



## ARCHDIOCESE OF MIAMI

### OFFICE OF SCHOOLS

#### TEN-POINT SCHOOL LOCKDOWN PROTOCOLS

#### PRIMARY PROTOCOLS

- School Administrator will announce the lockdown.
- If the incident requires immediate medical or police services, 911 will be called.
- Staff, students, and visitors should immediately report to nearest secured area.
- Teachers and school staff will direct and guide students, staff, and visitors to nearest secured area to include all outdoor areas of the school. *Areas enclosed in glass are discouraged.*
- Classroom doors and windows shall be closed and locked.
- All audio/visual equipment shall be turned off.
- Staff, students, and visitors must remain silent in their secured areas.
- Follow the direction of emergency personnel and school administrators. School administration must verify that lockdown is in place.

- School should remain in lockdown until “All Clear” announcement is made by the school administrator.
- School Administrators shall review lockdown procedures at faculty /staff meetings as needed.

## **SECONDARY PROTOCOLS**

To be determined by each individual school as per the institution’s approved Crisis Management Plan and internal reporting and procedural protocols.

Primary protocols have been established jointly by the Archdiocese of Miami and the Joint Roundtable on Youth Safety.

# SCHOOL EMERGENCY ACTION PLAN

## Local Emergency Action Team

Safety Committee – List the members

Crisis Coordinating Team or Threat Assessment Team – List the members

Students

Faculty and Staff – Name coordinators (each hall, floor, area, etc.)

Parents

Administrators – Names and titles

## Community Resources – Provide a contact name and number

Law Enforcement

Fire Rescue

EMT (EMS)

Local Hospital(s)

Red Cross

## Central Office Contacts

Office of the Superintendent

The Associate Superintendent

Director of Communication

Director, Building and Grounds

Risk Management

## Supplies – Identify location of supplies.

First Aid Kits

Automatic Electronic Defibrillator(s)

Water

Emergency Medical Supplies

## Code Red Procedures

## ARCHDIOCESE OF MIAMI OFFICE OF SCHOOLS

2019-2020

Required Emergency Drills: In addition to the mandatory drills listed below, each school should schedule emergency drills as frequently as practicable.

Fire	Monthly
hurricane	September, October
tornado	November
lockdown	Within the first 30 days of school and at least once during each academic quarter
shelter in place	September/January
evacuation	August, January, April
earthquake	March, May
Intruder (active shooter)	TBD (locally)

### Incident Prevention and Response:

Bloodborne Pathogens

Hazard Communication

Material Safety Data Sheets

Occupational Safety and Health Administration



## **FIRE DRILL**

- Refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal today
- Familiarize yourself with your class route before the drill begins.
- When the signal is given, have students form lines outside the classroom.
- Check to see that all students are out of the classroom; take your emergency bag and student roster. **CLOSE ALL DOORS.** Do **NOT** lock any doors.
- Have students walk **QUICKLY AND QUIETLY** to the Assembly Area. Teachers should walk at the rear of the line.
- Ensure that each disabled student is partnered with his/her pre-designated staff buddy.
- Have students form a single line in the designated Assembly Area according to the class at the time the emergency occurred.
- Students in classrooms other than their own at the time the drill begins are to remain with that class until given permission to rejoin their class by both teachers.
- If students are between classes, at lunch or at PE, and are instructed to report to the Assembly Area, students should line up according to the previous classroom assignment.
- Take attendance from your student roster. Report the attendance to the Student/Staff Accounting Team. If the drill scenario includes injuries, report these to the First Aid/Medical Team.
- All other employees and guests, report to the assembly area.
- Wait for "All Clear" signal, then return quickly to your classroom.

**ARCHDIOCESE OF MIAMI OFFICE OF SCHOOLS**  
**GENERAL SCHOOL SAFETY CHECKLIST (2019-2020)**

As required, the school: \_\_\_\_\_

\_\_\_ Has a comprehensive Emergency Operations Plan and Crisis Management Plan that is updated annually.

\_\_\_ Has appointed members of the Faculty and Staff to a Safety Committee who meet regularly to discuss and review the campus safety plan and procedures for both psychological and physical safety and oversees the school's crisis response plans.

\_\_\_ Provides training for all personnel, students and parents regarding emergency and crisis response.

\_\_\_ Employs the Incident Command System Model suggested by Homeland Security to deal with emergency situations. Has identified an incident commander for all emergency situations.

\_\_\_ Keeps all doors to facility locked during the instructional day.

\_\_\_ Has installed an entry control system.

\_\_\_ Conducts school safety assessments with the assistance of the local Police Department, and Fire Departments.

\_\_\_ Has established Standard interior and exterior control procedures in case of a major catastrophe.

\_\_\_ Conducts regular all-hazard drills with students and employees throughout the school year.

\_\_\_ Has developed appropriate means and materials for provision of instruction to students regarding emergency procedures .

\_\_\_ Is developing (or has developed) a multi-year plan that prioritizes future campus safety improvements (for example, installing interior and exterior security cameras at various entry points to the facility, installing call-back systems in each classroom, and installing entry and exit control systems).

\_\_\_ Is committed to the implementation of data-proven safety prevention programs.

\_\_\_ Has a Memorandum of Understanding with the local municipality in the event of a major emergency situation.

\_\_\_ Has AED's available in case of a medical emergency. At least one in or near the school office or nurse's office and one in the athletic trainer's office.

\_\_\_ Has installed First Aid Kits in all classrooms and offices.

\_\_\_ Has developed specific procedures regarding intruder on campus.

\_\_\_ Has identified appropriate spokesperson(s) for media interaction (Director of Communication for the Archdiocese of Miami), and has advised all employees and students NOT to interact with media unless instructed to so by the director of communication.

\_\_\_ Provides specific instructions regarding crisis management to substitutes teachers, non-instructional personnel, and regularly scheduled volunteers.

\_\_\_ Has provided specific instructions to employees and students regarding exposure control and hazard communication.

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Print the name of President or Principal

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Signature of President or Principal

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Date





## CONDUCT A HURRICANE DRILL

Conducting a drill with realistic emails of severe weather warnings can help people better imagine what a real hurricane situation would feel like. This kind of practice scenario can make all the difference in motivating people to take action. While being fully prepared may require additional actions, this hurricane drill is designed to encourage your teachers and staff to take one simple step now that will help them react and recover faster if a disaster happens. The hurricane drill will focus on the important step of signing up for important alerts and warning information as a way of encouraging more individuals to start the preparedness process. Encourage everyone to review the America's PrepareAthon! *How to Prepare for a Hurricane* guide for more information on hurricane preparedness. This drill will also provide the chance to test your communications systems and identify any necessary improvements, so you'll be ready in a real emergency. Included are sample notifications and tips for a post-drill discussion. The drill and followup discussion can be conducted in less than an hour.

## OPTIONAL STUDENT HURRICANE ACTIVITY

On the day of action, during a scheduled lesson, ask students to complete a family communication plan (available at [www.ready.gov/kids/make-a-plan](http://www.ready.gov/kids/make-a-plan)), including family phone numbers, allergies, and at least one out-of-town contact. Additionally, instruct students to bring home information for their parent(s) or guardian(s) to find out their current hurricane risk profile and to complete the *Be Smart. Protect Your Critical Documents and Valuables* checklist.

## DRILL OVERVIEW

On the day of the drill, your coordinator will send a notification through your school's normal messaging channels to all drill participants about a hurricane that is expected to make landfall in the area. The first notification provides an update on a hurricane watch. The second notification informs participants that the National Hurricane Center has now upgraded the hurricane watch to a hurricane warning.

After sending the two notifications and allowing time for participants to sign up for local alerts and notifications, send an "all clear" message telling participants them the drill is over. Remind participants that the school conducted this drill because hurricanes are possible in their area and that it's important to prepare.

The schedule below shows the suggested order of events for the drill.

## SAMPLE SCHEDULE

Time	Action
1:00 p.m.	Participants receive notification that the National Hurricane Center has issued a hurricane watch for communities in the area. Participants are instructed to stay informed by monitoring the weather through apps, radio stations, or other resources.
1:30 p.m.	Participants receive a second notification informing them that the National Hurricane Center has issued a hurricane warning and it expects the storm to make landfall in their area within the next 36 hours. Participants are encouraged to stay informed by signing up for personal alerts and to prepare themselves and their families for the storm.
1:37 p.m.	Participants receive an "all clear" message telling them the drill is over. Remind participants how important it is to prepare for hurricanes and other emergencies.

After the drill, give participants an opportunity to offer feedback about their experience. Encourage them to suggest improvements on your school's ability to communicate effectively with teachers and staff in the event of a hurricane