

# **Hollywood Elementary School Safety Plan**



**Home of the Hawks  
2021-2022**

**Hollywood Elementary School  
Hollywood, Alabama**

**Mr. Michael Wilborn  
Principal**

# **Emergency Management Response Team**

## **District Level**

### **Lines of Authority and Responsibility**

**Superintendent**

Department of Education

**Governor**

State of Alabama

**Assistant Superintendent**

Department of Education

**State Director**

Civil Defense

**Coordinator**

Civil Defense Education

**Local Director**

Civil Defense

**Board of Education**

**Jackson County Schools' Superintendent**

**Kevin Dukes**

**Assistant Superintendent**

Mr. Mark Guffey

**Building Principal**

Michael Wilborn

## **Hollywood Elementary Faculty and Staff**

**Principal**

Michael Wilborn

**Pre-K**

Julie Davis

**Kindergarten**

Julie Saint Dolberry

**First Grade**

Tara Reynolds

**Second Grade**

Jody Lynn Wright

**Third Grade**

Carla Dulaney

**Fourth Grade**

Nicci Black

**Fifth Grade**

Nichole Graham/Breck Cochran

**Sixth Grade**

Cochran /Graham/Durham

**Math and Science**

Harward Durham

**Media Specialist**

Missy Tolleson

**Special Education**

Alicia Young

Blanca Gifford

**School Secretary**

Angie Patton

**Custodian**

Kimberly Congo

**Lunchroom**

Leonda Guerin

Jackie Moody

Debbie Davis

**Instructional Aides/ Buses**

Kim Higdon

Wanda McLain

Kim Ikard

Melissa Swain

Aretha Kesler

**Nurses**

Brianna Davis

Angie Kirkland

**Bus Drivers**

Hughlon Cornelison

Russell Tolleson

Mike Benefield

Mickey West

## **School District Management Team for Crisis/Emergency**

**Remember:** Choice of words, voice, tone, and inflection are very important and will set the tone for management of the crisis or emergency.

The superintendent, as chief officer of the district, is the overall director of the School District Management Team. The central office staff and maintenance/transportation departments are part of the district team, but act only when assigned specific duties by the superintendent. The school site management team, under the directorship of the buildings' principal, is also under the jurisdiction of the superintendent. Each building principal manages his/her own school team, and in doing so, exercises sound judgment and discretion in assembling team members and assigning duties.

On the occasion of a crisis or emergency, the school district's management team is indispensable. In essence the superintendent is the chief leader of the team and is responsible for directing the district's management team. He or she is responsible for directing the school management team and assigning staff to complete various tasks during an emergency or crisis. The individual school site's management team is an integral part in handling a crisis or emergency.

The central office and maintenance/transportation department are directed and assigned duties as needed by the superintendent. These two offices/departments will assist school site directors and teams as directed by the superintendent.

### **SCHOOL CRISIS**

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. The exact nature of such tragic events varies. Knowing what to do when a crisis occurs can minimize the chaos, rumors, and the impact of the event on students and community.

When a disaster strikes, teachers and staff are torn between the need to deal with student reactions and coping with their own feelings. This time often proves to be a time when they are least prepared to think quickly. With some advanced planning, this process can be much smoother than when tragedy takes a school by surprise and no pre-formulated plan is in effect.

### **DEFINITIONS**

**Crisis:** A sudden, generally unanticipated event that profoundly and negatively affects the school population and may involve serious injury or death. Students and staff may be affected. The psychological and emotional impact will be moderate to severe.

**Crisis Team:** A group consisting of administrators, counselors, and other designated persons to handle media, traffic, logistics and information. With the superintendent as the district's overall leader, each building principal leads a site team. Each school's crisis management plan delineates responsibilities of the team members.

NOTE: Classroom teachers who have regular charge of students should not be on this team although teachers may be designated as hall supervisors during a crisis situation.

Code Warning System: Each of the schools in the district has its own CODE WARNING SYSTEM. In essence, this is a “lockdown”. The purpose of this “secret code” is to warn teachers and/or students that there is an emergency situation or crisis situation. Upon hearing the “secret code” teachers will systematically provide for the safety of their students.

The details of the CODE WARNING SYSTEM appear as part of each school’s crisis management plan. A copy of the schools’ crisis management plan is included in each staff member’s handbook.

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## **HOLLYWOOD ELEMENTARY SCHOOL SAFETY PLAN**

### **I. SCHOOL SAFETY PLANNING COMMITTEE**

<b>Name</b>	<b>Title</b>	<b>Address</b>	<b>Telephone</b>
<b>Crisis Team Co-Chair</b>			
Michael Wilborn	Principal	P.O. Box 302 Pisgah, AL 35971	256-996-9731
Missy Tolleson	Counselor	211 Meadow Street Scottsboro, AL 35768	256-259-0001
<b>Crisis Team Members</b>			
Nichole Graham	7 <sup>th</sup> & 8 <sup>th</sup> English	6215 County Road 58 Pisgah, AL 36765	256-451-7259
Angie Patton	School Secretary	1250 County Road 53 Stevenson, AL 35772	256-608-0425
Alicia Young	Special Education	205 Woodland Drive Scottsboro, AL 35769	256-259-2189
Kimberly Congo	Custodian	3581 County Road 3 Princeton, AL 35766	(256) 776-3872
Jason Hepler	Police Chief, Hollywood, AL	29164 U. S. 72 Hollywood, AL	256-259-1295
Patrick Allen	Fire Dept. Hollywood, AL	29154 U. S. 72 Hollywood, AL	256-574-3232

### **II. INTRODUCTION AND MISSION STATEMENT**

The mission of Hollywood Elementary School is to provide a learning environment where educating children is viewed as an exciting adventure in which teachers are partners with students, parents, and community leaders to provide a wide variety of learning experiences that promote a love of learning, positive self-concepts and the ability to function successfully in an ever changing, technologically advanced society.

To this end, Hollywood Elementary School is committed to providing a well-functioning school, which fosters learning, safety, and socially appropriate behaviors. Hollywood Elementary School recognizes that safety and order are related to children's social, emotional, and academic development. Prevention and intervention strategies to minimize the incidents of school violence involve the entire educational community (administrators, teachers, families, students, support staff, and community members) working together to form positive relationships in an effort to ensure the safety of all children.

### III. CRISIS MANAGEMENT OVERVIEW

#### SCHOOL FLOOR PLANS (Appendix)

#### EMERGENCY CONTACT INFORMATION

##### Central Office

Name	Title	Work Address	Telephone
Kevin Dukes	Superintendent	Jackson County Board of Education	256-574-9500 (W) FAX: 259-0076
Mark Guffey	Administrative Assistant	Jackson County Board of Education	256-228-6791 (H) 256-574-9500 (W)
Chris Davis	Administrative Assistant	Jackson County Board of Education	256-437-8872 (H) 256-574-9200 (W)

##### Bus Shop and Maintenance

Name	Title	Work Address	Telephone
Craig Robbins	Maintenance/ Transportation Supervisor	16003 Alabama 35 Scottsboro, AL 35768	256-574-1874 (W) FAX: 259-0616

##### Health Services

Name	Title	Address	Telephone
Pam Vernon	County Nurse	Jackson County Board of Education	256-228-6244 (H) 256-574-9200 (W) 256-574-9222 (W)

##### Community and Area Resources

Name	Office Telephone	FAX
<b>Emergency Contacts</b>		
Alabama State Troopers	256-533-4202	256-353-7687
Fire and Police	911 (Emergency Only)	
Hollywood Police Department	256-259-1295	
Hollywood Fire Department	256-574-3232	
Jackson County Sheriff's Department	256-574-2610	256-574-9308
Jackson County Emergency Management Agency (Civil Defense)	256-574-9344	
Crisis Center	800-691-8426	256-539-6873
Alabama Highway Patrol	256-533-4202	256-353-7687
<b>Safe School Hot Line</b>	<b>800-SAVE KIDS</b>	
<b>Poison Control</b>		

Alabama Poison Control	800-292-6678	256-574-9308
<b>Hospitals</b>		
Highlands Medical Center (Hospital)	256-259-4444	256-218-3785
Grandview Medical Center	423-837-9500	423-837-3491
<b>Supplemental Services</b>		
American Red Cross	256-574-9382	256-218-3138
Jackson County Health Department	256-259-4161	256-259-1330
Animal Control Unit	256-574-2610	256-574-9308
Crisis Services of N. Alabama (Traci Bynum)	256- 574-5826	
<b>Area Boards of Education</b>		
Scottsboro City Board of Education	256-218-2100	256-259-5767

### Additional Resources

<b>Name</b>	<b>Office Telephone</b>	<b>FAX</b>
<b>Mental Health, Child Abuse, Neglect, and Sexual Assault</b>		
Mountain Lakes Behavioral Center	256-259-1774	256-259-0761
Jackson County Juvenile Services	256-574-9365	256-574-9235
<b>Community Resources</b>		
Housing Authority	256-259-5600	
Impact Learning Center	256-218-2121	256-218-2129
Head Start (Scottsboro)	256-574-4281	None

### **HOLLYWOOD ELEMENTARY CRISIS TEAM**

Should a tragic event occur, the site administrator should immediately inform the superintendent. The superintendent notifies the school board. The site administrator contacts emergency services as quickly as possible. **IMMEDIATE SAFETY OF THE STUDENTS IS A MUST.**

After initial contacts are made by the building administrator, the following steps occur:

- 1) The school site administrator assembles the school team to plan response.
- 2) The team implements the process that best provides for the welfare of the students.
- 3) The team plans a follow-up and assesses the need of additional support.
- 4) The team evaluates the response to discern whether or not changes need to be made prior to a future crisis or emergency.

### **SES Crisis Management Team Leaders**

<b>Name</b>	<b>Position</b>	<b>Team Leader Responsibilities</b>
Michael Wilborn	Principal	Incident Command Post
Missy Tolleson	Counselor	School Command Post
Blanca Gifford	Pre K MD Unit	Parent Area
Brianna Davis	School Nurse	Hospital
Alicia Young	Special Education	Media Area
	Special Education	Shelter Transportation
Kim Ikard	Aide	Runners
Robert Gibson	Physical Education	Triage Area

### **School Personnel Assignments**

#### **Crisis Response Team Leaders and Team**

<b>Incident Command Post</b>	<b>Media Area</b>
1. <b>Michael Wilborn</b> 2. Brianna Davis	1. <b>Alicia Young</b> 2. Kim Higdon
<b>School Command Post</b>	<b>Parent Area</b>
1. <b>Missy Tolleson</b>	1. <b>Jody Wright</b> 2. Angie Patton
<b>Triage Area</b>	<b>Shelter Transportation</b>
1. <b>Angie Kirkland</b> 2. Brianna Davis	1. <b>Harward Durham</b> 2. Russell Tolleson
<b>Runners</b>	<b>Hospital</b>
1. <b>Kim Ikard</b>	1. <b>Breck Reed</b>
<b>Extra Resources</b>	<b>2. Jody Wright</b>
1. Room Mothers 2. PTO Officers	3. Nichole Graham

## **Suggestions for Counselors, Principals, and Teachers**

### **Administrator's Role**

- Support response efforts, be available for consultation and defer to decisions of Team Director (Superintendent).
- Be visible, available, and supportive to empower staff.
- Provide direction for teachers to alter the curriculum. Specifically, consider testing, if postponement is necessary.
- Communicate with central administration and other affected schools.
- When appropriate, contact family of the deceased and inform staff and students about funeral arrangements.
- Vary the areas in the building to avoid during routine fire drills.
- Consider an area on campus to land an emergency helicopter.

### **School Counselor's Role**

- Be available by canceling other activities.
- Locate counseling assistance by checking community resources. Be sure to use counselors from feeder schools.
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- When appropriate, follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty and provide counseling as needed.
- Keep records of affected students and provide follow-up services.
- Establish a self-referral procedure. Make referral forms available.
- Review and distribute open-ended questions to assist teachers with classroom discussion.
- When applicable, assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routine for the masses of parents who will pick up their children early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- When appropriate, notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- When appropriate, notify feeder school so they can prepare siblings and other students regarding the crisis.

### **Teacher's Role**

- Provide accurate information to students that may dispel rumors.
- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.

- Recognize and honor the various religious beliefs that may help the students to cope with loss.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV broadcasts in the classroom. Live newscasts can be traumatizing.
- Identify students who need counseling and refer to building support personnel.
- Provide activities to reduce trauma, such as artwork, music, and writing.
- Alter the curriculum as needed.
- Discuss funeral procedures when appropriate.
- Know how to get assistance from other professionals should the need arise.

### **Guidelines for Handling the Media**

Whenever a natural disaster or an unfortunate situation occurs, media coverage is a certainty. In these instances, the media can become quite obtrusive due to the number of news agencies covering the incident and the methods used by some reporters. Having a prescribed plan as to how to handle the media lessens the anxiety level for all involved.

Each school in the district is encouraged to follow these guidelines when dealing with the media. Preferably, a designated person will handle the media.

Develop a written statement for dissemination.

Appoint a spokesperson (usually the principal).

Keep the staff informed through one person. This controls rumors.

Be proactive with the media.

- Contact the media before they contact the school
- Set geographic and time limits
- Explain restrictions
- Hold the press accountable
- Create positive relations with the media before an emergency or crisis occurs

Stress positive actions taken by the school.

Do not refuse to speak to the media; they will turn to less reliable sources.

Do not disclaim responsibility until all facts are known.

Announce new changes made after the incident has passed.

Get the maximum amount of information out to the media- and thus the public- as rapidly as possible. Overall accuracy and completeness of media coverage depends to a large degree on "how fast" and "how much" information they receive.

Emphasize to parents, students, and staff that they can say "NO" to interviews.

The goal is to ally the media as an educational and informational tool in communicating a crisis or emergency situation and in explaining the efforts of the district.

### **General School Assignments/Responsibilities**

**Superintendent:** It will be his/her responsibility to coordinate with the local Civil Defense Director to disseminate all information on training courses available, to initiate warnings, nuclear or natural, and to notify all school principals. The superintendent will notify radio stations of the warning and of the action taken by the school system.

**Principals:** Upon receipt of warnings from the superintendent's office, the principals will alert all teachers via the intercom system, bell and/or runner, whichever is available at the time of warning, as to the nature of the threat. If other than a severe weather threat, the principal will instruct teachers to take action as outlined in "C" below. If a nuclear disaster should occur, the principals will await further instructions from the superintendent's office.

**Classroom Teachers:** In severe weather warnings, such as tornado, teachers will seat all students in hall and close all windows in classrooms, **if** we do not have enough notice to get students into the storm shelters out behind gym. In severe low pressure, such as a hurricane or tornado, it is advisable to leave a window or door ajar on the opposite side of the building-thus eliminating the low pressure that could cause the building to expand and explode. If the wind is from the southwest, a window or door on the northeast side of the building should be opened. In case of an earthquake, teachers will follow the established guidelines for such an occurrence. In case of an approaching flood or hurricane, teachers will be instructed by the principal to dismiss the students.

In a nuclear situation all teachers will receive instructions from the principal. Teachers will close all windows and lower shades or blinds IMMEDIATELY. All students shall remain seated until instructed by teachers to evacuate the building. In the event the school cannot be evacuated immediately, all faculty members and students shall seek the best available shelter.

**Office Staff:** These people will maintain communications through the school by intercom system or runner. Also they will answer the telephone and monitor the radios, which will be tuned to Emergency Broadcast Stations. The office staff will respond as directed by the superintendent.

**Custodial or Maintenance Staff:** These personnel will immediately turn off gas at meter. Then they will turn off water. Finally they will report to the principal's office for further instructions.

**Food Service Personnel:** It is the duty of the Food Service Personnel to close all stove valves to off position, fill containers with water before custodial staff turns water off, and prepare canned goods for distribution as directed by the principal.

**Health Service Personnel:** Each principal will have at his/her disposal enough first aid supplies to adequately maintain the number of students and faculty under his/her jurisdiction for at least (3) days. The principal will have designated health personnel,

who will have had first aid training, to assist him/her in maintaining a well-developed first aid station.

**Civil Defense Director:** It will be the responsibility of the local city Civil Defense Director to keep the superintendent informed on all matters pertaining to the safety and well-being of all faculty and students within the jurisdiction of the Jackson County Schools.

### **EMERGENCY AND FIRST AID SUPPLY LIST**

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. The school will maintain its own supplies. Supplies can be located in the office and the gym. The following items will be secured at the school in case of an emergency situation.

#### **Emergency Supplies**

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Sheets	Candles
Blankets	Matches
Pillows	Bottled Water
Paper Towels	Wet Ones

#### **Emergency Equipment**

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Cellular Phone  
Walkie Talkie  
Flashlights  
Batteries  
Radio (battery operated)

#### **First Aid Supplies**

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Hydrogen Peroxide	Alcohol
Assorted Band Aids	Face Masks
Gauze	Sterile Water (for burns)
Tape	Scissors
Tweezers	Bandages
Instant Ice Packs	Ace Bandages
Package of Sewing Needles	Slings
Anti-bacterial Salve	Steri-strips or butterfly stitches
CPR (disposable mouthpieces)	Current First Aid Book

## **VI. AREAS OF SAFETY CONCERN**

### **PREVENTION AND CURRICULUM**

#### **School Climate**

School climate will be monitored periodically through a climate survey. Faculty and staff will be encouraged to provide feedback regarding any concerns of safety.

#### **Student/Faculty/Staff Records**

All records will be secured as indicated by county policy. Any medical problems are identified through Student Health Information Forms, which are sent home at the beginning of each school term. The county nurse reviews these forms and provides the staff with information concerning classroom support of certain medical conditions. A red folder is currently kept on each Hollywood Elementary child with a medical condition. All permanent student data is housed in the office. Each classroom teacher also maintains a file with all pertinent information regarding each student in the classroom. Bus drivers also have a flip chart with all medical information concerning students that are transported on his or her bus.

All data for staff and students will be entered into STI, a software program designed to manage personnel and student data. Photos, medical conditions, student transportation, persons authorized to pick up a child, and any other information pertinent to issues of safety will be monitored from the office and classroom over the local area network that is currently setup. Back-up files of all data is maintained at the server farm located at Earnest Pruett Center of Technology..

Newsletters and bulletins are sent home several times throughout the year to keep parents informed of school events. Teachers are encouraged to have several conferences per year with parents concerning student progress and any other issues of concern.

#### **Discipline Plan**

A copy of the county code of conduct is sent home with every student. Parents are asked to review and sign off. In addition, each teacher will send a copy of the classroom rules and discipline plan to parents. The staff will implement all aspects of the Positive Behavioral Support Plan.

#### **Conflict Resolution Programs**

The school counselor will provide a variety of services for the student body. Conflict resolution and de-escalation instruction will be provided through weekly counseling sessions during each school term. Individual sessions will also be provided on an as needed basis.

#### **Alcohol/Drug/Violence Programs**

Each classroom teacher and/or counselor will provide drug education instruction each year. Hollywood Elementary follows all county policies concerning any student caught using or distributing an illegal drug. The local police department will be contacted immediately.

**Health Education**

County policy requires all elementary classroom teachers to provide instruction for 60 minutes per week in Health Education. This is usually incorporated into the Science curriculum at the elementary level. Students should be given age appropriate instruction concerning safety issues as a part of normal health instruction. Safety related materials including books, science diskettes, and videos should be available for students. The counseling program also provides a unit on safety as mandated by the Alabama State Department of Education. This unit deals with helping children make healthy choices.

**Science**

All guidelines provided by the State Department concerning science safety is implemented consistently and appropriately. The school has several copies of the AL Science Safety System. All teachers have the guidelines and access to the whole document if needed.

**Visitor Access Control**

All visitors are required to go directly to the office to check in before moving to any area of the school. Visitors must have a visitor's pass in their possession. A staff member will escort any visitor seen in the building without a pass to the office. Visitors will not be sent to a classroom without notifying the teacher.

All entrances except the front door will be locked throughout the day. The side door near the road will be open from 3:20 –3:40 p.m. The front door of the school will be open from 7:00 a.m. -7:30 a.m. A staff member will be posted at the entrances while they are open. All visitors are required to enter the building through the front door near the office and all other entrances to the building should remain locked throughout the day with the exception stated above. All staff members should know the lock down code (There will be a faculty meeting at 9 a.m. Saturday morning.) signal in case a stranger enters the building and presents a threat to the staff or student body.

As educators are considered *in loco parentis* or "in place of the parent" and assume the rights and responsibilities of the parent while the child is at school, we are responsible for being aware of which parent(s) have custodial rights. The main office will house student files, which contain all pertinent data on each child, including information in regards to custodial parent. The principal, teacher and secretary should all be apprised of situations involving the rights of the non-custodial parent(s). As these situations are made known to the school, a copy of the custody decree will be kept on file in the student's folder. If a non-custodial parent seeks permission to "check out" their child, a phone call should be made to the Department of Human Resources or to Circuit Clerk's office to verify that the non-custodial parent has permission to do so.

**First Aid/CPR/Heimlich/Bloodborne Pathogens Procedures and Equipment**

All guidelines outlined in the Alabama School Health Services Manual are followed by the staff when dealing with medical situations. Opportunities for training will be provided for all staff members to be certified in CPR. All staff members should view

the Universal Precautions video dealing with the proper clean up and handling of body fluids.

### **Personal Safety**

All staff members have access to videos and information concerning personal safety in dealing with medical problems of students. Information is available in the office in the Alabama School Health Services Manual.

### **Bicycle/Bus/Pedestrian Safety**

During the opening and closing of the school day, Hollywood Elementary Staff will supervise all open entrances and exits. Halls and the cafeteria are monitored during bus duty time before and after school. All arrivals and departures are overseen.

Students are assigned seats on the bus when behavior problems warrant such action. Continued behavior problems on the bus will lead to removal of bus privileges. Bus drivers are provided with safety training each year. Each bus simulates evacuation procedures several times during school sessions. If the superintendent deems emergency evacuation necessary, the building principal or designee will contact the bus drivers.

### **Community Assistance**

Community helpers such as policemen, firemen, and health care workers should be utilized as resources for the classrooms. Additional assistance includes a partnership between the school system and the medical community and social service agencies across the county.

### **Student Identification Plans/Procedures for School and Fieldtrips**

Upon arriving at school (7:00 a.m.), all students are sent to breakfast or seated with their grade level in the gym or library. When the 7:20 a.m. bell rings, all children move to their rooms in an orderly fashion. Attendance is taken at 7:30 a.m. and all absentees are reported to the office.

In the event of a crisis, all teachers are required to account for each child on his/her role. Grade/Role books are to accompany teachers to evacuation sites. Any missing student should be reported to the principal or designee immediately.

Picture identification is utilized through the school's STI program. It is updated annually. All teachers are required to have picture identification of each child going on a field trip. Medical records should also be included for any child having a red file.

### **Lockdown Procedures**

If the building principal or designee determines that a situation at the school site requires a lockdown, the following procedures are followed.

A lockdown announcement (Faculty Meeting at 9 a.m. Saturday Morning.) will be made over the intercom. All teachers will immediately move their children to their room or the closest safe area. All entrances and exits will also be secured. The principal or designee will contact the appropriate authorities. When the threat has

been neutralized, the building principal or designee will notify all staff that the danger has passed.

## **BUILDINGS AND GROUNDS SECURITY**

### **Alarm System**

The school is equipped with an alarm system that provides for fire, tornado, or other emergency signals. The system is audible in all parts of the school facility. In case of a power failure and the alarm system is rendered inoperable, a bullhorn and a battery-operated siren will be utilized to alert all staff of the impending danger. The backup alarm system will be used in select drills throughout the year.

### **Playground and Adjoining Areas**

A fence currently surrounds the playground and most adjoining play areas. All gates are closed during school hours. The playground is free of traffic. Playground equipment is inspected and repairs are continuously made. Consideration is being given to updating the playground area.

### **School Location, Traffic Patterns, and Protective Barriers**

Faculty members are available and visible during arrival and departure of students. School parking areas and loading and unloading zones are paved and marked to ensure appropriate movement of traffic in and around the facility. Loading and unloading zones are utilized for picking up and dropping off children each day. Parent access to the grounds is monitored and appropriate action is taken to ensure student safety. Staff consistently follows guidelines concerning appropriate speed and parking at the school facility.

### **Parking Lot/Exterior Lighting**

There is sufficient lighting for the front parking area. Parking lots are monitored during the arrival and departure of students. Additional lighting around the school will be addressed in the future.

### **Visual Access Inside and Outside**

The facility has one main building that is used by students. All halls can be monitored by one or two individuals. Classroom teachers and support personnel monitor student traffic all times during the day. Cameras from the office monitor hall movement and parking areas in the front and back of the school.

### **Limitations of Building Design**

Faculty members monitor hallways during arrival and departure times. Additional cameras and outside lighting are needed to ensure the ongoing safety of our students during after school activities.

### **Exits**

All exits open to the outside. Exits are locked during the day except the front entrance. Additional fencing is needed to ensure a safer environment for our students as they participate in a variety of physical education activities.

All doors are marked with appropriate signs and each exit is equipped with panic bars. No doors are chained and all broken windows are repaired as needed.

### **Fire Extinguishers/Fire Alarms**

Fire extinguishers, alarms, and weather alarms are working properly and evacuation procedures are practiced on a regular basis. All fire extinguishers are appropriately located and available. They are checked regularly to ensure performance during an emergency. In-service is provided on the proper use of fire extinguishers.

### **Electrical Safety and Appropriate Machinery/Equipment Use**

Gas tanks are enclosed in fences. The school is also aware that additional outlets are needed to meet the demands of technology in the classrooms. The school lunchroom is free of hazards.

### **Signs/Directions to Safety Areas**

All exits have signs that are easily visible. Exit lights are needed for some of the older exits. Visitor entrance procedures are posted at all doors leading from the building to visitor parking.

### **Hall Passes**

Any student leaving the classroom without a teacher must have a **HALL PASS**. This should include emergency restroom breaks, runners to the office and special education services. Teachers are responsible for monitoring the use of passes.

### **Security**

Office staff has visual access to the building entrance that remains open during school hours. All extra keys are kept in a centralized location. Keys are distributed on an as needed basis. Employees turn in keys at the end of the school year.

All records are secured at the end of the day in a centralized location.

## **COMMUNICATIONS**

Hollywood Elementary has two-way communication to each classroom using a voice over IP system. The school has walkie-talkies for emergency situations. All alarm procedures cover the building.

All computers have e-mail capabilities and the school has a telephone and fax machine on a separate line. The administrative staff and several of the teaching staff have cellphones. Battery operated bullhorns and sirens are available on site for emergency use.

## **GENERAL SAFETY INFORMATION**

Information in regards to school safety will be distributed to the administration, faculty, and support personnel in the form of Hollywood Elementary School Safety Plan. As all members of the faculty participated in the formulation and development of the crisis plan, each member of the school staff is aware of his/her role in the event of a school crisis. Parents, as well as any interested member of the community, will be informed of the school's commitment to school safety in the

form of a newsletter or flyer containing a special section devoted to ensuring the safety of our children. Students will be active participants in acquiring information in regards to safety as classroom teachers periodically present lessons focusing on safety issues at school. The guidance counselor is also instrumental in providing available safety information to the student body by providing responsive services which address the immediate concerns of the students focusing on both prevention and intervention delivered via individual and group counseling.

Updated evacuation charts are posted in the halls and in each classroom. Fire drills are practiced monthly and additional drills follow our schedule. All drills follow prescribed procedures. The classroom teacher will make any special considerations for students with disabilities or limited English proficiency.

Alternative shelters may include Hollywood Baptist Church, Earnest Pruet Center of Technology or the Hollywood Municipal Building.

## **SUPERVISION OF STUDENTS**

### **Emergency Dispersal of Students**

Students will be sent home under the following conditions:

- 1) The parent makes a request.
- 2) The superintendent authorizes the decision because there is inadequate shelter in the school complex.
- 3) The superintendent will notify local radio stations that a situation has occurred requiring dismissal of students.

Students will be kept at school under the following conditions:

- 1) Parents are not at home.
- 2) Students cannot be cared for any other place, and school is safest shelter.
- 3) There is not adequate time to send home.
- 4) The students cannot be transported home.

Students will be sent to shelters if the school does not have proper shelter due to the crisis situation.

### **Assignment of Shelter for Each Classroom**

Assignments:

- 1) Tornado- Sit in halls (If not sufficient time to get to shelter)/ Tornado Shelter
- 2) Fire- Evacuate building.
- 3) Radioactive fallout- Go to nearest fallout shelter.
- 4) Hurricane- Send students home.
- 5) Earthquake- Execute the "drop" procedure; evacuate building.

Transportation of students to home or shelters:

- 1) School bus, if possible
- 2) Individual transportation
- 3) Walking
- 4) Parents pick up students

### **TRAINING OF STAFF, STUDENTS, PARENTS AND OTHERS**

All staff members including teachers, substitutes, office staff, lunchroom workers, maintenance workers, bus drivers, mentor volunteers, and parents should be informed of the safety precautions in effect on the school campus and of in-service training sessions to provide additional information and training to make our school a safe environment for learning.

### **Crisis Management Plan/Team**

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1. All school staff will be informed of safety procedures and have access to a copy of the Hollywood Elementary School Safety Plan.
2. The school staff will relate any problems to the principal or to a member of the school's Crisis Management Team.
3. The Crisis Management Team will review the situation and call in community resources such as law enforcement, social services or health workers as needed.

### **TEAM DIRECTIONS**

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#### **Essential facts that each team should prepare for:**

- 1) How many students are injured? How seriously?
- 2) Are all students accounted for?
- 3) Are there fatalities?
- 4) Where are the injured/fatalities located?

**This information should be provided to the principal as soon as possible.**

### **GENERAL ASSIGNMENTS FOR EACH TEAM LEADER**

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#### **INCIDENT COMMAND POST LEADER**

- 1) The Team Leader will be responsible for assisting the incident commander with information pertaining to the physical plant. This information must be prepared in advance and copies placed in designated areas of the school building.
- 2) The Team Leader will meet with the emergency personnel and must remain in the designated area until the incident commander releases him.
- 3) Pertinent information and equipment will include keys to all locked areas, a detailed map of the school, knowledge of the cut-off location of all gas and power lines, and the location of other various sites within the plant.

#### **SCHOOL COMMAND POST LEADER**

- 1) The Team Leader at the School Command Post will be responsible for coordinating information within and outside the School Command Post.
- 2) The Team Leader is responsible for getting student rosters and medical records to the Triage Area.
- 3) The School Command Post will be responsible for distribution of medical records to the Triage Area.
- 4) The School Command Post will notify the Incident Commander once accountability has been established for all individuals that were present in the building.
- 5) The School Command Post will be responsible for making arrangements for student transportation, if necessary.
- 6) The Team Leader will also be accountable for knowing the location of all students and faculty, including injured who may have been transferred to local medical facilities.

#### **TRIAGE AREA LEADER**

- 1) The Team Leader's responsibility will be to function as a gatekeeper of the Triage Area, knowing at all times the names and status of any individuals who need immediate first aid treatment.
- 2) In the event an individual must be moved for further medical treatment, the gatekeeper will be responsible for the notification to the School Command Post as to the relocation of the individual.
- 3) All injured parties must be accounted for at all times.

#### **PARENT AREA LEADER**

- 1) The Team Leader in the Parent Area will be responsible for communication with parents as to the status of their children.
- 2) The Team Leader must also make provisions to reunite injured children with their parents as soon as possible. No parents will be able to be reunited with their child until all children are accounted for. Then, an organized and preplanned process will be used.
- 3) Law Enforcement will also be in this area to assist in a variety of ways.

#### **MEDIA AREA LEADER**

- 1) The Team Leader in the Media Area will be primarily responsible for containing the media in the designated area. It may be necessary to work in conjunction with Law Enforcement in this area.
- 2) The Team Leader is in charge of the Media Area until the system media spokesperson (Community Relations Director) is present at the site.
- 3) All information pertaining to the disaster should be of a general nature.
- 4) Factual information should be provided about the school facility, enrollment, and the faculty/staff.
- 5) All information pertaining to the disaster will be communicated from the Media Area upon the approval of the superintendent or the building principal.
- 6) Medical information will be released by the hospital or at the discretion of the superintendent or building principal.
- 7) Individual student and staff interviews should be discouraged.

#### **AREA HOSPITAL LEADERS**

- 1) In the event that the scope and nature of the injuries of students and/or faculty warrant transportation to area hospitals, the central office personnel assigned to the hospital will be responsible for all official communication between the School Command Post and the hospital.
- 2) In case of a large disaster with many injuries, several medical facilities should be accessed according to preplanned procedures.
- 3) School personnel without prior approval should release no information to the media.
- 4) The media should expect hospital personnel to provide specific medical information.

### **FLOATERS**

- 1) Floaters are individuals who must have the ability to move around the disaster site without other designated responsibilities.
- 2) Floaters may include the building principal, superintendent, or the other designated personnel.

### **RUNNERS**

Runners will be needed to move from area-to-area, carrying vital information to the designated command posts.

- 1) The role of the Runner is critical until radio communication is reestablished.
- 2) Runners will provide accountability information regarding students, faculty, and staff to the School Command Post.
- 3) All student and faculty information must be considered extremely **CONFIDENTIAL** and must be treated delicately. This information must not be transmitted or given to the public without prior approval.

### **CLASSROOM TEACHERS**

- 1) Classroom Teachers will be responsible for the care of their students who have not been assigned to another area.
- 2) Classroom Teachers will be responsible for accountability of students, administering minor first aid, and the signing out of students to appropriate family members per the school plan for this activity.
- 3) A code must be established for classroom teachers for accountability of those persons in their charge and those persons who are missing.
- 4) This information will be reported to the Runners. Runners will carry this information to the School Command Post.
- 5) Classroom Teachers must remain with their students at all times and must be prepared to remain with their students until the last student is released.
- 6) Classroom Teachers should have planned activities to help the students remain calm and must be able to recognize students who are in distress and/or who may need additional help.
- 7) An emergency bag, kept in a designated area; each classroom, should be prepared for use in emergency situations.

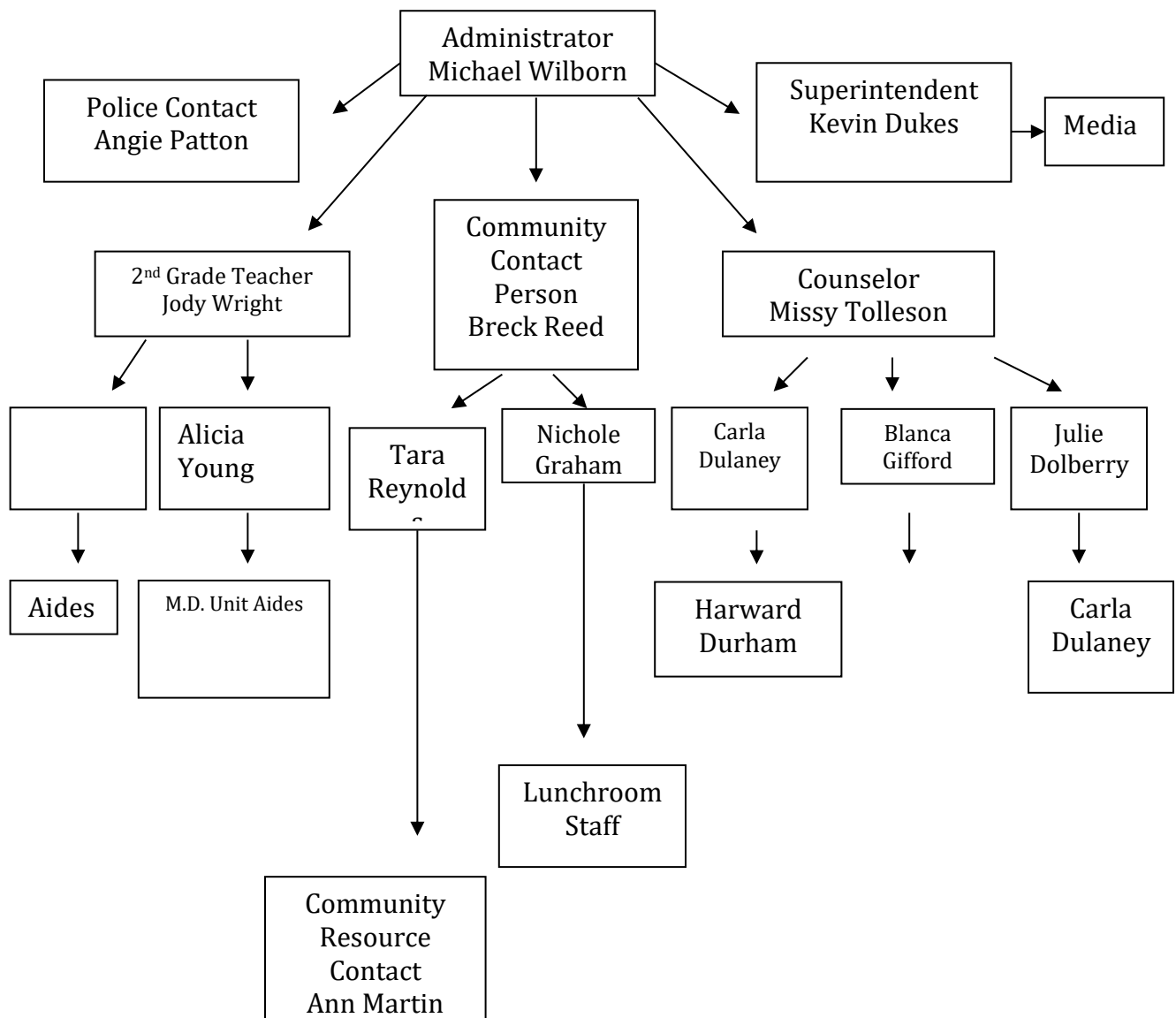
### **SHELTER TEAM LEADERS**

- 1) The Team Leader at the Shelter Area will be responsible for:
  - Coordinating the arrival and departure of students

- Providing counseling staff with the names of students or teachers who have an immediate need to talk with a counselor.
  - Knowing the location of all people at the shelter
  - Knowing the support personnel on the shelter site
- 2) Local Law Enforcement, Red Cross, LODAC, and counseling personnel from within the school system will give additional support at the Shelter.

### **PHONE TREE**

Once it is verified that a crisis exists, the building administrator or designee sets the phone tree in motion. When a crisis occurs during weekends, vacation periods, or when a large number of staff is away from the school, it will be necessary to transmit information via a phone tree. At other times, when crises occur when school is in session, only the people outside the school building need to be contacted via telephone.



## **Recovery**

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In the days and weeks immediately following a school crisis, there will be several joint meetings with staff and crisis team members for the purpose of evaluation. Local, state, and national support networks (as listed in Appendix) will be contacted as necessary for supplemental assistance.

At the end of the first day, a staff meeting will be held to review events. The crisis team leader(s) will offer feedback, provide support, and disseminate essential information conveyed to all parties ensuring completeness and accuracy. An information exchange among faculty, staff, and students in an appropriate setting will follow, which will provide an opportunity for ventilation and discussion of the crisis. Subsequently, the crisis response team will develop a plan of action of response in relation to the specific crisis.

Classroom teachers will be instrumental in identifying students at risk of delayed emotional response for additional support. Those students will be referred to the school counselor who, along with a team of trained counselors (as necessary), will work with the students on related issues. In addition, the counselor(s) will work with the classroom teachers in allowing for ventilation and discussion of events, identifying and acknowledging feelings, conveying safety/security measures, and arranging referrals as necessary. Further, the counselor(s) will follow-up with the parents and community on a scheduled basis in an effort to convey accurate and complete information and arrange for support groups as needed.

## V. **Specific Procedures to be followed by all school personnel concerning the following situations:**

### **1. Air disasters**

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A fallen aircraft emergency occurs when an aircraft fall is near or on school grounds. In case of a jet aircraft fall, the minimum safe distance from the site is 440 yards in the event of an explosion.

The principal will follow these guidelines:

- 1) Call 911 immediately.
- 2) Call the Central Office.

The teachers will follow these guidelines:

- 1) Keep all students away from the fallen aircraft.
- 2) Evacuate the building if necessary. Follow the same procedure as for a fire drill.
- 3) Notify the office if any students are missing.
- 4) Render any first aid if possible.

### **2. Animals in the school**

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The handling of all animals within the classroom will follow the Alabama Science Safety Guidelines. The following are recommended:

- 1) Each study involving animals should have clearly defined objectives of learning.
- 2) Animals are secured ONLY from reputable pet suppliers.
- 3) Allow new animals in the classroom a few days to adjust to the new environment before students are allowed to handle them.
- 4) Provisions are made for appropriate caging of animals (it is best to limit species to non-poisonous mammals, reptiles, insects, worms, snails).
- 5) Animal cages are never exposed to excessive heat, cold, sunlight, or drafts.
- 6) Cages are of sufficient size to allow exercise and freedom of movement for animal inhabitants.
- 7) Students do not touch animals unless given proper directions, by the teacher, appropriate for that particular animal.
- 8) Provisions are made for regular feeding and cleaning of cages for any animal.
- 9) If an animal dies unexpectedly, the carcass is checked by a veterinarian for disease.
- 10) Poisonous species of animals are never studied in the classroom.
- 11) Wild animals, live or dead, are never brought to class, especially snapping turtles, snakes, insects or arachnids (spiders, ticks, mites), or birds.
- 12) Trained professionals in a well-supervised environment should handle wild animals on school grounds.
- 13) **Faculty members should report any animal bites or scratches immediately to the principal.**

The Animal Control Unit should be called to remove any animal that comes on school grounds for an extended time and appears to be a threat to the students. Students should never be allowed to touch an unsupervised animal.

### **3. Bomb**

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The principal will execute the following plan:

- 1) Initiate evacuation of the school by a signal of several short bell rings.
- 2) Call 911.
- 3) Notify the superintendent.

The teacher should follow these guidelines:

- 1) Usher the students out of the building according to the school's fire escape plan. Leave through the nearest accessible door if the planned route is inaccessible.
- 2) Call roll to be sure all students have exited safely; notify the administration immediately if a student appears to be missing.

#### **Bomb Threats and Harassing Calls**

The teacher, staff members, or principal should follow these guidelines:

- 1) Hang up as soon as the nature of the call is discerned.
- 2) Call the police and report the annoying call received by giving the time of call and the number of the telephone that received the call.
- 3) Notify the principal.
- 4) Notify the superintendent.

#### **THE SPEED IN WHICH THIS PROCEDURE IS IMPLEMENTED WILL DETERMINE THE SUCCESS IN TRACKING THESE CALLS.**

### **4. Catastrophic/Communicable Illness**

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A student with a communicable or contagious disease shall be ineligible to attend school in Jackson County School System for a period of time as may be prescribed by the local Health Department, school nurse, or physician. All guidelines are provided in the System Medical Policy Manual.

### **5. Chemical Spill**

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The principal or designee will follow these guidelines:

- 1) Initiate a "lockdown" by announcing the school's code over the intercom.
- 2) Advise teachers to turn off classroom air conditioning systems.
- 3) Notify authorities.
- 4) Close all doors.
- 5) The teacher will keep all students in the classroom until further notified.

### **6. Construction Hazards**

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The teacher will follow these guidelines:

- 1) Accompany students to and from areas near construction projects.
- 2) Warn students about the danger of walking near a construction site.

The school will seal off exits leading to construction projects.

## **7. Death of a Student/Teacher**

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By far, the worst crisis situation is the death of a student. The death of a classmate or faculty member is very devastating to a young child. When a student dies, emotional trauma is a natural occurrence by students, faculty, and staff. A student's death that occurs on campus, particularly as a result of school violence, is admittedly the most extreme case of trauma for family and the school community. There is no procedure that fits every scenario; each case requires individual attention. Certainly, there is no prescribed method for dealing with such tragedy.

The following are suggestions for a school's response to death, particularly death that occurs as a result of school violence:

- 1) After the initial response, administrators and counselors will meet immediately to review what has happened. Responding to psychological needs of both staff and students as soon as possible is the best prevention for the development of posttraumatic stress.
- 2) Get as much information as possible from the family and ask their permission to share it with the students, faculty, and staff. Ask if they have permission to share it with the students, faculty, and staff. Ask if they have any objections to students, faculty, and staff attending the funeral.
- 3) Relay the information to the students in a factual way, careful to avoid breaching the student's or family's privacy. The principal and counselor might consider moving from room to room to tell the students what has happened. They should tell the truth, allow for ventilation, and affirm any expressions or feelings the students have. Students need to be told that they may visit the counselor's office for special assistance if they need to talk.
- 4) If possible, allow a break after telling the students in order to give them an opportunity to ventilate and express their grief with other students.
- 5) Upon returning to school, students should be allowed time to discuss their feelings, talk about the deceased, and discuss memories. Give students, faculty, and staff information about the funeral and allow them to attend, provided the family has granted permission.
- 6) Watch for trouble signs among the students. Be prepared to call in extra counselors if necessary.

## **8. Distribution of Medications**

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The following procedures must be followed in the distribution of ANY medication to students.

- 1) A signed statement from a licensed prescriber must be on file.
- 2) Information concerning dosage and potential side effects must be present.
- 3) Parent or guardian must sign a consent form at the beginning of the school year before any medication can be administered during school hours.
- 4) Medication must be in a pharmacy-labeled container.
- 5) Medication must be stored in a locked area.
- 6) All administered medication must be documented on the appropriate forms each day.

Additional guidelines are located in the Alabama School Health Services Manual.

## **9. Drugs**

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Possession, transfer, use or sale of drug paraphernalia, on school property, including a school bus or at any school function is strictly prohibited. The principal may send the student to Alternative School for any drug or alcohol-related offense for up to ten days. If the principal feels that greater punishment is warranted for the offense, he may recommend to the Superintendent that a disciplinary hearing be held to determine further action. If after consultation with the principal, the Superintendent also feels that further punishment is warranted, he should, within six days after notification of the incident, schedule a Board hearing. Said hearing shall occur no later than five days after notification of the hearing. The Board's decisions shall be rendered at the time of the hearing or at a time no later than five days thereafter.

## **10. Earthquake**

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Since earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover.

The principal will follow these guidelines insofar as they are possible:

- 1) Give instructions to teacher via intercom or megaphone.
- 2) Call 911.

The teacher will follow these guidelines:

- 1) Instruct the students to drop to the floor and secure protection beneath a desk or table.
- 2) After the tremor subsides, usher the students out of the building according to the established route for fire evacuation. Leave through the nearest accessible door if the planned route is inaccessible.
- 3) Call roll to be sure all students have exited safely; notify the administration if a student is missing.
- 4) Instruct students to stay clear of the buildings and power lines.

## **11. Emergency Evacuation and Closing**

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The decisions to cancel or close a daily school session because of severe weather, furnace breakdown, and similar common emergencies shall be at the discretion of the Superintendent of the Jackson County School System. If it becomes necessary to close or delay a daily school session caused by an emergency, the following notification procedure will be used:

- Every effort will be made to notify parents, students, and school personnel at the earliest possible time.
- Local radio and television stations will be requested to announce the cancellation during their earliest morning broadcasts.
- The Superintendent of the Jackson County School System and/or assistants will notify local school administrators and transportation officials as soon as possible.
- Local school administrators should instruct all students and school personnel of notification procedures.

If students must be relocated to another site, the following sites will be considered as appropriate.

- Earnest Pruet Center of Technology
- Hollywood Municipal Building
- First Baptist Church of Hollywood

## **12. Explosion**

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The teacher will remove children from the site immediately. The entire school will be evacuated according to the prescribed plan.

The principal or designee will notify emergency personnel and direct them to the site of the explosion to care for the injured.

## **13. Field Trip and After-school transporting Guidelines**

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The principal must approve all field trips so that it may be noted on the school calendar before notes go home to parents. A complete list of all students, the bus number, and the bus driver are to be left with the office before leaving the school. The teacher should also have a complete list and picture identification of each student with them **at all times** during the field trip. Medical records for each student having a red file should also accompany the teacher on the field trip. If possible, teachers should arrange to take a cellular phone with them on the trip (parent chaperones may be able to assist). The cell phone number should be left with the school secretary along with all other pertinent information concerning the trip, including a schedule for the day.

### **Basketball Venue**

The same guidelines must be observed for transporting students to sporting events. Coaches are required to have a complete list and picture identification of each child with them at all times during the trip. Medical records for each student having a red

file should also accompany the coach. All students are required to ride to and from the event on the school bus unless arrangements are made with the coach.

In case of an off campus emergency:

1. Immediately evaluate and care for the injured or ill student. A first aide kit should be taken to all events.
2. Coach should determine severity of the situation and contact 911 if necessary.
3. Notify the principal and the parent.

## **14. Fights**

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The teacher or principal should follow these guidelines:

- 1) Send a reliable student to the office to summon assistance if a teacher in a classroom or any other place on school grounds learns of a fight.
- 2) Speak loudly and with authority so those fight participants will be aware that the behavior is unacceptable and should stop immediately.
- 3) If students are starting to gather, call out names of those known students to let them know they have been identified.
- 4) Obtain help from another teacher if possible.
- 5) After separating students, try to avoid using other confrontational behavior. Do not point at students, make accusations, or question students immediately within hearing distance of other fight participants.
- 6) Give fight participants time for “cooling down” tempers. Negotiations will go more smoothly. If possible, have students tell “their side of the story” privately or so that other participants may not hear.
- 7) Avoid having any areas of assemblage where students are unsupervised for a period of time.

### **Procedures for Handling a Disturbance Resulting From Fight**

The principal should follow these guidelines:

- 1) Encourage teachers and staff to be sensitive to the emotional climate of the campus and attempt to defuse any tensions prior to the eruption of problems.
- 2) Make teachers aware of any adult that has a history of any irrational or unwanted behavior. Make sure that conferences are well planned so that a committee has all the information.
- 3) Have law enforcement personnel evaluate and call for any necessary resources such as back-up help, emergency medical help, etc.
- 4) Activate needed emergency plans, which include:
  - Instructing office staff to man communications and initiate lockdown orders.
  - Notify transportation official to bring appropriate numbers of buses for evacuation or transportation if necessary.
  - Assigns staff a temporary detention facility to secure students and log information.
  - Direct a teacher or staff member to initiate lockdown and immobilize the campus.

- Notify all teachers of impending procedure. Every person needs to know what kind of emergency is occurring.

## 15. Fire Drills/Fire

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The teacher should observe the following guidelines:

- 1) Usher the students out of the buildings according to the fire escape plan posted throughout the school. Exit through the nearest accessible door if the planned route is inaccessible.
- 2) Instruct students to leave all books, etc. in the room and follow designated exits to assigned areas away from the building.
- 3) Teachers will **CLOSE** all windows and classroom doors.
- 4) Teachers are required to carry attendance record and check students' presence at the assembly point and immediately report any absentee to principal.
- 5) After evacuation, instruct students to stay out of building until further instructions are given.

Each fire drill will be evaluated. Any problem should be reported immediately to the principal.

### **Fire**

In the event of a fire in any school complex, the principal or designee will execute the following plan:

- 1) Call the Fire Department, 911, immediately.
- 2) Evacuate the school immediately by a **SIGNAL of several short rings of the school bell in succession or several beeps on the bullhorn.**
- 3) Notify the superintendent.

The teacher should observe the following guidelines:

- 1) Usher the students out of the buildings according to the fire escape plan posted throughout the school. Exit through the nearest accessible door if the planned route is inaccessible.
- 2) Instruct students to leave all books, etc. in the room and follow designated exits to assigned areas away from the building.
- 3) Teachers will **CLOSE** all windows and classroom doors.
- 4) Teachers are required to carry attendance record and check students' presence at the assembly point and immediately report any absentee to principal.
- 5) After evacuation, instruct students to stay out of building until further instructions are given.

Each fire drill will be evaluated. Any problem should be reported immediately to the principal.

## **16. Flood or Severe Weather Closing**

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All procedures for evacuating the school will be followed.

- 1) The superintendent will notify each school of a school closing.
- 2) Local media will be notified of the closing.
- 3) Bus drivers will be notified to report to each school site.
- 4) Parents of walkers and riders will be called.

## **17. Hostage**

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The teacher should attempt to follow these guidelines:

- 1) Stay calm.
- 2) Do not be a hero.
- 3) Follow directions of captor.
- 4) Cooperate; be friendly if possible; don't argue with or antagonize the captor or other hostages.
- 5) Inform captors of medical or other needs.
- 6) Be prepared to wait; elapsed time is a good sign.
- 7) Do not try to escape; do not try to resolve the situation by force.
- 8) Be observant and remember everything that is seen or heard.
- 9) If a rescue takes place, lie on the floor and await instructions from rescuers.

The principal or office will be responsible for the following:

- 1) Immediately notify law enforcement.
- 2) Move other students and teachers completely away from those who are in the hostage situation.
- 3) Keep everyone as calm as possible.
- 4) Be prepared to answer questions from media or family.

## **18. Armed Intruder/Irate Visitor**

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The principal or designee should follow these guidelines:

- 1) Notify law enforcement and district office immediately. Identify the student or adult (if known), the student or adult's location, and the location of the weapon.
- 2) Have the on-site law enforcement officer or building principal determine the level of threat.
- 3) Initiate a lockdown until the situation is resolved.

If the level of threat is high, have the law enforcement officer call for additional backup, attempt to get the weapon from the intruder through negotiation, or take other appropriate law enforcement action. If the level of threat is low, call the student to the office and have the law enforcement officer take the appropriate action.

## **19. Kidnapping**

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The principal will:

- 1) Initiate a "lockdown"/close all access to the school.

- 2) Notify the authorities to initiate a search.
- 3) Notify the parents of the kidnapped child.

The teacher will:

- 1) Write down license number (if possible) and description of person who took the child.
- 2) Notify the principal/assistant principal.
- 3) Be available to talk with authorities.

## **20. Lost/Runaway Student**

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Report immediately to principal or designee in the event of a lost/runaway student. The teacher should be prepared to provide the principal with any additional information by talking to peers in an effort to obtain information as to the location of the missing child.

Parents should provide names of persons who are allowed to pick up their child. Any changes in who is to pick up a child must be submitted to the school in writing. Persons picking child up from school must present an ID. Students must go home by normal means designated by parents. Changes in means of transportation must be made in writing and signed by the principal.

## **21. Railway Derailment**

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The principal or designee will:

- 1) Advise staff through the use of Code Green.
- 2) Assess the situation and decide whether or not to evacuate.
- 3) Use procedures described in EMERGENCY CLOSINGS if evacuation is warranted.
- 4) Notify the Superintendent.

The staff will:

- 1) Remain calm.
- 2) Close all windows and doors and turn off air-conditioners.
- 3) Await instructions from the principal or designee.

## **22. Riot**

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School personnel should follow these guidelines:

- 1) Know that riots can be spontaneous or planned and often break out during protest due to the heightened emotions of the demonstrators and authorities.
- 2) Have police officers on site when a group of citizens come together for the purposes of peaceful dissent. Such gatherings are considered riots when they involve breach of peace, destruction of property, or violence.
- 3) If a gathering is planned, have a list of names of those responsible for the protest. Make certain their intention is peaceful from the beginning.
- 4) Try to encourage small group discussion to avoid misunderstandings.

- 5) Areas of assemblage should be well supervised.
- 6) Speak loudly and with authority so that potential riot situations may be diffused.

### **Procedures for Handling Riot Situations**

The principal should follow these guidelines:

- 1) Encourage teachers and staff to be sensitive to the emotional climate of the campus and attempt to defuse any tensions prior to the eruption of problems.
- 2) Keep assemblage of citizens small when they come together for discussion of events or problems where emotions are heightened.
- 3) Make sure appropriate police officers are present when citizens come together for purposes of peaceful dissent.
- 4) Make teachers aware of any students with the reputation of being involved in gang related activities.
- 5) Activate needed emergency plans, which include:
  - Instructing office staff to man communications and initiate lockdown procedures.
  - Notify transportation official to bring appropriate numbers of busses for evacuation or transportation if necessary.
  - Direct a teacher or staff member to initiate lockdown and immobilize the campus.
  - Notify all teachers of impending procedure. Every person needs to know what kind of emergency is occurring.

## **23. Serious Accident On or Off Campus**

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### **Student Injury**

In case of injury, any staff member needs to notify the principal or designated principal immediately. The principal or designate will assess the situation and determine whether to call parents and/or paramedics.

### **On-campus Injury**

- 1) Staff members will remain calm and notify the principal or designee immediately.
- 2) The principal or designee who is qualified in first aid will assess the situation and determine if the injury requires transportation to the local hospital.
- 3) Emergency personnel or 911 will be notified.
- 4) Parents or guardian will be notified.
- 5) The Superintendent will be notified.

### **Off-campus Injury**

- 1) Staff members will stay calm and use a cell phone to contact emergency personnel.
- 2) A vehicle will accompany field trips to transport victims in case of an emergency.
- 3) Staff members will contact the school principal by cell phone.
- 4) The school will notify parents or guardian.
- 5) All buses will be equipped with first aid kits.
- 6) The principal will notify the Superintendent.

## **24. Sexual Assault**

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In the case of sexual assault to a student or staff member, the school administration will follow all board policies concerning sexual assaults.

## **25. Shooting**

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The principal or designee should follow these guidelines:

- 1) Notify law enforcement and district office immediately. Identify the student or gunman (if known), the student or gunman's location, and the location of the weapon.
- 2) The principal or designee will determine the level of threat.
- 3) Initiate a lockdown until all threats are resolved.

If the level of threat is high, the law enforcement officer will call for additional backup, attempt to get the weapon from the gunman or student through negotiation, or take other appropriate law enforcement action. If the level of threat is low, call the student to the office and have the law enforcement officer take the appropriate action.

If a shooting occurs outside the building, an announcement of lockdown will be made. The principal will secure the main entrance. The lunchroom manager will secure the lunchroom. All faculty members without student duties will secure the halls.

If a shooting occurs inside the building, the area of the shooting will be identified immediately. A lockdown will be announced. This means that a shooting has occurred in that certain part of the school. Exits will be secured as above. If possible, each teacher should secure his or her room by locking doors and staying away from windows.

The principal or his designee will notify the police department and central office of the shooting. A runner from the main office will notify teachers and students located outside of the building. These students will go to the evacuation point away from the school. Teachers will remain with their classes for further instructions.

## **26. Suicide**

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The school community should do everything possible to prevent this most tragic form of death. Part of prevention is early detection of students who appear to be severely troubled. Improvement of each student's self-esteem is an underlying goal of the educational process. Character building programs and conflict resolution initiatives help to improve self-esteem and self-worth.

The following are recommendations regarding suicide:

- 1) Do not dismiss school or encourage funeral attendance during school hours.
- 2) Do not dedicate a memorial to the deceased without checking with parents and considering the emotional welfare of all students.
- 3) Do not have a large assembly.
- 4) Do give the facts to students.

- 5) Do emphasize prevention and everyone's role.
- 6) Do provide individual and group counseling.
- 7) Do emphasize that help is available and that there are alternatives to suicide.
- 8) Do contact the family of the deceased immediately and offer support of the faculty and staff.

## **27. Tornado Drill/Tornado**

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The principal will follow this guideline:

- 1) Signal the exit of students to designated areas by the sound of a bell. SIGNAL:  
One long continuous ring of the school bell or one long blast on the emergency siren.

The teacher will follow these guidelines:

- 1) Lead students to sit in the hallway floor facing the wall with heads down and back up or into the storm shelters located behind the school if time permits.
- 2) Instruct students to cover head, arms and legs with coats, jackets, etc. to reduce injuries from flying pieces of glass or other debris.
- 3) Checks roll and immediately report any absences to the building principal.
- 4) Students from all buildings must congregate in buildings with designated tornado resistant areas. In the event of a tornado strike before evacuation is possible, teacher will direct students to the safest area of the building and follow protection procedures.

## **28. Utility Emergency**

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### **Gas Leaks, Propane/Natural**

- 1) The person discovering the leak will immediately inform the principal of the problem.
- 2) The principal and custodian will check the leak. A fire drill will be used if evacuation is necessary.
- 3) The faculty will evacuate all students and personnel from the building and take a head count to be certain that all students are accounted for.
- 4) The faculty, students and all other personnel will go to the designated area away from the propane/natural gas tanks to wait for the all clear.
- 5) The principal will notify the proper authorities.

### **Gas Explosions, Propane/Natural**

The principal or his designee will:

- 1) Signal a fire drill to insure complete evacuation of the building.
- 2) Call necessary emergency personnel (fire, medical).
- 3) Notify the superintendent.

The teacher will:

- 1) Usher the students out of the building.
- 2) Take a head count to be sure all students have exited safely. Notify the principal/assistant principal if someone appears to be missing.
- 3) Return students to classroom after all clear is given.

### **Electrical Emergencies**

The principal or his designee will:

- 1) Notify all faculty members of the location of the problem.
- 2) Determine if there is a need to evacuate. Evacuate if necessary using fire drill signal.
- 3) Notify the Electric Company of the problem.
- 4) Notify the superintendent.

The teacher will:

- 1) Keep students in the room until all clear is given/evacuation is initiated.
- 2) If evacuation is initiated, usher students out of the building to designated area.
- 3) Call roll/do head count to be sure all students exited safely. Notify principal/assistant principal if someone appears to be missing.
- 4) Return students to classroom after all clear is given.

### **Sewage Spill/Backup**

The principal will:

- 1) Identify and announce the area of the school involved.
- 2) Ensure access to the involved area is blocked or closed off.
- 3) Notify the proper authorities.
- 4) Notify the superintendent.

The teacher will keep all students away from the involved area until further notification.

## **29. Vandalism**

Vandalism will be deterred by random checks by the local police department. Alarm systems will notify the police that an intruder is in one of the buildings. Cameras will video any movement in and around the building.

Should a break-in occur, the building alarm will notify the police. A school staff member will be notified and the police will report to the site. Any vandalism discovered upon arrival at the school should be reported immediately to the administrative staff. The principal or designee will take the appropriate steps.

## **30. Terrorist Activities**

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The principal will:

1. Notify law enforcement immediately.
2. Notify superintendent.

### **31. Railway Derailment**

The principal or designee will:

1. Advise staff through the use of code green.
2. Assess the situation and decide whether or not to evacuate.
3. Use procedures described in Emergency Closing if evacuation is warranted.
4. Notify the Superintendent.

The staff will:

1. Remain calm.
2. Close all windows and doors and turn off air-conditioners.
3. Await instructions from the principal or designee.

### **32. Truck/Trailer Incident**

The principal will:

1. The principal or designee will notify law enforcement.
2. Principal will evaluate the situation.
3. Determine whether to evacuate or not.
4. Determine whether they will need additional transportation.

### **33. Guidelines for Special Events during and after school**

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Special events would include PTO meetings, student performances, Award's Day, visiting performances, Thanksgiving Dinner, and other parent and grandparent lunches.

In the event of an emergency situation, which requires evacuation of the facility, all guidelines for exiting the building will be followed. School maps with exits and holding areas noted will be consistently posted throughout the buildings. Administration and staff will aide in directing large groups to the appropriate exit and/or holding area.

In the event of a shut-down, all entrances will be closed and locked until the facility has been determined safe. The school administration will provide additional guidance to encourage a calm and orderly environment for all individuals. All special circumstances will be handled utilizing the guidelines previously stated in this plan.

### Drill Schedules for Emergency Action:

Drill	Practice Sessions
Fire Drills	Once (1) per month
Tornado	Three (3) times minimum per year
Flooding	Principal's decision
Explosion	Principal's decision
Intruder in the Building	Principal's decision

### Codes for Emergency Situations:

Situation	Code
Lockdown	There will be a Faculty meeting at 9 a.m. Saturday Morning
Chemical Emergency	Code Chem

### FACILITY NEEDS

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- Update doorknobs and locks on some classroom doors to allow the teacher to lock down the classroom from inside.
- Plan for additional fencing to ensure student safety during all physical activities.
- Install additional cameras about the facility.
- Increase lighting around the building to ensure safety during sporting events.

### STAFF TRAINING NEEDS

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- Provide in-service opportunities in all areas noted throughout the plan to ensure safety of staff and students.