



Hardaway High School

Crisis Response

Handbook

2017-2018

2901 College Drive

Columbus, GA 31906

706-748-2766

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School Profile

A. Name & Location

Hardaway High School
 2901 College Drive
 Columbus, GA 31906
 706-748-2776 (fax)
[Bell.Matthew.C@muscogee.k12.ga.us](mailto:Matt.Matthew.C@muscogee.k12.ga.us)

After Hours Contacts:
 Matt Bell 706-905-9721 (cell)
 Sue Hampel 706-662-5124 (cell)
 Cathy Kirkland 706-566-5797(cell)
 Jamarius Harris 706-610-4031 (cell)

**Directions to School:
 Traveling South/North on I-185**

- Exit off I-185 at **Exit 7A**
- Turn **LEFT** onto Manchester Expressway
- Turn **RIGHT** on Warm Springs Rd.
- Go to first light and make **LEFT** onto Lindsey Dr. (Peachtree Package Store.)
- Follow Lindsey and make first **RIGHT**.
- Go under the overpass. HHS is on the right

B. Administrative Staff

Superintendent: Dr. David Lewis *Principal:* Matt Bell
Assistant Principals: Sue Hampel Cathy Kirkland Jamarius Harris

C. Size & Type of Structure

Square Footage: 166,400 sq. ft. Exits: 32
 Floors: 1 Type: Brick

D. Student Enrollment & Number of Staff

Students: 9th: 10th: 11th: 12th:

Staff:	Admin.:	5	Teachers:	82
	Clerical:	4	Support Staff:	20

E. Number of Rooms

Interior: 68 Misc. Rooms: 3

F. Shelter Information

Fallout Shelter YES

G. Hazardous Materials

Chemistry Materials storage between rooms 300-302 301-303 400-402

Crisis Response Team

Team Coordinator	Jamarius Harris 706-610-4031		
Principal	Matt Bell 706-905-9721		
Second in Command	Jamarius Harris (in absence of principal)		
Triage	Natalie Kelly 706-566-4992 (229-343-4949)(706-888-4686)		
Identification of Injured/Fatalities	Karen Powers, 706-706-565-9592 Heather Osborn, (706-682-1648) James A. Murphy (706-207-2327)		
Facilities & Maintenance Coordinators (Utility cutoff)	Andra Brown/Pat Jackson Russell Godwin		
Media Spokesperson	Mr. Ash Snow 706-748-2766		
Written Communication	Vicki Berman		
Attendance Report	Heather Schonherr		
Parent Liaison	Kendall Mills 706-748-2766		
Parent Reunification Coordinator	LTC (R) Feret		
Telephone	Felicia Harris & Dee Carr		
Meal Coordination	Gail Edwards		
Hospital Coordination	St. Francis	(706) 596-4000	Heather Schonherr
	Doctors' Hospital	(706) 494-4262	James Murphy
	Medical Center	(706) 571-1000	Karen Powers
	Martin Army	(706) 544-2273	Heather Osborn
Evacuation Coordinator	Sue Hampel		
Transportation	(706) 748-2876		
EMS Coordinator/Contact for Central Office	Cris Metcalfe		

ALTERNATE MEANS OF COMMUNICATION

The following communication devices will be used to relay information during a crisis:

- Bullhorn—except during a bomb threat
- 2 way radios—except during a bomb threat
- Cellular Telephone—except during a bomb threat
- PA System
- Connect Ed
- Couriers to portables not connected to PA system

RESPONSE TO SPECIFIC INCIDENTS

Injury and Illness

Injury and illness are the most common of all school emergencies. Hardaway High School will be prepared to provide basic first aid, while summoning necessary emergency assistance.

1. Preparation

- a. A list of emergency medical telephone numbers is included in this document.
- b. A list of staff and students qualified to administer first aid is included in this document.
- c. A file of student and personnel home telephone numbers, family business phone numbers, names and numbers of other individuals authorized by the family to make decisions regarding emergency treatment is maintained in the attendance office and/or clinic.
- d. A policy statement of legal responsibilities liabilities, including school insurance restrictions and actions that will be taken when family members cannot be reached is printed in the student handbook.

2. Response

a. Non-Critical Situations

1. Administer first aid, if necessary.
2. Notify families and request that a family member transport student to home or doctor's office.
3. If family members cannot be reached nor transportation arranged, act based on school policy.

b. Critical Situations

1. Dial 911; give the call-taker all necessary information.
2. Administer first aid to extent possible.
3. Act in accordance with family direction, such as contact student's doctor and transport student to doctor's office or hospital.
4. If family cannot be contacted immediately, the principal will decide the next course of action. Continue attempts to contact family and keep a record of procedures, times, and actions
5. Initiate injury, illness or insurance reports.

FIRES

A fire may originate within a building or threaten from outside. Internal fires may result from a variety of causes, ranging from carelessness to arson. Fire emergency procedures will be implemented on how to respond to both internal and external situations.

1. Communication and Warning

- a. Every school is required by Georgia State Law to have an alarm system. The alarm sound should be distinct from any other warning signals used within the school.
- b. In case of malfunction, an alternate alarm system is sounded. (e.g. P.A. system, courier, bullhorn). Students and personnel should be familiar with the alternate alarm. A bullhorn will be used in the event the P.A. system is inoperable.

2. Preparation

a. Equipment

1. All personnel and students will be familiar with the location and operation of alarm systems and fire extinguishers.
2. All equipment (e.g., extinguishers, sprinkler systems, exit doors) are marked and maintained in accordance with local and state regulations.

- b. Evacuation Plans
 1. Plans are designed to evacuate the entire school as quickly and as safely, as possible.
 2. All exits are identified.
 3. Evacuation paths include protective features (e.g., firewalls), to avoid hazards.
- c. Evacuation Instructions will be:
 1. Provided to personnel and students at the beginning of school and include a method to safeguard records.
 2. Provided to all substitute teachers.
 3. Posted by fire exit diagram.
 4. Provided to designate student and staff responsibilities for closing windows and doors when leaving rooms, checking adjacent restrooms, rooms, storage areas, assisting students with special needs and guarding exits to prevent unauthorized persons from entry into buildings.

3. Response

- a. Sound an alarm and notify the fire department by dialing 911 without delay upon the discovery of a fire.
- b. Teachers will take their student attendance rosters and keys during all emergencies and evacuations. Teachers will report missing students immediately. Karla Fuller should be notified if students are missing.
- c. Conduct evacuation of buildings immediately and in an orderly manner using designated plan.
- d. Use evacuation procedures including student accountability, closing doors and windows, and perimeter control.
- e. Pre-assigned personnel will conduct a search of common areas such as restrooms, lobbies, etc.

4. Exercise and Evaluate Fire Response Plan

- a. Exercises/Drill
 1. Conduct exercises/drills frequently enough for everyone to become familiar with procedure.
 2. Announce the first drill of the year in advance so that instruction can be given and procedures established.
 3. Hold drills during lunch hours, assemblies, sports events, and class changes under varying weather conditions to test alternative evacuation points.
 4. Conduct drills with and without prior notice given.

Personnel Designated To Check Restrooms & Classrooms

100 & 200 Halls	Stephen Campbell	300 & 400 Halls	Jamarius Harris
Band Room & Auditorium	Patricia Giles		
Armory	Lt. Col. Feret		
GYM	Mandy Weed		
500 & 600 Hall	Matt Bell	SMP	Chris Liesendahl
Media Center	Debra Bailey	Café	Andra Brown

Thunderstorms

Thunderstorms are a frequent occurrence in Georgia. They are often accompanied by lightning, damaging winds in excess of 55 mph, and hail. A severe thunderstorm may be a prelude to a tornado.

1. Communication and Warning

The National Weather Service issues the following alerts:

- a. Severe Thunderstorm Watch indicates that weather conditions are favorable for thunderstorms.

- b. Severe Thunderstorm Warning indicates that a severe thunderstorm has developed and will most likely affect those areas stated in the bulletin.
- c. Follow “Severe Weather Safety Plan.”

2. Preparation

- a. Develop a policy for students who walk home, ride with someone else or drive to school, such as keep students at school in a protected area until storm subsides. A policy for school cancellation, delayed school opening or late dismissal when road conditions are unsafe is included in this plan.
- b. The final decision on school cancellation, delayed opening, or late dismissal will be made by the School Superintendent based on information gathered from the NWS and local public safety agencies.

3. Response

- a. Direct students to follow “Severe Weather Safety Plan.”
- b. Keep students away from glassed areas during periods of particularly high winds.
- c. Teachers must take attendance book during all emergencies.

Tornado

Tornadoes are local storms with whirling winds of tremendous speeds. These storms are generally small and short-lived, yet the most violent of all atmospheric phenomena. Georgia is in one of the principal areas of tornado frequency and every school must be prepared to take emergency action.

1. Communication and Warning—The National Weather Service issues two types of tornado alerts:

- a. Tornado Watch indicates that weather conditions are such that a tornado may develop.
- b. Tornado Warning indicates that a tornado has been sighted and protective measures should be taken immediately.
- c. A tornado siren warning will sound if students are to follow “Severe Weather Safety Procedure.”

2. Preparation

- a. Inform personnel and students about the “symptoms” of severe thunderstorms and tornadoes.
- b. Instruct staff in building security procedures during watches and warnings.
- c. During a watch, close all windows and doors, and store portable equipment, outdoor furniture and other moveable items inside building away from shelter areas.
- d. Identify and designate interior walls and classrooms. Post diagram in each room/office

3. Response

- a. Stay tuned to emergency weather radio system in front office.
- b. Take tornado watch building security measures as necessary.
- c. Follow emergency procedures at once when a tornado warning occurs.
 - 1. Move quickly to a temporary shelter area if there is sufficient time to take shelter.
 - 2. Take personal belongings only to provide extra protection (e.g., large books, notebooks or coats may be held over head and shoulders). Assume safety position. Face wall on both knees covering the back of head by interlocking fingers.

4. Test and Evaluate Tornado Response

- a. Conduct drills frequently enough for everyone to become familiar with procedures.
- b. Follow evaluation procedures recommended for other types of emergencies or disasters.

Flooding

Many areas in Georgia are subject to floods. Flooding may be caused by heavy rain, tidal surge from tropical storms off the coast or dam breaks. Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking several days.

1. Communication and Warning

- a. Progressive situation reports are available from the National Weather Service (NWS)
- b. Flash-Flood warnings are issued by the NWS to the public by radio and television.

2. Preparation

- a. Obtain local history of flooding.
- b. Know what a forecast river height means in terms of the school, community, bus routes and student's residential areas. Additional information that may be helpful includes:
 1. Local elevations
 2. Elevation relationship to forecasts and river gauges based on topographic map(s) of area (e.g., potential hazards, transportation routes, flood-prone creeks, rivers, dam sites, bridges, and crossings) and identify safe areas of high ground. Flood maps may be obtained by calling the Department of Natural Resources Floodplain Management Program at 404-656-6382.
- c. Plan alternate transportation routes to avoid flood prone areas.
- d. Instruct drivers of responsibilities during flash flooding
 1. Make provisions for students living in affected flood area(s) to be taken home early, kept at school or taken to relatives.
 2. Establish policy regarding class cancellation, late opening or early dismissal if school is designated an evacuation shelter for the community.

3. Response

- a. **Matt Bell** and **Cris Metcalfe** will monitor weather reports
- b. Evacuate students to homes immediately in accordance with established school policy and notify families and bus drivers of emergency transportation plans, if applicable. If the situation does not permit, keep students at school or other safe location and make the following provisions. Shut off water at mains so contaminated water will not back up into school supply; and pack refrigerators or freezers with dry ice to protect food supplies should power be lost (Andra Brown **and Russell Godwin**.)
- c. Prepare for contaminated food, water, broken gas lines, and wet electrical equipment; resume classes only after determination of building safety, and/or in other designated buildings after the flood.

Hurricane

A hurricane can cause severe damage by combined effects of tidal surge, gale force winds, and/or torrential rains. Flooding and other effects of a tropical weather system can be experienced hundreds of miles inland even after the storm has decreased in intensity or has moved beyond the coast or Gulf. The hurricane season extends from June through November. In Georgia, hurricane threats remain a concern throughout this season. School personnel should take special care to develop procedures for responding to hurricane watches and warnings. Some schools may not be directly affected by the storm, but may have classes disrupted if facilities are needed to host evacuees. Often, secondary effects from hurricanes such as tornadoes impact inland communities. Beware of the "eye" of the storm. There may be a brief lull followed by more severe weather from the opposite direction.

1. Communication and Warning—The National Weather Service issues weather advisories for approaching hurricanes. Two types of advisories are issued depending upon the degree of certainty that a storm will strike an area. These are:

- a. Hurricane Watch indicates that a hurricane may threaten an area within 36 to 48 hours. It is a first alert for emergency agencies and the general public in the threatened area. When under a hurricane watch continue normal activities, but listen to radio/television stations or weather alert radio for weather service advisories; and
- b. Hurricane Warning indicates that a hurricane is expected to strike an area within 24 hours. The warning contains an assessment of flood danger in coastal, Gulf and inland areas, small craft warnings, gale warnings for the storm’s periphery, and estimated storm effects.
- c. In the event of a hurricane, students will follow the “Severe Weather Safety Plan.”

2. Preparation

- a. Learn about the history of hurricanes in the area, elevation of the school above sea level, storm surge zone, and streams or rivers that may flood.
- b. Cris Metcalfe will contact Riley Land at (706) 653-3500, the local Emergency Management Agency, to locate safe evacuation routes to evacuation shelters.
- c. Work with the local Emergency Management Agency to determine the structural integrity of schools designated to be used as evacuation shelters.
- d. Students will be directed to follow the “Severe Weather Safety Plan.”
- e. Obtain materials to board windows if necessary.

3. Response

- a. School closing procedures for a hurricane in threatened area(s) will be in accordance with the MCSD policy.
- b. Store all portable equipment or loose items or tie items down securely.
- c. Board up all glass areas, lower, and securely fasten all venetian blinds and drapes.
- d. Central Office Maintenance Personnel will check all emergency facilities, portable and battery operated equipment (e.g., flashlights and generators) for operating condition.
- e. Store all drinking water in clean, closed containers, such as glass or clear plastic jugs, bottles or containers.
- f. Assemble tools that may be necessary to make emergency repairs.
- g. Keep students in the school if time does not permit safe transport and follow the “Severe Weather Plan.”
- h. Teachers must take attendance book during all emergencies. Teachers are to take attendance and report missing students.

After the storm, avoid use of lanterns, matches or other flammable items until determined there are no leaking gas lines or other flammable materials present.

- Avoid wet or damaged electrical wires;
- Check emergency food and water supplies for possible contamination and boil tap water;
- Report any outdoor hazards such as loose debris, damaged power lines, broken water mains, sewage, snakes, washed-out roads and bridges to the 911 Center; and
- Return students to homes when traveling conditions are deemed safe and transportation is available.

Winter Storm

The major dangers of winter storms are intense cold, power outages, and breakdown of transportation due to poor visibility and road conditions. Georgia is not immune to the effects of severe winter weather as experiences have shown with snow, cold, and destructive ice storms. Traditionally, normal climate conditions have not warranted acquisition of winter emergency equipment, design of roads, utilities, and buildings for severe weather.

1. Communication and Warning—The National Weather Service (NWS) issues winter weather warnings. When threat of such weather exists, monitor radio/TV or weather alert radio for bulletins.

2. Preparation—The Superintendent will inform of any school delays, cancellations, and early dismissal policies relative to snow and/or ice conditions. The decision to cancel, delay opening, or early dismissal of school will reside with the School Superintendent based on information gathered from the National Weather Service and local public safety agencies.

Hazardous Materials

Thousands of types of hazardous materials are shipped daily throughout Georgia. Chances that a school may be affected by an accident involving a hazardous material carrier become greater with the growth of industry and demand for fuel and chemicals.

1. Communication and Warning

- a. Warning of a hazardous material incident is usually received from the Fire Department or local Emergency Management Agency when it occurs near the school. In a rare situation, the incident may occur close to or on school property, and the facility must relay the warning to appropriate agencies.
- b. If there is a need to evacuate students away from campus, students will load buses and be transported to the Soccer Complex on the CSU campus. These buses will load students on College Dr. and the Bus lane in the back lot.

2. Preparation

- a. Determine safe areas to evacuate students and personnel in case an incident occurs on school property.

3. Response

- a. Determine the need to evacuate and move crosswind, never directly with or against the wind carrying the fumes.
- b. Be prepared to render first aid, if necessary.
- c. Notify the local 911 Center, Emergency Management Agency, or designated agencies, and school personnel.
- d. Do not return students to school after evacuation until the Fire Department, local Emergency Management Agency or other official agency declares the area safe.
- e. Teachers must take attendance book during all emergencies.
- f. See CSU Evacuation Plan for details.

Earthquake

Georgia resides in two earthquake zones. The southern part of the state is designated a number one or “minor expected damage” zone. The northern part of the state is designated a number two or “moderate expected damage” zone. Individuals who have experienced earthquakes can testify that even a mild tremor can be frightening if precautions to take for self-protection are unknown.

1. Communication and Warning

- a. Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to happen but, cannot predict the exact time and place.

2. Preparation

- a. Become aware of the geology of the area and local faults that may be potentially hazardous.
- b. Research and provide students and personnel with earthquake safety information and school policy.

3. Response

- a. During the shaking, remain in place; assess the situation, and then act. Most injuries or deaths are the direct cause of falling debris, therefore:
- b. Move away from buildings and avoid utility lines, if outdoors;
- c. After the shaking, evacuate and move to open areas away from buildings, and:
 1. Do not re-enter buildings until officials have checked for possible structural damage, gas line leakage, and other utility disruptions;
 2. Do not use any open flames (e.g., candles, matches)
 3. Listen to the radio and TV for information updates
 4. Use discretion in implementing dismissal policy depending on communications, availability of transportation, damage to school buildings and residential areas, and road clearance.

Utility Failure

Utility failures or incidents are common occurrences and may happen anytime. An undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to property and building fixtures. Winter storms may cause electric power failure and may result in the loss of heat source.

1. Preparation

- a. Identify possible effects utility loss could have on the school and develop procedures for emergency shutdown. (Example: Loss of electricity might disrupt heating and cooling system.)
- b. Keep an accurate blueprint of all utility lines and pipes associated with the facility and grounds.
- c. Establish and maintain a list of phone numbers, including night and day emergency utility reporting and repair services.

2. Response

- a. Evacuate the building immediately (not during an electrical failure).
- b. Notify maintenance personnel, local utility company, Police and/or Fire Department.
- c. If you smell gas (a “rotten egg” odor):
 1. Do not turn on or off any electric switch; this could cause a spark, igniting the gas.
 2. Do not use your telephone, cellular phone, or even a flashlight.
 3. Do not start or stop a nearby vehicle or mechanical equipment.
 4. Do not attempt to turn natural gas valves on or off.
- d. Do not re-enter the building until officials determine it is safe to return.
- e. Teachers must take attendance book during all emergencies. Teachers are to take attendance and report any missing students.

Bomb Threat

A bomb threat may be received at any time. There is always a chance that a threat may be authentic. Appropriate action should be taken in each case to provide for the safety of students, personnel, and facilities.

The Emergency Coordinator and/or administrator must decide whether or not to evacuate the building and who should conduct the search for a suspected bomb. While the responsibility for action rests primarily with law enforcement authorities, people who work in the building are most aware of what does or does not belong in or near it.

1. Communication and Warning

- a. The school has established a communication and warning system for school personnel and students. The PA system in the front office and in Mr. Bell's office will be used for notification.
- b. The fire alarm should not be used to initiate an evacuation in the event of a bomb threat. Contact with local law enforcement may also be a vital link in receiving warnings from outside threats in the surrounding area.

2. Preparation

- a. During periods of tension or in the aftermath of bomb threats:
 1. Keep rooms locked when not in use;
 2. Check rooms upon arrival, throughout the day, and report anything unusual;
 3. Develop a bomb threat policy to include moving students safely from the building when threats occur and establishing procedures for personnel, such as securing windows and locking doors upon departure; and lock all doors after cleaning.
- b. Coordinate plans with local Emergency Management Agency, Police and Fire Departments, and other appropriate agencies (e.g., Georgia Bureau of Investigation, Sheriff's Office).
- c. Keep a master floor plan of the building available.
- d. Develop an efficient and thorough method of searching each building. Train/exercise personnel to identify suspicious packages, educate on appearance and effect of homemade bombs, teach recognition of threatening letters and children at-risk of violence, and outline psychological profile and "how to" handle bomb callers.
- e. Post bomb threat call procedures close to the switchboard and/or all office phones.

3. Response

- a. Upon receipt of a bomb threat:
 1. Obtain as much information as possible from and about the caller.
 2. Listen carefully to call, do not interrupt, write entire message verbatim, keep the caller talking and on the line as long as possible, and do not hang up the phone after the caller ends the call.
 3. Trace the call, if possible; and
 4. Notify law enforcement officials by dialing 911.
- b. Evaluate all information carefully, including:
 1. Type of caller (e.g., serious, nervous, giggly, adult, child, male, female).
 2. Other bomb threats or related problems and/or;
 3. Any unrest of students or problems in the community.
- c. Decide if threat appears to be real, based on information available, and:
 1. Check evaluation assembly points for secondary devices and evacuate the building immediately upon clearance using established policies and procedures.
 2. Avoid patterned evacuation responses that students gathering at the same location have during drills/exercises and during actual threats.
 3. Move students at least 1,000 feet from the possible bomb location and maintain vigilance during evacuation. This location may be the football field behind the school.
 4. Do not move students and personnel near buildings and dumpsters where a bomb may be located.
 5. Students should be evacuated in the same fashion of a fire drill. If there is a need to evacuate students far away from campus, the CSU Evacuation Plan will be enacted.

6. Do not use radios, pagers, or cell phones unless authorized by law enforcement officials, as these items may detonate the bomb.
 7. Should students and/or personnel come under attack, those in charge should command “lie on the ground” loudly and continuously or instruct students and personnel to take cover depending on the situation.
 8. Keep the news media informed and request assistance, if needed, in accordance with school policy and at the direction of law enforcement officials.
 9. Maintain accountability and control of students during evacuation; and
 10. Administrative staff and custodians will secure all entrances and exits to the school.
- d. Teachers must take attendance book/rosters during all emergencies. Teachers are to take attendance and report any missing students.

Civil Disturbance

School personnel should establish rapport with students and provide an open forum that encourages discussion of grievances and problems. Crisis may be avoided or minimized through early recognition of problems and prompt actions. Administration must be aware of local situations that may generate civil disturbances within the schools through outsiders moving into student groups and inciting student participation.

1. Communication and Warning

- a. For violent situations, a signal over intercom will notify personnel to take action. (The directive will be **“Teachers, Secure your rooms.”**)
- b. During situations of high tension or slow buildup, establish a discrete “messenger service” to keep personnel informed of all developments. (The Crisis Management Team will meet in the teacher work room to become messengers. **DO NOT LEAVE YOUR ROOM IF YOU HAVE STUDENTS**).

2. Preparation

- a. The **School Council** will discuss positive actions that school personnel can take to prevent internal occurrences.
- b. Establish a close working relationship with student government.
- c. Assigned administrator will determine under what conditions outside assistance will be necessary, law enforcement officials will be present, doors and windows locked, buildings will be evacuated, and personnel will be on duty.
- d. Develop policies and procedures in coordination with students to address disturbances and demonstrations that require support by law enforcement agencies.
- e. The **PTA Advisory Board** and Officers will organize a family advisory group to assist and participate in resolving school problems.
- f. Implement an effective and positive personal approach to promote a calming effect on student unrest.

3. Response

- a. When a disturbance or demonstration seems imminent, calmly notify school officials, law enforcement, local Emergency Management Agency officials, school personnel, other area school personnel, students, and families (**Mr. Bell** will notify).
- b. Maintain normal activities by keeping students in small groups away from problem areas and confine the disturbance to a specific area.
- c. Avoid verbal exchanges or arguments with students.
- d. Approach a group in at least pairs and do not touch students.
- e. Request law enforcement to handle outsiders causing disturbances.
- f. Record and report student and/or outsider names and details of incident involved in a disturbance to law enforcement officials.
- g. Arrange a meeting to resolve the problem with the perpetrator(s) of a disturbance away from a larger group of students.

- h. Secure building entrances, guard utilities, fire alarms, furnace rooms, and school equipment.
- i. Keep switchboard clear for emergency calls.
- j. Request assistance of media to present complete and accurate incident, actions being taken, and request additional assistance, if necessary.
- k. Evacuate building(s) and close the school, if necessary. Initiate an emergency transportation policy that includes close supervision during dismissal and boarding of buses, release of students in small groups, dispatch one bus at a time, protection of walk home students, and provision of dismissal decision to law enforcement agencies.

Radiological Emergency

During use, processing or transporting of radioactive materials, accidents may occur that will expose the school to the dangers of contaminants. In this situation, the chances of illness are decreased when people know what to do and how to protect themselves.

- a. Contact **Riley Land at (706) 653-3500** and act accordingly.
- b. Teachers must take attendance book during all emergencies. Teachers are to take attendance and report any missing students.

If there is a need to evacuate students away from campus, students will load buses and be transported to the Soccer Complex on the CSU campus. These buses will load students on College Dr. and the Bus lane in the back lot. See CSU Evacuation Plan.

Mass Casualty

It is possible that an emergency or disaster in a school or school district facility could cause serious injury or death to a significant number of students, teachers, educators, administrators, or school employees. In this event a plan should be in place to quickly assess the situation, call for help, and then immediately begin to assist with the care and transport of the injured.

1. Communications and Warning

- a. School personnel or building administrators would not, in most cases, receive prior notification of a mass casualty incident until it occurred, but school personnel and administrators should be familiar with possible events that could result in a mass casualty situation.

2. Preparation

- a. Ensure that all teachers and persons with mass casualty response responsibilities are trained in basic first aid and CPR (List of names on Crisis Response List).
- b. Assign specific responsibilities to school personnel and administrators such as bringing student medical records to the triage site and a person responsible for parent notifications.
- c. The gymnasium is the first site for triage. The second site is SMP Cheer Building.
- d. The athletic fields will be used as a landing area for MediVac helicopters. This site should not have power lines, light poles, trees, or other obstructions in the area that would make it difficult for a helicopter to land safely. This area will not be required to be lighted as MediVac helicopter pilots are equipped with night vision equipment and can land safely without lights in the area.

IMPORTANT: In the event of a night landing NEVER shine a light of any kind at the helicopter as this will severely impair the pilot using night vision equipment. Students, school personnel, or administrators should not attempt to assist the pilot with landing by using hand signals or any other motions or signals. Unless properly trained these persons may give erroneous information to the pilot. Under no circumstances should students,

teachers, or school administrators approach the helicopter even after landing. Rotor disk head space varies with different types of helicopters and head space can vary according to wind conditions and landing attitudes.

3. Response

- a. Call 911 and give all pertinent information to the call taker. Be sure to tell the call taker the nature of the emergency and the exact location of injured students in your facility.
- b. If the emergency threatens injured students by leaving them where they are, begin moving students outside to the pre-determined triage area.
- c. Render first aid until EMS arrives.
- d. Provide as much information as possible about the injured students to arriving EMS units.
- e. Always allow responding EMS personnel to make final selection of triage site(s).
- f. Students will evacuate to CSU via bus. If buses are not available, students will evacuate and walk with staff members with their class to CSU "all purpose" field.

Armed or Threatening Intruder on Campus

There is a possibility that an armed or threatening intruder may come on school property. The safety of students and school personnel is the primary concern in this type of situation. Any actions taken at this point would be to enhance the safety of these individuals with the apprehension of the suspect as a secondary concern.

1. Communications and Warning

- a. The notification of the school administration of this type of incident will precipitate the response of local law enforcement agencies so it is extremely important that immediate notifications should be made.

2. Preparation

- a. A pre-determined signal ("Teachers! Secure Your Rooms") will be announced over the school public address system that will alert other teachers and administrators of this type of situation.
- b. A pre-determined response is in place that can be implemented in the event the alert code is given over the P.A. This plan includes plans to lock the doors to all classrooms, have teachers tape a piece of paper over the window in their door, and lock all exterior doors to prevent the intruder from entering in the event she/he is outside the building.
- c. School personnel have been assigned to a specific door or entrance and are responsible for the locking of this door in the event the alert code is given.
- d. A voice command will be given to students by P.A. or by voice command of teachers instructing them to "lie down!" or "down! down!, down!" in the event there are shots fired on campus.
- e. Practice drills and exercises should be conducted periodically to ensure familiarization with the intruder plan and response.

3. Response

- a. Once the alert code is heard, teachers and administrators should immediately implement the "lock down" procedures.
- b. The office staff will dial 911 and give as much information about the intruder as possible.
- c. Under no circumstances should ANYONE challenge an armed intruder.
- d. Remain in a safe and secure place until the all clear is given by school administrators.
- e. No classroom doors are to be unlocked for anyone after the lockdown is in place. Wait until an administrator with a **master key opens the classroom door or will give 3 quick knocks.**

Hostage Situation

A situation involving a hostage taking is possibly one of the most difficult and dangerous situations to be addressed. A calm and measured response to this situation is the best assurance of a successful conclusion.

1. Communications and Warning

The school public address system is a valuable tool to communicate a warning throughout the school or facility. Any warnings given should be given in a calm and concise manner using proper warning codes if those have been agreed upon.

2. Preparation

- a. Training in hostage situations should be provided to all teachers, school administrators, and building administrators. This training can be acquired by contacting the police department.
- b. The warning code will be **“Teachers! Secure Your Rooms.” Lockdown**
- c. In the event of an evacuation, all personnel should evacuate by prescribed evacuation routes.
- d. Evacuate to a safe distance under the direction of law enforcement personnel on the scene.

3. Response

- a. The office staff will contact 911 and give as much information to the call taker as possible.
- b. If evacuation is called for, evacuate immediately under the direction of law enforcement personnel on the scene.
- c. Once evacuated, begin notification to the county school administration. Do not attempt to make the notifications until located in a safe location.
- d. Allow law enforcement personnel to make all news releases to the media. In the event the hostage taker has access to the media you will not give conflicting information to the media or inflame the hostage taker.
- e. In the event you are taken hostage or are the first person to speak to the hostage taker, **MAKE NO PROMISES OR ATTEMPTS TO NEGOTIATE WITH THE HOSTAGE TAKER.** Anything you say may conflict with or complicate the law enforcement negotiations.
- f. Do not negotiate for the hostage taker.
- g. Above all, remain calm and do not agitate the hostage taker.
- h. Obey all instructions given to you by the police or law enforcement personnel. Acting quickly and decisively may save your life.

Biological Terrorism

In today’s political climate the threat of biological terrorism has become a very real possibility and should be prepared for. A biological incident may present itself as a threat similar to a bomb threat or it may present itself in the form of a package or letter. A proper response to either of these will expedite and further any public safety response following.

1. Communications and Warning

- a. The public-address system or other system will facilitate any evacuations that may be called for. The PA system in the front office will be used to sound the alarm.

2. Preparations

- a. All teachers, personnel, and building administrators should avail themselves of available training with regard to biological agents, their effects, and proper response procedures. The local Office of Emergency Management will provide this training.

3. Response (Telephone Threat)

- a. Upon the receipt of a telephone call presenting a biological threat, the call taker should gather as much information from the caller. The “Bomb Threat Telephone Call Checklist” should be used as a guide to obtain this information (The Bomb Threat Telephone List is located next to each telephone in the
- b. Contact 911 and give the call taker as much information as you were able to gather.
- c. Implement the school evacuation plan immediately.

- d. Contact maintenance personnel and instruct them to immediately shut down all air conditioning or air handling equipment throughout the entire facility (The Crisis Management Team and the custodians will shut down).
 - e. Do not allow students or any other personnel to leave the school or building grounds until cleared to do so by public safety officials on the scene.
4. Response (Package or letter containing suspect biological agent unopened)
- a. If the package or letter is unopened, leave it where it is. Do not touch it or handle it further. Call 911.
 - b. Do not leave the room. Make all notifications by telephone. Once the building has been cleared the persons in the room with the suspect agent may move to an adjacent room but should not evacuate or leave the area until cleared to do so by public safety personnel.
 - c. Once cleared to do so, these persons should go to the NEAREST restroom or washing facility and wash their hands and arms with copious amount of soap and water. After washing these persons must still not leave the building or area until cleared to do so by public safety personnel.
 - d. No students, teachers, or school personnel should be allowed to leave the school or building grounds until cleared to do so by public safety personnel on the scene.
5. Response (Suspect package or letter opened.)
- a. Contact 911 and give as much information as possible.
 - b. Do not leave the room. Make all notifications by telephone. Once the building has been cleared the persons in the room with the suspect agent may move to an adjacent room but should not evacuate or leave the area until cleared to do so by public safety personnel.
 - c. Once cleared to do so, these persons should go to the NEAREST restroom or washing facility and wash their hands and arms with copious amount of soap and water. After washing these persons must still not leave the building or area until cleared to do so by public safety personnel
 - d. No students, teachers, or school personnel should be allowed to leave the school or building grounds until cleared to do so by public safety personnel on the scene.

If it is determined that students need to be evacuated far away from campus, the CSU Evacuation Plan will be followed. See CSU Evacuation Plan.

Explosions and Suspicious Packages—See Fire Evacuation Procedure

Kidnapping/Missing Student

After ascertaining that a kidnapping has occurred or that a student is missing from campus without authorization—

1. Call 911 with the following information:
 - Child's name
 - Address
 - Physical and clothing description
 - Medical status, if appropriate
 - Time last seen
 - Any suspect info, vehicle info, and direction of travel

Have student information including picture, if possible, available for the police upon their arrival.

2. Call: School District Security at **706-748-2860**
 Superintendent's Office at **706-748-2019**
 Assistant Superintendent for Student Services at **706-748-2236**

3. Secure all outside doors.
4. Notify parents of incident and steps/action taken.
5. **DO NOT** release any information to the media unless instructed to do so by the Superintendent or his/her Designee.
6. Notify surrounding schools of kidnapping/missing student incident.
7. Complete incident report(s) and send to Assistant Superintendent for Student Services.

Report of Weapon on Campus

Matt Bell or designee WILL FOLLOW THE APPROPRIATE STEPS:

1. Call: School District Security at 706-748-2860
2. Remove student suspected to have weapon from class.
3. Search student and student's locker.
4. If weapon is discovered notify police.

Weapons, Violent Incidents

Shooting Incident inside Campus Building (perpetrator is believed to be in building)

- Pre-planning is critical. Have a system for communicating information. Have a prescribed plan of action if a situation occurs. Develop a course of action that all classrooms follow.
- The principal or his designee will follow the appropriate steps:

1. CALL 911.

2. Notify all staff to implement the following actions:

- a. Teachers should quickly scan for any students in the hall and get them into a classroom. Teachers should account for all students.
- b. Announce: "Teachers! Secure Your Rooms: Staff, we are locking down the building...Trouble inside."
- c. Move students toward the wall by classroom doors.
- d. Turn off classroom lights.

3. Designate person in main office to monitor classroom intercom system.

4. DO NOT attempt to go through the building to assess situation. **WAIT FOR POLICE.**

- 5. Call:** School District Security at **706-748-2860**
 Superintendent's Office at **706-748-2019**
 Assistant Superintendent for Student Services at **706-748-2236**

6. Complete incident report(s) and send to Assistant Superintendent for Student Services.

Shooting Outside Campus Building (perpetrator is believed to be outside the building)

The principal or his/her designee will follow the appropriate steps:

1. CALL 911.

2. Notify all staff to implement the school's plan of action.

3. If students are outside, get to nearest cover or retreat inside building, whichever is closest.

4. Teachers should account for all students.

5. If students are in class, get down low, move to side where windows are located, and stay below window sill level (out of sight of perpetrator).

6. Announce: **“Teachers! Secure Your Rooms” Lockdown**

ANNOUNCE: **“Staff, we are locking down the building...Trouble outside.”**

7. Turn off all classroom lights and cover door glass.

8. **DO NOT MOVE FROM POSITION UNLESS INSTRUCTED BY POLICE OR SCHOOL OFFICIALS.**

9. Do not attempt to assess situation until police arrive.

10. Call: School District Security at **706-748-2860**
Superintendent’s Office at **706-748-2019**

Assistant Superintendent for Student Services at **706-748-2236**

11. Complete incident report(s) and send to Assistant Superintendent for Student Services.

School Functions during Non-Instructional Hours Refer to specific emergencies listed.

CRISIS RESPONSE - MEDIA PLAN

The primary objective is to inform the public of all relevant information during a district/school emergency. The Muscogee County School District will provide access to all public information through cooperative efforts with the media.

Everything in this section will be coordinated through Valerie Fuller/Director of Communications at 706-748-2034.

1. **Mr. Ash Snow** is the designated person to work with the media. Mr. Snow will arrange for the appropriate school district representative to speak to the media. All media requests concerning the school system will be directed through Mr. Snow. He will address information concerning crisis situations and the School District’s Coordinator will interface with him. Public Safety officials will meet in the conference room in the office and will handle any questions regarding criminal investigations and the school system will focus on what the school is doing and how it is going to affect our students’ education. Mr. Snow will prepare notes for speakers when necessary.
2. The school/district, in conjunction with law enforcement, will assign a location for the media that will meet the requirements of both the media and school personnel.
 - a. **Mr. Snow** will prepare factual, written statements for the media in cooperation with law enforcement. As soon as possible, Mr. Snow will schedule news briefings and will provide updates. Each media member will receive the same information.
 - b. **Mr. Snow** will provide the media guidelines established by the school district. They include:
 - Permission must be granted by the administration for Media to be on campus.
 - Before staff members are interviewed they must give their consent. The media should respect the sensitivities of those who are touched by the crisis.
 - Yearbook and school newspaper photographs are public documents and access to them must be provided.
3. Hardaway High School and the District will identify a spokesperson that will work with Mr. Snow to present information to the media. He/She should:
 - a. Be accurate. If uncertain of the facts, don’t release information. If necessary refer media to appropriate sources.
 - b. Keep answers brief and to the point. Emphasize positive actions being taken and turn negative questions into positive statements. Not cast blame or discuss the cause of an emergency.
 - c. Not release the names or identities of juveniles nor provide names of casualties.
 - d. Not speak off the record.
 - e. Not say “no comment”, but offer to get information when an answer is not known.

Death of a Staff Member/Student off Campus

Death of any member of the school or student body may occur after school hours or during the weekend or holidays.

1. **Mr. Bell** will:

- a. Activate Connect-Ed and crisis team.
- b. Notify Superintendent's office, Student Services and Safe and Drug Free Schools Office/748-2226
- c. Convene emergency staff meeting before school day begins, if needed.
- d. Get as many facts as possible from police to help dispel rumors.

2. **Mrs. Metcalfe** will:

- a. Follow Principal's instructions
- b. Ask Principal for specific information to tell parents who call the school

3. Teachers should

- a. Follow Principal's instructions

4. Counselors should:

- a. Coordinate school-crisis intervention team activities

Death or Serious Injury on Campus

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

1. Notify 911 and provide details of the incident. Request law enforcement and emergency services. Provide the 911 operator with all details of the incident.
2. Determine injuries and provide first aid.
3. Secure classrooms by announcing: "Teachers! Secure Your Rooms."
4. Administrator should inform staff of the death/serious injury.
5. Restore calm and move students away from the scene. Students should not be allowed to leave class to go to the scene.
6. Notify Superintendent's office (748-2019).
7. Fax or send medical emergency information to hospital on victims.
8. Assess extent of situation by determining who was involved or committed the act. Identify witnesses and remove them to a secure area. Keep witnesses separated. Keep the scene a secure area. Do not disturb possible evidence or remove the victim if determined to be dead.
9. Administrator should notify members of the School Crisis Team to start formulating strategy.
10. Follow emergency procedures for communication of information to staff and students, evacuation, (if necessary) and media plan.
11. Administrator should prepare statement to be sent home with students.
12. Follow crisis response follow-up plan for necessary counseling or other trauma reduction activities.

Suicide at School

A student or a staff member may terminate his/her life at school or make a suicide attempt at school. The first person to discover this must contact the main office by telephone, call button, two-way radios or send another adult to the office.

1. Steps of Action:

- a. Report incident to main office
- b. Call 911
- c. Have staff member remain with individual attempting suicide
- d. Keep students in classrooms away from area. Announce: “Teachers! Secure Your Rooms”
- e. Send note to staff informing them that a medical emergency has occurred and that they should remain calm. Include any additional instructions (e.g., “The bell will be sounded manually to indicate change of classes.”)
- f. Notify Superintendent’s office and Student Services office
- g. Activate School Crisis Intervention Team

2. **Mr. Bell** will:

- a. Assume role as spokesperson. Give instructions to staff.
- b. Contact Superintendent’s office (706-748-2019)
- c. Initiate lock-down (all classroom doors, offices and entrances), if necessary.

3. **Mrs. Metcalfe** will:

- a. Follow Principal’s instructions.
- b. Operate telephones with assistance from Mrs. Harris and Mrs. Carr.

4. Teachers should:

- a. Keep students in class and await further instruction. If student suicide occurred in a classroom, teacher should evacuate the room and take roll book with him/her.

5. Social Worker/ Psychologist / Central Office Response Team

- a. Assist in contacting parent(s) or family members, if necessary. Go to classes and explain situation.

Phone Numbers

- **Emergency - 911**
- **Superintendent’s Office - 706-748-2019**
- **Student Services - 706-748-2236**
- **Safe and Drug Free Schools Office - 706-748-2226**
- **Director of Communications - 706-748-2034**

BODY FLUIDS AND BLOOD BORNE PATHOGENS

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

What Should Be Done To Avoid Contact With Body Fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available for custodians, nurses, teachers, and others who come in contact with body fluids. Gloves are recommended

when direct hand contact with body fluids is anticipated. Hands should be washed after gloves are removed and gloves discarded in a plastic bag.

What Should Be Done If Direct Skin Contact Occurs?

Hands and other affected skin areas should be washed with soap and water. Clothing and other non-disposable items that are soaked with body fluids should be rinsed and placed in plastic bags. Disposable items should be handled with disposable gloves.

How Should Spilled Body Fluids Be Removed From The Environment?

Schools should stock absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or the material swept should be disposed of in a plastic bag. Broom and dustpan should be rinsed in disinfectant.

Hand Washing Procedures

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

Disinfection of Hard Surfaces And Care Of Equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed of down a drainpipe.

Disinfection of Rugs

Apply sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove with dustpan and broom, then apply a rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant.

Exposure Control Plan

1. Handling of blood and other potentially infected body fluids:

Any material (e.g., cloth, gauze, paper product) that is contaminated with visible blood shall be placed in a small red bag labeled Biohazardous and tied securely. Place the small red bag in the larger red bag that lines the corrugated box provided by the company authorized by MCSD to pick up and dispose of Biohazardous waste. This box should be placed in an area that has limited access. The specific directions for placing contaminated items in the box will be posted near the box that contains the red bag that meets federal, state, and local regulations. When the box is full or there is a concern about contents that might cause an unpleasant odor, contact the Director of Plant Services. If the box needs to be picked up, it will be necessary to follow the directions for taping or sealing the box before it is picked up. Tracking labels will be used for liability purposes in the event that a pick up is necessary. *Excluded material includes sanitary products.*

2. Sharps must be placed in special puncture resistant containers provided by the company authorized by Muscogee County School District. Sharps include needles, broken glass contaminated with blood, scalpel blades, pins, and any other objects which could potentially pierce a plastic bag. The sharps container should be kept in a secure location in the office and/or area where sharps are used on a regular basis. Sharps containers will be made available through MCSD. When the container is full, it should be placed in the red bag that lines the corrugated box (see item 1) provided by the company authorized by Muscogee County School District to pick up and dispose of Biohazardous waste.

4. Latex gloves should be made available to all employees. Each building should implement a plan for making sure all personnel know where the gloves are located. If gloves are used and thus contaminated with body fluid, they should be placed in the red bag discussed in item 1.

SCHOOL BUS ACCIDENT

Transportation of students to and from school involves a large number of buses traveling about 8,000 miles a day. While it is rare, it is inevitable that a bus will be involved in an accident. The accident may or may not involve injuries. The following guidelines cover what will be the response for both bus scenarios.

The school buses are all equipped with instant radio communication to the Transportation Office for notification in the event of an accident. The buses are also equipped with emergency equipment to use as site protection in case of an accident. The schools should provide the drivers with a list of riders to include parents' phone numbers to assist emergency responders at the scene.

Accident with Injuries

Upon Notification

1. Driver will call the Transportation Office designating a specific code indicating accident with injuries. (The driver will also take necessary steps to protect the children at the scene if location is in a dangerous position).
2. The Transportation Office will immediately notify 911 and send a supervisor to the scene.
3. The Transportation Office will notify the school(s) involved. The principal/designee should be sent to the scene immediately. The emergency student information should be brought to the scene to assist the EMS. The bus driver should have a student roster.
4. The Transportation Office will notify school security.
5. The Transportation Office will notify the Superintendent.

At the Scene

1. The Emergency Medical Staff will handle triage, treatment, and transportation.
2. The police will be responsible for traffic control and bus accident investigation.
3. School representative will restore order of students. Transportation Supervisor will be dispatched to the scene.
4. Uninjured students will be transported from the accident scene to the school/home.

Aftermath

1. The principal should assign person(s) to go to the hospital.
2. If the students are to be transported on to school, the principal should designate person(s) to receive uninjured students when they arrive at school and continue to monitor and meet their needs.
3. The school should prepare to receive parents and the media.
4. Both the Transportation Department and the principal should contact the superintendent for final update of the accident.

Accident without Injuries

1. Driver will call the Transportation Office designating a specific code indicating accident with no

injuries. (The driver will also take necessary steps to protect the children at the scene if location is in a dangerous position).

2. The Transportation Office will immediately notify 911 and send a supervisor to the scene.
3. The Transportation Office will notify the school(s) involved for notification of lateness.
4. The Transportation Office will notify school security.
5. When the students are transported on to school, the principal should designate person(s) to receive uninjured students when they arrive at school and continue to monitor and meet their needs.

Emergency School Closing

Early morning weather conditions created by floods, severe ice, snowstorms, or other weather-related emergencies sometimes make it necessary to close schools. In some instances, weather and street conditions improve later in the morning so that schools can be opened two hours later than normal.

Preparations:

The district has a plan for the morning canceling of school, a second plan for delayed opening, and a third plan for the early closing of schools if necessitated by an emergency or severe weather. Uniform adherence to these procedures is necessary in order to prevent confusion when either plan is implemented.

THE PRINCIPAL OR DESIGNEE WILL disseminate these procedures to all building personnel, students, and parents.

Employees are Responsible for Information Regarding School Closings/Delays

1. It is every employee's responsibility to listen to the radio or television whenever announcements are imminent regarding emergency weather conditions affecting school operations.
2. Local radio and television stations will be notified of the decision to follow Plan One, Plan Two, or Plan Three. Notification of the media will be the responsibility of the Superintendent's office.

Plan One - Morning School Cancellation

1. The Transportation Department has designated individuals to drive streets, county wide in an effort to assure the roads are safe for the students of Muscogee County.
2. The final decision for the canceling of school will be made by the Superintendent or her designee. If at all possible, the "Go" or "No Go" decision will be made no later than 5:30 a.m.
3. All annual employees should report to work unless they consider their routes unsafe or unless directed otherwise by their immediate supervisor. Employees must make their decision as to the safety of his/her route to work.

Plan Two-Delayed Opening

Where there is a possibility of improved weather and/or street conditions later in the morning, a delayed school opening announcement will be made to the public. The radio and television stations will be notified by 6:00 a.m. of the day involved that schools will open, and buses will run two hours later than the regular time. Dismissal will be at the regular time.

Plan Three - Early Dismissal

Should severe weather dictate the early closing of schools, the following offices will remain open and staffed until all students and employees have been accounted for and their safety assured.

Superintendent’s Office, Security Office, Transportation Office, & Maintenance Office.

CSU EVACUATION PLAN

Bus Evacuation:

If there is a need to evacuate students away from campus, students will load buses and be transported to the “all purpose” field on the CSU campus. These buses will load students on College Dr. and the Bus lane in the back lot. See attached “Evacuation Map.”

The Reunification site will be on the soccer field. Students will report to their present classroom teacher. The teacher will take roll. Any missing students will be reported to the Reunification Coordinator (LTC (R) Feret).

PARENT PICK-UP

If the decision is made to not allow students to return to campus, students will remain at the Reunification site until a parent arrives to pick up the student. 2-way radios will be used to call for students to report to the parking loop.

Buses Unavailable/Pedestrian Evacuation:

If there is a need to evacuate students away from campus and buses are not an option, students will be escorted by staff to the “all purpose” field located off Eddie Lindsey road/entrance to CSU soccer field. Communication will be via walkie-talkie or cell phones.

PARENT PICK-UP

If the decision is made to not allow students to return to campus, students will remain at the Reunification site until a parent arrives to pick up the student. 2-way radios will be used to call for students. Students will meet their parents at CSU “all-purpose” field.

SEVERE WEATHER SAFETY PLAN

Please review this list of severe weather/nuclear attack shelter areas. It is essential that you move your class immediately to your designated hallway or room. These areas are to be used by all school personnel during those emergencies. Post on bulletin board.

These rooms are approved safety areas and classes will remain in them:

103	111	206	211	307	501	509	604	702
105	113	208	212	402	503	511	605	705
107	202	209	303	404	505	600	606	706
109	204	210	305	406	507	602	608	Const. Lab

607

These rooms are not approved - move your class to approved areas as indicated:

<u>ROOM #</u>	<u>MOVE TO</u>	<u>ROOM #</u>	<u>MOVE TO</u>	<u>ROOM #</u>	<u>MOVE TO</u>
100	Room 103	203	Room 204	401	Room 402
101	Hallway 104-105	205	Room 206	403	Room 404
102	Room 105	207	Room 208	601	Hallway 601
104	Room 107	213	Hallway 213	609	Hallway 609
106	Room 109	214	Room 210	611	Hallway 611
108	Room 111	300	Room 303	703	Construction Lab
110	Room 113	301	300 Hallway		
200	Hallway 204-205	302	Hallway 302-303		
201	Room 202	400	Hallway 402		

SPECIAL AREAS

MOVE TO

Main Office Staff	Rear two corridors behind main office
Auditorium	Kneel down in seat and cover head
Auditorium Lobby	Interior hallways away from glass (tornado)
Band Room	Hallway between band and choral rooms
Choral Room	Hallway 102-113 for nuclear attack
Cafeteria Staff	Hallway between 600-608
Library	Hallway behind library
Armory	Rifle Range
Gymnasium	Girls - Shower room for tornado; Hallway 406 for nuclear attack Boys - Shower room for tornado; Hallway 307 for nuclear attack
PE Playing Field	Behind elevation at main entrance gate; gym shower for tornado
During Changing of Classes	Hallway for nuclear attack. To nearest hall face interior wall with head lowered and covered; to nearest hallway as above.
Students finished lunch	Hallway between 600-608
Cafeteria	Hallway between 600-608
Science Workroom	Hallway 403
English Workroom	Hallway 302
Pound Bldg.	Move to Interior Classroom

Events shown in ***BOLD TYPE** are specifically mandated to be addressed by O.C.G.A. § 20-2-1185 and represent the minimum standard required for plan approval. Because this minimum standard is insufficient for the creation of a functional emergency operations plan, it is strongly recommended that you thoroughly consider contingencies for the other events listed.

Event	Addressed-YES	Addressed-NO
*Natural Disasters		
Earthquakes	YES	
Floods	YES	
Hurricane	YES	
Thunderstorm	YES	
Tornado	YES	

***Hazardous Materials Biological**

Chemical YES

***Radiological Accidents**

Nuclear/Radiological YES

***Acts of Violence Acts of Terrorism**

Bomb Threats, Explosions and Suspicious Packages YES

Civil Disturbance YES

Hostage Barricade YES

Intruder, Suspicious Person YES

Missing Student, Kidnapping and Child-napping YES

Report of a Weapon on Campus YES

Weapons, Violent Incidents YES

***Security Issues In School Safety Zone**

***Transportation, Field Trips**

***Accidents**

Injury, Illness, Suicide or Death YES

Fire YES

Utility Failures, Gas Leaks YES

***School Functions During Non-Instructional Hours**

***Documentation of Community Input Provided for:**

Emergency Management YES

Law Enforcement YES

Fire Services YES

Other School Employees YES

Parents YES

Teachers YES

Students YES

Community Leaders YES

Plan Approved Declined

Approval of this plan by the Georgia Emergency Management Agency cannot ensure its effectiveness in every possible emergency. Approval only constitutes compliance with the explicit provisions of O.C.G.A. § 20-2-1185. The attached recommendations are intended to provide a guide, based on accepted best practices, to assist in the consideration of crucial steps that may enhance response to the most likely categories of emergencies.²⁹

Safety Committee: Matt Bell, Principal	Jamarius Harris, Asst. Principal
Sue Hampel, Asst. Principal	Chris Gilstrap, Teacher
Cathy Kirkland, Asst. Principal	Stephen Campbell, Teacher
Natalie Kelly, Teacher	Vacant- Teacher
Gail Edwards, Cafeteria Mgr.	LTC (R) Michael Feret, Teacher
Andra Brown, Lead Custodian	Cris Metcalfe, Principal Secretary
Russell Godwin, Maintenance Supervisor	

AED Defibrillators: Located in the Gym Training Room, Main office, and Baseball Fieldhouse

First Aid Kit: Gym and Clinic

Location Emergency Kits: Clinic and Office Vault

Fire Extinguishers Located: Each Portable, Rooms 103, 109, 404, 303,601, Media Center, 202, 305, 208, 402, Cafeteria Kitchen (2).

CPR/First Aid: Natalie Kelly HOSA, Gilstrap gym, Mary Weed gym, Cora Suggs SPED, Clinic aide.

AUTHORIZATION AND APPROVAL

This plan has been reviewed by the undersigned and is determined to be in accordance with the current “Muscogee County Emergency Operations Plan” and all other support plans and documents already in place in Muscogee County under the jurisdiction of public safety agencies and the Office of Emergency Management. Further, this plan is in accordance with all current Muscogee County School District plans and policies. By the signatures affixed to this document it is agreed that this plan will serve as the “Muscogee County School District Emergency Preparedness and Response Plan”.

Superintendent, Muscogee County School District

Building Administrator

Assistant Superintendent for Student Services

Director of Guidance Services/Safe and Drug Free Schools