



Success Institute Charter School SAFE SCHOOLS – EMERGENCY PROCEDURES

HOW TO USE THIS GUIDE

This ready-reference guide has been prepared by the Success Institute Charter School to direct the efforts of personnel in the effective management of emergency situations. This plan works cooperatively with Success Institute Charter School and community agencies to prevent, assess, manage, and follow-up on any threat to the safety of the students, faculty or staff.

This guide is designed to contain the primary steps necessary for effective intervention and follow-up in selected common emergencies that may affect our school.

EMERGENCY CONTACTS

<p><u>CENTRAL OFFICE</u> 1424-2 Rickert St Statesville, NC 28677</p> <p>ADMINISTRATOR’S HOME NUMBER</p> <p>Principal: Tenna Williams - (336) 771-0198 Other Key School Personnel (ex. Principal, Asst. Principal): Safety Monitor</p>	<p>FOR POLICE OR FIRE EMERGENCY CALL 911</p> <p>Local Hospitals Iredell Memorial Hospital - 704-873-5661 Davis Medical Center - 704-873-0281 Lake Norman Regional Medical Center 704-663-1113</p> <p>Poison Control Center - 800-848-6946 NC Highway Patrol 800-445-1778 State Bureau of Investigation 704-294-2226</p>
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STEPS OF ACTION TO

TAKE IN CASE OF FIRE

In the event of a fire with the school building:

1. Sound the fire alarm immediately.
2. Notify the fire department by calling 911
3. Evacuate the building according to the following procedures:
4. Students will walk out of the designated exit in a quiet, orderly manner.
 - a. The student reaching the outside door first will hold it open for the others.
 - b. The classroom windows should be closed. Classroom doors should be closed by the last person to leave the room.
 - c. Teachers will take class lists of students and do a head count after exiting the building. Students should check to see if their pre-assigned "buddy" is accounted for.
 - d. Students must go a safe distance from the building and must not stand in any driveway or other hard-surfaced area.
 - e. Children who are unaccounted for are to be reported to the principal or safety representative immediately.
5. Access roads will be kept open for emergency vehicles by the custodial staff under the direction of the principal or assistant principal.
6. If a fire occurs near the school, the Immediate Emergency Response Team will determine the course of action.
7. Students and Staff members will be allowed to return to the building at the direction of the principal only upon the recommendation of the fire department.
8. Decisions regarding school dismissal or other further actions are the prerogative of the principal.



STAFF ROLES AND RESPONSIBILITIES

<p>Principal</p> <ol style="list-style-type: none"> 1. Supervise evacuation and check for injuries. 2. Assign roles to auxiliary persons as needed. 3. Keep access roads open. 4. Administer first aid if necessary <p>Secretary</p> <ol style="list-style-type: none"> 1. Phone 911 for emergency assistance 2. Phone Superintendent 3. Take emergency card file to evacuate site. <p>Safety Representative</p> <ol style="list-style-type: none"> 1. Locate fire and report to principal. 2. Keep access roads open 	<p>Teachers</p> <ol style="list-style-type: none"> 1. Evacuate Students 2. Make sure classroom windows and doors are shut. 3. Take Roll. 4. Notify principal or assistant of any missing students. 5. Assure students and keep them calm. <p>All Other Staff</p> <ol style="list-style-type: none"> 1. Assist with evacuation 2. Report to principal for assignments. 3. Check bathrooms and other spaces for students or other people.
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BOMB THREATS OR EXPLOSIONS

If an explosive device is either present or alleged to be present in the school or on the premises, the fire alarm will sound and normal fire procedures will be used unless special instructions regarding a change of procedures is announced. It is recommended that not all the students evacuate to the stadium area in high schools. Other special situations may also arise.

*Portable radios must not be used during a bomb threat incident.

STEPS OF ACTION TO TAKE IN CASE OF A BOMB THREAT OR EXPLOSION

If a phone threat is made, obtain as many details as possible. (Use the check list on the following page.)

1. Activate the fire alarm. Follow the fire evacuation plan.
2. Call 911 for emergency assistance.
3. Evacuate the building and set up a headquarters at _____
4. Staff should look for unusual or suspicious noises, devices or disturbances during evacuation but **DO NOT TOUCH ANYTHING THAT LOOKS SUSPICIOUS.**
5. In the case of explosion, protect your face and head from flying debris with arms, books, coats, etc.
6. Stay in this position until flying debris ceases.



BOMB THREAT CALL CHECKLIST

When is the bomb going to explode? _____

Where is the bomb located? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you (the caller) place the bomb? _____

Why did you (the caller) place the bomb? _____

What is your (the caller's) name? _____

Where do you (the caller) live? _____

Sex of caller? **(Circle one)** Male Female Age: _____ Length of call: _____

Caller's Voice was:

Threat language:

Calm	excited	rapid	loud	raspy	Well spoken (educated) incoherent foul taped irrational message read by threat-maker
ragged	deep breathing	familiar	distinct		
nasal	accent	crying	clearing throat		
disguised	angry	slow	cracking voice	lisp	
deep	soft	laughing	normal	slurred	
stutter					

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

Background sounds: (Circle all that apply)

Street noises House Noises factory machinery clear TV
 Animal Noises Voices office motor other _____
 static local long distance PA system Wireless Phone



STAFF ROLES AND RESPONSIBILITIES

Principal

1. Determine need for evacuation and notify staff accordingly.
2. Gather information from staff on anything suspicious.
3. Assess injuries.
4. Assign auxiliary persons to first aid assistance at evacuation site.

Teacher

1. Evacuate Students
2. Take Roll
3. Notify Principal of any missing students
4. Assure students and keep them calm

Secretary

1. Phone 911 for emergency assistance
2. Phone superintendent
3. Take emergency card file to evacuation site

Custodian

1. Report to principal
2. Shut off natural gas or propane, if any
3. Keep access roads open

All Other Staff

1. Assist with evacuation
2. Report to Principal for assignment
3. Check bathrooms and other spaces for students or other people

STUDENT DISTURBANCES

1. If the misbehavior is not serious, attempt to have students return to their normal school routine.
2. Call for law enforcement assistance if the disruption continues or if injury occurs. Notify Central Office.
3. If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body. You should have a predetermined, non-alarming code phrase that could be broadcast over the intercom to alert staff members that there is an incident taking place in the school and what their actions should be – i.e. locking classroom doors, etc.
4. Your school's Immediate Emergency Response Team members should discern the bases for the problem and take action to address those concerns.
5. Notify parents.
6. Determine disciplinary action to take, if any
7. Be prepared for the media to become involved. Notify the system Public Information Officer.
8. Follow procedures as outlined in separate booklet, "How to handle the media in a Crisis".

RESPONSIBILITY CHECKLIST

Members of Immediate Emergency Response Team: _____

Predetermined code phrase and resulting actions expected of classroom teacher:

Phrase: _____ action: _____

Phrase: _____ action: _____

Person who will call Central Office, Police, Public Information Officer: _____

Person who will call Central Office, Police, Public Information Officer: _____

(Backup): _____



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STAFF ROLES AND RESPONSIBILITIES

Principal

1. Supervise the student body and maintain contact with all staff. Assign duties as necessary.
2. Gather information on weather conditions
3. Provide any first aid necessary.

Secretary

1. Remain near the phone in the office
2. Phone superintendent
3. Phone 911 for emergency assistance if necessary.

All Other Staff

1. Report to principal for assignments

Safety Monitor

1. Serve as weather spotter looking southwest from a window or doorway.

Teacher

1. Supervise his or her own class
2. Follow emergency procedures to get students to shelter area
3. Take roll
4. Notify principal or assistant principal of any missing students.
5. Assure students and keep them calm and quiet

UNWANTED INTRUDER/ SUSPICIOUS PERSONS

General Procedures:

1. All visitors must report through the front security.
2. All visitors to school should report to the office before proceeding anywhere in the building.
3. All visitors should be asked to sign - in immediately upon entrance and accompanied by a school staff member.
4. School staff should stop all unidentified strangers on campus and inquire as to their business in the building.
Contact the office to be sure they have registered or conduct them to the office to register.
5. In the case of a student run-away or abduction, the school should keep photos on file of every student.
6. Determine disciplinary action to take, if any.



In case of a hostile intruder:

1. Ask unwanted intruder to leave the campus. Call law enforcement.
2. If the intruder becomes violent, signal teachers to lock their classroom doors via a predetermined code signal broadcast over the intercom. Call Central Office.

Our Lockdown Code Phrase is: _____

The All-Clear Code Phrase is: _____

3. If it becomes necessary to evacuate some students from the building, staff members so designated by the principal will come to the classroom to direct the class to a safe position.
4. If it becomes necessary to evacuate all students from the building, one of two things could happen:
 - a. The fire alarm will sound or,
 - b. Another predetermined code phrase will be broadcast through the bull horn.

Our evacuation code phrase is: _____

Teachers should follow their regular fire drill plans unless advised otherwise.

ROLES

Principal: Take charge of the situation until, if needed, police arrive, Supervise all actions including evacuations, in relation to safety of students and staff.

Other Administrative Staff: Assist principal as directed.

Secretary: Make any broadcasts. Call police. Aid in communications as principal directs.

Safety Monitor: Aid in evacuation and other activities as principal directs.

Teachers: Stay with and protect students. Keep children calm and in good order. Take roll. Provide first aid if needed.

After the incident:

Prepare immediate communication for parents.

ACCIDENT, SERIOUS INJURY, OR ILLNESS

Definition: Emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick student(s). Examples: boiler explosion, school bus accident.

Incident Which Occurs on Campus

Steps of Action

1. Contact building Principal and stay with injured or sick person.



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2. Secretary will contact parent(s) or guardian(s) and/or emergency services by calling 911.
3. Staff member trained in first aid should use those skills as needed. Teachers should stay with their own class to assess first aid needs, calm children, take roll and keep order unless needed elsewhere in a lifesaving capacity. All classes should be under direct supervision of an adult at all times.

Staff members trained in First Aid are: _____

Staff members trained in CPR are: _____

Incident Which Occurs Off School Grounds: Bus Travel

1. Prior to leaving school with students, staff members should have the following information at hand:
2. List of all students on trip and their bus seat assignments
3. All students leaving school grounds for any school - sponsored event should be paired up with a "Buddy" and "Buddy" checks should be made with the group. Bus Drivers and staff members are trained to administer first aid.

Steps of Action:

1. Identify students who require first aid. If it is necessary to stay with an injured individual, assign supervisory responsibilities to alternative personnel.
2. Call 911
3. Contact Principal.
4. Other School administrators or secretary will remain at the school to help provide information to parents.
5. Have police crime tape removed/clean area before students return to campus, if at all possible.
6. Keep staff updated on events and circumstances.
7. Emphasize the need to provide hard facts in reducing rumors.
8. Be highly visible to show presence, support, and control of situation.
9. Restrict campus visitors until crisis is resolved.
10. Announce situation to entire school. Provide facts to reduce rumors and fantasies. Extend time of first class of the day if necessary.
11. Arrange for selected class visits to speak to students.
12. Follow-up with short faculty meetings, planning period meetings, or after-school meeting to review facts of incident and role of faculty in assisting with the situation. Allow faculty an opportunity to share their experiences and suggestions.
13. Make arrangements for rescheduling for researching standardized testing programs or other canceled activities.
14. Make arrangements for excused absences for students wishing to attend funeral.



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COUNSELOR'S RESPONSIBILITIES

- Establish an area for counseling (individual and group)
- Reschedule day's activities depending upon the needs of the school. Cancel appointments and meetings not of an emergency nature.
- Request transfer of additional secretarial help or volunteers from faculty or other schools to answer phones, etc.
- Identify faculty/staff that are in need of mental health support service. Utilize guidance.
- Identify and coordinate crisis intervention personnel who can work with groups or individuals. Maintain list of student counseled. Make follow-up calls to parents of students in distress and make recommendations for the parent to provide support.

CRISIS RECOVER TEAM LEADER RESPONSIBILITIES

1. Meet with Administration and assist in assigning responsibilities.
2. Meet with crisis recovery team. Involve only previously trained responders.
3. Assist with faculty meetings and other activities as needed.
4. Coordinate counseling recovery effort.
5. Facilitate debriefing of counseling recovery responders.

MEDIA RESPONSIBILITIES

1. School crisis recovery teams will refer all media questions to the Public Information officer unless specifically directed to meet with the media.
2. Identify limits for media access (time and location)
3. Provide handouts of planned school activities to handle the loss/crisis. Emphasize positive action being taken.
4. Direct phone calls of concern and questions to appropriate staff.
5. Provide a meeting for concerned parents and others to provide input or suggestions to help students and/or request a speaker from a recognized local community mental health organization (as needed).

FACULTY RESPONSIBILITIES

1. Identify students who would like an opportunity to attend a group individual counseling session.
2. Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
3. If class has a large number of distressed students, send special notification to guidance office.
4. Shorten and structure assignments. Postpone and reschedule tests as needed.
5. Provide an opportunity for students to discuss the loss, stages of grief, sharing loss and what they have learned. Ask the crisis team for support as needed.
6. If students are restless, get them active and focused on a project for the family of the victim(s). Examples: books, letters, pictures, ideas for a memorial service.



7. Encourage support network in school (per counselors, club members).
8. Acknowledge emotions through discussion and involvement in constructive activities in classroom.
9. Discuss funeral to prepare students who plan to attend. Answer questions.
10. Rearrange seating in class when it seems appropriate.

TORNADO

Definitions

Tornado Watch: Conditions are favorable for tornado or severe weather. Make staff aware, but take no action.

Tornado Warning: tornado has been sighted - take shelter immediately.

The Tornado alert weather monitor should be located within hearing distance of office personnel at all times.

STEPS OF ACTION TO TAKE IN CASE OF A TORNADO WARNING

This is also procedure for a Tornado Drill

1. The signal for a tornado warning should be made using the portable bull horn to notify teachers by announcement in the hallways.
2. Students should proceed to their designated position against the wall in the hallways and assume a kneeling position, head down, with hands covering their heads.
3. Students in unsafe locations (such as mobile classrooms) will go to pre-assigned locations at the direction of the teacher. Teachers will know where to take students for their classrooms. Evacuation routes will be posted in each class.
4. Teachers are to close classroom doors after students exit into hallways.
5. Quiet is extremely important to that any necessary directions may be called down the hallway.
6. Teachers should keep their class rosters with them during the emergency and to verify student classroom counts. Students should be aware of the whereabouts of their preassigned "buddy".
7. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from glass windows.
8. Under no circumstance are students to be in rooms on the west side of the building, in the gym, cafeteria, or portable classrooms during a tornado or tornado drill.
9. During a tornado watch, a weather spotter - the safety monitor- should be posted in a southwest area and should notify the office if a tornado is sighted.
10. If a tornado is sighted, call 911
11. The all-clear signal will be verbally announced by the principal or principal's designee.
12. If a tornado should hit the school, the principal will determine when and if the building should be evacuated and to what extent should be evacuated.
13. Call 911 for emergency assistance.



14. The immediate Emergency Response Team and other staff members will act according to their roles to evaluate injuries, administer first aid and take other appropriate action.

STAFF ROLES AND RESPONSIBILITIES

1. Supervise the student body and maintain contact with all staff. Assign duties as necessary
2. Gather information on weather conditions.
3. Provide any first aid necessary

Secretary

1. Remain near the phone in the office
2. Phone superintendent
3. Phone 911 for emergency assistance if necessary

Safety Monitor

1. Serve as weather spotter looking southwest from a window or doorway.

Teacher

1. Supervise his or her own class
2. Follow emergency procedures to get students to shelter area
3. Take roll
4. Notify principal of any missing students
5. Assure students and keep them calm and quiet

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

1. Notify Emergency assistance by calling 911.
2. Determine injuries and provide first aid as necessary.
3. Notify the Central Office and the Public Information Officer.
4. Restore calm by having students either stay in class or return to class
5. Assess:

Code for a student with a gun: _____

Code for a student with a knife: _____

Staff members in our plan to be alerted: _____

Note: If the faculty needs to be aware that someone on campus is in possession of a weapon, the code should be used over the bullhorn along with the location of the person. Example: "The raffle committee is meeting in the Cafeteria"



6. If the weapon is a firearm, notify law enforcement.
7. Administrator or Teacher should quietly ask the student to accompany him or her to the office.
8. Depending on the situation, the student should be asked to surrender the weapon or declare its location.
9. Call the student's parent and take steps for suspension/expulsion
10. Assess the situation to determine follow-up steps.

Please note each staff team should work out their own codes and make sure all staff members have this information. These procedures should be reviewed by the entire staff each year.

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 administration and/or staff:

1. Identify the student and his or her location in the building.
2. Use a code signal to alert the appropriate staff:

Code for a student with a gun: _____

Code for a student with a knife: _____

Staff members in our plan to be alerted:

Note: If the faculty needs to be aware that someone on campus is in possession of a weapon, the code should be used over the bullhorn along with the location of the person. Ex. "The raffle committee is meeting in the Cafeteria"

3. If the weapon is a firearm, notify law enforcement.
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1. Notify Emergency Assistance by calling 911.
2. Determine injuries and provide first aid as necessary.
3. Notify the Central Office and the Public Information Officer.
4. Restore calm by having students either stay in class or return to class.
5. Assess the extent of the situation by determining who was involved or committed the act. Identify witnesses necessary.
6. Follow your school's crisis recovery plan for providing counseling and other trauma reduction activities that may be necessary.

OUR PLAN:

Who calls 911: _____?

Who calls Central Office & Public Information Officer: _____

ROLES

The principal serves as primary authority and spokesperson for the school. All other staff members should support the principal in their decisions and responsibilities.

HOSTAGE SITUATION PROCEDURES

If a situation should arise where one or more persons hold students or staff hostage on the campus or in the school, the following steps should be taken.

1. Notify Emergency Assistance by calling 911.
2. Use a prearranged signal, the bull horn or messengers to notify teachers to move classes or groups of students away from the hostage situation. Pre-established codes may be used, but the principal and staff members will have to use their best judgment on the safest way to evacuate students and staff.

OUR LOCKDOWN CODE PHRASE IS: _____

1. If it becomes necessary to evacuate some students from the building, staff members so designated by the principal will come to the classroom to direct the class to a safe position.
2. If it becomes necessary to evacuate all students from the building, one or two things could happen:
 - a. The fire alarm will sound, or
 - b. Another predetermined code phrase will be broadcast.

OUR EVACUATION CODE PHRASE IS: _____

1. Teachers should follow their regular fire drill plans unless advised otherwise.



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2. Provide law enforcement with a floor plan of the school. Provide the police with any personal assistance needed.
3. Work with local law enforcement to determine the next steps.

OUR PLAN

Who will call 911? _____

Who will call Central Office? _____

Who will make verbal announcements for lockdown? _____

Before a Crisis Happens:

1. Designate a key communications person for your school who can be a spokesperson in an emergency, usually the principal.
2. Designate a backup person for that role.
3. Pick an office that could be sued as a communications center. It should have an outside telephone line and a computer with a printer or typewriter.
4. Pick a room or area that could be used as a waiting room for reporters and photographers.
5. Think about the layout of your building in relation to public streets. Remember, photographs and video may be taken from the public rights of way.
6. Ask your security guard and staff that casual conversations or speculation with reporters can work their way into news reports.

Steps of Action When You Receive Telephone Calls from Media:

1. Refer Media to Public Information Officer at Central Office.

Steps of Action When the Press is on your Front Lawn:

1. Use your security guard or designated staff to direct media all to one place - an empty classroom or office if possible, or behind police lines if the situation warrants that. Do not put them in your front office where you are making decisions to solve the problem.
2. If you can allay fears by providing some brief information, do it.