

**Carolina International School**  
**Safe Schools Emergency Plan**  
**2022-2023**

**In any Emergency, dial 911**

Head of School cell number.....	(980)258-1451
Principal cell number.....	(980)433-9796
Office.....	9500
State Highway Patrol .....	(704)786-2197
Sheriff (non-emergency).....	(704)920-3000
Ambulance (non-emergency) .....	(704)920-2600
Fire Department (non-emergency).....	704-920-5519
Poison Control.....	1-800-222-1222

**Carolina International School**  
**Safe Schools Procedures & Crisis Plans**

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## Section 1: General Safety Requirements that should ALWAYS be in place:

- Staff should have **radios** on when you are not in the classroom (playground especially).
- **Red Safety Bags** should remain with **class** at all times (you should pass this off to specials/recess, etc.)
- **Attendance** should be entered by **9:00 am daily**.
- **Visitors and Volunteers** should sign in and wear a **badge**.
  - If you see someone on school grounds without an ID, have them report to the office.
  - Suggested verbiage:
    - “Our Safe Schools plan requires that everyone sign in at the Office. Do you know where the Office is?” or
    - “Can I help you find the Office? Our school requires every visitor to sign in.”
- Teachers should ensure that **emergency contact info** is updated at each report card period or as needed.
- Teachers should keep building **keys or fobs** with them at all times.
- Emergency plan info should be included in **SUB** notebook/folder.
- Students should be closely **monitored** on the playground and to/from PE. All teachers should discuss safe boundaries with their students.
- Each classroom should have a map posted with a primary and secondary evacuation route.

## Section 2: What is included in your Red Safety Bags?

- **Updated** Class Roster
- Copies of all Emergency Medical Plans
- Current Student Information Sheets (PS)
- Current Emergency Plan (flip chart)
- Student Accounting Forms
- Pen/Pencil
- Latex gloves
- First Aid Kit
- Homeroom sign with stick
- Copy of teacher’s CIS ID badge
- Bottle of Water

### Section 3: Emergency Responders (Crisis and Safety) Team Members

Responsibility	Team Member	
<b>Safety Lead</b>	<b>Maurice DeSmedt</b>	
Back-up Lead	Anthony Grant	
Back-up	John White	
<b>Specialists</b>	Johanna Glass	
<b>Kindergarten,1, Liaison</b>	<b>Troy Bunch</b>	
Back-up	Kim Reese	
<b>2, 3 Grade Liaison</b>	<b>Christina Bunch</b>	
Back-up	Brittany Freeman	
<b>4, 5 Grade Liaison</b>	<b>Teisha Earl</b>	
Back-up	Trisha Johnson	
<b>EC Liaison</b>	<b>Deborah Lamm</b>	
Back-up	Maurice DeSmedt	
<b>6,7 Grade Liaison</b>	<b>Megan Furlough</b>	
Back-up	Jarrica Kirpatrick	
<b>8 Grade Liaison</b>	<b>Tony Wainaina</b>	
Back-up	Ivori Smith	
<b>HS Liaison</b>	<b>Bryan Graff</b>	
Back-up	Hans Furlough	
<b>Information Office</b>	<b>Amy Corey</b>	
Back-up	Phyllis Rahilly	
<b>Safety Officer</b>	<b>Officer Alexander</b>	704-791-8870
<b>Medical Information</b>	<b>Rosanna Christian (Nurse)</b>	
Back-up	Anthony Grant	
<b>Translators</b>	Spanish - Leahna West, Betsy Pelay, Jasmine Palez, Jaelynn Davis Hindi - Madhavi Kumar Filipino - Marie Buenaventura Arabic - Abdullah Wali-Uddin	
<b>Emergency Personnel Team Members</b>		
<b>Fire Rescue Liaison</b>	<b>Concord Fire Department</b>	<b>704-920-5517</b>
<b>Police Liaison</b>	<b>Lt. David Alexander</b>	<b>704-791-8870</b>
<b>SRO Officer</b>	<b>Officer Alexander</b>	<b>704-791-8870</b>
<b>Public Relations Consultant</b>	<b>Paul Bryant</b>	<b>980-258-1451</b>
<b>Intervention Coordinators</b>	<b>Paul Bryant/Sarah Grafton</b>	

**Section 4: Who do you alert if there is a crisis situation?**

- Paul Bryant– walkie-talkie, or extension “9501”
- Sarah Grafton– walkie-talkie, or extension “9502”
- Office Staff – Extension “9500”, or walkie-talkie
- Michaela Boeche(Counselor) – Extension “9563”, or walkie-talkie

**Section 5: What information do you need to report about a crisis?**

- The nature of the crisis
- The location of the crisis
- Who is involved?
- Safety concerns
- Immediate actions to take – lock down, blackout, tornado, evacuation

**Section 6: What information will be announced if action is needed:**

- The type of drill/procedure will be announced
  - Medical Emergency (CPR or First Aid)
  - Missing student (runner/student missing with location)
  - Fire (see page 10)
  - “Emergency Drill” aka Bomb Threat Drill (see page 11)
  - Tornado (see page 12)
  - Weather-Related Early Dismissal (see page 14)
  - Perimeter lockdown (see page 15)
  - Full lockdown (see pages 16-19)
  - Remote evacuation (see page 20)

## **Section 7: Medical Emergency Contacts**

- **Staff with First Aid Certification (Anthony Grant, John White, Charles Hood, Sydney Hilmon)**
- **Staff with CPR Certification (Anthony Grant, John White, Charles Hood, Annie Sessoms, Alyssa Kennedy, Kendra Mays, Anthony Williams, Bryan Davis, Jarrica Kirkpatrick, Nyanga Rajaonarivelo)**
- **Staff with Diabetic Training (Rosanna Christian, Amy Corey, Anthony Grant)**
- **Staff with CPI Training (Bryan Davis)**

## Section 8: Medical Emergencies

**Make sure to fill out forms for all emergencies AFTER the situation is handled.**

### **Asthma/Breathing Emergencies:**

- Remain with student.
- Have the student rest in a sitting position, breathing slowing through mouth, exhaling slowly.
- Offer fluids.
- Refer to student's Emergency Action Plan for further instructions.
- Have student take prescribed medications, as ordered by physicians. DO NOT send anywhere alone to obtain inhaler.
- Notify the school nurse/emergency team, if in building.
- Notify parent of severe breathing difficulty or if medication is not effective in 15 minutes.
- If parent is unavailable or student is having extreme difficulty, call 911 and transport to hospital.
- If CPR is needed, notify office
- Staff holding current **CPR Certification** include:  
**Anthony Grant, John White, Charles Hood, Annie Sessoms, Alyssa Kennedy, Kendra Mays, Anthony Williams, Bryan Davis, Jarrica Kirkpatrick, Nyanga Rajaonarivelo**

### **Allergy Emergencies:**

- Stop student where he/she is.
- Remain with the student.
- Have another staff member bring the medication to the student
- Have trained staff administer Epi-pen.
- Have the Office Staff contact 911 and inform that an Epi-Pen is being administered.
- Have Office Staff send a CPR certified staff member to assist you (see list above)
- Notify parents immediately that an Epi-Pen is being administered and that 911 has been contacted.
- Staff holding current **Epi-Pen and Medication Certification** include:
  - Rosanna Christian
  - Anthony Grant
  - John White



## Diabetic Emergencies:

- Contact Office and instruct them to call 911
- The Office will notify the nurse.
- The Office will notify their parent, guardian or emergency contacts.
- Current staff holding **Diabetic Certification**:
  - Rosanna Christian
  - Amy Corey
  - Anthony Grant

## Seizure Emergencies:

- Stay with student during and after seizure. Note: Duration of seizure and type of body movement during seizure episode. Ask another adult to time seizure and prepare to log student's actions on Seizure Log.
- Assist to horizontal position if loss of consciousness occurs. Remove glasses, loosen clothing around neck.
- Turn on side as soon as able.
- Clear area around student, including concerned/curious bystanders.
- DO NOT RESTRAIN MOVEMENT OR PLACE ANYTHING IN MOUTH.
- Monitor breathing. Begin artificial respiration if breathing does not resume spontaneously.
- If seizure lasts more than five minutes or student has one seizure after another without waking, call 911 and transport to Hospital.
- When seizure is over, allow student to rest and **always notify parents**.
- Notify school nurse, and medic – Rosanna Christian, Anthony Grant

## Hemophilia (Bleeding Disorders) Emergencies:

- Note the location of bleed and treat bleeding episodes promptly.
- Control the bleed by applying pressure to the site for 10-15 minutes.
- Elevate the site above heart level, and apply cold compresses.
- Notify the parent of bleed.
- Allow student to rest while waiting for parent.
- Resume activity slowly after bleeding episode.
- Do NOT give aspirin or medicine containing aspirin for pain relief.
- If bleeding is uncontrolled and is located in the head or neck region (except nosebleeds), contact parents regarding emergency care and call 911. Transport to Hospital as necessary.

## Other Emergencies:

- Assess the situation to determine nature of the injury & the scene for safety
  - Do not move the individual (risk of spinal injury or further harm)
- Contact Office and instruct them to call 911
- The Office will notify the nurse.
- The Office will notify their parent, guardian or emergency contacts.
- Cover any wounds with dry, sterile dressing
- Apply ice if necessary.
- Do not give the individual anything by mouth (water or food)
- Follow directions from EMS responders
- Contact staff with First-Aid or CPR certification

## Section 9: Medical Non-Emergencies

Remember to **fill out form** AFTER situation has been handled.

### Head Injuries (non-emergency):

- Contact Office
- The Office will notify the nurse
- Complete a Head-Injury form (located in the Office)
- The **teacher** will notify their parent/guardian before the student goes home. Please let the office know if you have left a message for parent or were unable to reach in case they call back.
- Apply firm pressure to control bleeding, if necessary
- If needed, clean and dress the wound (while wearing gloves)
- Provide the student with ice, if necessary (to be applied for 15 minutes at a time)
- Contact staff with First-Aid or CPR certification

**Dental (non-emergency):**

- If a child's whole tooth is accidentally knocked out, the tooth may be re-implanted.
  - Pick up tooth by crown (not root)
  - Place the tooth in a cup of milk and take to dentist
  - For older students, reposition the tooth in socket, apply pressure and take to the dentist.
- If a child's tooth is chipped, recover the chipped piece and place in zip-lock bag
  - Call parent who can take the tooth to the dentist for repair.

**Other injuries/insect bites (non-emergency):**

- Apply first aid as necessary
  - Clean wound while wearing gloves
  - Remove bee/insect stinger using badge, if necessary
- Apply covered ice to the area for 15 minutes at a time for 3-4 times per day
- Apply bandages as necessary
- Complete an Incident Report.
- The **teacher** will notify the parent or guardian before student goes home. Please let the office know if you have left a message for parent or were unable to reach in case they call back.

**Section 10: CPI Team**

- If a child is in danger of harming themselves or someone else and are not able to be directed to change their behavior, CPI must be called.
- **Only CPI certified staff members may participate in child restraints.**
- The Office must be notified of the incident
- The CPI team responding must complete required paperwork as soon as the incident is resolved
- All paperwork must be turned in to Mrs. Grafton
- Current List of **CPI certified staff:**  
Bryan Davis

## Section 11: What do you do for a run-away student?

- **Notify the Office via phone or radio.**
- State the student's location and intent (if known).
- Make sure someone can see the student.
- If you are a passer-by, attempt to casually ask the student if they need help or if they could help you (distraction).
- If you are following the student, do not chase, but follow the student and keep them in your sight.
- Always keep your radio on for constant communication and have building keys/fobs with you.
- Staff should constantly survey their zone to ensure that the student isn't endangering themselves or others. If they are, the CPI team should be called.
- Keep your radio on for constant communication with the team
- If appropriate, a CPI certified staff member (see page 10) can assist.
- If the student leaves campus, the School Resource Officer (SRO) must be called.
- Follow Behavior Plan for student's consequences, including calling parents/guardians.

## Section 12: What to do if the FIRE ALARM is activated or announced

### Office personnel will:

- Call 911 to notify fire department, give directions and ensure the automated system has worked.
- A map should be posted in each classroom with a primary and secondary evacuation route marked
- Secure all records
- Take student medications outside.
- Take walkie-talkies outside
- Office staff will call for Emergency Sweepers to account for students after building is evacuated.
- First Aid certification will administer First Aid as needed

### Custodians will:

- Activate the alarm (for drills)
- Turn off utilities (electricity and fuel)
- Try to confine the fire by closing all doors in the area involved

### Teachers/Afterschool will:

- Have all students, staff and volunteers evacuate the building via the nearest and safest exit.
- Take "Grab and Go" red bookbag.
- Take working walkie-talkie and be listening for student names.
- Classes outside shall cease activities and form a straight line in the safest place. Students on Primary will report to the bottom fence.
- Take roll.
- Make a list of missing students to report during Roll Call.

- EC, ESL, Guidance, etc. (small groups) will call out students they have with them, instead of classroom teachers calling for them individually.
- Report missing students not called out on radio if they are not accounted for
- Teachers not with their class during fire evacuation will meet their class outside or in another building in the event of a real emergency.

### **Instructional Assistants will:**

- Check restrooms/closets for students
- Assist teacher with student supervision

### **Section 13: (A) Bomb Threat Procedures**

In the event a bomb threat is received at CIS, proceed according to the following plan:

- If the threat is received by phone, the Secretary or Principal will immediately contact the Trap & Trace at 1-800-807-4205 or 1-800-813-6442.
- The recipient of the call after receiving the call will contact the principal or designee, but no one else.
- The principal will immediately contact the local Sheriff's Department and/or Concord Police Department.
- For a bomb drill, we will not ring the fire alarm, instead, we will announce "EMERGENCY DRILL, EVACUATE THE BUILDING IMMEDIATELY" on the PA system.
- When evacuating the building, all students and personnel must be no closer than 500 feet to any building.
- Line up by grade level on the Field up above the playground following the same routes as a fire evacuation.
- Radios and cell phones must be turned off.**
- Check all bathrooms to make sure students are not inside.
- In leaving the building, teachers will see that the doors are propped open when leaving the room.
- The head of school, principal, custodian and sheriff officials will conduct a routine search of the building.
- All teachers will then take the roll and notify the Grade Level AP's if someone is missing.
- If someone is missing, the Assistant Principal or designee will organize a search.

- No student or teacher will return to the building until it has been cleared by competent Sherriff or Concord Police Department. We will announce “ALL ZONES ARE CLEAR AND CIS COMETS CAN RETURN TO YOUR NORMAL ROUTINE”.
- If a remote evacuation is necessary, classes will be led to a pick-up area on Cox Mill Rd through the subdivision right behind the field above the playground

### **Section 13 (B): Suspicious Package**

- Move students away- DO NOT touch package
- Use nearest landline phone- no cell phones to report package.
- If possible, keep an eye on the package.
- Follow previous bomb threat procedures for evacuating area.

### **Section 14: Tornado Procedures**

**\*\*ALL CLASSES MUST MOVE INSIDE DURING TORNADO DRILLS! \*\***

#### **Definition of Terms**

**Tornado WATCH:** Weather conditions are favorable for the development of a tornado.

**Tornado WARNING:** A tornado has been sighted or detected. Take shelter now!

#### **Office Personnel will:**

- Monitor weather and news broadcasts
- Maintain communication with the Head of School and the Principal
- Call 911 in the event of a tornado sighting or strike
- Announce appropriate alert signal over the PA – see below
- Give the “all-clear” signal once danger passes.
- When a “Tornado WATCH” is received, announce: “This is a tornado WATCH. Please move INSIDE the main building to your assigned location and continue instructional activities.” Repeat announcement on walkie talkie.
- When a “Tornado WARNING” is received, announce: “This is a tornado WARNING. Please make sure you are in your assigned location INSIDE the building and assume the ‘duck and cover’ position.” Repeat announcement on walkie-talkie.

**During a WATCH Teachers, Assistants or Afterschool will:**

- Move all people and activities into the main building. (Watches could last all school day.)
- Call office if separated from students to see if you can go between buildings
- Ensure that the grab-and-go red bags are with the class.
- Close windows.
- Administrators will notify staff regarding student dismissal based upon directions from Central Office.
- Review “Tornado WARNING” procedures.

**During a WARNING, Teachers, Assistants or Afterschool will:**

- Follow above procedures
- Go to your assigned location with your students
- Instruct all students to get in, and remain in, the “duck and cover” position until danger passes.
- Buses are NOT permitted to leave for field trips or athletic events while a **WARNING** is in effect. Buses can run during a WATCH.
- Administration will provide instructions for dismissal procedures.
- Walkie-talkies ARE permitted during tornado watches and warnings.
- DO NOT move; find class- take cover

**Class Locations for a Tornado Warning (INSIDE THE MAIN BUILDING)**

Assume the “duck and cover” position facing an inside wall with no glass or windows.

(See map of tornado drill/warning locations within each classroom)

All students in grades **K, 1, 2, 3** will leave the classrooms and move immediately into the hallways; however, as many students as possible should use the interior classroom restrooms with the student overflow into hallways. All students in grades K,1,2,3 will move as close as possible to the far end of the hallway toward the back loop.

All students in grades **4, 5 and EC** will leave the classrooms into the hallways away from the windows as door. Students will move to the back of the hallway nearest the back loop

All students in Middle School will come down the hallway toward the atrium, cross the bridge, and move down the stairs using the right side. Students will cross over the atrium and begin filing into the k,1,2,3, hallway and assuming the position of duck and cover.

All students in High School will exit the hallway and move to the stairs using the left side against the wall. The students will then enter the 4,5, EC hallway and assume position of duck and cover.

- **Gym** –All gym students should move to the locker rooms at the very back of the gym and assume the duck and cover position

## Section 15: Weather-Related Early Dismissal (Floods/Snow/Emergency Weather)

Poor weather in most instances can be forecast well in advance, except for flash floods and surprise snow/ice. School buildings are seldom affected, but bus routes are. If emergency weather happens to occur, the following procedures should be followed:

### Early Closing of School:

- The Sheriff's department, highway patrol, or local police will notify the Head of School of potential and hazardous weather.
- The Head of School or designee will immediately communicate to the school principal.
- The Head of School will provide a school closing time.
- Radio stations and TV channels in the area will broadcast information received from the Head of School.
- An e-mail from the Head of School will immediately be sent to teachers, staff and parents.
- Staff will remain on duty for their regular hours or until officially dismissed by administration

### Early Closing of School:

- Students will be released to parents as parents arrive on campus
- School will be dismissed following the regular routine as much as possible.
- Afterschool does not operate if school is dismissed for inclement weather. Athletic practices or sporting events will not operate when school is released early
- Local TV stations will announce the Head of School's decision concerning school for the next day by 8:00 pm, if possible, or by 6:00 am, or you can check the [www.ciscomets.com](http://www.ciscomets.com) website.

## Section 16: What to do if you hear "PERIMETER LOCKDOWN"?

**This means that we must enhance the level of security in the school because there is a potentially threatening issue on the school grounds (but outside the main building).**

### Office Personnel will:

- Call the School Resource Officer or 911.
- Announcement: "**All staff – perimeter lockdown is in effect at this time.**"
- Repeat announcement on the radio for classes outside.
- Continue with productive activities
- If students are in the Office, they will be escorted to their class, or to the nearest classroom.
- Main outside doors will be secured by building custodian.
- Call any groups that are not on campus (field trips, etc.) to make them aware of the situation.



- Communicate with tutors and volunteers inside the building.

**Custodians will:**

- Your goal is to enhance the level of security in the school.
- Main outside doors will be secured by building custodians.
- Return to the office for additional assignments.

**Teachers, Instructional Assistants or Afterschool will:**

- Continue with business as normal inside your classroom – but **NO MOVEMENT OUTSIDE** the building.
- Students must be supervised when moving inside the building during a perimeter lockdown (such as going to the restroom). Moving around the building should be limited.
- Cease outside activities (move your students inside via safest zone). Communication via your radio is imperative. Always have a charged radio when outside.
- Cover the door to the hallway, but leave the outside blinds open.
- Ensure that your Red Grab and Go Bag is with your students
- If your students are at a location not with you, attempt to move to your class
- Close and lock your door (to prepare for a full lockdown).
- Keep radio on to listen to communication – only use them for emergencies
  - Turn radios off when instructed – or if a FULL LOCKDOWN is called.
  - Use classroom phones for messages, if necessary.
- Be prepared to go into full lock-down, if necessary.
- DO NOT** respond to a Fire Alarm during a full lockdown. If a real fire emergency exists, an announcement will be made saying, “This is an actual fire related emergency. Please evacuate immediately.
- Complete the “Accounting for Students” form

**Safety Team and administrators will:**

- Follow the procedures above to ensure student safety first.
- Collect all lockdown accounting forms.
- At the end of the drill, report to the front lobby for a debriefing.

**Section 17: What to do if you hear “FULL LOCKDOWN”**

This means that we must respond to an actual emergency situation and rapidly and dramatically enhance the level of scrutiny and security in the school. There is an issue on the school grounds (and possibly in the main building).

**Office personnel will:**

- Call 911 to report the situation

- Call Head of School
- Announcement: **“All staff – full lockdown is in effect at this time.”**
- Repeat announcement on the radio for classes outside & instruct them to move inside to safety.
- If students are in the Office, they will be locked down in Office
- Secure and lock Office doors and all hallway doors
- When possible: call any groups that are not on campus (field trips, etc.) to make them aware of the situation.

**Office personnel will :**

- Have attendance records
- Have visitor log
- Secure check-out log
- Gather emergency contact information (notebooks)
- Grab emergency box/bag
- DO NOT** respond to fire alarms. If a real fire emergency exists, an announcement will be made saying, “This is an actual fire related emergency. Please evacuate immediately.”

**Custodians will:**

- Turn radios and cell phones off
- Find nearest area to lockdown
- Do not respond to fire alarms

**For “Full Lockdown” Instructional Assistants will:**

- Assist teacher with procedures
- Glance in hallway & bring any children into the room (see next page)
- Radios must be turned off
- Cell phones must be turned off
- DO NOT** respond to fire alarms. If a real fire emergency exists, an announcement will be made saying, “This is an actual fire related emergency. Please evacuate immediately.”

**Teachers and/or Afterschool will:**

**\*\*Hiding in TOTAL SILENCE is a must!**

**IF in transition – immediately go to the closest classroom)**

- Check hallways/windows for staff and students and if possible, bring them inside
- Turn off the lights
- Lock interior doors (classroom or bathroom)
- Teachers will move students below and away from windows
  - If class is in gym, move to the locker rooms
  - Kindergarten & 1<sup>st</sup> Grade classes will hide in their restrooms, if in the classroom.
  - If you are on the Blacktop, Playground, you will take students into hiding over to Moss Drive or to Cox Mill via the subdivision behind the school. Listen via walkie for instructions

- In the event of an emergency on the playground, tell students to **RUN** away from school property, toward the field above the playground.
- Do not open the door for **ANYONE**. **Ignore knocking or rattling of the door.**
- DO NOT** respond to fire alarms. If a real fire emergency exists, an announcement will be made saying, “This is an actual fire related emergency. Please evacuate immediately.”
- Radios must be turned off.**
- Staff and student cell phones **MUST** be turned off
- Complete the “Accounting for Students” Form
  - Turn in to Administration **AFTER** “**ALL CLEAR**” is announced; OR
- Practice this with your students frequently so that they know where they should go and what to do.

## Section 18: Evacuation and Reunification

### Head of School and Principal will:

- Decide to evacuate to the designated site for family reunification after consulting with the local law enforcement. This evacuation site is specified in Appendix A through C.
- Staff and faculty will not depart from their spot of supervision until a delegated transfer of authority has taken place with an Emergency Response Agency. Furthermore, the Head of School and Principal will not depart from the campus until all students and staff have been evacuated and accounted for.

### Assistant Principals will:

- Depart the campus immediately to the reunification center
- Begin reunification process
- Account for students as each Emergency Responder arrives and provides “Accounting for Students” forms for each grade level
- Establish a check-out/ID procedure with staff
- Assign staff to check-out areas
- Principal will supervise when he/she arrives at reunification center.

### Head of School will:

- Be in possession of the Emergency Response Kit and its contents of student information
- Upon arrival, talk directly to Law Enforcement and provide a report of the crisis situation and exchange the Emergency Response Kit.
- Assist as needed

### Safety Officer David Alexander/Communications Liaison will:

- Establish a comprehensive student evacuation report, as well as identify injured or severely traumatized students and staff members, using the collected “Accounting for Students” forms.
- Remain until the last student and staff member has left campus
- Upon arrival, report directly to the Head of School

### Information (Beckie Deese -- PowerSchool personnel) will:

- Secure all student records

- Have attendance logs
- Have visitor log
- Secure check-out log
- Gather emergency contact information
- Gather all prescription medication

### **Emergency Responders (Grant, White, Hood, Sessoms, Christian)**

- Report to Principal upon arrival at the reunification center
- Continue teacher duties described below unless otherwise needed elsewhere

### **Teachers or Afterschool will:**

- Take Red Grab and Go bag, and exit, following the bomb exit plan UNLESS told otherwise. Teachers should facilitate a safe evacuation for all students under his/her supervision. The “Accounting for Students” Sheet should be checked to account for all students.
- Line up students in a single-file line by grade level, facing the bus lot. Move up past the playground to the field
- Supervise and accompany students to reunification area to connect with parents
- Take attendance twice (one for registration and one for your records).
- Place name-tags on each student as soon as possible
- Provide the names of any students that normally would fall under your supervision during the time of evacuation and his/her whereabouts (if known).
- Upon arrival, follow the directions given to you by the Head of School or Principal to maintain support for your students.

### **Basic Reunification Process:**

- Upon arrival at the designated evacuation/reunification site, follow the directions given to you by the Deputy Commander to maintain support for your students.
- Step 1: Registration and accountability at marker 1 of chosen plan for all students and faculty.
- Step 2: Students and faculty proceed to marker 2 of chosen plan and maintain 100% accountability of all students and faculty. Students will not leave this area until specifically called by the designee of the assistant coordinator.
- Step 3: Parents will be directed via the SRO (Safety Resource Officer) or another police presence along a one-way path to ID station. The parents/guardians will fill out the reunification card (Appendix D). The parent’s ID will be validated for information found on card.
- Step 4: Parent proceeds to Marker 3 and awaits staff designee to retrieve student with reunification card.

- Step 5: Staff designee will go to Marker 3 and validate again the parent and child are documented correctly on the reunification card. Designee will take the reunification card from the parent and allow parent to leave the area.

## Section 19: Dealing with the Media

Media representatives frequently respond to situations that involve schools. Mistakes made in dealing with the Media can result in adverse publicity for the school, interference with emergency response, and increased civil liability.

- Do **NOT** make **ANY** statements to the Media personnel during or after a critical event without the expressed permission of the Head of School or the Principal.
- Refer all media inquiries to the Head of School or Principal. Our media liaison is **Paul Bryant**. The back-up Media Liaison is **Sarah Grafton**.
- Teachers should teach their students to say: “**No Comment**” during an emergency or drill when questioned by media personnel and not to talk to unfamiliar people regarding the drill/emergency.
- Notify the Head of School or the Principal whenever a media representative contacts you.
- **DO NOT POST OR MAKE COMMENTS ON SOCIAL MEDIA OR TEXT INFORMATION ABOUT THE EVENT!**

## Section 20: Glossary of Emergency Terms

- **Bomb Threat:** A bomb threat will usually be received by telephone indicating a bomb is in the building. The threat will be reported to administration. Procedures to follow include a building evacuation. (See Section 11).
- **Fire:** A fire and/or smoke have been discovered in the building. The fire alarm will be activated and the fire evacuation plan will be followed. (See Section 10)
- **Full Lockdown:** A Full Lockdown is a response to an actual emergency situation. This type of lockdown is used to enhance dramatically and rapidly the level of scrutiny in the facility (see Section 13)
- **Grab and Go Bag:** A bag with all pertinent information that can be taken quickly. This bag should stay with the class **AT ALL TIMES** (float to specials/lunch/recess) and be updated regularly. (See Section 2 for more information.
- **Perimeter Lockdown:** A perimeter lockdown is a means to rapidly enhance the level of security in the facility. This type of lockdown does, however, allow staff and students to continue with productive activities in a limited fashion. The outside of the school is secured. (See Section 12)
- **Tornado Watch:** Weather conditions are favorable for the development of a tornado. (See Section 10)

- **Tornado Warning:** A tornado has been sighted or detected. Take shelter now. (See Section 11)
- **Remote Evacuation & Family Reunification:** This type of evacuation is used for any evacuations where students and staff will need to be moved to a remote site for reunification with family members.
- **Reverse Evacuation:** This code and protocols are used to return students and staff to the building if it is determined that conditions inside the building are safer than outside. A Reverse Evacuation can also be combined with a Perimeter Lockdown or Full Lockdown.
- **Shelter in Place:** Sheltering in place procedures are utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate the building occupants to a safe location before the dangerous contaminants reach the facility.

# Accounting for Students

Teacher Name \_\_\_\_\_ Room # \_\_\_\_\_ Date \_\_\_\_\_

## Students in Special Classes (Location – EC, ESL, Title 1, Counseling, etc.)

Student Name	Location

Student Name	Location

## Missing Students (Don't know where they are currently – bathroom, errand, etc.)

Student Name	Special Information

## Injured Students

Student Name	Homeroom Teacher

\* See Back Side

**Additional Students (students you have added to your class or grabbed from the hallway)**

Student Name	Homeroom Teacher

**Parent Volunteers & Additional Staff Members Present**

Name	Volunteer, visitor, staff, substitute, etc.

**Notes for Emergency Responders or Emergency Personnel:**


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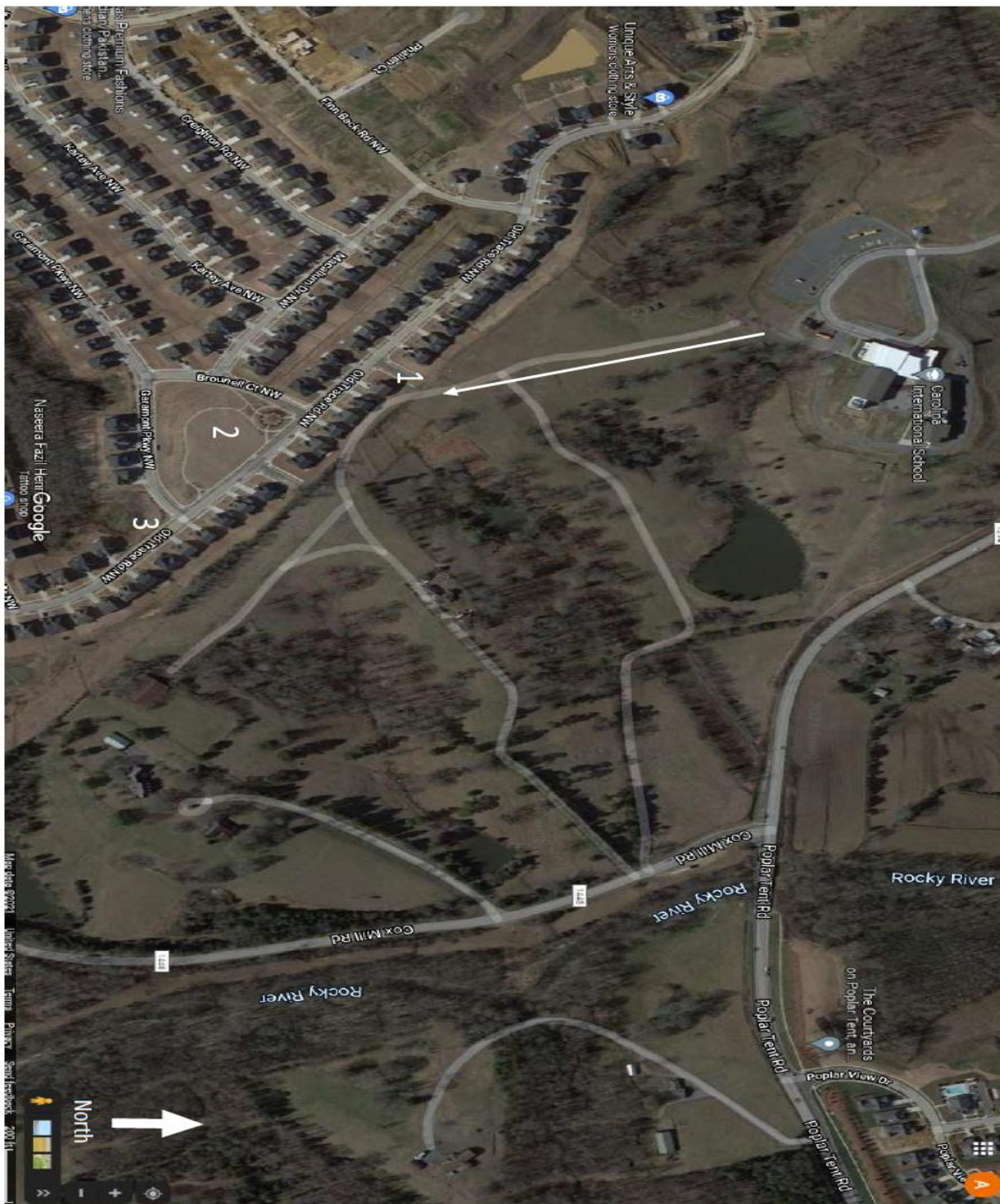


Appendix A

**Evacuation Route 1:**

**“Prairie House”**

1. School evacuation will commence when necessary going south down road near playground. Classes will stay together and meet at marker 1.
2. At marker 1, students and faculty will be counted and tracked as arriving at evacuation/reunification site.
3. Staging area for students will occur at Marker 2. Students will not leave this area until directed by faculty that they are ready for pick up.
4. Will work with local law enforcement to create boundaries and one way access to parent pickup reunification site at Marker 3.





Appendix B

**Evacuation Route 2:**

**"Rolling Stone"**

1. School evacuation will commence when necessary going northwest through the soccer field. Classes will stay together and meet at marker 1.
2. At marker 1, students and faculty will be counted and tracked as arriving at evacuation/reunification site.
3. Staging area for students will occur at Marker 2. Students will not leave this area until directed by faculty that they are ready for pickup.
4. Will work with local law enforcement to create boundaries and one way access to parent pickup reunification site at Marker 3.



Appendix C

**Evacuation Route 3:**

**“Watering Hole”**

1. School evacuation will commence when necessary going east past gazebo. Classes will stay together and meet at marker 1.
2. At marker 1, students and faculty will be counted and tracked as arriving at evacuation/reunification site.
3. Staging area for students will occur at Marker 2. Students will not leave this area until directed by faculty that they are ready for pick up.
4. Will work with local law enforcement to create boundaries and one way access to parent pickup reunification site at Marker 3.





Appendix D

**Reunification Information** (PLEASE PRINT CLEARLY)  
 Have photo identification out and ready to show school district personnel.

Student Name \_\_\_\_\_  
 Student Grade \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
 Name of person picking up student \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Phone number of person picking up student \_\_\_\_\_  
 Relationship to student being picked up \_\_\_\_\_  
 Photo identification matches name of person picking up student? Y or N \_\_\_\_\_

**Parent completes:**  
 Print Student Name Again \_\_\_\_\_  
 Student Grade \_\_\_\_\_  
 Student Birthday \_\_\_\_\_

**School personnel completes upon release of student**  
 TIME INITIALS OTHER

Signature \_\_\_\_\_  
 Print Your Name \_\_\_\_\_  
 Date \_\_\_\_\_

**Parent Guardian Sign Off**  
 I have read and understand these instructions.

**Reunification Instructions**

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

1. Please complete the information on the other side of this card.
2. Prepare identification (if you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity).
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

**Información de Reunificación** (POR FAVOR IMPRIMA CLARAMENTE)  
 Tenga identificación con foto disponible para mostrarle al personal del distrito escolar.

Nombre del Estudiante \_\_\_\_\_  
 Grado del Estudiante \_\_\_\_\_ Número del Celular del Estudiante \_\_\_\_\_  
 Nombre de la persona que recoge al estudiante \_\_\_\_\_  
 Firma \_\_\_\_\_  
 Número de teléfono de la persona que recoge al estudiante \_\_\_\_\_  
 Relación al estudiante recogido \_\_\_\_\_  
 ¿La identificación de foto encaja con el nombre de la persona que recoge al estudiante? Si o No \_\_\_\_\_

**Para completar por el padre:**  
 Imprima el Nombre del Estudiante Otra Vez \_\_\_\_\_  
 Grado del Estudiante \_\_\_\_\_  
 Cumpleaños del Estudiante \_\_\_\_\_

**El personal escolar completa tras la liberación del estudiante.**  
 OTRO TIEMPO INICIALES

Firma \_\_\_\_\_  
 Imprima su Nombre \_\_\_\_\_  
 Fecha \_\_\_\_\_

**Firma del Padre o Tutor**  
 He leído y entiendo estas instrucciones.

**Reunificación Instrucciones**

Primero, queremos agradecer su paciencia durante esta reunificación. Compartimos la misma meta durante este proceso: Reunir a Ud. y a su estudiante lo más rápido posible. La razón por la cual estamos haciendo esto es que un acontecimiento ha ocurrido en la escuela que nos manda a juntarse personalmente con su niño.

1. Por favor complete la información del otro lado de esta tarjeta.
2. Prepare su identificación (si usted no tiene identificación con usted, por favor muvase al lado de la línea, puede tomar un poco verificar su identidad).
3. Escogiera la fila de registro basada en apellido del estudiante o grado del estudiante.
4. Después del registro, el personal partirá esta tarjeta en dos y un corredor será enviado para traer a su estudiante. Por favor camine hacia la ubicación de reunificación.
5. Si ha habido una lesión u otras preocupaciones, puede pedirse reunirse con un consejero.
6. Por favor no le grite al personal de la escuela o del distrito. Completaremos esto lo más rápido posible.