

EMERGENCY PREPAREDNESS PLAN

COFFEE HIGH SCHOOL

2018-2019

Crisis Response Teams

Team 1	Team 2	Team 3
Annette Nation Ginger Hughes Becky Toth Stephanie Gooden	Lisa Spivey Darcy Clark Martellus Curtis J. Pruitt	Rachel Ho Freda Graham Patricia Anderson Fidelia Johnson Sharon Williams

Emergency Team Duties

Role	Persons Responsible
School Site Emergency Coordinator	Dr. Rowland Cummings
Alternate Site Coordinator	Randy Garrett
School Emergency Teams	See Attachment
Emergency Kit Preparers	Van Allen, Hannah Smith
Central Office Informant	Teresa Pridgen, Hannah Smith
Injuries and Fatalities	Rowland Cummings, Van Allen
Liaison between school & hospital	Angelique Austin, R. Garrett, Rhonda Dorsey, Kate Walker
Staff to handle telephones	Teresa Pridgen, Vivian Jackson
Staff to update parents/public	Melody Williams, Dana Davenport, Rhonda Dorsey, Rowland Cummings
Location of news media area	Media Center/ Lori Oneal
Compiling Student Rosters	Angelique Austin, Felicia Rivers
Person responsible for releasing Students	Janice Hutto, Faye Nugent
Updated information for public	Rowland Cummings
Trained in CPR	Jama Kirkland, Ben Swafford, Paula Thomas, Shannon Shook
Development of updated information to parents, teachers, etc.	Melody Williams, Dana Davenport, Rhonda Dorsey, Rowland Cummings
Letter to notify parents of post crisis intervention	Rowland Cummings
Transportation of students and staff to alternate site, home, hospital, etc.	Rowland Cummings, Angelique Austin, Van Allen
Maintenance director to assist in securing potentially dangerous utility systems	Michael Spikes, Eddie Chaney
Responsible for acquiring and distributing food to emergency personnel	Dana Wilson, R. Roberson, L. Roberts
Alternate means of communication	Bull Horn, Intercom
Staff members in charge of traffic	John Lindsey, Ricky Hutchison, Pernell Smith

Person to print ID badges for school and emergency personnel	Lori O'Neal, Kelly Rowell
--------------------------------------------------------------	---------------------------

Emergency Telephone Numbers
****all emergencies dial 911**

School Personnel

Personnel	Title	Work
Rowland Cummings	Principal	389-6565
Angelique Austin	API	389-6564
Van Allen	AP	389-6592
Brad Riner	CTAE Dir.	389-6598
Rhonda Dorsey	API	389-6595
Anastasia Carter	AP	389-6567
Kate Walker	Testing Coord.	389-6575
Randy Garrett	AD	389-6626

School System

Personnel	Title	Work	Home
Dr. Morris Leis	Superintendent	384 – 2086	
Michael Spikes	Maintenance	383 – 5382	345 – 2157
Buddy Gilliard	Transportation	383 – 5379	383 – 6643

Law Enforcement

Title	Phone
Sheriff	384 – 4227
Police	384 – 2222
SRO	720 – 1034
Fire	384 – 4815
Hospital	384 – 1900

Local News Agencies

Agency	Phone
Coffee County News	384 – 9112
Douglas Enterprise	384 – 2323

Other Important Numbers

Title	Phone
School Maintenance	384 – 5382
Electrical REA	384 – 1964
Suburban Propane	384 – 5004
City of Douglas	384 – 3302
Gas Leak	384 – 3302
Water Leak	384 – 3302

Universal Precautions

Definitions: To treat all human blood and bodily fluids as if infected by HIV, Hepatitis B, or other blood borne pathogens.

Wash your hands often and thoroughly:

- Before eating, handling food, and before and after using the toilet
- Immediately after any contact with blood, bodily fluids, and after removing protective gloves
- Wash at least 15 seconds with liquid soap and running water
- Dry with paper towels, use towels to turn off faucet
- When you cannot wash, use a waterless antiseptic hand cleaner and clean towels/antiseptic towelettes
- Wash with water as soon as possible

Use disposable waterproof gloves, protective devices:

- Use gloves when giving first aid, cleaning blood, bodily fluids and body spill, and handling contaminated clothes, trash and waste containers
- Use gloves one time only. Discard without touching the outside. Wash hands well. Avoid touching mouth and eyes.
- Do not attend another's injuries if you have open cuts, abrasions, or non-intact skin
- Wear a mask if there is to be any contact with infectious disease splatter droplets.

See that contaminated surfaces are cleaned/disinfected promptly:

- Always wear gloves for cleanup
- Use EPA-approved germicide or disinfectant such as 1:10 bleach to water solution, fresh
- Alcohol is NOT a proven disinfectant for AIDS
- Use paper towels for cleanup
- Rinse all equipment with disinfectant
- Follow established waste disposal procedures
- Handle all objects with extreme care: avoid puncturing skin
- Dispose of gloves, towels, and trash that contain blood/bodily fluid waste in leak proof plastic bags.
- Sharp objects must be put in containers that cannot be broken or penetrated
- Tie trash bags tightly

For more information about AIDS and bloodborne pathogens, contact:

Coffee County Health Department	389 – 4450
National AIDS Hotline	1-800-342-AIDS
Center For Infectious Diseases	1-404-332-4555

General Procedures & Staff Assignments

Procedures for teachers to communicate with office:

- Use call back button or send a student messenger to the office by a safe route
- Call the office by intercom or phone (email and text)
- Ask another teacher or staff member for assistance in getting the message to the office
- Other

Communication with student body in crisis situations such as bomb threats, fires:

- Use bullhorn or megaphone and use intercom when giving directions for entire student body
- Use links or walkie-talkie to communicate with administrative personnel and campus advisors, but **DO NOT USE WALKIE-TALKIE, LINK, OR OTHER ELECTRONIC DEVICE IN THE EVENT OF A BOMB THREAT**

Supplies and items needed in case of crisis or evacuation:

- Emergency Preparedness Kit
- Go Box – School nurse keeps a printout of students and staff information, including parent's names, telephone numbers, address, emergency contacts, and health information
- Telephone tree for staff notification during non-school hours

Identify and train those staff members who will be able to:

- Use bell and alarm systems
- Use fire extinguishers
- Arm/disarm security system if needed
- Provide CPR Administer First Aid
- Provide counseling – Crisis Intervention Team

How to deal with the media:

- Have general information about the school available
- Designate liaison
- Call Superintendent's Office
- Remind press that no students are to be interviewed or photographed during a crisis, controversy, commercial, or political situation

After Hours Building Emergency

Definition: An emergency occurring before or after school.

Steps of Action:

Refer to specific emergency and use those procedures

Information needed when calling the Superintendent's office (Dr. Morris Leis)

Name of person calling, school involved and description of the incident:

- Names of the people involved
- Grade of students involved
- What action school has taken thus far
- Other pertinent information

Emergency Preparedness Kit

This kit will become the portable “command center” for the lead school administrator during the first critical minutes of any crisis, which require the evacuation of the facility. The administrator or designated staff member should take the kit whenever the building is evacuated. The information in the kit will allow the administrator to quickly integrate the public safety response structure and provide critical information to responding agencies. This kit should also be taken during drills for consistency with response protocols.

Evacuation Kit Contents

- ❖ **Student sign out sheets**
- ❖ **Phone Book**
- ❖ **Markers**
- ❖ **Whistle**
- ❖ **Notebook**
- ❖ **List of Staff**
- ❖ **Student Enrollment Information**
- ❖ **First Aid Kit**
- ❖ **Bull Horn**
- ❖ **Flashlight / Extra batteries**
- ❖ **Rubber gloves**
- ❖ **Ink Pens**

Crisis Response Protocol

- Notify Superintendent/ Assistant Superintendent
- Notify Crisis Response Coordinator (Dana Vickers or Nancy Cross)
- Notify Schools Administration

When notifying Crisis Response Coordinator:

- Give vital information about the circumstances
- Where the Crisis Response Team can meet when they arrive, for planning and then with Administrative Staff
- Where will the Crisis Response Intervention occur

When notifying your Administrative Staff

- Meet with your Administrative Staff to gather information and prepare for Crisis Team
- Administrative Staff should meet with Crisis Team
- Death Notification will be made to teachers. Teachers should be assembled together and told of the news. Teachers should be directed how much to set aside the curriculum. Tests should be postponed in some classes. Teachers should be encouraged to dispel rumors, answer questions without providing unnecessary details, give permission for a range of emotions, provide activities such as artwork, music or writing to reduce trauma.
- Death Notification will be made to students by a prepared script read by their homeroom teacher at a specific time and a moment of silence is offered. Those students needing crisis intervention will be allowed to leave the room at a predetermined time and sent to the area for the crisis intervention. Administrative staff and Crisis Response Team members should monitor halls until the intervention begins.
- Administrative staff is responsible for dealing with parents if they arrive. Parents should be grouped together in a room. They should not be allowed to interrupt the Crisis Intervention session.
- A list of Community Resources is handed to students/staff. Letters will be provided to send home to notify parents. It may be necessary to allow your secretary to assist in copying and assembling these items.
- Crisis Team Members, Principal, and involved teachers will debrief.
- Follow up is provided by the Crisis Response Team Coordinator and your school's assigned support staff.

Emergency Status Cards

Red, yellow, and green cards are used during lockdowns or evacuations to determine the status of each classroom and should be put under classroom door to the hallway.

- A **green** card should be displayed if students are accounted for and no information is known regarding the source of the crisis.
- A **yellow** card should be displayed if students are unaccounted for, information related to the emergency is known, or someone has been slightly injured and needs assistance.
- A **red** card should be displayed if information directly related to the emergency is known, or someone has been severely injured and immediate assistance is needed.

Lockdown

Administrator will identify whether the lockdown is **soft** or **hard**.

Hard Lockdown

- Close and lock classroom door.
- Make a list of all students not in the classroom when the lockdown is declared.
- Record the names of any students who enter the classroom that do not belong to you
- Turn lights out and get all students away from all windows and doors
- Remain in this position until the all clear is given

Soft Lockdown

- Same instructions as for a Hard Lockdown with the exception that the teacher may continue teaching
- The Lights may remain on and proceed

Missing Student

Definition: Student's location cannot be determined during school hours.

Status: Soft lockdown

Steps of Action:

- Notify Principal and Emergency Coordinator's Office
- Assemble Safety Team and conduct an immediate search. Talk to friends and teachers for any indication of why incident occurred.
- Secretary call 911
- Notify Superintendent's office
- Administrator notify family
- Counselor contact other school siblings
- Stay in contact with SRO and Law Enforcement
- Crisis intervention activated if necessary

Roles:

Principal: Follow, if possible, or designate someone to do so. Contact superintendent's office. Give directions to other staff members. Notify parents

Asst. Principal: Assist Principal

Emergency Coordinator: Lead Safety Team in conducting search

Principal's Secretary: Notify emergency services

Counselor: Contact other school siblings

Teachers: Get students into classroom and secure area. Instruction may continue. If possible, provide description of missing student including the clothing he/she was wearing when last seen, distinguishing features, etc.

Suicide

Definition: Student or staff member terminating his/her own life at school, or attempting at school.

Status: Lockdown

Steps of Action:

- Notify Principal's office. **Principal** assume the role of spokesperson. Give instructions to staff.
- Emergency Coordinator immediately notifies the superintendent's office.
- Principal's secretary contact 911
- SRO secure the scene until law enforcement arrives. If SRO's are not present, Assistant Principal will secure the area.
- Nurse may administer emergency first aid if needed.
- Assemble crisis team
- Counselor's will isolate all witnesses
- If victim has siblings/relatives in the school, the current teacher will bring them to a secure area until their parents arrive at school.
- If victim has siblings/relatives in another school, the Counselors will notify the school's administrator
- Law enforcement/administration notify parents
- Be prepared to follow media protocol
- The Superintendent will implement the Crisis Support Team

Bomb Threat / Explosions / Suspicious Packages

Status: Evacuate

Steps of Action:

- Notify everyone to turn off cell phones
- Whomever took the call, follow steps in box below
- Director's Secretary call 911
- Call superintendent's office
- Turn off bell system and all two way radios
- Do not use the fire alarm system to evacuate the building
- **Emergency Coordinator** – determine the need for evacuation and notify staff. Gather information from staff on anything suspicious. Assess injuries if necessary. Initiate Family Reunification Plan if school is evacuated for a long period of time. In consultation with police/fire department, determine when it is safe to re-enter the building.
- **Assistant Principal** – Examine evacuation site prior to evacuation of students for any abnormal objects.
- **Principal** – Implement evacuation procedures, noting that the safest minimum distance for the evacuation is 1000 feet.
- **Counselors** – In charge of implementing Crisis Plan if school or families are affected.

***Any explosion will be treated as a crime scene. Preservation of evidence must be upheld.**

If on a system phone:

REVISED 7-14-16



BOMB THREAT PROCEDURE

If a threatening call is received, **KEEP CALM**, then:

1. Press the Transfer button (**Xfer**), then press ***57**, then press the "**Dial**" button:
Xfer ⇨ *57 ⇨ Dial
2. At the prompt, **Press 1**
3. You can return to the call or hang up. Collect as much information as possible. If the caller hangs up on you before you can complete the above process, immediately hang up, then pick up the receiver and dial ***57**, then press the "**Dial**" button, the **press 1** at the prompt.
4. Call any of these numbers to report the threat:

Tech Department	6785	Technology staff will contact law enforcement and district administrators.
Chan Newell	6777 or 850-3061	
David Phillips	6778 or 850-3521	
Shay Byrd	6772 or 850-5630	

Hostage/Terrorism/Intruder

Definition: Person who enters the school, apprehends a school person, and/or threatens violence.

Status: Lockdown

Steps of Action:

- Notify Principal's office
- Principal's secretary call 911
- Notify Superintendent's office
- Secure immediate area to confirm problem/ lock doors
- Secure building by locking all entrances to building
- **Principal** will initiate lockdown, meet with law enforcement and emergency personnel as they arrive on campus, and notify them of the arrival of the parents of the students involved in the situation. Work with the superintendent to implement Media Protocol.
- **Assistant Principals** will work with law enforcement to determine next steps, including primary and secondary perimeters. Keys to the facility will be given to law enforcement officials, if necessary.
- **Principal's Secretary** will turn off all bells
- **Teachers** will protect students, stay in classrooms, move away from windows and doors, take roll
- **Custodians** aid in evacuation if needed
- **Principals** will initiate Reunification Plan if needed, including letting law enforcement know of reunification site.
- **Counselor** will initiate Crisis Plan for assisting all schools and families affected if needed.

**** Do not attempt to negotiate with the intruder. Do not attempt to intimidate or disarm. Await law enforcement; time is on your side.**

Weapons on Campus

Status: Lockdown

Steps of Action:

- Immediately notify Principal and/or Emergency Coordinator and SRO
- Emergency Coordinator/Principal respond to the scene and make an assessment of the situation
- If the weapon is not being displayed and no one is being threatened, attempt to isolate the student.
- If isolation cannot be accomplished, keep the student under surveillance until he or she can be safely isolated.
- Upon isolating the student, wait for SRO or outside law enforcement
- Never attempt to disarm the individual
- The scene of a weapons assault is a crime scene. Do not touch without approval of law enforcement
- Principals enact Family Reunification Protocol if needed
- Counselor enacts Crisis Plan if needed. (contact Crisis Team)
- Notify Superintendent's office.

Civil Disturbance

Status: Lockdown (if disturbance poses a threat to the safety of the school community)

Definition: An incident that disrupts or has a potential to disrupt the school's orderly function.

- **Level 1** Disruption is confined to one area, but no threat to students or staff
- **Level 2** Disruptive forces are mobile or pose a direct threat to students or staff
- **Level 3** Disruption is widespread with large-scale student participation and is a serious threat to students and staff

Signals: Use administrative intercom to signal level and location of disruption. If a staff person is reporting disruption to main office, call on intercom or send messenger to office by safe route indication description and location of disruption.

Steps of Action:

- Notify Principal and/or Emergency Coordinator and SRO
- Isolate the disruption. Keep students in classrooms. Initiate lockdown if necessary
- Avoid verbal exchanges or arguments when a disturbance is escalating
- Clear the immediate area, including restrooms and hallways
- Use intercom to signal level, location and specific instructions
- If disruption is Level 2 or 3, staff members trained in CPR and first aid should go to the area if they are not supervising children.
- Teachers are not to leave children unsupervised
- Staff members not supervising students should move to the area of disruption to assist if needed.
- Use intercom to signal that disruption is over
- Call parents of students involved in the disturbance
- Principals initiate Family Reunification Plan if needed
- The Superintendent will initiate Media Protocol and Crisis Support team if necessary.
- Turn over all tapes from school surveillance system to SRO or law enforcement

Transportation Accidents

In the event of an accident, the driver should:

- Stop immediately
- Activate four way flashes
- Turn off ignition switch and remove the key
- Set the parking brake
- Notify the Transportation Department and the school's administration
- Remain calm, reassure students and check for injuries
- Do not remove vehicles from impact area, except in an emergency situation, and protect the scene.
- Be alert for fire or the possibility of fire.
- Check students for injuries
- Keep students on bus, unless there is a possibility of fire, collision, or drowning
- If evacuation is necessary, maintain order, direct students to a safe area and remain in the area for further instructions
- Take paper and record the names and phone numbers of all passengers on board

Emergency Coordinator/Principal:

- Notify 911 and Superintendent's office
- Go to or send personnel to the scene to coordinate communication between the accident site and the school site
- Initiate Family Reunification Protocol if necessary
- Retrieve bus tape and submit to transportation department

Counselors

- Initiate Crisis Plan if necessary

**** All school personnel involved in an accident while transporting students are required to submit to a drug test. This is for the legal protection of the driver and the school system.**

Earthquakes

Because earthquakes can strike without warning, everyone should move to the best available cover. All other actions wait until the tremor subsides. All transportation routes should be checked for safety. Regular school scheduling may be suspended.

Emergency Coordinator or Principal:

- Instruct Public Safety to inspect buildings before students and staff re-enter the building.
- Instruct custodians to turn off main gas valves, and wait for Maintenance to inspect for leaks
- Work with EMA and Law Enforcement in choosing safe evacuation routes away from electrical wires and gas lines
- Prepare staff and students for possible aftershocks
- Contact Superintendent to initiate Crisis Support Team, Media, or Family Reunification plans if necessary

Staff and Students:

- Do not panic.
- Take cover from falling objects by getting under a desk, table, or bench. If no cover is available, crouch against inside wall and cover head. Stay away from outside walls, windows, or other expansive glass.
- All doors should be left open to minimize jamming if the building shifts
- Stay put and take best cover. Do not run through building or outside. If in a restroom or other room without furniture, crouch against the inside wall or inside the doorway.

If Outside:

- Move quickly away from building and away from overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Take roll of students and report to grade level principal as soon as it is safe.
- Do not attempt to enter building until authorized to do so.
- Do not light fires or touch fallen wires.
- Be attentive for instructions from the Director/Principal
- Be aware of sprinklers and alarms that may be set off unexpectedly.

Floods

Emergency Coordinator/Principal:

- Direct custodians and Lunchroom manager to turn off main utilities
- Instruct staff to unplug appliances and do not touch electrical equipment
- Monitor weather radios during torrential rains
- Keep all staff and students indoors during flash flood warnings
- Check with EMA for current information
- Instruct students/staff to listen to local radio stations for school closings or late openings
- Contact superintendent to initiate Crisis Support Team, Media or Family Reunification Plan if necessary

Staff:

- Do not approach or touch electrical equipment
- Allow standing water to flow freely through the facility
- Avoid downed power lines
- Do not drink tap water
- Unplug appliances

Tornado/Hurricane/Severe Weather

When advised by the NOAA severe weather monitor or as local conditions deem it necessary, advise students and staff that you are under a tornado watch or a tornado warning.

Classroom Procedures:

- Direct students to line up in the classroom facing an inside wall away from all windows and glass
- Kneel facing the wall with knees under body.
- Cover head with hands
- Close doors and windows as soon as possible
- Remain in this position until alert is over
- Assist Special Needs students to appropriate area

Gym/Auditorium/Lunchroom

- Move students to designated area and follow classroom procedures
- Lunchroom – Move students to inside wall or serving line and follow classroom procedures

Outside:

- Instruct all students and teachers to enter a building closest to them
- Follow classroom procedures

Buses:

- Buses should not leave the school campus during severe weather unless authorized by the transportation director
- Students already on buses during severe weather should be moved into the school building for safety

After School Hours:

Announce the status of the weather, and give instructions for positioning during a tornado. Instruct everyone to go the nearest inside wall and assume tornado position. The Administrator in charge will contact the Superintendent for initiating Media Protocol, Crisis Counseling, or Family Reunification plan, if necessary. Consult with Public Safety officials to check building after a tornado.

Fire

Definition: A fire in the building or on the premises requiring the evacuation of the building.

Status: Evacuate the building

Small fires should be put out with local fire extinguishers. Do not use water on electrical fires or fight fires from chemical or explosives origin.

An evacuation is necessary when a fire has occurred. When emergency officials arrive on the scene, school officials should be advised by the emergency officials regarding the positioning of the school population.

Steps of Action:

- Report fire to office, pull alarm if not on yet, use intercom if possible
- Close all windows and doors to confine the fire
- Evacuate the building in an orderly manner to assigned site 1000 feet from building following the evacuation protocol. Teacher should close all windows and doors as you leave.
- Students in the hallway or restroom should enter the nearest line and move outside with that group.
- Should the alarm sound during lunch, students and staff will leave the building at the nearest exit.
- The teacher should take roll of students to determine who is present or missing in the evacuation area. Any missing students should immediately be reported to the emergency coordinator/principal.
- Principal and Assistant Principals should supervise the evacuation and check for injuries
- Keep access roads open in case of bad weather, when necessary.
- Personnel and students should remain at the evacuation site until the “all clear” is given or instructions to relocate to another position are announced.
- Fire evacuation maps are posted in every room
- Counselor will initiate Crisis Plan if necessary for families affected
- Emergency Coordinator will shut off the facilities power and gas upon verification of a fire in the building
- Nurse will take emergency evacuation kit with them during the evacuation.

Administrator Duty Station:

A-Wing: Austin

B-Wing: Carter

C-Wing: Walker

D-Wing: Riner

E-Wing: Dorsey

Main Office/Cafeteria area: Cummings

Main Office: Allen

Hazardous Materials

Definition: Community hazardous or radiological materials incident where organizations, businesses or schools are required to use school facilities.

In the event of a hazardous material spill, notify the office immediately. Follow instructions given by the office. In the event you need to act before instructions can be given, use your discretion.

Steps of Action:

- Move away from the exposed area. Determine the best evacuation route to take.
- Notify the Principal and the Maintenance department to shut off HVAC system
- Close all windows and doors
- Observation of smoke, fluids, etc.
- Determine wind direction by observing school flag or tree leaves
- Do not evacuate down wing
- If you have to evacuate, do so as far away from hazard as possible paying attention to wind direction and HAZMAT release
- Evacuate all students and personnel in the area
- Take class roll and report missing students to the administrator in charge.
- Wait for EMA to search for missing people
- Director act as a liaison with head of businesses, other school principals, and Superintendent's office
- Teachers will maintain normal routine unless otherwise instructed
- All staff will assist in traffic control into and out of school site if necessary
- Counselor will initiate Family Reunification Protocol if necessary and Crisis Plan if necessary

Death of a Staff Member/Student

Definition: Death of any member of the school staff or student body.

Status: If on campus Soft Lockdown, otherwise none.

Steps of Action:

- Principal will inform staff members of the death and notify Superintendent's office.
- If death happens on campus, SRO's will respond, Principal's secretary will call 911.
- Counselor will notify family members who attend or work in other schools or facilities in the system.
- Assist Principals, at the request of the Principal, will initiate evacuation plan if necessary.
- Assistant Principals will implement the Family Reunification Plan if necessary.
- A death on school grounds should be treated as a potential crime scene and except to render first aid or medical assistance, should not be disturbed. The nurse will provide medical assistance if necessary.
- Principal or Assistant Principals should meet with first responders as they arrive on scene. Give as much information as possible.
- Counselors initiate Crisis Plan if necessary.

Utility Emergency

Definition: Electrical power failure, gas leak, water main or sewer break, and/or electrical power outage.

Status: Evacuate (if danger to students or staff)

Steps of Action:

- Emergency Coordinator will determine whether the school is evacuated, follow Evacuation Protocol
- If power outage, Principal, Assistant Principals, and Counselor with the use of links, will coordinate evacuation
- Contact utility concerned
- Counselor initiate Crisis Plan if necessary
- Principal/Assistant Principals initiate the Family Reunification Plan if necessary
- If school is evacuated due to a **Gas Leak** do not use the fire alarm system to initiate evacuation. Use bomb threat evacuation protocol.
- If **Gas Leak** is in the building, open all windows and doors leading to the outside to aid in ventilation.
- If water contamination, cut off water at the source, cut off water to drinking fountains to avoid accidental consumption.

Emergency Numbers

School Maintenance	384 – 5382
Electrical REA	384 – 1964
Suburban Propane	384 – 5004
City of Douglas	384 – 3302
Gas Leak	384 – 3302
Water Leak	384 – 3302

Injury/ Illness at School

- Personnel must remain calm and treat area as a crime scene.
- The teacher or person in charge should call, radio, or send two students to the office giving the location of the student, student's name, and type of injury.
- First aid should begin as soon as possible
- Principal and A.P's should report to the scene.
- An administrator or nurse will stay at the emergency scene to relay instructions by radio to the secretary. School personnel should not use the name of the victim over links until parents have been notified.
- All personnel with a link will wait for instructions.
- Keep all personnel and students not involved in the emergency away from the area. Evacuation of the school may be necessary. The Principal will make that call and Evacuation Protocol will be followed.
- Do not move the student/victim unless his location is potentially dangerous. Reassure the student/victim. Keep them quiet and lying down.
- The administration will notify the parents as soon as possible. If the parents cannot be consulted immediately, follow instructions on the emergency card regarding physician and hospital. Do not delay in securing medical attention when the emergency is so severe that it suggests immediate hospital care.
- The Counselor will monitor siblings or family members who attend the school, and/or will notify the administrators of siblings or family members who work in the school system of the incident.
- The following steps will be taken when calling to report an emergency:

Dial 911 and Contact the Central Office

- **Once the ambulance has been called, station a staff member outside in order to direct the ambulance to the emergency scene and give details of the incident.**
- **The Superintendent will be notified and may implement the Crisis Support Team if necessary.**

Biological Agents

(ex: anthrax or unidentified agents)

The most likely method of exposure to a biological agent is through the transporting and handling of suspicious letters or packages.

Indicators of suspicious packages:

- Excessive postage
- Oily stains, discoloration or odor
- Lopsided or uneven envelope
- Excessive tape or string
- A city or state in the postmark that does not match the return address

A suspicious package or the contents should not be shaken, sniffed, or examined closely.

Administrative Duties:

- Notify Director of Maintenance to turn off HVAC system
- Call 911 and EMA. Wait for their arrival and advice for further action.
- Contact System Maintenance Director to reset HVAC system when necessary
- Notify Superintendent's office
- Principal/Assistant Principals initiate Family Reunification Plan if necessary
- Counselors initiate Crisis Plan if necessary
- Superintendent will activate Crisis Team and Media Protocol if necessary

Staff Duties:

- Cover material in question with a trash can
- Notify the Custodian and Administrators to turn off HVAC system
- Secure area and lock doors. No one will be allowed to leave the building.
- Notify the front office so that 911 and EMA can be contacted immediately.
- Wash hands with soap and water, if material was touched.

Evacuation Drill Procedures

- Every room should have a facility map displayed near the specified exit. The evacuation route should be highlighted. (If you do not have one of these maps see Dr. Cummings)
- Proceed (when notified) to the outside of the building following the path prescribed by the system on the building plan.
- The teacher will bring roll book/grade book and check roll.
- Proper order and quietness are necessary throughout the drill.
- Students in the hallway or restroom will enter the nearest line and move outside with that group.
- Should the evacuation take place during lunch, all students will leave the building at the nearest exit.
- Once classes have evacuated the building, all teachers and students will leave the building at the nearest exit.
- Once classes have evacuated the building, all teachers and students should leave campus in an orderly manner and report to the Designated Area.
- Teachers should call roll and report to their administrators.
- Do not enter the building until advised by the administration. (An administrator will signal when it is appropriate to enter the building.)

Assigned Duties:

Dr. Rowland Cummings: Notify proper authorities and law enforcement.

Teresa Pridgen: Call 911

Vivian Jackson: in charge of admittance to building if necessary

Van Allen: check A&B wings on way to evacuation.

Angelique Austin: check C&D wings on way to evacuation

Rhonda Dorsey: Check E wing on way to evacuation

Lori O'Neal: Check Media Center, S wing on way to evacuation

SRO: Assist where needed

Index to System Numbers

School	Contact	Phone
Ambrose Elementary	Mary Vickers	359-5500
Broxton Elementary	Allyson Speight	359-2391
Coffee High School	Rowland Cummings	384-2094
Coffee Middle School	Sherry Berry	720-1011
Eastside Elementary	Christina Tucker	384-3187
Freshman Campus	Abe Morris	384-1342
Indian Creek Elementary	Tamara Morgan	393-1300
Nicholls Elementary	Lori Bratcher	345-2429
Alternative School	Tonya Lesure	383-4100
Satilla Elementary	Lee Mobley	384-2602
West Green Elementary	Anne Peterson	384-2032
Westside Elementary	Wendy Jowers	384-5506
Coffee Career Academy	Pam Smith	389-6851
Coffee County Board of Education		384-2086
Coffee County Maintenance		384-3553
Coffee County Transportation		383-4157

Shift for employees to work during a Major Crisis:

Shift 1 8:00 am - 4:00 pm		Shift 2 4:00 pm - 12:00 am		Shift 3 12:00 am - 8:00 am	
<u>Administrators:</u> Rowland Cummings Rhonda Dorsey <u>Support:</u> Kate Walker		<u>Administrators:</u> Angelique Austin Brad Riner Anastagia Carter <u>Support:</u> Melody Williams		<u>Administrators:</u> Van Allen Randy Garrett <u>Support:</u> Patty Horner	
D. Atkinson N. Day D. Wilson J. Griner V. Jackson R. Hutchinson C. Kimble C. Locklear C. Miller S. Myers F. Nugent C. Barfield K. Burch E. Chaney A. Davis P. Fambrough C. Mills A. Gray J. Hill	Stewart B. Pangborn Lugo K. Mizell T. Mayo L. O'Neal C. Thomas T. Pridgen L. Roberts B. Sams R. Smith C. Stripling C. Taylor P. Thomas B. Toth A. Vickers J. Webb T. Womack	M. Berry C. Boler M. Curtis J. Rodgers R. Ragsdale J. Kirkland S. Mizell T. Myers B. Bagley K. Byrd L. Carver C. Clemmons D. Davenport H. Davis M. Fender C. Gibson K. Gilliard K. Hall	R. Harrell R. Ho B. Hutto M. Lanz J. Lord H. McCallum T. Minchew T. Myers S. Overstreet B. Paulk T. Ragle F. Rivers R. Robinson S. Shook B. Swafford L. Cato D. Tuten S. Wade D. Walsh D. Woods	M. Booth K. Castanon K. Joyner W. Hutto S. Lott P. Smith R. Pruitt J. Lindsey A. Baker S. Bennett T. Carswell L. Cauley K. Conley N. Davis J. Day T. Edwards L. Foskey E. Mizell R. Hall P. Hester	G. Hughes S. James D. Joiner C. Latham S. Lott T. McCullar B. Moore S. Myers E. Noel S. Patterson R. Roberson K. Rowell A. Sarro H. Smith H. Taft L. Tierney J. Vickers T. Wages A. Ware

If you have a conflict and cannot be present for the shift you are scheduled for you must find someone on another shift to switch with and notify Van Allen and Hannah Smith of the change.