

SDE INCIDENT PROCEDURES CHECKLIST

School ID: AL_049_0500

Principal: Rashad Stallworth

Phone: (251) 221-2267

Group	Incident	Comments
Athletic/Extracurricular Activities Venue	Equipment and Supplies	
	Emergency First-Aid Trauma Kits	
	Staff Training Certification	
Buildings and Ground Security	Hazard Identification	<p>Each faculty member at Mobile County Training School will have the responsibility to walk through the building and note any questions/concerns that he/she has for safety. Specifically, each member will carefully assess all areas assigned to him/her. This includes extracurricular activities and areas both inside and outside the building.</p> <p>To assist in this procedure, the following list will be utilized and will be included as appropriate.</p> <p>Hazard Identification</p>
	Alarm System	<p>Alarm System</p> <p>All buildings have alarm systems.</p> <p>All employees understand the alarm and alert system.</p> <p>Fire and severe weather alarms are established in the school.</p> <p>There is a school wide code for intruders in the building.</p> <p>A bullhorn is used in case of power failure.</p> <p>A backup alarm is periodically used during drills.</p>
	School Location and Traffic Patterns	<p>School Location, Traffic Patterns, and Protective Barriers</p> <p>There are written rules for traffic during arrival and departure.</p> <p>These rules are implemented consistently.</p> <p>All students, faculty and parents are given a copy of these rules.</p>

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<p>Exterior Parking and Lighting/Pay Phones</p>	<p>Parking Lot/Exterior Lighting/Exterior Pay Phones</p> <p>There is sufficient lighting for day/night activities in all areas.</p> <p>Presently, surveillance cameras are in the parking lot.</p> <p>Presently, speed bumps are located on the public access roads on the campus.</p> <p>Parking lots are monitored as needed.</p>
<p>Visual Access Inside and Outside</p>	<p>Visual Access Inside and Outside</p> <p>The school consists of 3 buildings; no portable facilities identified.</p> <p>There are 3 hallways and all are supervised.</p> <p>There are 48 surveillance cameras in the hallways or other parts of the campus.</p> <p>Presently, mirrors are not placed in areas to access visibility in corners.</p> <p>There is not a pay-telephone on campus.</p>
<p>Limitations of Building Design</p>	<p>Limitations of Building Design</p> <p>All hallways are supervised on campus.</p> <p>There are 5 separate buildings on campus.</p> <p>Each separate building is designated by a school floor plan.</p> <p>Each separate building is equipped with the same safety features and equipment as the main building.</p> <p>Plans to build a new school or remodel the existing school include the addition of safety features other than those required by building codes.</p>
<p>Exits</p>	<p>Exits</p> <p>All exit doors open to the outside.</p> <p>All exit doors are accessible from the inside to the outside doors.</p>

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	<p>There are no chains on doors.</p> <p>All windows are secure and in good working order.</p> <p>There is one second floor at Mobile County Training School appropriate fire exits.</p>
<p>Electrical Safety and Appropriate Machinery and Equipment Use (OSHA Standards)</p>	<p>Electrical Safety and Appropriate Machinery/Equipment Use (OSHA)</p> <p>Air conditioners and other outside equipment are enclosed in fences/buildings.</p> <p>Safety devices are consistently utilized in vocational programs (Explorations).</p> <p>Extension cords are appropriately used.</p> <p>School lunchroom is free of hazards.</p> <p>There are dates noted on the school calendar for the areas re topic to be reviewed.</p> <p>All science lab equipment meets appropriate standards.</p> <p>Appropriate procedures are utilized in the science labs.</p>
<p>Signs/Directions to Safety</p>	<p>Signs/Directions to Safety Areas</p> <p>All exit lights are in operating order.</p> <p>Signs are erected with arrows/visual indicators to Safety areas building.</p> <p>A drug-free/gun-free zone sign is posted at the main entrance campus.</p> <p>Signs are posted for visitors' entrance procedures at all entrances.</p>
<p>Hall Passes</p>	<p>Hall Passes</p> <p>Hall passes include name of students, teacher, date, time and</p> <p>Hall passes are unique / difficult to duplicate.</p>

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		Security
	Security	<p>Security</p> <p>All keys to all areas are locked in a central location and easily accessible in an emergency.</p> <p>Keys are collected from employees when they retire/resign/leave.</p> <p>Keys are distributed to faculty/staff members who have a demonstrated need.</p> <p>Keys are collected at the end of each school year.</p> <p>An alarm system is installed.</p> <p>All records are placed in a secure place at the end of each day.</p> <p>Information relating to preserving a crime scene is given to police.</p> <p>There is a plan to immediately cover graffiti on school property. Proper investigation/pictures have been made.</p>
Communications	Building Communication	<p>BUILDING COMMUNICATION AND COMMUNICATIONS EQUIPMENT</p> <p>Ways of providing contacts and assistance when emergencies occur on campus and in the local community.</p> <p>The existing intercom system does permit two-way communication.</p> <p>There are 6 walkie-talkies on campus, one each for the Principal, assistant principal, Janitors, Office Workers, and coaches.</p> <p>One laptop computer is available with charged battery and connected to car lighter at all times in case of emergency.</p> <p>Cellular telephones are available in case of emergency.</p> <p>2 bullhorns are housed in the office. (the principal and assistant principal each has one in their possession 1 additional bullhorn is located with physical education teachers in the gymnasium. Batteries are recharged at all times. These are used during drills, making announcements, control, bus departure and wherever the need may arise.</p>

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		<p>There are 6 walkie-talkies on campus, one each for the Principal, assistant principal, Janitors, Office Workers, and coaches.</p> <p>One laptop computer is available with charged battery and car charger to car lighter at all times in case of emergency.</p> <p>Cellular telephones are available in case of emergency.</p> <p>2 bullhorns are housed in the office. (the principal and assistant principal each has one in their possession 1 additional bullhorn is located with physical education teachers in the gymnasium. Batteries are charged at all times. These are used during drills, making announcements, emergency control, bus departure and wherever the need may arise.</p>
Crisis Management	Emergency Transportation	The Director of Transportation will provide transportation as needed.
	Relocation	<p>RELOCATION</p> <p>The established relocation site is Vigor High School, which is located at Wilson Avenue Prichard, Alabama. If transportation is not available, this site is approximately 1.7 miles.</p> <p>The alternate site is Whitley Elementary School located approximately 1.2 miles.</p> <p>Staff members will assume all ICS roles and responsibilities.</p> <p>Staff members not involved in their ICS roles assume their normal responsibilities.</p> <p>The resources at both sites provide restrooms.</p>
	Unification	<p>REUNIFICATION</p> <p>Staff members responsible for unification of students will have copies of student records.</p> <p>All students once accounted for will be manually signed out by staff members.</p>
	Recovery	<p>RECOVERY</p> <p>MCPSS Guidance Services counselors will be available for stress debriefing for those needing immediate assistance.</p> <p>The Principal and/or School Counselor will coordinate long-term recovery counseling service through the MCPSS Guidance Services.</p>

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		<p>The Principal or designee will debrief staff/students for state potential criminal prosecution or other measures.</p> <p>Mobile County's District Attorney's Office will be present for potential prosecution.</p> <p>The Principal will debrief the Superintendent on the details of the situation.</p> <p>The Mobile Police Department will coordinate stand down of operations/traffic control.</p> <p>The MCPSS Office of Communications representative will work with the Principal to provide final on-scene media information.</p> <p>The Mobile County District Attorney or designee will work with the Principal to provide post operations follow-up (investigation, debriefing, and media, after action reporting).</p>
Emergency Evacuation	Air Disaster	<p>AIR DISASTER</p> <p>Mobile County Training School is located approximately 1 mile northeast of a major airport. A fallen aircraft emergency occurs if an aircraft crashes in or near school grounds. In the case of a jet crash, the minimum safe distance from the site is 440 yards from an explosion.</p> <p>Procedures:</p> <p>Should an aircraft fall on or near the school the principal will act immediately.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>If necessary, first aid will be administered by available personnel.</p> <p>The fire evacuation procedure should be initiated.</p> <p>All students and staff will be kept at a safe distance, upwind of the crash site.</p>
	Chemical Spills	<p>CHEMICAL SPILL AT ADJACENT INDUSTRIAL FACILITY OR RAILROAD</p> <p>If there is an accident at one of the industrial facilities or with the school will be notified with the community Emergency</p>

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	<p>safe areas for students using information received via the mo</p> <p>Follow established evacuation procedures: the school wills e in-place or evacuate the area and transport students and staff designated off-campus location as instructed by local law en</p> <p>If necessary, activate the SCHOOL CRISIS MANAGEMEN</p> <p>Notify Emergency Agency liaisons.</p> <p>Contact Resource Officer, Andy Howard (251) 610-1014.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>CHEMICAL SPILL ON ADJACENT HIGHWAY/TRACTOR TRAILER TRUCK ACCIDENT Procedures:</p> <p>If there is an accident on highways adjacent to the school in chemical spill, immediately call 911 to ensure the accident i</p> <p>If it is suspected or determined that the truck is leaking chem principal or designee will have the faculty/staff and students place or evacuate the area and transport students and staff to off-campus location as instructed by local law enforcement.</p> <p>If off-campus evacuation becomes necessary the Emergency of the Building/Campus Plan will be followed.</p> <p>If necessary, activate the SCHOOL CRISIS MANAGEMEN</p> <p>Notify Emergency Agency liaisons.</p> <p>Contact School Resource Officer, Andy Howard (251) 610-</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p>
Explosion	<p>EXPLOSION ON CAMPUS</p> <p>Since explosions can strike without warning, the immediate protect lives by taking the best available course of action. Procedures:</p> <p>If the explosion is on campus but not in the building the prin discretion as to whether it is necessary and safe for the stude evacuate to an off-campus site. If it is determined to evacuat the principal will activate the Off-Campus Evacuation Plan.</p>

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	<p>Turn off all bells.</p> <p>Call 911.</p> <p>Give instructions to teachers over the intercom or with a bull</p> <p>Turn off air conditioning/heating system.</p> <p>Ensure all doors are closed by following the prescribed chain listed below:</p> <p>Principal Building Assistant principal Building Custodians Building CHECK DOORS OF CURRENT ASSIGNED BUILDING.</p> <p>The Resource Officer will be contacted. Andy Howard (251</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>When the emergency situation is under control and evacuation building is still necessary give instructions to teachers and staff intercom or with a bullhorn to evacuate the building by the c evacuation route.</p> <p>The teacher will follow these guidelines: Instruct the students to drop to the floor and secure protection desk or table.</p> <p>After the emergency subsides, upon the principal's instruction students out of the building according to the established route evacuation. Leave through the nearest accessible door if the route is inaccessible.</p> <p>Call the roll to be sure all students have exited safely; notify administration if a student is missing.</p> <p>Instruct students to stay clear of the building and power lines</p>
Fire	<p>Fire---Continuous sounding of the alarm</p> <p>Since fire can strike without warning, the immediate need is lives by taking the best available course of action.</p> <p>All teachers will be aware of the appropriate evacuation steps situations. Take all students to their assigned areas according evacuation map posted by the entrance door to the classroom campus is determined to be clear of present danger, the "all</p>

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	<p>Evacuate the school immediately by a predetermined signal.</p> <p>Ensure all faculty/staff and students exit the building.</p> <p>Contact the School Resource Officer. Andy Howard (251) 6</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>Teachers will:</p> <p>Usher the students out of the buildings according to the school escape plan.</p> <p>Have class roster in your possession at all times during the e</p> <p>Leave through the nearest accessible door if the planned rou inaccessible.</p> <p>Call the roll to be sure all students have exited safely; notify administration immediately if a student is missing.</p> <p>Have students stay well clear of the buildings.</p> <p>One fire drill will be conducted each month.</p>
Floods	<p>FLOODS</p> <p>Severe weather can produce flooding conditions anywhere a flooding should threaten the school grounds or the school c Principal will take the best course of action in order to save</p> <p>Procedures:</p> <p>The Principal will:</p> <p>Instruct teachers to move students to a remote and dry area o complex.</p> <p>Observe flooding conditions and keep students out of low-ly</p> <p>Contact the Superintendent's Office for flood instructions. 221-4008.</p> <p>Once it has been established that school will be suspended, i</p>

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	<p>Dismiss faculty/staff after students have been evacuated from campus.</p> <p>*The MCPSS Office of Communications will notify parents of early dismissal of school.</p> <p>Teachers will:</p> <p>Keep students calm.</p> <p>Move students to a remote and dry area of the school complex.</p> <p>Observe flooding conditions and keep students out of low-lying areas.</p> <p>Call the roll to be sure all students have exited safely; notify administration immediately if a student is missing.</p> <p>Conduct school dismissal procedures.</p>
<p>Serious Weapon-Related Incident</p>	<p>GUNSHOTS DIRECTED TO CAMPUS OR INDIVIDUALS ON CAMPUS</p> <p>Staff will be alerted to “Lockdown”</p> <p>Alert will be announced over the intercom. School will go into lockdown procedure.</p> <p>Procedure:</p> <p>If Indoors:</p> <p>Teachers lock classroom doors, and pull down all blinds or shades.</p> <p>Turn off the lights in your classroom.</p> <p>Take cover under desks or tables.</p> <p>Move from under light fixtures and other objects.</p> <p>Keep students as calm and quiet as possible.</p> <p>If Outdoors:</p> <p>Avoid overhead wires and utility poles if possible.</p> <p>Instruct students to drop and lay flat on the ground.</p>

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		<p>GUNSHOTS DIRECTED TO CAMPUS OR INDIVIDUAL CAMPUS (Continued)</p> <p>Post-Incident Reporting:</p> <p>Record following information to report to authorities if the s fired from a vehicle:</p> <p>Make of vehicle involved.</p> <p>Color of vehicle.</p> <p>Direction vehicle was last seen going.</p> <p>Number of people, sex, race, color of clothing, and approxin</p> <p>License plate numbers if possible.</p> <p>Which of the individuals was firing the gun?</p> <p>Name(s) of individual(s) if known.</p> <p>Where they were last seen during the shooting?</p>
<p>Emergency Lockdown/Lockout</p>	<p>Hostage Situation</p>	<p>HOSTAGE SITUATION</p> <p>Since a hostage situation can take place without warning, the need is to protect lives. In the event of a hostage situation the Principal will follow t guidelines in so far as they are possible. Procedures:</p> <p>Immediately announce the code for hostage situation lockdo</p> <p>Immediately turn off the bells.</p> <p>Immediately notify law enforcement. Mobile Police Departm 7211.</p> <p>Contact the School Resource Officer. Andy Howard (251) 6</p> <p>Follow Preliminary GS-1 Reporting Procedures. Move other students and teachers completely away from the the hostage situation. The situation will be turned over to the authorities upon their arrival.</p>

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		<p>Stay calm and keep students calm.</p> <p>If more than one student is involved, try to keep all students safe.</p> <p>Don't be a hero.</p> <p>Follow instructions of captor.</p> <p>Cooperate; be friendly if possible; don't argue with or antagonize captors or other hostages.</p> <p>Inform captors of medical needs or other needs.</p> <p>Be prepared to wait. Elapsed time is a good sign.</p> <p>Don't try to escape. Don't try to resolve situation by force.</p> <p>Be observant and remember everything that is seen and heard.</p> <p>If a rescue takes place, lie on the floor and await instructions from rescuers.</p>
	Intruders	<p>INTRUDERS</p> <p>Those individuals who have not received permission from the principal or designee to be on campus are intruders. Any person with unauthorized presence on campus will adhere to this policy. All strangers and parents will go straight to the main office (located in the main building) of the school campus.</p> <p>The main office is clearly identified as you arrive on campus (located outside the building).</p> <p>Parents or visitors will be given passes to obtain visitation to the classroom.</p> <p>Passes should be turned in before departure from the school campus.</p> <p>Faculty/staff are alerted to identified and unidentified visitors. If a faculty/staff notice an unidentified visitor, they notify the main office and request an escort for the unidentified visitor.</p> <p>An administrator or the school counselor escorts visitors through the school buildings if disruption is anticipated.</p>

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	<p>Individual with Firearm/Weapon</p>	<p>WEAPONS</p> <p>An instrument of defensive or offensive combat found on campus used to threaten or violate another's rights will be handled according to the MCPSS Board Policy governing possession of weapons by students, faculty or staff.</p> <p>School administrator will assess the situation to determine the level of threat.</p> <p>If the situation is volatile and/or life threatening the Principal will immediately call 911.</p> <p>In all cases the Principal will immediately contact the School Resource Officer.</p> <p>A teacher or any staff member will immediately notify the school administrator of any student with a weapon in his/her possession on school grounds.</p> <p>An administrator will escort the student to the office.</p> <p>The Mobile County Public School System's Student Code of Conduct will be followed for discipline purposes.</p>
	<p>Shooting Incident</p>	<p>SHOOTING INCIDENT</p> <p>At the first sign of an active shooter:</p> <p>Call 911.</p> <p>Advise the dispatcher of what is taking place and inform him/her of the location.</p> <p>Report as much information as you can.</p> <p>Notify the School Resource Officer. Andy Howard (251) 688-1111</p>
<p>General Emergency Procedures</p>	<p>Abduction of Student</p>	<p>ABDUCTION</p> <p>A student or staff member is taken without permission.</p> <p>Procedures: The Principal or front office will be notified immediately.</p> <p>Follow student if possible</p>

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		<p>The Principal or designee will contact parents/relatives.</p> <p>The School Resource Officer will be contacted: Andy Howa 1014.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>The situation will be turned over to the legal authorities upon</p>
	<p>Animals in School (Wild or Domestic)</p>	<p>ANIMALS IN SCHOOL Procedures:</p> <p>Remove students from the area in an orderly manner.</p> <p>Report the problem to the Front Office.</p> <p>Office will report the problem to the appropriate authorities (Local Law Enforcement)</p> <p>The Principal will take the necessary steps to remove the animal from the building without threat of injury to anyone. If this is not possible, the Principal or designee will secure the area and wait for help from the appropriate authorities.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p>
	<p>Bomb Threat</p>	<p>BOMB THREAT</p> <p>The main concern in managing a bomb threat is to use good judgment and order to respond appropriately, without overreacting. After the threat is made, one may criticize any response as shortsighted and irresponsible, but it is not overreacting and paranoid. In general, it is recommended that the Principal err on the side of caution.</p> <p>What is a Threat?</p> <p>A bomb threat is an attempt to use fear to disrupt the orderly operation of the school. A student may call in a bomb threat to avoid class, a disgruntled employee may mail in a threat in order to "get even" with the administration. The caller may simply want the excitement of a school evacuation and an emergency response by the police and fire department. Any bomb threat needs to be taken seriously until you have been told otherwise.</p> <p>Threats are either general or specific: General Threat:</p> <p>The general threat is usually viewed as the less serious of the</p>

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		<p>tension, a disgruntled employee, etc.</p> <p>Specific Threat:</p> <p>The caller/writer gives specific/detailed information, such as the bomb, time of detonation, Reason device was placed at the school, type of device/bomb organization the caller represents. All office staff has been trained by an employee from MCPSS handling bomb threats by script.</p> <p>Procedures:</p> <p>The person receiving the bomb threat call should follow the procedures provided by MCPSS Security. Immediately, write exact time and exactly what the person said.</p> <p>Immediately notify law enforcement Mobile Police Department</p> <p>Immediately notify the Resource Officer: Andy Howard (25 or 221-4108.</p> <p>Turn off all pagers, cell phones, and walkie-talkies if the threat is a specific threat.</p> <p>Evacuate building:</p> <p>Follow fire alarm procedures. Return after the building has been searched and the “all clear” has been given.</p> <p>In bad weather, return to the gym after the search of that area is given the “all clear”.</p> <p>Assistant Principals are in charge when the principal is away from campus.</p> <p>Emergency Campus Evacuation Plan may be used if necessary (if notified, use the normal evacuation procedure).</p>
	<p>Death of a Student/Staff Person</p>	<p>DEATH OF A STUDENT</p> <p>By far, the worst crisis situation is the death of a student. When a student dies, emotional trauma is a natural occurrence by students, faculty, and staff. A student’s death, which occurs on campus, particularly in the case of school violence is alarming to the community. There is no</p>

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best prevention for the development of post-traumatic stress

Get as much information as possible from the family and ask for permission to share it with the students, faculty, and staff.

Relay the information to the students in a factual way, carefully breaching the student or family's privacy. The principal and staff might consider moving from room to room to tell the students what happened. They should tell the truth, allow for ventilation, and listen to expressions or feelings the students have. Students need to be reassured they may visit the counselor's office for special assistance in the future talk.

If possible, allow a break after telling the students, in order to give them an opportunity to vent and express their grief with other students.

Upon returning to school, students should be allowed time to express their feelings, talk about the deceased, and discuss memories. Give the faculty, and staff information about the funeral and allow them to attend, provided the family has granted permission.

Mobile County Training School will be on watch for troublemakers among the students and will be prepared to call in extra counselors if needed.

MCPSS Guidance Services counselors will be available for crisis and stress debriefing for those needing immediate assistance.

The Principal and/or School Counselor will coordinate long-term recovery counseling service through the MCPSS Guidance Services.

The MCPSS Guidance Services will coordinate long-term counseling services with Mobile Mental Health for any students requiring services beyond the school's expertise.

Mobile County's District Attorney Victim Services Officer will be present for persons requiring victim services.

EMOTIONAL TRAUMA

The following questions will help the administrator anticipate and prevent emotional trauma:

Who was the person and were they a long-time popular member of the school?

What happened?

Murder and suicide are unexpected and violent, and thus more difficult to deal with, than for example, a death from a serious illness.

Where did the death occur?

DEATH OF A STUDENT (Continued)

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	<p>Who was the perpetrator? If the person believed to be responsible for the death is also your school community, it adds to the emotionality.</p> <p>MEMORIALS AND FUNERALS</p> <p>Funerals should not be held on the school premises.</p> <p>Memorials are not recommended to be built on school premises.</p> <p>Banquets, dinners, or assemblies shall not be held to honor a student either at the time of death or on the anniversary of his/her death.</p> <p>Planting of trees seems to be OK.</p>
<p>Drug/Alcohol Abuse</p>	<p>DRUG OR ALCOHOL ABUSE</p> <p>The MCPSS Drug Policy states that drug use, possession, and distribution on school grounds and at school functions will not be tolerated and applies to both students and school personnel. Mobile County Schools will adhere to the MCPSS Drug Policy and Procedures.</p> <p>DRUG OR ALCOHOL OVERDOSE</p> <p>WHAT TO LOOK FOR: Patient may be disoriented or unconscious, or display a variety of symptoms depending on what he/she has taken.</p> <p>There may be an odor, empty bottles, needles, fragments of pills, powders, plants, or other substances when a patient has overdosed.</p> <p>Procedures:</p> <p>Contact the school nurse. Dinah Lambert 221-2267</p> <p>If situation appears life threatening calls 911.</p> <p>Contact Resource Officer. Andy Howard (251) 610-1014.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>If patient starts to vomit, turn them on their side. Save vomit for the emergency personnel. Save any pill bottles or any other substances that may be found to medical personnel. Follow rules of STANDARD PROCEDURES and Do Not Leave Alone.</p>
<p>Drug/Alcohol Distribution</p>	<p>DISTRIBUTION OF MEDICATION</p> <p>On occasion medications are required to be given during school hours.</p>

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	<p>Parents will fill out medicine forms obtained from the office.</p> <p>Parent will provide proof of prescriptive medication.</p> <p>Principal or designee will count medicine with parent.</p> <p>Principal or designee will administer medicines.</p> <p>Office will notify parent when medicines are running out.</p> <p>All medicines will be kept in a designated place in the front lock and key.</p>
Emergency Supervision of Students	<p>EMERGENCY SUPERVISION OF STUDENTS</p> <p>Faculty and Staff have designated areas to supervise students when they arrive at school in the morning. These areas include bus ramps, hallways, restrooms, parking lots, playgrounds, and the cafeteria.</p> <p>If a teacher needs to leave the room, an adult will supervise until they return.</p> <p>Selected students are escorted by staff to and from classrooms.</p> <p>Students are required to carry a hall pass if they leave the classroom than their regularly scheduled times.</p> <p>Teachers monitor hallways during class changes, listening for any disruptions.</p> <p>All areas are currently monitored at all times.</p> <p>There are written duty rosters for all personnel.</p> <p>Hallways, play areas, classrooms, cafeterias, the gym, and restrooms are monitored by faculty and staff.</p> <p>All early dismissals are handled through the office.</p> <p>There are specific rules governing field trips beginning with check-out slips and ending with the students return to base and/or their homes. Nametags are required. Parent contact information and medical information are easily accessible.</p> <p>When teachers leave the classroom for extended periods of time (more than 15 minutes), they consistently take with them a current class roster.</p>

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	<p>orientation on safety before entering the classrooms. There are duty rosters for all personnel.</p>
<p>Field Trips</p>	<p>FIELD TRIP EMERGENCIES</p> <p>Emergencies that take place off school grounds while students are on school sponsored activity</p> <p>Procedures:</p> <p>Pre-Trip Planning: Field trip request form must be completed and approved with itineraries and routes the bus will travel.</p> <p>Participant roster with bus assignment must be sent to the office before leaving campus.</p> <p>The teacher must take a complete list of students' addresses and emergency information.</p> <p>School emergency contact numbers, i.e. school's private line, home, pager and/or cellular number, Transportation Department, etc. will be given to each teacher and bus driver going on the trip.</p> <p>Bus drivers must be trained in Emergency First Aid.</p> <p>Medical history should be obtained from any student determined to have existing medical conditions.</p> <p>Medications should be administered according to MCPSS and School Policies.</p> <p>Off-Campus Emergency Procedures:</p> <p>Contact emergency assistance by calling 911.</p> <p>Assist in identifying students who require first aid.</p> <p>Contact Principal who will notify appropriate personnel: 221-4108 security at 221-4108. If it is necessary to stay with injured individuals, assign supervisory responsibilities to alternate personnel.</p>
<p>Fighting/Disruptions</p>	<p>FIGHTING / DISRUPTIONS</p> <p>FIGHTING is defined as any conduct falling within the Alabama Code defining assault, menacing and reckless endangerment, or coercion. Refer to TITLE 13 A of the CODE OF ALABAMA for the Procedure for Stopping a Fight</p>

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	<p>immediately if the teacher or principal is in sight of the alter</p> <p>Obtain help from other teachers if at all possible.</p> <p>If students are starting to gather, call out to any of the student names are known and start giving orders. Attempt to get students from the commotion as quickly as possible.</p> <p>Call out the names of the involved students (if known) and those they have been identified.</p> <p>Get additional help if confronted with a serious fight, especially if it involves weapons. Do not try to be a hero.</p> <p>After separating students, try to avoid using further confrontational behavior. Do not point at the students, make accusations, or force them with their backs against the wall.</p> <p>Students should be escorted to the office as soon possible.</p> <p>Remember that no one can “cool down” instantly.</p>
Irate Individual	<p>IRATE INDIVIDUAL</p> <p>Notify the front office, and/or administrators. Ensure the safety of students and staff members by isolating the irate individual. Notify police, if necessary. Contact Resource Officer Andy Howard (251) 610-1014.</p>
Lost/Runaway Student	<p>LOST STUDENT/STUDENT RUNAWAY</p> <p>Student runs away from the school building during school hours. Procedures:</p> <p>The teacher or staff member should notify the school office, provide a description of the student and provide information about the student's last known location.</p> <p>The school office personnel should call 911 and provide a description of the student and as much information as possible about the incident.</p> <p>Follow student if it seems appropriate (student runaway).</p> <p>School office personnel should contact the parent or guardian as soon as possible.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p>

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	<p>Staff members are instructed to report suspicious to front of</p> <p>Front office staff will notify administrators.</p> <p>Notify police, if necessary.</p> <p>Administrators will notify the Resource Officer, if necessary.</p>
<p>Riot</p>	<p>RIOT</p> <p>First person to encounter the situation:</p> <p>Assess the situation to determine if a riot is in progress or if through communication from the office that a riot is in progress threatening, take the following steps:</p> <p>Priority One – Protect the Students!</p> <p>Teachers will conduct a lockdown of classroom. Do not allow out of the classroom. Keep them seated, calm, and away from</p> <p>Alert the office of situation if they have not been notified.</p> <p>Pull shades down.</p> <p>Wait for further instructions from the office and Administration taking any other course of action, unless the students have been in danger.</p> <p>Principal and/or Office Staff:</p> <p>After being alerted that a disruption of the possible nature of occurring, the Principal or designee will report to the area and situation.</p> <p>As a precaution, while the assessment is underway, teachers and personnel are to be alerted of a possible situation at this time. Staff will follow the lockdown procedures.</p> <p>After the determination has been made that a riot is occurring the following steps are to be followed by the administration: Call 911 notifies local law enforcement of the nature of the situation.</p> <p>Contact the Resource Officer. Andy Howard (251) 610-1011</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>Have law enforcement evaluate and call for any necessary resources as back-up help, emergency medical help, etc.</p> <p>Activate needed emergency plans, which may include:</p>

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	<p>Assign staff a temporary detention facility, such as the cafeteria, to hold students and log information.</p> <p>Assign staff to a pre-determined medical treatment/triage area.</p> <p>The situation will be turned over to the legal authorities upon arrival of law enforcement.</p>
<p>Serious Accidents On/Off Campus</p>	<p>SERIOUS ACCIDENTS ON / OFF CAMPUS</p> <p>Call 911 immediately. Evacuate students from the area. School nurse will provide assistance until first responders arrive. Contact the Resource Officer Curtis Graves 610-1011. Follow Preliminary GS-1 Reporting Procedures.</p>
<p>Serious Incidents On/Off Campus</p>	<p>SERIOUS INCIDENTS ON /OFF CAMPUS</p> <p>Staff contacts the front office and/or administrators. Call 911 immediately. Evacuate students from the area. School nurse will provide assistance if needed, until first responders arrive. Contact the Resource Officer, Andy Howard (251) 610-1011. Follow Preliminary GS-1 Reporting Procedures.</p>
<p>Sexual Assault/Harassment</p>	<p>SEXUAL ASSAULT</p> <p>Sexual Assault – Includes rape, attempted rape, incest and sexual harassment.</p> <p>Procedure:</p> <p>AWAY FROM SCHOOL:</p> <p>Don't panic or criticize the victim. Respect the victim's privacy. Be supportive. If the victim has been physically injured, seek medical attention immediately.</p> <p>AT SCHOOL:</p>

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	<p>Mobile Police Department 208-7211.</p> <p>Department of Human Resources (DHR) 450-9100.</p>
Suicide On/Off Campus	<p>SUICIDE</p> <p>The school community should do everything possible to prevent this tragic form of death. Part of prevention is early detection of students who appear to be severely troubled. Improvement of each student's character is an underlying goal of the educational process. Character education programs and conflict resolution initiatives help to improve students' self-esteem and self-worth.</p> <p>The following are recommendations regarding suicide:</p> <p>DEALING WITH SUICIDE</p> <p>Don't dismiss school or encourage funeral attendance during school hours.</p> <p>Don't have a large assembly.</p> <p>Do give the facts to the students.</p> <p>Do emphasize prevention and everyone's role.</p> <p>Do provide individual and group counseling.</p> <p>Do emphasize that help is available and that there are alternatives to suicide.</p> <p>Do contact the family of the deceased immediately and offer support to the faculty and staff.</p> <p>SIGNS OF SUICIDE</p> <p>Young people who are thinking about suicide often provide warning signs. By trying to warn others, young people are often crying out and hoping that someone will step in to help them. Young people who are thinking about suicide might do some of the following:</p> <p>Make a direct statement about killing oneself, such as, "I don't want to live anymore;"</p> <p>Make an indirect statement about killing oneself, such as, "I need a gun where I can get a gun;"</p> <p>Have a change in personality;</p> <p>Withdraw from family and other people;</p>

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emotions such as stomachaches or headaches;

Use alcohol and other drugs;

Lose interest in schoolwork;

Give away possessions;

Talk about getting even with others;

Fail to recover from a disappointment or loss;

Run away from home;

Have a close friend or relative who has committed suicide.

Know What To Do If Someone Shows Warning Signs. (Student)

Look for warning signs when someone is depressed.

Do not ignore signs or take them lightly.

Ask a responsible adult such as a school counselor or teacher.

Let the person know you care. Always show sincere concern for this person's feelings.

Listen and try not to be shocked by what this person says.

Ask the person directly if he/she is considering suicide. Many people are relieved because they want help. Others will deny suicidal thoughts at first.

Help the person think of better ways to solve problems.

Identify other supportive people with whom the person can talk.

Do not leave the person alone. Stay with the person, at least until professionals take over.

Intervention by School Personnel:

Listen. An effort should be made to really understand the person's words. Allow the person to express his/her feelings.

Determine, if possible, the intensity or severity of the emotion.

Notify the guidance counselor and school nurse of your concerns.

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Ask a relative or friend of the student to contact the school counselor.

Act definitively. Do something tangible and provide the student with a clear action.

Be affirmative and supportive. Strong, stable mentors can aid in the recovery of an individual.

Ask the person directly if he/she is considering suicide. Many people are relieved because they want help. Others will deny suicidal thoughts at first.

Be a non-judgmental listener who shows interest and support.

Do not leave the person alone. Stay with the person, at least until school professionals take over.

SUICIDE (Continued)

When A Suicide Attempt or Death Occurs, These Steps Should Be Followed:

Identify the crisis and circumstances: Was the attempt or death in a classroom? Alone?

Obtain the facts: who, what, when, where, how, and if known, why.

If the suicide occurs within a classroom, keep the students calm and safe as possible. Remove them from the area as quickly as possible.

If it occurs in a public area, isolate that area from other students.

Notify the parent/guardian/spouse of the victim. Gather information on other brothers/sisters and other close relatives and the schools they attend. Notify parents if they would prefer these individuals be notified.

The MCPSS Office of Communications Director will meet with the school counselor to draft a statement and develop a plan for notifying the community staff.

Meet with staff and give them the facts about the crisis.

Contact appropriate outside agencies.

Provide time for classroom discussion.

Contact the MCPSS Office of Guidance Services to obtain emergency counselors to address the needs of individuals dealing with the crisis.

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<p>Terrorists Activities</p>	<p>TERRORISTS ACTIVITIES</p> <p>Terrorism is the unlawful use of force or violence committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in the furtherance of political or social objectives.</p> <p>Call 911, if needed.</p> <p>Ensure that students and staff are safe and secure.</p> <p>Contact the Resource Officer. Andy Howard (251) 610-1010</p> <p>Follow Preliminary GS-1 Reporting Procedures</p>
<p>Train/Railway Accidents</p>	<p>TRAIN DERAILMENT</p> <p>The closest tracks are approximately a ½ mile away from the school. The community emergency resulting from a derailment will be a telephone communication or emergency management system. School personnel will take the following steps to provide a safe environment for students.</p> <p>When the school is notified of a train derailment that threatens students and staff, off-campus Emergency Evacuation of Building/Campus procedures will begin.</p> <p>School officials will make contact with the Emergency Management Agencies managing the emergency and cooperate as necessary.</p> <p>The Principal and/or the School Command Post Team will follow policies regarding notification of families/guardians and the release of children until released.</p> <p>Bus drivers will return to the school if necessary to remove passengers remaining on campus.</p>
<p>Truck/Trailer Incident</p>	<p>TRUCK / TRAILER INCIDENT</p> <p>Staff contacts the front office and/or administrators.</p> <p>Call 911 immediately.</p> <p>Evacuate students from the area.</p> <p>School nurse will provide assistance if needed until first responders arrive.</p>

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	<p>Vandalism</p>	<p>VANDALISM</p> <p>Vandalism is defined as intentional and deliberate action resulting in injury or damages of more than \$200 to public property or the property of another.</p> <p>Procedure:</p> <p>Once it has been determined that vandalism has occurred the following procedures should be adhered to:</p> <p>TEACHER:</p> <p>Remove students to another location if it is determined that there is a danger of being physically harmed if they stay in the area.</p> <p>Alert administrators through two-way communication system.</p> <p>Seal the area.</p> <p>ADMINISTRATION:</p> <p>After being alerted that possible vandalism has occurred, the designee should assess the situation first hand.</p> <p>Upon determining the degree of the vandalism, the Principal will contact the School Resource Officer.</p> <p>A decision will then be made as whether to involve the Maintenance Department or if the school's custodial staff can correct the damage.</p> <p>If the vandalism involves graffiti call Resource Officer, Curriculum Services, 610-1011.</p> <p>The Resource Officer will photograph the graffiti and have it removed immediately. Be sure the graffiti is photographed before it is removed.</p>
<p>Lockdown/Lockout Procedures</p>	<p>Building Lockout</p>	<p>Suggested Lockdown Procedures: (Soft, Hard, Building, and Area)</p> <p>Mobile County Training School faculty/staff follow identified lockdown procedures when an immediate threat occurs to the safety of faculty/staff members.</p> <p>A special code is announced for a school-wide lockdown.</p> <p>Office staff, teachers, administrators, and custodians follow the lockdown procedure when a lockdown occurs.</p>

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		<p>has been neutralized.</p> <p>The main office is clearly identified as visitors arrive on campus (inside and outside).</p> <p>Signs are posted for visitors to report to the main office when entering the school building.</p>
	<p>Portable Building Lockdown Procedures</p>	<p>Suggested Lockdown Procedures: (Soft, Hard, Building, and Mobile)</p> <p>Mobile County Training School faculty/staff follow identified lockdown procedures when an immediate threat occurs to the safety of faculty/staff members.</p> <p>A special code is announced for a school-wide lockdown.</p> <p>Office staff, teachers, administrators, and custodians follow the lockdown procedure when a lockdown occurs.</p> <p>Faculty/staff lock classroom doors, windows, and entrances.</p> <p>The School Resource Officer is contacted for assistance when a lockdown occurs.</p> <p>Faculty/staff and students follow an “all clear” procedure when the threat has been neutralized.</p> <p>The main office is clearly identified as visitors arrive on campus (inside and outside).</p> <p>Signs are posted for visitors to report to the main office when entering the school building.</p>
	<p>Soft Lockdown</p>	<p>Suggested Lockdown Procedures: (Soft, Hard, Building, and Mobile)</p> <p>Mobile County Training School faculty/staff follow identified lockdown procedures when an immediate threat occurs to the safety of faculty/staff members.</p> <p>A special code is announced for a school-wide lockdown.</p> <p>Office staff, teachers, administrators, and custodians follow the lockdown procedure when a lockdown occurs.</p> <p>Faculty/staff lock classroom doors, windows, and entrances.</p> <p>The School Resource Officer is contacted for assistance when a lockdown occurs.</p> <p>Faculty/staff and students follow an “all clear” procedure when the threat has been neutralized.</p>

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		<p>school building.</p>
	<p>Hard Lockdown</p>	<p>Suggested Lockdown Procedures: (Soft, Hard, Building, and</p> <p>Mobile County Training School faculty/staff follow identified procedures when an immediate threat occurs to the safety of faculty/staff members.</p> <p>A special code is announced for a school-wide lockdown.</p> <p>Office staff, teachers, administrators, and custodians follow procedure when a lockdown occurs.</p> <p>Faculty/staff lock classroom doors, windows, and entrances.</p> <p>The School Resource Officer is contacted for assistance when occurs.</p> <p>Faculty/staff and students follow an “all clear” procedure when has been neutralized.</p> <p>The main office is clearly identified as visitors arrive on campus and outside).</p> <p>Signs are posted for visitors to report to the main office when school building.</p>
<p>Medical Procedures</p>	<p>Communicable Diseases</p>	<p>CATASTROPHIC / COMMUNICABLE DISEASES</p> <p>All information concerning communicable diseases should be confidential.</p> <p>The principal and superintendent shall have the authority to remove a student with a communicable disease spread by casual contact if considered a health threat to the school population. Such a student may be excluded from schools of the Mobile County Public Schools for a period of time as may be prescribed by the local health department, school nurse, or a physician. In all cases, a statement of clearance from the Mobile County Health Department, the School Nurse, and the principal shall be required before any student may re-enter school.</p> <p>Due process shall be given for students with diseases not spread by casual contact when reliable evidence or information from a qualified professional confirms that a student is known to have a communicable disease infection that is known NOT to be spread by casual contact, such as HIV/AIDS, Hepatitis B, and other like diseases. The decision regarding whether the affected person will remain in the school setting shall be addressed in a case-by-case basis by a review panel to ensure the safety of the disabled pursuant to the administrative rules for special education.</p>

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	<p>The chronic health conditions most commonly seen in students are asthma, diabetes, epilepsy, cerebral palsy, and spinal bifida. The growing chronic health condition in children is HIV/AIDS. Children with chronic health conditions require carefully planned programs that are determined by each child's condition. Some considerations that need to be included in school programs are:</p> <ul style="list-style-type: none"> Balancing academic needs with health care need. Making provisions for students who require technology (special electrical outlets, private areas for catheterization, etc.) and personnel to provide daily or emergency care. Scheduling adjustments to accommodate the need for rest periods to take care of personal needs. Arranging for students to make up schoolwork. Developing individualized education plans (IEPs). Employing specialized learning techniques. Having procedures to control and prevent infectious diseases. Having teachers or other school personnel make home or hospital visits. Planning for emergency care. Training needs of school personnel and students. <p>The Council for Exceptional Children (1989) advocates the following for teachers of chronically ill children: Interruptions into the classroom for suctioning medication or other medical care should not be disruptive to the classroom and learning atmosphere. There should be on maximizing opportunities for educational success and interaction, not only limitations and isolation. For example, rewards can include food treats that meet a student's dietary restrictions.</p>
<p>Medical Emergencies</p>	<p>MEDICAL EMERGENCIES</p> <p>An emergency is where one or more are sick or injured. Immediate concern is to aid the injured or sick student.</p> <p>Procedures:</p> <p>Teacher should contact the school office and stay with injured person.</p> <p>School office should contact 911 if individual's injury or illness is determined to be of a nature that should be treated immediately.</p>

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		<p>advise the parent of any decision to transport the student for care and request for the parent to go to the child's location.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p>
	<p>Distribution of Medication</p>	<p>DISTRIBUTION OF MEDICATION</p> <p>On occasion medications are required to be given during school. The MCPSS Health Services Department Policies and procedures are followed.</p> <p>Procedures:</p> <p>All medication will be brought to the office by the parent or guardian.</p> <p>Parents will fill out medicine forms obtained from the office.</p> <p>Parent will provide proof of prescriptive medication.</p> <p>Principal or designee will count medicine with parent.</p> <p>Principal or designee will administer medicines.</p> <p>Office will notify parent when medicines are running out.</p> <p>All medicines will be kept in a designated place in the front office, locked with a lock and key.</p>
	<p>Pandemic Preparedness</p>	<p>PANDEMIC PREPAREDNESS</p> <p>Refer to the districts' pandemic preparedness plan.</p>
<p>Prevention and Curriculum</p>	<p>School Climate and Culture</p>	<p>School Climate</p> <p>A school climate survey has been conducted for Mobile County Training School within the last..... years.</p> <p>The school climate survey results were evaluated and used to develop the School-wide Plan.</p> <p>Mobile County Training School uses a formal procedure for gathering feedback from faculty to provide feedback regarding school climate on a regular basis.</p> <p>Mobile County Training School uses the following methods to gather feedback:</p>

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		<p>Maintenance and building upkeep evaluations</p> <p>Supply and material requests</p> <p>Counseling activities for students</p> <p>Periodic parent and teacher meetings (large group)</p> <p>Individual parent and teacher meetings (one-on-one)</p> <p>Teacher and student conferences</p> <p>Administrator and student conferences</p> <p>Administrator and teacher conferences</p> <p>Administrator and parent conferences</p>
	<p>Student/Staff</p>	<p>Student/Faculty/Staff Records</p> <p>Information on file is:</p> <p>Accurate</p> <p>Accessible and computerized</p> <p>Current</p> <p>Updated at regular intervals by the school registrar</p> <p>Complete with life-threatening medical facts such as:</p> <p>Allergies</p> <p>Asthma</p> <p>Diabetics</p> <p>Blood disorders (Free bleeders)</p> <p>Medication</p> <p>Any ongoing or chronic medical conditions</p> <p>Presently a current photo of each student is not available and student's folder. A current photo of each student will be placed in student's folder when they become available.</p>

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	<p>permission to allow the adult to get the parent's child.</p> <p>Mobile County Training School procedures require that record identification be checked prior to release of student to any person. Student is allowed to leave with anyone other than his or her legal guardian without proper authorization being obtained.</p> <p>Student records are coded and maintained in a fireproof file cabinet in a locked office so that sorting can take place quickly when copies of records are unavailable.</p> <p>Faculty records meet the same qualifications noted for student records. Faculty records are kept in a locked file cabinet in the principal's office.</p> <p>Mobile County Training School will keep copies of student records in an alternate site (preferably in a portable metal case or on a hard drive computer) during drills and emergencies.</p> <p>School, Central Office, and community resources will be evaluated to determine categorical talents/needs so that personnel can be summoned as needed.</p>
Discipline Plan	<p>Discipline Plan</p> <p>Mobile County Training School adheres to the discipline plan established by the Mobile County Board of School Commissioners. Discipline procedures are outlined in a Student Code of Conduct Handbook. The handbook is updated and approved annually by the Board.</p> <p>The MCPSS Student Code of Conduct Handbook is disseminated to all parents/students.</p> <p>Discipline training/in-services for faculty and staff are conducted on an annual basis.</p> <p>The MCPSS Student Code of Conduct Handbook is understood and implemented by all faculty/staff.</p> <p>Teachers and administrators explain the Student Code of Conduct Handbook on a regular basis.</p> <p>Students understand the Student Code of Conduct Handbook.</p> <p>Parents are notified of changes to the MCPSS Student Code of Conduct Handbook. They receive information concerning their support role. Parents are required to sign a statement indicating that they understand a copy of the amended Student Code of Conduct Handbook.</p>

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<p>Drug/Alcohol Abuse</p>	<p>DRUG OR ALCOHOL ABUSE</p> <p>The MCPSS Drug Policy states that drug use, possession, and use on school grounds and at school functions will not be tolerated. This policy applies to both students and school personnel. Mobile County Schools will adhere to the MCPSS Drug Policy and Procedures.</p> <p>DRUG OR ALCOHOL OVERDOSE</p> <p>WHAT TO LOOK FOR: Patient may be disoriented or unconscious, or display a variety of symptoms depending on what he/she has taken.</p> <p>There may be an odor, empty bottles, needles, fragments of pills, powders, plants, or other substances when a patient has overdosed.</p> <p>Procedures:</p> <p>Contact the school nurse. Dinah Lambert 221-2267</p> <p>If situation appears life threatening calls 911.</p> <p>Contact Resource Officer. Andy Howard (251) 610-1014.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>If patient starts to vomit, turn them on their side. Save vomit for the emergency personnel. Save any pill bottles or any other substances that may be found. Turn them over to medical personnel. Follow rules of STANDARD PROCEDURES and Do Not Leave Student Alone.</p>
<p>Drug/Alcohol Distribution</p>	<p>DISTRIBUTION OF MEDICATION</p> <p>On occasion medications are required to be given during school hours. The MCPSS Health Services Department Policies and procedures must be followed.</p> <p>Procedures:</p> <p>All medication will be brought to the office by the parent or guardian.</p> <p>Parents will fill out medicine forms obtained from the office.</p> <p>Parent will provide proof of prescriptive medication.</p> <p>Principal or designee will count medicine with parent.</p> <p>Principal or designee will administer medicines.</p>

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<p>Alcohol/Drug/Violence Programs</p>	<p>Alcohol/Drug/Violence Programs</p> <p>A comprehensive alcohol/drug/violence prevention program is integrated into the Comprehensive Guidance Program, health classes, and physical education classes.</p> <p>MCPSS has a “no tolerance” policy for alcohol, drugs, and tobacco (and other forms of violence).</p> <p>Alcohol, drugs, and violence policies are strictly and consistently enforced.</p> <p>Mobile County Training School uses the school system’s Comprehensive Guidance Prevention Program (CAPP I), the guidance counselor, and the school nurse to provide offenders with opportunities for counseling and support.</p> <p>Mobile County Training School conducts unannounced visits for drugs on occasion. Mobile County Training School does not search lockers. Mobile County Training School does have gym lockers for students to use during the physical education period.</p> <p>There are available opportunities for support groups as needed for students/staff.</p> <p>Mobile County Training School schedules in-service opportunities on a regular basis in these areas.</p>
<p>Law-Related Education</p>	<p>Law-Related Education</p> <p>Presently, a law-related education course is not implemented.</p>
<p>Science Safety</p>	<p>Science</p> <p>The MCPSS Science Supervisor has acquired the SDE science safety training and in-service has been scheduled for Science teachers. All Science teachers will be scheduled for in-service. Information from the training will be implemented consistently and appropriately.</p>
<p>Health Education</p>	<p>Health Education</p> <p>Areas of Safety have been identified in the Health Course of study. All grade levels teach safety as part of their curriculum.</p>
<p>Visitor Access Control</p>	<p>Visitor Access Control</p>

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	<p>The visitor procedure is implemented consistently and efficiently.</p> <p>The main office is clearly identified as you arrive on campus (both inside and outside the building).</p> <p>Visitor signs are posted at all entrances indicating that visitors must report to the main office to sign in/out.</p> <p>Unique badges are given to all visitors on campus.</p> <p>Faculty/staff are alerted to identified and unidentified visitors. If a faculty/staff notice an unidentified visitor, they notify the main office and request an escort for the unidentified visitor.</p> <p>An administrator or the school counselor escorts visitors through the buildings if disruption is anticipated.</p>
<p>Suspicious Incident Categories</p>	<p>Suspicious Incident Categories</p> <p>This plan has no suspicious categories.</p> <p>Staff members and Students are instructed to report all suspicious activities.</p> <p>Administrators will investigate all reported activities.</p> <p>May notify the School Resource Office, Andy Howard (251-336-2222)</p>
<p>First Aid Procedures and Equipment</p>	<p>First Aid/CPR/Standard Precautions/choking prevention procedures and Equipment</p> <p>Presently, training in CPR/Standard precautions/choking prevention procedures has not been provided to all faculty/staff. The school is in the process of arranging a training program for faculty/staff.</p> <p>Opportunity to practice CPR/Standard precautions/choking prevention procedures is provided for faculty/staff. The school is in the process of scheduling a practice time.</p> <p>First aid kits and supplies are kept in the main office. Presently, first aid kits are not located in every classroom.</p> <p>The Mobile County Public School System's health nurse provides CPR/first aid training for faculty/staff on as needed basis. The school's standard precautions procedure is conducted on an annual basis.</p> <p>A reference book regarding first aid procedures is readily available in the main office.</p>

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<p>Pandemic Preparedness</p>	<p>PANDEMIC PREPAREDNESS</p> <p>Refer to the districts' pandemic preparedness plan.</p>
<p>Personal Safety</p>	<p>Personal Safety</p> <p>The school counselor and classroom teachers provide students personal safety information.</p> <p>A crime-prevention in-service is conducted on an annual basis for teachers.</p> <p>Personal safety training is not provided on a regular basis, but once a year faculty/staff have the opportunity to attend personal safety services.</p> <p>Safety films and guest speakers are provided periodically.</p> <p>Faculty, staff, and students are kept informed of current problems around the school that may affect their own personal safety. In emergency conditions exist, the Resource Officer and local and county law enforcement agencies are contacted.</p>
<p>Bicycle/Bus/Pedestrian Safety</p>	<p>Bicycle/Bus/Pedestrian Safety</p> <p>Arrival and departure procedures are appropriate and adequate for student safety. Students do not ride bicycles to school.</p> <p>Arrival and departure procedures are implemented consistently in the area.</p> <p>MCPSS is striving to equip all buses with surveillance cameras.</p> <p>Adult monitors are not employed to ride on buses for extra safety.</p> <p>The school has a sufficient number of faculty/staff members to supervise unloading/loading procedures.</p> <p>Students have assigned seats on the buses.</p> <p>Bus drivers are included in all related school safety in-services provided by the school system.</p> <p>There are procedures to recall bus drivers during school hours and to transport students to an alternate site during an emergency.</p> <p>Faculty, staff, and students receive training concerning bus safety. Parents are informed through the student handbook and school parent communication.</p>

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	Community Assistance	<p>Community Assistance</p> <p>Community assistance possibilities have been assessed and a plan is in place.</p> <p>Community support services have been contacted concerning potential assistance in emergency situations. (Examples: Home Health Care, Hospice, Clinics, Law Enforcement, major businesses with Emergency Response Teams.)</p>
	Student Identification Plans/Procedures	<p>Student Identification Plans/Procedures</p> <p>There is a daily plan to identify students who belong at school. All students wear uniforms designated by the school. Faculty/staff consistently enforce the uniform policy.</p> <p>Plans are being made for picture identification for all students.</p> <p>Identification procedures are implemented during crisis events. All teachers are responsible for identification and location of all students assigned to them at all times.</p> <p>There are specific and appropriate procedures to identify students and other chaperones on field trips. Students remain with their assigned teacher/chaperone on field trips. An administrator must approve all field trips and chaperones before they go on a field trip. Teachers are required to identify who their chaperones are before they leave on a field trip. Medical records presently are easily accessible during school emergencies.</p>
Resources	Equipment/Supply List	<p>EQUIPMENT / SUPPLY LIST ROLES DURING SCHOOL EMERGENCIES</p> <p>STANDARD PROCEDURES (UNIVERSAL PRECAUTIONS)</p> <p>The following is an outline of the procedures that have been implemented in the Mobile County Public School System for implementing emergency PROCEDURES.</p> <p>GENERAL:</p>

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		<p>gloves are worn.</p> <p>Use disposable items to handle contaminated items whenever possible.</p> <p>Use paper towels to pick up and discard any solid waste materials such as vomits or feces.</p> <p>Discard all contaminated disposable items i.e., tampons, dressings, bandages, paper towels, etc. into a plastic bag, twist tie, and place into a red plastic bag.</p> <p>Do not reuse plastic bags.</p> <p>Dispose of waste that has been placed in a red plastic bag according to school policies.</p> <p>Dispose of contaminated water, used for mopping; down clean area-NOT down sink where hand washing takes place.</p> <p>Clean drain area with bleach solution after using area.</p> <p>Always have clean bottle of bleach solution to clean contaminated bottle.</p> <p>Bleach solution should be a 1/100 solution (2 teaspoons bleach to water or 1/3 cup bleach to 2 gallons of water). Use household bleach. The solution has to be made daily to keep disinfectant strength.</p> <p>HAND WASHING:</p> <p>Use soap and running water. Soap suspends easily removing microorganisms allowing them to be washed off.</p> <p>Rub hands together for approximately 10 seconds to work up lather.</p> <p>Scrub between fingers, knuckles, fronts and backs of hands, wrists, and thumbs.</p> <p>Rinse hands under warm running water. Running water is needed to carry away debris and dirt.</p> <p>Use paper towels to thoroughly dry hands. Turn faucet off with paper towel.</p> <p>Discard paper towels.</p> <p>PROCEDURE FOR CLEANING A SMALL SPILL – (floors, etc.):</p> <p>Obtain needed equipment (two spray bottles with bleach solution).</p>
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		<p>Cover area with paper towels.</p> <p>Spray paper towels with bleach solution, leave for 2 to 3 minutes.</p> <p>Pick up paper towels containing contaminated material.</p> <p>Place in plastic bag.</p> <p>Repeat steps 4, 5, 6, and 7.</p> <p>Spray area with bleach solution and allow to air dry.</p> <p>Remove gloves and place in plastic bag.</p> <p>Place plastic bag into red plastic bag.</p> <p>Wash hands using proper hand washing technique.</p> <p>Spray sink and contaminated bleach bottle with clean spray.</p> <p>PROCEDURE FOR CLEANING A LARGE CONTAMINATED FLOOR - (non-carpeted area).</p> <p>Obtain needed equipment (bleach solution, bucket, mop, gloves, plastic bag/tie).</p> <p>Put on gloves.</p> <p>Fix bleach solution 1/100 (1/2 cup bleach to two gallons water).</p> <p>Clean contaminated waste, using procedure C— then continue with procedure B.</p> <p>Use the two-bucket system—one bucket to wash the soiled area, one bucket to rinse as follows:</p> <p>In bucket #1, dip, wring, mop up soiled area.</p> <p>Dip, wring and mop once more.</p> <p>Dip; wring out mop in bucket #1.</p> <p>Put mop into bucket #2 (aka-rinse buckets) that has clean dilute bleach solution.</p> <p>Mop or rinse area.</p> <p>Return mop to bucket #1 to wring out.</p> <p>After all spills are cleaned up, proceed with #6.</p>
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		<p>Wash all non-disposable equipment with bleach solution in spray bottle.</p> <p>Dispose of used bleach solution down the mop sink.</p> <p>Wash the mop sink with bleach solution. Allow to air dry.</p> <p>Remove gloves properly and discard.</p> <p>Wash hands.</p> <p>PROCEDURE FOR CLEANING A NON-WASHABLE SURFACE (rugs and upholstery).</p> <p>Obtain needed equipment (vacuum, broom, dustpan, absorbent paper, bleach solution, rug, or upholstery shampoo, gloves).</p> <p>Apply sanitary absorbing agent, let dry, vacuum.</p> <p>If necessary, use broom and dust pan to remove solid material.</p> <p>Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.</p> <p>If a sanitizing carpet cleaner for water extraction method of cleaning is used, follow the directions on the label.</p> <p>Clean dustpan and broom, if used. Wash in bleach solution.</p> <p>Air dry.</p> <p>Clean all other equipment used in bleach solution.</p> <p>Remove gloves properly and discard.</p> <p>Wash hands.</p> <p>PROCEDURE FOR SOILED WASHABLE MATERIALS.</p> <p>Obtain needed supplies (gloves, plastic bag/tie, bleach solution, spray bottle).</p> <p>Open plastic bag.</p> <p>Put gloves on.</p>
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		<p>Remove gloves and dispose.</p> <p>Wash hands.</p> <p>Close plastic bag with tie. If outside laundry is used, bag has properly labeled.</p> <p>Wash hands.</p> <p>If item is to be washed, wash separately following usual wash procedure.</p> <p>If material is bleachable, add ½ cup bleach to wash cycle.</p> <p>Remember to wear gloves while handling material.</p> <p>Discard plastic bag.</p> <p>PROCEDURE FOR CLEANING MAINTENANCE WORK EQUIPMENT.</p> <p>Obtain needed equipment.</p> <p>Wear gloves, aprons and/or facemask as appropriate for job.</p> <p>Spray contaminated work area i.e., commodes, drains, sewer with bleach solution before work.</p> <p>Refer to procedure for cleaning a small spill.</p> <p>Clean all equipment and tools with bleach solution following allow to air dry.</p> <p>Spray cleaning area with bleach solution.</p> <p>Wash hands.</p> <p>PROCEDURE BEFORE AND AFTER PERFORMING HE CARE.</p> <p>Obtain needed equipment (container of supplies, gloves, 2 sp plastic bag, etc.).</p>
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		<p>Put on disposable gloves when appropriate for infection control when handling blood and body fluids.</p> <p>Take equipment that will be needed during the procedure out of the container and place on clean work surface.</p> <p>(Use paper towels to make clean work area after washing hands.)</p> <p>Keep container closed when not in use to promote cleanliness and security.</p> <p>Cleanse thoroughly any equipment that was removed from the container and is to be returned to the container upon completing care. Use the appropriate procedure for cleansing the articles that were contaminated.</p> <p>Place all contaminated sharps (needles, syringes, lancets, etc.) in the container to be disposed of later.</p> <p>Do not recap syringes if used.</p> <p>Clean cot after student's use, using procedure J for cleaning.</p> <p>Dispose of urine and feces from portable toilets in toilet and sewage.</p> <p>PROCEDURE FOR CLEANING A PORTABLE TOILET.</p> <p>Obtain needed equipment (2 bottles bleach solution 1/100, gloves, aprons, paper towels if needed.)</p> <p>Put gloves on.</p> <p>Pour contents of bowl in toilet. Flush down sewage.</p> <p>Loosen feces if needed by pouring water in bowl and swish around. Be careful not to splatter or spill contents.</p> <p>Spray bowl with bleach solution, leave for 2-3 minutes.</p> <p>It may be necessary to wipe bottom with paper towels to remove any remaining contents.</p> <p>Repeat steps 5 and 6 until bowl is clean.</p> <p>Remove gloves and place in plastic bag with contaminated articles.</p> <p>Wash hands using proper hand washing technique.</p> <p>PROCEDURE FOR FIRST AID ROOM.</p>
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		<p>Follow clean up spills according to procedures C, E, and F a</p> <p>Change cot paper between students.</p> <p>If linens are used, change linens between students.</p> <p>Clean cot daily and after each contamination using procedur</p> <p>Clean thermometer between each usage.</p> <p>Use clean thermometer sheath for each child-discard in garb</p> <p>Wash thermometer with antibacterial soap (liquid Dial).</p> <p>Rinse under running water.</p> <p>Place in beta dines solution for soaking.</p> <p>Rinse thermometer before each use.</p> <p>Clean bathrooms daily and after each contamination.</p> <p>Place red plastic bag in first aid room garbage can. Close an</p> <p>bag each day according to school policies.</p>
	<p>Roles During School Emergencies</p>	<p>See Above</p>
<p>Supervision of Students</p>	<p>Daily Supervision Procedures</p>	<p>Daily Supervision Procedures, Distribution System / School Daily Movement / Monitoring Procedures</p> <p>Faculty and Staff have designated areas to supervise students when they arrive at school in the morning. These areas include bus ramps, hallways, restrooms, parking lots, playgrounds, t the cafeteria.</p> <p>If a teacher needs to leave the room, an adult will supervise until they return.</p> <p>Selected students are escorted by staff to and from classroom</p> <p>Students are required to carry a hall pass if they leave the cla than their regularly scheduled times.</p> <p>Teachers monitor hallways during class changes, listening</p>

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		<p>monitored by faculty and staff.</p> <p>All early dismissals are handled through the office.</p> <p>There are specific rules governing field trips beginning with slips and ending with the students return to base and/or their parents. Nametags are required. Parent contact information and medical information are easily accessible.</p> <p>When teachers leave the classroom for extended periods of time (more than 15 minutes), they consistently take with them a current class roster.</p> <p>Teachers are especially instructed to take the class roster with them during the following: Fire drill; Weather drill; Assemblies; Lunch; Field trips.</p> <p>In the event of a Crisis Situation teachers who are on their period are to report to the office.</p> <p>New substitute teachers and assistants will be required to attend an orientation on safety before entering the classrooms. There are duty rosters for all personnel.</p>
	<p>Distribution System/School Rules</p>	<p>Daily Supervision Procedures, Distribution System / School Rules, Daily Movement / Monitoring Procedures</p> <p>Faculty and Staff have designated areas to supervise students when they arrive at school in the morning. These areas include bus ramps, hallways, restrooms, parking lots, playgrounds, and the cafeteria.</p> <p>If a teacher needs to leave the room, an adult will supervise the students until they return.</p> <p>Selected students are escorted by staff to and from classrooms.</p> <p>Students are required to carry a hall pass if they leave the classroom more than their regularly scheduled times.</p> <p>Teachers monitor hallways during class changes, listening for any disruptions.</p> <p>All areas are currently monitored at all times.</p> <p>There are written duty rosters for all personnel.</p> <p>Hallways, play areas, classrooms, cafeterias, the gym, and restrooms are monitored by faculty and staff.</p>

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<p>Daily Movement/Monitoring Procedures</p>	<p>Daily Supervision Procedures, Distribution System / School Daily Movement / Monitoring Procedures</p> <p>Faculty and Staff have designated areas to supervise students when they arrive at school in the morning. These areas include bus ramps, hallways, restrooms, parking lots, playgrounds, and the cafeteria.</p> <p>If a teacher needs to leave the room, an adult will supervise until they return.</p> <p>Selected students are escorted by staff to and from classrooms.</p> <p>Students are required to carry a hall pass if they leave the classroom more than their regularly scheduled times.</p> <p>Teachers monitor hallways during class changes, listening for any disruptions.</p> <p>All areas are currently monitored at all times.</p> <p>There are written duty rosters for all personnel.</p> <p>Hallways, play areas, classrooms, cafeterias, the gym, and restrooms are monitored by faculty and staff.</p> <p>All early dismissals are handled through the office.</p> <p>There are specific rules governing field trips beginning with permission slips and ending with the students return to base and/or their homes. Nametags are required. Parent contact information and medical information are easily accessible.</p> <p>When teachers leave the classroom for extended periods of time (more than 15 minutes), they consistently take with them a current class roster.</p>

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		<p>New substitute teachers and assistants will be required to attend orientation on safety before entering the classrooms. There are duty rosters for all personnel.</p>
<p>Take Shelter</p>	<p>Earthquake</p>	<p>EARTHQUAKE</p> <p>Since earthquakes can strike anywhere and without warning, immediate need is to protect lives by taking the best available action. Procedures:</p> <p>The principal will follow these guidelines in so far as they are applicable.</p> <p>Give instructions to teachers via intercom or megaphone.</p> <p>Call 911.</p> <p>If necessary, activate the SCHOOL CRISIS MANAGEMENT PLAN.</p> <p>If necessary notify Emergency Agency liaisons.</p> <p>The School Resource Officer will be contacted. Andy Howarth, 707-441-1014.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p> <p>The teacher will follow these guidelines:</p> <p>Instruct the students to drop to the floor and secure protection under a desk or table.</p> <p>After the tremor subsides, usher the students out of the building to the established route for fire evacuation.</p> <p>Leave through the nearest accessible door if the planned route is inaccessible.</p> <p>Call the roll to be sure all students have exited safely; notify administration if a student is missing.</p> <p>Instruct students to stay clear of the building and power lines.</p> <p>The school will conduct one earthquake drill per semester.</p> <p>EMERGENCY ACTION PLAN FOR TEACHERS</p> <p>Assess the situation. Do not speculate. Understand the circumstances.</p> <p>Survey the area. Make sure the involved area is safe to approach.</p>

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		<p>Consider all the options. Act decisively to ensure the safety of students. (Consult the School Safety Plan for codes and procedures to address the specific situation.)</p> <p>Communicate with the staff: Alert the correct personnel as defined in the School Safety Plan.</p> <p>Carry out the specified steps as defined in the School Safety Plan.</p>
	<p>Severe Weather</p>	<p>WEATHER</p> <p>TORNADO AND SEVERE THUNDERSTORM PROCEDURES</p> <p>Tornadoes and severe thunderstorms can occur rather suddenly. School office staff will be directed to listen to radio or television emergency alarm system during times of severe weather. A weather drill will be conducted once a quarter.</p> <p>Procedures:</p> <p>Tornado Watch: Conditions are favorable for tornado or severe weather. Make staff aware, but take no action.</p> <p>Tornado Warning: Tornado has been sighted. Sound the Tornado alarm and instruct teachers to move their students to their designated tornado warning area immediately. If the electricity is off, a runner or a portable announcement in the hallways. Code/tornado: Continuous ringing of bell.</p> <p>Severe Weather:</p> <p>Make teachers aware, but take no action until situation becomes threatening.</p> <p>After receiving the warning the following steps will be used: Teachers will instruct students to proceed to their designated safe area against the wall and assume a kneeling position, head down, covering their eyes.</p> <p>Teachers with students in unsafe locations at the time of the</p>

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	<p>Teachers should keep their class rosters with them during the drill and behind their classes to be sure students are following drill or emergency procedures and to verify student classroom count.</p> <p>The all-clear signal will be a verbal or P. A. announcement by the principal or designee.</p> <p>Other Procedures: Under no circumstances are students to be on the playground, gym, classrooms, or under walkways during a tornado drill.</p> <p>During a tornado watch a weather spotter, Franklin Berry, is stationed in a pre-selected area and should notify the office if a tornado is sighted.</p> <p>In the event of a tornado sighting, the school office personnel will coordinate the emergency management and central office personnel.</p>
Floods	<p>FLOODS</p> <p>Check your geography. Are you safe?</p> <p>Do you have adequate communications on campus?</p> <p>Cancel outdoor activities.</p> <p>Consider early / delayed dismissal procedures.</p> <p>Notify School Resource Officer. Andy Howard (251) 610-1111</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p>
Chemical Spill	<p>CHEMICAL SPILLS</p> <p>Mobile County Training School is within the emergency plume of an industrial site (Kimberly Clark Paper Mill) and railroad that store hazardous materials. This does not pose a threat to Mobile County Training School.</p> <p>Procedures: Use the Community Plectron Monitor that is located in the main office to determine where the chemical spill has taken place. School personnel will determine the necessary steps needed to establish safe areas for students using information received via the monitor. Follow established evacuation procedures; the school will either stay in-place or evacuate the area and transport students and staff to a designated off-campus location as instructed by local law enforcement. If necessary, activate the school crisis management team.</p> <p>Notify Emergency Agencies</p>

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		<p>Stay away from glass or other safety hazards.</p> <p>Tornado danger signs: dark, greenish sky, large hail, low-lying clouds.</p> <p>If campus is affected, the Principal or designee will call appropriate officials. Mobile Police Department 208-7211.</p> <p>The Principal or designee will contact parents/relatives.</p> <p>The School Resource Officer will be contacted: Andy Howland 1014.</p> <p>Follow Preliminary GS-1 Reporting Procedures.</p>
<p>Training</p>	<p>Appropriate Training for Staff and Students</p>	<p>TRAINING</p> <p>Preparation will make the difference between chaos and order. All staff will be trained in their roles of safety plan implementation. A full scale drill of a crisis situation will be practiced once a year. The safety plan by the Crisis Response and Planning Team will be reviewed at least twice a year.</p> <p>The school will provide in-service to train faculty/staff, substitutes, teachers, lunchroom workers, maintenance workers, bus drivers, and volunteers for the following safety topics:</p> <ul style="list-style-type: none"> Prevention and Curriculum Code of conduct Student assistance programs (peer-mentoring, peer mediation, crisis helping) Conflict resolution Signs/symptoms of drug/alcohol/tobacco use Emotional and behavioral warning signs Visitor access to the building Stranger safety

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		<p>Community resources</p> <p>Health Course of Study</p> <p>Science lab safety</p>
<p>Utility Emergency Procedures</p>	<p>Natural/Propane Gas Leak</p>	<p>GAS LEAKS</p> <p>Natural gas leaks in supply piping can create a hazard to the area near the school and/or drawn into the school through the ventilation system. Natural gas leaks inside the structure create an immediate potential for fire or explosion. Fires may spread and explosion debris to affect wide areas. Natural gas has a unique odor added to the gas for easy identification of a leak condition.</p> <p>Procedures:</p> <p>In the event of a gas leak in the school complex, the principal or designee will execute the following plan:</p> <p>Notify the MCPSS Maintenance Division immediately at 225-382-2222 if a leak occurs.</p> <p>Call the gas utility company to respond. Mobile Gas 476-2727, or trained emergency responders or the gas utility personnel call off before a meter.</p> <p>Shut off the gas supply at the meter if the gas leak occurs in the building.</p> <p>Initiate emergency evacuation procedures.</p> <p>Call 911 and request the fire department, police department, or hazmat squad to respond.</p> <p>Keep faculty/staff and students as remote as possible and turn off lights from the buildings.</p> <p>Follow Preliminary GS-1 Reporting Procedures</p> <p>Teachers will:</p> <p>Conduct fire evacuation.</p> <p>Evacuate students to the most remote area of the school grounds.</p> <p>Observe the flag in front of the school and move upwind.</p> <p>A diagram will be maintained showing all gas valves and list of devices are served by that valve. The diagram will be a part</p>

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		<p>Natural gas has a unique odor added to the gas for easy identification. In a leak condition Natural gas leaks in supply piping can create a hazard to the school if very near the school and/or drawn into the school through the ventilation system. Natural gas leaks inside the structure have an immediate potential for fire or explosion. Gas leaks at the meter should be stopped by trained emergency responders or the gas utility company. Gas leaks inside the building can possibly be controlled by closing the correct isolation valve or by shutting off the gas supply at the meter. A diagram shall be maintained showing all gas valves and lines to all devices are served by that valve.</p> <p>When a leak is detected, all persons at the school shall be evacuated to the most remote area of the school grounds. Observe the wind speed and direction and move up wind and cross wind as much as possible. The fire department evacuation procedure will be followed. Keep everyone as remote as possible and turned away from buildings.</p> <p>Call 911 and request fire, police, and gas utility to respond. Contact MCPSS Maintenance Dept – 221-5278</p> <p>Do not attempt to operate electrical devices other than the power to the fire alarm system for evacuation.</p> <p>Do not operate the evacuation signal longer than necessary.</p> <p>Keep all persons away from the building until the authorities say it is clear.”</p>
	<p>Electrical Power Failure</p>	<p>Electricity and Water</p> <p>Electrical outages and water leaks may cause inconvenience but are not likely to cause emergencies where life safety is a concern.</p> <p>Teachers will report electrical outages to the main office as soon as possible to minimize the disruption to the school schedule.</p> <p>Teachers will report water leaks to the main office as soon as possible.</p> <p>A diagram of water shutoff valves shall be maintained.</p> <p>In the event of total electrical failure and the need to evacuate the building, the principal and designated staff will use the bullhorn to announce the building evacuation procedure.</p> <p>A visual check of all school areas will be conducted In case of an outage of electricity contact the Power Company 800-888-8888</p>

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<p>Water Line Break</p>	<p>Electricity and Water</p> <p>Electrical outages and water leaks may cause inconvenience likely to cause emergencies where life safety is a concern.</p> <p>Teachers will report electrical outages to the main office as possible to minimize the disruption to the school schedule.</p> <p>Teachers will report water leaks to the main office as soon as possible.</p> <p>A diagram of water shutoff valves shall be maintained.</p> <p>In the event of total electrical failure and the need to evacuate the building, the principal and designated staff will use the bullhorn to announce the building evacuation procedure.</p> <p>A visual check of all school areas will be conducted. In case of an outage of electricity contact the Power Company 800-888-8888.</p> <p>In case of a total shut off of water contact the Water Company at 457-9786.</p> <p>Contact the Superintendent/Office of Communications for further instructions and decisions on early dismissal of school 221-221-2212.</p>
<p>Telephone/Communication Loss</p>	<p>TELEPHONE / COMMUNICATION LOSS</p> <p>Staff members will utilize cellular telephones.</p>