

**Safe Schools
PREPAREDNESS
PLAN**

**CRISIS MANAGEMENT
&
SCHOOL SAFETY PLAN**

**Miller County Schools
996 Phillipsburg Road
Colquitt, Georgia
39837**

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Crisis Management Team

And

Emergency Names and Telephone Numbers

		Ext.	Cell #
Superintendent (Shane Miller).....	758-5592	5008	220-9368
Safety and Drugs Free School Cord.....	758-4131	7010	
Transportation Director (Allen Martin).....	758-5592	5016	442-0115
Maintenance Director (Bruce Henry).....	758-5592	5012	493-0547
School Resource Officer (Lonnie Wade).....	758-4131	7019	726-3728
Police (Kenny Kirkland).....	758-3311		726-1701
Sheriff (Ric Morgan).....	758-3421		
Emergency Management (Debbie Henry).....	364-2905		
Dept. Family and Children Service	758-3387		
Miller County Middle/High School			
Principal (Dr. Bo Adams).....	758-4131	7004	229-202-0702
Principal-MCMS(Cleve Roland).....	758-4131	7010	229-220-6098
School Counselor (Jana Clenney)...	758-4131	7008	229-220-4583
School Secretary (Kathy Chesnut) ...	758-4131	7001	229-220-6738
Miller County Elementary School			
Principal (Jamie Ard).....	758-4140	7010	229-416-7341
Assistant Principal(Temika Brown)..	758-4140	7113	229-220-9083
School Counselor (Jana Clenney)....	758-4140	7008	229-220-4583
School Secretary (Pam Edwards).....	758-4140	7002	229-220-8434
School Nurse (Michelle Siefker).....	758-4140	7012	772-678-9773

Non-Violent Crisis Intervention Members

Lynn Cooper	758-4140	7026
Jodi Collins	758-4131	7131
Andrea Givens	758-4130	7121
Nate George.....	758-4140	7168
Jodi Collins.....	758-5592	7131
Nicole Kirkland	758-4140	7102
Eric Thomas	758-4130	7135

PURPOSE

The Miller County School System working in conjunction with community agencies and GEMA, has developed this plan to prevent, access, manage, and follow-up on any threat to the safety of students, faculty, and staff. The plan has been developed in accordance with provisions of O.C.G.A. 20-2-1185:

Every public school shall prepare a school safety plan to help curb the growing incidence of violence in schools, to respond effectively to such incidents, and to provide a safe learning environment for Georgia's children, and teachers, and other school personnel. Such a plan shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.

School safety plans prepared by public schools shall address security issues in school safety zones as defined on paragraph (1) of subsection (a) of Code Section 16-11-127.1. School safety plans should also address security issues involving the transportation of pupils to and from school and school functions when such transportation is furnished by the school or school system and school functions held during noninstructional hours.

Teachers and Staff will train through "Safe Schools Training" provided by (GSBA) Georgia School Board Association and presentations made at the school by certified personnel.

System Response Protocols

Emergency Codes

CODE YELLOW – Preventive Lockdown

CODE RED – Crisis Lockdown

CODE GREEN – All Clear

FIRE ALARM –

TORNADO ALARM –

EVACUATION RED – evacuation of a least 1,000 feet

EVACUATION YELLOW – evacuation of at least 300 feet

Lockdown Protocols

CODE YELLOW: PREVENTIVE LOCKDOWN

A Code Yellow Lockdown is declared when the administrator/designee determines that a situation exists that **might** threaten the safety of students, faculty, or staff. Code Yellow is a preventive measure and is not designed as a crisis response for a major incident.

Situations where a Code Yellow might be appropriate are: (a) fight involving numerous individuals, (b) Code Red has been issued at another school, (c) intruder/suspicious person on campus, (d) report of a firearm on campus, (e) police chase near campus, or (f) dangerous animal on campus.

ADMINISTRATOR RESPONSIBILITIES

- Determine the nature of the threat and assess the situation.
- Initiate lockdown by broadcasting “LOCKDOWN – CODE YELLOW” over the intercom, bullhorn, or by use of runners.
- Notify superintendent or SDFS Coordinator
- Contact 911 (dispatcher will notify all agencies).
- Initiate school counselors, social worker, and psychologist (in conjunction with social workers and DFACS, Mental Health and RESA- if needed) in the implementation of the Crisis Plan for assisting all schools and families affected by potentially stressful events.

FACULTY AND STAFF RESPONSIBILITIES

- Visually scan hallway and sweep anyone in the hallway into room.
- Teachers located nearest to bathrooms check that no one is left in bathrooms.
- Close and lock all doors.
- All custodial staff, lunchroom staff, media personnel, and any other persons on campus move into the closest classroom or office and lock the doors.
- Have students move away from doors and windows and sit on floor.
- If teachers observe imminent danger near their room, they should immediately notify the office.
- Place appropriate color card under door indicating room situation and number of missing or extra students. These cards will remain in a folder on the back of doors ready for use.

RED = **immediate help**
YELLOW = **need assistance as soon as possible**
GREEN = **everything is okay**

Indicate missing or extra students in room by writing, a plus (+) on yellow card or minus (-) on the red card, along with the number of students on the card. Do NOT list names on the Cards

- Do not allow any student to leave the room without authorization from the office.
- Explain to the students that the school is on heightened security as a precaution and that no imminent danger has been detected.
- Only open the doors for school staff members unless clearance is obtained from the office.

CODE RED: ACTUAL CRISIS RESPONSE LOCKDOWN

A Code Red Lockdown is declared when an actual crisis situation has occurred, such as: (a) shots being fired on or near campus, (b) a stabbing on campus, (c) an explosion near but not on campus, (d) a hostage situation, (e) an armed barricaded subject, (f) natural disasters, or (g) hazardous materials incidents.

ADMINISTRATOR RESPONSIBILITIES

- Determine the nature of the emergency.
- Initiate lockdown by broadcasting “LOCKDOWN—CODE RED” over the intercom, bullhorns, or by runners.
- Notify superintendent or SDFS Coordinator.
- Contact 911 (dispatcher will notify agencies)
- Superintendent/SDFS Coordinator will remain at the law enforcement command center.
- Dispatch School Resource Officer to secure the area of accident/crime scene.
- Meet law enforcement and Superintendent/SDFS Coordinator to provide information about the incident.
- Remain in the command center and coordinate activities.
- If necessary, activate Evacuation and Family Reunification Protocols
- Notify faculty and staff of termination of lockdown.
- Initiate school counselors, social worker and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA-if needed) in the implementation of the Crisis Plan for assisting all schools and families affected by potentially stressful events.

FACULTY AND STAFF RESPONSIVILITIES:

- Visually scan hallway and sweep anyone in hallway into room.
- Teachers located nearest bathrooms check that no one is left in bathrooms.
- Close and lock all doors.
- All custodial staff, lunchroom staff, media personnel, and any other persons on campus move into the closest, classroom or office and lock the doors.
- Have students move away from doors and windows and sit on floor.

- If teachers observe imminent danger near their room, they should immediately notify the office.
- Place appropriate color card under door indicating room situation and number of missing or extra students. These cards should remain in a folder on the back of doors ready for use.

RED = immediate help
YELLOW = need assistance as soon as possible
GREEN = everything is okay

- Teachers should have students remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for a possible evacuation.
- Do not open the door unless instructed to do so by a staff member who is recognized by sight or voice. Emergency response personnel may enter the room using a master key.
- Personnel who are engaged in outdoor activities when the lockdown is announced need to make a prompt determination as to whether it is safer to enter the building to take shelter or to leave campus to seek shelter in the safest place available. If the decision is to leave campus, they should notify the office of their location and the number of students/personnel present as quickly as possible.
- If directed to evacuate the classrooms, follow the Evacuation Protocol.

SUPERINTENDENT/SDFS COORDINATOR RERESPONSIBILITIES.

- Coordinate with Law Enforcement all media releases.
- Activate Family Reunification Protocol, if necessary.
- Superintendent/SDFS Coordinator will remain at the law enforcement command center.

CODE GREEN: RETURN TO NORMAL OPERATIONS

Once any danger has passed, the administrator may be able to put the school back to normal status. The code Green protocol should be used when: (a) there is no indication that danger exists, (b) further measures will not be needed, and (c) it is possible for the function of the school to continue.

ADMINISTRATOR RESPONSIBILITIES

- Broadcast “Code Green” by intercom, bullhorns, or by runners.
- Make a brief announcement to prevent rumors from causing undue harm.
- Notify Superintendent or SDFS Coordinator of the Code Green status.
- *In some cases, it may be advisable to prepare a brief written statement to send home to parents to provide them with an accurate account of what the school did to provide a safe environment during the situation. It is advisable to consult with Superintendent or SDFS Coordinator for guidance in this area.*

Evacuation Protocol

In a number of situations, it may be necessary to evacuate a school building. An evacuation will be signaled by the fire alarm. In the event of a bomb threat or suspicion of possible explosion, the evacuation will be signaled by runners.

PREPAREDNESS

- A. Evacuation Assembly sites have been established for each school.
 - Miller County Elementary School
 - 1. **Cafeteria** in the **Miller County Board of Education Office**
 - Old Miller County Middle/High School
 - 1. **Gymnasium** in the **Miller County Board of Education Office**
- B. The evacuation of students with special needs has been prepared for with specific assignments and back-ups.
- C. Copies of the evacuation plan and assembly areas are located in the offices.
- D. Maps indicating primary and secondary evacuation routes are posted in all Classrooms (see appendices) Assembly sites are not posted for security reasons. Every effort has been made to insure routes do not go by dumpsters.
- E. *A yearly orientation will be delivered to the faculty and staff of evacuation procedures.*
- F. Students will be instructed in evacuation procedures by the teachers and/or School Resource Officers in grade level assemblies.

ADMINISTRATOR/FACULTY STAFF RESPONSIBILITIES

- A. Administrator/designee will announce the evacuation over the intercom with the signal: bell/fire alarm. If the intercom system fails or is unsafe for use, bullhorns or runners will be used.
- B. Notify the Superintendent/SDFS Coordinator and 911 (the dispatcher will contact all agencies involved.)
- C. Notify Transportation Director to begin bus tree, if needed.
- D. Superintendent/SDFS Coordinator will remain at the law enforcement command center.
- E. A central office secretary will report to the sheriff's office to handle calls
- F. All staff must remain calm and try to maintain quiet order of students so that emergency communication can be heard and to prevent further crisis.
- G. Teachers should bring their class record book and emergency color – coded cards.
- H. Teachers should ensure that all students are out of their classrooms adjoining restrooms, and workrooms.
- I. Teachers should close the doors after following their students out of the building.
- J. The first student in line should be instructed to hold open the exit door(s) until all persons in that class have been evacuated.
- K. Classes should proceed to the designated assembly areas. Once there the teacher should make a list of those students who are not present and furnish those names to the administrator as soon as possible.

- L. Teachers should display their emergency cards as follows.
 - RED= immediate need (medical help, immediate knowledge)
 - YELLOW = need to receive or communicate information (missing)
 - GREEN =have all students and no needs.
- M. Teachers remain with their classes until the administrator sounds the “all Clear.”
- N. School counselors, in conjunction with social workers from DFACS, Mental Health and RESA will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.
- O. Personnel assigned to the management post collect critical information and manage students and staff.
- P. Administrator provides list of unaccounted for students to emergency response personnel and/or Superintendent/SDFS Coordinator
- Q. Direct parents to Reunification Site to pick up students, if necessary.
- R. In case of evacuation due to possible explosion, keep students low to ground and instruct them to cover their heads with their hands, coats, etc.

TRANSPORTATION EMERGENCY EVACUATION

Detailed instructions are included in the Emergency & Rescue Procedures Guides for bus drivers. Transportation director will ensure that practice drills will be held during bus transportation. Law enforcement will provide assistance.

- A. Administrator activates evacuation by buses.
- B. Lockdown may be activated to secure students in rooms, ready to evacuate.
- C. Sweep team checks areas around buses and continues scanning while buses are loading. Law enforcement takes charge of this when they arrive on site.
- D. All adults not supervising students report to the bus-loading site for assignments.
- E. Each class is told when to leave the room and board buses.
- F. Classes remain intact and board the same bus, accompanied by teacher or other supervising adult(s).
- G. Buses load beginning from the bus in front and each bus leaves as soon as students are on board.
- H. Buses go to a safe staging area and await further directions.
- I. Head count is taken and appropriate colored card displayed.
- J. All faculty and staff not on buses report immediately to the staging area after students have been evacuated.
- K. Administrator may activate Family Reunification Protocol if necessary.

Family Reunification Protocol

It may become necessary to evacuate students and school staff away from the crisis site. All concerned parties, students and staff will be removed to a Family Reunification Site. The primary site and backup site will not be announced publicly prior to an event due to security measures. The Family Reunification Site will be used under the following circumstances: (a) a shooting with injuries, (b) detonation of an explosive device, (c)

explosive device found on campus, (d) hostage situation, (e) armed, barricaded subject, (f) severe weather crisis that damages facility, (g) weapon of mass destruction or hazardous materials, or (h) facility or grounds are unsafe.

Reunification Sites

1. Football Field
 2. Spring Creek Park
 3. First Baptist Church
 4. Agriculture Center
 5. Cotton Hall
-
- A. Administrator notifies the Reunification Site Coordinator that the protocol will be implemented and to begin setting up the bus evacuation staging area.
 - B. The Superintendent/SDFS Coordinator will notify EMA and law enforcement to proceed to the identified site and establish the site.
 - C. The Superintendent/SDFS Coordinator will notify the transportation director, *Ray Henry*, to begin routing the buses to the evacuation staging area.
 - D. The Superintendent/SDFS Coordinator will notify all available school system personnel to proceed to the Family Reunification Site.
 - E. The Superintendent/SDFS Coordinator will provide the media and central office staff with detailed instructions to be read to the public in order to direct concerned relatives to the Family Reunification Site. The media will be provided periodic updates as available and needed. A media staging area will be established as soon as possible. This site will be removed from the traffic flow of the Reunification Site.
 - F. While en route to the Family Reunification Site, a school staff member shall prepare a list of all evacuees on each bus, which will be delivered to the Site Coordinator upon arrival. When possible, buses will be escorted by law enforcement.
 - G. School counselors, social worker, and psychologist (In conjunction with social workers from DFACS, Mental Health and RESA-if needed) will implement Crisis Plan for assisting all schools, and families affected by potentially stressful events.
 - H. The Site Coordinate will:
 - Establish a command post
 - Organize the emergency response and mental health personnel
 - Check identification of all non-uniformed personnel.
 - Secure an area to arriving students and staff away from waiting family members. Yellow emergency tape may be used to section off an area.
 - Set up the sign out area. All arriving family must sign in. School Resource Officer will be stationed at the sign out area.
 - Set up media staging area. All arriving family must sign in. School Resource Officer will be stationed at the sign out area.
 - Set up media staging area. Contact the office of The Miller County Liberal to post information on the web site.

- Evacuees will be kept on buses until they can be moved to the secure waiting area.
- Students will only be released to authorized persons using the sign out procedure.

- Each parent will receive an information sheet regarding traumatic stress reactions (see appendices).
- Parents will be instructed to leave the site to make room for others once they have signed out their student.
- Students who do not have a parent/guardian waiting to pick them up will be moved to a secure area until an authorized person arrives to pick them up.

Media Protocol

The media can serve as a great resource for information dissemination during a crisis. Factual response information will be provided as quickly as possible.

ADVANCE PREPARATION:

- A. The Superintendent or SDFS Coordinator will serve as the media spokesperson for the county.
- B. Media fax numbers are posted by the fax machines.
- C. Media contact numbers are in the Emergency Evacuation Kits.

RESPONSE PROTOCOL:

- A. Spokesperson will immediately provide factual information, preferably in writing, that needs to be transmitted to the community.
- B. Names of injured students and/or staff will be protected until the families have been notified.
- C. Media briefings will have set limits for times and location
- D. Advice for interviews.
 - Obtain specific questions in advance
 - Do not say “no comment”, offer to get information and get back to the media.
 - Do not speak “off the record”.
 - Keep answers brief and concise.
 - Emphasize positive actions.
 - Respect the sensitivities of those touched by the crisis.
 - Do not agree to have staff members interviewed without their consent.
 - Students under 18 years of age should not be interviewed on campus without parental consent.
 - Yearbook and school newspaper photographs are public documents. Access to them must be provided.
 - Law enforcement will handle questions regarding criminal investigations. (sample press releases in appendices).

School Safety Zones

O.C.G.A. 16-11-127.1 states that the School Zone means in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school board and used for elementary or secondary education.

Public safety offices will contact the Superintendent/SDFS Coordinator if there is anything going on in the community that might create any threat of danger within the School Safety Zones. This may include hazardous materials incidents, hostage situations, etc. The Superintendent will call a school cancellation or early dismissal if the schools are needed as emergency shelters. Both campuses are emergency shelter sites for Miller County.

All community groups using the facilities of the Miller County Schools will receive a packet listing procedures in case of an emergency.

NATURAL DISASTERS

Natural Disasters

Annual In-service for natural disasters preparedness are held. Practice drills, are held regularly.

A. EARTHQUAKES

An earthquake is a movement of the earth's tectonic plates, which causes the violent movement of the earth's crust endangering structures and occupants. The southern section of Georgia including Miller County, is designated a number one or minor-expected damage' zone.

DURING:

- A. Inside a building, students and staff will seek cover under sturdy furniture or kneel next to interior walls covering heads and necks. Students and staff will avoid hanging plants, shelves, wall hangings, etc.
- B. Students and staff members who are outside when tremors start should move away from buildings, streetlights, and utility lines.
- C. If on a bus, the driver will quickly stop the bus in an open area away from overpasses, overhead power lines, and bridges. Students will remain on the bus.

AFTERMATH:

- A. Administrator activates Evacuation Procedures.
- B. No one will re-enter any buildings.
- C. All personnel must be prepared for aftershocks.
- D. No open flames will be used nor will electrical equipment be turned on until public safety officials have checked the building.
- E. Gas lines will be shut off.
- F. Cell phones, walkie-talkies, and portable phones should not be used if there is any danger of a gas leak.
- G. Public Safety will determine the building's structural integrity and the scale of building damage.
- H. If the buildings are determined unsafe, the administrator and superintendent will determine procedures to follow to get students home (run bus route or implement Family Reunification Protocol).
- I. School counselors and social, workers will implement the crisis plan for assisting all schools and families affected.

B. FLOODS

FLOODING DURING SCHOOL HOURS;

- A. Secretary or administrator will monitor weather radio for potential weather hazards at all times.
- B. If an evacuation or early dismissal is required, the Superintendent will notify administrators, law enforcements, and transportation director.
- C. If possible, parents will be notified.

- D. Transportation director, in collaboration with local officials, will direct bus drivers of safe routes to use while transporting students in flood situations.
- E. Administrator activates Evacuation and family Reunification Protocols if necessary.
- F. If the situation does not permit an evacuation due to flash flood warnings keep the students at school or an alternate safe location.
- G. The water main will be shut off to keep contaminated water from backing up into the school water supply.
- H. School counselors, in conjunction with social workers from DFACS, Mental Health and RESA will implement Crisis Plan for assisting all schools and Families affected by potentially stressful events.
- I. Buildings will not be sand bagged. Floodwater will be allowed to flow through to create less damage.

FLOODING AFTER SCHOOL HOURS

- A. The superintendent will determine if flooding is a cause for cancellation, or Late opening of school. If so, local media will be notified to inform the public.
- B. The water main will be shut off to keep contaminated water from backing up into the school water supply.
- C. Buildings will not be sand bagged. Floodwater will be allowed to flow Through to create less damage.

C. HURRICANES

The hurricane season extends from June through November. Classes may also be disrupted if the school is used for evacuees.

The National Weather Service advisories:

Hurricane Watch: Indicates that a hurricane may threaten an area within 36-48 hours. It is a first alert for emergency agencies and the general public in a threatened area.

Hurricane Warning: Indicates that a hurricane is expected to strike an area within 24 hours. The warning contains an assessment of flood danger, wind velocities, storm direction, and estimated effects.

- The Superintendent will make the determination to close schools.
- The secretary or administrator will monitor the weather radio for potential hazards.
- The administrator will ensure that all emergency facilities and equipment, such as flashlights and radios are in proper operating condition.
- When so advised by local authorities, gas, water and electricity will be turned off.
- School counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA- if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.
- If schools are not advised to evacuate, everyone will stay inside and away from the windows.
- The administrator will be ready to implement tornado protocol, if needed.

D. THUNDERSTORMS

Thunderstorms may be accompanied by lightning, damaging winds and hail. A severe thunderstorm may be a prelude to a tornado. The National Weather Service will issue one or more of the following alerts:

Severe Thunderstorm Watch: This indicates that a severe thunderstorm may develop in your area and taking appropriate precautions would be prudent.

Severe Thunderstorm Warning: This indicates that a severe thunderstorm has developed in your area and taking appropriate action is necessary for the safety of all who will be affected.

- Secretary or administrator will monitor weather radio for potential hazards at all times.
- The Superintendent will make the decision to cancel classes, delay school opening, or have a late dismissal when road conditions are unsafe.

ON SCHOOL GROUNDS:

- Students and teachers will get out of open areas and into a building as quickly as possible.
- No one will seek shelter under trees or close to fences or playground equipment.
- If open areas cannot be avoided, students and teachers will get into a crouch position.

INSIDE SCHOOL BUILDINGS:

- Every person will remain indoors and away from windows.
- Use of telephones will be avoided.
- Television sets, computers, and other electrical equipment will be unplugged.
- Groups in portable buildings will be moved into the main building.
- School counselors, in conjunction with social workers from DFACS, Mental Health and RESA will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.

E. TORNADOS

The National Weather Service will issue two types of tornado alerts:

Tornado Watch: Indicates that weather conditions are such that a tornado may develop and instructs to listen for further updates.

Tornado Warning: Indicates that a tornado has been sighted and protective Measures must be taken immediately.

DURING SCHOOL HOURS:

- Secretary and administrator monitor the weather radio for potential hazards at all times.
- If a warning is issued, everyone in the main buildings moves into the hallways and sits with their backs against the wall, head down between legs and arms folded over head until all clear signal is given.
- Everyone in portable buildings move into the main buildings by the nearest doors.
- Those who are outside will immediately move into the safest area of the nearest building and assume the tornado position.

- If en route, bus drivers and students evacuate buses and seek shelter in ditches or low lying areas away from power lines.
- Students will not be released or school buses allowed to leave campus during a severe weather warning.
- If deemed necessary, the administrator will activate the Evacuation and/or Family Reunification Protocols.
- In the event of an actual tornado, the custodial staff will check for debris blocking exits prior to evacuation.
- In the event of a tornado, no one will reenter a building until deemed safe by law enforcement.
- School counselors, in conjunction with social workers from DFACS, Mental Health and RESA will Implement Crisis Plan for Assisting all schools and families affected by potentially stressful events.

AFTER SCHOOL HOURS

- Groups utilizing campus facilities for other purposes such as after school programs will be made aware of the school safety plan by the building administrator. Such groups will be expected to adhere to general school safety procedures.
- In the event of a tornado, no one will reenter a building unit deemed safe by law enforcement.

Hazardous Materials

Hazardous Materials: Biological/Chemical

Many types of hazardous materials are shipped daily throughout Georgia. Miller County Schools have railroads and highways running in close proximity. The WR Flight Service is directly across the road from the Pre- K and Board of Education offices. The transportation and use of toxic chemicals increase the possibility of a school becoming involved in a hazardous materials accident. Greater unauthorized accessibility to toxic materials and widespread distribution of “how to” instructions for making improvised explosive devices increase the possibility of a school becoming involved in a chemical/biological threat or incident.

School Campus is within the evacuation distance of the Colquitt Sewage Treatment Plant and Colquitt Well #3 which have chlorine registered as a hazardous material. The school campus is within the evacuation zone of Crop Production Services which stores liquid nitrogen.

- In the event of a spill, the school administrator will access the situation with the cooperation of the local emergency management people and follow their recommendation(s).
- In the event of an incident involving hazardous materials, the administrator will call law enforcement providing as much information as possible about the type of hazardous materials (color, consistency, odor, etc.).
- In the event of the utilization of a weapon of mass destruction the administrator will follow the recommendation of local law enforcement
- If it is determined necessary to evacuate, the administrator activates the Evacuation Protocol and they may activate the Family Reunification Protocol.
- School Counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will

implement Crisis Plan for assisting all schools and families affected by potentially stressful events.

- The proper emergency management team will determine if students or staff needs to be decontaminated before being transported.
- If it is determined to cancel school, the media will be notified by the Superintendent's office.
- If necessary the injury/illness/Death Protocol will be initiated.

IF EVACUATION IS NOT REQUIRED OR CANNOT BE MADE:

- The administrator will notify the Superintendent/SDFS Coordinator.
- All students and personnel will return into the school buildings.
- The administrator will initiate Code Yellow Lockdown
- The administrator will obtain a list of unaccounted for students.
- All windows and outside doors will be closed.
- All air conditioning and ventilation units will be shut down.
- Personnel will be prepared to render first aid.
- School counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and TESA, if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.
- If necessary, the administrator will initiate the injury/illness/Death Protocol.

Radiological Accidents

Nuclear/Radiological:

Miller County is the windfall pattern from Farley Nuclear Plant. In the event of a nuclear accident, Miller County Schools will follow the procedures directed by the Miller County Emergency Management Agency. The Superintendent or SDFS Coordinator will collaborate with the local EMS Coordinator.

School counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.

Acts of Violence and/or Terrorism

Bomb Threats/Suspicious Package

It is critical that the administrator collect as much factual information as possible during the limited amount of time available before he/she has to make a decision to evacuate or not.

Do not use cell phones, walkie-talkies, or portable landline phones in a bomb threat situation. Turn off the school bells. DO NOT use any electrical switch. Use of these items could detonate the bomb.

PREPARATION

- Each school will organize an Emergency Threat Evaluation Team.
- The teams will be mobilized by the principal.
- When activated the teams will meet at the principals' office for a briefing,
- Each member has assigned tasks and areas (see appendix) (Critical search areas are hall ways, restrooms, lounges, cafeterias, auditoriums, gymnasiums, and exterior perimeter of all buildings.)
- For rapid communication during a threat evaluation, use existing phones or runners. **TWO-WAY RADIOS AND CELLULAR PHONES MUST NOT BE USED!**

DAILY PRECAUTIONS

- All school personnel will check their areas for any suspicious packages or items. Suspicious items should never be touched or moved. Administrators should be immediately notified and the area isolated until law enforcement personnel have made an assessment.
- All rooms will be locked when not in use.
- Cleaning and maintenance personnel will lock all doors after cleaning of rooms.
- All personnel handling mail will follow the Suspicious Package Protocol.
- All visitors to the school report to the main office to obtain and wear identification badge stating name, date, and purpose or destination.
- The office maintains an emergency telephone number list: student and personnel's home telephone numbers, and their emergency contact numbers.
- Emergency telephone numbers and bomb threat assessment sheets are located near each phone.
- In-service on school safety are held annually.

TELEPHONE PROCEDURES

- When a secretary or other school personnel receives a bomb threat by phone, he/she should listen to the caller and not interrupt.
- If unsure what is said, ask the caller to repeat the message.
- Note the exact time the call was received
- Check the caller ID and note the name and/or number.
- Information will be recorded on the "Bomb Threat Report Form" located near the phone (see Appendix).
- The person receiving the call will immediately notify the administrator.
- The administrator will contact 911 with the time the call came in, the present time on the same watch/clock, and the line or number the call came in on.
- Notify the Superintendent/SDFS Coordinator.
- Deliverer the Bomb Threat Report Form to the administrator as soon as possible.
- Personnel and students who regularly answer the main telephone lines will receive annual training on the use of the form and proper telephone procedures.

EMAIL PROCEDURES

When any school personnel receive a bomb threat through email, he/she should immediately contact the administrator. **DO NOT DELETE THE MESSAGE.**

ADMINISTRATOR RESPONSIBILITIES

- Contact Superintendent/SDFS Coordinator and then 911.
- Superintendent/SDFS Coordinator will remain at the law enforcement command center.
- Conduct a credibility assessment of the situation with law enforcement.
- Activate the Emergency Threat Evaluation Team.
- If determined necessary, activate Lockdown Protocol.
- If determined necessary, activate Evacuation Protocol.
- Remind students that book bags and purses are to be left in the classrooms.
- Implement Family Reunification Protocol if necessary.
- Designate person to check color code cards to assess status of each group after lockdown or evacuation.
- Ensure that the gas and/or utilities are turned off.
- Ensure attendance records are taken to evacuation site.
- Ensure that evacuation kit goes to evacuation site.
- Initiate the school counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) in the implementation of the Crisis Plan for assisting all schools and families affected by potentially stressful events.

EMERGENCY THREAT EVALUATION TEAM

- Immediately report to briefing location.
- Search/sanitize assigned areas (see appendix)
- Communicate through runners.
- If an object is located, secure the site and notify the administrator.

Law enforcement and fire departments will serve only in an advisory capacity and will not participate in threat evaluation or become involved in the decision to issue an evacuation order. When a suspected or actual explosive is located, decision-making and crisis management responsibilities shift from the principal to emergency response teams.

FACULTY/STAFF

- Follow Lockdown and or Evacuation Protocol
- Do not lock classroom doors
- Take roll back and color-coded cards to evacuation site.
- Ensure that book bags and purses are left in the room.
- Look for unusual or suspicious boxes, packages, devices, or noises in classroom and hallways when evacuating. Do not touch anything that looks suspicious. Report suspicious items to administrator or law enforcement officers.
- Maintain order en route to the evacuation site. Class must sit together. Remain with and monitor students in your group until the situation is resolved.
- At sit, check roll and hold up appropriate color-coded card.

If an explosion occurs prior to evacuation, seek cover under desks and tables if possible. Cover head with hands and take a kneeling facedown position on the floor. Stay in this position until flying debris ceases.

CIVIL DISTURBANCE

PREVENTION: School personnel shall strive to maintain open lines of communication with students, parents and the community to encourage discussion of problems and grievances. Crisis may be avoided or minimized through the early recognition of problems and by taking prompt action toward resolving those problems. School personnel shall be aware of local situations or national issues that may generate civil disturbances within our schools through students or outsiders. Administrators will establish a continuing dialog with the teaching staff, school resource officers and local police about activities that could impact the school. In times of high risk, access to lockers and vehicles will be limited.

ADMINISTRATOR RESPONSIBILITY:

- Implement Code Yellow or Red when a disturbance or demonstration occurs or seems imminent.
- Request law enforcement to handle outsiders causing disruptions, if necessary.
- If staff must approach the disturbance area, they shall do so in pairs.
- No one will touch students.
- All attempts will be made to isolate and contain the situation.
- Students will be removed from an episode in layers.
- First aid will be rendered, if needed.
- Record the names of all students and outsiders, if known, involved in the disturbance and forward information to law enforcement.
- If necessary, initiate Evacuation and Family Reunification Protocols.
- Coordinate with law enforcement to ensure adequate protection of students until they are with law enforcement to ensure adequate protection of students until they are well clear of the disturbance zone.

- Initiate school counselors, social workers, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) in the implementation of the Crisis Plan for assisting all schools and families affected by potentially stressful events.
- During times of high risk, law enforcement will provide intensified supervision at dismissal and bus boarding.

TEACHER/STAFF RESPONSIBILITIES:

- Follow lockdown or evacuation protocols if instructed.
- If lockdown, display appropriate color coded card.
- If evacuating, carry roll book and color cards.
- Stay with and monitor students until the situation is resolved.
- Travel in pairs when approaching the disturbance area.

HOSTAGE/BARRICADE:

- If a hostage situation develops, Lockdown or Evacuation Protocol shall be implemented. If the perpetrator(s) is confined to one room or area, follow Evacuation Protocol. Evacuation perimeter must be at least 1000 feet from the

incident site. The Lockdown Protocol is used if the perpetrator(s) are roaming throughout the campus.

- In the event that the hostage situation takes place in the office, the middle/high school will use the other office and the elementary school will use the guidance office as the command center.
- 911 will be notified immediately. Law enforcement officials will be in command of hostage situations.
- Superintendent/SDFS Coordinator will remain at the law enforcement command center.
- If available, law enforcement will be provided information regarding suspect (description, location, type(s) of weapons and number of hostages.
- Law enforcement will be given a detailed map and keys to the facility.
- Law enforcement must be able to identify, prior to an incident, where primary and secondary perimeters can be established around the school property.
- Parents, members of the media and the general public should not be allowed to be close enough to the actual incident to be in danger. A media staging area will be established.
- Parents whose children may be hostages or whose children may be the perpetrators of the incident must be requested to remain at the Reunification Sites where police and medical personnel can interview them regarding the emotional and physical health of their children.
- Discourage staff and students from trying to “negotiate” with hostage takers or people who have barricaded themselves inside the school.
- School counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.

INTRUDER/SUSPICIOUS PERSON:

An intruder/suspicious person is someone who is alien to the school environment and whose presence in the school environment is uninvited and unwelcome. An intruder/suspicious person represents the potential to jeopardize the safety of staff and students alike.

PREVENTION:

- All visitors to campus will sign in at the main office and receive a visitor’s nametag. Anyone not wearing a nametag will be considered an intruder/suspicious person.
- Signs are posted at the entrances directing visitors to the main office.
- At the elementary school the exterior doors are kept locked, excluding the main entrance. Locked doors are periodically checked.

ADMINISTRATOR’S RESPONSIBILITIES:

- Immediately notify the School Resource Officer when an intruder/suspicious person is on school property.
- Determine if police presence is needed. Provide description of person, location and direction of travel.

- If it can be done safely, monitor the location of the intruder/suspicious person.
- Initiate the school counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) in the implementation of the Crisis Plan for assisting all schools and families affected by potentially stressful events.

TEACHER AND STAFF RESPONSIBILITIES:

- Follow appropriate Lockdown Protocol.
- Make sure hallways are cleared of students and staff.
- Seek protection in a nearby room if the intruder is visibly armed.
- Use the emergency intercom button if the intruder is being aggressive.

MISSING STUDENT /KIDNAPPING/CHILDNAPPING:

PREVENTION:

- Student accountability procedures are in place and strictly followed at all times.
- Accurate up-to-date student files are maintained, which include emergency medical information, contact information for parents or guardians, individuals authorized to assume custody of the student and emergency contact numbers.
- All visitors must report to the main office and obtain and wear a visitor's nametag.
- Persons without visitor's nametag are immediately reported to the office.
- When releasing students, files are checked to determine authorized person to whom the students may be released, court orders and special instructions.

ADMINISTRATOR'S RESPONSIBILITIES:

- Activate lockdown protocol if necessary.
- Notify School Resource Officer immediately.
- If the situation appears to be abduction, notify 911. Provide a description of the child's clothing and a picture, if possible.
- Coordinate search of the facility and grounds for the missing child.
- Contact the parent/guardian of the missing child as directed by law enforcement.
- Arrange for monitoring of siblings of missing child.
- If siblings attend another school, notify that administrator.
- Provide information to faculty and staff as available.
- Check student's locker and/or desk for any information related to the incident.
- Interview student's friends for information related to the incident.
- Initiate the school counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) in the implementation of the crisis Plan for assisting all schools and families affected by potentially stressful events.

FACULTY/STAFF RESPONSIBILITIES:

Upon discovery that a child is missing:

- Immediately notify office and provide a full description of the child and any information about the incident

Upon notification that a child is missing:

- Follow lockdown protocol.
- Immediately notify office of any pertinent information.

- Available teachers/staff will assist with a thorough search of facility (including closets, restrooms, etc.) and grounds.

REPORT OF A WEAPON ON CAMPUS:

A sign with Weapons Law 16-11-127-1 is posted at the main entrance to each campus. The Miller County Board of Education's weapons policy is in the appendix. In compliance with Georgia law, any weapon on school property or within the school's safety zone will be reported to law enforcement. Board policy concerning searches is also in the appendix.

All threats will be taken seriously!

ADMINISTRATOR'S RESPONSIBILITIES:

- Immediately notify the School Resource Officer providing information regarding location and type of weapon, if available. Notification will be discreet so as not to alert the person(s) who is alleged to possess the weapon.
- Implement Lockdown or Evacuation Protocol, if needed.
- Escort, with law enforcement, the suspected person to a private area.
- Designate another staff member to carry all of the person's belongings at the safe distance.
- The person will not be allowed to put his/her hands into his/her pockets not approach his/her belongings.
- Witness the search by law enforcement. If a weapon is found, law enforcement will take control of it.
- Any weapon found by an administrator or staff member will be turned over to law enforcement immediately.
- **Do not attempt to disarm anyone who is in possession of a weapon.**
- If a weapon is dropped or discarded, secure the crime scene. Do not handle the weapon.
- In the event of a shooting, implement the injury/illness/Death Protocol.
- Initiate the school counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) in the implementation of the Crisis Plan for assisting all schools and families affected by potentially stressful events.

TEACHER/STAFF RESPONSIBILITIES:

- Upon discovery of a weapon or the possibility of a weapon, immediately notify the office.
- **Do not attempt to disarm anyone who is in possession of a weapon.**
- Follow Lockdown or Evacuation Protocol, as instructed.

Accidents

TRANSPORTATION ACCIDENTS:

Transportation accidents may occur during the transportation of students to and from school, and during field trips relative to extracurricular activities, such as sporting events.

PREPAREDNESS AND FIELD TRIPS:

- A list shall be prepared of all students, staff and chaperones on each bus. A Copy of this list will be maintained by the administrator at the school and on each bus, this list will contain all contact and medical information regarding the occupants.
- Signed Field Trip Permission Slips will required for all participants.
- A list of all emergency numbers at the point of origin, intermediate points and final destination point shall be maintained on each bus and at the school
- Each bus driver and at least one chaperone will carry a cell phone.
- All participants will wear an identification tag.

AT THE SCENE:

- First aid will be administered, if necessary.
- Immediately notify the Transportation Director or Superintendent or SDFS Coordinator.
- Limit activity in the area of students with serious injuries.
- If the student is transported to a hospital, a staff member should accompany the student, if possible.
- Account for all occupants of the bus. Indicate those injured and those not injured.
- A school administrator should be designated as liaison with the hospital and should proceed to the medical facility where students and staff have been transported.
- The security film from the bus should be given to the administration as soon as possible.

INJURY/ILLNESS/DEATH:

PREPAREDNESS:

- Each school has a list of emergency numbers by the telephones in the offices (see appendix).
- Each school has a list of those staff members certified in first aid.
- Each school maintains a list of current contacts for all students and staff.
- Each school maintains a list of staff trained to deliver serious injury and/or death notification.
- Each school provides families with statement of legal responsibilities and liabilities, including school insurance restrictions and actions that will be taken when family members cannot be reached.

NOTIFICATION WITH ILLNESS OR INJURY:

- Depending on the seriousness of the illness or injury, the school nurse and/or administrator will be notified. They will determine further notification procedures and immediate action.
- If the injury is violence related, the School Resource Officer will be notified.
- Emergency medical services will be notified if the injury or illness is serious or life threatening
- The administrator will notify the parents or guardians of students or relatives of staff members to apprise them of the situation and to obtain and necessary medical information.

- The administrator or designee will notify schools that house siblings to call siblings to the office to await the arrival of parents or guardians.
- **No names of children will be used over the walkie-talkies or two way radios.**

ADMINISTRATOR AND/OR STAFF RESPONSIBILITIES

- Administrator may implement Lockdown Protocol to secure site and protect privacy of victim.
- First Aid responders will be notified to go to incident site, as needed.
- Administer first aid as needed.
- All personnel will follow procedures for blood borne pathogens (see appendices)
- Limit activity in the area of the affected student(s)
- If a student is transported to the hospital, a staff member should accompany the student.
- Keep a record of procedures administered, times and actions.
- School counselors, social worker, and psychologist in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.

IN THE EVENT OF DEATH:

- Administrator or designee will notify family and offer support. Trained personnel, in conjunction with law enforcement, should do this.
- If violence was involved, the scene will be secured. Witnesses will be kept separated.
- Administrator will implement Lockdown Protocol and Family Reunification Site Protocol, as needed.
- Administrators will provide available information to faculty, staff and students.
- Contact Superintendent and/or SDFS Coordinator to implement Media Response Protocol.
- Administrator or designee, in conjunction with Mental Health personnel will determine the appropriate timing to remove personal items from the deceased's desk, locker, etc.
- **No student's name will be used over the walkie-talkies.**
- Administrator will stop all school notices and memos, of any kind, from being sent to the family.
- School counselors, social workers, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.
- If a death occurs after school hours, the phone tree will be utilized.
- A faculty/staff meeting will be held the first thing the following day.
- A written statement of facts will be given to each teacher to read to his/her first period class.
- A counselor will go to the first period class of the victim to share facts with the class.
- Administrator will designate rooms to be assigned for grief counseling.

IN THE EVENT OF SEXUAL ASSAULT:

- Administrator will call 911.
- Administrator will notify the family of the victim.
- **No student's name will be used over the walkie-talkie.**
- If possible, the victim will be dissuaded from washing, cleaning up or the use of the restroom.
- Administrator will assign a staff person to protect the crime scene. No action should be taken that would move or damage possible evidence unless it must be done for safety reasons.
- Family members of the victim who are on campus will be isolated.
- Administrator may obtain a preliminary statement from the victim to provide to law enforcement. **School staff should not conduct extensive questioning of the victim, witnesses or suspects prior to the arrival of law enforcement.**
- After the incident, the administrator and School Resource Officer will attempt to determine what security factors, or lack thereof, may have contributed to the assault.

FIRE:

Schools will coordinate walk-thoughts with the fire department on an annual basis. Fire drills will be held monthly in each school and each drill be registered on-line at www.gainsurance.org. Fire extinguishers will be inspected once a month.

- Administrator will activate fire alarm and evacuation protocol.
- Administrator will notify the fire department giving the exact location of the fire.
- Faculty, staff and students will follow evacuation protocol. Fire drill maps are posted in each room.
- Classroom doors will be closed and unlocked.
- At the assembly area, roll will be taken and the appropriate card displayed.
- Students will remain in single file formation while in the safety zone.
- Upon verification of a fire, maintenance will turn off gas and power.
- Personnel will use fire extinguishers to subdue small non-life threatening fires.
- Family Reunification Protocol will be implemented, if needed.
- A staff member will be designated to meet responding emergency units and provide keys.
- Staff members will keep access areas to the school clear for arriving emergency units.
- School counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will implement Crisis Plan for assisting all schools and families affected by potentially stressful events.

UTILITY FAILURES:

A utility failure is any gas leak, electrical power failure, telephone service interruption or broken water or sewer pipe that may present a hazard to the occupants and facility.

- Administrator will notify school maintenance and the appropriate utility company (numbers are kept by the telephones and in the appendix)
- In the event of a gas leak, runners will be used to notify faculty that Evacuation Protocol has been activated and to relay the destination site (upwind from the leak).
- **Intercom will NOT be used in the event of a gas leak.**
- Windows are opened in a gas leak.
- If water is contaminated, all water valves will be shut off to avoid accidental consumption.
- If power cannot be restored promptly, perishable food will be moved to IGA grocery store and or Roadrunner's Seafood.
- School counselors, social worker, and psychologist (in conjunction with social workers from DFACS, Mental Health and RESA, if needed) will implement Crisis Plan for assistance in all schools and families affected by potentially stressful events.

School Functions during Non-Instructional Hours

School Functions During Non-Instructional Hours:

The administrator-in-charge, or designee, will assess the situation to determine the course of action. The procedures explained in this plan will be utilized as needed. All persons designated to be in charge of a school function outside of school hours will have a copy of this plan and receive annual training in its implementation. In the event of an emergency, the designee will contact the principal, superintendent, and/or SDFS Coordinator as soon as possible

Use of School Facility by Community Members

Community members using the facilities of the Miller County School System will be given a set of protocols and emergency numbers when reserving the facility.

Special Needs Students

Special Needs Students:

- Additional personnel have been assigned to classes and/or students with special needs.
- Routes for the evacuation of students who have mobility challenges have been developed from each school location (see appendices)
- Emergency medical kits are kept prepared for those students with particular medical needs.
- The two buses with lifts will prioritize the wheelchair bound students.

First Aid Protocols

Handling Blood and Body Fluids
Seizures
Choking

Handling Blood and Body Fluids

Blood and body fluid precautions involve the use of protective barriers such as gloves, gowns, masks, and eye protection. These reduce the risk of exposing the skin or mucous membranes to potentially infectious fluids/ Health care workers should always use protective barriers to protect themselves from exposure to another persons blood or body fluid. Gloves protect you whenever you touch blood, body fluids, mucous membranes, or broken, burned, or scraped skin. The use of gloves also decreases the risk of disease transmission.

The American Red Cross recommends that everyone use blood and body fluid precautions while giving first aid. You should have gloves available in case of an emergency.

Gloves:

Always wear gloves for handling items or surfaces soiled with blood or body fluids.

Change your gloves after each use.


Wash your hands immediately after removing your gloves.

Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

Masks and protective eyewear:

Masks and protective eyewear help protect your eyes, mouth, and nose from droplets of blood and other body fluids. Wear masks or protective eyewear if you are doing a procedure that may expose you to splashes or sprays of blood or body fluids.

+ FIRST AID FOR SEIZURES

- 1. Stay calm, most seizures only last a few minutes.**
- 2. Prevent injury by moving any nearby objects out of the way.**
- 3. Pay attention to the length of the seizure.**
- 4. Make the person as comfortable as possible** 
- 5. Keep onlookers away.**
- 6. Do not hold the person down.**
- 7. Do not put anything in the person's mouth.**
- 8. Do not give the person water, pills, or food until the person is fully alert.**
- 9. If the seizure continues for longer than five minutes, call 911.**
- 10. Be sensitive and supportive, and ask others to do the same.**

Choking: First Aid

Choking occurs when a foreign object becomes lodged in the throat or windpipe, blocking the flow of air, in adults, a piece of food often is the culprit. Young children often swallow small objects. Because choking cuts off oxygen to the brain, administer first aid as quickly as possible.

The universal sign for choking is hands clutched to the throat. If the person doesn't give the signal, look for these indications:

- Inability to talk
- Difficulty breathing or noisy breathing
- Inability to cough forcefully.
- Skin, lips and nails turning blue or dusky
- Loss of consciousness

If choking is occurring, begin to perform the Heimlich maneuver. If you're the only rescuer, perform the Heimlich maneuver before calling 911 (or your local emergency number) for help.

If another person is available, have that person call for help while you perform the Heimlich maneuver.

To perform the Heimlich maneuver on someone else:

- Stand behind the person. Wrap your arms around the waist. Tip the person forward slightly.
- Make a fist with one hand. Position it slightly above the person's navel.
- Grasp the fist with the other hand. Press hard into the abdomen with a quick, upward thrust—as if trying to lift the person up.
- Repeat until the blockage is dislodged.

To perform the Heimlich maneuver on yourself:

- Place a fist slightly above your navel
- Grasp your fist with other hand and bend over a hard surface—a countertop or chair will do.
- Shove your fist inward and upward.

Clearing the airway of a pregnant woman or obese person:

- Position your hands a little bit higher than with a normal Heimlich maneuver, at the base of the breastbone, just above the joining of the lowest ribs.
- Proceed as with the Heimlich maneuver, pressing hard unto the chest, with a quick thrust.
- Repeat until the food or other blockage is dislodged or the person becomes unconscious.

Clearing the airway of an unconscious person:

- Lower the person on his or her back onto the floor.
- Clear the airway. If there is a visible blockage at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage. Be careful not to push the food or object deeper unto the airway, which can happen easily in young children.
- If the object remains lodged and the person doesn't respond after you take the above measures, begin cardiopulmonary resuscitation (CPR). The chest compressions used in CPR may dislodge the object. Remember to recheck the mouth periodically.

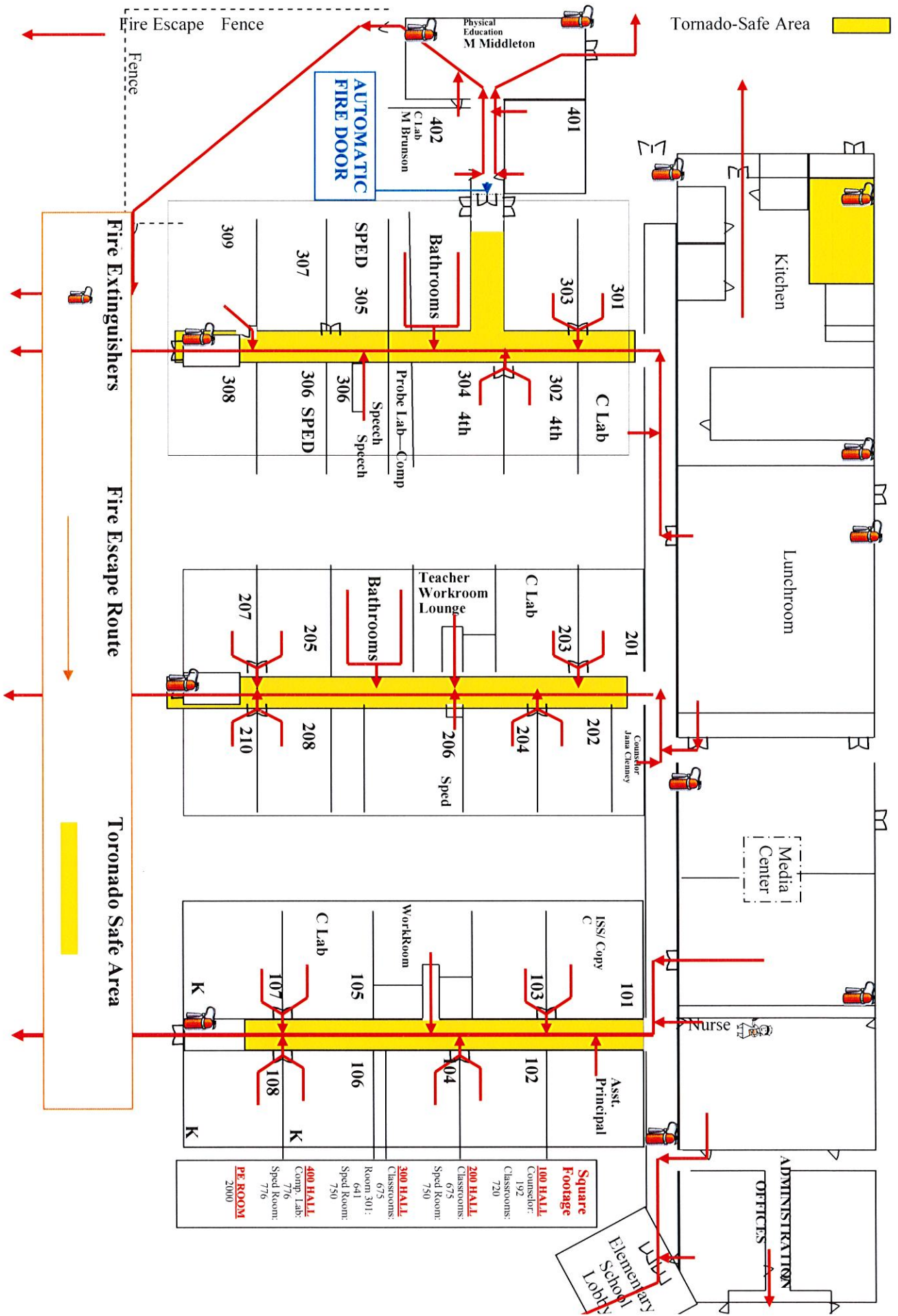
Clearing the airway of a choking infant younger than age 1:

- Assume a seated position and hold the infant facedown on your forearm, which is resting on your thigh.
- Thump the infant gently but firmly five times on the middle of the back using the heel of your hand. The combination of gravity and the back blows should release the blocking object.
- If this doesn't work, hold the infant face up on your forearm with the head lower than the trunk. Using two fingers placed at the center of the infant's breastbone, give five quick chest compressions.
- If breathing doesn't resume, repeat the back blows and chest thrusts. Call for emergency medical help.
- If one of these techniques opens the airway but the infant doesn't resume breathing, begin infant CPR.

If the child is older than age 1, give abdominal thrusts only.

Miller County
Elementary School
Emergency Floor Plans

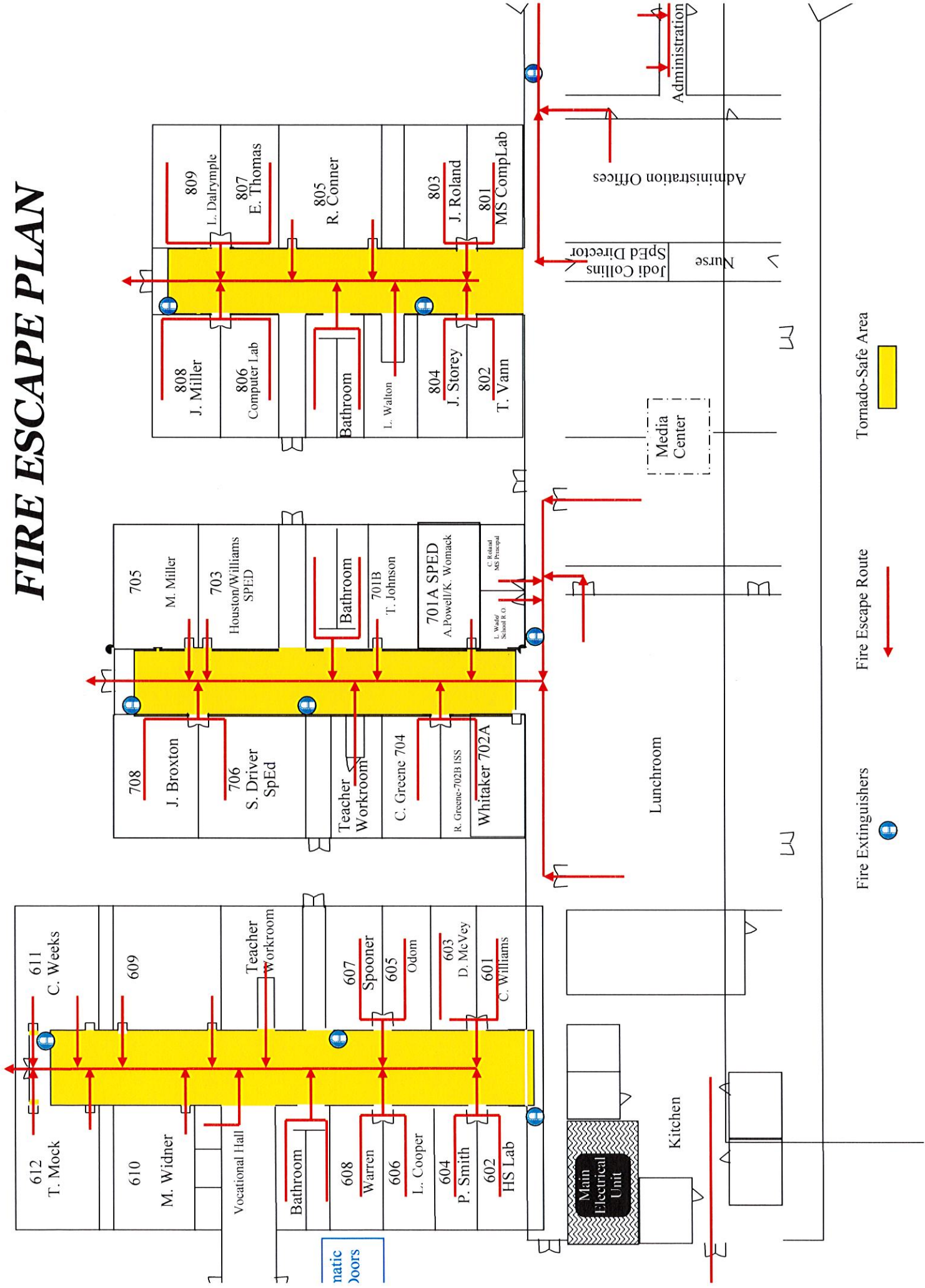
Miller County Elementary School 2019– 2020 Fire Escape Plan



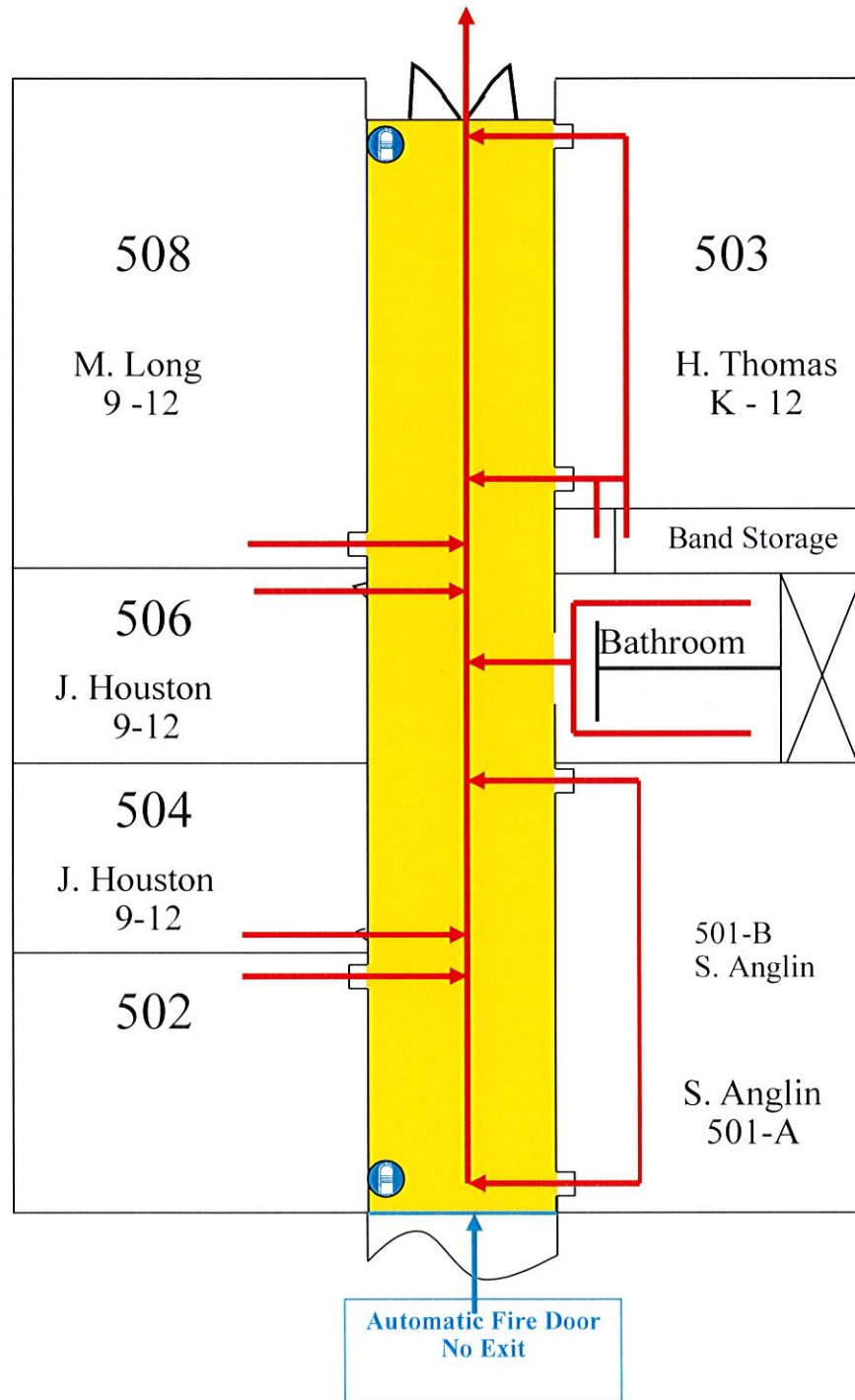
Miller County
Middle/High
Emergency Floor Plans

Miller County Middle and High School

FIRE ESCAPE PLAN



Miller County High School Vocational Wing Fire Escape Plan



Fire Extinguishers



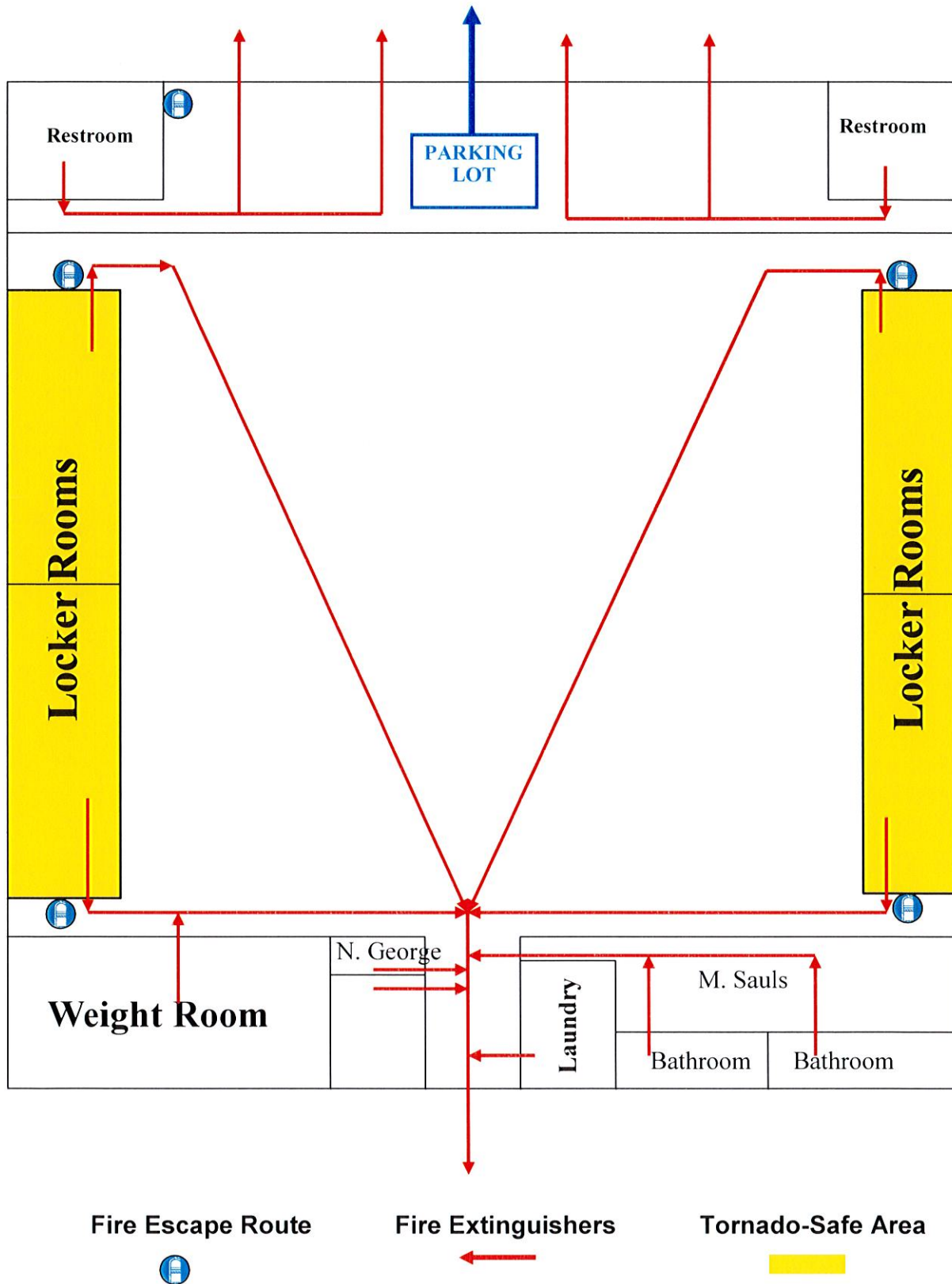
Fire Escape Route



Tornado-Safe Area



Miller County Middle and High School Gymnasium Fire Escape Plan Fire Escape Plan



School Facts

School Name	Miller County K-12
Address	996 Phillipsburg Road Colquitt, Georgia. 39837
Telephone	(229) 758-4131, (229)758-4140
Fax	(229) 758-3244
Student Population	1000
Number of Staff	125
Principal (High School)	Bo Adams
Principal (Middle School)	Cleve Roland
Principal (Elementary School)	Jamie Ard
Assistant Principal (Elementary)	Temika Brown
Guidance Counselor (All Schools)	Jana Clenney
School Resource Officers	Lonnie Wade
Location of emergency information for students:	Front Office Kathy Chesnut (MS/HS) Pam Edwards (ES)
Location of emergency information staff	Front Office Kathy Chesnut (MS/HS) Pam Edwards (ES)
Nearest Hospital	Miller County Hospital 209 N. Cuthbert St. Colquitt, Ga. 39837 (229) 758 – 3385

Chain of Command

In case of Emergency, Contact:

<u>School Level</u>		Office Ph	Cell Ph
Principal (HS)	Bo Adams	758-4131	229-202-0702
Principal (MS)	Cleve Roland	758-4131	229-220-6098
Principal (ES)	Jamie Ard	758-4140	229-416-7341
Assist. Principal	Temika Brown	758-4140	229-220-6239

District Level:

Superintendent	Shane Miller	758-5592 ext. 5004	
Trans/Facilities Director	Allen Martin	758-5592	442-0115
Fed Programs	Robert Green	758-5592 ext. 5003	
Maintenance Director	Bruce Henry	758-5592	493-0547

Emergency Numbers:

Emergency (fire, ambulance, law enforcement)	911
Sheriff's Office	911
Public Safety	758-3421
Miller County Medical Hospital	758-3385
Dept. of Family and Children's Services	758-3387
Miller County Health Department	758-3344
Mental Health Center	758-5090
	430-4052

Command Posts

Primary – MCHS, Front Office

Alternate – MCHS, Media Center

Evacuation Sites:

On campus Elementary –Playground

Middle – Out Front (Teachers parking Lot)

High – Side of gym (At the rock)

Off campus: Gym at old high school

**Site: Old Miller County High School Gym
96 Perry Drive
Colquitt, Ga 39837
229-758-5592**

Telephone: 758-4131(this phone # is for new high school)
**Contact Bo Adams - Principal (High School)
Cell: 229-202-0702
Cleve Roland – Principal (Middle School)
Cell: 229-220-6098
Jamie Ard – Principal (Elementary)
Cell: 229-416-7341**

Emergency Evacuation Kit

(Location: Nurse's Office)

Reserve Kit Location – Front Office

Staff Responsible for Removal of Kit during Evacuation/Crisis

The Emergency Evacuation Kit should contain the following:

- **A copy of the school/building safety plan**
- **Student/release/sign-out sheets**
- **Copy of video depicting exterior and interior of the building**
- **Copies of all students and staff emergency contact/release cards**
- **Flashlight and extra batteries**
- **Class rolls, absentee lists, sign – in/out logs**
- **A copy of the most recent school yearbook**
- **First aid kit**
- **Emergency medical information regarding students/personnel**
- **Markers, pens, pencils, legal pads**
- **Communication device(s) and spare batteries (your walkie-talkies, Two way radios and cell phones may be in regular use and not in your kit. Try to keep them charged and have batteries on hand.)**
- **Portable battery operated radio and batteries**
- **List of students with special medical needs (may change from day to day)**
- **Telephone book**
- **Staff telephone tree**

CRITICAL INCIDENT STAFF ASSIGNMENTS

Critical Incident Coordinator, Media Contact – Shane Miller

Alternate Critical Incident Coordinator/Media Contact-Jamie Ard

First Aid Coordinator – School Nurse/Michelle Siefker

First Responders: Cleve Roland, Lonnie Wade, Michelle Siefker

Hospital Contact –Michelle Siefker

Investigation – Lonnie Wade

Student Records – Terri Cunningham

Telephones, Staff Records – Kathy Chesnut, Pam Edwards

Transportation Coordinator – Allen Martin

Grief Counselors – Jana Clenney

Traffic Control, Traffic Flow – Lonnie Wade

******NO CELL PHONE usage is permitted during an incident. You will be notified when it is cleared by administration to use your phone.**

There will be a brief meeting after the incident to discuss the FACTS. Information is NOT to be released until after the debriefing.

Code Red

**Stay Put
Lock Doors
Account
Wait**

Code Yellow

**Stay Alert
Contain Students
Account
Wait**

Code Green

**All Clear
Account
Safe to Move**

CODE EXAMPLES:

Code Red (Immediate crisis)

**Severe weather/tornado
Gang fight
Hazardous Materials
Train derailment
Hostage
Shooting/drive by/firearm discharge**

Riot
Intruder (threat)
Weapon(s)
Injury/illness
Bomb threat
Chemical spill (internal)
Building collapse
Fire
Explosion

Code Yellow (alert situation)

Active vandalism
Severe weather
Drug incident (widespread)
Intruder (trespasser)

Code Green

All Clear

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, etc.)

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 before the buses depart. 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 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 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 Miller County Emergency Hospital 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 Lonnie Wade would be in charge along with school nurse, Michelle Seifker.

Procedure would be to notify public safety, bus shop and EMS if other than minor injuries.

Minor injuries would be handled by the school nurse. Parents or family members will be notified.

MCHS PHONE TREE 2020-2021
Dr. Bo Adams 229-202-0702

Jana Clenney 229-220-4583	Terri Cunningham 229-220-8481	Kathy Chesnut 229-220-6783
Christy Whitaker 229-220-1229	Jason Houston 229-254-1839	Cindy Williams 229-400-3678
Charm Greene 229-449-1197	Mandy Long 229-220-6512	DeAnne McVey 229-254-2248
April Powell 229-220-6016	Sheila Anglin 229-224-4674	Paula Smith 229-220-4738
Krista Womack 229-220-9651	Martha Widner 229-344-5200	Mary Katherine Roach 229-400-4033
Freddie Odom 229-308-2705	Lynn Cooper 229-400-0905	Cleve Weeks 229-254-7844
Scott Warren 229-308-6619	Taylor Mock 229-400-7876	Nate George 229-308-0952
Mike Sauls 229-347-677	Stacy Driver 229-308-4231	Jacki King 229-254-8181
Leigh Walton 229-400-5752	Jessica Horn 229-344-3617	

****Each person will call the person listed below your name.**

MCMS PHONE TREE 2020-2021
Cleve Roland 229-220-6098

Rebecca Conner 229-723-1180	Melinda Miller 229-220-6790	Tammy Vann 229-416-5355
Lee Ann Dalrymple 229-308-0580	Joan Broxton 229-254-5414	Jennifer Roland 229-400-4702
Jara Miller 229-202-0182	Terri Johnson 229-726-6757	Melissa Grimsley 229-416-7288
Eric Thomas 229-254-5922	Kristan Houston 229-220-2414	Sarah Benefield 229-309-2385
Josh Storey 229-308-1787	Lori Williams 229-400-8189	Joanna Everson 229-400-5868
Rickey Green 229-288-2486	Vicki Watson 229-726-6697	Holly Thomas 229-308-2424

****Each person will call the person listed below your name.**

Appendix

Board Policy

Weapons

The Miller County Board of Education recognizes the presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school or the Board of Education and used for elementary or secondary education.
2. "Weapon" means and includes:

a. any firearm, herein defined as having the meaning set forth in 18 USC 921 (a)(3,4), i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device," defined to include:

- 1) any explosive, incendiary, or poison gas;
 - a) bomb,
 - b) grenade,
 - c) rocket having a propellant charge of more than four ounces,
 - d) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - e) mine, or
 - f) device similar to any of the devices described in the preceding clauses;
- 2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- 3) any combination of parts whether designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4684, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- b. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife of any kind regardless of the blade length; or

- c. straight-edge razor, razor blade; or
- d. spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or
- e. any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.
- f. any stun gun or taser as defined in O.C.G.A. section 16-11-106(a);

Exceptions

Georgia law provides the following exceptions are made to this policy:

- a. Competitors while participating in organized sport shooting events, or firearms training courses;
- b. Persons participating in school-sponsored military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense;
- c. Persons participating in law enforcement training conducted by the police academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof;
- d. The following persons, when acting in the performance of their official duties or when enroute to or from their official duties;
 - 1. A peace officer as defined by Georgia law.
 - 2. A law enforcement officer of the United States government;
 - 3. A prosecuting attorney of this state or of the United States;
 - 4. An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm; and
 - 5. A person employed as a campus police officer or school security officer who is authorized to carry a weapon.
- e. A person who has been authorized in writing by a duly authorized official of the school to have in his/her possession or use a weapon to be used as part of a school-sponsored activity.
- f. A person properly licensed when such person carries or picks up a student at a school building, school function, or school property, or on a bus or other school transportation;
- g. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;
- h. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;
- i. The Attorney General and those members of his/her staff who are specifically

authorized in writing to carry a weapon;

j. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the director of the Division of Probation;

k. Public safety directors of municipal corporations; and

l. Trial judges.

m. Medical examiners, coroners and their investigators who are employed by the State or any political subdivision thereof;

n. Teachers or other school personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment of a motor vehicle or in a locked container or a locked firearms rack in the vehicle.

o. Persons, other than students, licensed or having permits under O.C.G.A. §43-38-10, when:

1. such person carries or picks up a student at a school building, school function or school property, on a bus or other transportation furnished by the school; and
2. such person has any weapon legally kept within the vehicle in transit through a designated school by any person other than a student; and
3. such person has a weapon which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property, or on a bus or other transportation furnished by the school; or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school

p. Persons who reside or work in a business or who are in the ordinary course of transacting lawful business;

q. Any person who is a visitor of such resident located within a school safety zone.

The Superintendent shall prepare and have posted in a prominent place in each school the following notice:

NOTICE

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, OR ANY OTHER KNIFE, ESPECIALLY THOSE KNIVES HAVING A BLADE OF TWO OR MORE INCHES, STRAIGHT-EDGED RAZOR OR RAZOR BLADE, WHIPPING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR, OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER.

VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR ONE YEAR AND/OR CRIMINAL

PROSECUTION

[G.A. §16-11-127.1; 15-11-37; P.L. 103-227]

Penalties

Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the principal of the school or the principal's designee.

All principals or other school officials or employees responsible at the school level for investigation of violations of this policy shall, as soon as possible, report any offense defined under this policy to the Superintendent or other person designated by the Superintendent to receive such reports.

The principal, after being satisfied that the reported violation is true, shall make an oral and written report to the Superintendent, the appropriate police authority, and the district attorney.

The penalty for violation of this policy by bringing to school a firearm as defined above will be a one-year expulsion from school, except that the Board of Education may modify the expulsion requirement for good cause on a case by case basis.

The penalty for violation of this policy by bringing to school a weapon as defined above, other than a firearm, will be as provided in student disciplinary policies and may result in criminal prosecution.

Students with Disabilities; 45 Day Interim Alternative Placement:

a. Any child with a disability who is determined to have brought a firearm to school may be placed in an interim alternative educational setting for not more than 45 days, as determined and ordered by a special education committee qualified to make special education decisions under 20 USC 1401(a)(20). If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of the proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise.

b. Students Whose Disability is Unrelated to the Misbehavior. Any student with a disability whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement for a "firearms" violation as defined above, the same as a student without such a disability, except to the extent that such expulsion is inconsistent with the Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended.

Date Adopted: 12/18/2000

Miller County Schools

Georgia Code

Description Code

- O.C.G.A. 20-02-0751.1 Expulsion policy for students bringing weapons to school
- O.C.G.A. 20-02-0751.5 Required provisions for student code of conduct
- O.C.G.A. 15-11-0063 Designated felony acts; definitions; restrictive custody dispositions.

Miller County Schools - Board Policy Manual

- 160-4-8-.15 notice to schools
- O.C.G.A. 16-11-0106 Student Discipline
- O.C.G.A. 16-11-0127.1 Possession of firearm or knife during commission of or attempt to commit certain crimes
- O.C.G.A. 16-11-0129 Carrying weapons within school safety zones, at school functions or on school property
- O.C.G.A. 20-02-0751 License to carry pistol or revolver; temporary renewal permit
- O.C.G.A. 35-08-0002 Expulsion/Suspension definitions
- O.C.G.A. 43-38-0010 Employment and training of peace officers - definitions
- Rule 160-4-3-.10 Permits to carry firearms
- Eye Protection
- US Code**
- 20 USC 7151 Gun-free requirements
- 18 USC 921 Definitions

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Miller County Schools - Board Policy Manual

- P.S.G.A. 20-02-1185 School safety plans
- P.S.G.A. 20-02-0736 Student codes of conduct; distribution
- Art. 1, Sec. 1, Par. 13 Searches, seizures and warrants
- Rule 160-4-8-.04 Child Abuse and Neglect Reporting

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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**Board Policy
Interrogations and Searches of Students**

Interrogations

The principal of each school in the Miller County School System, or authorized representative, possesses the authority to conduct reasonable interrogation of students in order to properly investigate and punish student misconduct.

Searches

The Miller County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but shall be conducted in a manner which insures that students are not arbitrarily stripped of person privacy.

The principal of each school in the Miller County School System, or authorized representative, possesses the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such search shall be based on a reasonable suspicion of the presence of contraband items. Examples of contraband items shall include, but are not limited to, illegal drugs, alcohol, handgun, or other dangerous weapon.

Principals of each school where lockers are issued shall ensure that at the time lockers are made available to students, it is clearly specified that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations, and avoid any practices which lead students to believe that lockers are under their exclusive control.

In the event search of a student's person, personal possessions, or locker reveals the student is concealing material the possession of which is prohibited by federal, State or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

Use of Metal Detectors

Use of hand-held metal detectors to search a student is permitted where there is reasonable suspicion that the student possesses a weapon of any kind, or in dealing with a student who has exhibited a predisposition to violent behavior or the use of force.

Administrators are authorized to use metal detectors only when they are able to clearly articulate reasons why particular students are required to submit to the search by metal detector. Under no circumstances may student be singled out for metal detector search based upon factors involving race, ethnic background, or because of emotional or behavioral disabilities.

Date Adopted: 12/18/2000

Miller County Schools

Georgia Code

Description Code

O.C.G.A. 16-10-0024 Obstruction of justice

O.C.G.A. 16-07-0021 Criminal trespass

O.C.G.A. 17-04-0020 Arrests - with and without a warrant

O.C.G.A. 17-04-0003 Right of forcible entry into private dwelling pursuant to arrest warrant

O.C.G.A. 19-07-0005 Reporting child abuse

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Green Card

EMERGENCY CARD

We are in appropriate mode.
Everyone is accounted for.
We're OK.

Red Card

EMERGENCY CARD

I need help immediately.

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Yellow Card

EMERGENCY CARD

Please call or see me.
I have a student unaccounted for.