



**EMERGENCY
RESPONSE
PROCEDURES AND
PROTOCOLS***

EMERGENCY

FACULTY AND STAFF EDITION

2024-2025

➔ Poison Control: 404-616-9000; 1-800-222-1222

****PLEASE KEEP A COPY OF THIS HANDBOOK IN THE
CLASSROOM AT ALL TIMES.***

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EMERGENCY KIT

All schools should develop at least **two emergency evacuation kits to be taken from the school during any evacuation (including drills to ensure consistency).** These kits will also prove valuable in other situations as well. It is essential that these kits be maintained and updated frequently. One kit should be kept in the administrator's office. This kit will become the portable "command center" for the lead school administrator during the first critical minutes of any crisis which requires the evacuation of the facility. A second duplicate kit should be located on the opposite side of the facility and taken to the evacuation site or family reunification site, should this procedure be implemented.

The school administrator at each emergency site (incident scene and family reunification site) should quickly contact the public safety site commander and provide access to the information contained in the kit. It is best that the kits remain under the supervision of the school official, as public safety representatives will not be familiar with the information in the box and will often need a school staff member to find and interpret the information that is needed.

Emergency evacuation kits should be stored in an out of site location so as not to be readily accessible to an offender, such as a burglar or hostage taker. Yet, they should be portable and easily accessible to administrators.

***A properly assembled kit that contains updated information can help school officials and public safety responders dramatically improve the way in which a crisis is handled. It is very important to have hard copies of information as power and/or internet may not be available in every situation.**

➔ EMERGENCY KIT CONTENTS

1. A copy of the DeKalb Emergency Response Procedures and Protocols Booklet
2. A copy of the Safe School Plan
3. Current call rosters of all students, including pertinent medical information, phone number, release information and contact information
4. Current list of all staff members, including phone numbers and contact information
5. Copy of school or district personnel directory with phone contact information
6. 10 writing tablets and pens/pencils
7. 10 magic markers
8. Signage for Staging Area
9. 500 plain white peel-off name tag stickers (used to identify injured students or staff)
10. Student release/sign-out sheets
11. Staff sign-in/sign-out sheets
12. List of students on off-campus trips
13. Five sets of safety gloves
14. Floor/Site Plan of the grounds and surrounding areas (Facility floor plan with utility shut offs and detailed instructions on disablement)
15. Copies of photographs of the building (interior and exterior)
16. Copies of student and staff emergency contact/release information
17. Emergency Medical Information for students & staff (Information regarding students & staff with medical problems that may be impacted by evacuation or emergency)
18. Most recent yearbook
19. Flashlight and extra batteries
20. Bullhorn and extra batteries
21. Cell phone and/or walkie-talkie
22. Basic First-Aid Kit
23. Emergency telephone numbers of assistance agencies
24. Set of master keys
25. Bus routes and driver contact information

***Although not included in the emergency evacuation kit, ensure that there is an emergency medical kit (usually maintained by the school nurse) that is also taken during all evacuations. This kit will be more extensive than a basic first aid kit and may also be specific to known medical conditions of students and staff.**

LOCKDOWN PROCEDURES

Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s). DeKalb County School District adheres to GEMA lockdown levels and procedures.

Important points to consider:

- ❖ When making the announcement to place the school in a lockdown, do **NOT** use “codes.” It is best to state in plain speech that the school is in a ___ lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but do **NOT** announce the reason for the lockdown.
- ❖ The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

Suggested levels of lockdowns.

- **Level 1 - Exterior Lockdown:**
 - Lock all exterior doors, lock, and monitor main access door.
 - Monitor movement of students, particularly between classes.
 - Movement is limited to inside the building.
 - Students and staff remain in building.
 - Block visibility into classrooms from exterior windows and doors*

Example: Threat is exterior to school. Criminal activity in area of school.

- **Level 2 - Interior Lockdown:**
 - Lock all exterior doors as well as ensure classroom doors are secured.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom*
 - Conduct accountability procedures and display appropriate emergency status cards.
 - Staff and students do not leave classroom.
 - Continue classroom instruction or normal activities within the classroom.
 - Do not contact office unless you have pertinent information or an emergency.
 - Announce for all visitors/vendors inside the building to return to the office.

Examples: Threat is inside school. Angry parent or student that is verbally upset and agitated but not physically threatening at current time. Medical emergency requiring EMS response.

Also, when a student is missing, level 2 may be implemented to restrict movement which will allow for accountability procedures and a search of the campus.

- **Level 3 - Full Lockdown:**
 - If safe to do so, lock exterior doors (primarily applicable when multiple buildings exist).
 - Immediately ensure classroom doors are locked and consider barricading interior classroom doors.
 - All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables). Turn off lights and/or block visibility if visibility is possible from interior windows and doors.
 - Remain silent.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom*
 - School officials get into lockdown position also.

*Example: Threat is inside the school. A threatening person is at the school, possible weapon involved/active shooter (student/parent/staff). Work with DeKalb County School District Department of Public Safety on **Avoid, Deny, Defend**. **Avoid** the threat (this may mean different actions depending on location.), **Deny** the threat access to students and faculty through locked doors and barricading, **Defend** the threat as an absolute last resort- do not leave a secure area to “hunt” the threat.*

***Consult with DeKalb County School District, Department of Public Safety to determine their preference based upon their tactical capabilities.**

EMERGENCY EVACUATION and FAMILY REUNIFICATION PROTOCOL

In some situations, it may be necessary to evacuate a school building. The only safe evacuation is an orderly, well-planned evacuation. It is imperative that each school staff understands **Preparedness** and **Response**.

➤ Preparedness

- Identify more than one outside assembly point at least 1,000 feet away from school in the event it becomes necessary to evacuate the school campus. Where the surrounding terrain, buildings, streets, etc. make it impossible to assemble 1,000 feet away from the school, make sure all alternative assembly points are as far away from the school as possible (e.g., athletic fields, parks, businesses, etc.).
- Establish the evacuation routes to the assembly points on an evacuation plan.
- Provide for the special evacuation needs of the disabled.
- Maintain a copy of the evacuation plan at the administrative offices and other areas of the school so that teachers and administrators can evacuate with it and be able to refer to it once outside.
- Orient staff, faculty and students to the evacuation routes, specific duties, requirements, and responsibilities during an evacuation.
- Periodically test the public address system as the primary means of notifying building occupants. Establish alternate means of announcing an evacuation in the event of public address system failure.

➤ Response

- Maps indicating primary and secondary evacuation routes should be posted in all classrooms (for security reasons, only staff members should know assembly points).
- Teachers should bring their class rosters with them to the assembly area(s).
- Teachers should ensure that their students are out of the classrooms and restrooms and workrooms.
- Teachers should close the doors after following their students out of the building.
- The first student in line should be instructed to hold open the exit door(s) until all persons in the class have evacuated.
- Classes should proceed to the designated holding areas/assembly areas. Once there, teachers should make a note of students who are not present and furnish those names to school administrators as soon as possible.
- Teachers should remain with their class until administrators sound the “all clear” signal.
- Assign personnel at the assembly site to collect critical information and to manage and monitor students at the assembly site(s).
- Administrators should collect lists of unaccounted for students from staff members and compare with the daily attendance absentee list.
- Identify the location of classes in the assembly area(s) to facilitate an orderly transfer of students to their parents.
- Direct parents to the Reunification site(s) to pick up students.
- The Principal and/or Area Superintendent should notify school transportation to begin routing school buses to the assembly area(s).

- Designated persons should notify local emergency agencies and the DeKalb School Police Department to proceed to the Reunification site and set up a management center and to set up traffic routing procedures.
- A media area should be identified and provided with detailed instructions to be read to the public to direct concerned relatives to the Reunification site(s).
- When students begin loading on to buses, a manifest should be established to account for all students riding buses. This manifest should be taken to the Reunification site(s) to account for every student.
- At the Reunification site(s), designated personnel should identify all students and identify all non-uniformed personnel.
- Set up a sign-out area at the Reunification site(s) and release students only to authorized persons using the sign-out procedure.
- Instruct parents or guardians to leave the site to make room for others once they have signed out their student.
- Students not riding buses and not picked up by parents or guardians should remain in the Reunification area(s) until an authorized person arrives to pick them up.
- Maintain contact with police/fire department(s) to stay informed about conditions at the school site.

NOTE: When an off-campus evacuation is called (e.g., a field trip to a museum) administrators and teachers should follow the same basic steps as outlined in evacuating the school building.

ACCIDENT/ILLNESS/INJURY

The names and location of staff members certified in First Aid and CPR should be made available to every school employee in the building. A fully stocked First Aid Kit should be always readily available.

➡ Response:

In Non-Critical Situations:

- Administer first aid by a trained staff member, if necessary.
- Send someone to the office for assistance.
- Notify Area Superintendent.
- Call family members.

➡ **In Critical Situations:**

- Notify administrative staff.
- Notify Area Superintendent.
- Notify DCSD Police, when available.
- Call emergency medical services (911) (Call Poison Control, if needed: 404-616-9000; 1-800-222-1222).
- Call DCSD Department of Public Safety (678-676-1810).
- Administer first aid by a trained staff member.
- Limit activity in the vicinity of the affected student(s).
- Call family members.
- Alert the Crisis Management Team (678-596-2739).
- Administrative staff, with assistance from the School District Information Office and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

➡ **In Critical Situations with Several Injured or Ill:**

- Notify administrative staff.
- Notify DCSD Police, when available.
- Call DCSD Department of Public Safety (678-676-1810).
- Call emergency medical services (911).
- Notify Area Superintendent.
- Ask other staff members to help control and contain the area.
- Administer first aid by a trained staff member.
- Limit activity in the vicinity of the affected student(s).
- Call family members.
- Alert the Crisis Management Team (678-596-2739).
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

BOMB THREATS/SUSPICIOUS PACKAGES

➞ Daily Precautions

- Each morning, all school personnel should check their areas for any suspicious packages or items. Do not just look down at the floor; check all levels, including the tops of cabinets, shelves, etc. Suspicious items should never be moved or touched. School administrators should be immediately notified of the item and the area should be isolated until law enforcement personnel have assessed the item.
- All rooms should be locked when not in use.
- Cleaning and maintenance personnel should lock all doors after cleaning them.
- Persons who handle mail and packages should be alert to unusual packages or letters (i.e., excess postage on a small package or letter indicates that the object was not weighed by the Post Office; no postage or non-canceled postage; handwritten notes such as “to be opened by Mr. Smith;” wires, leaks, stains, or sharp points)

➞ Bomb or Bomb Threat Response (See Emergency Evacuation, p. 6-7)

- Immediately contact the DCSD Department of Public Safety (678-676-1810).
- Contact Regional Superintendent
- Assess whether evacuation is necessary (NOTE: Review Bomb Threat Checklist)
- If **NO** evacuation is initiated, immediately institute a **Level 2/(Interior) Lockdown (See Lockdown Procedures, p. 5)** and have Law Enforcement and Administrative & Building Personnel search school premises.
- If evacuation is initiated, conduct the following:
- Move school personnel and students to the predetermined assembly points 1,000 feet away from the building using predetermined routes and exits (NOTE: administrators must re-direct classes if the predetermined routes pass near the alleged location of the bomb or device.)
- Ensure that all school personnel and students have left the building. Check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.
- Designated staff should take the **Emergency Kit** to the assembly area(s).
- Use classroom telephones (where available), bullhorns or adult runners to communicate and confirm that the building has been cleared. **DO NOT USE WALKIE-TALKIES OR CELLULAR PHONES** since radio transmissions may cause detonation of electric blasting caps in certain types of bombs. HOWEVER, walkie-talkies may be used outside for outside-to-outside communication.
- Designated staff should look for suspicious items and report such items to emergency personnel without touching or handling the items.
- Designated staff should account for all students by checking with teachers in the assembly area (s).
- All school personnel and students must remain in the assembly area until the “all clear” signal is sent.
- Alert the Crisis Management Team (678-596-2739), if necessary
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

Bomb Threat Call Checklist

*(Place a copy of the checklist next to each school phone)
(It may be prudent to limit the utilization of students to answer school phones)*

Ask the Caller:

1. Where is the bomb right now?
2. What does the bomb look like?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?

Exact Wording of Bomb Threat:

Caller Information:

Sex: Race: Age: Length of Call:

Caller's Voice:

Calm Nasal Slurred Soft Angry Whispered Stutter Loud Accent
Excited Lisp Disguised Laughter Slow Cracking Raspy Crying
Normal Familiar Voice? Who?

Background Sounds:

Traffic Voices Music House Noises Static Clear Office Noises
Factory Long Distance Machinery PA System Other:

Threat Language:

Well-Spoken Incoherent Offensive Words Message Read Taped Irrational

Notifications:

911/School Police Regional Superintendent Other

Calls Received By:

Name:
Title/Position:
Telephone Number:
Date:

Notes/Comments:

CLOSING OF SCHOOL – WEATHER AND/OR SHELTER-IN-PLACE

➡ Precautions Before the School Day

- Listen to local radio and television broadcasts.
- Verify on school district recording (**678-676-1200**).
- Verify by use of School District phone tree.

➡ During the School Day (See Emergency Evacuation, p. 6-7)

- Check on condition of building and surrounding neighborhood.
- Inform Area Superintendent of building, neighborhood, and weather conditions.
- Keep students and staff away from possible hazardous conditions, such as sidewalks and steps.
- Keep emergency phone numbers close to the phones.
- A hotline early school closing phone message will be sent to each principal.
- Notify staff of early school closing.
- Students will remain in classrooms until buses arrive.
- School staff will ensure that all persons have left the building.
- School staff will secure the building and grounds.
- School staff will leave the building, as necessary.

➡ Shelter-in-Place

If weather conditions (or other reasons) create the necessity for overnight housing, the building must be secured and student movement limited.

- The decision to provide overnight housing will be a joint decision between the building administrative staff, central office staff, and emergency personnel.
- When the decision is made to have overnight housing, the principal will contact the Regional Superintendent and the news media will be informed. Transportation, **678-676-1333** should be called.
- The principal should contact the DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to ensure that the school's climate control system is **not** turned off.
- Designated school staff members will help contact family members and will continue to do so throughout the night.
- Students and staff will be routed to the safest part of the building.
- The administrative staff and other staff members will be assigned supervision duties and shifts and will set up an indoor security perimeter to ensure the safety and supervision of the students. Also, shifts to answer the phones will be established.
- Roll should be taken to account for every student and appropriate next day (or release day) checkout procedures should be followed.
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
- Administrative staff, with assistance from the Area Superintendent, should prepare a written statement to be sent home with students.

DEATH OF A STAFF MEMBER OR STUDENT OR SUICIDE AT SCHOOL (or Threat)

Administrative staff should contact the following immediately upon learning of the death of a staff member or student:

➔ **During School Hours**

- Alert the Crisis Management Team (678-596-2739).
- Call Area Superintendent.
- Administrative and counseling staffs should begin informing staff members and finally students.
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

➔ **Before or After School Hours**

- Call Area Superintendent.
- Alert the Crisis Management Team (678-596-2739).
- Director of Communications (678-427-4898).

➔ **Suicide at School**

- Call 911.
- Call DCSD Department of Public Safety (678-676-1810).
- Call Area Superintendent
- Secure the area and keep all students away.
- Send notes and runners to staff members informing them that a medical emergency has occurred. Include any additional instructions (e.g., “The bell schedule will be changed and will be manually sounded at an appropriate time.”).
- Alert the Crisis Management Team (404-901-9069).
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

- ➔ **NOTE: If a student threatens suicide, the counseling and administrative offices must be informed immediately. Also, the Crisis Management Team must be contacted as soon as possible. The student should be taken to the counseling office, and someone should always remain with the student until the parents and/or the Crisis Management Team arrives.**

FIRE

A fire or smoke in the building requires immediate evacuation of the building. A safe, orderly evacuation depends on effective fire drill practices.

➡ **Response** (*See Emergency Evacuation, p. 6-7*)

- ➡ Principal to call 911. In the absence of the principal a designee(s) will be assigned to call 911. (NOTE: Activating fire alarms sends a distress call to the fire department but calls **911** to make sure alarm was received.)
- Ring fire alarm bell.
 - Pull fire alarm.
 - Call Area Superintendent.
 - Use intercom to start the evacuation.
 - Close all windows and doors to confine fire.
 - School personnel and students move to the predetermined assembly points 1,000 feet away from the building using predetermined routes and exits (NOTE: administrators must re-direct classes if the predetermined routes pass near the fire or smoke areas.)
 - Ensure that all school personnel and students have left the building. Check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.
 - Designated staff should take the **Emergency Kit** to the assembly area(s).
 - Use walkie-talkies, classroom telephones (where available), bullhorns and adult runners to communicate and confirm that the building has been cleared.
 - Designated staff should account for all students by checking with teachers in the assembly area(s).
 - Designated staff should survey students at the assembly point(s) to check for injuries or trauma.
 - All school personnel and students must remain in the assembly area until the “all clear” signal is sent.
 - Alert the Crisis Management Team (404-901-9069).
 - Contact DCSD Service Center, **678-676-1371(during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
 - Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.
- ➡ **See p. 32 Procedures for Reporting Fire/Severe Weather/ Lockdown Drills**

HAZARDOUS MATERIALS/NUCLEAR

Chemical/Biological/Nuclear Threat or Accident

➔ Preparation

- Determine transportation routes (e.g., highway, rail, pipeline, etc.), storage areas and industrial use of potentially dangerous materials which are in the vicinity of the school. School chemicals should be under lock and key.
- Determine logically safe routes and assembly areas for staff and students **inside** and **outside** of the building.

➔ INSIDE Building Hazardous Materials Accident or Threat (See Emergency Evacuation, p. 6-7)

- Immediately remove all students and staff from the area.
- Call 911 and DCSD Department of Public Safety (678-676-1810).
- Call Area Superintendent.
- **DO NOT TOUCH THE HAZARDOUS MATERIAL.**
- Seal off the area(s) around and near the accident.
- Shut down air-conditioning and ventilation units or contact the Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)** School personnel and students move to the predetermined assembly points 1,000 feet away from the building using predetermined routes and exits (**NOTE:** administrators must re-direct classes if the predetermined routes pass near the hazardous material accident site.)
- Ensure that all school personnel and students have left the building. Check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.
- Designated staff should take the **Emergency Kit** to the assembly area (s).
- Use walkie-talkies, classroom telephones (where available), bullhorns and adult runners to communicate and confirm that the building has been cleared.
- Designated staff should account for all students by checking with teachers in the assembly area (s).
- Designated staff should survey students at the assembly point to check for injuries or trauma.
- All school personnel and students must remain in the assembly area until the “all clear” signal is sent.
- Alert the Crisis Management Team (404-901-9069).
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

➔ **OUTSIDE Building Hazardous Materials Accident or Threat**

NOTE: Schools usually receive emergency notice from either emergency personnel or citizens of hazardous material accidents or threats originating outside of the school building. If the notice comes from non-emergency sources, the school administrative staff should contact emergency personnel at **911** and the Department of School Police, **678-676-1810**, to confirm or refute the report. If the notice comes from emergency sources, the following procedures should be immediately initiated.

- Contact Area Superintendent.
- Return all students and personnel from athletic fields and playground areas into the school.
- **Initiate Level 1 (Exterior) or Level 2 (Interior) Lockdown (See Lockdown Procedures, p. 5)** and assign designated staff to ensure that students and staff do not leave the building.
- Contact Transportation, **678-676-1333**, to keep school buses out of the hazardous material accident/threat area.
- Use intercom to inform students and staff that precautionary measures are being taken due to a report of an accident near the school.
- All teachers should account for all students.
- Close all windows and outside doors to the school.
- Shut down air-conditioning and ventilation units or contact the DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to do so.
- Alert the Crisis Management Team (**404-901-9069**).
- Be prepared to quickly evacuate the facility, **based on the directions of emergency personnel.**
- Have first aid trained staff members on alert.
- Remain in lockdown mode until the “all clear” signal/message is received from emergency personnel.
- Use intercom to inform students and staff of the “all clear” signal/message and to give a brief explanation of the reason for the lockdown response.
- Contact Transportation, **678-676-1333**, when the “all clear” signal/message is received.
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

NOTE: IN THE EVENT OF A NATIONAL NUCLEAR WARNING, USE THE SAME PROCEDURES ABOVE AND TUNE TO THE WEATHER/HAZARD MONITOR AND TELEVISION NETWORKS.

INTRUDER/SUSPICIOUS PERSON HOSTAGE/BARRICADE

An intruder/suspicious person is someone whose presence is uninvited and unwelcome and/or whose behavior jeopardizes the safety of the school building. An intruder/suspicious person situation may escalate into a hostage/barricade emergency.

➔ INTRUDER/SUSPICIOUS PERSON

Preparation

Being prepared often discourages outsiders from attempting to intrude upon the school environment.

- Restrict free access to the building to as few doors as possible.
- All exterior doors locked during the day should have signs that provide directions to visitors advising them to use the main entrance.
- Discourage students and staff from opening locked doors for others because this will breach school security.
- Schools should use a visitor identification name-tag system. Visitor tags should be returned to the security/front desk when the visitor leaves the building.
- Designate a school employee to periodically check all exterior doors that have been designated as secured doors.

Response

- When a lockdown is necessary to protect students and staff, it is essential that the lockdown take place immediately – delaying a lockdown may be dangerous. (*See Lockdown Procedures, p. 5*)
- When a lockdown is deemed necessary, use the intercom system to announce school-wide lockdown.
- Call **911** and the DCSD Department of Public Safety, **678-676-1810**.
- Call Area Superintendent.
- Make sure the hallways are clear of students and staff.
- Use walkie/talkie to inform teachers on the athletic fields or playground to stay away from the building.
- Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches.
- Monitor the location of the intruder/suspicious person using the surveillance cameras and monitors and walkie-talkies.
- Allow no one to leave the classrooms.
- Close all windows and blinds.
- Encourage students to remain calm and quiet.
 - Remain in lockdown mode until the “all clear” signal/message is received.
- Alert the Crisis Management Team (**404-901-9069**).
- Administrative staff, with assistance from the Regional Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

➡ **HOSTAGE/BARRICADE:** (Staff SHOULD NOT attempt to negotiate with the hostage taker.)

- Call **911** and the DCSD Department of Public Safety (**678-676-1810**).
- Call Area Superintendent.
- Make sure the hallways are clear of students and staff.
- Use walkie/talkie to inform teachers on the athletic fields or playground to stay away from the building.
- Use the intercom system to announce school-wide lockdown (**Level 3 (Full Lockdown)**).
- Be prepared to initiate evacuation procedures.
- Have first-aid trained staff members on alert.
- Remain in lockdown mode until further communications from emergency personnel.

➡ **EVACUATION** (See *Emergency Evacuation*, p. 6-7)

- School personnel and students move to the predetermined assembly points 1,000 feet away from the building using predetermined routes and exits (**NOTE:** administrators must re-direct classes if the predetermined routes pass near the hostage/barricade area.)
- Ensure that all school personnel and students have left the building. Check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.
- Designated staff should take the *Emergency Kit* to the assembly area(s).
- Use walkie-talkies, classroom telephones (where available), bullhorns and adult runners to communicate and confirm that the building has been cleared.
- Designated staff should account for all students by checking with teachers in the assembly area(s).
- Designated staff should survey students at the assembly point to check for injuries or trauma.
- Everyone should remain in assembly areas until the “all clear” signal/message is given. Once students are in the building, use intercom to explain situation.
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
- Alert the Crisis Management Team (**404-901-9069**).
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

ACTIVE SHOOTER PROTOCOL

The following is to be used as a guide by all district personnel in the event of an active shooter situation at any school or school center.

An active shooter situation is defined as an incident involving one or more subjects participating in a random or systematic shooting spree and demonstrating their intent to continuously harm others. The activity is not contained to any one area and presents an immediate risk of death or serious bodily injury to all building occupants.

- ➔ With the report of a **weapon** or significant **threat**, an immediate **Level 3 (Full Lockdown)** will be initiated. (*Lockdown Procedures, p. 5*)
 - a. Any person or staff member can advise of the threat.
 - b. The Principal or Designee can initiate the Lock down.
 - c. Any reasonable means of communication should be used to communicate the threat and appropriate response.
 - i. Example: School PA system, school radio, **pre-determined** alarm signal or verbal alert by staff member.
- ➔ Staff shall immediately contact emergency response personnel by calling **911** on any available **school phone or cellular phone**.
 - a. Caller should give their **location**, the location of any threat, and a **description** of the threatening person.
- ➔ **Shelter in Place**
 - a. All staff members should take measures to protect the lives of students and their own lives by **Sheltering-In-Place**.
 - b. Teachers should, if possible, immediately **check the hallway** area near their classrooms and allow any students or staff members who may be in without shelter to enter.
 - c. Teachers should **secure door** by closing the door and ensuring the door is properly locked.
 - d. The **light** for the classroom should be **switched to the off position**.
 - e. If possible, the **interior door window should be completely covered** as to not allow anyone from outside of the classroom to see inside.
 - f. **According to Full Lockdown procedures set forward by GEMA: Exterior blinds or window coverings are to be opened to allow visibility into classroom. ***
 - *Consult DCSD Police Department to determine their preference based upon their tactical capabilities.*
 - g. All occupants of the room should move **out of sight to a blind corner** or a portion of the room which cannot be seen from the doorway or any windows.
 - h. Teachers should make every effort to keep the room's occupants **silent**, to not alert any threatening persons to the room.
 - i. Communication should be limited to emergency information only.

➤ **Evacuation**

- a. Occupants of the room should **only leave when directed to do so** by **Law Enforcement** personnel.
- b. Once directed to leave by Law Enforcement Personnel, teachers will **escort and monitor** their class to the location directed by Law Enforcement personnel.
- c. Teachers will **remain with their class** or group of students under all circumstances.
- d. Designated staff should take the **Emergency Evacuation Kit** to the designated assembly area.

➤ **Defense**

- a. **If locking mechanism are not working properly, all** effort should be put forth to **barricade the door** to keep possible threats out of the room occupied by staff and/or students.
- b. If the room is penetrated by threatening individual, occupants are **authorized to defend** themselves against the threat.
- c. Occupants may:
 - i. Throw items, if possible, as defense tools.
 - ii. Use books, pens, pencils, chairs, and other items as defense tools.

REPORT OF A WEAPON ON CAMPUS/GUNSHOTS HEARD

➔ Response

- Call **911** or immediately inform the DCSD Police or the DCSD Department of Public Safety, **678-676-1810**.
- Notify Area Superintendent.
- Administrator and School Resource Officer (or other law enforcement officer) should proceed to the classroom or area where the weapon is reported to be.
- While the School Resource Officer and an administrator escort the suspected student (or person) to a private area, another administrator or designated staff member should carry all the student's belongings at a safe distance.
- The student should always walk in front of the escort; never allow the student to walk behind any member of the escort.
- At no time should the student be allowed to put his/her hands in pockets or to approach his/her belongings, nor should the student be allowed to go to a classroom or restroom while on the way to a private area.
- The student should be asked to empty his/her pockets and take off his/her shoes.
- The belongings should be thoroughly searched.
- Any weapon found should be immediately secured. If found by an administrator or teacher or other staff member, the weapon **must** be turned over to the police.
- At least two administrators or staff members should search the student's locker. If a weapon is found in the locker, the area should be secured and the DCSD Police or other police officer should remove the weapon.
- Administrators or school staff **should not** confront or attempt to disarm anyone who is in possession of a weapon.
- Administrators or school staff **should never** attempt to unload a firearm, even if they have weapons experience.

NOTE: If the suspected person is in a classroom or other crowded area, the approach to the student should be carefully planned. The person should be asked to leave the area before asking him/her to follow to private area for the search. If the person runs, he/she should not be chased. Secure the building and contact the local police jurisdiction.

WHEN GUNSHOTS ARE HEARD IN OR NEAR THE SCHOOL

- Immediately lockdown the school (Identify whether **Level 1 (Exterior)** or **Level 2 (Interior) Lockdown**. (*See Lockdown Procedures, p. 5*)
- Contact staff outdoors with students to take refuge in a predetermined site.
- **Call 911.**
- View surveillance monitors to determine location and nature of the incident.

OTHER CONTACT

- Regional Superintendent

STUDENT DISRUPTION/CIVIL DISTURBANCES

- ➔ **Level 1 Disturbance** - Disruption is confined to one area, but no threat to students or staff.
- ➔ **Level 2 Disturbance** - Disruption forces are mobile and/or pose a threat to students and/or staff.
- ➔ **Level 3 Disturbance** – Disruption is widespread with large-scale student participation and is a serious threat to students and staff.
 - When available, notify the DCSD Police.
 - Use intercom system to signal level and location of disturbance (e.g., “We have a Level 3 in third hall) and specific instructions.
 - Isolate the disruption.
 - Clear the immediate area, including restrooms and hallways.
 - Use walkie-talkies to monitor and assess the situation in order to provide instructions for staff members.
 - Keep students in classrooms by announcing building lockdown (Interior Lockdown). *(See Lockdown Procedures, p. 5)*
 - For **Level 2 (Interior) or Level 3 (Full) Lockdown**, call **911**, DCSD Department of Public Safety, **678-676-1810** and Area Superintendent.
 - For **Level 2 (Interior) or Level 3 (Full) Lockdown**, staff members trained in CPR and First Aid should go to the area (if they are supervising students, a staff member should be designated to relieve them when they move to the area).

NOTES:

1. *Teachers should not leave students unsupervised.*
 2. *Staff members should not approach the disturbance area alone.*
 3. *Staff should clearly communicate simple instructions to students.*
 4. *When approaching a crowd, remove the crowd one “layer” at a time from the outside in; do not push through the crowd toward the center or point of the disruption.*
 5. *Do not allow students removed from the disturbance area access to lockers.*
- Use intercom to inform students and staff of the “all clear” signal/message and to give a brief explanation of the reason for the lockdown response.
 - Plan close supervision of students during dismissal and boarding of buses. Coordinate with DCSD Department of Public Safety, **678-676-1810**, to ensure adequate protection of students until they have left the premises.
 - Contact Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
 - Alert the Crisis Management Team (**404-901-9069**).
 - Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

STUDENT RUNAWAY/ABDUCTION/ MISSING STUDENT

➔ Preparation

- Ensure that student accountability procedures are in place and strictly always followed:
 1. Daily attendance kept and parents notified of absences.
 2. Daily tardiness recorded and parents notified.
 3. Procedures to ensure students are checked out of school by authorized persons.
 4. Field-trip student rosters are kept on each bus and a copy at the school.
 5. At field-trip destination, all students are accounted for upon arrival and prior to departure.
- Maintain accurate up-to-date student files, which include:
 1. Emergency medical information
 2. Emergency contact numbers
 3. Contact information for guardians and individuals authorized to make decisions on behalf of the student and individuals authorized to assume custody of the student.
- Inform staff to report any intruders/suspicious persons loitering on or near the school campus.
- Enforce identification and accountability procedures for adults who enter the school while the school is in session.
- Ensure that procedures are followed when releasing students to parents or guardians.

➔ Response (*State law prohibits the exchange of child custody on school property.*)

- Notify administrative staff immediately.
- Notify Area Superintendent.
- Call **911** and the DCSD Department of Public Safety (**678-676-1810**).
- Have a description or picture of the child ready to give law enforcement.
- Notify the parents/guardians.
- Notify Transportation, **678-676-1333**, if the student normally rides the bus.
- Conduct a room-by-room search for the student. Also, search grounds and other potential hiding areas.
- Survey students from the missing student's class for information.
- Siblings of the missing student should be *closely monitored* at all times. If the siblings attend a different school, the administrator of that facility should be notified *immediately*.
- Secure the perimeter of the building. Make sure students do not leave.
- Curtail outside activities until the situation has stabilized.
- Alert the Crisis Management Team (**404-901-9069**).

(ALSO SEE INFORMATION ON SEVERE THUNDERSTORM WARNINGS)

➤ Definitions

➤ **Tornado WATCH:** Indicates that weather conditions are present that may develop into a tornado. *Designate staff members to monitor weather reports on weather/hazard monitor and weather conditions and be prepared to move students from mobile classrooms and other unsafe areas if conditions change.*

⇒ **Tornado WARNING:** Indicates that a tornado has been sighted in the immediate area or indicated on radar. *Protective measures must be taken immediately, starting with moving students from all mobile classrooms to the main building.*

➤ Preparedness

- Evaluate the physical plant and develop plans for the use of secure areas by student and staff.
- Plan for the use of lower floors and/or interior areas such as hallways.
- Do not use gyms and other areas with wide roof spans.
- Inform staff and students that several short bell rings signify a **Tornado WARNING** (it is imperative that students and staff know the bell signal for a tornado warning).
- Keep First Aid supplies current and convenient.
- At least twice a year, inform staff and students about severe weather and the appropriate response.
- Designate the best areas to serve as shelters, such as interior rooms, hallways, lowest floors, enclosed smaller areas away from glass, etc.
- Prepare diagrams of the building and mark the tornado shelter areas thereon. Include the quickest route to access those shelters and post the diagrams in each room.
- Conduct drills/exercises so that everyone can become familiar with tornado warning procedures.
- Designate staff members to monitor weather reports on the weather/hazard monitor.

➤ Response to WARNING

- Move students from all temporary or mobile classrooms and gymnasiums and multi-purpose buildings to the main building.
- Take personal belongings only to provide extra protection from flying or falling debris (e.g., notebooks or coats to hold over head and shoulders).
- Secure the building by closing windows and doors.
- Direct everyone to seek cover in the hallways and to take a protective kneeling position facing the wall with hands/arms covering the head, neck and face.
- **If possible**, secure or store articles that may become missiles indoors.
- Students in unsafe locations will go to a pre-determined location.
- Students should not be allowed to leave the building during a **WARNING**. ****If students are on a field trip at the time inclement weather occurs, bus drivers will be alerted to get students back on the bus and return to school or a safe haven.*
- Teachers should keep their class rosters with them during the drill and remain with the class to be sure all students are present and are taking safety precautions.
- Staff members trained in CPR and First Aid should be assigned to the sheltered areas.

- Students and teachers should remain in the secured areas and safety positions until the “all clear” signal is given.

- The administrator should contact **911**, the DCSD Department of Public Safety, **678-676-1810** and the Area Superintendent to report injuries and/or damage.
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
- Alert the Crisis Management Team (**404-901-9069**).
- Administrative staff, with assistance from the Regional Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

NOTE:

- ⇒ If the storm causes damage to the building, student and staff movement in the building following the storm should be closely monitored to identify unsafe parts of the building. Also, if the school day ends early due to the storm, activate the early dismissal procedures. If parents come to the school to check on and to check out their children, set up an orderly check out procedure in the school cafeteria area (if safe), requiring identification and using student attendance logs.
- ⇒ If the storm damaged the building, the decision to open or close the school the next school day should be made jointly by:
 - Superintendent’s Office (**678-676-0791**)
 - Principal and staff
 - Area Superintendent
 - DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**
 - DCSD Department of Public Safety (**678-676-1810**)
- ⇒ School District Staff will inform the local news media to announce the decision to the public.

☞ **SEVERE THUNDERSTORM WARNING:**

- Move students from all temporary or mobile classrooms and gymnasiums and multi-purpose buildings to the main building.
- Bring all students into the building from outside activities and keep students from leaving the building until the warning is cancelled.
- **Where possible**, all electronic equipment should be unplugged.
- Keep students and staff away from glassed areas.
- Closely monitor weather developments and announcements.
- Contact above-listed phone numbers and initiate above-listed procedures if damage occurs.

*NOTE: Each school should keep its Digital Weather/Hazard Alert Monitor turned on and located where alerts can be heard.

FLOODING

➤ Preparedness

- Know the local history of flooding near the school.
- Know what a river, stream, or lake height forecast means in terms of the school, community, bus routes and student residential areas.
- Know local elevations.
- Monitor forecasts and alert Area Superintendent of any potential for flooding at the school prior to the day's opening. Early notification may result in students and staff being re-routed to another location.
- Plan alternative transportation routes to avoid flood-prone areas.
- Make provisions for students living in flood affected areas to be taken home early, kept at school, or taken to relatives.

➤ Response

- Monitor weather conditions in the affected areas via radio or television broadcasts.
- Evacuate students immediately in accordance with emergency early dismissal procedures.
⇒ *Contact Area Superintendent concerning the issuance of a news release regarding early dismissal.*
- If the situation, according to emergency personnel, does not permit an evacuation, keep the students at school or in an alternate safe location.
- Closely monitor dismissal to keep students away from flooded, flooding, or possible flooding areas.
- Warn students walking home from school to stay away from creeks, rivers, stream, lakes, dams, and any flooding areas or areas with flash flood potential.
- Shut off the water at mains so that contaminated water will not back up into the school water supply.

NOTE: If flood approaches the building or if a flash flood warning area includes the building,

- ⇒ Students and staff should be relocated from low-lying levels and all electrical equipment should be unplugged.
- ⇒ If the storm causes damage to the building, student and staff movement in the building following the storm should be closely monitored to identify unsafe parts of the building. If parents come to the school to check on and to check out their children, set up an orderly check out procedure in the school cafeteria area (if safe), requiring identification and using student attendance logs.
- ⇒ The decision to open or close the school the next school day should be made jointly by:
 - Superintendent's Office (678-676-0791)
 - Principal and staff
 - Area Superintendent
 - DCSD Service Center, 678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)
 - DCSD Department of Public Safety (678-676-1810)
 - DeKalb and/or Georgia Emergency Management Personnel

EARTHQUAKE

The northern part of Georgia is designated a “MODERATE-EXPECTED EARTHQUAKE DAMAGE ZONE.” Therefore, schools should be prepared.

➡ **Response**

- Movement during the actual tremors is not recommended. **Inside** the building, inform staff and students to take cover under desks, when possible, and cover their heads and necks. They should stay away from glass, outside windows and doors, shelves, and any objects that may fall. Students and staff in classrooms with windows should relocate to the hallways or stairwells. **Outside** the building, staff and students should move away from buildings and avoid utility lines.

➡ **After the Tremors Stop (See Emergency Evacuation, p. 6-7)**

- School personnel and students move to the predetermined assembly points 1,000 feet away from the building using predetermined routes and exits (**NOTE:** administrators must re-direct classes if the predetermined routes pass near damaged areas.)
- Ensure that all school personnel and students have left the building. Check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.
- Designated staff should take the **Emergency Kit** to the assembly area(s).
- Use walkie-talkies, classroom telephones (where available), bullhorns and adult runners to communicate and confirm that the building has been cleared.
- Designated staff should account for all students by checking with teachers in the assembly area(s).
- Designated staff should survey students at the assembly point to check for injuries or trauma and alert staff members trained in CPR and First Aid.
- **DO NOT RE-ENTER BUILDING**
- Alert the Crisis Management Team (**678-596-2739**).
- Call Area Superintendent.
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage.
- Administrative staff, with assistance from the Regional Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

HURRICANE

DeKalb County School District is far enough inland to have several hours of advanced warning of a pending or possible hurricane. In such cases, the Superintendent will announce school closings. However, some schools are designated emergency shelters and should make appropriate preparations.

☞ **Preparedness**

- Monitor weather reports and be available to receive calls from emergency personnel and the DCSD Service Center.
- Bring all outdoor equipment inside of the building.
- Move equipment away from doors and windows.
- Unplug all electrical equipment.
- Remove all objects that may fall to floor level.
- Contact the DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, for more information on building preparations.
- If the building has been designated as an evacuation shelter, determine its “structural integrity” with assistance from the DeKalb and Georgia Emergency Management Agencies (DEMA and GEMA).
- With the assistance of DEMA/GEMA, identify and designate the most appropriate protective areas within the school building.
- Work with DEMA/GEMA to develop a plan to provide provisions for temporary shelter and for checking-in and checking-out evacuees.
- Check school activity calendar to identify school activities or events that conflict within the estimated time for the hurricane warning area. Reschedule those activities in time to announce to students, staff, and public.
- If a hurricane or storms related to the hurricane move through the area of the building, carefully survey the building after the danger has passed, but do not enter the building if it appears structural damage has occurred. Instead, immediately report the damage to the DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-3771 (after school hours)**, the DCSD Department of Public Safety, **678-676-1810**, and the appropriate Area Superintendent.
- Do not approach down electrical lines near or on the building.
- All damage, even minor damage, should be immediately reported to the Service Center.

UTILITY EMERGENCY/AFTER-HOURS EMERGENCY

(Electrical power failure, gas line break or leak, water main or sewer break)

➤ **Should building need to be evacuated** (*See Emergency Evacuation, p. 6-7*)

- Contact Area Superintendent.
- School personnel and students move to the predetermined assembly points 1,000 feet away from the building using predetermined routes and exits.
- Ensure that all school personnel and students have left the building. Check hallways, restrooms, lounges, cafeterias, auditoriums, and gymnasiums.
- Designated staff should take the **Emergency Kit** to the assembly area(s).
- Use walkie-talkies, classroom telephones (where available), bullhorns and adult runners to communicate and confirm that the building has been cleared.
- Designated staff should account for all students by checking with teachers in the assembly area(s).
- Designated staff should survey students at the assembly point to check for injuries or trauma.
 - Everyone should remain in assembly areas until the “all clear” signal/message is given. Once students are in the building, use intercom to explain situation.
 - Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for possible damage or danger.
- Alert the Crisis Management Team (**404-901-9069**).
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

➤ **Electrical Power Failure**

During and After School Hours:

- **Georgia Power Company 1-888-660-5890 (24-hours)**

Evacuation Protocol

By order of the DeKalb County Fire Marshall, anytime an occupied school loses electrical power, and the facility does not have a working backup generator, the school must be evacuated after 90 minutes.

An emergency fire watch must be established anytime a school loses electrical power. The fire watch shall consist of personnel who have a flashlight and a walkie/ talkie and stationed throughout the school with no other responsibility but to watch for fire. Schools having emergency generators may remain occupied during a power failure as long as the generator is operating, and the fire watch is in place.

➤ **Gas Line Break**

During or After School Hours:

- **Atlanta Gas Light 770-994-1946 (24 hours)**

➤ **Water Main Break or Sewer Break**

During or After School Hours:

- **DeKalb County Dept. of Watershed Management 770-270-6243 (24 hours)**

OTHER CONTACTS

- DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**
- Regional Superintendent

BACTERIA OR MICROORGANISM THREAT

(Receipt of or threat to receive a bacteria-laced or microorganism-laced letter, box, container, envelope, etc.)

➡ **Preparedness**

- Persons who handle mail and packages should be alert to unusual packages or letters (e.g., excess postage on a small package or letter indicates that the object was not weighed by the Post Office, no postage or non-canceled postage, handwritten notes such as “to be opened by Mr. Smith,” leaks, stains or sharp points. Students and volunteers should NOT be allowed to open or handle school mail).

➡ **Response** (See *Emergency Evacuation*, p. 6-7)

- Call **911** and DCSD Department of Public Safety (**678-676-1810**).
- Call Area Superintendent.
- Isolate letter or package.
- Cover letter or package with a heavy cloth or similar item to minimize contamination.
- Evacuate and seal off the area of building.
- Assign staff to prevent others from entering the area.
- Isolate victim or victims who have come into contact with letter or package.
- Identify victims fully with name, address, and telephone number for first responders and health officials.
- Decontaminate as instructed by medical/health personnel.
- Contact DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**, to inspect building for danger.
- Alert the Crisis Management Team (**404-901-9069**).
- Administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

AFTER-SCHOOL AND WEEKEND SAFETY

➔ An Expectation of Safety

While schools can be accessible to members of the school and community for extracurricular activities and community use, there is also a reasonable expectation for the safety and security of facility users by students, staff, parents, and community members. Unfortunately, most, if not all, schools have some level of potential risk. While the threat level may vary from school to school and community to community, school and community officials must take safety and security into account when allowing such activities to occur at school facilities.

After-School and Weekend School Facility Use Suggestions:

- Assign a staff member to schedule and coordinate after-school activities and community use of the building. Keep written records of scheduled use, contracts and agreements, and other related issues.
- Within contractual agreements with community organizations and other non-school event sponsors, there should be specific security requirements (supervision, security personnel, etc.) included as part of your agreement in allowing them to use school facilities.
 - Adult supervision is one of the most critical elements to adequate after-school and weekend facility safety. Supervising personnel may range from an overall activity's coordinator to specific school security personnel and/or law enforcement officers, as appropriate.
- Always have a school representative meet with the facility user before and after the use of the site.
 - Prior to use of the site, meet and discuss accessibility, expectations for the use of the facility, known hazards, and rules and guidelines. It is also very important to ensure that all personnel using the building are familiar with emergency procedures (i.e., fire evacuations, safe sheltering locations, and emergency contacts).
 - Meet at the conclusion of the use of the facility to ensure that no damage to the site has occurred and that all terms of the contract have been met.
- The number of open doors that are accessible to outsiders once the normal school day has ended should be limited.
- Concentrate after-school and weekend activities in limited areas of the school campus. If possible, avoid having activities spread out all over the school grounds. If you do have multiple activities taking place, try to identify ways to contain them to their designated areas.
- Restrict access to sections of the building not being used for after-school activities, being sure to comply with fire code standards.
- Contact DCSD Service Center, 678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours), to inspect building for possible damage.
- Notify DCSD Police, when available.
- Call DCSD Department of Public Safety (678-676-1810).

*Other strategies may also need to be employed. The specific needs and actions will vary based upon the unique nature of each school, district, and community.

HELPFUL TIPS AND INFORMATION

➞ INFORMATION NEEDED WHEN CALLING THE REGIONAL SUPERINTENDENT:

- Name of person calling
- School name
- Description of the incident
- Names of people involved
- Grade of students involved
- Injuries (if applicable)
- Damage (if applicable)
- What action the school has taken thus far
- Other information, as necessary that impacts the school or School District
- Provide phone numbers to school, including private number
- If incident necessitates someone coming to the school, give specific instructions (e.g., where to park, who to meet, what door to use, etc.)

➞ HOW TO DEAL WITH THE NEWS MEDIA

- Greet the reporter/crew politely. Tell them to wait in the press car/truck or designate an area for them to sit in the school office away from students and the incident or incident area.
- Call the Director of Communications **678-427-4898** and Area Superintendent. Ask them for advice or request that someone come to the scene as the official spokesperson.

➞ LIST CPR AND FIRST AID STAFF PERSONS

- Names:

➞ QUICK REFERENCE PHONE NUMBERS

- Superintendent's Office, **678-676-0791**
- Director of Communications, **678-427-4898**
- Crisis Management Team, **678-596-2739**
- Atlanta Gas Light, **770-994-1946**
- Georgia Power, **1-888-660-5890**
- DeKalb County Department of Watershed Management, **770-270-6243**
- DCSD Service Center, **678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)**
- DCSD Department of Public Safety, **678-676-1810**
- DCSD Department of Public Safety Safe Schools Unit, **678-676-1810**
- DCSD Department of Student Relations, **678-676-1811**
- Transportation, **678-676-1333**
- Poison Control, **404-616-9000; 1-800-222-1222**

REPORTING OF FIRE / SEVERE WEATHER AND LOCKDOWN DRILLS

1. Conduct FIRE DRILLS consistent with the districts most current adopted “EMERGENCY RESPONSE PROCEDURES AND PROTOCOLS” manual.
 - a. 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.
 - b. During the months of November and February, the Georgia State Fire Marshal Office requires a severe weather drill is conducted and reported online, instead of a fire drill.
 - c. The district requires the drills be performed by the 15th of each month. Schools will have until the 20th to add the required information to the Office of Insurance and Safety Fire Commissioner’s fire drill reporting portal.

2. Conduct LOCKDOWN DRILLS consistent with the most current adopted “EMERGENCY REPSONSE PROCEDURES AND PROTOCOLS” manual.
 - a. Safe Schools will provide guidance and training the first month of the first semester. During the first ten (10) days of school and **unobserved** practice lockdown drill should be conducted by the administrators/staff and posted to the Safety Fire Commissioner website. In addition, the Safe Schools Team will be checking documentation of fire drills, severe weather drills, and lockdown drills.
 - b. During second semester and **observed** Lockdown drill will be conducted and scored. Schools will be evaluated on the following criteria:
 - i. Was there a quick and orderly response to the school’s signal for lockdown?
 - ii. Were the doors locked?
 - iii. Was anyone in an unsecured area?
 - c. Lockdown drills **cannot** replace a required fire or severe weather drill. This would be an addition to the required drills.

3. Report all drills to the Office of Insurance and Safety Fire Commissioner’s website fire drill reporting portal, located at:
<https://www.oci.ga.gov/PublicEducation/SchoolFireDrills.aspx>

4. Ensure all dropdowns on the reporting portal are selected appropriate for the actual drill performed. Please choose “Fire Drill”, “Lockdown Drill”, “Tornado Drill”, or “Severe Weather Drill”.

5. Print out the confirmation of drill performed from the Office of the Safety Fire Commissioners website and place in the “RED FOLDER” under the tab marked “Fire Drills”.

If you have any questions concerning any of the mentioned, please contact:

Fire/Emergency Evacuation Drills Chet Walker Fire & Life Safety Specialist	Lockdown Drills Kenneth Gilstrap Safe Schools Specialist
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VIRAL PANDEMIC PROCEDURES and PROTOCOLS

➔ Preparedness

- Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering as feasible.
- Intensify cleaning, disinfecting, and ventilation of areas.
- Encourage social distancing through increased spacing, small groups and limited mixing between groups as feasible.
- Train all employees on health and safety protocols.

➔ Response

- Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival as feasible.
- Encourage anyone who is ill to stay home.
- Plan for if/when students or employees get ill.
- Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- Monitor student and employee absences and have flexible leave policies and practices.
- Consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.

NOTE: If an outbreak occurs in building

- ⇒ Faculty, staff, students, and parents should abide by procedures and protocols set forth by DCSD.
- ⇒ Principals should notify their Regional Superintendent in the event of any cases or outbreaks. At that point, should the need to close a school building arise the decision will be made jointly by:
 - Superintendent's Office (678-676-0791)
 - Principal and staff
 - Area Superintendent
 - DCSD Service Center, 678-676-1371 (during school hours) or 678-410-3771 / 470-422-0405 (after school hours)
 - DCSD Department of Public Safety (678-676-1810)

Disclaimer: DCSD is consistently monitoring, updating, and providing stakeholders with the necessary information due to ever changing data pertaining to the pandemic procedures and protocols.

ADVANCED WEAPON SYSTEM

CENTEGIX Crisis Alert

In Dekalb County School District, safety of our students and staff is our top priority. To achieve this goal, we have partnered with CENTEGIX, a company that specializes in creating safer spaces through innovative solutions that empower and protect people. Our schools now have CENTEGIX's Crisis Alert solution installed, which provides real-time, precise alert location, immediate audio, visual incident notifications, lighted strobes, screen messages, and intercom integration. With a simple activation by pressing the button on an assigned Crisis Alert badge, staff and security professionals can request assistance and implement emergency protocols from anywhere on campus.

Crisis Alert Test/Drill Procedures

1. Press Crisis Alert badge three (3) times.
 - a. Ensure a Staff Alert notification is sent to the responders' Crisis Alert phone and desktop apps.
 - b. Close the alert with the reason "testing."
2. Wait 2-5 minutes.

Activate a Full Lockdown Alert:

All FULL Lockdown Drills will be conducted after school or before school. If students are on campus, an intercom announcement will be broadcast indicating that you are testing.

Press your badge continually until:

- a. Strobes flash red and the Crisis Alert badge emits a slight chirping sound and vibration,
- b. A desktop takeover message will display on staff computers and *eventually an automated intercom message will play.
- c. In Crisis Alert, categorize the FULL Lockdown as "testing" and ensure you close the alert.

Campus Wide Alerts via Mobile/Desktops

- Red – Full Lockdown – Level 3 (Lockdown Procedures p.5)
- Orange – Interior Lockdown – Level 2 (Lockdown Procedures p.5)
- Yellow – Exterior Lockdown – Level 1 (Lockdown Procedures p.5)
- Blue – Severe Weather – Tornado (Tornado Procedures p.23)
- White – Evacuate
- Green – All Clear

EVOLV TECHNOLOGY WEAPON DETECTION SYSTEM

The DeKalb County School District has implemented additional security measures to keep our staff and students safe. Our high schools and middle schools are now equipped with a Touchless Weapon Detection system called EVOLV Express. This system allows students, staff, and visitors to enter the school building through designated entrances equipped with advanced sensor technology scanners without waiting in long lines. It is important to note that the system only evaluates items passing through, not the students themselves, to check for potential threats.

Key Points

1. The EVOLV's free-flow system operates faster than traditional metal detectors, which makes the entry process quicker and more efficient for staff, students, parents, and guests.
2. The EVOLV system uses image-aided alarms to detect potential threats on individuals inside of backpacks, bookbags and other personal belongings.
3. Despite its efficiency, the system respects the privacy of staff, students, parents, and visitors as they flow through our key entry points.
4. With such high flow rates, the system requires far fewer staff to efficiently screen people when compared to traditional metal detectors.

THREATS/TERRORISTIC THREATS TO SCHOOL OR DISTRICT

Threats to harm persons and/or property at school or the DeKalb County School district pose a significant concern and must be taken seriously and immediately addressed. These procedures must be utilized for threats sent via social media, text, email, and/or other means.

➞ Threat Response

- Immediately contact your School Resource Officer (SRO) or the DCSD Department of Public Safety (**678-676-1810**). Upon receipt of this notification, DCSD will conduct a Behavioral Threat Assessment and advise.
- Immediately contact your Area Superintendent.
- If the threat was via social media, text, or email, immediately screenshot, print, and/or save the message, per the directions of your SRO or DCSD Public Safety. Once archived, do not use the device until cleared by SRO or DCSD Public Safety.
- Per the advice of the SRO or DCSD Public Safety, assess whether evacuation is necessary (NOTE: Review Threat Checklist)
- If **NO** evacuation is warranted, consult with your SRO or DCSD Public Safety on the need to institute a **Level 2/(Interior) Lockdown** (*See Lockdown Procedures, p. 5*).
- Alert the Crisis Management Team (**678-596-2739**), if necessary
- If deemed appropriate, administrative staff, with assistance from the Area Superintendent and/or the Crisis Management Team, should prepare a written statement to be sent home with students.

NOTES