

## **MMC Safety Plan**

Midlands Middle College takes the health, safety, and security of our students very seriously. Every effort is made to ensure our students have a safe and supportive learning environment; however, unexpected events may occur. In the event of an emergency situation, it is imperative our students, faculty and staff are as prepared as possible to act quickly and appropriately. The following crisis plan will address potential crisis situations and how to respond to each. MMC will participate in drills allowing for practice of these procedures.

Staff and students will be notified of emergency situations by the MMC administration. MTC also utilizes warning sirens which sound for emergencies including:

- Impending weather emergencies (tornado, hurricane)
- Campus disasters
- Campus threats (bomb, gunman)

Staff will be informed of the nature of the warning siren and instructed which procedures to follow.

With the continued concern of COVID-19, all drills will be conducted following DHEC/CDC safety guidelines to the extent possible. In the event of a real emergency, MMC cannot guarantee these guidelines can be followed as prescribed.

## **Response Protocol**

MMC, along with MTC, will adopt the standard response protocol developed and made available to schools through the *i love u guys Foundation*. This foundation offers the response protocol as well as a reunification protocol procedures and materials for use in the educational setting. These protocols do not replace our current safety plan outlined in the following document. “It is simply a classroom response enhancement for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff and first responders.” (i love u guys Foundation)



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MMC staff will be trained to utilize the following language in every drill to be prepared in the event we have an actual emergency:

- Hold
- Secure
- Lockdown
- Evacuate
- Shelter

Each command word is followed by a directional phrase relating to the type of emergency.

As this is a new protocol, details will be added as MMC continues to work with the MTC Campus Police Department in developing this protocol campus wide. The Reunification Plan is currently being developed via campus Reunification Teams. This protocol will be added to this document once it is developed.

## COVID-19

To help control the spread of COVID-19, MMC will follow the guidelines set forth by the South Carolina Department of Education for all public high schools as well as by Midlands Technical College for our campus. The following guidelines will be adhered to:



Guidance regarding school health and safety is being updated continuously. Students and parents are encouraged to check the following sites for the latest information:

<https://scdhec.gov/covid19/frequently-asked-questions-covid-19>

<https://www.midlandstech.edu/student-information>

In the event of students or staff members testing positive or experiencing symptoms for COVID-19, MMC will follow the guidance of the South Carolina Department of Health and Environmental Control (DHEC). This guidance includes encouraging individuals to stay home if they feel sick and identifying close contacts of anyone testing positive. More information on this guidance can be found at the following site: <https://www.scdhec.gov/schools-childcare-centers-covid-19>

Students experiencing Covid-19 symptoms should contact the school principal to discuss attendance and expectations.



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### **Campus Police**

MMC is conveniently located on the Airport Campus of Midlands Technical College and safety is monitored by the Campus Police Department.

Blue light emergency call boxes are located throughout the campus. The call boxes call directly to Campus Police in the event of an emergency while on campus.

If an emergency occurs inside the building, telephones are located in each classroom which can be used to contact Campus police.

Contact #: 803-738-7199

In the event of a medical emergency, MMC will call 911.

## Earthquake

While SC is generally not known for having earthquakes, 10 - 30 are recorded each year. Two to five of these can be felt with a 3.0 magnitude or lower. In the event of an earthquake, students and staff will Drop, Cover, and Hold On: Drop to the ground, take cover under a desk or table, and hold on to it.

The follow steps will be followed:

- 1) Drop to your hands and knees.
- 2) Get under a desk or table and cover your head and neck with your arms.
- 3) Stay away from glass, windows, and heavy furniture.
- 4) Stay under cover until the shaking stops or you are told to move by a school official.
- 5) When told to exit the building, move with caution as quickly as possible.
- 6) If it is unsafe to move from the room, remain in place until help arrives.

\* Aftershocks are common after a big earthquake. Be prepared to take cover again.

If outdoors:

- 1) Move quickly away from buildings, utility poles, or other structures.
- 2) Be cautious of power lines as they may be “live”.
- 3) Protect your head and neck with your arms.
- 4) When safe, move to an area where help is available.

Above all remain calm and follow instructions provided by emergency responders or school officials.

### **Evacuation/Fire**

When conditions outside of a school are safer than inside, move all students and staff from the building in an orderly fashion to a predetermined evacuation site. Evacuations may be called for several reasons: fire in the building, chemical hazard, or after another emergency situation.

In the event of a fire alarm:

- 1) Leave the building quickly and quietly.
- 2) Take all personal belongings with you.
- 3) Exit the building across the parking lot and the road. Stand on the grass on the other side of the road.
- 4) Close the classroom door and turn off the light upon exiting the classroom.
- 5) Students will remain with their classroom teacher.
- 6) Teachers will take roll once outside to account for the safety of all students.
- 7) Remain outside with your class until you are directed to return to the building.

\*\* Prior to moving your class, check the hall to ensure a safe path to exit.

## **Lockdown**

A lockdown occurs when there is an immediate or imminent threat to occupants and movement within that will put students and staff in jeopardy. The purpose is to create a room which looks unoccupied. In the event of a school lockdown, follow these steps:

- 1) Teachers ensure there are no students in the hall near your classroom. If there are, bring them in your room.
- 2) Lock the door to your classroom and turn off the lights.
- 3) Students move to the safest spot in the room away from doors and windows.
- 4) Everyone drops to the floor.
- 5) Remain very quiet to allow the room to appear unoccupied.
- 6) School administration or authorities will pull the pins on the outside doors locking them.
- 7) Remain in your sheltered position until authorities come to the room and give the all clear.

### **Reverse Evacuation**

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

The following steps should be taken:

- 1) Move all students and staff inside as quickly as possible.
- 2) Assist those needing additional assistance.
- 3) Report to the classroom.
- 4) Teachers will take attendance.
- 5) Report any missing, extra or injured students to building administration.
- 6) Wait for further instructions



### **Shelter-in-Place**

Shelter-in-place means to contain staff and students indoors, often in specific locations, to avoid possible danger outside. You could be asked to shelter-in-place due to external threats such as chemical spills, severe weather, hostage situation or an intruder on school grounds.

The steps and procedures for sheltering-in-place may vary depending upon the event causing this to be called. The main steps include:

- 1) Keep all students in class until instructed differently by authorities or school officials.
- 2) Stay away from windows and doors.
- 3) Remain calm.

If other steps are to be taken, teachers will be notified by school administration.

In the event of a medical emergency in the building, teachers will be instructed to remain in place until the emergency situation is resolved. Teachers will continue to conduct class and remain calm and focused on the students in the classroom. Once the situation has been resolved, teachers will be instructed to release students to their normal schedule.

## Tornado

Tornado warnings and other information will be provided through various communication avenues including school administration, MTC Alerts, and sirens. When alerted of a tornado, follow these steps:

- 1) Ensure all students are out of the hallways.
- 2) Report to your designated area.
- 3) Seek shelter under a desk or table. Cover your neck and head with your arms.
- 4) Stay away from glass, doors, shelves, and falling objects.
- 5) Remain in the crouched position until the tornado passes and authorities have notified you it is safe.
- 6) When told it is safe to do so, exit the building following the evacuation procedures.
- 7) Remain calm.
- 8) Teachers take roll when it is safe and report any unaccounted or injured students to administration.

If outdoors when the warning is sounded, quickly move indoors and follow the above procedures.



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### **Drill Dates 2023-2024**

MMC will conduct drills based upon SC State requirements for k12 schools. This includes, but is not limited to the following each semester:

- One fire drill
- One active shooter/intruder drill
- One severe weather/earthquake drill

One fire drill is to be conducted within the first 10 days of the school year.