

# **Emergency Plan**

For

BJ Skelton Career Center

Revised, December 6, 2007

# Emergency Communications

## Emergency Agencies

Ambulance	Dial 9-911		
Fire	Dial 9-911	Liberty Fire Dpt.	850-3515
Police	Dial 9-911		
Pickens County Sheriff	898-5500*		
Highway Patrol	241-1000		
Clemson Police	653-2040		
Easley Police	859-4025		
Liberty Police	850-3506		
Pickens Police	878-6366		
Toxic Chemical & Oil Spill	1-800-424-8802		

## Hospitals

Palmetto Baptist Hospital	855-7200
Cannon Memorial Hospital	878-4791
Poison Control Center	1-800-922-1117

## District Office

Dr. Lee M. D'Andrea	Superintendent	855-8150 or 868-2362 ext. 140
Henry Hunt	Asst. Superintendent	855-8150 or 868-2362 ext. 126
Milton Ponder	Director of Attend.	855-8150 ext. 142 238-7404 pager

## Maintenance Operations ITS

Reggie Hall	Director	878-8700 ext. 100	238-7410 pager
Blue Ridge Electric		1-800-240-3400	
Fort Hill Natural Gas		859-6375	Nights/Holidays 1-800-573-5586
Bethlehem-Roanoke Water District		878-4085	

## Transportation

Ansel Deadwyler	Supervisor	878-8700 or 868-0405 ext. 104
France Meinders	Easley Supervisor	855-1058
Faye Stancil	Pickens Supervisor	878-8705
Tracy Painter	Liberty Supervisor	850-3539
Judy Gray	Daniel Supervisor	868-0204

## District High Schools

Daniel High School	Sharon Huff	624-4430	624-4427
Easley High School	Betty Garrison	855-8150	855-7873
Liberty High School	Randy Gilstrap	843-5800	843-5827
Pickens High School	Marion Lawson	878-8730	878-8733

# **Code Fire Drill**

- 1. Teachers should closely supervise students to insure a calm orderly exit from the building.**
- 2. Teachers should take class roles and account for all students once outside the building. Report any irregularities to the Director or his designee immediately.**
- 3. Move students well away from the building and do not re-enter until the Director or other official gives an “all-clear”.**
- 4. In the event of an actual fire, the Director or his designee will notify the proper authorities and issue additional instructions to the faculty and students as needed.**

In accordance with state law, fire drills will be held on a monthly basis. Fire drills will be not be announced, and signaled by the fire alarm system. If the fire alarm system is not working an announcement over the PA will notify teachers to review and follow CODE 100.

Escape routes will be posted in each room. Teachers should review the fire drill procedures with all of their classes.

Teachers should be familiar with the location and use of fire extinguishers and alarms.

The Director or Assistant Director will keep access roads clear for emergency vehicles.

# Code Tornado Drill

1. Faculty will be notified of a tornado watch by an announcement to “Review Code 200.” Begin closing and latching all doors and windows.
2. If a tornado warning is issued it will be signaled by the intermittent ringing of bells or by the intercom system. If these systems do not function, staff members with radios will be notified to alert classes.
3. Tornado warning: All classes should move to designated areas and follow directions for cover on the Tornado Actions Handout.
4. Designated areas:
  - Building 1: Heath Science Technology Classes, Cosmetology, Protective Services, and MIT classes should line the interior hallway near Protective Services and MIT.**
  - Building 1: SKILL classes will line the concrete wall in the STEP hallway. Mrs. Bahs and Mrs. Thompson will remain in their rooms. Mr. McLeer will report to Mrs. Thompson’s room. Mrs. Grumbles will report to Mrs. Bahs’ room.**
  - Building 1: Ag. Mech. Masonry, Auto Tech. Carpentry, Machine Tech and Electricity classes and staff members and Mrs. Piotrowsky class should line the interior hallway near Masonry and Auto Tech. Office staff report to Mr. Williams’ office.**
  - Building 2: Culinary Arts will remain in their classroom. Graphic Communications and Drafting will go to Culinary Arts. The remaining classes in Bldg. 2 will go to the multipurpose room.**
6. Keep all students away from windows and doors. Remain in designated areas until the Director or other school official gives an “all-clear”.
  - A weather radio is located in the Director’s office. In the event of a tornado watch or warning, an alarm will alert the Administration to monitor the weather advisory. The Director and Assistant Director will constantly monitor the storm’s status.

# **Code Blue Bomb Threat**

- 1. The Director or his designee will notify the faculty with an announcement to “Review Code 300.”**
- 2. This announcement will be followed by a fire alarm.**
- 3. The Director or his designee will notify the Superintendent and proper authorities.**
- 4. As students exit, the instructors should look around the room for any suspicious boxes or packages. If there is anything unusual, the director should be notified immediately.**
- 5. Teachers should take their class rolls and closely supervise the students as they leave the building. Students should take book bags and personal items with them.**
- 6. Teachers and students will move to areas designated by the director.** (This will be in the field between the District Office and School)
- 7. Account for all students; report any irregularities to the Director.**
- 8. If further evacuation to another site is necessary, teachers will be instructed as needed.**
- 9. Once an “all clear” is given teachers and students will be allowed to return to class.**

# Code Earthquake

1. **Teachers will advise students to immediately drop and take cover under desks or tables.**
2. **Advise students that they are experiencing an earthquake and to remain sheltered until the earthquake stops.**
3. **Listen for instructions. A fire alarm will sound to signal evacuation.**
4. **Evacuate the building in the same manner as in a fire drill. If an exit is blocked, seek another exit.**

## Earthquake Drill

If an earthquake occurs, there will be no prior warning. It is the teacher's responsibility to realize what is happening and to take appropriate actions.

Review the "Know What to Do" section of the Earthquake Awareness handout with all classes. Be sure students know to move away from objects which may fall, turn away from windows, and know to drop and cover or take cover under tables and desks.

An announcement will be made to "Review Code 400" to begin an earthquake drill. Say "Earthquake"

- **Drop and cover**
- **Turn away from windows**
- **Wait until shaking stops**
- **Listen for instructions**

Evacuation is the same as a fire drill. Take your class rolls and report any irregularities to the director.

## **Code Civil Disturbance**

- 1. An announcement will be made to review Code 500. If PA is unavailable, then the announcement will be by walkie-talkie.**
- 2. Staff with radios will notify other personnel.**
- 3. Teachers are to close and lock their windows.**
- 4. Have students move to an area of the classroom where they are not visible from outside the classroom.**
- 5. If classroom is secure and safe, the teacher will place the designated signal outside the door.**
- 6. DO NOT acknowledge any bells or allow students to leave the classroom until an "all-clear" is give by the director or his designee.**
- 7. The director will notify the proper authorities and issue further instructions as needed.**

A civil disturbance is any set of circumstances of which the Director deems to jeopardize the safety or welfare of the student body and staff. Examples could be an armed intruder or hostage situation.

## **Code Evacuation & Hazardous Materials**

- 1. An announcement will be made to review Code 600.**
- 2. Secure the shops and classrooms at this announcement.**
- 3. Instructors and students will be instructed as to where to meet the buses or called from class as the buses arrive.** (Students may be moved to a site up wind from the hazardous spill.)
- 4. Faculty and staff will accompany students on the buses to Liberty High School. (Gym)**
- 5. Teaching assistants and office staff will begin calling parents to inform them of the situation.** (We will use our cell phones. Please have an extra copy of the emergency numbers and information available for this.)
- 6. Students or faculty should not leave school grounds until directions have been issued for their dismissal.**
- 7. When given the “all clear” faculty and students with vehicles will be transported by bus back to the career center to retrieve their vehicles.**

Some emergency situations may require a general evacuation of school grounds. The decision to evacuate will be made by the Director. The Director will notify the district office, transportation office and other appropriate officials. The Director will remain at the career center.

# **Code Utility Outage**

## **Electricity**

- 1. Staff members with radios will circulate to keep the Director apprised of events in both buildings.**
- 2. If the classroom has enough light to monitor students, remain in the classroom.**
- 3. If there is not enough light to monitor the students, have students exit carefully and slowly to the hall or outside where the light is sufficient.**
- 4. Staff members with radios will keep other staff and students informed if announcements are needed.**

## **Gas Line Break**

- 1. Clear immediate area. (Evacuate building if necessary)**
- 2. Follow hazardous materials procedures. (Code 600)**

## **Water Main Break**

- 1. Monitor flooding.**
- 2. Clear immediate area.**
- 3. Follow code 600**

**Common sense goes along way in dealing with any of the above procedures. Our first concern is the safety of our students. The Director will keep zones leaders informed of the situations and instructions on evacuations, etc. by intercom or radio.**

If there is a power outage, our outside communication can be impaired. The telephones and intercom may not function.

# **Code Sniper Attack**

- 1. An announcement will be made to review Code 800.**
- 2. Teachers are to lock classroom doors (if safe) and close windows, blinds and shades.**
- 3. If outside, move inside as quickly as possible.**
- 4. Move students away from windows and doors to an area of the classroom the least visible from the outside.**
- 5. Have students take cover, stay low and keep movement to a minimum.**
- 6. If classroom is secure and safe, the teacher will place the designated signal outside the door. If there is an injury in the classroom the teacher will place the designated signal outside the door.**
- 7. If outside and in a position unable to move inside; have students take cover wherever possible.**
- 8. Remain in the cover position until an "all-clear" is given.**
- 9. The director will notify the proper authorities, including law enforcement, and will issue directions and information as appropriate.**

# Code

## Multi-Trauma Accident

1. **Secure the scene to prevent further injury.**
2. **Move uninjured students to a safe area.**
3. **Notify the Director.**
4. **The Director will:**
  - **Notify the proper authorities and supervise the rescue efforts.**
  - **Assign staff(*Mr. Newton. Mr. Hutto will monitor Mr. Newton's class*) to meet and give directions to emergency vehicles as they arrive on the scene.**
  - **Assign staff (*Ms. Stover and/or Ms. Grant*) to set up a triage area.** (Health occupations or another area designated by the director).
  - **Assign staff(*Mr. Fahey*) to set up an area for the press. This area will be used to release information and answer questions from the media.** (See Press, Parents and Superintendent Areas).
  - **Assign staff(*Dr. Adams and/or Mr. Wearing*) to meet parents and direct them to a conference area.** (See Press, Parents and Superintendent Areas)

**All official news releases for this or any other emergency situations will come from the Director or his designee.**

In an accident in which several students or staffs are injured, such as an explosion or toxic fumes could happen. The above is for such an incident.

## **Zone Assignments**

### Outside

Zone 1	Front of building 1	George McLeer
Zone 2	Front of Building 2	Steve McCannon
Zone 3	South side of Building 2	Tim Hiott
Zone 4	Back of Building 2	Jesse Cannon
Zone 5	Back of Building 1	Abbie Piotrowsky
Zone 6	North side of Building 1	Hank Hutto / Mary Goodale
Zone 7	Nature Trail	

### Inside

Zone 1	Step Classroom Area	George McLeer/ Mary Goodale
Zone 2	Industrial Mechanics Hall	Hank Hutto
Zone 3	Auto Tech Hall	Abby Piotrowsky
Zone 4	Multi Purpose Room	Danny Medlin Jesse Cannon
Zone 5	Culinary Arts	Tim Hiott

(If area is not safe then the lead staff member needs to move the group to another zone. If moving to another zone notify the command post (office) of the move.)

# **Crisis Team**

**Leonard Williams**

**Ronald Wearing**

**Christie Martin**

**Shelia Grant**

**Pernice Adams**

**Danny Fahey**

**Joyce Stover**

**Greg Newton**

1. In the event that the crisis team must respond, Ms. Bennett and/or a STEP Assistant will respond to Health Sciences to cover her students.
2. Ms. Sheriff or Ms. Hunter will notify Mary Hecko, the district nurse.
3. Ms. Stover and/or Ms. Grant will report to the designated triage area if one is needed. Mrs. Martin and Mrs. Simmons will cover Ms. Stover's and Mrs. Grant's class.
4. Danny Fahey will report to the designated area for the media.
5. Dr. Adams and/or Mr. Wearing will meet parents and direct them to a conference area. (Multi-purpose room or classroom)
6. Mr. Newton will meet and give directions to emergency vehicles as they arrive on the scene.

## **Alternate gathering sites**

**Site 1:** The field located between the district office and the career center

**Site 2:** In case of foul weather the alternate site will be in Tri City Baptist Church. Mr. Fahey and Mrs. Martin will stop traffic to allow the students to cross Griffin Mill Road. Building 1 students will report to the sanctuary building (Brick) and classrooms in the sanctuary building. Building 2 students will report to the fellowship hall (White).

Bus and Automobile traffic will enter the parking lot at the church from Griffin Mill Road and exit onto Breazeale Road.

**Site 3:** Buses will transport the students to Liberty High School.

## **Press, Parent, Superintendent Areas**

### **Press:**

Mr. Fahey will set up the area for the press briefing. This will area will be located in the front yard of the district office.

### **Parents:**

Dr. Adams and/or Mr. Wearing will set the area to meet and brief the parents in the front of the school near the main sign. If the situation is off site the parent area will be located in the multi purpose room.

### **Superintendent:**

The superintendent or designee will report to the parking lot gate between the career center and the district office.