

Stewart County Elementary/Middle School

Emergency Preparedness Plan

2015 - 2016

PURPOSE

The purpose of this Emergency Response Plan is to provide a useful framework for coping responsively with the various disasters that could occur at Stewart County Elementary/Middle and to assign responsibilities to meet these emergencies.

Emergency Numbers:

Principals:

Elementary: Bari Geeslin- 229-942-5439

Middle: Carolyn Hamilton: 229-938-2574

Assistant Principal: Busani Siphambili- 706-573-3781

Superintendent: Dr. Roberts- 229-942-8347

Stewart County School District Office: 229-838-4329

Sheriff's Office: 911 or 229-838-4311

Fire Department: 911

Police Department: 229-838-6101

The PLAN

The Emergency Response Plan has its primary objectives:

1. To save lives and avoid injuries
2. To safeguard school property and records
3. To promote a fast, effective reaction in coping with emergencies
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained it will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school and its staff and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan is developed to be used in case of emergency. All members of the faculty and other employees should:

1. Familiarize themselves with this plan,
2. Be prepared to activate it immediately.
3. Perform any duties to which they are assigned to make its activation effective.

Parts of the plan are to be posted in the room and shall be in a prominent spot. All who use that room should be familiar with the provision as it applies to that room. Substitutes should be aware of the plan and the functions required to be performed.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.



EMERGENCY BACKPACK

Each class and area will have an emergency backpack. This pack shall be stored near the exit. It will contain the following: (The contents may change depending on the needs, PTO help, and additional suggestions.) If this is not in your room please notify the office.

- * Flashlight
- * Small first aid kit
- * First aid instructions from Emergency Response Plan
- * Class list (roll)
- * Release form for students
- * Pair of scissors
- * Copies of the students' emergency information cards (including names of people who are authorized to pick that child up)
- * Medical release form
- * Water and paper cups

The Secretary's backpack shall include forms to keep records of the emergency, masking tape, a copy of the Emergency Response Plan, extra batteries and a walkie talkie along with phone numbers of the ERT representatives.

The Emergency Coordinator's backpack shall include walkie-talkie, extra batteries.



SPECIAL DUTIES

Each member of the faculty shall take the backpack with them when each drill is performed. Immediately upon arrival at the prescribed point, the faculty member shall check the students to see that all are present. A report of absentees shall be made immediately to the Emergency Coordinator (principal), who shall be checking with each teacher at the assembly area.

Duties of the Teachers

1. Keep informed about the Emergency Response Plan of the school, know the part they play as teachers, and accept their responsibilities under the plan.
2. Keep emergency information and class list available at all times during an emergency.
3. Integrate recent and pertinent emergency preparedness data into regular learning instruction.
4. Include safety practices and emergency procedures as part of daily learning activities.
5. Learn survival techniques and be prepared to assume responsibility for student care under emergency conditions.
6. Know the whereabouts of their students at all times. They will use a roster checklist to account for all children.
7. Be aware of the characteristics of "panic" and know some of the techniques for its control.
8. Know where children are to go, and what they are to do depending on the nature of the emergency.
9. Make special provisions to assist handicapped students in evacuating the building. Teach students to use a chair carry and to use it **only** under the direction of the teacher.
10. The Academic Coach will check the status of the situation with all teachers and report to the secretary or to the Principal.

Duties of Non-teaching Personnel

1. Paraprofessionals:

- a. Walk any students you have at the time of emergency to the designated spot of evacuation.
- b. Assist as directed by principal.

2. Administrative Assistants:

- a. Assist with communication and warning.
- b. Have on hand a complete list of children and staff and their phone numbers.
- c. Maintain a supply of first aid equipment.
- d. Monitor the use of telephone to keep lines free for emergency directors.

3. Custodian and helpers:

- a. Assume responsibility for the safety factors of the physical plant during an emergency.
Report structural defects to the principal.
- b. Assume responsibility for the inspection and maintenance of fire-fighting equipment.
- c. Chart shutoff valves and switches for gas, water, and electricity. Add chart to
Emergency Response Plan and post for others to use in an emergency.
- d. Assist in checking for power line or building damage for exit safety.
- e. Maintenance Supervisor or Head Custodian will meet the fire and rescue personnel as they
arrive.

4. School Food Service Personnel:

- a. Maintain facilities and equipment for the preparation and distribution of food and water.
- b. Maintain quantities of food and water in quantities authorized by the principal or his
designated representative during an emergency.

Duties of Students

1. Students will make every effort to maintain a disciplined reaction to emergencies.
2. Students will obey all directions from the adults.

3. When exiting the building students should follow the teacher in an orderly manner. Students will exit in a single file line.
4. Students should assist the members of class that have handicaps. Use a chair carry when necessary, but **only** under the direction of the teacher.

EMERGENCY MANAGEMENT TEAM

Administration In-Charge: Bari Geeslin/Carolyn Hamilton- 229-942-5439

Emergency Preparation Committee

First-Aid Responders: Coni Colson- 850-284-1749

Sonya Storey- 229-321-9908

Site Coordinators: Busani Siphambili- 706-573-3781

Tomecia Foster- 229-310-0174

Police/Fire Coordinators: Marilyn Johnson-229-669-5786

Daphane Williams- 229-942-5680

Sweep Team Coordinators: Lacounia Starling- 229-321-8110

Minnie Knighton- 229-321-0831

Johnny Thomas- 229-321-0382

Ruby Cooper- 229-321-0127

Gloria Thornton- 229-321-9251

Media Coordinator: Luanne Long- 229-314-0095

Parent Coordinators: Tomeka Davis- 229-310-0174

Valerie Crimes- 229-942-9359

Latoya Riggins- 229-938-2901

During a drill or an emergency, the line of command is as follows:

1. The principals are in charge of the total school operation. They are Emergency coordinators.
2. The Emergency Coordinator directs and coordinates efforts of the Emergency Preparation Committee. When the principal are absent the assistant principal will be in charge.
3. The chair is in charge of the committee at all times.
4. Teachers are immediately in charge of their students. Classroom or specialty aids are not to take charge of students.
5. Administrative Assistant work under the direction of the principals/assist principal. Custodians work under the direction of the Maintenance Supervisor. Cafeteria workers are under the direction of the cafeteria supervisor. Paraprofessionals are under the direction of their assigned teacher.
6. The maintenance supervisor, media specialist, secretaries, and cafeteria supervisor work under the direction of the principal unless he/she is absent. If he/she is also absent, then they will work under the direction of the assistant principal.

NOTIFICATION DUTIES IN AN EMERGENCY

The secretary is to notify the appropriate agency as directed by the principal. Waiting for such direction is not considered necessary if circumstances obviously dictate who should be called. The secretary shall notify (1) the Stewart County School District.

The principal shall notify the superintendent as may be necessary.

ALARM SIGNALS

1. **Fire Alarm:** Continuous ringing of buzzer, (fire alarm bell), and intercom announcement.
2. **All Clear:** Wave green flag for return to building after evacuation.
3. **Early Closing of School:** Special instructions over intercom or with runner.
4. **Earthquake:** No audible signal. Teacher directed instructions during quake to take cover.
5. **Bomb Threat:** Open intercom and announce a lockdown or an evacuation. (A building evacuation has students going to the playground area. (Example: Fire Drill).
6. **Civil Disturbances:** Open intercom and announce a lockdown or an evacuation. (A building evacuation has students going to the playground area. (Example: Fire Drill).

7. **Terrorist or Hostage Situation:** At the first notice of a terrorist or hostage announce a lockdown or an evacuation. (A building evacuation has students going to the playground area. (Example: Fire Drill).

9. **Nuclear Attack:** Use intercom or runners to relay messages.

10. **Intruder or Violence Response Plan:** A call to lock down or to evacuate will be given over the intercom, or with runners.

11. **Other:** In the event of unforeseen emergencies announce a lockdown or an evacuation. (A building evacuation has students going to the playground area. (Example: Fire Drill).

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EMERGENCY PLAN

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Bomb Threat Procedures

Warning:

The person receiving the phone call, email, or letter should take the correspondence very seriously. You or someone near you should contact 911 immediately. The building administration and the superintendent's office should then be contacted immediately thereafter.

If the threat is received by phone call:

1. Alert another staff member while continuing to talk with the individual for as long as possible.
2. Listen to the caller without interrupting. When given a chance, ask the following questions:
 - When will the bomb go off?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why do you want to bomb the school?
 - What is your name?
 - Where are you located?
3. Listen for the following things:
 - Male or female
 - Adult or juvenile
 - Voice – loud, high pitched, raspy, pleasant, other characteristics
 - Speech – fast, distinct, stutter, slurred, slow, distorted, nasal, lisp, other characteristics
 - Language – excellent, good, fair, poor, foul
 - Accent – local, foreign, not local
 - Manner – calm, rational, coherent, deliberate, righteous, angry, irrational, incoherent, emotional laughing

- Background noise – machines, trains, vehicles, animals, quiet, voices, party atmosphere, office machines, and planes

4. Summarize what was said by the caller, the response to your questions, and the things you heard. Give the report to both the law enforcement officer and the administration.

Staff member who has been alerted by the individual receiving the call:

1. Call 911 and alert them of the situation. Indicate whether the individual is still on the line speaking with the person who received the call.
2. Contact the building principal and/or the assistant principal.
3. Contact the superintendent, or in her absence, the administrative assistant.

If the threat is received in an email:

1. Leave the screen open, do not close.
2. Call 911 immediately and alert them of the situation.
3. Contact the building principal/and or assistant principal.
4. Contact the superintendent, or in his absence, the business administrator.
5. Contact the district technology personnel.

If the threat is received in a letter:

1. Do not tamper with the letter or the envelope. It will be used as evidence by law enforcement.
2. Call 911 immediately and alert them of the situation.
3. Contact the building principal and/or assistant principal.
4. Contact the superintendent, or in his absence, the business administrator.

Building Administrators:

1. Verify the 911 call has been made and county emergency management personnel are enroute.
2. Review the information gained by the individual receiving the call, the email, or the letter.
3. In cooperation with emergency management personnel determine whether to evacuate the building based on that information.

- If the building is to be evacuated, engage the fire alarm and immediately notify the fire department of the reason for the alarm.

- If the building is not to be immediately evacuated, in cooperation with emergency management personnel initiate the building search plan as developed by each individual building. This plan is located in the main office of each school.

4. If the building is evacuated, follow the same process as considered for standard operating procedures during a fire drill.

5. Notify teachers of the situation and move students a greater distance away from the building.

6. Contact the district office and have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.

Teachers

1. If the building is evacuated, follow the same procedures as in a fire drill until you are told differently by either the principal, assistant principal, superintendent, law enforcement officer, or fire department official.

2. If the building is not evacuated, follow the building search plan. This plan is located in the main office of each school.

Students

1. If the building is evacuated, follow the same procedures as in a fire drill until you are told differently by the teacher whom you are responsible to or an administrator.

Support Staff

1. If the building is evacuated, follow the same procedures as in a fire drill until you are told differently by the principal, assistant principal, superintendent, law enforcement officer, or fire department official.

2. If the building is not evacuated, follow the building search plan.

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Earthquake Procedure

Warning:

If the earthquake occurs outside of the regular school day, students and staff are not permitted to enter the buildings until given notice by the superintendent in conjunction with appropriate emergency workers and/or a building engineer.

If the earthquake occurs during the school day, the following procedure should be followed:

First response for everyone:

Inside the building:

1. Drop, cover, and hold on.
2. Stay away from outside walls, windows, and stairways.
3. Stay inside until it is determined that you can evacuate safely.
4. Do not create sparks or attempt to light fires, etc.
5. Do not attempt to turn on appliances or lights.

Outside the building:

1. Stay in an open area away from buildings, gas lines, power lines, and streams.
2. Do not touch electrical wires which may have fallen.
3. Do not light any fires.

Administration:

District:

1. Open contact with building principals using cell phones or emergency radios. Have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.
2. Notify appropriate public safety agencies of medical and other needs.
 - Ambulance 911
 - Fire Department 911

- Police 911
- County Emergency Management 229-838-4911
- Stewart County School District 229-838-4329
- City of Lumpkin 229-838-6101
- Georgia Power

Building:

1. Open contact with building staff using cell phones or emergency radios. Have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.
2. After initial shock, take a visual of the evacuation area before directing everyone to go outside – adjust evacuation to address dangerous areas.
3. Notify emergency medical and fire personnel of injured or missing individuals.
4. Coordinate safe evacuation of individuals from the buildings to the safest open areas.
5. Help determine safe routes to re-enter the building in order to render assistance to injured and/or trapped persons.
6. Assist emergency personnel in determining safe entry routes for fighting fire, repairing broken gas lines, other utilities, etc.
7. Notify utility companies of broken and downed lines.
8. Notify the district office of any injuries, damage, utility concerns, etc.
9. District administration will notify the individual school’s administration when and if it is safe to return to the building.

- Ambulance 911
- Fire Department 911
- Police 911
- County Emergency Management 229-838-4911
- Stewart County School District 229-838-4329
- City of Lumpkin 229-838-6101

- Georgia Power

Teachers:

1. After the initial shock, evacuate all students to an open area upon notification by the school or district administration.
2. If exits are blocked, lead students out by an alternate route.
3. Take roll book and backpacks to assembly area.
4. Account for all students.
5. Maintain order of students at all times.
6. Remain with and account for the students and adults evacuating with you.
7. Notify school and or district personnel of injured or missing individuals.
8. Stay in an open area until told what to do and where to go.

Students:

1. Follow the directions of the administrator, teacher, and emergency personnel.
2. Stay with your class or group. Do not leave for any reason without permission.

Staff:

Custodian and Maintenance:

1. Attempt to turn off the sources of gas, electrical, and water services.
2. Help school administrators with a building survey.

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Emergency School Closure

Warning:

The decision whether or not to cancel school is made jointly by those most knowledgeable of the situation.

Weather related before school – transportation director and superintendent

If the superintendent is not available, her designee will make the decision. The decision, when possible, should be made by 6:00 a.m.

Weather related during school – transportation director, superintendent, business administrator, and building principal

Non-weather related – director of maintenance, transportation director, superintendent or his designee, business administrator, and building principal

Weather related before school: After the decision is made, the superintendent or his designee notifies each building principal who initiates their calling tree and automated calling system.

The superintendent or his designee also contacts appropriate television stations, radio stations and public safety personnel. If possible, the district and school main offices will receive phone calls and answer questions from parents and others.

Weather related during school:

After the decision is made, the transportation director sets the time schedule for bus departures. The schedule is communicated to the building principal(s) by the superintendent or his designee. Each building principal initiates their calling tree and automated calling system. The superintendent or his designee also contacts appropriate television stations, radio stations, and public safety personnel. If possible, the district and school main offices will receive phone calls and answer questions from parents and others.

Warning for non-weather related before school:

After the decision is made, the superintendent or his designee notifies the affected building principal who initiates their calling tree. The superintendent or his designee also contacts appropriate television stations, radio stations and public safety personnel. If possible, the district and school main offices will receive phone calls and answer questions from parents and others.

Warning for non-weather related before school:

After the decision is made, the transportation director sets the time schedule for bus departures. The schedule is communicated to the building principal(s) by the superintendent or his designee. Each building principal initiates their calling list and automated calling system. The superintendent or his designee also contacts appropriate television stations, radio stations and public safety personnel. If possible, the district and school main offices will receive phone calls and answer questions from parents and others.

Administration:

1. Superintendent or her designee is responsible and accountable for the decision to close school. She participates in the decision and initiates the communication process. She maintains his place in the district to answer phones and respond to questions and possible issues.
2. The transportation director is responsible for gaining accurate information on weather and road conditions and being able to develop effective time schedules for a school closure when it takes place during normal school hours as well as a calling tree for drivers when it occurs before route pickup begins. The director remains at their work site until all buses return safely.
3. The building principal is responsible for initiating a staff calling list when the closure occurs before school and a process for communicating with families when a closure occurs during school (K-12). There must be at least one person in the building to answer the phones and make sure those students who do arrive on a day when school is closed are able to get home safely. If closure comes during the school day, the principal is responsible for staying until all students are taken home.
4. The director of maintenance is responsible for collecting information and developing various options when a mechanical, power, or other facility issues threaten the closure of schools.
5. The business administrator supports and assists the superintendent in data collection, decision making, and communications.

Teachers:

1. When closure comes before the school day:
 - Participate in the building's calling list.
 - Do not come to school unless you desire to do so and only **after** it is safe to travel on the roads.
 - Presume that all scheduled activities including athletic games and practices are canceled unless approved by the building principal, superintendent, and transportation director (activities away from Stewart), or building principal and superintendent (activities in Stewart).

2. When closure comes during the school day:

- Follow the prescribed schedule as a normal day until the students are released or you are given different directions by your building administration – do not lose control over your students or yourself. Do not release students to leave before the scheduled times.

- Check with the office to see if you can be of any additional help.

- Do not use the school's phone system for personal calls. Every line will be needed to respond to the situation at hand.

Students:

1. When closure comes before the school day:

- Stay home and/or away from the school facilities

- Presume that all activities are canceled unless notified differently by your advisor.

- If an activity remains scheduled, you are not required to attend. There will be no negative consequences if you choose to stay away.

2. When closure comes during the school day:

- Follow a normal school day unless directed to do otherwise by administration or teachers until you are released from school.

- Stay in your classrooms and avoid being in the halls.

Support Staff:

1. When closure comes before the school day:

- Participate in the school's calling tree program.

- Do not come to school unless specifically asked by your principal and then only if the road conditions permit you to travel safely.

2. When closure comes during the school day:

- Follow a normal routine until school is dismissed or until given other directions by building administration.

- Check in the office to see if you can be of any additional help.

- You are excused for the balance of the school day.

In times of bad weather, the district may “delay” the start of a school day until the roads are safe to travel on. A delayed start would be communicated through the calling tree and various media.

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Fire Emergency Plan

Warning:

The first person seeing the fire in any district building will activate the nearest fire alarm. Evacuation of the building will follow the specific building evacuation instructions. Plans are posted in individual classrooms and in the emergency backpacks.

Administration – superintendent, principals, assistant principals, secretary(s)

1. Start the pre-planned building fire evacuation plan.
2. The secretary or designee from the specific building will coordinate with local authorities.
 - Ambulance 911
 - Fire Department 911
 - Police 911
 - County Emergency Management 229-838-4911
 - Stewart County School District 229-838-4329
 - City of Lumpkin 229-838-6101
 - Georgia Power
3. Perform a sweep of the building to assure no one is left inside. Make sure all students and personnel in the specified buildings are taken to pre-planned evacuation sites and accounted for. If any students or personnel are missing coordinate with the on-site fire department for location of the missing people.
4. Coordinate with local authorities. (Routes of evacuation if needed, methods, personnel in charge, etc.) If possible, provide emergency management authorities with the administrator’s cell phone number. Have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.

5. Make decisions with the advisement of the local authorities and district personnel to do the following:

- Continue school and work
- Close school and begin non-weather related closures of school(s).

6. Provide information and coordination with teachers, support staff, and district office.

Teachers:

1. Follow specific building evacuation plan.
2. Turn off lights.
3. Close doors and windows.
4. Take roll book and backpacks to assembly area.
5. Account for all students.
6. Maintain order of students at all times.
7. Remain with students until directed by the administration.

Students:

1. Follow directions of your teacher.
2. Evacuate the building in an orderly fashion by **walking** to the designated area.
3. Remain with your teacher in the assembly area until your teacher gives you other directions.

Support Staff:

1. Follow specific building evacuation plan.
2. Make sure lights are out and doors closed in your designated areas.
3. Make sure all children and personnel are evacuated from current support staff areas.
4. Proceed to designated evacuation area and account for all support staff.
5. Help with students and/or in other areas as assigned by those in charge.
6. Remain in the evacuation area until directed by the building administration/superintendent.

Reference:

Stewart County Elementary/Middle School

Flood Emergency Plan

Warning:

A call to evacuate Stewart County Elementary/Middle School building will be given by the superintendent or the administrator/designee of that building. The call will be given over the intercom or runners sent to each room in the building.

Administration – superintendent, principals, assistant principals, secretary(s)

1. Superintendent/designee will notify all principals and department heads of the emergency.
2. Building administrators announce the danger by the intercom or runners to each room.
3. Follow the pre-planned evacuation emergency plan for each specific building.
4. Coordinate with local authorities – routes of evacuation if needed, methods, personnel in charge, etc.) Provide all local authorities with a cell phone number that will be with you at all times. Have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.

- Ambulance 911
- Fire Department 911
- Police 911
- County Emergency Management 229-838-4911
- Stewart County School District 229-838-4329
- City of Lumpkin 229-838-6101
- Georgia Power

5. Make decisions with the advisement of superintendent/designee and local authorities as to:

- Potential changes in evacuation routes

- Time necessary for evacuation
- Parent notification
- Emergency supplies needed
- Student release

6. Pre-established evacuation sites are:

7. Provide information and coordinate with teachers, support staff, building administrators, and district personnel.

8. Implement pre-established plan releasing students to parents when possible and appropriate.

9. Follow-up on teachers and support staff responsibilities.

Teachers:

1. Follow the specific building evacuation plan.
2. Close doors and windows.
3. Take roll book and backpacks to assembly area.
4. Account for all students.
5. Teachers will remain and care for their students until directed by the administration.
6. Students should not go home on his/her own.

Students:

1. Follow flood evacuation procedures.
2. **Do Not** leave your class or your teacher until you are directed to do so by your teacher.
3. Follow the teacher's instructions.
4. Walk, do not run when evacuating the building and proceeding to any shelter.

Support Staff:

1. Follow specific building evacuation plan.
2. Make sure lights are out and doors are closed in your designated areas.
3. Make sure all children and personnel are evacuated from current support staff areas.

4. Proceed to designated evacuation area and account for all support staff.
5. Remain in the evacuation area until directed by the building administration.

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Hazardous Materials Plan

Warning:

1. The first person to have knowledge of a hazardous materials emergency will immediately call 911 and notify the school and/or district office with as much factual information as is known.
2. The district or school administration will verify the emergency by calling 911 and seeking emergency management assistance.

Administration – superintendent, principals, assistant principals, secretaries, or designee

1. REMAIN CALM
2. Have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.
3. Start pre-planned procedures for shelter-in-place.
4. The secretary or designee from the building or district will coordinate with local authorities:
 - Ambulance 911
 - Fire Department 911
 - Police 911
 - County Emergency Management 229-838-4911
 - Stewart County School District 229-838-4329
 - City of Lumpkin 229-838-6101
 - Georgia Power
5. Make sure all students/personnel in affected buildings are accounted for. If any students/personnel are missing, coordinate with county emergency management personnel to locate missing people.

6. Make decisions with the advisement of the emergency management personnel and district personnel to do the following:

- Remain in shelter-in-place until the hazard is declared safe by county emergency management personnel.
- Transport students and district personnel to a safe location away from the hazard.
- Walk students and personnel to a safe location away from the hazard.

7. If necessary, implement emergency school closure procedures.

8. School and district personnel should remain at school or at the evacuation site until released.

Teachers:

1. REMAIN CALM.
2. Follow pre-planned shelter-in-place procedures as developed in building.
3. Take roll and communicate by intercom to the school office on missing or injured students.
4. Maintain order with students at all times.
5. Evacuate when directed by administration or county emergency management personnel.
6. Remain with and account for all students in your care until released by the administration.

Students:

1. REMAIN CALM.
2. Follow directions of your teacher.
3. Evacuate the building in an orderly fashion by walking to the designated area or district transportation loading zone.
4. Remain with your teacher until released.

Support Staff:

1. REMAIN CALM.
2. Follow specific building shelter-in-place plan as developed in building.
3. Follow specific building evacuation plan when ordered to do so.
4. Make sure all students and personnel are evacuated from support staff area.

5. Remain in shelter-in-place or evacuation area until directed by administration or county emergency management personnel.
6. District maintenance supervisor will train a minimum of two full-time employees in each building on how to manually turn off the recirculation fans and will report to the principal on who has been trained.
7. Fans can be turned off by untrained personnel by setting off the fire alarm. This is to be done only if trained personnel are not available to turn them off manually.

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Intruder/Active Shooter Plan

Warning:

Be alert and observant at all times. Immediately report the presence of suspicious person(s) to the main office. If a weapon is brandished or shots are fired, lockdown and/or take other evasive actions immediately! If possible, a call to “lockdown” or “evacuate” will be given over the intercom, email or with runners. If an unidentified voice gives orders over the intercom the school will go into “lockdown” position.

Administration – building principal/designee, secretary(s), superintendent

1. If shots are fired at you or your office staff, take immediate evasive actions. This may include: locking down, running from the danger, shielding yourself or students with available cover, or escaping through windows or other openings, etc.
2. If there are no evasive options available and your life or the lives of the students are about to be taken, employ aggressive maneuvers to disarm the threat.
3. Call 911 for help indicating nature of situation. Have in your possession your emergency radio and have it set on Channel 3 to speak with school and district administration.
4. The principal or designee will assess the situation and, if necessary, direct the school to “lockdown” or “evacuate” depending on the circumstances. The communication will come via the intercom system, telephones, bells, or runners.
5. Secretary or principal shall stay on the phone with the police dispatcher and provide as much pertinent information as possible. This may include:
 - Description and number of suspects involved, (e.g. clothing, age, hair color/style, height, weight, scars, deformities, tattoos, manner of speech, accents, etc. If in a vehicle: what type, color, make, year, license number and state. If on foot: from which direction did they arrive and in which direction did they leave?

- Location of the suspects in the building.
- Type of weapons involved.
- What the suspects says/wants.
- Who the hostages are if any.
- Indicate what cell phone number(s) or emergency radio channel you will be using for incoming calls.

6. Notify the superintendent/designee and they in turn will notify all other building administrators and the district’s transportation office. Indicate what cell phone number(s) or emergency radio channel you will be using for incoming calls.

7. Upon arrival of county emergency management personnel, they are in charge of the situation. Cooperate and follow their directions as fully as possible. Provide them with any pertinent information. Make available to the police, the person most familiar with the layout of the building (e.g. custodian, assistant principal), to provide information on the floor plan and how to access the hostage area.

8. If “lock down” is implemented, keep the staff and students updated on the situation as often as possible.

9. Communicate with the secretary(s) as to whether all calls will be placed on hold or what the prepared message will be if phones are to be answered.

10. Locate any witness to the act and have them start writing statements as what they observed. The sooner this is done after the incident, the more likely the witness is to remember details.

11. Follow-up after the incident: Assess life/safety issues, identify and locate all victims, work with secretary(s) to account for all students, see that emergency medical care is provided, work with counselors to arrange location for counseling assistance, notify parents who need to know about the situation, use a single media spokesperson (usually the superintendent or administrator), and implement post-crisis procedures.

Teachers:

1. Respond to the code given:

Lockdown

1. Go to door and retrieve all students in area into your room.
2. Lock doors and windows. Close drapes or blinds. (Teachers assigned to exterior entrance doors need to also lock them.)

3. Keep students quiet, calm, and away from windows/doors until further notice by announcement, runner or alarm. If there is a threat of gunfire, everyone should lie on the floor or seek cover under furniture. No one should be allowed outside or inside the classroom until the “all-clear” signal is given by the principal/designee.

4. Classroom activities will be conducted in as normal a manner as possible.

2. If shots are fired at you or your students, take immediate evasive actions. This may include: locking down, running from the danger, shielding yourself or students with available cover, or escaping through windows or other openings, etc.

3. If there are no evasive options available and your life or the lives of the students are about to be taken, employ aggressive maneuvers to disarm the threat.

4. Keep all phone lines clear for base communication.

5. Keep students with you and await further instructions. Do not release students to move freely in the area until the “all-clear” signal is given by the principal/designee.

Students:

1. Respond to the code given:

Lockdown

1. Go immediately into your assigned classroom or the nearest classroom.

2. Keep quiet, calm, and away from windows/doors until further notice by announcement, runner, or alarm.

3. If there is a threat of gunfire, everyone should lie on the floor or seek cover under furniture.

4. Remain inside the classroom until the “all-clear” signal is given by the principal/designee.

Evacuate

1. Follow the fire drill procedures until you are told differently by the principal/designee, or a staff member, law enforcement, or fire department official.

2. Report to your current teacher’s outside location for roll call and remain there until further instructions are given.

2. If shots are fired at you, take immediate evasive actions. This may include: locking down, running from the danger, shielding yourself or students with available cover, escaping through windows or other openings, etc.

3. If there are no evasive options available, and your life is in danger, employ aggressive maneuvers to disarm the threat.

Support Staff:

1. Respond to the code given:

Lockdown

1. Custodians and assigned teachers will lock all outside/entrance doors to the school.
2. Secretaries will coordinate the initial communication with the police. A cell phone will be used by law enforcement, district, etc. for all incoming calls.
3. All phone lines will either be put on hold or a prepared message will be given as people call in.
4. Secretaries will assist in accounting for all students when possible.
5. Counselors will work with the administration after the incident by arranging a location for and providing counseling assistance to those in need. Counselors will implement post-crisis procedures.

Evacuate

1. Follow the same procedures as in a fire drill until you are told differently by the principal/designee, law enforcement, or fire department officials.
2. If shots are fired at you or your students, take immediate evasive actions. This may include: locking down, running from the danger, shielding yourself or students with available cover, escaping through windows or other openings, etc.
3. If there are no evasive options available, and your life or the lives of the students are about to be taken, employ aggressive maneuvers to disarm the threat.

General Tips:

1. Preservation of life is our first objective. (A person's life or well-being is more valuable than property.)
2. Ask what the suspect wants.
3. Follow the suspect's directions as closely as possible without further endangering your own life or the lives of others.

4. Try to speak calmly and avoid direct confrontation.
5. Do what you can to negotiate your own release and the release of other hostages, but do not make any promises that you cannot personally guarantee.
6. Try to build credibility and gain the hostage takers trust.
7. Try to be patient and stall for time.
8. Agree to help and to express the hostage takers messages as accurately as possible if you are given a chance to communicate with the police or other rescuers.

Do:

- Be observant.
- Stay neutral as possible.
- Ask what the suspect wants.
- Write down exactly what suspect says.
- Speak slowly and as calmly as possible.
- Try to delay the suspect's decisions, actions, or ultimatums until the police arrive.

Don't:

- Do not attempt to rescue unless your life and those around you are in eminent danger and doing nothing would result in death or serious injury.
- Do not challenge or argue.
- Do not make any promise you can't personally guarantee.
- Do not say or do anything to inflame or escalate the situation.
- Do not allow any additional hostages to be taken, voluntarily, or otherwise.
- Do not try to forcibly confiscate weapon(s) or detain the persons involved.
- Do not make any unauthorized statements to the media.

Stewart County Elementary/Middle School

Power Outage/Other Utility Problems

Warning:

In many situations, the district will receive a warning from Georgia Power officials, City of Lumpkin, or County Commissioner regarding utility problems including an anticipated shutdown of power. At other times, a problem with the utilities may come unannounced. The determination regarding school closure, early release, or late arrival is made by the superintendent in conjunction with the building principals, business administrator, maintenance supervisor, transportation supervisor, and the appropriate utility companies and government agencies.

Administration:

Before School:

1. The superintendent would make a decision regarding whether the school would close or a late start would be instituted at least 90 minutes before the scheduled start of the school day in the building(s) involved. (If the superintendent is gone, the determination would be made by the business administrator followed by the designated administrator.
2. The superintendent or his designee would notify the transportation director, the food service director and the principal(s) whose building are involved.
3. If a closing or late start is initiated, the principal and appropriate directors will initiate their calling tree and automated phone system.
4. The superintendent or his designee will notify the appropriate media of the closing or early release.
5. The principal and/or their designee shall report to school, as long as there is no immediate danger to his/her health and welfare, to deal with students who may have not received the notice and are arriving at school.

During School:

1. The school's administration will communicate with the district office to relay the problem.
2. The district office will contact the appropriate utility to determine the extent of the problem and the estimated length of time necessary to fix it.
3. If a health issue is apparent, the district office will notify the appropriate officials.
4. The superintendent or his designee and building principal will determine if or when school might be dismissed.
 - Every effort will be made to keep students in school until the regular closing time.
 - If the school is to be closed, the district office staff will contact transportation and the appropriate media.
 - If the school is to be closed, the school staff will begin to contact the parents/guardians to notify them of the closing.
5. Pre-K-8 administrators will remain in the building until all students are transported or with appropriate care givers.
6. If the problem threatens the immediate health/welfare of students, the school will be evacuated with the student body going outside in warm weather or transferred to another school in poor weather. The order for evacuation can be initiated by the superintendent, business administrator, building administrator, or county emergency services personnel.

Teachers:

Before School:

1. Participate in your school's calling tree and automated phone system.
2. Do not come to school unless given the OK by your principal or the district office staff.

During School:

1. Remain in your classroom with your students. Communication with classes should take place using phones, runners, or megaphones.
2. Conduct school as usual until directed otherwise by the administration.
3. If the temperature of your room endangers students, contact the office for permission to relocate to an area where the temperature is tolerable. (Outside, gym, cafeteria, commons, another building, etc.)

Students:

Before School:

1. If school is canceled or a late arrival is announced, stay at home. All other activities will also be canceled unless you are notified directly by a school official.

During School:

1. Follow the instructions of your teachers.
2. Continue with your school work until directed otherwise.

Support Staff:

Before School:

1. Participate in your school's calling tree process.
2. Stay home unless requested to come to work by your supervisor.
3. Do not come to school unless given the OK by your school's administration or the district office.

During School:

1. Report to your immediate supervisor and/or the school's office to see what you can do to help.

Hurricane

Usual procedure for a threatening hurricane is to cancel school and/or dismiss school early since there is usually adequate warning of an approaching hurricane.

The determination to cancel school is made by the superintendent.

- The school administrator collaborates with local emergency management personnel to develop procedures to follow to reduce damage to facilities if a hurricane should strike.
- School secretary or administrator will monitor weather radio for potential hazards at all times.
- Superintendent and administrator, upon advice of local officials, will evacuate area when told to do so.
Stay away from windows.
- Building occupants will be alert for the possibility of tornadoes and will remain indoors in the hallway away from windows.
- A list of local emergency management telephone numbers and a road map of locality will be stored in the emergency evacuation kits.
- Battery powered radio, flashlights and extra batteries, first aid kit, and other disaster necessities are contained in the emergency evacuation kits.
- Written instructions for turning off gas, water, and electricity are stored in a locked cabinet in the principal's office, assistant principal's office and in the main office. The maintenance supervisor will be responsible for turning off gas or water if local authorities advise to do so.
- School counselors in conjunction with local health department, DFACS, and community consultants will implement crisis plan for assisting families affected by potentially stressful events that take place.

Thunderstorms

During School Hours

- School secretary will monitor weather radio for potential hazards at all times.
- Every person remains indoors and away from windows.
- Persons who are outside will immediately move indoors.

- Special needs students will be monitored by teacher to determine any physical or emotional needs.
- Students will remain in the building until the possibility of danger from the thunderstorm passes.
- Buses do not leave the campus if a severe weather watch is issued.

Tornado

Tornado drills are practiced at regular intervals throughout the school year.

Notification

The local Emergency Management Agency will notify the Central Office administrative assistant during tornado/severe weather “watch” and “warning” phases. The receptionist will immediately activate the calling tree to all school facilities. Callers will notify all schools in the following manner:

Tornado Position: Sit with back to wall, knees up, head between knees and arms folded overhead.

Tornado Watch: A tornado watch is issued by the National Weather Service when tornadoes are possible in our area. Remain alert for approaching storms. This is a time to remind students of safety procedures and listen for further instructions.

Tornado Warning: A tornado warning is issued when a tornado has been sighted or indicated by weather radar. This is the time to activate safety procedures.

During School Hours

- The school secretaries will monitor weather radio for potential hazards at all times.
- Administrator in-charge will issue a warning when the National Weather Service has issued a warning.
- If warning is issued, everyone in the building will move into the hallways and sit with their backs against the wall, head down between legs and arms folded over their heads until danger passes and a clear signal is given.
- Everyone in outside building moves into the main building by nearest door and into safe areas in hallways. Students are accompanied by teachers who will remain with students in hallways.
- Teachers, students, and staff who are on the football field or baseball fields will immediately move into the safest area of the nearest building and assume the tornado position.
- Cafeteria workers will move to storage rooms, office staff to the vault, custodians and any other persons in the building (parents, visitors, etc.) will move to the nearest safe place and remain in the tornado position until danger has passed and an all clear signal has been given.

- Special needs students will be monitored by teachers to determine any physical or emotional problems. The counselor will report to the Special Education class to assist with mobility challenged students.
- Be prepared for alarm systems to activate if facility is damaged.
- If in route, bus drivers and students evacuate bus and seek shelter in ditches or low-lying areas away from power lines.
- Students will not be released nor school buses allowed to leave campus during a severe weather warning.
- If determined necessary, administrator will activate Evacuation and/or Family Reunification Protocols.
- School administrators consult with local emergency management officials regarding the structural integrity of the school facility prior to re-entering or remaining in the facility.

Stewart County Elementary/Middle School
Serious Injury or Death Response Plan

Warning:

Schools need to be prepared to respond to a student, staff member, or community member's serious injury/death whether it occurs in the community or at the school.

Directives and interventions can be found in the district's "**Helping Children Cope with Death and Dramatic Events Intervention Plan**" manual. This manual is located in the district office, school office, and counseling centers. All activities are under the direction of the building administration and superintendent in conjunction with the school's counselors. Any school closure or early release must be approved by the superintendent. The superintendent must be apprised of all developments.

Administration:

If an incident occurs at the school:

1. Call 911.
2. Notify certified first aid/CPR persons in building of medical emergency.
3. Notify the main office and building administrator.
4. Isolate the area.
5. Contact parents/spouse/or significant family members including siblings attending school. Avoid platitudes, unnecessary details and ask the parent which hospital they would prefer to have their student transported to.
6. The decision to transport a student by ambulance is made by the EMT's in consultation with the administration, if parents are not available.
7. Designate an employee to accompany ill/injured person to the hospital. Take note of which hospital they are going to.
8. Alert counselor to implement post-crisis intervention plan that has been developed by the building.

9. Notify staff member/students of pertinent, accurate information.
10. Follow-up with a home contact after the incident.

Release of Students during Times of Emergency

In times of emergency, if possible, the schools will attempt to contact parents using the automated calling system. If the schools are unable to phone each parent to inform them of the early or emergency school closure, notification will be given to law enforcement, county emergency management officials, and local T.V. and radio stations. This notification will include reason for closure and access areas for parental pickup.

Each teacher will have a copy of student information form with them in their emergency backpack. The adults listed on this form will be the **ONLY** adults the students will be released to. Any other adult showing up may stay **WITH** the student, but they will **NOT** be permitted to leave with them unless the schools receive verification from the adults listed on the student information form.

PRIOR to the APPROVED adult(s) taking the student, the student information form must be signed at the bottom by the adult taking the child.

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.