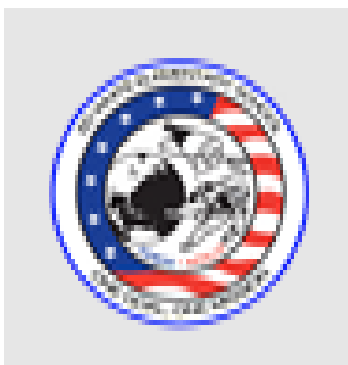


# **Edward White Elementary School**

**2023-2024  
Safety Manual**



**One Goal, One Mission**

**#DreamBig,AimHigh**

**Dr. Franklin Chang, Principal  
Miriam Hernandez, Principal Intern  
Claudia Liu, Asst Principal**

# School Information

## **Mission of Ed White**

The mission of Edward White Elementary School is to be a world-class pre-kindergarten through fifth grade educational institute, where the best educational opportunities, for all children, occur daily. Student learning is maximized, in conjunction with strong character development.

## **Problem of Practice:**

Ed White Elementary learning community will use the student data to engage students with relevant differentiated instructional strategies that are rigorous and inclusive to meet our student learning needs and mastery.

## **Focus Questions:**

- How do we use the Student Learning Objectives to drive the classroom lesson cycle?
- How do we use varied instructional strategies to infuse rigor and bell to bell instruction?
- How do we collaborate to ensure a school wide culture focusing on equity, respect, and recognizing differences in learning?

## **Outcome:**

Teachers will be able to apply at least one instructional technology strategy to assess and support student learning mastery and embed SEL strategy to make connections in the classroom.

## **School Pledge:**

I will follow in the footsteps of Ed White by treating others with respect, taking responsibility for my learning and being safe and positive to all.

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## **Record of Changes**

DATE	NAME	WHAT CHANGED/REASON	APPROVED BY

All Changes to the CEOP must be recorded here. The Principal may designate, in writing, an individual who assumes the role of Campus Safety Captain (Safety and Emergency Management Liaison) and is authorized to develop and distribute plan changes and updates

# **Campus Procedures**

## **Entrance Procedure**

(Instructional time will be from 7:30 AM to 3:00 PM)

Teachers will enter through the back entrance and sign in by 7:20 AM. Fourth grade teachers will collect their students by 7:25 from the cafeteria. Pre- K and Kinder will line up in the main office hallway until 7:30 AM and will proceed to breakfast in the cafeteria. All other students will enter the building and go straight to their classrooms to line up in the halls.

All grade levels will enter from the following entrances for morning arrival and leave for afternoon dismissal:

- Pre-K students will enter campus through the front west gate #1 entrance off Triola.
- Kinder will enter from the front west gate #1 off Triola.
- 1<sup>st</sup> grade will enter campus through the main front entrance off Triola.
- 2<sup>nd</sup> grade will enter campus through the main front entrance off Triola.
- 3<sup>rd</sup> grade will enter from the front east gate off Triola
- 4<sup>th</sup> grade will enter from Sharpcrest at the pedestrian gate in the back
- 5<sup>th</sup> grade will enter from Sharpcrest at the pedestrian gate in the back
- Special Education will enter from Jorine through the pedestrian gate by the pond.

All teachers will walk their students to dismissal and remain with students until 3:05 p.m. to supervise dismissal. Students will then be consolidated in the cafeteria or front entry, supervised by an assigned teachers' assistant. Have a roster listing students' mode of dismissal, walker, parent pickup, or bus posted or in your substitute folder, kept in the front office.

## **Raining Day Dismissal Procedure**

When it is necessary to implement the Rainy Day Dismissal Procedure, an administrator or designee will make an announcement over the Public Announcement (PA) system.

All students gather their materials for dismissal time.

Dismiss the bus riders promptly at 2:45 p.m.

Go to your assigned covered areas for dismissal. Parents will be able to enter area and pick up students.

At 3:05 p.m. bring all students that have not been picked up to the cafeteria.

# **Emergency Operations**

Ed White Elementary will follow district guidelines regarding emergency procedures. Mr. Williams is the designated Safety Captain and will align school protocol to district protocol. All teachers should be on Ed White REMIND to receive updated emergency directives for school-based emergencies. (Remind App Ed White Join Code: @edwhitefac)

## **"THE THREE COMMANDMENTS"**

1. The RED BINDER has step by step procedures for emergency situations. It is kept by the public announcement box in the office.
2. Everyone has the authority to call 911.
3. The following people for trained in CPR: Nurse Xiang, Leslie Zalasar, and Michael Benton.

### **Things to remember:**

**Never move an injured child.** Call/buzz the front office immediately.

When there is a suspected crime scene:

- DO Not disturb anything- no matter how inconvenient.
- DO Not conduct your own investigation.
- Separate witnesses so that they do not communicate.

## **Check out Area and System for Early Dismissal During an Evacuation**

In the event that we need to evacuate the entire school in an assembly area outside the school property, we will walk students to these designated areas:

**Primary Assembly Area:** Crane Park Covered Area at Basketball Court

**1<sup>st</sup> Alternate Assembly Area:** Neff Elementary

### **Check Out System during evacuation:**

1. Students will sit in rows with their teachers.
2. Teachers will be grouped by grade levels.
3. As parents arrive, office personnel and ancillary staff will direct parents to the appropriate teacher.
4. The teacher notes the name of the person who is collecting the child on a roster.

## **System for loading buses quickly if needed:**

Each ancillary teacher will be assigned a grade level. The ancillary teacher is responsible for communicating with teachers on their assigned grade level. They will direct them to the location of the buses and the time for the students to load their bus.

PK- PE teacher

K- Art teacher

1<sup>st</sup>- Librarian

2<sup>nd</sup>- Music teacher

3<sup>rd</sup>- Reading Interventionist

4<sup>th</sup>- Nurse

5<sup>th</sup>- Math Interventionist

## **Lockdown Procedures**

In the event of an intruder in the building, we will make an announcement on the PA and state, "We are in Lock Down". At this announcement, you must quickly scan the immediate area outside of your classroom and pull in any student, or school personnel into your classroom.

You must lock your classroom door, turn out the lights and move the class away from a line of sight as best as you can from the door window. Everyone should remain quiet during the procedure.

You do not open your door under any circumstance until you hear the PA announcement stating that we are clear, or the drill has concluded.

# **Emergency Procedures**

## **Lockdown**

Active Shooter or Intruder Alert/Notification:

- **Active Shooter** – PA announcement, “**Immediate lockdown!**”
- **Intruder** – PA announcement, “**An intruder is in the building! Lockdown immediately!**”

Response:

- Do not challenge the gunmen. Follow his/her orders.
- Quickly survey the hallway and order students into your room.
- Lock or secure the door and move students to a corner of the room away from the door.
- Do not open the door.(Regardless of knocks, banging, or people heard)
- Cover the small window on the door if possible.
- If told to evacuate, take class roster and follow your primary evacuation route.
- Return only when “All Clear” message is announced- “We are now all clear. Activity is back to normal. Again, we are now all clear. Activity is back to normal.”

## **Fire Drill or Bomb Threat**

Alert: Repeated fire alarm, blinking emergency evacuation lights

Response:

- Evacuate the classroom. (see map for evacuation route)
- Take class roster.(emergency folder w/ red/green cards)
- Close door, lock or secure doors and turn off lights.
- Have students walk in an orderly line on voice level 0.
- Confirm student count.
- Report missing students to administration/fire department.
- Do not attempt to go back into the school for any reason.
- Return inside only when “all clear” message is announced.

Unobstructed: Follow primary evacuation route in red.

Obstructed: Avoid obstructed area. Follow secondary evacuation route in green.



## **Tornado and Hurricane Safety**

The following announcement will be made on the Public Announcement system: "Everyone in a temporary building will need to come inside the main building."

The Following Rooms need to enter building and go to designated locations.

<b>T-30, Music, PE &gt;</b>	<b>Room 130- Ms. Patino</b>
<b>T-37, T-56, T-34 &gt;</b>	<b>Library</b>
<b>T-43 &gt;</b>	<b>Room 111- Ms. Bruss</b>
<b>T-42 &gt;</b>	<b>Room 112- Ms. Pineda</b>
<b>T-32, T-29 &gt;</b>	<b>Room 129- Mrs. Bunjo</b>
<b>T-41, T-40 &gt;</b>	<b>Art Room</b>
<b>T-33, T-35 &gt;</b>	<b>Stage Area</b>
<b>T-36, T-38, T-39 &gt;</b>	<b>Computer Lab</b>
<b>Science Lab &gt;</b>	<b>Room 110- Ms. Prophet</b>

## **Reminders**

- Take Roster
- If available, grade level chair should bring radios to your destination.
- Close classroom door after all students have vacated the room.
- Have students sit quietly on the floor.
- Take roll and account for all students. Report any student not accounted for to the office.

## **Bomb Threats**

Bomb threats and other threats of violence are serious emergencies that require prompt attention. The following information provides guidance for handling bomb threats.

### **Threatening Phone Call**

If you receive a bomb threat over the phone, remain calm and act courteous. If feasible, notify another person to listen on another extension. Take notes on the caller's threat, tone, voice characteristics, and background noise. If the caller seems talkative, ask questions such as the following:

- When will the bomb go off? How much time remains?
- Where is the bomb located? What kind of bomb is it?
- How do you know about this bomb?
- What is your name?
- Do you know there are people in the building who could be hurt or killed?

### **Take notes during the threatening call**

If you receive a threatening phone call, remain calm and take notes. Try to find out as much as possible about the caller and threat. The following is an example of sounds to note while the caller is on the phone.

- Caller's identity – male/female, approximate age
- Voice Characteristics – loud/soft, high pitch/low pitch, intoxicated (slurred)
- Accent – local accent/foreign accent
- Speech – fast/slow, nasal speech/lisp speech, normal
- Manner – calm/angry, rational/irrational, coherent/incoherent, emotional/laughing
- Language/Grammar – excellent, good, foul, or poor grammar
- Background noises – voices, animals, street traffic, or music in the background

## **Handling Suspicious-Looking Items**

Alert/Notification: Teacher/Staff announcement, **“Move away; do not touch the item!”**

Response:

- Teacher/Staff instructs students to clear the area.
- Direct students to the nearest classroom. Students are to remain quiet.
- Notify the main office immediately. Provide a description of the item and location.
- Return to the classroom only after “all clear” is determined by administration.

## **Shelter-in-Place**

Disaster Drill Alert/Notification:

- **Chemical** – PA announcement, “A chemical spill has occurred in the building/area. Shelter-in place immediately.”
- **Weather** – PA announcement, “We are under a severe weather emergency. Shelter-in-place immediately.”
- **Utility Failure** (Power Outage) – PA announcement, “We are experiencing a temporary power outage. Shelter in place immediately.”

Chemical

- Response: Listen to Instructions on PA announcement.
- Shelter-in-place or evacuation will be determined after HAZMAT investigation.
- If instructed to shelter-in-place, seal doors and windows to prevent airborne contamination.
- Do not release anyone from the classroom/office.
- Quickly survey the hallway and order students into your room.
- Report sheltered students to administration.
- If instructed to evacuate, follow obstructed or unobstructed routes accordingly.
- Return only when “All clear” message is announced.

Weather

- Response: Listen to instructions on PA announcement.
- Evacuate students to the hallway. (Take class roster and flashlight.)
- Close door after all students vacate the room.
- Instruct students to drop and tuck, facing the wall.
- Confirm student count and report missing students to administration.
- Return to the room only when “all clear” message is announced.

Utility Failure (Power Outage)

- Response: Continue the instructional process or routine in the classroom.
- Remain in the classroom until the “All clear” message indicates it is safe to leave the classroom.
- Provide water to students if extended utility failure causes overheating.

## **Medical Emergency**

Alert/Notification: Principal/designee will announce medical emergency via radio to crisis team.

Response:

- Press the panic button or have a student press the panic button immediately.
- Stay with the student or staff member.
- Have a student request for a partner teacher assistance to remove the remaining students from the emergency.
- The nurse will report to emergency area.
- Administrators and emergency response team will block all hallway traffic until paramedics arrive and provide treatment.
- Teachers will be notified to stop traffic from exiting their classroom into blocked hallways.
- Hallways will be accessible after student is transported to the ambulance or “all clear” message is announced via radio.

**A Medical Emergency is when a student, staff member, or visitor is:**

- o **Unconscious**
- o **Having a seizure**
- o **Bleeding profusely**
- o **Having chest pain**
- o **Experiencing shortness of breath**

Your response:

- ✓ Immediately hit the panic button for assistance.
- ✓ Stay with the person until the nurse or admin report to the emergency area.
- ✓ Describe in detail exactly what you observed or what was seen prior to the medical emergency.
- ✓ Do not transition students in the direction of the medical emergency.

**The Emergency Response Team:**

- Administrators will ask you to relocate your students away from the emergency area.
- The emergency response team will communicate via radio.
- Administrators or response team will block the area off until paramedics arrive and provide treatment.
- Hallways will be accessible only after the student is transported and “all clear” message is announced via radio.
- The secretary will communicate with 911, parents, and West Region when/if needed.
- The Nurse backup will cover the clinic during medical emergencies.

## **National Incident Management System (NIMS):**

- The Principal, Safety Captain and Safety Alternate must take National Incident Management System (NIMS) classes and pass the exams (Required by Texas Ed. Code). The Principal is Incident Commander and assigns the Crisis Response Roles below.
  - The courses are: NIMS 100, 200, 700 & 800
  - The training identifies key campus personnel, what role each performs, and the responsibilities each has in an emergency before, during, and after an incident
  - NIMS classes are offered by the Federal Emergency Management Agency (FEMA): <https://training.fema.gov/>. They are online and free. Harris County Department of Education offers these courses in a classroom setting as well, for a fee.

## **Ed White Crisis Team Members**

Franklin Chang	Principal
Miriam Hernandez	Safety Alternate/Principal Intern
Ting Hsuan Liu	Safety Captain/Assistant Principal
Norma Silvas	Counselor
Xiang Xin	Nurse
Laura Garcia	Admin Assistant
Agny Ibarra	General Clerk
Nancy Medina	General Clerk
David Johnson	Special Education Chair
Hector Balderas	Physical Education Teacher
Janice Wilson	Plant Operator

### **Crisis Emergency Team Responsibilities**

Principal	Legal/Law/Media Notify when to call 911 Conduct investigation Mobilize security team
Assistant Principal/Safety Captain	Campus Security Notify when to call 911 Conduct investigation Mobilize security team
Principal Intern/Alternate	Parent/student liaison Letter to parents
Teacher Specialist/School Counselor	School Communication w/ teachers/staff Call Psychologist
Secretary	District communication Dial 911 /Media Relations
Nurse	Medical / CPS
Plant Operator	Building & Facilities

<b>Crisis Response Roles</b>	
<b>Incident Commander</b> IC	(1) Franklin Chang (2) Ting Hsuan Liu
<b>Public Information Officer</b> PIO	(1) Franklin Chang (2) Miriam Hernandez
<b>Safety Officer</b> SO	(1) Miriam Hernandez (2) Ting Hsuan Liu
<b>Crisis Intervention Specialist “Recovery”</b>	(1) Norma Silvas (2) Martha McMahan
<b>Command Post</b> Safety Area/supplies	(1) Xiang Xin (2) Laura Garcia
<b>Communication</b>	(1) Franklin Chang (2) Miriam Hernandez

\*Person labeled (1) is the primary person (2 & 3 is in order if primary person is absent)

<b>Crisis Liaisons</b>	
<b>Suicide Liaisons</b>	(1) Norma Silvas (2) Miriam Hernandez
<b>Mental Health Liaisons</b>	(1) Norma Silvas (2) Miriam Hernandez
<b>CPI Liaisons</b>	(1) David Johnson (2) Martha McMahan

\*Liaisons will attend PD's and communicate information from the district to the team.

## Emergency Coverage Area Plan

	Primary	Backup
<b>EXIT to Station #1 (3<sup>rd</sup> Grade Exit)</b> <b>1<sup>st</sup> ALL CLEAR (all exited the building)</b> <b>(Timed)</b> <ul style="list-style-type: none"> <li>✓ 2<sup>nd</sup> Grade</li> <li>✓ 3<sup>rd</sup> Grade</li> </ul> <b>2<sup>nd</sup> ALL CLEAR (teachers have rosters and call roll)</b> (NAME uses walkie-talkie to locate missing students/staff and then radios all clear information to principal.) Location – Sidewalk by Marquee	<b>Martha McMahan</b>	GaoXiang Hua
<b>EXIT to Station #2 (Main hallway exit)</b> <b>1<sup>st</sup> ALL CLEAR (all exited the building)</b> <b>(Timed)</b> <ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> Grade</li> <li>✓ Office</li> </ul> <b>2<sup>nd</sup> ALL CLEAR (teachers have rosters and call roll)</b> NAME uses walkie-talkie to locate missing staff/students and radios all clear information to principal. Location: track area	<b>Ting Hsuan Liu</b>	Agny Ibarra



<p><b>EXIT</b> to Station #3 (PrK/Kinder hallway exit)</p> <ul style="list-style-type: none"> <li>✓ Kinder</li> <li>✓ PrKinder</li> </ul> <p><b>1<sup>st</sup> ALL CLEAR (all exited the building)</b> (Timed)</p> <ul style="list-style-type: none"> <li>✓ Ancillary Classes</li> <li>✓ Office</li> </ul> <p><b>2<sup>nd</sup> ALL CLEAR (teachers have rosters-green card)</b></p> <p>NAME uses walkie-talkie to locate missing staff/students and then radios all clear information to principal Location: sidewalk</p>	<p><b>Laura Garcia</b></p>	<p>Nancy Medina</p>
<p><b>EXIT</b> to Station #4 Pond Area exit)</p> <ul style="list-style-type: none"> <li>✓ SLC-Alt</li> <li>✓ SLL</li> <li>✓ Cafeteria</li> </ul> <p><b>1<sup>st</sup> ALL CLEAR (all exited the building)</b> (Timed)</p> <ul style="list-style-type: none"> <li>✓ Ancillary Classes</li> <li>✓ Office</li> </ul> <p><b>2<sup>nd</sup> ALL CLEAR (teachers have rosters-green card)</b></p> <p>NAME uses walkie-talkie to locate missing staff/students and then radios all clear information to principal Location: sidewalk</p>	<p><b>Xin Xiang</b></p>	<p>Ursula Vazquez</p>

<p><b>EXIT</b> to Station #5 (4<sup>th</sup> and 5<sup>th</sup> Grade exit)</p> <ul style="list-style-type: none"> <li>✓ 4<sup>th</sup> Grade (by the playground)</li> <li>✓ 5<sup>th</sup> Grade (by the pavillion)</li> <li>✓ Custodial Staffs</li> </ul> <p><b>1<sup>st</sup> ALL CLEAR (all exited the building)</b> (Timed)</p> <ul style="list-style-type: none"> <li>✓ Ancillary Classes</li> <li>✓ Office</li> </ul> <p><b>2<sup>nd</sup> ALL CLEAR (teachers have rosters-green card)</b></p> <p>NAME uses walkie-talkie to locate missing staff/students and then radios all clear information to principal Location: behind the blacktop by basketball court and by the pavillion</p>	<p><b>Norma Silvas</b></p>	<p>Vera Williams</p>
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\*Secretary or front office designee will time the 1<sup>st</sup> ALL CLEAR with a timer and log it.

\*Safety Captain will announce "All Clear to return into the building" after receiving the all clear to return from an administrator that receives all 2<sup>nd</sup> all clears.

## **Fire Drill Classroom Exits**

Station 1 – Exit using 3rd grade Hallway)	3 <sup>rd</sup> Grade classrooms
Location – Front of school right side	
Station 2 – Exit through Main Office	1 <sup>st</sup> Grade and 2 <sup>nd</sup> Grade classrooms
Location – Front of school center	
Station 3 – Exit using Prk/K Hallway	PrK and Kinder classrooms
Location – Front of School left side	
Station 4 – Exit Through Pond	SLL SLC Alt PTO Cafeteria
Location-Side of the school on sidewalk (Jorine Street)	
Station 5 – Exit using 4 <sup>th</sup> /5th grade T Buildings	4 <sup>th</sup> and 5 <sup>th</sup> grade classrooms Custial Staffs
Location – Back of the school by Pavillion and by playground	

Nancy Medina – Check K and 1<sup>st</sup> grade restrooms and report to station 5



Agy Ibarra – check 2<sup>nd</sup> and 3<sup>rd</sup> grade restrooms and report to station 1

Laura Garcia – check cafeteria and main hallway restrooms and report to station 1

## **Student Transport Assignments**

Student	Primary Transport	Backup Transport
SLL Students –one student	Wheelchairs	Blankets, wagons

## Ed White Elementary School Communication Plan

What	Why	Where	Responsible Person
Monthly Calendar and Newsletter	Brief Curriculum updates for every grade level and events calendar.	Emailed using School Messenger. A copy is also posted to our Website and the Hub	Admin: Ms Hernandez <b>Contact Person:</b> <b>Ms. McMahan Ms Teng</b>
Ed White Website	Quick one-stop shop for Newsletter, contacts, updates, and district links	<a href="https://www.houstonisd.org/whitees">https://www.houstonisd.org/whitees</a>	Admin: Dr. Chang <b>Contact Person:</b> <b>Mr. Hua, Dr. Chang</b>
School Messenger Call Outs	Important information <b>regarding events.</b>	School Messenger	<b>Dr. Chang. Ms. Liu</b> <b>Ms. Hernandez</b>
Remind 	Faculty and Staff can receive a quick text to remind them about safety security and <b>important</b> events.	Remind App Ed White Join Code: <b>@edwhitefac</b>	Admin: Dr. Chang <b>Contact Person:</b> <b>Dr. Chang</b>
Canvas Ed White Page	Landing page for all Ed White students has important updates and reminders	<a href="#">HISD Canvas</a>	<b>Admin: Ms Liu</b> <b>Contact: Ms. Tran</b>
Twitter 	Highlighting Ed White students and events and sharing important HISD posts.	<b>@EdWhiteES</b>	Admin: Dr. Chang <b>Contact Person:</b> <b>Dr. Chang, Ms. McMahan Ms. Teng</b>
Ed White PTO Meetings	Our Ed White PTO keeps parents up to date on organization events including parent education seminars.	<b>Ed White PTO Email</b>	<b>Contact Person:</b> <b>Ms. Silvas Ms. Hernandez</b>