

# *Pataula Charter Academy*

## ***EMERGENCY PREPAREDNESS PLAN***

***2017-18***

Updated 9/25/2017

Pataula Charter Academy Emergency Plan

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## Pataula Charter Academy Emergency Plan

### **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 and school functions when such transportation is furnished by the school or school system and school functions held during non-instructional hours.”

The Pataula Charter Academy System, community agencies, and GEMA have worked together to develop a plan to prevent, access, manage, and follow-up on any threat to the safety of students, faculty, and staff.

### **School Safety Environment Plan**

At Pataula Charter Academy, the safety of our students and staff is of the greatest importance. Every effort is made to provide a safe and secure learning environment on our campus. It is our belief that staff performance and student achievement are enhanced in a school in which everyone feels safe and secure.

- a. School Safety Zone** - As a means of insuring the safety of the students and staff, a school safety zone including the area in, on, or within 1,000 feet of the school has been established as a drug and tobacco free campus and no weapons allowed.
- b. School Visitors** – Pataula Charter Academy administration and staff sees our parents as one of our greatest assets. Parents are a great help through their volunteer work in the classrooms, media center, and office. While we encourage all parents to be active participants in the education of their children, we take several measures to insure that our open door policy does not jeopardize the safety of our students. During early morning hours, staff members are posted in the bus area, student drop-off area, and hallways of the school. When the morning bell

rings, the doors of the school are locked. All school has a secure visitor entrance. Signs are posted, directing visitors to these entrance areas... Once in the office, visitors must state the nature of their business and will be asked for identification if they are not known by the office staff. They must sign in and receive a visitor's badge. Visitors are then allowed entrance to the school building through the security doors. All school personnel have been instructed to notify the administration immediately if they encounter a stranger in the building or on the campus without a visitor tag or volunteer badge.

- c. Teachers-** All teachers at Pataula Charter Academy have emergency “Go-Kits” in their rooms. During drills and evacuations teachers will take the “Go-Kits” hanging near the door. This bag contains the following:
- a. Copies of current class rosters
  - b. Copy of the School Protocols
  - c. The green/yellow/red SIGNAL cards
  - d. Copy of School Evacuation Plan
  - e. Pen/pencil and paper
  - f. Flashlight
  - g. Orange Vest (**All staff members should wear their vest**)
- d. Additional Safety Features**
- Pataula Charter Academy has security cameras installed throughout the building.
  - Pataula Charter Academy has a security alarm system installed.
  - Staff enter the building using a Key Card Entry System.
  - Visitors must be buzzed through the front office to gain entry to the school.
  - All visitors have specific visitor entrances. All visitors must report to these office areas before they can enter the schools. At these office areas, visitors receive an office pass and given access to the school Signs are posted and doors are locked to ensure that this procedure is followed.
  - All schools are required to keep outside doors and classroom doors locked.

### **Emergency Notification Protocol**

1. Determine the nature of the Emergency.
2. Notify the appropriate Emergency Response Personnel.
  - A. Ambulance **911** give the number of patients they can expect to transport .
  - B. Fire **911**
  - C. **Sheriff's Dept: 849-2555**
  - D. **City Police: 835-2323**  
Call Sheriff anytime police are notified.
3. Decide if an Evacuation will be necessary.
4. Establish an Incident Site/Command Post.

*Anytime there is an emergency situation the Sheriff's office and local law enforcement will be notified.*

*There will be emergency evacuation kits on each campus to be used during emergency situations.*

**PCA Phone Numbers**

Pataula Charter Academy staff numbers – call staff listed below and they will be responsible for notifying other staff .

On-Site Coordinators

- Linda Miller, Principal  
[REDACTED]
- Reagen Beamon, Assistant Principal  
[REDACTED]

Emergency Management Directors

- Cheryl Weathersby, CFO  
[REDACTED]
- Kylie Holley, Superintendent  
[REDACTED]

First Aid Coordinator

- Julie Richey, Curriculum Director  
[REDACTED]

**SEE PAGE 6 FOR PHONE TREE**

Albany Herald	888-9300
American Red Cross	436-4845
Calhoun County Emergency Management	849-4835
Calhoun County Board of Education	213-0189
Calhoun County Hospital	725-6356
DFACS	849-5100
Phoebe CareSouth	835-3332
Fire & Police Departments:	835-2321 835-2323
GEMA	1-800-879-4362(1-800-TRY-GEMA)
Georgia Power	1-888-660-5890 or 725-4225
Poison Control Center	1-800-282-5846
Public Health Department	849-2515
Radio Station- B100	97.3/432-wmgr 439-9704 B100/100.3
Television-	Channel 10 446-1010 FOX 435-3100

## Emergency Codes and Procedures

### **Fire Alarm**

Alarm will sound, followed by evacuation directions.

### **Bomb Threat**

An announcement will be made over the intercom “**Evacuate---Level 4--  
evacuate the building at this time.**”

### **Weather Emergencies**

An announcement will be made over the intercom “**Weather Alert---  
Please take appropriate action at this time.**”

All teachers and staff members are familiar with codes and are aware of the correct procedures to follow for emergencies.  
Substitute teachers will be familiar with codes and know the correct procedures to follow for emergencies.

## Emergency Communication

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

- Fire Alarm
- Levels announced throughout school
- Emergency Cards: Red, Yellow and Green
  - Red- needs immediate help
  - Yellow- student count is incorrect
  - Green- everything is okay
- P.A. System
- Bull Horn

- Staff Runner
- Written Notice
- Whistle: Used to get attention. Listen for further instruction.
- Hand Signals: Used when other means are not adequate or appropriate.
  - Pushing palms down toward the ground: Get down to ground, as low as possible
  - Hands/arms clasped over head: Kneel and cover heads with hands, books, etc.
  - Pushing palms out from chest: Stop, stand quiet and still
  - Moving arms side to side in front, emphasizing a certain place or area: Go to area designated by arm motion.
  - Waving arms back & forth over head: Follow me.

**Crisis Management Team (CMT)**

**Administrator in charge/Media Coordinator – Linda Miller**

- Assess situation and assign lockdown level
- Work with Site Coordinator on all changes
- Contact any and all emergency management outlets
- Contacts media sources/parents if necessary

**Site Coordinator – Reagen Beamon**

- Works with administrator in charge
- Instructs staff on procedures
- Directs runners
- Supervises evacuation

**Emergency Management Coordinator – Cheryl Weathersby and Kylie Holley**

- Contacts bus driver and Transportation Supervisor
- Directs law enforcement / outside EMA
- Works with Site Coordinator

**First Aid Coordinator – Julie Richey**

- Monitors evacuation for injuries to students or staff
- Reports to evacuation site

**Parent Reunification Coordinators – see table below**

- Monitors students and works with First Aid Coordinator and Site Coordinator
- Ensures their grade level students are evacuated
- Supervises the release of their students
- Ensures students are signed out by guardian

Prek	WendyEverson/ Valerie Coleman
K – 1 <sup>st</sup>	Jennifer Jenkin/Amy Pittman/Katrina Moreno
2 <sup>nd</sup> – 3 <sup>rd</sup>	Christy Peavy/Tiffany Ashley/Melinda Bradley
4 <sup>th</sup> - 5 <sup>th</sup>	Fallyn Askew / Becki English / Brook Diehl
6 <sup>th</sup> – 8 <sup>th</sup>	Michelle Duke / Donna Bernstein / Stanton Spence



<b>9<sup>th</sup> and up</b>	<b>Lana McFather / Joy Sammons / Amanda Linville</b>
<b>Gate Monitoring</b>	<b>Lyn Adkinson / Heather Worsley/Kathy Martin</b>

**Utilities Coordinator – Henry Barbary**

- Shuts off all water / electrical panels as directed
- Locks all doors as directed by lockdown level

**Runners – Polly Chapman / Darrin Pitts / Ashley Kimbrel / Cindy Conner**

- Follows instructions given from Site Coordinator

**Evacuation Sweep team - Matt Fowler / David Kirkland / Jared Lovering / Isaac Rogers**

- Sweep evaction site for suspicious packages
- Report back to school to assist Site Coordinator

**Lockdown Procedures**

When making the announcement to place the school in a lockdown, do NOT use “codes. The administration will state clearly and in plain spech 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 the administration will 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.

**Lockdown Levels:**

- **Level 1: Potential threat or alert, no threat on campus**
  - Lock all exterior doors, lock and monitor main access door.
  - Monitor movement of students particularly between classes.
  - Students and staff remain in building.
  - Account for all students and report to records clerk
  - Limited movement in hallways/common areas
  - Delay outside activities until further notice.
  - Lower and close all window coverings
  - Teachers will continue with instruction
  - Notify bus drivers/classes on field trips
- **Level 2: Unauthorized person on campus but no active threat**
  - Follow all procedures in level 1
  - All students who are in the hallway or bathrooms should enter nearest classroom and report whereabouts to classroom teacher by telephone.

- No movement in or outside building. Students return from recess asap
- Announce for all visitors/vendors inside the building to return to the office.
  
- **Level 3: Full Lockdown- active threat on campus**
  - Follow all instructions from Level 1 and 2
  - Students should NOT leave current location and seek concealment
  - Students in classroom should barricade door and move as a group to a corner, closet or out of line of sight of windows
  - Do not open any classroom doors unless proper ID is given from law enforcement
  - Turn off all lights
  - Do not evacuate if you hear a fire alarm
  - Hold this position until receiving all clear code from administration

### **Evacuation Protocol**

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

1. All staff must remain calm and try to maintain quiet order of students so that emergency communication can be heard and to prevent further crisis.
2. Teachers should keep attendance and take roll book with them upon any evacuation or evacuation drill.
3. Teachers should evacuate their students in a quiet and orderly manner to the designated location. Listen for any specific instructions and be observant of anything new, different, or suspicious as you evacuate.
4. Teachers should account for all students immediately upon evacuating their class. Use the class roster to signal status of your group with your appropriate colored card.
5. Any students out of their classroom should be taught to evacuate the building with the nearest staff person and remain with that person until given further instructions.
6. Be prepared to provide student information to emergency personnel, especially any specific student medical condition information.
7. No one is to re-enter the building for any reason, unless authorized by administrator and emergency personnel.
8. Primary objective is to remove students and staff safely away from projected area of danger and to as much as possible maintain safety, security and order.
9. Be sure students are not near any drive entrance to the property or in any parking/driving area. These need to remain clear for emergency vehicles.
10. Special Ed. Paraprofessionals should report to the special education classrooms to aid any special needs students.
11. Please use alternate exit doors if primary door should become blocked.

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 fire evacuation, 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.

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. Students should be taught the communication hand signals on page 6.

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

### **EVACUATION DURING NON-CLASS TIME**

Should an evacuation be called during a non-class time, such as during break, during class change, before or after school, or during lunch, students and teachers should follow these procedures:

- Teachers – If possible, secure your emergency kit and proceed to the area you go to during evacuation drills.
- Students – Evacuate the building by the closest and most convenient route possible, or as directed by a school official.
- Once outside, stay with your class

### **Transportation Emergency Evacuation**

In an emergency evacuation by bus the school will:

- Request aid from local law enforcement
- Lockdown may be activated to secure students in room, ready to evacuate.
- Administrator activates Evacuation Protocols stating that evacuation is by bus.
- Sweep team checks area around buses and continues scanning while buses are loading. Law enforcement takes charge of this when they arrive on site.
- All adults not supervising students report to the bus loading site for assignments.
- Each class is told when to leave room and board bus.

- 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 await further directions.
- Head count is taken and appropriate colored card displayed.
- All faculty and staff not on buses report immediately to the staging area after students have been evacuated.
- Administrator may activate Family Reunification Protocol if necessary.

## **Human Caused Accidents**

### **I. Missing Student/Kidnapping/Childnapping**

#### Readiness Procedures:

- All visitors to the school report to the main office and obtain and wear identification badge
- The following information is maintained in the main office:  
Emergency telephone numbers list  
Student and personnel home telephone numbers, and their emergency contact numbers

#### Faculty/Staff Responsibilities

##### *Upon discovery that a student is missing:*

- Immediately notify office and provide full description of student(s) including clothing, hair color, and information about the incident.

##### *Upon notification that a student is missing:*

- Follow Lockdown Protocol if instructed
- Immediately notify office with any information that might be pertinent to the incident
- Assist with questioning of friends and classmates as to why the student(s) is missing if directed by administrator.
- Available teachers/staff will assist administrator with a thorough search of school and school grounds.
- Maintain control of students in classroom

#### Administrator Responsibilities

##### *Upon notification/discovery of a missing student:*

- Activate lockdown procedures if applicable.
- Contact law enforcement officials immediately.
- Provide full description of the student(s) including most recent picture, clothing, hair color, and information about the incident.

- Notify school faculty and staff by way of a runner.
- Coordinate search of school/school grounds using available staff.
- In conjunction with law enforcement officers, contact parents/guardians of student(s) involved.
- Check student's locker and desk for any information related to the incident.
- Interview student's friends for information related to the incident.

## II. Deaths/Suicide at School

### Teacher/Staff Responsibilities.

#### *Upon discovery/notification of death/suicide*

- Immediately notify office of the suspected death and/or any pertinent information
- Treat the incident site as a crime scene
- Follow Lockdown Protocol if instructed
- **DO NOT** use the name of the victim to students or on the intercom or radio
- Remain with your students until further notice
- Assist as directed by administrator.
- Follow blood-borne pathogens precautions

### Administrator Responsibilities

#### *Upon notification/discovery of a death/suicide*

- Notify law enforcement officials
- Send runner to notify faculty and staff of the situation with facts written on a card.
- **DO NOT** use name of victim over intercom or two-way radios.
- Follow blood-borne pathogens precautions
- Activate Lockdown Protocol to protect the integrity of the scene, control panic, and to assist with the isolation of student onlookers.
- Secure the area as a crime scene until law enforcement arrives
- Notify counselors/administrator to go to each classroom and speak with each teacher outside the classroom door with needed facts.
- Should the death/suicide occur at a school related event, generally the same procedures are followed expect for Lockdown.
- The Principal will be in charge of media releases.
- Law officials will contact the parents/guardians

### **III. Death/Injury/Illness at School**

#### General Information

- Do not use names of victims over walkie-talkie or two-way radios
- Notify family members of victims in-person (the principal, assistant principal, or their designated representative.)

#### Procedures

- In the event of death/injury/or illness at school, the administrator calls emergency medical service and local authorities (numbers are posted by each phone).
- Administrator may initiate lockdown to secure site and protect privacy of victim
- First-aid responders are notified to go to incident site and the nearest teachers will monitor the classes of first-aid responders until relief arrives.
- Site coordinator secures the area as a crimes scene, except to render first-aid or medical assistance.
- Administrator meets EMS and local authorities, as they arrive and provide information about incident.
- Family Reunification Protocol may be activated
- Social workers from DFACS, Mental Health, Public Health & RESA will assist school and families (siblings at neighboring schools, parents/guardians working in school system, etc.) affected by potentially stressful events that take place.

### **IV. Death/Injury/Illness after School Hours**

- Use phone tree
- Principal to contact community resources for assistance at school the next morning.
- Faculty and Staff will meet in the cafeteria when arriving at school next morning.
- A written statement of facts will be given to each teacher to read to his/her first period class.
- Administrators will go to first period or homeroom class of victim to share facts with class.
- Administrators will designate rooms to be assigned for grief counseling.

## V. **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.**

### Preparedness

- All visitors to the school report to the main office and obtain and wear identification badge
- The following information is maintained in the main office:  
Emergency telephone numbers list.  
Student and personnel home telephone numbers, and their emergency contact numbers
- Emergency telephone numbers and bomb threat assessment sheets are located near each phone.
- On a daily basis, upon entering/reentering room visually scan area and report anything unusual immediately. Do not touch suspicious-looking items.
- In-services on school safety are held annually
- Any person receiving bomb threat or identifying a suspicious looking package, etc. immediately notifies the administrator.

### **Answering the Phone:**

When the secretary or other school personnel receives a bomb threat by phone, he or she should listen to the caller and not interrupt. If unsure what is said, ask the caller to repeat the message. They should check on the phone display to see which line the call came in on and also the time of the call. They should pay attention to background noises, age of caller, sex, demeanor, cell or landline phone. Ask as many questions from the **bomb check list** (posted near the phone) as possible. All threats should be considered credible.

### **Administrator Responsibilities**

*Upon receipt or notification of a bomb threat, explosion, or suspicious item:*

- Contact law enforcement
- Conduct a “credibility assessment” of the situation with local law enforcement
- If determined necessary, activate Lockdown Protocol
- Send runner to notify students at the gym, on ball fields, etc. to remain there until further notice.
- Activate Evacuation Protocol, designating the evacuation site, and the nature of the threat
- Remind students that book bags and purses are to be left in classroom.
- Implement Family Reunification Protocol if necessary
- Designate person to check color-coded cards to assess the status of each group after lockdown or evacuation

### **Faculty/Staff Responsibilities:**

*Upon notification of a bomb threat, explosion, or suspicious packages*

- Follow Lockdown Protocol
- Do not lock classroom doors.
- Take roll book and color-codes cards to evacuation site.
- Ensure that book bags and purses are dropped. Book bags and purses will 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 administrator or law enforcement officers.
- Take the evacuation kits to the evacuation site.
- Maintain order en route to the evacuation site. Class 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 and hold up the appropriate color-coded card
- First-aid responders attend to the injured
- Turn off gas and/or utilities
- Take school attendance records to the evacuation site
- 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.

## **VI. Hostage/Terrorism/Intruder/Trespasser**

If a hostage situation develops, 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, the other students should be relocated or dismissed. The relocation sites will be the same as other emergency protocol. The media coordinator will be in charge of media releases.

### **Preparedness**

- Immediately notify office of intruder(s) or other suspicious individuals
- All visitors to the school report to main office and obtain and wear identification badge
- The following information is maintained in the main office:  
Emergency telephone numbers list.  
Student and personnel home telephone numbers, and their emergency contact numbers
- Emergency telephone numbers are located near each phone.
- In-services on school safety are held annually
-



**Administrator Responsibilities.**

*Upon notification of a hostage, terrorist, intruder, or trespasser*

- Immediately assess situation and activate Lockdown or Evacuation Protocol based on situation.
- Notify law enforcement
- Provide a full description of the victim(s) and intruder including most recent picture of the victim, clothing, hair color, and information about the incident.
- In conjunction with law enforcement, determine if evacuation is necessary and establish primary and secondary perimeters (at least 1000 feet from the incident scene)
- Provide information to law enforcement about the facility, a set of keys to the entire facility, and a detailed map of the facility then relinquish control of the situation and assist law enforcement as needed.
- In conjunction with law enforcement, contact parents or guardians of student(s).
- Check student's locker and desk and interview student's friends for information related to the incident.
- Notify the superintendent of the situation.
- Implement Family Reunification Protocol if applicable, notify law enforcement of location of reunification site, and request their assistance at the site.
- Notify law enforcement of the arrival of victim's parents and parents of children who may be perpetrators of the incident.

**Crime Reporting Procedures:**

CRIMES AGAINST PERSON/PROPERTY  
(Level I, II or III)

**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 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 Pataula Charter Academy 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 IN SCHOOL**

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school or the board of education and used for elementary or secondary education.
2. "Weapon" means and includes
  - a. Any firearm, and herein defined as having the meaning set forth in 18 USC21 (a) (3,4), i.e. any weapon, including a started gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device", defined to include:
    1. any explosive, incendiary, or poison gas;
      - a. bomb
      - b. grenade
      - c. rocket having a propellant charge of more than four ounces
      - d. missile having an explosive or incendiary charge of more than one-quarter ounce
      - e. mine, or
      - f. device similar to any of the devices described in the preceding clauses:
    2. any type of weapon by whatever name known which will, or which may be readily converted to , expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and
    3. any combination of parts either designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4684, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- b. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two or more inches; or
- c. straight-edge razor, razor blade; or
- d. spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, shuriken, or fighting chain; or
- e. any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; or
- f. any stun gun or taser as defined in O.C.G.A. 16-11-106(a).

#### Exceptions

Georgia law provides the following exceptions are made to this policy;

- a. Competitors while participating in organized sport shooting events, or firearm Training courses;
- b. Persons participating in school-sponsored military training programs conducted by or on behalf of the armed forces of the United States of the Georgia Department of Defense;
- c. Persons participating in law enforcement training conducted by the police Academy certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state of the United States or any political subdivision thereof;

## VII. Weapons/Violent Incidents

### Administrator Responsibilities

#### *Upon notification of a violent incident*

- Notify law enforcement and medical assistance.
- Activate Lockdown or Evacuation Protocol immediately (whichever is appropriate). Do not wait for verification.
- Do not attempt to disarm individuals.
- Have school staff members quickly compile names of students and outsiders who have been identified as participants in the incident and gather the information. Relay information to law enforcement officials.
- Meet law enforcement officials and inform them of the situation.
- Notify first aid responders by phone/intercom of injuries. Neighboring teachers cover students of first aid responders until relief arrives.
- Secure area as a crime scene. Do not clean or remove blood or evidence.
- Implement Family Reunification Protocol if needed. Notify law enforcement of location of reunification site and request assistance at the site.
- Assist law enforcement officials as requested.

### Teacher/Staff Responsibilities

#### *Upon discovery of a violent incident or weapon*

- Immediately notify the office of the incident if discovered and provide a full description of the victim and intruder, and information about the incident
- Do **NOT** attempt to disarm armed individuals

#### *Upon notification of a violent incident or weapon*

- Follow Lockdown and/or Evacuation Protocols as instructed. If lockdown, do head count and place appropriate card on door.
- Quickly compile names of students and outsiders who have been identified as participants in the incident. Forward to the administration as soon as possible
- If evacuating, take roll book and color cards. Immediately upon arrival at site, take head count and hold up appropriate card
- Assist with questioning of friends and fellow classmates of the victim(s) if administrator requests.
- Stay with and monitor students until the situation is resolved.
- Level 3 Protocols apply to all office personnel, lunchroom staff, library staff, custodial staff, media specialists, visitors, faculty and administration.
- Do not attempt to disarm armed individuals
- Do not enter the crime scene
- If Reunification Protocol is necessary, assign people to report to site.

## **Natural Disasters**

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

### **I. Earthquake**

- Everyone in building crouches (under tables if possible) or kneels next to interior walls and cover head until the earthquake stops. Do not take cover under hanging plants, wall hangings, 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 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 campus 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)
- Principal, in conjunction with social workers from DFACS and consulting psychologist will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place.

## II. Flood

### Flooding During School Hours

- School secretary or administrator 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 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.
- Administrator activates Evacuation and Family Reunification Protocols if necessary.

### Flooding after School Hours

- Administrators will determine if flooding is a cause for cancellation, or late opening of school. If so, local media will be notified to inform the public.

Principal, in conjunction with social workers from DFACS and consulting psychologist will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place.

### **III. Hurricane**

Usual procedure for 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.

- The school administrator collaborates with local emergency management personnel to develop procedures to follow to reduce damage to facilities if a hurricane should strike.
- School secretary or administrator will monitor weather radio for potential hazards at all times
- Superintendent and administrator, upon advice of local officials, will evacuate area when told to do so.
- Building occupants will remain in doors and stay away from windows if not advised to evacuate.
- Building occupants will be alert for the possibility of tornadoes and will remain indoors in the hallway away from windows.
- A list of local emergency management telephone numbers and a road map of locality will be stored in the emergency evacuation kits.
- Battery powered radio, flashlights and extra batteries, first aid kit, and other disaster necessities are contained in the emergency evacuation kit. The utility coordinator will be responsible for turning off gas or water as local authorities advise to do so.
- Principal, in conjunction with Mental Health, DFACS and community consultants will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place.

## **IV. Thunderstorms**

### During School Hours

- School secretary 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 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 is past.



## V. **Tornado**

Tornado drills are practiced at regular intervals throughout the school year.

*Tornado Position: sit with back to wall, knees up, head between knees and Arms folded over head.*

*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. This is the time to activate safety procedures.*

### During School Hours

- School secretary will monitor weather radio for potential hazards at all times. School administration will monitor weather changes.
- Administrator-in-charge will issue a warning when the National Weather Service has issued a warning.
- If warning is issued, everyone moves into the hallways and sits with back against the wall, head down between legs and arms folded over head until danger passes and an all clear signal is given.
- Teachers, students, and staff who are outside will immediately move into the safest area of the nearest building and assume the tornado position.
- Be prepared for alarm systems to activate if facility is damaged.
- If in route, bus drivers and students evacuate 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.
- If determined necessary, administrator will activate Evacuation and/or Family Reunification Protocols.
- School administrators consult with local emergency management officials regarding the structural integrity of the school facility prior to re-entering or remaining in the facility.

### After school Hours

- Groups utilizing campus facilities for other purposes such as after-school programs, etc. will be made aware of the school safety plan maps located in each area or the administrator. Such groups will be expected to adhere to general school safety procedures.

Principal, in conjunction with Mental Health, DFACS and community consultants will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place.

**Fire Protocol**

- The fire alarm will sound throughout the buildings.
- Administrators or designated school personnel will notify the fire department. Give exact location of the fire: building and room where fire is located.
- All staff is to immediately clear the building and assemble at designated area at least 300 feet from building and out of the path of roadways and emergency vehicles
- Leave classroom doors closed and unlocked
- Teachers are to take their class rosters, daily absentee reports, and emergency kits with them unless they are evacuating from the cafeteria.
- Students line up in an orderly manner. Roll call is taken and appropriate colored card is held up.
- Designated individuals bring the evacuation kits.
- Upon verification of a fire, the maintenance department will turn off the gas and/or power.

## Move to a secure location

- The administrator and emergency management officials will determine if the students need to relocate.
- If students need to relocate, the administrator activates Evacuation and Family Reunification Protocols.

**Hazardous Materials**

- In the event of an incident involving hazardous materials, the administrator will call law enforcement officials and other emergency response agencies needed. The person making the call should provide as much information as possible about the type of hazardous material (color, consistency, odor, etc.)
- If it is determined necessary to evacuate, the administrator activates the Evacuation Protocol and may activate the Family Reunification Protocols
- The proper emergency management team will determine if students or staffs need to be decontaminated before being transported.
- If it is determined necessary to cancel school, the local media will be notified by the superintendent's office.
- If necessary, the Injury/Illness/Death plan will be initiated
- The school administrators in collaboration with local emergency management agency will work to determine the best course of action.
- In the event of mass contamination/weapons of mass destruction incidents, appropriate safety measures identified in the Safety Plan will be implemented as needed or as possible. School administrators collaborate with county emergency management agency to determine the best course of action.
- Principal, in conjunction with Mental Health, DFACS and community consultants will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place

**Radiological Accidents**

- Pataula Charter Academy is not within the 50-mile “Ingestion Pathway Zone” for radiological emergencies.
- In the event of a radiological accident, school administrators collaborate with local EMA and follow county guidelines for radiological accidents.
- If recommended by EMA, evacuation procedures will be implemented, and if necessary, family reunification protocol will be enacted.
- In the event of a radiological accident, 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.
- Principal, Mental Health, Public Health, & RESA will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place.

## **Civil Disturbance**

- Possible protest sites include fields across the road from school.
- In-services on safety are held annually for all faculty and staff.
- All faculty and staff avoid verbal exchanges about the situation
- Law enforcement must be requested to handle outsiders who cause disruptions.
- Students access to lockers and vehicles are restricted during periods of high risk for disturbances.
- Level II protocols involve every individual in the school—dietary, media, guidance, custodial, clerical, visitors, para-professionals, teachers, and administrators
- All custodial rooms, electrical panels, and other unoccupied rooms, as well as all outside entry doors except front entrance and main hallway entrance will be locked.

### Administrator Responsibilities

#### *Upon notification of a civil disturbance:*


- Activate Lockdown Protocols if a disturbance seems imminent or occurs.
- Notify faculty and staff by the announcement: Lockdown—Level II—Lockdown
- Notify law enforcement.
- Notify first aid responders of injuries. Neighboring teachers cover first aid responders classes until relief arrives.
- 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.
- Request that faculty and staff quickly 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.
- If necessary, implement Media Response Protocol
- If necessary, implement emergency transportation procedure to supervise students during the dismissal and boarding of buses.
- Contact parents or guardians 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.

### Teacher/Staff Responsibilities

#### *Upon notification of a civil disturbance:*

- Follow Level II Lockdown and/or Evacuation Protocols if instructed.
- Immediately notify the office of any information that might be pertinent.
- Quickly compile names of students and outsiders identified as participants in the incident and relay information to office.
- Communicate by email, runners, or intercom as directed.
- If evacuating, carry roll book and color cards
- Individuals outside will lockdown in the nearest safe building.
- If asked, assist with questioning of peers of the victim(s).
- Stay with and monitor students until the situation is resolved.
- Individuals with no students respond to Level II as instructed.
- Travel in pairs when approaching the disturbance area.
- Avoid verbal exchanges or arguments when a disturbance is escalating.
- If assigned, assist at reunification site.
- Media Center personnel will videotape the disturbance if possible.

**Utility Failures**

NUMBERS FOR EMERGENCY REPAIRS AND REPORTING OUTAGES	
SCHOOL MAINTENANCE	
Henry Barbary Jeremy Pritchett	
(At least one person is on school grounds during school hours)	
GEORGIA POWER COMPANY	1-888-660-5890
WATER DEPARTMENT	Edison City Hall 835-2279
TELEPHONE COMPANY	800-347-1991
ALARM COMPANY	800-369-0996

Procedures

- Contact school maintenance and appropriate utility company.
- Keep faculty, staff and students updated on situation
- 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 a reliable system approved by the administrator.
- If necessary to activate codes while the PA system is inoperable, (dependent upon the situation), the administrator 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 lunch services.

School does not have emergency generators. Flashlights and lanterns are alternate lighting sources. Cell phones and two-way radios are available alternative means of communication During non-school hours, if decision is made to cancel school, the administrator notifies the local media to inform the public.

## **Special Needs Students**

### Evacuation

- Special needs students are evacuated with other students to designated areas.
- Assistance to the evacuation site can involve pushing wheelchairs, leading students by hand, lifting students where necessary.
- Once at the site, if the student(s) is unable to sit alone, they can be held or supported in the most comfortable position for them
- Assigned personnel will remain with students until the situation is resolved.

### Lockdown

- Special needs students remain in their assigned area during a lockdown. Paraprofessionals will assist special education teachers with students.

### Emergencies:

- Special needs students are evacuated with other students.
- Special needs students with mobility challenges are assisted by assigned special education personnel.
- In the event of a tornado warning, students able to assume the tornado position do so. Special education personnel will assist those unable to sit in the position. If student(s) is unable to sit alone, they are held or supported in the most comfortable position for them.
- Monitor and maintain order until the situation is resolved.
- If emergency transportation from the evacuation site is needed. Special education director will coordinate handicap accessible transportation vehicles necessary for special needs students.



## **Emergency Evacuation Kit**

- One emergency evacuation kits for the school are maintained and updated as needed.
- The kit is stored in the main 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.
- The Site Coordinator takes the evacuation kit at times when the school is evacuated, including drills.
- The kit is taken quickly to the area where the first responders will arrive and an administrator is waiting.
- School administrators at each emergency site (incident site and evacuation/family reunification site) quickly makes contact with public safety commander and insure they have access to information stored in kit. A school administrator or informed designee helps find and interpret information needed by public safety. The kit remains under the supervision of the school official.
- The evacuation kit contains class rosters 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 school emergency operations plan
- Student release/sign-out sheets
- Emergency telephone number 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
- A copy of the most recent year book
- First Aid Kit
- Copy of Emergency call list for faculty and staff

**Choking**

- Choking victims cannot speak, breathe, or cough forcefully. Follow these steps for conscious choking victims:

Ask the victim if he is choking. If the victim indicates yes, begin the Heimlich Maneuver, as outlined below.

- A. Get behind the victim and make a fist with one hand. Grasp your fist with the other hand and place your hands slightly above the victim's navel.
- B. Give quick, upward thrusts backwards until the object is expelled or the victim loses consciousness.

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

- Follow these steps for unconscious choking victims:
  - A. Call EMS
  - B. Place the victim on his back. Open the victim's airway by placing one hand on the forehead and one hand under the chin and tilting the head back. Check for any obstructions in the mouth or throat.
  - C. Attempt mouth-to-mouth rescue breathing.
  - D. If the airway remains blocked, place the heel of your hand slightly below the victim's ribs. Give six to ten abdominal thrusts.
  - E. Sweep the mouth to remove any dislodged objects and attempt mouth-to-mouth rescue breathing again. Continue this procedure until the object is dislodged or the victim starts breathing.

**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 commonsense, simple precautions should be used to protect the health and safety of everyone.

- **WHAT SHOULD I DO TO AVOID CONTACT WITH BODY FLUIDS?**
  1. When possible, avoid direct skin contact with body fluids.
  2. Disposable gloves should be used when direct hand contact with body fluids is anticipated. Disposable gloves are available for all faculty and staff.
  3. Hands should be washed after removing gloves and gloves should be disposed of in a disposal bag.
  
- **WHAT SHOULD I DO IF DIRECT SKIN CONTACT OCCURS?**
  1. Supplies needed: soap, running water, paper towels, disposal bags
  2. Affected areas should be washed using the procedure described below as *hand washing procedures*. The same general technique should be applied to all affected areas.
  3. Clothing and other non-disposable items should be rinsed and placed in plastic bags to be disinfected as soon as possible.
  4. Disposable items, including paper towels, should be placed in disposal bags.
  
- **HAND WASHING PROCEDURES**
  1. Use soap and warm running water. Soap suspends debris and micro-organisms allowing them to be washed down the drain
  2. Scrub hands vigorously working up a lather for a minimum of 10 seconds. Scrub between fingers, knuckles, backs of hands and nails.
  3. Rinse hands well under warm running water to carry away dirt and germs.
  4. Use paper towels to thoroughly dry hands. Discard paper towels in a disposal bag.
  
- **DISINFECTION OF RUGS**

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant.
  
- **DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT**

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in hot water cycle before rinse. Non-Disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant should be disposed down a drain pipe.

Equipment needed: soap, water paper towels disposal bags, gloves, disinfectants, mops, brooms, dustpans, buckets

Disinfectants should be on of the following classes:

1. Phenolic germicidal detergent in a 1 percent aqueous solution (such as Lysol\*)
2. Sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water.
3. Lodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne\*)
4. Sanitary absorbing agent (Cholor Sorb\*, X-O Oder Away\*)

\*Brand names are used as examples and are not endorsements of products.

These procedures shall be reviewed with all faculty and staff annually. All faculty and staff should be provided with disposable gloves to keep in their room or area so the gloves are readily available in emergency situations.

**First Aid For Seizures**

First Aid for epilepsy 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:

- LOOK FOR MEDICAL INFORMATION
- PROTECT FROM NEARBY HAZARDS
- LOOSEN TIES OR SHIRT COLLAR
- PLACE FOLDED JACKET UNDER HEAD
- DON'T RESTRAIN
- DON'T PUT ANYTHING IN MOUTH
- DON'T TRY TO HOLD TONGUE; IT CAN'T BE SWALLOWED
- DON'T TRY TO GIVE LIQUIDS DURING OR JUST AFTER SEIZURE
- TURN ON SIDE TO KEEP AIRWAY CLEAR
- REASSURE WHEN CONSCIOUSNESS RETURNS
- DON'T USE ARTIFICIAL RESPIRATION UNLESS BREATHING IS ABSENT AFTER MUSCLE JERKS SUBSIDE, OR UNLESS WATER HAD BEEN INHALED
- IF SEIZURE IS PROLONGED OR ANOTHER STARTS SOON AFTER THE FIRST, CALL AN AMBULANCE
- CONTACT PARENT/GUARDIAN

Guidelines from the Epilepsy Foundation

**Field Trips and Other School Sponsored Trips (athletics, band, clubs, class, etc.)**

## Prior to Trip:

- Complete field trip request form
- Send field trip permission form home with each child to be completed by parent/guardian.
  
- Complete field trip roster/quick reference list including:
  - Bus number
  - Names of all staff, chaperones, students and their phone numbersA copy of this form should be on each bus and a copy left with school administration before departing.
  
- Complete emergency medical information form for each student

## On the Trip

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

- Field trip permit for each student
- Trip roster- \*Give a copy to administrator before leaving also
- Emergency information form for each student
- Cell phone and emergency phone numbers of every person on trip
- Cell phone for emergency calls
- List of emergency contacts with telephone numbers (home and work) for principal and superintendent

Principal, in conjunction with Mental Health, Public Health, & RESA will implement crisis plan for assisting all schools and families affected by potentially stressful events that take place

**Family Reunification Protocol**

- After credibility assessment, administrator designates a secure family reunification site away from waiting family members and media. Each school has two identified sites for Family Reunification. At the time of Family Reunification implementation, the administrator-in-charge will announce which site will be used.
- Law enforcement and mental health personnel that are assigned to family reunification site goes to site and follows Family Reunification Protocol.
- 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, coordinate signing out of students and verifies from student's check out card that person is authorized to pick student up.
- A mental health professional or faculty member 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 a family member within a reasonable period of time gets home safely.

## **Safe Mail Handling Procedures**

Due to recent incidents involving the spread of anthrax using the U. S. Mail, we are providing you with the following information. We want to keep you informed of the latest and most reliable methods to ensure your safety and the safety of others in your school.

### **Tips for Handling School Mail**

1. Do not allow students to handle mail. This includes sorting and dissemination.
2. Open mail just once a day, toward the end of the school day. If an evacuation becomes necessary, it would then happen with the least disruption to the school day.
3. If possible, mail should be open in an area away from the central office to avoid shutting down the mail hub of the school. The recommended location is a bathroom or another location with a sink and washing facilities. This allows the mail handler to wash if anything suspicious is opened. Food service facilities should be avoided.
4. Each school should designate one person to handle and open the mail. The mail handler should keep an extra set of clothes on hand to change into in case his or her clothes become contaminated from a suspicious material.
5. The mail handler should wear latex gloves and a protective mask.

### **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 Those Who Open the Mail**

1. Wash your hands with warm soap and water before and after handling the mail.



2. Do not eat, drink, or smoke around mail.
3. Do not open, shake or empty the contents of any suspicious envelope or package.

### **How to Deal With an Unopened Letter or Package With a Threat Notice**

1. Before opening any letter or package, check the outer packaging or the envelope for threatening messages such as “Contains Anthrax”.
2. Do not shake or empty the contents of any suspicious envelope or package.
3. Place the envelope or package in a plastic bag or some type of container to prevent leakage of contents.
4. Notify your supervisor immediately. Report the incident by calling the police. Tell the dispatcher what you have discovered and what steps you have already taken.
5. Do not remove the package or envelope from the original location. Remain where you are and keep others away from the package or envelope.
6. Wash your hands with soap and warm water for one full minute or more. Wash your face and then blow your nose. Everyone who handled the mail should do the same.
7. Meet with law enforcement or emergency personnel.
8. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to the emergency responder for follow-up investigation and advice.

The police dispatcher should automatically contact all needed emergency personnel on your behalf. They will see that you obtain the help you need to deal with this situation.

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

1. **Do Not** try to **Clean Up** the powder.
2. Try to contain the substance in the package in which it came. Do not attempt to clean any spilled contents. Cover the spilled 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). Do not remove this cover. Try to avoid inhaling or touching the substance.
3. 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.

4. Report the incident by calling the police. Report what you have discovered And any step you have already taken. If you are in a workplace also report what you have discovered to your immediate supervisor.
5. Proceed with lock-down procedures. Use a code and explain that information will be forthcoming. Try to dispel alarm and panic by keeping information basic. All staff/students should remain in their respective areas until notified otherwise.
6. Administration **MUST** inform the custodial/maintenance staff to shut down the heating and air-handling units in the affected area.
7. Keep the faculty, staff and students as informed as necessary.
8. Do not evacuate students outside or send them home until emergency responders have done their investigation. If it is necessary to move or evacuate students and staff to a different location, the HAZMAT team or other emergency responder should provide instructions to administrators as to how it will be done. If moving is necessary, remind teachers to take their grade books, purses, and seating charts
9. If your clothing has become contaminated, stay in place, remove your clothing and place it in a plastic bag. This clothing should be given to the emergency responders for proper handling.
10. Remain in the sealed area to meet with law enforcement or emergency Personnel.
11. List all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the emergency responder or law enforcement personnel.
12. Follow the advice of emergency responders concerning personal clean up.
13. Remember to debrief students and staff after the incident.

### **Be Prepared to Help Law Enforcement or Emergency Responders**

1. 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.
2. Make a note of who delivered the envelope or package to you.
3. Identify what made you suspicious of the package or the envelope.

4. Determine if your school has received threats in the past.
5. 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.
6. Law enforcement or public health officials will notify you if it determined that a biological threat was present.

Your chance of contracting any disease or illness from an envelope or other container is extremely low.