

Cape Romain Environmental Education Charter School
Crisis Management Plan

Codes

CODE GREEN

Bomb Threat Evacuation

Code Green is indicative that an evacuation of the school is necessary to ensure safety of all students and that remaining in the building can cause a greater risk to the faculty, students, and staff.

In the event of a CODE GREEN, the following procedures shall be followed:

- Quickly have all students gather all of their belongings.
- Follow the directions given to evacuate the building (these directions may be different than those used for fire evacuation depending on where the threat is located).
- Remain calm.
- Report any suspicious items to the proper authority.
- DO NOT USE CELL PHONES OR RADIOS.
- Close your classroom door.

CODE YELLOW

Administrative Lockdown

CODE YELLOW indicates there is a problem within or near the school and that students, faculty and staff shall remain alert to the possibility that injury could occur if procedures are not followed. Incidents that may lead to a CODE YELLOW include but are not limited to:

- Persons threatening to come on or near campus and cause a disturbance.
- Upset visitors that may have the propensity to get violent.
- General disturbances with students.
- Fights or violent activity between two or more persons.
- Disturbances within the community or near the school that may increase.
- Problems at other schools/businesses that may upset or cause students and faculty concern.
- Any other situation the principal or administrator deems appropriate for lock down.

In the event of a CODE YELLOW, the following procedures shall be followed:

- Quickly gather all students in or around your classroom and bring them inside.
- Do not allow students to enter or leave the classroom until they are dismissed by an administrator. Ignore the bells until you receive an ALL CLEAR from the office.
- Conduct classes as normally as possible and remain calm.

CODE RED

EMERGENCY LOCKDOWN

The following Procedures should be followed to ensure safety of all students, faculty and staff in the event of a CODE RED.

- Quickly gather all students in or around your classroom and bring them inside.
- REMAIN CALM.
- LOCK AND BARRICADE the DOORS.
- DO NOT allow ANYONE inside the classroom.
- Turn off all lights.
- Close all shades and make sure windows are shut and locked.
- Move students to an area AWAY from the doors and windows.
- Remain silent.
- Gather your roster.

REMAIN IN THIS ENVIRONMENT UNTIL SOMEONE PHYSICALLY OPENS YOUR DOOR AND GIVES YOU THE ALL CLEAR.

IGNORE ALL ANNOUNCEMENTS AND THE FIRE ALARM.

LOCKDOWN PROCEDURES

The person detecting the intruder(s) will immediately contact the front office.

The principal or designee will announce over the public address system:

“Code Red- Lockdown.”

Teachers remember **L3**:

Lock- Lock your door after gathering any students in the hall into your classroom. After your classroom door is locked, do not open your classroom door for any reason.

Lights- Cut off all classroom lights and close all blinds.

Location- Get students away from doors and windows and barricade the door if time permits.

- Take roll. Prepare a list of persons who are absent/missing from your room.
- Ignore the PA system and any alarms and wait for school administration/police to come to your door. An intruder could be forcing announcements to be made at gunpoint.

Actions for Teachers to Follow During the Following Situations

Abduction/Missing/Runaway Student, Abuse Complaint Against Staff Member, Crime Reporting, Hazardous Material Incident, School Bus Accidents, Suspicious Mail, Utility Failure, Vandalism/Graffiti:

- Report/Inform the principal or school administrator and they will advise all staff members as to what actions should be taken.

EARTHQUAKE

- Indoors- Drop, cover and get under and hold on to a desk or sturdy table.
- Stay clear of windows and exterior doors.
- Stay in place until all shaking stops.
- Outdoors- Get to an open area away from trees and power lines.
- If you are in trailers or the gymnasium and there isn't time to move to the main building- stay in the trailers or gymnasium and away from windows.

TORNADO

- Assist in securing the building by closing windows and exterior and interior doors.
- Move students into main hallway.
- Students should seek protection near interior walls and cover their heads.
- If you are in trailers or the gymnasium and there isn't time to move to the main building- stay in the trailers or gymnasium and away from windows.

FIRE

- Lead your class to the designated evacuation spot.
- Close your door.
- Take attendance of your class.
- Ensure that the class remains quiet and orderly.
- Immediately report any missing students to the administrator or designee.

If someone is hurt and lying on the ground or floor: Do not move them. Contact an administrator and the school nurse.

Evacuation Procedures

- Take attendance or roster with you.
- Teachers and students are to leave the classroom together and proceed to the assigned evacuation area in an orderly fashion. Book-bags, etc. should be left in the classroom unless otherwise instructed.
- Doors should be closed.
- Teachers and students are to stay at their assigned location until given the all clear to return to the building.

IMPORTANT

All teachers and staff must ensure that classroom radios with them at all times. It is the faculty and staff's responsibility to ensure that their radio is charged, turned on, and set on channel 1.