

# SCHOOL SAFETY PLAN

## CONECUH COUNTY JR. HIGH



2014–2015

2347 CLEVELAND AVE  
CASTLEBERRY, AL 36401  
MARTHA HOLLINGER  
PRINCIPAL

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COMPREHENSIVE SCHOOL SAFETY PLANNING COMMITTEE &  
EMERGENCY RESPONSE TEAM

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Laura Hale City Clerk	251-966-2141(work)
Voncil Jackson Director	<a href="mailto:Voncil.jackson@dhr.alabama.gov">Voncil.jackson@dhr.alabama.gov</a> 251-578-3917(work) 251-238-0260(cell)
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Denese Rankin Parent	<a href="mailto:Denese.rankin@conecuhk12.com">Denese.rankin@conecuhk12.com</a> 251-578-1752(work) 251-369-0993(cell)

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Castleberry Fire Department Josh Reeves George McIntyre	966-2113 (office) 251-369-3974(cell) 251-238-3990(cell)

Castleberry 911	251-593-0709(cell)
Conecuh Fire & Rescue John Powell	251-578-4481(office)
Conecuh County EMA Shawnee Booker	<a href="mailto:E911c@bellsouth.net">E911c@bellsouth.net</a> 251-578-5911
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Veronica Patterson Nurse	<a href="mailto:Veronica.patterson@conecuhk12.com">Veronica.patterson@conecuhk12.com</a> 251-238-1113(cell)
Robert Bentley Governor	334-242-7100

## INTRODUCTION AND STATEMENT OF COMMITMENT

Conecuh County Junior High School is committed to providing a safe and healthy environment for the students, faculty, and staff to study and work. This plan is a directive from the Governor of the State of Alabama to the State Department of Education with instruction to assist all local education agencies in following a suggested format for simulating a safe plan.

We have prepared the Plan & Procedure for Crisis Management/Prevention to provide a framework in which the school can plan and perform its respective emergency functions during school crisis situations. It is further designed to assist the staff in following the procedure with the greatest possible speed and safety. We acknowledge this plan with sound judgment of the administration and staff as an integral part of safety management.

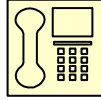
## SCHOOL FLOOR PLANS

Conecuh County Junior High School floor plans are located inside every classroom by the doors. The evacuation route is clearly labeled for each classroom. This includes storm and fire evacuation routes. The floor plans are as follows:

## EMERGENCY CONTACT INFORMATION

	HOME	WORK
<b>MARTHA HOLLINGER</b> PRINCIPAL Cell: 251-282-6048 251-238-1940	219 Lett Street Monroeville, AL 36460	2347 Cleveland Avenue Castleberry, AL 36432
<b>RONNIE BROGDEN</b> SUPERINTENDENT Cell:251-254-0926	Browder Goree Road McKenzie, AL 36456	100 Jackson Street Evergreen, AL 36401
<b>RON MCDANIELS</b> TECHNOLOGY COORDINATOR Cell: 251-363-3201	251-578-1752 251-238-1890	100 Jackson Street Evergreen, AL 36401
<b>EDWIN BOOKER</b> SHERIFF 251-578-1260	Thomas Road Evergreen, AL 36401	104 Liberty Street Evergreen, AL 36401
<b>JOSH REEVES</b> FIRE CHIEF Cell: 251-369-3974	464 Baggett Road Castleberry, AL 36432	85 Strawberry Street Castleberry, AL 36401
<b>ALABAMA STATE TROOPERS</b> 334-578-1315	106 Hillcrest Drive Evergreen, AL 36401	PO Box 1511 Montgomery , AL 36102
<b>Hillcrest High School</b> Rodney Drish Principal	251-578-1126	1989 Jaguar Drive Evergreen, AL 36401
<b>Marshall Middle</b> Geneva Lyons, Principal	251-578-2866	428 Reynolds Avenue Evergreen, AL 36401
<b>Evergreen Elementary School</b> Tonya Bozeman, Principal	251-578-2852	821 West Front Street Evergreen, AL 36401
<b>Repton Jr. High School</b> John Ward, Principal	251-248-2960	2340 Conaly Street Repton, AL
<b>Lyeffion Jr. High School</b> Rita Nettles, Principal	251-578-2800	7575 Highway 83 Evergreen, AL 36401
<b>Bus Shop</b> Dorothy Bennett	251-578-7075	209 Copper Street Evergreen, AL 36401
<b>Maintenance</b> Donnie Brewton	251-578-2604	209 Copper Street Evergreen, AL 36401

## HELPFUL PHONE NUMBERS



**EMERGENCY**

Fire & Police (emergency only).....911  
Sheriff’s Department..... 251-578-1260  
Castleberry Police.....251-966-2200  
Alabama Emergency Management Agency.....205-280-2200

**DRUG ABUSE, TREATMENT, OR REHABILITATION**

Poison Control.....800-222-1222  
Evergreen Medical Center..... 251-578-2480

**MENTAL HEALTH, CHILD ABUSE, NEGLECT, AND SEXUAL ASSAULT**

Department of Human Resources (DHR)..... 251-578-3900  
Southwest Mental Health..... 251-578-4545

**SUICIDE PREVENTION**

Suicide Prevention Hotline.....800-273-8255

**CONECUH COUNTY SCHOOL SYSTEM**

Central Office.....251-578-1752  
Safe School Hotline.....888-728-5437  
Resource Center..... 251-578-7074  
Hillcrest High School..... 251-578-1126  
Marshall Middle School..... 251-578-2866  
Repton Jr. High School..... 251-248-2960  
Lyeffion Jr. High School.....251-578-2800  
Butler Co. BOE.....334-382-2665  
Covington Co. BOE.....334-222-7571  
Escambia Co. BOE.....251-867-6251  
Monroe Co. BOE.....251-575-2168

SCHOOL CRISIS MEMBERS

ROLE	MEMBER	RESPONSIBILITY
Central Office Staff	Ronnie Brogden ( Superintendent )	Assist as needed upon arrival at the scene, but not limited to media, contact, and parental liaison.
Principal	Martha Hollinger	Assemble School Crisis Team and oversee all aspects of crisis.
Crisis Team Members	Charlene Boykin-Counselor Rev. J.O. Meeks-Minister Claudia Langley- Community	Duties as directed by emergency response personnel and/or principal.
School Nurse	VERONICA PATTERSON	Medical attention and supervision.
Office Staff	JoAnn James ( Secretary )	Student information
Classroom Teachers & Staff	ALL Faculty & Staff	Student supervision

## EMERGENCY SUPPLIES AND LOCATION

Emergency supplies and first aid supplies are necessary when a disaster of nature occurs. Supplies are housed in a storage area in the main office.

### EMERGENCY

Candles	Blankets
Matches	Bottled Water
Flashlights	Paper Towels
Batteries	Wet Wipes
Emergency Radio	Cell Phones

### FIRST AID

Tylenol	Assorted Band Aids
Gauze	Sterile Water
Tape	Scissors
Tweezers	Bandages
Instant Ice Packs	Ace Bandages
Sewing Needles	Slings

Anti-Bacterial Salve  
Gloves

Steri-Strips or Butterfly stitches

## PREVENTION AND CURRICULUM

### **SCHOOL CLIMATE**

- The school provides parents with a yearly survey in order for them to have input into the school climate.
- Results are evaluated and revise the existing safety plan.
- The school counselor provides the opportunity for students to provide feedback regarding the school climate. The students also participate in the PRIDE survey.

### **STUDENT/FACULTY/STAFF RECORDS**

- Information on file is accurate, accessible on computer, current, updated when needed.
- Student/Faculty/Staff records are completed with life-threatening medical facts such as: allergies or chronic medical conditions.
- Records clearly indentify persons authorized to pick up the student in the absence of parent/guardian. Copies of court orders relevant to children are one file.
- Procedure requires that identification of the persons picking up the student is met before check-out is allowed.
- Faculty records are met with the same qualifications as the students.

### **DISCIPLINE PLAN**

- The Code of Conduct booklet is disseminated to each child/parent at the beginning of each school year.
- The School-Parent Compact is signed by the parent and returned to the school and filed in the student's permanent records.
- The School-Student Compact is signed by the student and returned to the school and filed in the student's permanent record.

- Training is provided to the teachers and students on the discipline plan.
- Discipline expectations are posted in every classroom.
- Students understand and respond to the discipline plan.

#### **CONFLICT RESOLUTION/MENTORING**

- The counselor and teachers instruct students and conflict resolution and problem solving.

#### **ALCOHOL/DRUG/VIOLENCE PROGRAMS**

- A zero tolerance policy is in place in the school handbook.
- Rules are enforced consistently.
- Drug Awareness Week is recognized by the school in October.
- Opportunities are available for support if needed.

#### **HEALTH EDUCATION**

- Areas of safety have been identified and taught using the Health Course of Study.
- The school nurse is employed to assist with medical and health related issues.

#### **VISITOR ACCESS CONTROL**

- Procedures for visitor identification are in place. All visitors are given a blue visitors pass to wear for easy recognition of a visitor.
- Signs are posted on all doors indicating the procedure for visitors must follow entering the building.
- Faculty and Staff are alert to identify any non-identified visitor that is not wearing a blue identification badge.
- If a disruption occurs the local police or sheriff's office will be notified immediately.

#### **FIRST AID/CPR**

- Training is available for CPR through public services from Evergreen Medical Center and Conecuh County Board of Education certified employees.
- The school nurse provides gloves if they are needed.
- The school is equipped with one AED unit.

#### **PERSONAL SAFETY**

- Safety is a part of the Alabama State Course of Study and is taught in the classroom.
- Training for emergency evaluation occurs frequently throughout the year.
- Training for the faculty or new employees is done annually.

### **BUS/CAR RIDER SAFETY**

- Arrival and departure procedures are designated for each situation. Bus riders are to be managed to and from the buses by school personnel. The procedures for bus and car riders are covered in the Student/Parent Handbook.
- Staff members supervise the unloading and loading of buses and cars.
- Bus evacuations take place several times throughout the year.
- Home and cell numbers of the bus drivers are available in the office.

### **COMMUNITY ASSISTANCE**

- The local community/city/county police and fire departments offer assistance when notified. Phone numbers are readily available and easily accessible in the office.
- The local police officer monitors the departure of the buses in the afternoon.

### **STUDENT IDENTIFICATION PLANS/PROCEDURE**

- The classroom teacher identifies all students as roll is taken at the beginning of every day.
- Students, faculty, and other chaperones on field trips wear a specific color of shirt for identification purposes.
- Teachers keep a roll for emergency purposes.
- All students with medical needs are kept on file in the computer as well as in the nurse's office. The nurse will attend field trips with the students in order to administer medicines if required.

### **LOCKDOWN PROCEDURES**

**Teachers will be alerted over the intercom system that our building will be placed in LOCKDOWN RED.**

**Remember there is a CODE WORD for intruders.**

- Principal or Designee will announce **“Code-----”**.
- **“Code-----”** means an intruder/Gunman is believed to be in the building and there is eminent danger.
- **“Code-----”** will be announced for any dangerous situations near or on the campus.
- School employees will contact local law enforcement agencies for assistance regarding any threat.
- Signs are posted for visitors to report to the office when entering the school building.
- Teachers should lock all doors and windows. Teachers and students should move away from the door or window so that they are not visible to the intruder. Turn lights off. Principal or office staff member will lock outside doors. A similar procedure will be followed in the gym, library, and lunchroom. Lunch staff or custodian will lock doors in the lunchroom. The principal, office staff, and/or custodian will lock doors in the main building. Everyone will remain in LOCKDOWN RED mode until the administrator says **“Code-----”**.
- Principal or assigned person will contact 911 with panic button.

**BUILDINGS AND GROUNDS SECURITY**

**ALARM SYSTEM**

- The school is equipped with an intercom system that has a fire alarm that is signaled by a series of bells.
- Severe weather warning alarms are located in the school office to alert school officials in case of a warning.
- Intercom is used to alert staff.
- Only in the case of a power failure, is an air horn used to alert staff to an emergency.

**Playground and Playing Area**

- A properly maintained fence surrounds all play areas.
- The PE teacher or the grade level teachers supervises all children on the playground and escorts them to and from their rooms.
- The playground and equipment is inspected by the custodian on a monthly basis.

### **School location, Traffic Patterns, and Protective Barriers**

- At the beginning of every school year a school handbook is provided detailing the procedures for arriving and dismissing of all students.
- Students are monitored at all times when arriving and leaving school grounds by a certified personnel.
- Representatives from the Castleberry Police Department assist with afternoon traffic.

### **Parking Lot/Exterior Lighting/ Exterior Pay Phones**

- All parking lots and school entrance are properly lighted to insure the safety of all visitors and students.
- No pay phones are available on our campus.

### **Visual Access Inside and Outside**

- All school buildings are marked on maps as to their identity.
- All hallways are monitored at all times by faculty and staff.
- Each classroom is labeled outside the door of entry.
- A security camera system is in place to monitor the school grounds.

### **Limitations of Building Design**

- All buildings are utilized for instruction or storage.
- Every classroom has a floor plan for the building which is located at every exit door.

### **Exits**

- All exits doors open to the outside with a panic bar and have a fire exit sign.
- All exit doors are monitored by a security camera.

### **Fire Extinguishers/Fire Alarms**

- Fire extinguishers are located as per local fire codes determine and maintained annually.
- Fire alarms are located in each building.

### **Electrical Safety and Appropriate Machinery/Equipment Use**

- Occupation Safety and Health Act (OSHA) guidelines are followed.
- All science lab equipment and supplies are properly maintained.
- School lunchroom is free of hazards as outlined in local safety codes.

### **Signs/Directions to Safety Areas**

- All exit signs are regularly maintained.
- Visitor entrance procedures are posted on all exit doors.

### **Hall Passes**

- Student sign in/out procedures are followed in all classrooms.

### **Security**

- All keys are secured in a central locked location easily accessible.
- All records are maintained in a secure location daily.
- Security cameras are used to monitor the school grounds and are located on all exit doors.

### **Communications**

- The existing intercom system permits communication to all rooms inside the school building, gym, and lunchroom.
- Fire/Severe weather alarm procedures are in place and cover all buildings and school areas. Procedures and diagrams are posted in all locations of the school.
- Alarms can be heard in all areas of the campus. A Weather Tone Alert radio link to the local Emergency Management Area is in the office. It has a built-in battery back up and is capable of transmitting warnings to our school at all times.
- There is a back-up procedure for alarms due to power failure. If the electronic alarms will not sound, there is a manual system that can be used.
- Walkie-Talkies are used by the administration or designated staff member during emergencies and are available at all times.
- A sufficient number of computers, lap top computers, fax and e-mail capabilities are available to serve emergencies. Batteries are kept charged and on hand.
- School personnel uses district automated messenger to send parents advanced notices when school is to dismiss earlier than normal.

- Battery powered bullhorn is available to use inside and outside the building at any time. Batteries are kept charged and are available at all times.

#### GENERAL SAFETY INFORMATION

- Fire drill evacuation charts are updated, posted, and reviewed with all the staff.
- Fire drills are practiced every month.
- Severe weather evacuation charts are updated, posted, and reviewed with all the staff/students.
- Weather drills are practiced on a regular basis.
- There are distinct codes for fire/weather alarms and other designed emergencies.
- Early dismissal procedures are developed and distributed to students, staff, parents, and the community.
- Evacuation plans/codes include methods for managing students with disabilities and or students with limited English proficiency.
- Alternative shelters are designed off campus in case of immediate evacuation from the school.
- Communication/telephone trees for all staff developed/communicated for all types of emergencies are updated and distributed annually.
- Community evacuation plans that include the school/students are shared with all staff/students. The community is aware that a plan is in place.
- Adults adequately monitor all areas of the campus at all times.

## **SUPERVISION OF STUDENTS**

- Responsibilities are assigned to school personnel regarding the supervision of students. Rules are written and distributed through the Staff Handbook and revised on a yearly basis.
- When it becomes necessary for a teacher to leave the room, a neighbor teacher is consulted and supervises until the classroom teacher returns.
- Teachers when going to PE/Library/ Computer Lab classes supervise the class. Students going to the restroom or on errand to the office have an approved pass.
- Classes are monitored while moving from one area to another by school personnel and security cameras.
- All areas (hallways, play areas, classrooms, labs, early dismissals, cafeterias, restroom, and gymnasium) are carefully monitored.
- There are specific rules governing field trips that include permission slips and students returning to school and/or to parents. Items included are nametags, medical records, and telephone numbers of parents at home/work.
- Teachers carry emergency student information and class list when leaving the classroom for emergencies.
- A substitute folder is provided for each classroom teacher with all related information regarding students including schedules, procedures and emergency information.
- Written duty rosters are provided for all personnel in the teacher/faculty handbook.

## **TRAINING FOR STAFF, STUDENTS, PARENTS, AND OTHERS**

The principal or a designee shall meet not less than one time yearly with the school staff at which time an orientation will take place. All concerned persons will be familiarized with the Safety Plan at this time.

Monthly drills are required of all schools in regard to fire. Tornado drills are mandated periodically throughout the school year. Students are trained in the correct procedures for both of these potential dangers. Bus drivers conduct emergency evacuation drills twice yearly for students who ride the bus.

Volunteers and parents are informed that a Safety Plan is on file in the school office.

## **CRISIS MANAGEMENT PLAN**

- Important information will be gathered as quickly as possible.
- Students' safety will be a priority.
- The Superintendent will be notified immediately.
- Using a specified spokesperson, an initial press briefing will be conducted after reviewing vital information with the superintendent.
  1. The library media center will be used as the designated area for news media if needed.
  2. The principal will be the primary spokesperson for the media only after speaking with the superintendent.
  3. The Media Specialist will be deemed the spokesperson for the staff.
  4. School personnel will emphasize to parents and staff that they have the right to refuse speaking to the media.

## **EXTRACURRICULAR ACTIVITIES VENUE (Basketball)**

### **Venue Equipment or Supplies**

- Access to cell phone is available and accessible.
- First Aid kit is available.

- All students' information sheets, participants' physicals, and medical history are accessible at all times.
- School buses used for extracurricular events are equipped with two way radios. Drivers or school personnel requesting the use of buses are required to have a cellular phone.
- Each bus is equipped with a first aid kit.

## **Other Pertinent Information**

### **Field Trips**

Student information is carried by teachers on any trips away from the school. This includes medical information, parental contact numbers, etc. Teachers carry personal cellular phones and a listing of applicable phone numbers. The school keeps a listing of students assigned to each bus. Each student is required to wear identification while on the trip. Safety procedures of the venue will be followed.

### **PTO**

Parent Teacher Organization meetings are held once a month on the school campus. The principal or designee will be responsible for implementing the safety during these meetings. The plan for that area of the campus, as listed in the Plan and Procedure for Crisis Management Prevention will be followed. Parents will be informed yearly of our plan and encouraged to follow in event of a crisis.

### **Extended Day**

Students attending Extended Day will follow the Crisis Prevention Plan designed for that area of the school. The Director of Extended Day will be responsible for knowing, practicing and implementing the plan with these students. The director has phone access and emergency information on every student.

### **Community Activities**

Any community member reserving a portion of the school campus for activities will be responsible for becoming familiar with the safety plan for

that designated area. At the time of reserving the facility, the principal or designee will provide the safety plan.

## **RECOVERY**

### **After the Crisis: The Role of the Principal, Counselor, and Teachers**

#### **Principal**

- Support response efforts and be available for media.
- Be visible, available, and supportive to empower staff.
- Provide direction for teachers to alter the curriculum. Specifically, consider testing, if postponement is necessary.
- Communicate with the central office administration and other affect schools (Evergreen Elementary School, Hillcrest High School, Lyeffion Jr. High School, Repton Jr. High School, and Marshall Middle School).

- When appropriate, contact family of the deceased and inform staff and students about funeral arrangements.

### **School Counselor's Role**

- Be available by canceling other activities.
- Locate counseling assistance by checking community resources, and system "Crisis Plan".
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- When appropriate, follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty and provide counseling as needed.
- Keep records of affected students and follow-up services.
- Establish a self-referral procedure. Make referral forms available.
- Review and distribute open-ended questions to assist teachers with classroom discussion.
- When applicable, assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routine for the masses of parents who will pick their children up early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- When appropriate, notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- When appropriate, notify feeder school so they can prepare sibling and other students regarding the crisis.

### **Teacher's Role**

- Provide accurate information to students, which may dispel rumors.

- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.
- Recognize and honor the various religious beliefs that may help the students to cope.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV Broadcasts in the classroom. Live newscast can be traumatizing.
- Identify students who need counseling and refer to building support personnel.
- Alter the curriculum as needed.
- Discuss the funeral procedures when appropriate.
- Know how to get assistance from other professionals should the need arise.

## **PRIORITIZED PROCEDURES**

### **Fire**

- At least one fire drill will be held at Conecuh County Jr. High School each month that school is in session.
- The fire drill shall require complete evacuation of the main building, lunchroom, and gym.
- The fire alarm will sound to notify occupants in the building that an evacuation is needed. In the event of a power failure, a bullhorn will be used.
- A fire drill evacuation plan is posted in all rooms.
- All exit doors will remain unlocked from the inside and clear of obstructions at all times.

### **Fire Drill Procedures:**

1. A fire alarm will ring over the intercom.
2. Students will be instructed by teachers to quickly and quietly leave the building in an orderly manner.
3. Teachers will take class roll once students are in a safe area to ensure all are present. Any missing student must be reported to the school's administration at once.
4. The emergency response team will check all areas of the building to ensure all students are in the designated areas.
5. The receptionist and bookkeeper will take the hard copy of student information to designated areas.
6. No one will be allowed to re-enter the building until the all-clear signal is given.

### **Fire in the Building Procedure:**

1. The Castleberry Volunteer Fire Department will be called immediately by office personnel.
2. Students will be evacuated immediately with the use of the fire alarm.
3. The superintendent's office will be notified.
4. Teachers will quickly gather emergency folders.
5. Teachers will supervise all students and exit to designated areas.
6. Teachers will call roll to ensure all students are accounted for and alert administration if any student is missing.
7. Teacher's will reassure students of their safety and keep them out of harm's way.
8. If a parent, friend, or relative arrives and wants to check out a child, the teacher will refer to the early dismissal form for each student in the emergency folder. The form states who is allowed to check the child out in case of an emergency. The Emergency Team will assist teachers. If there is any question about who is allowed to pick up the child, the teacher or the team member will call home. Once approved, the person checking out the child will sign the check out form in the teacher's emergency folder.

### **Enrichment classes during a fire:**

- Students who are in the lunchroom, library, or computer lab will be taken by the personnel in charge and evacuated out the back doors

- Students in P.E. will be taken by their P.E. teachers to the playground area and are to be met by the homeroom teacher.

**Location of Fire Extinguishers:**

1. Main office in the back room.
2. Beside the front entrance.
3. Lunchroom- Bathroom and Kitchen.
4. Auditorium- Behind Stage
5. Lobby of Gym.
6. Library beside entrance.
7. Main building- Beside room 19.
8. Main building-Beside room 18.
9. Main building- Beside room 15
10. Main building- Inside room 15.
11. Lower Elementary- Beside exit.
12. Lower Elementary- Beside room 11.
13. Lower Elementary- Beside room 8.
14. Lower Elementary- Beside room 9
15. Lower Elementary- Beside room 12.
16. Lower Elementary- Beside room 13.

**SEVERE WEATHER**

- In case of potential severe weather, the Conecuh County Board of Education remains in contact with the Conecuh County Emergency Management Agency. The county passes along information regarding weather to our school through phone calls, email, and fax.
- Severe weather is monitored by our school with radio or internet websites pertaining to weather.
- All students and faculty are moved inside the two main buildings when possible bad weather is approaching our area.
- Severe weather drills are posted in all areas of the school.
- Severe weather drills will be announced over the intercom system or bullhorn if the power has failed.

**Severe Weather Drill-School Building**

1. Severe Weather Bell will ring over intercom.

2. Teachers will get emergency folders and take with them.
3. Students will form a single file line quickly and quietly and leave the classroom in an orderly fashion.
4. Students will assume the severe weather drill position by facing the wall in the designated area and covering their head.
5. Teachers will ensure that all students are accounted for and will report any missing child to the administration.
6. Teachers will remain with their class until the threat of bad weather has passed and the administration has given the all-clear to re-enter the classrooms.
7. If a parent, friend, or relative arrives and wants to check out a child, the teacher will refer to the early dismissal form for each student. This form states who is allowed to check the child out in the case of emergency. Emergency Team will assist teachers. If there is any question about who is allowed to pick up a child, the teacher or team member will call home.

**Enrichment classes during a severe weather threat:**

- Students who are in the lunchroom, library, or gym will be taken by the personnel in charge. Homeroom teachers must meet students at that location and call roll as soon as possible.
- Students in P.E. will be taken by the P.E. teachers to a secure area near the gymnasium and are to be met by the homeroom teacher as soon as possible.

**SEVERE WEATHER AFTER BUSES ARE LOADED FOR DISMISSAL:**

- Bus drivers will follow evacuation procedures
- Resource personnel will assist students in getting to their severe weather location.
- Teachers will be at severe area drill location with emergency folder.

- Teachers will take roll to account for all students. Teachers will notify administration of any student unaccounted for.
- Students will assume severe weather position by facing the wall in the designated area and covering their head.
- Teachers will remain with their class until the threat of bad weather has passed and the administration has given the all-clear and re-enter the classrooms.
- If a parent, friend, or relative arrives and wants to check out a child, the teacher will refer to the early dismissal form for each student. This form states who is allowed to check the child out in case of emergency. Emergency Team will assist teachers. If there is any question about who is allowed to pick up a child, the teacher or team member will call home. Once approved, the person checking out the child will sign the check out form in the teacher's emergency folder.

### **Severe Weather Plan Considerations for those with special needs (MultiNeeds Unit).**

- The teacher will help prepare students in advance for safety drills recognizing that sensitivity to sound (loud warning alerts) might be a concern for some. Thus, teacher will prepare students in advance by using loud buzzers to mock alarm warnings.
- Special Education Teacher and Aides will assist in helping students to evacuate the classroom.

### **Utility Emergency**

In case of an emergency (electrical power failure, gas leakage, or water main break), the following procedure will be put in to action.

#### **Power Failure:**

- **Power failure in a classroom or one area of the building will be reported immediately to administration.**
- **Alabama Power Company will be notified of the outage.**
- **All equipment that might be damaged by a power surge when the electricity is restored must be turned off or unplugged.**
- **Administration will give notice to employees of the next steps that must be taken.**

### **Gas Leak:**

- A gas leak must be considered a top-priority emergency situation.
- An administrator must be notified immediately.
- The building will be evacuated using the fire drill plan.
- The administration will contact the utility board.
- Conecuh County Board of Education Superintendent will be notified.

### **Water Main Break:**

- An administrator will be contacted immediately.
- Teachers will move students in the area to a safe place.
- Castleberry Water Board will be notified.
- Conecuh County Board of Education Superintendent will be notified.
- Administration will give notice to employees of the next steps that are to be taken.

## **Bomb Threat**

Should a bomb threat be made over the telephone, the individual who answered the call must keep the caller on the line as long as possible and **write down as much information as they can. The exact time, description of the caller's voice, and any details about the bomb should be documented.** Once the caller hangs up the receiver, the individual who answered the call should immediately dial "69" to see if they can retrieve the phone number from which the call was made. Administration should be notified immediately of the call.

### **Bomb Threat Procedure:**

**The principal will announce LOCKDOWN YELLOW for sweep of the Building.**

- If administration will press "Page" and then "All" on the intercom to announce "Sweep and evacuate". This means teachers and students

fire exit plan and go the CCJHS Football

Stadium.

- Teachers will gather emergency folders and take it with them.
- Teachers must call roll to ensure all students are accounted for and notify office personnel of any missing student.
- Principal may remain with authorities and assist in searching the building if asked to do so.
- In order for a child to be checked out by anyone during a bomb threat, the authorities will first have to give permission. Once permission is granted, refer to the early dismissal form for each student. This form states who is allowed to check the child out in case of emergency. The Emergency Team will assist teachers. If there is any question about who is allowed to pick up a child, the teacher or a team member will call home.

**As soon as the school is notified of a bomb threat, an available aid will notify the cafeteria staff.**

1. Make sure all ovens, deep fryers, steam equipment, etc are turned off.
2. Take your coat and purse.
3. As soon as the building is cleared, all workers will return to clean up.
4. Managers will notify Ms. Carol McQueen if any overtime is needed.

**Bomb Threat Report**

Name of operator or person receiving the call:

\_\_\_\_\_

Date of the call: \_\_\_\_\_

Origin of the call:

\_\_\_\_\_ Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Phone Booth  
\_\_\_\_\_ Internal

Identity of the Caller:

\_\_\_\_\_ Male \_\_\_\_\_ Female

Voice Description:

\_\_\_\_\_ Loud \_\_\_\_\_ High Pitch \_\_\_\_\_ Raspy \_\_\_\_\_ Intoxicated \_\_\_\_\_ Soft

\_\_\_\_\_ Deep \_\_\_\_\_ Pleasant \_\_\_\_\_ Other

Speech:

\_\_\_\_\_ Fast \_\_\_\_\_ Slow \_\_\_\_\_ Distinct \_\_\_\_\_ Stutter  
\_\_\_\_\_ Distorted \_\_\_\_\_ Nasal

Language:

Accent:

\_\_\_\_\_ Good \_\_\_\_\_ Poor \_\_\_\_\_ Local \_\_\_\_\_ Foreign

Who did you inform about the call?

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If the caller seemed familiar with the school, buildings, or operations, indicate how.

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As well as you can, write what the caller said.

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## Intruder

Signs are posted at the school entrance requesting that all visitors stop at the front office to receive a visitor's pass. Teachers are asked to monitor hallways as they are moving from area to area and escort anyone without a pass to the office.

### **Irate Person:**

- If the irate person is in the office or hallway, the administration will attempt to calm the person or ask them to move inside the building.
- If the irate person refuses to calm down, local police will be called by the office staff to assist administration.
- Should the irate parent enter the building through the lower elementary, lunchroom, or middle school and cause a scene in the

classroom, the teacher must alert the administration by using intercom phone.

### **Armed Individual (with or without hostages)**

- Teachers will be alerted over the intercom system that our building be placed in **LOCKDOWN**.
- Teachers should lock classroom doors and windows (close blinds). If possible, barricade door.
- Move students away from the door and windows so they are not visible to the intruder.
- Make sure all students are accounted for in your classroom. If you have information regarding the perpetrator call 911 with the information. If a child is out of your room (bathroom break, etc.) text the child's name and location to administrator (if possible) once help has arrived.
- Teachers and students will remain in this LOCKDOWN Mode until an administrator or safety official instructs them otherwise.
- The goal is to remain "tight" until officers arrive.
- Remember there is a Code Word for persons to enter your classroom.
- Police Officers will have control over when parents can pick children up.

**Scenario: What if you witness a hostile person entering the classroom across from your room and he starts shooting?**

You immediately go into LOCKDOWN.

Lock your door, barricade it if possible.

"Dial the office for help as you are securing the children, hiding them away from windows and doors. Depending on the situation, it might be safer to call on your cell as you have the ability to whisper or use text.

The office will call 911. However, it may be that you have more information on the gunman's activity, and physical description. In this case, keep the police or dispatcher on the line until responders arrive. This allows you to provide any additional information. Remain in LOCKDOWN until administration or police state that the area is secure.

## **Shooting/Weapons**

Should gunshots be directed toward the school's campus from a moving vehicle or an individual outside the building.

### **Procedures When Outdoors:**

- Lie flat on the ground and do not move.
- Remain still until you are positive the perpetrator is gone or you are directed to move.

After the incident, teacher and students must write down all details that can be remembered including:

- Make of vehicle
- Color of vehicle
- Direction in which the vehicle traveled.
- Number of persons seen in the vehicle.
- Specific characteristics of the people seen in the vehicle such as race, sex, and approximate age
- License number of the vehicle

## **Chemical/Hazardous Waste Spill**

### **Procedures:**

- The principal will that teachers are to take students to the area in the hallway for severe weather drill.
- Teachers will be instructed to turn off all air conditioners or heaters and close all vents.
- Teachers will shut classroom doors.
- The janitor will be instructed to close off all main vents, air, etc.
- Any student and personnel on the playground or in portables will bring inside the main building.
- All entrance doors and windows will be closed immediately.
- Authorities and the CCBOE Superintendent will be notified.

## **Fighting or Riots**

### **Procedure for stopping a fight:**

- If the fight begins inside the classroom and the teacher need assistance, she will use emergency call button.
- Personnel will speak loudly and let the participants know that the behavior should stop immediately.
- Other teachers should assist if they hear or see an incident occurring.
- If students began to gather at the scene, personnel should specifically call the names of students they see and demand that they step away.
- Teachers should yell for help if the fight persists and especially if weapons are involved.
- Once students are separated, teachers should not use further confrontational behavior by making accusations toward those who were fighting.
- Students should be removed from the area and taken as quickly as possible to the office.
- Students should be given an opportunity to cool down in a calm setting.

### **Procedure for handling a riot:**

- All personnel are encouraged to be sensitive to the emotional climate of the campus and attempt to diffuse any possible eruption of problems.
- In the event of a riot inside the building, the fire evacuation plan will be followed to remove students from the building. Students will remain outside until the principal directs them that it is safe to return.
- In the event of a riot outside the building, the lockdown procedures will be put into place to keep students safe from harm.
- Law enforcement will be notified of the disturbance and meet with the principal at a predetermined site for information.
- Office staff will notify the superintendent.

## **VANDALISM**

If a break-in or vandalism is discovered in the building, the following steps should be taken:

- Do not touch anything.
- Alert administration immediately. If the discovery is made outside of regular school hours (weekends), administration must be called immediately.
- Administration will direct faculty as to where classes should be moved until an investigation and clean up are completed.
- Personnel must provide administration and police with a detailed list of inventory.
- Administration will review data collected by the camera system and relay information to police.
- Complete police forms.
- Notify the Conecuh County Superintendent office.

## **AIR DISASTERS**

In the event of an air disaster in close proximity of the school the following procedures will be followed:

- The school will go in to lockdown mode.

- All students/teachers in brought from the lunchroom or gym into the main buildings.
- The superintendent will be notified immediately.
- If necessary, an evacuation of all students and personnel will be conducted. In this case, administration would be responsible for alerting the transportation department.

## **LOST/RUNAWAY STUDENTS**

If it is suspected that a child is lost or has runaway from school, the following procedures will be followed:

- There teacher should notify the administration immediately of the situation.
- Administration will determine if the student came to school for any part of the day by checking with the bus driver.
- Office personnel will make an all call on the intercom for the child while administration is checking records.
- A designee will be assigned to check all areas of the school such as restrooms, gymnasiums, library, computer lab, etc.
- Security camera film will be used if a teacher verifies that the student was on campus.
- An attempt to notify parents or guardians will be made if the child is not found on campus.
- Appropriate law enforcement will be notified of the situation.
- A follow up conference will be conducted the following day with parents.
- Appropriate disciplinary action will be taken according to due process if necessary.

## **EXPLOSION**

If sudden damage to the school's structure occurs, the following steps should be followed:

- Administration should be notified.
- If conditions pose a threat to students or personnel, occupants must be evacuated from the affected portion of the building.
- Administration will contact necessary assistance: police, fire department, paramedics, etc.
- The superintendent will be contacted in order to make a decision about closing the school.

### **REMOTE EVACUATION AND FAMILY REUNIFICATION**

This type of evacuation is used for any situation in which students and staff need to be moved to a remote site for reunification with family members.

- Principal and Superintendent will decide if remote evacuation plan is to be activated. Central Office will notify bus transportation.
- Principal will announce that we evacuate to a remote evacuation site.
- Principal will request that law enforcement official's dispatch uniformed personnel if necessary.
- Principal or designee will notify Crisis Team Members.
- Administration will make an announcement by Automated School Cast System, public radio, or other practical means to notify families.
- All faculty and staff will assist students in loading the buses for evacuation.
- Teacher will take emergency notebook and call roll prior to buses departing.

### **HOSTAGE/KIDNAPPING**

If a hostage situation occurs, the following procedures will be followed:

- The school will be placed of Lockdown Mode.
- All personnel should remain calm.
- Any instructions given by the person holding the hostage will be followed to ensure safety of the victim.
- All personnel should be cooperative.

- The captor should be informed of medical needs of the hostage if there are any.
- The situation should not be resolved using any type of force.
- All personnel involved should be observant and try to remember everything that is done or heard.

Administration will be responsible for the following:

- Law enforcement should be notified immediately.
- The principal will notify the superintendent.
- Keep everyone as calm as possible.
- Administrators will attempt to communicate calmly with the individuals for demands until law enforcement arrives
- Turn the situation and details that have been document over to the authorities.

If a kidnapping takes place on school property:

- Administration should be notified immediately.
- Police and guardians should be notified.
- Witnesses will provide any information that can be remembered, including a description of the abductor, the car, license number, etc.

## **SEXUAL ASSAULT/NEGLECT**

- Reporting of any form of sexual assault or neglect is mandatory.
- Any suspected or know student neglect, physical abuse, or sexual abuse must be reported to the school administrator, counselor, and Conecuh County Department of Human Resources.
- Reports to DHR will require the following:
  1. Student's name, birth date, address, phone number, parent/guardian's name.
  2. Name of anyone suspected of abusing the child.
  3. Nature and extent of the abuse.

Any school personnel reporting suspected assault or neglect of a child in good faith is provided with civil and criminal immunity.

## **RAILWAY DERAILMENT**

The nearest railway to Conecuh County Jr. High School is approximately 2 miles. However, in the event of a rail crisis that affects the school, the superintendent will have the final decision on whether the school will stay in session. The superintendent will be advised by local authorities to keep the students safe. In a case where the school must be closed, the process will be the same as for inclement weather.

In case of a rail crisis that affects our transportation, the principal will contact the superintendent and transportation supervisor in order to reroute the buses.

## **SUICIDE/DEATH OF A STUDENT OR STAFF MEMBER**

### **Suicide:**

- The school community will do everything possible to prevent this most tragic form of death.
- Personnel will be alert to any student who appears to be severely troubled or depressed.
- Any personnel that are aware a student has threatened or hinted at suicide must get that information to the counselor or administrator at once.
- The counselor or administration will contact parents/guardians and outside assistance to help the student through this difficult time.

### **Recommendations regarding a suicide:**

- Do not give students facts and emphasize prevention.
- Do provide individual and group counseling to assist students and personnel in coping with a situation.
- If counselors from area schools are not enough, the administration will seek further assistance from outside agencies.
- School administration and personnel should contact the family and offer the school's support.

### **Death:**

- Should this tragic event occur, the administration and counselor must meet immediately to review what has happened. Response to psychological needs of both staff and students as soon as possible is the best prevention for the development of posttraumatic stress.
- Support should be extended to the family of the deceased.
- Family members must be asked permission to share information with the students and staff. Allow the family to provide the information they want shared with others.
- Ask family member if they object to students and staff attending the funeral services.
- Relay information to the students in a factual way, careful to avoid breaching the students or the family's privacy.
- Students should be told of the death in small group settings, not in an assembly. Allow students to ask questions and state their feelings.
- Let students know that there are individual counselors who will talk with them one if needed.
- Allow attendance for the funeral if it is during the school day.
- Monitor students following the incident and be alert for depression.

## **SERIOUS ACCIDENTS ON/OFF CAMPUS**

### **On Campus Accidents:**

- The school nurse will see students or staff who is injured on campus. The nurse will determine the extent of the injury and make the decision on whether paramedics are called. If the school nurse is not present, the principal will make the decision.
- Each student and staff member has an emergency information sheet with emergency contacts listed. All of the information is listed in STI on the computer and the office and teacher have hard copies.
- If the injury is not life threatening to the student, the parent will be called by the designee to discuss the injury and decide if the parent needs to check the child out of school.

- If the injury is sustained by a staff member, the administrator will provide On the Job injury forms for the doctor to fill out and notify the DHR coordinator.

### **Off Campus Accidents:**

- Students are only allowed to attend off campus trips if they have a permission slip signed by a parent or guardian.
- Teachers must provide the office with a list of students and adults on the bus before departure. Students and adults must ride that bus to and from the event. Students may not ride home with parents unless that are extenuating circumstances and the principal has given permission to do so.
- Students will wear identification stickers for the duration of the trip.
- In the event of a crisis while away from campus, a teacher will notify the school and administration immediately.

### **DRUG PREVENTION/DISTRIBUTION OF MEDICATIONS**

#### **Drugs:**

The Conecuh County Board of Education prohibits all persons (students, staff, and visitors) from using tobacco products on school property. Use, possession and/or sale of tobacco products are a Class III Violation and will result in an out of school suspension. The sale, purchase, or use of prescribed/non-prescribed drugs, illegal drugs, or alcohol is a Class IV Violation and law enforcement must be notified.

#### **Medications:**

If circumstances require that a child must take medications during the school day, the school nurse or trained medication assistant shall administer the medication in compliance with the following regulations:

- Written instructions, signed by the parent/guardian and physician will be required and shall include the child's name, name of medication, purpose of medication, time to administer, dosage, and possible side effects.
- Prescription medications MUST be authorized by a physician and have physicians orders for the nurse to follow.
- Over the counter medications must have parent authorization and the medication must be provided by the parent.
- Medications must be in their original container and appropriately labeled.
- Medications will be stored in a double locked cabinet in the nurse's office.
- The nurse will keep a record of medicines that are administered with date, time, and name of medication was given.

- The parent/guardian of the child must assume responsibility for informing the nurse of any changes in the child's health or change in medication. Any changes in medication will require a new doctor's order.
- Students should never transport medication to school. It is the responsibility of the parent. If the parent/guardian is unable to deliver the medication to the school, a bus driver can deliver the medication as a last resort, The nurse will count and receipt any narcotics brought in by a bus driver.
- Students will never be sent home from school with medications. An adult must come to the school to retrieve medications. All medications left at the school during the summer months will be destroyed by the nurse and witnessed by an administrator. No medications will be held until the next school year.
- In the event of an emergency, the school nurse will keep emergency medication (insulin, glucagon, inhalers, etc.) on her person until the crisis has been resolved should a student be in need.

#### **CATASTROPHIC/COMMUNICABLE ILLNESS**

- The superintendent shall have the authority to exclude any student or staff member with a communicable disease or parasite known to spread by any form of casual contact from schools in the Conecuh County School System for a period of time as may be prescribed by the Alabama Department of Public Health.
- In all cases, a statement of clearance from the AL Department of Public Health or a physician shall be required before the student or staff member may re-enter the school.
- Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting.