

# School Safety Plan

John Johnson Elementary  
School  
2012-2013

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# SECTION I

## INTRODUCTION

**Definition:** Provides an overview of the school system's progressive course of action to ensure the highest level of safety and well being of its students, staff and visitors.

**Topics:** Mission Statement; Authority; Purpose.

### **A. MISSION STATEMENT**

John Johnson administrators, faculty and staff, along with parents, and community members believe that our students will meet or exceed state standards. We also strive to empower our students to become the best possible learners as well as knowledgeable and responsible citizens.

### **B. AUTHORITY**

State Board Policy EBB, Emergency Preparedness Plan and Senate Bill 74 requires that personnel and students in every public school in Georgia be aware of the hazards which threaten their lives and safety, and be prepared to take appropriate action in the event of any imminent or actual disaster. School personnel must also be aware of their roles in working with local emergency responders, parents, students, teachers, community leaders and other local agencies when planning for or responding to local emergency crisis or disasters.

The policy requires that every local school system and every school in the system develop, periodically update, and implement a written emergency preparedness plan. The Decatur County Board of Education has developed this comprehensive program to be used as a guideline in the event of emergencies. This system-wide protocol will be used by every school to outline their emergency procedures.

A copy of this written plan will be kept in the Superintendent's office, Director of Safety and Security's Office, and at each school's Principal's office. A copy will also be kept in applicable departments and outside agencies where necessary.

A condensed version of this plan will be placed in a flip chart. Copies of the flip charts will be given to all administrators, other system employees as needed and to outside groups that utilize the campus for other purposes.

### **C. PURPOSE**

The safety of students and staff is a primary responsibility of the school staff and system-wide personnel. These emergency/crisis procedures are implemented to save lives and prevent injuries in case of an imminent or actual disaster, or on-site emergencies, and during non-instructional and field trip events.

Administrative and professional school personnel have the specific task of preparing and implementing an emergency preparedness/crisis plan for each school site. A well thought out and rehearsed disaster plan is an excellent beginning in raising the consciousness of students, school personnel, and system personnel to the reality of life-threatening hazards, while training them in lifesaving techniques.

## **SECTION II**

### **SCHOOL DEMOGRAPHICS**

**Definition:** Outlines the specific characteristics and details of individual schools within the school system.

**Topics:** Name and Location; Administrators' Name and Positions; Size and Type; Number of Students and Staff; Number of Rooms; Shelter Information; List of Hazardous Materials; Maps.

#### **A. NAME AND LOCATION**

John Johnson Elementary School  
1947 S. West Street  
Bainbridge, GA 39819  
Telephone Number: (229) 248-2215  
Fax Number: (229) 248-2272  
Email Address: Kathy Varner, kvarner@dcboe.com

#### After Hours Contacts:

Kathy Varner	Principal	H (229) 246-7070; C (229)220-7169
Tammi Godwin	Asst. Principal	(229) 220-9485
Tammi Enfinger	Lead Teacher	(229) 254-3535

#### Directions to the School:

From Board of Education Building, 100 S. West Street, Bainbridge, GA

Head south on S. West Street toward W. Troupe St.  
Destination will be on the left in 1.5 miles

#### Global Position System (GPS) Points:

30:53:02.525N, 84:34:33.397W

**B. ADMINISTRATORS' NAME AND POSITIONS**

Superintendent: Dr. Fred Rayfield

Assistant Superintendents: Dr. Suzi Bonifay, Susan Johnson, Dr. Linda Lumpkin

Principal: Kathy Varner

Assistant Principal: Tammi Godwin

Others: Tammi Enfinger, Lead Teacher

**C. SIZE AND TYPE**

Size: 56,855 Square Footage

# of Floors: 1

# of Exits: 17

Type: Masonry Elementary School

**D. NUMBER OF STUDENTS/STAFF**

Students:	<u>PK</u> Grade:	<u>66</u>
	<u>K</u> Grade:	<u>91</u>
	<u>1st</u> Grade:	<u>87</u>
	<u>2<sup>nd</sup></u> Grade:	<u>80</u>
	<u>3rd</u> Grade:	<u>77</u>
	<u>4<sup>th</sup></u> Grade:	<u>79</u>
	Total # of Students:	<u>480</u>

Staff:	Administrators:	<u>2</u>
	Clerical:	<u>2</u>
	Teachers:	<u>30</u>
	Paraprofessionals	<u>16</u>
	Lunchroom:	<u>5</u>
	Maintenance:	<u>3</u>
	Bus Drivers:	<u>8</u>
	Total # of Staff:	<u>58</u>

Total Number of Individuals 538

**E. NUMBER OF ROOMS**

Interior Classrooms	<u>33</u>
Portable Classrooms	<u>1</u>
Misc. Rooms (offices, gym, lunchroom)	<u>27</u>
Total # of Rooms	<u>61</u>

**F. SHELTER INFORMATION**

Is this school a designated shelter?	No
Is this school an approved American Red Cross shelter?	No
Does this school have special needs capability?	Yes
Does this school shelter pets if needed or requested?	No
What is the shelter capacity at this school?	

**G. LIST OF HAZARDOUS MATERIALS**

None

**H. MAPS**

1. Campus/Surrounding Areas
2. Fire Exit Routes and Evacuation Assembly Areas
3. Severe Weather Map
4. Communication/Emergency/Medical Equipment Locations
5. Hazardous Materials Locations – NONE located in school





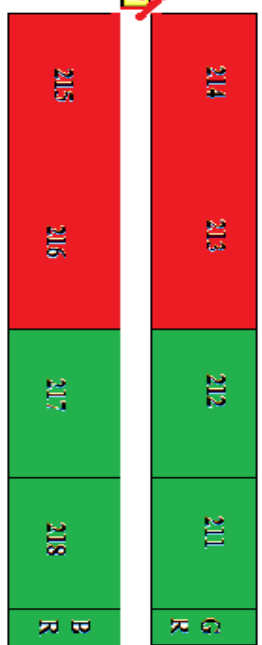
1947 South West Street, Bainbridge, GA



**EXIT**

Outside Exits

**EXIT**



GR - Girls Restroom  
 BR - Boys Restroom  
 S - Storage

**EXIT**

**EXIT**

**EXIT**

**EXIT**

**EXIT**

**EXIT**

**EXIT**

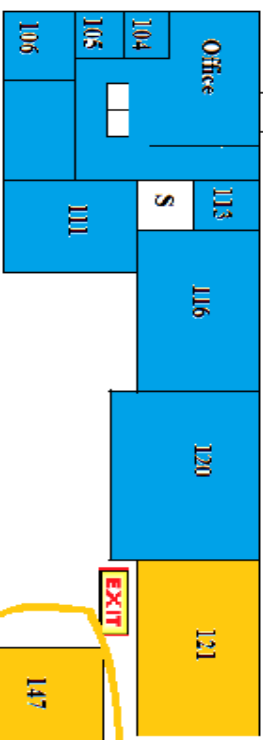
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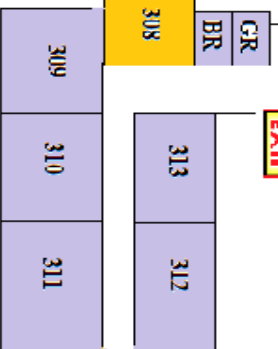
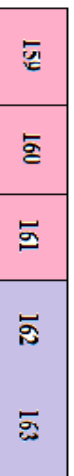
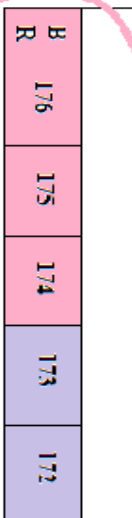
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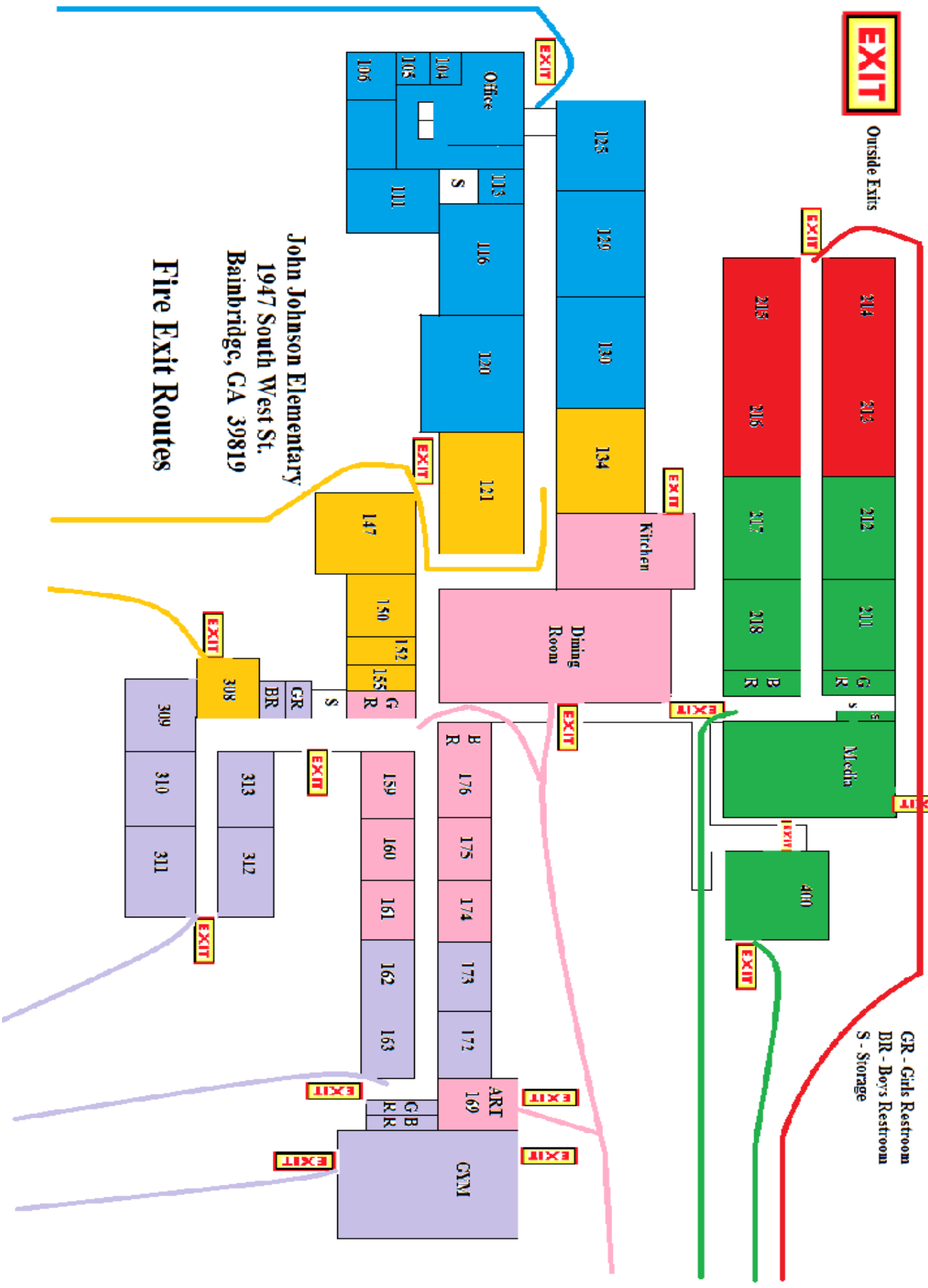
Kitchen

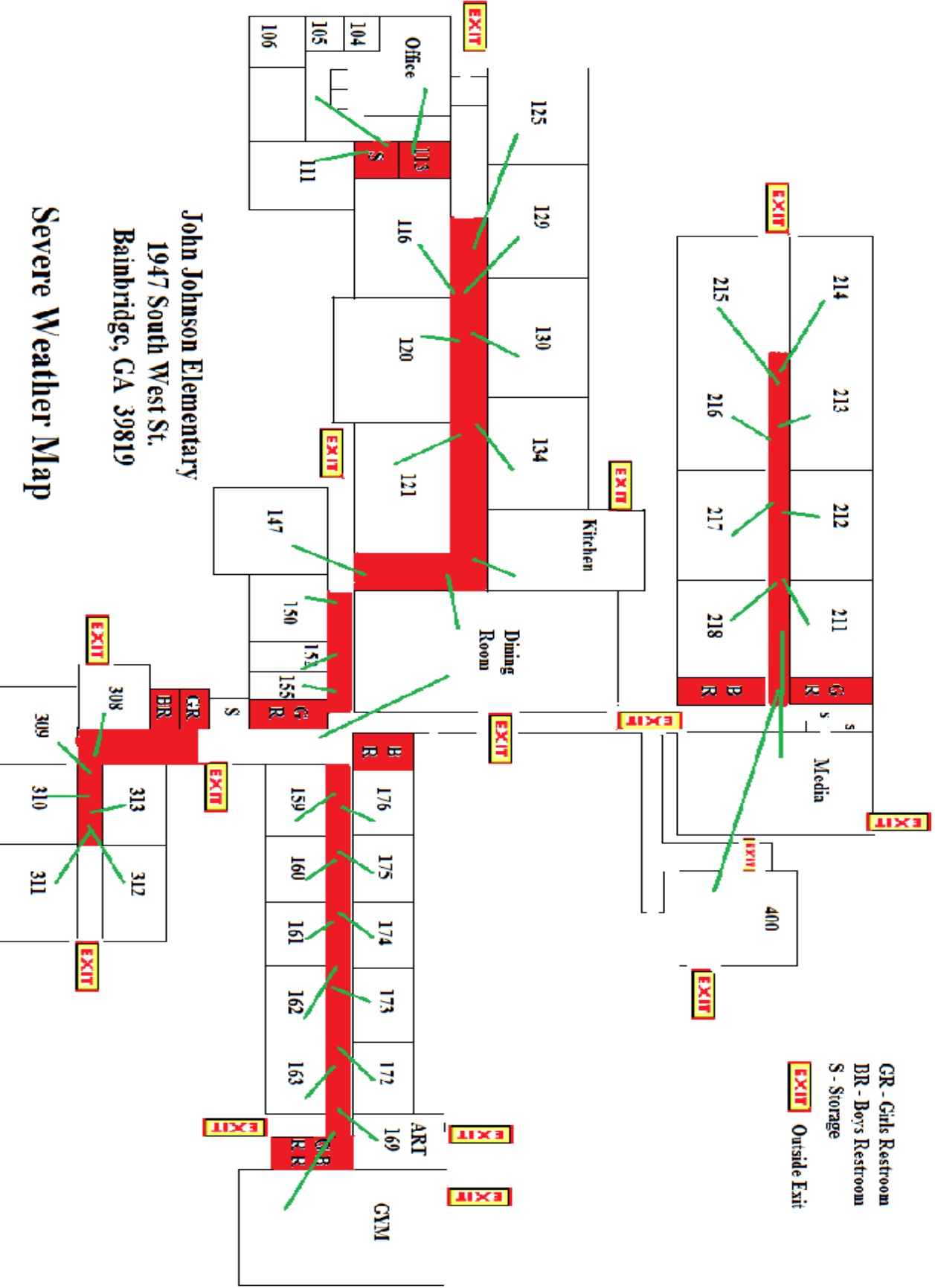
Dining Room



John Johnson Elementary  
 1947 South West St.  
 Bainbridge, GA 39819

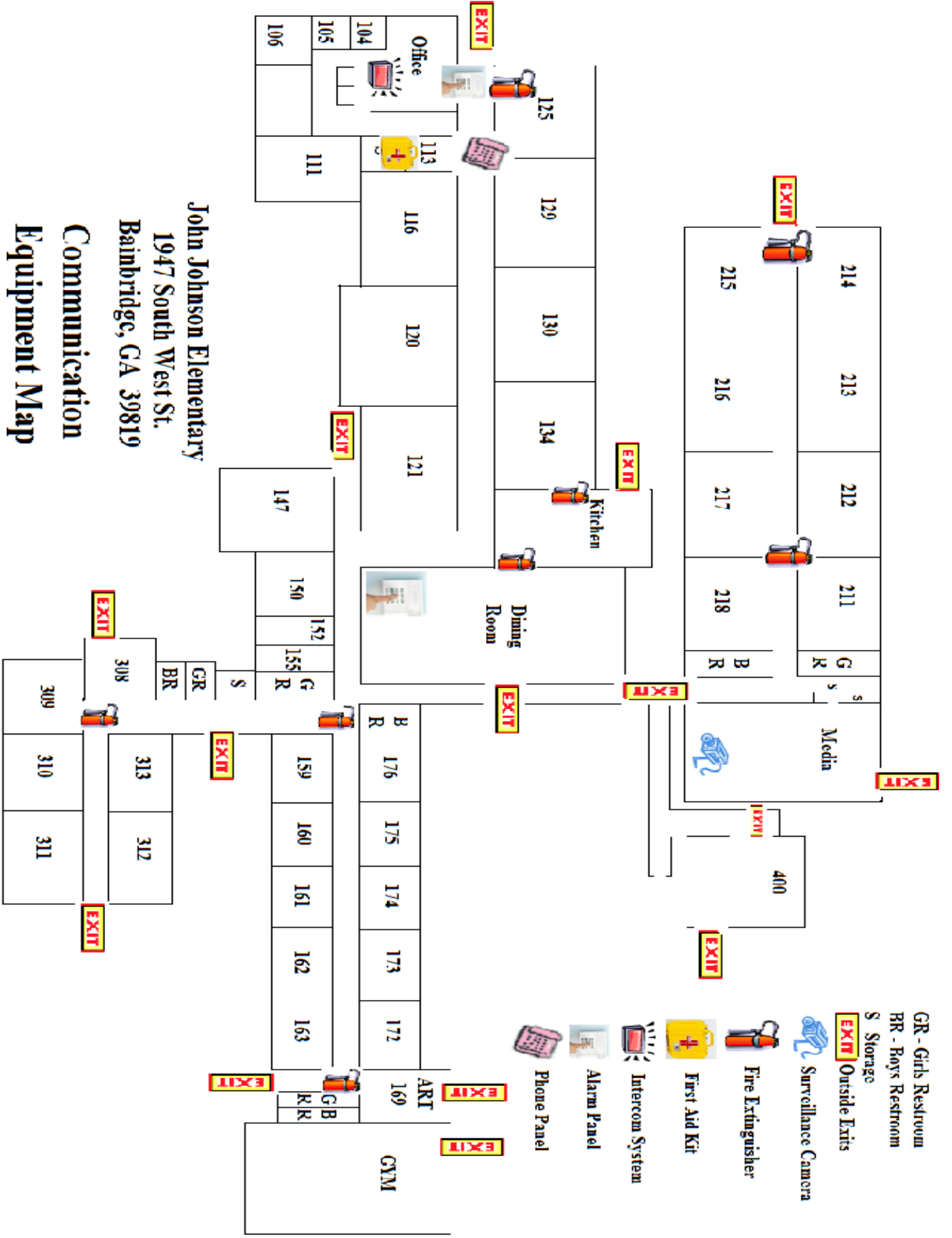
Fire Exit Routes





**John Johnson Elementary**  
 1947 South West St.  
 Bainbridge, GA 39819

**Severe Weather Map**



**John Johnson Elementary**  
 1947 South West St.  
 Bainbridge, GA 39819

**Communication  
 Equipment Map**

GR - Girls Restroom  
 BR - Boys Restroom  
 S - Storage

EXIT - Outside Exit

Surveillance Camera

Fire Extinguisher

First Aid Kit

Intercom System

Alarm Panel

Phone Panel

EXIT

**GYM**

ART  
 GB  
 KR

176 175 174 173 172  
 159 160 161 162 163

313 312  
 308

309 310 311  
 308  
 GR  
 BR

214 213 212 211  
 215 216 217 218  
 Media  
 400

Kitchen  
 Dining Room

125 129 130 134  
 113 116 120 121  
 Office  
 104 105 106  
 111 147 150 152 155 S

## **SAFETY COMMITTEE COMPOSITION**

**Definition:** Includes information regarding the school's safety committee who oversees the safety concerns of each respective school.

**Topics:** Safety Committee Members; Meeting Dates; Employees Trained CPR/First Aid; Location of First Aid Kits; Location of To Go Kits.

In the continued pursuit to ensure the highest safety possible for students and staff, a Safety Committee has been established for each respective school. Committee members work together to review and evaluate the safety concerns affecting the school environment. Members hold their positions on an annual school-year basis and have a minimum of four (4) meetings per school year.

### **A. SAFETY COMMITTEE MEMBERS**

<u>Name</u>	<u>Title</u>
Kathy Varner *	Principal
Tammi Godwin	Asst. Principal
Tammi Enfinger	Lead Teacher
Gloria Jenkins	Counselor
Misty Griffin*	School Nurse
Cathy Brown	PK Teacher
Jammie Allen*	K Teacher
Lisa Barber	1 <sup>st</sup> Gr. Teacher
Karen Ragan *	2 <sup>nd</sup> Gr. Teacher
Sandra Dawson*	3 <sup>rd</sup> Gr. Teacher
Jamie Ard*	4 <sup>th</sup> Gr. Teacher
Joanne Moore*	Music Teacher
Harold Smith *	Physical Ed Teacher

\*Denotes CPR Trained

### **B. EMPLOYEES TRAINED IN CPR/FIRST AID**

Is the principal familiar with first-aid techniques?      Yes

Other Members: See notation of CPR certified staff members under Part A

### **D. LOCATION OF FIRST AID KITS**

First Aid Kit and Defibrillator located in Nurse's office (113) in office complex

**E. LOCATION OF MEDIA TO GO KITS**

Office

**F. LOCATION OF EMERGENCY TO GO KITS**

Kits located in Office, Media Center, Gym

**SECTION IV**

**EMERGENCY MANAGEMENT TEAM  
AND CRISIS MANAGEMENT**

**Definition:** Information regarding the emergency management team members and crisis management issues in responding to a crisis that affects a school.

**Topics:** Emergency Management Team Members; Chain of Command; Dissemination of Information; Identification of Injured and Deceased; Identification Badges; Dates Drills Conducted; Dates Plan Evaluated.

**A. EMERGENCY MANAGEMENT TEAM MEMBERS**

1. System Coordinator: Jerry Mills
2. Assistant Coordinator:
3. Other Members:  
Overall operation-Kathy Varner  
Hospital Contact- Misty Griffin, School Nurse  
Investigation- Decatur County School Resource Officer  
Student Records- Gail Grubbs, Secretary  
Telephones, Attendance Records- Kathy Maxwell, Secretary/Bookkeeper  
Telephones, Staff Records- Tammi Enfinger, Lead Teacher  
Transportation Coordinator- Tammi Godwin, Assistant Principal  
Grief Counselors- Gloria Jenkins, Counselor  
Traffic Control, Flow- Harold Smith, PE Coach
4. Emergency Numbers:  
Emergency (Fire, Ambulance, Law Enforcement) 911  
Sheriff's Office 911

Public Safety	911
Bainbridge Memorial Hospital	246-3500
Dept. of Family and Children's Services	248-2420
Decatur County Health Dept.	248-3055
Mental Health Center	248-2683
Family Life Center	248-0081

**B. CHAIN OF COMMAND**

1. System Level: Superintendent- Dr. Fred Rayfield- 248-2802  
Associate Supt.- Dr. Linda Lumpkin- 248-2806  
Assistant Supt. of Instruction- Dr. Suzi Bonifay  
Assistant Supt. Of Instruction- Susan Johnson
2. School Level: Principal – Kathy Varner  
Assistant Principal – Tammi Godwin

**C. DISSEMINATION OF INFORMATION**

1. Location of System's News Media Area: Board of Education  
  
School – JJE Office; Secondary location- Media Center
2. Designated News Media Spokesperson:  
Dr. Fred Rayfield or Kathy Varner
3. Means of Communication:
  - a. Primary Means:  
School Intercom, computer email, handheld radios
  - b. Alternate Means:  
Couriers in Buildings, bullhorn, cell phone

**D. IDENTIFICATION OF INJURED AND DECEASED**

The following individuals will be responsible for identifying injuries and fatalities. They will be assisted by other teachers, as needed. These people will form the triage team, which will identify, classify and group the injured people according to the need for attention (injured or deceased).

<u>Name</u>	<u>Title</u>
Misty Griffin	Nurse
Tammi Enfinger	Lead Teacher
Joanne Moore	Music Teacher
Lisa Enfinger	Media Specialist

**E. IDENTIFICATION OF BADGES**

All persons assisting with the on-site emergency will be required to wear identification badges. Secretary, Gail Grubbs, will be responsible for issuing ID badges.

**F. DATES DRILLS CONDUCTED:**

Fall, Winter and/or Spring. Projected date is October, January, April.

**G. DATES PLAN EVALUATED**

Annually. Projected review timeline is September/October of each school year.

## SECTION V

### RELOCATION SITES/STAGING AREAS

NOTE: *Because of safety concerns in relocating occupants and/or setting up staging areas, the following information should be held in strict confidence and be provided only to authorized personnel.*

Definition: Outlines information regarding staging areas in the event a crisis affects a school and/or if the school's occupants have be relocated.

Topics: Emergency Relocation Sites; Incident Command Center; Family Reunification Staging Area; Media Staging Area; Public Safety Staging Area; Bus Evacuation Staging Area; Miscellaneous Staging Areas.

**A. EMERGENCY RELOCATION SITES**

Primary Site

Secondary Site

BMS Coliseum

Old West Bainbridge Middle School

Individuals responsible for the Emergency Relocation Sites:

Individual's Name

Responsible For

Dr. Fred Rayfield  
Kathy Varner

Public Communication  
Public Communication

Gail Grubbs

Keep Central office informed

Farrell Lawrence

Transportation



**B. INCIDENT COMMAND CENTER**

Principal, Kathy Varner, will serve as the incident commander and will be in charge of coordinating the response operations among all of the responding agencies. The public assistance agencies listed below represent a unified command structure.

Home Site

John Johnson Elementary School  
1947 S. West Street  
Bainbridge, GA 39819

Primary Relocation Site

BMS Coliseum

Secondary Relocation Site

Old West Bainbridge Middle School

Agency Person in Charge

Larry Funderburke  
Wiley Griffin  
Charlie McCann  
Tonya Griffin

Agency Name

Bainbridge Public Safety  
Sheriff  
Decatur County Fire & Rescue  
911 Emergency

**C. FAMILY REUNIFICATION STAGING AREA**

In the event of an emergency, all concerned parents, guardians, relatives and loved ones will be directed to the Family Reunification Area.

Home Site

CAFETERIA  
John Johnson Elementary School  
1947 S. West Street  
Bainbridge, GA 39819

Primary Relocation Site

LOBBY  
BMS Coliseum  
Wheat Avenue  
Bainbridge, GA 39819

Individuals responsible for the Family Reunification Staging Area:

Individual's Name

Responsible For

Tammi Godwin,  
Asst. Principal

Organize students/teachers for  
orderly entry and monitoring  
Verify parent/guardian/authorized  
Emergency contact of students

Tammi Enfinger,  
Lead Teacher

Verify parent/guardian/authorized  
Emergency contact of students

Gail Grubbs, Secretary

Verify parent/guardian/authorized  
Emergency contact of students

Kathy Maxwell, Secretary

Verify parent/guardian/authorized  
Emergency contact of students

**C. MEDIA STAGING AREA**

All media will be required to report to and remain in the Media Staging Area. They will not be permitted into other areas and/or to roam freely through the facility.

Home Site  
Church Parking Lot  
Johnson Street

Primary Relocation Site  
BMS Coliseum Parking Lot

Individuals responsible for the Media Staging Area:

Individual's Name  
Dr. Fred Rayfield, Superintendent

Responsible For  
System Media Spokesperson

Kathy Varner, Principal

School Media Spokesperson per Superintendent's approval

**D. PUBLIC SAFETY STAGING AREA**

Home Site  
John Johnson Elementary School  
1947 S. West Street  
Bainbridge, GA 39189

Primary Relocation Site  
BMS Coliseum  
Wheat Avenue  
Bainbridge, GA 39819

Individuals responsible for the Public Safety Staging Area:

Individual's Name  
Larry Funderburke  
Daron Jones  
Joe Vickers

Responsible For  
Public Safety Director  
Custodian  
Custodian

**E. BUS EVACUATION STAGING AREA**

Primary Site  
John Johnson Elementary School  
1947 S. West Street  
Bainbridge, GA 39819

Primary Relocation Site  
BMS Coliseum  
Wheat Avenue  
Bainbridge, GA 39819

Individuals responsible for the Bus Evacuation Staging Area:

Individual's Name  
Farrell Lawrence  
Cindy Logue

All Responsible For  
Transportation  
Transportation

Harold Smith, PE Teacher  
Gloria Jenkins, Counselor  
Joanne Butler, para  
Title 1 Paraprofessionals (4)

Instruct children in emergency bus evacuation procedures

**F. MISCELLANEOUS STAGING AREAS**

(i.e., helipads, rehab, etc.)

Location for helicopter landing – in rear of gym in softball field





# Lockdown Procedures

## Level 1

Lock exterior doors.

Monitor movement of students.

Students and staff remain in building.

Movement is limited.

Keep window blinds or curtains open.

*(Threat is exterior to school – criminal activity in the area)*

## Level 2

Close and lock exterior doors and classroom doors.

Close window blinds or curtains.

Conduct student accountability procedures. Use color card status system.

Staff and students do not leave classroom.

Continue classroom instruction or normal activities within the classroom.

Do not contact office unless you have pertinent info or an emergency.

Announce for all visitors in the building to return to the office.

*(Threat is inside school but not physically threatening)*

## Level 3

Close and lock classroom door immediately.

All persons move out of sight in locked room (next to interior wall, under desks).

Turn off lights.

Close window blinds or curtains.

Remain silent.

School officials get into lockdown position also.

*(Threat is inside school and dangerous.)*

## JOHN JOHNSON ELEMENTARY

### LOCKDOWN PROCEDURES

1. The shut down announcement is **“TEACHERS, SHUT DOWN YOUR ROOM”**.
2. Teachers and staff should then immediately clear the halls of all students, parents or personnel whether they belong to you or not. Remain in whatever location you are in! **DO NOT MOVE YOUR CLASS UNLESS YOU ARE IN THE HALL AND THEY GO INTO THE FIRST AVAILABLE ROOM!!!**
3. Teachers and staff will fill out the red and green sheet by the door and slide it under the door into the hallway.
4. If you are outside, take your class away from the dangerous situation. Use common sense to quickly get your students to a safe location. Keep the students low to the ground and near the fence to make escape easier.
5. Lock your door and cover the windows in your door.
6. The custodians will lock all open exterior doors. The **ONLY** exterior doors that should need to be locked are: the front door next to the office, the lunchroom doors, and the grade wing doors going into the “court yard” area. At that time, staff with special duties in the emergency plan (i.e. telephone, first aid, and other security duties) should report to those areas immediately.
7. The all clear message is **“TEACHERS, RESUME NORMAL ACTIVITY”**.

### GENERAL EMERGENCIES

Emergencies often arise when it is impractical to follow regular procedures. Should this type of situation arise, take whatever steps you feel are appropriate to meet the needs of the situation. Immediately inform the office of your actions. **ALL ACCIDENTS AT JOHN JOHNSON ARE TO BE REPORTED TO THE SCHOOL NURSE IN THE MAIN OFFICE.**

## **JOHN JOHNSON ELEMENTARY FIRE DRILL PROCEDURES**



Fire drills will be held monthly. All students and staff members must be aware of the evacuation routes, alternate routes, and evacuation procedures.

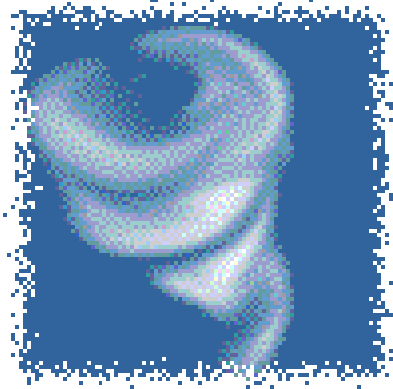
1. Signal- FIRE ALARM-: repeated alarm bell and flashing light in each room and hall.
2. All books and materials are to be left in the classroom. Purses or valuables may be taken.
3. All windows and doors are to be CLOSED, but not locked.
4. Teachers are to take their roll/grade books and CALL ROLL after the students are safely away from the building.
5. Students with physical disabilities needing special assistance should be assigned a staff member, if necessary.
6. At the sound of the alarm, all students are to exit the classroom in an orderly manner with NO TALKING. Students are to walk quickly in a compact line, with the teacher at the head of the line, to the designated area. Absolute silence is to be observed throughout the evacuation.
7. Students are to be at least 200 feet from the building.
8. Teachers are to carefully supervise their class during the entire evacuation procedure.
9. NO ONE is to remain in the building during the drill.
10. Personnel not specifically assigned an evacuation duty are to report to the outside of the main exit and wait instruction.
11. Fire Drill procedures and exit routes are to remain posted in each classroom at all times.
12. ALL CALL CLEAR ANNOUNCEMENT. Everyone may return to their classrooms.
13. Teachers should report to their class if alarm sounds during enrichment or lunch.



## **FIRE DRILL**

<u><b>ROOMS</b></u>	<u><b>EXIT</b></u>
Rooms 116, 120, 125, 129, 130	Exit front doors- left to the playground
Rooms 121, 147, 134, 147	Exit side doors by lunchroom- to playground
Rooms 159, 160, 161, 174, 175, 176	Exit doors by boys' bathroom on 1 <sup>st</sup> Gr. Hall Left to the back fence past the gym
Rooms 162, 163, 172, 173	Exit doors across from room 169
Room 169	Exit back door
Gym	Exit back door onto the field to the back fence
Room 308	Exit back door of music room to playground
Rooms 309, 310, 311, 312, 313	Exit doors at the end of 3 <sup>rd</sup> grade hall
Media Center	Exit back door of media center by parking lot
Room 400	Exit back door closest to gym- left to back fence
Rooms 211, 212, 217, 218	Exit doors by library- left to back fence
Rooms 213, 214, 215, 216	Exit front doors of 4th grade hall to right

## **JOHN JOHNSON ELEMENTARY SEVERE WEATHER/TORNADO PROCEDURES**



1. At the bell accompanied by the announcement that this is a severe weather/tornado drill, all students should be directed to the hallways in the appropriate position- facing wall, heads down, cover head.
2. Doors and windows should remain closed.
3. Students should not be in front of doors or in the area in which a door could swing open and hit students.
4. If students are in the mobile classroom, they must be moved into the building by the library.
5. Teachers should take roll/grade book and CALL ROLL.
6. Remain in position until given the word by intercom that the drill is complete.