

**ISLAMIC ACADEMY OF SAN ANTONIO  
(IASA)**

**CRISIS  
MANAGEMENT  
MANUAL**

**2019-2020**

**IASA**

8638 Fairhaven Street  
San Antonio, TX 78229  
(210)614-0202

## School Safety Team

Mr. Musa Sadek  
Head of School  
Office (210) 614-0202

Ms. Malika Abdul-Jami  
Academic Dean  
Office (210)614-0202

Mr. Basirullah Qasmi  
Administrative Assistant  
Office (210)614-0202

Mr. Philip Cowels  
Security Officer  
Cell: 210-614-0202

## **Emergency Phone Numbers**

<i>School Board of Directors</i>	<i>(210)614-0989</i>
<i>Police</i>	<i>911</i>
<i>Fire Dept</i>	<i>911</i>
<i>Rescue Squad</i>	<i>911</i>
<i>Social Services</i>	<i>(210)694-3328 or (210)694-7201</i>
<i>Poison Control</i>	<i>1(800)222-1222</i>
<i>Child Abuse Hotline</i>	<i>1(800)422-4453</i>
<i>Mental Health</i>	<i>(210)694-4294 or (210)632-7128</i>
<i>Texas DFPS-Intake No</i>	<i>(210)337-3399</i>
<i>Texas DFPS – Licensing</i>	<i>(210)337-3296</i>
<i>Telephone Company (AT&amp;T)</i>	<i>1(800)286-8313</i>

## **RELEASE OF STUDENTS**

1. All parents will be directed to the office.
2. Office staff will sign students out and send a release slip to the classroom

## **VIOLENCE**

1. Mr. Musa Sadek will go the hospital with injured students
2. Mr. Basirullah Qasmi or Ms. Abdul-Jami will contact the police department
3. Mr. Basirullah Qasmi and Ms. Abdul-Jami will oversee telephones and office.
4. Mr. Musa Sadek will contact the School Board of Directors.
5. Ms. Mr. Musa Sadek will oversee transportation needs
6. Mr. Musa Sadek and Mr. Basirullah Qasmi will identify injured adults or students.
7. Mr. Musa Sadek and Mr. Basirullah Qasmi will contact parents.

## **EMERGENCY PROCEDURES**

1. Students will stay in classrooms or move to the learning Center in the main building as announced.
2. Teachers will remain with their class at all times
3. Mr. Musa Sadek will supervise.
4. Mr. Basirullah Qasmi is in charge of medical emergencies
5. The teachers will report to the office through walkie-talkies/ phones
6. Mr. Basirullah Qasmi will answer all emergency calls or radio messages.
7. All students will be released by the office

## **NATURAL DISASTER**

(Explosion, fire, wreck, earthquake, tornado, etc)

1. Determine if students need to go home or stay in school
2. Move to the main assembly hall inside the main building or designated area.
3. Students remain with their teacher and are accounted for at all times

Follow-up

1. Return to normal as soon as possible
2. School crisis team will meet and evaluate procedures

### **DEATH/ SUICIDE OF STUDENT OR FACULTY**

1. Use walkie-talkie radio/ phone
2. The Principal and the Administrative Assistant contacts family and gets information and permission to notify others.
3. The Principal and the Administrative Assistant contact the School Board.
4. Early morning faculty meeting to review facts
5. Prepared statement of facts will be given to each classroom
6. Identify high-risk students
7. Classroom should allow time for class discussion
8. Letter may be sent to parents briefly explaining the situation.

### **SUICIDE THREAT**

Refer to Principal and the Administrative Assistant

### **FIRE & SEVERE WEATHER DRILL**

A severe weather drill will be held each year in January. An Announcement will be made to begin the severe weather drill. Teachers should immediately and quietly move their students to their designated areas. All faculty, staff and students will assume the correct severe weather warning position. Teachers will bring their student lists and flashlight with them. If an actual severe weather warning occurs, this procedure will be followed.

### **BOMB THREAT**

Staff will report any suspicious looking objects or notes containing threats to the office immediately. The building will be evacuated by means of the fire alarm or radio. Once the building is cleared, students will be moved to a secure location. Teachers may be asked to check their rooms for any unusual objects.

### **LOCKDOWN**

If a lock down is necessary, an announcement will be made. If you hear this announcement, move all your students to the back of the room as far away from the door as possible. Close all blinds and turn off the lights. Teachers should go to the designated area posted in their classroom. Check the area outside your room for stray students and put them in your room. Close and lock your classroom door. The teachers should then slide a green card under the door if everything in your classroom is secure. If there is a concern or immediate danger, the teacher should slide a red card under the door to alert authorities. Wait quietly for further instructions.

### **POLICY FOR HANDLING ILL AND INJURED STUDENTS AT SCHOOL:**

When a child becomes ill or is injured at school, we will follow the following procedure. The teacher will call the office to let the Principal and the Administrative Assistant know who this child is and what the illness or injury is. Let the Principal and the Administrative Assistant know exactly what you plan to do. Send the child to the office with another reliable person (security guard or teacher), or ask the office to come and get the child. Never send a sick or injured child to the office alone. Students who are injured in the playground should also be sent to the office using the same procedure.

Once a child arrives in the office, the secretary or teacher will evaluate the situation. The child's temperature will be taken if he/she is ill, and if the child has fever, the parent or guardian will be notified. Any child who has a fever or is vomiting will be picked up from school by the parent or guardian as soon as possible.

In case of injury of any kind, immediate and appropriate first aid will be administered, and the parent or guardian will be notified. If the school is unable to contact the parent or guardian, and the child is too ill to return to class, the child will be allowed to lie down in the office or a corner of the classroom. The child will be under the care of the teacher or teacher assistance. During this time, the Administration will continue to try to contact the parent or guardian.

A note describing the child's illness or injury will be sent home with the child. Every effort will be made to contact the parent or guardian before sending a sick or injured child home. It will be the Administration's responsibility to make sure the child is picked up by the parents.

The child's teacher should check on the child to make sure that the child is in the office or has gone home. The secretary will notify the teacher if the child is picked up by the parent or guardian. The parent or guardian should always sign the child out when he/she arrives to pick up the child. In case of severe injury, the child should not be moved. Notify the office immediately so that the rescue squad can be called and the parents or guardians contacted.

No medication will be given at school without the parent's or guardian's permission. The school provides Ibuprofen and Acetaminophen for students to take but will only be administered based on the parents written and verbal consent. If a parent or guardian wants the school to give their child medication, they should bring the medication to the school office with the appropriate medication form signed by the parent or guardian. No child will be allowed to keep medication of any kind with him/her at school.

## **ALLERGIC REACTION**

### **Possible Symptoms:**

- General feeling of impending doom or fright, weakness, sweating, sneezing, short of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

### **First Actions:**

- Assess situation, remain calm, make students/employee comfortable
- Only move for safety reason
- Send for immediate help and medication kit (in case of known allergies)
- Notify rescue squad of 911, depending on circumstances
- Notify parent or guardian
- Administer medication, by order of a doctor, if appropriate. Apply ice pack, keep warm
- Observe for respiratory difficulty
- Record on an attached label time and site of insect sting and name of medicine, dosage and time, if appropriate

### **Preventative/ Support Actions:**

- Encourage parents and guardians to list health situations on emergency card for their child

- Encourage employees having health situations affecting them to alert building director and work associates of any difficulties and possible remedial action

### **Accidents to and from School**

In the event of accidents involving an employee or student who is on the way to or from school, try to determine whether or not help is on the way.

If help is not on the way, these are actions to consider

- Call police, fire, or rescue as indicated by nature of accident
- Notify Board of Directors
- Notify parents, spouse, or individual on emergency card

If help is on the way, these are actions to consider:

- If not reached earlier; continue to try to notify parents, spouse, or named individual
- If parents, spouse, or closest relatives are not available, discuss situation with an associate at the place of employment of the parents, guardian, spouse, or closest relative
- Send a "calm" individual to observe the situation
- Send an employee trained in life sustaining techniques if indicated

### **ASSAULT BY INTRUDER**

#### **Checklist**

- ✓Determine the extent of crisis
- ✓If continued danger, move other potential victims from area
- ✓Provide first aid
- ✓Question victim – make reasonable notes for potential court case
- ✓Description of assailant
- ✓Report of events
- ✓Contact police (911)
- ✓Complete police information for charges
- ✓Prepare a written memo for staff and parents
- ✓Schedule follow-up programs for staff and students
- ✓Call emergency staff meeting

#### **Specifics:**

1. Extent of the Crisis:
  - Request police assistance when assailant(s) are outsiders
  - Determine the number of victims. Determine the necessity for first aid
  - Determine the amount of threat still pending- was this an isolated incident which is now over? Is there continued danger to the individuals already involved or to any other potential victims?

2. Move others to Safety:
  - If the assailant has not been contained and continues to be a threat to others, inform staff (via radio/phone) to keep their students in the classrooms, away from halls, door, or windows. Staff should remain calm and quietly move their students to other parts of the building, if so directed. Inform staff of potential plans as soon as possible
3. Provide First Aid:
  - Provide first aid for victim(s) via teacher or Administration, or 911. Have someone at the entrance to meet and direct the ambulance staff to the victim and designate a staff member to accompany victim(s) in ambulance.
4. Question the Victim:
  - Make notes which can be shared with the police upon their arrival. These notes may be helpful in court cases.
5. Contact the Police:
  - Contact 911 and your Principal and the Administrative Assistant .
6. Notifications
  - The Board of Directors should be contacted as soon as possible.
  - The Public Relations Officer will handle all media and community inquiries into concerning the event(s).
  - The parents (or spouse) of the victim(s) should be notified as soon as possible
  - Inform staff of situation as soon as possible. A crisis team, identified for the school, can effectively deliver information to the other staff members so your time can be used of other decisions/ actions.
  - The students will be able to deal with the situation by being informed of the facts as soon as possible, rather than receiving their “facts” through rumors
  - The other schools should be given the basic information as soon as possible by the Public Relations Officer, since siblings/ neighbors will quickly learn of the disturbance.
  - The Counselor may be needed to provide counseling support for students and staff in dealing with the trauma. The Counselor may seek additional help from the County’s Department of Human Resources.
  - The parents of other students in the community will need to learn the real facts, just as their children have learned them, to reduce the rumor factor.
  - After the crisis is over, the Principal and the Administrative Assistant may wish to arrange a special press conference to give the media the same information that has been shared with the parents.
7. Telephone Answerer:
  - Prepare a statement for the individual(s) who answer the telephones to read.
  - Instruct them that any further inquiries should be made to the Public Relations Officer. Give the telephone number for the caller to use as a reference.
8. Police Information for Charges:

The police will need to be sure of details from you as well as from the victim(S). Assault/ Battery is a chargeable offense.
9. Written Memo for staff and Parents:
  - As soon as the immediate crisis/danger is over, the staff and parents will need to know, not only what occurred, but why you took the action that you did.
  - Individuals with the correct facts can help to stop rumors and misperceptions.
10. Follow-Up Programs:

- The school guidance counselor can arrange special counseling for students and staff

#### 11. Call Emergency Staff Meeting.

### **BOMB THREAT/ TELEPHONE THREAT:**

The Principal and the Administrative Assistant must evaluate the seriousness of the bomb threats or other disruptive types of demonstrations using input from all sources; then, the Head of the School acts in such a manner that reflects the best safety interests of those under his/her charge. Bomb and other threats may be originated in writing, in person, over the telephone or related through a second source.

#### **Basic Documentation – The Individual taking the call should:**

- Keep the caller on the line as long as possible
- Notify the Principal and the Administrative Assistant
- Write down all the information obtained in the exact words. Place copies of the bomb threat sheet at switch board or other phone locations
- Find out what time the bomb is due to go off
- Document in writing, as soon as possible, other types of threat contacts including:
  - Specific time message is received
  - Date and day of week
  - Exact wording of message
  - Estimation of sex, age, cultural background of person making call
  - Make note of background noises and tone of voice.

#### **Authorities to be involved:**

- Police (911)
- Directors below will immediately notify Deputy and the Superintendent. It is only necessary to call one of the following:
  - Managing Director, Facilities of Services
  - Director of Community Relations
  - Environmental Health and Safety Office

#### **The building Administrator or designee shall:**

- Notify the authorities
- Consider the safety of students and staff as the prime factor. If advised, direct students and staff to safe areas of the campus. Nothing is to be touched or altered; do not open desks or lockers.
- Do not re-enter building until authorized
  - Alert staff of situation and implement building search procedure (see below)
  - School activities should be continued as normally as possible in designated safe areas
  - The recommendation to close school will be made only after consultation between the Central office, security and building administrator
  - Submit written reports as appropriate to Director, Department of Facilities following the incident

#### **Checklist:**



- Listen carefully to the caller to gain as much information as possible. Notify the School Resource Officer if the caller is in the building
- If the call appears to be a crank call, ask teachers to survey their instruction area and nearby restrooms
- If the call could be real and the School Resource Officer is not in the building, call 911 immediately.
- Evacuate the building. DO NOT USE OR TURN LIGHTS ON OR OFF.
- Notify Principal and the Administrative Assistant or office
- Follow directions given by Policy regarding return to the building
- If necessary, contact parents to arrange for early dismissal
- Follow-up activities

## **CHEMICAL SPILLS**

### **Inside the Building**

- Evacuate the area immediately
- Check the Material Safety Data Sheet (MSDS)\* to determine the urgency of the situation
- Notify the Principal and the Administrative Assistant as soon as possible
- the Principal and the Administrative Assistant will call the fire department if deemed necessary for consultation
- Notify Environmental Health and Safety Office

### **Outside the building:**

- Insure that all students are in the building and that they remain there
- Shut off all outside air ventilators
- Keep telephone lines clear for emergency calls only
- Release students to parents or designee only

## **CHILD KIDNAPPING/LOST CHILD**

### **Checklist:**

- Telephone police
- Call Assistant Principals Office
- Notify parent(s)/guardian(s) of child
- Identify team to work on the crisis while rest of school maintains routine
- Obtain full description and pull out school pictures
- Search school building and grounds
- If child napping, try to obtain description of suspect
- When child is found, contact Principal, notify teacher, fill out Crisis Team Report
- Prepare memo to inform staff and parents of incident and actions taken
- Arrange for counseling for staff and students, if necessary
- Call emergency staff meeting

### **Specifics:**

1. Immediately after it has been determined that a child has been lost/taken, contact the Police.
2. Call the Principal's Office to report the incident.

3. Contact the parents of the child involved. Establish a communication plan with them, if necessary.
4. Identify a team to work on the crisis. Designate personnel to deal with phone communications, etc., and other staff to assist as appropriate. If the incident occurs during the school day, classroom routine should be maintained.
5. Pull the school picture of the child and obtain a full description of the child (including clothing) to assist the police.
6. Conduct immediate search of school building and grounds.
7. In cases of child napping, obtain from witnesses a description of the suspect.
8. When a child is found, contact the Superintendent's Office, notify teacher and fill out the Crisis Team Report.
9. Prepare a memo to staff outlining the situation. Give factual information, as appropriate, to allow them to respond to students' questions knowledgeably. Prepare an appropriate memo to parents.
10. If appropriate, arrange for counseling assistance for students and staff.
11. Call emergency staff meeting.

## **DEATH**

### **Death of a Student or Staff Member:**

- Contact Crisis Team members and have a team meeting as soon as possible.
- Notify Principal and the Administrative Assistant or Office.
- Notify Public Relations Officer.
- Prepare a fact sheet giving accurate up-to-date information.
- Hold a faculty meeting as soon as possible. Review the procedures for the day, availability of support services, and referral process for at-risk students.
- Review "Reminder Sheet" for teachers in Crisis Handbook.
- Contact family of the deceased. Preferably an administrator and Crisis Team member should visit the family at their home and offer assistance.
- Hold a faculty meeting at the end of the day to review the day's events.
- Notify all bus drivers by written memo to be alert for students who show signs of emotional distress, along with a telephone number for drivers to use to reach a guidance counselor.

## **INTRUDER/TRESPASSER**

### **Checklist:**

- Determine the whereabouts of the intruder/trespasser.
- Isolate the individual.
- Determine the extent of the crisis.
- Make reasonable notes for potential court case.
- Move other students and staff from area.

- Contact police – 911
- Notify Board of Directors
- Instruct person answering the telephone to direct all requests to the Public Information Office.
- Complete and submit police information for charges.
- Prepare a written memo for staff and parents.
- Complete Crisis Team Report.
- Schedule follow-up activities for staff and students, including security plan review.
- Call emergency staff meeting.

**Specifics:**

1. Determine whereabouts of the intruder: Use school maps to assist police and staff members in locating intruder.
2. Isolate intruder from rest of building and students.
3. Determine extent of the crisis:
  - Trespass with no safety hazard may be dealt with through informing the intruder of the offense being committed. If trespasser refuses to leave, wait for police to arrest. If trespasser has previously been warned (placed on notice) trespass charges may be filed without the arrest of the offender.
  - Trespass with threat to others' safety will require assistance from the police. Trespass charges should be filed.
4. Make notes. Recording what has occurred can provide information important to the police and in subsequent court cases.
5. Move other Students/Staff: Staff may be asked to keep their students in certain areas, or to keep them out of certain areas. Staff should move students as quietly and quickly as possible when directed to do so.
6. Crisis Team Report: Submit it within twenty-four (24) hours. The building security plan should also be reviewed.
7. Call emergency staff meeting.

**WEATHER**

Tornado, Inclement Weather, Earthquake

**Goals:**

- Safety
- Effective communications
- Mobilization
- Containment
- Assessment and follow-up

**Prevention:**

- Post and practice mobilization plan.

**Definitions:**

- Severe Weather Watch: Forecast of severe weather in area; normal activities continue; no school-wide announcement; principal or designee monitor the situation.
- Severe Weather Warning: Severe and dangerous weather situation approaching. Be prepared.

**Intervention:**

1. Call Board of Directors. (Principal or designee)
2. Evacuate classrooms according to plan; provide for handicapped.
3. Move students quickly and quietly to designated area, underground shelter if available or interior hallways on first floor. Avoid windows, sheds, and any wide span or overhead structure. North and east walls are preferable to south and west walls. Sit in fetal position with face and head protected.
4. Get word to all students and staff who are outside or who are in out-lying buildings.
5. Check for and provide care for injured.
6. Account for all students/staff/others.
7. Determine status for safe return to classes or dismissal. (Principal or designee)
8. Assess the response and prepare follow-up of situation. (Crisis Team)

**FIRE EMERGENCY PLAN**

- Once a fire is identified, use a manual pull station to activate the fire alarm. (If a problem with the fire alarm system occurs and it cannot be activated, call the office to activate manual evacuation.)
- The office will contact 911, the school Board of Directors and the Director of Maintenance.
- The building will be evacuated to assembly points around the building. Attendance will be taken and reported to the school secretary by handheld radios. Missing and/or injured students will be reported to the principal.
- Teacher assistants have been assigned duties at each evacuation site.
- No person will be allowed to reenter the building until cleared by the fire department and administration.
- Administration will arrange for transportation should a dismissal be determined.
- Should an emergency occur during lunch, the teacher assistants and teachers will evacuate students through the cafeteria exit doors as outlined in the evacuation procedure.

- Should an emergency occur during an assembly, all teachers will evacuate students through the nearest exit.
- Should an emergency occur during a class change, students should exit the building through the nearest exit, report to the nearest evacuation site and wait for their next class period teacher. That teacher should report missing students to the teacher assistants as usual. The teacher assistants with radios will let us know the location of missing students so that we can account for all students.

### **MAJOR FIRE HAZARDS**

- CAFETERIA
- KITCHEN
- BOILER ROOM
- CUSTODIAL STORAGE ROOM

### **Emergency Response to Islamic Academy School**

Should it become necessary for the Sheriff's office to respond to the Islamic Academy in the event of a crisis, responding officers need to respond in the following manner to ensure the safety of all in, and responding to the crisis. This operation will be a Unified Command System to allow more than one agency with incident jurisdiction to work together to solve a crisis. The senior person (or designee) from each agency will work together to establish a common set of objectives and strategies and a single incident action plan.

In a crisis other SRO's (school resource officers) should be alerted (preferably by dispatch) and check, or call the schools they are assigned, to ensure security. This may mean the elementary schools to go on lock down. School administrators may make this call.

Wireless communication should be limited to 300 yards from the school. Other means of communications should be utilized. Until possibility of wireless communications triggering an explosive device has been eliminated.

### **INCIDENT COMMANDER (IC)**

The first officer to arrive shall assume the role of incident commander. The incident commander shall report to the front office, as situation dictates, to be briefed by the schools incident commander (Principal and the Administrative Assistant ) on the situation. If the front office is not appropriate the school will notify dispatch and the dispatcher will notify responding officers where the first officer is to meet the schools IC. All other officers should stage in the parking lot across from the school and wait for further instructions. This will be the initial and temporary command center. After the incident commander is briefed they will go to the command center and begin to assign officers as needed. As soon as practical the IC will come to the command center. When a higher ranking officer arrives

command may be transferred to the new incident commander after being briefed by the current incident commander. (Investigators are usually in plain clothes, a uniformed officer is preferred to go around the building to be easily recognizable and prevent confusion.) The initial incident commander may then go where the new incident commander assigns. The incident commander may establish a traffic division to maintain safety, order and control in the inner and outer perimeter. Where and when to establish this division is up to the incident commander as situation dictates and priority going to scene safety. The incident commander may wish to assign this task to the fire department branch if available. As the incident grows, the incident commander may assign an assistant IC to assist with assimilating and receiving information.

## **EVACUATIONS**

If the school is evacuating, students evacuate to the Main Building area. **The Mosque behind the school has a day care area a lot of space for students to relax and clam down.** Securing initial evacuation placements and routes are the first priority of work during an evacuation. As officers arrive the IC should assign officers to this location to help secure it. The next officer may be assigned to the baseball field division and assume the role as the situation dictates, until the area is secured.

**Teachers must take their roll book (rooster) to make certain that all students are evacuated and present at the relocation area.** After students have evacuated to initial areas, as situation dictates Division Supervisors may leave at least two officers with the students while other officers emerge to the final evacuation site to clear it, this direction should come from IC (Islamic Academy).

This new area will be referred to as the Final Division and will be used if necessary. The IC shall designate the final division supervisor. Once the school has accountability the decision will be made by the school administrator to go to the Mosque or stay at the Main Building. Both areas are used to prevent predictability. The IC will be informed which site will be used at the IC's initial briefing in the front office, should there be a change of command this information should be included in the change of command briefing.

**Teachers must take an emergency bag with first aid kit and activities to keep the students busy while waiting for parents to pick them up. Teachers will call parents or emergency contact person to pick up students from the Mosque.**

Once the final consolidation area has been cleared the division commander will notify the incident command, and the school may start their consolidation. If there is a doubt of the areas safety the IC's may elect to change the final division's location. The Mosque will be the final division supervisors command center.

The Final Division may utilize any additional officers, as situation dictates, to secure the area. At this time anyone not needed for security from the final division should report to the incident commander for additional assignments. At this time, as situation dictates, the initial incident command center may move as needed to make the necessary adjustments to become a more permanent structure, and prepare for the next phase of operation to solve the crisis. Once the school has consolidated teachers report accountability and any abnormalities to the administration. The administration passes this information up to the school's incident commander (principal or designee) located in the command center.

**School Evacuation Plan for Fire Drill and Severe Weather:**



**LOCKDOWN**

The School may also decide to do a lock down. This is where students stay in the classroom out of sight with doors locked. Once notified the incident commander may assign officers into 4 divisions around the outside perimeter of the building to secure the perimeter. The front parking lot division covers the front of the building and the side of the auditorium. The staff parking lot division will cover the area on the right side of the building. The playground division will cover the backside corner of the school.

**MASS CASUALTY**

In the event of a mass casualty situation, incident commander will be established as previously described; staged officers shall stand by for further directions. IC may divide the officers as the situation dictates to secure the scene. Once the scene is secured, officers should notify IC.

In any event priorities of work stay basically the same. 1) Security and safety of students and faculty and responding agencies. 2) End the crisis as quick and safe as possible. 3) Maintain property and evidence.

**Contact Personnel and Personnel Responsible for each Area:**

- ❖ Br. Musa Sadek School Principal
- ❖ Br. Basirullah Qasmi - Admin
- ❖ Malika Abdul-Jami – Academic Dean/Curriculum Coordinator
- ❖ Denis Luz - Custodian
- ❖ Philips Cowels– Security Guard.
- ❖ Tanika Haynes – Toddler Teacher
- ❖ Hana El'housni – Toddler Teacher
- ❖ Fozia Shehzad - Preschool Teacher
- ❖ Alexandria Cowels - Preschool Assistant Teacher
- ❖ Brenda Riley – Pre-kinder Home Room Teacher
- ❖ Eman Ameer - Pre-kinder Home Room Assistant Teacher
- ❖ Ishrath Rehman – Kindergarten Home Room Teacher
- ❖ Anjanette Edwards - Kindergarten Home Room Assistant Teacher
- ❖ Faduma (Fatima) Osman 1<sup>st</sup> Grade Home Room Teacher
- ❖ Joyce Harris – 2nd Grade Home Room Teacher
- ❖ Joyce Cowels – 3<sup>rd</sup> and 4<sup>th</sup> Grades Home Room Teacher
- ❖ Raffat Sadi – 3<sup>rd</sup> & 4<sup>th</sup> Grades Home Room Teacher
- ❖ Fathie Jouhar – Subject Teacher Pre-k, KG, 1st
- ❖ Nada Khalaf – Arabic/Quran Teacher
- ❖ Sumayah El-Sheikh – Islamic Studies, Quran & ASCP
- ❖ Leina Abumustafa – ESL Program Teacher
- ❖ Sheikh Ebrahim – Quran, Arabic & Islamic Studies classroom.

**Route of Emergency Vehicles:**

Emergency vehicles will enter the grounds through the parking lot entry.



***The Islamic Academy of San Antonio Crisis Plan will be updated continuously or as needed.***