

**W. J. Williams
Middle School
Emergency Plan**

2025-2026

Table of Contents

| | |
|--|----|
| Introduction | 3 |
| Emergency Notification Protocol | 4 |
| Centegix CrisisAlert System | 5 |
| Emergency Response Procedures | 7 |
| Crisis Management Team | 8 |
| Lockdown Procedures | 9 |
| Evacuation Protocol | 10 |
| Transportation Emergency Evacuation | 11 |
| Bus Accidents | 12 |
| Human Caused Accidents | 13 |
| Missing Student/Kidnapping/Childnapping | 13 |
| Death/Suicide at School | 13 |
| Death/Injury/Illness at School | 14 |
| Bomb Threats/Explosions/Suspicious Packages | 15 |
| Hostage/Intruder | 17 |
| Natural Disasters | 18 |
| Earthquake | 18 |
| Flood | 18 |
| Hurricane | 19 |
| Thunderstorm | 20 |
| Tornado | 20 |
| Fire/Explosion Protocol | 21 |
| Hazardous Materials | 22 |
| Radiological Accidents | 23 |
| Utility Failures | 24 |
| Special Needs People | 25 |
| Emergency Evacuation Kit | 26 |
| Emergency Evacuation Kit Contents | 26 |
| Choking | 27 |
| Handling Blood and Body Fluids | 28 |
| First Aid for Seizures | 29 |
| Field Trips and Other School Sponsored Trips | 30 |
| Family Reunification Protocol | 31 |
| Safe Mail Handling Procedures | 32 |
| Rapid Student Check-Out Plan | 34 |
| School Evacuation to Stadium | 36 |
| Evacuation to First Baptist Church | 37 |

W. J. Williams Middle School Emergency Plan 2025-2026

Introduction and Purpose of Safety Plan

In accordance with provisions of O.C.G.A. 20-2-1185, each public school shall have a plan designed “to provide safe learning environments for Georgia’s children, teachers, and other school personnel. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.”

“School safety plans prepared by public schools shall address security issues in school safety zones as defined in paragraph (1) of subsection (a) of Code Section 16-11-127.1. School safety plans should also address security issues involving the transportation of pupils to and from school functions when such transportation is furnished by the school or school system and school function held during non-instructional hours.”

W. J. Williams Middle School and the System Safety Coordinator have worked together to develop a plan to prevent, access, manage, and follow-up on any threat to the safety of students, faculty, and staff.

EMERGENCY NOTIFICATION PROTOCOL

1. Determine the nature of the emergency.
2. Call 911 and give them the nature of the emergency.
3. Notify the Superintendent's Office **890-6206**
4. Decide if an Evacuation will be necessary.
5. Establish an Incident Site/Command Post.

Anytime there is an emergency situation the Superintendent's Office, Sheriff's Office, and local law enforcement will be notified. The superintendent will notify the other schools. The superintendent will inform the media and disseminate all pertinent information unless it is a law enforcement matter.

There will be emergency evacuation kits in the office to be used during emergency situations.

EMERGENCY NUMBERS

Fire and Police – 911

American Red Cross – 985-6524

Emergency Management – Russell Moody – 616-7417

Colquitt Co. Board of Education – 890-6200

Colquitt Regional Medical Center – 985-3420

Colquitt Co. Health Dept. – 589-8464

Sheriff's Dept. – 616-7430

Moultrie Police Dept. – 985-3131

Crisis Intervention/Mental Health – 891-7160

Dept. of Family & Children Services – 217-4000

Poison Control Center – 1-800-222-1222

Centigix CrisisAlert System

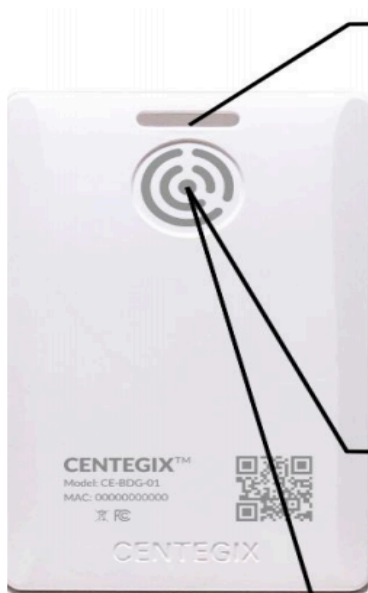
Centigix Overview

The Colquitt County School System is committed to ensuring the safety and security of all students, staff and visitors in the event of an emergency. Our primary goal is to protect everyone from potential dangers while on campus.

The Centigix CrisisAlert System enhances our emergency response capabilities by providing instant communication and alert capabilities to all faculty members. Each faculty member is given a badge that can send alerts to the Colquitt County first responders, administrators, and initiate audible cues with color coded beacons based on the type of crisis. The beacons that are located throughout the school enable rapid awareness among faculty members regarding threats or need for assistance.

Using the CrisisAlert™ Badge

The CrisisAlert™ Badge is assigned to each individual staff member and should be worn every day. It is not an ordinary badge!



How to Wear the Badge

- It is better to wear it above the waist (clipped to your shirt or on a lanyard)
- Do not leave it unattended or accessible to students
- Do not hang keys, flash drives or other items that may click or damage the Badge
- Do not glue or attach other badges to this Badge
- Do not scratch, puncture, bend or otherwise damage the integrity of the Badge

WEAR YOUR BADGE AT ALL TIMES!

When to Use the Badge

Note: This is subject to change based on your district/site protocols.

Staff Alert

When you need individual assistance for an issue or incident, for example:

- Medical emergency
- Physical altercation
- Custody issue
- Suspicious activity

Click the Badge three times: you will receive a short vibration feedback, letting you know that site responders have been notified.

Lockdown

When you need to lockdown a site, for example:

- Active Shooter

Keep clicking until site is in lockdown, evidenced by long vibration feedback, strobes flashing, intercom announcement, and/or computer take over.

Color Codes and Corresponding Crises:

1. Red Strobe Light – Lockdown (shelter in a locked room)

- Indicates: Immediate danger inside the school (e.g., active shooter)
- Action: Law enforcement is alerted after the seventh click of the badge.
 1. Lock your classroom door immediately.
 2. Turn off the lights and move students to a safe area, out of sight from doors and windows.
 3. Maintain silence. Do not open the door for anyone until an “All Clear” signal is given by authorized personnel.
 4. Follow any additional instructions from emergency responders or school administrators.

2. Yellow Strobe Light – Lockdown (shelter in a locked place)

- Indicates: External threat
- Action:
 1. Move students to a designated safe area within the building.
 2. Close all windows and doors.
 3. Remain in the safe area until further instructions are given.
 4. Avoid using telephones and other devices unless absolutely necessary.

3. Blue Strobe Light - Move to a safe place in the building

- Indicates: Hazardous weather conditions
- Action:
 1. Call the school nurse or designated medical response team.
 2. Provide first aid if trained and necessary, without endangering yourself or others.
 3. Clear the area of any unnecessary personnel.
 4. Await the arrival of medical personnel and follow their instructions.

4. Green Strobe Light - Evacuation

- Indicates: Need to evacuate the building (e.g., fire, gas leak)
- Action:
 1. Calmly guide students to the nearest exit. Follow the posted evacuation routes.
 2. Assemble at the designated evacuation area.
 3. Take attendance and report any missing students to the designated emergency personnel.
 4. Await further instructions from emergency responders or school administrators.

5. White Strobe Light - Hold

- Indicates: There is a situation and the halls must be clear.
- Action:
 1. Stay in the classroom, but resume normal activities.
 2. Follow any additional instructions from school administrators.

EMERGENCY RESPONSE PROCEDURES

FIRST ALERT AND INITIAL ACTION

1. Assess and confirm the type of situation with which you are dealing.
2. Notify the principal immediately.
3. Teachers are instructed to carry roll books and account for students at regular intervals.
4. Attend to the needs of students.
5. Emergency personnel and law enforcement will provide direction and guidance upon their arrival.

EMERGENCY CLOSING OF SCHOOL

Early morning weather conditions occasionally require the closing of schools. In some situations, weather and road conditions improve later in the morning which would allow school to be opened two hours later than normal.

The school system has a plan for the emergency closing of schools, a plan for delayed opening, and a plan for early closing if necessitated by an emergency or severe weather. The procedures that apply to each plan are explained in this section. Uniform adherence to these procedures is necessary to prevent confusion when either plan is implemented. Every employee of the Colquitt County School system should be made aware of the procedures in all plans.

THE PRINCIPAL OR DESIGNEE WILL: Disseminate the procedures to all staff, students, and parents.

EMPLOYEE RESPONSIBILITY: It is every employee's responsibility to listen to the radio or television whenever announcements are imminent regarding emergencies in schools. Local radio and television stations will be notified of the decision to follow plan one, two, or three. The Superintendent or the Superintendent's designee will notify the media of any decision to close or delay the opening of schools.

PLAN ONE- SCHOOL CLOSING: The final decision for the closing of schools will be made by the Superintendent or the Superintendent's designee. The Superintendent or designee will call the radio and television stations, give the proper code, and specify which emergency plan will be implemented. The central office will be open for business unless specifically announced otherwise.

PLAN TWO- DELAYED CLOSING: When there is a possibility of improved weather and road conditions later in the morning, a delayed school opening announcement will be made. The radio and television stations will be notified that schools will be open and buses will run two hours later than regular time. Dismissal will be at regular time.

PLAN THREE- EARLY CLOSING- Should an emergency situation or severe weather require the early closing of school, the announcement will be made as in the previous two plans. The Superintendent's office and the transportation office will remain open until all students are safely home.

Crisis Management Team (CMT)

| | Staff Person |
|-----------------------------------|---|
| Administrator in charge | Superintendent of Schools Daiel Chapius; Principal Dr. Josh Purvis; Asst. Principal Kristen Jimmerson; Asst. Principal Ian Smith; Asst. Principal Pamela Heidelberg |
| On- Site Coordinator | Assistant Principals |
| First-Aid Coordinator | School Nurses - Kristi Thomas/Jennifer Bennett |
| Police/Fire/Medical Coordinators | Sheriff-Rod Howell Hospital CEO- Jim Matney |
| Parent Reunification Coordinators | System Wide Parent Coordinator, Assistant Principals, Berri Tatum |
| Counselors | Avis Smith, Morgan Taylor, Brittany Hundley, Bethany Hendley |
| Utilities Coordinator | Rick Gehle |
| Evacuation Kit Caretakers | Kristi Thomas, Avis Smith, Morgan Taylor, Aisha Parsons |
| Runners | Eric McCranie, Ryan Davis, Travis Register, SRO Hiram Cordona |
| Sweep Team | Custodians: Andrew Jackson, Travis Crosby, Yvonne Green, Altovise Blackwell |

Crisis Management Team Responsibilities (CMT)

| | |
|-----------------------------------|--|
| Administrator-in-charge | Coordinates emergency response effort. Directs that necessary notifications are made. Coordinates police, fire, and medical response. <i>Remains in the command Center and manages the crisis.</i> If evacuation, oversees evacuation site. |
| On-Site Coordinator | Responds to the site of the emergency and controls access to the affected area. Preserves the crime scene until police arrive and assume control of the situation. Oversees family reunification site. |
| First Aid Coordinator | Provides emergency first aid until medical assistance arrives. |
| Police/Fire/Medical Coordinator | Depending on the situation, the highest-ranking official from each department will coordinate with EMD and school administrator. |
| Sweep Team | Performs a thorough check of the evacuation route and the area to which students will be evacuated. Team reports to the Administrator-in-charge in the Command Center that the evacuation area is clear and safe for students to evacuate the building. |
| Media Coordinators | Meets with the media and directs them to a safe staging area where they can set up during the incident. Arranges for their needs, provides them with pre-drafted press release and provides periodical news statements, and arranges interviews (as appropriate) |
| Parent Reunification Coordinators | Sets up the reunification site and coordinates the signing out of students to authorized parents/guardians. |

| | |
|---------------------------|---|
| Counselors/Social Workers | Notifies other schools that may house siblings and/or parents of siblings involved in the incident. Provides support for those students and adults having difficulty dealing with situations. Assists at family reunification site. |
| Utilities Coordinator | Turns off the gas, water, and electrical mains as needed and reports to the administrator that the job is complete. |

Lockdown Procedures

The Colquitt County School System has provided its staff with a Centegix Badge. If you lose or misplace your badge, get with an administrator immediately. These badges are to be worn at all times when on the campus. * Please refer to the graphic.

If there is ever a need for the school to go into a lockdown, click at least 8 times (if you click past 8 times, it is okay)

- Anyone can activate it.
- Save this for a clear and imminent threat.
- Law enforcement receives this alert immediately.
- ***** **Teachers should remain in lockdown until further notice.**
 - **Blinds should be closed**
 - **Windows should be covered**

Staff Alert

- Use only as a LAST RESORT (*always refer to Emergency Procedures 1st*)!
- 3 clicks
 - Stop clicking
- Anyone can activate it.
- Use this for an incident where a staff member or a student is in danger and your Emergency Handbook procedures are NOT reasonable for the incident (*if you are not near a phone, etc*).

Evacuation Protocol

During an evacuation it is important that the following be done:

1. Dr. Josh Purvis, Principal, or an Assistant Principal, will announce the evacuation destination (at least 300 to 1000 feet from the incident site depending on the nature of the situation).
2. School Secretaries, Helen Farrell and Aisha Parsons will take the school evacuation kits. Aisha Parson quickly moves the kit to the evacuation site where Dr. Purvis is waiting. Helen Farrell takes her kit to the evacuation site where an assistant principal is waiting.
3. Teachers should take roll books. Accounting for students and their location is imperative. Staff should be designated to check restrooms, playgrounds, etc. Missing students must be immediately reported to the principal.
4. If possible, any student medication and dosage charts should be brought along and maintained securely.
5. Remain calm and proceed in an orderly manner.
6. Be observant and aware of anything new or different in the area as you evacuate.
7. Be prepared to provide student information to emergency personnel, especially specific medical information.
8. Do not lose sight of your primary objective; to remove your students from an area of danger to an area of safety. Follow instructions but be prepared to think for yourself.
9. No one is to re-enter the building for any reason, unless authorized by administrator and emergency personnel.
10. The primary objective is to remove students and staff safely away from the projected area of danger as much as possible to maintain safety, security, and order.
11. Be sure students are not near any drive entrance to the property or in any parking/driving area. Students need to remain clear from emergency vehicles.

In case of evacuation due to possible explosion, keep students low to the ground and instruct them to cover their heads with hands, coats, etc. Evacuation area should be a minimum of 1000 feet from the building or possible explosive source.

In case of fire evacuation, keep students in the evacuation area until instructed otherwise.

In case of evacuation due to chemical/toxic spill, staff and students will evacuate upwind of the spill unless instructed otherwise. **DO NOT** evacuate to a low area.

In case of evacuation due to a gunman, hostage, or other related emergency situations, it is imperative that students and staff evacuate very quietly and follow any specific instructions. Students should be taught the communication hand signals.

In case of bus evacuation, detailed instructions are included in the Emergency & Rescue Procedures guide for bus drivers. Transportation director, Daniel Dalton will insure that practice drills will be held during bus transportation.

Transportation Emergency Evacuation

In an emergency evacuation by bus:

- Request aid from local law enforcement.
- Lockdown may be activated to secure students in rooms ready to evacuate.
- Dr. Purvis activates Evacuation Protocols stating that evacuation is by bus.
- Helen Farrell, School Secretary, will notify Daniel Dalton, Transportation Director, so that bus drivers can be notified. Twenty buses will be used to transport students to the secure location.
- Travis Crosby and Custodians will check the area around buses and continue scanning while buses are loading. Law enforcement takes charge of this when they arrive on site.
- Travis Crosby will check gas and utility areas.
- All adults not supervising students report to the bus loading site for assignments.
- Each class is told when to leave the room and board buses.
- Classes remain intact and board the same bus, accompanied by teacher or other supervising adult(s).
- Buses load beginning with the bus in front and each bus leaves as soon as students are on board.
- Buses go to a safe staging area and wait for further directions.
- Head count is taken and the appropriate colored card should be displayed.
- All faculty and staff not on buses report immediately to the staging area after students have been evacuated.
- Dr. Purvis or an assistant principal may activate Family Reunification Protocol if necessary.

Bus Accidents

Each school should maintain a bus folder for each bus serving the school for field trips and special activities. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student manifest should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus drivers should have designated procedures for handling emergency situations. The following protocol is intended to outline steps to be taken by school personnel should an accident occur.

In the event of a Bus Accident

Staff at the scene

- Call 911, if warranted
- Call principal
- School staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/law enforcement arrives and takes charge of the emergency
- School staff at the scene of a school bus accident will move all uninjured students to a safe distance from the accident
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school

Principal, Team

- Notify District Support Team, Central Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

Human Caused Accidents

I. Missing Student/Kidnapping/Childnapping

After ascertaining that a kidnapping has occurred or that a student is missing from campus without authorization, the **PRINCIPAL OR DESIGNEE WILL:**

1. Call 911 and relay pertinent information:
 - Name of students.
 - Time and circumstances of disappearance
 - Appearance and description of student
 - Last known location and possible destination
 - Address and phone number of current legal guardians
 - Address and phone numbers of close friends and relatives
2. Notify Superintendent's office
890-6206
3. Notify missing student's parents or legal guardian.
4. Follow instructions from law enforcement officers.
5. Do not communicate with the media. Superintendent or Superintendent's designee will deal with the media.

II. Deaths/Suicide at School

Student Suicide Threat

Teacher/Adult in Charge Responsibilities:

- Notify the school counselor as soon as possible.
- Take threats seriously; keep the student calm.
- Tell the student you are concerned about his/her threats.
- Do not leave the student alone.
- Continue to monitor and express interest in the student after the crisis is over.
- Complete confidential incident report.

Administrator Responsibilities:

- Take control of the situation and isolate the student from peers, if possible.
- Talk with the student and assess the seriousness of the threat.
- Ask discreetly if student has entertained thoughts of suicide or if he or she feels depressed.
- Do not leave the student alone.
- Request that parents/guardians come to school immediately.
- If an incident is a "cry for help" that indicates other problems, take appropriate action to facilitate and refer the student and parents/guardians for treatment.
- Document observations and actions, particularly in absence of a trained psychologist.
- Complete required form from Superintendent of Schools or designee.
- In post-intervention period, send a letter to the parents/guardians referring to school policy for student suicide threat occurrences.

- Require parents/guardians meeting with you and/or school psychologist or counselor and proof of psychological consultation before the student may return to school.
- Follow-up After Attempts: Authorize increased counseling services to student/staff involved in the incident. Require the parents/guardians to show proof of psychological consultation for the student and themselves before the student is allowed to return to school.

Suicide Attempt

Teacher or Adult in Charge Responsibilities:

- Notify the principal or nurse of the attempt.
- Ensure 911 is called immediately.
- Talk with the student.
- Identify how student has attempted suicide (poison, gunshot, etc.)
- Check to see if the student is suffering from alcohol or substance abuse.
- Reassure other students in the vicinity.
- Complete confidential incident report.

Administrator Responsibilities:

- Call 911 ASAP; notify parents/guardians listed on the emergency release form.
- Designate a staff member to gather emergency health information from student enrollment cards and health records; take information to the scene and to the hospital if necessary.
- Assist the nurse with management of the student, if necessary.
- Complete/review confidential incident report.

Nurse Responsibilities:

- Determine severity of situation.
- Administer first aid until emergency medical personnel arrive.
- Get a complete history of the event.
- Provide emotional support for the student; do not judge.
- Complete confidential incident report.

If Suicide Occurs

Administrator Responsibilities

- Provide increased counseling services to other students and staff.
- Provide written and personal condolences to the family.
- Assist in any investigations by district/civil authorities.
- Convene Crisis Team to analyze how the incident was handled, and necessary procedural/policy changes.

III. Death/Injury/Illness at School:

Untimely Death

Teacher or Adult in Charge Responsibilities:

- Call the Principal.
- Await 911 emergency personnel.
- **DO NOT DISTURB SCENE!** Relinquish control to police upon their arrival.
- Separate any witnesses if death occurred during commission of a possible criminal act.

- If death has occurred from an unknown cause, the area in which it occurred is a crime scene and should be handled accordingly. (To the extent possible, subsequent to the initial diagnosis of death, leave the scene as it was discovered.)
- Return students to the classroom when advised and begin to identify students in need of treatment for emotional trauma.
- Monitor and comfort students.
- Complete confidential incident report.

Administrator Responsibilities:

- Call 911 and nurse immediately.
- Convene Crisis Team.
- Relinquish control of the scene and follow directions from police upon their arrival.
- Notify the Superintendent of Schools or designee.
- Inform staff and students.
- Facilitate police and other investigations, e.g., DCF.
- Announce counseling services and document students receiving counseling.
- Visit parents personally and write notes expressing personal condolences as well as on behalf of the entire school.
- Follow-up with counseling activities to assist personnel during the period of grief.
- Complete/review and file confidential incident report.

Nurse Responsibilities:

- Provide privacy for the victim.
- Document approximate time of incident and specific observations.
- Provide a copy of documented information to EMS for hospital personnel.
- Complete confidential incident report.

IV. Bomb Threats/Explosions/Suspicious Packages

Do not use cell phones, walkie-talkies, or portable landline phones in a bomb threat situation. Turn off school bells. DO NOT use any electrical switch. Use of these items could detonate the bomb.

THE PRINCIPAL OR DESIGNEE WILL:

1. Instruct the individual who receives the bomb threat to record the exact statement made by the caller and other information on Safety and Security Form SS-Bomb 99.
2. Instruct the individual receiving the threat to call 911. Give information to the dispatcher and answer dispatcher's questions.
3. Notify the principal and determine if evacuation is necessary. (See Emergency Response Procedure).
4. If evacuation is appropriate, announce evacuation by "runner". Radio communication and electronic alarms should not be used during bomb threat situations. Evacuation should be a minimum of 1000 feet from the building.
5. Notify Superintendent's office at (229) 890-6206

6. Principal or designee shall decide if a search is to be conducted, type of search and who will conduct the search. If emergency response personnel or law enforcement are on the scene, they should conduct the search.
7. Direct staff and students not to move or touch any suspicious device or object found on the premises.
8. Turn off all two-way radios.
9. Consider activation of the school based response team. Emergency response personnel and law enforcement will provide direction and guidance upon their arrival.

Upon notification of a bomb threat, explosion, or suspicious package

Faculty/Staff Responsibilities:

- Follow Evacuation Protocol.
- Do not lock classroom doors.
- Take your roll book and color-coded cards to the evacuation site.
- Ensure that book bags and purses are dropped. **Book bags, purses, and cell phones should be left in the classroom.**
- Look for unusual or suspicious boxes, packages, devices, or noises in the classroom and hallway when evacuating. **Do not touch anything that looks suspicious.**
- Report suspicious items to an administrator or a law enforcement officer.
- Take the evacuation kits to the evacuation site.
- Take a back up disk of school records to the evacuation site.
- Maintain order en route to the evacuation site. Classes must sit together. Remain with and monitor the students in your group until the situation is resolved.
- Special needs students with mobility challenges will be assisted to the evacuation site and monitored there.
- At site, check roll and hold up the appropriate color-coded card.
- First-aid responders attend to the injured.
- Turn off gas and/or utilities.
- Take school attendance records to the evacuation site.
- Faculty and staff without specified assignments or students are to assist teachers in the evacuation and in the monitoring of students after arriving at the site. All staff/faculty report to the evacuation site for further assignments.

If an explosion occurs prior to evacuation, seek cover under desks and tables if possible. Have students cover their head with hands and take a kneeling, face down position on the floor. Stay in this position until flying debris ceases.

V. Hostage/Terrorism/Intruder/Trespasser

If a hostage situation develops, Lockdown Protocol should be followed. Law enforcement officials will be in command of the hostage situation. Notify the local police and sheriff immediately. At first chance, the other students should be relocated or dismissed. The relocation sites will be the same as other emergency protocols. The county office will be in charge of media releases.

A hostage situation may occur at any time or any place. Unfortunately, schools are not immune to these situations. Increasingly, we hear of incidents involving disgruntled employees, domestic disputes, emotionally disturbed individuals, and criminals taking hostages in school. We must admit that it can happen at any time and any place within the Colquitt County School District. By eliminating “denial”, we greatly increase the probability of successfully managing a hostage situation at one of our facilities.

Often, safety awareness can prevent a hostage situation from occurring. You owe it to yourself, your colleagues, and your employer to maintain awareness of people, things, or incidents which are unusual and possibly pose a hazardous situation at one of our facilities.

The following suggestions are made in the event you are taken hostage. No two hostage situations are alike. Therefore, there are no “guarantees”, no “never”, no “always” in bringing a hostage situation to a successful conclusion (no one killed or injured). Through the years, these suggestions have proven to be effective in staying alive and keeping others alive during a hostage situation.

1. Don't be a hero. Accept your situation, and be prepared to wait.
2. The first 15-45 minutes are the most dangerous. Follow instructions.
3. Don't speak unless spoken to and then only when necessary.
4. Reassure the students, attempt to keep them busy.
5. Try to rest.
6. Maintain your expected level of professionalism.
7. Be human.
8. Don't make suggestions to the hostage taker.
9. Don't make eye suggestions to the hostage taker.
10. Don't try to escape unless you are absolutely sure that you will be successful.
11. If you or your students need special medical attention/medication, inform your captors.
12. Be observant. You may be released and can help the police with valuable information.
13. Be prepared to answer the police on the phone. (yes/no answers)
14. Don't be argumentative.
15. Treat the captor like royalty.
16. Be patient. Remember that a peaceful resolution may take time. (hours)
17. If you believe a rescue attempt is being made, get flat on the floor. If police come in, make no sudden moves.

Teachers must remain professional and continue to control their students even under extreme conditions. Students will model the teacher and will look to the teacher for guidance. Students who seem to be under control may be directed to assist other students. Teachers must use their judgment with reference to talking to the hostage taker.

Natural Disasters

In-services on preparedness for natural disasters are held annually and practice drills are held on a regular basis.

I. Earthquake

- Everyone in the building crouch (under tables if possible) or kneel next to interior walls and cover their heads until the earthquake stops. Do not take cover under hanging plants, wall hangings, or heavy objects that might fall.
- If outside the building when quake begins move away from buildings, street lights, utility wires, and gas and electrical lines.
- Bus drivers transporting students should pull over and stop as soon as possible, staying with and monitoring students on the bus. **Do Not** park under power lines, bridges, or overpasses.
- Alarm systems may be activated by the quake.
- Do not light candles/matches nor turn on any electrical equipment in the building until the building is checked by public safety officials.
- Prepare for aftershocks following the quake.

Aftermath

- Administrator activates Evacuation Procedures to a site near campus away from gas and electrical lines.
- Administrator consults with public safety to determine the building's structural integrity and scale of building damage.
- If the building is determined to be unsafe, the administrator and superintendent will determine procedures to follow to get students home (run bus routes or implement Family Reunification Protocol).

II. Flood

Flooding During School Hours

- School secretary or administrator will monitor the weather radio for potential weather hazards at all times.
- In the event of flash flooding, the school administrator consults with superintendent and public safety to determine course of action.
- The utility coordinator turns off utilities at the main switches.
- Unplug all electrical appliances and avoid contact with electrical equipment.
- If water is standing in school, allow it to flow freely to avoid further structural damage. Sandbags are not to be stacked against outside facility walls.
- The superintendent and the administrators, along with public safety, determine if or when it is safe to leave school. Until such time, everyone remains indoors.
- Alternate transportation routes to avoid flood-prone areas are provided to bus drivers by the system director. The Transportation Director, in collaboration with local officials, with the aid of flood maps, will direct bus drivers of safe routes to use while transporting students in flood or potential flood situations.
- Bus drivers are to turn around and avoid flooding waters, and in the event that water is rising rapidly around their vehicle, the bus driver will evacuate students from the bus to higher ground.
- In all instances, downed power lines are to be avoided.
- Administrator activates Evacuation and Family Reunification Protocols if necessary.

Flooding after School Hours

- The Colquitt County Schools Superintendent, and Dr. Josh Purvis, Principal, will determine if flooding is a cause for cancellation, or late opening of school. If so, local media will be notified to inform the public.

III. Hurricane

Usual procedure for a threatening hurricane is to cancel school and/or dismiss school early since we usually have adequate warning of an approaching hurricane and are located ninety miles inland. The determination to cancel school is made by the superintendent.

If Hurricane May Strike:

Teacher Responsibilities:

1. Assist in student dismissal if school is closed early.
2. Store all books, papers, and other equipment away from windows and above floor if possible.
3. Move all audio-visual equipment to a secure, central location.
4. Protect computers and other expensive equipment.

Nurse Responsibilities:

1. Develop inventory of first aid supplies or ensure such inventory exists.
2. Provide inventory and location of first aid supplies to appropriate teachers and other staff members.
3. Review emergency plan.

Principal Responsibilities:

1. Track hurricane position and predicted path.
2. Review hurricane shutdown plans and emergency school closing procedures with staff.
3. Determine whether to close school.

Hurricane Watch or Warning:

1. Make preparations to close school when an official **HURRICANE WATCH** is issued.
2. Ensure safe storage of all vital and expensive school equipment.
3. Arrange transportation for special needs students prior to school closing and for dismissal of other students.
4. Dismiss students and close school when directed by Superintendent of Schools or designee.
5. Direct teachers and other staff members to secure classrooms and work areas and leave school after students are gone.

Custodian Responsibilities:

Hurricane Watch:

1. Secure or move all portable outside items to safe locations inside the school or storage buildings.
2. Secure all windows and glass.
3. Start and test emergency generators to ensure they are fully operational.

Hurricane Warning:

1. Turn off boilers, gas, and electrical equipment except in potential public shelter areas.

2. Take additional precautions necessary for protection of persons and facilities.
3. If school is designated a “public shelter”, remain available to perform and facilities.

After the Hurricane:

Teacher Responsibility:

1. Assist Principal with tasks assigned to restore school to full operation.

Nurse Responsibility:

1. Assist Principal with tasks assigned to restore school to full operation.

Custodian Responsibilities:

1. Assist Principal in assessing building damage.
2. Assist Principal in scheduling necessary building repairs.
3. Assist maintenance and safety officials in scheduling, performing, and supervising necessary repairs.

Principal Responsibilities:

1. Assist custodians with damage assessment of the building.
2. Prepare a list of damage. Assist custodial staff and safety officials to assess necessary repairs.
3. Identify rooms and areas with severe damage that render them unusable.
4. If repairs are required, estimate the scope of repairs.
5. Submit damage form to Superintendent of Schools.
6. Estimate time required for the facility to reopen.
7. Complete/review and file incident report(s).

IV. Thunderstorms

During School Hours

- Helen Farrell will monitor weather radio for potential hazards at all times.
- Every person remains indoors and away from windows.
- Persons who are outside will immediately move indoors.
- Special needs students will be monitored by their teacher to determine any physical or emotional needs.
- Students will remain in the building until the possibility of danger from the thunderstorm passes.
- Buses do not leave campus if a severe weather watch/warning is issued.

Building Occupants- After School Hours

- Building occupants will remain indoors and stay away from windows
- Persons outside the building will be directed to a safe area inside the nearest building and will remain there away from windows until the thunderstorm has passed.

V. Tornado

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

Tornado Position: All classes on the first floor will shelter in the classroom away from windows. All classes on the 2nd floor will come downstairs and shelter in the hallway away from exterior doors. All students will sit facing the wall, knees crossed, and head down with hands covering your head.

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

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

During School Hours:

- Helen Farrell will monitor weather radio for potential hazards at all times.
- Dr. Josh Purvis, Principal, or Ian Smith will issue a warning when the National Weather Service has issued a warning.
- If a warning is issued, everyone in the main building moves into the hallways and sits facing the wall, head down between legs, and arms folded over head until danger passes and the all clear signal is given.
- Teachers, students, and staff in the gym will move to the safest areas in those buildings and remain in the tornado positions until danger passes and an all clear signal is given.
- Teachers, students, and staff who are on the playgrounds will immediately move into the safest area of the nearest building and assume the tornado position.
- Cafeteria workers will move to storage rooms, office staff to the office kitchen, custodians and any other person in the building (parents, visitors, etc.) will move to the nearest safe place and remain in the tornado position until danger has passed and an all clear signal has been given.
- Special needs students will be monitored by special education teachers and paraprofessionals to determine any physical or emotional problems.
- If en route, bus drivers and students evacuate the bus and seek shelter in ditches or low-lying areas away from power lines.
- Students will not be released or school buses allowed to leave campus during a severe weather warning.
- If determined necessary, Dr. Purvis will activate Evacuation and/or Family Reunification Protocols.
- Dr. Purvis and Ian Smith will consult with local emergency management officials regarding the structural integrity of the school facility prior to re-entering or remaining in the facility.

After School Hours

- Groups utilizing campus facilities for other purposes such as voting, after school programs, etc., will be made aware of the school safety plan by the local board of education or building administrator. Such groups will be expected to adhere to general school safety procedures.

Fire or Explosion Protocol

Teachers Responsibilities:

1. Evacuate students from building if alarm sounds or as otherwise dictated.
2. Check designated evacuation routes posted inside each classroom door; take your roster and grade book to the outdoor assembly area.
3. Close classroom door(s) and leave lights as they are.
4. Exit the building in an orderly manner without rushing or crowding.
5. Reassemble students in a safe area.

6. Take roll and report missing students immediately. ¹
7. Maintain record of students who are released to parents/guardians custody.
8. Return to the classroom when/if directed.

Principal Responsibilities:

1. Activate the fire alarm, if it didn't sound automatically, to signal evacuation by pre-designated routes.
2. Use PA announcements if alternative evacuation routes or areas are to be used.
3. Call 911 for emergency fire and medical personnel and equipment.
4. Evacuate all staff and students using pre-designated routes.
5. Ensure that designated caretakers assist handicapped students.
6. Direct nurse and other medical staff to administer first aid as needed.
7. Ensure custodial/cafeteria personnel switch off all power equipment.
8. Initiate parents/guardians notification procedures. Notify Superintendent of Schools or designee of emergency and request assistance in notifying parents/guardians if building is evacuated.
9. After the total student attendance is compiled, search for any missing students. **DO NOT** re-enter the building.
10. Notify emergency personnel and police on scene of attendance results and the names of any missing students.
11. Complete/review and file confidential incident reports.

If Evacuation to Other Site:

1. Organize transportation and bus loading.
2. Notify Superintendent of Schools or designee, and request central office assistance to inform parents/guardians of student relocation.
3. Ensure that caretakers assist handicapped students.
4. Take class rosters to other evacuation sites.
5. Complete/review and file confidential incident report.

If Students Are Dismissed:

1. Signal "all clear-return to class" when safe.
2. Establish a checkout area to release students to parents/guardians.
3. Release students only to authorized adults listed on emergency forms.
4. Complete parent/guardian notification procedures. Notify Superintendent of Schools or designee of emergency and request continued assistance in notifying parents/guardians of student dismissal.
5. Complete/review and file confidential incident report.

Hazardous Materials

When a decision to "Shelter in the Building" or evacuate the building must be made: Hazardous Material Emergencies includes:

- Chemical Plant Accident
- Chemical Train Derailment
- Chemical Truck Overturning
- Pipeline Rupture
- Outside Gas Leak
- Nuclear Accident

Principal Responsibilities:

- Call 911 immediately for police and EMS.
- Consult with fire department officials to determine whether to “shelter in the building” or evacuate the building.
- Initiate parent/guardian notification procedures. Notify Superintendent of Schools or designee of emergency and request assistance in notifying parents/guardians if building evacuation is necessary.

If Directed to Shelter in the Building:

- Follow Building evacuation procedures.
- Complete/review and file confidential incident report(s) including the names of those in hazardous materials release area.

Radiological Accidents

- In the event of a radiological accident, school administrators collaborate with local EMA and follow county guidelines for radiological accidents.
- If recommended by EMA, evacuation procedures will be implemented, and if necessary, family reunification protocol will be enacted.
- In the event of a radiological accident, appropriate safety measures identified on the Safety Plan will be implemented as needed or as possible. School administrators will work with the county emergency management agency to determine the best course of action.
- Students should remain in the building unless evacuation protocol is initiated.
- Mrs. Avis Smith, school counselor, will implement the crisis plan for assisting all schools and families (siblings at neighboring schools, parents/guardians working in school system, etc.) affected by potentially stressful events that take place.

Utility Failures

| NUMBERS FOR EMERGENCY REPAIRS AND REPORTING OUTAGES | |
|---|-----------------------|
| COUNTY SCHOOL MAINTENANCE Mr. Rick Gehle | 890-6287 |
| City of Moultrie | 890-5435 |
| Georgia Power Company | 1-888-891-0938 |
| Water Department | 890-5435 |
| Telephone Company | 1-800-782-6206 |

Procedures

- Contact system school maintenance and appropriate utility company.
- Do not use the fire alarm system if there is a gas leak. Aisha Parson and Helen Farrell will notify staff and faculty that Evacuation Protocols are activated and relay the destination site (downwind from the gas leak).
- Keep faculty, staff, and students updated on the situation.
- In the event of a gas leak, windows are opened and the school evacuated starting where the gas concentration is strongest.
- If Dr. Purvis and the Superintendent determine that there is a need to evacuate the building, evacuation protocols and family reunification protocols may be activated.
- If the water is contaminated and the school is not evacuated, the utility coordinator will shut off all water valves to avoid accidental consumption.

General Information

- In the event of a power outage, students, faculty, and staff are kept updated by the PA system, which has a battery backup.
- If necessary to activate codes while the PA system is inoperable, (dependent upon the situation), the administrator determines the best means (ex. runner, bullhorn, etc.) to notify teachers of the code.
- Utility failure on campus would impact our lighting, heating/cooling, and lunch services. School does not have emergency generators. Flashlights and lanterns are alternate lighting sources. Cell phones and two-way radios are available as alternative means of communication. If it becomes apparent that lunchroom-refrigerated foods will spoil, dry ice will be brought in from local meat packing plants to preserve the food. Perishable food may also be stored in the local grocer's freezer.
- During non-school hours, if a decision is made to cancel school, the superintendent's office notifies the local media to inform the public.

Special Needs People

Evacuation

- Special needs students are evacuated with other students to designated areas.
- Assistance to the evacuation site can involve pushing wheelchairs, leading students by hand and lifting students where necessary.
- Once at the site, if the student(s) is unable to sit alone, they can be held or supported in the most comfortable position for them.
- Assigned personnel will remain with students until the situation is resolved.

Lockdown

- Special needs students remain in their assigned area during a lockdown. Paraprofessionals will assist special education teachers with students.

Emergencies

- Special needs students are evacuated with other students.
- Special needs students with mobility challenges are assisted by assigned special education personnel.
- In the event of a tornado warning, students able to assume the tornado position will do so. Special education personnel will assist those unable to sit in the position. If student(s) are unable to sit alone, they are held or supported in the most comfortable position for them.
- Monitor and maintain order until the situation is resolved.
- If emergency transportation from the evacuation site is needed. Special education director will coordinate handicap accessible transportation vehicles necessary for special needs students.

Emergency Evacuation Kit

- Two full emergency evacuation kits for the school are maintained and updated monthly or more often if needed. Also, four other kits with first aid supplies will be kept.
- One full kit is stored in the main office and one in Mr. Smith's office. A partial kit is kept in each building or wing.
- The kits are stored in an out-of-sight location so as not to be readily accessible to an offender such as a burglar or hostage taker.
- Site coordinators at each building take the evacuation kits at times when the school is evacuated, including drills.
- One kit is taken quickly to the area where the first responders will arrive and an administrator is waiting.
- A duplicate kit is taken quickly to a second administrator at the evacuation or family reunification site.
- Dr. Purvis and Mr. Smith are administrators at each emergency site, (incident site and evacuation/family reunification site) quickly make contact with Aisha Parsons and Helen Farrell to ensure they have access to information stored in the kit. Dr. Purvis or informed designee helps find and interpret information needed by public safety. The kit remains under the supervision of the school official.
- The evacuation kit contains critical items that may be needed to operate the school when access to the office is not possible. Emergency supplies such as First Aid kits and emergency medical information are also stored in the kit.

Below is a list of the contents of the emergency evacuation kits:

Emergency Evacuation Kit Contents

- A copy of the school emergency operations plan.
- Student release/sign-out sheets.
- Emergency telephone numbers of assistance agencies.
- Flashlight and extra batteries.
- Current county phone book.
- First Aid Kit.
- Copy of Emergency call list for faculty and staff.
- School Maps

Choking

Teacher or Adult in Charge Responsibilities:

- If choking occurs while eating and the student clutches throat, gasps and is unable to cough, speak, or breathe, assume he/she is choking.
- While in standing position, wrap your arms around the person from behind; make a fist with one hand while covering it with the other.
- Place fist just above navel but under rib cage and give an abdominal thrust
- Repeat 4 times.
- If food is not dislodged, stand at the side and slightly behind the victim.
- Repeat maneuver again until the object has been dislodged.
- Clear mouth with finger, do not use this procedure if the person is able to cough or make any noise.
- Do not move the student unless necessary.
- Ensure that physicians examine the student as soon as possible.
- Reassure other students who observed the incident.
- Complete confidential incident report.

Principal Responsibilities:

- Call 911 and nurse; assist nurse as required- early medical intervention is critical!
- Notify parent guardian listed on emergency release forms.
- Designate a staff member to gather emergency health information from student enrollment cards and health records; take information to the scene and to the hospital if it is necessary.
- Notify parents/guardians as necessary.
- Notify Superintendent of Schools or designee.
- Complete/review and file confidential incident report.

Nurse Responsibilities:

- Upon notification, obtain student emergency health information and go to the site ASAP.
- Bring necessary medical supplies to the accident injury site.
- Assess severity of problem; ensure 911 has been or are being called.
- Accompany the child if he/she is transported to a hospital by ambulance.
- Follow-up on principal's notification of parents/guardians and provide available information.
- Complete confidential incident report.

IMPORTANT: For pregnant or obese victims, use a chest thrust. Place your fist on the sternum, and thrust backwards repeatedly.

Handling Blood and Body Fluids

The spread of contagious disease is a risk to anyone exposed to the body fluids of others. Individuals who have no visible symptoms of illness may carry many infections, ranging from a common cold to such serious diseases as AIDS or hepatitis. The term **body** fluid includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. The body fluids of all individuals should be considered to contain potentially infectious agents (germs). The use of the following common sense, simple precautions should be used to protect the health and safety of everyone.

Principal Responsibilities:

- Call 911, and notify parents/guardians listed on emergency release ASAP if injury is severe.
- Designate a staff member to gather emergency health information from student enrollment cards and health records; take information to the scene and to the hospital if necessary.
- Provide “First Responder Kits” in various locations to reduce threat of blood borne pathogens. Kits should contain gloves, combination masks for eyes, nose, and mouth, gauze, first aid equipment, and a resuscitation device.
- Assist with injured/ill child and direct emergency personnel to site ensuring that “Universal Precautions” are taken.
- Ensure physical or mechanical systems to eliminate/reduce hazards are available to those with risk of exposure.
- Remind persons at scene of possible infection from contaminated sharp objects:
 - Broken glass
 - Sharp metal
 - Needles
 - Knives
 - End of Wire Dental Braces
- Notify Superintendent of School or designee.
- Ensure medically approved procedures are used for cleaning and decontaminating equipment and environmental working surfaces with appropriate disinfectant.
- Ensure effective hand washing practices are followed when personnel remove gloves after direct contact with bodily fluids.
- Complete/review and file confidential incident reports.

Custodian Responsibilities:

- If required to clean up blood or other bodily fluids:
 - Wear appropriate PPE.
 - Use a solution of one part bleach to ten parts water.
 - Disinfect mops and cleaning equipment after completing the job.
- Report to the supervisor if any equipment needs to be replaced or disposed of after the incident.

These procedures shall be reviewed with all faculty and staff annually. All faculty and staff should be provided with disposable gloves to keep in their room or area so the gloves are readily available in emergency situations.

First Aid for Seizures

First Aid for epilepsy is basically very simple, and is designed to protect the safety of the person until the seizure stops naturally by itself. If you see someone having a seizure, stay calm and follow these rules. If muscles jerk involuntarily, the student is unconscious, or loses control of bladder, presume a seizure or convulsion-particularly if a student has a medical history of convulsions.

Teacher or Adult in Charge Responsibilities:

- Do not restrain the student or interfere with convulsive movements or give food or water. Do not insert anything between teeth.
- If available, place a pillow or coat or blanket under shoulders and head; clear harmful objects from the general area.
- Notify the Principal and nurse of seizure/convulsion. Ensure 911 is called immediately.
- Check if student medication is available for immediate use.
- Reassure other students in the vicinity.
- Complete confidential incident report.

Principal Responsibilities:

- Call 911 ASAP; notify parents/guardians listed on emergency release form if student condition is serious.
- Designate a staff member to gather emergency health information from student enrollment cards and health records; take information to the scene and to the hospital if necessary.
- Assist the nurse with management of the student, if necessary.
- Complete/review and file confidential incident report.

Nurse Responsibilities:

- Determine severity of seizure or convulsion.
- Administer epilepsy medication if prescribed or first aid until emergency medical personnel arrive.
- If there is no medical history of epilepsy or convulsions, check for signs of chemical poisoning (burns on lips or mouth) or sudden abdominal or generalized pain.
- Reassure the student and explain assistance as calmly as possible.
- When convulsion subsides, cool the student with applications of lukewarm wet cloths on face and arms.
- When convulsion subsides, cool the student with applications of lukewarm wet cloths on face and arms.
- Have students rest quietly; cover with blankets to retain body heat until emergency assistance arrives.
- Complete confidential incident report.

Field Trips and Other School Sponsored Trips (athletics, band, clubs, class, etc.)

Prior to Trip:

- Complete field trip request form.
- Send field trip permission form home with each child to be completed by parent/guardian. Permission from parents must include:
 1. Signed field trip permit
 2. Signed Participation Release form
- Complete field trip roster/quick reference list including:
 1. Bus number
 2. Names of all staff, chaperones, students and their phone numbers. A copy of this form should be on each and a copy left with school administration before departing.
- Complete emergency medical information form for each student.

On the Trip:

Sponsors must have in their possession and take on trip:

- Field trip permit for each student
- Trip roster- *Place one copy in the teacher's mailbox in the office
- Emergency medical information form for each student
- Cell phone and emergency phone numbers of every person on trip
- Cell phone for emergency calls
- List of emergency contacts with telephone numbers (home and work) for Mrs. Williams and the Superintendent.

Family Reunification Protocol

Mrs. Avis Smith, school counselor, in conjunction with DFACS will implement the crisis plan for assisting all schools and families (siblings at neighboring schools, parents/guardians working in school system, etc.) affected by potentially stressful events that take place.

- After credibility assessment, Dr. Purvis, Principal, designates a secure family reunification site away from waiting family members and media.

Family Reunification Sites to be:

- Dr. Purvis moves to the family reunification site with an evacuation kit.
- Law enforcement and mental health personnel that are assigned to the family reunification site will report to the site and follow Family Reunification Protocol.
- A law enforcement personnel checks identification of those entering the reunification area and provides them with name tags.
- All teachers who are not in charge of a class, all maintenance personnel, and all lunchroom personnel chaperone students from evacuation site to reunification site.
- Office staff, assisted by a law enforcement person, coordinate signing out of students out of students and verifies from student's check out card that person is authorized to pick students up.
- A mental health professional or counselor is assigned to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families will leave the reunification site promptly.
- Students who do not have a parent/guardian to pick them up will be taken to a secure area until an authorized person arrives to pick them up. Law enforcement personnel will make sure that any student who has not been picked up by family members within a reasonable period of time gets home safely.

Safe Mail Handling Procedures

Due to recent incidents involving the spread of anthrax using the U.S. Mail, we are providing you with the following information of the latest and most reliable methods to ensure your safety and the safety of others in your school.

Tips for Handling School Mail

1. Do not allow students to handle mail. This includes sorting and dissemination.
2. Open mail just once a day, toward the end of the day. If an evacuation becomes necessary, it would then happen with the least disruption to the school day.
3. If possible, mail should be opened in an area away from the central office to avoid shutting down the mail hub of the school. The recommended location is a bathroom or another location with a sink and washing facilities. This allows the mail handler to wash if anything suspicious is opened. Food service facilities should be avoided.
4. Each school should designate one person to handle and open the mail. The mail handler should keep an extra set of clothes on hand to change into in case his or her clothes become contaminated from any suspicious material.
5. The mail handler should wear latex gloves and a protective mask.

What are the Characteristics of a Suspicious Package?

The likelihood of receiving a package or letter containing dangerous substances is remote to none. However, it is important for you to be aware of characteristics that are common to suspicious packages. Some indicators include, but are not limited to the following:

- Mailed from a Foreign Country
- Badly Typed or Handwritten
- Excessive Postage
- Restrictive Markings
- Misspelled Words
- No Return Address
- Addressed to Title Only
- Strange Odor
- Strong Title with Name
- Lopsided/Protruding Item
- Rigid or Bulky
- Stains on Wrapping

General precautions to Those Who Open the Mail

1. Wash your hands with warm soap and water before and after handling the mail.
2. Do not eat, drink, or smoke around mail.
3. Do not open, shake, or empty the contents of any suspicious envelope or package.

How to Deal with an Unopened Letter or Package with a Threat Notice

1. Before opening any letter or package, check the outer packaging or the envelope for threatening messages such as "Contains Anthrax".
2. Do not shake or empty the contents of any suspicious envelope or package.
3. Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents.
4. Notify your supervisor immediately; report the incident by calling the police. Tell the dispatcher what you have discovered and what steps you have already taken.

5. Do not remove the package or envelope from the original location. Remain where you are and keep others away from the package or envelope.
6. Wash your hands with soap and warm water for one full minute or more. Wash your face and then blow your nose. Everyone who handled the mail should do the same.
7. Meet with law enforcement or emergency personnel.
8. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to the emergency responder for follow-up investigation and advice.

The police dispatcher should automatically contact all needed emergency personnel on your behalf. They will see that you obtain the help you need to deal with this situation.

How to Handle an Opened Letter or Package with a Threat Notice or Suspicious Powder

1. **Do Not** try to **Clean Up** the powder.
2. Try to contain the substance in the package in which it came. Do not attempt to clean any spilled contents. Cover the spill contents and the package or letter with anything handy—trash can, cardboard box, paper, etc. or cover the spilled contents immediately with a plastic bag (using the bag like a sheet of plastic).
3. Close and lock the door or section off the area and stand by to prevent others from entering (i.e., keep others away). The person exposed to the substance **MUST** remain where they are.
4. Report the incident by calling the police. Report what you discovered and any step you have already taken. If you are in a workshop, also report what you have discovered to your immediate supervisor.
5. Proceed with lockdown procedures. Use a code and explain that information will be forthcoming. Try to dispel alarm and panic by keeping information basic. All staff/students should remain in their respective areas until notified otherwise.
6. Administration **MUST** inform the custodial/maintenance staff to shut down the heating and air-handling units in the affected area.
7. Keep the faculty, staff, and students as informed as necessary.
8. Do not evacuate students outside or send them home until emergency responders have done their investigation. If it is necessary to move or evacuate students and staff to a different location, the HAZMAT team or other emergency responder should provide instructions to administrators as to how it will be done. If moving is necessary, remind teachers to take their grade books, purses, and seating charts.
9. If your clothing has become contaminated, stay in place, remove your clothing and place it in a plastic bag. This clothing should be given to the emergency responders for proper handling.
10. Remain in the sealed area to meet with law enforcement or emergency personnel.
11. List all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the emergency responder or law enforcement personnel.
12. Follow the advice of emergency responders concerning personal clean up.
13. Remember to debrief students and staff after the incident.

Be prepared to Help Law Enforcement Responders

1. Provide the emergency responder or law enforcement with the list of all people that might have had contact with the package, the envelope, or the powder.
2. Make a note of who delivered the envelope or package to you.
3. Identify what made you suspicious of the package or the envelope.
4. Determine if your school has received threats in the past.
5. Law Enforcement representatives will take possession of the package or the envelope. You may be required to seal the area until tests can be conducted.
6. Law enforcement or public health officials will notify you if it is determined that a biological threat was present.

Your chance of contacting any disease or illness from an envelope or other container is extremely low.

Rapid Student Check Out plan

(All students will be returned to Advisory period)

1. Post SRO outside the building in front
2. Do not allow parents to come inside the building
3. Send helpers outside to calm parents, explain the student release procedure, answer questions, etc.
4. Divide parents into 2 groups. 6th and 7th grade parents
5. 6th grade parents will be kept in the grassy area to the right of the front door. 7th grade parents will be kept in the grassy area to the left of the front door next to the flagpole.
6. Parents will be given index cards to write down their name and the name of the student they are checking out.
7. The helpers will collect cards and bring them inside where the student names will be called out over the intercom.
8. The cards will then be given to runners who will wait on the student to come from their team to the front lobby area. The runner will escort the child outside to the waiting parent. Students who do not come to the front, or maybe have already been picked up, or rode the bus will be identified by the remaining cards that are not matched up with a student.
9. Parents waiting outside will be put in the 6th and 7th grade groups as mentioned in # 4 above. 6th and 7th parents will also be divided into 2 subgroups –those who have filled out an index card and are waiting on student pick up and those who are still filling out the card or waiting to fill out the card.

Helpers: 10

- 3 Counselors
- Social worker
- Clerk
- 2 Registrars
- 3 Paraprofessionals

Runners: 15

- 6 PE Teachers
- 7 Connections Teachers
- 2 Media Teachers

(Parent signs, index cards, pencils, pens, stored in a labeled box located in the school's vault.)
School Evacuation to Stadium/Check Out/Bus Dismissal

1. Evacuate students to stadium-All teachers supervise evacuation
2. 7th grade students enter the Home ticket gate and sit in home bleachers. 7th grade will sit in sections D&C.
3. 6th grade students enter the visitor gate and sit in the visitor bleachers. 6th grade will sit in section D.
4. The stadium PA system will be activated for communication purposes.
5. Buses will be loaded using the pass gate and /or the north end zone gate. Bus numbers will be called using the PA system.
6. Parent pick up will be in the south parking lot. 6th grade parents will line up at the visiting team gate in the south end zone. 7th grade parents will line up at the home gate. Parents will be met by helpers who will explain the procedures and answer parent questions.
7. Parents will be given index cards to write down their name and the name of the student they are picking up.
8. The helpers will collect cards and bring them to the press box where their names will be called out over the PA system.
9. The cards will then be given to runners who will wait for students to come from the bleachers, and then escort them out the gate to their parents.

School Evacuation to Stadium/Check Out/Bus Dismissal

1. Evacuate students to stadium-All teachers supervise evacuation
2. 7th grade students enter the Home ticket gate and sit in home bleachers. 7th grade will sit in section D&C.
3. 6th grade students enter the visitor gate and sit in the visitor bleacher. 6th grade will sit in section D.
4. The stadium PA system will be activated for communication purposes.
5. Buses will be loaded using the pass gate and /or the north end zone gate. Bus numbers will be called using the PA system.
6. Parent pick up will be in the south parking lot. 6th grade parents will line up at the visiting team gate in the south end zone. 7th grade parents will line up at the home gate. Parents will be met by helpers who will explain the procedures and answer parent questions.
7. Parents will be given index cards to write down their name and the name of the student they are picking up.
8. The helpers will collect cards and bring them to the press box where their names will be called out over the PA system.
9. The cards will then be given to runners who will wait for students to come from the bleachers, and then escort them out the gate to their parents.

The helpers and runners will be the same personnel used for the Rapid Student Check Out.

Evacuation to 1st Baptist Church/Check Out/Bus Dismissal

1. Students will be evacuated to 1st Baptist using the following route: Evacuate out the rear doors using stadium drive. Go to 7th Ave and turn right, go to 4 way stop and turn left, go to 5th Ave and turn right, walk past Stringfellow School and enter 1st Baptist Church through 5th Ave entrance.
2. Seat 7th grade students in the sanctuary. Seat 6th grade students in the social hall.
3. Park and then load buses on 5th Ave.
4. 7th grade parents should line up in front of church to pick up their students. 6th grade parents should line up in the back of church to pick up their students.
5. Helpers will be outside to calm parents, explain the release procedure, and answer questions.
6. Parents will be given index cards to write their name down and the name of the student they are picking up.
7. The cards will be brought into the church and the names called out. The cards will then be given to runners who will escort the students out of the church to the waiting parent.

The helpers and runners will be the same personnel used for the Rapid Student Check Out.