



**Belmont Charter
School** A BELMONT CHARTER
NETWORK SCHOOL

Belmont Charter School
Readiness and Emergency
Management Plan

Updated: August 2018

Table of Contents

LEADERSHIP	3
PURPOSE	3
SITUATIONS AND ASSUMPTIONS	3
CONCEPT OF OPERATIONS	3
SUPPLIES AND RESOURCES.....	4
EMERGENCY CARDS	4
TRANSITIONING.....	4
FIRE EVACUATION PROCEDURES.....	5
LOCKDOWN – EXTERNAL THREAT.....	6
LOCKDOWN – INTERNAL THREAT AND SHELTER IN PLACE	8
MEDICAL EMERGENCY	10
HOSTAGE.....	10
BEHAVIORAL HEALTH EMERGENCY	11
OFF SITE EVACUATION PLAN	13
MISSING CHILD.....	15
MEDIA	16
INCIDENT REPORTING	16

LEADERSHIP

Emergency Response Team Members

Director of School Operations
Heads of School
Instructional Team
Culture Teams
Main Office Staff
FSS Director
Learning Support Coordinators
Middle School Teacher
Elementary School Teacher
BSS Staff
FSS Staff

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

- Heads of Schools
- Instructional Team
- Main Office Staff
- Learning Support Coordinators

In the case the Director of School Operations is absent, the Heads of School will oversee the command center. If the Heads of School are absent the Main Office Staff 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 BCS administrators and staff
4. To assure coordination with municipal and county government and emergency services.

SITUATIONS AND ASSUMPTIONS

1. BCS is located 4030 Brown Street and has a student population of approximately 600 students and 100 faculty and staff. The school is comprised in one 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 Director of Operations. 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. Director of School Operations
 - b. Heads of School
 - c. Instructional Team
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. Orient students on emergency procedures and responsibilities
 - c. Develop skills needed for a real emergency
5. Assessment
 - a. Staff at BCS will utilize the information obtained through Health Department Inspections and L & I Fire Inspections to find areas that need improvement. Additionally, the maintenance staff completes a safety checklist for hazards in the school yard and playground area monthly. All concerns are addressed by the School Safety Committee.
6. Emergency Response Team
 - a. The school Emergency Response Team encourages a continuous assessment of all hazards and concerns within and outside of the school building. The Emergency Response Team meets to address current concerns and ongoing projects. All staff members are encouraged to contact members of the safety committee with concerns or attend a meeting.

SUPPLIES AND RESOURCES

At all times the following supplies and resources will be available on BCS 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

During all emergency scenarios students must be accounted for. 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.

Transitioning during drills and active incidents:

In the event that a drill or incident should remain active during transitions, students are NOT to move through the halls under any circumstances. Please remain sheltered in your assigned areas and await further instruction. The Emergency Response Team will develop alternate plans for scheduling, should the need arise.

Below are the set procedures for potential school emergencies. All faculty and staff are to be aware of the below procedures in the case of the following emergencies.

FIRE EVACUATION PROCEDURES

Description:	A fire evacuation occurs when a signal is heard throughout the school.
Communication:	<ol style="list-style-type: none"> 1) Signal is heard throughout the building 2) 911 is called by the Head of School or designee 3) Once outside teachers take attendance and hold up appropriate emergency card 4) Based on the cards, grade level leads (see below for details) relay information to Head of School / Director of Maintenance and Tech 5) Any students not accounted for would immediately be radioed to the sweepers/ fire department 6) Teachers will wait for "all clear" from Head of School or designee
Steps of Action:	<ol style="list-style-type: none"> 1) Alarm Sounds 2) Classes line up 3) Teachers grab Emergency Clipboard from Emergency Board 4) Clipboard Includes: 5) Attendance sheet 6) Readiness Plan 7) Emergency cards 8) Trash bag 9) Students and teachers exit classroom 10) Teachers turn off lights and close windows and door (signals that room is cleared) 11) Exit down emergency exit path (NO STOPPING) 12) Classes line up on the blacktop in the rear of playground yard 13) Teachers take roll and hold up appropriate emergency card for grade level lead 14) Wait for further directions from Head of School or Designee
Evacuation Routes	<p>Every room has an Evacuation Route posting. Please familiarize yourself with these for the rooms you frequently use.</p> <p><u>NOTE: Stairwell assignments may not apply for evacuations. Please follow the posting for drills and emergencies.</u></p>
Staff Delegation	<p><u>Inside Assignments (Sweepers and General Supervision):</u> Boys-side Stairwell: FSS/Learning Coordinator Girls-side Stairwell: Instructional Team Annex Stairwell #1: Culture Team Member Annex Stairwell #2: Culture Team Member</p> <p><u>Outside Supervisory Assignments</u> Head of ES will be responsible for getting the "All Clear" from each teacher Head of MS School will be responsible for getting the "All Clear" from each teacher Director of School Ops will be responsible for getting final "All Clear" from Directors and Sweepers</p> <p><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.</p>

Additional Information	<p>-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 and your clipboard immediately out of the building using the nearest exit. Once outside, they should complete appropriate card with the number of students with them written on the card.</p> <p>-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 the students. Please use your emergency clipboard and follow the procedures outlined on your emergency bulletin board.</p>
-------------------------------	---

LOCKDOWN – EXTERNAL THREAT

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

Definition:	A crisis or event that occurs and requires either all external doors and/or classroom doors to be locked for staff and students' protection.
Communication:	<ol style="list-style-type: none"> 1) Head of School or other designee communicates to Safety Committee and radio holders the need for a lockdown. 2) Head of School or designee radios over the loud speaker "Mr. Belmont is OUTSIDE the building." 3) Front Desk: CALL BELMONT ACADEMY 4) Emergency agency is contacted by Head of School or designee 5) Teachers immediately take role and place appropriate emergency card under their locked door 6) Sweepers relay card information to Command Center (located in Main Office) 7) Information is communicated to Head of School over radio for follow up 8) Head of School radios Safety Committee to give all clear once given from authorities 9) Head of School or designee will make an announcement over the loud speaker "Have a wonderful day full of GROWTH, RESPECT, AND RESPONSIBILITY." 10) A letter will go home with students that day or the next day (depending on timing) to provide information to families on the lockdown. 11) If lockdown occurs during dismissal, Social Workers will stand at the door notifying parents we will not dismiss students, nor are they allowed in, until given all clear by authorities.
Steps of Action Outside the Classroom:	<ol style="list-style-type: none"> 1) Director of Maintenance and Tech or designee locks the front door 2) Sweepers assigned to doors secure assigned outside doors 3) Any students in the hallways or bathrooms will be escorted 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 5) 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 6) 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" 7) Necessary communication is sent out from Command Center to sweepers and Head of School for necessary follow up 8) Once all clear is given, Director of Maintenance and Tech or designee unlocks the front door
Steps of Action Inside the Classroom:	<ol style="list-style-type: none"> 1) Once announcement is made all instructional staff are to immediately close and lock their doors 2) 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." 3) Take attendance and slip correct emergency card under the door 4) Close the blinds 5) Once announcement is made to release lockdown, unlock your doors, pick emergency card and continue with your lesson or transition to next class if transition was missed 6)

<p>Students outside of the building:</p>	<p>Outside Recess</p> <ol style="list-style-type: none"> 1) Students at outside recess will be escorted by recess staff through nearest door silently and directly go to gym/cafe 2) Teachers that are not with their class should immediately go to meet their students in the gym/cafe 3) Once teachers arrive, recess staff should remain in gym/cafe 4) Teacher will follow lockdown procedure once in the gym/cafe <p>Inside Recess/ Auditorium / Gym/ Wrestling Room</p> <ol style="list-style-type: none"> 1) Students are to stay in place 2) Teachers lock the doors <p>Outdoor Dismissal/ Arrival</p> <ol style="list-style-type: none"> 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) Maintenance Team Member is responsible for closing the school yard doors to the building once all students are back in the building 																								
<p>Additional Information:</p>	<ol style="list-style-type: none"> 1) There will be absolutely no persons allowed in/out of the building (unless lockdown occurs during outdoor dismissal) 2) There will be absolutely no persons allowed in/out of the classrooms 3) Front Desk: Contact those off-site. (Field Trips, teachers at other schools, etc.) 																								
<p>Staff Delegation:</p>	<p>Sweepers:</p> <table border="1" data-bbox="537 751 1383 1182"> <thead> <tr> <th>Area</th> <th>Sweeper</th> </tr> </thead> <tbody> <tr> <td>Boys Side Stairwell – ES</td> <td>FSS Director</td> </tr> <tr> <td>2nd floor ES</td> <td>Director of Instruction</td> </tr> <tr> <td>3rd floor ES</td> <td>Dean of Students</td> </tr> <tr> <td>1st floor MS</td> <td>FSS Staff</td> </tr> <tr> <td>2nd floor MS</td> <td>OST Coordinator</td> </tr> <tr> <td>Cafeteria/Gym</td> <td>Lunch Staff/PE Teacher</td> </tr> <tr> <td>Girls Side Stairwell</td> <td>SPED Coordinator</td> </tr> <tr> <td>Annex Stairwell 1</td> <td>Asst Head of School</td> </tr> <tr> <td>Annex Stairwell 2</td> <td>Dean of Students</td> </tr> <tr> <td>Command Center</td> <td>Director of School Ops and Office Staff</td> </tr> <tr> <td colspan="2"><i>*Additional Staff – filling in for absent team members and additional support</i></td> </tr> </tbody> </table>	Area	Sweeper	Boys Side Stairwell – ES	FSS Director	2 nd floor ES	Director of Instruction	3 rd floor ES	Dean of Students	1 st floor MS	FSS Staff	2 nd floor MS	OST Coordinator	Cafeteria/Gym	Lunch Staff/PE Teacher	Girls Side Stairwell	SPED Coordinator	Annex Stairwell 1	Asst Head of School	Annex Stairwell 2	Dean of Students	Command Center	Director of School Ops and Office Staff	<i>*Additional Staff – filling in for absent team members and additional support</i>	
Area	Sweeper																								
Boys Side Stairwell – ES	FSS Director																								
2 nd floor ES	Director of Instruction																								
3 rd floor ES	Dean of Students																								
1 st floor MS	FSS Staff																								
2 nd floor MS	OST Coordinator																								
Cafeteria/Gym	Lunch Staff/PE Teacher																								
Girls Side Stairwell	SPED Coordinator																								
Annex Stairwell 1	Asst Head of School																								
Annex Stairwell 2	Dean of Students																								
Command Center	Director of School Ops and Office Staff																								
<i>*Additional Staff – filling in for absent team members and additional support</i>																									

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/or classroom doors to be locked for protection, and students to be moved away from windows and doors.
Communication:	<ol style="list-style-type: none"> 1) Head of School or other designee communicates to Safety Team and radio holders the need for a lockdown 2) Head of School or Designee radios over the loud speaker “Mr. Belmont is INSIDE the building.” 3) Emergency agency is contacted by Head of School designee 4) Teachers immediately take role and place appropriate emergency card under their locked door 5) Administrators assess and confront the situation as deemed safe 6) Head count will be completed and communicated by appropriate authorities or staff if deemed safe 7) Head of School radios Safety Team to give all clear once given from authorities 8) Head of School or designee will make an announcement over the loud speaker “Have a wonderful day full of GROWTH, RESPECT, AND RESPONSIBILITY.” 9) A letter will go home with students that day or the next day (depending on timing) to provide information to families on the lockdown.
Steps of Action Outside the Classroom:	<ol style="list-style-type: none"> 1) Director of Maintenance and Tech or designee locks the front door <p><i>If deemed safe:</i></p> <ol style="list-style-type: none"> 2) Sweepers assigned to doors secure assigned outside doors 3) Any students in the hallways or bathrooms will be escorted 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 5) 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 6) 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” 7) Necessary communication is sent out from command center to sweepers and Head of School for necessary follow up 8) Once all clear is give, Director of Maintenance and Tech or designee unlocks the front door
Steps of Action Inside the Classroom:	<ol style="list-style-type: none"> 1) Once announcement is made all instructional staff are to immediately close and lock their doors 2) Lights are turned off, blinds are closed, door window is covered, students move away from doors and windows 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 emergency card and continue with your lesson or transition to next class if transition was missed.
Students Outside of the Building:	<p><u>Shelter in Place</u></p> <p><u>Outside Recess</u></p> <ol style="list-style-type: none"> 1) Students at outside recess will be escorted through nearest door silently and directly go to gym/cafe (or will be redirected to Auditorium if gym is not safe) 2) Teachers that are not with their class should immediately go to meet their students in the gym/ café if deemed safe 3) Once teachers arrive, Recess Staff should remain in gym/cafe 4) Teacher will follow lockdown procedure once in the gym/cafe <p><u>Inside Recess/ Auditorium / Gym/ Café</u></p> <ol style="list-style-type: none"> 1) Students are to stay in place 2) Teachers lock the doors

	<p>Outdoor Dismissal/ Arrival</p> <ol style="list-style-type: none"> 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 <p>Internal Threat</p> <p>Outside Recess</p> <ol style="list-style-type: none"> 1) Students are directed to silently walk to Belmont Academy 2) Students are to wait in homeroom lines until further directions are given <p>Inside Recess/ Auditorium / Gym/ Café</p> <ol style="list-style-type: none"> 1) Students are to stay in place 2) Teachers lock the doors <p>Outdoor Dismissal</p> <ol style="list-style-type: none"> 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. <p>Arrival</p> <ol style="list-style-type: none"> 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 																						
<p>Additional Information:</p>	<ol style="list-style-type: none"> 1) There will be absolutely no persons allowed in/out of the building (unless lockdown occurs during outdoor dismissal) 2) There will be absolutely no persons allowed in/out of the classrooms 																						
<p>Staff Delegation:</p>	<p><i>If deemed safe:</i></p> <p><u>Sweepers:</u></p> <table border="1" data-bbox="537 932 1382 1331"> <thead> <tr> <th>Area</th> <th>Sweeper</th> </tr> </thead> <tbody> <tr> <td>Boys Side Stairwell – ES</td> <td>FSS Director</td> </tr> <tr> <td>2nd floor ES</td> <td>Director of Instruction</td> </tr> <tr> <td>3rd floor ES</td> <td>Dean of Students</td> </tr> <tr> <td>1st floor MS</td> <td>FSS Staff</td> </tr> <tr> <td>2nd floor MS</td> <td>OST Coordinator</td> </tr> <tr> <td>Cafeteria/Gym</td> <td>Lunch Staff/PE Teacher</td> </tr> <tr> <td>Girls Side Stairwell</td> <td>SPED Coordinator</td> </tr> <tr> <td>Annex Stairwell 1</td> <td>Asst Head of School</td> </tr> <tr> <td>Annex Stairwell 2</td> <td>Dean of Students</td> </tr> <tr> <td>Command Center</td> <td>Director of School Ops and Office Staff</td> </tr> </tbody> </table> <p><i>*Additional Staff – filling in for absent team members and additional support</i></p>	Area	Sweeper	Boys Side Stairwell – ES	FSS Director	2 nd floor ES	Director of Instruction	3 rd floor ES	Dean of Students	1 st floor MS	FSS Staff	2 nd floor MS	OST Coordinator	Cafeteria/Gym	Lunch Staff/PE Teacher	Girls Side Stairwell	SPED Coordinator	Annex Stairwell 1	Asst Head of School	Annex Stairwell 2	Dean of Students	Command Center	Director of School Ops and Office Staff
Area	Sweeper																						
Boys Side Stairwell – ES	FSS Director																						
2 nd floor ES	Director of Instruction																						
3 rd floor ES	Dean of Students																						
1 st floor MS	FSS Staff																						
2 nd floor MS	OST Coordinator																						
Cafeteria/Gym	Lunch Staff/PE Teacher																						
Girls Side Stairwell	SPED Coordinator																						
Annex Stairwell 1	Asst Head of School																						
Annex Stairwell 2	Dean of Students																						
Command Center	Director of School Ops and Office Staff																						

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 on a school sponsored activity
Communication:	On Campus and Off Campus: <ol style="list-style-type: none"> 1) Administrator is notified by staff member 2) Administrator or Designee Calls 911 3) Parent/ Guardian is contacted by Director of LS/US, Main Office Staff, Nurse, or FSS Staff
Steps of Action:	<ol style="list-style-type: none"> 1) Seek first aid for the sick or injured immediately 2) Notify nurse if available. Notify Head of School. 3) Staff member will 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

HOSTAGE

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

Definition:	Someone or yourself is taken hostage within the school building
Communication:	Witness to a Hostage Situation <ol style="list-style-type: none"> 1) If the hostage-taker is unaware of your presence, do not intervene. 2) Notify building administrator. Building administrator will initiate lockdown procedures or evacuation. 3) Call 911. Give dispatcher details of situation. 4) Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
Steps of Action:	Witness to Hostage Situation <ol style="list-style-type: none"> 1) If the hostage-taker is unaware of your presence, do not intervene. 2) Notify building administrator. Building administrator will initiate lockdown procedures or evacuation. 3) Call 911. Give dispatcher details of situation. 4) Administration will seal off area near hostage scene. 5) Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff. If taken Hostage <ol style="list-style-type: none"> 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

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.

Teachers please note that if there is a behavioral health emergency, please contact a dean, social worker or Director of Student Support Services immediately. The steps below are to be taken by a trained staff member.

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. Behavioral health emergencies also include behavior likely to escalate and put the student in risk of danger if not addressed within a week.
Communication:	<ol style="list-style-type: none"> 1) Teacher immediately contacts FSS and Main Office Staff (If teacher contacts BSS, please contact FSS) 2) Director of Family Support, social worker and/ or Head(s) of School will collaborate to assess the level of risk 3) Based on the above groups assessment, the necessary individuals/ organizations are contacted to ensure the safety of the student <p><u>Routine</u> (Routine risk deems that the student is at significant risk of harm and should receive intervention (i.e. assessment and/or treatment by a mental health professional) within 5 days to reduce the risk of harm and prevent steadily worsening symptoms.)</p> <ol style="list-style-type: none"> 1) Parent is immediately contacted by one of the members of the party above about the situation and immediate conference is requested. This may take place by phone. FSS services are offered immediately. 2) The parents/ guardian is given community referral resources. Community resources including CCTC and the Suicide and Crisis Intervention Hotline are provided. See Director of FSS for next steps. <p><u>Serious</u> (Serious risk deems that the student is at significant risk of harm and should receive intervention within 24 hours.)</p> <ol style="list-style-type: none"> 1) Parent is immediately contacted by one of the members of the party above about the situation and immediate conference is requested. 2) Community resources the Crisis Response Center for Children and the Suicide and Crisis Intervention Hotline are provided in situations determined “serious.” See Director of FSS for next steps. <p><u>Urgent</u> (Urgent risk deems that the student presents as a clear and imminent danger to themselves or others and intervention must occur immediately. Urgent situations include a student who has inflicted or attempted to inflict serious bodily harm to his or herself or others, homicidal ideation that presents a clear and imminent danger to others (with or without a weapon), a suicide attempt or the reasonable probability that a suicide attempt will be made, significant self-mutilation, barricades or hostage situations, inability to care for one’s basic needs (food, clothing, shelter), as evidenced by dramatic weight loss etc.)</p> <ol style="list-style-type: none"> 1) The Philadelphia Behavioral Health System’s Mobile Emergency Team (MET) or Police Department should be contacted. Director of FSS explain the observable behaviors and statements that qualify as Urgent. The caller should have the student’s date of birth, address, parent name, and parent phone number available in preparation for transport to the Crisis Response Center (CRC). 2) The parent/legal guardian should be contacted immediately and informed of the situation. It should be requested that they come to the school at once or go to the hospital or mental health facility if the student has already been removed from the school. 3) MET communicates to school personnel if the student needs to go to the CRC.
Steps of Action:	<ol style="list-style-type: none"> 1) Student should never be left alone

	<p>2) Teacher/ staff member with student should contact school social worker and Director of FSS</p> <p>3) Director of FSS, grade-level BSS, social worker and Head of School will collaborate to assess the level of risk -- Three people are required to inform this decision process.</p> <p><u>Routine</u></p> <p>1) Parents are contacted and should attend a meeting before the student goes home</p> <p>2) Parent signs a Report of Parent/Guardian Emergency Conference Form that includes community referral resources before child is sent home</p> <p>3) Social Worker files a Tier II SST Referral</p> <p>4) MTSS team determines support plan for student</p> <p><u>Serious</u></p> <p>1) Parents are contacted and request to attend a mandatory meeting before the student goes home. The student should not leave the school alone</p> <p>2) Parent signs a Report of Parent/Guardian Emergency Conference Form that includes community referral resources before child is sent home</p> <p>3) Social Worker files a Tier II SST Referral</p> <p>4) MTSS team determines support plan for student</p> <p><u>Urgent</u></p> <p>1) The Philadelphia Behavioral Health System's Mobile Emergency Team (MET) should be contacted. Police Department may also be contacted if student risk is imminent and dangerous.</p> <p>2) The parent/legal guardian should be contacted immediately and informed of the situation. It should be requested that they come to the school at once or go to the hospital or mental health facility if the student has already been removed from the school.</p> <p>3) When the MET arrives, they will assist school personnel in determining whether or not the student needs to go to the CRC. If it is determined that the CRC is necessary, the student may transported to the CRC for either a voluntary or involuntary evaluation.</p> <p>4) Once the incident is addressed via the steps outlined above, the social worker should complete a Serious Incident Report that describes where the incident took place, when it took place, observable behaviors, and action taken by adults.</p>
--	---

OFF SITE EVACUATION PLAN

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

Definition:	<ol style="list-style-type: none"> 1) 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, 907 N. 41st St.
Communication:	<ol style="list-style-type: none"> 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 Director of Maintenance and Tech makes the announcement to school 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 over the radio, areas where staff is needed to monitor student movement. 4) A call will be put out by automated calling system to all families to have their children picked at the evacuation site immediately
Steps of Action:	<ol style="list-style-type: none"> 1) Alarm Sounds 2) Classes line up 3) Teachers grab Emergency Clipboard from Bulletin Board Folder Includes: <ol style="list-style-type: none"> 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, 907 N. 41st St. 8) Upon arrival teachers will take role and hold up appropriate emergency card 9) Wait for further directions from Head(s) of School
Evacuation Routes	<p>Every room has an Evacuation Route posting. Please familiarize yourself with these for the rooms you frequently use.</p> <p><u>NOTE: Stairwell assignments may not apply for evacuations. Please follow the posting for drills and emergencies.</u></p>
Staff Delegation:	<p><u>Inside Assignments</u> Boys-side Stairwell: FSS and SPED Directors Girls-side Stairwell: Director of Curriculum and Family Support Staff Annex Stairwell #1: Family Support Staff and BSS Staff Annex Stairwell #2: Reading Specialist and Assistant Director of Community Relations</p> <p><u>Inside Assignments (Sweepers and General Supervision):</u> Boys-side Stairwell: FSS/Learning Coordinator Girls-side Stairwell: Instructional Team Annex Stairwell #1: Culture Team Member Annex Stairwell #2: Culture Team Member</p> <p><u>Outside Supervisory Assignments</u> Head of ES will be responsible for getting the "All Clear" from each teacher Head of MS School will be responsible for getting the "All Clear" from each teacher Director of School Ops will be responsible for getting final 'All Clear' from Directors and Sweepers</p> <p><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.</p>
Additional Information:	<p>-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</p>

	<p>your students immediately out of the building using the nearest exit. Walk with the students to the Belmont Academt and complete the appropriate emergency card.</p>
--	---

-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 and meet up with the students' homeroom teacher, checking to be sure that each student is accounted for.

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:	<ol style="list-style-type: none"> 1) Staff member alerts front office of missing child (either by cell phone chain or by phone 215-823-8208, 215-400-1883) 2) Ops team member does cell phone text chain("does anyone have a 20 on..") 3) Waits 30 seconds for response 4) If child is not located, Head or School, Direction of Maintenance and Tech, or designee radios over the loud speaker " _____, come to the office immediately" 5) Loud Speaker announcement is made twice. This signals to staff that a child is unaccounted for. Staff/teachers observe hallway/common area. If student is found, call main office. 6) All non-urgent cell phone communication stops 7) Sweepers report immediately if the child is found, otherwise, wait for Head of School's cue to report status of area 8) Head of School or Designee contacts family if child is not located after sweep 9) Head of School or Designee contacts police if child is not located within 10 minutes 10) Director of School Operations radios Head of School to give all clear once child is located 	
Steps of Action Outside the Classroom:	<ol style="list-style-type: none"> 1) Sweepers report to appropriate locations to perform sweep of 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:	<ol style="list-style-type: none"> 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:	<p><u>Outside Recess</u></p> <ol style="list-style-type: none"> 1) Students at outside recess line up by class. 2) Recess monitor 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. <p><u>Inside Recess</u></p> <ol style="list-style-type: none"> 1) Teachers scan their classroom for the missing child. 2) Report to main office if the missing child is in your room. <p><u>Outdoor Dismissal/ Arrival</u></p> <ol style="list-style-type: none"> 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) All OST teachers check classroom and notify if they have the child 5) Head of School or other designee designates people to sweep unoccupied areas 	
Staff Delegation:	Area	Sweeper
	Boys Side Stairwell – ES	FSS Director
	2 nd floor ES	Director of Instruction
	3 rd floor ES	Dean of Students
	1 st floor MS	FSS Staff
	2 nd floor MS	OST Coordinator
	Cafeteria/Gym	Lunch Staff/PE Teacher
	Girls Side Stairwell	SPED Coordinator
	Annex Stairwell 1	Asst Head of School
	Annex Stairwell 2	Dean of Students
	Command Center	Director of School Ops and Office Staff
	<i>*Additional Staff – filling in for absent team members and additional support</i>	

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 CEO of the Community Education Alliance of West Philadelphia. Administration and staff will not make statements for the media. All requests for information will be directed to the Chief Executive Officer of CEAWP. 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, the serious incident. These reports are located in the main office. The report will stay on file.