

# Crisis and Emergency Management Plan

Atlanta Contemporary Chinese Academy (ACCA)

## Overview

Being physically and psychologically prepared for emergencies, disasters, accidents, injuries, and crime is the responsibility of an individual as well as an organization. ACCA cares about the safety of the students, parents, teachers, staff, and volunteers who come to the campuses for Chinese learning-related activities. This ACCA Security and Crisis Management Plan is developed to ensure ACCA will be able to continue its school activities in supporting student success. It establishes a framework for continuing ACCA's school activities in the event of a major disruption to school facilities or personnel.

A security breach or crisis is a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action. A building evacuation can be required for a variety of emergencies: fire, tornadoes, blizzards, floods, toxic chemical releases, and others. The plan addresses security breaches and crisis that may be reasonably expected in the campuses.

This document is updated as needed and can be located on ACCA website at <http://acca-web.org/>.

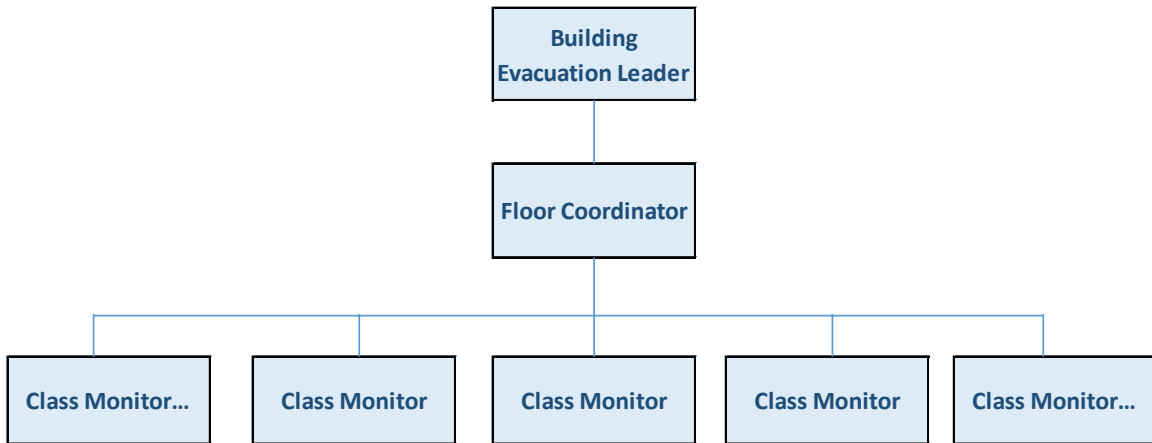
## Crisis and Emergency Response Team

911 – Calls to Police, Fire, and Medical Emergency Personnel  
678-576-2238 – Calls to ACCA Emergency Plan Manager, Hui Qin  
678-654-1168 – Calls to ACCA General Principal, Linda Sun

## Building Evacuation Team

During the security breaches or crisis, ACCA students, teachers, administrators, parents, volunteers may be required to evacuate the occupying building. The Building Evacuation Team is made up of the Building Evacuation Leader, the Principal of a particular ACCA Campus, Floor Coordinator, the Administrator of a particular ACCA Campus, and Class Monitors by teachers of each particular class.

The Building Evacuation Leader leads the evacuation efforts of the entire building. The Floor Coordinator organizes the evacuation of the entire floor. During an evacuation, floor coordinators carry a sign that identifies the building and floor numbers. The floor coordinator reports to the building evacuation leader. The Class Monitors are the teachers for each classroom and report to the floor coordinator.



## Building Evacuation Plan

### Threatening and Violent Behavior

- (1) In case of threatening and violent behavior, staff and teacher must take students immediately to a safe place.
- (2) If possible, let the school staff handle the issue.
- (3) Stay calm, listen attentively, and maintain eye contact.
- (4) Be courteous, patient, and respectful.
- (5) Keep the situation in your control.
- (6) Signal a co-worker or supervisor that you need help.
- (7) Contact the Safety & Security or call 911 if necessary.

### Tornado Safety Rules

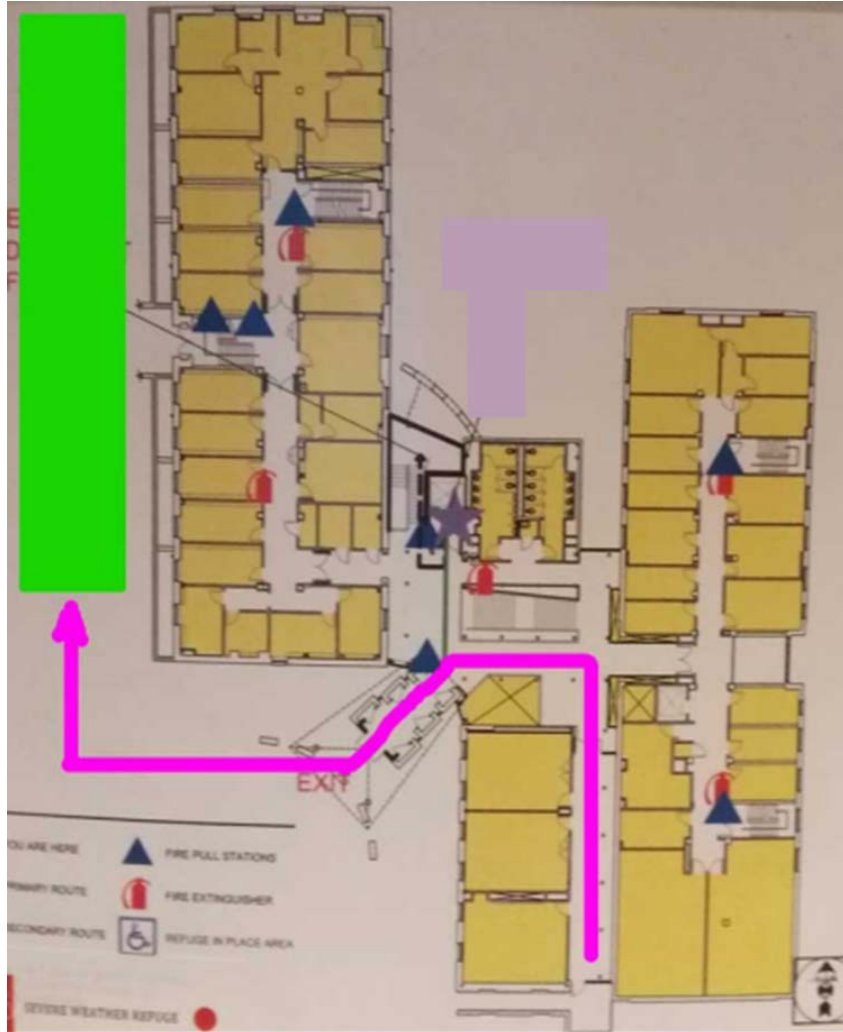
- (1) All students, teachers, and staffs must remain inside the building.
- (2) Come down to the lower level of the building.
- (3) Stay in hallway, away from windows and glasses.

### Fire Evacuation Plan

- (1) In case of fire alarm, school staffs and teachers must organize students/parents to evacuate immediately, and then contact the emergency personnel of the facility.
- (2) Follow the pink lines in the maps below to safe place.
- (3) Do not take elevator! Use stairs.



Callaway Memorial Center 2<sup>nd</sup> floor



[North Campus Evacuation Map](#)

Perimeter Church Security Contact Phone#: 678-405-2208

[Perimeter Church Main Level](#)

Students, teachers, staff, parents, and volunteers on the upper level should take the stairs indicated by purple stars to the main level, and then follow the arrows to safe area. DO NOT TAKE ELEVATOR!



West Campus Evacuation Map

East Cobb Middle School Emergency Contact Phone#: 404-790-0388, Gail Brown,  
gail.brown@cobbk12.org

		#1058				#1070	#1072		#1074
						x	x		x
Cafeteria					3rd. Left		3rd. Right		
		#1056	#1053			#1080	#1079	#1078	#1075
		x	x				x	x	x
		#3008	x	#3010			#3022	#3024	x
Cafeteria			#3009		2nd. Left		2nd. Right		#3025
		#3007	#3006	#3002		#3031	#3030	#3029	#3028
Cafeteria		#1014	#1015	#1016			x		#1040
					1st. Left		1st. Right		
		#1012	#1010					Conference	1041
									x
Side Door					Front Door		Sunday		
					East Cobb Middle School				