

## **PCC Safety and Security Plan**

### **Purpose:**

The purpose of this plan is to provide emergency preparedness along with response instructions, information and procedures to protect the safety and well-being of students and staff.

### **Table of Contents:**

1. Staff Health and Safety
2. Student Health and Safety
3. Emergency Plan
4. Lock-down procedures
5. Building and Grounds Security
6. General Safety
7. Fire Drill

### **Staff Health and Safety**

In order to assure that all staff members and students are safe, each staff member must follow the following requirements:

- Criminal Background Check
- Child Abuse Clearing
- Immunization incompliance (TB test)
- Completed Emergency contact card
- Completed Emergency medical release form
- Completed CPR, First Aid and EPIPEN Training

### **Student Health and Safety**

In order to assure that all students and staff members are safe, the following requirements must be followed prior to the first day of school:

- Completed Physical Examination
- Immunizations in compliance
- Completed Emergency Card
- Completed Emergency medical release form
- Completed authorized to pick up student form
- Completed transportation form

Along with these requirements, PCC will have a certified nurse available to distribute medication. Medication will be stored in a locked cabinet located in the nurse's office. The nurse will be responsible for the screening of health problems (visual, hearing etc.), monitoring student health and maintaining up to date health records.

## **Emergency Plan**

Pike Creek Charter has developed an emergency plan for the school in the case that there is an emergency. This purpose of the plan is to ensure the safety and well-being of PCC students and staff members.

### **Emergency Team:**

Prior to the start of school, administration will identify staff members who will play a role in the emergency team.

### **Communication:**

All members on the emergency team will have access to cell phones and walkie talkies in order to communicate internally in the event of an emergency. All teachers have access to classroom phones as well as cell phones in the case of an emergency.

### **Procedures for evacuation:**

Each classroom doorways and school offices will have a copy of the evacuation procedure posted. This evacuation procedure will include the designed outdoor meeting spots for each class. As soon as teachers reach their designated area, they will take attendance for their students. If any students are missing, that teacher will immediately notify one of the emergency team members. Nobody will re-enter the building unless given permission that it is safe to proceed back inside the building.

### **Classroom Kits:**

Each classroom will have an emergency kit located in a designated area. The emergency kit will include:

- Emergency Plan
- Emergency Floor plan with designated evacuation routes
- Class Rosters for attendance
- Class Roster Contact List
- Staff Contact list
- First Aid Kit including
  - Band-aids
  - Gauze
  - Tape
  - Antiseptics

- Scissors
- Flashlight with batteries
- Large Plastic Bags
- Nametags
- Pad/Pen
- Instructional supplies (paper and pencils)

**Portable disaster file:**

The main office will have a portable disaster file that will be taken to designated area in the event of any type of evacuation. This file will contain student contact information, emergency cards and release forms.

**Staff Orientation:**

All staff members are required to participate in the Emergency Plan training each year.

### **Lock down procedures**

- **LOCKDOWN RED-** MEANS AN INTRUDER/GUNMAN IS BELIEVED TO BE IN THE BUILDING AND THERE IS EMINENT DANGER! Principal or administrator will announce **LOCKDOWN RED**.
  - Teachers should lock all doors and windows.
  - Teachers and students should move away from the door/window so they are not visible to the intruder.
  - If teacher has pertinent information regarding perpetrator it would be helpful to text administrator this information.
  - Everyone will remain in this lockdown mode until an administrator or authorities instruct otherwise.
  
- **LOCKDOWN YELLOW-** There is danger in the immediate PCC campus area. There will be a code announced for **LOCKDOWN YELLOW** by school administration.
  - The principal or designee will announce that on **LOCKDOWN YELLOW** all teachers need to close blinds, lock windows, and lock doors to secure classroom.
  - The students can remain in desks as class continues as normal within the classroom.
  - Students need to stay away from windows and doors.
  - Students must remain in locked/secured classroom until administrator instructs otherwise.
  
- **Lockdown Green-** There is a danger in the distant surroundings of PCC campus. There will be a code announced for **LOCKDOWN GREEN** by school administration.

- The principal or designee will announce that on LOCKDOWN GREEN all outer doors to the building will be secured and locked.
- A regular daily schedule will continue with the EXCEPTION OF NO OUTSIDE ACTIVITIES. NO CLASS IS TO GO OUTSIDE FOR SNACK OR RECESS.
- Physical Education will be taught in the gym.
- School employee will contact law enforcement agencies for assistance regarding any threat.
- School administration will announce when a situation has been neutralized.
- Portables have communication devices to report to the office.
- Signs are posted for visitors to report to the office when entering the school building.

### **Building and Grounds Security**

**Visitors:** All visitors of PCC will be required to enter and exit through the main entrance and will need to be buzzed into the building after showing identification. The visitor will report immediately to the main office upon arrival. Visitors will be required to sign in upon arrival and wear a visitors tag during their visit. Visitors will also be required to return badge and sign out when they are leaving. Parents are not allowed in classrooms during instructional time and must have prior appointment with teacher during non instructional time.

**Alarm System:** Automated fire alarm system is utilized throughout the buildings that can be activated at given locations throughout the buildings and can be heard from all points on the school grounds.

**Parking lot:** All parking lots and school entrance are properly lighted to insure the safety of all visitors and students.

**Exits:** All exit doors open to the outside with a panic bar and have a fire exit sign.

**Fire Extinguishers:** Fire extinguishers are located as per local fire codes determine and maintained annually.

**Security:** All doors and windows will remain locked at all times. No one is permitted to open these doors during school operating house. Everyone must enter and exit the building through the main entrance at all times.

## **General Safety**

- Fire drill evacuation charts are updated, posted, and reviewed with all the staff.
- Fire drills are practiced every month.
- Lock down drills is practiced every month.
- Early dismissal procedures are developed and distributed to students, staff, parents, and the community.
- Evacuation plans/codes include methods for managing students with disabilities and or students with limited English proficiency.
- Alternative shelters are designated off campus in case of immediate evacuation from the school
- Communication/telephone trees for all staff developed/communicated for all types of emergencies are updated and distributed annually.
- Community evacuation plans that include the school/students are shared with all staff/students. The community is aware that a plan is in place.
- Adults adequately monitor all areas of the campus at all times.

## **Fire Drill Procedure**

1. A fire drill alarm has a series of three short rings.
2. Students will be instructed by teachers to quickly and quietly leave the building in an orderly manner.
3. Teachers will take class roll once students are in a safe area to ensure all are present. Any missing student must be reported to the school's administration at once.
4. The emergency team will check all areas of the building to ensure all students are in the designated areas.
5. The designated emergency team member will take the hard copy of the student information sheets to the designated areas.
6. No one will be allowed to re-enter the building or portables until the all clear signal is given by the administration.