



**Belmont Charter
Elementary School**

A BELMONT CHARTER
NETWORK SCHOOL



**Belmont Charter
Middle School**

A BELMONT CHARTER
NETWORK SCHOOL

School Safety and Emergency Management Plan

2024-2025

Updated: August 18, 2024

LEADERSHIP

Emergency Response Team Members

Head of School
Director of Operations
Assistant Heads of School
Learning Support Coordinator
Dean/Culture Leaders
Main Office Staff
Building Support Staff

In the case the Head of School is absent when an emergency plan is needed, we will use the following chain of command:

- Director of Operations
- Assistant Heads of School
- Main Office Staff

In the case the Head of School is absent, the Director of Operations will oversee the command center. If the Director of Operations is absent, the Assistant Heads of School will oversee the command center.

PURPOSE

1. To provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster
2. To establish procedures for alerting administrators and staff
3. To define roles and responsibilities of school administrators and staff
4. To assure coordination with municipal and county government and emergency services.

SITUATIONS AND ASSUMPTIONS

1. Belmont Charter School is located at 4030 Brown St and has a student population of approximately 600 students and 150 faculty and staff. The school consists of one physical building.
2. Primary assistance during emergencies will be dispatched through the Philadelphia County 9-1-1 and/ or the local precinct coordinated by the Philadelphia County Emergency Management Agency (215-686-3220)
3. The school is subject to the following natural disasters and emergencies:
 - a. Natural Disasters: Blizzard, Flood, Earthquake, Tornado
 - b. Technological disasters: HAZMAT Spill, Nuclear Power Plant Emergency
 - c. Human-Caused Emergencies or Disasters: Deliberately Released Biohazards, School Violence, Neighborhood Violence, Medical Emergency, Fire, Power Outage

CONCEPT OF OPERATIONS

1. Direction and Control – Head of School will exercise control over emergency actions and will consult with the Director of Operations and the Assistant Heads of School. Incident control will be exercised in Belmont Charter School Command Post, Main Office.
2. The Head of School (or designee) will make the decision to put into motion the necessary emergency protocol. Directions and communication will be through school intercom and radios.
3. Succession of authority to activate this emergency plan and make emergency decisions for the school is, in order of sequence:
 - a. Head of School
 - b. Director of Operations
 - c. Assistant Heads of School
4. Drills and Exercises: Regular drills will be conducted in order to:
 - a. Provide training for all faculty and staff on emergency plans, procedures and duties
 - b. Streamline communication to staff, families, and neighboring schools
 - c. Regularly assess the proper implementation of procedures by staff and provide feedback as needed to ensure all protocols are followed accordingly.
 - d. Orient students on emergency procedures and responsibilities
 - e. Develop skills needed for a real emergency
5. Assessment
 - a. Staff at Belmont will utilize the information obtained through Health Department Inspections and L & I Fire Inspections to find areas that need improvement. Additionally, the facilities staff will complete a safety checklist for hazards in the school yard and playground area monthly. All concerns will be addressed by the Emergency Response Team.
6. Emergency Response Team
 - a. The school Emergency Response Team will encourage a continuous assessment of all hazards and concerns within and outside of the school building. The Emergency Response Team will meet to address current concerns and ongoing projects. All staff members are encouraged to contact members of the Emergency Response Team with concerns or attend a meeting.

SUPPLIES AND RESOURCES

At all times, the following supplies and resources will be available on Belmont premises in preparation for any crisis:

1. Emergency Clipboard (containing class roster(s), response plan, and emergency communication cards – red, green and yellow.)
2. First Aid Supplies (located in main office, nurse's room, playground area, classrooms and carried on field trips).

Emergency Cards

Students must be accounted for during all emergency scenarios. Once the class has evacuated the building, or in the case of a lockdown, teachers must fill out an emergency card. Emergency classroom folders will have green, red, and yellow cards. Students' names should *never* be written on emergency cards. These cards will be collected by a member of the Command Team in the event of any emergency. Please use the cards accordingly:

Green: If all students are accounted for

Yellow: If a teacher has a student not on their official class list or is missing a student from their attendance list. This information will be noted numerically. A child's name should never be written on an emergency card. For example: 1 student missing and 2 extra students not on roster would be written as -1, +2

***Note – If a student is away from their class, even if they are in a known location (ex. pull out room, nurse's office, etc.), the child should be marked -1 in their homeroom and +1 in their current location.*

Red: If classroom needs immediate assistance

Below are the set procedures for potential school emergencies. All faculty and staff must be aware of these procedures in the event of the following emergencies:

FIRE EVACUATION PROCEDURES

Description:	A fire evacuation occurs when a signal is heard throughout the school.
Communication:	1) Signal is heard throughout the building Announcement through both schools in the event alarm malfunctions 2) 911 is called by the Head of School or designee 3) Once outside, teachers take attendance and hold up appropriate emergency card 4) Designees acquire card system information 5) Any students not accounted for will immediately be radioed to the sweepers/ fire department 6) When all students are accounted for, a message is sent to families in Parent Square with any next steps/necessary information. (This does not apply to drills.) 7) Teachers will wait for “all clear” from Head of School or designee 8) Main Office Team alerts any staff known to be off campus
Steps of Action:	1) Alarm Sounds 2) Classes line up 3) Teachers take Emergency Clipboard from Emergency Board 4) Clipboard Includes: a. Attendance sheet b. Readiness Plan c. Emergency cards d. Trash bag 5) Students and teachers exit classroom 6) Teachers turn off lights and close windows and door (signals that room is cleared) 7) Exit down emergency exit path (NO STOPPING) 8) Classes line up on the blacktop in the rear of playground yard 9) Teachers take roll and hold up appropriate emergency card for office staff 10) Wait for further directions from Head of School or designee
Evacuation Routes	Every room has an Evacuation Route posting. Please familiarize yourself with these for the rooms you frequently use. <u>NOTE: Stairwell assignments may not apply for evacuations. Please follow the posting for drills and emergencies.</u>
OST/Shared Campus Communication (Internal and External)	1. Typical communication steps are taken as listed above. 2. OST leaders and on-site office support will create a messaging thread to share emergency communication. As soon as anyone on this thread is made aware of an emergency, they will communicate with this predetermined group so that each program may ensure safety protocols are followed for their students and staff. 3. OST leaders will establish prepopulated Parent Square groups for enrolled students to ensure communication with families as needed. 4. The Director of Centralized Operations will create Parent Square groups that will include all necessary staff who are off-site during OST emergencies but need to be made aware in a timely way. OST leaders will communicate with this group. This group should refrain from connecting with OST leaders while they are actively executing emergency procedures. OST leaders will communicate with this Parent Square group as needed during and after an emergency.
Staff Delegation	<u>Inside Assignments (Sweepers and General Supervision):</u>

	1st Floor ES Hallway: SPED Manager 2nd Floor ES Hallway: Assistant Head of School 1 3rd Floor ES Hallway: Assistant Head of School 2 Yellow Stairwell: Assistant Head of School 3 Blue Stairwell: Director of Culture Nurse/IT/Gym/Cafeteria: Director of Operations 1st Floor MS: Assistant Head of School 1 2nd Floor MS: Assistant Head of School 2 <u>Outside Supervisory Assignments</u> Heads of School will be responsible for getting the “All Clear” from each teacher Directors of Operations will be responsible for getting final ‘All Clear’ from Heads of School and Sweepers. They convene and then signal each Head of School with all clear to begin ushering students back into the building. <u>Faculty/Staff that Does Not Have a Class or Specific Assignment</u> If you do not have any children: • Assign yourself to a class that needs support getting students outside • Support at exit points • Circulate through evacuation point • If your class is in enrichment, please join them at the evacuation point
Follow Up	<u>Implementing our emergency response procedures with fidelity is the most important thing we can do to ensure the safety of students and staff during an emergency.</u> <u>When procedures are not correctly implemented, the following actions will take place:</u> -Sweepers are the first line of response and will address and correct in the moment to ensure the safety of students -Command center notified -Reminders are noted in follow up email (follow up emails should happen after each drill or real incident) -Supervisor notified if they are not the assigned sweeper -Repeated concerns will require re-training
Additional Information	-If you’re working with a small group (e.g., Student Support Teacher, Social Worker, Co-teachers, etc) during a fire drill and/or evacuation procedure, you are to exit the building with your students and your clipboard immediately using the nearest exit. Once outside, you should reunite students with their classroom teacher. -If you’re a Special Subject Teacher, and you have a homeroom class, you’re to exit the building using the nearest exit. Once outside, the homeroom teacher will meet you and your students. Please use your emergency clipboard and follow the procedures outlined in this emergency plan. -If Security is on site, they will support with general supervision and assist as requested by leadership or the fire/police department.

OFF SITE EVACUATION PLAN

For Use: Bomb threat, extended fire issue, multiple fires, or gas leak

Definition:	This procedure is used once it has been determined that the school should/must be evacuated upon an immediate or imminent crisis. The school must be relocated to Belmont Academy Charter School.
Communication:	1) Head of School is notified by the Police Department, Fire Department, or an individual staff member of an impending crisis 2) Head of School or Assistant Head of School makes school-wide announcement that we will be evacuating the building to another safe location 3) Once the plan is announced and students are outside of the building, the Head of School will communicate via radio areas where staff is needed to monitor student movement. 4) Head of School/Designee alerts evacuation destination of situation. 5) A smart alert is sent in Parent Square to all families to have them pick-up their children at the evacuation site immediately 6) Main Office Team alerts any staff known to be off campus
Steps of Action:	1) Alarm sounds or announcement is made 2) Classes line up 3) Teachers grab Emergency Clipboard from Bulletin Board Clipboard Includes: a. Roll sheet b. Readiness Plan c. Trash Bag d. Emergency cards 4) Students and teachers exit classroom 5) Teachers turn off lights and close door (signals that room is cleared) 6) Exit down emergency exit path (NO STOPPING) 7) Classes walk directly to Belmont Academy Charter School, located at 907 N. 41st Street. 8) Upon arrival, teachers will take role and hold up appropriate emergency card 9) Wait for further directions from the Head of School regarding reunification. Reunification point person will be appointed by the Head of School and should not include Director of Operations.
Evacuation Routes	Every room has an Evacuation Route posting. Please familiarize yourself with these for the rooms you frequently use. <u>NOTE: Stairwell assignments may not apply for evacuations. Please follow the posting for drills and emergencies.</u>
Follow up:	<u>Implementing our emergency response procedures with fidelity is the most important thing we can do to ensure the safety of students and staff during an emergency.</u> <u>When procedures are not correctly implemented, the following actions will take place:</u> -Sweepers are the first line of response and will address and correct in the moment to ensure the safety of students -Command center notified -Reminders are noted in follow up email (follow up emails should happen after each drill or real incident)

	-Supervisor notified if they are not the assigned sweeper -Repeated concerns will require re-training
Staff Delegation:	<u>Sweepers:</u> Main Office Command Center: Director of Ops/Heads of School (Command Center convenes at 41st & Brown Sts and travel to Belmont Academy while gathering information) <u>Inside Assignments (Sweepers and General Supervision):</u> 1st Floor ES Hallway: SPED Manager 2nd Floor ES Hallway: Assistant Head of School (1-3) 3rd Floor ES Hallway: Assistant Head of School (4-5) Girls Stairwell: FSS Manager Boys Stairwell: Director of Culture Nurse/IT/Gym/Cafeteria: Office Manager 1st Floor MS: SPED Manager 2nd Floor MS: Director of Instruction MS Stairwell check via camera <u>Outside Supervisory Assignments</u> Assistant Heads of School will be responsible for getting the "All Clear" from each Teacher Head of School and Director of Operations will be responsible for getting "All Clear" from Assistant Head of School <u>Faculty/Staff that Does Not Have a Class or Specific Assignment</u> If you do not have any children, assign yourself to a class that needs support getting students outside.
Additional Information:	-If you're working with a small group (e.g., Student Support Teacher, Social Worker, Co-teachers, etc) during a fire drill and/or evacuation procedure, you are to exit with your students immediately out of the building using the nearest exit. Walk with the students to Belmont Academy Charter School and complete the appropriate emergency card. -If you're a Special Subject Teacher, and you have a homeroom class, you're to exit the building using the nearest exit. Walk with the students to Belmont Academy Charter School and meet up with the students' homeroom teacher, checking to be sure that each student is accounted for. -If Security is on site, they should connect with DOO for specific assignments, needs, etc.

SAFE MODE – EXTERNAL THREAT

For Use: Suspicious activity or potential threat outside or suspicious person around school

Definition:	A crisis or event that occurs and requires all students and staff to remain in the building and all external doors and/or classroom doors to be locked for staff and students' protection. No students, staff or visitors are able to enter or exit the building during this time until all students, staff, and visitors are accounted for. Under certain circumstances, families may be able to enter the building after this occurs. This will be determined by Head of School or Designee.
Communication:	1) The individual who is made aware of the situation, alerts the Head of School. 2) Head of School or other designee communicates to Main Office Staff and radio holders the need to enter Safe Mode. 3) Head of school appoints a team member to call 911/Police District. 4) Head of School or designee radios over the loud speaker "Belmont Charter Elementary and Middle Schools are now in Safe Mode. Please lock all doors and windows". Announce for both schools. 5) When all students are accounted for, a message is sent to families in Parent Square with any next steps/necessary information. Depending on the duration of the threat, families continue to be updated on the status of the threat via smart alerts 6) Emergency agency is contacted by Head of School or designee (if needed) 7) Front desk Coordinator/Designee alerts neighboring Network Schools and Central Team Office Manager via group text 8) Front Desk/Coordinator alerts any staff known to be off campus 9) Teachers immediately take role and place appropriate emergency card under their locked door 10) Sweepers relay card information to Command Center (located in Main Office) 11) Information is communicated to Head of School over radio for follow up 12) Head of School radios Main Office Staff to give all clear once given from authorities 13) Head of School or designee will make an announcement over the loud speaker "We have received the all-clear to exit safe mode." 14) If safe mode is needed during dismissal, staff will guide parents to the cafeteria/auditorium to safely wait for their students. 15) When threat is lifted, a smart alert is sent to families in Parent Square notifying families the threat is lifted and regular school operations have resumed. If necessary, a follow-up post is sent from the head of school with additional details.
Steps of Action Outside the Classroom:	1) Assistant Head of School or designee ensures the doors are locked. 2) Sweepers assigned to doors secure assigned outside doors 3) Any students in the hallways or bathrooms will be quickly escorted back to their classroom if close by, otherwise will go to nearest classroom. 4) Sweepers go to their assigned floors and walk down hallways to ensure all classroom doors are locked and check for emergency cards

	- When prompted from command center, sweepers report on each room number on their floor to the command center giving "0" if green, "+" or "-" number on the yellow card. If red card is seen, immediately contact the command center - Command Center compiles information to determine if any students are missing based on attendance count to ensure the building has a sum of "0" - Necessary communication is sent out from Command Center to sweepers, Head of School and authorities for necessary follow up - Once all clear is given, Asst. Head of School or designee ensures doors are locked.
Steps of Action Inside the Classroom:	- Once announcement is made, all instructional staff are to immediately close and lock their doors - Teachers should say "Everyone needs to stay inside the classroom at this point. We will continue with our lesson. Bathroom and hall passes are off limits until further notice." - Take attendance and slip correct emergency card under the door - Close the blinds and continue with instruction - Once announcement is made to exit safe mode, unlock your doors, pick-up emergency card and continue with your lesson
Students outside of the building:	<i>Outside Recess</i> - Students at outside recess will be escorted by recess staff through nearest door silently and proceed directly to the auditorium - Teachers that are not with their class should immediately go to meet their students in the auditorium - Once teachers arrive, recess staff should remain in auditorium - Teacher will follow safe mode procedure once in the auditorium <i>Inside Recess/ Auditorium</i> - Students are to stay in place - Teachers lock the doors if possible <i>Outdoor Dismissal/ Arrival</i> - Students are ordered (back) into the building through the door they exited and report back to their homeroom - Parents will report with children if in the school yard - Teachers follow safe mode procedures from there - Staff on duty are responsible for closing the school doors to the building once all students are back in the building.
Additional Information:	- There will be absolutely no persons allowed in/out of the building (unless safe mode occurs during outdoor dismissal) until all staff and students are accounted for. Head of School will determine who may safely enter after that point in certain situations. - There will be absolutely no persons allowed in/out of the classrooms - Front Desk: Contact those off-site. (Field Trips, teachers at other schools, etc.) - If Security is on site, they should connect with DOO for specific assignments, needs, etc.
Staff Delegation:	<u>Sweepers:</u> Main Office Command Center: Director of Ops/Heads of School (MS Head of School gathers information from MS and reports to Main Office; Director of Culture takes lead in MS while Head of School reports information to Command Center) <u>Inside Assignments (Sweepers and General Supervision):</u> 1st Floor ES Hallway: SPED Manager 2nd Floor ES Hallway: Assistant Head of School 1

	3rd Floor ES Hallway: Assistant Head of School 2 Yellow Stairwell: Assistant Head of School 3 Blue Stairwell: Director of Culture Nurse/IT/Gym/Cafeteria: Director of Operations 1st Floor MS: Assistant Head of School 1 2nd Floor MS: Assistant Head of School 2 MS Stairwell check via camera
OST/Shared Campus Communication (Internal and External)	1. Typical communication steps are taken as listed above. 2. OST leaders and on-site office support will create a messaging thread to share emergency communication. As soon as anyone on this thread is made aware of an emergency, they will communicate with this predetermined group so that each program may ensure safety protocols are followed for their students and staff. 3. OST leaders will establish prepopulated Parent Square groups for enrolled students to ensure communication with families as needed. 4. The Director of Centralized Operations will create Parent Square groups that will include all necessary staff who are off-site during OST emergencies but need to be made aware in a timely way. OST leaders will communicate with this group. This group should refrain from connecting with OST leaders while they are actively executing emergency procedures. OST leaders will communicate with this Parent Square group as needed during and after an emergency. The Director of Centralized Operations will create Parent Square groups that will include all necessary staff who are off-site during OST emergencies but need to be made aware in a timely way. OST leaders will communicate with this group. This group should refrain from connecting with OST leaders while they are actively executing emergency procedures. OST leaders will communicate with this Parent Square group as needed during and after an emergency.
Follow up	<u>Implementing our emergency response procedures with fidelity is the most important thing we can do to ensure the safety of students and staff during an emergency.</u> <u>When procedures are not correctly implemented, the following actions will take place:</u> -Sweepers are the first line of response and will address and correct in the moment to ensure the safety of students -Command center notified -Reminders are noted in follow up email (follow up emails should happen after each drill or real incident) -Supervisor notified if they are not the assigned sweeper -Repeated concerns will require re-training

LOCKDOWN – INTERNAL THREAT AND SHELTER IN PLACE

For Use: Suspicious activity, suspicious person or potential threat inside the school or extreme weather or other situations occurring outside the building

Definition:	A crisis or event that occurs and requires all external doors and/classroom doors to be locked for protection, and students to be moved away from windows and doors.
Communication:	1) The individual who is made aware of the situation, alerts the Head of School/designee. 2) Head of School or other designee communicates to Main Office Staff and radio holders the need to enter Lockdown mode. 3) Head of school or designee appoints a team member to call 911/Police District. 4) Designee alerts DOO of shared school (MS tells ES or ES tells MS) of lockdown call and will connect as soon as possible with more information. 5) Head of School or designee radios over the loud speaker "Belmont Charter Elementary & Middle School are now on Lockdown. Please lock all doors and windows". Announce for both schools. 6) When all students are accounted for, a message is sent to families in Parent Square with any next steps/necessary information. Depending on the duration of the threat, families continue to be updated on the status of the threat via smart alerts 7) Front desk Coordinator/Designee alerts neighboring Network Schools and Central Team Office Manager via group text or call. 8) Front Desk/Coordinator alerts any staff known to be off campus 9) Teachers immediately take role and place appropriate emergency card under their locked door 10) Sweepers relay card information to Command Center (located in Main Office) 11) Head of School or designee will make an announcement over the loud speaker "We have received the all-clear to exit lockdown." 12) A follow up communication will be sent to provide information to families concerning the lockdown.
Steps of Action Outside the Classroom:	1) Asst. Heads of School or designees ensure external doors are locked. 2) Any students in the hallways or bathrooms will be escorted to nearest classroom 3) Sweepers go to their assigned floors and walk down hallways to ensure all classroom doors are locked and check for emergency cards 4) When prompted from command center, sweepers report on each room number on their floor to the command center giving "0" if green, "+" or "-" number on the yellow card. If red card is seen, immediately contact the command center 5) Command Center compiles information from all floors to determine if any students are missing based on attendance count to ensure the building has a sum of "0" 6) Necessary communication is sent out from command center to sweepers, Head of School, and authorities for necessary follow up
Steps of Action Inside the Classroom:	1) Once announcement is made, all instructional staff are to immediately close and lock their doors

	2) Lights are turned off, blinds are closed, doors/windows are covered and students move away from doors and windows. Use trash bags for windows lacking shades. Utilize closets, classrooms, bathrooms where available, etc. 3) Teachers silently take roll and slip emergency card under the door 4) Teachers should say "Students, we need to stay away from the doors and windows and remain silent until further directions are given." 5) Once announcement is made to release lockdown, unlock your doors, pick-up emergency card and continue with your lesson
Students Outside of the Building:	<u>Shelter in Place</u> <i>Outside Recess</i> 1) Students at outside recess will be escorted through nearest door silently and proceed directly to the Auditorium (stage area). 2) Teachers that are not with their class should immediately go to meet their students in the Auditorium (stage area) 3) Once teachers arrive, Recess Staff should remain in Auditorium (stage area) 4) Teacher will follow lockdown procedure once in the Auditorium (stage area) <i>Inside Recess/ Auditorium</i> 1) Students are to stay in place 2) Teachers lock the doors if possible <i>Outdoor Dismissal/ Arrival</i> 1) Students are ordered (back) into the building through the door they exited and report back to their homeroom 2) Parents will report with children if in the school yard 3) Teachers follow lockdown procedures from there 4) Staff on school yard duty are responsible for closing the school yard doors to the building once all students are back in the building <u>Lockdown/Internal Threat</u> <i>Outside Recess</i> 1) Students are directed to silently walk to Belmont Academy Charter School 2) Students are to wait in homeroom lines until further directions are given <i>Inside Recess/ Auditorium</i> 1) Students are to stay in place 2) Teachers lock the doors <i>Outdoor Dismissal</i> 1) Students are to continue to exit the building if already in transition 2) Students in school yard will follow teachers silently to Belmont Academy Charter School <i>Arrival</i> 1) All entrances are locked by closest adult 2) Students already in the building follow classroom lockdown procedures 3) Students outside of the building report to Belmont Academy Charter School.
Additional Information:	1) There will be no persons allowed in/out of the building (unless lockdown occurs during dismissal) during an internal lockdown. Shelter in place scenarios may lead to circumstances in which families are admitted into the building. This will be determined by Head of School or designee. 2) There will be absolutely no persons allowed in/out of the classrooms

	3) If Security is on site, they should connect with DOO for specific assignments, needs, etc. 4) Security will take the lead if a weapon or illegal substance is discovered.
OST/Shared Campus Communication (Internal and External)	1. Typical communication steps are taken as listed above. 2. OST leaders and on-site office support will create a messaging thread to share emergency communication. As soon as anyone on this thread is made aware of an emergency, they will communicate with this predetermined group so that each program may ensure safety protocols are followed for their students and staff. 3. OST leaders will establish prepopulated Parent Square groups for enrolled students to ensure communication with families as needed. 4. The Director of Centralized Operations will create Parent Square groups that will include all necessary staff who are off-site during OST emergencies but need to be made aware in a timely way. OST leaders will communicate with this group. This group should refrain from connecting with OST leaders while they are actively executing emergency procedures. OST leaders will communicate with this Parent Square group as needed during and after an emergency.
Follow up:	<u>Implementing our emergency response procedures with fidelity is the most important thing we can do to ensure the safety of students and staff during an emergency.</u> <u>When procedures are not correctly implemented, the following actions will take place:</u> -Sweepers are the first line of response and will address and correct in the moment to ensure the safety of students -Command center notified -Reminders are noted in follow up email (follow up emails should happen after each drill or real incident) -Supervisor notified if they are not the assigned sweeper -Repeated concerns will require re-training
Staff Delegation:	<i>If deemed safe:</i> <u>Sweepers:</u> Main Office Command Center: Director of Ops/Heads of School; Director of Culture MS and ES Command teams communicate to establish sharing of information, after the incident is secure and all students/staff are safe. <u>Inside Assignments (Sweepers and General Supervision):</u> 1st Floor ES Hallway: SPED Manager 2nd Floor ES Hallway: Assistant Head of School (1-3) 3rd Floor ES Hallway: Assistant Head of School (4-5) Girls Stairwell: FSS Manager Boys Stairwell: Director of Culture Nurse/IT/Gym/Cafeteria: Office Manager 1st Floor MS: SPED Manager 2nd Floor MS: Director of Instruction MS Stairwell check via camera

ACTIVE SHOOTER

An Active Shooter is an individual engaged in killing or attempting to kill people in a confined and populated area. In most cases active shooters use firearms and there is no method or pattern to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Because these situations are typically over in 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter event.

Active Shooter scenarios will not follow Internal Lockdown or Shelter in Place procedures.

Quickly determine the most reasonable way to protect life. Remember that students are likely to follow the lead of teachers and leaders during an active shooter situation. If possible an announcement will be made identifying the location of the threat and as much specific information as possible to aid in decision making.

Evacuate	Hide Out	Take Action
If there is an accessible escape path, attempt to evacuate the premises. Be sure to: • Have an escape route and plan in mind • Leave your belongings behind • Help others escape, if possible • Prevent individuals from entering an area where the active shooter may be • Keep your hands visible • Follow the instructions of any police officers • Do not attempt to move wounded people • Call 911 when you are safe	If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should: • Be out of the active shooter's view • Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door) • Not trap you or restrict your options for movement To prevent an active shooter from entering your hiding place: • Lock the door • Blockade the door with heavy furniture If the active shooter is nearby: • Lock the door • Silence your cell phone and/or pager • Turn off any source of noise (i.e., radios, televisions) • Hide behind large items (i.e., cabinets, desks) • Remain quiet If evacuation and hiding out are not possible: • Remain calm • Dial 911, if possible, to alert police to the active shooter's location • If you cannot speak, leave the line open and allow the dispatcher to listen	As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by: • Acting as aggressively as possible against him/her • Throwing items and improvising weapons • Yelling • Committing to your actions

MEDICAL EMERGENCY

For Use: An emergency in which one or more students or staff members become seriously ill or injured.

Definition:	Emergencies such as personal injury, illness, bus or car accidents that take place on school grounds or off school grounds while students are involved in a school sponsored activity
Communication:	On Campus and Off Campus: 1) Head of School is notified by staff member. 2) Head of School OR staff member contact nurse (determined by Head of School) 3) Head of School or designee calls 911 if the injury or illness appears serious enough to warrant transporting to the hospital 4) Parent/ Guardian is contacted by Head of School or Nurse; if off campus homeroom teacher
Steps of Action:	1) Seek first aid for the sick or injured immediately; this could mean immediately calling 911 2) Notify Head of School/Nurse 3) Head of School/Nurse may notify 911 if the injury or illness appears serious enough to warrant transporting to the hospital. 4) Stay with the sick or injured until help arrives 5) Clear all students from the area
Follow up:	Incident Reports completed as required and sent to Director of Centralized Operations (DCO) Email follow up from Head of School to all involved staff members as needed to provide update and review protocol implementation.

HOSTAGE

For use: An emergency in which you or someone you see has been taken hostage

Definition:	Someone is taken hostage within the school building
Communication:	Witness to a Hostage Situation 1) If the hostage-taker is unaware of your presence, do not intervene. 2) Notify the Head of School. The Head of School will initiate lockdown procedures or evacuation. 3) Head of School calls 911. Give dispatcher details of situation. 4) Police will take control of hostage scene; Head of School coordinates with police for safety and welfare of students and staff.
Steps of Action:	Witness to Hostage Situation: 1) If the hostage-taker is unaware of your presence, do not intervene.

	2) Notify the Head of School. The Head of School will initiate lockdown procedures or evacuation. 3) Call 911. Give dispatcher details of situation. 4) Head of School will seal off area near hostage scene. 5) Police will take control of hostage scene; Head of School coordinates with police for safety and welfare of students and staff. If taken Hostage: 1) Cooperate with hostage-taker to the fullest extent possible. 2) Try not to panic. Calm students if they are present. 3) Treat the hostage-taker as normally as possible. 4) Be respectful to the hostage-taker. 5) Ask permission to speak; do not argue or make suggestions
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MISSING CHILD

For Use: A student is missing from his/her assigned location and his/her whereabouts are unknown

Definition:	A student goes missing from their assigned location and is not found in other reasonable locations such as the bathroom, nurse's office, etc. Staff close all external exits and then conduct a search of the inside and outside of the building.
Communication:	1) Staff member alerts Main Office of missing child (either by walkie or by phone: ext. 7001, ext. 7002 or 215.823.5541). Main Office Staff does a walkie call (Does anyone have _____?). 2) Waits 30 seconds for response 3) If child is not located, Head or School, Assistant Head of School, or designee radios over the loud speaker "_____, come to the office immediately" 4) Loud Speaker announcement is made twice. This signals to staff that a child is unaccounted for. Sweepers report to their assigned areas to search. If student is found, call the Main Office. 5) All non-urgent walkie communication stops 6) Sweepers report immediately if the child is found. Otherwise, wait for Head of School's cue to report status of area 7) Head of School or designee contacts family if child is not located after sweep 8) Head of School or designee contacts police and Director of School Leadership/CEO if child is not located within 10 minutes
Steps of Action Outside the Classroom:	1) Sweepers report to appropriate locations to perform sweep of school yard and building and close doors. 2) Sweepers report immediately if the child is found. Otherwise, wait for Head of School's cue to report status of area 3) When prompted from Head of School or designee, sweepers report on whether their area is clear and all doors they are assigned to are closed.
Steps of Action Inside the Classroom:	1) Teachers scan their classroom for the missing child and ask students if they have seen the child 2) Report to Main Office if the missing child is in your room.
Students outside of the building:	<u>Outside Recess</u> 1) Students at outside recess line up by class.

	2) Recess staff checks for any additional students. 3) If missing child is found, immediately report to Main Office. 4) If no additional students are found, students return to recess. <u>Inside Recess</u> 1) Teachers scan their classroom for the missing child. 2) Report to Main Office if the missing child is in your room. <u>Outdoor Dismissal/ Arrival</u> 1) Do not close entrance or arrival doors 2) All staff posted at gates and doorways actively scan for child 3) People with outdoor duty posts scan their area 4) After-care teachers check classroom and notify if they have the child 5) Head of School or other designee designates people to sweep unoccupied areas
Follow up	<u>Implementing our emergency response procedures with fidelity is the most important thing we can do to ensure the safety of students and staff during an emergency.</u> <u>When procedures are not correctly implemented, the following actions will take place:</u> -Sweepers are the first line of response and will address and correct in the moment to ensure the safety of students -Command center notified -Reminders are noted in follow up email (follow up emails should happen after each drill or real incident) -Supervisor notified if they are not the assigned sweeper -Repeated concerns will require re-training

BEHAVIORAL HEALTH EMERGENCY

For Use: A student expresses the desire or intent to inflict serious or life-threatening injury to themselves or others expressed verbally, in writing, or through pictures.

Please Note: *FSS is the point of contact for all crisis-related issues. FSS will follow up with the A.D. FSS will also follow up with relevant staff as needed (all crises are confidential and FSS will exercise clinical judgment on how to ethically share information). All school staff report concerns to FSS.

Definition:	Behavioral health emergencies include incidents of suicidal or homicidal ideation. Students are potentially suicidal or homicidal if they attempt to or express verbally, in writing, or through pictures, the desire or intent to inflict serious or life-threatening injury to themselves or others..
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Assessment: If a student appears to feel or reports feeling a high level of stress or emotional distress in school (expressing they want to kill themselves or engage in self-harm):

1. Check-in with the child's FSS worker immediately. Staff should stay with students until the student is picked up by FSS.
2. FSS will share information with school nurses who may meet with students with FSS. School nurses will be summoned immediately if there is any self-harm done at school to examine students and determine the next steps.
3. FSS will assess student's mental health status - FSS will complete a suicide risk assessment and develop a safety plan.

Communication: FSS will call the parent and inform them of the situation. FSS will have students talk with their parents.

Emergent: FSS will use clinical judgment to determine the level of risk. Based on risk FSS will have parents come to the school immediately for a meeting with students and FSS. This would be the case in situations where a student will not contract for safety or a student has self-harmed. FSS will initiate a mobile crisis based on presenting problems and level of risk.

- a. FSS workers can meet the student and parent at the crisis center as needed if the parent agrees to go.
- b. If the mobile crisis is unresponsive and the parent is unresponsive, call 911.
- c. If a parent refuses help in an emergency situation, report to the childline and stay with the child until help arrives.

Follow Up: Based on clinical judgment determined by FSS, if a continued concern arises about a student's well-being, FSS will hold a meeting in person with the parent/guardian to provide crisis resources on the Emergency Conference Form and obtain the signature on the crisis response form.

Disclaimer: Not every situation is considered a crisis, and each situation may be handled differently. This is used as a guide to support FSS and school in addressing concerns.

1. Philadelphia Children's Crisis Response Center

- 3300 Henry Avenue Falls Center 2, Suite 3N, Philadelphia, PA 19129
215-685-6440

2. People Acting to Help (PATH)

- 8220 Castor Avenue, Philadelphia, PA 19152
215-728-4651
Walk-in hours: M-F, 11AM-6PM

3. CHOP Emergency Department

- For children 13 years of age and under
3401 Civic Center Blvd, Philadelphia, PA, 19104
215-590-2160

4. Belmont

- 4200 Monument Road, Philadelphia, PA 19131
215-929-8829

SPECIAL EDUCATION ACCOMMODATIONS

Students requiring emergency accommodations or assistance in the case of a fire drill, lockdown, evacuation or other emergency situation as specified in a 504 Plan or Individualized Education Plan the Charter School will:

- 1) Assign an adult at the beginning of the year to assist the student in the case of an emergency
- 2) Provide a safe and quick exit if stairs become a barrier
- 3) Follow up with the parent when appropriate and necessary to confirm the safety of their child

MEDIA

If a member of the news media asks a member of the staff for a statement, staff are to refer the member of the press to the Chief of Staff of Belmont Charter Network. Administration and staff will not make statements for the media. All requests for information will be directed to the CoS. Administration will ensure media is not a hindrance to responders and remains outside of the school building.

INCIDENT REPORTING

Incident Report Forms will be filled out by any staff member who witnesses, or is involved in, a serious incident. These reports are located in the main office, by clicking [here](#) and by navigating the [Network Resource page](#). Staff are to return completed forms to their Head of School. Heads of School return forms to the Director of Centralized Operations. Incident report forms may be included in the Major Incidents process.