

Emergency Preparation and Response Policies (approved 5/27/2014, revised 10/28/2014, 1/19/2016)

Fire Drill Policy

PSCS will hold monthly fire drills and record practice times. Every classroom will have a diagram of the fire drill evacuation as well as defined procedures. PSCS teachers and staff will adhere to fire drill procedures.

Lockdown Policy

In the case of a Lockdown issued by Charlotte Mecklenburg Police Department, the administrators will alert PSCS teachers and staff. The administrators will secure outside entrances and teachers will lock their classroom doors. No one is to enter or leave the school buildings until Charlotte Mecklenburg's Police Department has issued an all clear.

Intruder Policy

In case of an intruder on the Pioneer Springs Community School campus grounds or buildings, staff will follow the PSCS Emergency Procedure Handbook found in each classroom and office. Administration will discuss and review the emergency handbook with all staff before each school year begins, and any new staff upon hiring.

Tornado and Severe Weather Policy

In the event of a tornado warning or watch, staff will be notified. In the case of a tornado warning, or if conditions indicate emergency precautions are needed, all staff will immediately assist in getting students to the safest location. Maps/diagrams of the school including safe locations for all children and adults on campus, will be displayed in every classroom. Permanent staff will be trained in such procedures. Emergency procedures will also be available for substitutes and volunteers. In the case of a tornado watch, the Director will determine if outdoor activities shall be permitted and will notify staff.

Upon receiving a phone call from the Charlotte Mecklenburg Police Department, or (National Weather Service) of severe weather, administration will alert staff by sounding the tornado/severe weather alarm. Administrators will monitor local Emergency Alert Stations, weather radio and television, as well as stay in contact with local emergency management officials. (Staff will be notified of procedures and maps at the beginning of the school year) Once a threat of severe weather has passed, the Director will invite all students and staff to return to their classrooms.

Radiological Incident (Nuclear Power Plant Emergency)

PSCS teachers and staff will adhere to the *Nuclear Power Plant Emergency Procedure when alerted by the Charlotte Mecklenburg Police Department of a radiological emergency.

PSCS Nuclear Power Plant Emergency Procedure:

Administrator's responsibilities:

1. Building administrator notifies staff if an accident/incident has occurred that affects the ability of children to return to their homes (if they live within the 10-mile radius of an affected nuclear power plant).
2. Procedures for release of children to emergency contact as designated by the parent(s)/guardian(s) are activated, or these children are kept at the facility until their parent(s)/guardian(s) or designee picks them up.

Staff responsibilities:

1. Stay with children, if they will not be released to alternate (emergency) location, or until an authorized individual picks them up

911 Policy

The purpose of an Emergency Response policy is to establish expectations for how our PSCS community should address an emergency situation. Emergencies are defined as ***life threatening situations which put people at risk of death or severe deterioration in their health status or living conditions***. A 911 call will be placed for any life threatening situation or unresponsive person on the PSCS campus.

In order to support this policy, specific Emergency Response Protocol will be posted at every building and included in each staff's reference materials given to them at the beginning of each school year.