



*Brevard Public Schools*

# **School Emergency Reference Guide**



**Prepared By:**

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### **CODE YELLOW**

- Situational awareness
- A state of heightened awareness and security on campus
- Faculty and staff should be highly visible
- Increased student supervision and facility security

### **CODE RED**

- Imminent Danger
- Initiate **LOCKDOWN** procedures
- Actual threat to campus, immediate danger
- Maximum protective posture within school

### **CODE BLACK**

- Imminent Danger
- Initiate **EVACUATION** procedures
- Evacuate facility using fire drill evacuation routes/procedure
- Once at a safe location, begin student accountability procedure

## **EMERGENCY CODES**



## **BOMB THREAT**



1. Recipient of call/information notifies the Principal or designee;
2. Principal evaluates the information and advises their Administrative Team;
3. Administrative Team notifies District Security and the Area Superintendent;
4. Team initiates **CODE BLACK** procedure. **Call 9-1-1 immediately !**
5. All students, staff and visitors are evacuated
6. Students and Staff must leave personal belongings;
7. If time permits school staff should take keys and class roster as they exit
8. Do not operate light switches;
9. All doors are to be left unlocked;
10. All radios, walkies, and cell phones should be turned off;
11. Teachers are to account for all students during evacuation and report status to Principal
12. Teachers stay with their class; other staff supervise restrooms and other areas as per instructions from the Administrator
13. Administrators search the building to ensure that it is clear
14. Local law enforcement conducts search of the building
15. Law enforcement determines all clear
16. Staff / students return to class

**BOMB THREAT**



## **FIRE/EXPLOSION EMERGENCY**



1. Activate nearest fire pull station — Fire Alarm sounds;
2. Evacuate facility using predetermined evacuation routes;
3. Administrator or staff calls 9-1-1 and identifies source of fire;
4. If time permits, school staff take personal belongings, keys, and class rosters as they exit;
5. Teachers follow evacuation plan outlined in the teacher handbook and stay with their class; other staff supervise rest rooms or other areas of the school grounds as per instructions from Administrator;
6. Teachers and Administrators account for students and staff and report status to Principal
7. Administrator/Principal/Designee stands by to communicate with fire department
8. All students and staff are to remain out of the building until further instructions are given

**FIRE/EXPLOSION**



## HAZARDOUS MATERIALS



1. Report all spills or suspicious odors to the front office
2. Call 9-1-1 as may be appropriate
3. On-site
  - A. Evacuate contaminated area or site as appropriate
  - B. Shut down HVAC (on-site or remotely)
  - C. Teachers are to account for all students during evacuation
  - D. School staff follow evacuation plan outlined in the teacher handbook
  - E. Teachers stay with their class; other staff supervises rest rooms or other areas of the school grounds as per instructions from an Administrator
4. Off-site - **Lockdown** - If toxic cloud threatens campus, bring/keep all students, staff and other personnel inside. Shut down HVAC system (A/C). In most schools, this can be done remotely by calling District HVAC **(321) 633-3600**

**HAZARDOUS MATERIALS**



## **LOCKDOWN PROCEDURE**



A lockdown is when all doors are ordered locked and no one is allowed in or out of a classroom or school until an all-clear directive is issued.

The procedures are as follows:

1. Using the intercom, an administrator will announce a **CODE RED**; this is the signal for an immediate lockdown. *This signal will be used any time a lock down is needed and does not necessarily mean that someone has a weapon or is shooting at anyone;*
2. An administrator or staff member should immediately call 9-1-1
3. All doors should be locked immediately and no one allowed in or Out;
4. Students should be kept away from windows and move to the most secure part of the room;
5. Students should be moved to an area in the room where someone passing by the locked room cannot see them;
6. Close window blinds/curtains;
7. Administrators will communicate with rooms as needed to make sure all rooms are secure;
8. Teachers should notify the office if you are not able to secure your Classroom;
9. Wait until an Administrator gives the all clear over the intercom or a school official or law enforcement officer comes by to give an all Clear.

**LOCKDOWN PROCEDURES**



## WEAPONS



1. If a weapon is displayed, **call 9-1-1 immediately**;
2. Initiate **LOCKDOWN** procedures immediately;
3. Remain in **LOCKDOWN** until law enforcement or a school official issues an all clear directive;

**Rumors or suspicions of a weapon on campus should be Immediately reported to and fully investigated by an Administrator, School Resource Officer (SRO) or law enforcement officer.**

1. If appropriate, an Administrator will initiate **CODE RED LOCKDOWN** procedure;
2. If there is no SRO on campus, call 9-1-1 immediately;
3. An administrator and SRO will conduct a full investigation and initiate a search if appropriate;
4. As time permits, notify Office of District & School Security.

**WEAPONS**



## **WEATHER PROCEDURES**

1. The principal or designee will notify all personnel of weather emergencies (i.e., tornado, severe lightning) and notify teachers in portables where to report;
2. Students and staff in portables and PE classes will be brought into a main building;
3. If practical, designated shelter areas and/or interior buildings are to be utilized for sheltering;
4. If a tornado comes close to the school, seek shelter against interior walls or under desks. Cover head for falling debris.

**WEATHER PROCEDURES**





## **STUDENT WELFARE**

### **Child Abuse**

- Florida law requires teachers, school officials and other school personnel to **REPORT** any and all suspected abuse or neglect immediately to the Florida Abuse Hotline

- 800 96-ABUSE (1-800-962-2873)
- District procedure **REQUIRES** immediate law enforcement contact

### **Threat of Self Harm**

- Supervise the student at all times
- Escort the student directly to the attention of a school counselor
- Notify administration of the situation
- Notify Parent/Guardian

**Note: Under no circumstance should the student be allowed to leave school or be alone (even in the restroom) until a minimum of a school counselor's assessment has been completed, administrator and parent have been updated, and a plan generated. If necessary and appropriate, solicit the aid of other adults to monitor the situation.**

**If the threat is deemed credible or if additional assistance is required, notify the School Resource Officer or Law Enforcement .**

### **Student Under the Influence**

- If the safety of the Student is in question, call 9-1-1 immediately and request EMS as may be appropriate
- Notify an Administrator immediately



### ***When a Child Victim Tells...***

- DO:** Support the child and report the incident immediately to the Florida Abuse Hotline: 1-800-96-ABUSE (800 962-2873). (Even if it is difficult to believe the child's report, children very rarely make up stories of abuse).

Note: Many school reporting procedures diffuse responsibility to administrative personnel. If educators believe reporting abuse lies with the principal or administration, they may assume someone else is responsible. This violates the mandatory reporting laws, which states: ***"mandated reporters remain liable for their suspicions even if they have reported to a designated supervisor."***

- DO:** Reassure the child he/she has done nothing wrong and it is his/her right to tell someone. (*Reinforce that this was NOT the child's fault*).
- DO:** Explain to the child your responsibility to tell about the abuse to protect him or her and ensure their safety.
- DO:** Express belief that the child is telling the truth.
- DO:** Use discretion when talking with the child to respect their privacy.
- DO:** Respond to the child's questions in understandable terms. *Allow the child to use his or her own words.*

### ***When a Child Victim Tells...***

- DO NOT:** Enter an investigative mode. Do not elicit detailed information from the child after initial disclosure, this could contaminate the case. Attaining information is the responsibility of the Protective Investigator.
- DO NOT:** Call the parents. Until the initial investigation takes place, you cannot know if the parents were involved. ***Even if the parent(s) are not the abusers, they may have had knowledge of the abuse and did not intervene.***
- DO NOT:** Make promises. Do not tell the child, *"if you say this or do that, I promise this will/won't happen to you."*
- DO NOT:** Allow your emotions to affect the child.
- DO NOT:** Call the alleged offender a *"bad person."* The child may like or even love the abuser.

## BREVARD PUBLIC SCHOOLS

# **ABUSE REPORTING PROCEDURE**

**Safeguard the Child** – District employees shall take all reasonable action to safeguard a child who is alleged to have been abused, abandoned or neglected. District employees shall also take all reasonable action to safeguard other students and staff members, as applicable under the circumstances.

**Report to Abuse Hotline** - Pursuant to Florida law, any District employee who knows, becomes aware, or has reasonable cause to suspect that a child is an abused, abandoned or neglected child shall make a report to the Florida Child Abuse Hotline, **1-800-96 ABUSE** (1-800-962-2873) ***All doubt must be in favor of reporting any situation involving alleged or suspected child abuse, abandonment or neglect.***

**Notification to Administrator** - District procedure requires the employee to immediately notify a school based Administrator who will ensure compliance with the reporting process, or as needed, assist the employee with the reporting process. In the event the abuser is a school administrator the employee should notify another administrator to comply with District notification procedure. \*

**Notification to Law Enforcement** - The employee will also notify the appropriate local law enforcement agency. A report made to a School Resource Officer will constitute appropriate law enforcement notification as long as the SRO is immediately available and there is no delay. If the SRO is not immediately available, all allegations of abuse must be reported to the appropriate law enforcement jurisdiction immediately following the Abuse Hotline notification.

**Brevard Public Schools Incident Report** - After the required reporting been completed to both the Florida Child Abuse Hotline and law enforcement, the employee shall complete an electronic Brevard Public Schools, Incident Report to include only the most basic, non-confidential information and submit to the Office of District and School Security.

### **LAW ENFORCEMENT AGENCIES**

**\*It shall not be necessary for the supervisory administrator to report the incident to the Child**

Brevard County Sheriff's Office (321) 264-5100	Melbourne PD (321) 409-2200	Satellite Beach PD (321) 773-4400
Cocoa PD (321) 639-7620	Melbourne Beach PD (321) 723-4343	Titusville PD (321) 264-7800
Cocoa Beach PD (321) 868-3251	Melbourne Village PD (321) 725-7224	West Melbourne PD (321) 723-9673
Indian Harbor Beach PD (321) 773-3030	Palm Bay PD (321) 952-3456	
Indialantic PD (321) 723-7788	Rockledge PD (321) 690-3988	

**Abuse Hotline as that administrators function will be limited strictly to that of being a support to the reporting / notification processes. Additionally, any other personnel of the School District who become aware of the fact that a School District employee has reported suspected or known child abuse, abandonment or neglect, are not required to report, if their involvement in the matter is simply acting as a supervisor or in maintaining records or receiving reports of School District employees making such reports.**