

Charlotte-Mecklenburg School District

Safe School Plan



Safe School Accountability Team:

Principal	Diane Adams
Assistant Principal	Dot Branson
Administrative Secretary	Cindy Thompson
Counselor	Nancy Dillon
Head Custodian	Mario Rodriguez
Safe Schools Chairperson	Lynn Keith

First Responders:

Nancy Dillon
Lindsay Maxson
Steve Houser
Cindy Thompson

School Nurse:

Patty O'Brien

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Safe School/Crisis Plan

Providence Spring Elementary provides a safe and orderly school environment in accordance with the CMS Safe School Plan. The Safe School Plan includes the following components: Bus and Safety Rules, Campus Security Plan, *Student Rights, Responsibilities and Character Development Handbook* distribution and familiarization, Student Supervision, School Rules, Fire and Tornado Drills and a Crisis Intervention Plan.

The contact person when the school principal is away from the building is the Assistant Principal.

Bus Conduct and Safety

Safety on the school bus is imperative. The following rules have been established:

1. Listen and follow the directions of the bus driver.
2. Remain seated at all times on the school bus until the driver instructs one to move.
3. Keep all belongings and body parts inside the bus and to oneself.
4. Do not push, shove, fight or use profanity while riding the bus.
5. Do not damage the bus.

Each student is expected to follow the CMS Rules and the above rules at all times on a school bus.

Campus Security

Visitors

Each visitor and volunteer will report to the school office to sign in and receive a visitor or volunteer tag.

Staff Members

Each Providence Spring staff member will be issued an identification tag so school staff members are easily identified.

Duties are assigned for the car lot, bus lot, and hallways during arrival and dismissal of school. The Safety Patrol will assist with supervision of the hallways and walkways.

During the school day teachers and assistants will supervise class movement to all special programs, lunch, and through common areas. If a student must use the restroom or run an errand, the teacher will issue a hall pass to the student.

Students will be trained in the safe and proper use of playground equipment.

Each teacher will prepare a substitute folder outlining classroom procedures and other essential information including guidelines for school-wide drills. The substitute will be asked to provide daily feedback to the office about school working conditions. Teachers will be asked to provide feedback daily concerning the quality of substitute coverage.

Communication to Parents

Teachers will call each student to welcome the child back to school. Parents will receive the *Student Rights, Responsibilities and Character Development Handbook* with clear expectations for each parent and child to review its contents, to sign the Code of Student Conduct, and to return the completed form to the school. Safe school information will be addressed periodically in the weekly newsletter distributed to all Providence Spring families as well. Our website will also include information parents need regarding school safety.

Procedures for student late arrival and early dismissal are communicated to each parent at the beginning of the school year. The procedures include students checking in at the office when tardy as well as intervention by our counselor and/or an administrator if arriving late becomes habitual. The parent is encouraged to provide a written note when established dismissal procedures must change.

Fire Drills, Tornado Drills and Emergency Drills

Fire Drills are conducted monthly. Tornado drills are practiced during tornado awareness season. (Fire Drill information is on page 10) Emergency drills will be held at least once a semester using the established lockdown codes.

Student Involvement

Providence Spring students are expected to exhibit an exemplary standard of behavior meeting our high conduct expectations in all school situations. Teachers will review the *Student Rights, Responsibilities and Character Development Handbook* with students on a regular basis. In addition, the Principal will discuss sections of the handbook over our weekly closed circuit television production throughout the year. Providence Spring Elementary has a clear and fair school-wide discipline plan. Providence Spring Elementary School recognizes the importance of a clean, orderly and student-centered environment. Teachers do an excellent job of displaying student work. They also work cooperatively with the PTA grounds committee to make sure the outdoor areas are safe and conducive to quality instruction. Providence Spring students have been very successful in achieving the high standard of behavior that is clearly expected.

The Principal and Assistant Principal Responsibilities

The Principal and Assistant Principal will report all Zero Tolerance offenses and any other serious incidents to the Learning Community Regional Superintendent. The Principal and Assistant Principal will supervise staff and assist with student supervision as needed.

The Principal will recognize merit of staff and students for excellence in participation with the Safe School Plan.

The Administration will provide legible directional signs inside and outside the school.

The Administration will establish clear code names for lockdown situations and upon return to normal day activities. The Lockdown code is "Lockdown" and return to normal is "The Lockdown is Complete".

The Administration will establish a duty roster for assistants during arrival and dismissal from school. Teachers are expected to supervise students beginning at 7:30 or as soon as non-exempt employees have scanned in.

The Assistant Principal and the school office will keep a current list of bus drivers and their phone numbers along with the seating chart for each assigned bus population.

Crisis Intervention Plan

Safe School Accountability Team

The Safe School Accountability Team consists of:

- The Members of the Administrative Team
- The School Counselor
- The Program Specialist
- The Administrative Secretary
- The Head Custodian

Crisis Intervention Awareness

School inservice will inform staff of the Crisis Intervention Plan. Parents will be informed through the school newsletter, PTA meetings and the School Leadership Team meetings. A phone tree will be established to contact school personnel in case of an emergency.

Crisis Intervention

Medical/Natural Disaster

The First Responder will:

- Notify the main office for mobilization of the Crisis Intervention Plan in a medical emergency.
- Provide emergency assistance if medical attention is required.

The Principal will:

- Notify the main office for mobilization of the Crisis Intervention Plan in a natural disaster.
- Notify the Director of Student Services, Public Information Department, and the Regional Superintendent.
- Notify designated staff to call parents if necessary.
- Update the Regional office periodically until the situation is resolved.

The Crisis Intervention Team will:

- Request medical assistance (first responder, ambulance, etc.) if needed.
- Designate someone to remain with the child in an ambulance in the parents' absence and until the parent arrives.
- Designate someone to stay with the family in the case of a critical injury or illness.

The counselor will provide follow up information and referral services once the immediate situation is resolved.

Suicide Attempt

The Student Services Specialist/Counselor will:

- Contact the parent(s) and obtain permission to provide student support.
- Offer supportive services to the family.
- Make appropriate teachers and staff aware of special needs.

Student Death

The Principal will contact the parents and obtain permission to implement the following plan:

- Notify school staff.
- Notify parents of children in the same classroom.
- Notify the Public Information Department, Director of Student Services, and the Regional Superintendent.

- Attend the funeral, if possible.

The Student Services Specialist/Counselor will:

- Assist teachers in discussing the incident.
- Provide students and staff with support through counseling.
- Provide parents with support through counseling.
- Attend the funeral if possible.

The Teacher will:

- Gather and return personal belongings to the parents.
- Visit the family and/or attend the funeral.
- Work with the SSS to provide support to the class.

Teacher Death

The Principal will:

- Contact the family to provide personal support and help make arrangements for personal belongings.
- Notify school staff.
- Employ a substitute teacher.
- Notify parents and the PTA.
- Notify Human Resources, Regional Superintendent, and the Department of Public information.
- Attend the funeral, if possible.
- Arrange to have the death benefits to the family.

The Student Services Specialist/Counselor will:

- Work with the substitute teacher in providing support to the class.
- Provide information to parents to assist with student support.
- Provide staff support with counseling.
- Attend the funeral if possible.

National Emergency

The Principal will:

- Inform the crisis team of the situation
- Monitor communication from the central office
- Develop a school wide announcement to be used if needed

The Crisis Team will:

- Develop a written statement and distribute it to staff
- Work with the office staff to answer phone calls
- Provide opportunities for staff members to make personal contacts

Intruder in the School

The Principal will:

- Notify the police.
- Warn staff in a manner that will not upset the children by making an all call using the code "Lockdown". Upon hearing the lockdown code all teachers will keep students in the classroom, lock the door and remain secure until further notice.
- Ask administrators and support staff to sweep the building (restrooms and hallways) to assure all children are secure.
- Notify the Regional Superintendent, and the Department of Public Information.
- An all-clear code will be given when conditions warrant.

Verbal Threat over the Phone

The person who answers the phone will:

- stay calm and not hang up
- keep the caller talking and notify another staff member during the call so 911 may be called
- write down details
- indicate a willingness to cooperate
- attempt to verify what is being threatened
- ask the caller to repeat details
- implement call tracing procedures
- take additional action as necessary

Evacuation Plans

Level I Evacuation Site on Campus

Exit the building and proceed to the area you are assigned for fire drills. Should the situation elevate to a Level I evacuation the classes will assemble on the bus lot. Groups will assemble by grade level and students in each class should be in alphabetical order. *Classroom teachers should have the Crisis Folder* containing all emergency information. Staff should bring cell phones if time permits prior to evacuation.

Staging Areas:

- Bus Lot (dismissal area for students)
- Flagpole area (dismissal area for carpoolers if busses are running)
- Brick Courtyard (news media area)
- Rear of school (security briefing area)

If busses are running, Mrs. Branson will oversee the organization of students by bus number and will bring out the bus dismissal signs. She will be assisted by Mr. Surratt and Mrs. Albright. (Mrs. Lisciani will assist when her students are organized.)

Prior to moving to the transportation staging area, staff members will hold up either a red or green card (found in Safe School folder) to indicate if all students are accounted for. The green card indicates that all students are present and accounted for and the red card indicates that a child that is in attendance is not with his/her class. Ms. Dillon, Mrs. Keith and Mrs. Adams will assist with securing children not accounted for.

Students will sit in the slot where their bus is usually parked. Monitoring slots are:

1. Pyles
2. Thorpe
3. Maxson
4. Rider
5. Minisandram
6. Miller
7. Murphy
8. Ferguson
9. Rauschenberg
10. Horgan
11. Siciliano
12. Gruelich
- 13/14 Ikoku

Carpool dismissal will be directed by Mrs. Toth. She will be assisted by Mrs. Berlacher, Mr. Houser and Mrs. McGarry. (Mrs. Broome will assist when her classes are organized.) Car riders will move to the sidewalk and grassy areas under the flagpole.

If no busses are running students will sit by class in alphabetical order in the bus slots. Slot assignments are as follows:

1. Buffkin/Hindman/Spratt
2. Ryan/ Rogers/Sherrill
3. Smith/Safran/Stewart
4. McKenzie/Hurrell/Shelton
5. Mlynarick/Chapman/Patterson
6. Rice/Baker/Adamson
7. Fletcher/McMurray

8. Helms/Weber
9. Langeland/Grabon/Conroy
10. McDonald/Columbus
11. Pavelchak/Perkins
12. Pistorio/O'Connor
13. Bernier-Lucien/Blaszak/Strama
14. Stockstill/Shipman/McCrocklin

When classes are assembled, staff members will hold up either a red or green card (found in Safe School folder) to indicate if all students are accounted for. The green card indicates that all students are present and accounted for and the red card indicates that a child that is in attendance is not with his/her class.

Other areas of responsibility:

Diane Adams will notify:

- | | |
|---------------------------|--------------|
| 1. Emergency Services | 911 |
| 2. CMS Law Enforcement | 980-343-6030 |
| 3. CMS Public Information | 980-343-7450 |
| 4. CMS Safe Schools Dept. | 980-343-3768 |
| 5. Maria Petrea | 980-343-1461 |

Mrs. Adams - will also oversee the operation and speak with media if time permits

Lynn Keith - oversee operation, assist as needed

Mark Surratt – bring out upstairs Administrative Crisis Box

Tess Berger - secure records, bring out downstairs Administrative Crisis Box, and bring out most current rosters

Teresa Roane - supervise News Media Area

Cindy Thompson – supervise Security Briefing Area

Nancy Dillon– support children and adults as needed

Head Custodian and staff – assist Mrs. Thompson as needed

Cafeteria Manager and staff – assist Mrs. Branson as needed

School Nurse – be available for health emergencies

Level II Evacuation Plan

In a situation that warrants an evacuation of the premises, PSE students and personnel will move to the gymnasium at Providence Presbyterian Church. The gym is on the far left hand side of the church building. A Level II evacuation may be called immediately or a Level I crisis could escalate to a Level II crisis.

The following procedure will be in place to ensure an orderly and safe process.

All students will return to their homerooms and quickly pack up for the day. (If possible)

Non-homeroom personnel will be assigned a duty for safety and supervision.

Staff members will supervise the evacuation and the crossing of the street.

Staff members will have all emergency information in Safe School folder and will bring this information to the evacuation area.

When classes are assembled, staff members will hold up either a red or green card (found in Safe School folder) to indicate if all students are accounted for. The green card indicates that all students are present and accounted for and the red card indicates that a child that is in attendance is not with his/her class.

Unless the evacuation is due to a bomb threat, announcements will be made dismissing students by grade level. Students will exit following the standard exit plan used in fire drills. (Lower floor classes exit through exterior classroom doors. Upper floor classes used assigned staircases.) *Homeroom teachers must take your roster that includes emergency contact and emergency dismissal information.*

Bomb threat procedures:

1. Staff will come door to door to notify teachers.
2. Doors are left unlocked and/or propped open and windows should be open where possible.
3. Staff members should conduct a quick check of their areas, noting any suspicious items such as packages; any suspicious items should be reported immediately to an administrator. **DO NOT TOUCH ANY SUSPICIOUS ITEMS - ONLY REPORT THEM!**
4. During a bomb threat **NO CELL PHONES, WALKIES, OR FM LISTENING DEVICES!** Do take your cell phone to use once we are safely at PROVIDENCE PRESBYTERIAN CHURCH.
5. Homeroom teachers must take your roster that includes emergency contact and emergency dismissal information.

All staff members without the responsibility of a class are to report to Diane Adams and/or Dot Branson and members of the Safe School Accountability Team on Providence Church Lane directly across from the church gymnasium to assist classes in crossing the street and getting settled in the church building.

The following personnel are to assist grade levels in evacuating. They are also responsible for being sure that all classes in the grade level have exited the building.

- **Sarah Gruelich** will assist kindergarten in the evacuation as needed. She will then report to Diane Adams and/or Dot Branson for further assignments.
- **Bridgette Martin-Pyles** will assist first grade in the evacuation as needed. She will then report to Diane Adams and/or Dot Branson for further assignments.
- **Scott Rauschenberg** will assist second grade in the evacuation as needed. He will then report to Diane Adams and/or Dot Branson for further assignments.
- **Traci Rider** will assist third grade in the evacuation as needed. She will then report to Diane Adams and/or Dot Branson for further assignments.
- **Wendy Ikoku** will assist fourth grade in the evacuation as needed. She will then report to Diane Adams and/or Dot Branson for further assignments.
- **Steve Houser** will assist fifth grade in the evacuation as needed. He will then report to Diane Adams and/or Dot Branson for further assignments.
- **Lindsay Maxson** will be near the brick courtyard to assist in exit from school grounds.

Additional Staff Responsibilities:

- **Diane Adams** will notify:

Emergency Services	911
CMS Law Enforcement	980-343-6030
CMS Public Information	980-343-7450
CMS Safe Schools Dept.	980-343-3768
Maria Petrea	980-343-1461
- **Dot Branson** will monitor red/green cards and will redirect children that are not with their homeroom class. **Sandy Toth** will assist.
- **Nancy Dillon** will be available at Providence Presbyterian Church to offer support to students, staff and parents as needed.
- **Phyllis Berlacher** will secure the media center and report to Providence Presbyterian Church to direct classes to temporary locations.
- **Cindy Thompson** will notify Providence Presbyterian Church at 704-846-1079 and will then assist Diane Adams as needed.
- **Teresa Roane** bring the student health cards and notify Chuck Leavitt at 980-343-6715. She will then report to Providence Presbyterian Church and assist Dot Branson as needed.
- **Tess Berger** will lock the records room and bring the Crisis Box to Providence Presbyterian Church. She will implement the communication chain upon arrival at Providence Presbyterian Church.
- **The cafeteria manager** will account for all cafeteria staff and report to Providence Presbyterian Church.

- **Mario Rodriguez** will alert the custodial staff who will check to be sure the building is secured. (In case of a bomb threat doors are left unlocked and/or propped open and windows should be open where possible.)
- **Chuck Leavitt** will have buses report to Providence Presbyterian Church.

Level III Evacuation

Level III is defined as a large self-contained site designated by CMS. (Considered the point of no return to the building). Evacuation site serves as a staging area for students to go home by school bus or parent pick-up. CMS will be in charge of the evacuation and we will be prepared to follow any directives.

Be sure to take your safe schools envelope and your cell phone when you leave the building.

Bomb Threat Procedures

Steps to follow:

- Staff members will be directed to each area of the campus to alert teachers to evacuate the building.
- You are to leave the door unlocked and/or propped open. If windows are open, do not close them.
- Prior to leaving the building, spot check your area for suspicious items. Report any suspicious items to an administrator. Do NOT Touch Any Suspicious Items!
- Do not touch light switches.
- Do not use cell phones, walkie talkies and/or FM listening devices.
- Take with you a class roster, a pen, and emergency dismissal forms as you will be required to account for all students and keep a written record of any students that are dismissed with parents. These materials should be housed in your Safe School folder.
- When you reach the outdoors move as far away from the PSE building as space allows. Take roll. Keep your class localized in one area.
- Await word as to whether we will need to further evacuate to Providence Presbyterian Church.

Fire Drill Procedures

- Close all windows and doors and turn off lights in classrooms.
- An announcement will be made declaring the building clear before classes should reenter the building.
- There should be no more than two classes side by side when entering the stairways.
- Students should hold rails while using stairs.
- Students must walk in single file lines.
- Teachers must carry Safe School folder containing emergency dismissal information.

Exit Plan for Classrooms:

- All lower floor classrooms with outside exits should go directly outside and away from the building. (Kindergarten, First, Art, PE, Media, Cafeteria)
- Lower floor rooms without exterior doors should follow the plan posted in your classroom. (Computer Lab, 122)

- Mobile Units exit to the bus parking lot.
- Second grade classes that are upstairs plus all of third grade except room 242 exit via the front stairs.
- The third grade classes in room 242 and all fourth and fifth graders exit through the rear stairway.

Earthquake Procedures

If you are...

- **Indoors: Drop, cover, and hold on.** Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops. If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. Do not go outside!
- **Outdoors:** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

Lockdown Procedures

- A lockdown will be initiated by announcing “Lockdown” using the intercom system.
- Upon hearing the code, all staff should move quickly and calmly to assure that everyone gets to a secure, safe area. Before locking doors, staff must first visually check hallways and restrooms. If other staff or properly identified visitors are in the hall, move them quickly into your own room and lock the door. Be sure any exterior doors from your classroom are locked as well. (During the lockdown audit, the team is looking for teachers to first check restrooms/hallways then to check doors.)
- All occupied rooms should be locked with lights out, blinds closed and students must be quiet and away from windows. If you are unable to get to a room which can be locked, barricade the entrance with heavy furniture; stay out of sight.
- Students should not be visible through any interior or exterior windows
- We were instructed not to worry with locking outside access doors to the main building during lockdowns, but rather to lockdown efficiently the areas that have staff and students.
- Do not open doors until the announcement that the lockdown is complete has taken place. Put the black strips of paper or curtains over your windows.
- If staff or students are outside at the time of a lockdown, they should move to a safe area away from the building and out of sight.
- Walkie-talkies are available for teachers to take when on the playground. All teachers must survey the areas near their rooms, both inside and out and make sure all students/classes are aware of the situation.
- If on the rear playground, you must take your class to the far end of the field and have the students get low to the ground.
- Remain in lockdown position until the further advised.