

## ASSESSING THE SCHOOL'S CRISIS

In order to effectively manage a school emergency, some determination must be made by the Immediate Emergency Response Team or the Principal as to the magnitude and intensity of the situation so that the appropriate resources can be mobilized. The Elba City School System will use a three level system for this purpose.

### **Considerations to be used in Determining Crises:**

- Degree of life threat and/or danger.
- Amount of loss (family, friends, and classmates).
- Immediacy of crisis.
- Duration of trauma.
- Amount of damage or destruction to possessions, homes, or community.
- Potential for further crisis.
- Exposure to death and destruction.
- Amount of moral conflict (e.g. controversial issues).
- Individuals affected by trauma (victim, perpetrator, witness).
- Number affected by trauma
- Possible long-term effects.
- Degree of "rumor" potential in media coverage.

**Level I:** This is essentially a day-to-day crisis that will be handled by the school administrators and/or the School Crisis Response Team. Any doubt concerning the level of crisis at any time during or after the onset of a crisis will be resolved in cooperation with the Central Office. Where only notification is required, the school will use an appropriate communication format (telephones, fax, letter, etc.).

Level I	Notification to Central Office Required
• Student fights or disruptions	No, unless extensive
• Heavy vandalism (property damage)	Yes
• Accidents involving students or staff	Yes, if medical treatment
• Disruptive intruders called	Yes, if law enforcement
• Lost or runaway student	Yes
• Fire	Yes
• Utilities cutoff	Yes
• Bomb threat	Yes
• Death of Student	Yes
• Death of Faculty or Staff	Yes
• Kidnapping	Yes
• Weapons on campus	Yes
• Sexual assault	Yes
• Others	Yes

**Level II:** This is essentially a school crisis that will include the involvement of at least the Central Office. Action requires immediate notification of the Superintendent or his/her designee if the Superintendent is unavailable.

- Series of school fights
- Disruptive intruders
- Lost or runaway students
- School fires
- Extended utilities cutoff
- Explosion
- Sexual assault
- Serious accidents at school or off campus
- Violence with weapons on campus where crime or personal injury results
- Kidnapping
- Assault of faculty or staff member
- Catastrophic illness.

**Level III:** This is essentially a full-blown crisis that will require the assistance of the Central Office Response Team and the involvement of law enforcement, emergency preparedness, and other appropriate government and community agencies. Immediate notification to the Central Office is imperative.

- Natural disaster (tornadoes, etc.)
- Serious accident (multiple or serious injury)
- Suicide or homicide of student or staff during the school day or on school property
- Traumatic national disaster (i.e. death of President)
- Poisoning or chemical spills
- Bombs, explosions
- Hostage situations
- Others

## ABDUCTION/KIDNAPPING STUDENT

**Definition:** A parent, family member, or stranger abducts or kidnaps a student

**Steps of Action:**

1. The teacher or staff member should notify the school office and provide a description of the student and give as much information as possible about the incident.
2. The school office personnel should call 911 and provide a description of the student and as much information as possible about the incident.
3. Follow students if it seems appropriate (student runaway).
4. School office personnel should contact the student's parent or guardian. If a student is reported as being truant, the parents will be contacted before 911 is called.
5. Contact the Central Office and report the incident. Call 897-3000.
6. Have a description of student's clothing worn that day and a picture of the student available for law enforcement personnel. Check with teachers to obtain clothing description. Pictures may be available from files or yearbooks, but a picture of each child must be available.
7. Give a description of the abductor if possible.
8. The Crisis Management Team, under the supervision of the Principal or Assistant Principal, will act to prevent further number(s) of students exposed to the abduction/kidnapping by a lockdown or appropriate level of supervision and precautions until the crisis has ended.



## **AIR DISASTERS**

### **Plane Crashes:**

Coffee County is in the adjacent Fort Rucker military training post in which numerous of student helicopter/training flights are made, posing the threat of helicopter or fixed-wing crash on the campus during school hours. Existing emergency plans fail to consider this possibility.

In the event of such an emergency involving a civilian or military aircraft, the Coffee County EOP and/or this plan would be implemented just as in the event of a disaster of a different nature. In the event of such an emergency involving a military craft, the military would be further involved to the extent personnel and other resources would be immediately available for prevention of further damage or injuries and clean up operations.

### **Fallen Aircraft:**

A fallen aircraft emergency occurs when an aircraft falls near or on school grounds. In case of a jet aircraft fall, the minimum safe distance from the site is 440 yards in case there is an explosion.

#### **The Principal will follow these guidelines:**

1. Call 911 immediately.
2. Call the Central Office.

#### **The teachers will follow these guidelines:**

1. Keep all students away from the fallen aircraft.
2. Evacuate the building if necessary. Follow the same procedures for a fire drill.
3. Notify the office if any students are missing.
4. Render any first aid if possible.



## ANIMALS IN THE SCHOOL

**Definition:** A stray animal, snake, bees, etc. that could inflict harm upon students, faculty or staff.

**Steps of Action:**

1. The first consideration is the safety of the students and personnel.
2. Isolate the student from the animal.
  - a. If animal is outside, keep students inside.
  - b. If animal is inside, keep students outside or in some other sheltered area.
3. Call Elba Police (897-2555) for Animal Control.
4. If animal injures someone, call the school nurse and the parent.

# **BOMB THREAT AND EXPLOSION PROCEDURES**

**Definition:** An explosion device either present or alleged to be present in the school or on the premises, which may or may not have exploded.

**Signals:** A special code for a bomb threat will be announced..

**Steps of Action for Bomb Threats: PORTABLE RADIOS AND CELLULAR PHONES MUST NOT BE USED DURING A BOMB THREAT INCIDENT.**

**EQUIPMENT SUCH AS MICROWAVES, CELLULAR PHONES, WALKIE-TALKIES, AND PAGERS MUST BE TURNED OFF DURING A BOMB THREAT.**

1. If a phone threat is made, obtain as many details as possible. **DO NOT HANG UP THE TELEPHONE AFTER RECEIVING THE CALL. (Refer to the checklist on the following page.)**
2. Call 911 and notify the police, fire department, and emergency preparedness. Record the incoming phone call number if the school has a tracing device and give this information to the police.
3. When the Principal decides to evacuate the building, the special code for a bomb threat will be announced on the intercom prior to sounding the alarm for a fire. Normal fire alarm procedures should be followed after the fire alarm is sounded. Leave the building sites to maintain order there.
4. Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom in the hall way as they evacuate the building. **Do not touch anything that looks suspicious. Report suspicious items to the Principal.**
5. The school personnel will search the school with the assistance of law enforcement, fire personnel, and emergency preparedness according to a plan developed by the school. The Principal, law enforcement, and the fire personnel will consider the time indicated by the caller to determine when the building will be safe to re-enter.
6. Stay in a safe designated area until the Principal indicates it is safe to return to the building.

## **BOMB THREAT SIGNAL**

The signal to go to assigned areas will be announced. Everyone will leave the building in an orderly fashion. Do not run, but move quickly. The teacher will check the room and make sure all students are out and all windows and doors are closed. The teacher should carry the class roll with her/him. **One long ring of the bell** will signal **ALL CLEAR**. Teachers and students will return to class in an orderly fashion.



# BOMB THREAT CALL CHECKLIST

CALL START TIME \_\_\_\_\_ AM/PM

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb located? \_\_\_\_\_
- What does the bomb look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will cause the bomb to explode? \_\_\_\_\_
- Did you (the caller) place the bomb? \_\_\_\_\_
- Why did you (the caller) place the bomb? \_\_\_\_\_
- What is your name? \_\_\_\_\_
- What is the address (where do you [the caller] live)? \_\_\_\_\_
- Sex of the caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_
- Length of the call \_\_\_\_\_

CALL END TIME \_\_\_\_\_ AM/PM

## CALLER'S VOICE

Calm	Laughing	Lisp	Angry
Crying	Rasp	Excited	Normal
Deep	Slow	Distinct	Ragged
Rapid	Slurred	Soft	Clearing Throat
Nasal	Deep Breathing	Loud	Stutter
Disguised	Accent	Familiar	Cracking Voice

If the voice is familiar, whom did it sound like? \_\_\_\_\_

## BACKGROUND SOUNDS

Street Noises	House Noises	Factory Machinery	Crockery
Motor	Animal Noises	Voices	Office
Clear	P.A. System	Static	Local
Long Distance	Booth	Office Machinery	Other

## THREATENING LANGUAGE

Well Spoken (Educated)	Incoherent	Foul
Message by Threat Maker	Irrational	Taped

### REMARKS:

Report call immediately to **Elba Police Department** at **897-2555**. TIME \_\_\_\_\_

Fill out completely and immediately after bomb threat. DATE \_\_\_\_\_

## **CATASTROPHIC/COMMUNICABLE DISEASES**

Elba City Schools works cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in school.

Our school requires certificates of immunization from a health department or personal physician before a student can be enrolled initially in kindergarten. This is also required of any new student transferring into Elba Schools. To achieve these ends, the following guidelines have been established:

1. The Principal has the authority to alter the educational placement of any student with a communicable disease or parasite such as HIV/AIDS, Hepatitis B, or other like disease considered to be a health threat to the school population. The Coffee County Health Department, the school nurse or physician may change the educational placement of such a student for a period of time as prescribed. In such cases, a statement of clearance is required before the student may re-enter school.
2. A student with common communicable or contagious diseases such as mumps, measles, or other like diseases shall be ineligible to attend school for a period of time as may be prescribed by the Coffee County Health Department, school nurse, or physician.
3. If a student is determined to have head lice, the student is removed from class and the parent is called to take the student home for treatment. Once the student has been treated and nits manually removed, he/she is to be examined by the school nurse and declared nit-free prior to returning to school.
4. When reliable evidence or information from a qualified source confirms that a student has been identified as having a communicable disease or infection (such as HIV/AIDS, Hepatitis B or other like disease), the decision as to whether the affected student will remain in the regular school setting will be addressed on a case-by-case basis by the Principal to insure due process.
5. If the above student has been determined to be disabled pursuant to the administrative rules for special education, or is suspected by being physically disabled or otherwise impaired, the regulations for special education and other disabled students will be followed.

## **CHEMICAL SPILL OR EXPLOSION**

The Principal or designee will follow these guidelines:

1. Initiate a "lockdown" by announcing the school's code over the intercom.
2. Turn off air conditioning system.
3. Notify authorities.



## **DEATH OR SERIOUS INJURY ON CAMPUS**

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

1. Notify 911 and provide details of the incident. Request law enforcement and Emergency services. Provide 911 with all details of the incident.
2. Determine injuries and provide first aid, as necessary.
3. Restore calm and move students away from the scene. Students should not be allowed to leave the classroom to go to the scene.
4. Assess extent of the situation by determining who was involved or committed the act.
5. Notify the Superintendent.
6. Follow emergency procedures for communication of information to the Central Office, staff and students. Follow evacuation and media plan if necessary.
7. Follow crisis response follow-up plan for necessary counseling or other trauma reduction activities.

## **DISTRIBUTION OF MEDICATIONS**

Elba City School System policies rules provide a safe school environment by controlling the use of both prescribed and over-the-counter medications.

Students are strongly encouraged not to bring medications to school. In the event medications must be given during school hours, an Administration of Medication Form must be on file. The medications must be in their original containers and should be brought to the school nurse or designated professional staff member where they are counted. Medications are then secured under double lock and key. The school nurse or designee dispenses medications. Medications are logged by the nurse or designated employee daily.

### **DRUGS**

In our efforts to provide a safe and drug-free environment for Elba High School students and staff, the following policy/plan is in effect:

1. Unauthorized possession, transfer, use of or sale of drugs, drug paraphernalia or alcohol is prohibited.
2. Elba High School maintains a drug-free awareness program.
3. In the event of an emergency related to drugs/medications, first aid will be administered and emergency medical authorities and parents will be notified.

# EARTHQUAKE

While earthquakes are rare in our region, they can strike without warning. The immediate need will be to protect lives by taking the best available cover.

**The Principal will follow these guidelines insofar as they are possible:**

1. Give instructions to teachers and staff via intercom or other available means.
2. Call 911 or local police at 897-2555.
3. Provide faculty with all available information as it becomes available.

**The teacher will follow these guidelines:**

1. Instruct students to drop to the floor if inside and secure protection beneath a desk or table.
2. After the tremor subsides, usher the students out of the building according to the established route for fire evacuation if safe. Leave through the nearest accessible door if the planned route is inaccessible.
3. Call roll to be sure all students have exited safely; notify the administration if a student is missing.
4. Instruct students to stay clear of buildings and power lines.
5. Monitor media/emergency channels in preparation for aftershocks.



## **FIELD TRIPS/OFF CAMPUS EMERGENCY PREPLANNING**

This section includes personal injury or illness, automobile, or bus accidents.

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

### **Pre-Trip Planning:**

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

1. Field Trip Request forms completed and approved 48 hours prior to trip as per board policy.
2. Participation roster with bus assignment sent to the school's office.
3. Computer generated address, phone number, and other emergency information (i.e. medical) for each student.
4. Participants going on a field trip must wear identifiable armbands or other clothing.
5. Itineraries, route, and schedules the bus will use in traveling to and from the destination.
6. Computer generated list of emergency contacts with telephone numbers for each student should be in the bus. These should include building Principal (home and work), Superintendent, communication services, and bus shop. A complete packet of this information will be compiled for the building Principal, each teacher going on the trip, and each bus driver.
7. Bus drivers will be trained in first aid procedures.

### **Steps of Action:**

In the event of an off-campus emergency, the school personnel will take the following steps:

1. Assist the identifying student(s) who requires first aid.
2. Contact emergency assistance by calling 911.
3. Contact Transportation Coordinator who will notify appropriate personnel.
4. If it is necessary to stay with the injured individual(s), assign supervisory responsibilities to alternate personnel.
5. The school Principal should activate the Emergency Management Plan and provide assistance needed.

### **NOTE:**

**Teachers, chaperones, and the school need to have a list of students for all trips occurring during school hours. For trips including sports, band, chorus, and other extra-curricular activities, the list must be kept in the school office.**

# **FIGHTS/DISRUPTIONS/RIOTS**

## **Procedures for Stopping a Fight**

**The teacher (or Principal) should follow these guidelines:**

1. Send a reliable student to the office to summon assistance if a teacher in a classroom learns of a fight.
2. Speak loudly and let everyone know that the behavior should stop.
3. Obtain help from other teachers, if possible.
4. If students are starting to gather, call out to any of the students whose names are known and start giving orders. Attempt to get students away from the commotion as quickly as possible.
5. Call out the names of the involved students (if known) and let them know they have been identified.
6. Get additional help if confronted with a serious fight, especially one that involves weapons to protect themselves. Teachers should take precautions.
7. After separating the students, try to avoid using further confrontational behavior. Do not point at the students, make accusations, or corner them with their backs against the wall.
8. Remember that no one can "cool down" instantly. Give the students time to talk in a calm setting and gradually change the climate of the situation.

## **Procedures for Handling a Riot or Disturbance Resulting from a Fight**

**The Principal should follow these guidelines:**

1. Encourage teachers and staff to be sensitive to the emotional climate of the campus and attempt to defuse any tensions prior to the eruption of problems.
2. Notify law enforcement of the disturbance and meet at a pre-designated site to evaluate the situation.
3. Have law enforcement personnel evaluate and call for any necessary resources such as back-up help, emergency medical help, etc.
4. Activate needed emergency plans, which may include the following:
  - a. Instructing office staff to man communications and initiate lockdown.
  - b. Notifying transportation to bring appropriate numbers of buses for evacuation or transportation if necessary.
  - c. Assigning staff a temporary detention facility, such as a gymnasium, to secure students and log information.

## **Procedures for Handling Student Disturbances**

1. If the misbehavior is not serious, attempt to have the student return to his/her normal school routine.
2. Call for law enforcement assistance if the disruption continues or if injury occurs.
3. If the behavior could result in injury or other disruption, try to get the disruptive students and their leaders isolated from the general student body.
4. Determine what disciplinary action to take, if any.
5. Notify parents.
6. Notify Superintendent at 897-3000.
7. School Crisis Response Team members discern the basis for the problem and take action to address those concerns.

8. All media inquiries should be referred to the Central Office. The Superintendent or his designee, if any, will address public comments.

**Procedures for Handling Student Walkout**

1. Assign administrative security.
2. Notify the Superintendent at 897-3000.
3. Advise Police Department.
4. Activate the School Crisis Response Team to discuss the problem and take action to address the situation.



## FIRE DRILLS

We will have fire drills as indicated by the new Code Red guidelines. These will be announced. The Safety Facilitator will be notified at least 2 days in advance. Elba Police and Fire Department will be notified of the drill in advance as well. The alarm will be activated by the pulling of a fire alarm to check the doors, lights and bells of the school. Everyone will leave the building in an orderly fashion. Do not run, but move quickly. The teacher will check the room and make sure all are out and all windows and doors are closed. The teacher should carry the class roll with her/him. Be sure to follow the route you have been assigned. Routes are posted in each room. **One ring of the bell** will signal **ALL CLEAR**. Teachers and students will return to class in an orderly fashion.

## FIRE

In the event of a fire within the school building, follow these guidelines:

1. Sound the alarm immediately.
2. Notify the fire department by calling 911. Provide important details including possible breaks in gas or electrical lines or other special hazards.
3. One staff person will be designated to meet the first responder. The designated person will provide keys to the first responder. A staff person will carry a walkie-talkie and stay with the first responder.
4. Evacuate the building using the following procedures:
  - a. Students will walk out of the designated exit in a quiet, orderly manner. Teachers should check the classroom and be the last individuals to leave.
  - b. Teachers will take their class rolls as they leave the classroom.
  - c. Do not close windows.
  - d. In each class, the students reaching the exit door first will hold the door open for the others.
  - e. Students must go to a designated area that is a safe distance from the building and must not stand in the driveway or any other hard surface area close to the building. Evacuation may exceed school property.
  - f. Students not in the classroom when the alarm sounds should report to the nearest designated area outside of the building. No one should enter the building after the alarm has sounded.
  - g. Teachers are responsible for students under their supervision and should take attendance. Account for ALL students under your supervision. Children who are unaccounted for are to be reported to the Principal immediately.
  - h. The fire drill plan for evacuating the building is posted in each classroom throughout the year. If one route is blocked, use an alternate route as directed by a teacher.
5. Office personnel should notify the Central Office as soon as possible.
6. Access roads will be kept open for emergency vehicles. Students and staff members will be allowed to return to the building at the direction of the Principal, only upon the recommendation of the Fire Department.
7. If the school cannot be secured, the football field will be the designated safe area and pickup site.

# FLOOD/WEATHER

Floods, tornadoes and severe thunderstorms can occur rather suddenly; therefore, the following precautions shall be used.

**Tornado Watch:** Conditions are favorable for tornado or severe weather. Make staff aware, but take no action.

**Tornado Warning:** A tornado has been sighted – take shelter immediately.

## **Signals:**

1. Floods, severe thunderstorms, tornado watches and warnings will be indicated to school offices. Radios must be left on at all times. The Central Office will contact the schools to confirm that each building has been alerted of existing hazardous weather conditions.
2. Signal that a tornado warning or tornado drill is in effect will be either:
  - a. Continuous ringing of the bell.
  - b. If electricity should be off, a runner will notify teachers.

## **Steps of Action:**

To signal a tornado warning or severe thunderstorm, the tornado warning alarm will be sounded on the school intercom or bell system. At this point the following steps should be taken:

1. Students should proceed to their designated position against the wall and assume a seated position.
2. Students in unsafe locations at the time of the drill will go to the nearest assigned locations at the direction of the teacher.
3. Teachers are to close classroom doors after students exit into the tornado safe area.
4. Quiet is extremely important so that any necessary directions may be heard in the tornado safe area.
5. Teachers should keep their class rosters with them during the drill and stay with their students to insure that students are following the drill or emergency procedure and verify classroom count.
6. The all-clear signal will be given either verbally or by bell by the Principal or designee.



# **GAS LEAK/UTILITY EMERGENCY PROCEDURES**

## **Signals:**

Should the building need to be evacuated, follow fire drill procedures with an announcement on the P.A. In the event of electrical failure and the need to evacuate, a runner will sound a manual bell. The Principal, custodian, and other designated staff would conduct a visual check of all school areas.

## **Steps of Action:**

**Only TOP PRIORITY When Threats to Life or Safety are Listed Here**

### **Gas Line Break – Top Priority – Call 911**

1. Clear the area (Evacuate the building if necessary.).
2. Inform 911 of break and important details.
3. Contact the Maintenance Department at 897-5413.
4. Contact the Central Office at 897-3000.
5. Teachers are to account for all students on their attendance roll. Report missing students to the principal.

### **Electrical Power Failure – Top Priority – Call 911**

1. Clear the immediate area (Evacuate the building if necessary.).
2. Call 911 and report details of failure and request assistance.
3. Contact the Maintenance Department at 897-5413.
4. Contact the Central Office at 897-3000.
5. Teachers should account for all students on their attendance roll. Report missing students to the Principal.

### **Water Main Break or Sewage Break – Top Priority – Call 911**

1. Clear the immediate area (Evacuate the building if necessary.).
2. Call the Maintenance Department at 897-5413. Provide details of the type of break and seek instructions on steps to take prior to the Maintenance Department personnel arriving at the school.
3. Call the Elba City Hall and provide details.
4. Contact the Central Office at 897-3000.

### **Telephone/ Communication Loss**

1. Unless directed by the Central Office, school will continue uninterrupted if telephone or communication loss occurs. Runners will be used to communicate with the teachers.



## **HOSTAGE SITUATION PROCEDURE**

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

1. Notify the Emergency Assistance (911) and the Superintendent.
2. Use either the Code Red (Hard lock down) for an intruder, to move students away from the hostage situation.
3. Gather all facts regarding the situation for the police. Keep notes of times, any communication from the person holding the hostage, and other witness information.
4. Principals will have designated a first responder to meet with the law enforcement and emergency personnel as they arrive on campus. SCRT Leaders will position themselves at the school road entrances and disperse information as directed by the Principal.
5. Work with the Central Office and law enforcement to determine the next steps. Law enforcement has total control of a hostage scene.
6. Contact the Superintendent or designee to prepare a statement concerning the incident.

## INTRUDER/IRATE VISITOR

**Definition:** Individuals who are unlawfully on school campus or do not receive permission from the school office to be on the school premises and who refuse to remove themselves upon request.

**General Procedures:** School staff members are to stop strangers and inquire as to their business in the building. Contact the office to be sure they have registered. All visitors will be provided with identification badges when they sign in at the office.

**Code:** A hard lock down indicating that a potentially dangerous intruder is on campus and that a lock down of classrooms and exits should take place immediately.

### **Signals:**

1. A code will be made on the intercom to notify teachers of an unwanted intruder in the building. Teachers should lock their classroom doors immediately. Keep students away from doors and out of the halls while turning our all lights.
2. Staff should report the presence of an intruder if it is determined to be safe and if students under the supervision of a teacher are secure.
3. If shots are fired, the intercom will be used to evacuate the students to the safest possible location away from the intruder using the Run, Hide or Protect drill. The teacher should lock the classroom door to prevent entry by an intruder.

### **Steps of Action:**

1. Ask unwanted intruder to report to the school office. If the intruder refuses to report to the office, the teacher should contact the office and advise of the situation and give a description of the intruder.
2. If the intruder is hostile or threatening, call the school office for assistance. The school office should contact law enforcement for assistance.
3. If the intruder becomes violent, the teacher should notify the school office.
  - All visitors on the school campus must report to the office to sign in.
  - All visitors must provide a visitor's pass before leaving the office.
  - All identification badges must be dated and signed so they may not be used again.

## Lost or Runaway Student

**Definition:** A student which has chosen to leave campus without permission or cannot be located.

**Steps of Action:**

1. The teacher or staff member should notify the school office and provide a description of the student and give as much information as possible about the incident.
2. The school office personnel should call 911 and provide a description of the student and as much information as possible about the incident.
3. Follow students if it seems appropriate (student runaway).
4. School office personnel should contact the student's parent or guardian. If a student is reported as being truant, the parents will be contacted before 911 is called.
5. Contact the Central Office and report the incident. Call 897-3000.
6. Have a description of student's clothing worn that day and a picture of the student available for law enforcement personnel. Check with teachers to obtain clothing description. Pictures may be available from files or yearbooks, but a picture of each child must be available.
7. Give a description of the abductor if possible.
8. The Crisis Management Team, under the supervision of the Principal or Assistant Principal, will act to prevent further number(s) of students exposed to the abduction/kidnapping by a lockdown or appropriate level of supervision and precautions until the crisis has ended.

## **MEDICAL EMERGENCIES**

In the event of an acute medical emergency on campus such as choking, heatstroke, epileptic seizure, asthma attack, diabetic coma, heart attack, etc., the nearest teacher or professional staff member will take steps to prevent further injury, notify the Principal and nurse immediately, and attempt to clear the area. Medical assistance personnel and parents will be contacted as needed.



## **PREVENTION AND CURRICULUM**

### **School Climate and Culture**

Elba City Schools has developed a school climate survey to be administered biannually to parents, students, faculty, and staff. The results will be evaluated in the fall and used to determine the effectiveness of the school in providing a safe and orderly environment in which to work and learn.

Computerized information is updated annually through personnel forms provided through the Central Office and demographic files sent home by the students. These are to be corrected and returned to the school where the information is corrected in the computer files. Hard copy demographics are kept in the school office in a three-ring binder to be used in the event the computer is not available. Demographic files are updated throughout the school year.

Medical records are handled in the same manner as demographic information. Plans were implemented in the 2002-2003 school year to include a photo of each student in the computer system which will be updated annually.

Check out procedures require that only those designated on the child's demographic file as parents or emergency contacts be allowed to check the child out of school. Back-up disks are kept in the Principal's office (and at the home of the Principal).

Several faculty members are knowledgeable in life-saving techniques and emergency first aid. There is a registered nurse on the school campus. Central Office staff and community persons have been identified to provide needed services to meet long-range and immediate needs.

Parent and student information guides, as well as handbooks, are distributed to staff and parents. Parents are required to return the attached forms to show that they have received the information. The Information Guide contains a variety of information including a system wide code of conduct and medical information concerning students. Through parent open house meetings, parents are given the opportunity to hear information concerning school safety and discipline issues. Students are made aware of the handbook and information guide at the beginning of the year through sessions with their first block teacher.

Faculty and staff are encouraged to be visible throughout the school day. A high priority is placed on supervision of students. Each teacher is required to turn in his or her classroom discipline plan and classroom procedures. The Principal reviews these and suggestions for improvement are made. Workshops have been conducted to assist teachers in the effective application of discipline plans in the classroom. Faculty and staff attend workshop sessions on safety and emergency procedures as well as drug and violence awareness programs.

An ongoing conflict resolution program is in place to assist students in dealing with interpersonal conflicts. Students who are involved in identified conflict with other students are required to attend conflict resolution sessions with the school counselor. The Principal and maintenance staff conduct a monthly safety walk through to identify and eliminate potential safety hazards and to provide physical checks of safety equipment such as fire extinguishers and lab equipment. Presentations are provided to students and parents through the classroom activities at all levels in an appropriate manner. Community groups are involved in the safety of the school through presentations at

organizational meetings and utilization of resource persons such as fire rescue and law enforcement. Emergency First Aid and CPR is taught as part of the Health Curriculum at the high school level and drug awareness and prevention is taught at all levels in an appropriate manner.

In the even it becomes necessary for a school-wide lockdown, the code will be broadcast from the PA system (runners may be sent to any outside area not connected via PA). The entire faculty and staff will go to lockdown status with designated responsibilities. Some of the responsibilities include the following:

1. Teachers will lock classroom door(s) and windows, prohibit any movement of student/personnel and cover the glass window of the classroom door.
2. Teachers will move students to a safe designated place in the room.
3. Custodial staff will lock all primary doors and assist as needed.
4. Administrators will (attempt) to canvas all campus areas.
5. The Principal or his/her designee will notify police authorities and the Superintendent's office by phone or radio.
6. The all-clear signal for ending a lockdown is an all-clear announcement over the intercom.

The student body is rehearsed in this procedure through periodic drug/gun dog searches of campus upon arrival of authorities.



## SERIOUS ACCIDENT ON OR OFF CAMPUS

**Definition:** Emergency where one or more are sick or injured. Immediate concern is to aid the injured or sick student/employee.

**Signals:** Use of Public Address System.

**Steps of Action:**

1. Teacher is to contact school office and stay with sick/injured person(s).
2. School office is to contact 911 if individual's injury or sickness is determined to be of a nature that should be treated immediately by a medical doctor. First priority is the safety and well being of the individual(s).
3. If a qualified individual is available to administer first aid, use him/her as appropriate until emergency personnel arrive on the scene.
4. Contact the individual's parents and notify him/her of the emergency. Advise the parent of the decision to transport for emergency care and request parent to go to the child's location.

**NOTE:** Use universal precautions when handling body fluids.

**Definition:** Emergencies that take place off school grounds while students are in a school sponsored activity. See **Field Trips/Off Campus Emergency Preplanning**.



## **SEXUAL ASSAULT/ HARASSMENT**

In the event of a suspected or alleged assault upon a student at Elba City Schoos during school hours, proper authorities, including the Superintendent and Department of Human Resources, will be contacted immediately.

The student would be taken to a safe, secure, and confidential location. Appropriate gender staff personnel will remain with the student until the arrival of the police, DHR staff, parents, and other authorities.

Carefully noting any remarks, comments, names, and other information when appropriate, and efforts will be made to determine if other individuals are involved and if such act has occurred previously.

In the event school personnel learn of a suspected or alleged sexual assault that may have occurred away from school, the Principal would notify DHR.

## SHOOTING ON CAMPUS

If a situation should arise where a shooting takes place on campus, the following precautions and procedures should be considered.

### Steps of Action:

1. Immediately notify administration.
2. Use Code Red for an intruder or bomb, depending on the situation, to move students away from the shooting following the Run, Hide or Protect drill.
3. Principal or designee will contact Elba Police (897-2555), Superintendent (897-3000), and/or Sheriff (894-5535).
4. Gather all facts regarding the situation for the police. Keep notes of times, any communication from the person, and other witness information.
5. Principal will have designated a first responder to meet with the law enforcement and emergency personnel as they arrive on campus.
6. Work with Central Office and law enforcement to determine next steps. **LAW ENFORCEMENT HAS TOTAL CONTROL.**
7. Put media into effect.

## **SUICIDE ON OR OFF CAMPUS**

The school community should do everything possible to prevent this most tragic form of death. Part of prevention is early detection of students who appear to be severely troubled. Improvement of each student's self-esteem is an underlying goal of the educational process. Character building programs and conflict resolution initiatives help to improve self-esteem and self-growth.

The following are recommendations regarding suicide:

1. Do not dismiss school or encourage funeral attendance during school hours.
2. Do not dedicate a memorial to the deceased without checking with parents and considering the emotional welfare of all students.
3. Do not have a large assembly.
4. Do give the facts to the students.
5. Do emphasize prevention and everyone's role.
6. Do provide individual and group counseling.
7. Do emphasize that help is available and that there are alternatives to suicide.
8. Do contact the family of the deceased immediately and offer support of the faculty, staff, and administration.



## SUPERVISION OF STUDENTS

Under School Board policies and rules, each teacher is charged with the supervision of assigned students. Each member of the professional and support staff is provided a copy of Board policies and a Faculty/Staff handbook, which must be signed for upon receipt. Each Board policy change and/or addition is provided each employee and is acknowledged upon receipt in writing. The following procedures further strengthen our plan for supervision of all students at all times.

1. If a teacher must leave his/her classroom, another member of the professional staff must be obtained to remain with the students.
2. Students leaving a classroom during class are provided a pass indicating destination and time of departure.
3. Teachers are encouraged to station themselves in the hallway near classroom during class changes.
4. A rotation schedule is provided for supervision of the following areas throughout the school day:
  - a. Bus loading and unloading and student parking areas.
  - b. Recess areas including the designated recess area for students, halls and off-limit areas.
  - c. During lunch period(s) students are taken to and from class to the lunchroom.
5. Teachers are assigned areas of supervision and are encouraged to move about and be seen by students.
6. Teachers are required to take class rolls with them when leaving the classroom.
7. Substitute teachers are provided an orientation and handbook.
8. Activity trip procedures are outlined under Off Campus Emergency-Preplanning.
9. Teachers are asked to check bathrooms periodically.

## **TERRORIST ACTIVITIES BOMB THREAT AND EXPLOSION PROCEDURES**

**Definition:** An explosion device either present or alleged to be present in the school or on the premises, which may or may not have exploded.

**Signals:** A special code for a bomb threat will be announced..

**Steps of Action for Bomb Threats: PORTABLE RADIOS AND CELLULAR PHONES MUST NOT BE USED DURING A BOMB THREAT INCIDENT.**

**EQUIPMENT SUCH AS MICROWAVES, CELLULAR PHONES, WALKIE-TALKIES, AND PAGERS MUST BE TURNED OFF DURING A BOMB THREAT.**

1. If a phone threat is made, obtain as many details as possible. **DO NOT HANG UP THE TELEPHONE AFTER RECEIVING THE CALL. (Refer to the checklist on the following page.)**
2. Call 911 and notify the police, fire department, and emergency preparedness. Record the incoming phone call number if the school has a tracing device and give this information to the police.
3. When the Principal decides to evacuate the building, the special code for a bomb threat will be announced on the intercom prior to sounding the alarm for a fire. Normal fire alarm procedures should be followed after the fire alarm is sounded. Leave the building sites to maintain order there.
4. Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom in the hall way as they evacuate the building. **Do not touch anything that looks suspicious. Report suspicious items to the Principal.**
5. The school personnel will search the school with the assistance of law enforcement, fire personnel, and emergency preparedness according to a plan developed by the school. The Principal, law enforcement, and the fire personnel will consider the time indicated by the caller to determine when the building will be safe to re-enter.
6. Stay in a safe designated area until the Principal indicates it is safe to return to the building.



# **TORNADO DRILL**

The signal for a Tornado Drill or Alert will be a continuous ringing of the bell. Each teacher should see that the windows and doors are closed. The teacher should supervise the movement of the students. Teachers will direct students to the assigned area. **No talking! Close all outside doors!**

1. Unless otherwise stated, teachers will move students into the hallway outside their classroom or their designated area. As near as possible, everyone is to be seated against the wall with his/her legs drawn up and head down. **Close all windows and doors!**
2. PE classes will go to the dressing rooms. Stay out of the gym and the auditorium.
3. Band students will stay in the band hallway.

**KEEP EVERYONE QUIET!**  
**IT MAY BE NECESSARY TO GIVE VOCAL INSTRUCTIONS.**  
**KEEP IT CALM AT ALL TIMES!**

## **Other Procedures:**

1. Under no circumstances are students to be in the gym, the cafeteria, the auditorium, or under walkways during a tornado drill.
2. In an outside office, blinds are to be closed on windows, and office personnel are to use telephones in the inner office away from glass windows/areas.
3. During a tornado watch, a weather spotter (designated person) is to be posted in a southwest area and should notify the office if a tornado is spotted.
4. The alert monitor should be within hearing distance of office personnel.
5. In the event of a tornado sighting, the school office will contact 911 and the Central Office.

## **Steps of Action for Severe Thunderstorm:**

1. The principal should notify all teachers and students to be in the school building and not outside the building during severe weather.
2. Teachers and office personnel should close all windows and blinds.
3. Students and teachers should move away from glass windows/areas during a violent storm.
4. If a severe thunderstorm strikes the school, all students and teachers should move to the tornado safe area for protection from electrical hazards and flying debris. Notification and student/teacher procedures will be the same as a tornado drill.
5. Contact 911 and the Central Office at 897-3000 to inform that a tornado drill is in effect.
6. Stay in your designated area until an all-clear signal has been given.



# **TRUCK/TRAILER INCIDENT HAZARDOUS MATERIALS INCIDENT**

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

## **Signals:**

1. Tell students/staff what is occurring and why or:
2. Send a note to all staff outlining and explaining the emergency and whether school is to continue as usual or if people are to evacuate to another location if necessary.

## **Steps of Action:**

1. Identify threat to the school.
2. Contact 911 Emergency Services and notify them of the incident and provide appropriate details of the incident and chemical code number, if visible.
3. Contact the Central Office.
4. Communicate with Maintenance at 897-5413.
5. Determine whether to maintain school or evacuate the building.
6. Follow the directions of the Fire Department and emergency personnel as to appropriate steps in terms of evacuating the building.

## **VANDALISM**

Board of Education policies and Elba City School rules urge students, teachers, and citizens of our community to cooperate in reporting any incidents of vandalism of school property and the name(s) of persons believed to be responsible to the Superintendent and/or Principal. When an act of vandalism occurs, every effort will be made to prosecute and recover damages from adult vandals or from the parents of juvenile vandals. Student vandals will be disciplined in accordance with Board policy and school rules governing student conduct.

When the act involves a form of graffiti, provisions for immediate removal/clean up are undertaken, attempt to involve the perpetrator if a student. When apparent gang related acts of vandalism/graffiti and other more serious ones occur, photos will be taken to aid authorities that will be asked to assist in investigating the incident.

Efforts at preventing vandalism by proper maintenance and quick repair as well as seeking student body involvement are considered essential. Prevention and immediate corrective action help insure that students and teachers are free from any disruptive influences and enhance a general safe school environment.

# WEAPONS

**Definition:** A weapon is defined as a gun, knife, metallic knuckle, tear gas gun, chemical weapon, instrument, or object with the intent to be armed on person, locker and/or vehicle.

**Steps of Action:**

1. Immediately alert administration.
2. Isolate the weapon and/or person possessing if in any way possible. If necessary to isolate, remove all non-involved students and leave possessor alone. Other students should follow the Run, Hide and Protect drill.
3. Principal will call Elba Police (897-2555), if necessary.
4. Wait for Elba Police to secure the weapon (if it is a gun) unless it is absolutely necessary to confiscate immediately.
5. Get the names of all witnesses.
6. Call the Superintendent's office (897-3000) and report the incident.