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Dr. Tracolya Green, Superintendent

Dear Camden County Schools Parents and Guardians,

In order to ensure the safety of our students and staff, the Camden County Schools coordinates with the Camden Emergency Management Agency and local first responder agencies in conducting school emergency response drills as required by state statute. Scheduling and practicing a variety of emergency response procedures at the onset of the school year, and subsequently throughout the year ensures that students and staff know how to appropriately respond should an emergency arise. Camden County Schools is committed to maintaining a warm and nurturing environment that welcomes students and provides peace of mind for parents. We encourage you to reinforce our efforts to teach children (in an age-appropriate way) the importance of preparedness and awareness of personal safety.

Our goal is to ensure that all students and staff feel safe and supported as we work through these emergency response procedures. In addition to monthly fire drills and yearly weather drills, we are required by state statute to conduct an intruder/lockdown drill by October 1. This drill will consist of all staff and students being directed to secure themselves in a locked room, out of eyesight from doors and windows. The room lights are turned off and everyone remains quiet until administration or police determines “all-clear”. This procedure would only be implemented when an imminent, clear and present danger poses a risk to students and staff. While these drills are required for schools to complete, we understand that these drills can cause some stress and/or anxiety for some of our students. Parents do have the right to opt out of the intruder/lockdown drills by contacting their school principal, however, we strongly encourage everyone to participate to ensure they are prepared.

Please feel free to contact your building Principal or Assistant Superintendent of Operations Steve Loden at 912-729-8374 or via email at [sloden@camden.k12.ga.us](mailto:sloden@camden.k12.ga.us) if you have any questions or concerns.

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Board Members:

Jonathon Blount, Chairman • Jimmy Coffel, Vice-Chairman  
Jason Chance • Mark Giddens • Allison Murray



Office of Commissioner of  
Insurance and Safety Fire  
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# **School Fire Drill Guidelines**

## **2023-2024 School Year**

Based upon the provisions and charge of Code Section 25-2-31 of the official Code of Georgia, the State Fire Marshal's Office is charged with the responsibility to carry on a statewide program of fire prevention education in the schools of this state and to establish fire drills therein.

International Fire Code under Section 404.2 requires an approved Fire Safety and Evacuation Plan, shall be prepared and maintained for educational occupancies and buildings. Fire evacuation drills must be conducted monthly with all occupants participating. Reporting of all drills must be submitted electronically to the Office of the Safety Fire Commissioner.

### Drills Required

1. Within the first 10 days of school a fire drill must be completed.
2. Within the first 30 days of school a second fire drill must be completed.
3. A fire drill must be completed every month school is in session.
4. During the months of February and November, fire drills can be substituted for a severe weather drill or intruder alert drill.
5. During the month of September, the fire drill can be substituted for an intruder alert drill. For more information, contact your GEMA Homeland Security Regional Contact. (More information attached)

# 2023-2024 School Year Emergency Drill Schedule

1. First 10 Days
  - a. Fire Drill
2. First 30 Days
  - a. 2nd Fire Drill
3. September
  - a. Intruder Alert Drill
4. October
  - a. Fire Prevention Week October 8-14, 2023
  - b. Statewide Fire Drill October 11 @ 9:00 AM
  - c. Statewide Makeup Fire Drill October 18 @ 9:00 AM
5. November
  - a. Severe Weather Awareness
  - b. Tentatively - Severe Weather Drill November 8, @ 9:00 AM
  - c. Tentatively - Severe Weather Drill Makeup November 15 @ 9:00 AM
6. December
  - a. Fire Drill
7. January
  - a. Fire Drill
8. February
  - a. Severe Weather Week
  - b. Tentatively - Severe Weather Drill February 7 @ 9:00 AM
  - c. Tentatively - Severe Weather Drill February 14 @ 9:00 AM
9. March
  - a. Fire Drill
10. April
  - a. Fire Drill
11. May
  - a. Fire Drill
12. If you summer school and students in the building always continue with fire drills.

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## CAMDEN COUNTY SCHOOLS THREAT ASSESMENT AND RESPONSE PROTOCOL

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### OVERVIEW

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior, planning, or preparing to commit a violent act. When in doubt, treat the communication or behavior as a threat and conduct a threat assessment. Threats are not easily recognized as harmless (ex: an obvious joke that no one worries about) should be reported to the school administration or other team members. The administrator or another team member makes a preliminary determination of seriousness of the threat. The students, targets of the threat, and other witnesses should be interviewed to obtain information using this protocol. A **transient** threat means there is no sustained intent to harm, and a **substantive** threat means the intent is present (or not clear) and therefore requires proactive action. This form is a guide for conducting a threat assessment, but each case may have unique features that require some modification.

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### School Level Threat Assessment Team Members:

- School Administrator
- School Resource Officer
- Counselor
- School System Administrator (if applicable)

### Most Common Reasons for a Threat Assessment Team Meeting:

- Implicit or explicit threat to harm self
- Implicit or explicit threat to harm others
- Possession of a weapon
- Use of weapon

### Components of Threat Assessment Team Meetings:

- Identification- Is violence immediate and imminent.
- Evaluation
- Intervention
- Follow up

### Obligation to warn:

- Following a serious or substantive threat, the potential victim(s) and their parents must be warned.

**Threat Reported**

**Step 1. Evaluate threat:**

- Obtain specific account of the threat by interviewing the student who made the threat, the recipient of the threat, and other witnesses.
- Transcribe the exact content of the threat and statements by each party.
- Consider the circumstances in which the threat was made and the students' intentions.

**Step 2. Determine whether threat is clearly transient or substantive:**

- Consider criteria for transient versus substantive threats.
- Consider students age, credibility, and previous discipline history.

Threat is clearly transient.

Threat is substantive or threat meaning is not

**Step 3. Respond to transient threat:**

Typical response may include reprimand, parental notification, or other disciplinary action. Student may be required to make amends and attend mediation or counseling.

**Step 4. Decide whether the substantive threat is serious or very serious:** A serious threat might involve a threat to hit, fight or beat up whereas a very serious threat means a threat to kill, rape, or cause serious injury with a weapon.

Threat is serious.

Threat is very serious.

**Step 5. Respond to serious substantive threat.**

**For all substantive threats:**

- Consider notifying law enforcement.
- Take precautions to protect potential victims.
- Notify victims and student's parents.
- Refer student to counselor, conflict management contract, or other appropriate intervention.
- Apply appropriate discipline to student according to school discipline ladder.

**Step 6. Conduct safety evaluation.**

- Notify law enforcement.
- Take precautions to protect potential victims.
- Notify victims and student's parents.
- Apply appropriate discipline to student according to school discipline ladder.

**Step 7. Implement and monitor a safety plan.**

- Complete a written safety plan.
- Maintain contact with the student.
- Monitor plan and revise as needed.

