

Williamsburg County School District



CRISIS MANAGEMENT GUIDE

PURPOSE OF GUIDE:

To ensure that WCSD has an understandable, workable protection system plan in place to protect - students and staff members in the event of any disaster or threat that involve the school community.

INTRODUCTION AND USE OF THIS GUIDE

Williamsburg County School District is responsible for the safety of all students and staff members. While safety is always a priority, this responsibility takes on added urgency during times when the commonwealth and nation are threatened by terrorism. This Crisis Management Plan includes model policies, procedures, and forms that must be used to meet local needs and accommodate existing resources.

This plan is developed to cover all the foreseen emergencies including the following:

- Fire
- Bomb Threat
- Earthquakes
- Explosion/Structural Failure
- Tornado Watch/Warning
- Armed Intruder
- Student or staff deaths
- Medical emergencies
- Bus accidents

Intent and Definition of Crisis Management

Intent - Crisis Management is a central component of comprehensive **School Safety**. The most important consideration in both Crisis Management and Safe Schools efforts is the **health, safety and welfare** of the students and staff. A comprehensive Safe Schools Plan places a strong emphasis on prevention using strategies which range from building design to discipline policies and programs which improve school climate.

Definition - Crisis Management is that part of a school division's approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

Each principal is required to review the school's emergency procedures and Crisis Management Plan with staff at the beginning of each school year; ensuring that all staff are informed and prepared. The most carefully developed school's safety plans are of little value if school personnel have not been properly trained in emergency procedures and plan implementation. It is therefore necessary to provide training to all staff members. For the purpose of this guide, only training that relates directly to implementing the Crisis Management Plan will be discussed.

EMERGENCY CONTACT NUMBERS

District Office (843) 355-5571

Administrator	Office	Fax
Superintendent	843-355-5571	843-355-3213
*Deputy Superintendent	843-355-5571	
*Director of Student Services and Transportation	843-355-5571	
School Bus Maintenance Garage	843-354-6121	
Director of Food Service	843-355-5571	
Director of Special Services	843-355-5533	
Maintenance	843-355-0886	
School Resource Officer	Police Station in your school area	

* Designated back-up person(s) in the absence of the Superintendent

School Administrators will provide contact numbers in case of an emergency

Administrator	Office
Principal (Adult Ed)	843-355-6887
Principal (Anderson Primary)	843-355-5493
Principal (C.E. Murray Middle)	843-426-2121
Principal (Hope Academy)	843-355-5565
Principal (Greeleyville STEAM Academy)	843-426-2116
Principal (Hemingway Elementary)	843-558-4444
Principal (Hemingway Career & Technology)	843-558-5813
Principal (Hemingway High)	843-558-9413
Principal (Hemingway MBLMS)	843-558-2721
Principal (Kenneth Gardner Elementary)	843-355-7233
Principal (Kingtree Middle Magnet School)	843-355-1506
Principal (Kingtree Senior High) East Campus	843-355-6525
Principal (Kingtree Senior High) West Campus	843-355-6823

EMERGENCY SERVICES

For all emergency services (fire, police, ambulance, highway patrol) throughout Williamsburg County, please dial 911. You should be prepared to state the nature of the emergency and provide other required information. The operator will already know your address and phone number.

Agency	Telephone
EMS-Emergency Medical Services	843 355-5195
Fire Department-County	843-355-5383
Fire Department-Kingtree	843-355-7639
Williamsburg Regional Hospital	843-355-8888
Williamsburg County Health Department	843-355-6012
Williamsburg County Sheriff Department	843-355-9696
Kingtree Police Department	843-355-5435
SC Highway Patrol	843-546-7300
Poison Control	800-222-1222
Williamsburg County Department of Alcohol & Drug Abuse	843-355-9113
Waccamaw Center for Mental Health	843-354-5453
Williamsburg County Transit System	843-355-6975
SC Forestry Commission	843-382-8751
Department of Social Services	843-355-5411
Williamsburg County Emergency Management/ Division E-911	843-354-9330
FTC Security Alarm System	1-888-218-5050

UTILITY COMPANIES

Santee Electric Cooperative Inc.	843-355-6187
Duke Progress Energy	800-419-6356
H & S Oil Company	843-558-9411
Suburban Propane	843-354-6144
Mishoe Oil & Propane Co	843-426-2600
Thomlinson & McWhite	843-355-6981
Farmers Telephone Cooperative Inc.	843-382-2333

EMERGENCY EQUIPMENT LIST

Each school must have the following emergency equipment on hand:

- | | |
|--|--|
| <input type="checkbox"/> Air horn or megaphone | <input type="checkbox"/> Radio (battery/solar) |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Lights/Lanterns |
| <input type="checkbox"/> Mobile Phone | <input type="checkbox"/> Unlisted phone line |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Master list of staff |
| <input type="checkbox"/> Evacuation Plan | |
| <input type="checkbox"/> Paper/maker pens | |

CRISIS MANAGEMENT TEAM

Each Crisis Response Team, under leadership of the principal, is responsible for the following:

1. Establishing a protocol for dealing with crises and critical incidents.
2. Establishing systematic approach for identifying, referring, and intervening with students identified as at-risk for suicide or other destructive behaviors.
3. Orienting staff to procedures and training to fulfill designated roles, including conducting drills.
4. Providing information to students, staff, and community on Crisis Management referral procedures.
5. Providing assistance during a crisis in accordance with designated roles; providing follow-up activities.
6. Conducting debriefing at the conclusion of each crisis episode to critique the effectiveness of the building's Crisis Management Plan.
7. Conducting periodic reviews and up-dating of the Crisis Management Plan; conducting related updated staff training.

The Crisis Team is trained in intervention and postvention procedures. Team members include the principal, counselor, teachers, school nurse, and custodians – assign the appropriate staff. The Team has responsibility to:

1. Develop and implement procedures for prevention, intervention and postvention at all grade levels.
2. Establish a systematic approach to identifying, referring and assessing students at risk of suicide or other behavior that would endanger themselves or others.
3. Disseminate information to students, staff and community on referral procedures.
4. Provide training for teachers and staff. Conduct drills.
5. Assist the Principal in controlling emergency situations.

ANNUAL START UP PROCEDURES FOR ALL SCHOOLS

1. Confirm crisis team members.
2. Send a list of team members to the Office of Student Services.
3. Decide on a coordinator and substitute for synchronizing suicide intervention, critical incident, and postvention procedures.
4. Plan at least two crisis team meetings. It is mandatory that crisis teams meet prior to the beginning of the school year and one other time during the school year to review procedures, especially critical incidents, and check equipment such as crisis boxes.
5. Inform faculty of crisis members. Provide faculty a copy of the crisis management guide.
6. Review critical incident communication notification with faculty and staff
7. Update faculty phone tree.
8. The team needs to not only review procedures annually, but should go through at least two scenarios using the Postvention Steps procedures.
9. Meet with new staff members annually to inform them of intervention, crisis response critical incident procedures, emphasizing the referral process for crisis intervention.
10. Hold a general faculty/staff in-service on intervention, crisis response and critical incident procedures.

CRISIS TEAM CHECKLIST

What to do first:

1. The administrator will confirm the facts.
2. The administrator will gather the school crisis team (administrators, counselors, school nurse, secretary/receptionist, teacher, and etc.) together.
3. As a team, decide what needs to be done immediately.
4. Develop a plan of response.
5. Assign tasks to team members.
6. Determine what information should be disclosed (or what information has already been released publicly from a reliable source).

How to respond:

1. Response needs to be made as quickly as possible
2. Make sure those people closest to the situation are given information, sparing them unnecessary details.
3. Provide a support area, allowing people to share their feelings and concerns.
4. Identify those persons who will need more intense counseling. (You may see the need to have school counselors from other schools assist you.)

Ways to provide support:

1. As soon as possible, speak to the faculty to give information about what occurred and explain how they can help. Allow them to share their feelings.
2. As soon as possible, speak with the students most affected by the loss. Explain briefly what happened without giving unnecessary details. Give students a chance to share their feelings.
3. Have a designated room or area in the building where the students mostly affected can go to talk with counselors one-on-one.

ROLES OF SCHOOL PERSONNEL

Principal's Role:

- Coordinate and supervise emergency management activities at the school.
- Contact District Office and request assistance if needed.
- Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
- Implement evacuation procedures and measures to control access to affected area.
- Direct emergency operations until public safety officials arrive on scene. Serve as a liaison to public safety personnel once they arrive on the scene.
- Provide a designated area for staff/student support.

Secretary/Receptionist's Role:

- Disclose crisis information to the Administrator only.
- In an emergency, establish and maintain communications with school administration.
- Only provide information to the public that you receive from the Administrator to release.
- Be available.
- Assist where needed.

Teacher's Role:

- Direct and supervise students going to pre-designated safe areas within the school or to an off-site evacuation shelter.
- Maintain order while in student assembly areas.
- Verify the location and status of every student. Report to the principal or designee on the condition of any student that needs additional assistance.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student release process."

Counselor's/School Psychologist's/Social Worker's Role:

- Be available
- Locate counseling assistance if needed
- Provide individual and group counseling
- Support the faculty (provide counseling as needed)
- Keep records of affected students and provide follow-up services

Nurse's Role:

- Be available.
- Assist in identifying students that need immediate assistance.
- Make necessary medical referrals.
- Assist in contacting parents for affected students.
- Assist where needed.

Head Custodian's Role

- Inventory all hazardous materials, portable and fixed equipment, and utility lines in or near the school.
- Establish procedures for isolating hazardous areas.
- In an emergency, survey damage and structural stability of buildings and utilities and report to the principal.
- Implement building access control measures.
- Assist county officials in damage assessment.
- Assist administrators in recovery procedures.

HOW TO IDENTIFY A CRISIS

In order to effectively manage a school emergency, some determination must be made by the School Immediate Emergency Response Team or the principal as to the magnitude and intensity of the situation so that appropriate resources can be mobilized. Williamsburg County School District uses a three-level system for this purpose.

Considerations to be used in determining crises (These are examples and do not include all):

1. Degree of life threat and/or danger
2. Amount of loss (family, friends, classmates)
3. Immediacy of crisis
4. Duration of trauma
5. Amount of damage or destruction to possessions, homes, or community
6. Potential for further crisis
7. Exposure to death and destruction
8. Amount of moral conflict (e.g. controversial issues)
9. Individual(s) affected (victim, perpetrator, witness)
10. Number affected by trauma
11. Possible long-term effect
12. Degree of "rumor" potential media coverage

Level I: Essentially a day-to-day crisis which will be handled by the school administration and/or the school crisis response team. Any doubt concerning the level of the crisis at any time during or after the onset of the crisis will be resolved in cooperation with the district office Director of Student Services. Where notification alone is required, use an appropriate format:

Level 1

	<u>Notification to District Office Required</u>
Student fights or disruptions	Yes
Heavy vandalism (property damage)	Yes
Accidents involving students or staff	Yes, if medical aid needed
Disruptive intruders	Yes, if law enforcement called
Lost or runaway students	Yes
Utilities cutoff	Yes
Others	Yes

Level II: Essentially a school crisis which will include the involvement of at least the district office supervisor and the school crisis response team or the principal. Immediate notification to the District Office Supervisor is required.

Level 2

Series of school fights
Disruptive intruders
Serious accidents at school or off-campus
Lost or runaway students

Level III: Essentially a full-blown crisis which will require the assistance of the District Office Crisis Response Team and the involvement of law enforcement, emergency preparedness, and other appropriate government and community agencies. Immediate notification to the district office is required!

Level 3

School fires

Extended utilities cutoff

Natural disaster (tornadoes, etc.)

Serious accident (multiple or serious injury)

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

Traumatic national disaster (i.e., death of president)

Poisoning or chemical spills

Bomb, explosions

Hostage situations

Bomb threat

Death of student

Death of faculty or staff member

Kidnapping by unauthorized parent

Weapons on campus

Sexual assault

Kidnapping

Catastrophic illness

Violence with weapons on campus where crime or personal jury result

Assault of faculty or staff member

LOCKDOWN PROCEDURES

A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community. Depending on the type of lockdown, interior and exterior doors on campus are locked. No one is allowed to enter or exit the building. Parents may not come to the school during a lockdown. In the event of any lockdown, the lockdown will be initiated by the school administrator.

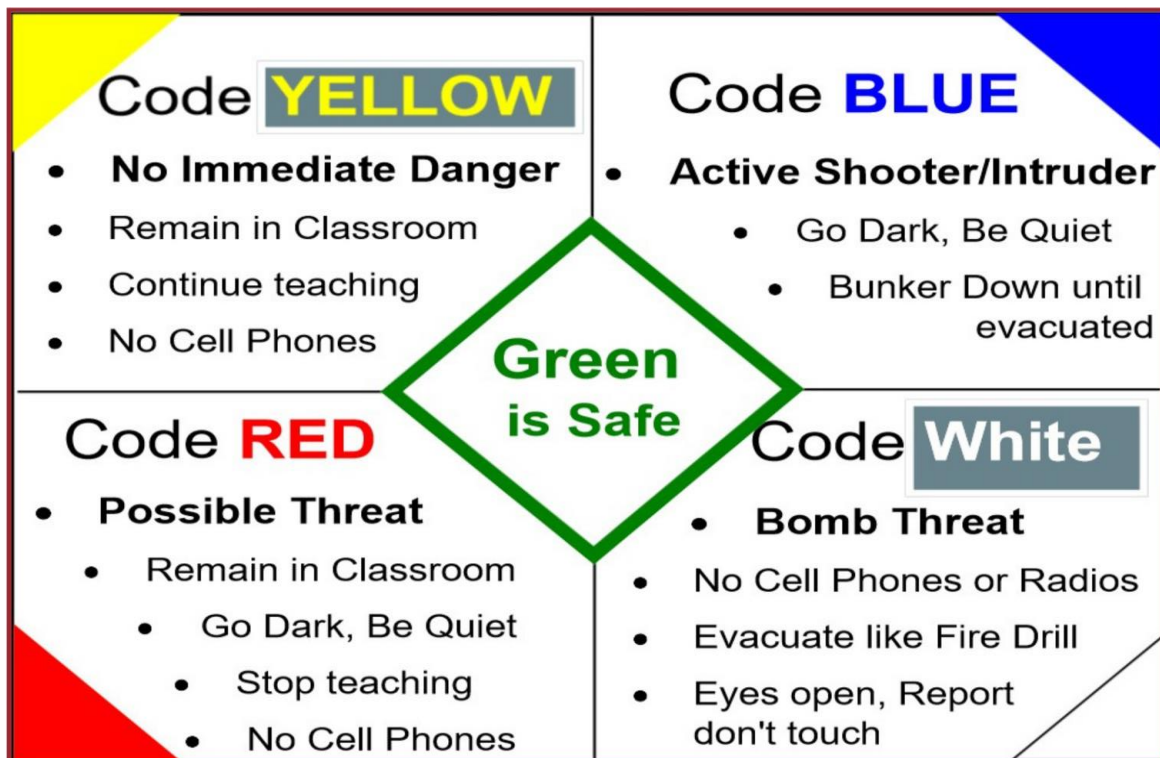
Lockdown procedures:

Administrator's Responsibilities:

- Immediately declare "lockdown" over the PA system.
- Contact district personnel.
- Call 911, if necessary.
- Escort any students in the hallway to a safe location.
- Await the arrival of emergency personnel.

Faculty and Staff Responsibilities:

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm his/her identity.
- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.



FIRE PROCEDURES (Level II or III)

In the Event of a Fire within the School Building:

1. Sound the fire alarm immediately.
2. Notify the fire department by calling **911**.
3. Evacuate the building according to the following procedures:
School Staff/Teacher will:
 - a. Supervise students to walk out to the designated exit in a quiet orderly manner.
 - b. The classroom windows should be closed. The classroom doors should also be closed by the teacher/adult upon leaving the room.
 - c. Teachers will take class lists of students.
 - d. Students must move at least 500 feet from the building and must not stand in any driveway or other hard surfaced area which might be used by fire vehicles.
 - e. Teachers are responsible for the students under their supervision and should take attendance, accounting for each child. Children who are unaccounted for are to be reported to the secretary immediately.
 - f. The fire drill plan for evacuating the building is posted in each classroom throughout the year.
4. Notify the Superintendent at 843-355-5571.
5. Notify the utility company of a break or suspected break in gas or electrical lines which would present an additional hazard.
6. Access roads will be kept open for emergency vehicles by the custodial staff under the direction of the principal.
7. If a fire occurs near the school, the principal will determine the course of action.
8. Students and staff members will be allowed to return to the building at the direction of the principal only upon the recommendation of the fire department.
9. Decisions regarding school dismissal or other further actions are the prerogative of the superintendent.
10. A floor plan of the building should be ready for the fire department with the location of the fire marked.

Monthly Fire Drill Procedures:

1. Signal: fire alarm
2. All clear: verbal command and/or hand signal from administrator. Do not use bell signal to reenter building as fire can damage electrical circuits causing a bell to ring, and students could reenter a burning building.
3. When the alarm sounds, all students are to evacuate the building in an orderly manner. Students should follow instructions given by the teacher.
4. Students should not carry books or other personal belongings.
5. Clear the building by at least fifty (50) yards. In an actual emergency, the recommended distance is a minimum of five hundred (500) feet.
6. Each teacher is responsible for the exit of his/her class and must take charge of his/her group in case any disruption occurs. Teachers should remain with their classes throughout the drill. Teachers should check their classrooms before leaving and must account for all students once they are outside the building.
7. Teachers should cover with each class the route they will take during a fire drill. A copy of the route should be posted near the door of the classroom. Alternative routes should be posted and discussed.
8. Teachers should make sure that classroom windows and doors are closed. Lights should be turned off.

BOMB THREAT AND EXPLOSION PROCEDURES (Level I, II, III)

Definition: An explosive device either present or alleged to be present in the school or on the premises which may or may not have exploded.

Signals: Do not pull fire alarm. Normal fire alarm procedure will be used unless special instructions regarding a change of fire procedures are announced.

Steps of Action for Bomb Threats: Evacuate on any bomb threat. PORTABLE RADIOS AND CELLULAR TELEPHONES MUST NOT BE USED DURING A BOMB THREAT INCIDENT (due to possible detonation by radio signal).

1. If phone threat is made, obtain as many details as possible. **Use check list that follows.**
2. Establish a Threat Level:
 - Level 1
 - Level 2
 - Level 3
3. Principal or Principal's Designee will call **911**. Notify Telephone Company (Tel. 843-382-2333) and **Superintendent** (843-355-5571).
4. If the principal decides to evacuate the building, follow building evacuation procedures.
5. Evacuate the building and move to normal evacuation area: (500 yards from building).

6. Staff should look for unusual or suspicious noises, devices, or disturbances during evacuation only. **Do not touch anything that looks suspicious.**
7. All staff will evacuate building.
8. Stay in this position until "all clear" notification is given.

Bomb Threat Call Checklist

***If possible, attempt to obtain the following information:**

1. When is bomb going to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you (the caller) place the bomb? _____
7. Why did you (the caller) place the bomb? _____
8. What is your name? _____
9. What is your address/ where do you (the caller) live? _____
10. Sex of caller _____ Length of call _____
11. Specific phone line extension from which you answered the call

Bomb Threat Report

Submit copies of this completed report to District Office, Police Department, and District Public Relations.

Background

Call received by: _____ Date: _____ Time: _____

Sex of Caller: _____ Phone number called: _____

CALLER'S VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Laughing	<input type="checkbox"/> Lisp	<input type="checkbox"/> Angry	<input type="checkbox"/> Crying
<input type="checkbox"/> Rasp	<input type="checkbox"/> Excited	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep	<input type="checkbox"/> Slow
<input type="checkbox"/> Distinct	<input type="checkbox"/> Ragged	<input type="checkbox"/> Rapid	<input type="checkbox"/> Slurred	<input type="checkbox"/> Soft
<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Nasal	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Familiar	<input type="checkbox"/> Disguised
<input type="checkbox"/> Loud	<input type="checkbox"/> Stutter	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Accent	

If the voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

<input type="checkbox"/> Street noises	<input type="checkbox"/> House noise	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Crockery
<input type="checkbox"/> Motor	<input type="checkbox"/> Animal noise	<input type="checkbox"/> Voices	<input type="checkbox"/> Office
<input type="checkbox"/> Clear	<input type="checkbox"/> PA System	<input type="checkbox"/> Static	<input type="checkbox"/> Local
<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Phone booth	<input type="checkbox"/> Other sounds

THREATENING LANGUAGE:

<input type="checkbox"/> Well Spoken-(Educated)	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped	<input type="checkbox"/> Message read by threat maker

REMARKS:

Report call immediately to: **Superintendent's Office** and call Police Department.

Phone Number _____
Date _____
Tel _____

Steps of Action for Explosions:

1. Call emergency response services: fire (Tel.) 911; Sheriff (Tel.) 911.
2. Evacuate building using building evacuation procedures unless special conditions warrant special instructions.
3. Assist with injured or wounded.
4. Notify School District Office at 843-355-5571.
5. Secure area until authorities arrive.
6. Send one person to meet emergency first respondent to explain the situation.
7. School Crisis Team Members will assume their responsibilities.

TORNADO, SEVERE WEATHER, HURRICANE PROCEDURES (Level I, Level II)

Watch (Pre-disaster) Emergency	Warning (Disaster) Emergency	(Post-disaster) Emergency
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Hurricanes are not likely to catch a school unaware since the Weather Service provides advanced notice. Tornadoes and severe thunder storms can occur rather suddenly; therefore, the following precautions and procedures should be used.

Watch: There is a real possibility for severe weather for the area. Make staff aware, but take no action.

Tornado Warning: Tornado has been sighted & may impact area in a short amount of time. Take shelter immediately.

Hurricane Warning: Hurricane is expected within 24 hours for a given area. Take precautionary action at once.

Signals:

1. Watch and warning will be indicated to school buildings by a phone call from the District Office.
2. Signals that warn (or tornado drill) will be by either.
 - a. The public address system.
 - b. If the electricity should be off, teachers will be notified by a runner or by a portable bull horn announcement in the hallways.

Steps of Action:

1. Signal that drill will begin – **5 short bells**.
2. Activate movement to shelter signals. All students should kneel on the floor with their heads bent towards the floor. They should interlock their fingers and use it to protect the back of their head (see the picture below). Protect students nearest external doors from debris with blankets.
3. Students in unsafe locations at the time of the drill will go to assigned locations at the direction of the teacher.



4. Teachers are to close classroom doors after students exit into hallways. If doors leading into best available areas contain glass, they should be opened.
5. Quiet is extremely important so that any necessary directions may be called down the hallway.
6. Teachers should keep their class rosters with them during the drill; kneel behind their classes to be sure students are following the drill or emergency procedure and to verify student classroom count.
7. The all-clear signal will be a verbal/tone or a P.A. announcement by the principal or designee. 14
8. All students and staff who are in the gym, portable units or on the outside are to report directly to the hall of the main building.

Procedures When Tornado Actually Strikes the School:

1. The Principal will determine when and if the building should be evacuated and to that extent it should be evacuated.
2. All emergencies call **911** and **District Office** (843-355-5571).
3. The School Crisis Response Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take other appropriate action.

Severe Thunderstorm:

1. Public warning signal is received over radio or TV.
2. School warning signal is as follows: Announcement on P.A.
If a storm occurs at dismissal time, it may be advisable to hold students until danger has passed.

Snow Storms/Icy Conditions:

1. Public warnings are issued by Weather Bureau through Office of Emergency Management, radio, TV when snow storm/icy conditions are anticipated.
2. Warn students to go directly home after school day.
3. Students should be advised of low visibility when crossing streets, etc.
4. Early dismissal/closing of schools will be determined by the Superintendent.

Other Procedures:

1. If possible no students are to be in rooms on the west side of the building, in the gym, cafeteria, portable classrooms, or near a wall with an exterior window during a tornado drill.
2. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from glass windows/areas.
3. During a tornado watch staff should be listening.
4. In the event of a tornado sighted, the school office will contact (Tel.) **911** and the School District Office, (Tel.) **843-355-5571**.
5. District Office will maintain and monitor a weather alert radio.

EARTHQUAKE PROCEDURES

Definition: Trembling and shaking of the building and grounds, signaling movements in the earth's crust.

Signals: Pulsating tone over P.A., other appropriate signal, or announcement. Code:

Steps of Action:

1. Protect face and head from flying debris with arms, books, coats, etc. Duck and Cover drill.
2. Stay in this position until building tremors and/or flying debris ceases.
3. Await further instructions.
4. Refer to Building Evacuation Plan if evacuation is necessary.

HAZARDOUS MATERIALS INCIDENT PROCEDURES

(Level II or Level III)

Definition: The spilling of hazardous materials on or near the school could pose a serious threat to the safety of students and staff. We may encounter leaks, fires, spills, smoke, fumes, etc. Immediate communication with local emergency preparedness, fire and police is necessary.

Signals:

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

Steps of Action:

- 1. Identify threat to school
- 2. Contact fire department (Tel.) 911
- 3. Contact School District Office (Tel.) 843-355-5571
- 4. Determine whether to maintain school or evacuate building including the possibility of re-locating to another site.

Note: In the event of a hazardous material incident, school administrator must be aware that taking people outside may not always be the best evacuation method. When dealing with fire/explosion potential, the school administrator must consider all directions as first priority movement areas. When dealing with gaseous clouds, care must be given that students are not directed to down wind and low level areas.

Staff Roles in a Hazardous Material Incident:

- Principal: Liaison with authorities, school district office, emergency officials, and law enforcement.
- Secretary: Coordinates communication.
- Custodian: Assists with traffic control.
- Teachers: Follow directions for continuing school as usual or for the evacuation of the building depending on the threat to school safety.

School Emergency Response Team will assume pre-assigned duties.

UTILITY EMERGENCY PROCEDURES (LEVEL II, III)

Should building need to be evacuated, follow same building evacuation procedures.

*Make the necessary verbal announcement on the P.A. followed by manually tripping the fire alarm. In the event of electrical failure and need to evacuate, verbal announcement on bull horns by principal, custodian, and other designated staff.

Gas Line Break/Problem:

1. If necessary, call Fire Department.
2. Call Gas Company. **Suburban Propane** 843-354-6144 - **Mishoe Oil & Propane Co.** 843-426-2600 & **Thomlinson & McWhite** 843-355-6981
3. Notify District Office Superintendent who will notify maintenance supervisor.

4. If after hours, call Principal or Superintendent who will in turn notify necessary individuals. (e.g. custodian, maintenance supervisor)

Electrical Power Failure

- Clear immediate area.
 - Call Power company – Santee Electric or Duke Progress Energy notify Fire Department in case of power problem.
 - Power outage 1st – **Santee Electric** 1-888-239-2300
 - Power outage 1st **Progress Energy** 1-800-419-6356
 - Call Superintendent – 843-355-5571
- (It is helpful to have account number available.)

Main Water Break or Sewer Break- Top Priority Call

- Call appropriate water company or
- Evacuate area if necessary.
- Notify District Office/Superintendent/Maintenance.

Train Accident: call **CSX:** 1-800-232-0144

1. Check in enough staff to evacuate buses in case of emergency. Who can drive?
2. Be sure to have alternate evacuation plans upon notification of fire department.

CRIME REPORTING PROCEDURES AGAINST PERSONS/PROPERTY (Level I, II, III)

I. Crimes against persons or property as defined by the State Department of Education Regulations, and Board Policy.

- a. assault and battery
- b. extortion
- c. bomb threat
- d. possession, use, or transfer of dangerous weapons
- e. sexual offenses-Sexual Harassment Policy
- f. vandalism (major)
- g. theft, possession, or sale of stolen property
- h. arson
- i. furnishing or selling unauthorized substances, as defined by board policy
- j. furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- k. threatening to take the life of or inflict bodily harm upon a teacher, principal, bus driver, or members of their immediate family.

The law states that distribution, sale/ purchase, manufacturing, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds is unlawful.

1. The basic enforcement procedures to be followed in instances of criminal conduct are:
 - a. When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, determine the appropriate disciplinary action, and meet with the student to determine disciplinary action.
 - b. If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/guardian as soon as possible.
 - c. If appropriate, school officials should contact law enforcement authorities.
 - d. Staff will follow established due process when applicable.
 - e. The administrator will keep a complete record of the procedures.

II. Notwithstanding the duties imposed on school staff members to report the crimes listed above South Carolina State Law (Sec. 20-7-510, as amended March, 1974) requires as follows:

“In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.”

Policy JG mandates that all employees of the school district have responsibility in reporting any suspected child abuse or neglect and any suspected criminal incidents at school or school sponsored activities involving personal injury or serious threat of injury to a person or property.

When it is determined that there is reason to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect, teachers, guidance counselors, and administrators will report or cause a report to be made to the Department of Social Services.

In absence of the administrator, the certified employee or nurse will make the report and notify the building administrator as soon as possible. All other employees (non-certified/classified) will report their suspicions of child abuse or neglect to the school administrator(s), or, in his or her absence, the nurse or guidance counselor who will report or cause a report to be made to the Department of Social Services.

School district employees, who learn of suspected criminal incidents on school property, or at school-sponsored or school-sanctioned events involving personal injury or serious threat of injury to a person or property, will notify the school administrator immediately. Criminal activities have been defined as larcenies, serious assaults, and drugs and weapons violations. The school administrator will then notify the appropriate law enforcement agency immediately.

“Immediately” is defined by the community district task force as within two hours, depending on the specific incident, i.e. drug and weapon violations should be reported within minutes of the administrators’ learning of the information. Other alleged incidents, however, may take an hour or two to investigate prior to reporting. If a situation is unclear whether or not to report, the administrator should contact law enforcement, discuss it and reach an agreement over the decision to report or not to report.

Employees shall refrain from disclosing to the media any information about a reported incident that conceivably could be used to identify or compromise the identity of the alleged victims.

Staff development and awareness training of Policy JG and its administrative rule will be scheduled periodically with all employees. In addition, notices of the intent of policy JG will be distributed throughout the schools and the school district. The notice will be reprinted annually in teacher, parent, and district handbooks.

There are not exceptions to these legal requirements. To report child abuse or neglect in the home, call:

Williamsburg County Department of Social Services.

To report crime at school or at school-sponsored activities, call:

The Williamsburg County Sheriff’s Department at 911.

STUDENT DISTURBANCE PROCEDURES

Unruly or disruptive behavior on the part of several students should be handled as follows:

Student Disturbances:

1. If the misbehavior is not serious, attempt to have students return to their normal school routine.
2. If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body.
3. Notify School District Office 355-5571. (Director of Student Services and/or Superintendent)
4. Call for law enforcement assistance if the disruption continues or if injury occurs.
5. School Crisis Response Team members discern the basis for the problem and take action to address those concerns.
6. Notify parents.
7. Determine what disciplinary action to take, if any.
8. If the media gets involved, assist the WCSD Public Information Officer in preparing a news release stating the facts.

Student Walkout Procedures:

1. Assign administrative security
2. Call District Office
3. Advise Sheriff's Department

Procedures for Handling Fights in School Settings:

- Walk briskly – don't run
- Get help along the way
- Assess and evaluate:
 - the size of students involved
 - any weapons that are involved
 - proximity of individuals who can assist
 - Recognize that there may be several subtle things going on simultaneously that are being tangibly expressed in the conflict. Is there gang involvement? What other alliances might exist?
- Dismiss the audience
- Identify yourself to the fighters
- Call the student by name
- Stay away from the middle of the conflict
- Remove glasses
- Give specific commands in a firm, authoritative voice
- Defer to rules, not personal authority
- Separate the aggressor and the victim
- Avoid physical force if possible
- Remove participants to neutral locations
- Obtain identification
- Get medical attention if necessary
- Describe incident in writing
- Debrief relevant teachers
- Provide protection and support for victims
- Provide counseling – not simply the day after the event, but as long as necessary
- Report incident to law enforcement and other child serving agencies who may be serving the student

UNWANTED INTRUDER/SUSPICIOUS PERSON PROCEDURES (Level I, II)

Definition: Person who has no business on the school premises and whose presence is a potential disruption or danger.

General procedures: All visitors should sign in at the school office and receive a visitor identification badge before proceeding to any area in the school building. On leaving the building, visitors should sign out.

Signals: The school will develop a signal/coded message that alerts the staff that security precautions should be taken due to the presence of an intruder.

Steps of Action:

1. Any staff member who notices a suspicious stranger on school grounds should ask if they can be of assistance. Staff members should be cautious and non-threatening. Staff members should report all unauthorized persons to the office at the earliest opportunity.
2. The unwanted intruder should be asked to leave the campus.
3. If the intruder is hostile or threatening, call for law enforcement. 911.
4. If the intruder becomes violent, signal teachers who will lock doors or evacuate building as directed.
5. If shots are fired, a bull horn or P.A. system will be used for staff to lock classroom door or evacuate students to safest position away from intruder.

Staff Roles in an Unwanted Intruder Incident:

- Principal: Immediately declare "Lockdown" over the PA system
Take charge of the situation until, if needed, police arrive to help evacuate student if needed.
- Secretary: Aid in communication with police and superintendent.
- Custodians: Aid in evacuation and other activities as principal directs.
- Teachers: Stay with and protect and supervise students, provide first aid, and take roll.
- Staff: Provide first aid, and assist during evacuation if necessary.

The school Crisis Response Team will assume pre-assigned duties.

STUDENT RUNAWAY OR ABDUCTION PROCEDURES (Level I, II)

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

Steps of Action:

1. Call law enforcement authorities. @ 911
2. Notify school office, and superintendent's office. 355-5571
3. Contact parents.
4. Follow student if it seems appropriate (student runaway).
5. Notify classroom teacher. (Get description of students clothing for the day from teachers.)
6. Have picture of child in office with description of clothing worn.

Staff Roles in a Runaway or Hostage Incident

Principal

- Follow student if appropriate (student runaway)
- Insure that all necessary persons are contacted

Secretary

- Notify law enforcement, parent, and school district office-give information about emergency.

Custodian and Staff

- Follow student with principal if appropriate

Teachers

- Remain in classroom if appropriate

School Crisis Response Team Will Assume pre-assigned duties.

STUDENT POSSESSION OF WEAPON ON CAMPUS (Level I, II)

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

1. Identify the person and his/her location in the building.
2. Use a code to alert appropriate staff.
3. Notify law enforcement@ 911 and School District Office (Tel.) 355-5571.
4. Administrators or teachers should quietly ask the person to accompany him/her to the office.
5. Depending on the situation, the student should be asked to surrender the weapon or declare its location.
6. If a student, call students' parent and take steps for appropriate disciplinary actions.
7. Assess the situation to determine follow-up steps.

If the faculty needs to be aware that someone on the campus is in possession of a weapon, the staff will be alerted using the school's coded announcement message.

School Crisis Response Team will assume pre-assigned duties.

DEATH OR SERIOUS INJURY ON CAMPUS BY VIOLENCE (Level III)

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

1. Seek Emergency Assistance by calling law enforcement and EMS @ 911.
2. Determine injuries and provide first aid, as necessary.
3. Notify Superintendent/School District Office 843-355-5571.
4. Restore calm by having students either stay in class or return to class.
5. Assess extent of situation by determining who was involved or committed the act. Identify witnesses and secure area.
6. Follow emergency procedures for communication of information to staff and students, evacuation, (if necessary) and district media plan.
7. The School Crisis Response Team will assume pre-assigned duties.
8. A designated person or the district office will notify parent when appropriate.

DEATH ON CAMPUS (Natural causes, accidental, or suicide)

1. Seek Emergency Assistance by calling law enforcement and EMS @ 911.
2. Survey scene to determine safe approach.
3. Call district office personnel
4. Calmly remove the students from the area.
5. Limit student movements
6. Identify students in need of immediate support.
7. Immediately initiate support services for students/staff through the Crisis Management Team.
 - District Office
 - Counselors
 - Social Workers
 - Psychologist
 - Nurse
8. Develop appropriate communication for students.
9. Develop appropriate communication for parents.

HOSTAGE SITUATION PROCEDURES (Level III)

If a situation should arise where one or more persons hold students or staff hostage on the campus or in the school, the following precautions and procedures should be considered:

1. Notify law enforcement @ 911 and School District Office (Tel.) 843-355-5571.
2. Use a prearranged coded message to notify teacher to move classes of students or groups of students away from the hostage situation.
3. Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
4. Law enforcement is now in charge. Provide law enforcement with floor plan of school and with any assistance necessary by the school's custodian.
5. Work with the District Office staff and law enforcement officers to determine the next steps.
6. Work with the district's designated Public Information Person to prepare statements for the media. Put media plan into effect.

RECOMMENDATIONS

- Educate children on appropriate steps of action.
- Check to see that the necessary janitorial supplies are on hand.

Hostage Situations/Barricaded Captor

Overview

- A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages.
- All hostage situations are dangerous events.
- A hostage taker might be a terrorist, fleeing felon, disgruntled employee (past or present), employee's spouse, drug or alcohol abuser, emotionally disturbed person, trespasser, and on occasion, a parent, student or citizen who is usually angry about some situation and decides to resolve it by taking hostages and making demands to achieve some resolution.
- Likewise, the dynamics of a hostage situation vary greatly and no two incidents will be the same.

Plan of Action: - Buildings

Upon notification of a hostage situation within any activity, event, school, or building under the control of the Williamsburg County School District, the following procedures should be implemented:

- **Principal:** The principal/administrative head or designated individual will assume command of the situation until the arrival of the Police Department at the scene. Security Resource officers should work closely with the principal/administrative head/designee to ensure that this plan of action is safely achieved. School radios should be utilized when it is established that the hostage taker does not have one. If he does, radios should not be used.
- **Containment:** Appropriate actions should be taken to isolate the hostage taker and the victims under his control. It is important that no additional individuals be exposed to the hostage taker.
- **Evacuation:** Using a pre-arranged signal, immediately evacuate the building and ensure that egress of students and personnel is done in a manner that they do not go near the area controlled by the hostage taker. All individuals should proceed to a prearranged location out of sight of the building so that the possibility of injury from gunfire is minimized.
Students are to remain under the supervision of the Williamsburg County School District officials.
- **Re-entry:** Ensure that no individuals enter or re-enter the building.
- **Contact 911:** Immediately have a staff member contact 911 and give all available information to the dispatcher who will relay the information to the Kingstree, Greeleyville or Hemingway Police Department. Ensure that the caller remains on the line with the 911 dispatcher until police actually arrive at the scene. This will ensure that accurate, detailed information is relayed to responding officers and school officials can respond to requests of the police department.
- **Contact Office of the Superintendent:** Immediately have another staff member contact the office of the Superintendent at 843-355-5571 and give all available information to that office. Ensure that the caller remains on the line with the office of the Superintendent until such time as directed to terminate the call by that office.
- **Police Department:** Upon response of the Police Department, control of the scene will be assumed by that Department.
- The principal or building administrator should maintain contact with the Police Department and report to the District when it is operational.
 - It is important that the items such as building keys and detailed building plans be made available to the police department.
 - Important information such as camera and monitoring locations, hearing and broadcast devices, motion sensors, location of radios, availability of phones, *et cetera*, must be conveyed to the police department.
 - Anecdotal information regarding the cause of the incident, identity of the hostages and hostage takers, and their location in the building is of great importance. The principal, custodial staff, and school personnel who are knowledgeable of the building design need to describe the premises using the detailed building plans.

- **Response by Williamsburg County School District Officials:** The Deputy Superintendent, Public Relations Director, Director of Transportation, and Director of School Facilities should respond to the office of the Superintendent.
- **Media:** The Director of Public Relations will handle all press matters as well as the dissemination of information to students and parents at the scene.
- **Director of Transportation:** The Director of Transportation will, at the direction of the Superintendent or his designee, coordinate the utilization of school buses to evacuate students to another location or to their homes.
- **Supervisor of School Facilities:** The Director of School Facilities will interface with appropriate officials of the Police Department to ensure that all their needs are met with regards to the facility under siege.
- **Closure:** Upon the arrest of the hostage taker and the release of the hostages, the control of the school or building – (Police Department) will be returned to the Williamsburg County School District.

COMMUNICABLE DISEASES GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS (LEVEL 1, 2)

DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomits, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

WHAT SHOULD BE DONE TO AVOID CONTACT WITH BODY FLUIDS?

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

WHAT SHOULD BE DONE IF DIRECT SKIN CONTACT OCCURS?

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

HOW SHOULD SPILLED BODY FLUIDS BE REMOVED FROM THE ENVIRONMENT?

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

HAND WASHING PROCEDURES

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water from ten seconds to a full minute. Use paper towels to thoroughly dry hands. An intermediate level detergent, disinfectant of Clorox 1:10 solutions should be used to clean surfaces contaminated with body fluids.

DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in hot water cycle before rinse. Non-disposable cleaning equipment should be thoroughly rinsed. Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed down a drain pipe.

DISINFECTION OF RUGS

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

OFF-CAMPUS EMERGENCIES (LEVEL I, II, III)

Definition: Emergencies that take place off school grounds while students are on a school sponsored activity.

Pre-Trip Planning:

Pre-planning is an essential element of trip preparation. The following steps must be completed prior to the off campus trip:

1. A Field Trip Request Form completed and approved by the principal or, if overnight, by the superintendent or his/her designee.
2. Each participating student must present a signed parent permission form.
3. A participant roster of students and staff with bus assignment must be submitted to the principal along with parents' names, address, phone number, and other emergency information, including medical alert information, for each student, and bus driver's name. The roster should be accurately updated when the bus is loaded. One copy of the roster should remain at the school, and one should be with the sponsoring teacher.
4. Name tags should be prepared for each participant going on the field trip.
5. Itineraries, routes, and schedules the bus will use in traveling to and from a destination and a list of participants should be filed in the school office. Principals will establish school procedures for this.
6. A list of emergency contacts with telephone number for each shall be prepared, including building principal (home and work), secretary (home and work), and the bus supervisor (home and work), fax number for each school and district office. A complete packet of this information will be compiled for the building principal, each teacher going on trip, and each bus driver. Also to be included in the packets are name tags, clip boards, etc. Be sure to update the list.
7. Bus drivers will be trained in first aid procedures and have first aid/blood borne pathogen kits available.

Includes personal injury or illness, automobile or bus accident.

Definition: Emergencies that take place off school grounds while students are on a school sponsored-activity.

Steps of Action:

Upon the occurrence of an off-campus emergency, the school personnel will take the following steps:

1. Assist in identifying students who require first aid/call for emergency assistance.
2. Contact principal or bus supervisor who will notify school district office.
3. If it is necessary to stay with injured individual, assign supervisory responsibilities to alternate personnel.

Staff Roles in an Off-Campus Emergency:

Teacher:

- Assist in identifying injured individuals.
- Use radios or portable phone if available, to contact building principal and keep lines of communication open with frequent updates.
- Stay with injured individual and assign supervisory responsibilities to an accompanying chaperone.

Principal:

- Contact superintendent and/or bus garage, communication services, and parents with emergency notification.
- Receive and disseminate frequent emergency updates to individuals listed above.
- A designee will go immediately to the hospital.

Superintendent or Designee:

- Handle media.
- Assist in notification of all school board members.

Bus Supervisor:

- Go directly to the scene of an accident.

BUILDING SEARCH PROCEDURES

(Designated Personnel)

****** CALL 911 if you feel that building is unsafe.******

1. Stand in center of room and stand still and listen for unusual noises. With two person teams go to opposite sides of the room.
2. **FIRST SEARCH:** Divide room into two levels. First search floor and all areas up to window sill height or three feet from floor.
3. **SECOND SEARCH:** Search areas from three feet to top of head. Move in circular motion around room to starting point.
4. **THIRD SEARCH:** Search top of head to ceiling.
5. **FOURTH SEARCH:** Search ceiling, structural supports, window AC units, and light fixtures.

BUS ACCIDENT PROCEDURES

Bus Driver:

- Secure vehicle and secure/display appropriate warning signs.
- Survey all individual involved in accident for injuries.
- **CALL 911 and Director/Area Supervisors**
 - Report your location, bus and route number.
 - Report the school which students attend.
 - Report any injuries.
- Keep all students on the bus, unless it is unsafe to do so.
- **IF THE TREAT OF FIRE**, move everyone to a safe location, at least 100 feet from the road.
- Administer first aid if needed.
- Do **NOT** move the bus unless instructed by law enforcement.
- Account for all students by creating a list and record extend of injuries on proper form.
- Get and give all pertinent information to those involved in accident.
- Get names, addresses, and numbers of all witnesses.
- Make absolutely no statements to the media or bystanders.

Central Administration:

- **NOTIFY THE PRINCIPAL** about the accident and continue to inform as new information becomes available.
- Obtain the names of students on the bus from bus route files.
- Obtain a list of injuries as soon as available.
- Contact the insurance carrier to authorize treatment at the hospital.
- Provide another bus the driver, if needed.
 - Contact Parents and as information is available, inform them:
 1. Their child is uninjured or injured and to what extent.
 2. Of the medical facility to which students have been taken.
 3. To contact the hospital.
 4. Refer incoming media calls to the Superintendent's Office.

Principal:

- If notified first, call the Superintendent's office who will ensure that the necessary administrators are notified.

In the event of a serious injury or fatality, the Principal or designee will go to the accident site and hospital.

- Appointed designee to **CONTACT PARENTS** and as information is available, inform them:
 - Their child is uninjured or injured and to what extent.
 - Of the medical facility to which students have been taken.
 - To contact the hospital.
- Refer incoming media calls to the Superintendent's Office.
- Inform staff.

Safety Investigator: (Director of Transportation or Designee)

- Go to the scene of the accident ASAP.
 - Take guidelines and forms with you.
 - Take camera and radio or cellular phone.
- If medics have not arrived, assist in first aid.
- Get a list of students involved and injuries and report new information to the District Office.
- Take pictures of the accident and gather information.
- Go to the hospital to ensure all students are being seen by physician.
- Complete an accident report and forward to the State Bus Shop with a copy to the School.