

## VI. EMERGENCY PROCEDURES

### WHAT THE SCHOOL NEEDS FROM PARENTS/GUARDIANS IN AN EMERGENCY

- In the event of an emergency, remain calm.
- Do not call the School. The School will communicate with you as soon as we can via either text message, automated phone calls, or updates to our website.
- 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, so we need you to make sure that the following information is always up to date in our system:
  - Parent/guardian phone numbers
    - Cell
    - Work
    - Home
  - Emergency Contacts
    - Name/relationship and contact numbers

### EMERGENCY DRILL PROCEDURE

If a drill taking place either during or after school hours, students or parents/guardians are not permitted to leave the premises until the drill is complete.

### PARENT/GUARDIAN NOTIFICATION

Parents will be informed of school emergencies as soon as possible. The following communication tools will be used during an emergency:

#### School Messenger Automated System

- Calls and/or messages will be sent out periodically so that parents and guardians can have up to date information. Do not block this number! It's our primary means of communication.

#### Text Alert and/or Remind App

- Please contact the Head of Academic Supports to ensure that your current mobile phone number is listed in the School's alert system.

#### Website Postings

- Please refer to the school's website for in-depth information: [freirecharterschool.org](http://freirecharterschool.org)

### APPLICABILITY

THESE PROCEDURES WILL BE FOLLOWED AT ALL TIMES (INCLUDING AFTER REGULAR SCHOOL HOURS) AND IN ALL FACILITIES THAT FREIRE CHARTER SCHOOL OCCUPIES TO THE DEGREE THAT THEY ARE RELEVANT AND PRUDENT.

### FIRE AND GENERAL BUILDING EVACUATION PROCEDURE

In the event that the building needs to be evacuated students will be evacuated to one of the two evacuation sites:

- Primary: Washington Square Park

- Secondary: 8th and Market SEPTA concourse

Parents will be informed of the evacuation as soon as possible via the modes of communication described above under "Parent/Guardian Notification".

Once students have arrived at the evacuation site, and attendance has been taken, 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 the evacuation site.
  - The school will alert parents of the early dismissal via the modes of communication described above under "Parent/Guardian Notification."
  - Reunification procedures begin.

**If students are dismissed after an emergency evacuation, they will not be permitted to return to the building. This means that students may not have some of their belongings such as coats or bags.**

Because the school building may be unusable for a period of time after an emergency evacuation, the School will use the modes of communication described above under "Parent/Guardian Notification" to provide parents, students, and staff with updates regarding the schedule for the days following.

#### MEDICAL EMERGENCY DURING EVACUATION

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 Head of Academic Supports will bring a similarly equipped first aid kit.
- Steps the administration will follow should a medical emergency occur:
  - Move affected student to the nearest safe location
  - Call 911
  - Notify school nurse
  - Student's family will be contacted by a school administrator

#### LOCKDOWN PROCEDURE

A lockdown procedure will be enacted during any of the following situations:

- An intruder has entered the school building. An intruder is defined as an individual who has 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 areas will be cleared and moved to a secure area.
- The command center will notify all classrooms that the school is entering lockdown.
- 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 and cooperate with them fully.
- The front doors will be secured and locked and **no one will be allowed in or out of the building** (unless the dangerous individual attempts to leave).
- The only external communication during a lockdown will be from the school's administration.
- As soon as possible, a school administrator will alert parents of the situation via the modes of communication described above under "Parent/Guardian Notification."

Procedures that will be followed in classrooms and offices:

- 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 lockdown is lifted.

Once the police have cleared the building or declared the situation safe, the school will either return to a normal schedule, or dismiss the students.

- If the administration deems that students are able to return to a normal schedule the school day will continue as usual with dismissal at the normal time.
- If the administration decides to dismiss the students due to the situation, the School will implement the Reunification Plan (see below).
- Should a medical emergency occur during a lockdown staff are equipped with a first aid kit that is stored in the classroom emergency kit.
- Emergency/medical personnel will be on hand to deal with any potential injuries when the police deem the building safe.
- Parents will be notified when the lockdown has been lifted and will be given any additional pertinent information.

## SHELTER IN PLACE PROCEDURE

Shelter in place will be enacted under the following conditions:

- The school is directed by the Philadelphia Police or Fire Department to implement the plan
- The school determines that a dangerous condition exists outside the school building and that it is unsafe for community members to leave the school building

The procedure for shelter in place is as follows:

- 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 shut down accordingly.
- 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 the modes of communication described above under "Parent/Guardian Notification."

Should the need arise for shelter in place to continue beyond the normal school day, the reunification plan will commence:

- Students will not be dismissed until the school administrators have been alerted by the Fire or Police that it is safe to dismiss, or the school administration deems that it is safe for community members to leave the building.
- The school will provide necessary food, water and other provisions to all community members during a shelter in place scenario.
- Parents/guardians will be informed of the situation and when students will be available to be picked up, as per the reunification procedures.

## REUNIFICATION PROCEDURE

In the aftermath of an emergency, including a lockdown, Freire Charter Middle School will enact the reunification plan. Upon the administrators' determination that students will be dismissed, the school, parents, and students will follow these procedures:

### IN THE EVENT THAT STUDENTS STAY AT 1026 MARKET STREET

- A school administrator will alert all parents/guardians of when dismissal will begin via the modes of communication described above under "Parent/Guardian Notification."
- At the chosen dismissal time, students will proceed to their homeroom with their belongings.
- The greeter will be stationed at a table at the front door.
- The greeter will check IDs to make sure that the person picking up a student is a parent/guardian of the child or a designated person from the emergency form.
- Once verified, the parent/guardian will proceed to the cafeteria.
- A school official will be in the cafeteria, where the parent/guardian will relay their child's name. The school official will radio up to the school designee on the second floor, and the child will be sent down to meet up with the parent/guardian.
- When reunified, the parent/guardian and child will "check out" with a school official positioned at the Ludlow Street exit.

### IN THE EVENT THAT STUDENTS GO TO THE EMERGENCY LOCATION

- A school administrator will alert all parents/guardians of when dismissal will begin via the modes of communication described above under "Parent/Guardian Notification."
- Students will follow their teacher to the emergency location, with their belongings if at all possible.
- Students will sit with their class in a specific area of the location, so that their safety is maximized.
- The greeter will be stationed at the location referenced in the School Messenger alert at a table in the front of the locale.
  - Parent/guardian will be directed to the check-in area.
  - The greeter will check IDs to make sure that the person picking up a student is a parent/guardian of the child, or a designated person from the emergency form.
  - Once verified, the parent/guardian will proceed to the meeting place as their child's name is radioed to a school official assigned to the teacher's area.
- A staff member will proceed to the student's area, and escort the student to the meeting place where the parent/guardian is waiting.

- When reunified, the parent/guardian and child will “check out” with a school official positioned at a designated exit.
- In the event that a parent/guardian/emergency contact person cannot be reached, the student will remain with school officials until contact/reunification is made.

## 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 community members.
  - Details of how community members can access the supports.
  - When and where these supports will be provided.
  - Any alterations to the school schedule in order to provide these supports.
- Grief counseling will be available to all community members who wish to participate.
  - The details of this support will be provided in the communication to parents.
  - The school’s counselors will be used as the primary resource for grief counseling.
  - The school will utilize the following resources if we cannot adequately support grief counseling in-house:
    - The Center for Grieving Children, Teens, and Families: (215) 744-4025
    - The City of Philadelphia Department of Behavioral Health and Mental Retardation Services Mobile Emergency Team (MET): (215) 685-6440
- The school will make accommodations for any community members who wish to attend funeral services or memorial services planned by the family of the deceased.
  - The school will provide support and counseling for community members immediately before and immediately following the funeral or memorial services.
  - Freire will continue to provide ongoing personal and group support for grieving community members for as long as community members require the services.

## MEMORIAL POLICY

The School prohibits physical memorials such as stuffed animals, candles, etc. because they can create a safety hazard. The school will always work with community members in order to find a meaningful way to remember the deceased.

## SCHOOL VISITORS AND SECURITY

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

- All visitors must enter and exit the building from the main entrance unless otherwise directed by a member of the administrative staff.
- **All visitors must check-in with the greeter, located on the lower floor;** no visitors are allowed to enter the school environs without doing so.
- Procedure for Visitors:
  - The greeter will obtain the visitor’s name and reason for their visit.
  - 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.

- If the visitor does not have a valid reason for entering the school, the greeter will ask them to leave school property immediately.
- Should the person refuse, 911 will be called and the visitor will be considered a trespasser.
- Freire Charter School will prosecute all trespassers to the fullest extent of the law.
- Should the individual enter the building without approval, the Head of Academic Supports or designee may decide to initiate the lockdown procedure.

## 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:

- **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 ensure 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.
  - 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 one's nose and mouth when coughing or sneezing will be heavily posted throughout school facilities.
  - 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.
      - Parents will be reminded to keep their children home from school if they are exhibiting flu-like symptoms.
    - The letter will also detail the school's response measures and provide any other pertinent information.
    - Additionally, the school will use all the communications means at our disposal to keep parents up-to-date.
- **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, 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 (FOR 7TH AND 8TH GRADERS ONLY)**

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

- The school will provide transportation via 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 a.m.
  - 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 of 1026 Market Street (behind the building on Ludlow St.) at 3:00 p.m. and will leave by 3:15 p.m. From this point they will follow the reverse of their morning routes adjusted for traffic flow as necessary.
- **Security:** All students must show their Freire Charter Middle School identification card in order to board the bus anywhere other than at 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 resumes 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

### **ALTERNATE SCHOOL SPACE**

In the event Freire Charter Middle School is no longer inhabitable, then the school will relocate to an alternative space.

Parents will be alerted to the situation by a School Messenger alert. The alert 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 families can use to stay up to date regarding the situation.

In addition:

- The school will provide community members with support and assistance in order for them to relocate to the alternate 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.