

School Safety Plan and Emergency Procedure

FIRE PROCEDURE

1. All school personnel and students should be familiar with the location and operation of alarm systems and fire extinguishers.
 2. All equipment should be marked and maintained in accordance with local and state regulations.
 3. Fire drills should be conducted in accordance with local and state regulations.
 4. Fire evacuations should not be located in parking lots or school driveways where emergency vehicles may need to drive or stand during an emergency.
- ★ Activate Alarm and notify the fire department and School Resource Officer without delay upon discovery of a fire.
 - ★ Initiate evacuation procedure for building immediately and take the emergency evacuation kits with you.
 - ★ Notify the Board office of the emergency and any injuries that may be present.
 - ★ During a Lockdown for any reason the following procedure should be followed:

HIGH ALERT LOCKDOWN

A Preventative Lockdown may be declared by the building administrator for a few minutes, one class period, or if deemed appropriate, an entire day. A preventative lockdown should be used as a preventive measure and is not designed as a crisis response measure for a major incident that has occurred at the site. Examples include: Fighting that involves gangs, numerous individuals, or weapons; Suspicious person/intruder on campus/board office; A disruptive individual appearing to be violent or potentially dangerous or emotionally unstable; Major crime or police chase near school campus/board office; Report of student or non-student in possession of firearm on campus/board office; A dangerous animal on campus.

- Principal or building administrator shall inform all staff that HIGH ALERT LOCKDOWN protocol is being instituted. If the situation requires prompt action, the intercom system should be utilized. Measures should be taken to insure that personnel in outlying buildings or areas without intercom capability are notified in person. In cases where time allows, staff may be briefed as they arrive for work in the morning, or through a designee who shall inform all staff in person.
- All students should be kept in the classroom with the door locked during each class period while the protocol is in effect.
- If students/employees are not in class/offices at the time the protocol is announced, students/employees should proceed to their assigned class/offices. Teachers/personnel should lock their classroom/office doors once the hallways near their rooms are clear of students/personnel. If teachers/personnel observe imminent danger near their rooms/offices, they should immediately secure their rooms and notify the main office of the danger via the intercom system.
- Students/personnel should not be allowed to leave classrooms/offices unless the teacher/supervisor obtains authorization from the main office over the intercom or in person.
- All personnel and activities outside the building should be moved to an indoor secure area unless otherwise instructed by the principal or building administrator.
- Teachers should brief students that the school has been placed on a heightened security status as a precaution and that no imminent danger has been detected.
- School staff not assigned to classroom duties should follow the school's procedures for limiting access to their workspace. They should also report any suspicious activity to the front office immediately.
- Teachers should only open doors for school staff members unless clearance is obtained from the front office via the intercom while protocol is in effect.

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LOCKDOWN

This protocol is to be utilized for situations where an actual crisis situation has occurred. Examples include: Shots being fired on or immediately adjacent to the campus/board office; A stabbing on campus/board office; An explosion on or near campus/board office; A hostage situation or armed barricade/ intruder/suspicious individual; A natural disaster, hazardous material incident, threats involving weapons/bombs, mass destruction.

During Lockdown,

- Principal or building administrator should announce over the intercom that the Lockdown protocol is in effect. Staff may be sent, if it is safe to do so, to insure those personnel in outlying buildings and outside areas are notified.
- Teachers/employees should immediately lock their rooms and advise students/employees to move away from doors and windows and to get on the floor.
- If students/personnel are not in class/offices at the time the protocol is announced, they should proceed to the nearest classroom/office. Teachers/personnel should lock their classroom/office doors once the hallways near their rooms are clear of students/personnel. If teachers/employees observe imminent danger near their room, they should immediately secure their room and notify the main office of the danger via the intercom system.
- Personnel who are engaged in outdoor activities when the protocol is announced will need to make a prompt determination as to whether it is safer to attempt to enter the building to take shelter or to leave the campus to seek shelter in the safest place available. If the decision is made to leave the campus, school employees should notify the central office of their location and the number of student/employees present as quickly as possible. A list of all personnel who are evacuated should be made by the staff member as soon as it is safe to do so.
- Teachers should brief students that the school has been placed on a heightened security status as a response to an apparent crisis situation. They should advise students to remain quiet until more can be learned about the situation. Teachers should then begin calmly and quietly reviewing emergency evacuation procedures with students to prepare them for possible evacuation.
- Students should not be allowed to leave classrooms unless the teacher receives instruction from the main office to the contrary. The same rule applies to all board employees.
- Teachers should not open the door to the classroom unless they are instructed to do so by a staff member that they recognize by sight or voice. Public safety responders may enter the room using a master key.
- As an alternate means of communication, teachers should quickly display current visual explain their rooms safety status.
- School staff not assigned to classroom duties should follow the school's procedures for limiting access to their workspace. They should also report any suspicious activity to the front office immediately.
- Refrain from using cell phones or engaging the microphone of any portable radios. The RF energy transmitted could be enough to detonate an explosive device should one be present within 1,000 feet. When notifying proper authorities, do not use the phone on which the threat was called. This procedure will allow for the utilization of call tracing.

Return to Normal Operations

Once any danger has passed, the building administrator may be able to put the school back to normal status.

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HURRICANE, TORNADOES, ELECTRICAL STORM

Bring all persons inside building
Close windows and blinds
Move students and staff to designated safe areas
Assume safety position in designated area
Take class rosters
Account for all students
Remain in safe area until all clear signal given

BOMB THREAT

Use Bomb threat checklist: Ask Where bomb is; When it will go off; Who is calling; Why doing this?
Listen closely to voice, speech patterns, background noises

Implement Bomb Threat Call procedures
Notify Principal, Police, Superintendent

Follow evacuation plan: Staff will evacuate students to the large playground behind school. All responding units and agencies will set up command post in the new parking lot near Orphans Cemetery Rd.

EXPLOSIONS

Take cover under tables, desks or other objects that afford protection
Call 911 as soon as possible
Evacuate if possible (Follow evacuation plan)
Seek out and assist injured persons
Once outside move away from building

MISSING STUDENT

Notify school Resource Officer and administration immediately
Search school grounds
Make contact with parents/guardians
Provide information to appropriate personnel

INTRUDER/SUSPICIOUS INDIVIDUAL

Principal will issue **lock-down** over intercom
All teacher, visitors, and students move to classrooms
Classroom doors should be locked. Everyone should get down on floor away from windows and doors and not be visible. The emergency status cards should be implemented
Allow no one outside of classroom or inside until Principal gives code green signal

General Safety Rules

- All exit doors will remain locked during the school day
- Teachers will lock their classroom doors
- Students/personnel should not open locked doors for any person other than school personnel (exit doors and/or the side fire door in classroom)
- Students will remain in the building during the day except for recess and P.E.