

EMERGENCIES

FILE: EBC

TITLE: Emergency Preparedness for Schools

POLICY: EBC

School administrators are responsible for ensuring that their campus is prepared to respond to all adverse events and emergencies. These preparations shall include, but are not limited to, the following:

1. Establish a safe school plan that details critical emergency response information and resources specific to their campus ("Safe School Plan").
 - i. In coordination with the Orange County Public Schools District Police Department and the School Resource Officer, annually review and update the Safe School Plan.
 - ii. Submit completed Safe School Plans to the Safety and Emergency Management Department for final review and approval within 30 days of the first day of school.
2. Institute a School Emergency Response Team consisting of school administrators and staff that is responsible for assisting in the coordination of emergency response.
 - i. School Emergency Response Team members are required to participate in all district mandated emergency preparedness drills, exercises and training.
 - ii. School Emergency Response Team members must respond to all school crisis, disruptions and emergencies as directed by the school administrator.
3. Ensure that all district required emergency preparedness drills, exercises and training courses are completed by faculty, staff and students within the established timeframes.
 - i. The manner in which schools conduct drills must comport with standards established by the Safety and Emergency Management Department.
 - ii. Drills for active shooter and hostage situations shall be conducted in accordance with developmentally appropriate and age-appropriate procedures.
4. Implement site-specific plans for emergency evacuation and sheltering to familiarize and guide school occupants on the proper means of exit and shelter in place areas.
5. Maintain all standardized emergency preparedness resources (i.e., classroom folders, Emergency Procedures Manuals, evacuation/medical kits, posters, weather radios, etc.) ensuring readiness in the event of an emergency.
6. Establish an annual schedule to test the functionality and coverage capacity of emergency communication systems and determine if adequate signal strength is available in all areas of the campus.
7. Complete the Florida Safe Schools Assessment Tool, and submit such to the Orange County Public Schools District Police Department within 30 days prior to July 1st of each year.
8. Make certain that all faculty, staff and students are aware of and comply with the district's established emergency preparedness, safety and security policies and

procedures.

SPECIFIC AUTHORITY:

Sections 1001.49; 1006.07(4); 1006.07 (6); 1006.1493,
Florida Statutes

ADOPTED: 10/10/17

REVISED: 06/26/19; 08/06/19

TITLE: Emergency Response for Schools

POLICY: EBC

The Safety and Emergency Management Department, in consultation with the appropriate public safety agencies and the Orange County Public Schools District Police Department, shall develop procedures to assist school personnel in managing emergencies.

- (1) School personnel shall use the district's established Emergency Procedures Manual to guide their response to all emergencies including, but not limited to, the following:
 - i. Active shooter, hostage and weapons-related situations
 - ii. Bomb threats
 - iii. Fires
 - iv. Hazardous materials and toxic chemical spills
 - v. Natural disasters
 - vi. Weather emergencies
- (2) School administrators will take appropriate and reasonable steps to ensure faculty, staff and students are familiar with the district's Emergency Procedures Manual, and will utilize such to guide their actions during emergencies.
- (3) The Emergency Procedures Manual will contain the district's Board adopted active assailant response plan.
 - i. School administrators shall certify and report to the Safety and Emergency Management Department that all faculty and staff have received annual training on the procedures contained in the active assailant response plan.
 - ii. Annually the superintendent shall certify that all school personnel have received annual training on the procedures in the plan.
- (4) School administrators will take appropriate and reasonable steps to ensure that all faculty and staff are aware of the manner in which to initiate the Standard Response Protocol during emergencies.
 - i. All faculty and staff are authorized to initiate a lockdown or lockout when circumstances indicate that a threatening individual is on school property, actively

attempting to enter a school, or has entered a school.

SPECIFIC AUTHORITY: Sections 1001.49; 1006.07(4), Florida Statutes

ADOPTED: 10/10/17

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TITLE: Emergency Notification for Schools

POLICY: EBC

The Safety and Emergency Management Department shall establish standardized emergency notification procedures for schools.

- (1) School administrators must ensure that all faculty, staff and students are aware of the manner in which to contact the appropriate primary response agency during emergencies.
 - i. School administrators are responsible for ensuring that the primary emergency response agency receives prompt notification of an emergency. Thereafter, and within a reasonable time period, the school administrator shall ensure notification of the emergency to the Orange County Public Schools District Police Department.
 - ii. School faculty, staff and students shall not be restricted from contacting the appropriate primary response agency and the Orange County Public Schools District Police Department during an emergency.

SPECIFIC AUTHORITY: Sections 1001.49; 1006.07(4), Florida Statutes

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