



ORLANDO JUNIOR
ACADEMY

SCHOOL EMERGENCY OPERATIONS PLAN

Organization and Assignment of responsibilities

The principal is not able to manage all aspects of the safety plan associated with an incident without assistance. The school relies on other key school personnel to perform tasks that are essential to the safety of staff and students during a crisis or critical incident.

School staff may be required to remain at school to assist in an incident. In the event that this school's Emergency Operations Plan (EOP) is activated, staff will be assigned to serve within the Incident Command system (ICS) based on their expertise and training and the needs of the incident.

Possible Roles in a Crisis Situation

A. Principal /Building Administrator

The principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times the principal still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the superintendent's office and the Incident Commander.

B. Incident Commander

The Incident Commander's responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Emergency Operations Plan (EOP).
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., evacuation, shelter in place etc.), as described in this guide.
- Arrange for the transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel (depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures etc.).
- Keep the principal and other officials informed of the situation.

C. Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.

- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the incident Commander or designee.
- Execute assignments as directed by the Incident Commander or supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange first aid for those unable to be moved.
- Render first aid if necessary.

D. Instructional Assistants

Responsibilities include assisting teachers as directed.

E. Counselors, Social Workers, and Psychologists

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander.

F. School Nurse/Health Assistant

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

G. Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to Incident Commander.
- Control main shutoff valve for gas, water and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in conservation, use, and disbursement of supplies and equipment.
- Keep incident Commander or designee informed of conditions of the school.

H. School Secretary/Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

I. Food Service/Cafeteria Workers

Responsibilities include:

- Use, prepare, and serve food and water on a rational basis whenever the feeding of students and staff become necessary during an incident.
- Execute assignments as directed by the Incident Commander or supervisor.

J. Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or supervisor.
- Transport individuals in need of medical attention (depending on the situation).

K. Other Staff (volunteers etc.)

Responsibilities include reporting to the Incident Commander or supervisor if requested or activated.

L. Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident preparedness/recovery activities, as age appropriate.

M. Parents/Guardians:

Responsibilities include:

- Encourage and support school safety, violence prevention, and accident preparedness program within the school.

- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understand their roles during a school emergency. `

Emergencies

Fire Emergency

In the event of a fire on the campus:

- Pull the fire alarm to notify the building occupants (except when there is a gas odor).
- Evacuate students and all school personnel to the designated safe area depending on where the fire is located.
- Call 9-1-1 and the local administrator.
- Follow the normal fire drill route. Use alternate route if the normal route is too dangerous or blocked.

Teachers (To Do List)

- Take roster/list of students in the class, radios and cellphones.
- Once outside in the designated area, teacher takes the attendance.
- The teacher is to report if all is safe with his/her class by saying “all present”.
- Teacher reports missing student/s to the designated fire marshal immediately.
 - If a student is missing this is to be reported to the fire marshal who will report to the local deputy/police on site.
- After consulting with appropriate official(s) on the ground, administrator may move children to another area if building is damaged (primary location area).
- No one re-enters the building(s) until entire building(s) is declared safe by fire or police personnel.

Bomb Threat

Bomb threats should always be taken seriously. Your quick and safe reaction to a bomb threat could save lives, including your own.

In the event of a bomb threat. You should:

- Listen closely to the caller’s voice, speech patterns and noises in the background.
- After hanging up the phone, immediately dial the call back service in your area to trace the call, if possible.
- Notify administrator or designee.
- Call 9-1-1

- Administrator orders evacuation of all people inside the building(s), activate emergency plan.
- If evacuation occurs, staff should take roster/list of students.
- Remain calm.
- Follow law enforcement instructions.
- Follow evacuation procedures.
- Do NOT approach or inspect suspicious items or unattended packages.
- Do NOT congregate near the incident scene as onlookers may impede first responders and law enforcement.
- Follow the directions of the designated Fire Marshall (given by local law enforcement) who will lead the group to the safe place (Matthew's Park).
- The administrator in charge will alert the parents and give directions to pick up students.

Intruder

Intruder-an unauthorized person who enters the property

- Ask another person to accompany you before approaching an intruder.
- Politely greet the intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at a specific place.
- Notify the administrator, principal, or police.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to the exit.

If intruder refuses to leave

- Warn intruder of consequences for staying on school property. Inform him/her you will call the police.
- Notify the principal or administrator if intruder still refuses to leave. Call 9-1-1. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of the intruder's actions.
- Principal or administrator may issue lock-down procedures.

If facing an active shooter/violent intruder situation, use the below recommendations to guide your response decisions.

RUN – when an active shooter/violent intruder is nearby:

- Immediately evacuate if there is a safe escape path.
- Evacuate yourself whether others around you agree to evacuate or not.
- Leave your belongings behind.
- When you are safe, call 9-1-1.

HIDE – if you are not in immediate danger or evacuation is not possible, find a safe place to hide:

- Lock and/or barricade all door(s) and entrances.
- Turn off lights and lower window shades.
- Silence your cell phone and other electronics.
- Hide behind large, thick objects.
- Remain silent.

Your hiding place should:

- Be out of the attacker's view.
- Provide protection from gun shots or weapons.
- Not trap or restrict your options for movement.

FIGHT – as a last resort and only if your life is in immediate danger:

- Attempt to incapacitate the active shooter / violent intruder.
- Act with physical aggression.
- Use improvised weapons.
- Work together with others.
- Commit to your actions.
- Don't pick up the active shooter / violent intruder's weapon.

Information You Should Provide to the Emergency Dispatcher:

- Your exact location.
- Location of the active shooter / violent intruder.
- Number of attackers, if more than one.
- Physical description of attacker(s).
- Number and type of weapons held by the attacker(s).

How to React When Law Enforcement Arrives:

- Remain calm and follow officers' instructions.
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Do not stop to ask officers for help.

Severe Weather

Ideally students should be moved to the lowest level(s) possible, to interior rooms away from exterior walls and windows that may certainly fail in the event of a tornado or strong, damaging winds.

- Interior, small rooms usually offer the best protection. Offices or bathrooms are usually favored locations.

- Interior hallways are usually another good option but avoid getting too close to outside door openings. If the hallway has glass doors at the end, it may not be a good choice. Hallways can also become a wind tunnel with dangerous debris flying through them. A hallway that zigzags will be less likely to create a wind tunnel and should be relatively safer than a straight hallway.
- Avoid exterior classrooms or rooms with many windows.
- Avoid large span ceiling rooms like gymnasiums, auditoriums, and cafeterias. You have to assume ceiling failure will occur.
- Avoid portable classrooms.

During the storm

- Monitor the weather conditions.
- Act in accordance with directives from the Weather Service.

After the Storm

- Conduct a damage assessment.
- Announce All clear.
- Conduct a review of your plan.

Flooding

When a flood watch has been issued for your area that includes your facility:

- Monitor your local Emergency Alert Stations, weather radio and television. Stay in contact with your local emergency management officials.
- Review evacuation procedures with staff and prepare children.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Line up transportation resources.

Flood Warning

If advised by emergency responders to evacuate, do so immediately.

- Staff takes rosters/lists of children.
- Move children to designated relocation center quickly.
- Turn off utilities in building and lock doors, if safe to do so.
- Staff takes role upon arriving at relocation center. Report missing children to the administration emergency response personnel immediately.
- Notify parents/guardians according to facility policy.
- Monitor for change in status.

Shelter in Place

Shelter in place provides refuge for students, staff and public within the building during an emergency. Shelters or safe areas are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each building.
- Administrator instructs students and staff to assemble in safe areas. Bring all person(s) inside the building.
- Staff will take the evacuation To-Go-Kit containing emergency information and supplies.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if possible.
- Staff should account for all students after arriving in designated area.
- All persons must remain in designated areas until notified by administrator or emergency responders.
- Provide emergency contact procedures for families and first responders.
- Establish parent -child reunification process.
- Share emergency public information plan.

Hazardous Materials

Incident occurs in school

- Notify building administrator.
- Call 9-1-1 or local emergency number. If material is known, report information.
- Fire officer in charge may command additional shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- If advised, evacuate to an upwind location, taking evacuation To-Go-Kit with you.
- If possible, seal off area of leak/spill. Close doors.
- Secure /contain area until fire personnel arrive.
- Consider shutting off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Notify parent/guardian if students are evacuated, according to emergency operations plan.
- Resume normal operations after fire officials have cleared the situation.

Incident occurs near the school

- Fire or police will notify school administration.
- Consider shutting off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Evacuate students to a safe area or shelter students in the building until transportation arrives.
- Notify parents/guardians if students are evacuated, according to facility policy and /or guidance.
- Resume normal operations after consulting with fire officials.

In case of the need to Evacuate

- Call 9-1-1. Notify administrator.
- Administrator orders evacuation procedures.
- Administrator determines the means of evacuation.
- Relocation center is notified.
- Direct students and staff to follow fire drill procedures. Follow alternate route if normal route is too dangerous.
- Turn off lights, equipment gas, water faucets, air conditioning and heating systems. Close doors.
- Notify parents of relocation and pick up process.

Teachers

- Direct students and staff to follow fire drill procedures. Follow alternate route if normal route is too dangerous.
- Take evacuation To-Go-Kit with you.
- Close doors and turn off lights.
- Account for all students when outside the door. Inform administrator immediately if any missing.
- If students are evacuated to relocation center, stay with students. Take roll again when you arrive at center.

Designated Safe areas

- If the threat is on the Formosa side of the building move the students to the play field.
- If threat is on the side of the building near the play field, move students to the Staff Parking Lot.
- If threat is in the 400 (Early Childhood) building move students to the play field.
- If threat is in the gym move students to Evans Street.
- **All students will ultimately be moved to Matthews Park, Kress Memorial SDA or Wholelife SDA church from where parents can pick up.**

Evacuation Kit

Items to be included in a portable container, secured in the main office, for use in an evacuation.

- Aerial photos of the campus
- Area maps
- Campus layout or site plan
- Blueprint of school buildings
- School emergency plans/procedures

- Radio/cell phone with extra batteries
- Vests for crisis team staff
- Teacher/employee roster
- Fire alarm, sprinkler, and utility shut off procedures
- Gas and utility line layout
- Cable television/satellite feed shut-off procedures
- Student photos
- Emergency team phone numbers
- Designated command post and staging areas
- Emergency resource list (red Cross, counselors).
- Evacuation sites
- Students disposition forms and emergency data cards
- Student attendance roster
- Emergency contact information
- Inventory of staff resources (certifications etc.)
- List of students with special needs
- First aid supplies location
- Emergency first aid supplies
- Flashlight and batteries
- Bullhorn

Emergency Safety Codes

Code Red: Lockdown- No Movement

Called when an actual threat to campus safety has been identified.

Code Yellow: Shelter in Place-Restricted Movement

Called to allow administration time to assess any concern on campus or in the neighborhood that could potentially impact campus safety.

Code Green: School Evacuation

Called for events that necessitates evacuating one or more buildings on campus.

Code Blue: (Generally confidential, details shared only with a child's family)

Called as a request for a nurse for a medical concern on campus and to limit unnecessary traffic in the vicinity.

Code Purple: (Generally confidential, details shared only with the child's family)

Called for a medical emergency that requires 911/First Responder assistance.

Code black: Severe Weather-Restricted Movement

Called for weather-related concerns, typically either high wind or lightning.

Code Gray: Tornado Warning-Storm Shelter

Called when a tornado warning is in effect.

Code White: Previous code has been resolved

Called when a prior situation is no longer an active concern to the campus.

Relocation Centers

Primary Relocation Center

Matthews Park
205 E Steele St.
Orlando
Florida, 32804

Secondary Relocation Center

Kress Memorial Seventh-day Adventist Church
746 Formosa Ave.
Winter Park
Florida, 32789
Ph. 407-644-4115

Wholelife Adventist SDA Church

2800 N Orange Ave.
Orlando,
Florida 32804
Ph. 407-898-0451

Designated school Fire Marshals:

Business Manager:	Middle School
Custodian:	Outside
Admin. Assistant:	400 Building (Early Childhood block)
Registrar:	Elementary
Front Desk:	Gym
Principal:	Administrator in charge

When reporting, (if all is safe) the Fire Marshall is to say “all clear” after checking with the teacher for his/her area.

Fire Marshals should: **R-A-C-E**

Rescue/Remove

Rescue or remove any persons from the immediate scene.

Alert/Activate

Pull the nearest alarm and call 9-1-1 (if not done already).

Confine

Close all doors to the hazard or fire area.

Extinguish/Evacuate

Extinguish using the closest fire extinguisher if the fire impedes your evacuation. Evacuate to your designated meeting location.

The Business Manager (second in command) is the administrator in charge in the absence of the principal.

N.B.: When the chief administrator is not present, the second in charge takes responsibility for the emergency process. If the second in charge becomes the chief administrator, then the chair of the safety committee or the available Specials teacher takes responsibility for the Middle School.

If a class is not with their homeroom teacher at the time of a crisis, the teacher with whom the class is with is to get the students to the designated area and the homeroom teacher will meet the students there.

Communication

A. Internal Communication

1. Communication between staff/faculty members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal, who contacts the member of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).
- Morning Faculty Meetings: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.

- End-of-Day Faculty Meeting: As appropriate, updated information and a review of the days' events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

2. The Incident Commander will use the school wide Alert System to notify all parents regarding any incident happening on the campus. The principal is responsible to notify the conference office and to liase with the education department on all outgoing communications.

Telephone Tree

- Principal- Alerts all of the school's fire Marshalls and the staff
- Business Manager- Alerts all of the Middle School Teachers
- Administrative Assistant- Alerts all of the Early Childhood personnel
- Registrar- Alerts Elementary teachers

B. External Communication

In the event of an incident, parents, media, and first responders will require clear and concise messages from Orlando Junior Academy about the incident, what is being done about it, and the safety of the children and staff.

1. Communication with parents

- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and on the school's website.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include the in training.
- Be prepared with translation services for non-English speaking families and students with limited English proficiency.

In the event of an incident

- Disseminate information via text messages, radio announcements, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school will handle the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, possible Web site address, or recorded hotline where parents can receive updated information.
- Inform parents and students when and where school will resume.

After the incident

- Communicate with the media
- Handle the rumors by providing the facts
- Communicate with first responders

- Conduct a comprehensive assessment of the physical plant

Communication Tools

- Standard telephone
- Cellular phones
- Intercom system
- Bullhorns and megaphones
- Two-way radios
- Computers
- Fax machines
- Alarm system
- Whistles