

# **Hibriten High School**

## **Safety Plans**



# VISITOR Check-In Procedures

Hibriten High School is a closed campus and all visitors must report to the main office upon arrival. Under special circumstances, visitor passes may be pre-approved through a school administrator and issued to adults and / or students with adult supervision.

- All visitors must report to the main office. Visitors who choose not to may be arrested for trespassing. N.C.G.S. 14-159.13
- The administration reserves the right to deny visitors permission to be on campus.
- A visitor may only attend classes at teachers' and administrators' discretion, and must obtain written prior approval at least 24 hours in advance.
- A visitor pass is valid for a specified time limit / area and must be displayed by the visitor while on campus.
- Visitors may not attend school during exams or the last two weeks of the school year.

Visitation for social purposes is not permitted.

## HHS Crisis / Medical / Emergency Response Team

Dr. Jeff Church	728-8407, Ext. 142
Sid West	758-7342
Libby Brown	728-8407, Ext. 120
Dr. Steve Stone	728-8407, Ext. 106

David Colwell	Ext. 229	Cell 729-2689
Meredith Belk	Ext. 207	Cell 719-2426
Michael DeWitt	Ext. 202	Cell 493-6924
Courtney Wright	Ext. 203	Cell 320-1672
Kim Roberts	Ext. 210	Cell 467-6807
Judy Austin	Ext. 200	N/A
Jeff Crisp	Ext. 368	238-6174
John Doll	Ext. 357	228-1782
Tammy Martin	Ext. 211	729-2780
Jennifer Moore	Ext. 214	336-927-3501
Amanda Pennington	Ext. 204	499-0345
Derek Reeves	Ext. 246	244-6134
Jarma Stevens	Ext. 261	496-8650

Lenoir Police Department 757-2100

Lenoir Fire Department 757-2190

EMS 757-1124

Call Ext. 200 on phone or walkie: "We have an emergency at \_\_\_\_\_ location. Please send the Emergency Response Team."

Office will call on walkie: "ERT is needed in \_\_\_\_\_." Call those without a walkie on the phone. Do not call 911 – we will call 911 at the scene.

Forward all media contacts to Administration

## Hibriten High School Building Based AED Team & Training Dates

Nurse Liason:                      Kim Roberts, RN

Core Team :

Name:	Initial Training	Refresher Training Annual
Austin, Judy	4/19/2010	
Belk, Meredith	2/5/2013	
Colwell, David		
Crisp, Jeff	2/5/2013	
Doll, John	2/5/2013	
Martin, Tammy	2/5/2013	
Moore, Jennifer	2/5/2013	
Pennington, Amanda	10/27/2011	
Reeves, Derek	2/5/2013	
Stevens, Jarma	6/2/2011	
Wright, Courtney	2/5/2013	

Additional Staff Members Trained:

Name:	Initial Training
Barnes, Brian	4/19/2010
Cannon, Chuck	4/19/2010
Hammond, Justin	5/19/2011
Hobbs, Steve	10/27/2011
Lewis, Clay	10/27/2011
Rabinowitz, Kourtney	4/19/2010

# Crisis Intervention Checklist

**Crisis Coordinator – David Colwell, Principal (729-2689) or Designee**

- Becomes aware of the crisis and notifies crisis liaisons
- Clarifies duties of various liaisons and supervises crisis intervention activities
- Notifies the superintendent of the crisis (728-8407 – ext. 106)
- Interacts with media representatives as needed
- Notifies the public information director, Libby Brown (728-8407 – ext. 120)
- Conducts a faculty meeting after students have gone home, to discuss crisis
- Conducts a debriefing meeting with the crisis team. This meeting processes the crisis event and clarifies follow-up activities for the team.
- Updates the superintendent and the public information director on the resolution of the crisis
- Discusses with the crisis team ways to prevent further situations of this type

Dr. Steve Stone:  
728-8407, Ext. 106

Dr. Jeff Church:

**Enforcement Liaison, Chris Bumgarner, SRO (499-1475)**

- Notifies appropriate local law enforcement personnel and coordinates their activities as needed
- Contacts emergency medical personnel and provides medical assistance as able

**Student Liaison, Jennifer Moore, Counseling Services (336-927-3501)**

Directs activities to ensure the safety and emotional well being of the student body. Contacts school counselors from:

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| West Caldwell . . . . . 758-5583   | South Caldwell . . . . . 396-2188 |
| William Lenoir MS . . . . 758-2500 | Gateway . . . . . 396-8373        |

**Campus Liaison, Courtney Wright / Michael DeWitt, Assistant Principal (320-1672 / 493-6924)**

Communicates specifics of the crisis to the faculty and gives them guidance on how they can assist in crisis management. A memo / email will be sent ASAP to each classroom with specifics received from Mr. Colwell.

**Counseling/Psychological Liaison, Jennifer Crowe, School Social Worker (h) 728-1602, (c) 446-2386**

Provides needed emotional support to affected students, family, friends, faculty. Mr. Colwell will develop a pool of resources to be available.

- |                          |          |                          |          |
|--------------------------|----------|--------------------------|----------|
| Emergency Management     | 757-1277 | FHA Behavioral Health    | 394-5563 |
| Dept. of Social Services | 426-8200 | Lenoir Police Department | 757-2100 |
| EMS                      | 757-1124 | Lenoir Fire Department   | 757-2190 |
| County Communications    | 758-2324 |                          |          |

*Local Ministers:*

- |                            |          |                              |          |
|----------------------------|----------|------------------------------|----------|
| College Ave. Baptist       | 754-6482 | Smith Memorial Methodist     | 758-2757 |
| First Baptist, Lenoir      | 758-8428 | St. Francis of Assisi        | 754-5281 |
| First Methodist, Lenoir    | 754-4922 | St. James Episcopal          | 754-3712 |
| First Presbyterian, Lenoir | 754-5351 | St. Stephens Lutheran        | 758-1261 |
| Kings Creek Baptist        | 754-6682 | Yadkin Baptist               | 754-6000 |
| Lenoir Comm. Church        | 758-4287 | Zion United Church of Christ | 754-3622 |

## Classroom Instructions Lockdown Procedures

### ACTIVE SHOOTER PROCEDURE OVERVIEW

#### I. Introduction

The term “Active Shooter” is used by law enforcement officials to describe a situation where a person participates in a random or systematic shooting spree in a confined or populated area. In most cases, the Active Shooter uses firearms and there is no pattern or method to the selection of their victims. Active Shooters can include unstable persons, whether they are unknown to the school, or are other students, armed criminals, or in rare cases domestic or international terrorists.

Active Shooters can target a school, university or childcare center. Active Shooters can also target social venues such as sporting events, museums, rail and bus stations, and recreational facilities where students may visit during field trips. As such, staff must be vigilant and aware of their surroundings and understand how to respond should a physical threat occur, whenever that may happen.

While Active Shooter situations are very rare, staff should be prepared to respond appropriately and effectively if they ever find themselves in such a situation, to protect students and themselves should a physical threat occur. Active Shooter situations are seemingly unpredictable and often evolve quickly. Rarely do individuals simply “snap” and there are signs that staff can be aware of to potentially prevent an attack. This can include suspicious people watching a facility or taking photographs, or strange calls and unusual behavior by students, staff, parents or visitors. You should never feel embarrassed to report this information.

#### II. Hide, Run, Fight

There are three steps to survival that have been provided nationally in response to the Active Shooter events that have occurred in schools, universities, movie theatres, shopping malls and work places in recent years. They are – **Hide, Run, or fight.**

***The standard lockdown procedure is to remain in a secured classroom, or to find one quickly and go into the lockdown protocol. However, if you are alone or have no other alternative, you should be aware of the other options of evacuating yourself and students to safety, or, as the very last resort, fighting to protect them and yourself.***

##### A. Hide

Hide is essentially an extreme version of a routine lockdown procedure and the recommended action to take in a no-warning incident, versus a lockdown that is announced over an intercom. If evacuating is not possible, then you and your students should find a place to hide where the Active Shooter is less likely to find you. You may be at the school or sports field, or you may be on a field trip. Your hiding places should:

- Be out of the Active Shooter’s view.
- Provide protection if shots are fired in your direction.
- Be away from doors and windows as bullets can pass through these easily.
- Not trap you, or restrict your options for escape if that is possible.

- To prevent an Active Shooter from entering your hiding place, you should:
  - Lock the door.
  - Blockade the door with heavy furniture.

If the Active Shooter is nearby:

- Lock the door.
- Silence your cell phone or pager.
- Turn off any source of noise, such as radios and televisions.
- Hide behind large items such as cabinets and desks.
- Remain quiet and ask those around you to also remain quiet.

If evacuation and hiding are not possible, then:

- Remain calm.
- Dial 911 if possible in order to alert police to the Active Shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen to what is happening.

Once in "lockdown" you can use a **RED CARD** under the door and in the window to alert law enforcement that there is a casualty / emergency and immediate help is needed.

## **B. Run**

Typically, students and staff should only deviate from the practiced lockdown procedure when instructed by law enforcement officers or other first responders that it is safe to do so.

However, in an extreme case when there is no other option and the threat is imminent and unavoidable, the situation may dictate that you "run."

If it is safe to do so, you should seek to evacuate the premises, telling your students which route to take, where they should go, and moving them well away from the school to a safe location.

You should be sure to:

- Have an escape route and plan in your mind before you start to move.
- Ensure that you account for all of the students in your classroom.
- Leave your belongings behind, telling students to do the same.
- Break windows to escape if you are on the ground floor, clearing away glass and laying mats or clothing over the windowsill to prevent injury.
- You should have an adult climb out first to help students exit the window safely if this is possible.
- Prevent individuals from entering an area where an Active Shooter may present a threat.
- You should warn people to stay away without endangering yourself or your students.
- Keep your hands visible if police officers are outside.
- Follow the instructions of any police officer.
- Make no attempt to move wounded people.
- Call 911 when you are safe.
- Listen for special instructions over the intercom.

## **C. Fight**

***As the very last resort***, and only when your life or the lives of those around you are in imminent danger, you may decide to attempt to disrupt or incapacitate the Active Shooter by attacking or distracting them. Some options may include:

- Throwing items and improvising weapons such as a chair, a phone, laptop, tablet, stapler, file, book or another easily accessible object.
- Yelling or shouting at the aggressor in order to distract or frighten them.
- Seeking control of the aggressor's hands in order to limit their ability to use a weapon.
- Briefing the students to escape while you are attacking or distracting the Active Shooter.

### **WHEN LAW ENFORCEMENT OR OTHER FIRST RESPONDERS ARRIVE**

When the police or other first responders arrive, it is important to respond in a manner that does not present a risk to yourself or the students.

Police officers will proceed directly to the area where the last shots were heard. Teachers or others with student responsibility should brief students, especially if they are older, about what to do when the police arrive. In such situations, it is important:

- To remain calm, and **follow the officers' instructions**.
- To avoid startling the officers or taking actions that might be misinterpreted as being hostile.
- To put down any items in your hands and tell students to do the same.
- To immediately raise hands and spread fingers, instructing the students to do the same.
- To keep hands visible at all times, as the police will not know who the threat is, and they are trained from the perspective that "hands kill."
- To avoid making quick movements toward officers and do not attempt to hold on to them for safety.
- To avoid pointing, screaming, or yelling.
- Not to stop and ask for help or directions when evacuating.

**REMINDER: THE INFORMATION PRESENTED ABOVE IS IN REFERENCE TO AN ACTIVE SHOOTER ON CAMPUS. THERE ARE SITUATIONS THAT MAY ARISE OTHER THAN AN ACTIVE SHOOTER THAT WOULD RESULT IN THE CAMPUS BEING PLACED ON LOCKDOWN.**

***FOR OTHER ALL OTHER LOCKDOWNS (NON-ACTIVE SHOOTER SITUATIONS) SEE BELOW:***

**III. Lockdown Instructions (OTHER THAN ACTIVE SHOOTER) – Quick Guide: These instructions are divided into three (3) sections.**

***Section I*** – If you are a teacher or faculty member and you locate a threat on campus follow the directions listed under this section.

***Section II*** – Front office personnel should follow these instructions when being made aware of a threat on campus.

***Section III*** – All teachers / faculty members are to follow these instructions once the announcement has been made to go on lockdown.

**QUICK GUIDE ON NEXT PAGE**



### SECTION I: If teacher or staff member identifies a “threat” on campus

- Immediately secure your area
- Contact the main office and inform them of the situation. Details are important (location of threat, what they are wearing, what type of weapon they are armed with, etc.)
- Lock the doors, turn off all lights and have students position themselves on the floor in a safe location in the room

### SECTION II: Once a threat notification has been made – front office personnel instructions

- Contact SRO (ext. 242), 911, or Principal  
SRO – Officer Chris Bumgarner (828-499-1475)  
Principal – David Colwell (828-729-2689)
- Go into lockdown  
Principal or designee to announce “Teachers, please secure your area.”
- Turn off bells
- Access Critical Incident Response Kit (CIRK)

### SECTION III: Classroom Procedures

- Lock door
- Turn off all lights
- Place **RED** placard under the door if immediate assistance is needed (injury / emergency)
- Leave the blinds as they are at the time of the alert (open or shut)
- Tell the students to get down out of view
- Do not call the office unless you can identify the location of the intruder
- Keep students as quiet as possible – police will be listening for the intruder and may be distracted by their cries
- Try to keep students from using their cell phones
- If you have a master key, ensure that it is placed in a location that an intruder will not be able to access it
- Only if you need immediate assistance (emergency situations), place a **RED PLACARD** under your door and in the window.

#### Additional Notes – Lockdown Procedures

Once the announcement has been made to enter “lockdown” mode, teachers should check the hallways to ensure that all students are safely secured in a classroom. If students are located, bring them into your classroom and follow the instructions listed under **Section III**.

In the event of a critical situation, the administration will no longer be in charge of the building. Law enforcement will be in control with Officer Bumgarner acting as Incident Command until he reassigns the role.

Law Enforcement will initiate a thorough, systematic search of the building when the exact location of the threat is not known. When searching the school, law enforcement expects the hallways to be clear and will treat ANY individual encountered as a threat.

If and when the building is evacuated, all teachers, faculty members, and students should exit with their hands above their head.

Do NOT open the door for anyone, unless advised to do so by law enforcement or an "All clear" code is given by a recognizable voice.

Do not post lockdown procedures where they are accessible to students.

Should you have any questions regarding the contents herein, or wish to discuss these instructions further, please do not hesitate to contact Officer Bumgarner at ext. 242, or (828)499-1475.

**Hibriten High School**  
**Off-Site School Evacuation Plan**

*During an off-campus evacuation, teachers will be directed to escort their students to a designated location on campus. The location in which teachers will gather with their classes will be determined at the time of evacuation, with several factors considered in that decision.*

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**Evacuation Site Options:**

LENOIR COMMUNITY CHURCH  
1002 Lower Creek Drive  
Lenoir, NC 28645  
(828) 758-4287

BROYHILL CIVIC CENTER  
1913 Hickory Boulevard  
Lenoir, NC 28645  
(828) 726-2401

FIRST BAPTIST CHURCH OF LENOIR  
304 Main Street NW  
Lenoir, NC 28645  
(828) 758-8428  
David Smith / Thomas Hinton  
8am – 5pm (Monday – Friday)

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Once at the designated location on campus, teachers and students will board assigned buses for transportation to the evacuation site.

Teachers should ensure that each student is accounted for prior to leaving campus and upon arrival at the evacuation site.

Further instructions will be given by administration at the off-campus evacuation site

## HHS Evacuation Bus Plan

### HHS Buses

<b>Bus Number</b>	<b>K-5 Capacity</b>	<b>6-8 Capacity</b>	<b>9-12 Capacity</b>	<b>Bus Driver</b>
1	65	53	43	Jimmy Watkins
31	66	54	44	Nancy Livingston (off Campus)
38	65	54	44	Katina Ferguson
105 (EC) + 2 wheelchairs	20	18	16 Skill Builders	Terry Henthorne / Peggy Starnes
101	65	54	44	Steve Hobbs / Tammy Martin
120 (EC) + 2 wheelchairs	16	14	12	Laura Shatley
128	72	60	48	Anty Lipford
149	72	60	48	Doreen Fredericks
150	72	60	48	Mike Pennington
178	66	54	44	Beth Bosshart (off campus)
197	60	50	40	Roger Burgess

We can transport apx 481 plus Skill Builders

### On Campus Drivers

Pat Hall	Shawna Greeno-Bridges
Steve Hobbs	Monte Simmons
Tammy Martin	Sara Starnes
Peggy Starnes	Leta Hartley
Jim Blanton	
Delena Carver	
Kelly Bryant- Activity Bus Only	
Todd Champion	
Jeff Crisp	
Lou Harlow	
John Howarth	
Joachim Koerner-Activity Bus Only	
Clay Lewis	
Tim Poarch	
Chris Bumgarner	
Mike DeWitt	

### **Call Bus Garage 754-8041**

**They have 7 Yellow Buses to accommodate APX. 492**

Call Lower Creek if Needed            754-4022  
2 Buses 48 Passenger (HS)

Call Whitnel if Needed                728-6423  
3 Buses            48 Passenger (HS)

## Fire Drill

In the event of a fire drill, teachers and students are to completely clear the building **as soon as possible** and proceed to the following areas:

A Hall and Theatre – 3<sup>rd</sup> parking lot by tennis courts

Music, D Building, T1, T2, B Level, Gym – Baseball lot

C Level, T3, T4, T5, T6, B1 through B4, Auxiliary Gym – Football parking grass area beside new restrooms

Office Staff, Counselors – 3<sup>rd</sup> parking lot by tennis courts

Cafeteria – Baseball Lot

## Tornado Drill

**Tornado Watch** - - Weather conditions are such that a tornado may develop.

- All staff members will be notified that we are in a tornado watch.
- Classes that are outside during a tornado watch will be asked to return to the inside of the building. This includes during a drill.
- Students and staff may not go outside during the tornado watch

**Tornado Warning** - - A tornado has formed and has been sighted. Action will be taken immediately.

- All classes will move quickly to their designated tornado safe area.
- Notify the administration of any missing students. Do not send a student to notify the administration of the missing student. Either phone the office with missing student information or directly notify administrators who will be moving throughout the hallways.
- Students and staff are to assume a curled position with hands over his / her head. All individuals should be facing the wall.
- Remain in this position until the “all clear” is announced.

In the event of a tornado drill, the following relocations are in effect:

Rms. A1, A2, A3, A4	remain in rooms against the walls
Rms. A5, A6, A7, A8	science hallway against the walls
Theatre	against inside theatre walls
Rms. A9, A10, A11, A12	main hall next to classroom walls
Rms. A13, A14, A16, Library	main hall next to classrooms and opposite side hall
Rm. A15	remain in classroom
Rms. B1, B2, B3, B4	remain in classroom
Rms. B5 – B11	2 <sup>nd</sup> level hall outside classrooms
Rm. B12, B13	2 <sup>nd</sup> level hall outside classrooms B1 – B4
Rms. C1 – C5	3 <sup>rd</sup> level hall outside classrooms
Rms. C6 – C10	3 <sup>rd</sup> level hall outside classrooms, away from windows
Rms. C11 – C14	3 <sup>rd</sup> level hall outside classrooms, away from windows
Rms. C15 – C20	3 <sup>rd</sup> level hall outside classrooms, away from windows
Rms. C21 – C24	3 <sup>rd</sup> level hall outside classrooms C6 – 20, away from windows
T1, T2	2 <sup>nd</sup> level hall against walls
Rms. D1 – D5	remain in classroom or shop areas
Rms. D6 – D8	hall outside classrooms
Music Building	in band room
Gym	vocational lobby behind gym
Auxiliary Gym	bathrooms of auxiliary gym
Cafeteria Staff	kitchen
Office Staff and Guidance	interior hallways

**Hibriten High School**  
**Emergency Contact Numbers for After School Hours**

Tim Poarch 850-0528

Tammy Martin 729-2780

Christie Graybeal 850-3721

Courtney Wright 320-1672

David Colwell 729-2689