



## **CRISIS MANAGEMENT PLAN**

**We partner with families to classically educate and train students to love God and serve Him in all they do.**

Update August 2025

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# CCA Crisis Management Plan-COMMUNICATION

Updated August 2025

Location		Office Phone Number	Fax Number
Name of School	Classical Christian Academy	239-543-1532	888-886-3144
Name of Church	The Breeze Church	239-543-2700	239-543-5681

## Emergency Response Team – Primary

Position	Name	Cell Phone Number
Head of School	Jennifer Loerzel	239-543-1532
Lower School Principal	Tabitha Dillehay	239-209-3417
Upper School Principal	Christi Cecil	239-699-7051
Assistant Administrator	Pam Herndon	239-218-4016
Teacher’s Assistant	Amanda White	308-249-7591
Front Desk Receptionist	Shelby Roedding	239-671-1473
Administrative Assistant	Sarah Snyder	954-253-0580
Church Maintenance	Frank	239-671-5702

## Emergency Response Team – Secondary

Church Administrator	Tim McDaniel	239-849-6157
<b>Designated Emergency Coordination Area</b> <b>Front Lobby</b>		<b>Designated Emergency Coordination Area for Outside Location</b> <b>Outside the fenced in recess area</b>

## Other Pertinent Contact Information

Organization	Number
N. Ft. Myers Fire Department (non-emergency)	239-997-8654
Lee County Sheriff’s Department (non-emergency)	239-477-1000
Florida Highway Patrol (non-emergency)	239-334-1730
Florida Poison Information Center	1-800-222-1222
Toxic Chemical and Oil Spills	1-800-241-1754
Florida Protective Services System (abuse hotline)	1-800-96-ABUSE
Delta Family Counseling (Tara Moser)	239-540-1155
Valerie’s House (Grief Counseling)	239-204-5804

## RALLY AREA

**Primary:** Out past the fenced-in recess area, on the north side of the building, by the bridge.

**Alternative:** Past the parking lot on the south side of the building, toward Bayshore Road.

Depending on the emergency and wind direction, it may be necessary to adjust location.

## EVACUATION OFF-CAMPUS

**Off-campus location where students/employees will be evacuated in the need of an evacuation away from the school/location.**

**Bayshore Elementary School**

**Contact:** Principal (239) 543-3663

## Other Pertinent Contact Information

Organization	Number
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# Section 1: VIOLENT CRITICAL INCIDENT

## ALICE EOP VIOLENT CRITICAL INCIDENT (Active Shooter, Violent Intruder, Terrorist Attack)

### I. Purpose

The purpose of the plan is to set forth guidelines, for Classical Christian Academy employee's, in the event of a Violent Critical Incident on our property. While this plan explains the responses using the ALICE acronym, in no way does the plan suggest the acronym be used in order. This plan describes the law enforcement and security responses, in addition to providing employees with appropriate response options.

Employees are trained to make decisions and use a range of options to increase survivability during an event. All responses are based on the location of the occurrence and the nature of the threat. Having a linear plan that orders inflexible procedures without considering these two paramount issues is not realistic and will not meet the goal of mitigating the incident.

Any Violent Critical Incident will result in law enforcement, fire services and emergency medical services reporting to the scene. Once these services arrive on scene it is critical to follow the directions of, and cooperate with, all emergency personnel.

Emergency services personnel will set up their own Incident Command Center and will have complete jurisdiction over the entire scene. Unified Command will be utilized which combines law enforcement, fire personnel and emergency services into one entity to save lives. This command center will use established practices such as the National Incident Management System (NIMS) and the Incident Command System (ICS).

### II. Definitions

- A. Violent Critical Incident: Any event, at any location, where a person (or persons) attempts to harm innocent people by any means and regardless of motivation.
- B. Law Enforcement Officer: Any Federal, State or Local Sworn Peace Officer
- C. Security Officer: Any non-sworn contract or proprietary uniformed person charged with general security of an area and/or building.

### III. INFORMATION/OPTIONS

- A. ALERT: This is the initial awareness that the event is beginning and means that some part of the facility is in contact with the threat. Persons in contact with the threat must take immediate self-protective action. This may include using one or more of the training options (Evacuate, Enhanced Lockdown, Counter). The threat will be processed through physical senses, including, but not limited to:

1. Seeing the threat
2. Hearing the threat
3. Seeing others moving away quickly from an area
4. Hearing screaming and yelling

B. Enhanced LOCKDOWN: A secondary response if safe evacuation is not possible and you are not in contact with the threat. There are two reasons to utilize Enhanced LOCKDOWN as a response;

1. The threat is close to your location and evacuation routes are not usable.
2. You have no known location of the threat and are unsure if the evacuation routes are usable.

When using Enhanced LOCKDOWN:

1. Lock any door that can be locked.
2. Barricade the doors with heavy objects to prevent access to the room and slow down a threat. Use desks, cabinets, beds, heavy equipment, etc.
3. If possible, turn out or disable lighting.
4. If possible, cover any windows in doors or walls.
5. Prepare counter items (books, scissors, computers, etc.) in the room in case door is breached.
6. Keep distance between people and do not huddle.
7. Keep cell phones on, but place in silent mode.
8. Prepare to counter from the sides of the door, taking care to stay out of the interior frame of the door.
9. Prepare and plan to swarm the threat should the room be breached with the goal of controlling and subduing the threat.
10. Pay attention to all INFORM announcements during the event. Law enforcement may tell you to take specific actions or circumstances may change and you may have to change your response. Remain engaged in the decision-making process.

C. INFORM: This is information utilization during the event to update staff to allow them to decide on the best survival options. Additionally, it may also allow law enforcement to improve their response by updating the location of the threat.

1. Any employee who notes the indication of a threat should, as soon as it is safe and practical to do so, call 911 and any internal security function or main office. If the employee can “all call” the facility, they are authorized to take that action. The initial call should include as much of the following as possible;
  - a. The name and exact location of the campus, facility or building.
  - b. The last known location of the threat(s).
  - c. The number of intruders.

- d. The employee's location.
  - e. The description of the threat(s).
  - f. The description and number of weapons.
2. Upon notification of the threat, internal operators or security dispatch should immediately INFORM the rest of facility.
    - a. Using Plain Language, internal operators or security dispatch will announce the presence, location, and description of the threat.
    - b. Notification will be made using all available means. Notification shall provide any information regarding the on-going situation that will assist the building occupants in deciding their best survival response option. Typically, information answers the basic questions of where, who, what, when, and how will provide the necessary details to make an informed decision.
- D. COUNTER: This is a last resort option for instances when you cannot EVACUATE or use Enhanced LOCKDOWN and are in direct contact with the threat. It is a personal choice and does not include fighting. Counter is the use of MOVEMENT, NOISE, DISTANCE, DISTRACTION AND SWARMING. Counter is used to:
1. Create opportunity to evacuate.
  2. Create opportunity to take back control/swarm.
  3. Increase targeting difficulty.
  4. Increase skills necessary to shoot accurately.
- If a threat is in direct contact with you, all actions are permitted to increase survival.
1. Anything available can be used to throw at the shooter's face to cause distraction, such as, books, computers, coffee cups, etc.
  2. Create chaos in the location by making large amounts of noise and moving about the area.
  3. Use numbers to swarm the threat with the goal of subduing and controlling the subject and the weapon.
  4. Upon gaining control of the threat, maintain control, using any means necessary, until law enforcement officers relieve you.
  5. Upon gaining control of a weapon, place it under or in a trashcan or other location. Do not brandish a weapon and do not hold it. Tell law enforcement where the weapon is, as soon as practical, after their arrival.
  6. Use the resultant chaos and distraction to evacuate the area if possible.
- E. EVACUATION: This is the preferred response. Employees that are not in immediate danger and can safely evacuate should leave the location and move to the Rally Point. There are some simple recommendations for evacuating;
1. Leave all belongings behind.

2. Be prepared to use non-traditional evacuation routes such as windows, loading dock doors, alarmed doors, etc.
3. Do not use vehicles.
4. Do not carry any items in your hands.
5. When evacuating move quickly away from the location.
6. If meeting arriving law enforcement officers, place hands up with fingers splayed, follow any directions given, and should expect the possibility of being handcuffed.

IV. Law Enforcement Response

- A. During a Violent Critical Incident, law enforcement officers will only be focused initially stopping the threat and ending the violence. Any other actions will take place after the event is ended. Additionally, officers outside the facility will set up perimeters, secure the scene, provide security at rally points, interview personnel and assist in reunification.

V. After Action/ Recovery (Note: Dependent on the facility, Rally Points and Reunification Points may be the same place or may be separate locations.)

- A. Once Unified command has issued an ALL CLEAR, law enforcement officers will begin to clear the building and will escort out personnel who had secured in an Enhanced LOCKDOWN.
- B. They will be escorted to Rally Points.
- C. Staff at the Rally Point, who should have already begun to account for personnel who evacuated, should begin to account for arriving personnel.
- D. Law enforcement will begin to conduct preliminary interviews with people at the Rally Point/ Reunification Point before they are released.
- E. Staff on site should begin to implement internal reunification protocols.
- F. The Head of School will activate the media communications plan.
- G. The Head of School will activate the facility Crisis Response Team and activate any Mental Health Resources to provide counseling and mental health assistance at the rally/ reunification site.
- H. The Head of School will debrief appropriate company personnel and will act as the contact person for law enforcement in the aftermath of the event.
- I. The Head of School, in consultation with law enforcement officials, will determine when the company can resume normal activities and communicate information and updates to employees and the public.

## **HOSTAGE/TERRORISM SITUATION**

1. Call 9-1-1.
2. Notify Front Office/Principal.
3. Activate the Staff.
4. Go to “LOCK DOWN” or “FIRE” evacuation status and follow appropriate procedures.
5. Attempt to identify the hostage, the hostage-taker, the weapon (if any) and their location.
6. Attempt to isolate the perpetrator from other bystanders.
7. Staff to contact the parent/guardian/spouse of any/all children or individuals taken hostage.
8. Update 9-1-1 with any information gained.
9. Provide the following information to police when they arrive:
  - a. The number and names of hostage-takers
  - b. A description of hostage-takers
  - c. The type of weapons hostage-takers have
  - d. A map and keys of the area under siege
10. The Staff shall secure the area and clear traffic lanes for incoming emergency vehicles.
11. The Staff will facilitate emergency personnel in an attempt to open a communication link with a hostage-taker, if that is possible without further risk. Identify the room number and the phone number of the room taken if a phone is present.
12. Assess any degree of danger for any other persons not under the immediate control of the hostage-taker and attempt to execute an escape plan, if that is possible without further risk.
13. Be ready to direct parents to an alternate location for pickup of non-involved students.
14. The Staff will establish a location for media and parents of hostages away from the situation, as well as a media contact at the scene.
15. Direct all media to the Administrator or the designated Staff on location.
16. Staff will seek to establish a sense of order and reassurance and calm all affected as soon as possible. (Refer to GP6 – Counseling and Stress Management)
17. Prepare a written statement of the events that occurred and have is available for school/location personnel and for parents who might call with concerns.
18. The crisis has been resolved at the point police authorities determine the situation is “All Clear.”
19. Notify the school attorney and insurance agent as appropriate.
20. Complete Accident/Incident Report.

## **Section 2: OTHER INCIDENTS**

### **ABDUCTION OF A STUDENT/EMPLOYEE**

**It is assumed that multiple people will be involved in following these steps. The person with the most information should make the call to 911 if possible.**

1. Notify Front Office and Administration. This is typically done by using the walkie-talkie or emergency app.

2. Announce a “Basic Safety Message.” Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the “all clear” is given.
3. Call 9-1-1 and report the following information: (Should be person with most information)
  - a. Full name of child/employee.
  - b. Birth date, approximate age, and description of child/employee.
  - c. Description of suspect, if seen.
  - d. Description of vehicle, license tag number, and direction of travel, if known.
4. Secure immediate area where student/employee last seen.
5. Notify the parents of an abducted child, since this a more personal/sensitive approach than notification from the police department.
6. Assemble appropriate Staff members.
7. Staff confirms and documents all pertinent facts, including names of witnesses, times and order of events, existence of restraining order (if applicable), etc. and makes lock-down determination.
8. Protect any evidence at the scene by leaving it in place. Place an identifiable object near but not on any evidence. Keep everyone away from the evidence.
9. Identify and isolate witnesses for law enforcement. NOTE: witnesses must be isolated from one another to ensure that evidence/statements are not contaminated.
10. Gather any student records, Staff files, or other information needed for law enforcement.
11. Establish a sense of order and reassurance and calm all effected students as soon as possible.
12. Notify the school attorney and the school insurance agent of the incident.
13. Submit completed Accident/Incident Report.
14. Staff meets to discuss the incident and determine any additional steps.
15. Once resolved, issue an “All clear.”

## **PREVENTATIVE MEASURES TO AVOID KIDNAPPING/ CHILD-NAPPING INCIDENT BY A PARENT**

All visitors must have an appointment or be expected before being allowed into the building. In most cases, the school staff is aware of a threats or marital issues that may result in one parent trying to remove the child from the school without the other parent knowing.

If a parent attempts to remove a child during a known dispute:

1. The parent should not be let into the building, but, instead, the front office staff should ask the parent to wait since he/she does not have an appointment.
2. The administration should be notified.
3. The office staff or administration should call the non-emergency number for the Sheriff’s Office and request an officer for a parental dispute.
4. The office staff should contact the other parent and let him/her know what is happening.
5. The student will not be released until/unless law enforcement advises. The dispute should be outside the school at all times and handled by law enforcement.
6. Depending on the time of day, a “General Safety Message” may need to be issued.

**See Operations Manual for: Procedures to Follow When Releasing Students to Parents/Guardians During the School Day**

## **SUICIDE (Refer to Section 8 – Death of a Student/Teacher/Employee)**

### **ATTEMPTED SUICIDE – WITH INJURY/INGESTION**

1. Assess the situation, provide any First Aid that is required and call 9-1-1.
2. Announce a “Basic Safety Message” securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the ‘all clear’ is given.
3. Notify Administration/Front Office
4. Notify/Assemble appropriate Staff members.
5. Retrieve student’s/employees medical records to assist the emergency personnel.
6. Notify emergency contact person(s) on file.
7. Isolate class members or other children/persons from the area where care is being given.
8. Establish a sense of order and reassurance and calm all affected students as soon as possible.
9. Clear an unobstructed route for emergency personnel to reach the patient.
10. Complete Accident/Incident Report.
11. Notify the school attorney and school insurance agent if appropriate.
12. If the final outcome of the attempted suicide is death of a student or employee, follow procedures in “Death of a Student/Teacher/Employee” Section 8.
13. Once issue is resolved, issue an “All Clear.”

### **THREATENED SUICIDE –REPORT OF PENDING ATTEMPT/PLAN**

1. Notify Administration/Front Office Staff.
2. Confirm name and location of attempter and interview person making report to validate information.
3. Isolate and monitor person threatening suicide if possible; if safe to do so, approach the attempter to open communication and begin counseling by designated Staff.
4. Contact the parent/guardian/spouse with necessary information.
5. Cordon off immediate area to provide privacy and confidentiality. If needed Announce a “Basic Safety Message” securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the ‘all clear’ is given.
6. Notify the school attorney and school insurance agent, as appropriate.
7. Complete Accident/Incident Report. (Refer to GP6 - Counseling and Stress Management)
8. Person should be released to family members to decide next steps.

If person threatening suicide cannot be secured to safely transport to hospital or therapy, then staff should consider calling 9-1-1.

## **BOMB THREATS**

1. DO NOT HANG UP! Keep caller on the telephone line if it all possible. If the caller has hung up, keep the line open.
2. The Threat Assessment sheet should be filled out immediately, preferably while the threat is in progress.
3. Call 9-1-1 from another line as soon as a threat is indicated.
4. Notify Front Office and administration.
5. Assemble the Staff.
6. Evacuate the building immediately, and include church personnel. DO NOT PULL THE FIRE ALARM. DO NOT USE CAMPUS RADIOS. These may detonate an explosive device. Use the intercom system to notify everyone in the building. Give special attention to the evacuation of any disabled persons who may need special assistance.
7. Instruct faculty to follow the same procedures as those for fire drills, including taking attendance and reporting any missing students.
8. Students and Staff should report to assigned Rally Area and wait for directions to designated safe area.
9. Ensure that all microwaves, walkie-talkie radios, cell phones and any transmitting devices are turned off by making a quick sweep of the immediate area.
10. DO NOT handle or move a suspected bomb; evacuate area around suspected device immediately.
11. Do not re-enter the building until it has been declared safe by emergency personnel.
12. If time allows, block all entrances into the parking area.

## **CASE OF ACTUAL EXPLOSION**

1. The Staff will facilitate the completion of the building evacuation, including utilization of alternate exit routes, if necessary and when safe to do so. In the event that building damage prevents evacuation, students are to take cover under tables for protection from falling glass or debris. Be ready to identify their location to emergency personnel.
2. Faculty shall seek to establish a sense of order and reassurance and calm all affected students as soon as possible. (Refer to GP6–Counseling and Stress Management)
3. Activated methods to notify all parents of the emergency.
4. Notify the school attorney and school insurance agent as appropriate.
5. Complete Accident/Incident Report.

## Threat Assessment – Do Not Hang Up! Remain Calm and Courteous. Listen. Do Not Interrupt.

Date Call Received:		Time Call Received:		Time Call Ended:	
Sex of Caller:	<input type="checkbox"/> M <input type="checkbox"/> F	Any Discernible Accent:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:		
Did the person sound like a younger person or older person?	<input type="checkbox"/> Younger <input type="checkbox"/> Older	Exact wording of threat:			
<b>Questions to Ask:</b>					
What will make the bomb explode?					
When is the bomb going to explode?					
What is the blast radius?					
Where is the bomb right now?					
What kind of bomb is it? Size?					
What does it look like?					
Where did you place the bomb?					
Your Extension:		Call Reported To:			
<b>Caller's Voice (circle appropriate description):</b>					
Calm	Angry	Slow	Rapid	Loud	Soft
Laughter	Normal	Distinct	Nasal	Stutter	Raspy
Deep	Clearing Throat	Deep Breathing	Cracking Voice	Disgusted	Accent
Familiar	Excited	Crying	Slurred	Lisp	Ragged
Other (please explain in detail):					
If voice is familiar, who did it sound like?					
<b>DO NOT HANG UP!</b>					
<b>Background Sounds</b>					
Street Noises	Voices	PA System	House Noises	Motor	Local
Factory Machinery	Phone Booth	Clear	Long Distance	Music	Office
Machinery	Animal Noises	Other (be specific):			
<b>Threat Language</b>					
Well Spoken (Educated)	Irrational	Incoherent	Foul	Taped	
Remarks:					
Name of Person Receiving Call:					
Title:	Date:	Home Phone:			

## **DRUG POSSESSION/DEALING**

1. Verify the name and location of the student accused, suspected, or reported as having drugs on campus.
2. Notify an Administrator and Front Office.
3. Detain subject student (only if SAFE to do so).
4. An Administrator shall conduct a search of the subject student's crate, book bag, etc. in an attempt to find and recover the drugs/paraphernalia.
5. Question other students either identified as being a witness or involved with the drugs. Conduct necessary searches.
6. Take written statements from witnesses.
7. Contact the Lee County Sheriff's Office and the parent(s) of the subject student(s) if drugs are found.
8. Notify appropriate Staff members as necessary.
9. Resolution of the matter will follow provisions of the law and CCA disciplinary procedures.
10. Complete Accident/Incident Report.

\*Should use a glove and, if appropriate n95 mask, if encountering drugs.

## **DRUG OVERDOSE**

1. Ensure Scene Safety. Assess the situation.
2. Call 9-1-1 if evidence or suspicion of overdose.
3. Notify Administration/Front Office.
4. Staff to provide appropriate First Aid. Instruct someone to retrieve the AED (Automatic External Defibrillator, located in the Auditorium Sound Booth).
5. Verify name and location of student and determine if intentional or accidental.
6. Question other students identified as being involved with the drugs and conduct necessary searches.
7. Contact the Lee County Sheriff's Office and the parents of the subject student(s) if drugs are found.
8. Notify school attorney and insurance agent as appropriate
9. Complete Accident/Incident Report.
10. Resolution of the matter will follow provisions of the law and CCA disciplinary procedures.

If needed: Announce a "Basic Safety Message" securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the 'all clear' is given.

## **ESCAPED CRIMINAL**

1. Notification should come from the Lee County Sheriff's Office via phone or in person.
2. Notify the school Staff (in case they are not already aware of the situation) and appropriate Administrators.
3. The Staff will monitor television or radio news reports to keep abreast of the status. They may also contact the Lee County Sheriff's Department directly for further updates. Changes in the status will be e-mailed as above.
4. In the event it is communicated to the Staff that the escapee(s) is considered dangerous and in our locale, an all-campus lock down will be instituted. (See CCA policy re: VIOLENT CRITICAL INCIDENT) The lock down will continue until the status has been officially communicated as being safe to return to normal. (See 9 below)
5. The Staff will report and sightings to 9-1-1.
6. If the campus has been cordoned off by police for a search when the time is approaching for parent drop-off or pick-up, the Administration/ Staff will determine alternate parent traffic plans and/or alternate pick-up/drop-off times.
7. The campus status will return to normal at such time as the school receives word from law enforcement or media that the escapee has been apprehended or is not deemed to be in the vicinity of the campus.
8. Complete Accident/Incident Report.

## **RAPE/SEXUAL BATTERY**

1. Notify Front Office /Administration.
2. Confirm the name of the victim and the name and/or description of offender, as well as the location of the assault, if known. Complete confidentiality is required from this point forward
3. Give a description of the offender and location to other school and church personnel that can aid in finding the offender. Do not disclose the name of the victim unless the victim or victim's parent gives permission. Refer to the victim as "Jane or John Doe."
4. Escort the victim to the school office taking steps to ensure the most privacy possible (such as clearing hallways and doorways, etc.)
5. If the victim is a student, ONLY an Administrator should contact the parent/guardian to have them come immediately to the school.
6. ONLY the Administration will assess the account of the incident and the condition of the victim. If a rape is verified, or medical attention is needed, the Administrator will call 9-1-1 and will establish a confidentiality boundary and issue a basic safety message to secure the privacy and confidence of the victim. (The victim must leave the same clothes on and should not be allowed to use the restroom, wash, eat or drink anything.)
7. The Administration will try to establish whether or not a weapon was used in the incident and if so, notify 9-1-1.
8. The Administration will cordon off the location of the assault to keep any and all evidence from being tampered with.
9. An Administration member will escort emergency personnel to the victim and to the location of the assault.

10. The law enforcement officer will counsel the parent/guardian and victim as to the next steps that can or must be taken.
11. If the parent/guardian/victim elects the option, the law enforcement officer will call the Sex Crimes unit of the Lee County Sheriff's Department, who will bring a Victim Advocate to the victim and their family for support.
12. The Administration shall assist the police department in the private exiting of the victim and family; and, if requested, help in efforts to sweep the campus to identify/locate the offender.
13. Notify the school attorney and the school insurance agent as appropriate.
14. Complete an Accident/Incident report.
15. The Administrators should meet to discuss the incident and determine the next steps (including Staff notification and addressing heightened concerns and panic of constituents if the media has become involved). Remember to maintain the privacy of the victim. (Refer to GP6 – Counseling and Stress Management)

If appropriate: Announce a “Basic Safety Message” securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the ‘all clear’ is given.

## **TRESPASS**

All visitors on campus are to wear a visitor's badge. If a Staff member sees an unidentified person in close proximity of the school and without a visitor's badge or school Staff/employee badge, activate the following procedures:

1. If a trespass suspect gives the appearance of being dangerous or in need of assistance, call 9-1-1.
2. Notify Front Office via phone or radio.
3. If there appears to be no immediate threat, a Staff member will approach the person and ask if they can be of assistance. If they do not cooperate, leave them, but maintain surveillance at safe distance.
4. Contact The Breeze- Tim McDaniel.
5. State the facts and location of the reported trespass incident.
6. Administrative Staff shall investigate the incident and attempt to locate and identify suspect.
7. Notify Staff as appropriate.
8. Institutes lock down procedures (LOCKDOWN) if necessary, nearest the incident. Take measures to keep students at a safe distance. If outdoor recess is in session, move children indoors to a safe area.
9. Suspect shall be asked to leave the property.
10. If suspect refuses to leave and the Staff has probable cause for believing the suspect has committed the offense of trespass, contact Lee County Sheriff's Office via 9-1-1.
11. Complete an Accident/Incident Report.
12. Should the suspect again return to the campus following the issuance of a warrant, Administration or Staff may call Law Enforcement to come and arrest the individual.

## UNSTABLE PERSON

(Can be *Behavioral* or *Medical*)

1. Call 9-1-1 if the unstable person appears to need assistance (medical or law enforcement).
2. Notify Administration/Front Office if the individual is not already physically agitated, aggressive, or violent. The Administration will seek to determine the location, identity, and circumstances surrounding the incident and will notify the Staff of the status. Keep students and others away from the individual.
3. If the individual is a student, the Administration shall contact the parent/guardian to apprise them of the circumstance and of the potential need to pick up the student.
4. If the individual is an employee, the supervisor shall contact the spouse to apprise them of this circumstance and other potential need to pick up the employee.
5. If this circumstance fits the profile out of "trespass," follow the procedure out of Section 26, Trespass.
6. If the situation is not quickly resolved, contact the Front Office.
7. At their discretion, and the scene is safe, the assigned Staff member(s) may approach the individual in a calm manner and assure the individual that they want to listen and care about his/her concerns, all in an effort to develop trust.
8. Respect the individual's personal space. Do not attempt to shake hands, touch the individual, or come within three feet of the person. Take a position beside them, not in front of them. Do not make eye contact, if it seems to make the person uncomfortable.
9. If the person appears to be getting more upset, suggest a cooling off period. Do not attempt to restrain or detain the person, or argue against the individual's accusations or delusions. Continue listening and acknowledging in a calm matter. (The Staff shall prepare an avenue of escape in case the individual becomes agitated.)
10. If the individual becomes physically agitated, pre-violent (aggressive behavior), or violent, or otherwise becomes a threat to himself or others, call 9-1-1.

A Lockdown followed by a Safety Message may be needed depending on the situation.

## RUMOR OR CONFIRMATION OF WEAPON ON CAMPUS

**Notify Front Office/Administration, without alerting the student(s) and/or suspect(s) if at all possible.**

1. Send the reporting student to the office.
2. Contact the Lee County Sheriff's Office 9-1-1 or 239-477-1000-depending on location.
3. Keep the student who reported the rumor in the Principal's office until the police arrive so that the individual making the report can be protected, and so that first-hand information may be given to the police.
4. Announce a Lockdown with a safety message, securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the 'all clear' is given.
5. Have the suspected student stay in class. In the meantime, allow things to a "look" normal. Keep the class in place until Law Enforcement arrive. Administrator will notify teacher, so they can be on alert.
6. Alert the Staff and have them escort Law Enforcement to the office.

7. Teachers or Administrators are NOT to confront a student suspected of having a weapon.
8. Contact the student's parent/guardian.
9. Issue an "All Clear" once law enforcement has secured the weapon or determined there is no threat.
10. Prepare a written statement to have available to all personnel and parents who may call with concerns.
11. Notify the school attorney and school insurance agent as appropriate.
12. Complete Accident/Incident Report.

\*Refer to the Handbook for a complete definition of weapons.

## **WEAPONS OF MASS DESTRUCTION**

### **SUSPICIOUS MAIL or PACKAGE**

1. Notify Administration/Front Office.
2. If a life-threatening contact is not immediately suspected, the Staff will attempt to assess the mail in question from a distance to help determine if it might be a suspicious package or mail.
  - a. Is the mail unexpected and unusual in appearance?
  - b. Is a return address missing or suspicious?
  - c. Is any threatening message on the envelope or package?
  - d. Is the mail lumpy or stained?
  - e. Is the mail sealed with excessive tape or string?
  - f. Does the mail seem to have excessive postage?
  - g. Who is it addressed to?
3. DO NOT attempt to clean up, collect, or in any way touch or disturb the powder or agent.
4. DO NOT attempt to open a suspicious mail or package.
5. If the mail is opened and judged to be suspicious for any chemical or biological agent:
  - a. Call 9-1-1.
  - b. Do not handle the mail, or shake it, or bump it, or sniff it.
  - c. Instruct everyone in the room or area with the mail to self-isolate to another location away from others, but still on campus.
  - d. When all have left the room, close the door or restrict the area and allow no one to enter.
  - e. Evacuate the building.
  - a. Follow the instruction of 9-1-1 or medical personnel.
  - b. Make a list of everyone who was in the room or area and any others who suspect they were in contact with the piece of mail.
6. The Staff shall clear an unobstructed route for emergency personnel to reach the location of the mail.
7. If public emergency response personnel verify a threat of danger and the incident involves a student who was in proximity to the mail, notify the parent/guardian.
8. Follow the directives of emergency personnel who shall also determine when the status has returned to normal.
9. Notify school attorney and school insurance if appropriate.
10. Complete Accident/Incident Report.

## **AUTO/AUTO – AUTO/PEDESTRIAN ACCIDENT**

1. Ensure Scene Safety! Assess the situation.
2. Notify Front Office /Administration.
3. Call 9-1-1 if necessary.
4. Administer first aid, if needed.
5. Notify parent/guardian, in case of injured student.
6. Assemble Staff members in case of serious injury or fatality.
7. Do not move the patient in the event of an auto/pedestrian accident, unless the individual is in further danger, i.e., fire or other vehicle(s).
8. Provide emotional support to all individuals involved while awaiting arrival of emergency medical personnel.
9. Establish a security barrier line using cones a safe distance from the vehicles, giving consideration to the potential for fire or explosion from the gas tanks and/or to provide a clear area for arrival of emergency vehicles. If it is safe to do so, turn off engines and remove keys to stop electrical spark potential.
10. Determine alternative traffic patterns as may be necessary to avoid the emergency area.
11. Assist drivers in having vehicles towed, if necessary. Assist driver in calling their insurance or AAA service if available.
12. Establish a sense of order and reassurance and calm all effected students as soon as possible. (Refer to GP6 - Counseling and Stress Management.)
13. Notify the school attorney and school insurance agent, if appropriate.
14. Complete Accident/Incident Report as necessary.

## **CHEMICAL EXPOSURE/GAS LEAK**

1. Assess Scene Safety! Call 9-1-1 immediately if the exposure to the skin is substantial in area. Put on appropriate protective equipment (goggles/gloves).

**NOTE: Water for washing is available from lab eye wash, restrooms, gym showers, or water fountains.**

2. Notify Administration/Front Office.
3. Remove contaminated clothing so as not to re-injure skin. This may require scissors so as not to touch the contaminated areas.

**NOTE: Persons assisting in clothing removal must wear latex or vinyl gloves.**

4. Assign Staff members to assist in directing emergency personnel to location.
5. Notify parent/guardian of status and of hospital patient is being transported to.
6. Notify the school attorney and school insurance agent as appropriate.
7. Complete an Accident/Incident Report.

## **EYE INJURY**

1. Call 9-1-1.

2. Flush eyes immediately with water and continue WITHOUT INTERRUPTION until the 9-1-1 emergency personnel arrive. Water locations are identified in item number 1 above. Make sure those assisting the patient hold open the eye lids while eyes are being flushed. Keep eye being flushed below affected eye.
3. Notify Administration/Front Office.
4. Assign Staff member to assist in directing 9-1-1 to the location.
5. Notify parent/guardian of status and of hospital patient is being transported to.
6. Notify the school attorney and school insurance agent if appropriate.
7. Complete an Accident/Incident Report.

### **INHALATION INJURY – Localized Indoor Source**

1. Assess/Ensure Scene Safety.
2. If patient(s) is experiencing progressive respiratory distress, call 9-1-1 and report incident.
3. Remove injured person(s) to area free of fumes.
4. Notify Administration/Front Office. Assemble appropriate Staff members.
5. Assign Staff member to assist in directing 9-1-1 to the location.
6. If safe to do so, attempt to identify the source, type and location of the fumes, if not localized, and evacuate surrounding areas if necessary.
7. Once source is located, ventilate the building.
8. Notify parent/guardian/spouse in case of any exposure.
9. Notify the school attorney and school insurance agent if appropriate.
10. Complete an Accident/Incident Report.

### **INHALATION INJURY – Outdoor Source**

1. Call 9-1-1 if a gas or chemical odor is detected on school grounds which cause respiratory distress or injury.
2. Notify Administration/Front Office.
3. Activate appropriate Staff members.
4. Direct all faculty, Staff, and students to remain indoors until instructed otherwise. Shut down all air conditioning/heating and ventilation system outdoor intake functions. Close all doors and windows.
5. Use PA system for communication with Staff and students. Do not use fire alarms, hand-held radio transmitters, or electrical switches that may cause an electrical arc, if emergency authorities determine the leak is an explosive gas or chemical.
6. Follow directives of emergency authorities that may order all persons on campus to remain indoors, or may order an evacuation to a safe area.
7. Do not exit the buildings until it has been declared safe by emergency personnel.
8. Establish a sense of order and reassurance and calm all effected students as soon as possible. (Refer to GP6 – Counseling and Stress Management)
9. Use appropriate means to notify parents.
10. Notify the school attorney and school insurance agent if appropriate
11. Complete Accident/Incident Report as necessary.

If needed: Announce a “Basic Safety Message” securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the ‘all clear’ is given.

## **Fire/Explosion Discovered by Personnel in Building**

1. Activate the nearest fire alarm pull station.
2. Evacuate the building. In the event that building damage prevents evacuation, students are to take cover under tables to protect them from the potential for falling glass or debris.
3. Call 9-1-1.
4. Notify Administration/ Staff to report to the designated area.
5. Turn off power and gas to the building.
6. Attend those injured by fire/explosion; help them evacuate the building.
7. Employees should only attempt to extinguish a small fire using fire suppression equipment available. Student evacuation is the primary concern.
8. Upon the arrival of fire department personnel, notify them of the fire's location, cause or type of explosion, as well as other special hazards, and provide a map of the campus and master key(s).
9. Teachers take roll and report missing students to designated Staff member.
10. Administration will notify the fire department of the missing student.
11. Classes remain at Rally locations until an "All Clear" is announced.
12. Do not re-enter the building until it has been declared safe by emergency personnel.
13. Faculty will seek to establish a sense of order and reassurance, and calm all affected students as soon as possible. (Refer to GP6 - Counseling and Stress Management)
14. Notify parents of the emergency and any specific instructions utilizing appropriate method.
15. Maintain contact with police/fire departments to stay informed about conditions at the site.
16. Notify school attorney and school insurance agent if appropriate.
17. Prepare Accident/Incident Report.

## **Fire/Explosion When Fire Alarm Sounds Automatically**

1. Evacuate building upwind. (In the event that building damage prevents evacuation, students are to take cover under tables to protect them from falling glass or debris.)
2. Immediately assess the situation.
3. Call 9-1-1 if fire or explosion is suspected.
4. Notify Administration/ Staff to report to designated area.
5. If a fire is located, turn off power and gas to the building.
6. Attend those injured; help them evacuate in the building.
7. Upon the arrival of the fire department, notify them of fire's location, cause or type of explosion, as well as other special hazards, and provide a map of the campus and master key(s).
8. Teachers take roll and report missing students to designated Staff member.
9. Classes remain at Rally locations until an "All Clear" is announced.
10. Do not re-enter the building until it has been declared safe by emergency personnel.
11. Faculty will seek to establish a sense of order and reassurance and calm all affected students as soon as possible. (Refer to GP6 - Counseling and Stress Management)
12. Notify parents of the emergency and any specific instructions utilizing appropriate method.
13. Maintain contact with police/fire departments to stay informed about conditions at the site.
14. Notify school attorney and school insurance agent if appropriate.
15. Prepare Accident/Incident Report.

## **WARNING:**

*Do not use water on electrical fires.*

*Do not attempt to fight fires involving explosives.*

*Do not attempt to fight fires involving toxic chemicals or strong oxidizers.*

### **If a Person is on Fire -**

1. Inform other occupants to leave immediate area.
2. Have the patient STOP/DROP and ROLL.
3. Perform necessary immediate First-Aid on patient:
  - Smother fire by rolling victim on ground
  - Deluge with water
  - As last resort, spray person with dry chemical fire extinguisher
4. If another person is nearby, have a person call 9-1-1 and request medical aid. If no other person is immediately available, the discoverer must make a call at the first opportunity after performing immediate First Aid.
5. Notify Administration/Front Office.
6. Activate Staff members as appropriate.
7. Isolate class members or other persons from the area where care is being given.
8. Faculty will seek to establish a sense of order and reassurance and calm all effected students as soon as possible. (Refer to GP6 – Counseling and Stress Management)
9. Assign Staff members to lead emergency personnel to the victim.
10. Notify emergency contact person(s) on file.
11. Notify the school attorney and the school insurance agent.
12. Complete Accident/Incident Report.
13. Staff and Administrators will meet to discuss the incident and determine the next steps.

## **FIELD TRIP ACCIDENT**

### **AT THE SCENE**

1. Call 9-1-1.
2. Notify the school field trip contact person who will then notify the Principal.
3. Identify and assist any and all students/chaperones who require first-aid.
4. Have rosters and other important information papers at the ready if needed for emergency personnel.
5. Chaperones are to stay with injured students while awaiting emergency personnel.
6. Chaperones are to list names of injured students and their injury for reporting to emergency personnel and to school contact person.
7. Notify school contact person again as soon as order has been restored, students are safe, and the situation is under control.
8. Notify school contact person if back-up plan of vehicles and drivers is needed.
9. Chaperones must list names of all students who are picked up at the scene as well as the name and phone number of the driver they are returning home with.

10. \*As a note, we make all parents either chaperone their children or assign someone to chaperone. Older students that drive, would be the exception to this, but we still make the parent sign that they give permission for their student to drive themselves.

## **AT THE SCHOOL**

1. The school contact person will notify the Principal and applicable personnel of the incident and all known updates.
2. The school contact person will begin calling a telephone tree to notify and update parents or spouses of all persons on the trip. If applicable, the Emergency Notification system may be used.
3. The backup plan for drivers and vehicles will be mobilized, if needed.
4. Notify the Front Office support Staff so that an Accident/Incident Report may be completed.
5. The school contact person will notify the Principal with a final update when all students have been picked up.
7. Notify the school attorney and school insurance agent, if appropriate.

## **FIRE**

1. Pull the fire alarm and call 9-1-1. Pulling the alarm also notifies the alarm company.
2. Notify Administration/Front Office.
3. As they are evacuating the building, designated Staff members will conduct a sweep of the building to ensure everyone has evacuated.
4. When the fire alarm sounds, teachers should immediately stop all class activity, take a copy of the class roster and emergency backpack and instruct students to proceed to the exit. Teachers shall take a class count upon exiting the classroom and upon exiting the building. Keep a minimum of 100 feet from the building. Upon arriving at the designated Rally Area, teachers shall do a roll call and report the names of any missing students to the Rally Area Designee.
5. Assigned Staff member will assess the location and severity of the fire and will assist with the building evacuation process, including the imposing of alternate routes, if necessary.
6. Update 9-1-1 with location and severity of the fire.
7. Assigned Staff will work to identify and clear access traffic lanes for incoming emergency vehicles.
8. A designated member of the Staff will meet the incoming fire personnel at the designated emergency coordination area (Incident Command Post) and will provide communication with all parties on the campus radio. They will also report the headcount status to the fire commander in charge.
9. After communicating with the Lead Fire Officer (Incident Commander), the Lead Administrator will give instructions to faculty, Staff, and students from all affected buildings as to where to go in what to do next.
10. No one will be allowed to return to the building until an "All Clear" has been given by the fire department.
11. Staff will gain information from the Lead Fire Officer (Incident Commander) as to what areas of the building/campus will be cordoned off as "off limits" as a result of the event.
12. If the severity of the fire requires school to be dismissed early, activate appropriate methods to contact parents.
13. Staff will meet to determine an alternate parent pickup traffic plan if fire apparatus or debris is blocking the normal lanes. Distribute the plan to all teachers on traffic control duty.

14. Make assessment of any damage to campus property to determine whether programs may or may not continue.
15. Refer to GP6 – Counseling and Stress Management if circumstances warrant.
16. Complete an Accident/Incident Report.
17. Notify the school insurance agent of the loss.
18. Administration and Staff will meet to review the incident and determine the next steps

## **EMERGENCY EXIT ROUTE PROCEDURES - FIRE**

### **IF YOU SEE A FIRE IN YOUR BUILDING:**

- Pull the fire alarm, and call 9-1-1.
- Provide for the safety of the students.

Assist in the manner in which you were assigned during practice evacuation drills. Upon hearing the alarm, ALL individuals should:

- Stop what they are doing and activate emergency evacuation procedures.
- Take only those personal belongings in your immediate possession, emergency backpack and roster. Ensure that all students are out of the classroom and adjoining bathrooms
- Instruct students to line up quietly at the door and instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated.
- Assigned personnel shall clear all bathrooms and hallways, as they are exiting and notify Staff when clear, if safe to do so.
- Students should be evacuated in an orderly fashion. Talking is not permitted.
- Once outside, go immediately to the designated Rally Area and account for all students at each area.
- Report any discrepancies to the Rally Area Designee.
- Maintain order until the "All Clear" or further instructions have been given. **DO NOT RE-ENTER FOR ANY REASON!**

## **Electrical Fire**

If a fire is suspected to be caused by electrical faults, do not use water until you are sure that the power has been shut off at the main switch. The building's Fire Suppression System (Sprinklers) may be activated on any fire, so caution must always be taken when dealing with electrical related fires.

If a computer or television set catches fire:

- Unplug immediately.
- Do not use water as a dangerous residual charge might still exist.
- Use a fire extinguisher, if available.

**Fire Extinguishers** - Know how to use the fire extinguisher: (P-A-S-S)

- Pull pin on discharge handle.
- Aim at the base of the flame.
- Squeeze the discharge handle.

- Sweep from side to side at base of flame.

## **THREAT OF SHOOTING**

### **ALWAYS ASSUME THERE IS A FIREARM EVEN IF YOU DO NOT SEE ONE**

1. Take cover, if necessary. Use caution.
2. Assess the situation; provide for your own safety.
3. Call 9-1-1.
4. Contact Front Office /Administration.
5. Initiate "LOCKDOWN" and lock down all buildings. (Teachers should lock classroom doors and move students away from windows and doors.)
6. Identify the location and isolate the threatening shooter from as many students as possible. If the perpetrator has left and a vehicle was involved, attempt to identify **CYMBAL**:
  - Color of vehicle
  - Year
  - Model
  - Body (two door, type of vehicle)
  - Anything else of importance (direction of travel, etc.)
  - License number
7. Attempt to slow down events of the incident while awaiting the police (do not challenge the perpetrator).
8. If safe, provide emergency medical assistance to any injured while waiting for help to arrive.
9. Provide copies of master keys and building floor plans to incoming law enforcement. Assign a Principal or Staff members as liaisons at the command post.
10. Assemble building maintenance Staff to assist law enforcement as necessary to gain familiarity with the building.
11. Follow directives of the police department until they pronounce an "all-clear" condition.
12. Staff members will begin contacting parents utilizing the Emergency Notification System to facilitate a dismissal and to determine that all parents have been informed and are arriving. Instruct parents to follow police instruction upon arrival.
13. Following the completion of the student pick-up, determine a time to communicate with staff about potential for reopening or any other pertinent information.
14. Contact the school attorney and the school insurance agent and apprise them of the entire situation.
15. Complete an Accident/Incident Report.

## **ACTUAL SHOOTING**

1. Follow all above procedures outlined in Section 1: Critical Violent Incident.
2. In the event there are shooting victims, either injured or killed, also follow procedures listed under "Medical Emergency," Section 19, and/or "Death of a Student/Teacher/Employee," Section 9, in the Manual, but only to the extent it is safe, possible, and permitted by Law Enforcement once they arrive.
3. Staff shall endeavor to communicate the above procedures to persons at the incident scene while awaiting Law Enforcement.
4. Once Law Enforcement arrives at the scene, they are in control and will give subsequent directives.

## Section 3: Weather

### HURRICANE

A hurricane is a serious to severe storm with the capacity for fierce winds, torrential rain, widespread destruction and many injuries and deaths. The storm can be up to a hundreds of miles wide and last for days in a given location. Hurricanes began as strong tropical disturbances that move over warm water while gaining strength. A storm becomes a hurricane when the cyclone pattern winds reach a maximum sustained speed of 74 miles per hour or greater. The strongest winds occur in the central eye wall of the storm. A hurricane season lasts from June through November.

Hurricanes come in different strengths with various wind speeds, central barometric pressures, storm surges and resultant destructive potential. The classification scale that is used to rate the severity of a hurricane is called the Saffir-Simpson Scale, as follows:

Category 1 - winds 74-95 mph, damage to and from unanchored structures and elements

Category 2 - winds 96-110 mph, mobile homes demolished, some damage to roofs, doors, and windows

Category 3 - winds 111-130 mph, damage to residences and buildings, large trees down

Category 4 - winds 131-155 mph, wall and roof failures in homes, trees, shrubs, and signs blown down

Category 5 - winds 156 mph or higher, some complete building failures

The National Weather Service is constantly watching for signs of storm development and broadcasts up-to-minute information. There are two classifications describing the status of the hurricane that reflect the anticipated landfall in the region of the school.

A HURRICANE WATCH is announced when sustained winds are greater than 74 miles per hour and are possible in your area within 36 hours.

A HURRICANE WARNING is announced when sustained winds are expected to be greater than 74 miles per hour in your area within 24 hours or less.

### HURRICANE WATCH

1. When the National Weather Service issues a "Watch," the Administration shall be put out an alert and continue to monitor conditions.
2. Administration will communicate the Watch alert to faculty and Staff and will suggest that all employees be prepared to follow procedures on Hurricane Preparation sheet.
3. Staff members shall inspect the campus to list loose items that will need to be removed or tied down should a Warning develop. They will also identify any protection materials that may be needed such as plastic, tape, batteries, etc.
4. Administration shall review schedules and planning in case changes will need to be made.
5. Reminders are to be sent home instructing parents to follow the school closing announcements via the following mechanisms; postings on CCA school website and CCA Facebook page, emergency notification emails, voice messaging and text messaging.

## **HURRICANE WARNING**

1. Administration/ Staff will be activated to assemble the materials to prepare the campus.
2. Assemble plans to close school and prepare email and websites with the announcement. Notify emergency contact persons if parents are not reachable.
3. The appropriate Staff members shall assist in preparing the campus
4. The Administration shall direct faculty and Staff to follow procedures on Hurricane Preparation sheet.
5. Administration shall continually monitor conditions and shall dismiss faculty and Staff at a time affording them safe travel home with time to secure their house and personal belongings. Administrators shall communicate notice of community evacuation, should authorities declare this.
6. The Administration shall determine a plan to decide and communicate how and when school will resume.

## **HURRICANE PREPARATION SHEET**

**These procedures are to be put into place and completed prior to leaving school when a hurricane or other severe weather event is expected to affect our area.**

1. Computers and battery backups shall be unplugged from electricity and network connection, and moved away from windows and off of floors.
2. All large electrical equipment, such as printers and copiers, shall be disconnected at the wall receptacle.
3. All files and loose paper shall be placed in filing cabinets.
4. Desks and table tops at Front Desk shall be cleared off.
5. All cabinets shall be closed and locked. Cubbies shall be closed up as well.
6. Remove all valuables off the floor, if your classroom is on the first floor.
7. If you have been issued a laptop please take it home with you.

When the determination has been made to close school due to inclement weather, it becomes imperative that every Staff member take with them an updated copy of the emergency phone list. Keep your cell phone charged.

Updated information regarding reopening or further closings will be posted using designated emails and text communications.

## **SEVERE THUNDERSTORM WARNING**

Note: In the event a person is struck by lightning and shows no signs of life, begin CPR; attach the AED, call 9-1-1 and alert the Administration/Front Office.

**\*Follow all policies and procedures regarding a Safety Alert.**

1. Communicate the Warning to faculty and Staff who may be affected by the storm. This will include coaches who may have students outside or in portable buildings. DO NOT seek shelter under isolated trees or close to wire fences, or shelters located in exposed areas. Get into crouched position if open areas cannot be avoided. Avoid the electrically charged overhead objects (i.e. wires). Remove metal-cleated shoes.

2. Students may be held indoors during a severe thunderstorm, including dismissal time, if Administration feels the weather is creating a safety concern. Administration will direct activities as conditions become safe.
3. Keep students away from open doors and windows, metal objects, electrical appliances, corded telephones, computers, and plumbing until the storm has passed.
4. TVs, computers, and other electrical equipment and appliances should be unplugged to the extent possible. Do not handle flammable liquids in open containers.
5. In the event a student is struck by lightning or debris and seriously injured, follow "Medical Emergency Procedures." Do not let a student who has been "stunned" walk around. Administer appropriate First Aid. (See Medical Emergency, Section 19).

### **INCLEMENT WEATHER while on campus**

CCA owns a Perry Weather Station which is installed on the roof of the building. All Administrators, the front desk, janitor, Athletic Director, and Teacher's Assistant have the app and will receive notifications when inclement weather is near.

Each teacher must first ask the front desk when holding class, practice or games outside.

If a lightning strike is recorded within 12 miles of the school, classes must take shelter for 30 minutes.

Additionally, the Bayshore Elementary school and soccer complex use an alarm system run by the 'weather bug' app. A series of same pitch alarms will sound if teams need to take shelter. Once the 30 minute time has passed with no lightning strikes in the area, a series of alternating pitched alarms will sound. This is the signal that play and practice may resume.

In the case of rain: even if lightning is not detected, please move your class inside. If you have a question, please ask an administrator for guidance. Thank you.

### **TORNADO WATCH**

1. When the National Weather Service radio broadcast issues a "watch" the Administration and Front Office shall be put on alert and continue to monitor conditions.
2. The Administrator or designated Staff member shall communicate the watch alert to the faculty and Staff.
3. Front Desk area will be moved to an alternate area as directed by Administration.
4. Classes held outdoors, and in the gym court area shall be notified and teachers shall prepare to bring students to designated safe areas in the building.

### **TORNADO WARNING**

1. When the National Weather Service radio broadcast issues a "warning" alert, the Staff shall assume its duties in facilitating the movement of students to safe areas.
2. The Administration/Front Office shall communicate the warning alert to the Staff, faculty and parents.
3. Science teachers shall extinguish all gas burners.
4. All outside doors should be closed.

5. Close classroom doors. Staff shall move to safe areas. Teachers shall report missing students to the designated Staff assigned for that purpose. All should get in position if the storm approaches. In the event of injury, referred to “Medical Emergency” Section 9 in the manual.
6. If appropriate, direct everyone to seek cover where floors and walls meet and take protective seated position with hands/arms covering the head and face.
7. Remain in classrooms until the National Weather Service cancels the Warning period.

## **IN CASE OF ACTUAL TORNADO**

1. Call 9-1-1.
2. Activate the Staff, who shall immediately assess conditions for a safe evacuation.
3. Notify maintenance to shut off power if a fire danger exists.
4. The Staff shall identify locations of any injured students and/or employees and shall prepare access for incoming emergency personnel.
5. Staff shall facilitate the completion of a building evacuation, including utilization of alternate exit routes, if necessary. In the event that building damage prevents evacuation, students are to take cover under a desk or table to protect from the potential for falling glass or debris. Student shall be taken from the effected building to a safe assembly location in preparation for pickup by parents and/or assessment by emergency medical personnel.
6. Staff shall seek to establish a sense of order and reassurance and calm all effected students as soon as possible. Specifically declare that (1) the event is over, (2) the students are now safe, (3) the facts to the extent known.
7. Use appropriate methods to notify all parents of the emergency.
8. The Administration/Staff shall meet to discuss the incident and determine the next steps.
9. Notify the school attorney and the school insurance agent if appropriate.
10. Complete an Accident/Incident Report.
11. Refer to GP9 – Emergency School Closure and GP2 – “Alternative Education Sites” in General Procedures.

## **Section 4: Administrative**

### **CHILD ABUSE BY PARENT OR EMPLOYEE**

#### **SUSPECTED OFF-CAMPUS ABUSE**

1. Assess observations of potential abuse.
2. Document any observations or conversations with the student in the Abuse Binder in the Office.
3. If abuse is suspected from the observations and assessment, report it immediately to the Department of Children and Family Services.  
NOTE: Incidents in a school setting must be reported to DCFS as required by law.  
NOTE: The person who first observes the abuse must make the report, as required by law.
4. Escort student to the school office or call an Administrator to come to their location. An Administrator must be notified immediately.
5. Resolution of the matter will follow the directives of the agency.
6. Standards of professional confidentiality shall be maintained at all times. Reports are made confidentially and may not be shared with the child’s family members.

## **SUSPECTED ON-CAMPUS/EMPLOYEE ABUSE**

1. Assess observations of potential abuse.
2. Document any observations or conversations with the student.
3. If abuse is suspected from the observations and assessment, report it immediately to the Department of Children and Family Services.
4. Escort student to the school office or call an Administrator to come to their location. An Administrator must be notified immediately.
5. If employee abuse is suspected from the observations and assessment, the Principal will be contacted to determine necessary steps to be taken.
6. Report to DCF as required by law.
7. The Principal will notify the school attorney and the school insurance agent.
8. Standards of professional confidentiality shall be maintained at all times.

## **DEATH OF A STUDENT/TEACHER/EMPLOYEE**

Once all attempts at aid have been exhausted, and death has been confirmed, then the following procedures should be followed:

1. Establish a cordoned off area around the individual to provide for access for emergency personnel and to restrict traffic flow or on-lookers. Do not allow anyone to enter the immediate location.
2. Protect, but do not alter any and all evidence at the scene, in the case of any precipitating events.
3. Activate emergency notification as recorded on employee's medical form in the school office if the victim is an employee.
4. Announce a "Basic Safety Message" securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the "all clear" is given.
5. Notify the parent(s) or guardian(s) of the situation as soon as possible, if the victim is a student.
6. Issue an "All Clear."

## **ADMINISTRATIVE ACTION**

1. The Front Office Staff will gather information:
  - Student's schedule and emergency contact card
  - Names of student's close friends, siblings, and schools they attend
  - Names of any witnesses, if any
  - School schedule
2. The Administration will contact Delta Family Counseling (Tara Moser) at 239-540-1155 to discuss appropriate arrangements.
3. Designate rooms to be used for grief counseling. The Administration will formulate and activate a crises-counseling plan.
4. Adjust scheduled activities.
5. Keep school personnel updated on events and circumstances.
6. Anticipate absences on the day of a funeral and consider alternative scheduling.
7. Stop any disciplinary or special notifications that may inadvertently be sent to the deceased's family.
8. Procure personal items of the deceased.

9. Identify and communicate with other affected schools.
10. The Principal will notify the school attorney and the school insurance agent.
11. Complete Accident/Incident Report.

**NOTE:** DO NOT immediately rearrange class seating. This may be accomplished at a later date.

## **ANNOUNCING THE LOSS TO SCHOOL**

1. Notify school personnel before the start of the student school day.
2. Announce the loss to the entire school providing facts that will reduce rumors. Pray.
3. Have teachers privately send distressed students for counseling.  
**NOTE:** DO NOT issue a blanket invitation for grief counseling to the student body.
4. Make arrangements for counselors/Administrators to visit selected classes, as needed, and speak directly/personally to Staff members/students, if deemed appropriate.
5. Make arrangements for counseling for all affected students/employees, if deemed appropriate.
6. Administrators should be visible on campus throughout the day.
7. Follow-up the student day with a short faculty meeting to review the facts of the incident and the role of the faculty in further coping with the loss. Allow the faculty the opportunity to share experiences and suggestions.

## **DOMESTIC VIOLENCE/INJUNCTION**

**Note: Contact 9-1-1 immediately if it is observed that the spouse/parent is carrying a weapon, the individual states that they are carrying a weapon, or the individual becomes violent in any way.**

If the person refuses to leave:

1. Call the Lee County Sheriff's Office non-emergency number (239-477-1000) if the terms of the injunction have not been violated.
2. If the terms have been violated, call 9-1-1.
3. Contact the child's teacher so that his/her classroom can be temporarily locked down.
4. Announce a campus lock down immediately in the case of an observed or threatened weapon or observed violence. (LOCKDOWN)
5. The on-campus Administrators are to engage the spouse/parent in conversation that attempts to be calming. The stipulations of the injunction should be stated.
6. A designated support Staff member is to guard the door leading to the child that is closest to the location of the parent (building entrance door or classroom door, etc.)

## **MISSING CHILD/LOST/RUNAWAY**

1. Assess the situation.
2. Notify Administration/Front Office.
3. The school receptionist shall check the sign out sheet to see if a parent has picked up the child.

4. If able, designated Staff shall make an announcement over the intercom for the student to come to the office.
5. Announce a “Basic Safety Message” securing students in the classroom. Teachers should close classroom doors. Every effort should be made to get students that may be in the restroom. Hold students in classroom until the ‘all clear” is given.
6. The Staff shall make a sweep of the building or general area where the child was last seen. This should include closets, restrooms, clinic, the student's locker, the student's car, etc.
7. Activate Staff as necessary.
8. Confirm the name, grade, description, teacher, and attendance of the child/student who is missing.
9. Gather facts to make a reasonable distinction between a case of a missing/unsupervised student, or a lost or runaway child, or an abduction or hostage situation. Confirm that the incident is not a hostage or abduction situation if possible.
10. Identify the last person to see the child, the location seen, and the approximate time last seen.
11. Notify other church personnel to assist in a search as necessary including a perimeter sweep of the campus and nearby streets.
12. The Staff shall next make a wider sweep of the campus.
13. The Staff shall have the Principal or other designee contact parent/guardian to confirm that they did not take the child from the campus and that the child/student did not have a predetermined reason to go/drive off campus.
14. If the above checks do not locate the students, call 9-1-1.
15. Notify Administration/Front Office that 9-1-1 has been called and where they should report.
16. Search for an attempt to identify any personal property of the student, including backpack or crate contents. Specifically, attempt to identify any pertinent notes left by the student or other effects that might relate to their disappearance. Take statements from those who saw the student last including locations and times.
17. Gather any other information or records about the student as may be called for by law enforcement, including yearbook photo (which may be copied and enlarged using the photocopier).
18. The Staff meets to discuss the incident and determine any next steps.
19. Notify school attorney and school insurance as appropriate.
20. Complete Accident/Incident Report.
21. Once incident is over, issue an “All clear.”

## **RABID/INJURED ANIMAL CONTACT**

1. Assess the person to determine if he or she has had direct contact with the animal.
2. Call 9-1-1 if felt necessary.
3. Confirm the location of the incident and the most current location of the animal.
4. Notify Administration/Front Office.
5. Activate the Staff as necessary.
6. Clean any wound with soap and water and control any bleeding (wearing latex or vinyl gloves for protection).
7. Isolate any other student or individual from the animal.
8. Notify the parent/guardian of the child's status and have them come to the school and take the child to a physician.

9. Assess the animal to confirm suspicious behavior and continue monitoring its location.
10. Contact Lee County Animal Services at 239-432-2083.
11. In the event Lee County Animal Services cannot be reached or cannot render immediate response, contact Lee County Sheriff's Office 239-477-1200, who will relay the message to a Lee County Animal Services officer.
12. Notify the school insurance agent.
13. Complete Accident/Incident Report.

## **UTILITY FAILURE**

1. Notify Administration/Front Office.
2. If the loss of power is widespread, the Administration and Staff should be contacted.
3. Utilize flashlights from classroom crisis bags or use cell phone light
4. Instruct teachers to remain in classrooms until further instructions are given. For safety reasons, students are not to leave the room unless it is an emergency.
5. If the outage is localized to section of the building, Church Maintenance will work to correct the situation as soon as possible and will report to Administration with an estimated time needed for repairs.
6. If the outage is expected to take considerable time to correct, the Administration will decide whether to house students and Staff in an alternate location or to dismiss school. (Refer to GP9 – Emergency School Closure)
7. If the entire campus is out of service, call the Church to notify LCEC, and attempt to gain an estimate of expected time necessary for repairs.
8. If school is dismissed, appropriate methods will be utilized to notify parents.
9. The Administration/ Staff will meet to determine when school will resume and whether any further action is needed.

# **GENERAL PROCEDURES**

## **GP1 – ALTERNATE TRAFFIC PLANS**

Administration in cooperation with the Staff will plan and provide specific instructions in case of the following:

- If a certain entrance is blocked or a certain road is blocked.
- If parents are coming to the campus en masse.

Maps will be prepared ahead of time, ready to be copied and distributed. Operations personnel will be available to assist as necessary.

## **GP2 – ALTERNATE EDUCATION SITES**

If a crisis affects a school building (such as a fire), the Principal in consultation with the Board of Directors, will give specific instructions as to whether school is canceled for an extended period of time or if an alternative site has been identified where classes will resume and be conducted.

## **GP3 – CAMPUS EVACUATION**

If CCA receives instructions that everyone must leave campus immediately (such as may occur as a result of a riot, accident with explosives, shooting rampage, etc.) The Staff will work with the police and fire department to identify the location of where to go and to determine how we will get people to that location expeditiously.

## **GP4 – CAMPUS SIGNAGE**

Administration/Front Office will prepare emergency signage to be put in place as a result of a crisis event (example, “Parents Meet Here,” “Parents Park Here,” “Do Not Enter,” “Parking Lot Closed.”)

## **GP5 – MEDICAL (CLINIC) BACK-UP**

If emergency trained office personnel are called out to respond to a crisis, daily medication needs shall be dispensed by a trained substitute under the supervision of the Administration.

Trained substitutes include Administration and trained personnel in CPR and First-Aid.

In a life-threatening emergency, call 9-1-1.

## **GP6 – COUNSELING AND STRESS MANAGEMENT**

CCA will provide referrals to families, students and staff, as requested.

## **GP7 - CPR/FIRST AID**

CCA offers yearly classes in First Aid, and CPR/AED for school personnel to take in an effort to train as many Staff as possible. Classes include first time provider courses, as well as renewal courses. Staff are to render appropriate care to the best of their abilities.

## **GP8 - DISABLED STUDENTS**

The Administration shall, in corporation with the Office Staff, determine the unique measures that need to be addressed to evacuate/care for disabled students in an emergency. Such measures shall include whether specific people should be assigned to them, how many people, and who. These measures shall be written and copied ahead of time and distributed to the persons involved and to the Administration/Staff.

## **GP9. EMERGENCY SCHOOL CLOSURE**

The Principal and Administrative Team shall determine the conditions for when and how a decision is to be made to close or cancel school. This plan shall be written and copied ahead of time and shall include specific direction as to how it is to be communicated to all employees, students, and parents.

## **GP10 - MEDIA MANAGEMENT**

Please refer to the Operations Manual for more details.

## **GP11 – PARENT COMMUNICATION LETTER**

The Principal shall prepare a written letter of communication to the parents expressing the necessary and pertinent facts and status relating to the crisis event. The letter will address likely questions and concerns parents would have in an attempt to:

- Provide them with the true status.
- Offer a sense of reassurance.
- Seek to reduce the number of incoming phone calls to the campus.

The Principal will frame the basic content of the letter after possible consultation with the attorney.

## **GP12 – PARENT MASS COMMUNICATION**

If an event occurs on campus while the school is in session and the parent body must be contacted at once, the following procedure shall be used:

- The Administration shall meet to formulate the “official statement” and instructions to be given.
- The Mass Communication System shall be utilized to expedite the communication.

In the event of mass incoming calls from the parent body, the Front Office shall notify Administration. Decisions will then be made to address the situation.

## **GP13 – CRISIS TEAMS**

The Emergency Response Team members are listed on the front page of this manual. They act as the first responders and serve in (1) carrying out the steps of the Crisis Management Plan response procedures, (2) assisting the school population to follow the Crisis Management Plan, and (3) preparation for and in support of public emergency services personnel. It is prudent that each member has a complete copy of the Crisis Management Plan, and have read it, periodically review it, and have it available at all times. It is also important that each and every employee in the school be familiar with the Plan and be able to assume their own responsibilities as well as the responsibilities of others, should the need arise.

Responsibilities of Administration/Staff members do NOT include the following:

1. Doing the work of firemen, including entering/re-entering a burning building, extinguishing a building fire, or rescuing people from a burning building.
2. Doing the work of policemen, including putting one's own life in danger or in harm's way, sweeping buildings after a bomb scare, going into the potential line of fire of a weapon, or confronting or apprehending an obviously dangerous person.
3. Doing the work of paramedics or emergency transport personnel, including rendering emergency medical care (if beyond one's degree of training) or rendering treatment to severely traumatized people.

A person is responsible for their own actions should they choose, on their own, to become involved in such activities. All school employees are to obey public emergency response personnel once they arrive on campus.

# PRINTABLE POSTERS

## EMERGENCY EVACUATION

### Fire, Bomb Threat, Chemical Spill, Etc.

#### School-Based Administrators

- Utilize fire alarm or intercom system. In a bomb threat turn off two-way radio and cellular phones and communicate with Staff using intercom or messengers.
- Designated Staff to safely sweep, as they are exiting the campus and report to the designated Rally Area. Report when building/floor is clear and when all have reported to the Rally Area.
  - Check for the green or red sign for each class. Green indicates that all of the students are accounted for. Red indicates that not all of the students are accounted for.
  - If unplanned, notify Administration of incident, and determine person responsible for media communication.
  - Have campus safety binder maps available for emergency personnel that include power, gas and water shut off locations.
  - Contact/isolate victim's family members who are on campus if appropriate.
  - Prepare written key statements for callers/media in conjunction with police.
  - Prepare letters for students/parents to be sent home.
  - Prepare for Staff meeting.
  - Prepare for debriefing and assessment of response with Administrative Staff.
  - Provide for guidance counseling as needed.

### Fire, Bomb Threat, Chemical Spill, Etc.

#### Teachers

- If there is a bomb threat, turn off two-way radio and cellular phones (Bomb Threat only). Immediately exit the building and report to the designated Rally Area. Make sure to take class roster, the green/red class sign, and the emergency backpack with you.
- If outside, remain outside and gather students to the appropriate Rally Area.
- Take roll, hold up green sign if all students are accounted for and a red sign if not all students are accounted for.
- Instruct students to remain quiet and wait for further instructions.
- Do not make any phone calls.
- Plan for faculty meeting as directed by the Administration.

## VIOLENT CRITICAL INCIDENT

<b>Full Lockdown</b> (Active Shooter, Violent Intruder, Terrorist Attack)	<b>Full Lockdown</b> (Active Shooter, Violent Intruder, Terrorist Attack)
→ <b>School-Based Administrators</b>	→ <b>Teachers &amp; Staff</b>
<ul style="list-style-type: none"> <li>• Communicate incident to all staff using best method:                             <ul style="list-style-type: none"> <li>- PA system, Navigate App, face to face, phone application, intercom, email system, and/or texting. (In a bomb threat, turn off two-way radio and cellular phones).</li> </ul> </li>   <li>• Notify teachers with classes outside or without communication.</li>   <li>• Lock doors. Turn out lights.</li>   <li>• Call 9-1-1 and report incident. CCA &gt; The Breeze North Campus 7101 Bayshore Rd. NFM (off Williams Rd.)</li>   <li>• Advise 9-1-1 the <b>LCSO Command Packet</b> is located at the S. Campus Office &gt; 6950 Bayshore Road NFM</li>   <li>• Notify the following of the incident: Bayshore Elementary School (239-543-3663) Church Administrator/South Campus (239-543-2700)</li>   <li>• Administrators and designated support staff maintain communications on event updates and assignments.</li>   <li>• Remain secure until the “All Clear” is given.</li>   <li>• Prepare written key statements for callers/media in conjunction with law enforcement.</li>   <li>• Prepare information to send out to students/parents.</li>   <li>• Provide for guidance counseling as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Administration/Staff of incident.</li> <li>• Lock any door that can be locked and retrieve your backpack.</li> <li>• Barricade the doors with heavy objects to prevent access to the room and slow down a threat. Use desks, cabinets, beds, heavy equipment, etc.</li> <li>• If possible, turn out or disable lighting.</li> <li>• If possible, cover any windows in doors or walls.</li> <li>• Prepare counter items (books, scissors, computers, etc.) in the room in case door is breached.</li> <li>• Keep distance between people and do not huddle.</li> <li>• Keep cell phones on, but place in silent mode.</li> <li>• If it’s safe, report attendance using the Navigate app.</li> <li>• Prepare to counter from the sides of the door, taking care to stay out of the interior frame of the door.</li> <li>• Prepare and plan to swarm the threat should the room be breeched with the goal of controlling and subduing the threat.</li> <li>• Take roll using the Navigate App.</li> <li>• Pay attention to all INFORMED announcements during the event. Law enforcement may tell you to take specific actions or circumstances may change and you may have to change your response. Remain engaged in the decision-making process.</li> <li>• Do not leave the classroom or allow students to leave.</li> <li>• Remain in position until further instructions or the “All Clear” is given.</li> <li>• If there is a bomb threat, turn off two-way radios and cellular phones.</li> </ul>

## EMERGENCY NOTIFICATION

<b>Basic Safety Announcement Illness, death or other emergency</b>	<b>Basic Safety Announcement Illness, death or other emergency</b>
<b>School-Based Administrators</b>	<b>Teachers &amp; Staff</b>
<ul style="list-style-type: none"> <li>• Communicate incident to all staff using best method:               <ul style="list-style-type: none"> <li>- PA system, face to face, phone application, intercom, email system, and/or texting.</li> </ul> </li> <li><i>“Attention all teachers and staff! Attention all teachers and staff! Due to a school emergency we are asking all students and adults to stay in their classroom. If there are any students or staff in the restrooms, or hallway, please return immediately to your classroom. Please secure all students until further notice.”</i></li> <li>• Notify teachers with classes outside or without communication.</li> <li>• Call 9-1-1 and report incident (if applicable) CCA &gt; The Breeze North Campus 7101 Bayshore Rd. NFM (off Williams Rd.)</li> <li>• Notify the following of the incident (if applicable): Bayshore Elementary School (239-543-3663) Church Administrator/South Campus (239-543-2700)</li> <li>• Administrators and designated support staff maintain communications on event updates and assignments.</li> <li>• Remain secure until the “All Clear” is given.</li> <li>• Prepare written key statements for callers/media in conjunction with law enforcement.</li> <li>• Prepare information to send out to students/parents.</li> <li>• Provide for guidance counseling as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Administration/Staff of incident.</li> <li>• Shut doors.</li> <li>• Take attendance using the Navigate app.</li> <li>• Monitor radio, email and/or text messages for updates.</li> <li>• Do not leave the classroom or allow students to leave.</li> <li>• Remain in position until further instructions or the “All Clear” is given.</li> <li>• If outside, come inside and go straight to your classroom.</li> </ul>

## EVACUATION PLAN AND PROCEDURES

### Evacuation of School Buildings

In a number of situations, it may be necessary to evacuate a school building. These situations may include fire and bomb threats. The sounding of a fire alarm, intercom message, Navigate App, or personal messenger should signal this evacuation. The following steps must be followed:

1. Maps should be posted in all classrooms indicating egress routes and Rally Areas.
2. Teachers should bring their class roster, red/green classroom sign, and emergency backpack with them when evacuating their classroom/building. Roster can be found in the Navigate app.
3. Teachers should ensure all students are out of the classroom and adjoining bathrooms.
4. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until the building is clear.)
5. Classes proceed to the pre-designated Rally Area. Once there, teachers should make note of students who are not present, display the green side of their classroom sign if all students are present, or display the red side of their classroom sign if students are not all present, and teachers should maintain order or report in the app.
6. Administrator or designated Support Staff member will follow-up with missing students.
7. Teachers should remain with their classes until an “all clear” message is given, or other instructions are given by an Administrator or a designated Staff member.

Note: In the case of an explosive device located on campus, DO NOT USE RADIOS OR CELLULAR PHONES due to the fact that radio beams can cause detonation of electric blasting caps.

When making an Intercom Evacuation message, use the following script to notify participants of the evacuation:

**Attention, Attention**

**We have been instructed to evacuate the building.**

**Please leave the building using the evacuation plan posted in your classroom. Please leave quietly and follow all directions given by your teacher or an Administrator.**

## EVACUATION PLAN AND PROCEDURES

### Evacuation Off Campus

Situations may arise which require an off-campus evacuation to ensure the safety of students and staff. These situations include a *chemical spill, explosive device located on campus, or major fire*. Pre-planning procedures for the emergency evacuation of campus shall consist of the following minimum requirements when evacuation is required:

- Identify appropriate Rally point.
- Notify assembly location of anticipated arrival time and number of students arriving if an off-campus evacuation is necessary.
- Establish the desired evacuation route to the holding area(s)/assembly point(s). Follow Evacuation of School Building Plan. Administrators and designated Staff members will then direct classes to assigned Rally Area.
- Teachers should instruct students to not talk and to wait for further instructions.

Note: In the case of an explosive device located on campus, DO NOT USE RADIOS OR CELLULAR PHONES due to the fact that radio beams can cause detonation of electric blasting caps.

When making an Intercom Evacuation message, use the following script to notify participants of the evacuation:

**Attention, Attention**

**We have been instructed to evacuate the building.**

**Please leave the building using the evacuation plan posted in your classroom.**

**Please leave quietly and follow all directions given by your teacher or an Administrator.**

## EVACUATION PLAN AND PROCEDURES

### *When an Off-Campus Evacuation is Called*

#### **Teachers Should:**

1. Bring class lists (available in the Navigate app) when evacuating their classroom/building and emergency backpacks when available.
2. Ensure that all students are out of the classroom and adjoining bathrooms.
3. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until the building is clear.)
4. Proceed to the pre-designated holding area/assembly point and maintain order.
5. Remain with their classes until an “all clear” message is given or an Administrator gives other instructions.

#### **School/Location-based Administrators Should:**

1. Immediately dial 9-1-1 and report the emergency.
2. Establish and assign a management post at the off-site evacuation point (with a cellular phone if possible).
3. Identify the specific location of classes in holding area/assembly point to facilitate the orderly location of students for parents wishing to pick up their children.
4. Have Administrators and designated Support Staff members check all bathroom facilities and hallways for complete evacuation.
5. Gather lists of unaccounted for students from Staff members or use the app.
6. Be ready to direct parents to the management post for pickup of students.
7. The on-campus Administrator should be designated as a contact person and should stay with police/fire departments to act as liaison at the school site.
8. If needed, establish a location for media away from students. All media contact should be directed to the on-campus school Administrator.
9. At the conclusion of the emergency, prepare a written statement of events to have available to all school/location personnel, especially for parents who might call in with concerns.