



The Exploris™ School
Empowering Learners to Change the World

Emergency Preparedness & Crisis Intervention

**The Exploris School
Elementary Campus**

**17 S. Swain Street
Raleigh, NC 27601**

**(919) 715-0333
(919) 715-0916 (fax)**

**The Exploris School
Middle Campus**

**401 Hillsborough Street
Raleigh, NC 27603**

**(919) 715-3690
(919) 715-2042 (fax)**

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Emergency Numbers		
Police, Fire or Medical Emergencies		Call 911
Raleigh Police Department		919-831-6311
Sonitrol Security		Day Number: 919-848-3611 Night Number: 888-507-34611
Other Key Numbers		
Exploris Executive Director: Ellie Schollmeyer		973-452-5405
Elementary School Building Owner: Modspace		Main Number: 800-523-7918 Exploris Contract Number: 1202648
Middle School Building Owner- Hedgehog		Main Number: 919-755-2250 Cell Phone: 919-656-3008
Medical Numbers		
Duke Raleigh Hospital		919-373-3898
UNC Rex Hospital		919-784-3100
Wake Med Raleigh Campus		919-350-8000
Poison Control Center		800-222-1222
Child Protective Services		
Utilities		
City of Raleigh Utilities		919-996-3245
Duke Energy		800-452-2777
PSNC Energy		877-776-2427
Exploris School Crisis Team		
Executive Director:	Ellie Schollmeyer	973-452-5405
ES Associate Director:	Amanda Northrup	828-279-6555
MS Associate Director:	Michelle Parkerson	919-696-2703
K-8 School Counselor:	Michelle Duncan	317-508-0791
Intervention Specialist- Jill Hemingway	Jill Hemingway	860-921-1240
Data & Operations Manager	Mary Margaret Moffitt	919-449-6216
ES Administrative Assistant:	Carolee Mclinnahan	??
EC Director:	Sharon Cuffe	919-414-6202
Instructional Technology Specialist:	Chris Blacker	919-923-1173
Instructional Coach	Karen Rectanus	919-539-6790
CPI Trained Staff at ES:	Lauren Connolly	610-908-6234

Introduction

How to use this guide

A labeled copy of this manual will be in a three-ring binder in each of the main offices. In addition, each classroom teachers will have a copy of this guide in their emergency bag. The manual will be reviewed during staff training at the beginning of each year.

This manual does not replace common sense, sound judgment, and prudent actions in the response to emergency situations. Law enforcement reminds all that in the event of an actual emergency the best response is **RUN, HIDE, FIGHT**. **Please remember that we do not “RUN” during a practice drill.**

General staff responsibilities for all emergencies

Administrator On-site

- Call 911, if necessary
- Seal off high-risk areas
- Notify Executive Director
- Call a lockdown if needed and evacuate students and staff, if necessary
- Keep detailed notes and fill out appropriate forms in certain emergencies
- Notify community agencies, if necessary (those not responding to 911 call)
- Executive Director implement post-incident procedures, as necessary
- Executive Director will be responsible for notifying Board
- Notify students and staff
Note: depending on the emergency, students may be notified by teachers
- Refer media to Executive Director

Teachers

- Turn on Walkie-Talkie daily and tune to Channel 16 MS, Channel 15 ES
- Lock classroom doors unless evacuation orders are issued
- Seal off high-risk areas
- Notify/warn students, if advised
- Stay with students at all times
- Take emergency bag anytime you leave the building and ensure the class roster is up to date
- Account for all students and have them turn off cell phones

Definition of a crisis

An event that is extraordinary and therefore cannot be predicted; an event that can throw the building out of balance and disrupt the daily operations with potential to expose staff and student population to serious injury.

Human reactions to crisis are consistent and predictable. Being aware of, and understanding beforehand, how people react in a critical situation makes it possible to implement a plan that defuses those reactions and prevents them from precipitating a secondary crisis.

The challenge is how to provide help that not only helps students and faculty weather the storm, but also does so in a manner that restores:

- Emotional Balance
- Order & Direction
- Positive Action & Growth

What constitutes a crisis?

- Tornado/severe weather
- An explosion or bomb threat
- Terrorist acts
- A shooting/firearm
- Stalking
- A stabbing/knife
- Student unrest
- Violence/violent acts/threats of violence
- Fire
- Chemical accidents
- Disturbance in school
- Disturbance outside of school
- Serious injury
- Intruder in the Building

Individualized crises and what to report

- Divorce- notify counselor if needed
- Separations- notify counselor if needed
- Family issues (neglect, fights, drugs/alcohol)- must report to admin and counselor
- Abuse- mandatory reporting laws apply- must report to administrator and counselor
- Neighborhood issues- notify counselor and admin if needed
- Fighting- notify admin on site asap
- Death of family members- notify admin and counselor
- Anticipatory death- notify counselor
- Suicidal ideation - notify counselor and do not leave student alone
- Illness (only for serious medical issues)- notify counselor
- Death of a student- notify admin and counselor asap
- Death of a staff member- notify admin and counselor asap

Communication of a critical incident

The Administrator on-site is responsible for communication of critical incidents to:

- The Executive Director- if not the administrator on-site
- Other campus
- Executive Director will notify School Board of situation and communicate situation.
- Specifically, the notification to other administrators of a bomb threat, lockdown, or evacuation will be part of the administrator on-site duties when it occurs in their building
- When a building administrator is absent, they shall assign contact duties to a designated staff member.
- Executive Director will notify parents of critical incident as soon as possible after the crisis is handled and student safety is assured.

Communication with media

- If approached by the media, direct them to the Executive Director. The Executive Director is the key spokesperson for the school in a time of crisis
- Executive Director may ask designated personnel to prepare media release(s).
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's name, grade, or other personal identifying information

Crisis Intervention Team (CIT)

The Crisis Intervention Team (CIT) emphasizes a school-wide approach to dealing with crises through prevention, intervention and debriefing activities.

The Crisis Team will be the Executive Director, Associate Directors, and support staff including; Counselors, Intervention Teacher, Instructional Technology Specialist, Data and Operations Manager, Administrative Assistant, and Instructional Coach. The Executive Director will serve as spokesperson for the CIT.

Crisis Intervention Team Roles and Responsibilities- Appendix A pg 27

Building Crisis Management Checklist- Appendix B pg 30

Crisis Response Team Evaluation Form- Appendix C pg 32

Emergency Responses and Codes

Emergency Alert System

Staff will be alerted to an emergency using the walkie talkies (**tune to Channel 16 MS, Channel 15 ES**) and The One Call Emergency Alert System via text and email.

Parents will be notified as soon as student safety is assured using The One Call Emergency Alert System via email, phone call, and text:

Four types of Alerts will be utilized:

1. **LOCKDOWN**
2. **SHELTER IN PLACE**
3. **CODE MEDICAL**
4. **EVACUATION**

Summarized below are the procedures for each alert

1. Lockdown Procedure

What is Lockdown?

Lockdown is a procedure used when there is an immediate threat to the school such as in the case of a school intruder. The purpose of a Lockdown is to provide protection to Faculty, Staff, Students and Visitors at The Exploris School. Lockdown minimizes access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorized person and an “all clear” has been given.

Lockdown procedures

1. Administrator on-site or designee will order a **“LOCKDOWN”**
2. Notification: Administrator will immediately:
 - Utilize the walkie-talkies (channel 16 MS/ channel 15 ES) and the one-call alert system to repeatedly announce in a clear and concise manner:
 - **“ATTENTION LOCKDOWN, LOCKDOWN, LOCKDOWN.”**
 - Note: If the location of the intruder is known, use the one-call alert system to state his/her last known location.
 - Immediately notify 911
3. When the “LOCKDOWN” is announced
 - Remain calm and stay with your students.
 - Teachers close and lock all classroom doors, keep students in the classroom, seated on the floor, quiet and away from the windows and door. If there are no locks move classroom furniture to barricade doors from inside the classroom.
 - Students in the hall or restroom must proceed immediately to the nearest classroom. (It is the responsibility of the teacher of that classroom to assist those students into their class).
 - If students are in the multi-purpose room, they must be taken to the nearest classroom that has a lock and kept there. (It is the responsibility of the teacher of that classroom to assist those students to a secure classroom)
 - If students are outside on the playground or field experience, the teacher must be made aware of the lockdown. These students will be walked to the relocation area used during an evacuation.

- Teachers will not allow students to leave the classroom until a police officer evacuates them or instructions are given over the walkie-talkies or One Call System. Do not leave if Fire Alarm is pulled during a lockdown unless directed.
 - Administrators/Data and Operations Managers will follow lockdown procedures.
 - The Executive Director will be responsible for notifying the board and parents/guardians.
4. The “LOCKDOWN” will be ended via One Call System and walkie talkie- Using the following message - “ **THE LOCKDOWN IS OVER. THIS IS (ADMIN NAME) AND TODAY IS (DATE).**”

Lockdown Drill

- Teachers and students must be aware of what to do if a “**Lock Down**” is announced.
- The **Lock Down drill** will be practiced at least once each trimester.

2. Shelter-In-Place

What is the purpose of shelter-in-place?

Sheltering provides safety for students, staff and others in an emergency. Shelter-in-place action is implemented as a response to an imminent hazard to protect students, staff and all other personnel in and around the school, from potential consequences of a pending threat, or to maintain open hallways during a medical emergency with a student or staff member. Please note that “safe areas” may change depending upon the type and location of the emergency.

Shelter-in-place procedures

1. Administrator on-site or designee will order a “**SHELTER-IN-PLACE**”
2. Notification: Administrator will immediately:
 - Utilize the walkie-talkies(channel 16 MS/ channel 15 ES) and the one-call alert system to repeatedly announce in a clear and concise manner:
 - “**ATTENTION “SHELTER-IN-PLACE, SHELTER IN PLACE, SHELTER IN PLACE”**
 - Teacher will take attendance and account for all students on your roster
 - Students outside will need to be notified and return to the school and report to a secure location.
 - Instruction may continue but students and staff are not allowed to leave the designated classroom and/or safe area.
 - Once the Shelter in Place is over an announcement will be made and students and staff may resume normal activity
3. The **SHELTER IN PLACE** will be ended via One Call System and walkie talkie with the following message- “**THE SHELTER IN PLACE IS OVER, THIS IS (ADMIN NAME), AND TODAY IS (DATE).**”

3. Code-Medical

What is Code-Medical?

In the event there is a medical emergency inside or outside the school a **Code-Medical** will be used. The Code-Medical will follow the **same procedures as a Shelter In Place**. The difference will be that all CPR certified staff will report to the designated area reported on when the code medical is called.

In the event of a medical emergency, the following staff members are certified in CPR and can be called to scene to support the Crisis Team until paramedics arrive.

2018-2019 CPR Certified Staff

Lisa Ferrando

Mary McWay (previous EMT certified)

Amanda Northrup

Eugene Wheeler

4. EVACUATION

- Designated Administrator call 911, if necessary.
- Administrator On-Site determines evacuation procedures after consulting with Executive Director.
- Executive Director determines if students and staff should be evacuated outside of school buildings(s), or to relocation centers.
- Notification: Administrator will immediately:
 - Utilize the walkie-talkies(channel 16 MS/ channel 15 ES) and the one-call alert system to repeatedly announce in a clear and concise manner:
 - **“ATTENTION “EVACUATION, EVACUATION, EVACUATION”**
 - Teacher will take attendance and account for all students on your roster
 - Students outside will need to be notified and return to the school and report to a secure location.
- Administrator On-Site notifies relocation center

**Elementary School relocation center is
Treasuring Christ Church
554 E. Hargett St., Raleigh, NC 27601**

**Middle School relocation center is
Church of the Good Shepherd
121 Hillsborough Street, Raleigh, NC 27603**

- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.

Teachers

- Direct students to follow normal fire drill procedures unless Administrator On-Site alters route or normal route is too dangerous.
- Take class roster and Emergency Backpack
- Close classroom doors and turn out lights
- When outside building:
 - Account for all students.
 - Inform Administrator On-Site immediately if students are missing.
 - Stay with your class at all times
 - Take roll again when you arrive at the relocation center.
 - Do NOT release students until directed by Administrator On-Site.

Relocation Centers

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

Primary Relocation Centers:

**Elementary School relocation center is
Treasuring Christ Church
554 E. Hargett St., Raleigh, NC 27601**

**Middle School relocation center is
Church of the Good Shepherd
121 Hillsborough Street, Raleigh, NC 27603**

Crisis Scenarios

Assault/Fight

- First, ensure the safety of students and staff by clearing area.
- Call 911, if necessary.
- Notify the Administrator On-Site.
- Administrator On-Site notifies the Executive Director.
- Seal off the area where the assault took place.
- De-escalate and defuse the situation, if possible.
- Administrator On-Site notifies police if a weapon was used in the assault, if a victim has a physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- Executive Director notifies parents of students involved in the assault. Executive Director notifies the Board.
- Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.
- Implement post-incident procedures to include referral to outside counseling services, if needed.

Bio-Nuclear Threat Response

The Exploris School will respond according to police and National Security dictates. Staff, students and parents will be notified through the emergency alert system or safest means necessary.

- The Data/Operations Managers in each building will monitor the phones
- Students will be released only to responsible parents; students will not be permitted to leave without an adult.
- If we do release, the teachers will be released when their students are gone.
- At the end of 30 minutes, the Administrators will decide what to do with the remaining students. It is possible students will need to be released to neighbors and friends due to the time constraints. Staff and students must clear the premises as quickly as possible.

Bomb Threat

A bomb threat may come at any time and could be received by anyone who answers the telephone. Procedures should be reviewed in detail with all personnel including temporary replacements/substitutes, regarding specific duties in this type of emergency situation. The central problem in managing a bomb threat is to make a judgment between two inherently contradictory decisions:

- A. Should I evacuate the school, guaranteeing the immediate safety of students and staff?
- B. Should I keep school in regular session, avoiding disruption, at the price of endangering everyone in the building?

This can be the most difficult decision a school administrator ever has to make. The purpose of this section is to provide assistance in making that decision and outline the steps that should be taken.

The person receiving the call should:

- Keep the caller on the line as long as possible.
- Calmly ask questions that will lengthen the call.
- Try to obtain as much information as possible:

- Where was the bomb placed?
 - Why was it placed?
 - When is it set to go off
 - What does it look like?
 - What type of explosive?
 - Listen to the voice (male, female, accent, calm, angry).
 - Listen for background noises (trains, music, voices).
- ___ Note Caller ID phone number if available
- ___ Contact the administrator on-site immediately.

Administrator on-site or building designee should:

- ___ Collect all the facts from the person who took the phone call
- ___ Evaluate the facts and decide to remain in the building or evacuate.
 1. Decision to remain in the building and keep school in session:
 - Call 911 and repeat information given by the caller
 - If preliminary search is conducted, it will be done by police and an administrator.
 - Students should not be aware of preliminary search
 2. Decision to evacuate:
 - Call 911 and repeat information given by the caller
 - Follow the **Emergency Evacuation Routes and Procedures Plan**

Bomb Threat Checklist (Appendix D- 35)

Whoever receives the call MUST complete this checklist and retain.

Contagious Conditions

Any time you learn that a student or staff member in your building has contracted a serious, contagious disease; you are to do the following:

- Contact the Administrator on-site who will contact the Executive Director
- The Executive Director will notify the school board and the State Board of Health for direction of procedure.
- In the event of a major health crisis, the Exploris School will follow the directives of the CDC, Homeland Security, or County Health Department.

EXAMPLES OF SERIOUS CONTAGIOUS DISEASES (including but not limited to):

- T. B.
- MENINGITIS
- HEPATITIS
- BIRD FLU
- H1N1 (SWINE FLU)

Disturbance in School

If a disturbance in the school is reported (fight, some sort of demonstration, strike, unwanted people in the school causing problems), the following procedures should be followed:

- Dial 911 and explain to the dispatcher what is taking place. Stay on the phone with the dispatcher, if possible, until the dispatcher directs you to hang up.
- Notify the Administrator on-site immediately
- Administrator on-site or designee will order a **“LOCKDOWN”**
- Utilize the walkie-talkies and the one-call alert system to repeatedly announce in a clear and concise manner:
 - **“ATTENTION Exploris school is under a LOCKDOWN. Proceed to the nearest secure location and lock and secure the doors.”**
- Complete the the steps for a lockdown.

Disturbance Outside of School

If a disturbance outside of the school is reported (large fight, police traffic stops where there is a fight or shots fired, a house being searched by SWAT etc.) the following procedures should be followed:

- Call 911
- Explain to the dispatcher what is going on and where the disturbance is taking place.
- Stay on the phone with the dispatcher, if possible, until the dispatcher directs you to hang up.
- Notify the director on-site immediately
- Administrator on-site or designee will order a **“LOCKDOWN”** or **“SHELTER-IN-PLACE”** depending upon the situation.

Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

Indoor Safety

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture - it can provide you with air space if the building collapses, and if you get under a table and it moves, try to move with it; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway. Inner walls or door frames are the least likely to collapse and may also shield against falling objects. If other cover is not available, go to an inner corner or doorway, away from windows or glass panels.
- Grab something to shield your head and face from falling debris and broken glass, large textbooks or binders work well.
- If the lights go out, use a battery-operated flashlight. Don't use candles, matches, or lighters during or after the earthquake. If there is a gas leak, an explosion could result.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

Crowded Indoor Public Places, multi-purpose room, etc.

- If you are in a crowded public place, do not rush for the doorways. Move away from display shelves containing objects that may fall. If you can, take cover and grab something to shield your head and face from falling debris and glass.

Outdoor Safety

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.

Automobiles

- If you are in a moving vehicle, bus, or activity vehicle, stop as quickly and safely as possible and move over to the shoulder or curb, away from utility poles, overhead wires, and under- or overpasses. Stay in the vehicle, set the parking brake, and turn on the radio for emergency broadcast information. The vehicle may jiggle violently on its springs, but it is a good place to stay until the shaking stops. If you are in a life-threatening situation, you may be able to reach someone with either a cellular or an emergency roadside assistance phone.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped Under Debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Fire Procedures

- All fire extinguishers should be inspected during the summer.
- Each building should conduct a fire drill during the first full week of school and on a monthly basis.
- All buildings shall have fire drill instructions for each classroom. Administrator on-site will designate selected staff members to assist with confirming that buildings are cleared and assist with re-entry.

If a fire is discovered

- Remove anyone from immediate danger.
- Pull the nearest fire alarm.
- Dial 911. If possible, describe the location of the fire, if anyone is trapped by the fire and if anyone is injured. (Stay on the phone with the dispatcher if it is safe, until the dispatcher directs you to hang up.
- If possible, close all doors and windows in involved area.
- Evacuate students and staff to a safe distance outside of the building. Take walkie-talkies and turn on to Channel 16 MS, Channel 15 ES.
- Evacuate the building in an orderly fashion. Keep at a minimum of 300 feet away from the building as not to interfere with emergency personnel. Remain calm. (Teachers must take emergency bag with class list/roster with them).
- Pay special attention to children with special needs. Check restrooms and elevators while exiting the building. Elevator should be empty and locked to prevent use.
- If the fire was minor and extinguished before the above steps, call 911 to inform them of the situation and request an inspection by the fire department.

Firearms in School

If a firearm of any type is reported in the school, use the following procedures. Remember, the safety of **everyone**, including staff and students is the **most important** aspect.

Report of a firearm in a backpack:

- Report the information to the administrator on-site immediately.
- The Administrator on-site will call the police, the Executive Director, and report the information available and request an officer come to the school.
- Have the **administrator on-site/designee, or another staff member go and get the backpack. The backpack will be searched by the administrator on-site in the presence of the police officer. Any evidence will be submitted to the police officer.** (Search the entire backpack for the weapon, including bags and clothes).
- Do not alert the student or any student that the backpack is being searched.

If a weapon is found the police officer will take and secure the weapon.

- The officers and the administrator on-site will go to the student's class.
- Only the administrator on-site should enter the classroom and ask the student to come out to the hallway and proceed to the nearest office.
- Out of sight of the other students, the officer must search the student for any other weapons.

If no weapon is found the administrator on-site and police officer should go to the student's class.

- Only the administrator on-site should enter the classroom and ask the student to come out to the hallway and proceed to the nearest office.
- Out of sight of other students, the principal must search the student for any weapons.
 - Search the student's backpack for the next several days.

Report of a student carrying a firearm

- **DO NOT** approach the student. Remain calm. Notify the Administrator On-Site and the Data and Operations Managers immediately
- Tell Administrator On-Site the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- Administrator On-Site will call 911 **immediately** and provide the following information:
 - Explain there is a report of a student with a firearm, but the student has not been approached.
 - Ask that officers meet in the office at the school
- If the teacher suspects that a weapon is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.
- When officers arrive, the Administrator on-site and officers should go to the class the student is in. (Only the Administrator on-site should enter the classroom and ask the student to come out to the hallway and proceed to the nearest office).
- Out of sight of other students, the officer must search the student for any weapons.
- Search the student's backpack, including personal belongings.

Gas Leak

Notify the front office if you smell gas.

An Administrator will investigate and determine if an evacuation is necessary

Follow the Evacuation procedures if necessary

Contact Gas Company at - 877-776-2427

Hostage Situation

- Notify the information to the administrator on-site immediately if possible to call 911
- If unable to get in touch with Administrator on-site call 911
- Stay on the phone, if possible, with the dispatcher until directed to hang up.
- Notify the Administrator on-site immediately
- Administrator on-site or designee will order a **“LOCKDOWN”**
- Teachers will not allow students to leave the classroom until a police officer evacuates them or instructions are given via the One Call system and Walkie Talkies.

Evacuation

- Teachers and students must follow the instructions of the police officers.
- Teachers must stay with their students during and after evacuation.
- Follow the **Emergency Evacuation Routes and Procedure Plan**
- Parents and media will be directed to the designated location to keep them away from the school. (There will be police and school personnel at the designated area to assist).

Police

- Once the police arrive, they are completely in charge of the situation.
- Police will need to meet with the Executive Director and/or Administrator on-site.
- Police will attempt to contain the hostage taker in one area and begin evacuation of the building.
- Swat Teams and Hostage Negotiators will arrive to begin securing the release of any hostages and neutralizing the situation.

Teachers and Students

- Try to stay calm to avoid panic.
- If confronted by the hostage taker, cooperate to the best of your ability.
- **Do not try to be a hero.** You may be placing yourself and others in danger.
- Follow the instructions of the administrators and police.
- Do not give information concerning the code phrase or the presence of the police to the hostage taker.

Intruder in the Building

“An unauthorized person who enters school property”

- Notify the administrator on-site immediately; description, location and any other descriptive information.

Administrator on-site

- Ask another staff member to accompany you before approaching the intruder; In the event you do not feel comfortable wait for the Administrator on-site to arrive.
- Politely greet intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office if the reason is legitimate.
- If purpose is not legitimate, ask intruder to leave.

- Accompany the intruder to the exit.

If the intruder refuses to leave use the following steps:

- Call a “**Lockdown**” and ensure all students are safe.
- Notify teachers who are outside the building that a “**Lockdown**” has been ordered and no one is to enter the building.
- Remind the intruder of the consequences for staying on school property. Inform intruder that police are being called.
- Call 911 immediately and give them a full description of the incident and the intruder.
- Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- Notify the Executive Director.

Knives or Other Sharp Objects in the Building

Many people do not consider a knife as dangerous as a gun, but it is. Extreme caution should be used in dealing with anyone who may possess a knife. Remember, the safety of everyone, including staff and students, is the most important aspect

Report of a knife or others sharp object in a backpack

- Have Administrator on-site and another staff member go to the students backpack or cubby and search. (Search for the knife, including bags and clothes).
- Do not alert the student or any student that the backpack/cubby is being searched.
- If a knife is found, take the knife, secure it and call the student out of class to the office.
- If no knife is found, do not tell anyone the backpack/cubby was searched.
- Administrator on-site will then go to class and ask the student to come out to the hallway and escort them to the nearest office.
- Administrator on-site and another staff member as a witness will search the student by hand. (Females must search females. Males must search males).
- If the Administrator on-site and staff member are not comfortable getting and search the student, call the police. Wait for the police to arrive before confronting the student.
- Administrator on-site should go into the class and ask the student to come out to the hallway and proceed to the nearest office.
- Out of sight of other students, the Administrator on-site will search the student for any weapons.
- Search the student’s backpack for the next several days.
- If the knife found is an automatic opening knife (switchblade), the police must be called, as this is an illegal knife according to law. (Turn the knife over to the police).
- If the knife found is not an automatic opening knife and is not illegal to carry according to law, but illegal by school policy, the police do not have to be called.
 - An incident report must be filled out.
 - The incident should be handled internally.
 - Keep control of the knife in case of expulsion hearing.

Report of a student carrying a knife or other sharp object

- Report the information regarding student, student location and details to the Administrator on-site immediately.

Administrator on-site responsibilities

- It will be the Administrator on-site’s discretion regarding calling the police to approach the student.
- If you approach the student, use extreme caution.

- The Administrator on-site and another staff member should go to the class that the student is in and ask the student to come out to the hallway and then proceed to the nearest office.
- Administrator on-site and another staff member as a witness will search the student by hand. (Females must search females. Males must search males).
- If the Administrator on-site and staff member are not comfortable getting and searching the student, call the police. Wait for the police to arrive before confronting the student.
- Administrator on-site should go into the class and ask the student to come out to the hallway and escort to the nearest office..
- Out of sight of other students, the Administrator on-site will search the student for any weapons.
- Search the student’s backpack for the next several days.
- If the knife found is an automatic opening knife (switchblade), the police must be called, as this is an illegal knife according to law. (Turn the knife over to the police).
- If the knife found is not an automatic opening knife and is not illegal to carry according to law, but illegal by school policy, the police do not have to be called.
 - An incident report must be filled out.
 - The incident should be handled internally.
 - Keep control of the knife in case of expulsion hearing.

Missing Children

This section will require some restraint and in-house handling of the initial phase. There will be three scenarios to contend with:

- Student not arriving at school
- Student known to be in attendance
- Student on the way home from school.

Student not arriving at school

Attendance manager will verify if student is at home. The student not arriving at school should involve an initial ground check not exceeding 5 minutes from notification. The Administrator on-site will contact the Police with the search continuing until completion or notification by the Police Department to end search. The Administrator on-site will also notify the Executive Director.

Student known to be in attendance

This should involve the same process and include the student folder being available to identify custodial person and all necessary phone numbers.

Student on the way home from school

This takes a different stance – immediately notify the Administrator on-site who will handle police notification followed by the above steps.

- These searches should be conducted by at least two people and if possible, someone who is familiar with the student. The Administrator on-site and the Data-Operations Manager/ Administrative Assistant should be notified of the start of the search from time of verification. If a student is missing after arriving at school, the Administrator on-site will be notified and will begin the search with an additional designated staff member for the child.
- If child is not found after initial check, then notify the teachers, parent/guardian, and the police in that order. Try to provide a description of the child and what they were wearing.

Power Outage Procedures

Brown Out

In the event of a minor or major power failure occurring during regular school hours (8:15 a.m. through 3:15 p.m.), Administrator on-site will immediately notify the Executive Director.

- In the event of a brown out a **“Shelter-in-Place”** may be called.

If a blackout occurs without warning:

- Stay calm. Reassure students. Open blinds to let outside light in or use flashlights.
- Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
- Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
- Take measures to protect your equipment or experiments. Remember that air operated controls and water pressure may be affected.
- Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
- To prevent the office from being overwhelmed with calls, only the Administrator on-site should report power outages. If the failure is to be lengthy, administrators will decide on continued operations in their building.

Report all persons trapped in elevators to the Administrator on-site immediately.

- If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.

During periods of very heavy power usage, the area utility company may have to reduce voltage. This is commonly called a **"BROWNOUT"** and may occur during periods of high air conditioner usage. In the event of a brownout, the following steps should be taken.

- In the event of a brown out a **“Shelter-in-Place”** may be called.
- Turn off all lights and equipment not necessary for safe operation.
- Central air conditioning may have to be shut down. However, general ventilation will be maintained in centrally air-conditioned buildings at diminished levels.
- Identify equipment which may be sensitive to low voltage, and take positive steps to prevent its damage.
- Full cooperation during a brownout is extremely important. Such cooperation may possibly prevent the loss of all electrical power.

If an emergency exists, Administration will notify all affected personnel.

- All building evacuations or localized evacuations will occur when an alarm sounds continuously and/or when an emergency occurs.
- Take personal valuables, and lock office doors upon leaving. Walk, do not run to the nearest stairway exit.
- When there is a power failure, do not use the elevator. It will be inoperative.

- Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify the Administrator on-site on the location of these persons.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by the Administrator on-site. Staff will be notified whether to report to the evacuation sites.
- The Administrator on-site will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or appropriate action.
- The Administrator will initiate the proper notification procedure for contacting appropriate personnel when a power failure occurs.
- At present, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. You should use a flashlight or lantern for emergency evacuations.

Serious Injury or Death in School

If it is reported that someone is injured seriously (result of a gunshot stabbing, self-inflicted wound, fall, etc.), the following procedures should be followed:

- Call 911- Provide as much information as possible to the dispatcher. Notify the Administrator on-site immediately. The Administrator on-site will notify the Executive Director

The Administrator on-site will call a **“Lockdown”** or a **“Shelter in Place, Code-Medical”** depending upon the situation

- Administrator on site will utilize the walkie-talkies and the one-call alert system to repeatedly announce in a clear and concise manner:
- If it is possible to get to the victim, First Aid should be administered.

If the suspect hands over the weapon

- Take the suspect to the officer immediately.
- Take control of the weapon, touching it as little as possible.
- Keep everyone away from the actual scene until police and paramedics arrive.
- Keep any witnesses away from other people and separate them from each other.

If the suspect flees

- Extreme caution should be used until the suspect is located.
- Keep everyone away from the actual scene until police and paramedics arrive.
- Keep any witnesses away from other people and separate them from each other.
- If the suspect is located, do not approach the suspect.

In the event of the death of a student that occurs outside of the school day, the following procedures will be followed

- Administrator on-site will be notified immediately to verify the information and the Executive Director will be notified.
- Once administration is contacted, the crisis team will be alerted of the situation and schedule a meeting.
- The Executive Director will notify the board and will send out an email to Exploris staff making them aware of the situation

Crisis Team Expectations

- Creating a list of high risk students (friends, family members, etc.)
- Assessing need for police involvement for possible media presence

- Placement of staff outside buildings before and after school
- Central locations established for counseling in each building:
 - Elementary Campus 4/5 building:
 - Elementary Campus K/3 building:
 - Middle School Campus:
- Determine who will be involved in the counseling at each building
- Determine what counseling will look like in each building
- Communication with family of deceased student
- Letter to pass out to parents with counseling information
- Procedures for emptying student's locker
- Food for students and counselors
- Assessing need for cancellation of after school events
- Providing staff with ways to address questions from students in crisis
- Creating a check in system throughout the day to address concerns or needs at the different buildings
- Following the crisis team meeting, the Administrator's on-site will meet with the staff of the building affected by the loss
- Crisis Team will debrief (at the end of the day):
 - Discuss concerns/issues with handling of crisis throughout the day
 - Follow up with thank you email to staff for support
 - Send email message at end of day to parents to update
 - Plan for continued counseling services
 - Communication of funeral services and staff or student attendance at services

Expectations for Teachers

- Teachers are expected to assist students in expressing their feelings in a supportive environment and provide comfort
- Counselor will provide support/explanation at the beginning of the day if needed
- Teachers will keep a list of who is sent to the office so we know where students are
- Teachers should NOT talk to media
- Teachers should not tell students that "We can't talk about it" but should avoid discussing details of the student's death
- Teachers will be provided with resources to assist students throughout the day

Expectations for Data-Operations Managers

- Do not share information on the phone regarding situation
- Do not count students absent if sent home grieving
- Students who are called off for grieving will be excused

Severe Weather

Whenever the U.S. Weather Service issues a tornado watch or severe thunderstorm warning, the Executive Director will decide if schools should remain in session.

Tornado Warning

- The Administrator on-site will alert staff of the severe weather using the Walkie Talkies and One Call Emergency Alert System
- Students on the playground and on field experiences need to be notified immediately
- Students and staff will remain in their building; taking shelter at all designated areas
- Close blinds, drapes, and stay away from windows, glass, and unsecured objects
- Have students sit on the floor along interior walls as far away from any windows and assume the “duck and cover” position
- Take student roster and walkie-talkie (tune to Channel 16 MS, Channel 15 ES) and account for all students in your class
- Wait for further instructions from emergency responders or administration before leaving designated safe areas
- Be ready to move quickly if flooding occurs

Winter Storm

- If school is in session and a winter storm strikes, it will be the decision of the Executive Director whether to close schools.
- If school closes parents or legal guardians may pick their children up from school.

Release of Students

- Parents, legal guardians, or predetermined persons may pick up children from The Exploris School during any severe weather warning. We do ask that parents refrain from calling the school. It is extremely important that our school telephone lines remain open during severe weather watches and warnings.

Threat to Harm Self or Others

If a student threatens to harm themselves or another person, whether it be another student or staff member, it must be immediately reported to the Administrator on-site who will report it to the Executive Director.

- Suicide Intervention Process, any time a staff member encounters a situation in which a student appears to be contemplating suicide, the following process should be followed carefully:
- Stabilize the situation and notify the Administrator on-site and counselor immediately **but do not leave the student alone:**
- Under NO circumstance should the student be left alone or sent to another location alone
- Converse with the student immediately to determine if he or she has any dangerous instrumentalities (weapons, substance, or other material capable of inflicting a mortal wound) on or nearby his or her person
- If the student will allow, immediately remove any dangerous instrumentalities from the student and the student's environment
- If the student will agree, accompany him or her to a prearranged, non-threatening place away from other students and other people but where this is another adult and a telephone close by
- Once the Administrator on-site or crisis team member has stepped in to help, he or she will follow the next steps for a risk assessment.
- You will be required to assist in completing the documentation form detailing the incident.
- Fill out the **Reporting form for Threat of Suicide (Appendix E)**
- If child abuse and neglect are suspected follow procedures below

Child Abuse and Neglect

In the event abuse or neglect are suspected all staff members have a duty to report the information. If a staff member receives information deemed to be abuse or neglect notify the administrator on-site and the counselor asap. If the student contacts you after school hours or you are unable to get in touch with the administrator on-site or counselor you must report the incident to Child Protective Services asap.

For more information regarding reporting laws: [North Carolina Child Reporting Laws](#)

Fill out the CPS Reporting form

Bullying and Harassment Reporting

In the event a student, staff or parent reports bullying of a staff member or student the administrator on-site and counselor need to be notified immediately.

- In this instance documentation needs to be kept and an incident report form or

Appendix A

Crisis Intervention Team Roles and Responsibilities

Administrator On-Site

- Establish chain of command. During crisis, the Administrator on-site delegates responsibilities. However, during his/her absence, a chain of command is to be established in advance.
- Within the first 60 days of the school year, the following should be completed, and documentation submitted to Executive Director:
 - Building Crisis Management Annual checklist and preparation from the list
 - In-service with staff
 - Establish Building Crisis Team
- Designate area to be used as command post during crisis situation
- Designate two or more outside assembly locations.
- Call 911 or other emergency numbers if situation warrants.
- Convene Building Crisis Team, brief them on facts, and discuss procedures.
- Assign a team member to identify students involved in crisis, siblings, and family members.
- Contact family members. Serve as a school representative to the family.
- Convene faculty and staff. Share facts regarding the crisis. Warn against rumors. Provide a paper copy of the facts to all staff.
- In the event of student death, remove personal items for parents to pick up
- Plan teacher and staff in-service reviewing emergency management.
- Inform staff of school-wide codes to alert staff to emergency.
- Develop an emergency response program. Teachers are to use their class roster for attendance.
- Assign a team member to account for all students and adults in the building.
- If possible, a short memo with the facts of the situation is prepared and communicated to parents.
- Provide local police and fire departments a floor plan and shut-off valves for the building.

Crisis Team Coordinator

- Implement Building Crisis Plan.
- Serve as liaison between faculty and Crisis Team.
- Direct other significant roles as appropriate. (e.g., First Aid, building security, communications in the building, transportation).
- Serve as information source for faculty and staff.
- Monitor Crisis Team's stress level.
- Organize debriefing for Crisis Team. Plans are made for working with students and staff during post-crisis as needed.
- Compile evaluation data on Crisis Team's effectiveness.
- Develop a plan of identification for safe, injured, or deceased individuals.
- Immediately following a crisis, some students may request permission to leave the building. How, when, and to whom students may be released should be determined.

Counselor

- Coordinate counseling services.
- Provide working space as needed for counselors and psychologists.
- Meet with resource personnel. Brief them on all the facts.
- Organize and supervise designated counseling areas.
- Counsel students as needed.

- Assist administration with implementation of crisis plan.
- Provide support to family, students and staff.
- In the event of death of student, remove the student's name from the attendance roster.

Team member in charge of security

- Monitor situation as to security issues.
- Secure additional help if needed.
- Place designated staff member at each entrance/exit at all necessary building locations.
- Direct media representatives to designated area as needed.

Health Coordinator

- Handle medical needs (other than those requiring 911) of students and staff, as necessary. May need to move "meds" and log book to crisis center.
- Develop and coordinate a First-Aid Team.
- Coordinate annual CPR and First-Aid training.
- Provide a list of CPR trained individuals to crisis team coordinator.
- Ensure First-Aid Kit is available and properly stocked.
- Provide a list of medically fragile students to crisis team coordinator.

Team member in charge of communications

- Establish communication plan in advance of crisis.
- Convene Data and Operations Managers to answer incoming phone calls if needed.
- Brief Data and Operations Manager and Elementary Administrative Assistant not to share details with the public. Caution against the spreading of rumors.
- Avoid any large group announcements. Only make announcements over the walkie-talkies using predetermined codes.
- Avoid glamorizing of suicide, including school memorial services, flying flag at half-mast, student assemblies.
- Ensure that a visitors' screening procedure is in place and require all visitors (does not include emergency personnel) to sign in at the office so there is a record of everyone who is in the building.

Follow these steps when dealing with media

- Notify the Executive Director immediately. The team may prepare a written statement for the media and must be approved by the Executive Director. **All media inquiries should be directed to the Executive Director.**
- Designate an area for the media away from the incident area. Place a sign-in sheet by the door and require signatures.
- Designate and staff a waiting area for visitors away from the incident area.
- Escort media and visitors to **separate** designated locations.
- Ask media inquiring by phone to leave a name, phone number, and deadline so that the Executive director can return the call and provide accurate information.
- Advise students and staff of how information will be given to the media. Let them know if reporters ask them questions they should be encouraged to make no comment. They should be cautioned that any comments they make should be sensitive to the persons involved.
- Advise reporters that they may not interrupt classes/school programs/school business.

Debriefing a crisis

No one involved in the aftermath of a school crisis will remain untouched emotionally. Teachers and staff are no exception and a debriefing for them is imperative. Teachers and counselors may feel tremendous guilt and anger resulting from a sense of responsibility in the crisis. They must have an opportunity to discuss these emotions.

The debriefing should be conducted with small groups of people and, preferably, by a trained individual including counselor or outside professional who was not involved in the crisis. Specific information given about normal reactions and how to handle them is usually helpful. Staff may tend to dwell on preventing future crises from occurring. This is not helpful. What the staff members need most is to focus on their own emotional reaction. Preventive measures can be dealt with later.

Appendix B
Building Crisis Management Checklist
Annual Checklist

School _____ Year _____

Assigns team and responsibilities _____

Executive Director or Designee

_____ Counselor _____ Alternate

_____ Alternate

_____ In-service and planning times for crisis team: _____

_____ In-service completed for staff: _____

_____ Update One Call List (include cellular phone access)

_____ School-Wide Universal Codes reviewed (LOCKDOWN, SHELTER IN PLACE, CODE MEDICAL):

- _____ Physical assistance needed in office
- _____ Physical assistance needed in designated location
- _____ Hostage situation
- _____ Bomb Threat
- _____ Emergency (keep students in rooms)
- _____ Emergency in office (Establish alternate command post)

_____ Student medications/First Aid Kit are in a portable container

_____ Prepare Command Center and Alternate Command Center:

- _____ Copy of crisis manual
- _____ Blueprints for building
- _____ First Aid Kit
- _____ First Aid Manual
- _____ Medical emergency list including names of students with medical needs

- _____ Bull horn
- _____ Emergency battery
- _____ Legal pads
- _____ Pens
- _____ Permanent markers
- _____ List of local telephone numbers for law enforcement, emergency medical services, fire department, and other agencies
- _____ List of email addresses and fax lines at each building
- _____ Current staff directory with cell phone numbers
- _____ Floor plans that show exits, telephones, computer locations
- _____ Local Street and zone maps
- _____ Location of master keys
- _____ List of CPR trained staff

Appendix C Crisis Response Team Evaluation Form

Please return this form within two weeks to the Crisis Team Coordinator.

School: _____ Date _____

Presenting Problem:

We would appreciate your cooperation in completing this evaluation of the recent services provided for your school by the Crisis Team (CT). Please return to Crisis Team coordinator when completed.

	Very	Somewhat	Not at All	N. A.
1) Was the service delivery of the CT timely? Comments:				
2) Did the services of the CT meet your school's individual needs? Comments:				
3) Did faculty consultation meet your faculty's individual needs? Comments:				
4) Was individual/group counseling provided to students a valuable aspect of the CT services? Comments:				
5) Were materials provided on site useful? Comments:				
6) Was consultation with the administration effective? Comments:				

7) What else could have been done to increase the CT's effectiveness and helpfulness? _____

Appendix D Bomb Threat Checklist

Complete this checklist and retain.
For the Individual Receiving Phone Call

Exact Time of the call _____

Exact Words of the Caller _____

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
Male	Female	Adult	Child	

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks:

Person receiving call: _____

Telephone number call received at: _____

Note caller id phone number if available _____

Date: _____

Appendix E
The Exploris School
Reporting Form for Threat of Suicide

Student's name _____ Date _____

Name of person making initial report _____

Name and position of staff member handling case

Summary and information that led to this referral

Name of parent or guardian contacted _____

Contact information _____

Name of staff who contacted parent or guardian _____

Parent contact witnessed by _____

Other people/organizations contacted _____

Next steps _____

Next Step Procedures

If student is released to adult for a risk assessment, the following procedures need to take place before the student returns:

- Contact ONLY the student's immediate grade level teachers (only teachers that give direct instruction with the student daily) and inform them of the facts and actions being taken. Remind them of the school's confidentiality requirements.
- If parent has not contacted anyone at the school within 24 hours, follow up to find out if arrangements were made for short term support services or long-term services and what the student will need when he or she returns to school and when he or she will return to school.
- A student/administrator/counselor meeting will take place the day the student returns to school.

Adults present _____

Date meeting held _____

— School counselor will provide follow up check ins with student daily for the first five days after return.

— Dates school counselor met with student following return to school:

Date meeting held _____

Date meeting held _____

Date meeting held _____

Date meeting held _____

Date meeting held _____

Date meeting held _____

School counselor will continue to meet regularly with student following his or her initial return once a week.

Appendix F
School Drill Feedback Form

Following our drills please provide feedback on what went well and what things we need to work on.

Date: _____ Type of Drill: _____

Teacher: _____ Room: _____

Does door lock properly? _____

List any students not present during drill that were in attendance at school or additional students in your classroom that were not on your roster:

Plus	Delta

