



Coffee County School District Emergency Plan

School: *Coffee High*

A guide in case of an emergency

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Human-Caused Incidents



Bomb Threat/Suspicious Package

- The lead administrator (in most cases, Principal) should immediately conduct a thorough “credibility assessment” of the situation by consulting with local public safety agencies about the information received from the initial threat. Factors, such as the location of the device, knowledge of the device type, reason for threat of device, caller’s voice and gender, and current school and community events need to be considered before an evacuation occurs. A specific time does not need to be used to limit the amount of time given to maintaining an evacuation.
- The evacuation site should be sanitized by designated employees who are familiar with the evacuation area and are able to recognize objects not normally there. This search should be completed prior to evacuating students and personnel to the site.
- There should be an alternate site available and should remain confidential, known only to administrators, staff, and law enforcement officials.
- The administrators and school staff should coordinate with public safety officials (Law Enforcement, EMA, Fire, & EMS) to identify several bomb threat evacuation sites and family reunification site, which are 1,000 feet away from the building or suspected device. (Consider distance and shielding options)
- Administrators should coordinate with law enforcement about removing or not removing book bags from the classroom during a bomb threat evacuation. (In most instances, book bags should remain in classrooms unless otherwise directed by law enforcement.)
- While evacuating, students and staff should not be routed in such a way as to go by cars and dumpsters due to the possibility of secondary devices. The school may need to review current parking protocol or evacuation routes.
- Advise **ALL STAFF** that cell phones, hand held radios, and portable phones shall not be used within the
1,000 feet area of the school because such devices can detonate different types of explosive devices.
- Staff and students should be notified, by an administrator, as to the evacuation route and that route could vary due to the position of the device.
- If the evacuation duration lasts for an extended amount of time, provisions should be made for the reunification of students back to their respective family members.
- School counselors, social workers, and psychologists should develop a crisis plan for assisting all schools and families affected.

NOTES TO SPECIALIZE FOR YOUR SCHOOL:

Civil Disturbance

- In the case of a civil disturbance, a **soft lockdown** will be initiated with the possibility of a **hard lockdown** if the situation dictates such (**Principal's discretion**).
- Students on athletic fields/playgrounds should be lined up in orderly fashion and escorted to the gym or other area away from the incident and lockdown there. Coaches and teachers may be forced to modify this in certain instances.
- As soon as it is safe to do so, the front desk receptionist should call 911 for assistance as well as try to contact the school's School Resource Officer. The Chief of Police from the Coffee County School System should be called as soon as it is safe to do so. (Designate a backup person to call 911 if required.)
- Law enforcement shall handle all guests involved in a disturbance at one of the schools.
- School staff should refrain from having verbal exchanges or arguments when a disturbance is escalating.
- School staff shall travel in pairs if going toward the civil disturbance (In extreme cases where another staff member needs assistance.)
- All students and staff, unless directly involved, should be locked down and the incident should be isolated from everyone else. Remember to keep students out of the viewing area as well.
- If students are involved in a civil disturbance, staff members should separate them and take them to different available classrooms. This will help with interviews later, as well as deescalate the situation through separation.
- Staff members shall not allow students, involved or not, to go to their lockers or vehicles during this high-risk event.
- First aid can be given, if necessary, after the parties have been separated and in different classrooms. Administration may need to activate the Medical Emergency team and/or notify 911 to send EMS, if the situation dictates.
- A designee must be assigned to record the names of all people involved (students and third parties). Record cell phone numbers and addresses, if possible. This information will be photocopied and one copy given to law enforcement.
- Law enforcement presence should be assigned to the school during dismissal and while boarding buses. If the situation dictates, parents should be called to transport their child home immediately after the incident. If the school system is required to transport the student home, he/she will have an assigned seat and it is preferred that the bus be equipped with a monitor as well.
- A Family Reunification site will be established as needed. In this event, have the site clearly noted. Law enforcement must be present as well.
- The media will most likely be involved; therefore, all media requests for information should be directed to our PIO (Public Information Officer)
- A site near the schools should also be identified and designated as protest sites.

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Hostage/Terrorism/Intruder

- The Centegix badge or School Guard app can be used to initiate a school lockdown in the case of an intruder or hostage situation on campus.
- The school receptionist should call 911 to notify law enforcement as soon as it is safe to do so. **EVERYONE** should call 911 when safe to do so. They should pay close attention to the description of the person(s) involved, the clothing they are wearing, direction of travel, and method of travel.
- The principal should notify the Central Office, when it is safe to do so.
- Centegix will be one method of staff notification of a school lockdown. With the activation of Centegix, the computer screens, audible public address system, and flashing beacons are used to notify everyone of the lockdown. This includes flashing beacons on the outside of the building to help people coming to school for any reason.
- Students and staff will be evacuated from their lockdown positions by law enforcement only. They will be directed as to the route to take and escorted by law enforcement to a safe location. Otherwise, staff is instructed to stay locked down until physically released by an administrator or law enforcement using a key to access their classrooms. **DO NOT EVER OPEN THE DOOR. DO NOT TALK THROUGH THE DOOR.**
- Reunification site should be activated with law enforcement presence and assistance. A briefing should take place between administrators and law enforcement for a complete understanding of the situation.
- An administrator and law enforcement official may be required to notify a family member if their student is held hostage, has become a victim, or is identified as a perpetrator. All efforts will remain to keep their identity confidential. They should be treated with the utmost respect and kept in a secure place so that up to date information can be forwarded to them as soon as reasonable.
- School officials will understand that once law enforcement is on scene they are to assist in any possible way, including giving the officers their master key and any pertinent information pertaining to the incident. Law enforcement will assume control of the situation until the incident is over.
- An administrator at the reunification site familiar on how those procedures will operate should brief officers, away from any family members or other personnel. An officer(s) will be assigned there for security and to maintain order. Students should be escorted out to parents or guardians one at a time.
- Plans should be made by each school in developing primary and secondary perimeters around the school (Crime Scene). This should incorporate law enforcement as well in this development.
- Each school should develop a safe staging area for media briefings and in the event of a hostage/terrorism/barricade situation. Understanding this task may change in an active shooter/terrorism event. If this location is located off school property, a memorandum of understanding agreement should be signed between the school and the party giving access to their location.
- School Officials should not attempt to negotiate with hostage takers or barricaded subjects once law enforcement is on the scene. The event control will be turned over to law enforcement.

- 📺 The Crisis Intervention Team should be activated as soon as possible to assist the affected families and students. This includes siblings at neighboring schools, parents/guardians working in the school system, etc.

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Missing Student/Kidnapping

- 📺 Staff member(s) who discover that a student is missing should notify the school office and provide a description of the student(s) and information about the incident as soon as possible. The Coffee School Police Department should be notified immediately.
- 📺 A soft lockdown or MIT (Maximum Instruction Time) should be initiated as soon as a missing child is discovered, if during the school day. Teachers/staff should immediately account for their students in their classrooms.
- 📺 In the event a **threat** of a kidnapping/childnapping has occurred, the school should immediately be placed into a soft lockdown and visitors should not be allowed. Law enforcement should observe pick-up and bus duty as an added layer of protection for those affected.
- 📺 The School Resource Officer should be notified immediately of a threat or actual kidnapping/missing student. The Chief of the Coffee County Schools Police Department should be notified as well.
- 📺 All available staff members (administrators, counselors, and staff) who do not have a class or students should check all unoccupied areas for the student. This would include bathrooms, closets, playgrounds, or any other potential hiding place.
- 📺 Administrators shall accompany law enforcement in notifying the parents/guardians of the missing student. Information restricted by FERPA can be relayed to law enforcement during this time because of exigent circumstances. This should include the document that includes a picture of the student. Law enforcement should be provided with a clothing description, if possible.
- 📺 Front office staff should immediately notify other schools housing siblings of the affected student. Administrators should monitor the siblings.
- 📺 Front office staff shall send an email to all school faculty and staff to notify them of the situation. This email should include the Superintendent, Assistant Superintendent over security, and School System Police Chief.
- 📺 The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Report of Weapon on Campus

- 📺 School staff shall not approach students believed to be in possession of a weapon without law enforcement present. Only trained and armed law enforcement officers should confront armed individuals. (Unless exigent circumstances are present to protect yourself or a third party)
- 📺 Anytime a student is suspected of carrying a weapon, staff members should notify the school resource officer immediately. This should be done as discreetly as possible so that the student is not provoked or tipped off on the notification. Administrative staff should be notified immediately after the SRO.
- 📺 Schools Officials shall comply with O.C.G.A. 16-11-127.1 regarding reporting requirements of prohibited weapons on school grounds or a school campus.
- 📺 The SRO and the Chief of Police of Coffee County School Police Department shall be notified every time a weapon is believed to be present. The notification shall be discreet as not to alert the student of the notification.
- 📺 Legal action shall be filed by the SRO against any student found to be in possession of a weapon on a school campus. A copy of the report and Juvenile Delinquent Report/warrant will be forwarded to the Chief of Coffee County School System Police Department immediately upon completion. Officers shall make every effort to keep the situation from escalating or from allowing the student from disposing of the weapon. Officers can only search students where probable cause exists under the Fourth Amendment. Administrators can search on mere suspicion of an infraction being committed. Administrators and officers should remember that the original idea to search should come from school staff and not the officer.
- 📺 Appropriate law enforcement should interview the student to complete a threat assessment. A mental health evaluation should also take place for the student.

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Suicide at School

- A school counselor or administrator will accompany a law enforcement officer in the notification of a suicide which occurred at school. This shall be in person when practicable. It should be done in a caring and respectful manner
- The school campus will be immediately placed into a soft lockdown with absolutely no movement. This procedure will attempt to prevent onlookers, lessen panic, and maintain the integrity of the crime scene. It is imperative to remember this is a crime scene and nothing should be disturbed or moved.
- Administrators should preserve the crime scene, not allowing anyone in or out of the affected area until law enforcement arrives.
- Walkie-talkies, two-way radios, or cell phone conversations should not include the student's name to prevent someone overhearing it. This will help prevent the family finding out before officially being notified.
- Family members who attend or work in the school system shall be notified with an administrator and law enforcement in the same manner as if at home. Every step should be taken by their school administrators to ensure proper notification is done through a caring and respectful manner.
- Any and all staff should take universal precautions concerning blood borne pathogens.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

Weapons/Violent Incident

- School Resource Officers should be immediately notified when a report of a weapon assault is received. Do not wait to verify if it is certain. Notification can be done through Centegix, call button, cell phone, or any other means provided to you. School staff should not wait to initiate a lock down. Lock down immediately into a **HARD** lockdown!
- Upon any school staff calling 911, be ready to tell them all the information known to you at the time of the incident. Do not assume anything and only provide the information you know to be true.
- If any staff member is familiar with the student(s) or knows the identity of the suspect(s), relay that to law enforcement as well.
- Staff members are instructed to call 911 immediately when lockdown is secured and the students are in place. Information should be given to them. Request that emergency services and all available first responders come to the location. Centegix can be used for this function as well.
- Use Centegix as a notification to initiate the appropriate response from staff. This will initiate the beacon's flashing, audible notification, and computer notifications. If Centegix is not available, use any means afforded to you to notify the office and/or administration of a needed lockdown.
- Faculty and staff should not attempt to disarm armed individuals (except in exigent circumstances to protect yourself or a third party where the suspect has gained access to your classroom or office). A staff member should never put themselves in harm's way unnecessarily.

- Staff should recognize that the whole school or affected area may/will be a crime scene. Blood is not to be cleaned up or anything moved. Everything, at this point, becomes evidence.
- Stop-the-Bleed kits are in every school. First aid should immediately be rendered when safe to do so. Tourniquets and other first aid material should be used to stop excessive bleeding. Gauze and applying pressure shall also be used on wounds when tourniquets are not an option
- A reunification site should be set up by each school and readily available, if necessary. A secondary reunification site should be established so that in the event the first option is not available, the second one will be.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Natural Disasters



Earthquakes

- Students and staff should protect their face and head from flying debris and should remain in a duck-and-cover position under sturdy furniture until the earthquake and tremors cease. Personnel should crouch in a safe place under sturdy tables or kneel next to interior walls of the facility and cover head until the earthquake stops.
- School administrators should complete a quick inspection of the building structure and once safe to do so, maintenance personnel should evaluate each district site for structural damage. This must be done before school resumes to ensure a safe learning environment.
- All gas valves should be shut off after an earthquake has occurred. Staff should not light any candles/matches or turn on any electrical equipment within the building until it has been deemed safe to do so by maintenance and public safety.
- If evacuation is needed, school officials should move the students, in an orderly fashion, to their specific evacuation site. This site should be close to the school but away from any gas or electrical lines that could pose a hazard if broken.
- Students, staff, and faculty should be prepared for aftershocks.
- All school personnel and students should move away from buildings, street lights, and utility wires if located outside when the earthquake starts.
- Personnel and students should also keep in mind and be prepared for systems activating, such as any alarms and sprinklers. Note: *This is common during earthquakes.*
- School bus drivers **do not** need to stop the buses under overpasses, bridges, or power lines.
Drivers should pull over as soon as possible and stay in the bus with the students.
- Staff members should keep in mind the possibility of having to avoid hanging plants, wall hangings, falling furniture, and overcrowded shelves when taking cover.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

Floods

- Staff should turn off utilities at main switches if safe to do so. They should also unplug appliances, and do not touch electrical equipment.
- Sandbags should not be placed directly against the wall of a structure as this increases pressure placed on the building and can cause further damage.
- Staff should understand if water is flowing freely through the school, they should allow it to flow to avoid further damage to the facility.
- Staff and students **SHOULD ALWAYS** avoid downed power lines. It does not matter if you think they are not electrified or not. **STAY AWAY!**
- No one should drink tap water due to contamination.
- School bus drivers should never drive through flooding waters. Turn around and access that area from another way, if possible. If water starts rising rapidly around the vehicle, they should evacuate the children from the bus and climb to higher ground.
- Staff should always monitor weather radios during periods of torrential rain.
- Administrators and staff should not to allow buses to leave or students to leave in cars when flash flood warnings have been issued until it has been deemed safe to do so.
- Administrators should consult with the School Safety Director/Chief of Police or Assistant Superintendent over school safety to determine the next course of action.
- Transportation should provide alternate routes to avoid flood-prone areas. These routes should be provided to the bus drivers and be added to the Emergency Plan specifically for Transportation.
- If the school is designated as an evacuation shelter, late opening, school cancellation, or early dismissal may be necessary.
- Flood maps can be viewed at <https://map.georgiadfirm.com/> to determine high ground, flood- prone creeks, rivers, dam sites, bridges, crossings in Coffee County.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Hurricane

- 🎬 Administrators should listen to advice of local officials and evacuate when told to do so.
- 🎬 School staff should monitor NOAA Weather Radio, local radio, or television for evacuation instructions.
- 🎬 Staff should be informed if they are not ordered to evacuate, occupants should stay indoors and away from windows.
- 🎬 Be alert for tornadoes. Tornadoes can happen during and after a hurricane passes over.
 - Remain indoors, in the center of your facility, or in a closet or bathroom without windows.
- 🎬 Each school should have the phone number of the Emergency Management agency (**912-384-5440**). A road map should be in the local emergency or evacuation kit as you may have to take an alternate route if roads are closed or clogged.
- 🎬 Each school should assemble a disaster supply kit. It should include a first aid kit and essential medications. It should also include canned food, can opener, water, protective clothing, rainwear, bedding or sleeping bags, battery powered radio, flashlight and extra batteries, and special items for infants and/or special needs persons.
- 🎬 Written instructions should be maintained with the emergency plans on how to turn off gas lines and water if authorities advise you to do so. Note: *You will need a professional to turn them back on.*
- 🎬 The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Thunderstorm

- 🎬 Each school should determine a safe location for all staff and students during severe thunderstorms. They should also give consideration for special needs individuals.
- 🎬 Students should not be released or buses allowed to leave should a severe weather warning be issued.
- 🎬 After-hours events should be monitored to prevent the likelihood of being trapped in severe weather. Each school site should determine a safe

location for students, staff, and fans to go in the event of severe weather. This includes but not limited to, ball games, Parent Teacher Conference, Parent Teacher Organization meetings, livestock events, etc.

- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Tornado

- Staff should announce the situation of “Tornado Watch” or “Tornado Warning” when appropriate over the intercom system or other means of communication when a warning is issued by the National Weather Service.
- Students and staff should remain in the duck-and-cover position until danger passes and the “All clear” is given.
- A safe location should be designated at each school for all persons. This should include cafeteria workers, and custodians.
- School administrators should consult with the maintenance director and local emergency management regarding structural damage to the school facility before normal operations resumes.
- Staff should take into consideration actions for special needs individuals. Things like who will assist students in wheelchairs, etc.
- If staff are ask to evacuate the buildings, they should move to an area located on or near school property. They should avoid areas located near gas lines and electrical lines.
- Students, staff, and buses should not be allowed to leave if a severe weather warning is issued.
- After-hours events should be monitored to prevent the likelihood of being trapped in severe weather. Each school site should determine a safe location for students, staff, and fans to go in the event of severe weather. This includes but is not limited to, ball games, Parent Teacher Conference, Parent Teacher Organization meetings, livestock events, etc.
- Staff should be prepared for debris caused by furniture, equipment, and other heavy objects.
These objects may also block evacuation routes.

■ The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Accidents



Transportation Accident

- Bus drivers or monitors should call 911 immediately after an accident occurs.
- Bus driver or monitor should call the bus shop after hanging up with 911. Transportation will call the Assistant Superintendent of Safety and the School Safety Director/Chief of Police of the school system.
- Transportation will call the school to advise them of the accident.
- If necessary, once cleared by law enforcement, students will be bused to a reunification site and family reunification protocol will be implemented. In most cases, unless injured, the students will be transferred to another bus and taken home.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.
- Transportation will document the names and identifying information of all riders on the bus at the time of the accident.
- Bus drivers will submit to an immediate drug screen. This is for the protection of the driver and the school district. The Transportation Director, or his designee, will ensure the driver is taken for this drug screen. If a driver refuses a drug screen, he/she will no longer be eligible for employment for the Coffee County Transportation Department or the Coffee County Board of Education.
- School bus video should be retrieved and given to the Transportation Director for safe keeping. It shall also be given to law enforcement personnel upon request.

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Fire

- Immediately upon hearing a fire alarm, the teacher will observe the hallway to look for any suspicious person or persons with a weapon. They should also listen for any type of noise that resembles gunfire. Once they are satisfied that there is a fire, they will then evacuate their students and staff.
- When evacuating the building, teachers should unlock their doors and leave exit doors unlocked so fire personnel can easily access the building.
- The day porter will shut off the facilities' power and gas, if safe to do so.
- School staff should only attempt to extinguish small fires using fire suppression equipment available. Staff should not put water on electrical fires or attempt to put out fires involving possible explosives, toxic chemicals, or hazardous materials.
- Fire evacuation plans should be posted in every room in the building at student's eye level. Teachers should highlight their own room for easy identification.

- Fire evacuations sites should not be located in a parking lot or a school roadway where emergency vehicles may have to access the school.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Hazardous Materials

- If the decision to cancel or evacuate the school, reunification protocol should be initiated. Consider students may need decontaminating if exposed to the hazardous material.
- If applicable, initiate the Injury/Illness/Death Plan. (See Next Section)
- Evacuation site may need to be located off the school campus. Evacuation routes may need to be redirected due to the location of the hazmat release.
- Request assistance from the local EMA regarding a hazmat incident and cleanup.
- In the event of mass contamination, EMA will be called immediately and the scene will be turned over to them as soon as they arrive. The school district will follow all protocols from the local EMA Director.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Death/Injury/Illness at School

- Front office staff should call 911 immediately upon receiving information as to this type of emergency. The SRO on campus should also be notified and respond if it is a death or injury call. The school nurse should be called and a medical emergency should be called. (See Section for Medical Emergency)
- Walkie-talkies, two-way radios, or cell phone conversations should not include the student’s name to prevent someone overhearing it. This will help prevent the family from finding out before officially being notified.

- Family members who attend or work in the school system shall be notified with an administrator and law enforcement in the same manner as if at home. Every step should be taken by their school administrators to ensure proper notification is done through a caring and respectful manner.
- The school nurse and/or persons trained in CPR/First Aid will administer aid to injured students and staff. A Medical Emergency will be called and the Medical Emergency team activated. Those persons trained will respond and other staff members should be identified as staff that can cover those Medical Emergency members' classrooms.
- The family reunification site may need to be initiated in certain events. This should be school specific as to the location.
- In certain situations, an evacuation may be conducted. A Primary site should be identified at the school level, as well as a Secondary site.
- Staff need to remember this is a crime scene, except in the event life-saving measures are underway for the victim(s). Life-saving measures take precedence over crime scene preservation.
- Designate two people to receive first responders to escort them to the location or scene.
- Stop any disciplinary or special notifications (Such as Kininvolved). This will prevent any inadvertent notification to the family of the deceased.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Radiological Accident

- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.
- Contact the local EMA director for assistance and turn the scene over to them upon their arrival to the location. **(912) 384-5440**
- Call 911 for first responders' response.
- Notify the Central Office (Superintendent, Assistant Superintendent over Safety/Security, and School Safety Director/Chief of Police.

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Utility Failures

- Maintain phone numbers of companies in relation to outages or emergency repairs. This list would include but is not limited to the appropriate power company, gas company, city that may supply water/waste water, etc.
- If there is a power failure and Kinvoled cannot be accessed, the administrators will call the Information Technology department so they can send a message to the appropriate parents for that school.
- Administrators and the Director of Maintenance (or his/her designee) will assess the effects of the utility failure and establish best course of action. This may include closing school for a certain amount of time, for the day, or longer. That decision should be in agreement with the Superintendent or the Assistant Superintendent over Facilities.
- If utilities are off, an administrator or their designees will go to each classroom to advise the teachers of their course of action.
- If possible, connect with community resources for an alternate way of having power, water, telephone, and other necessary supplies.
- Contact the Maintenance Director to check on the availability of generators and also ask if they would be adequate.
- Family Reunification protocols may need to be initiated.
- Evacuation may need to be initiated to the evacuation site.
- Work with the Maintenance Director and Food Service Director in ways to maintain and preserve the refrigerated food. This may include securing and storing in other locations.
- **GAS LEAK:** Any time a school is evacuated due to a gas leak, the fire alarm system should not be used. This may cause the faculty to exit through a higher concentration of gas if it is located on the evacuation route. The students and staff should be evacuated to the bomb threat location and should not down wind from the gas leak. The fire department should be called and the appropriate steps taken to ventilate the school facility once the gas leak is corrected. This should start where the concentration is the strongest.
- **WATER CONTAMINATION:** If the school is not evacuated, ensure that a large quantity of water can be located for use. Instruct the day porter to turn the water valves off to prevent accidental consumption. Contact the local EMA for resources, if necessary.
- The Director of Maintenance should be notified immediately of any utility failure.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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General Considerations



School Safety Zone

- If the school is designated as an evacuation site, the school may need to have an early dismissal or late opening for the day. This will be achieved through Kinvoled messaging and social media.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.
- If special groups use the facilities for reasons such as voting, after school programs, etc., they must be limited to the area for their specific use. Access to other areas of the school should be restricted from all visitors. Staff responsible for the site should also conduct a sweep of the accessed area before leaving for the day to ensure no one is still at the location.
- The School Safety Director/Chief of Police will contact any school that may be affected by a situation in the community. This may include hazardous materials incidents, bank hostage situations, etc. This may require the affected school(s) to take immediate action.

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Non-Instructional Hours

- The Crisis intervention Team will be notified about major incidents that occur during non-instructional hours. They may be initiated immediately or comprise a plan of action to help that affected individuals.
- Upon being notified, the School Safety Director/Chief of Police will notify the school(s) involved with crises taking place with their students or staff.
- The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Field Trips

- 🎬 Teachers/Staff/Coaches should create a list of all staff and students who will be participating in a field trip. The roster should include the bus number, the students traveling, and the grade or homeroom for quick reference. A copy should remain on each bus and also be provided for the school's administration.
- 🎬 A list to identify students/staff with special medical conditions should be completed. This information should be carried on each trip.
- 🎬 Teachers are instructed that each child participating in a field trip wear some type of identification tag at all times. (Especially elementary students.)
- 🎬 All chaperones should be provided with some form of communication or a phone list will be given to them that includes the teacher's phone number in charge of the field trip. This list should also include the school's phone number and an administrator's cell number if after hours.
- 🎬 Each student participating in the field trip MUST complete a field trip request form completed by the parent or guardian
- 🎬 The Crisis Intervention Team shall develop a crisis plan for assisting all schools and families affected. This should include siblings at neighboring schools, parents/guardians working in the school system, etc.

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Media Protocol

- 🎬 Each administrator from each school shall establish a safe staging area for media during an incident. This site should be far enough away as to not interfere or interrupt family reunification or response operations. Identify several alternate staging areas in case the primary staging is unavailable.
- 🎬 Currently, the Public Information Officer (PIO), is the Coffee County School District Human Resources Director.
- 🎬 If a major incident occurs, the Information Technology Department will assist the PIO with getting accurate information out to the media and community.
- 🎬 If the incident is a criminal act, the School System PIO will coordinate with the School System Police Chief and/or Georgia Bureau of Investigation with all statements and releases due to the information being confidential or sensitive.
- 🎬 The Public Information Officer will develop a pre-drafted press release for quick response and information dissemination in a crisis situation.

Notes: _____

Special Needs Persons

- The teacher, who has a student with mobility issues, shall either personally assist the student or assign another responsible person to assist the student when a hazardous situation presents itself.
- When preparing an emergency kit, it must include emergency medication for special needs students and transportable in case the facility must be evacuated. There must be an adequate supply of medication in case the school is evacuated for an extended period of time
- Teachers should instruct special needs students and/or staff on the evacuation routes as to which route would be suitable for them and their special needs.
- If emergency transportation is needed for special needs students, transportation will be contacted to send a special needs equipped bus for assistance.

Notes: _____

Emergency Evacuation Kits

- Administration of each school will establish at least two (2) emergency evacuation kits other than the one located in the front office, in case the front office is not accessible. These kits should include class rosters, adequate medication for special needs students, first aid supplies, general medication, etc.
- Emergency kits should be placed in different areas of the facility, assigned to various staff members to ensure that the kits will be available, and utilized during an evacuation. It is the responsibility of the administrator to assign the personnel to these kits.
- The emergency kits will be taken on every evacuation ... INCLUDING DRILLS!

Notes: _____

Lockdown

- Students who find themselves located in the hallway during a lockdown should go directly to a staff restroom and lock down. They should not stand in front of the door and should not open the door for anyone. They should not talk to anyone through the door either. Should the student not have a staff restroom instantly available, he/she may be required to evacuate the building through running out of the nearest exit door. In an active shooter situation, he/she should attempt to listen as to the direction of the gunfire and run in the opposite direction. Staff will assist students in the lockdown in the cafeteria. This may include areas in the kitchen. Again, if the student cannot lockdown, he/she

should evacuate the building immediately. The only defense on a playground, ballfield, or busing area may be to evacuate the area as quickly as possible.

- 🎬 Emergency plans should be located in each classroom and accessible to all teachers and substitutes.
- 🎬 At least one active shooter/lockdown drill will be conducted at each school to ensure proper training for teachers/staff and students.
- 🎬 In the event of a lockdown, the word lockdown shall be used. There should not be any “code words” or “special phrases” due to not everyone may know what those mean. Substitutes may not be familiar with each school's special words. Centegix may also be used to initiate a lockdown as well. This will include audible instructions, visual aids (flashing beacons), and computer screen takeover.

Notes: _____

Family Reunification

- 🎬 Each administrator will establish a secure reunification site in close proximity to the school but away from waiting family members. The reasoning for this is for accountability of students and proper notification of other family members who may have family members who are victims.
- 🎬 Each administrator will identify a specific staff member to organize the numerous public safety and mental health personnel who will be responding to the site.
Each administrator will identify a specific staff member to coordinate with authorized parents/guardians in signing out their student. This may require more than one staff member to execute this in a timely manner.
- 🎬 Each administrator will identify a specific staff member to check the identification of all persons who arrive at the family reunification and/or evacuation site.

Notes: _____

Emergency Announcements and Procedures

- 🎬 Administrators will ensure that every staff member is familiar with the emergency protocols and are aware of correct procedures to follow.
- 🎬 Administrators will ensure that the announcements are consistent, clear, and not confusing to the staff. Avoid code phrases such as, “Please bring keys to the office.” Such code phrases are confusing

and potentially dangerous. Clear, plainly spoken instructions reduce the likelihood of further confusing an already chaotic situation.

- Administrators will ensure that one signal is not used for more than one emergency. For example, do not pull the fire alarm for a fire and a bomb threat.

Note: _____

Other Considerations...

Medical Emergency



Medical Emergency Plan

-
- When a medical emergency is reported that a staff member, student, or person is down, the nurse and front office staff should be notified immediately.
- The front office staff will immediately call 911 and advise them of the situation. The phrase “Medical Emergency” may mean something else to them than what is actually going on. Tell them exactly what is going on to reduce miscommunication.
- The nurse, emergency bag, and the AED should be en route to the location at this point.
- The AED should be applied immediately. It will be used in concert with CPR.
- Office staff should be ready to supply who the victim is to 911, circumstances of the incident, is the victim breathing, the location of the victim, and any other pertinent information that would be helpful to the responding units.
- Once the nurse arrives at the MEDICAL EMERGENCY, someone located at the MEDICAL EMERGENCY should make contact with the office staff to relay all of the pertinent information for the 911 call.
- As one member of the office staff calls 911, the other staff member should announce MEDICAL EMERGENCY at/in (Give the exact location). This should be announced three times!
- Assignments should be made in advance as to who has what role. Someone should go to the front of the school or an obvious location to respond to emergency personnel and guide them to the location of the medical emergency.
- Once the MEDICAL EMERGENCY is called, the Medical Emergency team will be activated.
- All students should be placed into a “soft Lockdown” with NO Student movement. This will reduce the likelihood of a student observing the medical emergency and will ensure all students are accounted for.
- Also in the assignments, list what teachers will assume responsibility for Medical Emergency Team Member’s classroom.
- DO NOT allow students to be in an area where they may observe a medical emergency. Move them to an area away from the medical emergency.
- The administrator (or designee) will start documentation of the times and events of the MEDICAL EMERGENCY. This should include what time the MEDICAL EMERGENCY was called, what time EMS was called and by whom, was the AED used and how many shocks, was CPR initiated and by whom, witnesses to the event, and any other pertinent information that is deemed important or relative to the incident.
- An administrator is responsible for notifying the parent/guardian and instructing them to go to the appropriate hospital emergency room.
- An administrator will give the “ALL CLEAR” to be called.
- Documentation of the event will be done by all MEDICAL EMERGENCY TEAM Members as to what they did individually. The school nurse will be responsible for collecting the statements

and assembling the medical emergency paperwork. If the nurse is the cause of the medical emergency, the principal (or designee) will complete and gather all required paperwork.

- 📅 This process should be conducted quickly, as time is of the essence.
- 📅 Assignments should be permanent to reduce confusion in the event of a MEDICAL EMERGENCY.

List of MEDICAL EMERGENCY members and other assignments

NURSE Michelle Grantham /Obtain the emergency bag from the nursing office

ADMINISTRATOR Van Allen

TEAM MEMBER Angela Davis

Assignment Assist Nurse with medical care

TEAM MEMBER Kyle Byrd

Assignment Backup for Mr. Allen

TEAM MEMBER Jessica Baker

Assignment Crowd Control

TEAM MEMBER Melody Williams

Assignment Document times/events/contact parent

TEAM MEMBER Chanc Logue

Assignment Retrieve AED _____

TEAM MEMBER Derrick Smith

Assignment Retrieve AED _____

TEAM MEMBER Grady Hart

Assignment Retrieve AED

TEAM MEMBER Pernell Smith

Assignment Retrieve AED _____

TEAM MEMBER Kate Walker

Assignment Crowd Control

TEAM MEMBER Vivian Jackson

Assignment Call 911/Announce med emerg. over PA

TEAM MEMBER Hannah Smith

Assignment Direct EMS to location of emergency

Team Member Jessica Baker

Assignment Direct EMS to location of emergency

TEAM MEMBER _____ Assignment _____

TEAM MEMBER _____ Assignment _____

TEAM MEMBER _____ Assignment _____

Staff member Covering Medical Emergency Member's classroom

Name Keyonna Dawson covering Angela Davis

Name Crecynthia Kellogg covering Pernell Smith

Name _____ covering _____

Name _____ covering _____

Name _____ covering _____

Name _____ covering _____

Name _____ covering _____

Name _____ covering _____

Name _____ covering _____

Name _____ covering _____

Emergency Phone Numbers

Broxton City Hall-----	(912)359-2060
Broxton Police Department-----	(912)359-3813
City of Douglas Utilities-----	(912)384-3302
Coffee 911 Center (All Public Safety Emergencies)-----	911
Coffee 911 Center (Non-Emergency)-----	(912)384-7675
Coffee County Board of Education -----	(912)384-2086
Coffee County Schools Maintenance-----	(912)389-6894
Michael Spikes Maintenance Director-----	(912)850-5018
Coffee County Schools Police Department-----	(912)389-6596
Chris Elrod School Safety Director/Chief of Police-----	(912)501-7905
Coffee County Schools Transportation-----	(912)389-6892
Buddy Gilliard Transportation Director-----	(912)850-2951
Coffee County Sheriff's Department-----	(912)384-4227
Coffee EMA-----	(912)384-5440
Coffee Fire-----	(912)384-5440
Coffee Regional Medical Center-----	(912)384-1900
Douglas City Hall-----	(912)384-3302
Douglas Fire Department-----	(912)384-4815
Douglas Police Department -----	(912)384-1111
Georgia Power-----	(888)891-0938
Nicholls City Hall-----	(912)345-2421
Nicholls Police Department-----	(912)345-2140
Satilla REMC-----	(912)632-3503