



Emergency Operations Plan

Joint Plan for Bamberg School District One & Two

Multi-Hazard Plan

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A. Introduction:

1. Purpose of the Plan:

The purpose of the Joint Bamberg One and Two Emergency Operations Plan (District EOP) is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the Districts and their employees. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates staff, teachers, students, and other stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides an assurance that the two districts have established guidelines and procedures to respond to incidents/hazards in an effective way.

This Basic Plan outlines both districts approach to emergency management and operations. It has been developed to assist both districts in protecting their staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for prevention, protection, mitigation, response, and recovery.

The mission of Bamberg One and Bamberg Two in an emergency/disaster is to:

- Prevent emergencies and disasters whenever possible
- Protect lives and property
- Mitigate the effects of a disaster
- Respond to emergencies promptly and properly
- Aid in recovery from disasters

2. Scope of the Plan:

The Joint District EOP provides guidelines and procedures for dealing with existing and potential district and school incidents. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

This plan provides direction guiding how the districts will work in partnership with federal, regional, and local first responders in compliance with the National Incident

Management System (NIMS). To this end, this plan has been designed to ensure the districts have fully incorporated NIMS-compliant policies and procedures into their daily and event management processes.

3. Coordination with Emergency First Responders:

The districts work in collaboration with the Bamberg County Emergency Services Department, as well as in direct partnership with the City of Bamberg Police and Fire Departments and the City of Denmark Police and Fire Departments.

4. Situation Overview:

a. Situation:

Both districts are exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Table I.

b. Locations and Enrollment:

Bamberg One currently has three school buildings, one district office, and one annex building. Bamberg One district office staff are in the process of moving to the Bamberg Two district office. Bamberg Two has two schools, located adjacent to one another.

The districts are committed to the safe evacuation and transport of students and staff with functional needs. The functional needs population includes, but is not limited to:

- Limited English Proficiency Students
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness/hearing loss
- Mobility/physical disabilities (temporary and permanent)
- Medically fragile/health (Asthma, Diabetes, allergies)

Each school is expected to update its plan annually to ensure they have accounted for any/all staff, students, and/or parents with functional needs and any other material changes to the school.

The Districts are made up of the following buildings situated at the below listed locations:

Building/School Name	Address	Additional Sites
Bamberg One District Office	3830 Faust Street Bamberg SC 29003	District Annex—adjacent to District Office facing Faust Street; steel storage shed directly behind office
Richard Carroll Elementary School	1980 Main Highway Bamberg SC 29003	N/A
Bamberg Ehrhardt Middle School	897 North Street Bamberg SC 29003	Art/Band building at back corner of site
Bamberg Ehrhardt High School	267 Red Raider Drive Bamberg SC 29003	Baseball/Softball/Football Fields behind school; Field House—all face Stokes Street
Bamberg Two District Office	62 Holly Eve Denmark SC 29042	Storage building behind office
Denmark Olar Elementary School	1437 Church Street Denmark SC 20942	N/A
Denmark Olar Middle and High School	197 Viking Circle Denmark SC 29042	N/A

5. Hazard Analysis Summary

The districts are exposed to many hazards which have the potential for disrupting the school community, causing casualties, and damaging or destroying private property. A listing of the most likely hazards, vulnerabilities, and additional safety considerations is in Table I.

Table I—High Priority Hazards

Severe Weather	Both districts are located in areas where severe weather, such as hurricanes, tropical storms, ice storms, tornados, and occasionally snow storms can disrupt regular operations.
Armed Intruder/Active Shooter	While an incident of this type has not occurred in either district, just as in any other school or district, they are vulnerable. Schools have adopted the ‘Run Hide Fight’ protocol.
Bomb Threat	Communicated threats regarding destructive devices are rare, but have occurred. These threats may include the placement of any explosive device of an incendiary, chemical, biological, or radioactive nature.
Bus Accident	School bus accidents can occur both within district boundaries and outside of them in the case of athletic or field trips.
Earthquake	The county is located on a known Earthquake fault line.
Hostage	While rare, the risk of a hostage event always exists.
Fire/Explosion	Fire or explosive hazards are a prevalent type of threat/hazard in any structure.
Hazardous Materials	Hazardous materials are used for a variety of purposes and are transported along Highway 301 and along Highway 78. Custodians at all schools have some hazardous chemicals on hand for cleaning purposes. Science labs, particularly at the middle and high schools also house some limited hazardous chemicals.
Infectious Disease	Infectious disease outbreaks occur when new viruses or new strains of virus are spread from person to person due to limited or no immunity to the new virus. The effects of an infectious disease outbreak can be lessened with appropriate preparations.
Traffic Accident	All Bamberg One & Two schools, as well as the Bamberg One district office, either front a well-traveled local road, or in the case of RCES and DOMS/DOHS, are located on well-traveled secondary arteries. Traffic accidents can disrupt traffic flow around the schools and/or create on-site issues due to emergency response vehicles.

Animals	The districts are located in a predominantly rural area; the possibility of animal attacks, in particular from an infected (rabid) animal must be considered.
Off Campus Incidents	Schools can be impacted by law enforcement activity that begins off-site, such as fleeing suspects.
Nuclear Plant	While Bamberg County is not within the geographic area considered for an emergency evacuation from Plant Vogtle, it neighbors two of the South Carolina counties that would be impacted.
Local Industry	Local industries that deal with hazardous or semi-hazardous materials include an aerospace company. While no local industries have had an emergency event that has impacted the schools, the possibility exists.
State Emergency Evacuation/Shelter	Bamberg and Denmark are located on secondary state evacuation routes from the South Carolina Coast that when activated, create increased traffic in the community. Additionally, schools in both districts have served as evacuation shelters during past coastal evacuations.
Suicide	Suicide is a serious concern across the district, both with students and staff. While the districts have never had a suicide on campus, there have been several students who have completed suicide as well as staff who have experienced a suicide in their family.
Riot/Gang Fight	The possibility exists for these to occur on any campus, particularly the middle and high school buildings.

6. Planning Assumptions and Limitations:

a. Planning Assumptions:

- The district community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and other that may develop in the future.
- A major disaster could occur at any time and any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures are possible; however unplanned emergency situations can and will occur with little or no warning.

- A single site incident (ex: fire, water or gas main break) could occur at any time without warning and employees of the school affected cannot and should not wait for direction from local emergency response agencies. Action is required immediately to save lives and protect school property.
- It is possible schools may have to rely on their own resources for extended periods of time in the aftermath of a major or catastrophic incident.
- There may be a number of injuries of varying degrees of seriousness to staff and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency management will be available during most serious incidents. Even though the Bamberg community is geographically compact, it still takes time to request and for emergency response to arrive. It is essential for schools to be prepared to carry out initial incident response until outside assistance arrives.
- Proper prevention and mitigation actions, such as creating a positive school environment, conducting drills and tabletop exercises, and conducting regular safety walkthroughs can prevent or reduce incident-related losses.
- Maintaining and annually updating school emergency response plans, as required by the state and the district, and providing frequent opportunities for stakeholders (staff, students as appropriate, parents, local emergency response, etc.) to participate in training and conduct periodic emergency drills and exercises will improve each school's readiness to respond to incidents.
- A spirit of volunteerism among employees, students, and families will result in their providing assistance and support to emergency response efforts.
- School buildings will be made available for emergency planning and exercise purposes, and for actual service as local shelters as needed.
- School buses will be made available for evacuation purposes if so ordered by the Governor.
- The districts have developed this plan striving to be in compliance with the REMS Technical Assistance Center's: *Guide for Developing High-Quality Emergency Operations Plans for K-12 Schools* and South Carolina school and district Emergency Operations Plan requirements.
- The Bamberg School District One and Two emergency operations program will follow the National Incident Management System (NIMS) guidelines.

b. Planning Limitations:

- Bamberg School District One and Two imply no guarantee by this plan of

a perfect emergency response and incident management system. As personnel and resources may be overwhelmed, the district can only endeavor to make every reasonable effort to manage situations with the resources and information available at the time.

B. Concept of Operations

1. Objectives:

The objectives of the Joint District emergency operations program is to protect the lives and well-being of students and staff through the timely response of trained school personnel should an emergency affect the school(s). To meet these objectives, Bamberg One and Two shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, safety and security walkthroughs, training and exercises, and regular plan review and maintenance.

2. General:

- It is the responsibility of Bamberg School District One and Two officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations that impact the districts.
- It is the responsibility of the districts to provide in-service emergency response education for all staff.
- It is the responsibility of School Principals, under the direction of the Superintendent to conduct state-required drills and exercises to prepare staff and students for emergency situations.
- To achieve the necessary objectives, an emergency program has been developed that is both integrated (employs the resources of the district(s), school, local emergency responders, etc.) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
- This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the Warning Functional Annex addresses techniques that can be used to warn staff, students, parents, and the community during any emergency situation, whatever the cause.

- The Incident Command System (ICS) will be used to manage all emergencies that occur in the district. The use of ICS is encouraged during non-emergency situations to promote familiarity with the system. All appropriate personnel will be trained in ICS and certificates/documentation of completion will be maintained by the district safety coordinator.
- As required by South Carolina law, both statute and fire code, all schools will conduct monthly fire drills, and at least two lockdown/active shooter drills and at least two hazardous weather drills each year (lockdown/active shooter and hazardous weather to be conducted at least once each semester). Drills are to be documented on the appropriate form and sent to the district administrative assistant for recordkeeping purposes. Schools are to maintain onsite documentation of drills conducted as well.
- Personnel included in this plan are expected to keep current standard operating procedures describing how emergency tasks are to be performed. The districts are responsible for ensuring the training and equipment necessary to provide an appropriate response are in place.
- This plan is based on the concept that emergency functions to be performed by staff generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended during an emergency. The personnel, equipment, and supplies normally required for these functions will be redirected to accomplish emergency objectives, as needed.
- Local government is responsible for organizing, training, and equipping local emergency responders, and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems. The state and federal governments provide assistance with portions of these responsibilities.

3. Operational Guidance:

a. Initial Response:

Bamberg School District One and Two personnel are likely to be the first on the scene of an emergency situation within the schools. They will normally take charge and remain in charge of the incident until it is resolved or others who have the legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from local, state, and federal agencies

when appropriate.

The Superintendent and/or the school principal, or designee, will be responsible for activating the Bamberg One and Two emergency operations plan and initial response:

- Evacuation: Requires all staff and students to leave the building.
- Reverse Evacuation: Requires all staff and students to go to safe places in the building from outside the building.
- Lockdown: All exterior doors and classroom doors are locked; students and staff stay in their classrooms/designated areas.
- Shelter-in-Place: Students and staff are held in the building, windows and doors are sealed, and ventilation systems are shut-off, depending on the emergency. Limited movement is allowed. Shelter-in-Place is most effective during emergencies involving hazardous materials producing toxic vapors outside the facility. It may also be used in the event of a law enforcement situation occurring outside the facility (would not require ventilation system shut-down).
- Run, Hide, Fight: The district's designated process for responding to an active shooter situation.

b. Notification Procedure:

- In case of an incident at any district facility, the flow of information will be from the school principal, or designee, to the district office. Information should include the nature of the incident, and the impact on the building, students, and staff.
- In the event the district is in receipt of information, such as a weather warning that will affect schools within the district, the information will be provided to the school principal or designee. Specific guidelines are in the individual functional annexes.

c. Training and Exercise

Bamberg School District One and Two understand the importance of training, drills, and exercises to the overall emergency management program. To ensure district personnel and community first responders are aware of their duties, responsibilities, and procedures under the district plan, the following training, drill, and exercises will occur:

- Schools are to conduct training/refresher training on their

emergency operations plans by the conclusion of the first inservice week that teachers return each academic year. Training for other staff (custodians, food service, bus drivers, teacher aides, other support staff) should be conducted no later than the first fifteen days of the school/academic year. Trainings are to be documented with agendas and sign in sheets. Principals should maintain this documentation for monitoring/auditing purposes for three years.

- Information provided during these sessions must include updated information on plans and/or changes to procedures, duties, and responsibilities of participants. Also included must be any updates to functional annexes and appendices, and any changes to local, state, or federal policies. Input from all employees is encouraged.
- Schools are required by state law to conduct monthly fire drills, and no fewer than one lockdown/active shooter and one hazardous weather drill each semester.
- Both districts will participate in any external drills or exercises sponsored by local emergency response leaders. Availability of district staff and the nature of the drill or exercise will govern the degree to which the districts will participate as it relates to their ability to respond to and deal with emergencies.

d. Implementation of the Incident Command System (ICS)

- The designated Incident Commander (IC) for Bamberg One & Two will implement the ICS and serve as the IC until relieved by a more senior or qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may establish and accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the public. As the potential threat becomes more clear, and a specific impact site or sites identified, an Incident Command Post may be established at individual schools, and direction and control of the response transitioned to the district/school IC. This scenario would likely occur during a community-wide disaster.

e. Source and Use of Resources

The districts will use their own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:

- Develop and maintain an inventory of organizational response assets, equipment, and supplies.
- Request assistance from volunteer groups active in disasters.
- Request assistance from local industry or individuals who have resources needed to assist with the emergency situation.

4. Incident Command System

- Bamberg One and Two will employ the ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the scope of the incident and resources available.
- The Incident Commander is responsible for carrying out the ICS functions of command, e.g. managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all these functions (as necessary). For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
- In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command Structure. This arrangement helps to ensure all participating agencies are involved in developing objectives and strategies to deal with that emergency.

5. Incident Command System—Municipal & County Emergency Operations Interface

- For community and/or countywide disasters, the city and/or county EOC may be activated. When the EOC is activated, the district will defer operations to the respective ICS.

6. Activities by phases of Emergency Management

This plan addresses emergency actions that are conducted during all five phases of emergency management. The majority of Prevention, Protection, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after the incident.

a. Prevention

The Prevention mission area comprises the capabilities necessary to avoid, prevent, or stop a threatened or actual incident.

Prevention Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Data gathering and Information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection

b. Protection

The Protection Mission Area includes the capabilities necessary to secure the district against violent acts as well as prepare for manmade or natural disasters.

Protection Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Access Control and Identity Verification
- Cybersecurity
- Data gathering and Information sharing
- Interdiction and Disruption
- Physical Protective Measures
- Risk Management
- Screening, Search, and Detection

c. Mitigation

Mitigation comprises the capabilities necessary to reduce losses by lessening the impact of disasters.

Mitigation Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Community Resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

d. Response

Response comprises the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Response Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Critical Transportation
- Fire Suppression
- Logistics and Supply Chain Management
- Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Health and Safety
- Situational Assessment

e. Recovery

Recovery comprises the core capabilities necessary to assist communities affected by an incident to recover effectively. The Recovery process includes assistance to

students, families, and staff. Examples of Recovery programs can include: temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

Recovery Core Capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Economic Recovery
- Health and Social Services
- Infrastructure Systems

7. National Incident Management System (NIMS)

The National Incident Management System is a set of principles that provide a systematic, proactive approach guiding government agencies, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment. The system ensures that those involved in incident response/recovery understand their roles and have the tools they need to be effective.

NIMS compliance for the districts includes the following:

- Adopt the use of the Incident Command System. All staff who assume roles described in the district plan will complete the ICS-1000 online training
- Complete NIMS awareness course ICS-700 An Introduction
- Participate in local government NIMS preparedness program and provide district and school EOP's to Bamberg County Emergency Response for incorporation.
- All staff and students are expected to participate in exercises and/or drills related to school plans and functional annexes. Schools are responsible for ensuring the training and equipment necessary for appropriate response/recovery are in place.

C. Organization and Assignment of Responsibilities

This section establishes the operational organization to be relied upon to manage incidents and includes:

- A list of the responsibilities to be performed by position and organization and,
- An overview of who does what

A school principal and/or assistant principal are not always able to manage all aspects associated with an incident without assistance. The Incident Command System uses a team approach to manage incidents and allows school officials to assign tasks to other key school personnel.

Staff are assigned to serve within the ICS structure based on expertise, training, and the needs of the incident. Roles should be pre-assigned based on training and qualifications. Each staff member and/or volunteer must be familiar with his or her role and responsibilities before an incident occurs. District and school staff may be required to remain at school to assist during and after an incident.

1. School Board

- Provide operational governance

2. Superintendent

- Appoint district staff member(s) as District Safety Coordinator
- Consult with local Emergency Management regarding alignment of district and school plans with local, regional, and state plans and requirements
- Serve as principle coordinator for NIMS planning implementation
- Gather information from all aspects of the emergency for use in making decisions about the management of the emergency
- Have overall decision-making authority in the event of an emergency until emergency services arrives
- Monitor the emergency response during emergency situations and provide direction where appropriate
- With the assistance of the Public Information Officer, keep the public informed during emergency situations
- Remain in contact with leaders of the emergency service agencies working with the emergency
- Request assistance from local emergency services when necessary
- Keep the local school board informed as appropriate
- Assign resources (persons and materials) to sites based on specific needs.
- Authorize purchase of outside services and materials as needed for the management of emergency situations
- Meet with family members of students and/or staff as necessary

3. District/School Safety Committee(s)

- The district committee is made up of the district Safety Coordinator(s), IT Director, SPED Director, Lead (Charge) School Nurse, District Transportation Director, School Principals, Lead SRO, School Principals, the Director of Maintenance, and the Food Service Director. The District Finance Director serves as an Ad Hoc member as needed. Other members may be added from time to time depending on needs.
- Serve as the staff advisor to the superintendent on emergency management matters
- Keep the superintendent informed of school preparedness status and emergency management needs
- Coordinate local planning and preparedness activities and the maintenance of this plan
- Establish Incident Command Post (ICP) and alternate ICP locations in coordination with local law enforcement, fire, EMS, and county emergency services
- Prepare and maintain a resource inventory
- Arrange appropriate training for district staff and maintain documentation

4. Principal/Building Administrator

- Serve as the Incident Commander or delegate that authority to a qualified individual on staff
- Retains the overall responsibility for the safety of students and staff
- Manage school-level policies
- Communicate with agencies and parents
- Coordinator between the Superintendent and incident management
- Report any potential major health/pandemic outbreak information to the appropriate agency
- Encourage all staff members to develop personal and family emergency plans

5. Teachers

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals during the implementation of protective actions and/or the incident management protocols established in the school EOP

- Direct students to implement protective actions
- Report any missing students to the Principal/Incident Commander
- Execute assignments as directed by the Principal/Incident Commander
- Obtain first aid services for injured students from the school nurse or other properly trained staff member (first aid, CPR, etc.)

6. Paraprofessionals/Personal Care Aides

- Assist teachers or other staff as directed

7. Counselors and Psychologists

- Take steps to ensure the mental health safety of students, staff, and other individuals
- Render psychological first aid, if necessary
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by an incident
- Execute assignments as directed by the Principal/Incident Commander
- Assist with crisis intervention and recovery process

8. School Nurses

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide medical care
- Organize first aid and medical supplies
- Manage student medications and go kits
- Provide potential student and/or staff major health/pandemic (ex. Flu) data to the appropriate agency
- Communicate public health protective actions to students and staff

9. Custodians/Maintenance

- Survey and report building damage to the Principal/Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure no hazard results from broken or downed power lines
- Provide damage control as needed
- Assist in the conservation, use, and distribution of supplies and equipment
- Keep the Principal/Incident Commander informed of school conditions

10. School Secretary/Office Staff

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Execute assignments as directed by the Principal/Incident Commander
- Provide assistance to the Principal
- Monitor emergency broadcasts and provide updates to the Principal

11. Food Service/Cafeteria Workers

- Use, prepare and serve food and water to students and staff
- Execute assignments as directed by the Principal/Incident Commander

12. Transportation

- Transport students to alternate locations as directed
- Execute assignments as directed by the Principal/Incident Commander and/or the Transportation Supervisor

13. Technology/Information Services

- Coordinate use of technology
- Assist in establishment/maintenance of emergency communications network
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment
- Establish and maintain computer communication with the district office and other agencies
- Report problems in communications systems to Principal/Incident Commander

14. Students

- Cooperate during emergency training, drills, and exercises, and during an incident
- Be responsible for themselves and others in an incident
- Report situations of concern
- Take an active part in school incident response/recovery as age appropriate

15. Parents/Guardians

- Encourage and support school safety and violence prevention programs
- Support projects to promote school incident preparedness
- Provide the school with requested emergency contact information
- Practice emergency preparedness in the home
- Follow instructions provided during a school emergency

16. School Resource Officers

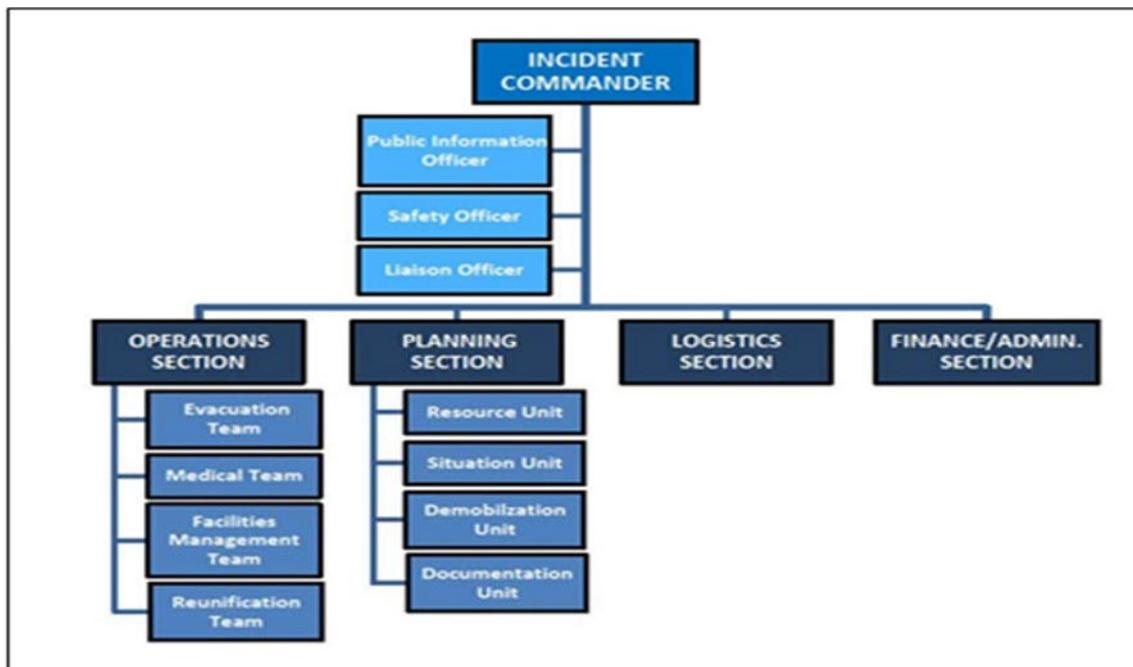
- Provide onsite assistance and act as liaison to local emergency response as appropriate
- Serve on district/school EOP teams
- Provide assistance in developing and revising school/district Emergency Operations Plans
- Provide assistance in conducting emergency drills and provide feedback for improvement to Principal

17. Emergency Organizations

- Includes: Local law enforcement, local fire department, county emergency preparedness, municipal and county public works
 - Agencies provide services as appropriate (ex. Fire provides suppression, Law Enforcement provides risk assessments, responds to law enforcement emergencies at schools, etc.)
 - Assists as appropriate and available in conducting school and district level tabletop exercises and major drills

D. Direction, Control, and Coordination

The Incident Command System can be used to manage emergency incidents or non-emergency events such as graduations, athletic events, or celebrations. The system is flexible to meet district and school needs. See basic ICS flowchart below:



Staff are assigned to serve within the ICS based on their expertise, training, and the needs of the incident. Roles should be pre-assigned based on training and qualifications.

It is understood that as an incident intensifies and additional agencies arrive on scene, the ICS structure will likely change. For example, during a fire, the initial ICS would be a single incident command, with the school providing the Incident Commander. Upon arrival of the fire department, the incident command role may transfer to the lead firefighter on scene. Although the ICS structure may change, many of the school/district responsibilities may not. The below detailed school and district roles will be critical to the successful management of the incident.

The ICS is organized into the following functional areas:

1. Incident Commander

The Incident Commander directs tactical on-scene operations. The Principal initially may be the Incident Commander until a coordinated incident command system (ICS) is established at the district office if necessary, or with local authorities, based on the situation. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the principal/designee or other officials, identify resources required, and direct the on-scene management activities.

The Incident Commander's responsibilities include:

- Assume overall direction of all incident management activities based on procedures outlined in the originating EOP (school or district)
- Take steps considered necessary to ensure the safety of students, staff, and other individuals
- Determine whether to implement school protective actions or other incident management protocols as established in the school EOP (e.g. Evacuation, reverse evacuation, shelter-in-place, etc. as described in Functional Annexes)
- Arrange for transfer of students, staff and other individuals when safety is threatened by a disaster
- Work with and ensure ongoing communications with emergency services personnel
- Keep the Superintendent and/or other officials informed of the situation
- Ensure the proper transfer of command when/if a more qualified incident commander arrives on scene

2. Operations Section

When activated, the Operations Section coordinates all tactical operations including implementation of response/recovery activities according to procedures and protocols established by Bamberg One schools in their incident action plans. Procedures and protocols will address care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to support the Family Reunification Annex, and its implementation
- Monitor site utilities and shut them off if danger exists or if directed by the Incident Commander and assisting in securing facility
- Establish medical triage with staff trained in first aid and CPR, providing and overseeing care given to injured persons, distributing supplies, and requesting additional supplies

- Provide and accessing psychological first aid services for those in need and accessing local/regional providers for ongoing crisis counseling for students, staff, and parents
- Coordinate the distribution of food and water if necessary, and establishing secondary toilet facilities in the event of water or plumbing failure, and requesting needed supplies
- Documenting all activities
- Activate and coordinate actions of Operations Section Support Teams as needed in the incident

The following provides guidance for the types of teams that may be established within the Operations Section:

Search & Safeguard Team search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:

- Identify and marking unsafe areas.
- Conduct initial damage assessment.
- Obtain injury and missing student reports from teachers.

First-Aid Team provide triage, treatment, and psychological first-aid services. First-Aid Teams are responsible for:

- Setup first-aid area for students.
- Assess and treat injuries.
- Complete master injury report.

Evacuation/Shelter/Care Team. Evacuation, shelter and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs and providing for food and water. This team is responsible for:

- Account for the whereabouts of all students, staff and volunteers.
- Setup a secure assembly area.
- Manage sheltering and sanitation operations.
- Manage student feeding and hydration.
- Coordinate with the Student Release Team.
- Coordinate with the Logistics Section to secure the needed space and supplies.

Facility & Security Response Team is responsible for:

- Locate all utilities and turning them off, if necessary.
- Secure and isolate fire/HazMat.
- Assess and notify officials of fire/HazMat.
- Conduct perimeter control.

Crisis Intervention Team is responsible for:

- Assess need for onsite mental health support.
- Determine need for outside agency assistance.
- Provide onsite intervention /counseling resources.
- Monitor well-being of Incident Command Team, staff and students and reporting all findings to the Operations Section Chief.

Student Release/Reunification Team. Responsible for getting students reunited with their parents or guardians in an efficient and orderly manner. This can be an enormous challenge and takes a lot of planning. This team is responsible for:

- Setup secure reunion area.
- Check student emergency cards for authorized releases and completing release logs.
- Coordinate information officers on internal and external communications and messages.

3. Planning Section

When activated, the Planning Section is responsible for collecting, evaluating, and disseminating information needed to measure the size, scope, and seriousness of an incident, and planning appropriate incident management activities.

Duties may include:

- Develop Incident Action Plan (IAP) for the next operational period
- Assist the Incident Commander in the collection and evaluation of information about an incident as it develops, assisting with ongoing planning efforts and maintaining the incident time log
- Document all activities

4. Logistics Section

When activated, the Logistics Section supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling

volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (radios, written updates, etc.) and developing a communications tree for after-hours communications
- Establish and maintain school first aid/go kits, coordinating access to and distribution of supplies during an incident and monitoring inventory of supplies and equipment
- Document all activities

5. Finance/Administration Section

When activated, the Finance/Administration Section oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities
- Photograph or video damage to property, when possible
- Develop a system to monitor and track expenses and financial losses and secure all records

6. District Emergency Operations Plan (EOP)

Bamberg School District One and Two maintains an Emergency Operations Plan (EOP) to address threats/hazards and incidents.

7. Coordination with Responders

Bamberg School District One and Two will develop and/or maintain interagency agreements with appropriate agencies to help coordinate services between the agencies and the district. These agreements specify the type of communication and services provided one to another.

8. Source and Use of Resources

Bamberg One and Two will use its own resources and equipment.

E. Communications

Communication is a critical part of incident management and response. The Joint District communications functional annex supports the mission to provide clear and effective internal and external communication between schools, staff, students, parents, emergency responders, the community, and the media (to include social media). The district Public Information Officer will provide templates for statements for release to the public regarding incidents.

F. Information Collection, Analysis, and Dissemination

The district(s) will collect, analyze, and disseminate information before, during, and after an incident.

1. Types of Information

Before and during an incident, Bamberg One and Two will assign administrative staff to daily monitor the weather, community climate, known local law enforcement activity, and school incidents to develop a common operating picture. This information will be analyzed and shared with the Principal. After an incident the District will assign staff to monitor online and available resources (Such as: social media; news media; and student, staff, and parental feedback) to aid in student and staff school recovery.

2. Information Documentation

The assigned staff member(s) will document the information gathered using the form included in the Annex. Information to be documented includes:

- The source of the information.
- The staff member who collected and analyzed the information.
- The staff member to receive and use the information.
- The format for providing the information.
- The date and time the information was collected and shared.

G. Recovery After an Incident

After an incident, staff, teachers and school officials will review established mission-critical operations to support the restoration of the school's educational programs. The District will designate appropriate personnel to collaborate with external resources to accomplish the following:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Provide detailed facilities data to the District so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students and parents on available crisis counseling services.
- Establish absentee policies for teachers/students after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes:
 - online classes, videoconferencing, tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

H. Administration, Finance, and Logistics

1. Agreements and Contracts

If school resources prove to be inadequate during an incident, the School District will request assistance from local emergency services, other agencies and the school community in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies and/or personnel. All agreements entered into by authorized school officials will be documented in writing. All pre-negotiated agreements and contracts will be maintained in the District Finance Office.

2. Recordkeeping

a. Administrative Controls

The School District(s) is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be conducted in accordance with established local fiscal policies and standard cost accounting procedures.

- **Activity Logs**

Staff assigned positions within the ICS structure will maintain accurate logs, recording key incident activities, including:

- Activation or deactivation of incident policies, procedures and resources.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from
- Issuance of protective action recommendations to the staff and students.
- Evacuation/Family Reunification
- Casualties.
- Termination of the incident

3. Incident Costs

School ICS Finance and Administration staff are responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of annual incident response costs in support of future school budgets. The detailed records of costs for incident management and operations include:

- Personnel costs, especially overtime costs.
- Equipment operation costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

4. Preservation of School Records

Essential records will be protected and are maintained in the District Central Office.

I. Plan Development, Maintenance, and Distribution

1. Approval and Dissemination of the Plan

The Bamberg One & Two District Safety Planning Committee is responsible for the development and completion of the Emergency Operations Plan, including annexes.

Copies of the district and school EOP's will be distributed to emergency organizations with a role in responding to an incident. A record of distribution will be kept to acknowledge receipt, review and/or acceptance of the plan. School administrators will record the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery and the number of copies delivered.

School Emergency Operations Planning documents will not be shared with those who do not have a need to know the details of the plan unless all sensitive, security-related information has been properly redacted. Copies of the redacted Basic Plan may be made available to the public and media at the discretion of the District Public Information Officer.

2. Review and Updates to the Plan

In order to remain in compliance with South Carolina requirements, schools will review their comprehensive disaster plan (school emergency operations plan) annually and modify as necessary. A copy of the plan shall be made available to every county emergency management agency of which the school is a part. A copy shall also be provided to each local police department and each local fire department having jurisdiction over the geographic territory of which the school is a part. A record of changes will include: the change number, the date of the change, and the name of the person who made the change.

To ensure timely updates to the School EOP, the School District has established a schedule for annual review of planning documents. The basic plan and its annexes will be reviewed at least once per year by school officials, local emergency management agencies, and other agencies having a support role. Plan reviews and changes are to be completed annually no later than August 15th of each year.

The School EOP's will be updated based upon changes in information; areas for improvement identified during incident management activities and exercises; and when changes in threat hazards, resources and capabilities or school structure occur.

3. Training and Exercising the Plan

The districts commit to conduct training, drills, and exercises in preparation and planning for an incident. These will occur as detailed in the Training and Exercise Plan. School officials will coordinate training efforts with city, county and community partners.

Functional Annexes

Functional Annexes will be updated no later than 12/15/2021