

Multi-Hazard Emergency School Plan and Recovery Guide

School Name: Jackson Elementary



Tornado Damage - School Gym & Classroom Bldg.



Fire Damage - School Auditorium



Earthquake Damage - School Library

Principal Signature

9/3/2021 1:12:25PM

Date

Student/Staff/Count & Special Needs Chart

Total #students	# SPED (CDC) Students	# wheel chairs (staff/students)	# people with physical disabilities	# people w/medical conditions	# teachers	# custodial staff	# office personnel & other admin. staff	Total of all people in your bldg.
253	15	0	0	20	31	4	4	292

Emergency Phone Numbers:

SeqNo	Description	Phone
0	Principal Office	(901)416-5900
1	Memphis Fire Department	911 or (901) 458-3311
2	Memphis Police Department	911 or (901) 545-2677
3	Ambulance	911
4	SCS Dispatch	(901) 416-5773
5	SCS Office of Emergency Management	(901) 416-5773
6	Shelby County Emergency Management & Homeland Security	(901) 222-6700
7	Poison Control Center	1-800-222-1222
8	LeBonheur Children's Hospital ER	(901) 287-6112
9	Regional One Medical Center	(901) 545-7100
10	Baptist Hospital East ER	(901) 226-3000
11	Baptist Hospital Collierville ER	(901) 861-9000
12	Methodist University Hospital Central ER	(901) 516- 8193
13	Methodist Hospital Germantown ER	(901) 516-6970
14	Methodist Hospital North ER	(901) 516- 5211
15	Methodist Hospital South ER	(901) 516-3711
16	St. Francis Hospital ER	(901) 765-2181
17	Shelby County Health Department	(901) 544-9000
18	Shelby County Mental Health	(901) 222-4000
19	Suicide Hotline	(901) 274-7477
20	Children Services (cases of suspected neglect, child abuse)	1-877-237-0004 (24 hr.); (901) 578-4371 (local)
21	Weather Bureau	(901) 522-8888
22	National Weather Service	(901) 544-0399
23	Closed Circuit Television Cameras (CCTV)	(901) 416-5773
24	School Hotline/Voicemail	(901) 416-5300
25	Central Office	(901) 416-5300
26	Facilities Maintenance	(901) 416-9420
27	SCS Transportation	(901) 416-6077
28	MATA	(901) 722-7100
29	Fleet Services	(901) 416-1188
30	MLGW 24 Hour Emergency Line	(901) 528-4465
31	24 Hour Electric Outage	(901) 544-6500
32	SCS Phone/Tech Services	(901) 416-2700

ICS/Emergency Management Team Roles and Responsibilities

The principal, as Incident Commander (IC) is in charge. As appropriate, the IC activates those in the Incident Command System (ICS), who in turn, activate others needed to fulfill emergency response tasks.

	Title	Role, Responsibility
1	<u>Incident Command:</u> Principal	Responsible for development of school's plan and overall management of emergency situations; establish/manage Command Post; activate ICS; determine strategies to implement protocols and adapt as needed
2	<u>Safety Official:</u> Security, Law Enforcement	Monitor safety conditions of an emergency situation and develop measures for ensuring the safety of building occupants (students, staff, volunteers, responders); document activities
3	<u>Public Information Official:</u> Media Liaison	Develop relationship with local media reps.; prepare media releases; establish "media center" near Command Post; coordinate information with Incident Commander and District Emergency Management Team; document activities
4	<u>Liaison Official:</u> Liaison to Outside Agencies	Develop working knowledge of local regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; assist in accessing services when the need arises; document activities
5	<u>Planning/Intelligence:</u> Situation Analysis	Assist Incident Commander in the collection and evaluation of information about an Incident as It develops (including site map and area map of related events); assist with ongoing planning efforts; maintain incident time log; document activities
6	<u>Operations:</u> Student Accounting & Release	Analyze school staffing to develop a Student Accounting and Release Plan (accounting from Individual teachers to Student Accounting and Release to Command Post); implement plan in an emergency; document activities
7	<u>Operations:</u> Facility & Environmental	Monitor site utilities (electric, gas, water, HVAC) shut off only if danger exists or directed by Incident Commander; assist in securing facility (locking gates and perimeter doors, posting yellow caution tape as needed, etc.); document activities
8	<u>Operations:</u> First Aid, CPR, Medical	Establish medical triage with staff trained in first aid, CPR; provide/oversee care given to the injured; distribute supplies (latex gloves, bandages, etc.); request additional supplies from Logistics; document activities
9	<u>Operations:</u> Crisis Intervention & Response	Provide and access psychological first aid services for those in need (working with "Operations: Medical"); access local/regional providers for ongoing crisis counseling for students, staff, parents; document activities
10	<u>Operations:</u> Food, water, sanitation	Coordinate the rationed distribution of food and water (prolonged emergencies); establish secondary toilet facilities in the event of water or plumbing failure; request needed supplies from Logistics; document activities
11	<u>Logistics:</u> Communications	Establish/oversee communications center and activities during an emergency (two-way radio, battery-powered radio, written updates, etc.); develop telephone tree for after-hours communication; document activities
12	<u>Logistics:</u> Supplies	Responsible to establish and maintain "Emergency Team Toolbox" (fresh batteries, etc.); coordinate access to and distribution of supplies during an emergency; monitor inventory of supplies and equipment; document activities
13	<u>Administration & Finance:</u> Documentation	Responsible for overall documentation and record keeping activities; when possible, photograph or videotape damage to property; develop a system to monitor and track expenses and financial losses; secure all records

3. Multi-Hazard Emergency School Team Assignments

In general, Incident Command System (ICS) or Multi-Hazard Emergency School Team roles should be a logical, reasonable parallel to day-to-day work assignments. Complete the form below to reflect your school Multi-Hazard Emergency School Team assignments. Descriptions of roles and responsibilities for each assignment can be found on the **ICS/Emergency Management Team Roles and Responsibilities**.

	Title	Name,Bldg.Location, room# & Cell Phone#	Alternate Name Bldg. Location, room#& Cell Phone #
1	<u>Incident Command:</u> Principal	Corey Jones Office 731-431-2962	Deborah Anderson Rm 100 901-366-6462
2	<u>Safety Official:</u> School Security	Brian De Los Santos Rm A-03 901-240-1530	LaQuita Benjamin 109 901-268-8624
3	<u>Public Information Official:</u> Media Liaison	Cassandra Morris Rm 202 901-755-2835	Charnisha Phipps Rm 206 901-262-5943
4	<u>Liaison Official:</u> Liaison to Outside Agencies	Laura Ginsberg Library 240-472-2877	Sharon Cline A-01 901-517-1968
5	<u>Planning/Intelligence:</u> Situation Analysis	Princess Wilbern Rm 205 901-795-7367	Deborah Webster Rm 207 901-484-7840
6	<u>Operations:</u> Student Accounting & Release	Reva Coussey Office 901-830-5336	Terra Singletary Rm 203 432-559-0428
7	<u>Operations:</u> Facility & Environmental	Marlo Cox Blg. Eng 662-280-3561	Cassandra Rivers A-06 901-828-5281
8	<u>Operations:</u> First Aid, CPR, Medical	Cassandra Rivers A-06 901-828-5281	SCHOOL NURSE Kristy Cousins 484-948-5239
9	<u>Operations:</u> Crisis Intervention & Response	Maria Todd Rm 210 901-428-8594	Wanda Washington Rm 209 901-825-8077
10	<u>Operations:</u> Food, water, sanitation	Cherry Owens Cafeteria 662-420-2980	Tanjara Benson Rm 102 901-859-7755
11	<u>Logistics:</u> Communications	Terran Grandberry Rm 110 901-258-1653	Alba Villorreal Rm 103 901-618-7161
12	<u>Logistics:</u> Supplies	Stacy Thomas Rm 109 901-463-0990	Hope Abraham Rm 208 770-743-5607
13	<u>Administration & Finance:</u> Documentation	Lesa Cain Office 901-494-2413	Laura Ginsberg Library 240-472-2877

Purpose of Building Level Emergency Plan

The purpose of this Emergency Operations Plan is to provide a framework of policies, procedures, guidelines, and an organizational structure that enables your school and community partners to effectively mitigate against, prepare for, respond to, and recover from all emergencies and disasters involving your school.

Scope

This plan is intended for use by school administrators, faculty, staff, students and emergency responders. It is also intended to inform parents and community leaders of the school's planned actions in response to emergencies as a way of preparing families and local officials before an emergency occurs. This plan is intended for use in conjunction with the following resources:

Tennessee Code Annotated 49-6-(801-814)

SCS School Board Policy on School Emergency Planning and Preparedness

SCS District Emergency Operations Plan

Shelby County Basic Emergency Operations Plan

School Handbook

SCS Multi-Hazard Emergency Management Procedures and Protocols Manuals/Flipchart

The base plan's format follows the Federal Emergency Management Agency's (FEMA) four phases of emergency management:

Mitigation addresses what can be done to reduce or eliminate risk to life and property.

Preparedness focuses on the process of planning for likely or worst-case scenarios.

Response is devoted to the steps taken during an emergency.

Recovery deals with restoring the learning and teaching environment after an emergency.

Concept of Operations

1. **Initial Response** - School personnel will be the initial responders during any incident and are expected to take charge and manage the incident until a unified command system is established. Once notified by the school, the Superintendent or their designee will activate the SCS emergency operations plan and will serve as a support system for school campus incidents.
2. **Coordination** - The SCS District will coordinate with all responding agencies (local, state, and federal). The development of this plan and its contents will be in coordination with the proper responding agencies.
3. **Adoption of the National Incident Management System (NIMS)** - Shelby County has adopted the National Incident Management System as the framework for incident planning, response, and recovery.
4. **Implement the Incident Command System (ICS)** - The incident command system is a standardized-on scene emergency management system designed to provide an integrated organizational structure to the scene. ICS is used for all kinds of emergencies and is applicable to all size incidents.incidents.

3A. Visitor to School Procedure

Each school will establish a specific plan which describes your procedures for visitors to your school. Use the following worksheet to describe how your school will account for the entry and exit of visitors to your building(s). Your procedures must be in compliance with **SCS Board Policy 7011**.

List below steps or procedures staff will take to assure visitors who enter and exit your building are authorized and accounted for (see Sample on the following page)

School Policy:

Notice

Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the Principal or designee to be on the school premises.

Due to Covid 19 visitor access to the school building will be extremely limited.

Check/Sign In/Out Procedures

- Except on special occasions, upon arrival and departure from the school site, all visitors must report to and be processed in the school office using the District's electronic management check/sign in/out system (e.g., Raptor). All visitors must sign in and out. Additionally, all visitors must be checked against the Sex Offender Registry unless they have already undergone a background check acceptable to the District (e.g., District employees, vendors, and volunteers on official District business and personnel from investigatory or regulatory agencies conducting official business of the agency).**

- On special occasions such as school programs, athletic events, open houses, or similar public events, schools may choose not to require visitors to report to and be processed in the school office upon arrival and departure. On such occasions, visitors must follow the guidance outlined by the school/school staff regarding entering and being on the school premise.**

Parents and others are welcomed to visit Jackson Elementary during scheduled visits. All visitor must report to the office. Visitors will not be allowed to simply sign in and walk to various parts of the building. Clearance must be given by an administrator or designated office personnel. Visitors must wear a visitor's badge issued by the office. If you see someone who doesn't have a visitor badge or SCS badge, please stop and direct them to the main office. This is for everyone's safety.

Visitors to individual classroom during instructional time must be met with the approval of the principal and must not interrupt the classroom environment. Such visits are not permitted if there duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Non-school aged children, will not be permitted on campus when visitors are serving as volunteers. Students who are not enrolled with Jackson Elementary are not allowed on campus unless they are accompanied by a legal parent or guardian. Volunteers must be 18 years of age.

Drop-in visits to various areas of the campus, especially classroom, will not be permitted without appointments. We have found this practice interferes with the educational process. The administration, faculty, and staff will work with all stakeholders to ensure concerns are addressed in the best interest of our students.

4. Student/Staff Survey Needing Special Assistance

(I.e. students and staff with physical limitations, diabetes, asthma, allergies, heart conditions, and special needs students etc.)

Instructions: Teachers are to fill in the name of any student/staff in their class who will require special assistance in the event of an emergency *(considering a variety of emergency conditions which may alter needs, such as severe weather, evacuation needs, hazardous materials, etc.)*. *Copy form as needed.*

Name of Staff	Assistance_Needed	Person Assigned to Assist
.....
.....

Name of Student	Assistance_Needed	Person Assigned to Assist
Darren Brown	Seafood allergy	Teacher
Sheyla Madrid	Von Willebrand disease	Teacher
Ismar Choc Boj	Hemophilia	Teacher
Antonio Horne	Asthma	Teacher
Ja'veon Tukes	Asthma, Peanut Allergy	Teacher
Michael Suarez Zarate	Type 1 Diabetes	Nurse

5. Emergency Response Procedures

In the space provided below, each school will be required to describe their building level emergency response procedures. The emergency response procedures will identify the specifically coordinated tasks your School Emergency Response Team (SERT) members, teachers and staff will implement in the event of an actual emergency.

The building level emergency response procedures should utilize the **Universal Procedures** and the **Shelby County Schools Employee Multi-Hazard Emergency Procedures and Protocols Manual** as a guide.

Emergency Response Procedures:

Emergency Information

1. Until further notice all staff, students, visitors, etc. will wear a mask and take their temperature prior to entry of our school.
2. If you are outside with your class and helicopters are circling in the neighborhood, take your class inside.
3. Outside doors should be locked at all times.
4. Outside doors are never to be propped open.
5. Please ensure you are in your classroom with your students at all times. If for some reason you need to step out, ensure your partner/neighbor teacher is aware and are able to cover your class.
6. Please be on your assigned duty stations in the morning and afternoon.
7. Always keep a class roster with you. Placing it inside your lanyard as a suggestion. (keep your id badge with you and visible at all times)
8. All students, teachers, SCS staff, and visitors must be screened by a designated staff member which includes a temperature check and 3 Covid 19 questions if applicable.
9. If a stakeholder has a temperature of 100.4 or greater they will not be allowed to stay on the premises.
10. An isolation room has been designated for staff and students. Room 103 will be utilized as the isolation room until further notice.

Always take a ROLL BOOK! Ensure you have the following plans printed and available in your Sub Folder.

Earthquake

- Students sit under desks or tables holding on to the legs of the desk or table until an all clear call is given by PA system or a JES Emergency Team staff member.

Severe Weather (TORNADO)

- When the emergency signal sounds or a severe weather message is broadcasted over the intercom each teacher will take their class to the designated position in the hallway. The teacher will then direct the students in their assigned areas. The students will kneel, facing the hall wall, sit on their heels, place their heads on knees, and cover the backs of their heads with clasped hands.

FIRST FLOOR

- o Each homeroom teacher will position students outside their classroom doors
- Restroom should be checked as follows:
 - o Girls- east-Benson (Room 102)
 - o Boys-center-McFarland (Room 108)
 - o Girls-west-Thomas (Room 109)

? SECOND FLOOR

- o 202, 203, 206, 208 will position students by the girls restroom away from the hallway windows
- o 205, 207, 210, 214 will position students by the boys restroom in front of respective classrooms away from the hallway windows.
- o 209, 211, and Library will position students in front of their classrooms away from the hallway windows

?

Restrooms should be checked as follows:

- o Girls-east- Phipps (Room 206)
- o Boys-center-Webster (Room 207)
- o Girls-west- Ginsberg/Washington (Library)

? ANNEX

- o A8 and A9 will position students in the center of the hallway.
- o All other classes/students will gather in the PE Room A3. Students will line up facing the wall that's nearest the hallway.

?Restrooms should be checked as follows:

- o Girls – Cline (Room A9)
- o Boy – Clayton (Room A8)

Fire Drill

- Follow fire drill protocol when alarms sound or if an announcement for fire drill is broadcasted over the intercom.
- If electricity is out, the repeated ringing of a hand-bell will be the signal to follow this plan.
- The classroom door should be closed when room is empty.
- There is NO TALKING while going outside, standing in place, or reentering the building.
- Ensure to take a class role.

First Floor

- Rooms 100,101, 102- Out east door, turn to public sidewalk, turn RIGHT to fence line and line up in double rows.
- Rooms 103,104,106 -Out main front door, right on public sidewalk to east sidewalk.
- Rooms 105, 108,110- Out West Front door, turn right to public sidewalk.
- Rooms 107,109 112- Out west front door, turn left to public sidewalk, turn RIGHT and line up in double rows.

Second Floor

- Rooms 201, 202, 203, 204, 206, and 208-Down east stairs and exit out at back of stairs, turn left to sidewalk in front and line up in front of the school.
- Rooms 205, 207, 210, 212 and 214-Down middle stairwell, out stairs back door, towards hill to the west of annex building. Line students up between hill and fencing for playground. (We will not line up on blacktop due to annex building).
- Rooms 209, 211 and Library- Down west stairs, out the stairwell, and line up parallel with the fencing that separates school property and the gas station parking lot.

Annex

- Rooms A-01, A-02, A-03, A-05 exit out the front door, turn left through both gates up steps to black top.
- Rooms A-04, A-06, A-07 exit out back door, RIGHT of building, walk down path and turn left to exit gate up steps to black top.

Evacuation (For use when conditions outside are safer than inside) When announcement is made/alarm sounded: ? Take closest and safest way out as posted (use secondary route if primary route is blocked or hazardous) ? Take roll book for student accounting ? Assist those needing special assistance ? Do not stop for student/staff belongings ? Go to designated Assembly Area ? Check for injuries ? Take attendance; report by Student Accounting and Release procedures ? Wait for further instructions

Reverse Evacuation (For use when conditions inside are safer than outside) When the

announcement is made: ? Move students/staff inside quickly ? Assist those needing special assistance ? Report to classroom ? Check for injuries ? Take attendance; report according to Student Accounting and Release procedures ? Wait for further instructions

Fire

In the event of a fire:

? Pull the alarm ? Call 911 immediately for the Fire Department. Notify Safety and Security ? (901-416-5773) and Risk Management (901- 416-5515). ? Implement evacuation procedures, using floor plan exit routes, to outside Assembly Area, in an orderly manner ? Implement plan for any students needing special assistance ? Follow standard student accounting procedures. ? Determine if arrangements need to be made for transportation to Alternate Building location, or if school is to be dismissed. ? Initiate parent/guardian notification. ? Take rosters and roll books to outside assembly area. ? Other

NOTE: Fire drills requiring evacuation will be held at least once every 30 school days, with one (1) additional fire drill within the first fifteen (15) days of school. A record of all fire drills will be kept on the premises and will be available to the fire inspector upon request.

Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not dangerous.

If inside

? Initiate Drop, Cover and Hold. ? If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows or other expanses of glass, and potential falling objects. ? Leave doors open to minimize jamming if the building shifts. ? Do not attempt to run through the building or outside due to risk of falling objects. If in a room with no desks or furniture, get against an inside wall or inside doorway and crouch. ? After the initial shock, the administrator in charge should conduct a building assessment and determine if it is safe to evacuate. Make sure students and adults with disabilities have assistance. ? Call the roll to be sure all students have exited safely

If outside

? Move quickly away from the building and overhead electrical wires. ? Lie flat, face down, and wait for shocks to subside. ? Follow standard student accounting procedures. ? Do not attempt to enter the building until authorized to do so. ? Do not light fires or touch down power lines. ? Be alert for instructions from the principal/designee.

Assembly Areas

? Earthquake safe areas will be away from the building and overhead power lines. ? Keep everyone away from underground gas, power lines and sewer lines. ? Call 911 and Safety and Security at 416-5773. ? In the event of aftershocks, students will be encouraged to remain calm and remain sitting close to the ground. ? Administer emergency first aid as needed. ? Do not re-enter the building until given "all clear" from emergency responders.

Intruder/Lockdown (Active Shooter)

Staff Action At the first notification of a threat that an intruder or active shooter is on or near school property the reporter should:

- Notify the principal/designee and give description and location of the subject
- Keep subject in view until law enforcement or security arrives
- If possible, keep subject away from students and building

Principal, Team Reporting Responsibilities

- Call 911 and Safety and Security (901-416-5773). Give description and location of subject
- Determine whether to initiate Soft or Hard Lockdown procedures

Hard lockdown: When an intruder has entered a school building and presents a threat that could cause serious injuries and/or imminent danger:

- The Principal/Designee will announce over the intercom, using plain language, “intruder in the building, execute hard lockdown, intruder in the building, execute hard lockdown” (Do not use code words)
- When the announcement is made: ?
- Students who are outside their classroom should immediately retreat to the nearest classroom ?
- Teachers should instantaneously glance outside the room to direct any students or staff members who are in the hallways, into their classroom ?
- Teaching lessons and movement throughout the building stops completely (hallways, etc.)
- teachers should take Attendance Report ?
- Students and staff are locked in classrooms and are instructed to remain out of sight through windows or doors ?
- Door windows are covered, and lights are turned off. Cell phones and mobile devices should be silenced to prevent the intruder from easily identifying the location of potential targets ?
- Students and staff located in gyms, cafeterias, libraries, auditoriums, etc. should lock all doors and remain out of sight through windows or doors

- Principal/Designee should activate communications network during the emergency. The Staff Cell Phone Tree should be activated in “silent mode” in order to receive text messages and email updates
- Only Law Enforcement Agencies are allowed to enter the building
- Remain in safe area and await an “ALL CLEAR” and further instructions from the principal/designee
- NEVER open doors during a hard lockdown, even in the event of a fire alarm
- Only the responding law enforcement agency can issue an” ALL CLEAR”
- After the “ALL CLEAR” has been issued, follow the SCS Student Accounting and Release procedures. SCS Communications will send out information to parents/guardians, either via media, ro-bo calls, text messages, or emails to inform them of the status and location of the students, and how to proceed if they wish to check their child(ren) out of school

Soft lockdown: When there are shots fired, or civil disorder in the immediate area of a school or administration building which could eventually present a threat that could cause serious injuries and/or imminent danger:

- The Principal/Designee will announce over the intercom, using plain language, “there is a civil disorder in the area, execute soft lockdown, there is a civil disorder in the area, execute soft lockdown” (Do not use code words)
- All exterior doors to the building remain locked
- Teaching and interior movement “inside the building only”, can proceed as usual.
- Depending on the conditions, class period changes are allowed
- All entrance doors will be monitored closely via the Aiphone System in place, and by designated school staff
- Only law enforcement agencies are allowed to enter the building
- Only law enforcement agencies can issue an” ALL CLEAR”
- After an “ALL CLEAR” has been issued, teaching and interior movement “throughout the school campus” can proceed as usual
- If students are outside the school building and gunfire is heard, or if there is a civil disorder in the area:
- The first staff member who identifies shots fired or a civil disorder occurring in the area should alert staff and students to “Reverse Evacuate” into the building(s)
- As the students and staff are reverse evacuating into the building(s), the Principal/Designee will announce over the intercom, using plain language, “there is a civil disorder in the area, execute soft/hard lockdown, there is a civil disorder in the area, execute soft/hard lockdown” (Do not use code words)
- Law Enforcement First Responders will inform the Principal/Designee when it’s safe to announce “ALL CLEAR “, when the threat no longer exists

Shelter in Place (For use in external gas or chemical release) When the announcement is made: ? Students should be cleared from the halls immediately, reporting to nearest a classroom/designated location ? Assist those needing special assistance ? Close, tape windows and doors, seal the gap between bottom of the door and the floor (gas/chemical release) ? Take attendance; report by Student Accounting and Release procedures ? Do not allow anyone to leave the classroom ? Stay away from all doors and windows ? Wait for further instructions

Severe Weather (Weather Watches, Advisories, and Warnings)

Watches: Indicate that conditions are right for development of a weather hazard. Watches cover a larger area than Warnings. Watches have lead times of approximately one to two hours (tornado or thunderstorm), three to 12 hours (flash flood), and 12 to 36 hours (river flood or winter storm).

Warnings: Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings have lead times of approximately 30 minutes or less (for thunderstorm type events), and six to 18 hours (for river floods and winter storms).

Advisories: Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., two to three inches of snow, dense fog, etc.). Advisory lead times are the same as Warnings.

Upon Issuance of a Watch or Advisory, Principal and Team should:

? Activate appropriate members of Emergency Management Team to be alert for possible change in weather status. ? Monitor weather reports for change in conditions.

Upon Issuance of a Warning, Principal and Team should:

? Implement Severe Weather Safe Area procedure. ? All students and staff will proceed to designated safe areas. ? Remain quiet to hear further instructions. ? Occupants of portable classrooms will move quickly to the main building to designated shelter areas. ? Follow standard student accounting and reporting procedures. ? Occupants of shelter areas will remain in that area until the “all clear” is given.

? In the event of building damage, students will be evacuated to safer areas of the building or from the building. ? If Evacuation occurs, do not re-enter the building until given “all clear” from emergency responders. ? If building is damaged, call 911. Then call Safety and Security at (901-416-5773) and Risk Management at (901-416-5515). ? Administer first aid if needed.

Bomb Threat In the event school personnel receives information indicating there is a bomb in the school (via telephone call, electronic message, written message or in person), the following general procedures should be followed:

Staff Actions The person receiving the call should make every attempt to: ? Prolong the conversation as long as possible. ? Identify background noises and voice characteristics. ? Engage the caller to give a description of the bomb, where it is, and when it is due to explode. ? Determine the caller’s knowledge of the facility. ? Avoid hanging up the phone (use another phone to call authorities). ? Complete the Bomb Threat—School Report (See Emergency Preparedness Manuals “Red Books”/ or SCS Emergency Management Protocol and Procedures Manuals) ? The person receiving the information will immediately alert the Principal/Designee or person in charge without hanging up (use another phone)

Principal/Team ? Call Safety & Security (901-416-5773) and notify the School Resource Officer (SRO), if one is assigned to your school. ? Independently make the decision to Shelter in Place or Evacuate students and staff from the building.

Shelter in Place Action ? Have school personnel along with the SRO search the area under their control; have administration and custodial staff search common areas. The search should be conducted thoroughly but rapidly. ? If “nothing suspicious is found”, o The principle/designee will call Safety & Security (901-416-5773) and notify the School Resource Officer (SRO) if one is assigned to your school. o Follow standard Student Accounting and Release procedures. o After an “all clear” by principal/designee, return to class or regular schedule. ? If “anything suspicious is found”, o Do not touch it. o Report the discovery to the principal while the remaining school personnel attempt to secure and monitor the immediate area without touching or disturbing the object. o The principal/designee will notify Safety & Security (901-416-5773) to notify the Police or Sheriff’s Department and inform them of the location of the bomb upon their arrival. The Police and/or Sheriff’s Department will take charge upon arrival.

o No attempt should be made by the principal/school staff to investigate or examine a discovered suspicious object. o The principal/designee shall issue the Evacuate Building action, if needed. (Staff and students will evacuate the building using safe routes to the assembly area and, alternate exit routes to evacuate building as necessary).

Evacuate Building Action ? Turn off radios and do not transmit with radios. ? Leave the immediate environment as it is. ? Avoid altering any electrical items or systems. (Do not turn on or off lights; do not change thermostat, etc.) ? Check absentee list for possible clues in determining who the caller may have been. ? Follow standard Student Accounting and Release procedures. ? After an “all clear” by emergency personnel, Principal/Designee will instruct everyone to return to class or regular schedule and/or have parents to pick up students if threat occurs close to dismissal time or the building cannot be occupied.

Threat of Harm to Others When a threat of violence occurs at school, principal/designee should take reasonable action to maintain safety. Procedural consistency and documentation provide a foundation for best practice in the area of violence prevention. At all times, it is expected that school personnel will use professional judgment in assessing and addressing potential threats to safety. The processes described herein offer an opportunity to help maintain school safety by identifying and, when necessary, referring individuals who need help. In the event of immediate danger ? Call 911 and Safety and Security (901-416-5773). ? Take action to secure or isolate the individual posing a threat, and prevent access to potential weapons. ? Take immediate action to move others from harm’s way. ? Initiate Lockdown procedures (if necessary).

Communication and Notification

Communication/Media When an Emergency Has Occurred

- Communications is a critical part of emergency management. School staff members and students must be told what is happening and what to do. Parents of students and families of staff members must be informed about the situation, including the status of their child or family member.
- The principal will need to notify staff of an event or emergency and keep them informed as additional information becomes available and as plans for management of the situation evolve.

EMERGENCY NOTIFICATION

- The principal will need to notify staff of an event or emergency and keep them informed as additional information becomes available and as plans for management of the situation evolve.

TELEPHONE TREE

- A telephone tree is a simple, widely-used system for notifying staff of an emergency event when they are not at school.
- Set up a telephone tree by listing the Principal or Incident Commander as the first name/phone number in a Building Chain of Command. Link the Principal or Incident Commander's name to several on the School Emergency Management Team, then link these team members to different staff groupings (teachers, support staff, etc.).
- In practice, the first person on the list calls several people, who in turn call others, etc., until everyone on the list has been notified of the situation. A carefully crafted statement, specifying what is and is not yet known, and what steps may need to be taken, should be drafted before the telephone tree is activated.

FACULTY MEETING

- An early, brief faculty meeting provides the opportunity to give accurate, updated information about an emergency event/situation itself and to review with staff procedures for the day, including the availability of intervention resources.
- A brief end-of- "Day One" meeting provides the opportunity to review the first day of an emergency, to update information, and plan for "day two." Misinformation or rumors can be addressed before staff members go home or into the community where they are likely to be asked about the situation.

Reference Shelby County Schools Policy 7001 - News Media Relations

6. Classroom, Building and Community Hazard Hunt Master List

Each Multi-Hazard Emergency School Team is required to identify circumstances unique to its school/campus/facility that present unique risks to persons or property. These may include materials used within the building, potentially troublesome evacuation routes, dangers due to geographic location, proximity to potentially hazardous buildings in the community, issues related to sharing a campus with another school, etc.

Using information from **Classroom and Building “Hazard Hunt”** forms, as well as insights from Multi-Hazard Emergency School Team members, list below any specific risks or potential hazards needing special consideration and plans to address them (*copy form as needed*):

Potential Hazards	Actions to Mitigate	Successful	Barrier to Intervention	Room_Num
Pawn Shop, Gas station, Check Cashing Facility	Evacuate building and go to SCS North Area Office, formally known as NCLB	Yes	None	
Negligent Homeless person sleeping along fence	Call MPD/SCS Security	Yes	None	
Railroad Track	JES does not have a safe alt. walking location. Kingsbury Elem. requires the students to cross RRT	Yes	Bus transportation will be needed.	

7. Assembly Area (Outdoors, for Standard Evacuation)

Use the following worksheet to plan for evacuation from the building to an on-site, or near-site Assembly Area (*e.g., on-site football field*). The Assembly Area should minimize exposure of students to dangers or hazards around the school.

1. Examine floor plans and maps for your school grounds and surrounding neighborhood. Determine **primary** and **secondary** exits for each room in the building. Consider factors such as: gas, sewer, power lines; chain link fences (electrical hazard); facilities containing toxic or radioactive material, water towers, multiple story buildings (vulnerable to collapse), transformers, balconies (which may fall from buildings), etc.
2. Designate each of the following in the Staging Areas table below and label **all 10** Staging Areas in the Outdoor Assembly Area map.
(*see Sample Maps*)

Staging Areas	Outdoor Location
Command Post	East parking lot near driveway entrance.
Access for Emergency Vehicles	Emergency vehicles enter in faculty parking lot off Alpine
Student Assembly Area	Assemble by grade level on west of school
First Aid Area	Behind east parking lot
Heliport Landing Area (if traffic gridlock prevents vehicular access)	Blacktop area behind the school
Psychological First Aid Area (this should be a different location from the First Aid Area)	North in front of the school
Student Release	East front of the school
Media Area	Off Alpine across from the school.
Potential Morgue	West side of the school
Parent Assembly Area	East front of school

3. Submit copies of floor plans **WITH ARROWS INDICATING PRIMARY AND SECONDARY EVACUATION ROUTES.**

Post throughout the building.

*(Please submit maps of indoor evacuation routes and outdoor assembly areas labeling **all** staging areas)*

4. Submit a copy of your staff cell phone tree.

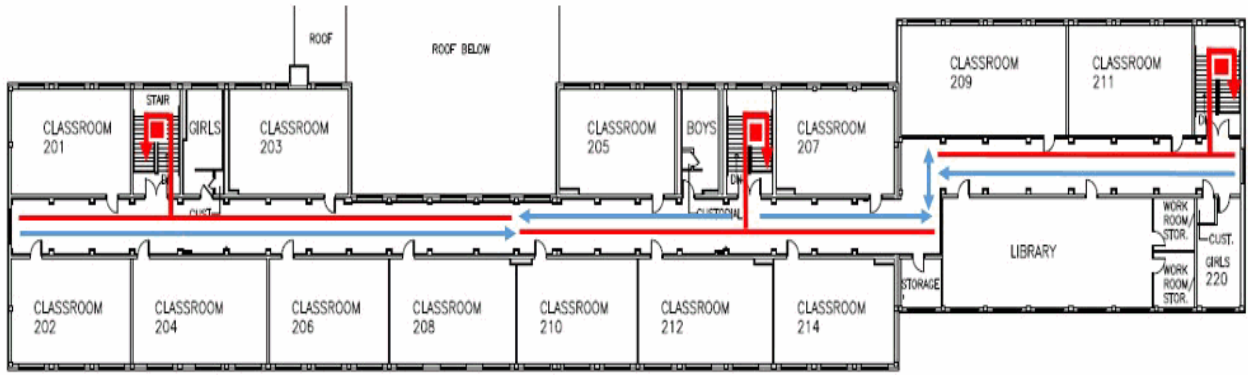
*(see **Sample Phone Tree** as an example)*

5. Communicate Student Accounting and Release procedures to parents.

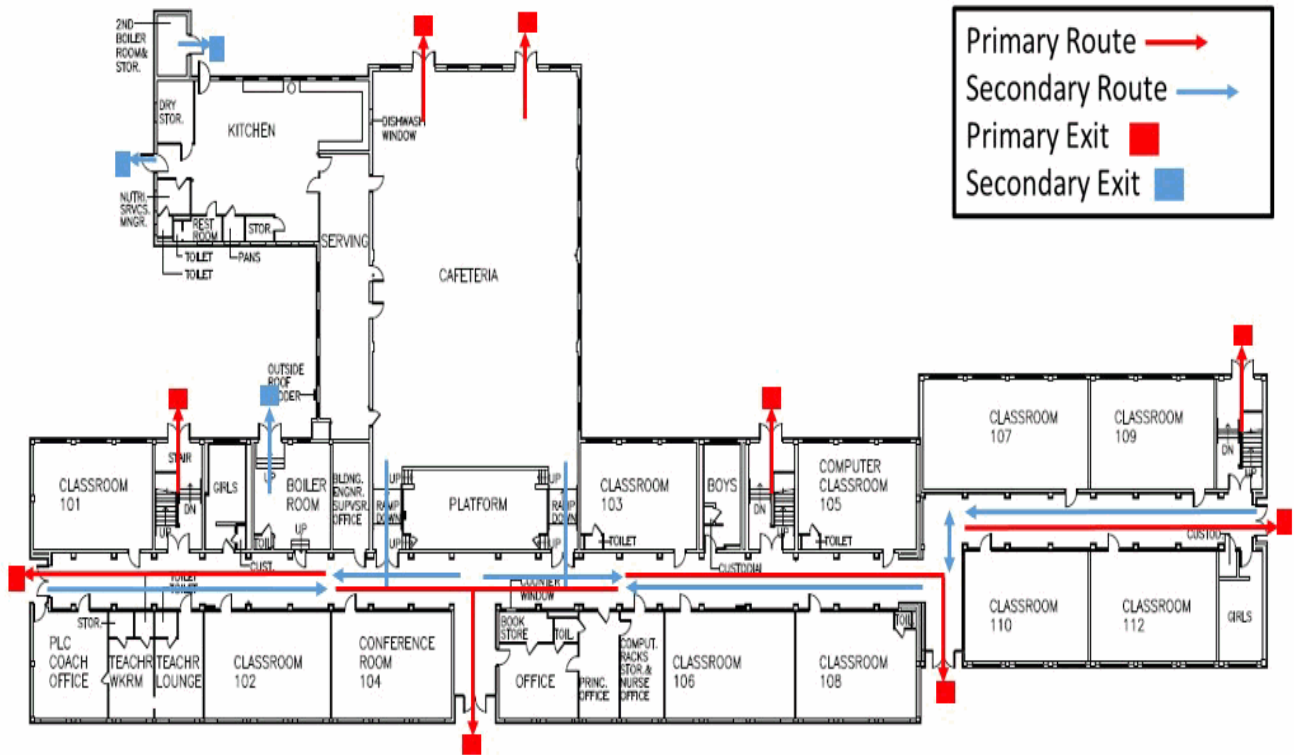
*(Please submit copy of **Letter to Parents** on school letter head with **principal's signature**)*

Map of Indoor page1

Indoor Evacuation Map



2 SECOND FLOOR PLAN
0 5 10 20 FEET

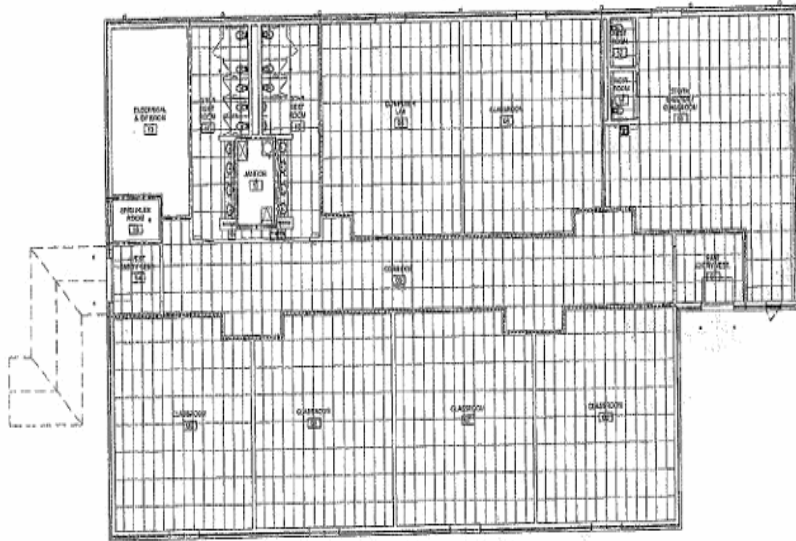
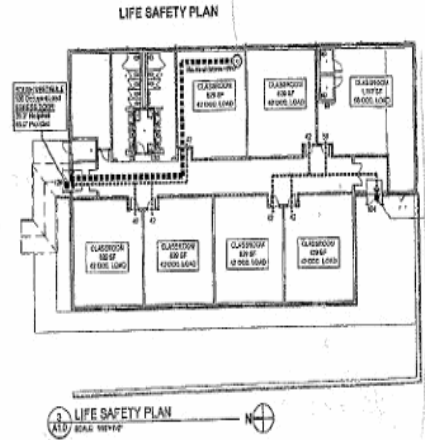
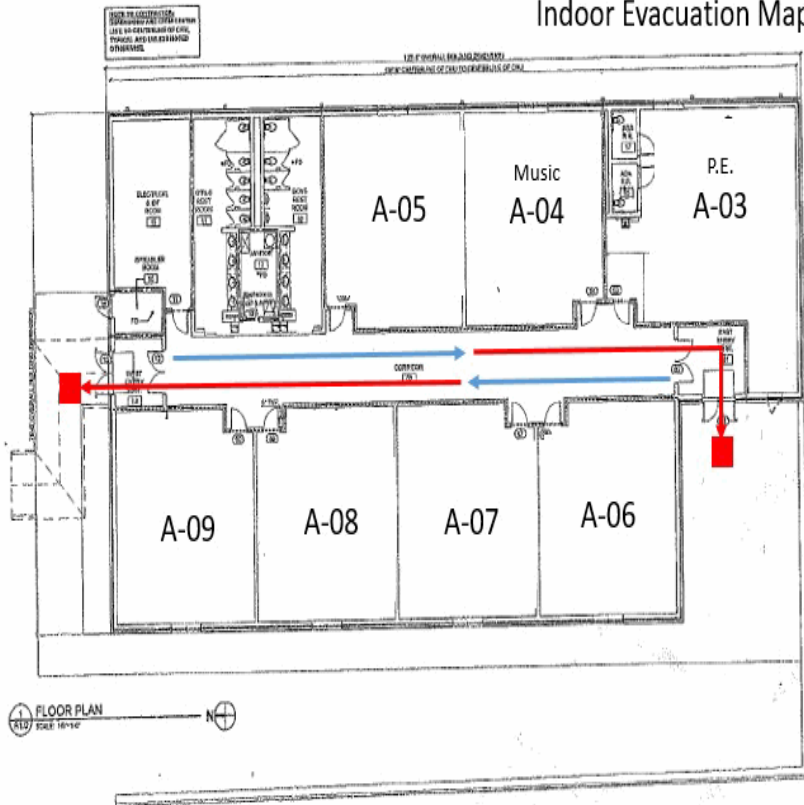


1 FIRST FLOOR PLAN
0 5 10 20 FEET

30 x 42 SHEET
PRINTED SCALE 3/32" = 1'-0" DATE:
7-31-15

JACKSON ELEMENTARY SCHOOL/3925 WALES/

Indoor Evacuation Map



NOTE: THIS PLAN IS FOR INFORMATION ONLY. ALL STRUCTURAL ELEMENTS FOR FIRE-RATED PARTITIONS AND STRUCTURAL REINFORCEMENT ARE SHOWN IN THIS PLAN.

1 - REINFORCED CONCRETE
2 - MASONRY
3 - REINFORCED CONCRETE

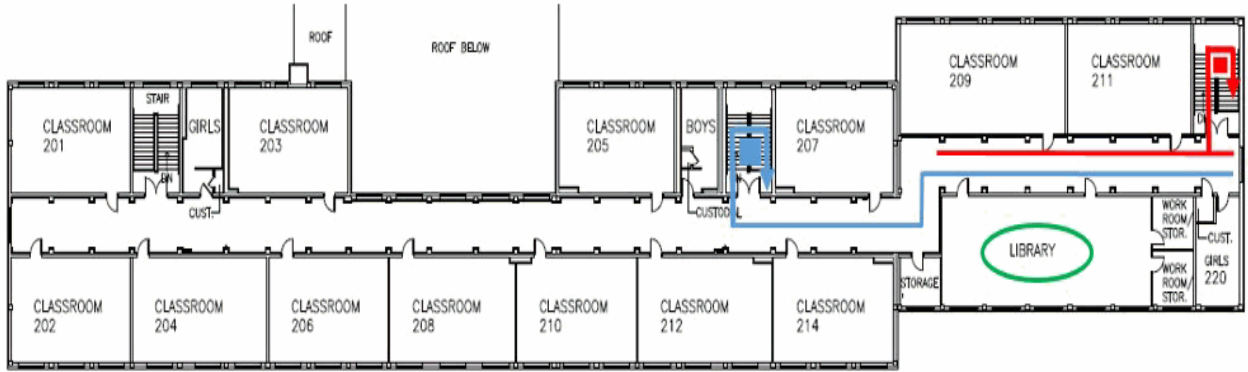
Primary Route	→
Secondary Route	→
Primary Exit	■
Secondary Exit	■

Annex

30 x 42 SHEET
PRINTED SCALE 3/32" = 1'-0" DATE: 7-31-15

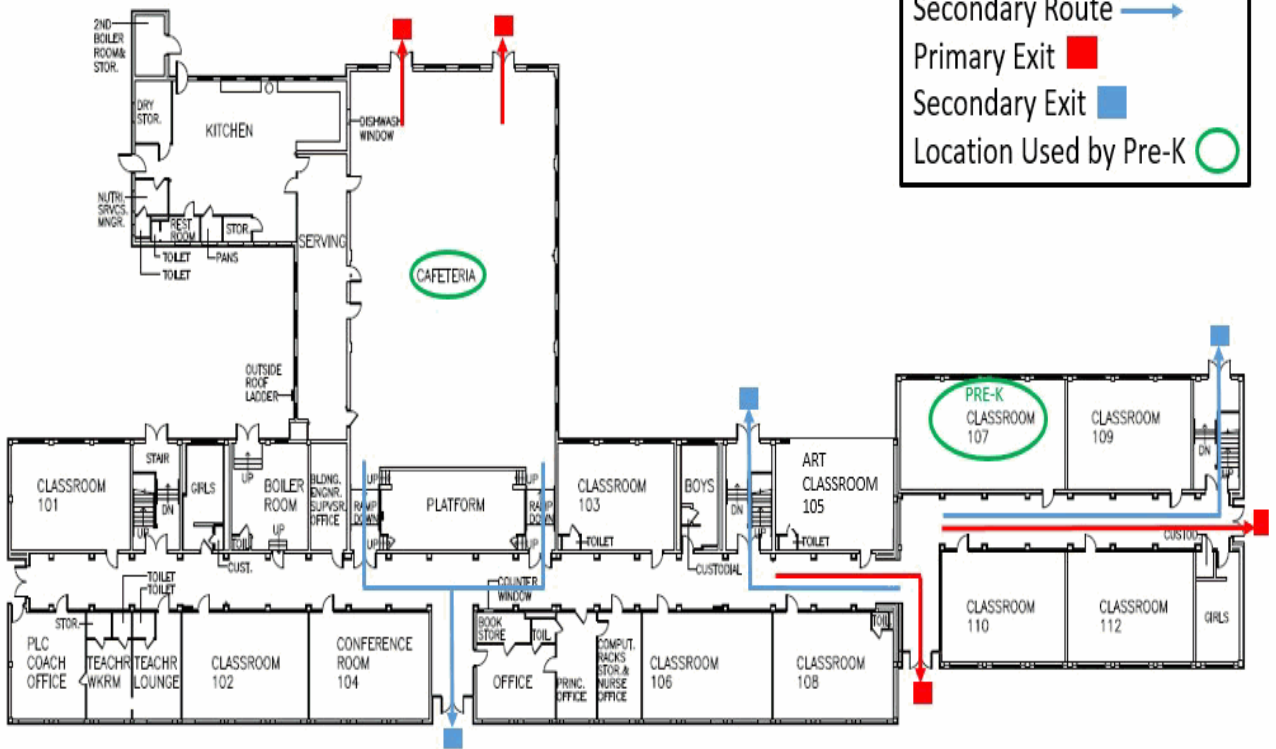
JACKSON ELEMENTARY SCHOOL/3925 WALES/3

Pre-K Evacuation Map



② SECOND FLOOR PLAN
0 5 10 20 FEET

Primary Route →
 Secondary Route →
 Primary Exit ■
 Secondary Exit ■
 Location Used by Pre-K ○

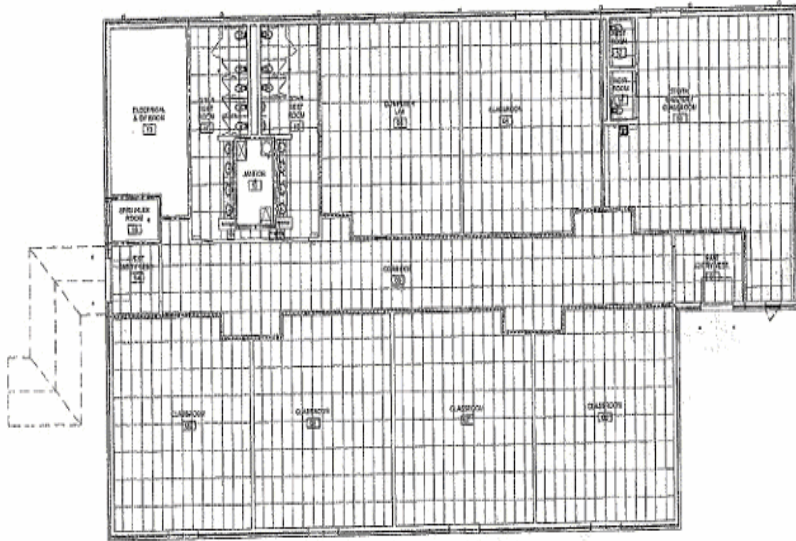
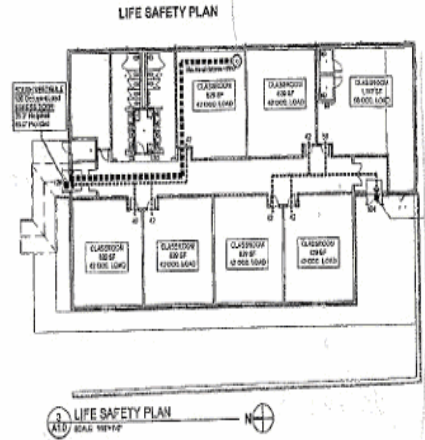
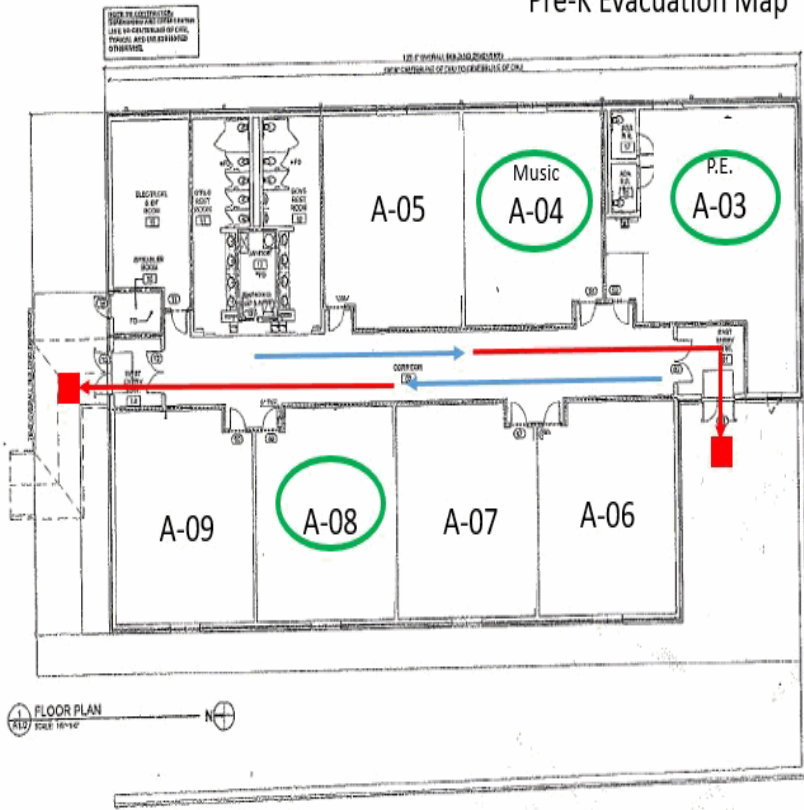


① FIRST FLOOR PLAN
0 5 10 20 FEET

30 x 42 SHEET
 PRINTED SCALE 3/32" = 1'-0" DATE:
 7-31-15

JACKSON ELEMENTARY SCHOOL/3925 WALES/3

Pre-K Evacuation Map



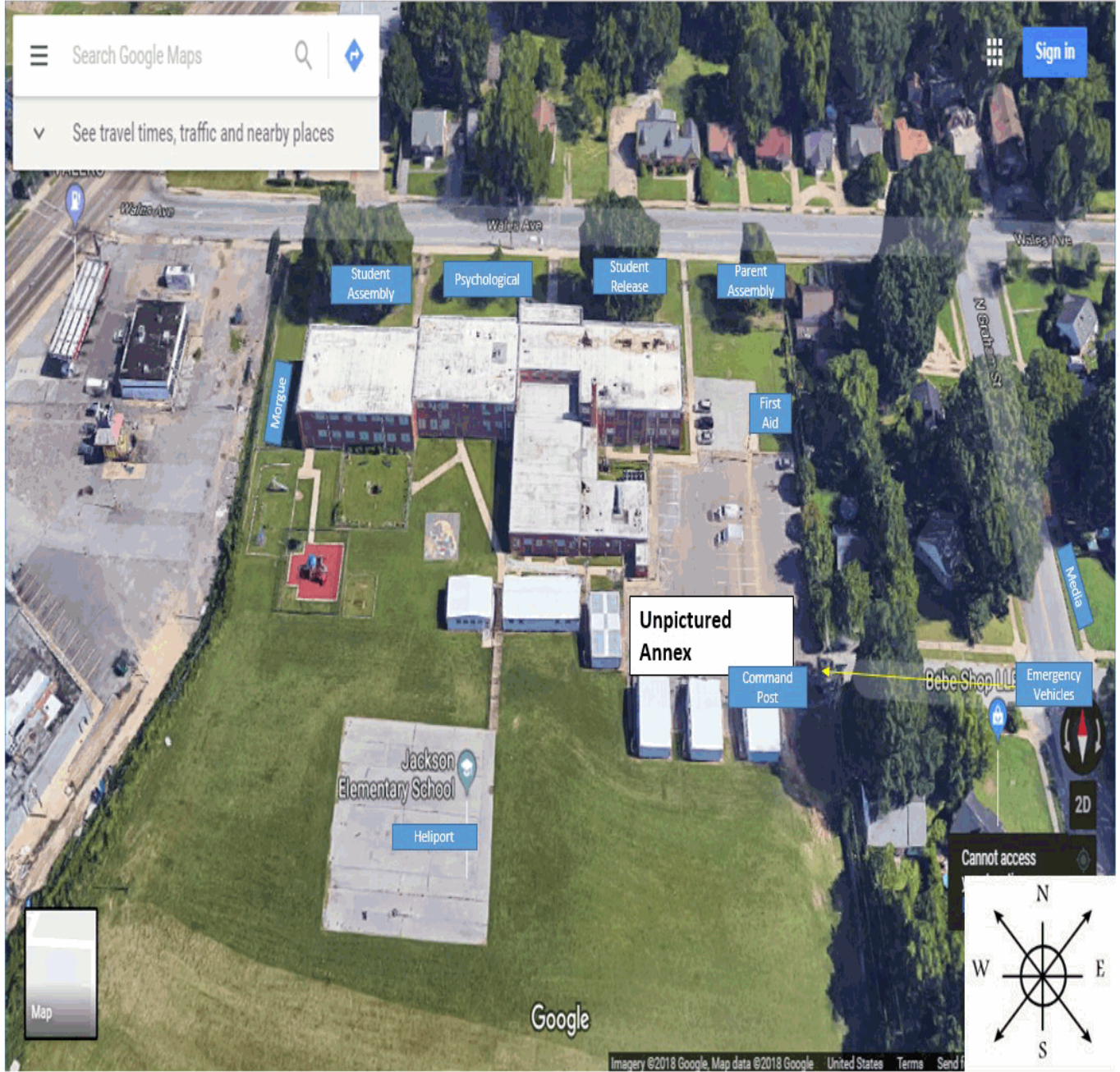
Primary Route	
Secondary Route	
Primary Exit	
Secondary Exit	
Location Used by Pre-K	

Annex

30 x 42 SHEET
PRINTED SCALE 3/32" = 1'-0" DATE: 7-31-15

JACKSON ELEMENTARY SCHOOL/3925 WALES/3

Outdoor Assembly Area Map



JACKSON ELEMENTARY SCHOOL



Corey Jones
Principal
jonesc@scsk12.org

July 28, 2021

Dear Parent,

The need to close a school and evacuate students/staff before closing time could arise from a host of unforeseen events, such as a prolonged interruption of power or from a major event such as a fire, earthquake, or severe storm. In the event of a major disaster, information will be disseminated in several ways, including:

- Broadcasting by the local radio and television stations
- Cell phone and/or land line calls
- Text Messaging
- Posting on the school websites

The following procedures will be observed with regard to dismissal of students during school hours per SCS Board Policy - School Day #6060 Administrative Rules and Regulations

1. Students shall not be permitted to leave school alone prior to regular dismissal time, unless permitted by law, the District, or Board policy/regulations. Additionally, no students shall leave school accompanied by any person prior to regular dismissal hours, except with the request of the parent/legal guardian and the approval of the principal.
2. All persons checking out a student during school hours will be required to present valid identification to the appropriate school personnel. No child shall be released to any person except when released as follows:
3. Children will be released only upon the request of the parent/legal guardian whom the court holds directly responsible for the child, or who is the parent/legal guardian registered on the school record.
- I. To the Parent's Designee - Students may be released during school hours to an individual designated in writing by their parents. It is required that the parent designee be listed on the student's enrollment form as an emergency contact.

We are prepared to care for your child in case of an emergency. If you are not able to reach the school, we will care for your child until you or a designated person arrives. We have several staff members certified in first aid training and we will communicate with local emergency services. We do ask for your help in the following ways:

- Do not call the school. It is essential that telephone lines are open for emergency calls.
- Stay tuned in to your radio and television stations for updated developments on the school.
- Avoid traffic congestion by not driving immediately onto the school ground. The school access route and street entrance areas must remain clear for emergency vehicles.

If we need to be evacuated to an on-site location or off-site location: the following procedures are as follows:

1. On-site student release will be the Memphis Park Commission field behind the school. Student release area will be the west side of the field; using the same dismissal procedure per SCS board policy.
2. Off-site student release will be the same dismissal procedure per SCS board policy. The off-site location may vary, depending on reason for evacuation. Listen to your local news to pin point our exact location.

During the school year your child will be trained in the necessary emergency procedures. If you have any questions or comments about SCS Multi-Hazard Emergency preparation plans, please call the school at (901) 416-4222.

Corey Jones

3925 Wales Ave • Memphis, TN 38108 • (901) 416-4222 • Fax (901) 416-4277 • www.scsk12.org



Primaria Jackson

Corey Jones
DIRECTOR
jonesc@scsk12.org

28 de julio de 2021

Estimado Padre,

La necesidad de cerrar una escuela y evacuar a los estudiantes y/o personal antes de la hora de cierre podría surgir de una serie de eventos imprevistos, como una interrupción prolongada del suministro eléctrico o de un evento como un incendio, un terremoto o una tormenta severa. En caso de un desastre mayor, la información se difundirá de varias formas que incluye:

- Emisión por las estaciones de radio y televisión locales
- Llamadas a teléfonos celulares y/o teléfonos fijos
- Mensaje de texto
- Publicar en los sitios web de la escuela

Se observarán los siguientes procedimientos con respecto a la salida de estudiantes durante el horario escolar según la Política de la Mesa Directiva de SCS - Día Escolar # 6060 Reglas y Regulaciones Administrativas

1. No se permitirá que los estudiantes salgan de la escuela solos antes de la hora regular de salida, a menos que lo permita la ley, el Distrito o las políticas/regulaciones de la Junta. Además, ningún estudiante deberá salir de la escuela acompañado por cualquier persona antes de las horas regulares de salida, excepto con la solicitud del padre/tutor legal y la aprobación del director.
 2. Todas las personas que saquen a un estudiante durante el horario escolar deberán presentar una identificación válida al personal escolar apropiado. Ningún niño será entregado a ninguna persona excepto cuando se le entregue de la siguiente manera: |
 3. Los niños serán liberados solo a petición del padre/tutor legal a quien el tribunal considera directamente responsable del niño, o que es el padre/tutor legal registrado en el record escolar.
- I. Para la persona designada por los padres: los estudiantes pueden ser entregados durante el horario escolar a una persona designada por escrito por sus padres. Se requiere que la persona designada por los padres esté incluida en el formulario de inscripción del estudiante como contacto de emergencia.

Estamos preparados para cuidar a su hijo en caso de una emergencia. Si no puede llegar a la escuela, cuidaremos de su hijo hasta que llegue usted o una persona designada. Contamos con varios miembros del personal certificados en capacitación en primeros auxilios y nos comunicaremos con los servicios de emergencia locales. Solicitamos su ayuda de las siguientes maneras:

- No llame a la escuela. Es fundamental que las líneas telefónicas estén abiertas para llamadas de emergencia.
- Estén atentos a sus estaciones de radio y televisión para conocer los desarrollos actualizados sobre la escuela.
- Evite la congestión del tráfico al no conducir inmediatamente hacia el terreno de la escuela. La ruta de acceso a la escuela y las áreas de entrada a la calle deben permanecer despejadas para los vehículos de emergencia.

Si necesitamos ser evacuados a una ubicación en el sitio o fuera del sitio, los siguientes procedimientos son los siguientes:

1. La salida de los estudiantes en el sitio será el campo de la Comisión de Memphis Park detrás de la escuela. El área de salida de estudiantes será el lado oeste del campo; utilizando el mismo procedimiento de despido según la política de la Junta de SCS.
2. La salida de estudiantes fuera del sitio será el mismo procedimiento de salida según la política de la Junta de SCS. La ubicación fuera del sitio puede variar, según el motivo de la evacuación. Escuche las noticias locales para señalar nuestra ubicación exacta.

Durante el año escolar, su hijo tuvo una capacitación sobre los procedimientos de emergencia necesarios. Si tiene alguna pregunta o comentario sobre los Planes de Preparación Para Emergencias Multirriesgos de SCS, llame a la escuela al (901) 416-4222.

Corey Jones

3925 Wales Ave • Memphis, TN 38108 • (901) 416-4222 • Fax (901) 416-4277 • www.scsk12.org

Las Escuelas del Condado de Shelby ofrecen oportunidades educativas y laborales sin distinción de raza, color, religión, sexo, credo, edad, discapacidad, origen nacional o información genética.



Jackson Elementary School
Phone Tree 2021-22

COORDINATOR
Corey Jones
📞 731.431.2962

Group #1
Deborah Anderson
📞 901.366.6462

Group #2
Lesa Cain
📞 901.494.2413

Group #3
Reva Coussey
📞 901.830.5336

Group #4
Maria Todd
📞 901.428.8594

Stacey Thomas
📞 901.463.0990

Charnisha Phipps
📞 901.262.5943

Deborah Webster
📞 901.484.7840

Laura Ginsberg
📞 240.472.2877

📞

Brandy Aplin	901.674.5851
Yakeima Holliman	901.747.8756
Karen McFarland	662.544.1750
Ycaza Hampton	901.314.4039
Cassandra Morris	901.755.2835
Nicholas Cross	901.833.7755
Terran Grandberry	901.258.1653
Laquita Benjamin	901.268.8624
Deborah Kirby	901.691.2678
Kellv Watson	901.299.2514

📞

Tanjara Benson	901.659.7755
Nancy Binkley	901.233.1956
Hope Abraham	770.743.5607
Erin Coley	615.390.5994
Kelsey Harrison	678.215.5125
Crystal Edmonds	901.359.1989
Princess Wilbern	901.795.7367
Monica Peeples	901.246.4934

📞

Margaret Clayton	901.304.9000
Sharon Cline	901.517.1968
Braxton McCord	615.636.4210
Terra Singletary	423.559.0428
Wanda Washington	901.825.8077
Robin Davis	901.462.5408

📞

David Orland	901.373.6696
Shelli Owens	901.517.2471
Cassandra Rivers	731.548.2560
Alva Villareal	901.618.7161
Marlo Cox	901.596.2039
Cherri Owens	662.420.2980



Jackson Elementary

Corey Jones
Principal

jonesc12@scsk12.org

Dear Shelby County Schools Parents and/or Guardian,

Providing for your child's safety when at school in our care is a major responsibility of our staff. Jackson Elementary has a disaster plan. The Principal and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students.

The need to close a school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a fire, earthquake, or severe storm. At times, communication and/or transportation may be disrupted. In the event of a major disaster, information will be disseminated in a number of ways, including:

- Broadcast by the local radio and television stations.
- Cell phone and/or land line
- Published in the local newspapers and, as possible, posted on the school website.

SHELBY COUNTY SCHOOLS RELEASE POLICY

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission or that particular person is listed on the student's Registration or Emergency Medical Release Form in our office and is able to identify him/herself. If the release information changes, remember to call or come by the school office and update changes.
- All parents or designated persons who come for students must sign out at the office or from the alternate release location which will be established in lower north section of the grassy field in front of the building. Signs will be posted if this alternate location is required.

We are prepared to care for your student in emergency situations. If you are not able to reach the school, we will care for your student until you or a designated person arrives. We have a number of staff members with first aid training, and we will be in communication with local emergency services. We do ask for your help in the following ways:

- ***Do not call the school. It is essential that telephone lines are open for emergency calls.***
- ***Stay tuned in to your radio and television for updated developments.***
- ***Avoid traffic congestion at the school by not driving immediately to the school. The school access route and street entrance areas must remain clear for emergency vehicles.***

During the school year your child will be trained in the necessary emergency procedures. He/she will learn how to react, where to assemble, and what to expect in an emergency situation. If you have any questions or comments about our emergency preparations, please call the school at 901-416-4222

Sincerely yours,

Corey Jones

Principal

8. EMERGENCY WALKING/TRANSPORTATION UPDATE

School: Jackson Elementary - 2360
 Address: 3925 Wales Ave City: Memphis State: TN Zip: 38108
 Phone number: 901-416-4222 Fax: 901-416-4277
 Principal's Name: Corey Jones Phone number: 901-416-5900 Cell number: 731-431-2962
 Bus pick-up at school (i.e., front address, left side parking lot, etc.) : Front of the school 3925 Wales Ave.

(Remember pick-up and drop-off sites must be accessible by a large bus)

ALTERNATIVE BUILDING LOCATION: Walking Distance

<i>Alternative Building Location (Name, Address, City/State/Zip Code)</i>	<i>Name/Title & Cell Phone Number (Lead Contact)</i>
(1) SCS IT Building 3982 Jackson Ave Memphis TN 38108	Regina Williams Exective Dir./Office Manager 901-416-4250

<i>Alternative Building Location (Name, Address, City/State/Zip Code)</i>	<i>Name/Title & Cell Phone Number (Lead Contact)</i>
(2) Kingsbury Elementary 4055 Bayliss Memphis TN 38108	Mr. Earle Wynn Principal 901-416-6020

ALTERNATIVE BUILDING LOCATION: Requiring Transport

<i>Alternative Building Location (Name, Address, City/State/Zip Code)</i>	<i>Name/Title & Cell Phone Number (Lead Contact)</i>
(1) Wells Station 1610 Wells Station Memphis TN 38108	Keisa Jackson Principal 901-416-2172

Bus pick-up site at this location (i.e., front address, left side parking lot, etc.): Front of the school 3925 Wales Ave.

<i>Alternative Building Location (Name, Address, City/State/Zip Code)</i>	<i>Name/Title & Cell Phone Number (Lead Contact)</i>
(2) Kingbury Elem 4055 Memphis TN 38108	Mr. Earle Wynn Principal 901-416-6020

Bus pick-up site at this location (i.e., front address, left side parking lot, etc.): Front of the school 3925 Wales Ave.

Total #students	# SPED (CDC) Students	# wheel chairs (staff/students)	# people with physical disabilities	# people w/medical conditions	# teachers	# custodial staff	# office personnel & other admin. staff	Total of all people in your bldg.
253	15	0	0	20	31	4	4	292

9. Student Accounting and Release

Each school needs to establish a specific plan for student accounting and release. Use the following worksheet to describe how your school will account for students and staff in the building in the event of an evacuation. Teachers must carry roll books, grade books, or student attendance sheets when exiting the building during an evacuation. A staff roster should also be available to take during an evacuation.

1. List below steps or procedures staff will take to assure student or staff accounting (*i.e., teachers report to team leader, who reports to “Student Accounting and Release” member of the Multi-Hazard Emergency School Team, who reports to principal*):

Teachers will have a copy of the registration forms for all students. Set up emergency pick-up station, then teachers will release students to office personnel. Parents must sign them out on the dismissal form.

2. What procedures will be in place to release students to parents, guardians, or other designated adults during an emergency?

Parent/guardian will check student out by using school created sign-out sheet. The time and date of student's release to adult will be logged.

Pre-k will also have a sign-out sheet with time and date of student release to parent/guardian.

10. Orientation and Training Schedule: 2021-2022

A formal Emergency Operations Plan presentation should be conducted during the first staff/faculty meeting of the school year. At the beginning of each school year, each school should prepare a schedule of orientation and training events. Use the worksheet below to outline a schedule for your Building Level Emergency Operations Plan revisions/updates, training events (Tabletops, Functional and Full-Scale Exercises, Drills, etc.)

Training Definitions

Seminar- The Seminar is a low-stress meeting to introduce everyone to the emergency operations plan. This should be conducted when a new plan is developed and when new faculty or staff are hired.

Workshop- The Workshop is a low-stress meeting with a specific focus. Participants produce or build a product.

Drill- A coordinated, supervised activity used to validate a specific operation or function of the emergency operations plan.

Tabletop Exercise- The Tabletop exercise is low-stress session where participants talk through a scenario. The exercise has a facilitator who inputs new information to add to or change the scenario. Participants talk through the way they would respond to the scenario.

Functional Exercise- The functional exercise is a high-stress, but low-cost exercise and may focus on a specific portion(s) of a scenario. Participants are split up into different rooms and must communicate with each other by phone or radio based on scenario. The exercise should be facilitated, and evaluators should be in each room to answer questions and note any issues that should be addressed.

Full-Scale Exercise- The full-scale exercise is a high-stress, realistic and often costly exercise. Planning for a full-scale exercise can take months. The participants play out a scenario the way they would respond to a real emergency.

The orientation and training schedule should be updated as needed.

Month	Training Event and the person to be Trained	Person Responsible	Comment
July			
August	In-service: Emergency Management Plan, Safe Schools and RTIB: Teachers/Staff: All teachers, staff and students	Corey Jones/Maria Todd and RTIB team	In-service PDs will be conducted the first week of school, Students will be taught during guidance lessons
September	Code of Conduct/Bullying: All students,	Maria Todd	Students will be taught during guidance lessons

October	Safe Schools 21-22 All staff: Bullying, Safety, Drugs, (Red Ribbon Week) Parents and All students-	Staff, Maria Todd	School staff must view videos before October 30, 2020: Students will be taught during guidance lessons and parents s during Coffee With The Counseleor
November			
December	Safety All students	Maria Todd	Students will be taught during guidance lessons
January	Bullying (review) All students	Maria Todd	Students will be taught during guidance lessons
February			
March			
April	Safety All students	Maria Todd	Students will be taught during guidance lessons
May			
June			

School Name: Jackson Elementary

11. Drill Schedule and Log 2021-2022

Use the following worksheet to plan drills for your school. Submit your completed copy to Emergency Management before the last day of school. A total of 11- Fire Drills will be conducted during the school year, seven (7) requiring full evacuation and four (4) Fire Safety Educational Announcements, “not” requiring full evacuation. Each school shall conduct at least one Armed Intruder /Lock-Down drill annually, the Intruder/Lock-Down drill shall be conducted in the first thirty (30) days of school operations; Three (3) Other Drills “not requiring full evacuation” during the school year, which shall include two (2) Earthquake Preparedness drills and one (1) Severe Weather drills. One (1) CPR and AED drill. A record of all fire drills, including the time and date, shall be kept in the respective school or institutional offices and shall be made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review.

Schools MUST complete this drill log every school year as indicated below to be in compliance with State Law. Additional drills are permitted, if desired.

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:	08/12/2021	Sunny	240	2 minutes	Fire Drill #1 1st 15 days of School Operations 1 of 2 “required” in the 1st. 30 Days of School Operations
2Aug:	08/13/2021	Sunny	240	2 minutes	(1) FIRE SAFETY EDUCATIONAL ANNOUNCEMENT
Sept:	09/17/2021	Cloudy	274	4 minutes	Fire Drill #2 (2 of 2 “required” in the 1st. 30 Days of School Operations)
Oct:					Fire Drill #3
Nov:					(2) FIRE SAFETY EDUCATIONAL ANNOUNCEMENT
Dec:					Fire Drill #4
Jan:					Fire Drill #5
Feb:					(3) FIRE SAFETY EDUCATIONAL ANNOUNCEMENT
Mar:					Fire Drill #6
Apr:					(4) FIRE SAFETY EDUCATIONAL ANNOUNCEMENT
May:					Fire Drill #7

Intruder/Lock Down Drills:

Schedule	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:	08/12/2021	240	3 minutes	Protocol procedures where properly executed.

Other Drills:

Drill	Date Conduct	No of Occupant	Response_time	Comment Note
Earthquake	08/12/2021	240	3 minutes	All emergency protocols met.
Severe Weather	08/12/2021	240	3 minutes	All emergency protocols met.
Lock Down - Extra	09/09/2021	240	11 minutes	At 12:11pm shots fired in the area. Place school on soft lockdown. MPD called and "ALL CLEAR" at 12:22 PM.

12: School AEDs Inspection/CPR Certified Staff

Each school is required to inspect each AED device on their campuses to ensure the devices are functioning properly. The school nurse has the primary responsibility for inspecting device/s each month and provide inspection log to principal/principal designee who will enter the data in the on-line submission system. If the school nurse is not available, the principal/principal designee is responsible for inspecting the AED devices.

School AEDs Inspection:

# of AEDs	Date Tested	# of AEDs Tested	All Oper ation	Describe if Answer No	Tested by	Additional Comments
Aug: 2	08/30/2021	2	Y		Kristy Cousins, RN	
Sept: 2	09/27/2021	2	Y		Kristy Cousins, RN	
Oct:						
Nov:						
Dec:						
Jan:						
Feb:						
Mar:						
Apr:						
May:						

CPR Certified Staff

The principal/principal designee is responsible for identifying and logging CPR certified staff and expiration dates into the Multi-Hazard On-Line System.

Seq	Name	Title	Is Coach	CPR Exp Date
1	Alba Villarreal	Bilingual Cultural Mentor	False	10/23/2021
2	Cassandra Rivers	Classroom Teacher Special Skills	False	02/27/2022
3	Wanda Washington	Classroom Teacher Special ED	False	11/05/2021
4	Del Los Santos	SCS Security Officer	False	09/30/2022
5	Crystal Edmonds	Teacher Assistant	False	05/20/2023

	Columns unchecked require your immediate attention	Yes/No
Sheet 1.	<p align="center">Cover Page</p> <p>School name on Cover</p> <p>Number of Students</p>	<p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 3.	<p align="center">Emergency Management Team Assignments</p> <p>All Team Roles assigned</p> <p>Alternate Team Members assigned</p>	<p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 7.	<p align="center">Classroom and Building "Hazard Hunt" MASTER LIST</p> <p>Classroom hazards listed</p> <p>Building hazards listed</p> <p>Community hazards listed</p>	
Sheet 8.	<p align="center">Assembly Area</p> <p>Command Post</p> <p>Access for emergency vehicles</p> <p>Student Assembly Area</p> <p>First Aid Area</p> <p>Heliport Landing Area</p> <p>Psychological First Aid Area</p> <p>Student Release Area</p> <p>Media Area</p> <p>Potential Morgue</p> <p>map of indoor evacuation Area</p> <p>map of outdoor evacuation Area</p> <p>copy of letter to parents</p>	<p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 9.	<p align="center">Alternate Building Location (Walking distance)</p> <p>Alternative Building Location</p> <p>Contact Person & Title</p> <p>Phone Number</p> <p>Secondary Location</p> <p>Contact Person & Title</p> <p>Phone Number</p>	<p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 10.	<p align="center">Alternate Building Location (Requiring Transport)</p> <p>Alternative Building Location</p> <p>Contact Person & Title</p> <p>Phone Number</p> <p>Secondary Location</p> <p>Contact Person & Title</p> <p>Phone Number</p>	<p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 11.	<p align="center">Student Accounting and Release</p> <p>Steps or procedures take to assure student or staff accounting during an emergency</p> <p>procedures in place to release students during an emergency</p>	<p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 12.	<p align="center">Orientation and Training Schedule</p> <p>Emergency training schedule for 2021-2022 school year</p>	<p align="center"><input type="checkbox"/></p>
Sheet 13.	<p align="center">Drill Schedule and Log</p> <p>Fire drills & How many?</p> <p>Intruder / Lock Down drill</p> <p>Earthquake drill</p> <p>Severe Weather Safe Area drill</p> <p>Bomb Threat & Shelter in Place & Lock Down drills & Other</p>	<p align="center"><input checked="" type="checkbox"/> 3</p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p> <p align="center"><input checked="" type="checkbox"/></p>
Sheet 14.	<p align="center">Phone Tree included with Multi-Hazard Emergency School Plan</p> <p>Comments:</p>	
Sheet 15.	<p align="center">Emergency Transportation Update Form</p> <p>Additional Comments:</p>	