

**School Safety
and
Emergency Preparedness Plan**



**Sumter County School System
Americus, Georgia**

Sumter County School System School Safety and Emergency Preparedness Plan

In the Sumter County School System, the safety of our students and staff is our number one priority. Every effort has been made to provide a safe and secure learning environment on our campuses through the development and preparation of a comprehensive school safety and emergency preparedness plan. This plan has been produced with the combined input and efforts of the school administrators, staff, students, parents, school system representatives, local law enforcement, fire and emergency services, and public safety and management agencies. We believe this plan will allow us to respond effectively to incidences of violence, disaster, or any other emergency type situation. The Sumter County School System strives daily to provide a safe learning environment for all our children, teachers, and other school personnel.

This plan is to help provide a safe learning environment for all Sumter County students, teachers, and other school personnel. It is developed in accordance with provisions of O.C.G.A. 20-2-1185 which states “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, teachers, and other school personnel. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.”

Introduction

System Safety Committee

The Sumter County School System has an active System Safety Committee, which meets regularly to discuss safety issues. Recommendations are made to the administration about safety concerns. The system's safety plan is a result of the continual input of this committee. The committee is concerned with the safety of all students, school staff, and visitors.

School Safety Committees

Each school within the Sumter County School System has an active School Safety Committee which meets regularly to discuss safety issues. The school's safety plan is a result of the continual input of this committee. The committee is concerned with the safety of all students, school staff, and visitors.

School Safety Zone

As a means of insuring the safety of our students and staff in the Sumter County School System, a school safety zone has been established. This has been made evident through the posting of "Drug-Free Zone" and "No Weapon" signs on the school grounds as well as inside the building. These signs make a statement towards our commitment to provide a violence-free, weapon-free, and drug-free environment for our students as well as to those who visit our campuses. The Sumter County School System and the local public safety officials have an open line of communication to ensure schools are notified about any crises taking place in the "School Safety Zone."

School Safety and Emergency Preparedness Plan

A School Safety and Emergency Preparedness Plan for the Sumter County School System has been created through the joint efforts of the Sumter County School System Safety Committee and the School Safety Committees of each school within the district. A copy of the School Safety and Emergency Preparedness Plan is available in the main office of each school within the district, the Board of Education Office, as well as online at <http://www.sumterschools.org>.

Sumter County School System
Safety Committee Members

Central Office – Dr. Torrance Choates, Superintendent

Sumter County Primary School – Dr. Renee Mays, Principal / Rosemary Jones, Assistant Principal

Sumter County Elementary School – Dr. Sharon Tullis, Principal / Dr. Milton Reese, Assistant Principal

Sumter County Intermediate School – Dr. April Smith, Principal / Mohan Gugulothu, Assistant Principal

Sumter County Middle School – Todd Vickery, Principal / Rodney Perry, Assistant Principal

Americus Sumter Ninth Grade Academy – Cindy Anglin, Principal / Martin Mitchell, Assistant Principal

Americus Sumter High School – Kimothy Hadley, Principal / Joseph Moncrief, Assistant Principal

SCHOOL SAFETY PLAN

Organization and Responsibility

The responsibility of school safety and emergency preparedness in the Sumter County School System rests with the principal of each building. The principal will be familiar with the system and school safety plans. The assistant principal or designee will be in charge in the event of the absence of the principal. The assistant principal or designee will also be familiar with the school and system plans.

During the execution of this plan, teachers will be responsible for students under their supervision. During drills or execution of this plan, teachers or personnel without students under their supervision will report to the command center location for their assignments as outlined in the School Safety Plan.

Teachers are to have their School Emergency and Preparedness Plan Notebooks, schedules, roll books, and attendance information with them when leaving the classrooms for drills or execution of this plan. The head custodian will secure any potentially dangerous utility systems during the execution of this plan. Food will be available from the lunchroom manager, if needed. The Superintendent's Office will be informed of any incident or drill that occurs. Transportation will be provided through the system's transportation director in the event that students and staff have to be transported from the school during the execution of this plan.

The School's Safety Committee will maintain two emergency management kits in two different locations in each school. Kits will be available during the execution of this plan. Medical and emergency personnel will be called when necessary during the execution of this plan according to the outlined procedures.

No information will be released to the media unless instructed otherwise by the Superintendent or designee. Any news releases to the media during the execution of this plan will be issued in writing by the principal or his designee. The news media area will be located in the Media Center of each school.

It is the responsibility of Sumter County School System personnel to become familiar with the emergency preparedness plan.

The principal and/or Superintendent will decide when this plan is to be executed following the Crisis Lock Down and General Code Procedural Guide and the procedures outlined in the School Safety Plan.

Emergency Management Team (EMT)

Administrator(s) in Charge: (1) Principal
(2) Assistant Principal(s)

First-Aid Responders: (School Nurses)
(Counselors)
(P.E. Instructors)
(Others as Assigned)

Site Coordinators: Principal
Assistant Principal(s)

Police/Fire Coordinator: Assigned by school

Sweep Team Coordinators: Assigned by school

Media Coordinator: Assigned by school

Parent Coordinators: Assigned by school

Emergency Management Team Responsibilities (EMT)

Administrator-in-Charge:	Establishes the command center. Coordinates emergency response efforts. Coordinates police, fire, and medical response. <i>Remains in the Command Center and manages the crisis</i>
First-Aid Responders:	Provide emergency first aid until medical assistance arrives.
Site Coordinators:	Respond to site of emergency and control access to the affected area. Preserves the crime scene until police arrive and assume control.
Police/Fire/Medical	Meet emergency personnel and direct them to the scene. Returns to front of school and directs media, parents, and central office personnel to appropriate locations.
Sweep Team Coordinator:	Assemble adults who do not have supervisory duties into three-person sweep teams who will check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up “missing student” lists from each teacher in their assigned sweep area.
Media Coordinator:	Meet with the media and arrange for their needs. Assist in preparation of a news statement and arrange interviews.
Parent Coordinators:	Responsible for dealing with parents who may respond to the school. They will advise parents of the current situation. After the Code Red has been rescinded, Assist those parents who are wishing to check out their children.

Family Reunification Site

The Sumter County School System Family Reunification Site Protocol utilizes one designated site for each school facility with backup sites. The location of these sites is not publicly pre-announced for security reasons and because backup sites may be used at certain times of the year when the primary site is not suitable. During a crisis, the principal will make a determination as to whether a full evacuation to the Family Reunification Center is appropriate. If full evacuation is required, the principal will communicate this decision and site to the Superintendent or designee, who will notify the local media.

FAMILY REUNIFICATION SITE PROTOCOL:

- a. The principal shall notify the Sumter Management Agency and establish the site.
- b. The Sumter County Emergency Management Director will implement its protocol for routing traffic to the site and managing traffic control functions at the site.
- c. The Superintendent shall request that they begin dispatching system-wide crisis response team members from each school to the Family Reunification Site. The Superintendent will advise schools within the district to institute a heightened state of awareness if the incident involves a violent weapons incident.
- d. The Sumter County Emergency Management Director shall call the Georgia Emergency Management Agency (1-800-TRY-GEMA) and request that they dispatch personnel if needed.
- e. The principal/Superintendent will provide the media with detailed instructions via fax to be read to the public in order to direct concerned relatives to the Family Reunification Site. The principal/superintendent will provide periodic updates to the media as available and as needed. A press staging area will be established by the Sumter County Emergency Management Director if needed.
- f. Upon arrival at the Family Reunification Site, Sumter County Emergency Management Director shall:
 - 1) Establish a command post.
 - 2) Organize the numerous public safety and mental health personnel who will be responding to the site.

- 3) Check identification of all non-uniformed personnel who arrive to provide assistance.
- 4) Secure an area for arriving students and staff away from waiting family members.
- 5) Set up the sign out area.
- 6) Set up a media staging area.
- 7) Keep students in secured area until they can be signed out to waiting parents/guardians.
- 8) Only release students to authorized persons using the sign out procedure.
- 9) Ensure that each parent/guardian receives an information sheet regarding traumatic stress reaction
- 10) Instruct parents/guardians to leave the site to make room for others once they have signed out their student.
- 11) Students who do not have a parent/guardian waiting to pick them up will stay in the secure area until an authorized person arrives to pick them up.
- 12) Every effort will be made to maintain an orderly reunification process. Responding police and mental health personnel should be utilized to calm those who are waiting and to explain to them that an orderly process is required for the safety of the students.

SCHOOL EMERGENCY PLAN: Designated Assignments
(To be completed by each school in the district)

1. Designated School Site Emergency Coordinator/Administrator in Charge:
2. Designated Alternate School Site Emergency Coordinator/Administrator in Charge:
3. Designated School Emergency Team Members:
4. Date emergency drill conducted: _____
5. Designated person(s) to establish emergency kit and prepare contents:
The School Emergency Team will prepare this kit.
6. Designated person to keep central office informed:
7. Designated staff member to notify parents and spouses of injured:
8. Designated staff member to identify injured and fatalities/First Aid Responders:
9. Designated school personnel to report to the hospital to coordinate information from hospital to school and central office:
10. Designated staff members to handle telephones and office:
11. Designated staff members to meet law enforcement, fire, or other emergency personnel:

12. Designated staff member to update parents and public:
13. Location of school's media area/media coordinator:
14. Designated school news media spokesperson:
15. Location of school's reception area for parents and public:
16. Designated person responsible for compiling a roster of students absent from school at time of crisis:
17. Designated person(s) responsible for releasing students to parents and non-parent adults/Parent Coordinators:
18. Designated person responsible for updated information sheets for parents, teachers, and others:
(Give facts as to who, what, when, where, how.)
19. Staff members trained in CPR:
20. AED Locations:
21. Designated person responsible for letter to notify parents of post-crisis intervention:
22. Designated person to coordinate with central office a community forum on emergency, and identify follow-up activity:
23. Designated staff member responsible for arranging plan of transportation for students, faculty, and parents to home, hospital, emergency shelter, etc.:
24. 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):
25. Designated Hall Directors and Managers/Sweep Team Coordinators:

26. Designated food service staff member responsible for acquiring and distributing food to emergency personnel:
27. List alternate available means of communication: Bullhorn, Radios, Intercom, Cell Phones, Transistor Radios, Student Couriers
28. Designated staff members to direct traffic:
29. Designated name(s) and telephone number(s) of professional counselors:
30. Designated person(s) to print identification badges for school and emergency personnel:
31. EMERGENCY TELEPHONE NUMBERS

Emergencies 911 (Ask dispatcher not to broadcast over radio if situation warrants.)

Superintendent - Dr. Torrance Choates, 229-931-8500, ext.8513 or 229-603-2808

Assistant Superintendent – Walter Knighton, 229-931-8500, ext.8526 or 229-591-9292

Emergency Management Agency – 229-815-9531

Police Department – 229-924-3677

Sumter County Sheriff's Department – 229-924-4094

Americus Fire Department – 229-924-3213

Sumter County Fire Department – 229-924-6603

Georgia State Patrol – 229-931-2397

Hazardous Materials (Toxic Chemicals / Spills) 1-800-424-8802

Protective Services – DEFACS 276-2349

Poison Control Center 1-800-282-5846

City of Americus (Gas/Water) - 229-924-4411

Sumter EMC – 229-924-8041

Georgia Power – 229-928-6100

Telephone – AT&T – 877-438-0041

Maintenance Director – Billy Thompkins, 229-931-8508 (office) or 229-591-9278 (mobile)

Transportation Director – Tracy Monts, 229-931-8509 (bus shop) or 229-591-8677 (mobile)

Phoebe Sumter Medical Center - 229-924-6011

Sumter County Health Department - 229-924-3637

Sumter County Mental Health - 229-815-5454

American Red Cross - 866-724-3577 or 888-382-3133

County Administrator – Bill Twomey 229-928-4500

Local News Agencies: Radio Stations -
WISK-FM 98.7 229-924-6500
WDEC-FM 94.7 229-9241390

WJIZ-FM 96.3 229-439-9704

Television Stations -

WSST Channel 55 (Americus) 229-273-0001

Channel 10 (Albany) 229-446-1010

Channel 13 (Macon) 478-752-1313

Channel 31 (Albany) 229-435-3100

32. Each school has an active school safety committee.

33. Method used to inform parents of Emergency Preparedness Plan and revisions: PTO, School Council, Student Handbooks, Television, Newspaper, Sumter County School System Website, School-based websites.

AT LEAST ONE COPY OF THE SCHOOL SAFETY AND EMERGENCY PREPAREDNESS PLAN MUST BE RETAINED ON FILE IN THE PRINCIPAL'S OFFICE OF EACH SCHOOL AND ONE COPY IN THE SUPERINTENDENT'S OFFICE.

Crisis Lock Down and General Code Procedural Guide

The Crisis Lock Down is based on the use of a color code system, which represent certain potentially threatening situations. These coded warnings are posted in all classrooms and throughout the school in order to provide for a higher level of safety and to communicate advisement clearly as to what procedures are appropriate at the crisis time. A color-coded place card system is used by staff members to alert administration of the status of the classrooms.

RED Folder: CODE RED Folder is when there is imminent danger for Students, faculty, and staff. CODE RED Folder is to be decided upon by the Principal or designee depending on the situation and severity of the occurrence. Lock doors and listen for instructions.
Examples: (intruder, intruder with weapon, escaped prisoners)

YELLOW: CODE YELLOW should be used to alert teachers, faculty, and staff of a situation that could develop into a CODE RED situation. Normal teaching may continue at this time.

BLUE: CODE BLUE is the code to advise teachers, faculty, and staff of sudden and severe weather conditions that are present or which may be developing.

BROWN: CODE BROWN is to be used in the event of a bomb threat And the building has to be evacuated.

GREEN: CODE GREEN is the code to advise everyone that all previous codes have been lifted and that school functions should return to normal.

POSSIBLE CASES FOR A CODE RED FOLDER SITUATION

A person in the hallway or on the campus with a weapon. An unidentified intruder in the building. A serious fight involving multiple aggressors or multiple victims. A situation on campus requiring the assistance of an outside agency such as ambulance, fire truck, or police officers.

PROCEDURES TO FOLLOW DURING A CODE RED FOLDER

IN THE CLASSROOM:

Lock the door.

Account for all students (call roll or make a list).

DO NOT allow anyone to leave or enter your room.

Wait for further instructions to be announced.

IN THE LUNCHROOM:

Shut and lock all doors and DO NOT allow anyone to leave.

Wait for further instructions to be announced.

IN THE GYM:

Shut and lock all doors and DO NOT allow anyone to leave.

Account for all students (call roll or make a list)

Wait for further instructions to be announced.

AT LUNCH BUT OUTSIDE OR AT OUTSIDE P.E. CLASSES:

ALL students in this category should move to the gym or other designated areas and remain there until further notice from an administrator.

TEACHERS EATING LUNCH OR IN PLANNING PERIOD:

Report IMMEDIATELY to your assigned area to receive instructions.

There should be no hesitation in reporting to your assigned area once CODE RED Folder has been announced.

BEFORE SCHOOL AND AFTER SCHOOL:

ALL teachers should use professional judgment in managing students.

Move students away from the problem area.

Work as a team to gain control of the situation.

Stay as calm as possible.

YOU MUST ASSUME THE RESPONSIBILITY FOR SUPERVISING STUDENTS IN AND OUT OF CLASS SETTINGS.

POSSIBLE CASES FOR A CODE YELLOW SITUATION

Any time that administrators have been made aware of a possible situation which has the potential to develop into a CODE RED Folder situation at some point during the day.

CODE YELLOW would allow administrators to isolate and shut down specific hallways or areas of the school to search.

CODE YELLOW is to be used as a precautionary code to alert teachers, faculty, and staff as well as to relay necessary information to a situation.

PROCEDURES TO FOLLOW DURING CODE YELLOW

IN THE CLASSROOM:

Lock the door. Account for all students (call roll or make list).

Restrict the outgoing student traffic from your room (hall passes, bathroom passes, etc.).

Wait for further instructions to be announced.

IN THE LUNCHROOM:

Lock all doors. Wait for further instructions to be announced.

IN THE GYM:

Lock all doors. Account for all students (call roll or make a list).

Wait for further instructions to be announced.

AT LUNCH BUT OUTSIDE OR AT OUTSIDE P.E. CLASSES:

ALL students in this category should move to the gym or other designated areas and remain there until further notice from an administrator.

POSSIBLE CASES FOR A CODE BLUE SITUATION

All sudden and/or severe weather conditions such as heavy rain, thunderstorms, lightning storms, etc.

CODE BLUE can allow for buses to be loaded in a more orderly and timely manner with minimal exposure of students to the weather conditions.

CODE BLUE is not meant to replace or interfere with existing emergency drills and procedures (ex. fire drill and tornado drill).

PROCEDURES TO FOLLOW DURING CODE BLUE

IN THE CLASSROOM:

Account for all students (call roll or make a list).

Restrict the outgoing student traffic from your room (hall passes, bathroom passes, etc.).

Wait for further weather updates or bulletins to be announced.

IN THE LUNCHROOM:

Account for all students (call roll or make a list).

Wait for further weather updates or bulletins to be announced.

IN THE GYM:

Account for all students (call roll or make a list).

Wait for further weather updates or bulletins to be announced.

AT LUNCH BUT OUTSIDE OR AT OUTSIDE P.E. CLASSES:

ALL students in this category should move to the gym or other designated areas and remain there until further notice from an administrator.

POSSIBLE CASES FOR A CODE BROWN SITUATION

To be used ONLY in the event of a bomb threat. A bomb threat may be received at any time. There is always a chance that a threat may be authentic. Appropriate action should be taken in each case to provide for the safety of students, personnel, and faculties

PROCEDURES TO FOLLOW DURING CODE BROWN

All students and staff are to evacuate the building and immediately report to designated area. Account for all students (call roll or make a list).
Wait for further instructions.

POSSIBLE CASES FOR A CODE GREEN SITUATION

CODE GREEN is used to return to normal school operations once the situation or crisis has been resolved.

DESIGNATED EVACUATION SITE:

The School Administrators have determined an appropriate designated evacuation site. This site is known by only the school administrators and system administrators involved. This site has been carefully studied prior to its selection. This site is located more than 1000 feet off campus, with some breakage (trees) between the campus. This area is adequate and appropriate for accommodating the number of students and staff. Designated routes to follow will be communicated should it become necessary to evacuate.

The “Command Center” and the “Family Re-Unification Area” will be determined by the principal according to location practicality of the crisis. Information regarding our emergency plan and procedures for picking up children in the event of a crisis is communicated to parents. See pages 8-9 “Family Reunification Site”.

PROCEDURES FOR EMERGENCY CRISIS CHECK-OUT

1. “Check-Out Station” is set up and established at the central “family reunification” area.
2. Persons manning station and responsible for set up are:
3. Restricted pick-up lists, “Check-Out Book”, pens/pencils and student couriers are needed at station.
4. Students are to be released to the custodial parent only unless other authorization has been approved.
5. Identification (i.e. driver’s license) may be required if the adult requesting to pick-up a child is unknown or unfamiliar.
6. Documentation of student’s name, date, time, reason, name of person picking up child (printed) and signature should be recorded in the “Check-Out Book”.
7. Student couriers will be used to locate and escort the student to the station while the person picking up the child waits.

COMMUNICATING WITH THE MEDIA

During an emergency situation the purpose of communicating with the media is to keep the public informed in a timely manner while maintaining the educational process and student privacy. During a criminal incident careful consideration will be given that no inappropriate information will be given out during the investigation. All releases following a crime will be coordinated with law enforcement.

The principal or designee will consider the following suggestions:

- A. Protect and enhance the school district's credibility by establishing our district as the best source of information on the crisis.
- B. The Superintendent or designee will be the only persons to address the media.
- C. Prepare basic facts truthfully, clearly, and concisely in writing.
 - 1. DO NOT identify student(s) by name.
 - 2. Facts should include who, what, when, where, why, and how.
 - 3. The same facts must be used consistently with all media.
 - 4. Advise superintendent the contents of the prepared response.
 - 5. Ideally the media should not be allowed on campus. However, an area on campus may be designated for the media. Representatives of the media are not permitted to enter the facility or take pictures of students without permission.
- D. Reporters are under constant deadline, but no deadline is so important that it is worth making an inaccurate statement. A media deadline should not influence your preparation of accurate facts, whatever the circumstances.

Keep a media log indicating with whom you have spoken and the statement given.

**SUMTER COUNTY SCHOOLS CRISIS MANAGEMENT TEAM
2018-19**

System Wide

Dr. Torrance Choates – 229-931-8500, ext. 8513 or 229-603-2808

Central Office – 229-931-8500

Pam Fields – 229-931-8521

Special Education – 229-931-8519

Dr. Jacqueline King – 229-931-8518

Sumter County Primary School - 229-924-1012

Dr. Renee Mays - 229-894-8988

Rosemary Jones - 229-931-8599

Sumter County Elementary – 229-924-7835

Dr. Sharon Tullis - 229-591-8682

Dr. Milton Reese - 229-931-8875

Sumter County Intermediate School – 229-924-3168

Dr. April Smith – 229-938-0056

Mohan Gugulothu – 229-931-8639

Sumter County Middle School – 229-924-1010

Todd Vickery - 229-938-0360

Rodney Perry - 229-931-8898

Americus Sumter Ninth Grade Academy – 229-924-5914

Cindy Anglin - 229-938-0476

Martin Mitchell - 229-931-8847

Americus Sumter High School - 229-924-3653

Kimothy Hadley - 229-591-9292

Joseph Moncrief - 229-931-8589

Visitors to Campus

The Sumter County School System administration and staff view our parents as one of our greatest assets. Parents are a great help through their volunteer work in the school. While we encourage all parents to be active participants in the education of their children, we take several measures to insure our open door policy does not jeopardize the safety of our students. For example, all of the school's entry doors have signs, which request all visitors to report to the office prior to visitation. In the school's office, visitors must state the nature of their business and are requested to show identification if the office staff does not know them. They must sign in and receive a visitor's badge. All school personnel have been instructed to notify the administration immediately if they encounter a stranger in the building or on the campus without a visitor or a volunteer badge. During the early morning arrival time, staff members are assigned to certain areas (parent drop off, front walkways, bus areas) and in the hallways of the school to monitor the traffic and supervise the safety and welfare of the students.

Student Sign-in and Sign-out

The administration has taken an aggressive stance towards protecting the students from strangers or unauthorized persons. A restricted contact / pick-up list is maintained in the office to insure that only authorized adults are allowed to pick up or "see" certain children. Parents or other authorized persons who wish to pick up students before the regular dismissal time must report to the office to sign the student out. The office staff asks for identification if the person is unfamiliar and checks to see if the student is on the "restricted list". Students are called to the office where they are signed out. Any student who leaves early must be signed out through the office. This policy is explained to the parents in school handbooks.

Medications

Student medications are kept in a locked cabinet in the nurse's station or other designated places. All medications are dispensed by the school nurse or other authorized personnel. Before any medication can be administered, the parent must complete a detailed "medication" form.

EMERGENCY SITUATIONS AND STEPS OF ACTION

- Active Shooter / Lethal Assailant
- Fire
- Bomb / Bomb Threat
- Tornado / Thunderstorm / Severe Weather Alert
- Hurricane
- Earthquake
- Bus Accident
- Off Campus Emergency
- Student Abduction / Kidnapping / Runaway / Missing
- Student with a Weapon
- Trespasser
- Hazardous Materials Incident
- Aircraft Disaster
- Utility Emergency Flooding / Severe Icing / Snow
- Serious Accident / Injury / Illness
- Non-Serious Student Injury / Illness
- Disruptive Student or Threatening Student
- Suicide – Attempted / Actual
- Death of a Student / Staff Member
- Overnight Housing
- After-Hours Building Emergency
- School Functions After the Regular School Day
- Bodily Fluids / Blood

ACTIVE SHOOTER / LETHAL ASSAILANT

In the event that there is an active shooter or lethal assailant on campus, the following steps of action are to be taken immediately:

Administrator:

- Activate full lockdown procedures using any available method.
- Call 911 and provide all known information including the following:
 - Location and number of assailants
 - Description of assailants and any available weapon information
 - Actions you are taking or have taken
 - Known injuries to staff and/or students and locations of such
- Stay in contact with 911 if possible and safe to do so.
- If active shooter/lethal assailant is inside, evacuate immediate staff and others if safe to do so and order all persons on the exterior to move a safe distance from the campus.
- If active shooter/lethal assailant is outside, secure all interior and exterior doors. Order all persons inside the school to take shelter in a room that can be secured and remained concealed until told otherwise by law enforcement.
- If loss of life appears imminent, consider attempting to neutralize the suspect using any available force, but only as a last resort.

Staff (inside):

- If in contact with a supervisor or other person of authority, follow instructions given.
- Lockdown the classroom immediately, securing all doors including those interconnecting to adjacent rooms
- Turn off all lights

- Move all students to a location in the room where they are least likely to be observed through a window or by reflection.
- If it appears that the active shooter/lethal assailant is attempting entry or is in the process of trying to enter the classroom, or you fear there may be an attempt to do so, **barricade the doorway** using any available objects.
- If it appears an active shooter/lethal assailant may gain access to the classroom, use any available means of safe egress if possible, such as exterior windows, doors leading to the outside, etc.
- If an active shooter/lethal assailant gains access to the classroom and loss of life appears imminent, take whatever action is believed necessary to neutralize the shooter/assailant to protect life. These actions may include giving others specific instructions intended to assist in their own protection.

Staff (Outside):

- If in contact with a supervisor or other person of authority, follow instructions.
- If the threat is believed to be on the exterior:
 - Enter the closest available building, ensure exterior door is secure, and if not an interior room, move to one if available.
 - Secure all doors leading from the room of building including those interconnecting from your location to adjacent rooms.
 - Turn off all lights.
 - Move all students to a location in the room or building where they are least likely to be observed through a window or reflection.
 - Follow instructions as above in case of shooter/assailant attempting entry.

- If threat is believed to be in the school:
 - Immediately flee the area to the closest area providing cover and concealment.
 - Evaluate the need to move further from the threat in order to increase safety.
 - Maintain control of students to the degree possible.
 - When practical and safe to do so, contact 911 for instructions and to provide information on the threat.

FIRE

The signal for a fire drill will be a continuous sounding of the fire alarm signal. In the event the alarm system is inoperable, the principal and assistant principal will notify students by intercom. Evacuation routes should be followed and students should be taken at least 500 feet from the building. See School Emergency Notebook for procedures and assignments. In the event of a fire, teachers having students in the gym, cafeteria, or a place with more than one exit should use the nearest practical exit. After evacuation, teachers should call the roll and account for all students. Notify administration of any students unaccounted for. The signal to return to the building is when the principal and designees beckon for a return to the building.

In the event of a fire, the principal or superintendent will decide what course of action to follow for the safety and well-being of students and staff. Please review the fire exit routes and make sure students know where to go in the event a fire drill occurs while students are in your classroom. Address problems or concerns to the principal.

STEPS OF ACTION:

- Pull the fire alarm, report fire to the office.
- Close all windows and doors to confine fire.
- Instruct staff not to lock inside doors in the building when evacuating to provide rapid access for emergency personnel.
- Evacuate building to assigned places at least 500 feet from building. all staff and students should FACE AWAY from the building.
- Take roll book, attendance information, and School Emergency Notebook or the school's emergency sleeve with class information and colored place cards. Notify administration of any missing children immediately. Do not go back into the building to look for missing students.
- All clear signal, code green, will be given by walkie-talkie or intercom and teachers will return students to classrooms.
- School staff and other employees will only attempt to extinguish small fires using the fire suppression equipment available. Staff will not use water on electrical fires or attempt to fight fires involving possible explosives, toxic chemicals, or hazardous materials.

ROLES:

Principal or Administrator-in-charge:

- Implement school's emergency preparedness plan.
- Supervise evacuation and check for injuries.
- Follow "Designated Assignments" using those assigned to keep roads open pending arrival of emergency assistance.
- Coordinate first aid efforts according to "Designated Assignments"
- Follow "Emergency Plan: Designated Assignments" as outlined.
- Make phone contact with Emergency assistance personnel upon arrival

Secretary:

- Phone emergency departments and superintendent.
 1. Emergency . . . 911
 2. Superintendent's Office . . . 229-931-8513
- Take emergency plan list.

Teacher:

- Evacuate
- Take roll

Staff:

- check hallways, restrooms, and classrooms.
- Report via walkie-talkie when all clear and all teachers have okayed presence of all students.

Custodians:

- The head custodian shall always report to the principal's office and assist in the evacuation of the building.
- Where there are assistant custodians, they may be used to assist with the check of rooms and other areas to determine whether they have been vacated. The assistant custodians should then report to prearranged stations so that all emergency facilities, such as gas shut-offs, standpipes, sprinklers, extinguishers, etc. may be operated if necessary.

Kitchen employees:

- Kitchen employees shall turn off all gas and electric appliances.
- Check all kitchen and lunchroom areas to make sure all students are

clear of these areas. Evacuate the building just like all other personnel.

Fire Drills

FREQUENCY OF FIRE EXIT DRILLS

One fire drill shall be conducted during the first week of the school year until proficiency is attained. There shall be a minimum of two (2) fire drills held during the first month of the school term. A minimum of one fire exit drill is to be held once each calendar month, August through May. Each school is required to conduct a minimum of ten (10) fire exit drills per school year. The principal or designee may conduct a fire exit drill at any time when deemed appropriate.

All fire exit drills shall be documented on the monthly Fire Inspection and Emergency Drill Report. This form shall immediately be forwarded to Safety and Security for documentation as directed by the Sumter County Fire Department.

SIGNAL FOR FIRE EXIT DRILL

The signal for a Fire Exit Drill is initiated by a system automatic, loud and continuous buzzing. An emergency back-up system is provided by the each principal as a substitute for the regular system.

The return or recall to the school building will be at the discretion of the principal or designees. The return or recall signal should not be sounded on the fire alarm system. If possible, do not use school bells for return or recall. Should the automatic bells activate during a fire, it may bring students back into a burning building. The principal and designees will beckon for staff and students to return.

The fire alarm system of each school shall be tested periodically when there are no students in the school. A different alarm box (pull station) shall be used for each test in order to assure that all boxes are in working order. Administrators should number the alarm boxes in the building and record the tests by box number. An actual drill in any week constitutes the test for that week.

The record of alarm box tests and the fire drills shall be kept in the principal's office for each alarm box and fire exit drill.

PROCEDURE FOR FIRE EXIT AND EMERGENCY DRILLS

Elements of a Good Fire Exit and Emergency Drill:

- a) All school personnel and visitors shall leave the building immediately or as soon as their assigned fire exit drill and emergency drive duties are completed.
- b) Speed should be subordinate to control and order. There shall be no talking, running, pushing or skipping.
- c) All pupils shall stop work immediately. Students eating in the lunchroom or engaged in other activities should stop immediately in order to exit by the fire escape routes.
- d) Pupils shall not stop to take books, wraps, food, or other personal belongings with them. (Exception: valuables immediately accessible, such as purse.).
- e) The first person to reach any door shall open it.
- f) The teacher shall take the Emergency Folder, roll books and attendance information and proceed with the group to the designated area.
- g) The last one to leave a room shall check to be sure that everyone has cleared and then close the door.
- h) Pupils shall proceed to assigned places on grounds or sidewalks away from the buildings.
- i) Pupils out of their rooms shall join the nearest lines in making exit; proceed to stopping place, then with permission of those in charge, join their own group, report to the teacher and take their place in line.
- j) In no case shall any group stop less than 500 feet from a building, 1000 feet if drill is for bomb threat evacuation purposes.
- k) Pupils shall not stop in front of gates or other entrances or driveways that may be used by the Fire Department or other emergency units.
- l) Documentation of the Fire Exit Drill will be completed.
- m) Update the monthly Fire Inspection and Emergency Drill Report Check List and maintain for documentation.

VARIATIONS IN FIRE EXIT DRILLS

- 1) The method of giving the alarm shall alternate between the automatic and emergency backup system.
- 2) The manner in which the drills are conducted shall be varied.
 - a) Drills shall be executed at different hours of the school day or evening without advanced notice. Drills shall be executed at different hours of the day or evening; during the changing of classes; when the school is at assembly; during the recess or physical education periods, etc., so as to avoid distinction between drills and actual fires. If a drills is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.
 - b) Blocked exit drills shall be conducted in which a customary exit or mode of egress is unavailable. The usual procedure is that the administrator or custodian places a sign reading "Exit Blocked" at the end or in front of an exit, which indicates to the pupils the non-availability of that particular exit or stairs.
3. In each classroom, Fire Drill Routes shall be posted conspicuously showing the exit routes.

TYPICAL FIRE CODE VIOLATIONS

Of the reports of violations of the fire codes in our schools, the following are the most frequent:

- 1) Flammable or combustible material stored in boiler rooms. There shall be no flammable or combustible material of any kind in a boiler room. Non-flammable and noncombustible material may be neatly stored in a clean boiler room, provided it does not obstruct access to boilers, valves, instruments, switches, and other controls.
- 2) Fire extinguishers needing service. These should be telephoned in to Maintenance for emergency attention.

- 3) Fire alarm out of order. Maintenance will handle this repair on an emergency basis if you will telephone them. Fire alarms must be operable at all times. It is a violation of state law to turn a fire alarm system off in a public school.
- 4) Fire exit lights out. Again, this is an emergency response item for Maintenance.
- 5) Chained exit doors in an occupied building. Never is this acceptable. Most violations of this type involve mobile classrooms and gymnasiums during basketball season. Chains must be completely removed from the door while the building is occupied.
- 6) Exits or aisles blocked.
- 7) Halls blocked by storage, furniture, lost and found, etc.
- 8) Flammable liquid storage. This is to clarify the issue and storage of flammable liquids in the Sumter County Schools. This includes flammable paints, waxes, cleaning fluids, duplicating fluid and mineral spirits, etc. To be in compliance with NFPA Code the following shall be strictly observed:
 - a) Ten (10) gallons of flammable liquid can be stored in their original, metal, one gallon, dosed containers at any POINT OF USE outside of a metal cabinet.
 - b) POINTS OF USE shall be distributed throughout the building.
 - c) Maximum total storage for any one building shall not exceed twenty-five (25) gallons.

It is conceivable that in a large school there could be several POINTS OF USE. Up to ten (10) gallons can be stored as above at each of these places provided there is only one POINT OF USE in any general area of a building. POINTS OF USE should not exist in adjacent rooms. Building maximum shall not be exceeded.

For instance, if you have a POINT OF USE in a teacher workroom, you can store up to ten (10) gallons there as above. Similarly,

custodian's supplies can be stored in another POINT OF USE if stored as above. Maximum storage shall not exceed twenty-five (25) gallons in any one building. Call warehouse staff members to pick up and store all flammable liquids that exceed above requirements.

- 9) Smoke doors chocked open.
- 10) Ceiling tiles missing.
- 11) Flammables or combustibles hanging from the ceiling.
- 12) Display of students' work exceeds twenty per cent (20%) of wall space.
- 13) Required documentation is not available for inspection.
- 14) Doors wedged open.

HOLIDAY SEASON TREES IN SCHOOL

Live holiday season trees may be permitted in classrooms in schools under the following conditions: (Live trees are less recommended due to the allergy tendencies of the students and staff.)

- 1) No lights.
- 2) Keep water in tree stand.
- 3) Keep away from heat sources.

Additionally, artificial trees that are labeled **fire resistant or fire retardant** may be decorated with lights that are labeled UL approved. **No extension cords are permitted.**

BOMB / BOMB THREAT

Definition:

A device present in the school or on the premises which may/may not have exploded.

Signals:

Code Brown will be announced with megaphones to indicate a bomb threat and that the building needs to be evacuated. Students should be moved at least 1000 feet away to the designated evacuation site as determined by the administrators (site and secondary site have been selected and is known by administrators/staff/law enforcement officials only). All students and staff should face away from the building.

STEPS OF ACTION:

Phone threat – obtain as many details as possible. Start call tracing:

- a) Hang up – listen for dial tone
- b) Press *69
- c) Call Sheriff at 229-924-4094
- d) Call Superintendent's office at 229-931-8513
- e) Ban use of intercom, walkie-talkies, cell phones, pagers, microwaves, etc.

Evacuate the building and mobile units using the fire drill plan.

Staff should look for unusual devices or disturbances while evacuating the building, but do not touch or move any items.

Report to school secretary if observed. Protect face and head from flying debris with arms, books, coats, etc. Keep face and head protected until flying debris ceases.

ROLES:

Principal or Administrator-in-Charge:

- Determine the need for evacuation. Prior to notifying staff of evacuation send “designated personnel” to “sanitize” evacuation area.
- Notify staff of evacuation.
- Gather information from staff on anything suspicious.
- Assess injuries.
- Assign qualified staff first aid assistance at evacuation site.
- Follow “Emergency Plan: Designated Assignments”.

- Make contact with Emergency Assistance personnel upon arrival.

Secretary:

- Have steps on call tracing posted at each office phone.
- Contact utility companies.
- Take emergency plan list to evacuation site.

Custodians:

- Report to principal.
- Secure building by helping to shutoff gas and electricity.

Phone Numbers:

- City of Americus (Gas/Water) - 229-924-4411
- Sumter EMC – 229-924-8041
- Georgia Power – 229-928-6100

BOMB THREAT

A bomb threat may be received at any time. Experience shows that most written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action must be taken in every case, to provide a high degree of safety for students, staff, visitors, and faculties.

YOU MUST DO SOMETHING! IT CANNOT BE IGNORED!

Care shall be taken to assure the staff that their well-being is considered in this operation and familiarize them with their part of the overt and covert search. Classified employees must be organized so that each one will know what is expected of him/her and how to report when his/her assignment is completed.

Caution should be taken to avoid an irresponsible attitude regarding these threats on the part of all employees. These calls interfere with and interrupt our instructional program; however, they cannot be ignored. Complacency may get someone hurt. Explicit following of this procedure will be a proper response and taking reasonable precaution. Due care and caution should always be used in handling these difficult situations.

PREPARATION

It is recommended that adults answer school telephones. Prepare those who answer the telephone to:

- 1) Expect the call.
- 2) Remain calm.
- 3) Begin filling out the Telephone Bomb Threat Report Form.

Post the Bomb Threat Call procedures close to the switchboard or all office phones.

PROCEDURE PLANNING

Instruct the faculty in the following procedure when a Bomb Threat is received:

Using megaphones announce the code for bomb threat, code brown, as devised by the “Crisis Lock Down and General Procedural Guide”.

This will alert the faculty to the fact that the facility has received a bomb threat. The faculty will be able to make immediate search of their areas much better than anyone else could. They can spot any object in their area that is odd or unusual without any delay to the evacuation. The P.E. instructor can survey the gym and nearby areas more efficiently than anyone else and still have everyone out of the building within the time prescribed for a fire drill. Custodians will make immediate search of mechanical room, janitor’s closets, rest rooms, and outside areas.

Administrators will be assigned to check the outside of the building and take note of any suspicious persons or vehicles on or near the campus. Kitchen personnel will examine lunchroom, kitchen and storage areas, all personnel should be instructed that, should they find any object of which they are suspicious, **IT SHOULD NOT BE TOUCHED OR MOVED**, but rather the information regarding the suspect device should be directed to the principal of the school. The principal will in turn notify the security or law enforcement officials on the scene. Should the services of the Bomb Squad be required, the Police or Sheriff’s Department will deal with the situation as they deem appropriate and in all cases will be responsible for suspect device.

OVERT SEARCH – An overt search should be conducted when there is reason to believe that the Bomb Threat is legitimate.

PROCEDURE EXECUTION

Immediate Steps

- a) Instruct those who receive a bomb threat to record the exact statement made by the caller of the school’s “Bomb Threat Report Form”.
- b) Instruct person receiving the bomb threat to notify local administration. The lead administrator immediately conducts a thorough “Credibility Assessment” of the situation by consulting with local public agencies (911, law enforcement, EMA, Fire, EMS) about the information received from the initial threat. Request that they do not use red lights and sirens when responding to the call.
- c) Contact Dr. Choates (229-603-2808) and/or Mr. Knighton (229-591-9292) at the Central Office (229-931-8500).
- d) Use megaphones to advise all staff not to use hand held radios, portable landline phones, or cellular phones and to turn off equipment capable of setting off the explosive device through the use of airwaves (microwave and pagers).
- e) Evacuate the building by initiating the fire drill procedure. Book bags and personal items should be left in the classroom during evacuation.
- f) Determine the type of search and by whom.
- g) Meet incoming emergency public safety personnel, supply them with pertinent information and accompany them in the building search at their request.

- h) Restrict the use of telephones to urgent business only.
- i) Prepare to handle visitors to the campus for early release situations.
- j) Activate all necessary assignments following the “Emergency Plan: Designated Assignments”. Designated staff members will update parents and inform parents of family reunification sites and emergency release procedures will be followed.

As soon as is practical and appropriate, the principal will call the security office of the telephone company and request that a security trap be placed on the telephone number on which you received your bomb threat call. Be sure and advise of all numbers.

A trap is usually requested after a series of bomb threat calls. Obviously, the trap on the telephone should be kept confidential. The telephone company will phone the facility with instructions as to how the “trap” operates. A master floor plan should be available as a check-off list to determine when a search is complete. However, the principal shall decide when the building may again be occupied.

TORNADO / THUNDERSTORM / SEVERE WEATHER ALERT

All schools will maintain a weather radio which will be left on at all times to ensure reception of weather bulletins. Thunderstorms are a frequent occurrence in Georgia. They are often accompanied by lightening, damaging winds in excess of 50 miles per hour and hail. A thunderstorm may be a prelude to a tornado. Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 300 miles per hour. Georgia frequently has tornadoes. Weather alerts may be issued as:

TORNADO WATCH – means that weather conditions are such that a tornado may develop. Start watching.

TORNADO WARNING – means that a tornado has been sighted or detected by radar and protective measures should be taken. TAKE COVER.

- 1) The notification of a weather watch or warning is received by a tone-encoded message from the nearest National Weather Service office through a weather-warning receiver, and by prearrangement with civil defense authorities.
- 2) During a tornado, students will seek shelter within the building or in a designated tornado shelter. Students in unsafe areas at the time of the drill will go to a pre-designated location as directed by the teacher which follows the designated areas established by maps. Students should not be permitted to leave school (field trips or other events) during a warning. If students are on a field trip at the time inclement weather occurs, trip supervisors should make the decision to return to school or to seek a sheltered area. A call should be made to the school.

SEVERE THUNDERSTORM WATCH – there is a possibility of a storm developing in the area.

SEVERE THUNDERSTORM WARNING – a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.

STEPS OF ACTION:

- 1) Upon forecast of severe, inclement weather, the office will turn on the weather radio to monitor the situation.
- 2) Schools will be alerted of a tornado watch / warning via the weather radio alert and TV.
- 3) If a warning is issued, the tornado alarm or predetermined signal will be used to signal the warning and a tornado drill will occur.
- 4) All students including special needs, faculty and staff will report to designated areas as indicated by maps.
- 5) Students should not be released or school buses be allowed to leave should a severe weather warning be issued.
- 6) All extracurricular activity will have a game manager to give directions on proper safety procedures in the event of severe, inclement weather.
- 7) The principal will announce over the intercom for the teachers to take their students back to their rooms when the drill or danger is over.

ROLES:

Principal or Administrator-in-Charge:

- Signal Code Blue.
- Signal drill on intercom, tornado alarm, or with predetermined signals.
- Maintain contact with the student body and staff.

Secretary:

- Man phones and monitor weather radios.

Custodians:

- Serve as weather spotter during watch and assure outside exits are closed.

PROCEDURES:

Staff:

- Listen for Tornado alarm or predetermined signal.

- Students should exit quickly into the hallway according to the posted “Tornado Drill Map”.
- Students should exit quickly into hallways and cover their heads. Sweep Team Coordinators will oversee hallway and insure procedures are followed. A lane down the middle of the hall should remain open.
- The all-clear signal (Code Green) will be given over the intercom once the tornado danger is alleviated.

Custodians:

- Assist with emergency needs (flashlights, locating all students, etc.).

THE PROTECTIVE POSITION



not available)

– (When walls are available)



(When walls are

Elements of Tornado/Thunderstorm/Severe Weather Preparation

- 1) All staff, faculty, administrators, and students should know the “symptoms” of severe thunderstorms and tornadoes. Some knowledge of tornado characteristics should be considered. Although tornadoes may occur at any hour, they most frequently seem to take place between 3:00 p.m. and 6:00 p.m. The length of their paths average 10 to 40 miles, but may reach 300 miles. Their width averages 300 to 400 yards, but has been recorded up to a mile or more. They travel forward from 25 to 40 miles per hour but rates have been reported up to an average 30 miles per hour to more than 70 miles per hour. Wind velocity within the center of the tornado funnel has never been measured.

Warning signs preceding tornadoes are: dark, thick storm clouds, heavy rain or hail and a tremendous roaring or rushing sound. This sound has been likened to “that made by several trains speeding through a tunnel or over a trestle”. Tornadoes usually move toward the northeast. Since the walls of a building struck by a tornado are first thrown outward by expanding air within the building and then blown away, the southwest corner of the halls is the safest spot in the building.

- 2) When people are warned of an emergency, they should get all information from the weather radio, radio or television. The telephone should be used only to report important events (such as fires, flash floods or tornado sighting) to local authorities. IT IS IMPERATIVE THAT TELEPHONE CIRCUITS BE KEPT OPEN TO ACCOMODATE EMERGENCY CALLS.
- 3) Each school has determined and designated the best tornado shelter areas in each building for all students, special needs students, and all school personnel:
 - a) In multi-story buildings
 - Use identified shelters.
 - Use basements.
 - Use first floor interior hallways.
 - Use rest rooms or other enclosed small areas away from large glass areas or large open rooms.

- b) In one-story buildings
- Use identified shelters.
 - Use basements.
 - Use interior hallways
 - Use rest rooms or other enclosed small areas away from large glass areas or large open rooms.
 - If hallways are not suitable, use the inside wall of a room, or rooms as far away as possible from glass windows on the opposite side of corridor from which the storm is approaching.
 - End rooms generally should not be used.
- c) In either type, one or multi-story buildings, rest rooms are usually suitable for small groups especially if the room is centrally located.
- d) Auditorium, gymnasium, cafeteria, or other large rooms are least suitable as shelters. Free-span roofs can be blown away from this type of room, and the walls may collapse.
- e) Rooms having large glass areas should not be used for shelter.
- f) Plot (diagram) the building and determine which areas to use as shelters and the quickest way to get there:
- (1) Check space available and number of persons, which will use the area, i.e., match people with space. (Tornado drills will help decide how many rows of students you can place in protective areas.)
 - (2) Post the Tornado Drill Plan in principal's office – Post in each room the location of tornado drill to be used by persons in that room and the route to get there.
- g) If possible, avoid using hallways open on both ends that may afford “tunnel effect” if doors collapse.

RESPONSE

- 1) When notified of a Tornado Watch by the warning receiver, or weather conditions indicate the possibility of a tornado, the local radio station should be turned on and monitored for updated weather information:
 - a) Continue normal activities.
 - b) Tornado Spotters should have a clear view of the south and west (the direction from which tornadoes usually come) or the direction of approach of threatening weather.
 - c) Take Tornado Watch building security measures.
 - d) Move students from all temporary or mobile classrooms at local discretion.

- 2) When a Tornado Warning is received, take emergency procedures at once:
 - a) If there is sufficient time, “take cover” exercise should be performed.
 - Evacuate room quickly, quietly and orderly, if part of plan.
 - Check restrooms or nearby vacant rooms for students, staff, or visitors.
 - Take personal belongings only if they are at desk and will provide extra protection (large books, notebooks, or coats may be held over head and shoulders)
 - Teacher should take roll book, emergency folder, and take attendance once in the shelter and report missing students.
 - Take position for greatest safety by crouching on knees, head down with hands locked at back of neck which is the “drop” position.

 - b) If there is insufficient time to take shelter, perform “drop” exercise.
 - Whatever is going to be done must be done immediately.
 - Go to inside wall of the room away from windows.
 - Squat on floor next to wall or get under desks or other furniture, by squatting or lying prone on the floor, face down, in the “drop” position.

- If a book can be picked up easily, hold it over head.
- c) If outside the school building during a tornado, the pupils shall:
- Crouch or lie down behind any available protection (bench, ditch, or gutter).
 - If in open, drop to the ground, curl up with back to the blast of light or tornado winds.

3) In route to or from School Procedure:

WATCH – Proceed to school. Start “watching”.

TAKE COVER (Warning) – Go to the nearest available shelter, remain in the shelter until instructed to leave.

EMERGENCY (Drop) – Seek any type of protection, e.g., curb, bench, ditch, or gutter, that is within a step or two. Crouch or lie down in a “drop” position with eyes protected and back toward the blast or wind. Remain in this protective position for a brief time and then get under cover. When informed by recognized authority of what to do, proceed to carry out the instructions.

TORNADO – Get clear of all damaged buildings and remain alert to hazards and dangers.

4) School Buses – (Responsibility of Driver)

Generally school buses should continue during Tornado Watches but not during “Warnings”.

WATCH Signal Sounding – If the drivers are taking the pupils from school, they shall proceed as usual in discharging the pupils at their regular stops.

TAKE COVER (Warning) Signal Sounding, the driver shall:

- a) Drive away from tornado’s path at right angles if possible.
- b) Evacuate bus and take shelter in a pre-designated building or other substantial building along the route.

- c) Evacuate bus, escort students to ditch or hollow and have them lie face down, hands over head. Keep students far enough from bus so it cannot be turned over on them.

TESTING AND EVALUATION OF TORNADO RESPONSE PROCEDURE

- 1) Frequency of Drills: The Tornado Drills are essentially the same as the Emergency Drills and shall be held three (2) times each school year as follows:
 - a) During the first month of each school year at local direction.
 - b) During Statewide Tornado Preparedness Week, in concert with all of Sumter County Schools.
 - c) At an unannounced time as directed by the Superintendent.
- 2) Drill Evaluations should be made by faculty, students, staff, and administration.

WHAT TO DO AFTER A TORNADO

When in the opinion of the school principal the tornado is over and the building has suffered damage, an orderly fire drill shall be conducted to evacuate the building. Pupils shall move to a position well away from the building and remain there until given further instructions. Dr. Choates and/or Mr. Knighton shall be notified immediately that the facility has sustained damage and a temporary status report will be issued at that time regarding student injuries.

Following the vacating of a building, pupils shall not be permitted to re-enter if there is any doubt concerning the safety of the building. In this event, it is recommended that the principal call the Sumter County Maintenance Department and ask for an inspection by a structural engineer before ordering a return to the building.

If the emergency warrants, and with the permission of the Superintendent, pupils may be dismissed to their homes following a disaster,

or they may be held on the school premises until normal dismissal time. All students shall be accounted for during dismissal. Care should be exercised for accounting for students picked up by parents. Know especially if one parent picks up more than just his/her own child.

Individual school disasters will be announced on radio and television. Refer to the School’s Emergency Plan: Designated Assignment

HURRICANE

Hurricanes can be dangerous killers. A hurricane watch is issued when there is a threat of hurricane conditions within 24-36 hours. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater, or dangerously high water) are expected in 24 hours or less.

Hurricane Conditions

- **Storm is less than 1,000 miles away**
- **WATCH – 24-36 hours from threat.**
- **WARNING – storm is less than 24 hours from threat.**
- **Post-hurricane – Immediately after storm ends.**

HURRICANE INTENSITY SCALE		
Category	Wind (MPH)	Damage
1	74 to 95	Minimal
2	96 to 100	Moderate
3	111 to 130	Extensive
4	131to 155	Extreme
5	156 and beyond	Catastrophic

If hurricane conditions exist, the Sumter County Sheriff’s Department will contact the Central Office. The Superintendent will notify the schools.

- Office personnel will be directed to monitor NOAA Weather Radio, local radio, or TV stations for evacuation instructions.
- If building is advised not to evacuate, the building occupants will stay indoors and away from windows.
- Advise school personnel to be on alert for tornadoes and if conditions warrant follow the severe weather procedures.
- Written instructions will be maintained for turning off gas and water if maintenance director is advised by authorities to do so. If gas and water is to be turned back on the maintenance director will contact proper personnel.
- Follow procedure developed by local emergency management personnel to reduce facility damage.

The superintendent will notify the schools for possible early release of students or closure. The sheriff will notify media of school's early release or closing. The principal, will activate the emergency phone tree for school staff in case of school closure. The sheriff will notify the superintendent and the media when school will be allowed to reopen.

EARTHQUAKE

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. There will not be time to think through what to do. Therefore, of all preparedness drills the earthquake drill is the most important

ROLES:

Principal or Administrator–in-Charge:

- Signal Earthquake.
- Signal drill on intercom.
- Determine when to evacuate and announce to staff, if possible.
- Assess injuries.
- Assign qualified staff first aid assistance at evacuation site.
- Follow “Emergency Plan: Designated Assignments”.
- Make contact with Emergency Assistance personnel upon arrival.

Secretary:

- Call 911 and Superintendent 229-931-8513.
- Take emergency plan list to evacuation site.

Custodians:

- Report to principal.
- Secure building by helping shutoff gas and electricity.

WHAT TO EXPECT DURING AN EARTHQUAKE

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants and light fixtures or hear objects wobbling on shelves. Or, you may be jarred first by a violent jolt (similar to sonic boom). Or, you may hear a low (and perhaps very loud) rumbling noise. A second or two later, you'll really feel the shaking; and by this time, you'll find it very difficult to move from one place to another.

It is important to take "quake-safe" action at the first indications of ground shaking. Don't wait until you are certain an earthquake is occurring. As the ground shaking grows stronger, danger increases. The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress-especially if you're not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls. The noise will be frightening, but a little less so if it is anticipated.

PROCEDURES:

During a major or moderate earthquake students and personnel should be prepared for alarm and sprinkler systems to activate. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects such as hanging plants, wall hangings, falling furniture, and overcrowded shelves when taking cover. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

IF INDOORS:

Stay Inside; move away from windows, shelves, or furniture that might fall.
Take cover under a table or desk, or in a strong doorway (doorways have

traditionally been regarded as safe locations, but it's important to anticipate that doors may break apart).



During an earthquake at the first sign of ground shaking students will react immediately and appropriately.

- **Duck, Cover, and Hold**
- **Turn away from Windows**
- **Stay under shelter until shaking stops (at least 60 seconds)**
- **Listen for instructions**

During the earthquake, teachers will:

- **Take cover.**
- **Talk calmly to students.**
- **Review procedure for evacuating the building.**

In halls or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands behind neck. **In the library**, immediately move away from windows and bookshelves, and take appropriate cover. **In the kitchen**, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

If OUTDOORS:

Move to an open space, away from buildings, overhead power lines, and gas lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.

On the school bus, stop the bus away from power lines, bridges, overpasses, and buildings. Students should remain in their seats and hold on.

Indoors or outdoors, when and earthquake occurs:

TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING.

Once the shaking stops, students and staff will remain in place (if indoors, remain indoors; if outdoors, remain outdoors) until advised otherwise by the principal or administrator-in-charge.

EVACUATION:

Building evacuation following an earthquake is **IMPERATIVE** due to the possibility of secondary hazards, such as explosions and fires. **Listen for directions to evacuate after earthquake.**

Through fire drills, students have demonstrated their ability to exit the school building in a quick and orderly manner. Building evacuation following an earthquake should also be quick and orderly. It is, however, difficult to estimate how long it will take or how hard it will be for students to maneuver through the debris that might have fallen in their path to safety.

Because surprises lead to confusion and anxiety, students and staff should know what to expect and how to navigate safely and be ready to use alternate routes to safety.

An aftershock may occur while students are evacuating through a crowded hallway. Be prepared to “duck-and-cover” along evacuation routes. Once outside the building go directly to the fire drill evacuation site.

After an earthquake has occurred the head custodian will make sure that all gas valves are shut off and for safety reasons instructions will be given to

all staff not to light candles and matches. The maintenance director will be notified to consult with public safety concerning the building's structural integrity and scale of building damage before resuming school activities.

BUS ACCIDENT

STEPS OF ACTION:

- 1) Bus drivers and occupants will adhere to all bus safety rules that have been mandated by the Sumter County School System and Georgia Department of Transportation, which will include that all student wear identification during field trips and some form of communication is provided for chaperones.
- 2) In an event of a bus accident, the Director of Transportation will notify our school's principal as well as the Superintendent's office. The principal or designee reports to the accident scene and compiles a list of the injured students and the students that are not injured. He then contacts parents and reports the status of their child (i.e. transported to the hospital, etc.). School phones will be manned until the crisis is over.
- 3) Remain in contact with the Superintendent's office.
- 4) Refrain from discussing the accident with anyone on the scene except law enforcement officers and appropriate school district personnel.
- 5) Follow Emergency Plan's: Designated Assignments as outlined.
- 6) Prepare Parent/Media Response.

ROLES:

Principal or Administrator-in-Charge:

- Goes to accident scene, makes list of injured and uninjured: notifies parents, sees that school telephones are manned.
- The principal should obtain the following information:
 - a) Bus number.
 - b) Location of accident.

- c) Number of injured students or adults.
- d) Time of accident.
- e) Whether police/fire/ambulance is on scene.
- f) Location of where injured parties have been taken.
- g) Whether additional buses are needed to transport non-injured students.
- h) Inform teachers of involved or injured students.
- i) Assign a designee to go to the hospital.
- j) Prepare to receive media/parent (use advisement of superintendent) and law enforcement officials.

Superintendent:

- Sends selected central office staff and bus roster to hospital.

PHONE NUMBERS:

Superintendent: 229-931-8500, ext. 8513 or 229-603-2808

Emergency: 911

Hospital: 229-924-6011

Ambulance: 911

OFF CAMPUS EMERGENCY

Definition: Emergencies that take place off school grounds while students are on a school-sponsored activity (sports activity, field trip, etc.).

PREPARATION:

- Off-Campus /Field Trip Form completed and approved.
- Written Parental Permission is required for each student.
- Acquire one adult chaperone (21 years or older) per every ten (10) students.
- Inform cafeteria manager of the date off-campus activity and number of students and adults participating (including bus driver).
- Remind office on date of activity.
- Obtain three (3) class rosters from Data Operator with students' names, addresses, and contact numbers.
- Distribute class rosters to front office and bus driver on the day of activity.
- Carry class rosters and emergency procedures guide.

- Obtain any emergency student medical information from school nurse.

PROCEDURES:

Upon the occurrence of an off-campus emergency, the following steps should be taken:

- Follow Bus Evacuation Plan/Accident Plan.
- Contact school and Central Office.
- Assist in identifying and providing care for students who require first aid.
- Contact the area emergency assistance by calling 911.
- Assist driver with completing seating area (at time of accident) of all transported.
- Enlist driver's assistance in keeping uninjured students, quiet, calm and supervised.
- Have teachers remain with injured students until assistance arrives.
- Request that chaperones supervise uninjured students to keep students quiet and calm.
- Report back regularly to School Administrator.
- Request School Emergency Response Team to be activated if needed .

ROLES:

Administrator or Teacher-in-Charge:

- Contact school of changes in itinerary, schedule, or potential delay for return time through bus radio or cellular phone.
- Contact School/Central Office.
- Contact 911.
- Assist Bus Driver with seating areas and locating all students.
- Compile list of injured students and seriousness of injuries.
- Advise medical personnel of any student emergency information.

Teacher:

- Assist in identifying seating area of your students

- Locate and report condition and injuries of your students to Administrator or Teacher-in-Charge
- Assist in providing care for your students that require first aid
- Remain with injured students until emergency medical personnel arrive

Bus Driver:

- Contact Bus Shop with radio
- Help Administrator or Teacher-in-Charge locate and provide care for students requiring first aid
- Assist in keeping uninjured students quiet, calm, and supervised if not needed with injured students
- Insure all transportation policies are followed as required by local policies and state laws.

Parent Volunteer/Chaperone:

- Assist Bus Driver/Teachers in keeping uninjured students quiet, calm and supervised
- Remain with students

PHONE NUMBERS:

Superintendent: 229-931-8513 or 229-603-2808

Hospital: 229-924-6011

Emergency: 911

STUDENT ABDUCTION / RUNAWAY / MISSING

Runaway or Missing:

Student runs away or is discovered missing from school during school hours.

Abduction / Kidnapping:

Student is abducted by a stranger or family member on the school premises.

STEPS OF ACTION:

- 1) Notify administration – quick response is imperative.
- 2) Code Red Folder Lockdown, if any threat is indicated that a kidnapping is about to occur or has taken place and any additional threat or danger is perceived.
- 3) Call 911. Provide the operator with a description of the abductor and abductor's vehicle and license plate number, if known. As best determine vehicle's direction of travel; follow at a safe distance using radio to inform police of location.
- 4) Have description of student ready to give to law enforcement officials.
- 5) Contact Superintendent's office.
- 6) Contact custodial parent/guardian.
- 7) Notify classroom teacher of occurrence. Ascertain witnesses.
- 8) Notify appropriate school if missing student has a sibling enrolled. Advise administrators to observe the sibling.
- 9) Provide support services arranging for counselors as other children may have witnessed the abductor or may have been affected.

ROLES:

Principal or Administrator-in-Charge:

- Respond quickly with information to police (location, descriptions, etc.). Responding quickly is an important element in apprehending the abductor.
- Contact Superintendent's office.
- Give directions to other staff members.

Secretary:

- Notify police, emergency services, and custodial parents.

Teachers:

- If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act.
- If unsuccessful in persuading the adult not to carry out the abduction, do not place yourself or other children in harms way.
- Immediately notify the office and provide as many details as possible.
- Maintain control of students.

PROCEDURES FOR MISSING STUDENT OR RUNAWAY

STEPS OF ACTION:

- 1) Notify administration.
- 2) Call 911.
- 3) Contact Superintendent's office.
- 4) Contact custodial parent.
- 5) Follow if possible. Do not leave other children unattended.
- 6) Notify classroom teacher of student's absence.
- 7) If possible, have description of student ready to give to law enforcement officials.

ROLES:

Principal or Administrator-in-Charge:

- Conduct an immediate search of school and school grounds. The extent of the search will depend upon the age, emotional stability, and past history of the student.
- Call 911 Center and custodial parents of missing student.
- Check student's desk for any indication of why incident occurred.
- Interview student's friends for information.

Teacher:

- Immediately notify the office when advised that a student is

missing.

- Assist administrator with questioning of friends and fellow classmates as to why the student is missing.
- Maintain control of remaining students.

PHONE NUMBERS:

Police Department - 229-924-3677

Sumter County Sheriff's Department - 229-924-4094

Superintendent: 229-931-8513 or 229-603-2808

STUDENT WITH A WEAPON

STEPS OF ACTION:

If the student is displaying a weapon in a menacing manner, treat the incident as a *Hostage/Armed Intruder* event. In all other situations:

- a) Notify Administrator-in-Charge.
- b) Assess information.
- c) Keep calm until assistance arrives.

ROLES:

Principal or Administrator-in-Charge:

- Call police for assistance and instruct school staff not to approach the person who is believed to have possession of a weapon without a law enforcement officer. Only trained law enforcement should confront the armed individual and attempt to disarm a student suspected of having a weapon. It is not recommended to call 911 because of the response of media and parents.
- Attempt to isolate the student. If this cannot be accomplished under existing conditions, i.e., student is in a place surrounded by other students, keep student under surveillance until he or she can be safely isolated.
- Once student has been isolated, disarm the student.
- Alert Superintendent's office of situation and school officials should comply with state reporting requirements under O.C.G.A. § 16-11-127.1 regarding the prohibition of weapons on school campus.
- Turn all weapons over to the police.

Teacher / Staff:

- Upon being made aware of the presence of a gun in school, notify Administrator-in-Charge.
- Under no conditions should a teacher or staff member attempt to confront or to disarm the student.
- As long as the gun is not being displayed and no one is being threatened, time is on your side.
- If this event is occurring in a classroom call office on phone or send a message to teacher next door.
- Meet the responding administrator at the door and advise him or her who the student is, where seated, and current behavior of the student.

PHONE NUMBERS:

Police Department - 229-924-3677

Sumter County Sheriff's Department - 229-924-4094

HOSTAGE SITUATIONS

If a hostage situation develops, Lockdown Protocol should be followed. Call 911. Law Enforcement officials will be in command of the hostage situation. As soon as feasible, the other students should be relocated.

In the event of an intruder, armed or otherwise, Lockdown Protocol should be followed. Call 911.

STEPS OF ACTION:

- Immediately notify the office of intruder(s) or other suspicious individuals.
- Assess the situation and remain calm.
- Obtain accurate information:
 - a) Where in the building is the event occurring?
 - b) How many are involved (both perpetrators and hostages)?
 - c) What demands, if any, have been made?
 - d) Render appropriate assistance.
- Staff member is required to notify the school office, if possible. If not, notify media center or counselor's office.
- Secretary notifies Administrator-in-Charge of situation.

- If situation warrants, secretary will call 911 or School Resource Office (if available) to provide all available correct and complete information concerning the perpetrator's physical appearance and clothing, method of travel, and direction of travel.
- Declare a **Code Red Folder** signal.

ROLES:

Principal or Administrator-in-Charge:

- If situation warrants, call 911.
- If appropriate, declare a **Code Red Folder**.
- Isolate the area.
- Direct that all appropriate notifications be made (Superintendent, etc.).
- Await the arrival of the police, and provide needed assistance, school map and master keys to facility.
- If the decision is made to evacuate the unaffected portion of the school, accountability for all evacuated students and staff becomes a critical issue. Administrator will utilize the family reunification plan and inform police of location of family reunification site. A law enforcement officer will be available at the reunification site to inform parents.
- Remember that the job of resolving the incident belongs to the police who will set up the primary and secondary perimeters and safe media areas. The administrator's job is to facilitate their efforts and notify law enforcement officers of the arrival of parents whose children may be hostages or whose children may be perpetrators of the incidents.

Teacher:

- If directly involved, follow the instructions of the intruder.
- Attempt to summon help if it can be accomplished without placing yourself or others in further danger.
- Await the arrival of the police.
- Remember, time is on your side. Don't threaten or attempt to intimidate or disarm the intruder.
- If students are involved as victims, attempt to keep them clam and minimize their involvement with the intruder. Have students sit quietly at or under their desks.

- If not directly involved, follow instructions quickly and without comment.
- When notified of the **Code Red Folder**, follow established procedures.
- Be able to account for all students under your supervision.

PHONE NUMBERS:

Superintendent: 229-931-8513 or 229-603-2808

Police Department: 229-924-3677

Sumter County Sheriff's Department: 229-924-4094

WHAT TO DO IF YOU ARE TAKEN HOSTAGE

A hostage situation may occur at any time or any place. Unfortunately, schools are not immune to these situations. Increasingly, we hear of incidents involving disgruntled employees, domestic disputes, emotionally disturbed individuals, and criminals taking hostages in schools.

Often, safety awareness can prevent a hostage situation from occurring. You owe it to yourself, your colleagues, and your employer to maintain awareness of persons, things, or incidents which are unusual and possibly pose a hazard to the safe operation of a facility.

The following suggestions are made in the event you are taken hostage. No two hostage situations are alike. Therefore, there are no "guarantees", no "never", no "always" in bringing a hostage situation to a successful conclusion (no one killed or injured). Through the years, these suggestions have proven to be effective in staying alive and keeping others alive during a hostage situation.

1. Don't be a hero. Accept your situation, and be prepared to wait.
2. The first 15-45 minutes are the most dangerous. Follow instructions.
3. Don't speak unless spoken to and then only when necessary.
4. Reassure the students, attempt to keep them busy.
5. Try to rest.
6. Maintain your expected level of professionalism.
7. Be human.
8. Don't make suggestions to the hostage taker.

9. Make eye contact when you are spoken to.
10. Don't try to escape unless you are absolutely sure that you will be successful. Can you be sure?
11. If you or your students need special medical attention/medication, inform your captors.
12. Be observant. You may be released and can help the police with valuable information.
13. Be prepared to answer the police on the phone. (Yes/No answers).
14. Don't be argumentative.
15. Treat the captor like royalty.
16. Be patient. Remember that a peaceful resolution may take time. (Hours)
17. If you believe a rescue attempt is being made, get flat on the floor. If police come in, make no sudden moves.

Teachers must remain professional and continue to control their students even under extreme conditions. Student will model the teacher and will look to the teacher for guidance. Students who seem to be under control may be directed to assist other students. Teachers must use their judgement with reference to talking to the hostage taker. Remember to be calm and reassuring to both students and the hostage taker.

INTRUDER / TRESPASSER

STEPS OF ACTION:

- Treat all trespassers as visitors who have failed to register in the office.
- Ask the person to sign in at the office. If the person does not comply, call the police.
- Remember, the majority of "visitors" are parents who don't like to play by the rules. Normally, these folks are not dangerous, just annoying.

ROLES:

Principal or Administrator-in-Charge:

- If you know where the trespasser is, seek him/her out and ask the person to sign in at the office.
- If that fails, get a good description of clothing, size, weight, age, etc., and call the police.
- If the location of the trespasser is not known, announce over the public

address system that “We have an unregistered guest in the building. Please check the area outside your classroom, and direct the individual to report to the office.”

- If this fails to identify the location of the trespasser, consideration should be given to calling a **Code Red Folder**.
- If the trespasser is outside the building, but on school grounds, have staff secure external doors, and call police.

Teacher / Staff:

- Do not get into an argument or attempt to challenge the trespasser.
- If appropriate, try second step above.
- If a **Code Red Folder** is declared, follow established procedures.

PHONE NUMBERS:

Superintendent: 229-603-2808

Police Department - 229-924-3677

Sumter County Sheriff’s Department - 229-924-4094

DISRUPTIVE STUDENT OR THREATENING STUDENT

This type of crisis includes a student who loses control, which poses a threat of harm or danger to others. This student may also verbally threaten violence towards the school, school employees, or students.

STEPS OF ACTION:

- At the beginning of each school year, every teacher is to develop a “*Clear the Room*” procedure. This procedure includes step-by-step instructions of what to do should a student begins to throw things or attacks other students or staff.
- “*Clear the Room*” procedures should state to which teacher the students should report.
- The receiving teacher will notify the office immediately.
- The teacher should try to stay with the disruptive student until assistance arrives unless the teacher believes the student is life-threatening.
- Students will not return to their classroom until notified by the sending teacher.
- Report incident to the central office.

- Notify parents. Meet with parent and student.
- Provide written documentation of disruption and/or threat.
- Provide written report to DFCS by counselor.
- Appropriate discipline measures will be taken.

Principal or Administrator-in-Charge:

- Respond to the classroom as soon as possible.
- Assist the teacher with the student. Bring student to the office.
- Involve other staff as necessary.
- Call **911** if situation does not abate.
- Review each “*Clear the Room*” plan and require that the plan be practiced so that students will know what to do.
- Inform Superintendent of events.
- Implement discipline measures.

Teacher / Staff:

- Develop the “*Clear the Room*” plan and practice with students.
- Develop an alternative plan for when receiving teacher is not in the room.
- Instruct students as to their roles if plan is implemented.
- Stay with the out-of-control student unless the student is life-threatening.
- Immediately have neighboring teacher inform administrator.
- Provide written documentation of the disruption and/or threat.
- Meet with the administrator, parent, and student if necessary.

Counselor:

- Provide written report to DFCS (Department of Family and Children Services).

HAZARDOUS MATERIALS INCIDENT
(Toxic Chemicals, Spills, Radiological dangers)

Schools may be at risk from the effects of hazardous or toxic material accidents in the community. Such accidents may result in the need to take immediate action. The local Emergency Management Agency/Fire Department will be contact for assistance. The action to be taken will depend on the proximity of the accident to the school, the wind velocity, and the

weather. The local Emergency Management Agency/Fire Department may order the evacuation of a school or work site depending on incident and location.

STEPS OF ACTION:

- Evacuate students to a safe location at right angles to and upwind from the accident. If an evacuation or cancellation of school is made the family reunification protocol will be activated and if students are contaminated the emergency management team will follow proper procedures for decontamination.
- If the situation causes injury, illness or death refer to Serious Accident /Injury/ Illness/ Death Steps of Action.
- Seal the building (windows/doors), shut off air handling equipment if it ingests outside air, and remain inside the building until the emergency has been resolved.
- Emergency response personnel will instruct the principal/designee to take the action deemed most appropriate for the situation such as hazardous materials, mass contamination, or weapons of mass destruction.
- In case of imminent danger and emergency response personnel have not yet arrived, the principal or his/her designee must decide the most appropriate action.
- Follow-up action will be determined by emergency response personnel in coordination with school officials and may include, but is not limited to the following:
 - a) Dispatching emergency response personnel to facilitate evacuation.
 - b) Determining a relocation point in the event of evacuation.
 - c) Notifying Transportation for dispatching buses to move students to the relocation point.
 - d) Releasing information to the press/public.

ROLES:

Principal or Administrator-in-Charge

- Use Sweep Team Coordinators to inform staff of happenings.
- Act as liaison between Emergency personnel and school
- Be prepared to evacuate to designated “Evacuation Site”.
- Keep Superintendent’s Office informed.

Secretary:

- Coordinate communication. Call 911 for advisement and assistance, if necessary.

Teacher:

- Maintain normal routine unless otherwise instructed, then follow emergency procedures.
- Keep all windows, end hallway shut.]
- Shut off vents, air conditioners, etc. in room.

Custodians:

- Assist in traffic control and any other assignments by the administrator.

PHONE NUMBERS:

Emergency: 911

Superintendent's Office: 229-931-8513

Hazardous Materials (Toxic Chemicals, Spills): 1-800-424-8802

AIRCRAFT DISASTER (on or near campus)

STEPS OF ACTION:

- Call 911
- Utilize "Emergency Exit Plan"
- Call Superintendent
- Activate the school's Emergency Management Team (EMT) and the school's "Safety and Emergency Preparedness Plan".
- Assemble students and staff in an area as far from the crash scene.
- Prepare to support victim's families (if applicable).
- Prepare to handle incoming phone calls and visitors to the campus.
- Prepare statement for the media.

ROLES:

Principal of Administrator-in-Charge:

- Have 911 response call made
- Use “Sweep Team” to put into action “Emergency Exit Plan”.
Direction for each wing exits are determined and communicated to “Sweep Team” coordinators.
- Call Superintendent
- Determine “Command Center”
- Activate school “Emergency Management Team (EMT)”
- Designate assignments as outlined in the school’s “Safety and Emergency Preparedness Plan”
- Prepare to support victim’s families (if applicable) using available counselors
- Prepare to meet media (prepared statement with Superintendent’s advisement).

Teacher:

- Follow your wing’s “Sweep Team” coordinator’s directions and advisement.
- Seek first aid for injured students.
- Assemble students and staff as directed by the principal or administrator-in-charge.
- Account for students.

Secretary:

- Make emergency (911) phone calls as directed by principal or administrator-in-charge.
- Handle incoming phone calls and visitors to campus.
- Follow emergency plan’s procedures for crisis check out by parents .

Custodial:

- Follow designated assignments as outlined in school’s “Safety and Emergency Preparedness Plan”.
- Assist principal or administrator-in-charge as needed.

PHONE NUMBERS:

- Emergency: 911

UTILITY EMERGENCY

Utility emergencies include electrical power failure, gas line break, water main or sewer break and/or electrical power break. The school building will be evacuated as needed following fire drill procedures with a verbal announcement on the intercom system or other forms of communication. In the event of electrical failure and evacuation, verbal notification will be given using the “Sweep Team Coordinators” for each hallway (whistles or megaphones used). A visual check of all school areas will be conducted by the principal and other designated staff.

STEPS OF ACTION:

The principal or designee will contact Facility Director who will contact Local Emergency Management Agencies for further assistance and guidance on electrical power failure, gas line break, water main or sewer break and/or electrical power break . The Family Reunification Protocol will be utilized if necessary. The Food Service Director will be contacted to make a determination on the needs of refrigerated food items.

Electrical Power Failure:

During school hours call

- Sumter EMC 229-924-8041
- Georgia Power 229-928-6100
- Superintendent Office: 229-931-8513 Mobile: 229-603-2808
- Billy Thompkins (maintenance director) 229-931-8508, or 229-591-9278

If after hours' call

- Principal at home
- Assistant Principal at home
- Superintendent 229-603-2808
- Billy Thompkins (maintenance director) 229-591- 9278

Gas Line Break:

During or after hours

- Call emergency services 911
- Call Billy Thompkins (maintenance director) 229-931-8508, or 229-591- 9278

- Clear area immediately: Evacuate building if necessary. The fire alarm system will not be used due to possible dangers such as fire ignition and students will be moved to designated evacuation site.
- Call City of Americus 229-924-4411
- Call Superintendent's office 229-931-8513
- Call Principal or custodial staff via intercom

If after hours call

- Principal at home *or* Assistant Principal

Water Main / Sewer Break:

During school hours

- Call Billy Thompkins (maintenance director) 229-931-8508, or 229-591-9278
- Call custodian on intercom
- Call City of Americus 229-924-4411
- Call Superintendent's Office 229-931-8513

If after hours

- Call Principal at home *or* Assistant Principal

ROLES:

Principal or Administrator-in-Charge

- Communicate appropriate procedures to staff and students.
- Keep Superintendent informed.
- Billy Thompkins (maintenance director) contacted and advises
- Stay in contact with appropriate officials (gas, water, power services, Billy Thompkins, Emergency personnel, Superintendent).

Secretary

- Make necessary phone contacts

Teachers

- Evacuate following fire drill procedure
- Have Emergency Folder, roll book, attendance information, and schedule.

Custodians

- Assist principal

PHONE NUMBERS:

- Billy Thompkins (maintenance director) 229-931-8508, or 229-591-9278.
- Supt. Office 229-931-8513.

FLOODING, SEVERE ICING, SNOW OR SIMILAR EMERGENCIES

The following procedures have been established for administrators to follow at the time of prolonged rains or floods, severe icing or snow and similar emergencies. These procedures will make it possible to ascertain the conditions at the various schools in ample time to notify parents and bus drivers of the closing of schools where conditions warrant.

SCHOOLS NOT IN SESSION

Certain key administrative personnel have been assigned the responsibility of determining the prevailing conditions and of notifying the public in ample time via radio and television broadcasts. Individual school administrators will be contacted and informed of decisions regarding school closing or of delayed opening. Each school will then utilize its “telephone tree” to further communicate this information to all of the staff.

SCHOOLS IN SESSION

When prolonged rains with threatening floods, severe icing or snow or similar emergencies occur after the school day begins and conditions at an individual school or the system as a whole appear to be serious enough to close the school:

- 1) The principal(s) shall notify the Superintendent of the local condition and determine the action to be taken.
- 2) The Superintendent will make the decision and begin the notification chain.

- 3) The Director of Transportation will be advised and will arrange for the buses to return at pre-designated times. She/he will notify each school concerning adjustments in bus numbers, etc. She/he will direct all drivers to adhere state and local policy concerning inclement weather.
- 4) School principals should contact any classes away on field trips and instruct them to return to school.
- 5) Whenever possible, lunch periods will not be interrupted.
- 6) School staff members will supervise all students who usually walk or ride in private vehicles and will attempt to contact parents to arrange for other transportation.
- 7) Under no condition will students be left unsupervised at school.
- 8) Principals are to dismiss any student whose parent arrives to pick up the student.
- 9) In case of a flood, principal will direct staff to:
 - Turn off utilities at main switches, unplug appliances, and do not touch electrical equipment.
 - Not stack sandbags against the outside facility walls.
 - Avoid down power lines
 - Insure no one drinks tap water due to contamination.
- 10) Maintenance/Safety Director and Transportation Director will use maps from the Georgia Department of Natural Resources to identify safe areas and alternate transportation routes to avoid flood-prone areas.

Alternative to Closing

In most cases when emergency conditions warrant students from one effected school may be transported to another school as may be directed by the Superintendent or his/her designee.

SERIOUS ACCIDENT / INJURY / ILLNESS

This type of crisis involves an emergency where one may be sick or injured. Immediate concern is to aid the sick or injured.

STEPS OF ACTION:

- Contact the Principal or Administrator-in-Charge and stay with the sick/injured student.
- School personnel will not use the names of the victims over any public communication device. Personal information will be limited to essential personnel.
- Notify family members who attend or work in other school facilities in the system.
- Implement the Family Reunification Protocol and Evacuation Protocol.
- Do not move anyone injured in a fall.
- Disperse and control the crowd if necessary.
- Utilize first aid obtaining immediate assistance from the school nurse or if the nurse is unavailable get help from the P.E. instructor.
- Contact parent or authorized person and emergency services if needed.
- Inform Superintendent, if needed.
- Inform staff / students, if needed.

ROLES:

Principal

- Supervise care of person(s).
- Communicate with parent or an authorized person.
- Assign someone to meet incoming medical assistance to act as a guide to a particular location.

School Nurse

- Utilizes trained first aid.
- Determines whether the ill or injured person needs to be transported to Sumter Regional Emergency Medical facility.

Secretary

- Aid in communication with emergency services.
- Contact Superintendent's office if necessary.

- Call 911, if needed.

Custodians

- Assist teachers and others with first-aid unless there is a building mechanical problem then attend to it first.

Teachers

- Stay with students; assess first-aid needs; take roll and contact appropriate office personnel.

Staff

- Help with communication to parents. Assist with first aid.

PHONE NUMBERS:

- Emergency: 911
- Superintendent: 229-931-8513 or 229-603-2808

ROUTINE (non-serious) STUDENT ILLNESS / INJURY

When a student complains of an illness, he / she is sent to the school nurse. The student submits to the nurse a “school nurse referral form” which communicates between the nurse and the teacher sending the child. The school nurse will assess the child’s condition and will follow-up according to her trained procedures. Every attempt will be made to keep the child comfortable until a parent or authorized person can be reached. Efforts will be continued to notify parents or an authorized person.

This same procedure is followed in case of an incident resulting in a student injury. An “Accident Report” form is completed documenting details of the occurrence and the follow-up activities. The school nurse determines the appropriate action to follow with the welfare of the injured child as priority.

Handling Blood and Body Fluids

The spread of contagious disease is a risk to anyone exposed to the body fluids of others. Individuals who have no visible symptoms of illness may carry many infections, ranging from a common cold to such serious diseases as HIV infection or hepatitis. The term *body fluid* includes: blood, semen,

drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. The body fluids of all individuals should be considered to contain potentially infectious agents (germs). The use of the following commonsense, simple precautions should be used to protect the health and safety of everyone.

WHAT SHOULD I DO TO AVOID CONTACT WITH BODY FLUIDS?

1. When possible, avoid direct skin contact with body fluids.
2. Disposable gloves should be used when direct band contact with body fluids are anticipated. Disposable gloves are available at nurse's station.
3. Hands should be washed after removing gloves and gloves should be disposed of in a disposal bag.

WHAT SHOULD I DO IF DIRECT SKIN CONTACT OCCURS?

1. Supplies needed: soap, running water, paper towels, and disposal bags
2. Affected areas should be washed using the procedure described below as *hand washing procedures*. The same general technique should be applied to all affected areas.
3. Clothing and other non-disposable items should be rinsed and placed in plastic bags to be disinfected as soon as possible.
4. Disposable items, including paper towels, should be placed in disposal bags.

Hand Washing Procedures

1. Use soap and warm running water. Soap suspends debris and micro-organisms allowing them to be washed down the drain
2. Scrub hands vigorously working a lather for a minimum of 10 seconds.

Scrub between fingers, knuckles, backs of hands and nails.

3. Rinse hands well under warm running water to carry away dirt and germs.

4. Use paper towels to thoroughly dry hands. Discard paper towels in a disposal bag.

Disinfection of Rugs

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove the soil with dustpan and broom, and then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant.

Disinfectants should be one of the following classes:

1. Phenolic germicidal detergent in a 1 percent aqueous solution (such as Lysol*)
2. Sodium hypochlorite solution (household bleach): 1 part bleach to 10 parts water.
3. Lodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne*)
4. Sanitary absorbing agent (Cholor Sorb*, X-O Oder Away*)

*Brand names are used as examples and are not endorsements of products. These procedures shall be reviewed with all faculty and staff annually. All faculty and staff can obtain disposable gloves from the School Nurse.

First Aid for Seizures

First Aid for seizure activity is basically very simple, and is designed to protect the safety of the person until the seizure stops naturally by itself. Stay calm and follow these rules:

****Guidelines from the Epilepsy Foundation**

- Call nurse if seizure occurs during school day.
- Look for medical information.
- Protect from nearby hazards.
- Loosen ties or shirt collar.
- Place folded jacket under head.

- Don't restrain.
- Don't put anything in mouth.
- Don't try to hold tongue. It can't be swallowed.
- Don't try to give liquids during or immediately after seizure.
- Turn on side to keep airway clear.
- Reassure when consciousness returns.
- Don't use artificial respiration unless breathing is absent after muscle jerks subside, or unless water had been inhaled.
- If seizure is prolonged or another seizure starts soon after the first, call an ambulance, if nurse is not available.
- Contact parent/guardian.

SUICIDE – ATTEMPTED / ACTUAL

This type of crisis is defined as student or staff member terminating their own life at school.

STEPS OF ACTION:

- Call 911.
- Report incident to central office.
- Keep students away from the area.
- Send note to staff informing them that a medical emergency has occurred and that they should remain calm and keep their student's in their room.

ROLES:

Principal or Administrator-in-Charge

- Assess the situation.
- Secure scene until law enforcement officers arrive.
- Assume role of spokesperson (use of the name of the victims should not be used over walkie-talkies or two way radios). Give instructions to staff to take precautions concerning blood-borne pathogens.
- Contact Superintendent.
- Notify other family members who attend or work in other school facilities in the system.
- Initiate lock-down (Code Red Folder).
- Be prepared to deal with media. Follow Superintendent's advisement.

Secretary

- Follow principal's instructions.
- Man telephones.

Teachers

- Keep students in class and await further instruction.
- If student suicide occurred in classroom, teacher will evacuate the room and take roll.

Counselor

- Contact the Central Office to request additional counseling personnel.
- Assist in contacting parent(s) or family members if necessary. Go to classes along with other counselors.
- Start support groups as needed, for selected individuals
- Refer to the system's "Crisis Management Plan" for procedures.
- Provide support for classroom(s) and/or staff as needed.
- Provide list of external resources as requested.
- Develop a loss group if needed.

PHONE NUMBERS:

- Emergency: 911
- Superintendent: 229-931-8513
- Crisis Management Team: See page 19

PROTOCOL FOR ADDRESSING SUICIDE ATTEMPTS, IDEATION OR THREATS TO HARM OTHERS

Frequently, questions are raised regarding the liability surrounding school officials allowing children to continue on a self-destructive path without intervention. Because of the language used in Article 5 Cruelty to Children 16-5-70 Section B and 19-7-5 Section B, there appears to be a common law duty pertaining to the issue of standard of care exercised by school officials who are acting in loco parentis. While there is no statute authority, we believe it is in the best interest of the educational community to expect school officials to behave as a "reasonable person" while students are legitimately on the premises or participating in extracurricular activities. If that individual knows or has reason to believe that a student is threatening to

harm himself or others, that official must take action as a reasonable person in a loco parentis situation. Failure to act to prevent harm creates the potential for a negligence action against the individual in authority. Suffice it to say, the final decision would be determined by a jury who would consider whether or not failure to act led to injury of the student or others and if lack of action constituted negligence.

SUICIDE ATTEMPT

In the event a child makes an attempt, the school official should:

- a) Follow protocol for medical emergency situation.
- b) Immediately contact custodial parent
- c) Contact the School Counselor immediately.

SUICIDAL IDEATION OR THREATS TO HARM SELF

When a student exhibits suicidal behaviors, it is strongly recommended that such an event be addressed by the following action:

- a) A trained school official shall privately question the student to determine the level of risk and if the student is found to be suicidal then she/he must be constantly supervised and observed by the principal's designee until released to the custodial parent or guardian.
- b) The school official will contact the custodial parent or guardian and ask them to come immediately to pick up the child, since she/he may not be released to his or her own cognizance.
- c) The custodial parent or guardian should not leave with the student until she/he has agreed to take the student to Mental Health or some other facility to do an assessment unless the student is already seeing a therapist. The therapist should be contacted and an assessment scheduled.

POSTVENTION CHECKLIST FOR ADDRESSING A SUICIDE OR CRISIS

This plan is subject to change depending upon type of crisis that occurs, i.e. suicide, vehicle accident, fire, etc.

CHECKLIST FOR ADDRESSING A BROAD LOSS OR CRISIS

1. Initial Plan of Action.

- A. Contact the County Office and follow the “Crisis Management Plan” to determine response.**
- B. Meet with all school-based administration and counseling personnel to review plan of action.**
- C. Announce the loss to school:**
 - 1) Contact the family to offer condolences and get permission to share information regarding death. Assure them that efforts to respect their privacy will be made.**
 - 2) Write out a brief statement of what is to be said on the telephone tree.**
 - 3) Use telephone tree (network) to notify faculty and staff before arrival back to school, if possible or if time allows.**
 - 4) Hold faculty meeting immediately to review procedures, i.e. protocol for students leaving campus of class and discuss how current facts are to be given to students. Collect personal effects from desk, etc. for family. Replace substitutes with trained personnel, if possible.**
 - 5) Make arrangements to visit and speak with the students to give accurate information and express personal sorrow and concern.**
 - 6) Announce plans for follow-up meeting to review facts of incident and the role of staff in assisting with loss.**

7) Review faculty responsibilities:

- a) Identify the target faculty and/or students who are sensitive to the loss or have recently talked about suicide. Compile a list of students who are alone at home after school in order to notify parent if their child will be impacted by the loss.
- b) Provide the opportunity for individual or group counseling.
- c) Postpone and reschedule tests as needed. Cancel appointments that are not emergencies, but attempt to provide structure with flexibility.
- d) Follow-up with calls to parents of students in distress and make recommendations of way to provide support.
- e) Establish area for grief counseling. (Individual and/or group)

D. Parental Concerns.

- 1) Have a plan ready to divert calls of concern and questions regarding the loss to a specific person. (Example: write a statement for the secretary to be certain that all parents are told the same thing.)
- 2) Provide for a meeting where concerned parents or families may receive information and/or suggestions to help faculty and/or students. (Request an expert if needed.)

E. Review brief memorial or special activities plan.

F. Announce plans for funeral or memorial service when known. Any memorial activities should depend on type of death.

- 1) Request ideas from staff and students – such as plaque or memorial.
- 2) Invite family as guests (not participants) to activities as appropriate.

- G. Provide for extended support after services and after the initial grief experience. Class will determine how they will deal with the “empty desk”.

DEATH OF A STUDENT / STAFF MEMBER
(Occurring on/off school property)

STEPS OF ACTION:

- School personnel will not use the names of the victims over any public communication device. Personal information will be limited to essential personnel.
- Notify family members who attend or work in other school facilities in the system.
- Implement the Family Reunification Protocol and Evacuation Protocol, if needed.
- Remind personnel not to disrupt any potential crime scene that may exist, except to render first aid or medical assistance.
- Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed and current information is provided.
- Arrange for counseling services for students and staff. (consult “Crisis Management Plan”).
- Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.
- Utilize “Telephone Tree” to inform staff.

ROLES:

Principal or Administrator-in-Charge

- Inform Superintendent of death.
- Call a meeting of the “School Safety Committee” to formulate the school’s response to the notice.
- Activate the telephone tree to school staff if notification is received after school hours or during non-school days.
- Contact family/friends of the deceased to offer support and obtain information regarding arrangements.
- Arrange for appropriate counseling services.
- Update information to staff and parents as it becomes available.
- Work with family(ies) on funeral/memorial plans.

- If the student or staff member had personal property in school, secure the property until authorized to release same to family or relative.

Teacher/Staff:

- Keep informed of plans and procedures that may be implemented in response to the death.
- Be observant of students' and fellow staff members' reaction to news. If required, refer the person(s) to counseling.
- Do not deny your own emotional response to this situation, and seek appropriate help.
- Assist in bringing closure to this event.

“OVERNIGHT HOUSING”

Overnight housing includes any situation that would necessitate that students spent the night at school.

STEPS OF ACTION:

- Attempt to contact students' parents. Continue to do so throughout the rest of the day and evening.
- Keep students in safest area of the building.
- Assign shifts in order for faculty members to maintain duty of answering office telephones and to supervise students.
- Keep accurate records of students who are picked up, by whom, and at what time. Use appropriate checkout procedures.

ROLES:

- Assign the procedures listed above under “Steps of Action” to appropriate staff members.
- Assign responsibilities to staff as situation necessitates.

PHONE NUMBERS:

- Superintendent: 229-931-8513 or 229-603-2808
- American Red Cross: 866-724-3577 or 888-382-3133
- Emergency Services: 911

“AFTER-HOURS BUILDING EMERGENCY”

An emergency occurring before or after school, when only the custodial staff is working, or YMCA staff and children, or late-working school staff are present.

STEPS OF ACTION:

- Principal or Administrator-in-Charge is contacted immediately
- Use “School Safety Plan” book to follow procedures as outlined for each emergency situation.

ROLES:

Custodian

- Follow appropriate procedures.
- Contact school administration at home.
- If after-school groups are still present, alert students and staff of emergency and follow Steps of Action for that emergency.
- Call emergency services as warranted (911).

PHONE NUMBERS:

- Emergency: 911
- Maintenance Director: Billy Thompkins – 229-931-8508, or 229-591-9278

SUMTER COUNTY SCHOOL SYSTEM
TELEPHONE BOMB THREAT REPORT FORM

QUESTIONS TO ASK:

- 1) When is bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What would cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

EXACT WORDING OF THE THREAT:

IS THE VOICE FAMILIAR OR WHO DID IT SOUND LIKE?

CALLER'S VOICE WAS (circle all that apply): calm: angry: excited: slow: rapid: soft:
loud: laughter: crying: normal: distinct: slurred: nasal: stutter: lisp: raspy:
deep: ragged: clearing throat: deep breathing: cracking voice: disguised: accent:

SEX OF CALLER: M F POSSIBLE AGE: LENGTH OF CALL:
NUMBER AT WHICH CALL IS RECEIVED: DATE: TIME:

BACKGROUND SOUNDS: (circle all that apply) Street noise: Factory machinery: Voices:
PA system: Music: House noises: Office machinery: Phone booth: Local: Long Distance:
Cell phone: Static: Clear: Animal noises: Other:

ACCIDENT REPORT

(Please answer every question)

Instructions: Fill in at the time of the accident by the person caring for an injured student.

Student Name _____ **Phone** _____

Address _____ **City** _____ **Age** _____ **Sex** _____

Date _____ **Time** _____ **Insurance** _____

Grade _____ **Teacher** _____ **School** _____

Location of Accident _____

Person in Attendance _____

Nature of Accident		Part of Body Injured		
Abrasion	Fracture	Abdomen	Eye*	Head
Bruise/Bump	Head Injury	Ankle*	Face	Knee*
Burn	Laceration	Arm*	Finger*	Leg*
Cut	Puncture	Back	Foot*	Teeth
Convulsion	Shock	Chest	Hand*	Wrist*
Dislocation	Sprain	Elbow*		
Other _____		Other _____		
_____		_____		
_____		_____		
_____		_____		

*Left, Right, or both

How did it happen? _____

Were parents notified? Yes _____ No _____

Treatment and disposition _____

Follow-Up _____

Amount of time lost from school _____

(Signature) _____

Principal, teacher, or nurse

Revised 8/02

Send this form to Central Office 91

AUTHORIZATION TO GIVE MEDICATION AT SCHOOL

If medication can be given at home or after school hours, please do so. However, if medication must be given during school hours, this form must be completed.

Student's Name: _____

Teacher: _____ Grade: _____

I hereby request that the Sumter County School System, through the principal or designee, supervise/assist in the administering of medication to my child according to the instructions contained on the statement below. I understand that:

- Medications must be in the original labeled container (no baggies, foil, etc.).
- Parent/guardian must provide specific instructions, as well as the medication and related equipment to the principal or clinic personnel.
- It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed.
- All medication will be taken directly to the office/clinic by the parent.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued.

Name of Medication: _____

Dosage and Time to be Given: _____

Stop Medication on: _____

Physician Name: _____ Physician Phone: _____

I release the school board, the school, and any school employee from any liability for administering this medication.

Parent/Legal Guardian Signature

Date

Home Phone: _____ Work Phone: _____ Pager/Cell Phone _____

To be completed by the healthcare provider for all medications given more than two weeks.

Condition/Illness Requiring Medication: _____

Possible Side Effects if any: _____

Signature of Healthcare Provider

Date

