

Sumter Middle School

EMERGENCY PREPAREDNESS PLAN

2020-2021

Todd Vickery, Principal
Rodney Perry, Assistant Principal
Daphane Williams, Counselor



EMERGENCY PREPAREDNESS PLAN 2020-2021

Sumter County
System

Sumter County Middle School
School

Purpose

The 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. Furthermore, this Emergency Preparedness Plan is to assist the principal and other designees in evaluating the circumstances and extent of a crisis and to jointly determine if the situation demands activation of the Emergency Response Teams.

FIRST RESPONSE TEAM PLANS

SCMS FIRST RESPONSE TEAMS

Team 1	Team 2	Team 3
Front of Building/Bus Ramp	Classrooms/Hallways	AG/Gym
R. Perry	W. Bruce	M. Terry
Betty Allen	M. Bush	H. Singley

SCMS EMERGENCY TEAM MEMBERS

Todd Vickery Rodney Perry Daphane Williams Ann Johnson (SRO)	Tiffany Pless Sanita Bentley Michelle Bush Sabrina Stephens	Shirley Waymon Kristan Price Barbara Allen Rodney Shelton
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Response Teams:

1. When team members respond, they should bring with them the assigned fanny pack. Fanny pack should include gloves, gauze, and resuscitation barrier. Fanny packs should be signed out at the beginning of the school year and signed back in at the end of the school year.
2. All team members should be trained extensively in first aid. For the most part in a Multiple Casualty incident, the members will be responding to victims who are injured but still have a pulse and is breathing.
3. Team members should meet at the beginning of the year for review of procedures and supplies.

Meeting Stations in Case of Multiple Casualty Incident

Location of Incident	Site of Team Meeting
200/300 Hall	Cafeteria
500/600 Hall	Media Center
700 Hall	Media Center
AG/Gym	Cafeteria

AT LEAST ONE COPY OF THE EMERGENCY PREPAREDNESS PLAN MUST BE RETAINED ON FILE IN THE PRINCIPAL'S OFFICE AND ONE COPY IN THE SUPERINTENDENT'S OFFICE OF EACH SCHOOL AND SCHOOL SYSTEM. FURTHERMORE, THERE WILL BE ANOTHER EMERGENCY PREPAREDNESS PLAN AVAILABLE IN THE MEDIA CENTER.

PUBLIC ASSISTANCE AGENCIES/EMERGENCY CONTACT NUMBERS

<u>AGENCY</u>	<u>PERSON IN CHARGE</u>	<u>PHONE NUMBER</u>
American Red Cross	Lara Pennington Gill	229-924-2026
Americus Fire Department	Chief Allen Erkhart	229-924-3213
Americus Police Department	Chief Mark Scott	229-924-3677
Colonial Pipeline Company	Tim Felt, President & CEO	800-926-2728
Federal Bureau of Investigations		229-434-1489
Flint Area Psychoeducational Program		229-924-4510
Georgia Bureau of Investigations	Sp. Agent Danny Jackson	229-931-2439
Georgia Power Company	Power Outage Customer Service	888-891-0938 888-660-5890
Georgia State Patrol	SFC Michael B. Adcock	229-931-2397
Norfolk Southern Railroad Emergency		800-453-2530
Phoebe Putney Memorial Hospital (Main Campus)		229-312-1000
Phoebe Putney Memorial Hospital (North Campus)		229-434-2000
Phoebe-Sumter Medical Center		229-924-6011
Poison Control		800-222-1222
Sumter County Fire Department		229-924-6603
Sumter County Juvenile Department		229-931-2409
Sumter County Schools	Dr. Torrance Choates, Superintendent	229-931-8500
Sumter County Sheriff's Department	Sheriff Pete Smith	229-924-4094
Sumter County Schools Nurse		229-591-8684
Sumter EMC		229-924-8041
Vitalcare Ambulance		229-931-1163

LOCAL RADIO STATIONS

<u>CALL SIGN</u>	<u>FREQUENCY</u>	<u>PHONE NUMBER</u>
WDEC	94.7 FM	229-924-1390
WMGB	95.1 FM	478-746-6286
WJIZ	96.3 FM	229-439-9704
WISK	98.7 FM	229-924-6500
WVRK	102.9 FM	706-576-3000
WJAD	103.5 FM	229-888-7625

EMERGENCY & MEDICAL SUPPLY LIST

1 box of plastic Ziploc sandwich bags	4 large garbage bags
1 roll of clear tape	1 roll cellophane tape
1 roll of masking tape	6 packages Q-tips swabs
A list of student enrollment with emergency contact numbers	3 boxes Band-Aids
A list of school employees with emergency contact numbers	4 boxes Standard latex gloves
6 Legal Pads	Gauze Sponges
2 clipboards	Gloves
10 ballpoint pens	Conform Gauze
10 permanent markers	Sterilized Strips
1000 peel off stickers	Wound Cleanser
1 Sumter County telephone directory	Scissors
2 flashlights	Tweezers
1 battery powered radio	Cold Compress
Extra batteries	Eye Pad/Eye Wash
1 copy – Comprehensive Emergency Preparedness Plan	Antibacterial Soap
1 system telephone directory	Blanket
Thermometer	Cots
Splint	CPR Rescue Masks
Blood Pressure Cuff/Stethoscope	Burn Kit

Statement of Commitment to School Safety

The faculty and staff of SCMS are dedicated to providing the best education possible for our students. We believe that one of the most crucial elements necessary for a positive learning experience is a safe, clean, and healthy environment. Therefore, the development of a comprehensive school safety plan is one of the steps we have taken to try to ensure the well-being of our students. The Sumter County Board of Education also supports our beliefs in the importance of a safe environment.

Prevention and Curriculum

SCMS follows the comprehensive code of conduct and attendance, which is found in the Sumter County Student Rights and Responsibilities handbook designed for all schools in the Sumter County Schools System. This code of conduct outlines appropriate behavior as well as consequences for failing to follow these guidelines. The following topics are included:

- Enrollment
- Attendance
- Dress Code
- School bus rider rules and regulations
- Inspection of school property
- Search of student by school officials
- Unannounced visits by law enforcement
- Tobacco products
- Distribution of materials
- Fundraising
- Parent conferences
- Textbooks
- Classification of violations
- Administrative options
- Alternative school placement
- Suspension
- Expulsion
- Juvenile court referral
- School clubs and organizations
- Social security numbers
- Temporary health disability
- Immunization requirements
- School visitors
- Acceptable use of internet

This document is updated on a yearly basis. Teachers cover material in the student handbook with their students.

Students at SCMS are offered a low cost accident insurance along with other students in Sumter County. A school resource officer (SRO) is also available to the school in the event that safety of the students is in question.

Each classroom has a floor plan/building evacuation map posted in the classroom, which shows exit routes to take in the event of a fire or severe weather drill. Fire and tornado drills are held regularly throughout the year, as are lockdown drills.

The guidance and counseling program includes classes on school safety and personal safety issues for students. In addition, our guidance counselors implement a comprehensive advisement program, which builds meaningful connections between adults and student resulting in improved student academic achievement.

Sumter County Middle School

1. Designated school site emergency coordinator:
Todd Vickery, Principal
2. Designated alternate school site emergency coordinator:
Rodney Perry, Assistant Principal

3. Designated school emergency team members:

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4. The emergency team members will perform the following tasks:
 - A. **Todd Vickery, Principal** (Assistant Principal, if Principal is absent)
 - Keep Central Office informed
 - Identify reception area for parents
 - News media spokesperson
 - B. **Rodney Perry, Assistant Principal** (Sabrina Stephens, if Principal is absent)
 - Notify emergency team, carry out duties
 - Assist office staff in executing their assigned tasks
 - Arranging transportation for students, faculty, and parents to home, hospital, emergency shelter, etc.
 - Be prepared to report to hospital if necessary
 - Identify the injured and fatalities
 - Notify parents and spouses of the injured
 - Report to the hospital to collect information about injured and to report information to school

C. Mrs. Michelle Bush, Nutrition Manager

- Responsible for acquiring and distributing food to emergency personnel in the Cafeteria or designated safe area

D. Ms. Keisha Holmes, Administrative Assistant

- Responsible for releasing students to parents and non-parent adults
- Ensuring the emergency team has medical supplies

E. Ms. Senita Bentley, Bookkeeper

- Assist in monitoring school visitors and make sure they report to the correct area (i.e. Media should report to Media Center or designated safe area)
- Assist with release of students

F. Ms. Tiffany Pless, Attendance/Data Clerk

- Compile roster of students absent from school at time of crisis and submit to secretary
- Assist with release of students
- Responsible for development of updated information sheets
- Notify principal or designee of any missing students

G. Sabrina Stephens, Shirley Waymon

- Assist in monitoring school traffic flow

H. Kristan Price, Barbara Allen

- Print identification badges for school/emergency personal
- Prepare Photo Album of faculty, staff, and students and submit to principal, assistant principals, and/or school resource officer

I. Daphane Williams, Guidance Counselor

- Assist with counseling students and parents

J. School Resource Officer (SRO)

- Liaison between the school, Sumter County Sheriff's Office, and other law enforcement agencies
- Provide safety information as needed
- Assist in handling flow of traffic
- Assist in identifying injured and fatalities

K. Rodney Shelton, Computer Technology Teacher

- Collect names of missing students from teachers and submit to Registrar
- Assist in monitoring school traffic in parts of the building or designated safety areas

In an emergency situation, all other emergency team members must report to the site meeting place based on location of the incident for an assignment. Teachers will need to keep students in the classroom until you receive directions from the front office.

5. Alternative means of communication:

Two Way Radios (Channel A), Cell phone, Bull Horn, Fax, and Telephones

6. Name of maintenance director/head custodian who will meet the crisis agencies' staff to identify and assist in securing any potentially dangerous utility system(s):

Mr. Billy Thompkins, Maintenance Director; Mrs. Alice Alexander, Head Custodian

Staff Members Trained in CPR, First Aid, and AED

Staff	Adult CPR	First Aid	AED
Rodney Perry	X	X	
Sabrina Stephens	X	X	
Chandler Fulton	X	X	X
Betty Allen	X	X	
Michelle Bush	X	X	
Warren Bruce	X	X	
Heather Singley	X	X	X
Matthew Terry	X	X	X
Christina Garry	X	X	X
V. Griffin	X	X	X

EMERGENCY SITUATIONS

Fire

I. Preventive Measures

A. Principal/ Assistant Principal

- Develop and /or update plans
- Conduct fire drills on a monthly basis
- Oversee periodic tests of fire extinguishers
- Ensure combustible materials are stored away from heat sources
- Ensure flammable materials are stored according to state regulations
- Ensure staff is familiar with the Fire Emergency Preparedness Plan
- Ensure exit routes remain free from obstructions

B. School Climate Committee

- Assist in developing and/or updating plans
- Assist with conducting fire drills on a periodical basis
- Oversee periodic tests on smoke detectors, fire alarm boxes, and fire extinguishers

- Ensure all flammable materials are stored properly
- Help ensure staff is familiar with the Fire Emergency Preparedness Plan
- Ensure exit routes remain free from obstructions

C. Teachers and Staff

- Be familiar with the Fire Emergency Preparedness Plan
- Participate in regular fire drills (**see pages 88**)
- Teach and review procedures for students to follow
- Ensure classroom exits remain free from obstructions

II. Plan of Action in Case of Fire

A. Principal/ Assistant Principal

- Detection of fire and/or smoke
- Activate nearest fire alarm box or ring bell to initiate evacuation procedures
- Notify the City of Americus Fire Department
- Ensure all occupants have evacuated the building (The entire building must be evacuated, regardless of where the fire initiated.)
- Notify the superintendent of the emergency situation
- Ensure all students who evacuated the building are accounted for
- If any students or faculty are missing, report this to the emergency response personnel and provide them with a possible location of the missing persons
- Maintain control of the students in the designated meeting area for the duration of the emergency
- Remain available to assist the emergency response personnel
- Await further instructions from the superintendent

B. School Climate Committee

- Detection of fire and/or smoke
- Activate nearest fire alarm box or ring bell to initiate evacuation procedures
- Assist in evacuation of building
- Ensure all occupants have evacuated the building
- Secure the list of enrollment and emergency phone numbers
- Check with teachers to make sure all students and teachers are accounted for
- If any students or faculty are missing, report this to the emergency response personnel and provide them with a possible location of the missing persons
- Maintain control of the students in the designated meeting area for the duration of the emergency
- Await further instructions from the principal

C. Teachers and Other Staff Members

- Detection of smoke and/or fire

- Activate nearest fire alarm box or contact the front office to initiate evacuation procedures
- Evacuate building immediately utilizing nearest accessible exits
- Ensure all of your students have exited the classroom before shutting the door behind you
- Bring roll/grade book, and green and red cardstock with you to the common meeting point as designated on your fire evacuation diagram
- Check attendance to ensure all students have evacuated the building
- If any students are missing, report to the principal or safety committee members immediately providing them with a possible location of the student(s)
- Team leaders should check to see if all department members are present
- Check for injuries
- Administer first aid if necessary and report all injuries to the principal or assistant principals
- Remain with the students at the common meeting area and wait for further instructions

Severe Weather

I. Flooding

A. Principal/ Assistant Principal

- Receive notification of flooding hazard, or other severe weather event
- Report situation to superintendent
- Coordinate with superintendent for protection action recommendation (i.e., remain in place, evacuate, closing of school)

B. Ordered to remain in place

- Be alert to environmental conditions
- Monitor weather radio stations for updates
- Be alert to possible evacuation
- If ordered to evacuate, ascertain destination of students (This must be coordinated with Central Office and must be out of the hazard area.)
- Initiate evacuation procedures
- Ensure all students have been loaded onto buses and are all accounted for
- Ensure teachers and staffs accompany students to evacuation destination

C. Ordered to close school

- Follow school closing procedures
- Coordinate with Central Office, EMA office, and media to ensure correct information is disseminated regarding school culture
- Ensure all students are properly signed out

D. Foot evacuation is required due to imminent danger

- Notify superintendent of condition
- Coordinate with emergency response personnel for higher ground destination where students can await pick-up by buses or parents

- Ensure attendance rosters are brought to alternate location

E. Teachers and Staff

- Be alert for possible orders to evacuate
- Have roll/grade book at hand
- Remain with students until evacuated or until the threat of danger is over

II. Tornado Watch (CODE BLUE: Severe weather conditions)

A. Principal/ Assistant Principal

- Receive notification of tornado watch
- Alert teachers of weather situation
- Bring all students from the Gym into the main building
- Continue to monitor weather with a weather radio
- Ensure all designated shelter areas are accessible
- Have current class rosters and battery-powered radios in an accessible location

B. Teachers and Staff

- Receive notification of tornado watch
- Review plans and designated shelter areas
- Have current roster at hand
- Be alert for possible tornado warning signal

III. Tornado Warning (CODE BLUE, potential CODE YELLOW)

A. Principal/ Assistant Principal

- Receive notification of tornado warning
- Announce “Please bring your blue folder to the office, we may call for your yellow folder soon”
- Notify superintendent of situation
- Have copy of all class rosters with emergency phone numbers at hand along with a battery-powered radio
- Monitor shelter areas to make sure they are utilized properly
- Check with teachers to make sure all students are in shelter areas
- Monitor weather until threat of danger is over
- If injuries occur:
 - Call the proper emergency authorities
 - Contact the Central Office personnel
 - Move other students to classrooms or a safe location if threat of danger is over
 - Administer first-aid if appropriate
 - Contact parents
 - Designate a place for parents to report in order to pick up their children (**NO parent may leave with a child as long as the tornado warning is in effect.**)
 - Continue to confer with Central Office staff for further instructions about dismissal

B. Teacher and Staff

- Receive notification of tornado warning
- Escort all students to the designated shelter area listed on the classroom evacuation maps
- Be sure all students exit (if necessary) the classroom and close the door
- Teachers and students in the gym should report to the locker area
- Have your roster at hand
- Make sure all students are accounted for
- Report any missing students to the principal or assistant principal
- Monitor students to keep them calm and quiet until the threat of danger is over
- If appropriate, report back to classroom after danger is over
- If injuries occur:
 - Notify the principal or assistant principal
 - Move other students to a safe location if threat of danger is over
 - Assist in administering first-aid if necessary
 - Assist in contacting parents if possible

Tornado Drill Procedures

The following are procedures that need to be followed during a tornado drill at SCMS.

- 1) Drill starts with an announcement.
Severer weather announcement from the front office.
- 2) Proceed to area designated for shelter.
(Classes in the gym will go into the locker rooms for coverage.)
- 3) Assume ready position sitting, and knees up, hand around knees.
(Duck and cover position or head to wall while on knees)
- 4) Maintain position until announcement over the Intercom/Radio system.
Example: **“All clear to return to class.”**

Factors to Consider:

- Avoid large bookshelves, windows, places where items are hung (Smartboard, projector, maps, etc.)
- Clothes worn: dresses or skirts and the body position on the floor of these individual students.
- Student size/body structure determines how students are to position themselves on the floor.

Teachers: During the drill, you are to evacuate your students to their designated coverage area (*have students move quickly and orderly*). If you and your students are in a classroom with a window, then you need to escort your students out into the hallway or a storage room that is away from any windows. For the classes with no windows, then have your students cover themselves inside your classroom with your students being placed on an interior wall. Have your

students assume the ready position by sitting on the floor, their knees up, and their hands around their knees covering their heads. If your students are wearing a dress/skirt and/or small in stature, then they need to face the wall while on their knees with their hands covering their heads. Teachers, it is important that you are monitoring your students during this drill and making sure that all of your students remain in your designated coverage area until an all clear is signaled.

IV. Hurricane (CODE BLUE, potential CODE YELLOW)

In the event of any weather warnings posted by the National Weather Service, Sumter County Middle School would follow procedures for flooding or tornadoes according to the warning given.

V. Ice/Snow

A. Principal/ Assistant Principal

- Monitor weather with an appropriate weather radio
- Notify superintendent of situation
- Wait for word of possible dismissal of school
- If school is dismissed, notify the teachers

B. Teachers and Staff

- Be alert for possible dismissal of school
- If students are dismissed, follow regular procedures for dismissing students
- Faculty and staff on quarterly car/bus duty should remain with all students until they have a ride home

Intruder/Suspicious Person/Hostage

All Sumter County Board of Education employees should wear identification badges. Visitors to Sumter County Middle School are required to sign in at the office and obtain a visitor's badge.

An intruder is anyone (even a parent) who enters the school building and refuses to explain his or her presence to the front office and sign in. If a person in the building is seen with suspicious behavior, a **CODE RED** (Lockdown) should be initiated.

Teachers are responsible for instructing their students in the proper procedures for all disaster drills. Teachers are accountable for their students during all disaster drills and must have roll book in hand (See Disaster Plan folder). The emergency code for an **intruder alert** is - **"Teachers, please send the red folder to the office"**. If a situation exists in the building that presents a clear and present danger to the welfare of the faculty and student body, the coded alert announcement may be made over the public address system.

A. Principal

- Be prepared to call 911 and say "Teachers, please bring your red folders to the office"
- Confront the suspicious person
- Direct the suspicious person to the office to follow proper visitor procedures
- If suspicious person resists, call local law enforcement immediately
- Notify the superintendent
- If hostage is taken: Make contact with parents as necessary
- Coordinate with law enforcement to safely evacuate all other students as possible
- Be prepared to give all clear signal and visit each classroom when proper procedures have been followed by the suspicious person
- Resume daily operations

B. Teachers and Staff

- Upon notification of **CODE RED** immediately lock the classroom door
- Do not allow any hall passes or dismiss class for any reason until seeing an administrator at your door (**CODE GREEN**)
- Do not open the door under any circumstances (An administrator will have the pass key) (**CODE GREEN**)
- Keep students away from doors and windows
- Turn off classroom lights
- Secure roll book in case of evacuation
- Remain calm
- If ordered to evacuate: Follow evacuation procedures as in the emergency response plan for fire
- When given the all clear signal, resume daily operations

Lockdown Drill Procedures

The following are procedures that need to be followed during a lockdown drill at SCMS.

A lockdown is used when a serious threat exists to the school that would require students, faculty, and staff to remain in a locked facility for safety. An example of this would be when an armed intruder on SCMS. During a lockdown the following procedures would take place:

- 1) The drill will begin with an announcement over the Intercom/Radio system.
Example: Teachers please bring your red folder to the office.
- 2) Faculty members will **LOCK** doors move students and self away from doors and windows, have a sit on the floor, and turn the lights off in the room.
 - Teachers will place color card in the window of their classroom door to communicate with administration.
 - **GREEN** – all students are accounted for and everyone is OK
 - **RED** – you have students missing or you have important information for the administration, or you need immediate assistance from the administration
- 3) Emergency response staff will gather any students that are not in a classroom, take them to a safe area, and lock the door until a code green is announced.
- 4) Parents are asked not to come to the school to pick up students as both the parents' and students' would be endangered. At the conclusion of a lockdown, students will be released according to the Sumter County Schools check-out procedures.
- 5) Maintain position until **“Teachers please bring your green folder to the office”** is announced over the Intercom/Radio system.

Teachers: During the drill, you are to lock your classroom doors and secure students and self away from the door and windows. **DO NOT OPEN** exterior doors for any reason until an “all clear” is given. This includes but is not limited to any students who are in the hallway. Support staff will collect those children and take them to a safe area. You do need to write the names of any students who are present, but not physically in the classroom on the red paper and put it under the door. **DO NOT USE** Intercom/Radio system to request information...follow building protocol for communication (color cards). Keep students **CALM AND QUIET**.

Bomb Threat/Explosion

Emergency Alert Code (Code Brown) will be used for a Bomb Threat. When bomb threat is issued (**CODE BROWN**), be sure the threat is documented on the Phone Report.

A. Principal/ Assistant Principal

- Call 911
- Notify the superintendent of the situation
- Coordinate with the superintendent for the decision to evacuate the school
- If ordered to evacuate, announce a **CODE BROWN** and sound bell alarm
- See that the person who answered the phone completes the questionnaire about the call (See attached page)
- Ensure all occupants have exited the building and are far enough (300 feet) away from the building
- All electrical switches should be left in their current position
- Assist the emergency response personnel with information necessary to search the building
- If ordered to relocate:
 - Ascertain destination of students; this must be coordinated with the Central Office and must be out of the hazard area
 - Initiate evacuation procedures
 - Ensure all students have been loaded onto buses and are all accounted for
 - Ensure teachers and staff accompany students to evacuation destination
 - When give the all clear signal (**CODE GREEN**): Account for all staff upon reentry
- Document event for insurance purposes
- Resume daily operations
- If building is not fit for reentry:
 - Assess damage
 - Remain in alternate location
 - Follow procedure for closing of school if necessary

B. Teachers and Staff

- When notification of a **CODE BROWN**, begin evacuation of classroom using the exits shown on the evacuation diagram
- Take you're a current roster with you
- Ensure all of your students have exited the classroom and close the door behind you
- Scan the classroom for any unusual objects.
- Report anything out of place to the principal or assistant principals
- Check attendance in order to account for all of your students
- If any students are missing, hold up red card stock
- Check for injuries and report them to the principal or assistant principals
- Administer first-aid if necessary

- Remain with students at the common meeting area and wait for further instructions
- If ordered to relocate:
 - Remain with your students, as they are loaded onto buses
 - Be sure all students are accounted for and remain with students at all times
- When given the all clear signal (**CODE GREEN**):
 - Account for all students upon reentry
 - Report any students who may be missing
 - Report any damages to the principal
 - Resume daily operations

Bomb Threat Checklist

Exact Time of Call : _____

Exact words of caller: _____

Questions to ask:

1. Where is the bomb?

2. When is the bomb going to explode?

3. What does the bomb look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb? If so, why? If not, who did place it?

7. Where are you calling from?

8. What is your name?

9. What is your address?

About The Caller's Voice (circle):

MALE	FEMALE	
CALM	ANGRY	LAUGHING
CRYING	SINCERE	
ACCENT	STUTTER	LISP
SLURRED	NASAL	HIGH PITCH
LOW	SQUEAKY	
RUSHED	SLOW	DELIBERATE
LOUD	SOFT	

Is the voice familiar? If so, who does it sound like?

Are there any background noises? _____

Background Sounds (circle):

STREET NOISES	CROCKERY	VOICES
PA SYSTEM	MUSIC	LOCAL
ANIMAL NOISES	STATIC	MOTOR
OFFICE MACHINERY		CLEAR
FACTORY MACHINERY		BOOTH
OTHER		

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PA SYSTEM	MUSIC	LOCAL
ANIMAL NOISES	STATIC	MOTOR
OFFICE MACHINERY		CLEAR
FACTORY MACHINERY		BOOTH
OTHER		

Distribution of Medication

Many students at Sumter County Middle School take prescription medication during the school day. A specific plan has been established to ensure all medication is distributed safely to students.

A. Procedures

- Parent notify the school office of their child's need for medication
- A form is given to the parent to be completed by the parent/physician with specific directions for dosage, administration, and signature
- The parent returns the form to the school with the medication in a blister package
- The medication is clearly marked with the student's name and is placed in a locked cabinet
- The student's name is placed on a nurse's log
- As the student comes to the nurse's office to take medication, the time and date are recorded in the log
- Specified personnel administer the exact dosage to the student

Serious Accidents On or Off-Campus

I. On-Campus Accident

A. Principal/ Assistant Principal

- Receive word of an accident
- Contact parents if a student is injured
- Call 911 for emergency personnel
- Notify Central Office of the situation
- Clear the area of onlookers
- Instruct teachers to keep students away from the area
- Keep the injured person as comfortable as possible
- Check to see if student has school insurance
- Make notes of what happened
- Remain with the injured until medical personnel arrive
- Travel to hospital with the injured if necessary

B. Teachers and Staff

- If an accident occurs in your presence, notify the principal or assistant principals
- Provide a clear explanation of what happened
- Assist with gathering information needed for the medical personnel
- Move the rest of your students to another location in the building
- Remain with the other students and keep them calm

II. Off-Campus Accident

A. Principal/ Assistant Principal

- Designate person to be in charge of off-campus trip
- Be familiar with trip routes and itinerary
- Secure a log of all people on each bus
- Contact Central Office in the event of an emergency
- Coordinate contact of parents
- Travel to location if possible
- Act as spokesperson for school until superintendent or designee arrives to assume this responsibility
- Arrange for collection of uninjured students

B. Teachers on the Trip

- Be sure all participants are instructed as to emergency procedures
- Provide an adequate number of chaperones
- Secure signed parental permission forms with emergency number and other needed information
- Supply the principal with a complete list of everyone on each bus and a detailed itinerary
- Provide name tags for all people participating in the activity
- In case of accident, the teacher in charge shall secure the safety of all students and contact the principal immediately with the following information:
 - Number of buses involved and bus numbers (if a traffic accident)
 - Location of accident
 - Names of students injured
 - Number of students involved/injured
 - Names of hospitals where injured are taken
 - Condition of buses (if traffic accident)
- Remain with uninjured students
- Wait for further instructions from the base school

C. Teachers and Staff at the School

- Keep other students calm
- Continue with normal routine as much as possible
- Assist with any task assigned by the principal

D. Counselor and Academic Coaches

- Be available to counsel students at the school as necessary
- Assist with parents of injured students

Kidnapping/Lost Student/Runaway Student

Students who are missing from school for reasons of willful disobedience of the board attendance policy will be subject to disciplinary action as outlined in the Sumter County Schools Student Rights and Responsibilities handbook and determined by the principal.

I. Kidnapping

A. Principal/ Assistant Principal

- Receive notification of the missing student
- Contact school resource officer (SRO) and law enforcement
- Contact parent/guardian as soon as possible
- Notify superintendent
- Inform teachers of situations – especially teachers of brothers or sisters of the student
- Preserve scene if needed
- Carefully collect information and document the series of events leading to the abduction
- Make copies of documentation for law enforcement and school records

B. Teachers and Staff

- Assist with collection of information for law enforcement if possible
- Keep students in the classroom until assured there is no danger

C. Counselor

- Be available to counsel classmates of the student if needed
- Assist in collection of information for law enforcement
- Be available to counsel the students as he/she returns to school if needed

II. Lost/Runaway Student

A. Principal/ Assistant Principal

- Receive notification of missing student
- Contact school resource officer (SRO) and law enforcement
- Notify parent/guardian
- Notify superintendent
- Collect information and document the incident in detail
- Make copies of documentation for law enforcement and school records
- Determine procedures for student re-entry
- Determine disciplinary procedures if necessary
- Conference with student, parent, and other system personnel as needed

B. Teachers and Staff

- Assist with collection of information for law enforcement if possible
- Keep students in the classroom until there is no danger

C. Counselor

- Be available to counsel classmates of the student if needed
- Assist in collection of information for law enforcement
- Be available to counsel the student as he/she returns to school if needed

Utility (Gas Line, Electrical, Fire Emergency)

A. Principal/ Assistant Principal

- Check on the safety of all students
- Report situation to superintendent
- Coordinate with superintendent for protective action recommendation (i.e., remain in place, evacuate, closing of school)
- Disseminate flashlights as needed
- If ordered to remain in place:
 - Be alert to environmental conditions
 - Monitor weather radio stations for updates (if threat of severe weather)
 - Be alert to possible evacuation
- If ordered to evacuate:
 - Ascertain destination of students; this must be coordinated with Central Office
 - Initiate evacuation procedures
 - Ensure all students have been loaded onto buses and are all accounted for
 - Ensure teachers and staff accompany students to evacuation destination
 - Contact parents
- If ordered to close school:
 - Follow school closing procedures
 - Coordinate with Central Office, EMA office, and media to ensure correct information is disseminated regarding school closure
 - Ensure all students are properly signed out

B. Teachers and Staff

- Be alert for possible orders to evacuate
- Have current roster at hand
- Remain with students until evacuated or until the emergency is over

Illegal Drugs

It is a violation of the Sumter County Board of Education policy for a student to be in possession or under the influence of alcohol, marijuana, hallucinogenic drugs, or narcotics of any kind. The policy is in effect for students on campus and/or attending any school-sponsored event.

A. Principal/ Assistant Principal

- Discover or receive report of possible drug violation
- Remove the student from the classroom environment
- Question the student according to due process procedures
- Determine if a search is required
- If a search is needed:
 - Conduct the search according to Sumter County policy
 - A school official of the same sex should conduct the search in private
 - A third party of the same sex should be present

- Determine if board policy/law has been violated
- Contact parent/guardian of the student
- Contact law enforcement if necessary
- Inform the parent/guardian in writing of alleged possession/action and appropriate discipline

B. Teachers and Staff

- Report any suspicious actions and suspicion of drug use to the principal as soon as possible
- DO NOT question the student or attempt a search
- DO NOT mention your suspicions to other students
- Provide the principal with accurate description of the student's suspicious behaviors

Catastrophic/Communicable Illness

A. Principal/School Safety Committee

- Receive word of illness within the school setting
- If student is present, contact parent to check him/her out of school
- Contact the superintendent to confer on appropriate action
- Contact the system nurse and local health department
- Draft a letter to parents of other students with information and suggested actions to take
- Communicate with parents and health officials to coordinate student's re-entry to school

B. Teachers and Staff

- Upon suspicion or verification of illness, contact the principal as soon as possible
- Assist with contacting parents and sending letters

Suicide/Death of Student/Death of Staff Member

A. Principal/ Assistant Principal

- Contact the superintendent about the situation
- Call appropriate authorities if event occurs at school
- Contact Emergency Response Committee and determine if Emergency Response Team should be contacted
- Clear the area of students where the death took place (if at school)
- Provide teachers with information
- Assist family if needed
- Provide necessary information to public regarding the situation

B. Teachers and Staff

- Stay informed of situation and relay appropriate information to students
- Counsel with students as needed
- Try to stay on “normal” schedule as much as possible, being sensitive to student’s needs

C. Counselor

- Counsel with students as needed
- Assist families if needed
- Work with teachers to relay appropriate information to students

Weapons/Shooting

A. Principal/ Assistant Principal

- Receive information of possible weapons or shooting
- Announce **“Teachers please bring your red folder to the office”** over the intercom
- Call 911 to report incident
- Dial the number to the local police department; maintain the open line for communication
- Ensure office staff is sent to a secure room; lock the door
- Notify Central Office personnel
- If possible, make note of the description, location, and number of perpetrators
- Do not attempt to approach or subdue perpetrator(s)
- When incident has been secured, initiate all clear signal **“Teachers please bring your green folder to the office” (Administrator will visit the class)**
- If ordered to evacuate the building:
 - Bring checkout list and absentee list
 - Ensure all faculty and staff report to common meeting area with students
 - Compile list of any missing students and faculty members

B. Teachers and Staff

- Upon receiving notification of **CODE RED**, lock the classroom door and turn the lights off
- Direct students to position themselves as close to the walls as possible and away from doors and windows
- Lower shades and close blinds on windows
- Keep students quiet
- Report to office any problems, injuries, and/or information pertaining to perpetrators (i.e., number, location, ID, etc.)
- Remain in position until all clear signal **CODE GREEN** and password is received
- Resume daily operation when all clear has been verified
- If ordered to evacuate the building:
 - Have roll book with you
 - Report to designated area
 - Wait for further instructions
 - Remain with students for the duration of the incident or until dismissed by the principal
 - Report any missing students or injuries to the principal or assistant principals

Sexual Assault

Acts of sexual nature including, but not limited to intercourse, attempted rape, or rape are in violation of Sumter County Board of Education policy.

A. Principal/ Assistant Principal

- Upon discovery or report of a sexual assault, provide medical assistance to the victim if needed
- If the perpetrator is a student, keep him/her isolated until dismissed with parent or law enforcement
- If the perpetrator is an intruder, sound for a **CODE RED** (lockdown)
- Notify the counselor to provide support
- Notify the proper authorities (law enforcement, DHR)
- Preserve crime scene
- If possible, move the victim to an administrative office until the victim is transported to a medical treatment facility
- Notify the victim's parent/guardian
- Notify the superintendent
- Accompany the victim to a medical treatment facility
- Anticipate and prepare for requests from the media
- Prepare for debriefing of faculty members, staff, students, and parents being careful to guard confidentiality issues
- Collect detailed documentation of all activities and decisions related to the incident

B. Teachers and Staff

- Follow lockdown procedures if **CODE RED** is sounded
- Keep students away from the crime scene
- Provide appropriate information to students as necessary
- Direct all questions directly related to the incident to the principal

C. Counselor

- Provide immediate support for the victim
- Assist the victim's parents if needed
- Assist in documentation of the incident
- Be prepared to counsel other students as necessary

Fights/Disruptions/Riots

I. Fights/Disruptions

A. Principal/ Assistant Principal

- Call law enforcement if necessary to gain control of the situation
- Attempt to isolate/apprehend the participants if possible
- Instruct teachers to take/keep students away from the area
- Report the incident to the superintendent
- Call parents of the participants
- Gather documentation of the event
- Decide appropriate disciplinary action according to Sumter County Board of Education policy

B. Teachers and Staff

- Report fights/disruptions to the office
- Keep nonparticipating students away from the area
- Assist in isolating the participants if possible
- Provide information of the incident to the principal

II. Riots

A. Principal/ Assistant Principal

- Call law enforcement if necessary to gain control of the situation
- Contact the superintendent
- Steer nonparticipating students away from the area
- If riot occurs outside the building:
 - Initiate lockdown procedure with **CODE RED**
 - Direct bus drivers to drive to another appointed school or location if students cannot be unloaded safely

B. Teachers and Staff

- Assist in keeping students away from riot area
- Be prepared to follow lockdown procedures **CODE RED** until the all clear signal **CODE GREEN** is given

Chemical Spills

A. Principal/ Assistant Principal

- If there is a large chemical spill within the building:
 - Immediately clear the area of all students
 - Alert other teachers to avoid the area
 - Prepare to evacuate the building if necessary
 - Contact the local Emergency Management Agency for assistance and directions for cleaning the spill
 - Contact the superintendent

B. Teachers and Staff

- If there is large chemical spill within the building:
 - Clear the area of all students
 - Avoid taking students through the area
 - Prepare to evacuate the building if necessary
- If ordered to relocate because of a chemical spill in the community:
 - Have current roster at hand
 - Load buses with your class and remain with students at the new location
 - Assist in contacting parents

Vandalism

An act of vandalism is in violation of the Sumter County Board of Education policy. The parents or guardians of any minor under the age of 18 shall be liable for any damages sustained to school property and will be responsible for paying any related court costs.

A. Principal/ Assistant Principal

- Upon discovery of vandalism, preserve the crime scene
- Do not attempt to clean the area until it has been fully inspected by law enforcement
- Contact and cooperate with the proper authorities
- Document in detail the incident and send to the superintendent
- If a determination is made as to the identity of the vandal(s)
- Begin proceedings for appropriate disciplinary action

B. Teachers and Staff

- Keep students away from the crime scene
- Relocate your students to another classroom if necessary
- Do not attempt to clean the area until it has been fully inspected by law enforcement
- Provide information concerning the incident

Railway Derailment/Air Disasters

I. Railway Derailment/Air Disasters on Field Trips

A. Principal/ Assistant Principal

- Designate person to be in charge of off-campus trip
- Be familiar with trip routes and itinerary
- Secure a log of all people on each car/plane
- Contact Central Office in the event of an emergency
- Coordinate contact of parents
- Travel to location if possible
- Act as spokesperson for school until superintendent or designee arrives to assume this responsibility
- Arrange for collection of uninjured students

B. Teachers on the Trip

- Be sure all participants are instructed as to emergency procedures
- Provide an adequate number of chaperones
- Secure signed parental permission forms with emergency number and other needed information
- Supply the principal with a complete list of everyone on each car/plane and a detailed itinerary
- Provide nametags for all people participating in the activity
- In case of accident, the teacher in charge shall secure the safety of all students and contact the principal immediately with the following information:
 - Number of buses involved and bus numbers (if a traffic accident)
 - Location of accident
 - Names of students injured
 - Number of students involved/injured
 - Names of hospitals where injured are taken
 - Condition of buses (if traffic accident)
 - Remain with uninjured students
 - Wait for further instructions from the base school

C. Teachers and Staff at the School

- Keep students calm
- Continue with normal routine as much as possible
- Assist with any task assigned by the principal

D. Counselor

- Be available to counsel students at the school as necessary
- Assist with parents of injured students

Extra-Curricular Activities

Extra-curricular activities are any activity that takes place in the school building after regular school hours. The Crisis Response Team, Committee Members and all designees will remain the same as in the Safety Plan established for the general school day. Members of the response team will assume leadership responsibilities if principal or designee is unable or unavailable.

Severe Weather Alert

Principal or designee will announce over the intercom that everyone in the building should follow the Safety Plan posted inside classrooms. In the event that everyone is located in the lunchroom, everyone will be asked to move to the inside of the building and stay until the threat of severe weather has passed.

Fire/Bomb Threat/Evacuation of Building

When the fire alarm sounds continuously for more than 20 seconds, you should assume that there is a real danger. Conduct an evacuation of the buildings in an orderly manner using designated evacuation paths and exits. Report to designated locations and account for students. Wait for further instructions. In the event that everyone is located in the gym or lunchroom area the principal and/or designee will direct all people to leave through the nearest exit; remain in the designated safe area until it has been determined that things are safe to re-enter to the building.

Chain of Command

A. Principal – Person in charge

- Todd Vickery

B. Assistant Principal – Person in Charge if principal is absent

- Rodney Perry

School Information

Address: 200 Industrial Boulevard
Americus, Georgia 31719

Phone Number: 229-924-1010

Fax Number: 229-928-5571

Emergency Communication and Equipment/Supplies

A. Communication

- Main Office
- Student Services
- Resource Officer

B. Equipment/Supplies

- First-aid kits
 - Front Office
- Flashlights
 - Front Office
 - Administrators' Offices

Crisis Codes

Crisis lockdown uses a color code (Posted inside the classroom by the door). The Color code system uses 6 colors to identify emergency and crisis situations

CODE RED: Immediate danger for students and/or staff

Possible CODE RED situations:

- A person in the building with a weapon
- A serious fight that involves multiple aggressors or multiple victims
- A situation on campus that requires assistance from EMS or Police

What to do in a CODE RED

- Lock your door
- Account for all students
- DO NOT allow anyone to enter or leave your room
- Move students away from windows and doors
- Wait for instructions from administration

Use your colored cards to communicate with administration

- Place the **GREEN** card in your door window if all students are accounted for and everyone is OK
- Place the **RED** card in your door window if you have students missing or you have important information for the administration, or if you need immediate assistance from the administration

CODE YELLOW: Alert; possible **CODE RED**

What to do in a CODE YELLOW

- Lock your door
- Account for all students
- DO NOT allow anyone to enter or leave your room
- Continue class as normal
- Wait for instructions from administration

*****Use your colored cards to communicate with administration (See above)*****

CODE BLUE: severe weather

Possible CODE BLUE situations

- Sudden and/or severe weather conditions, severe thunderstorm warning, tornado warning

What to do in a **CODE BLUE**

- Account for all students (keep students away from glass)
- DO NOT allow anyone to enter or leave your room
- Wait for updates and instructions for administration
- Be prepared to move to safe zones

CODE BROWN: Bomb Threat

A bomb threat may be received at any time on any phone line within the school. There is always a chance that the threat is legitimate. Appropriate action should be taken. If you receive a bomb threat notify the administration immediately.

If **CODE BROWN** is called over the intercom, you should evacuate the building IMMEDIATELY and report to your designated area.

- Students will be escorted to the designated area.
- Students will stand with teacher.
- Account for all students and wait for further instructions.

CODE GREEN: Return to normal school function. All previous codes have been lifted.

CODE PURPLE: Medical emergency

A **CODE PURPLE** will be called when an emergency medical response is needed by anyone in the building. An administrator and a school nurse will be called to the emergency.

SUMTER COUNTY SCHOOLS

Crisis Codes

CODE RED – immediate danger, LOCK doors, move away from doors and windows, and sit on floor

CODE YELLOW – alert possibly **CODE RED**, LOCK doors, all STUDENTS in room no one in hall

CODE BLUE – severe weather, follow procedures, look for SAFE zones

CODE BROWN – bomb threat

CODE GREEN – all codes have been lifted, normal school functions

CODE PURPLE – medical emergency

Sumter County Middle School

2020-2021 Drill Schedule and Log

Fire Drills: Two fire drills in the first month of school, and one per month each following month.

Monthly Schedule	Date to be Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:	8/13/20				
2nd:	8/27/20				
3rd:	9/03/20				
4th:	10/08/20				
5th:	11/05/20				
6th:	12/3/20				
7th:	1/07/21				
8th:	2/04/21				
9th:	3/04/21				
10th:	4/08/21				
11th:	5/06/21				

Severe Weather Safe Area: Twice each year

Month Scheduled	Date to be Conducted	Number of Occupants	Response Time	Comments, Notes
October				
February				

Other Drills or Practice: Such as Lockdown, Intruder, Bomb Threat, etc.

Date Scheduled	Date Conducted	Event Scheduled	Comments, Notes
1st:			
2nd:			

Sumter County Middle School

Fire/Emergency Drill Reporting Form

Date: _____

Block: _____

Teacher Name: _____

Are all students on your roll present?

Circle one:

YES

NO

If you circled “NO” continue to the lower portion of this form. When you complete the form, turn in to your department chair. Department chairs return forms to the **FRONT OFFICE** immediately after the drill.

Note: You must complete the reason for absence using the following codes: absent from school, front office, media center, and restroom.

Missing Students:

<u><i>Student Name</i></u>	<u><i>Reason for absence</i></u>