

Bettis Preparatory Leadership Academy

2023-2024 School Safety Plan



Safe Schools

Safe Schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and/ or psychological harm. Safe Schools are characterized by:

- Sensitivity and respect for all individuals (including those of other ethnic and cultural backgrounds)
- An environment of nonviolence
- Clear behavior expectations
- Disciplinary policies that are consistent and fair
- Students' affiliation and bonding to the school by:
 - Support and recognition for positive behavior.
 - A sense of community on the school campus.
- Safe schools are also characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a appropriate appearance of the campus and classroom.

Parent Communication and Responsibilities:

Parents will receive multiple types of communications (Home phone, cellphone, text, email, etc.) Parents will receive an automated call from the school to communicate emergency and nonemergency situations. Providing up to date information helps BPLA stay up to date with information that is linked to PowerSchool student database. BPLA communications are available in multiple languages.

Process: Timeline for BPLA

Process: Bettis Preparatory administration will review the plan's strengths and weaknesses with the staff, SIC council/ PTO, and community members on an annual basis. Changes and additions to the plan will be accomplished by following the established timeline and completing the required documentation.

- By the start of the school year the administration reviews the school safety plan with all of the school staff and submits any changes to emergence teams and to the district office by mid-September.
- By January 31- Administration review of the school safety plan is posed to the staff, SIC council/ PTO to complete the update.
- By February 20- An Action plan is developed to address the safety concerns described in the Annual Update/ Evaluation and corrective action is taken to make needed changes.
- By March 1- Implementation of Action Plans are completed and submitted to the SCPCSD.

Levels of Emergencies:

- Level One Emergency: A localized emergency which the school personnel can handle by following the procedures in the BPLA emergency plan. Examples: power outage, minor earthquake, etc.
- Level Two Emergency: A moderate to severe emergency, somewhat beyond the school's response capability. May require mutual aid from the fire department, Sheriff's department, etc. Examples: fire, severe earthquake with injuries and/ or structural damage.
- Level Three Emergency: A major disaster, clearly beyond the response capability of BPLA. A large amount of mutual aid will be needed. Recovery time will be extensive and the response time from supporting agencies maybe delayed.

Plan Implementation:

The plan will be:

- Initiated by the principal or designated staff member when conditions exist which warrant the execution of the BPLA emergency plan.

- An emergency plan will be implemented by all staff that remain at BPLA and staff will perform those duties assigned until released by principal or designee.
- Emergency plan should be reviewed at least annually by the SIC Council. Emergency and disaster assignments must be delegated to staff members. The emergency BPLA team will be updated at least annually by September 11th.
- A Hazard Assessment will be conducted each school year, prior to the arrival of instructional staff. The principal/ designee will take a physical examination of any hazards that can be encountered on the evacuation routes from the classroom/ other activity rooms to a safe open space area.
- Staff Orientation/ Training in emergency management. All school staff will be oriented to the BPLA emergency plan by the principal/ designee by September 1st.
- Selected staff members are designed for medical responsibility and on-site leadership and must have first aid and CPR certification on file and up to date training in triage.

Drills in accordance with State law:

- Evacuation drills will be conducted on a monthly basis.
- Intruder drills will be conducted twice a year.
- Earthquake “Drop, Cover, and Hold” drills and lockdown will be conducted twice a year.
- Test of the earthquake plan, or portions on the BPLA earthquake plan will be conducted twice a school year.
- All students and staff will participate I these mandated drills.
- School drills/ simulation will be conducted when required by law. All drills will be preceded by parent notification and will be followed by a debrief session and a plan revision as needed.

Evacuation Routes:

The principal is responsible for establishing safe and effective evacuation routes from all school facilities. Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

Emergency Preparedness Procedures:

This plan establishes procedures to be followed which will nullify/ minimize the effects of the emergencies listed below. These procedures are intended as a primary readiness reference for all staff. The BPLA emergency plan should be studied and practiced prior to an emergency. The emergencies outline in the BPLA emergency plan/ crisis management plan are:

- Bomb Threat
- Chemical Accident
- Civil Disobedience
- Earthquake
- Explosion and/or threat of explosion
- Fallen aircraft.
- Fire

- Flood
- Irrational Behavior
- Loss of Utilities
- Personal emergencies
- Rabid animal/ animal disturbance
- Severe Windstorm
- War

Communication during an emergency will only be used to report emergency conditions and/ or to request emergency assistance. In the event that telephone and electrical service is interrupted other communication means will be used to relay information. Bullhorns and/ or runners will be utilized within the school building and on school grounds when needed.

BPLA emergency Codes

- CODE BLUE- Medical Emergencies
- CODE RED- Fire threat on campus
- CODE BLACK- Phone threat or suspected bomb on campus
- CODE WHITE- Security Crisis incident
- CODE YELLOW- Possible weather emergency

Emergency Action:

When an emergency occurs, it is critical that every staff member takes immediate steps to protect the students, themselves, and others. Each staff member must familiarize themselves with each emergency action and be prepared for their assigned responsibilities. Staff/ teachers need to teach the students how to respond during an emergency action:

- All Clear
- Evacuation
- Directed Transportation
- Evacuate/ Leave Building
- Drop and Cover Lockdown
- Stand By
- Take Cover

Emergency File for Students:

- An emergency file containing Emergency Contact Cards/ Student Release information for all students will be maintained in the front office and will be taken by the BPLA secretary when the school is evacuated.

Principal's Responsibilities:

The principal of the school is responsible for all pre-disaster planning and preparedness for the school. In the event of an emergency, the principal or designee will assume overall direction of the disaster procedures for their school. The superintendent/ principal/ or designee is the sole representative of the school communicating with the media. The following alternates are

appointed to act in succession in the absence of the principal regarding administration and supervision of all aspects of the emergency:

- Assistant Principal
- School Counselor
- Lead Teacher 1

Every teacher should become familiar with the contents of this emergency action plan and students should be instructed on the procedures outline for emergency action plan so they will be prepared to react quickly to instructions given to them in times of emergencies.

Action of School Staff:

- Principal- The principal and/ or designee shall assume overall direction of emergency procedures.
 - Direct evacuation of buildings, as required for fire, threatening explosion, or cessation of earthquake tremors.
 - Arrange for transfer of students if threatened by flood or approaching fires
 - The superintendent/designee/ or principal is the sole public information officer for communicating with the press and media unless otherwise advised.
- Teachers- Teachers will be responsible for the supervision of their students.
 - Direct evacuation of children in their charge to inside or outside assembly areas.
 - Give the Drop/ Cover/ Hold or Drop command during an earthquake or in a surprise attack.
 - Take roll when class relocates outside or inside assembly area or at any other location.
 - Report injured and/or missing students to the principal.
 - Send students who need first aid to the school nurse or person trained in first aid.
 - Responsible for bringing emergency backpack out of classroom.
 - Emergency backpacks include student emergency forms and basic first aid supplies.
- Teacher (field trips)- In the event of an emergency while on a field trip teacher will:
 - Follow directions under “Teachers” above.
 - Follow emergency directions of local officials.
 - Contact the school via telephone or request local emergency officials to contact the school or school district officials.
 - Take an emergency backpack and first aid kit.
- Instructional Assistants- will assume responsibility for their assigned task as outlines in the BPLA emergency plan.
- Office Personnel
 - Report the disaster to the appropriate authorities.
 - Monitor telephone and radio emergency broadcast.
 - Serve as messenger.
 - Aid in administration of first aid.
 - Monitor the office area as appropriate.

- Assume responsibilities for their assigned task that is outlined in BPLA emergency plan.
- Custodians/ Maintenance crew-
 - Examine building and for damage and keep principal informed of condition of building.
 - Turn off utilities and ventilation system as needed.
 - Tools for shutting off utilities.
 - Drinking water (two 55-gallon barrels stored in shed) recycle and replenish on an annual basis.
 - Check bathrooms, multi-purpose rooms, primary building and outside of building for students and staff.
 - Secure entrance and exits for use of emergency personnel.
 - Direct fire department or emergency personnel as needed.
- School Nurse- administer first aid and supervise administration of first aid by those trained in it.
 - Provide first aid and other search and rescue supplies during the first few hours.
- Bus Drivers-
 - Supervise the care of students if an emergency occurs while students are on the bus.
 - Issue Drop/ Cover/ Hold or Drop command if earthquake or surprise attack occurs while the students are on the bus.
 - Transfer students to new locations as directed by the superintendent/ designee.
- Other Staff- Evacuate students per BPLA emergency plan. Remain with students in the assigned area and/or return them to their teacher. Report injured and/ or missing students to the principal and send students in need of first aid to school nurse or person trained in first aid.
- Emergency Teams- During and after emergencies, BPLA emergency teams are essential to ensure that everything possible is being done to save lives, prevent injuries, and protect property.

The Emergency Teams outlined in this plan are:

- Communication Team: Ms. Dozier
- Crisis Intervention: Ms. Tillman
- Emergency Operations center: Mrs. Tillman
- First aid: School Nurse
- Maintenance/ Fire Team: Mr. Mitchell
- Search/ Rescue Team: SRO Ireland

Communications and Control:

- School Office: Ms. Redd
- Media Center: Ms. Dozier
- First Aid: Kindergarten Yard or MPR School Nurse

- Food/ water distribution: Outside Ms. Kemp
- Public Care Facility: Multipurpose Room
- Parent/ Community Liaison: Mr. Mitchell
- Utility Shut off: Mr. Stevens/ SRO Ireland
 - Locations: See Map
 - Water Main Valve:
 - Natural Gas:
 - Electricity:

Evacuation Stations:

- Evacuation Station 1 (CODE RED/ CODE YELLOW) :

- Evacuation Station 2 (CODE BLACK) :

Procédures :

Outlined in BPLA emergency management handbook.

Emergency Exit Plans:

See Attached