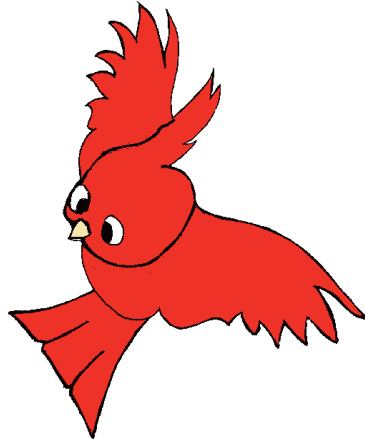


LAKWOOD PRIMARY SCHOOL



Comprehensive School Safety Plan

2017-2018

Mrs. Sarah Kimmel, Principal

Mr. C. Stanley Ridley, Assistant Principal

Introduction

Although the primary purpose of any school is to educate America's children, it is equally important this be done in an environment that is safe and secure. It is important that all schools be proactive in preventing violence and dangerous situations, prepared to react effectively to lessen and contain the threat to safety, and able to recover once the incident has passed or the danger has ended. This plan is intended to prepare every member of Lakewood Primary staff to effectively meet any threat that may arise, to provide procedures to protect life and property in crisis situations and to keep Lakewood Primary School the safe and secure environment it must be.

Statement of Commitment

The administration, faculty, and staff of Lakewood Primary School are committed without reservation to promoting the physical, mental and emotional welfare of the children entrusted to us. Fully aware that we serve *in loco parentis*, we will be vigilant in preventing harmful or dangerous situations, timely and effective in protecting our students should such situations occur, and knowledgeable of the policies and procedures herein contained in carrying out our responsibilities in these areas. We have dedicated our lives to the education of America's children and we equally pledge ourselves and our best efforts to their safety at all times.

Lakewood Primary School currently serves K through 2nd grade students in the Phenix City Public School System. Lakewood curriculum emphasis on reading, math, environmental and life sciences, and STEM. All of our teachers are AMSTI

(science) and Investigations (math) trained. There are approximately 60 faculty and staff members and approximately 550 students.

In order to ensure an environment that promotes the most effective teaching by all teachers and the most optimum learning for all students, the Lakewood Primary School Safety Committee has developed specific safety plans which are implemented by all students and school personnel. These plans have been developed to ensure immediate action steps taken are in the best interest of all students, parents, and community.

Lakewood Primary School

Safety Team

Phone (334) 664-9955 Fax (334) 664-9958

School Incident Management Team

The Safety Committee is comprised of faculty and staff that has been trained in rescue operations and first aid applications. The Safety Committee members have assignments to areas where they have strengths that may best be utilized for the safety of the entire campus. Members will meet as a group periodically.

The Lakewood Primary Safety Team realizes the role it fills is an evolving one. Constant evaluation of the current plan and revisions will ensure the safest environment for our campus.

Safety Team

Sarah Kimmel*	Principal
C. Stanley Ridley*	Assistant Principal
Dawn Newsome	Secretary
Valerie Wicker	Kindergarten
Jennifer Woody	1 st grade
Johanna Courson	2 nd grade
Miranda Griggs*	P.E.
Chemier Cokely*	P.E.
Tommie Ann Bush*	Counselor
Nurse A. Johnson*	Nurse
Larry Threatts*	Custodian

Crisis Intervention Team

*Denotes members of the Crisis Intervention Team

The Crisis Intervention Team is comprised of a smaller group of staff members that are specifically trained in crisis management, restraint and seclusion, as well as rescue operations and first aid applications.

The Lakewood Primary School Safety and Crisis Intervention Team realizes the role it fills is an evolving one. Constant evaluation of the current plan and revisions will ensure the safest environment for our campus.

Emergency Phone Numbers

Police, Fire, Ambulance	911
Phenix City Police Department	334- 298-0611
Phenix City Fire Department	334- 291-4705
Russell County Sheriff's Department	334- 298-6535
Alabama State Trooper	334-745-4651
DHR/Child Abuse	334-298-0124
Russell County Emergency Management Office	334-297-0619
Poison Control	800-462-0800
Toxic Chemical and Oil Spills	800-424-8802
Alabama Power Company	334-298-8761
Alagasco	334-297-6249
Phenix City Public Utilities	334-448-2880
Jack Hughston Hospital	334-732-3000
Doctor's Hospital	706-571-4262
Medical Center	706-571-1000
St. Francis Hospital	706-596-4000
Safe School Hotline	888-728-5437
Domestic Violence Shelter	800-334-2836
Family Violence Shelter	334-297-4401

Emergency Management Plan

Placed in an emergency situation, the Lakewood Safety Team will move into assigned locations based on the actual situation. Assignments have been made for the following areas:

Position	
Incident Command Post	Transportation/Shelter
School Command Post	Traffic
Liaison Officer	Hospital
Public Information Officer/ Communication	Evacuation Area Management
Safety Officer	Psychological First Aid
Triage and Treatment	

School Crisis Team Responsibilities

Principal

The principal is in charge of the campus at all times and will report directly to the superintendent. The principal will make all decisions at the school level. All media personnel will be referred to the superintendent.

Counselor

The counselor will offer aid and comfort to students as needed and will go to the medical facility to which the injured are taken as directed by the principal.

Secretary

The secretary will coordinate communications within the school and between the school and the Central Office.

Special Area Teachers

All special area personnel will return any students under their care to the regular classroom teachers, if possible, and report to the principal to be assigned specific tasks as directed by the principal. Otherwise, they will stay with their assigned students and be responsible for their safety until the crisis has ended. P.E. teachers will assist in first aid responsibilities as needed.

Custodians

The custodians will shut off electricity and gas to the building as directed by the principal, and then report to the principal to be assigned to other tasks as needed.

All personnel are responsible for the orderly evacuation of the building or other appropriate measures as outlined to protect life and property.

Emergency Supplies

First Aid Supplies

Isopropyl alcohol, hydrogen peroxide, antibiotic ointment, cotton swabs, latex gloves, gauze bandages, sterile pads, adhesive bandages, ear thermometer, and eyewash.

Emergency Crisis Kit

Bus rosters, writing pads, system employee lists, student roster, first aid kit, first aid handbook, blank nametags, markers, ink pens, bus numbers/drivers/routes, city map, central office personnel pager numbers, central office and administrative personnel phone numbers, personnel rosters, batteries, flashlights.

Walkie-talkies

Carried by principal, assistant principal, secretary, counselor, all 3 maintenance personnel, and all 3 P.E. teachers. When not used, they are located on chargers in principal's office, assistant principal's office, bookkeeper's office, counselor's office, school office, and maintenance closets.

Bullhorn

Kept in Main office closet.

***In addition, administrators and staff members, who cover the campus while performing their respective jobs, communicate via walkie-talkies. The principal and secretary, who maintain communications with Central Office staff and other administrators throughout the system use cellular phones.

Comprehensive Safety Planning Areas

Prevention and Curriculum

STUDENT/FACULTY/STAFF RECORDS

Records on file are accurate, accessible, and current. Included in records are the following:

- Transportation mode(s)
- Identity of person authorized to pick up the student (photo I.D. is mandatory in cases where individuals are not familiar to staff)
- Medical facts that should be noted at all times

Back-up copies of staff/students records are maintained.

Parent orientation programs are conducted. In addition, school safety/discipline issues are disseminated to parents through letters and system-wide communications to all parents.

DISCIPLINE PLAN

The current discipline plan used by LPS faculty/staff is based upon the Phenix City Schools Code of Conduct, which is updated annually and the school wide discipline plan. All students and parents receive a copy of the Code of Conduct and teachers provide all students and parents with copies of the school's discipline plan. In each case, the importance of the role of parent/guardian is emphasized. Efforts are made to consistently and fairly enforce the discipline plan for all students.

CONFLICT RESOLUTION / MENTORING PROGRAMS

Conflict resolution, taught as part of the curriculum, is utilized by the LPS counselors, incorporates parent education when students fight, is implemented by students, and is modeled by faculty and staff.

ALCOHOL / DRUG / VIOLENCE PROGRAMS

- "No tolerance" policies are in place and enforced consistently.
- Alcohol/drug/violence prevention programs are integrated into subject areas.

VISITOR ACCESS CONTROL

All visitors must report to the office; no visitors are permitted into classrooms or on campus without a "Visitor" badge. This procedure is implemented consistently and efficiently. Anyone visiting the campus that does not have an appropriate badge is escorted to the office to check in and receive a badge.

BUS / PEDESTRIAN SAFETY

- Arrival/departure procedures appropriate for each type of transportation are addressed in the LPS Parent-Student Handbook and discussed in orientations and appropriate small group settings.
- Buses are equipped with surveillance cameras. Adult monitors ride on buses when additional assistance is needed. Bus drivers have the latitude of assigning seats to riders; parent and administrative requests also result in assigned seats.

- All LPS faculty members monitor students departing each afternoon; assignments are made for morning duty to oversee arrival of students.

COMMUNITY ASSISTANCE

Community assistance is available from the Department of Human Resources and the American Red Cross.

LOCKDOWN PROCEDURES

To announce a school-wide lockdown (Code Red for Hard or Code Yellow for Soft), the principal or designee will use the intercom. At this point, classroom teachers will lock their classroom doors.

ASSEMBLY PROGRAM

Special assembly programs are scheduled throughout the year. The assembly programs will be held either in the cafeteria or in the multi-purpose room. Students are expected to be orderly and courteous while going to and from the assembly program, as well as during the assembly program.

- Courteous manners are expected at all times.
- Each teacher will escort his/her class to the designated area.
- Students will sit in designated areas in the designated area according to their grade and class.
- Teachers will supervise students during the activity and not grade papers or complete other assignments
- Any student(s) misbehaving will be moved close to the teacher.

BUILDING AND GROUNDS SECURITY

- **ALARM SYSTEM**
All rooms have audible alarm systems. The intercom system is programmed to present fire, severe weather, and other alarms. These signals are explained to faculty, students, and staff and are used during drills.
- **PLAYGROUND AND PLAYING AREAS**
Playground equipment and fences are periodically checked for safety and repaired/replaced as needed.
Play areas on the LPS campus are free of traffic during the school day.
- **SCHOOL LOCATION, TRAFFIC PATTERNS, AND PROTECTIVE BARRIERS**
Rules and schematics illustrating procedures for arrival and departure of students are given to all parents.
Faculty members are clearly visible at all drop off/pick-up points during arrival and departure of students.
- **PARKING LOT / EXTERIOR LIGHTING**
Lighting is located throughout the campus to ensure all day/night activities have adequate lighting. Students are not permitted to wait outside the buildings unattended.
- **VISUAL ACCESS INSIDE AND OUTSIDE**
Teachers and administrators monitor hallways when students leave the classroom, as students travel to physical education, the media center, and to the restrooms.
- **EXITS**
All exit doors open to the outside. Each is appropriately marked and has panic bars on the inside.
- **FIRE EXTINGUISHERS / FIRE ALARMS**
The location and condition of the fire extinguishers is monitored by the Phenix City Fire Department to ensure their placement and readiness is appropriate.

Staff and faculty members are comfortable with the use of fire extinguishers.
- **ELECTRICAL SAFETY AND APPROPRIATE MACHINERY / EQUIPMENT USE (CHECK OSHA)**
All air conditioners/heating units are semi-enclosed.

Extension cords are appropriately used and placed to ensure safety.

Checks are made in the school cafeterias to maintain high and acceptable standards of safety and to avoid hazardous situations for students and staff.
- **SIGNS**
Signs clearly explaining visitor entrance procedures are posted at all entrances.
- **SECURITY**
Keys are secured in the office and are easily accessible in an emergency.

When employees retire/resign or are dismissed, keys are collected. When employees leave at the end of each school year, keys are labeled and collected or when employment ends.

An alarm system and an camera system is installed in the building.

All records are kept in a secure place at the end of each day. Teachers who have confidential records keep those records in locking file cabinets.

COMMUNICATION

- The current intercom system allows two-way communication with all classrooms.
- Walkie-talkies are utilized during morning and afternoon duty.
- Fire/severe weather/intruder alarm procedures cover all buildings.

AVAILABLE SAFETY INFORMATION

- Copies of the LPS Safety Plan are given to each teacher for reference use.
- A copy of the Phenix City Schools Central Office Safety Plan is in the principal's office.

SUPERVISION OF STUDENTS

Recognizing that the supervision of all students for their safety is the responsibility of all faculty and staff members, LPS delegates specific supervisory assignments for morning and afternoon duties but expects every faculty/staff member to supervise any and all students within their area at all times of the day or during after-school events.

- Teachers and designated faculty members monitor students as they arrive at school each day.
- Each afternoon as students exit the building and prepare to leave campus, administrators and teachers monitor them.
- Teachers escort their students to and from lunch.
- Coaches escort students to and from their classes.

TRAINING FOR STAFF, STUDENTS, PARENTS, OTHERS

Recognizing the extreme need for preparedness of all persons involved with LPS, additional training for and emphasis on school safety has become a priority.

- In-services will be held to cover all safety procedures for faculty/staff.
- Included in this training will be use/operation/implementation of the following:
 - Walkie-talkies
 - Bullhorns
 - Fire extinguishers/alarms
- Opportunities to receive CPR certification, training in administering the Heimlich maneuver and general first aid overview will be provided for faculty/staff members.
- Students are drilled in emergency procedures on a monthly basis. They are also given the opportunity to discuss current events and the way to handle emergency situations should they occur on our campus.

RECOVERY

- Grief management will be handled through counseling services of the school system and from community volunteers.
- Restoration of facility, equipment, etc. will be handled as directed by the central office coordinator of these areas.
- Re-entry to the school following any kind of crisis or emergency will occur when the safety of students and teachers is assured.
- The central office will supervise coordination of local, state, and national resource and directives will be followed by LPS faculty/staff as given.

PROCEDURES FOR EMERGENCY SITUATIONS

- **FIRE**. The building will be evacuate when there is a threat to safety within the building. 911 will be called immediately. The superintendent will be called at 298-0534 or via radiophone. The principal will gather information concerning injuries and check the building to make sure evacuation is complete. The teachers will notify an administrator immediately should a child be missing. The principal will take the appropriate action.
- **SEVERE WEATHER**. The weather radio and the weather channel will be turned on whenever school is in session. Should severe weather threaten, the principal will have students move to the designated areas. The signal to move to the designated area will be one of the following:
 - Air horn
 - Voice command over the PA
 - Individual voice command to each room

Should a tornado strike the building, the electricity and gas will be cut off. The principal will do an overall assessment and report to the superintendent. The principal and designee will assist fire, police, and medical personnel in searching the debris. Updates will be radioed to the secretary. All official responses will come from the superintendent. Notification of personal injury or death will be done at the superintendent's direction. The principal will report to the superintendent to keep him fully informed.

- **INTRUDER**. Should an intruder be spotted or suspected on campus, the principal will be notified immediately. The principal will work with the assistant principal to locate the intruder and have him/her removed from the campus. The principal will decide the necessity of going to a lockdown situation.
- **SHELTER IN PLACE**. Should a situation arise that students would need to be sheltered in place an announcement will be made to gather in their classrooms. Students will be kept inside and all HVAC systems shutdown.
- **BOMB THREAT**. In the event of a bomb threat, the BOMB THREAT PROCEDURES INFORMATION SHEET will be completed. The principal will immediately be notified and the building will be evacuated. The secretary will call 911 and the superintendent on his cellular phone, to inform him and request further instructions concerning contact of emergency personnel. The principal and her designee will begin a search of the building. To avoid accidental detonation of any explosives, no radios, walkie-talkies, or cell phones will be used until the crisis has ended.

- **GAS LEAK**. In case of a gas leak, the gas will be turned off and the building will be evacuated. The gas company will be called (297-0269) The Phenix City Police Department will also be called. The superintendent will be informed. The principal will survey the situation and determine further action.
- **SHOOTING**. Lockdown conditions will be observed. The secretary will call emergency medical services and the police department. The principal will call the superintendent. All communications will come from the principal or her designee upon direction of the superintendent.
- **SUICIDE**. If a suicide occurs on campus, the secretary will notify the Phenix City Police Department, emergency medical services and the superintendent's office. The superintendent or his designee will direct communications concerning the event. The school counselors will be available to family members. Also, during the recovery period of this crisis, the school counselors will be available to students who need counseling. If a suicide occurs off campus, the primary focus of our campus will be to provide opportunities for students to receive large group, small group, and individual counseling as part of the recovery process.
- **CATASTROPHIC ILLNESS**. In the event of exposure to communicable illnesses, the parents of all students exposed to the illness will be called. Specific information on the illness or disease will be made available to parents, and all local hospitals will be made aware of the possible extent of the exposure.
- **HOSTAGE**. If possible, students will be evacuated from the area where the hostage situation is occurring. The secretary will notify the superintendent's office and the police department, which is prepared to handle such a situation. The superintendent or his designee will direct communications. A supervised evacuation of the remainder of the building will be conducted under direction of the Phenix City Police Department.
- **RIOT**. A lockdown will be immediately called. The secretary will contact the police department and the superintendent's office (298-0534). Containment of the individuals involved will occur under the direction of the police department. At such time as they indicate it is safe for the lockdown to be discontinued, the principal or her designee will notify teachers of the decision. The superintendent or his designee will direct communications.
- **FIGHTS/DISRUPTIONS**. The Code of Conduct addresses fights between students and it will be followed. Students involved in fights on the LPS campus are separated from each other and other students. As part of the investigation, all participants are given the opportunity to explain their involvement in the fight. Statements are taken from witnesses. The students' parents will be contacted.
- **VANDALISM**. Incidents of vandalism will be reported to the principal or her designee who will contact the police department. The Code of Conduct specifies consequences for students responsible for acts of vandalism of varying degrees.
- **LOST/RUNAWAY STUDENTS**. The principal or her designee will contact the parents and the Phenix City Police Department and offer assistance in locating the child. The counselors may be called upon to question students who may have information concerning the missing child.

- **UTILITY EMERGENCY.** The maintenance staff will shut down the affected utility and the building will be evacuated. The secretary will call the local utility company. Evacuation of the building will be conducted under the direction of the principal or her designee if it is deemed appropriate. In the event of wastewater or supply water eruption, the Phenix City Utilities Water Department (448-2880) will be contacted. The maintenance personnel will direct the utility staff to the location of the problem. If the power/water must be cut off to buildings or is lost, those classes affected will be notified and directed to adapt instruction. Interruption of water supply will require students being redirected by teachers and staff to appropriate locations that have working facilities. If a transformer is affected, power will be cut to the area and the secretary will call 911.
- **DEATH OF STUDENT/STAFF OR OTHER SCHOOL RELATED PERSONS.** Counselors from LPS and from other schools in Phenix City School System will be available to students as they recover from the crisis. Community volunteers may also be called upon to talk with students if they desire.
- **KIDNAPPING.** The principal will respond by ascertaining the needed information and radioing the secretary to forward the information to the authorities. If the event occurs from this campus, an immediate investigation will be conducted to determine how security was breached. If it occurs off campus, any pertinent information will be made available to authorities and counselors will help students deal with the event through group and individual counseling.
- **WEAPONS.** The presence of a weapon on a student will be reported to the principal. The first priority will be to secure possession of the weapon and then to investigate the reason for its presence on our campus. The Code of Conduct clearly addresses the consequences of having a weapon of any kind on campus and will be followed. The degree of the police department's involvement in the investigation and its role as a result of the findings of the investigation will be directed by the principal.
- **SEXUAL ASSAULT.** In the event of a sexual assault on campus, the principal will notify the Phenix City Police Department immediately. A counselor will assist in taking statements from all students involved. The Code of Conduct addresses offenses of a sexual nature and will be used as a resource in determining consequences. A thorough investigation will ensue and all appropriate authorities will be contacted. Should the assault occur off campus, the principal or his designee will provide appropriate information for authorities. Counseling services will be available as needed.
- **EXPLOSIONS.** In the event of an explosion, all buildings will be evacuated. The secretary will call 911 and the superintendent. The superintendent or his designee will direct all communications, and the appropriate central office staff will supervise the relocation of students if it is deemed necessary.
- **SERIOUS ACCIDENT ON-OR OFF-CAMPUS.** The principal will go immediately to the area of the accident. Safety team members will go to their posts or cover their areas as assigned if needed. The secretary and bookkeeper will monitor the phones. A designee will go immediately to the hospital to assist with the . The superintendent's designee will handle communications.
- **STRUCTURAL DAMAGE.** Should structural damage occur, students would be moved to a safe part of the building. Should great damage be caused, students will be evacuated. The principal will survey the situation and determine the appropriate level of response.

- **DISTRIBUTION OF MEDICATIONS.** It is the policy of the Phenix City Schools that no medication be administered to any student without a completed form identifying the medication, the dosage, the time it is to be administered, and under what conditions. Students who take meds on a daily basis must have on file; a physician's statement providing the same information. Only trained employees of the school are allowed to administer medication to students, and a daily log is kept documenting times that medicine are given to individuals.
- **AIR DISASTER.** If necessary, an evacuation will be conducted. The secretary will be in contact with the emergency personnel and the principal will coordinate response on campus as she deems necessary and under advisement of the superintendent's office.
- **IRATE PARENT CONFRONTS EMPLOYEE.** In the event an irate parent confronts an employee, the employee should remain calm, ask parent to move to a private area, and notify the administration. The teacher will listen attentively, acknowledge parent's concern, and schedule a meeting for the next available day. If a parent will not calm down, the administrator will contact a police officer to remove the parent from campus.

PROCEDURES FOR EVACUATION OF STUDENTS TO THE ROY MARTIN CENTER

In the event that LPS students must be evacuated to the Roy Martin Center, the Superintendent will be notified. His office will be responsible for contacting drivers and directing buses to the campus.

In the event that an evacuation should occur during an assembly or lunch, students are to stop all talking and noise, to listen to the instructions given by the administrators or teachers in charge, and to **follow the instructions given in an orderly manner, quickly and immediately!**

As parents contact LPS and/or the Roy Martin Center for the purpose of getting their child/children, they will check in with **designated personnel** who will have a master roll of all classes. No child may be taken from the school; no child may be taken from the center until the teacher accounts for all children in his/her class.

EMERGENCY PROCEDURES AND EVACUATIONS

The Principal will develop a plan for evacuation routes and designated areas providing safety factors in case of tornadoes. These will be distributed to teachers during the school orientation. Each teacher will give specific instructions as to what their students will do in all emergency situations (fire, bomb threat, storm, intruder, etc.) and designated areas that students, in that room, will use in an emergency situation.

For the safety of everyone, it is imperative that all staff members know and understand these plans.

FIRE DRILL PROCEDURES

Signal for Drill: A continuous sounding of the fire alarm signal (siren/doors close).

Steps to follow:

1. All personnel in all areas will cease work.
2. Teachers will assign students to close window, doors and turn off lights.
3. All personnel will leave buildings through assigned exits (see map) and assemble in assigned areas with their students.

4. Teachers will account for students by calling roll.
5. Groups will remain outside until the “ALL CLEAR” signal has been given.
6. After returning to the classroom, all activities that were interrupted may be resumed.

STORM DRILL PROCEDURES

Signal for Storm Drill: Announcement will be made to move into storm drill position.

Steps to follow:

1. Personnel in all areas will cease work.
2. Students will move to the appropriate areas designated on the LPS map and sit on the floor in the hallway.
3. Students are to assume the protective position by covering their heads.
4. Students are to remain quiet and listen for further instructions
5. Students will remain in these areas until the “ALL CLEAR” signal is given and then they may return to normal school activities.

Should a storm drill or actual storm occur during the assembly or lunch period, students will move to the nearest interior wall away from doors and windows. The main hallway is where all children in the cafeteria should go to have a safe area.

INTRUDER DRILL/LOCKDOWN PROCEDURES

Signal for Intruder Drill: Announcement will be made to move into lockdown position.

Steps to follow:

CODE RED/CODE YELLOW will be enforced if needed:

- Assigned personnel will lock outer doors.
- Keep the students quiet and calm
- Conduct a Roll Call
- **Do Not Open the classroom door under any circumstance until the all clear signal is given.**
- Response team will enforce lockdown
- **Remain in position** until the “ALL CLEAR” signal is given.

SHELTER IN PLACE. Should a situation arise that students would need to be sheltered in place an announcement will be made to gather in their classrooms. Students will be kept inside the building and all HVAC systems shutdown and all windows must be closed.

BOMB THREAT PROCEDURES

Signal for Drill: An announcement to execute the evacuation procedure will be made over the intercom system.

Bomb Threats-A message received by school officials threatening danger to school personnel and/or property.

Steps to Follow:

- a. Personnel in all areas will cease to work.
- b. When the alarm sounds, teachers should take their Class Roll and go to the doorway to determine if it is safe to leave via the regular route before allowing students to exit the classroom

In the event a bomb threat should occur during an assembly or lunch, students are to stop all talking and noise, to listen to the instructions given by the administrators or teachers in charge, and to **follow the instructions given in an orderly manner, quickly and immediately!**

SEVERE WEATHER ALERTS

The National Weather Service has defined four severe weather alerts that concern Russell County. These alerts should be learned so that actions in this analysis can be carried out in the proper time frame. The minimum actions mentioned are not intended to be a severe weather plan, but rather to serve as a guide for developing a severe weather plan.

1. SEVERE THUNDERSTORM WATCH

MEANS WEATHER CONDITIONS ARE SUCH THAT A SEVERE THUNDERSTORM COULD DEVELOP. This alert usually lasts for six hours. At this time, you should review your severe weather action plan.

2. SEVERE THUNDERSTORM WARNING

MEANS A SEVERE THUNDERSTORM HAS DEVELOPED AND WILL PROBABLY AFFECT THOSE AREAS STATED IN THE ALERT MESSAGE. The alert usually lasts for one hour. All people should be relocated from portable buildings to main buildings. Vehicles should not be on the highway, especially buses and vans. Schools, businesses, etc., should not dismiss during a warning. Also take action stated under number 3.

3. TORNADO WATCH

MEANS WEATHER CONDITIONS ARE SUCH THAT A TORNADO COULD DEVELOP. This alert usually lasts for six hours. Your severe weather plan should be reviewed and all leaders notified of impending weather conditions. Also you should accomplish those actions that you would not have sufficient time to carry out should a warning be issued.

4. TORNADO WARNING

MEANS A TORNADO HAS BEEN FORMED AND SIGHTED, AND MAY AFFECT THOSE AREAS STATED IN THE ALERT. This alert usually lasts for one hour. Do not open windows, but do lower blinds and drapes. Exterior doors should not be opened. Persons should be located as far as possible from exterior walls and doors at end of corridors. Relocate all persons to areas offering the greatest tornado resistance. Vehicles should not be on the highway, especially buses and vans. Schools, businesses, etc., should not dismiss during a warning. Also take action stated under Numbers 2 and 3.

During a tornado warning, persons should take one of two positions---seated on the floor with their backs to walls (or glass areas) and legs tucked, kneeling with their heads between their knees facing the wall. In either case, they should be as low as possible to reduce injuries from flying items of glass or other debris.

L.E.A.P. (Lakewood Extended Day After School Program)/P.T.A. Meetings/Family Reading Night/Staff Development

Incident Commander: Principal, Assistant Principal and LEAP Coordinator(s)
Street Address: 18 Explorer Drive, Phenix City, Alabama 36867
Phone Number: 334-664-9955/ fax 334-664-9958

Police, Fire, Ambulance	911
Phenix City Police Department	334- 298-0611
Phenix City Fire Department	334- 291-4705
Russell County Sheriff's Department	334- 298-6535
Alabama State Troopers	334-745-4651
DHR/Child Abuse	334-298-0124
Russell County Emergency Management Office	334-297-0619
Poison Control	800-462-0800
Toxic Chemical and Oil Spills	800-424-8802
Alabama Power Company	334-298-8761
Alagasco	334-297-6249
Phenix City Public Utilities	334-448-2880
Jack Hughston Hospital	334-732-3000
Doctor's Hospital	706-571-4262
Medical Center	706- 571-1000
St. Francis Hospital	706-596-4000
Safe School Hotline	888-728-5437
Domestic Violence Shelter	800-334-2836
Family Violence Shelter	334-297-4401

Emergency Communication:

Intercom System: Each room within the building is equipped with an intercom system
Land Line: The building is equipped with a telephone
Cell Phone: Principal, Assistant Principal, or Director on duty

Emergency Equipment:

The building is equipped with an emergency kit.

Role of First Responders:

1. Immediate care of ill/injured student will be teacher who is sponsoring program
2. Administrator or activities coordinator will retrieve emergency kit
3. Activation of Emergency Medical Services will be initiated by administrator on duty or activities coordinator
4. Notification of individuals on emergency list will be done by the secretary as directed by administrator on duty
5. Post designee in front of school to flag down EMS

NOTE: **L.E.A.P. Coordinator**, and **other program sponsors** will follow the Lakewood Primary School Comprehensive School Safety Plan when dealing with any crisis situation.