

What should parents do if an incident occurs at school?

If an incident occurs, parents can help manage a crisis situation in the following ways:

Remain calm. Do your best to cooperate with school and public safety officials.

Keep roads clear. Be aware that traffic or parking congestion could hamper access of public safety vehicles.

Keep phone lines open. Be aware that excessive phone calls could disable the phone system and interfere with emergency communications.

Access the district website. To view updated information related to a school crisis or emergency situation, go to www.dcboe.com.

Refrain from checking your children out of school. School authorities will always ensure that all students are safe, accounted for and under adult supervision.

Be patient. Students will be released to their parents, guardians, or emergency contact persons as soon as possible. Remember, a crisis situation must be handled in an orderly manner so that we can protect and account for all students and adults.

Besides law enforcement, what other support services will the school system provide if an incident occurs?

If an incident occurs and additional emotional support services are needed, a Crisis Care Team may be sent to the school to help students and staff cope with the emotional impact of the crisis. The Crisis Care Team consists of counselors, social workers, and school psychologists who have received specialized training.

How can school system resources support the community during a crisis?

School facilities are available to be used as emergency shelters and school system vehicles may be used for emergency transportation.

BOOK BAG PROCEDURES

In an effort to continue to provide the safest environment possible for students, the book bag procedure implemented in 1995–1996 will remain in effect. Any book bag brought on campus by a student must be made of clear plastic, mesh, or other see-through material.

Please be reminded that school officials have a right to search a student's personal belonging when it is in the interest of the overall welfare of other students or is necessary to maintain order and discipline as well as safety at each school site.

We appreciate your cooperation as we work as a community to strive to make our school campuses safer for our students.

A downloadable version of

The **Decatur County Schools Safety Plan Brochure** is located on The Parent Involvement and Resources website at <http://parentresources.ga.schoolinsites.com> or it may also be accessed through the District Schools dropdown menu tab at www.dcboe.com.



Decatur County Schools

Safety Plan

Frequently Asked Questions



Decatur County School System

Fred H. Rayfield, Superintendent
100 S West Street
Bainbridge, GA 39817
229-248-2200

*A full version of the
Decatur County Schools District Safety Plan
is located on the district website at www.dcboe.com.
Individual School Safety Plans may be accessed at each
school's website.*

The purpose of this brochure is to address some of the questions that parents may have about the safety plan for Decatur County Schools.

Safety at School Sites

In order to ensure the safety of school sites, visitors are required to sign in and obtain a visitor's pass from the front office prior to proceeding to the classroom. Secure entrances, camera security systems and School Resource Officers help to ensure the safety of all campuses.



Do schools in Decatur County have a plan for responding to crisis situations, including acts of terrorism?

Yes, all schools have an up to date comprehensive safety plan that is approved by the Georgia Emergency Management Agency (GEMA) which also works in conjunction with the support and response of local law enforcement agencies. This plan addresses a wide range of crisis/emergency situations.

Every teacher has a School Response Protocol Reference, which is a guide for responding to various types of emergencies.

Lockdown Procedures

Level 1

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

- Lock exterior doors
- Monitor movement of students
- Students and staff remain in building
- Movement is limited
- Keep window blinds or curtains open

Level 2

(Threat is inside school but not physically threatening)

- 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 or emergency information
- Announce for and require all visitors in the building to return to the office



Level 3

(Threat is inside school and dangerous.)

- 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 also enter into lockdown position

Do schools have the basic supplies and equipment needed to handle emergency situations?

Yes, schools have emergency response and first aid kits in the classrooms and/or school office.

Schools are also equipped with emergency lighting systems, fire extinguishers, flashlights, emergency alert radios, bullhorns, and two-way radio communication devices.

Will parents be notified if an incident occurs at school?

If an incident occurs, our first priority will be to ensure that all students are safe and under adult supervision.

The Superintendent's office will immediately notify the news media and place current information on the school system website and **One Call Now** automated phone system.

Parents should listen to local radio and television stations or access the school system website at www.dcboe.com.

If students are transported to the hospital, designated school officials will accompany them. Parents and/or guardians will be notified.

Parents should ensure that schools always have up-to-date lists of emergency contact persons.



To update addresses and phone numbers, parents and caregivers should be registered to access the Parent Portal. If Internet access is not available, parents

and caregivers may utilize computers at the district or local schools. Call your child's school today to discuss updating contact information by paper if you elect not to use