SAFETY PLAN
GUIDELINES AND PROCEDURES

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Superintendent
Developed January, 2013

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INTRODUCTION AND USE OF THIS GUIDE

This guide has been prepared by Colleton County School District to direct the efforts of personnel in the effective management of emergency situations. The Safety Plan Guidelines are intended to support the Principal or Site Administrator in developing and implementing an emergency plan. Each school is different in terms of structure, layout, neighborhood, student body and staff. No one plan can fit every school; however, when all schools in a district have similar plans, the schools will be able to work more effectively with the school district.

To meet the intended purpose, Safety Plans must be reviewed and revised at a minimum annually. This is done after a drill (or a real situation) has been evaluated for effectiveness and efficiency. All actions that occurred during the event are to be documented. After each event, the school safety team must debrief and discuss all actions taken while, during, and after an event. Strengths and weaknesses of the plan must be discussed. The goal is to make the plan as flawless as possible.

Each school is to personalize the plan in such a way that it meets all planning criteria but, first of all, meets the site-specific needs of the school. Most importantly, every staff member must understand his/her role and responsibilities in any given situation. This can only be accomplished through the reviewing of the plan with all employees.

“The midst of a crisis is not the time to start figuring out who ought to do what. At that moment, everyone involved—from top to bottom—should know the drill and know each other.” Rod Paige

“By failing to prepare you are preparing to fail.”

Benjamin Franklin
The schools work cooperatively with the District Office and other government 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 elements or steps necessary for effective intervention and follow-up for selected common emergencies that affect schools.

Since the enumeration of all emergency situations that might occur in the future is not possible, this guide, and the school's detailed emergency manual, along with the exercise of good judgment should help to ensure that emergencies will be managed effectively. All school faculty, staff, and appropriate government and community agencies have access to this guide. Appropriate district and school staff has been trained in the use of this guide.
## Community Emergency Contact Information

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone / NonEmer.No's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleton Police, Fire, EMS Dispatcher</td>
<td>911 (843) 782-1030</td>
</tr>
<tr>
<td>Ambulance Service</td>
<td>911 (843) 549-6926</td>
</tr>
<tr>
<td>Non-Emergency Communication Center</td>
<td>911 (843) 549-6926</td>
</tr>
<tr>
<td>Sheriff's Department</td>
<td>911 (843) 549-2211</td>
</tr>
<tr>
<td>Highway Patrol</td>
<td>911 (843) 538-2111</td>
</tr>
<tr>
<td>Walterboro Public Safety Department</td>
<td>911 (843) 782-1030</td>
</tr>
<tr>
<td>Cottageville Police Department</td>
<td>911 (843) 835-2456</td>
</tr>
<tr>
<td>Colleton County Emergency Preparedness</td>
<td></td>
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<tr>
<td>DHEC:</td>
<td>(843) 549-5632</td>
</tr>
<tr>
<td>Environmental Quality Control</td>
<td>(843) 549-2373</td>
</tr>
<tr>
<td>HealthCenter</td>
<td>(843) 549-1516</td>
</tr>
<tr>
<td>NationalResponseCenter (Toxic chemical; oil spills)</td>
<td>(803) 253-6488 (24 hrs)</td>
</tr>
<tr>
<td>Colleton Health Department-County Nurse Supervisor-</td>
<td>(843) 549-1516</td>
</tr>
<tr>
<td><strong>Hospital:</strong></td>
<td></td>
</tr>
<tr>
<td>Colleton Medical Center Hospital</td>
<td>(843) 782-2000</td>
</tr>
<tr>
<td>Trident Medical Center</td>
<td>(843) 797-7000</td>
</tr>
<tr>
<td>MUSC</td>
<td>(843) 792-2300</td>
</tr>
<tr>
<td>Poison Control Center (Charleston)</td>
<td>1-800-922-1117</td>
</tr>
<tr>
<td><strong>Fire:</strong></td>
<td></td>
</tr>
<tr>
<td>Colleton Fire Department</td>
<td>911 (843) 539-1960</td>
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</table>

### UTILITIES

<table>
<thead>
<tr>
<th>Companies</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>SCE&amp;G</td>
<td>1-800-419-6356 or 1-866-582-6345</td>
</tr>
<tr>
<td>Coastal Electric</td>
<td>(843) 538-5700 or (843) 538-5800</td>
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<table>
<thead>
<tr>
<th>Telephone Companies</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palmetto Rural Telephone Cooperative Inc.</td>
<td>(843) 538-2020</td>
</tr>
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## Media Contact Information

<table>
<thead>
<tr>
<th>TV Stations:</th>
<th>Contact</th>
<th>Address</th>
<th>Phone</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCBD TV 2</td>
<td>News Director</td>
<td>210 W. Coleman Blvd Mt. Pleasant, SC 29464</td>
<td>(843) 884-2222</td>
<td>(843) 884-6624</td>
</tr>
<tr>
<td>WCIV TV 4</td>
<td>News Director</td>
<td>1888 Allbritton Blvd Mt. Pleasant, SC 29464</td>
<td>(843) 881-4444</td>
<td>(843) 849-2519</td>
</tr>
<tr>
<td>WCSC TV 5</td>
<td>News Director</td>
<td>2126 Charlie Hall Blvd Charleston, SC 29414</td>
<td>(843) 402-5555</td>
<td>(843) 402-5579</td>
</tr>
<tr>
<td>WTAT TV 24</td>
<td>News Director</td>
<td>4301 Arco Lane N. Charleston, SC 29418</td>
<td>(843) 402-5755</td>
<td>(843) 402-5741</td>
</tr>
<tr>
<td>WMMP 36</td>
<td></td>
<td>4301 Arco Lane N. Charleston, SC 29418</td>
<td>(843) 744-2424</td>
<td>(843) 554-9649</td>
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</table>

<table>
<thead>
<tr>
<th>Radio Stations:</th>
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</thead>
<tbody>
<tr>
<td>STAR 99.7</td>
</tr>
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<table>
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<tr>
<th>Newspapers:</th>
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</thead>
<tbody>
<tr>
<td>The Press and Standard News Editor</td>
</tr>
<tr>
<td>The Colletonian</td>
</tr>
<tr>
<td>The Post and Courier</td>
</tr>
</tbody>
</table>
Protocol for Parents during a School Crisis

Colleton County School District is committed to the safety of all children and staff. The district has a crisis management plan in place to keep order and safety at all times. In order to maintain that order, we ask for your cooperation as we work to ensure the safety of all students and staff. The list below details some of the steps that we follow to ensure safety.

1. The crisis response team will be activated and appropriate steps taken to provide a safe and supportive environment for children and staff.
2. No student will be dismissed from school unless a parent (or designee listed on the student emergency form) comes for him/her. A photo identification card/driver’s license/car rider pick up card is required to pick up a child from school. It is the responsibility of the parent to keep all emergency records up to date.
3. Students must be signed out through the Principal’s office or designated dismissal site before leaving school.
4. Please do not call the school. We must have all lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately.
5. During or immediately following an emergency, do not drive to the school. The school access route and entrance must remain clear for all emergency vehicles. You will be directed as to where and when to pick up your child.
6. Listen to WCBD TV - 2, WCIV TV - 4, or WCSC TV - 5 television or STAR 99.7 radio for announcements.
7. Buses will not operate during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
Protocol for Handling the Media

No employee of the school system should talk to any representative of the media without EXPLICIT permission from the Superintendent or his/her designee. Our media coordinator is currently Mrs. Christine Stroble. She will issue official statements to the media.

Students should not talk to the media unless parents and police agree that to do so will not jeopardize someone’s life or reveal information that would disrupt due process if a criminal trial is expected. The Superintendent or a designee should always be present during a student interview.
School Level Annual Responsibilities

I. Annual Crisis Management In-Service

The Crisis Management Plan shall be reviewed annually with the full staff and shared with all transient staff, nursing staff, secretaries, cafeteria staff, custodians, and bus drivers.

II. Annual Start-Up Procedures for all Schools (Within 3 weeks of School Beginning)

- Confirm membership of the crisis team
- Plan at least two crisis team meetings. It is mandatory that crisis teams meet within the first three weeks of the school year to review procedures, make modifications in the school plan, and check equipment. The second meeting should take place in January.
- Inform faculty and staff of membership of crisis team and their roles
- Review critical incident procedures with faculty and staff
- The team needs to review procedures annually and practice with at least two scenarios. The key to successfully handling an incident is the preparation before the event.
- Create a crisis management packet and send to the Director of Facilities, Safety Specialists and Superintendent during the first three weeks of school. A copy of this packet should also be placed in the school’s crisis management plan notebook and crisis emergency kit each year. The packet will include:
  ✓ Staff skilled in medical care
  ✓ Map of building
  ✓ Bi/Multilingual staff members
  ✓ Staff roster with emergency contact information
  ✓ Student roster with emergency contact information
  ✓ Students/ staff who need special assistance in evacuation
  ✓ Location of triage area, parent assembly area, student assembly area, command post
  ✓ Location of off site student evacuation area/verify permission to use this location
  ✓ Daily car rider security plan
  ✓ Crisis kit location
  ✓ List of crisis team members and roles
  ✓ School emergency phone tree

Stock a crisis emergency kit (black box) to include:

- Fire Evacuation plan that shows all exits of School. (4 Copies)
- A “Google Maps” site plan (4 Copies) of the school campus that includes triage area, parent assembly area, student assembly area, command post and exit routes from building doorways to student assembly areas
- Master schedule
- Name tags and sign in sheet for crisis response team members and community resource people
- 10 legal pads
- 10 ball point pens
- 2 roles of masking tape
- Current telephone directory
- List of substitute teachers/volunteers
- Copy of school crisis plan
Roles and Responsibilities  
(During a crisis situation)

SUPERINTENDENT
- Direct all operations of the district and all activities in the management of the emergency
- Gather necessary information to make appropriate decisions
- Assess the situation and assign tasks based on needs
- Stay in contact with on-site crisis team members
- Authorize the release of information to the public

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
- Establish and maintain lines of communication between the district and the emergency site
- Assign resources to various sites for specific needs
- Keep the school board informed of the emergency status
- Communicate with other schools during the emergency period
- Arrange for delivery of outside services and materials needed for the management of the emergency

COMMUNICATIONS COORDINATOR
- Collect and disseminate information to the media
- Plan and coordinate press interviews to help the news media meet deadlines
- Create and disseminate press releases
- Respond to rumors through the dissemination of accurate information
- Organize a network of key people through which accurate information can be disseminated
- Be aware of the requirements of the Freedom of Information Act and provide information based on those requirements
- Coordinate information to be shared with school and district personnel during and after the crisis
- Act as a liaison between the media and all district personnel
- Arrange interviews for the media with appropriate staff
- Establish and maintain a clearinghouse for calls and requests from schools, community, parents, and the media

DIRECTOR OF FACILITIES/SAFETY SPECIALIST
- Assess the situation
- Collect and disseminate appropriate information to emergency agencies
- Assist emergency agencies as needed
- Assist School SCIP Team

DISTRICT NURSE
- Assess the situation
- Assist as needed
School Crisis Intervention Planning Team - (SCIP)

1. The S.C.I.P. Team is a group consisting of faculty and/or other personnel, who have been specifically trained to respond appropriately to the safety management procedures outlined in this guide.

2. The S.C.I.P. Team will be activated by the Principal and/or his/her designee. It may be appropriate for only selected individuals from the SCIP Team to respond to less serious incidents/emergencies.

3. Some S.C.I.P. Team roles should not be delegated to non-trained staff, such as emergency medical techniques and counseling, due to personal and organizational liability.

4. In addition, The S.C.I.P. Team is responsible for identifying hazards in and around the school and preparing the faculty/staff, students, parents, and community for those hazards. Each school’s Safety Plan will be written by the S.C.I.P. Team not by one individual.
SCHOOL LEVEL CRISIS INTERVENTION PLANNING TEAM/RESPONDERS

Each School Crisis Team shall be composed of, at a minimum:

- Principal
- Assistant Principal(s)
- Secretary
- Receptionist
- Attendance Clerk
- School Nurse
- Guidance Counselor(s)
- Head Custodian
- Cafeteria Manager
- First Responders

PRINCIPAL
(PRIOR TO EMERGENCY)
- Develop a crisis management plan for the school based upon the district model
- Notify and train the school crisis team and school staff
- Monitor weather and other situations that may impact the school
- Keep district staff and other officials informed of developing situations and initiate emergency notifications and warnings

(DURING AN EMERGENCY)
- Report to the site of the emergency
- Assess situation and assign tasks accordingly (activate the crisis plan)
- Coordinate and direct resulting activities
- Notify the district office and appropriate emergency services
- Gather vital information for decision making
- Communicate with the district, faculty, parents and students
- Arrange for counseling if needed

ASSISTANT PRINCIPAL(S)
- Implement student release procedures
- Report to the office to begin the appropriate crisis response procedures (i.e. locate and read the plan)
- Communicate to and assist the Principal as needed
- Coordinate activities as instructed by the Principal

TEACHERS
- Implement procedures to protect students
- Direct and supervise evacuation of students and student assembly (assign partners if needed)
- Follow the emergency plan posted in the classroom
- Check for missing or injured students and notify office if appropriate
- Remain with your class until all is clear and you are dismissed
• Release students only with permission of designated person/at a minimum a signature is required
• Record any information deemed relevant
• Notify administration of any needs or irregularities

SCHOOL RECEPTIONIST
• Answer telephones
• Locate student/teacher information as needed
• Use attendance data collected for accountability purposes
• Communicate with parents as they arrive on campus
• Assist the assistant Principal in getting out information to appropriate people
• Make sure lines of classroom communication are open
• If evacuation occurs, take crisis kit to the command post

SECRETARY (outgoing phone calls to be made from desk of secretary to prevent main phone lines from being tied up)
• Call Superintendent
• Call Director of Facilities
• Call any district personnel as specified on crisis plan
• Initiate and maintain incident log and document reports made by teachers
• Keep administrator informed of any needs or irregularities
• If the building is evacuated make same phone calls from school or personnel cell phones

GUIDANCE COUNSELOR/LEAD TEACHERS/OTHER NON HOMEROOM TEACHER
• Assumes responsibilities for student accountability
• Provide counseling as needed
• Monitor needs of teachers during emergency
• Assist the Principal as needed

BUS DRIVER/ (on campus during the emergency)
• Report to the command post to assist as instructed by designated authority

DISTRICT MAINTENANCE PERSONNEL
• If on campus, report to the command post for instructions
• If not on the site of the emergency, contact Director of Facilities/Superintendent for instructions
• Report to the emergency site command post to assist as needed

SCHOOL CUSTODIAL STAFF
• Follow procedures on crisis plan
• Report to command post for instructions from designated authority

MEDIA SPECIALIST
• Assist in determining skills of staff prior to emergency
• Maintain a list of individuals removed from campus as a result of injury and the name of the receiving hospital
• Help with record keeping necessary during a crisis
• Register and assign adult volunteers as deemed necessary
• Assist the Principal as instructed

INSTRUCTIONAL ASSISTANTS
• Assist the teacher with students as needed

SCHOOL NURSE
• Updates and maintains first aid kit annually
• Make the determination to contact emergency services and notifies principal
• Brings first aid kit to crisis area in the event of a crisis
• Assist with first aid as needed
• Establish and supervise medical triage area

CAFETERIA MANAGER/STAFF
• Check with the command post for instructions
• Prepare food and/or refreshments as instructed if needed
• Set up the lunchroom as communication or treatment center if needed
• Collect and disburse emergency materials and supplies
• Report to the command post after completing crisis response procedures assigned by emergency plan

FIRST RESPONDERS
• Report to the triage area to assist the nurse as needed

ALL OTHER STAFF (OEC staff, district administrators, speech therapists, occupational therapists, volunteers in building)
• Follow procedures of crisis management plan
• If building is evacuated, report to the student accountability/assembly area to assist with student management
• If building is not evacuated, report to command post for instructions
ABDUCTION/MISSING/RUNAWAY STUDENT

- Immediately after it has been determined a child is lost or taken, notify Principal
- Principal notifies Law enforcement
- Conduct immediate search of the building and grounds
- Principal notify Superintendent
- Contact parents if necessary and establish a communication plan
- Pull picture of the child, description of child today and be prepared to assist police

- Obtain information from witnesses: last place seen, description of suspect, type of clothing worn, vehicle description (if applicable) of both suspect and victim and any other information that might be useful to law enforcement personnel.

- When child is found, notify parents, Superintendent, police
- Fill out necessary reports

DO NOT release any information to the media unless instructed otherwise by the Superintendent or designee.

**Checklist**

- Notify Principal
- Telephone police
- Notify parents of the child
- Crisis team to search building and grounds
- Pull school picture and do written description of child
- Obtain information from witnesses
- After child is found, notify all parties
- File necessary reports
ABUSE COMPLAINT AGAINST STAFF MEMBER

Definition: A complaint that a principal or other supervisor receives about a District employee for sexual misconduct with a student or physical abuse where excessive force is evident.

THE INCIDENT COMMANDER OR DESIGNEE WILL:

A. Follow Crisis Protocol
B. Notify SRO (if available)
C. Call Law Enforcement
D. Establish Command Post
E. Contact Human Resources at 937-6593
F. Notify the Parents/Guardian
G. Make a full written report to the Superintendent within three (3) days of the incident with copies to his/her immediate supervisor, Chief Academic Officer, Associate Superintendent

It is not our responsibility to prove that a student has been abused by an employee. It is our responsibility to report suspected incidents to the proper authorities immediately.
Accidents

Minor Injuries
- Take immediate action.
- Contact school nurse and first responders if necessary
- Staff members will administer assistance as needed
- File an accident report
- Send written notice home to parents

Accidents to or from School (Staff member witnesses off campus)
- Staff member will call 911
- Trained first aid will be sent to the scene to assist if needed
- Staff member will notify the Principal
- Staff members will notify family members on emergency card
- Principal will notify Superintendent
- Staff member will complete appropriate reports
- Staff member will send report home to parents

Serious Injuries/Accidents
- Staff member will notify nurse
- Nurse will assess situation and notify Principal
- Principal will call 911 if necessary
- Principal will notify the Superintendent
- Principal/staff member will complete accident report

Checklist

_____ Assess the situation
_____ Notify the nurse
_____ Provide first aid if needed
_____ Notify the Principal
_____ Call 911 if needed
_____ File accident report
_____ Send written notice home to parents
_____ Principal to notify Superintendent
Allergic Reactions

Possible Symptoms:
- Skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, coughing, hoarseness

Immediate Actions:
- Assess situation, help student/employee to remain comfortable
- Send for school nurse/trained personnel if necessary
- Call 911 if necessary
- Move person only for safety reasons
- Send for medical kit
- Assist in getting Epi-pen for individuals who carry them
- Assist in getting prescription medication
- Principal will notify parent, guardian or spouse
- Take other actions as needed (ice pack, keep warm, etc…)
- Observe closely for respiratory difficulty
- Record time, cause of reaction and action taken

* In case of poisoning, notify the Poison Control Center and follow their instructions.

Checklist

- Assess the situation
- Notify the school nurse
- Call 911 if necessary
- Medical actions taken as needed (epi-pen, medications)
- Appropriate reports filed
- Notify family member if necessary
Angry/ Hostile Person

In General:
- Be courteous and confident
- Remain calm
- Do not touch
- Keep at a reasonable distance
- Listen respectively and objectively
- Allow the opportunity for the person to express concern

In scheduled meetings:
- Listen objectively
- Allow the opportunity for the person to express concern
- Meet in a neutral location
- Leave the door open or have another staff member join you
- Avoid blame and focus only on what can be done
- Ask questions such as:
  i. How can I help you get the service your child needs?
  ii. How can we work together?
  iii. What kind of support can we offer for your child to be successful?

After the meeting or confrontation the staff member will:
- Report any concerns to the Principal
- Alert the guidance counselor and other teachers
- Provide the student with the assistance agreed upon
- Evaluate yourself and how you can help the problem
Assault
(physical attack/other wounds caused by another)

- Assess the situation
- Request police assistance if assault is by outsider
- Move others to safety or initiate lock down if necessary
- Contact trained staff member to provide first aid if needed
- Call 911 if necessary
- Question the victim and make notes
- Notify the Principal
- The Principal will notify the Superintendent
- The Principal will notify the communications coordinator to handle all media and community inquiries
- Notify the family of the victim
- Notify staff if danger exists
- The guidance counselor will provide counseling as needed
- Conduct staff meeting

Checklist

- Assess the situation
- If continued danger, institute lockdown
- Notify trained personnel and provide first aid if needed
- Question victim and make notes
- Call 911 if necessary
- Notify Superintendent
- Notify Communications Coordinator
- File necessary reports (injury/release)
- Notify guidance counselor
- Meet with staff as needed
Bomb Threat

The individual taking the call should:
- Keep the caller on the phone as long as possible/ Ask the questions on the bomb threat report form (next page), Do not put the caller on hold
- Notify the Principal
- Document all of the information obtained and be as precise as possible
  - specific time call is received
  - date
  - exact wording
  - estimation of age, sex, race of caller
  - make note of background noises and tone of voice
  - find out what time the bomb is to go off

The Principal should:
- Evacuate students to safety using emergency evacuation plan using fire alarm or PA system
- Limit the use of radios/PA system/cell phones while inside the building
- Call to see if the call can be traced
- Do not allow use of cell phones, telephones, communication radios
- DO NOT TOUCH ANYTHING SUSPICIOUS
- Notify police
- Notify Superintendent
- Notify Director of Facilities
- Submit written reports as required

Once building is evacuated:
- Implement building search by appropriate authorities
- Try to continue normal activities in safe area
- Await clearance from authorities before returning
- Ensure that schools entrances are blocked (except for law enforcement)
- Students may be released to a parent after accountability is complete IF the release does not pose a safety problem

Checklist

- Get as much info from caller as possible
- Notify Principal
- Call 911
- Notify Director of Facilities
- Evacuate the building
- Notify Superintendent
- Allow authorities to conduct appropriate search
- Only reenter upon clearance by authorities
- File appropriate reports
- Conduct follow up counseling as needed

*This form should be copied and placed beside telephone in the main office.
 Bomb Threat Report Form

Number at which call was received: ______________________
Person taking call: ________________________________

Caller's voice (check which best applies)

_____ calm  ______ angry  ____ excited  ______ slow
_____ rapid  ____ soft  ____ loud  ____ laughter
_____ crying  ____ normal  ____ distinct  ____ slurred
_____ whispered  ____ nasal  ____ stutter  ____ lisp
_____ raspy  ____ deep  ____ cleared throat  ____ ragged
_____ taped  ____ disguised  ____ cracking voice  ____ deep breathing
_____ educated  ____ incoherent  ____ foul

_____ familiar (Who did it sound like? ______________________)

_____ accent (What type of accent? ______________________)

Background sounds:

_____ street  ____ animal noises  ____ PA system  ____ static
_____ voices  ____ music  ____ motor  ____ local
_____ house noises  ____ machinery  ____ office noises  ____ booth
_____ long distance

Time of call: ______________  Date of call: ______________

Sex of caller: ______________  Approximate age of caller: ______

Length of call: ____________  Caller ID: __________________

What the caller said:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Questions to ask:

• When is the bomb going to explode?
• Where is it right now?
• What does it look like?
• What kind of bomb is it?
• What will cause it to explode?
• Did you place the bomb?
• Why?
• What is your name?
• What is your address?
Bus Accident

At the scene:
- Notify Principal
- Bus driver notify Bus Supervisor
- Principal notify Superintendent
- Provide emotional support
- Call 911 if necessary
- Be available and attend to the injured until help arrives
- Do not move injured person unless absolutely necessary
- Be available to assist medical personnel as needed

Checklist

- Call emergency services
- Notify Principal
- Principal will notify Superintendent
- Principal will notify Director of Transportation
- File necessary reports with school and emergency staff
- Notify Director of Community Relations
Chemical Spill

Inside the building:

- Evacuate the area immediately
- Notify the Principal/custodians
- Assess the situation
- Notify Director of Facilities
- Notify Superintendent
- Principal will call 911 if necessary
- Evacuate building if necessary
- Spill will be documented and placed on file

Checklist

- Evacuate the area
- Notify Principal
- Notify custodian
- Notify Director of Facilities
- Notify Superintendent
- Call 911 if necessary
- Evacuate building if necessary
- Document spill

Outside the building:

- Be sure that all students/staff are in the building and remain there
- Notify custodian
- Notify Director of Facilities/ Superintendent
- Shut off all HVAC equipment (by electrical breakers if needed)
- Notify DHEC if necessary
- Keep phone lines clear for emergency calls only
- Release students only when clear

Checklist

- Make sure all students are inside the building
- Notify custodians
- Shut off HVAC equipment
- Notify DHEC if necessary
- Notify Director of Facilities
- Notify Superintendent
- File necessary reports
**Communicable Diseases**

- If there is a possibility that there may be a communicable disease among students, the school nurse and district nurse should be notified and DHEC should be called immediately
- If there is an outbreak of any kind, the school nurse should be notified and DHEC should be called immediately
- Schools will follow the guidelines given by DHEC
- The Principal should notify the Superintendent
- The Principal should notify the Communications Coordinator
- The District “Communicable Disease” Team will meet to work with DHEC, CDC, & as outlined in the District’s Pandemic Plan developed in 2009 for the H1N1 Pandemic.

**Checklist**

- Notify school nurse
- Notify district nurse
- Call DHEC if necessary
- Follow DHEC directives
- Principal notify Superintendent
- Principal notify Communications Coordinator

**Communicable Disease Team Members:**

Leila Williams  
Beverly Calloway  
Beth Frank  
Kenny Blakeney  
Ricky Haynes  
Johnny Frank
Death

Death of a student or staff member at school due to accident:
- Notify Superintendent
- Meet with the crisis team
- Notify Communications Coordinator
- Hold a faculty meeting and give up to date information, and review procedure for the day
- Notify guidance to set up support services
- Law Enforcement to notify family members
- Hold a faculty meeting at the end of the day to review
- Notify bus drivers so that students can be monitored on the bus
- Allow follow up support to continue
- Visit family afterwards

Checklist

- Meet with the crisis team
- Notify Superintendent
- Notify Communications Coordinator
- Hold faculty meeting
- Guidance to establish support services
- Contact/visit family
- Faculty a second faculty meeting
- Notify bus driver
- Follow up support
Destruction to Building
(due to weather, plane crash, bomb, etc…)

- Call 911 and evacuate or relocate occupants as needed
- Notify Director of Facilities and inspect extent of damages as possible
- One administrator should supervise evacuation and the other should supervise first aide response within the building
- Notify the school nurse
- Initiate first aid if necessary
- Assign staff member(s) to assist rescue/emergency personnel
- Notify Superintendent
- Arrange for dismissal of students (if necessary) and notify transportation
- Notify Communications Coordinator to arrange all contact with media
- Meet with staff after dismissal and advise them of plan for the following day(s)
- Prepare necessary reports

* For power failure, follow the power outage plan

Checklist

- Call 911
- Notify Director of Facilities
- Assess damage
- Assign responsibilities to crisis team members
- Initiate first aid (if necessary)
- Notify Superintendent
- Arrange for dismissal of students
- Notify Communications Coordinator
- Staff meeting
- File necessary reports
Danger outside of building
(destruction preventing dismissal)

- Determine length of time danger may exist
- Designate safe areas in the building and move students if necessary
- Keep teachers and students informed
- Notify Director of Facilities
- Notify Superintendent
- Notify crisis team and assign responsibilities
- Monitor until danger is removed
- Arrange for dismissal if crisis interferes with normal dismissal with Transportation Supervisor
- Prepare written memo to parents regarding handling of situation
- Notify Communications Coordinator
- Conduct staff meeting

Checklist

- Assess situation
- Designate safe areas and move students
- Inform students and staff members of situation
- Notify Director of Facilities
- Notify Superintendent
- Notify crisis team
- Assign responsibilities as needed
- Monitor until danger is removed
- Arrange for dismissal (if necessary)
- Memo to parents
- Notify Communications Coordinator
- Staff meeting
Earthquake
(actual tremors)

- Take cover (desk or table) and cover your head with a coat or other protective covering
- If no cover is available, stand in doorway
- Stay away from outside walls and windows
- Leave doors open
- After tremors have subsided, evacuate the building (make sure evacuation routes are clear and safe) and proceed with accounting for all students. Do no reenter until all clear signal has been given. Before giving all clear signal, assess the damage and danger of the building. If there is destruction, follow guidelines for destruction.
- If outside, stay away from building and overhead power lines and lay face down on the ground until tremors subside
- Meet with students and staff after event
- Provide support activities if needed
- Notify Superintendent
- Notify Director of Facilities
- Notify Communications Coordinator

Checklist

- Take cover
- Evacuate the building (if necessary)
- Account for students and staff
- Meet with students and staff
- Provide support
- Notify Superintendent, Director of Facilities and Communications Coordinator
Environmental Disaster

These guidelines should be followed in the case of contamination of air or water supplies.

In case of contamination of the water supply, a PA announcement will be made to alert everyone to this specific problem. Once the announcement has been made, NO WATER SHOULD BE CONSUMED FOR ANY REASON FROM THE BUILDING’S WATER SUPPLY until further notice.

In case of contamination of the air supply, the following “next steps” are possible:

1. If the air supply is contaminated INSIDE the building, then a Fire Drill procedure will be initiated.

2. If the air supply is contaminated OUTSIDE the building, then air system shutdown will be initiated and instructions will be given over the PA.

Communication:
1. Once water or air contamination is detected, the Principal will ensure that the following are contacted immediately either by phone or school district radio:

   - 911 Colleton County Dispatch for police, fire, EMS, environment services
   - Emergency Preparedness Agency – 549-5632
   - District Office – Crisis Management Team Members
   - Director of Facilities
   - Director of Transportation

Evacuation:
1. If the water supply cannot be restored, the evacuation plan for the specific building will be initiated and carried out.

2. If the air supply INSIDE the building is contaminated, students will be gathered in the school’s outdoor “Safety Zone” and evacuated by bus from that point.

3. If the air supply OUTSIDE the building is contaminated, students and staff will remain inside until a “window of opportunity” exists for safe evacuation by bus.

Checklist

*Follow the appropriate steps as listed above.
**Fighting**
(Violence between two or more students)

- Disperse any crowd to ensure the safety of all students
- Call for assistance if needed
- Focus on diffusing the fight
- Initiate first aid if necessary
- File appropriate reports
- Notify Principal/assistant Principal

**Checklist**
- [ ] Disperse crowd
- [ ] Diffuse fight
- [ ] Initiate first aid if necessary
- [ ] File appropriate reports
- [ ] Notify Principal/assistant Principal

**Fire**
(also arson, explosives)

- Sound fire alarm
- Proceed with fire evacuation
- Account for all students
- Call 911 (fire dept and rescue if necessary)
- Notify nurse and provide first aid if necessary
- Notify Superintendent
- Notify Director of Facilities
- Arrange for early dismissal if necessary
- Coordinate different location for classes if necessary
- Send note home to parents
- Faculty meeting to advise of follow up procedures

**Checklist**
- [ ] Sound alarm
- [ ] Evacuate building
- [ ] Initiate first aid if necessary
- [ ] Notify Superintendent
- [ ] Notify Director of Facilities
- [ ] Arrange for dismissal if necessary
- [ ] Determine building status for return to classes
- [ ] Follow up staff meeting and activities
- [ ] Dialer message and note to parents
Gas Leak

Natural gas leaks, with odor in the building, may bring the danger of explosion. Natural gas rises and will often be outside because most gas lines are outside the building. Natural gas is mixed with Mercaptan to give it odor. The odor remains on ground level, but the gas rises.

If the leak is in or near the building:

- Evacuate the building immediately
- Take students a safe distance from the building
- Turn off the main gas valve (verify that the building actually has natural gas service)
  
  LOCATION: ______________________

- Call 911
- Notify Director of Facilities
- Notify the Superintendent
- Notify the Communications Coordinator
- Keep students at a safe distance until the problem has been resolved
- Arrange for dismissal (if necessary)
- Conduct staff meeting

Checklist

- Evacuate building
- Turn off main gas valve
- Call 911
- Notify Director of Facilities
- Notify Superintendent
- Notify Communications Coordinator
- Arrange for dismissal if necessary
- Staff meeting
Intruder

- Determine the whereabouts of the intruder
- Isolate the intruder from students if possible
- Determine the extent of danger (Is the intruder armed? Does the intruder refuse to leave?)
- When possible, move students to safer place (From outside to inside, etc)
- Initiate lock down if conditions warrant (See Lockdown Procedures)
- Call 911 (if necessary)
- Notify the Superintendent & Facilities Director
- Prepare receptionist - How to answer phone (public statement), provide additional numbers for Public to call to answer specific questions, etc
- Work with law enforcement upon arrival. Law enforcement take control of the crisis

Checklist

- Determine whereabouts of intruder
- Isolate the individual if possible
- Determine extent of danger
- Initiate lock down if condition warrants
- Call 911 if lock down is initiated
- Notify Superintendent & Facilities Director

After the Event:
- Prepare Public Statement
- Staff meeting to Debrief
- File necessary reports & notifications

In case of Hostage Situation:
- Notify police and allow them to take complete control of the situation. Follow their instructions precisely and immediately. Cooperate with police and provide them with any information they may need.
Lock Down Procedures/Modified Lock Down Procedures

Lock Down Procedures

Immediate Actions:
- Use the PA system, radio, etc… to “Immediately” announce “lock down”
- Principal/designee will notify 911, District Office, & Administrators
- Lock all classroom and office doors. (Exterior doors remain open for Law Enforcement entry.)
- Turn off all lights in classrooms & offices
- Move students to a side of the classroom not visible through the door or window
- Slide a green card, with tape on the back, under the hall door if you are locked down and have no injuries in your room
- Slide a red card, with tape on the back, under the hall door if you are unable to lock down and/or have injured students
- All telephones should be taken off of voice mail so that communication lines are open
- Neighboring teachers should assist substitute teachers without keys
- Once locked down, doors should not be opened
- Everyone should remain calm, quiet and in this position until an all clear signal is given by School or District Administrators
- No Cell Phone Calls to non-District Personnel (Friends, Family, Etc)

Checklist

- Announce “lock down”
- Lock all doors
- Turn off all lights
- Move students to the side of the room
- Once locked down, doors should not be opened
- Call 911
- Notify Superintendent & Facilities Director
- Allow law enforcement to take over

After the Event:
- Prepare Public Statement
- Staff meeting to Debrief
- File necessary reports & notifications
Modified Lock Down Procedures

Situations Requiring Modified Lockdown Procedures:

External vs. Internal Situations –

External - When situations in the community warrant the need for a modified lockdown, classroom doors are locked. No student traffic is allowed on the halls or campus without close adult supervision. All exterior doors and fence gates should be locked to prevent an unauthorized person(s) from entering the campus. Classes continue normal activities. Custodian(s) with a vehicle should be posted at the gate to allow authorized vehicles to enter & exit the campus, but only after the exterior threat condition has been assessed by the Incident Commander & deemed safe to do so.)

Internal - When situations within the school require a modified lockdown, such as a large scale fight, classroom doors are locked. No student traffic is allowed on the halls or campus without close adult supervision. Classes continue normal activities. The exterior doors and fence gates do not necessarily have to be locked (Depends upon the specific situation.)

Immediate Actions:

- Use the PA system to announce “modified lock down”
- Lock all exterior doors, if external situation, classroom, and cafeteria doors
- Restrict outside activities based on the circumstances (Internal or External Condition Requiring the Modified Lockdown)
- Students may travel within the building but, Under Supervision
- Classroom instruction/other activities continue as normal
- Notify Superintendent/Director of Facilities

Checklist

- Announce “modified lock down” via PA System
- Lock all doors (External vs Internal Situation)
- Upon lock down, only open doors for school or district personnel
  OR upon receiving instructions via the PA System from the Main Office.
- Notify Superintendent & Facilities Director via Phone or District Radio
- After Event – Same as for Lockdown
Power (Electrical) Outage

*My school’s power company & phone number is ____________________.

**My school’s account number is ____________________.

***The main electrical panel in my school is located in ____________________.

Partial Electrical Outage During School Hours

- Assess the situation to determine whether the problem is due to a “tripped” breaker in one of the building’s electrical rooms
- If you find no tripped breaker and/or are unable to restore electricity, call the Director of Facilities via district radio or cell phone.
- If the Director of Facilities is unavailable, call his assistant.
- Once it has been determined that the outage is due to a Utility Company problem, the Utility Company shall be contacted by the Director of Facilities, his assistant director or in their absence by the School Principal.
- Notify the Superintendent or Superintendent’s Office of the partial outage.
- All personnel, faculty, and students, should be relocated to another area of the building that still has electrical power until the problem is corrected.
- The Director of Facilities/Utility Company will let you know the estimated length of time that your building will be without electricity.
- If the outage affects the cafeteria, the food service department should contact the district food service manager. Together they should begin making plans for providing bag lunches to be delivered to the designated areas. The cafeteria staff should notify the district food service manager of students that may have special dietary needs in case parents need to be contacted.
- Special needs students should be located to an area that best meets their needs. The Principal/designee should contact the Director of Exceptional Children for further instructions regarding relocation of students, notification of parents, etc.
- If the school’s phone/computer system is affected by the outage, the Principal/designee should contact the district systems management coordinator for instructions regarding school communications.
- If telephone service is interrupted, the school’s fax machine should be switched to telephone service.
- The Principal/designee should designate one person to maintain contact with the District Office & Director of Facilities.
Total Electrical Power Outage During School Hours (Entire Campus)

- Contact the Director of Facilities via district radio or cell phone
- If the Director of Facilities is unavailable, contact Johnny Frank.
- Notify the Superintendent’s or Superintendent’s Office of the outage
- All personnel, faculty and students, should remain in their areas until the situation can be assessed by school and district administrators to determine the anticipated length of the outage, etc.
- Post “Hall” monitors in halls throughout the buildings to monitor for “fire, smoke, or any other potential safety issues” while the school is without fire alarm, and PA system service. These monitors should have portable school radios to communicate with administrators as needed.
- Once the situation has been assessed, the Director of Facilities, or the School Principal in his absence, shall contact the Superintendent to make early school dismissal decisions if required.

Total or Partial Electrical Power Outage After Hours

- Assess the situation to determine whether the problem is due to a “tripped” breaker in one of the building’s electrical rooms
- If you find no tripped breaker and/or are unable to restore electricity, call the Director of Facilities via cell phone, or home phone (leave voice mail if no answer)
- If the Director of Facilities is unavailable, call his assistant
- If you cannot reach anyone mentioned above, contact the utility company that serves your school (see attached list of electrical accounts). You will need to provide the company with one of the electrical account numbers for your school.
- If you are unable to remain at the school until the Utility Company arrives, request that the Utility Company’s Representative contact you via phone once electricity has been restored
- Notify the Superintendent
- Notify the Cafeteria Manager for your school so that the food in freezers & coolers can be monitored (Notify the District Food Services Director in the event the school’s cafeteria manager cannot be contacted)
- Continue trying to notify Director of Facilities
- Call the Utility Company on an “hourly” basis for updates until the situation has been resolved
- If electricity will not be restored before the next “school day”, notify the Superintendent so that the proper arrangements can be made
**Rape**

(on campus)

**Must be kept confidential**

- Direct the person providing the information not to repeat it.
- Call 911 (police and rescue if necessary)
- Nurse to provide first aid if necessary until rescue arrives
- Notify the rape crisis center
- Notify Superintendent
- Offer immediate support services
- Provide information needed to police and file necessary reports and documentation
- Provide follow up support services if needed

**Checklist**

- Enforce confidentiality
- Call 911
- Notify school nurse
- Notify the rape crisis center
- Notify Superintendent
- Offer support services
- File necessary reports
- Provide follow up support services

**Suicide**

School administrators must allow students to grieve the loss of a peer without glorifying this method of death. Follow the procedures in dealing with death in this handbook. To avoid glorifying this method of death, do not pay tribute or honor the deceased.

**Suicide Threats**

- Refer potentially suicidal students to guidance counselor
- Guidance counselor should provide support and notify the parents of the threat
- Additional support to be provided dependent upon seriousness of the threat
- Members of the crisis team should be notified and investigate possible causes
- Conference with parents to determine a plan of support for the student

**Checklist**

- Refer to guidance counselor
- Notify parents
- Provide continued support
- Hold crisis team meeting
- Create support plan with parents
## Threat Alert Code – Action Plan

<table>
<thead>
<tr>
<th>Alert Code</th>
<th>Description</th>
<th>Recommended Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alert Code Green</strong></td>
<td>Low Risk</td>
<td>- Update faculty and staff rosters to include additional phone numbers.</td>
<td>Prepare for incidents without causing concern among the students or disrupting instruction any more that is necessary.</td>
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<td></td>
<td></td>
<td>- Continue to monitor suspicious activities on/around campus.</td>
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<td>- Review security plan with staff.</td>
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<td>- Make sure each staff member has access to Crisis Plan.</td>
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<td>- Conduct building emergency drills.</td>
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<td>- Revisit visitor sign-in process with staff.</td>
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<td>- Conduct emergency duty roster drill as part of staff meeting.</td>
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<td>- Check all emergency contact sheets/SASI.</td>
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<td>- Check medication inventory.</td>
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<td>- Review off-campus evacuation sites.</td>
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<td>- Review utility shut-off locations with custodial staff.</td>
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<td>- Assign staff members to check easy to hide in areas of campus.</td>
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<td>- Prepare for incidents without causing concern among the students or disrupting instruction any more that is necessary.</td>
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<tr>
<td><strong>Alert Code Yellow</strong></td>
<td>Elevated-Significant Risk</td>
<td>- Complete all actions for previous level.</td>
<td>Avoid viewing television that may have news reports about the incident with students. This could cause fear and/or panic.</td>
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<td>- Have SRO check parking lot several times daily.</td>
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<td>- Be sure to have your colored placards (green and red) to be placed in classroom windows during crisis. Green=Occupied and safe. Red=Occupied and help needed.</td>
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<td>- Conduct drill of placing placards in window where visible from the outside.</td>
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</tr>
<tr>
<td><strong>Alert Code Red</strong></td>
<td>High/Severe Risk</td>
<td>- Complete all actions for previous level.</td>
<td>SRO/Administrators should be constantly checking building and perimeter.</td>
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<td>- Check/upgrade all communication devices to ensure functioning.</td>
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<td>- Restrict all external communication that is not district business.</td>
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<td>- Require all staff members to wear badges.</td>
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<td>- Restrict all near building parking.</td>
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<td>- Post crisis plans by all office telephones.</td>
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</tr>
</tbody>
</table>
Tornado (alert to our area)/ Hurricane/ Thunderstorm

- Everyone should proceed to hallway away from windows and doorways. Students should sit with legs folded, head down and use a book to cover head/neck from flying debris.
- All doors should be closed
- The hallways should be extremely quiet to hear directions
- Account for all students
- If outside, get in the building immediately if possible. If shelter is not available, go to low lying area and use arms to protect head and neck.
- Students will remain in this position until they get an all-clear signal from the Principal. Before giving a clear signal, the Principal should assess the damage to the building. If there is destruction, follow guidelines for destruction.

Checklist

- Move to the hallway/move inside
- Account for students
- Assess building damage
- Notify Superintendent, Director of Facilities and Communications Coordinator
Vandalism

- Determine the severity of the vandalism
- Notify the police (if necessary)
- Notify the Superintendent
- Photograph school area or property being vandalized
- Document and file any necessary reports
- Clean up and repair acts of vandalism as soon as possible
- Aggressively prosecute or punish all vandals immediately
- Collect restitution if possible

Checklist

- Assess severity of vandalism
- Notify police if necessary
- Notify Superintendent
- Photograph area and document
- File necessary reports
- Clean up
- Prosecute/punish vandals
Weapons

- Assess the situation and determine danger
- Confiscate the weapon if possible and question individual
- If danger exists, call 911 and provide the police with as much information as possible
- Isolate other students (lockdown if necessary)
- Allow police to advise on how to proceed
- Notify Superintendent
- Notify Communications Coordinator
- Conduct investigation for reason for weapon
- Follow up staff meeting
- Provide support services as needed to involved students and witnesses
- Notify parents of students in need of support

If you are forced to deal directly with a student with a weapon:

- Evacuate the area
- Evaluate the perpetrator
- Isolate the perpetrator
- Negotiate
- Remain calm
- Get help
- Avoid heroics
- Don’t threaten
- Keep a safe distance away
- Avoid abrupt movements
- Look for a place to jump, dive, or run
- Report incident to law enforcement

Checklist

- Assess situation
- Confiscate weapon
- Call 911
- Initiate lock down (if necessary)
- Turn over control to police
- Notify Superintendent and Communications Coordinator
- Staff meeting
- Provide support services
## TEMPORARY SCHOOL EVACUATION SITES
(If need to evacuate building, where you would go while waiting on district buses)

<table>
<thead>
<tr>
<th>School</th>
<th>Evacuation Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bells Elementary</td>
<td>Sykes Savannah, Buckhead UMC</td>
</tr>
<tr>
<td>Black Street Early Childhood Center</td>
<td>Sykes Savannah, Buckhead UMC</td>
</tr>
<tr>
<td>Cottageville Elementary</td>
<td>Cottageville Town Hall Complex (Old Cottageville Elementary School)</td>
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<tr>
<td>Edisto Beach Elementary</td>
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<tr>
<td>Forest Hills Elementary</td>
<td>Edgewood Baptist; Forest Circle Middle</td>
</tr>
<tr>
<td>Hendersonville Elementary</td>
<td>Walterboro Christian Center</td>
</tr>
<tr>
<td>Northside Elementary</td>
<td>Colleton County Middle School National Guard Armory Colleton County Recreation Center Walterboro Christian Center</td>
</tr>
<tr>
<td></td>
<td>CCHS Stadium National Guard Armory Walterboro Christian Center</td>
</tr>
<tr>
<td>Colleton County High School</td>
<td>Stadium Colleton County Middle School Walterboro Christian Center National Guard Armory</td>
</tr>
<tr>
<td>Thunderbolt Career and Technology Center</td>
<td>Colleton Skills Center Colleton County Middle School Colleton County Rec Center Walterboro Christian Center</td>
</tr>
</tbody>
</table>