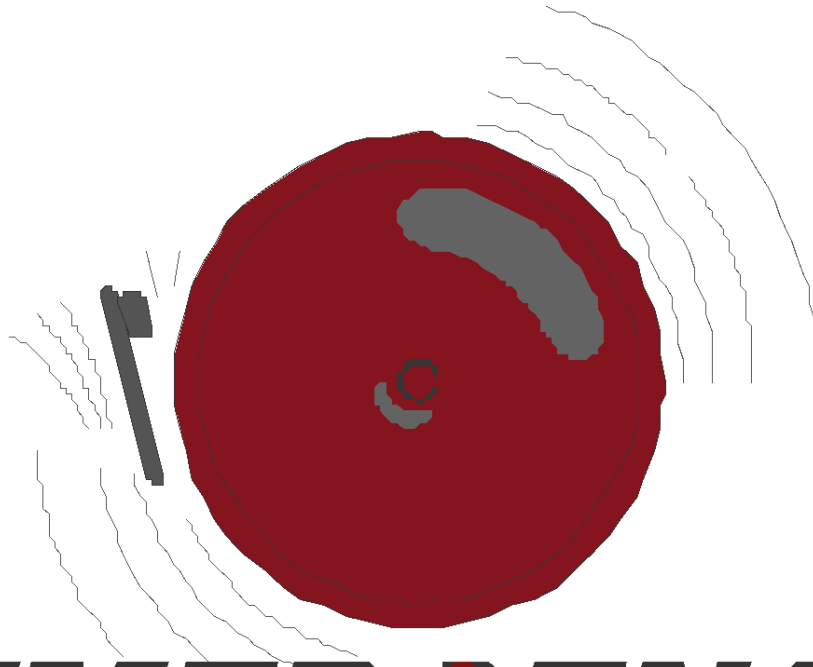


Sandy Run K-8 School



EMERGENCY

Safety Plan Handbook

2023- 2024

Address:

**450 Old Swamp Road
Swansea, SC 29160**

Phone: (803) 655-2746

Fax: (803) 926-0939

School Commander Team:

Mr. Floyd Dinkins III, Principal

Mrs. Michelle Bradley, Assistant Principal

Dr. Peggy Whittenburg, Middle School Guidance Counselor

Mrs. Betsy Tant, Elementary School Guidance Counselor

Emergency Assistance Team

Names	Position
Floyd Dinkins III	Principal
Michelle Bradley	Asst. Principal
Peggy Whittenburg	6 th – 8 th Guidance
Sgrr. Michael Lawrence	School Resource Officer
Emily Dyches	Speech
Jamie Wise	Administrative Assistant/Bookkeeper
Cassandra Heatley	Attendance Clerk
Amy Knapp	Receptionist
Elisa Holman	Math Interventionist
Lacey Rabon	Reading Coach
Elizabeth Tant	PreK – 5 th Guidance
Eddie Riley	Head Custodian
Allen Atkins	Custodian
Lakeisha Dawkins	Media Specialist
Cynthia Layton	Reading Interventionist
Melissa Mack	School Nurse
Alexis Edmonds	Cafeteria Manager
David Robinson	Technology

Emergency Assistant Team Location Assignment

Emergency Assistant Team (EAT)	Location
Lakeshia Dawkins	Front of A-Hall
Elise Holman	Back of B- Hall
Peggy Whittenberg	Back of C-Hall
Betsy Tant	Front of B- Hall
Cynthia Layton	Back of A- Hall
Lacey Rabon	Gym and Lower Playground
Sgrrt. Michael Lawrence	Front of C- Hall
Melissa Mack	Office Area and Main Hall
Alexis Edmonds	Cafeteria
Eddie Riley/Allen Atkins	Fire Alarm and Alarm Closet

Emergency Management Plan

The possibility that a school emergency or disaster may occur always exists. Some emergencies occur suddenly and without warning while others develop over a longer period of time. Unfortunately, an emergency is unpredictable.

The school staff has a responsibility in providing for the safety and well-being of the students under their supervision. Therefore, it is the responsibility of the school to have a plan of action in the event of an extreme emergency.

The purpose of this document is to outline procedures, identify assigned roles, and provide a plan of action should a school emergency arise. Although not every possible emergency can be anticipated, an attempt has been made to standardize emergency procedures and responses as much as possible.

Functional Protocols

Functional protocols for Sandy Run K-8 School's Core Responses to Emergency / Crisis Incidents.

These are written action steps that are implemented when a crisis situation calls for specific response procedures which include:

The difference between a functional protocol and an incident specific procedure is that a single functional protocol may be included in one or more specific emergencies. For example, shelter-in-place may be included as one of several responses to an outside hazardous material spill and may include reverse evacuation into the building or an off campus evacuation, depending on the circumstances. A school shooting would result initially in a lockdown, and then off campus evacuation, family reunification and crisis intervention (counseling/post trauma stress debriefing).

Emerge-A-Gator Kit

Emerge-A-Gator kits should be placed by the classroom door. Please take this kit with you during all emergencies. We will also have grade level Emmerge-A-Gator Kits in the office for use when you are out of your classroom.

The following items must be included in every kit.

Current class roster with phone numbers

Flashlight

Whistle

Red/yellow/green status cards

Small First Aid Kit

Safety Card Status

- Green Card – All students are accounted for and safe.
- Red Card - A student is missing and I do not know their location/or a student is injured.

Emergency Assistant Team (EAT)

A team member is assigned to a main area of the school. The **EAT** will be responsible for communicating important information to staff on their designated area in the case of an emergency.

IN AN EMERGENCY TAKE ACTION



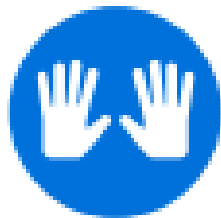
HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



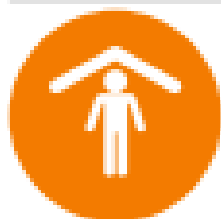
EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado

Hazmat

Earthquake

Tsunami

Safety Strategy

Evacuate to shelter area

Seal the room

Drop, cover and hold

Get to high ground

ADULTS

Lead safety strategy

Account for students and adults

Notify if missing, extra or injured students or adults

IN AN EMERGENCY

TAKE ACTION



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

Standard Response Protocol – Public Address

Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!



HOLD

In Your Room or Area

There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

The following announcement will be made:

**“Hold in your room or area. Clear the Halls.
Hold in your room or area. Clear the Halls.”**

- Students and teachers are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced.
- Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.
- Students and staff outside of the building should remain outside unless the administration directs otherwise.
- It is suggested that prior to closing the classroom door, teachers should sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.



SECURE

Get inside Lock Outside Doors

The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

The following announcement will be made:

“Secure! Get Inside, Lock outside doors. Secure! Get Inside, Lock outside doors.”

- The Secure Action demands bringing people into a secure building and locking all outside access points. Where possible, classroom activities would continue uninterrupted.
- Classes being held outside would return to the building and, if possible, continue inside the building. There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.

During a Secure Action:

Administration or designated staff will lock exterior access points.

EAT members assigned will follow the designated protocol during a drill, including securing doorways, windows, loading docks, and fire escape ladder access points.

EAT members are designated as having "Secure Duty."



EVACUATE

A Location may also be provided

*Evacuate is called when there is a need to move people from one location to another for safety reasons. An **on-site** evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal. An **off-site** evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them. If there has been a violent event at the school, an off-site evacuation will almost always be necessary since the school will be deemed a crime scene. People may or may not be able to bring their personal items with them.*

- Designee will call 911, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The following announcement will be made:
 "Evacuate! To _____ (Location)"
 "Evacuate! To _____ (Location)"
- Teachers are to take their students to their designated assembly area.
- Teachers will take their Emerge-a-gator bags and take a headcount at the designated assembly area.
- Principal, Assistant Principal or designee will consult with the Superintendent on next steps.

ASSEMBLY AREAS:

If you are facing the front of the school...

- **A-WING** and the **gym will** evacuate to the far left side of the grassy area beside the gym.
- The **cafeteria, media center, and front office** will evacuate through the front entrance and move to the bottom of the grassy area in front of the building by the fence.
- **C-WING** will evacuate through the back door of C-Wing and move to the right on the far side of the playground near the wooded area.
- **B-WING** will evacuate through the back and side exits and move to the wooded area near the playground.

Office Staff:

- Transfer phone calls to district office and evacuate with walkie talkies to Old Swamp Road entry gate taking Student Information Binder. Traffic, except emergency vehicles, will be stopped from entering the campus.

Emergency Assistant Team (EAT) Team:

- Gather headcount information from teachers and inform administration of any missing student(s) or staff.

Teachers:

- Teachers instruct students to evacuate the building and report to their assigned assembly area.
- Teachers will pick up their Emerge-A-Gator Kit, turn off the lights, and close the classroom door.
- If the exit route is blocked, follow an alternate exit route.
- PLT facilitators will turn on school walkie talkie radios and take to the assigned assembly areas.
- All **EAT** will sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- At the designated site, teachers will take attendance, noting any students as missing. Display card:
 - **GREEN** status card to indicate all students accounted for
 - **RED** status card to indicate someone is missing and his or her last location is unknown.
- Emergency Assistance Team members will look for red cards first to notify someone that a child is missing. Teachers and students must remain at the assembly area until further instructions are given.
- At the assembly area, teachers and students will stay in place until further instructions are given.

Support Staff:

- After directions are given to return to the classrooms, assist all of your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Report to the assigned staff area (media center). You may be needed in another capacity as the incident unfolds

Police Led Evacuation

- In the rare situations where law enforcement is clearing classrooms and escorting students and staff out of the classroom and through the building, it is important to have provided advance instruction on what to expect.
- As officers enter the classroom, students and staff must keep their hands visible and empty. It is unlikely they will be able to bring backpacks, purses or any personal items with them during a Police Led Evacuation. Students may be instructed to form a single file line and hold hands front and back, or students and staff may be asked to put their hands on their heads while evacuating.
- Prepare students and staff that during a Police Led Evacuation, officers may be loud, direct and commanding. Students and staff may also be searched both in the classroom and again after exiting the building.

Family Reunification

Purpose: *When the students and staff are evacuated off-site, they may be walking to a different location or being transported to the location and there will be an organized reunification of students and parents/guardians at that site.*

- Administration will notify the contact person at the relocation site to prepare for the arrival of students.
- Designate a Reunification Site Officer (**Guidance**)
- Request the District Office to send personnel to staff the Family Reunification Center.

Reunification Site Officer:

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use staff to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Ensure that the Student Information Binder is at the site.
- Set up a student release area; where students will be escorted to meet their parent/guardian and signed out.

- Set up a mental health area and direct staff to escort parents/guardians of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.



LOCKDOWN

Locks, Lights, Out of Sight

Students and staff who are outside of classrooms when a Lockdown is announced should try to get into the closest available classroom, or room with a door that can be secured. In the event someone cannot get into a room before doors are locked, they should be instructed about other options. In this situation, students and staff should be trained to hide or even evacuate themselves away from the building or area. Students and staff should receive training on where to go if they self-evacuate so they can be safe and accounted for. If during a Lockdown an additional hazard manifests inside the school such as a fire, flood, or hazmat incident, then situational decisions must be made. There should be discussions about reacting to a fire alarm if it is activated during a Lockdown. This may require following additional directives of the SRP.

1. **Lockdown-** Lights are off and students are out of sight. Students will move to their safe location within the classroom and remain out of sight with lights off. Students who are in the hallways should find the nearest room to hide.

School Commander:

- Principal, Assistant Principal or designee will consult with the superintendent.
- Once a threat has been determined, the Principal or the **EAT** will alert the staff and students via the intercom using the appropriate code and level of lockdown to be employed.
- The Principal or **EAT** will alert classes that are outside to either return to the building if it is safe to do so or to report to the off-campus Assembly Area.
- The appropriate staff will be notified to switch the bell system to manual mode and the fire alarm deactivated.

The Principal or designee can give the following statement to alert faculty and staff of the Lockdown...

“Lockdown! Locks, Lights, Out of Sight! Lockdown! Locks, Lights, Out of Sight!”

When the announcement is made, faculty and staff will understand that the school is going on lockdown immediately due to an emergency situation. Teachers will check to be sure that doors are locked and keep students inside until further notice. Please ignore all alarms and bells until advised otherwise.

Office Staff:

- Stay near the phones to await directions from the District Office or Law Enforcement.
- Check the status of students and staff returning to the office.
- Assist administration in establishing a command post.

Custodians:

- Close and lock all exterior doors.
- Direct any service workers to the front office or safe area.

Teachers:

- Lock doors and turn off lights.
- Move students to the safe-wall.
- Ignore all bells and signals until directed by administration.
- Allow no one out of the room until given the “all clear” by administration.
- If outside, teachers will move students to the designated Assembly Area until further directions.

Cafeteria Lockdown Procedures

When a lockdown occurs, students, teachers, and cafeteria staff will quickly move to the kitchen area and get in the dry storage room. Cafeteria managers will attempt to close the doors from the cafeteria to provide a locked barrier. Students will find a safe wall and remain quiet until the “all clear” announcement is given by administration.

Library Lockdown Procedures

When a lockdown occurs, students in the library will proceed to the two available storage closets on the left side of the library or to the Media Specialists office. Students will remain quiet until the “all clear” announcement is given by administration.

Gym Lockdown Procedures

The gymnasium doors will remain locked at all times. During a lockdown the gym doors will be pulled closed and students will move to the far corners of the gym on the bleacher side. Students will remain quiet until the “all clear” announcement is given by administration.

Recess Lockdown Procedures

If a lockdown occurs during recess: based on the safety discussion with the School Resource Officer during our safety meeting, teachers will use their best judgment to find a safe location for their students.

If the incident is outdoors, students and teachers will come into the school and go to the closest classroom.

If the incident is inside the school, teachers and students will find a safe location in the woods that surround the school.

Teachers will call 911 to notify law enforcement of the incident as well as their location.



SHELTER

State the Hazard and Safety Strategy

Shelter-in-Place

Purpose: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

- Administrator or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

“Shelter! For a hazard. Using a safety strategy. Shelter! For a hazard. Using a safety strategy.”

Principal or designee:

- Order a **REVERSE EVACUATION** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or runners to gather staff and students inside.
- Staff will close all windows and doors.
- If warranted, Principal/designee will order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Principal or designee will notify the district office the school is **SHELTERING-IN-PLACE**.
- Office Staff will monitor the NOAA weather radio
- Principal or designee may need to be prepared to announce change in status (“DROP, COVER AND HOLD” or “All Clear”)

Custodians:

- Shut off utilities (if necessary).
- Turn off ventilation systems (Heating, ventilation and air conditioning) as appropriate.
- Post Shelter in Place cards at the primary entrances to the building(s).

Teachers:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
 - a) For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
 - b) b. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or crosswind from the spill.

HAZARDS MAY INCLUDE:

- Tornado
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake

All persons must remain in shelter until notified by the Principal or emergency responders.

Drop, Cover and Hold Procedure

Purpose: *Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.*

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration.
- The School Commander may order an evacuation if the situation warrants and it is safe to do so.

Off-Campus Evacuation Procedure

Purpose: *This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those*

concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.

School Commander:

- Administrator will advise the Incident Commander of the decision to implement the protocol and begin setting up the bus evacuation staging area.
- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- Administrator or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:
“YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING TO (CCHS FOOTBALL FIELD OR SMK-8 GYM). WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION.”
- Direct staff to move students to the evacuation staging area for loading onto buses.
- Notify the district office and Superintendent of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation site, the evacuation route and if needed, request buses or alternate means of transportation.
- Request the district office to activate appropriate system-wide Emergency Assistance Teams from each school and send them to the relocation site to assist with Family Reunification.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Officer.

Teachers and staff

- Take your class roster, phone lists and emergency Gator Kit as you exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Hold up the RED status card to indicate you have missing or injured students. Use the GREEN status card if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.
- Ensure special needs students and staff are assisted. Custodians will assist.
- While traveling to the relocation site, the teachers will prepare list of all evacuees on the bus, to give to the reunification site commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the site.

Family Reunification

Purpose: *The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.*

- Administrators, after consulting with the Incident Commander, will determine the appropriate pre-designated relocation site and safe evacuation route.
- Administrators will notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Officer – (guidance).
- Request the District Office to send personnel to staff the Family Reunification Center.

Reunification Site Officer:

- Establish a command post
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.

- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive.
- If needed, you will assist in staffing the site.

Pandemic Procedure

Purpose: *These procedures are used to communicate to the school faculty and staff updated information of a pandemic and how to address students' learning.*

Administrators:

- Faculty and staff will be contacted using the Emergency Tree Procedures
- Information will also be available on school's Facebook page.

Mental Health/Crisis Intervention

Purpose: *These procedures are intended to guide staff in responding to more frequently occurring crisis such deaths, injuries, emergencies or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions. As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such as crisis occurs will minimize the chaos, rumors and the impact of the event on other students and staff.*

Administrator:

- Notify the Superintendent of the incident or emergency.
- Ensure the designated media or public information officer (PIO) is notified and briefed on the circumstances and actions taken. Request the PIO to prepare formal announcement and media release.
- Activate the school Crisis Intervention Team (*Guidance and Mental Health Counselors*) and assign duties.
- Request additional district level support from teams from other schools or community-based mental health resources (if needed)
- Notify building support staff including counselors, psychologists and social workers.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Determine if additional district/community resources are needed—or are needed to “stand by”—to effectively manage the crisis, and notify them if appropriate.
- Assign staff to monitor the grounds for students leaving the building without permission. Redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the PA system to the entire school. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene the Crisis Intervention Team for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feeling and reactions.

Mental Health/Crisis Intervention Team

(Guidance and Mental Health Counselors)

- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the school administrator to restore regular school functions as efficiently and as quickly as possible.
- Provide direct intervention services, critical incident stress debriefings, ongoing assessment of needs and follow-up services as required.
- Identify locations in the school designated for individual or group counseling and make a building wide announcement.
- Identify, gather, and inform the siblings, closest friends and teachers of the deceased/injured and provide counseling support.
- Notify parents of affected students regarding available community resources.
- Provide grief support for students/staff in designated building areas. Ensure parents of any students seeking support are notified of the impact of the event on their child.
- Review and distribute guidelines to help teachers with classroom discussions.
- Stand-in for any substitute teacher in the building or for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.
- Assign a counselor, psychologist, social worker or other designated staff to follow a deceased/injured student's class schedule for the remainder of the day if that will help teachers in those classes.
- Notify feeder schools regarding siblings or other students predicted to be strongly affected.

Teachers and staff:

- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event. Encourage
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules.
- Anticipate a recurrence of emotions and trauma on the anniversary date of the incident.

Bomb Threat

Purpose: *When a bomb is observed in the building, the observer should immediately notify the office for immediate evacuation. The order to evacuate is completed using an alternate method. Do not activate the fire alarm as it may trigger the device. If an identified bomb or explosive device is located in an area that obstructs the normal evacuation route, the nearest alternative route will be used.*

Announcement is as follow:

Evacuate to (location) Shelter for Bomb!

- The main office should be notified immediately. The nature of the crisis and any injuries should be reported to the office, as well as, the location of the device.
- Office staff will notify the Calhoun County Sheriff's Office by dialing 911. The District Office should then be notified. Evacuation should begin immediately.
- The staff that received the call or found the suspicious device should complete the Bomb Threat Checklist and give to law enforcement.
- If a call was received, administration should assemble the Emergency Assistance Team to locate the device.
- If a suspicious device is found, do not touch it and report its location to law enforcement. Report any strange items or items out of place. Do not activate fire alarms, use cell phones or radios. If lights are off, leave them off; if they are on leave them on. These actions could detonate the device.
- Staff and students should be moved away from the building to a safe distance (500 feet minimum).
- No one should reenter the building.
- Administration or designee, after consultation with Law Enforcement, will give the all clear signal.

Teachers:

- Search classroom for suspicious or out of place items. Notify the office of findings.
- If a suspicious device is found, do not touch it. Secure the area where the device was found. Do not stay with the device.

- Assemble students and direct them to leave the room. Upon exit, the teacher will leave doors and windows open.
- Teacher should take roll of students and visitors upon reaching the Assembly Area.
- Notify administration of any missing students.
- Be prepared to move to another safe area should the need arise.

BOMB THREAT CHECKLIST

Description Detail Report

Caller's Voice – Circle as applicable:

<p>Questions to ask:</p> <ol style="list-style-type: none"> 1. When is the bomb going to explode? 2. Where is it right now? 3. What does it look like 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Why? 8. What is your address? 9. What is your name? <p>Exact wording of the threat:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sex of Caller: _____ Race: _____</p> <p>Length of call: _____ Age: _____</p> <p>Date: _____</p> <p>Time: _____</p> <p>Number at which call was received:</p> <p>_____</p>	<table border="0"> <tr><td>Calm</td><td>Nasal</td></tr> <tr><td>Angry</td><td>Stutter</td></tr> <tr><td>Excited</td><td>Lisp</td></tr> <tr><td>Slow</td><td>Raspy</td></tr> <tr><td>Rapid</td><td>Deep</td></tr> <tr><td>Soft</td><td>Ragged</td></tr> <tr><td>Loud</td><td>Clearing</td></tr> <tr><td>Laughter</td><td>Throat</td></tr> <tr><td>Crying</td><td>Deep</td></tr> <tr><td>Normal</td><td>Breathing</td></tr> <tr><td>Distinct</td><td>Cracked</td></tr> <tr><td>Slurred</td><td>Voice</td></tr> <tr><td></td><td>Disguise</td></tr> <tr><td></td><td>Accent</td></tr> <tr><td></td><td>Familiar</td></tr> </table> <p>If voice is familiar, whom did it sound like?</p>	Calm	Nasal	Angry	Stutter	Excited	Lisp	Slow	Raspy	Rapid	Deep	Soft	Ragged	Loud	Clearing	Laughter	Throat	Crying	Deep	Normal	Breathing	Distinct	Cracked	Slurred	Voice		Disguise		Accent		Familiar
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<p>Notes:</p>	<p>Background Sounds:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Street Noises • Animal Noises • Clear • Static • Music • House Noises • Motor </td> <td> <ul style="list-style-type: none"> • Factory Machinery • Voices • PA System • Local Call • Long Distance • Phone Booth • Office Machinery </td> </tr> </table> <p>Other: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Threat Language:</p> <ul style="list-style-type: none"> • Well Spoken (educated) • Incoherent • Foul • Irrational by threat maker • Taped • Message read 	<ul style="list-style-type: none"> • Street Noises • Animal Noises • Clear • Static • Music • House Noises • Motor 	<ul style="list-style-type: none"> • Factory Machinery • Voices • PA System • Local Call • Long Distance • Phone Booth • Office Machinery 																												
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Faculty/Staff Name _____

Bus Accident

Bus Driver/Monitor:

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights.
- Check for conditions that could cause a fire
- If conditions are safer outside the bus than inside, evacuate the bus
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 911. Let them know a school bus was involved, exact location, number of injured and type of injuries, school district and remain on the phone to provide updates until emergency responders arrive.
- Contact the school district/bus company office and provide the following information:
 - 1. Who**
 - 2. What,**
 - 3. When**
 - 4, Where (location)**
 - 5. Why and needs**
- Do not discuss details of the accident with media
- Do not release any students to anyone unless told to do so by school district administration or law enforcement
- If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
- If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

Principal or designee:

- Dispatch the district transportation director, school administrator or designee to the accident location.

- School official(s) at the scene will assess level of support needed and convey this to the administrator and Superintendent's office.
- Administrator or designee at the scene will report the names of student passengers, their conditions disposition, and location(s) where injured were taken to the district office so parent notifications can be made.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- Administrator or building principal will ensure any special health information or medication for any injured student is sent to the hospital.

Superintendent:

- If multiple hospitals are used, the Superintendent's office will send an administrator to each hospital.
- The Superintendent or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital the student where the student was taken.
- District staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

Severe Weather

When a Severe Weather Watch or Warning has been issued in the area near the school, the following procedure will be observed.

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free span roofs and large areas of glass windows.
- Review **"DROP, COVER, and HOLD"** procedures with students.

- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:

MEMBERS OF THE SAFETY TEAM WILL REPORT TO WATCH ZONES.

- **Resource Officer: Outside in front of the building.**
- **Custodian: Outside in the back of the building.**
- **EAT Member: Facing the front of the building, outside monitoring the left.**
- **Building Supervisor: Facing the front of the building, outside monitoring the right.**

All other members of the safety team should assemble in the library immediately after ensuring the safety of any students in their class. Members of the team will assist as needed during until further notice.

- Administration or designee will announce Shelter in Place to alert faculty and staff that an actual warning has been issued for our area. If the intercom is not working, members of the safety team will be called upon to physically walk to every classroom and alert the teacher.
- Administration or designee will direct students and staff inside the building.
- Teachers should get their Emerge-A-Gator Kit and move students immediately to their designated interior safe area, closing classroom doors after exiting.
- Teachers should ensure that students are in “DROP, COVER, and HOLD” positions until the danger passes.
- The administrator will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Evacuate students and staff from any mobile classrooms in to the building
- Remain in safe area until warning expires or until administration/emergency personnel have issued an all-clear signal.
- Administration will notify the superintendent and provide updates.

TORNADO ACTION PLAN

When the Emergency Preparedness or weather radio issues a tornado warning for the St. Matthews area, when the civil defense sirens are sounded, or when observed weather conditions warrant it.

An announced from the main office via the public address system.

Announcement as followed:

Evacuate to (location) Shelter for Tornado!

- All teachers should close all doors as a precaution against flying debris and glass.
- Get Emerge-A-Gator Kit If any injuries or damages are present, report them to Simon who will notify the Calhoun County Public Safety, Police Department, EMS if appropriate, and Emergency Preparedness by calling 911.
- The district office will then be notified.

In the event of an actual tornado, the following procedures should be followed:

- **A-Hall**– All classes will move inside the halls during an actual tornado.
 - (Rooms A1, A2, A3, A17)
- **B-Hall** – All classes will move inside the hallway.
 - (Rooms B1, B2, B3, B17, and Guidance)
- **C-Hall** - All Classes will move inside the hallway.
 - (Rooms C1, C2, C3, C10, Technology, Speech, Nurse, Band, and Science Lab)

Gym students will move to the nearest hallway away from any doors and follow the correct procedure for duck and cover. Drop, Cover, and Hold.

Lunch Clerk, Cafeteria Staff, and Custodians move into the Cafeteria eating area and follow the correct procedure for Drop, Cover, and Hold.

HAZARDOUS MATERIAL RELEASE

Hazardous material (haz-mat) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal haz-mat incidents may occur from activities in a school laboratory, vocational technical area, or

maintenance shop. External haz-mat exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Announcement is as followed:

Shelter for Hazmat! Seal your Rooms

Substance Released Inside A Room or Building

- Administrator will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The administrator directs staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system,) provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The administrator or staff will notify the Superintendent's office and request activation of media and parent notification protocol.
- The administrator will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The administrator will establish a school command post outside the school and brief fire officials when they arrive.
- Refer media to:

Mr. Kiernan

(W) 803-655 -2601

District Spokesperson

Telephone Numbers

- Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with haz-mat substances should be taken to a decontamination area.
- The administrator will determine if an off-campus evacuation to a relocation site is necessary. If so, request transportation resources from the district. Alert staff to move to students to designated transportation site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

Substance Release Outdoors:

- The administrator will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The Principal or designee will call 9-1-1 (Insert the actual sequence to dial 911 from your phone system) identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The Principal or designee will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- The administrator will notify the Superintendent's office and request activation of media and parent notification protocol.
- Refer media to:

Mr. Kiernan

District Spokesperson

(W) 803-655 -2601

Telephone Numbers

- The Principal or designee will ensure all buses en-route to the school are re-directed to the alternate relocation site and deposit the student there for reunification with parents.
- Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- The Principal or designee will turn on a radio or television to monitor information concerning the incident.
- The school will remain in SHELTER-IN-PLACE until the fire official or appropriate agency provides clearance or the staff is otherwise notified by the Superintendent.

When emergency responders determine it is safe to do so, the Principal or designee will administrator will give the "All Clear" signal to staff and students and announce whether school will resume normal activities, dismiss early or complete a non-emergency evacuation and movement to an off-campus relocation site for parent reunification.

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries. Earthquake drills and reality incidents will be signaled through the intercom.

The announcement will state:

Shelter for Earthquake!

Administration

- Principal or designee will call 911(if necessary).
- After the shaking stops, administration will initiate an “EVACUATE BUILDING” alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- Administration or designee will contact the Superintendent’s office asking for assistance in activating the parent notification protocol.
- Administration will establish a school command post and medical triage site on campus if necessary.
- A member of the "Emergency Assistance Team" will direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer)
- The school will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
- The Principal or designee will consult with the Superintendent concerning closing school. They will decide whether to announce dismissal of students from the school or EVACUATE student’s off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Teachers and staff:

- Upon the first indication of an earthquake, teachers should direct students to DROP, COVER, and HOLD,
- If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
- Seek shelter under desks, and move away from windows and overhead hazards.

- If possible, students should move to the hallway away from window, kneel along the wall, and assume the "duck and cover" position.
- Teachers should take their Emerge-A-Gator Kit and close the door as a precaution against flying debris and glass.
- If outdoors, teachers off campus evacuation is needed, procedures will be followed as outlined.
- The main office should be notified as soon as possible regarding the nature and location of building damage and/or injuries.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.

Intruder/Hostage/Active Shooter

Purpose: *An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb, or other harmful device.*

The Principal or designee will make the following announcement to notify faculty and staff of the possibility of an intruder or active shooter. Please look for active gators in our building. When the announcement is made, faculty and staff will understand that the school is going on lockdown immediately due to an emergency.

Announcement as followed:

Lockdown! Locks, Lights, Out of Sight!

Active Shooter

Active Shooter during Lunch - Students in the cafeteria or just outside of the cafeteria doors will move to the kitchen and the kitchen doors will be locked. Students on the courtyards will flow away from the shooter and enter classrooms or exit out the safest Corridors to the outside of the building.

Active Shooter through (Bus Loop Double Doors) – Students in the upper class courtyard would enter the nearest classroom or exit out the safest Corridor. If cut off from a classroom by the shooter, students should run out of the side doors of the corridor and continue moving away from the shooter and into the woods

Active Shooter through Gym Lobby- Students may not have the time or may be cut off from a classroom by the shooter, if so students run out the side door, to the wooded area behind the playground.

Active Shooter through the Front Office – Students on the hallways would enter the closest classroom. Students out of the building would continue to move away from the shooter towards the woods behind the school.

Fire Action Plan

In the event of a fire within the school building, the alarm will sound for staff and students to evacuate the building. Students and staff will retreat to the previously established assembly areas. Whenever there is the presence of smoke or fire, staff should initiate the alarms and notify the school's administration.

Administration will direct all occupants to evacuate the building to the previously established Assembly Areas. Principal or designee will direct an office staff to dial 911 and the District Office to verify the fire alarm.

An announcement will be made:

Evacuate to the (location)

Administration will consult with the Superintendent and emergency personnel.

After consultation with the Superintendent and emergency personnel, the School Commander/ Crisis Manager will direct occupants to a safe area away from the building.

Teachers:

- Instruct students to leave room in orderly fashion. Teacher will confirm that all students are out of the room, turn off the lights, close the door, and exit the classroom and building. Use an alternate route if predefined route is blocked.
- Get “Emerge-A-Gator Kit” and lead students to the pre designated safe area.
- Take roll to verify that all students and visitors are accounted for. Use your green card to indicate that all students are accounted for and safe. Use your red card to indicate that students are missing from your class. Have the name of the student and last known location ready for the Area Coordinator.
- Be prepared to move students to another safe area should the situation call for it.

NUCLEAR POWER PLANT RADIOLOGICAL EVENT

Schools within 10-mile radius (Insert facility name(s)) Nuclear Station: Listen for 3 to 5 minute steady siren blast. This signals public to tune their radios to an Emergency Alert Station (EAS). Schools will be notified if radiological release requires protective actions. There are two basic protective actions: Sheltering and Evacuation.

Sheltering Notification:

- Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put food in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

Administration:

- Administration announces EVACUATION alert to students and staff directing them to remain the classrooms until transportation arrives and a second notice is given to load the buses.
- Administrator contacts (transportation coordinator) and informs him/her that an EVACUATION and OFF CAMPUS RELOCATION has been ordered.

- School Commander or designee notifies the relocation center to activate the FAMILY REUNIFICATION PROTOCOL.
- Activate the parent notification protocol and direct them to the relocation site.
- Order teachers and support staff to close all windows.
- Direct staff to turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Post evacuation signs at the main entrances to the building

Teacher responsibilities during evacuation and movement to relocation site:

- Return to homeroom or keep classes intact.
- Take roll.
- Explain evacuation/off-campus relocation procedures to students.
- Instruct students to take belongings.
- Wait in classroom until Administrator or designee informs teachers that buses have arrived.
- Take class roster, emergency Gator Kit and move students to the bus staging area for loading.
- Take roll again after arriving at the relocation center

Utility Loss or Failure

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year.

In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, administration will initiate appropriate immediate response actions, which may include directing staff to shut off utilities, as deemed necessary.
- Administration will confer with the Superintendent and determine whether school should be closed and classes temporarily suspended. If so, activate parent is notification protocols.

- In the event of a gas leak, the School Commander will direct staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system) give name and exact location of the school, state the emergency, identify affected area(s) of the building, announce the school is EVACUATING and provide the location of the school command post outside.
- For gas leaks, the School Commander will order an EVACUATION and open windows. DO NOT ACTIVATE THE FIRE ALARM and transfer school bells to manual mode. Direct staff to shut off all utilities.
- If evacuating, teachers and staff should follow evacuation procedures avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to administration. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if directed.
- Refer media to:

Mr.Kiernan

W 803-655-7310

District Spokesperson

Telephone Number

- Do not allow anyone to reenter the building until the facility has been deemed safe.
- The School Commander will complete a detailed incident report at the earliest opportunity and send to the Superintendent’s Office.

MEDIA

All staff must refer media to school site or district spokesperson.

- The School District, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)
- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.
- Refer media to:

Mr. Kiernan

(W) 803-655- 7310

District Spokesperson

Telephone Numbers

Alternate District spokesperson:

Name	Telephone Number
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- School Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

School Public Information person: Mr. Floyd Dinkins III (C) 803- 319-0221

Name

Alternate Public Information person: Michelle Bradley (C) 803-290-6393

Name

During an emergency, adhere to the following procedures:

- Principal or designee relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly. Do not say “No comment”.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media Statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school’s plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

- Upon the first indication of a structural failure the administration may implement DROP, COVER and HOLD, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.

- Teachers and staff will immediately the injured and evacuate the building moving to their assigned assembly area(s).
- Principal or designee will initiate an EVACUATION of the building
- Principal or designee will call 9-1-1(if necessary) (Insert the actual sequence to dial 911 from your phone system), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- Principal or designee will direct staff to turn off utilities and seal off the high risk area, if necessary
- Principal or designee will notify CPR/first aid certified persons in school building of medical emergencies, if necessary.(Names of CPR/first aid certified persons are listed in Emergency Assistance Team Members section.). The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.

Structural failure without collapse

- For structural failure without collapse, the Principal will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The Principal or designee will notify the Superintendent and determine whether to dismiss school early, order an evacuation, and off site evacuation for parent reunification.
- The Superintendent and Principal will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The district office will notify the architect and insurance carrier to document and assess the damage
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

DISTURBANCES/DEMONSTRATIONS

The handling of a disturbance or demonstration lies in the realm of the Principal's judgment and knowledge of the background and facts surrounding a particular situation. The Principal,

his/her designees, and all staff members should handle a disturbance with sensitivity, using the highest possible level of communication skills.

It is the Administration's responsibility to keep staff sufficiently informed to prevent rumors from multiplying during or after a situation. Students, likewise, should understand the facts of an event. At the same time, Administrators are advised against unnecessary discussion of an incident. The Superintendent expects professionalism of all employees – administrative, certified, and support staff.

The Principal should use his/her judgment concerning notification of the police and the district office. Incidents outside of the usual disciplinary nature should be reported to the office of the Superintendent.

ICE/SNOW STORM

Decisions regarding delays, early dismissal, or school closing will be made by the Superintendent. This information will be communicated to radio and TV stations by 6 a.m. Students and employees should listen to the radio and television stations and not call the school and/or District Offices.

- Students will remain in their classrooms under the direct supervision of the teachers until given further instructions.
- Weather Bureau warnings will be closely monitored.

DELAYED SCHOOL OPENING

In the event school can open on a delayed schedule, the procedures listed below will be followed:

- Administrators, custodians, and food service personnel will report at the regular time.
- All other staff will report one hour later than their normal reporting time.
- Buses will run their normal routes two hours later than usually scheduled.
- Students will report to their first period classes when a delayed opening is called. Approximately five minutes later, students will be dismissed to whatever class is regularly scheduled for that time. The normal schedule will be followed for the remainder of the day.

Classroom Teacher Buddy List

Guidelines for Preparing a Buddy Teacher List

- Assign teachers in adjacent or nearby rooms as buddies.
- Review evacuation routes and procedures with entire staff.
- During an emergency, teachers should conduct a classroom status check and buddy teachers should check with each other to determine each other's health status, the need to assist with injuries, the need to stay with injured students, etc. If possible, injured students should not be left alone.
- Remember: The teachers' responsibility is to all students, but in situations that threaten the lives of all, teachers should do the greatest good for the greatest number.
- If necessary, one buddy teacher should evacuate both classrooms. In these cases, the students should exit without the teacher leading them. The teacher should stay back to check the classroom and close the door (but not lock it). If both buddy teachers are available for evacuation, one should lead and one should bring up the rear, checking briefly to make sure that both classrooms are empty and closing doors.
- Ensure that each classroom contains a "Emerge-a-Gator kit" that contains the teacher's class roster and the buddy teacher's class roster.
- Immediately following student accounting, one member of each buddy team must check in at the Command Post.
- In emergency situations that do not involve evacuation, it may be necessary to move all students from one buddy's classroom into the other. One teacher is then available for assignments.
- Ensure that substitute teachers are familiar with emergency procedures and who their buddies are.

MEDICAL EMERGENCY

School Staff Response:

- Immediately inform Administration and the Nurse or first responder in the nurse's absence.
- Quickly assess the situation. Make sure the situation is safe for you to approach.
Examples of danger include but are not limited to:
 - a. Live electric wires
 - b. Gas leak
 - c. Building damage
 - d. Animal threat
- Immediately notify the building's emergency responder(s) whose contact information is posted in the facility.
- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first aid according to your level of training
- Comfort and reassure the victim. Do Not Move the sick or injured unless the scene is unsafe.
- If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- Staff trained in the use of the AED will respond to the scene and apply the device if necessary.
- If an AED was used, the person using it will complete the Automatic Defibrillator Incident Report, 4:170E7. If appropriate, a supervising staff member completes the report.

Administration:

- Direct staff to call 911, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/AED training to the scene.
- Assign a staff member to remain with the victim if they are transported to the hospital
- Notify parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Notify the school counselor/Crisis Intervention Team and provide a brief description of the incident.
- Advise faculty and staff of the situation (when appropriate).
- Develop and maintain written documentation of the incident.

- Develop and maintain written documentation of the incident and report each use of an AED to the local EMS System Resource Hospital. Ensure the person who used the AED completes the Automatic External Defibrillator Incident Report, 4:170-E7.
- Follow-up with the parents or guardian

Emergency Contact Numbers

Public Safety Agencies Number

- General Emergency 911
- Police/Sheriff/Fire (dispatch) 803.874.2454
- Palmetto Poison Center 1.800.222.1222
- Poison Control Center 1.800.922.1117
- Local Hospital (TRMC) 803.395.2252
- Mental Health (Mrs. Jones) 803.874.2301
- Health Department 803.874.2037
- Board of Disabilities and Special Needs 803.874.2664
- Detention Center 803.534.4658
- Calhoun County Department of Social Services 803.874.3384

District Contacts Number

- Superintendent (Dr. F. Tullock) 803-655-2607 or Ext. 2122
- Transportation (Mr. Fredrick) 803-655-2614 or Ext. 2143
- Operations 803-655-2612 or Ext. 2141
- Food Services 803-655-2615 or Ext. 2144
- Calhoun County High School (Mr. Howard) 803-874-3071 or Ext. 2201
- St. Matthews K-8 (Dr. M. Peebles) 803-655-2751 or Ext. 2501

School Contacts Number

- Principal (Floyd Dinkins III) 803-655-2701
- Assistant Principal (Michelle Bradley) 803-655-2702
- School Nurse (Melissa Mack) 803-664-0353 Ext. 2409
- Counselor (Peggy Whittenburg) 803-999-1114
- Counselor (Betsy Tant) 803-999-1115
- Resource Officer (Sgrt. Lawrence) 803-655-2746 or Ext 2470
- Maintenance Department (Mr. Theodore) 803-378-3553

NOTE: Determine the appropriate sequence required to **dial 911** from your sites phone system.

Sandy Run K-8 School
2023-2024 Emergency Assistance Team Committee

Name	Position	Contact Information
Floyd Dinkins III	Principal Office Ext.: 655-2701	Columbia, SC 29209 Cell 803
Michelle Bradley	Assistant Principal Office Ext.: 655-2702	4133 Brown Street Orangeburg, SC 29118 Cell: (803) 290-6393
Peggy Whittenburg	Guidance (6 th – 8 th) Office Ext.: 999-1114	Columbia, SC 29223 Cell: (803) 463-9283
Betsy Tant	Guidance (PreK – 5 th) Office Ext.: 999-1115	3913 Overbrook Dr Apt. 10 Columbia, SC 29205 Cell: (843) 330-1303
Jamie Wise	Administrative Assistant/ Bookkeeper 655-2705	
Cassandra Heatley	Attendance Clerk Office Ext.: 655-2704	214 Bull Swamp Road St. Matthews, SC 29135 Cell: (803) 530-3763
Amy Knapp	Receptionist Office Ext: 655-2703	135 Hickory Road St. Matthews, SC 29135 Cell: (803) 308-3552
Sgt. Michael Lawrence	School Resource Officer Cell # - 803-447-6105 Office Ext: 999-1163	75 Sugar Maple Road St. Matthews, SC 29135 Home: (803) 447-6105
Elisa Holman (EAT)	Math Interventionist Office Ext: 999-1141	Home: (803)456-0274
Lacey Rabon	Reading Coach Office Ext: 999-1137	
Lakeshia Dawkins	Media Specialist Office Ext.: 999-1155	124 Vista View Drive West Columbia, SC 29172 Cell: (803) 707-3763
Melissa Mack	Nurse Office Ext.: 999-1116	1371 Mack Street Gaston, SC 29053 Cell: 803 664-0353
Eddie Riley	Head Custodian	312 Green Lake Drive Hopkins, SC 29061 Cell 803 837-1794
David Robinson	IT Cell # 803-747-5630	1220 St. Matthews Road Orangeburg, SC 29115 Cell: (803) 747-5630

Mission Statement

The mission of Calhoun County Public Schools is to empower all students to compete and succeed in an ever-changing global society.



Vision Statement

Our vision is to be the premier, competitive school district recognized globally for embracing the needs of each student.

Empower. Compete. Succeed.