

# **Emergency / Crisis Guide**

**ENSURING STUDENT SAFETY FROM THE BEGINNING TO THE END**

## **OVERVIEW**

The purpose of this guide is to provide Pamlico County School System personnel with a quick reference guide to use in the event of an emergency. It is the Pamlico County School System's philosophy that a preplanned and organized approach is more effective in reducing psychological and social difficulties following a school crisis.

This Emergency/Crisis Guide includes procedures that are designed to deal with a number of crises that could occur in the system. These procedures do not cover every condition that might develop, and it may not always be possible to follow every procedure.

# **GENERAL EMERGENCY PLAN FOR TEACHERS**

- Immediately notify the main office of any emergency.
- The principal or designee will report to your room immediately.
- Take appropriate actions to care for the students at the scene.
- Always account for students that you are responsible for during that time.
- The principal or designee will decide if emergency services (911) are needed.

**Overview**

**General Emergency Plan For Teachers**

## **THREATS OF VIOLENCE**

- Take ALL threats seriously.
- Notify the principal or designee of any threat.
- The principal or designee will determine if Lockdown procedures should be initiated.
- The principal or designee will notify the superintendent's office.
- Document all actions taken, noting the names of those involved and the dates.
- The principal or designee will conduct a preliminary interview with the student.

## **OUT OF CONTROL STUDENTS**

- If a teacher and/or other school personnel are unable to calm an out of control student, contact the principal or designee.
- Remove other students from the room if necessary.
- If further assistance is needed, support personnel at the school or system wide level (counselors, nurses, psychologists, social workers) can be requested to talk to the student to attempt to calm him/her down.
- The principal or designee should notify parent(s)/guardian(s) and ask for assistance if the student continues to be out of control.
- If the student cannot be calmed down and is a danger to self or others, the principal or designee should contact the school resource officer or law enforcement for assistance (911).

**Threats of Violence**

**Out of Control Students**

## **DEATH IN STUDENT'S IMMEDIATE FAMILY**

- Verify the death.
- Inform the School Crisis Team (school administrators, guidance counselor(s), social worker) and the student's teacher(s).
- Develop a plan on how to inform the student's peers and to talk to them regarding the death, including how to welcome the student back to school.
- Arrange for remembrance from class/school, e.g., food, cards, flowers.
- Arrange for appropriate staff to attend funeral services.
- Prepare to have support for the student when he/she returns to school (counselor, nurse, psychologist, social worker, outside specialist) and monitor the student as needed.

## **SERIOUS INJURY/SUICIDE ATTEMPT/DEATH AT SCHOOL**

- The following notifications should be made:
  1. Notify the principal or designee.
  2. Call appropriate medical personnel, e.g., school nurse, emergency medical team, or off site emergency personnel (911). Do not communicate an attempted suicide as such, but as a serious injury.
  3. The principal or designee will contact the superintendent's office.
  4. The principal or designee will contact the parent(s)/guardian(s).
- Do not attempt to forcibly disarm an individual attempting suicide – designated school personnel are trained for this type of situation.
- Keep all students and uninvolved school staff away from the scene.
- Solicit help from another teacher to relocate the class, if necessary.
- The principle or designee will determine if **Lockdown** procedures should be initiated.
- Notify the school's Guidance Counselor(s) and/or Crisis Team leader in order to activate the intervention plan for other students if needed.

**Death in Student's Immediate Family**

**Serious Injury/Suicide/Death Attempt at School**

## MISSING STUDENT(S)

If a student is missing from campus:

- The principal or designee should be notified of the situation.
- The principal or designee should contact the superintendent's office.
- If a search of the school and its perimeter fails to locate the student(s), the principal or designee should contact the parent(s)/guardian(s) of the missing student(s).
- The superintendent or designee along with school officials and parent(s)/guardian(s) of the missing student(s) will determine whether it is necessary to contact the appropriate law enforcement agency.
- The principal or designee should refer all media inquiries to the Pamlico County Schools' School-Community Relations Department.

**Note: A student should be released from school only to a parent, a guardian, or someone designated in writing by a parent or guardian.**



## **MEDIA PROCEDURES**

Television, radio, and newspapers provide an excellent conduit for getting information to large numbers of people. As a result, information shared with the news media should be both timely and accurate. Misinformation, speculation, and "bits and pieces" of the story can be both confusing and damaging; therefore, employees should avoid speaking with the press.

**The school principal or designee shall be the only spokespersons to respond to the media.**

Representatives of the Pamlico County Schools' School-Community Relations Department, working closely with the superintendent's office, will assist the school level administrators in setting up news conferences and briefings as appropriate.

Reporters and photographers should be kept off campus until specific photo and briefing opportunities have been scheduled.

**Missing Student(s)**

**Media Procedures**

## **THREAT OF RUNAWAY OR CONFIRMED RUNAWAY**

- Take ALL threats seriously.
- Notify the principal or designee.
- The principal or designee should interview the student.
- Take appropriate action based on the results of the interview.
- The principal or designee should notify the parent(s)/guardian(s).
- Do not allow the student to leave campus unsupervised.
- If runaway occurs, the principal or designee should notify law enforcement and the superintendent's office.
- Have appropriate school personnel (counselor, nurse, psychologist, social worker, teachers) monitor the student after the incident.
- Document all actions taken, noting time and names of those involved in actions taken.

## **NONVIOLENT EVACUATION PROCEDURES**

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, gas leak, or other type of emergency requiring the evacuation of the building.

### **The following evacuation procedures should be discussed with your classes:**

- Occupants should remain silent. Directions and important instructions cannot be heard if teachers and students are talking.
- Occupants should clear the building immediately through a predetermined exit and report to predetermined area.
- If an area is barricaded, the next nearest exit should be used.
- Relocate as far from the building and the emergency vehicle access areas as possible to the previously designated area. Roll books should be taken to account for all students.
- Be prepared to move to a pre-designated evacuation site.
- The principal or designee will give a verbal or manual "all clear" to return to the building after all areas have been determined safe.

**Threat of Runaway or Confirmed Runaway**

**Nonviolent Evacuation Procedures**

## **GAS LEAKS AND AIRBORNE HAZARDS**

Gas leaks are identified by an odor similar to rotten eggs. Other suspicious materials may be indicated by an unusual odor, symptoms of nausea, headaches, dizziness, blurred vision, etc. If a gas leak is detected, the following steps should be taken:

### **IF INSIDE:**

- Evacuate the area/building.
- Be prepared to move to a pre-designated evacuation site.
- Contact the principal or designee and the maintenance supervisor.
- The principal or designee should contact off site emergency services (911) and the gas company.
- The principal or designee should contact the superintendent's office.
- **Do not turn on or off any electric device including light switches (arc prevention).**

### **IF OUTSIDE:**

- Move upwind of gas odor. Turn off ALL automobile engines in the area.
- Be prepared to move to a pre-designated evacuation site.
- Contact the principal or designee and the maintenance supervisor.
- The principal or designee should contact off site emergency services (911) and the gas company.
- The principal or designee should contact the superintendent's office.

## **HAZARDOUS MATERIAL SPILLS**

Spills of hazardous materials are likely to occur at any location and at any time. If a hazardous materials spill occurs, the following steps should be taken:

### **IF OUTSIDE:**

- Move upwind and uphill away from the spill area.
- Be prepared to move to a pre-designated evacuation site.
- Contact the principal or designee and the maintenance supervisor.
- The principal or designee should contact off site emergency services (911) and the superintendent's office.

### **IF INSIDE:**

- Avoid direct or indirect contact with spilled materials.
- Evacuate the building if the situation requires.
- Be prepared to move to a pre-designated evacuation site.
- Contact the principal or designee and the maintenance supervisor.
- The principal or designee should contact off site emergency services (911) and the superintendent's office.
- If the spilled material is unknown, attempt to locate Material Safety Data Sheet (MSDS) for product.

**Gas Leaks and Airborne Hazards**

**Hazardous Material Spills**

### Evacuation Sites

<u>School</u>	<u>Site 1</u>	<u>Site 2</u>	<u>Site 3</u>	<u>Site 4</u>
<b>PCPS</b>	Gym/Cafeteria @ FAA	Auditorium @ PCHS	Gym @ PCHS	
<b>FAA</b>	Gym/Cafeteria @ PCPS	Gym @ PCHS	Auditorium @ PCHS	
<b>PCMS</b>	Gym/Cafeteria @ PCMS	** Auditorium @ PCHS	**Gym @ PCHS	**Gym/Cafeteria @ PCPS
<b>PCHS</b>	Auditorium @ PCHS	Gym @ PCHS	9 <sup>th</sup> /10 <sup>th</sup> Grades Gym/Cafeteria @ PCPS	11 <sup>th</sup> /12 <sup>th</sup> Grades Gym/Cafeteria @ FAA
<b>PCAS</b>	Bus Garage			

**\*\*Transportation Required**

## **REQUIREMENTS FOR CONTACTING LAW ENFORCEMENT**

### **G.S. 115C-288(g)**

When a reasonable belief that any of the following acts of crime and violence have occurred on school property or at school sponsored events, you are required to call law enforcement (911) and the superintendent's office. If you should have a question whether or not an incident should be reported, consult with the superintendent's office.

- Assault on school personnel not resulting in serious injury
- Assault resulting in serious injury
- Assault involving use of a weapon
- Death by other than natural causes
- Kidnapping
- Possession of a firearm
- Possession of a controlled substance in violation of the law
- Possession of a weapon
- Rape
- Robbery
- Robbery with a dangerous weapon
- Sexual assault
- Sexual offense
- Taking indecent liberties with a minor

**Evacuation Sites**

**Requirements for Contacting Law Enforcement**

## REPORT OF SUICIDE THREAT(S)

- Take ALL threats seriously.
- Notify the principal or designee.
- Keep all students and uninvolved staff away from the scene.
- If necessary, the principal or designee should involve law enforcement (911).
- The principal or designee will determine if **Lockdown** procedures should be initiated.
- Suicide screening of the student by appropriate school personnel, e.g., school counselor, psychologist, social worker or nurse. (Refer to the Pamlico County Schools' Crisis Plan for additional resources.)
- Take necessary steps to keep student safe in school:
  1. Confiscate pills/weapons. Do not attempt to forcibly disarm the individual -- designated school personnel are trained for this type of situation.
  2. Search locker.
  3. Do not leave student alone at any time.
  4. Do not permit student to leave campus without adult supervision.
- The principal or designee should notify the parent(s)/guardian(s).
- The principal or designee should take appropriate action based on results of suicide screening, e.g.,
  1. Conference with parent(s)/guardian(s) at school.
  2. Link parent(s)/guardian(s) with appropriate community resources, e.g., mental health, medical, etc.
  3. Sign release of information to talk with child's therapist.
  4. Accompany student and parent(s)/guardian(s) to or communicate with appropriate community services for suicide assessment for hospitalization or other needed services.
- Appropriate school personnel, e.g., counselor, nurse, psychologist, social worker, teachers should monitor the student after his/her return to school.
- Document all actions taken, noting time and names to those involved in actions taken.



## **REPORTED STUDENT/STAFF DEATH(S)**

### **Immediate Actions To Be Taken:**

- Notify the principal or designee, the school's Crisis Team leader and/or Guidance Counselor(s), and the superintendent's office.
- Verify the student's/staff member's death.
- Communicate known facts to school's Guidance Department and/or Crisis Team members (principal, guidance counselor(s), nurse, social worker) according to the school's crisis plans, e.g.,
  1. Activate phone tree
  2. Schedule staff meeting
  3. Send information letter home with students, if applicable.
- Notify other schools affected by tragedy.
- Develop a crisis plan for the day. (Refer to the Pamlico County Schools' Crisis Plan.)
- Notify the Pamlico County Schools' School-Community Relations Department of the death.

### **Follow-through Actions By Administrator/Crisis Team:**

- Update information concerning death(s).
- Follow crisis plan for the day, e.g.,
  1. Make announcements
  2. Counsel students
- Make arrangements for appropriate staff to attend funeral.
- Arrange for remembrance from class/school, e.g., food, cards, flowers.
- Identify and follow-up with students/staff most affected by the tragedy.
- Plan for an appropriate memorial.
- Follow-up debriefing with staff at the end of each day.

**Report of Suicide Threat(s)**

**Reported Student/Staff Death(s)**

## **BASIC PRODECURES FOR TAKING COVER**

Incidents may occur in a variety of ways and can involve an almost infinite number of materials, which may have different characteristics, reactivates, and could cause many types of effects on human health. The variety of potential accidents and materials makes it impossible to present comprehensive procedures in this general guideline. Nevertheless, some basic procedures are generally applicable:

**1. Seek shelter immediately.**

- Go into the nearest building.
- Contact Emergency Management (911) immediately, report situation.
- Close all doors and windows.
- Shut off air conditioners, furnaces, and any other fans that draw outside air into the building.
- Conduct an accountability check.

**2. Monitor conditions continuously if possible.**

- Monitor radio, television or the national weather service continuously.
- Use weather tone alert radios.
- Maintain communications with emergency officials.

**3. After the hazardous condition:**

- Check on accountability of students.
- Check for injuries; provide first aid.
- Turn on and check utilities.
- Report any utility outages.
- Stay away from downed power lines.
- Stay away from any damaged areas, except to assist in rescue and recovery efforts.

## **SCHOOL BUS ACCIDENT**

- School bus driver should assess the situation and evacuate the students off the bus to a safe place if necessary.
- The school bus driver should contact the Pamlico County Schools' Transportation Department (745-4601) and the transportation department will contact the principal and superintendent's office.
- Have school personnel on standby and ready to contact parent(s)/guardian(s).
- Bus driver should have driver's license and pocket card readily available.
- Bus driver will be required to take a field sobriety test at the accident scene as administered by law enforcement agent.
- The bus driver should have available an accurate passenger roster and seating chart.
- A copy of the bus roster should be provided to the emergency management representative.
- A copy of the bus roster should be provided to the law enforcement officer conducting the investigation.
- The principal and/or transportation personnel should bring a substitute bus driver and bus, if applicable, to complete the bus route.
- In any school bus accident where injuries occur, all parent(s)/guardian(s) of students on that bus should be notified first by telephone and later by letter. If there are no injuries, all parent(s)/guardian(s) of students should be notified of the accident by telephone.
- The principal or designee should go to the hospital to assist student(s) and parent(s)/guardian(s).
- The news media should be referred to the Pamlico County Schools' School-Community Relations Department.
- Notify school's Guidance Department and/or Crisis Team leader regarding any needs for intervention for students.
- School board members should be notified by the superintendent's office.
- Upon completion of accident investigation, all required state and local reports will be completed by necessary personnel.

## **BOMB THREAT INFORMATION**

In the event a bomb threat is received by telephone, the individual receiving the telephone call should attempt to record as much information as possible. The following information regarding the call and the caller should be obtained if possible and recorded on Pamlico County Schools' Bomb Threat Information sheet:

### **THE CALL**

- Time call received
- Specific location of the device
- Time of detonation of the device
- What is the nature of the device?
- Can the device be moved?
- Reason or motive of threat
- Who does the caller represent?
- Who is the caller (name)?

### **THE CALLER**

- Sex of the caller
- Approximate age of the caller
- Any accent detected
- Emotional state of the caller
- Intelligence/educational level of the caller
- Background noises detected
- Was the caller convincing? Did the caller sound credible?
- Was the voice familiar?
- Other information

# BOMB THREAT PLAN

All threats should be taken seriously and reported immediately.

Immediately record the call ID number located on the Caller Identification screen (if applicable.)

The person receiving the call should keep the caller on the line as long as possible and should obtain as much information as possible from the caller (bomb location, detonation time, group taking responsibility, reason, etc.) Record this information on the Pamlico County Schools' Bomb Threat Information sheet.

Advise the caller that the building is occupied and detonation could result in death or serious injury to innocent people.

The person receiving the call should immediately notify the principal or designee, but no one else.

The principal or designee should immediately call the applicable law enforcement officials (911) and the superintendent's office.

**DO NOT UTILIZE MOBILE COMMUNICATION DEVICES, e.g. hand-held radios.**

If there is any indication of imminent danger, evacuate immediately.

If a decision is made to evacuate, standard fire drill procedures will be followed. Be sure occupants are evacuated to a safe distance away from the building.

Be prepared to move to a pre-designated evacuation site.

If a suspicious parcel is observed, **DO NOT TOUCH**, evacuate immediately, and notify appropriate law enforcement personnel.

All teachers will take roll and notify the principal if someone is missing.

If the building is evacuated, security staff and law enforcement officials will then search it. Under no circumstances should untrained personnel attempt to locate or move a suspicious device.

Occupants should return to the building only when directed by law enforcement officials and/or school administration.

The superintendent's office will notify the appropriate school board members of the situation.

# SEVERE WEATHER

## NOTES:

- The Superintendent or designee will make a determination by 6:00 a.m. as to whether schools will be (a) *opened*, (b) *delayed*, or (c) *closed*.
- Information concerning school delays or closings due to severe weather will be broadcast on the following:

### Radio Stations

- **WTEB-Public Radio** (89.3 FM)
- **WILT** (98.7 FM)
- **WTKF** (107.3 FM)
- **WRNS** (95.1 FM)
- **WNCT** (107.9 FM)
- **WQSL/WQZL** (92.3 FM and 101.1 FM)

### Television Stations

- **WCTI – TV** (New Bern) Channel 12
- **WITN – TV** (Washington) Channel 7
- **WNCT – TV** (Greenville) Channel 9
- **FOX News** comes from **WNCT-TV**

### Pamlico County Schools' WEB Page

[www.pamlico.k12.nc.us](http://www.pamlico.k12.nc.us)

### Pamlico County Schools' "Alert Now" System

- Pamlico County Schools' "Alert Now" system will be activated to call parent(s)/guardian(s) concerning school delays or closings due to severe weather.

## WEATHER "WATCH"\*

Weather conditions are favorable for severe weather to develop during the next 24-36 hours. No severe weather currently exists within the Pamlico County area; therefore, no action other than preparation is required at this time.

- Turn on a radio or television (tune to weather channel if available).
- Continue regular classroom activities.
- If necessary, weather updates will be announced by principal or designee.

## WEATHER "WARNING"\*

Weather conditions have produced severe weather within the Pamlico County area. Actions should be taken to protect lives and property.

\*As issued by the National Weather Service

# **TYPES OF SEVERE WEATHER AND RECOMMENDED PROTECTIVE ACTIONS WHEN A “WARNING” HAS BEEN BROADCAST**

## **TORNADO WARNING:**

- If outside, return to the building and shelter in predetermined safe areas of the building.
- If inside, do not open windows; close classroom door after you evacuate students from classrooms to predetermined safe areas of the building, i.e., interior hallways.
- Stay away from windows and skylights.
- Use “head tuck” position with back to the wall when appropriate to protect from flying objects. (STATEMENT FROM NCDPI: Assume a kneeling position toward the wall and cover the back of the head and neck with hands. Face away from the area with greatest potential for injury from possible flying glass.)
- Use coat, if available, to cover head.
- Avoid gyms, auditoriums, cafeterias, or any other area with wide roof spans. These are dangerous areas during this type of weather activity.
- Teachers must take roll and notify the principal if someone is missing.
- Do not return to the classrooms until the principal or designee declares it safe.

## **SEVERE THUNDERSTORM WARNING:**

- If outside return to the building for protection and shelter.
- If inside, stay away from windows and skylights in case high gusty winds occur with the storm, which may cause windows to implode into the room.

## **WINTER STORM WARNING:**

Issuance of a Winter Storm Warning indicates some form of frozen precipitation (snow, sleet, freezing rain, etc.) is occurring in the Pamlico County area that will provide accumulation of frozen precipitation on the ground. Remain indoors and calm students. The Pamlico County Schools’ Transportation Department, in consultation with the school administration, will provide direction on handling of students and/or transport of students to their homes.

## SERIOUS MEDICAL EMERGENCIES/INJURIES

- A teacher's designee should go to the office to notify the principal or designee and the school nurse, if applicable. Contact off site emergency services (911). If possible, have the following information ready: (If you are away from the victim and do not have accurate answers, please advise the dispatcher.)
  1. Location of the incident or the injured parties
  2. Nature of the injury, cause and severity
  3. Victim's age and name, if possible
  4. Any known medical information
  5. Chief complaint
  6. Cause of the injury or complaint
  7. Is the victim conscious and breathing?
  8. Does the victim have chest pain?
  9. Is there any bleeding?
- The principal or designee, school nurse, and the first responder team should promptly respond to the location of the incident and communicate relative information to the office by radio or cell phone, if available.
  - Mask and gloves should be worn at any time persons are exposed to bodily fluids.
  - Look for medical alert bracelet or necklace.
  - If allergic or medication reaction, administer emergency Epinephrine, if necessary. This should be done by the school nurse or other certified personnel.
  - Keep the victim safe from hazards.
  - Follow **Bloodborne Pathogens Exposure Procedures** in the Glossary if blood or other bodily fluids are present.
- The principal or designee should contact the superintendent's office.
- All personnel should remain calm and composed; hysteria is contagious.
- Keep all non-essential personnel away from the scene.
- Solicit help from a staff member to relocate the class, if appropriate.
- Do not move the injured individuals unless they are in a life-threatening situation. Keep the victim(s) calm and reassure that help is on the way.
- Office personnel can begin to attempt to notify the parent(s)/guardian(s) and inform them of the incident. Office personnel should also maintain telephone communication with emergency responders.
- Have an administrator or faculty member meet the emergency responders to lead them to the scene of the emergency.
- The principal or designee should notify the school's Guidance Department and/or Crisis Team leader regarding any needs for intervention for student witnesses.
- The principal or designee should contact the system-wide Crisis Team (guidance counselor(s), nurse, social workers, principals), if needed.



## **ARMED OR DANGEROUS INTRUDER ON CAMPUS AND OTHER POLICE EMERGENCIES**

- Do not attempt to disarm or subdue a subject that is armed or suspected to be armed.
- Notify the principal or designee.
- The principal or designee should immediately contact law enforcement (911).
- The principal or designee should immediately contact the superintendent's office.
- The principal or designee should designate a location (interior or exterior) for a command center. Document all decisions made and all actions taken, noting time of action or decision.
- If the situation warrants, an announcement should be made for all classrooms to be secured (locked), for the lights to be turned off, and the students to be moved away from glass doors and windows. The principal or designee should follow procedures for "lock-down". The following announcement should be made over the intercom, "Mr. **Blue**\*\*\*, please come to the office."
- (In case of potential injury, use the red and green cards located near the doorway of the classroom to inform others of the status of students and staff in the classrooms. Place a green card under the door and in an outside window if no one is injured or a red card if there are injuries.)
- **DO NOT** use the fire alarm system to evacuate students and school personnel.
- Teachers should account for all students.
- Control access to buildings by the potential offender by locking doors.
- When law enforcements arrive at the scene, they will take control of the situation and work closely with school officials.
- Access to crime scenes should be limited to those in authority.
- Abandoned/discarded firearms should be preserved by appropriate covering and never left unattended.
- After consulting with law enforcement and the superintendent or designee, the principal or designee will determine when it is safe to return to the area.
- The principal or designee should notify the school's Guidance Department and/or Crisis Team Leader to activate an intervention plan for other students, if needed. The principal should contact the superintendent's office for backup, if needed.

### **\*\*\* Threat Conditions:**

"Green" – Normal operations

"Gold" – Increased vigilance

"White" – Immediate threat – Follow checklist for lockdown.

"Blue" – Actual incident underway – Follow checklist for lockdown.

**Serious Medical Emergencies/Injuries**

**Dangerous Intruders/Police Emergencies**

## HOSTAGE SITUATION

- Notify the principal or designee, who will determine if **Lockdown** or other procedures should be initiated.
- The principal or designee should immediately contact law enforcement.
- The principal or designee should immediately contact the superintendent's office.
- The principal or designee should designate a location for a "command center." Document all decisions made and all actions taken, noting time of action or decision.
- Avoid confrontation with the intruder before police arrive.
  - The principal or designee should follow procedures for "lock-down". The following announcement should be made over the intercom: "Mr. **Blue**\*\*\*, please come to the office." Upon hearing this announcement, teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when the all clear is given or when directed to move to another location by law enforcement personnel.
- Teachers must take an accurate count of their students and, if possible, notify office of any who are missing.
- (In case of potential injury, use the red and green cards located near the doorway of the classroom to inform others of the status of students and staff in the classrooms. Place a green card under the door and in an outside window if no one is injured or a red card if there are injuries.)
- The principal or designee may designate school personnel to monitor hallways and other areas of the building and to direct students to a safe area.
- The principal or designee should assign a staff member to be a liaison with law enforcement until Pamlico County Schools' School-Community Relations personnel arrive.
- The principal or designee should instruct office staff as to appropriate information to give to callers. If not given instructions, the response should be "Information is not available at this time."
- A list should be made of those being held hostage.
- All media contacts should be referred to the Pamlico County Schools' School-Community Relations department.
- The principal or designee should plan how to inform the families of students and school personnel that are directly affected.
- The principal or designee should notify the school's Crisis Team Leader and/or Guidance Counselor(s) to activate an intervention plan for other students and school personnel, if needed. The Principal should contact the superintendent's office for backup, if needed.

### \*\*\* **Threat Conditions:**

"**Green**" – Normal operations

"**Gold**" – Increased vigilance

"**White**" – Immediate threat – Follow checklist for lockdown.

"**Blue**" – Actual incident underway – Follow checklist for lockdown.

### **If Taken Hostage**

- Cooperate with the hostage-taker to the fullest extent possible.
- Do not panic. Calm students.
- Treat the hostage-taker as normally as possible.
- Be respectful.
- Ask permission to speak; do not argue.

# **Pamlico County Schools Critical Incident Protocols**

**\*EACH CONDITION IS INCLUSIVE OF MEASURES FROM PREVIOUS CONDITIONS\***

## **\*Threat Condition “GREEN” - Normal**

**Announcement – “We are operating under GREEN conditions.”**

- Normal operation

## **\*Threat Condition “GOLD” – Increased Vigilance**

**Announcement – “We are operating under GOLD Conditions.”**

- Total system awareness of a possible threat to safety
- Check unidentified people and vehicles on school property
- 100% ID check recommended
- Review Critical Incident Response Kit
- Verify your status with Central Office
- Review actions required for Threat Condition “White”

## **\*Threat Condition “WHITE” – Imminent Threat**

**Announcement – “We are operating under WHITE conditions.”**

- Total system awareness of a telephonic or written threat
- Account for all students and staff
- Move back to classrooms, but do not leave the building
- Alert law enforcement officials
- Verify your status with Central Office
- Lock all exterior and interior doors – follow the “Teachers’ Check List For Lockdown” (on next page)
- Remove traffic restrictions from directly alongside buildings
- Check and lock all mechanical, storage and custodial rooms
- Check inside and outside buildings for unusual articles or activities
- Review actions required for Threat Condition “Blue”

## **\*Threat Condition “BLUE” – Actual Incident Underway**

**Announcement – “Mr. Blue, please come to the office.”**

- Total System awareness of a life-threatening incident in progress
- Notify law enforcement officials
- Notify staff and faculty
- Verify your status with Central Office
- Lock all exterior and interior doors – follow the “Teachers’ Checklist For Lockdown” (on next page)
- Only law enforcement personnel enter or exit the building
- All students are moved into the closest building, accounted for and locked down under supervision of an adult staff member
- Remain calm and await instructions from law enforcement
- Remain wherever you are in the building until notified

## TEACHER'S CHECKLIST FOR LOCKDOWN

- Immediately clear students from the hallway and report to the nearest available classroom.
- Close and lock all windows and doors.
- Close blinds.
- Move students away from windows, skylights, and doors. Preferably, seat students against an interior wall, which will provide them protection.
- Account for students.
- Turn off lights.
- Use red and green cards to communicate with emergency responders.
  - ⇒ **GREEN CARD** – The teacher should display a green card in the exterior window and slide a second green card under the door to alert responders that everything is safe in the classroom.
  - ⇒ **RED CARD** – The teacher should display a red card in the exterior window and slide a second red card under the door to alert responders that emergency assistance is needed as soon as possible.
  - ⇒ **NO CARD** – in the event no cards are displayed, emergency responders will assume that the intruder is in the classroom.
- Remain quiet, listen for instructions from the office, and maintain order.
- In the event the intruder gains access to the room and begins shooting, instruct the students to leave the classroom. They should be further instructed to leave the building or run to another location.

# FIRE

These are guidelines for handling the three most common fire related emergency situations on campus as well as suggested fire drill procedures. The three most likely events to occur on your campus will be an actual fire or smoke situation, automatic system activation, or a false alarm.

## 1. ACTUAL FIRE OR SMOKE SITUATION

- Begin building evacuation by pulling nearest fire alarm pull station to activate fire alarm.
- Call for emergency assistance (911) and notify the superintendent's office.
- Send responsible staff member to investigate the situation.
- After locating fire or source of smoke, determine if fire is small enough to handle properly with a fire extinguisher. Only attempt extinguishment if you have been trained to use a fire extinguisher or you know what you are doing.
- If fire is too large or out of control, evacuate the area immediately and ensure that all occupants have left the building.
- Standby outside to provide information to fire department personnel relative to location, size and type of fire (i.e., what is burning, where, and how big is the fire).
- All teachers and assistants should begin checking roll books to account for all students. All office staff will begin to account for all teachers and assistants. Principal and staff will begin to account for office, custodial and cafeteria staff.
- Upon approval of fire department officer in charge of scene, allow occupants to return to the building. You must wait for the fire chief or incident commander to give you permission to reenter. **Signaling the occupants to return to the building is NEVER accomplished by using the building's fire alarm, intercom, or bells.** Rather you should employ a manual means of signaling reentry (e.g., bull horn or just physically waving an all clear signal for the occupants to return).

## 2. AUTOMATIC SYSTEM ACTIVATION

- Ensure building begins evacuation.
- Proceed to fire alarm enunciator panel or remote panel.
- **DO NOT RESET OR SILENCE SYSTEM AT THIS TIME.**
- Determine zone tripped and send staff member to investigate. Keep in mind that the alarm will be initiated by either heat/smoke detectors (usually in ducts of HVAC system) or by pull stations.
- If smoke or fire is encountered, see the previous procedure beginning at Step # 4. If unable to determine the reason for alarm, DO NOT silence alarm until evacuation is complete and the correct zone is noted on the panel. If after a thorough investigation by the fire department, no apparent cause for the alarm can be found, contact the Pamlico County Schools' Maintenance Department.
- Silence alarm but do not reset at this time.

## 3. FALSE ALARMS

- Obviously you will not know at the time of activation whether or not an alarm is false. For this reason, regard each alarm as if it were real. In fact, it is a violation of local fire code to disregard alarm activations by refusal to evacuate. The procedure for response to false alarm activations is identical to the steps outlined for automatic activation, however you will not find a fire or smoke situation. Note in a logbook the time, date and location of the activation in the event the situation becomes epidemic. This information may be useful in apprehending suspects.
- The Principal should contact the Pamlico County Schools' Maintenance Department.
- The Principal should contact the School Resource Officer on all false alarms.

## Critical Incident Response Kit Contents List

- Bus cell phone numbers
- Master key and/or keys for building
- Shutoff procedures for water, cable, Internet, electric, gas, fire alarm, telephone, sprinkler system  
(**Ensure electrical panels are labeled.**)
- Procedures for using all call and bell system
- Up-to-date list of all students and their contacts including emergency contact name and number  
(Update quarterly or as appropriate)
- Faculty and staff roster including emergency contact name and numbers
- Map or blueprint of school; floor plan
- Street map of streets surrounding school
- Copy of Safe School Plan (System/School)
- Emergency Crisis Guide provided by Pamlico County Schools
- Aerial photo of building
- School radio frequencies, if applicable
- Community emergency phone numbers: sheriff, rescue, fire, hospital, media contacts
- Copy of staff photos on CD-ROM taken from staff badges
- List of students with emergency medical conditions and list condition(s)
- Update phone stickers for proper emergency dialing procedures
- Bus roster and route descriptions
- NCWISE – Designated persons to access NCWISE at law enforcement command posts
- Locations of First Aid Kit(s) and Defibrillators
- Internal chain of command and list of First Responders
- Master Schedule
- Flashlight and batteries
- List of Vehicle Stickers

\*One (1) to two (2) Black box(es)/Critical Response Kit(s) to be maintained at each school:

PCPS  
FAA  
PCMS  
PCHS  
ALC

\*\* One (1) Black box/Critical Response Kit to be maintained at Central Office for each school.

\*\*\* Kits should be inventoried quarterly or as appropriate.

## IMPORTANT TELEPHONE NUMBERS

*(Crisis Resource List)*

<u>Listing</u>		<u>Telephone</u>	<u>Ext.</u>
Alternative Learning Center	Tommy Wilson	745-4688	
Ambulance		911	
Assistant Superintendent	Cathy Dunbar	745-4171	636
Associate Superintendent	Dr. Wanda Dawson	745-4171	643
Carolina East Health System (Hospital)		633-8111	
Child Nutrition Director	Maree Minor	745-4171	639
Emergency		911	
Finance Officer	Steve Curtis	745-4171	642
Fire Department		911	
Health Department		745-5111	
HeartWorks	Georgina Howard	745-9703	
Highway Patrol		800-441-6127	
Juvenile Court Counselor		745-3107	
Maintenance Director	Levy Broughton	745-4271	
Pamlico Medical Center - Bayboro		745-3191	
Pamlico Medical Center - Oriental		249-2888	
Pamlico Pediatrics		745-2070	
Partnership for Children		745-7850	
Principal - FAA	Sherry Meador	745-4611	324
Principal - PCHS	Tom Marsh	745-3151	523
Principal - PCMS	Henry Rice	745-4061	424
Principal - PCPS	Linda Ollison	745-3404	223
School Nurse - FAA	Susan Owsley	745-4611	325
School Nurse - PCHS	Rhonda Preston	745-3151	531
School Nurse - PCMS	Karen Cayton	745-4061	438
School Nurse - PCPS	Karen Smith	740-3404	234
School Resource Officer	Wade Sawyer	745-3151	521
School Social Worker - FAA	Peggy Graves	745-4611	
School Social Worker - PCHS	Mari Robinson	745-3151	
School Social Worker - PCMS	Denise Credle	745-4061	
School Social Worker - PCPS	Margaret Harrell	745-3404	233
School-Community Relations Director	Lisa Jackson	745-4171	628
Sheriff's Department		745-3101	
Social Services		745-4086	
Superintendent	Dr. James Coon	745-4171	623
Technical Support	Mark Partin	745-5577	
Technology Services Director	Joseph Spruill	745-4171	635
Transportation Director	Clem Harper	745-4601	

Critical Incident Response Kit Contents List

Important Telephone Numbers

## GLOSSARY

<b>Airborne hazard</b>	Any harmful substance that is carried by or through the air. <a href="http://www.osha.gov/index.html">http://www.osha.gov/index.html</a>
<b>Bloodborne Pathogens Exposure Procedures</b>  Developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030	All exposure incidents shall be reported immediately, thoroughly investigated, and documented. Following a report of an exposure incident, the exposed employee shall go to the Student Health Center for a confidential medical evaluation and follow-up, including at least the following elements: <ol style="list-style-type: none"> <li>1. Documentation of the route(s) of exposure.</li> <li>2. A description of the circumstances under which the exposure occurred.</li> <li>3. The identification and documentation of the source individual.</li> <li>4. The collection and testing of the source individual's blood for HBV and HIV serological status.</li> <li>5. Post-exposure treatment for the employee, when medically indicated in accordance with the U.S. Public Health Service.</li> <li>6. Counseling.</li> <li>7. Evaluation of any reported illness.</li> </ol>
<b>Bodily fluid</b>	A substance such as saliva, blood, or mucous that is emitted from the body.
<b>Crisis team</b>	A group of school personnel who have received the required training and certification from an accredited source that qualifies them as a crisis team member.
<b>Designee</b>	School personnel with authority to make administrative decisions in emergency situations or in the absence of the principal.
<b>EpiPen</b>	A medical device commonly carried by persons with life-threatening or severe allergies and a risk of anaphylactic shock.
<b>First responder</b>	School personnel who has received specific medical training and certification from an accredited source to qualify as a first responder to emergency situations.
<b>Ideation</b>	The conception of mental images, i.e. a student having suicidal ideations is graphically imagining committing suicide.
<b>Material Safety Data Sheet (MSDS)</b>	A description of procedures for the safe storage, removal, and maintenance of chemical substances. Also includes first aid procedures and precautions. <a href="http://www.cdc.gov/niosh/ipcs/nicstart.html">http://www.cdc.gov/niosh/ipcs/nicstart.html</a>
<b>Medical alert bracelet/necklace</b>	An article of jewelry that is engraved with a person's medical conditions, allergies, and other information.
<b>Safe area (also referred to as designated area)</b>	A pre-planned and practiced location that has been judged as a safe haven during an emergency.