

# **Discovery Academy**

## **School Safety Plan**

### **Discovery Academy**

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# **I. INTRODUCTION**

## **A. Purpose**

The purpose of this plan is to identify emergency responsibilities and procedures for Discovery Academy and its employees. This plan is intended to empower employees in an emergency and clarify emergency roles and response. These are guidelines and are meant to be revised and expanded on by the responding staff. This document is not intended to be a rigid or restrictive plan.

## **B. Scope**

This plan provides a basic emergency response plan, recommended emergency response team procedures, employee emergency procedures, training requirements, exercise procedures, and employee and family disaster preparedness based on the four phases of emergency management.

### **1. Mitigation/Prevention**

Discovery Academy will conduct mitigation/prevention ongoing activities including as an integral part of the emergency management program. Mitigation/Prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/Prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Examples of mitigation include: strapping file cabinets, securing computers, etc

### **2. Preparedness**

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the comprehensive emergency management plan are:

- a. School Forms
- b. Emergency Drills
- c. School Disaster Supplies
- d. Student Emergency Drills
- e. School Mapping

### **3. Response**

Discovery Academy will respond to emergency situations quickly and calmly. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities will include:

- a. Drills and Exercises
- b. Special Needs Children
- c. Evacuation

- e. Shelter-in-Place
- f. Parent/Student Reunification
- g. Crisis Management
- h. Incident Command System/NIMS
- i. Emergency Procedure Templates

#### **4. Recovery**

Discovery Academy will carry out a recovery program that involves both short term and long term efforts. Recovery actions will include:

- a. Temporary Relocation of Classes
- b. Classes Taught via Internet
- c. Debris Removal
- d. Reconstruction of Facilities
- e. Post-traumatic Stress Identification and Treatment

#### **C. This Plan Applies to:**

1. all employees of Discovery Academy.
2. all employees tasked to provide response assistance in case of emergency/disaster and describes actions to be taken in providing immediate response assistance.
  - Includes those actions and activities that support the school's effort to save lives, protect the health and safety of employees, and protect school property.

#### **D. Mission and Goals**

1. The mission of Discovery Academy in an emergency/disaster is to:
  - protect lives and property
  - respond efficiently and effectively minimizing panic
  - aid in recovery from disasters.
2. The goal of Discovery Academy in an emergency/disaster is to:
  - Provide emergency response plans, services, and supplies for all facilities and employees.
  - Coordinate the use of school personnel and facilities within the school.
  - Restore normal services as quickly as appropriate.

#### **E. Definitions**

1. "Emergency" as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. In an emergency, existing resources and capabilities are sufficient to cope with the situation.

2. "Disaster" is defined as any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment, or supply requirements.
3. An emergency or disaster may be proclaimed by local government jurisdictions or the Governor as authorized by state or local statute.
4. A "CRISIS" is an incident, or series of incidents, expected or unexpected, that has a significant effect on one or more persons but may not involve the entire school or community. An incident involving violence, or the witnessing of violence, often has a lasting effect on those involved. The psychosocial effects of a crisis may linger for extensive periods of time, and may impact the psychosocial functioning of a school or community. Without intervention, such incidents may evolve into larger scale incidents. These interventions typically include counseling of those involved using techniques of psychological first aid, critical incident debriefing, the use of "safe rooms" and other mental health-oriented methods.

## **F. Planning Assumptions**

The following assumptions are the basis of this plan:

1. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
2. An emergency or disaster, such as a tornado or hazardous material incident, may occur with little or no warning with mass casualties, destruction of property, and damage to the environment.
3. Local and state government may be overwhelmed by a disaster. School employees may be on their own for at least three days or longer after a disaster.
4. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.
5. Assistance from other government and federal agencies will supplement the states, but such assistance will take some time to request and deploy.
6. The first concern of Discovery Academy employees will be for their families' safety. Disaster planning for employee's families is of primary concern to the school and staff. A spirit of volunteerism among Discovery Academy employees and other citizens will result in their providing assistance and support to emergency response efforts.

## **G. Limitations**

It is the policy of Discovery Academy that no guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, Discovery Academy can only endeavor to make every reasonable effort to respond based on the situation, resources, and information available at the time.

## **II. CONCEPT OF OPERATIONS**

## A. Direction and Control

Cell phones, walkie-talkies and intercom/phone communication maybe used during an emergency. When it is possible the phone system will be used first as it reaches the greatest number of staff members. Direction will be given in clear (non-coded) language. All are expected to follow the directions given unless there is danger that inhibits doing so. In a major emergency or disaster Discovery Academy property/buildings may be damaged or need to be evacuated, people may be injured and/or other emergency response activities may need to be taken. These activities must be organized and coordinated for efficient management of the emergency response and/or the disaster activities. To provide for the effective direction, control and coordination of a response to an emergency/disaster, either single site or multi-incidents, the Emergency Response Team (ERT) will take action and identify an **Incident Commander (IC)**. The Incident Commander will be in charge until a coordinated response can be arranged with local authorities. The Emergency Response Team is trained to respond quickly and identify an IC immediately. The IC then delegates the immediate needs.

The ERT will take action and make decisions with the safety and wellbeing of themselves and the students taking priority over procedures. The following procedures are recommendations and guidelines not to be considered rigid or inflexible. Following these or any procedures should never place a student or staff member in danger.

## B. Emergency Response Team

1. Before the Disaster
  - Emergency Response Team members will coordinate school wide planning activities and participate in training.
2. During the Disaster
  - Coordinate all emergency response activities at the school. Identify the IC.
    - The IC will delegate responsibilities including contacting responding authorities and emergency personnel, recording the incident, directing the public, etc.
  - Coordinate the communication and take direction from the responding authorities.
3. After the Disaster
  - Assist the school as directed in recovery efforts.
  - Complete all of the appropriate incident reports and documentation.

## C. Specific Situation Guidelines:

Each classroom has an Emergency Response folder that includes evacuation routes, updated class lists and attendance procedures during an emergency. Teachers take these folders with them during any emergency. During any emergency, local emergency responders (police, rescue squad, firemen) will have the final say in procedures and decisions keeping all staff and students safe. The IC will facilitate all communication between local emergency responders and ERT members.

- Tornado/Severe Weather:

A whistle is blown to alert staff and students of a weather situation. Students immediately proceed to the designated areas and sit on the floor along the wall covering their heads. Teachers follow the directions for attendance taking during an emergency. ERT members keep students calm, monitor the weather and report to other members any changes in weather alerts. ERT members facilitate all communication. The IC, usually administration in this situation, will notify the staff when it is all clear.

- Fire:

When a fire alarm sounds staff and students immediately proceed to the designated areas outside of the school buildings. Teachers follow the directions for attendance taking during an emergency. The IC, usually administration in this situation, immediately identifies ERT members to sweep the building double checking that all rooms are empty. The local fire department is called from outside of the building. The IC, usually administration in this situation, will notify the staff when it is all clear.

- Active Shooter:- In the case of a shooting, lock down procedures will be followed unless doing so puts students or staff directly in harms way. ERT members are trained to evacuate students whenever it is possible to remove them from the threat. In this type of threatening situation students are evacuated in the opposite direction. When evacuation is impossible due to the location of the shooter (more than one shooter, or unidentified location of the threat) teachers will lock their doors and go into lock down. This may include moving the students and themselves away from the line of sight of an intruder, turning out lights, barricading the door, hiding students inside of cupboards or under desks. When this type of situation occurs teachers are left to make critical decisions to try and protect the students and themselves. Any measure to preserve life and minimize the number of victims should be taken.

- Hostage Situation:

As with every emergency situation the staff will need to make critical judgment calls. The ERT will respond by evacuating the areas of the buildings that are not in immediate danger. The greatest number of students and staff possible will be evacuated. Those individuals who are in the direct line of threat will comply with the demands of the perpetrator when this is the only way to minimize injury and loss of life. All others will act in compliance with the local authorities.

- Bomb Threat:

Each threat must be taken seriously. Any threat will be considered a potentially dangerous situation and law enforcement officials will be contacted. The assistance of the local law enforcement will help determine if evacuation is necessary. Once the situation has been assessed and a determination of evacuation requirements has been made, instructions will be given to the staff including off-site regrouping location and a reunification site. The procedures for emergency evacuation must be followed including taking the emergency response folder.

Should a threat be made by phone, the caller is to be kept on the line as long as possible. The person taking the call will indicate to another staff member to call 911. The school phones are equipped with caller id to assist in identification of a threatening caller.

- Medical Emergency:

Any medical emergency requires quick action by the ERT and may include first aid care, blood/bodily fluids clean up, contacting local emergency responders and calling parents. When a medical emergency occurs, an IC is identified immediately. The IC determines who will manage each responsibility.

- Parent Reunification:

When necessary a separate location will be identified for parents to gather and be reunified with their students in an organized manner. This location may be different from the location that students and staff have occupied to regroup. This determination will be made based on the specific situation and circumstances. The One Call Now system will be used to alert parents and guardians of an emergency situation and the necessary details.

This document is meant to be a guide to the staff members at Discovery Academy. This document is also intended to meet the statutory mandates of HB 422 and R.C. 3313.536. These documents along with the floor plans are to be submitted to the Ohio Attorney General's Office. This document will be reviewed annually.