

**THE
VARNETT PUBLIC SCHOOL**

**CRISIS PROCEDURES
MANUAL**

Revised August 2015

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CRISIS TEAM MEMBERS

| NAME | TITLE | WORK PHONE/EXT. | CELL NUMBER |
|----------------------------|--------------------------------|------------------------|---------------------|
| Gayle Voltz | Director – East | 713.637.6574 | 713.702.3742 |
| Ni’Cole Mukes | Director – SW | 713.723.4699 | 281.253.2151 |
| Toni Fisher | Director NE | 713-631-4396 | 281.732.4054 |
| Cheyne Brown | Pre-K Director-SW | 713-667.4051 | 281.900.8003 |
| Terrell Russell | General Manager of FMOT | 713.667.4051 | 281.330.6255 |
| Kerry Shelton | Director of FMOT | 713.667.4051 | 281.253.2356 |
| Pete McConnell | Communications | 713.667.4051 | 281.620.8328 |
| Victoria Phillips | Food Service | 713.723.4699 | 281.382.2212 |
| Jeff Siler | Technology | 713.667.4051 | 281.330.5370 |
| Sandra Smith | Chief Financial Officer | 713.667.4051 | 281.380.1538 |
| Tori Dugar | Academics | 713.667.4051 | 832.840.6064 |
| Dr. Margaret Stroud | Superintendent | 713.667.4051 | 713.899.6346 |

CRISIS COMMUNICATION PROCEDURES

STEP 1

Teachers or staff contact Campus Director



STEP 2

Contact the General Manager, FMOT
Terrell Russell (281) 330-6255



STEP 3

Contact the Superintendent - (713) 899-6346



STEP 4

Activate Building Crisis Management Team



CHECKLIST FOR FACILITIES MANAGER

- Determine command post in your building (location where the Person in charge or designee can be found at all times; usually the office, so there is access to a telephone.) Appoint a person to stay by the phone.
- Assign and post a **WRITTEN chain of command (Person in Charge) in your building**. Alert all campus personnel to their assignments.
- Have first aid equipment and instructions in the Clinic to your building.
- Review custodian checklist with staff on a regular basis.
- In emergency, The General Manager will arrange for checking all restrooms, vacant rooms and resource rooms by assigned personnel.
- The registrar and receptionist will secure all records and office valuables in a safe place.
- The receptionist should make sure that she carries a floor plan of the building when she evacuates the building.
- Teachers will take grade books and call roll in their assigned areas.
- When the situation permits, the school director or designee will attempt to keep records on students who are picked up by parents or persons acting for the parents.

ADDITIONS UNIQUE TO YOUR BUILDING

- Add information particular to your facility and staff

| CHAIN OF COMMAND | Work Phone | Cell Phone |
|-------------------------|-------------------|-------------------|
| Terrell Russell | 713 667-4051 | 281.330.6255 |
| Kerry Shelton | 713.667.4051 | 281.889.9386 |
| Gayle Voltz - E | 713.637.6574 | 281.702.3742 |
| Ni'Cole Mukes - SW | 713.723.4699 | 281.253.2151 |
| Toni Fisher - NE | 713.631.4396 | 281.732.4054 |
| Cheyne Brown – PK-SW | 713.726.7690 | 281.900.8003 |



TEACHER/CUSTODIAL CHECKLIST FOR ANY EMERGENCY

- If advised by the General Manager, stay in your room.
- Immediately conduct a roll count of students.
- Take the following protective action if building is threatened:
 - ✓ Keep students away from windows and outside walls.
 - ✓ Take shelter in room or hall (*as assigned by the Facilities Manager*), duck and cover as directed.
 - ✓ Move all students out of temporary buildings into main building hallways.
 - ✓ Move all students out of gym or any other open areas into hallways.
 - ✓ Shut off any electrical or gas operated appliances as directed.
 - ✓ Be alert to any developing threats such as broken water pipes or electrical wires.
 - ✓ Be prepared to evacuate if advised to do so.
 - ✓ If advised to evacuate, follow the fire drill plan. Take grade book and check attendance.
 - ✓ Communicate roll count of all students and situation to the Facilities Manager as it is safe.

CUSTODIAN CHECKLIST FOR ANY EMERGENCY

- Be responsible for cutting gas, water, and electricity immediately if directed by General Manager.
- In the event of building damage, provide the Facilities Manager with a condition report. Always send two people for initial damage assessment.

MEDIA PROCEDURES / COMMUNICATION

In emergency or disaster situations, employee are not to make any statements to the media UNTIL the Superintendent or School Director has been notified. If pressed for information simply state that you must apprise the Superintendent of the situation. The communications director is the district spokesman and will make all statements to the media.

If a statement is made, follow these guidelines:

- As part of the Crisis Plan, set up a designated area for the media, inform all personnel where the area is and have them send all media people to that area.

- Do not release ANY names.
- Be honest; only give facts; if they aren't available at the time then say the facts are being gathered and they will be released at a later time.
- Instruct all personnel to refer questions from the media to the district spokesperson.
- Always get the reporter's name, the name of the newspaper or station they are working for, the telephone number for their work, a mailing address, and the questions they would like answered.

*** The media has no legal right to be on your campus for any reason without permission an official representative of the district. If a member of the media insists on violating this law then you should contact the nearest deputy.

COMMUNICATION DURING EMERGENCY SITUATIONS

- Superintendent or designee will contact as soon as possible the General Manager and School Director so all will know the facts and will be better prepared to field questions.
- If situation warrants, the Director will determine if a letter needs to be sent home to parents detailing the facts. The letter must be approved by the Superintendent. A statement to be placed at incoming phone lines will also be written, if necessary.
- Superintendent will contact key Communication Links so they may have the most up-to-date information.
- Superintendent will keep the School Board updated with latest information.

FIRE

- Attempt to extinguish the fire if small or confined (i.e. trash can).
- Confine fire by closing the door to the area involved. Shut off HVAC and close exterior windows; delete electrical power and natural gas supply to affected area.
- Initiate evacuation plan. Teachers keep class list and go to designated areas.
- Sound fire alarm.
- Contact emergency service (911) and the Facilities Manager. Call transportation and the public information officer.
- The General Manager will notify the Transportation Coordinator, if site evacuation is needed in case of inclement weather.
- Convene campus crisis team and set up incident command center with communication capability.

- Log all activities and decisions.
- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building, until area is declared safe.
- Maintain a list of hospitalized persons and locations.
- If building cannot be reentered, relocate students to predetermined alternative location.
- When safe, follow instructions of fire department for building reentry.
- Determine location for temporary classrooms and supplies.
- Prepare fact sheet and media statement.
- Ask communications director for media assistance in notifying community and parents.
- Contact maintenance for repairs or barricades.
- Debrief crisis teams and staff.
- Continue interaction with local and area counselors until trauma is resolved and school is returned to normal functioning.
- **Always** evacuate school for small or large fires. Caution is first priority.

BOMB THREAT

- **When a threatening call is received, attempt to learn the following:**
 - ✓ When is the bomb set to go off?
 - ✓ What is explosive, what does it look like?
 - ✓ Where in the building is it?
 - ✓ Why was it set? Where is the person calling from? What is his/her name?
 - ✓ What does the voice sound like (man, woman, child, accents, etc.)
 - ✓ Were there any identifiable sounds in the background?
 - ✓ Exact wording of threat.
 - ✓ Record all available information.
- **Do not hang up on phone threats; try to keep caller talking to attempt a phone trace. Record call I.D., if available.**
Immediately after the call:
 - ✓ If life threatening, call **911**, General Manager and the Director of FMOT. Notify Superintendent, directors, coordinators, and school nurse as needed.
 - ✓ Notify transportation if site evacuation may be needed or in case of inclement weather.
 - ✓ Assemble campus crisis team and inform of situation.
 - ✓ Begin a search of building and grounds by local crisis team and staff for suspicious items and report to the office.
- **If bomb found, isolate the area and perform the following:**

- ✓ Evacuate in stages starting with rooms nearest device.
- ✓ Do not: handle device, use two-way radio or use pagers, turn lights on/off.
- ✓ Notify superintendent.
- ✓ Re-enter building only after advised to do so by police.

- **Prepare bomb threat report (*Appendix A*) and media statement.**
- **Debrief campus crisis team.**

EXPLOSIONS

- When an explosion occurs in the building, there is an immediate threat.
- When advised by the Facilities Manager, evacuate the building using the fire drill plan, with possible modifications as directed.

| | |
|---------------------------------|---------------------|
| Call the Fire/Police Department | Phone: 911 |
| Call the Superintendent | Phone: 713.667.4051 |
| Call General Manager | Phone: 281.330.6255 |
| Call Director, FMOT | Phone: 281.889.9386 |
- Proceed to alternate site for your school if needed.

GAS LEAKS

If the smell of gas is detected, evacuate the immediate area, such as the kitchen or the outside area surrounding the primary location. Notify the General Manager, Superintendent, or Directors, and await instructions. **All cell phones should be turned OFF.**

HAZARDOUS MATERIAL SPILLS

The main threat is toxic fumes. Keep students away from spill area. The Facilities Manager will rely on instructions from local authorities.

If Outside:

- Stay upwind
- Don't step in spilled material

| | |
|-----------------------------|---------------------|
| Call Fire/Police Department | Phone: 911 |
| Call General Manager | Phone: 281.330.6255 |
| Call Director | Phone: 281.889.9386 |
| Call Superintendent | Phone: 713.667.4051 |

TOXIC FUMES AND CHEMICAL RELEASE

Upon notification from local authorities (Police, Fire Department, etc.), the children should be taken to the nearest facility outside the danger zone (Civil Defense, Red Cross). The parents should be notified as to where they are to pick up their child (children).

****In all cases, the teachers are to bring attendance records with them to account for each child. Administrators are to bring sign-in sheets and Emergency forms with parent phone numbers. Children must be counted constantly.**

ASSAULT

Procedures in the event of an assault:

- Proceed directly to the scene with appropriate assistance.
- If life threatening call 911 and the General Manager. Notify superintendent, directors, coordinators and school nurse as needed.
- Take student to the school nurse or trained staff for first aid.
- Unless injuries require immediate attention of a doctor or indicate transfer to hospital, keep victim at the school. If sexual assault, ensure victim stays with school nurse, counselor, psychologist or trusted friend until police arrive.
- Log all activities and decisions.
- Notify victim's parents or nearest relative.
- Separate multiple witnesses.
- Secure statements from those involved.

Procedures in the event of an assault (continued):

- Allow School professional providing support to accompany victim and police/parents to the hospital in cases of sexual assault.
- Prepare fact sheet and alert the communications director.
- Provide counseling for victim and family.
- Reassure concerned parents regarding safety precautions at school. A letter approved by the Superintendent will be sent to all of the parents in the school explaining the incident.
- Meet with parents and teachers of victim to plan for return to school.
- Debrief staff.

Managing Alleged Assault:

- If life threatening, call 911 and the General Manager.
- Detain suspect until police arrive if possible. If possible, confiscate weapons.
- Maintain student and staff control.
- If alleged assailant is a student, notify parents and request conference,
- If alleged assailant is a staff member notify spouse or nearest relative and request a conference.
- Follow board policy regarding student/employee discipline, questioning of students/employee, and students/employee taken into custody.
- Provide guidance and support for suspect's family

CHILD KIDNAPPING

Witnessed

- Call 911 and the General Manager. Notify the Superintendent and the directors.
- Gather facts about abduction and description of abductor and any vehicle involved.
- Notify parents.
- Convene campus crisis team, including counselors.
- **DECIDE ON A PLAN OF ACTION:**
 - ✓ Faculty meeting.
 - ✓ Visit classroom as requested.
 - ✓ Letters home to parents.

- Prepare classmates to be supportive.
- Prepare fact sheet and media statement.
- Provide for follow-up counseling.
- Debrief with campus crisis team and staff.

Not Witnessed

- Verify child is missing. Search buildings and grounds. Call 911 and the Facilities Manager. Notify Superintendent, directors, coordinators and nurse as needed.
- Notify parents.
- Convene campus crisis team.
- Question child's friends or ensure availability for police questioning.
- Search neighborhood, if prudent, with police leadership.
- See "Decide on Plan of Action" above and follow steps.
- Prepare classmates to be supportive.
- Prepare fact sheet and media statement.
- Debrief with campus crisis team and staff.

DEATH THREATS/HATE CRIME

- Student immediately contacts teacher when either verbal or written threat is received.
- Teacher escorts child to School Director's office. If the teacher is unable to leave class, a Coordinator is called for the escort.
- School Director immediately informs General Manager if available, if not contact the Superintendent immediately.
- School Director calls the parents immediately and informs them of the situation. A meeting needs to be scheduled with the parents/guardian and administration at this time.
- Place student in a protected area, preferably the School Director's office. At that time the Facilities Manager should obtain the student's statement.
- When the General Manager obtains a statement and contact the Houston Police Department. From this point on, the Facilities Manager and HPD will handle the investigation and any and all materials will become evidence and property of the State of Texas. The Facilities Manager will keep the School Director informed on the progress of the case.
- Superintendent is to be notified as quickly as possible.
- General Manager will work with HPD and assist HPD in handling the criminal investigation. Facilities Manager, Superintendent and School Director will handle the code of conduct investigation.
- Student is not to leave unless accompanied by parent or with school personnel per parental permission.
- General Manager will meet with the Superintendent, school director and the communications director to debrief at the end of the day and plan for the next day.
-

ACCIDENT/SERIOUS ILLNESS (on campus)

- Call 911 & Notify Security.
- Perform First Aid/CPR.
- Activate **CMT**.
- Remove students from area.
- Secure emergency/health card.
- Notify school nurse and campus director (specify needs if any).
- Notify family.

- Transport the person if necessary (*be sure to take students health form with the signed permission to treat*). (Attachment B)
- Complete incident report.
- **CMT** meets to debrief at the end of the day.

NOTE: Staff from the school will travel to the location of accident if needed. A teacher or staff member will accompany injured to hospital.

ACCIDENT OFF CAMPUS

- Follow emergency procedures, call 911, first aid, & Notify Security.
- Determine who is involved.
- Secure an event roster.
- Secure emergency health cards if possible.
- Evaluate situation and develop a plan.
- Notify families.
- Complete incident report.
- **CMT** meets to debrief at the end of the day.

NOTE: Staff from the school will travel to the location of accident if needed. A teacher or staff member will accompany injured to hospital.

SCHOOL BUS ACCIDENTS

In case of a bus accident, the following guidelines should be put into place:

- **The bus driver will:**
 - ✓ Secure vehicle and display appropriate warning signs.
 - ✓ Survey all individuals involved in the accident for extent of injuries.
 - ✓ Notify necessary emergency units as soon as possible, such as “911”.
 - ✓ Call the school’s Transportation Coordinator who will then notify the Operations Manager and Facilities Manager.
 - ✓ Facilities Manager will notify Superintendent, Directors, Maintenance, and School Clerk (drivers may notify schools receptionist first)
- **The receptionist should gather as much information about the situation as possible, such as:**
 - ✓ Location of accident.
 - ✓ Name(s) of any injured or deceased parties.
 - ✓ Name(s) of hospital that injured were transported to, if warranted.
 - ✓ Record time of call
 - ✓ Note grade level and name of teachers, for involved students
- The bus driver should notify the transportation coordinator as to the status of the accident, whether the accident is minor or major and if continuation of the bus route is possible.
- The transportation coordinator or the receptionist will contact the Facilities Manager who will in turn notify the Superintendent of schools.
- All parents of involved students will be notified regardless of the seriousness of the situation.
- All incoming calls will be directed to the Superintendent, Director or designated spokesperson.
- All staff will be notified.

NOTE: Staff from the school will travel to the location of accident if needed. A teacher or staff member will accompany injured to hospital.

SUICIDE OR ATTEMPTED SUICIDE

- Call 911
- Notify Security
- Activate **CMT**
- Isolate the area
- Isolate the witnesses
- Suspend bell schedule (everyone stays where they are)
- Secure emergency/health card
- Notify parents (personal visit if possible)
- Assign separate areas for media, parents, counseling
- Document all students, communicate with staff, include a written statement (utilize available administrative staff, if necessary)
- Document all students checking out
- Announce the availability of counseling and location
- Teachers identify students that need counseling
- Document who receives counseling and needs follow-up
- **CMT** meets to debrief at the end of the day

DEATH/HOMICIDE (ON CAMPUS)

- Call 911
- Notify Security
- Activate **CMT**
- Remove students from the area
- Isolate witnesses (don't allow them to talk to anyone)
- Secure health/emergency card
- Inform staff (verbal and written)
- Notify family (in person if possible)
- Complete incident report
- **CMT** meets to debrief at the end of the day

SEXUAL ASSAULT

- Call 911
- Notify Security
- Activate **CMT**
- Care for victim, but do not touch victim
- Secure emergency health card
- Isolate witnesses (do not allow them to talk to anyone)
- Inform staff (verbal and written communication)
- Notify family (in person if possible)
- **CMT** meets to debrief at the end of the day

** Keep paper trail on threats and save all records of sexual assaults***(CMT = Crisis Mgmt. Team)*

WEAPONS ON CAMPUS

- Notify Facilities Manager
- Activate CMT
- Determine degree of danger (make a plan of action).
- Confiscate weapon discretely, if possible.
- Report weapons on campus such as buses or athletic facilities to law enforcement.
- Notify parents of the student.
- **CMT** meets to debrief at end of the day.

****If unable to confiscate weapon**

- Call 911.
- Notify Security (specify needs).
- Notify staff.
- Evacuate area.
- Notify parents
- **CMT** meets to debrief at the end of the day

GANG VIOLENCE & RIOTS

- Call 911
- Notify Security (specify needs)
- Activate **CMT**
- Isolate area and close it off
- Activate campus crowd control team if needed
- Identify leaders
- Document police action/investigation
- **CMT** meets to debrief at the end of the day

HOSTAGE SITUATION

- Call 911
- Notify Facilities Manager (specify needs)
- Activate **CMT**
- Isolate Area
- Evacuate building, allow no re-entry
- Secure student/staff rosters
- Notify staff
- Designate separate area for the media
- Monitor situation via intercom system
- Identify a spokesperson to communicate with the hostage taker "if needed" until law enforcement arrives
- Notify families of all persons involved
- **CMT** meets to debrief at the end of the day

NATURAL DISASTERS

Occuring

- Call **CMT**.
- Evaluate situation (dependent on type of disaster, eminence and damage; monitor media).
- Follow emergency procedures.
- Secure student/staff rosters/emergency cards.
- Contact Maintenance then Utilities (if needed).
- **CMT** meets to debrief at the end of the day.

Occurred

- Call 911 (if needed) & Notify Security.
- Activate **CMT**.
- Follow emergency procedures.
- Secure rosters.
- Notify staff.
- Contact utilities (if needed).
- **CMT** meets to debrief at the end of the day.

FOOD POISONING

(on campus)

- Call 911, Activate **CMT** & Notify Security.
- Close cafeteria.
- Call the Health Department.
- Notify families.
- Document who is affected and treatment received.
- Follow check out procedure.
- Notify staff.
- **CMT** meets to debrief at the end of the day.

SEVERE STORMS

OTHER WEATHER RELATED EMERGENCIES

- ✓ If a severe storm or other weather related emergency is forecasted and/or has hit the area, the Superintendent will determine if school will be open for the day or if classes will be delayed.
- ✓ Tune to the radio/television stations for early morning reports
- ✓ Staff will be notified whether or not to report for work via phone calls, media reports, the district website and Facebook page. Staff should refrain from making calls into the school to keep the lines open for emergency communication needs.
- ✓ If a storm develops during the day, the primary means of warning of a severe storm or other weather related emergency will be by the school intercom system. The Superintendent will determine the action to be taken and advise personnel. The communications director will inform the news media of procedures to follow. KPRC Channel 2 TV, KHOU Channel 11 TV, KTRK Channel 13 TV MAJIC 102.1 FM and KTRH 740 AM radio stations are the media sources that will provide The Varnett Public School

closing information. The communications director will put a school closures message on the telephone voice message system for parents.

- ✓ Lightning is a threat during any severe thunderstorm. Personnel should move students inside to safety if lightning is occurring.
- ✓ Officials in charge of any outside activity should be aware of approaching severe storms or other weather related emergencies. It is suggested that school officials use the PA system to warn spectators of approaching severe weather. School officials may stop play when it is determined that it is unsafe to continue activity.
- ✓ The decision to close The Varnett Public School or to change the start time of classes is made by the Superintendent. The Superintendent receives road condition reports from all parts of the District.

A closing may occur when:

- Bad weather conditions exist.
- Hazardous driving conditions exist.
- Extremely low temperatures occur; gas consumption is curtailed.
- Chemical or hazardous materials spill or contamination.

***REMEMBER:** Students, parents and employees are encouraged to listen to the following radio/television stations for the latest school closing or class delay information:

KMJQ Majic102 Radio Station
KTRH 740 AM Radio Station
KXLN Channel 45 TV

KPRC Channel 2 TV
KTRK Channel 13 TV
KIAH Channel 39 TV

KHOU Channel 11 TV
KTMD Channel 47 TV
KRIV Channel 26 TV

Campus Director should make sure this information gets out and maintained in an accessible area in the main office.

EMERGENCY PHONE NUMBERS

Ambulance / Fire Department / Police Department.....911

Law Enforcement

Constable Pct. 2 (SOUTH SIDE).....713-477-4070
 Constable Pct 3 (NORTH SIDE).....281-427-4792
 Galena Park Police.....713-675-3471
 Jacinto City Police..... 713-672-2455
 Sheriff's Department.....713-221-6000 or 713-455-8050
 Houston Police Department.....713-884-3131
 Texas Highway Patrol.....512-424-2000

Galena Park ISD

Galena Park ISD Administration.....713-672-7491
 Galena Park ISD Maintenance Department.....713-450-9057
 GPISD Maintenance Emergency Pager.....713-875-6096

Medical Services

American Red Cross.....713- 526-8300
 Ben Taub Hospital.....713-793-2000
 Family and Protective Service Hotline..... 1-800-252-5400
 UT Harris County Psychiatric Center.....713-741-5000
 Crisis Hotline.....713-468-5463
 Rape Hotline.....713-528-7273
 East Houston Regional Medical Center.....713-393-2000
 MHMRA of Harris County.....713-970-7000
 Hazardous Materials Team (chemical only).....713-928-6711
 Community Awareness & Emergency Response Info Line.....281-476-2237
 Health Department, City of Houston.....832-393-5169

Health Department, Harris County.....281-446-4222
 Poison Control.....1-800-222-1222

Utilities – Contact Maintenance First

Centerpoint Energy (Electricity).....713-207-2222
 Centerpoint Energy (Natural Gas).....713-659-2111
 City of Houston Water Department.....713-371-1400

More Useful Numbers:

| | | |
|---|---|--|
| Councilman Larry Green (City Hall) 832.393.3016 | Recycling Hotline 311 | HPD Westbury Div. Storefront 713.728.2424 |
| County Commissioner El Franco Lee 713.755.6111 | Refuse /Heavy Trash 311 | Neighborhood Protection 832.394.0600 |
| City of Houston 311 | School Crossing Lt. Repair 311 | Forestry Department 311 (tree trimming in right of way) |
| City of Houston (24 Hr. request Ctr.) 713.837.0600 | Street Light Repair 713.207.2222 (Give Pole #) | Harris County Mosquito Control 713.440.4800 |
| Dead Animal Pickup - 713.699.7900 | Water & Sewer Repair 713.837.0600 | Rat on a Rat Program (Illegal Dumping) 713.525.2728 |
| Hazardous Waste 713.551.7355 | Houston Code Ordinances 311 | Yard Trim Collection 311 |

MORE PHONE NUMBERS

| HPD NON-EMERGENCY | |
|-------------------------------|--------------|
| CRIME STOPPERS (TIPS) | 713.222.8477 |
| FAMILY ASSISTANCE | 713.535.7626 |
| INHALANT ABUSE AND GANG SQUAD | 713.862.4786 |
| ADULT - SEX CRIMES | 713.247.8085 |
| JUVENILE- PHYSICAL ABUSE | 713.731.5377 |
| JUVENILE – SEX CRIMES | 713.731.5376 |
| JUVENILE – SEXUAL ABUSE | 713.731.5356 |
| MISSING PERSONS: | |
| ADULTS | 713.731.5224 |
| JUVENILE | 713.731.5223 |
| PARK POLICE | 713.247.8085 |

| AGENCY | |
|---|----------------|
| Poison Center Treatment for accidental poisoning | 1.800.222.1222 |
| Family Service Center - Parent Resources Support/Parenting/Substance Abuse | 713.861.4849 |
| Social Security-All locations Social Security ID Cards/Benefits | 1.800.772.1213 |
| Houston Area Women’s Center Counseling Services for Battered Women | 713.528.6798 |
| Planned Parenthood Center Women’s Health Care/Birth Control Counseling | 713.522.3976 |
| American Red Cross Emergency Food and Shelter Services | 713.526.8300 |
| Child Support Legal Services | 713.755.6757 |

| | |
|--|----------------|
| Birth Certificates – Application for copy of birth certificate | 713.247.1686 |
| CPS Child Protective Services Child Abuse/Neglect Referral Services | 713.664.5701 |
| Shelter for Battered Women Shelter services for women and children | 713.528.2121 |
| Rape Crisis Hotline (Support for victims of rape) | 713.528.7273 |
| Neighborhood Center - Provide daycare/Supplemental Assistance to families | 713.667.9400 |
| DePelchin Parenting Center (Weekly Parenting classes) | 713.730.2335 |
| WIC Programs- Nutritional Supplements for Mothers w/children | 713.728.8582 |
| National Certified Crisis Center (Counseling for Suicide) | 1.800.784.2433 |
| National Domestic Violence Hotline (Counseling for domestic violence situations) | 1.800.799.7233 |
| Social Service Referral /Helpline United Way Helpline Listing of phone numbers for food pantries, support groups, shelter and other resources. | 1.800.833.5948 |

| AGENCY | NUMBER |
|--|----------------|
| Texas Abuse Hotline Family and protective services | 1.800.252.5400 |
| Texas Parent to Parent Support for families of children with disabilities, chronic illness or other special needs | 1.800.896.6001 |
| Texas Youth Hotline Support Services for Texas youth | 1.800.210.2278 |
| Family Services of Greater Houston Provides crisis management, counseling and parent education | 713.861.4849 |
| Burnett and Associates Trauma specialists dealing with problems such as depression, suicide, abuse, family conflicts, school problems and self-esteem. Individual and family therapy available. | 281.580.7845 |
| Catholic Charities Counseling at 7 locations for children, teens, families, couples, & singles using brief family therapy of 8-12 sessions, group treatment and parent education- problems include: developmental transitions, stress, marital conflicts, parent/child conflicts, divorce and grief. All faiths accepted. Sliding scale: \$10-90/session | 281.207.2300 |
| Children's Grief Center – Bo's Place A program to assist children who have lost a parent or sibling. Information and referral for adult grief support groups | 713.942.8339 |

| | |
|--|--------------|
| <p>Chicano Family Center Non-profit social service agency offering a multitude of services for the Spanish speaking community. Clinica de consulta familiar provides emergency assistance and counseling to meet basic needs. Counseling for marital, family, individual, children, youth, drug and domestic violence issues is available. HIV and parenting education. Teen pregnancy program</p> | 713.923.2316 |
| <p>Christian Family Counseling All All types of counseling, classes, workshops and limited testing available for families, individual or couples who need help coping, adjusting and resolving conflicts. Adjustable fee scale available and insurance.</p> | 713.681.9598 |

EMERGENCY PHONE NUMBERS (cont.) SOCIAL SERVICES ORGANIZATIONS

| | | |
|---|--|--------------|
| 1 | <p>Goodwill Industries 4930 Beechnut St. Houston, Tx. 77096</p> | 713.661.1819 |
| 2 | <p>Helping Hands of Houston</p> | 832.348.0266 |
| 3 | <p>North Channel Assistance Ministries (Food, Clothing and WIC-Women/Infant/Children) 13837-1/2 Bonham Houston, Tx. 77015</p> | 713.453.8028 |
| 4 | <p>St. Vincent DePaul Society (Food & Utilities- Zip Code 77530 or parishioner of St. Andrews) 827 Sheldon Road Channelview, Tx 77530</p> | 281.457.2245 |
| 5 | <p>Ser-Jobs for Progress of The Texas Gulf Coast Inc. (Family Learning Center-Denver Harbor) 201 Broadway Street Houston, TX 77012</p> | 713.773.6000 |
| 6 | <p>Youth Reach Houston (Christian Foster home for young men ages 12 to 21 yrs old) 8113 Reservoir Drive Houston, TX 77049</p> | 281.459.4555 |
| 7 | <p>Leon Z. Grayson Center (Activity Center of Senior Citizens) 13828 Corpus Christi Houston, TX 77015</p> | 713.455.3660 |
| 8 | <p>Montebello Wellness Center (Senior Citizen Home) 12350 Wood Bayou Drive Houston, Tx. 77013</p> | 713.453.0446 |
| 9 | <p>Gulf Coast Community Services 9320 Kirby Drive</p> | 713.393.4700 |

| | | |
|----|---|--------------|
| | Houston, Tx 77054 | |
| 10 | Harris County Community Services Department 8410 Lantern Point Dr. Houston, TX 77054 | 713.696.7900 |
| 11 | Cloverleaf Clinic (Gold Card/Medical) 14002 Bandera St. Houston, Tx. 77015 | 713.330.8904 |
| 12 | Intracare Medical Center (Mental Health) 1120 Cypress Station Drive Houston Tx., 77090 | 281-893-7200 |

Appendix A

BOMB THREAT REPORT

Time and date reported: _____ How reported: _____

Exact words of the caller: _____

Ask the following:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Where are you calling from? _____

Description of caller's voice: _____
____ Male ____ Female ____ Young ____ MiddleAge ____ Old ____ Accent ____ Tone of

Voice ____ Intoxicated ____ Speech ____ Problem ____

Background Noise: _____

Time caller hung up: _____ Remarks: _____

Name, address, and phone number of recipient: _____

(CMT = Crisis Mgmt. Team)

Appendix B

STUDENT/EMPLOYEE ACCIDENT/ILLNESS REPORT

DATE: _____ TIME: _____

EMPLOYEE

STUDENT

NAME: _____

SUPERVISING TEACHER
STAFF

WHERE ACCIDENT/ILLNESS OCCURRED?

WHAT HAPPENED?

WHAT WAS ADMINISTERED TO CHILD OR STAFF?

WAS PARENT OR RELATIVE CALLED: _____ YES NO TIME: _____

PARENT/SUPERVISOR COMMENTS:

SAFETY COMMENTS:

SIGNATURE OF PERSON REPORTING ACCIDENT/ILLNESS

NURSE/ CAMPUS DIRECTOR

SAFETY COORDINATOR

Appendix C



THE VARNETT PUBLIC SCHOOL MEDIA RELEASE PERMISSION FORM

Date: _____

I hereby give permission to use my child's image or likeness in advertisements for the _____. I understand that I am doing this voluntarily and will not be compensated monetarily or any other way for their participation.

My child's name is _____ and __he __she is in the ____ grade. Their teacher's name is _____.

Parent/Guardian's Printed Name

Parent/Guardian's Signature