

BREMEN CITY SCHOOLS
DISASTER RECOVERY PLAN

A. Introduction

The School District of Bremen City Schools will use all available technology to gather and disseminate information during a school emergency. That process requires an effective system, involving available computer hardware and software, as well as staff trained to manage them.

The primary objective for establishing effective operations during an emergency is to collect all information relevant to the persons and events involved in the emergency and to continue seamless operation of the system. By effectively managing operations, the district can provide necessary service to its students and staff and to the families of those persons.

B. Emergency Technology

Each school in the district will be prepared for effective communication when an emergency occurs. The following items will be placed in each school, for such purposes:

1. At least two telephone lines with published numbers.
2. Walkie-talkies and cell phones for the principal, assistant principal and other staff who patrol the buildings and grounds (such as custodians).
3. A current backup copy of all financial/personnel computer files is stored on a removable hard drive that is taken off-site as well as another server that is located at a separate campus location.
4. A current backup copy of all student information files is stored on an off-site, cloud-based backup system.
5. First priority will be restoration of personnel records followed by financial records and then student information records.

Two important communication capabilities will be provided by the District:

1. The Director of Special Programs will go directly to the E-911 Communication Center and will assist in communicating with law enforcement agencies, medical services agencies, and other agencies that may be able to help meet the needs of those involved in the emergency.
2. The District will maintain an emergency communication system that will include portable telephones or radios and a portable computer. In an emergency this system will be used to communicate with schools, the district office, law enforcement agencies, the news media, and parents.

IMMEDIATE EMERGENCY RESPONSE

When a school or district crisis arises, adequate pre-planned actions must be taken to manage and resolve the crisis effectively. A crisis may involve one or several schools or the whole district. This section does three things: (1) defines school crisis levels, (2) names the Central Office Immediate Crisis Response Team, and (3) defines the Central Office Immediate Crisis Response Team's roles for intervention during an emergency. The District Office Immediate Crisis Response Team works with the School's Immediate Crisis Response Team during any emergency. The District Office Immediate Crisis Response Team has several major roles during a school emergency:

1. To help schools intervene effectively in an emergency to restore equilibrium to the school.
2. To facilitate communication with all agencies, the public, and the media during an emergency.
3. To facilitate decision-making about the emergency response.
4. To provide the school with additional crisis response follow-up.

General Guidelines for Central Office Personnel

- A. Follow procedures outlined by approved guide.
- B. Communicate the need to follow the process to other personnel during the crisis.
- C. Know the responsibilities of personnel under your supervision.
- D. Keep your supervisor informed of all pertinent information.

Assigned Roles for Central Office

Superintendent

- A. Directs all operations of the district in the management of the emergency.
Reports to incident command post.
- B. Assesses the emergency situation and assigns tasks based on the overall needs for managing the emergency.
- C. Keeps the School Board informed
- D. Assigns resources (persons and materials) to various sites for special needs.
- E. Gathers information from all aspects of the emergency for use in making appropriate decisions about the management of the emergency
- F. Authorizes the release of information to the public.
- G. Meets and responds to other officials.

Assistant Superintendent

- A. Reports immediately to the emergency site or affected school.
- B. Supports the School Crisis Response Team in designated management area.
- C. Supervises the implementation of the Central Office Crisis Response Team's action plan.
- D. Assigns a location for the media at the school or central office.
- E. With input from the Superintendent, principal of school involved, other school district personnel, and the incident commander, develops a relevant position statement of topics.
- F. Plans and coordinates press conferences
- G. Prepares and distributes a fact sheet
- H. Arranges interviews with school/central office staff involved in the emergency if appropriate
- I. Organizes a network of people within the community through which accurate information can be disseminated

- J. Serves as liaison between the emergency school site and the central office emergency support team when necessary
- K. Coordinates information to be shared with school and district personnel during and after the crisis

Director of Facilities/Maintenance

- A. Works with Technology Team to provide assistance in implementation of the emergency operations network
- B. Prepares and maintains an emergency list that contains floor plans, telephone line locations, computer locations, and other operations equipment
- C. Obtains and directs the placement of generators when power must be restored for a temporary period
- D. Serves as backup to the Superintendent or Assistant Superintendents if they are not in the district. Also cross-references with Director of Special Programs at E-911 center.
- E. Reports immediately to the emergency site or affected school
- F. Arranges for the delivery of outside services and materials needed for the management of the emergency
- G. Supports the Crisis Response Team in designated management area
- H. Assists Incident Commander at Incident Command Post
- I. Reports to Superintendent/Assistant Superintendent

Director of Special Programs

- A. Report to the E-911 Communication Center to assist in communicating with law enforcement agencies, medical services agencies, and other agencies that may be able to help meet the needs of those involved in the emergency.

Director of Finance

- A. Communicates with emergency site/directs central office staff
- B. Assists in notifying spouses of staff who are involved in the emergency
- C. Works with School Command Post Team leader/Technology Team to check records of students and staff for all injured to determine special and medical needs on file
- D. Informs the professional and support staff from the central office
- E. Reports to the Superintendent

Director of Technology

- A. Reports to emergency site with appropriate members of Technology Team
- B. Works with Superintendent and staff to establish communication/operations network
- C. Works with Superintendent and staff to establish media communication center
- D. Student Information System – Will work with Student Information Systems Coordinator to restore SIS system
- E. Technology Staff will restore data to existing hardware at the Technology & Learning Center or another designated location
- F. Reports to Superintendent/Assistant Superintendent

**CENTRAL OFFICE EMERGENCY
PROCEDURES FOR A MAJOR SCHOOL CRISIS**

* Directors are responsible for notifying all people in their departments.

NOTE: All personnel will remain on stand-by until further notice. This may require staff to work beyond the regular day. The Superintendent/Assistant Superintendent or their designee will determine when employees will be authorized to leave their post.

CRISIS SUPPORT TEAM PLAN

After any serious crisis occurs, serious after effects may continue to disrupt the normal operation. The Central Office Crisis Support Team, in cooperation with the School Crisis Response Team and appropriate outside agencies and personnel, will take steps to provide services and direction to restore the system to its normal functioning condition.

The role of the Crisis Support Team in a follow-up to any crisis after the initial intervention will be to:

1. Continually assess the crisis situation to plan for additional intervention and follow-up;
2. Determine the persons directly or indirectly affected by the crisis and provide appropriate help;
3. Implement crisis response plan to effect trauma reduction, to increase safety and security among students and staff, and to implement strategies to effect normal school operations.

FIRE

DEFINITION

A fire in the building or on the premises or near the building requiring the evacuation of the building.

SIGNALS

Ringling of the fire alarm.

STEPS OF ACTION

1. Report fire to office - call 911
2. Make verbal announcement from main office
3. Close doors to confine fire.
4. Evacuate to predetermined place (center of soccer field in front of the central office).
5. Verify the safety of the building occupants.
6. Remain with staff.

ROLES

Administration:

1. Superintendent alerts response team.
2. Supervise evacuation and check for injuries.
3. Verify that all staff has evacuated the building.
4. Assign roles to auxiliary persons as needed.
5. Keep access roads open.

Secretary:

1. Call 911
2. Call superintendent

Staff:

1. Report to superintendent when designated area is clear.
2. Check restrooms and other areas for employees.
3. Administer first aid.

UTILITY EMERGENCY

DEFINITION

Electrical power failure, water main or sewer break

SIGNALS

In the event of electrical failure and need to evacuate, verbal notification would be given on an office-by-office basis. The assistant superintendent and other designated staff should conduct a visual check on all office areas. In any emergency, call 911.

STEPS OF ACTION

Electrical Power Failure:

1. During working hours:
 - a. Notify maintenance department at 770-537-9056.
 - b. Notify Georgia Power Company at 1-888-891-0938.
 - c. Notify Carroll EMC at 770-832-6979.
2. After working hours:
 - a. Notify the assistant superintendent at home.
 - b. Notify Georgia Power Company at 1-888-891-0938.
 - c. Notify Carroll EMC at 770-832-6979.

Water Main Break or Sewer Break:

1. During working hours:
 - a. Notify the facilities director.
 - b. Notify the maintenance department at 770-537-9056.
2. After working hours:
 - a. Notify the superintendent at home.
 - b. Notify the facilities director at home.

BREMEN CITY SCHOOLS
Central Office and Technology Learning Center Staff
501 Pacific Avenue<>Bremen, GA 30110
770-537-5508
(Fax) 770-537-0610

Administrators/Staff Position

Mobile

David J. Hicks	Superintendent	770-856-4945
Christa Smith	Assistant Superintendent	404-717-1232
Bill Garrett	Director of Special Programs	404-535-1379
Russell Cooper	Director of Facilities/ Maintenance	770-557-4963
Brian Wheeler	Director of Technology	770375-0505
Allen Pullen	Director of Finance	678-381-3619
Karen Davis	Food Service Director	770-375-9765

Bremen City Schools Head Custodians

<u>School/Custodian</u>	<u>School Phone</u>
Bremen High School Jessie Cook	770-537-3420
Bremen Middle School/4th & 5th Academy Matt Calhoun	770-537-9340
Jones Elementary School Steve Smith	770-537-4352

BREMEN CITY SCHOOLS

770-537-5508
(FAX) 770-537-0610

Emergency List

SCHOOL/STAFF/POSITION	OFFICE	FAX	MOBILE
Administrative Office David J. Hicks, Superintendent Christa Smith, Assistant Superintendent Bill Garrett, Director of Special Programs	770-537-5508	770-537-0610	770-856-4945 404-717-1232 404-535-1379
Bremen High School Tim Huff, Principal Robert Dorch, Assistant Principal	770-537-3420	770-537-0714	770-262-7952 404-535-2947
Bremen Middle School Brian Evans, Principal Ashley McGill, Assistant Principal Scott Hodges, Assistant Principal	770-537-4874	770-537-5043	770-543-8108 770-238-2625 404-617-2967
Bremen 4th & 5th Academy Brian Evans, Principal Ashley McGill, Assistant Principal Scott Hodges, Assistant Principal	770-537-9340	770-537-1866	770-543-8108 770-238-2625 404-617-2967
Jones Elementary School Silas Brown, Principal Whitt Brown, Assistant Principal	770-537-4352	770-537-1280	404-717-1233 678-371-4505

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770-537-5508
(FAX) 770-537-0610

Emergency and Community Services

Agency	Phone	Fax
Bremen Police Department Keith Pesnell, Chief	770-537-4441	770-537-1246
Haralson County Sheriff Eddie Mixon, Sheriff	770-646-2011	770-646-2042
Higgins General Hospital Michael Alexander, Administrator	770-824-2000	
Tanner Medical Center, Carrollton	770-836-9666	
Ambucare	770-537-1946	
Haralson County Emergency Management Agency Brian Walker	770-646-1511	