

School Safety Plan



Warren T. Jackson Elementary—Main Campus

SCHOOL NAME

School Year 2018-19
Director of Safety & Security
130 Trinity Avenue, SW.
ATLANTA, GA 30303
Office: 404-802-2522

School Demographics 2018-19 – Main Campus

School Information	
Name of School:	Warren T. Jackson Elementary – Main Campus
Address:	1325 Mt. Paran Road, Northwest
City, State, Zip	Atlanta, GA 30327
Telephone Number:	404.802.8800
Administrator's Private Phone Line:	404.802.8816
Fax Number:	404.802.9440
School Web Site:	wtjackson.org
Size of School	
Number of Floors: 4	
Number of Exits: 34	
Grade Level	Number of Students
Pre-K	N/A
Kindergarten	N/A
1 st Grade	N/A
2 nd Grade	112
3 rd Grade	134
4 th Grade	118
5 th Grade	129
6 th Grade	N/A
7 th Grade	N/A
8 th Grade	N/A
9 th Grade	N/A
10 th Grade	N/A
11 th Grade	N/A
12 th Grade	N/A
Other	N/A
Total Number of Students	493
Staff Positions	Number of Staff Members
Administrators	2
Clerical	2
Certified	42
Non-Certified	1
Kitchen	2
Maintenance	3
Bus Drivers	1
Other	0
Total Number of Staff Members	53

Classrooms	Number of Rooms
Interior Classrooms	42
Portable Classrooms	2
Miscellaneous Rooms (office, gym, cafeteria, closets)	35
Total Number of Rooms	79
Shelter Information	
Is this an approved Red Cross Shelter?	No
Does this school have special needs capacity?	No
Do you have a gym?	Yes
What is total occupancy?	750

Emergency Areas 2018-19

School: Warren T. Jackson Elementary – Main Campus		
	Primary Site	Secondary Site
Command Post <i>Location, address, phone, contact)</i>	Warren T. Jackson Elementary 1325 Mt. Paran Road, NW Atlanta, GA 30327 404.802.8800 Mr. Brent McBride, Principal	Warren T. Jackson Elementary 1325 Mt. Paran Road, NW Atlanta, GA 30327 404.802.8800 Mr. Brent McBride, Principal
Relocation Site- 2 Alternate Sites should be identified <i>(Location, address, phone and contact)</i>	Sutton Middle School (6 th) 4360 Powers Ferry Road Atlanta, GA 30327 404.802.4700 Ms. Gail Johnson, Principal	Sutton Middle School (7 th & 8 th) 2875 Northside Parkway Atlanta, GA 30327 404.802.4700 Ms. Gail Johnson, Principal
Reunification Site- 2 Alternate Sites should be identified <i>(Location, address, phone and contact)</i>	Warren T. Jackson Elementary – Primary Campus 4191 Northside Drive, N. W. Atlanta, GA 30342 404.802.8810 Mr. Brent McBride, Principal	North Atlanta High School 4111 Northside Parkway Atlanta, GA 30327 404.802.4700 Mr. Curtis Douglass, Principal
Transportation Area- # of buses required <i>(Location)</i>	9	9
Transportation Department notified of needs?	YES or <u>NO</u>	YES or <u>NO</u>
Route to Location from School- Give directions-example. Left on Turner, right on Smith. <i>(Location, address, phone and contact)</i>	Attached	Attached
Special Needs Transportation-	0	0



1325 Mt Paran Rd NW, Atlanta, GA 30327 to 4360 Powers Ferry Rd NW, Atlanta, GA 30327

Drive 1.9 miles, 6 min

Primary Site

1325 Mt Paran Rd NW

Atlanta, GA 30327

1. Head northeast on Coronado Dr NW toward Mt Paran Pkwy NW

0.2 mi
2. Turn right onto Mt Paran Pkwy NW

0.1 mi
3. Turn left onto Mt Paran Rd NW

0.4 mi
4. Turn right onto Northside Dr NW

0.4 mi
5. Turn left onto E Conway Dr NW

0.3 mi
6. Turn right onto Jett Rd

0.3 mi
7. Turn right


Destination will be on the right

157 ft

4360 Powers Ferry Rd NW

Atlanta, GA 30327

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



1325 Mt Paran Rd NW, Atlanta, GA 30327 to 2875 Northside Pkwy NW, Atlanta, GA 30327

Drive 3.6 miles, 11 min

Secondary Site

1325 Mt Paran Rd NW

Atlanta, GA 30327

Continue to Mt Paran Rd NW

- 2 min (0.2 mi)
- ↑

1. Head southeast on Coronado Dr NW

377 ft
- ↩

2. Keep left to continue toward Mt Paran Rd NW

482 ft

Take Randall Mill Rd NW to Wood Valley Rd NW

- 7 min (2.6 mi)
- ↘

3. Turn right onto Mt Paran Rd NW

0.5 mi
- ↩

4. Turn left onto Randall Mill Rd NW

1.5 mi
- ↩

5. Turn left onto West Paces Ferry Rd NW

⚠ Parts of this road may be closed at certain times or days

0.6 mi

Follow Wood Valley Rd NW to Northside Pkwy NW

- 3 min (0.8 mi)
- ↘

6. Turn right onto Wood Valley Rd NW

0.1 mi
- ↘

7. Turn right to stay on Wood Valley Rd NW

0.7 mi
- ↘

8. Turn right onto Northside Pkwy NW

11 s (226 ft)

2875 Northside Pkwy NW

Atlanta, GA 30327

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

# of buses required (Location)		
Logistics Section- <i>Example, First Responders/ First Aid, Facilities, Communications and Food Service Teams</i>	McBride Atwell Fulton Stephenson School Nurse Cafeteria Manager	McBride Atwell Fulton Stephenson School Nurse Cafeteria Manager
Operations Section- <i>Example, Security Team, School Safety Coordinator, Health Services Team, and Evacuation/ Reunification Coordinator</i>	McBride Atwell Pete Payne	McBride Atwell Pete Payne
Planning Section- <i>Example, Recorder and Student Assistance Teams</i>	Dostie Carter Moyer Varnum	Dostie Carter Moyer Varnum
Media Staging Area	McBride Treibel Maguire	McBride Treibel Maguire

Shelter-In-Place Areas Main Campus 2018-19

[illegible]

Field Trip Emergency Numbers 2018-19 Main
(Include a list of emergency contacts that are not on the trip)

	Name	Title	Office #	Cell #
Primary	Brent McBride	Principal	404.802.8800	
1st Alternate	Allyson Atwell	Assistant Principal	404.802.8800	
2nd Alternate	Astrid Moyer	Secretary	404.802.8800	

Hazardous Chemical Storage Locations (A school map with locations identified should be included) School Year **2018-19 Main**

A hazardous chemical is defined by OSHA as any chemical which is a health hazard or a physical.

*** A log book must be kept listing the dispose and pick up date of all hazardous chemicals. Example: hepatoxins expired 08-12-2011 removed 08-15-2011.**

Location	
Location of Material Safety Data Sheets (MSDS):	Gymnasium Closet and Custodian's Closet in the Cafeteria
Type of Hazardous Materials:	Janitorial Closet in Gym and Cafeteria Outside Storage by the Cafeteria Inside Cafeteria in Custodial Closet
Type of Flammable Materials:	Outside Storage Room Back Door in Enclosed Room

Emergency Shut-Off Locations for Utilities/HVAC 2018-19-Main

(A school floor plan with these locations marked should be included as well)

Utility	Location
Generator:	None
Alarm System:	Main Office
Master Gas Valve:	In the courtyard (in chiller fenced area)
Gas Feeder Line:	Atlanta Gas/In boiler room in courtyard
Master Power Panel:	Inside boiler room beside kitchen
Power Feeder Line:	Georgia Power/Electrical Room behind elevator for STEAM Building
Master Water Valve:	Beside walkway towards Coronado Drive – next to gate
Water Feeder Line:	City of Atlanta
Fire Dept Connection:	Next to driveway leading to STEAM Building in NW corner
Sprinkler Shut-Off:	Boiler System in the STEAM Building
Location of Emergency Equipment:	Entire Building

First Aid/CPR/AED Trained Personnel 2018-19-Main

[illegible]

School Emergency Drill Schedules: 2018-19 Main Campus

- Schools will conduct at least two (2) drills per category during the school year.
- Drill forms must be submitted to the Office of School Safety.
- For additional information or assistance, contact the Office of Security at 404-802-2522 or eaftzgerald@atlanta.k12.ga.us.

*(All dates are subject to change) Drill Schedule	
Lockdown	Shelter-In-Place
Date: August 17, 2018	Date: November 2, 2018
Date: January 11, 2019	Time: February 1, 2019
Alternate Drill Schedule	
Lockdown	Shelter-In-Place
Date: September 21, 2018	Time: 9:00 a.m.
Date: January 25, 2019	Time: 9:00 a.m.
Date: January 30, 2019	Time: 9:30 a.m.
Fire Drill Schedule	
Date: August 8, 2018	Time: 9:00 a.m.
Date: August 17, 2018	Time: 1:30 p.m.
Date: September 7, 2018	Time: 8:30 a.m.
Date: October 5, 2018	Time: 9:00 a.m.
Date: November 2, 2018	Time: 8:30 a.m.
Date: December 7, 2018	Time: 10:00 a.m.
Date: January 11, 2019	Time: 9:45 a.m.
Date: February 1, 2019	Time: 9:30 a.m.
Date: March 1, 2019	Time: 8:45 a.m.
Date: April 12, 2019	Time: 9:50 a.m.
Date: May 3, 2019	Time: 8:30 a.m.
Alternate Fire Drill Schedule	
Date: October 19, 2018	Time: 8:30 a.m.
Date: November 16, 2018	Time: 9:30 a.m.
Date: December 14, 2018	Time: 8:15 a.m.
Date: January 30, 2019	Time: 1:00 p.m.
Date: February 15, 2019	Time: 1:15 p.m.
Reverse Evacuation	
Date: October 5, 2018	Time: 9:00 a.m.
Date: March 1, 2019	Time: 8:45 a.m.
Date: October 26, 2018 (alt.)	Time: 8:30 a.m.
Bomb Threat Evacuation	
Date: October 5, 2018	Time: 9:00 a.m.
Date: March 1, 2019	Time: 8:45 a.m.
Date: October 26, 2018 (alt.)	Time: 8:30 a.m.
Earthquake Drill	
Date: September 7, 2018	Time: 8:25 a.m.
Date: April 12, 2019	Time: 9:40 a.m.
Date: November 30, 2018 (alt.)	Time: 9:30 a.m.
CPR/AED	

Date: December 7, 2018	Time: 10:10 a.m.
Date: May 3, 2019	Time: 8:35 a.m.
Date: February 26, 2019 (alt.)	Time: 1:20 p.m.

*Dates/Times~subject to change

- Schools will conduct one (1) fire drill each month school is in session.
- Schools must have completed two (2) fire drills within the first thirty days of school (Example: Two (2) drills will be recorded during August or September).
- All fire drills will be reported via the Fire Marshal's web site at www.gainsurance.org/principal. For additional information, contact 404-656-2074.
- **All schools will conduct a minimum of two of each drill listed on the drill sheets.**