

# SECTION IV Emergency Procedures

## **A. PERSONNEL DUTIES IN EMERGENCY SITUATIONS**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the personal safety of students, to isolate the problem area and maintain the Principal undisturbed by problems other than trying to keep the school organized and under control.

If an emergency situation should arise, teachers and staff should be notified by the public address (PA) system and all personnel must adhere to the following guidelines:

Once a disruption appears to be imminent, Ms. Zanith Toomes, upon the advice of the principal, will notify:

- A. M-DCPS Police and Miami Springs Police
- B. Mr. Rafael Sosa, Assistant Principal and alternate to Ms. Zanith Toomes
- C. Mr. Terence Braithwaite, Assistant Principal
- D. Mr. Edward Ende, Full-time Teacher
- E. Ms. Olympia S. Andreani, Full-time Counselor
- F. Ms. Nurylin Rivera, Full-time Counselor

### **Teacher (other than those delegated specific duties)**

1. Close and lock doors.
2. Maintain calm and order within the classroom.
3. Do not permit the students to leave the classroom for any reason.
4. Listen carefully to all announcements.
5. Ignore all bells. Do not dismiss students until you receive official word from the Principal or another administrator.

## **B. PROCEDURES FOR BUILDING EVACUATION**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route (posted in each room) as quickly as possible. The teacher in each classroom will give the students instructions.

When the building evacuation signal is sounded:

1. The signal shall be three (3) rings, pause and repeat, a minimum of five (5) times.
2. The teacher stands at the room exit, and at the proper signal, the students shall leave the room in regular order.
3. While the students are leaving the room, the teacher will check the room to see that everyone is leaving. The teacher will join the students as they leave the building. While it is desirable that the building be evacuated quickly, speed should not become a consideration to the extent that injuries occur due to tripping, shoving, etc. It is also necessary that conversation be held to a minimum so that the person in charge can remain in absolute control.
4. On hearing the signal, assigned personnel will carry out the assignments previously given by the principal.
5. Written instructions are to be posted in each room giving specific routes to be followed by the occupants of that room. A building evacuation diagram is also to be posted.
6. The all clear signal is one continuous ringing of the bell.

### **C. ELECTRICAL FAILURE/BLACKOUT PROCEDURES**

If there is an electrical failure, please ask your students to remain quietly in their

seats. If the electricity does not return within a reasonable time, someone will come to your room and direct the students out into the corridor.

The following procedures will be implemented in the event of an electrical failure which causes a total or partial blackout of the school:

1. Teachers will keep their students seated and in the classroom.
2. Individual students or classes are not to go into the hall or other areas.
3. The office will notify each area, by PA or individually, if classes are to be taken from their rooms.
4. Flashlights may be used; however, NO CANDLES are permissible in the classroom areas.

If, for some reason the power would remain off for an extended period, alternative measures will be taken.

### **COMMON LOCKDOWN CODE**

In case of a critical incident, the principal/his designee may implement a lockdown drill. Also please adhere to the following:

#### **CODE RED**

When **CODE RED** is announced over the PA system, teachers please implement the following:

1. Teachers should immediately lock classroom doors, close windows, and turn off lights.
2. Teachers should request that students move away from windows, and if necessary, sit in the crouched position away from source of danger.
3. Staff and students located in open areas should immediately report to nearest secured area.
5. Staff and students in bathroom facilities should lock the door, if possible, or move to nearest secured area.
6. All staff and students remain in **LOCKDOWN** mode until **ALL CLEAR** announcement is made.

### **D. ACCIDENTS/INJURIES/ILLNESSES**

All accidents, no matter how slight or minor they are perceived to be, must be reported to the principal's secretary.

Students or faculty hurt in the classroom or on the school grounds should go to the main office. If seriously injured, the accident is to be reported to an administrator who will contact the person=s emergency contact and/or Fire Rescue. School Board Personnel are not permitted to give any type of medication. There are, however, some limited emergency first-aid supplies available in the Adult Education office.

In the case of an injured student, the supervising teacher is to immediately complete an accident report form which will be provided. In no case is this to be done later than 24 hours following the accident. Injured faculty are also strongly advised to file a report for their own and the school=s protection. Reports are filed with the principal=s secretary.

## **INCIDENTS**

There are panic buttons in all of the classrooms. If an emergency occurs in your class, please press the panic button. Office personnel will notify an administrator.

Many potential incidents can be, and are, prevented each year by open communication between the faculty and staff. In the event you become aware of any incident or potential problem that would disrupt the orderly educational process, please notify an administrator immediately. Examples follow:

1. Student demonstration
2. Weapon possession
3. Trespassing on school grounds
4. Assault on student or school personnel
5. Information on a planned disturbance or rumble  
Information that a community group plans a demonstration

## **E. CIVIL DISTURBANCE PLAN**

Procedures similar to the areas outlined in the [Bomb Scare](#) section will be carried out for civil disturbances.

## **POSSESSION OF WEAPONS**

It is the policy of The Miami-Dade County School Board that under no circumstances it is permissible for any **employee** of the Board to have in his/her possession of a weapon of any kind while on the job, or within 1,000 feet of the school campus. Immediate dismissal is the consequence of carrying a weapon.

A copy of the Board rule outlining this policy is included in the [Electronic Staff Handbook](#) at the end of this section.

There is also a **student** policy in reference to weapons. Weapons on campus will not be tolerated. Students with firearms on campus or those who use weapons to assault another person will be subject to felony arrest and automatically recommended to be expelled.

## **CRISIS INTERVENTION**

The full-time counselors are responsible for coordinating all crisis intervention matters with appropriate district personnel, crisis intervention team, and the principal.

## **F. BOMB SCARE**

### **RECEIVING A BOMB THREAT/CALL:**

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the caller.

2. Listen closely to the voice; male, female, youthful sounding, accent or speech impediment, excited speech, etc.
3. If the caller does not indicate the location of the bomb, or time of possible explosion, you should ask the caller for this information.
4. Pay particular attention for strange or peculiar background voices or sounds that may indicate location or certain types of employment.
5. If there is sufficient time, you should attempt to advise the caller that there are several hundred students in the school who may be injured/killed in an explosion.
6. Attempt to get the caller's name if possible.
7. Notify the Principal immediately or an Assistant Principal who will notify the police and fire department, M-DCPS Police Department and Region Office.
8. Each bomb threat must be evaluated and an appropriate response determined by the person(s) in charge of the school.

#### **ORGANIZATION OF BOMB SEARCH:**

1. The principal/his designee is responsible for making the decision to evacuate.
2. The cafeteria personnel will be responsible for the examination of the kitchen, sculleries or storage rooms, garbage can rooms, dining room areas, and other areas as the Principal directs. If the facility is not staffed, it will be the responsibility of the

Principal to assign personnel to search this area.

3. The physical education instructors and other special personnel who may be at the particular school will be assigned to examine certain portions of the grounds and inspect the P.E. areas, such as locker rooms, and P.E. storage rooms.
4. The custodial staff will be assigned to inspect such areas as the boiler room, meter room, toilet areas, storage rooms and the teachers= lounge.
5. The office staff will be responsible for checking the outer office, Principal=s office, the work room and the clinic.
6. The library staff will be responsible for checking the library area.
7. Non-instructional personnel will report to the office for search assignments. Teachers will remain with the classes outdoors. This will be done after the students have been led from the building.
8. The principal will assign someone to cover classroom areas in the building.
9. Fire drill signals and evacuation routes will be used unless there is reason to reroute classes, in which case you will be advised.

#### H. **SUSPICIOUS OBJECTS LOCATED:**

It is imperative that all personnel involved in the search be instructed that their purpose is only to search for and report suspicious objects, NOT to move, jar, or touch the object or anything attached thereto.

The removal/disarming of a bomb MUST be left to the professionals in explosive ordinance disposal.

