

School Safety Plan



John Johnson
Elementary School
2017-2018

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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: Tammi Godwin, tgodwin@dcoeb.com

After Hours Contacts:

Tammi Godwin Principal H (229) 248-6865; C (229)220-9485

Kaycee Wade Assistant Principal C (229) 220-0483

Dana Martin Lead Teacher (229) 254-8485

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: Tim Cochran

Assistant Superintendents: Dr. April Aldridge, Mr. John Wooden

Principal: Tammi Godwin

Assistant Principal: Kaycee Wade

Others: Dana Martin, 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: PK Grade: 44

K Grade: 70

1st Grade: 63

2nd Grade: 60

3rd Grade: 60

4th Grade: 74

Total # of Students: 371

Staff: Administrators: 2
Clerical: 2
Teachers: 31
Paraprofessionals: 15
Lunchroom: 6
Maintenance: 3

Bus Drivers:	<u>6</u>
Nurse:	<u>1</u>
Total # of Staff:	64

Total Number of Individuals	<u>437</u>
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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

SECTION III

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>
Tammi Godwin*	Principal
Kaycee Wade*	Asst. Principal
Dana Martin	Lead Teacher
Gloria Jenkins	Counselor
Misty Griffin*	School Nurse
Beth Briggs	PK Teacher
Leslie Barber	K Teacher
Cathy Brown	1 st Gr. Teacher
Megan McRae	2 nd Gr. Teacher
Sandra Dawson*	3 rd Gr. Teacher
Layne Edwards	4 th 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-Tammi Godwin
 - 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- Dana Martin, Lead Teacher
 - Transportation Coordinator- Kaycee Wade, 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- Tim Cochran
 - Associate Supt.- John Wooden
 - Assistant Supt. Of Instruction- April Aldridge
2. School Level:
 - Principal – Tammi Godwin
 - Assistant Principal – Kaycee Wade

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:
 - Mr. Tim Cochran or Tammi Godwin
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
Dana Martin	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

BMS Coliseum

Secondary Site

Old West Bainbridge Middle School

Individuals responsible for the Emergency Relocation Sites:

Individual's Name

Mr. Tim Cochran
Tammi Godwin

Gail Grubbs

Steve Caulder

Responsible For

Public Communication
Public Communication

Keep Central office informed

Transportation

B. INCIDENT COMMAND CENTER

Principal, Tammi Godwin, 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

Jerry Carter
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 Area:

Individual's Name

Responsible For

Kaycee Wade,
Asst. Principal

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

Dana Martin,
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

Responsible For

Tim Cochran, Superintendent

System Media Spokesperson

Tammi Godwin, 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

Jerry Carter
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

Steve Caulder
Jackie Burke

All Responsible For

Transporation
Transporation

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

Instruct children in emergency
bus evacuation procedures

F. MISCELLAENOUS 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 use green, yellow, and red cards to tape to the door window.
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



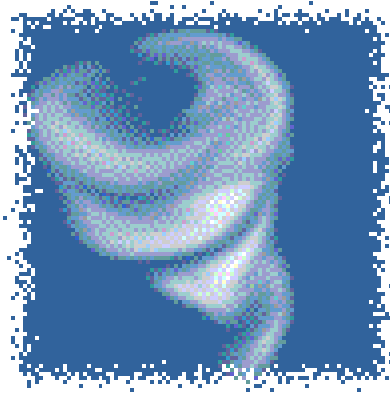
Fire drills will be held monthly. All students and staff members must be aware of the evacuation routes, alternate routes, and evacuation procedures.

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 Emergency Folder outside with them and take roll. Hold up green card if all students accounted for, yellow card if got an extra child, red card if missing a child.
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>ROOMS</u>	<u>EXIT</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 st 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 rd 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 Emergency Folder and take roll. Hold up green card if all accounted for, yellow for extra child, red for missing child.
6. Remain in position until given the word by intercom that the drill is complete.