SCHOOL SAFETY PLAN

AVONDALE ELEMENTARY SCHOOL
2012 - 2013

4000 8th COURT SOUTH
BIRMINGHAM, ALABAMA 35222
ANN CURRY, ED.D., Principal
SCHOOL SAFETY PLAN

This plan has been established for the safety of students, staff, parents? and the community. Its guidelines are to provide a safe and orderly environment during the school day at Avondale Elementary School. The information in this booklet outlines the responsibilities and guidelines for security. It contains procedures to implement in case of a crisis or emergency situation. There will be a booklet kept in the principal’s office, teacher’s handbook, lounge, and library.

SCHOOL SAFETY PLANNING COMMITTEE
AVONDALE ELEMENTARY

Dr. Ann Curry, Principal
JoAnn Taylor, Administrative Designee
Twila Sanford, Counselor
Amanda Rogers, PTA President
Rebecca Rodamar, Parent
Arlinda Davis, Teacher
Scotty Feltman, Teacher
DISTRICTWIDE SCHOOL SECURITY PLANNING COMMITTEE

INTERIMEDIATE CRISIS RESPONSE TEAM

Dr. Aaron T. Moyana
Mrs. Rosalyn Childress
Mrs. Jo Hollins
Mr. Larry Contri

Dr. Martha Barber
Ms. Michaille Chapman
Mrs. Samuette Drew
Clifford Thomas

Dr. Sharon Bell

POLICY COMMITTEE

Mrs. Jo Hollins
Mr. Barry Clemmons
Dr. Aaron T. Moyana

AFTERCARE

Mrs. Gloria Harville
Mr. Russell Veale

Mrs. Margaret Gaylor
Mrs. Ruby McClendon

Avondale Elementary School

3
EMERGENCY MANAGEMENT RESPONSE TEAM

Ann Curry, Principal
1972 Hickory Road Birmingham, Al. 35216 823-8762

Macklin Davis, Bookkeeper
905 Woodbrook; Road Birmingham, Al. 35215 854-8252

JoAnn Taylor, Administrative Designee
6329 Patriot’s Pass Trussville, Al. 35173 317-6162

Constance Smith, Secretary
1212 Huffman Road Birmingham, Al. 35208 785-4940

Amanda Rogers, Parent
4307 2nd Ave. S. Birmingham, AL. 35222 337-2482

Officer Cain
Birmingham Police Department 254-2793

Dorrielyn Haaziq, Nurse
Birmingham City School Nurse 231-4600

Rebecca Rodamar, Parent
5301 6th Ave. S. Birmingham, Ala. 35212 482-4281

Carolyn Smith, Teacher
5712 Blanford Avenue Birmingham, Al. 35210 957-9758

Jerrell Lowery, Head Custodian
3825 Center Pl. W Birmingham, Al. 35207 706-7460
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COMPONENT ONE

PREVENTION AND CURRICULUM PLAN
COMPONENT ONE
PREVENTION AND CURRICULUM PLANS

Discipline Plan
Avondale Elementary School has a discipline plan that is clearly outlined in the student Code of Conduct given each student at the beginning of the school year or when they enroll. A committee met in the summer of 2007 to review and update Avondale’s Discipline Plan.

Conflict Resolution
A school-Wide conflict resolution program is in place at Avondale Elementary School. Teachers teach the Code of Conduct at the beginning of the year, and continue to work on conflict resolution as situations arise in the classroom. The guidance counselor also teaches conflict solving through individual counseling, small group sessions, and classroom guidance lessons. Teachers, administrators, and parents refer students for these services.

Student Assistance Program
Students at Avondale Elementary School receive various forms of assistance. Teachers tutor or mentor our students daily. Students in grades one through five receive tutoring help during the school day, at recess, and during class time from certified teachers and volunteers. A community organization called Friends of Avondale School provides tutoring after school. Second grade students also have the opportunity of attending the STAIR Program, an after school tutoring program sponsored by a local church.

Alcohol and Other Drug Program
Students participate in daily activities during Red Ribbon Week to heighten their awareness of the dangers of alcohol and other drugs. The D.A.R.E. Program (Drug Awareness Resistance Education)
offered every year, helps fifth graders learn how to make good decisions. The 5th grade teachers work with a D.A.R.E. Police Officer from the Birmingham Police Department in scheduling and presenting a seventeen-week prevention program, which is designed to equip fifth graders with the skills needed to resist peer pressure to resist the temptation to experiment with and use harmful drugs? G.R.E.A.T (Gang Resistance Education and Training) is also offered.

**Stranger Safety**

"Mr. ALL RED” is our emergency plan, which is put into action when an intruder enters the building. Procedures for this plan are included in the teacher’s handbook and are reviewed by the staff at regular intervals.

**CPR**

The following people are certified each year in CPR by taking a Red Cross Adult CPR course and passing the practical and written exams:

- Dorrielyn Haaziq - School Nurse
- Dr. Ann Curry - Principal
- Macklin Davis - Bookkeeper
- Constance Smith - Secretary

**First Aid**

A school nurse is not on staff, Office personnel provide attention and Band-Aids for minor Wounds. For more serious situations, a registered area school nurse is available. In case of a life threatening emergency, the office or staff member is directed to call the paramedics.

**Personal Safety**

All students learn personal safety skills through physical education classes and the science/health curriculum. Personal safety skills are also reinforced though the guidance program on an on-going basis. All staff members are required to, Parents and visitors are required to sign-in and
wear a visitor badge While in the building. Any staff member who sees someone without a visitor’s badge should ask the person to report to the office. All students are required to wear uniform clothing for easy identification.

Bicycle Safety
No students at Avondale Elementary School ride bikes to school.

Bus Safety
Birmingham City School Bus Rules are published gin the Student Handbook, These rules are reviewed with students by teachers and parents. Bus evacuation drills are done throughout the school year.

Community Safety
Community Safety issues are addressed in all grade levels through the science, health and social studies curriculum and through the guidance program on an-going basis.

Self Esteem and Communication Skills
The guidance counselor provides large group sessions related to subjects outlines in the Birmingham Board Comprehensive Plan, along with topics requested by teachers. The following subjects will be emphasized; sexual harassment, test taking skills, drug abuse, grief counseling, conflict resolution, self-esteem, careers, decisions making, following directions, and transition.

The counseling program includes the following:

- IMPACT - This program deals with positive role models assisting the counselor in small group; and individual sessions in building self-esteem among at-risk students.
- PARENT GROUPS - The counselor Works with the Parent Teacher Association, utilizes the services of the Parent Education Program, and uses other community resources,
- COUNSELING - individual counseling , is provided as requested/needed for all students. Small group sessions for students are conducted Weekly or as needed.
• CONSULTATION - The counselor is available for individual conferences with parents by appointment. The counselor serves as liaison between parents and students services personnel.

The counselor consults with the teachers:
• Through completion of a student needs assessment.
• Regarding scheduling of individual, small - group and large group sessions.
• Concerning the special needs, referral? and placement of students as appropriate.
• In providing help, information and in-service about various topics.
• By interaction between the building-based support.
• Regarding academic, behavioral or adjustment needs and progress of students.

Bloodborne Pathogens Training
All staff, coaches, and custodians attended in-service training on bloodborne pathogens

Emergency Supply List
An emergency bag is provided to the response team and consists of:
First Aid Kit
Emergency Evacuation Plan 4
Walkie Talkie
Emergency Calling Tree
Flashlight
School Safety Plan
Emergency Community Services Telephone Numbers
Evacuation Routes

Recommendations
No teacher should be alone in the building after the Community School custodian exits, Teachers staying late should notify the principal.
COMPONENT TWO

BUILDING AND GROUNDS SECURITY
COMPONENT TWO

BUILDING AND GROUNDS SECURITY

Alarm System
Alarm systems are in place for fire, tornado, intruder, and injury of students, non-students or employee, ice/snow storms, severe Weather, bomb threat, explosion, off campus emergency, bus wreck, student evacuation. Fire alarm systems are checked on a yearly basis. The contracted security company checks the security alarm systems on an ongoing basis. Fire and tornado drills are conducted monthly. At the beginning of each year the faculty and staff review Mr. EMME - medical emergency and Mr. ALL RED - intruder in the building codes and how to properly prepare students and handle these emergency situations.

Playgrounds and Playing Areas
The playground area is equipped with a variety of developmentally appropriate and safe outside structures. Rules for using this equipment are included in each teacher’s handbook and reviewed at the beginning of the year with all students. All of the units have ground cushioning to soften the impact of a fall. Equipment is routinely examined for broken parts or any obstruction, which could cause injury. The PTA Playground Committee and custodial staff conduct this review. Repairs take place immediately. All outside play areas meet DSS and NAEYC safety standards.

School Location, Traffic Patterns and Protective Barriers
Avondale Elementary School is located at 4000 8th Court South. Drop off and pick-up areas are located at the front of the building. One way school traffic enters from 42nd Street and exits on at Court. Teachers and staff monitor before and after school all areas.

Parking Lot Lights and Exterior Lighting
There is sufficient parking lot lights on all sides of the building and all exterior lighting is computer controlled.
Limitations of Building Design
The new building has no limitations at this time.

Visual Access
There is adequate visual access to the immediate outside and inside of the building. The glass front entry provides visual access to the front of building.
Class doors provide visual access from the classroom. The school office has a Visual monitor for all halls and entrances.

Door and Window Security
All doors and Windows are secured at the end of each school day and all classroom doors are locked. Security sensors are available in all classrooms, and throughout the building to prevent burglary and theft.

Fire Extinguishers
Fire extinguishers are placed throughout the building and are checked and maintained at regular intervals.

Dangerous Foundations or Equipment
No evidence of this was found.

Electrical and Mechanical Hazards
All electrical panels are checked periodically by custodial and district personnel. Mechanical and electrical safety is checked on a regular basis.

Signage
Appropriate fire escape signs are placed throughout the building and Within each classroom, Visitors must sign-in at the office and receive a Visitor’s pass before Visiting in the class/teacher, Teachers sign-in each morning. All board employees are requested to sign-in. (Teacher Handbook)
Protective Devises of Dangerous Equipment

All notices and protective devices are placed on equipment as specified IOSHA guidelines.

Recommendations

More lights on the back of the school ground.
Cross Walks need to be painted for students and parents crossing.
School map needs to be posted in the foyer of the building.
Each teacher needs to go through training on how to properly handle and use a fire extinguisher.

GUIDELINES FOR SPECIAL HAZARDS

Injury of students, non-students or employees

In case of an emergency, the nearest staff member will take charge until the principal, assistant principal, or trained individuals arrive. The principal or trained individual will notify the parents or family members and take actions according to their wishes. If parents or family members cannot be notified, the principal or trained individual will make the decision if emergency personnel should be called. A record should be made of all calls to parents or family members. The Central Office should be notified of all injuries requiring emergency treatment, giving the names of the individual injured and hospital.

Ice/Snow Storm

Decisions regarding delays, early dismissal, or school closings will be made by the Superintendent. This information will be communicated to radio and television for broadcast. Students and employees will listen to radio and television stations and not call the schools and/or Central Office.

School procedures for early dismissal due to Weather conditions include the following:
• Students will remain in their classroom under the direct supervision of the teachers until given further instruction.
• The Superintendent's office and each principal will closely monitor weather bureau warnings.

Severe Weather
Weather is monitored with the use of the weather alert in the main office. Severe or threatening weather will be further monitored over the media.
• When under a thunderstorm warning or a tornado watch. Students in physical education classes will he notified to enter the main building and will report to their designed area.
• In the event that a tornado warning is in effect and time permits, the instructions would be given to each room by the principal or designee. All students and teachers drill monthly on inclement weather procedures.
• In the event of a tornado warning and when time does not permit the administration to notify each room individually, the signal for taking shelter will be given by the ringing of one long continuous bell or the sounding of the Civil Defense Siren. When notified of a tornado warning, students will he filed out of the classroom and closely situated in the appropriate areas.
• During the warning, the students should be seated on the floor with their backs to the basement walls.
• Students should he located as far as possible front all exterior walls, in corridors, particularly if they contain windows or doors.
• When the waning has been lifted, students will return to their classroom as notified.

Earthquake
This disaster will have no warning. Reaction time is usually one minute or less. Reaction time starts with ground movement, rocking or swaying of buildings, rattling of glass objects, etc. The reaction time will only allow students to seek shelter under desk. After the initial shock occurs, building occupants should evacuate the building and administer first aid or medical assistance, gas mains should be cut off, electrical service cut and the hot
water supply in heating lines drained, if possible. Occupants should not return to the building until the building and surrounding vicinity have been checked and declared safe.

Bomb Threat
When a bomb threat is received, the personnel member receiving the call will listen very carefully for the following:

1. Background noise (trains, music, street noise, etc.)
2. The age, sex, and speech pattern of the caller.
3. The caller will be asked to give the location of the bomb and time of detonation. The caller will be asked to repeat the threat over and over.
4. When the caller hangs up, the receiver will not hang the phone up.
5. The intercom, microwave and other electrical devices will not be used until the emergency is over.
6. The students will exit the building after hearing the Manual Fire Alarm Bell or bullhorn.
7. The principal will use second line to call the police and Area II office.
8. The telephone company will be called to trace the phone call. The telephone will not be returned to the cradle until word is received from the phone company.
9. All teachers will take their class rolls and lead teachers will take “Birthday Lists”.

Fire
In the event of a fire within the school building:
1. Sound the alarm immediately.
2. Notify the Fire Department at 911.
3. Evacuate the building according to the following procedures;
   - Students will walk out of the building at the designated exit in a quiet orderly manner
   - The classroom doors should be closed by the last person to leave the room
   - Students must evacuate a minimum of 100 feet from the building.
• Teachers are responsible for the students under their supervision and will take attendance, accounting for each child. Children who are not accounted for are to be reported to the principal immediately.
• The fire drill plan is to be posted in each classroom.

4. Notify the Central Since at 231-4609.
5. If a fire occurs near the school, the Site Director will determine the course of action.
6. Students and staff members will be allowed to return to the building at the direction of the principal only upon the recommendation of the Site Director.
7. The Superintendent will make decisions regarding dismissal or other further actions.

Explosion
1. If students are in a location where there is debris or flying material, every effort will be made to seek protection under desks with eyes closed. If time permits, students will cover their faces with arms, books, coats, jackets, or other available protective covering. Students will remain in this position until the building tremors and flying debris cease and await instructions.
2. Notify the Fire Department and Emergency at 911.
3. Notify Central Office 231-4600.
4. After determining the location of the explosion, the principal will evacuate the building. The evacuation will be accomplished by a standard fire drill and include the following:
   • Everyone will be evacuated a minimum of 300 feet from the building.
   • Teachers are responsible for the students under their supervision and will take attendance at the evacuation holding site to account for each child. Children who are unaccounted for are to be reported to the principal immediately.
5. Decisions regarding school dismissal or other further actions will be made by the Superintendent.
**Building Intruder**

1. The principal will notify teachers by code that an intruder is in the building.
2. Teachers will look in the halls and restrooms for any detached student(s). If students are found, they will enter the teacher’s room with other classmates. The teacher will lock his/her doors from the inside.
3. The principal or his/her designee will notify the police department and security of the intruder.
4. A runner from the main office will notify teachers and students located on the outside of the building.
5. These students will go to one of the evacuation points away from the school.
6. Teachers will remain with their classes for further instructions.

**Off Campus Emergency/Bus Wreck**

1. Effective communications and the availability of needed information are critical during any emergency and especially during an off campus emergency such as a bus wreck. The following measures will be available in the event of an off campus emergency:
2. Capacity for computer generated class rosters and bus rosters.
3. Capacity for computer generated address, phone numbers, and other student information.
4. Name tags for students going on a field trip.
5. Rosters of children going on a field trip are to be filed in the office before departure.

**Student Evacuation**

Students evacuation from the building will go to their designated areas. The teachers will call roll and keep the students together, until notified by the Principal or designee to move to another area.
COMPONENT THREE

COMMUNICATION AND SECURITY TECHNOLOGY
COMPONENT THREE
COMMUNICATIONS & SECURITY TECHNOLOGY

Two Way Intercoms
Avondale Elementary School has an intercom system in all rooms.

Sufficient Number of Walkie-talkies
Walkie-talkies have been requested of the Birmingham Beard of Education and will be used to monitor the building.

Pagers
Pagers are not used at Avondale Elementary School for students or staff.

Fire Alarms
Avondale Elementary School has a fire alarm system, which is connected to all areas of the building.

Areas of Refuge
The stairwells have designated Areas of Refuge on each floor with call buttons to the office.

Burglar Alarms for Vulnerable Areas
Burglar alarms are installed in all critical areas. These alarms are motion detectors are mounted in hallways and throughout the building.

Weather Alert
A Weather Alert machine is located in the office.
Fax Machine
A fax machine is located in the administrative office and is available to faculty and staff with approval.

Student Records on Computer
Student records, filed in the office, are available to administrative and office staff.

Keys to All Doors
Teachers have keyed access to their individual classroom. The administrator has key access to all areas of the School.

Door Lock Buzzers
Avondale Elementary School has a door lock buzzer system.

Closed Circuit TV
Avondale Elementary School has an intra-system cable network, which provides closed circuit television capabilities to all classrooms and instructional areas of the building via channels 4 and channel 7. Cable television is available at Avondale Elementary School.

Bullhorns
There is one bullhorn at Avondale Elementary School.
COMPONENT FOUR

SAFETY

INFORMATION
Emergency Phone Numbers Specific to the School
The office staff and school officials are equipped with a variety of emergency phone numbers regarding fire, police, EMS, and security. Emergency numbers for students are kept in a file box and are also accessible on the computer front the SchoolMax Student information System.

Inclement Weather Procedures
The school follows district guidelines regarding inclement weather. Careful attention is given to the Weather alert monitor as well as to local radio stations. Students and teachers' are alerted if inclement weather is reported.

Duty Rosters
Duty rosters are posted in each office indicating scheduled titles and responsibilities.

Dismissal Precautions
The school day officially ends at 3:00 P.M. Students should immediately leave the school building and grounds following dismissal. All students should follow traffic safety rules by crossing streets at corners.

Emergency Dismissal Procedures
Students will be dismissed from school in an emergency situation based upon the same guidelines as listed above. Classroom phones will he used to notify parents.

If parents arrive at the school early for emergency pick-up, the office will notify classroom teachers and appropriate students will be requested to
report to the office for dismissal. Parents are required to sign their child out of school when picking them up early or in an emergency situation. Teachers are not to release any students to anyone at anytime. All students must meet their parent or other individual in the office for signing out. This is to ensure safety and release to appropriate individuals. If there is any question regarding the release of a student, the administration or office staff will telephone and secure verbal permission directly from the parent or legal guardian for that release. Parents or legal guardians must provide the office/administration with information and appropriate documentation that restricts or in any way limits the release of their child from school. Precautions include:

- Teachers must keep careful records of students who are picked up by parents.
- Teachers must record if a student leaves with a neighbor or non-custodial relative.
- The office secretary will record any directive to have a student walk home.
- Students who are not picked up will remain in the care of the principal, custodial staff, community school staff and certain key teachers. In case of extreme crisis, the principal will release student to police, DHR Workers, EMA officials, or other appropriate social agencies with proper documentation.

**Emergency Medical Procedures**

The crisis response team has planned for extreme medical emergencies. The school will attempt to contact the parent. If the parent cannot be reached, the principal or designee will make the decision to have the student transported by ambulance to an appropriate medical facility. The principal or designee will keep appropriate central office staff apprised of each decision. The secretary will be responsible for recording times and persons notified and each decision made in the process.
Crisis Response Follow-up Manual
Medical emergencies are documented on the appropriate forms in the office. The principal and principal designee is responsible for the follow-up of all crisis situations. Principal or principal designees will notify the district office, evaluate the response of the crisis, as well as the well being of the school community.

Fire Drill Schedule and Escape Routes
Copies of the fire drill schedule and escape routes are located in each classroom.

Description of Fire Evacuation Areas
In using the Fire Evacuation Escape Route Plan, teachers and students will move the locations indicated on the Emergency Eire Escape map in this document.

Description of Tornado Safe Areas
During a tornado emergency, students in classrooms are to exit classrooms to basement level, and remain in the hall in a seated position in the class pre-assigned location. Students should be instructed to remain calm and quiet during the emergency. Students should remain in this position until notification has been received that the emergency has ended.

Evacuation Areas on School Property
Evacuation areas have been carefully described in the emergency drill procedure.

Alternative Shelters
Alternative shelter designated by Avondale Elementary School is Avondale United Methodist Church. Teachers will walk their classes to the Avondale United Methodist Church gymnasium when notified by the Emergency Preparedness office and dismissed from that site as usual.
Shelter Plan If Designated as Red Cross Emergency Shelter
The Oporto-Madrid National Guard Armory has been designated as an Emergency Shelter for Avondale Elementary School.

Emergency Code and Signal
Specific codes have been identified for medical, intruder, and fire emergencies.

“Mr. Emme” - Medical Emergency
"Mr. All Red is in the building” - intruder
Fire Alarm - Fire Emergency

Student Accounting System
Whenever an emergency occurs, teachers should immediately calm the class and give verbal directions as to the type of action students should take. Teachers should locate the master student listing for their class and account for all students. All students should be accounted for at the onset of the emergency, and again when notification has been received that the emergency has ended.

If the teacher is unable to account for all students, notification should be made as soon as possible to the individual assigned to that classroom area. The office and administration will be informed of that situation by the assigned personnel and steps initiated to locate those students.

Teachers should remain with their class at all times during the emergency, unless instructed otherwise by the administration or other designee.
A Master Student List is created at the beginning of the school year. Documentation of its completion will be required by Administration within the first three Weeks of school.

Administration of Medications
Only office personnel should administer medications to students. No medication will be given unless a form or request from a physician is on file in the office. Records will be kept as to when the medicine was given, by whom and to whom. This is in compliance with the State Department of Education's manual Administration of Medication.
COMPONENT FIVE

RESPONSIBILITY FOR SUPERVISION OF STUDENTS
COMPONENT FIVE
RESPONSIBILITY FOR SUPERVISION OF STUDENTS

Hallways
Avondale Elementary School has school-wide guidelines concerning behavior in the halls. Traffic patterns for changing classes are established by each unit at the beginning of the year. During the school day, each homeroom teacher is responsible for monitoring their class. A duty schedule is submitted by each grade level before school begins each fall indicating who is responsible for before and after school supervision in the halls.

Play Areas
A top priority of the faculty and staff at Avondale Elementary School is the safety and security of our students during the school day. Playground safety rules have been established and are reviewed annually by teachers, students, and administrators.

Classrooms
Each teacher is responsible for supervision in his/her classroom. Each team establishes behavior guidelines that encompass the school roles and behavioral expectations. Guidelines are published in the Avondale Handbook.

Cafeteria, Auditorium, Rest Rooms
Teachers develop procedures for use of these areas that follow guidelines that encompass the school roles and behavioral expectations. Guidelines are published in the Avondale Handbook.

Extra-Curricular Events
Club sponsors are responsible for supervision during club time. Parents are usually asked to help supervise when needed.
Field Trips
Birmingham Board of Education lists procedures for planning and implementing field trips. These procedures include administrative approval, has arrangements, permission slips to parents, rosters for school office, and emergency phone numbers at school.

Early Dismissal
During normal school days, parents are responsible for signing students out of the office. Students are then called to the office for dismissal with that adult. In case of inclement Weather, students are dismissed according to information received from the School Board and dismissed based on information supplied by parents that is kept on file in the office.
COMPONENT SIX

DISTRICT WIDE

EMERGENCY

PROCEDURES
COMPONENT SIX

DISTRICT WIDE EMERGENCY PROCEDURES

Lock Down Procedures and Drills
Lock down procedures are in place and are initiated through the office as “Mr. All Red” is in the Building! Teachers will then collect students inside their rooms. Mr. All Red identifies any kind of situation in which students need to be in an enclosed secured and safe places.

Fire, Earthquake, and Tornado Drills
Each of these drills is completed on a required basis at Avondale Elementary School. Fire and tornado drills are conducted on a monthly basis. Students walk through a “practice” drill for each type of emergency in order to understand the procedures required of them.

Visit Procedures
All Visitors are required to report to the main office and receive a visitor’s pass/name tag. Faculty and staff members are encouraged to visually acknowledge visitors and identify visitor passes. If the pass is not visible visitors are asked to immediately report to the office to sign in.

Reporting Intruders
All suspicious persons in the building are immediately reported to the office.

School Crime Reporting
Any school crime is immediately written up and students are sent to the administration for further action. Disciplinary action taken will be based upon guidelines outlined in the district policy. Criminal incidents are also reported to the Birmingham Board of Education each month with federal forms completed and turned in.
Assigned Roles for Staff for These Procedures
Roles have been assigned to all staff and faculty involved emergency procedures.

Emergency Kits
An emergency kit remains in the office throughout the school day. This kit includes:
- First aid kit
- List of important emergency phone numbers
- List of students and phone numbers of parents
- Floor plan of school
- Copier
- Typewriter
- Bullhorn
- Walkie-Talkies

COMMAND AND CONTROL AREAS
The main office will be designated as the Command Post in an emergency or crisis situation. In the event that the main office cannot be used the library will be used. The main office will be responsible for:
- Coordination of all incoming and outgoing calls during a crisis.
- All phone calls will be handled by the office staff.
- All information given out will be cleared through the principal or the principal's designee.
- Coordinate information gathering and dissemination to all sources.
- Serve as the control point for all actions pertaining to control of the crisis.

The situation will remain under the control of the principal or the principal's designee until relieved by designated school system personnel or city officials.

Recommendations
Staff and faculty need to review emergency drills and guidelines more frequently.
COMPONENT SEVEN

CRISIS RESPONSE
TEAM TRAINING
AND FOLLOW UP
COMPONENT SEVEN
CRISIS MANAGEMENT PLAN/TEAM

NAMES OE CRISIS RESPONSE TEAM MEMBERS

Ann Curry - Principal
JoAnn Taylor - Administrative Designee
Twila Sanford - Counselor
Samuel Nelms - Physical Education Teacher
Scotty Feltman - Teacher
Constance Smith - Secretary
Dorrielyn Haaziq - Registered Nurse or Nurse on call in district
Carolyn Smith - Teacher
Jerrell Lowery - Head Custodian
Deotis Moore - Assistant Head Custodian
Officer Cain - South Precinct, Birmingham Police Department
Team Roles

Ann Curry - Principal - Communication with District Office and meets with the media,

Twila Sanford - Counselor - Meet with distraught parents and plan after care.

Carolyn Smith - Teacher - Accompany injured students to the hospital.

Jerrell Lower - l-lead Custodian - Helps with crowd control and clearing area. Will clean up any blood spills.

Deotis Moore - Assistant Head Custodian - Help with crowd control and clearing area. Clean up as needed.

Constance Smith - Secretary - Facilitates communication with central office and staff. Certified in CPR and First Aid.

Officer Cain - Assigned Precinct Officer - Control management of the situation.

Mrs. Martha Barber - Eastern Area Director of Elementary Schools - Replace principal speaking with the media, making evacuation decisions and general emergency procedures.

Training

Ann Curry, Principal - Routines and Procedures

Dorrielyn Haaziq, District School Nurse - CPR and First Aid
Crisis Response Follow Up (Recovery)

The counselor follows the ambulance to the hospital and stays until the principal arrives or the doctor gives the report. The counselor brings this information back to the school and it is documented in writing. The guidance counselor is available to follow up with the student if necessary. The principal has final responsibility to make sure that follow up procedures have been completed after a crisis. The Superintendent and Senior Executive Directors will work with the principal and the Service Center Staff to determine the condition of the building and the appropriateness of continuing instructions in this location. Depending upon these decisions, school will resume as soon as possible.

Resources

Principal - Ann Curry
Administrative Designee - Joann Taylor
Guidance Counselor - Twila Sanford
Teacher Handbook
School Safety Plan
Documentation for communication to Parents and Public

Documentation of all crisis or emergencies will follow the guidelines as indicated in the “School Safety Plan”.

Proper notification to parents; Central Office, and law enforcement agencies will be given in the case of the following situations. (To keep up with who was contacted and information given or received, only the office personnel should make and receive phone calls directly related to the situation)

- Serious medical emergencies
- Missing student or staff
- Abduction kidnapping of a student or staff member
- Drug related situation (i.e. selling, buying, possession, overdose)
- Hostage situation
- Weapons on campus
- Death of student or staff member

Memorials

Memorials will be considered on a case by case situation. The principal will make the final decision in all cases where a memorial is being considered.

Counseling and Debriefing Activities

The guidance counselor as needed will conduct counseling and debriefing sessions. The format for these sessions will follow guidelines indicated by the counselor.
Recommendations

The School Safety Plan and The Crisis Plan should be evaluated or updated on a yearly basis.
COMPONENT EIGHT

ATHLETIC VENUE

SAFETY PLAN
Avondale Elementary School does not currently have an active athletic venue or program. Therefore no athletic Venue component is included in our Safety Plan.
Guidelines for Security

Alarm System

Fire - Signal will sound with loud, intermittent pulses and is accompanied by flashing lights.

Procedure:
- Line up students. Teacher should have student emergency handbook with her/him.
- Quickly and quietly exit classrooms, hallways, and restrooms.
- Classroom doors should be closed by last person to leave the room.
- Students proceed down designated stairwells to the lowest floor.
- Exit to the back playground/field area as far from the school building as possible. (Students must evacuate a minimum of 100 feet from the building.)
- Remain in a single-tile line and face school building to await further instructions.
- FIRE DRILL EVACUATION ROUTE SHOULD BE POSTED

Tornado / Severe Weather - One continuous bell signal or Civil Defense Siren

Procedure:
- Line up students. Teacher should have student emergency information with her/him.
- Make sure all students are with adult supervision (evacuate all restrooms, etc.)
- Quickly and quietly exit classrooms, hallways, and restrooms and proceed to designated safety zone assigned to each classroom.
- Students should be located as far as possible from all exterior walls, in corridors, and away from windows and doors.
- Students must sit quietly in appropriate positions and await further instructions.
- TORNADO EVACUATION AND SAFETY ZONE SHOULD BE POSTED
Earthquake

This disaster will have no Warning. Reaction time is usually one minute or less (ground movement, rocking or swaying of buildings, rattling of glass, objects, etc).

- The reaction time will only allow students to seek shelter under desks/tables.
- After the initial shock occurs, building occupants should evacuate the building and administer first aid or medical assistance. Occupants should not return to the building until all surrounding areas have been declared safe.

Emergency Dismissal Procedures

- Students will be dismissed from school in an emergency situation based upon the standard dismissal procedures. Teachers will need to contact parents by phone of the emergency dismissal.
- If parents arrive early to pick up students during inclement weather or emergency situations, the office will notify classroom teachers, and students will report to office for dismissal.
- Teachers are not to release any students to anyone at anytime. All students must meet their parent or designated adult in the office to be signed out.
- Parents or legal guardians must provide the office/administration with appropriate documentation that describes responsible parties for that student.
- Teachers must keep careful documentation/records of students who are picked up by parents or legal guardians.
- Teachers must record incidents when students leave with neighbor or non-custodial relative.
- Students who are not picked up will remain in the care of the principal, custodial staff, community school staff, and certain key teachers. In cases of extreme crisis, the principal will release student to police, DHR Workers, EMA officials, or other appropriate social agencies with proper documentation.
Building Intruder - CODE: MR. ALLRED

- Principal will notify teachers by code, “Mr. All Red,” that an intruder is in the building.
- Teachers will look in the halls and restrooms for any detached students. If found, students will immediately enter a teacher’s room with other classmates.
- If teacher is unable to account for all students, notification should be made to office and administration.
- Teacher will lock her/his door from the inside.
- Students should be moved as far away from classroom door, placing them out of sight.
- Principal or designee will notify the police department and security of the intruder.
- A runner from the main office will notify teachers and students located on the outside of the building. These students will go to one of the evacuation points away from the school (Avondale United Methodist Church).
- Teachers will remain with their classes for further instructions.

Medical Emergencies - CODE: MR. EMME

Bomb Threat

Fire alarm signal will be used to evacuate the building after receiving any such threat. Police and telephone company will be notified. Teachers must take student emergency information with them during evacuation.

Explosion

- If students are in location where there is debris or flying material, every effort must be made to seek protection under desks and to close or cover eyes.
- If time permits students should cover faces with arms, books, coats, or other available protective covering.
- Students will remain in this position until the building tremors and flying debris cease and await instructions.
Alternative Shelters for Avondale Elementary School:

Avondale United Methodist Church - Teachers will walk their classes to the church’s gymnasium when notified by the Emergency Preparedness Office and will be dismissed from that site.

The Oporto-Madrid National Guard Armory has been designated as an alternative emergency shelter for Avondale (Red Cross Emergency).

Administration of Medications:

Other than parents, only office personnel should administer medication to students. No medication will be given unless a form or request from a physician is on file in the office. Records will be kept as to when the medicine is given, by whom, and to Whom. This is in compliance with the State Department of Education’s manual, *Administration of Medication*. 