

**Hancock County Elementary School
21st CCLC After School**

2018 – 2019 Emergency Response Plan



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When the emergency occurs, the individual in charge at the school site is to follow the checklist provided in Tennessee Schools” Prepare:

- Sound appropriate alarms
- Secure the building
- Notify security, police, fire, etc. as needed
- Mobilize “crisis team”
- Notify the Director and appropriate district personnel
- Communicate needs, address the public announcement of fact sheet to teacher
- Set up command center
- Notify family

All 21st CCLC and Hancock County School System employees (at all levels) are committed to making and keeping school safety the top priority for all who attend, work directly at a school site, or may (at any time) frequent our campuses. We have interacted frequently with and developed/fostered positive relationships with all government entities in our county which will ensure a cooperative effort and consistency of emergency responses.

Mission Statement

At Hancock Elementary School the safety and security of our children is our number one priority!

Hancock County Middle/High School is committed to providing a safe environment for our students. We will provide a quality and thorough education to enable our students to become productive, knowledgeable and responsible citizens.

Shared Vision – Enriching tomorrow by learning today.

Emergency Procedures

The Teachers will:

- Follow the guidelines given.
- Maintain anecdotal notes of any situation that compromised the safety of students or personnel.
- Take grade book/roll book when the drill or emergency takes them out of their classroom.
- Provide instructions for the students.
- Calm and reassure students in an actual emergency.
- Account for all students in their care (ALWAYS TAKE ROLL BOOK).

The Office Staff will:

- Provide internal and external communication.
- Maintain anecdotal notes of any situation that compromised the safety of students or personnel.
- Contact 911 (when needed).
- Check hallways, classroom doors, and offices for students, notify the gymnasium in the event of a drill or emergency.
- Contact the After School Coordinator and/or Director of Schools or the designee at the central office (after 911 has been contacted).
- Communicate with Safety Committee members regarding staff and students being accounted for.
- Take a backup copy of the student management data and student data forms, if leaving the building.

Accidents

- All persons are responsible for **recognizing and reporting** unsafe conditions both in the building and outdoors. Hazardous situations should be reported immediately in writing to the principal or designee.
- If an accident occurs, staff members should first assess the situation to determine if the person injured should be moved (should only be moved to prevent further harm).
- If the person can be moved without harm, the victim should be taken by school personnel to the clinic and a report of the accident made both verbally and in writing to the principal or designee. If the victim is unable to be moved safely, a runner should be sent to the office to summon the principal or designee.
- If bodily fluid spills are involved, universal precautions shall be followed (each teacher receives required training annually). The OSHA manual is located in the library if needed.
- Personnel trained in first aid procedures and/or CPR will be called to the accident scene if necessary.
- Professional/paraprofessional personnel (911) will be contacted if necessary.
- An accident report must be filled out in the main office (by the end of the day) for all accidents.

Armed Student(s)

Any staff member must report to the Principal if a student is suspected of having a weapon on campus.

- **Do not** contact the student! Wait for the School Resource Officer.
- **Do not** attempt to retrieve the weapon! Wait for the SRO.
- **Do not** restrain or discipline the student! **STAY CALM.** Wait for the SRO.
- If the student is in class and the weapon is concealed, the staff member should quietly send a note in an envelope to the school office, using a messenger. Include as much information as possible:
 - the name of the student
 - exact location of student in class
 - type of weapon suspected
 - location of weapon
 - room number
 - number of students in class
 - demeanor of student and any other useful information

If student draws weapon, see “Hostage Situation” procedure.

Bomb Threats

- React in a calm manner. Try to get another listener on the line without arousing suspicion.
- Keep the caller on the line as long as possible. Ask them to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask them this information. Complete the “ATF Bomb Threat Checklist”.
- Inform the caller that the building is occupied and detonation of a bomb could result in death of serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, or any other noises which give clues as to the location of the caller.
- Listen closely to the voice (male/female), voice quality (calm/excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to the principal or designee.
- Do not use radio devices to communicate, since they might accidentally detonate the bomb.
- Contact 911 and evacuate the building by using the PA system or fire alarm. In the case of inclement weather, students will be moved to the Sneedville-Hancock Community Complex. The Farmer’s Market is designated as a secondary location; Treadway Fire Department serves as an evacuation location outside our local community.
- Contact the Director of Schools immediately.
- Principal or designated person should sweep building to verify all students have been evacuated.
- Assemble students at designated areas to check roll. Report any missing students immediately.

- Do not attempt to return to building under any circumstances until building has been officially cleared.
- After all students are accounted for, parents may sign out/pick up students at the designated area. In the case of inclement weather, students will be moved to the Sneedville-Hancock Community Complex. In the event of a prolonged search students will be transported to the Sneedville-Hancock Community Complex.
- Remain available, as law enforcement personnel will want to interview the principal or designee.

Building Security

For our building to be secure, we must constantly be on guard. Please note that if any of the guidelines (listed below) are not followed, the integrity of our building security is compromised. These guidelines must be enforced at all times. Please note that in most issues involving violence in a school it is someone known to the school that brings about harm. Be alert and on guard at all times!

- **All entrances to the building are to be locked at all times.**
- Signs are posted at each entrance requesting visitors to report to the office. **No parents or visitor is allowed to enter a classroom through an emergency exit. NO EXCEPTIONS!**
- All visitors must sign in at the office where they will be given a visitors badge.
- **Teachers and staff are instructed to look for a badge on all visitors.** If a badge is not seen they will:
 - Ask the person to sign in at the office (if they feel no threat to themselves or the students).
 - Notify the office of the visitor.
 - The principal or designee will immediately respond to assess the nature of the visit and ask the visitor to sign in at the office.
- Students are to be under the direct supervision of a teacher or staff member at all times. No student will be dismissed from class without prior approval from the office.
- Two-way radios are to be used only in an emergency situation.

Chemical Accident

- Contact principal or SRO.
- Determine source of leak/spill
- If source is off campus - shut off all AC, vents, and fans. Have students remain inside unless otherwise instructed.
- If source is on campus - evacuate outside upwind unless otherwise instructed and consider alternate site.
- Authorities will evaluate what chemicals are present and they will remove them
- Notify Superintendent
- Secure emergency health cards / student / staff roster Documentation disposition of affected students

- Send information about incident with anyone going for medical treatment
- Notify families of affected persons

Drop, Cover, and Hold/Earthquake

- **Drop** – get down to the ground or floor before the shaking of the earth throws you there.
- **Cover** – get under a table or desk or other piece of furniture that can protect you from falling items such as books, light fixtures, etc. Face away from windows and mirrors.
- **Hold** – hold on to the furniture, move with it. It is your protection from falling objects.
- After the shaking stops, move carefully. Watch for items that might have fallen or are ready to fall and for broken glass. Be prepared for aftershocks.

Electrical Alerts

If power lines are down keep children away from lines and return to classroom. Notify the office. The office will call the Powell Valley Electric Cooperative and the Director of Schools. Follow early dismissal procedures if told to do so by the Director of Schools.

Evacuation of the Building

All evacuation drills begin as a fire drill. At the sounding of the alarm, teachers will sweep their rooms, turn all lights off, secure the door and evacuate with all teachers taking students to their designated areas. Teachers will report to their assigned areas. At this time, After School Coordinator will account for all teachers and students. He will relay the information to Sheriffs' Department and will respond accordingly.

Fire Drill Instructions

(constant alarm will sound with instructions to please evacuate the building)

- All students in a classroom will exit from their classroom fire door quickly and quietly when the alarm sounds. Staff will move students to their designated areas and follow the guidelines previously mentioned.
- Teachers are to make sure the lights are off and the windows and doors are locked. Teachers will also take their roll books and immediately account for all students.
- Students not in their classroom (bathroom, library, etc.) should exit the nearest door and notify the nearest teacher so they may contact the student's teacher of their whereabouts.
- Safety committee members will go to their designated areas and determine that no children are left in the building.
- If all students are accounted for when reaching designated areas the display of the green card will be used. If students are not accounted for when reaching designated areas the display of the red card will be used.
- If an evacuation is warranted, the safety committee will be told and teachers shall follow the evacuation plan.
- If the fire alarm should sound during the time between classes, the students should go out the closest door to. The students would then go to the place where their next class normally lines up for a fire drill. Teachers should go directly to their assigned fire drill location and wait for students.

- If the fire alarm sounds during lunch period, students should exit the nearest door. The students would then go to the place where their 3rd Block Class normally lines up for a fire drill. Teachers should go directly to their assigned fire drill location and wait for students.

Hazardous Spill/Shelter In Place

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave.
- Answer telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary or person designated to answer these calls. This room should also be sealed.
- Make announcements over the school-wide public address system from the room where the school official takes shelter.
- Allow students to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Window shades, blinds, or curtains be closed.
- Turn off all fans, heating and air conditioning systems. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your designated emergency zone leader to report students present.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Hostage Situation

- Call Police or 911
- Activate Safety Committee

- Make sure they know there is an armed person inside the school and his/her last known location
- Isolate the area
- Evacuate the building, allow no reentry
- Secure student/staff rosters
- Notify staff
- Notify Superintendent (specify needs, if any)
- Designate separate area for the media
- Identify spokesperson to communicate with the hostage taker, if needed until law enforcement arrives
- Notify families of all person involved; Update Communications
- Safety Committee meets to debrief at the end of the day

Lightning, Hail and High Wind

- Should students be outdoors, they should immediately enter the building and await further instructions.
- Move students away from windows.
- If necessary, remove students from the classroom to the interior hallway and have students kneel down facing the wall, placing their heads down on their knees with hands clasped behind their neck

Lockdown (Hard Lockdown and Soft Lockdown)

- A hard lockdown would be a time that a threat to children exists. An example of a hard lockdown would be if an angry intruder entered the building with weapons. Teachers will secure their doors, turn out their lights, and move the children to a designated area in the classroom away from doors and windows. Teachers will ask the children to remain calm until the “all clear” is given. The “all clear” signal could be in a familiar voice over the intercom, but preferably it will be given in person.
- A soft lockdown would be when a non-threatening situation arises. Everyone could stay in the room and teaching could continue. An example of a soft lockdown would be if someone has fallen in the hallway and broken a leg. There would be no threat to anyone in the building. Doors would need to be closed and students in the rooms out of the way of medical staff.
- Colored paper will be used to notify the Safety Team. The paper must be visible while standing outside the door. Green means everything is good. Red means someone is injured or missing. When the “lockdown” call is given the principal or designee will carefully check all areas. An assessment of the situation will be made and the office staff will try to notify every one of the threat (by radio) as quickly as possible. Should it be an actual emergency, the office staff will contact 911 and the Director of Schools.

Reverse Evacuation

A Reverse Evacuation is the process for moving students/staff indoors quickly. Some reasons for Reverse Evacuation include gunshots, drive by shooting, school is notified by law enforcement that an armed individual may be in the area, etc.

- A Reverse Evacuation plan should be developed for all areas where students congregate outside the building.
- Use the verbal announcement, “Return to the building immediately”.
- Call 911.
- All the unlocked doors entering the building need to be staffed by assigned school personnel.
- Move students/staff/approved visitors indoors quickly.
- All students/staff should return to their Shelter-in-Place assignments (see Shelter-in-Place section). Visitors should immediately go to the main office.
- Once all students, staff and approved visitors are inside, the building exterior doors should be locked and Shelter-in-Place procedures initiated.
- After everyone has arrived in the classroom, attendance will be taken immediately. A report will be given to the Principal or zone leader as quickly as possible.
- All individuals will remain in their classrooms or area until the “All Clear” signal is sounded.
- If the Principal/Incident Commander deems the situation critical, a “Lockdown” should be ordered and communicated.

Spills/General Precautions

Notify the office. Bodily fluids (vomit, urine, blood) need to be removed immediately. The office will instruct a custodian or a person trained in first aid to clean up spills. If there has been exposure to staff/students, proper paperwork should be filled out.

Tornado Drill Instructions

Tornado Watch: The possibility of a tornado exists

Tornado Warning: Tornado has been spotted or detected by radar

Make Intercom Announcement –“We are in a tornado warning mode –Please move to your designated places.”

- Teachers will move students quickly and quietly to the nearest inner wall (preferably in the hallway outside of their room) away from any glass.
- Students should kneel down facing the wall and place their heads down on their knees with hands clasped behind their neck (Drop and Tuck)
- Teachers will be notified if evacuation is necessary by safety committee members when the situation warrants.

Teachers' Responsibilities
 Follow the class tornado plan

 Account for all students

Administrators' Responsibilities
 Make announcements and give instructions to staff
 Instruct office staff or EMT to ensure location and safety of all students
 Stay in contact with radio and city emergency groups.

Parent Procedures for Early Dismissal and Evacuation

We have procedures to follow in the event of emergencies during after school. These plans are discussed with students and are practiced during the school year. In the event of a true emergency situation, we ask parents not call or come to the school unless an announcement is made to do so. The reason for this request is the need to keep telephone lines and road access to the school free and obstructed for emergency personnel. Also, after school personnel would be occupied with the task of accounting for all students.

As soon as the situation allows, we will make information available through the Director's Office (733-2591) and local radio and local scanner services. If the situation requires **early dismissal**, we will either dismiss the entire student body at one time or we will have runners assigned to call your child and have you sign them out. In either event we ask that you:

- Stay in line and pull up carefully – avoid blocking or slowing traffic.
- In the event of the use of runners, do not leave without signing your child out – we will load cars as quickly as possible. **Please be patient.**
- Please do not ask for students other than your own without written permission from parents.

Summary of Safety

1. Procedures for drills have been reviewed. Faculty/Staff are to review the fire alarm system.
2. The alarm system was updated on July 2017.
3. Guidance was provided by Officer Randy Mitchell, School Resource Officer before review of the emergency plan began.
4. The building has been divided into 4 zones for the purpose of planning and implementation. Zone leaders have been designated.
5. Two command Centers have been designated in the building – Rooms 600 and 601.
6. The centers will be equipped with detailed emergency plans, floor plans, phone numbers and first aid equipment and supplies.
7. First aid kits are in each of the 4 zones.
8. All office personnel and student assistants in the office have been train in how to proceed in the event of any threat, including bomb, by phone.
9. A manageable, concise flip chart of emergency procedures is posted in each room.
10. The SR)/administrators make a sweep of the grounds daily.
11. Teachers monitor during class changes.
12. Teachers have bus duty.
13. There are two-way radios available.
14. There is a list of cell phone numbers.
15. There is a list of those trained in CPR/First Aid.
16. Entrance doors have notices that visitors are to report to the main office.
17. Outside entrance doors are locked by 8:10 a.m.
18. Safety issues are discussed regularly.
19. Faculty and staff have been instructed to admit no one via fire/emergency doors.
20. Faculty and staff have been instructed to escort visitors to the office for sign-in.
21. Non-staff coaches have been issued badges for identification purposes.
22. Visitors are required to wear visitor badges.
23. No visitors are allowed to have lunch in the common areas unless authorized by the principal.
24. Cameras/Surveillance systems are monitored and maintained.
25. School Counselors follow the Tennessee Comprehensive School Counseling Model.
26. The school climate is assessed annually. Revisions are made to the school safety plan based on the current climate of the school.
27. Alternative Education Programs are available for students posing severe discipline problems.
28. Evacuations routes are defined for all areas of the building.
29. A primary and secondary holding area is determined in the event of a building evacuation.
30. A primary holding area is determined in the event of a campus evacuation. Two secondary locations are also identified with one being outside the local community.
31. MSDS information is up to date and held in the ERP in the event of a leak/spill.

Community Contact Numbers

Area Health Resources

Hancock County Health Dept.
733-2228

Hancock Medical Ctr.
733-2061

Sneedville Medical Ctr.
733-2131

Frontier Mental Health Ctr.
733-2216 or 1-800-292-1104

Claiborne County Hospital

423-626-4211

Hamblen Healthcare System- Morristown
423-586-4231

Hancock County Hospital
733-5010

Jubilee Project
733-4195

Lakeway Regional Hospital- Morristown
423-586-2302

Wellmont- Hawkins County
Memorial Hospital
423-272-2671

Wellmont Nurse Connection
423-723-6877

Ask-A-Nurse
1-800-888-5551

Hancock Middle/High School
Based Health Center
733-2819

Hancock Elementary School
Based Health Center
733-2121

Emergency Numbers

911
(Fire – EMS- Police)

Emergency Management Agency
733-8838
Director of Schools
733- 2591

School Based Health Center
Middle/High School- ext.200
733-8035

School Based Health Center
Elementary School
733-2121

Emergency Management
733-2249

Hancock Health Dept.
733-2228

Powell Valley Electric COOP
733-2207

Sneedville Utility District
733-4382

Wellmont – Hancock County Hospital
733- 5010

National Weather Service
1-800-586-3771

Poison Control Center
1-800-222-1222

C.E.A.S.E
Domestic Violence & Sexual Assault
1-800-303-2220 Office(423-581-7029)

Hancock County & School Sysytem Administrative Departments & Offices

Sheriff – Jail
733-2249 733-2245

(EMS) Emergency Medical Services
733-4454

Sneedville Fire Department
733- 2611

Department of Human Services
733-2401

Department of Children’s Services

1-877-237-0004

Director of Schools
733-2591

Special Education
733-0894

Food & Nutrition
733-1188

CSH Coordinator
733-1474

Early Learning Center Coordinator
733-1762

Hancock Schools Bus Garage
733-8149

Hancock Alternative School
733-9936

Hancock Middle/High School
733-4611

Hancock Elementary School
733-2534

District/School Emergency Contact Information

District Safety Team

Tony Seal	Director of Schools	733-2591
Joseph Southern	Supervisor of Transportation	733-4848
Charlotte Mullins	Supervisor of Instruction	733-4403
Dr. Michael Belcher	Supervisor Special Education	733-4403
Randy Mitchell	School Resource Officer	733-4611
Kim Ferguson	FNP, SBHC	733-2819
Kenneth Mabe	CTC, Electrician	733-4616
Joey Southern	Supervisor, PVE	733-2207
Stephanie Shockley	Counselor, SBHC	733-2121
Janie Harrison-Dalton	Technology Coordinator	733-4403
Troy Collins	Technology Coordinator	733-4403
Greg Marion	Parent	300-8692
Debra McDaniel	CSH Coordinator	733-4174

First Response Team

Tony Seal	733-2591
Joseph Southern	733-4848
William Wilder SRO, HCE	733-2534
Kenneth Mabe	733-4616
Randy Mitchell, SRO, HCMHS	733-4611
Stephanie Shockley, HCMHS Counselor	733-2121
Lisa Gunter, RN	733-2121

System-Wide Incident Command System

Tony Seal	733-2591
Joseph Southern	733-4848
Janie Dalton	733-1474
Troy Collins	733-1474
Mike Belcher	733-4403
Charlotte Mullins	733-4403
Mitch Cantwell	733-4611
Brian Greene	733-2534

Floor Plan

