

POWELL VALLEY ELEMENTARY CRISIS MANAGEMENT PROCEDURE

Updated 10-24-2022 (CO#928)

CRISIS MANAGEMENT PROCEDURE

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PVES CRISIS TEAM

AGENCIES:

Emergency Dispatch	911
Sheriff's Department	626-2501 or 626-3000 EXT. #1 (non-emergency)
Fire Department	911
Central Office	_____ Bob Oakes
Principal	869-4659 or 869-5952 Melissa Edwards
Assistant Principal	869-5952 MJ Meredith
Transportation	626-4333 or 626-4334 Travis Bailey
Maintenance Supervisor	_____ Jake Rowe
Lead Custodian	423-871-2104 Seth Dziadul (K-4th) 423-441-0815 Audrey Johnson (5th-8th)
Poison Control Center	1-800-222-1222
TN Highway Patrol	1-423-348-6144
National Response Center & Terrorist Hotline	1-800-424-8802
School Nurse	869-4659 Mandy Ausmus
Secretary	869-5952 Sherry Saylor (5th-8th) 869-4659 Shannon Ellison (K-4th)
School Counselor	869-4659 Julie Wilhoit
Designated Back-up in absence of Principal or Asst. Principal Assistant Team Coordinator	423-441-0014 Cindy O'Mary - SRO

**PVES EMERGENCY PLAN
INCIDENT COMMAND ASSIGNMENTS**

POSITION	PRIMARY	SECONDARY
Incident Commander	M. Edwards	MJ Meredith
Communications Recorder	Samantha Mabes	Megan Cinnamon
Staff Assignments	M. Edwards	MJ Meredith
Police/Fire Liaison	Shane Ausmus	Gerald Miracle
Student Accounting	Sherry Saylor	
Off-Site Bus Staging	Seth Dziadul (K-4th)	Audrey Johnson (5th-8th)
Off-Site Evacuation	Annetta Bannister (K-4th)	Amanda Dziadul (5th-8th)
Parent Reunion Organizer	Shannon Ellison	
Media Liaison	MJ Meredith	
School Site Security	SRO - Cindy O'Mary	
Counseling	Julie Wilhoit	
• Command Post	PVES Main Office	
• Secondary/Off Site Post	Haynes Flat Baptist Church	
• Reunion Area	Front Parking Area Haynes Flat Baptist Church	
• Off Site Evacuation Area	Haynes Flat Baptist Church	
• Media Staging Area	Side of Haynes Flat Baptist Church	
• Bus Staging Area	PVES Front of Building in Reg pick up	

POWELL VALLEY ELEMENTARY EMERGENCY MANAGEMENT PLAN

This plan has been developed for use in case of fire, tornado, explosion in the building, riot, accident, etc. All members of the faculty and other employees shall familiarize themselves with this plan, be prepared to activate it immediately, and perform other duties as may be assigned.

SCHOOL SAFETY PLAN

The faculty and staff at Powell Valley Elementary have developed a school safety plan to be used in the event of emergency. Our intent is to plan for emergencies so that we may better care for children attending our school. We expect the best of behavior and require that all students are totally quiet and orderly at all times so they might hear any and all emergency instructions. Emergency drills will be practiced routinely according to State and Board policies.

As a means of providing a secure environment for our students, we require all persons to enter the building through the main front door, check in at the office, and receive a visitor's pass if progressing through the building. Signs are posted requiring all visitors to check in at the office and prohibiting the possession and use of weapons, drugs, and tobacco on our school campus.

We welcome any input as to improvement in the security of our school and environment.

For emergency situations, it is prudent that the location of emergency equipment be made known.

- A. FIRE EXTINGUISHERS are found in the corridors and cafeteria.
- B. FIRST AID KITS are located in the front office and nurse's clinic.
- C. ELECTRICAL SHUT-OFF SWITCHES are located outside the main exit.
- D. WATER, GAS, AND ELECTRICAL SHUT-OFFS for different sections of the building are indicated and highlighted on the map in this document.

In the event of an emergency, if the building is accessible, the main office will become the command post for information and activity. If entry to the building is a hazard, the command post will be in the back parking lot. Communication will be by radio, intercom or cell phone. If emergencies occur that prohibit the use of radios, intercom or cell phone, teacher assistants and other available personnel will act as runners to relay necessary information.

Emergency and contact information for each student is located in the office in files at the secretary's desk. This information is to be utilized only by school personnel. Emergency files for notifying families of employees are located in the office. The crisis response team has appointed a group of staff members to field questions and help in maintaining order in the event of an emergency. This team will direct parents as to what our next steps will be an attempt to calm fear.

After hours emergency occurrences should be signaled by the security alarm. After hours, the company that monitors the security system will notify the proper authorities and school personnel. The following sections of this document deal with specific emergencies.

EMERGENCY EVACUATION PLAN FOR FIRES, BOMB THREATS, GAS LEAKS, EXPLOSIONS, ETC.

- A. Emergency alarm or verbal warning via intercom/radios
- B. Notify SRO and Call 911
- C. All teachers collect roll books
- D. Teachers make a visual check of area for anything unusual. (Anything unusual should be relayed to the report designee.)
- E. Do not touch anything unusual.
- F. Students walk out designated exits in a quiet, orderly manner.
- G. Classroom doors are closed.
- H. Teachers check for unusual circumstances while exiting the building.
- I. Students should report well away from the building and not block drives.
- J. Teachers should supervise students and account for each student through attendance.
- K. Names of any unaccounted students will be sent to the report designee.
- L. Report designee will notify the principal for location of student.
- M. Students will remain outside as long as necessary to secure the building,
- N. For students who need assistance in moving, the classroom teacher will assist them to the designated area.
- O. Students do not go to lockers. Only necessary items at the desk are taken out.
- P. A copy of classroom rolls is in the office and in emergency first aid kits in front office and nurse's clinic.
- Q. Emergency drills are held monthly, or as deemed necessary.

EVACUATION REQUIRING TRANSPORTATION

- A. The building will be evacuated following a predetermined plan.
- B. The Central Office is notified.
- C. The principal, with concurrence of Director of Schools and Transportation Supervisor, will determine how students are to be released and transported.
- D. The Transportation Supervisor will arrange transportation.
- E. Principal and office personnel will remain at school site to handle calls.

FIRE

In the event of a fire:

- A. Anyone witnessing the fire will pull the nearest fire alarm and call 911.
- B. Stay calm and assess the situation.
- C. Identify the name and address of the school, describe the emergency, and indicate that the school is being evacuated.
- D. Remain on the phone to provide location of the fire within the building, updates, and any additional information if SRO is unavailable.
- E. Conduct evacuation procedures, account for all students/staff, and be prepared to evacuate off-campus to a relocation site, if needed.
- F. Be prepared to utilize an alternate path if the primary exit route is unsafe.
- G. Ensure the building is evacuated.
- H. Render first aid to injured students/staff that may be in or near the area, as long as it is safe to do so.
- I. Assist police/fire/EMS, as needed.

FIRE QUICK REFERENCE

- Pull the nearest fire alarm.
- Turn lights off and close door.
- Proceed to the nearest available exit.
- Assist persons with disabilities/special needs.
- Meet at designated rally point away from building.
- Stay in groups.
- Account for individuals.
- Re-enter building only when directed by authorities.

OPEN CARRY OF A GUN

Anyone that sees a person other than a uniformed officer carrying a gun (rifle or handgun) on school grounds should immediately initiate a lockdown of the building using the following procedures:

- A. Initiate a lockdown by announcing : "Lockdown immediately! Lockdown immediately!"
- B. Notify SRO and Call 911.
- C. Notify principal.
- D. Follow lockdown procedure, await further instructions.

ACTIVE SHOOTER & LOCKDOWN

If an active shooter is spotted a lockdown should be announced. Any staff member is empowered to initiate a lockdown. Make the following announcement using the building public address system or by any means available at the time:

Lock down immediately!
Lockdown immediately!

- A. Notify SRO and Call 911. Identify the name and address of the school, describe the emergency, indicate that the school is going into LOCKDOWN, provide a description of the suspect(s) and weapon(s), if known.
- B. Remain on the phone and provide updates and additional information to the emergency dispatcher, if you can do so safely.
- C. DO NOT approach police officers as they attempt to locate and neutralize the threat.
- D. DO NOT attempt to make contact with the individual who poses a threat.

General lockdown procedures:

When instructed to do so or when in your opinion the situation warrants:

- A. If 911 has already been contacted, proceed to next step. If you are unsure, call 911 anyway to let them know the school is going into lockdown and explain why.
- B. Ensure that all students and staff take immediate refuge, securing all doors and windows, and barricading as many items possible between students/staff and the threat. Close all shutters/shades on doors/windows.
- C. Render first aid to injured students/staff that may be in or near the area, as long as it is safe to do so. Find and secure yourselves and any students in a safe location.
- D. Move to least visible area of the room, remain silent, and students should turn cell phones off- staff should turn cell phones to "vibrate"
- E. Await further instructions.

If necessary and safe to do so, authorized staff should:

- A. Notify central office.
- B. Notify students/staff outside to immediately move to the off-campus assembly area(s); account for the students/staff and be prepared to evacuate off-campus to a relocation site.
- C. Notify transportation department to stop all in-bound busses and redirect them to designated sites.

DO NOT LEAVE A SECURE LOCATION DURING A LOCKDOWN EVEN IF THE FIRE ALARM ACTIVATES AND THERE IS NO SIGN OF FIRE OR SMOKE!

DO NOT OPEN THE DOOR FOR ANYONE EXCEPT A LAW ENFORCEMENT OFFICER WITH A SCHOOL REPRESENTATIVE!

ACTIVE SHOOTER QUICK REFERENCE

- **LOCK OUT-** Find shelter and lock your door. If locked out of a safe place run away from the danger zone to a rally point or to emergency personnel.
- **HIDE OUT-** Barricade the room. Turn off lights, be quiet, and stay out of sight. Prepare to evacuate and protect yourself by any means necessary.
- **GET OUT-** If at any time the situation warrants, evacuate to a rally point or to emergency personnel.

WEATHER WARNINGS

Information of severe weather, such as tornadoes and storms, shall be announced by principal/designee to the faculty, students, and others when necessary to seek shelter in areas of the building. The notification shall be by intercom/radios/cell phones or emergency alarm. If the intercom/radios/cell phones/alarm system is not functioning, runners will be sent to the individual classrooms to notify teachers and students of the need to take shelter. The weather will be monitored on the internet. If weather threatens, we will evacuate all portables. No portables will be used until an all clear is given by the weather broadcast.

Watch: A precautionary alert is issued when conditions are favorable for the development of severe weather in a specific area. Outside events for the students are to be canceled or moved inside.

Warning: Issued when severe weather has actually been sighted or indicated by radar in a specific area.

Note: At the first sign of severe weather, all students and staff outside should return to the building.

TORNADO WARNING OR SEVERE THUNDERSTORM WARNING

In the event of either of these warnings the following will take place:

- A. Monitor developing weather conditions.
- B. If conditions warrant protective measures to be taken, the principal/designee will notify all personnel via the intercom/radios/cell phone/runners.
- C. All students and personnel will go to the predetermined location for shelter and remain until told otherwise.
- D. Students should take coats or large books to cover their heads during drill or actual tornado.
- E. Students will assume tornado position upon arriving in the designated area.
- F. In the event that time does not permit movement to a designated area, students and teachers will get to the safest area possible. This is the inside wall of the room, farthest away from any opening to the room, window, or door.
- G. If a tornado occurs or if there is a medical emergency, contact 911 immediately.
- H. If damage has occurred to the building, evacuate the affected areas/campus if able to do so safely.
- I. Discourage the release of students/staff until the severe weather passes.
- J. Account for all students/staff and visitors.
- K. Keep students quiet and calm.

SEVERE WEATHER QUICK REFERENCE

- Close all doors, including main corridors
- Move to lowest interior space of building (hallway, basement, restroom) away from windows, doors and glass.
- Crouch near floor under heavy, well supported objects and cover back of your head.
- If outdoors move to sturdy building.
- If there is no time to get into a building lie flat in nearest depression (ditch, ravine) and cover back of your head.

BOMB THREAT

In the event of a bomb threat, the following will take place:

- A. The person taking the call will obtain as much information as possible: Type of bomb, location, phone number, time of detonation, description, reason for bomb, etc.
- B. Note the exact time of threat.
- C. Immediately inform the principal/designee.
- D. Notify SRO and Call 911
- E. When safe to do so, notify central office.
- F. Building evacuated by standard fire drill procedure.
- G. Principal/designee will meet the first emergency vehicle.
- H. Teachers and students should remain outside until further notice.
- I. DO NOT communicate using radios or cell phones.

BOMB QUICK REFERENCE

- Do not touch any suspicious devices. Report and avoid them.
- Evacuate the building using standard fire drill procedures. Alternate route may be necessary to avoid bomb/suspicious device.
- DO NOT communicate using hand held radios.
- DO NOT communicate using cell phones.
- DO NOT turn lights on or off. Leave them as they are.

DISCOVERY OF BOMB OR SUSPICIOUS DEVICE

In the event a bomb or suspicious device is found:

- A. Direct staff and students not to touch any suspicious devices.
- B. Notify SRO and Call 911
- C. DO NOT communicate using radios or cell phones.
- D. The school principal or designee will immediately cause evacuation of the building using standard fire drill procedures. Alternate routes may be necessary to avoid the area where a suspicious device may be.
- E. Hand held radios should be OFF and lights should not be turned ON or OFF.
- F. Notify the Director of Schools, when safe to do so.
- G. The principal, assistant principal, and lead custodian will meet emergency vehicles.

GAS LEAK

Signs of a natural gas leak:

- A. "Rotten egg" smell
- B. Blowing or hissing sound
- C. Dead or discolored vegetation in an otherwise green area
- D. Dirt or dust blowing from a hole in the ground.
- E. Bubbling in wet or flooded areas
- F. Flames, if lead is ignited.

If odor is detected in a major part of the building, and it has been determined that the building is unsafe, the following will take place:

React:

- A. Leave the area immediately, without using anything that could ignite the natural gas.
- B. Do not use any electrical device, such as light switches, or telephone/cell phone near the leak.
- C. Do not use an open flame, matches or lighters.
- D. Do not re-enter the building or area until told to do so.

Report:

- A. Notify SRO and call 911 to report the leak.
- B. Notify principal and Director of Schools.
- C. Evacuate the building if necessary until the gas company gives clearance to return to the building.
- D. Go to a safe location.
- E. Contact the maintenance supervisor- Jake Rowe
- F. Contact gas company

GAS LEAK QUICK REFERENCE

- Evacuate the building to the designated rally point and await further instructions
- Do not operate any electrical devices, phones, appliances, light switches, or equipment with open flames near leak.
- Do not try to locate the source of the leak.
- Alert school personnel/ office.
- Re-enter area only when directed by authorities

Power Outage

In the event of a short term or prolonged power outage:

- A. Contact the custodial/maintenance personnel regarding the utility outage.
- B. Ensure the local utility company has been contacted.
- C. Determine the full extent of the utility failure for the principal/administrator.
- D. Keep students in the classroom and continue to teach unless there is an immediate hazard associated with the outage.
- E. If school is dismissed early, refer to individual student emergency forms to confirm student destinations. Make phone calls, as necessary, for alternate plans and document the change on the student's emergency form.

HAZARDOUS MATERIAL SPILLS IN AREA (Transportation, Manufacturing)

In the event that a chemical incident becomes apparent in any school location-- report the threat immediately (or as soon as it is safe to do so).

- A. Identify and react to the threat based on foreign or out-of-place substances present within or near the surroundings of the school.
- B. Identify and react to the threat based on emergency warning systems in place for the city, county, or state notification procedures.
- C. Identify the threat based on unusual or sizeable amounts of sickness-related symptoms being experienced with students/ staff.
- D. Notify SRO, principal and Call 911.
- E. Notification will be given via public address system, radios, or runners.
- F. Stay calm and assess the situation. Determine if the threat originates within or outside of the building.
- G. Custodian will turn off HVAC systems.
- H. If threat is determined to be inside the building, conduct evacuation procedures to an upwind, assembly area outside; ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance. Do not touch or step in spilled material.
- I. If threat is determined to be outside the building, shelter-in-place as far from the source of the contamination as possible, while providing the best means of protection for students/staff, and while limiting exposure time. Close all doors and windows and cover any gaps between doorways with a wet towel, duct tape, or similar means of obstruction.
- J. Have students/staff cover their nose and mouth with any fabric material.
- K. If you suspect that gas or vapors have entered the building, take shallow breaths through wet cloth or fabric.
- L. Ensure that students do not chew gum, eat, drink, or place any objects in their mouth.
- M. If explosion is possible, move away from windows.
- N. In the event of flammable spills in building or immediate vicinity, teachers should evacuate and turn off main electricity and gas jets.
- O. Ensure segregation of potentially contaminated persons to avoid cross contamination.
- P. Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- Q. Monitor public announcements through the local emergency manager or broadcast media and await further instructions.

HAZARDOUS MATERIALS QUICK REFERENCE

EVACUATE AND ISOLATE

- Alert people to evacuate the contaminated area.
- Avoid breathing vapors from spill.
- Alert school personnel/ office.
- If personally contaminated, avoid contact with others (isolate), seek eye wash and/or emergency shower.
- Do not operate any electrical devices, phones, appliances, light switches, or equipment with open flames, within spill area.
- Re-enter area only when directed by authorities.

MEDICAL/CARDIAC

MEDICATION OR SUBSTANCE OVERDOSE

- A. Notify office immediately for assistance by the nurse and principal.
- B. Notify SRO. Call 911 if life threatening.
- C. Try to keep person as awake and alert as possible.
- D. Notify trained staff for first aid assistance if available.
- E. Call the student's parents or guardian. (If employee, call spouse/emergency contact person).
- F. If a parent or spouse cannot be reached, call the doctor who is listed on the person's record.
- G. If the overdose is life threatening, administer life-sustaining techniques utilizing any trained people on staff. (Nurse has list)

ALLERGIC REACTIONS

- A. Keep student or employee as awake or alert as possible.
- B. Notify school nurse.
- C. Notify parent/guardian or spouse.
- D. Use trained staff as needed for first aid.
- E. If parent or spouse can't be reached, call the doctor listed on record.
- F. If reaction appears life threatening, call 911 immediately.

MEDICAL/CARDIAC QUICK REFERENCE

- Notify nurse, principal and SRO.
- If trained, administer first aid/CPR/AED as appropriate.
- If not trained, stay clear of the area where the emergency has occurred.
- Direct first responders to incident location.
- Re-enter the area only when directed by authorities.

SERIOUS INJURY

In the event of a medical emergency at any school location-- report the medical emergency immediately.

- A. Notify SRO and call 911.
- B. Notify principal and nurse.
- C. Stay calm and evaluate the scene.
- D. Isolate the area.
- E. If the scene is not safe (Electrocution, downed wires, etc.), wait for EMS, Fire Department, or Rescue Squad.
- F. If the scene is safe, proceed to the victim and assess the severity of the situation/injury.
- G. Instruct a staff member trained in first aid/CPR to respond to the area to assist.
- H. Stabilize the victim and administer first aid.
- I. Assign an individual to meet/escort the emergency medical responders
- J. Notify parents/guardians/spouse, etc.
- K. Provide the police/fire/EMS with emergency information.
- L. Accompany the student/staff member to the hospital if the parents/guardian/ spouse, etc., cannot be there.

MEDICAL/CARDIAC CONTINUED

CARDIAC

In the event of a suspected sudden cardiac emergency at any school location-- report the emergency immediately

- A. Recognize sudden cardiac arrest (collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).
- B. Notify SRO and call 911.
- C. Provide exact location of emergency and best access point. Document time of call and time of EMS arrival.
- D. Assign an individual to meet/escort police/fire/EMS.
- E. If automated external defibrillator (AED) is available, assign an individual to bring it to the scene: have a staff member trained in the use of the AED respond to the area to assist.
- F. Assign an individual to assist with crowd control, documentation, and clearing all rescuers and bystanders.
- G. Assess patient (airway, breathing, and circulation).
- H. Prepare victim by removing his/her shirt; dry his/her chest, if wet.
- I. If AED available, have trained staff member operate AED.
- J. If no AED or trained staff available/present, have staff member trained in first aid/ CPR respond to area to assist.
- K. EMS will take charge of the situation upon arrival.
- L. Notify Parents, guardian, spouse, etc.

DEATH OF STUDENT OR EMPLOYEE ON CAMPUS

- A. Close off area where death occurred.
- B. Remove students/staff from the areas where the accident or death occurred.
- C. Notify SRO and Call 911
- D. Counseling and support to students and staff will be coordinated by the School Counselor.

FIELD TRIP EMERGENCY PROCEDURE

- A. Secure situation (traffic control, etc.)
- B. Call 911 if needed
- C. Administer first aid
- D. Call the principal
- E. Determine: name(s) of injured, parents to be notified, location of uninjured.
- F. Identify chaperones to stay at scene of accident and those to return with other buses.
- G. Determine whether to send uninjured and/or uninvolved student home.
- H. Call principal to update information.
- I. Designate holding area for uninvolved or uninjured students.
- J. Emergency notification (death/injury)
 - a. Contact parent/next of kin (principal)
 - b. Tell only that student/adult has been injured (do not tell about death)
 - c. Give location of injured.

DANGEROUS INTRUDERS OR HOSTAGE SITUATION

- A. Sign posted on exterior door stating that all visitors are to report to the office.
- B. All staff members should be alert and are asked to challenge, and immediately report to the principal and SRO, individuals who are unknown and in the building without prior approval.
- C. The school secretary shall notify law enforcement (911) in the event an unwanted intruder does not leave campus or makes threats. (Make note of physical description of person. Gender, height, clothes, hair color/style, weapon(s). Dispatch will ask.)
- D. Secure students by complete lockdown and/or evacuate the building, not within the scope of the intruder.
- E. DO NOT NOTIFY MEDIA. Do not release any information to the media unless directed to do so by the Director of Schools.
- F. Inform teachers to keep students away from the windows and doors.
- G. One person will be designated to talk with hostage taker if the SRO is unavailable. This should not be the principal or assistant principal.
- H. Attempt to delay or stall the hostage taker until police arrive.
- I. The lead custodian will meet the first emergency vehicle.
- J. Counseling and support to students and staff will be coordinated by the school Guidance Counselor.

ABDUCTION OF STUDENT

- A. Students should not be released to anyone other than parents or designee on enrollment form.
- B. Students must go home by their normal way as determined by the parents.
- C. Parents should not leave students before or after school without supervision.
- D. Any unwanted or unknown person in the building should be challenged.
- E. In the event of an abduction, the notification procedure is:
 - 1. Principal
 - 2. SRO
 - 3. 911
 - 4. Central Office
 - 5. Parent or legal guardian (contact by the principal or designee)
- F. DO NOT release any information to the media until, or unless, directed to do so by the Director of Schools.

SCHOOL SITE MANAGEMENT PLAN

Principal:

- A. Report to crisis site immediately to coordinate crisis management.
- B. Establish communication with central office and coordinate at the building site.
- C. Supervise dissemination of information.
- D. Make decisions and coordinate the notification of parent of student or spouse of staff who are involved in the emergency.
- E. Develop schedule and establish activities for the first day of school following the crisis.
- F. Establish follow-up activities as needed.

Assistant Principal:

- A. Report to the principal for instructions.
- B. Handle operation of office or emergency site management in the absence of the principal.
- C. Help with collection of information and notification of parents.

School Counselor:

- A. Identify all injured and missing students.
- B. Check student and staff records for all injured to determine special needs that may be on file.
- C. Supervise the collection of information about those involved in emergency.
- D. Direct those involved for psychological services if needed.
- E. Maintain active file of community persons such as counselors, doctors, psychologists, and ministers for follow-up service as needed.
- F. Create letter to notify parents of situation and continuing care that is available to students.

The Media:

- A. All media requests will be directed to the central office/principal or designee.
- B. At no time will students be interviewed without parental permission
- C. Teachers and other employees are discouraged from granting interviews and are encouraged to refer all media requests to the building principal or central office.
- D. The building principal will prepare, or cause to be prepared, a fact sheet which contains information about students and personnel and about the location, population, history, etc. of the emergency site.

Complete Lockdown Procedures

- A. Use plain English over intercom "Lockdown.....Immediate Lockdown".
- B. All teachers gather students in immediate area of your room and lock doors. Tell students we have an emergency but don't know what it is.
- C. Put all students out of sight as much as possible.
- D. Cover window and classroom door.
- E. Take roll as soon as possible.
- F. Ignore fire alarm or any other announcement. Stay in room until law enforcement or emergency personnel gives you an all clear.
- G. Teacher assistants in cafeteria should shut cafeteria doors and move students to serving area/kitchen.
- H. Office secretary/bookkeeper/attendance clerk will go to bookkeeper's office where a radio and phone are located.
- I. All assistants stay in room where you are, making sure door is locked.
- J. Cafeteria workers should lock doors and stay in the kitchen area.
- K. If evacuation becomes necessary, it will be done by law enforcement, room by room.
- L. Evacuation will be to playground areas or nearest safe place.
- M. Students will then be bused to Haynes Flat Baptist Church.

PARTIAL LOCKDOWN PROCEDURES

- A. All outside doors will be locked.
- B. Teachers will lock both doors to their classrooms.
- C. Front office will only allow known visitors into the building.
- D. Teachers will carry their keys and lock/unlock doors as they move throughout the school day.
- E. No disruption of classes, lunch, etc.

DUTIES FOR PVES STAFF

- A. Principal: Verify report is accurate, advise staff, meet authorities, secure floor plans, blueprints, and meet with media.
- B. Assistant Principal/Designee: Same as above.
- C. Secretary: Notify authorities, fire, security, police, central office, transportation, and maintenance.
- D. Bookkeeper: Same as secretary
- E. Teachers: Lockdown students, evacuate students, and supervise students
- F. Librarian: Assist with transportation, lockdown, and evacuation of students.
- G. Assistants: Assist emergency response team
- H. Cafeteria workers: Assist in lockdown evacuation of students
- I. Nurse and SPED assistants: Assist students with special needs and assist in medical emergency.
- J. Specific jobs listed on sheet in packet

INNER PERIMETER

- | | | |
|----|---------------------|------------------|
| A. | Administration | Office |
| B. | Library | K-4 Hall |
| C. | Cafeteria | 5-8 Hall |
| D. | Gym | Pre K-K-CDC Hall |
| E. | Front entrance hall | |

OUTER PERIMETER

- A. Front/Back playground
- B. Front/Back football field
- C. Front/Back parking lot

STAGING AREAS

- A. PVES-Primary-Front Office
- B. Secondary-Haynes Flat Baptist Church
- C. Fire & EMS-Parking Lot-Front & Back
- D. Media-Front Lawn
- E. Air-Front or Football field

PVES HOMELAND SECURITY

In the event of a national Emergency or threat of terrorism in our area, the following plan will be implemented:

- A. All students and staff located outside will return to the building.
- B. In the event of chemical or biological agents, we will shut off all air conditioning in the building, keeping all outside doors closed and locked.
- C. Food and water will be provided as needed in the event of a long-term lockdown. (Cafeteria, concessions, and lounge food will be used.)
- D. Teacher assistants will return to their first period classes to assist teachers in the disbursement of children, food water, etc.
- E. All children will be allowed to leave by bus or car only as directed by the Emergency Management Director and/or the Director of Schools.
- F. Communication will be vital; intercom will be used to inform of emergency plans. In the event of loss of power, we will use the radios.
- G. Our first concern is always our children and their safety. We will dismiss adults as soon as authorized by the Emergency Management Director and/or Director of Schools.

LEAPS PROGRAM (Currently Not Participating 2022-23 School Year)
EMERGENCY PLANS FOR BEFORE AND AFTER SCHOOL CARE

Emergency Team

LEAPS PROGRAM: Amanda Walker &/or Pam Perkins

Homeless: Vicki Reams 626-35437

These educators are in charge of each specific program in an emergency situation and will contact principal and/or assistant principal immediately. They will remain in command until administration comes on site.

Fire Plan

All students will report to front of building and teachers will take roll and send information to after school director in charge.

Tornado Plan

All tornado procedures followed during regular school hours will be followed. Students will be in “take cover” position and will remain there until director gives all clear.

Lock Down Plan

Students will be immediately placed in closest classroom and doors will remain locked until director or police give the all clear.

Field Trip Plans

All procedures will be followed as stated in PVES emergency plan.

- All emergency procedures will be followed that are in place in school-wide safety plan. All teachers and assistants are advised of plans and have copies for each program.
- All staff for before and after school care are CPR certified.
- A separate copy of student/parent information is made and kept on file in each program.