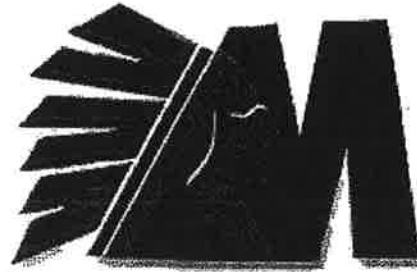


McCormick K-12 Educational Complex

Emergency Plan



McCormick Elementary
6977 Highway 28 South
McCormick, SC 29835
864-443-2292

McCormick Middle
6979 Highway 28 South
McCormick, SC 29835
864-443-2243

McCormick High
6981 Highway 28 South
McCormick, SC 29835
864-443-0040



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Emergency Response Team

- **Principal**
- **Instructional Leader**
- **Behavior Modification Facilitator**
- **School Secretary**
- **School Nurse**
- **School Resource Officer**
- **Custodians**
- **Guidance Counselor**

Statement of Significant Codes

- **Code One- Evacuation of the school to designated locations (fire evacuation locations)**
- **Code Two- Lockdown of the school**
- **Code Three followed by location- Medical Emergency in the location given.**
- **Code Four followed by location- Student has run out of the building**
- **All Clear is given by a school administrator**

STATEMENT OF DUTIES

Principal

- Responsible for all pre-incident planning and preparedness for the school.
- Assist with all aspects of the emergency with the Superintendent and other district office personnel.
- Directs all operations of the school in the management of the emergency until local law enforcement or fire agencies assume command.
- Communicates with the faculty and staff, and parents and students.
- Maintains visibility throughout the school.

Instructional Leader

- Assists in overseeing the operation of the particular emergency.
- Coordinates and directs personnel with predefined assignments.
- Ensures the safety of all students.
- Maintains visibility throughout the school.

Behavior Modification Facilitator

- Communicates with teachers and staff during a particular emergency.
- Directly communicates needs to the instructional leader.
- Maintains visibility throughout the school.

Guidance Counselor

- Assists with follow-up activities.
- Coordinates counseling services for persons who need special attention immediate crisis counseling – A list of all persons served should be maintained.
- Assists with parent concerns.
- Maintains visibility throughout the school.

School Resource Officer

- Assists principal.
- Notifies law enforcement.
- Responsible for school grounds.
- Maintains visibility throughout the school.

Secretary

- Staff student checkout location-a list indicating students that were checked out and who picked them up must be maintained for accountability.
- Answers phone.
- Assists in locating student and/or teacher records.
- Assists principal.

School Nurse and Ms. Kelly

- Coordinate first aid, including location, triage, and supplies.
- Maintain a list of all students treated during the crisis.
- Responsible for accessing student health information in the event of an evacuation.

Teachers

- Follow the school emergency plan
- Have student roll book and take attendance
- Remain with students

Cafeteria Manager/Cafeteria Staff

- Directs the use and preparation of the cafeteria stock and water supply whenever feeding students becomes necessary during a crisis.
- Assists with evacuation, communication and any other duties deemed necessary.

Substitute Employees

- Become familiar with the emergency plan and evacuation routes as well as general emergency procedures.

Precautionary Measures

- All staff members will wear an identification badge.
- All visitors will sign in at the school office and receive an identification badge.
- Entrance doors are locked except during arrival and dismissal times. The only entrance available at other times is directly into the office.
- Classroom doors are kept locked at all times. Only teachers should open the door for visitors.
- If someone comes to the classroom door without an identification badge, do not let them in the classroom. Make contact with the office.
- Fire drills (Code 1) will be held monthly.
- Lock down drills (Code 2) will be held on a regular basis.
- If the fire alarm should sound during a code 2, do not evacuate the building, remain in your classroom.
- A lockdown is lifted with "all clear."
- A list of all students with medical issues will be provided by the school nurse and given to each teacher.

Communication Procedures

The school principal will be responsible for direct communication.

Staff to staff and staff to student communication

- If the building systems are functioning, the intercom and email will be used as appropriate.
- If the building communication system is not functioning, two-way radios will be used.
- If an evacuation occurs and the students and staff are contained on the campus, two-way radios and bullhorns will be utilized and cellular telephones will be used to communicate with the central office.
- If an evacuation occurs and the student and staff are removed from the campus, two-way radios will be used operating on channel #1 and cellular telephones. Each method will allow for communication with the central office.

General Communication

The central office will establish and maintain an information center to coordinate interaction and information releases with the news media. Staff members are not to release any information without the central office approval.

- All staff must refer media to the district spokesperson.
- Law enforcement will assume responsibility for issuing public statements during an emergency.
- District Public Relations Director: ~~Ms. Jackie Brown 852-2345~~

Kevin Lasberry

During an emergency, adhere to the following procedures:

- Principal or designee relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask School Public Relations Director to prepare a written statement to the media.
- Establish a media information center away from school.
- Update media regularly. Do not say, "No Comment."
- Do not argue with media.
- Maintain log of all telephone inquiries.

Building Evacuation

- Evacuation shall occur when a Code #1 is issued by the PA system or the fire alarm. **(In a code #2 situation evacuation of the building should not occur).**
- Teachers are to take their class rosters, color coded cards, and check attendance.
- Remind student to remain calm and maintain appropriate noise level.
- Report to their designated location and remain at the location until provided instructions and remain with students at all times.
- Teachers are to hold up their color coded cards (orange color card should be used for emergency situation for and evacuation).

Lockdown

- Will occur when a Code #2 is issued.
- Cover the classroom door with the appropriate color card.
- Turn the light switch off and have all persons get on the floor, away from the door and windows.
- Allow no one out of your class or into your class until the all clear signal has been provided.

Bomb Threat

- Individual who receives the call should complete the following information and provide it to law enforcement.

Time received: _____ Date received: _____

Threat sent by: Phone _____ Letter _____ Written message _____ Other _____

Questions to ask: Record the exact words of caller.

Where is it right now (if possible)?

What does it look like (if possible)?

What kind of bomb is it (if possible)?

Did you place the bomb?

Write down the exact wording of the threat.

Caller was: Male _____ Female _____

Adult _____ Elementary age child _____ Middle school age student _____

Caller's Voice – Circle as applicable:

Calm	Nasal	Angry	Stutter
Excited	Lisp	Slow	Raspy
Rapid	Deep	Soft	Ragged
Loud	Clearing Throat	Laughter	Deep breathing
Crying	Cracked voice	Normal	Disguised
Distinct	Accent	Slurred	Familiar- If so, who?

Background Sounds:

Street noises	Factory machinery	Animal noises	Voices
Clear	PA system	Static	Local call
Music	Long distance	House noises	Phone booth
Motor	Office	Machinery	

Name of call taker

Title _____

Address _____ Phone Number _____

Who was notified? _____ Time notified _____

Time police were notified _____ Officer responding _____

- Use Bomb Threat checklist.
- Notify administration.
- Administration will order a code #1.
- Administration will notify police, fire department and central office.
- Administration will assist law enforcement with a search the building.
- Do not touch any suspicious items.
- Do not use radios or cell phones while searching.
- Evacuation Procedures:
 - Administration will issue a code #1.
 - Use standard fire drill procedures.
 - Leave all book bags and personal items in the building.
 - Students and staff must be evacuated to a safe distance outside of the building.
 - Teachers account for all students using color coded cards.
 - Administration will notify central office.
 - No one may re-enter the building until fire or police personnel declare it safe.
 - Principal or designee notifies students and staff of termination of emergency.
 - Resume normal operations.

GAS LEAK

- Notify administration.
- Evacuate students and staff to a safe distance outside of building.
- Administration calls maintenance.
- Administration calls 911, if necessary.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.

- Teachers take class rosters and account for all students using color cards.
- Administration will notify central office of the situation.
- No one may re-enter the building until fire and police personnel declare entire building to be safe.
- Administration notifies students and staff of termination of emergency.
- Resume normal operations.

If gas odor has been detected outside the building:

- Administration notifies maintenance, police, and fire department (call 911).
- Administration determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Principal or designee may move students and staff to alternate location if weather is inclement or building is damaged.
- No one may re-enter the building until fire and police personnel declare the entire building to be safe.
- Principal or designee notifies students and staff of termination of emergency.

Resume normal operations.

CHEMICAL SPILL

- Notify Principal or SRO
- Evacuate students to safe area
- Contact emergency services
- Shelter in place, if necessary
- Account for all students
- Staff and students will only return under the order of Emergency Services

TORNADO/HURRICANE AND HAZARDOUS WEATHER

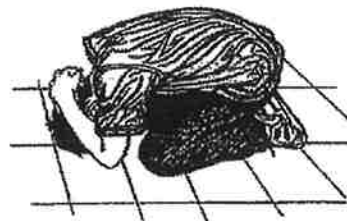
Tornado and / or Hazardous Weather drills will be conducted periodically throughout the school year.

Tornado drills will be initiated in the office by one long continuous ring of the bell or by making a verbal command using the bull horn or the intercom system.

Students and teachers will proceed to the designated areas and proceed to position themselves in the "tornado position".

Tornado Position

To protect your vital organs from flying debris, assume the "tornado position" by kneeling on the floor with your legs tucked underneath you. Lean your upper body forward until your forehead is close to the ground. Clasp your hands behind your neck, and bring your elbows in so that your arms are protecting the sides of your head. Protect yourself from flying debris by covering yourself with blankets, pillows, or coats. Remain in this position until clearance is given to return to the classroom.



Tornado drills are conducted in cooperation with the Disaster Preparedness Agency. Remember that a *tornado watch* is issued when the possibility of tornadoes exists, and a *tornado warning* is issued when a tornado has been spotted or indicated on radar.

McCormick County School district Inclement Weather Plan

Plan A: Closed

Plan B: Students, teachers and staff operating on a two-hour delay from normal reporting time

Plan C: Two hour delay for students, teachers and staff follow regular schedule

*Two hour delay means two hours later than you would normally report. When school dismiss early, the situation will be reviewed and a decision will be made as to when teachers and staff may leave. Schools and district staff will be notified of the time.

Radio and Television Station that would announce our school closing and delays are as follows:

Radio	TV
WBBQ 104.3FM	WJBF Channel 6
WJMZ 107.3 FM	WSPA Channel 7
WPRW 107.7 FM	WRDW Channel 12
WSCZ 96.7 FM	WAGT Channel 26
WSNY 103.5 FM	WYFF Channel 4

The district website www.mccormick.k12.sc.us and the school messenger system will also be utilized to communicate information regarding school closings and delay.

OFF – CAMPUS EMERGENCY PROCEDURES

Upon the occurrence of an off-campus emergency, school personnel will take the following steps:

- Teachers/sponsors gather students in a safe place and account for everyone.
- Identify students who require first aid.
- Assign supervisory responsibilities to accompanying chaperones.
- Contact local emergency personnel, if necessary.
- Remain with injured individuals.
- Notify the school as soon as possible. If after normal working hours, notify the school principal or designee at home. Include the following information:
 - What happened?
 - Are there injuries?
 - When did it happen?
 - Who is involved?
 - Where did it occur?
 - How you can be contacted (e.g., cellular phone, public phone, etc.)

- The school will notify the District Office. (After hours – use the phone tree if necessary.)
- The school, in coordination with the District Office, will prepare and disseminate information.

SCHOOL BUS INCIDENT

Bus Driver/Monitor

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify the district transportation office.
- Notify school level behavior modification facilitator. If after normal working hours, notify the behavior modification facilitator at home or on cell phone. Include the following information:
 - What happened?
 - Are there injuries?
 - When did it happen?
 - Who is involved?
 - Where did it occur?
 - How you can be contacted.

DANGEROUS ANIMALS

- Ensure the safety of students and staff first. **DO NOT APPROACH THE ANIMAL!**
- Notify school administration.
- Principal will call 911 and or Department of Natural Resources, if necessary.
- Notify School Health Center.
- Contact Maintenance.
- Seal off area if animal is still present.
- Principal or designee initiates lockdown, if necessary.
- Notify Superintendent.
- Notify parents of students involved.

FIRE DRILLS

- Notify Alarm Company of the time and date of the drill.
- Activate fire alarm.
- Evacuate students and staff to a safe distance outside the building.
- Follow normal fire drill route.
- Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Teachers take roll after being evacuated.
- No one may re-enter the building until administration disables the alarm and informs students and staff of the termination of the drill.
- Resume normal operations.

ASSAULTS - FIGHTS

- Ensure the safety of students and staff first.
- Notify behavior modification facilitator.
- Notify School Health Center of medical emergencies.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Behavior modification facilitator notifies SRO and Police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact.
- Behavior modification facilitator notifies parents of students involved in assault.
- Document all activities. Ask victim/witness for their accounts of incident.

STUDENT POSSESSION OF WEAPON ON CAMPUS

If a student is observed or reported to have a weapon on campus, the school administration and/or staff should follow these precautions and procedures:

- Identify the student and his/her location in the building.
- Alert administration and appropriate staff.
- Notify law enforcement.
- Administrators should quietly ask the student to accompany him/her to the office.
- Depending on the situation, the student should be asked to surrender the weapon or declare its location.
- Call the student's parent.
- Assess the situation to determine follow-up steps.

ABDUCTIONS

Preventive Procedures:

- All parents will be asked to complete forms requesting names of persons to whom their children can be released. These names will be kept in the office. Only persons whose names are on file will be allowed to pick up our students. Any changes must be made in writing.
- Students must go home by their normal way as determined by the parents. Changes in means of transportation must be requested by parent/guardian.
- Parents have been instructed not to bring their children to school before 7:30 a.m. and they must pick them up by 3:30 p.m. Supervision cannot be provided before 7:30 a.m. and after 3:30 p.m.
- All visitors including parents must sign in at the office and receive visitors' badges. Any person in the building without a visitor's pass will be challenged.
- All employees and substitutes must wear ID badges.

The following procedures will be implemented in the case of abduction:

- A school staff member will notify the front office of the abduction immediately to provide a description of the victim and perpetrator, their clothing, and incident details. Important to note are the following: direction taken by the perpetrator, mode of travel, and any other detail that may be of importance.
- Neither the administration nor other persons will follow the perpetrator.
- The administration will notify the SRO and/or call local law enforcement to provide a description of the victim and perpetrator and as much information as possible about the incident.
- The administration will contact the student's parent or legal guardian or next of kin.

ABDUCTIONS, CONT.

- Before law enforcement arrives on campus, the administration will compile a description of the victim (gender, age, height, weight, hair and eye color, distinguishing marks, etc.), the victim's clothing worn that day, and a recent picture of the student. The administration will compile as much of the same information as possible about the alleged perpetrator if it is known.
- The administration will gather statements from the supervising staff and others pertinent to the incident. The administration will document all steps in writing, noting particulars such as time, persons involved, important comments, etc.
- The administration will detain all witnesses and any other persons involved in any way with the incident until law enforcement arrives.
- The administration will contact the district office.

DEATH OR SERIOUS INJURY ON CAMPUS BY VIOLENCE

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

- The administration will notify law enforcement.
- Call nurse and Emergency Medical Services (EMS).
- Determine injuries and provide first aid, as necessary.
- Check student's record for medicines taken and medical exemptions.

- Notify parents.
- Assess extent of situation by determining who was involved or committed the act.
- Identify witnesses.
- Provide counseling, if appropriate.

EARTHQUAKES

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

IF INSIDE: Stay inside; move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table or desk.

In kitchens, all burners should be extinguished before taking cover. Stay clear of hazardous chemicals that may spill.

IF OUTSIDE: Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of dangers that may demand movement.

Verbal and nonverbal signals shall be used in case of outside emergencies.

- Shout, if appropriate, to get the attention of the students. If the bull horn is readily available, it should be used.
- Crossing arms over head and waving arms back and forth means to follow. The students will follow the directions of the teachers. The teachers will take their students to a place of safety.
- Putting both hands on the head would mean to get down wherever the students are at the time.

Expect aftershocks. Each time you feel one, drop, cover, and hold on.

Check for injuries and give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury.

Inside or outside, when an earthquake occurs, take action at the first indication of ground shaking.

ELECTRICITY OUTAGE

- All students and teachers will remain in the classrooms.
- Use bullhorn to instruct all students to return to class if they are out of class.
- Use walkie talkies/bullhorn for communication if PA is not working.
- Call maintenance.
- Call the power company.
- Call the district office.

INTRUDER

An intruder is an unauthorized person who enters school property or anyone who is not wearing an ID badge from the office.

- Notify administration.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave.
- Accompany intruder to exit.
- Attempt to get license plate number and description of car/truck.
- Administration will call 911, if necessary.

INTRUDER, CON'T

If intruder refuses to leave:

- Notify SRO and principal/designee if intruder still refuses to leave.
- Order a code 2.
- Administration will call police. Give police full description of intruder. (Keep intruder unaware of call for help, if possible.)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)
- Maintain visual contact with intruder from a safe distance.

HOSTAGE

- If hostage taker is unaware of your presence, do not intervene.
- Notify administration. Administration will call SRO and 911. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Principal notifies Superintendent.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.

- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

MISSING STUDENT FROM CAMPUS

- Notify school office.
- Check restrooms, special areas and sign out sheets to make sure the student is nowhere to be found on campus.
- Check school records to determine who has legal custody of the missing student.
- Notify parents.
- Call local law enforcement and SRO, if necessary.
- When student is determined to be missing, get the following information, if possible, and provide to police and parents/guardians:
 - a. When and where the student was last seen; what the student was wearing; who the student was with.
 - b. The names of any other people who might be able to provide significant information (i.e., bus drivers, babysitters and neighbors).
 - c. The names of the student's close friends and whether those friends are at school.
 - d. The student's route and means of transportation to and from school.
 - e. Any people or vehicles around school that was suspicious.

SUSPICIOUS MAIL OR PACKAGES

Characteristics of suspicious mail:

- Excessive postage.
- Excessive weight.
- Handwritten or poorly typed addresses.
- Incorrect titles.

- Title, but no name.
- Misspelling of common words.
- Oily stains, discoloration or odor.
- No return address.
- Lopsided or uneven envelope.

Should you see a suspicious letter or package, abide by the following:

- Do not open it.
- Do not handle it any more than is absolutely necessary.
- Notify the principal who will notify the superintendent.
- Call law enforcement officials.
- If you come in contact with the package, wash your hands with soap and water.

FIELD TRIPS

When going on a field trip/leaving the campus, teachers must complete a checklist.

The following information must be completed by the teacher prior to leaving on a field trip. A copy of each page will be made. The teacher will take one copy with him/her on the trip. The other copy will remain at the school with the principal. If more than one bus is needed for the trip, additional copies will be made and placed on each bus. Each packet will be labeled with the teacher's name and the bus number.

The packet will include:

- Manifest Sheet.
- Permission forms.
- List of students with medical emergencies.
- List of school and district telephone numbers and names to contact in the event of an emergency.

- Student and staff ID.
- A map of the routes to and from the field trip destination.
- A list of passengers assigned to each bus.

BUS ACCIDENT – REGULAR ROUTE

- When the report of a bus accident comes in, the school will have printed a list of students who normally ride that bus.
- The administration will notify the School Transportation Supervisor.
- The administration will go directly to the site of the accident.
- The administration will assist in the identification of injured students.
- The secretary will remain at the school to answer the telephone.

BUS ACCIDENT – FIELD TRIP

Upon the occurrence of an off-campus emergency, school personnel will take the following steps:

- Teachers on the trip will assist in identifying students who require first aid or emergency treatment.
- Teachers will contact local emergency personnel if necessary.
- Teachers will contact the administration.
- Teachers will remain with injured individuals.
- Teachers will assign supervisory responsibilities to accompanying chaperones.
- The administration will notify the School Transportation Supervisor.
- The administration will use the rider list to notify parents.
- The secretary will operate the computer and will print information from the records of students involved in the accident. The information will include medical considerations that can be relayed to hospitals serving the students and staff involved in the accident.

INCAPACITATED TEACHER

- If a teacher becomes incapacitated, one or more students should go immediately to the nearest classroom with a teacher and should tell that teacher of the problem.
- That teacher should go immediately to the aid of the incapacitated teacher.
- A different student should go immediately to the office and should tell the secretary and the administration.
- The administration should go immediately to the classroom.
- The secretary should place a call to an emergency medical services unit
- The administration will contact the immediate family as soon as possible.

HAZARDOUS MATERIALS EVENT

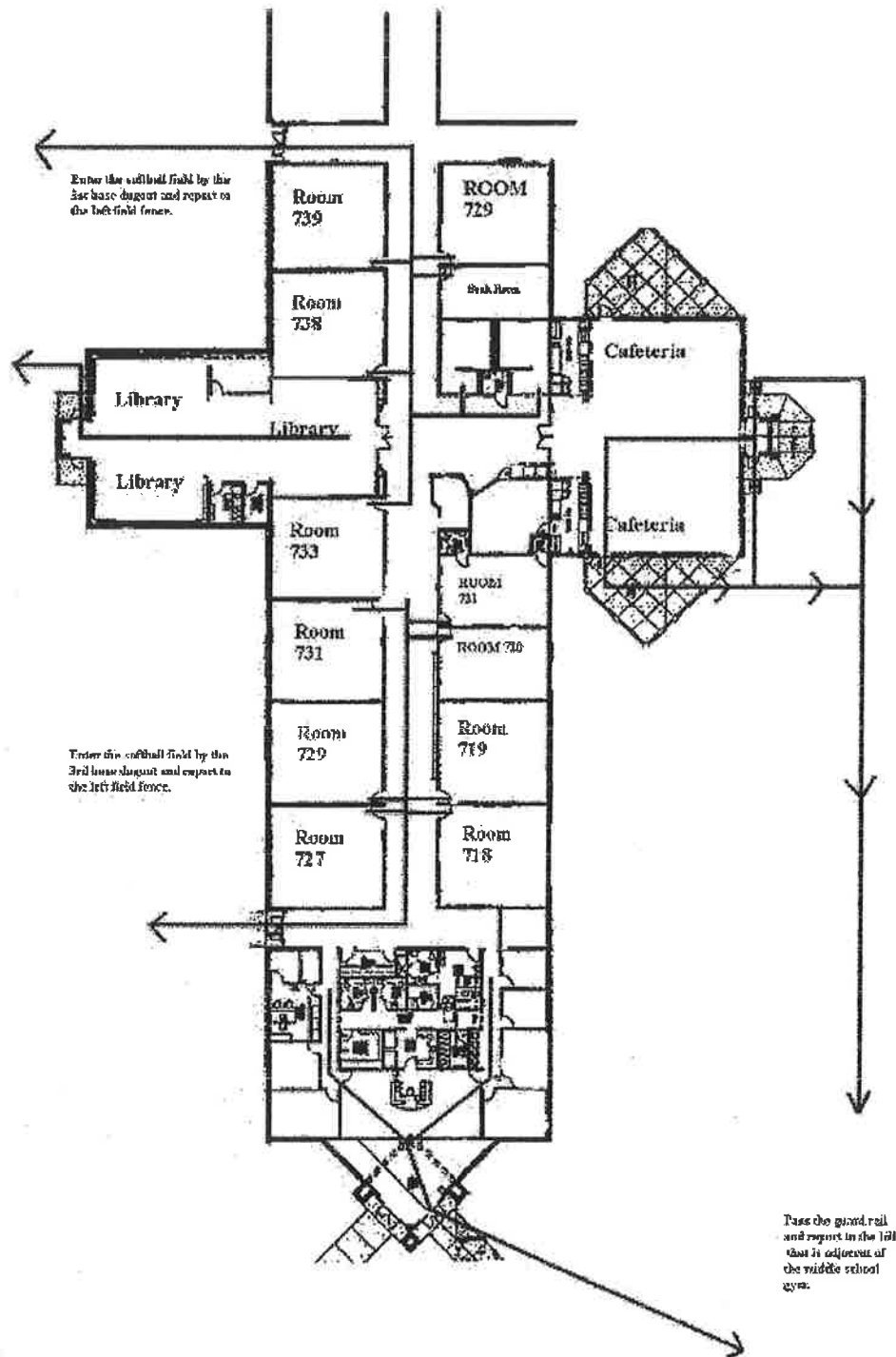
Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials. These would include accidents sufficiently near the school to be a threat to the safety of the school such as an overturned tanker, either a truck or a train; a broken fuel line; and an accident in a commercial establishment that used chemicals. These accidents pose a potential hazard, especially if they occur near the school and/or if the wind is likely to carry fumes from such accidents to the school.

The following procedures are to be adhered to:

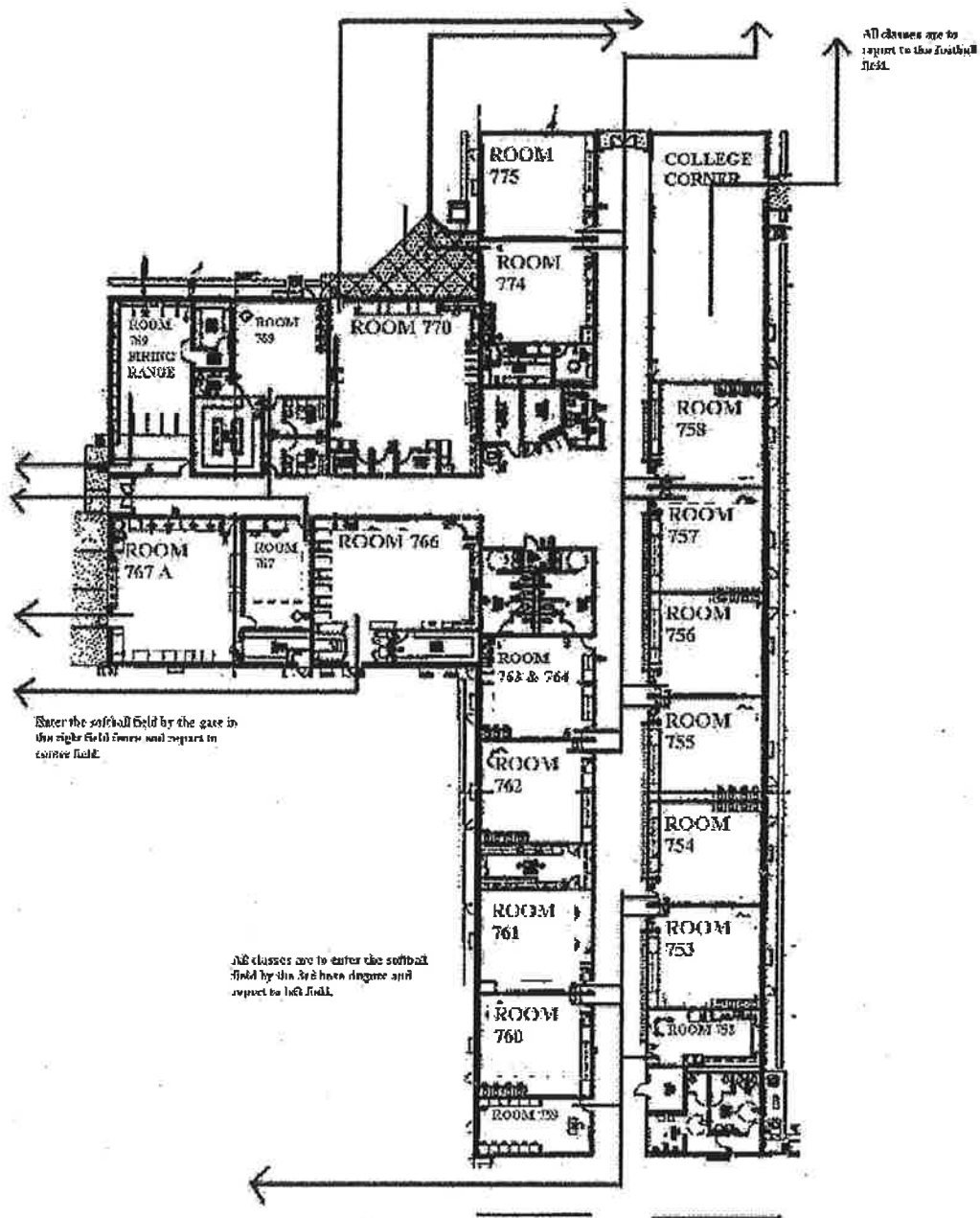
- The administration with the advice of Emergency Prepared Agencies will determine the need to leave the building.
- The administration will determine whether or not the students and staff should leave the school grounds.
- If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes.
- Teachers must take classroom rosters.
- The nurse will administer first aid, if necessary.

- No one will be able to return to the school until officials have declared the area to be safe.
- Administration will notify parents if students are evacuated.

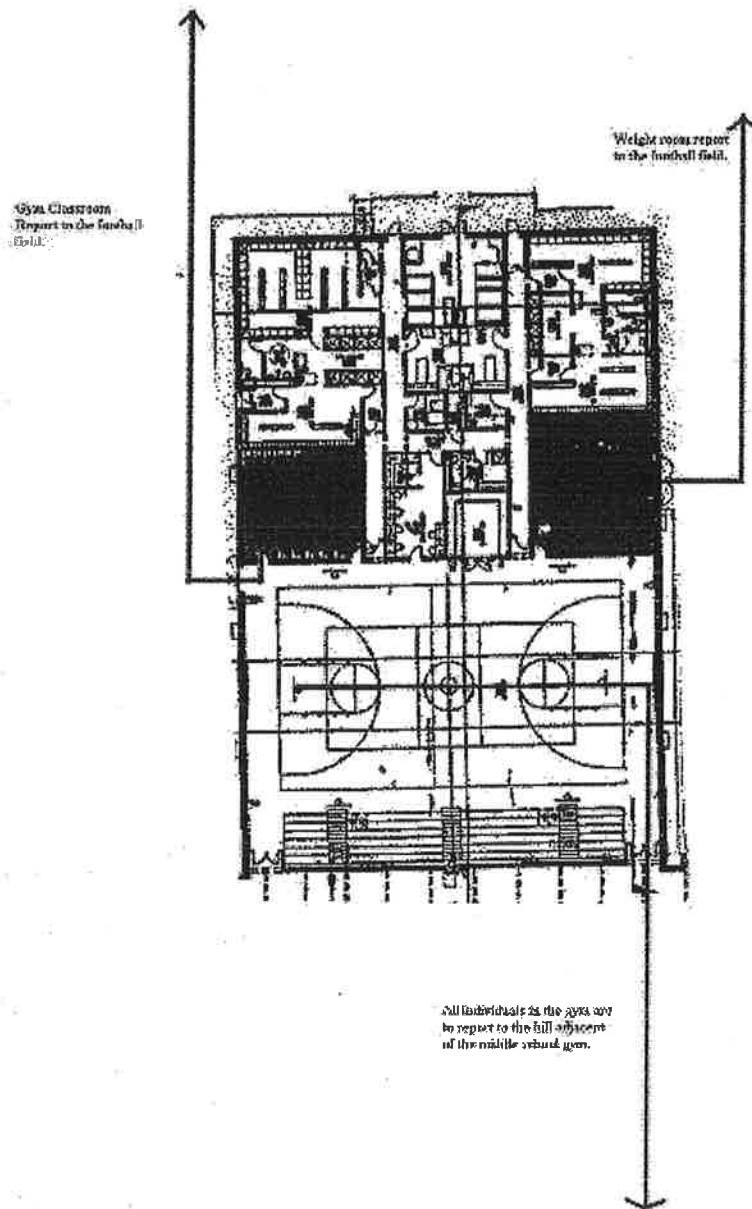
High School Fire Evacuation Route Upper Campus



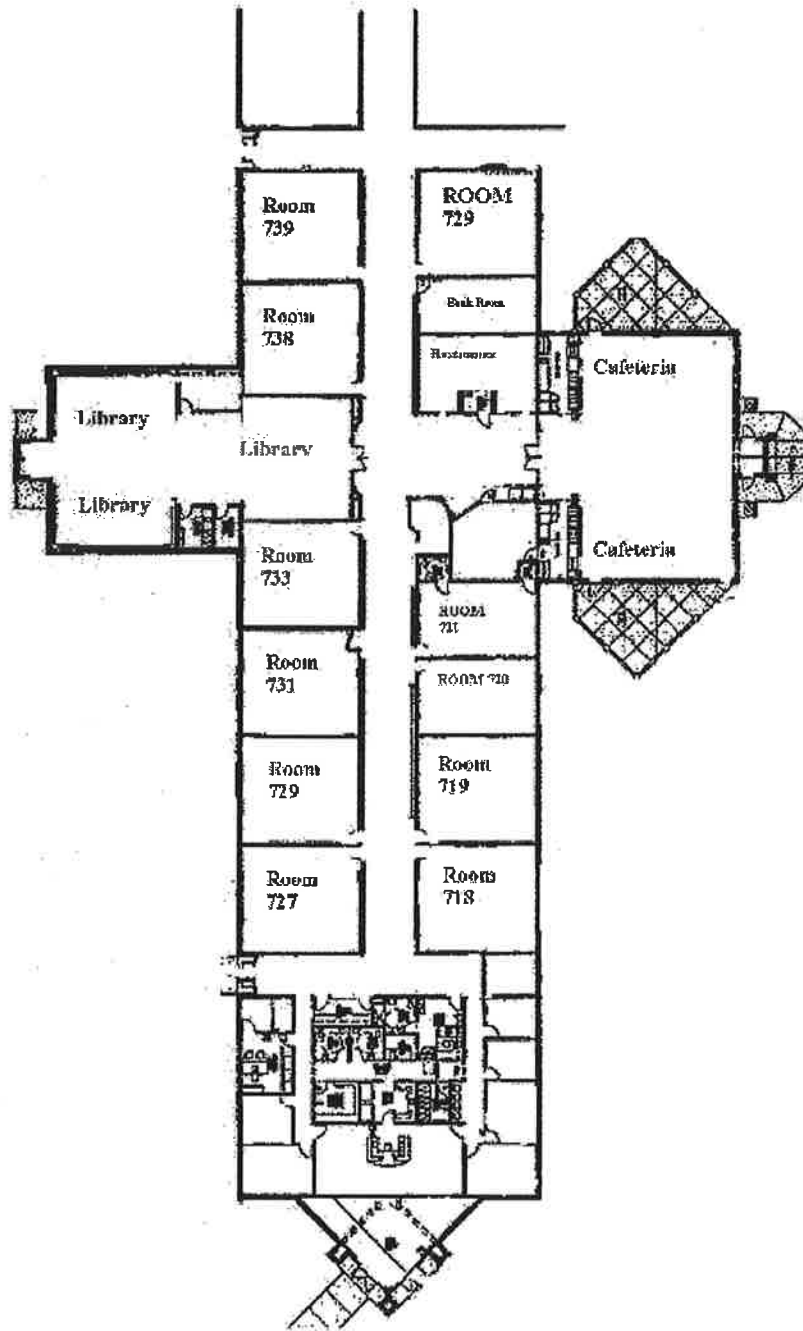
High School Evacuation Route Lower Campus



High School Fire Evacuation Route Gym

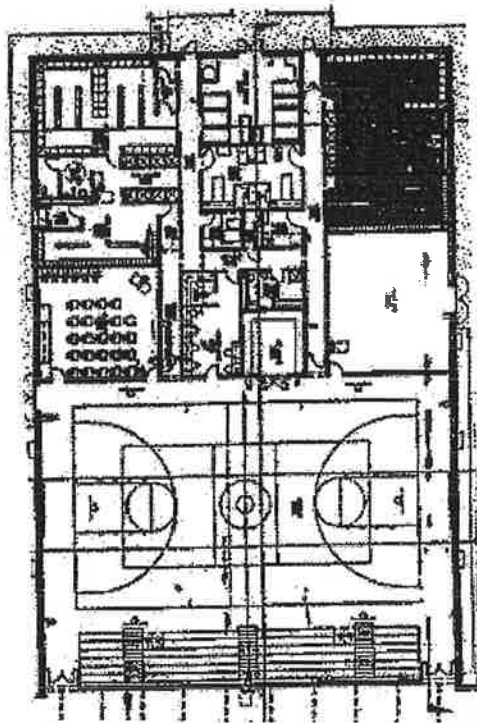


High School Upper Campus Tornado Locations

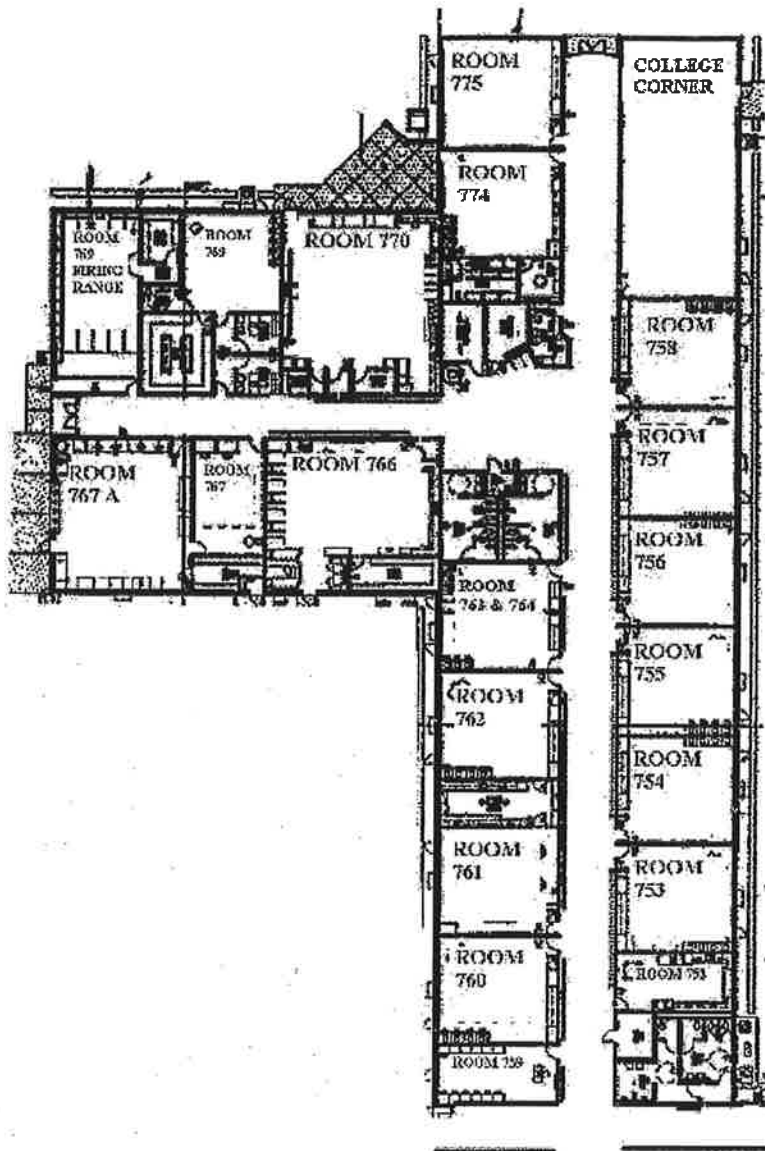


High School Gym Tornado Location

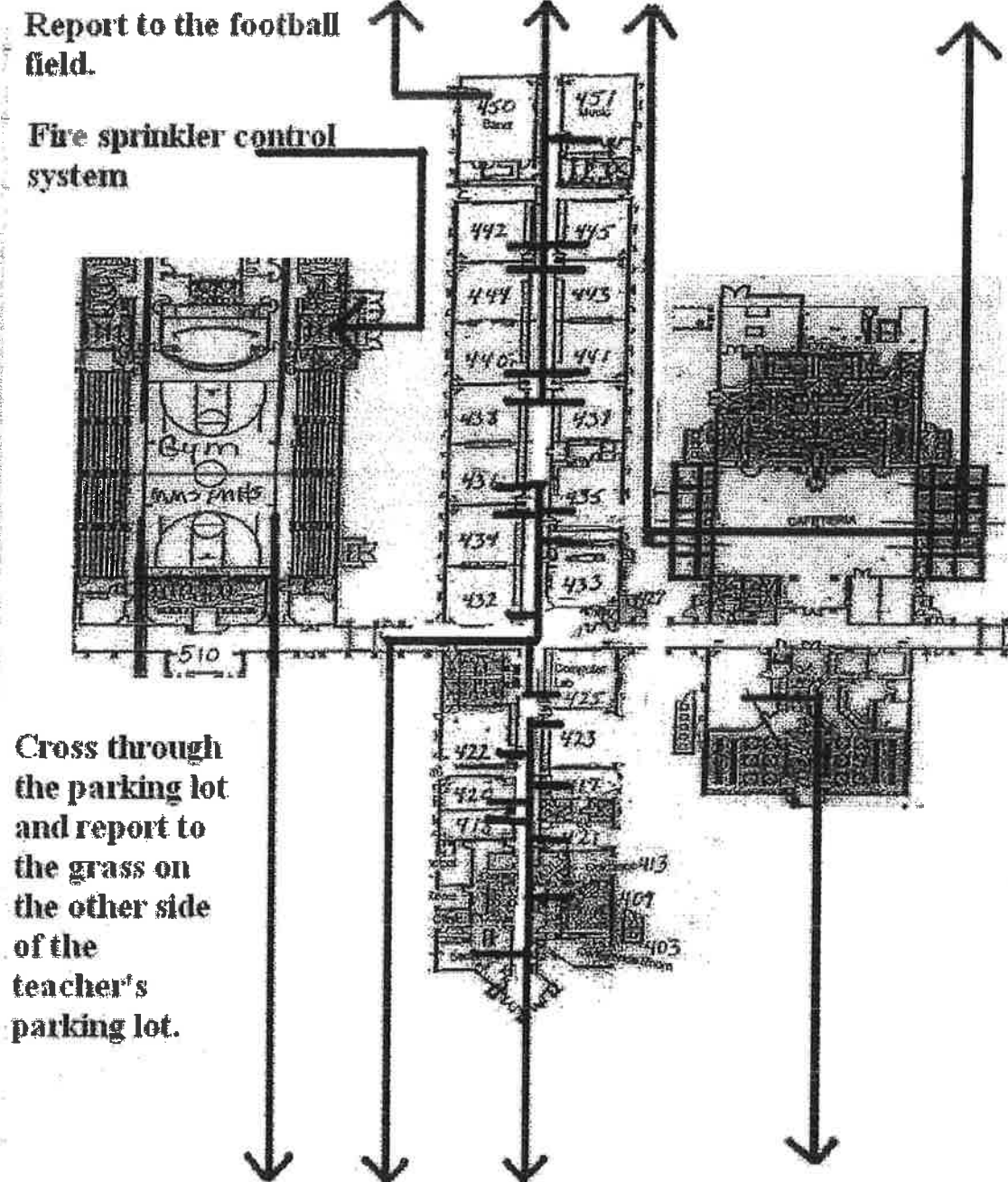
All individuals in the gym will report
to the girls locker room.



High School Lower Campus Tornado Location

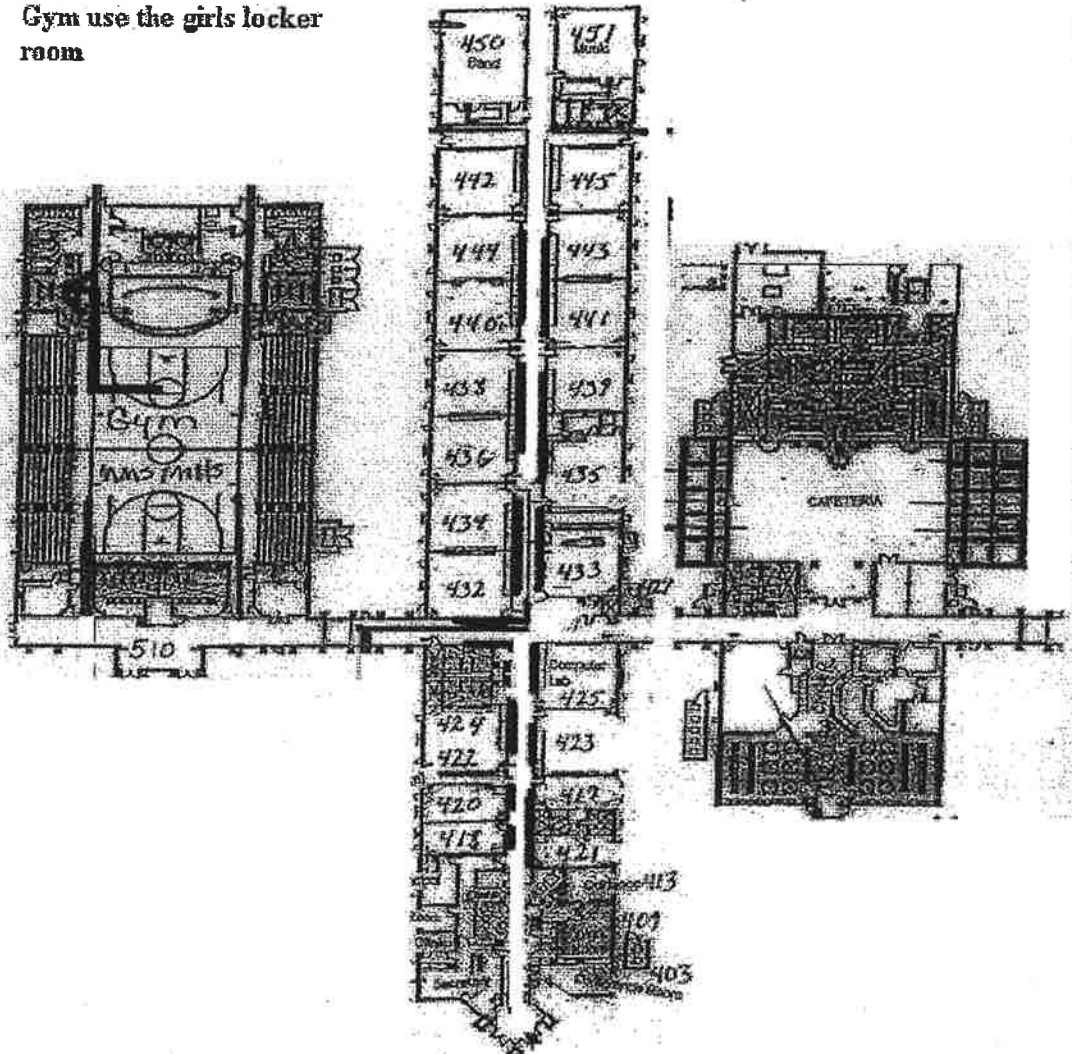


Middle School Fire Evacuation Route

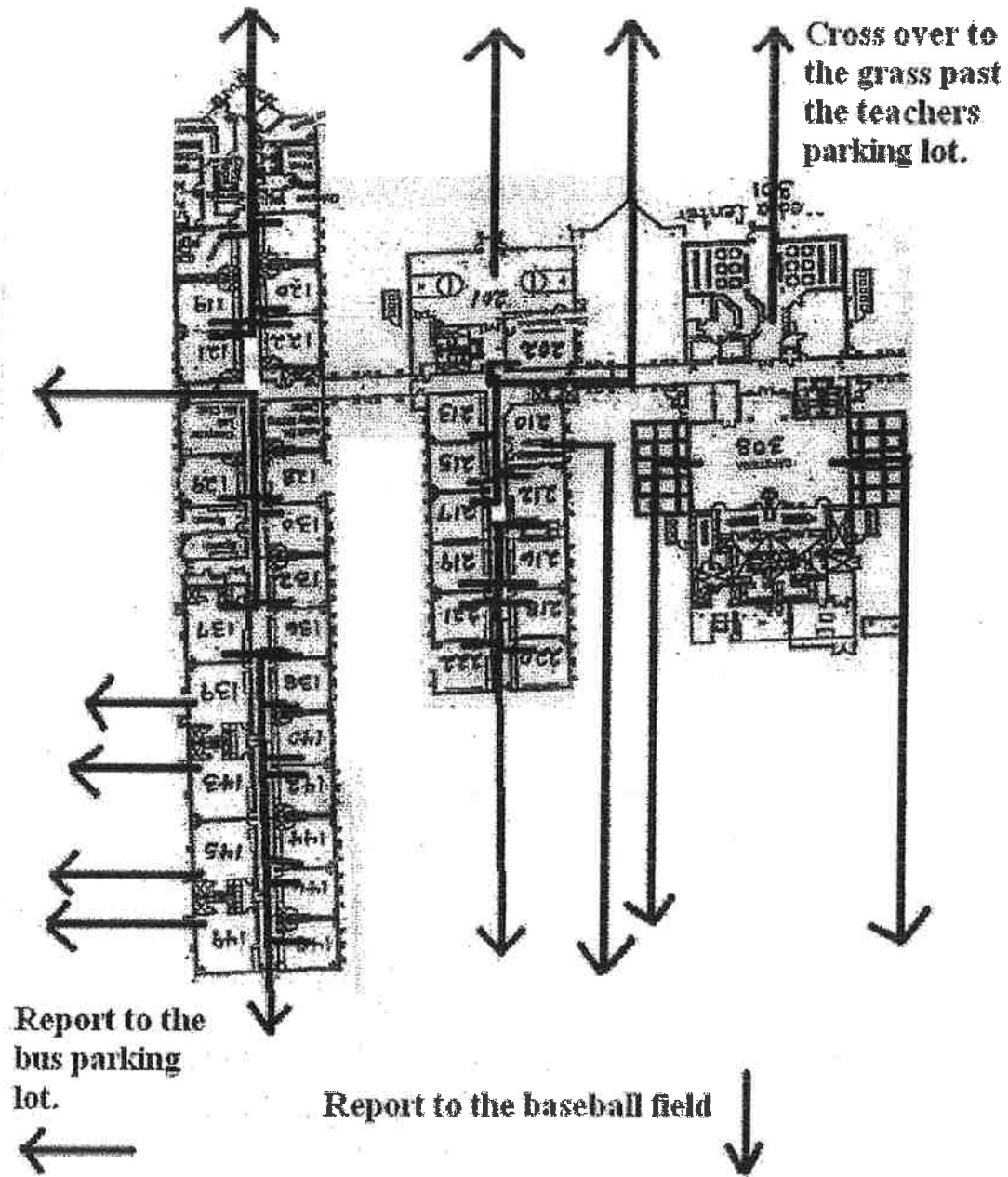


Middle School Tornado Locations

Gym use the girls locker room



Elementary School Fire Evacuation Route



Elementary School Tornado Locations

