

A person wearing a grey suit jacket, a white shirt, and a black belt is shown from the waist down. They are holding a brown leather messenger bag and a stack of books. The background is a green chalkboard with various mathematical formulas and diagrams, including a coordinate plane with axes labeled 'x' and 'y', and formulas like  $P = 2l + 2w$ ,  $a \times b$ ,  $|a \times p|$ , and  $\theta$ .

**THOMAS JEFFERSON  
MIDDLE SCHOOL  
SAFETY 101**

# APS Emergency Management Plans and Reference Book



**1**

Classrooms and offices have an APS Emergency Procedures flip chart

**2**

Safety procedures are included in the TJMS Teacher handbook and the TJMS Student Handbook

**3**

Teachers are required to maintain an updated Red Emergency Folder with student rosters and contact information

**4**

TJMS safety documents are maintained in in a Canvas folder that is updated annually

- Evacuation maps and assembly points
  - Areas of Refuge
  - Long-term shelter locations
  - Teachers take attendance once outside at their assembly point
  - There is no talking for the duration of the fire drill
  - Fire drills are timed and the times are shared with the school
- 

# **FIRE DRILLS (MONTHLY)**



# **LOCKDOWN DRILLS**

## **(1<sup>st</sup> and 2<sup>nd</sup> Week of school, January, April)**

**Initiated when an imminent threat of violence may affect the school community. Families will be notified when LOCKDOWN Drills are conducted.**



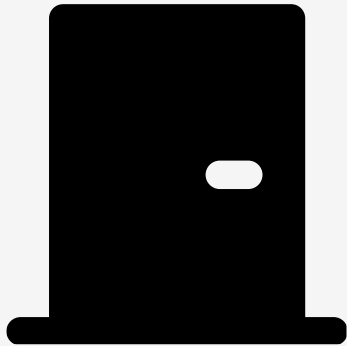
- 1** Lock room
- 2** Lights out
- 3** Close blinds and paper windows
- 4** Remain out of sight
- 5** Remain silent
- 6** Remain calm
- 7** Individuals outside at the time of a LOCKDOWN remain outside and relocate to a designated assembly area

# SHELTER IN PLACE/TORNADO DRILL (March)

Initiated when a hazardous materials, fire outside the school, or other community event may effect the building or school community

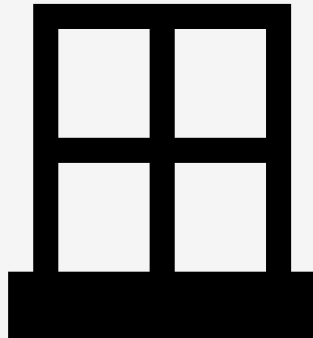
1

Door closed  
and locked



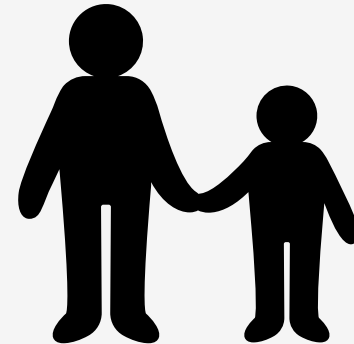
2

Windows covered,  
closed, and locked



3

Students may only move  
around the building  
escorted by an adult



# EVACUATION

Initiated when the conditions inside the building are hazardous and students, employees, and visitors should relocate to a safe area



- 1** Relocate individuals unable to evacuate to an area of refuge
- 2** Evacuate students and visitors to a Designated Assembly Area
- 3** Students will not be released until the school is authorized to do so
- 4** Students can only be released to authorized individuals documented within the student's permanent record.
- 5**

# EARTHQUAKE (October)

1

Remain indoors



2

**DROP  
COVER  
HOLD**

# TJMS CRISIS MANAGEMENT TEAM

**Emergency Bins** are located in the Main Office, AP Office, Counseling Office area, Science area, Physical Education (Girls & Boys), Fine Arts Wing and in each team leader's room.

Each Bin is supplied with the following: flashlight & batteries; pocket AM/FM radio; small First Aid Kit.

## **Principal**

Keisha Boggan

## **Assistant Principal**

Vincent Jarosz

## **Director of Counseling**

Dante Hicks

## **Social Worker**

Elizabeth Brady

## **Psychologist**

Tanya Moncrieffe-Heath

## **School Health Nurse**

Shineca Solomon

## **Teacher**

Katlyn Bennett

## **Facilities Director**

Arnold Appanah

## **Custodial Building Supervisor**

Cesar Machado

## **Extended Day**

Towanda Peters

## **Public Relations Liaison**

Elita Jenks



# LONG-TERM SHELTER LOCATIONS

If the school cannot be occupied due to a disaster, the following long-term shelters shall be utilized:

## Primary Faith Lutheran Church

3313 Arlington Blvd.

Arlington, VA 22201

(703) 525-9283

Contact: Jody Manning

## Secondary Congregation Etz Hayim

2920 Arlington Blvd

Arlington, VA

(703) 979-4466

Contact: Mani Corsaro

# THREAT AND RISK ASSESSMENTS

*Any threats of violence are addressed immediately after being reported. TJMS Assistant Principals follow all APS procedures to investigate incidents. The level of the threat is determined at the conclusion of the investigation and APS disciplinary protocols are adhered to.*

*APS outlines specific procedures for students who indicate verbally or otherwise the intent to inflict self-harm. School Counselors and Social Workers are mandated to conduct risk assessments in such instances.*

# COVID-19

**Close Contact** - A close contact is identified as a student within the classroom setting that meets any of the following criteria:

*Within 3 feet of another masked student*

*Within 6 feet of another student who has a mask exemption*

*Within 6 feet of an adult regardless of mask usage*

*Within 6 feet of another student outside the classroom regardless of mask usage*

**Positive Case** - A positive case is an individual who has been instructed by a health care provider that they have COVID-19 or has received laboratory results indicating that they have tested positive for COVID-19 (regardless of vaccination status).

**Probable Case** - A probable case is an individual who has had a close contact exposure, regardless of vaccination status, and has developed symptoms within the 14 days of that exposure.

# COVID-19

***Quarantine - Quarantine happens when an individual has been identified as a close contact, has no symptoms and should be excluded from attending in-person instruction and activities. The CDC recommends that all individuals identified a close contact quarantine for 14 days. Arlington Public Schools has opted to accept a negative PCR test that is administered at least after day 5 from the date of last exposure with the earliest return of day eight. For example, a student who was last exposed on a Monday would be required to quarantine and then have a PCR test on Saturday. If the test is negative, the student would be released from quarantine. If a student opts for a shortened quarantine time, they will still be encouraged and requested to participate in active monitoring with the health department until the full 14 days have been achieved.***

***Students who are vaccinated (and vaccination can be verified during the contact tracing process by the school and school health officials) is not subject to a quarantine.***

# COVID-19

- 1. PARENTS/GURDIANS SHOULD COMPLETE THE DAILY QUALTRICS SCREENER – PARTICULARLY WHEN A STUDENT IS OUT SICK.**
- 2. PROVIDE THE SCHOOL WITH A COPY OF YOUR YELLOW JACKET'S COVID-19 VACCINATION CARD**
- 3. MAKE CERTAIN STUDENTS HAVE A COPY OF THEIR VACCINATION CARD STORED IN THEIR PHONE**
- 4. INDIVIDUALS WHO ARE IDENTIFIED AS CLOSE CONTACTS SHOULD GET TESTED 5 DAYS AFTER EXPOSURE. WHEN TESTED, STUDENTS CAN RETURN ON DAY 8 WITH A NEGATIVE COVID TEST AND ASYMPTOMATIC**
- 5. STUDENTS SHOULD CHECK EACH TEACHER'S CANVAS PAGE FOR ASSIGNMENT. CONTACT TEACHERS VIA CANVAS IF YOU HAVE QUESTIONS.**
- 6. TJMS WILL CONTACT PARENTS/GUARDIANS OF ANY STUDENT IDENTIFIED AS A CLOSE CONTACT. TJMS STAFF WILL INFORM PARENTS/GUARDIANS OF TESTING SITES, RETURN TO SCHOOL DATES, ETC.**
- 7. PARENTS/GUARDIANS SHOULD ALWAYS HAVE A PLAN FOR PICKING UP STUDENTS IN THE CASE THEIR YELLOW JACKET BECOMES ILL DURING THE SCHOOL DAY. PLEASE ALSO NOTE THAT STUDENTS CAN NOT RETURN TO SCHOOL WITHOUT A NEGATIVE COVID-19 PCR TEST OR A NOTE FROM A MEDICAL DOCTOR.**
- 8. STUDENTS MUST WEAR A MASK DAILY. PLEASE REMIND YOUR YELLOW JACKET TO BRING A MASK TO SCHOOL DAILY. STUDENTS WILL NOT BE PERMITTED IN THE SCHOOL BUILDING OR ON SCHOOL BUSES WITHOUT A PROPERLY WORN MASK. FACE GAITERS ARE NOT APPROVED MASKS.**