Gordon Cooper Technology Center
Crisis Management Guide

Building ____________
Room Number ____________
Staff ____________

Superintendent
Marty Lewis

Assistant Superintendent
Bob Perry

Assistant Superintendent
Mike Mallock

Director of Instruction
Roger Farris

Director of Instruction
Rae Ann Shafer

Director of Instruction
Brett Byrum

(Please keep this document in a central location)
Revised September 15, 2012
### Emergency Phone Numbers

Dial “Ext. 2200” for GCTC Operator  
Dial “911” for Police-Fire-Ambulance

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>878-8888</td>
</tr>
<tr>
<td>Police</td>
<td>273-1313</td>
</tr>
<tr>
<td>Fire Department</td>
<td>878-1671</td>
</tr>
<tr>
<td>St. Anthony’s Shawnee</td>
<td>273-2270</td>
</tr>
<tr>
<td>Police</td>
<td>273-1313</td>
</tr>
<tr>
<td>Fire Department</td>
<td>878-1671</td>
</tr>
<tr>
<td>City of Shawnee</td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td>273-0890</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>373-5272</td>
</tr>
<tr>
<td>Shawnee Civil Defense</td>
<td>273-5272</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>273-8900</td>
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<tr>
<td>Pottawatomie County</td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>273-1727</td>
</tr>
<tr>
<td>Department of Health</td>
<td>273-2157</td>
</tr>
<tr>
<td>Oklahoma Highway Patrol</td>
<td>425-2323</td>
</tr>
<tr>
<td>Oklahoma Highway Patrol</td>
<td>*55</td>
</tr>
<tr>
<td>POISON Control</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-522-4611</td>
</tr>
<tr>
<td>Hospitals</td>
<td></td>
</tr>
<tr>
<td>St. Anthony’s Shawnee</td>
<td>273-2270</td>
</tr>
<tr>
<td>State Agency</td>
<td></td>
</tr>
<tr>
<td>Oklahoma Highway Patrol</td>
<td>425-2323</td>
</tr>
<tr>
<td>Oklahoma Highway Patrol</td>
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</tr>
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<td>POISON Control</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-522-4611</td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>OG&amp;E (Electric)</td>
<td>272-9741</td>
</tr>
<tr>
<td>ONG (Gas)</td>
<td>273-2260</td>
</tr>
<tr>
<td>Telephone</td>
<td>1-800-640-8722</td>
</tr>
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</table>
Emergency Procedures

Dial “Ext. 2200” for GCTC Operator

Dial “911-#” for Police-Fire-Ambulance

Give The Following Information:

- The Location of The Emergency
- Describe the Type Of Emergency
- Identify Yourself

STAY ON THE PHONE & DO NOT HANG UP!
Central Administration

Decisions that affect the district will be made by the Superintendent of Gordon Cooper Technology Center.

Marty Lewis
Superintendent of Gordon Cooper Technology Center
School: 273-7493, Ext. 2201
Cell: 623-9444

In the absence of the Superintendent, the following people shall be contacted for decision-making.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Ext.</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Perry</td>
<td>Assistant Supt.</td>
<td>2266</td>
<td>515-1105</td>
</tr>
<tr>
<td>Mike Malock</td>
<td>Assistant Supt.</td>
<td>2217</td>
<td>567-7241</td>
</tr>
<tr>
<td>Roger Farris</td>
<td>Director of Instruction</td>
<td>2298</td>
<td>323-2100</td>
</tr>
<tr>
<td>Rae Ann Shafer</td>
<td>Director of Instruction</td>
<td>2319</td>
<td>229-1927</td>
</tr>
<tr>
<td>Brett Byrum</td>
<td>Director of Instruction</td>
<td>2249</td>
<td>585-1914</td>
</tr>
</tbody>
</table>
Definition

An after-hours emergency is an emergency occurring before or after the regular school day.

Steps of Action

1. See specific emergency guide and use those procedures
2. Contact Police "911-#"
3. Follow Emergency procedures
4. If group is present in the building, assign roles as necessary. Record names of group members and administer first aid as needed.
5. Summarize in writing the events and give to Superintendent or Assistant Superintendent.
Student Runaway/Abduction

Steps of Action
1. Notify Director of Instruction
2. Notify Campus Security Guard
3. Notify Assistant Superintendent & Superintendent
4. Contact Parents (Assistant Superintendent or Director of Instruction)
5. Talk with known friends
6. Get a picture from the photo I.D.
7. Notify Staff

Personnel Roles
Teacher:
• Notify the Director of Instruction or Assistant Superintendent

Director of Instruction:
• Investigate
  • Verify
  • Gather Facts
  • Description of Missing Person/Abductor
  • Photo I.D.

Assistant Superintendent:
• Contact Parents
• Notify the Police
Evacuation Path will be posted at each classroom exit.

Signal

Continuous ringing of fire alarm or an announcement on the intercom in case of a power failure.

Steps of Action

1. Report fire to office/pull alarm. (Call switchboard)
2. Take your class roster/Emergency Guide.
3. Close all windows and doors to confine fire.
4. Evacuate building to assigned place at least 500 feet from the building.
5. In case of blocked exit, find closest alternate exit.
6. Teacher will double-check classroom.
7. Administration and designee will check the building.
8. Pre-plan for evacuation of staff and students in wheelchairs or on crutches.

Personnel Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Evacuate/ Take roll/Remain with students</td>
</tr>
<tr>
<td>Melissa</td>
<td>Master Phone List/ Radio</td>
</tr>
</tbody>
</table>
Domestic Threats

Procedure
1. Contact your director
2. Contact campus security
3. Contact Operations for lock down
4. Contact Teachers

Administration
1. Send out a Security Alert Flyer
2. Follow up with local authorities
3. Monitor that hallway more frequently

Teacher
1. Share Security Alert
2. Lock classroom door
3. Monitor hallway activity
## Crisis Team Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Marty Lewis</td>
<td>623-9444 (cell)</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>Lisa Morlan</td>
<td>275-7638 (home) 255-7361 (cell)</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>Mike Matlock</td>
<td>405-567-4456 (home) 405-567-7241 (cell)</td>
</tr>
<tr>
<td>Health Careers Instructor</td>
<td>Ashley Fichtner</td>
<td>395-8208 (home)</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>Bob Perry</td>
<td>275-8015 (home) 615-1105 (cell)</td>
</tr>
<tr>
<td>High School Counselor</td>
<td>Jessica Gabeau</td>
<td>900-4268 (cell)</td>
</tr>
<tr>
<td>Director of Instruction</td>
<td>Roger Farris</td>
<td>323-2100 (cell)</td>
</tr>
<tr>
<td>Adult Counselor</td>
<td>Donna Stone</td>
<td>510-9149 (cell)</td>
</tr>
<tr>
<td>Public Information</td>
<td>Tracy Farley</td>
<td>273-0374 (home)</td>
</tr>
<tr>
<td>Director of Instruction</td>
<td>Rae Ann Shafer</td>
<td>229-1927 (cell)</td>
</tr>
<tr>
<td>Director of Instruction</td>
<td>Brett Byrum</td>
<td>585-1914 (cell)</td>
</tr>
<tr>
<td>Health Programs Coordinator</td>
<td>Rusty Gilpin</td>
<td>615-4769 (cell)</td>
</tr>
</tbody>
</table>

The Superintendent or his designee has final approval to increase or decrease the crisis team to meet the crisis.
**Accident/Serious Injury/Illness**

**Definition**

Emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick person(s).

**Steps of Action**

1. Be sure person helping is safe.
2. Contact Director and stay with injured/sick person.
3. Director of Instruction will contact parent(s) or guardian(s) and/or Emergency services if necessary.
4. Contact Cynthia Cox, Rusty Gilpin, Lisa Morlan, Ashley Fichtner or Donna Cummings or Cassy Morse (Seminole) for first aid assistance.

**Personnel Roles**

Dial “Ext. 2200” for the GCTC Operator

**Assistant Superintendent/Directors**

Coordinate appropriate services and contact police and other administrators by radio.

Contact emergency services and parents.

**Nurse**

Supervise care of person(s)

**Teacher**

Stay with students, assess first aid needs, take roll

Contact Student Services Dial “Ext. 2264” if appropriate.
**Definition**

"WATCH" – Conditions are favorable for tornado or severe weather. Monitor. Take Action as needed.

"WARNING" – Tornado may be imminent. Take shelter. Weather reports should be monitored continuously.

**Signals**

1. Tornado watch and warnings will be monitored by a member of administration.
2. Warning will be:
   a. Continuous short rings on the indoor bell system and an announcement on the intercom.
   b. A back-up signal will be announcements in the hallways.

**Steps of Action**

1. Signal will be continuous short rings and an announcement by intercom.
2. Students should proceed to their designated position against the wall and assume a kneeling position, head down, with hands covering their heads.
3. Students in unsafe locations at the time will go to assigned locations at the direction of the teacher.
4. Teachers are to close classroom doors.
5. Teachers should keep their class rosters with them and kneel behind their classes to be sure students are following the drill procedure.
6. Wait for all clear signal before returning to classroom.
7. School buses will not be loaded in the event of threatening weather at dismissal time.
8. Avoid the west side of the building and cafeteria during a tornado.
9. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from interior glass wall in secretary’s area.
10. The radio should be located within hearing distance of Office personnel if at all possible.

**Personnel Roles**

**Assistant Superintendent/Directors**
Supervise the student body and maintain contact with all staff
Monitor Weather Conditions.

**Teachers**
Supervise and remain with the class.

**Operations**
Direct guests to a safe area.
The goal is to be calm and maintain order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary. The staff is to stop any stranger and inquire as to his/her business in the building. Contact the office to be sure the visitor is registered. All visitors must check in with the office.

If the intruder seems threatening or dangerous contact the switchboard immediately or send a student to Student Services to inform them of the situation.

If shots have been fired or gunman on campus use the following lock down procedure.

**Signal**

**Lock Down Code**

“Mr. Lewis would you please report to the Library”

**All Clear for Campus**

“Faculty please meet Mr. Lewis in the Library”

(Do Not Share this with students!)

**Room to Room all Clear**

“The meeting room will be (Your Telephone Extension)”

(Do Not Share this with students!)

**Steps of Action**

1. Give the Signal and call all personnel.
2. Lock Classroom and Shop doors, and go into safe rooms when available. (If a safe room is not available position students out of sight of hallway windows and exterior windows.)
3. Check restrooms and vacant rooms (Directors)
4. Contact students that are outside and direct away from the building with the intruder. (Operations)
5. Melissa Jones will contact 911
6. ECU classrooms will be directed by Sharon Bryant
7. Contact guests booked through Mrs. Mason (Operations)
8. Direct AT&D guests (AT&D Staff)
9. Call Workforce and inform them of the Lock Down Ext. 493 (Patty)

All students in break area or halls should be directed to the employee lounge.
Intruder Lock-Down

Personnel Roles

Mike Matlock/Directors
   Announce lock down & communicate to all personnel. (Backup Directors)

Melissa/Karla/Jeana
   Call 911 (Backup Patty)

Directors
   Contact Visitors, students outside and check Seminar Center bathrooms
   Check break area, E-wing halls and bathrooms

Security
   Check faculty bathrooms, D-wing hall and bathrooms

Armed Gaurd
   Locate and communicate with P. D.

Bob Perry
   Contact AT&D guests

Sharon Bryant
   ECU classrooms

Patty Bagwell/Donna Stone
   Workforce ......................... Ext. 2493
       AT&DExt. 2215, 2258, 2265, or 2211

Terri Couthon/Lynell Armstrong
   Child Care ....................... Ext. 2271
       ECU Office ...................... Ext. 2296
       Aviation ...................... Ext. 2715 or 2738

Operations
   Guest on Campus
Intruder/Evacuation

The goal is to be calm and maintain order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary. The staff is to stop any stranger and inquire as to his/her business in the building. Contact the office to be sure the visitor is registered. All visitors must check in with the office.

If the intruder seems threatening or dangerous contact the switchboard immediately or send a student to Student Services to inform them of the situation.

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“The meeting room will be (Your Telephone Extension)”
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Steps of Action

1. Give the Signal and call all personnel.
2. Lock Classroom and Shop doors, and go into safe rooms when available. (If a safe room is not available position students out of sight of hallway windows and exterior windows.)
3. Check restrooms and vacant rooms (Directors)
4. Contact students that are outside and direct away from the building with the intruder. (Operations)
5. Melissa Jones will contact 911
6. ECU classrooms will be directed by Sharon Bryant
7. Contact guests booked through Mrs. Mason (Operations)
8. Direct AT&D guests (AT&D Staff)
9. Call Workforce and inform them of the Lock Down Ext. 493 (Patty)
10. P. D. & Directors will evacuate students to safe area.

All students in break area or halls should be directed to the employee lounge.
Personnel Roles

**Mike Matlock/Directors**
- Announce lock down & communicate to all personnel. (Backup Directors)

**Melissa/Karla/Jeana**
- Call 911 (Backup Patty)

**Directors**
- Contact Visitors, students outside and check Seminar Center bathrooms
- Check break area, E-wing halls and bathrooms

**Security**
- Check faculty bathrooms, D-wing hall and bathrooms

**Armed Guard**
- Locate and communicate with P. D.

**Bob Perry**
- Contact AT&D guests

**Sharon Bryant**
- ECU classrooms

**Patty Bagwell/Donna Stone**
- Workforce ...................... Ext. 2493
- AT&DExt. 2215, 2258, 2265, or 2211

**Terri Couthon/Lynell Armstrong**
- Child Care ..................... Ext. 2271
- ECU Office .................... Ext. 2296
- Aviation .................. Ext. 2715 or 2738

**Operations**
- Guest on Campus
General Responsibilities for Staff

Teachers

1. Every teacher will become familiar with the various alarm signals and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.

2. Every teacher will have their grade books or class rosters with them at all times during an emergency. The rosters will include an alphabetical listing of all students enrolled.

3. If a hazard to the safety of students and adults is identified, or if students or adults are in danger, in any way, the first priority of teachers will be to take whatever action is prudent and necessary to the safety of the students. The second priority will be to notify the office as soon as possible by dialing “Ext. 2200” for the switchboard. The district plan will provide assistance.

4. Teachers will not leave students unattended under any circumstances. An adult must be present at all times.

5. Any teacher (trained in CPR and First Aid) will go to any part of the campus where students are reported to be injured – if, and only if, he/she is not attending to students. His/her major responsibility will be to apply first aid to the injured. A well-stocked portable first-aid kit will be kept by Student Services at all times.

6. All staff not immediately responsible for students will go to the office of the Assistant Superintendent of Instruction at the outset of an emergency to receive instruction from the Assistant Superintendent/Directors of Student Services.

7. Teachers will stay in lock-down until escorted by P. D./Directors to a safe area.

Food Service Staff

1. Any emergency related to the kitchen operation of the cafeteria should be reported to the Assistant Superintendent of Instruction immediately.

2. When an alarm sounds, all cafeteria personnel must evacuate the kitchen area immediately. All windows and doors should be shut, and all stoves and ovens should be shut off. Personnel should evacuate to the area immediately outside the cafeteria.

3. If students are present in the cafeteria, cafeteria personnel should assist the teachers in getting the students evacuated.

4. If the emergency involves the evacuation of teachers and students from the school, cafeteria personnel should assist teachers in the control of students, if warranted.
General Responsibilities For Staff

Assistant Superintendent of Instruction

The Assistant Superintendent and Directors of Instruction will supervise all emergency procedures during the initial stages of the emergency. As soon as the nature of the emergency is identified, he/she will make sure:

1. That the appropriate alarm is sounded.
2. That procedures to ensure the safety of the students is being exercised.
3. That proper authorities and agencies are notified.
4. The internal communication channels are established within the building and at the district level.
5. The media will be contained in Skylab I and only the superintendent will give official press releases and keep them updated on the emergency.
6. That external communications are established.
7. That administrator/designee will be on site during emergency.

The Assistant Superintendent of Instruction will also assume the responsibility for ensuring that all personnel be in-serviced in the contents of this emergency plan. He/she will also update the plan periodically. Drills are to be conducted at least each semester.
Bomb/Bomb Threat/Explosive

Signal
Continuous ringing of All Clear from Fire

Steps of Action
1. Notify the Assistant Superintendent or Director of Instruction.
2. Evacuate the building if advised by Assistant Superintendent.
3. Unauthorized personnel should not search or disturb items.
4. Assistant Superintendent or Director of Instruction will contact police and fire departments.
5. Turn off all walkie/talkie signals.
6. If phone threat is made, obtain as many details as possible by completing the info below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Phone</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fill out completely, immediately after bomb threat.

# of next incoming call ____________________________

Name ____________________________________________

1. When is bomb going to explode? ____________________
2. Where is it right now? ____________________________
3. What does it look like? __________________________
4. What kind of bomb is it? _________________________
5. What will cause it to explode? ____________________
6. Did you place the bomb? _________________________
7. Why? ____________________
8. What is your address? __________________________
9. What is your name? ____________________________
10. Telephone number of the next incoming call ________

Sex of caller M F Age _____ Race _____ Length of call ______

Caller's Voice
- Calm
- Soft
- Distinct
- Raspy
- Familiar
- Angry
- Loud
- Slurred
- Deep
- Clearing throat
- Excited
- Laughing
- Nasal
- Ragged
- Deep breathing
- Slow
- Crying
- Stutter
- Disguised
- Cracking voice
- Rapid
- Normal
- Lisp
- Accent

If voice is familiar, whom did it sound like?

Background Sounds
- Street noises
- Music
- Factory machines
- Local
- Crockery
- House noises
- Animal noises
- Long distance
- Voices
- Motor
- Clear
- Booth
- PA System
- Office machines
- Static
- Other

Threat Language
- Well spoken
- Foul
- Incoherent
- Message read by threat maker
- Educated
- Irrational
- Taped

Remarks

__________________________________________________________________

__________________________________________________________________
Personnel Roles

Assistant Superintendent
- Determine need for evacuation and notify staff accordingly
- Gather information from staff on anything suspicious
- Assess injuries
- Assign auxiliary persons to first-aid assistance at evacuation site
- Secure the scene
- Contact phone company with the phone number of the call after the bomb threat

Director of Instruction
- Gather information from staff on anything suspicious
- Assess injuries
- Assign auxiliary persons to first-aid assistance at evacuation site
- Secure the scene
- Contact phone company with the phone number of the call after the bomb threat

Melissa/Patty
- Phone campus police or 911 as directed
- Notify other buildings on campus (Child Care ext. 2271, ECU ext. 2296, Aviation ext. 2715 or 2738, Workforce ext. 2493, AT&D ext. 2258, 2215, 2265, or 2211, Seminole ext. 1101 or 1107)
- Take emergency student list to designated command post

Teacher
- Evacuate and remain with students
- Take roll

Auxiliary Staff
- Assist with evacuation.
- Report to Director of Instruction at designated command post
- Check bathrooms and other spaces for other people
Objectives of this Emergency Crisis Procedure

The mission of Gordon Cooper Technology Center is Training, Services and Economic Development. Gordon Cooper's personnel represents a large body of professionally trained, caring staff members who are oftentimes the natural helpers that both students and adults come to when needs arise. In order for school personnel to be prepared to handle extraordinary events, however, an outline of emergency procedures is necessary. Gordon Cooper Technology Center recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Even in the face of emergency, Gordon Cooper Technology Center will strive to maintain a safe and orderly environment.

Crisis Intervention Teams have been identified in Gordon Cooper Technology Center to be activated in case of a crisis. Team members continually receive training, particularly in the areas of prevention and intervention. These teams, along with building and district administrators, will be responsible for a coordinated response to emergencies.

Objectives of this Guide:

1. To provide a standardized minimum emergency procedure plan that will assist school officials to meet both ethical and legal responsibilities to their students, peers, and community in times of emergency.
2. To provide suggestions for meeting minor emergencies, as well as recommendations for action during major natural disasters or man-made disasters.
3. To provide suggested forms to be used; to keep emergency plans current.
4. To provide an emergency procedure guide for distribution to all employees.