



WHERE DIFFERENCES ARE OUR STRENGTH

School Emergency Operations Plan

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This has been shared with Tulsa Emergency Management.

Table of Contents

Pg. 1	Cover Page
Pg. 2	Table of Contents
Pg. 3	Administration Contacts
Pg. 4	Introduction/Purpose of Plan/Scope of Plan
Pg. 6	Concept of Operations/Limitations/Initial Response/Teachers
Pg. 7	Teacher's Assistants/Administration/Students
Pg. 8	Communication/Combating Rumors
Pg. 9	Procedures Begin/Medical Equipment Locations/Tornado/Fire
Pg. 10	Intruder on Campus/Lockdown
Pg. 11	Earthquake/Lightning
Pg. 12	Suicide Prevention/Bomb Threats
Pg. 13	Child Abuse/Runaway or Abduction/Serious Injury/Accident/Fainting/Seizure
Pg. 14	Fractures/Dislocations/Sprains/Strains
Pg. 15	Atmospheric Chemical Release
Pg. 16	Map of Town & Country School



*Providing an exceptional learning
environment since 1961.*

*Our mission is to improve the lives of
students with learning differences by providing
a nurturing environment for academic, social
and personal growth.*

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I. INTRODUCTION

A. Purpose of the Plan

The purpose of the Town & Country School Emergency Operations Plan is to identify and respond to incidents by outlining the responsibilities and duties of the school and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Town & Country has established guidelines and procedures to respond to incidents/hazards in an effective manner.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan outlines and organized, systematic methods to mitigate, prevent, prepare for, respond to and recover from incidents. Faculty and staff will assess the seriousness of incidents and respond according to these established procedures and guidelines. Town & Country School will regularly schedule in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School Emergency Operations Plan (EOP) increases Town & Country School's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rule out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

B) Scope of the Plan

The Town & Country School Emergency Operations plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by the local, state, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Definition

Incident - an incident is an occurrence-natural, technological, or human-caused that requires a response to protect life or property. The building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazard – Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving

law enforcement and or emergency services agencies depending on the size and scope of the incident.

C) Situation Overview

1. School Population

Town & Country School's current enrollment is approximately 190, 2nd through 13th year students located in 2, 1-story buildings on campus. These students are supported by a committed staff and faculty consisting of:

- 28 Teachers and Specialists
- 3 Administrators
- 4 Office & Support Staff
- 21 instructional assistants
- 1 Maintenance and Custodial Staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to all classrooms, at reception, and in the main office.

Town & Country School is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Medically fragile health including asthma, severe allergies, seizure disorders, diabetes etc.
- Physical Limitations
- Visual Disabilities
- Cognitive or Emotional Disabilities
- Hearing Loss
- Speech Difficulties

Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. This includes maintaining the plan, conducting training, planning and implementing drills and exercises.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions may be suspended.

A) Limitations

It is the policy of Town & Country School that no guarantee is implied by this plan, of a perfect incident management system. As personnel and resources may be overwhelmed, Town & Country School can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

B) Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek the guidance and direction from local officials where appropriate. Initially, the faculty in charge may be someone not in administration. That is acceptable. As soon as possible, the staff or faculty member should notify an administrator and the most senior employee will be in charge during any incident.

C) Teachers

Teachers shall be responsible for the supervision of students and shall remain with the students until directed to do otherwise.

Responsibilities Include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.

- Report missing students to the incident commander or designee.
- Execute assignments as directed by the incident commander or
- For the purposes of this plan, incident commander is synonymous with administration within the context of Town & Country School.

D) Teacher's Assistants:

- Assist teachers as directed

E) Administration

The Town & Country School Executive Director, Principals, or other administrators will function as incident commander in all situations unless city, state, or federal emergency responders are on site. At all times the Executive Director and principals will retain the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The Executive Director and Principals will coordinate between the Staff, Students, Families, and any other incident commander depending on the incident.

Responsibilities Include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff and other individuals.
- Determine whether to implement incident management protocols as described in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.

F) Students

Responsibilities Include

- Cooperate during emergency drills and exercise, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active [art in school incident response/recovery activities as age appropriate.

G) Communication

The first line of any emergency communication will be the employee who encounters an incident. This person will proceed in notifying administration and other staff members by either pulling the alarm system or corresponding via the Remind App. The Remind App will be used for short bursts of information that must be transmitted quickly to support a safe school campus for all. More detailed information may be transmitted via email, Teacherease, School Messenger, or the local news.

Once the incident has been assessed, the administration will determine what level of communication is needed. Including but not limited to:

- Disseminate information via text messages, radio announcements, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at the school.
- Describe how the school will be handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.
- After an incident which has hindered the day-to-day operations of the school, has ended, Town & Country School will schedule an open question and answer meeting for parents as soon as possible.

H) Combating Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Town & Country School will:

- Provide appropriate information to internal groups including administrators, teachers, students, janitors, and office staff. These people are primary sources of information and are likely to reach more people.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is and is not known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

Procedures

Medical Equipment Locations

Megamovers

Lower School Location - Located in the administrators office

Middle School Location - Located in the kitchen area in E-6 on the shelf

High School Location—Located in the tall cabinet in the principal's office

AED

Nurse's office in the South Wing just inside the door to your left

Zarrow Sports Gym—enter North door and proceed past the alarm panel on the left, the AED is located just around the corner on the left

Tornado Protocol

1. The outside tornado siren will sound on Wednesdays at noon during favorable weather. This is to let you know what it sounds like. We will also have an internal alarm which will say, "Tornado Warning".
2. If the tornado siren sounds any other time, it is not a drill. If the internal alarm sounds which says "Severe Weather Alert", it is not a drill
3. If the tornado siren sounds or internal alert sounds, pick up your student roster.
4. Have your students line up and proceed to the storm shelter
5. Close your door and turn out the lights as you leave.
6. Once you arrive at the storm shelter, take attendance and notify an administrator immediately if you are missing a student.
7. Students & Staff may return to their areas once they have been notified the danger has passed by an administrator or hear the "all clear" from the alarm system.

Fire Protocol

1. If you see or smell smoke or see flames, pull one of the red fire alarm switches located in each hall. Then proceed to your designated area and commence with fire alarm protocol.

Fire Alarm Protocol

1. The fire alarm will sound with an alarm initially for the 2023-2024 school year. Once upgrades are complete it will sound with a voice coming over the alarm saying fire.
2. If you hear the alarm sound, pick up your student roster as you leave.
3. Have your students line up at the door.
4. Use the fire exit map inside each classroom door to guide yourself and your class to

the safe place outside the building. **If one is not present, please contact administration.**

5. Turn off the light and shut your classroom door as you're leaving.
6. Once you reach your outside destination, take attendance and make sure you account for all of your students. Notify all by sending a message via the Remind App your class is out and all accounted for. If you are unable to account for a student, notify all staff via the Remind App. Do not leave your group of students to look for an unaccounted for student! Administration will look for the child and get back with you. If another staff member sees the student or has them, they may respond via the remind app.
7. You will be notified by an administrator or by the alarm system giving you the all clear when the danger has passed and you can return to your classrooms.

Intruder on Campus/Lockdown

1. All doors must remain closed and locked during the school day! Do not prop any doors open. If a door needs to be left open for a short period, please have a door monitor. There is no exception to this rule!
2. If you notice someone unknown on campus, please notify an administrator immediately via the Remind App! Administration will take it from there. Do NOT approach anyone you do not know.
3. The administrator will assess the situation for risk.
4. If you notice someone who is angry or aggressive on campus, whether verbal or physical, notify all staff via the Remind App.
5. The administration will follow up and take it from there.
6. There are 2 possible types of Intruder on Campus statuses. It can be a school lockdown or an intruder on campus. During a school lockdown, students may move about within the school building but will not be able to leave the building until we receive the all clear. Students must have a chaperone wherever they travel within the building in case the status changes. If it is an intruder on campus alert, students must stay in their classrooms with doors closed and locked, shades down, and students away from windows. This includes recess and pick ups. We will not leave the building in either scenario until we receive the all clear.
7. During an Intruder on Campus drill, you will a voice telling you it's an intruder on campus.
8. Please make sure your door is closed and locked. This is standard daily protocol.
9. During either lockdown type, classroom blinds will need to be closed and the window in the door will need to be covered.
10. If students are in the hallway they will be asked to go into the closest classroom or open room and close the door.
11. Once classroom is secure, proceed to your computer to see if it is a school lockdown or an intruder on campus lockdown. If for any reason, you are unsure, assume it is a intruder on campus lockdown until you are notified otherwise.
12. If it is a classroom lockdown please, use the barracuda door mechanism and have

kids sit on the floor away from the windows. If your door is one that can not utilize the barracuda door lock. Make sure your door is completely secure.

13. Do not under any circumstances, leave your classroom to “check things out”.

14. All parents will be notified when we go on intruder on campus/lockdown drill and when the intruder on campus/lockdown drill is lifted.

15. You will be notified by an administrator once the danger has passed. Until then, nobody leaves the classroom.

16. If a photo of a student is needed, we will have all student photos updated each year in Teacherease, on the cover of their student file, and in a folder on the public drive which is separated by class.

Earthquake Procedures

1. If you feel the ground shaking or are alerted to an Earthquake via the Remind App:

2. Drop, cover and hold on exactly where you are at the time of the event.

2. Classrooms, Cafeteria, Library areas: crouch under a sturdy table or desk.

3. If those options are not available, sit against an inside wall, cover your head.

4. Stay away from doors, windows.

5. Staff members keep your cell phones on your person.

6. Hold on until shaking stops.

7. When you feel safe that the quake has ended, proceed to the nearest exit with your roster.

8. Notify administration of any injuries via the Remind App

9. First aid will be available outside. You will be contacted via Remind for all information.

10. The building must be cleared before we can return for safety reasons.

Lightning Protocols

Education employers have duties to ensure, so far as **is reasonably practicable**:

- the health, safety and welfare of teachers and other education staff;
- the health and safety of pupils in-school and on off-site visits; and
- the health and safety of visitors to schools, and volunteers involved in any school activity. Per the health and safety at work act of 1974.

7 Lightning Safety Rules:

1. If we are having a lightning event and students can not go outside, we will notify you via the Remind App.

2. Get inside as quickly as possible. If you can be indoors or in the car, that is the safest place. Just standing outside is a no-no.

2. If you have to go outside, stay low, you do not want to be the tallest thing around.

3. Avoid bodies of water.

4. Tents and pavilions are not the safest options because they are usually supported

by metal poles.

5. Always check the forecast before heading outside.
6. Don't dawdle.
7. You are pretty safe to use an umbrella during a storm. Lightning only searches within a 50-yard radius both upward and downward. This means that lightning is attracted to tall objects such as hills, trees, towers, buildings. It can hit an umbrella but if it is not the tallest thing around, you are fairly safe.

Suicide Prevention

1. If you believe a student to be displaying suicidal words or behavior, do not leave them alone.
2. Send someone to get an administrator or the counselor immediately. Use the Remind App to contact the counselor or administrator.
3. Remove the student to a separate area and stay with them.
4. The student's parents will be contacted.
5. The student will be required to see his/her therapist and be cleared before returning to school.
5. The parents and student must meet with an administrator before returning to school.
6. If the situation is related to their disability, the administrative team will decide on the course of action moving forward.

Bomb Threat Protocol

1. All threats of this nature will be taken seriously.
2. We will notify staff of this threat by the fire alarm sounding.
3. You will be notified via the Remind app that it is a bomb threat.
4. We will also follow-up with someone going to each classroom.
5. Once you are notified of a bomb threat, you are to pick up your student roster.
6. Have your class line up at the door.
7. Exit the room, turn off the light and close the door as you are leaving.
8. You are to proceed with your class to the nearest exit, which will be marked on a disaster map just inside your classroom door.
9. You will take your class and walk to Aldersgate United Methodist Church to the South of our school. Become familiar with the location of the church upon the start of school.
10. Administrators will notify the local authorities, parents, and media.
11. You will not return to the building for anything until you have been instructed by an administrator to do so.
12. We will receive clearance to return to the building by the local emergency management.

Child Abuse

1. If you suspect a student has been abused or neglected in any way, notify an administrator immediately.
2. We are required to be mandated reporters of child abuse.
3. The administrator and the staff member will discuss the matter and decide the appropriate action to be taken. This is a necessary step due to our population and the history of the student.
4. It is our duty to look into any issue which may indicate a child has been neglected or abused.
5. All notifications to the authorities should be done by an administrator. This ensures that the administration is aware of any situation.
6. If you notify an administrator and you are not comfortable with the decision, please take the matter to Ms. Etier. Ultimately, we are all mandated reporters.

Student Runaway or Abduction

1. The moment you notice a student is not where they should be, notify all staff via the Remind App.
2. The administration and available staff will start a search and notify everyone via Remind of the status or if student is found.
3. If you know where a student is please, notify everyone immediately via the Remind App.
4. A search of the school and surrounding property will be conducted.
5. If the child is not found an administrator will contact the local authorities.
6. The parents will be contacted by an administrator.
7. At any time, if you have information about a student either leaving or being taken from the campus please, notify an administrator. We must act swiftly.
8. If a photo of a student is needed, we will have all student photos updated each year in Teacherease, on the cover of their student file, and in a folder on the public drive which is separated by class.

Serious Illness/Accident/Fainting/Seizure

1. If a student has fainted, or is having a seizure, turn them on their side and do not put your finger or anything else in their mouth.
2. Do not leave them alone.
3. Time the seizure/fainting spell.
4. Move them away from anything they could damage themselves on.
5. Loosen tight clothing.
6. Try to wake the individual up by shaking them and calling their name. If they have

- fainted, have them sit quietly for a few minutes.
7. Offer them water or a small snack.
 8. Send someone to get an administrator or contact them via the Remind App.
 9. The administrator or main office will contact the parents and let them know of the situation.
 10. If the parents are not able to be reached and the student doesn't have a history of seizures, regardless of the duration of the seizure, an ambulance will be called unless previous information on a seizure disorder exists. If previous medical information exists, we will follow the protocol provided for that student.
 11. If a seizure lasts longer than 5 minutes, call an ambulance even if the parents have been contacted, unless we've been directed differently by the parents due to medical information.

Fractures, Dislocations, Sprains, or Strains

1. Treat all injured parts as if they could be fractured.
2. Assess symptoms which may include
 - A) pain in one area
 - B) Swelling
 - C) Feeling "heat" in injured area
 - D) Discoloration
 - E) Limited movement
 - F) Bent or deformed bone
 - G) Numbness or loss of sensation
3. If the assessed symptoms include deformed bone, skin broken over possible fracture, or bone is sticking through skin, notify administration or main office. Notify an administrator via the Remind App.
4. EMS will be called immediately. The family will also be contacted
5. If symptoms assessed do not include the above, rest the injured part by not allowing the student to put weight on it or use it.
6. Gently support and elevate injured part if possible.
7. Apply ice, covered with a cloth or paper towel, to minimize swelling.
8. After a period of rest, recheck the injury. Is the pain gone? Can student move or put weight on injured part? Has sensation returned to the injured area? If not, contact the parents and notify them their child may need medical **attention**.
9. Regardless of how severe the injury, you must document the incident on Teacherease and fill out an accident report which goes to the administrator in your area.

Atmospheric Chemical Release Protocol

1. The administration will alert the staff via the Remind App in the event of an atmospheric chemical release.

2. We will also have someone come around to verify everyone knows.
3. This is considered a “shelter-in-place” disaster.
4. In any event, students and staff are to remain inside the building.
5. If the chemical release is inside the building, you will be notified if you are to stay inside your classrooms. Do not leave under any circumstances! Notify administration via the Remind App if it has occurred in your room.
6. You will receive an All Clear when you may return to regular protocols.

