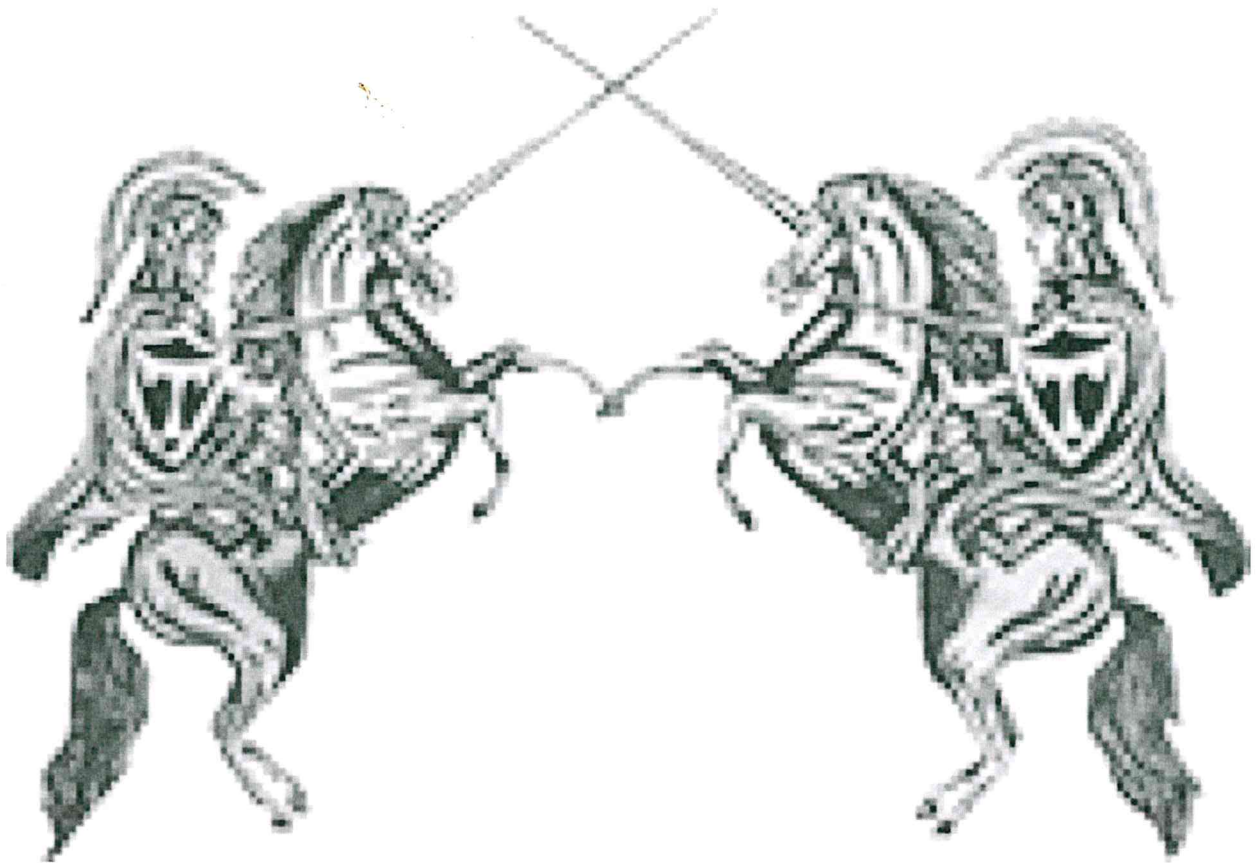


Lee County School District

Disaster Recovery Plan

2018-2019



“Something to Believe In”

Elizabeth Johnson - Superintendent

Created: 10-12-16

Updated: 10-29-18

TABLE OF CONTENTS

PLAN OVERVIEW	3
ADMINISTRATIVE TEAM	4
ADMINISTRATIVE TEAM TASKS	5
ADMINISTRATIVE TEAM PROCESS	5
ADMINISTRATIVE TEAM PROCESS SOFTWARE SUMMARY	8
ADMINISTRATIVE PROCESS TEAM SUPPLIES SUMMARY	8
ADMINISTRATIVE PROCESS TEAM VITAL RECORDS	9
FACULTY/STAFF TEAM	9
FACULTY/STAFF TEAM TASKS	10
FACULTY/STAFF TEAM PROCESS	10
FACULTY/STAFF TEAM PROCESS SOFTWARE SUMMARY	11
FACULTY/STAFF TEAM PROCESS SUPPLIES SUMMARY	11
FACULTY/STAFF TEAM PROCESS VITAL RECORDS	11
FOOD SERVICES TEAM	12
FOOD SERVICES TEAM TASKS	12
FOOD SERVICES TEAM PROCESS	13
FOOD SERVICES TEAM PROCESS SOFTWARE SUMMARY	13
FOOD SERVICES TEAM PROCESS SUPPLIES SUMMARY	13
FOOD SERVICES TEAM PROCESS VITAL RECORDS	13
INFORMATION TECHNOLOGY TEAM	14
INFORMATION TECHNOLOGY TEAM TASKS	14
INFORMATION TECHNOLOGY TEAM PROCESS	14
INFORMATION TECHNOLOGY TEAM PROCESS SOFTWARE SUMMARY	16
INFORMATION TECHNOLOGY TEAM PROCESS SUPPLIES SUMMARY	16
INFORMATION TECHNOLOGY TEAM PROCESS VITAL RECORDS	17

CUSTODIAL/MAINTENANCE TEAM	18
CUSTODIAL/MAINTENANCE TEAM TASKS	18
CUSTODIAL/MAINTENANCE TEAM PROCESS	18
CUSTODIAL/MAINTENANCE TEAM PROCESS SOFTWARE SUMMARY	19
CUSTODIAL/MAINTENANCE TEAM PROCESS SUPPLIES SUMMARY	19
CUSTODIAL/MAINTENANCE TEAM PROCESS VITAL RECORDS	20
TRANSPORTATION TEAM	20
TRANSPORTATION TEAM TASKS	20
TRANSPORTATION TEAM PROCESS	21
TRANSPORTATION TEAM PROCESS SOFTWARE SUMMARY	22
TRANSPORTATION TEAM PROCESS SUPPLIES SUMMARY	22
TRANSPORTATION TEAM PROCESS VITAL RECORDS	22
APPENDIX	
A. DISTRICT-WIDE CRITICAL VENDOR LIST	
B. 2016-2017 LEE COUNTY SCHOOL DISTRICT CRISIS MANAGEMENT PLAN	
C. EMPLOYEE INFORMATION	
D. PANDEMIC FLU EPIDEMIC PLAN	
E. DEVOLUTION PLAN	
F. CONTINUITY PLAN TEST	
G. MEDIA STATEMENT	
H. EMERGENCY ACTION PLAN	
I. MEMORANDUM OF UNDERSTANDING	
J. ORDER OF SUCCESSION	
K. BUSINESS CONTINUITY PLAN	

Plan Overview

This document is the Disaster Recovery Plan for the Lee County School District. The information present in this plan guides cooperative administration and staff in the recovery of necessary data and provides an organizational framework in the event that a disaster destroys all or part of the facilities and/or data.

The primary focus of this document is to provide a plan to respond to a disaster that destroys or severely cripples the cooperatives facilities and/or its computer network or computer systems. The intent is to restore operations as quickly as possible with the latest and most up-to-date data available.

Various threats, both natural and human, against the cooperative and its resources exist. The school districts IT Security Policy documents preventative measures the technology department has implemented and/or is implementing as precautions and the Technology Disaster Recovery Plan documents responses specifically to IT-related recovery. However, we need to take into account natural disasters and disasters out of our control to prevent. At a minimum, this document will detail the backup procedures, secondary locations, and emergency contact information.

Hard-copies of this continuity of operations plan are located in the Marianna Police Department, Marianna City Hall and the Great Rivers Educational Cooperative.

Agency-Level Criticality and Sequence

The most critical issue in regards to a disaster lies in the safety and well-being of the students and staff. As that is assessed and handled, the next most critical issue becomes stability and soundness of the physical assets. These would be assessed at the building's external features followed by examination of internal structures. Once the facilities are deemed safe, priority turns to restoring telecommunication and network connectivity such that business can be conducted with as little interruption as possible. This also includes hardware assessment of both core and employee equipment. Each department coordinator is then responsible for the overall recovery of their area with the aid of available personnel.

Plan-Level Criticality and Sequence

The Superintendent ultimately decides which sections of this plan get implemented and to what extent. Once the agency-level assessments (as mentioned above) are started, the teams outlined within this document will perform their assigned tasks. Any questions that arise during the implementation of this plan shall be directed to the Superintendent or other appointed personnel, as determined by the Superintendent. The sequence of execution of the plan shall be determined based on the nature and severity of the disaster which caused the execution of the plan.

Administration Team/Disaster Planning and Recovery Team

First Name	Last Name	Position	Phone #	Email Address
elizabeth	johnson	Superintendent	870-295-7100	elizabeth.johnson@lcsdtrojans.net
mary	hayden	Federal Coordinator Curriculum Coordinator	870-295-7100 870-295-7100	mary.hayden@lcsdtrojans.net
ernest	simpson	High School Principal	870-295-7130	ernest.simpsonjr@lcsdtrojans.net
jessica	totty	Elementary Principal	870-295-7140	jessica.totty@lcsdtrojans.net
Joseph	Sykes	Technology Coordinator	870-295-7100	joseph.sykes@lcsd.grsc.k12.ar.us
Todd	Taylor	High School Counselor	870-295-7140	todd.taylor@lcsdtrojans.net
Anterica	Baylark	Elementary Counselor	870-295-7130	anterica.baylark@lcsd.grsc.k12.ar.us
Kathy	Smith	District Nurse	870-295-7130	kathy.smith@lcsd.grsc.k12.ar.us
al	hicks	District Treasurer	870-295-7100	al.hicks@lcsdtrojans.net
Sherry	Thomas	Assistant District Treasurer	870-295-7100	sherry.thomas@lcsd.grsc.k12.ar.us
Marianna Fire Department			870-295-5252	
Marianna Police Department			870-295-2508	
Great Rivers Educational Cooperative			870-338-6461	

Administrative Team Tasks

1. Determine cause of disaster and contact insurance company. (Elizabeth Johnson)
2. Establish secure perimeter around all recovery site and alternate location. (Police/Fire Department)
3. Initiate the call list and emergency notification system. (Joseph Sykes)
4. Notify alternative administration site. (Mary Hayden)
5. Notify Vendors to stand by. (Al Hick, Sherry Thomas)
6. Notify local media. (Elizabeth Johnson.)
7. Checklist of usable resources remaining. (Joseph Sykes)
8. Notify vendors of resources needed in all affected areas of district. (Al Hicks, Sherry Thomas)
9. Start setting up alternate location. (Titus Howell, Joseph Sykes,)
10. Move administration operations and available resources to alternate site. (Elizabeth Johnson)
11. Report to personnel on status of recovery effort. (Elizabeth Johnson)
12. Provide support in the cleanup of the administration area following the disaster. (Police/Fire Departments)
13. Interpret state policy governing such issues as teaching standards, school lunches, and student transportation. (Earnest Simpson Jr., Jessica Totty, Nellie Freeman)
14. Notify parents/guardians of recovery status. (Earnest Simpson Jr., Jessica Totty)

Administrative Team Process

Administration Process:	Interpret state policy governing such issues as teaching standards, school lunches, and student transportation
Software	Microsoft Office Software Anti-Virus APSCN Adobe Cognos Window 7 Windows 10 APSCN GUI MAC OS
Equipment	Conference (Table and Chairs) Fire Proof Filing Cabinets Intercom System

8 computers w/ APSCN
Printers
8 Telephones
Telephone System
Copy Machine
Fax Machine
APSCN Printer
Hand Held Radios

Supplies

Hand Sanitizer
Water Buckets
Payroll Checks
Accounts payable checks
Student Activity Checks
Paper Supply
DVDs/CDs
Pens/pencils/markers
File Folders
3 ring Binders
Post-it notes
Paper clips
Flash Drives
Dollies
Receipt Books
Deposit Slips
Stapler
Staples
Envelopes
Window Envelopes
Scissors
Purchase order forms
1099's
First AID Kits
Flash Lights
Batteries
Weather Radio
Bottled Water
Tractor feed paper
W2's

Vital Records

Contract forms
Monthly Payroll Check list
Out-lines, Tax, Insurance, TR, Benefit and Deduction folders
Vendor List

Revenue Folders
APSCN Account List
Budget Book
APSCN Print-Out
Fixed Asset Binder
Employee Evaluations
Employee Records
Employee Contracts
Student Records
AUDIT Records

Criticality

The most critical issue in regards to a disaster lies in the safety and well-being of Lee County School District's personnel and students. As that is assessed and handled, the next most critical issue becomes stability and soundness of the physical assets. These would be assessed at the building's external features followed by examination of internal structures. Once the facilities are deemed safe, priority turns to restoring telecommunication and network connectivity such that business can be conducted with as little interruption as possible. This also includes hardware assessment of both core and employee equipment. Each department coordinator is then responsible for the overall recovery of their area.

Sequence

The Superintendent ultimately decides which sections of this plan get implemented and to what extent. Once the agency-level assessments (as mentioned above) are started, the teams outlined within this document will perform their assigned tasks. Any questions that arise during the implementation of this plan shall be directed to the Superintendent or other appointed personnel, as determined by the Superintendent. The sequence of execution of the plan shall be determined based on the nature and severity of the disaster which caused the execution of the plan.

Internal Dep.

Personnel must be forthcoming in generating a list of usable resources. Status updates are dependent upon the Superintendent or designee.

External Dep.

Call list initiation and other notifications are dependent upon availability of telecommunication services. Alternate administrative site cannot be set up until that site makes appropriate.

Process Software Summary

Administrative

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Microsoft Office	1	X							
Anti-Virus	1	X							
APSCN Gui	1	X							
Adobe	1					X			
Cognos	1					X			
Windows 10	1	X							

Process Supplies Summary

Administrative

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK 4
Hand Sanitizers	50					X			
Water Buckets	10					X			
Car Batteries	5					X			
Payroll Checks	200					X			
Accounts Payable Checks	150					X			
Student Activity Checks	25							X	
Paper Supply	10 Cases			X					
DVDs/CDs	50			X					
Pens/Pencils/Markers	20	X							
File Folders	100				X				
3 Ring Binders	20				X				
Post-it notes	20				X				
Paper clips	10 boxes				X				
Flash Drives	20				X				
Dollies	2		X						
Receipt Books	50	X							
Deposit Slips	10 books			X					
Staplers	10	X							
Envelopes	200			X					

Scissors	10				X				
Purchase Order Forms	100		X						
1099's	20							X	
First aid kits	15	X							
Flashlights	20	X							
Batteries	20	X							
Weather Radio	2	X							
Bottled Water	10 cases	X							
W2's	100						X		
Contract Forms	100						X		

Process Vital Records

Administrative

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS			Y
Contracts	Fire Proof File Cabinet/Vault			Y
Financial Records	DIS			Y
Health Records	DIS			Y
Insurance Records	DIS			Y
School Dude	WEB-BASED			Y
Transcripts	Fire Proof File Cabinet/Vault			Y

Faculty/Staff Team (P/WHS)

Name	Phone #	Location	Position	Call List (A-Z)
Ernest Simpson Jr.	870-295-7130	LHS	Principal	A-B
Dedric Ingram	870-295-7130	LHS	Teacher	C-D
Malinda Dobbins	870-295-7130	LHS	Coach/Teacher	E-F
Joseph Sykes	870-295-7100 870-295-7116	LHS Central Office	Technology Coordinator	G-H
Todd Taylor	870-295-7130	LHS	Counselor	I-J
Kathy Smith	870-295-7130	LHS	Nurse	K-L
Sabrina Thornton	870-295-7130	LHS	Librarian	M-N
Jessie Bryant	870-295-7130	LHS	Teacher	O-P
Kenyata Turner	870-295-7130	LHS	Teacher/Coach	Q-R
Jeanne Jones	870-295-7130	LHS	Teacher	S-T
Beverly Bynum	870-295-7130	LHS	Teacher	U-V

Jimmie Mitchell	870-295-7130	LHS	Teacher	W-X
Lillie Ivory	870-295-7130	LHS	Counselor Assistant	Y-Z

Faculty/Staff Team (P/WES)

Name	Phone#	Location	Position	Call List (A-Z)
Jessica Totty	870-295-7140	ASLA	Principal	A-D
Anterica Baylark	870-295-7140	ASLA	Counselor	E-H
Linda Morgan	870-295-7140	ASLA	Teacher	I-K
Mary Smith	870-295-7140	ASLA	Teacher	L-N
John Jones	870-295-7140	ASLA	SIS	O-Q
Jessica Scofield	870-295-7140	ASLA	Teacher	R-T
Travis Eibel	870-295-7140	ASLA	Teacher	U-W
JoyceIn Brandon	870-295-7140	ASLA	Teacher	X-Z

Faculty/Staff Team Tasks

1. Continue call list if specified
2. Checklist of usable resources still available in classrooms
3. Report to administration essential materials needed to maintain a learning environment
4. Help move remaining usable resources to alternate site
5. Provide support in the cleanup of facilities following the disaster
6. Educating, developing and motivating students

Faculty/Staff Team Process

Faculty Staff Process	Making knowledge accessible to all students, developing students cognitive capacity and respect for learning, fostering students' self-esteem, motivation and sense of responsibility
Software Faculty/Staff	Windows XP Office APSCN Anti-Virus Protection
Equipment Faculty/Staff	Science Lab Equipment Art Equipment Music/Band Equipment Business Classes Equipment Choir Class Equipment Student Desks Student Chairs
Supplies Faculty/Staff	Hand Sanitizer Text books Student Supplies (Science Classroom)
Vital Records Faculty/Staff	APSCN
Criticality Faculty/Staff	
Sequence Faculty/Staff	
Internal Dep. Faculty/Staff	Availability and accessibility to priority personnel for reporting purposes
External Dep. Faculty/Staff	Availability of equipment, vehicles, and communication devices Availability of supplies for providing clean-up

Process Software Summary

Faculty/Staff

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Window 7	1					X			
APSCN	1					X			
Anti-Virus	1					X			

Process Supplies Summary

Faculty/Staff

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Hand Sanitizer	60			X					
Textbooks	20			X					
Student Supplies	450			X					

Process Vital Records

Faculty/Staff

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS			Y

Food Services Team

Name	Phone #	Location	Position	Call List
Nellie Freeman	870-295-7100 Ext. 2100 870-295-7111	ASLA/LHS	Child Nutrition Director	Contact Cooks
Erma Stanley	870-295-7140 870-295-7130 870-295-5594	ASLA/LHS	Cook	
Vernell Flenoy	870-295-7140 870-295-7130	ASLA/LHS	Cook	
Bridgette Carlton	870-295-7140 870-295-7130 870-295-2318	ASLA/LHS	Cook	

Food Services Team Tasks

1. Continue call list if specified
2. Checklist of remaining usable resources in cafeteria
3. Report to administration essential materials needed to maintain a safe eating environment
4. Help move remaining usable resources to alternate site
5. Provide support in the cleanup of facilities following the disaster
6. Food prep, compliance of state sanitation, follow food prep policies

Food Services Team Process

Food Service Process	Responsible for the preparation and serving of food complying with all applicable state sanitation, health standards.
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Software Food Services APSCN GUI

Equipment Food Services	Cafeteria Chairs Cafeteria Tables Copier Industrial Kitchen Equipment Desktop Computer Telephone
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Supply Food Services	Commodities Kitchen Utensils Cleaning Supplies Trash Cans Garbage Bags Trays Boxes
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Vital Records Food Services	APSCN
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Criticality Food Services

Sequence Food Services

Internal Dep. Food Services	Availability and accessibility to Priority One personnel for reporting processes Availability of useable resources (Tables, chairs, commodities)
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External Dep. Food Services Availability of equipment utilities (water, electricity, gas and plumbing) and kitchen utensils
 Availability of commodities
 Availability of cleaning supplies

Process Software Summary

Food Services

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
APSCN Gui	1					X			

Process Supplies Summary

Food Services

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
Commodities	200	X							
Kitchen Utensils	20	X							
Cleaning Supplies	15	X							
Trash cans	5			X					
Garbage Bags	50			X					
Trays	400			X					

Vital Records

Food Services

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS			Y

Information Technology Team

Name	Cell Phone #	Location	Position	Call List
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Joseph Sykes	870-662-5543	ASLA/LHS	Technology Coordinator	GREC
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Information Technology Team Tasks

1. Initiate the call list if necessary
2. Initiate the crisis management plan if necessary
3. Check network connectivity and electricity
4. Power down and unplug all machines
5. Notify administration of extent of the damages
6. Notify alternate IT site
7. Contact DIS APSCN Team
8. Notify Vendors to stand by
9. Checklist of usable resources still available
10. Notify vendors of resources needed
11. Move IT operations and available resources to alternate site
12. Start setting up alternate location

Information Technology Process

Information Tech Process Directs and coordinates the school district's information management systems and other technology based services.

Software Info Tech MS Office Suite
MS Exchange 2003
MS Windows 2003 Server
MS MOSS 2007
MS SQL 2005
MS ISA
APSCN
Time Clock Software

Equipment Info Tech

Conference Table and Chairs
Fire Proof Filing Cabinets
Intercom System
Servers
Managed Switches
Throw Rod
Wireless Access Points
Line Testers

Supply Info Tech

Router
10/100 MB Switch
CATS Cable
Punch down tool, crimpers, R145 ends, etc.
Telephone Service
Telephone Equipment
Wireless Access Point
Fax Machine
Copier
Standard Office Supplies including stapler, staples, paper clips,
pens, pencils, paper, post-its,
tape dispenser, tape, white-out, calendars, rubber bands, acco
clips, CD's, highlighters,
markers, sharpies
Computer Repair kit
DVDs
Toner
Ink Cartridges
Toner Cartridges for printers
Patch Cables
Extra Computer Parts
Switches
USB Cables
Fishing Tapes
Surge Protectors
Laser Printer Mono
Laser Printer Color
Sonic Wall
Spam Filter

Criticality Info Tech

Sequence Info Tech

Internal Dep. Info Tech

Accessibility of buildings in order to determine damage and connectivity.

External Dep. Info. Tech

Stability and soundness of facilities may hinder accessibility to check equipment and connectivity.
Availability of power and telecommunications for notifications. DIS APSCN support response time may determine connectivity timeframe. External IT site availability will be determined by the speed at which alternate accommodations can be provided and set up

Process Software Summary

Information Technology

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK 3	WK 4
MS Office Suite	1		X						
APSCN	1		X						
Windows Server 2008, 2012	1		X						

Process Supplies Summary

Information Technology

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK 2	WK 3	WK 4
Router	30		X						
10/100 mb switch	30		X						
CATS Cable	20 boxes		X						
Punch down tool, crimpers, r145 ends, etc.									
Telephone service	1	X							
Telephone Equipment	1	X							
Wireless Access	1		X						
Fax machine	1		X						

Copier	1		X						
Standard Office supplies	1		X						

Process Vital Records

Information Technology

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS			Y

Off Site Storage

Arrangements have been made to store non-APSCN documentation on the Great Rivers Educational Service Cooperative server for offsite protection and restoration in case of any type of local disaster. We have also made arrangements to store non-APSCN documentation that are non-automated in a safe deposit box at First National Bank of Eastern Arkansas located in Forrest City, Arkansas.

IT/Server backup storage procedures are automated and copied to a hard drive stored at the Great Rivers Education Service Cooperative (GRESK) by Technology Coordinator, Tim Vent, in case of any type of local disaster and GRESK's server backup storage is located in the West Memphis and Clarendon School Districts of Arkansas.

Program	Media Type	Record Type	City	Distance from Site	Location of Data at Offsite	Contact Person at Offsite
Accelerated Reader	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
Microtype	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
Smart Notebook	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
Star Reader	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent

APSCN	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
Sametime	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
A+LS	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
Microsoft Office Suite	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent
Success Maker	Application		Helena-West Helena, AR	25 miles	GREC	Tim Vent

Custodial/Maintenance Team

Name	Phone #	Location	Call List
James McFadden	870-295-7100	District	
Anthony Howard	870-295-7100	District	

Custodial/Maintenance Team Tasks

1. Continue call list if specified
2. Checklist of usable resources remaining in maintenance areas
3. Report to administration essential materials needed to maintain a workable facility
4. Help prepare the alternate site for incoming material
5. Help move remaining usable resources to alternate site
6. Provide support in the cleanup of facilities following the disaster
7. Maintain all building facilities, resolve safety concerns

Custodial/Maintenance Team Process

Maintenance Process Maintain internal and external facilities for students, staff and public in safe operating condition; Perform maintenance task (Plumbing,

Electrical, HAVC Systems, Alarms, Intercom Systems, Bell Systems, and Custodial) for operational and/or safety concerns

Software Maintenance APSCN

School Dude

MS Office

Equipment Maintenance

Floor Cleaning Supplies

Electrical Tester

Ladders

Lawn Equipment

Saws

School Vehicles

Vacuums

Supply Maintenance

Cleaning Supplies

Trash Cans

Garbage Bags

Brooms and Dust Pans

Paper Supplies

Bathroom Supplies

Safety Signs

First AID Kits

Vital Records Maintenance

School Dude

APSCN

Criticality Maintenance

Sequence Maintenance

Internal Dep. Maintenance

External Dep. Maintenance

Contingent upon the specific task of duties as determined by Priority One personnel

Availability of supplies provided for clean up

Availability of utilities (electricity, gas, water, Internet, Wireless communication devices)

Process Software Summary

Custodial/Maintenance

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
APSCN	1				X				
School Dude	1				X				

MS Office	1				X				
-----------	---	--	--	--	---	--	--	--	--

Process Supplies Summary

Custodial/Maintenance

Supplies	Quantity Required	Day 1	Day2	Day 3	Day 4	Day 5	WK1	WK2	WK3
Cleaning Supplies	4			X					
Trash Cans	50	X							
Garbage Bags	100	X							
Brooms & Dust pans	5	X							
Paper Supplies	50	X							
Bathroom Supplies	10		X						
Safety Signs	10		X						
First Aid Kits	10	X							

Process Vital Records

Custodial/Maintenance

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS			Y

Transportation Team

Name	Phone #	Location	Call List
Titus Howell	870-295-1028	Bus Garage	Call Transportation Team Members
Johnnie Jones	870-295-1017	Bus Garage	
Curtis Whitaker	870-295-7100	Bus Garage	

Anthony Howard	870-295-7146	Bus Garage	

Transportation Team Tasks

1. Provide district-wide transportation for bus drivers.
2. Establish and maintain plans for the emergency transport of Lee County School District personnel and students
3. Coordinate transportation plans with State Police and other law enforcement personnel, as appropriate
4. Continue call list if specified
5. Checklist of usable resources remaining in bus shop
6. Report to administration essential material needed to maintain essential transportation services
7. Help transport district wide materials to alternate sites
8. Provide support in the cleanup of facilities following the disaster
9. Transportation of all students.

Transportation Team Process

Transportation Process	<p>Provide division-wide transportation for bus drivers.</p> <p>Establish and maintain plans for the emergency transport of the Lee County School District personnel and students</p> <p>Coordinate transportation plans with State Police and other law enforcement personnel, as appropriate</p> <p>Continue call list if specified</p> <p>Checklist of usable resources remaining in bus shop</p> <p>Report to administration essential material needed to maintain essential transportation services</p> <p>Help transport district wide materials to alternate sites</p> <p>Provide support in the cleanup of facilities following the disaster</p>
Equipment Transportation	<p>Buses</p> <p>Cars</p>
Supply Transportation	<p>First Aid Kit/Supplies</p> <p>Fuel</p> <p>Purchase order forms</p>

Vital Records Transportation APSCN

Criticality Transportation

Sequence Transportation

Internal Dep. Transportation Availability and accessibility of Priority Level-One personnel reporting purposes

External Dep. Transportation Availability of equipment and vehicles for moving usable resources.
Availability of supplies for providing cleanup.

Process Software Summary

Transportation

Software	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK2	WK3	WK4
NA									

Process Supplies Summary

Transportation

Supplies	Quantity Required	Day 1	Day 2	Day 3	Day 4	Day 5	WK1	WK2	WK4
First aid Kits	6	X							
Fuel	500 gallons	X							
Purchase Order Forms	20				X				

Process Vital Records

Transportation

Program	Location	Media Type	Archived	Backup Available
APSCN	DIS			Y

APPENDIX A

District-wide Critical Vendor List

Critical Vendors Needed For Disaster Recovery

Vendor Name Representative	Vendor Services	Vendor Email Address or Mailing Address	Vender Contact Number
Aflac	Payroll Services	1932 Wynnton Road Columbia, GA 31999-0797	870-633-3629
Amazon.com	Books	Box 9020 Des. Moines, IA 50368-9020	www.amazon.com
American Red Cross Central Arkansas Chapter	Emergency Relief Services	401 South Monroe Little Rock, AR 72205	800-372-4110
APERS Arkansas Public Employee	Payroll Services	124 W. Capitol Suite 400 Little Rock, AR 72201	800-682-7377
AR Child Support Clearing House	Payroll Services	Box 8125 Little Rock, AR 72203	501-338-3087
AR Dept. of Corrections	Printing Services	2403 E. Harding Ave. Pine Bluff, AR 71601	870-850-8458
AR Dept. of Ed. Child Nutrition	Food Services	2020 W. Third, Suite 404 Little Rock, AR 72205	501-324-9502
AR Teacher Retirement System	Payroll Services	1400 West Third Little Rock, AR 72201	501-324-9501
Arkansas School Board Association	Insurance	808 Dr. Martin Luther King Dr. Box 165460 Little Rock, AR 72216	501-372-1415 (Phone) 501-375-2454 (Fax)
AT&T	Telephone Service	P.O. Box 105068 Atlanta, GA 30348-5068	888-243-0112
AT&T Long Distance	Telephone Service		877-286-0200
Ben E. Keith	Food Services	1200 Pike Avenue P.O. Box 637 North Little Rock, AR 72115	501-978-5000
Bimbo Bakeries	Food Services	P.O. Box 841364	800-922-0611

		Dallas, TX 75284-1364	
Boston Mutual	Payroll Services	P.O. Box 241700 Little Rock, AR 72223	800-225-8602
Brain Pop	Curriculum Online	71 W. 23 rd Street 17 th Floor New York, NY 10010	866-542-7246
Brazil, Adlong, & Winningham	Legal Services	1315 Main Conway, AR 72032	501-327-4457
Centerpoint Entergy-ARKLA c/o Monica Tiner	Gas, Utilities, and Appliances	613 South West Drive Jonesboro, AR 72401	800-888-9675
Central States Bus Sales, Inc.	Transportation for Students	420 Lake Lane North Little Rock, AR 72117	800-375-2649
Capitol Fire Ex.	Fire Protection	6100 Getty Dr. North Little Rock, AR 72117	501-835-5574
Cunningham	Gas	5301 US 49, West Helena, AR 72390	870-572-5912
City of Marianna Water/Sewer	Water Utilities	Marianna, AR 72360	870-295-2115
Cummings Heat and Air	Heating and Cooling Service	P.O. Box 91 Forrest City, AR 72335	870-630-0330
Delta Dental	Payroll Services	P.O. Box 1789 Lowell, AR 72745	501-834-4990
Department of Finance and Administration	Individual Income Tax Section	Box 3861 Little Rock, AR 72203-3861	501-372-9506
Discount Ag Center	Misc Tools and Supplies	Box 188 Marvell, AR 72366	870-829-2786
Edline, LLC	Curriculum Software	P.O. Box 06290 Chicago, IL 60606	800-491-0010
Educators Book Depository	Books	6700 Sloane Drive Little Rock, AR 72201	501-490-0007
Employees Benefits Division	Payroll Services	Box 15610 Little Rock, AR 72331-5610	501-374-9608
Entergy	Electricity Services	P.O. Box 8101 Baton Rouge, LA 70891-8101	800-368-3749
Faber & Brand	Payroll Services Garnishments	P.O. Box 10110 Columbia, MO 65205-4000	888-233-3141

Farmers & Merchant	Banking	33 W Main St, Marianna, AR 72360	870-295-3421
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Forrest City Diesel Services Bret Hartman	School Bus Repair	42 SFC 704 Forrest City, AR 72335	870-261-2922
Great River Educational Cooperative	Staff Development and Networking Services	Box 2837 West Helena, AR 72390	870-338-6461
Humana	Payroll Services	614 Center Street Little Rock, AR 72201	501-376-0544
Arkansas Copier Center	Computers/ Printers		501-562-8297
Joyce Bradley Babin	Payroll Services Garnishment	1401 West Capitol Suite 400 P.O. Box 8064 Little Rock, AR 72203-8064	501-537-2500
Kreb's	Food Service Equipment	P.O. Box 56139 Little Rock, AR 72215	501-664-5233
Legal Services	Payroll Service	P.O. Box 2629 Ada, OK 74821-2629	870-219-0239
Mark T. McCarty	Payroll Service Garnishment	P.O. Box 190120 Little Rock, AR 72219-0120	501-374-1572
Martin Industrial Supplies	Cleaning and Maintenance Supplies	916 East Lincoln Street Searcy, AR 72143	800-343-4421
Mike's Electric Mike Spath	Electrical Repairs	130 Mulberry St. Marianna, AR 72360	870-295-5969
Minnesota Life	Payroll Service	400 Robert St. North St. Paul, MN 55101-2098	888-826-2734
Public School Vehicles	Transportation		501-371-2690
Performance Food Group (PGP)	Food Services	P.O. Box 4908 4901 Asher Avenue Little Rock, AR 72204	800-568-3141
Public School Property			870-371-2690
Quill Office Supplies	Office Supplies and Equipment	Box 94081 Palatin, IL 60096-4081	800-789-1331 (phone) 800-789-8955 (fax)

Realistar Life	Payroll Services	P.O. Box 3080 New York, NY 10116	877-882-505 0
Renaissance Learning Inc.	Online Curriculum	Box 64910 St. Paul, MN 55164-0910	866-391-518 2

Ross Plumbing	Plumbing Repairs	159 Lee 743 Marianna, AR 72360	870-633-312 1
Texas Life	Payroll Services	P.O. Box 2209 Waco, TX 76703-2209	800-283-923 3
Tiger Direct	Technology Supplies	c/o 548 Services P.O. Box 449001 Miami, FL 33144-9001	888-278-443 7
Courier Index	Local Newspaper Announcements and Advertisements	31 S. Poplar St. Marianna, AR 72360	870-295-252 1
Transamerica	Payroll Services	P.O. Box 8063 Little Rock, AR 72203-8063	866-242-280 6
US Department of Education	Payroll Services Garnishment	P.O. Box 105081 Atlanta, GA 30348-5081	888-231-939 3
Verizon	Wireless Telephone Services	P.O. Box 105378 Atlanta, GA 30348	800-373-688 8
Marianna Fire Department	Fire Protection	14 Court St. Marianna, AR 72360	870-295-347 3
CDWG	Technology Equipment	50 LaSalle St. Chicago, IL 60675	800-808-423 9
Harvey's Ace	Hardware	373 W. Chestnut St, Marianna, AR 72360	870-295-345 7
Turner Holding	Food Products Supplier	2050 Madison Ave, Memphis, TN 38104	901-726-568 4
Southern Pipe	Pipe and Supply	6935 Highway 51 North, Horn Lake, MS 38637	662-393-192 2
Sonitrol Of Arkansas	Security System	3924 W Markham St #5	501-618-310 0
Merls Bus	Transportation		800-776-242 9
Marianna Parts	NAPA Auto Parts	339 W. Chestnut St, Marianna, AR 72360	870-295-254 4
Killion & Associates	Heating and Air	60 Leonard, West Helena, AR 72390	870-572-378 9
Jonesboro Roofing	Roofing	2900 W Washington Ave, Jonesboro, AR 72401	870-935-422 1
Hardin-Sysco	Food Service	4359 B F Goodrich Blvd, Memphis, TN 38118	901-369-929 2
Guard Tronic	Security	104 North 13 th Street P.O. Box 567, Fort Smith, AR 72901	800-542-786 6

F&E Check Protector		2080 Valleydale Road Suite 10, Birmingham, AL 35244	800-533-357 1 or 866-829-021 1
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APPENDIX B

2018-2019

Lee County

School District

Crisis Management Plan

Lee County School District

Crisis Management-Terrorist Response Plan

2018– 2019

Elizabeth Johnson, Superintendent

Lee County School District

Crisis Management-Terrorist Response Committee

Elizabeth Johnson, Superintendent

Mary Hayden, Federal Coordinator

Jessica Totty, Elementary Principal

Ernest Simpson Jr., High School Principal

Dedrick Ingram, Teacher

Anterica Baylark, Elementary School Counselor

Todd Taylor, School Counselor

Kathy Smith, District Nurse

CRISIS PLAN

LEE COUNTY SCHOOL DISTRICT

Code Blue These words will signal an emergency that requires all teachers to hold students in the rooms and keep classroom doors closed (locked if possible) until further notice. Have children get low to the ground, make no movement and be very quiet. If the door opens, the students need to remain still and quiet. If the emergency involves a criminal act, the police will be called immediately. **When the police arrive on campus, they will take charge and we will act according to their directions.**

Other emergency situations will be communicated using either the bells for fire or tornado, the intercom, or the bullhorns as outlined on the following pages.

All students must remain in their classrooms. **DO NOT LEAVE YOUR STUDENTS AT ANY TIME UNATTENDED. DO NOT LET STUDENTS COME TO THE OFFICE TO MAKE PHONE CALLS.**

Teachers must keep a class roll, sign out sheet, contact names and phone numbers and the classroom first-aid kit readily available. Teachers will call roll and account for all students. Teachers may check out students with the principal's permission.

All staff that is not supervising students will report to the office, for instructions. The attendance unit secretary will be responsible for calling the police and central office. The custodians/maintenance personnel will turn off electricity and gas in case of a natural disaster.

The nurse will determine what emergency medical services are needed and call **911** if necessary. Other first-aid/CPR trained personnel will assist the nurse. We will ask East Arkansas Medical Clinic for assistance if the nurse feels the need exist.

Teachers who carry cellular phones are asked to have them ready in an emergency to provide additional means of communication.

HOSTAGE, ARMED/DANGEROUS INTRUDER SITUATIONS

1. Contact the Police:
Hostage-taking or endangering the safeties of others are criminal offenses.
2. Secure All Classrooms:
The more closely contained the intruder can be kept, the less the danger there is to others, and the easier it is for the police to apprehend the individual.
3. Notification:
 - The Superintendent's Office should be contacted as soon as possible.
 - The Principal will handle all media and community inquiries.

- The staff should be well informed. The Superintendent will notify the Transportation Department of the need for dismissal.
 - The Transportation Department will provide buses for evacuation of students to a safer location or to their home.
 - The students will be able to deal with the situation by being informed of the facts as soon as possible, rather than receiving their “facts” through rumors.
 - The other schools should be given the basic information as soon as possible since siblings/neighbors will quickly learn of the disturbance.
 - The parents of the school community will need to learn about the safety of their own children, to be informed where to pick them up if needed, and to learn the real facts to reduce the rumor factor.
 - After the crisis is over, the Superintendent may wish to arrange a special press conference to give the media the same information that has been shared with the parents.
4. Staff to Keep Students in Present Areas: Students should not be released for any reason until told to do so by the police.
 5. No Personnel Circulating: For the same reason as #4, all staff should be protected from involvement in the crisis where possible.
 6. Telephone Answerer:
Prepare a statement to be read by the individuals who answer the telephones. Instruct them that any further inquiries should be made to the Superintendent. Give them the telephone number for the caller to call.
 7. Keep Phone Lines Open: The police and other public safety personnel will need access to the phones with highest priority. Even the pay phones need to be available to the police.
 8. Maps in More Than One Location: School maps will be most helpful to the police in locating the intruder and planning strategies for the apprehension. More than one area should house current maps in case the intruder has taken over the area where the maps would usually be found.
 9. I.D. Persons Familiar with the Facility: Persons familiar with the entire building should be available to discuss the interior room arrangements, etc. These individuals should be available at the chosen school map location away from the scene.
 10. Written Memo for Staff and Parents: As soon as the immediate crisis/danger is over, the staff and parents will need to know, not only what occurred, but why you took the action you did.
 11. Guidance counselors can provide counseling for students and staff.
 12. Call emergency staff meeting.

TORNADO SAFETY PROCEDURES

1. A weather radio will be in the principal’s office for listening to weather information.
2. When tornadoes are in the area, the principal and support staff will be responsible for keeping a close watch for forming tornadoes.
3. If there is a warning on the radio or a tornado is sighted, all pupils will be moved into the inner corridors of the building.

4. Each teacher will be informed of the plan for the movement of all students and be responsible for preparing students for this movement.
The students will move immediately upon alert of a tornado into the inner corridors and line up along the walls away from the doors.
Pupils will be taught to take the following position: sit flat on the floor, face the wall, knees to chest, and head on knees with hands over head.
5. The teacher will be the last person to leave the room, checking to see that all windows and doors have been **closed**.
6. The teacher will be responsible for having his/her roll book on hand and checking the roll immediately after securing his/her children in place.
7. The support staff will be responsible for checking the bathrooms to see that all children get out and with their own group.
8. The signal for a tornado alert will be **emergency bell tone**, or if the power is off by the ringing of a hand bell.
9. Tornadoes usually travel from a southwesterly to a northeasterly direction.
10. The custodians/maintenance personnel will be responsible for turning off gas supply to the building at the pipeline valve outside the building. A wrench will be kept in the boiler room to turn off the valve. The custodians will also be responsible for turning off electrical current.
11. Students will be permitted to leave school during a tornado warning **ONLY** when the parent calls for them at the school and checks them out through the office.
12. If a storm is approaching at dismissal time and it is believed that the students will not have time to reach home before it strikes, they should be kept in the building until it is deemed safe to dismiss them.
13. If the tornado should strike:
 - a. The nurse will assess injuries and advise the principal to secure medical assistance.
 - b. The principal/designees will be responsible for getting word to the police department and central office.
 - c. Teachers must stay with their assigned group/class.
 - d. Injured students should not be moved. Teachers should move the classes to dry areas-away from the injured once emergency medical help arrives for the injured.
 - e. Make the injured students as comfortable as possible until medical help arrives.
 - f. Release students to the parents after making record of who picked them up and at what time.

All staff not involved in supervising children and taking care of the injured must be ready to help with checking out students as parents come to pick them up. Four clipboards are ready in the office to provide homeroom teacher's names and to give parents a place to sign students out. We must do our best to know who checks out each student and when so that we can account for all students. Teachers must keep a check out sheet in their roll book of students who are signed out, the adult who signed them out, and the time that they were signed out.

It will be absolutely necessary that we stay calm and keep the children calm during any emergency. All staff must stay on duty until dismissed by the principal or the principal designee or the superintendent.

If the media calls or comes on campus, the principal or acting principal will act as spokesman. The media will not be allowed to come in the building or set up outside on school property. We will not allow media to interview children.

Immediately following the emergency, principal/s counselors, and teachers will assess need for crisis counseling services for students. Antony Hobbs Jr., Superintendent, and Kimberly Edwards, Federal Coordinator, and Angela Moore, District Treasurer will be responsible for calling all school district counselors, Mid-South counselors, and other personnel to provide services as needed.

RESPONSIBILITY OF STAFF MEMBERS

All classroom teachers are responsible for their homeroom students.

Teachers who do not have homerooms will be asked to help with supervision.

This plan is intended to outline staff responsibilities in a crisis situation. Obviously, flexibility is necessary to adjust to the specific crisis circumstances.

TORNADO DRILL PROCEDURES

The signal for a tornado alert will be an emergency bell tone, or if the power is off by ringing of a hand bell. Quickly move students out of the classroom to a designated area. Also, you may have to monitor and adjust according to how much room you have at the spot that was assigned to your students (use your own judgment). If you have other teachers' students in your room at the time, take them to your assigned area. Take your grade book and a checkout sheet.

BOMB AND FIRE DRILL PROCEDURES

The signal for the fire drill will be the tone sound when the alarm is pulled. This is a very loud continuous tone. The all clear signal will be one long ring of the bell.

Each teacher will assemble his/her students in a group on the playground or parking lot away from the building. The teacher will take his/her roll book and call the roll. Each teacher will assign two students from his/her room to make sure all the windows and doors are closed and

the lights are off. The teacher will be the last person to leave the room. The support staff will check the restrooms to see that all children are out of the building. See attachments for exit plans.

All bomb calls will be considered legitimate until proven otherwise. The building will be evacuated immediately, using the same procedures as the fire drill. All teachers are to take their roll books and call roll. Each teacher will appoint two students from his/her class to make sure that windows are open during the bomb threat. The police department will be notified immediately upon receiving a bomb call. The custodians will be responsible for turning off gas valves and electric service. If a bomb explodes, the principal will be responsible for securing medical help.

EARTHQUAKE RESPONSE PLAN

I. PROCEDURES FOR POST-EARTHQUAKE BUILDING EVACUATION

Use fire drill evacuation plan. Students will quickly and orderly exit the building using the fire drill exit plan or safest route. Teachers will explain to the students that it may be hard to maneuver through the debris that has fallen in their path.

Student and Staff Safety (search and rescue, first-aid, and record keeping) Teachers with CPR and first-aid training will apply first-aid to injured students. Search and rescue is done by the principal and support staff. Records are kept by each classroom teacher.

Building security (utilities check, damage assessment) the secretary and custodians will shut-off water, gas valves, and electrical power switch and also check for the building damage.

Communication (on and off site)

Battery-powered megaphone

Battery-powered portable radios to receive information from emergency officials

Telephone if in service

II. STAFF ROLES AND RESPONSIBILITIES

Teacher – Education of students and drill procedures.

Follow earthquake response guidelines.

Check for injuries and keep records.

Resource personnel (secretary, office aide, school nurse, counselor, librarian, teachers, aides and custodians)

Check for injured students and other injured personnel.

Apply first-aid treatment and assist wherever help is needed.

Custodians – Perform utilities check and damage assessment.

III. EDUCATION

Earthquake drills periodically.

EARTHQUAKE RESPONSE GUIDELINES

IF INDOORS:

Stay inside, move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table or desk, in a corner, or in a strong doorway.

In hall or other areas where no cover is available, move to the interior wall, kneel with back to wall, place head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.

In library, immediately move away from where books and bookshelves may fall, and take appropriate cover.

In cafeteria, move away from windows and take cover under a table.

IF OUTDOORS:

Move to an open space, away from buildings and overhead power lines. Lie down or crouch to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.

Teachers will take the class record books and first-aid kits with them when evacuating the building.

Indoors or outdoors, when an earthquake occurs:

TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING!!!

BUS/AUTO ACCIDENT ON TRIPS AWAY FROM DISTRICT

Precautionary Measures Before Leaving District

- School buses, by law, are required to carry first aid kits. Check to see if it is in place.
- Take along in all automobiles a first aid kit on all field trips.
- Take along a list of students in attendance. Include for each a home telephone number, names of parents, parents' work telephone, home address, and any health or medical information.
- Take along a list of emergency phone numbers (listed below).
- Take along a list of chaperones and teachers who are in attendance on the trip, their home addresses and home phone numbers, name and work telephone of spouse or nearest relative and medical health information on each.
- Follow School Board policy and administrative regulations on field trips.

In the event of an Accident

- Remain calm.
- If threat of fire exists, move children to safe place.
- Call emergency vehicles/services: police, fire, ambulance, highway patrol for locality and begin administration of first aid.
- Call principal of school.
- Call Superintendent of Schools.
- Provide emotional support for the injured.
- Do not issue statements to the press. Refer press to the civil authorities in charge or to the Superintendent.

BUS ACCIDENT

Goals:

- Safety
- Containment
- Effective communication
- Mobilization
- Assessment and follow-up

Prevention:

Maintain a bus accident folder including a list of each bus number, names and emergency telephone numbers of all occupants.

Intervention:

In the event that a bus accident occurs and the school has been contacted for assistance, the principal or designee determines and coordinates the appropriate responses. Interventions may include:

At the scene

- Provide emotional support.
- Be available and attend to the injured, as directed by emergency medical personnel.
- Be available and attend to the uninjured and account for all.

At the school

- Provide emotional support for the injured and their families.

Post-Accident:

- Send letter to parents.
- Assess the response and arrange follow-up activities as needed.

SUICIDE THREATS

Crisis Intervention Procedures for Potentially Suicidal Students

Referral

Go to the principal and counselor.

Students at risk can self-refer or be referred by school staff, parent, friend, neighbor, or other person from the community. Students at risk range from those talking of hopelessness, to those writing poems with suicidal intent, to students telling someone of planning to harm themselves. The person receiving the referral should gather pertinent information from the referral source.

Crisis Interview

Conduct Interview

The principal and counselor should interview the student on the day of referral and determine the extent of suicidal thinking, the potential plan of suicide, the lethality of the plan, and the

history of the student's suicidal thinking and attempts. For severe cases, insure the safety of the student through adult supervision.

Outside Contacts

Parents Notified

The principal will contact parents of all interviewed students on the same day of referral and interview. Parents will be told of the reason for referral, and the outcome of the interview.

When the suicide potential is significant, the principal needs to ascertain that the parents accept responsibility. If the student is dangerous to self and the parents cannot be located, then the principal contacts the Crisis Intervention Unit of the Mental Health Department. In extremely dangerous situations, the police may be called first to ensure the safety of the student.

LEE COUNTY SCHOOL DISTRICT

CRISIS INFORMATION CHART

LEVEL 1 – HOSTAGE INCIDENT

EXPLANATION: A PERSON ON CAMPUS HAS A WEAPON OR HAS TAKEN A HOSTAGE.

1. LOCK YOUR DOOR.
2. PLACE STUDENTS ON THE FLOOR AWAY FROM DOORS AND WINDOWS.
3. REMAIN IN YOUR ROOM UNTIL INSTRUCTED TO EVACUATE.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 2 – BOMBING OR BOMB THREAT

EXPLANATION: A BOMB THREAT HAS BEEN CALLED INTO THE SCHOOL OR A BOMB HAS EXPLODED.

BOMB THREAT:

1. EVACUATE THE BUILDING VIA THE FIRE EVACUATION ROUTES.
2. REMAIN OUTSIDE UNTIL TOLD TO RETURN.

BOMBING:

1. EVACUATE THE BUILDING VIA THE FIRE EVACUATION ROUTES.
2. TAKE ALTERNATE ROUTE IF DAMAGE HAS OCCURRED IN YOUR AREA.
3. ONCE OUTSIDE THE BUILDING, CHECK FOR INJURIES.
4. REMAIN OUTSIDE THE BUILDING.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 3 – EARTHQUAKE

EXPLANATION: AN EARTHQUAKE HAS OCCURRED OF SUFFICIENT MAGNITUDE TO BE FELT.

1. REMAIN IN THE ROOM AND PLACE STUDENTS UNDER THEIR DESKS UNTIL THE EARTHQUAKE IS OVER.
2. EVACUATE THE BUILDING VIA FIRE EVACUATION ROUTES.
3. CHECK FOR INJURIES.
4. STAY AWAY FROM ANY STRUCTURES OR POWER LINES.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 4 – TORNADO

EXPLANATION: A TORNADO WARNING HAS BEEN ISSUED FOR THIS AREA.

1. MOVE ALL STUDENTS TO THEIR DESIGNATED AREAS.
2. ONCE IN THE DESIGNATED AREA, STUDENTS SHOULD SIT ON THE FLOOR AND COVER THEIR FACES.
3. STUDENTS SHOULD REMAIN ON THE FLOOR UNTIL TOLD TO RETURN TO THEIR ROOMS.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 5 – FIRE

EXPLANATION: A FIRE OCCURS IN THE BUILDING OR THE FIRE ALARM SOUNDS.

1. EXIT THE BUILDING VIA THE FIRE EVACUATION ROUTES POSTED IN YOUR ROOM.
2. REMAIN OUTSIDE UNTIL YOU ARE TOLD TO RETURN TO YOUR CLASSROOM.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 6 – SUICIDE OR ATTEMPT

EXPLANATION: A STUDENT HAS ATTEMPTED SUICIDE

1. A DESIGNATED CRISIS TEAM MEMBER SHOULD REMOVE THE IDENTIFIED STUDENT FROM CLASS TO A QUIET AND SECURE OFFICE TO CONDUCT THE ASSESSMENT INTERVIEW.

EXPLANATION: A STUDENT HAS COMMITTED SUICIDE.

2. FOLLOW #1 AND ALL STUDENTS ARE TO REMAIN IN THEIR CLASSROOMS AND IGNORE ALL BELLS UNTIL FURTHER NOTICE BY INTERCOM.
3. REFER TO CRISIS INTERVENTION PLAN FOR MORE INFORMATION.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 7 – NUCLEAR EVACUATION

EXPLANATION: A NUCLEAR POWER PLANT DISASTER HAS OCCURRED.

1. SCHOOL WILL BE DISMISSED AND STUDENTS WILL BE TAKEN HOME.

(ALWAYS TAKE YOUR RECORD BOOK WITH YOU IN AN EMERGENCY.)

LEVEL 8 – UNSPECIFIED

1. REMAIN IN THE ROOM UNTIL NOTIFIED.
 2. LOCK DOORS.
 3. IGNORE ALL BELLS.
-

LEVEL 9 – ABDUCTION

EXPLANATION: AN UNFAMILIAR PERSON AT CLASSROOM DOOR

1. DIRECT PERSON TO GO TO THE OFFICE, BEFORE ACKNOWLEDGING ANY PERSON BEING IN THE ROOM.

EXPLANATION: ACTUAL ABDUCTION FROM CLASSROOM

1. NOTIFY OFFICE AND SAY “LEVEL 9 _____’S ROOM.”

EXPLANATION: ACTUAL ABDUCTION FROM PLAYGROUND

1. REPORT INCIDENT TO THE OFFICE.

LEVEL 10 – SHOOTING ON PLAYGROUND

EXPLANATION: SHOOTING ON PLAYGROUND

1. HIT GROUND, COVER HEAD & ROLL.
2. TAKE COVER, IF COVER IS AVAILABLE.
3. CONTACT POLICE.

Kathy Smith, Lee High School Nurse
Malinda Dobbins, High School
Robert Shelton, Lee High School
Tina Johnson, Elementary School
 , Lee High School
Tenika McCray, Preschool
Donna Brady, Preschool
Shirley Eggerson, Preschool

Kathy Smith, Lee High School Nurse
Malinda Dobbins, High School
Robert Shelton, Lee High School
Tina Johnson, Elementary Nurse
 , Lee High School
Tenika McCray, Preschool
Donna Brady, Preschool
Shirley Eggerson, Preschool

APPENDIX C

Employee Information

Lee County School District Staff Information

Last Name	First Name	Business Phone	Home Phone	Mobile Phone	E-mail Address
Brown	Dorisey	870.295.7130	501.773.5139	501.773.5193	dorisey.brown@lcsd.grsc.k12.ar.us
Hall	Daphene	870-295-7130	870-295-6124	870-740-5890	daphene.hall@lcsd.grsc.k12.ar.us
Jones	Regenia	870-295-7134	870-295-2724		regenia.jones@lcsd.grsc.k12.ar.us
Gillespie	Mardene	870-295-7140	870-295-6376	870-821-1844	
Thomas	Trakia	870-295-7130	870*827-6569	870-413-2425	trakia.thomas@lcsd.grsc.k12.ar.us
Simpson	Earnest	870-295-7100	870-319-5829	870-319-0426	ernest.simpsonjr@lcsd.grsc.k12.ar.us
Ingram	Dedrick	870-295-7130	870-581-2321	870-261-4084	dedrick.ingram@lcsd.grsc.k12.ar.us
Smith	Christine	870-295-7130		870-662-5517	
Wisbrock	Jacquelyn	870-295-7130	870-633-3468		

Broadway	Gloretha	870-295-7133	870-821-0124		gloretha.broadway@lcsd.grsc.k12.ar.us
Lee	Regina	870-295-7130	870-734-4670		regina.lee@lcsd.grsc.k12.ar.us
Ichihana	James	870-295-7130		870-270-728 8	
Mitchell	Jimmy	870-295-7161	870-633-1858	501-765-519 7	jimmy.mitchell@lcsd.grsc.k12.ar.us
Westbrook	Jimmy	870-295-7130	870-662-0716		
Jackson	Angela	870-295-7130			
Runnels	Dorothy	870-295-2511	870-897-6327		dorothy.runnels@lcsd.grsc.k12.ar.us

Howell	Titus	870-295-7134	870-295-4270	870-821-208 2	titus.howell@lcsd.grsc.k12.ar.us
Montgomery	Richard	870-295-7134	870-317-0482		richard.montgomery@lcsd.grsc.k12.ar.us
Flenoy	James	870-295-7140	870-821-0177		
Wilkes	Judy	870-295-7140	870-295-6956		
Stanley	Erma	870-295-7100	870-295-5594		erma.stanley@lcsd.grsc.k12.ar.us
Anthony	Howard	870-295-7146	870-821-1129	870-317-007 5	
Brittain	Betty	870-295-2511	870-295-0144	870-752-014 4	betty.brittain@lcsd.grsc.k12.ar.us
Campbell	Diane	870-295-7140	870-295-3713	214-592-316 1	dianne.campbell@lcsd.grsc.k12.ar.us
Carlton	Bridgette	870-295-7134	870-295-2318		carlton.bridgett@lcsd.grsc.k12.ar.us
Chism	Kehila	870-295-7100	870-633-2892	870-261-246 5	kehila.chism@lcsd.grsc.k12.ar.us
Dobbins	Abigail	870-295-7130	870-295-6740	870-295-049 9	abigail.dobbins@lcsd.grsc.k12.ar.us
Eggerson	Shirley	870-295-2511	870-295-6122		shirley.eggerson@lcsd.grsc.k12.ar.us
Fisher	Gwendolyn	870-295-2511	870-816-6397		gwen.fisher@lcsd.grsc.k12.ar.us
Flannelly	David	870-295-7130	717-891-9494		
Foreman	Elliot	870-295-7140	870-821-9181		

Foreman	Loretha	870-295-7140	870-295-5574		
Glenn	Yvette	870-295-2511	870-295-3114	870-550-6619	
Hampton	Linda	870-295-7130	870-295-3313		
Hill	Pinkie	870-295-7130	870-768-3133	501-454-6268	pinkie.hill@lcsd.grsc.k12.ar.us
Hunt	Gloria	870-295-7118	870-295-5002		
Hutchins	Bernice	870-295-7134	870-295-5193	870-662-1902	
Ivory	Lillie	870-295-7130	870-298-2368		lillie.ivory@lcsd.grsc.k12.ar.us
James	Ida	870-295-7140	870-768-4455		
Jones	Alice	870-295-2511	870-295-5405	870-821-9433	alice.jones@lcsd.grsc.k12.ar.us
Jones	Jeanne	870-295-7151	870-298-2643	870-317-9239	jeanne.jones@lcsd.grsc.k12.ar.us
Jones	Johnnie	870-295-7134	870-295-2673		johnnie.jones@lcsd.grsc.k12.ar.us
Jones, Jr	James	870-295-7134	870-295-5303		
McCoy	James	870-295-7134	870-821-9386		
McCray	Tenika	870-295-2511	870-630-1579		tenika.mccray@lcsd.grsc.k12.ar.us
McFadden	James	870-295-7100	870-295-6430	870-662-2238	

Richardson	Lonnie	870-295-7134	870-298-2242		
Stearman	Linnie	870-295-7140	870-295-5009		
Vanderburg	Mary	870-295-7118	870-768-4896		
Vanpelt	Letha	870-295-7140	870-768-4428		
Walton	Betty	870-295-2511	870-295-9211		
Watkins	Wanda	870-295-7140	870-295-2412		
Bracely	Sereatha	870-295-7183	870-295-5024	870-295-049 6	sereatha.bracely@lcsd.grsc.k12.ar.us
Branch	Danita	870-295-7130	870-298-2248	870-821-300 9	danita.branch@lcsd.grsc.k12.ar.us
Butler	Marion	870-295-7146		870-821-149 0	
Brady	Donna	870-295-2511	870-295-6336	870-821-173 6	donna.brady@lcsd.grsc.k12.ar.us

Knight	Mary	870-295-7130	501-499-3550	870-880-0727	mary.knight@lcsd.grsc.k12.ar.us
Johnson	Elizabeth	870-295-7100	870-295-6037	870-768-5405	elizabeth.johnson@lcsdtrojans.net
Flannel	Victoria	870-295-7151	870-295-3875		victoria.flannel@lcsd.grsc.k12.ar.us
Freeman	Nellie	870.295.7100	870.295.4588	501.940.4297	nellie.freeman@lcsd.grsc.k12.ar.us
Jones	Betty	870-295-7100	870-295-6654		betty.jones@lcsd.grsc.k12.ar.us
James	Bradley	870-295-7100	501-206-8199		
Bradshaw	Melanie	870-295-7118	920-671-4020		
Porterfield	Terry	870.295.7118	870.295.4344		
Peabody	Jennifer	870.295.7118	870.317.2959		
Akins	Elsie	870-295-7100	870-295-4623		elise.akers@lcsd.grsc.k12.ar.us
Reeder	Sheila	870.295.7100	870.295.6225	870.821.9222	sheila.reeder@lcsd.grsc.k12.ar.us
Hunt	Tarrangula r	870-295-7100	870-821-4104		tarrangular.hunt@lcsd.grsc.k12.ar.us
Thomas	Janet	870.295.7100	870.633.0053		

Morgan	Linda	870-295-7100	870-633-5626	870-945-058 5	linda.morgan@lcsd.grsc.k12.ar.us
Brown	Annie	870.-295-7140	870-295-6877		annie.brown@lcsd.grsc.k12.ar.us
Lambert	Willie	870-295-7100	870-295-5577		willie.lambert@lcsd.grsc.k12.ar.us
Sloan	Gladys	870-295-7100	870.295.3144		gladys.sloan@lcsd.grsc.k12.ar.us
Dobbins	Malinda	870-295-7140	870-295-5609	501-821-349 3	malinda.dobbins@lcsd.grsc.k12.ar.us
Nash	Jonacque	870-295-7183	870-295-3651		
Cross	Shelby	870-295-7140	870-295-2335		shelby.cross@lcsd.grsc.k12.ar.us
Brandon	Joycelyn	870-295-7140	870-821-2220	870-282-257 6	joycelyn.brandon@lcsd.grsc.k12.ar.us
Avant	Ossie	870-295-7140	870-295-5405	870-821-127 9	ossie.avant@lcsd.grsc.k12.ar.us
Walton	Earnest	870-295-7140	870-295-2643	870-821-383 1	
Johnson	Thomas	870-295-7140	870-295-3907	501-687-374 5	
Fisher	Linda	870-295-7140	870-295-0866	870-317-396 3	linda.fisher@lcsd.grsc.k12.ar.us

Howard	Margaret	870-295-7140	870-295-5569	870-821-0417	margaret.howard@lcsd.grsc.k12.ar.us
Sykes	Joseph	870-295-7100	870-662-5543	870-662-5543	joseph.sykes@lcsd.grsc.k12.ar.us
Curlin	Jason	870-295-7133	870-210-6556		jason.curlin@lcsd.grsc.k12.ar.us
Curylo	Rachel	870-295-7133	214-729-0905		rachel.curylo@lcsd.grsc.k12.ar.us
Davis	Delois	870-295-7133	870-295-6056		delois.davis@lcsd.grsc.k12.ar.us
Enderlin	Jessica	870-295-7133	501-519-7006		jessica.enderlin@lcsd.grsc.k12.ar.us
Freeman	Curtis	870-295-7133	816-520-2164		curtis.freeman@lcsd.grsc.k12.ar.us

McKinney	Sonya	870-295-7130	501-545-0306		sonya.mckinney@lcsd.grsc.k12.ar.us
Morris	Lee	870-295-7133	870-821-0738		lee.morris@lcsd.grsc.k12.ar.us
Walton	Natalyn	870-295-7133	870-821-9920		natalyn.walton@lcsd.grsc.k12.ar.us
White	Joann	870-295-7133	870-662-5225		joann.white@lcsd.grsc.k12.ar.us
Small	Michael	870-295-7133	901-270-6697		michael.small@lcsd.grsc.k12.ar.us
Smith	Kathy	870-295-7133	870-821-2268		kathy.smith@lcsd.grsc.k12.ar.us
Smith	Lafayette	870-295-7100	870-821-0855		lafayette.smith@lcsd.grsc.k12.ar.us
Gray	Loretta	870-295-7100	870-295-3483		loretta.gray@lcsd.grsc.k12.ar.us
Laymon	Jennifer	870-295-7100	870-317-9613	870-635-4849	jennifer.laymon@lcsd.grsc.k12.ar.us
Shirley	Terry	870-295-7100	870-295-4344		terry.shirley@lcsd.grsc.k12.ar.us
Gardner	Kehila Chism	870-295-7100	870-633-2892		kehila.gadnr@lcsd.grsc.k12.ar.us
Paschal	Lois	870-295-7100	870-295-6750		lois.paschall@lcsd.grsc.k12.ar.us
Street	Jarret	870-295-7100	870-295-3144		jarret.street@lcsd.grsc.k12.ar.us
Gordon	Bettye	870-295-7100	870-317-9613	870-317-9613	bettye.gordon@lcsd.grsc.k12.ar.us
Lee	Klein	870-295-7100	870-572-1426		klein.lee@lcsdtrojans.net
Stanley	Erma	870-295-7100		870-295-5594	erma.stanley@lcsd.grsc.k12.ar.us
Turner	Mary	870-295-7100	870-821-1718		mary.turner@lcsd.grsc.k12.ar.us

Baylark	Anteirica	870-295-7100	870-816-8427		anterica.baylark@lcsd.grsc.k12.ar.us
Jones	Jonaque	870-295-7100	870-295-3340		jonaque.jones@lcsd.grsc.k12.ar.us
Hayden	Mary	870-295-7100	870-819-5351		mary.hayden@lcsd.grsc.k12.ar.us
Eibel	Travis	870-295-7100	870-673-8784		travis.eibel@lcsd.grsc.k12.ar.us
Parnell	Trevia	870-295-7100	870-572-6357	662-931-0017	trevia.parnell@lcsd.grsc.k12.ar.us
Stone	Regina	870-295-7100	870-295-2724		regina.stone@lcsd.grsc.k12.ar.us
Sims	Kimberly	870-295-7100	870-821-9656		kimberly.sims@lcsd.grsc.k12.ar.us
Wade	Emannuel	870-295-7100	870-733-7289		emmanuel.wade@lcsdtrojans.net
Lockhart	Minnie	870-295-7100	870-530-8889		minnie.lockhart@lcsdtrojans.net
Richardson	Micah	870-295-7100	870-805-9584		micah.richardson@lcsd.grsc.k2.ar.us
Scofield	Jessica	870-295-7140			jessica.scofield@lcsd.grsc.k12.ar.us
Wright	Gloria	870-295-7100	870-662-5905		gloria.wright@lcsdtrojans.net
Harvey	Kara	870-295-7154	870-589-1501		kara.harvey@lcsd.grsc.k12.ar.us
Cleveland	Joyce	8702957100	5017074245		joyce.brown-cleveland@lcsd.grsc.k12.ar.us
Bynum	Beverly	8702957130	8703173962		beverly.bynum@lcsd.grsc.k12.ar.us
Weems	Sheila	8702957100	8702192497		sheila.weems@lcsdtrojans.net
Curlin	Adam	8702957130	5014486208		adam.curlin@lcsd.grsc.k12.ar.us
Curlin	Adam	8702957130	5014486208		adam.curlin@lcsd.grsc.k12.ar.us
Hooper	Sherline	8702957130	2147075473		sherline.hooper@lcsd.grsc.k12.ar.us
Rogers	Tiffany	8702957130	8708211038		tiffany.rogers@lcsdtrojans.net
Johnson	Tina	8702957100	5017731832		tina.johnson@lcsd.grsc.k12.ar.us

Jones	Detria	8702957140	8706625640		ms.jones8623@sbcglobal.net
Montgomery	Ruthie	8702957130	2767330967		ruthie.montgomery@lcsdtrojans.net
Pendleton	Michelle	8702957140	8707614148		michelle.pendleton@lcsd.grsc.k12.ar.us
Perry	Rodney	8702957130	8726620001		rodney.perry@lcsd.grsc.k12.ar.us
Perry	Vivian	8702957140	87007140314		vivian.perry@lcsd.grsc.k12.ar.us
Philip	Shelby	8702957130	3169416096		shelby.philip@lcsd.grsc.k12.ar.us
Miller	Cassandra			6232564189	cassandra.miller@lcsdtrojans.ent
Rachel	Kenneth	8702957130		8702950007	kenneth.rachel@lcsd.grsc.k12.ar.us
Rogers	Tiffany	8702957130	8708211418		tiffany.rogers@lcsd.grsc.k12.ar.us
McCoy	Lura	8702957130		8702431657	lura.mccoy@lcsdtrojans.net
Shields	Jeannie	8702957140		5013037844	jeannie.shields@lcsd.grsc.k12.ar.us
Davis	Angela	8702957140		8705145386	angela.davis@lcsdtrojans.net
Totty	Jessica	8702957130		8703170811	jessica.totty@lcsdtrojans.net
Temple	Patricia	8702957140		8706629555	patricia.temple@lcsd.grsc.k12.ar.us

Scofield	Jessica	8702957100		8707766319	jessica.scofield@lcsdtrojan.net
Thomas	Sherry	8702957100		90013783750	sherry.thomas@lcsd.grsc.k12.ar.us
Camper	Jacqueline	8702957130		8706629029	jacqueline.camper@lcsdtrojans.net\
White	Roberta	8702957130		8706358904	roberta.white@lcsd.grsc.k12.ar.us
White	Roberta	8702957130		8706358904	roberta.white@lcsd.grsc.k12.ar.us

APPENDIX D

Pandemic Flu Epidemic Plan

LEE COUNTY SCHOOL DISTRICT

PANDEMIC FLU PLAN

AIMS OF THE PLAN

This plan has been developed to allow Lee County School District to think ahead and implement an effective plan should there be a pandemic flu outbreak in the Lee County area that directly affects the students in our school district. Our aims are:

- To ensure minimal interruption in the event of a pandemic flu outbreak
- To maintain control of the situation and prevent the spread of infection
- To increase staff, parents' and pupils' awareness

WHAT IS PANDEMIC FLU?

Pandemic flu is a type of influenza that occurs every few decades and which spreads rapidly to affect most countries and regions around the world. The symptoms of pandemic flu are similar to those of 'ordinary' flu but are usually more severe. Flu viruses are constantly changing, producing new strains. Pandemics occur when a virus develops that is so different from previously circulating strains that few, if any, people have any immunity to it. This allows it to spread widely and rapidly, affecting many hundreds of thousands of people. A new pandemic virus may emerge through the mixing of human flu virus with an animal flu virus (usually a bird (avian) flu virus). It may affect around 25% of the population and people of every age may be at risk of serious illness.

COMMUNICATION

Clear communication is critical in providing staff, parents and pupils with a full understanding of their role in the plan. It will also alleviate fears and prevent uncoordinated and hasty decision making.

- The Pandemic Flu Plan will be given to the school nurse and all staff and be posted on the school website.
- The school website will provide a link to the Arkansas Department of Health and official U.S. Government websites which will contain the most current up to date information on a state/national level.
- An e-platform on the school's website will communicate the pandemic status and channel messages if the need arises. In the event that Joseph Sykes becomes ill then communication will be via e-mail, telephone tree and then posted as a last resort.

EARLY PLANNING

- In the event of the President of the Board of Directors or Superintendent contracting the virus, leadership will pass to the following personnel in the

following order: Elizabeth Johnson, Lafayette Smith, Titus Howell and thereafter as indicated in the Disaster Recovery Order of Succession Plan.

- Plastic bags, soap, tissues, face masks and antiseptic solution or wipes will be ordered and stored until required for use.
- The School District Crisis Management Plan is updated each year with the participation of a number of parents, staff and community leaders along with contact details for the local community.
- Joseph Sykes, Technology Coordinator will train members of the staff in order to properly use the website.

SCHOOL CLOSURE

- Children are highly efficient 'spreaders' of respiratory infections, both among themselves and to adults in their families. Evidence suggests that such infections spread less in holiday periods than when school is in regular session. So, closing schools for a period might significantly reduce the number of children infected.
- The Arkansas Department of Health will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. If the Arkansas Department of Health were to advise closure, the district would communicate the message to staff and parents, but schools would not close at that point. Arkansas Department of Health – acting on local health information – would inform schools when their area is affected and the advice to close applies. If there is advice to close all schools in an area; the ADH would tell schools when this advice will be reviewed; after such a review, the ADH would advise schools whether to remain closed or to reopen, and, if they are to reopen, whether any specific conditions should apply.

The decision to close/reopen Lee County Public Schools will be taken by the President of the Board of Directors and the Superintendent when notified by ADH. **SCHOOL REMAINS OPEN – STEPS TO TAKE:**

- The school will operate as normal as possible but plan for staff absences at a much higher level. A list of substitute teachers that can be called upon for help can be retrieved from Sub Teach. There may be disruptions in any area of the school and staff should be prepared to cover absenteeism and may have to perform jobs beyond the call of duty, i.e. cleaning, extra duties.
- Should the kitchen staff fall ill, we may ask parents and staff to provide packed lunches.
- Children who become sick during the day will be cared for in the school nurse's office, thus being separated from other pupils and minimizing contact with staff until they are picked up by their parents/guardians. Siblings of children who become sick should remain at home.
- Parents are asked to be extra vigilant in watching for flu symptoms in their children and if they are concerned they should keep them at home.
- Bringing them to school may greatly increase the risk of spreading the virus.
- If any staff member shows signs of infection they will be sent home immediately. If members of immediate family of staff become ill, the staff member should remain at home.
- The school nurses will provide the ADH with any information requested, i.e. absence rates, etc.

- After school activities may be postponed.

BASIC MEASURES TO REDUCE THE RISK OF INFECTION

All staff and pupils should adhere to the following guidelines to prevent the spread of infection:

- Cover your mouth and nose when coughing or sneezing, using a tissue whenever possible.
- Dispose of dirty tissues promptly and carefully – bag and bin them. Plastic bags will be available in all classrooms which should be regularly tied up and disposed of in the dustbins.
- Maintain good hygiene – washing hands frequently with soap and water protects against picking the virus up from surfaces and passing it on. Pupils will be instructed to wash their hands with soap at break, before and after lunch and before going home.
- Extra supplies of bags, soap and tissues are kept in the nurse's office on the second floor of the academic block. As well as the above we will introduce extra cleaning measures.
- Regularly wiping door handles and phones – the custodians will do this each evening but staff should ensure their area/classroom is as clean as possible during the day and may have to step in to clean during the evening in the event the custodians are infected by the virus. Supplies of antiseptic wipes will be made available and stored in the school nurse's office.
- Daily washing of desks – as above.

SCHOOL CLOSES – STEPS TO TAKE:

- If the ADH orders the school to close the President of the Board of Directors and the Superintendent will inform the Disaster Recovery Team, staff and parents accordingly.
- Staff should not come to school, when ill, caring for dependents or authorized to work elsewhere.
- We have a duty to provide education for children of compulsory school age who are out of school. The staff not affected by the virus should set and mark work which will be sent to pupils via our website, email or social workers.
- Should the ADH introduce limitations on the movement of people which affect our pupils, the school will continue to set and mark work via the website, email or social workers.
- Parents will be advised to watch for notices and information placed on the website.
- The school will reopen when authorized by the ADH, the President of the Board of Directors and the Superintendent

APPENDIX E

Devolution Document

Procedure Documentation

Procedure documentation for APSCN can be found at <http://www.apscn.org/> or by calling 1-800-435-7969.

Business Continuity Plan

The Lee County School District operations at any designated MOU sites once it has been determined that the district can return to normal operations without any issues.

Devolution Plan

Devolution planning addresses how the Lee County School District will operate following a disaster in which operations from any of the school district sites is no longer possible. Devolution allows Lee County School District to transfer its essential responsibilities to personnel at a different office or location that offers a safe and secure environment.

The devolution sites for Lee County School District include facilities that can house educational support staff and or students with which the school district has signed Memorandums of Understanding (MOU). Following is a list of functions and tasks facilitating devolution, should the need arise:

Essential Functions – Identify only the most essential functions to transfer to devolution site to encourage immediate, seamless transition. Priority Level-One staff handles this.

Determine Devolution Site – Identify devolution site(s) with resources to carry out essential functions. MOU's are signed and are available at the school district as well as at the devolution site(s).

Critical Resources – List the minimum necessary resources (people, equipment, and materials) to perform essential functions at the devolution site.

Critical Personnel Resources – Develop a roster identifying fully equipped and trained personnel at designated devolution site who have the authority to perform essential functions when the devolution option is activated.

Process and Procedures – Identify the likely triggers that would initiate or activate the devolution option.

Process and Procedures – Specify how and when direction and control of agency operations will be transferred to the devolution site.

Process and Procedures – Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for extended periods.

Reconstitution Plan

As operations, cleanup, and the replacement of damaged resources fill any voids left in the wake of the disaster, Lee County School District will resume normal operations. When physically ready and as communications allow, Lee County School District will cease operations at any and all alternate locations in order to return to the primary location. Staff will assist in the return of functioning resources to the primary location as directed by the Superintendent or designee.

Upon full return to the facilities, the Superintendent (or designee) will debrief the staff regarding the status of any outstanding commitments left to address. The Superintendent may also take that time to address exemplary achievements and/or areas of improvement and concern realized during the recovery process.

APPENDIX F

Continuity Plan Test

Continuity Plan Test

TEST DATE	TEST RESULTS	PLAN CHANGES
10/28/16	Called multiple employees to ensure correct numbers were provided. All employees answered and were informed of the reason for the test.	Made changes to employee address and phone list.
10/28/16	Plan discussed at District Leadership Team Meeting	Employee Emergency Contacts : Appendix C
10/28/16	Revised plan given to all employees	TBA Pending changes...
10/28/16	Ran full back of Active Directory server IP Address 10.80.20.40. The back was saved locally and to portable drive offsite.	

APPENDIX G

Media Statement

Media Statement

The communications officer Jon Estes is responsible for media contact.

Example 1:

At this time, the Lee County School District, is not releasing any information concerning the incident that occurred today. A formal press conference will be held at a later time.

Example 2:

The Lee County School District experienced a (fire, flood, tornado, school violence event) today. We know the following information:

Student involved:

Faculty involved:

Injuries:

Deaths:

School will be postponed until further notice.

Example 3:

Due to poor weather conditions, the Lee County School District, all administrative staff will work from home today.

APPENDIX H

Emergency Action Plan

Emergency Action Plan

Lee County School District

175 Walnut

Marianna, AR 72360

In the event of emergency, employees will be alerted by:

The sounding of an Alarm

Verbal Announcement

Description of a Verbal Announcement for a Terrorist Incident or Hazardous Material Incident:

“A Terrorist Incident has occurred in the area. Please stay away from open windows and do not leave the building.”

Description of a Verbal Announcement for a Fire is similar to:

“There is a problem in the building. Everyone must vacate the building.

Description of a Verbal Announcement for a TORNADO:

“A tornado warning has been issued for Palestine or Wheatley, St. Francis County. All employees and students proceed to the area designated in the drill procedure.

In case of a TERROIST or HAZARDOUS INCIDENT involving chemical, biological, or radiological agents, the employees and students are to remain in the building and use shelter-in-place procedures.

In the event of a TORNADO or EARTH QUAKE, employees and student are to remain in the building and locate to a safe area. The safest areas are away from windows and potential falling hazards such as bookshelves and machinery.

In case of a TORANADO, the safest evacuation area is the hallways of the buildings away from windows.

Personnel must monitor television or radio broadcasts if available. Two battery operated radios, as well as NOAA Weather radios are available and on the premises.

The following employees are to perform rescue or medical duties during an emergency:

All Trained CRR and AED trained personnel as indicated in the attached 2016-2017 Crisis Management Plan located in the appendix.

Any employee who has knowledge of first-aid is authorized to assist hurt or injured employees.

After an emergency, employees are to gather in the following location(s):

- Terrorist Incident or Hazardous Material Incident (Gymnasium)
- Tornado (Gymnasium)
- Fire or Earthquake (Gymnasium)

The names and possible location of the missing employees will be given to the fire or police departments by the Superintendent or his representative.

Employees are not allowed to leave the area or go home until accountability measures have been completed.

Building Plans are indicated in the attached 2016-2017 Crisis Management Plan located in the Appendix.

APPENDIX I

Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GREAT RIVERS EDUCATION SERVICE COOPERATIVE
AND
THE LEE COUNTY SCHOOL DISTRICT**

Great Rivers Education Service Cooperative and The Lee County School District mutually consent to enter this Agreement which forms the basis of this Memorandum.

This Agreement between the Great Rivers Education Service Cooperative and the Lee County School District establishes a framework of cooperation to ensure continuity of operations in the event that office space becomes uninhabitable. The document is not meant to be legally binding: it is a statement of cooperation between these two parties for future accommodations due to the emergency/disaster declarations.

1. PRINCIPLES OF COOPERATION

- A. The Great Rivers Education Service Cooperative agrees to allow the Lee County School District use of specific areas as an alternate office location.
- B. In the event that the Lee County School District must temporarily relocate to the Great Rivers Education Cooperative's facility, the contact listed below will be notified by phone or other available system of communication of the School District's intent to relocate.
- C. Both parties agree to work with a strong spirit of cooperation and mutual regard for each other's critical mission. The Lee County School District will only remain at the Great Rivers Education Cooperative until the School District secures another location through Arkansas Building Authority.
- D. The Lee County School District will also pay a pro-rated reimbursement for utilities, maintenance, janitorial, and fuel costs, and etc., for the time the Great Rivers Education Cooperative's facility is occupied.

2. POINTS OF CONTACT

Agency	Contact Name	Phone
Lee County School Dist.	Elizabeth Johnson	870-295-7100
Great Rivers Education Cooperative	Richard Atwill	870-338-6461

- 3. This MOU is implemented as of the date of the last signature and will remain valid by mutual agreement of these parties.

4. SIGNATURES


Lee County School District – Date

 02/04/2018
Great Rivers Education Cooperative- Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GREAT RIVERS EDUCATION SERVICE COOPERATIVE
AND
THE LEE COUNTY SCHOOL DISTRICT**

Great Rivers Education Service Cooperative and The Lee County School District mutually consent to enter this Agreement which forms the basis of this Memorandum.

This Agreement between the Great Rivers Education Service Cooperative and the Lee County School District establishes a framework of cooperation to ensure continuity of operations in the event that office space becomes uninhabitable. The document is not meant to be legally binding: it is a statement of cooperation between these two parties for future accommodations due to the emergency/disaster declarations.

1. PRINCIPLES OF COOPERATION

- A. The Great Rivers Education Service Cooperative agrees to allow the Lee County School District use of specific areas as an alternate office location.
- B. In the event that the Lee County School District must temporarily relocate to the Great Rivers Education Cooperative's facility, the contact listed below will be notified by phone or other available system of communication of the School District's intent to relocate.
- C. Both parties agree to work with a strong spirit of cooperation and mutual regard for each other's critical mission. The Lee County School District will only remain at the Great Rivers Education Cooperative until the School District secures another location through Arkansas Building Authority.
- D. The Lee County School District will also pay a pro-rated reimbursement for utilities, maintenance, janitorial, and fuel costs, and etc., for the time the Great Rivers Education Cooperative's facility is occupied.

2. POINTS OF CONTACT

Agency	Contact Name	Phone
Lee County School Dist.	Elizabeth Johnson	870-295-7100
Great Rivers Education Cooperative	Richard Atwill	870-338-6461

- 3. This MOU is implemented as of the date of the last signature and will remain valid by mutual agreement of these parties.

4. SIGNATURES

Lee County School District – Date

Great Rivers Education Cooperative- Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE KINGDOM CONNECTION CHURCH
AND
THE LEE COUNTY SCHOOL DISTRICT**

The Kingdom Connection Church and The Lee County School District mutually consent to enter this Agreement which forms the basis of this Memorandum.

This Agreement between the Kingdom Connection Church and the Lee County School District establishes a framework of cooperation to ensure continuity of operations in the event that office space becomes uninhabitable. The document is not meant to be legally binding; it is a statement of cooperation between these two parties for future accommodations due to the emergency/disaster declarations.

1. PRINCIPLES OF COOPERATION

- A. The Kingdom Connection Church agrees to allow the Lee County School District use of specific areas as an alternative classroom location (The Hal Johnson Community Center).
- B. In the event that the Lee County School District must temporarily relocate to the Kingdom Connection Church's facility, the contact listed below will be notified by phone or other available system of communication of the School District's intent to relocate.
- C. Both parties agree to work with a strong spirit of cooperation and mutual regard for each other's critical mission. The Lee County School District will only remain at the Kingdom Connection Church until the School District secures another location through Arkansas Building Authority.
- D. The Lee County School District will also pay a pro-rated reimbursement for utilities, maintenance, janitorial, and fuel costs, and etc., for the time the Kingdom Connection Church's facility is occupied.

2. POINTS OF CONTACT

Agency	Contact Name	Phone
Lee County School Dist.	Elizabeth Johnson	870-295-7100
Kingdom Connection Church	Dr. Keith Ross	870-298-270 I

- 3. This MOU is implemented as of the date of the last signature and will remain valid by mutual agreement of these parties.

4. SIGNATURES

Lee County School District – Date

Kingdom Connection Church - Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MARIANNA CIVIC CENTER
AND
THE LEE COUNTY SCHOOL DISTRICT**

The Marianna Civic Center and The Lee County School District mutually consent to enter this Agreement which forms the basis of this Memorandum.

This Agreement between the Marianna Civic Center and the Lee County School District establishes a framework of cooperation to ensure continuity of operations in the event that office space becomes uninhabitable. The document is not meant to be legally binding; it is a statement of cooperation between these two parties for future accommodations due to the emergency/disaster declarations.

1. PRINCIPLES OF COOPERATION

- A. The Marianna Civic Center agrees to allow the Lee County School District use of specific areas as an alternate classroom location.
- B. In the event that the Lee County School District must temporarily relocate to the Marianna Civic Center's facility, the contact listed below will be notified by phone or other available system of communication of the School District's intent to relocate.
- C. Both parties agree to work with a strong spirit of cooperation and mutual regard for each other's critical mission. The Lee County School District will only remain at the Marianna Civic Center until the School District secures another location through Arkansas Building Authority.
- D. The Lee County School District will also pay a pro-rated reimbursement for utilities, maintenance, janitorial, and fuel costs, and etc., for the time the Marianna Civic Center's facility is occupied.

2. POINTS OF CONTACT

Agency	Contact Name	Phone
Lee County School Dist.	Elizabeth Johnson	870-295-7100
Marianna Civic Center	Kendon Gray	870-295-5136

- 3. This MOU is implemented as of the date of the last signature and will remain valid by mutual agreement of these parties.

4. SIGNATURES

Lee County School District – Date

Marianna Civic Center - Date

APPENDIX J

ORDER OF SUCCESSION

Order of Succession

Elizabeth Johnson., Superintendent

Ernest Simpson Jr., High School Principal

Jessica Totty, Elementary Principal

Mary Hayden, Curriculum Coordinator

In the case of total equipment loss, please contact the following company for replacements:

CDWG

50 LaSalle St.
Chicago, IL 60675

800-808-4239

BUSINESS CONTINUITY PLAN – LCSD

Short Term

Lee County School District will react to a short-term outage at our current location by locking all doors and access to the building. Internet outage – district will remain at site until internet access is restored. Eschool / attendance will be taken manually and re-entered once internet access is restored. Short-term financial issues will be moved to our GREC COOP in Helena, Arkansas so the district can continue business such as payroll, vendor checks etc....

Long Term

Lee County School District will react to long term outage by moving to our alternate locations. Finance, Food Service and Bookkeeping will resume operations as normal at our GREC coop location in Helena, AR. All classrooms will resume as normal at our alternate locations (Marianna Civic Center). LCSD will move and set up pc's, laptops, Ipads, Chromebooks for faculty and students to continue courses such as Virtual Arkansas as normal.