

Is Your School Safe?

Are You Sure?

Jeff Hodges, Program Specialist
Safe and Drug-Free Schools Program
Georgia Department of Education



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“He is most free from danger, who, even when safe, is on his guard.”

-Publilius Syrus (85 BC-43 BC)



School safety encompasses a succinct plan to prevent and respond to threats of danger, natural disasters, violent criminal acts and any event that places faculty, staff and students at risk.





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School Safety Assessment



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School Safety Checklist

The Checklist Manifesto

In fields such as construction, aviation, and medicine, **the usage of checklists has saved many lives.**



School Safety Checklist Components

- ✓ Safety and Security of Buildings & Grounds
- ✓ School Procedures/Guidelines
- ✓ Review of the Emergency/Crisis School Safety Plan
- ✓ Administrative Procedures
- ✓ Staff Training on Safety
- ✓ Self-Assessment



***Look at it, again. No, really look
this time.***

See what you don't see.

Alice in Wonderland



School Interior

- The designated entrance door has **clearly visible signs** showing the location of the main office and advising visitors to report to the office.
- The entrance lobby is visible from the main office. **If not, secure the area.**
- Staff members, volunteer personnel, or a security camera **monitor the main entrance lobby.**
- Visitors are **required to sign** in at the main office.
- Hallways are free of travel impediments.
- Hallways leading to required **exit doors are kept clear** and unencumbered with rugs or furniture which might impede traffic flow from building in an emergency.
- **Blind spots in hallways and stairwells** are equipped with parabolic mirrors (or similar surveillance device).
- **Remote and isolated hallways** are **monitored** by security cameras or other monitoring methods.
- **Stairwells are monitored.**



School Entrance



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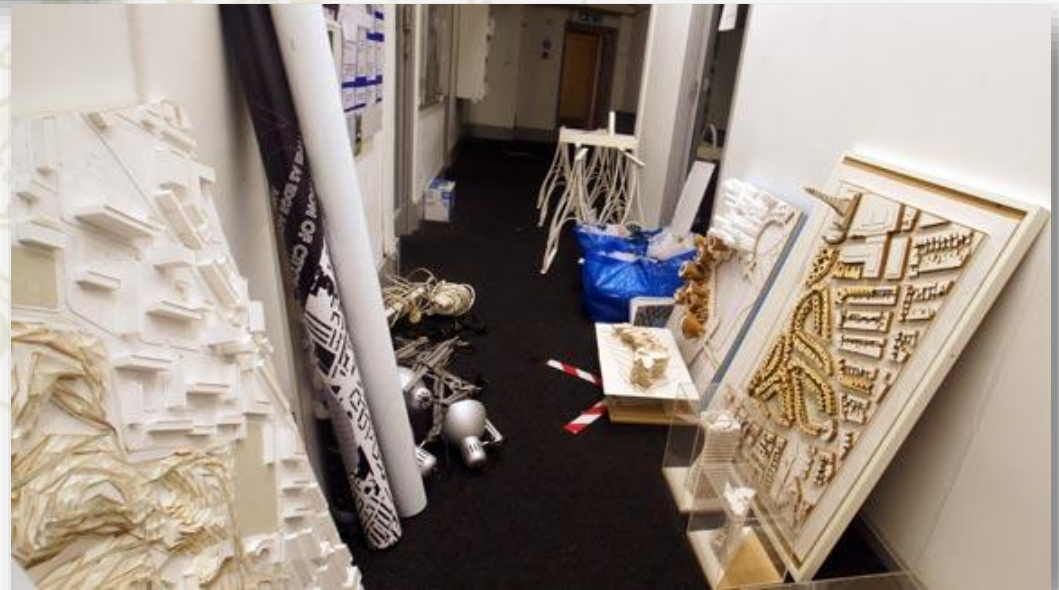


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Dark or Isolated Stairwells

Cluttered Hallways



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School Interior

- **Restrooms are inspected** for cleanliness and safety on a regular basis.
- Restroom walls and stalls are free of graffiti.
- Restrooms have a **smoke detector**.
- All cafeteria food and perishables are stored properly.
- **Choking guidelines** are clearly posted in cafeteria dining area.
- Cafeteria staff **can hear school alarms** and announcements.
- A staff member is assigned to make sure the cafeteria staff are contacted in the event of a lockdown or severe weather threat.
- **If a classroom is vacant, students are restricted from entering unsupervised.**
- Clear and precise **emergency evacuation routes** are posted at critical locations, including classrooms.
- **Surveillance cameras and monitors are installed in strategic locations, with monitors in locations visible to staff.**





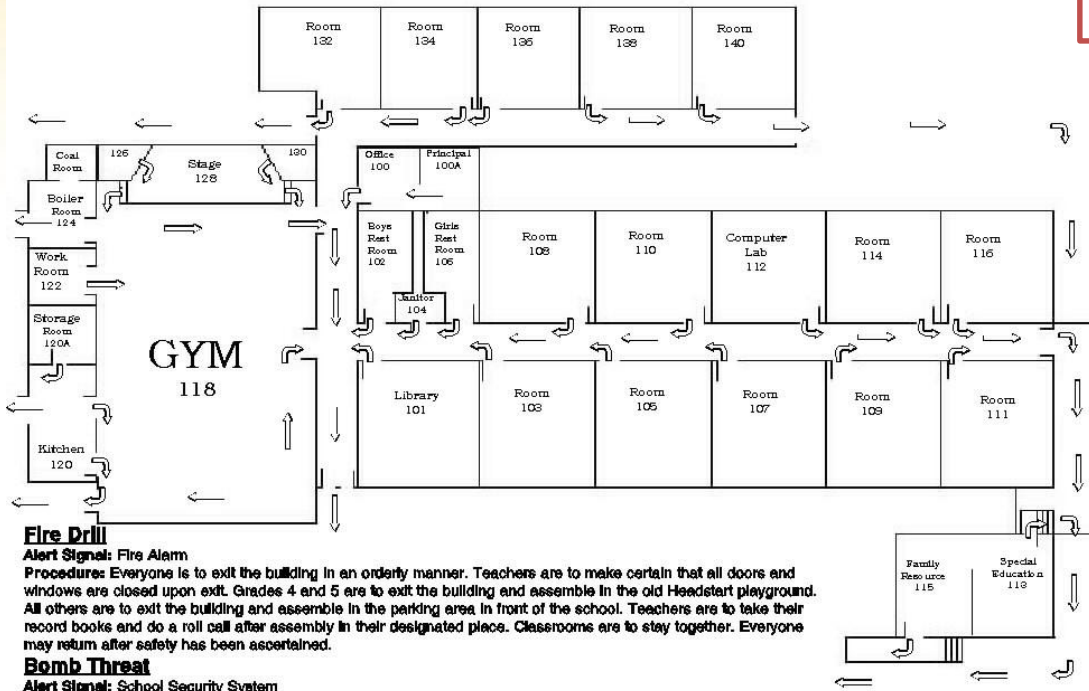
Do Not Place Surveillance Camera Monitors in Closets



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Clear and precise emergency evacuation routes are posted in each classroom and teachers have rosters.

Salyer Elementary Evacuation Plan



Fire Drill

Alert Signal: Fire Alarm
Procedure: Everyone is to exit the building in an orderly manner. Teachers are to make certain that all doors and windows are closed upon exit. Grades 4 and 5 are to exit the building and assemble in the old Headstart playground. All others are to exit the building and assemble in the parking area in front of the school. Teachers are to take their record books and do a roll call after assembly in their designated place. Classrooms are to stay together. Everyone may return after safety has been ascertained.

Bomb Threat

Alert Signal: School Security System
Procedure: Same procedure as fire drill except everyone assembles at the far end of the main playground. Everyone may return to the building after safety has been ascertained.
NOTE: The evacuation of handicapped students will be the responsibility of the supervising adult.

Emergency Go Bag



Classroom Roster Evacuation Plan Emergency Procedures



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School Interior

- Fire extinguisher locations are clearly marked and **inspected**.
- **School staff is trained on the use of fire extinguishers.**
- Access to catwalk and prop areas is restricted.
- Access to electrical panels is restricted.
- Hallways have emergency lighting and are tested.
- Main lobby is properly lighted.
- Hallways, bathrooms, and classrooms are properly lighted.
- **Faculty members are required to lock classrooms upon leaving.**
- Multiple entries to the building are controlled and supervised.
- Areas accessible to intruders are secure.
- All doors are properly labeled and numbered.
- **Exit signs are properly lighted, clearly visible, and point in the correct exit direction.**





What's wrong with this picture?



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Boiler Room

“Schools do not realize the possible danger of improperly operated, maintained, or repaired boilers until the unimaginable happens: injury or death. Numerous boiler room school incidents dot the landscape: Spencer, Oklahoma; Gallup, New Mexico; Baltimore, Maryland; Atlanta, Georgia and others.” -NBBPVP



Knowledge is powerful, as are boilers.

- Ensure all personnel who operate or maintain the boiler room are properly trained on all equipment, controls, safety devices, and up-to-date operating procedures.

Look for potential problems.

- Before startup, ensure the boiler room is free of all possible dangerous situations, such as flammable materials or mechanical or physical damage to the boiler or related equipment. Clear intakes and exhaust vents; check for deterioration and possible leaks.



Inspection matters.

- Ensure a thorough inspection by a properly qualified inspector.

Re-inspection matters, too.

- After any extensive repair or new installation of equipment, make sure a qualified boiler inspector reexamines the entire system.

Observe new equipment.

- Monitor all new equipment closely until safety and efficiency are demonstrated.

Develop a maintenance schedule.

- Use boiler operating log sheets, maintenance records, and manufacturers' recommendations to establish a preventive maintenance schedule based on operating conditions, as well as on past maintenance, repairs, and replacements performed on the equipment.



Create thorough checklists.

- Establish a checklist for proper startup and shutdown of boilers and all related equipment according to manufacturers' recommendations.

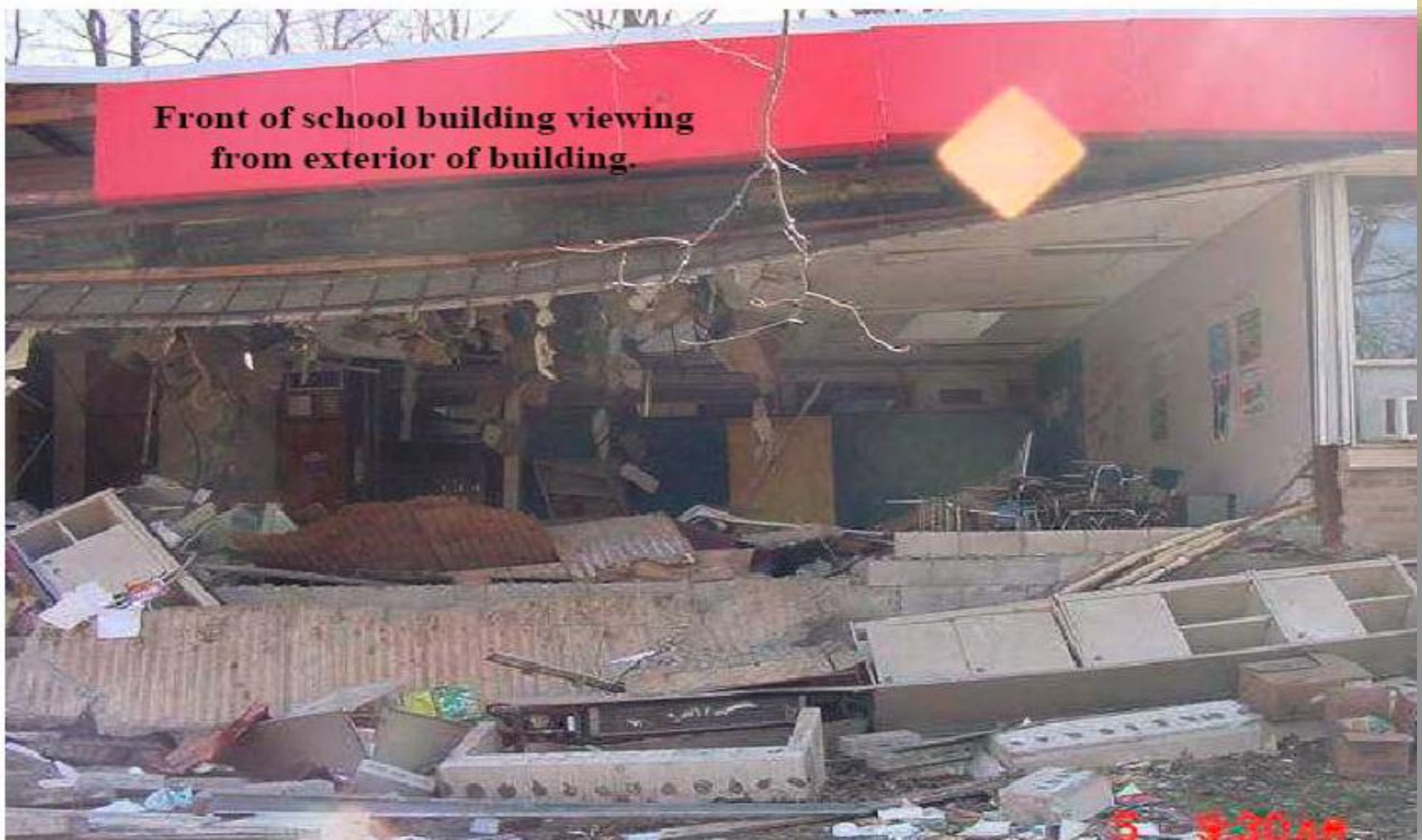
Don't overlook automated systems.

- Observe equipment extensively before allowing an automated operation system to be used with minimal supervision.

"School districts are likely to have several hundred pressure-retaining items, each posing a potential explosion hazard. School administrators rarely make the connection between awareness and the adverse effect on reliability, safety, and operation of the affected equipment. Consequently, maintenance of school boilers and related devices get a low priority in safety reviews."

National Board of Boiler and Pressure Vessel Inspectors





Front of school building viewing from exterior of building.

Lincoln Park School Boiler Explosion

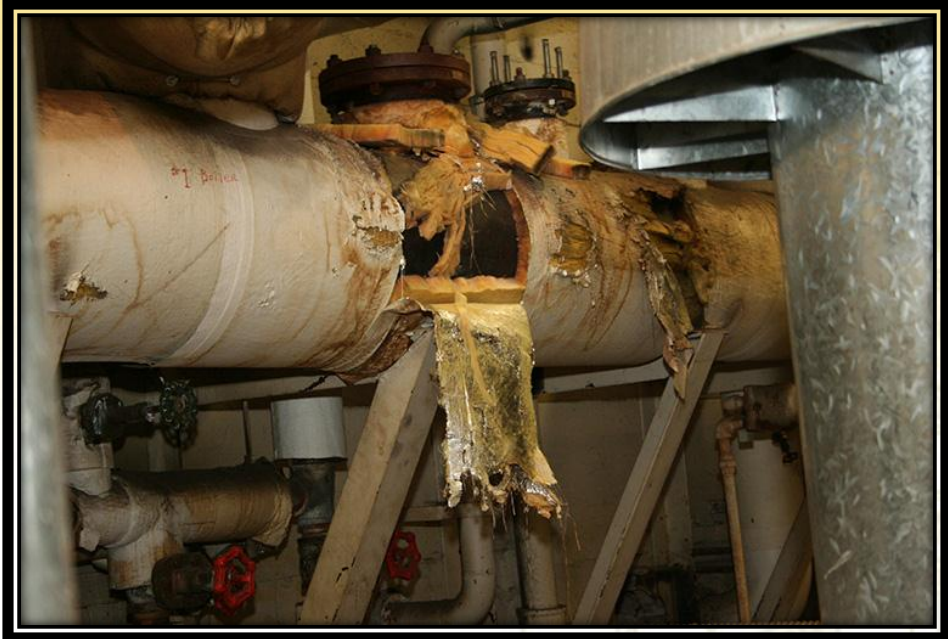


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View from basement boiler room
looking up through ceiling to 1st
floor



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School Interior

- The school building interior is clean and free from debris, standing water, rust, deteriorating tiles, peeling paint, etc.





Pigeon
Droppings

**Inside
the Gym**



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Active
Bird
Nest
**Inside
the
gym**



Science Lab Safety

- **Lab safety procedures** are reviewed and clearly posted.
- Chemical storage areas are locked, cleaned, and **Material Safety Data Sheets** (MSDS) contains information regarding the proper procedures for handling, storing, and disposing of chemical substances.
- An **MSDS** accompanies all chemicals or kits that contain chemicals.
- **Save all MSDSs** and store in a designated file or binder using a system that is organized and easy to understand.
- Place the **MSDS** collection in a central, easily accessible location known to all workers and emergency personnel.
- Know what **chemicals cannot be stored together** (e.g., store mineral oxidizing chemicals separate from organic acids).
- Lab preparation areas, hazardous storage areas and mechanical rooms are properly **protected from unauthorized access**.
- **Eye wash station** in labs are in working condition.





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Lab Safety: Everyone Is Responsible!

Safety In the Science Lab

Rules and Symbols

SAFETY
at pppst.com



Blue Ridge Middle School
6th Science
Mrs. Bright



School Exterior

- **Visitor signs are posted** near entrance advising visitors to report to the main office.
- All exterior doors are locked (**plan for multiple buildings or mobile units access**).
- **Emergency vehicles can access play and athletic fields easily.**
- Storage and field houses can be secured for safety and security.
- Surveillance cameras are installed in **strategic locations**.
- Mechanical, electrical and other equipment on school grounds are surrounded by a protective enclosure.
- **Deep recesses** in buildings with wings are fenced for safety.
- The school grounds are **free of obstacles, graffiti, trash and debris**.
- **School grounds equipment is in good repair.**



**For the safety of our
children and staff, *PLEASE*
do **NOT** leave a rock, or
block the door from closing
in **ANY** way.**



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Does your school have a stadium evacuation plan?



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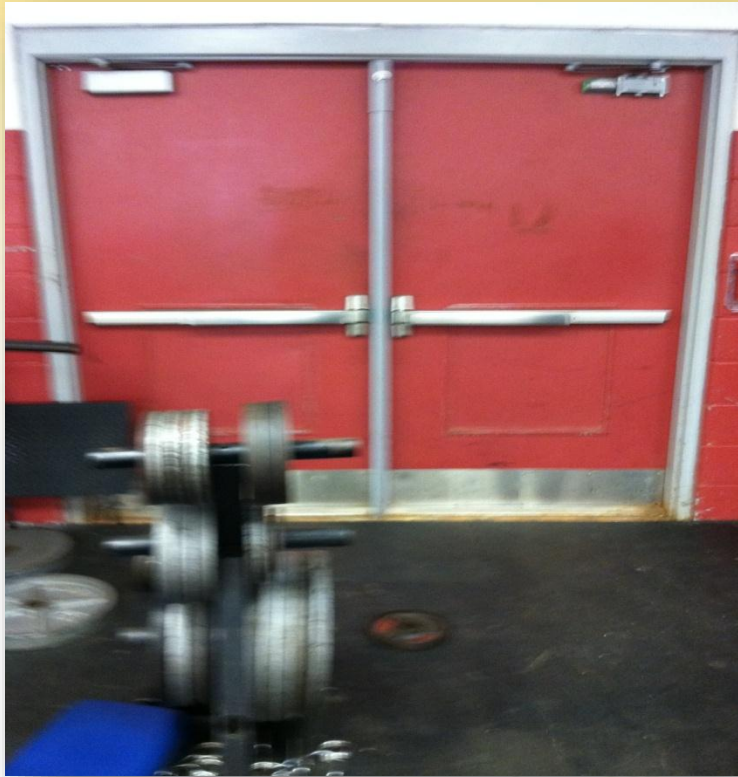
Evacuate through backdoors in the school?



**Evacuate from a mobile
classroom?**



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**Evacuate through the
weight room?**



Evacuate from the gym?



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Evacuate through the courtyard?



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**IF YOU NOTICE ANY
BROKEN EQUIPMENT
OR
PLAYGROUND HAZARDS
PLEASE REPORT IT TO
THE OFFICE.
THANK YOU!**



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Superintendent
Logans

School Exterior

- The **school has designated points of entry** which are monitored.
- Routinely **monitor parking lots**.
- The location of trailers/portable classrooms enables surveillance.
- If located in isolated areas, the **trailers/portable classrooms are monitored** with security cameras.
- Trailers/portable classrooms **are connected to the school's central alarm system** and can be contacted during an emergency.
- **Crawl spaces below trailers are closed off.**
- Shrubbery and trees are well maintained.



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School Safety Checks

- Windows and doors are in good repair.
- Windows and doors are adequately **secured**.
- **Exit doors are not propped open.**
- Building perimeter is free from trees, branches, and telephone poles that may provide unauthorized access to upper floor levels or roof.
- All exterior doors have non-removable hinge pins.
- Exterior double doors have an astragal (plate) covering the gap between doors
- Required exit doors are equipped with panic hardware.
- Doors accessing internal courtyards are **tied into the central alarm system**.
- **Emergency lighting is in working condition.**
- The school has developed written regulations regarding **access** to and use of the building by school personnel after regular school hours.





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Transportation

- Staff members check bus loading/unloading area **before buses arrive** to identify any possible hazards or impediments, and to make certain no unauthorized persons or vehicles are in the area.
- **Staff members are assigned to bus area** during loading/unloading and the staff members understand their responsibilities for reporting any problems.
- Access to bus loading/unloading areas is **restricted** during arrival/ dismissal.
- An area is designated as the pick-up/drop-off zone for non-bus riders and is **supervised by assigned staff members**.



Transportation

- Staff members **check pick-up/drop-off area before vehicles arrive** to identify any possible hazards or impediments, and to make certain no unauthorized persons or vehicles are in the area.
- An **emergency dismissal procedure** is in place (i.e., secondary site for loading buses and a separate non-bus riders pick-up area).
- Ensure that **all field trips have a manifest** on the school bus and at the school. In the event of an emergency, **it is essential to account for all students, faculty and volunteers.**
- Staff members stay with and **supervise students at all times** during the field trip.



School Procedures/Guidelines

- School has a **procedure for handling all cash collected**.
- An **escort** is available for school personnel responsible for money collected or deposited during the school day.
- Unused areas of the school can be closed off during and after school activities.
- **Two-way communication** is possible between and among administrators (and School Resource Officers where applicable).
- Teachers have the capability of communicating to office from classroom (e.g. **emergency call-back buttons in classrooms**).
- There is a central alarm system.
- Alarm system is tested on a regular basis.
- Photo ID badges are issued to all employees (including support staff and bus drivers) and are **clearly visible at all times**.
- Proper photo ID is required of vendors, repairmen, etc. and staff members check ID's as a matter of routine.



School Procedures/Guidelines

Staff member(s) is designated to perform the following **security checks at the end of each day:**

- Check that all classrooms and offices are locked.
- Check all areas of the school (restrooms, locker rooms, etc.) to ensure that everyone has left the building.
- Check the security alarm system.
- Check all exterior entrances to ensure that they are locked.



School Procedures/Guidelines

- School has an updated **School Safety Emergency Crisis Plan** and **all staff members are familiar with the plan**, including bus drivers and substitute teachers.
- Law enforcement and other emergency responders are involved in the development of the School Safety Emergency Crisis Plan.
- The plan includes all categories as required by Georgia law (*OCGA 20-2-1185*).
- The plan is **reviewed** and **updated each year**.
- The staff has received training on emergency procedures.
- The staff has access to the plan.
- The plan has been submitted to **Georgia Emergency Management Agency**.
- The plan includes a component for **post-crisis response**, such as the availability of counseling services for students and staff members, dealing with the probability of “copy cat” incidents and dealing with post-traumatic stress.



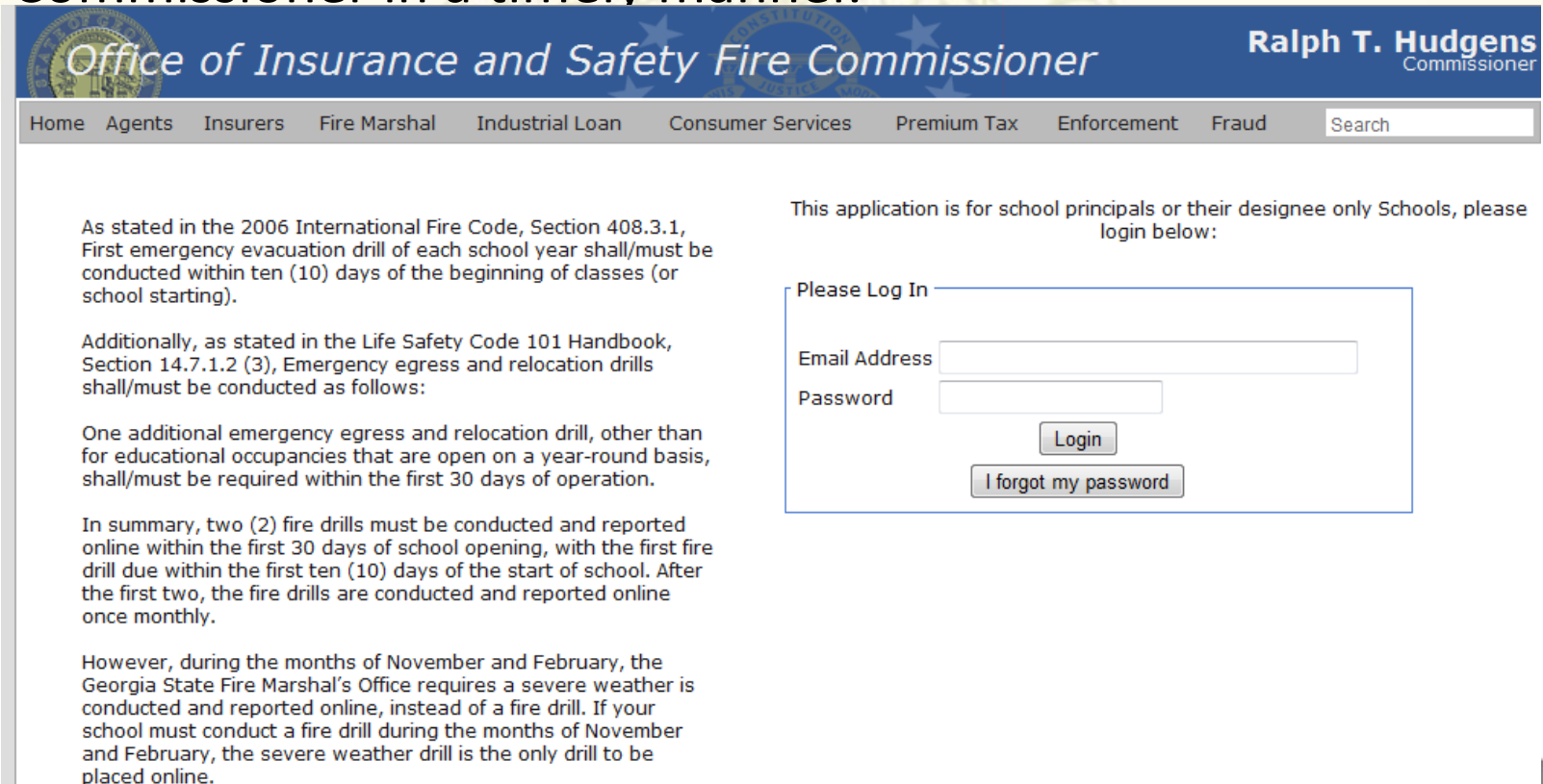
School Procedures/Guidelines

- The plan includes clear strategies for **dealing with the media** in the event of a crisis.
- Primary and secondary **evacuation sites** have been pre-determined for fire (500') & bomb threat (1000').
- School has developed an **evacuation plan to accommodate students and staff with physical disabilities** in the event of a crisis and staff members have been assigned to ensure that students and staff with physical disabilities have been evacuated.
- Table top exercises and practices have been conducted with staff.
- A **reunification site** has been established in case of long-term emergency evacuation.
- An appropriate number of **staff members are trained in CPR.**
- School has access to an **AED/defibrillator**(high schools).
- An appropriate number of **staff members are trained in the use of AED/defibrillator.**



School Procedures/Guidelines

- Fire/tornado drills are conducted as required by Georgia law.
- The school maintains a record of fire inspection by the local or state fire officer.
- Fire drills are reported to the Office of Insurance and Safety Fire Commissioner in a timely manner.



The screenshot shows the website for the Office of Insurance and Safety Fire Commissioner, headed by Ralph T. Hudgens, Commissioner. The navigation menu includes Home, Agents, Insurers, Fire Marshal, Industrial Loan, Consumer Services, Premium Tax, Enforcement, and Fraud, along with a search bar. The main content area features a login form for school principals, with instructions to log in below. The form includes fields for Email Address and Password, a Login button, and a link for 'I forgot my password'. To the left of the form, there are three paragraphs of text regarding fire drill requirements.

Office of Insurance and Safety Fire Commissioner
Ralph T. Hudgens
Commissioner

Home Agents Insurers Fire Marshal Industrial Loan Consumer Services Premium Tax Enforcement Fraud Search

As stated in the 2006 International Fire Code, Section 408.3.1, First emergency evacuation drill of each school year shall/must be conducted within ten (10) days of the beginning of classes (or school starting).

Additionally, as stated in the Life Safety Code 101 Handbook, Section 14.7.1.2 (3), Emergency egress and relocation drills shall/must be conducted as follows:

One additional emergency egress and relocation drill, other than for educational occupancies that are open on a year-round basis, shall/must be required within the first 30 days of operation.

In summary, two (2) fire drills must be conducted and reported online within the first 30 days of school opening, with the first fire drill due within the first ten (10) days of the start of school. After the first two, the fire drills are conducted and reported online once monthly.

However, during the months of November and February, the Georgia State Fire Marshal's Office requires a severe weather is conducted and reported online, instead of a fire drill. If your school must conduct a fire drill during the months of November and February, the severe weather drill is the only drill to be placed online.

This application is for school principals or their designee only Schools, please login below:

Please Log In

Email Address

Password

Login

I forgot my password





#1! Congratulations to Webster County

First school system where all schools have submitted their fire drill report for May 2013

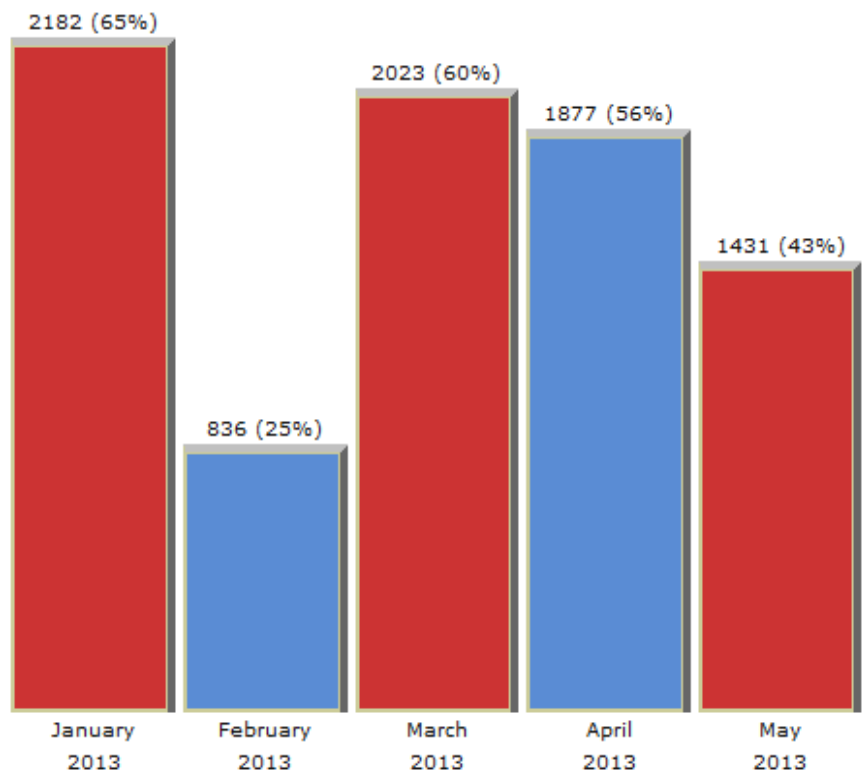
Pursuant to Life Safety Code 11-7-.1, **all public and private** schools must conduct monthly fire drills **while in session**. This web page enables you to check a school's fire safety drill record. To date, for May, we have received fire drill reports from 1431 schools out of 3325 (43%).

To view your child's school fire and severe weather reports, you must first select the county in which the school is located from the listing below, then click on the "Get School Data" button. This will display a new selection option of schools within the chosen school system. School names with a + have submitted a fire drill report for this month. Select the school and click on the "Get School Data" button again.

If you do not see your school listed below, please contact the State Fire Marshal's Office, Fire Safety Education Section at (404) 657-0831.

Please choose a school system from below then a school to display their drill reports.

Choose a county



School Procedures/Guidelines

- Intruder alert procedures are developed and drills are conducted.
 - Ask local law enforcement to review intruder alert procedures and observe intruder alert drills. **Ask for feedback.**
 - When the lockdown/intruder alert is given, **the response is immediate and complete.**
 - Going on lockdown means doors locked, lights out, and **students and staff are out of sight.**
 - **School principal has given office staff have the authority to lock down the school in the event of an emergency.**
 - Staff and students must understand that they will be in that position if this was the real thing until police, fire, and first responders come and remove them from the room or until the **“all clear”** message has been given by administrative staff.



School Procedures/Guidelines

- Intruder alert procedures are developed and drills are conducted.
 - Staff must be trained to go into lockdown without waiting for instructions.
 - **Shots in the building**
 - **Suspicious person in the hallway**
 - **Screaming and shouting**
 - Staff and students must understand that they will be in that position if this was the real thing until police, fire, and first responders come and remove them from the room or until the “all clear” message has been given by administrative staff.



School Procedures/Guidelines

- Intruder alert procedures are developed and drills are conducted.
 - Intruder alert procedures must include procedures when **students are in the cafeteria, gymnasium or on the playground.**
 - Intruder alert procedures must include a method to inform **bus drivers on field trips** to delay returning to the school until the “all clear” signal is given.
 - After each intruder alert drill, **assess the drill**, including the opinion of observers, and share the findings with the entire staff and make any necessary adjustments to the intruder alert procedures.



School Procedures/Guidelines

- Intruder alert procedures are developed and drills are conducted.
 - “Administrators, teachers, other staff members, students and volunteers **must understand** that an intruder alert is **unsuccessful** if one person is in the hallway, one room is left unlocked, one door is propped open or one person is unaccounted for. **An intruder alert response is an absolute – either it is effective or not.**”
 - Charley English, State Director
Georgia Homeland Security
Georgia Emergency Management Agency





Homeland
Security

IS-907 - Active Shooter:
What You Can Do

ACTIVE SHOOTER HOW TO RESPOND

Begin the Training



<http://emilms.fema.gov/IS907/index.htm>

United States Homeland Security Active Shooter



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Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GARRY W MCGIBONEY PHD

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00907

Active Shooter: What You Can Do

0.1 IACET CEU

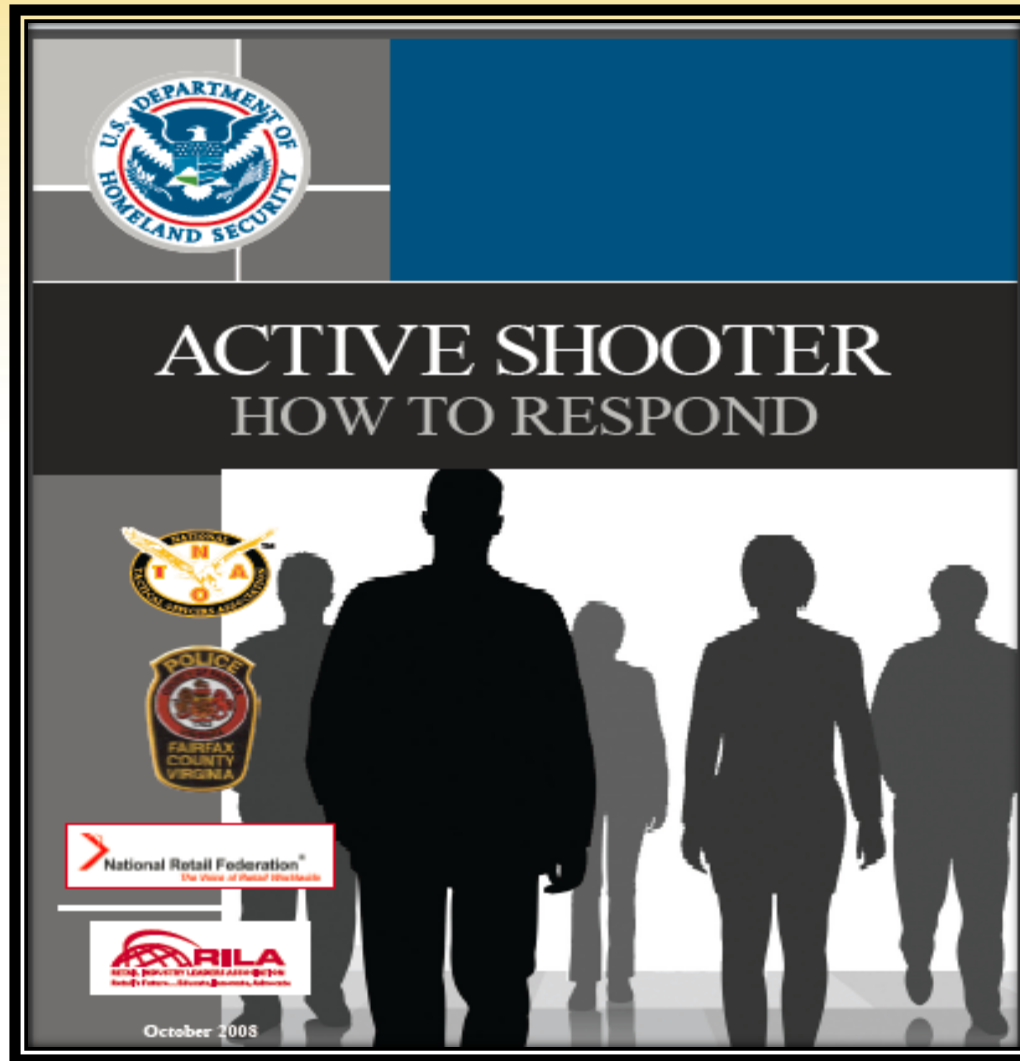


A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute



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The ***Plan, Prepare, React: Active Shooter Response Options for Students, Faculty and Staff*** is a training program developed for the Board of Regents of the University System of Georgia by the University of Georgia and by several other University System of Georgia institutions. The ***Plan, Prepare, React*** training program's intended audience is students, staff and faculty associated with the State of Georgia's 35 colleges and universities. This comprehensive training program includes a ten-minute video, a PowerPoint presentation, a training activity and resource materials.



School Procedures/Guidelines

- The principal and administrative staff are **highly visible** throughout the building.
- A **chain-of-command** has been established when the principal is away from the building (NOTE: Intruder Alert authority is clearly established).
- Security measures/administrative supervision is established for **extracurricular activities**.
- Staff members are assigned to **supervise students** (halls/bus/restrooms/cafeteria).
- **Student medicines are secured** (locked cabinet/desk).
- Student **check-out procedures** are in place - only to an authorized adult.



Prevention

- **Bullying prevention** programs or strategies are in place.
- Staff members have been trained to **recognize early warning signs of potentially suicidal students** and where to refer them for help.
- Students have access to **conflict resolution/peer mediation** programs.
- School policy provides a system whereby staff and students may **report problems, incidents, or potential dangers anonymously**.
- Students and parents are aware of school student support resources.
- School has a well-developed **network of service providers** to which students can be referred.
- School has reviewed results of **Georgia Student Health Survey II** or locally administered survey to identify possible areas of safety concerns.



Additional School Safety Resources



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Georgia Emergency Management Agency/Homeland Security

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School Safety

Preparedness/School Safety

Legislation signed into law by the Governor on April 21, 1999 directs the Georgia Emergency Management Agency to provide training and technical assistance on the issues of school safety to the education, emergency management and public safety communities of Georgia. These services are provided through the staff of the School Safety Unit. OCGA 20-2-1185 mandates all public schools to develop a safety plan addressing natural disasters, hazardous materials, transportation concerns, weapons and potential terrorist activities. These plans must include students, parents, law enforcement, fire and emergency medical services.

[School Safety Hot Topics](#)[Request Publications & Videos](#)[Training](#)[Conferences](#)

School Safety Coordinators



School Safety Training

Active Shooter

Through this training GEMA certified trainers will identify a true active shooter, examine the history of active shooter incidents and discuss the possible responses to various active shooter situations. The trainer explores pro-active steps that can be taken to possibly reduce the likelihood of an incident occurring.





School Safety Training

- ✓ *Bomb Threat Assessment*
- ✓ *Bomb Threat Management*
- ✓ *Bomb Threat Search Techniques*
- ✓ *Bullying Prevention*
- ✓ *Emergency Operations Planning for Schools*
- ✓ *Site Safety Awareness*
- ✓ *Teacher's Safety Course*
- ✓ *Threat Assessment in Schools*
- ✓ *Visual Weapons Screening*



Area A – North Georgia

C.J. Worden

cjworden@gema.ga.gov

Area C, Area E

Anna Lumpkin

anna.lumpkin@gema.ga.gov

Area D – West Central Georgia

Anna Lumpkin

anna.lumpkin@gema.ga.gov

Area B – Metropolitan Atlanta

Danielle H. Graham

danielle.graham@gema.ga.gov

Area E – Southwest Georgia

Frank Maneer

frank.maneer@gema.ga.gov

Area F – Southeast Georgia

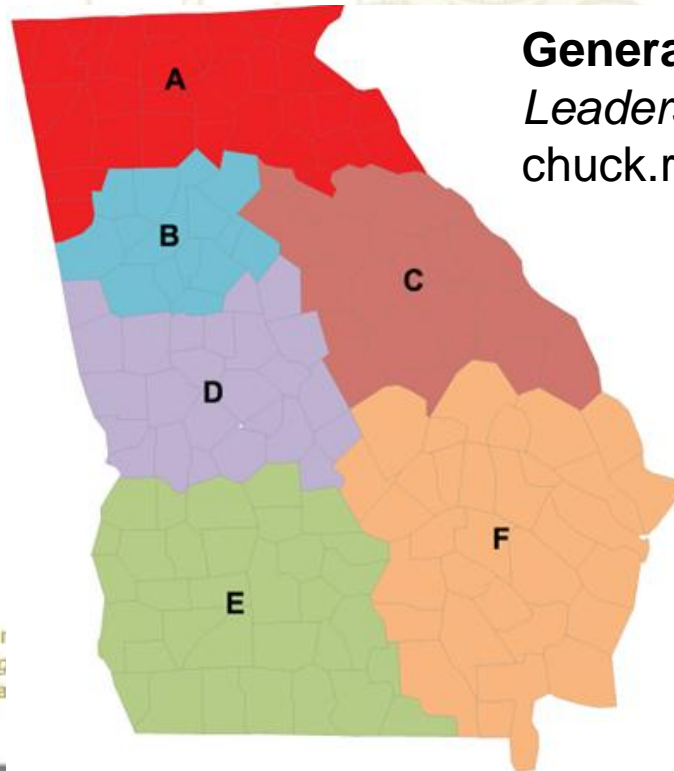
Kristen Higgs

kristen.higgs@gema.ga.gov

General Information

Leadership - **Chuck Ray**

chuck.ray@gema.ga.gov



Dr. John
"Making
www.ga.gov

Educational Facilities Vulnerability/Hazard Assessment Checklist

By Heather R. Ortiz, M.Ed

Co-Edited by:
Denae Dorris, Ed.D.
Kerry Schindler, M.Ed



ACEF

**American Clearinghouse
on Educational Facilities**



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Crisis Management and Prevention Information for Georgia Public Schools

Georgia Department of Education



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Crisis Management and Prevention Information for Georgia Public Schools

- Sample Elements of Crisis Management & Prevention
- Leadership Examples in Crisis Management & Prevention
- Establishing a Crisis Response Team
- Developing a Crisis Management Plan
- Managing a Crisis Off-Campus or Off-School Hours
- Post-Crisis Incident Management/Recovery
- Maintaining Crisis Preparedness
- Crisis Management Training
- Crisis Threat Assessment
- Early Warning, Timely Response
- The “Crisis Response Box”
 - ❖ Aerial photo of campus
 - ❖ Building blueprint
 - ❖ Staff roster
 - ❖ Utility turn off procedures



Crisis Management and Prevention Information for Georgia Public Schools

- Sample Crisis/Emergency Response Procedures
- Emergency Kits
- Emergency Evacuation and Reunification
- Accident, Illness, Injury
- Bomb Threat, Suspicious Package
- Bomb Threat Call Checklist
- Closing School: Weather/Shelter-in-Place
- Death of Staff Member or Student/Suicide
- Fire

Statewide Fire Drill – Wednesday, October 8, 2014

- Hazardous Materials/Nuclear Threat
- Intruder/Suspicious Person/Hostage/Barricade
- Student Disruption/Civil Disturbance



Crisis Management and Prevention Information for Georgia Public Schools

- Student Runaway/Abduction/Missing Student
- Report of Weapon on Campus
- When Shots are Fired
- Tornado
 - ❖ SEVERE WEATHER AWARENESS WEEK: February 3-7, 2014
 - ❖ STATEWIDE TORNADO DRILL: February 5, 2014
- Flooding
- Earthquake
- Hurricane
- Utility Emergency/After-Hours Emergency
- Bacteria or Micro-organism Threat
- How to Deal with the News Media
- Quick Reference Guide
- Poison Control/Emergency



Sample Crisis Preparedness for Other Crisis Situations

- Stadium Emergency Evacuation
- Emergency Shelter Protocol
- Other Hazards

Crisis Management and
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❖ Railroads

Is the school near railroad tracks? If “yes,” does the school have an evacuation plan based on a possible derailment? Does the local fire department have an emergency plan? If so, does it include the school?

❖ Airport

Is the school near an airport? If “yes,” does the school have an evacuation plan based on the location of the airport and flight patterns? Does the airport staff know how to communicate with the school in the event of an emergency at or near the airport? Does the school have a way to communicate with the airport staff? Does the local fire department have an airport emergency plan; if so, does it include the school?



Sample Crisis Preparedness for Other Crisis Situations

➤ Other Hazards

❖ Chemical

Is the school near above-ground chemical storage tanks or an industrial park? If “yes,” does the school have an evacuation plan based on the location of the storage tanks or industrial park? Does the chemical storage company or companies in the industrial park know how to communicate with the school in the event of an emergency? Does the school have a way to communicate with companies with the chemical storage tanks or with companies in the industrial park? Does the school have identified staff that can turn off the HVAC fresh-air mix? Does the local fire department have an emergency plan? If so, does it include the school?

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Oasis Goodtime Emporium

Chicopee Park

Van Fleet Cir

Delta Computers

Beacon Dr

On the Go Ultra Sheer Pantyhose

Legend Cafe

A

Hightower Elementary School

Woodwin Rd

Johnnys Ln

Colonial Pipeline

Winters Chapel Rd

Family Care Transport

Tilly Mill Rd

Pontiac Cir

Woodwin Ct

Woodwin Rd

Woodwin Rd

Bernard Halpern Park

Gentilly Pl

Mill Ct



Map

Traffic

On-Site Safety Assessment

- Georgia Department of Education and Georgia Emergency Management Agency conduct on-site safety assessments.
- Process
- Immediate Feedback
- Full Report
- Follow-up



Is Your School Safe?

Are You Sure?



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Georgia Department of Education

Garry McGiboney

gmcgiboney@doe.k12.ga.us

Marilyn Watson

mawatson@doe.k12.ga.us

Jeff Hodges

jhodges@doe.k12.ga.us

