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Emergency Preparedness Crisis Response Plan
Chapter 1

Emergency Planning

EMERGENCY PROCEDURES PLAN

I. INTRODUCTION

Every crisis management plan needs to give top priority to LIFE SAFETY for all staff, students and visitors. Evacuation is not always necessary. For some crises (such as caused by severe weather or the escape of pollutants into the atmosphere) leaving the shelter of the building may increase danger to staff and students. Campus Safety or Security or other persons trained in crises management should evaluate the need to evacuate the premises. For some other persons (disabled or occupants of the upper floors of a multi-story structures), exiting the premises may not be possible, so an accessible protected portion of the building they occupy is their best form of evacuation. Such specially protected areas within a building are known as horizontal exits because they are typically on the same floor as the occupants they are designed to protect (fires often make stairwells and elevators impassable).

This plan is designed for situations in which evacuation of the premises or to a horizontal exit is appropriate. The crisis management procedures should provide orientation training for all staff and students to explain to them how they first should secure their workplaces and second how they should exit in an orderly fashion. Also, placards should be posted in the work places. Evacuation drills give Campus Resource Officers, NCSSM Administration and other employees practice in guiding staff, students and visiting members of the public to appropriate exits. The same practice Drills should be held at times when visitors are known to be on the premises.

Two essential elements of good evacuation procedures are verification that everyone has left the affected areas and that everyone has safely reached the appropriate evacuation assembly points. In addition, specified individuals should be responsible for assuring that pre-assigned portions of the premises are, in fact, completely empty of all persons (providing this can be done without undue danger to the individual).

Because any type of crisis may lead to a potentially severe injury, crisis plans should provide telephone numbers and instructions for obtaining assistance from hospitals, ambulance, poison control centers, many of these telephone numbers can be engaged by calling 911.

Only persons trained in first aid should perform first aid because of inappropriate care can complicate injury; others should limit their assistance to summoning medical help.

Purpose of Crisis Response Plan:

For the purpose of this plan, a crisis is defined as an event that will be likely to cause emotional distress to the student body. (For example: death, serious, injury or serious illness of a student or staff member; an eruption of violence at the school; a natural disaster; or other state of emergency.) The Emergency Procedures Plan addresses the immediate steps necessary in
some of these instances. This plan is designed to augment the Emergency Procedures Plan, and is specifically designed to assure the emotional well-being of the students on this campus, to put into place liaisons that are prepared to deal with press and local police if necessary, and to assure that parents receive timely and adequate notification.

**Procedures for Initiation of Crisis Response Plan:**

In the event of a crisis, the person who first has the information will contact one of the Chairs of the Team, who will call the other Team Chairs. The chairs will decide if a meeting of the entire Team will be scheduled to discuss strategy. Depending on the nature of the crisis, the Team will decide the best course of action.

**Telephone Tree:**

The telephone tree consists of a “calling plan” that will allow for each adult in the school to receive information about the crisis. The phone tree will begin with the Crisis Team Members, and will be handled within each division. Each person will be asked to call one other person, and if that person cannot be reached, to continue down the list until someone is contacted. This way the chain cannot be broken.

**Additional Points:**

It will be very important that the information given out is accurate and as up-to-date as possible. It may be necessary to establish liaison with the press and/or with the local police. The Crisis Team members need to stay in very close contact with one another as the initial events unfold so as to have all the information necessary to make a good decision about how best to proceed.

The mechanism of the Crisis Response Plan will of necessity remain flexible, because it will need to be geared to the specific event to which a response is needed. The Crisis Team will meet periodically, whether or not there is a crisis, to review procedures and to keep communication channels open.

**A sample plan may be as follows:**

- A student is in a serious automobile accident and is taken to ER.
- The student’s SLI receives word of the accident.
- The SLI contacts the Chair, the Chancellor
- The Chancellor will contact the parents and the Assistant Chairs.
- The Chancellor and the Assistant Chairs will call the Crisis Team members.
- The chairs decide if there needs to be a meeting of the entire crisis team, or if a phone call to each team member is sufficient until more information is learned.
- If a meeting is called, the team decides how to provide information to the student body, and whether or not the telephone tree needs to be activated so that all adults on campus are aware of the circumstances.
- If the telephone tree is activated, each team member calls his or her designated person to activate the telephone tree. In this sample instance, the tree will simply provide
each adult the information about the accident and a statement about the condition of
the student to give to other students the next morning.
• The Crisis Team remains ready to meet and decide the best course of action if the
student’s condition changes or any more information is necessary.
• The Counseling Services staff makes itself available to meet with the students, who are
close to the injured student, students on his or her hall, and others who may be
affected.
• If there are contacts with the press, the Director of Communications on the Crisis
Team handles those contacts.

There will be a practice “crisis” each Trimester to make sure the plan works and to have
the opportunity to correct any flaws in the system, such as a gap in the phone tree.

The purpose for this Crisis Response Plan is for all the adults in the school to be able to
provide care and protection for the students in the event of a crisis, and to create an
environment which feels as safe as possible in the face of frightening and unpredictable
events. It also should enhance communication between all the various departments at the
school and help us to work together to better serve the needs of all our students in the
absence of a crisis situation.

If you receive word of any serious illness, injury or death of a student or staff member, you
should immediately contact:

• Chair of the Crisis Response Team, Dr. Todd Roberts at 416-2700;
• If the Chancellor is unavailable, Senior Vice Chancellor for Student Life Terry Lynch at
416-2801 or;
• Senior Vice Chancellor for Academic Programs Katie O’Connor at 416-2886

The Crisis Team will decide how to handle the student body being informed about the
incident. In the meantime, you will have assistance available from the Team in dealing
with students with whom you are in contact and who are aware of what has happened.
You and the team will be in close contact during this time.

• A Telephone Tree may be activated
• A meeting of the adults on campus may be called. (This may be an early morning
meeting, before classes begin.)
• The Crisis Team will make every effort to provide all staff members with accurate and
up-to-date information and carefully worded statements to assist you in informing
students about what has happened.
• The Counseling Services and Clinic Staff will make themselves available to meet with
students who need assistance in dealing with the situation. You may refer students to
Counseling Services immediately if you deem it necessary.
• We are trying to establish a mechanism whereby the greatest feeling of safety and
assurance possible is given to the students if a crisis occurs in the NCSSM community.
As adults, we will need to model for the students that the event can be met without
panic. We will provide in-service training on crisis management as the team develops
its full plan.
• TELEPHONE TREE: To be distributed in each Department or Division
Media Procedures

The Public Affairs Office will support school administrators who need assistance with media inquiries. This office will assist the school level administrator in setting up news conferences and briefings as appropriate. Reporters and photographers should be kept off campus until specific photo and briefing opportunities have been scheduled.
Campus Emergency Response Team Training

What is CERT?

CERT is an acronym for Campus Emergency Response Team. CERT is organized at each school to help school personnel manage their existing resources until organized assistance becomes available to assist with school emergencies. CERT trainers use FEMA “Community Emergency Response Team” and “Multi-Hazard Program for Schools” lesson plan formats and customize the lessons to meet the need of Durham Public Schools. Classroom instruction includes tabletop hands-on activities and an application exercise.

Benefits of CERT Training

• Better prepared to deal with emergencies before emergency personnel arrive.
• Better informed about hazard that could pose a local threat.
• Skills learned help aid others.
• Understanding local emergency response procedures.
• Provides system-wide consistency when preparing for emergencies.

CERT training will include:

• Mitigation and Prevention
• Incident Command System
• Emergency Preparedness
• Fire Suppression and Hazardous Materials
• Utility Control

Recommended School CERT Members

• Administrative and Office Support Staff
• Teachers and Instructional Assistants
• School Nurses
• Campus Safety and Security
• Custodians and Child Nutrition Personnel
• Before/After School Staff
• School Counselors, Social Workers, and Psychologists
# Critical Incident Response Kit

## Recommended School Supplies

Instructions: Complete this form by filling in the person responsible for each item of the kit. In addition record the date the item was placed in the kit. *This checklist should be updated regularly. A CIR Kit should be secured in the Primary and Secondary Command Posts.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Person in Charge</th>
<th>Date placed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Plans with room numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerial Photos of the school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Plan with Routes and Assembly Areas</td>
<td></td>
<td></td>
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<tr>
<td>Procedures to cut off Utilities:</td>
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<tr>
<td>* Fire Alarm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Utilities (Gas/Water/Electricity/Air)</td>
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<td></td>
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<tr>
<td>* Sprinkler System</td>
<td></td>
<td></td>
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<tr>
<td>Student Emergency Contact Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master School Schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Day Roster – (updated daily)</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Faculty and Staff Roster/Emergency Contact Information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Release Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* External Emergency Phone Numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Internal Emergency Phone Numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* CERT Team and Crisis Recovery Team List</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Additional Contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional miscellaneous Items</td>
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</tr>
<tr>
<td>• Pens and Pencils</td>
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<td></td>
</tr>
<tr>
<td>• Notepads/Clipboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Duct Tape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Whistle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Small Radio (Extra Batteries)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Flashlights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Batteries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Name Tags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paper Towels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• One (1) Pair of Work Gloves/Latex/Vinyl</td>
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<td>School Year Book (Most Recent)</td>
<td>N/A</td>
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<tr>
<td>First Aid Kits (Mobile Kit for Each Zone)</td>
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<tr>
<td>1 Two Way Radio for Each Zone</td>
<td>N/A</td>
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<tr>
<td>Bull Horn (Back-Up Batteries)</td>
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<td></td>
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<tr>
<td>School Site Specific Form and Plans</td>
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<td></td>
</tr>
</tbody>
</table>
Emergency Radio Use

Each SLI office has been furnished with a Motorola Emergency Radio. This radio provides communication throughout the Campus in the event of an emergency. Upon receipt of emergency communication, each SLI on duty must immediately contact his or her designated supervisor and confirm that the message was received. During the school day, this radio should be left on and out of the charger.

Location: A radio is located in all SLI Offices and in the following offices and monitored during the regular business day.

- Chancellor’s
- Operational Services
- Maintenance Services
- Transportation Services
- Campus Safety & Security Department
- Human Resources

Programming:

- All of the five (5) channels on the radio have been programmed to the same frequency.
- Since the radio will be used only in the event of an emergency, certain features on the radio (i.e. scanning, telephone interconnect, etc.) have been disabled to simplify operation.
- The radio should be left on channel "1."
- In order to have the radio loud enough to be heard in the case of an announcement, the volume control should be set at approximately 2 o'clock on its volume dial.

How to Operate:

- To talk on the radio, hold the radio approximately 8” from your mouth and press the large "press-to-talk" button on the left side of the radio.
- When the red light appears on the top of the radio, you should then speak into the radio in a normal tone. (If you talk before the red light comes on, your message will not be transmitted.)
- When you finish talking, release the "press-to-talk" button.
Emergency Communication Procedures

Using the Emergency Paging/Intercom System

In the event of an emergency situation, a designated person will make an announcement similar to:

“Please stand by for an emergency communications. This is ____________________ of the office of Campus Safety and Security.”

The message to follow will be similar to the following examples:

1. “This is a test of the North Carolina School of Science and Mathematics emergency communication system. Repeat: This is a test. Please immediately follow our Emergency Broadcast Procedures.”

2. “The National Weather Service has issued a severe thunderstorm and tornado watch for this area until _______________________."

3. “The National weather service has issued a severe thunderstorm and tornado warning for this area until _____________________. Go immediately to your designated area of refuge. Chancellor or their designee is to take the emergency radios with them”

4. “The severe thunderstorm or tornado warning has been extended to ____________/cancelled.”
Buddy Teacher Guidelines

• Assign teachers in adjacent or nearby rooms as "buddies."

• Review evacuation routes

• After incident & classroom status check, buddy teachers check with each other to determine: each other's health status, need to assist with injuries, need to stay with injured students, etc. If possible, injured students should not be left alone. Remember: A teacher's responsibility is to all students, but in situations which threaten the lives of all, do the greatest good for the greatest number.

• If necessary, one buddy teacher will evacuate both classrooms. Students should exit without the teacher leading them. Teacher should stay back to check the classroom & close the door (do not lock). If both buddy teachers are available for evacuation, one leads and the other brings up the rear, checking briefly to make sure that both classrooms are empty and closing doors.

• Once in assembly area, buddy classrooms line up next to each other for student accounting. All teachers are to complete written Student Accounting Forms to be delivered to the Command Post. Assembly area buddy assignment may or may not be the same as classroom buddy.
Drill Schedule Recommendations

It shall be the duty of the Chancellor to conduct a fire drill during the first week after the opening of school and thereafter at least one fire drill each school month, in each building in the Chancellor's charge, where children are assembled. Fire drills shall include all pupils and school employees, and the use of various ways of egress to simulate evacuation of said buildings under various conditions, and such other regulations as shall be prescribed for fire safety by the Commissioner of Insurance. A copy of such regulations shall be kept posted on the bulletin board in each building.

A District Emergency Operations and Crisis Management Plan shall be developed, maintained, and implemented to identify potential hazards, mitigate contributing factors, and prepare our staff and students to respond quickly and responsibly to emergencies. The Board of Trustees recognizes that the safety of students and staff is best met by a plan that minimizes disruption to the education program, while at the same time provides necessary exercises and drills to train students and employees to respond to emergency situations.
### Emergency Preparedness Crisis Response Plan

**Chapter 2**

**Emergency and Non-Emergency Internal Telephone Numbers**

<table>
<thead>
<tr>
<th>Resources</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor's Office</td>
<td>416-2700</td>
</tr>
<tr>
<td>Public Affairs/Communications</td>
<td>416-2872</td>
</tr>
<tr>
<td>Campus Safety &amp; Security</td>
<td>416-2910</td>
</tr>
<tr>
<td>Technology Services</td>
<td>416-2856</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>416-2662</td>
</tr>
<tr>
<td>Operational Services</td>
<td>416-2667</td>
</tr>
<tr>
<td>Construction and Capital Planning</td>
<td>416-2667</td>
</tr>
<tr>
<td>Transportation</td>
<td>416-2910</td>
</tr>
<tr>
<td>Instructional Services</td>
<td>416-2876</td>
</tr>
<tr>
<td>Student Services</td>
<td>416-2800</td>
</tr>
<tr>
<td>Prevention-Intervention Programs</td>
<td>416-2830</td>
</tr>
</tbody>
</table>

**Emergency and Non-Emergency External Telephone Numbers**

<table>
<thead>
<tr>
<th>Resources</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMERGENCIES</strong></td>
<td></td>
</tr>
<tr>
<td>Durham County 911 Communications – Non-Emergency</td>
<td>560-4601</td>
</tr>
<tr>
<td>Police Department - Non Emergency</td>
<td>560-4602</td>
</tr>
<tr>
<td>Sheriff’s Department</td>
<td>Non-Emergency</td>
</tr>
<tr>
<td></td>
<td>Emergency</td>
</tr>
<tr>
<td>Fire Department - Non Emergency</td>
<td>560-4242</td>
</tr>
<tr>
<td>Durham Emergency Management Division/Fire Marshall's Ofc</td>
<td>560-0660</td>
</tr>
<tr>
<td>Durham County Health Department</td>
<td>560-7600</td>
</tr>
<tr>
<td>Child Protective Services (Department of Social Services)</td>
<td>560-8424</td>
</tr>
<tr>
<td>The Durham Center (Mental Health Services)</td>
<td>560-7100</td>
</tr>
<tr>
<td>Center for Disease Control and Prevention</td>
<td>1-800-311-3435</td>
</tr>
<tr>
<td>Carolina's Poison Control Center</td>
<td>1-800-848-6946</td>
</tr>
<tr>
<td>National Weather Service Information</td>
<td>(919) 515-8209</td>
</tr>
<tr>
<td>Duke University Medical Center (Emergency Department)</td>
<td>684-2413</td>
</tr>
<tr>
<td>Durham Regional Hospital (Emergency Department)</td>
<td>470-5345</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>489-6541</td>
</tr>
<tr>
<td>Duke Power Company (Electrical Power Outage Reporting)</td>
<td>1-800-769-3766</td>
</tr>
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</table>
## CRISIS TEAM FOR ACADEMIC YEAR 2017-2018

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Team</td>
<td>Todd Roberts</td>
</tr>
<tr>
<td>Assistant Chairs of Team</td>
<td>Terry Lynch</td>
</tr>
<tr>
<td></td>
<td>Katie O’Connor</td>
</tr>
<tr>
<td>Humanities Department Dean</td>
<td>Elizabeth Moose</td>
</tr>
<tr>
<td>Math Department Dean</td>
<td>Donita Robinson</td>
</tr>
<tr>
<td>Science Department Dean</td>
<td>Amy Sheck</td>
</tr>
<tr>
<td>Dean of Counseling Services</td>
<td>Lori Hackney</td>
</tr>
<tr>
<td></td>
<td><em>(Other Counselors included when necessary)</em></td>
</tr>
<tr>
<td>Director of Campus Resource Officers</td>
<td>Richard Hess</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Richard Alston</td>
</tr>
<tr>
<td>Director of Communications</td>
<td>Bryan Gilmore</td>
</tr>
<tr>
<td>Director of Residential Life &amp; Housing</td>
<td>Michael Newbauer</td>
</tr>
<tr>
<td>Director of Student Services</td>
<td>Jennifer Ashe</td>
</tr>
<tr>
<td>Clinic Representative</td>
<td>Dana Kim</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Jaime Kelsky</td>
</tr>
<tr>
<td>Vice Chancellor of Operations</td>
<td>Robert Allen</td>
</tr>
<tr>
<td>Director of Plant Facilities</td>
<td>Gary Covington</td>
</tr>
<tr>
<td>Food Service Director</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>Linsey Morrison</td>
</tr>
</tbody>
</table>
CRISIS TEAM CHAIRS

CALL

CRISIS TEAM MEMBERS

If CRISIS TEAM MEMBERS meet, they:

-- review information on hand
-- determine what information may be forthcoming
-- determine need to activate phone tree to announce all-staff meeting or to provide information
-- devise information statement for dissemination
-- determine if police and/or press should be contacted to take appropriate action
-- determine if SLIs need to call parents of students on their halls
-- determine any other action to be taken

If CRISIS TEAM MEMBERS call ALL-STAFF MEETING early in the morning:

Team Members provide staff with information verbally and/or via a written statement to be read aloud in each class.

COUNSELORS AND CLINIC STAFF
Are available to meet as needed with students
Emergency Evacuation Procedures

A. Evacuation Authority:

1. Chancellor Ext. 2700
2. Director of Plant Facilities Ext. 2669
3. Senior Vice Chancellor for Student Life Ext. 2801
4. Senior Vice Chancellor for Academic Ext. 2886
5. Senior Vice Chancellor for Operations Ext. 2659
6. Director of Residential Student Services Ext. 2805
7. Director of Residence Life & Housing Ext. 2847

If the decision is made for a partial evacuation, the affected students may be moved and housed in another residence hall or campus facility.

If the decision is made for a complete evacuation, all students will either walk or be transported to one of the following locations: Duke East Campus Gymnasium, Oval Park or Westover Park using all available school vehicles operated by NCSSM staff.

It shall be the responsibility of the On Site Command Post/Campus Resources department:

- To notify the Durham Police Department at 560-4582
- Notify EMS/Fire Department via 911
- Notify NCSSM Clinic
- To make available vehicle keys to drivers
- To remain behind at Command Center to meet and assist students that may have checked out prior to the emergency evacuation of campus.

B. Evacuation Plan

For coordination purposes, each floor shall have one Floor Captain and two assistant Captains who assume the duties in the absence of the Floor Captain. They will have the main responsibility for coordinating movement of employees and students on each of the respective floors.

Each Floor Captain shall designate stairway assistants to assure movement of employees and students to exit stairways. If an emergency is due to a fire, elevators should not be used.
Emergency Preparedness Crisis Response Plan  
Chapter 3  
Bomb Threats

Bomb threats can be: Written, email, verbal or call-in explosion threats or potential explosive devices discovered. (See Tracking Threatening Telephone Calls Procedure) **DO NOT USE RADIO/WALKIE TALKIE/CELL TELEPHONE/PAGERS. TRANSMISSIONS CAN SET OFF A BOMB. TURN OFF ALL ELECTRONIC TRANSMITTING DEVICES.** (See Bomb Threat Checklist)

The recipient of the call will immediately notify the Chancellor or his/her designee, but no one else. **DO NOT USE TWO WAY RADIOS.**

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
</table>
| • Call 911 or Campus Resources immediately.  
• Call Chancellor’s office at 416-2700.  
• Insure that bomb threat checklist is completed.  
• **Two way Radios are turned off.**  
• In consultation with Law enforcement, fire, or emergency management evaluate whether the bomb threat is credible and if building evacuation is needed. If evacuation is ordered:  
1. Evacuate students and staff to predetermined evacuation areas.  
2. Staff should complete a visual check of room/building as they leave. (ex. Report any unusual objects or activity and do not touch any suspicious items.)  
3. Wait for Law enforcement to begin search.  
4. In consultation with Law enforcement, return students to class only when it is deemed safe to do so  
5. Police reports are to be completed on all bomb threats.  
6. Debrief CERT Team. | • Stay Calm  
• Complete Bomb Threat Checklist if you’ve received the information via telephone, email, or other means.  
• If building evacuation occurs take Critical Incident Response Kit, Visitor and student logs, and emergency radio.  
• Await direction from Campus Resource/Administrator-in-Charge.  
• If evacuation occurs:  
1. Ask students to take personal belongings.  
2. Ask students to turn off cell phones.  
3. Take roll books to account for all students and continue to supervise your class.  
4. Perform quick sweep of classroom, halls used to evacuate and assembly area.  
5. Report any suspicious items or activity to your supervisor or CERT member.  
6. Remain away from buildings until an “All Clear” announcement is given.  
7. After Hours Staff Responsibilities  
8. Follow staff responsibilities.  
9. Call 911 and Campus Resources for assistance. |
Bomb Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the North Carolina School of Science and Mathematics. Checklist: (Complete all possible items immediately following the call.)

1. Time Call Received: ___________ 2. Time Call Terminated: ____________
3. Date: _______________ 4. Telephone Extension: __________________
5. Caller's Name and Address (if known): _______________________________________
6. Sex Male_____ Female_____  
7. Age: Adult _____ Child_____
8. Bomb Facts (Questions to Ask)
   a. When will it explode? _______________________________________________
   b. Where is the bomb right now? _______________________________________
   c. What kind of bomb is it? ___________________________________________
   d. What does it look like? _____________________________________________
   e. Why did you place the bomb? _______________________________________ 
   f. What is your name? _______________________________________________

1. Voice Characteristics: (circle all that apply)

<table>
<thead>
<tr>
<th><strong>Tone</strong></th>
<th><strong>Speech</strong></th>
<th><strong>Language</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud</td>
<td>Fast</td>
<td>Excellent</td>
</tr>
<tr>
<td>Soft</td>
<td>Slow</td>
<td>Good</td>
</tr>
<tr>
<td>High Pitch</td>
<td>Distorted</td>
<td>Fair</td>
</tr>
<tr>
<td>Low Pitch</td>
<td>Cursing</td>
<td>Raspy</td>
</tr>
<tr>
<td>Stutter</td>
<td>Slurred</td>
<td>Nasal</td>
</tr>
<tr>
<td>Lisp</td>
<td>Disguised</td>
<td>Foreign</td>
</tr>
</tbody>
</table>

2. Background Noise: (circle all that apply)

<table>
<thead>
<tr>
<th><strong>Music</strong></th>
<th><strong>Machines</strong></th>
<th><strong>Children</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traffic</strong></td>
<td><strong>Cell Phone</strong></td>
<td><strong>Typing</strong></td>
</tr>
<tr>
<td><strong>Voices</strong></td>
<td><strong>Quiet</strong></td>
<td><strong>Other</strong></td>
</tr>
</tbody>
</table>

3. Person Receiving Call: _____________________________________________

4. Work Station: ____________________________________________________
TELEPHONE THREAT ACTION PLAN

Upon receiving a telephone threat the following plan of action will be implemented.

1. Use telephone threat response form checklist (Attachment C)

2. Upon receipt of threat, the person receiving the call should make every attempt to:
   - Stay calm and indicate your desire to cooperate with the caller. DO NOT Antagonize or challenge the caller.
   - Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.
   - Determine the caller’s knowledge of the facility.
   - Identify background noises.
   - DON’T HANG UP THE PHONE!!! Use another phone to call for assistance.

3. The switchboard operator should immediately call the on-duty Campus Safety and Security Officer at 416-2711 or from another campus emergency call box phone 2711 and request contact via telephone. Campus Safety and Security personnel will call the operator for details concerning the threat. Campus Safety and Security will notify other school administrators, call 911, and assist the operator in completing the Telephone Threat Response Form (Appendix C).

4. When authorization is given to Campus Safety and Security personnel, they will begin immediate evacuation of the threatened area.

5. Designated personnel will proceed to the threatened area to give directions to responding emergency units.

6. Campus Safety and Security personnel complete evacuation of threatened area and assist emergency personnel with building search.

7. Affected area remains under control of emergency personnel until building search is completed and all clear signal is given by Campus Safety and Security Personnel or other authorized personnel.
Emergency Preparedness Crisis Response Plan
Chapter 4

Fire

IF THE FIRE ALARM ACTIVATES:

1. Evacuate the building in a quiet and orderly manner using the nearest safe exit. Exit plans are posted on the back of each classroom and residential door and in every hallway. Know where your exits are.

2. Close all windows and doors in your office if possible.

3. Proceed to your designated assembly point.

4. Instructors are responsible for the safe and orderly evacuation of all students in their classroom and should check their roll when they reach their assembly point.

5. Individuals with some type of disability should be assigned another person to help them evacuate the building.

6. Use STAIRS ONLY!! Never use the elevators in a building evacuation.

7. Once at your assembly point, stay there until the ALL CLEAR is given.

8. ALL FIRE ALARMS are to be considered real. You must evacuate the building when a fire alarm sounds.

YOUR ASSEMBLY POINT IS:
Notes and precautions: Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Only willing and trained personnel should use fire extinguishers. Never enter a smoke filled room. Never enter a room if the top half of the door is warm to the touch. ALL fires must be reported to the Fire Marshal's Office, 560-0660.

PASS Procedure

➢ Pull the pin.
➢ Aim extinguisher at base of fire.
➢ Squeeze the handle
➢ Sweep from side to side
### Security/Administrator Responsibilities

<table>
<thead>
<tr>
<th>Small Fires</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Employee reports a fire, described as small. Located in a segregated area.)</td>
<td>Small Fires odor or smoke is present in a single classroom or small area.</td>
</tr>
<tr>
<td>- Verify/assess size and location of fire.</td>
<td>- Report odors, smoke, or fire immediately to school administrator.</td>
</tr>
<tr>
<td>- Use fire extinguisher to put out fire using the pass procedure above.</td>
<td>- With a buddy, use the fire extinguisher to put out small fires using the PASS procedures if you are trained and willing.</td>
</tr>
<tr>
<td>- Notify the Campus Safety and Security Department to recharge the fire extinguisher where appropriate.</td>
<td>- If fire worsens pull fire alarm and evacuate students.</td>
</tr>
<tr>
<td>- Use fire extinguisher to put out fire using the pass procedure above.</td>
<td><strong>Large Fires</strong></td>
</tr>
<tr>
<td>- Notify the Campus Safety and Security Department to recharge/replace the fire extinguishers where appropriate.</td>
<td>- Report odors, smoke or fire immediately to school administrator.</td>
</tr>
</tbody>
</table>

### Teacher/Staff Responsibilities

<table>
<thead>
<tr>
<th>After Hours Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Evacuate the building by using the fire</td>
</tr>
<tr>
<td>- Call 911 gives the specific location.</td>
</tr>
<tr>
<td>- Assist in evacuating the building.</td>
</tr>
<tr>
<td>- Establish an external command post until command assumed by the fire department.</td>
</tr>
<tr>
<td>- Assist the fire department with locating the utilities.</td>
</tr>
<tr>
<td>- Ensure the building is evacuated.</td>
</tr>
<tr>
<td>- Signal an “All Clear” when appropriate.</td>
</tr>
</tbody>
</table>

**Large Fires**

- Students and staff are notified by the bell signal
- (Commonly known as the fire drill bell). The Chancellor calls for an evacuation during conditions in which interior of the school buildings may not be safe.
Emergency Preparedness Crisis Response Plan
Chapter 5

Unidentified Person on School Site

All school visitors are required to report to the Bryan SLI office, sign in, and show a picture I.D. Visitors are defined as any persons not officially housed at that facility. Once visitors sign in, they should receive a visitor’s badge. Before leaving the facility, the visitor must also sign out.

Unauthorized Visitors/Intruders
If a visitor has not signed in at the Bryan SLI office, then he or she becomes an unauthorized person on the school campus.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibility</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify the location of the person.</td>
<td>• Request that the person report to the office and sign in.</td>
</tr>
<tr>
<td>• Approach the person and determine the nature of their business within the building.</td>
<td>• If possible, accompany the person to the office.</td>
</tr>
<tr>
<td>• Request that the person accompany you to the Bryan SLI office and follow sign-in procedures. If the person is looking for a specific student, check I.D. and the student’s Data sheet file for court orders, e.g., personal protection orders to confirm permission to visit/pick up student.</td>
<td>• If suspicious, notify the Campus Safety and Security Department ASAP.</td>
</tr>
<tr>
<td>• If there is no acceptable reason to be in the building, ask the intruder to leave the building site.</td>
<td>After Hours Staff Responsibilities</td>
</tr>
<tr>
<td>• Call 911 or contact Campus Safety and Security Officer, if on campus, immediately. Be prepared to provide the person’s description.</td>
<td>• Call Campus Safety and Security Officer if you suspect a problem and request assistance. Be prepared to describe the situation, person’s description, and location.</td>
</tr>
<tr>
<td>• If appropriate, follow “Lock Down” procedures.</td>
<td>• Call your Supervisor and report the problem.</td>
</tr>
</tbody>
</table>
Weapons on School Property

Follow these procedures within the building whenever you know or suspect a student may have a weapon in his/her room, or anywhere else on school property.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assess and verify the information.</td>
<td>• Notify Campus Safety and</td>
</tr>
<tr>
<td>• Call 911 or contact the Campus Safety</td>
<td>Security and Administrator</td>
</tr>
<tr>
<td>and Security Officer if on campus,</td>
<td>ASAP if you see or suspect that</td>
</tr>
<tr>
<td>immediately. Be prepared to describe</td>
<td>a person has a weapon. Be</td>
</tr>
<tr>
<td>the situation and location.</td>
<td>prepared to describe the</td>
</tr>
<tr>
<td>• Call Chancellor’s office at 416-2700,</td>
<td>situation and location.</td>
</tr>
<tr>
<td>for a violent offense or possession of</td>
<td>• Do not attempt to approach or</td>
</tr>
<tr>
<td>firearms on campus.</td>
<td>confiscate the weapon.</td>
</tr>
<tr>
<td></td>
<td>• Maintain supervision of</td>
</tr>
<tr>
<td></td>
<td>students at all times and</td>
</tr>
<tr>
<td></td>
<td>maintain a visual of the</td>
</tr>
<tr>
<td></td>
<td>suspect as much as you can.</td>
</tr>
<tr>
<td></td>
<td>• If a weapon is found, isolate</td>
</tr>
<tr>
<td></td>
<td>the area and do not touch the</td>
</tr>
<tr>
<td></td>
<td>weapon. Law enforcement will</td>
</tr>
<tr>
<td></td>
<td>secure it for evidence. Follow</td>
</tr>
<tr>
<td></td>
<td>“Lock Down” procedures as</td>
</tr>
<tr>
<td></td>
<td>necessary. (See “Lock Down”</td>
</tr>
<tr>
<td></td>
<td>procedures)</td>
</tr>
</tbody>
</table>

After Hours Staff Responsibilities

• Identify the problem and the location.
• Call 911 and Campus Safety and Security Officer, await further direction.
• Call your supervisor.
## Hostile Intruder/Threatening Weapon Possession

Persons entering school, apprehending a school occupant, and/or threatening violence.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Verify/assess the situation.</td>
<td>• If a weapon has been seen or suspicious/violent behavior causes concern, contact the administrator’s office immediately and report your observations.</td>
</tr>
<tr>
<td>• Immediately announce “Lock Down” over the intercom.</td>
<td>• If a “Lock Down” is announced, do the following:</td>
</tr>
<tr>
<td>• Call 911 and Campus Safety and Security Officer. Be prepared to relay the following information:</td>
<td>1. Students report to nearest available classroom.</td>
</tr>
<tr>
<td>1. Where in the building is the event occurring?</td>
<td>2. Teachers immediately lock doors and windows, turn off lights.</td>
</tr>
<tr>
<td>2. How many are involved (perpetrators and hostages)?</td>
<td>3. Display Red or Green card to communicate with emergency responders.</td>
</tr>
<tr>
<td>3. What demands, if any have been made?</td>
<td>4. Keep all students and employees away from doors and windows. It is preferable to seat students against an interior wall.</td>
</tr>
<tr>
<td>• Call the Chancellor at 416-2700.</td>
<td>6. Await further instructions from the administrator.</td>
</tr>
<tr>
<td>• Obtain the Critical Incident Response Kit.</td>
<td>7. If directed to leave your classroom, take your class record book with you, if possible.</td>
</tr>
<tr>
<td>• Await arrival of the emergency responders and provide assistance as needed.</td>
<td>8. Do not attempt to contact the office unless you have pertinent information or require medical attention.</td>
</tr>
<tr>
<td>• Once incident is stabilized account for students and staff.</td>
<td></td>
</tr>
</tbody>
</table>
**If weapon is found...**

- **Isolate the area.** Do not touch the weapon. Law enforcement will secure the weapon for evidence.

**If person with weapon is visible...**

- Stay Calm and do not approach.

- Do not attempt to confiscate the weapon; communicate and cooperate with the subject.

- Stay calm! If a suspect threatens you with a weapon, follow the subject’s directions.

- Do not try to be a hero.
## Missing/Abducted Student

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Missing Student</strong></td>
<td><strong>Missing Student</strong></td>
</tr>
<tr>
<td>• Announce a “modified Lock Down” (see Hazard Specific Procedures.)</td>
<td>• Notify the Administrator-in Charge.</td>
</tr>
<tr>
<td>• Conduct an immediate search of the school/dorms/school grounds.</td>
<td>• Assist the Administrator with questioning friends/classmates.</td>
</tr>
<tr>
<td>• Call 911 and Campus Safety and Security Officer if student is not found during the initial search.</td>
<td>• Maintain control and accountability of the remaining students.</td>
</tr>
<tr>
<td>• Contact the custodial parent/guardian of the missing student.</td>
<td><strong>Abduction</strong></td>
</tr>
<tr>
<td>• Call Chancellor’s office at 416-2700.</td>
<td>• If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.</td>
</tr>
<tr>
<td><strong>Abductions</strong></td>
<td>• If abduction is witnessed by other students, detain the students for interviews with the Administrator/Law enforcement.</td>
</tr>
<tr>
<td>• Calls 911; and Campus Safety and Security Officer, provide suspect/vehicle information (ex. Physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen.)</td>
<td>• Do not place yourself or students in harm’s way.</td>
</tr>
<tr>
<td>• Call custodial parent/guardian of the abducted student.</td>
<td><strong>After Hours Staff Responsibilities</strong></td>
</tr>
<tr>
<td>• Call Chancellor’s office at 416-2700.</td>
<td>• Follow the Administrator’s responsibilities listed in the previous column.</td>
</tr>
<tr>
<td>• If abduction is witnessed by other students, detain the students for interviews with the Administrator/Law Enforcement.</td>
<td>• Call your Supervisor.</td>
</tr>
</tbody>
</table>
Death on School Site

If a student or employee dies on campus (e.g., natural causes, accidental, suicide or homicide), follow the directions below.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify the problem and the location. Assess scene safety. Secure and isolate the area.</td>
<td><strong>Staff's Responsibilities</strong></td>
</tr>
<tr>
<td>• Call Campus Safety and Security and 911.</td>
<td>• Identify the problem and the location. Secure and isolate the area.</td>
</tr>
<tr>
<td>• Call Chancellor’s office at 416-2700.</td>
<td>• Notify Campus Safety and Security and the Administrator-in-Charge ASAP.</td>
</tr>
<tr>
<td>• Assist Law enforcement with locating and identifying possible suspect(s) victim(s), as appropriate.</td>
<td>• Call Campus Resources and 911.</td>
</tr>
<tr>
<td>• Contact school counseling services.</td>
<td>• If possible, calmly remove the students from the area and assure that students are supervised.</td>
</tr>
<tr>
<td>• Provide student data sheet or employee emergency contact information to law enforcement/EMS.</td>
<td>• Wait for Law enforcement/EMS responders to arrive.</td>
</tr>
<tr>
<td></td>
<td>• Identify students in need of immediate support.</td>
</tr>
</tbody>
</table>

**After Hours Staff Responsibilities**

• Same as Staff's Responsibilities **except** do not notify the Administrator-in-Charge.

• Call the “On call” Supervisor ASAP.
Emergency Preparedness Crisis Response Plan
Chapter 6

Evacuation/Relocation

Safety Tips

1. Keep your head up. Avoid panic and confusion.
2. Know your emergency telephone numbers.
3. Campus Safety and Security 919-416-2711 from any campus phone.
4. Know the location of nearby fire extinguishers. Learn the proper way to use the extinguisher.
6. Follow all exit instructions. Complete all the duties assigned to you in case of an emergency.
7. Walk to your assigned exit. Maintain order and quiet. Take each drill seriously. It might be the real thing.
8. Go to your assigned Assembly Point. Do not wander off.
9. Do not reenter the building until the ALL CLEAR is given to you by Campus Resources.

Evacuation Procedures

An evacuation occurs during conditions in which the interior of the school building may not be safe. Conditions such as fire, interior gas leak, or bomb threat, may make it necessary to evacuate the building. The Chancellor generally orders evacuation procedures. Students and staff are notified by announcement over the intercom, or a bell signal (commonly described as a fire drill bell).

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Call Campus Safety and Security and 911.</td>
<td>• Follow the evacuation routes posted in the room unless otherwise advised.</td>
</tr>
<tr>
<td>• Instruct school staff to evacuate the building to predetermined locations as appropriate.</td>
<td>• Close your classroom doors when leaving the room.</td>
</tr>
<tr>
<td>• Call Chancellor’s office at 416-2700.</td>
<td>• Take your attendance rosters, if possible.</td>
</tr>
<tr>
<td>• Activate CERT Team as necessary.</td>
<td>• Assist with the building evacuation by checking bathrooms, etc.</td>
</tr>
<tr>
<td></td>
<td>• See the special needs students are physically assisted.</td>
</tr>
<tr>
<td></td>
<td>• Check class attendance once you’ve exited the building.</td>
</tr>
<tr>
<td></td>
<td>• Report missing student(s) ASAP to the Administrator/Desigenee.</td>
</tr>
<tr>
<td></td>
<td>• Remain with class and wait further instructions from the Administrator-in Charge.</td>
</tr>
</tbody>
</table>
Emergency Evacuation Procedures (Continued)

**Alarm System**

A campus wide fire alarm system serves to notify building occupants when a fire alarm has been activated in their area. This system consists of a pulsating alarm and a flashing strobe light. When a fire alarm activates, all persons in the area should follow proper evacuation technique.

The notification for emergencies other than fire will be made through the use of The NCSSM emergency Notification Paging /Intercom system. For the purpose of severe weather, a siren type device with a message will be used.

Voice notification and e-mail notification will continue to be used as a backup to this system.

All fire alarms will be pulled under the direction of Campus Safety and Security.

Due to possible power outage, it may be necessary to notify students by going building to building, room to room knocking on doors. This will be accomplished by any means available.

**Emergency Evacuation**

1. Establish Command Post with Alternates

2. Floor Captains will insure evacuations of assigned areas. (See Plan)

3. Staff, students and visitors should NOT try to retrieve personal effects.

4. **IMPORTANT** Do not use elevators. Elevators can be a death trap in an emergency situation.

5. Do not run or panic. Walk in a steady, deliberate pace. Panic can result in many injuries by itself. Always be careful going down stairs.

6. In the event of smoke, stay as low as possible while moving toward an exit.

7. These guidelines may not provide all the answers in any given situation and are not a substitute for common sense and good judgment.
Evacuation to Assembly Points

1. When staff and students are ordered to evacuate the buildings, they should exit the building and assemble at the designated Assembly Points.

2. At the assembly point, during school hours (8:00 AM to 5:00 PM) the Site coordinator, with the assistance from Staff members, will take attendance of students and staff and turn in to the Command Post. In case the campus has to be evacuated immediately, a head count of students and staff will be conducted and turned in to the Command Post.

   After school hours, the Site Coordinators will be the on duty SLI’s and any available staff will assist. The SLI’s will take attendance of student and staff and turn in to the Command Post. If the campus has to be evacuated immediately, a head count of students and staff will be conducted and turned in to the Command Post.

   • On Duty Bryan SLI will report to Assembly Point - # 1
   • On Duty Hill SLI will report to Assembly Point - #2
   • On Duty Hunt SLI will report to Assembly Point - # 3
   • On Duty Royall Center SLI will report to Assembly Point - # 4

   If vehicles are needed for transporting students and staff, drivers will be picked from the assembly points and meet in the parking lot for assignments.

3. At the signal of the Command Post, each Assembly Point will begin its evacuation on foot to a secure location. (Duke Campus East Gymnasium, unless informed otherwise) (See Attachment) If there are students with special needs or injured, busses will pick them up on the way to the Gym. If necessary, Durham EMS will be notified to respond to NCSSM to transport these students from here.

   • Oval Park will be the Primary short term evacuation point (See attached map)
   • Westover Park at the dead end of Maryland Ave. will be the alternate short term evacuation location. (See Attached map)

   If Oval Park is used as a short term evacuation point, the following procedures will be followed:

   a. At the signal from the Command Post, All Assembly Points will begin their evacuation to Oval Park.

   b. Assembly Point #1 will walk down Club Blvd. using the sidewalk to Oval Park.

   c. Assembly Point #2 will walk down Woodrow Ave. to Oval Park.

   d. Assembly Point #3 will begin its evacuation as soon as Assembly Point #2 leaves, following the same route as Assembly Point #2.
e. Assembly Point #4 will begin its evacuation as soon as Assembly Point #1 leaves, following the same route that Assembly Point #1.

f. Members of the evacuation site Command Post will leave campus as soon as the decision to evacuate has been made by the senior member of the Command Post.

At the evacuation site, students will be placed in lines according to their Halls and Dorms. (Approximately 23 rows)

A final attendance will be taken at this time and turned in to the evacuation site Command Post.

4. Durham Police Department will be called by the Command Post to assist with escorting students to Evacuation destinations.

5. Once at (or designated area) a final attendance count of students and staff will be conducted by the Site Coordinator and/or designated staff member. This final attendance will then be given to the evacuation Command Post.

6. In the event that in unavailable, the 1st alternate site will be Oval Park. After initial head count/attendance, students will be escorted to Oval Park by the Site Coordinators.

7. The NCSSM Director of Residential Life and Student Housing will contact the managerial staff of the food service provider to bring food to the evacuation site to feed the students if necessary.

8. At the completion of the evacuation, the crisis team will assemble at a designated Command Post to further evaluate the situation. If the evacuation period is of short duration, plans to feed and supervise affected students for the short term will be made. If the evacuation period is substantial, plans will be made to feed and supervise effected students until parents can pick up their children.
## ASSEMBLY POINT COORDINATORS

<table>
<thead>
<tr>
<th>Assembly Point 1</th>
<th>Assembly Point 2</th>
<th>Assembly Point 3</th>
<th>Assembly Point 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coordinator:</strong></td>
<td><strong>Coordinator:</strong></td>
<td><strong>Coordinator:</strong></td>
<td><strong>Coordinator:</strong></td>
</tr>
<tr>
<td>Alexandra Jackson</td>
<td>Thomas Michell</td>
<td>Paul Menchini</td>
<td>Kathy Mueller</td>
</tr>
<tr>
<td>Will serve as Coordinator of the ETC, Cafeteria, Bryan Residence/Security/ITS</td>
<td>Will serve as Coordinator of Boiler House, PEC, Maintenance, Art, Hill Dorm and Bryan Academics</td>
<td>Will serve as Coordinator of the Cottage, Royall Center And Hunt Dorm</td>
<td>Will serve as Coordinator of Watts Hall, Reynolds and Beall</td>
</tr>
<tr>
<td><strong>Assistant Coordinators:</strong></td>
<td><strong>Assistant Coordinators:</strong></td>
<td><strong>Assistant Coordinators:</strong></td>
<td><strong>Assistant Coordinators:</strong></td>
</tr>
</tbody>
</table>
## COMMAND POST

### Location: Watts Circle

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Roberts</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Rick Hess</td>
<td>Director of Campus Resource Officers</td>
</tr>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Jennifer Ashe</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Accountability</td>
<td></td>
</tr>
<tr>
<td>Angela Teachey</td>
<td>Director of Academic Programs</td>
</tr>
<tr>
<td>Accountability</td>
<td></td>
</tr>
<tr>
<td>Rick Hess</td>
<td>Director of Campus Resources</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td><strong>OFF SITE COMMAND POST</strong></td>
<td>(To be established at evacuation site)</td>
</tr>
<tr>
<td>Terry Lynch</td>
<td>Senior Vice Chancellor for Student Life</td>
</tr>
<tr>
<td>Head of Evacuation Site Command Post</td>
<td></td>
</tr>
<tr>
<td>Terry Lynch</td>
<td>Senior Vice Chancellor for Student Life</td>
</tr>
<tr>
<td>Accountability</td>
<td></td>
</tr>
<tr>
<td>Katie O'Connor</td>
<td>Senior Vice Chancellor for Academic Programs</td>
</tr>
<tr>
<td>Communication with Parents</td>
<td></td>
</tr>
<tr>
<td>Mike Newbauer</td>
<td>Director of Residential Life &amp; Housing</td>
</tr>
<tr>
<td>Accountability</td>
<td></td>
</tr>
<tr>
<td>Bryan Gilmore</td>
<td>Director of Communications</td>
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<td>Communications</td>
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</tr>
<tr>
<td>Food Services</td>
<td>Food Service Director</td>
</tr>
<tr>
<td>Dana Kim</td>
<td>Clinic Representative</td>
</tr>
<tr>
<td>Medical Services</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Lockdown Procedure

If an emergency situation occurring in the vicinity of NCSSM threatens student safety, the school may be placed under "lockdown." During a lockdown, all school doors and windows are locked and all students and staff remain in their classrooms, rooms, or offices and stay put until directed otherwise by Campus Safety and Security Officer, Administrator or SLI. No one is permitted to leave and no one, including parents, will be allowed on campus.

Although such measures may seem extreme, they have proven effective in ensuring student safety. In fact, in an emergency, school is one of the safest places your child can be. Whenever a threat arises, schools are the focus of heightened attention from school police and local authorities.

1.) **Lockdown with warning.** The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.

2.) **Lockdown with intruder** – The threat/ intruder is inside of the building.

**Lockdown with Warning Procedures**
- Campus Safety and Security/Administrator/SLI will order and announce “lockdown” (read scripted message) Repeat announcement **three** times. Be direct. Code words lead to confusion.
- Bring students/staff inside.
- Lock Bryan front door.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement. Move on announcement only.
- Campus Safety and Security/Administrator/SLI will announce “ALL CLEAR.”

**Lockdown with Intruder Procedures (these actions happen rapidly)**
- Campus Safety and Security/Administrator will order and announce “lockdown with intruder” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secure space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Campus Safety and Security/Administrator/SLI will announce “ALL CLEAR.”

A. Teachers/Staff are to do the following:

1. Lock your door.
2. Tell the students that we have an emergency and you don’t know what it is.
3. Get the students to go to an area of the room that is away from the door and away from the windows.
4. Have students stay there until an announcement is made. Members of the Campus Resource/SLI teams will come to your room and update you.
NOTE
If circumstances warrant, students will be evacuated from the school property by school vehicles to be picked up by parents at an off-campus location. Campus security will prohibit anyone except emergency vehicles from entering the campus during such an emergency.

Parents are requested not to call or come to the school campus during an evacuation or other emergency.

Driving to the school, will cause traffic congestion that could potentially interfere with the arrival of emergency vehicles should they be needed. Parent phone calls, likewise, will tie-up phone lines at a crucial time.
Threats or Acts of Violence

Any time a staff member or student witnesses an act of violence or threat of violence at NCSSM the Durham Police Department and the NCSSM Campus Safety and Security Department should be notified immediately. The emergency number for the Durham Police Department is 911. Campus Safety and Security Officers can be picking up any campus emergency call boxes or by dialing 416-2711 from all other phones, upon receiving any such notification the Campus Safety and Security Department will respond with a predetermined plan of action to minimize or eliminate the threat as quickly as possible.

The Campus Safety and Security Department and the Durham Police Department have worked together in developing a critical incident plan for this purpose. If you are a witness to such an act do not attempt to intervene. Notify the proper authorities as outlined above and maintain a safe distance.

When notified of any act or threat of violence

The Campus Safety and Security Department will notify 911 immediately and will then respond to the scene and determine the level of threat. If the person or persons posing the threat is unarmed the Campus Safety and Security Officers will call 911 and request assistance while approaching the individual with caution. If possible the individual will be escorted to an area of safety and will remain there until police arrive. If not cooperative the individual will be subdued with the least amount of force necessary to prevent injury to others and held until the local police department arrives. All attempts will be made to reach a nonviolent outcome but physical force will be used if necessary.

If the individual posing the threat possesses a deadly weapon.

- Campus Safety and Security will call 911 asking for police and medical assistance.
- All persons will be evacuated from the threatened area.
- All buildings not involved will be locked down to prevent access to these areas of campus.
- All staff and students should follow instructions as given.
- If unable to evacuate stay behind a locked door, hide under desk or in a closet.
Bus Accidents

In the event of an accident:

1. Campus Safety and Security will notify the school, Operational Services, and Risk Management Services.

2. In the event students are injured, requiring transportation to a medical facility, Campus Safety and Security will confirm with the school the destination of those transported.

3. Campus Safety and Security will investigate the accident and complete reports as required by the state Attorney General's office, pay all claims. Campus Safety and Security will supply claim forms to claimants and will collect and send the forms to the proper persons for determination of payment.

4. In the event that an accident requires a vehicle to be towed and/or injuries require transportation to a hospital, the Campus Safety and Security Division will arrange a drug test for the school bus driver.
TRANSPORTATION ACCIDENT

Activity Vehicle, including State van, State car or private car when used on State Business

Notify Law Enforcement Personnel and NCSSM’s Campus Safety and Security Department at 919-416-2711.

Location

Activity Vehicle Number________ Estimated Number of Students on Vehicle________

Injuries

Campus Security will notify:

__________ Director of Campus Safety and Security
__________ Senior Vice President of Student Life
__________ President
__________ Director of Student Services

Residential Life personnel will proceed immediately to scene of accident and evaluate the need for another bus and investigate accident.

Senior Vice President of Student Life will arrange to have an administrator or other appropriate personnel at the school until the activity bus has completed its route to:

- Respond to parent inquiries
- Provide assistance at hospital if needed.
- Provide assistance as needed for another activity vehicle.
- Provide on the scene assistance in student identification.

It is required that the Medical Release Form be in the possession of the NCSSM personnel responsible for transporting NCSSM students.

At no time should non NCSSM students be transported in NCSSM vehicles.
ACCIDENT WITH INJURIES

In the event of an injury to any person on the site of NCSSM, the immediate concern is to aid the injured person. Proceed according to this plan:

Notify Safety and Security, Director of Physical Plant, President, Senior Vice President of Academic Programs, Senior Vice President of Student Life, Senior Vice President of Operations, Director of Residential Student Services and Director of Residential Life.

Number Injured: ______________ Location: _______________________

Type of Accident: ____________________________________________

If injury is suspected of requiring immediate medical attention, call 911 and provide the following information.

Number Injured: ______________ Location: _______________________

Type of Accident: ____________________________________________

Post an adult outside the school to meet and direct emergency personnel.

Campus Safety and Security will notify a qualified first aid person in the building.

Campus Safety and Security will locate the Medical Emergency Information form and Contact form on file in the Campus Safety and Security office, if a staff member is injured. If injured individual is a student, locate the medical release form in the Student Life office. This form is required before a student may receive outside medical treatment.

The first aid person will provide first aid until the arrival of EMS personnel.

Determine and record cause of accident on appropriate accident report form available from the Campus Resource office.
Emergency Preparedness Crisis Response Plan
Chapter 7

Weather

Tornado Watch
Conditions are favorable for a tornado or severe weather. Make staff aware, and take precautionary action.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Administration is advised of tornado Watch via &quot;All Hazards&quot; NOAA weather radio.</td>
<td><strong>Staff’s Responsibilities</strong></td>
</tr>
<tr>
<td>• Alert school staff of the tornado watch.</td>
<td>• Tornado watch is announced.</td>
</tr>
<tr>
<td>• Students/staff engaged in outdoor activities will be directed to come inside.</td>
<td>• Stay calm.</td>
</tr>
<tr>
<td>• Students may not be permitted to leave the school for field trips other events during a tornado watch.</td>
<td>• Account for all students and keep class roll book ready.</td>
</tr>
<tr>
<td></td>
<td>• Class proceeds as normal unless announced otherwise.</td>
</tr>
<tr>
<td></td>
<td>• Save active documents on computer.</td>
</tr>
<tr>
<td></td>
<td><strong>After Hours Staff Responsibilities</strong></td>
</tr>
<tr>
<td></td>
<td>• Monitor developing weather conditions.</td>
</tr>
<tr>
<td></td>
<td>• Contact Campus Safety and Security and the Administrator-in-Charge for direction; assist students/staff to proceed to the tornado safe areas.</td>
</tr>
<tr>
<td></td>
<td>• If there is a medical emergency call 911.</td>
</tr>
<tr>
<td></td>
<td>• If damage has occurred to the building, evacuate the affected area/campus.</td>
</tr>
</tbody>
</table>
# Tornado Warning

**Tornado has been sited; take shelter immediately.**

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Administration is advised of a Tornado Warning via weather radio, Emergency Radio, or another public broadcasting system.</td>
<td>• Make decision to suspend classroom activities using the 30/30 Rule or follow direction given by school administrator.</td>
</tr>
<tr>
<td>• Classes report to designated tornado safe areas.</td>
<td>• Take class inside and account for students.</td>
</tr>
<tr>
<td>• Security monitors the situation on the NOAA weather emergency radio as appropriate.</td>
<td>• Inform school administrator that you have suspended class activities due to lightning.</td>
</tr>
<tr>
<td>• Activate CERT Team.</td>
<td>• Wait for an “All Clear” from the administrator before resuming outdoor activities.</td>
</tr>
<tr>
<td>• When a tornado warning is issued, students should proceed to a designated location against an interior wall, lowest level of the building, away from doors and windows, assume kneeling position, head down, and hand covering head.</td>
<td>• Students in unsafe locations at the time of a tornado drill or warning go to a pre-designated location when directed by a teacher.</td>
</tr>
<tr>
<td>• Students should not be permitted to leave the school for field trips or other events during a warning.</td>
<td>• Students should not be permitted to leave the school for field trips or other events during a warning.</td>
</tr>
<tr>
<td>• Maintain contact with student body and staff.</td>
<td>• Maintain contact with student body and staff.</td>
</tr>
<tr>
<td>• Use PA system or bull horn for crowd control, as necessary.</td>
<td>• Use PA system or bull horn for crowd control, as necessary.</td>
</tr>
<tr>
<td>• Give the all clear signal as appropriate.</td>
<td>• Give the all clear signal as appropriate.</td>
</tr>
</tbody>
</table>
Lighting Safety

Lighting safety is random and unpredictable. Preparedness and quick responses are the best defenses towards the lightning hazard. The National Lightning Safety Institute and National Weather Association recommend using the “30/30 Rule.”

*The 30/30 Rule says to shut down when lighting is six miles away. Use a “flash to bang” (lightning to thunder) count of five seconds equal one mile. (10=2 miles; 20=4 miles; 30=6 miles).*

“If you can see it, flee it; if you can hear it, clear it.”

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
</table>
| - Make a decision to suspend activities and notify staff using the 30/30 Rule. Notify staff via PA system, radio, or other means to move students indoors. Unsafe places are near metal or water; under trees; on hills; and near electrical/electronic equipment.  
- Reassess the hazard. It’s usually safe after no thunder and no lightning have been observed for 30 minutes. Be conservative here.  
- Inform staff to resume activities. | - Follow administrator’s instructions or use 30/30 Rule to suspend activity. 30/30 Rule says to shut down when lightning is six miles away, using a “flash to bang” (lightning to thunder) count of one second equals one mile (10=2 miles; 20=4 miles; 30=6 miles).  
- Take class inside and account for students.  
- Inform school administration that you have suspended class activities due to lightning.  
- Wait for an All Clear before resuming outdoor activities. |

**After Hours Staff Responsibilities**

- Obtain a weather report each day before a practice or event. Designate a person to monitor weather radio or other weather broadcast if threatening weather is possible.  
- Determine who makes the decision to remove a team of individuals from an athletic site or event. Include planned instructions for participants and spectators as well.

<table>
<thead>
<tr>
<th>Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
</table>
| - Be aware or National Weather Service issued (NWS) thunderstorm “watches” and “warnings” as well as the storms nearby  
- Make decision to suspend outdoor activities using the 30/30 Rule.  
- Know where the closest “safe structure or location” is to the field or playing area, and know how long it takes to get to the structure or location. Avoid using shower facilities or plumbing facilities. In the absence of a sturdy frequently inhabited building, any vehicle with a hard metal roof (not convertible) and rolled up windows can provide a measure of safety. |
Building Shelters

1. Shelter Inside

<table>
<thead>
<tr>
<th>Building</th>
<th>Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Center</td>
<td>Ground floor near the cafeteria</td>
</tr>
<tr>
<td>Beall Residence Hall</td>
<td>Beall ground floor hallway</td>
</tr>
<tr>
<td>Reynolds Complex</td>
<td>Reynolds ground floor hallway</td>
</tr>
<tr>
<td>Watts Hall</td>
<td>Watts ground north/south hallway</td>
</tr>
<tr>
<td>Hill House</td>
<td>Hill ground floor east/west hallway</td>
</tr>
<tr>
<td>Hunt Hall</td>
<td>Hunt ground floor</td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>Interior Hallway</td>
</tr>
<tr>
<td>PEC Center</td>
<td>Training Room/Locker Rooms</td>
</tr>
<tr>
<td>Cottage</td>
<td>Interior Hallway</td>
</tr>
<tr>
<td>ETC</td>
<td>Student Center ground floor</td>
</tr>
<tr>
<td>Royall Outreach Center</td>
<td>Ground floor of building</td>
</tr>
<tr>
<td>Boiler Plant</td>
<td>Ground floor of building</td>
</tr>
</tbody>
</table>

2. Shelter Outside

Should other danger cause the immediate evacuation of the buildings, the effected persons should quickly leave the building using the nearest exit. Upon leaving the building, persons should remain at least 200 feet or further if advised away from the building. Do not attempt to reenter the building until the ALL CLEAR is given.

3. Knowledge of Physical building layout

In order for an evacuation plan or drill to be effective, all staff and students should be familiar with the physical layout of the building. Individuals should be familiar with the following building characteristics.

A. Stairway locations
B. Stairway Exits
C. Emergency Evacuation Routes
D. Location of fire extinguishers
E. Alarm system
Emergency Preparedness Crisis Response Plan
Chapter 8

Health and Environment Hazards

Medical Emergency

In the event of a medical emergency, the school administration is responsible for coordinating the provision of emergency medical assistance and/or first aid care given if a student or employee is injured. It is most important to keep accurate records of care given to students and employees. Make sure that you have telephone numbers for the school nurse and nurse supervisor.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>Minor Problem</strong></td>
<td></td>
</tr>
<tr>
<td>- Verify/assess the situation</td>
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</tr>
<tr>
<td>- Consult with School Nurse and/or Fist Aid/CPR trained staff.</td>
<td>- Notify administration of medical problem as appropriate.</td>
</tr>
<tr>
<td>- Provide treatment for minor problem.</td>
<td>- Administration notifies 911 and parent(s).</td>
</tr>
<tr>
<td>- Notify parent(s).</td>
<td>- Notify School Nurse and/or trained employee to help stabilize student/employee.</td>
</tr>
<tr>
<td>- Ask teachers to monitor child.</td>
<td>- Document the incident and record first aid care given.</td>
</tr>
<tr>
<td>- Complete a Student Accident/Injured student Form to appropriate departments.</td>
<td>- Monitor child.</td>
</tr>
<tr>
<td>- If injury or illness worsens, refer to instructions for major medical problems to the right.</td>
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</tbody>
</table>

**Major Problem**

- Verify/assess situation.
- Call 911 as appropriate.
- Notify the parent/guardian.
- Call Chancellor's Office at 416-2700. Secure and isolate the area.
- Have staff trained in First Aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Provide the police/EMS with student’s data sheet.
- Isolate and secure the area as appropriate.
- Direct any unaffected persons to a safer and secured area.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Notify the Administrator ASAP. Advise them of the number of injured/sick and of the situation. Give the location.
- Wait with injured/sick student(s) until medical responders arrive.

<table>
<thead>
<tr>
<th>Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Accompany or designate staff to accompany student/staff to the hospital until the parent/guardian can respond.</td>
<td>- After Hours Staff’s Responsibilities</td>
</tr>
<tr>
<td>- Complete a Student Accident/Injury Form and send completed form to the proper Department.</td>
<td>- Same as administrator's responsibilities (major problem).</td>
</tr>
<tr>
<td></td>
<td>- Call supervisor instead of Chancellor’s office.</td>
</tr>
</tbody>
</table>
Communicable Diseases or Conditions

In order to prevent the spread of communicable disease and conditions universal health and safety precautions shall be followed by all NCSSM employees. Examples of “reportable” communicable disease are the following: Cholera, Diphtheria, Measles, Mumps, and Tetanus. Follow the following steps if you are concerned that a student or employee suffers from a reportable communicable disease condition.

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact the Durham County Health Department’s Communicable Disease Nurse, 560-3700, report a communicable disease or condition. Be prepared to share pertinent information (ex. Symptoms, date reported, affected staff/students).</td>
<td>• Remind students to follow universal health and safety precautions (ex. Washing hands, covering mouth and nose when coughing, sneezing).</td>
</tr>
<tr>
<td>• Contact NCSSM Health Services at 4162892.</td>
<td>• Report communicable disease and condition to school administrator.</td>
</tr>
<tr>
<td>• Call Chancellor’s office at 416-2700 if condition/disease is confirmed.</td>
<td>• Follow directions given by school administrator.</td>
</tr>
</tbody>
</table>
## Threat of Suicide

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
<th>Counselor/Social Worker/School Psychologist’s Responsibilities</th>
</tr>
</thead>
</table>
| • Identify problem and evaluate situation.  
• Notify your school counselor.  
• Call 911 or on-campus law enforcement to report incident as appropriate.  
• If 911 is called notify Chancellor @ 4162700 | • Take threat seriously, from student or indirectly from a student’s peer.  
• Notify Chancellor or Counselor’s office as soon as possible. (DO NOT leave voice mail; make a personal contact.)  
• Take with student and reassure him/her that you are concerned for his/her welfare.  
• If a student has a weapon:  
• Speak calmly to the individual and to the students.  
• Do not approach.  
• In a calm manner, ask student for the permission to evacuate the rest of the class. Isolate the student from peers if possible.  
• Do not leave student alone without adult supervision.  
• Treat all information as confidential. | • Notify and inform parent/guardian to come to the school.  
• Provide parents with information concerning available community counseling resources.  
• Notify a SIT trained member to assist with intervention.  
• Interview student that considered suicide and other students that have witnessed or have knowledge of potential threat.  
• Complete suicide emergency intervention form. |

- [ ]
## Suicide Attempt

### Security/Administrator Responsibilities

- Call 911 to report incident.
- Notify Chancellor’s office at 416-2700.
- Contact school counselor.
- Secure student emergency information and notify parent.

**If parent/guardian is uncooperative, call law enforcement.**

- Chancellor and crisis management team determine next steps. Contact Student Services at 560-2032 to request additional assistance as needed.
- Assign an individual to meet and escort the emergency medical responders/police to the scene.
- Notify staff, as appropriate, and initiate counseling services for staff and student.
- Treat all information as confidential.

### Teacher/Staff Responsibilities

**Teacher/Staff’s Responsibilities**

- Remain calm.
- Try to calm students and others.
- Notify the Chancellor as soon as possible and request support.
- Do not leave student alone with a weapon.
- Escort the student to the counseling office.
- Talk with the student reassuring him/her you are concerned for their welfare.

**If the student has a weapon.**

- Speak calmly to the individual and to the students.
- Do not approach.
- Do not attempt to confiscate the weapon.
- In a calm manner, ask student for the permission to evacuate the rest of the class.
- Identify students in need of counseling.
- Complete necessary discipline/incident report.
- Treat all information as confidential.

### Counselor’s Responsibilities:

- Talk with student immediately if conscious, as appropriate.
- Gather information regarding the method to be used.
- Provide support services for staff and student.
- Have parent or guardian pick up child from school as appropriate.
- Treat all information as confidential.

### Administrator Responsibilities

- Refer to Crisis Intervention Procedures to assist with planning.
- Assist with school staff debriefing.
- Work with Chancellor and Public Affairs to develop message for parents.
Hazard Specific Procedures

Shelter-in-Place
- Hear “Shelter-in-Place” announcement over intercom.
- Close and lock classroom doors and windows.
- Turn off pilot lights, air conditioners, and exhaust fans.
- Electricity will be left on.
- Tape around doors, windows, and vents and place a wet towel at bottom of door.
- Close drapes or blinds and stay away from the window.
- Take attendance.
- No one leaves the classroom.
- Wait for further instructions.

Lock Down Procedures
- Hear “Lock Down” announcement over the intercom.
- Students report to nearest available classroom. Lock doors, turn off lights, and lock windows.
- Display Red or Green cards to communicate with emergency responders.
- Keep students quiet.
- Move all students/employees away from doors and windows. Hands protecting head as appropriate.
- Take class attendance.

Modified Lock Down Procedures
- Hear “Modified Lock Down” announcement over the intercom.
- Teacher takes attendance of students in class and notes those students that may have been sent on errands or other activities. Teachers are prepared to report this information as requested.
- Students are asked to report to assigned classrooms immediately.
- Outdoor classes and activities are brought indoors.
- Classroom doors and windows are locked.
- Hallways are clear.
- Instruction continues indoors.
- Bathroom breaks are monitored as appropriate.
- Modified Lock Down is over when an administrator announces “All Clear.”

Duck, Cover, and Hold
When the ground begins shaking, a sudden loud explosion is heard/felt or a drill for duck, covers, and hold begins, everyone—students, staff, and all other present—take the following protective actions:

Indoors:
- Duck: Take cover under a nearby desk or table, positioning as much of the body as possible under cover.
- Cover eyes by leaning the face against the arm.
- Hold on to the table legs or side of the desk.
- Remain in position until the ground stops shaking, objects stop falling or the administrator announces “All Clear.”

Outdoors:
Duck, cover, and hold: Move away from buildings, power lines, block walls, and other items which might fall. Take the “drop” position or sit down.
Hazardous Materials

In the event of a hazardous materials incident, the first few moments are critical. It is essential that all students and employees are “sheltered-in-place” if the problem is outside the building (e.g., roadway chemical spill) or you may need to evacuate the building if the problem is indoors (e.g., visible smoke, unusual odor, indoor chemical spill).

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Shelter-in-Place</strong></td>
<td><strong>Shelter-in-Place</strong></td>
</tr>
<tr>
<td>1. Determine conditions outside of building are unsafe.</td>
<td>1. Hear Shelter-in-Place announcement over intercom.</td>
</tr>
<tr>
<td>2. Call 911.</td>
<td>2. Close and lock classroom doors, drapes or blinds, and close and lock windows.</td>
</tr>
<tr>
<td>3. Inform staff that we are “Sheltering-in Place.”</td>
<td>3. Turn off pilot lights, air conditioners, and exhaust fans in your classroom.</td>
</tr>
<tr>
<td>4. Call the Chancellor’s Office, 416-2700</td>
<td>5. Electricity will be left on.</td>
</tr>
<tr>
<td>5. Activate CERT team to help respond.</td>
<td>6. Tape around exterior doors and windows and place a wet towel at bottom of door.</td>
</tr>
<tr>
<td>6. All air conditions/air intakes are shut off, windows and doors secured as appropriate.</td>
<td>7. Take attendance; no one leaves the classroom.</td>
</tr>
<tr>
<td>7. Teachers relocate students to safe areas in school as necessary and take roll.</td>
<td>8. Wait for further instructions.</td>
</tr>
<tr>
<td>8. Provide First Aid Assistance as needed.</td>
<td></td>
</tr>
<tr>
<td>9. Standby for other instructions from the Chancellor’s Office or Emergency Management.</td>
<td></td>
</tr>
</tbody>
</table>

**Facility Evacuation**

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility Evacuation</strong></td>
<td><strong>Facility Evacuation:</strong></td>
</tr>
<tr>
<td>1. Determine that a building is unsafe and evacuation is necessary.</td>
<td>1. Follow the evacuation routes posted in the room unless otherwise advised.</td>
</tr>
<tr>
<td>2. Announce a building evacuation.</td>
<td>2. Close your classroom doors when leaving the room.</td>
</tr>
<tr>
<td>3. Call 911.</td>
<td>3. Take your attendance rosters, if possible.</td>
</tr>
<tr>
<td>4. Call Chancellor’s Office at 416-2700</td>
<td>5. Assist with the building evacuation by checking bathrooms, etc.</td>
</tr>
<tr>
<td>5. Activate CERT team to help respond.</td>
<td>6. See the special needs students are physically assisted.</td>
</tr>
</tbody>
</table>

**Administrator Responsibilities**

<table>
<thead>
<tr>
<th>Security/Administrator Responsibilities</th>
<th>Teacher/Staff Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrator Responsibilities</strong></td>
<td><strong>Teacher/Staff Responsibilities</strong></td>
</tr>
<tr>
<td>1. Evacuate students and staff from campus to designated areas.</td>
<td>1. Remain with classes and await further instructions from the Administrator in-Charge.</td>
</tr>
<tr>
<td>2. Teachers take roll books to account for all students. Teachers remain with students to maintain control of class.</td>
<td></td>
</tr>
<tr>
<td>3. Take Critical Incident Response Kit and visitors/students sign out sheets with you as you evacuate.</td>
<td></td>
</tr>
<tr>
<td>4. Standby for other instructions from Chancellor’s Office/Emergency Management/Fire Department.</td>
<td></td>
</tr>
</tbody>
</table>
Biological/Chemical and Civil Disorder Response

School’s Notification and Response

If you believe that an individual(s) or school facility has been exposed to a biological or chemical agent, or if you perceive that a threat of any type may occur, please contact the following offices immediately:

Chancellor’s Office @ 416-2700
Campus Safety and Security @ 416-2711

Background

As a result of the horrific events our nation witnessed on September 11, 2001 and the Presidential Decision Directive 39 (PDD-39) there continues to be collaboration between local, state, and federal emergency agencies in providing infrastructure and strategic planning that will aid in immediate and appropriate response to such events. These ongoing efforts by several agencies including the private sector are needed to identify responsibilities, duties, and procedures for planning, responding to, and mitigating multiple types of incidents.

The Presidential Decisions Directive 39 define policies regarding the federal response to threats or acts of terrorism involving nuclear, biological, and/or chemical materials, and or weapons of mass destruction (NBC/WMD). PDD-39 directs departments and agencies to perform specific duties and responsibilities that may affect readiness and performance under the Federal Response Plan.

Based on the PDD-39 and other Federal Response Plans, the State of North Carolina has established and geographically assigned Regional Response Teams. North Carolina Regional Response Team Four ensure that the response and planning process involves ongoing intelligence and information dissemination between the Federal Bureau of ongoing intelligence and information dissemination between the Federal Bureau of Investigation (FBI) and local law enforcement agencies. Both the city and county governments have adopted an Emergency Operations Plan that facilitates responses to biological and chemical terrorism or civil disorder. This is a comprehensive plan providing detailed procedures and guidelines for local responding agencies in dealing with the consequences of such incidents involving threats or acts of biological and with the consequences of such incidents involving threats or acts of biological and chemical terrorism. Part of this overall plan involves Durham Emergency Management, Health Department, Emergency Medical Services, Police Department, Sheriff’s Office, Fire Department, and similar agencies from Durham city and county governments.

Definitions

Terrorism is defined by the FBI as “unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

Bioterrorism is an act of environmental contamination. A contamination of food, water, air, or surface that presents an imminent threat to the public’s health.
## Air Quality Ozone Guide

The North Carolina Department of Environment and Natural Resources (NCDENR), Air Quality Division, has developed the Air Quality Ozone Guide below that describes air quality, weather conditions, recommended actions and the health effects as it relates to the Ozone. Ozone is primarily a problem during the summer months, when heat and sunlight are more intense. In most areas of North Carolina, ozone levels peak in the afternoon, when temperatures are higher, and then drop at night. Ozone is unhealthy to breathe, particularly among sensitive groups: children, people with asthma and other respiratory ailments, and anyone who works or exercises vigorously outdoors. Symptoms of ozone exposure can include coughing, throat irritation, chest pain, rapid and shallow breathing, and asthma attacks.

<table>
<thead>
<tr>
<th>Air Quality</th>
<th>Weather Conditions</th>
<th>Recommended Actions</th>
<th>Health Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Good</strong>&lt;br&gt;AQI: 0-50 (Green)</td>
<td>• Windy conditions&lt;br&gt;• Significant cloud cover&lt;br&gt;• Heavy or steady precipitation</td>
<td>• Keep cars and boats tuned up&lt;br&gt;• Use environmentally safe paints and cleaning products&lt;br&gt;• Conserve electricity-set A/C to highest comfortable level</td>
<td>• No health effects are expected.</td>
</tr>
<tr>
<td><strong>Moderate</strong>&lt;br&gt;AQI: 51-100 (Yellow)</td>
<td>• Temperatures in the upper 70’s to lower 80’s&lt;br&gt;• Light to moderate winds&lt;br&gt;• Partly cloudy or mostly sunny skies&lt;br&gt;• Chance of rain or afternoon thunderstorms</td>
<td>• Limit daytime driving&lt;br&gt;• Limit vehicle idling&lt;br&gt;• Refuel vehicles after dusk&lt;br&gt;• Don’t “top off” your gas tank&lt;br&gt;• Avoid congested periods&lt;br&gt;• Use water-based paints&lt;br&gt;• Use transit or car pool&lt;br&gt;• Bike or walk for short trips&lt;br&gt;• Use newest/best maintained car&lt;br&gt;• Combine trips and share rides</td>
<td>• Unusually sensitive people should consider limiting prolonged outdoor exertion.</td>
</tr>
<tr>
<td><strong>Unhealthy for Sensitive Groups</strong>&lt;br&gt;AQI: 101-150 (Orange)</td>
<td>• Temperatures in the 80’s and 90’s&lt;br&gt;• Light winds&lt;br&gt;• Mostly sunny skies&lt;br&gt;• Slight chance of afternoon thunderstorms</td>
<td></td>
<td>• Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.</td>
</tr>
<tr>
<td><strong>Unhealthy</strong>&lt;br&gt;AQI: 151-200 (Red)</td>
<td>• Hot, hazy, and humid&lt;br&gt;• Stagnant air&lt;br&gt;• Sunny skies&lt;br&gt;• Little chance of precipitation</td>
<td>• Limit daytime driving&lt;br&gt;• Limit vehicle idling&lt;br&gt;• Refuel vehicles after dusk&lt;br&gt;• Don’t “top off” your gas tank&lt;br&gt;• Avoid congested periods&lt;br&gt;• Use water-based paints&lt;br&gt;• Use transit or car pool&lt;br&gt;• Bike or walk for short trips&lt;br&gt;• Use newest/best maintained car&lt;br&gt;• Combine trips and share rides</td>
<td>• Active children and adults, and people with respiratory disease such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should avoid prolonged outdoor exertion.</td>
</tr>
<tr>
<td><strong>Very Unhealthy</strong>&lt;br&gt;AQI: 201-300 (Purple)</td>
<td>• Hot and very hazy&lt;br&gt;• Extremely stagnant air</td>
<td>• Postpone using gasoline mowers&lt;br&gt;• Barbecue without start fluid</td>
<td>• Active children and adults, and people with respiratory disease such as asthma, should avoid all outdoor exertion; everyone else, especially children, should avoid prolonged exposure.</td>
</tr>
</tbody>
</table>
Emergency Preparedness Crisis Response Plan
Chapter 9

Appendix

Debriefing Outline

Suggestions for Debriefing during and After a Crisis

1. De-briefing during and after a crisis event gives the school administrator an opportunity to process experiences. The purpose is not so much to interrogate as it is in a military sense, but to be able to vent feelings, gather information, bolster morale, prevent burnout, and foster teamwork.

2. Set a short debriefing session at the end of each day and again when the crisis seems to be resolved. Invite the Environmental Health and Safety representative and Executive Director for Intervention Planning to attend the final debriefing. A crisis situation is most intense soon after the event or when people first learn about it.

3. Give each participant an opportunity to describe the activities of the day. What was the role of each in containing and resolving the crisis?

4. Allow stories to be told of personal tragedy and grief. Repeating the stories helps crisis workers deal with the trauma. Remember, the CERT team members will also be impacted by what is seen, heard, and felt.

5. Explore what team members need from each other to make their jobs go more smoothly.

6. Review what went particularly well. Compliment, support, and praise. Crisis work is a strain on the team members. People will be tired. Acknowledge their efforts, and thank them.

7. Decide where the problem areas were and how they can be corrected now or avoided in the future. Team members’ responsibilities may be changed or the emergency plan itself revised, based on this new information.

8. Provide the follow-up services for those affected the most. Traumatic experiences can result in post-traumatic stress or having a continuing influence on a child’s vulnerability to psychological problems.
Homeland Security Advisory System

The Homeland Security Advisory System has been developed to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated “Threat Conditions” that would increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert.

The Homeland Security Advisory System shall be binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. There are five Threat conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

- **Low = Green**;
- **Guarded = Blue**;
- **Elevated = Yellow**;
- **High = Orange**;
- **Severe = Red**.

The higher the Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.

At the elevated risk level, significant security measures will remain in place at all federal agencies. Examples of these include:

- A focus on critical facilities and vulnerabilities, with security and surveillance tailored to meet specific intelligence reports and security needs.
- Continued increased surveillance.
- Random inspections of passenger vehicles entering parking lots and restricted parking as necessary.
- Continued coordination of emergency plans with state and federal jurisdictions and private sector partners.
- One hundred percent identification check of personnel entering facilities.
- Screening procedures remain in place for incoming office mail and other deliverables.
The following five Threat Conditions and the associated suggested Protective Measures have been established by the HSAS:

**Low Conditions**

*Green*

*Low risk of terrorist attacks.* Federal department and agencies should consider the following measures in addition to the agency-specific Protection Measure they develop and implement:

- Refining and exercising preplanned Protective Measures;
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities and regulated sectors for vulnerabilities and taking measures to reduce them.

Members of the public can:

- Develop a household disaster plan and assemble supply kit.

**Guarded Condition**

*Blue*

*General risk of terrorist attacks.* In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command location;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Update their disaster supply kit.
- Review their household disaster plan.
- Hold a household meeting to discuss what members would do and how they would communicate in the event of an incident.
- Develop a more detailed household communication plan.
- Apartment residents should discuss with building managers steps to be taken during an emergency.
- People with special needs should discuss their emergency plans with friends, family or employers.
Elevated Condition
Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing as appropriate, contingency and emergency response plans.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Be observant of any suspicious activity and report it to authorities.
- Contact neighbors to discuss their plans and needs.
- Check with school officials to determine their plans for an emergency and procedures to reunite children with parents and caregivers,
- Update the household communication plan.

High Condition
Orange

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce;
- Restricting access to essential personnel only.

Members of the public, in addition to the actions taken for the previous threat conditions, can:

- Avoid high profile or symbolic locations.
- Exercise caution when traveling.
Severe Condition
Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams
- Monitoring, redirecting, or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.

Members of the public, in addition to the actions taken for the previous threat conditions can:

- Avoid public gathering places such as sports arenas, holiday gatherings, or other high risk locations.
- Follow official instructions about restrictions to normal activities.
- Contact employer to determine status of work.
- Listen to the radio and TV for possible advisories or warning.
- Prepare to take protective actions, such as sheltering-in-place or evacuation, if instructed to do so by public officials.
Resource Materials

The following resources and publications were used to reference procedures and compile emergency preparedness information.

**Resources**
Community Emergency Response Team Program and Multi-Hazard Program for Schools
Emmetsburg, Maryland 21727-8995
(301) 447-1000
[www.fema.com](http://www.fema.com)

Division of Crime Control and Public Safety
Division of Emergency Management
4713 Mail Service Center
Raleigh, NC 27699-4713
(919) 733-3867
[www.ncem.org](http://www.ncem.org)

**Durham County Agencies**

Emergency Management
Police Department
Office of the Sheriff

**Publications**

Critical Incident Response Kit: Recommendations for keeping Schools Safe
Developed by: State Bureau of Investigation
Department of Crime Control and Public Safety
Department of Juvenile Justice and Delinquency Prevention.
Department of Public Instruction.

Making Schools Safe for Students
Creating a Proactive School Safety Plan
Author: Peter D. Blauvelt