

EMERGENCY MANAGEMENT PLAN

SOUTH FENTRESS ELEMENTARY SCHOOL

5018 Wilder Road

Grimsley, Tennessee 38565

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TABLE OF CONTENTS

Media Procedure.....	2
Chemical Spill.....	2
Gas Leak	2
Emergency Numbers.....	2
Gun on Campus.....	3
Crisis Management Team.....	4
Hostage Situations.....	5
Intruder in Building.....	5
Potential Suicide Checklist.....	6
Student to Student Fights	7
Student Disturbance Incident.....	7
Tornado Shelter Plan	8
Tornado.....	8
Earthquake.....	8
Bomb Threat Procedure & Checklist.....	9
Fire or Unexpected Explosion.....	10
Fire Drill Plan.....	10

MEDIA PROCEDURE

Do not release student or staff names to the media. Refer all media to the Director or his appointed designee. Any misinformation to the media can create confusion.

CHEMICAL SPILL (CODE ORANGE)

H spill or fumes occur outside building:

- *Keep students inside.
- *Close windows.
- *Don't step in spilled material.
- *Establish contact with police, fire and health departments.
- *Contact central office.
- *If students are outside, move upwind.

GAS LEAK (CODE ORANGE)

- *Call 911
- *Do not turn on lights or electrical appliances and notify building occupants of the same.
- *Attend to student safety.
- *Notify the Central Office at 879-9218.
- *Notify for maintenance.

EMERGENCY NUMBERS AND COMMUNICATION PROCEDURE

Communication Procedures for Person in Charge

1. Emergency Services 911

(police, Fire, Ambulance)

2. Sheriff 879-8142

Tell dispatcher specifically where you are located and briefly what the emergency is. Remain there until help arrives.

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between hospital and district administration, with instructions to relay progress reports as soon as possible.

3. Immediately report crisis to:

Director of Schools.....879-9218, 879-7746

PROCEDURE TO FOLLOW WHEN GUN IS ON CAMPUS

I. Handling a Weapon-Wielding Student

1. Evacuate the perpetrator
2. Isolate
3. Negotiate
4. Remain Calm
5. Get Help
6. Avoid Heroics
7. Don't Threaten
8. Keep a safe non-intimidating distance
9. Avoid sporadic movements
10. Look for a place to dive or jump
11. Report the incident to the police

II. Student Suspected or in Possession of Firearm

*Two administrators are to accompany student to private office. Remain close to student and tell student to keep arms at side of body. Prior to the search, inform student as to why you are searching him/her.

*Check the student and check all clothing and book bags. The extent and intrusiveness of the search of the student's person may increase based on the level of your suspicion. Respect the student's privacy.

*Check suspected student's locker. Have student accompany you to locker.

*Allow student to explain his/her side of the story.

*Document and date what you did and why you did it.

*If a weapon is found, immediately call police support officer and have the student arrested. *Report firearm possession to law enforcement official and school superintendent.

III. If you have a tip that a student has a gun in their locker:

*Two administrators should inspect the locker. You may have sheriff accompany you also.

*If a weapon is found, ask principal to call police and have student arrested.

*If a student reports that another student has a gun, get as much information as possible.

*If a student should pull a gun on you, Do Not try to disarm the student. Remain calm; back away and inform student to put gun down. Do not threaten the student. If possible, have someone notify police.

*If a student is searched for suspected gun and no gun is found, be sure to inform the parents/guardians as to why you conducted the search. If an arrest is made, an administrator will notify parents/guardians.

CRISIS-MANAGEMENT TEAM

Building Chain of Command (person in Charge)

- | | |
|--------------------------------------|-----------------------|
| 1. Tracey Burnett, Principal | 5. |
| 2. David Wright, Assistant Principal | 6. Carol Beaty |
| 3. Shane Monday | 7. Connie Richards |
| 4. Brenda Franklin | 8. Guidance Councilor |

When in a crisis mode, every action must be communicated immediately to all members of the Crisis Management Team.

Alternate School Locations

Faculty, staff and student body of South Fentress School will relocate to the following location: Save the Children Building (863-4326)

Relocation center is within walking distance of the school. In the event of an education and relocation, the student body would be escorted to this location by the faculty and staff. The appropriate authorities would be notified immediately for assistance.

If an alternate site is needed, a phone call **MUST** be made to alert the people in the alternate facility.

HOSTAGE SITUATIONS

The Principal or Designee will:

1. Call 911
2. Call the Director of Schools
3. Access situation, render first-aid, and keep everyone calm.
4. Move students to safe place away from immediate site of incident, teachers take roll.
5. Call Plateau Mental Health. *1-800-281-4943 1-931-432-4357
6. Review Communications Plan
7. Follow Post Intervention Plan.

I. If the hostage situation occurs in your classroom or area of supervision:

1. Do not panic! Help students keep calm. Avoid quick movements.
2. Follow the instructions of the hostage taker(s), and inform students to do so as well.
3. Do not try to be a hero/heroine by attacking or trying to disarm attacker.
4. Don't bargain or try to negotiate with the hostage taker; this is the responsibility of the trained professionals.
5. Keep your grade book and seating chart. Know who is absent from class that day.
6. Follow any instructions of law enforcement hostage negotiator.
7. Trust the negotiators! Do not criticize their actions. Accommodate the captor. Ask permission to speak. Face captor when speaking. Don't crowd his/her space. Be respectful; never argue.
8. Stay alert. Attempt escape only if hostage taker(s) fall asleep from exhaustion. Evacuate students first.

II. If a staff member observes a hostage situation:

1. Make no personal intervention into the situation.
2. Quietly remove self from area.
3. Call the Police Department and Central Office immediately.
4. Remain out of sight of hostage takers.
5. Remain in proximity to hostage area so other staff and students can be kept from entering hostage area. Enlist other staff members to help secure area.

INTRUDER IN THE BUILDING

First person to notice intruder (person with a weapon or person who is upset or acting out of control) should notify Principal by using intercom, if possible, by the words "I need #13 in() room.

Alarm for intruder: "Lock down #13 from office." Alarm sounded means:

- I. Lock the classroom door.
2. Do not allow students to leave the classroom.
3. Be seated on the floor next to an interior wall away from windows and doors until further notice.
4. Teachers take an accurate count of students.
5. Staff communicates to office any information regarding intruder.
6. Principal or assistant will notify police and school director if needed.

POTENTIAL SUICIDE CHECKLIST

"Under no circumstances do you leave the individual alone."Talk to the student to determine if there are any dangerous instruments close at hand and remove any dangerous instruments. "Take the student to the school counselor or administrator who will do the following:

Assess the degree of risk

Implement intervention plan

"Contact student's parent or guardian and plan with them how to help the student.

"Family specialists, police and/or Child Protective Services may need to be involved if parents are unable or unwilling to help.

*Refer parents or guardians to appropriate services from physicians, mental health professionals and/or community agencies.

*Police involvement may be required in situations where the student is assessed to be in immediate danger and parents cannot be located or are unable to help.

If there is an Extreme Risk

*Gill the Police

*Calm the student by talking reassuringly until the police arrive.

*Try to protect the student.

*Call the parents and guardians and inform them of actions taken.

Follow up

*Check to see that the student is receiving the appropriate services.

S.UICIDE ATTEMPT OR COMPLETION ON CAMPUS

The Principal or Designee Will:

A. Treat attempted suicide as a medical emergency.

1. Call 911

2. Contact the Director of Schools.

B. Should the suicide occur:

1. Call 911

2. Designate a person to secure the areas until arrival of police officer and other responding units.

3. Notify the Director of Schools.

C. Furnish name, address, and phone number of parents, guardian or nearest relative to police.

D. Ensure that post intervention strategies for students are available by contacting the appropriate student support service (counselor, Mental Health Center). "

E. Have predestinated spokesperson for media in the event the principal is" not available.

F. Principal should have predestinated areas in the school to use for counseling students after a suicide occurs.

STUDENT TO STUDENT FIGHTS.

Stop a fight before it becomes physically violent. Several keys to early intervention:

- *Don't ignore warning signs.
- *Get assistance.
- *Approach calmly and confidently.
- *Assume a supportive stance, off to the side and away from both individuals.
- *Use a distraction such as a shout, blink the lights or clap before communicating with participants.
- *Use firm nonverbal that are calm, supportive and rational.
- *Do not take sides.
- *Set and enforce reasonable limits.
- *Separate the participants and allow time to calm down.

If a fight ensues. do not jump into the fight. Physical intervention should be the last resort, and it should be a team effort. First try verbal intervention. If a staff member is alone:

1. Get assistant.
2. Remove obstacles and weapons.
3. Remove onlookers.
4. Attempt verbal intervention.
- S. Identify yourself to those involved.
6. Call the student by name.
7. Stay away from the middle.
- S. Remove glasses.
9. Give specific commands.
10. Defer to rules, not personal authority.
11. Avoid physical force if possible.
- U. Remove participants to neutral locations.
13. Obtain identification.
14. Get medical attention if necessary.
15. Provide protection/support for victims.

STUDENT DISTURBANCE INCIDENT

1. Follow instruction of the school administrator.
2. Make a list of students absent from your class.
3. Lock classroom door, if possible.
4. Do not allow students to leave the classroom for any reason, unless you receive word from an administrator.
5. Keep your grade book, seating chart and purse handy.
6. Remain calm and in control Keep students calm.
7. Don't try to speculate as to the nature or extent of the incident. Do not discuss with the students. Inform the students that the administration will update the students and staff as soon as possible.
8. Document (Names, descriptions, etc.) anything you hear or see from students that you think may be helpful later.

TORNADO SHELTER PLAN
2 long bells (code green is issued)

K-2 wing	Go to Playroom
3-5 wing	Go to Music Room and hallway beside the Music Room
6-8 wing	Go to Restrooms and hallways beside classrooms
Library	Go to Library storage room
P.E.	Go to Dressing Rooms

TORNADO

The best shelter from a tornado is a specially constructed shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this is not available, take these precautions:

1. Make announcement concerning inclement weather.
2. Proceed to assigned area.
 - a. Stay away from windows.
 - b. Get beneath heavy furniture. Otherwise, lie face down, head covered, along the wall of an interior hallway on the lowest floor available.
 - c. Avoid auditoriums, gyms, or any room with a wide free span roof.
3. Stay in place until released.
4. Develop an emergency evacuation plan to familiarize occupants with all available school exits, particularly those not ordinarily used.
5. If involved in the tornado, call 911 or Sheriff 879-8142 ---
Director of Schools 879-9218, 879-7746
6. Attend to student safety.

EARTHQUAKE

Protect from falling objects:

- a. Get beneath a desk, table or bench. If possible, cover head with coat or other clothing to minimize injury.
- b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside wall, windows or other expanses of glass.
- c. The custodians will disconnect gas lines.

BOMB THREAT PROCEDURES
(CODE BLUE)

Use Threat Call Checklist: (see below)

*Upon receiving a bomb threat, the person receiving the call should make every attempt to:

- A. Prolong the conversation.
- B. Identify the background.
- C. Note distinguishing voice characteristics.
- D. Interrogate the caller as to description of bomb, where it is, when it will explode.

*As soon as the call is completed, the recipient should write down approximate age and probably sex and race. Note other facts such as accent, background noise, is caller intoxicated, etc.

Notify the Principal who will immediately alert the police – 911 and provide all available information.

- The Principal or person in charge will decide whether to evacuate the school.
- If what appears to be a bomb is found, DO NOT TOUCH IT. The police will take charge.
- Evacuate personnel at least 300 feet from building. During inclement weather and possible prolonged search, move students to alternate location. (Save the Children Building or High School)
- Be aware that one would most likely conceal a bomb inside the building in an area easily accessible to students (lockers, halls, foyers, etc.). Any evacuation which requires students to move through those areas might increase the risk of injury during detonation. Also, the movement of a large number of individuals could jar the device and detonate the explosive.
- Be sure students are extremely quiet and orderly since noise and motion could set the bomb off.
- After all students have been evacuated, all utilities should be turned off.
- Check absentee list for possible clues.
- Attendance will be taken when students are assembled away from school.
- Alert Office of the Director of Schools.

BOMB THREAT CALL CHECKLIST

Don't Hang Up Phone (Use another phone to call police)

Record the EXACT Words Used by Caller:

Ask:

- What time is it set for?
- Where is it?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why are you doing this?
- What is your name?
- What is your address?

FIRE OR UNEXPECTED EXPLOSION

The principal or designee will:

- Initiate the regular fire drill procedures immediately—evacuation of building with possible modifications.
- Call 911
- Notify Director of Schools at 879-9218 or 879-7746
- Proceed to alternate site for your school.
- If possible, students will be sent home. Parents can pick them up at alternate location if they choose.

FIRE DRILL PLAN

One long bell (Code Blue)

1. At the sound of the fire alarm, all students must walk rapidly out the exit nearest their room, without crowding or running. The teacher will check to see that all students are out of the room and will close the door.
2. The first students outside must move away from the building so they do not block the exit for those following.
3. Teachers are responsible to see that students move away from the building and into designated area.

Please use emergency doors in classrooms.

Please have students leave in an orderly fashion and line up outside. Teachers should follow their class out the door and should lead them back into the room. Someone in each room (teacher, aide, student, etc.) should be designated to turn off the lights and close the classroom door. Please make sure each student in your room is accounted for by roll call.

Please remain outside the building in your designated area until the all clear announcement is given.

A minimum of two fire drills must be held each month.