

School-Level Crisis Management Plan Quick Reference Guide



**THE
CATAMOUNT
SCHOOL**

**1 University Drive, Cullowhee, NC 28723
(Western Carolina University - CAMP Building, Rm 138)**

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Introduction

Because The Catamount School (TCS) operates on the campus of Western Carolina University (WCU), the school will follow many of safety guidelines and policies already in place. TCS students are WCU students whose information is updated on a regular basis in the interest of safety and communication. Our students have 92#s and are included in Banner along with all faculty, staff, and other WCU students.

While the vast majority of the nation's students will complete their education without ever being touched by a life-threatening hazard, recent tragedies have created a new understanding of the need for emergency preparedness.

These procedures are designed to enhance security for all students, staff, volunteers, and visitors and to assist all stakeholders in preventing, detecting, responding to, and recovering from emergencies.

Limitations

It is the policy of Western Carolina University and The Catamount School that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, WCU and TCS can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

Authority

National Incident Management System (NIMS) and Incident Command System (ICS):

On Feb. 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private sector and nongovernmental organizations to work together during domestic incidents (www.fema.gov).

Through Incident Command System (ICS) training, NIMS provides a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management. Utilization of NIMS and ICS in schools helps to ensure management of emergencies in the same manner as our local, state and federal partner agencies.

The following courses are recommended for school personnel and may be completed online at no charge through the following links:

- IS 100: Introduction to Incident Command (for schools) <http://training.fema.gov/EMIWeb/IS/IS100SCA.asp>
- IS 200: ICS for Single Resources and Initial Action Incidents <http://training.fema.gov/EMIWeb/IS/IS200a.asp>
- IS 907: Active Shooter: What Can You Do (suggested course for crisis teams)
<http://emilms.fema.gov/IS907/AS0101000.htm>

Other federal and state authorities include:

- Homeland Security Presidential Directive 8, *National Preparedness*
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*
- NC Department of Public Safety
- NC Department of Justice

- NC Center for Safer Schools
- NC Department of Public Instruction
- NC Department of Health and Human Services

Document Organization

This document provides general protocols for emergencies, such as communication, evacuation plans, reunification plans, as well as instructions on how to respond to specific types of emergencies. The latter are called *incident-specific protocols*.

Types of Emergencies

Emergencies are typically divided into man-made and natural. Man-made emergencies have been sub-divided into violent acts and non-violent acts. The following are examples.

Man-Made Emergencies	
<i>Violent Acts</i>	<i>Non-Violent Acts</i>
Bomb Threats Riots School Violence Bullying Assaults and Batteries Gangs Homicides Hostage Situations Shootings Weapons Sexual Predators Suicide Terrorism	Accidents Athletic Accidents Building Accidents Chemical Spills Transportation Accidents Trips and falls Cyber Crime Fires, Accidental and Arson Fraud Medical Emergencies Substance Abuse Utility Failures
Natural Emergencies	
<i>Nature/Animals</i>	<i>Human Health</i>
Animal Attacks Blizzards Hurricanes Tornadoes Extreme Temperatures Earthquakes Floods Forest Fires Landslides Pandemics	Medical or Mental Health Emergency

The following provides a quick reference guide to instruct school staff on how to respond during emergencies. It is a template that has been tailored to The Catamount School and should be updated annually or any time a member of the crisis team changes during the school year. At the start of each school year, every member of the staff should undergo response protocol training for all hazards listed in the plan. For weather-related emergencies such as tornado or extreme

thunderstorm, the TCS shelter in place location will be inside the classroom wing hallway (which has double-doors on each side). Should a weather-related event occur while we are in Health & PE class at the Ramsey Center, we will utilize the outside hallway adjacent to the aux gym to shelter in place. During drills or actual emergencies, both sets of double doors as well as all for classroom doors will be closed. Refer to maps, beginning on page 14.

Crisis Communications Quick Reference Guide

Codes and signals can be confusing. Clear instructions may save lives. Current Incident Commander, Principal Angela Lunsford – alunsford@wcu.edu; 828.227.7500; 828.506.8779

Emergency Signals:

Incident Response	Emergency Signal	Emergency Situation
Shelter-in-Place	Announcement will be made over intercom system <i>or</i> email/text by Incident Commander <i>or</i> his/her designee.	Tornadoes, Earthquakes, Presence of Hazardous Material, Floods, Bomb Threats, Riots, Suicide, Utility Failure, Terrorism, Fights
Lockdown	Announcement will be made via radio <i>and/or</i> email/text by Incident Commander <i>or</i> his/her designee.	Used in the event of an intruder, both armed and unarmed.
Fire	Fire Alarm is activated by either smoke detection, sprinkler activation, or by the individual who discovers the fire. Upon fire alarm activation, an audible and visual notification will be made throughout the building by utilization of the fire alarm system’s horns and strobes.	Fire in the building
Evacuations	Announcement with specific instructions about how to evacuate will be made over intercom system <i>or</i> email/text by Incident Commander <i>or</i> his/her designee.	In the event of a fire, no announcement to evacuate will be made. In all other emergency situations requiring evacuation, specific instructions will be given based on the incident.

Staff and Parental Notifications

Staff Notification of School Dismissal/Closures:

During the school day, staff will be notified of school closures and dismissals by an announcement made by the principal *or* designee (in person or via text/email).

Before the school day begins, staff will be notified of school closures/cancellations through a call from the principal, designee, *or* the One Call Now automated calling system. Staff should be certain number(s) are up to date with the system by emailing information to The Catamount School Data Manager, Aimee Karup (akarup@wcu.edu).

Parent Notification of School Dismissal/Closures:

The Incident Commander *or* administrative staff will communicate to parents and the school community through the following means of communication:

- Main School Phone Line (828.227.7500)
- One Call Now automated call, email, and text system
- School Website (catamountschool.wcu.edu)

In communicating to parents and the school community, staff should **not engage in the following:**

- 1) Staff should not relay speculation to students or parents. Instead, it is important to communicate only what is known to be fact. Common sense and calm communication is key in each situation.
- 2) Staff should not release the names of the injured or those involved in the incident to anyone outside The Catamount School chain of command, unless authorized to do so.
- 3) Staff should not talk to the media.

Media

No school level personnel should address the media for any reason during a crisis situation or post-crisis unless designated explicitly by the Superintendent of TCS (i.e., Dean of the College of Education and Allied Professions/Kim Winter; kkruebel@wcu.edu; 828.227.3306; 817.602.9278).

Emergency Telephone Numbers

Title/Agency	Contact Number
ALL EMERGENCIES – WCU Contacts	8911 (828.227.8911) <i>or</i> 911
Jackson County Sheriff's Department	(828)586-8901
Jackson County Emergency Management	(828)586-7508
Cullowhee Fire Department (Non-Emergency)	(828)293-5867
Harris Hospital	Main Line: (828)586-7000 Admissions: (828)586-7359 Emergency Room: (828)586-7111
Highway Patrol	(828)586-8758
Juvenile Services Division	(828)586-5756
Meridian	(828)631-3974
Western North Carolina Poison Control	(828)542-4225
Catamount School Main Office	(828)227-7500
WCU College of Education and Allied Professions (CEAP) Dean's Office	(828)227-7311 or 227-3306
WCU Facilities Management Mr. Jason Turner, WCU Director for Operations and Maintenance, will be the main contact for any maintenance needs.	(828)227-7443 (Main Office)

JCPS Central Office	(828)586-2311
JCPS Bus Garage	(828)586-2456
JCPS Superintendent, Dr. Dana Ayers	(828)586-2311, ext. 1933 or (828)507-3353
JCPS Director of Transportation, Mr. Josh Francis	(828)586-2311, ext. 1802 or (828)778-0949

Catamount School Crisis Management Team

Position & Description	Name	Office Phone	Cell Phone
Principal & Incident Commander <i>Manages the crisis and ensures necessary implementation of Timely Warning Protocol. Coordinates evacuation with staff.</i> <i>Ensures medication is transported (backup = School Nurse)</i>	Mrs. Angela Lunsford	(828) 227-7500	(828) 506-8779
Office/Database Manager <i>Coordinates reunification of students with parents through ID verification.</i>	Ms. Aimee Karup	(828) 227-7500	(828) 506-1576
Dean of CEAP <i>Implements Timely Warning Protocol with WCU campus staff. Assists Principal & Incident Commander (on- or off-site)</i>	Dr. Kim Winter	(828) 227-3306	(817) 602-9278
Assistant Principal <i>Assists with evacuation and reunification, as needed.</i>	Ms. Lindsay Button	(828) 227-7500	(508) 561-8728
SRO <i>Assists with evacuation and reunification, as needed.</i>	Mr. Mckensie Jones	(828) 227-7500	(828) 506-8294
In the absence of Principal or Dean: Director, School of Teaching & Learning	Dr. Kelly Tracy	(828) 227-3302	(864)918-3843

Catamount School Timely Warning Protocol

In the event of an emergency, school evacuation, or other need for urgent communication with The Catamount School (TCS) families and other stakeholders, the following protocol have been developed:

- Principal will notify all TCS staff via radio and/or in person.
- Principal will notify Dean of CEAP via phone or text.
- Dean of CEAP will notify the Chancellor, the Provost, and the Chief of Police. Depending on the situation, the Dean may also notify the Director of Marketing and Communications.

Staff – Western Carolina University – The Catamount School

Principal	Angela Lunsford 828-506-8779 cell; 828-227-7500 office alunsford@wcu.edu
Office/Database Manager	Aimee Karup 828-506-1576 cell; 828-227-7500 office akarup@wcu.edu
Enrichment Coordinator	Name Cell; 828-227-7500 office email
Dean (Superintendent) College of Education & Allied Professions (CEAP)	Kim Winter 817-602-9278 cell; 828-227-3306 office kkruebel@wcu.edu
WCU Provost	Richard Starnes 828-508-3459 cell; 828-227-7301 office starnes@wcu.edu
WCU Chancellor	Kelli Brown 828-352-672-1100 cell; 828-227-7311 office kbrown@wcu.edu
WCU Chief of Police	Steve Lillard 828-399-9179 cell; 828-227-7301 Police Main Line sdlillard@wcu.edu

In the event the principal is not on site at TCS during an emergent event, the **Office/Database Manager or Assistant Principal** will be the first point of communication. In the event the dean/superintendent is not available during an emergent event, the **Provost or the Director of the School of Teaching & Learning** will be the second point of communication. For communication with families, TCS utilizes **One Call Now** to send voice, email, and/or text messages. All of the individuals listed above are set up to receive One Call Now messages.

Catamount School-Level Sweep Team Functions and Guidelines

A Sweep Team’s function is to ensure student and staff safety in an emergency.	
Emergency Response Action	Sweep Team Function and Responsibilities
Evacuation of Building (due to fire, bomb threat, etc.)	Sweep team members assist in the evacuation of their assigned area/zone to ensure it is cleared of students, visitors, and staff. The Assistant Principal will provide assistance for persons unable to exit the building unassisted. This is the most frequent mobilization of the Sweep Team, and they should sweep EVERY TIME there is a fire alarm. In the absence of the AP, the MTSS Coordinator will provide assistance for persons unable to exit the building unassisted.
Lock-down (due to an intruder <i>without</i> a weapon)	Sweep team members assist in the securing of the building and ensure that all students are securely in a classroom and that doors are locked.

Lock-down (due to an <i>armed</i> intruder)	Incident Commander/Principal should exercise common sense in this situation. Typically, all inhabitants of the building are to lock down in their assigned area.
Shelter-in-Place	Sweep team members assist in securing the building and ensure that all students are in a classroom or assigned safe zone inside the building.

It should be noted that in ALL situations, the expectation is that the Administrator in charge /Incident Commander always exercises COMMON SENSE when making the decision to deploy the Sweep Team. Alternates should be selected in the event Sweep Team member(s) are absent. It is not necessary to have the same number of alternates as there are sweep team members. For example, a Sweep Team of six members might only have two alternates.

TCS Sweep Team Members

Name	Primary/Alternate	Location to Sweep	Mode of Communication
Angela Lunsford, Principal	Primary	Classrooms	Face to Face/Radio
Lindsay Button, Assistant Principal & EC Teacher	Primary	Cafeteria	Face to Face/Radio
Aimee Karup, Database Manager	Primary	Office Suite	Face to Face/Radio
Kim Winter, Dean & Superintendent	Alternate	As Assigned	Phone/ Face to Face/Radio

During an emergency it is vital to have the ability to share essential information during emergency operations. As the situation progresses it becomes vital to share information with critical internal audiences (staff and students) and with important external audiences (parents and the larger community). In most school emergencies, a plan to communicate with the public and the media becomes an essential operational component of the situation. **The following is a list of the communication systems in place at The Catamount School.**

Type	Comment
Building Radios (i.e., walkie-talkies)	Sweep team/Crisis Management Team may use these during specific emergency situations, such as shelter in place or evacuations. Not for use during active shooter or most lockdown situations. There are walkie-talkies in each classroom as well as 138A reception, the Principal, Assistant Principal, and the SRO.
District Web Sites	Will be used as needed to convey information related to emergencies or school closings as determined by the Superintendent/Chancellor's Designee for TCS and JCPS Public Information Officer.
Other	The fire alarm system will initiate evacuation due to fire/smoke in the building (or in the case of drills). All fire alarm sounds initiate immediate evacuation.

	Classroom phones and staff cell phones are also means of communication. The main line (x7500) can communicate with each room and/or transfer calls.
Direct Communication (face-to-face)	Used by the Crisis Management Team when time or incident allows for organization of evacuation plan.
Faculty/Staff Meetings	Method used to provide training to all faculty/staff in the school.
Village Meetings	Method used to provide training and information to all students (by staff).
Mass/Automated Calling System "One Call Now"	Used by District and/or Superintendent/Chancellor's Designee to provide information to parents, guardians, and other stakeholders.

Emergency Response Actions

Off-Site Emergency Shelter

This is where school occupants will be relocated if an emergency incident prevents them from staying on the campus. The principal will be provided with information regarding off-site emergency shelter location(s) by University Emergency Services. This information is strictly **CONFIDENTIAL** and should not be shared with anyone outside of the school-level administrative team (your administrative chain of command). The principal will be informed of the off-site emergency shelter, as well as the contact person for the location, in the event of evacuation from the campus or to a different location on campus.

Inside Command Areas

- Primary Command Post: CAMP 138A
- Alternate Command Post: CAMP Cafeteria
- Reunification Area: CAMP Lobby

Outside Command Areas

- Primary Command Post/Staging Area: CAMP Gym (families will be notified)
- Secondary Command Posts/Staging Areas: Ramsey Center (families will be notified)
- Reunification Area: Outside CAMP entrance, at circle drive, or in front of CAMP Gym

Off-Site Incident Command Post: The off-site incident command post location will be communicated at the time an off-site evacuation location is determined. The off-site evacuation post is determined in collaboration with the Superintendent, the Principal/Incident Commander, and Emergency officials. **One Call Now will be used to inform the TCS parents and community.**

Designated Area for the Media

Western Carolina University will determine who will speak on behalf of the institution in emergency situations. The university Executive Crisis Management Team (ECMT) will convene in the event of university emergencies. **No employee or staff member of The Catamount School should address the media with regard to information or details concerning emergency incidents unless expressly designated to do so the superintendent/Dean of CEAP.**

Shelter in Place & Lockdown

Shelter-in-Place	The purpose of shelter-in-place is to shield school occupants from external threats such as severe weather, a dangerous chemical, or some other outside emergency situation during the school day. During a severe weather shelter-in-place situation, it is critical that school personnel evacuate trailers or portable school buildings, and that occupants seek shelter inside a permanent structure.
<u>Shelter-in-Place Emergency Signal</u>	A call/announcement will be made over intercom system by the school official notifying of the incident and shelter-in-place protocol.
<u>sample “SHELTER-IN-PLACE” script</u>	“This is the principal speaking. We are activating shelter-in-place procedures. Please remain in the building. If you are outside the building or in the parking lots, please move into the building. Staff, if a medical emergency arises, please call the main office to report it.”
NO CODE SYSTEM IS TO BE USED FOR COMMUNICATING SHELTER-IN-PLACE. IT IS IMPORTANT TO BE CLEAR AND EXPLICIT WHEN NOTIFYING INDIVIDUALS OF A SHELTER-IN-PLACE.	
Shelter-In-Place Response Protocol	<ul style="list-style-type: none"> . Teachers are to visually sweep the area outside their classroom or area, then close the door. It is not necessary to lock the door. Restroom breaks must be monitored; all other movement on campus* is not allowed until the shelter-in-place has been ended. <ul style="list-style-type: none"> *If the Shelter-in-Place goes into effect during or near the lunch period(s), lunches may need to be delivered to the classrooms. . Sweep Team members and the Crisis Team should convene at the on-site command post to receive information regarding the incident during a shelter-in-place. This is for their safety, as the situation may make their assigned area a “danger zone”. . Once the Sweep Team and Crisis Team are briefed on the situation, the Sweep Team members are to sweep and assess their areas as assigned in the Sweep Team Member section of this manual. . As Sweep Team members clear their assigned areas, they should report the status back to the principal/incident commander by means of the identified communication protocol. . All people on campus during a shelter-in-place should stay where they are and listen for an official announcement from school officials via the public address system telling you that it is safe to move about or that you will be evacuating. . Sweep Team members may be used to carry communication from the On-Site Command Post to the rest of the campus. . If the decision to evacuate is made, please reference evacuation protocols in this manual.

<u>Lockdown Purpose and Procedures</u>	The purpose of a lockdown is to gain immediate control of your building and secure all occupants in the safest manner possible.
<u>Lockdown Emergency Signal</u>	A call/announcement will be made over intercom system by a school official notifying of the incident and lockdown protocol.
<u>sample "Lockdown" script</u>	"May I have your attention staff, this is the principal speaking. This is not a drill. We are under a lockdown. Remain there until notified to do otherwise. (Pause here to make sure everyone is settled and listening.) Lock the door. We will provide continuous updating for as long as the threat exists."

NO CODE SYSTEM IS TO BE USED FOR COMMUNICATING LOCKDOWN. IT IS IMPORTANT TO BE CLEAR AND EXPLICIT WHEN NOTIFYING INDIVIDUALS OF A LOCKDOWN.

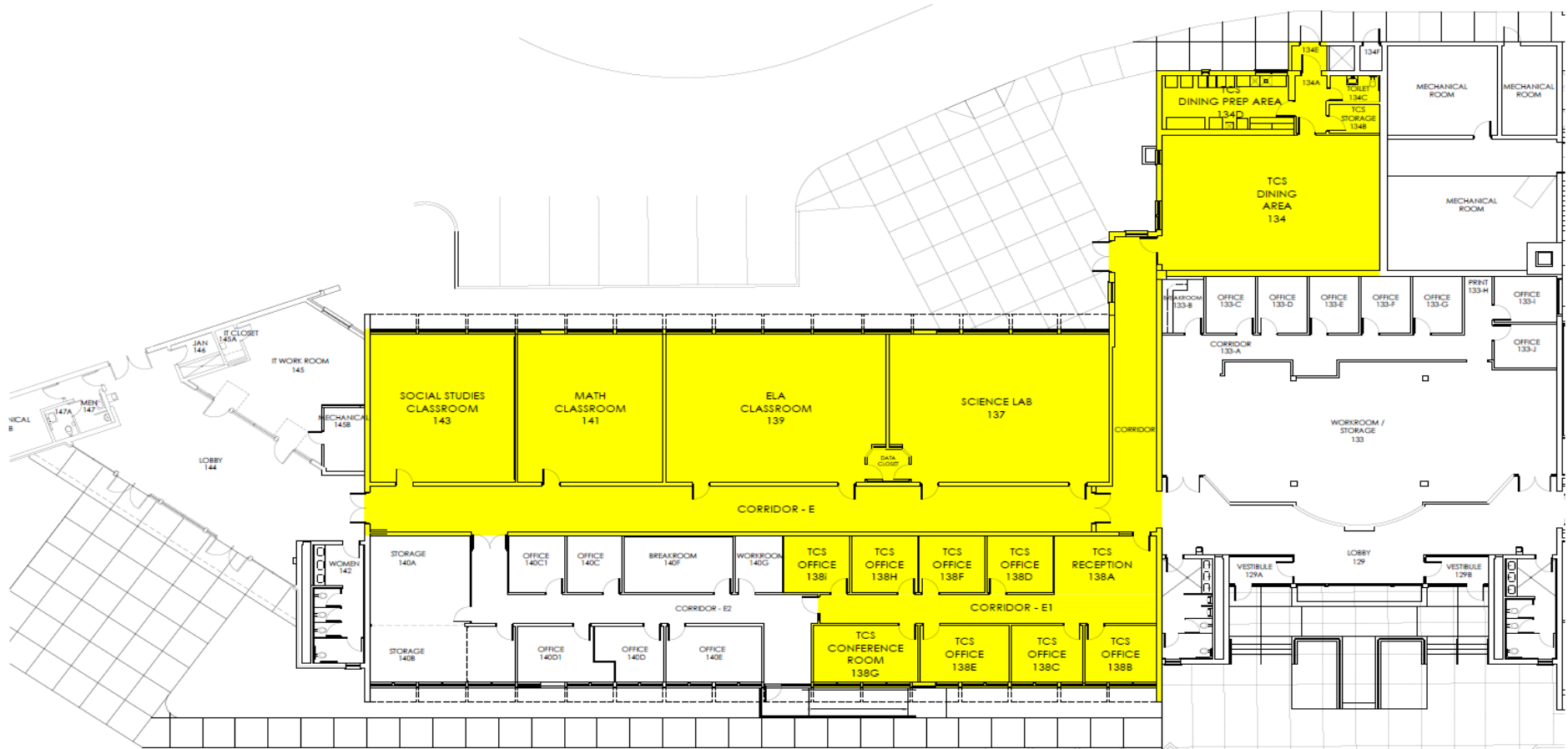
Lockdown Response Protocol	1. Teachers and Staff visually sweep the area outside their classroom or area, then closes the door and locks it. All movement for ANY REASON is to cease until the Lockdown is discontinued and an "All Clear" order has been given.
	2. During a Lockdown response, the Incident Commander/Principal will communicate necessary response actions with the Sweep Team members via the established communication process. It is critical that the Incident Commander/Principal exercises common sense when making this decision. Once Emergency and/or Law Enforcement arrive to the campus, that agency's Incident Commander will direct all further actions.
	3. All people on campus during a lockdown should stay where they are and listen for an official announcement from school officials via the public address system telling you that it is safe to move about or that you will be evacuating the campus.
	4. If the decision to evacuate is made, please reference evacuation protocols in this manual.

Return to Class Following an Emergency Signal

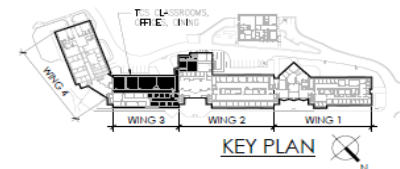
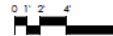
When the danger has been resolved and removed from the vicinity, the school may proceed as scheduled. If it is the end of the day, an announcement about transportation arrangements will be warranted.

Maps and Evacuation Routes

The Catamount School occupies wing 3 of the CAMP Building. The first image shows The Catamount School classrooms, offices, cafeteria, and kitchen outlined in yellow. TCS has access to the two accessible restrooms to the right of wing 3. TCS classrooms are CAMP 137, 139, 141, & 143, the cafeteria is 134, and the offices occupancy (138 A-I).

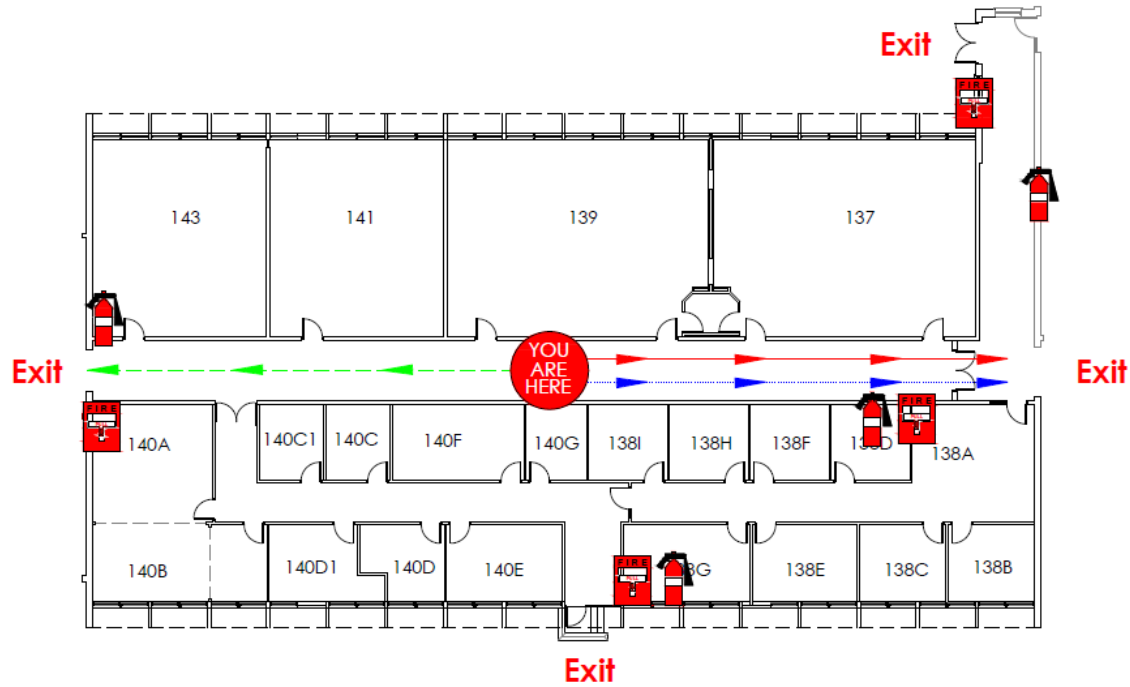


1 THE CATAMOUNT SCHOOL @ CORDELIA CAMP Wing 3
Classrooms 137, 139, 141, 143

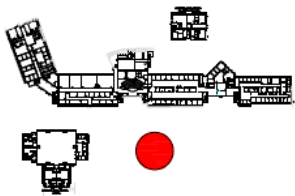


EVACUATION PLAN

CORDELLA CAMP BUILDING
WING 3

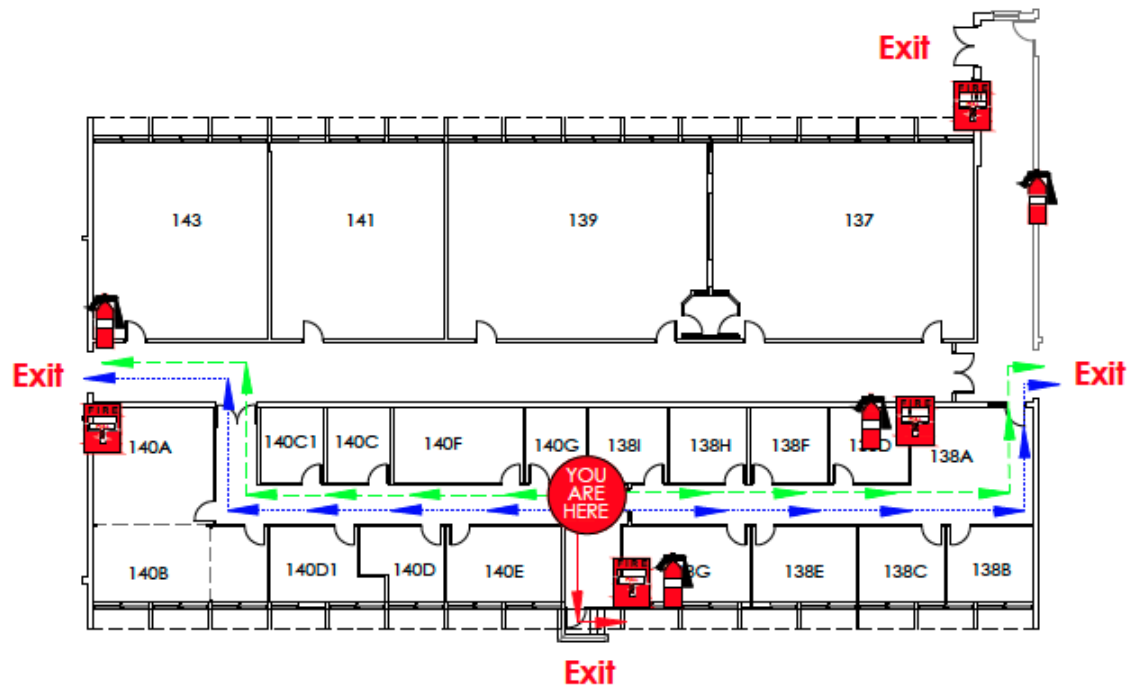


In Case Of Fire	
<ul style="list-style-type: none"> • Activate fire alarm • Assist persons with disabilities • Exit building using the nearest safe exit <p>Do Not Use Elevator!</p> <ul style="list-style-type: none"> • Report to the nearest designated evacuation assembly point • Do not re-enter until authorized to do so 	
Plan Key	
	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	Evacuation Assembly Area

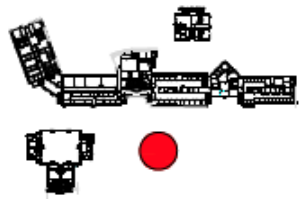


EVACUATION PLAN

CORDELLA CAMP BUILDING
WING 3

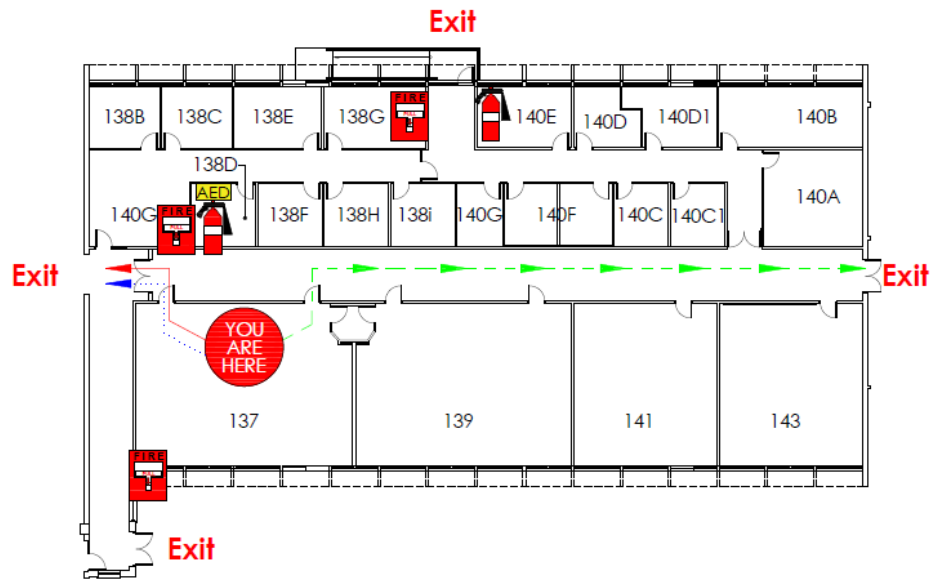


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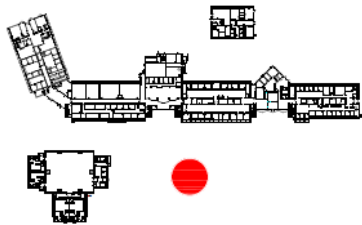


EVACUATION PLAN

CORDELIA CAMP BUILDING
THE CATAMOUNT SCHOOL - WING 3



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	Fire Alarm
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	AED Defibrillator
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EVACUATION PLAN

CORDELIA CAMP BUILDING
THE CATAMOUNT SCHOOL - WING 3

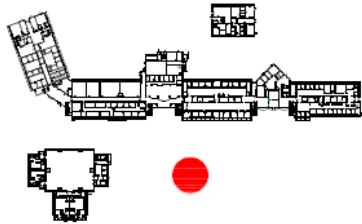
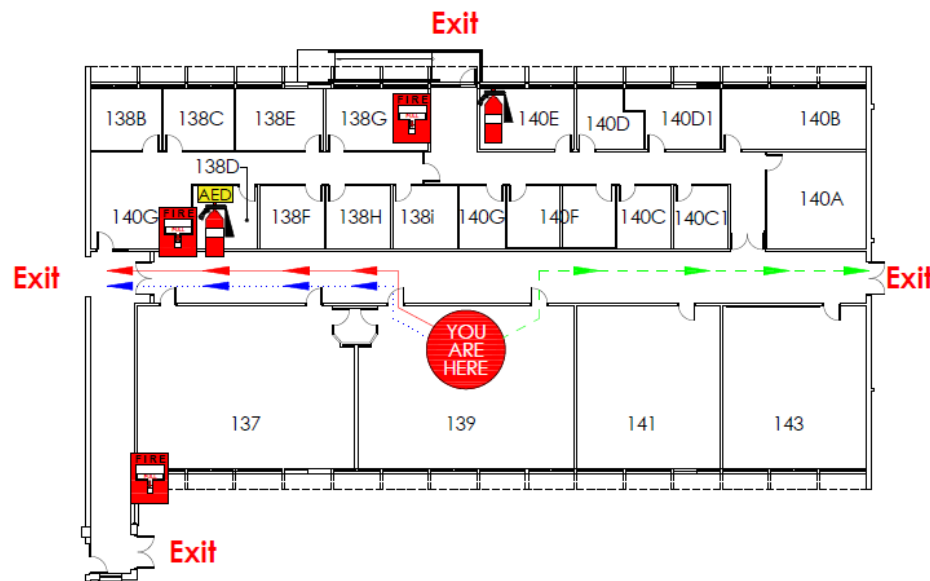


In Case Of Fire

- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- **Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

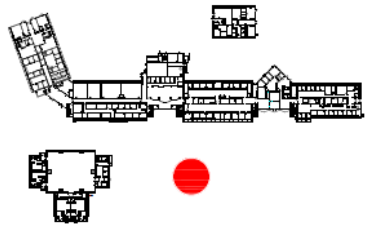
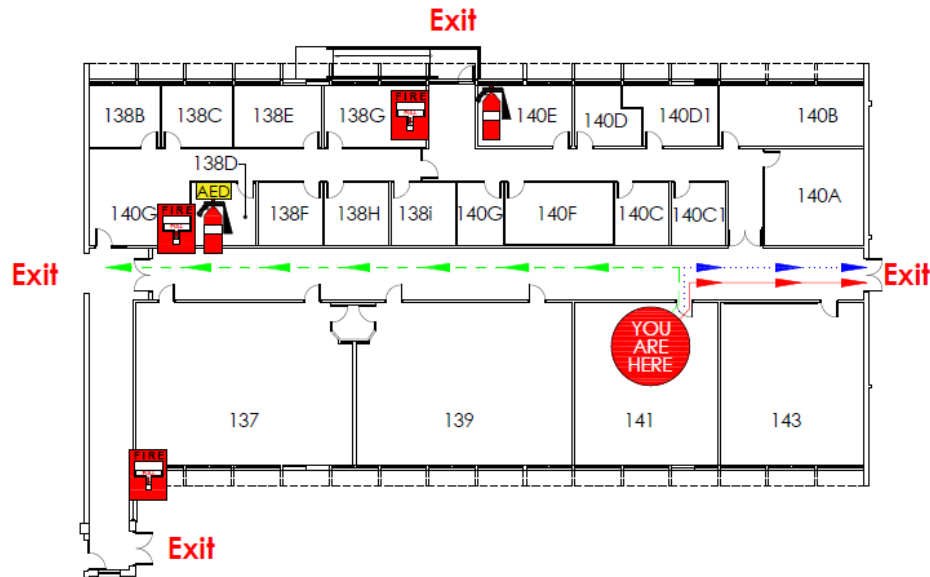
Plan Key

	Exit
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EVACUATION PLAN

CORDELIA CAMP BUILDING
THE CATAMOUNT SCHOOL - WING 3



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EVACUATION PLAN

CORDELIA CAMP BUILDING
THE CATAMOUNT SCHOOL - WING 3

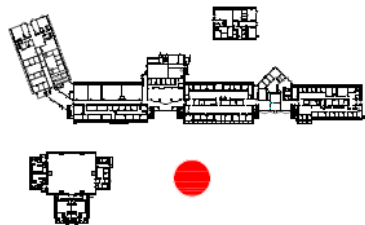
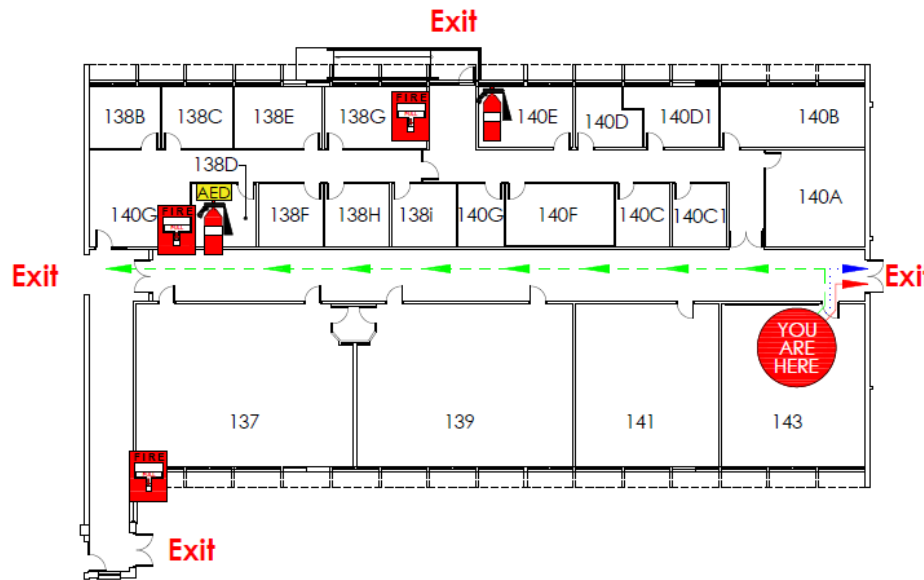


In Case Of Fire

- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- **Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

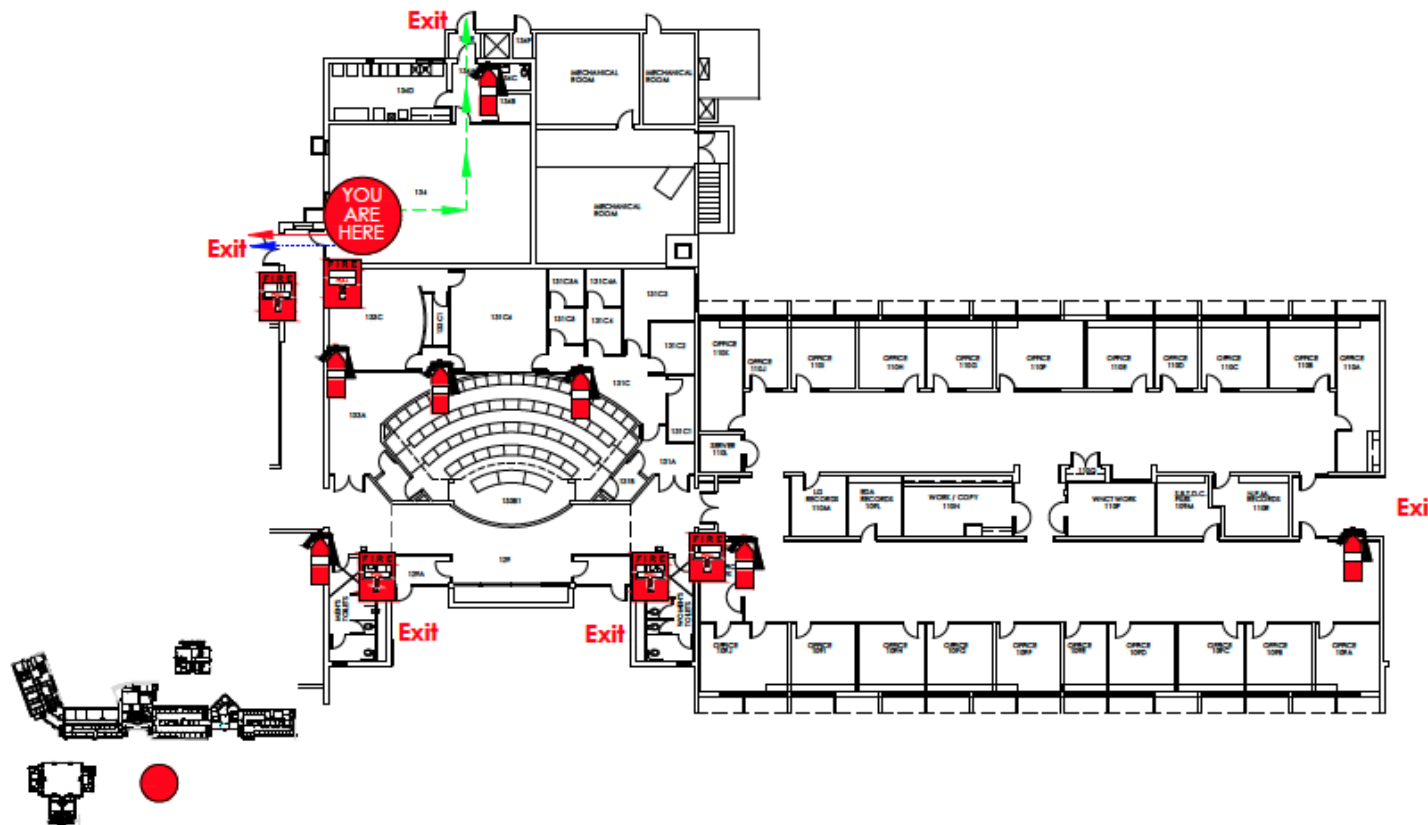
Plan Key

	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area



EVACUATION PLAN

CORDELLA CAMP BUILDING
WING 2



In Case Of Fire

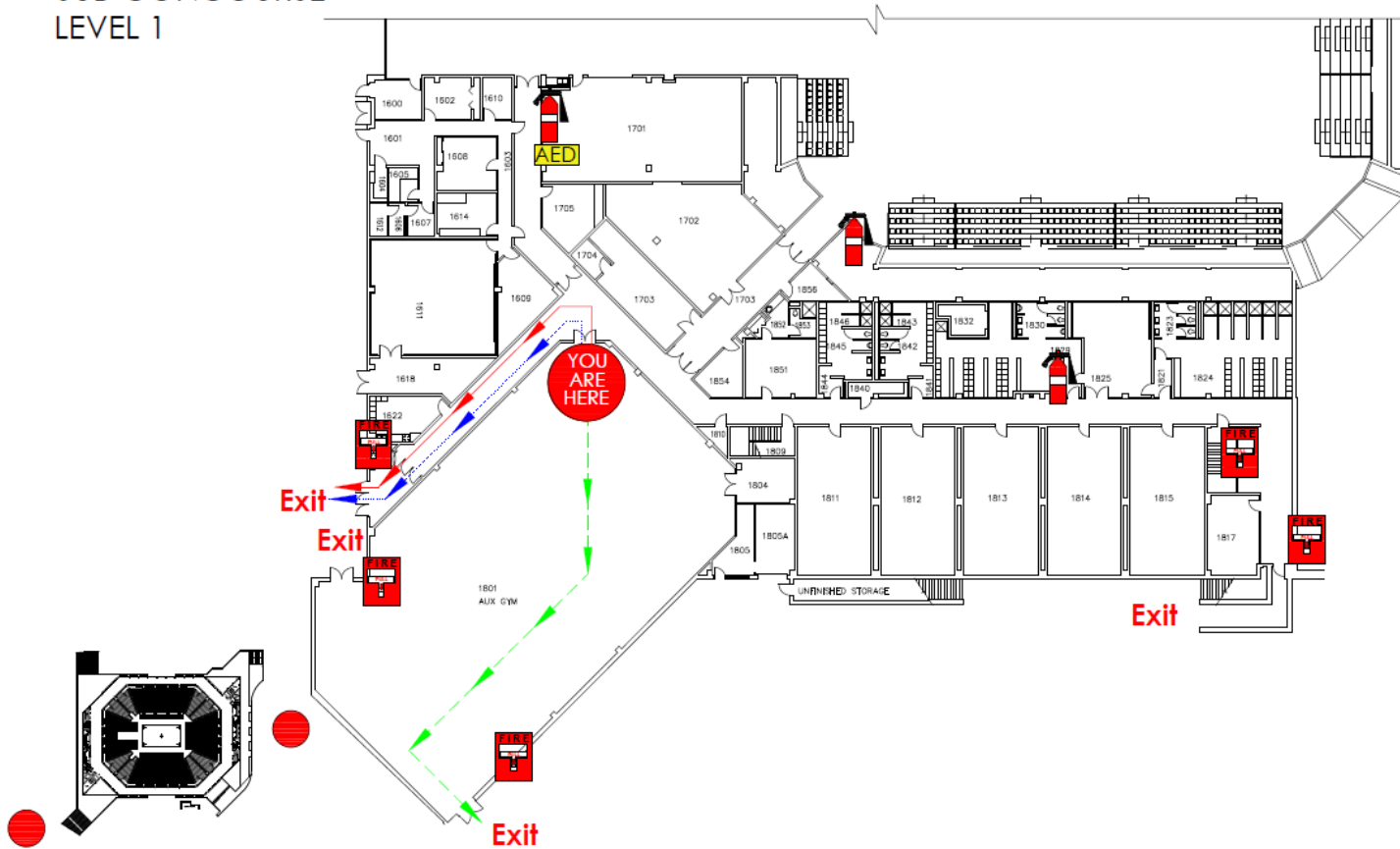
- Activate fire alarm
- Assist persons with disabilities
- Exit building using the nearest safe exit
- **Do Not Use Elevator!**
- Report to the nearest designated evacuation assembly point
- Do not re-enter until authorized to do so

Plan Key

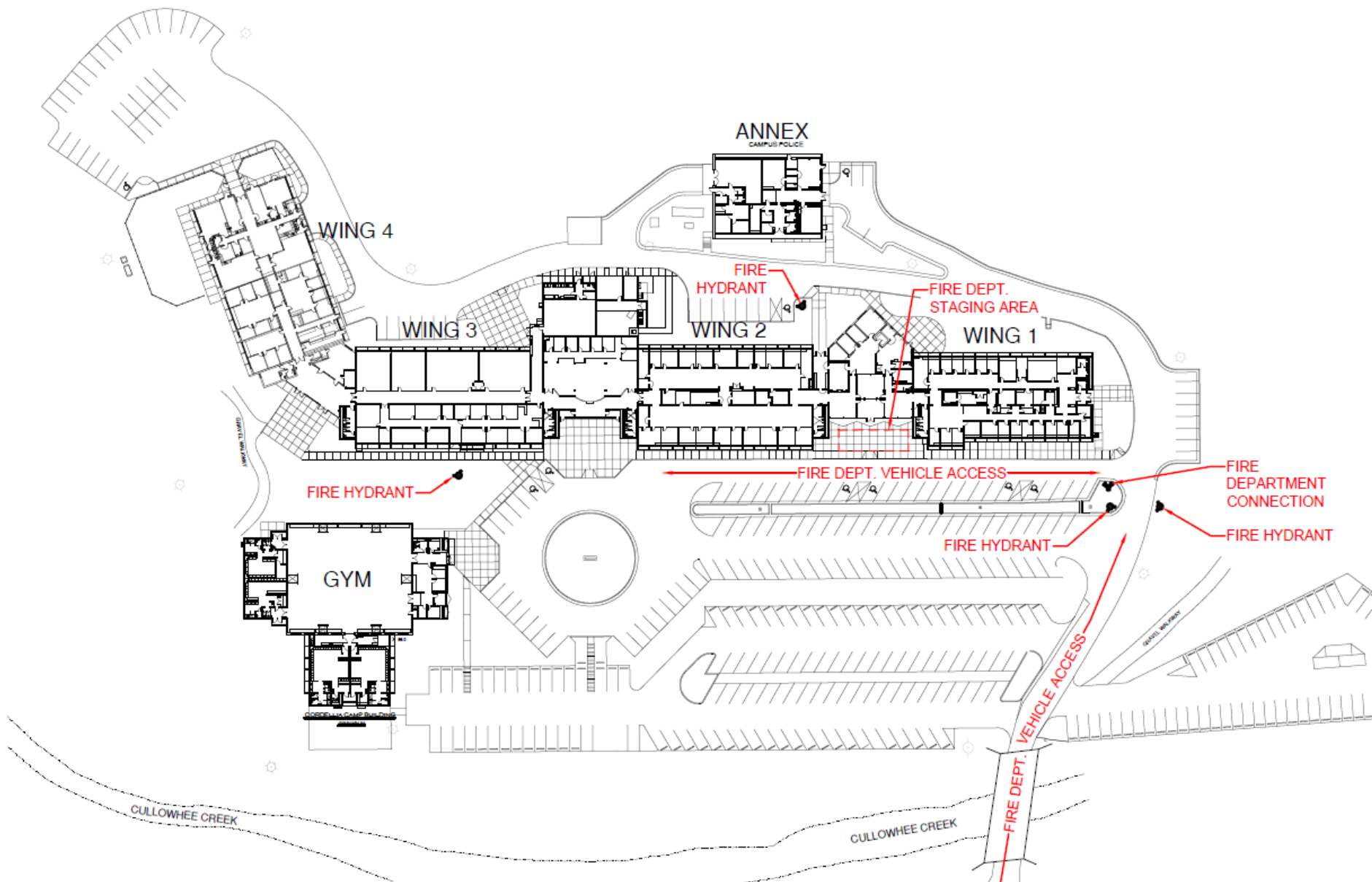
	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	Evacuation Assembly Area

EVACUATION PLAN

RAMSEY CENTER
SUB-CONCOURSE
LEVEL 1



In Case Of Fire	
<ul style="list-style-type: none"> • Activate fire alarm • Assist persons with disabilities • Exit building using the nearest safe exit • Do Not Use Elevator! • Report to the nearest designated evacuation assembly point • Do not re-enter until authorized to do so 	
Plan Key	
Exit	Exit
	Primary Egress Route
	Secondary Egress Route
	Accessible Egress Route
	Fire Extinguisher
	Fire Alarm
	Fire Alarm Control Panel
	AED Defibrillator
	Evacuation Assembly Area



1 CORDELIA CAMP BUILDING
 Fire Dept. Vehicle Access + FDC and Fire Hydrant Locations

0' 20' 40'
 CENTENNIAL DRIVE
 07/31/24

Appendix A: School-Level Room Extensions

The Catamount School Staff - Camp Building								
Last	First	Room	Number		Last	First	Room	Number
Karup	Aimee	138A	227-7500		Lunsford	Angela	138E	227-7500
Clapp	Amanda	137	227-7500		Broyhill	Amie	143	227-7500
Kassel	Kayleigh	139	227-7500		Rector	Meghan	141	227-7500
Tatham	Sarah	138H	227-7500		Julia	Heckert	138F	227-7500
Plantenberg	Laura	138B	227-7500		Button	Lindsay	138D	227-7500
Register-Smith	Tammie	138B	227-7500		Phillips	Adam	138I	227-7500

Appendix B: Administering Medicines to Students Policy

I. General Policy

The Catamount School recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the principal or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

II. Definitions

"Parent" includes parents, legal guardians, and legal custodians.

"Health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms "medication" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over the counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter "over-the-counter drugs").

III. Medication Administration by School Employees

The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with this Section.

A. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over the counter without a prescription.

- a. **Parental Consent:** The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. **Medication Authorization/Order:** A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- c. **Certification of Necessity:** The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.

- d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over the counter, it must be provided in the original container or packaging, labeled with the student's name.
- e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The Catamount School and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

B. Procedures for Administering Medications

- a. The health and welfare of the student is of paramount concern in all decisions regarding the administration of medication.
- b. Procedures for medication administration are consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in Chapter 5 of the [North Carolina School Health Program Manual](#).
- c. Students with special needs are afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- d. No student may possess, use, or transmit any drug or counterfeit drug prohibited by school policy concerning drugs and alcohol.
- e. School personnel will administer medication from a centralized location. Any medications kept at school for a student must be kept in a locked and secure place, except for emergency medications that must be immediately accessible.
- f. All school personnel who will be administering medications receive appropriate training.
- g. Only medications clearly prescribed for the student may be administered by school personnel. Each prescription medication should be provided in a separate pharmacy-labeled container that includes the child's name, the name of the medication, the exact dose to be given, time/frequency the medication is to be given, route of administration, the number of doses in the container, and the expiration date of the medication. Prescribed over-the-counter medications administered at school should be provided in their original packaging, labeled with the student's name. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing a student to self-administer the medication.
- h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property.

- i. A daily medication/procedure log shall be maintained by the designated individual for each student receiving medication and/or procedure. The individual shall record on the log the name of the medication, date, dosage, and time of each administration or date and time of a procedure. The log also shall reflect whether or not the medication/procedure was prescribed and whether it was "as scheduled" or "as needed."
- j. The school nurse will review the medication/procedure log and forms authorizing the administration of medications/procedures at school periodically and will serve as a consultant to the school. The medication/procedure log, parental authorization and health provider orders for medication/procedure will be filed in the student's cumulative folder at the end of each school year or upon transfer of the student from the school.
- k. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students are accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

IV. Emergency Medication

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must meet the requirements of Section III.A, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

V. Student Self-Administering Medications

School personnel recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan. As used in this section of the policy, "medication" refers to a medicine prescribed for the treatment of diabetes, asthma, or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector. A. Responsibilities of the Parent

Before a student will be allowed to self-administer medication pursuant to this section, the student's parent must provide to the principal or designee all of the documents listed below:

- A. written authorization from the student's parent for the student to possess and self-administer the medication.
- B. a written statement from the student's health care practitioner verifying that:
 - a. the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;
 - b. the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

- c. the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- d. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for medication use by the student;
- e. a statement provided by the school system and signed by the student's parent acknowledging that the Catamount School and its employees and agents are not liable for injury arising from the student's possession and self-administration of the medication; and
- f. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.

The student's parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for 365 calendar days and must be renewed annually.

C. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

D. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

IV. Diabetes Care Plans

Pursuant to N.C.G.S. § 115C-375.3, TCS shall ensure the guidelines adopted by the State Board of Education pursuant to N.C.G.S. § 115C-12(31) for assisting students with diabetes are implemented for TCS students with diabetes. In particular, TCS shall develop and implement individual diabetes care plans. TCS also shall make available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans.

V. Liability of School Personnel

The school does not assume any responsibility for the administration of medication to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer medications to students.

Any TCS employee authorized to provide medical care to students in accordance with N.C.G.S. § 115C-375.1 shall not be liable in civil damages for any authorized act unless the act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing. Any person serving as a volunteer who has been authorized to act pursuant to N.C.G.S. § 115C-375.1 shall not be liable in civil damages for any authorized act unless the act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing.

To the extent provided under the Defense of State Employees Act, N.C.G.S. § 143-300.2 et. seq., the State will provide a legal defense and liability coverage for TCS employees who, in the course and scope of their employment, in good faith and without malice or the reckless disregard for the welfare of a student, administer medication, provided first aid and/or provide emergency medical care for TCS students.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400 et seq.](#), [34 C.F.R. pt. 300](#); Rehabilitation Act of 1973, [29 U.S.C. 705](#)(20), 794, [34 C.F.R. pt. 104](#); [G.S. 115C-36, -307\(c\), -375.1, -375.2, -375.2A, -375.3](#); [N.C.G.S. § 115C-375.1](#); [N.C.G.S. § 115C-375.2](#); [N.C.G.S. § 115C-375.3](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy [EXCP-000](#)

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine Auto-Injector Devices (policy 5024/6127/7266)

Other References: *North Carolina School Health Program Manual*, available at <https://www.dph.ncdhhs.gov/wch/cy/schoolnurses/manual.htm>.

Adopted: August 24, 2023

Appendix C: Emergency Epinephrine Auto-Injector Devices

I. Purpose

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Many severe allergies are undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine auto-injector devices can be used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal anaphylactic reaction. This policy addresses the use of emergency epinephrine auto-injector devices administered under a non-patient specific prescription. Student-specific orders for epinephrine auto-injector devices are addressed in the Administering Medicines to Students Policy.

II. Definitions

“Parent” includes parents, legal guardians, and legal custodians.

The term “health care practitioner” is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as Doctor of Medicine, Doctor of Osteopathic Medicine, physician assistants, and nurse practitioners.

III. Use of Emergency Epinephrine Auto-Injector Devices

Designated trained school personnel are authorized to use emergency epinephrine auto-injector devices to deliver emergency medical aid to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. The Catamount School Principal shall ensure that at least two emergency epinephrine auto-injector devices are located at the school for this purpose and are stored in secure, but unlocked and easily accessible, locations.

The principal shall designate one or more school personnel, as part of the medical care program under G.S. 115C-375.1, to receive initial training and annual retraining regarding the storage and emergency use of epinephrine auto-injector devices. Only such trained personnel are authorized to administer epinephrine to persons believed to be having an anaphylactic reaction. The principal shall make reasonable efforts to notify other school staff members as to which employee(s) have received this training in order to facilitate a prompt emergency response.

The principal, in collaboration with appropriate school personnel, shall create an emergency action plan for the use of epinephrine auto-injector devices that complies with all state law requirements. Principals are encouraged to include in the plan school-wide employee training in recognizing symptoms of anaphylaxis.

Epinephrine auto-injector devices provided by the school are intended for unforeseen emergencies. Students known to have medical conditions requiring the availability of an epinephrine auto-injector device are expected to provide such devices for their use at school. Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order in accordance with the Administering Medicines to Students Policy. Students who meet the conditions may possess and self-administer their own medication.

This policy does not require emergency epinephrine auto-injector devices to be available at activities held off school grounds during or after the school day, including field trips or off-site athletic events, or during transportation to or from school, except as may be required pursuant to an individual student's IEP, Section 504 Plan, or health or emergency plan.

Legal References: [G.S. 115C-375.1](#), [-375.2A](#). Cross References: Administering Medicines to Students Policy

Adopted: August 24, 2023

Appendix D: Emergency Use of Naloxone

I. Purpose

The Catamount School seeks to minimize and prevent opioid misuse. An intervention that reduces overdose deaths is naloxone, a drug antagonist that reverses the effects of opioids and can be lifesaving in the event of an opioid overdose.

This policy addresses the administration of emergency naloxone under a non-patient specific prescription. Student-specific prescriptions for naloxone are addressed in Appendix B, Administering Medicines to Students Policy.

II. Emergency Use of Naloxone

Designated trained school personnel are authorized to use emergency naloxone to deliver emergency medical aid to any person suffering from an opioid overdose on campus during the school day. The Catamount School Principal or designee may allow for a naloxone device to be located at The Catamount School for this purpose. Naloxone devices shall be stored in secure but unlocked and easily accessible locations.

The school principal shall designate one or more school personnel, as part of the medical care program under G.S. 115C-375.1, to receive initial training and annual retraining regarding the storage and emergency use of naloxone devices. Only such trained personnel are authorized to administer naloxone to persons believed to be having an overdose reaction. The principal shall make reasonable efforts to notify other school staff members as to which employee(s) has received training to facilitate a prompt emergency response.

The principal, in collaboration with appropriate school personnel, shall create an emergency action plan for the use of naloxone that complies with all state law requirements. The principal is encouraged to include in the plan school-wide employee training in recognizing symptoms of opioid overdose.

This policy does not require emergency naloxone to be available at activities held off school grounds during or after the school day, including field trips or off-site athletic events, or during transportation to or from school, except as may be required pursuant to an individual student's IEP, Section 504 Plan, or health or emergency plan.

Legal References: [G.S. 115C-375.1](#); [G.S. 90-12.7\(e\)](#).

Adopted: August 24, 2023

Appendix E: Student/Parent Reunification



standard™ reunification method

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information (PLEASE PRINT CLEARLY) Have photo identification out and ready to show school district personnel.	
Student Name	
Student Grade	Student Cell Phone Number
Name of person picking up student	
Signature	
Phone number of person picking up student	
Relationship to student being picked up	
Photo identification matches name of person picking up student? Y or N	
Print Student Name Again	
Student Grade	School personnel completes upon release of student.
Student Birthday	TIME INITIALS OTHER

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



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DRAFT SRM Handout for Students and Parents | Version 0.9.0 | 10/28/2011 | Revised: 10/28/2011 | <http://iloveugays.org>

Student Release Log

Student's Name	Grade	Printed Name of Responsible Party	ID Provided Y/N	Signature

Form Completed by: _____ **Date:** _____ **Page ___ of ___**