

FREIRE CHARTER SCHOOL

SCHOOL SAFETY MANUAL

PARENT EDITION

UPDATED 2/24/2011

WHAT THE SCHOOL NEEDS FROM PARENTS IN ANY EMERGENCY

- In the event of an emergency remain calm.
- Do not call the school, what for the school to contact you by one of the means of communication listed above.
- If you DO NOT want you child dismissed to SEPTA make sure that the reunification request is filed with the school. Contact David Shahriari.
- Realize that if you child is dismissed to use public transportation that they MOST likely will not have their personal belongings with them. This includes; cell phones, coats, book bags, purses etc.
- The school will provide emergency tokens for students who do not have their transpass with them.
- Please review this entire plan and ask questions. Make sure that you understand exactly what will happen and the steps the school will take in response to an emergency.
- An emergency can happen at any time we need you to make sure that the following information is always up to date in our system
 - Guardian/Parent phone numbers
 - Cell
 - Work
 - Home
 - Emergency Contacts
 - Name/relationship and contact numbers
 - Reunification paperwork up to date and submitted

Fire and General Building Evacuation Procedure

THESE PROCEDURES WILL BE FOLLOWED AT ALL TIMES IN ALL FACILITIES THAT FREIRE CHARTER SCHOOL OCCUPIES

- In the event that the building needs to be evacuated students will be evacuated to one of the two evacuation sites
 - Primary: Rittenhouse Square Park
 - 19th and Walnut Street entrance
 - Secondary First Unitarian Church
 - 2125 Chestnut Street

- Parents will be informed of the evacuation as soon as possible. The following communication tools will be used during an emergency
 - ONE CALL AUTOMATED SYSTEM
 - These will be sent out periodically informing parents of pertinent information
 - TEXT ALERT
 - Please note that only student/parents who have signed up for this service will receive these messages. Contact David Shahriari at the school if you would like to sign up.
 - WEB SITE POSTINGS
 - Please refer to the web site for in depth information
 - www.freirecharterschool.org
 - PARENTS/FAMILIES or QUICK LINKS
 - Click on Emergency Preparedness

- Once students have arrived at the evacuation site and attendance has been taken then the administration will take one of the following steps;
 - If the building is safe students will return to it and resume normal school activities.

 - If the building is deemed unsafe then the students will be dismissed from Rittenhouse Square Park.
 - Early dismissal notification
 - ONE CALL and TEXT
 - KYW (#192) and NBC 10
 - DISMISSAL PROCEDURES
 - Student's whose parents have elected for them to take SEPTA will be dismissed first.
 - The school will provide an emergency token for students who do not have transportation money.
 - Administration will then notify the parents/guardians of any student who has not been given permission to leave on their own.
 - These students MUST be picked up by a parent/guardian or a specified emergency contact.

Students will not be permitted to return to the building which means that they may not have some of their belongings including coats, bags, etc.

- Students/Staff and Parents will be directed to the following media outlets for further updates regarding the schedule for the days following the emergency evacuation
 - ONE CALL AUTOMATED SYSTEM
 - These will be dispatched periodically informing parents of pertinent information
 - TEXT ALERT
 - Please note that only student/parents who have signed up for this service will receive these messages
 - WEB SITE POSTINGS
 - Please refer to the web site for in depth information
 - www.freirecharterschool.org
 - PARENTS? FAMILIES or QUICK LINKS
 - Click on Emergency Preparedness
 - NBC 10
 - KYW school number 192

- In the event of a medical emergency during an evacuation the following provisions have been made
 - School nurse will respond to all emergencies with an extensive first aid kit. Included in the kit are
 - epinephrine pen (prescribed by the school's physician)
 - Albuterol inhaler (prescribed by the school's physician)
 - These items will be used only at the discretion of the nurse.
 - In the event that the nurse is not available during an evacuation the Assistant Head of Academic Supports will bring a similarly equipped first aid kit.

- Steps the administration will follow should a medical emergency occur.
 - Move effected student to the nearest safe location.
 - Call 911.
 - Notify School Nurse.
 - Student's family will be contacted by the Communications Officer.

Lockdown

THESE PROCEDURES WILL BE FOLLOWED AT ALL TIMES IN ALL FACILITIES THAT FREIRE CHARTER SCHOOL OCCUPIES

- A lockdown procedure will be enacted during one of the following situations
 - An intruder has entered the school building.
 - An intruder is defined as individuals who have not received permission from the school to be on school premises
 - A violent/potentially violent event has happened outside of the school building and is a threat to students and staff in the school.

- The school will follow the procedures below when enacting a lockdown.
 - 911 is immediately notified
 - All students in common area's will be cleared
 - The command center (main office) will notify all classrooms that the school is entering lockdown
 - Procedures that will be followed:
 - All doors will be locked
 - Windows will be covered
 - Lights and all equipment will be turned off
 - Students and teachers are expected to stay away from the door and be silent until the lock down is lifted.
 - The school will await the response of the police.
 - Once the police are on the scene the school will await their assessment of the situation.

- The front doors will be secured and locked and no one will be allowed inside or out of the building.

- The only external communication during a lockdown will be from the communications officer.

- As soon as possible the communications officer will alert parents to the situation via one of the following communication tools
 - ONE CALL AUTOMATED SYSTEM
 - These will be dispatched periodically informing parents of pertinent information
 - TEXT ALERT
 - Please note that only student/parents who have signed up for this service will receive these messages
 - WEB SITE POSTINGS
 - Please refer to the web site for in depth information
 - www.freirecharterschool.org
 - PARENTS/FAMILIES or QUICK LINKS
 - Click on Emergency Preparedness

- Once the police have cleared the building or they declare the incident resolved the lock down will be lifted.

- At which point one of two things will result;
 - Return to normal Schedule
 - If the administration deems that students are able to return to a normal schedule the day will continue as usual with dismissal at normal time.
 - Dismissal – If the administration decides to dismiss the students due to the situation then the reunification plan will be followed;
 - DISMISSAL PROCEDURES
 - Student's whose parents have elected for them to take SEPTA will be dismissed first.
 - Communications officer will then notify the parents/guardians of any student who has not been given permission to leave on their own.
 - These students **MUST** be picked up by a parent or guardian.
- Should a medical emergency occur during a lockdown staff are equipped with a first aid kit.
- Emergency Medical personnel will be on hand to deal with any potential injuries when the building is deemed safe by the police.
- During a lock down NO person will be allowed to enter or leave the building.
 - In the event that a lockdown is not lifted by the end of the day students will be held until the police declare that the building is clear or the incident resolved.
 - Student will be released **ONLY** after the situation has been resolved.
 - dismissal will be handled as quickly as possible in an orderly manner
- Parents will be notified when the lockdown has been lifted and will be given any additional pertinent information.

Shelter in Place

THESE PROCEDURES WILL BE FOLLOWED AT ALL TIMES IN ALL FACILITIES THAT FREIRE CHARTER SCHOOL OCCUPIES

- Shelter in place is will be enacted under the following conditions;
 - The school is directed by the Philadelphia Police or Fire Department to implement the plan. This will happen under the following conditions;
 - When hazardous conditions exist outside of the school building and it is deemed safer indoors.

- The school will follow the following procedures when notified to implement a shelter in place.
 - The HVAC system will be shut down to minimize the entrance of outside air into the facilities.
 - Any other building system that needs to be shut down (depending upon the situation) will be.
 - Safety Team will alert all staff to shelter in place.
 - Students will continue to attend class and school functions will continue normally until the situation dictates otherwise.
 - The front door to the school will be locked and **no one except emergency personnel will be permitted to enter or leave the school.**
 - The safety team will ensure that all other doors are secured.

- As soon as possible the communications officer will alert parents to the situation via one of the following communication tools
 - ONE CALL AUTOMATED SYSTEM
 - These will be dispatched periodically informing parents of pertinent information
 - TEXT ALERT
 - Please note that only student/parents who have signed up for this service will receive these messages
 - WEB SITE POSTINGS
 - Please refer to the web site for in depth information
 - www.freirecharterschool.org
 - PARENTS/FAMILIES or QUICK LINKS
 - Click on Emergency Preparedness

- Should the need arise for shelter in place to continue beyond the normal school day special arrangements will be made accordingly.
 - Students will not be dismissed until the school administrators have been alerted by the Fire or Police that it is safe to dismiss.
 - The school will provide necessary food, water and other provisions during the shelter in place.

- Parents will be informed via communication system (ONE CALL) once the situation has been resolved.

Death of a Community Member

- In the event a Freire Charter School community member should die the school will put the following procedures into place to support the community:
 - Parents will be alerted to the situation by a letter from the administration.
 - This communication will include;
 - An outline of all supports that the school will provide for student's/staff
 - Details of how students/staff can access the supports
 - When and where these supports will be provided
 - Any alterations to the schedule in order to provide school supports
- Grief Counseling will be provided to all community members who wish to participate.
 - The details of this support will be provided in the communication to parents.
 - The school's counselor's will be used as the primary resource for grief counseling
 - Agencies that Freire plans to use if the school can not adequately support grief counseling in house
 - The Center for Grieving Children, Teens, and Families:
 - (215) 744-4025
 - 1139 East Luzerne Street, Philadelphia, PA 19124
 - The City of Philadelphia Department of Behavioral Health and Mental Retardation Services Mobile Emergency Team (MET):
 - (215) 685-6440
- The school will provide the opportunity for staff/students to attend funeral services or memorial services that are planned by the family.
- The school will provide support and counseling for students/staff immediately before and immediately following these services.
- The school will arrange for a positive way for staff and students to celebrate the life of the recently deceased.
- Freire will continue to provide ongoing personal and group support for grieving community members for as long as members require the service.

Memorial Policy

The School prohibits physical memorials such as; stuffed animals, candles, etc. because they can create a physical hazard.

School Visitors and Security

Freire Charter School utilizes video surveillance at all entrances and exits of the building. This surveillance is used to ensure the safety of all community members.

1. All visitors must enter and exit the building from the main entrance unless otherwise directed by a member of staff.
2. **All visitors must check-in with a greeter upon arrival.** No visitors are allowed to enter the school environs without doing so.
3. Procedure for Visitors:
 - a. The greeter will obtain the visitor's name and reason for their visit.
 - b. If the visitor has a valid reason for entering the school the greeter will give them a sticker marked "Visitor" and then contact the appropriate party within the school.
 - c. If the visitor does not have a valid reason for entering the school the greeter will ask them to leave school property immediately.
 - i. Should the person refuse 911 will be called and the visitor will be considered a trespasser.
 - ii. Freire Charter School will prosecute all trespassers to the fullest extent of the law.
4. Should the individual enter the building without approval the Head of Academic Supports or Assistant Head of Academic Supports may decide to initiate the lockdown procedure details provided elsewhere in this manual.

Pandemic Flu Response Plan

This plan is designed to manage the impact that any pandemic flu may have on the Freire community.

- The Pandemic Flu Response Plan will be implemented whenever:
 - A new strain of flu virus capable of infecting humans emerges and is present in the school's general geographic area
 - The flu season is predicted to be uncharacteristically heavy
 - Absenteeism of students and/or staff is high due to flu like illness
- The school plans to achieve this goal by instituting the following measures.

Measures to Reduce Spread of Virus

- Cleaning Measures
 - Completed at a minimum of once per day
 - All common touch areas will be wiped down with a 10% bleach solution (1:9 ratio of bleach to water).
 - Sensitive electronic equipment such as computer keyboards will be disinfected with bleach containing wipes. This disinfecting will be performed **once** daily.
 - All bathrooms will be checked **thrice daily** to insure the presence of soap and paper towels in sufficient quantities.
 - All classrooms will be checked **every morning** to ensure they have tissues available.
 - All hand sanitizer dispensers in the school will be checked **daily** to ensure they are full and functional.
 - Completed on a weekly basis
 - All lockers in the school building will be wiped down with a 10% bleach solution on a weekly basis.
- Maintenance staff will make disinfectant wipes available throughout the school should staff or students wish to utilize them to disinfect their lockers, phone receivers, etc.
- Social Distancing Measures
 - Students and staff with flu-like symptoms will be asked to remain home until
 - At least 24 hours after they are free of fever (100°F or greater), or signs of a fever, without the use of fever reducing medications.
 - Students and staff with flu like symptoms upon arrival to school, or who develop flu-like symptoms during the day will be promptly separated from the general school population until they can return home.

- The room used for separation will be determined based upon the usage of school space at that particular time.
- Education Measures
 - Education around respiratory and hand hygiene will be implemented.
 - Signage encouraging proper hand washing and covering respiratory secretions whilst coughing or sneezing will be heavily posted throughout school facilities.
 - Additionally, teachers will be asked to remind students of the essentiality of proper hand and respiratory hygiene practices.
- Communication Measures
 - Parents and Students:
 - In the event of a pandemic flu outbreak, a letter will be sent home with all students and a copy will be mailed to their home. This letter will provide the following information;
 - Accurate and up to date information on the outbreak and seek to reduce fear and anxiety amongst students and families caused news media.
 - Parents will be reminded to keep their children home from school if they are exhibiting flu-like symptoms. T
 - The letter will also detail the school's response measures and provide any other pertinent information.

Additionally the school will use the "One Call" system to provide parents with the latest information as is deemed appropriate.

- Community Partners:
 - The school will maintain open lines of communication with the Philadelphia Department of Public Health (PDPH) during any period of increased flu activity.
- Attendance Policy
 - The school's attendance policy of requiring a note from a student's doctor when that student is absent due to illness will remain in place until the burden of absenteeism becomes such that this policy is no longer feasible.
 - When the school has made this determination parents will be required to contact the Head of Academic Supports or Assistant Head of Academic Supports, and report their student's absence directly to this individual in place of obtaining a doctor's note.
 - Once the disease outbreak subsides the attendance policy will return to normal. The change in attendance policy will be announced to parents via a "One Call" phone message.

Alternate Transportation Plan

In the event that SEPTA is not running the school will enact the Alternate Transportation Plan.

- The school will provide transportation via four yellow school buses for students using the plan outlined below.
- The buses will run every day and leave their points of departure at the times indicated in order to arrive at the school by 8:00 am.
- All buses will make appropriate stops in order to achieve a balance between convenience for the students and timeliness of arrival.
- On the return trip the buses will be waiting outside 2027 Chestnut Street at 3:00 and will leave by 3:15, from whence they will follow the reverse of their morning routes adjusted for traffic flow as necessary.
- **Security:** All students must show their Freire Charter School identification card in order to board the bus anywhere other than in front of the school building for the trip home.
- **Staggered Arrivals:** In the event that a staggered arrival of students to the school is necessary due to testing or other considerations special plans will need to be made.
- **The school will continue to provide this service until one of the following occurs;**
 - SEPTA begins operation
 - The school can no longer financially afford the service
- Should SEPTA cease operation in the middle of the day the school will immediately enact shelter in place until one of the following can occur;
 - Alternative transportation can be arranged
 - SEPTA service is reinstated
 - PARENTS pick up their students

Reunification Plan

In the aftermath of an emergency Freire Charter School will enact the following reunification plan.

- Upon the administrators' determination that students may be dismissed the school will follow these procedures;
 - Communication Officer will alert all parents via ONE CALL and WEB SITE when dismissal will begin.
 - Students who have parental permission to be dismissed via SEPTA will be dismissed first.
 - The school will use staggered dismissal allowing students time to leave the building prior to dismissing the next group.
- Parents who have requested that students be dismissed to either a guardian or emergency contact dismissed next.
 - The communications officer will call parent/emergency contacts according to the parent request. Calls will be made in this order
 - Parent/Guardian will be contacted to pick up the child if unavailable and parent provided permission then
 - We will contact emergency contact to pick up the child if unavailable and parent provided permission then
 - Child will be released to SEPTA.

PLEASE NOTE:

STUDENTS WILL NOT BE RELEASED TO SEPTA UNLESS PARENT HAS PROVIDED PERMISSION. STUDENTS WHO DO NOT HAVE PERMISSION MUST BE PICKED UP BY A PARENT/GUARDIAN/EMERGENCY CONTACT.

- Procedure for picking up student in person.
 - Contacted person will be required to enter the building and proceed to the check out area
 - Contacted person MUST present ID at the time they are picking up the student.
 - Students will not be released to ANYONE who is not listed on the reunification paperwork.
- In the event that parent/guardian/emergency contact is not able to be reached and the student does not have permission to ride SEPTA, the student will have to remain at school till contact is made and pick up has been completed.

Alternate School Space

- In the event a Freire Charter School Is no longer inhabitable then the school will relocate to an alternative space.
 - Parents will be alerted to the situation by a ONE CALL the information will include;
 - Directions and address to the alternative school space
 - Schedule adjustments (if necessary)
 - When school will resume
 - Pertinent information regarding materials/books/etc.
 - Communication tools that you can use to stay up to date regarding the situation

- The school will provide community members with support and assistance in order for them to relocate to the alternative site.
 - The details of this support will be provided in the communication to parents.

- The school will make schedule and calendar adjustments as needed to ensure that the adequate amount of instructional time is maintained.

- The school and administration will work hard to replace all instructional materials in a timely fashion.