



BRIDGES PREPARATORY SCHOOL CRISIS PLAN

August 2023

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Emergency Numbers

Police, Fire, Medical emergency.....	911
Non-emergency Dispatch.....	(843) 524-2777
Beaufort Police Department.....	(843) 322-7900
City of Beaufort / Town of Port Royal Fire Dept...	(843) 255-8011
Beaufort County Sheriff's Office.....	(843) 470-3200
Port Royal Police Department.....	(843) 986-2220
SC Highway Patrol.....	(843) 524-4696
SC DOT Traffic management.....	(888)-877-9151

During the event of any emergency, social distancing will take place to the fullest extent possible. To promote social distancing during a drill, drills may be performed at staggered times to minimize the number of students participating. In the event of an unplanned drill, all building occupants must adhere to the following procedures. For all emergencies, teachers should bring their class roster, emergency contacts, and Jacob /Emergency kit with them.

FIRE DRILL-----

The Fire drill action is called in accordance with the Protection and Evacuation plan placard found on the wall next to the door in your classroom. When you exit your room, be sure you have your emergency folder which includes your class rosters, your green and red card and your radio, and your Jacob's Kit.

1. Once you evacuate the building:
 - a. Proceed to your designated area.
 - b. Take roll.
 - c. Once all students are accounted for, indicate all your students are present by holding the green portion of your card up or red, indicating you are missing a student from your class.
 - d. If a student is unaccounted for, relay the student's last known location (nurse, restroom, etc.) to school Administrator for confirmation. **DO NOT** display the green card if all students are not present.
2. Administration
 - a. Ensure radios are on channel 1.
 - b. Once personal zones are clear, confirm all students from your school are accounted for. Confirm via radio, last known location for each student who is not present.
 - c. Maintain radio silence for "all clear." When prompted by zone, relay.
 - d. Maintain radio silence for "all accounted for." When prompted by school, relay.
 - e. Once school checks are complete, standby for all-clear call to return to the building.
 - f. Ensure students return to the building in a safe and orderly fashion.

FIRE EVACUATION-----

The Fire/evacuation action is called in accordance with the Protection and Evacuation plan placard found on the wall next to the door in your classroom. When you exit your room, be sure you have your emergency folder which includes your class rosters, your green and red card and your radio, and your Jacob's Kit.

1. Once you evacuate the building:
 - a. Proceed to your designated area.
 - b. Take roll.

- c. Once all students are accounted for, indicate all your students are present by holding the green portion of your card up or red, indicating you are missing a student from your class.
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2. Administration
- a. Ensure radios are on channel 1.
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 - c. Maintain radio silence for "all clear." When prompted by zone, relay.
 - d. Maintain radio silence for "all accounted for." When prompted by school, relay.
 - e. Once school checks are complete, standby for all-clear call to return to the building.
 - f. Ensure students return to the building in a safe and orderly fashion.

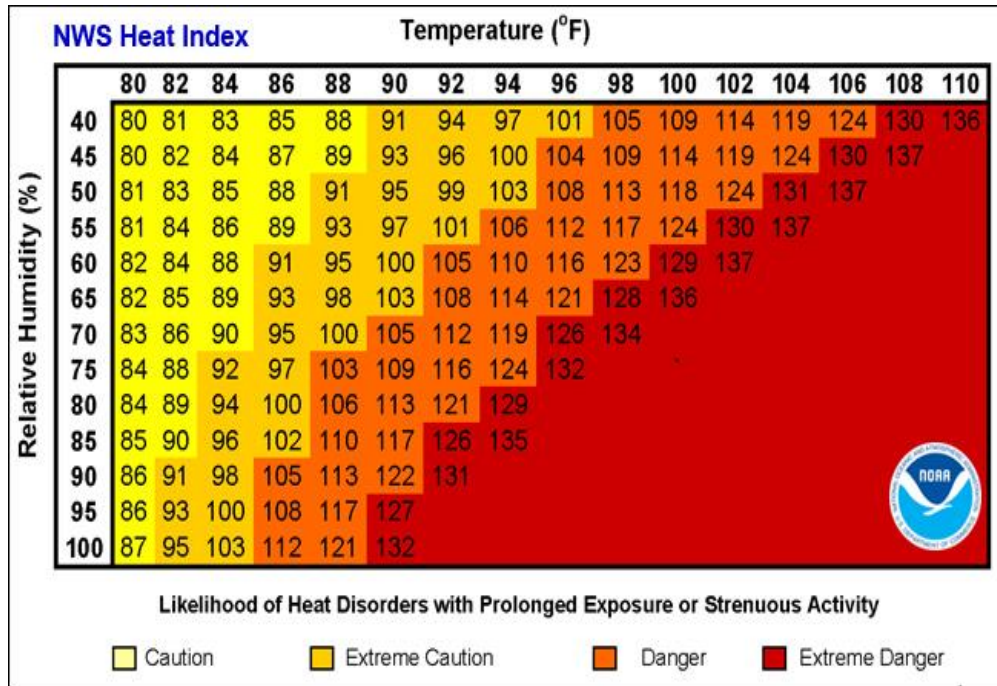
SEVERE WEATHER-----

The Severe weather action is called when there is severe weather either forecasted, visible from campus, or otherwise believed to be moving towards campus.

1. Monitor all early weather notification channels.
 - a. Once severe weather is confirmed in the local area, notify Administration.
2. Heavy Rain, Hail, Severe downbursts
 - a. No immediate action needed. If seeking interior shelter is not appropriate, maintain an established level of readiness on short notice for sudden areas of flooding, standing water, and any current due to excessive water runoff. If in a coastal area and near waterways, monitor tide levels as well.
3. Strong Winds
 - a. Leave any areas with tall trees or where there is a danger of falling or flying objects. If seeking interior shelter is not appropriate, maintain an established level of readiness on short notice. Monitor for destructive wind(s) and sudden shifts in wind patterns, which may be severe and occur rapidly.
4. Severe Thunderstorms
 - a. Immediate action needed. A severe thunderstorm is present when it produces hail one inch or larger in diameter and/or winds equal or exceeding 58 miles an hour. If you are in the affected area, seek shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning, along with severe thunder and lightning.

5. Extreme Heat

- a. BPS staff will actively monitor current temperature, humidity, and heat indexes for all scheduled outdoor activities. Using a calibrated weather device or certified weather app, the responsible BPS staff member will check the temperature and the humidity, and then reference the National Weather Service/ NOAA scale below to determine the heat index.



<https://www.weather.gov/ama/heatindex>

- b. If the index registers in yellow, no immediate action is needed. Conditions should be monitored, and regular hydration, rest, and shade should be offered.
 - i. Hydration is defined as drinking liquids or eating watery foods to add back the water the human body loses through breathing, sweating, and eliminating waste.
 - ii. Rest is defined as a period of relaxation where all strenuous or physical activity is ceased.
 - iii. Shade is defined as an area out of direct sunlight and away from hot surfaces, where there is adequate wind and airflow.
- c. If the index registers in orange, no immediate action is needed. Consider reducing the length of time for outdoor activities. Regular hydration, rest, and shade breaks should be offered.
- d. If the index registers in red, immediate action is needed. All outdoor activities should be cancelled or rescheduled, and students should be moved to interior climate-controlled areas. Regular hydration, rest, and shade breaks should be offered.

6. Extreme Cold

- a. South Carolina has a humid subtropical climate, with hot summers throughout most of the state. Mild winters predominate in the eastern and southern part of the state, with the occasional cold or freezing temperatures.
- b. For all outdoor activities, BPS staff will make reasonable determinations on the appropriateness of outdoor activities. BPS staff will monitor the weather using a calibrated weather device or certified weather app, to determine if remaining outside for the activity is appropriate.
- c. If moving to an interior location is not necessary or appropriate, maintain an established level of readiness on short notice, monitor each student and staff member. Continue to monitor all weather patterns and personnel and if appropriate, move all outside activities and personnel indoors.

7. Thunder / Lightning

- a. When audible or visible, or an official alert is received, immediate action is needed. Incoming lightning will likely come with severe weather notice and ample notification of the presence of lightning within 10 miles (L10) within 5 miles (L5). Modify plans to keep all activities and personnel indoors and out of open areas. Should lightning or thunder develop without notice, move all activities and personnel indoors and away from open areas.

8. Administration

- a. If severe weather is inbound, consider early dismissal or shelter-in-place procedures.
- b. If severe weather is in the immediate area, implement shelter-in-place procedures and continue to monitor.

EARTHQUAKE-----

The Earthquake action is called when there is a call for alert for any chance of an earthquake or an earthquake that has just occurred on campus or within proximity to campus.

1. Monitor all early notification channels.
2. Review guidance from www.shakeout.org/schools/
3. Upon alert of an earthquake, Drop, Cover, and Hold On.
 - a. Drop to the floor to prevent falling.
 - b. Cover yourself, protecting your head, neck, and chest.
 - c. Consider taking cover under a sturdy desk or table or near an interior wall, covering your head with your hands and arms.
 - d. Hold on until the shaking stops.
 - e. Remain calm and quiet, listening for further instructions.
4. Administration
 - a. Review guidance from www.shakeout.org/schools/
 - b. Once the shaking has stopped, immediately contact 911.

- c. If possible, have all students and staff exit the building by following fire drill procedures.
- d. Use the buddy system to exit in pairs, assisting all students who are injured if possible.
- e. If an aftershock occurs while exiting, drop, cover, and hold on until the shaking stops. Once the aftershock has passed, continue with evacuation per fire drill procedures.
- f. Avoid any areas where there is obvious structural, electrical, water, sewage, or any other hazardous damage.
- g. Once in safe areas, account for all students and render any possible aid.
- h. Standby for 911 emergency services.

TORNADO-----

The Tornado action is called when there is a risk of tornados either forecasted, visible from campus, or otherwise believed to be moving towards campus.

1. Monitor all early weather notification channels.
2. Upon alert of a nearby or incoming tornado staff and students should:
 - a. Line up quickly and in an orderly fashion.
 - b. Walk to the nearest interior hallway/wall/room avoiding windows and glass walls.
 - c. Crouch as low as possible to the floor; face downward; cover- make yourself as small as a target as possible and protect your head, neck, and chest by taking cover under a sturdy desk or table or near an interior wall, covering your head with your hands and arms.
 - d. Wait until all clear is given.
 - e. Remain calm and quiet, listening for further instructions.
 - f. Walk back to class when it is declared safe to do so.
3. Administration
 - a. If severe weather is in the immediate area, implement shelter-in-place procedures and continue to monitor.
 - b. If severe weather is inbound, consider early dismissal procedures.

SHELTER-IN-PLACE-----

The Shelter-in-place action is called when there is a need for a specific action to physically shelter from a recognized threat or hazard such as inclement weather.

1. If inside, move students into the designated shelter areas. If outside, move inside the building to designated shelter areas.
2. Once inside the shelter area:
 - a. Close doors and windows.
 - b. Have everyone sit or kneel and be ready to cover their heads.
 - c. Take attendance.

- d. Report absences when requested.
 - e. Remain calm and quiet, listening for further instructions.
3. Administration
 - a. Ensure designated shelter areas are known.
 - b. Check designated shelter areas. Scan areas for obvious hazards. Communicate with staff.
 4. If campus assessment reveals no hazards, begin process to return to normal schedule.
 5. If campus assessment reveals hazards, begin the process to relocate to emergency staging areas.

LOCKDOWN-----

The Lockdown action is called when there is a threat or hazard inside the school building. When there is a life safety threat on campus, a lockdown should be immediately initiated. Initiating the lockdown may happen through various methods, or a combination of methods depending on the procedures and alert systems utilized by each school and district. Lockdown alerts may be made by word of mouth, phone, radio, intercom, or any other form of communication. Staff should be prepared to use any classroom, office, closets, or any other available areas to protect students and staff from a threat.

1. Preparation
 - a. Identify all classroom access points and ensure all lock mechanisms function properly. This includes doorways, windows, loading docks, and fire escape ladder access points. If any faulty, defective, or otherwise improperly functioning items are discovered, report them to your Administration immediately.
 - b. A “safe zone” should be identified within the classroom that is out of sight of interior windows. Consider the “Tape method.”
 - c. Students and staff should prepare for the event they are not already in a classroom or office by knowing alternate locations in their area in which they could shelter. Consider closets, restrooms, staff areas, and lockable common areas such as the library / media center.
 - d. In the event students and staff are outside of the building but still on campus, identify alternate locations to go for safety, accountability, and to seek assistance.
2. Action
 - a. Lock individual classroom doors, offices, and other securable areas.
 - b. Move all occupants out of the line of sight of corridor windows.
 - c. Turn off lights to make the room seem unoccupied.
 - d. Ensure all occupants silence or power-off their cell phones and maintain complete silence.
 - e. Teachers and students should train to not open the classroom door under any circumstances.

- f. If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.
 - g. Locks, Lights, Out of sight.
3. Administration
- a. There is no call to action to lock the building's exterior access points. As it is likely during a lockdown the threat is already inside the building, protocol suggests leaving exterior and perimeter doors and seeking shelter in the immediate closest classroom, office, or safe space. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building. If the exterior doors are already locked, leave them locked.
 - b. Do not open any doors, at any time, for any persons. Doors will only be opened initially by a first responder and then if directed by the first responder, also a school safety team member or a school administrator.

HOLD-----

The Hold action is called when there is any situation that requires students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

1. Students and teachers are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced.
2. Students and staff in common areas, like a cafeteria or a gym, will remain in those areas or move to adjoining areas like a locker room.
3. Students and staff outside of the building will remain outside unless the administration directs otherwise.
4. Prior to closing the classroom door, teachers should sweep the hallway for nearby students.
5. Teachers should take attendance, note the time, and conduct classroom activities as normal.

EVACUATION-----

The Evacuation action is called when there is a need to move people from one location to another for safety reasons. The decision to evacuate will only be made by the Chief Executive Officer or his/her designee and likely in conjunction with Local Law Enforcement. There are two types of evacuations. An *on-site* evacuation is usually conducted because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal. An *off-site* evacuation may be necessary when

it's no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them. If there has been a violent event at the school, an off-site evacuation will almost always be necessary since the school will be deemed a crime scene.

1. Preparation
 - a. Identify facility evacuation routes, evacuation assembly points and evacuation sites.
 - b. Coordinate training for all students, teachers, and administrators.
 - c. In the event of an off-site evacuation, the same site may become the reunification site, so plan accordingly.
 - d. Plan to have an offsite evacuation facility that's within walking distance but far enough away from the school in case the hazard is in the immediate area. If a site within walking distance cannot be located, coordinate transportation to the next closest and most suitable location. For an off-site evacuation, include all supplies that people with disabilities may need such as medications, supplementary mobility devices and accessible routes for mobility-impaired people.
2. Action
 - a. Once the call for evacuation is initiated, the classroom teacher will be responsible for initiation.
 - b. Notify your students of the evacuation and prepare to move the class as whole to your evacuation location.
 - c. Both students and staff should be prepared to follow specific instructions given by staff or first responders.
3. Once you evacuate the building:
 - a. Proceed to your designated area.
 - b. Take roll.
 - c. Once all students are accounted for, indicate all your students are present by holding the green portion of your card up or red, indicating you are missing a student from your class.
 - d. If a student is unaccounted for, relay the student's last known location (nurse, restroom, etc.) to school Administrator for confirmation. **DO NOT** display the green card if all students are not present.
4. Administration
 - a. Ensure radios are on channel 1.
 - b. Once personal zones are clear, confirm all students from your school are accounted for. Confirm via radio, last known location for each student who is not present.
 - c. Maintain radio silence for "all clear." When prompted by zone, relay.
 - d. Maintain radio silence for "all accounted for." When prompted by school, relay.
 - e. Once school checks are complete, standby for all-clear call to return to the building.
 - f. Ensure students return to the building in a safe and orderly fashion.

SECURE (LOCKOUT)-----

The Secure action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, use the security of the physical facility as protection.

- a. Action
 - a. Bring all staff and student classes into the building.
 - b. Secure all exterior doors.
 - c. If appropriate, continue your period of instruction inside the building.
 - d. There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, consider delaying this until the area is safe.
 - e. Emphasize to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.
- b. Administration
 - a. Ensure appropriate notification(s) are made to all staff.
 - b. Ensure all exterior doors are secured and continue to monitor.
 - c. Ensure regular classroom activities continue and all students and staff are inside the building in a secured area.
 - d. Maintain communication with emergency services ensuring proper notification is received when it is safe and appropriate to resume normal operations.
- c. Front Office
 - a. Ensure placards are placed in a visible and easily recognized area to notify all visitors to campus that entry into the building will be delayed.

REVERSE EVACUATION / RE-ENTRY-----

The Reverse evacuation action is called when there is danger on the playground such as, severe weather conditions or local law enforcement activity. All reverse evacuations will become a shelter in place unless otherwise notified.

1. Administration
 - a. Once safety checks are complete, standby for all-clear call to return to the building.
 - b. Ensure students return to the building in a safe and orderly fashion.

CHEMICAL/BIOLOGICAL/RADIOLOGICAL EMERGENCY-----

The Chemical/Biological/Radiological action is called when there is reason to suspect any danger from any devices, materials, or other dangers.

1. Go to lock down. Secure all doors and windows.
2. Air handling systems should be shut down on site or remotely by Support Services.

3. Stand by for announcements. There are variables in these types of attacks, and it will be best to shelter in place until we have better information. Parents should be advised not to come to the school to pick up their students until an all clear is given.
4. Administration
 - a. Once safety checks are complete, standby for coordination from Fire/EMS/Police.

BOMB THREAT/EXPLOSION-----

Portable radios and cellular phones should not be used in the immediate vicinity of a suspected device during a bomb threat incident.

The Bomb threat/ explosion action is called when there is reason to believe there is a risk of danger or harm due any explosive, combustible, or otherwise dangerous concern. We must be able to maintain communications during a bomb threat incident but CANNOT transmit or use any electronic devices in the immediate vicinity of any suspected device. Move away from the area before using cell phones or radios.

1. When the CEO or his designee calls to evacuate the building, the special code for a bomb threat must be announced on the intercom prior to activating the fire alarm system. The special code will be shared with all staff at the beginning of the year. Normal fire alarm procedures should be followed.
2. The building should be left as is. Students are requested to take their book bags with them as they exit the building.
3. Notify the District's Director of Federal Programs and School Safety. Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway as they evacuate the building - do not touch anything that looks suspicious. Report suspicious items to the lead administrator.
4. The school will be searched by school personnel with assistance from security personnel and law enforcement according to a plan developed by the school. The CEO, law enforcement and security personnel will consider the time indicated by the caller to determine when the building will be searched.
5. Stay in a safe designated area until the lead administrator indicates it is safe to return to the building. Students should be faced away from the building and be prepared to drop to the ground in the event of an explosion. Teachers should check the assembly area for the possibility of secondary devices.
6. If an explosion occurs prior to evacuation, teachers should be prepared to move in a darkened, smoke filled and disruptive environment. Teachers should lead the way and students should physically grasp the student in front of them.
7. Upon reaching the assembly area, Teachers should immediately account for all students and report any missing to staff and/or emergency personnel.
8. Administration
 - a. Once safety checks are complete, standby for coordination from Fire/EMS/Police.

RUNAWAY/MISSING/ABDUCTED STUDENT-----

The Runaway/missing/abducted student action is called when there is a report of, information received that, or it was witnessed that a student has ran away from campus, is missing from campus, or has been taken from campus.

1. If an abduction or kidnapping is observed or suspected, call 911 immediately. Notify Administration.
2. Obtain a detailed description of the abductor that includes physical description, type and color of clothing, and make/model/color/license plate of vehicle.
3. Note the direction of travel.
4. If a student is missing or unaccounted for, notify Administration immediately.
5. Obtain a detailed description of the student that includes a physical description, type and color of clothing, last known location, and any direction of travel.
6. Administration
 - a. Conduct a search of all common areas.
 - b. Make an “all call” on the PA system.
 - c. If the student is not located, contact the parent/guardian and 911.
 - d. Obtain a photo of the student and any demographic information to be shared with law enforcement.

UNIDENTIFIED/SUSPICIOUS PERSON ON CAMPUS-----

The Unidentified/suspicious person action is called when there is a report of information received that, or it was witnessed that there is an unidentified, suspicious, or otherwise unknown person on campus.

1. Remove all students and staff from the area.
2. Provide the area they are in and a description to the Administration.
3. Remain clear of the area until Administration gives the all-clear.
 - a. Administration
 1. Locate the person and confirm the information provided.
 2. Consider notifying 911.
 3. Consider implementing a lockdown/modified lockdown.
 4. If deemed safe, approach the person. Do not approach alone.
 5. Identify yourself.
 6. Ask the person what their business is on campus.
 7. If business and identity is confirmed, ask the person to accompany you to the main office for proper check-in procedures.
 8. If they refuse to comply, or are otherwise noncompliant, remove yourself, all staff, and all students from the area. Maintain a visual of the person. Wait for the police to arrive.

MOTOR VEHICLE ACCIDENT/COLLISION-----

The Motor vehicle accident/collision action is called when there is a report of information received that, or it was witnessed a motor vehicle accident has occurred on campus.

1. Notify Administration of all information received.
2. Confirm the incident location and nature.
 - a. Vehicle vs. vehicle
 - b. Vehicle vs. person
 - c. Vehicle vs. fixed object
3. Make contact with any persons involved or victims.
4. Unless otherwise directed, call 911.
5. Redirect all persons and traffic around and/or away from the incident location.
6. If possible, ask all vehicles to move out of any lanes of travel and into the closest parking spots or open areas.
7. If you are comfortable with and prepared to do so, render a level of aid and assistance that is appropriate and within your means.
8. Once emergency services arrive on scene, assist as directed.
9. Once the patients have been transported or cleared to leave the area by emergency services, and once involved vehicles have been removed from the area, inspect the area where the incident occurred.
10. Document any damage or changes to the area that resulted. Report this information to Administration. Note the time.
11. If you rendered any type of aid or had a direct involvement in assisting, conduct a self-assessment. Check your clothes and your body, looking for any signs of personal injury. If any personal injuries are present, notify Administration.
 - a. Administration
 1. Confirm information as it is received.
 2. Remain in the area until it is appropriate to leave, until directed by emergency services.
 3. Conduct a self-assessment, checking your clothes and your body, looking for any signs of personal injury.
 4. If any personal injuries are present, notify HR.

STUDENT ALTERCATION-----

The Student altercation action is called when there is a report of, information received that, or it was witnessed that any verbal or physical altercation has occurred on campus. It is BPS policy that unwanted physical contact between students is prohibited. Students who engage in any physical altercation will be dealt with swiftly, firmly, and fairly in accordance with the BPS student code of conduct.

1. Upon witnessing, receipt of, and/or verification of any altercation between students, staff will immediately notify Administration, advising whether the altercation is verbal, physical, or both.
 - (a) Give ALARM, Give COMMANDS, Continue to MONITOR.
2. Clear hallways of all other students. Consider BPS crisis 'Hold' plan.
3. Staff will attempt to prevent further or continued altercation by separating all participants in only a safe and appropriate manner. Once separated, ensure no students are left unattended.
4. When safe to do so, all students and staff involved with any physical altercation or breaking up the physical altercation will report to the school nurse. All injuries, pains, and discomforts will be documented. For all staff, HR must be notified immediately.
5. Administration
 - a. Conduct a thorough investigation into the incident(s). Corroborate all information including but not limited to statements, witness statements, and a review of any available camera footage.
 - b. Ensure all persons have been seen by the school nurse.
 - c. Ensure all parents have been contacted.
 - d. If applicable, ensure the appropriate consequence is administered in accordance with the BPS student code of conduct.
 - e. Ensure the Director of Safety, Security, and Prevention (DSSP) is notified. The DSSP will determine what follow-up actions will be taken, will coordinate any notifications to law enforcement, and will report all findings directly to the CEO or his designee.

REUNIFICATION-----

The Reunification action is called when there is a determination made that re-entry back into the building is not safe or is prohibited and all students and staff will be relocated to an off-site area. In cooperation with the *iloveyouguys* Standard Response Protocol, the BPS CEO or his designee will make the determination to evacuate the BPS campus to an off-site location. When students and staff are evacuated off-site, they will be walking to or will be shuttled to an off-site location where BPS will organize the reunification of students and parents/guardians. This process will be organized and performed by BPS Administrative staff in conjunction with local law enforcement and first responders.