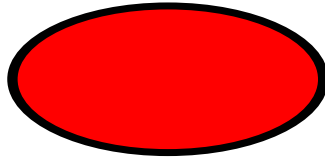


# Crisis Management Plan

By: Joni Kurz and Roy Alvarado

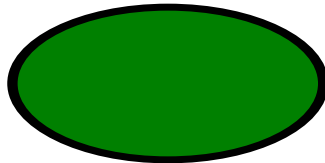
# DISTRICT COLOR-CODING SYSTEM

Red – Stop



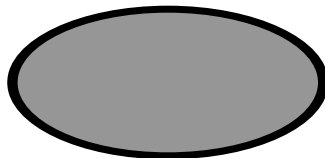
Stop in place, secure the door and wait for instructions.  
Lock Down; Possible Intruder on Campus.  
Chemical/Fumes/Gas Release

Green – Go



Follow Normal Building Evacuation Procedures.  
Await Directions After Assembling Outside the Building.  
Possible Fire or Bomb Threat.  
Chemical/Spill/Train Derailment/Explosion

Gray – Protection

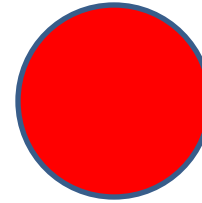


Seek Assigned Protected Area Away From Flying Glass.  
Storm Alert.  
Severe Weather/Tornado/Hurricane/Flood

When any of these situations occur, you will be notified by a campus ALL-Call. (PA System)

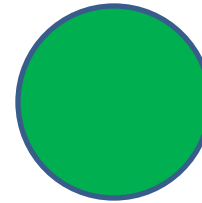
If we have a **RED** situation, you will need to know these basic 4.

1. Close and lock doors and windows
2. Wait for instructions
3. Tape door if this is a chemical fume
4. No cell phone use at this time



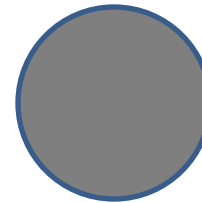
If we have a **GREEN** situation, you will need to know these basic 4.

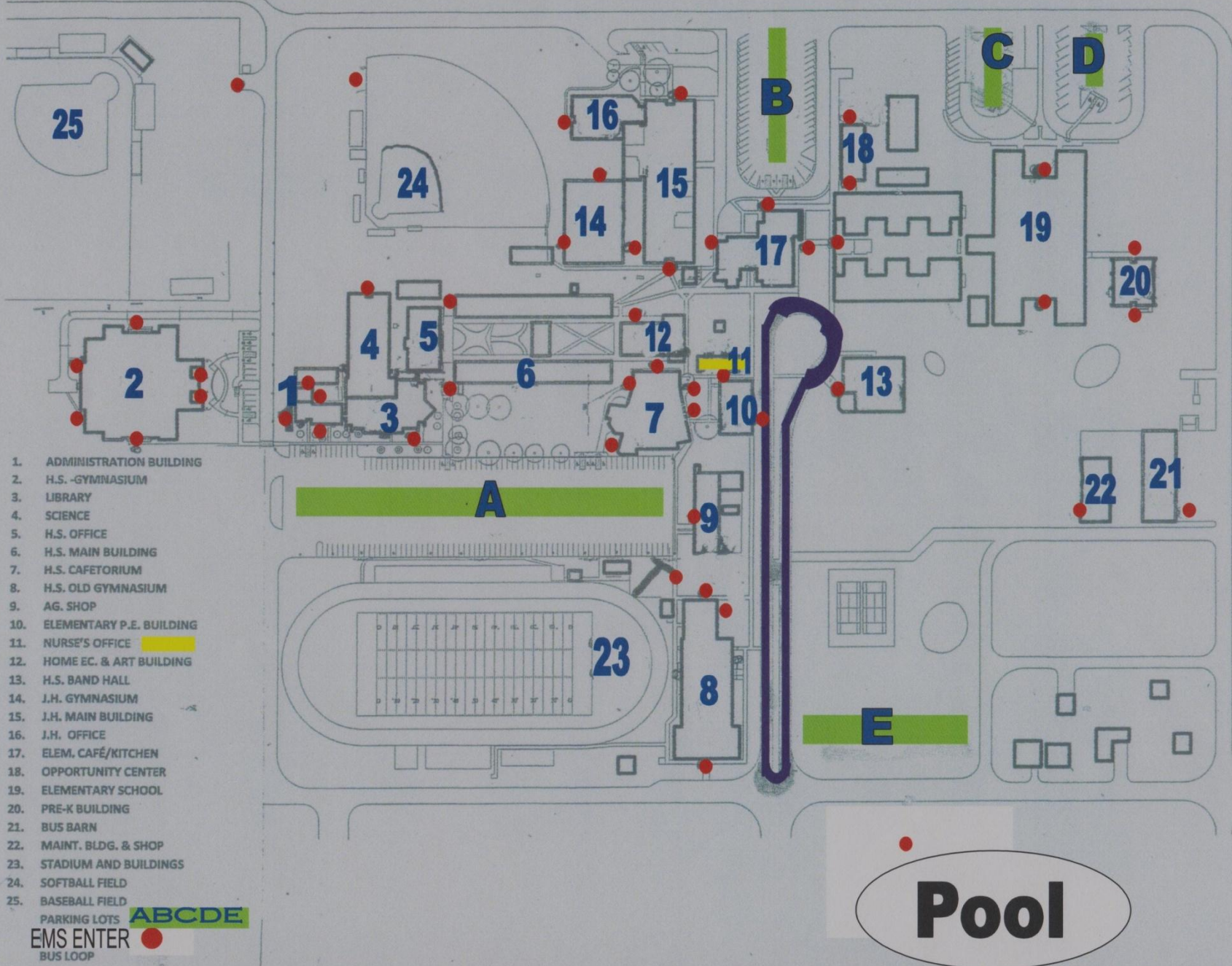
1. Evacuate to regular buss pick up areas
2. Take class roll and parent numbers
3. Keep personal cell phone ready for updated information
4. Stay calm and positive



If we have a **GRAY** situation, you will need know these basic 4.

1. Seek sheltered areas immediately /Map by door
2. Face wall with head down and covered
3. Keep personal cell phone ready for updated information
4. If seeking shelter on another campus (take student roll and parent numbers)





- 1. ADMINISTRATION BUILDING
- 2. H.S. -GYMNASIUM
- 3. LIBRARY
- 4. SCIENCE
- 5. H.S. OFFICE
- 6. H.S. MAIN BUILDING
- 7. H.S. CAFETORIUM
- 8. H.S. OLD GYMNASIUM
- 9. AG. SHOP
- 10. ELEMENTARY P.E. BUILDING
- 11. NURSE'S OFFICE
- 12. HOME EC. & ART BUILDING
- 13. H.S. BAND HALL
- 14. J.H. GYMNASIUM
- 15. J.H. MAIN BUILDING
- 16. J.H. OFFICE
- 17. ELEM. CAFÉ/KITCHEN
- 18. OPPORTUNITY CENTER
- 19. ELEMENTARY SCHOOL
- 20. PRE-K BUILDING
- 21. BUS BARN
- 22. MAINT. BLDG. & SHOP
- 23. STADIUM AND BUILDINGS
- 24. SOFTBALL FIELD
- 25. BASEBALL FIELD

PARKING LOTS **ABCDE**  
 EMS ENTER ●  
 BUS LOOP

**Pool**


This Map is Designed to Tell you the following Key Information- Please Note that if the step is applicable for your campus it will be coded **OES**, for the Elementary, **OJH** for Odem Junior and **OHS** for Odem High School

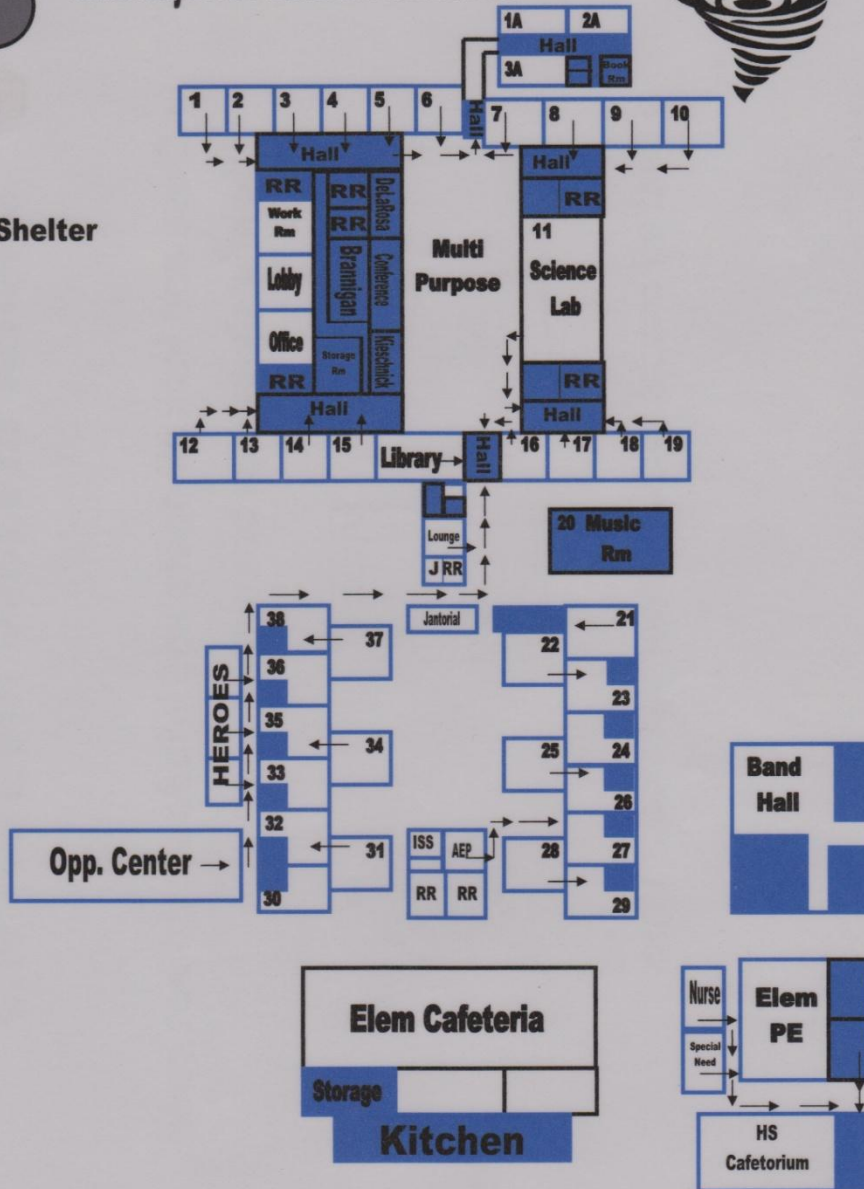
1. **OES:** If call allows for evacuation to another campus we will inform you
2. **OES,OJH,OHS:** All maps and color coded charts should be placed where you exit your classroom door.
3. **OES,OJH,OHS:** All laminated material will be given to you by your administrators.
4. **OJH Gym:** Tape is provided for the inter rooms only (restrooms)
5. **OES, OJH, OHS, PE Classes, Band Hall, AG building:** You must have **all class rolls** placed in your zip lock bag in case there is an evacuation.
6. **OJH:** You will **not** be receiving duct tape for each class room. Your administrator will be taking care of ceiling all exits in your building.
7. **OJH:** You will be receiving flash lights in case electricity goes out.
8. **The following buildings must know how to turn off electricity during a shelter in place:** Administration Building, High School Gym, Old High School Gym, OJH Gym, Heroes, Opportunity Center, Art , David Soto, HS Cafetorium, Elementary Cafeteria, Elem PE, Nurse, Band Hall, Music Rm, AG building



# Elementary Severe Windstorm/Tornado/Flood



 Shelter

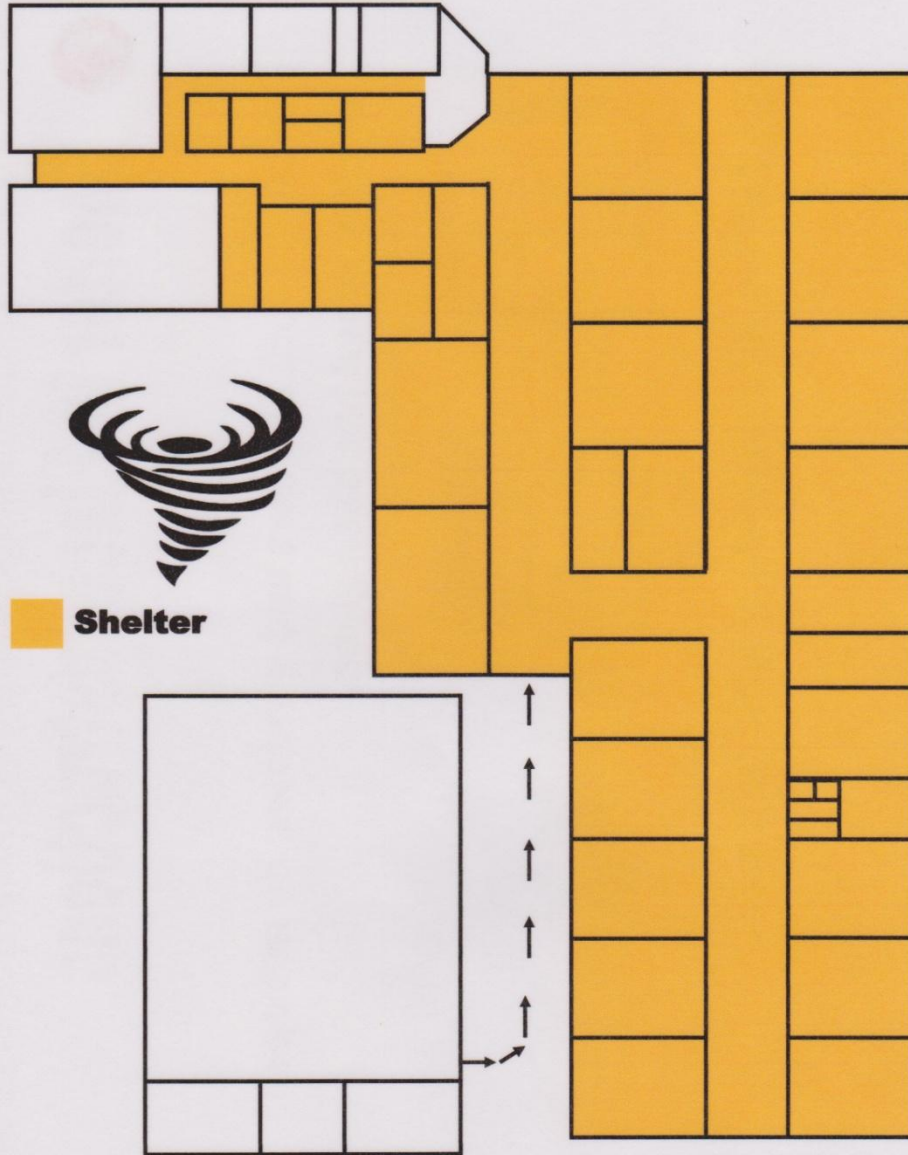


This Slide is for **Odem Elementary** with a **GRAY** Scenario (Either a Wind Storm, Flood or Tornado) including specific directions With this Map- Please see the key information about this map listed Below.

1. All dark blue areas are the safest place
2. Push desk away and face the wall
3. Put head down and cover face
4. If sheltering at another campus retrieve class roll and parent numbers
5. Walk calmly and quickly to Junior high campus
6. Take personal cell phone with you for updated information
7. Wait for all clear information



# Junior High School Severe Windstorm/Tornado/Flood

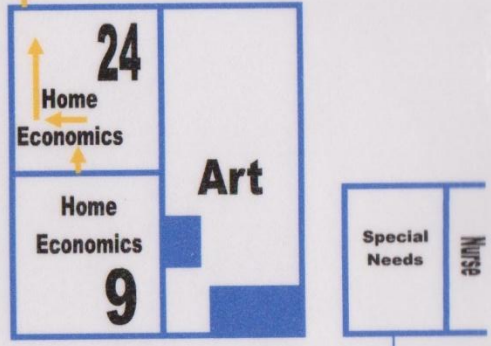
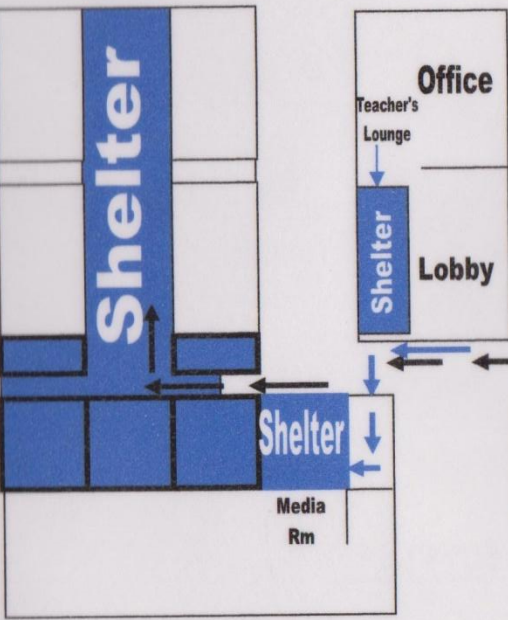
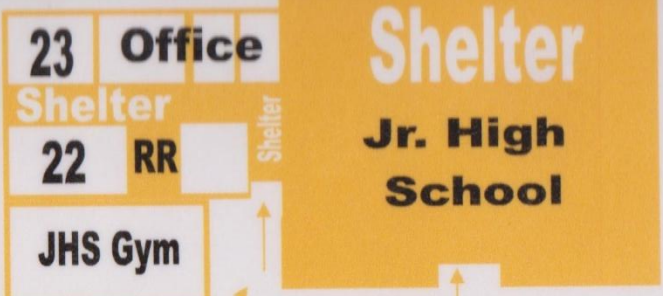


 **Shelter**

This Slide is for **Odem Junior High** with a **GRAY** Scenario (Either a Wind Storm, Flood or Tornado) including specific directions With this Map- Please see the key information about this map listed Below.

1. Retrieve flash lights incase electricity goes out
2. Move to the back of the room /other students will be coming for shelter
3. Retrieve class roll and parent numbers
4. Keep personal cell phone ready for updated information
5. Wait for all clear

# High School Severe Windstorm/Tornado/Flood



Shelter  
 Shelter

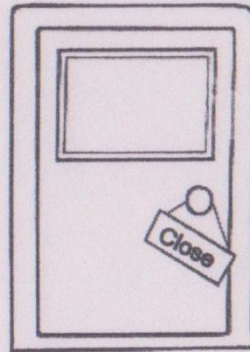
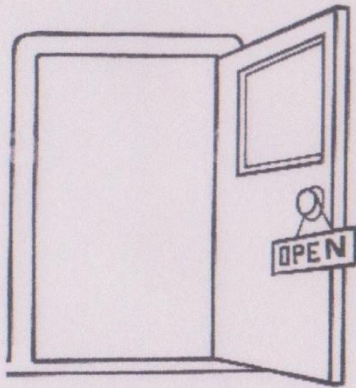
This Slide is for **Odem High School** with a **GRAY** Scenario (Either a Wind Storm, Flood or Tornado) including specific directions With this Map- Please see the key information about this map listed Below.

1. Evacuate to designated areas shown on Map at the door.
2. Take class roll and parent numbers
3. Keep personal cell phones ready for updated information
4. Walk quickly and calmly
5. Wait for all clear

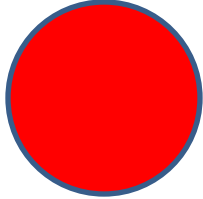


# Shelter in Place Instructions

- Close and lock all doors and windows; do not open until all-clear signal has been given.



- Seal all cracks around door with duct tape.

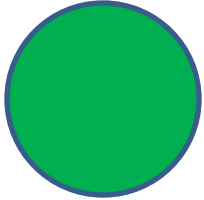


When a **RED** scenario occurs, that means we have a situation where our air is likely to be contaminated. (Chemical spill, etc.) Please complete the following steps when An All-CALL is made to SHELTER in PLACE. (Stay Put)

1. Locate your BAG with your materials to seal the door
2. Your AC unit will be automatically turned off
3. It is very important to NOT use personal cell phone at this time
4. Any use of cell phones may cause a spark
5. You will be informed by Administration when all is clear
6. Stay calm
7. All doors to campuses are locked at this time
8. Wait for all clear

.

Inside each bag : duct tape, class  
roster/parent numbers and flash light



When a **GREEN** scenario occurs, that means we have a situation where we will need to EVACUATE the Buildings. Please complete the following steps when you receive the ALL-CALL that we will be evacuating.

1. Locate your BAG with your materials and take it with you as you will need your class roster of students with names, phone numbers and possibly your flashlight could be needed.
2. Go to regular buss pickup areas
3. Walk calmly
4. Take personal cell phones with you and be ready for updated information
5. Do not let any students leave in their own vehicles
6. All administrators should have the following with them: Bull Horns and Walkie Talkies
7. School Nurse will have the following: Student Emergency cards and AED
8. **All personnel designated to drive a buss will report to the bus barn ASAP**