

YOUTH LEADERSHIP ACADEMY

EMERGENCY PROCEDURES GUIDE

INTRODUCTION AND USE OF THIS GUIDE

Youth Leadership Academy works cooperatively with local government and community agencies to prevent, assess, manage, and follow-up on any threat to the safety of the students, faculty, or staff. This guide is designed to contain the primary elements or steps necessary for effective intervention and follow-up for selected common emergencies that affect our school.

Since the enumeration of all emergency situations that might occur in the future is not possible, this guide, and the school's detailed emergency manual, along with the exercise of good judgment should help to ensure that emergencies will be managed effectively. All school faculty, staff and appropriate government and community agencies have access to the guide. The school staff will be trained in the use of this guide.

Stakeholders:

The Youth Leadership Academy board is involved in the process of approving the safety and emergency plan.

PREPARATION IS THE KEY TO SUCCESSFUL EMERGENCY MANAGEMENT

Preparation for an emergency is just as vital as the rapid and effective response and recovery from the emergency. It is vital that administration, staff and students be equipped with the information and training to deal with any type of emergency situation.

The following are some of the necessary steps to effective preparation for any situation that disrupts routine activities on campus.

- 1) A "Grab and Go" kit is a vital part of your school's emergency management capability. The Grab & Go kit must be taken with the Administrator in charge for all practice, actual or potential evacuation scenarios.
- 2) Exercising of emergency plans, through either drills or administrative "table top" exercises will be conducted to aid in identifying weaknesses. Table top exercises will be either a step-by-step discussion of how staff would respond to a particular situation or a brief brainstorming session centered around "what problems would this situation present and how do we overcome them?"

**YOUTH LEADERSHIP ACADEMY
EMERGENCY PROCEDURES
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A - EMERGENCY COMMUNICATIONS INFORMATION

Administration Offices: 698 Concord Church Rd Pickens, SC 29671

Main Office: 864-898-4511

Office Fax: 864-878-5985

<u>Administrators</u>	<u>Office</u>	<u>Mobile</u>
Principal	864-898-4511	864-434-6334
Assistant Principal	864-898-4511	864-607-2977
Office Manager	864-898-4511	864-561-6923
SRO	864-898-4511	864-918-1547

A list of all Youth Leadership Academy staff and their emergency contacts us on file with each of the above named administrators.

EMERGENCY COMMUNITY SERVICES

<u>Agency</u>	<u>Phone</u>
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ALL EMERGENCIES

Fire / Law Enforcement / EMS	911
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Hospitals

AnMed Cannon Memorial Hospital	(864) 878-4791
Prisma Health Baptist Easley Hospital	(864) 442-7200

Other Agencies

Pickens Police Department	(864) 878-6366
Pickens County Sheriff's Office	(864) 898-5500

American Red Cross LOCAL CHAPTER	(864) 878-0131
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CSX Transportation Police Department	800-232-0144
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National Response Center (Toxic Chemical)	800-424-8802
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DHEC	803-253-6488
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Poison Control Center	800-222-1222
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Fire Inspections

Fire inspections are completed multiple times a year by the Pickens Fire Department and Clemson University Fire Department.

B – ASSESSING THE SCHOOL CRISIS

In order to effectively manage a school emergency, some determination must be made by the Principal or the School Crisis Response Team as to the magnitude 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 (e.g., controversial issues)
9. Individual(s) affected (victim, perpetrator, witness)
10. Number affected by trauma
11. Possible long-term effects
12. Degree of “rumor” potential in media coverage

Level I: Essentially a day-to-day crisis which will be handled by the school administration and/ or the School Crisis Response Team. Any doubt concerning the level of the crisis at any time during or after the onset of the crisis will be resolved in cooperation with the District Office. Where only notification is required, the school will use an appropriate communication format (telephones, fax, letter, etc).

Level I (In-house)

Notification to District Office

Student fight or disruptions	No
Heavy vandalism (property damage)	Yes
Accidents involving students and staff	Yes, if medical treatment
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 II: Essentially a school crisis which will include the involvement of at least the district office supervisor, the school crisis response team, and possibly the district crisis response team. Immediate notification of the District Office is necessary.

Level II

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(s) or staff at school

School fires

Kidnapping

Extended utilities cutoff

Assault of faculty or staff member

Explosion

Catastrophic illness

Sexual assault

Weapons on campus

Level III: Essentially a full-blown crisis which 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. Immediate notification to the district office is imperative!

Level III

Natural disaster (tornadoes, etc.)

Serious accident (multiple or serious injury)

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

Traumatic national disaster (e.g., death of President)

Poisoning or chemical spills

Bombs, explosions

Hostage situations

CRISIS PREPARATION:

For preparation to meet a crisis at any level, the following items should be assembled and be 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, etc., and the means to be used for communication.
3. This emergency document with emergency procedures and phone numbers.
4. An assessment process, (e.g. who is going to investigate the incident and a 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 the faculty informed of actions taken.
6. Evaluate the response to determine if the identified needs were met by the counseling, debriefing, or activities that were used.

C – FIRE PROCEDURES (LEVEL II OR III)

In the event of a fire within the school building:

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

Evacuate the building according to the following procedures:

- 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.
- Teachers will take their class lists of students as they exit the classroom.
- Teachers will close windows and doors.
- In each class, the student reaching the outside door first will hold it open for the others.
- Students must go to a designated area that is a safe distance from the building and must not stand in any driveway or other hard surfaced area close to the building. Evacuation may require students to leave school property.
- Students not in the classroom when the alarm sounds should report to their teacher's designated area outside of the building. No one should enter the building when the alarm sounds.
- Teachers are responsible for students and their supervision and should take attendance, accounting for each child. A child not accounted for is to be reported to the Principal/Assistant Principal immediately.
- The fire drill plan for evacuation is 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.
- Access roads will be kept open for emergency vehicles. Principal WILL have designated an individual or group of individuals to ensure that all access roads are open.
- Students and staff members will be allowed to return to the building at the direction of the Principal only upon the recommendation of the Fire Department.

Fire extinguishers locations:

- Every classroom and office has at least one fire extinguisher. These are located on an internal wall next to one of the main entrances/exits.

***Every school must determine evacuation sites with the fire department personnel. Each school must identify an alternate evacuation site.**

D – BOMB THREAT AND EXPLOSION PROCEDURES

Definition Bomb Threat:

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 the checklist that follows: **COMPLETE THE PHONE CHECKLIST. USE CALLER ID FUNCTION UPON COMPLETION OF CALL.**

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

When the Principal decides to evacuate the building, the special code for a bomb threat must be announced on the intercom prior to activating the fire alarm system. Normal fire alarm procedures should be followed after the fire alarm sounds.

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

Notify District's Director of Special Services.

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 suspicious items to the Principal.**

The school will be searched by school personnel with assistance from security personnel and law enforcement according to a plan developed by the school. The Principal, law enforcement and security personnel will consider the time indicated by the caller to determine when the building will be searched.

Stay in a safe designated area until the Principal indicates it is safe to return to the building. Students should be faced *away* from the building and be prepared to drop to the ground in the event of an explosion. Teachers should check the assembly area for the possibility of secondary devices. If an explosion occurs prior to evacuation, teachers should be prepared to move in a darkened, smoke filled and disruptive environment. Teachers should lead the *way* and students should physically grasp the student in front of them.

Upon reaching the assembly area, Teachers should immediately account for all students and report any missing to staff and/or emergency personnel.

***Every school must determine evacuation sites with fire department personnel. Each school must identify an alternate evacuation site.**

Bomb threat Call Checklist:

1. When is the bomb going to explode? _____
2. Where is the bomb going to explode? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you (the caller) place the bomb? _____
7. Why did you (the caller) place the bomb? _____
8. Did you (the caller) make the bomb? _____
9. What is your name? _____
10. Where do you live? _____

Caller information: Male / Female Age: _____ Race: _____ Length of call: _____

Caller's Voice:

Calm	Laughing	Lisp	Angry	Crying	Rasp	Excited
Normal	Deep	Slow	Distinct	Ragged	Rapid	Slurred
Soft	Clearing Throat	Nasal	Deep Breathing	Loud		
Stutter	Cracking Voice	Disguised	Accent	Familiar		

If familiar, who did it sound like? _____

Background Sounds:

Street Noise	House Noises	Factory Machinery	Crockery	Motor	Animal Noises
Voices	Office	Clear	PA System	Static	Local
Long Distance	Office Machinery		Booth	Other	

Threatening Language:

Well Spoken	Foul	Incoherent	Irrational	Taped
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Remarks:

Report call immediately. Fill form out completely. Note date and time.

BOMB / EXPLOSION

STEPS OF ACTION FOR EXPLOSIONS:

- Determine location and extent of explosion.
- Call 911 and provide important details regarding possible breaks in gas and electrical lines or other special hazards.
- Evacuate buildings using normal evacuation procedures when all flying debris ceases. Special conditions may warrant special instructions to use alternative exits.
- Custodian will shut off gas.
- Assist with injured or wounded.
- Notify District's Director of Special Services.
- Secure the area until authorities arrive.
- Send one person to meet the emergency first responder to explain the situation. This person should carry master keys, floor plan, and walkie-talkie.
- If an explosion occurs prior to evacuation, students should seek cover under their desks, if possible. At all times they should cover their heads with their hands and take a kneeling face down position on the floor. They should stay in this position until flying debris ceases.

*** All persons should be alert to the potential for secondary explosions.**

E – E – SEVERE WEATHER PROCEDURES

In the event of severe weather (including snowstorms, blizzards, high wind advisories and flooding), YLA has procedures in place to make decisions about whether school and work schedules will be modified and to notify students, parents, employees and the community as a proactive measure. When severe weather is forecast, school officials monitor weather reports, consult with local emergency preparedness agencies, and communicate with neighboring school districts in making a decision. In some instances, the decision can be made the preceding afternoon or evening.

Once a decision has been made about the school day, school officials will contact parents via text/email.

Other school emergencies, such as power failures, lack of water or sewage problems, may also result in closings, delays, early dismissals or remote learning days. Similar notification procedures would be followed for determining if after-school programs and childcare would proceed as scheduled. In the event of a two-hour delay, school opening schedules will be pushed back two hours.

Parents are urged to make arrangements in advance and establish an emergency plan for their children in the event that schools are closed, start late, dismiss early or switch to remote learning.

TORNADO, SEVERE THUNDERSTORM, FLOOD, BLIZZARD HURRICANE PROCEDURES

(Level I - Warning, Level III - Strike)

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

Definitions:

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

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

Severe thunderstorms, tornado watches and tornado warnings will be indicated to school buildings over the tone alert radios in school offices. Radios must be left on at all times.

The warning signal (or tornado drill) will be by either:
The public address system.

If the electricity is off, teachers will be notified by a runner or by walkie announcement.

Action Steps

- To signal a tornado warning or severe thunderstorm, an announcement will be made 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 the Teacher.
- Teachers are to close classroom doors after students exit into the tornado safe area.
- Quiet is extremely important so that any necessary directions may be heard in the tornado safe

area

- Teachers should keep their class rosters with them during the drill to verify student classroom count. 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 by the Principal or designee.

***During a tornado warning, all portable buildings will be evacuated to a permanent structure.**

Other Procedures

- In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from glass windows/areas.
- During a tornado watch, a weather spotter (designated person) is to be posted in an area listening to local weather communications.
- The alert monitor should be located within hearing distance of office personnel.
- In the event of a tornado sighting, the school office will contact 911.

Action Steps for Severe Thunderstorms:

- Upon notification of a violent storm, a spotter should be tracking the storm.
- The Principal should notify all teachers and students to be in the school building and not outside of the building during a severe thunderstorm.
- Teachers and office personnel should close all windows and blinds.
- Students and teachers should move away from glass/window areas during a violent storm.
- If a severe thunderstorm strikes the school, all students and teachers should move to the tornado safe area for protection from electrical hazards and flying debris. Assume the face down, kneeling position for safety.
- Contact 911.
- Stay in the face down position until the all clear signal is given by the Principal or emergency personnel.

Action Steps for Flood:

- Upon notification of a flash flood, a spotter should be tracking the storm.
- The Principal should notify all teachers and students to be in the school building and not outside of the building during a flash flood.
- Teachers and office personnel should close all windows.
- If a flash flood strikes the school, all students and teachers should move to the flood safe area for protection.

Action Steps for Blizzard:

- Upon notification of a blizzard, a spotter should be tracking the storm.
- The Principal should notify all teachers and students of the potential of a dismissal before the storm arrives.

F – Chemical / Biological / Radiological (CBR)

With regard to concerns about a CBR attack, we would follow the procedures listed below in the event of an attack in our area:

- Go to lock down. Secure all doors and windows.
- If interior rooms are available, move to them.
- Air handling systems should be shut down on site or remotely by Support Services.
- Stand by for announcements from the DO, SSC and civil authorities. There are variables in these types of attacks and it will be best to shelter in place until we have better information. 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 II or Level III)

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) Notify the SRO
- B) Tell students/staff what is occurring and why; or
- C) Notify all staff outlining and explaining the emergency and whether school is to continue as usual or people are to evacuate to another location if necessary.

Hazardous Materials Threats Action Steps:

- Identify threats to school.
- Contact 911 Emergency Services to notify them about the incident. Provide appropriate details of the incident and chemical code number, if visible. Chemical codes are listed in the Emergency Response Guidebook available through the Emergency Preparedness Office.
- Determine whether to maintain school or evacuate buildings.

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 will follow the accident control procedures established in the plan for our school. These plans are housed in the school's office and are readily available.

Chemical/Hazardous Materials Storage Locations:

Our chemicals/hazardous materials are stored in the Maintenance Building, the Maintenance Bay in the main building and in the janitor's closets.

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 this position until building tremors and/or flying debris ceases.
- If directed to evacuate the building, you should move to an area on the school campus that is not located near gas and electrical lines that could pose a hazard if broken.
- Contact 911 and provide details of building damage and emergency needs.

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

UTILITY EMERGENCY PROCEDURES (Level II or Level III) Signals:

If the building needs to be evacuated, follow fire drill procedures with a verbal announcement on the school communication system, followed by manually tripping the fire alarm. If there is an emergency due to an electrical failure, a verbal announcement will be made by a runner. A visual check of all school areas will be conducted by the Principal, Custodian, and other designated staff.

Action Steps:

Gas Line Break - Call 911 & notify the SRO - Inform of break and important details.

- Clear the area (evacuate the building, if necessary).
- Teachers should account for all students on their attendance rolls. Report missing students to the principal.

Electrical Power Failure - Call 911 & Notify the SRO

Clear the immediate area of obvious hazards (evacuate building, if necessary)

Teachers should account for all students on their attendance rolls. Report missing students to the principal.

Water Main Break or Sewer Break - Call 911 & Notify the SRO. Provide details of the type break.

Clear the immediate area of obvious hazards (evacuate the building, if necessary).

Call the appropriate water company and provide details.

H – CRIME REPORTING PROCEDURES

AGAINST PERSONS/PROPERTY (Level I, II, or III)

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

When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, notify the SRO, effect the appropriate disciplinary action, and if appropriate, meet with the student. If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/guardian as soon as possible.

When appropriate, school officials should contact law enforcement authorities.

If law enforcement is notified, the District's Director of Special Services.

Staff will follow established due process procedures when applicable.

The administrator will keep a complete record of the procedures.

South Carolina State Law (SC Code Sec. 59-24-60, as amended March 1994) 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 has 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 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 their normal school routine.

Call for the SRO if the disruption continues or if injury occurs.

If the SRO needs more assistance and local law enforcement is notified, call the District's Director of Special Services.

If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body.

Determine what disciplinary action to take, if any.

Notify parents at an appropriate time.

School Crisis Response Team members discern the basis for the problem and take action to address those concerns.

Student Walkout Procedures

- Assign administrative security.
- Advise Law Enforcement
- Activate the School Crisis Response team to discuss the problem and take action to address the situation.

J – CAMPUS INTRUDER (Level I)

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 identification badges when they sign in at the office. Use PA to notify teachers of unwanted intruders in the building. Teachers should lock their classroom doors immediately. All staff will participate in ALICE training. ALICE training will also be offered to students.

Action Steps:

- If the intruder is in the school, staff should use two-way intercom to report to the office, if possible.
- If use of the intercom is 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 intruders to report to the school office. If the intruder refuses to report to the office the teacher should contact the office and advise of the situation and give a description of the intruder.
- Staff should escort strangers to the office if determined to be non-threatening.
- If in the classroom, Teacher should seek assistance from the office.
- If the intruder is hostile or threatening, call the school office for assistance. The school office should contact law enforcement for assistance.
- If the intruder becomes violent, the Teacher should notify the school office by using the code blue for intruder in the building. The school office should use the intercom to notify all classrooms. The school's special code blue should be used when notifying all teachers and staff.
- If shots are fired, the intercom or bullhorn will be used to evacuate students to the safest position away from intruders. Otherwise, students should be in the classroom and the classroom door should be locked, to prevent entry by an intruder.
- Notify the District's Director of Special Services.

Reminders:

- Schools have the right to search all individuals on a school campus or on school buses 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 Lock Down Procedures

Authority to call drills: The sounding of an alarm for the purpose of a drill or a lock down is an authority possessed solely by the principal or his or her designee.

Purpose: These drills are conducted to familiarize the occupants of a building with the signals and lockdown procedures so that in case of 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 shall be a minimum of two (2) drills per school year. The first drill shall be conducted within fifteen (15) days of the first day of school. The second drill shall be conducted at the principal's discretion.

Warning Signal: The warning signal shall be "Intruder on campus." There should also be a plan for signaling in the event of power failure.

Responsibilities of Principals: Principals shall:

- be responsible for all matters pertaining to organizing and conducting drills on the campus and for the efficiency of the drill and corrective actions taken for violation of the rules and problems identified during the drill;
- Appoint a subordinate staff person to supervise particular areas of need and instruct him/her in the general plan for lock downs and details of his/her specific duties, such as instruction regarding:
- how to send an alarm to the Sheriff's Department, including how the alarm system operates, both electrical and emergency;
- the importance of quick action in sending an alarm;
- how to secure all building exits;
- which building location shall be the command center when a lockdown is in progress; and
- what method of communication shall be used if an intruder is in the building before lock down can be established;
- be prepared to direct first responders to incident location and give them any necessary information;
- ensure that teachers and students perform all activities assigned to them during the event;
- notify the Director of Student Services (803-734-8067 or 803-230-9593 (c)).
- Designate an administrator or staff person to coordinate with public safety personnel at their command post ; and make sure a site map and keys are available.
- Be prepared to deal with parents and media who respond to the school.

Responsibilities of Teachers: Teachers shall:

- be in charge of their respective classes;
- issue all commands relative to participation in the drill;
- ensure proper lock down procedure;
- keep students in a safe area until advised personally by administration or public safety personnel to move or that the all clear has been given;
- be prepared to lead their class to designated secure areas.
- students shall walk briskly (do not run) without talking or breaking from the line.
- teachers shall check roll when the assigned area is reached.
- teachers shall notify the principal immediately of any missing student
- teachers shall not leave the students unless they are relieved by an administrator.

During Lock Down Drills: Building staff shall follow the directions laid out in YLA's lock down plan.

Type of Lock Downs

- **LOCK DOWN:** This is a total lock down of the facility. All exits are secured. Classrooms are locked and only necessary staff movement is allowed until the incident is resolved.
- **MODIFIED LOCKDOWN:** Exits are secure and staff will monitor until the incident is resolved. Normal classroom schedule will continue.

After a Lockdown Drill: Principal and staff shall meet to evaluate effectiveness of the drill and make possible changes.

K – STUDENT RUNAWAY OR ABDUCTION (Level I or Level II)

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

Action Steps:

- 1) The teacher or staff member should notify the school office, SRO, and provide a description of the student(s) and abductor(s) and as much information as possible about the incident.
- 2) The school office personnel should call 911 for an abduction or for a runaway. Provide a description of the persons involved and as much information as possible about the incident.
- 3) For a runaway, follow the student if it seems appropriate.
- 4) School office personnel should contact the parent or guardian.
- 5) Have a description of student's clothing worn that day and a picture of the student available for law enforcement personnel. Check with teachers to obtain clothing description and surveillance systems. Pictures may be available from files or yearbooks, but a picture of every student must be available!
- 6) Notify the District's Director of Special Services

L – POSSESSION OF WEAPON ON CAMPUS

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

- 1) Any person found to be in possession of a weapon should be reported to the school office, and SRO. Identify the person and his/her location in the building.
- 2) Communicate with the appropriate staff of the weapon.
- 3) Contact law enforcement for possession of a weapon. If there is a threat to life or property, call 911. Person calling 911 should clearly identify the nature of the threat.
- 4) Notify the District's Director of Special Services.

M – DEATH OR SERIOUS INJURY ON CAMPUS (Level III)

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

- 1) Notify 911, notify the SRO, and provide details of the incident. Request law enforcement and emergency services. Provide 911 with all details of the incident
- 2) Determine injuries and provide first aid.
- 3) Restore calm and move students away from the scene. Students should not be allowed to leave class to go to the scene.
- 4) Fax or send medical emergency information to hospital on victims.
- 5) Assess the extent of the 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's Director of Special Services.
- 7) Follow 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 III)

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 and notify SRO.
- 2) Move all people away from the hostage situation as rapidly and quietly as possible. Check any common areas to be sure they have been evacuated.
- 3) Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
- 4) Designated first responders 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 hostage scene
- 6) Notify the District's Director of Special Services.

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

O – COMMUNICABLE DISEASES (Level I or Level II) Guidelines for Handling Body Fluids in Schools

Does contact with body fluids present a risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term body fluids includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., 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.

What should be done to avoid contact with body fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available for custodians, nurses, and others who come in contact with body fluids. Gloves are recommended when direct hand contact with body fluids is anticipated. Hands should be washed after gloves are removed and gloves discarded in a plastic bag.

What should be done if direct skin contact occurs?

Hands and other and other affected skin areas should be washed with soap and water. Clothing non-disposable items that are soaked with body fluids should be placed in plastic bags. Disposable items should be handled as with disposable gloves.

How should spilled body fluids be removed from the environment?

Schools should stock absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweeping should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant.

Hand washing procedures

Proper hand washing 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 thoroughly dry your hands. An intermediate level detergent, disinfectant of Clorox 1:10 solution should be used to clean surfaces contaminated with body fluids.

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. Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed of down a drain pipe.

Disinfection of rugs

Apply sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse the dustpan and broom in disinfectant.

P – ACCIDENT/SERIOUS INJURY/ILLNESS PROCEDURES (Level I, II, or III)

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

Signals: Use Public Address system.

Action Steps:

- 1) Teachers should contact the school office and stay with injured/sick people.
- 2) School offices should contact 911 if an individual's injury or sickness is determined to be of a nature that should be treated immediately by a medical doctor. First priority is the safety and well-being of the individual.
- 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 notify him/her of the emergency, to advise of the decision to transport for emergency care and request the parent/guardian to go to the child's location.
- 6) Notify the District's Director of Special Services

Note: Use universal precautions when handling body fluids.

First Aid And Emergency Supply Locations:

Each classroom has a first aid kit and a stop the bleed kit located inside the room. If additional supplies are needed, they are located at the nurses 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 containing the names of all personnel (students and others) who will be participating in the field trip will be completed in duplicate. One copy of the roster will be maintained at the school and the other given to the driver prior to departure. The school copy will be kept for one year.
- 3) Emergency medical information for each student shall be carried on each field trip.
- 4) All personnel (students and others) riding buses on field trips must have proper identification with them. Note: It is recommended that all students wear armbands on field trips.
- 5) Chaperones are responsible for notifying the school of any delays or changes in the itinerary.
- 6) The school's emergency procedure guide must be carried on all field trips by the chaperones.

Note: These rules apply to all facets of transportation of students. These rules must be part of any contract with any common carrier for the transportation of students. School chaperones are requested to carry cellular phones on all out of district trips.

OFF-CAMPUS EMERGENCY - ACTION STEPS (Levels I, II, or III) 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) Contact Emergency Services by calling 911
- 3) Notify the District's Director of Special Services

R – MEDIA PLAN

PHILOSOPHY

The District and 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 Public Information Officer will serve as the 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 Public Information Officer will provide the media guidelines established by the school.
- 4) The School's Public Information Officer 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 student interviews are 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 Public Information Officer.

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 (where available) FAX numbers. When an emergency occurs, these contacts will be notified and plans will begin to accommodate their need to gather information about the emergency.

S – EMERGENCY EVACUATION PROCEDURES

This guide should be kept with class rosters and used as indicated during any evacuation. As it is not possible to cover every contingency, good judgment and common sense should ensure the effective management of emergency evacuations.

EMERGENCY PHONE NUMBERS

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

Director of Special Services: 803-734-8067 (o) 803-230-9593 (c)

SCHOOL CODES:

WHITE:	Medical Emergency
BLUE:	Intruder in building
RED:	Bomb, Explosion, or threat
ORANGE:	Chemical spill or Chemical Emergency
GRAY:	Weather Warning EXTREME WEATHER
BLACK:	Extreme Weather <u>ALERT</u> Directions to follow

ALARMS

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

CODE RED : Evacuate building to assigned evacuation site. Take book bags and purses. Do not use walkie-talkies or cell phones in the immediate vicinity of a suspected device. Check evacuation site for secondary devices, face students away from the building, be prepared to drop and cover in the event of an explosion, take roll and hold up appropriate color cards. Do not return until all clear is given.

CODE BLUE: Lock all doors and remain in the room until all clear is given.

CODE WHITE: Announce: “ERT please report to _____.”

CODE GREY: Listen for announcement and follow instructions.

CODE BLACK: Students will assume DUCK AND COVER POSITIONS. Listen for further instructions.

CODE ORANGE: Listen for announcement.

UTILITY SHUT OFF

If utilities need to be shut off, that can be completed at the closet in the teachers lounge. The lounge is located inside building L. To turn off buildings 1-5 the breaker is located behind classroom H. To turn off 8th grade classrooms the breaker is to the left of classroom B.