

Rooted School Emergency & Safety Plans

2023-2024 DRAFT

SCHOOL SAFETY PLANS

Rooted School's safety plans are designed to:

- Protect the safety and welfare of all students, employees and staff
- Provide a safe and coordinated response to emergencies
- Protect the school's facilities and properties
- Enable the school to restore normal conditions with minimal disruption in the shortest time possible.

Who is on the Crisis Response Team (CRT)?

The Crisis Response Team (CRT) includes, but is not limited to:

1. Kaitlin Karpinski - Executive Director / School Leader RS-NOLA - (CPI Trained)
2. Frank Ingargiola - Director of Operations - (CPI Trained)
3. Jerome Morgan - Director of Culture - (CPI Trained)
4. Ashley Dapremont - Director of Hiring, Data & Human Recruitment - (CPI Trained)
5. Ashley Jones - Director of Curriculum & Instruction - (CPI Trained)
6. Chris Jackson - Director of Special Education

*The names above are listed in order of chain-of-command for emergencies handled at the school level.

**Note that law enforcement officials and emergency responders will supersede the above listed chain-of-command.

When should I call the Crisis Response Team: (CRT)?

- Call the CRT in the event a child has lost control of his/her behavior and you need immediate help managing the situation.
- Call the CRT in the event a student is at risk for harming him/herself or others.
- Call the CRT in the event of a fight or physical altercation.
- Call the CRT in the event of an active shooter situation.
- Call the CRT in the event of a non-responsive, building intruder.
- Call the CRT in the event of a medical emergency involving a student, member of the faculty or staff.

An incident report must be filled out whenever the CRT is called. The incident report will be initiated by the team member who requested the CRT.

GENERAL EVACUATION PROCEDURES

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I. GENERAL EVACUATION PROCEDURES:

Evacuation Notification:

The Executive Director /School Leader or his/her designee will notify everyone of the evacuation.

Evacuation Procedure During Class Time:

All students and staff will evacuate the building using the following paths of egress:

Bathrooms & Rose Room

Garden Pavilion

Goliath Room

Fortune Room

Shuri Room

Flight Room

Rose Room

Evacuate via the student entrance in the rear of the building and proceed to the furthest soccer/athletic field on the lake side of the building unless otherwise directed.

228 Room

El Capitan Room

Butterfly Room

Balloon Room

Social Hall

Faculty Lounge & Main Office

Evacuate via the main entrance in the front of the building and proceed away furthest soccer/athletic field on the lake side of the building unless otherwise directed.

Note: You will need to use your best professional judgment for the safest point of egress. Whenever possible follow the directions of the CMT or law enforcement/first responders when present.

Teachers must:

1. Make a hard copy of all your class rosters including advisory and keep with you throughout the evacuation/emergency period.
2. Take your electronic devices with you.
3. Check that all students are out of the classroom.
4. Check that all exits are clear.
5. Close your classroom door.
6. Once at the assembly area, teachers will take roll and account for each student.
7. Students are to remain with the current teacher, in orderly and silent lines until the all-clear signal has been given.

Evacuation Procedure When Not in Your Own Classroom

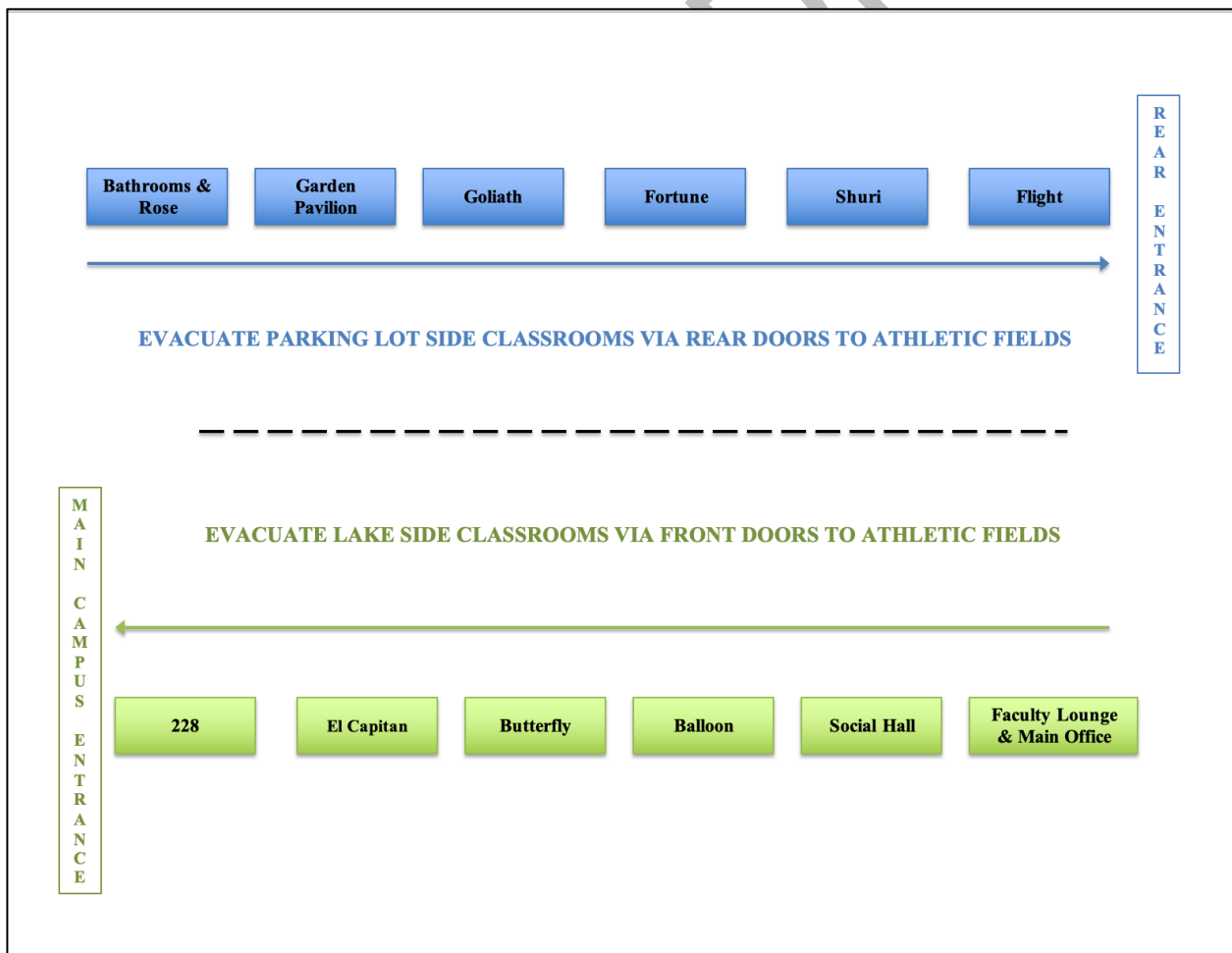
1. Teachers should be familiar with the assembly area and evacuation route designated for that classroom or area. Evacuation routes are posted at each classroom entry.
2. Students in classrooms other than their own are to remain with that class. Students will return to their class only after the all-clear is given.

Note:

- This evacuation process will be practiced monthly.
- All school personnel are to participate in all evacuation drills.
- Parents, guests and community members on the grounds during a drill must participate.
- All adults are reminded to model silence and attentiveness for the students.

Note: All staff members should locate and hold on to the Emergency Bag located in the room prior to evacuating. This will aid in accounting for all students should an evacuation be necessary. The total number of students under your supervision should be counted to report that information to an administrator when requested.

COMMON SENSE RULE: In the event that an exit is blocked for any reason, then staff/students should proceed to the nearest exit that is not obstructed. Teachers/staff/emergency personnel will make this call, not students.



FIRE RESPONSE PROCEDURES

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Fire Response Procedure:

1. If you observe, or are made aware of a fire, immediately activate the nearest fire alarm in the hall area.
2. Begin general evacuation procedures accordingly and contact a member of the CMT immediately.
3. If possible ,notify everyone via the emergency **SLACK** channel as soon as possible.
4. Direct all CMT/first responders to the location of the fire. Secure the scene.
5. Allow no re-entry until the **ALL-CLEAR** is given by the Fire Chief and a member of the CMT confirms the site is safe.
6. Only authorized personnel will have access to the building during a drill or an actual emergency.
7. Be prepared to carry out instructions from the CMT and/or law enforcement/first responders.

Note: All staff members should locate and hold on to the Emergency Bag located in the room prior to evacuating. This will aid in accounting for all students should an evacuation be necessary. The total number of students under your supervision should be counted to report that information to an administrator when requested.

COMMON SENSE RULE: In the event that an exit is blocked for any reason, then staff/students should proceed to the nearest exit that is not obstructed. Teachers/staff/emergency personnel will make this call, not students.

BOMB THREAT PROCEDURES

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Bomb Threat/Incendiary Device Procedures:

In the event school personnel receive a call indicating that there is a potential bomb threat at the school, the following procedures should be followed:

1. The individual receiving the call should remain calm, be courteous and listen carefully for details. If the caller remains on the line after the initial statement is made, ask questions such as “Where is the bomb?” “What does it look like?” and ask for the name of the person calling. The exact time of the call should be noted.
2. Follow the appropriate call trace or caller identification procedures. Such procedures are to be kept by each telephone that is a direct access line.
3. The person receiving the call should immediately notify the Executive Director/School Leader or member of the CMT.
4. The Executive Director/School Leader or his/her designee must notify the police of the bomb threat by calling 911.
5. A member of the CMT must notify the SUNO front office that the school has received a bomb threat.
6. The Executive Director/School Leader must evacuate the building and wait for law enforcement/first responders to arrive. Follow previous evacuation procedures.
7. The Executive Director/School Leader will call an immediate emergency evacuation over the #emergency **SLACK** channel notifying faculty to evacuate due to a bomb threat.
8. The Executive Director/School Leader will make the decision as to whether the students should be allowed to locate their coats in the event of cold or rainy weather.
9. The Executive Director/School Leader is to request that police and fire department personnel inspect the building for the bomb.
10. If after such inspection, it is decided that the building is safe, the students and staff may return to the building.
11. For additional information go to the link below:

<https://www.cisa.gov/sites/default/files/publications/Bomb-Threat-Procedure-Checklist.pdf>

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Sturred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information: _____

To Trace a Call

Immediately following call, press and release receiver button.

At dial tone, press *57 for confirmation announcement, and hang up. You will not immediately receive information on tracing the call, however, the phone company will record the request.

*69 will also capture the last caller's number for a call back.

Teachers:

- Follow the general evacuation procedures at the direction of the Executive Director/School Leader, CMT member or law enforcement/first responder
- Once safe, take attendance and report student count to your Executive Director/School Leader or CMT member.
- Wait with students until the search has been conducted.
- Do not re-enter the building until the all-clear signal is given.
- In times of severe weather or a prolonged search, students may be moved to a pre-arranged relocation site. You will need to follow the directions of the Executive Director/School Leader CMT member or law enforcement/first responders.
- The Executive Director/School Leader or designee may announce alternative exit routes or partial evacuation instructions. Fast, flexible action may be required. Students need to listen and follow instructions. Familiarize yourself with the alternative exit route(s) that apply.

Note: All staff members should locate and hold on to the Emergency Bag located in the room prior to evacuating. This will aid in accounting for all students should an evacuation be necessary. The total number of students under your supervision should be counted to report that information to an administrator when requested.

COMMON SENSE RULE: In the event that an exit is blocked for any reason, then staff/students should proceed to the nearest exit that is not obstructed. Teachers/staff/emergency personnel will make this call, not students.

BOMB THREAT PROCEDURES

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Secure/Shelter-in-Place Procedures:

If you receive the Secure/Shelter-in-Place alert via the #emergency SLACK channel or from a CMT member:

- a. Stay where you are.
- b. Do not call the office for information.
- c. Open the #emergency SLACK channel.
- d. Do not allow students to use cell phones until directed.
- e. Quickly glance outside the room to direct any students or staff members in the area into your room immediately.
- f. If possible, lock or barricade your door.
- g. Lower or close any blinds.
- h. Place students away from windows and doors so that they are not readily visible through the door or window.
- i. Turn out lights and computer monitors.
- j. Keep students quiet.
- k. Staff without students should report to the nearest classroom.
- l. The Executive Director/School Leader and CMT members will sweep the campus for loose students.
- m. If students and teachers are outside the school building, they should move to the nearest safe area: the kitchen, classrooms, and front office are all options.
- n. You will be directed where to relocate depending on the situation.
- o. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- p. Anyone in the hallway should move to the closest classroom immediately.
- q. Cafeteria workers and other support staff should stay in the area they are in, secure the doors, and turn out the lights.

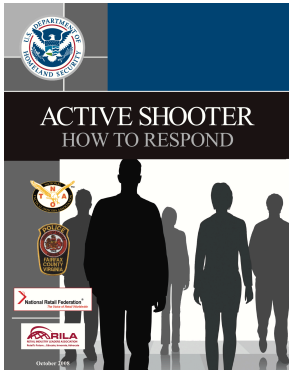
COMMON SENSE RULE: In the event that an exit is blocked for any reason, then staff/students should proceed to the nearest exit that is not obstructed. Teachers/staff/emergency personnel will make this call, not students.

**ACTIVE
SHOOTER
PROCEDURES**

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You will be responsible for reviewing the attached *Active Shooter: How to Respond Handbook* below. You will need to sign that you have completed your review of the document and submit to HR each year.

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf



We also strongly recommend watching the following videos:

How to Survive an Active Shooter Event on Campus (12 mins 08 sec)

https://www.youtube.com/watch?v=OP711n_8Lh4

Run, Hide, Fight (4 min 36 sec)

<https://youtu.be/TeOdxKozra0>

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

MEDICAL EMERGENCY PROCEDURES

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Medical Emergency Procedures:

1. In the event there is a major medical emergency, the following will be notified in this order:
 - a. Executive Director/School Leader or designee
 - b. 911 (unless instructed not to by the Parent/Guardian)
 - c. Parent
2. A staff member should provide supervision for the victim until medical personnel arrives.
3. The staff member should only provide First Aid, CPR, or AED if certified to do so.
4. The staff member should gather all facts pertaining to the emergency from personal observations and witnesses and document all actions, times and activities related to the emergency.
5. An escort should be provided during the transportation of the patient/student to the ambulance.
6. Medical personnel and/or EMTs will immediately be in charge of the situation upon arrival.

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SEVERE WEATHER PROCEDURES

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Severe Weather Condition Procedures

1. It may be the responsibility of the staff throughout the day to monitor the weather conditions during inclement weather, and to notify the Executive Director/School Leader of any possible or actual emergency.
2. When local flooding is anticipated or observed, contact the Executive Director/School Leader and/or CMT to inform them of the weather conditions.
3. During severe weather alerts and at the discretion of the Executive Director/School Leader or CMT, classes may need to gather in the hallway for safety. Make certain that no student is by a window.
4. Make certain to follow the directions of the Executive Director/School Leader, CMT or emergency first responders before taking any action during an impending storm or weather event. You will be alerted where to shelter for security.

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PLEASE PRINT A COPY OF THIS PAGE AND SUBMIT WITH A WET SIGNATURE TO MS. WALKER. THANK YOU.

Faculty/Staff Member Name: _____

- I have read the entire *Crisis Response Procedures* document including the ***Active Shooter: How to Respond Handbook***. My signature below indicates that I understand how to respond in the event of one of the emergencies contained therein.

- I have viewed ***How to Survive an Active Shooter Event on Campus (12 mins 08 sec)***

- I have viewed ***Run, Hide, Fight (4 min 36 sec)***.

Signature: _____

Date: ___/___/2023 - 2024