

# Palmetto Excel



# Safety and Emergency Plan

## Table of Contents

<b><i>THE EXCEL CENTER EMERGENCY RESPONSE PROCEDURE</i></b> .....	<b>3</b>
<i>Staff Responsibility Guidelines</i> .....	3
<b>SCHOOL EMERGENCY ADMINISTRATORS</b> .....	4
<b><i>FIRE PROCEDURES</i></b> .....	<b>5</b>
<b><i>DISASTER AFTERMATH: FIRE/ENVIRONMENTAL PROCEDURE</i></b> .....	<b>6</b>
<b><i>EARTHQUAKE PROCEDURE AND DISASTER AFTERMATH</i></b> .....	<b>7</b>
<b><i>LOCKOUT OR EXTERNAL ONLY LOCKDOWN</i></b> .....	<b>8</b>
<b><i>LOCK DOWN PROCEDURES</i></b> .....	<b>9</b>
<b><i>LOCKDOWN EVACUATION PROCEDURE</i></b> .....	<b>10</b>
<b><i>ACTIVE SHOOTER RESPONSE</i></b> .....	<b>11</b>
<b><i>HOSTAGE SITUATION</i></b> .....	<b>12</b>
<b><i>BOMB THREAT</i></b> .....	<b>13</b>
<b><i>FIRST AID PROCEDURE</i></b> .....	<b>14</b>
<b><i>POWER OUTAGE PROCEDURE</i></b> .....	<b>16</b>
<b><i>EVACUATION OF HANDICAPPED EMPLOYEES PROCEDURE</i></b> .....	<b>16</b>
<b><i>EMPLOYEE INJURIES &amp; LIABILITY INCIDENTS</i></b> .....	<b>16</b>
<b><i>LIABILITY &amp; PROPERTY INCIDENTS</i></b> .....	<b>17</b>

May want to include Hurricane Procedures

# THE EXCEL CENTER EMERGENCY RESPONSE PROCEDURE

## *Staff Responsibility Guidelines*

**Introduction** - In general, the first obligation of all staff is the safety of our students; therefore, these guidelines are meant to provide suggestions for "how to proceed" before and/or during very difficult emergency circumstances that demand a high degree of attention to safety. During a disaster, crisis, or other emergency, it is possible that circumstances will dictate additional, different, or unforeseen responsibilities for school staff. Given these circumstances, staff should take whatever action is necessary to meet our first obligation.

The dedicated and professional behaviors of all staff in the Excel Center are the bedrock of these guidelines. This professionalism is deeply appreciated. Should any of the circumstances described in this Emergency Folder arise, our professionalism will allow us to provide what is best for our students despite difficult and trying developments.

## **BUILDING ADMINISTRATION**

### **1. Planning In Advance**

- Establish an **emergency evacuation site & backup** outside the building where students/staff can gather during evacuations. Staff and students should meet in the fourth row of the parking lot, from the perspective of facing Rivers Ave, between the 2<sup>nd</sup> and 4<sup>th</sup> light posts. If this location is unavailable, students and staff will meet at the rear side of the parking lot in front of buildings 420 and 410.
- Ensure that all staff is briefed about emergencies/disasters/drills at the start of each new school year; review the specific emergency guidelines for both the school and the district.
- Ensure that all staff understands their responsibilities during any Emergency; special attention should be given to the administrative team, support staff, facilities staff, and Trident Technical College (TTC) security.
- Set up a "check out" system and designated location for students in the AFTERMATH of any disaster.
- Be sure that proper supplies/safety equipment is available in the aftermath of any emergency; set up a "First Aid Station."
- Establish a room or location where media representatives are to be placed in the event of an emergency and establish a building "rep" who maintains this space when needed.
- Work closely with the designated **safety representative, TTC Public Safety, and fire monitoring service** to carry out various drills and to make plans for drills and emergencies. Please remember that during practice for a LOCKDOWN or Safety Drill, it is **vital** that the appropriate school administrator and/or designee is called to inform them that a practice lockdown or drill is being conducted. Drills will be performed at least twice a year and documented in the Vector system for records retention.

### **2. During A Disaster/Emergency:**

- Implement the emergency guidelines for the specific disaster or emergency that arises.
- Maintain consistent communication links within the school and with outside agencies and personnel.
- Call the TTC Public Safety Department
- Call the school director and/or designee-**\*\*PLEASE NOTE** - You **must** talk to a person at Palmetto

Excel. **Do not** leave a voicemail message. Call the Chief of Missions (CMOs) or the Palmetto Goodwill Director of Safety if you cannot talk directly to someone in the office.

- Oversee evacuation (if necessary) and ensure that injured students/staff are being treated.
- Oversee the emergency evacuation site (if evacuation occurs)
- Cooperate with and assist TTC police and emergency personnel.
- Provide information to the Palmetto Goodwill Director of Safety and the Director of Marketing ASAP. The Director of Marketing representative will be the spokesperson in charge of dealing with the media.

## **SCHOOL EMERGENCY ADMINISTRATORS**

The Manager of Office Administration (MOA) will maintain contact with the building(s) affected by the emergency. When notified of an emergency, the administrator or designee will, as a first priority, ensure that **Public Safety Department (843-574-6911)** and police/emergency agencies have been notified. Then the Director or designee will alert:

- **Chief of Missions Officer 843-901-2121 (will notify CEO)**
- **Chief of Public Safety 843-574-6051**
- **Palmetto Goodwill Director of Safety, 843-805-2624**
- **Director of Marketing 843-377-2845**

The Director of Marketing, Matt Spath, will help school staff work through the incident with the media.

- If an evacuation is ordered, **key personnel and security** will report to the “designated evacuation or sheltered area” to help assist with the arrival of students from the building affected by the emergency. TTC Police officers will be posted at each evacuation/sheltered area to assist with communication via two-way radios.
- Personnel (along with **TTC Police**) will assist in every way possible during all emergencies.

In emergencies involving individual students or team members, the **Registrar** will contact team member’s or student’s emergency contact.

# FIRE PROCEDURES

## *Fire Drills*

*All staff members must bring their attendance books and slips with them.*

## **Evacuation**

**Office Spaces and Rooms 147-148:** Exit using Emergency Exit between Coaches offices and Room 148

**Rooms 144-145:** Exit to the left through exit door between Rooms 145 and 148

**Rooms 124, 126, 127:** Leave to the left. Take a left at the end of the hallway between Rooms 127 and 143.

- Proceed to the parking lot at the front entrance (facing Rivers Ave) of Building 200 and meet in the fourth row between the 2<sup>nd</sup> and 4<sup>th</sup> lamp posts.
- Staff members should record attendance. Attendance should be reported to the Manager of Office Administration (MOA) to ensure all students and staff are accounted for and

## DISASTER AFTERMATH: FIRE/ENVIRONMENTAL PROCEDURE

- A) Move all students to the designated [emergency evacuation point](#)\*. If this location has been rendered unusable, go to a gathering place designated by authorities.
- B) Report all injuries once your class reaches the emergency evacuation point. Keep your class together in the emergency evacuation point.
- C) Keep track of your students.
- List students who are injured.
  - List students who are removed from your group for treatment of injuries.
  - **Once you have reported your attendance, students may be dismissed to leave.**
- D) If evacuation from the emergency evacuation point is to occur:
- Await evacuation instructions by school administrators and/or local authorities.
  - Let students know that evacuation is planned, and provide them with specific instructions (i.e., where, when how this will occur).
  - Do everything you can to calm and reassure students.
- E) At the Evacuation Site:
- Follow instructions.
  - Stay with your class.
  - Continue to keep track of your students.
- F) At the Evacuation Site: Once a staff member has reported his/her attendance list to the director or Instructional Teacher, students may then be dismissed.
- G) Await further instructions and information with your class at the evacuation site.

# EARTHQUAKE PROCEDURE AND DISASTER AFTERMATH

***NO ALARM WILL SOUND; earthquakes are signaled by low, loud rumbling.***

## **A. EARTHQUAKE**

- Tell your students, “Earthquake, take cover.”
- Everyone should calmly yet quickly sit under the nearest desk or table.
- Once the ground and building stops shaking, use the fire drill procedure and exit route.
- Take your class *and guests* to the school’s designated [emergency evacuation site\\*](#).
- Follow “Earthquake Aftermath” guidelines.

\*During a drill, any student in a commons area needs to proceed to the closest exit. Students in the bathrooms, study areas, or resource rooms should go to the commons for instructions.

## **B. EVACUATION ROUTE (FOLLOW FIRE DRILL PROCEDURE once shaking has stopped)**

- 1) GO TO THE DESIGNATED [EMERGENCY EVACUATION SITE\\*](#)
- 2) **IF INJURY OCCURS AND THE PERSON CANNOT BE MOVED**, alert the office. Stay with the injured person, but get a colleague from a nearby room to take your class with his/her class to the [emergency evacuation site](#).
- 3) BE ALERT TO OBSTACLES and Safety Hazards. Following the precise Fire Evacuation Route may not be possible because of damage to the building. Use an alternate route where necessary. Be alert for electrical shorts, damaged or fallen structures, and damaged walking surfaces along any path of travel.
- 4) AT THE DESIGNATED [EMERGENCY EVACUATION SITE](#)
  - Take attendance; keep your class with you.
  - Report injuries to administrators or rescue authorities.
  - Reassure students that the evacuation site has been selected as the best place for them in the circumstances.
- 5) BE ON ALERT FOR POSSIBLE AFTER-SHOCKS.
- 6) KEEP A LIST of students who must leave your group for ANY reason.
- 7) AWAIT INSTRUCTIONS.

## **LOCKOUT OR EXTERNAL ONLY LOCKDOWN**

Lockout is a procedure that prevents unauthorized persons from entering the school and is commonly used when the threat is general, or the incident is occurring off the school property. This procedure allows school activities to continue as usual during the outside disruption.

### **LIMITED MOVEMENT DURING THIS TIME**

**Step 1:** Listen for an announcement from an administrator: **“We are on lockout.”**

**Step 2:** Instruct your students to stay in the classroom. Students are allowed to use the restroom or obtain food at the instructor's discretion. If a student is to leave class, they must be accompanied by a staff member.

**Step 3:** Students will remain in the classroom until the “all clear” has been signaled by the school Director.

**All clear typically is received by local police.**



## LOCK DOWN PROCEDURES

### ABSOLUTELY NO MOVEMENT DURING THIS TIME

- A. Listen for announcement through the TTC phone system.
- B. Immediately instruct your students to sit against the wall shared by the door.
- C. Lock your door. Pay attention to student activity. **NO ONE SHOULD LEAVE THE ROOM FOR ANY REASON.**
- D. Report your attendance to the Instructional Lead by group text.
- E. Follow the directions of the Excel Center director and security team, particularly when moving students from one room to another.
- F. Resume normal activity when the “all clear” has been signaled by the school director.

# LOCKDOWN EVACUATION PROCEDURE

## *DURING SOME LOCK DOWNS, AN EVACUATION MAY BE NECESSARY*

**A) A CODE WORD or BUILDING SIGNAL** is given to begin LOCKDOWN. (Building signal is: “Code Red”

**B)** An administrator and/or TTC law enforcement official will come to your class to initiate the evacuation.

*(Note: The administrator and/or law enforcement official will provide specific instructions to conduct the evacuation. Follow all these instructions carefully. Assist the official with communications with your class and with ensuring that students understand the instructions that are given.)*

**C)** Take your attendance sheet. When you arrive at the post-evacuation assembly point, keep your class together. Post-evacuation assembly points will be the fourth row of the parking lot facing Rivers Ave between the 2<sup>nd</sup> and 4<sup>th</sup> lamp posts.

**D)** Report attendance to MOA to ensure all students and team members are accounted for.

**E)** Further instructions will be given as soon as possible. Wait and reassure students. REMEMBER that police officials are dealing with a very volatile situation and may have to ask questions or, in some cases, double-check to ensure that no perpetrator is within your group masquerading as a student/teacher in order to escape.

**F)** If evacuation occurs, students will walk to the Evacuation Site with their school unless otherwise instructed.

**G)** DO NOT DISMISS ANY STUDENTS UNTIL THE OFFICIAL WORD IS GIVEN TO DO SO.

# ACTIVE SHOOTER RESPONSE

A. **Background:** The Excel Center believes that the best defense against threats to the safety of students, staff and the building is the relationships among all the stakeholders of the school community.

## B. Responding to Crisis:

### 1. Guns/Weapons Procedure:

- Inform the building Director or nearest member of the admin team ANY TIME you hear that a gun or weapon may be present in school. Anyone can call 911, however, they are required to inform school administration immediately.
- Take all talk of guns or the impending use of guns in school or school events seriously and report it to the administration.

### 2. If a gun is suspected in the classroom:

- Do not leave the room.
- Call for administration to come to your room.
- Confidentially tell the colleague you suspect a student has a gun/weapon in class. Give the name/seat location of the student who is suspected.
- Continue class and the lesson. The administration will call the TTC Public Safety and Palmetto Goodwill Chief of Missions Officer and Director of Safety, Facilities, and Loss Prevention. The administration will initiate the Lockout Procedure until the investigation of the suspected student and classroom and any other relevant areas of the school are complete.

### 3. If a gun is pulled or displayed:

- If a student/intruder pulls a gun in class, DO NOT try to disarm the individual.
- Remain calm. Tell the rest of the class to remain seated and to stay calm.
- STAY AWAY from the student with the gun. Talk to the student in as controlled a manner as possible.
- Ask the student to put the gun down and move away from it.
- Attempt to notify the administration using the radio so the police can be called.
- Use the run/hide/fight philosophy to make the best decision possible for the other students' safety and your safety.

### 4. If a gun is on a student in the hall:

- IF you see a gun on a student in the hall, follow the student. Do not let the student out of your sight.
- IF the gun is in a locker, backpack, or purse, do not leave that locker or personal belongings.
- Contact an administrator or a school security officer or ask a colleague to make this contact for you. If no colleagues are around, ask the nearest student to find an adult and bring them to you immediately.
- Wait for assistance. DO NOT LEAVE THE STUDENT.

## HOSTAGE SITUATION

*A hostage situation may involve one person holding a student, teacher, or class hostage, or more than one person holding the whole school hostage. It is assumed that the person(s) is armed and dangerous.*

### A. If You OBSERVE A Hostage Crisis Under Way

- DO NOT intervene.
- Quietly remove yourself from the setting.
- Alert school administrators immediately.
- If you do not have a class or other obligations with students, remain out of sight but stay in proximity of the hostage area so you can prevent others from wandering into the situation.
- When the LOCKDOWN signal is given, remove yourself from the area and participate in the LOCKDOWN.

### B. If a Hostage Situation Occurs in Your Classroom or Supervision Area

- Remain Calm. Avoid quick movements.
- FOLLOW THE INSTRUCTIONS OF THE HOSTAGE TAKER.
- Tell your students to follow these instructions.
- **DO NOT** try to disarm the hostage taker.
- **DO NOT** bargain or negotiate with the hostage taker.
- If you need to speak to the hostage taker, ask permission.
- Face the hostage taker when speaking. Do not crowd his/her space. Be respectful. **NEVER** criticize the hostage taker. **DO NOT** argue.
- Make mental lists of:
  - The students absent from class that day.
  - A chronology of what happens during the crisis.
- Police negotiators will make contact! **TRUST THEM COMPLETELY** and follow their instructions to the letter!
- **STAY ALERT**. Attempt to evacuate students/escape **ONLY** if the hostage taker falls asleep.

### C. SCHOOL ACTIONS

- Conduct an immediate LOCKDOWN.
- Contact CMO & Palmetto Goodwill Director of Safety, TTC Public Safety department who will contact additional law enforcement authorities.
- Have available for law enforcement:
  - Evacuation plan
  - Building keys
  - Access to school communication devices (i.e., intercoms, walkie-talkies, phones, etc.)

## BOMB THREAT

- A) A staff member who answers a school phone call where the caller threatens that a bomb is in the building should listen carefully for all the following:
1. Caller's voice - get impressions on:
    - a. age
    - b. sex
    - c. accent – local, foreign, drawl
    - d. familiar voice
  2. any background noises.
  3. WRITE down exactly what is said.
  4. Don't interrupt the caller; keep on the line as long as possible.
  5. If possible, ask questions (try to be conversational).
    - a. When is the bomb set to explode?
    - b. What does the bomb look like?
    - c. Where is the location of the bomb?
    - d. Why was the bomb placed?
    - e. Who placed the bomb?
    - f. How do you know about the bomb?
  6. Send word via landline or person-to-person building Principal regarding the threat as soon as the call is received.
- B) The Building Director notifies the **Chief of Missions Officer 843-901-2121**
- C) The director will announce the building signal verbally upon assessment of the threat.
- D) At this point, commence the fire drill procedure.
- E) After the signal, students will now exit the building with staff.
- F) Once the phone call ends, the building director or administration designee will begin a preliminary search and contact **TTC Public Safety (843-574-6911)** and/or law enforcement authorities for help.
- G) **DO NOT** pull the fire alarm since the electronics of this system MAY set off an explosive device.
- H) **DO NOT** use any radios during the search. Please make sure radios and cell phones are TURNED OFF.
- I) The Director will determine the appropriate next steps in consultation with police officials.
- J) The CMO, along with the Director of Marketing, will field questions from the media.
- K) **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORIZED. AVOID THE USE OF CELL PHONES OR PORTABLE COMMUNICATION DEVICES**

# FIRST AID PROCEDURE

For medical emergencies, Palmetto Excel will utilize the closest professional medical facilities. When a life-threatening emergency occurs, school staff may call 911 for assistance. It is important to immediately have someone contact **TTC Public Safety (843-574-6911)** and the school administrator for support and to keep them in the communication loop. To be proactive, all staff members have been trained in basic first aid/CPR and will assist as needed. The school has been provided with a first aid kit (containing more than the required ANSI standard items and a blood-borne pathogen kit,) and the equipment will be centrally located to promote easy access by all. When a student feels ill and needs to lie down, the Manager of Office Administration will be on campus to aid the student.

## **I. General Health Services**

- To adequately and appropriately offer health services (including first aid and emergency care) to Palmetto Excel students, Excel Center team members will be trained in CPR and First Aid.
- No employee, volunteer, or member of Palmetto Excel is permitted to prescribe or recommend any medication, drugs, or any substance of a medical nature to any student of Palmetto Excel.
- Palmetto Excel staff cannot dispense over-the-counter medications such as Tylenol, Advil, aspirin, cough drops, or cough syrup.
- Palmetto Excel staff will cooperate with family members and doctors concerning medications and treatments for students.
- Family members should notify the school if their student has special medical needs. A medical release form may be issued to acquire any additional information about the students' general medical condition.

## **II. Administration of Medication**

- Students are allowed to self-administer medication while at the Excel Center as long as they are at least 21 years of age.

## **III. Illness at School**

- If a student becomes ill while at school, the Manager of Office Administration will be on site to assist the student.

- If a student needs to leave school because of an illness, he/she must check out with a staff member.

#### **IV. Student Injuries**

- If a student is injured during school time, he/she must report the injury to the nearest staff member or the nearest school official. An accident report will be made in the Vector system and automatic email notifications made to those that have responsibility for the Excel Center. Notify the Palmetto Goodwill **Director of Safety at (843-805-2624)** and CMO immediately following care being given to treat the injury. The responsible Staff member will complete the appropriate incident Gopak and forward to Palmetto Goodwill Safety within 24 hours.

#### **V. Emergency Care**

- Each student shall have a completed emergency contact form on file with their assigned coach.

## POWER OUTAGE PROCEDURE

- A) Tell everyone to remain calm.
- B) The MOA will contact the TTC facilities manager as needed to resolve power outage concerns.
- C) The Chief Operating Officer or his/her designee will determine if the facility should be closed after consulting with the respective school directors.
- D) The Chief Operating Officer or his/her designee will also need to contact the IT department and Loss Prevention department as needed.

## EVACUATION OF HANDICAPPED EMPLOYEES' PROCEDURE

- A) Employees should tell their supervisor about disabilities that may require special accommodations when carrying out emergency evacuation plans.
- B) The supervisor is responsible for working with the employee and the Safety Department to develop accommodations that will allow the employee to evacuate safely.
- C) For instance, co-workers or TTC Safety Department personnel may be assigned to assist employees in wheelchairs.

## EMPLOYEE INJURIES & LIABILITY INCIDENTS

Emergency medical treatment or first aid may be required during or after an emergency. Staff trained to provide first aid must remember the following while awaiting the arrival of EMS:

- Check the scene to ensure it's safe.
- Avoid panic.
- Inspire confidence and do only what is necessary to stabilize an injured employee or guest's medical condition until professional help arrives.
- Use "Universal Precautions" and provide CPR/First Aid if you have been trained.
- Call 911 as needed for emergencies (if an employee is taken to a hospital, provide EMS with a student or staff demographics. **Call the Director of Safety at 843-805-2624.**
- For all non-emergency injuries that need medical care, complete and give your employee Treatment Authorization Form from the Gopak and send it to the closest Doctor's Care clinic:
- -
- Note that the employee who seeks medical care cannot return to work without providing you with a doctor's statement that releases the employee back to regular work duty or has established work restrictions. This form must be forwarded to Palmetto Goodwill Safety.



- If the doctor's statement says there are work restrictions or loss of workdays, then inform Palmetto Goodwill Director of Safety at 843-805-2624 immediately.
- Monitor and ensure your injured employee makes all scheduled doctor's visits until released back to normal work duty status.
- Note that Safety will work with you to update your site's OSHA log and with annual reporting requirements.

All incident reports and medical records related to work-related injuries or medical surveillance must be retained for the time of employment plus 30 years.

## LIABILITY AND PROPERTY INCIDENTS

Customer/Guest Injuries: Follow these instructions for injuries to students/visitors:

1. Check the scene to make sure it's safe.
2. Don't admit guilt.
3. Assist the student/visitor to evaluate injuries and determine what occurred.
4. Offer basic first aid if needed and help comfort them.
5. Call 911 if the student/visitor requests that you do so if they are not responsive and/or if injuries are severe enough.
6. Write down the student/visitor's contact information and details of the incident.
7. If the student/visitor requests that someone from Goodwill's insurance get back to them, immediately inform the Palmetto Goodwill Director of Safety and let them know that someone from Selective Insurance will get back to them.
8. Fill out a non-employee accident report and submit it in Vector by the end of the school day. Complete the Non-Employee incident Gopak and submit it to Palmetto Goodwill Safety within 24 hours.
9. Secure and mark as evidence any item involved in the accident (i.e., broken chair, etc.) and contact the Palmetto Goodwill Director of Safety to ensure the item gets transported to the warehouse for storage promptly.

Student/Guest Property Damage: Follow these instructions for customer/visitor-damaged property:

1. Check the scene to make sure it's safe.
2. Don't admit guilt.
3. Using a Property Damage Go-Pak: Assist the student/visitor to evaluate property damage and determine what occurred.
4. Make an initial report in the Vector system by the end of the school day. Also, report this directly to TTC Safety
5. Write down the student/visitor's contact information (to include vehicle information when applicable) and details of the incident in the Property Damage Go-Pak and submit them to Palmetto Goodwill Safety within 24 hours.
6. If the student/visitor requests that someone from Goodwill or Goodwill's insurance get back to them, let them know that someone from Selective Insurance will contact them and contact the Palmetto Goodwill Director of Safety immediately.
7. Fill out a customer accident report as soon as possible, or at least within 8 hours.

Goodwill Property Damage: Follow these instructions for Goodwill damaged property:

1. Check the scene to make sure it's safe.
2. Assist anyone injured.
3. Evaluate the damage, and make initial report in the Vector System by end of school day and contact the Palmetto Goodwill Director of Safety,
4. Fill out a Goodwill Property Damage report as soon as possible and submit to Palmetto Goodwill Safety within 24 hours.
5. Cooperate with Goodwill's insurance company when contacted.
6. Ensure that the repair is completed, and updates communicate to Palmetto Goodwill Safety.