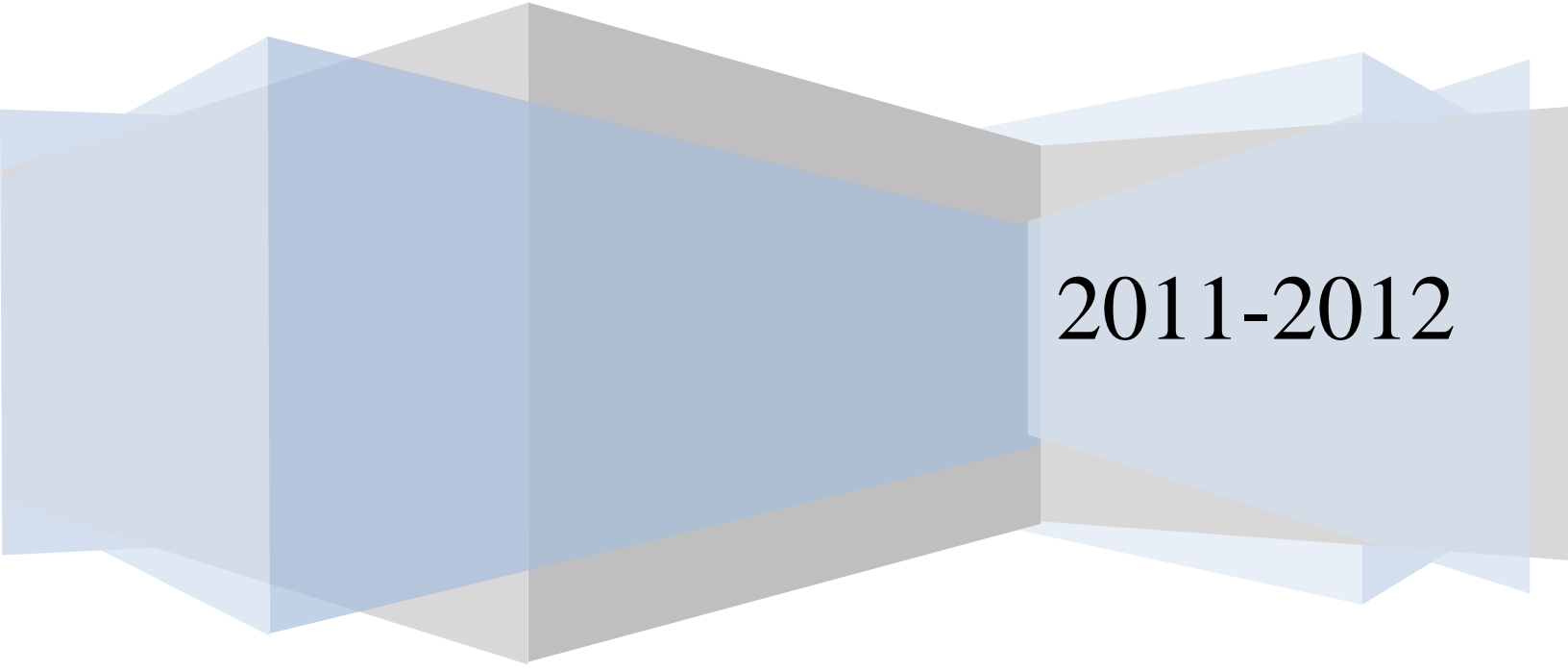


**Potter Street Elementary School  
725 Potter Street  
Bainbridge, Georgia 39819**

# **School Safety Plan**

November 15, 2011  
Revised January 18, 2013



**2011-2012**

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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 wellbeing of its students, staff and visitors.

Topics: Mission Statement; Authority; Purpose.

### **A. MISSION STATEMENT**

The mission of Potter Street Elementary School is to empower all students to engage and succeed in a global society by providing rigorous and equitable opportunities, nurturing environments, sustained partnerships, and college and career readiness and character development.

### **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

Name of School: Potter Street Elementary School  
Address: 725 Potter Street  
City, State, Zip: Bainbridge, Georgia 39819  
Telephone Number: 229/248-2253  
Fax Number: 229/248-2255  
Email Address: <http://potterstreet.dcboe.com>

After Hours Contacts: Dr. Lillie H. Brown, 229/246-8806 (H) 229/220-2673 (C)  
Mrs. Jeanette Grimsley, 229/248-1812 (H) 229/220-7378 (C)

Directions to the School: Potter Street Elementary is located one block from downtown Bainbridge off Shotwell Street.

**Arriving from the HWY 84 East-** Go through 3 traffic lights (McDonald's, Woodall's, CVS). Go up to Godwin's Jewelers and turn left on Potter Street. Go through 4-way stop and school is on the left.

**Arriving from HWY 84 West-** Exit HWY 84 West to the right at the 84 Bypass. Drive approximately 2 miles and exit to the right on the Shotwell Street exit. Remain on Shotwell Street, go through two traffic lights. Turn right on Potter Street at Godwin Jeweler's. Go through 4-way stop and school is on the left.

**Arriving from HWY 27 North-** Exit to the right on the Shotwell Street exit. Remain on Shotwell Street go through two traffic lights.

Turn right on Potter Street at Godwin Jeweler's. Go through 4-way stop and school is on the left.

**Arriving from HWY 27 South-** Remain on Scott Street (HWY 27) to Shotwell Street passing through 5 traffic lights. At the 6th traffic light, turn left on Shotwell Street, when you see Godwin Jeweler's on the left, turn left. Go through the 4-way stop and school is on the left.

**Arriving from HWY 97 North- Continue driving on Vada Road (HWY 97).** Turn left on Simms Street, cross railroad tracks, go through the traffic light (Dr. Martin Luther King, Jr. Drive), go to next traffic light make a right turn on Shotwell Street. Go through traffic light at CVS (Scott Street). Turn right on Potter Street at Godwin Jeweler's. Go through 4-way stop and school is on the left.

Global Position System (GPS) Points: 30:53:58.472N 84:34:27.152 W

**B. ADMINISTRATORS' NAME AND POSITIONS**

Superintendent: Dr. Fred Rayfield  
Assistant Superintendent: Dr. Linda Lumpkin, Dr. Suzi Bonifay, Mrs. Susan Johnson  
Principal: Dr. Lillie H. Brown  
Assistant Principal: Mrs. Jeanette Grimsley  
Others: Dr. Yolanda Thomas

**C. SIZE AND TYPE**

Size: 59,297 Square Footage  
# of Floors: 1  
# of Exits: 17  
Type: Elementary/ Brick

**D. NUMBER OF STUDENTS/STAFF**

Students:	Pre-K Grade:	48
	Kindergarten Grade:	82
	1 <sup>st</sup> Grade:	49
	2 <sup>nd</sup> Grade:	48
	3 <sup>rd</sup> Grade:	63
	4 <sup>th</sup> Grade:	61
	Total # of Students:	351

Staff:	Administrators:	2
	Clerical:	2
	Teachers:	23
	Lunchroom:	5
	Maintenance:	0
	Bus Drivers:	0
	Total # of Staff:	28
Total Number of Individuals		55



E. NUMBER OF ROOMS

Interior Classrooms	30
Portable Classrooms	0
Misc. Rooms (offices, gym, lunchroom)	10
Total # of Rooms	40

F. SHELTER INFORMATION

Is this school a designated shelter? Yes

Is this school an approved American Red Cross shelter? Yes

3

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? Evacuation capacity-476  
Post & Pack -239

G. LIST OF HAZARDOUS MATERIALS

We are totally green. No hazardous materials located on campus.

H. MAPS

1. Campus/Surrounding Areas
2. Fire Exit Routes and Evacuation Assembly Areas
3. Tornado Safety Area Locations
4. Administrative Equipment Locations
5. Communication Equipment Locations
6. Emergency Equipment Locations
7. Medical Equipment Locations
8. Hazardous Materials Locations

**Potter Street Elementary  
Campus and Surrounding Area**



# Potter Street Elementary Fire Exit Routes and Evacuation Assembly Areas 2012-2013



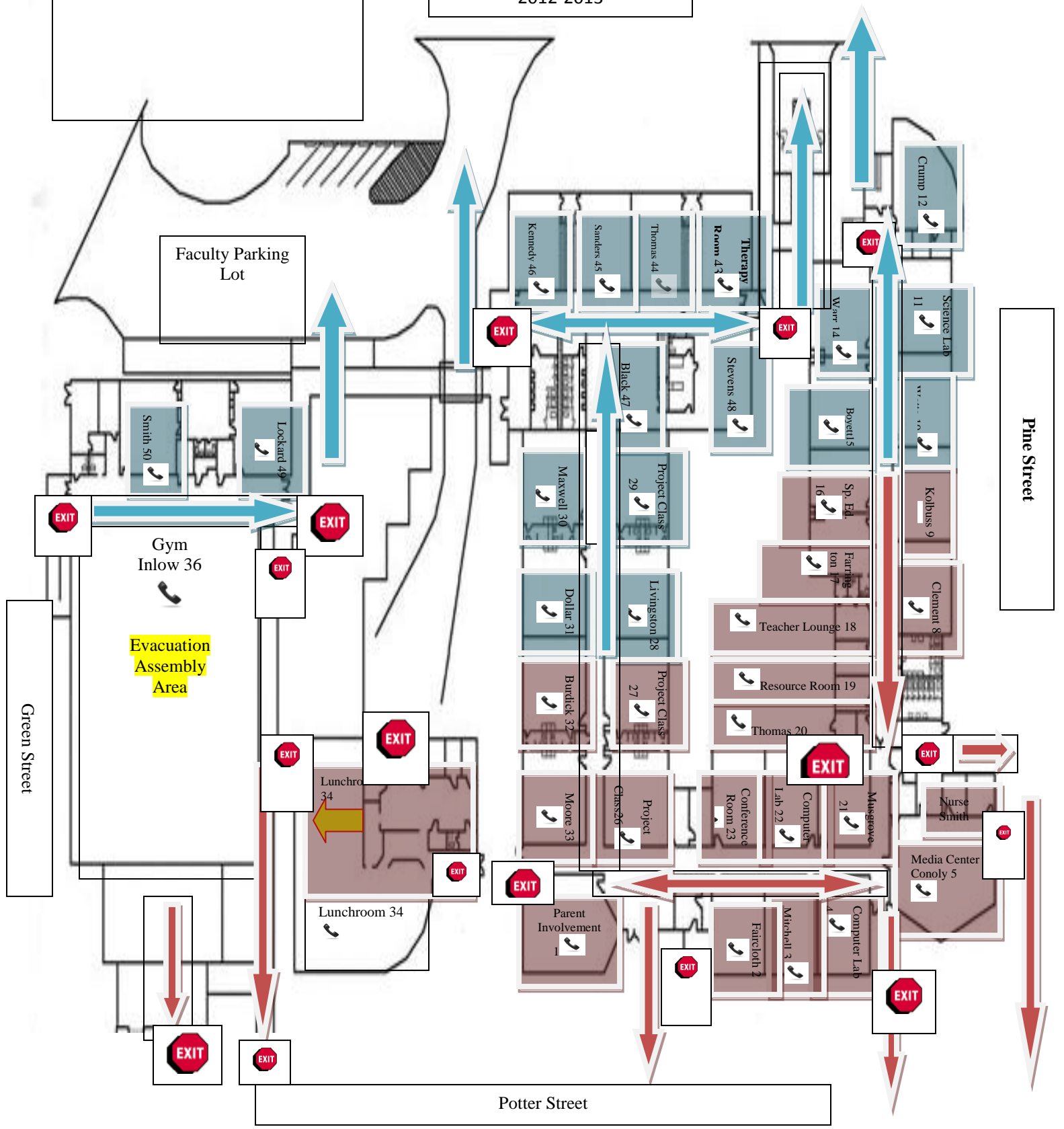
Take Grade Book/Take Attendance

Faculty Parking Lot

Green Street

Pine Street

Potter Street



Evacuation Assembly Area

Gym Inflow 36

Lunchroom 34

Lunchroom 34

Parent Involvement

Kennedy 46

Sanders 45

Thomas 44

Therapy Room 43

Black 47

Stevens 48

Maxwell 30

Project Class 29

Dollar 31

Livingston 28

Burdick 32

Project Class 27

Moore 33

Project Class 26

Conference Room 23

Computer Lab 22

21

Mesgrove

Faircloth 2

Mitchell 3

Computer Lab 4

Computer Lab 1

Nurse Smith

Media Center Conoly 5

Kobuss 9

Clement 8

Resource Room 19

Thomas 20

Teacher Lounge 18

Farrington 17

Sp. Ed. 16

Boyet 15

Warr 14

Science Lab 11

Crump 12

**Potter Street Elementary  
Tornado Safety Areas**

Tornado Safety Areas

Faculty Parking Lot

Faculty Parking Lot

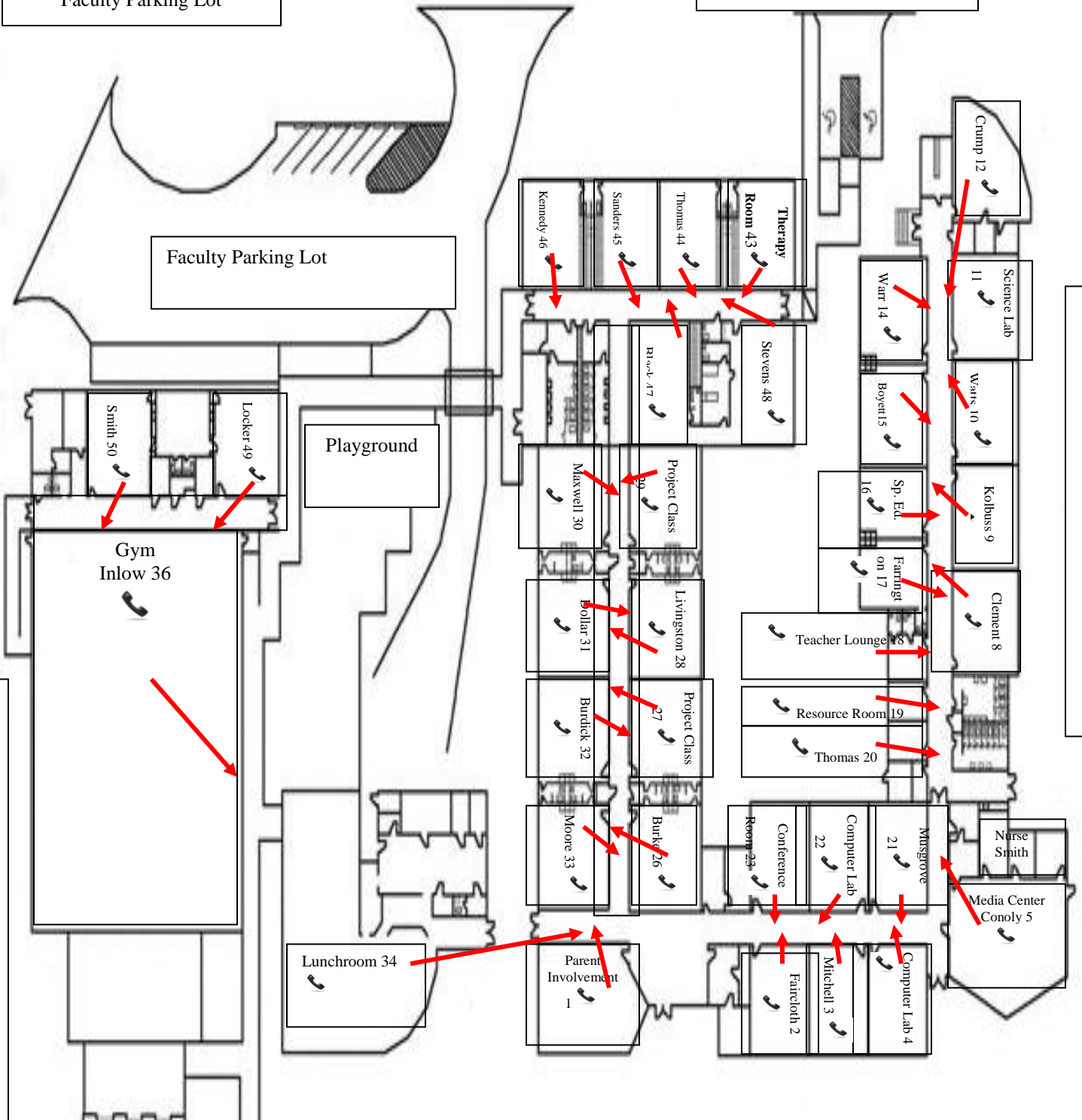
Faculty Parking Lot

Playground

Pine Street

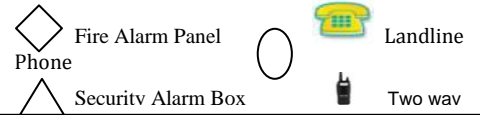
Green Street

Potter Street

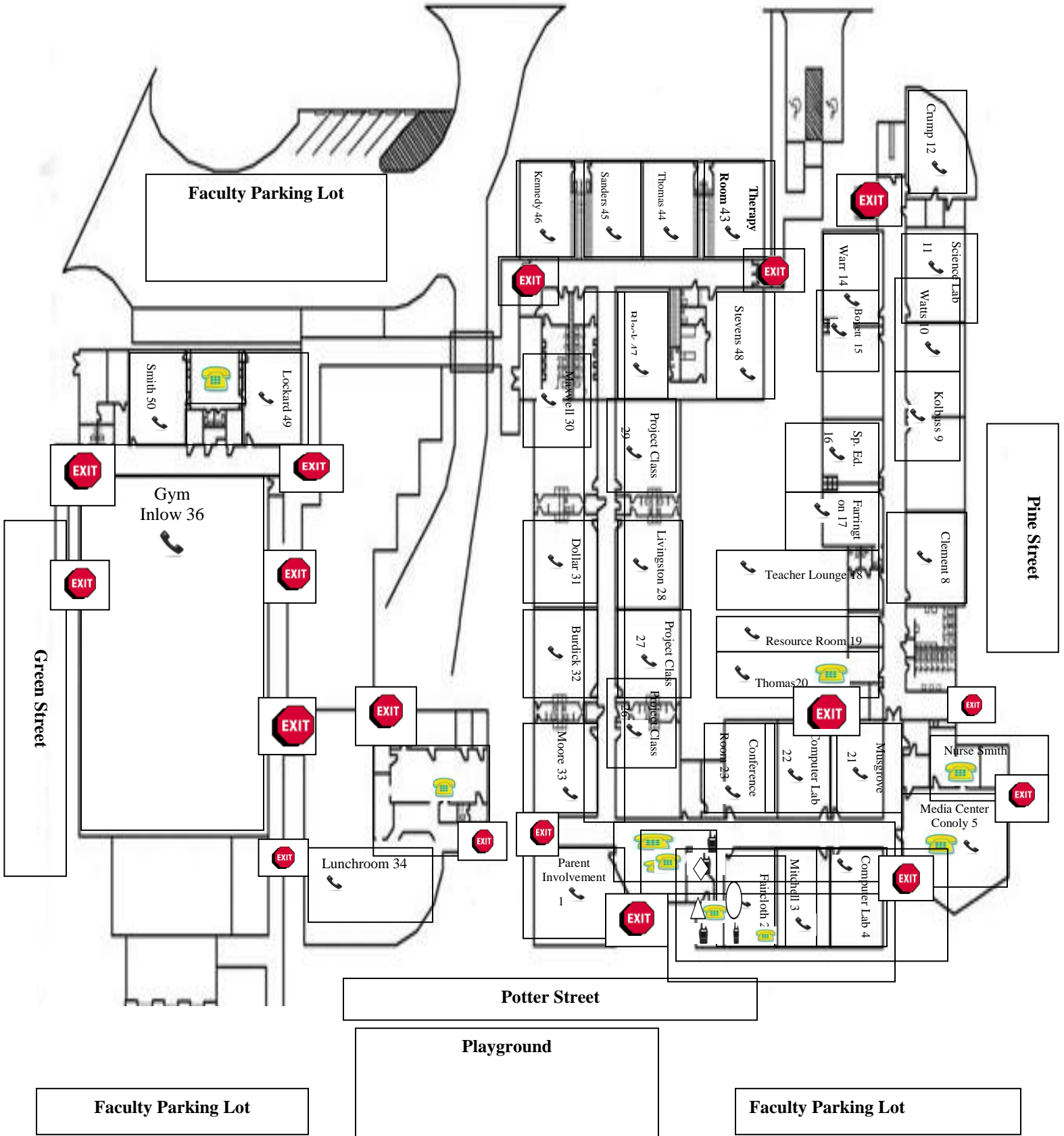


Potter Street Elementary  
Administrative Equipment

Faculty Parking Lot



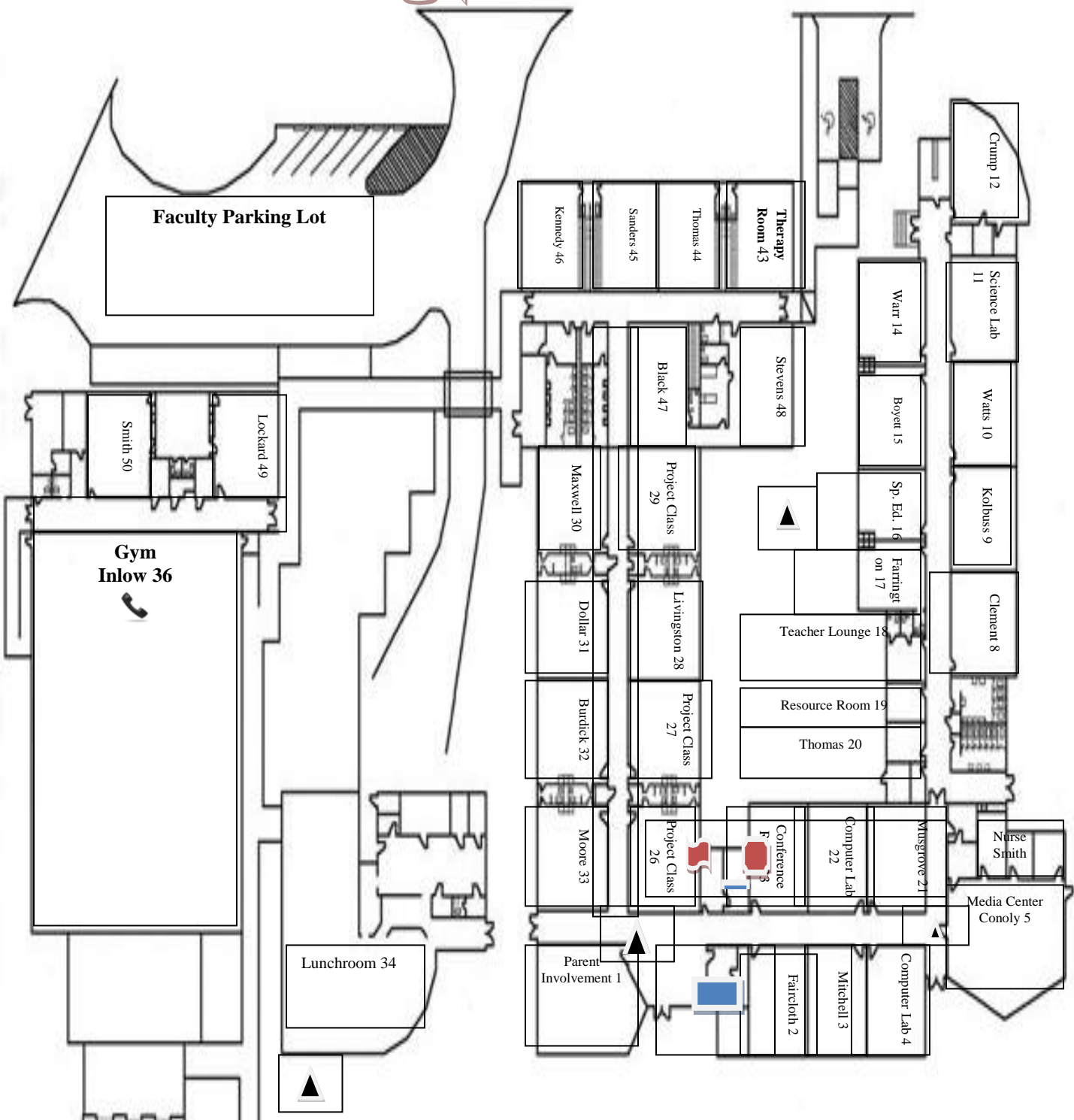
Faculty Parking Lot





Potter Street  
Communication  
Equipment

▲ Video Surveillance Cameras  
■ Main Video CPU/Monitor  
■ Video Monitors via Administrator's Computer



Faculty Parking Lot

Smith 50  
Lockard 49

Gym  
Inlow 36

Lunchroom 34

Therapy Room 43  
Thomas 44  
Sanders 45  
Kennedy 46

Stevens 48  
Black 47

Project Class 29  
Maxwell 30

Dollar 31  
Livingston 28

Burdick 32  
Project Class 27

Moore 33  
Project Class 26

Parent Involvement 1

Crump 12

Science Lab 11  
Warr 14

Watts 10  
Boyet 15

Kolbuss 9  
Sp. Ed. 16  
Farringt on 17

Clement 8  
Teacher Lounge 18






Resource Room 19  
Thomas 20

Musgrove 21  
Computer Lab 22

Computer Lab 4  
Mitchell 3  
Faircloth 2

Nurse Smith  
Media Center Conoly 5

**Potter Street Elementary  
Emergency Equipment Map**

-  Water Sources
-  Fire Extinguishers
-  Fire Alarm Pulls
-  Electrical Panels
-  Main Electrical Panel



**Faculty Parking Lot**

**Pine Street**

**Green Street**



**Potter Street**

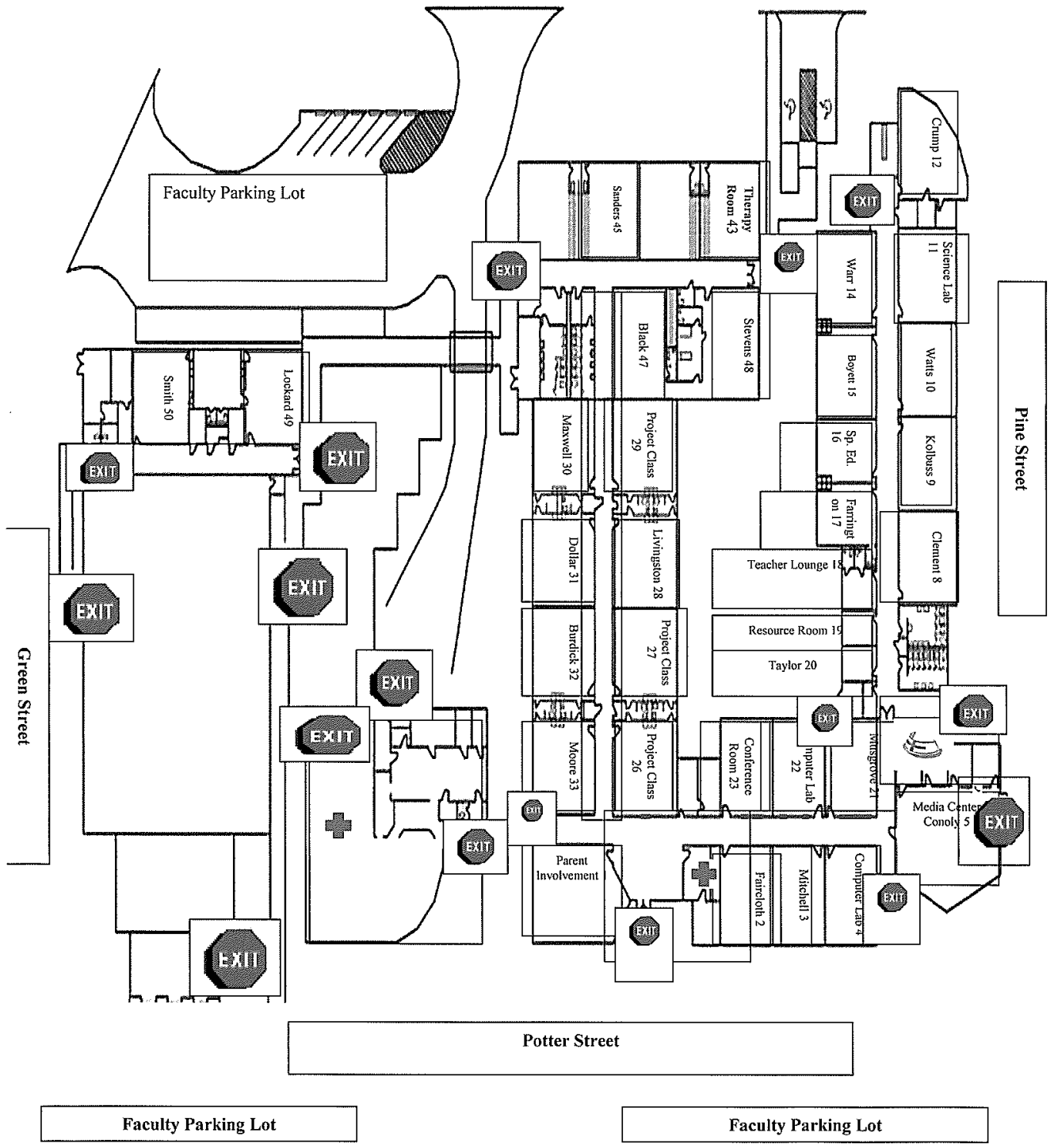
**Faculty Parking Lot**

**Faculty Parking Lot**

**Playground**

**Potter Street Elementary Medical Equipment Map**

 **First Aid Kit**  
 **Nurse Office/Medical Equipment and ALL Medication**





**Potter Street Elementary  
Hazardous Materials Locations**



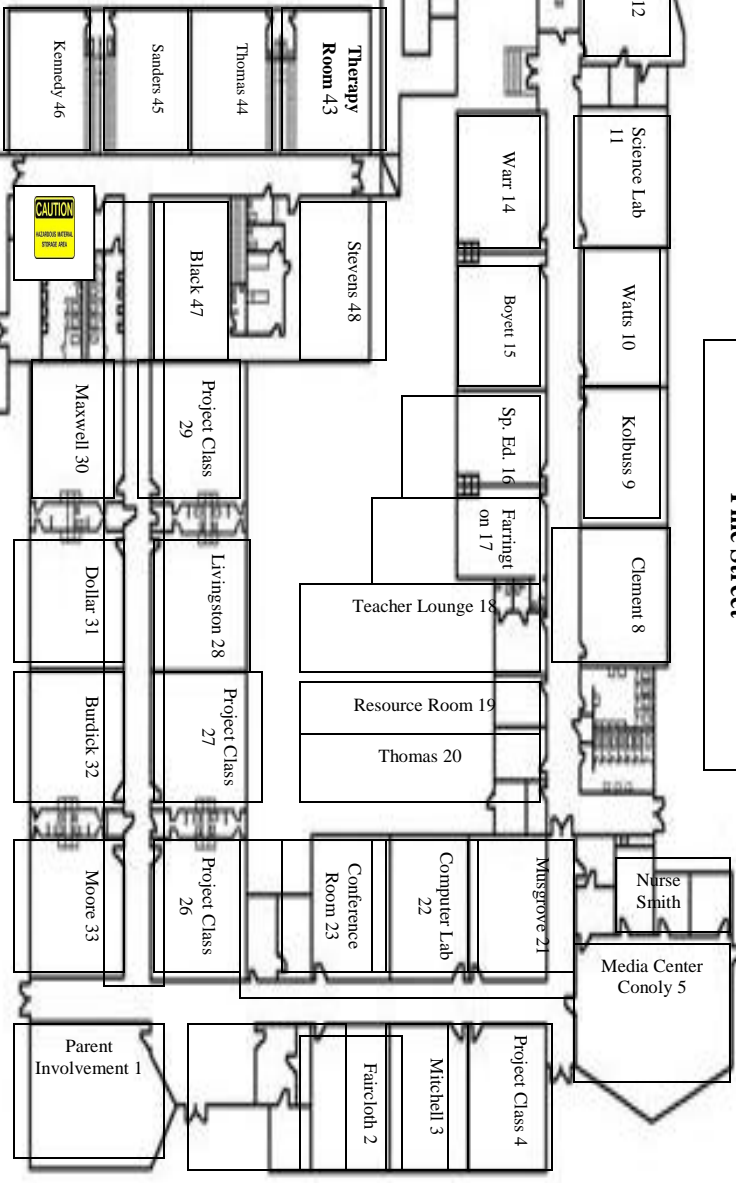
Hazardous Materials Storage

Faculty Parking Lot

Gym  
Inlow 36

Green Street

Pine Street



Potter Street

Faculty Parking Lot

Playground

Faculty Parking Lot

# 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>
Dr. Lillie H. Brown	Principal
Mrs. Jeanette Grimsley	Assistant Principal
Mrs. Kay Smith	Nurse
Dr. Yolanda Thomas	Guidance Counselor
Mrs. Anita Jackson	Bookkeeper
Mr. Jimmy Inlow	P.E. Teacher

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

Is the principal familiar with first-aid techniques? Yes

Other Members:

Kay Smith  
Elizabeth Payne  
Lisa Conoly  
Layne Smith  
Amanda Boyett  
Peggy Kennedy

### C. LOCATION OF FIRST AID KITS

The First Aid Kits are located in the Nurse's Office, Nutrition Manager's Office and the Main Office.

### D. LOCATION OF MEDIA TO GO KITS

The Media To Go Kits will be located in Main Office in the vault and in the Media Center.

### E. LOCATION OF EMERGENCY TO GO KITS

The Emergency To Go Kits are located in the Main Office (in vault) and in the Pre-K building (Janie Lockard's Room # 49).

## **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: Dr. Fred Rayfield
2. Assistant Coordinators: Jerry Mills and Roy Mathews
3. Other Members:
  - Overall Operation- Dr. Lillie Brown
  - Hospital Contact –Kay Smith
  - Investigation-Maurice Gaines
  - Student Records – Anita Jackson
  - Telephones, Attendance Records-Brenda Campbell
  - Telephones, Staff Records-Jean Smith
  - Transportation Coordinator-Dr. Lisa Conoly & Shelonda Nixon
  - Grief Counselors- Dr. Yolanda Thomas
  - Traffic Control, Flow- Jimmy Inlow & Peggy Kennedy
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  
 Assoc. Supt., Dr. Linda Lumpkin, 248-2806  
 Asst. Supt. of Instruction-Dr. Suzi Bonifay, 248-2809  
 Asst. Supt. of Instruction-Susan Johnson-248-2811
2. School Level: Principal-Dr. Lillie H. Brown-220-2673;246-8806  
 Asst. Principal-Mrs. Jeanette Grimsley-220-7378;248-1812

C. DISSEMINATION OF INFORMATION

1. Location of System's News Media Area: Board of Education
2. Designated News Media Spokesperson:  
 Dr. Fred Rayfield or Dr. Lillie H. Brown
3. Means of Communication:
  - a. Primary Means: Radios
  - b. Alternate Means: Telephones

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>
Kay Smith	Nurse
Dr. Yolanda Thomas	Guidance Counselor
Winde Farrington	Speech Therapist
Lillie H. Brown	Principal

E. IDENTIFICATION OF BADGES

All persons assisting with the on-site emergency will be required to wear identification badges. Brenda Campbell will be responsible for issuing ID badges.

F. DATES DRILLS CONDUCTED:

Fall, Winter, and/or Spring.

G. DATES PLAN EVALUATED

Annually. Projected review timeline is July/August 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 been 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

Conger Gym -Potter Street Campus

Secondary Site- First Baptist Church-401 E. Shotwell Street

Individuals responsible for the Emergency Relocation Sites:

<u>Individual's Name</u>	<u>Responsible For</u>
Lillie Brown	Public Communication
Dr. Fred Rayfield	Public Communication
Jerry Mills	Facilities
Farrell Lawrence	Transportation
Maurice Gaines	Communication w/first responders

#### B. INCIDENT COMMAND CENTER

Dr. Lillie Brown, Principal 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.

<u>Primary Site</u>	<u>Secondary Site</u>
Gym	First Baptist Church
<u>Agency Person in Charge</u>	<u>Agency Name</u>
Eric Miller	Public Safety
Wiley Griffin	Sheriff Department
Charlie McCann	Decatur County and Rescue
Tonya Griffin	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.

10

Primary Site

Conger Gym (Lobby)  
Potter Street

Secondary Site

First Baptist Church  
401 E. Shotwell St.

Individuals responsible for the Family Reunification Staging Area:

Individual's Name

Dr. Yolanda Thomas  
Jeanette Grimsley  
Anita Jackson  
Brenda Campbell

Responsible For

Releasing Students to parent/guardian  
Releasing Students to parent/guardian  
Proper Paperwork for release of students  
Proper Paperwork for release of students

F. 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.

Primary Site

Playground

Secondary Site

City Pool area

Individuals responsible for the Media Staging Area:

Individual's Name

Dr. Lillie H. Brown  
Jeanette Grimsley

Responsible For

Keep media informed of situation  
Keep media informed of situation

G. PUBLIC SAFETY STAGING AREA

Primary Site

Playground

Secondary Site

City Pool Area

Individuals responsible for the Public Safety Staging Area:

Individual's Name

Eric Miller  
Maurice Gaines

Responsible For

Public Safety Director  
School Resource Officer

H. BUS EVACUATION STAGING AREA

Primary Site  
Bus Ramp

Secondary Site  
Tennis Court

Individuals responsible for the Bus Evacuation Staging Area:

Individual's Name  
Farrell Lawrence  
Cindy Logue

Responsible For  
Transportation  
Transportation

I. MISCELLANEOUS STAGING AREAS  
(i.e., helipads, rehab, etc.)



GEMA SCHOOL SAFETY UNIT

## Emergency Evacuation Kits

### Introduction:

All schools should develop an emergency evacuation kit to be taken from the school during an emergency evacuation. It is essential that this kit be kept updated. The kit should be kept in the administrator's office. This kit will become the portable "command center" for the lead school administrator during the first critical minutes of any crisis which require the evacuation of the facility. The administrator or a designated staff member should take the kit whenever the building is evacuated. The information in the kit will allow the administrator to quickly integrate in the public safety response structure and provide critical information needed by responding agencies. This kit should also be taken during drills for consistency with response protocols. A second duplicate kit should be compiled and should be taken by an administrator or designated staff person to the family reunification site during the evacuation, should this procedure be implemented.

Emergency evacuation kits should be stored in an out of site location so as not to be readily accessible by an offender such as a burglar or hostage taker.

### Response Protocol:

The kit should quickly be taken to the area where first responders will arrive. The lead school administrator should assist the public safety incident scene commander, who is designated to be in charge of the scene. For legal, technical, and practical reasons, school officials should never attempt to assume the role of incident commander. The administrator should ensure that command of the scene is transferred to the appropriate public safety official immediately upon arrival according to plans.

A second administrator should proceed with the duplicate emergency evacuation kit to the evacuation or family reunification site. This will facilitate the transferring of custody of students to parents or guardians efficiently. The student contact information will ensure that non-custodial parents and others who are not authorized to have access to a child do not exploit the crisis situation.

The school administrator at each emergency site (incident scene and family reunification site) should quickly make contact with the public safety site commander and ensure that they have access to the information contained in the kit. It is best that the kit remain under the supervision of the school official, as public safety representatives will not be familiar with the information in the box and will often need a school staff member to find and interpret the information that is needed.

A properly assembled kit that contains updated information can help school officials and public safety responders dramatically improve the way in which a crisis situation is handled.

Page 1 of 2

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[schoolsafety@gema.state.ga.us](mailto:schoolsafety@gema.state.ga.us)  
[www.gema.state.ga.us](http://www.gema.state.ga.us)



### **Suggestions for Your Emergency Evacuation Kit:**

- 1.** A copy of the school emergency operations plan
- 2.** Student release/sign-out sheets
- 3.** A copy of the facility tactical site survey
- 4.** Building floor plan with utility shut offs and detailed instructions on disablement
- 5.** Site plan information highlighting mobile units, fenced areas, fuel storage, etc.
- 6.** Bus routes and driver contact information
- 7.** Emergency telephone numbers of assistance agencies
- 8.** Copies of photographs of the facility (exterior and interior photo album tour)
- 9.** Copy of video/CD-Rom with photos depicting exterior and interior of the building
- 10.** Copies of all student and staff emergency contact/release cards
- 11.** Emergency Medical Information regarding students and staff
- 12.** Copy of school or district personnel directory with phone contact information
- 13.** A copy of the most recent school yearbook
- 14.** Student/Staff photo sheet (check with yearbook photographer)
- 15.** Special needs students' information
- 16.** Flashlight and extra batteries
- 17.** Bullhorn and appropriate batteries
- 18.** School response team vests
- 19.** Cell phone and/or portable radio
- 20.** AM/FM Radio with extra batteries
- 21.** Extra Laptop (as available)
- 22.** Current county phone book
- 23.** City/County maps
- 24.** First Aid Kit
- 25.** Light Sticks



# CRISIS COMMUNICATION CHECKLIST FOR SCHOOLS

**Crisis incidents require that a clear and concise message be delivered to both the school community and the community at large. The following are suggestions for developing and maintaining a consistent and informative message.**

- A school spokesperson should be designated for the crisis site. This person should be familiar with the school's safety plan.
- A public information officer should be designated to assist the school spokesperson in facilitating media inquiries. This person should be trained to work with the media.
- Media contact numbers and fax numbers should be placed in the Emergency Evacuation Kit and periodically checked for accuracy.
- Mutual aid agreements should be established with other agencies or school systems to provide additional public information officers as needed.
- A media staging area should be determined. The site should (if possible) provide a good camera view of the school, yet is located away from response operations, the incident command center, and the family reunification site.
- A location for media briefings should be identified.
- The school will meet with law enforcement to become familiar with what information may or may not be released during a criminal incident on campus.
- Fact sheets with background information about the school have been created.
- School personnel should meet with local media representatives to discuss ways that the media can support crisis response efforts. Schools may want to conduct training to acquaint administrators with the process of making statements during a crisis.
- Implement a system to post updated press releases on the school's Web site during a crisis.

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# LOCKDOWN PROCEDURES

Everyday schools across the nation must place their campuses on lockdown due to an unsafe environment or threat thereof. There are many different variations of addressing lockdowns. Through research and best practices, several procedures have seemed to rise above the rest. Although these recommendations will work for most, *it is highly recommended that school officials consult with local law enforcement to cooperatively develop protocols to meet the needs of all those that will be responding to an incident at the schools.*

Important points to consider:

- ❖ When making the announcement to place the school in a lockdown, do NOT use “codes.” It is best to state in plain speech that the school is in a level \_\_\_\_ lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but do NOT announce the reason for the lockdown.
- ❖ The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

Suggested levels of lockdowns

- Level 1:
  - Lock all exterior doors, lock and monitor main access door.
  - Monitor movement of students particularly between classes.
  - Students and staff remain in building.
  - Movement is limited.
  - Block visibility into classrooms from exterior windows and doors\*  
-Example: Threat is exterior to school. Armed suspect fleeing police. *Criminal activity in area of school.*
- Level 2:
  - Close and lock all exterior doors as well as classroom doors.
  - Open exterior window blinds or curtains to allow exterior visibility into classroom\*
  - Conduct accountability procedures.
  - Staff and students do not leave classroom
  - Continue classroom instruction or normal activities within the classroom.
  - Do not contact office unless you have pertinent information or an emergency.
  - Announce for all visitors/vendors inside the building to return to the office.  
-Example: Threat is inside school. Angry parent or student that is verbally upset and agitated but not physically threatening at current time.
- Level 3:
  - Close and lock classroom doors immediately
  - All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables). Turn off lights if visibility is possible from interior windows and doors.
  - Open exterior window blinds or curtains to allow exterior visibility into classroom\*
  - Remain silent
  - School officials get into lockdown position also.  
-Example: Threat is inside. Threatening person is at school, possible weapon involved/active shooter (student/parent/staff).

\*Consult local responding law enforcement to determine their preference based upon their tactical capabilities.

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## Color Card Status System: Forms and Uses

### Introduction:

The color card status system is used as a quick method to gain information regarding the welfare of students and staff during emergency situations.

### Uses:

The color card system can be used in any situation to quickly ascertain the status of staff and students. The most common two are:

1. Lockdowns-slid under the classroom door to let administrators and public safety in the hallway no of the rooms status during an emergency event.
2. Evacuations-held high by teachers to indicate the status of their students following evacuations.

### Construction:

- Three card stock papers are used in **RED**, **YELLOW**, and **GREEN**.
- Each one should be separately laminated and placed in a durable pocket beside the classroom door or in teacher emergency folders.
- A dry-erase pen should be included to write pertinent information on the card.

### Card Descriptions:

- **GREEN – Used when all students are accounted for and everything is satisfactory. No assistance is needed.**
- **YELLOW – Used when a student is missing or has been added to the class count or the teacher or students have pertinent information. Teacher should indicate situation by using the dry-erase marker on the card to write down information. For Example: One student is added and one student is missing the teacher would write +1 and -1 on the card.**
- **RED – Indicates immediate action is needed and public safety and administrators should direct their attention to this area. Can be used to indicate the location of an intruder or hostile person or indicate a students that needs medical attention. Teacher should attempt to indicate situation on the card using the dry-erase pen.**

### Points to Consider:

- All staff should be briefed on the use of the card system including administrators, support staff, and public safety officials.
- Staff should be required to use the card system during drill events to get them acquainted to its uses.
- Administrators should respond to status cards in the order of their severity.
- Red cards left blank should be approached by public safety in case of offender presence or medical injuries.
- Card System should be consistent throughout school system and individual facilities.

## **Bus/Vehicle Accidents**

A bus or vehicle accident may occur at any time, during the transportation of personnel and students to and from school, during special field trips or in conjunction with transportation to or from extra-curricular activities (e.g. football games).

### **Site Preparation:**

Documentation of transportation methods of personnel and students should be kept updated.

During field trips, prepare and maintain a list of all students and personnel on each bus during the trip. This list should be left with an administrator or director.

Compile and maintain releases for medical treatment of all persons on the trip.

Compile emergency contact information on all persons on field trips.

Transportation dispatcher should dispatch appropriate public safety personnel to the scene of the accident. The Dispatcher should notify the Director of

Transportation who will notify the School Principal/Director and the Board Office.

### **Response Protocol:**

1. Upon notification that a bus or vehicle accident has occurred, the lead administrator/director should ascertain as much information regarding what, if any injuries have occurred, to what extent students and personnel are injured.
2. After the immediate needs of the injured students and staff have been addressed, a list should be compiled of all persons on the bus or vehicle and others involved in the accident.
3. The Principal/School resource officer or his/her designee should establish an incident command post near the site if multiple injuries are reported.
4. The Transportation Director should notify the Decatur County Emergency Management Agency who will assist with the incident command post if needed.
5. Principal or designee will remain at the school while Crisis Team personnel will respond to accident site.
6. Designated school/departmental representative should proceed to the medical facility where students and staff are transported.
7. Create and maintain a log of people sent to the hospitals, which hospital sent to, by which ambulance service and by whom accompanied.

### **Site Response Procedures**

Officer Gaines would be in charge along with our school nurse Christy Harrell. Procedure would be to notify Public Safety, the bus shop, and EMS if other than minor injuries. Minor injuries would be handled by our nurse. Parents or family members will be notified.

## **POTTER STREET ELEMENTARY SCHOOL SEVERE WEATHER/TORNADO PROCEDURES**



A **TORNADO WATCH** means atmospheric conditions are favorable for the formation of tornadoes. There is no cause for alarm.

A **TORNADO WARNING** means that a tornado has been sighted in the area. **ACTION IS REQUIRED.** You will be advised if we receive a warning.

1. If a warning is received, you will be advised from the office to review **“SEVERE WEATHER PROCEDURES”** with your students. Do so, but do not initiate procedures at this time. School officials will be particularly observant of weather conditions and will advise you over the intercom should it be necessary to begin emergency procedures.
2. If an announcement is made to **“OBSERVE TORNADO PROCEDURES,”** or the alarm sounds, please follow the procedures listed below immediately and continue the procedures until a clear signal is communicated from the office.

**The alarm will be one continuous ring of the bell. (15-20 seconds)**

### **UPON HEARING THE ALARM THE FOLLOWING PROCEDURES SHOULD PREVAIL:**

1. Close all windows. Student designee may assist.
2. File out of classroom silently in single file to designated safe area for your room.
3. Teacher should follow after the last student has exited room.  
Close door upon exiting
4. Check roll upon arriving at designated safe area.
5. Return to class quickly and orderly after all-clear bell rings.

During this emergency all students are to leave the classroom and move single file into the hall. The students are to be standing facing the wall.

Students in the gymnasium should move to the south wall.

Teachers will need to work together so that all classes will be able to find enough wall space in the vicinity of their classrooms. The area near your room is your designated safe area.

## POTTER STREET ELEMENTARY SCHOOL FIRE DRILL PROCEDURES

Please familiarize yourself with the fire drill procedures so that we can be better prepared for a fire situation if one should occur. Also, take the time to acquaint each of your classes with the procedures to follow as well.



### FIRE DRILL PROCEDURES

There are two possible sounds you may hear as a fire alarm:

- a. **Fire Alarm**
- b. **If fire alarm is inoperable, 3 short bells will ring.**

Upon hearing the alarm the following procedures should prevail:

1. Close all windows. Student designee may assist.
2. File out of classroom silently in single file to designated safe area for your room. Fire exit maps should be posted next to each classroom doorway and a second copy should be kept in each teacher's roll book.
3. Teacher should follow after last student has exited room. Close door upon exiting.
4. Check roll upon arriving at designated safe area.
5. Return to class quickly and orderly after all-clear bells ring.



## **TORNADO DRILL**

- The signal used for a Tornado Drill: Given over the intercom system by administration.
1. **Students will stand three deep facing the wall. In case of real tornado, the students will sit on the floor, put their head between their knees, and cup their hand behind their head.**
  2. **The teacher will leave the room last and be sure that no students line up near the door.**
  3. **Copy of the TORNADO DRILL shall be posted in each classroom.**

**Rooms 2, 3, 4, 21, 22, 23 (Media Center #5, Nurse) (4<sup>th</sup> Grade Hall) Line up between rooms on both sides of the hallway.**

**Rooms 8, 9, 10, 11, 12, 14, 15, 16 17 (3<sup>rd</sup> Grade Hall) Line up between rooms on both sides of the hallway.**

**Rooms 43, 44, 45, 46, 47, 48, (Kgn. Hall) Line up between rooms 44 and 45, by room 47, and end of 1<sup>st</sup> Grade hall.**

**Rooms 26, 27, 28, 29, 30, 31, 32, 33 (1<sup>st</sup> & 2<sup>nd</sup> Grade Hall) Line up between rooms on both sides of the hallway.**

**Room 36 (Gym) Line up at the south end of the gym.**

**Rooms 49 & 50 (Pre-K Hall) Line up on wall opposite the classrooms.**

**Lunchroom (#34) Line up in corners of the lunchroom.**

**THE ALL CLEAR SIGNAL WILL BE GIVEN BY ADMINISTRATION.**



# FIRE DRILL



- **THE SIGNAL FOR A FIRE DRILL IS: Intermittent emergency sirens**
  1. Students will leave through the designated exit. They will leave the room quietly and in an orderly manner.
  2. Students must be at least 200 feet from any building.
  3. Teachers should be the last to leave the room and are to see that all windows and doors are closed. Lights are to be turned off.
  4. Teachers are to take their roll book and call roll on all fire drills.
  5. A copy of the FIRE DRILL shall be posted in each classroom.

## **ROOMS**

## **EXIT**

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<b>Rooms 12, 11, 10, 14, 15,</b>	<b>East to Pine Street, then to front parking lot</b>
<b>Rooms 2, 3, 4, 21, 22, Media Center and offices</b>	<b>South, turn right at Media Center to front parking lot</b>
<b>Rooms 9, 8, 16, 17,</b>	<b>South to parking lot</b>
<b>Rooms 45, 46, 47</b>	<b>North to back parking lot</b>
<b>Rooms 43, 44, 48</b>	<b>South to area near mobile</b>
<b>Rooms 29, 28, 30, 31</b>	<b>Down 1<sup>st</sup> grade hall, turn left exit to parking lot</b>
<b>Rooms 1, 26, 27, 32, 33</b>	<b>West to the Playground</b>
<b>Rooms 49, 50</b>	<b>East to Back Parking Lot</b>
<b>Rooms 34, 36</b>	<b>West to the Playground</b>