\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School / Center’s

Customized

Safety / Emergency

Comprehensive Plan



**Think Safe**

**Act Safely**

**Be Safe**

(School / Center Name)



Safety/ Emergency

Comprehensive Plan



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**INTRODUCTION**

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**DEFINITION OF TERMS**

For the purpose of this document, the following definitions for terms used herein shall be as follows:

**Administrator** – one who is primarily responsible for providing safety and protection for all students/children under his/her supervision, and for making the decision to activate the emergency plan.

**Ancillary -** a person whose work provides necessary support to the primary activities of an organization or institution.

**Assault** –an attempt to injure someone else, and in some circumstances can include threats or threatening behavior against others.

**Bio-Hazard Exposure** – a set of conditions that exist in which an uncontained, biologically hazardous material or substance is present which could contact people.

**Biologically Hazardous Material or Substance** – a biological or chemical substance, e.g., body fluids such as blood, feces, urine, vomit, and chemical elements such as gases, poisons, solvents, acids, cleaners, pesticides, etc. that is dangerous to human beings and the environment.

**Body Fluids** – saliva, blood, vomit, urine, feces, semen

**Bomb / Bomb Threat** – an explosive device fused to detonate under specified conditions.

**Bullying** - repeated physical, psychological, social or verbal attack, by any means (face-to-face, social media, etc.) by those wishing to exercise a position of power with the intention of causing distress for one’s own gain or satisfaction.

**Burglary -** entry into a building illegally with intent to commit a crime, especially theft.

**Child Abuse** – an intentional act that results in physical or emotional harm to a minor, puts a minor at risk of harm, or neglects a minor of basic needs being met.

**Clear Room** – the evacuation of occupants from the area of an incident or potential threat to another secured area or location.

**Communicable Disease/Epidemic/Pandemic** – a contagious or infectious sickness that spreads from one person to another or from an animal to a person. An epidemic is when the number of people who become infected rises well beyond what is expected within a city, region or country whereas a pandemic infects many more people covering a much wider geographical area, often worldwide.

**DEFINITION OF TERMS** – cont.

**Crisis** –a time of intense difficulty, trouble, or danger; an incident that directly or indirectly affects an individual’s safety on or off campus and can happen before, during, or after hours.

**Crisis Action Team** (CAT) - a group of individuals, which includes administrators, teachers, and staff, who are entrusted with the safety of the students/children and have been trained to respond whenever an emergency or crisis occurs at the school/center or during a planned off-campus activity.

**Demonstration/Disturbance** - an act of showing or proving something in a public meeting or march which often becomes a noisy or rowdy disruption that causes trouble.

**Disaster -** something that happens suddenly and causes much suffering or loss (e.g., a building catches on fire, multiple car crash, water main breaks and floods building, etc.).

**Disruptive Person -** one who interferes, causes difficulties that interrupt something, and makes threats of physical harm, physical aggression and/or verbal abuse.

**Emergency Personnel –** police, fire, paramedics, medical or any other person certified and authorized to give disaster relief or medical emergency directives.

**Emergency Management Agency** – an agency that leads citizens to prepare for, prevent, respond to, and recover from emergencies and disasters.

**Everyday Risks**—significant non-crisis risks faced by everyone on a daily basis.

**Field Trip –** a visit to a place for purposes of firsthand observation and learning.

**Fire Department** – the entity in charge whenever there is a fire or non-criminal life-threatening emergency.

**Fire/Explosion** – a combustion displayed usually in light, flame, and heat that can occur from an explosion or can cause an explosion, a violent expansion in which energy is transmitted outward

as a shock wave.

**Harassment -** the act of persistent, unwanted, annoying actions made against another; aggressive pressure or intimidation from one to another.

**Hazmat** – hazardous materials that are flammable or poisonous with the potential of endangering life and/or the environment.

**DEFINITION OF TERMS** – cont.

**Intruder** – one who enters a place where he/she is not wanted or welcomed.

**Lockdown / Emergency Codes** –words, sounds, or images with defined levels of actions assigned

to them.

**Missing Person –** one who was present and disappears for no known reason.

**Minor Injury/Common Illness/Known Medical Condition –**scrapes, cuts, sprains / seasonal colds, flu / diabetes, epilepsy, irritable bowel syndrome (IBS), asthma are examples of minor injuries, common illnesses, and known medical conditions respectively.

**Natural Disaster** –something in nature that happens and causes much suffering or loss such as a earthquake, forest fire, drought, flooding, tornado, etc.

**Orientation -** the process of giving people training and information about a job, situation, task, responsibility, etc.

**Parent** – anyone who serves as the legal guardian/caretaker of a child.

**Personnel -** people who work for a particular company or organization.

**Police** – the civil force of a local or national government responsible for the maintenance of public order and the prevention and detection of crime with authority to handle criminal acts; law enforcement agency to which all school/early childhood center personnel and other emergency volunteers give their support when in the line of duty to protect anyone on school property or during any school sponsored activity.

**Risk** - an uncertain event or condition that, if it occurs, could have a significant negative effect on

a person and/or institution.

**Safety Committee**– a designated group that oversees non-emergency safety issues, accidents, and claims concerning a facility.

**School/Center** – the institution of learning, training and care for children enrolled in early childhood program centers, elementary schools, and academies.

**Staff** – paraprofessionals and other ancillary persons employed or serving as volunteers at the school/center. whose primary responsibility is to ensure the safety and care of students/children under their supervision.

**DEFINITION OF TERMS** – cont.

**Stakeholder –** an individual or group that is affected by and also affects the decisions and actions of an institution or organization.

**Suicide** – the instance of taking one's own life voluntarily and intentionally.

**Teacher** – an employee who is directly responsible for the safety and care of students/children in his/her charge. This includes caregivers of infants. The teacher is also anyone authorized to serve as a substitute in the absence of one regularly employed as a teacher or caregiver of infants.

**Terrorist** - one who uses violence, such as but not limited to, bombing, kidnapping, and/or assassination to intimidate others.

**Utilities Disruption/Failure –** loss of electricity, gas, heat or water service for a significant amount of time.

**Vandalism** – theaction involving deliberate destruction of or damage to public or private property.

**Weapon** – a device used to inflict bodily harm on a living being, or inflict physical damage upon a structure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *School/Center Safety/Emergency Comprehensive Plan* has three core sections, in addition to checklists and appendices with templates, worksheets, examples and more. The three core sections and their content are as follows:

Section 1: *Crisis Management*

A crisis management plan for addressing circumstances that can drastically and suddenly threaten lives and property is imperative, therefore Section 1 gives pertinent information of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school/center’s inclusion of such in this comprehensive crisis management plan.

Section 2: *Everyday Risks & Emergencies*

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_school/center acknowledge that a number of significant non-crisis risks exist every day, such as the potential to fall and break a bone, to become ill and spike a fever, etc. We address such risks of everyday operations in this section.

Section 3: *Non-Emergency Safety Implementations*

Non-emergency safety guidelines give the proactive steps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school/center is taking to reduce the risk of future emergencies, e.g. regularly scheduled fire drills, facility safety inspections, etc.

*To have an effective strategic safety/emergency plan, we the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school/center have specifically organized the following:*

1. a written comprehensive strategic plan for managing safety, emergencies, crisis, and disasters

that is specific to our facility and stakeholders

2) a condensed version in a “grab and go” form

Extra careful consideration and written plans have been made for:

1) implementing safety and emergency procedures for students, children, and adults with special needs and/or require special assistance

2) protecting sensitive and private information.

The lists under the heading “Administrator/Teacher/Staff” found in each topic area have been studied, discussed, and divided into directives by the Crisis Action Team (CAT) for each group (i.e., lead teachers, support staff, principal/director, etc.) so that there is clarity on the responsibilities of each adult when an event occurs. In addition, an individual who will serve as the administrator in the absence of the school principal or center director has been named and line of authority delineated by the CAT.

Public safety officials, the licensing department, etc. have been made aware of the provisions of this plan. A current copy of the plan has been delivered to the county emergency management agency. And, verification has been made that the agency forwarded our plan to other local emergency officials that should be so informed.

Principal/Director’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature confirms the completion and submission of this institution’s customized strategic safety emergency plan.

**SECTION 1**

**CRISIS MANAGEMENT**

**BIO-HAZARDOUS EXPOSURES**

A set of conditions that exist in which an uncontained biologically hazardous material or substance is present which could contact people needs to be dealt with cautiously. Examples of such material or substance are body fluids such as blood, feces, urine, vomit, and chemical elements such as gases, poisons, solvents, acids, cleaners, pesticides, etc. that could be dangerous to human beings and the environment. HAZMAT should be handled by authorized personnel only.

In the event of a hazmat spill, leak, or other exposure, please proceed with the following:

**Administrators/Teachers/Staff:**

**SECTION** **1** – cont.

**BOMB / BOMB THREAT**

An explosive device fused to detonate under specified conditions and a message received by phone or in print that a bomb is on or will be on the property or in a location risking lives (e.g., vehicle transporting individuals or field trip destination) should be taken seriously:

**Administrators/Teachers/Staff:**

**Person receiving the call:**

**\*Very Important:** Cell phones and walkie-talkies may be used as detonation devices for bombs.

They should not be turned on during a bomb threat. They should be used only when permission

is given by the authority of the police/bomb squad and administrator.

**SECTION 1** – cont.

**BURGLARY**

Anentry into a building illegally with intent to commit a crime, especially theft, most often occurs at schools/centers during off hours. It is also considered burglary if an offender simply trespasses through an open door. No physical “break-in” is required to be deemed a burglary. Appropriate reactions or actions to be taken in the event this occurs consist of:

**Administrators/Teachers/Staff:**

**COMMUNICABLE DISEASE/EPIDEMIC/PANDEMIC**

A contagious or infectious sickness that spreads from one person to another or from an animal to a person often occurs in school/center environments. The spread often happens via airborne viruses or bacteria, but also through blood or other bodily fluid. Precautions should be taken to keep them from spreading and becoming epidemic or pandemic. Consult the conference office of education and CDC regarding need to close school due to significant number of absences attributed to specific illness. Appropriate actions to be taken consist of:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**DEATH**

The cause of a possible death (natural or unnatural) and the circumstances surrounding the incident (violent or not) will most likely affect everyone’s behavior during and after the occurrence. If the death is the result of aggressive behavior, protection of all becomes a key issue in how the event is handled. Never assume someone is dead until pronounced by authorized medical personnel. Provide all possible medical support until that time. Additional actions to be taken consist of:

**Administrators/Teachers/Staff:**

**DISASTER**

Something that has a very bad effect or result for many people may be due to occurrences of nature, like hurricanes, (see “NATURAL DISASTER”) or mistakes by people such as a school vehicle involved in a highway accident. When a disaster occurs, the following should be considered:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**DISRUPTIVE PERSON**

One who interferes and causes difficulties that interrupt something may makes threats of physical harm, may be physically aggressive and/or be verbally abusive. Appropriate actions to be taken in the event this occurs consist of:

**Administrators/Teachers/Staff:**

**EVACUATION PROCEDURES**

A specific set of actions to be taken to leave a building and/or property in the event of a fire, severe weather, facility emergency, bomb threat, or any other situation that results in the facility or on the property. All staff should adhere to the following:

**Administrators/Teachers/Staff:**

**SECTION 1** –cont.

**FIRE/EXPLOSION**

Fires and explosions can result one from the other in a school/center where there are faulty appliances or gas lines, heating units, etc. If an explosion occurs or a fire breaks out, the following actions should be taken:

**Administrators/Teachers/Staff:**

**For Fire:**

**For Explosion:**

**INTRUDER**

One who enters the school/center property with or without invitation or permission may seem innocent but should be taken seriously. The person may begin to show inappropriate behavior or criminal intentions. Appropriate actions from this list should be taken by an adult:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**LOCKDOWN & EMERGENCY CODES**

A set of words associated with specific instructions can be used to give warning that indicates there is a particular emergency and specific action should be taken. A lockdown action can be used in situations that may result in harm to persons inside the facility such as a bio-hazard spill, shooting, hostage incident, intruder, disturbance, or at the discretion of the building director, designee or public safety personnel. The announcement of a lockdown may come over the public address system, intercoms, walkie-talkies, or other designated system. (Note: Usage of the system should be included in regularly scheduled emergency drills with the students/children, but electronic devices should not be used to make announcements if there’s a bomb threat. A bullhorn should be used instead.)

Teachers/staff are held responsible and accountable for students/children, therefore the following codes and actions shall be followed when necessary:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**MISSING PERSON**

A situation in which a student/child or personnel was present at the school/center and disappears for no known reason must receive immediate attention. Consideration should be given to the possibility that he/she wandered away, ran away, or has been kidnapped. Appropriate actions to be taken in the event this occurs consist of:

**Administrators/Teachers/Staff:**

**NATURAL DISASTER**

A very bad effect or result for many people due to occurrences of nature like earthquakes, forest fires, drought, flooding, and tornados, etc. should be recognized. Considerations should be made regarding appropriate actions to take place for the various kinds of natural disasters or threats thereof. Appropriate actions to be taken consist of:

**Administrators/Teachers/Staff:**

**SECTION 1** –cont.

**SERIOUS INJURY/ILLNESS/MEDICAL CONDITION**

A student/child, teacher or staff member may have an accident and be seriously injured (knocked unconscious or bleeding profusely), fall rapidly ill (climbing fever, continuous vomiting or diarrhea, heart attack, stroke), or have a seizure or reaction (epilepsy, snake bite or allergic response) at the school/center. Immediate action must be taken to obtain emergency medical help for the individual.

Injuries such as bumps and blows to the head, neck, and back areas can occur, and should always be addressed. Observation should follow as some can be life threatening, along with strokes and heart attacks. Appropriate actions to be taken consist of:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**SEVERE WEATHER**

Tornados, hurricanes, flooding, ice storms, snow, blizzards, or any other weather related event can have a life threatening affect and should be treated as seriously as all other emergencies. A severe weather plan should be made by the administration. When a tornado threatens or a tornado warning is issued, seconds count. An initial stance is to follow the actions of county or public school system during times of inclement weather. Listen to the local news for announcements regarding:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ county or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ public schools.

If a tornado warning or hurricane warning is issued during school/center hours, teachers and staff should take the following measures:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**SUICIDE ATTEMPT/THREAT**

The act of someone trying to take his/her own life intentionally or declaring such actions should be taken seriously and treated as an extreme emergency. Appropriate actions to be taken consist of:

**Administrators/Teachers/Staff:**

**TERRORIST ATTACK/THREAT**

A deranged person may threaten or attack somewhere in the country, community, or the school/center with violence to intimidate others. Such violence usually comes in the form of bombing, kidnapping, and/or assassination. Whenever the Department of Homeland Security (DHS) signals a warning of a terrorist attack or threat, the school/center should make every effort to ensure the safety of the students/children and adults:

**Administrators/Teachers/Staff:**

**SECTION 1** – cont.

**VANDALISM**

The action of deliberately damaging or defacing public or private property can occur inside the facility or to the exterior. Appropriate reactions and actions to be taken consist of:

**Administrators/Teachers/Staff:**

**WEAPON**

Any object or device used to injure, damage, kill, or destroy life or structures should be considered a weapon and extreme caution should be taken in dealing with the person in possession of it:

**Administrators/Teachers/Staff:**

***If Person Possessing Weapon Is Not Immediately Present:***

**SECTION 2**

**EVERYDAY RISKS & EMERGENCIES**

**ALLERGIES / REACTIONS**

Students/children and adults working at the school/center mayhave known medical conditions regarding food allergies, hay fever, etc. Adverse reactions to bug bites, bee stings and contact with poisonous plants may be known also. However, on any day someone may require unexpected immediate attention and assistance to a reaction. The administrator, designated teachers and staff should be informed of students/children and employees who have known conditions and how to respond. Compliance with privacy laws must be maintained. In addition, everyone should be trained in responding to anyone who may have an unexpected first-time reaction. Knowledge, understanding, and appropriate actions to be taken consist of:

**Administrators/Teachers/Staff:**

**SECTION 2** – cont.

**ASSAULT**

An attempt to injure someone else, which can include threats or threatening behavior against others, physically or verbally, with a clear or obvious ability to carry out that threat so that the victim feels danger of physical attack or harm is as serious and should be dealt with as seriously as an actual attack with injury. An assault can incur criminal charges. Rape is considered an assault. If a rape or other assault occurs the plan for reporting it to the authorities, caring for the injured, dealing with media, etc. should be judiciously followed:

**Administrators/Teachers/Staff:**

**BODY FLUIDS**

Commonly known as saliva, blood, vomit, urine, feces, semen, etc., body fluids and other infectious waste that have been in contact with body fluids (laboratory materials, surgical dressings, needles, dead animals from laboratory experiments, etc.) have the potential to infect people with diseases or serious illnesses. They are considered bio-hazardous substances and are contaminated with blood-borne pathogens or other germs. Blood-borne pathogens are diseases which can be transmitted from human to human through contact with infected blood. Examples include human immunodeficiency virus (HIV or AIDS), hepatitis B and hepatitis C. Therefore, all should be cleaned up and the contaminated surfaces disinfected immediately.

School/center custodian as well as all personnel should be trained in safe clean-up and disposal procedures and these precautions should be followed:

**Administrators/Teachers/Staff:**

**SECTION 2** – cont.

**BULLYING** **/ HARASSMENT**

An action that may involve direct physical or verbal abuse or indirect acts that are designed to harass, intimidate, harm a person’s social reputation and/or cause humiliation and distress due to spreading rumors, excluding someone from a group on purpose, using nick-names, etc. is often a form of assault. It can also be carried out with the aid of modern technologies such as the internet (e.g., via Facebook) and mobile phone texting. This form of bullying is known as “cyber bullying.” To combat bullying or other forms of harassment (e.g. sexual), all personnel and staff should follow these directives:

* + - 1. Supervise students/children with diligence during all school/center hours and events.
      2. Release students/children only to those parents / guardians who have written permission to receive them
      3. Take complaints seriously and understand that false accusations can occur, which can also be a form of harassment
      4. Respond to complaints or witness of unacceptable behavior; response must be appropriate to age and offense
      5. Maintain confidentiality as much as possible
      6. Accept that responsibility for reporting rests with each person as outlined by the mandatory reporting laws of each state.
      7. Stress that retaliation, open or subtle, will not be tolerated.

All administrators, teachers, and staff should be trained in responding to those who suffer from bullying or harassment:

**Administrators/Teachers/Staff:**

**SECTION 2** – cont.

**CHILD ABUSE**

The term covers a wide range of behaviors including an intentional act that results in physical or emotional harm to a minor or puts a minor at risk of harm and the lack of action which leaves a minor neglected and in serious need, all of which must be officially reported.

In the event that any school/center personnel has reason to believe that a student/child is being abused or has been abused by anyone, including school/center employee or staff member, immediate action must be taken. All personnel must report reasonable suspicions regarding suspected or actual child abuse. Anyone who does not know how or where to report child abuse should call the conference office of education for guidance. When in doubt, REPORT! Guidelines to follow include:

**Administrators/Teachers/Staff:**

**DEMONSTRATION / DISTURBANCE**

An act of showing or proving something in a public meeting or march, potentially causing a noisy or rowdy disruption during school/center hours, may necessitate activating a facility lockdown. In the event a group stages a demonstration or makes a significant disturbance, steps should be taken to avoid trouble:

**Administrators/Teachers/Staff:**

**SECTION 2 – Demonstration/Disturbance -** cont.

Work with the police and if necessary make the following announcement:

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and title). I am speaking under the authority vested in me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (local conference) of Seventh-day Adventists.

You are on private property without permission. As trespassers, you are subject to possible arrest if you do not leave. I am asking you to leave the premises immediately.

If you do not leave immediately, we will ask law enforcement authorities to take appropriate action.

**MINOR INJURY/COMMON ILLNESS/KNOWN MEDICAL CONDITION**

Occasions of incurring scrapes, cuts, bug bites, sprains, seasonal colds and flu, being a diabetic, having epilepsy, bouts with IBS, asthma, etc. may occur on any given day and time. All adults should be trained on first aid steps to be taken for treating and/or caring for the sufferer when an episode occurs. If a parent/guardian has provided the school/center with a medication kit or prescription medication (Epi Pen, Benadryl, Insulin, Inhaler, etc.) dissemination of such must follow state regulations and conference policy. Appropriate actions to be taken consist of:

**Administrators/Teachers/Staff:**

**SECTION 2 –cont.**

**TRANSPORTS AND FIELD TRIPS**

Drivers of school/center owned vehicles for daily transportation of students/children to and from the campus, must take preventative measures to increase the safety of all. Events in which teachers and chaperones take students/children to places away from the school/center property, must include plans on safety measures and possible emergency actions such as:

**Administrators/Teachers/Staff:**

The use of 15 passenger vans is prohibited.

**SECTION 2 –cont.**

**UTILITIES DISRUPTION/FAILURE**

An environment without electricity, gas, water, heat or air conditioning for a significant amount of time can become very uncomfortable and dangerous. If there’s an interruption of any utility’s proper operation, appropriate action should be taken without delay:

**Administrators/Teachers/Staff:**

**SECTION 3**

**NON-EMERGENCY SAFETY IMPLENTATIONS**

**CRISIS ACTION TEAM (CAT) MEMBER SET-UP AND RESPONSIBILITIES**

A working group should be appointed in every school/center that oversees the planning and preparation for any emergency or disaster and leads out in the implementation of crisis response

and management in case of any occurrence. It is important that an emergency plan incorporates

best practices and reflects the unique needs and characteristics of the school/center.

Crisis Action Team members should be selected and voted into place by the local board. The CAT consist of:

Some responsibilities of the Crisis Action Team are to:

**SECTION 3** - cont.

**DRILLS**

Emergency response practice for responding to fire, severe weather/natural disaster and emergency action lockdown codes should be held regularly at unannounced times in the various buildings of the school/center, including dormitories and churches if they are part of daily or weekly use. Each type of drill should be introduced to and practiced with everyone in the first week of school. Following the initial instructions, the following is recommended for how often the drills are practiced:

**ORIENTATION/TRAINING**

The process of giving teachers and staff information and training should be given at the beginning of each school year. It will be provided by qualified individuals in the following areas:

**SAFETY COMMITTEE**

A designated group which is to be maintained that oversees non-emergency safety issues, accidents, and claims concerning the facility should be appointed by the local board. The committee must have a safety officer who is responsible for organizing and chairing the committee and reporting to the board. The safety committee will consist of the following members:

The safety committee will be responsible for:

**SECTION 4**

**CHECKLISTS**

See SECTION 4 of the Safety Emergency Resource (SER) manual for needed for the CHECKLISTS to be included in the school/center’s customized comprehensive plan and its *Grab and Go* packet.

These CHECKLISTS should be reviewed carefully and added to per need of local school/center:

**BEGINNING OF THE SCHOOL YEAR CHECK-UP**

**Administrator/Director:**

**DO**

**HAVE**

**SECTION 4** – cont.

**EXTENDED STAY CHECKLIST**

**Do/Have/Prepare:**

**Extended Stay Supplies:**

**SECTION 4** – cont.

**FIRST AID KIT CONTENTS**

**SECTION 4** –cont.

**GRAB-AND-GO CONTENTS**

In accordance with the GENERAL INSTRUCTIONS section of the SER manual, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_school/center made its *Grab and Go* packet, with excerpts from its customized comprehensive safety/emergency manual information. The *Grab and Go* packet contains the following:

**SECTION 4** –cont.

**SCHEDULED CHECK-UPS**

**MONTHLY CHECKLIST:**

The following need to be completed each month:

**QUARTERLY CHECKLIST:**

The following need to be completed each quarter:

**SECTION 4** –cont.

**WHAT TO TAKE WITH YOU IN EMERGENCY EVACUATIONS CHECKLIST**

Perishables or items with expiration dates:

**SECTION 5:**

**SUPPORT DOCUMENTS**

See SECTION 5 SUPPORT DOCUMENTS with appendices in the Safety Emergency Resource (SER) manual for needed examples, templates, worksheets, forms, and samples to be included in the school/center’s customized comprehensive plan and its *Grab and Go* packet.

**SECTION 6**

**ADDITIONAL RESOURCES**

See SECTION 6 in the Safety Emergency Resource (SER) manual for ADDITIONAL RESOURCES from the government, denomination, and other private organizations.