

Emergency Plan

Flip Chart

Robert B. Crawford, *Director*
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Main Campus
4700 Coconut Creek Parkway
Coconut Creek, FL 33063
754-321-5100 ♦ Fax: 754-321-5380

Coconut Creek HS Campus
1400 Northwest 44th Avenue
Coconut Creek, FL 33066
754-321-5350

Arthur Ashe, Jr. Campus
1701 Northwest 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 ♦ Fax: 754-322-2880

SAFE TEAM (SARA)

Problem-solving approach to school safety

- **Scanning:** Identification of a cluster of problems
- **Analysis:** Determine why a problem exists
- **Response:** Actions that address the most important findings
- **Assessment:** The measurement of the impact(s) of the responses on the targeted problem

SAFE Team Members

Robert B. Crawford, *Director*

John Felser, *Assistant Director*

Tonya Hefley, *Assistant Director*

Dr. Wes Mabin, *Assistant Director*

Neeta Rancourt, *Assistant Director*

Alicia Grigull, *Director, Office of Student Affairs*

Luz Saldana, *High School Secretary*

Tony Brown, *Security Specialist*

Catalina Bruno, *Security Specialist*

Sam Cox, *Campus Monitor*

Robert Curts, *Facilities Supervisor*

John Richardson, *Security Specialist*

Lisa Cathers-O'Donnell, *Health Department Chair*

Rosemary Petrill, *Technical Transition Specialist*

Jimmy Bostic, *Head Facilities Person (Eve)*

Altimon Reid, *Head Facilities Person (Day)*

Chandler White, *Certified School Counselor*

Ronald Wilson, *Security Specialist*

SAFE TEAM

THREAT ASSESSMENT TEAM

Through the School Board of Broward County, FL district initiative, a team from our school has been identified and inserviced on the protocol to be followed in assessing any threats. The Threat Assessment Team consists of members of the administration and security staff. Threat assessment is part of the Atlantic Technical College overall security plan.

Staff members are instructed to immediately report any threat to administration, and an administrator will initiate any further gathering of information and implementation of the district's protocol.

Atlantic Technical College shares the district's highest commitment to providing a safe environment for all students, employees and visitors.

Threat Assessment Team Members

Vicky Laporte, *Assistant Director*

John Felser, *Assistant Director*

Alicia Grigull, *Director, Office of Student Affairs*

John Richardson, *Security Specialist*

Chandler White, *Certified School Counselor*

THREAT ASSESSMENT TEAM

CODE ORANGE – EVACUATION

Classroom Procedure. . .

During the emergency, all communications over the radios will be limited to the emergency.

1. Signal for *Evacuation* is the same procedure as **FIRE ALARM**. A **CODE ORANGE** evacuation will be announced over the public address system, followed by a sounding of the fire alarm.
2. Turn off lights and fans.
3. Take printed roster/laptop.
4. All classrooms have a laminated card that is green on one side and red on the other. When the teacher and class reach the staging area, the teacher displays the **GREEN** side if all students are accounted for. The **RED** side should be displayed if all students are **NOT** accounted for
5. The school will be evacuated immediately (use the fire drill evacuation routes), students must be moved to designated areas.
6. A designated employee will call 911, notify the fire department, and Area Superintendent's office.
7. When all danger has passed, an "**ALL CLEAR**" will be made via the bell system.

CODE ORANGE

TORNADO EMERGENCY

Tornado Emergency: A tornado emergency exists whenever there is a sighting or a reported sighting of a tornado in the area of the school. This condition also exists whenever the local police department informs the administration that there is a strong possibility that a severe storm will occur or if severe storm warnings are posted.

A “tornado drill” will be conducted twice each year to familiarize students and staff members with this procedure. Teachers should make students aware of this emergency plan several times a year.

Tornado Emergency Procedures

Due to the unstable weather, especially during the spring and summer months that spawn tornado activity and due to the destruction to life and property that these storms can cause, it is important to be prepared.

The warning for a tornado drill will be broadcast over the public address system. Refer to the school’s Personnel Handbook for procedures to follow. Students assigned to portable areas must be evacuated to a specific assigned area in a main building. Other areas requiring evacuation are also listed. Information on evacuation areas is clearly posted in affected rooms and portables. Specific command to assume protective postures, facing interior walls when danger is imminent might be: **“EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER THE BACK OF YOUR HEAD.”**

WEATHER EMERGENCY

SAFE ZONE LISTENERS

The mandated Violence Prevention Initiative has three (3) components:

1. Early Warning Signs
2. Threat Assessment
3. Safe Zone Listeners

The following staff members of Atlantic Technical College and Technical High School have been designated as Safe Zone Listeners:

SAFE Zone Listeners

Vicky Laporte, *Assistant Director*

Dale Beames, *Teacher*

Hallema Collier, *Teacher*

Kathy Kelly Cooper, *Teacher*

Kimberly Jackson, *Certified School Counselor*

James Mulhern, *Teacher*

Ruthann Rubright, *Teacher*

Stephanie Schleider, *Teacher*

John Richardson, *Security Specialist*

Fact: 75% of those committing school violence told someone before acting, hence the Silence Hurts Campaign

Please take all threats seriously and report them immediately to a Safe Zone Listener and an administrator.

SAFE ZONE LISTENERS

CODE YELLOW – LOCKDOWN PROCEDURES

Indicators. . .

- A potentially life-threatening situation exists off campus in the immediate neighborhood
- Free movement on campus will endanger personal safety & security
- Attempts are being made by law enforcement to isolate suspects
- A priority is to protect possible victims/hostages from harm

Classroom Procedure. . .

1. Signal for *Lockdown* is an intercom call “**CODE YELLOW**” (announced by an administrator). “**Code YELLOW – Lockdown**” will be repeated five (5) times.
2. Entrance gates will be closed.
3. From this point forward, **DO NOT** unlock or open a door for anyone (those needing access will have a key). **IGNORE** any other bells, fire alarms, etc. **Take attendance as soon as possible for ALL students present in your classroom.**
4. Move away from windows. Keep students calm & in room if possible (identify and record name of any adult student that chooses to leave).
6. In order to avoid panic and to control rumors, students should not be allowed to use cell phones for calling or texting.
7. Once a **Code YELLOW** is declared, every person on campus is expected to remain in a secure, locked area until “all clear” is sounded (see #9).
8. Any person not in a secure area must proceed quickly to the nearest available office (Administration, Office of Student Affairs), whichever is closest. **DO NOT** waste valuable time by returning to a locked classroom – you will not be admitted.
9. When all danger has passed, an “**ALL CLEAR**” announcement will be made via the intercom or by telephone. The message will be “**ALL CLEAR,**” followed by an announcement of the emergency.

CODE YELLOW

CODE RED – FULL LOCKDOWN PROCEDURES

Indicators. . .

- A potentially life-threatening situation exists on campus
- Free movement on campus will endanger personal safety & security
- Attempts are being made by law enforcement to isolate suspects
- A priority is to protect possible victims/hostages from harm

Classroom Procedure. . .

1. Signal for *Full Lockdown* is an intercom call “**CODE RED**” (announced by an administrator). “**Code RED – Lockdown**” will be repeated five (5) times.
2. From this point forward, **DO NOT** unlock or open a door for anyone (those needing access will have a key). **IGNORE** any other bells, fire alarms, etc. **Take attendance as soon as possible for ALL students present in your classroom.**
3. **DO NOT** use intercom paging or classroom telephones unless a medical emergency arises. **Do not** allow students to use cellular telephones for calling or texting. **Do not** allow internet access.
4. Once a **Code RED** is declared, every person on campus is expected to remain in a secure, locked area until “**all clear**” is sounded (see #7).
5. Any person not in a secure area must proceed quickly to the nearest available office (Administration, Office of Student Affairs), whichever is closest. **DO NOT** waste valuable time by returning to a locked classroom – you will not be admitted.
6. If a certain part of the campus can be secured by law enforcement, the classes may be escorted to safety by police officers. Authorized personnel will have keys.
7. When all danger has passed, an “**ALL CLEAR**” announcement will be made via the public address system.

CODE RED

CODE BLACK – BOMB THREAT

Indicators. . .

- Gas Leak
- Bomb Detected or Exploded
- Bomb Threat

Key Issue: Electrical signals may trigger explosive devices. **DO NOT turn on or off lights or fans, etc.**

Classroom Procedure...

- Turn off all walkie-talkies, cell phones, pagers and radios immediately.
 - Leave all lights, fans, etc., as they are, on or off.
 - Use of the P. A., bells and phones may be discontinued.
1. ALL radio communication will immediately cease.
 2. The school will be evacuated immediately (use the fire drill evacuation routes), students must be moved as far from the building as safety permits.
 3. A designated employee calls 911 to report the bomb threat and notify the fire department, Area Superintendent and the Special Investigative Unit.
 4. When notified, return the students to their classes. (Administration will notify the Area Superintendent of the results).
 5. Administration will designate an employee to log the bomb threat call with as much information as possible: i.e.: date, time, male or female voice, exact wording of the caller and any pertinent information, and perform a trace on the call.

CODE BLACK

CODE BLUE – MEDICAL EMERGENCY

EMERGENCY KIT

THE SCHOOL EMERGENCY KIT SHOULD CONTAIN:

1. Battery-operated radio (AM/FM)
2. Flashlights
3. First-aid kits
4. Megaphones
5. Staff emergency phone list
6. Map of school and local area (5 copies)
7. Roll of yellow caution tape
8. Identification vest
9. Paper and pencil
10. CRM (critical resource manual) – appendix 95

LOCATION OF SCHOOL EMERGENCY KIT:

Director's Reception Area (Sandy Ondo's Office)

PERSON IN CHARGE OF SECURING KIT DURING EMERGENCY/ALTERNATE:

Sandy Ondo/Debbie Applegate

A staff member should be designated to check the contents of the kit every month, especially the condition of the batteries and flashlights.

John Richardson

MONTHLY CHECK AND CHECKLIST:

Altimon Reid/Jimmy Bostic

DIRECT CONTACT PERSON TO LOCAL LAW ENFORCEMENT AGENCY:

Officer Lance Morgan
954-234-5213

TO BE ACQUIRED AT TIME OF EMERGENCY:

1. Staff list including emergency phone numbers
PERSON IN CHARGE OF SECURING/ALTERNATE:
Sandy Ondo/Karen Blakley
 2. Student medications, medical cards and emergency cards (or current SID list)
PERSON IN CHARGE OF SECURING:
Gwen Boykin/Luci Incarnacao
 3. Absence list of staff and students
PERSON IN CHARGE OF SECURING:
Staff: *Tiffany Bernhardt*
H.S. Students: *Gwen Boykin*
 4. Volunteer sign-in sheet
PERSON IN CHARGE OF SECURING/ALTERNATE:
Amanda Malkinson/George Orfino
 5. **CPR CERTIFIED INDIVIDUALS:**
Lisa Cathers-O'donnell
 6. **AED CERTIFIED INDIVIDUALS:**
John Richardson/Wes Mabin
- LOCATION OF AED (Automated External Defibrillation):**
Next to Neeta Rancourt's Office Area
7. **TRAINED FIRST AID PERSONNEL:**
Lisa Cathers-O'donnell
Jean Dougherty / Nancy Boulger
Nursing Education Staff

SBBC DISTRICT EMERGENCY CODES

The Following Codes (**Red, Yellow, Brown, Blue, Black, Green and Orange**) are used:

Code Red = FULL LOCKDOWN

No Movement in the building other than by police/fire officials and persons designated by them.

Code Yellow = LIMITED MOVEMENT

Limited Movement in the buildings other by Safe Team members and others specifically authorized. Possible intruder.....ALL classes remain where they are.....NO MOVEMENT until further notice.

Code Brown = SHELTER-in-place/EVACUATE/LOCKDOWN

Threat/Incident to Facility Depending on the circumstances, institute a lockdown or evacuation of the facility.

Code Blue = MEDICAL EMERGENCY

Notify Administrator or Security. All staff empowered to dial 911 in case of medical emergency.

Code Black = BOMB THREAT

DO NOT turn on or off lights, fans, etc, as electrical signals may trigger explosive devices.

Code Orange = EVACUATION

Turn off lights and fans. Lock all doors. All persons leave the building according to established routes or according to specific instructions provided by the Safe Team.

Code Green = ALL CLEAR

DO NOT turn on or off lights, fans, etc, as electrical signals may trigger explosive devices.

Weather emergency = Flooding, hurricane, Tornado

Teachers will be alerted if we have to execute the heads down position. Directions will be given via the intercom/bell system and two way radios.

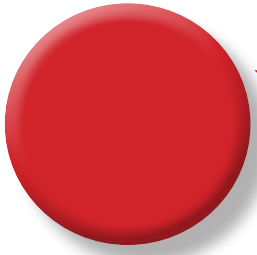
EMERGENCY CONTACT CHECKLIST

<u>COMPLETED</u>	<u>PROCEDURES</u>	<u>PERSON RESPONSIBLE</u>
_____	Call 911	Any Staff Member
_____	Notify Principal or Administrative Designee	
_____	Call Cadre Director @ 754-321-3818	Administrator
_____	Make P. A. Announcement to Classrooms (except for Code Black)	
_____	Notify Office Manager	Receptionist
_____	Radio Security (except for Code Black)	
_____	Radio Custodian Supervisor (except for Code Black)	
_____	Turn Bells Off	
_____	Call Dave Thomas Education Center @ 754-321-6813	Administrator
_____	Locate School Map	Central Command Area
_____	Security Personnel in Cafeteria	Security Specialist
_____	Administrative Office Locked and Secured	Administrator
_____	Office of Student Affairs Area Locked and Secured	Administrator
_____	Media Center Area Locked and Secured	Staff
_____	WEIM Office Area Locked and Secured	Staff
_____	All Classrooms & Labs Locked and Secured	Teachers and Staff
_____	Gates Locked and Secured (if appropriate)	Head/Assistant Head Custodian
_____	Coconut Creek Parkway Gate	
_____	Banks Road Gate	
_____	Warehouse	
_____	Cafeteria	

**Broward District Schools Police
754-321-0725**

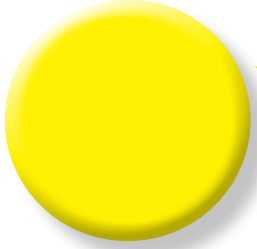
revised 8/3/15-JF/vb/daa

SBBC District Emergency Codes



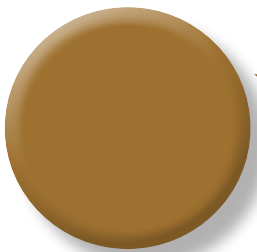
RED: FULL LOCKDOWN

IMMINENT DANGER Threat/Incident to the facility - when the best course of action is to keep everyone in place to include the School SAFE Team. The following are sample incidents that could occur, but are not limited to: Drive-By-Shooter/ outside; Disruption/Terrorist threat.



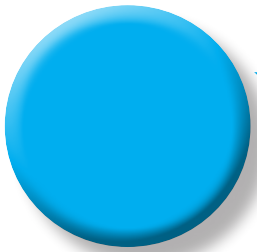
YELLOW: LIMITED MOVEMENT

Threat/Incident to the facility - when the best course of action is to keep everyone in place, but requires the School SAFE Team or others, depending on the nature of the situation, to react. The following are sample incidents that could occur, but are not limited to: Neighborhood Incident/Police Directed.



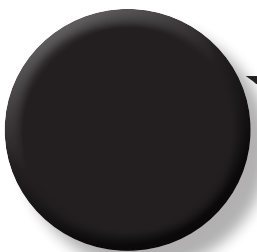
BROWN: SHELTER-IN-PLACE / EVACUATE / LOCKDOWN

Threat/Incident to the facility - when the best course of action is to implement a shelter-in-place, lockdown, or evacuation. Procedure depends on the nature of the school emergency. The following are sample incidents that could occur, but are not limited to: Chemical or toxin release/explosion.



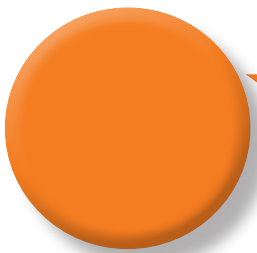
BLUE: MEDICAL EMERGENCY

When the best course of action is to notify the School SAFE Team of a medical emergency.



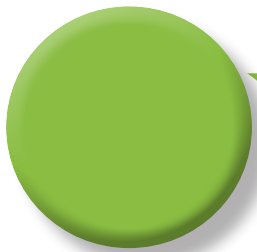
BLACK: BOMB THREAT

Evacuate Facility.
Direction will be given by the School Safe Team.



ORANGE: EVACUATE

When a situation warrants beyond previous codes.
Direction will be given by the School Safe Team.



GREEN: ALL CLEAR

Return to normal operations.