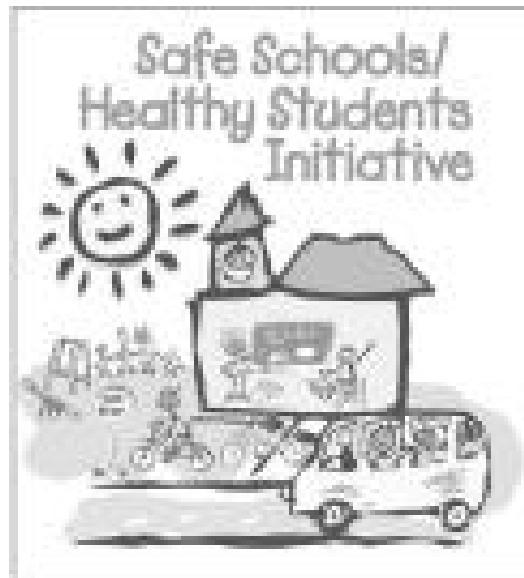


# **SCHOOL SAFETY PLAN**

**ASHVILLE ELEMENTARY SCHOOL**



**2009-2010**

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# Comprehensive School Safety Planning Committee and Emergency Response Team

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Lynn Chennault PTA President, Ashville Elementary School	<a href="mailto:countonmom@yahoo.com">countonmom@yahoo.com</a> (205) 276-8573
Jerry Fuller St. Clair County Transportation Supervisor	<a href="mailto:jerry.fuller@sccboe.org">jerry.fuller@sccboe.org</a> (205) 629-6255
Dennis Matthews Police Chief, Ashville Police Department	(205) 594-4152
Jenny Seals Superintendent, St. Clair County School System	<a href="mailto:jenny.seals@sccboe.org">jenny.seals@sccboe.org</a> (205) 594-7131
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# INTRODUCTION AND STATEMENT OF COMMITMENT

Ashville Elementary School recognizes the existence of the possibility of a hostile attack, sabotage, or other violent action, as well as disaster/crisis resulting from fire, natural causes, or acts of school violence. Because of the reality of such an event and the state of the world today, Ashville Elementary School Faculty, Staff, Students, Parents, and community leaders are committed to providing the safest environment possible. We have prepared the **Plan & Procedure for Crisis Management/Prevention** to provide a framework in which the school can plan for and perform its respective emergency functions during school crisis situations. It is further designed to assist the staff in following the procedure with the greatest possible speed and safety. Regardless of the prescribed procedures, training, and instruction, we acknowledge that the sound judgment of the administration and staff is an integral part of safety management.

# **SCHOOL FLOOR PLANS**

The Ashville Elementary School floor plan is posted inside every classroom. The evacuation route is clearly labeled for each classroom.

(A School Floor Plan is not included in this document for safety purposes. If you are a stakeholder at the school, one is available for you in the Principal's Office and at the St. Clair County Board of Education.)

# EMERGENCY CONTACT INFORMATION

	Home	Work
<b>Ms. Patti Johnson</b> Principal Cell: (256) 438-3441	26 Sumatanga Road Gallant, AL 35972 (256) 438-3441	33225 US Hwy. 231 Ashville, AL 35953 (205) 594-2236
<b>Mrs. Jenny Seals</b> Superintendent Cell: (205) 337-0468	1120 Lake Joyce Road Moody, AL 35004 (205) 640-6528	410 Roy Drive Ashville, AL 35953 (205) 594-2277
<b>Russ Stewart</b> Director of Technology	136 Harpers Lane Ashville, AL 35953 (205) 594-7016	410 Roy Drive Ashville, AL 35953 (205) 594-7131
<b>Jerry Fuller</b> Transportation Supervisor Cell: (205) 337-1340	4010 St. Clair Circle Moody, AL 35004 (205) 640-6419	PO Box 15 Odenville, AL 35120 (205) 629-6255
<b>Dennis Matthews</b> Ashville Police Chief	7 <sup>th</sup> Avenue Ashville, AL 35953 (205) 594-4152	
<b>Mike Barry</b> Ashville Fire Chief	911	
St. Clair County Sheriff's Department	Ashville, AL (205) 594-2140	
Alabama State Troopers	(334) 322-4691	
Ashville Middle School Phillip Johnson, Principal	(205) 594-7044	
Ashville High School Jason Baker, Principal	(205) 594-7943	

# Helpful Phone Numbers



## Emergency

Fire and Police (emergency only) .....911  
Sheriff's Department .....594-2140  
Asheville Police Department .....594-2142  
Alabama Emergency Management Agency .....549-4575

## Drug Abuse, Treatment, or Rehabilitation

Poison Control ..... 1-800-462-0800  
Mountain View Hospital .....546-9265  
Narcotics .....549-5465

## Mental Health, Child Abuse, Neglect, and Sexual Assault

Eastside Mental Health .....338-7525  
DHR Child Abuse .....812-2100

## Suicide Prevention

Suicide Hotline .....969-7272

## St. Clair County School System

Central Office .....594-7131  
Superintendent .....594-2277  
Jerry Fuller .....629-6255  
\***Safe Schools Hotline** ..... 1-888-728-5437  
Asheville High School .....594-7943  
Asheville Middle School .....594-7044  
Alabama State Department, School Safety.... (334) 353-5962

\* Former Governor Siegelman initiated a **Safe Schools Hotline** during the spring of 1999. Any student, parent, or individual can call this hotline **24 hours** a day, 7 days a week to report any suspicious behavior at school. All calls are **anonymous**.

# SCHOOL CRISIS MEMBERS

<b>Role</b>	<b>Members</b>	<b>Responsibility</b>
<b>Central Office Staff</b>	Mrs. Jenny Seals, Superintendent Mr. Jerry Fuller, Transportation Supervisor	Assist as needed upon arrival at the scene of the crisis including, but not limited to media contact and parent liaison.
<b>Principal</b>	Patti Johnson	Assemble School Crisis Team and oversee all aspects of crisis.
<b>Assistant Principal</b>	Billy Jenkins	Assist principal as needed – take on role of principal in her absence.
<b>Crisis Team Members</b>	Angela McHugh Anita Wilson Lashon Self Kari Wadsworth	Duties as directed by emergency response personnel and/or principal or designee.
<b>School Nurse</b>	Lashon Self	Medical attention and supervision
<b>Office Staff</b>	Kari Wadsworth Melanie Stone	Student information
<b>Classroom Teachers and Other Staff</b>		Student supervision

# EMERGENCY SUPPLIES AND LOCATION

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. Supplies are housed in a storage area located near the main office. The following lists contain items that may be useful during a crisis of varying types.

## EMERGENCY

Candles	Blankets
Matches	Bottled Water
Flashlights	Paper Towels
Batteries	Wet Wipes
Emergency Radio	Cell Phone-to be used outside the school area

## FIRST AID

Tylenol	Assorted Band Aids
Gauze	Sterile Water (for burns)
Tape	Scissors
Tweezers	Bandages
Instant Ice Packs	Ace Bandages
Package of Sewing Needles	Slings
Anti-bacterial salve	Steri-strips or butterfly stitches
Disposable latex gloves	Adult CPR mask
CPR (disposable mouthpieces)	Disposable Airway kit
Current first aid book	AED (2)

*Each homeroom teacher has a "crisis bag" located in their classroom. The school nurse has other necessary items from the list stored in her office area.*

# PREVENTION AND CURRICULUM

## School Climate

- The school provides parents with a yearly survey in order for them to have input into the school climate.
- Results are used to evaluate and revise the existing safety plan.
- The school counselor affords students the opportunity to provide feedback regarding school climate.

## Student/Faculty/Staff Records

- Information on file is accurate, accessible on computer, current, updated at regular intervals, and specified on the school calendar.
- Student/Faculty/Staff Records are complete with life-threatening medical facts such as the following:
  - Allergies
  - Ongoing or chronic medical conditions
  - Medications
- There is a current photo of each student in the school office.
- Individual student transportation (to and from school either car riders or bus numbers) is on the school computer and in the permanent record file.
- Records clearly identify persons authorized to pick up the student in the absence of parent/guardian. Copies of court orders relevant to the children are on file in the school office.
- Procedures require that records and identification be checked prior to release of student to any person (e.g., check photo identification upon check-out).
- If computerized records are unavailable, records are alphabetized by grade level so that information can be located quickly.
- Staff/faculty records meet the same qualifications noted for student records.
- Back-up copies of student/staff records are kept at an alternate site off campus.
- Categorical talents/needs are noted so that personnel can be easily summoned as needed (e.g., CPR). This includes school, central office, and community resources. Long-range needs as well as immediate needs are considered.

## Discipline Plan

- The Code of Conduct booklet is disseminated to each child/parent each year. A signed notice of receipt is kept on file in each child's homeroom.
- Training is provided for faculty and staff by the school principal.
- Students understand and respond to the discipline plan.
- Parents are aware of the discipline plan and their supporting role.
- The plan is consistently and fairly enforced for all students.
- All faculty/staff are visible throughout the school day to support the discipline plan.

### **Conflict Resolution/Peer Mediation/Mentoring Programs**

- The school counselor teaches conflict resolution as a part of the curriculum. The faculty and staff teach conflict resolution as needed.
- The middle school and high school provide our students with mentors.

### **Alcohol/Drug/Violence Programs**

- Alcohol/drug/violence prevention programs are integrated into subject areas.
- A “zero tolerance” policy is in place.
- Rules are enforced consistently.
- Opportunities are available for support groups as needed for students/staff.

### **Law-Related Education**

- Law-related education is implemented in content areas.

### **Health Education**

- Areas of safety have been identified and taught using the Health Course of Study.
- A school nurse is employed to assist with the medical/health needs of our students.

### **Science**

- The SDE Science diskette has been reviewed by all appropriate persons and is implemented consistently and appropriately.

### **Visitor Access Control**

- All exterior doors are monitored with a camera system.
- Procedures for visitor identification are in place. All visitors enter the front doors to the building beside the office area. Visitors are immediately recognized and they are given a visitor’s badge to wear. Badges are clearly identifiable, commercially made, and cannot be duplicated. Visitors are not allowed to proceed to classes unless they have received prior approval from the office/principal.
- Procedures for school visitation are covered in the school handbook and in the teacher handbook. Signs are posted on all doors indicating the procedure that visitors must follow upon entering the building.
- The visitor procedure is consistently and efficiently implemented. Parents, students, faculty, and staff are notified immediately if change in procedure takes place.
- Faculty and staff are alert to identified and non-identified visitors. Faculty and staff follow a procedure in place for identifying strangers or unidentified visitors in the building or on school ground.
- If disruption is anticipated, visitors are escorted out and away from the building and the local police department and /or school resource officer are notified.

## **First Aid/CPR/Heimlich/Blood Borne Pathogens Procedures and Equipment**

- Training for CPR/Heimlich procedures is available to all personnel by the school nurse or local fire department personnel.
- Opportunities to practice these procedures during the school year are given on in-service days. The school nurse also provides general first aid training for all teachers.
- The school nurse provides gloves if they are needed.
- The school is equipped with two AED units.

## **Personal Safety**

- Safety is part of the Alabama State Course of Study and is taught in the classroom at the recommended twenty minutes each week.
- Training for emergency evacuations occurs frequently throughout the year. Training the faculty on school safety and procedures is done annually.
- Films, updates, speakers, and demonstrations are used during in-service, faculty meetings, PTO meetings, and community service meetings.
- Staff and students are informed of current problems in and around the school as they occur. Memorandums, announcements, counselor and principal visits are ways that problems are communicated.

## **Bus/Car rider Safety**

- Arrival/departure procedures are designated for each situation. Bus and car riders each have a designated area to load and unload, a designated time to load and unload, and a specific manner in which to load and unload. The procedures are described at Orientation, beginning of school packets, and teacher handbook.
- Adult monitors ride on buses for extra assistance as needed.
- A sufficient number of staff members supervise loading/unloading procedures. Staff members have a schedule to follow that designates dates to monitor loading and unloading procedures. Non-homeroom teachers have a designated area to monitor during loading and unloading procedures daily.
- Seats are assigned on the buses as needed.
- School safety in-services are provided by the school system.
- Procedures to recall bus drivers to transport students in the event of an emergency are in place and included in the School Safety Plan. Drivers are equipped with cell phones. Home and cell numbers of bus drivers are readily available in the office.
- Designated teachers have been trained to drive buses in the event of an emergency.

## **Community Assistance**

- Community Assistance is available and documented in the School Safety Plan. The local community/city/county police and fire departments offer immediate assistance when notified. Phone numbers are readily available in the event of an emergency.
- The local police department provides assistance each day by directing school traffic on Highway 231 each morning and afternoon.

## **Student Identification Plans/Procedures**

- The classroom teacher identifies all students as roll is taken before the day's activities begin.
- Students, faculty, and other chaperones on field trips all wear a specific badge and in most case the same color/style T-shirt.
- Identification procedures are part of the crisis plan. Teachers have a file and badges for each student under their supervision included in their crisis bag.
- Picture identification is required for all students. Pictures are included in each child's permanent record and updated annually.
- Medical records are included in the student's permanent record and are available for school trips. The school nurse or trained personnel are required to attend field trips if any student needs medication.

## **Lockdown Procedures** (see Code Alert System)

- There is a code to announce for school wide lockdown.
- There is a procedure for office staff, teachers, administrators, and custodians to use when a lockdown occurs.
- There is a procedure to lock classroom doors, windows, and entrances to the school.
- There is a procedure for contacting law enforcement agencies for assistance about the threat.
- There is a procedure to announce when a situation has been neutralized.
- Portable classrooms have communication devices to report to the office.
- Signs are posted for visitors to report to the office when entering the school building.

# **BUILDINGS AND GROUNDS SECURITY**

## **Alarm System**

- Automated fire alarm system is utilized through out the buildings that can be activated at given locations through out the buildings and can be heard from all points on the school grounds.
- Severe weather warning alarms are located in the school office to alert school officials in case of a warning.
- A “tone alert” radio is in the school office for immediate notification of any potential chemical threat to our students/school at the Anniston Army Depot.
- Intercom is used to alert staff to problems utilizing a specific code system.
- Only in the case of a power failure, is an air horn used to alert staff to an emergency.

## **Playground and Playing Area**

- A properly maintained fence surrounds all play areas.
- A driveway separates one playground from the school. The P.E. teacher supervises crossing that driveway and barricades are used.
- The playground and equipment is inspected by the P.E. teacher on a monthly basis.

## **School Location, Traffic Patterns, and Protective Barriers**

- At the beginning of every school year a school handbook is provided detailing the procedures for the arriving and dismissing of all students.
- Students are monitored at all times when arriving and leaving school grounds by certified personnel.
- Representatives of the Ashville Police Department assist with morning and afternoon traffic.

## **Parking Lot/Exterior Lighting/Exterior Pay Phones**

- All parking lots and school entrance are properly lighted to insure the safety of all visitors and students.
- No pay phones are available on our school campus.

## **Visual Access Inside and Outside**

- All school buildings are marked on maps as to their identity.
- All hallways are monitored at all times by faculty and staff.
- Each classroom is labeled outside the door of entry.
- A security camera system is in place to monitor the school grounds.

## **Limitations of Building Design**

- All buildings are utilized for instruction or storage.
- Every classroom has a floor plan for the building in which it is located.

### **Exits**

- All exit doors open to the outside with a panic bar and have a fire exit sign.
- All exit doors are monitored by a security camera system.

### **Fire Extinguishers/Fire Alarms**

- Fire extinguishers are located as per local fire codes determine and maintained annually.
- Fire alarms are located in each building.

### **Electrical Safety and Appropriate Machinery/Equipment Use**

- Occupation Safety and Health Act (OSHA) guidelines are followed.
- All science lab equipment and supplies are properly maintained.
- School lunchroom is free of hazards as outlined in local safety codes.

### **Signs/Directions to Safety Areas**

- All exit signs are regularly maintained.
- Visitor entrance procedures are posted on all exit doors.

### **Hall Passes**

- Student sign in/out procedures are followed in all classrooms.

### **Security**

- All keys are secured in a locked cabinet easily accessible.
- All records are maintained in a secure location daily.
- Security cameras are used to monitor the school grounds and are located on all exit doors.

# COMMUNICATIONS

- The existing intercom system permits communication to all rooms inside the school building and one portable classroom.
- School walkie-talkies are provided for the teachers who are in portable that do not have intercom availability.
- Fire/severe weather alarm procedures are in place and cover all buildings and school areas. Procedures and diagrams are posted in all locations of the school.
- Alarms can be heard in all areas of the campus. A Weather Tone Alert radio linked to the local Emergency Management Area is in the office and lunchroom. It has a built-in battery back up and is capable of transmitting warnings to our school at all times.
- There is a back-up procedure for alarms due to power failure. Electronic alarms use a battery back up if power failure occurs. If the electronic alarms will not sound, there is a manual system that can be used.
- A Code Alert System is in place that alerts staff to identified emergencies. All staff employees have a copy of the code, the explanations of the code, and procedures to follow when a code is announced.
- A private line other than the published school number(s) is available for emergencies and known only to administrative personnel. A walkie-talkie used only by administrative county personnel is also available and remains active at all times.
- A sufficient number of computers, lap top computers, fax, and e-mail capabilities are available to serve emergencies. Batteries are kept charged and on hand.
- School personnel uses email to send parents advanced notices when school is to dismiss earlier than normal.
- Battery powered bullhorns are available to use inside and outside the building at any time. Batteries are kept charged and are available at all times.

# GENERAL SAFETY INFORMATION

- Fire drill evacuation charts are updated, posted, and reviewed with all the staff.
- Fire drills are practiced every month.
- Severe weather evacuation charts are updated posted, and reviewed with all the staff/students.
- Weather drills are practiced on a regular basis.
- There are distinctive codes for fire/weather alarms and other designated emergencies.
- Backup procedures are in place for power failures and are practiced on a regular basis.
- Early dismissal procedures are developed and distributed to students, staff, parents, and the community.
- Evacuation plans/codes include methods for managing students with disabilities and or students with limited English proficiency.
- Alternative shelters are designated off campus in case of immediate evacuation from the school.
- Communication/telephone trees for all staff developed/communicated for all types of emergencies are updated and distributed annually.
- Community evacuation plans that include the school/students are shared with all staff/students. The community is aware that a plan is in place.
- Adults adequately monitor all areas of the campus at all times.

# **SUPERVISION OF STUDENTS**

- Responsibilities are assigned to school personnel regarding the supervision of students. Rules are written and distributed through the Staff Handbook and revised on a yearly basis.
- When it becomes necessary for a teacher to leave the room, a neighbor teacher is consulted and supervises until the classroom teacher returns. No students are left unattended.
- Teachers when going to PE/library/ computer lab classes supervise classes. Students going to restroom or on errands to office have an approved pass.
- Classes are monitored while moving from one area to another by school personnel and security cameras.
- All areas (hallways, play areas, classrooms, labs, early dismissals, cafeterias, restroom, and gymnasium) are carefully monitored.
- There are specific rules governing field trips that include permission slips and students returning to school and/or their parents. Items included are nametags, medical records, and telephone numbers of parents at work and/or home.
- Teachers carry emergency student information and class lists when leaving the classroom for emergencies.
- A substitute folder is provided for each classroom/teacher with all related information regarding students including schedules, procedures and emergency information.
- Written duty rosters are provided for all personnel and posted on the office door.

# **TRAINING FOR STAFF, STUDENTS, PARENTS, AND OTHERS**

The principal or a designee shall meet not less than one time yearly with the school staff at which time an orientation will take place. All concerned persons will be familiarized with the Crisis Plan at this time.

Monthly drills are required of all schools in regard to fire. Tornado drills are mandated periodically throughout the school year. Students are trained in the correct procedures for both of these potential dangers. Bus drivers conduct emergency evacuation drills twice yearly for students who ride the bus.

Volunteers and parents are informed that a Crisis Plan is on file in the school office.

# **CRISIS MANAGEMENT PLAN**

- Important information will be gathered as quickly as possible.
- Students' safety will be a priority.
- The Superintendent will be notified immediately.
- Using a specified spokesperson, an initial press briefing will be conducted after reviewing vital information with the superintendent.
  1. The library media center will be used as the designated area for news media if needed.
  2. The principal will be the primary spokesperson for the media only after speaking with the superintendent.
  3. The assistant principal will be deemed the spokesperson for the staff.
  4. School personnel will emphasize to parents and staff that they have the right to refuse speaking to the media.

# EXTRACURRICULAR ACTIVITIES VENUE

## Venue Equipment or Supplies

- Access to a telephone landline is available and accessible
- Practice venue is equipped with a weather radio.
- Practice venue is equipped with an AED.
- School buses used for extracurricular events are equipped with two-way radios. Drivers or school personnel requesting the use of the buses are also required to have a cellular phone.
- Emergency and communication equipment is observed to be available and operational before departure of buses.
- Each school bus is equipped with a basic first aid and blood borne pathogens kit.

## Safety Plans and Procedures

- No organization is allowed to use the venue without prior approval of the principal and proof of access to the **Safety Plan** that has been developed by each individual or organization requesting use of the practice venue.
- No organization is allowed to use the venue without prior approval of the principal and proof of immediate access to the **Emergency Medical Treatment Manual** that has been provided by each individual or organization requesting use of the practice venue.
- No organization is allowed to use the venue without prior approval of the principal and proof of access to the **Emergency Procedures for Miscellaneous Incidents** that has been provided by each individual or organization requesting use of the practice venue.

## Emergency First-Aid/Trauma Kit

- Before approval of access to the practice venue is granted by the principal, evidence of and immediate access to a well-equipped first aid or trauma kit, provided by each individual or organization, is required.
- Before the principal grants approval of access to the practice venue, the individual or organization requesting use of the venue will provide evidence of adequate first-aid or trauma kits.

## **Staff Training and Certification**

- Individuals or organizations requesting use of the venue are responsible for acquiring first-aid training and certification.
- Individuals or organizations requesting use of the venue are responsible for acquiring CPR training and certification.
- Individuals or organizations requesting use of the venue are responsible for reporting procedures following an incident that involved violence and/or injury to the school, central office, and their organization.
- Before the use of invasive medical treatment is administered, legally prescribed written orders obtained from a certified physician is required.

## **Other Pertinent Information:**

### **Field Trips**

Student information is carried by teachers on any trips away from school on any trips away from school campus. This includes medical information, parental contact numbers, etc. Teachers carry personal cellular phones and a listing of applicable phone numbers. The school keeps a listing of students assigned to each bus. Each student is required to wear identification while on the trip. Safety procedures of the venue will be followed.

### **PTA/PTO**

Parent Teacher Association/Organization meetings are held periodically on the school campus. The principal or designee will be responsible for implementing the safety the safety plan during these meetings. The plan for that area of the campus, as listed in the Plan and Procedure for Crisis Management/Prevention, will be followed. Parents will be informed yearly of our plan and encouraged to follow in event of a crisis.

### **Extended Day**

Students attending Extended Day will follow the Crisis Prevention Plan designed for that area of the school. The Director of Extended Day will be responsible for knowing, practicing and implementing the plan with these students. The director has emergency information on every student. The director has phone access and emergency information on every student.

**Special Activities  
(Field Day, Fall Festival, Spring Fling, etc.)**

Special activities are sometimes held on school campus outside of school hours. An event coordinator will be responsible for implementation of the safety plan in the absence of the principal. The safety plan for that area of the school campus will be followed as stated in the Plan and Procedure for Crisis Management/Prevention.

**Community Activities**

Any community member reserving a portion of the school campus for activities will be responsible for becoming familiar with the safety plan for that designated area. At the time of reserving the facility, the principal or designee will provide the safety plan.

# RECOVERY

## After the Crisis: The Role of the Principal, Counselor, and Teachers

### Principal

- Support response efforts and be available for media.
- Be visible, available, and supportive to empower staff.
- Provide direction for teachers to alter the curriculum. Specifically, consider testing, if postponement is necessary.
- Communicate with central office administration and other affected schools (Asheville Middle, Asheville High, Steele Jr. High School)
- When appropriate, contact family of the deceased and inform staff and students about funeral arrangements.
- Consider an area on campus to land an emergency helicopter.

### School Counselor's Role

- Be available by canceling other activities.
- Locate counseling assistance by checking community resources, and system "Crisis Plan."
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- When appropriate, follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty and provide counseling as needed.
- Keep records of affected students and provide follow-up services.
- Establish a self-referral procedure. Make referral forms available.
- Review and distribute open-ended questions to assist teachers with classroom discussion.
- When applicable, assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routine for the masses of parents who will pick up their children early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- When appropriate, notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- When appropriate, notify feeder school so they can prepare siblings and other students regarding the crisis.

## **Teacher's Role**

- Provide accurate information to students, which may dispel rumors.
- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.
- Recognize and honor the various religious beliefs that may help the students to cope.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV broadcasts in the classroom. Live newscasts can be traumatizing.
- Identify students who need counseling and refer to building support personnel.
- Provide activities to reduce trauma, such as artwork, music, and writing.
- Alter the curriculum as needed.
- Discuss funeral procedures when appropriate.
- Know how to get assistance from other professionals should the need arise.

# PRIORITIZED PROCEDURES

## Fire

- At least one fire drill will be held at Ashville Elementary School each month that school is in session.
- The fire drill shall require complete evacuation of the main building and portable classrooms.
- The fire alarm will sound to notify occupants in the building that an evacuation is needed. In event of a power failure, a bullhorn will be used.
- A fire drill evacuation plan is posted in all rooms.
- All exit doors will remain unlocked from the inside and clear of obstructions at all times.

### **Fire Drill Procedure:**

1. Portable classrooms will be notified of the drill by way of two-way radios.
2. Students will be instructed by teachers to quickly and quietly leave the building in an orderly manner.
3. Teachers will take class roll once students are in a safe area to ensure all are present. Any missing student must be reported to the school's administration at once.
4. The emergency response team will check all areas of the building to ensure all students are in the designated areas.
5. The receptionist and bookkeeper will take the hard copy of the student information sheets to the designated areas.
6. No one will be allowed to re-enter the building or portables until the all-clear signal is given by the administration.

### **Fire in the Building Procedure:**

1. The Ashville Fire Department will be called immediately by office personnel.
2. Students will be evacuated immediately with the use of the fire alarm.
3. The superintendent's office will be notified.
4. Teachers will ensure all students exit to their designated area.
5. Teachers will call roll to ensure all students are accounted for and alert administration if any student is missing.
6. Teachers will reassure students of their safety and keep them out of harm's way.

### **Enrichment classes during a fire:**

- Students who are in the lunchroom, library, or 2-4 computer lab will be taken by the personnel in charge and evacuated out the back doors to the football field area. Homeroom teachers must meet students at that location and call roll as soon as possible.
- Students in P.E. will be taken by the P.E. teachers to the playground area and are to be met by the homeroom teacher.

**Fire Drill Plan**

## **Severe Weather**

- In case of potential severe weather, St. Clair County Board of Education remains in contact with the Emergency Management Agency in our county and passes along information to our school through email, phone calls and fax.
- Severe weather is monitored by our school with television updates and the Internet site [accuweather.com](http://accuweather.com).
- All students and faculty in portable classrooms are moved inside the main building when possible bad weather is approaching our area.
- A severe weather drill is done periodically throughout the school year and documented.
- Severe weather drills are posted in all areas of the school.
- Severe weather drills will be announce over the intercom system or bullhorn if the power has failed.

### **Severe Weather Drill:**

1. Students will form a single file line quickly and quieting and leave the classroom in an orderly fashion.
2. Students will assume the severe weather drill position by facing the wall in the designated area and covering their head with a book.
3. Teachers will ensure that all students are accounted for and will report any missing child to the administration.
4. Teachers will remain with their class until the threat of bad weather has passed and the administration has given the all-clear to re-enter the classrooms.

### **Enrichment classes during a severe weather threat:**

- Students who are in the lunchroom, library, or 2-4 computer lab will be taken by the personnel in charge and evacuated to a secure location. Homeroom teachers must meet students at that location and call roll as soon as possible.
- Students in P.E. will be taken by the P.E. teachers to a secure area near the gymnasium and are to be met by the homeroom teacher as soon as possible.

## **Severe Weather Plan**

## Utility Emergency

In case of a utility emergency (electrical power failure, gas leakage, or water main break), the following procedure will be put into action.

### **Power Failure:**

- Power failure in a classroom or one area of the building will be reported immediately to the administration.
- Alabama Power Company will be notified of the outage.
- All equipment that might be damaged by a power surge when the electricity is restored must be turned off or unplugged.
- Administration will give notice to employees of the next steps that are to be taken.

### **Gas Leak:**

- A gas leak must be considered a top-priority emergency situation.
- An administrator must be notified immediately.
- The building will be evacuated using the fire drill plan.
- The administration will contact the utility board.
- SCCBOE Superintendent will be notified.

### **Water Main Break:**

- An administrator will be contacted immediately.
- Teachers will move students in the area to a safe place.
- Ashville Water Board will be notified.
- SCCBOE Superintendent will be notified.
- Administration will give notice to employee of the next steps that are to be taken.

## **Bomb Threat**

Should a bomb threat be made over the telephone, the individual who answered the call must keep the caller on the line as long as possible and write down as much information as they can. The exact time, description of the caller's voice, and any details about the actual bomb should be documented. Once the caller hangs up the receiver, the individual who answered the call should immediately dial \*69 to see if they can retrieve the phone number from which the call was made. Administration should be notified immediately of the call.

### **Bomb Threat Procedure:**

- After the call has been made, the fire alarm will be pulled in order to evacuate the building as fast as possible.
- The administration will call 911 to report the incident and then notify the SCCBOE Superintendent's office of the situation.
- The administration will contact Ashville Middle School, Ashville High School, and Ashville Lunchroom of the threat since all buildings are connected.
- Teachers must escort all students to the high school stadium behind Ashville Elementary School.
- Teachers must call roll to ensure all students are accounted for and notify office personnel of any missing student.
- Administration will meet the authorities and relay all information.
- Administration will remain with authorities and assist in searching the building if they are asked to do so.
- Members of the Emergency Response Team will assist office staff in dismissing students if their parents arrive and wish to take them home.

## **Intruder**

Signs are posted at the school entrance requesting that all visitors stop at the front office to receive a visitor's pass. Teachers are asked to monitor hallways as they are moving from area to area and escort anyone without a pass to the office.

### **Irate person:**

- If the irate person is in the office or hallway, the administration will attempt to calm the person or ask them to move outside the building.
- If the irate person refuses to calm down, local police will be called by the office staff to assist administration.
- Should the irate parent enter the building through the middle school or lunchroom and cause a scene in the classroom, the teacher must alert the administration by sending a student with the Red Card.

### **Armed Individual (with or without hostages)**

- Teachers will be alerted over the intercom system that our building be placed in Lockdown.
- Office personnel will be in charge of calling 911 and contact the SCCBOE Superintendent.
- Teachers should lock classroom doors and windows. Teachers and students should remain in the classroom and move away from the door so they are not visible to the intruder. Teachers and students will remain in this lockdown mode until an administrator instructs them otherwise.
- The administration will attempt to communicate with the individual in a calm manner to determine demands.
- Administration will communicate demands to the police.
- Administration will turn the situation over to authorities at the appropriate time.

## **Shooting/Weapons**

Should gunshots be directed toward the school's campus from a moving vehicle or an individual outside the building:

### **Procedure when indoors:**

- Take cover under table, desks, etc.
- Stay away from windows.
- Move from under light fixtures or other suspended objects.

### **Procedure when outdoors:**

- Lie flat on the ground and do not move.
- Remain still until you are positive the perpetrator is gone or you are directed to move.

After the incident, teachers and students must write down all details that can be remembered including:

- Make of vehicle
- Color of vehicle
- Direction in which the vehicle traveled
- Number of persons seen in the vehicle
- Specific characteristics of the people seen in the vehicle such as race, sex, and approximate age
- License number of the vehicle

## Chemical/Hazardous Waste Spill

### **Procedure:**

- The principal will announce the Lockdown command over the intercom system.
- Teachers will be instructed to turn off all air conditioners or heaters.
- Teachers and students in portables will be instructed to evacuate and come inside the main building.
- Any students and personnel on the playground will be brought inside the main building.
- All entrance doors and windows will be closed immediately.
- Authorities and the SCCBOE Superintendent will be notified.

## **Fighting or Riots**

### **Procedure for stopping a fight:**

- If the fight begins inside the classroom and the teacher needs assistance, another child will be directed to carry the “red card” to the office.
- Personnel will be speak loudly and let the participants know that the behavior should stop immediately.
- Other teachers should assist if they hear or see an incident occurring.
- If students began to gather at the scene, personnel should specifically call the names of students they see and demand that they step away.
- Teachers should yell for help if they the fight persists and especially if weapons are involved.
- Once students are separated, teachers should not use further confrontational behavior by making accusations toward those who were fighting.
- Students should be removed from the area and taken as quickly as possible to the office.
- Students should be given an opportunity to cool down in a calm setting.

### **Procedure for handling a riot:**

- All personnel are encouraged to be sensitive to the emotional climate of the campus and attempt to diffuse any possible eruption of problems.
- In the event of a riot inside the building, the fire evacuation plan will be followed to remove students from the building. Students will remain outside until the principal directs them that it is safe to return.
- In the event of a riot outside of the building, the lockdown procedures will be put into place to keep students safe from harm.
- Law enforcement will be notified of the disturbance and meet with the principal at a predetermined site for information.
- Office staff will notify the SCCBOE Superintendent.

## **Vandalism**

If a break-in or vandalism is discovered in the building, the following steps should be taken:

- Do not touch anything.
- Alert administration immediately. If the discovery is made outside of regular school hours (weekends), administration must be called immediately.
- Administration will direct faculty as to where classes should be moved until an investigation and clean up are completed.
- Personnel must provide administration and police with a detailed list of inventory.
- Administration will review data collected by the camera system and relay information to police.
- Complete police forms.
- Notify the SCCBOE Superintendent's office.

## **Air Disasters**

In the event of an air disaster in close proximity of the school the following procedures will be followed:

- The school will go in to lockdown mode.
- All portables will be brought in to the main building and any students on the playground will be brought in immediately.
- The SCCBOE Superintendent's office will be notified.
- Principals at all schools will work together to keep students from harm by discussing options at hand.
- If necessary, an evacuation of all students and personnel will be conducted. In this case, administration would be responsible for alerting the transportation department.

## **Lost/Runaway Students**

If it is suspected that a child is lost or has runaway from school, the following procedures will be followed:

- The teacher should notify the administration immediately of the situation.
- Administration will determine if the student came to school for any part of the day by checking with the bus driver, through attendance records, and by checking the sign out sheet.
- Office personnel will make an all-call on the intercom for the child while administration is checking records.
- A designee will be assigned to check all areas of the school such as restrooms, gymnasium, library, computer labs, etc.
- Security camera film will be used if teacher verifies that the student was on campus.
- An attempt to notify parents or guardians will be made if the child is not found on campus.
- Appropriate law enforcement will be notified of the situation.
- A follow-up conference will be conducted the following day with parents.
- Appropriate disciplinary action will be taken according to due process if necessary.

## **Explosion**

If sudden damage to the school's structure occurs, the following steps should be followed:

- Administration should be notified.
- If conditions pose a threat to students or personnel, occupants must be evacuated from the affected portion of the building.
- Administration will contact necessary assistance: police, fire department, paramedics, etc.
- The superintendent will be contacted in order to make a decision about closing the school.

## **Hostage/Kidnapping**

If a hostage situation occurs, the following procedures will be followed:

- The school will be placed in lockdown mode.
- All personnel should remain calm.
- Any instructions given by the person holding the hostage will be followed to ensure the safety of the victim.
- All personnel should be cooperative.
- The captor should be informed of medical needs of the hostage if there are any.
- The situation should not be resolved using any type of force.
- All personnel involved should be observant and try to remember everything that is done or heard.

Administration will be responsible for the following:

- Law enforcement should be notified immediately.
- The principal will notify the superintendent.
- Keep everyone as calm as possible.
- Administrators will attempt to communicate calmly with the individuals for demands until law enforcement arrives.
- Turn the situation and any details that have been document over to authorities.

If a kidnapping takes place on school property:

- Administration should be notified immediately.
- Police and parents/guardians will be notified.
- Witnesses will provide any information that can be remembered, including a description of the abductor, the car, license number, etc.

## **Sexual Assault/Neglect**

- Reporting of any form of sexual assault or neglect is mandatory.
- Any suspected or known student neglect, physical abuse, or sexual abuse must be reported to the school counselor, administration, and St. Clair County Department of Human Resources (DHR).
- Reports to DHR will require the following:
  1. Student's name, birth date, address, phone number, parent/guardian's name
  2. Name of anyone suspected of abusing the child
  3. Nature and extent of the abuse

Any school personnel reporting suspected assault or neglect of a child in good faith is provided with civil and criminal immunity.

## **Railway Derailment**

The nearest railway to Ashville Elementary School is approximately eight miles away. However, in the event of a rail crisis that affects the school, the superintendent will have the final decision on whether the school will stay in session. The superintendent will be advised by local authorities to keep students safe. In a case where the school must be closed, the process will be the same as for inclement weather.

In case of a rail crisis that affects our transportation, the principal will contact the superintendent and transportation supervisor in order to reroute our buses. Alternate routes can be mapped out to ensure safety of all students and personnel.

## **Suicide/Death of a Student or Staff Member**

### Suicide:

- The school community will do everything possible to prevent this most tragic form of death.
- Personnel will be alert to any student who appears to be severely troubled or depressed.
- Any personnel that is aware a student has threatened or hinted at suicide must get that information to the counselor or administration at once.
- The counselor or administration will contact parents/guardians and outside assistance to help the student through this difficult time.

### Recommendations regarding a suicide:

- Do not dismiss school or encourage attendance at the funeral during school hours.
- Do not dedicate a memorial to the deceased without checking with the parents and considering the emotional welfare of all students.
- Do not have a large assembly.
- Do give students facts and emphasize prevention.
- Do provide individual and group counseling to assist students and personnel in coping with the situation.
- If counselors from area school are not enough, the administration will seek further assistance from outside agencies.
- School administration and personnel should contact the family and offer the school's support.

### Death:

- Should this tragic event occur, the administration and counselor must meet immediately to review what has happened. Response to the psychological needs of both staff and students as soon as possible is the best prevention for the development of posttraumatic stress.
- Support should be extended to the family of the deceased.
- Family members must be asked permission to share information with the students and staff. Allow the family to provide the information they want shared with others.
- Ask family members if they object to students and staff attending the funeral services.
- Relay information to the students in factual way, careful to avoid breaching the student's or family's privacy.
- Students should be told of the death in a small group setting, not in an assembly. Allow students to ask questions or state their feelings.
- Let students know that there are individual counselors who will talk with them one on one if needed.
- Allow attendance for the funeral if it is during the school day.
- Monitor students following the incident and be alert for depression.

## **Serious Accidents On/Off Campus**

### **On Campus Accidents:**

- The school nurse will see students or staff who are injured on campus. The nurse will determine the extent of the injury and make the decision on whether paramedics are called.
- Each student and staff member has an emergency information sheet with emergency contacts listed. All the information is listed in STI on the computer and the office and teacher have a hard copy of the form.
- If the injury is not life threatening to the student, the parent will be called by the nurse to discuss the injury and to decide if the parent needs to check the child out of school.
- If the injury is sustained by a staff member, the administrator will provide On The Job Injury forms for the doctor to fill out and notify the St. Clair County Human Resources Coordinator.

### **Off Campus Accidents:**

- Students are only allowed to attend off campus trips if they have a permission slip signed by a parent or guardian.
- Teachers must provide the office with a list of students and adults on each bus before departure. Students and adults must ride their particular bus to and from the event. Students may not switch buses or ride home with parents unless there are extenuating circumstances and the principal has given permission.
- Students will wear identification stickers for the duration of the trip.
- In the event of a crisis while away from campus, a teacher will notify the school and the administration immediately.
- If needed, the administration will leave campus and go to the scene.

## Drug Prevention/Distribution of Medications

### **Drugs:**

The St. Clair County Board of Education prohibits all persons (students, staff, visitors) from using tobacco products on school property. Use, possession, and/or sale of tobacco products is a Class III Violation and will result in an out of school suspension or alternative school placement. The sale, purchase, use of prescribed/non-prescribed drugs, illegal drugs, or alcohol is a Class IV Violation and law enforcement must be notified. The Student Code of Conduct Class IV Disciplinary Sanctions on page 17 of the handbook list six specific steps that must be taken in the event that a Class IV Violation is committed. The decision to initiate disciplinary action and/or criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable. *Code of Alabama 1975 (16-1-14)*.

### **Medications:**

If circumstances require that a child must take medications during the school day, the school nurse or trained medication assistant shall administer the medication in compliance with the following regulations:

- Written instructions, signed by the parent/guardian and physician will be required and shall include the child's name, name of medication, purpose of medication, time to administer, dosage, and possible side effects.
- Prescription medications MUST be authorized by a physician and have physician's orders for the nurse to follow.
- Over the counter medications must have parent authorization and the medication must be provided by the parent.
- Medications must be in their original container and appropriately labeled.
- Medication will be stored in a double locked cabinet in the nurse's office.
- The nurse will keep a record of medicines that are administered with date, time, and name of medicine. The nurse or trained medical assistant will initial that the medication was given.
- The parent/guardian of the child must assume responsibility for informing the nurse of any changes in the child's health or change in medication. Any changes in medication will require a new doctor's order.
- Students should never transport medication to school. It is the responsibility of the parent. If the parent/guardian is unable to deliver the medication to the school, a bus driver can deliver the medication as a last resort. The nurse will count and receipt any narcotics brought in by a bus driver.
- Students will never be sent home from school with medications. An adult must come to the school to retrieve medications. All medications left at the school during the summer months will be destroyed by the nurse and witnessed by an administrator. No medications will be held until the next school year.
- In the event of an emergency, the school nurse will keep emergency medication (insulin, diastat, glucagons, inhalers, etc.) on her person until the crisis has been resolved should a student be in need.

## **Catastrophic/Communicable Illness**

- The superintendent shall have the authority to exclude any student or staff member with a communicable disease or parasite known to spread by any form of casual contact from schools in the St. Clair County School System for a period of time as may be prescribed by the Alabama Department of Public Health.
- In all cases, a statement of clearance from the AL Department of Public Health or a physician shall be required before the student or staff member may re-enter the school.
- All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information.
- Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting.