nurse will contact the parent or guardian if necessary, and he or she will assume responsibility.

CAMPUS RESPONSE

Teachers/Staff:

In the event of a NON-RESPONSIVE or LIFE-THREATENING INJURY or ILLNESS:

1. Immediately summon help from the School Nurse, who will call 911.
2. Describe the nature of the emergency (illness or injury), identify the victim(s) by name to the School Nurse, and tell how many victims are involved.
3. Provide exact location inside or outside the school (inside school, provide the door number; outside school, provide closest exterior door number).
4. Radio/call building administrator.
5. DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern (fire present, explosive atmosphere, etc.).

6. Assess victim and if applicable, begin CPR.
7. Check victim for medical alert bracelet or necklace.
8. Assess and if applicable, request an Automated External Defibrillator (AED) to be brought to the scene.

Campus Administration:

1. Disperse onlookers and keep others from congregating in the area.
2. If possible, isolate the victim(s).
3. Direct someone (e.g., staff, student) to meet and guide the First Responders.
4. Remain to assist emergency medical personnel.
5. Contact the Superintendent or Deputy Superintendent.
6. Document all actions taken.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify applicable administrators.
- Call Lago Vista ISD School Board for situational awareness.
- Standby to deploy:
 - District RN.
 - Crisis Response Team.

BOMB THREAT (LOCKDOWN & SHELTER / EVACUATION)

CAMPUS RESPONSE

Person who receives the bomb threat over the telephone:

- Try to use report form (see Bomb Threat Checklist below).
- If caller ID is available, write down number and give to police. Write down as much information as possible (e.g., the threat, male or female voice, background noise, accent of caller, tone of caller, etc.).
- Call 911.
- Inform the principal or designee immediately.

Principal/Campus Administration

- Contact your Superintendent or Deputy Superintendent.
- Determine response based on the advice of law enforcement/District administration.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

Coordinate with law enforcement to determine threat-level.

- Low threat level – LOCKDOWN & SHELTER
 - Sweep room and shelter students in classrooms.
- Medium-High threat level – EVACUATION
 - Immediate evacuation and full search.
- Notify other campuses that may be impacted.
- Call Lago Vista ISD School Board for situational awareness.
- Establish/notify Communications Coordinator and begin preparing a ParentLink/social media notification and media statement.
- Coordinate with Communications Coordinator to create a prepared statement to be read to any incoming callers asking about the incident. Sample statement: *“Thank you for calling [campus name]. Our Emergency Management Plan has been activated due to a potential threat. All measures are being taken to ensure the safety of the students and staff. Administration will contact parents with more information as soon as possible. Please do not come to the school building to pick up your child as it may hinder our operations. Thank you for your cooperation.”*

Bomb Threat Checklist

Place this tool in close proximity to all school phones. Pay attention to detail. Keep caller on line as long as possible, but don't antagonize them. (This chart may help track details and guide conversation.)

Basic call information:

Point of contact (Location receiving call): _____

Contact number receiving call: _____

Person receiving the call: _____

Phone Number of Caller: _____

Details:

Gender: Male Female

Age: Adult Student/Child

Attitude: Normal Excited Calm Rambling Distraught Coherent

Voice: Slow Fast Raspy Smooth Deep High-pitched

Accent: _____

Dialect: _____

Impediments: _____

Did you recognize caller's voice? Yes No

Notes: _____

Ask:

What time is it set for? _____

Where is it? _____

What will cause it to detonate? _____

Who is the intended target? Why? _____

What is your name? _____

BOMB THREAT RESPONSE PROCEDURES

BAT RESPONSE PROCEDURES

Bat season usually runs March through October; however, every campus and facility in LVISD is subject to the presence of bats any time of year. Bats can transmit rabies, if contact is made with the bat. If a bat (dead or alive) is located, call the LVSD District Administration at (512) 267-8300 x1500.

CAMPUS RESPONSE

Teachers/Staff:

If a student touches a live bat:

1. Immediately send student to the nurse's office.
2. Attempt to determine if anyone else has come in to contact with the bat.
3. Remove persons from the area to ensure no one else touches the bat.
4. If possible, attempt to maintain visual contact with the bat so that responding personnel can locate and collect the bat for testing.

If a student touches a dead bat:

1. Immediately send student to the nurse's office.
2. Attempt to determine if anyone else has come in to contact with the bat.
3. Isolate the area to ensure no one else touches the bat.
4. DO NOT dispose of bat. Animal Control will need to collect the bat and have it tested for rabies.

Principal/Campus Administration:

1. Notify Animal Control department, as they will want to collect the bat for rabies testing.
2. Ensure that the parents of the student who has touched the bat are notified and given the Animal Control report information.
3. Contact the Superintendent immediately.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify Deputy Superintendent, who will work with campus administration to prepare messaging to parents.
- Call Lago Vista ISD School Board for situational awareness.
- The Health Department may require a notice to be posted at the school.

MISSING/ABDUCTED/KIDNAPPED STUDENT(S)

A student is missing if they are unaccounted for at school, on school property, at a school activity or while traveling to and from school. Abduction/kidnapping is the unauthorized and unlawful removal of a student from school property, a school activity (i.e., field trip, sporting event, or from a school bus) without consent either from school officials and/or parent(s)/guardian(s).

CAMPUS RESPONSE

Teachers/Staff:

In the event of a MISSING student:

1. Verify the child is missing.
2. Notify the principal and campus secretary.
3. If a bus is involved, ensure the transportation department has been contacted.
4. Provide a physical description of the student, if available.
5. Assist with any search of the school building and grounds.
6. If student is located, notify the principal and main office.

In the event of an ABDUCTION/KIDNAPPING of a student:

1. Verify that a child has been abducted.
2. Notify the principal and campus secretary.
3. Gather information about the abduction, description of the perpetrator and any vehicle involved.
4. Obtain information on possible witnesses, friends, and last person to see the student.

CENTRAL ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify applicable administrators.
- Call the Lago Vista ISD School Board for situational awareness.
- If necessary, activate District Emergency Operations Center at District Administration Office.
- Establish/notify Communications Officer and begin preparing a School Messenger/social media notification and media statement.

Standby to call:

- Crisis Response Team.
- Notification to all schools and all staff may be needed, i.e., Lockdown, Lockout, Evacuation, Shelter.

Principal/Campus Administration:

1. Call 911.
2. Notify Superintendent or Deputy Superintendent.
3. Contact parent(s) or guardian(s) and report the abduction.
4. If appropriate, institute LOCKDOWN OR LOCKOUT procedures.
5. Check abducted student's file for any restraining orders or other background information.
6. Provide police with:
 - Physical description of the student (sex, height, weight, skin color, eye color, clothing, backpack, etc., if known).
 - Student photograph (if available).
 - Victim's home address, phone number.
 - Parents' contact information.
7. Arrange for crisis counseling if necessary.
8. Refer all media inquiries to the District Administration Office.
9. Document all actions taken.

Standby to deploy:

- District Liaison to the Emergency Responders Command Post near the school.

MISSING/ABDUCTED/KIDNAPPED STUDENT(S) RESPONSE PROCEDURES

SEXUAL ASSAULT RESPONSE PROCEDURES

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, loss of control, humiliation and violence. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault. Schools should address sexual assault as a crisis or emergency when a rape or sexual assault occurs on school property.

CAMPUS RESPONSE

Teachers/Staff:

In the event of a SEXUAL ASSAULT or notification of a sexual assault:

1. Notify the principal immediately.
2. DO NOT LEAVE THE VICTIM ALONE.
3. Determine if immediate medical attention is needed; if so, summon help from the School Health Office.
4. Isolate the victim from the crime scene, suspect(s) and witnesses.
5. Victim should not be questioned beyond obtaining a description of the perpetrator.
6. If appropriate, preserve all physical evidence of the crime.

Principal/Campus Administration:

1. Call the Superintendent.
2. Call 911 and request that police respond; also, if immediate medical attention is needed, request emergency medical personnel.
3. If there is a crime scene related to the assault, isolate the area and assign a staff member to safeguard it.
4. Isolate the victim from the crime scene, suspect(s) and witnesses.
5. Victim should not be questioned beyond obtaining a description of the perpetrator.
6. The victim should not eat or drink, change clothes, or shower, while awaiting police arrival.
7. Confidentiality must be maintained during the investigation.
8. Direct the individual (student or staff) not to repeat any information elsewhere in the school.
9. Take action to control rumors.
10. Document all actions taken by staff.

DISTRICT ADMINISTRATION RESPONSE

Superintendent or designee:

- Notify applicable administrators.
- Call the Lago Vista ISD School Board for situational awareness.
- Establish/notify Communications Coordinator and begin preparing a School Messenger/social media notification and media statement.
- Establish command location, communications, and resources, if needed.

Standby to call:

- Crisis Response Team.

SEXUAL ASSAULT RESPONSE PROCEDURES

RAPTOR VISITOR ALERT RESPONSE PROCEDURES

When the visitor management system scans the sexual offender data base and finds a possible match it will send that information to the user who scanned or entered the identity information. The user must check the notification information to determine whether the identity of the person requesting access to campus is the same as the person in the match. The presence of a notification is not a guarantee that a match has occurred, and mismatches are common.

SCHOOL RESPONSE

Front Office:

Review alert and compare information and photo (if available) with visitor:

- If you are unsure if it is a match, notify your campus administrator.
- If you are certain that it is a match, select the confirmation icon. This will send an alert to pre-designated persons associated with your campus.
- Tell the visitor to have a seat, as there is an issue you need to resolve.
- Contact campus administration.

Principal/Campus Administration:

- The campus principal will have the final authority as to controlling access on his/her campus.
- Parents or legal guardians of a child or children enrolled in District schools may be permitted on school property or to be in attendance at school-sponsored activities, even if they are in the database.
- If the principal authorizes access, a school employee will escort the person the entire time he/she is on campus, and they will have no unescorted access to any commons area of the building.
- No other person known to be registered sex offenders, based on an offense against a child, will be permitted to be present on school property or at any school-sponsored activity.

REPORTING CHILD ABUSE AND NEGLECT

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility to report to law enforcement or Child Protective Services (CPS).

CAMPUS RESPONSE

Teachers/Any Staff Who Suspect Abuse:

- Any District employee, agent, or contractor has an additional legal obligation to submit a report to law enforcement or CPS, as applicable, within 48 hours of when the person first suspects that the child has been or may be abused or neglected. Failure to report suspected child abuse or neglect is a criminal offense.
- You cannot delegate this responsibility to another person. All persons who suspect child abuse or neglect must make their own report.

Principal/Campus Administration:

- Contact and brief your Supervisor.

Note: It is not up to you to determine whether your suspicions are true. A trained investigator will evaluate the child's situation.

- DON'T try to investigate.
- DON'T confront the suspected abuser.
- DO report your suspicions to law enforcement or DFPS, as applicable.

Reports may be made to the following:

- A law enforcement agency:
 - Lago Vista Police at (512) 267-7141.
 - Travis County Sheriff's Office at (512) 974-0845 Opt. #3.
- The CPS division of the Texas Department of Family and Protective Services at (800) 252-5400, or on the web at www.txabusehotline.org.

REPORTING CHILD ABUSE AND NEGLECT

COMMUNICATING IN A CRISIS

During a crisis, the primary goal should be to keep the public informed while maintaining student privacy and the educational process.

CAMPUS RESPONSE

Teachers/Staff:

1. DO NOT speak to any media unless instructed to. Immediately direct all media to the principal's office.
2. In the event that students have been evacuated or are outside, direct media away from any students and contact the school secretary.
3. Refer all media requests to the District Administration Office.
4. INFORMATION SHALL NOT BE POSTED TO YOUR PERSONAL SOCIAL MEDIA OR TEXTED TO THOSE OUTSIDE OF THE SCHOOL. An employee who uses social media and/or networking sites (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for personal purposes shall limit use to before and after scheduled work hours. Information posted to social media during an emergency is only allowable when authorized by a supervisor to conduct District business.

Principal/Campus Administration:

1. If the District Emergency Operations Center is activated, ensure that the District Emergency Operations Center/Superintendent has a contact number that you can be reached at.
2. If the event does not warrant the activation of the District Emergency Operations Center, it is essential that the Superintendent and Deputy Superintendent are contacted and briefed.
3. Ensure that clerical staff who answer the telephone at the school know which information can be shared and which information cannot be shared.
4. Update students and staff periodically in their classrooms. Avoid large group meetings.
5. Refer all media requests to the District Administration Office.