

Emergency Preparedness Plan Turner County Schools

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“To Go” Kit Contents

The contents of the “To Go” Kit are items that have been recommended for emergencies when a disaster hits and you have to evacuate your school.

The following items should be included in your “To Go” Kit:

- markers
- pens
- telephone directory
- personnel directory for school system
- megaphone
- writing pads
- labels
- map of Turner County
- clipboard
- first aid kit

The school is responsible for including and updating the following information to be included in the “To Go” Kit:

- Current roster of all students;
- Floor plan that shows the location of all exits;
- Current list of students who ride buses, given by bus/route number;
- Summary of information that can be made public during an emergency;
- Latest available school yearbook (if available);
- Map of school campus;
- List of students who are medically dependent, such as those on insulin.

The school will also be responsible for including the following items in the “To Go” Kit for the command center:

- Map of school campus;
- Map of building that highlights and specifies the following (it will also include all suggestions made by the Safety Site Committee):
 - Location of school phones and their numbers;
 - School personnel cell phone numbers;
 - Water cutoff sites;
 - Location of natural/propane gas lines and gas cutoff sites;
 - Location of all closets and storage rooms.

Site Plan Checklist

A site plan is a process of mapping a school campus and the areas that border the school campus within a 1,000-foot range.

The following are considerations to be included in a school site plan:	
	Recognition of areas that border your campus (i.e., railroad tracks, factory, highways, parks, etc.)
	Access points onto school facility (location and number)
	Fenced areas identified and type of fence listed
	Mobile classroom units identified and labeled
	Tree lines and large wooded areas identified
	Site evacuation routes identified and labeled
	Evacuation areas marked (over 1,000 feet from center mass of school)
	Potential incident command center locations (over 1,000 feet from school)
	Potential media staging areas (alternatives considered in plan)
	Potential family reunification staging areas (alternatives considered in plan)
	Potential Public Safety equipment staging areas (critical and non-critical equipment)
	Potential bus evacuation staging areas (allow for turnaround space)
	Exterior hallways and wings labeled (i.e., Wing A or 400 Building)
	Potential inner perimeter areas defined and labeled
	Outbuildings identified and labeled (i.e., greenhouses, utility sheds, etc.)
	Location of utility pipes, tanks, etc. identified (i.e., propane gas tanks or natural gas lines)
	Athletic facilities clearly identified and labeled

Floor Plan Checklist

The following are considerations to be included in a school floor plan and/or schematics to assist public safety personnel in their respective response efforts.

	All hallways and classrooms are clearly identified and labeled (on plan and doorways).
	All access doors to adjoining rooms are identified.
	All special education and science lab classrooms are labeled.
	All custodian closets, book rooms, lounge areas and workrooms are identified and labeled (i.e., Room 123A).
	Locations of all interior hallway doors are noted.
	Location of central power control access panel is identified.
	Location of main physical plant is identified.
	Location of master keys to facility is identified.
	Location of emergency evacuation kits (“To Go” Kits) is identified.
	Location of all roof access points is identified.
	Location of intrusion alarm panels and type listed.
	Internal/External video camera locations are identified.
	Video camera monitoring sites are labeled.
	Location of cable TV access control is identified.
	Location of audio monitoring system(s) (PA System) is/are identified.
	Location of fire sprinkler controls is identified.
	Location of connection to external water source is identified for fire department.
	Location of school phones with all numbers listed is identified.
	Building evacuation routes are identified.
	Location of all fire extinguisher boxes identified (floor plans can be located inside for access).

Codes

- CODE RED: **Lockdown** – Shut all doors and windows. Keep all students out of the halls and in the rooms.
- CODE YELLOW: **Caution** – We have a possible emergency situation.
- CODE GREEN: **GO** – evacuate everyone out of the building immediately to a safe distance from the school. Have roll book. Keep students together.
- Code Blue: **Medical Emergency** – Locate the victim and call 911. Have authorized personnel assess the situation and utilize available medical equipment.
- CODE ORANGE: **All Clear** of any previous code given.

Quick Reference Phone Listing

Dial 911 for:
Emergency Medical Services – Police – Fire – Sheriff

Superintendent 229-567-3338 (Central Office)	
Transportation 229-567-3825 (Bus Shop)	Maintenance 229-567-2449
Turner County Elementary School 229-567-3611 or 229-567-2461	Turner County Middle School 229-567-4343
Turner County High School 229-567-4377	Turner County Special Services 229-567-3412

Turner County Elementary School Contacts:

Principal: Bernard Joiner

AP's: Martin K-2 and Owens 3-5

Secretary: P. Bateman

Counselors: Warthen and Blackstock

Information needed when calling the Superintendent's office:

- Name of person calling
- School involved
- Description of the incident:
 1. Names of people involved
 2. Grade(s) of students involved
 3. What action school as taken thus far

4. Media are to go to: _____

5. Parents are to go to: _____

General Procedures/Staff Assignments

General Procedures:

- Please provide the location for the evacuation area (1,000 ft from building): _____
- Please provide the location for the reunification area: _____
- **Procedures for teachers to communicate with office:**
 1. Use call back button or send a student messenger to the office by a safe route.
 2. Call the office by telephone or radio if possible
 3. Ask another teacher or staff member for assistance in getting the message to the office.
 4. Other _____
- **Communication with student body in crisis situations such as bomb threats, fires:**
 1. Use bull horn or megaphone (located with Emergency Preparedness Kit) and use intercom when giving directions for entire student body.
 2. Use radio, if available, to communicate with administrative personnel and campus advisors, but **DO NOT USE RADIOS OR OTHER ELECTRONIC DEVICES IN THE EVENT OF A BOMB THREAT!**
- **Supplies and items needed in case of crisis or evacuation:**
 1. Emergency Preparedness Kit housed in administrator’s office.
 2. GO BOOK – School secretary keeps a printout of students and staff information, including parents names, telephone numbers, addresses, emergency contacts, and health information (update regularly).
 3. Telephone tree for staff notification during non-school hours
- **Identify and train those staff members who will be able to provide special emergency assistance. Write date of training next to name.**

Use bell and alarm systems:

Use fire extinguishers:

Arm/Disarm Security system, if needed:

Provide CPR:

Administer First Aid:

Provide counseling:

- **How to work with the media:**
 1. Greet reporters/television crew politely. Refer them to the media liaison. Ask them to wait in the press car/truck, or designate an area in or near the school for them to wait, away from students and action.

2. Call the Superintendent's office, 567-3338, for advice or request that the Superintendent come to the scene as official spokesperson.
3. Schedule press conferences at regular intervals, so the media can expect to get information rather than going to look for it.
4. Remind the press that no students are to be interviewed or photographed during a crisis, controversy, commercial, or political situation.
5. Provide basic demographic information about your school, to include:

Name of school: _____ Name of principal: _____

Address/Location in relation to major highways: _____

Number and grade levels of students: _____ Number of staff: _____

FACTS that the media could help in broadcasting, such as where to pick up students, plans for the next day, steps to assure student safety: _____

Staff Assignments

School Safety Plan assignments assist in organizing personnel in an effective manner in the event of an emergency. The chain of command is the same as that found in the Principal's Handbook. Please assign positions and tasks when school starts, arrange for any training needed, and review periodically. Each person must have a copy of this information, and must understand how to carry out his/her assignment. Practice drills are recommended to identify the plan's strengths and areas for improvement.

The System News Media Area is the Boardroom in the Central Office, with the Superintendent as spokesperson. Communicate by telephone, two way radios, local radio, or messengers, as the situation warrants.

- School Emergency Coordinator _____
- Assistant or Alternative Site Coordinator _____
- Staff contact for Central Office _____
- Staff person to prepare and maintain Emergency Kit and "GO BOOK" _____
- Staff persons to notify parents, spouses in care of injury or fatality _____
- Staff member to communicate with hospital _____
- Staff member to update students, staff _____
- Staff member to update parents, public _____
- MEDIA LIAISON _____
- Staff member to arrange transportation to home/hospital/shelter _____
- Custodian to identify and assist with utilities emergencies _____
- Food Service Manager to acquire and distribute food _____
- Staff to direct traffic _____
- Staff to handle telephones _____
- Staff to document and release students to parents/others _____
- _____
- Student Couriers _____
- _____

Natural Disasters - Earthquakes

Definition: Sudden movements of the earth's crust, causing the earth to shake and endangering structures and occupants.

Steps of action:

1. Administrators procedures:

- a. Assess injuries and damage.
- b. Call 911.
- c. Initiate evacuation of the buildings (**Code Green**).
- d. Have a designee meet and direct emergency vehicles.
- e. Implement early and late dismissals as advised by emergency management authorities.
- f. Be prepared to implement Parent Reunification Procedures.

2. Classroom management and procedures:

- a. Staff should inform students to protect their face and head from flying debris.
- b. After the shock, check for injuries and administer first aid.
- c. Restore calm, assess the situation and report to the principal. Report any injuries to the school clinic aide.
- d. Shut off gas valves in your classroom if there are any.
- e. Be prepared for the alarms and sprinkler system to activate.
- f. If directed, evacuate the building and move to an area on the campus that is not located close to a gas line.
- g. Take roll.

Be prepared for aftershocks.

Thunderstorms, Floods, Hurricanes, and Winter Storms

Definition: Weather conditions are favorable for the above-listed disasters.

Steps of action:

1. Regular school scheduling may be suspended. Advance preparation enables the Turner County School System to cope with such situations.
2. The first condition for making a decision to suspend school system operations is safety. Final decision for closing school is made by the Superintendent. He is in contact with the U. S. Weather Bureau, the police department, Civil Defense, the Georgia State Patrol and others who monitor existing weather hazards.
3. When a severe weather watch is announced, immediate emergency procedures are taken for safety in schools or for dispatch of students to homes. It is most important that parents be aware that they are responsible for their children if dismissal from school takes place. At the beginning of the school year, parents must plan for child care when early dismissals are necessary.

Tornado Watch/Warning

Definition:

Tornado Watch: Conditions are favorable for a tornado or severe weather. Make staff aware, but take no action.

Tornado Warning: Tornado has been sighted; take shelter immediately.

Signals:

*Tornado watches may last
from two to six hours!*

1. The secretary will turn on the weather radio.
2. Schools will be alerted of a tornado warning from Superintendent's office by telephone or computer, if network exists.
3. If a warning is issued, a series of short rings and verbal instructions via school intercom will signal the warning. Teachers are to move students to designated areas.
4. **CODE ORANGE** will be given as the all-clear.

Steps of action:

1. Signal that the drill will begin as a series of short rings on the school bell system.
2. Students should proceed to their designated positions facing the wall and assume a kneeling position (or sit cross-legged), heads down, hands covering head.
3. Students in unsafe locations at the time of the drill will go to a pre-designated location when directed by the teacher.
4. Students should not be permitted to leave the school (for field trips or other events) during a watch or warning. If students are on a local field trip at the time inclement weather occurs, bus drivers will be alerted to get students back on bus and return to school.
5. Teachers are to close windows and doors upon leaving with their students.
6. Teachers should keep their class rosters with them during the drill, and kneel behind their classes to be sure that the students are following the drill procedure. Teachers should verify classroom count.
7. Students in mobile units should be moved to safe areas when directed by the principal or designee.
8. Keep all windows closed.
9. **CODE ORANGE** will be given as the all-clear signal.

Hazardous Materials – Biological

Signals: Code **YELLOW**.

Steps of action:

1. If you open an envelope or package containing a message indicating that you have been exposed to a biological agent, do the following:
 - a. Remain calm. Put the material in a trash container with bag, close and secure the bag.
 - b. Notify your principal and the superintendent.
 - c. Call 911 and indicate that you have received a biological agent (e.g., anthrax) threat. Also, let them know if a substance was in the envelope or package and that you have possibly been exposed. The dispatcher will immediately notify the proper response units. Give the dispatcher your name, telephone number and location. Remain on the line until advised to discontinue your call.
 - d. Immediately close all doors and windows in the room. Shut down or have maintenance shut down building air-handling units.
 - e. Remain in the room.
 - f. If you have been exposed to a powder or other substance, do not touch your face or attempt to clean up the desk or counter top. If a sink is available in your work area, stop up the drain and wash your hands, arms, and face with soap and water as best you can.
 - g. Wait for instructions from responders.
2. If you follow the above procedures and directions of responders, your chance of illness is extremely low. There is a high probability that this is only a hoax, but every precaution will be taken to ensure your safety.
3. You may be decontaminated at the scene by professionals or given an opportunity to shower. You will be given clean clothing after the shower or decontamination.
4. You may be sent to a designated hospital for evaluation. Antibiotics may be recommended until laboratory tests are completed (normally 24 to 72 hours).

Hazardous Materials – Chemical

Definition: Hazardous material or chemical spill or release that endangers the safety of students and staff. This includes gas leak or chemical spill occurring at or near the school.

Signals: Code **RED** or **YELLOW**

Steps of Action:

1. School Administrator:

- a. Call 911 and Superintendent.
 - i. Have all information, such as type of material, the color, the odor, and consistency.
 - ii. Location of the problem at the school site.
- b. Evacuate or lock down the school, according to instructions from emergency management officials.
- c. Determine if ventilation systems, fans, and HVAC need to be shut down.
- d. Notify Transportation Department that evacuation plans are needed.

2. Teachers:

- a. Take roll before immediate evacuation or lockdown.
- b. Assist in evacuation if needed, move students away from the direction the wind is blowing.
- c. Take roll after arriving at evacuation point.
- d. Await instructions.
- e. Report missing students and students who evacuated with the class but are not on teacher's roll.
- f. Render first aid if necessary and report injuries.
- g. Assist with loading buses when they arrive.
- h. Follow instructions from emergency agencies.

Radiological Accidents – Nuclear/Radiological

Steps of Action:

1. School Administrator:

- a. Call for an immediate lockdown (**Code RED**).
- b. Make sure all people outdoors are brought indoors immediately.
- c. Make sure all ventilation systems and HVAC systems are shut down.
- d. Keep in communication with local EMA.
- e. Wait for instructions from local EMA on course of action for reunification with parents.

Teachers:

- a. Administer the lockdown.
- b. Maintain calm with the class.
- c. Keep roster of class at all times.
- d. Make sure ventilation and HVAC system in classrooms are shut down.
- e. Keep alert and ready to follow instructions from emergency agencies.

Acts of Violence - Bomb or Bomb Threat

Signals: Code **GREEN** (When necessary)

Steps of Action:

1. **Call 911.** When law enforcement arrives, they are in charge and area becomes a crime scene.
2. Obtain as many details as possible if a bomb threat is made.
3. **CODE GREEN:** Pupils should move to a safe place 1000 feet or more from the building.
4. Have staff look around for unusual or suspicious noises, devices or disturbances while searching and evacuating; report suspicious items to the bomb squad.
5. Protect face and head with arms, books, coats, etc. from flying debris.
6. Leave doors open.
7. **DO NOT USE LIGHT SWITCHES**
8. **DO NOT** use radios, cell phones, car phones, or other electronic devices.

Bomb Checklist:

Try to keep the caller on the line and ask the following questions:

1. When is the bomb going to explode?
2. Where did you place the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. What is your name?
8. What is your address?

Gender of caller: _____

Accent, if any: _____

Time of call: _____

Did voice sound like an adult? _____ Child? _____

Record as many of caller's exact words as possible:

Acts of Violence - Bomb Explosion

Signals: Code **GREEN**

Steps of Action:

1. Determine location and extent of explosion.
2. **Call** 911 and provide important details, *i.e.*, gas leaks, electrical lines, etc.
3. Fire Department or City of Ashburn Gas Department personnel will shut off gas.
4. Assist with injured or wounded.
5. Alert and activate the Crisis Management Team.
6. Secure area until the authorities arrive.
7. Be alert for secondary explosions.

In the event of a blast, the school will evacuate beyond 1000 feet. No person should penetrate the 1000-foot perimeter until search and rescue teams are established by the command post. The commander of the command post will assign an officer to meet with school officials at the evacuation area to account for students and list any and all persons not accounted for. Missing persons information is classified and will not be transmitted over any radio. This information will be delivered **in person** to the commander.

Acts of Violence – Civil Disturbances

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

Signals: Code Yellow Use intercom to call the location of the disruption (e.g., "C Hall"). Specific instructions should follow. If staff person is reporting disruption to main office, send messenger to office by safe route indicating description and location of disruption.

Steps of Action:

1. Isolate disruption.
2. Clear immediate area, including restrooms and hallways. Use megaphone for crowd control.
3. Use intercom to signal location and specific instructions
4. Teachers should not leave students unsupervised.
5. Staff members not supervising students should move to the area of disruption to assist, unless otherwise instructed.
6. Use intercom to signal that disruption is over (**CODE ORANGE**).
7. Call parents of students involved in disturbance.

Acts of Violence – Hostage/Terrorist

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

Signal: **CODE RED**

Steps of Action:

1. **Call 911.**
2. Invoke intruder alarm announcement: **CODE RED.**
3. Secure immediate area to confine problem
4. Secure building by locking appropriate doors (classrooms, office and entrances).

Acts of Violence – Intruder/Suspicious Person

Definition: Unauthorized person(s) on the school premises.

Signal: Use appropriate code:

If the intruder is in the hall, staff will call the office or escort the stranger to the office. If in the classroom, send a messenger to the office for help by a safe route, or use intercom call back. If the intruder presents a threat, the PA system may be used to evacuate students to a safe position away from the intruder.

Steps of Action:

1. Staff who spots intruder inquires as to his/her business and reports situation to the principal.
2. **Call 911.**

Acts of Violence – Missing Student/Kidnapping

Definition: A stranger or family member on the school premises abducts student; student runs away from school during school hours.

Signal: None

Steps of Action:

1. Notify principal.
2. Contact Superintendent's office.
3. Call 911.
4. Contact parent(s).
5. If student is running away, follow if possible, **but do not chase**.
6. Notify classroom teachers of student's absence.
7. If possible, have description of student, including clothing, ready to give police.

Acts of Violence – Report of Weapon on Campus/Violent Incidents

Georgia law requires that all schools post at least one sign in prominent location near the main entrance advising students and visitors of OCGA §16-11-127.1 regarding the prohibition of weapons on school grounds.

The threat of a serious weapons incident is present in every public and private school. Prompt attention, immediate and thorough investigation and accountability are critical elements in responding to reports that someone has a weapon on campus. All threats must be taken seriously.

Any report that any person has a weapon of any type on school property, or within the school safety zone, should be immediately reported to the police.

Definition: A weapon is any firearm, knife or other object capable of inflicting serious injury or death when used against another person.

Steps of Action:

1. **Call 911. Law Enforcement:** Immediately notify the local law enforcement. If available, provide information regarding the location and type of weapon. Notification should be discreet so as not to alert the person(s) who is alleged to possess the weapon. Always consider the potential danger to students and staff if the violator is still in the area. Staff members cannot protect students if they do not protect themselves from harm.
2. **Local Emergency Management Agency:** To provide coordination for additional resources.

Response:

1. The law enforcement officers, should proceed to the classroom or area where the weapon is reported to be.
2. While law enforcement and an administrator escort the suspected person to a private area, another administrator or designated staff member should carry all of the person's belongings at a safe distance.
3. At no time should the person be allowed to put his/her hands in pockets or to approach his/her belongings.
4. The person should be thoroughly searched by law enforcement, with a reliable adult witness present.
5. An officer should also search belongings, such as book bags, purses, lockers and autos. If a weapon is found, the law enforcement officer will take control of the weapon.
6. Any weapon found should be immediately secured. If found by an administrator or teacher, the weapon must be turned over to the law enforcement officer immediately.
7. Administrators or school staff should not confront or attempt to disarm anyone who is in possession of a weapon due to the risk of grave bodily injury or death. Disarming a person who is armed is the responsibility of law enforcement.
8. When a student is found with a weapon on campus, a joint assessment by school mental health and law enforcement should be conducted.
9. All school district policies relating to searches and questioning of students should be followed while investigating reports of weapons on campus.

Security Issues in School Safety Zone

Definition: A school safety zone is defined as in or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school or school board, and used for elementary or secondary education. The school safety zone describes the area in which various offenses occur, i.e., carrying weapons, loitering, being present without authorization, etc. **“Drug Free Zone”** and **“No Weapons”** signs are posted on the school’s grounds and within the building. This is a statement to the school’s commitment to provide a comprehensive area of 1,000 feet that is violence free, weapon free and drug free.

The School Safety Zone for Turner County Schools are defined in accordance with the map(s) and plats attached to each school’s safety plan. These maps and plats are certified as being true by the principal of the school or the superintendent, thus entitling it to be introduced in court proceedings that arise out of violations of the School Safety Zone.

The Turner County Schools’ Safety Plan will include all Georgia laws related to school safety. OCGA §16-11-127.1 relates to the carrying and possession of weapons in the School Safety Zone. Schools will work with the local community and law enforcement in the following areas: weapons in the School Safety Zone, possession of weapons in the School Safety Zone, posting of regulations, loitering on school grounds or safety zones, drug dealing, gang activities, graffiti, speeding and violence. Each school will activate a Drug Free Zone program in coordination with the School Safety Zone.

The superintendent will implement the appropriate system policy for school cancellation, evacuation, and early or late dismissal in response to such School Safety Zone or community disaster. Communication between public safety and school administrators will be maintained at all times. The school administrators will use the Turner County Emergency Response Codes for reporting and communicating with public safety. School counselors, social workers and psychologists will be notified of all non-instructional time school disasters and they will implement their response plans as needed.

Transportation – Bus Emergency and Field Trips

Usually, students remain on the bus during an emergency, but two situations require that you evacuate the bus:

Fire or Danger of Fire

1. A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain until the driver of the bus has determined that no danger remains.
2. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible material should be considered as danger of fire, and students should be evacuated.

Unsafe Position

In the event that a bus is stopped due to accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for passengers to remain in the bus or to evacuate.

You must evacuate if:

1. The final stopping point is in the path of any train or adjacent to any railroad tracks.
2. The stopping of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water or where it may still move and go into the water or over a bank, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the children.
3. The stopping of the bus in such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

In an emergency it is possible for children to jam the emergency door by all trying to get out of the door at the same time. To help organize and conduct emergency exits, emergency drills need to be given to all students who ride school buses.

Field Trips:

The following steps are to be taken to ensure safety while students and staff are on field trips:

1. Passenger lists, trip routes, itineraries with telephone numbers are made and filed in the school office for each field trip.
2. Students and staff will carry identification on field trips.
3. Students with medical problems are identified and their emergency medical meds are noted prior to field trips.
4. First aid kits must be available on each bus.

Transportation – Bus Emergency Procedures

1. Front Door Evacuation

- a. Evacuate the front seat to the left aisle first, then empty the front seat to the right of the aisle.
- b. Continue this alternating procedure (emptying left seat, then right seat) until the bus is evacuated.

2. Rear Door Evacuation

- a. Evacuate the last rear seat to the left of the aisle first, then empty the last rear seat to the right of the aisle.
- b. Continue this alternating procedure (emptying left seat, then right seat) until the bus is evacuated.
- c. The first two students evacuated should help all the other students as they step down from the rear door.

3. Both Front and Rear Door Evacuation

- a. Students in the front half of the bus should use the **Emergency Front Door Evacuation Procedure**.
- b. Students in the rear half of the bus should use the **Emergency Rear Door Evacuation Procedure**.

4. Alighting from the Bus

Students are to move immediately off the roadway to a safe distance from all traffic (students must stay together). Under no circumstances should any student cross the road, unless specifically instructed by the driver.

5. Properly Setting Up Reflectors

- a. *For a two-lane road:*
 - i. One reflector set 100 feet in front of the bus.
 - ii. One reflector set 10 feet behind the bus.
 - iii. One reflector set 100 feet behind the bus
- b. *For a four-lane road:*
 - i. One reflector set 10 feet behind the bus.
 - ii. One reflector set 100 feet behind bus.
 - iii. One reflector set 200 feet behind bus.

6. Procedure to Follow in Case of Accident

- a. Care for the injured.
- b. Call bus shop (567-3825).
- c. Report if anyone is injured, or if emergency assistance is needed.
- d. Take down the name, age, address, and school of each student on the bus.

7. Procedure to Follow in Case of Breakdown

- a. Remove bus from roadway, if possible.
- b. Call bus shop (567-3825).
- c. State nature of breakdown, if known, and bus location.
- d. Maintain control of students until help arrives.

8. Emergency Situations that Demand Immediate Evacuation from the Bus

- a. Fire
- b. Gasoline leak
- c. Bus stalled on railroad tracks
- d. Bus overturned
- e. Bus immersed in water
- f. Tornado

Accidents - Injury or Illness

Definition: Immediate concern for an injured or ill student or staff member

Signals: Code **BLUE**.

Steps of action:

1. Contact building principal/administrator and stay with sick/injured person.
2. Disperse crowd.
3. Contact 911.
4. Contact parent or guardian.
5. Utilize first aid: follow Standard Precautions
6. Inform staff/students as needed.
7. Complete accident report and file in office.

Accidents - Suicide/Attempted Suicide

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

Signals: Code **BLUE**. Office must be contacted by telephone, radio, or by an adult.

Steps of action:

1. Report incident to main office and the Superintendent (567-3338).
2. Call 911.
3. Have staff members remain with individual attempting suicide.
4. Keep students in classrooms away from area.
5. Send note to staff informing them that a medical emergency has occurred, and that they should remain calm. Include any additional instructions (e.g., “The bells will be sounded manually to indicate change of classes”).
6. Activate Crisis Management Team.

Accidents - Death of Staff Member/Student

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

Signals: Code **BLUE**.

Steps of action:

1. Notify Superintendent's office (567-3338).
2. Administrator should inform staff members of the death.
3. Administrator should notify members of the Crisis Management Team to start formulating strategy.
4. Administrator should prepare statement to be sent home with students.

Accidents - Fire

Definition: Smell of smoke, visible smoke, flames or a loud, sharp sound indicating that a fire is about to occur or has occurred.

Signals: Ring Fire Alarm Bell

Steps of Action:

1. Site Administrator or designee:
 - a. Ring Fire Alarm Bell
 - b. Call 911 and Administrators
 - c. Call Superintendent (567-3338)
 - d. Designate a staff member to meet responding emergency units and provide keys to the building.
 - e. Designate staff members to keep access areas to the school clear for arriving emergency units.
 - f. Supervise evacuation and check for injuries.
 - g. Notify Transportation Department if evacuation plan is issued.
2. Emergency Response Team:
 - a. Assist with evacuation.
 - b. Check restrooms and other areas for students and others.
 - c. Maintain order.
 - d. Keep everyone from entering the building until **CODE ORANGE** is given.
 - e. Report to the principal when area is clear.
3. Teacher:
 - a. Leave windows open if needed for exit and do not lock doors. Close doors upon evacuating a room.
 - b. Check evacuation route posted in the classroom and move the students to evacuation point.
 - c. Maintain order.
 - d. Check the classroom after the last student leaves.
 - e. Take roll book and call roll.
 - f. Report any missing students and students who evacuated with the class but are not on the class roll.
 - g. Return students to the building after **CODE ORANGE** has been given.

Fire Drill Procedures: The following procedures are to be read to the students. They should be fully explained:

1. The signal for the fire drill is the continuous sound of the fire alarm.
2. Students are to remain completely silent during the entire drill; only the teacher is allowed to talk.
3. When the alarm sounds, the teacher will direct the appropriate students to close the windows and turn off all lights and electrical appliances. The door is to be closed by the last student leaving the room.
4. The teacher is to lead students in single file by the nearest route.
5. All students and teachers are to remain in these positions in a quiet and orderly manner during the entire drill.

Accidents - Utility Failures

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

Signals: Should building need to be evacuated, follow fire drill procedures with a verbal announcement on the school PA system; follow by manually tripping the fire alarm. In the event of electrical failure and need to evacuate, verbal notification would be given on a class-by-class basis. Principal and other designated staff should conduct a visual check of all school areas.

Steps of action:

Call:

School maintenance 567-2449

Gas line break:

Clear area immediately, evacuate building if necessary

City of Ashburn Emergency911

Electrical Power Failure:

Irwin EMC.....1-888-308-6582

Water line or Sewer break:

City of Ashburn Emergency911

After Hours Utility Emergency:

Call911

School Functions During Non-Instructional Hours

Definition: Immediate concern for an injured or ill student or staff member

Signals: None

Steps of action: Refer to specific emergency and use those procedures.

Roles

Staff Member/Personnel using Building:

Contact 911 and do the following

1. Follow appropriate procedure.
2. Contact principal at home; if no answer, contact Superintendent.
3. If after-school groups are present, alert staff and follow Steps of Action for that specific emergency.

Principal: Bernard Joiner

AP's: Martin K-2 Owens 3-5

Superintendent: Tommy Day

Secretary: P. Bateman

Maintenance: Ivan Waller - 567-2449

Other After School Program Contacts

_____ Phone: _____

_____ Phone: _____

Turner County Board of Education Safety Policy

The Board of Education will comply with all applicable Federal and State laws to provide and maintain a safe and secure environment to all: students, staff and visitors, who lawfully enter Board property or travel in Board vehicles for a legitimate purpose of the Board.

Standard Precautions

Standard Precautions means to treat all human blood and body fluids as if infected by HIV, *Hepatitis B*, or other blood-borne pathogens.

1. Wash your hands often and thoroughly
 - Before eating, handling food, and before and after using the toilet
 - Immediately after any contact with blood, body fluids, and after removing protective gloves
 - Wash at least 15 seconds with liquid soap and running water. Dry with paper towels; use towels to turn off faucet.
 - When you cannot wash, use a waterless antiseptic hand cleaner and clean towels/antiseptic towelettes. Wash with water as soon as possible.
2. Use disposable waterproof gloves, protective devices.
 - Use gloves when giving first aid, cleaning blood, body fluids and body spills, and handling contaminated clothes, trash and waste containers.
 - Use gloves one time only. Discard without touching the outside. Wash hands well. Avoid touching mouth and eyes.
 - Do not attend another's injuries if you have open cuts, abrasions or non-intact skin.
 - Use resuscitation devices or mouthpieces when administering CPR.
 - Wear a mask if there is to be any contact with infectious disease splatter droplets.
3. See that contaminated surfaces are cleaned/disinfected promptly.
 - Always wear gloves for cleanup.
 - Use EPA-approved germicide or disinfectant such as 1:10 bleach to water solution, fresh. Alcohol is **NOT** a proven disinfectant for AIDS.
 - Use paper towels for cleanup.
 - Rinse all equipment with disinfectant.
4. Follow established waste disposal procedures.
 - Handle all sharp objects with extreme care; avoid puncturing skin.
 - Dispose of gloves, towels and trash that contain blood/body fluid waste in leak-proof plastic bags. Sharp objects must be put in containers that cannot be broken or penetrated. Tie trash bags tightly.

For more information about AIDS and blood-borne pathogens, contact:

Turner County Health Department.....229-567-4357
National AIDS Hotline.....1-800-232-4636
CDC Infectious Disease National Center.....1-800-CDC-INFO

School Telephone Tree

Bernard Joiner, Principal

Caller

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