

**Cottonwood High School
Emergency Operation Plan
2025-2026**



SCHOOL SAFETY PLANNING COMMITTEE AND RESPONSE TEAM

Superintendent	Brandy White	790-9403
Principal (K-6)	Paul Strange	726-5964
Principal (7-12)	Darren Stewart	796-1584
Assistant Principal (K-6)	Lindsey Andrews	805-0162
Assistant Principal (7-12)	Randy Meadows	701-4361
Bookkeeper (Elementary)	Heather Robertson	798-0759
School CNP Manager	Nonnie Hall	648-4308
Bus Driver/Transportation	Randy Meadows	701-6410
Counselor (K-6)	Kayla Hamilton	200-8308
Counselor (7-12)	Tambria McArdle	797-1775
Nurse	Pam Dyke	791-0379
Teacher	Kevin Collins	850-260-5039
PE Teacher	Clay Barnes	714-5851
EL Teacher	Lisa Mercer	691-2587
SRO/Law Enforcement	Levi Bridges	873-8229
Custodian	Jimmy Coachman	701-6998
Media Specialist	Lisa Mitchell	796-7437
EMA	Mark Powell	794-9720
Fire Department	Cottonwood	677-4808
Public Works (Water)	Cottonwood	691-2671
Public Works (Gas)	South Alabama Gas	800-603-3648
Public Works (Communication)	CenturyTel	(800)-201-4102

EMERGENCY TELEPHONE LIST

Superintendent	Brandy White	790-9403
Board of Education Chair	Vince Wade	792-8331
Local Board Member	Scott Long	792-8331
Superintendent's Secretary	Nicole Corbin	792-8331/790-9735
Transportation Supervisor	Kole Skinner	899-3891
Maintenance Supervisor	Dom Curran	726-2196
Board of Education Legal	Kevin Walding	7940-4144
EMA	Mark Powell	794-9720
Law Enforcement (County)	Sheriff Donald Valenza	677-4808
Law Enforcement (State)	Alabama Highway Patrol	983-4587
EMT	Cottonwood Rescue Squad	691-5059
Local Hospitals	Flowers Southeast Health	793-5000 793-8111
Social Services (Public Health)	Houston County Health Department	678-2800
Social Services (Mental Health)	SpectraCare	(800) 951-4357
Public Works (Water)	Cottonwood Water	691-2671
Public Works (Electrical)	Alabama Power Company	(800) 245-2244
Public Works (Gas)	Ferrell Gas	793-3131
Public Works (Communication)	CenturyLink	(800)-201-4102

Principal	Paul Strange	726-5964
Principal (7-12)	Darren Stewart	796-1584
Assistant Principal (7-12)	Randy Meadows	701-4361
Assistant Principal (K-6)	Lindsey Andrews	805-0162
Secretary	Lisa Mercer	691-2587
Bookkeeper (Elementary)	Heather Robertson	798-0759
Bookkeeper (High School)	Stephanie Winslett	691-2587

LIST OF MATERIALS AND EQUIPMENT AVAILABLE ON CAMPUS OR
WITHIN THE VICINITY TO SUPPORT CHS DURING AN EMERGENCY

AED	Main Gym, Nurses office, Football fieldhouse and Main office	Pam Dyke Darren Stewart
Fire Extinguishers	See page 5	Jimmy Coachman
Two Way Radios	Administrators and Custodians	Paul Strange Darren Stewart
Crutches	Nurses Office	Pam Dyke
Wheelchair	Nurses Office	Pam Dyke
First Aid Bag	Nurses Office	Pam Dyke

Fire extinguishers, electrical closets, and AED locations



SERIOUS INCIDENTS ON & OFF CAMPUS

1. Notify Principal
 - a. Administration will notify Central Office
 - b. SRO will notify Sheriff's Department and First Responders
2. Call 911 (if necessary)
3. Administrators will notify teachers and/or students (if necessary)



EMERGENCY DRILL SIGNALS



Types of Drills:

1. SEVERE WEATHER-students out of rooms into designated areas
 - a. SIGNAL-all call; administrators will give further instructions over the intercom if needed
 - b. Alternate Signal-bull horn, ParentSquare, Two way radios.
2. BUILDING EVACUATION-leave rooms by designated routes to safe area
 - a. SIGNALS-all call; administrators will give further instructions over the intercom if needed. Administrators will notify faculty and staff when all is clear and to re-enter the building using bullhorns and ParentSquare, or two way radios.
 - b. Alternate Signals-bull horn, ParentSquare, Two way radios.
 - c. Hall Monitors-administrators, custodians, staff and teachers will assist in making sure all buildings, classrooms, and restrooms are clear

WARNING & ALERT CODES FOR UNEXPECTED SITUATIONS

1. **Lockdown**-Full alert and lockdown; a crisis situation exists on or near the campus.
 - a. Teachers are to make sure doors are locked, turn off lights, place students in a corner, and wait for further instructions.
2. **Secure Perimeter**-High state of alert
 - a. Teachers should take specific precautions to make sure that no student leaves the room, doors are to be locked, and cover windows/doors.
3. **Heightened Awareness**-Heightened Awareness-Be alert
 - a. Be cautious and in tune for further announcements and/or instructions.
4. **Secure Your Area of Responsibility**-Secure your area of responsibility
 - a. Teachers should limit student movement on campus
 - b. Faculty and staff will be informed after the incident of the situation

***** Always carry your grade book and folders during drills for actual crisis Situations.

***** Avoid guessing, speculation, discussion, rumors, social media, and responding to outside messages.



FIRE SITUATION

Teachers will:

1. Quickly and quietly line students up
2. Leave the lights on
3. Carry Red Folder and grade book with class roll
4. Instruct students to proceed to their designated area
5. Make a final check of their classroom for students
6. Shut the door-leave unlocked
7. Have students form a straight line in the designated area
8. Use the class roll to account for students
9. Report any missing students to the principal or designee
10. Lead their class back into the school after the "all clear" announcement has been made

The Emergency Management Team will:

1. Make the "all call" to staff instructing them to leave their building
2. Call the fire department
3. Oversee evacuation
4. Check the school for missing students
5. Meet the fire department
6. Notify the central office
7. Make the "all call" to faculty and staff instructing them to report back to their designated areas



SEVERE WEATHER GENERAL REMINDERS

- The signal for severe weather will be made over the intercom
- Students are to sit by class in the designated area
 - They will sit on knees with heads down and hands covering their heads
 - It may be necessary to form more than one row
 - A center aisle must be maintained and kept clear at all times
 - Do not allow students to sit in doorways
- Students are to remain quiet at all times
 - Teachers remain calm and do not project any feeling of panic
- If a warning comes while students are not in their classrooms (cafeteria, library, mini gym, etc.) they will promptly assemble in an orderly manner and report to their designated area.
- If there should be damage to the building, teachers will see that students do not leave their designated areas until debris is clear to allow safe movement on campus and that there is no danger from fallen electrical lines.
- Classes will remain in their designated areas until word is given from the office that it is safe to return to classrooms.



HURRICANE or SNOW GENERAL REMINDERS

- Decisions regarding delays, early dismissal, or school closings will be made by the Superintendent. This information will be communicated through media. Students and employees should watch the news or check social media and should not call the schools and/or Central Office.
- School procedures for early dismissal due to weather conditions include the following:
 - Students will remain in their classrooms under the supervision of teachers until given instructions



SEVERE WEATHER PROCEDURES

The teacher will:

- Quickly and quietly line students up
- Leave the lights on
- Carry their Red Folders and grade books
- Make a final check of their classrooms for students
- Shut the door
- Proceed to the designated area
- Have students sit quietly on their knees with their heads down and hands covering their heads
- Use class roll to account for students
- Alert principal or designee of any missing students
- Lead the students back into the classroom after the “all clear” announcement

The Emergency Team will:

- Make an “all call” to faculty and staff
- Monitor weather broadcasts through local media outlets
- Maintain communication with Central Office
- Communicate updated information with teachers and staff
- Contact any local emergency agencies as necessary
- Make an “all call” when faculty and students can return to their designated areas



LOCKDOWN PROCEDURES

An “all call” for LOCKDOWN will be given to signal staff members that a problems exists in the school. When LOCKDOWN is initiated, it signals the administrative team to be on stand-by. Teachers have been instructed to make sure doors are locked, cover windows/doors, move students to a corner of the room, account for missing students, and wait for further instructions.

- Classroom doors will be locked and closed
- Teachers will cover windows (if possible) and move students to a corner along the wall from away from where the door is located
- Students in the halls, restrooms, etc. will be brought into the nearest room and kept with that class
- Students who are outside will be instructed to move to the nearest building and go into the nearest classroom.
 - ◆ An all call will be utilized, ParentSquare and calls to outlying buildings
 - ◆ If a cell phone or phones are not available, a runner will be sent
- Using classroom phones or other available means, each room will be contacted to see which students are present that belong to another classroom teacher
 - ◆ Teachers will be notified of the location of their students
- The lockdown will remain in effect until it is determined that the school is safe and a return to normal operating procedures is advisable
- Lockdown procedures would be implemented in the following situations
 - ◆ Chemical spill (outside)
 - ◆ Hostage
 - ◆ Intruder
 - ◆ Irate visitor
 - ◆ Kidnapping
 - ◆ Riot
 - ◆ Shooting
 - ◆ Weapon

CRISIS TEAM ACTIVATION

- Will be ready if a Lockdown is announced.
- In the event of a school shooting or stabbing, the Houston County Sheriff's Department will be in charge once they arrive on the scene.
 - The crime scene will be active so there will be limited involvement of CHS personnel.

ACTIVE SHOOTER

RUN-Evacuate if clear and safe

HIDE-Place students in corner away from doors and windows

FIGHT-have items to throw, barricade door