

SUMTER COUNTY INTERMEDIATE EMERGENCY PREPAREDNESS PLAN

1. Designated school site emergency coordinator: Dr. April Smith.
2. Designated alternate school site emergency coordinator: Jeffery Boges & Mohan Gugulothu
3. Designated school emergency team members: Dr. April Smith, Jeffery Boges, Mohan Gugulothu, Ruby Wilson, Cortisa Snipes, Crystal Coleman, Tawanna Bettis, Haley Champion, Tyler Moore, Danielle Colson, and Tina Moses.
4. The emergency team members will perform the following tasks:

Dr. April Smith

- A) Keep central office informed
- B) Establish site for media communications
- C) Identify reception area for parents
- D) News media spokesperson

Mr. Jeffery Boges

- A) Responsible for releasing students to parents and non-parent adults
- B) Assist in communicating (2-Way Radio)
- C) Monitor school visitors
- D) Will be at the hospital to collect information about injured and to report information to school and central office

Mr. Mohan Gugulothu

- A) Will notify parents and spouses of the injured
- B) Identify the injured and fatalities

Mr. Tyler Moore / Mrs. Danielle Colson

- A) Assist in handling flow of traffic
- B) Assist in communication (2-way Radio)
- C) Assist in identifying injured

Ms. Cortisa Snipes/Mrs. Crystal Coleman

- A. Handle telephones
- B. Compile roster of students absent from school at time of crisis

Mrs. Ruby Wilson

- A) Handle telephones

Mrs. Tawanna Bettis/Haley Champion

- A) Print identification badges for school/emergency personnel
- B) Assist in managing school traffic flow

In case of power failure, all non-classroom teachers must report to the office for an assignment. Teachers will need to keep students in the classroom. You will receive directions from the office.

FIRE/TORNADO DRILLS

There will be a minimum of one fire drill per month. A tornado drill will be held during the tornado season. Each teacher will be given a copy of the Exit Plan for evacuation. **This copy must be posted by your door.** Practice leaving the building in a quiet, orderly line. Spend time with students discussing these drills and the reason for conducting them. A copy of the evacuation plan is also included in this handbook. Every alarm must be considered **REAL** and the building must be evacuated. **No hesitation. No questions. Count your students.** In your Substitute Teacher Book, mention to the substitute teacher where the form is located. Caution students about touching fire alarms. Discuss when it is appropriate to pull a fire alarm, etc.

Reminder: Please have your rosters READY each day! The front office staff will provide green and red sheets so you can indicate your status during the drill. GREEN- ALL STUDENTS ARE PRESENT! RED- MISSING A STUDENT!

FIRE DRILL

A. Alarm System/Signal:

The school is equipped with a fire alarm system. The alarm signal is in the form of a short horn blast.

B. Alternate Signal:

The alternate signal for fire is an announcement to evacuate the building.

C. Clear Signal: The clear signal is a short series of rings of the bell.

D. Fire Extinguishers:

Fire extinguishers are located in visible places. Fire pulls are also strategically located in visible places.

E. Evacuation Plans:

Evacuation plans are posted in each classroom. Each teacher has a copy of the plan/instructions, which is given to students at the beginning of school. Additionally, this information is available in the substitute handbook, which is kept on the teacher's desk.

NOTE: All teachers should designate students responsible for:

1. Leading the lines
2. Assisting handicapped students
3. Closing the classroom door

F. Fire Drills/Evaluation:

Fire drills are conducted on a regular basis and are evaluated according to specified guidelines.

It is the teacher's responsibility to see that students exit the building in an orderly fashion each time the fire alarm sounds. Do not wait to see if this is a drill or if a child has pulled the alarm. **The building will be evacuated each time the alarm sounds.**

TORNADOES

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 400 M.P.H. In order to be prepared to take emergency action if threatened by a tornado, the following guidelines are provided.

A) Tornado Alert

The National Weather service issues two types of tornado alerts, which are listed below:

- 1) Tornado Watch - Which means that weather conditions are such that a tornado may develop.
- 2) Tornado Warning - Which means that a tornado has been sighted and protective measures should be taken.

B) Signals

- 1) Warning Signal: No signal included on our bell system
- 2) Alternate Signal: An announcement over the intercom to prepare for a drill. All teachers are to turn to in-house television channels for more information.

C) General Procedures:

- 1) All personnel and students should know the "Symptoms" of severe thunderstorms and tornadoes.
- 2) The principal, secretary, and custodian shall be trained as "Severe Weather watchers" and shall be trained in the use of the warning system.
- 3) School buses generally continue to operate during tornado watches but not during warnings.
- 4) DURING A WATCH: Open doors into hallways. Store portable equipment inside the building away from the shelter areas.
- 5) DURING A WARNING: Open and secure exterior glass doors - leave solid doors closed. Secure or store articles, which might act as missiles.
- 6) As soon as the warning is sounded, seek shelter within the building, crouching on knees, head down with hands locked at the back of the neck.
- 7) If there is insufficient time to take shelter in designated areas, go to the inside wall away from the windows. Students should squat on the floor next to the wall or get under desks or other furniture by squatting or lying prone on the floor, face down. If a book can be picked up easily it can be held over the head.

D) DRILLS:

Drills are conducted three times a year, once in the fall, once in the spring, and once when the state sets the date.

Note: **WATCH THE GLASS DOORS!**

SUMTER COUNTY SCHOOLS

CODE RED is used when there is immediate danger for students, and/or staff.

CODE YELLOW is used to alert staff of a situation that could develop into a **CODE RED** situation.

CODE BLUE is used to advise staff of severe weather conditions.

CODE BROWN is used in the event of a bomb threat.

CODE GREEN is used to notify that all previous codes have been lifted and that school functions should return to normal.