

# **INTRODUCTION**

The information contained in the handbook is designed to give guidance to school administrators and others in preparing for any emergency that might arise at an athletic or other large group event.

A large group event could be anything from a graduation at a high school to a PTA meeting at a school.

There are checklists in this handbook to be completed and located in areas where large group events may occur. All administrators and other appropriate personnel should be made aware of the procedures.

# **EMERGENCY EVACUATION INSTRUCTIONS**

*(To be posted in all football, baseball, softball press boxes AND gyms)*

*(To be read by PA announcer)*

## **SEVERE LIGHTNING IN THE AREA:**

**DUE TO THE SEVERE LIGHTNING WE ARE ADVISING EVERYONE TO LEAVE THE AREA. PLEASE RETURN TO YOUR VEHICLES. IF YOU DO NOT HAVE A VEHICLE TO GO TO, THE GYM OF THE SCHOOL WILL BE OPENED.**

## **THREAT OF TORNADOES IN THE AREA:**

**DUE TO THREAT OF TORNADOES IN THE AREA, WE ARE ADVISING EVERYONE TO LEAVE THE AREA. PLEASE REPORT TO THE (Assigned area of the school other than gyms) OF THE SCHOOL**

## **ANY OTHER EMERGENCY SITUATION WHICH COULD INCLUDE BOMB THREATS, SHOTS FIRED, RIOTS, ETC:**

**WE ARE ADVISING EVERYONE TO LEAVE THE AREA IMMEDIATELY. PLEASE RETURN TO YOUR VEHICLES. IF YOU DO NOT HAVE A VEHICLE TO GO TO, THE GYM OF THE SCHOOL WILL BE OPENED. (Or another area of the school as defined by the administration or law enforcement)**

# **EMERGENCY INFORMATION**

*(To be posted in all football, baseball, softball press boxes AND gyms)*

## **IN THE EVENT OF AN EMERGENCY: DIAL 911**

**NAME OF LOCATION:** \_\_\_\_\_

**SPECIFIC DIRECTIONS TO THIS LOCATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GPS COORDINATES:** \_\_\_\_\_

**(LZ) LANDING ZONE:** \_\_\_\_\_

**LOCATION OF NEAREST AED:** \_\_\_\_\_

## **IN THE EVENT OF SEVERE LIGHTNING IN THE AREA:**

*Advise everyone to leave the area. Ask those who can to return to their vehicles. If they do not have a vehicle, have an assigned area in the school they can report to (ie. gym, cafeteria, etc.)*

## **IN THE EVENT OF TORNADOES IN THE AREA:**

*Advise everyone to leave the area. DO NOT advise them to return to their cars. Advise them to report to the assigned area of the school which is used for severe weather drills. DO NOT use any gym.*

## **IN THE EVENT OF ANY OTHER EMERGENCY SITUATION WHICH COULD INCLUDE BOMB THREATS, SHOTS FIRED, RIOTS, ETC.:**

*Advise everyone to leave the area immediately. Advise them to return to their vehicles. If they do not have a vehicle or cannot safely get to it, an area of the school should be opened.*

## **EMERGENCY CONTACTS:**

**Athletic Director:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Assistant Principals:** \_\_\_\_\_

**Dir. Of Middle-High School Operations:** Susan Browning 678-410-8431

**Dir. Of Safety and Athletics:** David Colvard 678-410-9145

**Dir. Of Elementary Operations:** Bonnie Cochran 678-410-8621

**Assoc. Supt. Of Operations:** Brian Otott 678-410-9146

**SAFETY AND EMERGENCY PUBLIC ADDRESS ANNOUNCEMENTS**  
***(READ ONLY ON CUE FROM GAME MANAGER/ADMINISTRATOR)***

**Thrown Objects/Interfering Incidents**

LADIES AND GENTLEMEN, THE GAME OFFICIALS, COACHES AND PLAYERS OF BOTH TEAMS HAVE BEEN DIRECTED BY OFFICIALS TO REMAIN OFF THE FIELD UNTIL SUCH TIME AS ORDER HAS BEEN RESTORED. PLEASE REFRAIN FROM THROWING OBJECTS ON TO THE FIELD, OR OTHER ACTIONS INTERFERING WITH THE GAME. THANK YOU.

**Evacuation of Stadium/Gym**

MAY I HAVE YOUR ATTENTION PLEASE. AT THIS TIME THE STADIUM/GYM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE. AGAIN, AT THIS TIME THE STADIUM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE.

**Light System Fails**

LADIES AND GENTLEMEN, WE ARE TEMPORARILY EXPERIENCING A POWER OUTAGE. (if in gym--- EMERGENCY LIGHTS WILL PROVIDE FOR YOUR SAFETY.) GAME MANAGEMENT OFFICIALS ARE WORKING TO RESTORE POWER AS QUICKLY AS POSSIBLE. PLEASE REMAIN CALM AND REMAIN IN YOUR SEAT. YOUR COOPERATION IS APPRECIATED. THANK YOU.

**AUTOMATED EXTERNAL DIFIBRILLATOR (AED)**

**Athletic Department Plan**

*Paulding County School District*

**School** \_\_\_\_\_ **Sport** \_\_\_\_\_ **Year** \_\_\_\_\_

**PRACTICE PLAN**

- In the event of the need for an AED during practice...
- Responsible person for obtaining the AED when needed \_\_\_\_\_
- Back-up person responsible for obtaining the AED \_\_\_\_\_
- Location of the AED \_\_\_\_\_
- Estimated time from practice area to location of AED \_\_\_\_\_
- Full accessibility to the location of the AED? \_\_\_\_\_
- Keys needed for accessibility? If so, who has them? \_\_\_\_\_
- Is an AED on-site for practices? \_\_\_\_\_
- Are all coaches trained in the use of the AED? \_\_\_\_\_
- List the names of the AED trained coaches \_\_\_\_\_
- \_\_\_\_\_
- Responsible person for returning the AED to primary location? \_\_\_\_\_

**HOME GAME PLAN**

- In the event of the need for an AED during a home game...
- Is an AED on-site for home games? \_\_\_\_\_
- Responsible person for obtaining the AED when needed \_\_\_\_\_
- Back-up person responsible for obtaining the AED \_\_\_\_\_
- Location of the AED \_\_\_\_\_
- Estimated time from game area to location of AED \_\_\_\_\_
- Full accessibility to the location of the AED? \_\_\_\_\_
- Keys needed for accessibility? If so, who has them? \_\_\_\_\_
- Responsible person for returning the AED to primary location? \_\_\_\_\_

**AWAY GAME PLAN**

- Do you take an AED with you to away games? \_\_\_\_\_
- If so, who is the responsible person for the AED? \_\_\_\_\_
- If not, who is the responsible person to inquire at the site about one? \_\_\_\_\_

*This plan was completed by* \_\_\_\_\_ *on* \_\_\_\_\_.

Print Name

Date

*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_

**QUICK GLANCE EMERGENCY INFORMATION**

**School Safety Team Members:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employees trained in CPR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AED locations:** \_\_\_\_\_ **"TO GO" Box locations:** \_\_\_\_\_

**Emergency Relocation Sites:**

**ON-SITE REUNIFICATION LOCATION:**

Outdoors: \_\_\_\_\_

Indoors: \_\_\_\_\_

**OFF-SITE REUNIFICATION LOCATION:**

Primary: \_\_\_\_\_ Contact: \_\_\_\_\_

Secondary: \_\_\_\_\_ Contact: \_\_\_\_\_

Alternative (school location): \_\_\_\_\_ Phone: \_\_\_\_\_

**Media Staging Area:** \_\_\_\_\_

**(LZ) Landing Zone:** \_\_\_\_\_

**School "Sweep Team:"** \_\_\_\_\_  
\_\_\_\_\_

**Staff members who will assist in identification of students/parents:** \_\_\_\_\_  
\_\_\_\_\_

**Fire:**

Signal: \_\_\_\_\_

Actions: \_\_\_\_\_

**Severe Weather:**

Signal: \_\_\_\_\_

Actions: \_\_\_\_\_

**Lockdown (CODE RED):**

Signal: \_\_\_\_\_

Actions: (Full Lock-down) \_\_\_\_\_

(Soft Lock-down) \_\_\_\_\_

**Bomb or other similar threat:**

Signal: \_\_\_\_\_

Actions: \_\_\_\_\_

**Teacher Cards:**     **RED**—assistance needed and/or missing student     **GREEN**—all OK

**Bus Accident:**

To the scene: \_\_\_\_\_

Assistance with student identification and parent notification: \_\_\_\_\_

On-scene student checkout process: \_\_\_\_\_  
\_\_\_\_\_

**Emergency Early Release:** (Middle and High dismiss first, then elementary) Implement local school plan

**Emergency Contacts:**

Emergency—911

Greystone—770-942-7880

David Colvard—678-410-9145

Atlanta Gas—770-907-4231

Ga. Power—1-888-850-4551

Brian Otott—678-410-9146

Paulding DOT—770-445-4759

Paulding Water-770-445-2761

Lisa Cook—770-443-8000 ext. 10136

Assigned Resource Officer: \_\_\_\_\_ Cell #: \_\_\_\_\_

## **LIGHTNING DETECTOR GUIDELINES**

THE GHSA REQUIRES A LIGHTNING DETECTOR BE PRESENT AND OPERATIONAL AT ALL GHSA OUTDOOR COMPETITIONS

*The following operational guidelines apply to the operation of the SkyScan detectors:*

- *Each time SkyScan detects a lightning stroke, it will emit an audible warning tone (must be switched on) and lights the RANGE INDICATOR column.*
- *The full column will stay lit for approximately 3 seconds.*
- *The single indicator corresponding to the range of the detected stroke will then blink for approximately 25 seconds. This feature allows you to quickly see the distance to the last, closest detected stroke without waiting for the SkyScan to detect a new stroke.*
- *Since the average stroke of lightning is 6 miles long be aware that you are in immediate danger any time there is a detected lightning activity within 8-10 miles of your location.*
- *The SkyScan can also detect lightning patterns that indicate the presence of severe storms that may produce dangerous winds, heavy rains and tornadoes. When Sky Scan detects these type storms, it activates the SEVERE THUNDERSTORM WARNING and emits a 15 second continuous audible alarm different from the normal lightning alarm. The SEVERE THUNDERSTORM WARNING will stay lit as long as there is a danger.*
- *SkyScan is designed to operate in a vertical position.*
- *The RANGE SELECT SWITCH allows you to choose the distance at which detected lightning strokes will trigger the AUDIBLE WARNING TONE. The instruction book recommends that you use the AUDIBLE WARNING TONE at the maximum range whenever possible.*

*The following guidelines apply to the general use of the detectors:*

- *A fully operational lightning detector is to be present at all outdoor athletic competitions.*
- *If a school has athletic facilities that are not located on the campus, additional detector(s) will need to be purchased in the event of two games occurring at the same time.*
- *An administrator (game manager) assigned to the event should be responsible for assuring that the detector is working and at the location.*
- *If a school has more than one event taking place on the campus, the game manager should notify the other locations if detection is noted.*
- *If detection is noted at a competition on campus and there are other teams practicing outdoors, they are to be notified and advised to follow the same guidelines being followed at the game site.*
- *It is the responsibility of the school athletic director to assure that the lightning detector(s) is working properly and has a charged battery.*
- *Be aware that storms can form directly over your location, offering little or no advance warning even when using SkyScan. You must remember that SkyScan does not predict where the next lightning stroke might occur. Thunderstorms are unpredictable and should be considered extremely dangerous. Common sense and extreme caution should always be used when confronting lightning and thunderstorm activity.*
- *If detection occurs and the players are sent indoors, an announcement is to be made to the spectators advising them of the situation and requesting them to seek shelter as well. Accommodations will have to be made to allow for spectators to leave and re-enter in a situation such as this.*



## **SCHOOL SAFETY LAWS**

**In addition to everyday laws enforced in your community, which include schools, the State of Georgia has specific laws that apply directly to the school safety zone. By enforcing stricter penalties, these laws help schools to enforce rules that contribute to the overall safety of the school.**

**OCGA 20-2-1180: Loitering in a School Safety Zone.** This statute requires visitors of a public or private school to check in at the designated location and give the reason for their visit. Use this law to stop gang members, drug dealers or other dangerous groups from operating near your school.

**OCGA 20-2-1181: Disrupting a Public School.** Removing disorderly individuals can help control dangerous behavior. This code section provides that any person who disrupts or interferes with the operation of a public school shall be guilty of a misdemeanor of a high and aggravated nature. Among other things, this is widely used for bomb threats.

**OCGA 20-2-1182: Persons Other Than Students Who Insult or Abuse Teachers in the Presence of Pupils.** Use this law to deal with parents, guardians or others who are not students at your school who insult, abuse, or upbraid teachers, administrators or bus drivers after being advised of the presence of minor children. Anyone who fails to leave the premises after being advised to do so is guilty of a misdemeanor.

**OCGA 20-2-1184: Failure to Report Criminal Activity.** This law requires that any teacher or other employee of a public or private school who has reasonable cause to believe that a student at that school has committed an act on school property or during any school function, which is prohibited by any of the following statutes: 16-5-21, 16-5-24, Chapter 6 of Title 16, 16-11-127, 16-11-127.1, 16-11-132 and 16-13-30, shall report the act to his or her immediate supervisor, who shall then notify the appropriate superintendent, the police authority, and district attorney. Any person who knowingly violates this code section will be guilty of misdemeanor.

**OCGA 16-5-61: Hazing.** This law prohibits any person to "haze" any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. Any person who violates this code section shall be guilty of a misdemeanor of a high and aggravated nature.

**OCGA 16-11-127.1: Possession of a Weapon on or Within 1,000 Feet of a School.** This statute provides penalties for possession of a wide range of weapons in the School Safety Zone. This can discourage carrying and using weapons.

**OCGA 16-13-32.4: Drug-Free School Zones.** This law states it is illegal to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana on or within a school safety zone. This law provides an additional charge to any person(s) who is already charged under OCGA 16-13-30.

**OCGA 3-3-21.1: Possession of Alcoholic Beverages on Public School Grounds.** This law makes it illegal to possess alcoholic beverages on any public school grounds.

***In addition to the laws described above, some penalties for other crimes committed upon schools grounds against students or school personnel are enforced with stronger penalties, including greater minimum incarceration times. Examples of these crimes include, but not limited to, the various degrees of assault and battery crimes.***

Georgia Emergency Management Agency  
School Safety Unit  
PO Box 18055, Atlanta, GA 30316  
(404) 635-7000  
[www.gema.ga.gov](http://www.gema.ga.gov)  
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