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## **Emergency Plan and Plan for Evacuating the Campus Hurricane-Ice Storm, Etc.**

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The action and procedures outlined are to be followed at all times; however; they are to be considered as minimum requirements and are not intended to replace the exercising of common sense and good judgments by staff, students and residents.

The planned objectives of The Piney Woods School are:

1. To insure immediate responses to emergency situations in order to either eliminate or minimize the probability of any adverse health and safety effect to either the students, staff or residents.
2. To insure that all appropriate local governmental officials, newspaper and parents are properly and timely notified of any emergency situations, which might adversely affect the health and safety of students, staff and residents.

### **In the event of a Hurricane:**

When it is apparent that the campus is in eminent danger by the National Weather Service or State Emergency Management Agencies, the President or his designee will put the entire campus under a "Take Shelter" order. This will be a mandatory order for all dormitories, academic buildings, residences, and all other campus buildings.

### **If the power (electricity) remains on:**

- The residents of each shelter will strictly follow orders or instructions from the designated person in charge of the area, until the threat of danger is over.
- The Safety Coordinator will inspect grounds and buildings to locate down power lines and trees; to be sure that the residents and dormitories are free from safety hazards, before allowing anyone to leave the shelter.

### **If the campus or shelters lose power:**

- The residents of each shelter will strictly follow orders or instructions from the designated person in charge of that area until the threat of danger is over.
- The maintenance staff will start up generators for the water wells, telephone control center and temporary lighting and check grounds and buildings for unsafe conditions. When the "all clear" is given by the Safety Coordinator, then the students in shelters other than dormitories will return to their dormitories.

The utility company (**Entergy, 1-800-968-8243, Acct. # 33487(17555236)**) will be informed of power outage.

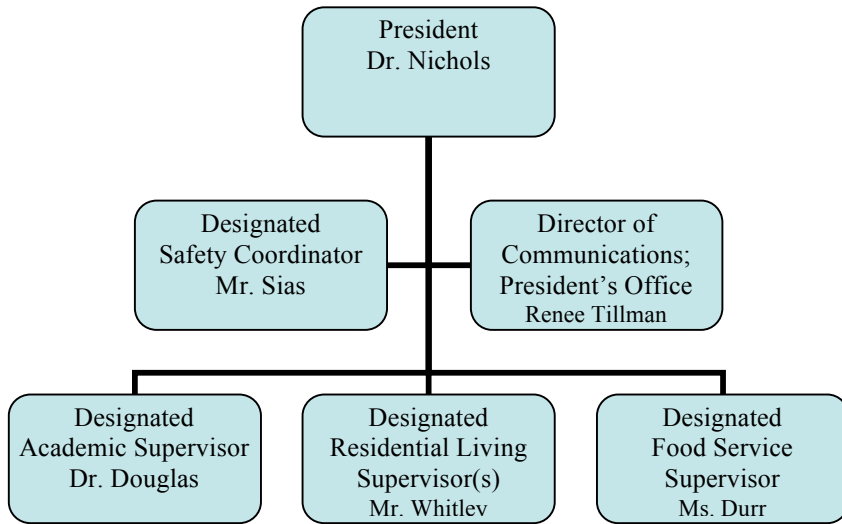
If it is determined that power will be out one hour to three (3) days the campus will operate under "Emergency Status". If temperatures in the dormitories are above 65° the dining hall will serve the meals that is listed within the emergency guideline

- The life span of the items on the menu may vary according to products.
- Products are rotated to maintain freshness.
- Coolers will be opened only as needed, and the freezer will remain locked.
- A generator will be needed after two hours to keep milk at a safe and consumable temperature.
- Freezer produce is to be kept in coolers to maintain freshness.
- Paper items are stored in the basement; flashlights will be needed to go down to get them.
- The kitchen is equipped with a manual can opener.

**NO STUDENTS WILL BE ALLOWED IN THE FOOD PREPARATION AREA WHEN THE CAMPUS IS IN "EMERGENCY STATUS"**

**In the event of a prolonged power outage in the cafeteria, the dining hall staff is prepared to furnish nutritious meals without using electricity. In the absence of the cafeteria manager, a staff person will contact security to unlock the office closet to obtain flashlights for kitchen use.**

## **Decision Tree      On Campus Staff**




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**THE PINEY WOODS SCHOOL**  
**Emergency Plan and Plan for Evacuating the Campus**  
**Hurricane-Ice Storm, Etc.**

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**Campus Evacuation**

If the temperature falls below 65° in the dormitories and there is a sustained power outage or some other emergency and the campus is under a Mandatory Evacuation Alert or Order, the President will give the order to close/evacuate the campus.

1. The Director of Communications will notify the media, newspaper, radio and TV stations to inform them that the school will be closed.
2. The Safety Coordinator will set up telephone pools for academic, residential living and security to contact the parents/guardians, utilizing the contact information listed on the Leave Authorization Form. All numbers listed must be called until someone on the form has been personally contacted.
3. Should the parent/guardian wish to give their permission for a child to go home with another person who is not listed on the Leave Authorization Form; a faxed statement from the person must be sent to Piney Woods (fax working off generator). In lieu or receipt or inability to contact parent or guardian; student will be assigned to a designated supervisor.

**Transporting students** – Under an Emergency Evacuation Alert or Order; the goal is to evacuate campus within the first 48 hours of declared emergency order. In the event that the power outage affects Jackson Public Transportation-Amtrak, Greyhound Bus or Jackson-Evers International Airport; parents will be encouraged to drive to pick up students at a designated pick up point. If students are not picked up, students will be transported to the nearest open public transportation facility or airport (generally that would be Memphis, TN, Birmingham, AL, and/or New Orleans, LA), to meet their parents or designated guardian. No child will be released until we receive signed authorization from parent or designated guardian.

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