

**CRISIS MANAGEMENT
AND
EMERGENCY HANDBOOK /
SCHOOL RISK
MANAGEMENT PLAN**

**Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302**

2024 – 2025

CRISIS MANAGEMENT AND EMERGENCY HANDBOOK / SCHOOL RISK MANAGEMENT PLAN

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PREFACE

A crisis is an event that is extraordinary and cannot be predicted. However, the human reactions to a crisis are consistent and predictable. Being aware and understanding beforehand how people will react in a crucial situation makes it possible to defuse reactions and prevent situations from escalating to a secondary crisis.

With proper preparation, a crisis can unite students and staff in building confidence and cohesiveness among themselves and within a larger public community.

The Crisis Management Handbook & Guide / School Risk Management Plan was prepared to provide the principal and the local crisis team a quick reference guide of procedures to follow when a crisis occurs that affects the school.

Cumberland County Schools are grateful to all the community agencies (law enforcement, fire, emergency preparedness, and emergency medical services) as well as the many school staff personnel who contributed to this handbook. Additionally, special appreciation goes out to the Garland Independent School District, Garland, Texas, for much of the information used in this handbook.

Recommendations for improvements or questions regarding this handbook should be directed to the Cumberland County Schools Safety and Security Office, (910) 678-2488.

EMERGENCY TELEPHONE NUMBERS

ALL EMERGENCY SERVICES LAW ENFORCEMENT, FIRE, EMS, FUEL SPILL

9-1-1

Note: Give location where the emergency responder is needed. The nearest available ambulance will be dispatched to the scene. The Fire Department has trained emergency technicians.

DEPARTMENTS/ ADMINISTRATORS	DAY	NIGHT	MOBILE
Dr. Marvin Connelly, Superintendent	910-678-2312	910-973-3015	910-973-3015
Kevin Coleman –Associate Superintendent, Auxiliary Services	910-678-2305	910-759-8551	910-759-8551
Donna Fields - Executive Director, Operations	910-678-2565	910-868-1251	910-551-6583
Cary Young – Director, Safety & Security	910-678-2488	910-584-2432	910-584-2432
VACANT			
Forest Bazemore – Director, Maintenance	910-678-2551	910-309-6739	910-309-6739
Kevin Woodward – General Maintenance Supervisor	910-678-2608	910-483-2606	910-583-7957

Mike Broadwell – Mechanical Maintenance Supervisor	910-678-2647	910-485-7327	910-551-4189
Natasha Scott – Executive Director of Student Services	910-678-2433	910-494-1018	910-494-1018
Kristy Newitt – Coordinator of Counseling	910-678-2402	612-331-4586	610-331-4586
Pamela Story – Coordinator of Social Work	910-678-2621	910-339-8350	910-286-0783
Cumberland County Health Department School Nurses	910-433-3600		

EMERGENCY TELEPHONE NUMBERS

ALL EMERGENCY SERVICES: LAW ENFORCEMENT, FIRE, EMS, FUEL SPILL

9-1-1

[Note: Give location where the emergency responder is needed. The nearest available ambulance will be dispatched to the scene. The Fire Department has trained emergency technicians.]

CCS Safety & Security Office	678-2488
CCS Executive Director of Plant Operations & Maintenance	678-2565/2645
CCS Associate Superintendent Auxiliary Services	678-2305
CCS General Maintenance	678-2560
CCS Mechanical Maintenance	678-2560
CCS Executive Director of Student Support Services	678-2423
CCS Coordinator of Counseling	678-2402 / 678-2366
CCS Coordinator of Social Work	678-2621 / 678-2419
Cumberland County Health Department School Nurses	433-3600
Cumberland County, Fayetteville, Hope Mills, Spring Lake Stedman Animal Control	
County	321-6852 or 6851
After Hours	323-1500
Electric / Utilities	
Progress Energy	(800) 419-6356
Lumbee River EMC	843-1131 or (800) 683-5571
Public Works Commission	910-483-1382 or (877) 687-7921
South River EMC	483-1010
Emergency Services	9-1-1
Environmental Health (Cumberland County Health Department)	433-3622 / 3660
Gas Company (North Carolina Natural Gas, Call Center)	(800) 275-6264
Water (Public Works Commission)	910-483-1382 or (877) 687-7921
Hospitals	
Cape Fear Valley Medical Center	910-609-4000
Womack Army Medical Center	910-907-6000
<u>OTHER AGENCIES</u>	
Child Protective Services (DSS)	677-2450
After 5:00 p.m.	323-1500
CONTACT – Crisis Intervention Hotline	677-2388
Cumberland County Mental Health Department	323-0601

Child and Family Services	323-2311
Poison Control (State)	(800) 848-6946
Poison Control (National Number)	(800) 222-1222
National Runaway Switchboard	(800) 231-6946

**SCHOOL LEVEL
EMERGENCY NOTIFICATION NETWORK**

School Principal or Designee



**9-1-1
(If Applicable)**



**Safety and Security Office 678-2488
Cary Young (O) 678-2488 (C) 584-2432**



<p align="center">Associate Superintendent Auxiliary Services</p> <p align="center">Kevin Coleman (O) 910-678-2305 (H) 910-759-8551</p>	<p align="center">Superintendent</p> <p align="center">Dr. Marvin Connelly (O) 678-2312 (C) 910-973-3015</p>	<p align="center">Communications and Public Relations</p> <p align="center">Lindsay Whitley (O) 678-2638/2303 (C) 910-975-2709 (H) 910-975-2709</p>
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2022-2023 TRAUMA AND LOSS COMMITTEES (TLC'S)

Cumberland County Schools has begun working with the National Institute for Trauma and Loss in Children to provide student support personnel with the training, consultation, and trauma-specific resource materials needed to help children, families, and schools traumatized by violent or nonassaultive incidents.

Attendance area Trauma and Loss Committees (TLC'S) have been established with Central Services Student Support Services staff serving as the contact persons for the communication network. These teams are composed of Student Support Services staff that have attended the training and are available to respond when called upon by a school within the attendance area. The attendance area contacts are listed below. **Natasha Scott should be called in each case and will serve as a backup for all of the contacts (Cell: 910-494-1018).**

ATTENDANCE AREA	TLC COORDINATOR	CONTACT INFORMATION
Douglas Byrd	Kelly Nolan	Kelly Nolan (Office: 475-8146; Cell: 814-221-2515)
South View	Kelly Nolan	Kelly Nolan (Office: 475-8146; Cell: 814-221-2515)
Smith	Pamela Story	Pamela Story (Office: 678-2621; Home 910-339-8350; Cell: 910-286-0783)
Westover	Pamela Story	Pamela Story (Office: 678-2621; Home 910-339-8350; Cell: 910-286-0783)
Cape Fear	Kristen Newitt	Kristen Newitt (Office: 678-2402; Cell: 610-331-4586)
Seventy-First	Kristen Newitt	Kristen Newitt (Office: 678-2402; Cell: 610-331-4586)
Pine Forest	Lisa Craver	Lisa Craver (Office: 678-2775; Home: 910-484-2480; Cell: 910-391-9494)
Terry Sanford	Lisa Craver	Lisa Craver (Office: 678-2775; Home: 910-484-2480; Cell: 910-391-9494)
Jack Britt	Howard Lattimore	Howard Lattimore (Office: 678-7008; Cell: 910-977-5288)
Gray's Creek	Howard Lattimore	Howard Lattimore (Office: 678-7008; Cell: 910-977-5288)

*Do not assume that a TLC is established by simply leaving a voicemail or email for any of the people listed on this document. If you do not hear from your contact person within the hour, go to the next person on the list. Keep calling until you make direct contact with a member of our team.

TRAUMA AND LOSS COMMITTEES (TLC'S)

Some Events that can induce trauma in children are:

- Death of a teacher
- Death of a faculty member or staff
- Separation from a parent due to the parent's substance abuse problems, physical/sexual abuse, neglect or abandonment · The murder of a sibling, parent, or friend
- The witnessing of the killing of a sibling, parent, or friend, including the witnessing of a suicide · The discovery of a body
- Witnessing a rape, physical abuse of family member or friend
- Death of a family member by fire, car accident, drowning, plane or train crash, or from a hurricane, tornado, flood, or earthquake
- Terminal illness and death of a family member or peer
- Divorce
- Adoption
- Symptoms deriving from national terrorist attacks
- Neither witnessing or actually being involved in any of the above but simply being a friend or peer of someone who has died, been killed, or committed suicide
- Homelessness

Taken from Kids on the Inside Looking Out after Loss, 2001

The TLC's are referenced throughout the **Crisis Management and Emergency Handbook**, but their services are not limited to only those situations.

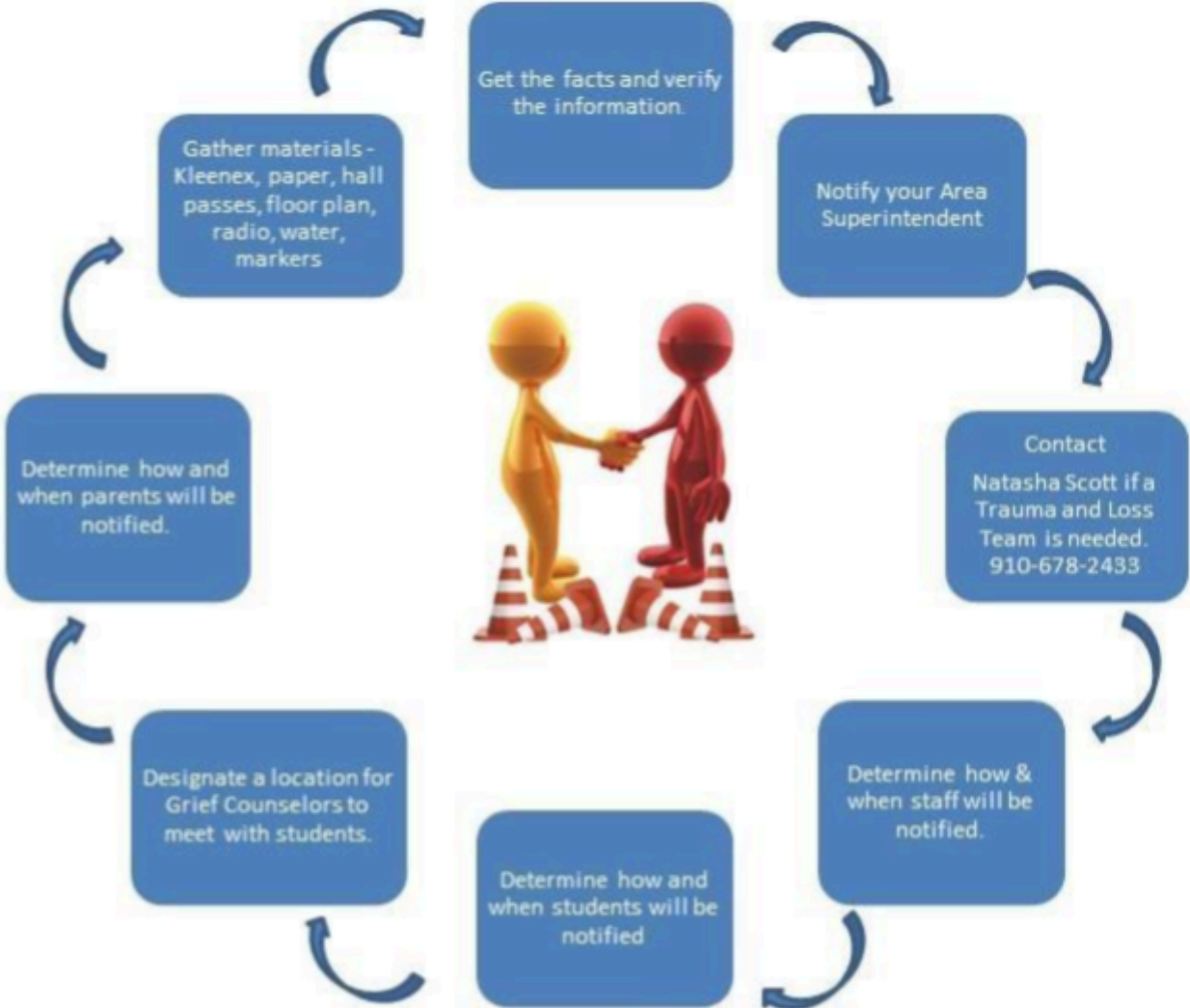
Kelly Nolan
Douglas Byrd and
South View Districts

Lisa Craver
Terry Sanford
and Pine Forest
Districts

Kristy Newitt
Cape Fear and
Seventy-First Districts

Pamela Story
E. E. Smith and
Westover Districts

Howard Lattimore
Jack Britt and Grays
Creek Districts



Trauma & Loss Teams

Trauma and Loss Team Worksheet

When requesting a team someone from Student Services needs to talk with you about the information below. **Do not assume that a team has been established for you by simply sending an email or leaving a voicemail.** Every situation is different. The following information is intended to be a guide.

1. Get the facts and verify the information.
2. Notify your Area Superintendent.
3. Contact the Executive Director of Student Services by telephone to request a Trauma and Loss Team. If I do not return your call within the hour contact the Coordinator for your district directly. **Keep calling until you talk with someone from Student Services. Do not assume that a team has been established just because you sent an email or left a voicemail.**
4. Organize an impromptu meeting with your school-based Trauma and Loss Committee to establish a plan of action. The items listed below will assist you in determining next steps.
5. Determine how and when staff will be notified.
 - a. Identify faculty and staff in need of counseling.
 - b. Emphasize facts and squelch rumors.
 - c. Schedule a staff meeting to notify staff before or after school to provide emotional support and to review next steps. Consider the needs of support staff (cafeteria staff, custodians, bus drivers, secretaries, and assistants). Keep in mind that substitutes (floating substitute) may be needed the following school day for staff unable to cope with the stressful situation. Allow at least one school representative to attend hospital/funeral services and arrange for substitutes for teachers. Hold debriefing meetings as often as needed. Have the crisis team available to help determine how to best handle students and address the situation. *If you would like Grief Counselors to be available during your staff meeting we need to know the time and location in advance.*

i. ***Date:***

ii. ***Time:***

iii. ***Location:***

d. Review the following items during the staff meeting:

i. Share the plan for communicating the news to students and parents.

ii. Prepare school staff for student reactions to the situation. iii. Allow time for staff to ask questions and express feelings.

iv. Clarify the pre-arranged steps that will be taken to support school personnel, students, parents (grief counseling, debriefing, etc.).

v. Review process for students leaving school grounds and tracking student attendance. Students should be encouraged to stay in school to maintain a regular school routine. Students must have parental permission and sign out of office if they wish to leave. Students should only leave with a parent, or a school staff should talk directly to the parent of an older student who wishes to leave on their own.

vi. Consider the possibility of copycat behavior and ask staff to identify concerns they may have about individual students, clarify how to monitor at-risk students. Student services staff should provide support on an ongoing basis. Distribute warning signs and risk factors sheet to monitor students (see Appendix A: Prevention Facts and Helpful Resources).

vii. Announce how the school will interact with media representatives.

viii. Remind staff not to talk with press or spread rumors and that all inquiries must be directed to designated media spokesperson, superintendent or administrator.

ix. Consider the feelings that may be brought on by a death by suicide such as guilt, anger, responsibility, fears for personal safety and well-being.

- x. It's OK to allow time for students to talk with staff and each other to process the information. Provide paper and supplies to put down their thoughts and feelings and/or write condolence letters to the student's family (to be collected by Student Services staff and previewed before given to the family for appropriateness).
- xi. Refer students who appear significantly affected to counseling sites in the building. Have staff escort them to a counseling site. Contact parents for the students who are very distressed.
- xii. Follow the regular school routine as much as possible, but encourage teachers to avoid putting additional pressure on grieving students with academic demands. Reschedule any immediate tests or stressful events. Professional staff are generally given one week off from work following a family death. For students, close friends are like family. We do not give grieving students time off from school, but individual teachers can encourage students to let them know if they need more time for assignments or to reschedule tests. We also need to reassure students who may not be able to perform at their usual level. Give students who may be taking advantage of the situation the benefit of the doubt until you are sure. Remember that expressions of grief vary and culture may affect a student's expressions of grief.

6. Determine how and when students will be notified.

- a. The announcement should be as honest and direct as possible, and include the facts as they have been officially communicated to the school. Do not overstate or assume facts for which there is not yet evidence.
- b. Avoid making these announcements using the school intercom system or school assemblies. Prepare your statement in advance. Teachers can give the same information to all students simultaneously. This should be done in small, naturally occurring groups such as homeroom

or first period classes; every effort should be made to ensure that all students are present at the time this information is shared.

- c. The announcement should include the following: name of student, when death occurred, expression of sadness at loss, condolences to family and friends of student. Encourage support of each other during this difficult time. Encourage talking with parents and trusted adults. Include information about the availability of mental health and support services and how students and staff may access those services.
- d. If the student/staff died by suicide, do not discuss details, such as the method or location of a suicide, only that a death by suicide has occurred. Also, death by suicide should NOT be announced over the PA system or at assemblies.
- e. Consider who will be most affected by the traumatic event (siblings, significant others, children, assigned teacher, counselor, teammates, etc)?
- f. Notify students using one of the methods listed below. Select the course of action that best fits the situation. Do not send a notification to the home of the family whose loved one has died.
 - i. **Option 1** - ParentLink call to parents and request that the parent disclose the information to students.
 - ii. **Option 2** - Meet with students most affected in small groups (athletic teams, clubs, church groups, class, etc).
 - iii. **Option 3** - Teacher reads an announcement during homeroom/first period.
- g. **Designate someone (counselor, social worker, or psychologist) to follow the schedule of the person who is now deceased.**
- h. Consider the stability of your school staff. If you feel that someone on your staff is not capable of talking with students for any number of reasons (relationship to the person who is deceased, personal issues) make alternative arrangements for class coverage, etc.

7. Determine a location for Grief Counselors to meet with students.
 - a. This should be a location that is private and easily accessible (Media Center, a classroom, or a Conference Room). At times it may be necessary to meet virtually to minimize health and safety risks for everyone (i.e. pandemic).
 - b. Will students be escorted to this location by an adult or given a pass?
 - c. Do you have staff not assigned to a class who is available to assist grief counselors (contacting parents, pick-up/drop-off students)?
 - d. Direct grief counselors to maintain a list of students seen for counseling. Make notes of students who may need additional follow-up later.
8. Determine how and when parents will be notified. Do not send a notification to the home of the family whose loved one has died.
 - a. **Option 1** - Letter (samples available on the Student Services Portal and the Crisis Manual) b. **Option 2** - ParentLink
9. Inform feeder schools and area schools so they can provide support for students affected in their schools.
10. Gather materials for the next day.
 - a. Kleenex, hall passes, paper and markers, copy of floor plan, visitor's badges
 - b. Radio (may be in contact with administration at all times)
11. Next Steps.
 - a. Keep staff updated and parents as appropriate (i.e. funeral arrangements, schedule changes, procedures, etc).
 - b. Arrange for staff debriefing (i.e. plus/delta, self-care, etc).
 - i. Where:
 - ii. When:

iii. Who will facilitate?

- c. Stop sending notifications of student activities (scholarship reports, testing, placement, attendance, etc.) to the home of a family whose child has died.
- d. Arrange for excused absences and transportation for students attending off-premises funeral.
- e. Remove personal items from desks and lockers to save for parents.
- f. Rearrange seating, classes, programs, etc. as indicated by the crisis.
- g. Changes to be made:

CRISIS PROCEDURE CHECKLIST FOR THE PRINCIPAL

This checklist is provided as a guide for principals **for emergencies not otherwise covered in this Crisis Management Guide**. It is intended to be used to inform principals of procedures to be followed in the event of any type of emergency.

1. CONDUCT AN IMMEDIATE ASSESSMENT

- a. Confirm and ascertain the type of incident.
- b. Obtain essential information (what happened, who was involved, what did witnesses see, how was the incident started, etc.)

2. SUMMON HELP

- a. Call **9-1-1**. Have someone stay on the line with **9-1-1** operator
- b. Have someone else notify Safety and Security Office **678-2488**
- c. Implement site and district crisis management plans.
- d. Gather school staff assigned to emergency duties.
- e. Direct non-essential staff to a safe area.

3. SOUND WARNING TO SCHOOL STAFF

- a. Use emergency warning and condition signals (entire site).
- b. Employ immediate sheltering actions for those exposed to danger.
- c. Ensure that all others are sheltered in place or moved to a safe location if possible. d. Signal instructions.

4. LOCK DOWN BUILDING, SECURE AREAS, MONITOR SITUATIONS

- a. Lock exterior doors.
- b. Lock interior doors where possible.
- c. Assign staff to secure specified and pre-arranged areas; monitor conditions.
- d. Recognize need and be ready for contingencies.

5. WAIT FOR LAW ENFORCEMENT

- a. Keep responding units updated on situation via **9-1-1**.
- b. Assemble witnesses and victims.
- c. Suggest possible areas for staging, command post, emergency medical services etc.
- d. Gather key information for law enforcement.
- e. Maintain event and status log.

6. STABILIZE ELEMENTS OF SITUATION AS SOON AS SAFE TO DO SO

- a. Care for injured (ensuring safety for those assisting).
- b. Give ancillary staff instructions.
- c. Protect crime scene, evidence.

7. WORK WITH LAW ENFORCEMENT TO RESOLVE SITUATION

- a. Stay at command post, supporting incident commander.
- b. Provide information including incident-specific knowledge, site background and resources, and special staff resources, abilities, training, etc.
- c. Coordinate school response on site, off site, (staging areas, hospitals, etc.).

_____ **8. SIGNAL “ALL CLEAR”**

- a. See that emergency medical care is provided.
- b. Account for all students and staff on site or at hospital or other off site locations. c. Notify parents/guardians.
- d. Support law enforcement follow-up activities.
- e. Debrief staff.
- f. Work with specialists.
 - *Emergency medical/hospitals
 - *Trauma and Loss Committee
 - *Communications Specialist
 - *Facilities clean up and repair support

_____ **9. INITIATE RECOVERY AND FOLLOW-UP ACTIVITIES**

- a. Brief staff and provide (access to) support.
- b. Plan for resumption of school (“next day” plan).
- c. Arrange for physical plant clean-up and repair.
- d. Begin long-term recovery planning.

NOTES:

CRISIS MANAGEMENT CHECKLIST Local Crisis Team

This checklist is provided as a guide for Local Crisis Teams **for emergencies not otherwise covered in this Crisis Management Guide**. It is intended to be used to inform teams of procedures to be followed in the event of any type of emergency.

1.GATHERING CRISIS TEAM TOGETHER

Crisis Team Members Phone Number Home Phone Number

2.CHECKING THE FACTS OF THE CRISIS

Some necessary phone numbers

Law Enforcement Liaison Contact Person _____

Liaison _____

Fire Department Liaison Contact Person _____

Electrical Company _____

Gas Company _____

Water Company _____

3.ADAPTING THE PLAN TO FIT THE CRISIS

Review the following procedures to accommodate current incident. Make a copy of the announcement and faculty responsibilities to give to the staff.

4.ANNOUNCING THE EVENT TO THE SCHOOL

How will you tell the staff?

Place _____

Time _____

Method of Contact (include telephone tree) _____

Person presiding _____

Teachers _____ Nurse _____

Psychologist _____ Counselor _____

Safe Schools Coordinator _____

Social Worker _____ Cafeteria Workers _____

Assistants & Interns _____ Maintenance Workers _____

Secretarial Staff _____ Bus Drivers _____

How will you announce the event to students?

Method of contact _____

Person(s) announcing _____

Place _____

Time _____

Written announcement _____

5.FACULTY RESPONSIBILITIES

Check off what you want the faculty to do during the crisis.

___ Announce event in classroom.

___ Identify students in need of counseling.

___ Notify Counseling Office of number of students wanting counseling services.

___ Remove very distraught students from the class by having them escorted to the Counseling Office.

___ Discuss the crisis.

___ Postpone testing.

___ Assist with care of injured and/or ill if needed.

___ Involve class in constructive activities relating to the event.

___ Eliminate, shorten, and structure assignments for a few days.

6. STUDENT SERVICES RESPONSIBILITIES

___ Reschedule the following activities:

___ Identify individuals who can work with students

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

___ Inform feeder schools and area schools so they can provide support for students affected in their schools.

___ Maintain a list of students counseled.

___ Call parents of students counseled to provide continued support for the students who are very distressed.

7. ADMINISTRATOR RESPONSIBILITIES

___ Assign extra secretarial help to Counseling Office

_____ (Person & Phone)

___ Contact district personnel for support

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

___ Establish areas and locations for counseling; assign locations:

Name _____ Location _____

Name _____ Location _____

Name _____ Location _____

Name _____ Location _____

__ Keep staff updated.

__ Identify faculty and staff in need of counseling.

__ Emphasize facts and squelch rumors.

__ Remain highly visible.

__ Arrange for staff debriefing

Where _____

When _____

Who will preside? _____

8. HANDLING THE MEDIA

Media relations/contact/comments will be handled by Communications and Community Engagement. No statements will be made unless directed to do so by the Associate Superintendent of Communications.

NOTES:

CRISIS TEAM IN MOTION

PRINCIPAL

- Remain highly visible
- Set tone and direction
- Cancel scheduled activities
- Postpone testing

SRO

- Provide law enforcement information as needed
- Coordinate extra law enforcement coverage if needed
- Maintain high visibility status
- Communicate with the principal and designee on all areas of concern
- Assist in all drills, evacuations, and lockdowns
- Attend debriefing session

SAFE SCHOOLS COORDINATORS

- Remain highly visible
- Coordinate assigned duties of faculty and staff (if applicable)
- Communicate with the principal/faculty and staff
- Seek additional support from Safety & Security Office
- Network with the counselors/social workers/psychologist on students needing their services
- Attend debriefing session

COUNSELOR / SOCIAL WORKER/ PSYCHOLOGIST

- Provide counseling for students
- Plan logistics of counseling
- Coordinate all counseling activities
- Communicate with faculty
- Seek additional counseling support
- Contact feeder schools
- Seek additional secretarial support
- Provide information to parents

FACULTY

- Announce events to students
- Lead class discussion
- Identify students in need of counseling
- Generate activities to reduce impact of trauma
- Structure and shorten assignments

NURSE

- Administer first aid
- Request additional nursing assistance from Department of Public Health as needed
- Request that paramedics/ambulance be called. Arrange for someone to go with unaccompanied students to hospital
- Secure student health information and Parent Permission Form. Send information with student to the hospital.
- Base order to transport on condition/need for treatment
- Ask for clinic coverage by principal's designee if nurse is needed elsewhere

DISTRICT TRAUMA & LOSS COMMITTEE

- Facilitate communication between schools/facilities and central services
- Authorize and coordinate services of appropriate departments in the event of a major crisis
- Conduct debriefing session with principals, department heads, security representative, and other appropriate district personnel during and after a major crisis.

Alternate School Locations

EVACUEE SCHOOL		SHORT TERM EVACUATION SITE	
Abbott R. Max Middle	323-2201	Sanford, Terry High	484-1151
Alderman Road Elementary	321-0398	Gray's Creek Middle	483-4124
Armstrong Elementary	483-2425	Williams, Mac Middle	483-8222
Ashley Elementary	484-4156	Abbott, R.Max Middle	323-2201
Auman Elementary	868-8153	Lewis Chapel Middle	864-1407
Baldwin Elementary	424-0145	South View High	425-8181
Beaver Dam Elementary	1-910-531-3378	Stedman Elementary	483-3886
Berrien, Teresa C. Building	483-8288	Abbott, R.Max Middle	323-2201
Black, Lillian Building	497-7147	Spring Lake Middle	497-1175
Brentwood Elementary	864-5310	Lewis Chapel Middle	864-1407
Britt, Jack High	429-2800	Griffin, John Middle	424-7678
Brown, W.T. Elementary	497-1258	Spring Lake Middle	497-1175
Byrd, Douglas High	484-8121	Douglas Byrd Middle Main Campus	483-3101
		Douglas Byrd North Campus	483-4037
Byrd, Douglas Middle and North	483-3101	Abbott, R.Max Middle	323-2201
Cape Fear High	483-0191	Willams, Mac Middle	483-8222
		Armstrong Elementary	483-2425
Cashwell Elementary	424-2312	South View Middle	424-3131
Chesnutt, Anne Middle	867-9147	Lewis Chapel Middle	864-1407
		Seventy-First High	867-3116

EVACUEE SCHOOL	SHORT TERM EVACUATION SITE
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Cliffdale Elementary	864-3442	Westover Middle	864-0813
College Lakes Elementary	488-6650	Warrenwood Elementary	488-6609
Collier, C. Wayne Elementary	424-7200	Hope Mills Middle	425-5106
Coon, J.W. Elementary	425-6141	Byrd, Douglas Middle	483-3101
Cross Creek Early College (FSU)	672-1499	Smith, E.E. High	483-0153
Cumberland Int'l Early College (FSU)	672-2830	Smith, EE High	483-0153
Cumberland Mills Elementary	424-4536	Griffin, John Middle	424-7678
Cumberland Polytechnic (FTCC)	486-7300	Terry Sanford High School	484-1151
Cumberland Road Elementary	485-7171	Howard Learning Academy	483-5434
District 7 Elementary	483-0001	Williams, Mac Middle	483-8222
Eason, Alma Elementary	484-0194	Sanford, Terry High	484-1151
Eastover-Central Elementary	483-8997	Armstrong Elementary	483-2425
Ferguson-Easley Elementary	483-4883	Jeralds, Luther Nick Middle	822-2570
Gallberry Farm Elementary	424-1490	Gray's Creek High	424-8589
Glendale Acres Elementary	484-9031	Abbott, R.Max Middle	323-2201
Gray's Creek Elementary	483-3352	Alderman Road Elementary	321-0398
Gray's Creek Middle	483-4124	Alderman Road Elementary	321-0398
Gray's Creek High	424-8589	South View High	425-8181
Griffin, John Middle	424-7678	Honeycutt, E. Melvin Elementary	426-2020
Hall, Howard Elementary	822-5100	Pine Forest High	488-2384

EVACUEE SCHOOL	SHORT TERM EVACUATION SITE
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Hefner, Bill Elementary	860-7058	Lewis Chapel Middle	864-1407
Hillsboro Street School	437-5829	Smith, E.E. High	483-0153
Honeycutt, E. Melvin Elementary	426-2020	Britt, Jack High	429-2800
		Griffin, John Middle	424-7678
Hope Mills Middle	425-5106	South View Middle	424-3131
Howard Learning Academy	483-5434	Massey Hill Classical High	485-8761
Jeralds, Luther Nick Middle	822-2570	Ross, Reid YR Classical	488-8415
Lake Rim Elementary	867-1133	Griffin, John Middle	424-7678
Lewis Chapel Middle	864-1407	Seventy-First High	867-3116
Long Hill Elementary	488-0012	Pine Forest Middle	488-2711
Manchester Elementary	436-2151	Spring Lake Middle	497-1175
Martin, Benjamin Elementary	864-4843	Westover Middle	864-0813
Massey Hill Classical High	485-8761	Douglas Byrd High School	484-8121
McArthur, Mary Elementary	424-2206	Ireland Drive Middle	483-4037
Miller, E.E. Elementary	868-2800	Lewis Chapel Middle	864-1407
Montclair Elementary	868-5124	Byrd, Douglas Middle	483-3101
Morganton Road Elementary	867-4137	Westover Middle	864-0813
New Century Elementary	487-2340	Stoney Point Elementary	424-3945
New Century Middle	487-2001	Jack Britt High School	429-2800

EVACUEE SCHOOL		SHORT TERM EVACUATION SITE	
Owen, William H. Elementary	425-6163	Byrd, Douglas Middle	483-3101
Pine Forest High	488-2384	Pine Forest Middle	488-2711

Pine Forest Midde	488-2711	Pine Forest High	488-2384
Ponderosa Elementary	864-0148	Westover Middle	864-0813
Raleigh Road Elementary	488-0850	Pine Forest Middle	488-2711
Ramsey St High	437-5829	Smith, E.E. High	483-0153
Rockfish Elementary	424-5313	Hope Mills Middle	425-5106
Ross, Reid YR Classical Middle/High	488-8415	Jeralds, Luther Nick Middle	822-2570
Sanford, Terry High	484-1151	Abbott, R.Max Middle	323-2201
Seabrook, J.W. Elementary	323-2930	Williams, Mac Middle	483-8222
Seventy-First Classical Middle	864-0092	Seventy-First High	867-3116
Seventy-First High	867-3116	Lewis Chapel Middle	864-1407
		Chesnutt, Anne Middle	867-9147
Sherwood Park Elementary	424-4797	Byrd, Douglas Middle	483-3101
Smith, E.E. High	483-0153	Ross, Reid YR Classical	488-8415
Souders, Lucile Elementary	488-6705	Jeralds, Luther Nick Middle	822-2570
South View High	425-8181	South View Middle	484-3131
South View Middle	424-3131	Hope Mills Middle	425-5106
Spring Lake Middle	497-1175	Manchester Elementary	436-2151

EVACUEE SCHOOL		SHORT TERM EVACUATION SITE	
Stedman Elementary	483-3886	Williams, Mac Middle	483-8222

Stedman Primary	484-6954	Stedman Elementary	483-3886
Stoney Point Elementary	424-3945	Britt, Jack High	429-2800
Sunnyside Elementary	483-4319	Williams, Mac Middle	483-8222
Vanstory Hills Elementary	483-0809	Abbott, R.Max Middle	323-2201
Walker-Spivey Elementary	483-5656	Educational Resource Center	678-2534
Warrenwood Elementary	488-6609	College Lakes Elementary	488-6650
Westarea Elementary	488-1705	Jeralds, Luther Nick Middle	822-2570
Westover High	864-0190	Westover Middle	864-0813
Westover Middle	864-0813	Westover High	864-0190
Wilkins, Alger B. High School PLC	864-5438	Westover High	864-0190
Williams, Mac Middle	483-8222	Armstrong Elementary	483-2425
		Stedman Elementary	483-3886
Willis, Margaret Elementary	484-9064	Sanford, Terry High	484-1151

**CRITICAL INCIDENT RESPONSE KIT CHECKLIST
(BLACK BOX)**

ITEM	PERSON RESPONSIBLE	DATE PLACED
✓ School Floor Plan(s)		
✓ Basic First Aid Kit		
✓ Maps		
✓ Blueprints		
✓ Aerial Photos		
✓ Evacuation Plan with Routes and Rally Points		

✓ Placards with Directional Words		
✓ Procedures to Cut Off: <ul style="list-style-type: none"> • Fire Alarm • Utilities • Sprinkler System • Cable Vision 		
✓ Keys and/or Codes (No Master Keys in Box)		
✓ Master Schedule		
✓ Current Day Roster		
✓ Faculty and Staff Roster		
✓ Bus Roster and Routes		
✓ Sample Letters Notifying Students and Parents of Incident		
✓ Student Release Forms		
✓ Contact List <ul style="list-style-type: none"> • Community and Emergency Phone Numbers • School Numbers • Volunteer and Parent Organization Numbers 📠 Media Contacts 		
✓ Optional Miscellaneous Items <ul style="list-style-type: none"> • Pens and Pencils • Notepad • Tape • Flashlight • Batteries • Name Tags • Paper Towels 		

*****Most information on this page can be located either on the Rapid Responder Program or in PowerSchool.**

**Responsible persons to update Rapid Responder Program are as follows:
Elementary - Principal and/or designee**

Middle and High School - Safe School Coordinator, Principal and or designee

**ADDITIONAL RECOMMENDED ITEMS
FOR THE CRITICAL INCIDENT RESPONSE KIT (BLACK
BOX)**

SCHOOL BUILDING INFORMATION	
Floor Plans	Floor plans should identify important building features such as locations of the fire alarm turn-off, utilities shut-off, sprinkler system shut-off, cable television shut-off, first aid kits and fire extinguishers. In addition, the floor plans should show the location of all telephones and telephone wall jacks, computer locations and all other devices, which may be useful for communication during a critical incident.
Basic First Aid Kit	The basic first aid kit will assist in rendering aid to any person(s) that sustain an injury during a critical incident.
Maps	Maps will help responders understand the traffic patterns and intersections that will be affected during a critical incident. In addition, maps can identify the relocation site, several copies of these maps should be kept in the kits.
Blueprints	Architectural blueprints should be kept in the kits because the detailed information is important for SWAT teams, especially during a bomb threat. The facility personnel should have access to such blueprints.
Aerial Photos	Aerial photos of the school and surrounding area can assist law enforcement officials and emergency responders involved in the critical incident. These photos can be obtained on the Rapid Responder Program.
Evacuation Plan with Routes and Rally Points	Each school should have an evacuation plan (i.e., the fire escape plan) with exit routes and rally points clearly marked. In addition, each school should have an alternate evacuation plan in case of unforeseen factors such as chemical spill. Each evacuation route should have a safe rally point located away from the school.
Placards with Directional Words	During a critical incident, placards with the direction words, “Medical Services” and “Media” make it easier for individuals to find where they need to go.
Procedures to cut off Utilities	Procedures to shut off the fire alarms, utilities (such as gas, water and electricity), sprinkler system and cable television should be kept in the kits. However, the decision to turn off these systems should be made on a case-by-case basis by the head of the Incident Command System.
Keys and/or Codes	The kits should contain a master key (or master codes) and other important keys to the building. These keys should be easily identifiable by tags. The keys for the school could be placed in a separate locked container within the kits. Placing the keys in a locked container adds another measure of security for the keys. Fire department officials recommend keeping the master key in a Knox Box outside of the school. A Knox Box is a non-destructible box mounted near the building entrance. The fire department controls the master key to the box, giving them immediate access during an emergency.
SCHOOL PERSONNEL AND STUDENT INFORMATION	
Master Schedule	On the day of the crisis, one of the challenges is accounting for all the school’s students. A master schedule allows for officials to know where students are located during the incident.
Current Day Roster	A current day roster also allows officials to know which students are present at school that day. Someone should be assigned the duty of updating and placing the roster in the kits at the beginning of each school day.
Faculty and Staff Roster	A faculty/staff roster should list those with first aid and emergency services training and their cell phone numbers. In addition, the roster should identify those individuals with special needs.
Bus Roster and Routes	Bus roster and routes allow officials to know the whereabouts of students if an incident were to occur before or after school.

Sample Letters Notifying Students and Parents of Incident	Sample statements provide clear and concise ways of notifying all interested parties that an incident has taken place. Example statements should be placed in the kits as references along with a disk copy of the statement, so specific details can be added.
Student Release Forms	Enough student release forms should be kept in the kits and provided to the Student Accounting & Release Coordinator of the school's Incident Command System team. Student release forms will help keep track of the students.
Contact List	A contact list should be kept in the kits. The contact list should include: 1) Community emergency phone numbers (police, sheriff, rescue, fire, local hospital, counselors in faith community and private practice). 2) school numbers (list of cell phone numbers and pager numbers of staff) 3) volunteer and parent organization numbers, and 4) media contacts to inform parents where children can be picked up
OPTIONAL MISCELLANEOUS ITEMS	
Basic Supplies	These items should include: 1) pens and pencils, 2) notepad, 3) tape, 4) flashlight, 5) batteries, 6) name tags, 7) paper towels and 8) laptop computer(s)

**FACILITY FLOOR PLAN
(INSERT YOUR SCHOOL'S FLOOR PLAN –
AVAILABLE ON YOUR RAPID RESPONDER SITE)**

DEBRIEFING OUTLINE

SUGGESTIONS FOR DEBRIEFING DURING AND AFTER A CRISIS

Debriefing during and after a crisis event allows the crisis team to process experiences. The purpose is not so much to gather information or to interrogate as it is in a military sense, but to be able to vent feelings, bolster morale, prevent burn-out, and foster teamwork.

1. Set a short debriefing session at the end of each day and again when the crisis seems to be resolved. A crisis situation is most intense soon after the event or when people first learn about it. A meeting may be called at mid-day on the first day. Having lunch together would be a good time to relax a little and do some sharing.
2. Give each participant an opportunity to describe the activities of the day. What was the role of each in containing and resolving the crisis?
3. Allow stories to be told of personal tragedy and grief. Repeating the stories helps crisis workers deal with the trauma. Remember, the crisis team members will also be impacted by what is seen, heard and felt.
4. Explore what team members need from each other to make their jobs go more smoothly.
5. Review what went particularly well. Compliment, stroke, and praise. Crisis work is a strain on the team members. People will be tired. Acknowledge their efforts, and thank them.
6. 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 crisis plan itself revised based on this new information.
7. Provide for follow-up services for those affected the most. Traumatic experiences can result in posttraumatic stress or have a continuing influence on a child's vulnerability to psychological problems.

HOLD HARMLESS AGREEMENT

In consideration of _____ for a temporary shelter for students during a School District-determined emergency, Cumberland County Schools agrees to defend and hold _____ harmless for any injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location.

The students will be supervised by Cumberland County Schools employees while on your premises.

You will be notified by the school district before any students are brought to your facility.

Phone Number to Call:

(Property Owner/Agent)

(Contact Person)

(Superintendent, Cumberland County Schools)

(Date)

Copies to:

Property Owner

School file (SCHOOL NAME)

Administration File

MEDIA GUIDELINES

COMMUNICATIONS AND COMMUNITY ENGAGEMENT

The following list of suggestions for working with the media will assist in minimizing the disruption during a school crisis and in informing the public about a newsworthy event.

1. Direct all media inquiries to the Communications Office to avoid confusion and ensure consistency of information given to the media.
2. Do not permit interviews with students or staff on the premises during a crisis, and do not permit filming inside of the building except in the spokesperson's office or designated media room.
3. Set up a comfortable room close to the entrance of the building that may be used by the media in the event of a level III crisis. The room should have a telephone for use by the media representatives. Offering coffee and soft drinks is a hospitable gesture (when appropriate).
4. The spokesperson should respond to the media in a timely and professional manner. Avoid being defensive. Do not treat the interviewer as an adversary. Acknowledge the difficulty of the media's role, and take a position of helpfulness.
5. The spokesperson should prepare a written statement or have notes with points to be made for quick reference. If the answer to a question is not known, a return call with the information may be made. Release factual information only. Do not make assumptions.
6. Do not disclose personal information about a staff member or student. Professional data as prescribed by the N.C. General Statutes include:
 - a. Directory or student records information on a student can only be released if the parent does not "opt out" within the first 10 days after notification of the Family Educational Rights and Privacy Act. Parental consent has been given unless the upper left block on the student's record on the computer indicates "NO".
 - b. Only the following personnel information, in accordance with N.C. General Statute 11 5C320, can be released:
 1. Name
 2. Age
 3. Date of original employment
 4. Current position
 5. Current title
 6. Current salary
 7. Date of most recent change in position classification
 8. Station to which person is currently assigned
7. Drop the jargon or "educational vocabulary" while communicating with the media during a time of crisis. Say what you mean in simple terms.

(Media Guidelines Continued)

8. Emphasize what is being done by the school and the district to contain and resolve the crisis.
9. Although demands may be heavy and the situation chaotic, the spokesperson should cooperate with the media. Set a time and place to be interviewed by several reporters at the same time. Remember that the media will get their stories, either from you or from others.

Invite the media to cover positive school events throughout the year. Contact the Communications and Community Engagement Department for assistance and guidance with this.

Unless directed by a Cabinet Level Superintendent or higher, all media communications during a crisis will be handled by the Communications and Community Engagement Staff.

SAMPLE LETTERS TO PARENTS WILL BE PROVIDED BY THE COMMUNICATIONS OFFICE FOR ANY CRITICAL INCIDENT SHOULD THEY BECOME NECESSARY. PARENT LINK MESSAGES SHOULD ALSO BE DRAFTED IN CONSULTATION WITH THE COMMUNICATIONS OFFICE.

The Associate Superintendent for Communications and Community Engagement (910-678-2303) will serve as the system-wide spokesperson and news media liaison. He/She will serve as the initial contact for all media inquiries, refer inquiries to the appropriate schools/departments, and will assist school/department personnel with working with the news media. Please reference Regulation Code: 5040-R Media Protocol for additional guidance.

TELEPHONE PROTOCOL DURING AND AFTER A CRISIS
Communications and Community Engagement

TO ANSWER TELEPHONE INQUIRIES DURING A CRISIS, KNOW THE FACTS ABOUT:

1. What has happened?

2. When did the event occur?

3. Where did the event occur?

4. Who is involved? (Caution: do not give out names of the deceased or injured)

5. What is being done by school and emergency personnel?

6. If students are to be released or excused to attend a funeral, what is the correct procedure?

7. Will school be closed or will classes be held in another facility? Where?

8. Are any meetings planned for parents or community? When? Where?

9. What is being planned to help families affected by the crisis?

ABDUCTION / MISSING PERSON

RECOMMENDED STEPS TO FOLLOW:

GENERAL

Abduction of students is a constant concern, especially at the elementary level. Many times a student is abducted by a parent who does not have custody. It is mandatory that all adults presenting themselves at school to pick up a student show picture identification. If not personally known, they should be verified against any emergency data cards to ensure they have proper authority to do so. If you have a custody question that cannot be resolved, call Law Enforcement AND the Safety and Security Office – **678-2488**.

WITNESSED

1. Call **9-1-1** for immediate assistance. (**principal or designee**)
2. Gather facts about the abduction and a description of the abductor from witnesses. (**principal or designee**)
3. Notify parents/legal guardian. (**principal or designee**)
4. Notify Safety & Security Office – **678-2488**. (**principal or designee**)
5. Convene local crisis team. (**principal or designee**)
6. Initiate on a plan of action. (**principal or designee**)
 - a. Meet with faculty if possible. Advise teachers about sharing the information with students. b. Visit classrooms if requested.
 - c. In conjunction with law enforcement, prepare a statement for the media. (**Communications & Community Engagement**)
 - d. Prepare fact sheet for those answering phone inquiries. (**Communications & Community Engagement**)
 - e. If concerns exist about additional abductions, send letters home to parents. (**Communications & Community Engagement**)
7. Prepare classmates to be supportive when the student is returned. (**counselor**)
8. Provide Follow-up counseling as needed. (**counselor**)

(Abduction/Missing Person continued)

NOT WITNESSED

1. Verify that the student is missing. Have building searched. (**principal or designee**)
2. Notify parents/legal guardian. (**principal or designee**)
3. **Immediately upon determining that the child is missing**, notify Law Enforcement and the Safety & Security Office – **678-2488**. (**principal or designee**)
4. Convene Crisis Team. (**principal or designee**)

5. Question the student's friends for information. (**principal or designee**)
6. Initiate on a plan of action. (**principal or designee**)
 - a. Meet with faculty if possible. Advise teachers about sharing the information with students.*
 - b. Visit classrooms if requested.
 - c. In conjunction with Law Enforcement, prepare a statement for the media.
(**Communications & Community Engagement**)
 - d. Prepare fact sheet for those answering phone inquiries. (**Communications & Community Engagement**)
 - e. If concern exists about additional abductions, send letters home to elementary parents.
(**Communications & Community Engagement**)
7. Prepare classmates to be supportive when the student is returned. (**counselor**)
8. Provide for follow-up counseling as needed. (**counselor**)

COMMENTS

*PROTECT THE STUDENT'S PRIVACY CONCERNING SEXUAL MOLESTATION

ACCIDENT WITH INJURIES / MEDICAL EMERGENCY

RECOMMENDED STEPS TO FOLLOW:

ON CAMPUS

1. Call **9-1-1** for emergency assistance. **(principal or designee)**
2. Whenever EMS is requested for an injury or medical issue for Staff/Student/Visitor etc, **designate someone to notify Safety and Security as soon as possible**. Then be sure someone updates Safety and Security should the victim be transported to the hospital by EMS or private vehicle. 678-2488. (principal or designee)
3. Assess injuries. **(first responder/staff member)**

Utilize qualified Emergency Medical Technicians (EMTs), Cardiopulmonary Resuscitation (CPR) Technicians, or first responders until ambulance arrives. Consider the following list when evaluating injured personnel for treatment:

- a. Suspected fracture of neck, skull, back, hip, pelvis, or lower extremities.
 - b. General inability to walk or move, communicate or respond to vocal, auditory or painful stimuli. This specifically relates to loss of consciousness (Coma).
 - c. Convulsive or seizure disorders along with profuse vomiting (3 or more times in two hours).
 - d. Heavy bleeding from any cause that cannot be controlled.
 - e. If need is not so critical, based on determination of the principal, nurse (if available), first aid person and parent, injured student may be taken to the hospital by the parent, in his/her personal car. Call EMS to verify if you are unsure.
4. Assist nurse. **(available personnel trained in first aid and CPR)**
 5. Remove uninjured students from accident site as soon as practical. **(principal or designee)**
 6. Notify parents/legal guardian of the nature and extent of their children's injuries; specify where their children are located. **(principal or designee)**
 7. If a student is transported to the hospital, and no parent/guardian is present, assign a faculty member to accompany the ambulance. **(principal or designee)**
 8. When an injured child/staff member/visitor is transported to the hospital, either by a family member or by ambulance, **IMMEDIATELY** notify the Safety & Security Office – **678-2488. (principal or designee)**
 9. Convene crisis team. **(principal or designee)**
 10. Counsel witnesses and close friends of the injured. **(counselor/nurse)**

11. Notify siblings on campus of the injury and notify counselors at other schools where siblings attend. **(counselor)**

12. Inform teachers and all students of the accident. **(principal or designee)**

13. Ask teachers to refer distressed students to the counselor. **(principal or designee)**

Accident with Injuries/Medical Emergency (continued)

13. Provide accurate information to those answering the questions of other parents or the community. **(Communications/Community Engagement)**

14. Prepare a statement for the media. **(Communications/Community Engagement)**

15. Visit injured students at the hospital. **(principal or designee/counselor)**

16. Debrief with crisis team. **(principal or designee)**

17. For injuries, Student Accident Reports and Employee Injury Reports (Form 19) are found on the GoogleDocs link below and notify Risk Management @ 678-2591 :

https://docs.google.com/a/ccs.k12.nc.us/forms/d/1Uwt7fTMuSM6oSZp_JSJRiu7tr9CGxaWIEAAfQcG9o/vi_{ew}form

****It is a requirement to place all student accident reports online with the google link above. The instructions are in the previous tile (read the attachment)

Title 8 contains the Student Accident Report that might be a useful tool to continue utilizing to obtain all of the details of the incident and will help to complete the google link. This is optional, but a good tool. Risk Management no longer accepts paper copies. You must place the accident report online via the google link above.

Accident with Injuries/Medical Emergency - OFF CAMPUS

1. Verify information. **(principal or designee)**

2. If school related accident, notify parents of the nature and extent of their children's injuries and specifically where their children are located. **(principal or designee)**

3. **IMMEDIATELY** notify Safety and Security Office – **678-2488**. **(principal or designee)**

4. Notify crisis team. **(principal or designee)**

5. Counsel witnesses and close friends of the injured. **(counselor)**

6. Notify siblings on campus of the injury and notify counselors at other schools where siblings attend. **(counselor)**

7. Inform teachers and all students of the accident. **(principal or designee)**
8. Ask teachers to refer distressed students to counselor. **(principal or designee)**

Accident with Injuries/Medical Emergency (continued)

9. Provide accurate information to those answering the questions of other parents or the community. **(principal or designee / Communications and Community Engagement)**
10. Prepare a statement for the media. **(principal or designee/Communications and Community Engagement)**
11. Visit injured students at the hospital. **(principal or designee/counselor)**
12. Debrief with crisis team. **(principal or designee)**

SCHOOL BUS ACCIDENT WITH INJURIES

RECOMMENDED STEPS TO FOLLOW:

1. Verify the report with law enforcement and the Transportation Office.
Attempt to determine who was injured, extent of injuries and the hospital(s) where students have been transported. **(principal or designee/bus transportation office)**
2. Notify Safety and Security Office 678-2488. **(principal or designee/bus transportation office)**
3. Notify appropriate Associate/Assistant Superintendent. **(principal or designee)**
4. Dispatch a school administrator or faculty member to hospitals where students have been transported. **(principal or designee)**
5. For students who have been transported to hospital(s): Notify parent(s) of the accident and hospital where child was taken. Advise what faculty member is present there. **(principal or designee)**
6. Parents of uninjured children should be contacted when students arrive at school. Children should be allowed to speak to their parents to ensure parents that children are OK. **(principal or designee/counselor)**
7. Notify school crisis team. Team members should assist at school with friends and classmates of injured if indicated. **(principal or designee/counselor)**
8. Prepare a fact sheet for telephone inquiries. **(principal or designee/Communications and Community Engagement)**
9. Prepare a statement for the media. **(principal or designee/Communications and Community Engagement)**

NOTES:

**ACCUSATION AGAINST SCHOOL PERSONNEL RELATED TO
ILLEGAL ACTIVITIES
RECOMMENDED STEPS TO FOLLOW:**

1. Document what has been reported at school.* (principal or designee)
2. Notify Law Enforcement.* (principal or designee)
3. Notify appropriate Associate Superintendent. (principal or designee)
4. Notify Safety & Security Office 678-2488.
5. Provide appropriate counseling if needed. (counselor)
6. Depending on the situation, in cooperation with Law Enforcement, prepare for:
 - a. Statement to media (Communication and Community Engagement)
 - b. Inquiries from irate, demanding, scared parents (principal or designee)
 - c. Staff meeting to stop the spread of rumors and to provide update on facts as knows (principal or designee)

COMMENTS:

*Child abuse allegations against school personnel MUST be reported to Law Enforcement.

Bomb Threat / Threats of Mass Violence / Social Media Threats

The following guidelines are based on recommendations from the Bureau of Alcohol, Tobacco and Firearms, U.S. Department of Justice's Office of Community Oriented Policing Services and the Federal Bureau of Investigations. These guidelines dictate how Cumberland County Schools will handle a Bomb Threat incident. However, these guidelines do not dictate how Law Enforcement will investigate a Bomb Threat incident. When a school is faced with a Bomb Threat incident, the schools' SRO/Law Enforcement shall be contacted and law enforcement will determine the appropriate criminal investigative actions to be taken and shall prepare a report on all incidents, listing the appropriate charge (Bomb Threat, Communicating Threats, Disruptive Behavior, etc.)

The FBI has classified Bomb Threats into three categories, Low Level, Medium Level and High Level.

(1). Low Level

- Threat is vague and indirect.
- Information contained with the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggest person is unlikely to carry it out.
- Threat is made by a young child/children and there is laughter in the background.
- The caller is definitely known and has called numerous times.

(2). Medium Level

- Threat is more direct and more concrete than a low-level threat.
- Wording in the threat suggest that the person making the threat has given some thought to how the act will be carried out.
- There may be a general indication of a possible place and time (though these signs still fall well short of a detailed plan).
- There is no strong indication that the person making the threat has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to the possibility of an illusion to a book or movie that shows the planning of a violent act or a vague, general statement about the availability of weapons.

(3). High Level

- Threat is direct, specific and plausible. For example, "This is John Smith; I'm fed up with Mr. Jones yelling at me. There's a bomb under his desk."
- Threat suggest concrete steps have been taken toward carrying out, for example, statements indicating that the person making the threat has acquired or practiced with a weapon or has had the intended victim under surveillance.

(Bomb Threat Continued)

RECOMMENDED STEPS TO FOLLOW FOR LOW AND MEDIUM LEVEL THREATS:

If a Bomb Threat is made to a school, where a person communicates by any means (phone, computer, social networking, or note) that an explosive device has been placed on school property or any personal property located on school grounds, the Principal of the school should use the listed classifications to determine if evacuation of the school is necessary. If the threat is considered to be a Low Level or Medium Level threat, it is not necessary for evacuation to take place. However, the **Principal or his Designee should:**

1. Place the school into a "Code Yellow" Lockdown.
2. Notify staff that the reason for the "Code Yellow" Lockdown is a Bomb Threat. Send Parent Link when "Code Yellow" is initiated. Contact Communications/Community Engagement for guidance.
3. Instruct staff members to **cut off** all walkie-talkies, cell phones and pagers, and to conduct a cursory search of their areas of responsibility within the school, reporting anything suspicious immediately.
4. Notify the school's SRO/Law Enforcement and request Sheriff / Police canine to assist in the search. (Request Canine responding agency). School **must** remain in Code Yellow condition if Canines enter the school to search.
5. Notify the Safety / Security Office (678-2488).
6. Ensure that any items of evidentiary value are secured for Law Enforcement.
7. Assist Law Enforcement in their investigation.
8. Notify Safety / Security when the "All Clear" is given.
9. **Keep school in a "Code Yellow" Lockdown for the remainder of the day unless otherwise specified. Send Parent Link if "Code Yellow" is cancelled.**

(Bomb Threat Continued)

RECOMMENDED EVACUATION STEPS FOR HIGH LEVEL THREATS:

If a Bomb Threat is made to your school and the threat is considered to be a high-level threat the Principal or his / her Designee should:

1. Immediately sound the alarm bells with a prearranged code. This should be different from the fire alarm code (Do not use fire alarm for Bomb Threats). The alternative alarm system established by the school will be used if the regular system fails to operate. The Principal will have a plan to use the intercom, employee runners and prearranged signals to notify classes outside the main building, physical education areas and cafeterias. Instruct staff members to cut off all walkie-talkies, cell phones and pagers.
2. Evacuate everyone at least 500 feet *or as far away as possible* from the affected building.
3. Notify SRO / Law Enforcement (911, Sheriff's Office - 323-1500 or 323-1141)
4. Notify Safety / Security Office (678-2488)
5. Notify Communications/Community Engagement for
6. Designate a "Command Post" location. An administrator should always be present. Any witnesses (call taker, note finder, etc.) should also be there. Any suspicious items or missing students should be reported to the location.
7. Immediately organize a search if someone is missing.
8. If inclement weather is a factor, the Principal may allow personnel to occupy empty buses after the buses are searched and cleared by authorized personnel. The gymnasium and huts may be cleared after the buses to allow access for additional personnel. Remember to clear at least 500 feet around the huts, cafeteria, or gymnasium if using this procedure.
9. Principal should designate someone to meet responding fire, EMS, and law enforcement personnel to bring them to the Command Post where they will be briefed on the circumstances of the Bomb Threat.
9. Students will not return to the building until it has been declared "Clear" By the principal. Law Enforcement and Fire Department personnel are not required to assist (other than canine and handler) with the search. Bomb Threat and search procedures are best executed with an established plan of operation. Normally teachers make a cursory search of their classroom as they are leaving the room. Office workers should conduct a cursory search of the areas of responsibility as they are leaving the building and Support Staff is used to cover common areas (hallways, bathrooms, outside, etc.). The Principal will consider input from teachers, staff and Law Enforcement before declaring the building clear.

(Bomb Threat Continued)

RECOMMENDED EVACUATION STEPS FOR HIGH LEVEL THREATS continued:

10. In all cases an explosives unit canine will be dispatched. The handler will conduct the search and then only report that the canine alerted or did not alert.
11. Once the building is declared clear and students and staff re-enter the school, the school should go into and stay in a "Code Yellow" lockdown for the remainder of the day.
12. Notify the Safety and Security Office to advise students have returned to class and that your school is on a "Code Yellow" lockdown (678-2488).

BOMB THREAT CHECKLIST

SCHOOL _____ DATE _____

1. WHAT TO DO:

- A. STAY CALM
- B. KEEP THE CALLER ON THE LINE
- C. GET AS MUCH INFORMATION FROM THE CALLER AS POSSIBLE
- D. TURN OFF WALKIE-TALKIE
- E. INFORM EMPLOYEES IN REMOTE PARTS OF THE BUILDING

2. WHAT SHOULD BE DONE:

- A. TIME AND DATE OF BOMB THREAT _____
- B. HOW REPORTED _____
- C. IF PHONE CALL, WHAT WAS NUMBER _____
- D. **EXACT WORDS** OF CALLER

3. QUESTIONS TO ASK: WHEN IS BOMB GOING TO EXPLODE?

- A. WHERE IS THE BOMB RIGHT NOW? _____
- B. WHAT KIND OF BOMB IS IT? _____
- C. WHAT DOES IT LOOK LIKE? _____
- D. WHY DID YOU PLACE THE BOMB? _____
- E. WHERE ARE YOU CALLING FROM? _____
- F. DESCRIPTION OF CALLER'S VOICE: _____

MALE ___ FEMALE ___ YOUNG ___ MIDDLE AGE ___
OLD ___ ACCENT _____ TONE OF VOICE _____

BACKGROUND NOISE _____

IS VOICE FAMILIAR _____

IF SO, WHO DID IT SOUND LIKE? _____

OTHER VOICE CHARACTERISTICS: _____

- G. **TIME CALLER HUNG UP:** _____

REMARKS: _____

H. NAME, ADDRESS, TELEPHONE NUMBER OF RECIPIENT:

CALL 9-1-1

**PLEASE PROVIDE THIS FORM ALONG WITH A COPY OF YOUR ABSENTEE LIST TO LAW ENFORCEMENT
THIS FORM IS LOCATED IN THE CUMBERLAND COUNTY SCHOOLS EMERGENCY GUIDE (Flip Guide)**

CLASSROOM TEACHER

(Including Private lines / Cafeteria / Other Numbers)

BOMB THREAT PROCEDURES

RECOMMENDED STEPS TO FOLLOW:

IF YOU RECEIVE A BOMB THREAT

1. If you receive a call, attempt to obtain information from the caller using the “Bomb Threat Checklist” located in the **Cumberland County Schools** Emergency Guide.
2. Immediately notify office of threat giving as many details as possible. Use the “Bomb Threat Checklist” as an aid. Fill out the checklist so you will not forget details. Provide to administration.
3. Follow instructions from administration.

IF YOU ARE NOTIFIED OF A BOMB THREAT

1. Once notified of evacuation due to bomb threat, teachers and students will leave the building immediately in accordance with the emergency evacuation plan posted in each room. Teachers will leave last, having designated a student to lead. (teachers)
2. Teachers will see that two or three windows are opened if weather permits and that the door is unlocked and propped open when leaving the room. Because teachers are the most knowledgeable of what is in their classroom, they should conduct a quick check prior to leaving. Be alert for suspicious items such as articles/packages. **STAY AWAY FROM ANY SUSPICIOUS ITEMS.** Any suspicious items should be reported immediately to administration at the designated Command Post. (teacher)

PROTOCOL FOR RESPONDING TO THREATS, SOCIAL MEDIA THREATS OR THREATS OF MASS VIOLENCE

The following is a summary checklist of general procedures for the administrator/designee to respond to any reports of threats or threats of mass violence in schools, at District and school-related activities and in all areas within the District's jurisdiction. These could include but are not limited to student-to-student threats, student-to-adult threats, written threats, social media threats (IE: Facebook, Instagram) or anonymous tip reporting applications. The urgency of the situation will dictate the order in which the subsequent steps are followed. Considering each school should have a pre-selected Crisis Management Team and a Threat Assessment Team **(The School Resource Officer will be an integral member of these teams. Please ensure they are utilized if available)**, some steps may be completed concurrently with others.

- A. SECURE CAMPUS/CALL LAW ENFORCEMENT** (SRO or 911 after hours) (Initiate security measures as appropriate IE: Code Yellow/Red.)
- B. NOTIFY** –Safety and Security 678-2488 after hours contact your Safety and Security Specialist (Safety and Security Personnel may act as Risk/Crisis Management Advisors)
- C. NOTIFY** – School Support Personnel
- D. GATHER THE FOLLOWING INFORMATION FOR LAW ENFORCEMENT:**
- Student information (e.g., name, date of birth, address)
 - Emergency card information (e.g., family contact, Etc.)
 - Attendance record
 - Student discipline records, including any history or discipline related to the incident
 - Student health information, including self-injurious behavior and/or suicidal ideation
 - Review of District computers and property (e.g., desks, books, lockers), as applicable, if reasonable suspicion exists for an administrative search
 - Personal communication devices, as applicable, if reasonable suspicion exists for an administrative search
 - Statement from witnesses (e.g., students, teachers, other staff)
 - Print out or save any posts or screenshots of Social Media threats. Include screen names and the URL. If necessary take a picture of the screen with a cell phone so all information is available to law enforcement.
- E. WHILE LAW ENFORCEMENT WILL OBTAIN THE FOLLOWING INFORMATION, SOME MEMBERS OF THE STAFF MAY HAVE KNOWLEDGE OF INFORMATION THAT SHOULD BE SHARED WITH LAW ENFORCEMENT, SUCH AS:**
- Family situation information
 - Triggering events or other personal stressors (e.g., mental/physical health, death, divorce, economic or family stressors, relationship problems)
 - Access to weapons
 - Other pertinent information (e.g., e-mails, pictures, social network postings)
- F. CONVENE A THREAT ASSESSMENT TEAM.** (The multi—disciplinary team may include, but not be limited to, an Administrator, School Resource Officer **(if available)**, guidance counselor, social worker or teacher).

****The School Resource Officer will be an essential part of this team. Make every effort to utilize them if available.**

G. ASSESS RISK TO SELF OR OTHERS

- Administrator/designee or designated threat assessment team member meets with law enforcement for further information regarding threat. (Validity, ability to carry out the threat, etc)
- Multi-disciplinary threat team should consider law enforcement's evaluation of the situation when making assessment decisions.

H. DETERMINE APPROPRIATE ACTION PLAN (Interventions will be based upon the severity and potential risk of the threat. The action plan determined by the team should be documented and managed by the school site administrator/designee.)

I. ADDITIONAL ACTIONS

May be required if the behavior falls under any of the following categories:

1. Criminal Threat (Law Enforcement will handle this)
2. Disciplinary Action (Administrative Decision by the Principal/Designee in conjunction with School Support Personnel)
3. Mental Health Evaluation (Social Worker would be the resource for this)

J. STUDENT RE-ENTRY GUIDELINES - If the student has been out of school for any length of time, including mental health hospitalization, or will be transferring to a new school, the school site administrator/designee may consider using re-entry guidelines for a successful transition. If the student has been reassigned to an Alternative School, collaborative action between school administrations should be considered.

K. PROVIDE RESOURCES (Social Worker has access to these as well as the Department of Juvenile Justice)

L. MONITOR AND MANAGE (Monitor for signs of repeat actions indicating threats are likely)

M. DOCUMENT ALL ACTIONS (Maintain records, complete forms...)

CHILD ABUSE

All school personnel are required by NC General Statute's 115C-400, 7A-742 through 7A-552 to report **suspected** cases of abuse. These reports are made to the Child Protective Services Division (677-2450) of the Cumberland County Department of Social Services.

The Cumberland County Schools Child Abuse-Neglect Reporting Form should be completed each time a referral is made to DSS. A copy of the completed form should be mailed to the Cumberland County Department of Social Services, ATTN: CPS Intake, PO Box 2429, Fayetteville, NC 28302. A copy should also be mailed to the Central Office, ATTN: Social Work Coordinator, and provided to the school social worker assigned to your school.

Our board attorney has informed us that school personnel should not inform the parents when child abuse/neglect referrals are made. It is the duty and responsibility of Child Protective Services to investigate all referrals received by their department. School personnel can receive guidance on this issue through the Guidance Department and/or the School Social Worker. The CCS Child Abuse-Neglect Reporting Form is shown below

The form can also be located on the website at:

CCS Website>Employees>Intranet Portal>Departments>Social Work Services>File Directory>CCS Child Abuse-Neglect Report Form

CUMBERLAND COUNTY SCHOOLS CHILD ABUSE-NEGLECT REPORTING FORM

- 1). Mail a copy of this form to Central Services ATTN: School Social Work.
- 2). Give a copy of this form to the School Social Worker.
- 3). Give a copy of this form to the School Resource Officer (SRO) if applicable. Copy given: Yes, When or
No

REPORT NOTIFICATION:

By law, if you know, or have reason to know that a child has been a victim of a sexual offense, violent offense, or misdemeanor child abuse, you shall immediately report to the SRO or law enforcement. Additionally, the law requires that if you have reason to suspect child abuse, neglect, or dependency, you shall report to the department of social services (DSS). If the accused person is the child’s parent/guardian/custodian/caretaker, you should report to both SRO or law enforcement and DSS. If the accused person is NOT the child’s parent/guardian/custodian/caretaker, you should report to the SRO or law enforcement.

ORAL REPORT MADE TO CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES:

Please record the exact date and time that you called in this referral to Child Protective Services at 677-2450.

Date: _____ Time: _____ Intake Worker: _____

AND/OR ORAL REPORT MADE TO

CUMBERLAND COUNTY LAW ENFORCEMENT:

Please record the exact date and time that you called in this referral to the School Resource Officer (SRO) or Law Enforcement.

Date: _____ Time: _____ Name of Officer: _____

Child & Known Siblings Name(s)	Age/ DOB	Race	Sex	Grade/ School

Parent/ Caretaker’s Information Circle All That Apply

Mother; Father; Step-Mother; Step-Father; Mother’s Live In Significant Other; Father’s Live In Significant Other; Grandmother; Grandfather; Other Please Specify _____

Parent/Caretaker’s Name	Address/ Phone Number(s)	Sex	Race	Age	Employment

CUMBERLAND COUNTY SCHOOLS CHILD ABUSE-NEGLECT REPORTING FORM

Alleged Perpetrator's Name and Address		Sex	Race	Age/ DOB	Employment/ School

2

Child's Address: _____

Driving Directions to the Home:

Others who may have knowledge of the situation (include name, address, & phone number):

What has happened to the child(ren), in simple terms?

Did you see evidence of abuse or neglect? If yes, please describe. (For physical abuse include, specific location, size, and color of bruises, cuts, burns, etc.).

Is there anything that makes you believe the child is in immediate danger?

CUMBERLAND COUNTY SCHOOLS CHILD ABUSE-NEGLECT REPORTING FORM

Approximately when did the incident occur?

To the best of your knowledge, has there been any occurrence of domestic violence in the home?

Are you concerned about a family member's drug/alcohol use?

Approximately when did the incident occur?

3

How do you know what happened with the family?

Are you aware of any safety problems with a worker or law enforcement officer going to the home? If so, what?

THIS CPS AND/OR LAW ENFORCEMENT REFERRAL IS BEING MADE BY: _____
Please indicate your relationship to the child

School/ Address/ Phone Number: _____

THE FOLLOWING INFORMATION MAY BE HELPFUL:

SCHOOL SOCIAL WORKER	SCHOOL COUNSELOR

PHYSICAL ABUSE

Unexplained Bruises and Welts:

<input type="checkbox"/> On face, lips, mouth, head	<input type="checkbox"/> On torso, back, buttocks, thighs
<input type="checkbox"/> In various stages of healing	<input type="checkbox"/> Human bite marks

CUMBERLAND COUNTY SCHOOLS CHILD ABUSE-NEGLECT REPORTING FORM

<input type="checkbox"/> Clustered forming regular patterns	<input type="checkbox"/> On several different surface areas
<input type="checkbox"/> Parent explanation of injury does not match developmental ability or history	<input type="checkbox"/> Reflecting shape of article used to inflict (cord, belt buckle)
<input type="checkbox"/> Visible injuries that regularly appear after absence From school ,weekend, or vacation	

Unexplained Burns:

<input type="checkbox"/> Cigar, cigarette burns, especially on soles, palms, back, buttocks	<input type="checkbox"/> Immersion burns (sock-like, glove-like shaped on hands, feet, ankles / doughnut-shaped on buttocks, genitalia)
<input type="checkbox"/> Stove/ oven	<input type="checkbox"/> Patterned like electric burner, iron, curling iron
<input type="checkbox"/> Rope burns on arms, legs, neck, or torso	<input type="checkbox"/> Splash burn (appears like streaks down the child's body)

Unexplained Fractures:

<input type="checkbox"/> To skull, nose, facial structure	<input type="checkbox"/> In various stages of healing
<input type="checkbox"/> Multiple or spiral fractures	<input type="checkbox"/> Swelling, pain, discomfort moving the body part in question

Unexplained Lacerations or Abrasions

<input type="checkbox"/> To mouth, lips, gums, eyes	<input type="checkbox"/> To external genitalia
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4

SEXUAL ABUSE

<input type="checkbox"/> Difficulty in walking or sitting	<input type="checkbox"/> Torn, stained, or bloody underclothing
<input type="checkbox"/> Pain or itching in genital area	<input type="checkbox"/> Bruises or bleeding in external genitalia, vaginal, or anal areas
<input type="checkbox"/> Venereal disease, especially in pre-teens	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Fondling breasts, buttocks, or genitals over or under clothing	<input type="checkbox"/> Oral Sex
<input type="checkbox"/> Masturbation of or in front of minor child/ forcing child to masturbate an adult	

NEGLECT

<input type="checkbox"/> Improper care (nutrition, clothing, and hygiene)	<input type="checkbox"/> Improper supervision (especially in dangerous activities for long periods of time) /under age 8 home alone
<input type="checkbox"/> Exposure to domestic violence	<input type="checkbox"/> Abandonment
<input type="checkbox"/> Inappropriate discipline	<input type="checkbox"/> Unattended physical problems/ medical care (that has been brought to the parents / caretakers attention)
<input type="checkbox"/> Injurious environment	
<input type="checkbox"/> Lack of adequate shelter, space, sanitation	
<input type="checkbox"/> EMOTIONAL ABUSE	<input type="checkbox"/> DEPENDENCY

CUMBERLAND COUNTY SCHOOLS CHILD ABUSE-NEGLECT REPORTING FORM

NCGS 7B-309 Anyone who makes a report pursuant to this Article, cooperates with the county department of social services in a protective services inquiry or investigation, testifies in any judicial proceeding resulting from a protective services report or investigation or otherwise participates in the program authorized by this Article, is immune from any civil or criminal liability that might otherwise be incurred or imposed for that action provided that the person was acting in good faith. In any proceeding involving liability, good faith is presumed.

CIVIL DISTURBANCE / PROTEST ACTIVITY

A civil disturbance is any set of circumstances that, in the judgment of responsible school administrators, would cause a disruption of normal school day operations in that it potentially jeopardizes the safety of the student body and staff.

CORRECTIVE MEASURES

Corrective measures refer to the step-by-step procedures of correcting a disturbance that is already underway. These procedures must be different for disturbances that occur during the school day.

RECOMMENDED STEPS TO FOLLOW:

1. Stay calm.
2. Alert the principal.
3. Assess the situation. If dangerous, contact SRO or immediately call **9-1-1**. If questions, consult with the Safety and Security Office – 678-2488. **(principal or designee)**
4. Remain calm and attempt to verbally dispel the disturbance. Keep persons causing the disturbance isolated when possible. **(principal or designee)**
5. Alert key staff members to the crisis by personal message broadcast over the school intercom. **(principal or designee)**
6. Refuse permission for unauthorized personnel to enter school property. If protest group is already on school premises, request that members vacate immediately. Assign personnel to all doors to prevent further disturbances inside facilities. **(principal or designee)**
7. Alert all staff who do not have a class in session. **(principal or designee)**
8. Isolate students from the disruption. This may include “locking down” (Emergency Guide) the campus or evacuating the school. **(principal/ selected staff)**
9. Lock administrative offices and provide security measures for records and files as necessary. **(principal/ designated staff)**
10. At a minimum, curtail class changes and hold bells until situation stabilizes. **(principal or designee)**
11. Use PA announcements to tell students and staff about any schedule changes. **(principal or designee)**
12. Administrative personnel will meet with staff personnel to air grievances and formulate plans for restoring order. **(principal or designee)**
13. Contact **Communications and Community Engagement** to receive guidance on dealing with the media. Identify a person to make any statements to the media. **(principal or designee)**
14. Direct a staff member to handle incoming telephone calls. **(staff member)**
15. Keep telephone lines free for communication with Central Services.
16. If law enforcement is involved, do not authorize departure from campus of any staff member or student without clearance from law enforcement or from the Safety and Security Office. **(principal or designee)**
17. Depending on the nature of the disturbance, you may want to give an all clear signal to the staff. **(principal or designee)**

18. Refer to Student Code of Conduct for disciplinary action if students are involved in demonstrations and create, or threaten to create, a substantial disruption in classes or school operation. **(principal or designee)**

COMMUNICABLE DISEASES

GENERAL

Communicable diseases can be very serious and must be dealt with swiftly and surely by school authorities. Frequently children at school present symptoms of communicable diseases that are routine illnesses for children. However, when one of the communicable diseases is found (listed two pages below), the Health Department is to be immediately notified. They are the lead agency for dealing with these serious communicable diseases. As such, they are responsible for notifying parents, conducting follow-up medical evaluations or ordering any medical procedures. The role of administration is one of providing support to the Health Department.

RECOMMENDED STEPS TO FOLLOW:

FOR COMMUNICABLE DISEASES IDENTIFIED AT SCHOOL

1. Children observed with symptoms of a communicable disease should be sent to the office. **(teacher)**
2. Parents should be contacted and the child sent home. If parents cannot be contacted, child should remain in health room until contact is made or proper school personnel can transport the child home. **Do not send child home by school bus. (principal or designee)**
3. Children observed with skin rash or symptoms of any communicable disease should not be allowed to return until written medical permission is granted for them to return. **(parent or guardian)**
4. If child returns with a medical note that lists any disease found (listed two pages below), school officials should immediately notify the school nurse who will determine if the health Department should be notified. If the school nurse is unavailable, the Health Department can be reached at 433-3600.
The Health Department will provide direction as to further steps to take. **(school nurse or designee)**
5. See steps 2-5 on next page for additional instructions.

NOTES:

FOR COMMUNICABLE DISEASES IDENTIFIED AWAY FROM SCHOOL

1. In the event the school is notified by a parent or a physician's office of a child having a communicable disease, school officials should immediately notify the school nurse who will determine if the Health Department should be notified. If no nurse is available, school officials should contact Health Services 678-2406 or if in doubt, contact the Health Department at 433-3600. **(school nurse or designee)**
2. The Health Department will determine what steps will be taken and will ask the school for assistance. This may take the form of providing student information, passing out letters, providing space for clinics. In each case, the principal and staff are in a support role to the Health Department. If deemed necessary, schools should utilize the ParentLink System. **(Health Department or designee)**
3. Notify the Safety and Security Office 678-2488. **(principal or designee)**
4. In coordination with the Health Department prepare statement for media and parents. Health Department will prepare any letters to parents. **(principal or designee)**
5. Brief staff and decide, in consultation with the Health Department, what is to be said to students and parents. **(principal or designee/Communications and Community Engagement)**

NOTES:

REPORTABLE COMMUNICABLE DISEASES

Cases of listed communicable diseases should be reported to the CCS Health Services Office 678-2406 and the Cumberland County Health Department at 433-3600 / 3816 within the time frames listed.

Report within 24 Hours	Report within 7 Days
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<ol style="list-style-type: none"> 1. Anthrax 2. Botulism 3. Campylobacter Infection 4. Cholera 5. Coronavirus (COVID) 6. Diphtheria 7. E. Coli 157-H7 Infection 8. Food Borne Diseases 9. Hemophilus Influenzae Invasive Disease 10. Hepatitis A 11. Hepatitis B, Acute 12. Measles (Rubeola-Red Measles) 13. Meningococcal Disease 14. Plaque 15. Polio, Paralytic 16. Rabies, Human 17. Rubella (German Measles) 18. Salmonellosis 19. Shigellosis 20. Tularemia 21. Typhoid, Acute 22. Whooping Cough (Pertussis) 23. Syphillis 24. Gonorrhea 25. Chancroid 26. Granuloma Inguinale 27. Tuberculosis (all forms) 	<ol style="list-style-type: none"> 1. Aids (Acquired Immuno-Deficiency Syndrome) 2. Amebiasis 3. Blastomycosis 4. Brucellosis 5. Dengue 6. Encephalitis 7. Hepatitis B Carrier 8. HIV Infection 9. Kawasaki Syndrome 10. Leionellosis 11. Leprosy 12. Leptospirosis 13. Lyme disease 14. Malaria 15. Meningitis, Pneumococcal 16. Mumps 17. Psittacosis 18. Q Fever 19. Rocky Mountain Spotted Fever 20. Rubella Congenital Syndrome 21. Rye's Syndrome 22. Tetanus 23. Toxic Shock Syndrome 24. Trichinosis 25. Typhoid Carrier 26. Typhus, Epidemic (Loose-borne) 27. Yellow Fever 28. Other Sexually Transmitted Diseases <ul style="list-style-type: none"> • Chlamydia • Lymphogranuloma Venereum • Nongonococcal Urethritis
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ANTHRAX FACTS

- Anthrax is not spread from person to person.

- Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. To do so, however, the organisms must be rubbed into scraped skin, swallowed, or inhaled as a fine aerosolized mist.

- Even after exposure to anthrax spores, disease can be prevented by early treatment with the appropriate antibiotics. Prompt recognition and treatment are effective.

- There is no test to screen individuals for potential exposure to anthrax. Laboratory diagnostic testing is effective only after flu-like symptoms begin to appear.

- **If you do not have symptoms and there is no known exposure to anthrax, you do not need diagnostic testing.**

- Testing of individuals exposed to an unknown substance is not medically appropriate or necessary. This includes nasal swabs and blood tests.

- If you come in contact with an unknown substance, thoroughly wash or shower with soap and water. Do not use bleach or disinfectant on your skin. **CALL 911** immediately. Law enforcement and other officials will respond.

- There is no need for decontamination of any individuals who have not had direct contact with an unknown substance.

- If you do not have symptoms, but there was potential exposure to anthrax, healthcare providers will assess your risk. If appropriate, they will conduct testing and begin initial treatment.

Decontamination, other than washing with soap and water, is not routinely recommended.

- There is no need to start antibiotics prior to analysis of the item or substance you came in contact with. The NC Division of Public Health strongly recommends against prescribing antibiotics unless lab tests confirm a documented exposure to anthrax.
- If you have the flu-like symptoms compatible with anthrax, lab specimens will be taken to confirm the possible diagnosis. If the lab tests confirm the diagnosis of anthrax, there will still be time to effectively take antibiotics after testing has been completed.

Please ask your healthcare provider or personal physician if you have any questions.

DEATH AT SCHOOL: NATURAL, ACCIDENT, HOMICIDE OR SUICIDE

RECOMMENDED STEPS TO FOLLOW:

1. Call **9-1-1** for emergency assistance. **(principal or designee)**
2. Inform the nurse or first responder assigned to the building. **(principal or designee)**
3. Clear students and non-essential staff from the area. **(principal or designee)**
4. Hold bell and class change until situation stabilizes. **(principal or designee)**
5. Notify the Safety and Security Office 678-2488. **(principal or designee) Indicate if additional support staff is requested.**
6. If blood or other bodily fluids were present, follow *Bloodborne Pathogens Exposure Procedures* (Emergency Guide) **(principal or designee)**
7. Convene campus crisis team. **(principal or designee)**
8. Notify the parent/guardian of the deceased that there has been an emergency and direct them to the appropriate hospital. **(principal or designee)**
9. Alert counselors at schools in which siblings are enrolled. **(counselor)**
10. Inform staff and student body when appropriate. **** (principal or designee)**
11. Provide counseling, paying particular attention to friends of the deceased, and persons with recent losses or a history of suicide threats or attempts. ***** (Student Services Team/ Trauma & Loss Committee)**

12. Give factual information to media and prepare fact sheet for telephone inquiries. **(principal or designee/ Communications and Community Engagement)**
13. Determine the most effective method to inform parents about the death, what the school is doing, and what reactions to expect from their child. **(principal or designee/ Communications and Community Engagement)**
14. Hold faculty meetings as soon as possible to process feelings and plan for the anticipated reactions of students. **(principal or designee)**
15. Relay additional information (funeral arrangements, etc.) as it becomes available. **(principal or designee) ******
16. Debrief with campus crisis team. Plan follow-up counseling for students/staff. **(principal or designee/ crisis team/ counselor)**

(Death at School continued)

COMMENTS:

- * Later, the school may wish to deliver sympathy notes and/or donated items
- ** Using the address system or having an assembly at this time to announce death **is not recommended**. Memos may be sent to the teachers, or counselors may visit classrooms to convey the information. See sample memos in Appendix C.
- *** Some students will need to be seen individually; others may benefit more by sharing.
- **** Teachers should not be responsible for taking students to a funeral.

NOTES:

DEATH OFF CAMPUS: NATURAL, ACCIDENT, HOMICIDE OR SUICIDE

RECOMMENDED STEPS TO FOLLOW:

1. Verify information. **(principal or designee)**
2. Notify Safety and Security Office 678-2488. **(principal or designee)**
3. Convene School Crisis Team; activate local plan.* **(principal or designee)**
4. Notify counselors at other schools where siblings may attend. **(counselor)**
5. Meet with faculty if possible. **(principal or designee)**
6. Inform students.** **(principal or designee/counselor)**
7. Provide counseling for friends and at-risk students.*** **(counselor)**
8. Prepare a media statement and fact sheet for telephone inquiries. **(principal or designee/ Communications and Community Engagement)**
9. Send letters to parents with information about the death, how the school is responding, and what reactions might be expected from their student. Invite them to contact the school counselor if they want assistance or have suggestions about how the counselor may help their child. **(principal or designee/ Communications and Community Engagement)**
10. Appoint someone to coordinate memorials, cards, and/or food for the family as needed. **(principal or designee)**
11. Inform students and staff about the funeral arrangements as soon as possible. **(principal or designee)**
12. Principals should arrange for substitutes if needed for teachers attending a funeral. **(principal or designee)**
13. Debrief with crisis team. **(principal or designee)**
14. Plan follow-up counseling for students and faculty who need it. **(counselor/psychologist)**

(Death Off Campus Continued)

COMMENTS:

- * Attendance area Trauma & Loss Committee members may be called as deemed necessary.

** Some students will need to be seen individually; others may benefit more by sharing their thoughts and feelings in small groups. “At-risk” students refer to those who have experienced a recent loss or have threatened or attempted suicide.

NOTES:

DEATH OF PARENT, GUARDIAN OR SIGNIFICANT FAMILY MEMBER
RECOMMENDED STEPS TO

FOLLOW:

1. If notified of a death and a student family member is in school, discuss pick up arrangements with caller and then determine best way to assist child until pick up is made.
(principal/designee/counselor/ psychologist/social worker)
2. If informed of a death and students are not at school, contact the family to gather information about the circumstances of the death, funeral arrangements, needs of the child and siblings.* **(principal or designee/counselor)**
3. Share information with the student's classmates.**
(principal or designee/counselor)
4. Visit the home.*** **(principal or designee)**
5. Attend the funeral.
(principal or designee/counselor/teachers/others close to the person)
6. Prepare the classmates to be supportive when the student returns to school. **(principal or designee/counselor/teachers)**
7. Provide counseling when the student returns to school. **(counselor)**
8. Monitor the student's academic performance through the year noting any difficulties, behavior problems or depression that might be related to the family death. **(counselor)**

COMMENTS:

* Although many families prefer to have their children at home during these times; others may prefer structure and social support and will send the child to school soon after the death.

** Students may draw or write sympathy cards. Use opportunity to discuss death, grief and loss.

*** Note religious and social customs of the family when timing the visit.

NOTES:

ASSAULT OF A STUDENT ON CAMPUS

State law and Board Policy requires principals to **immediately** notify Law Enforcement (sheriff, police), in all assaults that result in serious personal injury and in those instances where a school official, employee or volunteer is assaulted.

RECOMMENDED STEPS TO FOLLOW:

1. Exercise necessary physical constraints to stop the incident. **(staff on scene)**
2. Notify the senior administrator at the school. **(staff)**
3. Provide first aid if necessary, or call **9-1-1** or EMS. If bodily fluids are present, follow Bloodborne Pathogen procedures. **(first responder/ nurse/ staff)**
4. Notify Law Enforcement. **(principal or designee)**
5. Notify Safety and Security Office 678-2488 in cases of serious personal injury or where a school official/employee is assaulted. **(principal or designee)**
6. Protect the crime scene. Make note of circumstances and individuals present upon your arrival. Identify assailants, victims and witnesses. Isolate assailants in a predetermined location. In serious incidents, separate witnesses until Law Enforcement arrives for statements. **(principal or designee)**
7. Notify parents if student is involved as perpetrator or victim. **(principal or designee)**
8. Accompany victim to hospital, if appropriate. **(staff designee)**
9. In the event a teacher has been assaulted, have a replacement identified as teacher for victim's classes if necessary. **(principal or designee)**
10. The spokesperson for discussing events with the media is to be the principal, coordinated through **Communications and Community Engagement**. All inquiries should be referred to him/her. Designate 1 or 2 alternates in the event the Principal is not available. All others should be instructed not to discuss the situation until authorized. **(principal or designee)**
11. Meet with faculty and staff, if necessary, to provide facts regarding incident to defuse any rumors. **(principal or designee)**

Injury of a student or staff member must be reported to the Safety Office and followed with report to Risk Management. A student accident report or Worker's Compensation Form must also be filled out (<https://docs.google.com/a/ccs.k12.nc.us/forms/d/1Uwt7fTMuSM6oSZpJSRJR-ju7tr9CGxaWIEAAfQcG9o/viewform>) **(principal or designee)**

BLOODBORNE PATHOGEN *EXPOSURE* PROCEDURES

RESPONSIBILITIES OF THE EMPLOYEE FOR BODY FLUID CLEAN-UP

Body fluids contain a variety of germs (bacteria and viruses) that may cause infection and disease include blood, vomitus, feces, urine, saliva, nasal and respiratory fluids.

EXPOSURE INCIDENT: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

RESPONSIBILITIES OF THE EMPLOYEE

1. Remove all contaminated personal protective equipment immediately and dispose of properly. Items contaminated with blood, to exclude clothing, should be placed in the red bio-hazard bag and placed in the designated HazMat container.
2. Wash exposed areas with soap and water or flush mucous membranes as appropriate.
3. Report the incident immediately to supervisor / principal.
4. Seek medical care / first aid as appropriate.
5. Contact the Safety & Security Office **678-2488**.
All exposure incidents **must** be reported to the Safety & Security Office so the post exposure follow up procedures can begin.

CLASSROOM PROCEDURES TO FOLLOW FOR CLEAN UP:

1. Person responsible for classroom will do initial clean up using the Blood Borne Pathogens Clean-Up Kit provided. Custodian will complete sanitizing the area.
2. Use disposable gloves provided in the Blood Borne Pathogens Clean-Up Kit.
3. Remove body fluids with disposable paper towels; with large amounts use absorbent agent provided in Blood Borne Pathogens Clean-Up Kit.
4. Disinfect surface areas with germicidal wipe provided in Blood Borne Clean-Up Kit.
5. Dispose of body fluids, paper towels and disposable gloves in a sealed plastic bag if there is no visible blood; items contaminated with blood, to exclude clothing, should be placed in the red bio-hazard bag and placed in the designated HazMat container.
6. Wash hands with soap and running water for 10 seconds.
7. Have a custodian come and complete sanitizing the area and properly dispose of the sealed plastic black and/or red bio hazard bag.
8. Contact the Safety & Security Office **678-2488** to pick up the red bio hazard bag or filled sharp container.

RESPONSIBILITIES OF THE SUPERVISOR / PRINCIPAL

1. Ensure that employee seeks medical care/first aid as appropriate.
2. Ensure that spill is properly cleaned up, blocked off, as appropriate.

3. Ensure the Safety & Security Office is notified immediately **678-2488** if bio-hazard containers/bag need to be picked up.

GUIDELINES FOR HANDLING BODY FLUIDS

Body fluids that contain a variety of germs (bacteria and viruses) that may cause infection and disease include bloods, vomitus, feces, urine, saliva, nasal and respiratory fluids:

Proper hygiene procedures to follow:

1. Use disposable gloves.
2. Remove body fluids with disposable paper towels. With large amounts, use absorbent agents.
3. Disinfect hard surface areas and non-disposable items with 10% bleach solution.
4. Dispose of body fluids, paper towels and disposable gloves in the black plastic bag, found in the Bloodborne Pathogens Clean Up Kit, and place in the regular trash. Items contaminated with blood, to exclude clothing, should be placed in the red bio-hazard bag and placed in the designated HazMat container.
5. Wash hands with soap and running water for 10 seconds.

*Consult Bloodborne Pathogens section (CMEH or Emergency Guide)

ENVIRONMENTAL HAZARD: SPILL OR LEAK OF TOXIC SUBSTANCE

RECOMMENDED STEPS TO FOLLOW:

1. Verify information. **(principal or designee)**
2. Call **9-1-1** for emergency assistance. **(principal or designee)**
3. Notify Safety and Security Office – **678-2488** **(principal or designee)**
4. Estimate the extent of injuries or potential physical danger.
(nurse/1st Responder/EMS)
5. **Fire Chief is on-scene commander.** Principal should convene campus crisis team and be prepared to assist on-scene commander. **(principal or designee)**

6. In conjunction with on-scene commander (Fire Chief) and other agencies (police, health, etc.) make decision regarding evacuation. **(principal or designee)**
7. Inform staff of situation and procedures to follow. **(principal or designee)**
8. Provide medical assistance. **(nurse/1st Responders/EMS personnel)**
9. If students/staff taken to hospital(s) ensure:
 - a. Keep track of what student is taken where. **(assigned clerical personnel)**
 - b. If possible, have staff member accompany ambulances. At minimum, have staff member at each hospital students(s) / staff taken to. **(assigned staff)**
 - c. Notify parents(s) / guardian(s) / spouse of incident and location where taken. **(principal or designee)**
10. Ensure any students departing campus check out. Annotate where they are going. **(assigned clerical personnel)**
11. In conjunction with on-scene commander prepare a fact sheet for parent and community inquires. **(principal or designee/Communications and Community Engagement)**
12. Prepare media statement in conjunction with person in charge. **(principal or designee/Communications and Community Engagement)**
13. Ask media to help notify parents when and where their children will be released. **(principal or designee/Communications and Public Relations)**
14. Make preparations for the campus crisis team to continue with follow-up services. **(principal or designee)**

FIRE

***ANYTIME** there is a fire in the building, the fire department **MUST** be called. If the fire is out, advise the fire department so they can determine if an emergency response is required.

RECOMMENDED STEPS TO FOLLOW:

1. Sound the fire alarm and notify principal's office of the extent and location of the fire. **(person finding fire)**
2. If the fire alarm fails to operate, use the intercom/PA system to announce the fire. Notify classes outside the main building, physical education areas and cafeteria. **(principal or designee)**

3. Contact fire/emergency services 9-1-1. Tell operator where point of contact will be located to meet responding fire officials. **(principal or designee)**
4. Notify Safety & Security Office – **678-2488**.
5. All students and staff will evacuate the building. A teacher or other responsible adult should be assigned, during evacuation, to assist anyone with special needs who may require assistance. **(teacher)**
6. Close all windows and doors in classrooms and turn off the lights when leaving the room. Teacher will leave the room last, having designated a student to lead. **(teacher)**
7. Teachers with classrooms next to a restroom or other vacant rooms will send a staff member (previously selected) to check that room to be sure that anyone in the vacant room evacuates the building along the exit route designated for the adjoining class. **(teacher)**
8. Close all vaults and secure all records. **(clerical staff)**
9. The principal or his designee will make sure the occupants are evacuated at least 500 feet or as far as possible from the structure and out of the fire department's way. **(principal or designee)**
10. The principal should designate a central location where staff can bring and receive information. **(principal or designee)**
11. All teachers will take roll and notify the principal if someone is missing. **(teacher)**
12. The fire commander is the on-scene commander. The principal will make him or herself and staff available to assist as required.
13. Immediately notify fire commander if someone is missing. The fire commander as on-scene commander will orchestrate search. **(principal or designee)**
14. Attempt to confine fire by closing all doors to the area involved. **(school staff)**
15. Render first aid as necessary. **(nurse/ First Responder)**

FIRE (continued)

16. Keep access roads open for emergency vehicles. **(principal or designee)**
17. *Use fire extinguisher to fight **SMALL** fires. Do not endanger life.*
18. Keep students and staff away from building until area is declared safe. **(principal or designee)**

19. No utilities will be reenergized until appropriate maintenance department personnel have completed repairs and approved reactivation of equipment. Lockout/Tagout procedures shall be followed.
20. In the event of a fire near the school, the principal or his designee will determine which of the foregoing instructions are required. (**principal or designee**)

NOTES:

FLOOD

Except for flash flooding, floods can usually be forecast sufficiently in advance for emergency action to be initiated before flood waters affect the Cumberland County School System. It is not anticipated that flooding will affect any school buildings, but some bus routes may be affected. In such an event, proceed according to the following plan:

A. EARLY CLOSING OF SCHOOL

RECOMMENDED STEPS TO FOLLOW:

1. The Bus Transportation Office will contact the Law Enforcement by telephone to request information about flooding or possible flooding on roads used as a bus route. **(Bus transportation office)**
2. The Superintendent will decide whether or not to close school early. **(Superintendent)**
3. Notify the Assistant/Associate Superintendents, and then the principals by telephone. **(Superintendent)**
4. Ensure that listed radio and T.V. stations are called and request them to notify parents that their children are being sent home early. **(Communications and Community Engagement)**

RADIO	Beasley Broadcasting		486-2085		RADIO	Cumulus Broadcasting		864-5222
	WAZZ	1490	AM			WRCQ	103.1	FM
	WFLB	96.5	FM			WQSM	98.1	FM
	WZFX	99.1	FM			WKQB	106.9	FM
	WUKS	107.7	FM			WFNC	640	AM
	WKML	95.7	FM					
TELEVISION								
RADIO	WCCG	104.5	FM	484-4932	WRAL	TV-5	486-4617	
	WFSS	91.9	FM	672-2041	WTVD	CH 11	800-672-9883	
	WIDU	1600	AM	483-6111				
	WCLN	107.3	FM	864-5028				
Calendar								WUVC 40 486-2509

5. The principal will refer to the emergency information files if there is a question about whose supervision a child should be under. **(Principal)**
6. Bus drivers will follow regular routes unless notified otherwise by the principal.
7. If an emergency should occur such as a flooded bridge or a stalled bus, the bus driver will call the principal, from the nearest phone. The principal will in turn notify the bus garage at **678-2580**. **(Bus driver/principal)**

8. If the bus driver cannot reach the principal by phone, he will call the bus garage 678-2580.
(**Bus driver/principal**)

(Flood Continued)

10. If the road to a student's house is impassable and no alternate route is available or if the area between the bus route and the student's home is flooded, the bus driver will call the principal, and let the principal decide whether the student should be returned to school. (**bus driver/principal/transportation supervisor**)
11. If the student is returned to school, the principal will then decide whether to:
 - a. See the student home himself, or
 - b. Call the Cumberland County Schools Bus Garage office 678-2580 for assistance in getting the student home. (**principal or designee**)

B. NO SCHOOL DUE TO FLOODING

1. The Bus Transportation Office will contact Law Enforcement by telephone to request information about overnight flooding on roads used as bus routes. (**bus transportation office**)
2. The Superintendent will decide whether there will be school on any given day by 6:00 A.M. (**superintendent**)
3. Communications and Community Engagement will notify the radio and T.V. Stations by telephone, and request the information be placed on the air.
 - a. The Central Services Call List will be activated to notify principals. The Superintendent's Office and/or Principals will activate the ParentLink phone system.
 - b. All principals will monitor one of the local radio stations when flooding conditions are expected.
4. If the Superintendent decides by 5:00 P.M. that there will be no school the following day, he will notify the Associate Superintendents. Communications and Community Engagement will notify designated radio and television stations by telephone and request that the information be placed on the air. (**Communications and Community Engagement**)

FOOD BORNE ILLNESS OUTBREAK

A food borne illness outbreak caused by food served in the school cafeteria should be suspected if two or more people, unrelated by classroom location, share similar gastrointestinal symptoms of vomiting, diarrhea, fever, or abdominal pain. If any or all of the above symptoms occur, proceed according to the following plan.

RECOMMENDED STEPS TO FOLLOW:

1. The cafeteria manager, teacher, or other staff member suspecting food poisoning should immediately notify the principal or his/her assistant.
2. Notify the Child Nutrition Office – 678-2502. Notify Environmental Health Supervisor at 433-3622/433-3678 and request assistance. **(principal or designee)**
3. Determine the necessity of notifying parents and calling the EMS at 9-1-1. **(principal or designee)**
4. Notify the Safety and Security Office 678-2488. **(principal)**
5. Ensure samples of each protein food item served daily in the cafeteria are kept under refrigeration for a minimum of 48 hours to be available for examination by the Environmental Health Department representative if necessary. **(Cafeteria Manager)**
6. The Environmental Health Supervisor will administer a questionnaire to all personnel involved or related to the incident, have the food samples analyzed, if necessary, in accordance with his policies, and will submit a report to the Child Nutrition Services Director and to the Superintendent of Schools. **(Environmental Health)** 7. Use the ParentLink phone system if needed.

NOTES:

GANG AND/OR CULT ACTIVITY

RECOMMENDED STEPS TO FOLLOW:

1. Verify information. **(principal or designee/counselor)**
2. Consult with SRO about findings. SRO should notify Cumberland County Sheriff's Office Criminal Intelligence Unit/Gang Activity 910-677-5514 or Fayetteville City Police Gang Intervention Unit 910-433-1016. Ensure that any graffiti or other evidence is photographed by law enforcement. Contact the Safety and Security Office 678-2488. **(principal or designee)**
3. Evidence can be removed only after law enforcement does a report. **(principal or designee)**
4. Attempt to identify students involved. **(principal or designee)**
5. Inform parents or guardians of students involved. Express concern. **(principal or designee)**
6. Follow standard disciplinary procedures for any offense committed, such as defacement of property or secret societies. **(principal or designee)**

7. Schedule faculty meeting or workshop to educate school personnel about signs, symbols and what to look for in students who may be involved in cult activity.
Coordinate with Safety and Security Office - 678-2488 to assist in presentation.
(principal or designee/counselor)
8. Request assistance from Central Services Crisis Team if drug involvement, large number of students, or suicidal ideation is present. **(principal or designee)**

NOTES:

GANG VIOLENCE

RECOMMENDED STEPS TO FOLLOW:

1. Call 9-1-1 or SRO for immediate emergency assistance. **(principal or designee)**
2. Reestablish order with assistance from available staff. **(principal or designee)**
3. Assess danger: injuries, number of students involved, location of altercation, presence of weapons.
(principal or designee/nurse)
4. Provide first aid to injured students. Call paramedics if injuries require further medical attention.
Follow Bloodborne Pathogen Exposure Procedures. **(nurse or first responder)**
5. Assure the safety of students and staff by:
 - a. Isolating students from the disruption. This may include "locking down" the campus or evacuating the school (Emergency Guide). **(principal or designee)**
 - b. Hold all bells and curtail class changes until situation stabilized. **(principal or designee)**
 - c. Use PA announcements, tell students and staff about any schedule changes. **(principal or designee)**
 - d. Administrative personnel will meet with student personnel to air grievances and formulate plans for restoring order. **(principal or designee)**
 - e. Prepare fact sheet to handle telephone inquiries. Direct a staff member to handle incoming telephone calls. **(principal or designee/Communications and Community Engagement)**
 - f. Keep telephone line free for communication with Central Services. **(principal or designee)**
 - g. Persons responsible for the disturbance will be identified and dealt with in accordance with STUDENT CODE OF CONDUCT. **(principal or designee)**
 - h. If law enforcement is involved, do not authorize departure from campus of any staff member or student without clearance from law enforcement or the Security Coordinator. **(principal or designee)**

6. Notify Safety and Security Office - 678-2488 **(principal or designee)**
7. Remove violators from school as quickly as possible. **(law enforcement)**
8. Notify Cumberland County Sheriff's Office Criminal Intelligence Unit/Gang Activity 910-677-5514 or Fayetteville City Police Gang Intervention Unit 910-433-1016. **(principal, SRO or designee)**
9. Ask witnesses to describe what led to the altercation. **(principal or designee)**

(Gang Violence Continued)

10. Prepare plans to prevent retaliation or further campus violence.
 - a. After photographing, remove graffiti on school property, e.g., restroom walls or playground areas immediately. **(custodian/maintenance department)**
 - b. Enforce dress code policy in order to easily identify gang members. **(principal or designee)**
 - c. Notify probation officer if any students involved are on probation. **(principal or designee)**
 - d. Ask student leaders to recommend ways to resolve issues. **(principal or designee)**
 - e. Facilitate discussion between gang or ethnic groups. **(principal or designee)**
 - f. Conduct workshops for students and faculty around ethnic or gang related issues. **(principal or designee/counselor)**
11. Ask parents of involved students to come to school. Discuss concerns leading to the violence. Follow disciplinary procedures to address any offense such as aggravated assault, possession of weapons, etc. **(principal or designee)**
12. Prepare a statement for the media in conjunction with law enforcement. **(principal or designee/Communications and Community Engagement)**
13. Prepare fact sheet for telephone inquiries. **(principal or designee/Communications and Community Engagement)**
14. Reassure parents, students, and faculty that appropriate steps are being taken to ensure safety. **(principal or designee)**
15. Utilize Student Services Team, in conjunction with the principal, to work follow-up. **(principal, Student Services Team)**

NOTES:

GAS LEAK

RECOMMENDED STEPS TO FOLLOW:

1. The person discovering the leak will notify the principal's office immediately.
2. Call for emergency services **9-1-1. (principal/designee)**
3. If gas leak is inside of or immediately near the building, **EVACUATE THE SCHOOL/BUILDING!** Move students as far away as is safely practical from gas leak. **(principal/designee)**
4. Notify the CCS Maintenance Dispatch – **678-2560** and the Safety & Security Office – **678-2488. (principal/designee)**
5. The fire commander is in charge. The principal will make his/her staff available as requested. **(principal/designee)**
6. Students and staff will not return to the building until fire department officials / maintenance personnel declare the area safe.

HOSTAGES

RECOMMENDED STEPS TO FOLLOW:

1. Call 9-1-1 for Emergency Assistance **(principal or designee)**
2. Initiate CODE RED Procedures. Advise over intercom to keep all students in the classrooms and away from windows. Hold change of class bell. Have multiple copies of school floor plan available for law enforcement. Refer to Rapid Responder program.
3. Notify Safety and Security Office 678-2488. **(principal or designee)**
4. Remain available to law enforcement and negotiators. **(principal or designee)**
5. Have an attendance roster available to use as a checklist when cleared to release students. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use prearranged evacuation site to release students to parents if necessary. **(principal or designee/Attendance Clerk)**
6. In conjunction with on-scene Law Enforcement Commander, establish location for family members to go where they can be kept informed. **(principal or designee / Communications and Community Engagement)**
7. Prepare a statement for the media. * Ask media to help notify parents when and where the children are to be released. Implement the ParentLink phone system. **(Communication and Community Engagement).**
8. Prepare a fact sheet for phone calls from parent and the community. **(principal or designee / Communications and Community Engagement)**
9. Make preparations for the Student Service Team/ Trauma & Loss Committee to provide follow-up services. **(principal or designee)**

COMMENTS:

* Prohibit media access to students in the school building. This contact tends to be disruptive.

INTRUDERS OR IRATE PERSON ON CAMPUS

Intruders are unauthorized visitors on your campus who are trespassing or loitering on school property and will not comply with a reasonable request to vacate premises when asked to do so.

PREVENTIVE ACTION:

1. Post permanent signs affixed at all parking area entrances directing visitors to the office.
2. Post signs at campus building entrances instructing visitors to obtain a visitor ID badge at the front office.
3. Ask staff and faculty to notify office of unauthorized persons (and students without passes) on campus.
4. Determine whether the person is a legitimate visitor or a threat to campus safety.
5. Escort legitimate visitors to the office to sign in and obtain a badge.

RECOMMENDED STEPS TO FOLLOW FOR DEALING WITH INTRUDERS WHO POSE A THREAT:

1. If a person on campus is suspected of posing a threat, IMMEDIATELY call 911 and notify the office. Notify, or have a designee immediately notify, law enforcement (SRO if available) and Safety and Security Office **678-2488**. If no SRO is available and hostile confrontation appears imminent, call **9-1-1**. **(principal or designee)**
2. If intruder is determined to be threat, immediately initiate "**Lockdown Procedure Code Red**" (**CMEH or Emergency Guide**) to alert staff and deny intruder access. **(principal or designee)**
3. If intruder refuses to leave, instruct staff in direct contact with the intruder not to engage in a violent confrontation. They should take every precaution to ensure their safety and that of their students. **(teachers)**
4. Contact Communications/Community Engagement for ParentLink issuance advice.
5. Maintain direct observation of the intruder to monitor developments until arrival of Law Enforcement. **(principal or designee)**
6. Request Law Enforcement arrest intruder if he refuses to leave. **(principal or designee)**
7. Once the incident has been resolved sound the "all clear" signal. **(principal or designee)**
8. Send "All Clear" ParentLink

SUSPICIOUS LETTERS and PACKAGES (GUIDELINES FOR MANAGING THREATENING MATERIALS)

RECOMMENDED STEPS TO FOLLOW:

The following steps (in order) should be taken to ensure that all appropriate agencies are contacted, and that rational management of the potentially exposed individual or area is accomplished:

1. Verify information (**principal or designee**) Indicate if item is:
 - a. Opened item with the presence of a substance
 - b. Opened item containing a threat
 - c. A suspicious unopened item

2. Call 9-1-1 (**principal/designee**)

The Emergency Services Staff will come and take the item.
If there is a reaction of those who handled the item, it will be sent for testing.
If there is no reaction, the item will be destroyed in 60 days.

3. **Do Not** handle the potentially threatening item. Secure the location.

Keep all other people away from the area.
Promptly wash hands and other body surfaces potentially in contact with the item with soap and water.
There is no need for decontamination of individuals that did not have direct contact with the item or material in question.

4. Notify Safety and Security Office (**678-2488**)

5. If body, clothing, or environmental surfaces have been “dusted” or otherwise contaminated with package CONTENTS, insure that local HAZMAT authorities are also contacted for decisions regarding further measures.

6. Contact the local Health Department (**433-3699**)

LOCKDOWN PROCEDURES

GENERAL

When a crisis occurs that calls for the halting of all school activity, for at least a period of time, then that fact must be conveyed in *simple, easily understood, non-ambiguous language*. You want everyone to know that you are stopping the normal school day activity because there is a situation that needs your immediate attention. You want every staff person, substitute teacher, parent volunteer, itinerant teacher, educational aide and, most importantly, *every student* to know what is expected of them during this “crisis period”. To avoid any confusion, it is recommended that you do not use a code word, but rather say straight out: *Students and Staff, we have a Lock Down*. It is absolutely essential that everyone working in, or attending school, know what he or she is to do in the event of a lockdown. This means these procedures **MUST** be practiced.

CODE YELLOW

A **Code Yellow** is a medium alert status used when there is a possible threat to the student body, but not in the immediate area. For example: an escaped prisoner in the county, bank robber at large, or a fugitive seen in the area, but not on your campus.

Please adhere to the following procedures in the event of a Code Yellow.

1. Make the announcement that the school is in a Code Yellow Status.
2. Call the Safety & Security Office 678-2488.(MANDATORY)
3. **YOU MUST SEND A PARENT LINK!! When you INITIATE a Code Yellow and when you TERMINATE a Code Yellow.** Contact Communications/Community Engagement for guidance on the wording.
4. Crisis Team members should report to the office for specific details.
5. Classroom activities should continue as normal with classroom doors locked.
6. All outdoor activities should be suspended.
7. All exterior doors are locked and checked periodically.
8. Crisis Team members, duty free educators, and support staff members should rotate duty stations. The perimeter of the school as far as 1000 feet from the building should be monitored until the Code Yellow is suspended.
9. Ensure someone is placed at the door to advise visitors the school is under a code yellow.

****Code Yellow calls for locking of exterior doors(they should already be locked) to require escorted entry/exit of the building, supervised movement within the building, supervised movement of students outside the building and vigilant observation.**

CODE RED

A **Code Red** is a high alert status used when there is an immediate danger in your school or on the property. For example: an armed unauthorized person on your campus.

There are three options during a **CODE RED** Lockdown.

They are: **Hide, Run or Fight**

The standard lockdown procedure is to remain in a secured classroom, or to find one quickly and go into the lockdown protocol. However, if you are alone or have no other alternative, you should be aware of the other options of evacuating yourself and students to safety, or, *as the very last resort*, fighting to protect them and yourself.

As an added feature to the security posture, the “Nightlock Lockdown Barricade device” has been attached to several doors throughout the school system. The Nightlock Barricade handle is stored in a “wall box” adjacent to the door where the device is installed for quick access to the handle in case of a lockdown event. The handle is red for easy visual locating.

Please adhere to the following procedures in the event of a Code Red if possible.

1. Call **9-1-1**, and call the Safety & Security Office (678-2488) as soon as possible.
2. Make the announcement that the school is in a **CODE RED** status.
3. Turn off the Bell System.
4. The Principal will report to the pre-determined command center with the Black Box.
5. All classroom teachers will (a) “cautiously” check the hall and gather all unsupervised student into their class. (**Sneak & peak**) (b) teachers or staff members that have the “Nightlock Lockdown Barricade” device on their door will, (c) remove the “Nightlock Lockdown Barricade” handle from the wall box and insert the handle into the door plate and ensure the handle engages the floorplate. . Once the all clear has been given the teacher/staff member will remove the “Nightlock Lockdown Barricade” latch and place back in the wall box.
6. Teachers who have classes out-of-doors will keep them there unless instructed otherwise. (seek cover and concealment). ***If the danger is out-of-doors, and you can do so safely, retreat back inside the school.
7. When practical a ParentLink **MUST** be sent out, when the CODE RED is INITIATED and when it is TERMINATED even if it is a status change to Code Yellow. Contact Communications/Community Engagement for assistance with the wording.

HIDE

HIDE: is the recommended action to take in a CODE RED Lockdown incident.

If evacuating is not possible, then you and your students (or staff) should find a place to hide where the Active Shooter is less likely to find you. You may be at the school or on the sports field, or you may be on a field trip. Your hiding places should: 1) be out of the Active Shooter’s View, 2) Provide protection/concealment if shots are fired in your direction, 3) Be away from the doors and windows, as bullets can pass through these easily. 4) Do not trap yourself, or restrict your options for escape if that is possible.

If an Active Shooter is nearby, to prevent an Active Shooter from entering your hiding place, you should: 1) Lock the door.

2) Blockade the door with heavy furniture. teachers or staff members that have the “Nightlock Lockdown Barricade” device on their door will,

(3) remove the “Nightlock Lockdown Barricade” handle from the wall box and insert the handle into the door plate and ensure the handle engages the floorplate. . (Once the all clear has been given the teacher/staff member will remove the “Nightlock Lockdown Barricade” latch and place back in the wall box).

4) Silence cell phones.

5) Turn off any source of noise, such as radios and televisions.

6) Hide behind large items such as cabinets and desks.

- 7) Remain quiet and ask those around you to also remain quiet. If evacuation and hiding are not possible, then: Remain calm and dial 911 if possible in order to alert police to the Active Shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen to what is happening.
- 8) Use cardboard or other material to cover door window (window covering should be stored on the wall next to the door) . **If there is an emergency in the room, use the RED CARD ONLY. PLACE CARD IN THE DOOR WINDOW, OR SLIDE IT UNDER THE DOOR AND PLACE ONE IN AN EXTERIOR WINDOW (IF AVAILABLE). A RED CARD SIGNALS THE NEED FOR MEDICAL EMERGENCY ASSISTANCE.**

RUN

RUN:

Typically, students and staff should only deviate from the practiced lockdown procedure when instructed to do so by law enforcement officers, or other first responders that it is safe to do so.

However, in an extreme case, when there is no other option and the threat is imminent and unavoidable, the situation may dictate that you "run". If it is safe to do so, you should seek to evacuate the premises, telling your students which route to take, where they should go, and moving them well away from the school to a safe location. **You should be sure to:** 1) Have an escape route and plan in your mind before you start to move. 2) Ensure you account for all of the students, having a teacher's aide (if available) lead the students out, while you check the last student out of the room area, if possible. 3) Leave your belongings behind, telling students to do the same. 4) If necessary, break windows to escape if you are on the ground floors, clearing away glass and laying mats or clothing over the windowsill to prevent injury. 5) You should have an adult climb out first to help students exit the window safely if this is possible. 6) Keep your hands visible if police officers are outside. 7) Follow the instructions of Law Enforcement. 8) DO NOT attempt to move wounded people. 9) Call 911 when you are safe. 10) Listen for special instructions over the intercom.

FIGHT

FIGHT:

As the very last resort, and only when your life or the lives of those around you are in imminent danger, you may decide to attempt to disrupt or incapacitate the Active Shooter by attacking or distracting them. Some options may include: 1) Throwing items and improvising weapons such as a chair, a phone, laptop, tablet, stapler, file, book, or another easily accessible object. 2) Yelling or shouting at the aggressor in order to distract or frighten them. 3) Seeking control of the aggressor's hands in order to limit their ability to use a weapon. 4) Briefing the students to escape while you are attacking or distracting the Active Shooter.

All students and school staff must remain in a safe place until emergency personnel give authority and jurisdiction of the school back to the principal.

******REMEMBER******

When approaching Law Enforcement Officers – Keep your hands visible and follow their instructions.

DISMISSAL PROCEDURES

DISMISSAL PROCEDURES WHILE UNDER A CODE YELLOW:

Walkers – Should not be allowed to leave the premises unless a parent or caretaker picks them up.

Bus Riders – Depending on the circumstances for the lock down the decision to release bus riders will be made by the Principal or the Assistant Principal at the school level.

DISMISSAL PROCEDURES WHILE UNDER A CODE RED:

NO STUDENTS, FACULTY, VOLUNTEERS, ETC. WILL BE ALLOWED TO LEAVE THE PREMISES UNTIL AFTER AN “ALL CLEAR” IS GIVEN AND CONTROL OF THE SCHOOL IS RETURNED TO THE SCHOOL PRINCIPAL. AT THAT TIME, THE SCHOOL’S PROCEDURE FOR RELEASE WILL BE FOLLOWED.

MILITARY CONFLICT OR NATIONAL INCIDENT (SUCH AS WORLD TRADE CENTER)

RECOMMENDED STEPS TO FOLLOW:

1. Verify information, gather details. **(principal or designee)**
2. Share facts with faculty via memo or meeting. **(principal or designee)**
3. Discuss what has happened with the students, encouraging them to share their emotional reactions to the tragedy.* (Age appropriateness) **(principal or designee)**
4. Consult with counselor about any especially distressed students. **(principal or designee/teachers/nurse)**
5. Send letters and/or ParentLink message to school parents. Describe what the school is doing and how the children may react. Include the phone numbers of the school for questions or for alerting the counselors about special problems children may have. **(principal or designee/Communications and Community Engagement)**
6. Hold an after-school faculty meeting to discuss how the students are responding and to clarify helpful approaches or further steps in dealing with the tragedy. **(principal or designee)**

COMMENTS:

*Expect emotional reactions to vary with age and temperament.

NOTES:

NEW EMPLOYEE ORIENTATION/OSHA TRAINING

Employees new to Cumberland County Schools, and employees returning to Cumberland County Schools after a lapse in employment, will be assigned to the Safe Schools Online Training Program. This training takes the place of face-to-face classes and eliminates the need for substitutes and disruption during the class day. Courses will be assigned to these employees when they submit their final hire paperwork at Human Resources. They will be given their username/password and their completion date at that time.

The Safe Schools Online Training Program will monitor new employees' training progress, and will automatically send them reminder emails until they have completed the required courses. The Safety & Security Office will be available for assistance as necessary. Because this is part of the federally mandated New Employee Orientation/OSHA training, all sections must be completed by the specified due date.

***All other employees will take their yearly refresher at their school site at the beginning of each school year. Completed tests must be sent to the Safety & Security Office.

If you have any questions regarding the online training or any other OSHA related questions, please contact one of the individuals listed below:

Laura Young

laurayoung@ccs.k12.nc.us

Elonda Hicks

elondah@ccs.k12.nc.us

Jodene Abney

jodeneabney@ccs.k12.nc.us

Instructions for SafeSchools Online Safety Training

<http://www.ccs.nc.safeschools.com/login>

Hello Staff!

Cumberland County Schools is proud to be able to offer SafeSchools Online Safety Training for new employees and employees returning after a lapse in employment. All 13 sections are due for completion by your scheduled due date. This program is external, meaning it can be accessed from anywhere at any time. The Bloodborne Pathogens section must be done during the work day, but all other sections can be completed at any time. Please note that employees must print the Determination Questionnaire and the Vaccination Request/Declination Form from the Bloodborne Pathogens section, fill it out, and send it to Elonda Hicks or Mya Dyer, Safety & Security Office, by courier, fax (678-2379), or scan and email.

SafeSchools Online will monitor your training progress, and will send you email reminders until your mandatory courses are completed.

Please keep in mind, you must return your new hire paperwork to Human Resources and allow 3 days for processing before you can gain access to SafeSchools Online Safety Training. You have 30 days to complete this training. Here are instructions on how to access the training:

📄 How to log on to the online training program:

1. Using your web browser, go to the web page <http://www.ccs.nc.safeschools.com/login>
2. To access your assigned training, enter your username. Your username is:

first initial + last name + last four digits of SSN#

EXAMPLE: jsmith1234

3. Your assigned course or courses will be listed under “Mandatory Training”
4. Start a course by clicking on the course title. The courses have audio so turn up your speakers so you can hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you complete the course.

If you have any questions or problems with the site, please contact one of the following:

Laura Young

laurayoung@ccs.k12.nc.us

(910) 678-2591

Alisha "Niki" Morrison

alishamorrison@ccs.k12.nc.us

(910) 978-2345

Points to remember:

- Please keep in mind, you must return your new hire paperwork to Human Resources and allow 3 days for processing before you can gain access to SafeSchools Online Safety Training.
- You have 30 days to complete this training.

POWER OUTAGE

RECOMMENDED STEPS TO FOLLOW:

1. The power company and/or the school principal will notify the maintenance dispatcher **678-2560**, or the maintenance supervisor **678-2565** for emergency response. In addition, notify by telephone, the Associate Superintendent for Auxiliary Services **678-2305**, or the Safety Office **678-2488** that an emergency has occurred resulting in a cutoff of power to a school or schools. (**principal or designee**)
2. The maintenance supervisor will dispatch adequate electrical maintenance personnel to the affected site as required to disconnect all equipment subject to damage from power fluctuations (i.e. freezers, coolers, air conditioners, etc.). (**maintenance supervisor**)

3. All students and staff will evacuate the buildings in accordance with the fire evacuation plan posted in each room if the loss of lighting constitutes a safety hazard (i.e. R. Max Abbot Middle School and Luther Nick Jeralds Middle). If safe, natural lighting levels exist, the staff and students will remain in the building. **(principal or designee)**
4. The superintendent or his representative, will determine if school should close early (see early school closing under SNOW and ICE section) or if the student body will be transported to a nearby school facility. The principal or his designee will assure that adequate staff will be sent to the relocation site. **(superintendent, principal or designee)**
5. The Executive Director of Transportation will provide assistance as necessary to ensure a safe school closing for a student body and staff relocation. **(transportation director)**

NOTES:

SNIPER GUNFIRE AND DRIVE BY SHOOTING

1. Call 9-1-1 for emergency assistance. **(principal or designee)**
2. Initiate Code Red Lockdown Procedures (CMEH or Emergency Guide).
3. Notify Safety and Security Office 678-2488. **(principal or designee)**
4. The school will remain in Lockdown. Law enforcement will either evacuate the building or give an “ALL CLEAR” to the principal. *
5. The principal will make an announcement for the Crisis Team to report to the command center.**(principal or designee)**
6. The Crisis Team will report to the command center for briefing and deploy in three-person sweep teams with radios, if available. A list of missing students and any students who joined their room (Student Accountability List) will be collected from each teacher. **(crisis team members)**
7. The list will be returned to the command center where they will be compiled and missing/unaccounted for students identified.
8. When the crisis is under control and all students are accounted for, the principal will make an “ALL CLEAR” announcement to that effect. **(principal)**
9. Prepare an information letter for parents to send home with the students.
(principal/designee/Communications and Public Relations)
10. The principal will assemble the faculty and staff for a briefing at the end of the day explaining the situation. **(principal)**

COMMENTS:

* In the event of an evacuation, teachers will remain with their classes. Keep your Student Accountability List with you until the Crisis Team collects it.

SNOW AND ICE

Snow and ice conditions can usually be forecast sufficiently in advance for emergency action to be initiated before such conditions severely affect the Cumberland County School System. It is not anticipated that snow and ice conditions will affect any school buildings but some bus routes may be affected by roads known to fill quickly with snow drifts or bridges known to ice quickly.

RECOMMENDED STEPS TO FOLLOW:

EARLY CLOSING OF SCHOOL

1. The Superintendent, or his representative, will contact Law Enforcement by telephone and request information about potentially hazardous road conditions due to snow and ice. **(superintendent or designee)**
2. The Superintendent will decide whether or not to close school early. **(superintendent or designee)**
3. The Superintendent will notify the Associate Superintendents and the Communications and Community Engagement office. **(superintendent or designee)**
4. The Superintendent or Communications and Public Relations office will call designated Radio and T.V. stations and request them to notify parents that their children are being sent home early, or of a possibility that they will be sent home early. **(superintendent or Communications and Community Engagement)**
5. The principals will refer to the emergency information files if there is a question about whose supervision a child should be under. **(principal)**
6. When the normal school day is terminated early due to inclement weather, employees may also be dismissed early. The principal is responsible for maintaining enough staff to handle emergencies until each student has been safely delivered to his/her home. **(principal)**
7. Bus drivers will follow regular routes unless notified otherwise by the principal. **(principal)**
8. If an emergency should occur such as a blocked road or a stuck bus, the bus driver will call his principal at school from the nearest phone. His principal will in turn notify the bus garage 678-2580. **(bus driver/principal)**
9. If the bus driver cannot reach his principal by phone, he will call the bus garage - **678-2580. (bus driver)**

(Snow and Ice Continued)

NO SCHOOL

1. The Superintendent or his representative will contact Law Enforcement by telephone and request information about hazardous snow and ice conditions that have occurred over night.
(superintendent / designee)
2. The Superintendent or his representative will decide whether there will be school on any given day by 6:00 a.m. **(superintendent / designee)**
3. The Superintendent or his representatives will notify the Radio and T.V. Stations by telephone and request the information be placed on the air.
(superintendent or designee)
 - a. Central Services Call List and/or ParentLink will be activated to notify principals.
 - b. All principals will monitor a radio station frequency when snow and ice conditions are expected.
4. If the Superintendent decides by 5:00 p.m. that there will be no school the following day, he will notify the Associate Superintendents and they will notify designated radio and television stations by telephone and request the information be placed on the air.
(superintendent or associate superintendents)

DELAYED SCHOOL OPENING

1. School day for pupils will begin one hour or two hours later than the regular school schedule as announced by the Superintendent through news media/ParentLink. **(superintendent)**
2. Principals will inspect all parking lots, sidewalks, and steps for slippery surfaces, and will assign personnel to distribute salt and sand and post caution signs as necessary to reduce slip, trip, and fall accidents. **(principal)**
3. Principals will be alert to conditions where ice or snow may fall from overhead structures causing potential injuries to pedestrians. **(principal)**
4. Teachers will report at least 15 minutes before pupils arrive and remain at least 15 minutes after pupils are dismissed, or as scheduled by school principal. **(principal)**
5. School will be dismissed at the regular time.
6. Breakfast **WILL NOT** be served in any school during a delayed opening.

7. Lunch **WILL** be served.

SUICIDE ATTEMPT (AT SCHOOL)

RECOMMENDED STEPS TO FOLLOW:

1. Administer first aid. (**nurse/first responder**)
2. If the suicide attempt is a medical emergency, call 9-1-1, EMS for transportation. (**principal or designee**)
3. Contact parents/guardian, and, if the child is transported by ambulance, meet parents/guardian at the hospital. (**principal or designee/counselor/social worker/psychologist**)
4. If an ambulance is not needed, ask parents to come to school to meet with caregiver. (**principal or designee/counselor/social worker/psychologist**)
5. If law enforcement is contacted, request that a CIT (Crisis Intervention Trained) Officer respond to the school due to the nature of the event.
6. Contact Law Enforcement or the assigned SRO immediately and request assistance.
7. Contact a Student Services professional(s) immediately and request assistance (i.e. school counselor, social worker, and psychologist).
8. If weapon is involved, DO NOT ATTEMPT TO FORCIBLY DISARM THE STUDENT unless student is actively harming self with it. Once law enforcement is on the scene, have them, in counsel with school personnel, determine the best way to disarm student. A ParentLink call may be used to inform parents. (**principal or designee**)
9. If blood or other bodily fluids are present, follow the [Bloodborne Pathogen Exposure Procedures](#) (Crisis Management Handbook / Emergency Guide). (**principal or designee**)
10. Notify Safety & Security Office 678-2488, and the Executive Director of Student Services 6782433.
11. Provide crisis counseling for the suicidal student while awaiting arrival of the parents or transportation to a medical facility. If appropriate, conduct the C-SSRS. (**counselor/social worker/psychologist**)
12. Clear witnesses from the area. (**principal/designee**)
13. As appropriate, help witnesses process their thoughts and feelings about what has happened.

(principal or designee/ counselor/social worker/psychologist)

14. When the student returns to school, the Student Services Team (SST) should meet to develop a reentry plan, complete the Safety Crisis Plan, and consider the need for additional services at school (i.e. EC Referral, Section 504 Plan, Personalized Education Plan, etc). An administrator should be present for this meeting. **(principal or designee/ counselor/social worker/psychologist)**

NOTES:

SUICIDE ATTEMPT (OFF CAMPUS)

RECOMMENDED STEPS TO FOLLOW:

1. Verify information. (**principal or designee/ counselor/social worker/psychologist**)
2. Inform campus-based Student Services Department. (**principal or designee**)
3. On a need to know basis, inform teachers. Adhere to confidentiality guidelines. (**principal or designee/ counselor/social worker/psychologist**)
4. Inform the Executive Director of Student Services (678-2433). **Indicate if additional support staff is requested.** Refer to the section on Trauma and Loss Committees/Teams for more information. (**counselor/social worker/psychologist**)
5. Identify friends of the student and provide counseling for them as needed. (**teachers/counselor/social worker**)
6. Visit with student and parent if appropriate. (**principal or designee/counselor/social worker**)
7. When the student returns to campus, complete the C-SSRS and provide the parent/guardian with the appropriate referral information if the student is not currently involved with a mental health provider. (**counselor/social worker/psychologist**)
8. When the student returns to school, the Student Services Team (SST) should meet to develop a reentry plan, complete the Safety Crisis Plan, and consider the need for additional services at school (i.e. EC Referral, Section 504 Plan, Personalized Education Plan, etc). An administrator should be present for this meeting. (**principal or designee/ counselor/social worker/psychologist**)

NOTES:

SUICIDES (CLUSTERS)

RECOMMENDED STEPS TO FOLLOW:

AFTER EACH DEATH

(See suggested protocol [“Death off Campus”](#))

1. Verify Information. **(principal or designee)**
2. Notify Safety & Security Office 678-2488. **(principal or designee) Indicate if additional support staff is requested**
3. Notify Executive Director Student Services 678-2433. **Indicate if additional support staff is requested** Refer to the section on Trauma and Loss Committees/Teams for more information. **(principal or designee)**
4. Utilize the Trauma and Loss Committees/Teams Worksheet to determine the most effective communication methods to inform students, parents, and staff about the deaths, including expected emotional responses of children, what the school is doing, funeral arrangements, invitation to contact the school, etc. **(principal or designee/Executive Director Student Services)**
5. Prepare notes for the media. **(principal or designee/Communications and Public Relations)**
6. Write a fact sheet for telephone inquiries. **(principal or designee/Communications and Public Relations)**
7. Provide group and individual counseling. **(Student Services Team/Trauma & Loss Committee)**
8. Disseminate information about funerals/memorials. **(principal or designee)**
9. As appropriate, allow students who bring written permission from parents to attend the funeral. **(principal or designee)**
10. Make home visits with social worker or counselor to extend condolences. **(principal or designee/counselor/social worker/psychologist)**
11. Debrief with campus crisis team. Plan long-term response with parents and community leaders. **(principal or designee)**

COMMENTS:

***Do NOT use the public address system to announce the death or have an assembly at this time. The Student Services Team/Trauma & Loss Committee may assist by visiting classrooms to discuss deaths as requested.**

NOTES:

COMMUNITY INVOLVEMENT FOR CLUSTER SUICIDES

1. Form a coordinating committee of school and community leaders to organize a response plan. **(superintendent or designee)**
2. Identify and contact community resources including representatives of the clergy, parent groups, emergency medical services, crisis centers, media, police, student councils, private and agency mental health professionals to assist in a community prevention effort. **(superintendent or designee)**
3. Meet with parents and community representatives to share and discuss ideas to prevent additional suicides. Arrange small discussion groups. **(superintendent or designee)**
4. Identify additional vulnerable students, provide crisis counseling, and refer especially troubled students to community resources for additional treatment. **(teacher/ principal or designee/counselor/social worker/psychologist)**

NOTES:

SUICIDE INTERVENTION PROTOCOL GENERAL GUIDELINES

- Every school has a Trauma and Loss Committee/Team that consists of Student Services personnel (school administrator, school counselors, school social workers, and school psychologists). One purpose of the team is to support students who may be demonstrating suicidal ideation or behaviors.
- Each school shall have a minimum of two people trained in utilizing the Columbia Suicide Severity Rating Scale (C-SSRS) at all times.
- Only staff trained to utilize the C-SSRS may assess students for suicide.
- School administrators are encouraged to provide training annually to school staff on recognizing the signs and how to request help on behalf of a student. For assistance, contact the Student Services Department (910) 678-2433.
- Students demonstrating suicidal ideation or behaviors should be interviewed in a private area. However, they should not be left alone. Direct supervision should be provided at all times.
- Two interviewers are strongly recommended to allow more flexibility and control, and to enhance the assessment process. In the event there are not two trained members available, obtain another trusted individual to assist.
- Completion of the Suicide Protocol Forms is required every time that a student expresses suicide ideation or behaviors.
- The parent/guardian should be contacted each time that a student expresses suicide ideation or behaviors.
- There may be times when the trained interviewer feels it may be in the best interest of the student to have only one interviewer present. In these situations, the decision is appropriate and based upon the professional judgment of the trained interviewer.
- A report of neglect should **only** be made if a parent **refuses** to pick up/coordinate services for the student who demonstrates high lethality. However, professional judgment should be used in every situation.
- Cumberland County Schools' staff should not transport students determined to have ingested substances, appears lethargic or "drugged," has engaged in serious bodily harm, or that present as an **imminent risk** of suicidal behavior to mental health providers. The student will be dismissed to the parent/guardian, SRO, or to an ambulance.
- School personnel **may not prohibit** a student from returning to school until proof of an assessment is provided.
- Suicide protocols are confidential records. They should be maintained in a secure location in the Counseling Chair's office until the student graduates or leaves the school. These records are not to be included in the student's cumulative record.

REFERRAL AND INTERVIEW PROCESS

SUICIDAL IDEATION - A person has thoughts about a wish to be dead or not alive anymore, or wishes they could fall asleep and not wake up. It includes, but is not limited to, thoughts with a plan and intent to act.

SUICIDAL BEHAVIOR - A person has engaged in or started to engage in an act that could have resulted in death or serious harm. This includes an act in which a person stopped themselves or were stopped by another.

- Anyone can refer a student (self, student, parent, teacher, administrator, etc.)
- Inform an administrator of the referral and establish a protocol for contacting someone for help should the student become out-of-control or if assistance is needed.
- The referral is **immediately** given to a Student Services support person trained to conduct the C-SSRS or an administrator at the school. That support person becomes the lead point of contact.
- The assigned SRO should be notified immediately and request assistance as needed.
- If the student is Limited English Proficient (LEP) or Hearing Impaired arrange for an adult interpreter.
- Complete the appropriate suicide protocol forms.
- Contact the student's parent/guardian and request their presence at school immediately.
- When the Parent/Legal Custodian/Caregiver arrives express concern and request they be alert to signs of increased stress, isolation, failure, etc. (unless parent appears to be the cause).
- Review the **Warning Signs of Suicide** document with the parent/guardian.
- Review and sign the **Parental Release for Suicidal Student** with the Parent/Legal Custodian/Caregiver.
- Attempt to obtain a **Two-Way Consent to Exchange Information** with the mental health provider.
- The student should only be released to a responsible person (i.e., Parent, Legal Custodian, Caregiver, Reliable Adult, DSS, EMS, or Law Enforcement).
- When the student returns to school, meet with him/her to complete the **Safety Crisis Plan**. The purpose of the Safety Crisis Plan is to help students to develop coping skills and a support system to manage suicide thoughts and behaviors. The **Safety Crisis Plan** is **NOT a DO NOT HARM CONTRACT**, nor is it intended to be used as such.

Cumberland County Schools
COLUMBIA-SUICIDE SEVERITY RATING SCALE

Screen Version - Recent

Student Name:

Date:

School Name:

SUICIDE IDEATION DEFINITIONS AND PROMPTS	Past month	
	YES	NO
Ask questions that are bolded and <u>underlined</u>.		
Ask Questions 1 and 2		
1) Wish to be Dead: Person endorses thoughts about a wish to be dead or not alive anymore, or wish to fall asleep and not wake up. <u>In the past month, have you wished you were dead or wished you could go to sleep and not wake up or thought about being dead?</u>		
2) Suicidal Thoughts: General non-specific thoughts of wanting to end one's life/commit suicide, "I've thought about killing myself" without general thoughts of ways to kill oneself/associated methods, intent, or plan. <u>In the past month, have you actually had any thoughts of killing yourself?</u>		
If YES to 2, ask questions 3, 4, 5, and 6. If NO to 2, go directly to question 6.		
3) Suicidal Thoughts with Method (without Specific Plan or Intent to Act): Person endorses thoughts of suicide and has thought of a least one method during the assessment period. This is different than a specific plan with time, place or method details worked out. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it....and I would never go through with it." <u>Have you been thinking about how you might kill yourself?</u>		
4) Suicidal Intent (without Specific Plan): Active suicidal thoughts of killing oneself and patient reports having <u>some intent to act on such thoughts</u> , as opposed to "I have the thoughts but I definitely will not do anything about them." <u>Have you had these thoughts and had some intention of acting on them?</u>		
5) Suicide Intent with Specific Plan: Thoughts of killing oneself with details of plan fully or partially worked out and person has some intent to carry it out. <u>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</u>		
6) Suicide Behavior Question: <u>Have you ever done anything, started to do anything, or prepared to do anything to end your life?</u> Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc. <u>If YES, ask: How long ago did you do any of these?</u> Over a year ago? Between three months and a year ago? Within the last three months?		

Completed by: Title: Signature: Telephone:

*For inquiries and training information contact: Kelly Posner, Ph.D.; posnerk@nyspi.columbia.edu. ©
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**Cumberland County Schools
Safety Crisis Plan**

Safety Plan	
Student Name: _____	Date of Plan: _____

Step 1: What are my warning signs (thoughts, images, mood, situation, behavior) that a crisis may be developing?

1. _____
2. _____
3. _____

Step 2: What are some things that I can do to take my mind off my problems without contacting another person?

1. _____
2. _____
3. _____

Step 3: Who are the people and what are some social settings that help distract me from my problems?

1. Name _____ Phone _____
2. Name _____ Phone _____
3. Place _____
4. Place _____

Step 4: Who are people that I can ask for help?

1. Name _____ Phone _____
2. Name _____ Phone _____
3. Name _____ Phone _____

Step 5: What can I do to make my environment safe?

1. _____
2. _____

Step 6: Professionals or agencies I can contact during a crisis:

1. Doctor/Clinician Name _____ Phone _____
2. Doctor/Clinician Name _____ Phone _____
3. Call 911
4. Suicide Prevention Lifeline: 1-800-273-TALK (8255)
5. Contact 24-hour Crisis Line: 910-485-4134
6. Alliance Behavioral Health: 1-800-510-9132

The ONE thing that is most important to me and worth living for is:

_____ Student

Signature / Date CCS Employee Signature / Date/Telephone No.

**CUMBERLAND COUNTY SCHOOLS
Suicide Screening Parental Release**

Student Name: **School Name:**

Meeting Date:

Professional Completing the C-SSRS:

Contact Number:

Your child recently expressed suicide ideation and/or behaviors. A school counselor, school social worker, or school psychologist has completed a Columbia Suicide Severity Rating Scale (C-SSRS) with him/her. It is our protocol to contact parents/guardians every time that a student expresses suicide ideation and/or behaviors. We take the safety and security of every child very seriously. We encourage you to seek additional assistance from a mental health professional, your child's doctor, or the local Emergency Department. A copy of the C-SSRS is available so that you may share this information with your provider.

We would like to partner with you to support your child at school. Please complete the "Two-Way Exchange of Information" form, so that we may collaborate with any private providers that you solicit to assist your child. We would only contact the provider to better support your student at school. Your child's information will remain confidential.

If you have concerns about your child's mental health, or need assistance linking with community agencies please contact your child's school. A school counselor, social worker, and psychologist are available at every school to assist students and parents with removing barriers to student success. Also, if you would like to learn more about suicide or a list of local and national resources see the list below.

Local Resources

- Alliance Behavioral Health 1-800-510-9132
- Cape Fear Behavioral Health (910) 615-4000
- Community Mental Health (910) 615-3333
- Fort Bragg Chaplain Helpline (910) 396-HELP (4357)
- Fayetteville Police Department (910) 433-1529
- Hope Mills Police Department (910) 425-4103
- Spring Lake Police Department (910) 436-0350
- Cumberland County Sheriff's Department (910) 323-1500
- After Hours Social Worker at DSS (910) 677-2450

National Resources

National Suicide Prevention Lifeline 1-800-273-8255
American Foundation for Suicide Prevention <http://www.afsp.org>

Parent Name Parent Signature/Date

CCS Employee Signature/Date

Title

Telephone Number

**Cumberland County Schools
Suicide Screening Parent Contact Form**

Attempts made to Contact Parent/Legal Custodian/Caregiver

Time _____ Contact _____

Notes:

Time _____ Contact _____

Notes:

- If unable to contact Parent/Legal Custodian/Caregiver, contact the School Resource Officer for support and/or contact the Department of Social Services (677-2450) Notes:

- If after 5pm call the Emergency Duty Social Worker at the Law Enforcement Center (323-1500) Notes:

School Transition Plan

Point of Contact Upon Return to School

Name _____

oMeet with the Parent/Legal Custodian, student, and appropriate staff to formulate a reentry plan to address the needs of the student when returning to school after an absence for hospitalization or treatment.

Point of Contact for Follow-up/Reintegration Plan

Name _____

oPeriodically show up where the student will be and make eye contact

oA report of neglect should be made to DSS when a parent refuses to come for the student who is judged to be a high risk

oWhen the student returns ask for proof of assessment (if completed) and consider asking the parent to sign a Release of Information.

COMMUNITY RESOURCES

Often a coordinated community response is required to assist students and families in crisis. Outlined below are key community resources for responding to suicide ideation and behavior.

Services Provided by Law Enforcement School Resource Officers

Services can be requested from law enforcement if a student is in immediate danger of harming self or others. The first response is to assist the school in working with the parent to secure services. At the law enforcement officer's discretion and depending upon the circumstances an emergency commitment of the child can be requested. For more information, contact your respective school resource officer/deputy.

Services Provided by the Cumberland County Department of Social Services

The Cumberland County Department of Social Services (DSS) should be contacted in response to suicide ideation in the following situations:

- If a student is in the legal custody of DSS, the student's DSS Caseworker should be informed that a suicide interview was completed and the outcome. Also, the person with whom the student resides should be contacted (physical custody). If the name of the DSS caseworker is not known, contact the Program Manager for Children's Services at (910) 677-2450.
- If child abuse or neglect is suspected of the student being interviewed a report should be made to Child Protective Services (CPS) at (910) 677-2450.
- If a parent will not agree to seek help, and the student is considered to be in danger of harming himself/herself, a referral of child neglect may be made to Child Protective Services at (910) 677-2450. CPS may respond to child neglect cases within **72 hours**. The response time varies depending on the nature of the situation.

It is not the role of DSS to provide mental health assessments, to transport students for an evaluation/ER, or to sit with students until the parent is available.

Services Provided by Alliance Behavioral Health Care

Alliance Behavioral Health Care offers crisis services 24/7. For medical emergencies go to the Emergency Department and/or contact 911.

24 Hour Access and Information Line

The 24 hour toll-free number at (800) 510-9132 provides access to a licensed clinician to help with case consultation, screening, triage, and referral to local mental health providers.

Mobile Crisis Unit - These services may only be implemented with parent permission!

Alliance oversees the local Mobile Crisis services. Mobile Crisis provides integrated, short-term crisis response, stabilization and intervention for adults and children experiencing a mental health or chemical dependency crisis. The Team can come to where you are, and its services are confidential, non-judgmental and respectful. Mobile Crisis can be accessed by calling the 24 hour toll-free Alliance Access and Information Line at (800) 510-9132. For medical emergencies go to the Emergency Department and/or contact 911.

Services Provided by Cape Fear Valley Hospital

Cape Fear Valley Hospital provides mental health services through the Community Mental Health Center. Individuals or families in need of Behavioral Health Urgent Care are encouraged to call (910) 615-3333 to schedule an initial appointment; however walk-ins are welcome and will be seen without an appointment. For medical emergencies, consumers should go to the Emergency Department and/or call 911.

The Community Mental Health Center (CMHC) at Cape Fear Valley is contracted with Alliance MCO to provide Screening and Evaluation for Cumberland County residents ages 3 and up who may be experiencing a behavioral urgent care need or crisis including, suicidal ideation, depression, anxiety, psychosis, a substance abuse related crisis and most other non-violent behavioral situations that may require professional evaluation, intervention and/or follow-up referrals. For more information about the services provided by the CMHC call (910) 615-3333 or visit online at <https://www.capefearvalley.com/hospitals/bhc.html>.

Location:

Community Mental Health Center
711 Executive Place, Fayetteville, NC (3rd and 4th Floor)
(910) 615-3333

Behavioral Health Care Inpatient Unit
3425 Melrose Road, Fayetteville, NC
(910) 615-3200

TORNADO

A TORNADO WATCH STATING THAT TORNADOES ARE PROBABLE IS RECEIVED:

STEPS TO FOLLOW:

1. The Superintendent or the Safety and Security Office will notify the Associate Superintendents and then the principals by a regular email. **(Superintendent/Safety and Security Office)**
2. Turn on battery-operated radios and monitor NOAA weather alert radios for weather advisory information. Also monitor local TV and radio stations (WFNC, 640 AM).
(Superintendent/Principals)
3. Notify all teachers and employees in school by personally visiting them or by announcing a coded message on the public address system all-call. **(Principal/Designee)**
4. Send employees to notify teachers with classes outside the building, physical education areas and cafeterias. **(Designated Employees)**
5. Teachers will continue regular classroom activities. **(Teachers)**
6. Students will be informed of the possible danger at the principal's discretion. **(Principal)**
7. Immediately designate persons to serve as lookouts on all four sides of the building. **(Designated Person)**
8. The principal will notify all bus drives of the WATCH. **(Principal)**
9. School will be dismissed at the normal hour, and bus drivers will follow regular routes using due caution. **(Principal/Designee)**

A TORNADO WARNING STATING THAT A TORNADO HAS ACTUALLY BEEN SIGHTED IS RECEIVED:

STEPS TO FOLLOW:

1. The Superintendent or the Safety and Security Office will notify all principals by CCS notification system followed by a regular email with the same message. **(Superintendent/Safety and Security Office)**
2. Sound the tornado signal immediately. The tornado signal consists of one long and one short ring on the bell or horn system. The alternate system will be used if the regular system fails to operate. **(Principal/Designee)**
3. Send employees to notify teachers with classes outside the building, physical education areas, and cafeterias. **(Principal/Designee)**
4. If you have not already done so, immediately designate persons to serve as lookouts on all four sides of the building.
5. All students and staff will immediately proceed to a tornado shelter in accordance with the tornado shelter plan posted in each room. Main floor hallways, basements and other tornado resistant areas should be used. **If at all possible**, students/staff should not seek shelter on the 2nd floor of the building.
6. The clerical staff will close all vaults and secure all records. **(Staff)**
7. Designated staff members will place TORNADO WARNING signs on main entrance doors. For Example: "Tornado warning is in effect. For safety concerns students **WILL NOT** be checked out at this time. "

(Tornado, Continued)

8. Once in the tornado shelter, all students should assume a SEATED position. Students and staff should be prepared, at the principal's discretion, to immediately assume a kneeling position and

cover the back of the head/neck with hands or coats so as to protect their eyes and heads. Face away from the area with greatest potential for injury from flying glass.

9. **All** teachers will take roll and notify the principal if someone is missing. **(Teachers)**
10. **Immediately** organize a search if someone is missing. **(Principal/Designee)**
11. Students and staff will not return to their classroom until the principal or his designee declares it safe to do so. **(Principal/Designee)**
12. If students are on buses when the TORNADO WARNING is given, **AT PRINCIPAL'S DISCRETION**, students should be removed from buses and returned to the school building/shelter area. **(Principal/Designee)**
13. School bus drivers **WILL NOT** be permitted to leave on their bus routes as long as **TORNADO WARNINGS** are in effect. **(Principal/Designee)**

IF THERE IS NO WARNING, BUT A TORNADO IS SIGHTED APPROACHING YOUR SCHOOL, ALL PERSONS WILL:

STEPS TO FOLLOW:

1. **If time permits**, go to the basement or interior hallway or interior room on the lowest floor that does not have an outside wall.
2. **If time does NOT permit**, get into the safest area of your classroom (the inside wall farthest away from doors and windows). **If at all possible**, students/staff should not seek shelter on the 2nd floor of the building.
3. Avoid windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.
4. Get under any heavy furniture available.
5. Assume a kneeling position so as to protect your head and eyes.

IF THERE IS NO WARNING, BUT A TORNADO IS SIGHTED APPROACHING YOUR BUS:

STEPS TO FOLLOW:

1. Bus drivers should not try to outrun the tornado. Instead, look for a ditch, or other low area and have students immediately evacuate the bus and lie down in the ditch. **(bus driver)**
2. Students should lie face down. Legs should be extended, arms drawn in next to torso, and head face down. **(students)**
3. The bus driver will determine when it is safe for student to recover. **(bus driver)**

UNDERCOVER LAW ENFORCEMENT AFTER ACTION PROCEDURES

RECOMMENDED STEPS TO FOLLOW:

1. Meet with law enforcement to determine what information should be disclosed. **(principal or designee)**

2. Call faculty meeting. Instruct teachers to give students information. **(principal or designee)**
3. Ask for counselor's recommendations to help angry or fearful students. **(principal or designee)**
4. In coordination with law enforcement, prepare for media interview. **(principal or designee/Communications and Community Engagement)**
5. Prepare fact sheet for telephone inquiries. **(principal or designee/Communications and Community Engagement)**
6. If parental response is strong, organize a parent meeting. Ask law enforcement, central administration, and the crisis team to attend the meeting. **(principal or designee)**

NOTES:

PROCEDURES FOR VISITOR ACCESS DURING NORMAL SCHOOL HOURS

*******Visitors must be prepared to show ID in the office*******

1. When a visitor comes to your school they are required to press the intercom button to be recognized by school office staff prior to being allowed entrance to the building.

2. Once the visitor presses the intercom button, all visitors must be addressed and/or given the daily greeting for your school (i.e., “Welcome to [school name]. How can I help you? etc.”). *No one should be allowed access into the building without their reason for being on campus first being determined by office staff.*
3. Office staff must visually acknowledge the guest (window/monitor) to see if they recognize the person at the door. If the visitor is not facing the camera, ask them to turn and face the camera. (suspicious conduct would be: individuals who refuse to face the camera, persons who appear to be concealing items on their person from camera view, if the individual is not wearing clothing appropriate for weather conditions [i.e., heavy coat in the summer], or a person who refuses to identify his/her self or state their business at the school) If a person displays suspicious conduct, they should **NOT** be allowed into the building and school administrators should be contacted.
4. Once the visitor has been addressed/recognized by office staff the visitor will be asked to walk through the Open Gate Weapon Detection System. ***No visitor will be allowed inside an educational facility until they are cleared by the Weapon Detection System.*** Possible scenarios are as follows:
 - i If the visitor is checking out a student and the Weapon Detection System Alerts then the visitor will be asked to return everything to their vehicle, if applicable, except their keys and identification. Then they will proceed through the system again until it does not alert.
 - ii If they are bringing an item for a student or classroom and the Weapons Detection System alerts then they will be asked to place the “item” at a designated location, then proceed through the Weapons Detection System. Then they will proceed through the system again until it does not alert. If they have a bag then the bag will have to be searched prior to the visitor entering CCS property.
 - iii Student check-in’s or tardy students. They will follow the same procedures as above.
5. Once the visitor has been addressed/recognized by office staff and cleared by the weapon detection system, office personnel should “buzz” them into the building and direct them to the main office. The visitor’s identification will be then cross referenced through the Raptor Management System. This system cross references the visitor’s information through the sex offender registry. If a hit is received then school personnel will alert Law Enforcement immediately. Law Enforcement will generate a report and determine if the visitor is still under compliance to the stipulations set in the sex offender registry. This will determine their next course of action.
6. All visitors are required to sign in and are to be given a visitor’s pass prior to allowing access to other portions of the school building. If the person is given a proxy lock pass, it should also be required that they leave their keys and identification at the school office until the proxy lock pass is returned. Prior to a guest leaving the building, they should sign out through the office, and the office should retrieve the visitor pass.

7. For visitor access during non-normal school hours (after school events, etc.), a staff member should be positioned at any entrance that is left unsecured. There must also be a staff member posted at unsecured entrances during morning intake and afternoon release.

VIOLENT BEHAVIOR OF A STUDENT

RECOMMENDED STEPS TO FOLLOW:

1. Principal or designee notified by person observing behavior.
2. Based on assessment, alert Crisis Response Team if necessary. **(principal or designee)**

3. The Safety and Security of all personnel involved is the key and should determine how to proceed. Depending on the situation, either remove the other students from the class or remove the student from the class, by reasonable force if necessary, with available adults. Ensure sufficient adults are available if moving the student from the room. **(principal or designee)**
4. Notify Law Enforcement/School Resource Officer, if necessary. **(principal or designee)**
5. If injuries, notify EMS 9-1-1 as appropriate. **(principal, nurse or designee)**
6. If blood or other bodily fluids are present, follow Bloodborne Pathogen Exposure Procedures. **(nurse or first responder)**
7. If removed from scene, place student in a secure, secluded room for time out. Physically restrain if necessary. **(principal or designee)**
8. Attempt to calm the student by listening and reassuring him/her. Only one person should attempt to calm the student. **(principal or designee/counselor)**
9. Talk to teacher and witnesses to find out exactly what happened. **(principal or designee/counselor)**
10. Contact parents. Describe the behavior of the student and action taken by the school. Ask their ideas about what might be wrong and for their help in planning to alleviate the difficulty. **(principal or designee)**
11. If Law Enforcement is involved, ensure incident is entered into the computer system (PowerSchool). Notify the Safety & Security Office 678-2488 and Communications and Community Engagement 678-2303 of the incident. **(principal or designee)**
12. Discuss incident with students in the classroom. **(teacher/counselor)**
13. Take appropriate disciplinary action. **(principal or designee)**

WATER OUTAGE

RECOMMENDED STEPS TO FOLLOW:

1. The water utility, or the school principal will notify the Maintenance Dispatcher, 678-2560, or Maintenance Supervisor, 678-2565 for emergency response. Advise if the school is on a well system or a water company system. In addition, the Associate Superintendent for Auxiliary Services 678-2305, and the Safety & Security Office 678-2488 shall be notified by telephone that an emergency has occurred resulting in cutoff of all water to a school or schools. **(maintenance office/safety & security office)**

2. Once evaluated, the Director of Plant Operations or his/her designee will notify the Director of Environmental Health of the Cumberland County Health Department and the appropriate fire department. **(director/designee)**
3. The maintenance department will provide adequate bottled water for drinking and cooking use for each affected school as soon as it can be delivered. Re-supply will be made at the request of the principal. **(maintenance department)**
4. The maintenance department will deliver several 55-gallon drums or a portable tank to each school affected for flushing toilets. **(maintenance department/principal)**
 - The appropriate fire department will provide a water pumper truck to fill the drums at each school, if requested, and re-supply as necessary.
 - The maintenance department will provide workers as needed and at least two portable buckets to each school of flush toilets.
 - The principal will restrict the available toilets to the minimum number required.
 - The principal will limit outdoor student activity until water is restored
5. The maintenance department will provide adequate potable water for minimal requirements to the kitchens as requested. **(maintenance department/child nutrition)**
6. All containers used for transporting potable water will be sanitized by a chlorine sterilizing agent prior to use and covered during transport. **(maintenance department)**

NOTES:

WEATHER EMERGENCY GUIDELINES

In order to insure that we respond appropriately to severe weather alerts, review the recommendations in the Crisis Management and Emergency Handbook and the Emergency Guide. Also, consider the following guidelines as you react to severe weather conditions.

1. Place your Emergency Weather Radio in a location where it can be monitored continuously during the day (reception area, bookkeeper's office, etc.). Also, monitor your battery-backup, emergency AM/FM National Weather Service radio station (AM 640, FM 98.1, and others) during inclement weather conditions for the latest updates.
2. Check/test your equipment frequently to insure performance. The National Weather Service usually conducts a "Test" of the Emergency Alert System each Wednesday at approximately 10:00

a.m. Monitor your Emergency Weather Radio at that time. Be alert to changing weather conditions. The Weather Service will usually announce a severe weather “Watch” as conditions develop and a “Warning” when an event is imminent.

3. During a tornado warning, evacuate everyone to your designated shelter area. In most buildings, this will be a center/interior hallway on the first floor. Stay away from outside walls, windows, and doors.
4. The center/interior hallway is the most structurally sound and safest area of the building. Interior, windowless rooms (restrooms, offices, storage rooms, etc.) may be used as well. Allowing students and employees to remain in classrooms and office spaces exposes them to potential injuries from broken glass and flying debris. Flying debris is the major cause of injuries during high wind events.
5. Lunches and assemblies in large rooms should be delayed if severe weather is anticipated. Gymnasiums, cafeterias, and auditoriums offer little protection from tornado-strength winds.
6. Keep all windows and doors closed during a severe weather/tornado warning. At one time, it was believed that opening windows would equalize the pressure and reduce damage to the structure. This has been found to be ineffective. Again, we want to minimize the effects of flying debris during high wind conditions.
7. Keep children and employees at school or at work beyond regular hours if threatening weather is expected. Schools and buildings are safer than buses and cars. No one should be sent home early if severe weather is approaching.
8. The Safety & Security Office will also send out messages via the CCS AlertUS system followed by a regular email if possible.
9. Responsible personnel must be in control of emergency situations in the absence of the facility Principal/Manager.
10. Pre-planning, preparedness, and practice build confidence in our ability to deal effectively with all emergency situations.

(Weather Emergency Guidelines Continued)

Each year in the United States, many people are killed or seriously injured by tornadoes despite advance warning. Some did not hear the warning while others received the warning but did not believe a tornado would actually affect them. Occasionally, tornadoes develop so rapidly that advance warning is not possible.

Remain alert for signs of an approaching tornado and high winds.

We have a duty and a responsibility to create and maintain a safe environment for our children and our fellow employees each and every day, no matter what the circumstances are. Severe weather and tornadoes can occur

at any time of the year (peak season for tornadoes is March through June). Tornadoes occasionally develop in areas where a thunderstorm watch or warning is in effect. Seek shelter when threatening conditions exist.

As always, your Safety & Security Office is available to assist you with questions and problems. Please do not hesitate to call 678-2488. Please copy these Guidelines as needed to share with everyone.

“THINK SAFETY AND ACT SAFELY”

RISK MANAGEMENT



2023 - 2024

Mission Statement

It is the mission of the Risk Management Program to provide: A Safe, Orderly, & Secure Work, Educational & Recreational Environment; to Develop & Maintain Highly Trained Personnel; to Assist Personnel, Parents, & Community in the Development of a Safe Environment in and Adjacent to Schools.

What is Risk Management?

Risk Management can be defined as: Planning for the negative consequences of any decision, process or action by using whatever means feasible to control the chance of a financial loss.

The Department of Risk Management is concerned with the liability exposures that are around the district and how to minimize or eliminate them. Risk Management is also concerned with the process of providing the financial protection to the District whenever unexpected loss events occur.

The Risk Management Department manages and processes claims filed against the Cumberland County Public School System (CCPSS). This includes the major exposures to loss i.e., general liability, professional liability, property direct damage, auto liability, garage liability, workers' compensation, inland marine, crime insurance, umbrella liability, and school board errors & omissions including employment practices violations.

The System is committed to reducing accidents in every area of operations. The Risk Management Department manages this effort.

The Risk Management Department administers the various property and casualty insurance programs within CCPSS. The Risk Management Department maintains a district-wide hard copy of all incidents and accidents that are reported for a minimum of three years. Workers' compensation maintains a districtwide database on all workers' compensation injuries or illnesses.

The Risk Management Office is here to assist you with any issue involving timely & complete investigation of losses, periodic follow-up on all claims, safety committee activities, and any other types of hazards from loss exposures associated with the facilities and operations of the Cumberland County Public School System. If you have any Risk Management Issues that have not been resolved, give us a call or drop our department an email, we can probably help. If you think that your group or staff would benefit from a briefing or any type of Risk Management or Insurance issue, we make house calls.

The Risk Management Manual below entails all of the parts listed below. Hopefully the tools below will help assist you with any questions or concerns you may have directly related to a Risk Management issue.

Sincerely,

*Laura Young, Risk Manager
Cumberland County Schools
910-678-2338*

The attachments are as listed:

1. Risk Management Manual
2. Vehicle Accident Report
3. Loss/incident report-theft/vandalism/fire/wind/hail

WORKERS' COMPENSATION

Pursuant to North Carolina General Statute 97-1 all employers with three or more employees are required to obtain insurance to cover all job related injuries and/or occupational diseases.

The purpose of the Workers' Compensation Act is to cover employees who suffer an injury by accident or an occupational disease. All injuries must arise out of and in the course and scope of the covered employment to be considered.

PROCEDURES

1. The Accident Investigation and Report of Injury form must be completed by the injured employee and their supervisor. Once it is completed, it should be forwarded to the Risk Management Office within 24 hours. All forms should be turned in and completed prior to treatment for non-life threatening injuries. Once received, Risk Management will then notify either NextCare or Fayetteville Ortho (depending on the type of injury and the time the injury occurred) that the employee is approved to receive treatment at their facility.

2. If non-emergency medical treatment is required, ALL employees are to go to the following medical facilities:

1 NextCare Urgent Care

217 Glensford Drive
Fayetteville, NC 28314

Open 7 days a week from 8:00am – 8:00pm

***NextCare will treat the following injuries:

Burns, bites, minor lacerations, head, eye, and foreign body objects

2 Fayetteville Ortho

1991 Fordham Drive Suite 100

Fayetteville, N.C. 28314

M-TH 8:00 a.m. to 7:00 p.m.

FRI 8:00am-5:00pm

***Fayetteville Ortho will treat the following injuries:

Hips, knees, shoulders, hands wrists, elbows, feet, back, neck

**For all emergencies and life threatening injuries, employees should go directly to the nearest emergency room facility.

***Any accident listed above that occurs after 5:00 p.m., and needs immediate attention, will be treated by Next Care Urgent Care regardless of the type of injury listed above, assuming the injury isn't life

threatening. If possible to treat the next day, Risk Management can direct the employee to the appropriate provider based on the injury sustained.**

FREQUENTLY ASKED QUESTIONS

1. Who will pay for medical expenses due to a workers' compensation injury?

Pursuant to General Statute 97-1 any employer who employs three or more employees.

2. Can I go to my own doctor?

No. Pursuant to General Statute 97-25 the employer provides and directs the medical treatment.

3. How will I be compensated if I lose time from work due to an occupational injury or disease?

The first seven days will be charged to accrued leave.

As of the eighth day, you will come off the payroll and be compensated through the workers' compensation carrier at the rate of $66 \frac{2}{3}$ of your average salary. This average is based upon 12 months prior to your injury. If you are out for more than 21 days, you will be reimbursed for the first seven days.

In order to provide an income approximately equal to but not exceeding the employee's usual weekly salary, earned sick leave days may be used while an employee is receiving workers' compensation weekly benefits. Sick leave may be used in whole, half days, or hours (converted to the percent of a day) as determined for earning purposes by the local board. Use of sick leave, regardless of the amount charged, shall not result in compensation greater than the usual full salary.

4. An Accident Investigation and Report of Injury Form must be completed by the employee and their Supervisor and filed with the Risk Management Office IMMEDIATELY. (All forms may be obtained from school office personnel, usually Bookkeepers, or the Risk Management Office)

The Form 19 shall be submitted from the Supervisor to the Risk Management Dept. within 24 hrs of the date of injury/accident or it will be subject to denial. It is the responsibility of the employee to notify his/her Supervisor concerning an injury within 24 hrs of the date of injury/accident. All witness information should be taken from the moment of the injury/accident, along with the Supervisor's Investigative Report which is filled out by the Supervisor. This should be submitted to Risk Management IMMEDIATELY.

5. What do I do if I need a prescription for a workers' compensation injury?

Prescriptions for a workers' compensation injury may be billed directly to the carrier, if the pharmacy has the ability to do so. If the pharmacy is unable to bill the insurance carrier, employees will be reimbursed for prescription expenses related to the injury. Prescription reimbursement forms (25) may be obtained

from the NC Industrial Commission (NCIC) or the Risk Management Office. **Do not pay for workers' compensation prescriptions with personal prescription cards or the State Health Plan.**

6. Are injured employees entitled to mileage reimbursement?

Yes. Employees that travel 20 miles or more round trip to receive medical treatment will be reimbursed at a rate established by the NC Industrial Commission. Mileage Reimbursement (25T) may be obtained from the NCIC or the Risk Management Office.

7. Do employees have to take leave for approved medical appointments?

No. Employees who have returned to work after a compensable injury, but continue to require medical treatment, will be allowed a **reasonable** amount of time for treatment and travel; any excess time will be charged as sick leave, vacation leave, or leave without pay. **All employees are encouraged to make appointments before or after working hours.**

Notes to Remember: Any payroll deductions that you have will be your responsibility to pay while on workers' compensation leave. Questions and arrangement for health insurance benefits should be directed to the Health Benefits Representative at 678-2321. For all other benefit deductions, please contact the Administrative Assistant at 678-2365.

VEHICLE ACCIDENTS

Cumberland County Board of Education purchases automobile insurance to cover damages to bodily injury or property due to automobile accidents. Employees who are injured due to a vehicle accident are normally covered under workers' compensation. This would exclude them from benefits payable by the automobile policy. Please remember, all CCPSS vehicles, except yellow school buses, are insured for liability, property damage, and physical damage through a commercial insurance policy.

FREQUENTLY ASKED QUESTIONS

1. If I am involved in an automobile accident while performing my job duties what should I do?

- Contact the appropriate law enforcement agency for the jurisdiction where the accident occurred to report the accident and file a report. Please contact Risk Management so a CCPSS Vehicle Accident Report can be completed.
- If other vehicles are involved obtain all necessary information from all parties. (Name, address, telephone#, name of insurance carrier and policy #)
- Report the accident to your Supervisor and the Risk Management Office immediately.
- If medical treatment is necessary, please go to an approved workers' compensation facility and have your Supervisor complete an Accident Investigation and Report of Injury Form and forward to Risk Management.

2. If I am using my personal vehicle for work related business, who will be responsible for damages?

Your personal automobile policy will be primary coverage.

3. If I get into an automobile accident coming or going to work is that

Considered a work related injury?

As a general rule, an injury suffered by an employee while going to or returning from work does not arise out of and in the course of employment.

If the employee is doing an errand for the employer or an accident occurs on the employer's property, it is usually compensable. This is known as the coming and going rule and each situation would be reviewed on an individual basis.

PROPERTY DAMAGE

Cumberland County Schools insures its property through Affiliated FM Global. Losses under this policy are subject to a \$100,000.00 deductible per event for fire, wind, hail, lighting, theft, and vandalism.

FREQUENTLY ASKED QUESTIONS

1. What do I do if damages have been received to a Cumberland County Schools location?

Contact all parties of interest and the Risk Management Office. All claims are to be reported within 24 hours of occurrence and will be subject to the appropriate deductible.

2. What should be done when there has been a theft or vandalism of school owned property?

- Contact your local law enforcement agency and have a police report completed. A copy will need to be faxed to Risk Management.
- Complete the Cumberland County Schools Loss, Offense and Incident Report and forward copies to Risk Management within 24 hours.

3. What do I do if property of Cumberland County Schools has been broken, stolen, or damaged while in the possession of an employee?

He/She is responsible for the repair or replacement cost. The form must be signed and turned into your immediate Supervisor upon taking property off school grounds. A record of this should be faxed to Risk Management @ (910)678-2485. Reference: Cumberland County Schools Property/Equipment Request and Acknowledgement Form Policies and Procedures in the back of this manual.

STUDENT/VISITOR ACCIDENTS

Cumberland County Schools does not provide medical/accident coverage on its students or visitors. Student accident insurance is available through voluntary participation. This coverage is also available to employees on a voluntary basis. Parents are encouraged to make arrangements for accidental injuries that may occur.

FREQUENTLY ASKED QUESTIONS

1. What do I do when a student or visitor receives an injury at a Cumberland County location?

Refer to the Cumberland County Schools Employee Handbook for all procedures to be followed.

Complete the appropriate accident report and forward the Student Accident Report and/or Visitor Accident Report to Risk Management. **A Student Accident Report should be completed for every incident/accident.** Student Accident Reports should be completed online using the following link:

https://docs.google.com/a/ccs.k12.nc.us/forms/d/e/1FAIpQLSct64KpCl05GfsPFkCsyF7JcGHV6XG8zcFQDRcMYzKLR_DUyQ/viewform

***DO NOT ASSUME RESPONSIBILITY FOR ANY EXPENSES. LIABILITY WILL BE DETERMINED BY THE INSURANCE CARRIER.**

***Parents should be contacted in the event of any incident/accident.**

1. Who is our current Student Accident Insurance Carrier? Why is this coverage needed?

A-G Administrators LLC
PO Box 824936 Lock Box # 824936
Philadelphia, PA 19182-4936

The Cumberland County Public School System (CCPSS) does not carry medical insurance to cover students' accidental injuries or illnesses. A voluntary student accident insurance policy is available for purchase on an individual basis and covers accidental injuries that occur during school-sponsored activities.

2. Where can a parent/guardian obtain claim forms?

The CCS website or the Risk Management Office.

3. Does a parent have to sign up at the beginning of the school year?

No. Enrollment is open during the entire school year.

4. Does this insurance cover student athletes?

No. All school athletes are covered with benefits under an all sports policy. This is a secondary policy and benefits are outlined in the student accident insurance notice.

5. Are there any other benefits to this policy?

Yes. The all sports policy covers band members, cheerleading, student team manager, student scorekeepers and field trips.

6. What is the cost for student/dental accident insurance?

Around the Clock Coverage (accident only):

This plan provides around the clock coverage to your child 24-hours a day, while he or she is in school, at home or away. Coverage is provided from the effective date of the insured student's coverage for which premium has been received by A-G to the opening of the next school term. Excludes all interscholastic sports. (\$90.00)

School Time Coverage (accident only):

This plan provides coverage to your child while he or she is on school premises, during school hours/days, attending school sponsored and supervised activities including travel directly without interruption between the student's residence and school/activity with transportation furnished by the school. Coverage is provided from the effective date of the insured student's coverage for which premium has been received by A-G to the end of the regular school term. Excludes all interscholastic sports. (\$22.50)

COMMERCIAL GENERAL LIABILITY

This coverage provides legal liability coverage for responding to losses arising out of property damage, advertising or personal injury to third parties as a result of our operations subject to the policy exclusions and definitions. The Cumberland County Public School System (CCPSS) maintains general liability insurance to protect the Board of Education, the system and system employees from liability in the performance of their duties. A Student/Visitor Accident Report must be completed promptly whenever a student, volunteer, or visitor is injured at school, on a field trip, on a school bus, or during a school sponsored activity. Medical expense coverage for students is excluded on commercial general liability policy (See Student Accident Insurance). The CCPSS is liable for damage or injury as a result of the “negligent acts” (Commercial General Liability) or “wrongful acts” (Professional Liability) of administrators, teachers, and/ or employees. The student accident report and visitor accident report can be found on the CCS intranet under forms.

FREQUENTLY ASKED QUESTIONS

1. What are possible exposures under the General Liability policy?

- Bodily injury or property damaged due to the negligence of our operations.
- Legal expenses for defense on behalf of Cumberland County Schools.

UNEMPLOYMENT INSURANCE

The unemployment insurance program in North Carolina is part of a national system designed to provide temporary economic benefits to eligible workers.

Eligible workers are individuals who (1) lost their jobs through no fault of their own, (2) worked during a specified time period and received a minimum amount of wages during the same time period, (3) are able and available for work, and (4) are actively seeking new employment. Unemployment benefits are paid by the employer. No money is withheld from employee paychecks for unemployment benefits.

FREQUENTLY ASKED QUESTIONS

1. If I am a 10-month employee can I receive benefits during the summer months?

Employees of educational institutions are generally ineligible to receive unemployment Benefits during the period between two successive academic years or terms, if there is a contract or reasonable assurance that the individual will be employed at the beginning of the next school term.

2. Where is the local unemployment office?

Unemployment claims may be filed at any office of the Employment Security Commission. The local office is located at:

414 Ray Avenue
Fayetteville, NC
(910)486-1010

SCHOOL BOARD ERRORS AND OMISSIONS

School Board Errors and Omissions policy provides coverage for claims for money damages resulting from an error and omission in performance of duties by a member of the School Board or employee of the school system – subject to the terms and exclusions of the policy.

FREQUENTY ASKED QUESTIONS

1. What should I do if I think there is a potential for a lawsuit due to an Error or omission in the performance of duties by a member of the School Board or employee of the school system?

- Inform your Supervisor and appropriate personnel immediately.
- Contact Risk Management to inform them of the situation
- Document all pertinent information and take statements from all parties involved.

Certificates of Insurance

If you need to provide an outside entity with a Certificate of Insurance, we can help you with that. Please send an e-mail to Laura Young (laurayoung@ccs.k12.nc.us) with the following information:

Name of sponsoring school or site and contact person

Date(s) of event or activity

Brief description of event or activity

Name, address, phone number, fax number and name of contact person for certificate holder (entity requesting the certificate)


Type(s) of insurance to be included on the certificate

Date by which certificate is needed (please allow at least one week!)

If you have a form or letter from the certificate requestor describing specifically what is needed, please fax to Risk Management (910-678-2485) so we can more efficiently assist you.

Please note: Cumberland County Schools does not grant additional insured status to other entities. If the entity requesting the certificate is requiring this, please let Risk Management know immediately so we can attempt to resolve this issue.

If you desire to rent a Cumberland County School facility please reference the following policies:

 Community Use of Facilities Policy Code: 5030

For information about the use of school facilities please contact the school principal or Auxiliary Services at (910-678-2305).

For information regarding certain insurance coverage requirements for outside vendors, repair, maintenance, construction contractors, or others doing business with the school system, please contact Auxiliary Services (910-678-2305).

MISCELLANEOUS INFORMATION

Many schools sponsor several fund raising events that may include the use of rental equipment. As much as we want all participants to have fun, we must be aware of the safety issues. It is important that the Use of School Facilities Policy be adhered to in its fullest extent when renting recreational equipment. **DO NOT RENT ANY TYPE OF EQUIPMENT THAT IS REBOUNDABLE** (i.e. inflatable slides, trampolines, bouncy rides, or bungee type of equipment). All fund raising events must be reported to the Risk Management Department immediately. A 2-week notice needs to be given to Risk Management to review policy or contracts that may be involved. If you have any questions contact Laura Young @ (910) 678-2591 or fax information to (910)678-2485.

All field trips should comply with Cumberland County Schools Field Trip Policy. Please be aware that our insurance coverage was not written to include water-related activities. It is in our best interest, as well as the students, to refrain from water-related activities.

FORMS

- Accident Investigation Report of Injury Form
 - Workers' Compensation Form Letter
 - Vehicle Accident Report
 - Loss, Offense and Incident Report
 - Visitor Accident Report
- Cumberland County Schools Property/Equipment Request and Acknowledgement Form Policies and Procedures
 - Cumberland County Schools Drug Free Workplace Policy

TO:

FROM: Laura Young,
Risk Manager

THROUGH: Ruben Reyes,
Associate Superintendent of Human Resources

DATE:

As a result of your on the job injury sustained while employed with Cumberland County Schools, you are entitled to benefits under the North Carolina Workers' Compensation Act. All treatment is subject to the approval of the insurance carrier. If proper procedures are not followed, all bills may be the responsibility of the employee.

****This information is provided to you for informational purposes only and does not require you to seek medical attention.***

If your injury requires non-life threatening medical attention, you may go to the following urgent care medical center or ortho clinic:

NextCare Urgent Care Fayetteville Ortho
217 Glensford Drive, Fayetteville, 28314 1991 Fordham Drive Suite 100
(910) 483-4647 Fayetteville, N.C. 28314

Hours: 8:00 a.m. – 8:00 p.m. 7 days a week M-TH 8:00am-7:00pm

FRI 8:00 a.m. to 5:00 p.m.

(Burns, Bites, Minor Lacerations, Head, and Eye) (Hips, knees, shoulder, hands, wrists, elbows, feet, back, neck)

If the injured employee's symptoms appear to be life threatening (the person is bleeding profusely, unconscious, had a severe head injury, bones protruding through the skin, loss of a limb, not breathing, manifesting a sudden onset of memory loss, losing bodily fluids profusely, extremely short breath caused by an allergic reaction, or exhibiting uncontrollable body parts or limbs), please secure the scene, dial 911, and have the employee transported to the nearest hospital's "Emergency Room Department".

At no time should an employee seek treatment by a local hospital's emergency room department for a non-life threatening medical emergency. Persons opting to self-direct their own medical care and refuse to adhere to Cumberland County Schools Workers' Compensation procedures, assume personal financial responsibility for all unauthorized medical services rendered to you, for any work-related accident.

The above treating physicians will contact Cumberland County Schools Risk Management Department at 910-678-2338 or 910678-2591 to receive 1st time treatment authorization. The Risk Management Department Designee will verify the incident with the appropriate school site and verbally authorize the necessary medical care with Next Care, or Fayetteville Ortho. Authorization provides verification that an employee has filed a workers' compensation claim, only. A verbal authorization should be communicated to an approved medical facility as follow:

(a) State Employee's Name () 1st time treatment is authorized.

(b) Please request a copy of the employee's primary health insurance card for your financial records. **(Provides an alternative billing option for the medical provider should the claim be denied by the Workers' Compensation Insurance Carrier.)**

***However, the verbal authorization does not guarantee the claim will be compensable; neither does it secure payment for any medical treatment beyond the initial 1st time treatment at an approved medical office. The Workers' Compensation Insurance Carrier is the only entity that can accept or deny liability of any claim or medical services.

If you have any lost time from work due to your injury, please notify the Risk Management Office immediately.

Lost time will be covered as follows once it has been approved by the appropriate carrier:

1. The first seven (7) days will be charged to leave.

2. As of the eighth (8th) day, you will come off the payroll and be compensated through workers' compensation. You will be compensated 66 2/3% of your average weekly wage. If you are out of work for more than 21 days, you will be reimbursed for the first seven (7) days.

3. In order to provide an income approximately equal to, but not exceeding the employee's usual weekly salary, earned sick leave days may be used while an employee is receiving workers' compensation weekly benefits. Sick leave may be used in whole days, half days, or hours (converted to the percent of a day) as determined for earning purposes by the local board. Use of sick leave, regardless of the amount charged to use, shall not result in compensation greater than the usual full salary.

4. If you are ten month employee who has chosen twelve month option for pay purposes, you will come off the payroll after seven days and all money in escrow will be paid to you.

5. Employees are entitled to collect mileage for medical treatment in Workers' Compensation cases at the rate determined by the Industrial Commission provided they travel 20 miles or more round trip. (Mileage reimbursement NCIC Form 25T, may be obtained from the Risk Management office). The form must be complete and submitted to the insurance carrier before reimbursement can be made.

6. Prescriptions for workers' compensation may be billed by a third party. If the employee pays for a prescription, Form 25P should be completed for reimbursement. (Forms may be obtained from the Risk Management Office). Do not pay for Workers' Compensation prescriptions with personal prescription cards. Contact your school bookkeeper, administrator, or Risk Management office to receive a list of TMESYS approved pharmacy locations. The TMESYS Form will eliminate in costs for prescriptions due to an approved workers' compensation claim.

Any deductions that you have will be your responsibility to pay while on workers' compensation. All questions and arrangements for health insurance should be directed to the Health Benefits Representative at 678-2321. For all other benefit deductions, please contact the Administrative Assistant at 678-2365. **You must remit payment for these coverages within 60 days of this notice in order to retain coverage.**

You are required to be in compliance with your attending physician and workers' compensation carrier. Do not see a specialist or chiropractor unless you have prior approval from the assigned workers' compensation carrier. Our main concern is to provide good quality medical care for you to be able to return to work in a timely manner.

Should you have any questions or concerns while on workers' compensation please do not hesitate to contact Laura Young, Kimberly Lusignan, or Alisha Morrison at 678-2338 or 678-2345.

Cumberland County Public Schools

Vehicle Accident Report/Damage Report

This form is to be completed by Department Head, Site Principal or School Administrator when reporting vehicle accidents or damages immediately after the incident has occurred. This completed form should be faxed to Risk Management Services at 910-678-2485. Note: All acts of vandalism and/ or theft should be reported directly to local law enforcement and to CCS Security.

Report Completed by: _____ Date of Report: _____

Location of Accident:
(City/Street or Intersection/Building Site)

CCS Vehicle and Contact Information (Vehicle 1)

CCS Vehicle Driver: _____ Date/Time of Accident: _____
(First & Last Name)

Date of Birth _____ **CCS Vehicle#** _____ **Drivers License#** _____

Department: _____ **Job Title:** _____

Work Phone: _____ Home Phone: _____ Home

Address: _____

Vehicle Make: _____ Year: _____ Model: _____

License Plate#: _____ V.I.N. _____

Vehicle Contact Information (Vehicle 2 or other)

Owner's Name: _____ Date of Birth _____
(First and Last Name)

Home Address: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Drivers License # _____ License Plate #: _____

Vehicle Make: _____ Year: _____

Model: _____

V.I.N. _____ Insurance Co _____ Policy # _____

Vehicle Property Damage

(Please Print)

Location of Vehicle: _____
 (Where Vehicle Can Be Seen) Describe Vehicle Property Damage: (In Detail)

(If more space is required, please attach additional sheet)

At Fault

County Vehicle: _____

Other Vehicle: _____

Description and Cause of Accident:

Charges (Attach copies of law enforcement reports, exchanges slips, etc.):

Injuries: _____

Witness or Passengers (If Required)		
Name (First & Last)	Address	Phone Number

Injured (If Required)		
Name (First & Last)	Address	Phone Number

Investigating Officer: _____ Telephone#: _____

Investigating Officer's Department: _____

Name of Person Filing Report and Position: _____

Date: _____ Telephone#: _____ Signature: _____

Type of Loss

Check All That Apply

Collision with Vehicle Ahead: _____ Collision with Vehicle Behind: _____ Intersection Collision: _____ Sideswipe: _____ Hit Other Vehicle: _____ Hit Object: _____	Other Vehicle Hit CCS: _____ Glass Broken by Object: _____ Hit By Object: _____ Pedestrians Involved: _____ Bodily Injury: _____

- 1.) Immediate Supervisor and Risk Manager should be notified immediately. 910-678-2591
- 2.) Completed form should be filed with the Risk Manager within three days.



CUMBERLAND COUNTY SCHOOLS

PROPERTY LOSS OFFENSE AND INCIDENT REPORT

This form is to be completed by the School Administrator or Building/Site Principal to report property loss and damage **immediately** after the loss has occurred. This form should be faxed to Risk Management at 678-2485. **Note: All acts of vandalism and/or theft should be reported directly to local law enforcement and to the CCS Security and Risk Management Departments.**

Report Completed By: _____ **Date of Report:** _____

Location: (School / Building / Site)

PROPERTY LOSS / DAMAGE INFORMATION

<p style="text-align: center;"><u>Contact Information:</u></p> <p>Name: _____ _____</p> <p>Title: _____ _____</p> <p>Work Phone: _____ _____</p> <p>E-Mail: _____</p> <p>Fax: _____ _____</p> <p>Signature: _____ _____</p> <p>Detailed Location of Loss: (Room Number, Office, Trailer, Storage Bldg.) _____ _____ _____</p>	<p style="text-align: center;"><u>Type of Loss</u> (Check One)</p> <p>VANDALISM: _____ THEFT: _____</p> <p>LIGHTNING: _____ WIND: _____</p> <p>FIRE: _____ OTHER: _____</p> <p style="text-align: center;"><u>Occurred</u> (Check One)</p> <p>NON SCH HRS: _____ SCHOOL HRS: _____</p> <p>VACATION: _____ WEEKEND: _____</p> <p><u>Date/Time of Loss:</u></p> <p style="text-align: center;"><u>Estimated Loss Amounts:</u></p> <p>Content: \$ _____ Bldg: \$ _____</p> <p>Other: \$ _____</p>
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Description of Items: (If more space is required, attach additional sheet.)

ITEM (S) / DESCRIPTION	FIXED ASSET OR MODEL NUMBER	YEAR PURCHASED	ESTIMATED REPLACEMENT OR REPAIR COST

Note: Attach all supporting information such as police reports, photographs, special inventory forms and other pertinent information. Please print clearly and provide as much detailed information as possible.



CUMBERLAND COUNTY SCHOOLS

VISITOR ACCIDENT REPORT

This form is to be completed by the school administrator to report a visitor injury **immediately** after the accident has occurred. This form should be faxed to Risk Management at 678-2485.

I. To be completed by School Administrator.

Name of Injured Person _____ Age _____

School _____ Date of Injury _____

School Contact (Name and Phone Number) _____

Time _____ Room or Location Where Injury Occurred _____

Part(s) of Body Injured _____

Nature of Injury: Laceration Fracture Sprain Burn Amputation Electrical Shock Puncture Abrasion

Other _____

Description of the accident: How did it happen? What was the visitor doing? Why did the accident occur? Was accident caused by facility or grounds? (Continue on reverse side if needed.)

Maintenance Work Order Placed Yes No

Precautions taken to avoid recurrence of same type accident _____

List any witnesses and/or participants

Completed By _____ Date

Administrator Signature

II. To be completed by person giving treatment or assistance.

Immediate action taken: First Aid Treatment Sent to Physician 911 called

Sent to Hospital: Yes No If yes, name of Hospital

Individual Notified (Name/Phone Number/Time/Method)

Remarks and Recommendations

Completed By _____ Date

Note: Attach all supporting information such as police reports, photographs, special inventory forms and other pertinent information. Please print clearly and provide as much detailed information as possible.

**CUMBERLAND COUNTY SCHOOLS
Property/Equipment Request and Acknowledgement Form
Policies and Procedures**

1. All requests must be made by the person checking out property/equipment and approved by administration prior to check out.
2. The person requesting the property/equipment must be the one who returns the property/equipment.
3. Property/equipment **MUST** be used for SCHOOL PURPOSES ONLY.
4. Property/equipment must be returned in the same condition in which it was received.

IF THE ITEM IS STOLEN, BROKEN, OR DAMAGED WHILE IN POSSESSION OF THE EMPLOYEE, HE/SHE IS RESPONSIBLE FOR REPAIR OR REPLACEMENT COST.

5. Installing any programs on any property/equipment is strictly prohibited.
6. Password installation is strictly prohibited.
7. The employee given permission is the only one allowed to use or handle the property/equipment.

The undersigned hereby agrees to indemnify and hold harmless Cumberland County Schools from and against all claims, demands, suits, liabilities, damages, losses and expenses resulting from or arising out of the use or possession of said property/equipment for bodily injury, illness, death or other damage to persons or property.

Date checked out _____ **Date Returned** _____

Property/Equipment Checked Out: _____
(Description)

Fixed Asset # _____ **Barcode #** _____

Serial Number _____

Apparent Damage (Circle One): **No** **Yes (Describe Below)**

Signature _____ **Date** _____
