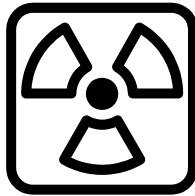


FLORENCE PUBLIC SCHOOL DISTRICT ONE

# SCHOOL EMERGENCY PROCEDURES MANUAL



FLORENCE PUBLIC SCHOOL DISTRICT ONE  
319 SOUTH DARGAN STREET  
FLORENCE, SOUTH CAROLINA 29506  
843-669-4141

## **TABLE OF CONTENTS**

|                                     |       |
|-------------------------------------|-------|
| Introduction and Use of This Guide  | 1     |
| Emergency Telephone Number          | 2-3   |
| Color Code Protocols                | 4-5   |
| Fire Procedures                     | 6-7   |
| Bomb Threat/Explosion Procedures    | 8-9   |
| Severe Weather Procedures           | 10-12 |
| Hazardous Materials Procedures      | 13    |
| Utility Emergencies                 | 14-15 |
| Crime Reporting Procedures          | 16    |
| Intruder                            | 16    |
| Student Possession of a Weapon      | 17    |
| Student Runaway or Abduction        | 18    |
| Death or Serious Injury             | 19    |
| Sexual Assault                      | 19    |
| Hostage Situation                   | 20    |
| Disturbances or Demonstrations      | 21    |
| After School Event Emergency        | 22    |
| Off-campus Emergency (Pre-planning) | 23-24 |
| Data Protection                     | 25    |
| Communicable Diseases               | 25-26 |
| Crisis Response and Reporting       | 27-28 |
| Media Plan                          | 29    |

## **INTRODUCTION AND USE OF THIS GUIDE**

This manual has been prepared by the Florence School District One (FSD1) Office of Administrative Services to serve as a guide to direct the efforts of district and support personnel in the effective management of emergency situations. FSD1 has developed a comprehensive emergency plan that emphasizes coordination and cooperation between and among our various schools/departments and other community agencies. We also coordinate with the National Incident Management System (NIMS), administered by FEMA, which provides training and support for district personnel.

This guide is designed to contain the primary elements necessary for principals and other administrators to plan for effective intervention and follow-up for many of the emergency situations that may affect our schools. Our plan is to work cooperatively with other community and governmental agencies to prevent, assess, manage, and follow-up on any threat to the safety and well-being of students, staff members, or district property.

**It is impossible to address all potential emergencies. Therefore, the information in this manual will be used by building administrators to guide them in developing plans for their particular situations. The district's and the schools' emergency plans, along with training and the exercise of sound judgment by supervisory personnel, should help to ensure that all contingencies will be handled effectively. All FSD1 personnel and the appropriate government and community agencies should have access to this manual and the staff at each school should be trained in its use.**

Each **School Emergency Response Team (SERT)** has been selected by the principal and is charged with the responsibility of evaluating any emergency situation and providing the leadership to guide those involved to a safe and successful resolution. The school principal will coordinate and oversee the activities of the SERT and will be in charge of the situation until such time as the superintendent or his/her designee shall intervene. The principal will also work with the FSD1 Director of Public Information or the superintendent's designee in preparing information for news releases. The FSD1 Director of Public Information will be the official spokesperson in dealing with and/or communicating with media outlets, police, and/or other appropriate outside agencies.

| <u>DISTRICT OFFICE CONTACTS</u>  | <u>OFFICE</u> |
|----------------------------------|---------------|
| Superintendent                   | 673-1106(04)  |
| Public Information               | 673-1107(05)  |
| <br>                             |               |
| <u>BUILDINGS AND GROUNDS</u>     |               |
| Director                         | 673-1190      |
| Assistant Director               | 673-1193      |
| <br>                             |               |
| <u>ASSISTANT SUPERINTENDENTS</u> |               |
| Administrative Services          | 413-4698      |
| Instruction and Accountability   | 673-1125      |
| Human Resources                  | 673-1153      |
| Chief Financial Officer          | 673-1112      |
| <br>                             |               |
| <u>DIRECTORS</u>                 |               |
| Middle/High                      | 673-1145      |
| Elementary                       | 678-4192      |
| School Improvement               | 292-1016      |
| Food Services                    | 673-1122      |
| Instructional Technology         | 673-1180      |
| Special Needs                    | 673-1161      |
| Parent Center                    | 673-5790      |
| <br>                             |               |
| <u>NURSE</u>                     |               |
| Lead Nurse                       | 673-1158      |
| <br>                             |               |
| <u>TRANSPORTATION</u>            |               |
| Director                         | 673-1118      |
| <br>                             |               |
| <u>BUS SUPERVISORS</u>           |               |
| West Florence Area               | 679-6750      |
| South Florence Area              | 679-6894      |
| Wilson Area                      | 679-6895      |
| Special Needs                    | 673-1118      |
| <br>                             |               |
| Bus Shop                         | 662-1156      |
| Activity Buses                   | 673-1192      |

All numbers are area code 843 - except those with an asterisk (\*) which are 803.

ADDITIONAL CONTACT INFORMATION

|   |     |
|---|-----|
| Florence Police Dept. (Extreme Emergency)         | 911 |
| Florence County Sheriff Dept. (Extreme Emergency) | 911 |
| Florence Fire Dept. (Extreme Emergency)           | 911 |

|                        |              |
|------------------------|--------------|
| Emergency Preparedness | 843-665-7255 |
|------------------------|--------------|

HOSPITALS

|           |              |
|-----------|--------------|
| McLeod    | 843-777-2027 |
| Carolinas | 843-674-5100 |

POWER COMPANIES

|                     |              |
|---------------------|--------------|
| Progress Energy     | 800-419-6356 |
| Pee Dee Elec. Co-op | 843-292-4301 |
| SCE&G               | 800-815-0083 |

TELEPHONE COMPANY

|            |              |
|------------|--------------|
| Bell South | 800-228-2020 |
|------------|--------------|

WATER DEPARTMENT

|  |              |
|--|--------------|
|  | 843-665-3155 |
|--|--------------|

MEDIA CONTACTS

FSD1's **Director of Public Information** (or the Superintendent's designee) will prepare information for news releases and will be the district's **official spokesperson** in dealing with and communicating with the news media, police, and other community and/or outside agencies.

## EMERGENCY STATUS WINDOW CARDS

For student accountability - Codes: Red-Yellow-Green

For bomb threat and/or explosion – Code: white

## CODE RED PROTOCOL (Lockdown – crisis situation)

1. An authorized person should make an intercom announcement that the CODE RED PROTOCOL has been instituted. If the intercom is not functioning, a megaphone or designated runners will be used to make the announcement. Runners will be used if/when it is safe to do so, to contact/notify persons in outlying buildings/areas.
2. If the CODE RED PROTOCOL is initiated and students are not in class, students should go to the closest available classroom. Teachers are to lock their classroom doors once the hallway is clear of students. If a teacher should observe imminent danger near his/her classroom, he/she should immediately secure the classroom door(s) and notify the main office via the emergency call system.
3. When doors are locked, teachers should instruct students to move away from all doors and windows and to sit on the floor using furniture or other available objects for protection/concealment.
4. Those in charge of outdoor activities, when the protocol is announced, will need to make a prompt determination as to whether it is safer to enter the building to take shelter or to leave the campus to seek shelter in the safest available place. If the decision is made to leave the campus, those in charge must notify the main office as soon as possible of the alternate location and the number of students/staff involved. A list of all persons who are evacuated should be made as soon as it is practical and safe to do so.
5. Teachers should inform students, in an age-appropriate manner, that the school has been placed on a heightened security status in response to a perceived crisis situation. They should direct students to remain calm and quiet until more can be learned about the situation. Teachers should then review emergency procedures with students in a calm and quiet manner to prepare them for further instructions or possible evacuation.
6. Students are not to be allowed to leave classrooms unless the teacher receives other instructions from an authorized person.
7. Classroom doors are NOT to be opened for anyone. If an authorized persons needs to enter the room, he/she will have a key.
8. Teachers should quickly select the appropriate emergency status card from their classroom roster book and slide it under the door into the hallway.
  - The GREEN card should be used if ALL students currently under the teacher’s supervision are accounted for and the protocol has been properly and fully implemented for that room. Also, place a green card with the room number on an outside window.
  - The YELLOW card should be used if any students who are in attendance that day are not present in the room or if the teacher has any critical information related to the crisis situation. Also, place a yellow card with the room number on an outside window.
  - The RED card should be used if anyone in the room is injured or otherwise needs immediate medical attention. Also, place a red card with the room number on an outside window.
9. School staff members not assigned to classroom duties or student supervision should secure their work area and assist others as needed when it is safe to do so. Any suspicious activity should be reported to the school office immediately.
10. Everyone should refrain from using cellphones or portable radios. Energy transmitted from such instruments could be enough to detonate an explosive device within 1,000 feet.

CODE YELLOW PROTOCOL (Heightened alert, normal activities with caution)

1. An authorized person should announce over the intercom that the CODE YELLOW PROTOCOL has been initiated. If the intercom system is not functioning, a megaphone or designated runners should be used. Measures should be taken to insure that all persons in outlying buildings and/or outside areas are notified.
2. Teachers should inform students, in an age appropriate manner, that the school has been placed on a heightened security status as a precaution but that no imminent danger has been detected. Students should be given instructions as to what they should/should not do during a code yellow situation (such as continue normal activities as much as possible, be quiet, stay in the room, be alert).
3. Teachers may request special permission from the school office to allow a student to leave the classroom if there is an urgent need.
4. Classroom doors are not to be opened for anyone. Authorized personnel who need to enter will have a key.
5. Building administrators may determine that it is necessary to move all outdoor activities to a secure indoor location.
6. Teachers should report any unusual/suspicious activity to the main office immediately.

CODE GREEN PROTOCOL (Return to normal activities)

1. An authorized person should announce over the intercom that the CODE GREEN PROTOCOL is in effect. If the intercom system is not functioning, a megaphone or designed runners should be used.
2. The principal may wish to make a brief announcement to inform students/staff of the reason(s) for the previous CODE YELLOW or CODE RED situation. Such an announcement can help to prevent undue alarm caused by rumors and misinformation.
3. It may also be advisable to prepare a brief, written statement or a Parent Link message to provide an accurate account of the situation and to outline the steps that were followed to maintain a safe environment.

CODE WHITE PROTOCOL (Bomb Threat and/or Explosion)

Steps of action for bomb threats:

CELLPHONES AND/OR PORTABLE RADIONS MUST NOT BE USED DURING A BOMB THREAT INCIDENT. THEY CAN ACTIVATE EXPLOSIVE DEVICES.

1. In case of a threat, obtain as many details as possible using the provided checklist.
2. Utilize the "Call Tracing" procedure as outlined on page 9 in this manual.
3. Call 911 to report the threat to the School Resource Officer.
4. Announce CODE WHITE by intercom (megaphone or runner). Faculty and staff members should look and listen for unusual/suspicious devices, noises, or disturbances in their classrooms/areas. DO NOT TOUCH ANYTHING THAT LOOKS SUSPICIOUS. Report anything suspicious immediately.
5. Once the decision is made to evacuate the building, announce "CODE WHITE" and activate the fire alarm. Normal fire alarm procedures should be followed.
6. Evacuate the building and move to the designated assembly area. Students who are not in a classroom should use the nearest exit and report to the previously assigned evacuation area for their homeroom. Homeroom teachers will check their rolls and report any unaccounted for students using the Emergency Status Cards as outlined previously.

In the event of a fire inside the school building:

1. Sound the fire alarm IMMEDIATELY.
2. Notify the fire department by calling 911 and the SERT.
3. Evacuate the building according to the following procedures:
  - a. Students should WALK to their designated exit in a quiet, orderly manner, according the Classroom Evacuation Plan. Books and/or Personal items should be left in the room.
  - b. Teachers will take their class roster, School Emergency Procedures Guide, and Emergency Status Cards with them as they exit the building.
  - c. Teachers should check their classroom and should be the last one to leave, closing the door.
  - d. Students MUST go a safe distance from the building to a previously designated area.
  - e. Teachers are responsible for students under their supervision and should check their roll and account for ALL students as soon as possible. Teachers should display the appropriate Emergency Status Card (page 3). If an emergency requiring evacuation should occur when students are not in class (i.e., during class change, assembly, lunch, etc.) they will use the nearest exit and report to the previously assigned evacuation location for their homeroom. Homeroom teachers will check rolls and report any missing (unaccounted for) students to the office. Staff members who do not have direct responsibility for students and/or personnel designated by the principal will check restrooms, hallways, etc.
4. Notify the superintendent – see numbers on page 2 of this manual.
5. Notify the utility company (see page 3) of any break or suspected break in gas or electrical lines which could present additional hazards. Custodian will turn off propane and/or gas as previously instructed.
6. Access roads will be kept open and clear for emergency vehicles.
7. Students and staff members will be allowed to re-enter the building at the direction of the principal and only after consultation with the fire department.
8. If a fire occurs near the school, the SERT will determine a prudent course of action.
9. Decisions regarding school dismissal or other further actions will be made only by the superintendent (or designee).

Each school must determine evacuation procedures including evacuation sites and alternate evacuation sites in accordance with fire department guidelines. All procedures must be clearly communicated to all personnel and evacuation directions are to be posted in each classroom/office/work area.



## ROLES

### Principal (SERT):

- Supervise evacuation and check for injuries
- Assign roles to auxiliary personnel as needed
- Keep access roads open
- Administer first aid as needed

### School Secretary:

- Call 911 for emergency assistance
- Notify superintendent's office
- Take emergency card file to evacuation site

### Custodian(s):

- Locate fire or other problem and report to principal
- Shut off natural gas
- Keep Access roads open

### Teacher

- Evacuate students
- Take class roster and account for all students
- Notify principal of any missing student(s) using Emergency Status Cards

### School Nurse

- Render first aid immediately (depending on the scope/nature of the situation)
- Report to the principal for specific instructions

### School Staff

- Assist with evacuation
- Support established procedures
- Report to principal for specific assignments
- Check restrooms and other spaces in support of evacuation procedures

The following procedures are to be followed if an explosive device is either present or alleged to be present in a school or on the premises. The announcement of a “bomb threat” or a special code for a bomb threat will be announced before the fire alarm is activated. (Color code: WHITE) Normal fire alarm procedures will be followed unless special instructions are announced.

### **Steps of Action for Bomb Threats**

PORTABLE RADIOS AND/OR CELL PHONES MUST NOT BE USED DURING A BOMB THREAT INCIDENT. The energy transmitted from equipment such as radios, walkie-talkies, pagers, cell phones, microwaves, etc. can activate an explosive device and must be turned off during a bomb threat.

1. If a phone threat is received, obtain as many details as possible. (Steps on following page.)
2. Employ the call tracing procedure at the conclusion of the call. (Procedures on following page.)
3. CALL 911 or report the threat to the SRO.
4. Announce “CODE WHITE”. Teachers and staff members should look and listen for unusual or suspicious objects or noises, or for any disturbance in their classroom or area. DO NOT TOUCH ANYTHING THAT LOOKS SUSPICIOUS. Report anything unusual or suspicious. Once the decision is made to evacuate the building, announce “CODE WHITE” and activate the fire alarm. Normal fire alarm procedures will be used unless altered by an authorized person. Books and/or personal items should be left in the room.
5. The SERT will notify the superintendent.
6. Everyone should evacuate the building and move to their designated area. If an emergency requiring evacuation should occur when students are not in class (during class change, assembly, lunch, etc.), students should use the nearest exit and report to the previously assigned evacuation site for their homeroom. Homeroom teachers will check rolls and report any unaccounted for student(s) using the Emergency Status Cards (page 3).

### **ROLES**

#### Principal

- Determine the need for evacuation and notify staff accordingly
- Gather information related to unusual/suspicious objects/occurrences, etc.
- Assess injuries
- Assign auxiliary persons to help with first aid at evacuation site(s)

#### School Secretary

- Activate call tracing procedure
- Call 911 to for emergency assistance
- Take emergency card file to evacuation site
- Report anything suspicious, unusual

#### Teacher

- Evacuate/supervise students
- Take class roster and school emergency procedures guide
- Account for all students and display appropriate Emergency Status Card
- Report anything unusual/suspicious

#### School Custodian(s)

- Follow established procedures

- Report to principal
- Secure building – shut off electricity/gas as appropriate

School Staff

- Follow established procedures
- Assist/support teachers with evacuation of students
- Report to principal

**Steps of Action for Explosions**

1. Determine location/extent of explosion
2. Call 911 – notify superintendent
3. Evacuate building using fire evacuation procedures (unless alternate procedures are announced).
4. Assist with injuries
5. Secure the area until authorities arrive.

**BOMB THREAT CALL PROCEDURES:** Try to obtain as much information as possible during the call including: When the bomb is going to explode, where the bomb is located, what does the bomb look like, what kind of bomb is it, what will cause the bomb to explode...

Gender of caller \_\_\_\_\_ Age \_\_\_\_\_ Accent \_\_\_\_\_

Length of call \_\_\_\_\_

Background noises \_\_\_\_\_

Is the voice familiar, who does it sound like? \_\_\_\_\_

When the caller hangs up, immediately activate the **CALL TRACING PROCEDURE:**

1. Hang up
2. Get dial tone then dial \*57
3. Wait for confirmation then hang up
4. Call police/sheriff department to report bomb threat

## **SEVERE WEATHER**

It is unlikely that a hurricane will catch a school unaware since their presence is closely watched and their likely path is generally known several days in advance. Weather radios should be left on 'alert' to receive weather signals at all times. Tornadoes and severe thunderstorms, however, can occur rather suddenly – therefore the following precautions and procedures should be used:

### **DEFINITIONS**

Tornado/Severe Thunderstorm **Watch** – Conditions are favorable for the formation of severe weather conditions in the area. Continue most normal activities but monitor the situation closely.

Tornado/Severe Thunderstorm **Warning** –A tornado or destructive conditions have been seen and/or reported in the area – take cover immediately!

### **SIGNALS**

Schools will be informed of watches and warnings by weather radio – these radios are to be kept where they can be heard by office personnel and left on at all times. Replacement batteries should be readily available. (The weather bureau sends a test signal periodically to be sure that the radios are in working order.)

### **TORNADO WATCH/ WARNING PROCEDURES**

1. **Watch** conditions should be announced by intercom/e-mail/bullhorn/runners depending on the situation. Outdoor activities should be curtailed and all staff members should be alert for potentially threatening conditions. Consideration should be given to the evacuation of all portable units.
2. A **warning** means that everyone should go to their designated shelter area.
3. The SERT monitors conditions and makes decisions accordingly.
4. The school principal is responsible for making sure that ALL students are in a designated shelter area. During a tornado warning, ALL persons in portable units or outside should immediately report to the main building.
5. Students should proceed to their designated shelter area and assume a kneeling position with heads down and hands covering their heads. Inside hallways, away from windows and/or outside doors, offer the most protection. Cafeterias/gyms or other large areas should NOT be used for shelters.
6. Students should remain in their designated areas until school authorities receive an "all clear" message.
7. If an actual tornado is sighted, the school principal (or designee) should contact the superintendent from a safe area as soon as possible. Personnel should NOT place themselves in danger by remaining in the office to make or receive messages instead of proceeding to a designated shelter area.
8. When an "all clear" is announced, staff members and students may resume normal activities unless directed otherwise by the superintendent (or designee).

### **ROLES**

Principal/SERT – Monitor conditions and take action to protect students/staff members; follow emergency procedures; supervise the student body and maintain contact with staff members

School Secretary – Be prepared to call emergency numbers and to assist the principal as needed

Teachers – Supervise students; follow emergency procedures

Other staff Members – Follow emergency procedures; assist in protection/supervision of students

### **IF A TORNADO ACTUALLY STRIKES A SCHOOL BUILDING**

1. The principal will assess the situation, act to provide first aid as needed, assist those in need, and determine the need for evacuation or partial evacuation of the school
2. Notify EMS, Fire department, and Emergency Preparedness as needed- call 911.
3. Notify the superintendent
4. The SERT and other staff members will act according to their assigned roles to evaluate injuries, administer first aid, and take other appropriate action.

### **FLOODING PROCEDURES**

1. Monitor weather conditions in the affected area by radio, television, internet sources
2. Be prepared to evacuate students in accordance with previously established procedures.
3. Notify transportation office and families of students
4. If necessary shut off water supply so that contaminated water will not enter the school water supply if flooding occurs.
5. Pack refrigerators/freezers with dry ice (if available) to protect food supplies.

### **NOTIFICATION**

1. Each school should monitor the situation via the National Weather Service/NOAA.
2. The decision to evacuate a school or to initiate early dismissal procedures will be made by the superintendent.
3. Notify parents of early dismissal by radio, television, internet, and/or Parent Link

### **DEFINITION**

An **Earthquake** can be defined as trembling and shaking of buildings and grounds caused by movement within the earth's crust. Earthquakes are difficult to impossible to predict. They are rare in our area but they can and do occur in South Carolina.

### **SIGNALS**

Notice is to be given by intercom or other appropriate means.

### **STEPS OF ACTION**

1. It is important to protect the head and face from glass and/or other flying debris. Arms, books, coats, etc. should be used for this purpose. Choose a safe place in the room, under a sturdy table if possible, away from windows and bookcases or other fixtures from which objects may fall.
2. Remain in this position until tremors and/or flying and falling debris ceases.
3. Wait for further instructions.
4. If a fire alarm sounds, or upon notification by an authorized person, evacuate the building. Be sure to avoid fallen electrical cables or other potentially hazardous materials. Go to a safe place and stay out of the building until it is deemed to be structurally safe.
5. Be aware of the possibility of aftershocks.
6. Do not light matches or candles – due to the possibility of broken gas lines.

### **ROLES**

#### Principal

- Determine the need for evacuation and notify staff
- Assess injuries
- Assign auxiliary personnel to assist with first aid

#### School Secretary

- Call emergency numbers
- Take emergency files to evacuation site

#### Custodians

- Secure building
- Shut off gas valves
- Report to principal

#### Teachers

- Supervise students, help them to protect themselves
- Evacuate with students and check the roll
- Report any missing students using the Emergency Status Cards

#### School Staff

- Assist with supervision/protection of students
- Report to principal for assignments and/or further instructions

# HAZARDOUS MATERIALS INCIDENT PROCEDURES

**Definition:** The spilling of hazardous materials in or near a school could pose a serious threat to the safety of students and staff. Immediate communication with local emergency preparedness, fire, and police is crucial.

**NOTE:** AT EACH SITE, SAFETY DATA SHEETS SHOULD BE MAINTAINED FOR ALL CHEMICALS USED AT THAT SITE; NO CHEMICALS SHOULD BE STORED OR USED UNLESS THERE IS AN ACCOMPANYING SAFETY DATA SHEET ON FILE.

## Shelter-In-Place Procedures

### Roles

#### Principal (SERT)

- Identify threat – call 911
- Determine whether to shelter-in-place or evacuate based on advice from authorized persons
- Shut off HVAC and all air movement equipment
- When sheltering in-place, lock down exterior doors – post shelter-in-place signs
- Communicate with staff to explain the situation
- Establish/maintain communication with the superintendent (or designee)
- Manage accountability process

#### Secretary

- Keep channels of communication open
- Respond to parent inquiries as directed by principal

#### Custodian

- Seal doors and windows as planned
- Lock all exterior doors
- Insure that restrooms are safe – cover vents
- Prepare supplementary water supplies

#### Teachers

- Move students (as directed) to designated evacuation site(s)
- Explain shelter-in-place reasons and procedures to students
- Take instructional plans to evacuation site
- Take supplies to seal windows/doors
- Account for and maintain accountability for all students
- Refrain from using cell phones
- Take appropriate food/water supplies to evacuation site

#### Nurse

- Assist students and/or staff members with known respiratory problems
- Make plans to move to a central location if needed
- Other school personnel who are trained in first aid and/or CPR may also be mobilized

#### Cafeteria Manager

- Safeguard food and water supplies
- Help to seal cafeteria entrances and/or supply areas as needed

# UTILITY EMERGENCY PROCEDURES

**Definition:** Utility emergencies consist of electrical power failure, water main breaks, or gas line breaks, resulting in a loss of heat, ventilation, power, water, etc., to the physical plant that may disrupt normal activities and/or threaten school building closure. Gas line breaks constitute high-level emergencies which necessitate immediate building evacuation using the same procedures as for a fire.

**Signals:** Should building need to be evacuated, follow fire drill procedure with a verbal announcement on the school intercom. In the event of electrical failure and need to evacuate, verbal announcement on bullhorn and visual check of all school areas would be conducted by principal, custodian, and other designated staff.

## Steps of Action:

Gas Line Break - Top Priority - Call 911

1. During or after school hours, call SCE&G at 1-800-815-0083
2. Call Superintendent at 673-1106.
3. If after hours, call principal's home # \_\_\_\_\_

## Electrical Power Failure - Top Priority - Call 911

1. Call 911 in event of life-threatening power emergency (e.g., downed power line)
2. Call Progress Energy at 800-419-6356
3. Call Superintendent at 673-1106/1104, or after hours at 669-1483.
4. Call custodial staff or principal via walkie-talkie.
5. Call district maintenance electrical department: 673-1191;  
Todd Martin, supervisor, cell - 229-1223
6. If after hours, call principal's home # \_\_\_\_\_

## Water Main Break or Sewer Break - Top Priority - Call 669-3911

1. During or after school hours, call water department at 665-3155.
2. Call custodian on school intercom system.
3. If flooding occurs and pump is needed, call the maintenance department at 673-1190 (229-1224), or 621-5146
4. If after hours, call principal's home # \_\_\_\_\_.



## UTILITY EMERGENCY PROCEDURES, continued

### Roles:

#### Principal/SERT:

- Communicate with staff and students about appropriate procedures.
- Initiate evacuation as needed.

#### Secretary:

- Make necessary phone contacts.

#### Custodian:

- Assist principal in inspecting building.

#### Teacher:

- Account for and supervise students

### **Emergency Phone Numbers:**

|   |                      |
|---|----------------------|
| <b>Florence County Extreme Emergency:</b> | 911                  |
| <b>Gas Line Break</b>                     |                      |
| SC Electric and Gas (SCE&G)               | 676-3600             |
| <b>Electrical Power Failure</b>           |                      |
| Progress Energy                           | 800-419-6356         |
| Pee Dee Electric Co-op.                   | 843-292-4301         |
| <b>Water Main Break/Sewer Break</b>       |                      |
| Water Department                          | 665-3236             |
| Superintendent's Office:                  | 673-1106(04)         |
| <i>or after hours at:</i>                 | _____                |
| Principal's Home Number                   | _____                |
| Transportation:                           | 673-1118 or 230-7716 |
| Maintenance:                              | 673-1182 or 673-1195 |

# CRIME REPORTING PROCEDURES

Please refer to the Florence Public School District One **Pupil Discipline Code**, grades K-6, 7-8, and/or 9-12 for information on crimes against persons or property, Category I, as defined by the State Department of Education Regulations and by Florence School District One.

## INTRUDER

**Definition:** Individuals who are not wearing visitation badges and/or who did not receive permission from the school office to be on the school premises. Schools have the right to search all individuals on a school campus or on school buses and should have signs posted at each entrance to advise visitors of this law.

**General Procedures:** Staff members are to stop anyone without a visitor's badge and inquire as to his/her business in the building; contact the office to be sure they have registered.

### Follow Procedures Established by Building Principal

#### Steps of Action:

1. Ask unwanted intruder to leave the campus.
2. If the intruder is hostile or threatening, call for law enforcement, **CODE RED**
3. If the intruder becomes violent, signal teachers who will lock doors or evacuate building as directed.

#### Roles:

Principal/SERT:

- Take charge of the situation until police arrive to help evacuate students, if needed.

Secretary:

- Aid in communication with police and superintendent.

Custodians:

- Aid in evacuation and other activities as principal directs.

Teachers:

- Stay with, protect, and supervise students, provide first aid, check roll, and display color coded Emergency Status Cards accordingly.

Staff:

- Provide first aid, and assist during evacuation, if necessary.

#### Phone Numbers:

Florence County Extreme Emergency: 911  
Superintendent: 673-1106/1104

# STUDENT POSSESSION OF WEAPON ON CAMPUS

Whenever a student 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: (Extreme caution should be exercised so the suspect is not alerted prematurely).

## **Steps of Action:**

1. Identify the student and his/her location in the building.
2. Alert appropriate staff.
3. Notify appropriate law enforcement agency and the Superintendent's Office.
4. Depending on the situation, the student should be asked to surrender the weapon or declare its location. In most cases, trained law enforcement officials should intervene, especially if physical disarming of suspect is warranted.
5. Call student's parent/guardian and take steps for suspension/expulsion.
6. Assess the situation to determine follow-up steps.

## **Codes:**

CODE YELLOW (Lock doors, no student out of class)

CODE RED (Lock doors, students stay away from windows and doors)

## **Phone Numbers:**

Contact law enforcement for possession of a weapon on campus. If there is a threat to life or property, call 911.

Florence County Emergency - 911 (Extreme Emergency)

Superintendent's Office - 673-1106 or 1104

# STUDENT RUNAWAY OR ABDUCTION

**Definition:** Student leaves the school building during school hours or is taken by an unauthorized person.

## **Steps of Action:**

1. The person who discovers a missing student shall notify the school office, giving a complete physical description of the student
2. Conduct a search of the building/grounds – enlist the assistance of other staff members
3. If appropriate, ask student's friends/classmates if they have any helpful knowledge
4. Notify parents and SRO or other law enforcement as appropriate
5. Follow student if it seems appropriate (student runaway).
6. Notify classroom teacher (get description of student's clothing for the day from teachers).
7. Have picture of child available in office with description of clothing worn. Pictures may be available in files or yearbooks.

## **Roles:**

Principal/SERT:

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

Secretary:

- Notify law enforcement, parents, and school district office. Give information about emergency.

Custodian and Staff:

- Follow student with principal if appropriate or assist as needed

Teachers:

- Remain in classroom unless otherwise directed..

## **DEATH OR SERIOUS INJURY ON CAMPUS BY VIOLENCE**

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

### **Steps of Action:**

1. Call 911 in the case of an Extreme Emergency.
2. Determine injuries and provide first aid, as necessary.
3. Notify Superintendent's Office/SERT at 673-1106 or 1104.
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, secure the area, keep incident scene secure, and do not disturb possible evidence.
6. Follow emergency procedures for communication of information to staff and students, evacuation (if necessary), and media plan.
7. Follow crisis recovery follow-up plan for necessary counseling or other trauma reduction activities.

## **SEXUAL ASSAULT**

1. Escort victim to the Guidance Counselor and/or school nurse.
2. Contact parent/guardian/significant other of the victim
3. Provide medical attention as needed – do not allow the victim to wash evidence from hands, clothing, etc.
4. Keep the victim in a private location – DO NOT ask the victim to repeat his/her "story"
5. If the incident occurred on campus, assign a staff member to protect the crime scene pending the arrival of law enforcement personnel. This person should record the names of any student who may have entered the crime scene area.
6. Teachers and staff members must remember that a sexual assault is a VERY serious crime. School staff should not conduct extensive questioning of the victim, witnesses, or suspects prior to the arrival of law enforcement. The victim and the assault location must be protected as a crime scene. No action should be taken that might move, damage, or alter possible evidence unless it must be done for safety reasons.

## HOSTAGE SITUATION PROCEDURES

If a situation should arise where students, staff, or others are being held as hostages on campus or in a school facility, the following precautions and procedures should be considered.

1. Call 911 (Extreme Emergency) and the Superintendent's Office immediately.
2. Issue **CODE RED** (lock doors, stay away from windows and doors). Teachers will be notified if they are to move classes 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 pertinent information from witnesses..
4. Provide law enforcement with floor plan of the facility and offer the assistance of staff members.
5. Work with the district office and law enforcement to determine next steps.
6. Work with public relations to prepare statement for media. Put media plan into effect.

The principal will notify the faculty with specific instructions, such as:

**CODE RED.** Stay in your classes. Lock doors."

### **Lock-down procedure:**

In an extreme emergency, it may be necessary for classroom teachers to lock themselves and their students in their rooms and have students assume a protective position (**CODE RED**).

# STUDENT DISTURBANCES OR DEMONSTRATIONS PROTOCOL

1. Immediately notify:  
Faculty and staff  
School Resource Officer  
911, if necessary  
The Superintendent at 673-1106 or \_\_\_\_\_
2. Request law enforcement to handle any outsiders causing disturbances.
3. Avoid verbal exchanges or arguments when a disturbance is escalating.
4. Clearly communicate to all students the location to which they should proceed.
5. If school staff approaches the disturbance area, do so at least in pairs. **DO NOT TOUCH STUDENTS.**
6. Attempt to isolate and contain the situation.
7. Try to remove small groups in order to isolate students from the proximity of the disturbance and return them to classrooms.
8. Do not allow students removed from the disturbance area access to lockers or other areas where weapons may be available.
9. Render first aid to injured students or staff.
10. Record and report the names of all students and outsiders, if known, involved in the disturbance.
11. Record and report any details of the incident to the School Resource Officer/local police.

# AFTER SCHOOL EVENT EMERGENCY

**Definition:** Emergencies that occur after regular school hours during a school-sponsored activity; includes personal injury, illness, accidents, suspected criminal activity, and/or other incidents which pose an immediate threat to personal safety.

Administrator/faculty member in charge shall have sole responsibility for complying with the steps outlined. If additional faculty/staff are available, they may be assigned one or more of the duties.

### Pre-Planning for After School Activities

1. Arrange for on-site security (police officers) for after school spectator events as determined by principal.
2. Insure that communications equipment is available and in working order (e.g., public address systems, portable two-way radios, phones and cellular phones).
3. Insure adequate staffing for activity.

**NOTE:** In the event that the school facility has been rented for an event, insure that all safety criteria has been referenced and contract required by policy has been signed.

### Steps of Action Should Emergency Occur

1. Provide necessary immediate first aid.
2. Contact required emergency assistance (e.g., police, fire, EMS) through 911 for an extreme emergency, if emergency assistance is not immediately available.
3. Secure immediate area if criminal activity is suspected. Assess extent of situation and identify witnesses.
4. Restore calm among students and others in attendance.
5. Assist emergency service personnel as needed.
6. Notify school and/or district administration.
7. Contact parent(s)/guardian(s) of involved student(s).

### Phone Numbers:

### Office

|                         |             |
|-------------------------|-------------|
| Superintendent          | 673-1104/06 |
| Public Information      | 673-1107/05 |
| Administrative Services | 413-4698/99 |
| Transportation          | 673-1118    |

(See additional numbers on Page 2)

Principal: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Florence County Extreme Emergency: 911



# OFF-CAMPUS EMERGENCY - PRE-PLANNING

**Definition:** Emergencies that take place off school grounds while students are participating in 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 must be completed and approved.
2. A roster containing the names, addresses, and emergency phone numbers of **all** persons (students and others) who will be participating in the trip must be completed.
3. Emergency medical information must be obtained for each student going on the field trip.
4. A copy of itineraries, routes, and schedules the bus will use in traveling to and from the destination must be provided. Chaperones are responsible for notifying the school of any delays or changes in the schedules.
5. A complete packet of the above-listed information must be compiled for the building principal, each teacher going on the trip, and each bus driver. A list of emergency contacts with telephone numbers for each, including building principal (home and work), secretary (home and work), superintendent, information services, and transportation office, must be included in the packet.
6. It is recommended that all participants wear name tags, identification badges, or other means of identification during the field trip.
7. Bus driver and/or other adult(s) should be trained in first aid procedures.

## OFF-CAMPUS EMERGENCY—STEPS OF ACTION

**Definition:** Emergencies that take place off school grounds while students are participating in a school-sponsored activity - including personal injury or illness, automobile, or bus accident.

### **Steps of Action**

1. Identify and assist students who require first aid.
2. Contact emergency assistance by calling 911.
3. Contact principal who will notify school district office.
4. Designate one adult to travel with the injured to the hospital.
5. Designate one adult to begin communicating information back to the school regarding the emergency and supervise the remaining students.

# OFF CAMPUS EMERGENCY - PRE-PLANNING, continued

## Roles

Teacher:

- Assist in identifying and caring for injured individuals.
- Contact building principal and assign supervisory responsibilities to an accompanying chaperone.

Principal:

- Contact superintendent and transportation office, information services, and parents with emergency notification.
- Receive and disseminate frequent emergency updates to individuals listed above.

Assistant Principal:

- Go to site of accident if feasible to assist teacher with supervisory and communication responsibilities.

## Phone Numbers:

## Office

|                         |             |
|-------------------------|-------------|
| Superintendent          | 673-1104/06 |
| Public Information      | 673-1107/05 |
| Administrative Services | 413-4698/99 |

|                |          |
|----------------|----------|
| Transportation | 673-1118 |
|----------------|----------|

(See additional numbers on Page 2)

Principal: \_\_\_\_\_

Secretary: \_\_\_\_\_

Florence County Extreme Emergency: 911

## Media

1. The Superintendent or his/her designee will be the sole spokesperson to the media during an emergency situation.
2. Media representatives will not be permitted to enter the building or campus during an emergency situation. However, they will be given frequent reports and updates. Under no circumstances will media representatives be permitted in the command center.
3. Interviews or questioning of district staff or students must conform to the district media policy statement.

## **Data Protection Strategy**

The District Technology Department has the following strategy in place to protect data in case of an emergency.

- All data is replicated from school/building level servers to the storage area network arrays at the District Office Data Center and then backed up to tape.
- All data replicated and stored at the District Office Data Center is backed up to tape on a weekly, monthly, yearly schedule and stored off site in a fireproof/waterproof media vault for long term storage. Snapshot backups of data are created throughout the day to hard disk for online backups.

## **Severe Weather Alert Announcement Strategy**

In case of a severe weather alert in which power loss is expected or has occurred, such as hurricanes or severe thunderstorms, the District Technology Department staff will power down any school/building level servers. All major networking equipment should be protected by manageable uninterruptable power supplies (UPS) and District Office Technology Staff will power down that equipment as well. Building staff should, if time permits, power down any computers and unplug power and network cables to protect that equipment from lightning strikes, power surges, etc.

## **Power Outage Strategy**

District Technology Staff will be alerted automatically via alerting mechanisms provided by managed uninterruptable power supplies when a power outage has occurred. Based on the situation, District Technology Staff will begin shutdown procedures to protect major network/server equipment from shutting down unexpectedly.

## **COMMUNICABLE DISEASES IN SCHOOLS**

Pathogens (organisms that cause disease) can be divided into two broad categories: bloodborne, and airborne.

The information in this section is based on the CDC's "standard (or universal) precautions" which refer to the practice of avoiding bloodborne pathogens through contact with another person's bodily fluids.

### **DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?**

Because of the risk of transmission of infectious agents, the body fluids of ALL persons should be considered to be contaminated. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, tears, respiratory secretions (e.g., nasal discharge), and saliva. Contact with body fluids always presents a risk of infection. In general, however, the risk is very low and is 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 minute. Use paper towels to thoroughly dry hands.

**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 a hot water cycle before being 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, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant.

NOTE: Once each school year, FSD1 requires all employees to view an informative video on the potential dangers of contact with bodily fluids and how to protect oneself. After viewing this video, each employee is asked to sign a roster indicating that he/she has seen it. This is generally done at the beginning of each school year. Principals and other supervisors are expected to insure that all employees view this video and to be sure to include anyone who joins the staff at times other than the beginning of a new school year.

# CRISIS RESPONSE AND FOLLOW-UP

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

## Considerations to be used in determining crises:

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

**LEVEL I:** 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 crisis at any time during or after the onset of the crisis will be resolved in cooperation with the district office director assigned to this school. The Superintendent's Office should be notified of these crises:

- Student fights or disruptions
- Minor vandalism (property damage)
- Accidents involving students or staff
- Death of student, faculty, or staff member (at school or off-campus)
- Lost or runaway students
- Utilities cutoff
- Disruptive intruders

**LEVEL II:** A school crisis which may include the involvement of the SERT, the appropriate district office director, and/or the superintendent or his/her designee. Report ALL Level II crises to the Superintendent's Office immediately:

- Series of school fights
- School fires
- Explosions
- Kidnapping
- Catastrophic illness
- Serious accidents at school or off-campus
- Sexual assault
- Weapons on campus
- Assault of faculty or staff member
- Violence with weapons on campus

## CRISIS RESPONSE AND FOLLOW-UP, continued

**LEVEL III:** A full-blown crisis which will require the assistance of the Superintendent or his/her designee, law enforcement, emergency preparedness, and/or other appropriate government and community agencies. Report Level III crises to the Superintendent's Office immediately:

- Natural disasters
- Accidents involving multiple or serious injuries
- Suicide or homicide of student or staff member, during the school day or on school property
- Traumatic national disaster (i.e., death of a president)
- Poisoning or chemical spills
- Bombs, explosions
- Hostage situations
- Violence with weapons on school campus

### **CRISIS RESPONSE:**

#### **Follow-up Steps for All Crisis Levels**

For preparation to meet a crisis at any level, the following items should be assembled and should be available prior to the onset of any disrupting event:

1. List of approved counselors or aftercare providers who can be called on for assistance.
2. Communication plan for faculty, students, and parents; death notification procedures, etc., and the means to be used for communication. For example, public address system, letters, telephones, media, etc.
3. This School Emergency Procedures Guide with emergency procedures and phone numbers.
4. An assessment process (who is going to investigate the incident and a means to assess who may need help).
5. The name and number of the district office official who will assist the school in a coordinated response.

### **STEPS FOR CRISIS RECOVERY**

1. Investigate the crisis fully.
2. Determine who is affected physically and/or psychologically.
3. Determine the type and level of the response needed.
4. Activate resources and make a schedule to use resources to meet the identified need.
5. Maintain liaison with district office supervisors and help keep the faculty informed of actions taken.
6. Evaluate the response to determine if the identified needs were met by the counseling, debriefing, or activities that were used.

## MEDIA PLAN

**Philosophy:** FSD1 provides access to public information through cooperative efforts among representatives of the media and the district spokesperson while considering the responsibilities of both agencies.

The primary objective for effective media utilization is to inform the public of all relevant information during a district/school emergency.

### **REGULATIONS:**

- The Director of Public Information will be the designated person to work with the media. All media requests will be directed through him/her. The Director of Public Information will serve as the spokesperson for the school district.
- The school/district office and law enforcement will assign a location for the media which is convenient for them and which will meet the requirements of both the media and school personnel.
- The Director of Public Information will provide the media guidelines established by the school district.
- At no time will students be interviewed without parental approval. When requests for student interviews are granted, the interview will be completed with minimum loss of instructional time, minimum interruption in the learning environment, and approval from the Superintendent's Office.
- School personnel will defer all media questions to the Director of Public Information

### **INTERNAL COMMUNICATION NETWORK**

The Director of Public Information will keep district employees updated frequently.

### **MEDIA CONTACTS**

The Director of Public Information maintains a list of all local newspapers, radio stations, and television stations. This list contains the names of contact persons, telephone numbers, and fax numbers. When an emergency occurs, these contacts will be notified and plans will begin to accommodate their need to gather information about the emergency.