

Hall County Schools

Basic Safety Procedures - Quick Reference

Fire / Smoke / Chemical Odor / Chemical Spill

1. **Sound Fire Alarm. Evacuate Building. Call 911.**
2. Carry all safety information and materials / laptop as you exit.
3. Confirm all students and staff have cleared building and close ALL windows and doors to contain fire.
4. Evaluate status and confirm everyone is accounted for and in secure areas.
5. Await further instructions from Administration and/or Emergency Officials.

Severe Weather

- > **Thunder** - take NO chances. Where there's thunder, there's lightning. Seek shelter.
- > **Lightning** - get out of the open **and into an enclosed building** as quickly as possible; no exceptions.
- > **Tornado WATCH** - Conditions are favorable for a tornado. Seek shelter in a solid structure.
- > **Tornado WARNING** - A tornado has been sighted. Follow the Campus Severe Weather Plan.

Move students to appropriate safe areas and await further instructions from Administration.

Earthquake

1. Drop, cover head and hold on to sturdy furniture.
2. Stay away from windows.
3. Await further instruction from Administration.

Bomb Threat / Suspicious Container

1. **Notify SRO / Administration. *The Principal or designee will determine if an evacuation is required.***
2. Carry all safety information and materials / laptop as you exit.
3. Confirm all students and staff have cleared building and relocated to Safe Zone.
4. Evaluate status and confirm everyone is accounted for and in secure areas.
5. Use NO electronics near building. Avoid suspicious containers. Await instructions from Police Officials.

Lockdown

- A. The Principal or designee announces the Lockdown Level.
- B. The SRO will be alerted.

Exterior Lockdown: Threat is exterior to school.
(Criminal activity around community). Lock exterior doors, monitor movement, remain in building.

Interior Lockdown: Threat is inside school, (angry parent or student). Lock exterior door, do not leave classroom, continue instruction.

Full Lockdown: Threat is inside school. (Terrorism / possible weapon). Lock doors and windows, immediately, all persons out of sight in locked room, remain inside.

Intruder / Threat of an Intruder

1. Staff members who sees them first should ask his/her business. If there is no badge, escort them to the office, and report the situation to the Principal.

2. If the person refuses to comply, notify office in the quickest way possible. Ask another staff member to assist in observing the intruder until an administrator arrives. Don't leave them alone unless you feel your personal safety is at risk.
3. The administrator will assess the situation.
4. If required, the Principal will initiate Lockdown Status.

Missing Child / Abduction / Threat of Abduction

1. **Notify administration.**
2. Record automobile type, color, license number of suspect vehicle.
3. Note description of suspect.
4. Collect data regarding students and suspect from school files to give to law enforcement officials.
5. Assist law enforcement.
6. Media request should be referred to the Director of Community Relations.

Violent Activity / Threat of Violence

1. Alert SRO, Administrator, Safety Coordinator.
2. Identifying key players and concerns.

Weapon / Suspicion of Weapon

1. **If weapon is displayed, go to Lockdown and notify Administration.**
2. If there is a **suspicion** of a weapon - Alert SRO and Administration.
3. If *witnesses* provided info, secure them in a safe room.
4. If at all possible, suspected student should be separated from other students **before** inquiring about a weapon.
5. Law Enforcement Official will direct protocol until student is relieved of weapon.

Medical Emergency

1. Call School Nurse (if available) and Administration.
2. Notify Administration IF emergency medical services are used.
3. Gather data that might be helpful to medical professionals, as well as witnesses.
4. Media request should be referred to the Director of Community Relations.

Emergency Telephone Numbers

Emergency-Sheriff/Ambulance/Fire 911
 Hall County Sheriff's Department 770-531-6885
 Poison Control Center -- 800-222-1222 or 404-616-9000
 Transportation (Buses) - 770-287-0942 or 770-287-0943
 Northeast Georgia Medical Center 770-219.9000
 Department of Family & Child Services 770-532-5298
 Hall County Animal Control 770-531-6830
HCBOE Central Office 770-534-1080

MEDIA CONTACT

In an emergency, or other situation in which the school is likely to need to respond to inquiries from the media, the Principal will contact Stan Lewis, Director of Community Relations.

The primary contact for information about school safety is Mr. Andy Betancourt, Hall County School District Safety and Security Assistant. He can be reached by calling the Hall County Board of Education at 770-534-1080.