



Reporting Requirements Forsyth County Schools, Georgia

I. Fire Drills...

Each school is required to conduct two fire drills during the first month of school and one fire drill each month of the school year. Each drill should be conducted following the system *Basic Building Evacuation Plan*. At the conclusion of each drill the school safety coordinator should report the drill to the Georgia Insurance and Safety Fire Commissioners office at <https://www.oci.ga.gov/PublicEducation/SchoolFireDrills.aspx>. The Forsyth County Director of School Safety will retrieve the data from the Insurance Commissioners web site to verify drills.

II. Lockdown Drills...

Following the system *Standard Lockdown Plan*, drills will be conducted to prepare for the discovery of any person who presents a clear and present danger to himself/herself, students, staff members or visitors. A lockdown will also be initiated when drug or explosive sniffing canines are on campus for search purposes, and at any other time the principal discerns good and sufficient reason. Lockdown drills should be held during the first month of each semester and as often thereafter as the principal thinks necessary. Lockdown drills should be reported to the Drill Reporting E-Mail group within two days of the drill. Lockdown Drill report forms are on the Intranet.

III. Severe Weather (Tornado) Drills...

Following the system *Basic Severe Weather Plan* (aka Tornado Plan), drills will be conducted to prepare for tornados or any other external event that could potentially cause a collapse of the building. Severe Weather Drills are required during the months of September and February; and may be conducted at any time at the discretion of the principal. Severe Weather drills should be reported to the Drill Reporting E-Mail group within two days of the drill. Severe Weather Drill Report forms are on the Intranet.

IV. Serious Incidents / Serious Misconduct...

Serious incidents, including serious misconduct incidents, should be reported orally to the Director of School Safety and Management as soon as possible. Reports should be made each time an emergency responder is called to a campus or facility and/or each time a law enforcement agency writes an incident report about a student or employee at school. Oral reports should be followed by a brief written report within twenty-four hours following the incident.

V. Employee Accidents and Serious Illness...

Employee Accidents should be reported to the Director of School Safety and Management using the Employee Accident / Illness Report form that is on the Intranet. This form should be used for all accidents, and for sudden, unexpected serious illnesses that occur on the job. The School Safety Coordinator should investigate each employee accident; take appropriate action to prevent similar accidents and file a report, using the Employee Accident Investigation Report form that is on the Intranet. Follow the reporting directions printed on the form.

VI. Student or Visitor Accidents or Serious Illness...

Student or visitor accidents should be reported to the principal using the Student / Visitor Accident / Serious Illness Report form that is on the Intranet. This form should be used for all accidents, and for sudden, unexpected serious illnesses that occur to students or visitors on school property or at school events. Follow the reporting directions printed on the form.

For further information contact the School Safety Department at 770-888-3466.