

P.K. Yonge Developmental Research School

Safety and Emergency Plan



College of Education, University of Florida
1080 S.W. 11 Street
Gainesville, FL 32601
352-392-1554
www.pkyonge.ufl.edu

CRISIS TEAM

The Crisis Team will consist of the people currently employed in the positions listed.

MANAGERS: COMMUNICATION AND DIRECTION

Director
Director of Student Services
K12 Principal
K12 Assistant Principal
Director School Operations

COUNSELORS: ASSISTANCE AND COUNSELING

Director of Guidance
Secondary Counselor
Elementary Counselor

LAW ENFORCEMENT: PROTECTION AND DIRECTION

University Police Department
UPD School Resource Officer
UPD School Police Service Technician

The person at the top of each category is the leader of that group of crisis members. In that person's absence, the next person in line assumes the responsibilities.

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RESPONSIBILITIES

SCHOOL DIRECTOR: Responsible for communication with outside agencies and coordinating efforts of the in-school crisis team. She is the main school official to handle any emergency situation and coordinates the central command in the front office. She coordinates the media information to be disseminated. Is also responsible for coordinating the school team's efforts during emergency situation. She gives direction to other team members and the school community over the walkie-talkies and school intercom system. She initiates the "all clear" when a crisis is contained.

K12 PRINCIPAL: Responsible for the high school area of the school. In the event of a LOCKDOWN, he is the division manager/communicator and secures the south campus area (wings L,M and southward) In the event of an EVACUATION, he is responsible for command and leadership at the division's evacuation area, accounting for all students and faculty.

K12 ASSISTANT PRINCIPAL: Responsible for the middle school area of the school. In the event of a LOCKDOWN, he is the division manager/communicator and secures the mid-campus area (wings J, K, 1152, 1153, Cafeteria and Library) In the event of an EVACUATION, he is responsible for command and leadership at the division's evacuation area, accounting for all students and faculty..

ELEMENTARY SCHOOL CURRICULUM COORDINATOR: Responsible for the elementary area of the school. In the event of a LOCKDOWN, she is the division manager/communicator and secures the north campus area (wings G,H ,I and portables 1187,1188,1189) In the event of an EVACUATION, she is responsible for command and leadership at the division's evacuation area, accounting for all students and faculty.

GUIDANCE DIRECTOR: Responsible for organization and coordination of crisis counseling and intervention as needed for the school community. In the event of a LOCKDOWN, he will assist the School Director as needed. In the event of an EVACUATION, he is responsible for coordinating the room checks of all Middle and High School classrooms (J wing and southward). Guidance personnel and teachers will assist.

STUDENT SERVICES DIRECTOR: In charge of monitoring and responding to the alarm system of the school. He assists the School Director and coordinates with emergency response personnel. In the event of a LOCKDOWN, he secures and is the communicator/liason for central campus area (wings A,C,D). In the event of an EVACUATION, he secures and checks the central campus area (wings A,C,D)

ELEMENTARY COUNSELOR and ESE DIRECTOR: In the event of a LOCKDOWN, she will assist the School Director as needed. In the event of an EVACUATION, he is responsible for coordinating the room checks of G, H and I wings.

SCHOOL OPERATIONS DIRECTOR: In the event of a LOCKDOWN or EVACUATION, she is responsible for checking and securing the R wing (North portables). She coordinates any needed custodial assistance and assists the Elementary Assistant Principal as needed.

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UPD SCHOOL RESOURCE OFFICER: Responsible for any police action necessary for a criminal student discipline issue and any lesser police issues that do not require the full assistance of the UPD. He coordinates with the **school director** during full-scale emergencies. He helps with the movement of students, particularly should full evaluation be necessary.

UNIVERSITY POLICE DEPARTMENT: Responsible for any issues dealing with weapons, intruders on campus, bomb threats, severe weather emergencies, and any other criminal issue or potential physical danger to the school community. In these situations, school managers take direction from the police and instruct others to follow the police guidelines.

FACULTY AND STAFF: Responsible for following explicit directions and for assisting students, parents and visitors on campus to react in an orderly and safe manner. They must keep the managers informed of any issues that relate directly to the crisis at hand. They must reassure students and use calm judgment and common sense in protecting themselves and those in their care.

FACULTY AND STAFF TRAINING

Twice each year faculty and staff will be trained in preventative crisis issues and policies and procedures for dealing with emergencies.

- Faculty and Staff Responsibilities for Safety
- Identifying Early Signs of School Violence
- Standards for use of Reasonable Force
- School Referral System for Helping Identified Students
- Intervention Programs Available for Students and Families
- Team Interventions
- School Access Control
- Reporting Abuse
- Reporting 911 Emergencies
- The School Crisis Team and Procedures
- Police Emergencies
- Weather Emergencies
- Health and Safety Emergencies
- Phone Use in Emergency Situations
- Working with Families and Media in Emergencies
- Total School Evacuations

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CRISIS PROCEDURE CHECKLIST

- ___ Assess life/safety issues immediately
- ___ Render emergency medical or other care
- ___ Call 911 if situation requires immediate medical care
- ___ Call University Police Department for police issues
- ___ Call school nurse, SRO, principal if 911 is not required
- ___ Alert crisis managers
- ___ Secure all areas of school
- ___ Alert school staff
- ___ Activate crisis communication
- ___ Direct school movement
- ___ Activate evacuation procedures if necessary
- ___ Notify media agencies
- ___ Direct student pick-up
- ___ Implement post-crisis procedures
- ___ Implement school/family counseling services
- ___ Assess management of situation and correct problem issues

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PARENT and COMMUNITY TRAINING

During the school year, parents and local community members will be involved in the discussion of helping to make the school safe. This will be accomplished in several ways:

- Inviting parents to evening informational sessions
- Mailing home the TIPS FOR PARENTS (U.S. Department of Education)
- Using the school home phoning system for specific announcements
- Including appropriate information in the CODE OF CONDUCT and other school publications
- Contacting parents whose children appear to be “at risk” emotionally and academically
- Working with families who are experiencing crisis or dysfunction affecting the child at school
- Involving parents on committees to review emergency and discipline procedures and policies

CLASSROOM POSTING OF EMERGENCY RESPONSE PROCEDURES

Every classroom and office area will have the following procedures posted:

- Fire/Explosions
- Chemical spills / Hazardous materials
- Electrical outages
- Terrorist Acts
- Medical Emergency
- Student Fights
- Intruder on Campus
- Weapon situations
- Kidnapping
- Hostage situations
- Accidents
- Bomb Threats
- Weather emergencies (Thunderstorms, Tornadoes , Hurricanes)

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OVERALL RESPONSE PROTOCOLS

CODE YELLOW

Gathering all students INTO the classroom and waiting for further direction:

- Radios and cell phones turned OFF.
- Lock doors.
- Admit students assigned to that class.
- Create list of students not in classroom. Notate late arrivals.
- Continue instruction.
- Do NOT respond to class bells.
- Do NOT let anyone leave until the “all clear”.
- Do NOT allow any phone use.
- Call Office only in an Emergency.

CODE BLUE

Locking the classroom and allowing ABSOLUTELY no one else in but a school or police official:

- Follow all directions above.
- Do NOT continue instruction.
- Instruct students to sit on floor, away from doors and windows.
- Place WHITE paper in door window if room is SAFE.

TORNADO WARNING

Helping students find safety within the classroom in a weather emergency:

- Evacuate all portable classrooms and move into a regular classroom.
- Stay indoors.
- Do NOT respond to class bells.
- Do NOT allow any phone use.
- Turn off and unplug all electrical equipment.
- Move away from doors and windows.
- Seek cover in protective position if tornado or hurricane is imminent

EVACUATION OF BUILDINGS

Emergency evacuation to designated areas:

- Activate fire alarm pull station for fire or chemical spill
- Inform main office
- Evacuate buildings via assigned evacuation route
- Buildings North of the creek goes to Elementary Field, South of creek goes to Athletic fields.
- Account for all students and inform an administrator of anyone missing
- Maintain supervision and order of students.
- Do not allow use of cell phones.

CAMPUS EVACUATION

Total evacuation away from the campus:

- Evacuation site is the Shands Maintenance Warehouse, 1120 SW 6th Street, East of campus.
- Evacuate buildings via assigned evacuation route OR
- Depart designated Evacuation area (fields) by:
 - North campus – to Depot Ave., eastward to SW 6th ST, southward to 1120 SW 6th ST
 - South campus – exit to SW 6th ST through East Faculty parking lot, across 6th ST to site
- Account for all students and notify an administrator if anyone is missing.
- Do not allow phone use
- University Police will provide assistance, road closures and security.

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STATEWIDE POLICY FOR STRENGTHENING DOMESTIC SECURITY

P.K. Yonge continues to strengthen security measures within the school. All faculty and staff must be aware of the following:

Access Control

- All employees, volunteers and mentors must have background checks.
- All faculty and staff must be fingerprinted every five years as required by state law.
- Visitors MUST be sent to sign in at the front office and show identification.
- School gates and fences must be locked to limit access school employees.
- The SRO, police technician and UPD cruisers must be visible on the school campus.
- Students and employees must show their parking passes.
- All employees and university workers MUST wear ID's at all times.
- All school vehicles must have daily safety checks.
- All employees must immediately report strangers without ID's suspicious behavior or activities.
- All members of the school community should be conscious of safety issues at all times.

Emergency Equipment

- The University Police Department is our law enforcement agency.
- If there is not an immediate emergency, contact 911 or UPD at 392-1111.
- Emergency supplies are located as required in the science classrooms, athletic areas, clinic, front office and the front office of the SRO (M wing).
- CPR trained school officials include the SRO, school nurse, coaches and school administrators.

Training

- The University of Florida trains the UPD, mail handlers and other security personnel on terrorist issues.
- The school administration will be trained in domestic security drills.

Communication and Notification

- The school has a Media Response Plan in coordination with the UPD.
- Parents are partners in analyzing safety concerns with the school.

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Coordination with Partners

- The UPD works as our coordination agency with the Gainesville Police Department and the Alachua County Sheriff's Office.

Vulnerability Assessment

- The Safety Consultant will continue to assess our school our school safety measures.
- Continuing efforts will be made to strengthen school security.
- The school must now make a yearly report as to **School Safety and Security Best Practices** which is made public on the DOE website.
- All members of the school community are asked to be ever vigilant on safety issues.