

Emergency Operations Plan

Important Contacts:

- Crisis Phone: 919-270-7871
- Security Department: 919-431-7777
- Alarm Monitoring Center (AMC): 919-856-1911
- Kendrick Scott: kscott@wcpss.net

To do:

- Crisis Team Members
- Command center materials and staff
- Complete the EOP Site Specific Section (red banner) by October 1 to Security Department (e-mail to EOP@wcpss.net)
- Black box (file cabinet)
- Predetermined meeting location for lockdown
- Check on emergency red cards
- Name cameras
- Physical address of the school posted somewhere
- Join canvas for emergency drill reporting

Crisis Response Guidelines for Administrators

- Report the death of a current student or staff member
- Report a situation which requires additional mental health support
- Principal contacts the Area Superintendent, Security (Carlis Williams), and Crisis Line

Staff Awareness of Childhood Trauma Indicators

- Sucidie and self-injury screenings (two adults)
- Child protective services reporting (adults are mandatory reporters)
- Threat assessment tool
- OASIS - documentation of risk (social workers, psychologists, counselors, and principals have access)

Lockdown Procedures and Best Practices

- Code Yellow - place CODE YELLOW LOCKDOWN signs on inside of door
- Conduct drills unannounced; consider running a drill during a difficult time (lunch, RIDGE Time, etc.)
- Recommended within first 30-45 days of school and first 30-45 of new semester
- Keep an old or ERD laptop in command center for ease of camera viewing

- Function together with shared campuses - program a principal channel into radios for communication
- Laminate school maps, use dry erase pens to draw directions, tie or attach master keys to maps for first responders
- Keep HDMI cords handy to view cameras on large screens in the command center
- Batteries, flash lights, EOP copies, classroom rosters, medical records, first aid

Severe Weather

- Have a severe weather radio in good condition, properly programmed, and within listening distance of an employee at times ([program radio](#) to 162.450)

Lockdown Training

- Basic Lockdown Training and Command Center (advanced training) videos are available on the WCPSS Security Department website under the orange training bucket workspaces page ("[Lockdown Training](#)")
- Code red - don't close exterior blinds or shades
- Emergency Red Card - used only if needed
- Staff meeting held at the end of the day after a code red lockdown

Procedures for Administrators

- Physical address of school needed
- Incident school needs to contact adjacent schools
- Know the roles of each person

Tabletops

- Armed intruder on campus during lunch
- Key personnel to manage the emergency needed
- Administration should take lead when possible

Drill Reporting

- Canvas, if you need access to the class, e-mail kscott@wcpss.net
- Complete Quiz following each drill (lockdown and severe weather)