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2019-2020 School Year

# Grace Temple Christian Academy

## Crisis Management Plan

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Grace Temple Christian Academy  
11222 LEOPARD ST. CORPUS CHRISTI, TEXAS 78410

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# Crisis Management Plan

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In the event of an emergency, Grace Temple Christian Academy will uphold a crisis management plan in order to safeguard all students and staff. All crisis management plans will include measures on planning before a potential crisis, appropriate countermeasures during a crisis, and a plan of action for post-crisis. The crisis management plan will determine specific protocols for potential crisis situations.

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## **Emergency Contact Numbers**

### **Law Enforcement Agencies**

Police Department	911
Non- Emergency CPD	361-886-2600
Texas Dept of Public Safety	512-424-2208
Nueces County Sheriff's Dept	361-887-2222
Corpus Christi Animal Control	361-826-4630
Corpus Christi Emergency Mgt.	361-826-1100

### **Medical and Fire**

Fire Department	911
Christus Spohn Shoreline Hospital	361-881-3000
Corpus Christi Health Department	361-826-7200
Texas Poison Hotline	1-800-222-1222

### **Insurance and Media**

Church Mutual Insurance	1-800-554-2642
Media Relations, Pastor Ray Perez	361-960-4934

## **General Considerations**

- Staff need to know and adhere to the evacuation route in case of a fire crisis.
- Staff need to know the closest safe places students must go in case of a tornado crisis.
- Staff must always have their cell phone, grade book and student information with them.
- Staff must be ready to call 911 if needed and appropriately answer dispatch's questions.
- Staff must stay calm and not panic. You're the example that is set for students to follow.
- "For God has not given us a spirit of fear; but of power, and of love, and of a sound mind." 2 Timothy 1:7

## **Fire Emergency**

In the case of a fire emergency,

- Once a fire is spotted, the fire alarm must be pulled.
- Follow designated evacuation routes posted in each classroom.
- If the designated exit is blocked, go to the secondary or nearest available exit.
- The last person out of the classroom or offices must verify the room is empty and close the door behind them.
- Go to the predetermined location outside of the building. Evacuation distance is a minimum of 100 feet from the building.
- Support staff will check the lunchroom, bathrooms, gym, etc., and then go to the predetermined location.
- Students and staff are not to reenter the building unless given approval by the administrator or fire safety official.

## **Tornado**

In the case of a tornado,

- Staff will alert of an incoming tornado by ringing the school bell six times with a short pause between the third and fourth ring.
- Staff will lead all students to the designated safe space.
- Students and staff will crouch low with their head down, protecting the back of the head with their arms.
- Staff will ensure that students stay away from all windows, doors and large, open rooms.

## **Lock-down Procedures**

### **An External Threat**

If an emergency situation occurring in the vicinity of a school endangers student safety, the school may be placed under lockdown. The staff will notify the school through the phone system announcement, "Staff, please lock-down the school."

- Staff nearest to front doors must ensure that the doors are locked.
- All students and staff are to go and remain in their classrooms or offices.
- Classrooms doors are to be locked and lights must be turned off.
- No one is permitted to leave and no one, including a parent, is allowed on campus.
- Staff need to keep students calm and quiet
- Staff that are permitted to carry a firearm may patrol the halls to ensure the safety of students and staff.
- The doors may not be opened until the administrator or police officer gives the announcement of, “All Clear”

### **An Internal Threat**

An internal threat occurs when the security of the interior of the building has been breached and there is immediate danger to the students and staff inside. The nature of the threat determines the nature of the response. Remember to, “Run, or hide or fight”. **Armed and authorized personnel will assist in the “Run or hide or fight” process.** Any combination of those verbs will be the wisest course of action.

In the case of an active shooter, staff will alert the school by signaling the fire alarm, the tornado alarm and an air horn blasting at the same time. IMMEDIATELY do the following:

- **RUN-** If at all possible, exit the building using the placard posted in the classrooms or offices. Try to use secondary or alternate exits if the primary exit is inaccessible.
- Do not return to the school until notified by the administrator or police department.
- **HIDE** – If it is not possible to exit the building, lock the classroom door and cover the window.
- Barricade the door as best you can. Make it impossible for the threat to enter the room.
- Students and staff must lie down randomly, not in a group and away from the trajectory of bullets fired from the window or door.
- **FIGHT-** If the shooter accesses the classroom or office, be ready to disrupt the shooter’s accuracy and keep him from firing shots.
- Arm yourself with what you can.
- Throw anything you have and move about the room.
- Be ready to subdue the shooter until the authorities arrive.

### **Media Communications Policy**

Only the administrator or senior pastor may engage the media. Media must set up and remain at 4421 Church Street. In the event of an active shooter, Pastor Ray Perez will be called to address the media.

## **Grief Counseling**

STCH Ministries Family Counseling in Corpus Christi, Texas provides faith based Christian counseling for students and staff in the event of a crisis. Contact information for STCH is available in the school office.

## **Uninhabitable Building Plan**

The Uninhabitable Building Plan is covered under our liability insurance. The school would have adequate resources through insurance to rent a facility. Once facilities are secured, the school is no longer without income. With funds available, a secondary location may be secured.

## **Bomb Threat**

In the event of a bomb threat,

- Try to get as much information as possible from the call or letter. Pay attention to details.
- Call 911 from a landline.
- **Do not use any pagers, cell phones or radios as they can trigger an explosive device.**
- Leave the school building by utilizing the fire evacuation route.
- Students and staff are not to reenter the building unless given approval by the administrator or fire safety official.

## **External Chemical Attacks**

In the event of an external chemical attack,

- Make sure all students and staff are inside the school.
- Lock all doors and seal openings with plastic sheeting and duct tape. Improvise with what is on hand, if needed, to seal gaps and create a barrier from any contamination.
- Turn off all fans, air conditioning and forced air heating systems.
- Watch TV, listen to the radio or check the internet often for official news and instructions as it becomes available.
- Do not leave the school until notified by the administrator.

## **Earthquake**

In the event of an earthquake, remember to “Drop, Cover and Hold On”.

- When shaking first starts, inform students to **drop** wherever they are on their hands and knees.
- Tell students to **cover** their neck with their hands and arms.
- If possible, crawl under a sturdy table, desk or inner wall.
- Stay away from windows.
- If under a desk or table, tell the students to **hold on** and be ready to move with the desk or table if it moves.
- Keep all students calm and quiet. Wait until the shaking stops.

- When the administrator says it is, “All clear”, check students and staff for any injuries or additional needs.
- In the event of an evacuation, the fire escape route will be followed.