



# Morgan Local Schools Safety Plan

*For All Staff and  
Substitute Teachers*

# Table of Contents

School Crisis Response Overview.....Page 3

Parent and Media Notification.....Page 4

Fire and/or Evacuation Procedures.....Page 5

Death of a Student or Staff Member.....Page 6

Tornado Evacuation Procedures.....Page 7

Earthquake Procedures.....Page 8

Bomb Threat Emergency Plan.....Page 9

Lockdown Procedures (Both Red and Yellow).....Page 10

Shelter-In-Place Procedures.....Page 12

Important Emergency Contacts.....Page 13

Building Floor Plan.....Page 14

# SCHOOL CRISIS RESPONSE OVERVIEW

In the case of any emergency (which would include but not be limited to fire, tornado, lockdown, shelter-in-place, etc.) witnessed by any staff, student, or visitor notification should be given directly to the administration office.

The building administration will then react with the intentions of keeping all students safe. As soon as time permits, contact should be made with Central Office and the Morgan County Sheriff. This contact should be made by the administration of the building, a secretary, or another designee. The individual should at the very least give a brief description of the situation. To follow are specific instructions for different situations.

All buildings will develop a crisis team that will lead in all crisis situations. These individuals will disseminate information, assist emergency personnel, and responsible for large groups of individuals.

Each classroom within all school buildings will have specific and clearly labeled directions for fire/evacuation routes and tornado shelter areas. All buildings will have an emergency kit that will be located in the office. The kit will include a copy of emergency cards (staff and students), flashlights, bullhorn, paper and writing instruments, a master copy of the school schedule, and a copy of the district safety plan. Also located in the office will be a collection of multiple checklist that includes all room numbers and room descriptions and maps of the facility. These are to be used by the crisis team, sheriff and fire departments when doing a sweep of the building.

Remember to keep the transportation department and central office staff update with status reports while a crisis is ongoing.

**In the case of any emergency, when an administrator from the central office is on site, all administrative responsibilities will be placed on him or her. Also, central office administration will be the only contact for the media.**

## **PARENT AND MEDIA NOTIFICATION**

In the case of any crisis, central office administration and/or the Sheriff's Office will determine if it is appropriate to contact parents or the media. No one outside of the superintendent or designee from the school district should talk with the media. If it is determined that all parents or a group of parents should be notified, the district will use an automated system. This system will contact parents via phone, email, and/or text.

## **FIRE AND/OR EVACUATION**

- Fire and/or Evacuation will be used in cases where it is safer to leave the building than stay in the building.
  - The difference between fire and evacuation is a fire requires students and staff to leave the building and report to the designated areas, but if there is a more serious threat (i.e. a real fire, a bomb threat, etc.) the students will be evacuated to a safer distance from the building.
- In the case of an evacuation both students and staff will leave the building the same as a fire, but then will then receive instructions from the building and/or district administration on where to evacuate.
- It is imperative that teachers keep their classes together and maintain control.
- *When the fire alarm sounds, exit the building immediately according to the procedures posted in each classroom. Students should leave all items in the classroom and should not go or stop at a locker.*
- Evacuation locations are not to be made public.

## **DEATH OF A STUDENT OR STAFF MEMBER**

- Principal is responsible for notifying staff and central office.
- Principal or guidance counselor will call Six County at 962-5404 and Morgan Behavioral Health Choices at 962-6933.
- Principal or guidance counselor will call local pastor(s) and ask them to be at the school as soon as possible to offer assistance to students.
- Principal or guidance counselor will notify school psychologist and any other school counselors and ask them to be at the school as soon as possible to offer assistance to students.
- Counseling team will be at the school in case of any student or staff member who needs counseled. A separate location within the school will be designated for this purpose.
- Classes will continue on the normal schedule unless principal or superintendent determines otherwise.
- Students needing to see a counselor will be excused from class.

# **TORNADO EVACUATION PROCEDURES**

- At the ringing of the tornado signal, follow your teacher to the appropriate place in the hall.
- If you are in the cafeteria or the gymnasium follow your teacher to the appropriate place in the locker room or inside wall/hallway on the first floor of the building.
- Staff will instruct students to go to the inside hall walls away from windows and doors.
- If you are outside, and there is enough time to get back to the building, do so immediately. If there is not enough time to return to the building, find shelter in a ditch or other low area.
- Proper position: kneeling, head in lap covered with hands.
- No talking.
- Stay in the assigned area until the signal is given to return to the classroom.
- Be calm and listen to the staff members on duty.

# **EARTHQUAKE PROCEDURES**

During an earthquake drill or at the first sign of ground shaking, students should do the following:

- Immediately drop and cover next to a desk, table, bookshelf, etc.
- Turn away from all glass.
- Be silent and listen to instructions.
- Stay next to furniture until shaking stops and then evacuate using evacuation procedures.



# **BOMB THREAT EMERGENCY PLAN**

- Assess the threat.
  - Contact Sheriff's Department and Central Office.
    - A district administrator and the Sheriff will determine if the threat is viable. The situation and type of threat will determine the action taken.
      - Phoned Threat. Upon receipt, keep the caller talking as long as possible. Ask them where the bomb is, when it will go off, listen to back ground information, etc.
      - Written Threat. Do not erase. Keep area clear and document time threat was found.
      - Electronic. Print and keep. Do not erase.
- Use fire alarm to evacuate building. Do not let students take items from the classroom or go to their lockers.
- Cell Phones should not be used during a bomb threat. A cell phone receiving or sending a call has the potential to set off a bomb.
- Teachers, administrators take count of students.
- After groups are organized outside (per fire drill instructions), move students and staff members to the designated locations.
- If students need transportation, central office administration should coordinate with the transportation department regarding pick up and other logistics.

## **LOCKDOWN** *There are two types of lockdown, Lockdown Red and Lockdown Yellow*

The Morgan County Sheriff department must be notified 72 hours prior to a Lockdown Red drill. The Sheriff must then receive a verification letter after the drill has been completed. These letters must include the date, location, time, and be completed on school letterhead.

### *Lockdown Red*

“Lockdown Red” will be used when it has been decided that it is safer for students to stay within classrooms rather than leave the building (i.e. a gunman has entered the building, etc.). In this type of lockdown, teachers must stay calm and follow procedure. Give clear and precise directions to students and keep the office informed of any developments.

It is important to remember during a Lockdown Red the key is invisibility, hallways should be cleared, rooms locked, lights turned off, students moved out of sight, and quiet maintained.

### *Procedure for Lockdown Red*

- The PA will announce “Lockdown Red, Lockdown Red.” If needed the threat may need to be announced from a location other than the office. Staff members should be instructed in making announcements from their classrooms.
- Immediately check hallway for students. If a student is in hallway, take them into room.
- Lock door.
- Tell students to be quiet and move to designate area within room.
- Turn off lights.
- Take attendance, report missing or acquired students to the office via phone.
- Do not open door. The authorities and/or administration will make contact with each room in turn. Before opening the door, the teacher should verify that it is a police officer or administration by sight or by having the individual slide an I.D. card under the door.
- When it is safe to do so, the authorities and/or administration will escort the people in each room out of the school and to an evacuation point, where everyone will be loaded on buses and transported to a designated site. Once there, students and teachers will be listed by name and interviewed by the authorities for information on the crisis. The students will be released to their parents only at the designated site. No one will be allowed to return to the school.
- After students and staff are evacuated, designated school official(s) will notify area media sources to inform parents of early dismissal.
- In the case of a drill, wait for the “All Clear” before unlocking doors and returning to normal teaching/working conditions. The “All Clear” must come from building/central administration or designee.

### *Lockdown Yellow*

Lockdown Yellow may be used in the case of a search. The search could be for individuals or items and will be performed by the administration and/or law enforcement. In this type of lockdown the same basic premise should be followed. Even though there might not be a “threat” it is imperative that procedure is followed.

### *Procedure for Lockdown Yellow*

- The PA will announce “Lockdown Yellow, Lockdown Yellow.”
- Immediately check hallway for students. If student is in hallway, take them into room.
- Lock door.
- Take attendance, report missing or acquired students to the office.
- Continue to teach, but do not let students leave. If a student enters after the lockdown question them on their previous whereabouts.
- Wait for the “All Clear.” The “All Clear” must come from building/central administration or designee.

# **SHELTER-IN-PLACE PROCEDURE**

Shelter-in-place is a provision designed to maintain student safety while remaining inside the school building. An example of the need for shelter-in-place would be a chemical spill.

- Notify Central Office (962-2782)
  - Ask Central Office to contact all media sources to inform parents
- Use intercom system to announce “Shelter-in-place”
  - Students at the high school will be sent to the auditorium or gymnasium.
  - Students at the junior high and elementary schools will be sent to the media center or gymnasium.
- Teachers take count of students
- Custodial and Administrative staff members should shut and latch all windows, exterior doors, and any other openings to the outside throughout the building.
- Essential disaster supplies, such as flashlights, nonperishable food, bottled water, and battery operated radios, first aid supplies, batteries, plastic sheeting, and duct tape should be made available. These items need to be stored in the rooms selected.
- No one is permitted to leave the building.
- Head Custodians are to turn off all HVAC systems.
- If necessary, when everyone is in the room, use duct tape and plastic sheeting to seal all openings around the doors, windows, and vents.
- Shelter-in-place leader should listen for an official declaration from school officials and stay where they are until told all is safe, or are told to evacuate.

# IMPORTANT EMERGENCY CONTACTS

- Sheriff – Tom Jenkins
  - Emergency 911
  - Non-emergency 962-4044
  
- M&M Fire and Rescue
  - Emergency 911
  - Non-emergency 962-3444
  
- Stockport Fire and Rescue
  - Emergency 911
  - Non-emergency 559-2311
  
- Morgan County EMA/LEPC
  - 962-2424
  
- Highway Patrol
  - 374-6616
  
- Counseling Centers
  - Six County, 962-5404
  - Morgan Behavioral Health Choices, 962-6933.
  
- Kyle Newton – Assistant Superintendent, Morgan Local Schools
  - Work #: 962-2782
  - Cell #: 517-259
  - Home #: 962-3023