# Americus Sumter High School

# EMERGENCY PREPAREDNESS PLAN

# 2020 – 2021

# Mr. Kimothy Hadley, Principal

**Dr. Marnie Dutcher, Assistant Principal**
**Mr. Joseph Moncrief, Assistant Principal**

# EMERGENCY PREPAREDNESS PLAN

## 2020-2021

| **Sumter County** | **Americus Sumter High** |
|---|---|
| System | 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 his designees in evaluating the circumstances and extent of a crisis and to jointly determine if the situation demands activation of the Emergency Response Teams.

## ASHS – FIRST RESPONSE TEAMS

| Team 1 | Team 2 | Team 3 | Team 4 |
|---|---|---|---|
| K. Hadley | J. Moncrief | M. Dutcher | C. Price |
| I. Davis | L. Harvey | C. Farias | E. Andrews |
| K. Merritt | S. Wolcott | S. Galloway | L. Tumlin |
| S. Crist | J. Hayes | C. Lewis | S. King |
| M. Carter | D. Slaton | G. Waters | R. Couch |

## ASHS – EMERGENCY TEAM MEMBERS

| FIRST TEAM | SECOND TEAM | THIRD TEAM | FOURTH TEAM |
|---|---|---|---|
| M. Prater<br>J. Moore<br>L. Kinnamon<br>L. Ross<br>L. Long<br>A. Green<br>S. Ingram<br>C. Duke<br>K. Tarrer<br>C. Dowdey<br>A. Lockett<br>S. Johnson<br>T. Wilson | I. Ballarapu<br>D. Ndaayezwi<br>N. Sultana<br>P. Blue<br>V. Walton<br>M. Blantz<br>S. Mohanan<br>L. Williams<br>J. Genwright<br>P. Lundy<br>S. Harris | A. Arshi<br>C. Price<br>Z. Khan<br>F. Begum<br>S. Thomas<br>S. Howell<br>D. Hughes<br>B. Pope<br>A. Herring<br>N. Green<br>D. Cook | J. Forehand<br>A. Belcher<br>W. Smith<br>K. Cooper<br>K. Kinnamon<br>C. Johnson<br>B. Mitchell<br>E. Holloway<br>S. Dyson-Woodman<br>F. Mohl<br>E. Brown |

# FIRST RESPONSE TEAM PLANS

**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 each semester for review of procedures and supplies.
4.

## Meeting Stations in Case of Multiple Casualty Incident

| Location of Incident | Site of Team Meeting | Station Number |
|---|---|---|
| CTAE Building | Upstairs Cafeteria | 1 |
| Upstairs Main Building | Front Office | 2 |
| Cafeteria | Front Office | 2 |
| Gymnasium/JROTC/ISS/Nail Tech | Mrs. Jones's Office | 3 |
| Main Building – Front Office | Mail Room | 4 |
| Downstairs Main Building | Engineering | 5 |

**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 AVAIBLE IN THE MEDIA CENTER.**

# PUBLIC ASSISTANCE AGENCIES/EMERGENCY CONTACT NUMBERS

| *AGENCY* | *PERSON IN CHARGE* | *PHONE NUMBER* |
|---|---|---|
| American Red Cross | Lara Pennington Gill | 229-924-2026 |
| Americus Fire Department | Chief Roger Bivins | 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<br>Customer Service | 888-891-0938<br>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 | Chief Jerry Harmon | 229-924-6603 |
| Sumter County Juvenile Department | | 229-931-2409 |
| Sumter County Schools | Larry Walters, Superintendent | 229-931-8500 |
| Sumter County Sheriff's Department | Sheriff Pete Smith | 229-924-4094 |
| Sumter County Schools Nurse | Arlin Lannu | 229-591-8684 |
| Sumter EMC | | 229-924-8041 |
| Gold Star EMS | | 229-928-8550 |
| Homeland Security Coordinator | Clint Westbrook | 404-977-7555 |

# LOCAL RADIO STATIONS

| *CALL SIGN* | *FREQUENCY* | *PHONE NUMBER* |
|---|---|---|
| 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

1 roll of clear tape

1 roll of masking tape

A list of student enrollment with emergency contact numbers

A list of school employees with emergency contact numbers

6 Legal Pads

2 clipboards

10 ballpoint pens

10 permanent markers

1000 peel off stickers

1 Sumter County telephone directory

2 flashlights

1 battery powered radio

Extra batteries

1 copy – Comprehensive Emergency Preparedness Plan

1 system telephone directory

Thermometer

Splint

Blood Pressure Cuff/Stethoscope

4 large garbage bags

1 roll cellophane tape

6 packages Q-tips swabs

3 boxes Band-Aids

4 boxes Standard latex gloves

Gauze Sponges

Gloves

Conform Gauze

Sterilized Strips

Wound Cleanser

Scissors

Tweezers

Cold Compress

Eye Pad/Eye Wash

Antibacterial Soap

Blanket

Cots

CPR Res-Cue Masks

Burn Kit

# Statement of Commitment to School Safety

The faculty and staff of Americus Sumter High School 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

Americus Sumter High School 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 Americus Sumter High School 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 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.

# AMERICUS SUMTER HIGH SCHOOL

1. Designated school site emergency coordinator:
   **Mr. Kimothy Hadley, Principal**

2. Designated alternate school site emergency coordinator:
   **Dr. Marnie Dutcher, Assistant Principal**
   **Mr. J. Moncrief, Assistant Principal**

3. Designated school emergency team members:

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| J. Moore | D. Ndaayezwi | C. Price | A. Belcher |
| L. Kinnamon | N. Sultana | Z. Khan | W. Smith |
| L. Ross | P. Blue | F. Begum | K. Cooper |
| L. Long | V. Walton | S. Thomas | K. Kinnamon |
| A. Green | M. Blantz | S. Howell | C. Johnson |
| S. Ingram | S. Mohanan | D. Hughes | B. Mitchell |
| C. Duke | L. Williams | B. Pope | E. Holloway |
| K. Tarrer | J. Genwright | A. Herring | S. Dyson-Woodman |
| C. Dowdey | P. Lundy | N. Green | F. Mohl |
| A. Lockett | S. Harris | D. Cook | E. Brown |
| S. Johnson | | | |
| T. Wilson | | | |

4. The emergency team members will perform the following tasks:
   A. **Mr. Kimothy Hadley, Principal** (Assistant Principal, if Principal is absent)
      - Keep Central Office informed
      - Identify reception area for parents
      - News media spokesperson
   B. **Dr. M. Dutcher, Mr. J. Moncrief, Assistant Principals**
      - 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. Felicia Thomas, Nutrition Manager**
- Responsible for acquiring and distributing food to emergency personnel in the Cafeteria or designated safe area

### D. **Mrs. LaTonya Harvey, Mrs. Christina Farias, Administrative Assistants**
- Responsible for releasing students to parents and non-parent adults
- Ensuring the emergency team has medical supplies

### E. **Mrs. Amy Williams, Bookkeeper; Mrs. Andrea English, Admin. Assistant**
- 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. **Mrs. Sonya Galloway, Attendance Clerk; Mrs. Irma Davis, Registrar**
- 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. **Mr. Michael Carter, Ms. Geneva Waters, Mr. Jeffery Hayes, Mr. Clarence Lewis, Ms. Sara Crist, Mrs. Devita Slaton, Ms. Shonte King, Ms. Evonne Andrews Custodians**
- Assist in monitoring school traffic flow

### H. **Mr. Lane Tumlin, Media Specialist;**
- 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. **Mrs. Kimberly Merritt, Mrs. Sandra Wolcott, Guidance Counselors**
- Assist with counseling students and parents
- 

### J. **Deputy Stephanie Floyd, 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. Ms. Natasha Mahome, ISS Instructor
- Collect names of missing students from teachers and submit to Attendance Clerk
- Assist in monitoring school traffic in parts of the building or designated safety areas

### L. Coach Ross Couch, Football Coach
- Assist in monitoring school traffic flow
- Assist SRO in handing flow of traffic

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 B), 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; Mr. Jeffery Hayes, Head Custodian**

## Staff Members Trained in CPR, First Aid, and AED

| Staff | Adult CPR | First Aid | AED |
|---|---|---|---|
| | X | X | X |
| **Alicia Green** | X | X | X |
| **Alonzo Lockett, Jr.** | X | X | X |
| **Christina Farias** | X | X | X |
| **Coleman Price** | X | X | X |
| **Evonne Andrews** | X | X | X |
| **Frederick Mohl** | X | X | X |
| **Joseph Moncrief** | X | X | X |
| **Kimothy Hadley** | X | X | X |
| **Lee Kinnamon** | X | X | X |
| **Paul Blue** | X | X | X |
| **Sekemia Caldwell-Johnson** | X | X | X |

# EMERGENCY SITUATIONS

## Fire

**I.  Preventive Measures**
    **A.  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 Safety 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 34 and 35**)
- 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**
- Detection of fire and/or smoke
- Activate nearest fire alarm box or ring bell to initiate evacuation procedures
- Notify the 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 Safety 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 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)
- Department Heads 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**
  - Receive notification of flooding hazard
  - 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)**
  A. **Principal**
  - Receive notification of tornado watch
  - Alert teachers of weather situation
  - Bring all students from the ISS trailer and Fieldhouse 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 roll/grade book at hand
- Be alert for possible tornado warning signal

**III. Tornado Warning (CODE BLUE, potential CODE YELLOW)**
    **A. Principal**
- Receive notification of tornado warning
- Sound bell for evacuation of classes to shelter areas
- 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 roll/grade book 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 Americus Sumter.

1) Drill starts with an announcement.
   Example: Dear teachers and students, we are under a **CODE BLUE**. The National Weather Center has spotted a Tornado in the Southeastern area of Sumter County. Teachers move your class to coverage.

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 **"All Clear, All Clear"** is announced over the Intercom/Radio system.
   Example: Dear teachers and students, we are under a **CODE GREEN**; we are **"ALL CLEAR, ALL CLEAR."**

Factors to Consider:
   ➢ Avoid large book shelves, 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** (<mark>**CODE BLUE**</mark>, potential <mark>**CODE YELLOW**</mark>)

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

**V.    Ice/Snow**

    **A.  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 Americus Sumter High 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 **RED FOLDER** (Lockdown) should be initiated.

    **A.  Principal**

- Be prepared to call 911 and tell teachers to **SEND THEIR RED FOLDERS TO THE FRONT 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 password when proper procedures have been followed by the suspicious person
- Resume daily operations

### B. Teachers and Staff

- Upon notification of **RED FOLDER** immediately lock the classroom door
- Do not allow any hall passes or dismiss class for any reason until all **clear signal** (CODE GREEN) is received
- Do not open the door under any circumstances without receiving the proper all **clear signal** (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 Americus Sumter.

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 is on campus. During a lockdown the following procedures would take place:

1) The drill will begin with an announcement over the Intercom/Radio system.
   Example: **TEAHCERS, PLEASE SEND YOU RED FOLDERS TO THE FRONT OFFICE**. Please lock your doors and follow the proper procedures. **(Classes in the gym area will move to the locker room area.)**

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 slide color cards under their classroom door to communicate with administration.
     - ▪ **GREEN** – all students are accounted for and everyone is OK
     - ▪ **YELLOW** – you have students missing or you have important information for the administration
     - ▪ **RED** – you need immediate assistance from the administration

3) Students that are not in a classroom will drop, cover, and move away from windows, and be placed in nearby secure location.

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 **"All Clear, All Clear"** is announced over the Intercom/Radio system.

Example:  Dear teachers and students, we are under a **CODE GREEN**; we are
**"ALL CLEAR, ALL CLEAR."**

**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.  DO NOT USE Intercom/Radio system to request information…follow building protocol for communication (color cards).  Keep students CALM AND QUIET.

## Bomb Threat/Explosion

When bomb threat is issued (**CODE RED**), be sure the threat is documented on the Phone Report.

**A.  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 RED** 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 personal 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 RED**, begin evacuation of classroom using the exits shown on the evacuation diagram
- Take your roll/grade book 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
- Lead your students to the common meeting place (Baseball Stadium)
- Check attendance in order to account for all of your students
- If any students are missing, report it to the principal or assistant principals
- 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 | | |

# Distribution of Medication

Many students at Americus Sumter High 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 physician with specific directions for dosage, administration, and signature
- The parent returns the form to the school with the medication in the prescription container
- The medication is clearly marked with the student's name and is placed in a locked cabinet
- The student's name is placed on an administration log in a three-ring binder
- As the student comes to the office to take medication, the time and date are recorded in the log
- Specified office personnel administer the exact dosage to the student

# Serious Accidents On or Off-Campus

### I. On-Campus Accident
### A. 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
- 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 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 other students calm
- Continue with normal routine as much as possible
- Assist with any task assigned by the principal

### D. Counselors
- 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**
      - 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**
      - 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
- 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 roll/grade book 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
- 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**
- 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
- Allow students to call home if they desire to do so
- 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**
- Receive information of possible weapons or shooting
- Announce **TEACHERS SEND YOUR RED FOLDERS TO THE FRONT OFFICE (twice)** 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 (**CODE GREEN**)
- 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 **RED FOLDER,** 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
- 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 **RED FOLDER** (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 **RED FOLDER** 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**
   - Call law enforcement if necessary to gain control of the situation
   - Attempt to isolate/apprehend the participants if possible
   - Instruct teachers to take/keep on looking 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**
   - 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 **RED FOLDER**
     - 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 (**RED FOLDER**) until the all clear signal (**CODE GREEN**) is given

# Chemical Spills

A. **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

- If ordered to relocate because of a chemical spill in the community:
  - 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 staff accompany students to evacuation destination
  - Take a master list of students and emergency phone numbers to contact parents

**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 roll book 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**
- 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

Because of our highly mobile society, railway derailments or air disasters could possibly affect daily activities of Americus Sumter High School. Since the majority of railways in this area are used for cargo, the inconvenience of a railway disaster would most likely be in the area of traffic delays. With the close proximity of a railroad to the school, a railway derailment could result in a chemical spill.

The nearest airport is approximately six miles away from the area of the school. This airport serves single/multi engine airplanes and helicopters. There is only a slight chance an air disaster would affect the students at Americus Sumter High School.

I.  **Railway Derailment/Air Disaster in the Community**
    A. **Principal**
        - If traffic is blocked in such a way that buses and cars must detour during drop-off or pick-up times:
            - Alert bus drivers to the situation if possible
            - Make sure teachers stay with students in the afternoon until they are picked up
            - Allow students to call parents as necessary

    B. **Teachers and Staff**
        - Remain with students until everyone is picked up
        - Allow student to call home as necessary

II. **Railway Derailment/Air Disasters on Field Trips**
    A. **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**
- Mr. Kimothy Hadley

**B. Assistant Principals – Person in Charge if principal is absent**
- Dr. Marnie Dutcher
- Mr. Joseph Moncrief

# School Information

**Address:**                         **805 Harrold Avenue**
                                      **Americus, Georgia  31709**

**Phone Number:**                    **229-924-3653**
**Fax Number:**                      **229-931-8618**

# Emergency Communication and Equipment/Supplies

**A. Communication**
- Main Office
- Counselors
- Attendance Clerk
- Resource Officer

**B. Equipment/Supplies**
- First-aid kits
  - Front Office
  - Mrs. Barbara Mitchell, R.N.  – Room 300
  - Ms. Shaquita Ingram, R.N. – Room 308
- 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

**RED FOLDER**: Immediate danger for students and/or staff

**Possible RED FOLDER 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 RED FOLDER**
- 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**
- Slide the **GREEN** card under your door if all students are accounted for and everyone is OK
- Slide the **YELLOW** card under your door if you have students missing or you have important information for the administration
- Slide the **RED** card under your door if you need immediate assistance from the administration

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

**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 you room
- Wait for updates and instructions for administration
- Be prepared to move to safe zones

**CODE RED**: 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 RED** is called over the intercom, you should evacuate the building IMMEDIATELY and report to your designated area at Thomas Bell Stadium (Baseball Field).
- Math: Around First Base
- Science: Around Second Base
- English/Foreign Language: Around Third Base
- Social Studies: Sitting in the Stands on Third Base side
- CTAE:  Sitting in the Stands on First Base side
- PE/Fine Arts/Nail Tech/ISS/SPED/CRA:  Sitting in the Stands behind Home Plate
- 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

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

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

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

**CODE RED** – bomb threat

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

**CODE PURPLE** – medical emergency

# Americus Sumter High 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:** | 9/23/20 | | | | |
| **2nd:** | 10/7/20 | | | | Statewide |
| **3rd:** | TBD | | | | |
| **4th:** | TBD | | | | |
| **5th:** | TBD | | | | |
| **6th:** | TBD | | | | |
| **7th:** | TBD | | | | |
| **8th:** | TBD | | | | |
| **9th:** | TBD | | | | |
| **10th:** | | | | | |
| **11th:** | | | | | |

**Severe Weather Safe Area:** Twice each year

| Month Scheduled | Date to be Conducted | Number of Occupants | Response Time | Comments, Notes |
|---|---|---|---|---|
| **November** | | | | |
| **February** | | | | |

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

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

# Americus Sumter High 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, restroom, AWOL.

## Missing Students:

| *Student Name* | *Reason for absence* |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

**EPIDEMIC or PANDEMIC ANNEX**

In planning for a pandemic or epidemic event, the school or school district accomplished the following?

**School Impact and Essential Services**
- Potential for school closings: full school closure or partial school closure where some schools are closed while others remain open
  __A plan for full or partial school closure and how to communicate
- Large numbers of staff absent, difficult to maintain school operations
  __A plan for identifying the absentee rate of employees
  __A plan for fulfilling the requirement of essential services with a backup plan of employee assignments
- Loss of services from suppliers (e.g. food services, cleaning supplies)
  __A plan for the continuation of food services through USDA and other sources
  __ A plan to determine if vendors in the supply chain have a pandemic or emergency plan for continuity or recovery of supply deliveries.
- Student learning and delivery of teaching may be interrupted
  __A plan for digital distance learning
  __A backup plan for distance learning if digital access is not available
- Student absenteeism elevated above normal trends
  __A plan for tracking student absences and monitoring access to distance learning
- Financial services may be interrupted
  __Identified essential financial services and key staff members
  __IT has developed a backup plan to continue essential financial services if school closure is long-term and/or if staff cannot return to the workplace
- Workforce may not be able to return to the workplace
  __IT has a strategic plan in place to shift workers to a telework format to continue essential services
  __IT has developed strategies to troubleshoot telework technology issues remotely for teleworkers
- Other essential services may be necessary
  __Other essential services identified with continuity plan:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**Epidemic and Pandemic Preparation and Response Checklist**

__Identify school authorities responsible for activating the pandemic influenza plan.
__Sufficient and accessible infection prevention supplies.
__Provision of sufficient school operation supplies (food, cleaning supplies, paper supplies) during a pandemic when schools are open.
__Develop a process with the local public health director to report a substantial increase in absenteeism among students and faculty
__Identify methods to reduce the spread of the virus.
__A plan for the identification and screening of students and staff with flu-like symptoms.
__A plan for the care of students who are ill and determine when ill students may return to school. Determine how ill students at school will be isolated until parents arrive.
__Methods to communicate the plan to division administrative staff, school staff, parents/guardians, students, and the community.
__Develop a plan to provide distance learning and to deliver learning materials to students.
__Plans to provide information to families for development of individual family plans.
__A plan for the delivery of educational services in the event that a significant number of staff becomes ill.
__A plan to coordinate school closure or partial closure with neighboring school districts.
__A plan to address the needs of international students, disabled students, and impoverished students.
__A plan for the use of school facilities by community partners during a pandemic if the schools are closed or partially closed (i.e., vaccinations).
__Tested the plan; conducted table-top exercises (include local health department).
__A plan to place posters on hand washing and infection control in schools and on website.
__A plan to provide information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs and symptoms of influenza.
__A plan to ensure custodial staff has appropriate training on proper cleaning and disinfecting work and play areas.
__A plan to ensure schools and departments have adequate supplies (face masks, soaps, hand sanitizers)
__A plan to check First Aid Kits and add N95 face masks for school nurses and other staff.
__A plan to establish and test emergency communication protocol with staff contact "tree."
__A plan to provide information to staff and parents on pandemic planning for families.
__A plan for Incident Command Center protocol, location, equipment and assign staff.
__A plan for operating with staff workforce reduction.
__A plan to secure buildings, information technology, and finance.
__A plan to encourage employees to use Direct Deposit.
__A plan to encourage parents to have alternative childcare plans.
__Developed alternatives to closing schools (i.e., implement social distancing; eliminate field trips; reduce or postpone extracurricular activities; set "screeners" at school entrance to screen out students and staff with flu-like symptoms to prevent them from going to classes, use of face coverings)
__Developed and practiced plans for educational continuity if schools close long-term:
- Study Packets and suggested activities for students and parents
- Web-based education (i.e., on-line classes; virtual school; education blogs; home school educational websites)

__Develop a mental health plan for students and staff, in conjunction with local mental health services staff to implement during a pandemic event and during the recovery phase; the plan should include Post-Traumatic Stress Syndrome counseling.

__Developed Human Resources employee emergency contact lists and reciprocal contact procedures

__Conducted a study of critical infrastructure staff with young children (because they are more likely to remain home during a widespread illness event) to determine if redundancy plans are necessary; develop a Fitness for Duty checklist to determine if an employee is ready to return to work and under what conditions.

__Develop a plan to secure the school building and other facilities if schools are closed for an extended period-of-time.

__Develop a plan for the protection of staff members at schools if schools are closed and meals and/or learning materials are provided to students.

## SCS COVID-19 SAFETY PROTOCOLS/PROCEDURES
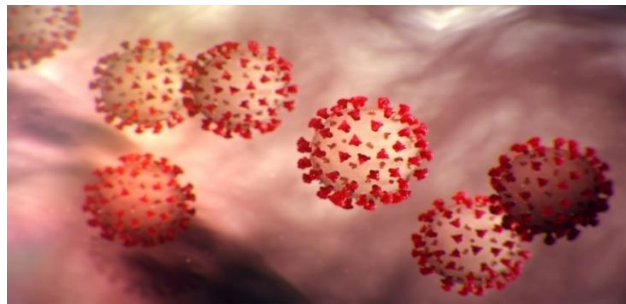


Providing a safe environment for our faculty and staff is of utmost importance during this pandemic.  For safety purposes, anyone entering the school building will have their temperature checked daily.

Everyone is asked to please adhere to the following procedures:

➕ Check each morning for signs of illness such as fever, cough, difficulty breathing, sore throat, runny nose, nausea, vomiting or diarrhea.  If you have a temperature of 100.4 degrees or higher, teachers and staff should contact your supervisor immediately and do not report for work. Students with these symptoms should not attend school but the school should be notified.

➕ If someone exhibits symptoms of COVID-19; schedule testing immediately.

➕ All students, faculty, and staff will be required to have their temperatures checked each morning by their designated team leader.

- Any student or employee who has a temperature of 99 degrees will be given 3-5 minutes to cool down; and have temperature rechecked. If the temperature is unchanged, the employee will be placed in a holding room until the temperature goes down or asked to go home.

- Any student or employee who has a temperature of 100.4 degrees will be sent home. If the temperature returns to normal within 24 hours, employee may return to work.

- Any student or employee who has a temperature of 103 degrees will be sent home to begin a 10day quarantine.

- Anyone who tests positive must self-quarantine for 10 days.

- Isolation can be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications.

- Individuals who had mild or moderate illness and are not severely immunocompromised can return to work after:

  - At least 10 days have passed since symptoms first appeared; and

  - At least 24 hours have passed since last fever without the use of fever-reducing medications; and

  - Symptoms (e.g., cough, shortness of breath) have improved

- Individuals who had severe to critical illness or who are severely immunocompromised can return to work after:

  - At least 20 days have passed since symptoms first appeared; and

  - At least 24 hours have passed since last fever without the use of fever-reducing medications; and

  - Symptoms (e.g., cough, shortness of breath) have improved

- Asymptomatic persons with confirmed COVID-19:

  - Who are not severely immunocompromised can return to school after

- o At least 10 days have passed since the positive laboratory test and the person remains asymptomatic

  - ▪ Who are severely immunocompromised can return to school after

    - o At least 20 days have passed since the positive test and the person remains asymptomatic

✚ Asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

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- o *Employees are asked to be familiar with local COVID-19 testing sites in the event you develop symptoms. The may include sites with free testing available.*
- o *Review and practice proper hand washing techniques at work, home and especially before and after eating, sneezing, coughing, and adjusting a face cover.*
- o *Have multiple cloth face coverings, so you can wash them daily and have back-ups.*
- o *Develop daily routines before and after work for example things to bring with you each day (hand sanitizer and additional cloth face coverings) and things to do when you return home (wash hands immediately and wash worn cloth face coverings).*

## What to do if someone has been exposed to someone who has tested positive for COVID-19

- ❖ If exposed to a COVID-19 positive person, the employee needs to get tested no sooner than 10 days after exposure. If their test is negative, then they can return to work immediately. If their test is positive, then they need to stay out of work according to the CDC guidelines.

- ❖ If an employee has been exposed to someone that has tested positive, the employee **must** provide documentation (doctor's letter of the person that they have been around that tested positive). They must provide this letter to the Sumter County School District.

❖ Once the employee has provided a letter via email or delivered, the employee will be granted an opportunity to work from home for the next 10 days.  During that time, the employee must provide a negative test on or before the 10 days are up.

❖ The approval steps will move quickly.  However, if we do not have the above documentation, this will be counted as an absence.

1.) Gathering the Information

- Are we going to have to construct a lane or constricting funnel to make sure that all individuals pass in front of the Camera?
  - Each thermal camera positioned at the entrances will take 25 individual temperatures per sec.
- Will this constriction have to begin on the exterior or will it be entirely on the interior of the buildings?
  - The cameras are placed on the interior of the building at designated locations.
- How do we control flow/volume so that we can ensure 100% testing?
  - The entrances with the thermal camera are designated points for all individuals to use when entering the building. Each door allows one person to enter at a time to assist with volume. During hallway transition the thermal camera will be able to take the needed temperatures of each person passing through.

2.) Monitoring the Information

- Where is this going to take place?

  - An alert email/text will be sent to the designed person(s). We will have each administrator receiving the temperature notifications.
- Who will be tasked with the monitoring?
  - Each administrator is assigned a building or floor of the school. If a notification comes, the administrator in that location will follow the Covid 19 procedures for isolating the individual until removed from campus.
- Will there need to be an attachment to the funneling vestibule constructed? No attachment

3.) Administration of the Information when Deemed Unacceptable □

How do we stop the flow when a positive test is Shown?

  - All positive alerts will be handled confidentially. The individual alerted as positive will be asked to come to the isolation room in

the main office. Covid 19 procedures to remove the person from campus will be followed.

- How do we move the positive test?
    - If an individual is on campus and received notification they are positive for Covid-19, a designated staff member will take the person to the isolation room in the front office.
- Where do we move and contain the positive test?
    - All individuals with Covid 19 symptoms will be placed in the isolation room in the front office until removed from campus.
- Who will be moving the positive test?
    - An administrator/designee wearing the required PPE (mask, gloves) will move the individual with symptoms/positive Covid 19 results to the isolation room.