



AL KAMAL AMERICAN PRIVATE INTERNATIONAL SCHOOL - AL RAMTHA

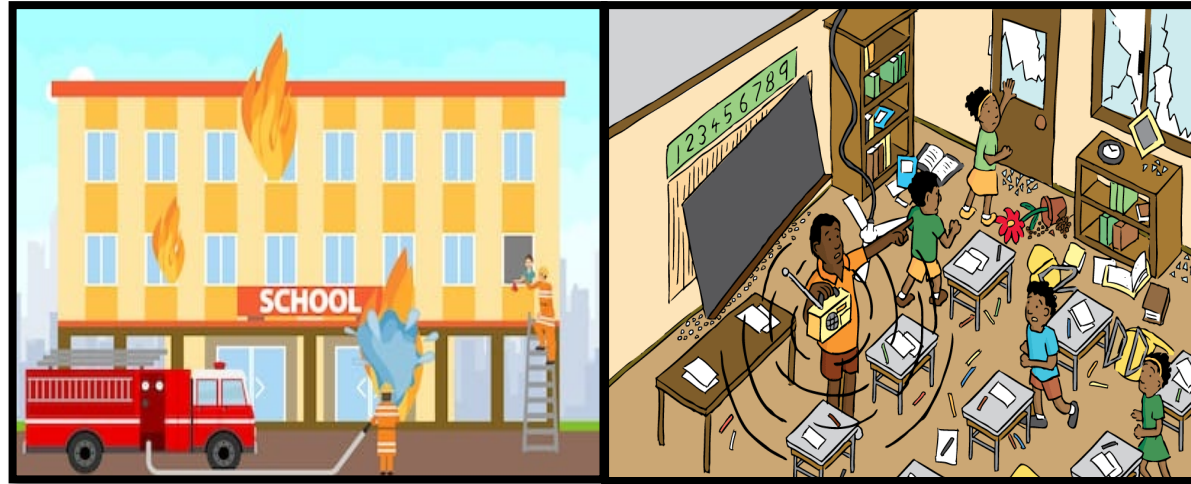
مدرسة الكمال الأمريكية الدولية الخاصة - الرمثاء

2024-2025

AL KAMAL AMERICAN PRIVATE SCHOOL –AL RAMTHA

RISK ASSESSMENT

Risk, Crisis and Emergency Plan



2024-2025

Vision: To build lifelong learners who can demonstrate 21st century skills for a productive global citizenship.



Introduction and Statement of Commitment

AKAPS- Al Ramtha recognizes the existence of the possibility of a hostile attack, sabotage, or other violent action, as well as disaster/crisis resulting from fire, natural causes, or acts of school violence. Because of the reality of such an event and the state of the world today, the School's Board of Directors, faculty, staff, students, parents, and community leaders are committed to providing the safest environment possible. We have prepared the plan and procedures for Crisis Management/ Prevention to provide a framework in which the school can plan for and perform its respective emergency functions during school crisis situations. It is further designed to assist the staff in following the procedure with the greatest possible speed and safety. Regardless of the prescribed procedures, training, and instruction, we acknowledge that the sound judgment of the administration and staff is an integral part of safety management.

Crisis Management Planning

- A. **Definitions: *Crisis Management*** is that part of a school's approach to safety which focuses more narrowly on a time-limited, problem –focused intervention to identify, confront and resolve the crisis, restore equilibrium and support appropriate adaptive responses.
1. *Crises* shall include but not be limited to situations involving the death of a student, staff member, or a member of a student's immediate family by suicide, substance abuse, illness or accident. The school director shall have the authority to determine what is a crisis incident and to convene the Crisis Management Team.
 2. Critical Incidents shall include situations involving threats of harm to students, personnel or facilities. Critical incidents include but are not limited to natural
 3. disasters, fire, use of weapons/explosive, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.



The purpose of Crisis Intervention is to:

- Insure that traumatic events are not ignored.
- Provide assistance to those students, staff and parents in dealing with emotional responses usually associated with traumatic events.
- Decrease the spread of rumors by sharing facts.
- Provide support and counseling to minimize the effects or the traumatic event within the school

Crisis Levels

LEVEL 1: In-house, requiring the intervention of one staff person.

LEVEL 2: In-house, requiring the intervention of more than one staff person.

LEVEL 3: Involving the need for outside interventions.

In the event of a city or national emergency (bombing, chemical or biological attack, diseases....etc) while school is in session, the faculty will be advised according to the School directions once they are received. Students should remain in their classrooms with their teachers, awaiting instructions via intercom or messenger.

In the event of a school emergency, the crisis team will meet before the school day begins, or as soon as possible, to assess the nature of the crisis and determine a plan of action.

Evacuation Plan

In the event that the school needs to be temporarily evacuated.

School Floor Plans

AKAPS Al Ramtha floor plan is posted inside every classroom. The evacuation route is clearly labeled for each classroom.



Emergency Supplies and Location

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. Supplies are housed in a storage area located near the main office and in the Health Services room. The following lists contain items that may be useful during a crisis of varying types.

Crisis Control Center

- Responsibilities checklist.
- Key to all doors in the school facility.
- Floor plan that shows the location of all exits, all telephones and telephone wall jacks, computer locations, and all other devices that may be useful in communication during an emergency.
- Map of evacuation routes.
- Faculty/staff roster w/ list indicating those with first aid.
- Staff list indicating mobile/cellular numbers, emergency contacts, and health conditions.
- Phone Lists:(.....)
- School roster including home and emergency contact information
- Crisis Response Team members and community resource people.
- Sample statements/letters for use in notifying faculty, students and parents about crisis incident.
- ***Emergency Kit***
- ***First Aid***
- ***Crisis Bag***

- Names and telephone numbers of Crisis Intervention Team members
- List of assigned roles for school personnel and division personnel



EMERGENCY CODES

Codes of red, green and yellow are utilized when there is an immediate danger to students and/or staff. The Emergency Management Plan will be implemented immediately.

When any codes are communicated. When there is no apparent, immediate danger to students or staff, an announcement may be more appropriate.

<u>EMERGENCY CODES</u>	
<i>Codes</i>	<i>Description</i>
RED	Fire Alarm (Follow evacuation procedures)
GRAY	Tornado (conditions are favorable in/close to the watch area)
BLACK	Tornado has been cited and/or imminent. The local tornado sirens may/may not sound. (Follow Tornado procedures)
BLUE	Serious/volatile situation exists- HARD LOCKDOWN
GREEN	All clear
YELLOW	A danger exists in the community- VIRUS & DISEASES

Fire Alarm/Fire Drills

In the event of a fire at AKAPS Al-Ramtha, the following plan will immediately go into effect with the sounding of the fire alarm.

- I. Immediate Evacuation
 - a. Each room has its own evacuation route posted to the right of the exit.
- II. All supervising adults are responsible for ensuring the following:



- a. Close windows and doors
 - b. Turn off lights
 - c. Quickly lead students silently out of the building in a single file line
 - d. Proceed to the designated exit or nearest alternate exit, if needed.
- III. All staff, students and visitors report to the Exterior Safe Location, 200 ft. away from the building.
- IV. Administration will make sure that interior doors are closed after rooms are checked and found to be clear.
- V. Student will line up behind their teacher, as he/she displays a sign with the class name.
- VI. Staff will line up behind the Administration sign.
- VII. After teachers take role, they will hold up a **GREEN** sign if all students are accounted for and a **RED** sign if any of their students are unaccounted for.
- VIII. All staff and students will remain outside until a **GREEN** is held up by administrative staff.

Tornado Drills

In the event of a tornado near Legacy Academy of Excellence Charter School, the following plan will immediately go into effect with the sounding of the tornado alarm.

- I. Staff should familiarize themselves with the terms related to tornados and severe storms.
 - a. Tornados are a violent rotating column of air.
 - b. Severe thunderstorms can produce large hail, strong wind gusts
 - c. Code **Gray**- Tornado “**watch**” means that tornados or severe thunderstorms are possible and you need to watch the weather closely.
 - d. Code **Black**- Tornado “**warning**” means that a tornado or severe thunderstorm has been detected by radar or storm spotter.
- II. In the event of a Tornado warning in the Winnebago/Boone County area, Legacy will be notified by the following:



- a. Digital weather radio
 - b. Local radio or TV
 - c. City wide siren
 - d. Eyewitness
- III. Teacher and will exit classrooms quickly in a single file line, with class list/attendance book.
 - IV. Individuals on the lower level will go into the hallway, kneel down facing the wall and cover their heads with their arms and hands
 - V. Individuals on the upper level will transition to the lower level and follow the same procedures in their assigned locations.
 - VI. Individuals who are in the gymnasium or kitchen area should go the girls' locker room and follow the same procedure.
 - VII. Individuals should not cross the breezeway during a tornado.
 - VIII. Everyone continue to follow the procedures **CODE GREEN** has been communicated.

PREVENTION AND CURRICULUM

School Climate

- The school provides parents with a yearly survey in order for them to access the school climate.
- Results are used to evaluate and revise the existing safety plan.
- LAE staff affords students the opportunity to provide feedback regarding school climate.

Student/Faculty/Staff Records

- Information on file is accurate, accessible on computer, current, updated at regular intervals, and specified on the school calendar.
- Student/Faculty/Staff Records are complete with life-threatening medical facts such as the following:
 - Allergies



- Ongoing or chronic medical conditions
- Medications
- There is a current photo of each student in the school office.
- Individual student transportation (to and from school either car riders or bus numbers) is on the school computer and in the permanent record file.
- Records clearly identify persons authorized to pick up the student in the absence of parent/guardian. Copies of court orders relevant to the children are on file in the school office.
- Procedures require that records and identification be checked prior to release of student to any person (e.g., check photo identification upon check-out).
- If computerized records are unavailable, records are alphabetized by grade level so that information can be located quickly.
- Staff/faculty records meet the same qualifications noted for student records.
- Back-up copies of student/staff records are kept at an alternate site off campus.
- Categorical talents/needs are noted so that personnel can be easily summoned as needed (e.g., CPR). This includes school, central office, and community resources. Long-range needs as well as immediate needs are considered.

Discipline Plan

- The Parent/Student Handbook is disseminated to each child/parent each year. A signed notice of receipt is kept on file in each child's homeroom.
- Training is provided for faculty and staff by the school Executive Director/School Director.
- Students understand and respond to the discipline plan.
- Parents are aware of the discipline plan and their supporting role.
- The plan is consistently and fairly enforced for all students.
- All faculty/staff are visible throughout the school day to support the discipline plan.

Health Education



- Areas of safety have been identified and taught using the Health Curriculum.
- A registered Health Services Worker is available to consult regarding the medical/health needs of our students.

Visitor Access Control

- All exterior doors are monitored.
- Procedures for visitor identification are in place. All visitors enter the front doors to the building.
 - Visitors are immediately recognized and they are given a visitor's badge to wear.
 - Badges are clearly identifiable, commercially made, and cannot be duplicated.
 - Visitors are not allowed to proceed to classes unless they have received prior approval from the office staff.
- Procedures for school visitation are covered in the school handbook and in the teacher handbook. Signs are posted on all doors indicating the procedure that visitors must follow upon entering the building.
- The visitor procedure is consistently and efficiently implemented.
- Parents, students, faculty, and staff are notified immediately if change in procedure takes place.
- Faculty and staff are alert to identified and non-identified visitors.
- Faculty and staff follow a procedure in place for identifying strangers or unidentified visitors in the building or on school ground.
- If disruption is anticipated, visitors are escorted out and away from the building and the local police are notified.

Personal Safety

- Safety is part of the school health curriculum and is taught in the classroom on a consistent basis.
- Training for emergency evacuations occurs frequently throughout the year. Training the faculty on school safety and procedures is done annually.
- Films, updates, speakers, and demonstrations are used during in-service, faculty meetings, PTO meetings, and community service meetings.



- Staff and students are informed of current problems in and around the school as they occur. Memorandums, announcements, counselor and Executive Director/School Director visits are ways that problems are communicated.

Bus/Car Rider Safety

- Arrival/departure procedures are designated for each situation. Bus, van and car riders each have a designated area to load and unload a designated time to load and unload and a specific manner in which to load and unload. The procedures are described at Orientation, beginning of school packets, and teacher handbook.
- A sufficient number of staff members supervise loading/unloading procedures. Staff members have a schedule to follow that designates dates to monitor loading and unloading procedures. Non-homeroom teachers have a designated area to monitor during loading and unloading procedures daily.

Community Assistance

Community Assistance is available and documented in our safety policies. The local community/city/county police and fire departments offer immediate assistance when notified. Phone numbers are readily available in the event of an emergency.

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Student Identification Plans/Procedures

- The classroom teacher identifies all students as roll is taken before the day's activities begin.
- Students, faculty, and other chaperones on field trips all wear a specific badge and in most case the same color/style T-shirt.
- Identification procedures are part of the crisis plan. Teachers have a file and badges for each student under their



supervision included in their crisis bag.

- Picture identification is required for all students. Pictures are included in each child's permanent record and updated annually.
- Medical records are included in the student's permanent record and are available for school trips.

Diseases and Virus

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as severe acute respiratory syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.



What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✓ staying home when sick;
- ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- ✓ washing hands often with soap and water; and
- ✓ cleaning frequently touched surfaces and objects.

Implement social distancing practices that may include:

- Staggering the beginning and end of the school day
- Cancelling assemblies, sports games and other events that create crowded conditions
- When possible, create space for children's desks to be at least one metre and a half apart
- Teach and model creating space and avoiding unnecessary touching

Establish procedures if students or staff become unwell

Plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick students and staff from those who are well – without creating stigma – and a process for informing parents, and consulting with health care providers/health authorities wherever possible. Students/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and students ahead of time.



Promote information sharing

Coordinate and follow guidelines from the national health and education authorities. Share known information with staff, caregivers and students, providing updated information on the disease situation, including prevention and control efforts at school. Reinforce that caregivers should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home. Utilize parent-teacher committees and other mechanisms to promote information sharing. Also be sure to address children's questions and concerns, including through the development of child-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations.

Adapt school policies where appropriate

Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members. Discourage the use of perfect attendance awards and incentives. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff. Plan for possible academic calendar changes, particularly in relation to breaks and exams.

Monitor school attendance

Implement school absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the school. Alert local health authorities about large increases in student and staff absenteeism due to respiratory illnesses.

Plan for continuity of learning

In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education. This can include:

- Use of online/e-learning strategies
- Assigning reading and exercises for home study
- Radio, television, broadcasts of academic content



- Assigning teachers to conduct remote daily or weekly follow up with students
- Review/develop accelerated education strategies

Implement targeted health education

Integrate disease prevention and control in daily activities and lessons. Ensure content is age-, gender-, ethnicity-, and disability-responsive and activities are built into existing subjects. (See Section on Age-Appropriate Health Education)

Address Mental Health/Psychosocial support needs

Encourage children to discuss their questions and concerns. Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns. Provide information in an honest, age-appropriate manner. Guide students on how to support their peers and prevent exclusion and bullying. Ensure teachers are aware of local resources for their own well-being. Work with school health workers/social workers to identify and support students and staff who exhibit signs of distress.

Support vulnerable populations

Work with social service systems to ensure continuity of critical services that may take place in schools such as health screenings, feeding programs or therapies for children with special needs. Consider the specific needs of children with disabilities, and how marginalized populations may be more acutely impacted by the illness or its secondary effects. Examine any specific implications for girls that may increase their risk, such as responsibility for taking care of the sick at home, or exploitation when out of school.

- a. Campus Security will be responsible for helping any staff members or students re-enter the building, unless the threat require evacuation of the building.
 - b. After all staff and students are inside of the building or a safe area security will be responsible for securing the area.
- i. Each teacher or staff member will be responsible for securing windows and doors in the room in which they are located.
 - ii. Teachers and staff are to continue classroom instruction and other daily functions inside their rooms, while doing the following:
 1. Limit movement inside the classroom.



2. Limit phone use unless it is an emergency
 3. Restrict students from working by windows.
 4. Document student attendance before and after the event.
- iii. Once the director has deemed the threat to be over, an announcement of **CODE GREEN** will be made over the PA system.
- c. Hard Lockdown- a hard lockdown will be used if there is an immediate danger inside the school or on the school grounds. A hard lockdown could be used if someone is brandishing a fire arm on school grounds or other serious actions that could harm staff or students.
- i. During a hard lockdown, administration will announce a **CODE BLUE**. Administration or a designee will also call the emergency.
 - ii. Campus Security
 1. Verify and announce **CODE BLUE** on handheld radios.
 2. Assist with preventing/limiting harm to staff/students.
 - iii. Staff members will enter a secure location during this lockdown.
 - iv. Teachers
 1. Close and lock classroom doors and windows
 2. Move all students to the floor away from windows and doors.
 3. Do not respond to anyone at your door or window until **CODE GREEN** has been communicated.
- d. After authorities have indicated that the situation has been safely resolved a **CODE GREEN** will be communicated.



Basic principles

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of this disease.

Recommendations for healthy schools are:

- Sick students, teachers and other staff should not come to school
- Schools should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces
- Schools should provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures
- Schools should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)

BUILDINGS AND GROUNDS SECURITY

- 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.
- Severe weather warning alarms are located in the school office to alert school officials in case of a warning.
- Intercom is used to alert staff to problems utilizing a specific code system.
- Only in the case of a power failure, is an air horn used to alert staff to an emergency.

School Location, Traffic Patterns, and Protective Barriers

- At the beginning of every school year a school handbook is provided detailing the procedures for the arriving and dismissing of all students.
- Students are monitored at all times when arriving and leaving school grounds by school personnel and volunteers.

Parking Lot/Exterior Lighting

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



Visual Access Inside and Outside

- All hallways are monitored at all times by faculty and staff.
- Each classroom is labeled outside the door of entry.

Fire Extinguishers/Fire Alarms

- Fire extinguishers are located as per local fire codes determine and maintained annually.
- Fire alarms are located throughout the building.

Electrical Safety and Appropriate Machinery/Equipment Use

- Occupation Safety and Health Act (OSHA) guidelines are followed.
- All science lab equipment and supplies are properly maintained.
- School lunchroom is free of hazards as outlined in local safety codes.

Signs/Directions to Safety Areas

- All exit signs are regularly maintained.
- Visitor entrance procedures are posted on all exit doors.

Hall Passes

- Student check in/out procedures are followed in all classrooms.

Security

- All keys are secured in a locked cabinet easily accessible.
- All records are maintained in a secure location daily.
- Security cameras are used to monitor the school grounds and are located on all exit doors.



COMMUNICATIONS

- The existing telephone/intercom system permits communication to all rooms inside the school building.
- Fire/severe weather alarm procedures are in place and cover all buildings and school areas. Procedures and diagrams are posted in all locations of the school.
- A Code Alert System is in place that alerts staff to identified emergencies. All staff employees have a copy of the code, the explanations of the code, and procedures to follow when a code is announced.
- A sufficient number of computers, lap top computers, fax, and e-mail capabilities are available to serve emergencies. Batteries are kept charged and on hand.
- School personnel uses email to send parents advanced notices when school is to dismiss earlier than normal.

GENERAL SAFETY INFORMATION

- Fire drill evacuation charts are updated, posted, and reviewed with all the staff.
- Fire drills are practiced each quarter.
- Severe weather evacuation charts are updated posted, and reviewed with all the staff/students.
- Weather drills are practiced annually.
- There are distinctive codes for fire/weather alarms and other designated emergencies.
- Bus evacuation drills will be practiced annually.
- Law enforcement drills will be practiced annually.
- Backup procedures are in place for power failures and are practiced on a regular basis.
- 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.
- Evacuation, crises, and emergency committee



SUPERVISION OF STUDENTS

- Responsibilities are assigned to school personnel regarding the supervision of students.
- Rules are written and distributed through the Staff Handbook and revised on a yearly basis.
- When it becomes necessary for a teacher to leave the room, an alternate staff member or authorized volunteer is consulted and supervises until the classroom teacher returns.
- No students are left unattended.
- Students going to restroom or on errands to office have an approved pass.
- Classes are monitored while moving from one area to another by school.
- All areas (hallways, play areas, classrooms, labs, early dismissals, cafeterias, restroom, and gymnasium) are carefully monitored.
- There are specific rules governing field trips that include permission slips and students returning to school and/or their parents. Items included are nametags, medical records, and telephone numbers of parents at work and/or home.
- Teachers carry emergency student information and class lists when leaving the classroom for emergencies.
- A substitute folder is provided for each classroom/teacher with all related information regarding students including schedules, procedures and emergency information.
- Written duty rosters are provided for all personnel and posted on the office door.

Training for Staff, Students, Parents, and Others

The Executive Director/School Director or a designee shall meet not less than one time yearly with the school staff at which time an orientation will take place. All concerned persons will be familiarized with the Crisis Plan at this time. Various drills are mandated periodically throughout the school year. Students are trained in the correct procedures for both of these potential dangers. Volunteers and parents are informed that a Crisis Plan is on file in the school office.



Crisis Management Plan

- Important information will be gathered as quickly as possible.
- Students' safety will be a priority.
- The Executive Director/School Director will be notified immediately.
- The Executive Director/School Director will be deemed the spokesperson for the staff.
- School personnel will emphasize to parents and staff that they have the right to refuse speaking to the media.

Field Trips

Student information is carried by teachers on any trips away from school on any trips away from school campus. This includes medical information, parental contact numbers, etc. Teachers carry personal cellular phones and a listing of applicable phone numbers. The school keeps a listing of students assigned to each bus. Each student is required to wear identification while on the trip.

Safety procedures of the venue will be followed.

Extended Day

Students attending Extended Day will follow the Crisis Prevention Plan designed for that area of the school. The Director of Extended Day will be responsible for knowing, practicing and implementing the plan with these students. The director has emergency information on every student. The director has phone access and emergency information on every student.

Special Activities

(Field Day, Fall Festival, Spring Fling,etc.)

Special activities are sometimes held on school campus outside of school hours. An event coordinator will be responsible for implementation of the safety plan in the absence of the Executive Director/School Director. The safety plan for that area of the school campus will be followed as stated in the Plan and Procedure for Crisis Management/Prevention.



Community Activities

Any community member reserving a portion of the school campus for activities will be responsible for becoming familiar with the safety plan for that designated area. At the time of reserving the facility, the Executive Director/School Director or designee will provide the safety plan.

Recovery

After the Crisis: The Role of the Executive Director/School Director and Staff

Executive Director/School Director's Role

- Support response efforts and be available for media.
- Be visible, available, and supportive to empower staff.
- Provide direction for teachers to alter the curriculum. Specifically, consider testing, if postponement is necessary.
- When appropriate, contact family of the deceased and inform staff and students about funeral arrangements.

Counselor/Instructional Facilitator's Role

- Be available by canceling other activities.
- Locate counseling assistance by checking community resources, and system "Crisis Plan."
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- When appropriate, follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty and provide counseling as needed.
- Keep records of affected students and provide follow-up services.
- Establish a self-referral procedure. Make referral forms available.



- Review and distribute open-ended questions to assist teachers with classroom discussion.
- When applicable, assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routine for the masses of parents who will pick up their children early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- When appropriate, notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- When appropriate, notify feeder school so they can prepare siblings and other students regarding the crisis.

Teacher's Role

- Provide accurate information to students, which may dispel rumors.
- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.
- Recognize and honor the various religious beliefs that may help the students to cope.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV broadcasts in the classroom. Live newscasts can be traumatizing.
- Identify students who need counseling and refer to building support personnel.
- Provide activities to reduce trauma, such as artwork, music, and writing.
- Alter the curriculum as needed.
- Discuss funeral procedures when appropriate.
- Know how to get assistance from other professionals should the need arise.



Prioritized Procedures

Fire

- At least one fire drill will be held at Legacy Academy of Excellence Charter School each quarter that school is in session.
- The fire drill shall require complete evacuation of the main.
- The fire alarm will sound to notify occupants in the building that an evacuation is needed.
- In event of a power failure, a bullhorn will be used.
 - A fire drill evacuation plan is posted in all rooms.
 - All exit doors will remain unlocked from the inside and clear of obstructions at all times.

Fire Drill Procedure:

1. Students will be instructed by teachers to quickly and quietly leave the building in an orderly manner.
 2. 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.
 3. The emergency response team will check all areas of the building to ensure all students are in the designated areas.
 4. The receptionist and bookkeeper will take the hard copy of the student information sheets to the designated areas.
- No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Catastrophic/Communicable Illness

- The Executive Director/School Director shall have the authority to exclude any student or staff member with a communicable disease or parasite known to spread by any form of casual contact from the School.
- In all cases, a statement of clearance from a physician shall be required before the student or staff member may re-enter the school.
- All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information.
- Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available



for handling blood or body fluids within the school setting.

Serious Accidents On/Off Campus

On Campus Accidents:

- A designated staff member will see students or staff who are injured on campus.
- The designated staff member will determine the extent of the injury and make the decision on whether paramedics are called.
- Each student and staff member has an emergency information sheet with emergency contacts listed.
- If the injury is not life threatening to the student, the parent will be called by the Health Services Worker to discuss the injury and to decide if the parent needs to check the child out of school.
- If the injury is sustained by a staff member, the administrator will provide On the Job Injury forms for the doctor to fill out and notify the situation to the principal.

Off Campus Accidents:

- Students are only allowed to attend off campus trips if they have a permission slip signed by a parent or guardian.
- Teachers must provide the office with a list of students and adults on each bus before departure. Students and adults must ride their particular bus to and from the event. Students may not switch buses or ride home with parents unless there are extenuating circumstances and the Executive Director/School Director has given permission.
- Students will wear identification stickers for the duration of the trip.
- In the event of a crisis while away from campus, a teacher will notify the school and the administration immediately.

MS. JESSICA MARY GRIFFIN
The School Principal