



Emergency Management Handbook

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INTRODUCTION

State law, charter school policy, and common sense require that every school maintain a safe school plan, updated as needed, that contains procedures used to provide for the safety of students and staff in the event of a variety of emergency scenarios that might develop.

This handbook is intended to instruct employees what to do in the event of an emergency. It is not meant to replace the laws and regulations put in place by federal, state, and/or local governments but, rather, to assist employees in making the appropriate decisions to provide a safe school.

This emergency handbook is intended to provide every person in our school environment the necessary information to provide for the safety of all of our students and employees.

This handbook will be updated as needed as situations (buildings, grounds, and environmental conditions) may change.

CHAIN OF COMMAND

During any emergency, the chain of command should be understood and must be followed. As a self-governing charter school, the chain of command will be simplified.

Margaret S. Crouch M. Ed. , Principal

Alicia L. Bruner, CREECS Board Chair

COMMUNICATING WITH THE MEDIA

No employee is to speak to the media unless designated by the Principal.

After any emergency, the Principal will meet with any staff members with pertinent information in order to formulate an appropriate statement. At that time, a spokesperson will be designated to communicate with the media.

Because the site is a public school, the media will be allowed access to the campus except in cases that would endanger the safety of the students, employees, or the reporters themselves, or if investigating or emergency officials have declared the site to be off limits for security purposes.

The Principal will designate a place where media may wait for information. The school will not permit interviews with students or staff while the emergency plan is in effect.

If approached by media, employees should be polite and respectful, but explain that information will be available as soon as the emergency has been stabilized.

OBJECTIVES AND PREVENTATIVE MEASURES

Schools and communities must be prepared to react to emergency situations that require:

- Taking preventative or protective action to secure students, staff, and property.
- Granting temporary use of facilities/personnel for the welfare of the community.

OBJECTIVES

- To provide procedures for meeting emergencies in a planned and organized manner.
- To provide procedures for responding to natural or man-made disasters.
- To emphasize the importance of planning, training, and coordinating with other agencies and/or groups in responding to emergency situations.
- To provide standardized procedures that will help the school to meet its responsibilities to students, employees, local citizens, and state and local government.

PREVENTATIVE MEASURES

THE PRINCIPAL WILL:

- Make sure that all staff knows emergency phone number, **911**.
- Conduct emergency drills as required.
- Have weather radios, flashlights, air horn, and bullhorn available and secure.
- Have sufficient first-aid supplies on hand.
- Maintain up-to-date list of staff who are trained in first aid.
- Instruct staff to report the presence of unauthorized persons on campus.
- Provide up-to-date computer-generated passenger list for school-sponsored trips.
- Have up-to-date student list in laptop computer.
- Have charged cell phone in office available at all times.

THE MAINTENANCE/ CUSTODIAL STAFF WILL:

- Chart and post locations of switches controlling electrical service and valves that control flow of gas, oil, or water into each building.
- Conduct regular inspections of electrical wiring, conduits, and outlets.
- Make sure that someone on campus always has access to that information.
- Identify all specific switches in control boxes and place clear labels of identification.
- Have fire extinguishers and other fire-fighting equipment inspected and checked regularly.
- Keep key areas such as utility rooms, switch panels, boiler rooms, and chiller areas clean and securely locked.
- Follow good housekeeping procedures such as control of storage and disposal of combustible materials, checking expiration dates regularly.
- Keep hallways and access routes clear and free of equipment and prevent accumulation of trash.
- Keep tools in secure storage and accessible only to appropriate persons.
- Keep copies of Material Safety Data Sheets (MSDS) on chemicals and follow those instructions.

SCHOOL-BASED FIRST RESPONDERS

- Staff members who have emergency skills (CPR, First Aid, crowd and traffic control) identified.
- School nurse is always a first responder.
- Administration has devised a system to activate school-based responders without escalation of tension or causing panic.

SCHOOL EMERGENCY CODES

Code BLUE

This is most common code as it relates to all MEDICAL emergencies.

Code RED

This is a code for a fire or suspected FIRE threat on campus.

Code BLACK

This is the code for a phone threat or suspected BOMB on campus.

Code WHITE

This is the code that would indicate a SECURITY CRISIS Incident

Code YELLOW

This code would signify a possible WEATHER emergency.

ACCIDENT, INJURY, ILLNESS OR DEATH (CODE BLUE)

Minor Incident:

Teacher or Other Staff Member Who Detects Injury/Illness:

- Send student to office for treatment and notify office that student is on the way.
- Escort student to office if necessary.

Office Personnel:

- Assess illness/injury; provide treatment as needed.
- Document first aid provided in logbook in office.

The Principal:

- Determine if parent/guardian should be notified of minor illnesses or injuries including simple cuts and bruises.

Serious Incident:

Teacher or Other Staff Member Who Detects Injury/Illness:

- Immediately notify the Principal or Designee, first responder, and/or office, whoever is more accessible.

The Principal:

- Activate district emergency team as needed.

School Office:

- Notify others as soon as possible. The Principal may also notify additional staff members.
- Notify parent, legal guardian or next of kin.
- Arrange transportation of victim to home or hospital based on the nature of the illness/injury.
- Notify the Principal of illness/injury as soon as possible.

Note: In the event of serious injury to a student, the Principal and any other school staff member responsible for the student at the time of the injury will complete an accident report form and forward a copy to be placed on file at the school.

Incident on School Related Field Trip:

The Principal:

- Notify parent/guardian.
- Activate school emergency team and report to site if needed.

Teacher/Sponsor/First Responder:

- Notify the Principal who will determine further action.
- Have student transported to school, home, or hospital, depending on the nature of the illness/injury as indicated in “Transportation” section below.

Driver:

- Notify transportation coordinator.

Transportation of Ill or Injured:

Transportation will proceed in one of the following three manners:

- Parent(s) will pick student up at school or field-trip site and transport in personal vehicle.
- If at all possible parent/legal guardian should transport the student. School personnel will transport with approval of the parent/legal guardian.
- The Principal will obtain ambulance service by calling 911 and then notify the parent/legal guardian as soon as possible. School representative will accompany student, if needed.

Death of a Student or Staff Member:

The Principal

- Activate school crisis intervention team as needed.
- Notify individuals closest to student/staff member; then inform other students/ staff.
- Announce funeral arrangements.
- In conjunction with the Principal, determine what information, if any, will be released to the media.
- Arrange for counseling to be available for students and staff.

BOMB THREAT (CODE BLACK)

(Employees should NOT USE cell phones during a threat.)

Receiver of the threat call will:

- Stay calm and show no sign of nervousness.
- Request more information by expressing desire to save lives.

Record exact wording of threat:_____

Ask these questions.

- What time will the bomb explode?_____
- Where is the bomb right now? _____
- What does the bomb look like? _____
- What kind of bomb is it? _____
- What will cause the bomb to explode?_____
- Did you place the bomb yourself?_____
- What is your name?_____
- Where are you right now?_____

Immediately after hanging up, activate call trace device by pressing *57
on the phone line where call was received.

- Notify the Principal or Designee immediately.
- Do not discuss call with anyone else.
- Complete checklist at end of section after notifying the Principal/Designee.

The Principal/Designee:

- Declare **Code Black** to evacuate building. Pull fire alarm to insure evacuation.
- Call 911 to report threat.
- **DO NOT** issue “all clear return to building” signal until deemed appropriate by law enforcement.

Evacuation Procedures and Duties**Office Staff:**

- Perform quick visual check of area.
- Carry laptop computer (with student contact information) and cell phone.
- Secure student medication.
- Evacuate building and go to designated area.
- Report anything unusual to the Principal/designee.

Teachers, Aides or Substitutes:

- Carry class roll.
- Conduct quick visual search of area for unusual wires, packages, ticking sounds, lengths of pipe, dynamite caps or sticks, matchbooks, and wire or string attached to unknown objects.
- Do not touch electrical switches, thermostats, cabinet doors, or anything suspicious.
- Evacuate room/building.
- Walk in line quickly and orderly to designated area.
- Call roll and report missing students or staff members to the Principal/Designee.

Use the laminated red or green with your room number. For all fire drills, etc., use the appropriate card. Administration looks for a green card in the hand of the teacher. For lock-down situations, a red card indicates someone is missing. A list of missing students should accompany the list. No card indicates a missing class or something is amiss in the room. Each teacher should keep these laminated cards (8.5x11) in a folder attached to the wall by the exit door.

Custodial Staff:

- Perform quick visual check of area.
- Evacuate building and go to designated area.
- Report anything unusual to the Principal/Designee.

CHECKLIST – to be completed by individual who received call.

Number if secured by use of *57 phone feature _____

<i>Caller's Voice</i>	<i>Threat Language</i>	<i>Background Noises</i>
_____ Calm	_____ Well spoken	_____ Street noises
_____ Angry	_____ Educated	_____ Other voices
_____ Excited	_____ Read message	_____ PA system
_____ Slow	_____ Nasal	_____ Music
_____ Rapid	_____ Stuttering	_____ TV
_____ Soft	_____ Lisp	_____ House noises
_____ Loud	_____ Deep	_____ Traffic
_____ Laughing	_____ Ragged	_____ Animal noises
_____ Crying	_____ Clearing throat	_____ No noise
_____ Normal	_____ Breathing deep	_____ Static
_____ Distinct	_____ Cracking voice	_____ Long distance
_____ Slurred	_____ Disguised voice	_____ Local
_____ Intoxicated	_____ Accent	_____ Phone booth
	_____ Familiar voice	
	_____ Incoherent	
	_____ Taped	
	_____ Irrational	
	_____ Foul Language	

DISTURBANCES, INTRUDERS, HOSTAGE SITUATIONS & KIDNAPPINGS (CODE WHITE)

The Principal:

- Identify specific crisis from following list. (Action may vary by significance of threat.)
 - Group fighting.
 - Unauthorized individuals on grounds or in buildings.
 - Armed individuals or intruders on grounds or in buildings.
 - Hostage situation on grounds or in buildings.
 - Kidnapping of student or staff member.
 - Drive-through of unauthorized individuals.

THEN

- Determine best means of isolating students to provide for safety, including initiating school lockdown or evacuation procedures.
- Call 911 if needed and be prepared to relinquish control to authorities.
- Issue appropriate school warning code.
- Activate school first responders as needed.
- Activate/assign staff according to school emergency plan.

Office Staff:

- Carry laptop computer (with student contact information) and cell phone.

Teachers, Assistants, or Substitutes:

- Stay calm and reassure students of their safety.
- Maintain security of students and wait for directions from the Principal/ Designee.
- Stay alert for unusual events/persons and notify the Principal/Designee as the situation changes.
- Communicate by phone, radio, or e-mail; do not use student runners.
- Close/lock classroom doors; open doors only to authorized individuals.
- Record events witnessed including names, places, times, etc.
- Keep students away from windows/doors and direct to take cover if needed.
- If evacuated, move with students to predetermined area, call roll, and report missing students to the Principal/Designee.

Cafeteria and Custodial Staff:

- Secure assigned areas.
- Follow requirements of school emergency plan.
- Close and lock doors and open only to authorized individuals.

FIRE (CODE RED)**Individual Who Discovers Fire:**

- Pull fire alarm.
- If small fire, use fire extinguisher.
- Notify the Principal/Designee.

The Principal:

- Call 911.
- Evacuate building and move students at least 200 yards away from building.
- Activate school emergency team and continue to monitor safety of students/staff
- Inform students/staff when safe to return to building.
- Assign staff to keep entrances/drives clear for emergency vehicles.

Office Staff:

- Carry laptop computer (with student contact information) and cell phone.

Teacher, Assistant, or Substitute:

- Close all windows.
- Carry class roll, close classroom door(s), and lead students to designated positions at least 200 yards away from the building.
- Account for students and immediately notify the Principal/Designee of students not present.
- Return to the building at the direction of the Principal/Designee.

Custodial Staff:

- Close doors and evacuate building according to plan.
- Custodial staff will assist with traffic control to allow emergency equipment to enter campus.
- Return to building at direction of the Principal/Designee.

INCLEMENT WEATHER – TORNADO (CODE YELLOW)

Definitions:

Tornado Watch: Conditions are right for tornado to develop but none has been sighted.

Tornado Warning: Tornado has been spotted on ground headed toward area; requires immediate action to ensure safety.

For a Watch:

The Principal or Designee:

- Inform staff of watch by some quiet means such as email, messenger, etc.
- Assign staff member to monitor/report weather broadcasts on weather radio.

For a Warning:

The Principal or Designee:

- Give move-to-shelter signal and turn off school bells.
- The signal is “We will observe a weather alert. All teachers move to designated areas.”
- Designate staff to warn those outside of building.
- Direct Custodial Staff to close outside gas valves.
- Delay dismissal until danger has passed.

Teacher, Assistant, or Substitute:

- Proceed with students to predetermined shelter area.
- Direct students to assume duck-and-cover positions until danger has passed and/or debris stops falling.
- Report to office if trained in first aid and not supervising students.

For a Tornado Strike:

The Principal or Designee:

- Call 911 if there is serious injury and/or severe damage to buildings.
- Survey damage and evacuate building areas that are deemed unsafe.
- Make sure everyone is out of the buildings, set up an alternate control center, and inform others of the control center site.

Office Staff:

- If evacuated, carry laptop computer with student contact information and cell phone.

Teacher, Assistant, or Substitute:

- Check class roll and report the status to the Principal/Designee as soon as possible.

INCLEMENT WEATHER – ICE, SNOW, HURRICANE, SEVERE STORMS, AND FLOODS (CODE YELLOW)

The Principal or Designee:

- Consult with County Emergency Management, law enforcement personnel, and, if necessary, other area schools to determine the appropriate action,
- Notify transportation coordinators of school closing, early dismissal, or closure.
- Activate school phone relay system, as necessary.
- Notify media relations to contact news sources.
- If inclement weather occurs while school is in session, direct students who must wait for transportation to a designated location.

Office Staff:

- Answer calls from parents/others with concerns about students.
- Have scripted message from the Principal for reference.
- Notify following media outlets with scripted message.

These will be our official media outlets for closure information:

Charleston 95.1, 96.9, 102.5, 102.5

Mt. Pleasant 104.5

Georgetown 93.7, 106.5

All local broadcast television stations:

Charleston	WCBD 2	www.counton2.com
	WCIV 4	www.abcnews4.com
	WCSC 5	www.live5news.com
	WTAT Fox 24	www.wtat24.com
Georgetown	WBTW 13	www.wbtw.com
	WPDE 15	www.wpde.com
	WMBF 32	www.wmbftv.com
	WFXB 43	www.wfxb.com

In the event of a delay, cancellation, or early dismissal of school, parents will be notified by the school through the phone relay system. Please make sure all contact information is correct and up to date at the school to guarantee that you receive the phone message. The same information will also be posted on the district website and sent to area radio and television outlets shown above.

EARTHQUAKE (CODE YELLOW)

The Principal or Designee:

- Assess student injuries and structural damage. Call 911 if needed.
- Activate school-based first responders.
- Continue to monitor safety of students/staff.
- Evacuate building if needed.

If Indoors

Office Staff:

- If evacuating, carry laptop computer (with student info) and cell phone.

Teacher, Assistant, or Substitute:

- Remain calm and reassure students; remain inside unless the Principal or Designee orders evacuation.
- Have students move away from chemical storage areas, displays, windows, shelves, furniture, or other objects that may fall.
- Extinguish all burners/flames before taking cover.
- Take cover under desks/tables and stay out of doorways.
- Have students remain in protective positions until movement stops.
- If in a common area, have students move to interior wall and assume duck-and-cover positions.
- Remain inside unless instructed by the Principal/Designee to evacuate building.
- If evacuation ordered, carry class roll, escort students to areas away from building and power lines, and account for all students.

Custodial Staff:

- Move away from windows, shelves, fixtures, and furniture that may fall.
- Assume duck and cover position under desk or table or next to interior wall and wait until movement stops.
- Wait for instructions from the Principal/Designee.

If Outdoors

Teacher, Assistant or Substitute:

- Direct students to location away from buildings, power lines, other utilities, or structures, etc.
- Continuously monitor situation for dangers that might require moving and direct students to move, if needed.
- If safe, remain in place until movement stops.

UTILITIES AND CHEMICAL EMERGENCIES (CODE YELLOW)

May include gas or water leak, power failure, chemical spill, or an environmental chemical threat such as an overturned tanker, derailed train, or explosion in a nearby industrial plant.

During School Hours

Individual Who Detects Problem:

- Notify the Principal immediately, giving specific details about type of emergency.

The Principal or Designee:

- Survey situation to determine necessary actions.
- Call 911 if assistance is needed from law enforcement, fire department, or emergency medical services.
- Call appropriate utility company if its service is involved.
- Take action to secure the area and evacuate any area or building if required.
- Active school-based first responders.

After School Hours

Individual Who Detects Problem:

- Notify the Principal immediately giving specific details.
- Call 911 if nature of problem demands immediate action.

The Principal:

- Call 911 if not already notified.
- Call appropriate utility company if its service is involved.
- Consider school closure or delayed opening if situation is severe.

For a classroom chemical spill:

Teacher, Substitute, or Assistant:

- Evacuate classroom if needed.
- Notify the Principal or Designee.
- Use emergency shower or eye wash for any person involved if required.

SCHOOL-BASED FIRST RESPONDERS

School Chain of Command

The Principal or Designee

School Emergency Team

The Principal

School Secretary

School Crisis Intervention Team

The Principal

School Secretary

School Warning Sound Codes

Fire: Fire Alarm

Evacuation: Fire Alarm

Lockdown: “The owl’s nest is closed.”

Any Other (so as not to alarm students): “We will now observe a weather alert.”

Note: In case of evacuation, office staff must be responsible for taking laptop computer containing student contact information and cell phone to evacuation site.

County Responder Numbers

EMERGENCY	911
Charleston County Sheriff	887-4030
American Red Cross	764-2323
Emergency Medical Services	745-4000
Poison Control Center	1-800-222-1222
National Response Center (Toxic Chemicals)	1-800-424-8802
Department of Social Services	953-9400
Dept. of Health & Environmental Control	928-3784

Utilities

TDS	888-CALL-TDS
South Carolina Electric and Gas	800-251-7234 / 888-333-4465