



# School Safety Plan

2018-2019

August 1, 2018

**RALPH J. BUNCHE MIDDLE SCHOOL**

# Staff Emergency Overview

## **Department of Safety & Security Disclaimer:**

The information contained inside of this informational handout is a collection of guidelines and suggested recommendations for handling school emergencies.

The Safety & Security Department does not guarantee that following the guidelines will prevent any criminal, non-criminal, natural or man-made disaster from occurring.

# Personal Safety Issues

- **Life will always outweigh property. Always!**
- Staff will not place themselves in danger to protect any property be it APS, private or personal property.
- If following any guidelines, policy or recommendations place you or students in immediate jeopardy do not implement it.
- **That staff member will make a formal written statement why they omitted the guideline.**

# Four Main Emergency Responses

- **Evacuated- Fire, Smoke, Bomb Threats, etc.** WE all leave the building or site to go to a safe area.
- **Reverse Evacuation** – Outside conditions are more hazardous than inside. WE go to another area deemed safer than the place you are at now.
- **Shelter-In-Place- Inclement weather conditions.** WE stay where we are away from windows and exterior glass walls.
- **Lockdown (Exterior, Interior, and Full)** Threat outside the building, intruder in the building and search for drugs or weapons. Lock yourself in the location where you are and barricade the door if unable to lock it.

## Exit Stairwell #1

- ▶ 6<sup>th</sup> Grade
- ▶ ISS
- ▶ Foreign Languages

## Exit Stairwell #3

▶ 7<sup>th</sup> Grade

## Exit Stairwell #5

- ▶ 8<sup>th</sup> Grade
- ▶ IB Room
- ▶ Health

# Cafeteria

- ▶ 8<sup>th</sup> Grade
- ▶ 2<sup>nd</sup> floor south end



# Gym Lobby

▶ Connections

**Main Entrance**

▶ Main Office

# New Fire Escape Steps

- Upon hearing the signal to evacuate the school the Teacher/Floor Captain will stand up and advise the students/staff to leave the room.
- The Teacher/Floor Captain will walk to the doorway and watch the students/staff depart from the classrooms.
- Just as the last student/staff member is about to exit the room, the Teacher/Floor Captain will do a **quick visual sweep of the room.**
- If no-one is left in the room the Teacher/Floor Captain will then step out into the hallway.
- Once in the hallway make a **loud verbal announcement** "**CLEAR**" and then preceded out with the students/staff.

# Safe Deployment of Status Cards

- Staff will make **every effort** to place the emergency status cards out when a critical incident occurs.
- At the onset of **potential life threaten** incident if you see or hear something that **places you in danger** you will not place the status cards out immediately.
- Staff members may **have to wait** until they hear Police, Fire or First responders arriving on the scene.

# Safe Deployment of Status Cards

- Staff will display the status **after** the danger has passed.
- Any staff member that has not heard or seen any signs of danger will **immediately** display their status cards as required.
- A **failure** to display emergency status cards might result in a **longer delay** of rescue or assistance to you.



# Department of Homeland Security

ACTIVE SHOOTER RECOMMENDATIONS

# DHS Five Safety Recommendations

1. Responding to an active shooter at your school.
2. Responding when police arrive on scene.
3. Training staff for an active shooter incident.
4. Preparing for and managing an active shooter situation.
5. Recognizing potential violence.

# Active shooter at school

**In the event that an active shooter gets into your school, the first and best option is to evacuate if possible.**

Be sure to:

- \* have an escape route and plan in mind leave belongings behind
- \* help others escape if possible
- \* prevent others from entering an area where the shooter might be located



# Active Shooter at school

- \* Keep your hands visible
  - \* follow instruction of any police officers arriving on scene
  - \* don't move wounded individuals
  - \* call **911** when it's safe to do so.
- If you can't evacuate , hide. Ideally, the hiding place should:**
- \* be out of the active shooter's view

# Continuation of active shooter

Provide protection if shots are fired in your direction, and

- \* not trap or restrict your options for movement.

**Victims in hiding should:**

- \* lock doors

- \* silence cell phones

- \* turn off lights, TV's and other sources of noise

Hide behind large items (desk , cabinets , etc.), and remain calm.

**If you can't evacuate or hide:**

- \* try to remain calm

- \* call 911 if possible to notify the authorities about the active shooter's location, and

- \* leave the phone line open and allow the dispatcher to listen.

# Continuation Active Shooter

**As a last resort – and only when your life is in imminent danger – attempt to stop the shooter:**

- \* act aggressively towards the shooter
- \* throw items at the shooter
- \* find weapons by improvising with items around you , and
- \* Yell loudly

# When police arrive on scene

## Understand that officers may :

\* use pepper spray to control the situation , and \***push people to ground for their safety.**

## Staff and students should know to :

- \*remain calm
- \* follow instructions given by police
- \* put down any items in their hands

# Police on scene

- Keep hands visible at all times
- Avoid making any quick movements toward officers ,such as holding on to them for safety
- Avoid pointing , yelling or screaming, and
- **Evacuate in the direction from which police officers are entering the building – do not stop them to ask for direction or help.**

# Aftermath of Active Shooter

Once everyone has been put in a safe location, they will most likely be held there.

**Do Not Leave until instructed to do so.**

# Basic Crime Scene Protection



**APS Department of Safety & Security  
Security Analyst A.J. Rawlings**

# Course Objectives

- ❑ Learn how to recognize a potential crime scene.
- ❑ Learn how to protect a crime scene.
- ❑ Learn how to safely handle potential evidence and minimize contamination.
- ❑ Discuss who to contact to investigate crimes.
- ❑ Learn how to identify different types of crime scenes.



## What Is A Crime Scene?

- ▶ A crime scene- is any location(s) that a potential violation of local, state or federal law(s) has occurred.
- ▶ This area could be inside or outside and is not limited by size. A crime scene can be an object, animal or person.

# Crime Scene Safety

**PERSONAL SAFETY IS ALWAYS  
THE NUMBER # 1 CONCERN!**



# How to Recognize a Potential Crime Scene

- Overt signs of trouble: Example broken window, kicked in or pried open doors.
- Convert signs of trouble : Open or unlocked door, window, blinds bent, desks drawer open, camera or motion detector cover or moved.
- Unauthorized person on-site at a building or on the grounds.
- A crime committed upon you or you see a crime committed.

# APS Employee Responsibilities



# APS Employee Responsibilities

- ▶ Any employee that witnesses, suspects or has knowledge that a crime has been committed at or on any APS property must report the incident to his/her supervisor.
- ▶ Any employee that comes upon a location which looks like a potential criminal activity has occurred will attempt protect the crime scene.
- ▶ The employee will contact either APD School Detectives Unit at (404)802-2000 or the Atlanta Police Department Emergency Number # 911

# Basic Crime Scene Guidelines

- Do not disturb the scene if possible.
- Contact School Detectives Unit or APD Police to respond to the scene.
- Do a visual scan of the crime scene for any plain view evidence example: Fingerprints, shoe prints, blood, tools, rocks etc.

***Be cautious of glass, smooth plastic, TV screens and smooth metal objects they may have fingerprints on them!***

# Basic Crime Scene Guidelines

- ▶ **Cont'd** If you must remove or sweep up broken glass for the safety of staff or students, don't throw away broken glass until authorized by police.
- ▶ Save any glass fragments that you see prints, blood, body parts, body fluid(s) on.
- ▶ (Do **NOT** touch if possible) **ALWAYS** wear protective gloves while on a crime scene.

## Basic Crime Scene Guidelines Cont'd

- ▶ If you must remove glass or any object for safety, try to limit the area you touch.
- ▶ Record where you saw and/or removed the item from.
- ▶ Place the item in a bag or box to prevent contamination and close or seal it.

***Attention: Do not sweep up any items with a broom or mop before removing.***



# Basic Crime Scene Guidelines Cont'd

- ▶ If you move or touch anything at the crime scene, inform the Responding Officer or Investigator!
- ▶ Pay attention to the weather at the time of the crime scene discovery (to protect potential evidence you may have to close a window or door; place a bag or box over an item that could be washed or blown away in the wind or rain).

# Basic Crime Scene Guidelines Cont'd

12. You may have to close up, seal or rope off the room, closet, van, bus, building or field area



allowed inside!!!

en in **KEEP OUT**



# Critical Crime Scenes

## Criminal Assaults & Death Scenes

- ❖ Do not enter or re-enter an area where a dead person(s) or possible human remains have been found.

**Examples :** *Suicides , Mass Shootings or Stabbings, Murder, Firearms Discharged, Gang Fights with Property Damage, Bombings or Any Location Roped Off with Crime Scene Tape.*

## Rapes and Sexual Assaults Scenes

- ❖ **Do Not Enter, Re-Enter or Remain** in any location (inside or outside) where a person may have been a victim of a sex crime.
- ❖ Do Not Touch, Remove or Take Anything out or in the crime scene area.
- ❖ DO NOT TAKE PICTURES!
- ❖ DO NOT REVEAL information about the VICTIM – i.e. NAME etc.

# Computer Crime Scene

- ❖ If an APS employee discovers a computer, tablet, jump drive, laptop or any other electronic item has been used to commit a crime, they should immediately isolate that item.

To isolate an electronic item the following action(s) should occur:

- ▶ Do not show anyone other than required personnel what you discover.
- ▶ Do not delete, copy, transfer or change any information.
- ▶ Do not contact the previous user or owner of the item.

# Computer and IT Crime

## Scenes

Should you encounter any picture(s) or video(s) of potential underage children engaged in any sexual activities, Do **NOT** show them to anyone!!! If you show them to a co-worker, friend, student or non-Law Enforcement person, **YOU have just committed a crime.**



# Important TIP

Potentially, anyone that discovers, enters, walks onto, exits from, or removes anything at a crime scene can be called to court to testify about their knowledge of the facts to the case.

**REMEMBER:**

***When in doubt, KEEP OUT!***