

School Safety Plan

**BAINBRIDGE
MIDDLE SCHOOL
2013/2014**

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SECTION I

INTRODUCTION

Definition: Provides an overview of the school system’s progressive course of action to ensure the highest level of safety and wellbeing of its students, staff and visitors.

Topics: Mission Statement; Authority; Purpose.

MISSION STATEMENT

Our focus is to provide a safe and caring environment that provides students with the opportunity to gain the knowledge they need to be better prepared for high school. Diverse instruction, extra-curricular programs, and ongoing encouragement provide the opportunity for our students to evolve mentally, physically, and emotionally. Partnered with our parents and community, our mission is to inspire students to develop the skills they need to become self-reliant, responsible citizens.

AUTHORITY

State Board Policy EBB, Emergency Preparedness Plan and Senate Bill 74 requires that personnel and students in every public school in Georgia be aware of the hazards which threaten their lives and safety, and be prepared to take appropriate action in the event of any imminent or actual disaster. School personnel must also be aware of their roles in working with local emergency responders, parents, students, teachers, community leaders and other local agencies when planning for or responding to local emergency crisis or disasters.

The policy requires that every local school system and every school in the system develop, periodically update, and implement a written emergency preparedness plan. The Decatur County Board of Education has developed this comprehensive program to be used as a guideline in the event of emergencies. This system-wide protocol will be used by every school to outline their emergency procedures.

A copy of this written plan will be kept in the Superintendent’s office, Director of Safety and Security’s Office, and at each schools Principal’s office. A copy will also be kept in applicable departments and outside agencies where necessary.

A condensed version of this plan will be placed in a flip chart. Copies of the flip charts will be given to all administrators, other system employees as needed and to outside groups that utilize the campus for other purposes.

PURPOSE

The safety of students and staff is a primary responsibility of the school staff and system-wide personnel. These emergency/crisis procedures are implemented to save lives and prevent injuries in case of an imminent or actual disaster, or on-site emergencies, and during non-instructional and field trip events.

Administrative and professional school personnel have the specific task of preparing and implementing an emergency preparedness/crisis plan for each school site. A well thought out and rehearsed disaster plan is an excellent beginning in raising the consciousness of students, school personnel, and system personnel to the reality of life-threatening hazards, while training them in lifesaving techniques.

SECTION II

SCHOOL DEMOGRAPHICS

Definition: Outlines the specific characteristics and details of individual schools within the school system.

Topics: Name and Location; Administrators' Name and Positions; Size and Type; Number of Students and Staff; Number of Rooms; Shelter Information; List of Hazardous Materials; Maps.

A. NAME AND LOCATION

Bainbridge Middle School
1301 E. College Street
Bainbridge, GA, 39819
Telephone Number: (229) 248-2206
Fax Number: (229) 248-2817
Email Address: jwooden@dcboe.com

After Hours Contacts: John Wooden
Home:(229) 243-0518
Cell:
Email: jwooden@dcboe.com

Directions to the School:

From Tallahassee:

Depart US-27/SR-61/S Monroe St toward E. Jefferson St. Keep left to stay on US-27/SR-63/ N Monroe St. Continue to follow US-27N (crossing into Georgia). Turn Right onto E. College St and arrive at 1301 E. College St.

From Albany:

Depart GA-91/N Jefferson St toward Flint Ave. Turn left onto US-19/US-82/GA-62/GA-520/Oglethorpe Blvd. Take ramp right and follow signs for GA-3 South/US-19 South/GA-300 South. Turn right onto GA-112/N Scott St. Keep straight onto GA-97/GA-112/South Blvd. Keep straight onto GA-97/Bainbridge Rd. Keep left to stay on GA-97. Keep straight onto GA-97/GA-262/Vada Rd. Keep straight onto GA-97/Vada Rd. Keep straight onto GA-97/GA-309/Vada Rd. Turn left onto N Sims St. Road name changes to S Sims Street. Turn left onto US-84/GA-38/E Shotwell St. Turn right onto S Wheat Ave. Turn right onto E College St. Arrive at 1301 E. College St.

Global Position System (GPS) Points: Latitude – 84 degrees, 33 minutes, 23 seconds west:
Longitude – 30 degrees, 53 minutes, 51 seconds north.

B. ADMINISTRATORS' NAME AND POSITIONS

Superintendent: Dr. Fred Rayfield

Assistant Superintendent: Dr. Suzanne Bonifay, Dr. Linda Lumpkin and Dr. April Aldridge

Principal: John Wooden

Assistant Principal: Dr. D'Nena Lanier

Lead Teacher: Letitia Austin

C. SIZE AND TYPE

Size: 300,000 Square Footage

of Floors: 2

of Exits: 37

D. NUMBER OF STUDENTS/STAFF

Students:	7 Grade:	416
	8 Grade:	373
	PLC:	88
	NBLC:	83
	Total # of Students:	960

Staff:	Administrators:	5
	Clerical:	4
	Nurse:	1
	Teachers:	50
	Paraprofessionals:	14
	Lunchroom:	9
	Maintenance:	5
	Custodians:	7
	Counselor:	2
	Social Workers:	1
	Total # of Staff:	95

Total Number of Individuals 95

E. NUMBER OF ROOMS

Interior Classrooms	83
Portable Classrooms	0
Misc. Rooms (offices, gym, lunchroom)	19
Total # of Rooms	102

F. SHELTER INFORMATION

Is this school a designated shelter?	Yes
Is this school an approved American Red Cross shelter?	Yes
Does this school have special needs capability?	Yes
Does this school shelter pets if needed or requested?	No
What is the shelter capacity at this school?	1500

G. LIST OF HAZARDOUS MATERIALS

<u>Name of Chemical</u>	<u>Quantity</u>	<u>Location</u>
Potassium Hydroxide Solution (People's Magic No Rinse Stripper)	5 gallons	Room # 202

H. MAPS

1. Campus/Surrounding Areas Arial View
2. Campus Map
3. Fire Exit Routes and Evacuation Assembly Areas
4. Severe Weather Map
5. Communication/Emergency/Medical/Hazardous Locations

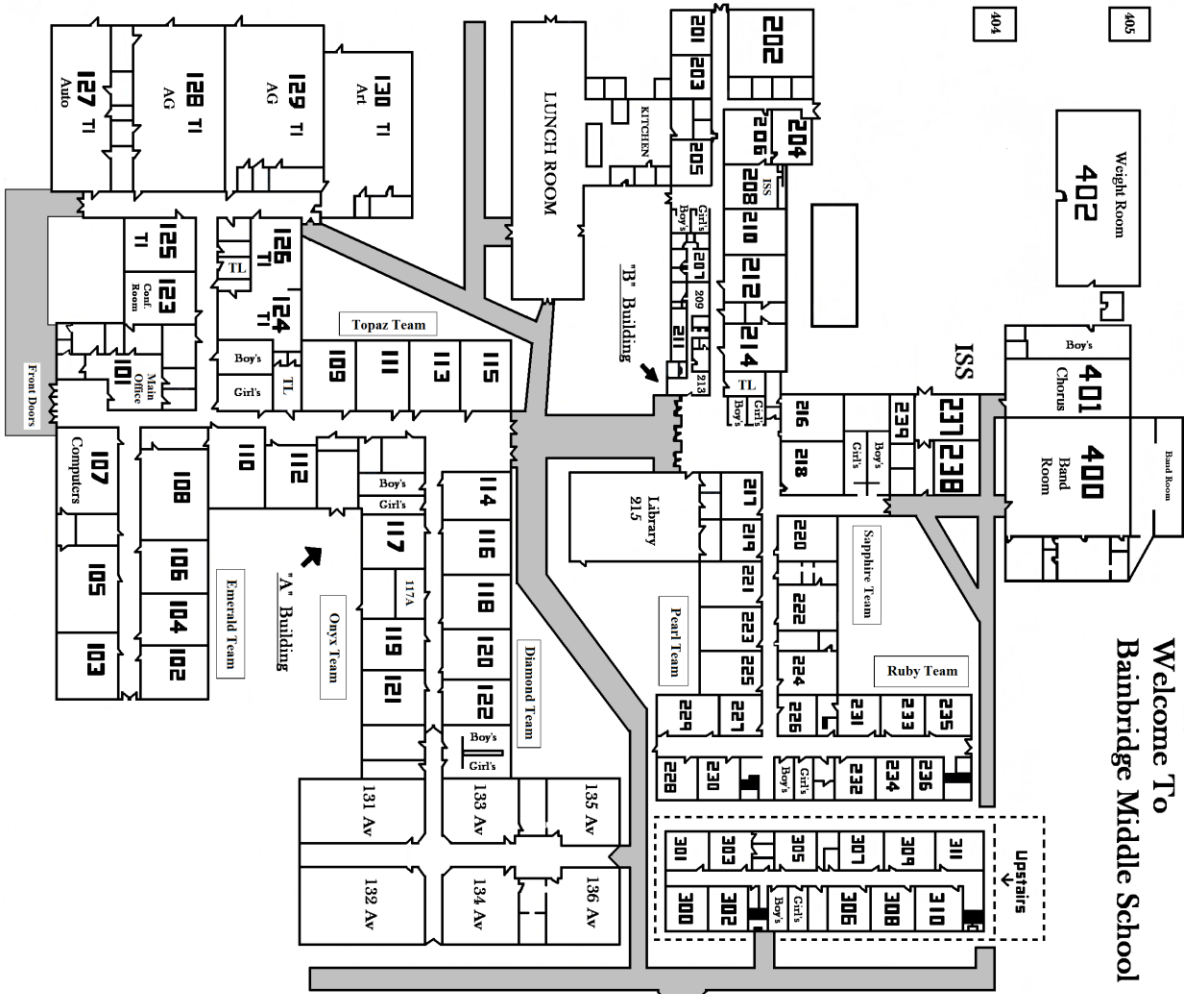


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Data SIO, NOAA, U.S. Navy, NGA, GEBCO

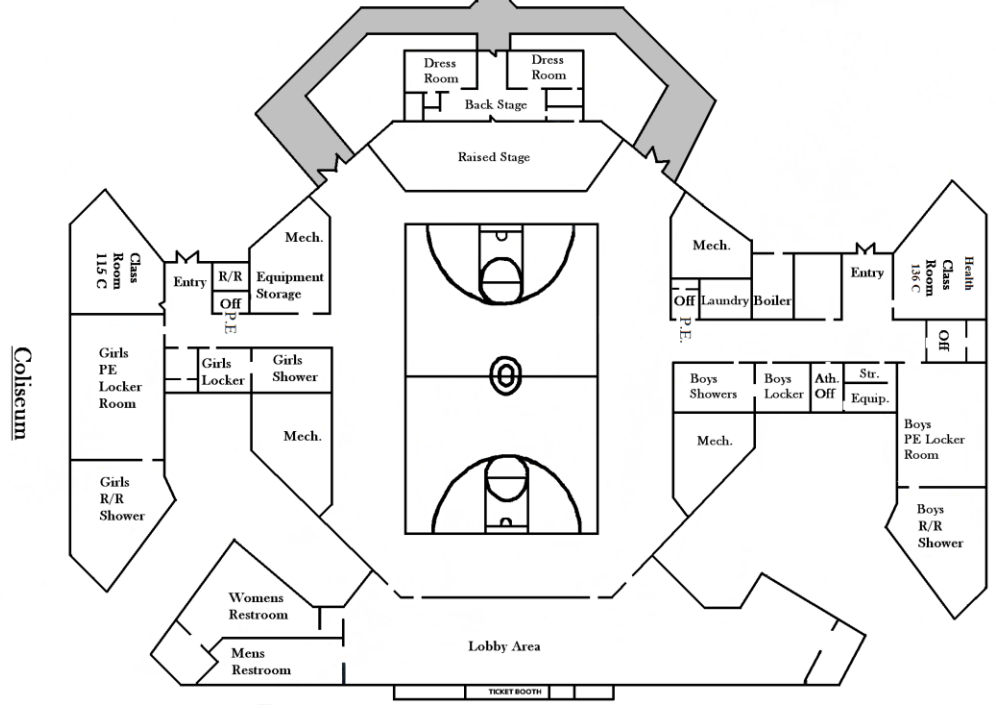
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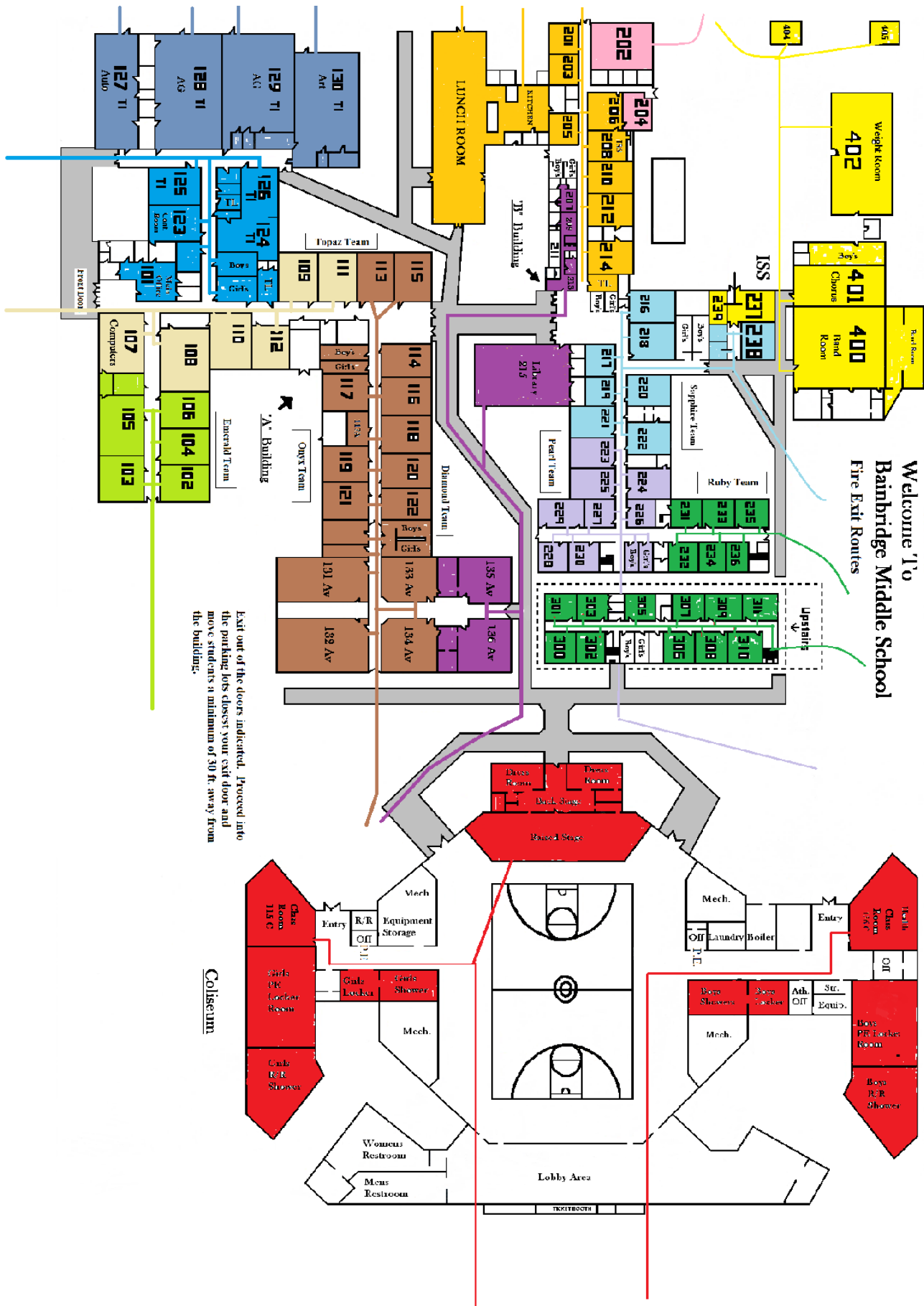
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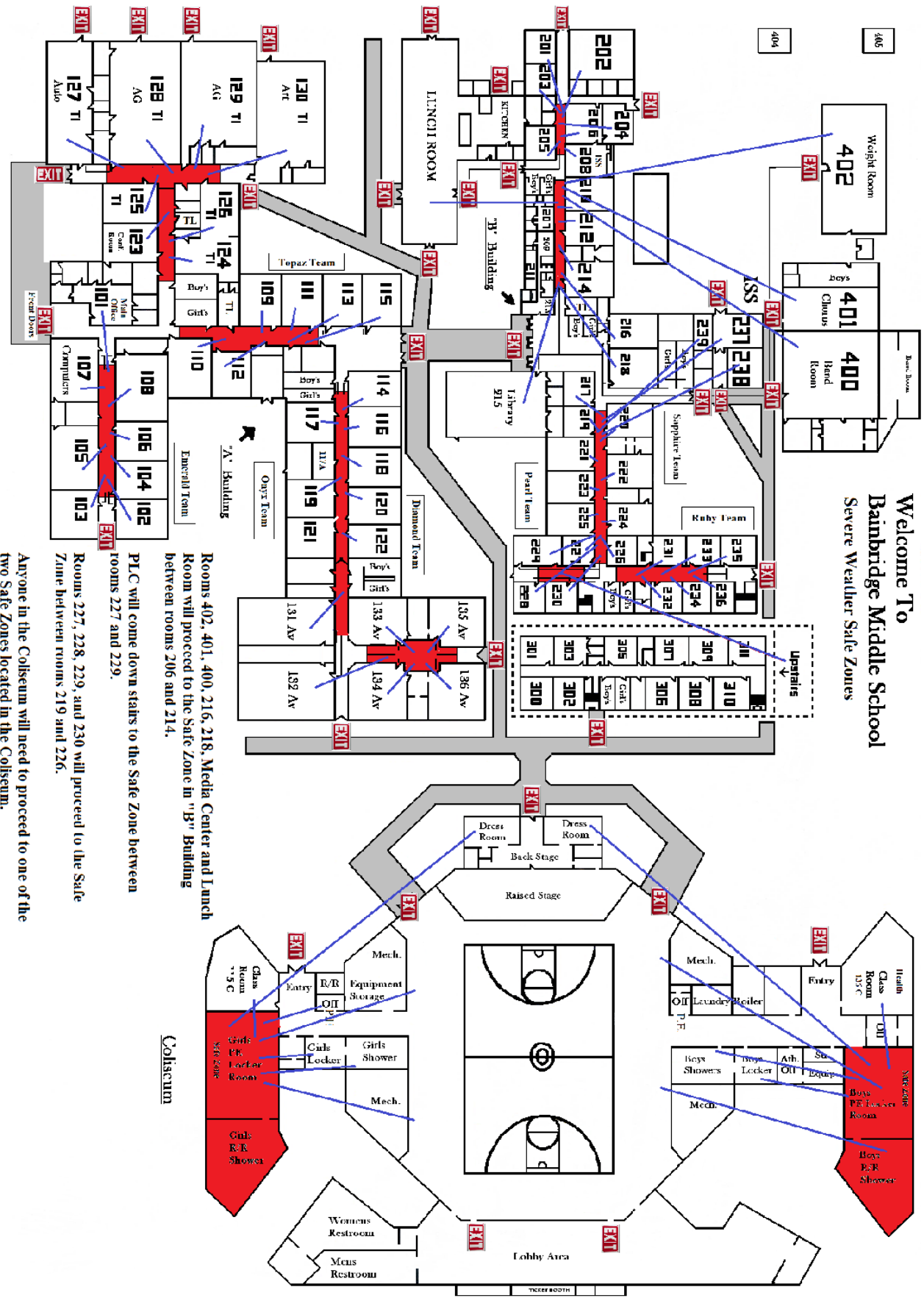
Welcome To
Bainbridge Middle School

- Exceptionalities (Garnet Team)
- Computer Lab
- Connections (Coral Team)





Welcome To Bainbridge Middle School Severe Weather Safe Zones

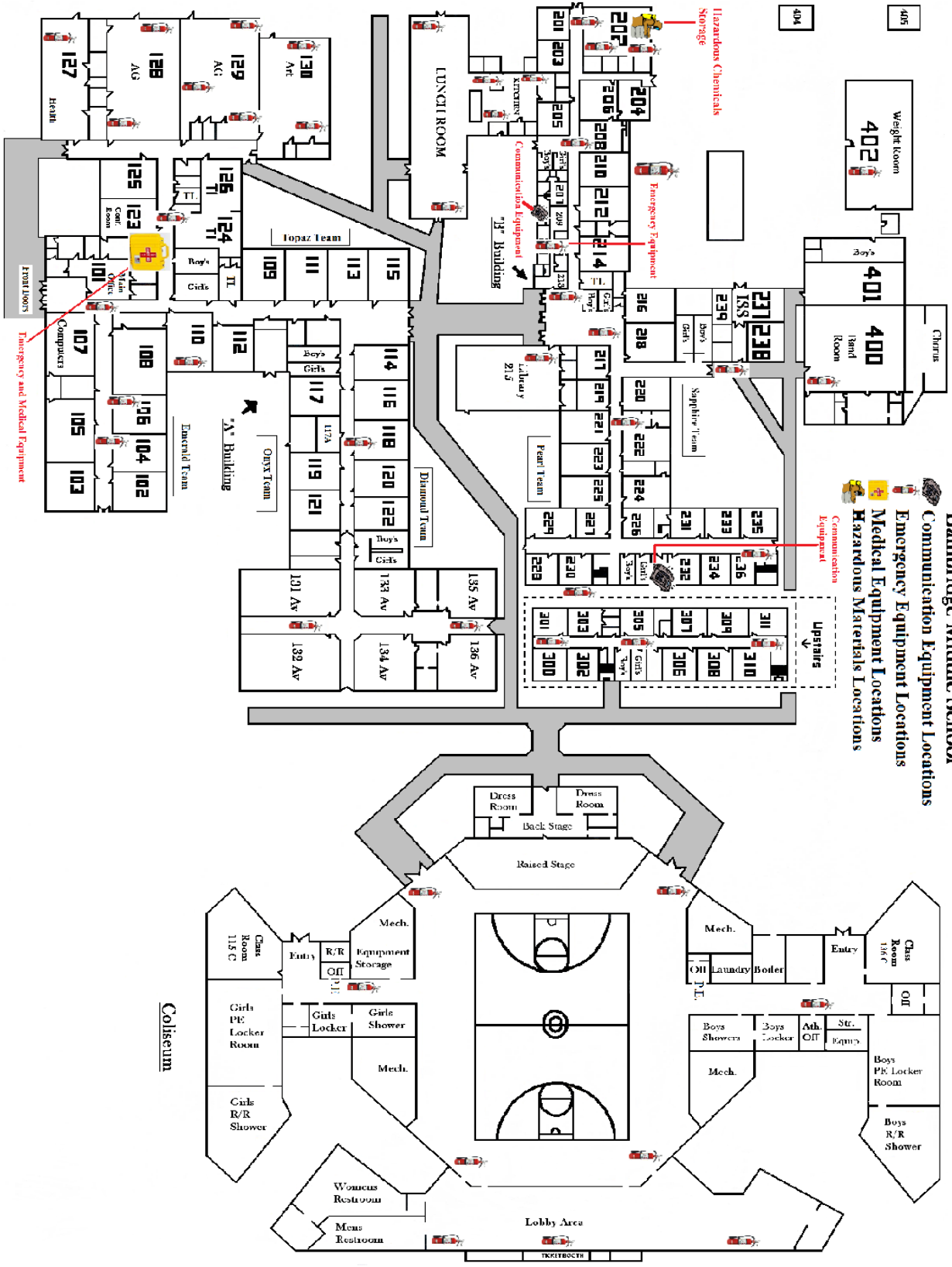


Rooms 402, 401, 400, 216, 218, Media Center and Lunch Room will proceed to the Safe Zone in "B" Building between rooms 206 and 214.

PLC will come down stairs to the Safe Zone between rooms 227 and 229.

Rooms 227, 228, 229, and 230 will proceed to the Safe Zone between rooms 219 and 226.

Anyone in the Coliseum will need to proceed to one of the two Safe Zones located in the Coliseum.



Bainbridge Middle School

- Communication Equipment Locations
- Emergency Equipment Locations
- Medical Equipment Locations
- Hazardous Materials Locations

SECTION III

SAFETY COMMITTEE COMPOSITION

Definition:	Includes information regarding the school's safety committee who oversees the safety concerns of each respective school.
Topics:	Safety Committee Members; Meeting Dates; Employees Trained CPR/First Aid; Location of First Aid Kits; Location of To Go Kits.

In the continued pursuit to ensure the highest safety possible for students and staff, a Safety Committee has been established for each respective school. Committee members work together to review and evaluate the safety concerns affecting the school environment. Members hold their positions on an annual school-year basis and have a minimum of four (4) meetings per school year.

A. SAFETY COMMITTEE MEMBERS

<u>Name</u>	<u>Title</u>
John Wooden	Principal
Dr. D’Nena Lanier	Asst. Principal
Letitia Austin	Lead Teacher
Anthony Stubbs	School Resource Officer
Marvin Knight	School Resource Officer
Malinda Dean	Guidance Counselor
Amy Donalson	Team Leader
Heath Maxwell	Team Leader
Justin Logue	Team Leader

B. MEETING DATES

First Meeting	[Date]
Second Meeting	[Date]
Third Meeting	[Date]
Fourth Meeting	[Date]

C. EMPLOYEES TRAINED IN CPR/FIRST AID

Is the principal familiar with first-aid techniques? No

Other Members: Anthony Stubbs, Judy Garrison, Gina Conley, Jimmy Nicholson, Gretta Conner, Malinda Dean, D’Nena Lanier, Pam Randall, Cara Lynn, Marvin Knight

D. LOCATION OF FIRST AID KITS

SRO office, inside the main office and the Nurse's office.

E. LOCATION OF MEDIA TO GO KITS:

Main Office

F. LOCATION OF EMERGENCY TO GO KITS

Guidance office and Main Office

SECTION IV

EMERGENCY MANAGEMENT TEAM AND CRISIS MANAGEMENT

Definition: Information regarding the emergency management team members and crisis management issues in responding to a crisis that affects a school.

Topics: Emergency Management Team Members; Chain of Command; Dissemination of Information; Identification of Injured and Deceased; Identification Badges; Dates Drills Conducted; Dates Plan Evaluated.

A. EMERGENCY MANAGEMENT TEAM MEMBERS

1. System Coordinator: Dr. Rayfield
2. Assistant Coordinator: Jerry Mills and Michael Austin
3. Other Members:
 - Hospital Contact-Christy Harrell
 - Investigation-Anthony Stubbs/ Law Enforcement
 - Student Records –Randy Covington
 - Telephones, Attendance Records-Vickie Cross/ Randy Covington
 - Telephones, Staff Records – Dr. Lumpkin
 - Grief Counselors-Dr. Cheryl Guy
 - Traffic Control/Flow-Officers Anthony Stubbs and Marvin Knight
4. Emergency Numbers:

Emergency (Fire, Ambulance, Law Enforcement)	911
Sheriff's Office	911
Public Safety	911
Bainbridge Memorial Hospital	246-3500
Dept. of Family and Children's Services	248-2420
Decatur County Health Dept.	248-3055
Mental Health Center	248-2683
Family Life Center	248-0081

B. CHAIN OF COMMAND

- 1. System Level: Superintendent-Dr. Rayfield-248-2802
 Asst. Superintendent-Dr. Lumpkin-248-2806
 Asst. Superintendent of Instruction (Secondary)-Dr. Bonifay- 248-2809
 Asst. Superintendent of Instruction (Elementary) Dr. Alridge-248-2811
- 2. School Level: Principal-John Wooden-248-2206/254-4656
 Assistant Principal-Dr. D’Nena Lanier-220-9871;
 246-5355

C. DISSEMINATION OF INFORMATION

- 1. Location of System’s News Media Area: Board of Education
- 2. Designated News Media Spokesperson: John Wooden, Dr. Fred Rayfield
- 3. Means of Communication:
 - a. Primary Means: Telephone
 - b. Alternate Means: Radio

D. IDENTIFICATION OF INJURED AND DECEASED

The following individuals will be responsible for identifying injuries and fatalities. They will be assisted by other teachers, as needed. These people will form the triage team, which will identify, classify and group the injured people according to the need for attention (injured or deceased).

<u>Name</u>	<u>Title</u>
Anthony Stubbs	School Resource Officer
Marvin Knight	School Resource Officer
Cara Lynn	School Nurse
Judy Garrison	Paraprofessional

E. IDENTIFICATION OF BADGES

All persons assisting with the on-site emergency will be required to wear identification badges. Vickie Andrews will be responsible for issuing ID badges.

F. DATES DRILLS CONDUCTED:

Fall, Winter and/or Spring. Projected date is _____.

G. DATES PLAN EVALUATED

Annually. Projected review timeline is September/October of each school year.

SECTION V

RELOCATION SITES/STAGING AREAS

NOTE: *Because of safety concerns in relocating occupants and/or setting up staging areas, the following information should be held in strict confidence and be provided only to authorized personnel.*

Definition:	Outlines information regarding staging areas in the event a crisis affects a school and/or if the school's occupants have be relocated.
Topics:	Emergency Relocation Sites; Incident Command Center; Family Reunification Staging Area; Media Staging Area; Public Safety Staging Area; Bus Evacuation Staging Area; Miscellaneous Staging Areas.

A. EMERGENCY RELOCATION SITES

Primary Site

Annex/Baseball field parking lot

Secondary Site

Mall Parking lot

Individuals responsible for the Emergency Relocation Sites:

Individual's Name

John Wooden
Dr. Fred Rayfield
Anthony Stubbs/Marvin Knight
Jerry Mills
Farrell Lawrence

Responsible For

Public Communication
Public Communication
Communication w/1st responders
Facilities
Transportation

B. INCIDENT COMMAND CENTER

John Wooden will serve as the incident commander and will be in charge of coordinating the response operations among all of the responding agencies. The public assistance agencies listed below represent a unified command structure.

Primary Site

Bainbridge Middle

Secondary Site

Coliseum

Agency Person in Charge
Eric Miller
Wiley Griffin
Charlie McCann

Agency Name
Public Safety
Sheriff
Decatur Co. Fire and Rescue

C. FAMILY REUNIFICATION STAGING AREA

In the event of an emergency, all concerned parents, guardians, relatives and loved ones will be directed to the Family Reunification Area.

Primary Site

Secondary Site

Annex/Baseball field parking lot

Mall parking lot

Individuals responsible for the Family Reunification Staging Area:

Individual's Name

Responsible For

Malinda Dean
Dr. D'Nena Lanier
Vickie Cross
Vickie Andrews

Releasing Students
Releasing Students
Proper Paperwork
Proper Paperwork

D. MEDIA STAGING AREA

All media will be required to report to and remain in the Media Staging Area. They will not be permitted into other areas and/or to roam freely through the facility.

Primary Site

Secondary Site

Coliseum –front parking lot

Baseball Field

Individuals responsible for the Media Staging Area:

Individual's Name

Responsible For

John Wooden
Dr. Fred Rayfield
Dr. D'NenaLanier

Media Communication
Media Communication
Media Communication

E. PUBLIC SAFETY STAGING AREA

<u>Primary Site</u>	<u>Secondary Site</u>
Baseball Field	Coliseum

Individuals responsible for the Public Safety Staging Area:

<u>Individual's Name</u>	<u>Responsible For</u>
Jerry Carter	Public Safety

F. BUS EVACUATION STAGING AREA

<u>Primary Site</u>	<u>Secondary Site</u>
Bus Lane	Annex/Baseball field parking lot

Individuals responsible for the Bus Evacuation Staging Area:

<u>Individual's Name</u>	<u>Responsible For</u>
Farrell Lawrence	Transportation
Cindy Logue	Transportation

G. MISCELLANEOUS STAGING AREAS

(i.e., helipads, rehab, etc.)

Helipad - located at Bainbridge Memorial Hospital

Staff Responsible for Removal of Kit during Evacuation/Crisis: V. Andrews and V. Cross

The Emergency Kit should contain the following:

1. A copy of the school/building emergency operation plan
2. Student release/sign-out sheets (see attachment A)
3. A copy of the facility tactical site survey
4. Copies of photographs of facility (exterior and interior)
5. Copy of video depicting exterior and interior of the building
6. Copies of all student, and staff emergency contact/release cards
7. Flashlight and extra batteries
8. Bullhorn and appropriate batteries
9. Class rolls, absentee lists, sign in/sign out logs
10. A copy of the most recent school yearbook
11. Designated lockers for First Aid Kits
12. Emergency Medical Information regarding students/personnel
13. Markers, pens, pencils, legal pads
14. Communication device(s) and spare batteries. (Your walkie-talkies, two way Radios and cell phones may be in regular use not stored in your kit. Try to keep them charged and have batteries on hand.)
15. Portable battery operated radio and batteries
16. List of students with special medical needs. (May change from day to day.)
17. Telephone book
18. Staff telephone tree
19. List of teachers planning periods



CRISIS COMMUNICATION CHECKLIST FOR SCHOOLS

Crisis incidents require that a clear and concise message be delivered to both the school community and the community at large. The following are suggestions for developing and maintaining a consistent and informative message.

- A school spokesperson should be designated for the crisis site. This person should be familiar with the school's safety plan.
- A public information officer should be designated to assist the school spokesperson in facilitating media inquiries. This person should be trained to work with the media.
- Media contact numbers and fax numbers should be placed in the Emergency Evacuation Kit and periodically checked for accuracy.
- Mutual aid agreements should be established with other agencies or school systems to provide additional public information officers as needed.
- A media staging area should be determined. The site should (if possible) provide a good camera view of the school, yet is located away from response operations, the incident command center, and the family reunification site.
- A location for media briefings should be identified.
- The school will meet with law enforcement to become familiar with what information may or may not be released during a criminal incident on campus.
- Fact sheets with background information about the school have been created.
- School personnel should meet with local media representatives to discuss ways that the media can support crisis response efforts. Schools may want to conduct training to acquaint administrators with the process of making statements during a crisis.
- Implement a system to post updated press releases on the school's Web site during a crisis.

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LOCKDOWN PROCEDURES

Everyday schools across the nation must place their campuses on lockdown due to an unsafe environment or threat thereof. There are many different variations of addressing lockdowns. Through research and best practices, several procedures have seemed to rise above the rest. Although these recommendations will work for most, *it is highly recommended that school officials consult with local law enforcement to cooperatively develop protocols to meet the needs of all those that will be responding to an incident at the schools.*

Important points to consider:

- ❖ When making the announcement to place the school in a lockdown, do NOT use “codes.” It is best to state in plain speech that the school is in a level ____ lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but do NOT announce the reason for the lockdown.
- ❖ The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

Suggested levels of lockdowns

- Level 1:
 - Lock all exterior doors, lock and monitor main access door.
 - Monitor movement of students particularly between classes.
 - Students and staff remain in building.
 - Movement is limited.
 - Block visibility into classrooms from exterior windows and doors*
-Example: Threat is exterior to school. Armed suspect fleeing police. *Criminal activity in area of school.*
- Level 2:
 - Close and lock all exterior doors as well as classroom doors.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom*
 - Conduct accountability procedures.
 - Staff and students do not leave classroom
 - Continue classroom instruction or normal activities within the classroom.
 - Do not contact office unless you have pertinent information or an emergency.
 - Announce for all visitors/vendors inside the building to return to the office.
-Example: Threat is inside school. Angry parent or student that is verbally upset and agitated but not physically threatening at current time.
- Level 3:
 - Close and lock classroom doors immediately
 - All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables). Turn off lights if visibility is possible from interior windows and doors.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom*
 - Remain silent
 - School officials get into lockdown position also.
-Example: Threat is inside. Threatening person is at school, possible weapon involved/active shooter (student/parent/staff).

*Consult local responding law enforcement to determine their preference based upon their tactical capabilities.

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Color Card Status System: Forms and Uses

Introduction:

The color card status system is used as a quick method to gain information regarding the welfare of students and staff during emergency situations.

Uses:

The color card system can be used in any situation to quickly ascertain the status of staff and students. The most common two are:

1. Lockdowns-slid under the classroom door to let administrators and public safety in the hallway no of the rooms status during an emergency event.
2. Evacuations-held high by teachers to indicate the status of their students following evacuations.

Construction:

- Three card stock papers are used in **RED**, **YELLOW**, and **GREEN**.
- Each one should be separately laminated and placed in a durable pocket beside the classroom door or in teacher emergency folders.
- A dry-erase pen should be included to write pertinent information on the card.

Card Descriptions:

- **GREEN – Used when all students are accounted for and everything is satisfactory. No assistance is needed.**
- **YELLOW – Used when a student is missing or has been added to the class count or the teacher or students have pertinent information. Teacher should indicate situation by using the dry-erase marker on the card to write down information. For Example: One student is added and one student is missing the teacher would write +1 and -1 on the card.**
- **RED – Indicates immediate action is needed and public safety and administrators should direct their attention to this area. Can be used to indicate the location of an intruder or hostile person or indicate a students that needs medical attention. Teacher should attempt to indicate situation on the card using the dry-erase pen.**

Points to Consider:

- All staff should be briefed on the use of the card system including administrators, support staff, and public safety officials.
- Staff should be required to use the card system during drill events to get them acquainted to its uses.
- Administrators should respond to status cards in the order of their severity.
- Red cards left blank should be approached by public safety in case of offender presence or medical injuries.
- Card System should be consistent throughout school system and individual facilities.

Bus/Vehicle Accidents

A bus or vehicle accident may occur at any time, during the transportation of personnel and students to and from school, during special field trips or in conjunction with transportation to or from extra-curricular activities (e.g. football games).

Site Preparation:

Documentation of transportation methods of personnel and students should be kept updated. During field trips, prepare and maintain a list of all students and personnel on each bus during the trip. This list should be left with an administrator or director.

Compile and maintain releases for medical treatment of all persons on the trip.

Compile emergency contact information on all persons on field trips.

Transportation dispatcher should dispatch appropriate public safety personnel to the scene of the accident. The Dispatcher should notify the Director of Transportation who will notify the School Principal/Director and the Board Office.

Response Protocol:

1. Upon notification that a bus or vehicle accident has occurred, the lead administrator/director should ascertain as much information regarding what, if any injuries have occurred, to what extent students and personnel are injured.
2. After the immediate needs of the injured students and staff have been addressed, a list should be compiled of all persons on the bus or vehicle and others involved in the accident.
3. The Principal/School resource officer or his/her designee should establish an incident command post near the site if multiple injuries are reported.
4. The Transportation Director should notify the Decatur County Emergency Management Agency who will assist with the incident command post if needed.
5. Principal or designee will remain at the school while Crisis Team personnel will respond to accident site.
6. Designated school/departmental representative should proceed to the medical facility where students and staff are transported.
7. Create and maintain a log of people sent to the hospitals, which hospital sent to, by which ambulance service and by whom accompanied.

Site Response Procedures

Officer Stubbs would be in charge along with our school nurse, Cara Lynn. Procedure would be to notify Public Safety, the bus shop, and EMS if other than minor injuries. Minor injuries would be handled by our nurse. Parents or family members will be notified.

FIRE DRILL PROCEDURES

Listed below are some procedures to follow in case of a fire drill. Please familiarize yourself with these so that we can be better prepared for a fire situation if one should occur. Also, take the time to acquaint each of your classes with the procedures to follow as well.

DRILL PROCEDURES

There are four possible sounds you may hear as a fire alarm:

- a.) Fire Alarm
- b.) If fire alarm is inoperable, 5 short bells will ring
- c.) Hallway announcement via bullhorn
- d.) Hallway announcement via whistle

Upon hearing the alarm the following procedures should prevail:

1. Close all windows. Student designee may assist.
2. File out of classroom silently in single file to designate safe area for your room. Fire exit maps should be posted next to each classroom doorway. Exit routes are noted on building diagrams in student handbooks.
3. Teacher should follow after last student has exited room. Close door upon exiting.
4. Check roll upon arriving at designated safe area.
5. Stay with your class. Be prepared to move them out of the way of emergency vehicles or to other campus areas if directed to do so.
6. Return to class quickly and orderly after all-clear bells ring.

WEATHER/TORNADO PROCEDURES

A tornado watch means that atmospheric conditions are favorable for the formation of tornadoes. There is no cause for alarm.

A tornado warning means that a tornado has been sighted in the area; action is required. You will be advised if we receive a warning.

1. If a warning is received, you will be advised from the office to “review severe weather conditions” with your students. Do so, but do not initiate procedures at this time. School officials will be particularly observant of weather conditions and will advise you over the intercom should it be necessary to begin emergency procedures.
2. If an announcement is made to “observe tornado procedures” or the alarm sounds, please immediately follow the procedures listed below and continue the procedures until a clear signal is communicated from the office.

The alarm will be one continuous ring of the bell (12-20 seconds).

Upon hearing the alarm, the following procedures should prevail:

- Close all windows. Student designee may assist.
- File out of classroom silently in single file to designated safe area for your room.
- Teacher should follow after the last student has exited room. Close door upon exiting.
- Check roll upon arriving at designated safe area.
- Return to class quickly and orderly after all-clear bells ring.

During this emergency all students are to leave the classroom and move single file into the hall. The students are to be seated with their backs against the wall.

Students in the coliseum should move into the locker rooms and short hallways leading into gym area.

Teachers will need to work together so that all classes will be able to find enough wall space in the vicinity of their classrooms. The area near your room is your designated safe area.

BOMB THREAT PROCEDURES

Listed below are some procedures to follow in case of a bomb threat. Please familiarize yourself with these procedures so we can be better prepared for a bomb threat situation if one should occur.

DRILL PROCEDURES

There are two sounds you will hear for a bomb threat:

- Three short bells will ring.
- Intercom announcement of code green.

Upon hearing the alarm the following procedures should prevail:

1. File quickly and silently in single file to designated safe zone for your room.
2. Teachers should follow after last student has exited room.
3. Make sure you check your roll and all students are accounted for.
4. Students should lie on their stomachs with their hands covering their heads.
5. Stay with class!

EVACUATION SITES

Administrators are to check with each teacher and make sure all students are accounted for. Each administrator will advise **Resource Officers** of the accountability of all students and staff.

This is a list of the areas: the rooms located in each area, and designated safe place for each area.

AREA 1: Rooms 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 131, 132, 133, 134, 135, 136. These will exit the same as for a fire drill but need to proceed out of the east end door, through the back gate and to the baseball annex.

AREA 2: Rooms 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 123, 124, 125, 126, 127, 128, 129, 130. These will exit the same as for a fire drill but need to proceed out of the east end door, through the back gate and to the baseball annex.

AREA 3: Rooms 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 237, 238, 239, 401, 402, 404, 405 and the cafeteria. These will proceed onto Pine Street until Boulevard Ave. Take Boulevard Ave. to Miluli Ave. Then take Miluli Ave. to the baseball annex.

AREA 4: Rooms 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 400, 403 and the library will exit out the north end doors. Then proceed out the back gate to the baseball annex.

AREA 5: The coliseum will exit the same as for a fire drill, but will need to proceed to Wheat Street. Take Wheat St. to Miluli Ave. Then Miluli Ave. to the baseball annex.