

SECURITY AND CRISIS MANAGEMENT MANUAL



Agapé Jr Academy

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TABLE OF CONTENTS

Pages

Contents

Purpose	i
Goals	1
Categories of Incidents	2
The Crisis Management Team	3
Crisis In-side the Building	4
Building Evacuation Procedure:	
Crisis Out-side Building Evacuation	5
Crisis Out-side Building Evacuation	6
Evacuation	6
Roles and Responsibilities	7- 8
Security Crisis Management Flow Chart	9
Evacuation Accountability Chart for Teachers Procedure	10
Emergency Plan Sharing of Responsibilities List	11
Definition of Emergency	12
Hazardous Specific Planning	13-14
Death of a Staff Member or Student	15
Fire	16
Missing Child	17
Tornado Drill	17-19
Campus Schematic Drawing	20

PURPOSE

The purpose of this crisis management plan is to protect each child, teacher, and staff from possible danger in and around the community and to provide policies and procedures for operation in crisis situations.

The purpose is to further help AJA cope with emergencies and to alert parents of such. It aids with communication of those events and needs should they arise.

Agape Jr. Academy is a safe school where students learn in an environment conducive to academic. It fosters an educational climate free from student harassment, bullying, fear, intimidation, and threats. This environment fosters great behavioral expectation from all students and consequences are clearly communicated to parents and students. The student handbook outlines the student's conduct on and off campus along with consequences when the rules are broken. We ensure a safe school campus and have maintained excellent supervision for all ages.

This security and crisis management manual includes safety supervision procedures, emergency procedures, and assignments. This manual is a work in progress. It is updated and reviewed each semester as students, parents, and teachers provide input to its development.

1.

Goals

1. To develop effective security and crisis plans
2. To prepare students, teachers and staff to take appropriate measures in response to the following:

Natural Disasters:

- Earthquakes
- Tornadoes
- Hurricanes
- Floods

Man-made Disasters

- Sociological hazards
- Crime
- Arson
- Terrorism

Technological hazards

- Industrial hazards
- Structural collapse
- Power outage
- Fire
- Hazardous materials
- Radiation contamination

Transportation

- Aviation
- Rail
- Road
- Space

Toxic Substances

- Chemical
- Biological Agents
- Radiation

2.

Categories

a) Catastrophe Reality

The crisis reality focuses on, but is not limited to, the death of a student or school personnel, severe illness, or accident that causes loss of life.

b) Natural/Acute Reality

The natural/acute reality includes, but is not limited to, natural disasters, crimes, fugitive suspect on the run, terrorist attacks, fire, toxic substances in the environment.

c) Medicinal Reality

The medical reality includes but is not limited to threatening situations due to health factors: cardiac arrest, seizures, playground accidents due to carelessness, or equipment failure, the use of excessive force during play that results in injury, drug overdose, and the severing of body members.

3.

The Crisis Management Team

The crisis management team consists of the CEO, the principal, assistant principal, secretary, a teacher who is not assigned to students, and the head of the grounds personnel.

The team has the responsibility of meeting to discuss school improvement in the way of school security and crisis management. It is the responsibility of each member of the team to know his role in the identified emergency.

The principal is the school's supervisor for all school emergencies. The principal works in consultation with the CEO and share in the decision-making process until the public safety officials are on site and take over command of the situation.

We are strategically located obliquely across from the Lawrenceville Police Headquarters in Gwinnett County. This proximity offers a secure location for housing in case of danger and response time. The police department will immediately notify the school of criminal activity in the area.

During an incident or emergency, AJA will use the following modes to communicate information to its students, faculty and staff, parents and stakeholders:

- Channel 2 WSB-TV
- Fox 5
- Cell Phone
- Internet and Intranet
- Fire Alarm bell system
- Runners who are staff members or responsible students
- Letters sent to parents notifying them of the incident
- E-mail

During an emergency at the school, there are five global responses:

- Lockdown
- Secure Building
- Evacuate
- Shelter-in-Place
- Stay Put

Based on the threat identified AJA will act immediately to secure the student population and inform parents of the potential threat, hazard, and/ or incident(s).

4.

Crisis In-side the Building

If there is a threat inside the school, e.g. a fight, and there is a need to isolate students, or a student is missing:

- ❖ All classrooms and exterior doors are locked.
- ❖ Windows are not covered to allow exterior visibility into the classroom.
- ❖ Teachers must account for all students on their roster and in their care.
- ❖ Teachers and students must remain in the classroom.
- ❖ Teachers will continue teaching.
- ❖ Teachers will use cell phone to contact the principal if pertinent information needs to be shared or if there is an emergency.
- ❖ All visitors must remain in the classroom during the emergency.

If there is a threat inside the school, a threatening person with possible weapon or active shooter involved:

- ❖ All classroom and exterior doors are locked
- ❖ Interior doors are barricaded, if necessary.
- ❖ Student and teachers must move out of sight within the locked classroom, under desk, under tables, and if possible next to interior walls.
- ❖ Everyone is silent.
- ❖ Lights are turned off.
- ❖ Blinds are open to allow exterior visibility into the classroom.
- ❖ All visitors, faculty, staff, and administrators are locked down.
- ❖ Teachers will silence their phones (on mute) as they communicate and hear the movement of the intruder.

5.

Crisis Out-side the Building

If there is a threat outside the school, an armed suspect is fleeing police, or there is criminal activity in the area of the school:

- ❖ All exterior doors are locked
- ❖ The main access doors are locked and monitored.
- ❖ All students and staff must remain inside the building.
- ❖ Any classes outside or students on PE activity, or any student on the playground must immediately come inside the building.
- ❖ All windows must be covered to block visibility from outside.
- ❖ Teachers will continue teaching.
- ❖ No students or parents will use the doors to exit the building until the all clear is given.

Crisis Outside the Building

If the crisis, threat, or incident is outside the building all teachers are to lock all doors and windows and await further instruction from the front office. No student must be given authorization to leave building. Securing the building is a preventative measure if the threat is outside. All outside activities will be suspended for the rest of the school day.

All exterior doors will remain locked. Students are free to move about inside but will be prohibited to go outside the building. Students will be prohibited to go to windows and look out. When the potential incident is over the teachers will be notified of the “all clear” handed down by the principal via the public safety officials as warranted.

All students will shelter-in-place and be removed from hazardous outdoor chemicals or odors infiltrating the atmosphere. No one will be allowed to enter the building unless that person is a police officer, public safety officer, or parent who is signing-out his/her child. All students will stay put unless picked up by a parent.

If students are away on field trip the same procedure will be followed in an emergency.

The school staff will advise and calm students during the lockdown procedure.

6.

- ❖ The teachers and principal must have an accurate count of all students.
- ❖ The principal or designee must ensure that 911 has been called if warranted.
- ❖ The teachers will be instructed to call parents.
- ❖ It is the principal's responsibility to coordinate the safe and orderly release of all students to parents using a sign-out log.

Evacuation

If the buildings require evacuation in the case of an emergency, follow specific instructions given by the principal. If the building cannot be evacuated teachers will secure all doors to their classrooms and lock them.

If the situation calls for evacuating the building:

- ❖ All students and teachers must be evacuated to the extreme back of the playground area unless instructed otherwise and stand 100 feet from the building.
- ❖ Students are to remain with their classroom teacher at all times during the evacuation procedure.
- ❖ Teachers must immediately account for each and every student assigned to the class that has been evacuated.
- ❖ All teachers must carry their student roster for the class evacuation
- ❖ If all students have been accounted for, and no apparent situation requiring aid or assistance is evident, teacher will hold in a visible location his/her green evacuation status sheet.
- ❖ If a student(s) cannot be accounted for, teacher will hold in an apparent location his/her yellow evacuation status sheet.
- ❖ If a serious situation requires immediate aid/assistance to ensure student or teacher safety, teacher will hold in an apparent location his/her red evacuation status sheet, indicating immediate need for help. Supervising personnel will immediately respond.
- ❖ One long continuous ring of the bell will signal teachers to return students to class when the evacuation procedure has been completed.
- ❖ All teachers must move their children to the playground during an emergency.
- ❖ All teachers must follow fire drill procedure and move their students to a safe and secure location in the EXTREME back of the playground and stand 100 feet from the building.

7.

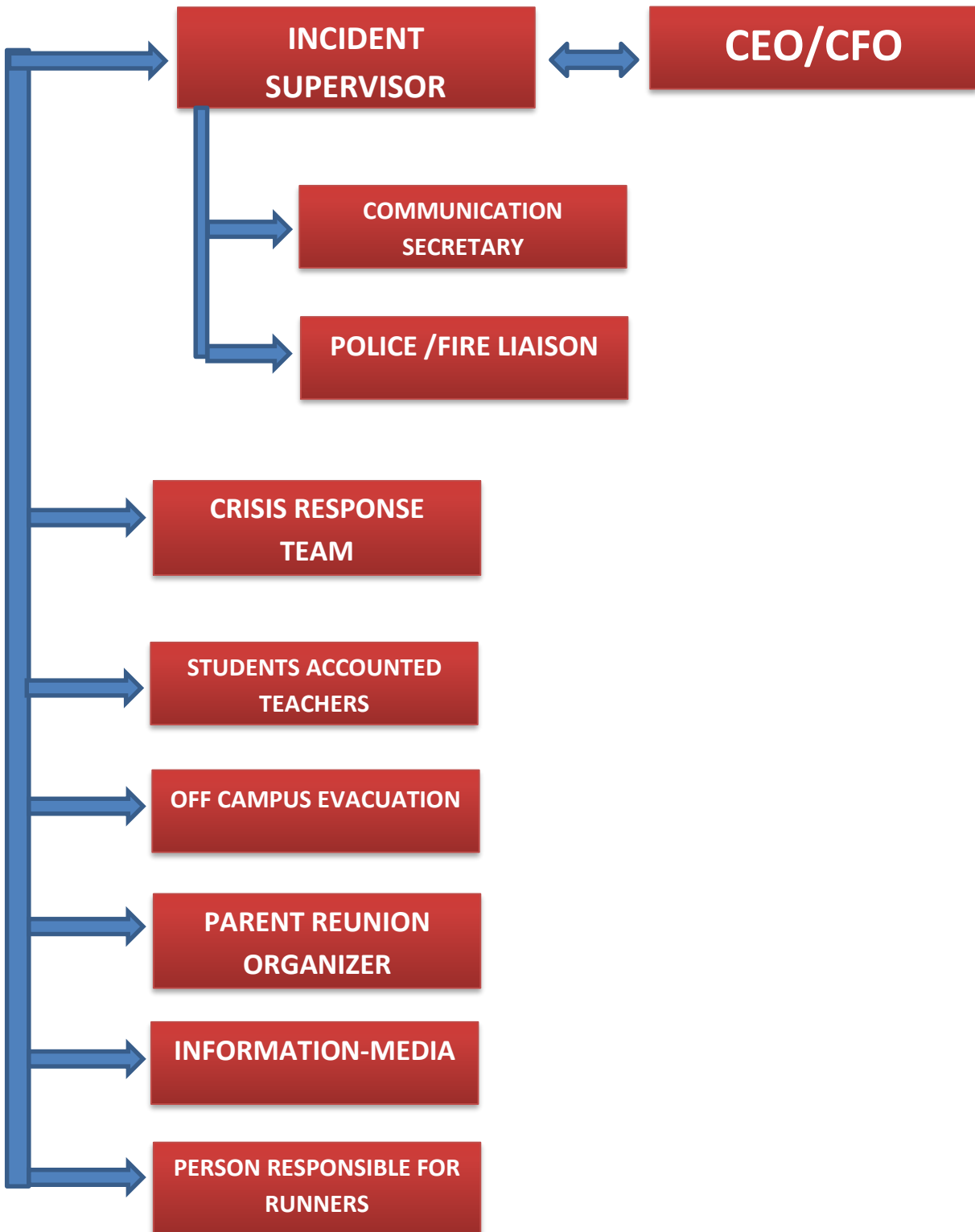
Roles and Responsibilities

Roles	Responsibilities	✓ (Check)
CEO	<ul style="list-style-type: none">○ Advise and help with the decision to evacuate○ Media○ Verify that all are safe and in a secure location○ Monitor situation○ Consult with local authorities○ Post incident on website for parents.	
Principal	<ul style="list-style-type: none">○ Verify Crisis○ Notify CEO of the crisis event○ Make decision to evacuate○ Notify teachers of the crisis○ Move students to pre-assigned evacuation area in orderly fashion○ Notify the security and crisis management team of crisis○ Notify teachers to call parents on their roll○ Consult with local authorities○ Hand over crisis to local authorities after briefing them of the situational crisis○ Notify parents through a letter/email of the emergency○ Account for all students, teachers, staff, guests, and resources during and after the emergency	

<p>Secretary</p>	<ul style="list-style-type: none"> ○ Provide information to local police ○ Call 911 per the given instruction of principal ○ Secure paperwork for students to sign-out ○ Provide paperwork for parents to sign-out child ○ Tally evacuation sheets from runners and look for missing students ○ Account for all students in the building ○ Ensure that media does not gain access to students during incident. ○ Preserve school records in case of an evacuation 	
<p>Role</p>	<p>Responsibilities</p>	<p>✓ (Check)</p>
<p>Teachers</p>	<ul style="list-style-type: none"> ○ Take roll ○ Provide accurate count of all students in their class ○ Keep students calm ○ Stay at their assigned location ○ Release students to secretary who in turn will release to eligible parent ○ Indicate that all students on their roll are accounted for/unaccounted for by use of manual color cards 	
<p>Head Grounds Staff</p>	<ul style="list-style-type: none"> ○ Check grounds to ensure safety ○ Work closely with administration ○ Control movement of traffic on the campus ○ Work along-side the local authorities to ensure building safety 	

9.

SECURITY CRISIS MANAGEMENT FLOW CHART



10.

Evacuation Accountability Form



Agapé Jr. Academy, Inc

186 New Hope Rd
Lawrenceville, GA 30046
Phone: 678 376-0883 Fax: 770 226-9718

EMERGENCY DRILL FORM

TEACHER: _____ DATE: / /20

ALL STUDENTS ACCOUNTED FOR: [] YES [] NO

MISSING STUDENT (S):

-----		-----
-----		-----
-----		-----
-----		-----

PLEASE COMPLETE AND SEND TO PRINCIPAL OR DESIGNEE BY RUNNER

11.

Emergency Plan Sharing of Responsibilities List

Location to meet: Principal's Office

CEO/CFO

Principal

Assistant Principal

Secretary

Support Staff/ **Parent Volunteer:**

Clergy:

Emergency Contact

Police 911

Fire Department: 911

12.

Definition of Emergency

An **emergency** is a situation that poses an immediate risk to health, life, property, or environment. It requires urgent intervention to prevent a worsening of the situation. It may also be defined as a serious, unexpected, and often dangerous situation requiring immediate action.

Person-In-charge

Principal or her designee
(See flow chart for tier of leadership)

Evacuation of Building Procedure

Assessment

A quick and thorough assessment is done by the Principal to determine an evacuation of the building. This is done by the Principal or her designee to determine the removal of all students from the building and place them in a predetermined safe place 100 feet away from the building on the playground.

In Case of Fire

Any teacher, parent and or adult may pull the fire alarm control to alert everyone in the building to follow the appropriate fire drill procedure. All students, adults are removed quickly, expeditiously and purposefully from the building. All teachers will account for their students and verify this to the principal.

Announcement

The Principal will make an announcement for all to evacuate the building to a secure place 100 feet from the building.

Using Alternate Route for Evacuate

In case of a terroristic threat the stairway that leads downstairs may be used if the doors upstairs are inaccessible to exit.

In the event of other types of emergency, the principal or her designee will give clear directions to evacuate the building in an expedient manner.

Decision to re-enter the building

An all clear will be announced by the principal or her designee to return in the building after the threat is no longer present.

13.

Hazardous Specific Planning

Bomb Threat Call Checklist

Ask the Caller:

1. Where is the bomb right now?
2. What does the bomb look like?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?

Exact spoken Words of the called in Bomb Threat:

Caller Information: Sex: Race: Age: Length of Call:

Caller's Voice:

Calm
Nasal
Slurred
Soft
Angry
Whispered
Stutter
Loud
Accent
Excited
Lisp
Disguised
Laughter
Slow
Cracking
Raspy
Crying
Normal
Familiar Voice?
Who?

14.

Background Sounds:

Traffic
Voices
Music
House Noises
Static
Clear
Office Noises
Factory
Long Distance
Machinery
PA System Other:

Threat Language:

Well-Spoken
Incoherent
Offensive Words
Message Read
Taped
Irrational

Notifications:

911/city of Lawrenceville, Ga Police
Dr. Hillsworth Charles

Calls Received by:

Name: _____
Title/Position: _____
Telephone Number: _____
Date: _____

Notes/Comments:

15.

DEATH OF A STAFF MEMBER OR STUDENT

Principal will call 911

Contact Dr. Hillsworth Charles upon learning of the death of a staff member or student.

Contact next of kin, parent/ guardian in case of such an incidence.

Contact parents using a calm tone of voice asking that they come to the school immediately before giving further information.

Principal will prepare a written statement to be sent home with students.

Suicide at School

Call 911.

Principal will secure the area and keep all students away.

Send a text message to teachers and staff informing them that a medical emergency has occurred.

Principal will prepare a written statement to be sent home with students.

If a student threatens suicide, the parents will be called immediately and the child secured and watched until the arrival of parents.

16.

Fire

In case of a fire in the building all students, teachers, and staff must immediately evacuate the building. Teachers and staff are responsible for the safe evacuation of all students.

- ❖ Seeing smoke in the building requires an immediate evacuation of the building. **Call 911**
- ❖ A safe, orderly evacuation depends on effective fire drill practices.
- ❖ Check all classrooms, bathrooms, and closets to ensure all persons leave the building.
- ❖ Teachers will account for all students in their care and move towards the back of the playground.
- ❖ All students and teachers will remain in the designated area until an all clear is given by the Fire Marshall
- ❖ The Principal will prepare a letter to be sent home with the students.

STUDENT RUNAWAY/ABDUCTION/ MISSING STUDENT

All teachers will count for their students and account for all under their care.

Preparation

- ❖ Ensure that student accountability procedures are in place and strictly followed at all times.
- ❖ Daily attendance kept and parents notified of absences.
- ❖ Daily tardy recorded and parents notified.
- ❖ Procedures to ensure students are checked out of school by authorized persons.
- ❖ Field-trip student rosters are kept on each bus and a copy at the school.
- ❖ At field-trip destination, all students are accounted for upon arrival and prior to departure.
- ❖ Maintain accurate up-to-date student files, which include:
 - Emergency medical information
 - Emergency contact numbers readily available
 - Contact information for guardians and individuals authorized to make decisions on behalf of the student and individuals authorized to assume custody of the student.
 - Inform staff to report any intruders/suspicious persons loitering on or near the school campus.
 - Enforce identification and accountability procedures for adults who enter the school while the school is in session.
 - Ensure that procedures are followed when releasing students to parents or guardians.

17.

Missing Child

If a child is missing:

- ❖ **Call 911**
- ❖ Have a description or picture of the child ready to give law enforcement.
- ❖ Notify the parents/guardians.
- ❖ Conduct a room-by-room search for the student.
- ❖ Search the playgrounds, the New Hope Road, Scenic Highway, and other road in a 10 miles' radius, and or any potential hiding areas on the campus.
- ❖ Question students from the missing student's class for information.
- ❖ Siblings of the missing student should be closely monitored at all times.
- ❖ Secure the perimeter of the building. Make sure students do not leave.
- ❖ Curtail outside activities until the situation has stabilized.
- ❖ Review video feeds of cameras

TORNADO Drill (SEVERE THUNDERSTORM WARNINGS)

Tornado **WATCH**:

- ❖ A Tornado watch indicates that weather conditions are present that may develop into a tornado.
- ❖ Designate staff members to monitor weather reports on weather/hazard monitor and weather conditions and be prepared to move students from classrooms, playground, and other unsafe areas if conditions change.

Tornado **WARNING**:

- ❖ A tornado warning indicates that a tornado has been sighted in the immediate area or indicated on radar.
- ❖ Protective measures must be taken immediately, starting with moving students to secure location.
Preparedness
- ❖ Evaluate the physical plant and move students to the Lawrenceville Police Station if time is available.
- ❖ The alternate plan is to move students to the lower floors against the back wall away from windows.
- ❖ Keep students engaged by singing songs during the time to calm them.
- ❖ Principal will keep First Aid supplies current.
- ❖ Inform staff and students about severe weather conditions and hold tornado drill exercises at least four times a year so students and staff will be familiar with the drill warning procedure.
- ❖ Diagrams will be prepared of the building to mark the tornado shelter areas thereon that will also include the quickest route to access the place of shelters and post the diagrams in each room.

18.

Response to **WARNING**

All students will be moved to designated assigned shelter area and position themselves against the wall. Their heads against the wall crouching down with their hands covering their head.



- ❖ All windows and doors will be closed to secure the building.
- ❖ No Students should not be allowed to leave the building during a WARNING.
- ❖ If the students are on a field trip at the time of the clement weather the bus drivers will be alerted to get students back on the bus, return to school if possible, or seek a safe haven informing Principal and or Dr. Hillsworth Charles of their location.
- ❖ Teachers will have their class rosters with them during the drill and remain with the class to be sure all students are present and are taking safety precautions.
- ❖ Staff members trained in CPR and First Aid should be assigned to the sheltered areas.
- ❖ Students and teachers should remain in the secured areas and safety positions until the “all clear” signal is given.
- ❖ The Principal will call 911, Dr. Hillsworth Charles, to report injuries and/or damage.
- ❖ Administrative staff will prepare a written statement to be sent home with students after the inclement passes.

19.

Sustained Damage

- ❖ **If a child gets hurt during the inclement weather 911 will be called immediately and the parents notified.**
- ❖ If the storm causes damage to the building student and staff movement in the building will be closely monitored to identify unsafe parts of the building.
- ❖ If the school day ends early due to the storm, the early dismissal procedures will be activated by calling parents.
- ❖ When parents arrive, they will sign their child/ren out in an orderly manner.
- ❖ If the storm damaged the building, the decision to open or close the school the next school day will be made and posted on the school's website, Channel 2. and Fox 5.

EMERGENCY KIT CONTENTS

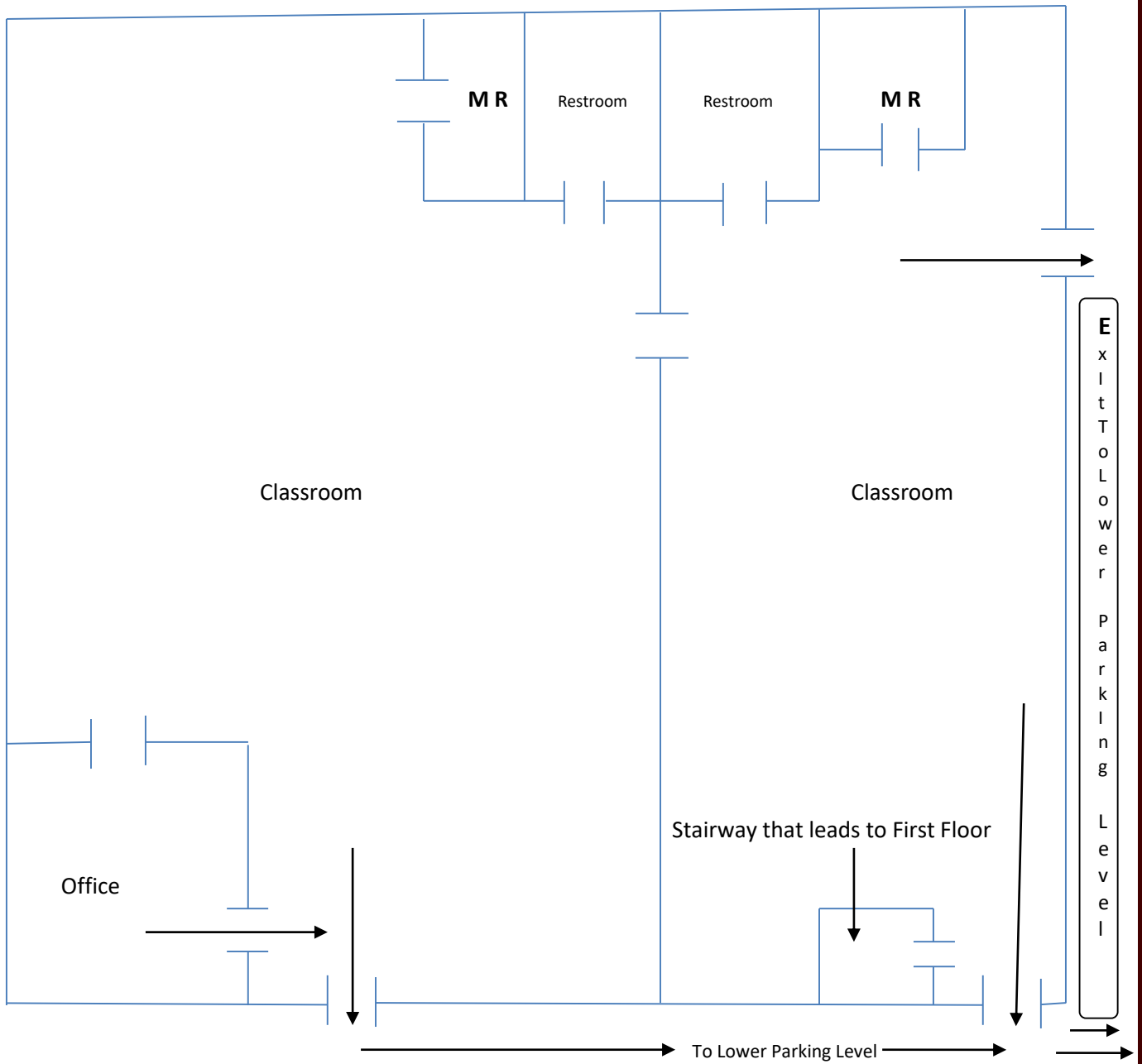
- ❖ Current rosters of all students including pertinent medical information, phone number, release information and contact information
- ❖ Current list of all staff members including phone numbers and contact information
- ❖ Pens/pencils 7
- ❖ Plain white
- ❖ Student release/sign-out sheets
- ❖ Staff sign-in/sign-out sheets
- ❖ List of students on off-campus trips
- ❖ Five sets of safety gloves
- ❖ Floor/Site Plan of the grounds and surrounding areas (see Below)
- ❖ Emergency Medical Information for students & staff
- ❖ Flashlight and extra batteries
- ❖ Basic First-Aid Kit

20.

Agapé Jr. Academy

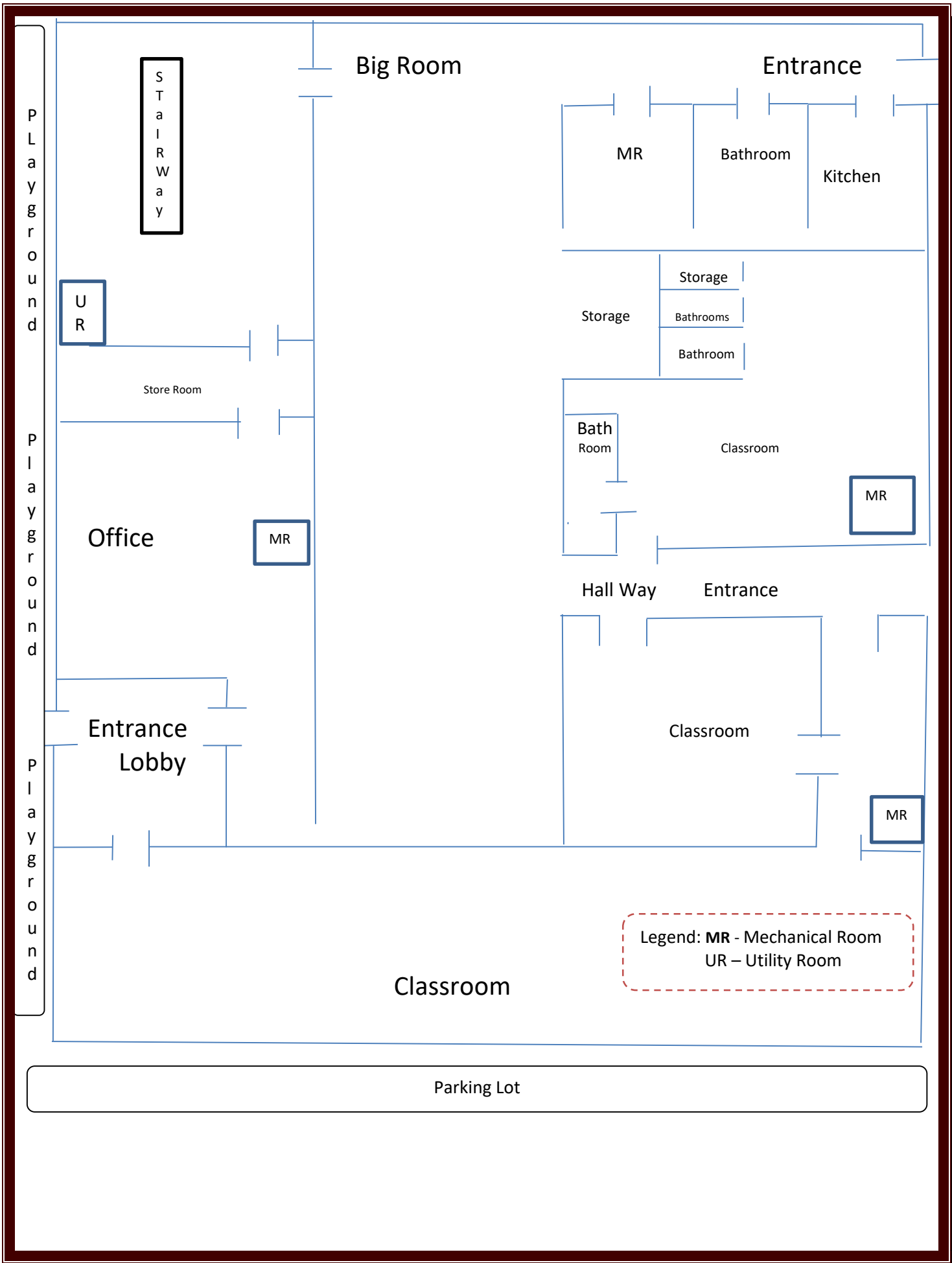
Ground Floor Layout:

186 New Hope Road
Lawrenceville, GA 30046



New Hope Road

Agapé Jr. Academy



Notes:

