



Crisis Management Guide

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Crisis Management Guide

The Meyer Center Crisis Management Guide has been revised to improve its use by staff and to maximize the safety of Meyer Center students. The goal of this guide is to provide the most effective planning and response strategies for dealing with emergency and/or crisis situations.

USING THE MEYER CENTER CRISIS MANAGEMENT GUIDE:

The Crisis Management Guide is intended to be a practical outline for action in a variety of emergencies. The Crisis Guide will be most effective when:

- *prior planning and coordination occurs between school leaders and local emergency service providers.
- *a clear chain of command and effective communication systems are developed and followed.

SIMPLIFIED EMERGENCY COMMANDS:

The Federal Emergency Management Agency (FEMA) and Homeland Security recommends that schools use the simplified emergency commands listed below, and detailed in the Crisis Guide, when conducting emergency drills and responding to a major crisis. In addition, due to the medical needs of our students, there is an additional command to ensure the safety of our students.

“CLEAR THE HALLS”
“EVACUATE THE BUILDING”
“MEDICAL EMERGENCY”

“SECURE THE SCHOOL”
“WEATHER ALERT”

CRISIS GUIDE

Crises are unexpected, often unpredictable, and take on many forms. No school or community can be fully prepared for everything that may happen, but these simple measures are helpful in any crisis situation:

- *Emergency Command Codes
- *Notification of staff, parents, and community members
- *Type of staff support needed
- *Media and other communications coordination
- *Assess and debrief crisis response

MEYER CENTER FOR
SPECIAL CHILDREN CRISIS GUIDE
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Crisis Commands

Medical Emergency

- Notify the Lead Nurse, the front office, and the Executive Director.
- If a page is needed to reach the Lead Nurse, the front office will page “Nurse Emergency” with the location of the emergency.
- The front office will notify the Education Director.
- All students and staff will move away from the area of medical emergency. The teacher will stay with the child.
- Procedures will be followed in accordance with the child’s health plan and other pertinent medical responses.
- Emergency personnel will be contacted as needed.
- The teacher will stay with the child during the emergency and provide emergency personnel demographic information.
- Parents or emergency contacts will be informed.
- The Nurse or Teacher will accompany the student in the ambulance if the parent is unable to.

Clear The Halls

- All students and staff will go to the closest classroom, office, or therapy space.
- All inside doors will be closed.
- Students and staff will remain away from doors and windows.
- Staff will not use the hallway but may continue normal classroom and therapy activities.
- Staff and students will not exit the room until the “All Clear” announcement is made.

Secure the School- NO STAFF OR STUDENTS WILL BE ABLE TO ENTER OR EXIT THE BUILDING

- All students and staff will go to the closest classroom, office, or therapy space.
- All inside doors will be closed and locked.
- Students and staff will remain away from doors and windows and in the closet or bathroom space if possible.
- Turn off the lights. Close the blinds unless there is an intruder in the building.
- Designated staff will secure all outside doors.
- Emergency Personnel will be notified.
- Staff and students will not exit the room until the “All Clear” announcement is made.
- Parents will be alerted.
- Staff and students will not be able to enter or exit the building until the “All Clear” announcement is made.

Evacuate the Building

- In an orderly fashion, all students and staff will exit the building according to their posted exit routes.
- Teachers/TA’s will take all emergency medication with them.
- Teachers will take their roster as they exit and take attendance with assigned students.
- The Operations and Transportation Director will carry keys to appropriate buses.
- Nurses will carry the First Aid Kit with them.
- Staff and students will move to the designated relocation site if directed.
- The Executive Director, Education Director, and Operations and Transportation Director will carry a cell phone for communication purposes.
- Emergency personnel will be notified.
- Parents will be alerted if children are transported to another site.
- Students and staff will not enter the building until the “All Clear” announcement is made.

Weather Alert

- In the event of severe weather, (i.e. tornado, flood, etc.) students and staff will stay in their interior classroom or go to their predesignated interior classroom.
- If a student is with a therapist, the therapist will take the student to their designated classroom and wait with the student in the classroom.
- All doors will be closed.
- An account of students and staff will be conducted by teachers and management staff.
- Students and staff will remain sheltered in place until the “All Clear” announcement is made.

Crisis Commands at a Glance

The Meyer Center for Special Children’s objective is to establish and practice drills using a crisis code system to communicate what to do in emergency situations. Listed below are the following Crisis Codes in our Crisis Management Policy:

- 1) CLEAR THE HALLS, (2) SECURE THE SCHOOL, (3) EVACUATE THE BUILDING, (4) WEATHER ALERT, (5) MEDICAL EMERGENCY**

CRISIS EXAMPLE	SCHOOL RESPONSE
RESCUE MEDICATION	-MEDICAL EMERGENCY -CLEAR THE HALLS
INJURY OR ILLNESS	-MEDICAL EMERGENCY -CLEAR THE HALLS
DEATH	-MEDICAL EMERGENCY -CLEAR THE HALLS
BOMB THREAT	-EVACUATE THE BUILDING -CODE RED
FIRE	-EVACUATE THE BUILDING
GAS LEAK	-MAY REQUIRE POSSIBLE EVACUATION
HAZARDOUS MATERIALS	-EVACUATE THE BUILDING
HOSTAGE	-SECURE THE SCHOOL -EVACUATION OF THE BUILDING MAY BE REQUIRED
KIDNAPPING	-SECURE THE SCHOOL
MASS EVACUATION	-EVACUATE THE BUILDING TO DESIGNATED OFF-SITE LOCATION(S)
NATURAL DISASTER	-WEATHER ALERT
OUTSIDE THREAT	-SECURE THE SCHOOL
SHELTER IN PLACE	-SECURE THE SCHOOL
INTRUDER	-SECURE THE SCHOOL
SUSPICIOUS PACKAGE	-CLEAR THE HALLS

Crisis Response Team- Primary Team Members

Primary Response Team Members are expected to fill the following roles in an emergency situation. All other Meyer Center staff members are expected to help as directed.

STAFF	CLEAR THE HALLS for Medical	EVACUATE THE BUILDING	SECURE THE SCHOOL
Meta Bowers	*Direct the team of their responsibilities	*Ensure all staff and students have exited the building *Stay in contact with emergency personnel to determine if a mass evacuation is needed *Direct the mass evacuation if needed	*Ensure all outside doors are locked. *Communicate with emergency personnel. *Check for any injuries after the lockdown. *Coordinate a mass evacuation.
Elizabeth Bridges	*Assume the responsibilities of the Executive Director in her absence	*Assume the responsibilities of the Executive Director in her absence	*Assume the responsibilities of the Executive Director in her absence
Denise Agnew	*Stay in place	*Provide classroom assistance for evacuation	*After the lockdown is lifted, check the classrooms to ensure everyone is safe and accounted for.
Lynne Thompson	*Meet the parents when they arrive *Follow up with the parents	*Provide classroom assistance for evacuation	*After the lockdown is lifted, check the classrooms to ensure everyone is safe and accounted for.
Christie Benton	*Meet and Assist EMS, Fire, and Police with information and where to go	*Contact emergency personnel if needed. *Ensure the buses are ready for a mass evacuation if needed	*Call emergency personnel if needed. *Direct emergency personnel as needed *Ensure the buses are ready for a mass evacuation if needed.
Lyndsey Sloan And Shannon Spurrier	*Stay in place	*Provide classroom assistance for evacuation	*After the lockdown is lifted, check the classrooms to ensure everyone is safe and accounted for.
Kathy Taylor and Kim Lukridge	*Medical Assistance	*Medical Assistance	*Medical Assistance
Mary Ellen And Sherry Epps	*Stay in place	*Provide classroom assistance for evacuation	*After the lockdown is lifted, check the classrooms to ensure everyone is safe and accounted for.
Lynn Brown and Chrissy Smith	*Notify the Executive Director and Education Director *Make the “Clear the Halls” Announcement if EMS is Called *Contact the parent *Make the “All Clear” announcement when EMS leaves *Meet the parents when they arrive if Social Worker is not available.	*Account for staff and students after evacuation. *Alert parents if students are moved to another location.	*Ensure all outside doors are locked. *Make the “Secure the School” Announcement. *Alert Parents. *Make the “All Clear” announcement when there is no longer a threat.
Teacher	*Stay with the child *Provide demographic info to EMS *Ride with the child on ambulance if needed	*Ensure all of your students have exited the building *Account for each of your students after the evacuation	*Ensure all students are in your room. *Lock the door. *Turn off the light and close the blinds. *Use a red or green card to indicate if there is an injury in your room.
Teacher Assistants	*Notify the Nurse and the front office *Move the class to another location if needed *Act in the role of the teacher if the teacher is absent	*Ensure all of your students have exited the building *Assist the teacher in accounting for each of your students after the evacuation *If you are a bus driver, be prepared for a mass evacuation.	*Ensure all students are in your room. *Lock the door. *Turn off the light and close the blinds. *Use a red or green card to indicate if there is an injury in your room.
Therapists	*Notify the front desk to call nurse. *Clear the gym of other students.	*Ensure the students you are working with are evacuated safely.	*Lock the door. *Turn off the light and close the blinds. *Use a red or green card to indicate if there is an injury.

Rescue Medication *“Medical Emergency/ Clear the Halls”*

Many students and staff are allergic to certain foods or food additives or may develop a dangerous reaction to prescription medicine or other chemicals/substances. Consistent with Meyer Center policy and the Family Educational Rights to Privacy Act (FERPA), Meyer Center will provide every staff person who routinely interacts with students or staff known to have food or other allergic reactions, with an Emergency Care Plan that includes student/staff names, parent/guardian/relative names, phone numbers and allergic symptoms as well as appropriate first aid measures. There are also students who have an Emergency Health Plan for seizures. Rescue Medication such as Epipens and Diastat may be used in these situations.

Medical Emergency

- Notify the Lead Nurse, the front office, and the Executive Director.
- If a page is needed to reach the Lead Nurse, the front office will page “Nurse Emergency” with the location of the emergency.
 - The front office will notify the Education Director.
- All students and staff will move away from the area of medical emergency. The teacher will stay with the child.
- Procedures will be followed in accordance with child’s health plan and other pertinent medical responses.
 - Emergency personnel will be contacted as needed.
- The teacher will stay with the child during the emergency and provide emergency personnel demographic information.
 - Parents or emergency contacts will be informed.
- The teacher will accompany the student in the ambulance if the parent is unable to.

NOTE:

- **Review the Health Plan for Possible Epipen or Diastat Information.
- **Maintain ABCs (Airway- Breathing- Circulation).
- **Administer Diastat or the Epipen as instructed in the Emergency Plan Folder.

Clear the Halls (If emergency personnel is called)

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed.
 - Students and staff will remain away from doors and windows.
- Students and staff will not use the hallway but may continue normal classroom and therapy activities.
- Staff and students will not exit the room until the “All Clear” announcement is made.

Injury or Illness

“Medical Emergency/ Clear the Halls”

If an individual sustains a serious injury while on Meyer Center premises that requires medical attention, the following procedure will be followed:

Medical Emergency

- Notify the Lead Nurse, the front office, and the Executive Director.
- If a page is needed to reach the Lead Nurse, the front office will page “Nurse Emergency” with the location of the emergency.
 - The front office will notify the Education Director.
- All students and staff will move away from the area of medical emergency. The teacher will stay with the child.
- Procedures will be followed in accordance with child’s health plan and other pertinent medical responses.
 - Emergency personnel will be contacted as needed.
- The teacher will stay with the child during the emergency and provide emergency personnel demographic information.
 - Parents or emergency contacts will be informed.
- The teacher will accompany the student in the ambulance if the parent is unable to.

NOTE:

**Family members will be directed to meet the individual at the Center or hospital if transported to hospital.

**If the injured individual is a child and parents are not present at time of transport, the child’s teacher will accompany the child to the hospital via ambulance and remain with the child until a parent/guardian arrives

**If the injured individual is a child and it’s a non-emergency, the parent/guardian will be contacted to pick up the child and the teacher will remain with the child until parent/guardian arrives.

Clear the Halls- (If emergency personnel is called)

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed.
 - Students and staff will remain away from doors and windows.
- Students and staff will not use the hallway but may continue normal classroom and therapy activities.
- Staff and students will not exit the room until the “All Clear” announcement is made.

Death

“Medical Emergency / Clear the Halls”

If there is a death that occurs at the Meyer Center, the following procedures will be followed:

Medical Emergency

- Notify the Lead Nurse, the front office, and the Executive Director.
- All students and staff will move away from the area of medical emergency.
- Emergency personnel will be contacted.

NOTE:

**Contact local Law Enforcement. They will notify family members.

**The body should not be moved or tampered with.

**Children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.

**No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the Executive Director or designee.

**No filming or photography is to be allowed inside the building.

Clear the Halls

- All students and staff will go to the closest classroom, office, or therapy space.
- All inside doors will be closed.
- Students and staff will remain away from doors and windows.
- Students and staff will not use the hallway but may continue normal classroom and therapy activities.
- Staff and students will not exit the room until the “All Clear” announcement is made.

Bomb Threat

“Evacuate the Building”

Any bomb threat should be treated as real until proven otherwise. If a threat is received, the following precautions will be immediately taken. **NEVER MOVE OR TOUCH UNIDENTIFIED OR SUSPICIOUS OBJECTS.**

Evacuate the Building

- In an orderly fashion, all students and staff will exit the building according to their posted exit routes.
- Teachers will take their roster and walkie talkie as they exit and take attendance with assigned students.
 - The nurses will carry the First Aid Kit with them.
 - Operations and Transportation Director will carry keys to appropriate buses.
 - Staff and students will move to the designated relocation site if directed.
- The Executive Director, Education Director, and Operations and Transportation Director will carry a cell phone for communication purposes.
 - Students and staff will not enter the building until the “All Clear” announcement is made.
 - Emergency personnel will be contacted.

NOTE:

**Staff member receiving the threat through a phone call, should tell another staff member that a bomb threat is in progress. Staff member receiving the call should try to determine and record the information found on the Bomb Threat Information Sheet, Attached. Leave phone off the hook once conversation is finished.

**Staff member receiving a written threat should touch the paper as little as possible to preserve fingerprints. The letter and any other evidence should be given to authorities.

**Informed staff member(s) will notify the Executive Director and immediately call 911.

**Leave all doors open to minimize shock damage from blast when evacuating.

Fire

“Evacuate the Building”

Whoever observes open flames, smells or sees smoke, or experiences excessive heat radiating from an adjoining wall, ceiling, or floor should immediately notify the Executive Director and activate the nearby fire alarm pull station.

Evacuate the Building

-In an orderly fashion, all students and staff will exit the building according to their posted exit routes.

-Teachers will take their roster and walkie talkie as they exit and take attendance with assigned students.

If you are on the big playground the key to the gate is located on the side of the swing pole in a little magnet box.

If you are on the small playground and need to use back gate to evacuate the key is located on the swing pole in a little magnet box.

-The nurses will carry the First Aid Kit with them.

- Operations and Transportation Director will carry keys to appropriate buses.

-Staff and students will move to the designated relocation site if directed.

-The Executive Director, Education Director, and Operations and Transportation Director will carry a cell phone for communication purposes.

-Students and staff will not enter the building until the “All Clear” announcement is made.

**Pull the nearest Fire Alarm Pull Station and call 911.

**Close doors upon exiting the room and turn lights off.

**Available therapists and Administration members will report to classrooms to help with the evacuation.

** All doors will be checked for closure and emergency medications will be picked up by classroom staff.

**Proceed to the designated location assigned to your class. All classes should sit quietly, listen for directions and please do not use the walkie-talkie unless it is an emergency.

Side of building (closest to small playground)- Kirby, Caroline, Angela, Michelle, Melissa K, Kristie and any classes on small playground or garden

Back of Building (bus load and unload area) - Eve, Shayla, Clara, Tate, Christina and any classes on large playground

**All teachers will exit with the Student Checklist to ensure accountability of all students and staff. All therapists with students will exit according to the Fire Evacuation Plan posted in the current location.

** All staff and students will remain in their designated area while Administration member(s) account for everyone. All students and staff must be accounted for before the “all clear” is given

to re-enter the building. Teachers will give appropriate student count to the designated Administration member. All accountability will be recorded on the Fire Drill Checklist.

**The Operations and Transportation Director and Executive Director will meet with the Fire Department and pass on information regarding accountability of staff and students, location of fire.

**All questions should be directed to the Executive Director or designee.

Fire Alerts

FIRE EXTINGUISHERS ARE LOCATED AS FOLLOWS:

- | | |
|---------------------------------------|---|
| (2) Administrative Hallway | (1) Hallway Outside Equipment Room |
| (2) Nurse Station | (1) Hallway Next to Speech |
| (1) Hallway connecting the Admin Hall | (1) Hallway Across from PT Gym |
| (1) Hallway Next to Classroom 01 | (1) Hallway Next to Classroom 08 |
| (1) Hallway Next to Classroom 09 | (1) Hallway Next to Occupational Therapy Office |
| (1) Hallway Leading to Bus Exit | (2) Peace Room Entrances |
| (2) Peace Room Exits | (1) Kitchen |
| (1) Front Lobby | |

PULL STATIONS ARE LOCATED AS FOLLOWS:

- | | |
|---------------------------------------|----------------------------------|
| (2) Administrative Hallway Room | (1) Hallway Outside Equipment |
| (1) Hallway connecting the Admin Hall | (1) Hallway Next to Speech |
| (1) Hallway Next to Classroom 01 | (1) Hallway Next to Classroom 08 |
| (1) Hallway Next to Classroom 09 | (1) Hallway Across from PT Gym |
| (1) Hallway Leading to Bus Exit | |

OXYGEN TANKS ARE LOCATED AS FOLLOWS:

4 located in Nurse's Office and 1 located in Michelle's class

Smoke - *STAFF MEMBERS MAY ATTEMPT TO EXTINGUISH THE FIRE ONLY IF THERE IS NO SEVERE DANGER OF SMOKE INHALATION.
The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

****YELLOW SMOKE** may indicate the presence of toxic gases. (Follow Evacuation Procedures).

****GRAY SMOKE** with brown wisps is indicative of any electrical fire. (Follow Evacuation Procedures).

****GRAY BLACK** smoke is indicative of a primary fire. (Follow Evacuation Procedures)

Gas Leak

“Possible Evacuation”

In the event a staff member smells gas leaking from a pipe the following procedures will be followed immediately:

****Notify the Executive Director or Operations and Transportation Director.**

****If there is a perceived threat, emergency personnel will be contacted.**

****If there is a perceived threat, an evacuation will be ordered.**

Evacuate the Building

- In an orderly fashion, all students and staff will exit the building according to their posted exit routes.
- Teachers will take their roster and walkie talkie as they exit and take attendance with assigned students.
 - Teachers/TA’s will take emergency medication with them.
 - The nurses will carry the First Aid Kit with them.
- Operations and Transportation Director will carry keys to appropriate buses.
 - Staff and students will move to the designated relocation site if directed.
- The Executive Director, Education Director, and Operations and Transportation Director will carry a cell phone for communication purposes.
- Students and staff will not enter the building until the “All Clear” announcement is made.

Hazardous Materials

“Evacuate the Building”

Whoever observes an uncontrolled or unexpected release of, or suspects release of, liquid or vapor that could cause harm or death to humans or damage to the environment the following procedures will be immediately followed:

- **Notify the Executive Director or Operations and Transportation Director.
- **If there is a perceived threat, emergency personnel will be contacted.
- **If there is a perceived threat, evacuation will be ordered.

Evacuate the Building

- In an orderly fashion, all students and staff will exit the building according to their posted exit routes.
- Teachers will take their roster and walkie talkie as they exit and take attendance with assigned students.
 - Teachers/TA's will take emergency medication with them.
 - The nurses will carry the First Aid Kit with them.
 - Operations and Transportation Director will carry keys to appropriate buses.
 - Staff and students will move to the designated relocation site if directed.
- The Executive Director, Education Director, and Operations and Transportation Director will carry a cell phone for communication purposes.
 - Students and staff will not enter the building until the “All Clear” announcement is made.

Note:

- **DO NOT turn electrical switches on/off.
- **Shut down heating and air conditioning systems.
- **All building vents are to be immediately and completely closed.
- **Avoid being contaminated, if possible, and warn others of the same concern.
- **Evacuate and isolate affected area(s), if possible, which have been contaminated (including staff and children which may have been affected).
- **Gather information regarding location, extent and nature of the spill.
- **Gather information from individual(s) file to pass on to Local Fire Department personnel.

Hostage

“Secure the School/ Evacuate the Building”

Any situation when a student, staff member or school visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people warrants a hostage situation. This may include situations where a person barricades him or herself in a building or vehicle and threatens suicide. Law enforcement officials should always handle a hostage situation. In any hostage situation the following procedures will be followed:

Secure the School

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed and locked.
- Students and staff will remain away from doors and windows and in the closet or bathroom if possible.
 - Turn off the lights and close the blinds.
 - Designated staff will secure all outside doors.
 - Emergency Personnel will be notified.
 - Parents will be alerted.
- Staff and students will not exit the room until the “All Clear” announcement is made.
 - Teachers will use green or red emergency cards to indicate if there is an injury.

Evacuate the Building

- In an orderly fashion, all students and staff will exit the building according to their posted exit routes.
- Teachers will take their roster and walkie talkie as they exit and take attendance with assigned students.
 - Teachers/TA’s will take emergency medication with them.
 - The nurses will carry the First Aid Kit with them.
 - Operations and Transportation Director will carry keys to appropriate buses.
 - Staff and students will move to the designated relocation site if directed.
- The Executive Director, Education Director, and Operations and Transportation Director will carry a cell phone for communication purposes.
- Students and staff will not enter the building until the “All Clear” announcement is made.

Note:

*The building will be secured if it is the safest mode of addressing the hostage situation.

*If possible, students will be evacuated.

Kidnapping

“Secure the School”

Kidnapping is the unauthorized removal of a student or staff member from school property without consent either from staff member, school officials and/or parent(s)/guardian(s). In many instances this violation of school rules and state law is perpetrated by a parent or relative involved in a domestic dispute. In a kidnapping situation the following procedures will be performed:

Secure the School

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed and locked.
 - Students and staff will remain away from doors and windows.
 - Turn off the lights and close the blinds.
 - Designated staff will secure all outside doors.
 - Parents will be alerted.
- Staff and students will not exit the room until the “All Clear” announcement is made.

Note:

- **Verify the person or child is missing.
- *Notify emergency personnel immediately.
- **Gather facts about abduction, description of abductor and any vehicle involved.

Mass Evacuation

“Evacuate the Building”

In the event it becomes necessary to have an Off-Site Evacuation the following procedures will be immediately followed:

1. Notify Executive Director and the Operations and Transportation Director.
2. The Operations and Transportation Director will immediately determine a plan of action based on the Mass Evacuation Procedure Policies.
3. All staff will assist with loading/unloading children onto buses
4. Emergency information and medication will be transported by each teacher.
5. First Aid kits will be transported by the Lead Nurse.
6. Administrative Secretary or designee will immediately record reason for evacuation, and pre-determined site and send out the message via telephone, email, and text message.
7. Students and staff will be checked for any potential injuries.
8. All students and staff will be accounted for by teachers and management team members.
9. Students and staff will remain at the designated location until Director announces “All Clear”

Mass Evacuation

Predetermined locations

The Meyer Center has arranged for two (2) predetermined locations in the event of a Mass Evacuation situation. The two (2) locations are listed below. It is the responsibility of all staff to familiarize themselves with these locations.

1. Emedia Group
615 Worley Road
Greenville SC 29609
864.232.4604
2. Northgate Baptist Church
633 Summit Drive
Greenville SC 29609
864.232.5197

Natural Disaster

“Weather Alert”

A natural disaster may consist of a flood, hurricane, tornado, or earthquake and can often strike without warning. Appropriate emergency procedures must be initiated immediately. An “All Weather” radio is located in the lobby and in the Director of Transportation’s office in order to receive advance notice of any natural disasters.

WEATHER ALERT

- In the event of severe weather, (i.e. tornado, flood, etc.) students and staff will stay in their interior classroom or go to their predesignated interior classroom.
- If a student is with a therapist, the therapist will take the student to their designated classroom and wait with the student in the classroom.
- All doors will be closed.
- An account of students and staff will be conducted by teachers and management staff.
- Students and staff will remain sheltered in place until the “All Clear” announcement is made.

SEVERE THUNDERSTORM WATCH/WARNING:

- **If advance notice has been obtained, notify Executive Director or designee.
- **Monitor NOAA Weather Radio for updates.
- **Terminate outdoor activities and seek shelter.
- **Monitor sky conditions. If a dark funnel shaped cloud is detected, a weather alert will be issued for the school.

TORNADO WATCH/WARNING:

- **If a thunderstorm is approaching, terminate outdoor activities and seek shelter.
- **Monitor NOAA Weather Radio for updates.
- **Maintain flashlight and voice contact among staff members at all times.
- **Provide necessary first aid.
- **Check the building for possible damages such as fire, water, or structural.
- **Report all updated conditions to the Executive Director or designee.

Designated Severe Weather Classrooms

Room 09(Caroline)- Move to room 105(Christina)

Room 08(Angela)-Move to room 022(Shayla)

Room 04(Michelle)-Move to room 023(Tate)

Room 01(Kristie)-Move to room 105(Christina)

Room 02(Eve)-Move to room 027(PT gym)

Room 023(Tate)- Stay in room

Room 022(Shayla)- Stay in room

Room 105(Christina)- Stay in room

Room 104(Melissa K)- Stay in room

Room 107(Kirby)- Stay in room

Room 106(Clara)- Stay in room

OT and PT Offices (without children)-Speech Office Lauren

Speech Offices- Sensory Room or OT Gym

Office Staff- Meta Lynn, Chrissy, Christie Benton, and Elizabeth Bridges will report to the Board Room. All administration staff should close their office door and stay in their office.

Cafeteria- Music Room

Large Playground- Music Room

**ALL THERAPISTS WORKING WITH CHILDREN WILL TAKE THEM TO THEIR DESIGNATED CLASSROOM AND STAY WITH THEM UNLESS THERE IS IMMEDIATE DANGER AND THEY ARE IN AN INSIDE ROOM. **

Outside Threat

“Secure the School”

If there is a threat in the community outside of the Meyer Center the following procedure will be followed:

Secure the School

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed and locked.
- Students and staff will remain away from doors and window and in the closet or bathroom if possible.
 - Turn off the lights and close the blinds.
 - Designated staff will secure all outside doors.
 - Emergency Personnel will be notified.
 - Parents will be alerted.
- Staff and students will not exit the room until the “All Clear” announcement is made.
- Teachers will use green or red emergency cards to indicate if there is an injury.

Note:

**Bus riders will not be dismissed until directed by the Operations and Transportation Director.

**Students being picked up by parents will not be released until the lockdown is lifted. Only parents or legal guardians may pick up child. Identification may be required, parent(s)/legal guardian must sign child out.

**Children will be escorted to the main lobby by administrator or other school personnel.

**If a Lock Down status is reached during the night or before school begins, watch for school closings on local television and radio stations.

Shelter in place

“Secure the School”

In the event of a National Emergency, the Shelter in Place procedures will be followed to protect students and staff from injury until proper help can be summoned, and keeping property and damages to a minimum.

Secure the School

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed and locked.
- Students and staff will remain away from doors and windows.
 - Turn off the lights and close the blinds.
 - Designated staff will secure all outside doors.
 - Emergency Personnel will be notified.
 - Parents will be alerted.
- Staff and students will not exit the room until the “All Clear” announcement is made.
- Teachers will use green or red emergency cards to indicate if there is an injury.

Utilities

Loss of power

- **Notify the Operations and Transportation Director and the Executive Director.
- **Emergency lights should come on automatically (supplied with backup batteries)
- **Each classroom has a flashlight.
- **Battery operated radio is located in the Receptionist area of the Administrative wing. The radio may be used to monitor weather conditions, etc.
- **Contact Duke Energy at (800)-769-3766 (ELECTRIC TROUBLE/OUTAGES)

Loss of Water

- **Notify the Operations and Transportation Director and the Executive Director.
- **Water should be used sparingly and for emergencies only.
- **Greenville Water Works should be contacted only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem.

GREENVILLE WATER SYSTEM: (864) 241-6000 (MAIN OFFICE)
(864) 241-6155 (EMERGENCIES AFTER HOURS)

Loss of telephone service

- **Notify the Operations and Transportation Director and the Executive Director.
- **Use a “personal” or “borrowed” cell phone.
- **Call telephone repair service. (Only if loss of service is not the result of a general power failure).

Intruder

“Secure the School”

Intruder Drill Reminders:

An announcement will be made “Secure the School: Intruder in the Building”. The building should remain secured until the “All Clear” Announcement is made.

Teachers and Teacher Assistants:

- *The teacher will check the hallway to see if anyone needs shelter in their room and lock the door.
- *As the teacher is locking the door, the teacher assistants will take their assigned students in to the closet and/or bathroom.
- *The teacher will be the last one to enter the closet or bathroom and both doors will be locked.
 - *Teachers should have a copy of their therapy list in their bathroom and/or closet so they will know which students are in therapy.
 - *Teachers should have an activity bin in their bathroom and/or closet so students will have something to entertain them.
 - *Teachers should take emergency bags for students with medical needs in to the closet and/or bathroom.
 - *Teachers should keep a flashlight in their closet and/or bathroom and turn off the light.
 - *At least one person in each closet and/or bathroom should take their cell phone.
 - *Teachers should cover their windows with black paper in their closet/and or bathroom.

Management Team:

- *Lock your doors and wait for the “All Clear” announcement.
- *The command post will be in Christie’s office. We will give instructions on how to check the school from there.
- *Meta and Elizabeth Bridges: Go to Christie’s office.
- *Alexis- Go to speech office Lauren.

Front Office:

- *Make the “Secure the School” announcement and go to Christie’s office.
- *Christie’s office will become our crisis center.

Nursing:

- *Stay in the classroom you are treating in and go to the closet/bathroom.
- *If you are in the Nursing Office, lock your door.

Therapy:

- *PT and OT office- Go to speech office Lauren
- *New therapy gym- Go to speech office Lauren.
- *OT Gym- Go to small treatment rooms and lock the door.
- *PT Gym- Go to small treatment room and lock the door.
- *Music Therapy- Go to the small treatment room in OT gym and lock the door.
- *Speech Therapy Office- Go to a small treatment room in the OT gym and lock the door.
- *At least one person in each treatment room should have a cell phone.
- *The treatment rooms should have a flashlight.

Peace Room:

- *Therapists take kids to mother’s room or auction room and lock the door.
 - *There should keep a flashlight in the room.
 - *At least one person should take their cell phone in to the room.

Cafeteria:

- *TA’s, teacher, or therapist take kids to mother’s room or auction room and lock the door.
 - *There should be a flashlight in the room.
 - *At least one person should take their cell phone.

If you are outside of your treatment space/classroom:

*Small Playground: Go to the nearest classroom or treatment space that has a bathroom and/or closet.

*Large Playground: Go to the nearest Admin member's office.

*Hallway: Go to the nearest classroom or treatment space that has a bathroom and/or closet.

*Peace Room: Teacher will close the peace room door and take kids to mother's room or auction room and lock the door.

*Peace Room: Staff and/or students will use the mother's room.

*Library: Go to the nearest Admin member's office and lock the door.

Suspicious package

“Secure the School”

Secure the School

- All students and staff will go to the closest classroom, office, or therapy space.
 - All inside doors will be closed.
 - Students and staff will remain away from doors and windows.
- Students and staff will not use the hallway but may continue normal classroom and therapy activities.
- Staff and students will not exit the room until the “All Clear” announcement is made.

Identification:

*INAPPROPRIATE OR UNUSUAL LABELING:

- *Excessive postage
- *Handwritten or poorly typed and strange return or no return addresses
- *Misspellings of common words
- *Incorrect titles or title without a name
- *Not addressed to a specific person
- *Marked with restrictions, such as “Personal”, “Confidential”, or “Do not x-ray”
- *Marked with any threatening languages
- *Postmarked from a city or state that does not match the return address

*APPEARANCE:

- *Powdery substance felt through or appearing on the package or envelope
- *Oily stains, discolorations, or odor
- *Lopsided or uneven envelope
- *Excessive packaging material such as masking tape, string, etc.

*OTHER SUSPICIOUS SIGNS:

- *Excessive weight
- *Ticking sound
- *Protruding wires or aluminum foil

Handling:

- *Notify Executive Director or Designee, and others in the area.
- *Call 911.
- *Do not open, shake or empty contents.
- *Do not carry package or envelope to show or allow others to examine.
- *Put the package or envelope on a stable surface.
- *Do not sniff, touch, taste, or look closely at contents if spilled.
- *Leave the area, close doors, and do not allow others to enter.
- *Shut off ventilation system.
- *Wash hands with soap and water immediately.
- *Create a list of people who are in the room and have handled the suspicious package.
- *Provide list to local law enforcement and public health officials.
- *If within contact of suspicious package, place all items worn in plastic bags.
- *As soon as practical, shower with soap.

APPENDIX NN

WEAPONS AT SCHOOL

The Governing Board of Meyer Center for Special Children adopts the following policy which shall be effective on that date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions.

SECTION 1.1. The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

SECTION 1.2. Definitions

SECTION 1.2.1. Weapon is defined as any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. This section excludes any of these instruments used for classroom work authorized by the teacher." Weapon shall also include any instrumentality or object which if used in an offensive manner could cause bodily injury to a person or property, or places a person in fear for his/her safety. Also prohibited are any explosive, incendiary, or poison gas and any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device described above from which a destructive device may be readily assembled.

SECTION 1.2.2 School Safety Zone - the area in or within 1,000 feet of any real property owned by or leased to School

SECTION 2. No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function.

SECTION 3. Exceptions.

In accordance with South Carolina law, the following are exceptions to this prohibition:

SECTION 3.1.1. Competitors while participating in organized sport shooting events, or firearm training courses

SECTION 3.1.2. Persons participating in school-sponsored military training programs conducted by or on behalf of the armed forces of the United States or the South Carolina Department of Defense

SECTION 3.1.3. Persons participating in law enforcement training conducted by the police academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof

SECTION 3.1.4. The following persons, when acting in the performance of their official duties or when en route to or from their official duties;

- 1) A peace officer as defined by South Carolina law
- 2) A law enforcement officer of the United States government
- 3) A prosecuting attorney of this state or of the United States
- 4) An employee of the South Carolina Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm
- 5) A person employed as a campus police officer or school security officer who is authorized to carry a weapon.

SECTION 3.1.5. A person who has been authorized in writing by a duly authorized official of the school to have in his/her possession or use a weapon to be used as part of a school-sponsored activity

SECTION 3.1.6. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract

SECTION 3.1.7. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon

SECTION 3.1.8. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon

SECTION 3.1.9. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the [Executive Director or other title] of the Division of Probation Public safety [Executive Director or other title]s of municipal corporations

SECTION 3.1.10. Trial judges

SECTION 3.1.11. Medical examiners, coroners and their investigators who are employed by the State or any political subdivision thereof

SECTION 3.1.12. Teachers or other school personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment of a motor vehicle or in a locked container or a locked firearms rack in the vehicle.

SECTION 3.1.13. Persons, other than students, licensed or having permits under S.C. Code Ann. 16-23-430. when:

- such person carries or picks up a student at a school building, school function or school property, on a bus or other transportation furnished by the school;
- such person has any weapon legally kept within the vehicle in transit through a designated school by any person other than a student; and
- such person has a weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property, or on a bus or other transportation furnished by the school; or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school.

SECTION 3.1.14. Persons who reside or work in a business or who are in the ordinary course of transacting lawful business.

SECTION 4. Notice.

SECTION 4.1. The School shall post in a prominent place in each building of the School the following notice:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. This section excludes any of these instruments used for classroom work authorized by the teacher. VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR AND/OR CRIMINAL PROSECUTION.

SECTION 5. Penalties.

SECTION 5.1. Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the Executive Director or other authorized school leader.

SECTION 5.2. The Executive Director or other authorized school leader after being satisfied that the reported violation is true, shall make an oral and written report to the Governing Board President, the appropriate police authority, and the district attorney.

SECTION 5.3. The penalty for violation of this policy by bringing to school a weapon as defined above will be expulsion from school for a period of not less than one calendar year and may result in criminal prosecution, except that the Governing Board may modify the expulsion requirement on a case by case basis when in its sole discretion determine that circumstances warrant same.

SECTION 6. Students with Disabilities: 45 Day Interim Alternative Placement

SECTION 6.1. Any child with a disability who is determined to have brought a firearm to school may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions under 20 USC 1401(a)(20).

SECTION 6.2. If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise.

SECTION 6.3. Students whose Misbehavior Is Unrelated To The Disability.

Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement for a "firearms" violation as defined above, the same as a student without such a disability, except to the extent that such expulsion is inconsistent with the United States Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended, and that educational services

APPENDICES

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Bomb Threat Drill Checklist	Appendix B
Fire Drill Checklist	Appendix C
Mass evacuation	Appendix D
Evacuation Maps	Appendix E1 & E2
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Kidnap/Hostage Drill Checklist	Appendix H
Severe Weather Conditions Drill Checklist	Appendix I
Incident Report	Appendix J
Crisis Response Team Contact Numbers	Appendix K
Staff List	Appendix L
Emergency Contact for Local Officials	Appendix M
HIPPA and FERPA Policy	Appendix N

Appendix A

BOMB THREAT INFORMATION SHEET

QUESTIONS TO ASK THE CALLER:

- 1) I'm sorry, I can't hear you, can you repeat what you said?
- 2) We have a bad connection, please speak clearly. Did you say that you placed a bomb in this building?
- 3) Are you aware that we have over 90 children with disabilities? A bomb could kill or seriously injure the children.
- 4) Would you please tell us where the bomb is located so that we can avoid having children hurt?
- 5) What kind of bomb is it?
- 6) What does it look like?
- 7) Where is the bomb right now?
- 8) When is the bomb going to explode?
- 9) What will cause it to explode?
- 10) Did YOU place the bomb?
- 11) Why did you place a bomb in the Meyer Center?
- 12) Where do you live?
- 13) What is your telephone number?

Exact wording of threat: _____

If the voice was familiar, who did it sound like? _____

Sex of Caller: _____ Race: _____ Age estimate: _____
Length of Call: _____ Time: _____ Date: _____

CALLER'S VOICE:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Nasal | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Familiar |

BACKGROUND NOISE:

- | | | | |
|--|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Office | <input type="checkbox"/> Motor | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Factory | <input type="checkbox"/> Booth | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Music | <input type="checkbox"/> P.A. System | <input type="checkbox"/> Clear | <input type="checkbox"/> Crockery, pots/pans |
| <input type="checkbox"/> Local | <input type="checkbox"/> Static | <input type="checkbox"/> House Noises | |

LANGUAGE:

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Foul | <input type="checkbox"/> Well-spoken (educated) |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

Appendix B

BOMB THREAT DRILL CHECKLIST

Date: _____ Time: _____

Staff involved in drill (name and position):

Did the individual receiving threat follow proper procedures?

- ♦ Director Notified Yes No
- ♦ 911 Call (Simulated) Yes No
- ♦ Notification of other Tenants (Simulated) Yes No
- ♦ Building Evacuated per Emergency Evacuation Plan Yes No
- ♦ Announcement of "All Clear" Yes No

Were there any problems noted in this procedure? Yes No

COMMENTS: _____

DIRECTOR/DESIGNEE:

EMERGENCY PREPAREDNESS COMMITTEE MEMBER:

Appendix C

FIRE DRILL CHECKLIST

1. Facility Name: _____
Street Address: _____
City/State/zip: _____
2. Person conducting drill: _____
3. Date of drill: _____ Time: _____
4. Weather condition:
 Sunny Cloudy Raining Windy
Calm
_____ Temperature
5. Alarm provider notified: Yes No
If so, how? Telephone Fire Alarm system
6. Number of occupants evacuated: _____ Students _____ Faculty/staff
7. All rooms searched to insure evacuation of all: Yes No
8. Everyone gathered at designated meeting place: Yes No
9. Total time to evacuate: _____ Total time for accountability _____
10. Remarks: (Special conditions; problems encountered; etc.)

_____.

Appendix D

MEMORANDUM

DATE: July 21, 2022

TO: ALL EMPLOYEES

FROM: CHRISTIE BENTON

SUBJECT: MASS EVACUATION PLAN

Attached you will find the seating charts for a total “**MASS EVACUATION**” of the Meyer Center for any given day. We have revised this “**MASS EVACUATION**” to place each class on an assigned bus. Please familiarize yourself with what bus your children are to be placed on. Please make extra copies if needed. All teachers should be sure to put one copy in their Emergency Packets so they will be able to account for every child once we have arrived at the selected location. Drivers are required to have a copy available on the bus at all times.

Locations which are available to us at this time are listed in the order selected:

- 1-Emedia
- 2- Northgate Baptist Church

In the event of an occurrence the following procedure should be followed:

- **All teachers should have an Emergency Package readily available to include:**
 - A. Copy of the updated Mass Emergency Evacuation Plan**
 - B. Attendance Records of each child**
 - C. Highlighter or Pen**
 - D. First Aid Kit**
 - E. Any medications needed for students**
 - F. Emergency phone number(s) for each student**
- All buses will load at the back of the building.
- All drivers and monitors will proceed to load children
- All teachers will stay in room to prepare children for loading
- All staff will assist with loading/unloading buses.

Once the buses have arrived at the required destination, all teachers are to check their student list and ensure that every child has been accounted for.

These policies will be reviewed quarterly with the Transportation Safety Committee for any new additions/changes.

Please be sure to review this plan to familiarize yourself in the event an evacuation occurs.

MASS EVACUATION PLAN

Driver: ASHLEY DUNLAP

Tag #: BLUE BUS

Attendant: MISSY LEE

Date: _____

Route Locations: EMEDIA, NORTH GATE BAPTIST CHURCH

Special Instructions: _____
ROOM 02(Eve) and 105(Christina)

DRIVER		DOOR	
2 CHILD 1	2A CHILD 2	1A Monitor	 CHILD 3 1
4 CHILD 4	4A CHILD 5	3A CHILD 6	 CHILD 7 3
6 CHILD 8	6A CHILD 9	5A CHILD 10	 CHILD 11 5
8 WHEELCHAIR CHILD 12		7 WHEELCHAIR CHILD 13	

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MASS EVACUATION PLAN

Driver: PHYLLIS BURNS

Tag #: GREEN BUS

Attendant: CHARLOTTE HENDRICKS

Date: _____

Route Locations: EMEDIA, NORTH GATE BAPTIST CHURCH

Special Instructions: _____
ROOM 106(Clara) , 107(Kirby), and 104(Melissa K)

DRIVER		DOOR	
2	2A	1A	1
CHILD 1	CHILD 2	Monitor	CHILD 3
4	4A	3A	3
CHILD 4	CHILD 5	CHILD 6	CHILD 7
6	6A	5A	5
CHILD 8	CHILD 9	CHILD 10	CHILD 11
8	7		
WHEELCHAIR CHILD 12	WHEELCHAIR CHILD 13		

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MASS EVACUATION PLAN

Driver: TABATHA PENNINGTON

Tag #: PINK BUS

Attendant: ALYSSA MAHELE

Date: _____

Route Locations: EMEDIA, NORTH GATE BAPTIST CHURCH

Special Instructions: _____

ROOM 08(Angela) and 022(Shayla)

DRIVER		DOOR	
2	2A	1A	1
CHILD 1	CHILD 2	Monitor	CHILD 3
4	4A	3A	3
CHILD 4	CHILD 5	CHILD 6	CHILD 7
6	6A	5A	5
CHILD 8	CHILD 9	CHILD 10	CHILD 11
8	7		
WHEELCHAIR	WHEELCHAIR		
CHILD 12	CHILD 13		

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MASS EVACUATION PLAN

Driver: DONNA SLICK

Tag #: ORANGE BUS

Attendant: KELSEY WOODS

Date: _____

Route Locations: EMEDIA, NORTH GATE BAPTIST CHURCH

Special Instructions: _____
ROOM 01(Kristie) and 04(Michelle)

DRIVER		DOOR	
2	2A	1A	1
CHILD 1	CHILD 2	Monitor	CHILD 3
4	4A	3A	3
CHILD 4	CHILD 5	CHILD 6	CHILD 7
6	6A	5A	5
CHILD 8	CHILD 9	CHILD 10	CHILD 11
8	7		
WHEELCHAIR CHILD 12	WHEELCHAIR CHILD 13		

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MASS EVACUATION PLAN

Driver: ANN BURDINE

Tag #: PURPLE BUS

Attendant: VERONICA MANSELL

Date: _____

Route Locations: EMEDIA, NORTH GATE BAPTIST CHURCH

Special Instructions: _____
ROOM 09(Caroline) and 023(Tate)

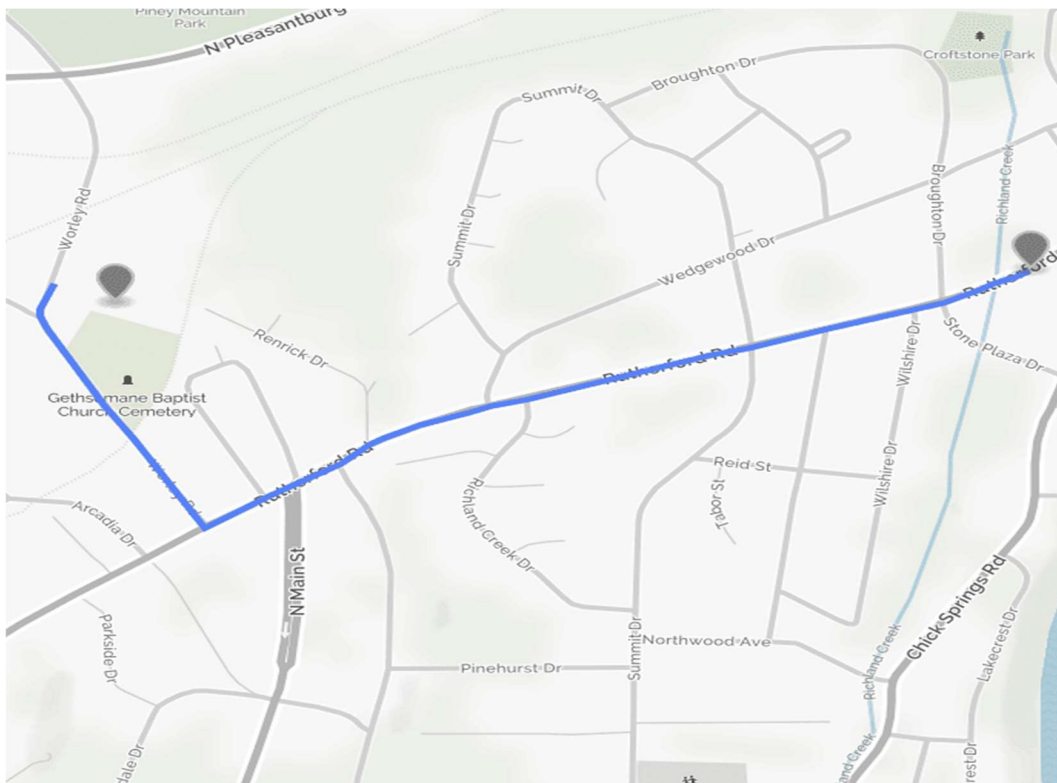
DRIVER		DOOR	
2 CHILD 1	2A CHILD 2	1A Monitor	1 CHILD 3
4 CHILD 4	4A CHILD 5	3A CHILD 6	3 CHILD 7
6 CHILD 8	6A CHILD 9	5A CHILD 10	5 CHILD 11
8 WHEELCHAIR CHILD 12		7 WHEELCHAIR CHILD 13	

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Appendix E1

From:
Meyer Center
1132 Rutherford Road
Greenville, SC 29609
864-250-0005

To:
Emedia Group
615 Worley Road
Greenville SC 29609
864.232.4604



1. Start out going southwest on Rutherford Rd toward Broughton Dr.
2. Then 0.71 miles
3. Turn right onto Worley Rd.
5. Then 0.30 miles

615 Worley Rd, Greenville, SC 29609-3849, 615 WORLEY RD is on the right.

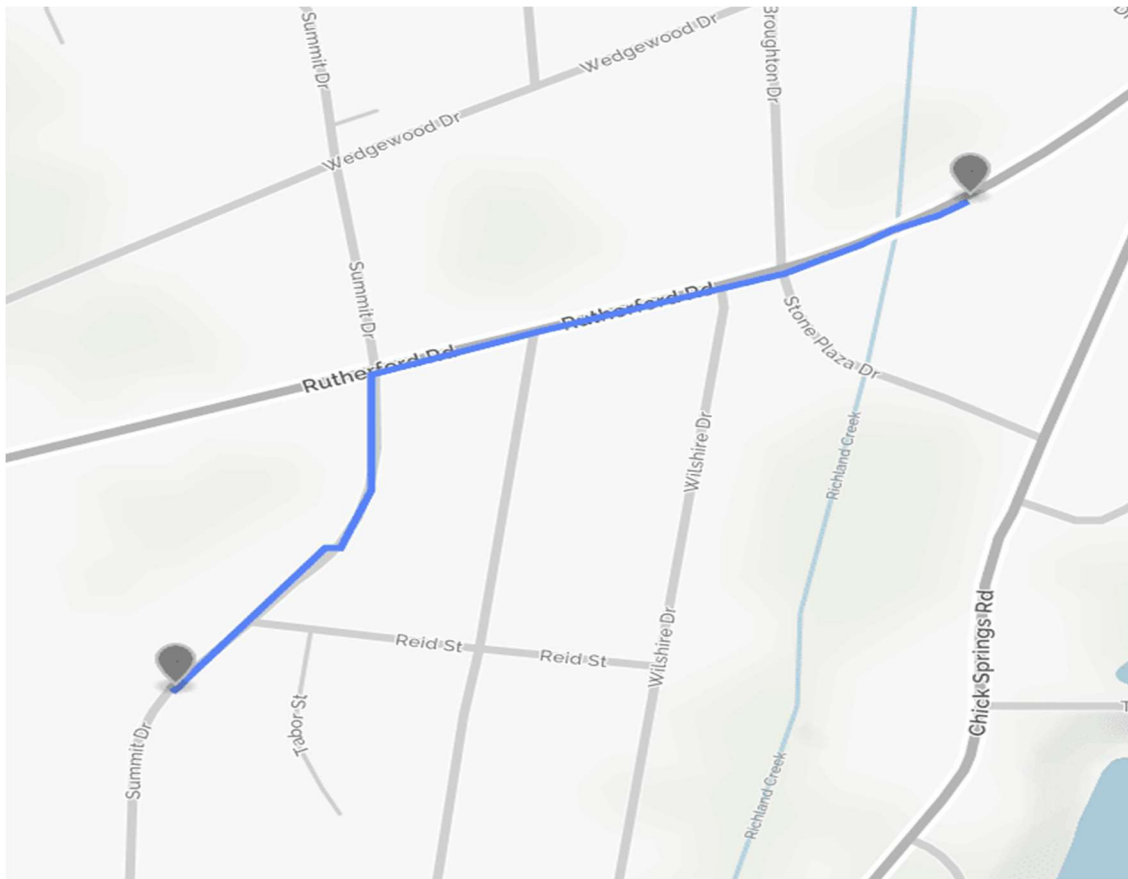
Appendix E2

From:

**Meyer Center
1132 Rutherford Road
Greenville, SC 29609
864-250-0005**

To:

**Northgate Baptist Church
633 Summit Drive
Greenville SC 29609
864.232.4604**



1. Start out going southwest on Rutherford Rd toward Broughton Dr.
2. Turn left onto Summit Dr.
3. Church is on the right

Appendix F

ESSENTIAL MEDICATIONS

To be taken in the event of emergency evacuation

Medication: _____

Administered To: _____

Dosage/Administration Schedule: _____

Reason For Medication: _____

Medication: _____

Administered To: _____

Dosage/Administration Schedule: _____

Reason For Medication: _____

Medication: _____

Administered To: _____

Dosage/Administration Schedule: _____

Reason For Medication: _____

Medication: _____

Administered To: _____

Dosage/Administration Schedule: _____

Reason For Medication: _____

Medication: _____

Administered To: _____

Dosage/Administration Schedule: _____

Reason For Medication: _____

Medication: _____

Administered To: _____

Dosage/Administration Schedule: _____

Reason For Medication: _____

Appendix G

EMERGENCY PHONE ANNOUNCEMENTS/INSTRUCTIONS:

An Emergency Text, Email, and Phone call will be sent out to all Meyer Center parents and staff by Chrissy and Lynn B.

SAMPLE EMERGENCY MESSAGES:

LOCKDOWN: The Meyer Center for Special Children is currently under Lockdown because
[REASON]_____

This means that all students and staff must remain in the Center until the Lockdown has ceased.

Students who ride the bus will be dismissed only as directed by the Executive Director.

Students and staff will not be dismissed until the lockdown is lifted per the Greenville Police Department.

EVACUATION: The Meyer Center for Special Children has been evacuated because
[REASON]_____

Students and staff members have been evacuated to: **LOCATION**

You may pick up your child at this location. Please note that only parents or guardians will be permitted to pick up a child. You must show photo identification, and you must sign your child out.

SEVERE WEATHER: The Meyer Center for Special Children is currently under a severe weather alert. This means that no one may enter or leave the building until the severe weather alert has ceased. If the weather alert ceases after normal school hours, an announcement will be made as to when you will be permitted to pick up your child. Please note that only parents or guardians will be permitted to pick up a child. You must show photo identification, and you must sign your child out.

Appendix H

KIDNAP/HOSTAGE DRILL CHECKLIST

Date: _____ Time: _____

Name of person receiving warning: _____

Description of incident: _____

Staff involved: _____

Did staff follow proper procedures?

- | | | | |
|---|---|-----|----|
| · | Director/Designee Informed | Yes | No |
| · | 911/Authorities Call (Simulated) | Yes | No |
| · | Outside doors locked and
offices secured | Yes | No |

Comments: _____

Director/designee:

Emergency Preparedness Committee Member:

Appendix I

SEVERE WEATHER CONDITIONS DRILL CHECKLIST

Date: _____

Time: _____

Description of weather conditions/type of alert:

Individual designated to be on alert for weather conditions:

Precautions taken to minimize risk of injury or damage: _____

Did staff follow proper procedures?

Individual designated to be on alert for weather bulletins.	Yes	No
---	-----	----

Director/Designee announcement	Yes	No
--------------------------------	-----	----

Students, classroom staff, and volunteers moved into hallways with no windows and instructed to sit or lie on floor.	Yes	No
--	-----	----

Administrative and therapy staff assist in identifying and securing loose material, if any.	Yes	No
---	-----	----

Smoke doors closed in secured hall.	Yes	No
-------------------------------------	-----	----

Announcement of "All Clear".	Yes	No
------------------------------	-----	----

Medical assistance rendered, if applicable and evaluation done to determine whether emergency transport needed.	Yes	No
---	-----	----

Comments: _____

Director/Designee:

Emergency Preparedness Committee Member:

Appendix J

REPORT OF ACCIDENT, INCIDENT OR EXPOSURE

Accident Incident Exposure

Name of Injured Party: _____

Employee Temporary Employee Student Contractor Visitor Other _____

Department: _____ Job Title: _____

Home Address: _____

Telephone Numbers: H- _____ C- _____ W- _____

Date of Birth: _____ Social Security Number: _____ Sex: M F

Date of Occurrence: _____ Time: _____

Location of Accident: _____

Witnesses: 1. _____

2. _____

Description of Injury (part(s) of body injured and nature of injury): _____

How did accident occur? _____

Injured Party's Signature: _____

Date: _____

Appendix K

Crisis Response Team Contact Numbers

Meta Bowers	864-884-7240
Elizabeth Bridges	864-918-4479
Christie Benton	864-608-7501
Kathy Taylor	864-414-2482
Kim Lukridge	864-384-7433
Lynne Thompson	803-981-3576
Denise Agnew	864-630-9343
Lynn Brown	864-325-2857
Chrissy Davis	864-309-6317
Shannon Spurrier	864-430-3021
Alexis Hanna	864-420-1105

Appendix L

STAFF LIST		
First Name	Last Name	Cell Phone
Denise	Agnew	630-9343
Annamarie	Bell	864-320-4534
Courtney	Belue	915-1775
Christie	Benton	608-7501
Meta	Bowers	884-7240
Kristi	Breitigan	906-2577
Ann Elise	Breton-Shea	617-640-3502
Elizabeth	Bridges - Hampton	918-4479
Tate	Brody	864-420-9611
Lynn	Brown	325-2857
Ann	Burdine	363-1733
Phyllis	Burns	371-2620
Julie	Clark	787-8054
Jenny	Culbertson	864-346-2102
Chrissy	Davis	864-309-6317
Ashley	Dunlap	325-4420
Sherry	Epps	293-3311
LeeAnn	Fleming	360-4929
Heather	Funderburk	919-645-7530
Clara	Guerrero	864-608-5780
Caroline	Hall	864-607-6429
Mikayla	Hamilton	317-525-5814
Alexis	Hanna	420-1105
Paula	Hayes	864-906-9677
Charlotte	Hendricks	864-640-0690
Eve	Herber	864-704-2791
Mary-Ellen	Johnson	201-5028
Emiley Joy	Jones	864-640-3491
Katelyn	Jordan	843-222-7029
Melissa	Kazokas	860-593-3011
Carsen	Knight	313-5392
Princess	Knuckles	864-332-3782
Donna	Lanier	498-9295
Vanessa	LaTorre	570-780-6997
Missy	Lee	864-346-0488
Cheryl	LePorte	320-0646
Riley	Lewis	864-770-5448
Kim	Lukridge	864-384-7433
Alyssa	Mahle	440-668-0273

Staff List		
First Name	Last Name	Cell Phone
Veronica	Mansell	864-655-9665
Muntaqima	Miller-McCreary	843599-1196
Hannah	Mock	803-394-8769
Ashley	Newkirk	350-4653
Bridget	O'Hare	419-6773
Lauren	Owens	803-206-3585
Abigail	Parsons	864-517-0319
Lindsey	Pearson	615-604-3491
Christina	Peluso	843-227-2595
Tabatha	Pennington	864-901-1674
Michelle	Reinagel	864-735-4092
Angela	Rinehart	320-8753
Allie	Rogers	843-359-1608
Donna	Slick	380-7015
Lyndsey	Sloan	630-1863
Shayla	Smith	719-221-4136
Shannon	Spurrier	430-3021
Kathy	Taylor	864-414-2482
Lynne	Thompson	803-981-3576
Elizabeth	Timmons	803-528-6271
Christina	Varela	980-434-3742
Melissa	Viehe	864-517-7868
Kirby	Ward	360-6826
Colleen	Watson	843-694-1855
Lexie	Wightman	864-552-0192
Allie	Wilson	662-242-3841
Leigh	Wolke	940-0029
Jill	Woodard	864-477-0731
Kelsey	Woods	864-483-3344
Kenyetta	Young	864-401-9302
SUBS		
Sara Kate	Alexander	864-918-8038
Melissa	Crumbaker	864-884-9741
Landeene	Rebekah	803-443-2947
Moses	Lorelle	864-986-9276
Parsons	Abby	864-517-0319
Prucka	Tammy	864-905-4867

Appendix M

Emergency Contact for Local Officials

911

City Fire Department- 864-467-4445

City Police Department- 864-271-5333

County Police Department- 864-271-5210

American Red Cross- 864-271-8222

Greenville County EMS- 864-467-5421

Poison Control-1-800-222-1222

Piedmont Natural Gas- 1-800-752-7504

Greenville Water Company- 864-241-6000

Greenville Sewer-864-299-4000

SAFE 864-300-4600

Appendix N

HIPAA AND FERPA POLICY

PRIVACY RIGHTS CONFIRMED FOR ACCESSING STUDENT HEALTH DATA

FERPA

- Prevents the disclosure of **personally identifiable information** (PII) in a student's education record without the consent of a parent or eligible student (aged 18 or older) unless an exception to the law's general consent requirement applies.
- Grants parents and eligible students the right to review the student's education records maintained by the school and request correction of records they believe to be inaccurate or misleading.

HIPAA

- Prohibits covered entities from disclosing **protected health information** (PHI) to any third parties, unless the individual who is the subject of the information (or the individual's personal representative) authorizes it in writing or the rule otherwise permits the disclosure.
- Disclosure is required to be made to the individual/representative.

Persons or Entities Covered

FERPA

- All educational institutions (e.g., elementary, high school, college) and agencies that receive any funds for programs administered by the U.S. Department of Education (ED) are covered by FERPA.
- Non-school entities that do not have students but receive funding from ED.
- All public schools and school districts, most public and private post-secondary institutions (e.g., colleges), and any other programs receiving ED funds.
- Private and religious elementary and secondary schools are not subject to FERPA because they generally do not receive funding from ED.

HIPAA

- "Covered entity," which is a health plan, healthcare clearinghouse, or any healthcare provider who transmits health information in electronic form in connection with transactions for which the Secretary of HHS has adopted standards under HIPAA.
- A school that is not covered by FERPA may be a covered entity if it provides health services for which it transmits health information electronically, such as submitting claims for payment from a health plan.
- "Business associate" is a person or organization not employed by the covered entity that performs certain activities for a covered entity that involve the use or disclosure of individually identifiable health information.

- “Hybrid entity” is an entity that conducts both covered and noncovered activities. State and local health departments and schools can be hybrid entities if they provide healthcare services to patients for which they transmit health information electronically.

Information Covered

FERPA

- “Personally identifiable information” (PII) which includes name, address, personal identifiers like Social Security number or date of birth, or other information that could be used alone or in combination to identify a student.
- “Education record” is defined as records that are: (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting on behalf of the agency or institution.
- A student’s health records, including immunization information and other records maintained by a school nurse, are considered part of the student’s education record and are protected from disclosure under FERPA.
- A school may disclose “directory information” about a student without consent. Directory information includes information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.
- Schools must tell parents and eligible students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them.

HIPAA

- “Protected health information” (PHI), which is individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media—electronic, paper, or oral.
- PHI includes demographic data; common identifiers (e.g., name, address, birth date, Social Security number); information relating to the individual’s past, present, or future physical or mental health condition, healthcare provided to him or her, or payment for healthcare; and data that identifies the individual or which could be reasonably used to identify the individual.
- Employment records maintained by a covered entity for its own employees are excluded from the definition of PHI.
- Education records covered by FERPA are also specifically excluded from the definition of PHI.

Accessing Data With Consent

FERPA

- Under FERPA, health agencies can access education records—including student health data maintained by the school or a person acting on its behalf—if the school has received written consent from a parent or eligible student.
- ED notes that such releases are advisable for health agencies wishing to use PII to track absences or immunization rates before an emergency is recognized.

- ED has developed sample consent forms for schools and health agencies to use.

HIPAA

- Under the Privacy Rule, health agencies can obtain PHI from covered entities if the agency receives written consent from the patient or their representative.

Accessing Data Without Consent: Exceptions and Generally Permitted Uses

FERPA

- FERPA contains a number of exceptions that allow schools to disclose PII from a student's education record without consent of a parent or an eligible student.
- FERPA exceptions have generally been narrowly construed by ED to err on the side of protecting the student's privacy and may present challenges for health agencies in accessing student health data.

HIPAA

Under the Privacy Rule, a covered entity is permitted to use and disclose PHI without an individual's authorization for the following purposes or situations:

- For treatment, payment, and healthcare activities like quality assessment or evaluations.
- Informal opportunities to agree or object such as providing information for hospital directories or notifications to family members.
- Disclosures incident to an otherwise permitted use and disclosure.
- The use or disclosure of limited data sets for the purposes of research, public health, or healthcare operations.
- Public interest and benefit activities. There are a dozen "public purposes" identified in the rule under the public interest and benefit permitted use. These include public health activities and addressing serious threats to health and safety. (See discussion of each below.)

De-Identified and Limited Data

FERPA

- Schools can provide health agencies with access to student health and other relevant data if the information does not contain PII.
- ED notes that, in instances like the H1N1 influenza pandemic or other outbreaks, a school may share general information about the number of students absent from the school without prior written consent. However, if absentee data to be shared includes PII and no FERPA exception applies, then the school must obtain written consent before sharing the data with health officials.
- De-identified data must not allow the recipients to identify the students through either single or multiple releases of data or by combining the data with other information.

HIPAA

- The Privacy Rule does not restrict the use or disclosure of de-identified health information.

- The rule also allows the release of limited data sets—in which specific identifiers about the patient or household have been removed—for public health, research, and other purposes.
- Users of limited data sets must complete a data use agreement covering the protection of remaining PHI in the data.
- This exception permits health agencies to access limited health data about children and adolescents that are not covered under FERPA.

Public Health Activities

FERPA

- FERPA does not contain a “public health exception” akin to the one found in HIPAA.
- Because education records covered by FERPA are expressly excluded from the Privacy Rule, public health authorities cannot use HIPAA’s public health exception to access school education records covered under FERPA without consent unless a FERPA exception applies.

HIPAA

The Privacy Rule contains a robust exception which allows public health authorities to receive PHI without prior consent of a patient or his or her representative. Covered entities may disclose PHI to:

- Public health officials authorized by law to collect or receive such information for preventing or controlling disease, injury, or disability.
- Public health or other government officials authorized to receive reports of child abuse and neglect.
- Entities subject to FDA regulation regarding FDA-regulated products or activities for purposes such as adverse event reporting, tracking of products, product recalls, and post-marketing surveillance.
- Individuals who may have contracted or been exposed to a communicable disease when notification is authorized by law.

Emergencies and Threats to Health or Safety

FERPA

- FERPA permits disclosure without written consent in specified emergency situations if the information is necessary to protect the health and safety of the student or other individuals.
- Disclosure of PII in student education records may be made to “appropriate parties,” which include health agencies.
- ED has narrowly construed the emergency exception so that it must be limited to the time period of the emergency; disclosures made for general emergency preparedness activities are not covered under the emergencies exception.
- This exception would not apply where a threat of a possible or eventual emergency exists but the likelihood of its occurrence is unknown.
- Each school or education agency is responsible for making a case-by-case determination that the release of PII is necessary to address an “articulable and significant threat.”
- ED will defer to the judgment of the school or agency in making the determination that there was a “rational basis” regarding the nature of the emergency and the appropriate parties to whom the disclosure was made.

HIPAA

- The Privacy Rule has a specific exception for disclosure of PHI in emergencies in addition to its broad public health exception.
- The rule allows covered entities to disclose PHI that they believe is necessary to prevent or lessen a serious and imminent threat to a person or the public, when such disclosure is made to someone they believe can prevent or lessen the threat (including the target of the threat).
- HHS notes that PHI can be released without disclosure to public officials responding to a bioterrorism or other public health threat or emergency.

Data Not Maintained by School

FERPA

- If a person or entity is employed by or acts on behalf of the school by providing health services (whether at the school or off-site) under contract or otherwise under the “direct control” of a school and maintains student health records, then these records are considered education records under FERPA as if the school was maintaining the records directly.
- However, if a person or entity provides health services directly to students and is not employed by, under contract to, or otherwise acting on behalf of a school, then the resulting health records are not deemed to be part of the education record covered by FERPA, even if the services are provided at the school site.

HIPAA

- If a school’s education records are not covered under FERPA—as is generally the case for private elementary and secondary schools—they may be subject to HIPAA as a covered entity if they transmit health information electronically.
- In this scenario, the school is a covered entity and student health records are PHI under the Privacy Rule. One of the rule’s permitted uses, such as a public health activity, would have to apply before the records are released without consent.
- If the records are not covered under FERPA or HIPAA, state or local privacy laws may still apply.

Affect on State Law

FERPA

- Any state law or regulation that conflicts with FERPA and its regulations are preempted by the federal law.
- If a school determines that it cannot comply with FERPA because of a conflict with state or local laws, it must notify ED and the agency will review the conflicting law and any interpretations of it made by the state and provide guidance to the requesting entity regarding FERPA’s applicability to the situation.

HIPAA

- In general, a state law or regulation that conflicts with HIPAA and the Privacy Rule is preempted by the federal law.
- The Privacy Rule contains exceptions that allow differing state requirements to control if the state law: (1) relates to privacy of individually identifiable health information and provides greater protections or rights than the Privacy Rule; (2)

requires the reporting of disease, injury, child abuse, birth, or death, and for public health surveillance, investigation, or intervention; or (3) requires certain reporting by health plans, such as for management or financial audits or evaluations.

- States can also request a determination that a conflicting state law will not be preempted by HIPAA if the state can demonstrate one of the conditions listed in the rule, including, but not limited to, that the conflicting provision serves a compelling public health, safety, or welfare interest, and, if the conflicting provision relates to a privacy right, that the intrusion into privacy is warranted given the public interest being served.

Enforcement

FERPA

- FERPA does not include a private cause of action; individual parents or students may not bring a lawsuit to enforce the act's provisions or to seek redress for violations of the act.
- Persons who believe their rights under FERPA have been violated may file a complaint with the ED's Family Policy Compliance Office (FPCO), which investigates the complaint.
- FPCO is authorized to, among other things, revoke funding for institutions found in violation of FERPA and its regulations.

HIPAA

- The Privacy Rule does not authorize individuals to sue for violations; individuals must direct their complaints to HHS's Office for Civil Rights (OCR), which then investigates the complaint.
- In cases of noncompliance, the Secretary is directed to resolve the matter by informal means.
- If the matter cannot be resolved informally, the Secretary may issue written findings of noncompliance that may be used as a basis for initiating a civil action or a criminal case.
- Violators that knowingly and improperly disclose identifiable health information are subject to civil monetary and criminal penalties.
-

How to report a compliance failure of FERPA and/or HIPAA

- If a FERPA or HIPAA compliance failure is suspected the employee should report it to one of the following individuals:
 - Their Supervisor
 - The Meyer Center for Special Children's HIPAA Officer
- If the supervisor receives a violation report, they are responsible for bringing it to the HIPAA Officer's attention for investigation which will include a risk assessment.
- The risk assessment will be used to determine if:
 - The violation is reportable
 - Internal action needs to be taken with a revision in policies and/or procedures
 - Staff education is required
- If there was a compliance failure, the Breach Policy should be followed. At a minimum the student or student's should be informed of the breach.

Sources

Family Educational Rights and Privacy Act, as amended. Codified at 20 U.S.C. §1232g.

Family Educational Rights and Privacy Act Regulations. 34 C.F.R. Part 99.

Health Insurance Portability and Accountability Act of 1996, as amended. Codified at 42 U.S.C. §1320d et seq. and §300gg; and 29 U.S.C. §1181 et seq.

U.S. Dept. of Health and Human Services. Standards for Privacy of Individually Identifiable Health Information. 45 C.F.R. Parts 160, 164.

U.S. Dept. of Education. Final Rulemaking “Family Educational Rights and Privacy.” 76 F.R. 75604. December 2, 2011.

U.S. Dept. of Education. “Family Educational Rights and Privacy Act (FERPA) and the Disclosure of Student Information Related to Emergencies and Disasters.” June 2010. Available at <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpa-disaster-guidance.pdf>. Accessed May 30, 2013.

U.S. Dept. of Education. “Family Educational Rights and Privacy Act and H1N1.” October 2009. Available at <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpa-h1n1.pdf>. Accessed May 30, 2013.

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ASTHO. “Accessing School Health Information for Public Health Purposes” Position Statement (2006). Available at www.astho.org/Advocacy/Policy-and-Position-Statements/FERPA-Position-Statement/. Accessed May 30, 2013.