Palmetto Achievement Center for Excellence Academy

Emergency Handbook

2023-2024

6015 North Main Street
Columbia, SC 29203

Mrs. Melissa Rabon – Executive Director

Phone: 803-251-9138
Email: info@choosepace.org

PACE does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle the nondiscrimination policies. For questions pertaining to Section 504, contact Melissa Rabon and for questions pertaining to Title IX, contact Dr. Melanie Vaughn.

INTRODUCTION

PACE Academy's Board of Directors, faculty, staff, students, parents, and community leaders are committed to providing the safest environment possible. We have prepared the plan and procedures for Crisis Management/ Prevention to provide a framework for the school during school crisis situations. It is further designed to assist the staff in following procedures with the greatest possible speed and safety. Regardless of the prescribed procedures, training, and instruction, we acknowledge that the sound judgment of the administration and staff is an integral part of safety management. Being prepared through planning and training is the best insurance a school can have to offset the ill effects of unexpected events.

All school personnel should thoroughly familiarize themselves with the contents of this emergency plan and should have it in their possession during any school emergency situations.

I understand that safety is of utmost importance at PACE Academy.

I have read this handbook in its entirety and agree to adhere to its requirements.

_____	_____	_____
Name (Print)	Signature	Date

Safety Plan Manual Goals

- Preventing unsafe situations from occurring
- Staff and students are prepared and know exactly what to do in an emergency
- Students take threats seriously and are ready to respond to an emergency
- Prevent panic and chaos in an emergency situation
- Emergency procedures will be executed according to plan
- Prevent injuries and keep students safe in an emergency situation
- Prevent school tragedies

Crisis Management Planning

Definitions

1. ***Crisis Management*** is that part of a school's approach to safety which focuses more narrowly on a time-limited, problem–focused intervention to identify, confront and resolve the crisis, restore equilibrium and support appropriate adaptive responses.
2. ***Crises*** shall include but not be limited to situations involving the death of a student, staff member, or a member of a student's immediate family by suicide, substance abuse, illness, or accident. The school director shall have the authority to determine what is a crisis incident and to convene the Crisis Management Team.
3. ***Critical Incidents*** shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include but are not limited to natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.

The purpose of Crisis Intervention is to:

- Ensure that traumatic events are not ignored.
- Provide assistance to those students, staff and parents in dealing with emotional responses usually associated with traumatic events.
- Decrease the spread of rumors by sharing facts.
- Provide support and counseling to minimize the effects of the traumatic event within the school.

Crisis Levels

LEVEL 1: In-house, requiring the intervention of one staff person.
LEVEL 2: In-house, requiring the intervention of more than one staff person.
LEVEL 3: Involving the need for outside interventions.

Safety Emergency Team (SET)

In the event of a city or national emergency (bombing, chemical or biological attack) while school is in session, the faculty will be advised according to PACE Academy

directions, once they are received. Students should remain in their classrooms with their teachers, awaiting instructions via intercom or messenger.

In the event of a school emergency, the Safety Emergency Team will meet before the school day begins, or as soon as possible, to assess the nature of the crisis and determine a plan of action.

Safety Emergency Team Members:

Executive Director
Academic Director
Related Arts Teachers
School Nurse
School Resource Officer

Safety Emergency Team Responsibilities:

- to go through the PACE safety manual and walk through all the safety procedures every year.
- to put together and lead efficient and effective training for all faculty and staff.
- to put together a SET (Safety Emergency Team) and train those members of the team to respond to any emergency situation that may occur during school hours.
- to make sure that all faculty and staff have safety manuals, map of school posted in room for evacuation routes, safety bags stocked with the correct materials, and emergency cards.

Evacuation Plan

In the event that the school needs to be temporarily evacuated, the school will relocate to the grassy area in front of the school, on the other side of the parking lot.

School Floor Plans

PACE Academy floor plan shall be posted inside every classroom with the evacuation route clearly labeled for each classroom.

Emergency Command Post

In the event that the Main Office is not available, there will be an emergency command post set up in the grassy area in front of the school. The Chief Business Officer will bring the required supplies and equipment to the command post.

Emergency Supplies and Location

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. Supplies are housed in a storage area located near the main office and in the Health Services room. Teachers are provided with Go-Bags and should be carried during all drills.

The following lists contain items that may be useful during a crisis of varying types.

Crisis Control Center

- Responsibilities checklist.
- Key to all doors in the school facility.
- Floor plan that shows the location of all exits, all telephones and telephone wall jacks, computer locations, and all other devices that may be useful in communication during an emergency.
- Blueprints of school building(s), including utilities
- Map of evacuation routes.
- Faculty/staff roster w/ list indicating those with first aid, CPR, and/or EMT training. Staff list indicating mobile/cellular numbers, emergency contacts, and health conditions.
- Phone Lists:
    - Police/Sheriff Department
    - Rescue/Ambulance
    - Fire Department
    - Poison Control Center
    - Local Hospitals
    - School telephone extension list
- School roster including home and emergency contact information.
- Master schedule.
- Name tags and sign-in sheets for Safety Emergency Team members and community resource people.
- Sample statements/letters for use in notifying faculty, students, and parents about crisis incident.

First Aid

- Assorted Band Aids
- Gauze
- Tape
- Scissors
- Tweezers
- Ice Packs
- Ace Bandages

- Slings
- Anti-bacterial salve
- Steri-strips or butterfly stitches
- Disposable latex gloves
- Adult CPR mask
- CPR (disposable mouthpieces)
- Disposable Airway kit
- Current first aid book

Delayed Opening, Early Dismissal or Cancellations

Due to weather conditions, the school may call a delayed opening or cancel school. A Delayed Opening or Cancellation will be announced on the local television and/or radio stations as well as school social media and communication apps.

Normally, the decision is not made until the early morning hours of the day in question. The school has a telephone tree to contact employees. A two-hour delay means that staff reports exactly two hours after their regular scheduled report time. Students must report two hours after the tardy bell.

In the event that there is an emergency, such as the threat of severe weather or building issue that requires evacuation (pipe burst, power outage…), parents will be immediately notified through the school designated communication app. Additional communication will take place using approved social media sites such as Facebook or Twitter.

Steps for Determining Delays or Closing

1. Administrative decision regarding closings and/or delays will be made by 6:00 AM if overnight or early morning conditions warrant. **(We closely monitor Richland County School District 1, but PACE will make its own decision.)**
2. Parents will be notified via school designated communication app, approved social media, and local TV and radio stations. Radio and television stations announce **ONLY** closings or delays.
3. Media sources will be contacted and informed of decision – announcement to public should follow.
4. Media announcement will outline attendance/employment criteria (i.e., "two-hour delay," "in-service day," etc.)
5. If no public media announcement is made, the school will operate on regular schedule.

If staff are unable to attend school because of conditions in their neighborhood, they must notify the Executive Director or Academic Director as early as possible.

Steps for Determining Early Dismissal

1. Administration will be notified of the district's weather conditions and possibility of early dismissal.
2. If/when early dismissal is probable, the Executive Director will be advised. The Executive Director and Academic Director will work on contacting parents to get transportation taken care of.
3. Area media will be contacted to facilitate early dismissal.
4. School plan will be followed as stated below:

PACE School Early Dismissal Plan

1. Teachers will be notified as soon as the decision has been made.
2. A call home message will be sent through the school designated communication app after teachers and staff are notified.
3. Students will be allowed to call home for a ride if they need to using classroom phones and/or office phones.
4. Students will be dismissed to their parents and/or guardians or approved adults ONLY.
5. Written authorization should be obtained for students who are to go to a location other than their home if school is dismissed early.
6. Students who do not have transportation will be kept in the front office area until they are picked up by their parents and/or guardians.
7. The Executive Director and Academic Director will decide and communicate together when to dismiss the faculty and staff.

Severe Inclement Weather: General

The Executive Director and Academic Director will:

- monitor Emergency Radio and weather alert radio for conditions and announcements.
- advise staff and students of possibility of precautionary action.
- follow the applicable school plan.
- make the decision to bring all personnel and students to predetermined areas as determined by the type of severe weather (Tornado, thunderstorm, etc.).
- notify staff members who are off campus (professional development, field trips, etc.)
- make the decision to initiate appropriate warning signal if necessary (i.e. WEATHER ALERT if tornado).
- Instruct all faculty and staff personnel to follow school plan for appropriate warning signal.

Emergency Drill Schedule

Time is crucial during an emergency. Drills must emulate this urgency. Drills are timed by two factors: evacuation and accountability for every person present.

The following are guidelines for conducting periodic drills:

- Students will be briefed monthly regarding evacuation procedures.
- PACE will conduct a fire drill ONCE A MONTH from August through May or as mandated by the Fire Marshall.
    - At least THREE fire drills will be unannounced.
    - All other drills will be scheduled every month at different times.
- Periodic drills for all other emergencies shall be conducted according to best practice.

Emergency Safety Procedures

The Emergency Management Plan will be implemented immediately when any codes are communicated. When there is no apparent, immediate danger to students or staff, an announcement may be more appropriate.

Clear, specific codes will ensure prompt, consistent notification regarding hazardous conditions. A copy of these codes will be made available to all employees, including substitutes and volunteers.

Lockdowns

Lockdowns are used when there is danger in or near the school and students and/or staff require protection. A lockdown involves securing doors and windows in an attempt to keep intruders from gaining access to staff and students.

SOFT LOCKDOWN

Indicates a situation of moderate potential danger exists in the community.

Used if there is not an immediate danger to staff/students. A soft lockdown can be used if a suspicious person has been seen near the school, a police chase occurs in the area, or any dangerous event in our community.

1. Soft lockdowns will be announced across the school.
2. Each teacher or staff member will be responsible for securing windows and doors in the room in which they are located.
3. All blinds will be pulled down over classroom doors/windows.
4. Students will not be allowed to enter or leave classroom until lockdown is lifted.
5. Teachers and staff will continue classroom instruction and other daily functions inside their rooms, while doing the following:
    a. Limit movement inside the classroom.
    b. Limit phone use unless it is an emergency.
    c. Restrict students from working by windows.
    d. Document student attendance before and after the event.
6. Exits will be secured and staff will monitor until incident is resolved.

7. Normal Classroom schedule will continue; however, no one is to leave the building and all outside doors are to be locked.
8. No one will be allowed to enter/leave the building.
9. Once the director has deemed the threat to be over, an announcement of ALL CLEAR will be made across the school.

HARD LOCKDOWN

Indicates a situation of imminent danger such as an individual with a weapon, a hostage situation, suspected kidnapping, or an intruder. Used if there is an immediate danger inside the school or on the school grounds. A hard lockdown could be used if someone is brandishing a firearm on school grounds or other serious actions that could harm staff or students. In the event an emergency situation occurs, the following actions, recommended by the Sheriff's Department, will be taken:

1. An announcement will be made across the school. NOTE: Any adult in the building can place the school into hard lockdown **"The school is in a HARD LOCKDOWN situation."**
2. This announcement means all faculty and staff assume lockdown security position immediately. All staff will check hallways and pull in any students into a room or go to the nearest room. **All classroom doors should be locked.**
3. Any students, teachers, or staff caught in the hall are to clear the hall immediately.
4. Close windows and shades, turn off lights, keep students calm and silent.
5. Place the students in a position of greatest safety (examples: least visible area/interior wall, lying on the floor). Desks will also be arranged around the students if needed.
6. Upon securing the classroom, the teacher will assume the same position as the students.
7. Classroom doors are not to be opened for anyone for any reason. Law enforcement officials will clear the halls and move to the classrooms when able to do so. Students and teachers will be evacuated once the halls have been cleared.
8. Ignore all announcements and the fire alarm until the lockdown is removed.
9. All students and personnel in the cafeteria or gym area are to move to the music room immediately.
10. All students or personnel on the playground shall enter the front office through the rear door and secure themselves in the conference room or director's office immediately.
11. **HARD LOCKDOWN can only be concluded by law enforcement opening your door.**

Intruder (Level I)

Steps of Action:

1. Teachers notify Administration.
2. Investigate and take appropriate action.
3. If the person is uncooperative, call **911.**
4. If law enforcement personnel are called, **DO NOT HANG UP**.

5. If intruder is armed/violent, make **HARD LOCKDOWN** announcement and lock down school.
6. Lock doors to isolate intruder if possible.
7. Students/staff outside the building move to front field like during fire drill.
8. Monitor movements/behavior of the intruder.

Intruder Procedures:

1. Notify the Administration.
2. The Police Department will be notified and informed of the location.
3. The Executive Director will assess the situation and determine if a lock down **HARD LOCKDOWN** announcement is necessary.
4. The intruder will be approached by an School Director and /or Security.
5. If the intruder is uncooperative, 911 will be called by the office staff. **DO NOT HANG UP**.
6. If the intruder is not cooperative, the administration or staff should not confront the intruder and the school should go in a "HARD LOCKDOWN" lockdown condition.
7. If the intruder is armed/violent the Executive Director or designee will make a **HARD LOCKDOWN** announcement and lock down the school. The office staff will call 911.
8. Staff members should lock door and communicate missing students to the office.
9. Try to isolate the intruder.
10. If the intruder is armed, one staff member (administration) should be assigned to go their vehicle and drive to parking lot and prevent students from coming on campus or entering the building. Another staff member (director or designee) should be assigned to the front of the school in their vehicle to meet law enforcement and prevent visitors from coming into the school.
11. The office staff will notify students and staff outside the building, by radio or runners, to move to a secure location.
12. School directors will monitor the movements/ behavior of the intruder.

Intruder Precautionary Steps

1. Signs will be posted at all entrances requiring visitors to report immediately to the office.
2. All visitors will be issued and required to wear a visitor's badge.
3. Suspicious people and vehicles should be reported to the Executive Director immediately.
4. Lost and misguided persons should be approached by the staff in a friendly manner and immediately directed to the office. The staff is advised to also call the office for administrative assistance in this situation.
5. If a staff member who encounters an angry/hostile intruder should immediately notify a School Director and not confront the individual. Monitor the individual until a School Director arrives.

POSSESSION OF WEAPON ON CAMPUS

Steps of Action regarding adults or outside visitors:

1. Call 911.
2. Notify a school director.
3. Identify the individual and his/her location in the building.
4. School Directors or teachers should calmly ask the individual to accompany him/her to the office or empty classroom.
5. Use a **HARD LOCKDOWN** to alert appropriate staff.
6. If the weapon is a firearm, notify law enforcement and school office.
7. Depending on the circumstances, the individual should be asked to surrender the weapon or declare its location, if deemed appropriate.
8. Call parents and take steps for board hearing and expulsion if the individual is a student.
9. Assess the situation to determine need for follow-up.

Student possession of weapon on campus procedure

1. Notify Executive Director
2. Identify the individual and his/her location in the building.
3. If a student has reported seeing another student with a weapon **(firearm)** the following procedure will follow:
    a. The Executive Director will use a **HARD LOCKDOWN** to alert appropriate staff.
    b. School Director will locate student and remove the student and book bag from the classroom. Student and book bag will be separated.
    c. School Director will conduct a search of student book bag and if nothing is found, the director may conduct a physical search of the student.
    d. Any weapon found will be confiscated by the Executive Director or handed over to law enforcement.
4. If a student has reported seeing another student with a weapon **(knife or box cutter)** the following procedure will follow:
    a. School Director or designee will locate student and remove the student and book bag from the classroom.
    b. School Director will conduct a search of student book bag and if nothing is found, the director may conduct a physical search of the student.
    c. Any weapon found will be confiscated by the Executive Director or handed over to law enforcement.
5. If an individual is seen with a **visible weapon (firearm),** the following procedure will follow:
    a. The Executive Director will use a **HARD LOCKDOWN** to lock down the school if deemed necessary.

b. Office staff will notify law enforcement and the district office.
c. School Director or designee will locate the individual.
d. School Directors and teachers should not approach the individual. Contact and wait for law enforcement. Send staff to front and back of school to prevent individuals from entering the building. School directors will evaluate the situation and will evacuate only when possible.

6. Call parents and take appropriate steps for board hearing and expulsion if the individual is a student.
7. Assess the situation to determine need for follow-up.

HOSTAGE SITUATION

Steps of Action:

1. Make **HARD LOCKDOWN** announcement and lock down school.
2. Call law enforcement **(911)** immediately.
3. Alert staff by pre-arranged method.
4. Secure unaffected personnel.
5. Gather facts.
6. Provide law enforcement with floor plan and assist as requested.

Hostage Situation Procedure

1. Notify Executive Director, other School Directors immediately.
2. The Executive Director will make a **HARD LOCKDOWN** announcement and lock down school.
3. Office staff will call law enforcement **(911)**
4. Alert staff by pre-arranged method **HARD LOCKDOWN**
5. School directors will assess the situation and help secure unaffected personnel.
6. School Directors will gather facts.
7. Make sure staff understands to stay clear of the situation.
8. School Directors and staff should wait for law enforcement and not take any action.
9. School Directors will provide law enforcement with floor plan and assist as requested.
10. Wait for law enforcement to evaluate the situation and for command to clear classrooms.

WEATHER ALERT

Indicates a severe weather alert in which the conditions require immediate movement towards additional shelter.

1. An announcement will be made that we are in a **WEATHER ALERT** status.
2. Proceed to the designated shelter area.
3. Face interior walls; kneel on the floor with head on knees, hands over head.
4. Remain in the shelter area until given **ALL CLEAR**.

5. If storm occurs at dismissal time, all students will be held until danger has passed.
6. If storm strikes building, await further instructions for safe evacuation.

Tornado Watch: Conditions are right for formation of one or more tornadoes over a large area.

1. Watch signal received via Emergency Alert System weather radio (**EAS**) or SDOC Emergency Radio System.
2. Activate **S**chool **E**mergency **T**eam (**SET**).
3. Bring all personnel into building(s).
4. Notify staff members who are off campus (professional development, field trip, etc.)
5. Alert all staff and students of status. Continue normal activities but watch for formation of a tornado.
6. Monitor weather alert radio.
7. Follow school plan if sheltering becomes necessary.

Tornado Warning: Tornado sighted; take shelter immediately.

1. Warning signal received via Emergency Alert System weather radio (**EAS**) or SDOC Emergency Radio System.
2. Public warning system activated.
3. Monitor weather alert radio constantly.
4. Initiate warning signal (**WEATHER ALERT**) and move all personnel to tornado shelter areas according to school plan.
5. Teachers should keep roll books with them until all clear (**ALL CLEAR**) is given.
6. Verify sheltering of personnel and account for all students.
7. If a tornado is sighted, **call 911.**
8. Call district office.

Tornado Strike:

1. Determine status of all personnel and of building.
2. Call **911**. Stay on the line with 911 to facilitate updates of information.
3. From another phone call district office and advise of conditions.
4. Account for all students and staff (written checklist).
5. Evaluate injuries, administer first aid, and take other appropriate action.
6. Segregate injured from other personnel.
7. Follow school plan.

Earthquake:

1. Have students take immediate protective action (duck and cover).
2. Determine if you need to evacuate your classroom for a safer location. Locate the closest safest location.

3. Assess injuries.
4. Wait for further instruction from the Executive Director or designee for possible building evacuation.
5. If signal is given to evacuate follow emergency evacuation route and plan. If your designated evacuation escape route is blocked look for nearest alternate route.

Severe Thunderstorm:

1. Warning signal received via EAS or other means.
2. Follow school plan.
3. Give all clear (**ALL CLEAR**) signal when deemed appropriate.
4. If storm occurs at dismissal time, all students will be held until danger has passed.

Teacher Severe Weather Drill Procedures

1. Study the tornado evacuation map for safe areas.
2. Study the tornado evacuation map for exit identification.
3. Ensure that all students are aware of where to go during a tornado or drill. Make sure that all your students know where safe areas are located should a tornado or fire occur during lunch or assembly.
4. During a tornado drill all persons should report to a safe area. They sit on the floor on their knees while covering their neck with their hands. Everyone should be encouraged to remain calm and follow instructions from the administration.
5. The signal for a Tornado Drill will be an all call to move to shelter locations.

EVACUATION ALERT

Indicates a fire, bomb threat or other incident requiring evacuation of the building.

1. Every faculty member will review emergency procedures with each class.
2. Evacuation maps/diagrams will be posted in each classroom and will be in your GO BAGS
3. Duties of teachers with students:
    a. Carry your emergency GO BAG with you.
    b. Instruct students to exit calmly.
    c. Escort the students to the designated evacuation place.
    d. Keep your class together.
    e. Call the Roll and hold up your emergency card to notify Administration of the following:
        i. **Green**= ALL GOOD
        ii. **Red**= injured/missing students
4. Duties of Attendance Officer:
    a. Bring the school emergency binder with parent phone numbers.

b. Assist parents converging on school campus.

5. Duties of Nurse:
   a. Bring all Medicine to the command post
   b. Start treating the injured

- Students who are present but are not with their teacher at the time of the evacuation must evacuate the building with the nearest staff member.
- SET members are to check with your grade levels and/or faculty members to insure all is well. Then report to the Executive Director or Academic Director the status of your grade level.
- If you have a student missing please get the name of the student to a school director ASAP.
- EXECUTIVE DIRECTOR WILL GIVE THE ALL CLEAR

Evacuation Area

NOTE: Specific sites will be determined for the location of the school (temporary or permanent). This will be done in conjunction with the local emergency preparedness agency.

- Teacher will line their classes.
- Students should face away from the building and face the road.
- Teachers monitor students accordingly until the ALL CLEAR is given.

Note: Teachers who have planning during the evacuation must report to their evacuation area.

1. Evacuation Team members will check their designated areas and report the status of the building clearance.
   Area A (Front Office) – Music Teacher
   Area B Back – PE Teacher
   Area B Front – Art Teacher
   Area C (Lower Elementary) – ASL Teacher
2. Teachers who have planning will serve as hall monitors to clear the building.
3. TEACHERS WHOSE CLASS IS IN A DIFFERENT AREA (e.g. COMPUTER LAB, MEDIA CENTER, RELATED ARTS, ETC.) SHOULD REPORT TO THAT AREA immediately and take over monitoring their class.
4. Everyone must remain outside until approval is given to return to the building.
5. In the event that students are not allowed back in the building and are dismissed from outside the building, parent/guardian signatures will be required on the Emergency Sign out sheet before the student can be released.

Bomb Threats: Telephone Threats

1. Keep the caller talking; utilize the SLED bomb threat checklist.
2. Notify nearest School Director. **DO NOT USE TWO WAY RADIOS OR CELL PHONES.**
3. Initiate building search procedures by all-call announcement **EVACUATION ALERT**. This will indicate to all personnel to immediately **VISUALLY** search their assigned classroom or area, including storage areas/adjacent labs, etc. Personnel will have approximately 2 minutes to search for any suspicious item or package.
4. Call 911.

Bomb Threats: Written Threat

1. Preserve a written threat and minimize the handling or touching of the evidence. If written on a wall or other permanent structure, photograph the writing.
2. Notify nearest School Director. **DO NOT USE TWO WAY RADIOS OR CELL PHONES**.
3. Initiate building search with all-call announcement **EVACUATION ALERT**. Personnel will have approximately 2 minutes to search their area/classroom for any suspicious item or package.
4. Call 911.

Signals: Executive Director or designee issues advisory over intercom for room and hall check three (3) minute wait time - fire alarm

Receiver of Call

1. Notify Executive Director.
2. Keep caller talking (see Bomb Threat Call Checklist).
3. Three minutes after advisory notice or upon receipt of all clear from hall search, evacuate building (fire alarm).
4. Account for personnel and building clearance.
5. Assist law enforcement as required.
6. Complete bomb threat checklist ASAP and submit it to Executive Director (see proceeding pages).
7. Executive Director will make final decision to re-occupy building after consultation with law enforcement.

Responsibilities of Executive Director:

1. Issue **EVACUATION ALERT** (room/building check advisory) TEXTMESSAGE. Wait three (3) minutes.
2. Gather information from room and hall checks.
3. Implement emergency evacuation procedures.
4. Assess injuries.
5. Communicate with emergency preparedness personnel and law enforcement.

School Directors:

- Clear building
- Duties as assigned on Emergency Evacuation Duty Roster

Front Office Secretary or Receptionist

- Take mobile phone and emergency information file to evacuation site.

Teacher:

- Account for assigned students.
- Check rooms, evacuate students, take roll.
- Complete and send Bomb Threat Checklist to evacuation accountability person.
- Monitor students at evacuation site.
- Duties as assigned on Emergency Evacuation Duty Roster.

***If you see ANYONE in the building that is NOT wearing an ID then please speak with them and escort them to front office to sign in and get a visitor's pass.**

ALL CLEAR

Indicates all clear.

RESUME NORMAL ACTIVITIES.

Medical Emergency Management Procedures

Medical Emergencies

1. Teacher or staff member should evaluate the injury and determine if the individual can be moved to a safer location if necessary.
2. Contact a School Director via telephone, if possible, to get help and secure medical assistance.
3. Provide available first aid until medical help arrives.
4. Office secretary or attendance clerk with call 911 if needed.
5. Notify parents as soon as possible.
6. Have school representative accompany individual(s) to hospital.

Death or Serious Injury on Campus by Violence

1. Notify Law Enforcement – **call 911**
2. Determine injuries and provide first aid, as necessary.
3. Notify district office.
4. Restore calm.
5. Assess extent of situation. Determine who was involved and identify witnesses.
6. Inform staff and students of the facts to correct/suppress rumors.
7. Implement media plan.

8. Follow crisis response follow-up plan for necessary counseling or other trauma reduction activities.
9. Have a representative of the school accompany individual(s) to the hospital.

Managing Medical Emergencies: Teacher Instructions

1. Use your phone to call the office or Nurse's Office.
2. Identify yourself and location.
3. Identify the medical emergency, the name of the student and what the emergency is.
4. Attend to the immediate needs of the student, such as applying pressure to a severely bleeding wound.

Managing Medical Emergencies: Secretary Instructions

1. Notify Nurse of medical emergency, classroom, teacher and student's name.
2. Notify a School Director of the medical emergency and the location.
3. Notify a School Director if 911 needs to be called.

Managing Medical Emergencies: Nurse Instructions

1. Pull the emergency health card for student and go immediately to the classroom identified by the teacher.
2. Assess the severity of the injury or illness.

If Severe:

1. Call 911.
2. Notify the Executive Director's Office by phone.
3. Administer first aid and stabilize student until EMS arrives.

If Minor:

1. A School Director and medically trained individual will transport the student to the clinic and assess condition.
2. Continue to administer first aid.
3. Office staff or School Director will contact parents and make medical referral if necessary – and document incident.

Training for Staff, Students, Parents, and Others

The Executive Director shall meet no less than one time yearly with the school staff at which time an orientation will take place. All concerned persons will be familiarized with the Crisis Plan at this time. Various drills are mandated periodically throughout the school year. Students are trained in the correct procedures for both of these potential dangers. Volunteers and parents are informed that a Crisis Plan is on file in the school office.

Field Trips

Student information is carried by teachers on any trips away from school on any trips away from school campus. This includes medical information, parental contact numbers, etc. Teachers carry personal cellular phones and a listing of applicable phone numbers. The school keeps a listing of students assigned to each bus/car. Safety procedures of the school will be followed on all field trips. Teachers will consult with the school nurse when scheduling field trips to ensure they are prepared for any medical needs of students.

After School Camp/Intercession Days

Students attending After School Camp or Intercession Days will follow the Crisis Prevention Plan designed for that area of the school. The After School Director will be responsible for knowing, practicing and implementing the plan with these students. The director has emergency information on every student. The director has phone access and emergency information on every student.

Special Activities (Field Day, Fall Festival, etc.)

Special activities are sometimes held on school campus outside of school hours. An event coordinator will be responsible for implementation of the safety plan in the absence of the Executive Director. The safety plan for that area of the school campus will be followed as stated in the Plan and Procedure for Crisis Management/Prevention.

Community Activities

Any community member reserving a portion of the school campus for activities will be responsible for becoming familiar with the safety plan for that designated area. At the time of reserving the facility, the Executive Director or designee will provide the safety plan.

Lost/Runaway Students

If it is suspected that a child is lost or has run away from school, the following procedures will be followed:

- The teacher should notify the school directors immediately of the situation.
- The school directors will determine if the student came to school for any part of the day by checking with the bus driver, through attendance records, and by checking the sign out sheet.
- Office personnel will make an all-call on the intercom for the child while school directors check records.

- A designee will be assigned to check all areas of the school such as restrooms, gymnasium, library, computer labs, etc.
- An attempt to notify parents or guardians will be made if the child is not found on campus.
- Appropriate law enforcement will be notified of the situation.
- A follow-up conference will be conducted the following day with parents.
- Appropriate disciplinary action will be taken according to due process if necessary.

Hospital Plan

In the event children are sent to the hospital, students from PACE Academy will be sent to: Prisma Health Richland.

- The Health Room and Front Office will track/compile names of children sent to the hospital and the Executive Director or designee will make parent notifications.
- The Executive Director or designee will assign staff members to transition to the hospital as a school representative.