



LEAD ACADEMY EMERGENCY PLANS

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A - Emergency Communications Information

Administration Offices:

District Office: (803) 734-8322

District Fax: (803) 734- 8325

Lead Academy

Office: (864) 916-1459

Fax: (864) 507-4004

Emergency Community Services

Agency

Phone

ALL EMERGENCIES

911

Hospitals

Prisma Health Greenville
701 Grove Rd Greenville SC 29605

(864) 455-7000

Other Agencies

Greenville City Police
Greenville County Police

(864) 271-5333
(864) 271-5210

Red Cross

(864) 271-8222

National Response Center (Toxic Chemical)

(800) 424-8802

DHEC

(803) 253-6488

Poison Control Center

(800) 222-1222

B - Assessing the School Crisis

To effectively manage a school emergency, some determination must be made by the Principal or the School Crisis Response Team as to the severity and intensity of the situation so that appropriate resources can be mobilized. The school uses a three- level system for this purpose.

Considerations to be used in determining crisis level:

1. Degree of life threat and or danger
2. Amount of loss (family, friends, classmates)
3. Immediacy of crisis
4. Duration of trauma
5. Amount of damage or destruction to possessions, homes, or community
6. Potential for further crisis
7. Exposure to death and destruction
8. Amount of moral conflict (ie, controversial issues)
9. Individual or individuals affected (victim, perpetrator, witness)
10. Number affected by crisis/trauma
11. Possible long-term effects
12. Degree of rumor potential in media coverage

Level 1

A day-to-day crisis which will be handled by the school administration and or the School Crisis Response Team. Any question or doubt concerning the level of the crisis will be resolved in cooperation with the District Office.

Level 1 (In house)

Notification to District Office

Student fight or disruption	No
Heavy vandalism (property damage)	Yes
Accidents involving students and staff	Yes if medical treatment is required
Disruptive Intruders	Yes
Lost or runaway students	Yes
Bomb threat	Yes
Death of Student	Yes
Death of faculty or staff member	Yes
Kidnapping by unauthorized parent	Yes
Weapons on campus	Yes
Sexual assault	Yes

Level 2

A school crisis which will include the involvement of at least one district office supervisor, the school crisis response team, and the district crisis response team. Immediate notification of the District Office is necessary.

Level 2

Serious accidents at school or off campus

Disruptive intruders

Violence with weapons on campus where crime or personal injury results

Lost or runaway students

Death of student or staff at school

School fires

Kidnapping

Extended utilities cut off

Assault of faculty or staff member

Explosion

Catastrophic illness

Sexual assault

Weapons on campus

Level 3

A full-blown crisis that will require the assistance of the District Office Crisis Response Team and the involvement of law enforcement, emergency preparedness, and other appropriate government and community agencies. The District Office is to be notified immediately.

Level 3

Natural disaster

Serious accident (multiple or serious injury)

Suicide or homicide of student or staff during school day on property

Poisoning or chemical spills

Bombs, explosions

Hostage situations

CRISIS PREPARATION:

For preparation to meet a crisis on any level, the following items should be assembled and available prior to the onset of any disrupting event:

1. List of approved counselors or aftercare providers who can be called on for assistance
2. Communication plan for faculty, students, and parents, including death notification procedures and the means to be used for communication.
3. This emergency document with emergency procedures and phone numbers.
4. An assessment process, who is going to investigate the incident and means to assess who may need help.

ACTION STEPS:

1. Investigate the crisis fully
2. Determine who is affected physically and psychologically
3. Determine the type and level of the response needed
4. Activate resources and make a schedule to use resources to meet the identified need.
5. Keep faculty informed on actions taken
6. Evaluate the response to determine if the identified needs were met by counseling, debriefing, or activities that were used.

C - FIRE PROCEDURES (level 2 or 3)

In the event of a fire within the school building:

1. Sound the fire alarm immediately
2. Notify the fire department by calling 911
3. Provide details including possible breaks in gas or electrical lines or other hazards
4. One staff person will be designated to meet the first responders and provide a master key or keys
5. Staff person will carry a portable radio, school floor plan and will stay with the first responder.

Evacuate the building using the following procedures:

1. Students will walk out of the designated exit in a quiet orderly manner. Each teacher should check the classroom and be the last individual to leave.
2. Teachers will take their class roster and emergency booklets as they leave the classroom
3. Teachers will be sure to close all windows and doors
4. In each class, the first student to reach the exit door will hold it open for the others.
5. Students will evacuate to their designated area.
6. Students not in their classroom will report to their teacher once they are outside. No one should enter the building when the alarm sounds.

7. Teachers are responsible for students and their supervision. Teachers will take attendance and notify administration of any student not accounted for.
8. Fire plans are posted in each classroom. It is the teacher's responsibility to be thoroughly familiar with the plan and also be prepared to use an alternate route in the event the normal route is blocked.
9. Access roads will be kept open for emergency vehicles. Administration will have designated an individual or group of individuals to ensure that all access roads are open.
10. Students and staff members will be allowed to return to the building at the direction of administration only upon the approval of the Fire Department.

Frequency of Drills:

There shall be a drill conducted monthly. (59-63-910)

D - BOMB THREAT AND EXPLOSION PROCEDURES

Definition Bomb Threat:

S.C. State Law (16-23-750) a person who communicates a threat or conveys false information, knowing the information to be false, concerning an attempt or alleged attempt of an explosive device is guilty of a felony and upon conviction must be imprisoned for not less than one year nor more than ten.

Action Steps for Bomb Threats:

PORTABLE RADIOS AND CELLULAR PHONES SHOULD NOT BE USED IN THE IMMEDIATE VICINITY OF A SUSPECTED DEVICE DURING A BOMB THREAT INCIDENT.

We must be able to maintain communications during a bomb threat incident. DO NOT transmit in the immediate vicinity of a suspected device. Move away from the area before using cell phones or radios.

If a phone threat is made, obtain as many details as possible. Use and complete the checklist that listed next to the phone. Use the caller id function upon completion of the call.

Call 911 to notify police, fire department, and emergency preparedness. Follow the steps of the Annoyance Call Tracing System.

When administration decides to evacuate the building, an announcement will be mad and students and staff will follow the same protocol as for a fire alarm.

The building should be left as is. Students are requested to take their back packs/ book bags with them as they exit the building.

Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway as they evacuate the building. **DO NOT TOUCH ANYTHING THAT LOOKS SUSPICIOUS.** Report items to administration.

The school will be searched by school personnel with assistance from law enforcement. Administration and law enforcement will consider the time indicated by the caller to determine when the building will be searched.

All will stay in a safe designated area until administration indicates it is safe to return to the building. Students should be faced **AWAY** from the building and prepared to drop to the ground in the event of an explosion. Teachers should be monitoring students and watching for secondary devices.

If an explosion occurs prior to evacuation, teachers should be prepared to move in a darkened, smoke-filled disruptive environment. Teachers should lead the way and students should physically grasp the student in front of them.

Upon reaching the evacuation area, teachers are to immediately account for all students and report any missing to administration and or emergency personnel.

STEPS OF ACTION FOR EXPLOSIONS

1. Determine location and extent of explosion
2. Call 911 and provide important details regarding possible breaks in gas and electrical lines or other special hazards.
3. Evacuate building using normal evacuation procedures when all flying debris ceases. Special conditions may warrant special instructions to use alternative exits
4. Custodian will shut off gas
5. Assist with injured or wounded
6. Notify District Office
7. Secure the area until authorities arrive
8. Send one person to meet emergency first responders to explain the situation. This person should carry master keys, floor plans and a radio.
9. If an explosion occurs prior to evacuation, students should seek shelter under their desks. At all times they should be covering their heads with their hands and taking a kneeling face down position on the floor. They should stay in this position until flying debris ceases.
- 10. All persons should be alert for secondary explosions.**

E - TORNADO, SEVERE THUNDERSTORM, HURRICANE PROCEDURES

(Level 1 - Warning, Level 3 - Strike)

Tornados and severe thunderstorms can occur suddenly, therefore the following precautions and procedures shall be used.

Definitions:

Tornado Watch: Conditions are favorable for tornado or severe weather. Make staff aware but take no action.

Tornado Warning: Tornado has been sighted-take shelter immediately.

Action Steps:

- To signal a tornado warning or severe thunderstorm, an announcement will be made over the school intercom that the following steps should be taken.
- Students should proceed to their designated positions against the wall and assume a kneeling position, head down, with hands covering their heads.
- Students in unsafe locations at the time of the drill will go to assigned locations at the direction of a teacher.
- Teachers are to close classroom doors after students exit into the tornado safe area.
- Teachers should keep their class rosters to verify attendance. They should kneel behind their classes to be sure students are following the drill or emergency procedure.
- The all-clear signal will be a verbal command or announcement over the loudspeaker by administration.

Other Procedures:

- In an outside office, windows and blinds are to be closed and office personnel are to use telephones in the inner office away from glass windows/areas.
- During a tornado watch, a designated staff member will be posted in a southwest area and notify the office if a tornado is sighted.
- In the event of a tornado sighting, 911 will be called.

Action Steps for Severe Thunderstorms:

- Upon notification of a violent storm, a staff member will be designated to a safe area where they can monitor the storm
- Administration will notify teachers and students to remain inside the building.
- Teachers will close all windows and blinds

- Students and teachers will move away from all glass/window areas
- If the storm is severe, all will move to their designated tornado safe area for protection.

F - Chemical/ Biological/ Radiological (CBR)

If a CBR attack was to take place in our area, we would follow the procedures listed below.

- Go to lockdown. Secure all doors and windows
- Move to interior rooms
- Shut off all air handling systems
- Stand by for announcements from the DO, SSC, and civil authorities
- Since there are several variables, best practice is to shelter in place until more information is available. Parents should be advised not to come to the school to pick up their students until an all clear is given

HAZARDOUS MATERIALS INCIDENT (level 2 or 3)

Hazardous materials near the school could pose a serious threat to the safety of students and staff. Immediate communication with local emergency preparedness, fire, and police is necessary.

Signals:

- a. Tell students/staff what is occurring and why or
- b. Notify all staff outlining and explaining the emergency and whether school is to continue as normal or to evacuate to another location.

Hazardous Materials Threats Action Steps:

- Identify threat to school
- Contact 911 Emergency Services to notify them of the incident.
- Determine whether to maintain school or evacuate

Follow the directions of the Fire Department and emergency personnel as to appropriate steps in terms of evacuating the building.

In Building Chemical Hazards:

When hazardous chemical accidents occur in the school building, personnel must follow the accident control procedures established in the plan for their school.

G - Earthquake Procedure

Signals:

Announcement on school intercom system to assume duck, cover, and hold position.

Action Steps:

- Protect face and head from flying debris with arms books coats, etc. Duck cover and hold procedures should be used.
- Stay in position until building tremors and or flying debris ceases
- If directed to evacuate be sure to move to a safe area free from all utility lines
- Contact 911 and provide details of building damage and emergency needs.

Plan for alternate routes to evacuate building during earthquake drills. Do not light any matches or candles if an earthquake occurs.

UTILITY EMERGENCY PROCEDURES (level 2 or 3)

Signals:

If the building needs to be evacuated, follow fire drill procedures with an announcement made over the loudspeaker or radio depending on electrical failure.

Action Steps:

Gas Line Break: - Call 911 - Inform of break and as much detail possible

- Clear the area, evacuate if necessary
- Teachers account for all students and report missing students to administration.

Electrical Power Failure - Call 911

Clear the immediate area of obvious hazards, evacuate if necessary

Teachers account for all students, report missing students to administration

Water Main or Sewer Break - Call 911 Provide details of the type of break. Clear immediate area of obvious hazards, evacuate if necessary.

Call appropriate water company and provide details.

H - CRIME REPORTING PROCEDURES

AGAINST PERSONS/PROPERTY (level 1,2, or 3)

These are enforcement procedures which are required by law, to be followed in the instance of suspected criminal conduct.

Once administration views or is made aware of an offence, they will confer with the staff involved, take appropriate disciplinary action, and if necessary, meet with the student. If

warranted, administration will notify parents/guardians and remove the student from the school grounds.

When appropriate, law enforcement will be contacted.

If law enforcement is contacted, the District Office is to be as well.

Staff will follow established due process procedures when applicable.

Administration will keep complete records of the procedures.

South Carolina State Law (SC Code Sec. 59-24-60) requires as follows:

“In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or had engaged in activities on school property or at a school -sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy. Specifically, the actions which will result in the immediate contact of law enforcement include, but are not limited to the following:

- Assault and battery
- Extortion
- Bomb threat
- Possession and/or use of and/or transfer of a weapon, including a pistol, knife, blackjack, brass knuckles (to include multi finger rings)
- Possession of incendiary or explosive devices, including ammunition for a weapon, such as bullets, shotgun shells, etc.
- In addition, any item used to inflict physical harm on another person will be considered a weapon.
- Sexual offenses
- Vandalism (major property damage)
- Theft, possession, or sale of stolen property
- Arson
- Furnishing or selling unauthorized substances, as defined by Board Policy
- Distribution, sale, purchase, manufacture, use or unlawful possession of a controlled substance. (a drug, substance, or an immediate precursor as defined in the South Carolina Code of Laws Section 44-53-190 through 44-53-270)
- Threatening to take the life of or inflict bodily harm upon school personnel, school volunteers, or members of their immediate family
- Possession, use, or transfer of “look alike” weapons
- Disturbing the schools

I - STUDENT DISTURBANCE PROCEDURES

Student Disturbances:

If the misbehavior is not serious, attempt to have students return to class/activities as usual.

Call Law Enforcement if the disruption continues or causes physical injury.

If Law Enforcement is contacted, also contact the District Office

If behavior poses a threat to other students and staff, isolate the disruptive student from them.

Determine what disciplinary action to take if any.

Notify parents

Student Walkout Procedures

- Assign administrative security
- Advise Law Enforcement
- Activate School Crisis Response Team to discuss problem and address situation.

J - CAMPUS INTRUDER (level 1)

Definition: Individuals who do not receive permission from the school office to be on the school premises.

General Procedures: Staff should stop strangers and inquire as to their business in the building. Contact the office to be sure they have registered. All strangers should be provided identifications badges when they sign in at the office. Use of loudspeaker/radio to notify staff of unwanted intruder in the building. Plain language will be used. Teachers will respond to code immediately.

Action Steps:

- If the intruder is in the hall, staff should use radios to report to office, if possible. If not possible, ask the intruder if you may be of assistance and communicate in a non-threatening manner until help can be sent.
- Ask unwanted intruder to report to the school office. If the intruder refuses to report to the office the teacher should contact the office, advise of the intruder, and provide a detailed description.

- Staff should escort stranger to the office if determined to be non-threatening
- If in classroom, teacher should seek assistance from the office
- If the intruder is hostile or threatening, call the school office for assistance. The school office will contact law enforcement.
- If the intruder becomes violent, the teacher should notify the school office by using their assigned walkie, cell phone, or emergency wall button. The school office will then notify the remainder of the school.
- If shots are fired, plain language will be used to announce the intruder, their description, and their location. All will take proper positioning.
- Notify the District Office

REMINDERS:

- Schools have the right to search all individuals on a school campus or on busses and should have posted signs at the entrances to advise visitors of this law.
- All visitors on the school campus must report to the office to sign in.
- All visitors must be provided a visitor's' badge before being allowed to leave the school office.

EMERGENCY DRILLS FOR LOCKDOWN PROCEDURES

Authority to call drills:

The sounding of an alarm for the purpose of a drill or a lockdown is an authority possessed solely by the principal or his or her designee.

Purpose:

- These drills are conducted to familiarize students and staff in the school with the signals and lockdown procedures so that in case of an emergency there shall be no hesitation or confusion in directed student action. These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:
- All persons in the building must take part in the drill.
- Every alarm should be considered as a warning of an actual emergency.

Frequency of Drills:

There will be a minimum of two drills per school year. The first drill will be conducted within 10 days of the first day of school. The second will be at the administration's discretion.

Warning Signal:

The warning signal shall be a plain language notification of school lockdown.

Responsibilities of Administration: Admin shall:

- Be responsible for all matters pertaining to organizing and conducting drills and making corrective actions for violations or problems identified during the drill.
- Appoint staff to supervise areas and instruct in the general plan for lockdowns and details of his/her specific duties, such as instruction regarding:
 - How to send an alarm to the Sheriff's Department, including system operation both electrical and emergency
 - The importance of quick action in sending an alarm
 - How to secure all building exits
 - Which building will be the command center when a lockdown is in progress and what method of communication will be used if the intruder is in the building before lockdown can be established.
 - Being prepared to direct the first responders to the incident location with as much detail possible.
 - Ensuring teachers and students perform all activities assigned to them during the event
- Notify the District Office
- Designate an administrator or staff person to coordinate with public safety personnel at their command post, and make sure the site map is available.
- Be prepared to deal with parents and media who respond to the school

Responsibilities of Teachers: Teachers Shall:

- Oversee their class
- Issue all commands relative to participation to the drill
- Insure lockdown procedures
- Keep students in a safe area until advised personally by administration or public safety personnel to move or that all clear has been given.
- Be prepared to lead their class to designated secure areas
- Ensure students move quickly without talking or breaking from the line
- Teachers will check roll when assigned area is reached
- Teachers will notify administration immediately of any missing students
- Teachers will not leave the students unless they are relieved by a member of administration.

During Lockdown Drills:

Building staff will follow the directions laid out in each individual building's lockdown plan

Type of Lockdowns:

Soft Lockdown

This is called when there is an event taking place where all students and staff are to proceed with caution. i.e., a student is contained but showing violent behavior, medical services are needed for a student or staff member, a person outside the building is a possible threat to the school, etc.

At this time, all students are to be kept in their classrooms, hallways and bathrooms are to be cleared, and teachers are to lock classroom doors. No one is to leave their classroom until an all clear is heard throughout the building or an email is sent with further instructions. Teachers are to continue teaching.

Full Lockdown

This is an event taking place that is NOT under control. i.e., Someone has approached or entered the building who is unwanted and who is at risk of causing harm to students and staff. Do not panic but please, MOVE QUICKLY and perform the following actions:

Instruct your students to move to their designated areas.

While they are doing this, the teacher or staff member should be moving to the door, clearing the hallway by bringing any students they see from the bathroom or hall into their room, closing and locking the classroom door, and turning out the lights. Barricade door if evacuation is not possible. Place your colored card from your blue and white booklet that explains your count of students, under your door and return to your students. You will then refer to you email for further instructions. Try and keep students as calm and quiet as possible. Keep in mind that you may not receive immediate instruction via email as the administration is also trying to contain the situation.

After a Lockdown Drill:

Administration and Staff will meet to evaluate effectiveness of the drill and make possible changes.

K - STUDENT RUNAWAY OR ABDUCTION (level 1 or 2)

Definition: Student runs away from the school building during school hours, or student is abducted by a stranger or family member.

Action Steps:

1. Teacher or staff member will notify the front office and provide a description of the student and abductor and give as much detail about the incident as possible.
2. The school office will call 911 for an abduction/runaway. Provide a description of the persons involved and as much detail as possible

3. For a runaway, follow the student if possible
4. Administration will contact parents/guardian
5. Have a description of the students clothing that day and a picture of the student available for law enforcement.
6. Notify the District Office

L - POSSESSION OF WEAPON ON CAMPUS

If a student is observed or reported to have a weapon on campus, the following precautions and procedures should be followed by the school administration and staff:

1. Any person found to be in possession of a weapon is to be reported to the main office.
Be sure to identify the person and their location in the building
2. Communicate to the appropriate staff (admin, CPI,) of the weapon.
3. Contact law enforcement regarding student with a weapon. If there is a threat to life or property, call 911.
4. Notify the District Office

M - DEATH OR SERIOUS INJURY ON CAMPUS (level 3)

Whenever a student, staff member, or visitor on campus is seriously injured, the following procedures will be followed:

1. Call 911 and provide as much detail of the incident as possible. Request law enforcement and emergency services.
2. Determine injuries and provide first aid.
3. Remain calm and move other students away from the scene. Call out for a Code Y to keep students out of the area
4. Have the main office fax or send medical emergency information to the hospital
5. Assess extent of situation by determining who was involved or committed the act. Identify witnesses and remove them to a secure area. Keep witnesses separated. Keep the scene a secure area. Do not disturb possible evidence or remove the victim if determined to be dead.
6. Notify the District Office
7. Follow all emergency procedures for communication of information to staff and students. Evacuate if necessary
8. Follow crisis response follow up plan for necessary counseling or other trauma reduction activities

N - HOSTAGE SITUATION PROCEDURES (level 3)

If a situation should arise where one or more persons hold students or staff hostage on the campus, the following precautions and procedures should be considered:

1. Call 911
2. Move all other students and staff from the hostage situation as quickly and quietly as possible. Check common areas to be sure that have been evacuated.
3. Gather all facts and report them to the police. Take notes on time, any communications from the person holding the hostage, and other witness information.
4. A designated staff member should meet law enforcement and emergency personnel as they arrive on campus.
5. Work with the district office and Law Enforcement to determine next steps. Law enforcement has total control of the hostage scene.

***Note:**

No one other than law enforcement, should initiate communications with the subject. If communication is initiated by the subject, only one person should communicate with the subject.

O - COMMUNICABLE DISEASES (level 1 or 2) Guidelines for Handling Body Fluids In School

Does contact with body present a risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs) The term body fluid includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

How to avoid contact with bodily fluid

When possible, direct skin contact should be avoided. Disposable gloves should be available for custodians, nurses, and others who encounter bodily fluid. WASH YOUR HANDS any time you encounter bodily fluids. Even if gloves are used.

What should be done if direct skin contact occurs

Wash all affected areas with soap and water. Clothing non disposable items soaked with bodily fluids should be placed in plastic bags.

How should bodily fluids be removed from the environment

Schools should have absorbent agents specifically intended for cleaning up bodily fluid spills. Disposable gloves should be used when using these agents.

Hand washing procedures

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water from ten seconds to a minute. Use paper towels to dry hands thoroughly.

Disinfection of hard surfaces and care of equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse.

Disinfection of rugs

Apply sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove with dustpan and broom then apply rug shampoo with a brush and re-vacuum.

P - ACCIDENT/SERIOUS INJURY/ILLNESS PROCEDURES (level 1, 2 or 3)

Definition: An emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick.

Signals: Use Public Address System.

Action Steps:

1. Teacher should contact school office and stay with injured/sick person
2. School Office should contact 911 if individual's injury or sickness is determined to be of a nature that should be treated immediately by a medical doctor. Safety is first priority.
3. Fax or send medical emergency information to the hospital with the victim
4. If a qualified individual is available to administer first aid, use him/her as appropriate until emergency personnel arrive on the scene.
5. Contact the individual's parent/guardian to make the aware of the emergency, to advise of the decision to transport for emergency care and request them to go to the child's location.
6. Notify the District Office

Q - OFF CAMPUS EMERGENCY - PRE-PLANNING

Definition: Emergencies that take place off school grounds while students are on a school sponsored activity.

Pre-Trip Planning for all off-campus activities:

Pre-planning is an essential element of trip preparation. The following steps must be completed prior to the off-campus trip:

1. Field Trip Request Form completed and approved
2. A roster listing the names of all students and staff who will be attending
3. Emergency medical information for each student
4. Proper identification for all personnel
5. Emergency procedure guide is to be carried by each chaperone

OFF CAMPUS EMERGENCY - ACTION STEPS (levels 1, 2, or 3)

Includes personal injury or illness, automobile, or bus accident

Definition:

Emergencies that take place off school grounds while students are on a school sponsored activity.

Action Steps:

In the event of an off-campus emergency, school personnel will take the following steps:

1. Assist in identifying students who require first aid
2. Call 911
3. Notify Administration
4. Notify the District Office

R - MEDIA PLAN

The District and the School provides access to all public information through cooperative efforts among representatives of the media and district personnel while considering the responsibilities of both parties. The primary objective is to inform the public of all relevant information during a district/school emergency.

Regulations:

1. The school's Public Information Officer will be the designated person to work with the media. All media requests will be directed through him/her. The school's PIO will serve as spokesperson for the school.
2. The school office and law enforcement will assign a location for the media which is convenient for them and which will meet the requirements of both the media and school personnel.
3. The school's PIO will provide the media guidelines established by the school
4. The school's PIO will prepare notes for speakers involved in news conferences and will prepare written statements for the press.
5. At no time will students be interviewed without parental approval. When requests for a student interview is granted, the interview will be completed with minimum loss of instructional time, minimum interruption in the learning environment, and approval from the school leader
6. School personnel will refer all media questions to the school's PIO.

Media Contacts

The school will maintain a list of all local newspapers, radio stations, and television stations. This list will contain the names of contact persons, telephone numbers, and if available fax numbers.

Media Emergency Kit

- Copy of School Emergency Plan
- List of all media contacts
- Name tags for media personnel
- Copy of Freedom of Information regulations
- Portable computer
- Local phone book

S - EMERGENCY EVACUATION PROCEDURES

This reference guide has been prepared to direct personnel in the effective management of emergency evacuation situations and to standardize procedures. This guide should be kept with class rosters and used as indicated during any evacuation. As it is not possible to cover every situation, good judgement and common sense should ensure the effective management of emergency evacuations.

EMERGENCY PHONE NUMBERS

FIRE/ POLICE/ EMS: 911 DISTRICT OFFICE: (803)-734-8322

SCHOOL CODES:

CODE Y: Lockdown

CODE Z: Alert, Lockdown, Inform, Counter, Evacuate

ALARMS

FIRE: Fire alarm will sound, STOP LOOK LISTEN for announcement. Exit quickly and orderly to assigned evacuation site. Shut doors as you leave. Take roll and hold up appropriate color card.

CODE Y

At this time, all students are to be kept in their classrooms, hallways and bathrooms are to be cleared, and teachers are to lock classroom doors. No one is to leave their classroom until an all clear is heard throughout the building or an email is sent with further instructions. Teachers are to continue teaching during a CODE Y.

CODE Z

MOVE QUICKLY and perform the following actions.

Instruct your students to move to their designated areas. While they are doing this, the teacher or staff member should be moving to the door, clearing the hallway by bringing any students they see from the bathroom or hall into their room, closing and locking the classroom door, and turning out the lights. Barricade door if evacuation is not possible. Place your colored card from your blue and white booklet that explains your count of students, under your door and return to your students. You will then refer to your email for further instructions. Try and keep students as calm and quiet as possible. Keep in mind that you may not receive immediate instruction via email as the administration is also trying to contain the situation.

ASSEMBLY AREA COLOR CODES

HOLD GREEN CARD: To alert all students are accounted for

HOLD YELLOW CARD: To alert, stand by, I have extra students

HOLD RED CARD: To alert, emergency, I do not have all my students

