

School **Emergency** **Guide** for Parents





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Student Release

Dear Parents:

When an incident occurs at or near your child's school, you can rest assured that the matter is being handled by our staff of emergency responders.

All staff members in the District's Professional Standards & Special Investigative Unit and Safety Department are fully trained and poised to respond to all types of situations.

This guide was developed to provide parents with information on how the District's Professional Standards & Special Investigative Unit and the Safety Department work together with school-based staff to ensure your child's safety and security.

Regards,

James F. Notter
Superintendent of Schools

Alternative Formats

Individuals with disabilities requesting alternative formats of this publication may call
Equal Educational Opportunities (EEO) at
(754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Letter from the Principal

Dear Parents/Guardians:

The safety and welfare of our students, faculty, staff and you is a major priority of the District. Effective management of District resources during and following a disaster is vital. In Florida, we are keenly aware of the potential dangers from the threats of international violence to local criminal acts to natural disasters. It is essential that planned actions and an orderly environment be maintained. For these reasons, we support the efforts of the state of Florida and participate actively in Disaster & School Emergency Preparedness. Our efforts include the following four areas:

We will:

- 1 **Instruct** students and staff in weather preparedness and in school emergency procedures designed to maximize safety.
- 2 **Prepare** personnel to respond to an emergency according to predetermined procedures designed to prevent injuries and provide appropriate first aid and support when necessary.
- 3 **Communicate with students' families** about emergency preparedness measures to assist them in protecting themselves and their property.
- 4 **Communicate with parents** about the school emergency procedures so that in an emergency, school and home can work cooperatively in the best interest of students.

WHAT YOU CAN EXPECT SCHOOLS TO DO...

The first priority of every staff member will be to immediately account for and attend to the needs of every child.

- We know that the safest place for your children in an emergency during the school day is on the school campus; children will be kept in the safest location on school grounds until they can be reunited with their families.
- Students may not be sent home before dismissal time and, if conditions are severe enough, may be kept on campus until such time as it can be determined that it is safe for students to return to their homes in the usual manner.
- The movement of children from the school campus will be considered only when authorities have determined that occupation of the school campus is unreasonable due to unsafe conditions or threats.
- Staff members will work cooperatively with emergency agencies such as Law Enforcement and Fire Rescue authorities and other appropriate local agencies to assure the best possible emergency services available.
- Your children will be instructed regularly in emergency procedures as well as disasters, and will have regularly scheduled opportunities to practice such maneuvers such as a school lock-down and building evacuation.
- The District now has the ability to make mass phone calls to the homes of students, thanks to ParentLink. This feature can be tailored for an individual school or to every family who has children enrolled in a public school. These messages will provide pertinent information on the situation at hand.

WHAT PARENTS CAN DO TO HELP...

- In the event of a school emergency, monitor Emergency Broadcast System or local media (tv, radio, internet) for information related to schools.
- Realize that school sites have a priority in local Emergency Agency plans and your children are likely to have better access to any emergency services on a school campus than they would in most other locations.
- Avoid tying up school telephone lines that will be needed for emergency communications.
- Understand that if there is a threat to school safety and security, a predetermined emergency procedure is initiated, **THE SCHOOL CAMPUS MAY BE PLACED IN A LOCK-DOWN STATUS** and parents calling for children will be expected to wait until all students are accounted for and can be signed out in an orderly procedure. Please **DO NOT** remove your children from a school campus without signing them out, as this will greatly impede efforts to account for everyone and precious time will be exhausted looking for what is presumed to be a lost child.
- Make certain that your children's school emergency card is accurately and completely filled out and returned to the school. Call the school office promptly to correct any outdated information (for example, a change in your work telephone number or cell number).
- If your child needs regular medication, be sure there is always a 3-4 day supply in school office.
- Discuss with your children the emergency training they have received at school, give your support by stressing its importance, and encourage them to cooperate with school staff members, both in practice drills and in the event of a real emergency.
- Formulate your own home emergency plans and teach your children what they should do as a part of it. Instruct them as to whom they should go for adult supervision if you are not available and what they should do if an emergency occurs when they are en route walking to or from school.

Sincerely,
Elaine L. Saef
Principal

SCHOOL SAFETY PLAN

Every school in the District has an individualized School Emergency Response Plan. The plans are updated annually and reviewed with all school staff members. The plans include detailed school information and staff responsibilities before, during and after an incident. The plans encompass numerous potential scenarios that may occur both on and off campus.

VISITOR SIGN-IN

The District is dedicated to maintaining safe learning environments at every Broward County Public School. To help accomplish this goal, many District schools utilize a single point of entry and a new identification system called S.T.A.R. (Security, Tracking And Response system). Each school has a single access way for entering campus, with most entries leading to the school office. Upon arriving in the school office, you will be asked to provide identification (driver's license, government ID, District ID) and will receive a visitors' badge if going beyond the front office or checkpoint. Please wear your badge at all times when on the school campus. Having the badge lets school staff know who you are and that you are there for an approved purpose.

EMERGENCY PREPARATION

Each District school is required to prepare and submit for approval a School Safety Plan. The plans focus on handling crises or emergencies. The School Safety Plans include the following information:

- * Positions and responsibilities for each member of the school's emergency response team
- * The location of the school's command center
- * The school's evacuation assembly areas
- * The school's primary and secondary evacuation locations.

Every school is required to perform fire and evacuation drills and weather and lockdown exercises throughout the year to test their emergency plans. Broward County Schools also schedules one annual District-wide drill to test the District's emergency communications, preparedness and training.

EMERGENCY SUPPLIES

Every Broward County Public School maintains an emergency supply kit that includes a variety of safety items, including first aid materials, blankets, radios, water and non-perishable foods.

KEEPING THE STUDENTS SAFE

One of the safest places for your child to be is in school. Even though major incidents at schools are rare, it is important that schools and District staff plan, prepare and be vigilant. Each school conducts regular safety training programs with students and staff to assure that everyone is ready and prepared, should an incident occur.

Should a major incident happen involving your child's school, you or a designated contact person will be notified regarding the nature of the event and instructions to be followed.

We ask that you refrain from calling the school or coming to campus, as the teachers and staff will be focusing on safeguarding the children and keeping the lines of communication open.

EMERGENCY EVENTS

Lockdown

A “lockdown” is instituted in response to an incident that could potentially result in an unsafe environment for students and staff. Examples of events that result in lockdowns include an intrusion attempt, a weapon on campus or a disturbance on campus or in the surrounding neighborhood.

The school’s principal, the District’s Special Investigative Unit or local police authorities may order the “lockdown” of a school.

When a “lockdown” announcement is made, all of the school’s outside activities are stopped, with staff and students immediately reporting to their classrooms or other protected areas. Once everyone is in a secure environment, room doors are locked and will remain locked until the situation has been safely resolved. Outside perimeter gates are also locked and staffed to allow access by outside emergency responders.

The District’s main office and 9-1-1 are notified immediately and are kept informed of the situation and any action being taken. Should the situation warrant, additional District departments, including Area Offices, Safety, Special Investigative Unit and Communications, will be notified and may be called to the school site to assist. The “lockdown” will remain in effect until the responding authorities on site inform the school’s principal that it is safe to resume normal activities.

Shelter In Place

A “shelter in place” directive is initiated when there is a need to protect students and staff from health hazards related to environmental air quality. Such events may include a hazardous materials spill, chemical release or smoke from a fire.

The school and District officials will be notified by either Fire, Sheriff or Police departments that an event is occurring, which requires “shelter in place” action. Once the order has been issued, all students and staff will shelter in the nearest building, with all exit doors to the outside firmly secured and locked. At that time, only emergency responders are allowed to enter and exit the campus.

Evacuation of School Site

In the event that an evacuation of a school to an alternate site is required, information for parents to pick up their children will be:

- * Posted at the original school site
- * Sent via an automated phone message to the student’s emergency notification numbers listed in their files
- * Available by calling the District hotline at 754-321-0321
- * Posted on the District Web site at (www.browardschools.com).

STUDENT RELEASE

In the unlikely event that a school incident requires release of students, every possible effort will be made to contact parents and/or guardians. The school's staff will assist in the orderly release of students to parents/guardians, unless an authorized public safety official has restricted access to the school. In order for parents or other designated persons to pick up children, they must:

- * Be authorized to pick up the child on the Emergency Contact Card
- * Present proper identification to school staff

To help us provide a safer school site for your children, we are asking that you please stop in at the main office and sign in prior to your visiting the rest of our campus. This gives us an opportunity to say hello and to provide you with a visitor badge. Having a visitor badge lets our staff and other parents, who might be on our campus, know who you are and that you are there for a legitimate purpose.

EMERGENCY PREPARATION

Each year all of the Broward County Public Schools are required to prepare and submit a School Safety Plan. Part of the School Safety Plan is a section dealing with crisis and disaster preparedness. This plan designates the;

- positions and responsibilities for each of the emergency operations positions
- Location of the command center
- The evacuation assembly areas at the school
- Primary and secondary location the school will go to in the event that they must evacuate.

Each of the schools is also required to perform a number of fire and lockdown drills through out the year. Each year all the schools and the district office participate in a district wide drill to test our communications and overall preparedness and training.

EMERGENCY SUPPLIES

Each of our schools maintains an emergency supply kit that is equipped to get the school through the initial hours of the crisis. Plans are in place to provide food supplies if the need becomes necessary.



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 issues a "Code Alert" to classify emergencies.

Red: No movement. 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.

Yellow: Limited movement. The threat is something such as a riot, kidnapping or homicide. Students can walk around campus but only with an adult escort. All outside access to the school is barred.

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

Blue: Safe team reacts. 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.

Black: Evacuate. The campus is emptied because of a fire, gas leak or bomb threat.

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

Orange: For situations outside of those listed above



DISTRICT STANDARD CODES FOR EMERGENCIES

The following District Standard Emergency codes will be used as an all call to report emergency situations to students and staff members:

Emergency Decision Matrix	
Code Red (No Movement)	Threat/Incident outside the facility when the best course of action is to keep everyone in place to include the School SAFE Team <ul style="list-style-type: none"> • Drive-By-Shooter • Outside Disruption • Terrorist threat that does not warrant Code _____
Code Yellow (SAFE Team React/Limited Movement)	Threat/Incident inside the facility, when the best course of action is to keep everyone in place but requires the School SAFE Team to react <ul style="list-style-type: none"> • Gang confrontation/disruptions • Homicide • Kidnapping • Mass Casualties • Riot • Trespassing (Large Groups) When directed by Principal
Brown	Threat/ Incident within the facility when the best course of action is to implement the school Shelter-In-Place place <ul style="list-style-type: none"> • Accidental Chemical or toxin release • Chemical, Biological, radiological, Nuclear and High Yield Explosive
Blue	Incident when the best course of action is to notify SAFE Team of a medical emergency.
Black	Evacuate Facility <ul style="list-style-type: none"> • Fire • Gas Leak • Bomb(s) detected or exploded • Bomb Threat
Green	All clear return to classrooms and resume normal activities • All Clear • Resume Activities
Orange	EVACUATE: WHEN A SITUATION WARRANTS BEYOND PREVIOUS CODES

