**LAKEWOOD ELEMENTARY SCHOOL**



# School Safety Plan

# 2016-2017

**Lanette Holmes, Principal**

**C. Stanley Ridley, Assistant Principal**

**Lakewood Elementary School**

**Safety Team**

# Phone (334) 732-1173 Fax (334) 732-0866

Lanette Holmes Principal

C. Stanley Ridley Asst. Principal

Sandy Watson Intervention

Lisa Wilson 4th grade

Joann Evans 5th grade

Greg Ojendyk P.E.

Courtney Cooper & Specialty Area

Lynn Terry Instructional Coach

Chad Jernigan Maintenance

Jennifer Williams Counselor

Kelli Leak Nurse

**SAFETY TEAM**

The Safety Committee is comprised of teachers from each grade level/specialty area on the campus. The committee has members with training in rescue operations and first aid applications. The Safety Committee members have assignments to areas where they have strengths that may best be utilized for the safety of the entire campus. Members will meet as a group periodically.

The Lakewood Safety and Crisis Intervention Team realize the role it fills is an evolving one. Constant evaluation of the current plan and revisions will insure the safest environment for our campus.

## Emergency Phone Numbers

|  |  |
| --- | --- |
|  | 911 |
| Phenix City Police Department | 334- 298-0611 |
| Phenix City Fire Department | 334- 291-4705 |
| Russell County Sheriff’s Department | 334- 298-6535 |
| Alabama State Trooper | 334-745-4651 |
| DHR/Child Abuse | 334-298-0124 |
| Russell County Emergency Management Office | 334-297-0619 |
| Poison Control | 800-462-0800 |
| AL Poison Control | 800-222-1222 |
| Toxic Chemical and Oil Spills | 800-424-8802 |
| Alabama Power Company | 334-298-8761 |
| Alagasco | 334-297-6249 |
| Phenix City Public Utilities | 334-448-2880 |
| Jack Hughston Hospital | 334-732-3000 |
| Doctor’s Hospital | 706-571-4262 |
| Medical Center | 706-571-1000 |
| St. Francis Hospital | 706-596-4000 |
| Safe School Hotline | 888-728-5437 |
| Domestic Violence Shelter | 800-334-2836 |
| Family Violence Shelter | 334-297-4401 |

# 

Lakewood Elementary School

## Emergency Telephone Contact Tree

|  |  |
| --- | --- |
| **Holmes** (Principal) calls: | **Ridley (AP), Dunbar** (Sec.), **Watson** (3rd), **Bush** (4th), **Evans** (5th), **Ojendyk** (PE), **Williams** (Counselor), **Seldon** (Cafeteria Mgr.) |
| **Dunbar** (Sec.) calls: | **Buckley** (Bookkeeper), **Leak** (Nurse) |
|  | **Cook** (Speech), **V. Griggs** (Sp. Ed.), **C. Roberts** (Sp. Ed. Aide) |
|  | (Custodians) J. **Kirkland**, D.**Wrowblewski, C. Hamilton** |
| **Watson** (3rd) calls: | **3rd grade teachers** |
| **Wilson** (4th) calls: | **4th grade teachers** |
| **Evans** (5th) calls: | **5th grade teachers** |
| **Ojendyk** (PE) calls: | **Cooper** (PE)Jowers (PE) |
| **Williams** (Counselor) | **Booth** (Media Spec.) |
| **Seldon** (Cafeteria Mgr.) | **Cafeteria Staff** |

### Principals’ Phone Numbers

#### Name School School # Fax # Home #

# Mr. Tommy Vickers Central High School 298-3626 298-7690 298-6450

Ms. Rachael Fowler Freshman Academy 448-8780 448-8690 291-0098

Mr. Kerry McDonald South Girard School 298-2527 297-8274

Mr. Bobby Cook Phenix City Intermediate School 298-8744 291-0824 291-0918

Mrs. Lanette Holmes Lakewood Elementary 732-1173 732-0866 334-614-7091

Mrs. Aretha McDonald Meadowlane Elementary 298-2568 291-3008

Mrs. Sylvia Allen Phenix City Elementary 732-1160 732-1165

Mrs. Veatrice Thomas Ridgecrest Elementary 298-3004 298-1763 297-9835

Mr. Jeremy Suchman Sherwood Elementary 298-7097 298-9429

Mr. David Jones Success Academy 298-9876 298-6851 855-9371

Mrs. Marceda Gordey Westview Elementary 298-4507 298-7891

Central Office Staff Phone Numbers

|  |  |  |
| --- | --- | --- |
| Name | Title | Telephone # |
| Mr. Randy Wilkes | Superintendent | 334-520-4847 |
| Joe Blevins | Executive Assistant of Personnel Services  and Daily Operations | 468-0349 |
| Dr. Darrell Seldon | Director of Curriculum & Instr. Elem. & Secondary | 706-681-4897 |
| Nathan Walters | Maintenance and Operations Services Coordinator | 334-468-0118 |
| Joy Andrews | Executive Secretary: Special Services | 561-3442 |
| Marcia Farrar | Executive Secretary: Maintenance | 297-3461 |
| Lakeisha Richardson | Executive Secretary: Personnel | 480-8598 |
| Lisa Crawford | System Secretary: Payroll | 855-4551 |
| Brenda Dorrill | Benefits Coordinator | 298-1406 |
| Judy Vann | Administrative Secretary/Fixed Assets | 291-5041 |
| Sandy Gentry | Nurse | 855-4551 |
| Mandy Loreman | Administrative Secretary | 334-298-0534 |
| Mr. David Jones | Special Education Consulting Teacher | 298-3779 |
| Jan Horne | Bookkeeper: Federal Accounts | 291-0497 |
| Marie Long | Secretary to the Superintendent | 297-1800 |
| David Mathis | Director: Data Services | 327-0153 |
| Dr. Brindlea Griffin | CNP Director | 298-0344 |
| Penny Passmore | Bookkeeper | 480-9004 |
| David Gibson | Transportation Supervisor | 334-468-6209 |
| Cheryl Burns | Chief Finance Officer | 297-7128 |
| Jackie Sanes | Computer Technician | 855-4365 |
| Dr. Bonnie Burns | Director of Special Services | 334-468-0355 |
| Cathy Hughey | Receptionist | 291-1356 |

###### **Emergency Management Plan**

Placed in an emergency situation, the LES Safety Team will move into assigned locations based on the actual situation. Assignments have been made for the following areas

**Incident Command Post**

Lanette Holmes, Principal

**Alternate Personnel:**

C. Stanley Ridley, Assistant Principal

**Communication Center**

Mrs. Buckley

Mrs. Dunbar

Mrs. T. Booth

**Runners**

Mrs. L. Wilson

Mrs. V. Griggs

**Evacuation Area (Soccer Field)**

Coach Cooper

Coach Kelley

Coach Bice

**Transportation/Shelter**

Mr. Jernigan

Designee

**Media Area**

Central Office designee

Mrs. Irvin

**Parent Area**

Mrs. Williams

**Traffic**

Coach Ojendyk

SRO

**Hospital**

Mrs. Terry

Mrs. Bush

# Emergency Kit

The LES emergency kit, which is kept in the main office, contains the following items:

1 bullhorn, eight batteries

1 printout of each class roster with students’ names, phone #’s, and addresses

2 legal pads

10 black markers

1 Phenix City’s Bell South phone book

1 strip of 336 self adhesive name tags

3 mini legal pads

10 ink pens

Complete list of certified and classified personnel and their assignments

1 map of Phenix City with school district boundaries highlighted

1 list of phone numbers for each school and all system administrators

1 list of Central Office maintenance staff personnel and their pager numbers

1 First Aid kit

1 Red Cross First Aid Safety Manual

In addition, administrators and staff members, who cover the campus while performing their respective jobs, communicate via walkie-talkies. The principal and secretary, who maintain communications with Central Office staff and other administrators throughout the system, use radiophones located in the main office.

**LAKEWOOD ELEMENTARY SCHOOL STATEMENT OF COMMITMENT TO SCHOOL SAFETY**

Lakewood Elementary School currently serves 3rd, 4th, and 5th grade students in the Phenix City Public School System. Lakewood is a magnet school with an emphasis on environmental and life sciences.

In order to ensure an environment that promotes the most effective teaching by all teachers and the most optimum learning for all students, the Lakewood Elementary School Safety Committee has developed specific safety plans which are implemented by all students and school personnel. These plans have been developed to ensure quick, correct responses that are in the best interest of all concerned, to ease consequence which follow emergencies, to prevent panic among parents, students, and the public, to anticipate needs, to allow scheduling and training, to ensure needed equipment and personnel are available, and to prepare students and school personnel so that their reactions are calmer when emergencies arise.

**PREVENTION AND CURRICULUM**

## PROCEDURES

* **SCHOOL CLIMATE**

In addition to annual school climate surveys administered to all faculty and staff members, the Building Leadership Team (BLT) provides a forum for discussion and feedback of school climate.

* **STUDENT/FACULTY/STAFF RECORDS**

Records on file are accurate, accessible, and current. Included in records are the following:

Transportation mode(s)

Identity of person authorized to pick up the student (photo I.D. is mandatory)

Medical facts that should be noted at all times

Back-up copies of staff/students records are maintained

Parent orientation programs are conducted. In addition, school safety/discipline issues are disseminated to parents through letters and system-wide communications to all parents.

* **DISCIPLINE PLAN**

The current discipline plan used by LES faculty/staff is based upon the Phenix City Schools Code of Conduct, which is updated annually. All students and parents receive a copy of the Code of Conduct and teachers provide all students and parents with copies of their individual classroom procedures. In each case, the importance of the role of parent/guardian is emphasized. Every effort is made to consistently and fairly enforce the discipline plan for all students.

* **CONFLICT RESOLUTION / MENTORING PROGRAMS**

Conflict resolution, taught as part of the curriculum, is utilized by the LES counselors, incorporates parent education when students fight, is implemented by students, and is modeled by faculty and staff.

* **ALCOHOL / DRUG / VIOLENCE PROGRAMS**

“No tolerance” policies are in place and enforced consistently. Alcohol/drug/violence prevention programs are integrated into subject areas.

● **VISITOR ACCESS CONTROL**

All visitors must report to the office; no visitors are permitted into classrooms or on campus without a “Visitor” badge. This procedure is implemented consistently and efficiently. Anyone visiting the campus that does not have an appropriate tag is escorted to the office to check in and receive a badge.

* **BUS / PEDESTRIAN SAFETY**

Arrival/departure procedures appropriate for each type of transportation are addressed in the LES Student Handbook and discussed in orientations and appropriate small group settings.

Buses are equipped with surveillance cameras. Adult monitors ride on buses when additional assistance is needed. Bus drivers have the latitude of assigning seats to riders; parent and administrative requests also result in assigned seats.

All LES faculty members monitor students departing each afternoon; assignments are made for morning duty to oversee arrival of students.

**Charles “Chuck” Poland, Jr. Act**

The Alabama State Legislature has recently passed the Charles “Chuck” Poland, Jr. Act. Under this law, a person will be prosecuted for first degree criminal trespassing for any of the following actions:

•Unlawfully entering a school bus

•Refusing to depart the school bus after the bus driver or other school

official directs occupant to do so.

•Intentionally stopping, impeding, delaying or detaining any school

bus.

•Intentionally destroying, defacing, burning or damaging any school

bus.

* **COMMUNITY ASSISTANCE**

Community assistance is available from the Department of Human Resources, the Russell County Tri-Aid Council, and the American Red Cross.

* **LOCKDOWN PROCEDURES**

To announce a school-wide lockdown, the principal or designee will use the intercom. At this point, classroom teachers will lock their classroom doors.

**BUILDING AND GROUNDS SECURITY**

**● ALABAMA VIRTUAL SCHOOL SAFETY SYSTEM**

The Virtual Alabama School Safety System (VAS³) provides a secure web-based system where local schools, school systems and the Alabama Department of Education can maintain and access information that may both save critical time during emergency situations, and provide ease of use for planning and information management. This information includes important points of contact within a school (e.g. Principals, maintenance staff, etc.) as well as external points of contact, such as local law enforcement, utilities, and medical facilities. Additionally the system provides tools for developing, maintaining and searching annotated floor plans of schools, thus making it quick and easy for emergency response personnel to locate critical infrastructure features. A document management capability allows schools to maintain and make available emergency plans, procedures and checklists. VAS³ provides an access-controlled, centralized system to manage this information and is able to make it available on an as-needed basis to administrators and emergency response personnel. Hierarchical levels of access are provided for schools, school systems and the Alabama Department of Education with visibility into subordinate institutions.

• **SURVEILLANCE CAMERAS**

The Phenix City School System installed surveillance cameras at Lakewood Elementary to help ensure safety and security throughout the school day. Students and visitors are monitored daily both inside and outside the school building.

• **ALARM SYSTEM**

All rooms have audible alarm systems. The intercom system is programmed to present fire, severe weather, and other alarms. These signals are explained to faculty, students, and staff and are used during drills.

* **PLAYGROUND AND PLAYING AREAS**

Playground equipment and fences are periodically checked for safety and repaired/replaced as needed.

Play areas on the LES campus are free of traffic during the school day.

* **SCHOOL LOCATION, TRAFFIC PATTERNS, AND PROTECTIVE BARRIERS**

Rules and schematics illustrating procedures for arrival and departure of students are given to all parents.

Faculty members are clearly visible at all drop off/pick-up points during arrival and departure of students.

* **PARKING LOT / EXTERIOR LIGHTING**

Lighting is located throughout the campus to ensure all day/night activities have adequate lighting. Students are not permitted to wait outside the buildings unattended.

* **VISUAL ACCESS INSIDE AND OUTSIDE**

Teachers and administrators monitor hallways when students leave the classroom, as students travel to physical education, the media center, and to the restrooms.

* **EXITS**

All exit doors open to the outside. Each is appropriately marked and has panic bars on the inside.

● **FIRE EXTINGUISHERS / FIRE ALARMS**

The location and condition of the fire extinguishers is monitored by the Phenix City Fire Department to ensure their placement and readiness is appropriate.

Staff and faculty members are comfortable with the use of fire extinguishers.

* **ELECTRICAL SAFETY AND APPROPRIATE MACHINERY / EQUIPMENT USE**

All air conditioners/heating units are semi-enclosed.

Extension cords are appropriately used and placed to ensure safety.

Checks are made in the school cafeterias to maintain high and acceptable standards of safety and to avoid hazardous situations for students and staff.

● **ASBESTOS-CONTAINING MATERIAL**

**(PUBLIC LAW 99-519)**

The United States Environmental Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require certain action to occur in response to any asbestos containing material found in our schools. The Phenix City Board of Education has had an asbestos management program in place for several years. The Phenix City Board of Education had a re-inspection performed at all of their facilities in compliance with these regulations and an asbestos management plan was developed. The plan describes in detail how any asbestos will be minimized. Students, parents, teachers, and others are invited to review this plan available in the principal’s or director’s office. Should you have any questions or desire further information, please contact the principal.

* **SIGNS**

Signs clearly explaining visitor entrance procedures are posted at all entrances.

• **SECURITY**

Keys are secured in the office and are easily accessible in an emergency.

When employees retire/resign or are dismissed, keys are collected. When employees leave at the end of each school year, keys are labeled and collected.

An alarm system is installed in the building.

All records are kept in a secure place at the end of each day. Teachers who have confidential records keep those records in locking file cabinets.

**COMMUNICATIONS**

* The current intercom system allows two-way communication with all classrooms.
* Walkie-talkies are utilized during morning and afternoon duty. Mrs. Holmes, Mr. Ridley, Mrs. Dunbar, Mr. Jernigan, Mrs. Williams, and Coach Ojendyk carry walkie-talkies during school hours.
* Fire/severe weather/intruder alarm procedures cover all buildings.
* Should a power failure occur, administrators and individuals with walkie-talkies would go to assigned areas to give directions to teachers and students.

**AVAILABLE SAFETY INFORMATION**

* Copies of the LES Safety Plan are given to each teacher for reference use.

• A copy of the Phenix City Schools Central Office Safety Plan is in the

principals office.

**SUPERVISION OF STUDENTS**

Recognizing that the supervision of all students for their safety is the responsibility of all faculty and staff members, LES delegates specific supervisory assignments for morning and afternoon duties but expects every faculty/staff member to supervise any and all students within their area at all times of the day or during after-school events.

* Teachers and paraprofessionals monitor students as they arrive at school.
* Each afternoon as students exit the building and prepare to leave campus, administrators and teachers monitor them.
* Teachers escort their students to and from lunch.
* Coaches escort students to and from their classes.

**TRAINING FOR STAFF, STUDENTS, PARENTS, OTHERS**

Recognizing the extreme need for preparedness of all persons involved with LES, additional training for and emphasis on school safety has become a priority.

* In-services will be held to cover all safety procedures for faculty/staff.
* Included in this training will be use/operation/implementation of the following:

Walkie-talkies

Bullhorns

Fire extinguishers/alarms

* Opportunities to receive CPR certification, training in administering the Heimlich maneuver and general first aid overview will be provided for faculty/staff members.
* Students are drilled in emergency procedures on a monthly basis. They are also given the opportunity to discuss current events and the way to handle emergency situations should they occur on our campus.

**RECOVERY**

* Grief management will be handled through counseling services of the school system and from community volunteers.
* Restoration of facility, equipment, etc. will be handled as directed by the central office coordinator of these areas.
* Re-entry to the school following any kind of crisis or emergency will ensue when the safety of students and teachers is assured.
* The central office will supervise coordination of local, state, and national resource and directives will be followed by LES faculty/staff as given.

**PROCEDURES FOR EMERGENCY SITUATIONS**

* **FIRE**. The building will be evacuated. 911 will be called. The *Superintendent,* Randy Wilkes, will be called at PCBOE Central Office 334-298-0534 or *334-520-4847 cell*. The principal will gather information concerning injuries. Administrators will check the building to make sure evacuation is complete. The teachers will notify an administrator immediately should a child be missing. The principal will take the appropriate action.
* **SEVERE WEATHER**. The weather radio and the weather channel will be turned on whenever school is in session. Should severe weather threaten, the principal will have students move to the designated areas.

The signal to move to the designated area will be one of the following:

1. Voice command over the PA
2. Individual voice command to each room

Should a tornado strike the building, the electricity and gas will be cut off. The principal will do an overall assessment and report to the superintendent. The principal and assistant principal will assist fire, police, and medical personnel in searching the debris. Updates will be radioed to the secretary. All official responses will come from the superintendent. Notification of personal injury or death will be done at the superintendent’s direction. The principal will report to the superintendent to keep him fully informed.

* **INTRUDER**. Should an intruder be spotted or suspected on campus, the principal will be notified immediately. The principal will work with the assistant principal to locate the intruder and have him/her removed from the campus. The principal will decide the necessity of going to a lockdown situation.
* **SHELTER IN PLACE**. Should a situation arise that students would need to be sheltered in place an announcement will be made to gather all students in the hallways as in a severe weather situation. Students will be kept inside and all HVAC systems shutdown.
* **BOMB THREAT**. In the event of a bomb threat, the BOMB THREAT PROCEDURES INFORMATION SHEET will be completed. The principal will immediately be notified and the building will be evacuated. The secretary will call 911 and the *superintendent* on his *emergency line*, *334-520-4847*, to inform him and request further instructions concerning contact of emergency personnel. The principal and assistant principal will begin a search of the building.
* **GAS LEAK**. In case of a gas leak, the gas will be turned off and the building will be evacuated. The gas company will be called (-297-0269) The Phenix City Police Department will also be called (298-0611). The superintendent will be informed. The principal will survey the situation and determine further action.
* **SHOOTING**. Lockdown conditions will be observed. The secretary will call, 911, emergency medical services, and the police department (298-0611). The principal will call the superintendent. All communications will come from the principal or her designee upon direction of the superintendent.
* **SUICIDE**. If a suicide occurs on campus, the secretary will notify the Phenix City Police Department (298-0611), emergency medical services and the superintendent’s office. The superintendent or his designee will direct communications concerning the event. The school counselors will be available to family members. Also, during the recovery period of this crisis, the school counselors will be available to students who need counseling. If a suicide occurs off campus, the primary focus of our campus will be to provide opportunities for students to receive large group, small group, and individual counseling as part of the recovery process.
* **CATASTROPHIC ILLNESS**. In the event of exposure to communicable illnesses, the parents of all students exposed to the illness will be called. Specific information on the illness or disease will be made available to parents, and all local hospitals will be made aware of the possible extent of the exposure.
* **HOSTAGE**. If possible, students will be evacuated from the area where the hostage situation is occurring. The secretary will notify the superintendent’s office, 911, and the police department (298-0611), which is ably prepared to handle such a situation. The superintendent or his designee will direct communications. A supervised evacuation of the remainder of the building will be conducted under direction of the Phenix City Police Department.
* **RIOT**. A lockdown will be immediately called. The secretary will contact the police department and the superintendent’s office (298-0534). Containment of the individuals involved will occur under the direction of the police department. At such time as they indicate it is safe for the lockdown to be discontinued, the principal or her designee will notify teachers of the decision. The superintendent or his designee will direct communications.
* **FIGHTS/DISRUPTIONS**. The Code of Conduct addresses fights between students and it will be followed. Students involved in fights on the LES campus are separated from each other and other students. As part of the investigation, all participants are given the opportunity to explain their involvement in the fight. Statements are taken from witnesses. Students’ parents are contacted.
* **VANDALISM**. Incidents of vandalism will be reported to the principal or her designee who will contact the police department. The Code of Conduct specifies consequences for students responsible for acts of vandalism of varying degrees.
* **LOST/RUNAWAY STUDENTS**. The principal or her designee will contact the parents and the Phenix City Police Department and offer assistance in locating the child. The counselors may be called upon to question students who may have information concerning the missing child.
* **UTILITY EMERGENCY**. The maintenance staff will shut down the affected utility and the building will be evacuated. The secretary will call the local utility company. Evacuation of the building will be conducted under the direction of the principal or her designee if it is deemed appropriate.

In the event of wastewater or supply water eruption, the Phenix City Utilities Water Department (448-2880) will be contacted. The maintenance personnel will direct the utility staff to the location of the problem.

If the power/water must be cut off to buildings or is lost, those classes affected will be notified and directed to adapt instruction. Interruption of water supply will require students being redirected by teachers and staff to appropriate locations that have working facilities.

If a transformer is affected, power will be cut to the area and the secretary will call 911.

* **DEATH OF STUDENT/STAFF OR OTHER SCHOOL RELATED PERSONS**. Counselors from LES and from other schools in Phenix City School System will be available to students as they recover from the crisis. Community volunteers may also be called upon to talk with students if they desire.
* **KIDNAPPING**. The principal will respond by ascertaining the needed information and radioing the secretary to forward the information to the authorities. If the event occurs from this campus, an immediate investigation will be conducted to determine how security was breached. If it occurs off campus, any pertinent information will be made available to authorities and counselors will help students deal with the event through group and individual counseling.
* **WEAPONS**. The presence of a weapon on a student will be reported to the principal. The first priority will be to secure possession of the weapon and then to investigate the reason for its presences on our campus. The Code of Conduct clearly addresses the consequences of having a weapon of any kind on campus and will be followed. The degree of the police department’s involvement in the investigation and its role as a result of the findings of the investigation will be directed by the principal.
* **SEXUAL ASSAULT**. In the event of a sexual assault on campus, the principal will notify the Phenix City Police Department immediately. A counselor will assist in taking statements from all students involved. The Code of Conduct addresses offenses of a sexual nature and will be used as a resource in determining consequences. A thorough investigation will ensue and all appropriate authorities will be contacted. Should the assault occur off campus, the principal or his designee will provide appropriate information for authorities. Counseling services will be available as needed.
* **EXPLOSIONS**. In the event of an explosion, all buildings will be evacuated. The secretary will call 911 and the superintendent. The superintendent or his designee will direct all communications, and the appropriate central office staff will supervise the relocation of students if it is deemed necessary.
* **SERIOUS ACCIDENT ON-OR OFF-CAMPUS**. The principal will go immediately to the area of the accident. Safety team members will go to their posts or cover their areas as assigned. The secretary and bookkeeper will monitor the phones. The assistant principal or her designee will go immediately to the hospital. The superintendent’s designee will handle communications.
* **STRUCTURAL DAMAGE**. Should structural damage occur, students would be moved to a safe part of the building. Should great damage be caused, students will be evacuated. The principal will survey the situation and determine the appropriate level of response.
* **DISTRIBUTION OF MEDICATIONS**. It is the policy of the Phenix City Schools that no medication be administered to any student without a completed form identifying the medication, the dosage, the time it is to be administered, and under what conditions. Students who take meds on a daily basis must have on file a physician’s statement providing the same information. Only employees of the school are allowed to administer medication to students, and a daily log is kept documenting times meds are given to individuals.
* **AIR DISASTER**. If necessary, an evacuation will be conducted. The secretary will be in contact with the emergency personnel and the principal will coordinate response on campus as she deems necessary and under advisement of the superintendent’s office.
* **IRATE PARENT CONFRONTS EMPLOYEE**. In the event an irate parent confronts an employee, the employee should remain calm, ask parent to move to a private area, and notify the administration. The employee and teacher will listen attentively, acknowledge parent’s concern, and schedule a meeting for the next available day. If a parent will not calm down, the administrator will contact a SRO to remove the parent from campus.

**BOMB THREAT PROCEDURES**

The following information/report form will be completed in the event of a bomb threat:

**INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.**

**DATE TIME**

**PERSON RECEIVING CALL:**

**Questions to ask:**

1. **When is the bomb going to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Where is the bomb right now? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **What kind of bomb is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **What does it look like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Why did you place the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Try to determine the following: (Circle as appropriate)**

**Caller: MALE FEMALE ADULT JUVENILE**

**Voice: LOUD SOFT HIGH PITCH DEEP**

**RASPY PLEASANT**

**Accent: LOCAL NOT LOCAL FOREIGN OTHER\_\_\_\_\_\_\_\_\_**

**Speech: FAST SLOW DISTINCT DISTORTED**

**STUTTER NASAL SLURRED LISP**

**Language: FOUL FAIR GOOD EXCELLENT**

**Manner: CALM ANGRY RATIONAL IRRATIONAL**

**COHERENT INCOHERENT DELIBERATE EMOTIONAL**

**RIGHTEOUS LAUGHING INTOXICATED**

**OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Background Noises: Office Machines Traffic Trains**

**Factory Sounds Bedlam Animals**

**Mixed Airplanes Party Atmosphere**

**Other information that may be useful in identifying the caller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROCEDURES FOR EVACUATION OF STUDENTS TO THE ROY MARTIN CENTER**

In the event that LES students must be evacuated to the Roy Martin Center, the Superintendent will be notified. His office will be responsible for contacting drivers and directing buses to the campus.

**Mrs. Buckley and Mrs. Dunbar** will be point of contact in the office; **Coach Cooper, Coach Bice, Coach Kelley, and Coach Ojendyk** will supervise the students and teachers as they wait at the ***soccer field***; **Lanette Holmes, C. Stanley Ridley, Mrs. Booth, Mrs. Williams, and Ms. L. Terry** will receive students at the ***Roy Martin Center*.**

All teachers will evacuate their classrooms and remain with their students. Students will assemble by classes and grades on the soccer field. Once classes reach the soccer field, teachers will again call roll.

As buses arrive, students and teachers will load, be transported to the Roy Martin Center, and exit at that time. Mrs. Holmes andMr. Ridley will meet the buses at the center and will direct the seating. Teachers will remain with their classes and inform Mrs. Holmes when all of their students have been accounted for.

As parents contact LES and/or the Roy Martin Center for the purpose of getting their child/children, they will check in with Mrs. Booth, Mrs. Williams or Ms. L. Terrywho will have a master roll of all classes. No child may be taken from the school; no child may be taken from Roy Martin Center until the teacher accounts for all children in his/her class.

**EMERGENCY PROCEDURES AND EVACUATION**

**Fire, Smoke, Bomb Threat Drill Procedures**

Signal For Fire Drill: **A continuous sounding of the siren tone**

**Steps to Follow:**

1. All personnel areas will cease to work.
2. Teachers will assign a student to close windows and doors and turn off lights.
3. All personnel will leave the building through the assigned exit and assemble in the designated area with their group and the teacher with whom they are scheduled for that period.
4. Teachers will account for students by calling roll. After calling roll, follow the protocols listed:
5. Display **Green Card** if all students are present
6. Display **Red Card** if a ***student is missing*** and/or ***additional students*** from your class and report name to assigned communication personnel with radio.

5. Students are to remain quiet and listen for further instructions.

6. Students will return to class only after the, **“ALL CLEAR SIGNAL”**, has

been given by an administrator.

7. Upon return to the classroom, normal procedures will resume.

**Storm Drill Procedures**

Tornado Watch- An alert or forecast issued whenever atmospheric conditions are favorable for the development of severe weather or tornadoes, giving an estimate of the situation. Actual conditions in the area at the time of the “watch” announcement may be threatening.

Tornado Warning- A message of danger issued when a tornado has been sighted and there may be danger to life and property. Protective measures must be taken by people who are in its path.

Signal for drill – **A continuous sounding of the alarm bell or announcement made via the intercom.**

**Steps to follow:**

1. Personnel in all areas will cease to work
2. Students will move to designated area, take the sitting position and cover their heads with their hands or book. In the event a drill or actual tornado occurs during an assembly or lunch period, students will be led by their teachers to the designated area.
3. Teachers will account for students by calling roll. After calling roll, follow the protocols listed:
4. Display Green Card if all students are present
5. Display Red Card if a ***student is missing*** and/or if you have ***additional students*** from another class and report name(s) to assigned communication personnel with radio.
6. Students are to remain quiet and listen for further instructions.
7. Classes will return to their room upon clearance by administrator
8. Upon return to the classroom, normal procedures will resume.

**Shelter In Place**

When to implement shelter in place procedure

**•** Toxic smoke, chemicals, or other threat making a sealed room

the safest alternative

•Voice command over PA

How to implement shelter in place procedure

1. All students will remain in their classrooms; those in the halls,

restrooms etc. will return to their rooms. Students in the

library, nurse’s office, counselor’s room, or school office

will remain in those areas. PE classes will go into the

multipurpose room.

1. All doors will be closed, but do not need to be locked;

windows will be closed; lights can remain on; no one

will leave or enter the room during the drill

1. Students can remain at their desks, but quiet so that further

instructions can be heard

1. Heating and A/C should be turned OFF
2. Spaces around windows and doors should be sealed with wet

cloths/clothing

1. **Teachers will place names of missing students**

**or additional students on the *“Red Card”* placed on floor**

**underneath door.** Teachers will email names of missing

studentsor extra students to the office; office personnel will

check to rectify discrepancies.

1. Once the all-clear is given, doors may be opened if desired, and

heating and A/C can be turned back on

Outside activities during shelter in place procedure

Anyone outside should enter building and go to assigned room or to nearest secure area

**Code Yellow Lockdown**

When to implement a Code Yellow Lockdown

**•** A threat or potential threat is outside the building

• Voice command over PA

How to implement a Code Yellow Lockdown

1. Lock all exterior doors

2. Security is increased at the main entrance; visitors are screened

3. Lock all interior doors; admit students/staff

4.Classroom instruction will continue

5. Special area personnel will clear halls and direct students

to classrooms and office as needed

Outside procedures during a Code Yellow Lockdown

1. Scan the area; if is safe to do so, get into the building

2.If access to the building is compromised, seek nearest shelter

**Code Red “Intruder” Lockdown Procedures**

\*\*Crisis Management Team Team will be assembled

Signal for Lockdown Will be Given: **Teachers will be given code words to announce that a *“Lockdown”* is in effect. The code phrase is *“Intruder in the building”***

**Steps to follow:**

1. Close and lock all classroom doors.
2. Place paper strips over door observation window.
3. Close blinds.
4. Teacher and students will barricade door with furniture and any other objects available. Students and adults will remain proactive!
5. Conduct a roll call.

Text or Email the Principal and Assistant Principal which of the following applies:

1. Teacher name-*ALL Clear*.
2. Teacher name-*Missing*-Fred Flintstone
3. Teacher name-*Misplaced*-Fred Flintstone-Teacher name
4. No text message reveals that something is wrong!
5. Response team will enforce lockdown
6. No persons are to enter the building or use any corridor or walkways.
7. Response team will coordinate appropriate media responses and assist with communicating with parents, students, staff and the public. If required, media staging will be set up in the parking lot.

\*\*\*\*Teachers please remember that all students are to immediately clear the halls. If students are out of the classroom when a lockdown procedure is announced, students should report to the first available classroom.

**Drill procedures must be explained to students at the beginning of school.**

**An Emergency Procedures Chart must be conspicuously posted in each room.**

**SEVERE WEATHER ALERTS**

The National Weather Service has defined four severe weather alerts that concern Russell County. These alerts should be learned so that actions in this analysis can be carried out in the proper time frame. The minimum actions mentioned are not intended to be a severe weather plan, but rather to serve as a guide for developing a severe weather plan.

1. **SEVERE THUNDERSTORM WATCH**

**MEANS WEATHER CONDITIONS ARE SUCH THAT A SEVERE THUNDERSTORM COULD DEVELOP**. This alert usually lasts for six hours. At this time, you should review your severe weather action plan.

1. **SEVERE THUNDERSTORM WARNING**

**MEANS A SEVERE THUNDERSTORM HAS DEVELOPED AND WILL PROBABLY AFFECT THOSE AREAS STATED IN THE ALERT MESSAGE.** The alert usually lasts for one hour. All people should be relocated from portable buildings to main buildings. Vehicles should not be on the highway, especially buses and vans. Schools, businesses, etc., should not dismiss during a warning. Also take action stated under number 3.

1. **TORNADO WATCH**

**MEANS WEATHER CONDITIONS ARE SUCH THAT A TORNADO COULD DEVELOP.** This alert usually lasts for six hours. Your severe weather plan should be reviewed and all leaders notified of impending weather conditions. Also you should accomplish those actions that you would not have sufficient time to carry out should a warning be issued.

1. **TORNADO WARNING**

**MEANS A TORNADO HAS BEEN FORMED AND SIGHTED, AND MAY AFFECT THOSE AREAS STATED IN THE ALERT.** This alert usually lasts for one hour. Do not open windows, but do lower blinds and drapes. Exterior doors should not be opened. Persons should be located as far as possible from exterior walls and doors at end of corridors. Relocate all persons to areas offering the greatest tornado resistance. Vehicles should not be on the highway, especially buses and vans. Schools, businesses, etc., should not dismiss during a warning. Also take action stated under Numbers 2 and 3.

During a tornado warning, persons should take one of two positions---seated on the floor with their backs to walls (or glass areas) and legs tucked, kneeling with their heads between their knees facing the wall. In either case, they should be as low as possible to reduce injuries from flying missiles of glass or other debris. If available, some form of covering should be used to protect heads, arms and legs.

**L.E.A.P. Lakewood Extended Day After School Program)/P.T.A. Meetings/Family Reading Night/Exercise Class/School Plays/Dances/Staff Development**

**Incident Command**

**Lanette Holmes, Principal; C. Stanley Ridley, Asst. Principal; L. Wilson, LEAP Coordinator.** Street Address: 24 Explorer Drive, Phenix City, Alabama 36867

School Phone Number: 334-732-1173; Mrs. Lanette Holmes 334-614-7091

Mr. C. Stanley Rildey 706-223-7209

# Police, Fire, Ambulance 911

Phenix City Police Department 334- 298-0611

Phenix City Fire Department 334- 291-4705

Russell County Sheriff’s Department 334- 298-6535

Alabama State Troopers 334-745-4651

DHR/Child Abuse 334-298-0124

Russell County Emergency Management Office 334-297-0619

Poison Control 800-462-0800

Toxic Chemical and Oil Spills 800-424-8802

Alabama Power Company 334-298-8761

Alagasco 334-297-6249

Phenix City Public Utilities 334-448-2880

Jack Hughston Hospital 334-732-3000

Doctor’s Hospital 706-571-4262

Medical Center 706- 571-1000

St. Francis Hospital 706-596-4000

Safe School Hotline 888-728-5437

Domestic Violence Shelter 800-334-2836

Family Violence Shelter 334-297-4401

**Emergency Communication:**

Intercom System: Each room is equipped with an intercom system

Land Line: The building is equipped with a telephone

Cell Phone: Principal or administrator on duty

**Emergency Equipment:**

The building is equipped with an emergency kit.

**Role of First Responders:**

1. Immediate care of ill/injured student will be teacher who is sponsoring program
2. Administrator or activities coordinator will retrieve emergency kit
3. Activation of Emergency Medical Services will be initiated by administrator on duty or activities coordinator
4. Notification of individuals on emergency list will be done by the secretary as directed by administrator on duty
5. Post designee in front of school to flag down EMS

**Directions to Venue:**

**From** **Hwy 431:** Turn right onto Phenix Drive. Turn right onto Pierce Road. Continue approximately 1 mile. Turn right onto Explorer Drive.

**From** **Summerville Road:** Turn left at traffic light onto Lakewood Drive. Take right by Lakewood Golf Course. Turn right onto Silver Lake Drive. Turn right at Lakewood Elementary School sign.

Lakewood Elementary School

3010 Silver Lake Drive

Phenix City, Alabama

36867

Memorandum

**To:** Mr. Nathan Walters; Maintenance & Operations

Coordinator

**From** C. Stanley Ridley, Vice Principal

**Subject:** Fire/Intruder/Shelter in Place/Severe Weather

Schedule

**Date:**  June 8, 2016

Fire Drills Intruder Drills/Shelter in Place Severe Weather

|  |  |  |
| --- | --- | --- |
| August 9 , 2016 |  |  |
|  | August 16, 2016  **(Code Red)** | September 8, 2016 |
| October 4, 2016 |  |  |
|  | November 10, 2016  **(Shelter in Place)** |  |
|  | December 15, 2016  **(Code Yellow)** |  |
| January 9, 2017 | January 19, 2017  **(Code Red)** |  |
|  |  | February 9, 2017 |
| March 7, 2017 | March 16, 2017  **(Shelter in Place)** |  |
|  | April 13, 2017  **(Code Yellow)** |  |
| May 4, 2017 |  |  |