

School Safety Plan



Warren T. Jackson Elementary—Primary 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 – Primary Campus

School Information	
Name of School:	Warren T. Jackson Elementary – Primary Campus
Address:	4191 Northside Drive, NW
City, State, Zip	Atlanta, GA 30342
Telephone Number:	404.802.8810
Administrator's Private Phone Line:	404.802.8817
Fax Number:	404.802.9831
School Web Site:	wtjackson.org
Size of School	
Number of Floors:	2
Number of Exits:	13
Grade Level	Number of Students
Pre-K	19
Kindergarten	97
1 st Grade	117
2 nd Grade	N/A
3 rd Grade	N/A
4 th Grade	N/A
5 th Grade	N/A
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	233
Staff Positions	Number of Staff Members
Administrators	2
Clerical	1
Certified	22
Non-Certified	1
Kitchen	2
Maintenance	1
Bus Drivers	0
Other	0
Total Number of Staff Members	29

Classrooms	Number of Rooms
Interior Classrooms	18
Portable Classrooms	0
Miscellaneous Rooms (office, gym, cafeteria, closets)	9
Total Number of Rooms	27
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?	300

Emergency Areas 2018-19

School: Warren T. Jackson Elementary – Primary Campus		
	Primary Site	Secondary Site
Command Post <i>Location, address, phone, contact)</i>	Warren T. Jackson Elementary – Primary Campus 4191 Northside Drive, N. W. Atlanta, GA 30342 404.802.8810 Mr. Brent McBride, Principal	Warren T. Jackson Elementary – Primary Campus 4191 Northside Drive, N.W. Atlanta, GA 30342 404.802.8810 Mr. Brent McBride, Principal
Relocation Site- 2 Alternate Sites should be identified <i>(Location, address, phone and contact)</i>	Sutton Middle School (6 th Campus) 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 – Main Campus 1325 Mt. Paran Road, N.W. Atlanta, GA 30327 404.802.8800 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>	6	6
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- <i># of buses required</i> <i>(Location)</i>	0	0
Logistics Section- <i>Example, First Responders/ First Aid, Facilities, Communications and Food Service Teams</i>	McBride Austin Fulton Stephenson School Nurse Cafeteria Manager	McBride Austin Fulton Stephenson School Nurse Cafeteria Manager
Operations Section- <i>Example, Security Team, School Safety Coordinator, Health Services Team, and Evacuation/ Reunification Coordinator</i>	McBride Austin Pete Payne	McBride Austin Pete Payne
Planning Section- <i>Example, Recorder and Student Assistance Teams</i>	Dostie Carter Huber	Dostie Carter Huber
Media Staging Area	McBride Treibel Webb	McBride Treibel Webb

Shelter-In-Place Areas Primary Campus 2018-19

Classroom/Area	Shelter-in-Place Area
100 & 101	Behind 100
106	Room Closet
109	Restroom in the classroom
112	Restroom in the classroom
122	Beside 125
124, 125, 126, 128, 134	Hallway outside classroom
202	Beside 122
203	Across from 122
204	Beside 126
205	Beside 130
206	Between 317 and 322
207	Beside 126
208	By 311
210	Across from 316
310	Beside 310
311	By 130
316	Room 321
322	Beside 322
410	Restroom near 322
417	Beside 317
421	Under stairwell by clinic
422	Restroom near 322

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

	Name	Title	Office #	Cell #
Primary	Patrice Austin	Program Administrator	404.802.8810	
1st Alternate	Gayle Huber	School Clerk	404.802.8810	
2nd Alternate	Brent McBride	Principal	404.802.8810	

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

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):	Custodian's closet – main hallway
Type of Hazardous Materials:	Janitorial Closet – main hallway
Type of Flammable Materials:	None

Emergency Shut-Off Locations for Utilities/HVAC 2018-19-Primary
(A school floor plan with these locations marked should be included as well)

Utility	Location
Generator:	None
Alarm System:	Electrical closet across from office
Master Gas Valve:	Beside kitchen entrance (in chiller fenced area)
Gas Feeder Line:	Atlanta Gas
Master Power Panel:	Closet beside boiler room
Power Feeder Line:	Georgia Power
Master Water Valve:	Boiler room beside kitchen
Water Feeder Line:	City of Atlanta
Fire Dept Connection:	No sprinkler system
Sprinkler Shut-Off:	Stairwell next to 310
Location of Emergency Equipment:	Entire Building

School Emergency Drill Schedules: 2018-19 Primary 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 eafitzgerald@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	Date: 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: 10:00 a.m.
Date: August 17, 2018	Time: 1:00 p.m.
Date: September 7, 2018	Time: 10:00 a.m.
Date: October 5, 2018	Time: 1:00 p.m.
Date: November 2, 2018	Time: 1:15 p.m.
Date: December 7, 2018	Time: 1:00 p.m.
Date: January 11, 2019	Time: 1:30 p.m.
Date: February 1, 2019	Time: 1:00 p.m.
Date: March 1, 2019	Time: 10:00 a.m.
Date: April 12, 2019	Time: 9:50 a.m.
Date: May 3, 2019	Time: 9:45 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: 1:00 p.m.
Date: March 1, 2019	Time: 10:00 a.m.
Date: October 26, 2018 (alt.)	Time: 8:30 a.m.
Bomb Threat Evacuation	
Date: October 5, 2018	Time: 1:00 p.m.
Date: March 1, 2019	Time: 10:00 a.m.
Date: October 26, 2018 (alt.)	Time: 8:30 a.m.
Earthquake Drill	
Date: September 7, 2018	Time: 1:00 p.m.
Date: April 12, 2019	Time: 9:55 a.m.
Date: November 30, 2018 (alt.)	Time: 9:30 a.m.
CPR/AED	
Date: December 7, 2018	Time: 1:10 p.m.

Date: May 3, 2019	Time: 9:50 a.m.
Date: February 26, 2019 (Alt.)	Time: 1:20 p.m.

*Dates/Times of drills~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.**