

School Safety
Emergency Preparedness Plan

2017-2018

Shiver Elementary School
Todd Jones, Principal
Leigh Stalvey, Assistant Principal

School Safety Plan Shiver Elementary School

Statement of Purpose

At Shiver Elementary School we believe that every student has the right to attend a safe and orderly school. We also believe that every student has the right to learn in an environment that emphasizes academic excellence and promotes student acceptance, tolerance, and safety. We further believe that every teacher has the right to teach in a safe and structured environment.

School Safety Team

Todd Jones – Principal
Leigh Stalvey – Assistant Principal
Erin Simpson – Instructional Coordinator
Christie Courtney – Counselor
Steve Harrison– Teacher
Paige Elkins - Teacher
Susan Phillips- Teacher
Sherri Kesler- Secretary
Torey Prince- School Nurse
Marvin Darity- Custodian
Teachers/School Council Members

Objectives of the School Safety Team:

1. Meet quarterly to review the main components of the school safety plan
2. Refine and revise the safe school plan based on identified priorities and objectives.
3. Report activities/outcomes of the meetings to the entire staff on a routine basis.

Emergency Management Team Member Assignment

1. System Coordinator: Dr. Kermit Gilliard Telephone 377-3701
2. Assistant Superintendents: Mrs. Laura Elliot Telephone 377-3701
Mr. Kevin Strickland
3. System Emergency Team Member: Mr. Kevin Strickland 377-2939
4. Chain of command: System Level: Dr. Kermit Gilliard 377-3701
School Level: Mr. Todd Jones 377-2325
5. Location of system's News Media Area: Central Office
Grady County Board of Education

122 N. Broad St.
Cairo, GA

6. Designated News Media Spokesperson: Dr. Gilliard and/or Mr. T. Jones
7. List alternate available means of communication: school system radios, cell phones, Remind101, SchoolMessenger
8. Date crisis drill conducted: September 21, 2017- Lockdown
November 9, 2017 – Severe Weather
February 1, 2018 – Severe Weather
9. Is principal familiar with first-aid techniques? Yes
10. Staff members trained in CPR: R. Boyd, T. Brown, P. Elkins, S. Kesler, T. Prince (School Nurse), B. Puckett, E. Simpson, and L. Stalvey
11. Date crisis plan evaluated (annually) - September
12. Superintendent's Name: Dr. Kermit Gilliard 377-3701
13. Superintendent's Designee: Mr. Kevin Strickland 377-3701

School Emergency Plan

1. Designated school Site Emergency Coordinator: Mrs. Leigh Stalvey
2. Designated Alternate School site Emergency Coordinator: Mr. Todd Jones
3. Designated School Emergency Team Members:

Todd Jones – Principal
Leigh Stalvey – Assistant Principal
Erin Simpson – Instructional Coordinator
Christie Courtney – Counselor
Steve Harrison– Teacher
Paige Elkins - Teacher
Susan Phillips- Teacher
Sherri Kesler- Secretary
Torey Prince- School Nurse
Marvin Darity- Custodian
Teachers/School Council Members
5. Designated person to establish emergency kit and prepare contents:
Torey Prince, School Nurse
6. Designated person to keep Central Office informed: Mr. Todd Jones

7. Designated staff members to notify parents and spouses of injured
Christie Courtney, Erin Simpson, Wanda Cooke, Sherri Kesler
8. Designated staff member to identify injured and fatalities: Torey Prince-
School Nurse
9. Designated school personnel to report to the hospital to coordinate
information from hospital to school and Central Office: Mrs. Erin Simpson
10. Designated staff members to handle telephones: Mrs. Sherri Kesler, Mrs.
Wanda Cooke, Mrs. Leigh Stalvey, Mrs. Christie Courtney
11. Designated staff member to update parents and public: Mr. Todd Jones
12. Location of media: Shiver Media Center
13. Designated school news media spokesperson: Mr. Todd Jones
14. Location of school's reception area for parents and public: Auditorium
15. Designated person responsible for compiling a roster of students absent
from school at time of crisis: Mrs. Sherri Kesler
16. Designated person(s) responsible for releasing students to parents and
non-parent adults: Mrs. Sherri Kesler, Mrs. Wanda Cooke, teacher of record,
and available administrative staff
17. Designated person responsible for development of updated information
sheets to parents, teachers, and others: Sherri Kesler
18. Staff Members trained in CPR: R. Boyd, T. Brown, P. Elkins, A. Humphries
S. Kesler, T. Prince (School Nurse), B. Puckett, E. Simpson, and L. Stalvey
19. Designated person responsible for letter to notify parents of post-crisis
intervention: Mrs. Christie Courtney
20. Designated person to coordinate with central office a community forum
on emergency, and identify follow-up activity: Mr. Todd Jones, Mrs. Christie
Courtney
21. Designated staff member responsible for arranging plan of transportation
for students, faculty, and parents to home, hospital, emergency shelter, etc.:
Mrs. Leigh Stalvey

22. Name of maintenance director/head custodian who will meet the crisis agencies staff to identify and assist in securing any potentially dangerous utility systems: Ms. Diane Smith
23. Designated food service staff member responsible for acquiring and distributing food to emergency personnel: Mrs. Sue Wilkes
24. Alternate available means of communication: system radios, cellphones, intercom in the main buildings, and bullhorns.
25. Designated staff members to direct traffic: Coach K. Corker, Coach J. Devoursney, Coach G. Smith; Bus ramp: Coach B. Puckett, Mr. Ron Evans, Mr. Steve Harrison
26. Name of school insurance clerk who checks students' insurance needs: Mrs. Wanda Cooke
27. Designated name(s) and telephone numbers of professional counselors:
 Ms. Sharon Strickland (Eastside) 378-1143
 Mrs. Brittany DePlato (Whigham) 307-1722
 Ms. Katina Cooper 977-0373
 Mrs. Krisite Gilliard Special Education Director 377-8123
28. PUBLIC ASSISTANCE AGENCIES
 Red Cross Thomasville, GA
29. Did faculty assist in developing the Emergency Preparedness Plan? Yes
30. Method used to inform parents of the Emergency Preparedness Plan and revisions: Shiver School website, SchoolMessenger, School Council
31. Identify student couriers:
 6th Grade- Watson Harrell, Austin Hester
 7th grade- Ellis Hendrix, Will Elkins
 8th Grade- Bowen Kolbie, Austin Cooper
32. Designated person(s) to print identification badges for school and emergency personnel: Mrs. Sherri Kesler and Mrs. Wanda Cooke

Reunification Site

In case of an emergency, a reunification site is needed to assemble the student body in a safe location and to provide a location for parents to pick up students. This site is needed in case we are unable to reenter the building. Several sites are listed and the use of each will be determined by the situation we encounter. The designated reunification site will be as follows:

1. Lunchroom – When in the main part of the campus
2. The Soccer field by Shiver Road – if we need to evacuate all buildings

Off Campus Reunification Site for Shiver Elementary School – Pine Level Baptist Church

School Site Evacuation

In the event an entire school must be evacuated, the following procedures will be followed.

1. The school administrator or county emergency personnel shall notify superintendent (377-3701) and/or transportation director (377-2124).
2. All school personnel with CDL license shall be summoned to drive a bus. In the event enough drivers cannot respond in appropriate time, any available person capable of driving a bus/personal vehicle will be recruited.
3. Students shall be transferred to the following site:
 - **Cairo High School** – First United Methodist Church of Cairo
 - **Eastside** – Cairo High School Auditorium
 - **Northside** – Cairo High School Auditorium
 - **Shiver** – Pine Level Baptist Church
 - **Southside** – Cairo High School Auditorium
 - **Washington Middle** – Cairo High School Auditorium
 - **Whigham** – Whigham Baptist Church
 - **CrossRoads** – Cairo High School Auditorium

Safety Intervention Plan: Total School Lockdown Procedures

In the event of A Terrorist Act (hostage, intruder, sniper, etc.) at Shiver Elementary School, the following announcement will be made over the school intercom. **“The school is in a full lockdown. This is Mr. Jones (or one of the administrators), Teachers, secure your rooms, now! Anyone in the halls should go into the classroom nearest you immediately.”** Turn bells off at this time. After this statement has been made, teachers are to do the following:

1. Immediately ensure that your students sit quietly in the back of the room away from doors and windows. Bring any students located near your room into your room and lock your doors. **Note: Substitutes do not have keys to the rooms. If there is a substitute teacher in a room next to yours, you are to immediately bring that class into your room prior to locking your doors.**
2. Do not answer any knocks or calls from outside the door. Any administrator or law enforcement personnel needing to get in your room will have a key.

3. Turn out all lights, close the shades and keep students away from windows.
4. Do everything possible to keep students calm and quiet.
5. Make two lists:
 - A. A list of students missing from your classroom.
 - B. A list of other students you have brought into your classroom prior to locking your door. Keep these lists with you until the emergency situation has been resolved. If at all possible, email these lists to Mr. Jones and Mrs. Stalvey, as well as the teacher of the students you pulled into your room from the hallway.
6. All custodial staff, lunchroom staff and other staff not monitoring students are to lock themselves in the most immediate secure location possible.
7. If possible, barricade doors with desks, file cabinets, etc.
8. We know many teachers and students have cell phones - **Do not make calls or allow student to make calls.**
9. Administrators and other Response Team members will be in contact with each other via radios and will be assessing the situation as rapidly as possible. All applicable local law enforcement agencies will be involved.
10. Listen carefully for further information. You will be receiving specific intercom instructions and updates as often as the situation allows. Once the situation is safe, you will be notified by intercom.

The bell system will be turned off during a **"Lock Down"** situation. When conditions are safe to continue school the **"ALL CLEAR" message, "Go Bulldogs! All clear!"** will be given over the intercom, and the bells will be turned back on to continue with the regular schedule. A faculty meeting will be held in the media center after the students have been dismissed any day a "Lock Down" occurs.

All clear –"GO BULLDOGS! ALL CLEAR!!!"

Emergency/Response Team Members: Todd Jones, Leigh Stalvey, Sherri Kesler, Wanda Cooke, Erin Simpson, Christie Courtney, Missy Roberts

Each response team member will have specific duties and responsibilities in the event of a crisis situation. All adults who do not have classroom responsibilities are expected to report to the main office. This includes faculty/staff and custodians. This group will pick up student lists, check restrooms, and other areas for students.

- **CPR and First Aid**

The Crisis Support Team members that are CPR and First Aid trained are: R. Boyd, T. Brown, P. Elkins, S. Kesler, T. Prince (School Nurse), B. Puckett, E. Simpson, and L. Stalvey

- **First Aid**

The school nurse is certified in First Aid through the Red Cross. The school nurse is adequately equipped to handle most emergencies. All students learn personal safety skills through physical education classes and the science/health curriculum. Personal safety skills are also reinforced through the guidance program on an on-going basis.

- **Bus Safety**

The bus driver and school personnel give students who ride school buses notice of the bus regulations at the beginning of the school year. Bus evacuation drills are held several times throughout the year. Bus safety is taught in all grades at Shiver Elementary School.

- **Transportation**

Bus transportation is provided for all students living within the Shiver School district. To take advantage of this free service, students must follow the Bus Safety Rules found in the student handbook. All buses are loaded and unloaded in the designated bus loading area in front of the school. Students arriving or leaving school by private vehicle are loaded and unloaded on the North side of the building near the playground. For student safety, teachers and administrators are on duty during morning and afternoon dismissal times. Designated personnel assist with private vehicle traffic in the assigned loading areas. These traffic procedures are designed to ensure the safety of the students. All buses are equipped with two-way radios and video cameras.

- **Dismissal precautions**

Regular Dismissal Precautions: Students will remain in their classroom until the appropriate time to leave. Dismissal from school will follow the normal afternoon bell schedule.

Car riders: All students being picked up in a personal vehicle are to report to car pick-up areas following the 3:15 bell. Students should remain in the fenced-in grass area with the covered pavilion until their parents have pulled up to the appropriate area. Teachers on duty will escort students to the cars to ensure their safety. No student will be allowed to go through traffic to meet his or her parents in the parking lot areas.

Bus riders: All students riding buses will remain in their classrooms until the 3:25 bus bell. Students will proceed directly to the departure area – no side trips. Once students are inside their bus, they are under the supervision of the driver. If an emergency or a problem occurs on the bus,

the school and the bus driver will communicate via the radios and the appropriate action will be taken. Students riding a different bus than their assigned bus or planning to ride a bus home with a friend must have a written note from home and a signed bus note from an administrator or Mrs. S. Kesler.

- **Emergency Dismissal Procedures**

Students will be dismissed from school in an emergency situation based upon the same guidelines as listed above (car/bus riders). If parents arrive at the school early or for emergency pick-up, the office will notify the individual classroom teachers and the appropriate students will be requested to report to the office for dismissal. Parents are required to sign their child out of school when picking them up early or in an emergency situation. Teachers are not to release any student to anyone at any time, except in the case of a crisis situation.

All students must meet their parent or other individual in the office for sign out. This is to ensure their safety and release to the appropriate individual. If there is any question regarding the release of a student, the administration or office staff will telephone and secure verbal permission directly from the parent or legal guardian for that release. Parents and/or legal guardians must provide the office/administration with information and appropriate documentation that restricts, or in any way limits, the release of their child from school.

Response to a Hostage Situation

I. Initial Response by Administration

- A) Refrain from any contact that would endanger hostage(s) or yourself. Don't open the door.
- B) Locate the exact location of the suspect (which floor, room, wing, etc.). Be able to communicate clearly.
- C) Isolate (seek to confine captors to the smallest area).
- D) Identify suspect(s) and victim(s).
- E) Evaluate: how many, sex, race, relationship to hostages, weapons, etc.
- F) All of these activities should be occurring while help is being called.
- G) If the administration deems it necessary to evacuate the school, the school must be evacuated in a fashion as to not excite or alert the hostage taker.
- H) Usually the main office would act as the command post; that is where the police will set up.
- I) Set up traffic control points to keep pedestrian traffic out of the danger zone.
- J) Notify the proper authorities of the situation and the up-to-date reaction to it. When the police arrive, turn the situation over to them, but continue to provide support and help.

- K) Be prepared to turn all information over to the police; this would include hostage name(s) and addresses, hostage taker, and location. Also needed is the location of the electricity control room, gas and water valves.
- L) Have a place designated out of the school building, for parents, media, etc., and appoint someone to stay with them and manage them.
- M) Be patient, calm and remember the more time that passes the less chance of someone getting injured.
- N) Your job will be to try to calm hysterical parents. The news media will bombard you with questions.
- O) No local school authority should try to negotiate – the police are trained to do this.
- P) In most hostage situations, impulsive, aggressive action is almost always wrong.
- Q) Negotiations take a long time; because:
 - 1. It drains the hostage taker of excitement and determination.
 - 2. Provides the opportunity for the hostage taker to make mistakes.
 - 3. The police have a chance to learn whom they are dealing with, and to organize and implement their action.
 - 4. Allows police time to establish communication with the perpetrator.
 - 5. Police can “outwait” if not outwit.

II. If Taken Hostage

- A) Do not challenge the hostage taker.
- B) Try to keep the students calm.
- C) Do not look the hostage taker in the eyes.
- D) Do not try to be a hero.
- E) Do whatever it takes to calm the situation and buy time.

Fire Procedures

In the event of a fire within the school building:

- 1. Sound the fire alarm immediately.
- 2. Notify the fire department by calling 911. Provide important details including possible breaks in gas or electrical lines, or other special hazards that may be present.
- 3. One staff person will be designated to meet the first responder. The designated person will provide a master key or keys to the first responder. A member of the staff will carry a system-wide walkie-talkie, school floor plan, and will be available to the incident commander.
- 4. Evacuate the building according to the following procedures:
 - A) Students will walk out of designated exit in a quiet, orderly manner. Each teacher should check the classroom and be the last individual to leave.

- B) Teachers will take their class lists of students as they exit the classroom.
- C) Teachers will close windows and doors. Doors are to remain locked.
- D) Students must go to a designated area that is a safe distance from the building. This area should not be in a drive way or other hard surfaced area close to the building. Evacuation may exceed school property.
- E) Students not in the classroom when the alarm sounds should report to their teacher's designated area outside of the building. No one should enter the building when the alarm sounds.
- F) Teachers are responsible for the students under their supervision and should take attendance, accounting for each child. Children who are unaccounted for are to be immediately reported to the principal or assistant principal, who will report this to the incident commander.
- G) The fire drill plan for evacuating the building is posted in each classroom throughout the year. If the normal evacuation route is blocked, use an alternative route as directed by the teacher.
- H) The school principal will account for all staff to the incident commander.

Contact the Board of Education at 377-3701

- 5. Access roads will be kept open for emergency vehicles. Designated staff members will insure that all access roads are open.
- 6. Students and staff members will be allowed to return to the building at the direction of the principal only upon the recommendation of the Fire department.

Bomb Threat and Explosion Procedures

Definition of a Bomb Threat: An incident where an explosive device is present, or alleged to be present, in the school or on the premises. The device may or may not have been deployed.

Portable radios and cellular phones must not be used during a bomb threat incident!

Steps of Action for a Bomb Threat:

Equipment such as microwaves, cellular phones, walkie-talkies, and pagers must be turned off during a bomb threat.

- 1. If a phone threat is made, obtain as many details as possible.
- 2. Call 911 to notify police, fire departments, and the emergency preparedness team.

3. When the principal decides to evacuate the building, the special code for a bomb threat must be announced on the intercom prior to activating the fire alarm system. Normal fire alarm procedures should be followed after the fire alarm sounds. Close, but do not lock, the doors.
4. Notify the Central Office at 377-3701
5. Staff should be aware of unusual or suspicious boxes, packages, noises, devices or disturbances in their classrooms or in the hallway as they evacuate the building. Do not touch anything that looks suspicious. Report suspicious items to the principal.
6. The school will be searched by law enforcement with the assistance from school personnel according to a plan developed by the school and law enforcement.
7. Stay in a safe designated area until the principal indicates it is safe to return to the building.

Bomb Threat-Explosion

Steps of Action for Explosions

Signals: Normal fire alarm procedures will be used unless special instructions regarding a change of fire procedures are announced.

1. Determine location and extent of explosion.
2. Call 911 and provide important details regarding possible breaks in gas or electrical lines, or other special hazards that may exist.
3. Evacuate the building using the normal evacuation procedures when all flying debris ceases. Special conditions may warrant special instructions to use alternative exits.
4. Custodian (M. Darity) will shut off gas.
5. Assist with injured, and seek medical help.
6. Notify the central office at 377-3701.
7. Secure the area until authorities arrive.
8. Send one person to meet emergency first responder to explain the situation. This person should carry master keys, floor plan, and walkie-talkie. Walkie-talkies should not be used without the permission of the Fire Department.
9. If an explosion occurs prior to evacuation, students should seek cover under their desks, if possible. At all times they should cover their heads with their hands and take a kneeling, face down position on the floor. Students should stay in this position until flying debris ceases.

ALL PERSONS SHOULD BE ALERT TO THE POTENTIAL FOR SECONDARY EXPLOSIONS WHENEVER DEALING WITH BOMB THREATS.

Tornado, Severe Thunderstorms and Hurricane Procedures

Tornados and severe thunderstorms can occur rather suddenly, therefore the following procedures and precautions shall be used.

Definitions:

Tornado Watch – conditions are favorable for tornado or severe weather. Make staff aware, but take no action.

Tornado Warning – Tornado has been sighted – take shelter immediately.

Codes: Tornado Watch
Tornado Warning

Signals:

Severe thunder storms, tornado watches and warnings will be indicated to school building over the tone alert radios in school offices. Radios must be left on at all times.

- The warning signal (or tornado drill) will be by either:
 - a. The public address system.
 - b. If the electricity is off, teachers will be notified by a runner or by a portable bullhorn announcement in the hallways.

Steps of Action

To signal a tornado warning or severe thunderstorm, an announcement on the school intercom will be made that the following steps should be taken.

1. Students should proceed to their designated positions against the wall and assume a kneeling position, head down, with hands covering their heads.
2. Students in unsafe locations at the time of the drill will go to assigned locations at the direction of the teacher.
3. Teachers are to close classroom doors after students exit into the tornado safe area.
4. Quiet is extremely important so that any necessary directions may be heard in the tornado safe area.
5. Teachers should keep their class rosters with them to verify student classroom numbers. They should kneel behind their classes to be sure students are following the drill or emergency procedure.
6. The all clear signal will be a verbal command or intercom announcement by the principal or designee.

Other Procedures

1. Under no circumstances are students to be in the PE building or under walkways during a tornado drill.
2. During a tornado watch, a weather spotter (designated person) is to be posted in a southwest area and should notify the office if a tornado is spotted.
3. The alert monitor should be located within hearing distance of office personnel.

4. In the event a tornado is sighted, the school office will contact 911.

Steps of Action for Severe Thunder Storms

1. Upon notification of a violent storm, a spotter should be posted.
2. The principal should notify all teachers and students to be in the school building and not outside of the building during a severe thunderstorm.
3. Teachers and office personnel should close all windows and blinds.
4. Students and teachers should move away from glass/windows and blinds.
5. If a severe thunderstorm strikes the school, all students and teachers should move to the tornado safe area for protection from electrical hazards and flying debris. Assume the face down, kneeling position for safety.
6. Contact 911 and the central off at 377-3701.
7. Stay in the face down position until the all clear signal is given by the principal or emergency personnel.

Hazardous Materials Incident

Hazardous materials near the school could pose a threat to the safety of the students and staff. Immediate communication with local emergency preparedness teams, fire, and police is necessary.

Internal Hazardous Materials Threat

Steps of Action:

1. Identify threat to school.
2. Notify 911 about the incident. Provide appropriate details of the incident and chemical code number, if visible. (Chemical codes are listed in the emergency Response Guidebook available through the Emergency Preparedness Office.)
3. Determine whether to maintain school or evacuate the building.
4. Follow the directions of the Fire Department and emergency personnel as to appropriate steps in evacuating the building.
5. Contact the central office at 377-3701.

Earthquake Procedures

Signals: Announcement on school intercom system to assume duck, cover, and hold position.

Steps of Action:

1. Protect face and head from flying debris with arms, books, coat, etc. Duck, cover, and hold procedure should be used.
2. Stay in this position until building tremors and/or flying debris ceases.
3. If directed to evacuate the building, you should move to an area on the school campus that is not located near gas and electrical lines that could pose a hazard if broken.
4. Contact 911 and provide details of building damage and emergency needs.
5. Contact central office at 377-3701.

***Do not light any matches or candles if an earthquake occurs.**

Utility Emergency Procedures

Signals: If the building needs to be evacuated, follow fire drill procedures with a verbal announcement on the school intercom followed by manually tripping the fire alarm. If there is an emergency due to an electrical failure, a verbal announcement will be made with a bull horn. Principal, custodians and other designated staff will conduct a visual check of all school areas.

Steps of Action:

Only "Top Priority" threats to life or safety are listed below:

Gas Line Break:

Top Priority- Call 911. Inform of break and important details.

1. Clear the area (evacuate the building, if necessary).
2. Contact the central office at 377-3701
3. Teachers should account for all students on their attendance rolls. Report missing students to the principal.

Electrical Power Failure:

Top priority- Call 911.

1. Clear immediate area (evacuate building, if necessary).
2. Contact central office at 377-3701.
3. Teachers should account for all students on their attendance rolls. Report any missing students to the principal.

Water Main Break or Sewer Break:

Top priority- Call 911. Provide details of the type break.

1. Clear the immediate area (evacuate the building, if necessary).
2. Call the Public Works office at 377-6028 and provide details.
3. Contact the central office at 377-3701.

Any after-hours facility emergency that requires school central office personnel to be involved:

- Call the superintendent and the Director of Maintenance:
 - A. State who you are.
 - B. State where you are (what facility has the problem).

Crime Reporting Procedures:

Crimes Against Persons/Property

Notification of Law Enforcement Officials

Under the laws of Georgia, any teacher, principal or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or any school function has a duty to make a written report of that act in order that the act shall be reported to the appropriate law enforcement officials. The acts which should be reported to law enforcement officials include certain criminal offenses under Georgia law including: aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/transfer of marijuana or illegal drugs, and certain sexual offenses.

Principals or other school personnel who discover violations of criminal laws of Georgia shall, within a reasonable time after such discovery, notify the superintendent of school.

Student Disturbance Procedures

1. If the misbehavior is not serious, attempt to have students return to their normal school routine.
2. Call 911 for assistance if the disruption continues or if injury occurs.
3. If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body.
4. Determine what disciplinary action to take, if any.
5. Notify parent at an appropriate time.
6. Contact the central office at 377-3701.
7. School Safety Team members discern the basis for the problem and take action to address those concerns.
8. All media inquiries should be referred to the superintendent.
9. A written record of all the above steps should be made by school personnel.

Student Walkout Procedures

1. Assign administrative security.
2. Notify the central office at 377-3701.
3. Call 911 if situation warrants.
4. Activate the School Safety Team to discuss the problem and take action to address the situation.
5. Document in writing all the above steps.

Campus Intruder

Definition: Individuals who do not receive permission from the school office to be on the school premises.

General procedures: Staff is to stop strangers and inquire as to their business in the building. Contact office to be sure they have registered. All visitors should be provided identification badges when they sign in at the office.

Signal: "We are in a full lockdown. THIS IS _____, TEACHERS, SECURE YOUR ROOMS, NOW!"

Teachers should lock their classroom doors immediately.

Steps of Action:

1. If the intruder is in the hall, staff should use two way intercoms to report to office.
2. If use of intercom is not possible, ask intruder if you may be of assistance and communicate in a non-threatening manner until help can be sent for.

3. Ask unwanted intruder to report to the school office. If the intruder refuses to report to the office the teacher should contact the office and advise office personnel of the situation and give a description of the intruder.
4. Staff should escort the stranger to the office if determined to be non-threatening.
5. If the intruder is in the classroom, teacher should seek assistance from the office.
6. If the intruder is hostile or threatening, call the school office for assistance. The school office should contact law enforcement for assistance.
7. If shots are fired, the intercom or bullhorn will be used to evacuate students to safest position away from intruder. Otherwise, students should be in the classroom and the classroom door should be locked, if possible, to prevent entry by an intruder.
8. Notify the central office at 377-3701.

***All visitors on the school campus must report to the office to sign in.**

Student Runaway or Abduction

Definition: When a student runs away from the school building during school hours, or a stranger or family member abducts a student.

Steps of Action:

1. The teacher or staff member should notify the school office and provide a description of the student(s) and the incident.
2. The school office personnel should call 911 and provide a description of the student and as much information as possible about the incident.
3. Follow student if it seems appropriate.
4. School office personnel should contact the parent or guardian.
5. Contact Central Office at 377-3701.
6. Have a description of student's clothing worn that day and a picture of the student available for law enforcement personnel. Check with teachers to obtain clothing description. Pictures may be available from permanent files.
7. Document all steps in writing.

Possession of Weapon on Campus

Whenever a student is observed or reported to have a weapon on campus, the following precautions and procedures should be followed by the school administrators and/or staff:

Steps of Action:

1. Any person found to be in possession of a weapon should be reported to the school office. Identify the person and his/her location in the building.
2. Contact 911 for possession of a weapon. Person calling 911 should clearly identify the nature of the threat.
3. Contact the Central Office at 377-3701.

When a student is enrolled at Shiver Elementary School the parent or legal guardian complete an information form. On this form is listed the phone numbers of those to be contacted in the case of an emergency (This information is located within the PowerSchool student information system. The form also requests a signature for authorizing the school to treat a student for minor injuries or sickness that may arise during the day. Examples may include cuts, abrasions. etc.)

When a student is hurt seriously at Shiver Elementary School, we will make the student as comfortable as possible and contact a parent or legal guardian. (If we are unable to contact a parent or legal guardian, then contact those persons listed for emergencies.) If the situation is serious enough, we have in the past called an ambulance while continuing the process of trying to contact the family. In these extreme emergencies, the physician that the family has listed is contacted. We then describe the situation and follow his/her instructions.

In the event of a rare emergency, we will make every effort to contact the parent or legal guardian. If this effort fails, we will contact the next individual the parent has listed. If none of these are successful, then with the listed physicians help, we respond to the student's needs.

Death or Serious Injury on Campus

Whenever a student, staff member, or visitor on campus dies or is seriously injured, the following procedures should be followed:

1. Notify 911 and provide details of the incident. Request law enforcement and emergency services. Provide 911 with all details of the incident.
2. Determine injuries and provide first aid.
3. Restore calm and move students away from the scene. Students should not be allowed to leave class to go to the scene.
4. Fax or send medical emergency information on victims to the hospital.
5. Assess extent of situation by determining who was involved or committed the act. Identify witnesses and remove them to a secure area. Keep witnesses separated. Keep the scene a secure area. Do not disturb possible evidence or remove the victim if determined to be dead.
6. Contact the Central Office at 377-3701.
7. Follow emergency procedures for communication of information to staff and students, evacuation, (if necessary) and media plan.
8. Follow crisis response follow-up plan for necessary counseling or other trauma reduction activities.

Accident/Serious Injury/Illness Procedures

Definition: Emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick student.

Signal: Use intercom.

Steps of action:

1. Teacher should contact school office and stay with injured/sick person.
2. School office should call 911 if individual's injury or sickness is determined to be of a nature that should be treated immediately by a medical doctor. First priority is the safety and well-being of the individual.
3. Fax or send medical emergency information to the hospital with victim.
4. If a qualified individual is available to administer first aid/CPR, use him/her as appropriate until emergency personnel arrive. **Please Note: A Defibrillator is located in the hallway, next to the Nurse's Station.**
5. Contact the individual's parent to notify him/her of the emergency, to advise the parent of the decision to transport for emergency care and request parent to go to the child's location.
6. Contact Central Office at 377-3701.

Hostage Situation Procedures

If a situation should arise where one or more persons hold students or staff hostage on the campus or in the school, the following precautions and procedures should be considered:

1. Notify 911 and the Central Office at 377-3701.
 2. Move all people away from the hostage situation as rapidly and quietly as possible. Check any common areas to be sure they have been evacuated.
 3. Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
 4. Designated first responder should meet law enforcement and emergency personnel as they arrive on campus.
 5. Work with the Central Office and law enforcement to determine next steps. Law enforcement has total control of hostage scene.
 6. Refer all media calls to the Superintendent at the Central Office.
- *Note: If communication is necessary, only one person should communicate with the subject. However, no one should initiate communication with the subject.**

Communicable Diseases:

Guidelines for Handling Body Fluids in School

Does contact with body fluids present a risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs.

What should be done to avoid contact with body fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available for custodians, nurses, and others who come in contact with body fluids. Gloves are required when direct hand contact with body fluids is anticipated. Hands should be washed after gloves are removed and gloves discarded in accordance with EPA regulations for the disposal of materials containing potentially biological hazardous material and by an agency equipped to handle and dispose of said materials.

What should be done if direct skin contact occurs?

Hands and other affected skin areas should be washed with soap and water. Clothing and other non-disposable items that are soaked with body fluids should be rinsed and placed in plastic bags. Disposable items should be handled in accordance with EPA regulations for the disposal of materials containing potentially biological hazardous material.

How should spilled body fluids be removed from the environment?

Schools should stock absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid and then vacuumed or swept up. The vacuum bag should be disposed of in accordance with EPA regulations for the disposal of materials containing potentially biological hazardous material. Broom and dustpan should be thoroughly cleaned in a disinfectant.

Hand washing procedures:

Proper hand washing requires the use of antibacterial soap and water and vigorous washing under a stream of running hot water from ten seconds to a minute. Use paper towels to thoroughly dry hands. An intermediate level detergent, disinfectant of Clorox 1:10 solution should be used to clean surfaces contaminated with body fluids.

Disinfecting of hard surfaces and care of equipment:

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed of in accordance with EPA regulations for the disposal of materials containing potentially hazardous material.

Disinfecting of Rugs:

Apply sanitary absorbent agent, let dry, and vacuum. If necessary, manually remove with dustpan and broom, and then apply rug shampoo (a germicidal detergent) with a brush and/or a vacuum. Rinse dust pan and broom in disinfectant. Dispose of the dry agent and used disinfectant in accordance with EPA regulations for the disposal of materials containing potentially biological hazardous material. **Note: Students should be removed from the immediate area of the bodily fluids...Note: See previous section for the procedures on handling bodily fluids.**

Off Campus Emergency Planning

Definition: Emergencies that take place off school grounds while students are on a school-sponsored activity.

Pre-trip Planning for all off campus activities:

Pre-planning is an essential element of trip preparation. The following steps must be completed prior to the off campus trip:

1. Field Trip Request forms completed and approved.
 2. A roster containing the names of all personnel, students and others who will be participating in the field trip will be completed in duplicate. One copy of the roster will be maintained at the school and the other taken on the trip by school personnel.
 3. Emergency medical information for each student shall be carried on each field trip.
 4. All personnel, students, and others riding buses on field trips must have proper identification with them.
 5. Chaperones are responsible for notifying the school of any delays or changes in the itinerary.
- **School chaperones are requested to carry cellular phones on all out of county trips.**
 - **These rules apply to all facets of transportation of students.**

Off Campus Emergency Steps of Action

Includes personal injury or illness, automobile or bus accident

Definition: Emergencies that take place off school grounds while students are on a school sponsored activity.

Steps of Action:

Upon the occurrence of an off-campus emergency, the school personnel will take the following steps:

- A. Assist in identifying students who require first aid.
- B. Call 911
- C. Call the school at 377-2325 and Central Office at 377-3701.
- D. After hours or weekends contact the school principal and then the superintendent.

Media Plan

General Media Guidelines

(Non-emergency):

While schools are public institutions, the principal or administrator in charge may limit access within the building and on school grounds for the safety of students and staff to prevent disruption to the instructional environment.

To ensure media needs are met, we ask representatives to follow these guidelines:

- A. Reporters, as all visitors, are required to sign in at the school office and must have authorization from the principal or administrator in charge to be on the school campus.
- B. Reporters cannot interrupt classes, school programs, and school business and cannot interfere with school or police investigations. Reporters may be allowed access to school activities, classrooms, staff and students at the discretion of the principal or administrator in charge.
- C. Reporters are not allowed into classrooms involved in testing.
- D. Reporters must have prior parental consent for interviews with students less than 18 years of age.

Emergency Media Guidelines:

In the event of an emergency or an incident at a school, the central office will be notified and will handle all communication with the media.

Floods

No school in Grady County is located in a flood zone. Therefore, no guidelines are needed for this emergency.

Students and Teachers should listen to local television and/or the Grady County web page for school closing announcements.

Winter Storms

Grady County is not subject to severe winter storms. Adequate weather forecasting will allow the superintendent to determine the necessity of closing school and advising personnel and the public. In the event of heat failure, the principal shall contact the superintendent to coordinate the closing of school if necessary.

Weapons in School

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property in proximity to school related functions. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school or the Board of Education and used for elementary and secondary education.
2. "Weapon" means and includes:

- a. any firearm, herein defined as having the meaning set forth in 18 USC 921 (a) (3,4), i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device," defined to include:
 - 1) any explosive, incendiary, or poison gas;
 - a. bomb
 - b. grenade
 - c. rocket having a propellant charge of more than four ounces
 - d. missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. mine, or
 - f. device similar to any of the devices described in the preceding clauses;
 - 2) any type of weapon by whatever name known which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
 - 3) any combination of parts whether designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled.

Weapons in School: Destructive Devices

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4684 or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- a. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife of any kind; or
- b. straight-edge razor, razor blade; or
- c. spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chukka, nun chuck, nunchaku, shuriken, or fighting chain; or
- d. any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.
- e. any stun gun or taser as defined in O.C.G.A. section 16-11-106(a);
- f. any other weapon which may be designated by State or Federal law subsequent to the date of this policy.

Exceptions

The exceptions to this policy are those individuals specifically provided by Georgia law.

The Superintendent shall prepare and have posted in a prominent place in each school the following notice:

Notice

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, knife, or any other knife, straight-edged razor or razor blade, spring stick, or any dirk, bowie knife, switchblade knife, ballistic knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or taser. Violation may result in expulsion from school for one year and/or criminal prosecution.

Disciplinary Measures for Students

In Possession of a "Non-firearm" Weapon

- 1. One to Five day suspension** – If a student is in possession of a "non-firearm" weapon on campus, on a school bus, or at a school function and, in the opinion of the administrator, the weapon was not brought with the intent to do harm, the student shall be subject to suspension for up to five days.
- 2. Up to Ten day suspension** – If a student is in possession of a "non-firearm" weapon on campus, on a school bus, or at a school function with the implication to do harm but, in the opinion of the principal, the situation was non-threatening, or non-aggressive, the student shall be subject to suspension for up to ten days. If a student is in possession of a weapon (knife, blade, razor, etc.) that, in the opinion of the administrator, is of the nature to warrant more than a five day suspension, the student shall be subject to suspension to up to ten days and reported to police.
- 3. Ten day suspension with recommendation for expulsion** – If a student is in possession of a "non-firearm" weapon on campus, on a school bus, or at a school function with the intent to do harm and, in the opinion of the principal, the circumstances were threatening, aggressive, or had the potential to become dangerous, the student shall be suspended ten days, reported to the police, and recommended for long term expulsion.

NOTE: These are guidelines only. Some situations may dictate a variation of these disciplinary measures.

Students – Behavior Code

Bullying

It shall be the policy of the Board that bullying of a student by another student is prohibited. In accordance with Georgia law, bullying is defined as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or except immediate bodily harm.

Discipline for any form of bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. However, upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program.

The superintendent shall develop rules and procedures, which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each middle school and high school and by ensuring inclusion of such information in student and parent handbooks.