

SAFE SCHOOL PLAN

SAFE SCHOOL EMERGENCY PLANNING COMMITTEE

Principal : Keith Jones Phone No.: 678-875-0503
A.P. : Scherita Daniel Phone No.: 678-875-0515
A.P. : Varolyn Brathwaite Phone No.: 678-875-0513
Other Staff : Joel Boyce Phone No.: 678-875-0514
Counselor : Ursula Mack-Ross
Teacher : Rupert Nedd
Teacher : Demetra Casseus
Custodian : David Durden
Student : N/A
Parent : N/A
Law Enforcement: Claudia Ward
Fire Department: Cpt.. Henry Jenkins
Other : Kevin Greene
Other : Marlin Stabler

SAFE SCHOOL PLAN

SCHEDULE OF EMERGENCY DRILLS

Primary and secondary reunification sites have been identified and posted: Yes
Each classroom has primary and secondary evacuation routes posted: Yes
Primary and secondary relocation sites within the building have been posted: Yes

Fire/Evacuation Drill Dates:

State law requires 2 drills within first 10 days of school and at least one drill for each subsequent month.

August : 08/16/2013 September: 09/19/2013 October : 10/10/2013
August : 08/22/2013
November : 11/14/2013 December : 12/12/2013 January : 01/23/2014
February : 02/06/2014 March : 03/20/2014 April : 04/17/2014
May : 05/08/2014

Identify primary and secondary relocation sites if evacuation from the campus is necessary:

| | | | |
|-----------|------------------------|--------|-----|
| Primary | Rainbow Baptist Church | Grades | 6-8 |
| Primary | N/A | Grades | N/A |
| Secondary | Exchange Park | Grades | 6-8 |
| Secondary | N/A | Grades | N/A |

Tornado Drill(s):

First Semester Date: 10/03/2013 Second Semester Drill is the Statewide Drill in February of Each Year.

Intruder (Lockdown) Drills:

First Semester Date: 08/29/2013 Second Semester Date: 01/30/2014

Type of Lockdown: Type of Lockdown:

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STAFF EMERGENCY ASSIGNMENTS

Designated staff to prepare and maintain the Emergency Kits:

Roy Garrett
Lakeshia Brown

Designated staff to contact Regional Superintendent:

Keith Jones
Scherita Daniel

Designated staff to identify missing/absent students and staff:

Tonya Slaton
Stacey Robinson
Kelsey Jack
Lois Edwards

Designated staff to locate and identify the injured/sick:

Valerie Mackey
Barbara Gibson
Tu-Juana Warren
William Geter
Landon Corbin

Designated staff to accompany injured/sick to medical facilities:

Ursula Ross
Sharenia Hunter
Demetra Casseus
Wanda Flournoy
Radiah McClean

Identified staff trained in First Aid and CPR:

Roy Garrett
Eric Bell
Lakeshia Brown
Reginald Foster

Designated staff to handle telephone calls:

Yvette McManus
Leora Senior
Michelle Coward

Designated staff to receive parents/guardians at reunification site(s):

NOTE: All students must be signed out by a parent or guardian.
Please keep sign-out logs.

Paula Jackson
Heather Foster
Mujadilah Sanders
Neva Franklin
Kemetria Aaron

Designated staff to show emergency personnel utility and ventilation shutoffs:

David Durden
William Stevens

Designated staff to assist with pedestrian traffic and on-campus vehicle traffic:

Kevin Greene
Christopher Hardnett
Paul Jackson

Designated staff to make temporary ID badges for staff and emergency personnel:

Kimberly Sweeting
Donna Shuford

Name(s) of person(s) to contact after hours for after-school/extra curricular activities and programs:

Demetra Casseus
Dedra Johnson
Rupert Nedd

SAFE SCHOOL PLAN

EMERGENCY KITS CHECKLIST

ANSWER

| | |
|---|-----|
| A copy of the DeKalb Emergency Management Manual | Yes |
| A copy of the Safe School/Crisis Management Plan | Yes |
| Current call rosters of all students including pertinent medical information, phone number, release information and contact information | Yes |
| Current list of all staff members including phone numbers and contact information | Yes |
| 10 writing tablets and pens/pencils | Yes |
| 10 working magic makers | Yes |
| Signage for Staging Area | Yes |
| 500 plain white peel-off name tag stickers(used to identify students,staff or Crisis Team) | Yes |
| Student release/sign-out sheets | Yes |
| List of students on off-campus trips | Yes |
| Five sets of safety gloves | Yes |
| Floor Plan of the building | Yes |
| Site Plan of the grounds and surrounding areas | Yes |
| Copies of photographs of the building(interior and exterior) | Yes |
| Copies of student and staff emergency contact/release information | Yes |
| Information regarding any student with medical problems that may be impacted by the evacuation or emergency | Yes |
| Most recent yearbook | Yes |
| Flashlight and extra batteries | Yes |
| Bullhorn and extra batteries | Yes |
| Cell phone and/or walkie-talkie | Yes |
| Basic First-Aid Kit | Yes |
| Emergency phone numbers of assistance agencies(Dekalb Police Dept., Poison Control, ect.) | Yes |

SAFE SCHOOL PLAN

ATTENDANCE AND DISCIPLINE

ANSWER

| | |
|---|-----|
| Student and parents are informed of student behavioral expectations and school discipline procedures. | Yes |
| All students and parents receive and sign for a copy of the current Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. | Yes |
| All students are taught the contents of the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. | Yes |
| Grade-appropriate Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook tests are administered to all students. | Yes |
| All absent or new students receive and are taught the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook. | Yes |
| Weapons, Drugs, Safe School Zone, and Bullying Signs are posted. | Yes |
| The state-sponsored Weapons and Drugs reporting number 1-877-SAY-STOP is posted. | Yes |
| A daily record of student absences is maintained and parents are contacted. | Yes |
| Students may be checked out of school ONLY by a parent or guardian. | Yes |

SAFE SCHOOL PLAN

REPORTING CHECKLIST

ANSWER

| | |
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| Violations of state and federal laws that occur on school property or at school events are reported to a law enforcement agency. | Yes |
| A record is kept of disruptive, dangerous incidents on school property or at school events. | Yes |
| Administrators are designated to complete and file accident and incident reports. | Yes |
| All staff members are aware of child abuse/neglect reporting requirements. | Yes |
| All staff members are told to report unsafe and potentially unsafe situations and/or conditions to the administrative staff. | Yes |
| All staff members are told to report incidents of bullying and any other types of harassment. | Yes |
| At least one hour of personal safety instruction is scheduled for the staff. | Yes |
| Each teacher receives a copy of the Emergency Procedures booklet. | Yes |
| All staff members have or will receive information on the policy relative to student restraint. | Yes |

SAFE SCHOOL PLAN

SAFETY AND SECURITY CHECKLIST

ANSWER

| | |
|--|-----|
| All windows are in good repair with no broken or missing windows. | Yes |
| Surveillance cameras and monitors are in good working order. | Yes |
| Staff members are trained on the proper use and maintenance of surveillance cameras. | Yes |
| All cameras are operable and the monitors are placed where staff can see them. | Yes |
| Glass in entrance doors is safety glass. | Yes |
| Door-locking hardware is in proper working order. | Yes |
| Door panic bars are operable and in good working condition. | Yes |
| Handrails and non-slip steps are provided in stairways. | Yes |
| Access to electrical panels in all areas is restricted. | Yes |
| All portals/hatches are secured with hasps and padlocks. | Yes |
| Mobile classrooms, outbuildings, and storage sheds are secured and locked. | Yes |
| Building access control is assigned to an administrator. | Yes |
| Keys and duplicates are kept in a locked key cabinet. | Yes |
| Master keys are kept to a minimum and the control access system is monitored. | Yes |
| Keys and employee IDs are collected from employees who no longer work at the school. | Yes |
| All keys are checked in and accounted for at the end of the school year. | Yes |
| Areas around the building and mobile classrooms are lighted. | Yes |
| Chemical storage areas are locked and inventoried on a regular basis. | Yes |
| Science lab equipment and chemicals are secured and inventoried on a regular basis. | Yes |
| Access to bus loading areas is restricted during arrival and dismissal. | Yes |
| Staff members are assigned to student parking areas at arrival and dismissal. | Yes |

SAFE SCHOOL PLAN

SAFETY AND SECURITY CHECKLIST

ANSWER

| | |
|---|-----|
| Parking areas are supervised during the school day or can be seen from the school. | Yes |
| An area is designated as the pick-up/drop-off area for car riders. | Yes |
| Exterior and interior walls are free from graffiti. | Yes |
| Graffiti is reported to the school police immediately and not cleaned until cleared by police. | Yes |
| School personnel know locations of shutoffs for water, gas, HVAC vents. | Yes |
| Hallways are clear of travel impediments during the school day and during night activities. | Yes |
| Vehicle access to playground/athletic areas is restricted. | Yes |
| All playground/athletic areas are fenced and are supervised when students are present. | Yes |
| Playground and athletic equipment is in good repair and is inspected frequently. | Yes |
| Visitor policy signs and trespassing signs are displayed in plain view and are in good repair. | Yes |
| All visitors, including parents, are required to sign in at the front office and wear an ID badge. | Yes |
| All visitors check out upon leaving the building and turn in their ID badge. | Yes |
| Visitor parking is clearly marked. | Yes |
| All employees wear ID badges at all times during work/school hours and on field trips. | Yes |
| All commercial deliveries are made at one designated entrance. | Yes |
| All commercial deliveries are inventoried by an employee. | Yes |
| Delivery persons are accompanied by an employee. | Yes |
| All food deliveries are inspected and inventoried by food service personnel. | Yes |
| Students are issued parking permits for school parking only upon proof of a valid driver's license. Reason: Not Applicable | No |

SAFE SCHOOL PLAN

SAFETY AND SECURITY CHECKLIST

ANSWER

| | |
|---|-----|
| Student access to parking areas during the school day is restricted. | Yes |
| Student drivers are aware that vehicles are subject to search when on school property. Reason: Not Applicable | No |
| Employees are aware of their responsibility for items in their vehicle while on school property. | Yes |
| Students are restricted from entering or remaining in vacant classrooms. | Yes |
| At the end of the school day, classrooms, restrooms, locker rooms, mobile classrooms, and all exterior doors are checked. | Yes |
| Classroom-to-office communications is operable and routinely tested. | Yes |
| Walkie-talkies are strategically located throughout the building and are in good repair. | Yes |
| All school equipment has been labeled and inventoried. | Yes |
| An updated equipment inventory is maintained throughout the school year. | Yes |
| All fundraising money or checks are given to the bookkeeper daily. | Yes |
| All fundraising money or checks are placed in the school vault daily. | Yes |
| Building vault has controlled access and can be opened from the inside. | Yes |
| School cafeteria daily receipts are transported with an escort to the office/vault area. | Yes |
| Cafeteria is arranged so tables and chairs do not block access to doors. | Yes |
| Fire extinguisher, First Aid Kit, and Choking Posters are in the cafeteria. | Yes |
| Student medicine procedures are available to student and parents. | Yes |
| Student medicine is identified by name, doctor, dispensing instructions, and is dated. | Yes |
| Student medicine is secured (locked) with controlled access at all times. | Yes |

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SAFETY AND SECURITY CHECKLIST

ANSWER

| | |
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| Students sign and date each time they take their medication. | Yes |
| Students take their medication in the office area. Students may keep asthma medication or Epi-Pen with them if they have a doctors note. | Yes |
| All student medication is picked up by parent at the end of the school year. | Yes |
| School staff is aware of proper response to blood and other body fluid spills. | Yes |
| Students/staff use lab/science safety equipment at all times during experiments and lessons. | Yes |
| Science/lab safety procedures are posted, reviewed, and practiced. | Yes |
| Fire extinguishers are located throughout the building and are routinely inspected. | Yes |
| The locations of fire extinguishers are clearly marked and fire extinguishers are accessible. | Yes |
| Staff members have been trained on proper use of fire extinguishers. | Yes |
| Mechanical rooms and other hazardous material storage areas are locked. | Yes |
| Area at and near the dumpster is clean and free of flammables. | Yes |
| All vehicles are kept out of all fire lanes at all times. | Yes |
| Boiler room is clean, free of debris, and is NOT used for storage. | Yes |
| Access to boiler room is restricted and the boiler room is routinely inspected. | Yes |
| Restrooms are clean and are inspected on a regularly basis throughout the day. | Yes |
| Procedures are in place to evacuate disabled students and staff. | Yes |
| Copies of the Emergency Procedures and Protocols booklet are distributed to all staff members. | Yes |
| New and temporary staff members are informed of emergency and safety procedures. | Yes |

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SAFETY AND SECURITY CHECKLIST

ANSWER

The staff is trained in Intruder Alert Procedures, including the alert and clear signals. Yes

School bus safety rules are distributed to all students. No
Reason: Not Applicable

All students participate in school bus emergency evacuations drills twice per year. Yes

For every field trip, a complete manifest of students and staff is on each school bus and a copy is left at the school. Yes

The intrusion alarm system and fire alarm system are operational and are periodically inspected and tested. Yes

A list is maintained of staff members who are trained and authorized to activate and deactivate the alarm system. NOTE: Parents shall not activate or deactivate the system. Yes

The Midland Digital Weather/Hazard Alert Monitor is operational and located where staff can hear the alarm. NOTE: Contact Student Relations if the monitor is not operational. Yes

All students and staff members are brought into the building from mobile classrooms during storm warnings. No
Reason: Not Applicable

Emergency early dismissal procedures are in place and practiced. Yes

Staff members are designated to secure the building after school hours. Yes

A list is maintained of after-school/extra-curricular activities and programs. Yes

On teacher work days and other non-student days, including summer days, staff work schedules are arranged for the safety of the staff and security of the building. Yes

The Front Office Area is arranged with security in mind: surveillance camera, desks facing the doorway, clear check-in and check-out procedures, walkie-talkie available at all times. Yes

The school has implemented an anti-bullying and anti-harassment program/strategy. Yes

A procedure has been established to track reports made by students and staff of bullying and harassment incidents. Yes

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SAFETY AND SECURITY CHECKLIST

ANSWER

A procedure has been established to investigate reports made by victims of bullying or reports made by their parents. Yes

The school has a committee charged with developing a plan for the analysis of discipline, attendance, other student surveys/data and staff surveys in order to develop prevention activities and strategies. Yes

Elementary Schools: The school has implemented or has plans to implement the DeKalb County Fire Departments Risk Watch Program. No
Reason: Not Applicable

Procedures have been developed for two-way communication with portable classrooms/modules. No
Reason: Not Applicable

Portable classrooms are locked when unoccupied. No
Reason: Not Applicable

Portable classroom doors are locked when class is in session. No
Reason: Not Applicable