

SAFE SCHOOL PLAN
School Year 2019-2020

SAFE SCHOOL STUDENT & FACULTY POPULATION

Student(s) Population: 470

Faculty/Staff Population: 50

Transportation: 11 (Buses Needed to Evacuate)

Exceptional Ed Student(s) Population: 8

Exceptional Ed Student(s) Transportation:0 (Buses Needed to Evacuate)

Primary Relocation Site: Samson's Family Life Center

Secondary Relocation Site: Allen Institute

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SAFE SCHOOL EMERGENCY PLANNING COMMITTEE

Principal	: Dr. Tonya Williams	Phone No.:	770-769-7289
Asst. Principal:	n/a	Phone No.:	n/a
Asst. Principal:	n/a	Phone No.:	n/a
Other Staff	: Janel Turner	Phone No.:	404-934-0352
Other Staff	: Maurissa Blackshear	Phone No.:	912-541-2910
Counselor	: Roshanda May	Phone No.:	678-507-6808
Teacher	: Cleo Usry	Phone No.:	n/a
Teacher	: Eria Brooks	Phone No.:	470-385-8894
Custodian	: Contracted Services	Phone No.:	678-410-3685
Student	: Brandon Griffin		
Parent	: Selena Bell		
Law Enforcement:	Sirrender Security		
Fire Department:	DeKalb County		
Community Leader:	n/a		
Other	: n/a		
Other	: n/a		
Other	: n/a		
Other	: n/a		

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STAFF EMERGENCY ASSIGNMENTS

Designated staff to prepare and maintain the Emergency Kits:
Laurena Bats

Designated staff to contact Regional Superintendent:
Dr. Tonya Williams

Designated staff to identify missing/absent students and staff:
Paula Nosworthy Janel Turner
Manus Caldwell

Designated staff to locate and identify the injured/sick:
Megan Cahill Maurissa Blackshear

Designated staff to accompany injured/sick to medical facilities:
Roshanda May

Identified staff trained in First Aid and CPR:
Megan Cahill

Designated staff to handle telephone calls:
Dr. Tonya Williams

Designated staff to receive parents/guardians at reunification site(s):
NOTE: All students must be signed out by a parent or guardian.
Please keep sign-out logs.
Janel Turner Maurissa Blackshear
Manus Caldwell

Designated staff to show emergency personnel utility and ventilation shutoffs:
New Birth Maint. Dept.

Designated staff to assist with pedestrian traffic and on-campus vehicle
traffic:
Sirrender Security

Designated staff to make temporary ID badges for staff and emergency personnel:
Will Perry

Name(s) of person(s) to contact after hours for after-school/extra curricular
activities and programs:
Dr. Tonya Williams

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EMERGENCY KITS CHECKLIST

ANSWER

A copy of the DCSD Emergency Response Procedures and Protocols Manual	Yes
A copy of the Safe School/Crisis Management Plan	Yes
Current call rosters of all students including pertinent medical information, phone number(s), release information and contact(s) information	Yes
Current list of all staff members including phone numbers and contact information	Yes
Copy of school or district personnel directory with phone numbers and contact information	Yes
10 writing tablets and pens/pencils	Yes
10 working magic makers	Yes
Signage for Staging Area	Yes
500 plain white peel-off name tag stickers (used to identify students, staff or Crisis Team)	Yes
Student release/sign-out sheets	Yes
Staff sign-in/sign-out sheets	Yes
List of students on off-campus trips	Yes
Five sets of safety gloves	Yes
Floor/Site Plan of the grounds and surrounding areas (Faculty floor plan with utility shut offs and detailed instruction on disablement)	Yes
Copies of photographs of the building(interior and exterior)	Yes
Copies of student and staff emergency contact/release information	Yes
Emergency Medical Information for the students & staff (Info. regarding students & staff with medical problems that may be impacted by evacuation/emergency)	Yes
Most recent yearbook	Yes
Flashlight and extra batteries	Yes
Bullhorn and extra batteries	Yes
Cell phone and/or walkie-talkie	Yes

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EMERGENCY KITS CHECKLIST

ANSWER

Basic First-Aid Kit	Yes
Emergency phone numbers of assistance agencies	Yes
Set of master keys	Yes
Bus routes and driver contact information	Yes

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ATTENDANCE AND DISCIPLINE

ANSWER

Student and parents are informed of student behavioral expectations and school discipline procedures.	Yes
All students and parents receive and sign for a copy of the current Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook.	Yes
All students are taught the contents of the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook.	Yes
Grade-appropriate Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook tests are administered to all students.	Yes
All absent or new students receive and are taught the Code of Student Conduct - Student Rights and Responsibilities and Character Development Handbook.	Yes
Weapons, Drugs, Safe School Zone, and Bullying Signs are posted.	Yes
The state-sponsored Weapons and Drugs reporting number 1-877-SAY-STOP is posted.	Yes
A daily record of student absences is maintained and parents are contacted.	Yes
Students may be checked out of school ONLY by a parent or guardian.	Yes
The county-sponsored Alert Line reporting number 1-888-475-0482 is posted.	Yes

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REPORTING/TRAINING CHECKLIST ANSWER

Violations of state and federal laws that occur on school property or at school events are reported to a law enforcement agency.	Yes
A record is kept of disruptive, dangerous incidents on school property or at school events.	Yes
Administrators are designated to complete and file accident and incident reports.	Yes
All staff members are aware of child abuse/neglect reporting requirements.	Yes
All staff members are told to report unsafe and potentially unsafe situations and/or conditions to the administrative staff.	Yes
All staff members are told to report incidents of bullying and any other types of harassment.	Yes
At least one hour of personal safety instruction is scheduled for the staff.	Yes
Each teacher receives a copy of the Emergency Response Procedures and Protocols manual.	Yes
All staff members have or will receive information on the policy relative to student restraint.	Yes
The District will facilitate training of all school-based and support staff on violence prevention. Staff has been informed and are expected to participate in training.	Yes

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SAFETY AND SECURITY CHECKLIST

ANSWER

All windows are in good repair with no broken or missing windows.	Yes
Surveillance cameras and monitors are in good working order.	Yes
Staff members are trained on the proper use and maintenance of surveillance cameras.	Yes
All cameras are operable and the monitors are placed where staff can see them.	Yes
Glass in entrance doors is safety glass.	Yes
Door-locking hardware is in proper working order.	Yes
Door panic bars are operable and in good working condition. Response: Not Applicable	No
Handrails and non-slip steps are provided in stairways. Response: Not Applicable	No
Access to electrical panels in all areas is restricted.	Yes
All portals/hatches are secured with hasps and padlocks. Response: Not Applicable	No
Mobile classrooms, outbuildings, and storage sheds are secured and locked.	Yes
Building access control is assigned to an administrator.	Yes
Keys and duplicates are kept in a locked key cabinet.	Yes
Master keys are kept to a minimum and the control access system is monitored. Response: Alternative Method Approved	No
Keys and employee IDs are collected from employees who no longer work in the office. Response: Alternative Method Approved	No
All keys are checked in and accounted for at the end of the school year. Response: Alternative Method Approved	No
Areas around the building and mobile classrooms are lighted.	Yes
Chemical storage areas are locked and inventoried on a regular basis.	Yes
Science lab equipment and chemicals are secured and inventoried on a regular basis.	Yes

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SAFETY AND SECURITY CHECKLIST

ANSWER

Access to bus loading areas is restricted during arrival and dismissal.	Yes
Staff members are assigned to student parking areas at arrival and dismissal. Response: Not Applicable	No
Parking areas are supervised during the school day or can be seen from the school.	Yes
An area is designated as the pick-up/drop-off area for car riders.	Yes
Exterior and interior walls are free from graffiti.	Yes
Graffiti is reported to the school police immediately and not cleaned until cleared by police.	Yes
School personnel know locations of shutoffs for water, gas, HVAC vents. Response: Not Applicable	No
Hallways are clear of travel impediments during the school day and during night activities.	Yes
Vehicle access to playground/athletic areas is restricted.	Yes
All playground/athletic areas are fenced and are supervised when students are present.	Yes
Playground and athletic equipment is in good repair and is inspected frequently.	Yes
Visitor policy signs and trespassing signs are displayed in plain view and are in good repair.	Yes
All visitors, including parents, are required to sign in at the front office and wear an ID badge.	Yes
All visitors check out upon leaving the building and turn in their ID badge.	Yes
Visitor parking is clearly marked.	Yes
All employees wear ID badges at all times during work/school hours.	Yes
All commercial deliveries are made at one designated entrance.	Yes
All commercial deliveries are inventoried by an employee.	Yes
Delivery persons are accompanied by an employee.	Yes

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SAFETY AND SECURITY CHECKLIST

ANSWER

All food deliveries are inspected and inventoried by food service personnel.	Yes
Students are issued parking permits for school parking only upon proof of a valid driver's license. Response: Not Applicable	No
Student access to parking areas during the school day is restricted. Response: Not Applicable	No
Student drivers are aware that vehicles are subject to search when on school property. Response: Not Applicable	No
Employees are aware of their responsibility for items in their vehicle while on DCSD property.	Yes
Students are restricted from entering or remaining in vacant classrooms.	Yes
At the end of the work/school day, all exterior doors and restrooms are checked.	Yes
Classroom-to-office communications is operable and routinely tested.	Yes
Walkie-talkies are strategically located throughout the building and are in fair working condition.	Yes
All school equipment has been labeled and inventoried.	Yes
An updated equipment inventory is maintained throughout the school year.	Yes
All fundraising money or checks are given to the bookkeeper daily. Response: Not Applicable	No
All fundraising money or checks are placed in the school vault daily. Response: Not Applicable	No
Building vault has controlled access and can be opened from the inside. Response: Not Applicable	No
School cafeteria daily receipts are transported with an escort to the office/vault area. Response: Not Applicable	No
Cafeteria is arranged so tables and chairs do not block access to doors.	Yes

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ANSWER

Fire extinguisher, First Aid Kit, and Choking Posters are in the break-area/cafeteria.	Yes
Student medicine procedures are available to student and parents.	Yes
Student medicine is identified by name, doctor, dispensing instructions, and is dated.	Yes
Student medicine is secured (locked) with controlled access at all times.	Yes
Students sign and date each time they take their medication.	Yes
Students take their medication in the office area. Students may keep asthma medication or Epi-Pen with them if they have a doctors note.	Yes
All student medication is picked up by parent at the end of the school year.	Yes
School staff is aware of proper response to blood and other body fluid spills.	Yes
Students/staff use lab/science safety equipment at all times during experiments and lessons.	Yes
Science/lab safety procedures are posted, reviewed, and practiced.	Yes
Fire extinguishers are located throughout the building and are routinely inspected.	Yes
The locations of fire extinguishers are clearly marked and fire extinguishers are accessible.	Yes
Staff members have been trained on proper use of fire extinguishers.	Yes
Mechanical rooms and other hazardous material storage areas are locked.	Yes
Area at and near the dumpster is clean and free of flammables.	Yes
All vehicles are kept out of all fire lanes at all times.	Yes
Boiler room is clean, free of debris, and is NOT used for storage.	Yes
Access to boiler room is restricted and the boiler room is routinely inspected.	Yes

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SAFETY AND SECURITY CHECKLIST

ANSWER

Restrooms are clean and are inspected on a regularly basis throughout the day.	Yes
Procedures are in place to evacuate disabled students and staff/visitors.	Yes
Copies of the Emergency Response Procedures and Protocols manual are distributed to all staff members.	Yes
New and temporary staff members are informed of emergency and safety procedures.	Yes
The staff is trained in Intruder Alert Procedures, including the alert and clear signals.	Yes
School bus safety rules are distributed to all students.	Yes
All students participate in school bus emergency evacuations drills twice per year.	Yes
For every field trip, a complete manifest of students and staff is on each school bus and a copy is left at the school.	Yes
The intrusion alarm system and fire alarm system are operational and are periodically inspected and tested.	Yes
A list is maintained of staff members who are trained and authorized to activate and deactivate the alarm system.	Yes
The Midland Digital Weather/Hazard Alert Monitor is operational and located where staff can hear the alarm. NOTE: Contact Student Relations if the monitor is not operational.	Yes
All students and staff members are brought into the building from mobile classrooms during storm warnings.	Yes
Emergency early dismissal procedures are in place and practiced.	Yes
Staff members are designated to secure the building after school hours.	Yes
A list is maintained of after-school/extra-curricular activities and programs.	Yes
On teacher work days and other non-student days, including summer days, staff work schedules are arranged for the safety of the staff and security of the building.	Yes
The Front Office Area is arranged with security in mind: surveillance camera, desks facing the doorway, clear check-in and check-out procedures, walkie-talkie available at all times.	Yes

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SAFETY AND SECURITY CHECKLIST

ANSWER

The school has implemented an anti-bullying and anti-harassment program/strategy.	Yes
A procedure has been established to track reports made by students and staff of bullying and harassment incidents.	Yes
A procedure has been established to investigate reports made by victims of bullying or reports made by their parents.	Yes
The school has a committee charged with developing a plan for the analysis of discipline, attendance, other student surveys/data and staff surveys in order to develop prevention activities and strategies.	Yes
Elementary Schools: The school has implemented or has plans to implement the DeKalb County Fire Departments Risk Watch Program.	Yes
Procedures have been developed for two-way communication with portable classrooms/modules.	Yes
Portable classrooms are locked when unoccupied.	Yes
Portable classroom doors are locked when class is in session.	Yes