

Parker Elementary School

A Community Partnership School

Safety Plan 2025-2026



**FOUR HOUSES =
ONE FAMILY**

640 S Highway 22A

Panama City, Florida 32404

Phone 850-767-4570

Fax 850-767-1581

JoBeth Davis, Principal

Christen Barron, Assistant Principal

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Bay District Schools Emergency Procedure Quick Reference Guides & Parker Elementary School Safety Plan copies are posted in the following locations:

Principal's Office	Assistant Principal's Office
Confidential Secretary's Office	Front Office
Media Center Office	Google Drive Shared Folder
	(25-26 PARKER ITEMS)

I. CRISIS RESPONSE INFORMATION

Crisis Response Team (CRT) and Reunification Team

1.	JoBeth Davis, Principal	Coordinator & News Media
2.	Christen Barron, Assistant Principal	Reports to Principal
3.	Thomas McCroan	School Safety Deputy
4.	Coleen Barnes, Confidential Secretary	Telephone/Radio Contact
5.	Liz Stephens, Data Clerk	Telephone/Radio Contact
6.	Carla Smith, Office Clerk	Telephone/Radio Contact
7.	Elizabeth Hurst, Behavior Interventionist	Telephone/Radio Contact, Bldg 12
8.	Monica Brand, Media Specialist	Telephone/Radio Contact, Bldg 5
9.	Marie Albin, Academic Interventionist	Telephone/Radio Contact, Bldg 7,8
10.	Taylor Boling, Guidance Interventionist	Telephone/Radio Contact, Bldg 1,6
11.	AJ Haro, Community Partnership Director	Telephone/Radio Contact, Bldg 4,9
12.	Kim Vathis, Custodian	Telephone/Radio Contact, Bldg 2
13.	Bill Breland, Coach	Telephone/Radio Contact, Bldg 10
14.	Jennifer Santo, Food Service Manager	Telephone/Radio Contact
15.	Phaedra Guilford, School Nurse	Telephone/Radio Contact
16.	Amber Hartman, School Nurse	Telephone/Radio Contact

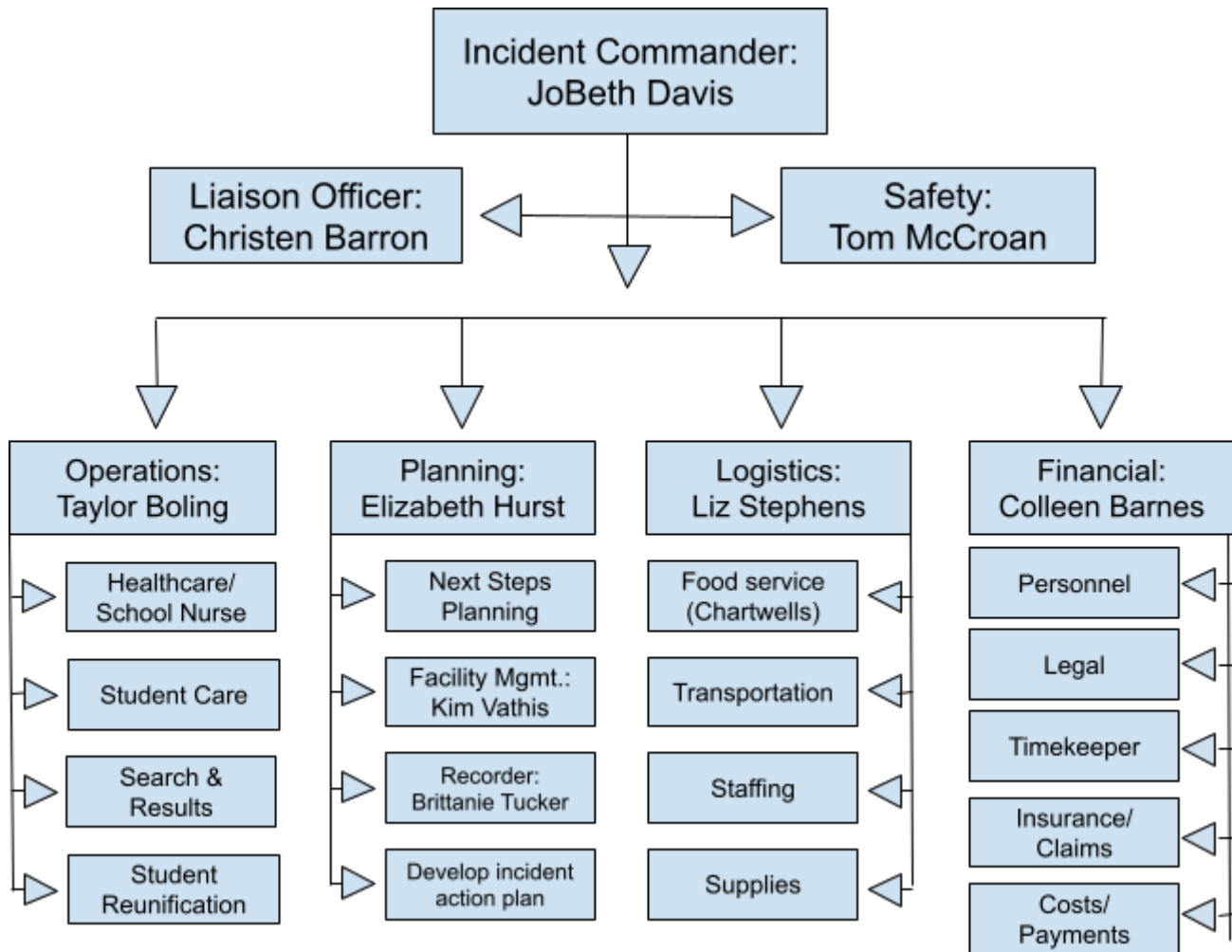
****Staff Members will report to the closest building in a severe emergency.****

CRT Telephone Tree

JoBeth Davis	Principal	850-260-5309
Christen Barron	Assistant Principal	850-628-5080
Tom McCroan	School Safety Officer	850-258-2281
Colleen Barnes	Confidential Secretary	901-619-2698
Liz Stephens	Data Clerk	850-819-0333
Elizabeth Hurst	Behavior Interventionist	850-625-3867
Monica Brand	Media Specialist	850-238-5319
Taylor Boling	Guidance Interventionist	678-630-6338
Brittanie Tucker	Guidance Clerk	850-358-4859
Carla Smith	Office Clerk	850-319-9193
AJ Haro	Community Partnership Director	850-501-5959
Kim Vathis	Custodian	850-630-8736
Bill Breland	Physical Education Coach	850-358-8979
Jennifer Santo	Food Service Manager	850-358-9731
Phaedra Guilford	School Nurse	850-630-3334
Amber Hartman	School Nurse	850-896-3553
Marie Albin	Academic Interventionist	850-319-7762

Incident Command Flowchart

CRT and Reunification team's roles and responsibilities.



Parker Elementary Emergency Telephone Numbers/Extensions

Parker Elementary School	850-767-4570
JoBeth Davis	850-767-1558
Christen Barron	850-767-1559
Colleen Barnes	850-767-1560
Liz Stephens	850-767-1561
Kim Vathis	Radio
Jennifer Santo	850-767-3634
Tom McCroan (SSO)	Radio

Pathways of Communication

Primary Pathway of Communication:

Radio, UHF, 40-watt base station with
handheld radios
District Administrative
District Transportation
Parker Channel 1, Parker Channel 2

Alternate Pathways of Communication:

PA System - Campus communication
ITV - Campus Television
Emergency Line - Office Cell Phone
Campus Telephone - Refer to campus phone directory

BAY COUNTY EMERGENCY NUMBERS

Bay County Sherriff	747-4700
Callaway Substation	248-2176
Lynn Haven Police	265-4111
Mexico Beach Police	648-4790
Panama City Police	872-3100
Panama City Beach Police	233-5000
Parker Police	871-4100
Springfield Police	872-7545
Tyndall Security Forces	283-2254
Bay County Emergency Management	248-6040

BAY DISTRICT SCHOOLS EMERGENCY NUMBERS

Superintendent	767-4101
Deputy Superintendent	767-4217
Nelson Administration Building	767-4100
Campus Crime Stoppers	785-TIPS
Operations	767-5379
District Safety and Security Manager	767-4127
Facilities	767-4205
Chartwells	767-4260
Maintenance	767-1817
MIS Information Services	767-4238
Public Information Officer	767-5267
Risk Management	767-4203
Transportation	767-4495

Evacuation Procedures

1. Call Superintendent **(850)767-4102** (if not available call Deputy Superintendent or District Safety Office).
2. Select evacuation site based on Superintendent's approval.
3. If evacuated away from school, announce to faculty and students proper code for evacuation and proceed to the designated bus loading area.
4. Grab the incident bag.
5. Make sure the administrator staying on campus has the Safe Schools Cell Phone and that it is ON.
6. The District Safety Phone will be located at an alternate facility. (Cell Phones)
7. If evacuating to an alternate facility see attachment 1.
8. No backpacks allowed on the bus.
9. Teachers should prepare a list of all faculty and students on each bus. (Prepare while transporting to the evacuation site.)
10. Upon arrival at the evacuation site, set up a Checkpoint for all parents to enter and present I.D. (Use District Staff)
11. Setup Checkout Center for parents to pick up children.
12. At least two staff members will be stationed at restrooms.
13. Water will be provided to each student and all staff members upon the Principal's request.
14. Lunch will be served upon the Principal's request.
15. Teachers are to send all disruptive students to the Principal or Staff.
16. Children will be contacted by megaphone to be checked out.
17. Passes will be collected by District Staff as parents and children leave the evacuation site. 18. There should be one pass per child.

During a natural disaster or crisis situation, a school nurse will bring an updated roster of all students who have special healthcare needs for chronic health conditions with her to her station or the staging area for students during the crisis. She will also bring all emergency medicines and any other items that those students may need with her in a portable, lockable box. Those students would be kept together in any staging area and would be in close proximity to school nurses. If the need arises that any of those students require emergency medical help the school nurse would be ready and available to administer any care required.

II. SEVERE WEATHER

Severe Weather-Thunderstorm Watch/Warning

1. Bring your class indoors.
2. Close all windows and doors.
3. Take attendance and **limit students from leaving** the classroom.
4. Continue class activities. Be alert for further instructions from the person in charge.

Tornado Watch

1. When under a tornado watch, follow the instructions as you would for a thunderstorm watch or warning.
2. Those in portable classrooms should be prepared to move to a permanent building as designated in your school safety plan and only when the person in charge, your principal or designee, instructs you to do so.
3. Those in the gym, cafeteria, or auditorium should be prepared to move to another location as designated in your school safety plan and only when the person in charge, your principal or designee, instructs you to do so.

Tornado Warning

1. Cease class activities. **Move to your designated location** according to your school safety plan and only when the person in charge, your principal or designee, instructs you to do so.
2. Instruct students to sit quietly on the floor. Prepare to “**duck and cover**” as practiced.
3. When arriving at your designated location, take attendance and report any missing students to the person in charge immediately, your principal or designee.
4. In the event of a tornado strike, **do not leave your students; take attendance.**
5. Wait for instructions from the person in charge, your principal or designee.

Dismissal During Severe Weather

1. Announcements will be made to determine if classes will remain in classrooms, or proceed to Building 1
2. Dismissal will only occur when the weather is safe to have adults and children outside.
3. Radios will be used and Car Riders Radios will be turned to Parker Channel 2.
4. Bus Riders will be released to buses if approved by the transportation department and school administration.

III. HAZARDOUS MATERIAL PROCEDURES

Hazardous Material Release

1. If you observe or detect a chemical spill or leak, immediately notify the person in charge, your principal or designee.
2. Remove everyone from the immediate area.
3. Do not touch, attempt to collect, or spread the chemical.
4. Await direction from your principal or designee.
5. If a decision is made to SHELTER IN PLACE, close all doors and windows, turn off the HVAC system and fans.
6. When “shelter in place” is activated, await direction from your principal or designee.

IV. LOCKDOWN PROCEDURES

Daytime Procedures

Teachers and staff will follow all procedures for lockdown and evacuations. Teachers must keep students away from doors and windows. Teachers with outside doors must be absolutely sure they are locked.

Soft Lockdown

During a Soft Lockdown, the perceived danger is outside of the school. All students and activities should be moved inside and ensure the building’s perimeter is secured. While the Soft Lockdown response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

1. Students and staff will be called to attention **via the P.A. system**. The announcer will clearly and calmly state, “**Lockout in effect.**” CRT will secure all exits.
2. Teachers will check outside classrooms and **bring students to the nearest classroom**. Students outside classrooms will move to the nearest safe room..
3. Teachers will **lock classroom doors**, close and **lock windows**, and continue teaching.
4. Teachers will notify the front office of any students not assigned to their class but who are placed there by staff.

Hard Lockdown

Highest form of alert or warning. Life or death. Requires the highest level of response and action.

1. Bomb Threat: Evacuation
2. Fire on Campus: Evacuation
3. Intruder/Weapon on campus: Hard Lockdown
4. Tornado Warning: Portable classrooms will evacuate to designated secure locations on campus.
5. Hurricane: Same as tornado
6. Severe Weather Alert: Requires awareness with immediate response
 - a. Tornado Warning
 - b. Hurricane Warning
 - c. Severe Weather Thunderstorm Watch/Warning

Lockdown Procedures

If a life threatening or otherwise dangerous situation arises that necessitates the quick securing of the school, the following procedures will be employed.

1. Students and staff will be called to attention **via the P.A. system**. The announcer will clearly

and calmly state, **“Lockdown in effect.”** CRT will secure all exits.

2. Teachers will check outside classrooms and **bring students to the nearest classroom.** Students outside classrooms will move to the nearest safe room.
3. Teachers will **lock classroom doors**, close and **lock windows.** **Close blinds** and shades. **Turn off all classroom lights.**
4. Everyone will proceed to the HARD CORNER location in the classroom.
5. Teachers will notify the front office of any students not assigned to their class but who are placed there by staff or security.
6. If a teacher/Support Staff is not assigned to a classroom at the time of the code, he/she will check the immediate area for students and then proceed to the nearest safe room.
7. The office will coordinate the notification of proper authorities/personnel and accounting for students and staff if possible.
8. The cafeteria manager will lock all building 2 exits.
9. Once the **threat has subsided**, students and staff will be called to attention via the P.A. System. The announcer will state, **“All clear. Resume normal activities.”**
10. After the resolution of the emergency situation, students will be assured that everything is alright and the situation has been resolved. Other information will be given, as appropriate.

Note:

- a. Physically impaired students will be secured by their Support Staff.
- b. Administrative and office personnel will have assignments understood prior to implementation of lockdown procedures.
- c. Absolutely no member of the instructional or non-instructional staff will make comments to the news media.
- d. Students in physical education classes will move inside the PE building.

Intruder Alert

- a. Any school personnel who identifies an intruder on school or in any facility will immediately call for a LOCK DOWN to occur. Staff knows phone codes.
- b. Give administration a complete description of location, clothing, race, and actions that may indicate the person is suspicious.
- c. The staff member will initiate procedures for intruder alert by radio and proceed to the identified location to assess the level of threat.
- d. If the intruder is deemed to be dangerous or a threat to the safety and welfare of students, faculty and/or staff, the staff member will initiate lockdown procedures.

V. SAFE AREA PROTOCOLS

Lockdown: Student and adult staging areas will be located in the designated Hard Corner Location.

Severe Weather: During the school Day:
Students and adults will remain indoors where safe to do so.
During dismissal:
Building 1 - Hallways

- Fire Drill:** Students and adults will proceed to the rear of campus, or away from the fire location.
- Reunification:** The student staging area that will serve as a temporary safe student site for the entire student body will be:
- On campus Indoor** - Building 1 Hallways/Classrooms
(Office phones, computers, and /or radios will be used for communication.)
- On Campus Outdoors** - PE Field / PE Pavillion
(Cell phones, radios, and/or phone/computer in P.E.office will be used for communication.)
- Off Campus Site Reunification Point -**
Haney Technical College
3016 FL-77
Panama City, FL 32405
- Back-up Off Campus Site Reunification Point -**
Bay County Fairgrounds
2230 15th St
Panama City, FL 32405

VI. BOMB THREAT

- A. Bomb Threat: A bomb threat may be received by various means, but will usually be received by telephone.
- If a student takes the call, get a staff member on the line if possible.
 - The staff member should keep the caller on the phone as long as possible. Do not hang up. Signal someone near you to alert the principal.
 - Using the checklist, get information from the caller. Write down everything the caller says. (See checklist on next page.)
 - Notify the principal/designee immediately. **Do not use the radio or cellular phone. Do not turn out lights.** This could activate the device.
 - The principal/designee will call 911 to notify of the threat and obtain police assistance.
 - The principal/designee will notify the Superintendent.
 - The Response Teams will assemble in the principal's office to assist the principal and police/emergency personnel.
 - The administrative assistant will provide law enforcement with campus maps and keys.
 - Follow evacuation procedures
 - Employ back-up facility plan if evacuation is extended or if inclement weather is a factor.
- B. The Principal/Designee will:
- Make a general announcement to the total school for evacuation procedures to begin immediately. Personal possessions such as coats, purses, backpacks, etc., should be taken during evacuation.
 - Teachers will remind students that they are to remain with their respective teachers until told to do otherwise. This is to account for all teachers and students.
 - Call 911 to alert the local fire and police departments for immediate response to the threat as directed.
 - Organize the administration, SSO's, police, and firemen to begin a search of the buildings.
 - Make decisions as to the safety of the building and whether to return to classes or dismiss students.
 - After the all clear or dismissal, make a report of times and events.

Bomb Threat Questionnaire:

a. The exact wording of the threat: _____

b. Telephone number at which the call was received: _____

c. Time call came in: _____ Date call came in: _____

d. Questions to ask the caller.

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What does the bomb look like? _____

4. What kind of bomb is it? _____

5. What will cause the bomb to explode? _____

6. Are you angry with someone? _____ Who? _____

7. Do you realize that innocent people can be killed? _____

8. Did you place the bomb? If not, who did? _____

9. Why? _____

10. What is your name? _____

11. What is your address? _____

12. Can you tell me what you are feeling right now? _____

13. Could you determine the call's sex? ____ Race? ____ Age? ____

14. What was the caller's language like?

____ Educated ____ Foul Language ____ Taped Message

____ Irrational ____ Incoherent

15. Message read by threat-maker? _____

16. How did the caller's voice sound? (Check all that apply.)

____ Accent ____ Angry ____ Excited ____ Slow

____ Rapid ____ Soft ____ Loud ____ Nasal

____ Crying ____ Normal ____ Distinct ____ Lisp

____ Laughter ____ Stutter ____ Slurred ____ Deep

____ Raspy ____ Ragged ____ Familiar ____ Calm

____ Clearing Throat ____ Deep Breathing

____ Disguised ____ Cracking Voice ____ Other

17. Were there any background sounds? (Check all that apply.)

____ Animal Noises ____ Pay Phone ____ Clear ____ Crockery

____ Factory Machines ____ House Noises ____ Local

____ Long Distance ____ Motor Noises ____ Music

____ Office Machines ____ PA System ____ Street/Traffic Noises

____ Voices _____

Other remarks: _____

Report bomb threat call immediately to:

Name/Position: _____

Phone No. _____ Date _____ Time _____

VII. RELOCATION AND REUNIFICATION PLAN

Off Campus Site Reunification Point -

Haney Technical College
3016 FL-77
Panama City, FL 32405

Back-up Off Campus Site Reunification Point -

Bay County Fairgrounds
2230 15th St
Panama City, FL 32405

1. Call Superintendent **(850)767-4101** (if not available call Deputy Superintendent or District Safety Office).
2. Select evacuation site based on Superintendent's approval.
3. If evacuated away from school, announce to faculty and students proper code for evacuation and proceed to the designated bus loading area.
4. Grab the incident bag.
5. School nurses are responsible for the emergency medical kit.
6. Make sure the administrator staying on campus has the Safe Schools Cell Phone and that it is ON.
7. The District Safety Phone will be located at an alternate facility. (Cell Phones)
8. If evacuating to an alternate facility, see attachment 1.
9. No backpacks allowed on the bus.
10. Teachers should prepare a list of all faculty and students on each bus. (Prepare while transporting to the evacuation site.)
11. Upon arrival at the evacuation site, set up a Checkpoint for all parents to enter and present I.D. (Use District Staff)
12. Setup Checkout Center for parents to pick up children.
13. At least two staff members will be stationed at restrooms.
14. Water will be provided to each student and all staff members upon the Principal's request.
15. Lunch will be served upon the Principal's request.
16. Teachers are to send all disruptive students to the Principal or Staff.
17. Children will be contacted by megaphone to be checked out.
18. Passes will be collected by District Staff as parents and children leave the evacuation site. There should be one pass per child.
19. Media coordination will take place through Crystal Bullock (850-767-5280).
20. Parent communication will be coordinated through Everbridge or FOCUS.
21. Coordination of recovery efforts and restarting of the education process will be communicated.
22. If on campus, reunification will take place among parents and students in the cafeteria.

VIII. EVENING EMERGENCY PROCEDURES

In the event that a crisis arises during activities on campus after normal school hours, the on-scene event sponsor will immediately notify the on-duty administrator. If no administrator is present, immediately notify the principal or designee on the above crisis response team telephone tree. Administration will take charge of the situation and direct any/all procedures.

Utility Shut-Off Procedures

1. Fire Alarm - Shutdown the system by pressing the “Disable” button on the control panel in the front office.
2. Utilities - Shut down each building by lowering the red handles on the utility box located in each equipment fenced area or equipment room

Bay Base Emergency Procedures

Individual school emergency procedures should be followed when school is in session. Bay Base procedures should be followed after school hours. Since the Bay Base Programs are in the cafeteria, all safe locations are in or very near the cafeteria.

Severe Weather/Tornadoes

- In advance of any weather situation, make certain you have adequate flashlights, batteries and a NOAA weather alert radio.
- Stay indoors and review severe weather procedures with your students.
- Move students away from windows, appliances and metal objects.
- If a tornado watch becomes a warning, take your attendance book and move the students to the predetermined safe location.
- Instruct students to sit quietly on the floor. Prepare to “duck and cover,” as practiced.
- Upon arriving in the safe area, take attendance and report any missing persons to the principal or designee.
- Do not allow students to leave and do not leave your students.
- Remain in the safe location until all danger has passed.

The weather safe location for Parker Bay Base is the hallway behind the stage area in the cafeteria.

Hurricane Warning - Landfall in 12-24 hours

- If school closes and you have students, begin calling parents to come and pick up their children.

Active Shooter

- If you become aware of a gun or weapon on campus, immediately lock all doors.
- Take your attendance book, cell phone and flashlights and move your students to the predetermined lock down area. (Hard Corner)
- Remind students to be very quiet.
- Lock the students and yourself in the designated area.
- When possible, place furniture against the inside of the door.
- Call 911 for assistance.
- Do not move. Do not open the door. Wait until you have direction from law enforcement, your principal or designee.

The lockdown areas for Parker Bay Base are the girls’ and boys’ restrooms located in the cafeteria.

Fire or Explosion

- Review evacuation plans with students in advance of an emergency situation.
- Assign a leader to hold the door until all students have exited the building.
- Take attendance books and guide students to the predetermined safe area.
- If the fire alarm did not go off, activate the nearest fire alarm, if possible.
- Call 911
- Take attendance.
- Contact principal or designee.
- Do not return to the building or allow anyone else to return to the building.

The safe location for Parker Bay Base during a fire is the faculty parking area nearest Hwy 22A.

Abduction/Kidnapping/Missing Student

- **Do Not** release a student to anyone other than those named on the Bay Base registration cards.
- If a student leaves or is missing, one employee should search for the student for five minutes.
- If the child has not been located in five minutes, call law enforcement.
- Call parents,
- Call the principal or designee.

Dealing with Parents who are Belligerent or Under the Influence

- Ask the parent politely to leave. Do not release a child if you feel that he/she may be in danger.
- If the parent leaves, call another person on the registration card to come and pick up the child.
- If the parent refuses to leave, tell them you are going to call law enforcement and follow through.
- If at any time you are fearful or uncomfortable in a situation, call 911.

IX. EMERGENCY SITUATION PROTOCOLS

Abduction/Kidnapping/Missing Child

1. **Do Not** release a student to anyone other than those named in Focus.
2. If a student leaves or is missing, CRT searches for the student for five minutes.
3. If the child has not been located in five minutes, call law enforcement and parents/guardians.

Assault/Battery

CRT will respond to the incident and take the appropriate next step to ensure the safety of all involved.

Active Shooter

WHEN CONFRONTED BY A SHOOTER:

1. Inquire the needs or demands of the intruder.
2. Do not antagonize or threaten the intruder.
3. Follow the intruder's instructions. Remain calm.
4. Do not attempt to take matters into your own hands.

WHEN YOU OBSERVE OR LEARN OF AN ARMED SUSPECT OR ACTIVE SHOOTER:

1. **Any staff member may call the LOCKDOWN.**
2. **Activate the School Guard APP (if on your device).**
3. Teachers need to follow LOCKDOWN Procedures.
4. Activate the Incident Command System.
5. Activate your school Emergency Response Team.
6. Assess the situation, gather the facts and prepare for the arrival of law enforcement.
Don't forget your school emergency kit; it contains a lot of needed items and information maps and keys.
7. Notify the Superintendent's office.
8. Do not open your door except for law enforcement, principal or designee.

Emergency Evacuation Sites

AFTER THE SHOOTER IS CONTAINED AND THE SCENE IS SECURED BY LAW ENFORCEMENT:

1. Office will announce the all-clear to staff and faculty.
2. Teachers need to account for all students and their status.
3. Assist emergency medical services if needed.
4. Plan for resumption of normal activities.
5. Activate reunification procedures if needed.
6. Begin evaluation, record the incident, and plan for the recovery phase to restart the educational process.

Morgue Facility

In the unfortunate case of fatalities, Building 4 will serve as a temporary morgue. It provides truck access and is not a shelter area for students, staff, or faculty.

Stop the Bleed

All staff will be trained on Stop the Bleed by the School Resource Deputy.

Child Abuse Reporting & Procedure

State Statute 39.301 states "that a school teacher or other school official or personnel who know, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report such knowledge or suspicion." The report should be made in a timely manner. There are three methods of reporting: **Call in reports to the Abuse Registry: 1-800-962-2873, fax reports to the Abuse Registry: 1-800-914-0004, or complete reports online at Florida Abuse Online Reporting Tool.** You are more than welcome to discuss your concerns with guidance and/or administration prior to making an abuse report.

Civil Disturbances (Large fights)

CRT will respond to the incident and take the appropriate next step to ensure the safety of all involved.

Drugs on Campus

1. If you suspect drug dealing, possession, or use, immediately notify the person in charge, your

- principal or designee.
2. **ONLY** the principal or designee will contact the suspected student and conduct an appropriate investigation.
 3. The teacher is not to get involved further than reporting suspicion and providing for the safety of the students.
 4. **ONLY** administrators will conduct a search of a student.
 5. If you discover drugs, do not touch or move them. Immediately notify the person in charge, your principal or designee.
 6. If a student tells you that they have information regarding drugs and do not want to disclose the information to you, advise them to contact the CAMPUS CRIME STOPPERS HOTLINE AT 785-TIPS.

Sexual Battery

1. If you learn that someone has been sexually battered, immediately notify the person in charge, your principal or designee.
2. Never leave the victim alone.
3. Do not allow the student to use the restroom and or wash up.
4. Protect any possible crime scene; law enforcement will question the victim.
5. Await direction from your principal or designee.

X. MEDICAL EMERGENCY PROCEDURES

General

When a medical emergency arises, the office is to be notified immediately. The principal and designee will immediately go to the site. In the event of a perceived life-threatening event, 911 is to be called directly. For other injuries or medical situations the principal (or his/her designee) will assess the situation to determine if 911 should be called. An accident report will be completed by the supervising adult, and if the incident involves a student, the student's parents will be contacted. If the situation dictates, first aid/CPR trained staff members will be utilized until EMS arrives.

Secure area and notify CPR & First Aid Certified Staff. Take Roll, Head Count.

CPR & First Aid:

Phaedra Guilford, Amber Hartman, Elizabeth Stephens, Thomas McCroan

AED:

Phaedra Guilford, Amber Hartman, Elizabeth Stephens, Thomas McCroan

CPI:

JoBeth Davis, Christen Barron, Elizabeth Hurst, Taylor Boling

All Clear

Listen to announcements for further instructions.

XI. ADDITIONAL THREATS

Suicide Threat

1. Never leave the student alone.
2. The teacher sends for Principal/Designee and School Counselor upon awareness.
3. The Principal/Designee contacts parents/guardians.
4. Always take the threat seriously.
5. The teacher tells the student that he/she is concerned.
6. When a counselor arrives, he/she will isolate the student away from other students if possible.
7. The counselor talks calmly to the student and determines the seriousness of the threat.
8. If a student tells you that another student is considering suicide and does not want to disclose the information to you, advise them to call the CAMPUS CRIME STOPPERS HOTLINE AT 785-TIPS.

Suicide Attempt

1. Never leave the student alone.
2. The teacher sends for principal, counselor and CPR/First Aid certified personnel.
3. The Principal/Designee calls:
 - a. 911 for police and ambulance.
 - b. District psychologist to assist school counselor
 - c. Parents or guardian of student
4. If the student is armed, evacuate along with other students.
5. If the student is unarmed, remain.

Unauthorized Person on Campus

CRT will respond to the incident and take the appropriate next step to ensure the safety of all involved.

Threat of Weapon/Suspicious Object

If Suspicious Object is Found:

- a. Notify the office.
- b. Immediately evacuate the area or facility.
- c. The principal/designee will call 911.
- d. The principal/designee will call 911 to notify of the threat and obtain police assistance.
- e. The principal/designee will notify the Superintendent.
- f. The Response Teams will assemble in the principal's office to assist the principal and police/emergency personnel.
- g. The assistant principal will provide law enforcement with campus maps and keys.
- h. Follow evacuation procedures
- i. Employ back-up facility plan if evacuation is extended or if inclement weather is a factor.
- j. Only authorized personnel will be allowed to re-enter the building.

XII. PANDEMIC EMERGENCY PLAN

Administrative Chain of Command

JoBeth Davis, Principal

Christen Barron, Assistant Principal

Law Enforcement

School Resource Officer

Medical Assistance

Notify District Safety Officer

Custodial Services

Kim Vathis, Custodian

Food Service

Jennifer Santo, Lunchroom Manager

Proactive Planning

In the case of a pandemic influenza outbreak, all staff will be informed and prepared to deal with this emergency. Communicating the possibility that there could be a Pandemic Influenza emergency is essential to an effective response plan. Parents should also be informed of the possibility and be provided with some effective prevention methods for their household. The staff will be informed in a faculty meeting and the parents will be notified via the LINK Alerting Network.

Incident Command Center

Upon notification of an influenza outbreak, the principal or designee will immediately notify the Bay District Superintendent's office and Department of Safety and Security. The Local Health Official will be the lead authority in managing the overall community containment and treatment efforts.

Procedures

Health officials will immediately identify affected individuals, isolate them from others, and begin medical treatment. The health officials will instruct the school staff, volunteers and students on the best methods for preventing the spread of disease through the local school community. The school will increase its respiratory hygiene education for staff, students and parents. Increase symptom monitoring and attendance monitoring to ensure accurate reporting. All extra-curricular activities will be suspended until the outbreak is corrected and approval to resume activities is granted. The school will follow all Local Health Official guidelines as appropriate including following social distancing guidelines and emergency pandemic staffing plans.

Parent Notification

The Guidance staff will coordinate with parents for all students who are infected. Parents may pick up their child for increased medical attention. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school. Parents of non-infected students may also pick up their child in order to avoid being infected.

The data clerk will provide a daily report on the number of absent staff and students to the Local Health

Official and Incident Commander.

Administration will document all actions taken during the incident. Administration will direct the recovery efforts for providing educational support and emotional support for staff and students.

Education Support for Level 5/6 Outbreak

Mission essential services will be restricted to classroom activities during normal school hours. All activities after school will be suspended until further notice.

If there is a 30% reduction in the school staffing, classes will be reorganized to facilitate continued education on campus.

If schools are closed for two or more months, all classes will be suspended until further notice by the school district.

Isolated or quarantined students will receive educational services using hospital homebound procedures.

Custodial staff will supply additional soap, masks, gloves, etc. to designated areas in efforts to reduce the spread of disease.

Recovery

School recovery from an influenza pandemic will begin when school officials determine that normal supplies, resources and response systems can manage ongoing school activities.

In consultation with the Local Health Official, the school district will recommend specific actions to be taken to return the school district to pre-event status. The school district will assess the economic and educational impact of the pandemic. The school district's Safety and Security Department will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the Pandemic Response Plan.

Fire or Explosion

1. If you are the first person to learn of a fire or explosion, activate the nearest fire alarm pull station.
2. Immediately notify the person in charge, your principal or designee.
3. When you hear a fire alarm, evacuate the building and follow your evacuation procedures and routes as practiced.
4. Escort students to a pre-designated safe area and once there, take attendance and report any missing students to administration.
5. If a person is on fire, have them stop, drop, and roll.
6. DO NOT ATTEMPT TO FIGHT FIRES UNLESS YOU ARE PROPERLY TRAINED.
7. Await direction from your principal or designee.

Bomb Threat/Fire/Other Emergency Evacuation Procedures for Teachers

1. Do not turn out lights.
2. Do not switch off any electrical devices.
3. Do not use or allow any student to use cellular phones or portable radios.

4. Teachers **take class record book** with them.
5. Teachers will assist in assuring that all students are out of the classroom and adjoining bathrooms.
6. Teachers close the door before following any students out of the building.
7. Classes quietly proceed to the pre-designated safe area for this particular type emergency. Once there, teachers will take roll and notify the principal/designee if someone is missing.
8. Teachers will remain with classes and maintain order until an “All Clear” signal is sounded or other instructions are given by the principal.
9. If this is your **planning period, secure any students in the area, then report to the front office for directions.** Remember to take your record book and class list with you.

XIII. OFF CAMPUS EMERGENCY TELEPHONE LISTING

Bay County Sheriff's Department	850-747-4700
Bay County Emergency Management	850-784-4000
Bay County Health Department	850-872-4455
Bay District Schools	850-767-4100
Parker Fire Department	850-871-4313
Parker Public Works	850-871-4283
Poison Control Hotline	800-222-1222
Bay Medical Center	850-769-1511
Gulf Coast Medical Center	850-769-8341
Life Management Center	850-522-4485
Bay County Animal Control	850-767-3333
Abuse Hotline	800-96-ABUSE (800-962-2873)

Temporary Water Outage

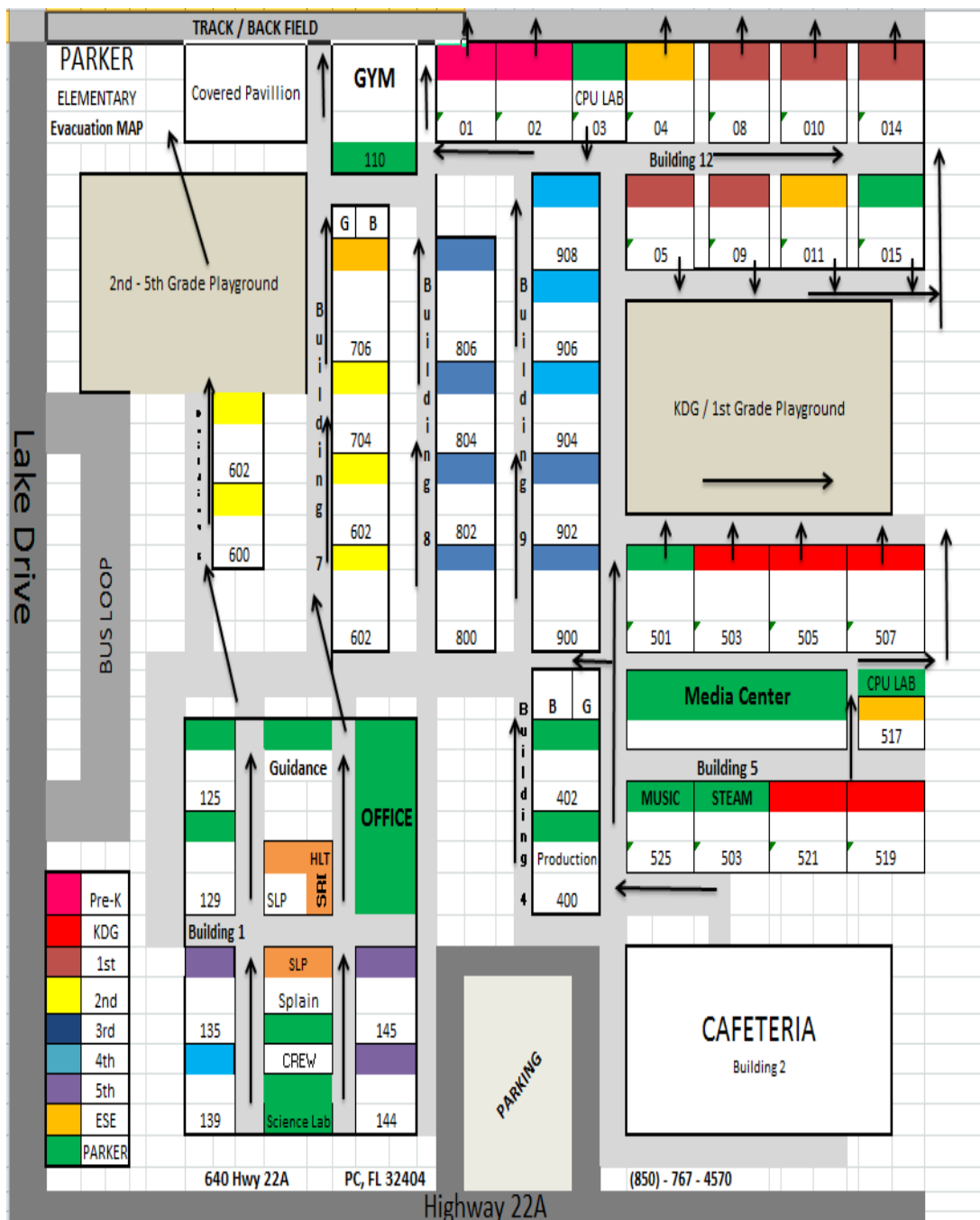
1. Bag all water fountains.
2. Notify staff and students.
3. Notify the Superintendent's Office.
4. Contact School Safety Coordinator Vern Barth at 767-4321.
5. Wait for clearance from public utilities to consume water.

Long Term Water Outage

1. Bag all water fountains.
2. Notify staff and students.
3. Notify the Superintendent's Office.
4. Contact School Safety Coordinator Vern Barth at 767-4321 to request drinking water, cafeteria water, and porta-potty delivery.

- Wait for clearance from public utilities to consume water.

Parker Fire Evacuation Map



XIV. COUNSELOR PROCEDURES (CHECKLIST)

- _____ Devise checklist for counselors, parents and teachers addressing crisis interventions. (See the following page for examples.)
- _____ Identify staff members and students needing support or who are able to give support.
- _____ Provide students with group or individual counseling as needed.
- _____ Maintain a list of students being counseled.
- _____ Make follow-up calls to parents of students as needed.
- _____ School counselors will notify Student Services if additional support personnel are needed.
- _____ Meet with school-based administrators to review plan of action.
- _____ Alter daily schedule to reflect the needs of the school, based on the crisis.
- _____ Cancel any non-emergency appointments.
- _____ Meet with principal/designee to review the plan of action.

XV. PARENT INFORMATION FOLLOWING A CRISIS

Dear Parent: These are guidelines that we suggest you follow when discussing any emergency occurrence.

Parents' Checklist for Addressing a Crisis

- _____ Get facts straight; meet with school personnel.
- _____ Form information network (who calls who)
- _____ Contact family in grief and offer assistance. (1 person only)
- _____ Check with school personnel on any follow-up activity or activities.

Remain Calm.

- A. Contact school personnel for correct information
Contact person: JoBeth Davis, Principal
Telephone: 850-767-4570
- B. Get the facts straight.
- C. Find a quiet place that enables you to talk with your child.
- D. Offer honest explanations to your child.
- E. Communicate your feelings openly with your child, remembering to remain calm.
- F. Give your child a chance to share his/her feelings and thoughts freely.
- G. Accept his/her feelings and thoughts without criticism.
- H. Provide activities that will help keep your child busy with adults readily accessible.
- I. Observe changes in your child that indicate professional help is needed.
- J. If you or your child needs assistance, please contact the school or other community resources.

FortifyFL & SAFE Reporting Tools

- FortifyFL is an anonymous reporting program that allows you to instantly send information about suspicious activity and/ or tips to law enforcement and designated school personnel.
- FortifyFL can be accessed by downloading the app or by visiting this website:

GetFortifyFL.com



- SAFE is a reporting program that allows you to instantly send information about bullying/harassment/teen dating violence and abuse to school district personnel.
- SAFE can be accessed on Launchpad or by visiting this website: <https://safe.bayschools.net/>



- Posters are posted in common areas around your school that are easily accessible to all staff, students, and parents, as well as in newsletters and on the website.

