

GREAT OAKS



CHARTER SCHOOL

Great oaks, from little acorns grow

2015-2016
Building-Level Safety Plan

Great Oaks Charter School – Wilmington, Attachment 13B: Safety Plan

Introduction

Emergencies in schools must be responded to in an efficient and effective manner. Schools are subject to threats from many sources including but not limited to acts of violence, natural disasters, and environmental hazards. To anticipate these threats, the Great Oaks Charter School – Wilmington (GO-WIL) has created this 'living, breathing' document. This plan will be amended or altered as needed to incorporate the recommendations of parents, local police, local fire companies, and members of our building alarm team.

Our aim is that the Building-Level Emergency Response Plan will:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance, Natural Disaster and will include plans for Rapid Dismissal.

SECTION 1: Risk Reduction and Intervention Strategies

A. Designation of School Teams

GO-WIL will create a School Safety Team comprised of school staff members and local law enforcement.

B. Prevention and Intervention Strategies

GO-WIL believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student, staff, and school safety. These strategies take the form of a rigorous discipline driven school culture, building personnel and student training, and coordination with local emergency officials. These efforts include but are not limited to the following:

School Culture

One of the foundations of GO-WIL is providing students with a safe environment with high expectations for behavior and academic achievement.

- To ensure that each member of our community can perform optimally, we have a firm zero tolerance approach to any infractions against other members of our community. Our student code of conduct clearly outlines the fifteen non-negotiable rules and the spectrum of responses for any infractions.

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- As part of the core operations of GO-WIL each student has an individual relationship with a tutor that works with them on a daily basis. This additional individualized adult contact provides an additional reporting mechanism assuring student safety and allows us to provide supervision for each child at all times. No child will be in the building without the company of an adult.
- The GO-WIL Tutor Corps also provides after school enrichment programming as part of our extended school day.

Building Personnel Training

- In preparation for creating the building safety plan and planning emergency preparedness drills, the GO-WIL will review information and regulations on any School Safety websites as well as safety plans from other schools.
- A GO-WIL representative will attend any school safety training offered by the DDOE and share what he or she learns with the School Safety Team.
- To ensure the safety of all of our students, each member of the GO-WIL school staff, encompassing both teaching and administrative team members, will successfully complete CPR and AED training.
- GO-WIL staff members will take Violence Intervention training.

Coordination with Emergency Officials

- A GO-WIL representative will contact local emergency officials to review school emergency procedures, verify contacts, and incorporate them into school safety drills.

Drills/Exercises/Student Training

- All staff, including teachers, administrators, and tutors, will review the building-level emergency response plan during the all staff professional development week in August 2015. Plan details, including all logistics, supporting resources, and roles have been reviewed. Staff has signed off on having reviewed the school safety plan and asserts that they will be responsible for adhering to the responsibilities it outlines.
- The School Safety Team will ensure that all steps are taken to assure that the school facilities and their populations are fully prepared for a variety of emergency situations. A facet of this work will be planning and executing a variety of drills as well as reflecting on and revising the safety plan based on lessons learned through these exercises.
- The Safety Team will conduct 'table top' exercises – playing through the execution of each of our multi-hazard plans using the actual school and neighborhood layout diagram.
- The School will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows: The School will

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schedule the dates and times of drills with local officials; Just before a drill, the School will contact local officials to announce the drill is about to start

Implementation of School Security Policies and Protocols

School Safety/Security roles at GO-WIL are expected to be as follows:

- School personnel will always be present at the start of the school day to welcome students into the building.
- We will have a video camera monitoring system that monitors all movement of individuals throughout the building.
- There is no access into the school building without visual confirmation through the video system which features mounted cameras at each entry point of the building.

Other School safety protocols include:

- Only the front door will be opened during the start and end of the day with adult presence at both times
- All school visitors will be required to show identification upon entering the school, sign a visitors sign in sheet, and wear name tag identification. No visitor will be allowed to travel throughout the GO-WIL section of the facility without an escort.
- The School will have Student ID cards and an electronic ID system.
- The administrative team will all have walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

Maintenance of Vital Education Agency Information

An updated Staff Roster contact list (with cell phone numbers) will be maintained in the main office and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a 'Student Emergency Contact Binder' with Emergency Contact sheets for each student.

C. Early Detection of Potentially Violent Behaviors

Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in August 2015 as part of the School Safety Plan review. These Guidelines will be given to Parents in late August/early September at start of school parent conferences. An age appropriate version of the guidelines will be discussed with students within the first month of school as part of the Anti-Bullying section of the School Advisory Program.

SECTION 2: Response

A. Assignment of Responsibilities

Chain of Command

Chain of Command at GO-WIL in emergency situations is as follows:

1. School Safety Team Coordinator – Start Up Coordinator
2. Head of School
3. Director of Operations

The chain of command in emergency situations purposefully excludes the Head of School, as she will be focused on engaging and assuring the student body, reaching out to parents and communicating with the community. To assure emergency procedures are smooth and do not detract from our obligations to our constituents we as a Safety Team have agreed to designate other members of our staff as the contact person for emergency situations.

Teacher and Tutor Responsibilities

In the event of a school emergency teachers and tutors will be expected to respond to the instructions of the School Safety Team. Each classroom will have a designated evacuation route and an exit packet. Each exit packet will include current class rosters for each class and a card communication flip stack to facilitate communication with the School Safety Team.

B. Continuation of Operations

The School Safety Team Coordinator will serve as the School Incident Commander unless replaced by a member of the local emergency response team. In instances where the School Safety Team Coordinator is unable to perform these duties, the next individual in the chain of command will take on these responsibilities.

C. Access to Floor Plans

- Floor plans marked with exit routes will be posted in each classroom and in the offices of the school.
- A set of these floor plans will be shared with local emergency response agencies as part of the School Safety Planning process.
- Each member of the School Safety Team will have a set of floor plans marked with exit routes and an additional set will be maintained in the main office.

D. Notification and Activation of Emergency Response Team (Internal and External Communication)

Communication Methods

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In the event of an emergency, the School Safety Team will use the following internal and external communication systems:

- School phone system
- Cell phones of School Safety Team and Staff
- Walkie-Talkies (supplied to members of the school safety team)
- One Call Now (school wide text messaging system)
- Email
- Local Media

Choices about the mode of communication will be made by the School Safety Team based on the unique demands of the situation. All members of the School Safety Team are expected to be prepared to engage via all of the communication methods listed above at any time.

Notification Protocol

- In the event of an emergency or hazardous situation all notifications should be directed to the School Safety Team Coordinator by calling the front office.
- If warranted by the situation, the School Safety Team Coordinator will notify all of the building occupants to take appropriate protective action.
- As part of this process an updated contact list will be maintained in the main office at all times. This information will also include emergency contact information for each student that will exit the building with the School Safety Team Coordinator in the event of an evacuation.

E. Hazard Guidelines

Hazard procedures are discussed in our situation response specific section below.

F. Evacuation Procedures

The evacuation maps in each classroom or office outline the route of evacuation that should be taken by the room's occupants. All members of the school community will congregate at a pre-determine location unless otherwise directed by a member of the School Safety Team.

G. Security of Crime Scene

The School Safety Team Coordinator or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency. The securing of a crime scene should in no way impede the rescue and aid of injured persons.

Also – upon the occurrence of violent incident, the Head of School will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information

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will be maintained in the School “Emergency/Safety” Binder in the Main Office. The Head of School will also have a soft copy of this document on file, and a hard copy in his or her office.

In the event of disaster or violent act, as necessary the Head of School will also notify the Board of Directors via phone, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

H. Situational responses

Plans are in place, and detailed in below, separate Building Level Response Plan document, for:

- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/Bomb Threat
- Hostage/Kidnapping
- Civil Disturbance
- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic

Emergency Situation	Response
Fire	<ul style="list-style-type: none">• Sound fire alarm• Teacher escort current class to agreed meeting location (see evacuation plans). Students stay with teachers.• Head of School, Principal and Director of Operations take walkie-talkies• Principal – Pick up Emergency Bag (with Student Emergency Contact Binder School Safety Plan binder, Staff sign sheet, Sign to hold up to indicate their location)• ‘Sweep’ staff ensure building is empty• Meet at designated spot• Head of School confirm All Clear• Return to school
Intruder in Building	<ul style="list-style-type: none">• Over walkie talkie, code phrase announced• Phase A – close door• Phase B – use furniture to block doors• Contact police• Once clear – walkie talkie announcement

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Medical Emergency	<ul style="list-style-type: none"> • Contact nurse • Call 911 • Walkie Talkie communication • Call student parents • Call medical director • Connect with local authorities
Threat of Violence	<ul style="list-style-type: none"> • Call 911 • Connect with school safety team via walkie-talkie • Determine school lock down procedures • Connect with local authorities • Report incident to DDOE • Inform school community of incident
Explosive/Bomb Threat	<ul style="list-style-type: none"> • Call 911 • Implement emergency evacuation procedures • Contact student families • Determine threat level • Decide on early dismissal
Hostage/Kidnapping	<ul style="list-style-type: none"> • Call 911 • Implement emergency evacuation procedures • Contact student families • Work with local authorities to issue Amber Alert • Decide on early dismissal
Civil Disturbance	<p>All incidences of civil disturbance should be reported to the main office by communicating with the Director of Operations.</p> <ul style="list-style-type: none"> • External Civil Disturbance: <ul style="list-style-type: none"> • If a civil disturbance occurs outside of the building the Director of Operations will alert members of the safety team via walkie talkie by stating, "Code orange, we are entering a soft lockdown." • The responding office staff member will then alert the police. • Members of the campus security team will take pre-designated soft lockdown stations at the building exits to ensure that no one enters or exits the building. • Classes will continue as usual within the building unless the situation escalates to more stringent response. • No one from the campus community will intervene in the external civil disturbance and the soft lockdown will remain in place until the police announce an all clear. At that time the Director of Operations will announce "The soft lockdown has ended." At that time the members of the security team will resume normal functions within the building. • Internal Civil Disturbance:

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	<ul style="list-style-type: none"> • In the event of a civil disturbance within the school building, the Director of Operations will announce of the intercom “We are entering a hard lockdown.” • The responding office staff member will then alert the police. • All teachers and building staff will then lock their classroom doors and continue teaching until told that the hard lockdown has ended. • Building staff with walkie-talkies will track the individuals causing the disturbance within the building from a secure distance to be able to provide accurate location information to the police when they arrive. The Director of Operations will be the point of contact for the first responders to determine where the individuals are located in the building and answer any questions about routes through the building. Once the police state that the situation is clear the Director of Operations will announce “The lockdown has ended.” At that time the members of the security team will resume normal functions within the building.
School Bus Accident	<p>For each bus trip, the coordinating staff member is required to take a full list of all individuals that will be traveling on the bus as well as the emergency contact forms for each student present. If a school bus accident occurs the trip coordinator on the bus will instruct students to follow evacuation procedures. Each staff member should support the evacuation of the bus and usher the students at least 100 feet from the damaged vehicle and well away from other traffic or hazards. The trip coordinator needs to be responsible for taking the trip roster information with them as they exit the bus if at all possible. The staff member should not endanger themselves in retrieving this information but every reasonable effort should be made to take it in the evacuation. As soon as the staff member is able they need to call 911. The secondary staff member or other adult present should use the student roster to take a full account of all of the students while the trip coordinator is calling 911. Once emergency responders have been notified the trip coordinator needs to call the Director of Operations or Head of School to alert them to the situation and alter them on the outcome of the roster review. The Director of Operations will arrange transportation for all bus passengers. The trip coordinator will be the point of contact for emergency responders and expected to update school officials with route information for transporting students from the accident site if appropriate. The school safety team will contact parents of our students and any announcements will be made by the Head of School.</p>

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Gas Leak	<p>In the event of a gas leak in the building the individual that discovered the leak should immediately report to the Director of Operations. The Director of Operations will designate a member of the office staff, or if no one else is present the reporting individual, to exit the building to the evacuation location across the street and notify authorities via cell phone of the leak. While the authorities are being notified the Director of Operations and any remaining individuals in the building will proceed to the classrooms. These individuals will enter each classroom and state "We are silently evacuating the building". At that time each class will use the exit route designated in the case of a fire, unless it nears the area where the leak was reported. If there is an area that students will be routed away from, a member of the safety team will be stationed on that exit route to direct students to alternative stairwell. Teachers will lead their students in exiting the building and crossing the street. Once reaching the designated evacuation area teachers will take role for the students in their class and notify a member of the safety team if a student is unaccounted for. The school community will remain outside of the building until they are instructed it is safe to return to the building. Once the School Director of Operations is given the go a head they will notify the members of the safety team to escort classes back into the building and resume normal functions.</p>
Hazardous Material	<ul style="list-style-type: none"> • If there is a hazardous material spill outside of the building the Director of Operations will alert members of the safety team via walkie talkie by stating, "We are entering a softlockdown." • The responding office staff member will then alert the police and fire department. • Members of the campus security team will take pre-designated soft lockdown stations at the building exits to ensure that no one enters or exits the building. • Classes will continue as usual within the building unless the situation escalates to more stringent response. • No one from the campus community will be allowed in or out of the building until the police or other first responder communicates to the Director of Operations that the area is clear. At that time the Director of Operations will announce "The soft lockdown has ended." At that time the members of the security team will resume normal functions within the building.
Biological Threat	<ul style="list-style-type: none"> • If there is a biological threat outside of the building the

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	<p>Director of Operations will alert members of the safety team via walkie talkie by stating, "We are entering a soft lockdown."</p> <ul style="list-style-type: none"> • The responding office staff member will then alert the police and fire department. • Members of the campus security team will take pre-designated soft lockdown stations at the building exits to ensure that no one enters or exits the building. • Classes will continue as usual within the building unless the situation escalates to more stringent response. • No one from the campus community will be allowed in or out of the building until the police or other first responder communicate to the Director of Operations that there is an all clear. At that time the Director of Operations will announce "The soft lockdown has ended." At that time the members of the security team will resume normal functions within the building.
Radiological Threat	<ul style="list-style-type: none"> • If there is a radiological threat outside of the building the Director of Operations will alert members of the safety team via walkie talkie by stating, "We are entering a softlockdown." • The responding office staff member will then alert the police and fire department. • Members of the campus security team will take pre-designated soft lockdown stations at the building exits, or further within the building but on exit paths if exposure to the doors is a concern, to ensure that no one enters or exits the building. • Given that classrooms are on the upper levels classes will continue as usual within the building unless the situation escalates to more stringent response. In the event of this kind of emergency lunch and other activities that would take require the students to descend to the street level parts of the building, will be relocated or suspended for the duration of the incident.
Epidemic	<p>In the event of an epidemic outbreak the Head of School will, in collaboration with the School Nurse, decide to enact alternative education practices to minimize student exposure. In the event of an outbreak students may be instructed to remain at home and engage in classroom activities mediated through technology. Virtual class meetings through Facetime, skype, or calling in to be able to participate in class are two options to ensure that students</p>

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	educations are not interrupted if they are unable to attend classes due to an outbreak. Parents will be notified by phone by the student's advisor if there is a large-scale change in protocol to minimize the effects of an epidemic. The School Nurse will be responsible for tracking and communicating epidemic incidences within the school and reporting them to health care authorities. The Nurse will be the point of contact for health agencies assisting with addressing an epidemic within our community. Once the epidemic has passed according to city or state health officials, alternative-meeting strategies will be disbanded and regular class structures will be reinstated.
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The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

Response to Acts of Violence

The below plan is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be taken care of
- Offending individual will be contained
- Head of School, in consultation with the Start Up coordinator, will determine level of threat
- As required:
 - The immediate area of the act will be isolated and/or evacuated
 - Lockdown procedures will be activated
 - Local law enforcement agencies will be notified
- Situation will be monitored and response adjusted as necessary
- As necessary
 - Initiate early dismissal

All of the below plans are in keeping with the School's Zero Tolerance Policy for School Violence

Source of Threat	Plan
Student	<ul style="list-style-type: none">• <u>Implement de-escalation procedures (remove student from situation, have Dean of Students discuss incident and causes for incident with student)</u>• <u>Determine level of threat (critical, high, medium, low)</u>• <u>Inform principal</u>

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	<ul style="list-style-type: none"> • <u>As necessary, contact parent/guardian, police and/or hospital</u> • <u>As necessary, inform staff</u> • <u>Monitor situation to ensure resolved</u> • <u>If necessary, implement Emergency Response Plan</u>
<u>Staff – Other School Personnel</u>	<ul style="list-style-type: none"> • <u>Implement de-escalation procedures</u> • <u>Determine level of threat (critical, high, medium, low)</u> • <u>Inform principal</u> • <u>As necessary, contact parent/guardian, police and/or hospital</u> • <u>As necessary, inform staff</u> • <u>Monitor situation to ensure resolved</u> • <u>If necessary, implement Emergency Response Plan</u>
<u>Visitor</u>	<ul style="list-style-type: none"> • <u>Implement de-escalation procedures</u> • <u>Determine level of threat (critical, high, medium, low)</u> • <u>Inform principal</u> • <u>As necessary, contact parent/guardian, police and/or hospital</u> • <u>As necessary, inform staff</u> • <u>Monitor situation to ensure resolved</u> • <u>If necessary, implement Emergency Response Plan</u>

Response to Acts of Violence

The below plan is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be taken care of
- Offending individual will be contained
- Head of School, in consultation with the Principal, will determine the level of threat
- As required:
 - The immediate area of the act will be isolated and/or evacuated
 - Lockdown procedures will be activated
 - Local law enforcement agencies will be notified

Protective Action Options

Situation	Plan
School Cancellation	<ul style="list-style-type: none"> • Monitor any situation that may warrant school cancellation (Head of School) • Head of School will make the cancellation determination • The Head of School will notify the Staff of closure • All Advisors, Tutors and Teaching Assistants will call

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	<p>families of students to ensure they are aware of the cancellation</p> <ul style="list-style-type: none"> • The Head of School will notify the Board • As necessary, the Director of Operations will contact other parties
Early Dismissal	<ul style="list-style-type: none"> • Monitor any situation that may warrant early dismissal (Head of School) • Head of School will make the early dismissal time determination • The Head of School will notify the Staff of the early dismissal • All Advisors, Tutors and Teaching Assistants will call families of students to ensure they are aware of the early dismissal • The Director of Operations will contact transportation providers and make required arrangements • Members of the building security team will remain on site until all students have been returned home/picked up
Evacuation (before, during, and after school hours)	<ul style="list-style-type: none"> • Determine the level and nature of the threat • Confirm sheltering location, depending on nature of the incident • Announce evacuation on intercom • Evacuate all staff and students to the pre-arranged evacuation site • Account for all students and staff, then report any missing or injured individuals to the head of the campus safety team • Make a determination regarding early dismissal • If dismissing early, early dismissal procedures will take effect • Members of the building security team will remain on site until all students have been returned home/picked up
Movement to Sheltering Sites	<ul style="list-style-type: none"> • Determine level of threat • Confirm sheltering location, depending on nature of the incident • Announce evacuation on intercom • Evacuate all staff and students to the pre-arranged evacuation site • Account for all students and staff, then report any missing or injured individuals to the head of the campus safety team

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	<ul style="list-style-type: none">• Make a determination regarding early dismissal• If dismissing early, early dismissal procedures will take effect• Members of the building security team will remain on site until all students have been returned home/picked up
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SECTION 3: Recovery

GO-WIL incident response will include, but it is not limited to:

Short Term

- Mental health counseling for staff and students
- Temporary relocation
- Building Security Reviews
- Facility Restoration
- Post Incident Post Mortem for the purposes of improving and revising the School Safety Plan

Long Term

- Mental health counseling for staff and students
- Building Security Reviews
- Facility Restoration
- Post Incident Post Mortem for the purposes of improving and revising the School Safety Plan

GO-WIL will coordinate with statewide plans for disaster services as much as possible to ensure that the school has access to federal, state and local resources in the event of a violent incident.

Summary of Situations and Associated Communication Phrases

Emergency Situation	Communication Code Phrases
Intruder – is in the building	Code White
Intruder – alert is over	Code Black
Bomb threat	Code Yellow
Civil unrest	Code Orange
Medical Emergency	Code Blue

