

Safety and Security

CISD Security Dept. 915-926-HELP (4357)



✓ DO

DO challenge and escort unauthorized visitors directly to office or call office for assistance.

DO keep your classroom door closed and locked at all times (occupied or unoccupied).

DO wear your CISD badge in a visible location at all times while on campus.

DO report any suspicious activity you see on campus.

DO keep your cell phone charged for an emergency.

DO keep egress pathways clear.

DO close & lock doors/windows at the end of the day.

DO lock your computer when you step away.

DO know exits, location of fire alarm pull stations and fire extinguishers.

DO know your campus (e.g., location of AEDs).

DO know campus emergency procedures.

DO dial 9---1---1 for emergencies.

DO stay in control and alert through any emergency situation. Fighter mindset.



⊘ DON'T

Don't allow visitors to piggyback into any campus building.

Don't allow students to open doors for visitors.

Don't prop doors open.

Don't delay your response act immediately.

Don't dismiss your instincts.

Critical Incident Actions and Best Practices

CISD Department of Human Resources 915-926-4061



The safety and security of our students and staff members is a top priority at Clint ISD. The best way to prepare for a critical incident, is to equip yourself with knowledge on CISD critical incident protocols. The following summary of response actions and Dos and Don'ts will enable you to do just that.



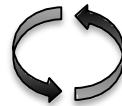
Lock Downs

- Conducted for intruder or violence on campus.
- Warning to lock down is given typically via PA.
- Enter nearest room.
- Do a quick visual sweep of the area in front of door and pull any students into your classroom.
- Close and lock room door(s) and window(s). Barricade door.
- If your door cannot be locked, seek shelter in the closest classroom next to yours.
- Cover door window and exterior windows by any means necessary.
- Turn off all lights.
- Silence cell phones (do not turn them off).
- Instruct students to drop to the floor next to the wall adjacent to the door.
- Do not open the door for any.
- If outdoors during a lockdown, run away and hide.



Evacuations

- Conducted for fire, bomb threat, or gas leak
- Locate evacuation map for the assigned class room and identify evacuation routes. If map is unavailable, contact the front office.
- Ensure evacuation routes are clear of hazards.
- Use alternate evacuation routes if necessary.
- Exit immediately and do not take time to gather any belongings.
- Check that no one is left behind.
- Once you reach your rally point, take attendance and account for all students.
- Remain in the assigned rally point until give further direction.
- In the event of a bomb threat or major gas leak do not use cell phones.



Reverse Evacuation

- Conducted for violence in the vicinity of the campus.
- Warning sent (typically using PA system).
- Depending on the campus the announcement made can be Lockout, not to be confused with lockdown.
- Move all employees, students, and visitors into nearest building (main building, portable, or annex).
- Close and lock all exterior doors.
- Check interior of building to ensure no unauthorized visitors are present.
- Account for all students in your classroom.
- Do not allow any students to leave your classroom.
- Operations can continue as normal inside the building however there is no movement between building and no one enters or exits for any reason.
- Wait for further instructions made over the PA system.



Shelter---in---Place

- Conducted for inclement weather or HAZMAT release
- Announcement with specific instructions will be made via PA.
- Immediately seek shelter inside the nearest building.
- If sheltering-in-place due to inclement weather (e.g., tornadoes, hail, etc.) enter interior windowless areas of a hardened building, sit down, bring knees to chest, and place arms overhead.
- If sheltering-in-place due to hazardous materials spill, turn off HVAC/AC and seal from exterior.
- Account for all students, staff members and visitors inside the room you are in.
- Do not let anyone leave the building. Do not release students until the after the alert is lifted.