

**SCHOOL EMERGENCY MANAGEMENT PLAN
2019-2020**

**EXCELSIOR CHARTER
of BROWARD**



**COMPREHENSIVE
SCHOOL SAFETY AND
EMERGENCY
PREPAREDNESS PLAN**

SCHOOL EMERGENCY MANAGEMENT PLAN 2019-2020

**Copy of Plan to be kept in school front office,
principal office and posted on school website for
public viewing: www.excelsiorcharter.com**

VISION:

In essence, maintaining a safe school environment is everyone's responsibility. The School Emergency Preparedness Plan was prepared with that in mind.

OVERVIEW:

Our school follows all the following statements as a measure to align procedures and vision with our school Board of Education. The School Board of Broward County, Florida is committed to ensure that all students receive a quality education within a safe and secure learning environment. The development and implementation of a School Emergency Preparedness Plan (SEPP) is an excellent part of the school's comprehensive staff development plan and acts to support the School Board of Broward County's goal: Continues Improvement and that students will attend a school that is safe, secure and conducive to student health and learning.

There are a number of state requirements and shared responsibilities regarding safe schools that underscore the need to reinforce an all-hazard approach to school emergency preparedness.

In accordance with the rules of the State Board of Education, district school boards operate, control, and supervise all public schools in their respective districts and are required to make a reasonable effort to provide a learning environment free from harmful conditions [230.03(2),FS], [230.23(6)(c,d), FS], [6B-1.006(3)a, FAC]. Rules require that a reasonable effort be made to protect students from harmful, unhealthy and/or unsafe conditions. [6b-1.006(3)a,FAC].

MANDATORY JOB RESPONSIBILITIES:

The School Management CEO acts as the executive officer of the school and is responsible for recommending rules and regulations for the control, discipline, safety, and suspension of students, as well as assuring that all laws and rules of the state board are observed [230.31, FS], [230.32 (3, 4), FS], [230.33 (8), FS]. The CEO is responsible to contact the Director of the School of Choice to coordinate effort in case that the school has any emergency.

The principal is in charge of the school safety plan, training, implementation, and revision. In accordance with district school board rules and regulations, the principal is required to develop student control, discipline and safety policies for use by teachers, instructional staff, and school bus drivers [232.26, FS]. Principals in charge of secondary schools are required to develop and implement school security plans [228.088, FS], [232.25, FS], [232.26 (1), FS], [6A-a.0403, FAC].

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Each teacher or instructional staff member has the authority for the control and discipline of students as may be assigned to him or her by the principal or designee [232.25 FS], [232.27, FS]. The instructional staff must follow all safety procedures established by the school or the school district to provide a safety environment, safety procedures and safety instructions for the students.

Non Instructional and All School Workers: Must follow all safety procedures and responsibilities assigned to them by the administrators. Must assist teachers and students in case of emergency to protect, assist or guide students.

End Goal of Training

100% of school personnel will engage in the continuous cycle of learning, improvement for school emergency preparedness, drills and procedures

Yearly Mandatory Training:

The School Emergency Preparedness Training is site based. It is not the intention of the process to address every possible emergency. However, training is designed to provide an easily understood procedural approach to a representative sample of potential emergencies utilizing the Department of Education cycle of emergency preparedness: Prevention/Mitigation, Response, and Recovery. The exact timing of critical events is unpredictable. It is through the process of practice and in-service training that all staff as well as students, become familiar with effective decision making with regard to school emergency response. That decision-making experience is then transferable regardless of which critical incident occurs.

The School Emergency Preparedness Training is essentially professional development of collaborated Best Practices, which provides information to school employees regarding the emergency preparedness cycle. This plan will be provided to all specified school employees. As a result, a culture of continuous improvement is nurtured.

Responsible for yearly training and follow up trainings: The principal or Director

Participants:

1. Instructional Staff
2. Substitute Staff
3. Non-Instructional Employees
4. All school workers

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Administrators: Must complete all the emergency information before the training.

School Name: Excelsior Charter of Broward

Mandatory Yearly Drills Plan

2019-2020 School Year

Fire Drills

Date	Time	Complete By Name	Submitted Date BCPS
August 16	9:00am		
August 30	1:00pm		
September 25	1:30pm		
October 22	10:00am		
November 07	1:00pm		
December 12	9:30 am		
January 24	1:00pm		
February 12	9:00am		
March 13	1:30pm		
April 15	10:00am		
May 21	1:00pm		

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Tornado Drills

August 27	9:30am		
February 6	1:30pm		

Other Drills: Code Yellow and Code Red

Emergency management Plan

EMERGENCY MANAGEMENT PLAN (EMP)

To expedite safety procedures and effectiveness and to establish clear communication and actions the EMP has three coordinated strategies: 1) the creation of a **SAFE TEAM**, 2) the development of procedural **check list**, and 3) the use of **emergency codes** to communicate the level of the emergency to action codes.

- The school has established a **SAFE TEAM** concept in responding to emergency situations. A SAFE TEAM is a group of non-administrators who will respond to different areas of the school to expedite school safety emergency-action (SSE).
- Second, the plan consists of a series of **checklists** that cover a wide range of circumstances that may arise within the school to outline procedures. It is impossible to cover every incident with a checklist as some circumstances would require a variety of different responses.
- Ultimately, a **color-coded alert system**, that include a list of **emergency codes** designed to provide an effective communication and action to follow in case of a safety emergency.

SAFE TEAM

Safe Team

The school's Safe Team consists of Guidance Counselors, Reading Coach, ESE Specialist, front office personnel, Security and School Resource Officer. The Safe Team must meet quarterly on Thursday the second week of the quarter to review scheduled or unscheduled drills and discuss procedures. All Safe Team members have received special training on Emergency Preparedness and they are the **SAFE TEAM LEADERS**. The Principal/Director Assistant Principals/Directors must attend the Safe Team meetings to provide resources, strategies and solutions.

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Name/Title	Emergency Position	Emergency Task	Phone
Dr. Jan Codling	Bldg # 1 & 2		754-701-1192 651-542-7245
Kenly Lopez	Front Desk Bldg # 1		754-701-1192 954-479-9249
Kelvin Tolentino	Perimeter of school/ Inside Blg 1		754-701-1192 954-504-0379
Earnestine Headings	Bldg # 2		754-701-1192 954-980-4105

ADMINISTRATORS

Name/Title	Emergency Position	Emergency Task	Phone
Dr. Jan. Codling			

Approved: _____ Date _____ Signature _____

Staff with specialized trainings:

Name	Training	Room #	Email	Cell #
Earnestine Heading		Front Desk Bldg. #2		
KLopez		Front Dsk. Bldg. # 1		

Training: CPR, First Aid, Nurse, Physiology, Guidance, Crisis Intervention, logistic

Communication

Name	Title	Grade	Room #	Email	Cell #

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Teacher must take the following actions always:

- 1-*Updated roster daily,
- 2*-allergy list,
- 3-* any medical need information,
- 4-*parents or guardian emergency phones,
- 5-green-red sign,
- 6-positive and calmed attitude,
- 7- maintain discipline,
- 8-head count all the time,
- 9-follow procedures,
- 10-take decisions aligned to the school emergency plan
- 11-provide moral support and first aid as need it
- 12-in case of emergency contact your **SAFE TEAM LEADER** and report attendance and any incident or accident (text will be better than call. However, do not take your eyes from the students and the emergency while communicating, this is not a time to contact any person no related to the present emergency)

All these items must be updated and placed on the *CRISIS RESPONSE BOX.

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COLOR-CODES ALERT SYSTEM

Excelsior Charter of Broward and Everest Charter will follow BROWARD COUNTY SCHOOL DISTRICT WARNING SYSTEM. The Broward County School District utilizes a color-coded alert system. When a situation could endanger students, the district and the school issues a "**Code Alert**" to classify emergencies and determine the required procedures.

- **BLACK - Bomb Threat.** Depending on the information and location, students may or may not be evacuated.

Red: No movement. FULL LOCKDOWN CLASSROOM

The threat is a drive-by shooting or terrorist attack. Students cannot leave or walk around campus. All outside access to the school is barred. Only the police may move about the campus

Yellow: Limited movement. PARTIAL LOCKDOWN SCHOOL. The threat is something such as a riot, kidnapping or homicide. Students can walk around campus but only with A SAFE TEAM member or an adult escort. All outside access to the school is barred. Safe team may move about campus.

Brown: Shelter-in-place. The threat is as a chemical spill or nuclear explosion, and the school becomes something like a bomb shelter.

Blue: Medical. The incident is a medical emergency. The school's first responders, up to eight specially trained staff members, secure the campus and create a mini-command center. Immediately, move the students out of the room.

Black: Evacuate. Bomb Treat. The campus is emptied.

Green: All clear. It is now safe to go back to class and resume normal activities.

Orange: Evacuate the building due to strange odor or unsafe situation.

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CODE RED

FULL LOCKDOWN PROCEDURES

DEFINITION: A **code RED** is an immediate threat / incident to either inside or outside of the facility in which the best course of action is to keep everyone in his or her place until the threat is neutralized.

ANNOUNCEMENT: "CODE RED or LOCKDOWN DRILL"

PROTOCOL:

- No movement.
- All staff and students should be in a locked room.
- If a student or staff member is in the hallway, usher them into your classroom immediately.
- **Lock classroom door** (s), **close blinds**, **turn off lights**, and move students away from windows, doors, and (any sight line).
- DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM!
- Take attendance for all students present in your classroom, report missing and or additional students to office via e-mail or by telephone SAFE TEAM LEADER
- Do not unlock or open door for anyone (those needing access will have a key).
- Place **green school sign** on the glass inset adjacent from the main entrance door (indicates classroom is clear).
- Keep the students as calm as possible.
- Specials' teachers remain with your class.
- Support staff (SAFE TEAM) report to assigned zone (PRACTICE LOCKDOWN ONLY)

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- Communication via intercom or telephone (for emergency use only).
- When the threat has passed, an **ALL CLEAR** announcement will be made.

CODE ORANGE / FIRE DRILL

EVACUATION

DEFINITION: Code ORANGE is a signal for evacuation and is the same procedure as a FIRE ALARM DRILL. Fire drills are a part of school training. One fire drill will be conducted within the first 5 days of school, and one conducted each month thereafter.

ANNOUNCEMENT: “CODE ORANGE” or the bell or fire alarm will ring, evacuate to primary site.

Protocol:

- Teacher will inform students of the route to be taken from each room.
- Evacuate immediately (use the fire drill evacuation routes).
- Teachers are required to bring the class roster for attendance. **Head count required.**
- Additional instructions will come from designated personnel at your evacuation site.
- Oral directives are sometimes necessary in an emergency, so silence is imperative.
- No running or pushing at any time. Students are to use a quick walk!
- Teachers’ must stay with their class.
- Teachers shall make certain that all students are present by taking attendance.
- Students have been accounted for teachers are to hold up the "**green school sign**" indicates

ALL CLEAR

- If a student is missing from their class; teachers are to hold up the "**red school sign**" indicates **ASSISTANCE NEEDED**

NOTE: THE EVACUATION ROUTE MAP MUST BE POSTED ON YOUR CLASSROOM DOOR OR WALL AT ALL TIMES.

The signal for returning to the school facility will be announced by a school administrator. Students are to return to the classroom quietly, making a single line.

Teachers are expected to practice the evacuation procedures with their students on a regular basis.

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ONCE AT THE EVACUATION AREA, TEACHERS MUST TAKE ATTENDANCE AN ACCOUNT FOR ALL STUDENTS. IMMEDIATELY NOTIFY ADMINISTRATION OR SAFE TEAM LEADER OF ANY MISSING STUDENT.

CODE BLACK

BOMB THREAT

DEFINITION: Code BLACK is a BOMB THREAT!

ANNOUNCEMENT: "CODE BLACK"

***In the event of a "phoned in" bomb threat, a systematic search of the entire school will be conducted to determine whether or not the threat is viable. Once the threat is assessed, a decision will be made as to whether or not an evacuation is necessary. Administrator directs PA call for "CODE BLACK" and initiates FIRE ALARM.

Protocol:

- Teacher will inform students of the route to be taken from each room. **Head count required.**
- Each student is to bring his/her book bag and evacuate immediately (use the fire drill evacuation routes.)
- Do not lock classrooms!
- If lights are on leave on, lights off leave off.
- Report to evacuation site and await further instructions from your administration or Safe Team designated personnel at your evacuation site.
- Oral directives are sometimes necessary in an emergency, so silence is imperative.
- No running or pushing at any time. Students are to use a quick walk!
- Teacher is required to bring the class roster for attendance.
- Teachers shall make certain that all students are present by taking attendance.
- Electrical signals may trigger explosive devices.
- Make sure all cellular devices and pagers are switched off upon evacuation.
- Any student caught using a cell telephone must have it confiscated immediately.
- Teachers must stay with their class.
- Students have been accounted for teachers are to hold up the "green school sign" indicates ALL CLEAR, all students are present.
- If a student is missing from their class; teachers are to hold up the "red school sign" indicates ASSISTANCE NEEDED or missing student.

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CODE BLACK MAY INCLUDE: FIRE, GAS LEAK, BOMB DETECTED, BOMB THREAT

Excelsior Charter of Broward students will, in case of a bomb threat, evacuate to the Education Solutions building at the corner of 21st street and Commercial Rd in Tamarac.

Students will exit on 21st street and head north to the building and await further instructions from the Safe Team administrator.

TORNADO DRILL PROCEDURES

DEFINITION: This emergency exists whenever there is a sighting or a reported sighting of a tornado in the area of the school. This condition could also exist if there is a strong possibility that a severe storm will occur or if severe storm warnings are posted. A tornado drill will be conducted according to **school plan**. The second mandatory drill will be held during the **third quarter of the school year**.

ANNOUNCEMENT:

"Tornado Drill -All students and Safe Team must report to their assigned area"

PROTOCOL:

- Students should be moved away from the windows in each classroom.
- The protective posture will be incorporated in the presence of a tornado.
- Crouch on your elbows and knees and place your hands over the back of your head.
- Students are not to be crouched under desks, tables, and etc.
- P.E. Coach move students indoors to the designated area.
- Cafeteria staff will utilize the kitchen area.
- If a tornado drill takes place during a lunch period, students that are in the cafeteria will remain there and move away from the doors and windows.
- All students must face the interior wall that is away from the windows.

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- Teachers must remain with their class.

ALL CLEAR

Once the tornado drill has ended, administration will announce "**ALL CLEAR; RESUME REGULAR CLASSROOM ACTIVITIES AND OR PROCEDURES.**"

Students and Parents Safety Guidance

DROP OFF PICK UP

Parents must drive their cars according to the drop off pick up designated area. During arrival and dismissal, families are encouraged to carpool. This will also assist in reducing congestion on school grounds as teachers dismiss their students.

Students and parents are requested to use the sidewalks at all times. Children may not walk across the bus lanes located on the north side of the building (Excelsior at Prospect site). Parents are also not permitted to pick up from this parking lot either.

All students will be dismissed according to parent directions only. **If your child's dismissal procedure changes, you must notify the front office and teacher in writing.** Please do not tell your child of a change in dismissal without also notifying the office/teacher in writing. We dismiss students only according to your written directions

PRIVATE BUS PICK UP AND DROP OFF

All pick up by private busses must follow all school's rules, students must be pick it up on time, late pick up are not allowed. We do not have staff to supervise the students after dismissal. If safety of the students is necessary, the parents would need to pay a late fee. Parents will be notified if their pick up arrangement are not picking up on time. Excelsior at Prospect: North side of the building, Everest: North side of the building (front), Excelsior at McNab: West side of the building

EARLY DISMISSAL

Any student who must leave before the end of the school day must be signed out in the office after 2:00pm at Excelsior. **In accordance with the Code of Student Conduct book, "no student shall be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency."** Only those listed on the Emergency Contact Card will be permitted to sign out students. No child is to be released from the classroom without notification from the office.

EARLY RELEASE DAYS

Students are released from school two hours early, at 12:00 p.m. on six days during the year as listed on the school calendar. These early dismissal days provide time for essential staff training to promote

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school improvement and academic achievement. This year, the school staff training will focus on Professional Development, authentic learning, standardized strategies for Reading-Language Arts and Mathematics.

Please make arrangements in advance for your child's transportation and/or supervision when your child is dismissed at 12:00 p.m. on these days. Lunch will be served to students prior to dismissal on Early Release days.

Early Release Days this school year are on the following days:

Thursday, October 17, 2019	Thursday, March 19, 2019
Friday, December 20, 2018	Thursday, April 9, 2019
Thursday, February 20, 2019	Tuesday, June 2, 2019 (Last day for students)

EMERGENCY DISMISSAL

The closing of school due to emergencies is left to the discretion of the principal. Please discuss with your child the instructions you have given the school as to where they are to go if there is an emergency dismissal.

EMERGENCY INFORMATION

During the first week of school, a Student Emergency Contact Card is sent home to parents. It is essential that this form be filled out completely by the parent/guardian, with current phone numbers and must include emergency contact telephone numbers. Please notify the school in the event of any changes in the emergency information provided. It is imperative that the school be able to contact parents in the event of sudden illness or accident.

EVACUATION / FIRE DRILLS

During the first week of school, we will teach students the correct procedures and conduct for safely exiting the building in an emergency during our first fire drill. Ten drills are scheduled throughout the school year. Students are required to follow the teacher's directions and to become familiar with the emergency exit procedures posted in the classrooms.

Students are expected to walk silently during evacuation drills for the safety of all children. In addition to ten fire drills,

we will have two (2) tornado drills and one (1) emergency evacuation drill (Code yellow and/or Code Red Lockdown Drill). Parents will be notified via the Parent Link when this evacuation drill takes place.