



**COLQUITT COUNTY**  
**SCHOOL DISTRICT**  
— ESTD. 1873 —

# **Emergency Response Plans**

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## **Colquitt County School District Emergency Response Plans**

Colquitt County School District consists of 10 elementary schools, a middle school, a junior high school, a high school, a gifted center, an achievement center, and several district department office locations. This document serves as the guide for all emergency response activities for each location. Each site will maintain an up-to-date list of trained Emergency Response Team members, and places for refuge and reunification. This plan will be reviewed annually and posted to the district website and each school site. One-page Emergency Response flyers are posted at each location in classrooms, common areas, departmental areas, and office suites.

### **Introduction and Purpose of Safety Plan**

In accordance with provisions of O.C.G.A. 20-2-1185, each public School shall have a plan designed “to provide safe learning environments for Georgia’s children, teachers, and other school personnel. Such plans shall also address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism.”

“School safety plans prepared by public schools shall address security issues in school safety zones as defined in paragraph (1) of subsection (a) of Code Section 16-11-127.1. School safety plans should also address security issues involving the transportation of pupils to and from school functions when such transportation is furnished by the School or school system and school function held during non-instructional hours.”

# Emergency Types and Centegix Alerts Summary

## **LOCKDOWN – R.E.D.**

Intruder/Active Shooter

- Press the Centegix badge **eight times** or until you feel it vibrate.
- Alarm will activate lights, computer takeover and alert all local emergency response personnel.
- Follow Run, Hide, Fight procedure.

## **LOCKOUT – YELLOW**

Potential Exterior Environment Threat

- Administrator or Emergency Response Team will activate Centegix alert from admin mobile application (press badge **eight** or more times) or desktop application.
- Alarm will activate lights, computer takeover and alert all local emergency response personnel.
- Move everyone inside and lock all exterior doors.

## **SEVERE WEATHER - BLUE**

- **TORNADO WATCH:** Staff notified, but no action necessary.
- **TORNADO WARNING:** Administrator or Emergency Response Team (E.R.T.) will activate Centegix alert from admin mobile application or desktop application if Tornado Warning is issued.
- A tornado has been spotted. Take shelter.
- Proceed to a tornado safe area following the posted emergency response map.
- Assume a kneeling position with head down and hands covering the head.
- Teachers should close classroom doors after students have exited to the tornado safe areas.
- Students and staff should wait for an “all clear” signal from the E.R.T. before returning to their classroom or office.
- **SEVERE THUNDERSTORM:** Upon notification of a violent thunderstorm, E.R.T. member should monitor weather conditions closely.
- Close all windows and blinds.
- Move away from glass/window areas during the storm.
- If a severe storm strikes the School, move to a tornado safe area and assume a kneeling position with head down and hands covering the head.
- Stay in the head-down position until the “all clear” is given by the E.R.T.

## **FIRE OR BOMB THREAT - GREEN**

The alarm will sound throughout the building with a shrill, constant beeping noise. Emergency Response Team Member (E.R.T.) will activate Centegix from Admin App or Admin Desktop

### **FIRE:**

- Sound the alarm immediately and notify the E.R.T.
- Call 911 to report to the fire department. Provide essential details about the nature of the emergency.
- Only attempt to extinguish small fires using the proper fire suppression equipment.
- Evacuate the building following the posted emergency escape routes.
- Move to an area that is a safe distance from the building.

- Students and staff will be notified by a member of the E.R.T. and the clearing of the Centegix alert when it is safe to return to the building.

### **BOMB THREAT:**

- Standard evacuation procedures will be used unless special instructions regarding a change of procedures are announced. Evacuees should assemble at the 1st Refuge spot noted in the plan.
- PORTABLE RADIOS AND CELLULAR PHONES MUST NOT BE USED AND MUST BE TURNED OFF DURING A BOMB THREAT INCIDENT.
- Phone Threat – Obtain as many details as possible using the “Bomb Threat Checklist”; then call 911 to notify the police and fire department.
- Students will walk out of designated exit in a quiet, orderly manner. Each teacher should check the classroom and be the last individual to leave.
- As they evacuate the building, staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway. Do not touch anything that looks suspicious. Report suspicious items to the E.R.T.
- Teachers will take their class roster as they exit the classroom so they can account for their students. Any students unaccounted for should be reported to the E.R.T.
- Teachers will close windows and doors. Doors are to remain unlocked.
- The E.R.T. will notify faculty, staff, and students when it is safe to return to the building.

### **SERIOUS INJURY/DEATH/MEDICAL EMERGENCY: LIGHT GRAY**

- Press Centegix badge 3 times to initiate response team.
- Call 911 if injury or illness is determined to be of a nature that requires a medical doctor.
- Notify the closest teacher, administrator, or member of the Health Response Team.
- Administration will activate Centegix Hold In Place alert from the mobile or desktop application.
- Health Response Coordinator will respond unless radioed to stay in place by administration
- Determine injuries and provide first aid if possible.
- For minors, follow the guidance of the medial responder. Faculty and staff are not allowed to transport anyone to a medical facility by any means, including their personal vehicle or a state vehicle.

# Emergency Notification and Communication

# Emergency Notification and Communication

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## *FIRST ALERT AND INITIAL ACTION*

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1. Assess and confirm the type of situation with which you are dealing.
  2. Notify the principal or location administrator immediately.
  3. If warranted, use Centegix badge alert system.
  3. Teachers are instructed to carry roll books and account for students at regular intervals.
  4. Attend to the needs of students.
  5. Emergency personnel and law enforcement will provide direction and guidance upon their arrival.
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## *EMERGENCY COMMUNICATION*

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The following means will be used to quickly communicate with staff in an emergency:

- Centegix Alert System – monitor take over, flashing lights, mobile application alerts.
- P.A. System
- Classroom Intercoms
- Bull Horn

Additional communication related to the emergency response will be coordinated by the Chief Communications Officer under the direction of the Superintendent. Methods of communication will include mass messaging, social media, website, and local media.

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## *EMERGENCY CLOSING OF SCHOOL*

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The district has a plan for the emergency closing of schools, a plan for delayed opening, and a plan for early closing if necessitated by an emergency or severe weather. The procedures that apply to each plan are explained in this section. Uniform adherence to these procedures is necessary to prevent confusion when either plan is implemented. Every employee of the Colquitt County School District should be made aware of the procedures in all plans.

**THE PRINCIPAL OR DESIGNEE WILL:** Disseminate the procedures to all staff, students, and parents/guardians via Remind. In coordination with the Superintendent's office and designee, all school social media sites will be updated and the local media will be notified.

**EMPLOYEE RESPONSIBILITY:** It is every employee's responsibility to listen to the radio or television whenever announcements are imminent regarding emergencies in schools. Local radio and television stations will be notified of the decision to follow plan one, two, or three. The Superintendent or the Superintendent's designee will notify the media of any decision to close or delay the opening of schools.

**PLAN ONE- SCHOOL CLOSING:** The final decision for the closing of schools will be made by the Superintendent or the Superintendent's designee. The Superintendent or designee will notify the radio and television stations, give the proper code, and specify which emergency plan will be implemented. The central office will be open for business unless specifically announced otherwise. School will be directed to update their social media with the decision and pertinent information.

**PLAN TWO- DELAYED CLOSING:** When there is a possibility of improved weather and road conditions later in the morning, a delayed school opening announcement will be made. The radio and television stations will be notified that schools will be open and buses will run two hours later than regular time. Dismissal will be at regular time. Social media and websites will be updated with the decision and any pertinent information.

**PLAN THREE- EARLY CLOSING:** Should an emergency situation or severe weather require the early closing of School; the announcement will be made as in the previous two plans. The Superintendent's office and the transportation office will remain open until all students are safely home.



# Evacuations

# Evacuations

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## *Evacuation Protocol*

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During an evacuation, it is important that the following be done:

1. The principal, or assistant principals, will announce the evacuation destination (at least 300 to 1000 feet from the incident site depending on the nature of the situation).
2. School secretaries will take the emergency evacuation kits to the predetermined evacuation site. (See Appendix for kit contents).
3. Teachers should take printed rosters if available. Accounting for students and their location is imperative. Staff should be designated to check restrooms, playgrounds, etc. Missing students must be immediately reported to the principal.
4. If possible, any student medication and dosage charts should be brought along and maintained securely.
5. Remain calm and proceed in an orderly manner.
6. Be observant and aware of anything new or different on the area as you evacuate.
7. Be prepared to provide student information to emergency personnel, especially specific medical information using Infinite Campus and/or student health information sheets.
8. Do not lose sight of your primary objective; to remove your students from an area of danger to an area of safety. Follow instructions but be prepared to think for yourself.
9. No one is to re-enter the building for any reason, unless authorized by administrator and emergency personnel.
10. Be sure students are not near any drive entrance to the property or in any parking/driving area. Students need to remain clear from emergency vehicles.

In case of **evacuation** due to possible **explosion**, keep students low to ground and instruct them to cover their heads with hands, coats, etc. Evacuation area should be a minimum of 1000 feet from the building or possible explosive source.

In case of **evacuation** due to **fire**, keep students in evacuation area until instructed otherwise.

In case of **evacuation** due to **chemical/toxic spill**, staff and students will evacuate upwind of the spill unless instructed otherwise. **DO NOT** evacuate to a low area (ex. Football field, ditch).

In case of **evacuation** due to **gunman, hostage, or other related emergency situation**, it is most imperative that students and staff evacuate very quietly and follow any specific instructions.

In case of bus evacuation, detailed instructions are included in the Emergency & Rescue Procedures guide for bus drivers. The Director of Transportation will ensure that practice drills will be held during bus transportation.

### **Transportation Emergency Evacuation**

In an emergency evacuation by bus:

- Request aid from local law enforcement.
- Lockdown may be activated to secure students in rooms ready to evacuate.
- Principal or designee activates Evacuation Protocols stating that evacuation is by bus.
- Principal or designee will notify Director of Transportation, so that bus drivers can be notified.
- Buses will be used to transport students to the secure location.
- The assistant principals will check area around buses and continue scanning while buses are loading. Law enforcement takes charge of this when they arrive on site.
- Maintenance designee will check gas and utility areas.
- All adults not supervising students report to the bus loading site for assignments.
- Each class is told when to leave room and board buses.
- Classes remain intact and board the same bus, accompanied by teacher or other supervising adult(s).
- Buses load beginning with the bus in front and each bus leaves as soon as students are on board.
- Buses go to a safe staging area and wait further directions.
- Head count is taken.
- All faculty and staff not on buses report immediately to the staging area after students have been evacuated.

The principal and/or assistant principals may activate Family Reunification Protocol if necessary.

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### *Family Reunification Protocol*

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Parent/Family Reunification Coordinators (see Emergency Response Team), in conjunction with Department of Family and Children Services will implement crisis plan for assisting all schools and families (siblings at neighboring schools, parents/guardians working in school system, etc.) affected by potentially stressful events that take place.

After credibility assessment, principal or designee designates a secure family reunification site away from waiting family members and media.

## **Family Reunification Procedures:**

- Parent Reunification Coordinators (see Emergency Response Team) moves to family reunification site with evacuation kit.
- Law enforcement and mental health personnel that are assigned to family reunification site go to site and follows Family Reunification Protocol.
- A law enforcement personnel checks identification of those entering reunification area and provides them with nametags.
- All teachers who are not in charge of a class, all maintenance personnel, and all lunchroom personnel chaperone students from evacuation site to reunification site.
- Office staff, assisted by a law enforcement person, coordinates signing out of students and verifies from student's record that person is authorized to pick student up using Infinite Campus or printed roster.
- A mental health professional or counselor is assigned to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families will leave reunification site promptly.
- Students who do not have a parent/guardian to pick them up will be taken to a secure area until an authorized person arrives to pick them up. Law enforcement personnel will make sure that any student who has not been picked up by family member within a reasonable period of time gets home safely.

# Emergency Response Incident Descriptions and Procedures

# Emergency Response Incident Descriptions and Procedures

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## *CRIMES AGAINST PERSON/PROPERTY*

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### **Notification of Law Enforcement Officials**

Under the laws of Georgia, any teacher, principal, or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or at any school function, has a duty to make a written report of that act in order that the act shall be reported to the appropriate law enforcement officials. The acts which should be reported to law enforcement officials include certain criminal offenses under Georgia law including aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/transfer of marijuana or illegal drugs, and certain sexual offenses.

It shall be the policy of the Colquitt County School District that principals or other school personnel who discover violations of criminal laws of Georgia shall, within a reasonable time after such discovery, notify appropriate law enforcement officials of such violations.

### **Weapons/Armed Individual**

#### **If Weapon is Visible:**

1. **STOP- DO NOT APPROACH** individual or attempt to confiscate weapon. If weapon is visible, **RETREAT!**
2. **Activate Centegix Badge to alert administration of situation.**
3. Notify principal's office ASAP and advise whether weapon is suspected or visible.
4. Principal or designed activate **LOCKDOWN** (Centegix) if individual with weapon is inside campus buildings to hold students and staff in place until "all clear" is sounded. If individual is outside campus buildings, activate **LOCKOUT** (Centegix).
5. Try to calm students and others. Calmly request permission to evacuate other students from room or area.
6. If safe to do so, remove students quietly from classroom or area; take class roll book with you.
7. Complete confidential incident report.

#### **If Unable to Evacuate:**

1. Keep talking with individual until police/security personnel arrive.
2. Activate Centegix Badge to alert administration of situation.
3. Ask individual to stop what they are doing and ask, "What's wrong? Can we help? What can I do?"
4. When police/security arrive, follow their directions.
5. Complete confidential incident report.

***Principal/Designee:***  
**Activate Centegix**

## **If Weapon is suspected:**

1. Have School Resource Officer (S.R.O.) bring individual to principal's office.
2. Ensure that at least two adults and S.R.O. are present in the office.
3. Tell individual calmly what is suspected, and ask where the weapon is located.
4. If individual does not produce weapon; request that they empty pockets, books bags, and/or other containers.
5. Search student's locker if applicable.
6. If weapon is found, police will remove individual from campus.
7. Notify parents/guardian, if weapon holder is a student, and Superintendent of Schools or designee.
8. Follow disciplinary action according to student code of conduct or employee code of conduct.

## **Drive-By Shooting**

### *Teacher Responsibilities:*

1. If shots are heard, direct students and others firmly to "get down on the ground" or "get down on the floor."
2. As car exits area, direct students and others to "get into the building quickly."
3. Notify principal or administration on duty ASAP. Initiate Centigix if applicable.
4. Be alert for car returning to area.
5. As necessary, redirect students to "get down on the ground" or "get down on the floor."
6. Report any known injuries.
7. Organize students to restore calm.
8. Take student attendance and report any missing students.
9. Return students to classroom(s).
10. Arrange a classroom monitor.
11. Report to principal's office to answer questions from police and/or administration.

### *Principal Responsibilities:*

1. Initiate **LOCKOUT** using Centegix alert procedure
2. Notify the Superintendent of Schools or designee.
3. Bring all students and staff indoors ASAP.
4. Secure building by locking doors and windows. Monitor corridors as necessary.
5. Consider announcement for teachers in exterior classrooms to order students to "get down on the floor."
6. Have teachers remain with classes and continue regular educational activities.
7. Advise Superintendent of Schools or designee that student dismissal may be delayed.
8. Retain students beyond normal dismissal time, if necessary.
9. Ensure staff remains with students until emergency is over.
10. Provide counseling for students, as necessary.

## **Active School Shooter Protocol**

- Principal or designee will inform the staff and students of the **LOCKDOWN** using the Centegix alert system – monitor takeover, intercom, radios, paging systems.

### *In the Classroom:*

- Be aware of your environment and any possible dangers
- Lock all doors to your classroom

- Move away from doors, windows, and move to a safe corner of the room
- Remain quiet and turn off the lights
- Barricade the doors by moving heavy objects, (i.e. desks, tables) in front of the door

*In the Facility:*

- Take note of the two nearest exits
- If you are in an office, stay there and barricade the door
- If you are in a hallway, get into a room and barricade the door
- **Always, Always, Always, follow RUN, HIDE, FIGHT.**

**RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Leave belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**HIDE**

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

**Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**FIGHT**

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



### *Active Shooter Procedures:*

- Initiate Centegix **LOCKDOWN** or **LOCKOUT** depending on location of shooter
- Let the dispatcher know the shooter's description and location.
- After the shooter is detained or neutralized staff and students will be directed to the designated place of refuge for that School or site.
- There will be two designed places of refuge identified for each School or site in case the first is not safe.
- If the School or site has a gate or guard – it will be locked and a designated area for emergency vehicle entry set up.
- Colquitt County E.M.S. will be staged in a designed location at each School or site but will not enter until the threat has been detained or neutralized.
- An Incident Command Post will be established by the Colquitt County Sheriff's Office.
- All staff and students locked in classrooms or other areas will remain in their safe place until a Colquitt County Sheriff's Office Deputy or T.R.U. (Tactical Response Unit) team member searches their safe place and extradites staff and students from that particular area.
- The principal will account for all staff and students at the location designated as the place of refuge.
- Once all staff and students have been accounted for students can be released to their parents/guardians.
- Parents/guardians will be staged at a designated location assigned for each School or site to receive students.
- The principal and Colquitt County Sheriff's Office will coordinate how students will be released to their parents/guardians.
- In the case of a fatality or injury to staff or students, notification will be given to the family by the Colquitt County Sheriff's Office and a school representative.
- When an incident occurs, all contact with any form of media will be coordinated through the Colquitt County Sheriff 's office and the Colquitt County School Superintendent designee. The Chief Communications Officer will take control of all school social media and direct information from one central online source.
- No staff or students should post any information about an incident on social media.
- Staff should limit their cell phone use and when possible limit the student's use of cell phones.
- When approached by law enforcement all staff and students should place their hands on top of their head.
- Leave all belongings where they are. Do not take them with you.
- All commands issued by the Colquitt County Sheriff's Office or law enforcement will be followed with no exceptions.
- It is the policy of the Colquitt County Sheriff's Office to respond and detain or neutralize the threat. No medical attention will be rendered until the threat is either detained or neutralized.

### **K- 9 Search Protocol**

- Principal will inform we are in a "ROVER ALERT DRILL" over the intercom.
- Administrators and School Resource Officers (S.R.O.) will escort K-9 team to location of inspection and stay with them throughout the visit.

### *Operational Procedures*

- School or site will be locked down at a designated time.
- Administrators and S.R.O.s will sweep all bathrooms and hallways within the School once the School is locked down.
- Once the sweep is complete, all administrators and S.R.O.s will report to the front of School to meet with K-9 units and wait for further instruction.

*Procedure for Searching each Classroom:*

- Administrator will advise all students and teacher(s) to exit the classroom without their belongings.
- The K-9 and handler will enter the classroom and will conduct their search, while administrators and teachers stay in the hallway observing students.
- If an alert is made, the K-9 Handler will notify a C.C.S.O. deputy and an administrator will be notified by flagging the item.
  - Administrator will work with teacher to determine which student's belongings were tagged.
  - The student and their belongings will be escorted to a designated area.
- If the K-9 clears the room with no alerts, the K-9 and handler will exit the classroom and the students and teacher(s) may return to the classroom.
- Once the search is complete the administrators will report to the designated area to search the belongings that the K-9 alerted on in the presence of the student.
- Once the School has been searched the lock down can be lifted; however, no vehicle will be released from students parking.

*Procedures for Searching Student Parking Lot:*

- If K-9/ handler makes an alert, the C.C.S.O. Deputy will notify the administrator to determine which student is parked in the location.
- The student will be escorted to the vehicle prior to a search of the vehicle.

*Alerts on Staff Desk or Other Belongings:*

- The administrator will notify the teacher or staff member to discuss the alert.
- The tagged belongings will be escorted to office to complete an investigation.
- Search of belongings will be conducted in the presence of an administrator, the teacher or staff member and a member of the Colquitt County Sheriff Department. The principal will further inquire about any personnel matter.
- Georgia Professional Standards Commission 's Code of Conduct will be enforced according to the outcome of the search and investigation.

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*HAZARDOUS MATERIALS*

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**Hazardous Materials**

Hazardous Material Emergencies include but are not limited to:

Chemical Plant Accident  
Chemical Train Derailment  
Chemical Truck Overturning  
Pipeline Rupture  
Outside Gas Leak  
Nuclear Accident

*Principal Responsibilities:*

- Call 911 immediately for police and E.M.S.
- Consult with fire department officials to determine whether to “shelter in the building” or evacuate the building.
- Initiate parent/guardian notification procedures. Notify Superintendent of Schools or designee of emergency and request assistance in notifying parents/guardians if building evacuation is necessary.
- Follow evacuation procedures previously listed.

*If Directed to Shelter in the Building:*

- Follow building evacuation procedures.
- Complete/review and file confidential incident report(s) including the names of those in hazardous materials release area.

## **Radiological Accidents**

- In the event of a radiological accident, school administrators collaborate with local E.M.A. and follow county guidelines for radiological accidents.
- If recommended by E.M.A., evacuation procedures will be implemented, and if necessary, family reunification protocol will be enacted.
- In the event of a radiological accident, appropriate safety measures identified on the Safety Plan will be implemented as needed or as possible. School administrators will work with county emergency management agency to determine the best course of action.
- Students should remain in the building unless evacuation protocol is initiated.
- Reunification Coordinators from the Emergency Response Team will implement crisis plan for assisting all schools and families (siblings at neighboring schools, parents/guardians working in school system, etc.) affected by potentially stressful events.

## **Safe Mail Handling Procedures**

What are the Characteristics of a Suspicious Package?

The likelihood of receiving a package or letter containing dangerous substances is remote to none. However, it is important for you to be aware of characteristics that are common to suspicious packages. Some indicators include, but are not limited to the following:

- Mailed from a Foreign Country
- Badly Typed or Hand Written
- Excessive Postage
- Restrictive Markings
- Misspelled Words
- No Return Address
- Addressed to Title Only
- Strange Odor
- Wrong Title with Name
- Lopsided/Protruding Item
- Rigid or Bulky
- Stains on Wrapping

*General Precautions for Opening Mail:*

- Wash your hands with warm soap and water before and after handling the mail.
- Do not eat, drink, or smoke around mail.
- Do not open, shake, or empty the contents of any suspicious envelope or package.

*How to Handle an Unopened Letter or Package with a Threat Notice:*

- Before opening any letter or package, check the outer packaging or the envelope for threatening messages such as “Contains Anthrax”.
- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents.
- Notify your supervisor immediately; report the incident by calling 911. Tell the dispatcher what you have discovered and what steps you have already taken. Follow directions provided from that point on.

*How to Handle an Opened Letter or Package with a Threat Notice or Suspicious Powder:*

- Try to contain the substance in the package in which it came. Do not attempt to clean any spilled contents. Cover the spill contents and the package or letter with anything handy- trashcan, cardboard box, paper, etc. or cover the spilled contents immediately with a plastic bag (using the bag like a sheet of plastic).
- Close and lock the door or section off the area and stand by to prevent others from entering (i.e., keep others away). The person exposed to the substance **MUST** remain where they are.
- Report the incident by calling 911. Report what you discovered and any step you have already taken and follow their guidance. Notify your immediate supervisor.
- Administration should begin LOCKOUT procedures.
- Administration **MUST** inform the custodial/maintenance staff to shut down the heating and air-handling units in the affected area.

*Be Prepared to Help Law Enforcement Responders:*

- Provide the emergency responder or law enforcement with the list of all people that might have had contact with the package, the envelope, or the powder.
- Make a note of who delivered the envelope or package to you.
- Identify what made you suspicious of the package or the envelope.
- Determine if your School has received threats in the past.

- Law Enforcement representatives will take possession of the package or the envelope. You may be required to seal the area until tests can be conducted.
- Law enforcement or public health officials will notify you if it is determined that a biological threat was present.

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### *HEALTH RELATED EMERGENCIES*

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For all health-related incidents such as unconsciousness, seizure or possible seizure, possible cardiac issues, severe difficulty breathing, or any other health concern deemed to require medical assistance, please initiate the Centegix alert by clicking 3 times.

If possible call the front office and report the following:

- Specific location of the victim
- If the victim is an adult or child
- Any other information such as the status of the victim, if CPR is being performed, etc.

If needed, call 911 immediately.

Individuals responding should take an AED.

### **Deaths/Suicide at School**

#### Student Suicide Threat

##### *Teacher/Adult in Charge Responsibilities:*

- Notify school counselor as soon as possible.
- Take threats seriously; keep student calm.
- Tell student you are concerned about his/her threats.
- Do not leave student alone.
- Continue to monitor and express interest in the student after crisis is over.

##### *Administrator/Counselor Responsibilities:*

- Take control of situation and isolate student from peers, if possible.
- Talk with student and assess the seriousness of threat.
- Ask discreetly if student has entertained thoughts of suicide or if he or she feels depressed.
- Do not leave student alone.
- Request that parents/guardians come to School immediately.
- If incident is a “cry for help” that indicates other problems, take appropriate action to facilitate and refer student and parents/guardians for treatment.
- Document observations and actions, particularly in absence of trained counselor.
- Complete required form from Superintendent of Schools or designee.
- In post-intervention period, send a letter to the parents/guardians referring to school policy for student suicide threat occurrences.
- Follow-up After Attempts: Authorize increased counseling services to student/staff involved in incident. Request the parents/guardians to show proof of psychological consultation for the student and themselves before the student is allowed to return to school.

## Suicide Attempt

### *Teacher or Adult in Charge Responsibilities:*

- Notify principal or nurse of the attempt.
- Ensure 911 is called immediately.
- Talk with the student.
- Identify how student has attempted suicide (poison, gunshot, etc.)
- Check if student is suffering from alcohol or substance abuse.
- Reassure other students in the vicinity.

### *Administrator Responsibilities:*

- Call 911 if necessary and notify parents/guardians listed on emergency release form.
- Designate a staff member to gather emergency health information and health records from student information system; take information to the scene and to the hospital if necessary.
- Assist nurse with management of student, if necessary.
- Notify Assistant Superintendent of Student Services.

### *Nurse Responsibilities:*

- Determine severity of situation.
- Administer first aid until emergency medical personnel arrive.
- Get a complete history of the event.
- Provide emotional support for the student; do not judge.
- Provide student health information form to medical responders.
- If individual ingested something, contact Poison Control for directions.

## If Suicide Occurs

### *Administrator Responsibilities:*

- Coordinate with the Assistant Superintendent of Student Services to provide increased counseling services to other students and staff
- Provide written and personal condolences to the family.
- Assist in any investigations by district/civil authorities.
- Convene Emergency Response Team to analyze how incident was handled, and necessary procedural/policy changes.

## Death/Injury/Illness at School:

### Untimely Death

#### *Teacher or Adult in Charge Responsibilities:*

- Call Principal.
- Await 911 emergency personnel.
- **DO NOT DISTURB SCENE!** Relinquish control to police upon their arrival.
- Separate any witnesses if death occurred during commission of a possible criminal act.
- If death has occurred from an unknown cause, the area in which it occurred is a crime scene and should be handled accordingly. (To the extent possible, subsequent to the initial diagnosis of death, leave the scene as it was discovered.)
- Return students to classroom when advised and begin to identify students in need of treatment for emotional trauma.
- Monitor and comfort students.

#### *Administrator Responsibilities:*

- Call 911 and nurse immediately.
- Initiate **LOCKOUT** procedure
- Convene Emergency Response Team.
- Relinquish control of the scene and follow directions from police upon their arrival.
- Notify the Superintendent of Schools or designee.
- Facilitate police and other investigations, e.g., D.F.C.S
- Coordinate with the Assistant Superintendent of Student Services to provide counseling services.
- Visit parents/guardians personally and write note expressing personal condolences as well as on behalf of the entire School.
- Follow-up with counseling activities to assist personnel during period of grief.

*Nurse Responsibilities:*

- Provide privacy for the victim.
- Document approximate time of incident and specific observations.
- Provide copy of documented information to E.M.S. for hospital personnel.
- Complete confidential incident report and nurse's documentation.

## Choking

*Teacher or Adult in Charge Responsibilities:*

- If an individual clutches throat, gasps and is unable to cough, speak, or breathe, assume they are choking.
- In standing position, wrap arms around person from behind; make a fist with one hand while covering it with other.
- Place fist just above navel but under rib cage and give abdominal thrust until object is dislodged.
- If food is not dislodged, stand at the side and slightly behind victim and repeat abdominal thrust.
- Clear mouth with finger, do not use this procedure if person is able to cough or make any noise.
- If the individual becomes unconscious, ease them to the floor and begin CPR.
- Ensure physician examines the individual ASAP.
- Reassure others who observed the incident.

*Principal Responsibilities:*

- Call 911 and nurse; assist nurse as required- early medical intervention is critical!
- Notify parent guardian or emergency contact listed in student information system.
- Designate a staff member to gather emergency health information from student information system and health records or personnel file if employee and take information to scene and to the hospital if it is necessary.
- Assign a staff person to accompany child if transported to a hospital by ambulance.
- Notify Assistant Superintendent of Student Services or designee.
- Complete/review and file confidential incident report.

*Nurse Responsibilities:*

- Upon notification, obtain student emergency health information and go to site ASAP.
- Bring necessary medical supplies to accident injury site.
- Assess severity of problem; ensure 911 has been or is being called.
- Follow-up on principal's notification of parents/guardians and provide available information.
- Complete confidential incident report and nurse documentation.

**IMPORTANT:** For pregnant or obese victims, use a chest thrust. Place your fist on the sternum, and thrust backwards repeatedly.

## **Handling Blood and Body Fluids**

The spread of contagious disease is a risk to anyone exposed to the body fluids of others. Individuals who have no visible symptoms of illness may carry many infections, ranging from a common cold to such serious diseases as AIDS or hepatitis. The term **body** fluid includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. The body fluids of all individuals should be considered to contain potentially infectious agents (germs). The use of the following common sense, simple precautions should be used to protect the health and safety of everyone.

### *Principal Responsibilities:*

- Call 911, and notify parents/guardians or emergency contact listed on emergency release ASAP if injury is severe.
- Designate a staff member to gather emergency health information from student information system and health records or personnel record; take information to scene and to the hospital if necessary.
- Provide “First Responder Kits” in various locations to reduce threat of blood borne pathogens. Kits should contain gloves, combination masks for eyes, nose, and mouth, gauze, first aid equipment, and a resuscitation device.
- Assist with injured/ill individual and direct emergency personnel to site assuring that “Universal Precautions” are taken.
- Ensure physical or mechanical systems to eliminate/reduce hazards are available to those with risk of exposure.
- Remind persons at scene of possible infection from contaminated sharp objects:
  - Broken glass
  - Sharp metal
  - Needles
  - Knives
  - End of Wire Dental Braces
- Notify Assistant Superintendent of Student Services.
- Ensure medically approved procedures are used for cleaning and decontaminating equipment and environmental working surfaces with appropriate disinfectant.
- Ensure effective hand washing practices are followed when personnel remove gloves after direct contact with bodily fluids.

### *Maintenance and Custodial Responsibilities:*

- If required to clean up blood or other bodily fluids:
  - Wear appropriate personal protective equipment (P.P.E.).
  - Use a solution of one-part bleach to ten parts water.
  - Disinfect mops and cleaning equipment after competing job.
- Report to supervisor if any equipment needs to be replaced or disposed of after incident.

These procedures shall be reviewed with all faculty and staff annually.

## **Seizures**



First Aid for seizures is basically very simple, and is designed to protect the safety of the person until the seizure stops naturally by itself. If you see someone having a seizure, stay calm and follow these rules. If muscles jerk involuntarily, student is unconscious, or loses control of bladder, presume a seizure or convulsion-particularly if a student has a medical history of convulsions.

*Teacher or Adult in Charge Responsibilities:*

- Do not restrain individual or interfere with convulsive movements or give food or water. Do not insert anything between teeth.
- If available, place pillow or coat or blanket under shoulders and head; clear harmful objects from general area.
- Note time seizure begins.
- Notify Principal and nurse of seizure/convulsion.
- Check if student medication is available for immediate use and administer per physician's orders or health care plan.
- Remove other students in vicinity as soon as possible.

*Principal Responsibilities:*

- Call 911 ASAP; notify parents/guardians or emergency contact listed in student information system.
- Designate a staff member to gather emergency health information from student enrollment cards and health records or employee personnel record; take information to scene and to the hospital if necessary.
- Assist nurse with management of individual, if necessary.

*Nurse Responsibilities:*

- Determine severity of seizure or convulsion.
- Administer seizure medication if prescribed or first aid until emergency medical personnel arrives.
- If there is no medical history of epilepsy or convulsions, check for signs of chemical poisoning (burns on lips or mouth) or sudden abdominal or generalized pain.
- Reassure individual and explain assistance as calmly as possible.
- When convulsion subsides, cool individual with applications of lukewarm wet cloth on face and arms.
- Have student rest quietly; cover with blanket to retain body heat until emergency assistance arrives.

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*Human Caused Incidents*

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**Bomb Threats/Explosions/Suspicious Packages**

Do not use cell phones, walkie-talkies, or portable landline phones in a bomb threat situation. Turn off school bells. DO NOT use any electrical switch. Use of these items could detonate the bomb.

*Principal or Designee Responsibilities:*

- Instruct individual who receives bomb threat to record exact statement made by the caller and other information on Bomb Threat Assessment Questionnaire (Appendix).
- Instruct individual receiving threat to call 911. Give information to dispatcher and answer dispatcher's questions.
- Notify principal and determine if evacuation is necessary.

- If evacuation is appropriate, announce evacuation using a runner. Radio communication and electronic alarms should not be used during bomb threat situations. Evacuation should be a minimum of 1000 feet from building.
- Notify Superintendent's office.
- Direct staff and students not to move or touch any suspicious device or object found on the premises.
- Turn off all two-way radios.
- Emergency response personnel and law enforcement will provide direction and guidance upon their arrival.

*Faculty/Staff Responsibilities:*

- Follow Evacuation Protocol if initiated.
- Do NOT lock classroom doors.
- Take roll book to evacuation site.
- **Book bags, purses, and cell phones should be left in the classroom.**
- Look for unusual or suspicious boxes, packages, devices, or noises in classroom and hallway when evacuating. **Do not touch anything that looks suspicious.**
- Report suspicious items to an administrator or a law enforcement officer.
- Take the evacuation kits to the evacuation site.
- Maintain order en route to the evacuation site. Classes must sit together. Remain with and monitor the students in your group until the situation is resolved.
- Special needs students with mobility challenges will be assisted to evacuation site and monitored there.
- At site, check roll.
- School Nurse should bring emergency bag, emergency medications, and the AED to the evacuation site.
- First-aid responders attend to the injured.
- Turn off gas and/or utilities.
- Faculty and staff without specified assignments or students are to assist teachers in the evacuation and in the monitoring of students after arriving at the site. All staff/faculty report to the evacuation site for further assignments.

If an explosion occurs prior to evacuation, seek cover under desks and tables if possible. Cover head with hands and take a kneeling, face down position on the floor. Stay in this position until flying debris ceases.

## **Civil Disturbance**

- Possible protest sites include fields adjacent to schools or across the road from schools.
- All faculty and staff avoid verbal exchanges about the situation.
- Law enforcement must be requested to handle outsiders who cause disruptions.
- Student access to lockers and vehicles are restricted during periods of high risk for disturbances.
- Principal may initiate LOCKOUT protocols.

*Administrator Responsibilities:*

Maintain Confidentiality Box where students can anonymously report (in a strictly confidential manner) information about disturbances or incidents. Box is located in an area where students can discreetly insert a message and is checked twice each day. Confidential records are kept of the reports received.

Upon notification of a civil disturbance:

- Activate **LOCKDOWN** Protocols if a disturbance seems imminent or occurs.
- Notify law enforcement.

- If students or staff become involved involuntarily or voluntarily:
  - Notify first aid responders of injuries.
  - Secure the area as a crime scene. No blood or evidence should be cleaned or removed.
  - Inform law enforcement officials about the situation and any information on hand. Once notified, public safety officials take charge of the situation. Assist public safety as requested.
  - Provide names of students and outsiders identified as participants in the incident and gather the information. Relay information to law enforcement officials.
  - Notify key school officials about the situation.
  - If necessary, activate Evacuation Protocols identifying the evacuation site.
  - Contact parents/guardians of status of student(s) involved, assisted by law enforcement.
  - If necessary, activate Family Reunification Protocols. Notify law enforcement of the location and request their help at the site.

## **Hostage/Terrorism/Intruder/Trespasser**

A hostage situation may occur at any time or any place. Unfortunately, schools are not immune to these situations. Increasingly, we hear of incidents involving disgruntled employees, domestic disputes, emotionally disturbed individuals, and criminals taking hostages in School. We must admit that it can happen at any time and any place within the Colquitt County School District. By eliminating “denial”, we greatly increase the probability of successfully managing a hostage situation at one of our facilities.

Often, safety awareness can prevent a hostage situation from occurring. You owe it to yourself, your colleagues, and your employer to maintain awareness of people, things, or incidents which are unusual and possibly pose a hazardous situation at one of our facilities.

- **LOCKDOWN** Protocol should be followed.
- Law enforcement officials will be in command of the hostage situation. Notify the local police and sheriff immediately.
- As soon as feasible, all students not directly involved in the situation should be relocated or dismissed. The relocation sites will be the same as other emergency protocol.
- The Superintendent or designee will be in charge of media releases and updates. The Chief Communications Officer will control all school social media.

The following suggestions are made in the event you are taken hostage. No two hostage situations are alike. Therefore, there are no “guarantees”, no “never”, no “always” in bringing a hostage situation to a successful conclusion (no one killed or injured). Through the years, these suggestions have proven to be effective in staying alive and keeping others alive during a hostage situation.

- Don’t be a hero. Accept your situation, and be prepared to wait.
- The first 15-45 minutes are the most dangerous. Follow instructions.
- Don’t speak unless spoken to and then only when necessary.
- Reassure the students, attempt to keep them busy.
- Try to rest.
- Maintain your expected level of professionalism.
- Be human.
- Don’t make suggestions to the hostage taker.
- Don’t bring attention to anything with your eyes to the hostage taker.
- Don’t try to escape unless you are absolutely sure that you will be successful.

- If you or your students need special medical attention/medication, inform your captors.
- Be observant. You may be released and can help the police with valuable information.
- Be prepared to answer the police on the phone. (yes/no answers)
- Don't be argumentative.
- Treat the captor like royalty.
- Be patient. Remember that a peaceful resolution may take time. (hours)
- If you believe a rescue attempt is being made, get flat on the floor. If police come in, make no sudden moves.

Teachers must remain professional and continue to control their students even under extreme conditions. Students will model the teacher and will look to the teacher for guidance. Students who seem to be under control may be directed to assist other students. Teachers must use their judgment with reference to talking to the hostage taker.

### **Missing Student/Kidnapping/Child Abduction**

After ascertaining that a kidnapping has occurred or that a student is missing from campus without authorization, the **PRINCIPAL OR DESIGNEE WILL:**

- Call 911 and relay pertinent information:
  - Name of student(s)
  - Time and circumstances of disappearance
  - Appearance and description of student
  - Last known location and possible destination
  - Address and phone number of current legal guardians
  - Address and phone numbers of close friends and relatives
- Notify Superintendent's office
- Notify missing student's parents or legal guardian.
- Follow instructions from law enforcement officers.
- Do not communicate with media. Superintendent or Chief Communications Officer will coordinate with the media.

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### *Natural Disasters*

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In-services on preparedness for natural disasters are held annually and practice drills are held on a regular basis.

### **Earthquake**

- Everyone in building crouch (under tables if possible) or kneel next to interior walls and cover head until the earthquake stops. Do not take cover under items or heavy objects that might fall.
- If outside building when quake begins move away from buildings, street lights, utility wires, and gas and electrical lines.
- Bus drivers transporting students should pull over and stop as soon as possible, staying with and monitoring students on bus. **Do Not** park under power lines, bridges, or overpasses.
- Alarm systems may be activated by the quake.

- Do not light candles/matches nor turn on any electrical equipment in the building until building is checked by public safety officials.
- Prepare for aftershocks following quake.

#### Aftermath

- Administrator activates Evacuation Procedures to a site near School or site away from gas and electrical lines.
- Administrator consults with public safety to determine the building's structural integrity and scale of building damage.
- If building is determined to be unsafe, the administrator and Superintendent will determine procedures to follow to get students home (run bus route or implement Family Reunification Protocol).

### **Flood**

#### Flooding During School Hours

- School secretary or principal will monitor weather radio for potential weather hazards at all times.
- In the event of flash flooding, school administrator consults with superintendent and public safety to determine course of action.
- The utility coordinator turns off utilities at the main switches.
- Unplug all electrical appliances and avoid contact with electrical equipment.
- If water is standing in School, allow it to flow freely to avoid further structural damage. Sandbags are not to be stacked against outside facility walls.
- The superintendent and the administrators, along with public safety, determine if or when it is safe to leave School. Until such time, everyone remains indoors.
- Alternate transportation routes to avoid flood-prone areas are provided to bus drivers by the system director. Transportation Director, in collaboration with local officials, with the aid of flood maps, direct bus drivers of safe routes to use while transporting students in flood or potential flood situations.
- Bus drivers are to turn around and avoid flooding waters, and in the event that water is rising rapidly around their vehicle, the bus driver will evacuate students from the bus to higher ground.
- In all instances, downed power lines are to be avoided.
- Initiate Evacuation and Family Reunification Protocols if necessary.

#### Flooding after School Hours

- Superintendent and principal will determine if flooding is a cause for cancellation, or late opening of School. If so, school closing procedures will be initiated.

### **Hurricane**

Usual procedure for a threatening hurricane is to cancel School and/or dismiss School early since we usually have adequate warning of an approaching hurricane and are located ninety miles inland. The determination to cancel School is made by the Superintendent.

#### If Hurricane May Strike:

##### *Teacher Responsibilities:*

- Assist in student dismissal if School is closed early.
- Store all books, papers, and other equipment away from windows and above floor if possible.
- Move all audio-visual equipment to a secure, central location.
- Protect computers and other expensive equipment.

*Nurse Responsibilities:*

- Develop inventory of first aid supplies or ensure such inventory exists.
- Provide inventory and location of first aid supplies to appropriate teachers and other staff members.
- Review emergency plan.

*Principal Responsibilities:*

- Track hurricane position and predicted path.
- Review hurricane shutdown plans and emergency school closing procedures with staff.
- Determine whether to close School with Superintendent.

Hurricane Watch or Warning:

- Prepare to close School when an official **HURRICANE WATCH** is issued.
- Ensure safe storage of all vital and expensive school equipment.
- Arrange transportation for special needs students prior to school closing and for dismissal of other students.
- Dismiss students and close School when directed by Superintendent or designee.
- Direct teachers and other staff members to secure classrooms and work areas and leave School after students are gone.

*Maintenance Responsibilities:*

**HURRICANE WATCH:**

- Secure or move all portable outside items to safe locations inside the school or storage buildings.
- Secure all windows and glass.
- Start and test emergency generators if onsite to ensure they are fully operational.

**HURRICANE WARNING:**

- Turn off boilers, gas, and electrical equipment except in potential public shelter areas.
- Take additional precautions necessary for protection of persons and facilities.
- If School is designated a “public shelter” remain available to perform and facilities.

After the Hurricane

*Maintenance and Custodial Responsibilities:*

- Assist principal in assessing building damage.
- Assist principal in scheduling necessary building repairs.
- Assist in scheduling, performing, and supervising necessary repairs.

*Principal Responsibilities:*

- With custodial assistance, assess building damage.
- Prepare list of damage and identify rooms and areas with severe damage that render them unusable.
- If repairs are required, estimate scope of repairs.
- Estimate time required for facility to reopen.

**Thunderstorms**

*During School Hours*

- Principal’s designee will monitor weather radio for potential hazards at all times.
- Every person remains indoors and away from windows.
- Persons who are outside will immediately move indoors.

- Special needs students will be monitored by teacher to determine any physical or emotional needs.
- Students will remain in the building until the possibility of danger from the thunderstorm passes.
- Buses do not leave campus if a SEVERE WEATHER WATCH/WARNING is issued.

#### *Building Occupants- After School Hours*

- Building occupants will remain indoors and stay away from windows
- Persons outside the building will be directed to a safe area inside the nearest building and will remain there away from windows until thunderstorm has passed.

### **Tornado**

Tornado drills are practiced at regular intervals throughout the year.

**Tornado Position:** Sit with back against the wall with knees up or crossed.

**Tornado Watch:** A tornado watch is issued by the National Weather service when tornados are possible in our area. Remain alert for approaching storms. This is a time to remind students of safety procedures and listen for further instructions.

**Tornado Warning:** A tornado warning is issued when a tornado has been sighted or indicated by weather radar.

During school hours:

- The weather radio and/or weather stations will be monitored by the Principal's designee for potential hazards at all times.
- The principal or assistant principal will issue SHELTER warning using Centegix system when the National Weather Service has issued a warning.
- If warning is issued, everyone will move to assigned locations (see Severe Weather Evacuation Maps in individual rooms) within the hallways and buildings. Students and faculty are to sit with their backs against the wall and knees up or crossed (they are not to be straight legged) until danger passes and the all-clear signal is given.
- Teachers, students, and staff who are outdoors will immediately move to the closest area of the main building, if they are unable to reach their designated locations.
- If in-route, bus drivers and students are to evacuate the bus and seek shelter in ditches or low-lying areas away from power lines.
- Students will not be released or school buses allowed to leave campus during a severe weather warning.

After school hours:

- Groups utilizing campus facilities for other purposes such as voting, after school programs, etc., will be made aware of the school safety plan by the local board of education or building administrator. Such groups will be expected to adhere to general school safety procedures.

### **Fire or Explosion Protocol**

Teachers Responsibilities:

- Evacuate students from building if alarm sounds or as otherwise dictated.
- Check designated evacuation routes posted inside each classroom door; take roster and grade book to outdoor assembly area.
- Close classroom door(s) and leave lights as they are.
- Exit building in orderly manner without rushing or crowding.

- Reassemble students in safe area.
- Take roll and report missing students immediately.
- Maintain record of students who are released to parent/guardian custody.
- Return to classroom when/if directed.

Principal Responsibilities:

- Activate the fire alarm and Centegix alert system, if it didn't sound automatically, to signal evacuation by pre-designated routes.
- Use PA announcement if alternative evacuation routes or areas are to be used.
- Call 911 for emergency fire and medical personnel and equipment.
- Evacuate all staff and students using pre-designated routes. (300 feet from building)
- Ensure that designated caretakers assist handicapped students.
- Direct nurse and other medical staff to administer first-aid as needed.
- Ensure custodial/cafeteria personnel switch off all power equipment.
- Initiate parent /guardian notification procedures. Notify Superintendent or designee of emergency and request assistance in notifying parents/guardians if building is evacuated.
- After the total student attendance is compiled, search for any missing students. **DO NOT** re-enter the building.
- Notify emergency personnel and police on scene of attendance results and the names of any missing students.
- Complete/review and file confidential incident reports.

If Evacuation Required:

- Organize transportation and bus loading.
- Notify Superintendent of Schools or designee, and request central office assistance to inform parents/guardians of student relocation.
- Ensure that caretakers assist handicapped students.
- Take class rosters to other evacuation site.
- Complete/review and file confidential incident report.

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*Off Site Emergencies*

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**BUS ACCIDENT**

Each School should maintain a bus folder for each bus serving the School. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student manifest should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus drivers should have designated procedures for handling emergency situations. The following protocol is intended to outline steps to be taken by school personnel should an accident occur.

In the event of a Bus Accident  
*Responsibilities of staff at the scene:*

- Call 911, if warranted



- Call principal
- School staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/law enforcement arrives and takes charge of the emergency.
- School staff at the scene of a school bus accident will move all uninjured students to a safe distance from the accident.
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the School.

*Principal Responsibilities:*

- Notify Assistant Superintendent of Student Services or designee.
- Ascertain the names of any injured students and the nearest location of any medical treatment facility.
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available.
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents/guardians and to provide support to students, as appropriate.
- Complete appropriate documentation.

**Field Trips and Other School Sponsored Trips**

(athletics, band, clubs, class, etc.)

*Sponsors must have in their possession and take on trip:*

- Field trip release form for each student
- Trip roster- \*Place one copy in the teacher’s mailbox in the office
- Emergency medical information form for each student
- Cell phone and emergency phone numbers of every person on trip
- Cell phone for emergency calls
- List of Emergency Response Team for School or site

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*Utility Failures*

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Procedures

- Contact system school maintenance and appropriate utility company.
- Do not use the fire alarm system if there is a gas leak.
- In the event of a gas leak, windows are opened and the School evacuated starting where the gas concentration is strongest.
- The principal will determine if there is a need to evacuate the building. If needed, Evacuation Procedures will be activated.
- If the water is contaminated and the School is not evacuated, the utility coordinator will shut off all water valves to avoid accidental consumption.

General Information

- In the event of a power outage, students, faculty, and staff are kept updated by the P.A. system, which has a battery backup.
- If necessary to activate codes while the P.A. system is inoperable, (dependent upon the situation), the principal determines the best means (ex. runner, bullhorn, etc.) to notify teachers of the code.
- Utility failure on campus would impact our lighting, heating/cooling, and food services.

- Most schools do not have emergency generators. Flashlights are alternate lighting sources.
- Cell phones and two-way radios are available alternative means of communication.
- If it becomes apparent that lunchroom-refrigerated foods will spoil, dry ice will be brought in from local meat packing plants to preserve the food. Perishable food may also be stored in local grocer's freezer.
- During non-school hours, if decision is made to cancel School, School Closing Procedures will be initiated.

# Appendix

## APPENDIX A - EMERGENCY NUMBERS

### ALL/COUNTYWIDE

Fire and Police – 911

American Red Cross – (229) 985-6524

Colquitt County Emergency Management – (229) 616-7417

Colquitt County Board of Education – (229) 890-6200

Colquitt Regional Medical Center – (229) 985-3420

Colquitt County Health Dept. – (229) 891-7100

Sheriff's Department – (229) 616-7430

Crisis Intervention/Mental Health – (229) 891-7160

Department of Family & Children Services – (229) 217-4000

Poison Control Center – 1-800-222-1222

### CITY SPECIFIC

Berlin Police Department – (229) 324-3000

Doerun Police Department – (229) 782-5441

Moultrie Police Department - (229) 985-3131

Norman Park Police Department- (229) 769-3666

Norman Park Volunteer Fire- (229) 890-1805

Norman Park Fire Station- (229) 769-6311

## Appendix B – RESPONSE TEAM

### Emergency Response Team

Emergency Response Team Role	Role Definition	Suggestion on Identifying Person for Role
Administrator-in-charge	Coordinates emergency response effort. Directs the process for necessary notifications (emergency response team, reports to the district administration, etc.). Coordinates police, fire, and medical response. Remains in the command center and manages the crisis. If evacuation is required, oversee the evacuation site.	Should be principal
Onsite Coordinator	Responds to site of emergency and controls access to the affected area. Preserves the crime scene until police arrive and assume control of the situation. Assists with refuge and reunification site.	Should be A.P. or another administrator
Health Team Coordinator	The Health Team Coordinator, in most cases, will be the school or site nurse. This person will coordinate with other individuals who are CPR/FIRST AID/STOP the BLEED trained during an emergency. They should have a designee identified to serve as a backup if they are called out to an emergency or are not available when an emergency arises. They will coordinate the health response in an emergency until medical assistance arrives.	Should be the school or site nurse
Sweep Team	Performs a thorough check of the evacuation route and the area to which student will be evacuated. Team reports to Administrator-in-charge in the Command Center that the evacuation area is clear and safe for students to evacuate the building.	Should be individuals who can quickly get to exterior doors, check hallways, and stand-alone buildings.
Media Coordinators	The Chief Communications Officer for the District will coordinate with each School or site for their media response. The CCO will be the lead contact with the media. The CCO or designee will meet with the media and direct them to a safe staging area to set up during the incident. The CCO or their designee will arrange for their needs, provide them with a pre-drafted press release, provide periodic news statements, and arrange interviews (as appropriate). The CCO or their designee will coordinate all social media and website updates related to the incident.	The Chief Communications Officer will be the lead for Media, but also please list school or site P.R. person
Parent Reunification Coordinators	Sets up reunification site and coordinate the signing out of students to authorized parents/guardians. This individual needs to coordinate a monthly download of all student rosters per site to be used in the case of an emergency for reunification and headcount.	
Counselors/Social Workers	Notifies other schools that may house siblings and/or parents/guardians of siblings involved in incident. Provides support for those students and adults having difficulty dealing with situation. Assists at family reunification site.	
Utilities Coordinator	The Facilities Director or designee will coordinate any response needed concerning school utilities, including but not limited to gas, water, and electrical mains as required. The Director or designee will report to the administrator that the job is complete and any concerns or follow-up are needed.	Should identify an additional person on-site at the location.

## APPENDIX C- EMERGENCY EVACUATION KIT

- Two full rolling emergency evacuation kits for the School are maintained and updated monthly or more often if needed. Also, four other kits with everything except first aid kits should be kept.
- One full kit is stored in every administrator's office, and the Guidance Office.
- The kits are stored in an out-of-sight location so as not to be readily accessible to an offender such as a burglar or hostage taker.
- Site coordinators at each building take the evacuation kits at times when the School is evacuated, including drills.
- One kit is taken quickly to the area where the first responders will arrive and an administrator is waiting. A duplicate kit is taken quickly to a second administrator at the evacuation or family reunification site.
- The evacuation kit contains class roster and other critical items that may be needed to operate the School when access to the office is not possible. Emergency supplies such as First Aid kits and emergency medical information is also stored in the kit.

### Emergency Evacuation Kit Contents

- A copy of the Emergency Response Plan.
- Class rolls/rosters.
- Emergency telephone numbers of assistance agencies.
- List of all student and staff emergency contact information and emergency medical information.
- Flashlight and extra batteries.
- Bullhorn and appropriate batteries.
- Cell phone and/or portable radio.
- First Aid Kit.

## Appendix D

(Insert into notebook school/site specific emergency response one-page reference sheet)

## Appendix E -Closing of Schools Communications Protocol

The Superintendent determines the need for school closure after advice from local and state agencies, i.e., Roads/Bridges Department and G.E.M.A. The following means of communication will take place once the decision to close schools has been made.

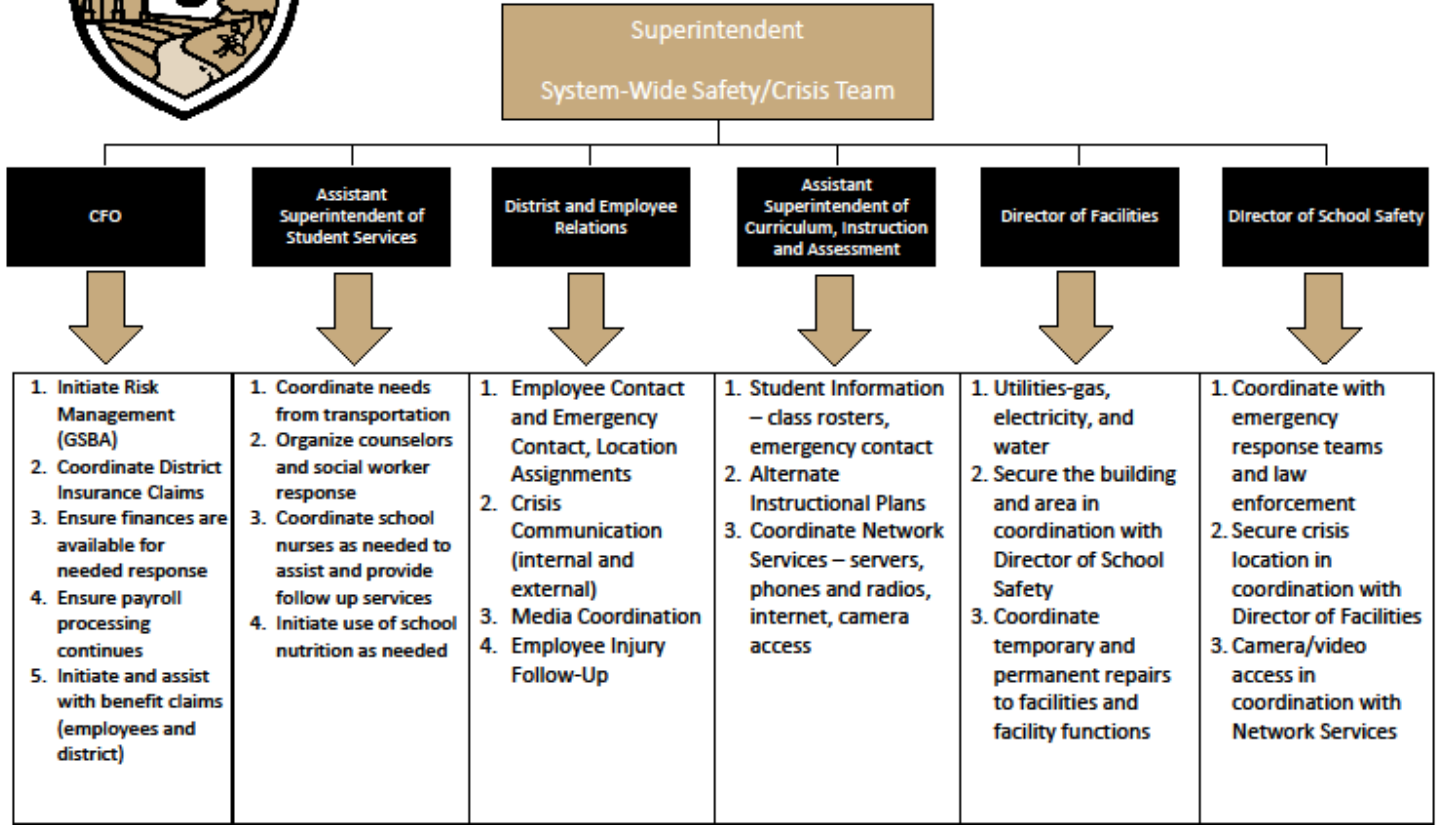
CONTACT	Responsible	Completed
Board, Principals, Assistant Principals	Superintendent/Designee	
School Nutrition Transportation	Superintendent/Assistant Superintendent - Student Services	
Staff (Text/All Call/Email)	District Relations	
Media <ul style="list-style-type: none"> <li>● WALB</li> <li>● Fox31</li> <li>● WSST55/ WSWG 44</li> <li>● WCTV</li> <li>● Crusin94</li> <li>● Moultrie Observer</li> </ul>	District Relations	
Social Media/Website Alert – Closure message for all system sites/pages.	District Relations	
Students (Text/All Call/Email)	District Relations/SIS Coordinator	
HES – Wayne Hendrixson <a href="mailto:wayne.hendrixson@colquitt.k12.ga.us">wayne.hendrixson@colquitt.k12.ga.us</a> wayne.hendrixson@hes.com	Superintendent/CFO	
ESS - Glenda Brady <a href="mailto:gbrady@ess.com">gbrady@ess.com</a>	Superintendent/HR Director	
YMCA – 229-985-1154 (Primetime/21 <sup>st</sup> Century) <a href="mailto:jmartin@gasunbelty.org">jmartin@gasunbelty.org</a>	Superintendent/Designee	
Boys & Girls Club 229-890-8600 (After School) <a href="mailto:info@bgcmoultrie.org">info@bgcmoultrie.org</a>	Superintendent/Designee	
Chamber – 229-985-2131 <a href="mailto:contact@moultriechamber.com">contact@moultriechamber.com</a>	Superintendent/Designee	
Justin Cox(GEMA) <a href="mailto:colquittcode@yahoo.com">colquittcode@yahoo.com</a> Pete Dillard(City) <a href="mailto:pete.dillard@moultriega.com">pete.dillard@moultriega.com</a>  Chas Cannon(County) <a href="mailto:Ccannon@ccboc.com">Ccannon@ccboc.com</a> Jim Matney(CRMC) <a href="mailto:jmatney@colquittregional.com">jmatney@colquittregional.com</a>  Wes Taylor(RESA ) <a href="mailto:westaylor@cpresa.org">westaylor@cpresa.org</a>  Leigh Wallace(SRTC) <a href="mailto:lwallace@southernregional.edu">lwallace@southernregional.edu</a>	Superintendent/Designee	



## Appendix F – Emergency Chain of Command



### COLQUITT COUNTY SCHOOL DISTRICT EMERGENCY CHAIN OF COMMAND



Revised: November 2023

## Appendix H- Bomb Threat Assessment Questionnaire



# BOMB THREAT ASSESSMENT QUESTIONNAIRE

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Incoming phone number: \_\_\_\_\_

**Ask the Caller:**

1. Where is the bomb right now?
2. When is the bomb going to explode?
3. What will cause the bomb to explode?
4. What does the bomb look like?
5. What kind of bomb is it?
6. Who placed the bomb?
7. Why was the bomb placed?
8. How do you know this information?
9. What is your name?

**Exact Wording of Bomb Threat?**

Caller Information	Caller's Voice	Background Sounds:	Threat Language:
Sex: _____	Calm Soft	Nasal Angry	Well Spoken Offensive Words
Race: _____	Slurred Whispered	Traffic Music	Incoherent
Age: _____	Stuttered Lisp	Clear Factory Noises	Message Read Taped
Length of Call: _____	Excited Loud Laughter	Disguised Long Distance Crowd/Others	
	Slow Cracking	PA System	
	Familiar : (Who did it sound like?) _____	Other Information about background: _____	

**Agencies Notified:**

911/ Law Enforcement/Fire

Superintendent's Office

Emergency Management Agency

GEMA School Safety Coordinator

**Call Received by:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**Additional Information:**

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