

2020-2021 EMERGENCY PREPAREDNESS PLAN

SYSTEM: COFFEE COUNTY

SCHOOL: INDIAN CREEK ELEMENTARY

This Emergency Preparedness Plan has been designed to assist schools and school systems in organizing personnel in an effective manner in the event of an emergency.

EMERGENCY MANAGEMENT TEAM MEMBER ASSIGNMENTS

List below the names of the staff members and assignments on the Emergency Management Plan.

1. System Coordinator: Dr. James Banks Telephone: 912-384-2086 Ext. 6519
2. Assistant System Coordinator: Dr. Dana Vickers Telephone: 912-389-6768
3. System Emergency Team Members: Buddy Gilliard – Transportation;
Michael Spikes – Maintenance; On Site/Telephone – Kim Miller;
Telephone/Media/Communications- Kim Clayton; Food – Dobbie Cothorn; Courier – Alt.
Site Coordinator – Allyson Speight; Shelter/Crisis Intervention/Hospital
4. Chain of Command – System Level – Dr. Morris Leis Telephone: 912-384-2086 Ext. 6515
School Level: Tamara Morgan Telephone: 912-393-1300 Ext. 6709
5. Location of System's News Media Area: CCBOE Board Room
6. Designated News Media Spokesperson: Kim Clayton
7. List alternate available means of communication: 912-384-2086

System Intercom (Central Office) FAX: 912-383-5333 Mobile Numbers: Michael Spikes – 912-850-5018; Dr. Morris Leis 229-424-5313; Dr. James Banks 912-381-3280

8. Date crisis drill conducted:
Fall: September 28, 2020
Winter: November 19, 2020
Spring: March 29, 2021
9. Is principal/personnel familiar with first-aid techniques? See #10
10. Staff members trained in CPR: Henrietta Merritt – school nurse, Susan Wilcox – Pre-k para, Landy Phillips – receptionist, Lynn Miller – Sp Ed para, Betty Worth – media para, Hannah Grantham – Sp Ed para; Cynthia Phillips – Sp Ed para; Emily Carver – Pre-k teacher
11. Date crisis plan evaluated: Annually
12. Superintendent: Dr. Morris Leis Telephone: 912-384-2086 Ext. 6515
13. Superintendent's Designee: Dr. James Banks Telephone: 912-384-2086 Ext. 6519

EMERGENCY PLAN

1. Designated School Site Emergency Coordinator: Tamara Morgan, Principal
2. Designated Alt School Site Emergency Coordinator: Sonya Hendley, Asst. Principal
3. Designated School Emergency Team Members: Tamara Morgan, Sonya Hendley, Shelly Lott, Haley Robinson, Missy Woodward, Brad Almon, Cindy Papierz, Ronny Blackstock, Candace Crosby, Cheree McEachern, Henrietta Merritta, & Betty Worth
4. Date Emergency Drills scheduled
Fall: September 28, 2020
Winter: November 19, 2020
Spring: March 29, 2021

Monthly Fire Drills scheduled: 8/18/20, 8/31/20, 9/28/20, 10/26/20, 11/19/20, 12/14/20, 1/25/21, 2/22/21, 3/29/21, 4/30/21, 5/14/21

5. Designated person(s) to establish emergency kit and prepare contents: Henrietta Merritt, Tamara Morgan, Sonya Hendley, Ronny Blackstock, & Shelly Lott
6. Designated staff members to keep Central Office informed: Tamara Morgan, Sonya Hendley, or Haley Robinson
7. Designated staff members to notify parents and spouses of injured: Tamara Morgan, Sonya Hendley, Henrietta Merritt, Ronny Blackstock, or Suzanne Rowley
8. Designated staff members to identify injured and fatalities: Tamara Morgan or Henrietta Merritt
9. Designated school personnel to report to the hospital to coordinate information from hospital to school and central office: Sonya Hendley or Haley Robinson
10. Designated staff members to handle telephones: Landy Phillips, Candace Crosby, Haley Robinson, Maria Ramos, Missy Woodward, Vivian Loving, & Ronny Blackstock
11. Designated staff members to update parents and public: Tamara Morgan, Sonya Hendley, & Shelly Lott
12. Location of school's news media area: Media Center
13. Designated school news media spokesperson: Tamara Morgan
14. Location of school's reception area for parents and public: Cafeteria
15. Designated persons responsible for compiling a roster of students absent from school at time of crisis: Haley Robinson/Landy Phillips
16. Designated persons responsible for releasing students to parents and on-parent adults: Haley Robinson, Landy Phillips, Maria Ramos, & Ronny Blackstock
17. Designated persons responsible for development of updated information sheets for parents, teachers, and others: Haley Robinson, Landy Phillips, & Maria Ramos

18. Staff members trained in CPR: Henrietta Merritt – school nurse, Susan Wilcox – Pre-k para, Landy Phillips – receptionist, Lynn Miller – Sp Ed para, Betty Worth – media para, Hannah Grantham – Sp Ed para; Cynthia Phillips – Sp Ed para; Emily Carver – Pre-k teacher
19. Designated persons responsible for letter to notify parents of post-crisis intervention: Tamara Morgan, Sonya Hendley, Ronny Blackstock, & Suzanne Rowley
20. Designated person to coordinate with central office a community forum on emergency: Tamara Morgan & Sonya Hendley
21. Designated staff member responsible for arranging a plan of transportation for students, faculty, and parents to home, hospital, emergency shelter, etc.: Ronny Blackstock, Suzanne Rowley, Maria Ramos, Brad Almon, Missy Woodward, & Cindy Papierz
22. Name of Maintenance Director/Head Custodian who will meet the crisis agencies' staffs to identify and assist in securing any potentially dangerous utility systems: Michael Spikes
23. Designated food service staff members responsible for acquiring and distributing food to emergency personnel: Cheree McEachern, Sherri McIver, Suzanne Rowley
24. List alternate available means of communication: email, telephone, cell phones, bus radios, Centegix, social media – school webpage, school Facebook page, Kinvolve, & C Class Dojo
25. Designated staff members to direct traffic: Brad Almon, Ronny Blackstock, Missy Woodward, & Shelly Lott
26. Name of school insurance clerk who checks students' insurance needs: Haley Robinson
27. Designated names and numbers of counselors: Ronny Blackstock- 912-389-6704, Suzanne Rowley – 912-850-1241, Misty Nash- 912-381-4133

28. PUBLIC ASSISTANCE AGENCIES

<u>AGENCY</u>	<u>PERSON IN CHARGE</u>	<u>TELEPHONE</u>
1. Douglas Police Dept.		912-384-2222
2. Coffee County Sheriff's Dept.	Doyle Wooten	912-384-4227
3. Georgia Bureau of Investigation		912-384-4103
4. Georgia State Patrol		912-389-4675
5. Coffee Regional Medical Center		912-384-1900
6. Poison Control Center (Regional)		800-282-5846
7. Douglas Fire Department		912-384-4815
8. Emergency Management Agency		912-384-5440

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| 9. Georgia National Guard | 912-389-4018 |
| 10. Coffee County Red Cross | 911 |
| 11. Coffee County Health Dept. | 912-389-4450 |
| 12. Nicholls Police Dept. | 912-381-6547 |
29. Did faculty assist in developing the Emergency Preparedness Plan? Yes
30. Method used to inform parents of Emergency Preparedness Plan and revisions:
PTO/Parent Meetings, Facebook, Peachjar, School Webpage, Available copy in front office
31. Identify student couriers: N/A
32. Designated persons to print identification badges for school and emergency personnel: Dr. Chan Newell from the Technology Dept, Cindy Papierz & Betty Worth from ICE Media Center

At least one copy of the Emergency Preparedness Plan must be retained on file in the principal's office at each school. Also, one copy of each school's Emergency Preparedness Plan must be on file in the Superintendent's Office.

Safety Procedures due to COVID-19

*Staff will clock in using their phone or the computer within their classroom. Staff will also be required to answer a few health questions when they clock in each morning. All staff will check their temperature at home or when they arrive at school; each homeroom will have a thermometer. We will also have one in the front office. If any staff member has a temperature (over 100.2), they will contact Mrs. Morgan or Mrs. Hendley immediately. Also, wearing masks is encouraged for all staff.

*Each morning, homeroom teachers will check students' temperatures as they enter their homerooms.

If students have a temperature (over 100.2 is what is considered a temperature right now) – they will call the front desk; the person at the front desk will contact administration. One of the administrators, counselor, or Academic Coach will have on a mask and walk down to get the student(s) with a temperature. The administrator will have a mask for the student(s) to place on them and walk with the student(s) to the "Safe Space" which is a room in the front office that has been created for students who have temperatures (so they will be away from students who do not have temperatures). Our nurse will be immediately notified and come to the "Safe Space" room to check the student(s). The nurse will then make decisions as necessary for each student based on the medical guidelines that she has received.

Note: Each classroom has a non-contact infrared thermometer to check students' temperatures as needed throughout the day. The same procedure above will be followed if a student develops a temperature during the school day.

*Teachers will change classes vs students changing classes. Teachers will sanitize their workstations before leaving each classroom.

*Students will remain with their homeroom class as much as possible; their desks/tables/chairs will be apart as much as possible.

*Students will sit in the same space each day, use the same Chromebook and classroom supplies rather than sharing.

*Students will sanitize their area (desk/table/chair) before they leave at the end of the school day.

*Each grade level will have bathroom schedules to keep their classes together.

*Students will eat in their classrooms using Breakfast on the Go. Pre-k students will eat in the cafeteria but they will be sitting with 2 spaces in between them.

*Students will eat lunch in classrooms. However, Pre-K and Kindergarten will eat in the cafeteria but will have separate eating times and will be sitting with 2 spaces in between them.

*Classrooms have hand sanitizers and a bottle of disinfectant.

*Students will be taught how to properly wash/sanitize their hands; cover their cough, keep a safe space. Teachers will model this as well.

*PE Staff will go to students vs all students in grade levels going to them.

- *Grade levels will have scheduled recess times and be spread out on various spaces on the playground.
- *Students will walk with spaces in between each other so as not to touch in the hallways when movement is needed.
- *Everyone is encouraged to wear a mask if they would like.
- *Signs are displayed throughout the school in highly visible areas promoting hand washing and other safety measures to help maintain a healthy learning environment.
- *At dismissal, each grade level will have an area where students will be spaced and kept with their homerooms.
- *This summer as well as throughout the school year, parents will be informed with videos and helpful tips of proper hand washing and other safety precautions using our Facebook page, Class Dojo, and Kinvolv.
- *This summer, contact parents of students who are medically fragile and discuss their return to school in the fall or an alternate plan.

Everyone should: (this info was copied from the cdc.gov website of how to protect yourself & others:

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**

- Remember that some people without symptoms may be able to spread virus.
- [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.

- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants external icon](#) will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.