

# Stewart County School System



## Emergency Management Procedures

# Table of Contents

Stewart County School System Directory..... 3

Emergency Management Purpose..... 4

Emergency Numbers..... 5

Emergency Management Team..... 6

Emergency Management Folders..... 8

Emergency Management Backpacks..... 8

Duties..... 9

Alarm Signals..... 11

Code Red Procedures..... 12

Accident or Illness ..... 13

Bacteria Threat ..... 14

Bomb Threat/Suspicious Package Procedures..... 15

Disruptive Student Procedures..... 19

Earthquake Procedures ..... 20

Fire Emergency Plan ..... 23

Hazardous Materials Plan..... 26

Hazardous Weather Procedures..... 28

Hostage/Armed Intruder/Active Shooter Plan ..... 33

Kidnapping/Missing Student Procedures..... 38

Off Campus Crime..... 38

Infectious Disease Pandemic Procedures ..... 39

Power Outage/Other Utility Problems ..... 42

Serious Injury or Death Response Plan..... 45

Suicide Procedures..... 47

Student Suspected of Having a Weapon Procedures..... 48

Trespasser/Suspicious Person Procedures..... 49

Procedures for Delaying/Dismissing/Canceling School..... 50

Emergency School Closure..... 51

Release of Students..... 54

Care of Injured..... 54

Emergency Campus Evacuation..... 54

Family Reunification Site..... 54

Training Requirements ..... 55

## **Stewart County School System Directory**

### **Central Office**

7168 Green Grove Road  
Lumpkin, GA 31815  
Telephone: (229) 838-4329  
Fax: (229) 838-6984  
Web Site: [www.stewart.k12.ga.us](http://www.stewart.k12.ga.us)

### **Stewart County High School**

15582 GA Hwy 27 East  
Lumpkin, Georgia 31815  
Telephone (229) 838-4301  
Fax (229) 838-4352

### **Stewart County Middle School**

15582 GA Hwy 27 East  
Lumpkin, GA 31815  
Telephone (229) 838-4374  
Fax (229) 838-4352

### **Stewart County Elementary School**

15582 GA Hwy 27 East  
Lumpkin, GA 31815  
Telephone (229) 838-4374  
Fax (229) 838-4342

### **Stewart County Board of Education**

Mrs. Cynthia Jenkins, Chairman  
Mrs. Kesha Nelson, Vice Chairman  
Mr. Darius Brown  
Ms. Thereatha Redding  
Mr. Austin Taylor

### **Stewart County School System Superintendent**

Dr. Valerie Roberts

### **Stewart County High School Principal**

Dr. Joseph Gardner

### **Stewart County Elementary/Middle School Principal**

Mrs. Viola Fedd

## **Emergency Management Purpose**

The purpose of this Emergency Manual is to provide a useful framework and an established routine for coping responsibly with the various disasters that should occur in the Stewart County School System and to assign responsibilities to meet these emergencies.

This manual also serves as the main guide to specific alarms, codes, and actions relative to the movement and evacuation of students that shall be followed by all students and staff of Stewart County School System to ensure safety of all in cases of on-campus emergencies.

Each member of the faculty and staff is required to maintain and be familiar with all contents of this manual. Drills will be conducted occasionally to ensure readiness for emergency situations.

### **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 Numbers**

Superintendent: Dr. Valerie Roberts (229) 942-8347

Stewart County School District Office: (229) 838-4329

High School Principal: Dr. Joseph Gardner (229) 321-8441

Elementary/Middle School Principal: Viola Fedd (910) 391-9937

Assistant Principal: Dr. Busani Siphambili (706) 573-3781

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

Fire Department: 911

Police Department: (229) 838-6101

## **Emergency Management Team**

The role of the School Emergency Management Team is to:

- Continually assess the situation to recommend and implement additional information and follow-up.
- Determine the person(s) directly or indirectly affected by the crisis and provide appropriate help.
- Gather and disseminate information to public to keep people informed and dispel rumors.
- Make sure all students are accounted for during and following a crisis situation.

### **Responsibility**

### **Staff Person**

Administrators

- (1) Dr. Joseph Gardner (229) 321-8441
- (2) Mrs. Viola Fedd (910) 391-9937
- (3) Dr. Busani Simphambili (706) 573-3781

First Aid Responders (Coordinator)

- (1) Sonya Storey (229) 321-9908
- (2) 1<sup>st</sup> Sgt. Viva Jester (706) 617-4280

Site Team (Coordinator)

- (1) Dr. Joseph Gardner (229) 321-8441
- (2) Mrs. Viola Fedd (910) 391-9937
- (3) Mark Taylor (706) 577-5809
- (4) Calvin Thomas (334) 355-0883
- (5) Dr. Busani Siphambili (706) 573-3781
- (6) Tomeka Davis (229) 942-3956
- (7) Deputy Jamell Davis (706) 987-0479

Police/Fire (Coordinator)

- (1) Dr. Busani Siphambili (706) 573-3781
- (2) Rinnie Hardwick (229) 321-8708
- (3) Vyctorea Webb (229) 310-8580
- (4) Shirley Walker (706) 587-9491

Sweep Team (Coordinator)

- (1) Mark Taylor (706) 577-5809
- (2) Dolores K Lehman (815) 847-0956
- (3) Johnny Thomas (229) 321-0382
- (4) Mona Hubbard (229) 321-9197

Media (Coordinator)

- (1) Darryl Jones (229) 321-9807

Parent (Coordinator)

- (1) Cherika Ashford (706) 330-7697
- (2) Shirley Walker (706) 587-9491

\*Classroom teachers who do not have student supervisory responsibilities at the time of the Code Red will be assigned first aid or sweep team responsibilities by administration.

## **Emergency Team Responsibilities**

<b>Administrator-in-Charge:</b>	Will coordinate emergency response efforts and direct necessary notifications to be made. Coordinates police, fire, and/or medical response.
<b>First Aid Responders:</b>	Will provide first aid until medical assistance arrives.
<b>Site Coordinators:</b>	Will respond to site of emergency and control access to the affected area and preserve the crime scene until police arrive and assume control.
<b>Police/Fire:</b>	Will meet emergency personnel and direct them to the scene and return to school office.
<b>Sweep Team Coordinator:</b>	Will 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. Coordinators will assemble the lists of missing students and forward to the appropriate school office.
<b>Media Coordinator:</b>	Will meet with the media and arrange for their needs. Will assist in preparation of a news statement and arrange interviews.
<b>Parent Coordinator:</b>	Will be responsible for dealing with parents who may respond to the school. They will advise parents of the situation and advise them whether their child is or isn't involved in the emergency. After the "Code Red" has been rescinded, assist those parents who wish to take their child home.

### **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 principals 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 Assistants work under the direction of the principals/assistant 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 administrative assistant 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 administrative assistant shall notify the Stewart County School District. The principal shall notify the superintendent. No person other than the principal/administrative assistant or his/her designee shall give out or disseminate any information concerning any emergency situation.

## **Emergency Management Folders**

Folders will be maintained in the elementary/high school offices. Folders will contain specific items that may save time in implementing the plan to manage emergencies. Additional items may be added as necessary.

Items in these folder include:

- a. A list of current staff members and room assignments
- b. A local telephone directory
- c. A floor plan of the school building
- d. A copy of the emergency plan
- e. Class schedules

## **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.) 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 up students)
- \* 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 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.

### **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. **Custodians 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/Head Custodian will meet 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.

## 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).

## CODE RED – General Procedures

A CODE RED is declared when in the opinion of the administrator-in-charge that a situation exists and threatens the safety of the students and staff and requires that they remain in the classrooms.

Code Red	NO ONE MOVES. The situation is unstable and risks are too great to have anyone moving about the school until the police arrive and assist in the assessment of the incident.
Note:	There will always be a need to have restrooms checked for students during a crisis. This task will have to fall to an administrator during a Code Red.

### Administration:

1. Call 911
2. Declare Code Red
3. Direct school bells be turned off
4. Direct first aid responders to the scene if necessary
5. Brief EMT's on the situation
6. Manage the crisis
7. When Code Red is clear, the Emergency Management Team responds to the media center. All adults not having supervisory responsibilities for students will report to the Media Center for assignments.

### Teachers and Staff:

1. Close/lock classroom door and turn off lights.
2. Make a list of all students in the classroom when Code Red is declared.
3. Record the names of all students who entered the classroom after the Code Red is declared.
4. Maintain order and always keep students on task.
5. If directed to evacuate room, take roll book with you.
6. Do not attempt to contact the office unless an emergency arises in your classroom or you have pertinent information concerning the current emergency.

## **Accident or Illness Procedures**

1. Contact first aid/CPR trained staff.
2. Contact emergency personnel if appropriate.
3. Contact school nurse to identify the nature of the student's illness.
4. Isolate the ill student as necessary.
5. Contact local public health as necessary.
6. Control access to the area where the student is receiving assistance.
7. Contact family member(s)
8. Orderly check out procedure requiring identification and using student attendance logs
9. Administrative staff prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

### **Administration:**

1. Respond to the student as soon as possible.
2. Assist the teacher with student.
3. Involve other staff as necessary.
4. Have family member(s) contacted.
5. Prepare written statement to be sent home if necessary.

### **Teachers and Staff:**

1. Contact first aid/CPR staff/nurse/emergency personnel if appropriate.
2. Contact an administrator.
3. Isolate the student as necessary; move other students to another location.
4. Stay with the student.

## **Bacteria or Microorganism Threat Procedures:**

1. School personnel who handle mail and packages are trained to recognize unusual packages or letters (e.g. excess postage on a small package or letter indicates that the object was not weighed by the Post Office, no postage or non-canceled postage, handwritten notes such as “to be opened by Mr. Smith”, leaks, stains or sharp points.
2. Students and volunteers are NOT allowed to open or handle school mail.
3. Call 911 to report a suspicious package.
4. Isolate letter or package and leave the area.
5. Evacuate and seal off the area of the building. (See **Emergency Evacuation.**)
6. Assign school personnel to prevent others from entering the area.
7. Isolate victim or victims who have come into contact with the letter or package.
8. Be prepared to identify victims fully with name, address, and telephone number for first responders and health officials.
9. Determine if the school is safe to return to normal operations.
10. Notify school personnel and parents/guardians about the status of the school.
11. Prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

### **Administration:**

1. Call 911 to report the suspicious letter/package.
2. Isolate the letter or package.
3. Evacuate and seal off area of the building.
4. Assign staff to prevent others from entering the area.
5. Assign staff to victim.
6. Determine and notify school personnel and parents/guardians if the school is safe to return to normal operations.
7. Prepare a written statement to be sent home with students or through social media to inform parents of the incident when appropriate.

### **Teachers and Staff:**

1. Assigned staff need to be prepared to identify the victim’s fully with name, address, and telephone number for first responders and health officials.
2. Assigned staff will prevent others from entering the area.

## **Bomb Threats**

### **Procedure: Device Found/Suspicious Package**

1. Upon discovery of a suspicious device, immediately notify the administrator-in-charge.
2. If the device is found in a classroom with students, evacuate the classroom in an orderly manner.
3. UNDER NO CONDITIONS SHOULD YOU ATTEMPT TO TOUCH OR MOVE THE DEVICE.

#### **Administration:**

1. Upon notification of a device found:
  - a. Call 911 (Police) to advise building is being evacuated because of suspected bomb. If possible, give a description of the device.
  - b. Activate the EMT
  - c. Activate the Fire Alarm
  - d. Do not use PA system
  - e. Turn off all two-way radios
2. Dispatch EMT to assist in evacuation process.
3. In consultation with proper official(s), determine when it is safe to re-enter the building.

#### **Teachers and Staff:**

1. Upon receipt of notification to evacuate the classroom, proceed to designated evacuation location with your roll book. You must be 1000 feet away from the building.
2. Use the fire drill evacuation exits.
3. Maintain control of students and advise EMT members of any missing or unaccounted students.
4. Do not enter the school until directed to do so by an EMT member or the police/fire authority.

## **Bomb Threats**

### **Procedure: Phone Threat**

1. Listen to the message without interrupting the caller.
2. Write down the message, noting time of the call, unusual background noises, estimated age of caller, and try to keep the caller talking.
3. Immediately after, notify the administrator-in-charge of the call and the contents of the call.

#### **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 and Support Staff**

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.

## **Disruptive Student Procedures**

1. At the beginning of each school year, every teacher is to develop a “clear the room” procedure. This procedure includes instructions of what to do should a student begin to throw things or attack other students or staff.
2. “Clear the Room” procedure should state to which teacher the students should report.
3. The receiving teacher should notify the office immediately.
4. The teacher must stay with the disruptive student until assistance arrives.
5. Students will not return to their classroom until notified by the sending teacher.

### **Administration:**

1. Respond to the classroom as soon as possible.
2. Assist the teacher with student.
3. Involve other staff as necessary.
4. Review the “Clear the Room” plans.

### **Teachers and Staff:**

1. Develop the “Clear the Room” procedures in concert with the receiving teacher.
2. Develop an alternative plan for when the receiving teacher is out of their room.
3. Instruct students of their roles if the plan is implemented.
4. Stay with the out of control student.

# 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 (888) 655-5888

**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 (888) 655-5888

**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.

## **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 (888) 655-5888
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.



## **Fire Drill Procedures**

Upon hearing the fire alarm:

1. All students shall stop work immediately. Students in shops, labs, etc., will turn off torches, gas, and water outlets.
2. Students should not take books, wraps, or other personal belongings with them. (Exceptions: valuables immediately accessible.)
3. The first person to reach the door shall open it.
4. Speed should be subordinate to control.
5. All personnel and visitors shall exit the building immediately.
6. The last one to leave the room shall check to be sure that everyone has cleared and then close the door.
7. Students out of their classrooms shall join the nearest line in taking exit; proceed with that line to designated area, and then with the permission of the teacher in charge, report to their teacher.

### **Administration:**

1. Supervise the Fire Drill and make assignments to make certain all rooms and locations are evacuated.
2. Take whatever steps are reasonable to protect the school's vital records. The safety of the students and staff shall be the highest priority.
3. In case of a fire alarm other than planned drills, call 911.
4. Consult with fire department.

### **Teachers and Staff:**

1. Upon receipt of notification to evacuate the building, proceed to designated evacuation location with class roll book. (See evacuation plan).
2. Maintain control of students and notify EMT members of any missing or unaccounted for students.
3. Do not enter the school until directed to do so by EMT member or police fire authority.

## **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 (888) 655 5888

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.

## Hazardous Weather

### Thunderstorm

#### 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

The National Weather Service issues two types of tornado alerts:

- a. Tornado Watch means that weather conditions are such that a tornado may develop. (Start Watching)
- b. Tornado Warning means that a tornado has been sighted or detected by radar and protective measures should be taken. (Take Cover)

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 administrative assistants 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.

## **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.

## **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 (888) 655-5888

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.



## Hostage/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! Assess the situation and remain calm. Notify the administrator-in-charge.

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?

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. Render appropriate assistance.

**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. Time is on your side.

**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.

## **Kidnapping/Missing Student Procedures**

1. Upon learning that a child has been abducted or is missing, immediately notify the administrator-in-charge.
2. Obtain a detailed description of abductor, involving physical appearance, type and color of clothing, make, model, color, and license number of any vehicle used in the abduction.
3. In the case of a missing child, obtain a detailed description of clothing, and the time and location of when the child was last seen.
4. Await arrival of the police.

### **Administration:**

#### *Abduction*

1. Call 911 (Police) to inform them of the abduction.
2. Provide the police 911 operator with license plate number if known.
3. Notify custodial parent.
4. Provide support services as needed.
5. If other students witnessed the abduction, it may be necessary to notify their parents, as children will be upset.
6. It may be advisable to brief EMT members on the situation and arrange for counselors for the next day.

#### *Missing Student*

1. Conduct an immediate search of the school and school grounds. The extent of the search will depend upon age, emotional stability, and past history of the student.
2. Call 911 and parents of missing student.
3. Check student's locker and desk for any identification of why the incident occurred.
4. Interview the student's friends for information.

### **Teachers and Staff:**

#### *Abduction*

1. If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act.
2. If unsuccessful in persuading the adult not to carry out the abduction, do not place yourself in harm's way.
3. Immediately notify the office and provide as many details as possible.
4. Maintain control of students.

#### *Missing Student*

1. Immediately notify the office when advised that a student is missing.
2. Assist administrator with questioning of friends and classmates as to why the student is missing.
3. Maintain control of remaining students.

## **Off-Campus Crime**

*Stewart County Board Policy is to cover off-campus crime that might reasonably impact school.*

## **Infectious Disease Pandemic Procedures**

Guidance taken from Centers for Disease Control and Prevention (CDC)

### **Preventive Actions/Strategies to Reduce the Spread of a Wide Variety of Infectious Diseases:**

- Social distancing
- School dismissal to stop or slow the spread of infectious disease
- Recognize signs and symptoms
- Staying home when sick
- Appropriately covering coughs and sneezes
- Cleaning frequently touched surfaces
- Washing hands often
- Use of cloth face coverings
- Monitor absenteeism
- Access to adequate supply of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings, and no-touch/foot-pedal trash cans
- Discourage sharing of items that are difficult to clean or disinfect
- Encourage staff and students to bring their own water to minimize use and touching of water fountains

### **Procedures for Minimal to Moderate Community Transmission in the Area:**

- Cancel field trips, assemblies, and other large gatherings
- Cancel or modify classes where students are likely to be in very close contact
- Increase the space between desks to at least 6 feet
- Allow students to eat meals in the classroom
- Stagger arrival and/or dismissal times
- Reduce congestion in the health office
- Limit nonessential visitors
- Limit bringing in students from other school for special programs (e.g., music, robotics, academic clubs)
- Teach staff, students, and their families to maintain a safe distance (6 feet) from each other in the school.

## **Procedures if a student or staff member shows symptoms of an infectious disease:**

- Send home as soon as possible
- Keep anyone sick separate from well students and staff until the sick person can be sent home.
- Immediately notify local health officials
- Dismiss students and most staff for 2-5 days
- Custodial staff clean and disinfect the affected facilities.
- Work with local health officials to determine if extended dismissal duration is needed to stop or slow further spread of disease

## **When there is substantial community transmission:**

- Extended school dismissals (e.g. dismissals for longer than 2 weeks)
- Cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events)
- Continuity of education (e.g. distance learning)
- Meal programs
- Other essential services for students

## **Considerations for Reopening Schools During Pandemic:**

- Refer to CDC's Schools Decision Tool (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-decision-tool.html>)
- Road Map to Returning to School committees will meet to discuss the following:
  - Do First
  - Do Before School Opens
  - Do When Schools are Open and Operating
- Pandemic Response Team (comprised of chairperson from each Road Map to Returning to School committee) will meet to determine procedures for reopening of schools.



## **Road Map to Returning to School Committees:**

### **Governance:**

Dr. Stacie Howard-Chair  
Pamela Green  
Laverne Pickett  
Janet Walls

### **Post-Secondary:**

Dr. Joseph Gardner-Chair  
Cherrika Ashford  
LaPorchia Grier  
1<sup>st</sup> Sgt. Viva Jester

### **Wellness:**

Cherrika Ashford-Chair  
Taylor Farley  
Mona Hubbard  
School Nurse

### **Technology:**

LaPorchia Grier-Chair  
Tomeika Davis  
Aisha Evans  
Chris Usrey  
Patricia Wright

### **Facilities:**

Dr. Busani Siphambili-Chair  
Rinnie Hardwick  
Marilyn Johnson  
Delores Lehman

### **Instruction:**

Viola Fedd-Chair  
Aisha Evans  
Dr. Joseph Gardner  
Tawnya Hadley  
Dr. Stacie Howard  
Paulette White

### **School Operations:**

Pamela Green-Chair  
Jonathan Gooden  
Mona Hubbard  
Darryl Jones  
Marcus Taylor

### **Pandemic Response Team:**

Cherrika Ashford  
Dr. Busani Siphambili  
Viola Fedd  
Dr. Joseph Gardner  
Pamela Green  
LaPorchia Grier  
Dr. Stacie Howard

## **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. All 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.

## **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.

## **Death of a Student or Staff Member Procedures**

### *Not Occurring on School Property*

1. Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed and current information will be provided.
2. Arrange for counseling services for students and staff.
3. Prepare a notice to be sent home to parents with particular information regarding any arrangements that may have been decided by the family of the deceased.

If death occurred during the school day, on school property, follow the CODE RED procedures and treat the event as a criminal act.

#### **Administration:**

1. Call a meeting of EMT members to formulate the school's response to the notice.
2. Use the phone list if notification is received after school hours or during non-school days.
3. Contact family/friends of the deceased to offer support and obtain information regarding arrangements.
4. Arrange for appropriate counseling services.
5. Update information to staff and parents as it becomes available.
6. Work with family on funeral/memorial plans.
7. If the student/staff member had personal property in school, secure the property, including locker contents, until authorized to release to the family/relative.

#### **Teachers and Staff:**

1. Stay informed of plans and procedures that may be implemented in response to the death.
2. Be observant of students and fellow staff members' reaction to the news.
3. Do not deny your own emotional response to the situation. Seek help if needed.
4. Assist in bringing closure to the event.

## **Suicide-Attempted/Actual Procedures**

1. Always assume the victim is alive!
2. Administer emergency first aid if capable.
3. Notify administrator-in-charge.
4. Stay with the victim until help arrives.
5. Limit access to the immediate area.

### **Administration:**

#### **Actual**

1. Access the situation.
2. Call 911
3. Declare a CODE RED.
4. Isolate all witnesses, if students notify their parents.
5. Direct all appropriate notifications to be made.
6. Direct that the personal property of the victim be secured.
7. If the victim has siblings in the school, they will be brought to the office until their parents are notified.
8. If the victim has siblings in other schools in the system, notify those administrators.
9. Arrange for counseling for students and staff.
10. Be prepared to deal with the media.
11. Make contact with the parents of the deceased student.

#### **Attempted**

1. Access the situation.
2. Direct that appropriate notifications be made.
3. Deal with the siblings as set forth above.
4. If CODE RED is not called, hold an emergency meeting with the staff to brief them on events.
5. Arrange for additional counselors if needed.

### **Teachers and Staff:**

#### **Actual/Attempted**

1. Immediately notify the administrator-in-charge.
2. Administer first aid (if possible).
3. Secure the area until an administrator arrives.
4. Once relieved, the teacher responds to his/her classroom and maintains order.

#### **Rumors of**

1. Treat all verbal and written threats as a serious matter.
2. Immediately notify the administrator-in-charge about the information.
3. Assist in the evaluation of the threat with other staff.

## **Student Suspected of Having a Weapon Procedures**

If the student is displaying a gun in a menacing manner, treat the incident as a Hostage/Armored Intruder event.

In all other situations:

- a. Notify administrator-in-charge.
- b. Assess information
- c. Keep calm until assistance arrives.

### **Administration:**

1. Call school resource officer/police for assistance. It is not recommended to call 911 because of the response of media and parents.
2. Respond to the scene and make an assessment of the situation.
3. School resource officer and an administrator will escort the suspected student so the student always walks in front of the escort; never allow the student to walk behind any member of the escort.
4. Do not allow student to put his/her hands in pockets or to approach his/her belongings, nor should the student be allowed to go to a classroom or restroom while on the way to a private area.
5. Assign staff member to carry all of the student's belongings at a safe distance.
6. School resource officer or other law enforcement officer will follow their procedures for search and seizure.
7. School personnel, other than school resource officer, are told to NEVER attempt to unload a firearm or handle a firearm.
8. Administrator will show school resource officer or other law enforcement officer the student's locker. School personnel should never open a student's locker who is suspected of possessing a weapon.
9. School personnel should never confront or attempt to disarm a student who is suspected of possessing a weapon.
10. School personnel will follow the instructions and protocols of school resource officer or other law enforcement personnel if the suspect is in a classroom or other crowded area, because the approach to the student should be carefully planned.

### **Teachers and Staff:**

1. Upon being made aware of the presence of a gun in school, notify administrator-in-charge with information about the student, location of the student, and the possible weapon.
2. Under no conditions should a teacher or staff member attempt to confront or disarm the student.
3. As long as the gun is not being displayed and no one is being threatened, time is on your side.
4. If this event is occurring in a classroom, time permits (at least ten minutes before the classes change), send a message to the teacher next door.
5. Meet the responding administrator at the door and inform him or her of who the student is, where they're seated, and the current behavior of the student.
6. If there is less than ten minutes before the bell is to ring, ask the student to remain in class and assist you with carrying something to the office.
7. If that does not work, and the bell rings to change class, immediately tell the teacher next to your classroom, and follow the student to their next class.



## **Trespasser/Intruder/Suspicious Person Procedures**

1. Treat all trespassers as visitors who have failed to register in the office.
2. Upon encountering such an individual, make the following statement (*in your most friendly voice*) “*Oh, there you are. We knew you were in the building because you failed to stop by the office and sign-in. Let me show you where the office is, we can get you signed in, and cancel the call to the police at the same time.*”
3. If they accompany you, great. If they run, wave good-bye, get a description, and call police.
4. Remember that the majority of “visitors” are former students, dropouts, pushouts, or parents who don’t like to play by the rules. Normally, these people are not dangerous, just annoying.

### **Administration:**

1. If you know where the trespasser is, seek him/her out and follow step two above.
2. If this fails, get a good description of clothing, size, weight, age, etc., and call the police.
3. If the location of the trespasser is unknown, announce over the PA 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. Do not attempt to apprehend.”
4. If this fails to identify the location of the trespasser, consideration should be given to call a **Code Red**.

### **Teachers and Staff:**

1. Do not get into an argument or attempt to challenge the trespasser.
2. If appropriate, try step two above.
3. If a Code Red is declared, follow established procedures.

**Procedures for  
Delaying, Dismissing, or Cancelling School Due to  
Hazardous Weather Conditions**

**I. Superintendent's Chain**

Central Office (229) 838-4329  
Laverne Pickett (229) 321-0076  
Pamela Green (229) 321-0878  
Janet Walls (229) 321-8260  
Dr. Stacie Howard (229) 424-4527

**Board Members**

Cynthia Jenkins (229) 815-0337  
Kesha Nelson (229) 321-9019  
Darius Brown (229) 815-5578  
Thereatha Redding (229) 838-0837  
Austin Taylor (229) 838-6884

**Principals:**

Dr. Joseph Gardner (229) 321-8441  
Viola Fedd (910) 391-9937

**II. Procedures for Delayed Opening**

- A. The superintendent will make the decision to delay the opening of school no later than 6:00 A.M. and begin the notification chain.
- B. Administration and custodians will report at the regular time.
- C. All other staff will report one hour later than their normal reporting time.
- D. Buses will run their normal route two hours later than usually scheduled.
- E. Schools will begin classes two hours later than normal.
- F. No breakfast will be served.

*State standards require a minimum of 300 minutes of instructional time.*

**III. Procedure for Early Dismissal**

- A. The superintendent will make the decision and begin the notification chain.
- B. The director of transportation will arrange for the buses to return at pre-designated times. He will notify each school concerning adjustments in bus numbers, etc.
- C. School principals should contact any classes away on field trips and instruct them to return to school.
- D. Whenever possible, lunch periods will not be permitted.
- E. Under no condition will students be left unsupervised at school.
- F. Principals are to dismiss any student whose parent/guardian arrives to pick up the student.

**IV. Procedure for School Cancellation**

- A. The superintendent will make the decision to cancel school no later than 6:00 a.m. and begin the notification chain as outlined in Section I above.
- B. School principals will notify their staff members of the cancellation.
- C. The Director of Transportation will notify the bus drivers of the cancellation.
- D. The school Nutrition Director will notify food service managers of the cancellation.
- E. Unless otherwise stated, twelve-month employees will report to work on a two-hour delay.

## 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 County), or building principal and superintendent (activities in Stewart County).
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.

## **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.

### **Care of Injured**

In the event of a crisis where several persons are injured, the injured shall be moved to the band room (Room 401) until its capacity is reached.

The supervisor for the injured ward, whatever its location, shall be the school nurse. In no case shall employees of the Stewart County Board of Education give aid beyond basic first aid.

### **Emergency Campus Evacuation**

The regular bus drivers shall transport Stewart County students as normal. In the event a regular driver cannot be reached or cannot respond in the time allotted, it shall become the Director of Transportation's duty to reassign routes or drivers as necessary to safely evacuate the students in the shortest possible time.

No employee is to receive more than regular compensation for any extra duty assignment in connection with an emergency.

### **Family Reunification Site**

In case of major school crisis incidents that require evacuation of students and employees away from the school system or the crisis site, the assigned coaches and employees of Stewart County High School and Stewart County Middle School who hold CDL's will bus all students to Stewart County Elementary School located in Lumpkin, Georgia. This will be Stewart County Public School System's family reunification site. This evacuation is only in the event if full evacuation is required. The above persons indicated will drive the buses.

## **Training Requirements**

O.C.G.A. 20-2-1185 mandates each school to develop a Safe School Plan. The State Code also lists areas of mandatory training for all school personnel including administrators, teachers, school resource officers, security officers, secretaries, custodians, and bus drivers.

### **Mandatory Training:**

- School Violence Prevention
- School Security
- School Site Threat Assessment
- Mental Health Awareness
- School Emergency Planning