

School Safety Plan (SSP)

Camden County Schools

Woodbine Elementary School

**495 Broadwood Rd
Woodbine, GA 31569**

**Principal –Mike Blackerby
Teaching and Learning Specialist – Maura Fegel**

Directions from I-95:

Go west toward Woodbine off of exit 14 on GA-25 Spur.
Travel approximately 1.3 miles and turn right on Pine Forest Rd.
Travel on Pine Forest Rd for .6 miles and turn left on
Broadwood. Woodbine Elementary School is on the left.

2012-2013

Table of Contents

Crisis Situation Checklist	2
Emergency ID Plan.....	4
Woodbine Elementary School.....	Error! Bookmark not defined.
2012-2013 Faculty/ Staff Extensions	Error! Bookmark not defined.
Emergency Preparedness Team.....	6
Quick Reference Phone Listing.....	9
Missing Student / Kidnapping / Child-napping.....	12
Bomb Threat / Explosions / Suspicious Packages.....	13
Suicide	15
Hostage / Terrorism / Intruder	16
Weapons / Violent Incidents	18
Civil Disturbances / Student Disruptions	19
Report of Weapon on Campus	21
Earthquake	22
Flood.....	23
Hurricane	24
Tornado / Thunderstorm / Severe Weather	25
Transportation / Field Trips.....	26
Fire.....	27
Hazardous Material (Inside).....	29
Hazardous Materials (Outside).....	30
Death / Injury / Illness at School	31
Radiological Accident	32
Utility Emergency	33
Non-Instructional Hours	35
Kings Bay Naval Base Lockdown.....	36
Parent Protocol During School Crisis.....	38
Community Disaster	39
Overnight Housing of Students	40
Crisis Intervention Plan	41
School Safety Zone.....	42

Crisis Situation Checklist

Designate who will carry out each task and who will be the alternate in case the primary person is not available. Each person should be thoroughly trained to carry out his/her task.

1. Evaluate crisis scene/situation
2. Dial 911 – staying on line communicating information as directed, able to give clear directions
3. Signal to staff and students (lockdown or evacuation)
4. Answer phones
5. Meet emergency vehicles/personnel
6. Get evacuation kit box (building floor plans, student information, bus routes, etc.)
7. Get first aid kits (2 kits per building) – kits should include:
 - a. A copy of School Safety Plan (SSP)
 - b. Student sign-out sheets for dismissal to parents/guardians
 - c. A copy of the school facility plan (this should be in SSP)
 - d. Emergency telephone numbers of assistance agencies
 - e. Copy of video depicting interior and exterior of building
 - f. Copies of student/staff emergency contact information
 - g. Flashlight and extra batteries
 - h. Bullhorn and appropriate batteries
 - i. Cell phone or portable radio
 - j. Current county phone book
 - k. A copy of most recent yearbook
 - l. First Aid Kit
 - m. Emergency medical information for students/staff
8. Take student rosters out of the building
9. Call superintendent's office
10. Take communication devices (school radios, cellular phones, etc.)

The Emergency ID Plan should be activated with predetermined staff carrying out various responsibilities – it is critical that every staff member know specifically what they are to do and where they are to be.

- Have a central command post established – both inside and outside the building
- Person designated to accompany emergency personnel through the building
- Process determined for releasing students to parents and non-parent adults
- Alternate site designated for student evacuation
- Decision regarding having school the day following the crisis

A public school must provide a safe and orderly environment for its staff and students. Even in the face of an emergency, the need to maintain this environment is essential.

Although it is not possible to think of every type of school disturbance that could threaten the safety of staff and students, this manual has been developed to assist school personnel in resolving major emergencies.

Emergency ID Plan

1. School Site Coordinator.....Mike Blackerby
2. Alternate School Site Coordinator.....Maura Fegel
3. Person(s) to call 911.....Stacy Mullis
4. Person to call superintendent's office.....Mike Blackerby
5. Person to call adjacent school emergency team.....Stacy Mullis
6. All staff members trained in First Aid.....Lounita Armstrong, Maura Fegel, Sherry Byrd, Janet Shepherd
7. Person to get emergency kitsMelinda Carter
8. All staff members trained in CPR.....Lounita Armstrong, Maura Fegel, Janet Shepherd, Deborah Vitale, Sherry Byrd
9. Person to accompany emergency personnelMaura Fegel
10. Staff members to answer telephones.....Office Personnel
11. Student rosters.....Melinda Carter
12. Staff members to update media,.....Maura Fegel, Christy Heatherly
13. Staff members to update parents.....Daydra Roberts, Denise Kirtsey
14. Location of central command post:
 - Inside 1. Office 2. R&R Rm#335
 - Outside 1. Playgroud 2. Flag Pole
15. Location for media personnel:
 - Inside 1. Media Center 2. Staff Meeting Room #331
 - Outside 1. Playground 2. Bus Post
16. Location of reception area for parents and public:
 - Inside 1. Gym 2. Music Room #363
 - Outside 1. Kickball Field 2. Front Parking Lot
17. If students need to be moved off campus they will be transported to:
 1. Mamie Lou Gross Elementary 576-4800
 2. Woodbine United Methodist Church 576-5457
18. Releasing students to parents and non-parent adults.....Maura Fegel, Mike Blackerby, Stacy Mullis, Melinda Carter
19. Plan for evacuation of students when necessary.....Mike Blackerby, Maura Fegel
20. Utilities shut off if necessary Maurice King, Casey Small, Eddie Kinnitt
21. Staff members to direct traffic.....Janet Shepherd, John McCullough
22. Report to hospital with students or staff if situation warrantsDaydra Roberts, Florence Rosemond
23. Student runners to support the Crisis Team.....Safety Patrol
24. Print identification badges for school and emergency personnelMedia Clerk
25. Disaster Team (assist with other schools).....Daydra Roberts, Maurice King, John McCullough, Lounita Armstrong, Denise Kirtsey
26. Spanish speaking teachers.....Janet Shepherd, Cheryl Bradham,
27. Safety Team (go ahead team to determine safe facility).....Admin, Custodians

Woodbine Elementary School

2012-2013 STAFF

CERTIFIED	CERTIFIED, CONT.	CLERICAL
Adams, Andrea		Carter, Melinda
Bateson, Lisa		Mullis, Stacy
Blackerby, Mike		
Blount, Deanna		
Bonner, Valerie		
Bradham, Cheryl	PARAPROFESSIONALS	SCHOOL NURSE
Burns, Kathy	Baker, Carolyn	Lounita Armstrong
Campbell, Billie	Wynn, Ashley	
Clark, Hubert	Glenn, Tamara	
Corsi, Melanie	Morris, Gillis	CUSTODIANS
Daniel, Diane	Meadows, Pam	King, Maurice
Fitzwater, Heather	Shepherd, Janet	Small, Casey
Fitzwater, Heather	Byrd, Sherry	Kinnitt, Eddie
Glover, Willette	Vitale, Debbie	
Heatherly, Christy		
Herron, Joseph		
Kirtsey, Denise		FOOD SERVICE
Layton, Dee		Crews, Frances
Martin, Ruth Ann		Lane, Joyce
Martz, Ray		Lang, Judy
McCullough, John		Miller, Janice
Morris, Lisa		Mancil, Lavarie
Proctor, Kay		
Rector, Amanda		
Roberts, Daydra		
Rosemond, Florence		
Scarff, Laura		
Sheppard, Natalie		
Wilkerson, Rhonda		
Williams, Julia		
Wilman, Kerri		
Wynn, Ashley		

Emergency Preparedness Team

Safety Team in BOLD

Name	Position	Responsibility
Mike Blackerby	Principal	School Site Coordinator
Maura Fegel	Teaching and Learning Specialist	Update Media
Daydra Roberts	Guidance Counselor	Update Parents
Maura Fegel	Teaching and Learning Specialist	Release students to parents
Dnise Kirtsey	EIP teacher	Update Parents
Stacy Mullis	Office Manager	Answer Phones
Daydra Harrison	Guidance Counselor	Report to hospital with students
Stacy Mullis	Office Manager	Person to call 911
Melinda Carter	Student Services	Maintain roster of students absent
Stacy Mullis	Office Manager	Person to call superintendent's office
Stacy Mullis	Office Manager	Call adjacent school emergency team
Tamara Glenn	Secretary	Answer phones
Lounita Armstrong	Nurse	To get emergency kits
Lounita Armstrong	Nurse	Assign First Aid assistance
Tamara Glenn	Secretary	Person to call 911
Melinda Carter	Secretary	Maintain roster of students absent
Mike Blackerby	Principal	Person to call superintendent's office
Stacy Mullis	Office Manager	Call adjacent school emergency team
Office Staff	Office Paraprofessional	Answer phones
Maurice King	Head Custodian	Assist in inspection of building
Casey Small	Custodian	Assist in turning off utilities
Daydra Roberts	Guidance Counselor	Report to hospital with students
Maura Fegel	Teaching and Learning Specialist	Person to meet emergency vehicles
	Resource Officer	Accompany emergency personnel
Christy Heatherly	Media Specialist	Update media
Joyce Lane	Food Service Manager	Preparing Food
Denist Kirtsey	EIP Teacher	Release students to parents
Daydra Roberts	Guidance Counselor	Disaster Team (assist with other schools)
Lounita Armstrong	Nurse	
Christy Heatherly	Media Specialist	
Stacy Mullis	Office Manager	
Maura Fegel	Assistant Principal	
Maurice King	Head Custodian	

**ALL OTHER FACULTY MEMBERS STAY WITH CLASSES OR REPORT TO
Central Command FOR ASSIGNMENTS.**

Crisis Communication Plan

Central Office Assignments

Superintendent: William C. Hardin

- Notifies administrator to activate crisis team.
- Coordinates operations from the central office.

Assistant Superintendent: Arthur VanBlarcum

- Parent/Public Command Post Director
- Coordinates site for parents to gather and receive reports on crisis situation.

Director of Federal Programs & Special Projects: Beverly Strickland

Communication Command Post Director.

Coordinates site for media and disseminates information as needed.

Obtains information on crisis situation from school site director and runners.

- Receives communications from School Site Director (Stewart) and Parent Command Post Director (VanBlarcum) and briefs superintendent on situation.
- Receives continual updates on how students are being dismissed to parents, traffic conditions, etc.
- Coordinates with parent command post director on what and when information is released to the public.
- Provides information to media through news conferences, press releases, and interviews when appropriate.

Director of Administrative Services: Mark Stewart

- School Site Director
- Goes to site to work with principal/building administrator to evaluate situation and assist EMT/Sheriff/Fire Chief, etc.
- Maintains communication with the family reunification director.
- Provides coordination of crisis plan at school and system level.
- Works with utility companies in turning off utilities.

Runners Names:

- Sherry Byrd, Janet Shepherd, Tammy Glenn
- Reports to on-site crisis command post to school site director.
- Serves as the legs for the crisis command post and communications command post by being source of two-way communication.
- Provides accurate reports from all areas on site including first aid, sheriff's representatives, other emergency agencies representatives, traffic, alternate site, transportation, maintenance.

Hospital Ambassadors:

Florence Rosemond, Daydra Roberts

- Reports to hospital to provide support to the injured or their families.
- Makes a periodic report to communications command post and parent/public command post.

Board of Education Information Coordinators:

Jon Miller

Jane Tarter

Mitzie Rainey

- Works with receptionist at the board of education office to answer phone and provide appropriate information to callers.

Handles central office visitors, parents, etc. who require information about the crisis.

Transportation Coordinator: Chad McCaskill

- Reports to site to begin assessing transportation needs (if off site evacuation is required).
- Maintains a listing of emergency bus drivers from various areas in the county.

Maintenance Supervisor: Greg King

Reports to site to serve as coordinator of maintenance operations in assisting emergency personnel, utility companies, and directing maintenance employees on site.

Quick Reference Phone Listing

Superintendent: Will Hardin	729-8375
Assistant Superintendent: Arthur VanBlarcum	729-8356
Director of Administrative Services: Mark Stewart	882-8281
Principal: Mike Blackerby	576-5245
Transportation Coordinator: Chad McCaskill	729-8374
Maintenance Supervisor: Greg (Rooster) King	729-3696
Fire	911
Police/Sheriff...	911
Non-emergency 911	729-1442

Woodbine Elementary School

CPR and First Aid Trained Staff

CPR

FIRST AID

Ashley Wynn	Ashley Wynn
Sherry Byrd	Sherry Byrd
Janet Shepherd	Janet Shepherd
Deborah Vitale	Lounita Armstrong
Lounita Armstrong	Deborah Vitale

Procedures for Teachers to Communicate with the Office

At times, an emergency will occur in the classroom or in the hall near a classroom. The teacher will need to communicate to the main office that an emergency situation has occurred. Here are a few suggestions on reporting:

1. Send a student messenger to the office.
2. Call the office by intercom, if possible.
3. Ask another teacher for assistance in getting the message to the office.
4. Other.

Information Needed When Calling the Superintendent's office:

To facilitate reports to the superintendent's office, please have the following information when calling:

1. Name of person calling.
2. School involved.
3. Description of incident.
 - Names of people involved.
 - Grade of students involved.
 - What action school has taken thus far?
 - Other.
4. Provide numbers to the school.

HUMAN CAUSED ACCIDENTS

Missing Student / Kidnapping / Child-napping

Definition:

Student is abducted by a stranger or family member from the school premises, or student runs away from school.

Signals:

Use the Lock Down Signal. “Teachers secure your rooms at this time and account for all students. Do not allow any students outside your classroom for any reason until further notice.”

Action:

1. Have description of student and all emergency contact information ready to give to police.
2. If possible get a physical description of abductor (not just what they are wearing) hair color, height, weight, etc.
8. In cases of abduction, administrators should contact other district schools to monitor siblings of the victim.

Roles:

Administration:

- Try to see what direction abductor was driving (tag # if possible).
- Notify school resource officer.
- Give directions to other staff members.
- Conduct a thorough search of facility and grounds.
- Follow student runaway if appropriate.
- Notification of staff.

Secretary:

- Contact 911.
- Contact parents.
- Contact superintendent’s office.
- Gather emergency contact information for administration and emergency personnel.

Teachers:

- Notify principal
- Keep other students in classrooms until all clear is given. If possible, provide a description of missing students (including the clothing he/she was wearing when last seen, distinguishing features, and pictures if available, etc.).
- Provide description of missing student
- Provide description of abductor if possible

Counselors:

- Activate Crisis Intervention Plan if needed
- * Activate Crisis Communication Plan (BOE) if needed

Bomb Threat / Explosions / Suspicious Packages

Definition:

A device present in the school or on the premises that may or may not have exploded or a suspicious package of unknown origin.

Signal:

- Messengers should be dispatched to each area.
- Alternate signal should be made on a battery operated device.

Action:

1. If phone threat is made, obtain as many details as possible. Use GEMA provided checklist.
2. Bomb Threat Procedures - Hang up the phone. Take the phone back off the hook on the line that the call came in on and dial *57. Then call the Telephone Company. (882-1400)
3. Write down the time and the phone number that the call came in on. Principal or designee must call superintendent giving the time of call and the number that it came in on.
4. Do not use radios, cell phones or pagers in direct close proximity to suspicious packages.
5. Evacuate the building and move to *Designated Area (specific to each school)*. Alternate evacuation sites should be utilized when:
 - A. inclement weather is imminent during the evacuation.
 - B. it is necessary for students to be out of the building for an extended period of time.
6. Students must take book bags and personal items with them from their current location. As they leave the building the administrator will provide instructions on where to place them.
 - Students should not be routed through cars or by trash receptacles if possible.
 - Students should be moved at least 1000 feet away from the building.
7. Safety Team should look for unusual or suspicious noises, devices, or disturbances while evacuating the building. If a suspicious item or device is found, **do not move it.** Report it to an administrator.
8. Protect face and head from flying debris with arms, books, coats, etc.

ROLES:

Administration:

- Determine the need for evacuation and notify staff.
- Consult with school resource officer, if possible.
- Check exit doors for secondary devices or any suspicious wiring.
- Have designated staff (Fegel, King, Small, Kinnitt) check evacuation, assembly routes and locations for secondary devices.
- Administrator or designees report to Outside Central Command Post.
- Gather information from staff on anything suspicious.
- Assess injuries.
- Assign qualified staff (Armstrong) to first aid assistance at evacuation site.

Secretary:

- Call 911 and superintendent's office.
- Call Director of Administrative Services (Mark Stewart – 729-5687).
- Take student information cards or emergency card file to evacuation site.

Custodian:

- Report to administration.
- Secure all entrances and exits to the school.
- Secure building by shutting off utilities as directed.

Teachers:

- Evacuate students.
- Suspicious package – classrooms in immediate area should use Plan B evacuation routes.
- Take roll and account for all students.
- Follow fire drill procedures for student accounting and notification to the administration. Upon completion of student accounting hold the appropriate signal card overhead to notify administrators of class status. (GREEN – indicates all safe and accounted for; RED – indicates a need for assistance)

Nurses:

Assess injuries

Provide first aid as needed

Counselors:

- Activate Crisis Plan as needed

- ❖ The Family Reunification Protocol should be enacted if appropriate.
- ❖ The Crisis Communication Plan should be enacted if appropriate.

Suicide

Definition:

Whenever a student, staff member or visitor on campus is seriously injured, or dies.

Signal:

Office will be contacted in person. Lock down procedures will be initiated. “Teachers secure your rooms at this time and account for all students. Do not allow any students outside your classroom for any reason until further notice.”

Action:

Do not use names of victims over radios or intercoms.

Roles:

Administration:

- Alert CPR trained staff to provide assistance as needed.
- Assume role as spokesperson. Give instructions to staff.
- Initiate lock-down (all classroom doors, offices, and entrances) if necessary.
- 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”).

Secretary:

- Call 911.
- Call superintendent’s office.
- Call Director of Administrative Services (Mark Stewart – 729-5687).

Teachers:

Report incident to school office as discretely as possible.

Keep students in class and await further instructions.

If death occurred in a classroom, teacher should evacuate the room and account for all students.

Custodians:

Secure area where the victim is discovered. Do not disturb the anything.

Counselors:

- Activate Crisis Intervention Team.
- Assist in contacting parent(s) or family members if necessary.
- Go to classes and explain situation.
- Contact system crisis intervention coordinator for additional resources if necessary.
- Implement Family Reunification Protocol, if appropriate.

Hostage / Terrorism / Intruder

Definition:

Violent or armed person(s) in building or on campus.

Signals:

- Use appropriate “intruder” public address (PA) announcement. “Activate Lockdown”
Teachers must move all students away from windows and doors.
- After completing accounting procedures, slide the appropriate signal card under the classroom door. (GREEN if all students are safe and present; RED if students are missing or there is a problem in the room)
- If an intruder is in the hall, staff will call office or escort the stranger to the office. If an intruder is in the classroom, the absence of the signal card will indicate possible trouble.
- If the intruder presents a threat, the administration will make the determination to use the PA system to evacuate students to a safe location away from the intruder.

Action:

1. Staff who sees the intruder will inquire as to his/her business and report to the principal.
2. If required, the principal will give the intruder alert signal to initiate a lock-down.
3. All classroom doors, offices and doors to the building should be locked.
4. If an armed person is outside of the building, move everyone away from windows and doors.
5. DO NOT try to disarm anyone.
6. Stay out of sight and wait for law enforcement.
7. Principal advises law enforcement of the situation upon their arrival.

Roles:

Administration:

- Make the determination to initiate lock-down procedures.
- Principal will assess the situation and contact school resource officer.
- Take charge of situation and call police if needed.
- Notify the superintendent’s office.
- Advise law enforcement of situation.
- Give the all clear signal when law enforcement advises it is safe to resume normal operation.

Secretary:

- Call 911.
- Aid in communication with police and superintendent’s office.
- Call Director of Administrative Services (Mark Stewart – 729-5687).
- Turn off bells.

Teachers:

- Lock doors and await further instructions.
- Move students away from view of windows and doors.

- Account for students on roll.
- Place the appropriate signal card under the classroom door.(GREEN /RED)
- Keep students calm.
- Any staff with walkie-talkies should keep them turned on to communicate and the volume turned down so only the person holding the radio can hear.
- Do not open the door unless all clear is given or a faculty member comes to the door, identifies him or herself. It may be advisable to identify a code word among school staff.

Custodians and All Other Staff Members:

- Aid as needed, if evacuation is required.

Kitchen Staff:

- Lock down.
- Wait for all clear call.

Students:

- Stay in groups.

* Activate Crisis Plan as needed

* Activate Family Reunification as needed

* Activate Crisis Communication Plan (BOE)

Weapons / Violent Incidents

Definition:

A weapon has been visibly detected or a violent incident has occurred.

Signal:

Concise intercom message to staff: “Total/Partial Lockdown” or “Evacuate.”

Action:

Staff should follow directive of administration.

Staff should not attempt to disarm armed individuals.

The scene of a weapons assault or violent incident is a crime scene.

Roles:

Administration:

- Simple code word to notify staff
- Notify the school resource officer
- Gather information about the incident to share with law enforcement
- Activate Crisis Communication Plan (BOE)

Secretary:

- Call 911
- Gather emergency contact information and share with emergency personnel

Teacher:

- Follow any directives for total or partial lockdown
- Keep all students in classroom and away from incident
- Compile a list of students under your supervision involved in incident as quickly as possible

Nurse:

- Administer first aid as needed to injured
- Notify all CPR & first aid trained staff for assistance

Counselor:

- Activate Crisis Plan for students, staff, and parents as needed
- Activate Family Reunification Plan as needed

Custodians:

- Secure area by locking doors, wings when directed
- Do not attempt to move an articles as this may be a crime scene
- Do not attempt to clean area until directed by administration

Civil Disturbances / Student Disruptions

Definition:

An incident that disrupts or has the potential to disrupt the orderly functions of the school.

Level 1: Disruption is confined to one area. There is no threat to staff or students.

Level 2: Disruptive forces are mobile or pose a threat to staff and/or students.

Level 3: Disruption is widespread with large-scale student participation and a serious threat to students and staff is possible.

ALWAYS CONSIDER INDIVIDUAL ARMED UNTIL PROVEN OTHERWISE. IF ARMED, GO TO INTRUDER PLAN.

Signal:

1. Use school issued radios as first line and intercom as a second choice to signal level and location of disruption (e.g., “level 3-vocational hallway”).
2. Specific instructions should follow.
3. If staff person is reporting disruption to main office and radio or intercom are unavailable, send a messenger to the office indicating a description and location of disruption.

Action:

1. If disruption is level 2 or 3, call 911.
2. If disruption is level 2 or 3, staff members trained in CPR and first aid should go to the area if they are not supervising students.
3. Use intercom to signal that disruption is over.

Roles:

Administration:

- Isolate disruption.
- Initiate building lockdown if necessary.
- Assess level of disruption.
- Supervise response to disruption.
- Clear the immediate area, including restrooms and hallways.
- Give intercom communications to faculty and staff.
- Gather information to de-brief emergency personnel upon their arrival.
- Prepare fact sheet for de-briefing staff, parents, and/or media (BOE).
- Follow up with staff to provide information and evaluate incident.

Secretary:

- Contact 911.
- Call superintendent’s office.
- Gather emergency contact information on students involved in disturbance.

Teachers:

- Should keep students in classroom.

- Staff members not supervising students should move in pairs to the area of disruption to assist, unless otherwise instructed.
- Staff should avoid verbal exchanges which may further escalate the disturbance.
- Gather information about students involved in disturbance if available.

Custodians:

- Keep visitors and outsiders from entering the building.

Counselors:

- Activate Crisis Intervention Team if necessary.

Media:

- Videotape disturbance if possible.

* Activate the Family Reunification Protocol as needed.

* Activate Crisis Communication Plan (BOE) as needed.

Report of Weapon on Campus

Definition:

A staff member has been informed of a weapon or has found a weapon.

Signal:

A Total or Partial lockdown could be initiated if needed via intercom or messenger.

Action:

Contact administration immediately.

Notify law enforcement

Roles:

Administration:

- Isolate disruption.
- Initiate building lockdown if necessary.
- Assess level of disruption.
- Contact school resource officer
- Supervise response to disruption.
- Clear the immediate area, including restrooms and hallways.
- Give intercom communications to faculty and staff.
- Gather information to de-brief emergency personnel upon their arrival.
- Prepare fact sheet for de-briefing staff, parents, and/or media (BOE).
- Follow up with staff to provide information and evaluate incident.
- Should comply with state reporting requirements within a School Safety Zone.

Secretary:

- Contact 911.
- Call superintendent's office.
- Gather emergency contact information on students involved in disturbance.

Teachers:

- Should keep students in classroom.
- Do not attempt to disarm or confront assailant with weapon.
- Gather emergency contact information on students involved in disturbance.
- Should assist administration in securing area if not supervising students.

Custodians:

- Assist in securing building and area involved in search if needed.

Counselors:

- Activate Crisis Intervention Plan if needed.

* Activate Family Reunification Plan if needed.

* Activate Crisis Communication Plan (BOE) if needed.

NATURAL DISASTERS

Earthquake

Definition:

Series of vibrations in the earth's crust

Action:

During the shaking---

1. If indoors:

Stay there

Take cover under sturdy furniture (desks, work tables, etc.) or in a supported doorway.

Stay near center of the building

Stay away from glass windows, doors, display cabinets, bookcases, etc.

Do not use candles, matches, or other open flame as there may be gas leaks

Extinguish all fires with proper type of extinguisher or other method.

2. If outdoors: move to an open area away from buildings, utility wires, trees, etc.

3. If on the bus

Stop in the safest place available away from overpasses and bridges as quickly as safety permits, but stay in the bus until the shaking is over. If possible, lie on the floor of the bus for extra protection.

Do not move bus until you have directions from transportation supervisor.

Roles:

Administrator:

- Inspect building and grounds to determine damage to electrical, water, or gas utilities.
- Evacuate building to a safe area after tremors cease
- Consult w/public safety on building's structural integrity
- Have auxiliary personnel to report to their designated areas
- Maintain contact with Director of Administrative Services (Stewart)

Secretaries:

- Monitor phones and weather radio
- Ready student information & evacuation kits if students are evacuated to alternate location

Teachers:

- Ignore fire alarm and sprinkler activation
- Use alternate evacuation route if needed
- Remain with students and account for all under your care

Kitchen Staff:

Turn off all gas and electrical equipment

Custodians:

Shut off all water, gas, and electrical power

Secure building when everyone has been dismissed

*Activate Family Reunification Plan

*Activate Crisis Communication Plan (BOE)

Flood

Definitions:

Flood Watch: Flooding is possible in your area.

Flood Warning: Flooding is already occurring or will occur soon in your area.

Signals:

The local Emergency Management Agency initiates evacuation procedures

The board of education will notify schools to implement evacuation procedures.

Action:

Listen to the weather radio for announcements

Tune into local television and/or radio station for current reports

If an evacuation or early dismissal is required, notify the staff, students and transportation immediately.

Notify families of students via radio and/or television broadcast

If the situation does not permit an evacuation, keep the students at school or move to an alternate safe location.

When determined by BOE, the overnight housing of students' plan should be implemented.

Roles:

Administrator:

Maintain contact with student body and staff

Have auxiliary personnel to report to their designated areas

Maintain contact with the Director of Administrative Services (Stewart)

Coordinate dismissal

Secretaries:

Monitor phones and weather radio

Have student information & evacuation kits ready if students are evacuated to alternate location

Teachers:

Remain with students

Send list of students to office personnel

Custodians:

Shut off all water, gas, and electrical power

Secure building when everyone has been dismissed

*Activate Family Reunification Plan

*Activate Crisis Communication Plan (BOE)

Hurricane

Definitions:

Hurricane Watch: Indicates that a hurricane may threaten an area within 36 to 48 hours.

Hurricane Warning: Indicates that a hurricane is expected to strike an area within 24 hours.

Signals:

Camden County Emergency Management Agency (EMA) initiates evacuation procedures.

BOE will notify schools to implement evacuation procedures.

Action:

1. Listen to announcement on weather radio
2. School personnel alerted
3. In coordination with your local EMA, be prepared for early dismissal of students
4. Notify families of student dismissal via radio and/or television broadcast
5. If necessary, evacuate students not picked up to designated shelter
6. Store all portable equipment and other loose items and tie others down securely

Roles:

Administrator:

1. Maintain contact with student body and staff
2. Have auxiliary personnel to report to their designated areas
3. Maintain contact with the Director of Administrative Services (Stewart)
4. Coordinate dismissal
5. Activate phone tree notification if evacuation announced during non-school hours

Secretaries:

Monitor phones and weather radio

Have student information & evacuation kits ready if students are evacuated to alternate location

Teachers:

Remain with student

Send list of students to office personnel

Try to unplug and place all electrical equipment off of the floor (CPUs, surge protectors)

Custodians:

Shut off all water, gas, and electrical power

Secure building when everyone has been dismissed

*Activate Family Reunification Plan

*Activate Crisis Communication Plan (BOE)

Tornado / Thunderstorm / Severe Weather

Definitions:

1. **Tornado Watch:** Conditions are favorable for severe weather, i.e. tornado or thunderstorm. Make staff aware, but do not act.
2. **Tornado Warning:** Tornado has been sighted; take shelter immediately.

Signals:

1. If a warning is issued, five short bells will signal the warning or a tornado drill.
2. Two long bells will indicate an end to the drill or warning.
3. School wide call over intercom or alternate signal – bullhorn, whistle.

Action:

1. Listen for announcements from weather radio.
2. Five short bells will signal the beginning of the drill. In case of malfunction of bells, school wide call over intercom.
3. Students and staff should proceed to their designated positions against the wall and assume kneeling position, head down, and hands covering head.
4. Students and staff in unsafe locations at the time of the drill will go to a pre-designated location when directed. If possible, coats should be taken to cover their heads.
5. Students and staff should not be permitted to leave the school (field trips or other events) during a watch or warning. If students are on a field trip at the time inclement weather occurs, teachers will be alerted to move students to the nearest safe area.

Roles:

Administration:

- Maintain contact with student body and staff.
- Sound alarm or give order for drill.
- Clear all portable buildings.
- Give the all-clear signal.
- Be prepared to report to inside command post if needed after threat is over.

Secretary:

Monitor phones and monitor weather radios.

Contact superintendent's office.

Contact Director of Administrative Services (Stewart)

Custodians:

Serve as weather spotter during watch and assure outside exits are closed.

Teachers:

Close all windows and doors.

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 their classroom counts. Address the needs for SPED and handicapped students.

- * Activate Family Reunification Plan if needed
- * Activate Crisis Intervention Plan if needed
- * Activate Crisis Communication Plan (BOE) if needed

ACCIDENTS

Transportation / Field Trips

Procedures:

Procedure in case of an accident involving injury:

1. The transportation office should be notified immediately. The office will contact the appropriate school / administrators when an accident occurs.
2. The driver should stay with the injured and apply first aid when possible. Use the two way radio or cell phone to summon help to your location.
3. Make list of all passengers at the time of the accident.

Procedure in case of an accident where no injury is involved:

1. The driver should get permission from law enforcement officers before the bus is removed from the scene of the accident.
2. Make a list of all students on the bus (teachers should have a list).
3. All students MUST be checked out by EMT'S.
4. Use same procedure as in "A" above for notifying the transportation shop.

Additional procedures in case of an accident **outside** Camden County: It is the driver's responsibility to secure a drug test kit before leaving on any trip outside of Camden County. The drug kit must be taken to a hospital in the area where the accident occurred and a test administered to the driver in the following instances:

1. The accident involves a fatality.
2. The driver receives a citation for a traffic violation arising from the accident.

For any bus accident, the driver will be suspended until completion of police investigation.

Procedure to follow in case of an accident:

1. Care for the injured
2. Driver should notify the transportation office by radio or phone (729-8374)
3. Driver should notify the school bus shop by radio or phone (729-5505)
4. Video surveillance tape should be pulled by office staff as soon as possible.

Procedure to follow in case of a breakdown

1. Remove bus from road if possible.
2. Radio bus shop supervisor or call bus shop (729-5505)
3. Supervise your students until help arrives

Refer to driver handbook for procedures or safety equipment on your bus-extinguishers, emergency evacuations, inclement weather, etc.

- ❖ Activate Crisis Intervention Plan if needed
- ❖ Activate Family Reunification if needed
- ❖ Activate Crisis Communication Plan (BOE) if needed

Fire

Definition:

A fire in the building or on the premises that requires evacuation of the building.

Signal:

Ring of the fire alarm.
School-wide call over intercom.
Bullhorn or whistle if needed.

Action:

Pull fire alarm
Immediate evacuation to a minimum of 500 feet from the building.
Alternate evacuation sites should be utilized when:
 Inclement weather is imminent during the evacuation.
 It is necessary for students to be out of the building for an extended period of time.
4. Follow Emergency ID Plan as stated on pages 3 and 4.
5. Safety Team determines, after consulting emergency personnel, when to reenter facility.

Roles:

Administration:

Supervise evacuation and check for notification by teachers of student accounting.
Assign roles to auxiliary persons as needed.
One administrator, Dimsdale & Blackerby, report to each outside evacuation area,

Secretary:

Call 911
Call superintendent's office.
Call Director of Administrative Services (Stewart).
Retrieve Emergency Evacuation Kit.

Teachers:

- Close, but do not lock any doors.

Evacuate students to area assigned on fire evacuation plan.
Account for all students in their charge with class rosters..
Report accountability status by holding a signal card overhead for the administrator responsible for accountability in your assigned area. (GREEN Card - Indicates all students are safe and accounted for; RED Card - indicates some students are missing or injured).

Other Staff Members:

Report to assigned evacuation area and check-in with the administrator.
Check restrooms and other areas for students and faculty on the way out of the building.

Nurse:

Gather CPR & First Aid trained staff
Administer CPR & First Aid in needed.

Custodians:

- Shut down appropriate utilities to the building if needed.
- Check assigned area to insure all students, faculty and staff have evacuated.
- Notify administrator when assigned area is all clear.

- ❖ Activate Crisis Intervention Team if needed.
- ❖ Activate Family Reunification Plan if needed.
- ❖ Activate Crisis Communication Plan (BOE) if needed.

Hazardous Material (Inside)

Definition:

A gas leak, toxic chemical spill, etc. occurs inside the school building. This could include custodial chemicals and products, science chemicals, or vocational products.

Signal:

Notify office personally, by intercom or messenger.

Action:

1. Pull fire alarm or announce over school wide intercom
2. Evacuate building to designated areas.

Roles:

Administrator:

- Determine wind direction to evacuate to area least affected.
- Make intercom announcement if needed.
- Supervise evacuation and check for injuries.
- Assign roles to auxiliary persons as needed.
- One administrator reports to Outside Central Command Post with Material Safety Data Sheets

Secretary:

- Call 911.
- Call superintendent's office.

Teachers:

- Report incident if observed.
- Evacuate on signal.
- Report with rolls to outside evacuation area and account for your students..

Custodians:

- Report incident.
- May need to shut down some utilities to the building. i.e. HVAC
- Keep access to campus clear for emergency vehicles.
- Present MSDS for emergency personnel.

Nurse:

- Assist in the identification of exposed students/staff.
- Provide medical assistance as needed.
- Gather assistance from staff trained in CPR & First Aid

- ❖ Activate Family Reunification Plan if needed
- ❖ Activate Crisis Intervention Plan if needed
- ❖ Activate Crisis Communication Plan (BOE) if needed

Hazardous Materials (Outside)

Definition:

A leak or spill of hazardous material occurs outside of the building.

Signal:

Office is notified of incident.

Action:

1. Signal to staff (signal and alternate signal).
2. If it is a toxic material (air borne), power must be turned off to building.

Roles:

Administrator:

- Signal to staff of incident via intercom or radio.
- Assign roles to auxiliary persons as needed.
- One administrator report to Central Command Post.
- Determine wind direction for departure avenues if needed.

Secretary:

- Call 911.
- Call superintendent's office.

Teachers:

Close windows and doors.

- Turn off A/C or Heat.

Place coats, clothes, etc. at bottom of doors.

- Wait for further instruction.

Custodians:

- May need to shut down all utilities to the building. i.e. HVAC
- If airborne material, all exits (windows & doors) should be taped and sealed.

All Other Staff Members:

- Report to administrator when area is clear.
- Check restrooms and other areas for students and faculty.

Nurse:

- Assist in the identification of exposed students/staff.
- Provide medical assistance as needed.
- Gather assistance from staff trained in CPR & First Aid
- ❖ Activate Family Reunification Plan if needed
- ❖ Activate Crisis Intervention Plan if needed
- ❖ Activate Crisis Communication Plan (BOE) if needed

Death / Injury / Illness at School

Definition:

Whenever a student, staff member or visitor on campus is seriously injured, or dies.

Signal:

Office will be contacted in person. Lock down procedures will be initiated. *“Teachers secure your rooms at this time and account for all students. Do not allow any students outside your classroom for any reason until further notice.”*

Action:

1. Do not use names of victims over radios or intercoms.
2. Secure area. Do not disturb anything as it may be a crime scene.

Roles:

Administration:

- Alert CPR trained staff to provide assistance as needed.
- Assume role as spokesperson. Give instructions to staff.
- Initiate lock-down (all classroom doors, offices, and entrances) if necessary.
- 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”).

Secretary:

- Call 911.
- Call superintendent’s office.
- Gather student/staff information and greet emergency personnel with information.
- Notify family members in other schools.

Teachers:

Report incident to school office as discretely as possible.

Keep students in class and await further instructions.

If death occurred in a classroom, evacuate the room and account for all students.

Custodians:

Secure area where the victim is discovered. Do not disturb the anything.

Counselors:

- Assist in contacting parent(s) or family members if necessary.
- Go to classes and explain situation.
- Contact system crisis intervention coordinator for additional resources if necessary.

Nurse:

Enlist the assistance of CPR & First Aid trained staff and provide medical assistance to injured.

- ❖ Activate Crisis Intervention Plan if needed
- ❖ Activate Family Reunification Plan if needed
- ❖ Activate Crisis Communication Plan (BOE) if needed

Radiological Accident

Definition:

A radiological accident has occurred within a 50 mile “Ingestion Pathway Zone.”

Action:

1. The Board of Education receives critical information from the local EMA.
2. Superintendent dispurses recommendation of local EMA to appropriate sites.

Roles:

Administration:

- Enacts recommendation of local EMA.

Secretaries:

- Gather emergency information for students/staff

Counselors:

- Activate the Crisis Intervention Team

Nurses:

- Enlist the assistance of CPR & First Aid trained staff
- Provide medical assistance as needed

Custodians:

- Be prepared to initiate lockdown and secure windows and doors.
 - ❖ Activate Family Reunification Plan if needed
 - ❖ Activate Crisis Communication Plan (BOE)

Utility Emergency

Definition:

A disruption in service of a major utility necessary for the safe and efficient operation of the school. May include an electrical power failure, gas line break, water main or sewer break.

Signals:

Should building need to be evacuated, follow the fire drill procedure with a verbal announcement on the school public address (PA) system; followed by manually tripping the fire alarm. In the event of electrical failure and evacuation is necessary, verbal notification will be given over the public address system. The principal and other designated staff will conduct a visual check of all areas to determine those most suitable for evacuation.

Action:

Electrical Power Failure:

1. During school hours:
 - Maintenance Department (729-3696)
 - Georgia Power Company (1-888-660-5890)
 - OREMC (912.882-1362): for Sugarmill Elem, Mamie Lou Gross Elem, Maintenance
2. If After hours:
Principal's home telephone (Mike Blackerby 673-6280)
Georgia Power Company (1-888-660-5890)
OREMC (1.888.327-9806): for Sugarmill Elem, Mamie Lou Gross Elem, Maintenance

Water Main Break or Sewer Break:

During School Hours:

- Contact custodian
- Call Maintenance Department 729-3696

After hours:

- Call principal: (Mike Blackerby 673-6280)
- Call Director of Administrative Services: Mark Stewart 1-912-467-3099
- Call Assistant Superintendent Arthur VanBlarcum 1-912-467-3318

Water Contamination

- If the school is not evacuated, ensure that a large quantity of water can be located for use.
- Instruct custodial staff to shut off all water valves to avoid consumption.

Gas Line Break

During or after hours:

- Call 911
- Clear area immediately. Evacuate building if necessary, using bomb threat procedures (DO NOT USE THE FIRE ALARM).
- Call Director of Administrative Services: Mark Stewart 1-912-467-3099 or Assistant Superintendent Arthur VanBlarcum 1-912-467-3318

- Contact custodial staff or principal; (If after hours, call principal at home)

ROLES:

Administration:

- Determine wind direction before evacuation.
- Communicate appropriate procedures to staff and students.
- After hours, the principal should contact the appropriate district personnel by radio.

Secretary:

- Make necessary phone contacts.
- Call superintendent's office.

Custodian:

- Assist principal in the inspection of building.
- Take action to ventilate the building beginning with the area of highest concentration.

Teacher:

- Account for students.
- Follow instructions of the administrative staff.

Nurse:

Provide medical assistance if needed.

- ❖ Activate Crisis Intervention Plan if needed.
- ❖ Activate Family Reunification Plan if needed.
- ❖ Activate Crisis Communication Plan if needed.

GENERAL CONSIDERATIONS

Non-Instructional Hours

Definition:

1. School activities during non-instructional time
2. Non-school organizations/groups using facility

Action:

Supervising school employees offer the coordination and activation of issues arising during the school sponsored activity. Direction should be established by administration as to where to go for inclement weather, calling 911 in the event of a medical emergency or having the decisive determination of affairs during this time. Employees are assigned areas of responsibility and thus take action accordingly.

Non-school events must obtain the services of the school custodial staff via permission of the school principal. The custodian has control over the building in the event of an emergency. He has been versed by the principal as to occasions which warrant calling the principal or 911.

School administrators and head custodians are connected via radio/phone communication. Emergency personnel communicate with administration as needed.

Roles:

Administration:

Notifies emergency personnel when activities anticipate large crowds.

Reviews guidelines and procedures with outside organizations and custodians.

Remains available in the event of an emergency.

Activates emergency plan when notified of after-hours incident.

Notifies and gathers school administrative and custodial teams.

- Call Director of Administrative Services: Mark Stewart 1-912-467-3099
- Call Assistant Superintendent: Arthur VanBlarcum 1-912.467-3318

Custodian:

- Notifies principal
- Notifies emergency personnel if needed
- ❖ Activate Crisis Intervention Plan if needed
- ❖ Activate Crisis Communication Plan (BOE)

Kings Bay Naval Base Lockdown

Definition:

Parents of students cannot move on or off the base due to security/health/safety concerns.

Signal:

Schools will be notified by the superintendent or designee by phone.

Roles:

Superintendent / Designee:

1. Notify schools of concern.
2. Notify BOE staff to implement predetermined plan.

Assistant Superintendent (VanBlarcum):

1. Central office representative as site coordinator.
2. Coordinate plan for site prep, transportation, and custodial services.
3. Communicate with law enforcement about security at overnight housing site.

Director of Federal Programs & Special Projects (Strickland):

1. Communication with the military installation should be established.
 - A. Determine how long the lockdown procedure will be implemented.
 - B. Determine time frame when lockdown removed and access regained.
 - C. Determine road closings.
 - D. Determine whether students who ride buses will be allowed to be transported onto the base.
 - E. When transportation to base housing is possible, determine route access for buses.
2. Media Plan
 - A. System contact at BOE.
 - B. Press releases in a timely manner.

As early in the day as possible about immediate school closing or not.

Before school dismissals-where students will report/parent option for students to remain at school site.

Parent pickup identification requirements.

At 6:00 pm, students will be transported to overnight site.

Principals / Schools:

1. Schools should determine how many students live on base and how many will possibly be accommodated overnight.
2. Arrangements for students to be housed overnight should be made to attend the Extended Day Program for elementary students. Middle school students to be housed overnight will be supervised by the administration until arrangements have been made at the overnight site.
3. After school programs should be postponed for the elementary and middle schools. CCHS activities may be dependent on level of concern.
 - A. Notes on all school doors about overnight site location
 - B. Directions to overnight location
 - C. Pickup procedures and requirements for identification

Roles:

- Superintendent - What site? Centrally located with adequate access for parent pickup.
 - Director of Administrative Services (Stewart) – arrange maintenance and custodial services.
 - SFS Director - Arrange for meals and workers with the host site.
 - Assistant Superintendent (VanBlarcum) - Sleeping arrangements-contact hotels for linens, Red Cross, needed businesses for supplies, etc.
 - Coordinator of Transportation (McCaskill) - Should attain assistance from drivers to transport students to overnight site. If base allows transporting students, then a copy of driver names and bus #'s should be faxed to base contact.
 - Assistant Superintendent (VanBlarcum) - arrange for after-school and overnight site assistance from counselors.
 - Maintenance Supervisor (King) – determine services requiring maintenance staffing.
-
- ❖ Activate Crisis Communication Plan (BOE)
 - ❖ Activate Family Reunification Plan
 - ❖ Activate Crisis Intervention Plan

Parent Protocol During School Crisis

In the event a crisis arises, Camden County Schools would like to ask your cooperation by following the procedures below. In times of potential crisis, it is imperative that each party know their role and proper procedures to follow to ensure safety for everyone. Each school has developed an Emergency Operations manual which states school personnel expectations and how they are to interact with emergency personnel. Please review the roles below for your information.

Parents

Call board of education for information – 729-5687

Follow all directions of site barricades and signs.

You will be instructed at the site where the Family Reunification Site is for child pickup:

- a. Anyone picking up a child MUST have picture identification
- b. Any child removed from the premises MUST be signed out with school personnel
- c. If other than the parent, it must be someone listed for pickup at the school.

Roles:

Will Hardin – Superintendent

- Coordinates operations from central office.

Arthur VanBlarcum – Assistant Superintendent

- Parent/Public Command Post Director
- Coordinates site for parents to gather and receive reports on crisis situation.

Beverly Strickland – Director of Federal Programs and Special Projects

- Communication Command Post Director
Coordinates site for media and disseminates information as needed.
Receives communications from School Site Director (Stewart) and Parent Command Post Director (VanBlarcum) and briefs superintendent on situation.
Receives continual updates on how students are being dismissed to parents, traffic conditions, etc.
- Provides information to media through news conferences, press releases, and interviews when appropriate.

Mark Stewart – Director of Administrative Services

- School Site Director
- Goes to site to work with principal/building administrator to evaluate situation and assist EMT/Sheriff/Fire Chief, etc.
- Maintains communication with the Family Reunification Director (Daydra Harrison).

Principal

- Works cooperatively with Director of Administrative Services (Stewart)
- Initiates school emergency response procedures with staff

Family Reunification Site

This is the only area designated for parent / student reunification. Please do not approach emergency personnel. Anyone picking up students must have proper picture identification and sign for the children's release.

Community Disaster

Definition:

Community disaster that requires the use of school buildings for shelter.

Signals:

Inform staff/students:

1. Send a note to all staff explaining the emergency; gives specific instructions.

Action:

Provide:

1. Space (i.e. cancel gym classes and select a place for those classes to reconvene);
2. Telephone.
3. Pencil and writing pads.
4. First aid kits if necessary.

ROLES:

Administration:

- Act as liaison with head of business, other school principals, and superintendent's office.

Secretary:

- Communicate with the Director of Administrative Services (Stewart).
- Coordinate communication.

Teachers:

- Maintain normal routine unless otherwise instructed.

Custodian:

- Report to administration for instructions.

Overnight Housing of Students

Definition:

Any situation that would necessitate students spending the night at school.

Signal:

Verbal announcement by public address system or by messenger.

Action:

1. Attempt to contact students' parents.
2. Keep students in safest area of building.
3. Assign shifts in order for faculty members to maintain duty of answering office telephones.
4. Account for students and their release. Confirm the identity of those who pick children up, have them sign for the child's release and record the time. Use school adopted procedures for student release.

Roles:

Administration:

- Assign the procedures listed under *Action* to staff members designated by the *Emergency ID Plan*
- Assign responsibilities to staff as situation necessitates.

Secretary:

- Communicate with superintendent's office.

Counselors:

- Activate Crisis Intervention Plan
- Communicate with system administrator to enlist assistance from community to meet needs, (i.e. food, blankets, health related items, items of hygiene).

Crisis Intervention Plan

Definition:

An incident has occurred at one of the schools to disrupt school operations.

Action:

1. Principal obtains facts about incident.
 2. Principal notifies Superintendent.
 3. Principal calls Crisis Intervention Team Meeting immediately to meet at specific time and place involving:
 - Other school administrators;
 - School counselor(s);
 - Possibly counselors from other schools;
 - Possibly community resources.
 4. Determine method of giving information to school staff; i.e., staff meeting, phone tree, etc., - depending on time of day;
 5. Prepare statement to be given to students and method to be given; i.e., classroom teacher, student services professionals;
 6. Plan for follow-up counseling – who, where, and how for students, staff, parents – i.e., classrooms, counselor’s office, etc.
 7. Prepare statement for news media and for secretary to give phone calls;
 8. Prepare statement to be sent home to parents;
 9. Notify feeder school administrators;
 10. Crisis Team review with report to Superintendent regarding effectiveness, additional needs, process, etc.
-
- ❖ Activate Crisis Communication Plan (BOE) if needed
 - ❖ Activate Family Reunification Plan

School Safety Zone

Definition: Official Code of Georgia § 20-2-1180. Loitering upon school premises or within a school safety zone; penalty; required check in of visitors; posting signs of required check in

(a) It shall be unlawful for any person to remain upon the premises or within the school safety zone as defined in paragraph (1) of subsection (a) of Code Section 16-11-127.1 of any public or private school in this state or to remain upon such premises or within such school safety zone when that person does not have a legitimate cause or need to be present thereon. Each principal or designee of each public or private school in this state shall have the authority to exercise such control over the buildings and grounds upon which a school is located so as to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering upon such premises. Each principal or designee of each public or private school in this state shall notify the appropriate law enforcement agency to prohibit any person who does not have a legitimate need or cause to be present therein from loitering within the school safety zone.

(b) Any person who:

(1) Is present upon the premises or within the school safety zone of any public or private school in this state and willfully fails to remove himself or herself from such premises after the principal or designee of such school requests him or her to do so; or

(2) Fails to check in at the designated location as required by subsection (c) of this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

(c) Upon entering any school building between the official starting time and the official dismissal time, any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school shall check in at the designated location as stated on posted signs and provide a reason for his or her presence at the school.

Action:

- Communicate with public safety and emergency management to ensure that schools are notified about crises taking place within the “School Safety Zone.”
- Determine that “School Safety Zone” signs have been posted in appropriate locations around each school facility.
- Activate Crisis Intervention Plan to assist all schools and families affected by incidents occurring within the safety zone.