



UTOPIAN  
ACADEMY FOR THE ARTS  
CHARTER SCHOOL NETWORK

# Emergency Evacuation Folder

2023-2024

## Content:

1. Two copies of: Evacuation Map A, Evacuation Map B and Tornado. (One for folder and one to be posted on classroom/office walls near entrance)
2. List of Scholar Contact-please update as you get new scholars.
3. Green, yellow and red construction sheets.
4. Emergency Plan Summary
5. Site Specific Emergency Plan
6. Classroom Emergency and Safety Procedures Guide

## Expectations:

1. During evacuation (drills or real) teachers should bring the Evacuation Folder with them.
2. Once you've evacuated to your designated spot, count your scholars.
  - a. If all of your scholars are accounted for, use the **GREEN** sheet and hold it up. This will tell your monitor that your class is all clear.
  - b. If you have a scholar(s) missing or not accounted for, hold up the **YELLOW** sheet. The monitor will work with you to help track where the student(s) is.
  - c. Immediate attention use the **RED** sheet and hold it up ; Medical emergency



KEEP  
CALM  
AND  
SAFETY  
FIRST



# Emergency Plan Summary

## EVACUATION: FIRE, HAZARDOUS MATERIALS OR BOMB THREAT

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
  - Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to Assembly Area
- When outside the building:
  - Check for injuries
  - Account for all scholars
  - Immediately report any missing, extra or injured scholars to building administration or incident command
  - Continue to contain and maintain scholars
- Wait for additional instructions



## LOCKDOWN: WITH WARNING

- Clear scholars from hallways, restrooms, or any room that cannot be secured and does not offer concealment
- Lock all exterior doors
- Cover exterior windows\*
  - Keep scholars away from the windows
- Continue classes. Move on announcement only
- Do not leave area until "all clear" is issued by the school administrator

## LOCKDOWN: WITH INTRUDER

- Clear all scholars, staff and visitors from hallways immediately
  - Report to nearest classroom
- Assist those with special needs accommodations
- Close and lock all windows and doors
  - **DO NOT LEAVE** for any reason
  - **DO NOT OPEN THE DOOR** for any reason
- If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible
- Shut off lights
- Stay away from all doors and windows
- Move students to a corner of the room where they cannot be seen
- **BE QUIET!**
- Wait for further instructions

Assembly area: \_\_\_\_\_  
Off-Campus area: iThrive Church  
3257 W Panola Road, Ellenwood  
GA 30294



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**SEVERE WEATHER: TORNADO/SEVERE THUNDERSTORM/FLOODING**

- Initiate **Severe Weather Shelter Area** procedures
  - Close classroom doors and drapes if it is safe to do so.
  - Take emergency go-kit and class roster
  - Ensure that scholars are in "tuck" positions
  - Take attendance and report any missing, extra or injured scholars to building administration
- Remain in shelter area until an "all clear" signal is issued or the WARNING has expired (waiting 15 minutes past.**



**Safety Team Members**

<b>Name</b>	<b>Title</b>	<b>Phone</b>
Johanna Strong	Principal	470-470-1070 Ext. 1046
Damion Miller	Dean of Students	Ext. 1005
Gregory Leaphart	Director of Operations	Ext. 1035
India Hendrix	Front Office Manager	Ext. 1007
Jasmine Hart	Operational Assistant	Ext.
Jerel Jefferson	Dean of Arts	Ext. 1032
Janine Slater	Nurse	Ext. 1019
Pamela Dingle	Executive Director	Ext. 1002
Tiffany Hall	Nutrition Manager	Ext. 1009
Emery Williams	Special Ed. Program Lead/Coach	Ext.

***The fastest and most reliable way to contact the Principal and/or Dean is by paging them on the walkie.***



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**Grade Level Designees /Alternates**

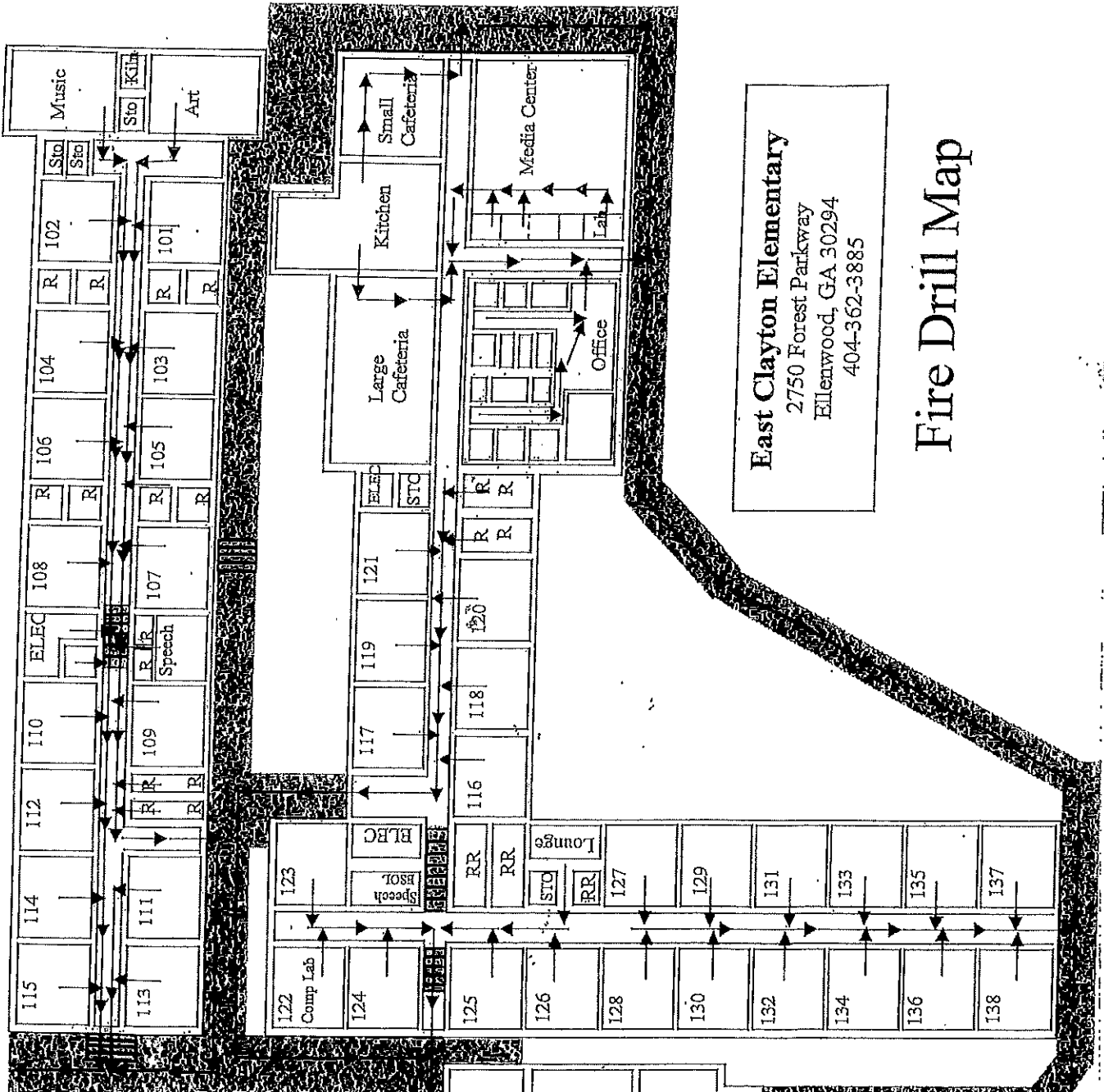
- |                         |                 |           |
|-------------------------|-----------------|-----------|
| ▪ 6 <sup>th</sup> grade | Doris Warren    | Ext. 1044 |
| ▪ 7 <sup>th</sup> grade | Dashawn Watkins | Ext.      |
| ▪ 8 <sup>th</sup> grade | Paul Johnson    | Ext.      |

**COMMAND POST in any Emergency Situation: Principal's Office**  
(May be moved to another office based on situation)  
**PERSON IN CHARGE: Johanna Strong, PRINCIPAL** (or a designee)

**Important Dates**

**Fire Drill:**

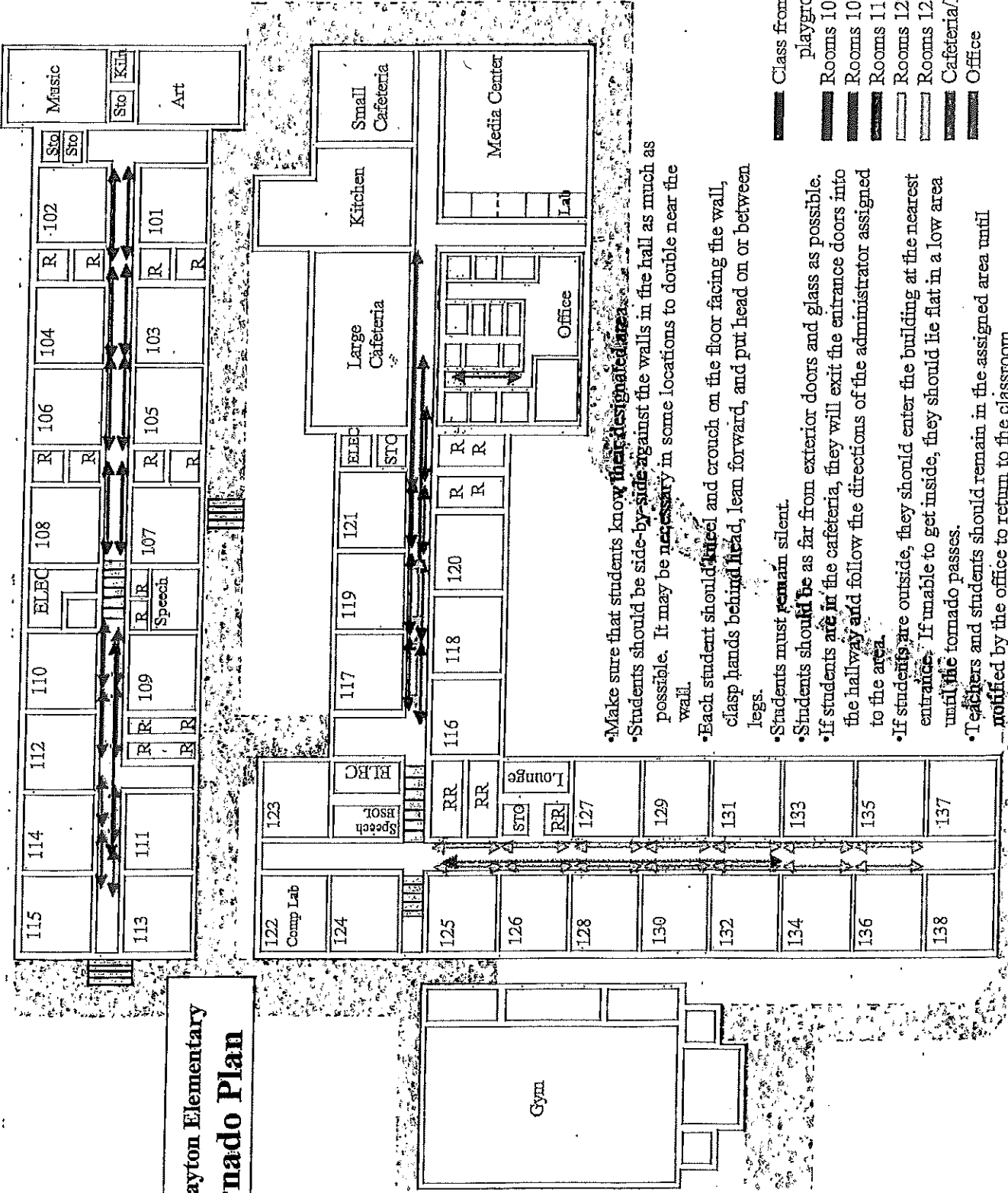
**Lockdown with Intruder:**



**East Clayton Elementary**  
 2750 Forest Parkway  
 Ellenwood, GA 30294  
 404-362-3885

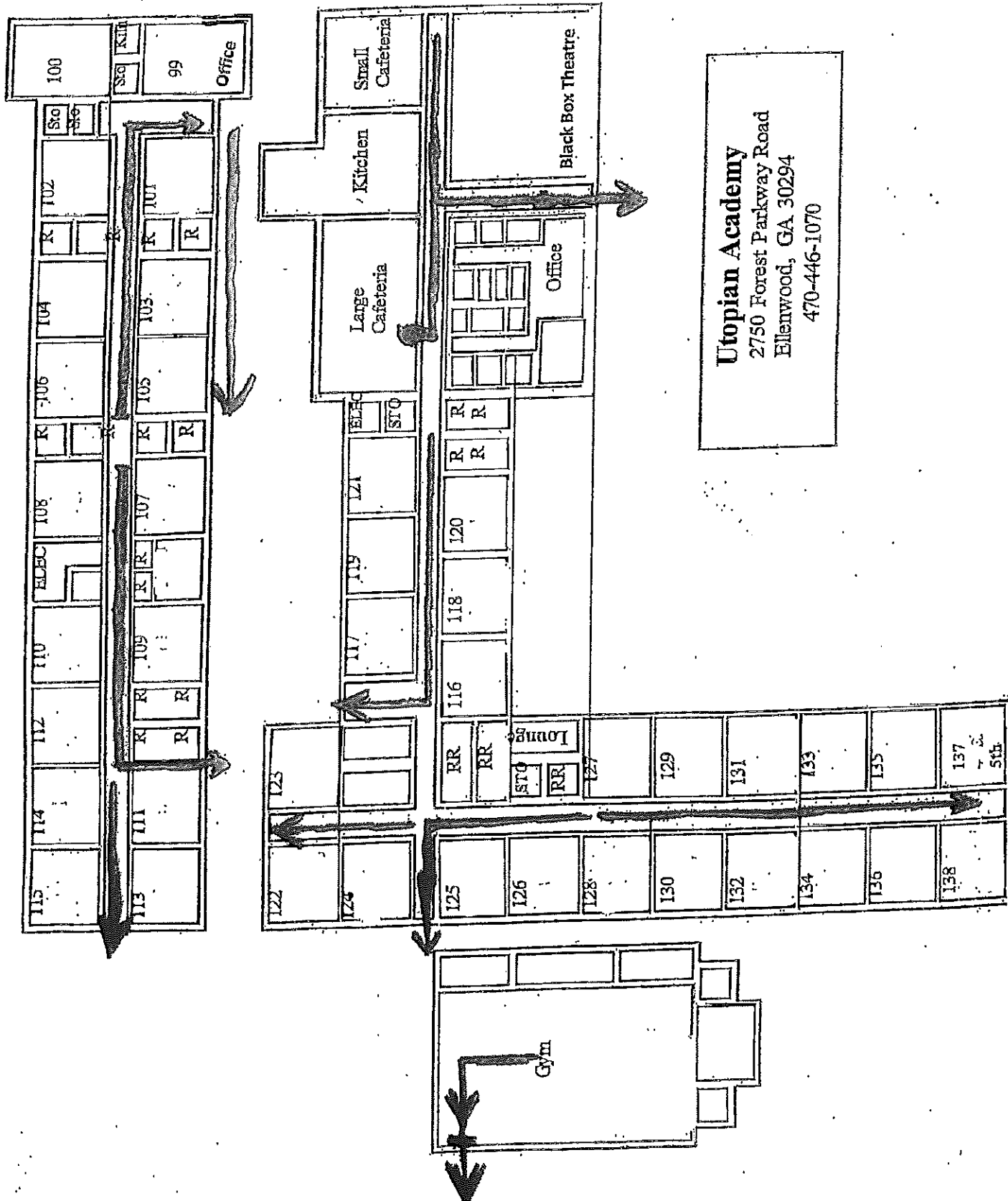
# Fire Drill Map

# East Clayton Elementary Tornado Plan



- █ Class from gym or classes on playground
- █ Rooms 101-108/Music/Art
- █ Rooms 109-115
- █ Rooms 116-121
- █ Rooms 122-124
- █ Rooms 125-138
- █ Cafeteria/Media Center
- █ Office

- Make sure that students know their designated area.
- Students should be side-by-side against the walls in the hall as much as possible. It may be necessary in some locations to double near the wall.
- Each student should kneel and crouch on the floor facing the wall, clasp hands behind head, lean forward, and put head on or between legs.
- Students must remain silent.
- Students should be as far from exterior doors and glass as possible.
- If students are in the cafeteria, they will exit the entrance doors into the hallway and follow the directions of the administrator assigned to the area.
- If students are outside, they should enter the building at the nearest entrance. If unable to get inside, they should lie flat in a low area until the tornado passes.
- Teachers and students should remain in the assigned area until notified by the office to return to the classroom.



**Utopian Academy**  
 2750 Forest Parkway Road  
 Ellenwood, GA 30294  
 470-446-1070



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# 2023-2024 Site Specific School Emergency Plan



## EVACUATION

### CIRCUMSTANCES

- A. **Fire** – When a fire in the building or on the premises requires the evacuation of the building.
- B. **Water** – When broken pipes or sprinkler malfunction requires the evacuation of the building.
- C. **BOMB** – A device present or a threat of a device in the school or on the premises, which may or may not have exploded.
- D. **Chemical/Hazardous Material Incident** - An incident in the building requires evacuation OR an incident in the community requires evacuation and use of the building by others.

### PROCEDURES FOR EVACUATION

#### FIRE EMERGENCY PLAN (See Evacuation Map)

When the alarm sounds, all persons must evacuate the building. Staff is responsible for accounting for the where about of all students assigned to them.

1. Warning: Continuous bell will indicate that students and staff should evacuate immediately.
2. According to the Department of Fire and Safety Services, teachers should follow their scholars to prevent stragglers. Assign one student in charge of leading scholars out of the building.
3. Scholars who are not in classrooms should exit at the nearest exit. Once outside, they should get permission from an adult and proceed to the area with the rest of their class.
4. There is to be no talking or running; NO STOPS are to be made for books or wearing apparel; classroom light should be turned off and the classroom and grade level doors closed.
5. The custodians and support staff, without classroom responsibility, will assist the principal in confirming that the building has been totally evacuated.
6. Persons exiting on the Eastside of the building need to move to the far side of the field, and wait standing in line along the sidewalk. Persons exiting on the Westside of the building need to move across the street towards the back of the employee parking lot.
7. In the event of inclement weather and/or extended evacuation time, scholars and staff will be directed by administration to walk to iThrive Church, 3257 W Panola Road Ellenwood GA 30294.
8. If the designated exit is blocked, go to the nearest available exit.
9. Classroom teachers need to count their scholars once outside to ensure that all scholars are accounted for. Administration needs to be notified immediately if anyone is unaccounted for. If likely location of missing person is known, administration needs to be informed.
10. The Office Manager will check the nurse's office to ensure that all scholars have been evacuated from the building.
11. Students and staff may re-enter the building when the all clear bell rings.
12. See attached map for exits. If the designated exit is blocked, go to the nearest exit available. If the alarm sounds between classes, use the nearest available exit.

**\*\*\*Use "Plan B" Evacuation Map if exit route is obstructed**

#### SEVERE WEATHER / TORNADO WARNING

1. When the school's Tornado-civil Defense alarm sounds, all persons need to move to designated shelter areas (see map) in an orderly and quiet manner.
2. All scholars need to be directed to designated shelter areas and need to be accounted for.
3. At the designated areas scholars need to face towards the wall, "duck and cover", and remain quiet and orderly until the "all clear" signal is given.

## **OFF-SITE EVACUATION LOCATION**

13. iThrive Church, 3257 W Panola Road Ellenwood GA 30294. Phone: 678- 603-9949

## **PROCEDURES FOR OFF-SITE EVACUATION**

You will hear over the PA announced twice, "PLEASE EVACUATE TO iTHRIVE CHURCH AT THIS TIME." When so instructed, all staff and scholars must evacuate immediately following the fire drill evacuation procedure.

### **Procedures for Arrival at iThrive:**

1. All students should report to the sanctuary.
2. UAFA scholars remain at the off-site location until administration gives the "all clear" signal.

\*\*When possible, Patrols will be asked to assist with street crossing.

## **LOCKDOWN PROCEDURES**

### **LOCKDOWN WITH WARNING:**

This procedure is to be used when the threat is outside the school building. The school may have been notified of a potential threat outside of the building.

- You will hear, "Lockdown with Warning," announced twice over the PA.
- Staff supervising scholars outside the building during recess will direct scholars to enter the building through the double doors and guide scholars to the gym for the rest of the lockdown.
- Teachers help to clear scholars from hallways, restrooms, or any room that cannot be secured and does not offer concealment. Bring the scholars to the nearest secured location.
- Teachers should lock classroom doors, pull blinds and keep scholars away from windows.
- Continue classes, but do not move to a different location. If it is the end of the day, ignore the final bell and keep scholars in secured room until hearing the "ALL CLEAR" announcement.
- A custodian will lock exterior doors.
- Safety Team meets in the office.
- After threat has passed, you will hear the "ALL CLEAR" announcement.

### **INTRUDER**

*An intruder is someone who won't identify his/her purpose for being in the building or won't leave the building after being asked.*

**If a suspicious or "out of place" person is noticed, question them. If you feel uneasy about the person, alert the principal or designee.**

1. Request all visitors to report to the office to sign-in and receive identification badge. Direct and accompany them.
2. Immediately notify the office of anyone failing to do so.
3. Scholars may only be released through the office (this includes to their parents).

**If a hostile (loud, angry, threatening) individual is encountered . . .**

1. DO NOT try to subdue the person.
2. Remain calm. Avoid confrontation.
3. Allow an exit route for the intruder.
4. Notify the principal or designee.
5. Follow LOCKDOWN instructions if announced.

**LOCKDOWN WITH INTRUDER/HOSTAGE/TERRORIST/WEAPON**

You will hear, "Lockdown Intruder" announced twice over the PA. Upon hearing the announcement you will do the following immediately:

1. **No one moves into the hallways.**
2. Scholars remain in classrooms away from windows and doors.
3. Scholars and staff should be quiet.
4. Scholars and staff should be out of view and down on the floor. It is suggested that everyone move to a side of the room that is away from windows.
5. Specialists (computer coding/animation, music, media arts, special education (PE), theatre, Visual Arts, Journalism and fashion design/marketing) stay in their classrooms.
6. If in assembly, everyone stays in gym.
7. Scholars in the hallways are to move to the nearest classroom.
8. Designees check hallways for scholars and proceeds to lock their area doors.
9. Designee locks outside staff lounge door.
10. **DO NOT** open your classroom door until you get the "ALL CLEAR" from police personnel or administration.
11. **IMPORTANT for Teachers: DO NOT** open your classroom door until you hear the "ALL CLEAR" even if someone is knocking and pounding on your door or if the bell sounds. Police personnel will have keys, as will administrators, if they need to enter the room.

**GYM:**

- Scholars move to corner of gym.

**IF SCHOLARS ARE OUTSIDE:**

- Administration will announce to playground staff via radios to evacuate to designated location.

**CAFETERIA:**

- Scholars sitting on the east side of the cafeteria move to designated area.
- Students sitting on the west side of the cafeteria will move to designated area.

**BLACK BOX:**

- Staff moves scholars to dressing room.

**OFFICE:**

- Office staff will lock the main office door. They will bring all people from the office into the workroom.