

# **Dare County Schools**

## **Emergency Response Procedures**

**February 2006**

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Introduction: This emergency response plan has been developed for Dare County Schools to comply with OSHA standards 29 CFR 1910.38 and 1910.120. It will be used in all emergency situations which may occur in their facilities. Generally, this plan will cover emergencies such as fires, medical emergencies, accidents, catastrophes, toxic releases, and other emergency situations requiring the orderly evacuation of facilities.

This plan does not apply to small leaks and mishaps which can be successfully covered under the written hazard communication program, 29 CFR 1910.1200. The key points of a hazard communication response are that partial or total facility evacuation is not necessary and employees in the immediate work area of the spill or mishap can safely handle the situation. The written hazard communication program and employee training must be very clear to allow all employees to recognize when a spill or mishap requires emergency response versus local response under the hazard communication program.

This plan will be reviewed annually and updated as necessary. Drills will be performed as stated in the Dare County Board of Education policy for Fire Prevention (policy Code 9236).

The principal / supervisor are responsible for the update, implementation, and drill/incident critique of their respective facilities plans.

All new employees will be thoroughly instructed in the school/work site plan before they begin their initial work assignments and told where the plan will be kept. An up-to-date copy of each school/work site plan is kept in a place that is easily accessible to all employees [1910.120(q) (1)].

Hazard Evaluation: Potential emergency situations which may arise in the workplace are: fires, natural or man-made disasters, bomb threats, and medical emergencies.

**Fire Alarm:** The principal will conduct a fire drill during the first week after the opening of school and thereafter at least one fire drill each month in each building in his/her charge where children are assembled. Supervisors of work site facilities will conduct a fire drill once every six months. Fire drills will include the instruction of all pupils and school employees in the use of various ways of egress to simulate evacuation of buildings under various circumstances and such other regulations as are prescribed for fire safety. A copy of such regulations will be posted on the bulletin board in each building.

It is furthermore prescribed that fire prevention will be included in the course of instruction at the proper grade level.

The principal will file two copies of a written report once each month during the regular school session with the superintendent. The report will include the date on which the last fire drill was held, the time consumed in evacuating the building, that proper inspection as prescribed by law has been made, and any other information which may be required.

The principal or work site supervisor will inspect each of the building in his/her charge at least twice each month during the regular school session. This inspection will include cafeterias, gymnasiums, locker rooms, fire extinguishers and fire extinguisher check lists, storage rooms, auditoriums and stage areas as all classrooms. This inspection will be for the purpose of keeping the building safe from the accumulation of trash and other fire hazards.

The principal or work site supervisor will ensure that each member of his/her staff is aware of how to respond in case of fire. Legal Reference: G.S. 115C-288(d); 115C-525.

Medical Emergencies: Whenever an employee or visitor is injured or develops a medical emergency condition on school or work site property, follow the protocol below and notify your immediate supervisor as soon as possible

Dial Nurses' Office and inform the nurse of the emergency and its location in the school or dial the principals' office or work site supervisors' office. If the nurse, principal or supervisor cannot be reached, dial 911 (*at school sites the principal or their designee is the only one to determine if 911 should be contacted*) and inform the county dispatcher of the medical emergency. Give the dispatcher the nature and location in the school / work site of the medical emergency. Inform the principal / supervisor of the medical emergency as soon as possible.

Unless you have been designated by management to be a first aid responder, do not provide first aid. Make the victim as comfortable as possible until medical help arrives.

Fire Emergencies: These instructions consist of a four-step procedure that employees should follow during a fire. This procedure must be memorized by all employees. Experience has demonstrated that the best response to a facility fire is first, to sound the alarm, then let others know there is a fire, then to combat the fire if possible, and finally, to evacuate if necessary. The plan works best when expressed as an easily recalled acronym, such as **SAFE**.

- a. **S – Sound the alarm:** Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.
- b. **A – Alert others:** Quickly tell others in the area of the fire. Do this in a calm, firm manner. Do not cause a panic. Secure the area for the fire department. Close all doors and windows to prevent the spread of smoke and flames. Call the main office or supervisor to give them verification and location of the fire.
- c. **F-Fight the fire:** Do this only in the case of a manageable fire, one that you have the training and experience to fight – for example, a fire in a wastebasket. If possible two employees should fight the fire together using two fire extinguishers. If you have any doubt about your ability to fight the fire, then do not attempt to combat it.
- d. **E-Evacuate the area:** If necessary.

Emergency Action Plan: The purpose of this plan is to establish managerial and employee actions for fires, bomb incidents, natural and man-made disasters, or other significant emergency situations.

The principal or work site supervisor has the ultimate approval and implementation responsibilities for the development and implementation of this plan. It is the principal or work site supervisor's responsibility to assure this plan is understood and followed by all their staff.

Emergency Reporting: Employees shall immediately pull the fire alarm the telephone the principal or work site supervisor's office for all emergencies. Facility personnel shall locate the emergency on the alarm control panel and dispatch via paging system an "All Points Bulletin" giving details on the emergency. Emergencies involving chemical, fire, and/or natural or man-made hazards shall be handled in accordance with their specific emergency procedures.

Facility Evacuation: Whenever the fire alarm sounds, the entire facility will evacuate by designated routes to predetermined assembly areas. Once an evacuation is begun it will be carried to completion even if it is known to be a false alarm. Reentry will not be permitted until the "all clear" signal is sounded.

Emergency Escape Procedures and Emergency Route Assignments: Each school or work site will have clearly posted emergency escape procedures and emergency route assignments which will be reviewed annually by the principal or work site supervisor.

In the event of an emergency, employees shall activate fire pull stations without exposing themselves to serious hazards and leave the affected work area as soon as practical via the emergency route assignments posted in your immediate work area.

Employees shall normally leave their work areas through the primary route assignments unless the route is blocked by the emergency and not safely passable. An alternative route remote from the emergency incident shall be designated on the emergency route assignments and shall be used for emergency egress.

All primary emergency escape routes and designed meeting locations shall be provided to each employee as part of the emergency planning process. These primary routes and designated meeting locations must be approved by the principal or work site supervisor.

An orderly evacuation shall be supervised by designated staff who will check all rooms/enclosed spaces and report any problems via telephone or radio to the principal or work site supervisor.

They shall also insure that all fire doors are closed on their way out and report to their designated meeting locations.

Each principal or work site supervisor shall provide the specialized evacuation of any handicapped employees.

Accountability of All People Post Evacuation: Once everyone has evacuated the facility and arrived at their designated meeting places, a head count must be taken as soon as possible. Each principal or work site supervisor is responsible to perform the head count and to account for any missing people.

Rescue and Medical Duties: No employees of Dare County Schools are expected to perform rescue or medical/first aid duties. Generally, the Dare County Fire Department will perform these duties as needed.

If anyone is trapped and/or injured in the emergency or during the evacuation, then the situation and location shall be noted and communicated to the principal or work site supervisor as soon as possible.

Rescue, first aid, and remaining behind with a trapped or injured person by Dare County Schools employees is voluntary and is governed by the rules of common sense.

Pre-Emergency planning and coordination with outside parties such as the Dare County Fire Department and other local authorities and emergency centers is continually updated.