



SOMERSET ACADEMY CHARTER SCHOOL

"A PALM BEACH COUNTY PUBLIC CHARTER SCHOOL"

9385 Boynton Beach BLVD, FL 33472

561-732-8252 Main Office

2019 - 2020 SCHOOL YEAR

www.somersetcanyons.com

Special Incident Response Plan

The primary objective is to provide for the coordinated effort between law enforcement and school personnel to contain and diffuse hostile situations in a systematic approach. (It also provides for the establishment of both an internal control center and external command posts to be clear and concise.) While this Response Plan concentrates on spontaneous outbreaks, it cannot address every situation. It can serve as a guideline for coordination during a planned disturbance that continues despite the best efforts of the school staff to diffuse. This plan is subject to change between school administrators and law enforcement, as the situation dictates.

Somerset Chain of Command

- Mr. George Groezinger - Principal - (campus wide) - Must remain with SRO once the threat level (red or yellow) is announced. In conjunction with the SRO will make the decision of the level of alert.
- Mrs. Lisa Santiago - Assistant Principal - Responsible for north side of first floor of middle school building. During a code red, once you have secured the north side of the first floor, you will remain inside the middle school building.

- Mr. Mark Barrow - Dean of Discipline - Responsible for south side of first floor of building. During a code red, once you have secured the south side of the first floor, you will remain inside the middle school building.
- Mr. Samuel Tatum - Security - Responsible for north side of second floor of building. During a code red, once you have secured the north side of the second floor, you will remain inside the middle school building.
- Mr. Anthony Darrisaw - Security - Responsible for south side of second floor of building. During a code red, once you have secured the south side of the second floor, you will remain inside the middle school building.
- Mrs. Veronica DaSilva - Main Office Secretary - Responsible for monitoring parent phone calls. During a code red, you will remain inside the main office and monitor parent phone calls.
- Mr. Luis Cuellar - IT - Responsible for the Media Center and computer labs. During a code red, once you have secured the Media Center you will remain inside the Media Center.
- Mrs. Amy Schoenwetter - Bookkeeper - Responsible for securing main office. During a code red, once you have secured the main office, you will remain inside the main office.
- Ms. Tonya Knoth - Cafeteria Manager - Responsible for securing the HS Cafeteria. During a code red, once you have secured the cafeteria you will remain in the HS Café office.
- Mrs. Meg Campbell - Testing Coordinator - Responsible for securing the MS Cafeteria. During a code red, once you have secured the cafeteria you will return to the main office.
- Mrs. Elizabeth Farias - Assistant Dean of Discipline - Responsible for east side of first floor of high school building. During a code red, once you have secured the east side of the first floor, you will remain inside the high school building.
- Mr. Michael Amendola - Assistant Principal - Responsible for west side of first floor of high school building. During a code red, once you have secured the west side of the first floor, you will remain inside the high school building.
- Mr. Philip Larrier - Security - Responsible for west side of second floor of high school building. During a code red, once you have secured the west side of the second floor, you will remain inside the high school building.
- Mr. Jorge Ozuna - Security - Responsible for east side of second floor of high school building. During a code red, once you have secured the east side of the second floor, you will remain inside the high school building.

- Mrs. Stacey Smith - School Counselor - Responsible for the second floor above the HS Cafe of the high school building. During a code red, once you have secured the second floor above the HS Cafe, you will remain inside the high school building.
- Mr. Paul Hilson - Maintenance - Responsible for securing outside gym area (covered walkway). During a code red, once you have secured the outside gym area you, will remain inside the high school building.
- Mr. Michael Feierstein - Athletic Director - Responsible for securing the gymnasium. During a code red, once you have secured the first floor of the gym, you will remain on the second floor.
- Ms. Jenna Neal - School Counselor - Responsible for securing High school main office. During a code red, once you have secured the main office, you will remain inside the main office.
- Mrs. Amanda Clancy - Activities Director - Responsible for replacing any staff member that may be absent on the day of the emergency.
- Mr. Henry Arendse - ESE Coordinator - Responsible for securing ESE main office. During a code red, once you have secured the main office, you will remain inside the main office.

Lockdown procedure at Somerset Academy Canyons
(Each teacher must keep a copy in front of their plan book)
CODE RED: FULL LOCKDOWN/SCHOOL WIDE EMERGENCY

- No movement in the building other than police/fire officials and persons designated by them.
- Prior to securing your classroom door, open your door to scan the immediate area. If any students are within reach to you, direct them into your classroom and secure your door.
- All students who are at PE will be escorted to the **gymnasium** where they will be secured and accounted for during the emergency.
- Students who may be in the cafeteria for lunch, if time permits, students will carefully pick up their lunches, move away from their tables (leave all finished lunches and garbage) and move swiftly back to their classrooms. Teachers with students at lunch during a Code Red must move quickly back to the cafeteria to meet their class and escort them back.

- All phones will be placed in emergency message mode and will remain in that mode throughout the emergency. **Phones will not be answered.**
- All students will stay in their classrooms; students are not permitted to go to the restroom or vending machines.
- Security staff will report to the nearest classroom once a **Code Red** is announced.
- Lock all exterior doors.
- Blinds should be down and small window in the door should be covered. Lights should be off and students should be quiet. A person should not know if students are in that classroom or not.
- Move students to sit on the floor beneath the classroom windows.
- Do not allow anyone to leave your room, call office if a problem arises.
- Should it be required to secure a student inside your classroom whom is not assigned to you, contact that student's teacher via email and advise where he/she is located.
- Have emergency contact sheets readily available for administration and law enforcement.
- Take attendance to ensure that all students for you class are present. If you have a student missing from class or have a student in your classroom not on your roster, email the staff.
- Teachers must have students sit along the wall, below the window sill, in a calm and quiet manner.
- **Do not** release any students until the all clear signal on the PA announcement is given.
- All entrance gates, parking gates, and walk through gates will be secured by security.
- In all cases, an administrator or security will notify local law enforcement or fire department if necessary. All calls coming into the school will be monitored by Mrs. Elizabeth Farias.
- Mrs. Lisa Santiago will be responsible for sending out notices on Schoolmessenger for all middle/high students. In addition, she will be responsible for sending out a brief email to all teachers explaining the emergency. This will allow for rumor control amongst staff.
- Once security staff has secured the school campus and buildings, if not assigned to a specific task, they will report to any classroom to assist.
- Students are **not permitted** to open classroom doors, only teachers or authorized personnel are allowed to open any doors.
- PA system will be used to provide instructions to staff and students during the emergency.

- Two-way radios used by security and administrative staff will be used for emergency purposes or directions by Mr. Groezinger only during the emergency.
- When the incident has passed or been secured, the "all clear" signal will be given over the PA system by the principal or designee. This signal will mean return to normal operations or schedule.

CODE YELLOW: LOCKDOWN

No movement in the building other than by the Safety Team members and others specifically authorized.

- Follow the attendance procedures listed above under code red.
- All entrance gates, parking gates, and walk through gates will be secured.
- Move students to sit on the floor beneath the classroom windows.
- **Do not** release any students until the all clear signal is given.

CODE BLUE: EVACUATION

All staff members and students will leave the building according to the established routes used in fire drills, unless other instructions are given or provided by the Command Post Coordinators.

The following procedures will be followed during a Code Blue:

- Turn off all electrical equipment, lights, etc.
- In case of a Code Blue during lunch in the cafeteria, students will leave **ALL** belongings in the cafeteria and wait for their teacher's arrival. Upon arrival of their teacher, students will move swiftly towards the Boynton Beach Community Church in a calm and quiet manner
- All teachers will take their student rosters along with their attendance sheets. Attendance must be taken prior to the evacuation (take a head count) and once again, when you arrive at the designated evacuation point. Teachers will also take their phone number logs with them on all drills and evacuations.

- All students and personnel will walk in an orderly fashion towards the Boynton Beach Community Church leaving the school buildings using the same exit routes as used in fire drills. Students that do not follow directions or who are not orderly during the drill, emergency situation, or during your transfer from your classroom to the evacuation/staging area will be dealt with after the situation is over or cleared.
- Emergency First Aid Kits and all up-to-date phone numbers including cell numbers will be taken to the evacuation point. The below listed staff will be responsible for ensuring that the first aid kits are taken to the evacuation point.
 1. Amanda Clancy - First Aid Kit located in Front Office
 2. Michael Amendola - First Aid Kit located in the Back Office
- Mrs. Lisa Santiago will assist in the escorting of classrooms on the north side of the first floor of the middle school building to the evacuation point.
- Mr. Mark Barrow will assist in the escorting of classrooms on the south side of the first floor of the middle school building to the evacuation point.
- Mr. Samuel Tatum will assist in the escorting of classrooms on the north side of the second floor of the middle school building to the evacuation point.
- Mr. Anthony Darrisaw will assist in the escorting of classrooms on the south side of the second floor of the middle school building to the evacuation point.
- Mrs. Meg Campbell will assist in the escorting of classrooms on the west side of the first floor of the high school building to the evacuation point.
- Mr. Michael Amendola will assist in the escorting of classrooms on the east side of the first floor of the high school building to the evacuation point.
- Mr. Philip Larrier will assist in the escorting of classrooms on the west side of the second floor of the high school building to the evacuation point.
- Mr. Michael Feierstein will assist in the escorting of classrooms on the east side of the second floor of the high school building to the evacuation point.
- Mrs. Stacey Smith will assist in the escorting of classrooms on the second floor above the HS Café of the high school building to the evacuation point.
- Ms. Rachel Spangler and Ms. Jenna Neal will assist in the escorting and responsible of students who may be on crutches or in a wheelchair.
- Mr. Paul Hilson and Ms. Carolina Escobar will assist in the escorting of all students in PE to the evacuation point.

- Teachers will be responsible for creating their own emergency contact roster to include the students name and emergency information, bringing it with them to the evacuation point for documenting those students who are picked up and by whom.
- Should a Code Blue be announced during the After School Program the same procedures as listed above are to be followed. The chain of command will be as follows: Mr. George Groezinger, Mrs. Johanna Koomen, Mr. Mark Barrow, and Mr. Phillip Larrier.

CODE WHITE: BOMB THREAT

Key Issues that need to be noted: Electrical signals may trigger explosive devices.

- In case of a Code White during lunch in the cafeteria, students will leave **ALL** belongings in the cafeteria and wait for their teacher's arrival. Upon arrival of their teacher, students will move swiftly towards the Boynton Beach Community Church in a calm and quiet manner
- All teachers will take their student rosters along with their attendance sheets. Attendance must be taken prior to the evacuation (take a head count) and once again, when you arrive at the designated evacuation point. Teachers will also take their phone number logs with them on all drills and evacuations.
- All students and personnel will walk in an orderly fashion towards the Boynton Beach Community Church leaving the school buildings using the same exit routes as used in fire drills. Students that do not follow directions or who are not orderly during the drill, emergency situation, or during your transfer from your classroom to the evacuation/staging area will be dealt with after the situation is over or cleared.
- Turn off all communication radios, cell phones, pagers and radios immediately (staff and students).
- Leave all lights, fans, etc., as they are off or on.
- "IT" will be responsible for disconnecting the PA system, Bell system, and the audio tone so that it cannot be used.
- All staff coming across a suspicious package, box, and carton, etc. or anything found to not belong or out of place will immediately notify the School Administration, Security, or Law Enforcement.

DRILLS

FIRE DRILLS:

In preparation for and during a fire drill, teachers will follow the listed below procedures:

- Teachers will be responsible for making themselves aware of their primary and secondary fire evacuation routes, location of fire alarms, fire exits and location of fire extinguishers.
- Teachers will ensure that all students are made aware of the procedures to be followed in the event that evacuation routes are not usable and the procedures for notifying the administration.
- When the fire alarm sounds for a monthly drill or in case of a real fire, the teachers will be responsible for bringing their class roster, green and red cards with them to the outside area.
- Should it become necessary to move a handicapped or disabled student during this emergency, Mrs. Johanna Koomen and Mrs. Elizabeth Farias will be assigned in advance to assist, transport, etc. this student as well as stay with and account for this person until the student is picked up or returned back to class.
- Teachers will be responsible for evacuating their classes (students) quickly and in an orderly fashion. Teachers will remain with the students at all times. Keep your class all in one area; do not let them roam on the field or with other classes.
- Teachers, once you reach the evacuation or staging area you must account for all students. If all students are accounted for, teachers will hold up the green card until an administrator acknowledges it. Should you be missing a student or have an extra student in your line, hold up the red card and an administrator will come to you to check on why the red card is being displayed. Administrators will make a note of the discrepancy and it will be investigated by the administration.
- Once the drill is over and the "all clear" signal is given, teachers will escort their students back to class in an orderly fashion keeping the class altogether. Once inside your room teachers will once again take attendance, reporting any discrepancies to the front office.

TORNADO DRILLS:

In preparation for and during a tornado drill, teachers will follow the below listed procedures.

- Teachers will direct students to remain in their spot in a safe position (hands over head, heads between legs, kneeling under a heavy table or desk if deemed safest by teacher).

- Teachers will remind students to be quiet and orderly, so that announcements or warnings can be heard by all over the PA system.
- Teachers will ensure that students remain as far away from windows and doors as possible.
- Students will not be allowed to leave your classroom for any reason until the all clear signal is given.
- Teachers will enforce that students remain in the safe position until they are notified over the PA system that it is safe to move or an all clear signal is given.
- PE students will report to the gymnasium for cover.

EVACUATION DRILLS:

In preparation for and during a tornado drill, teachers will follow the below listed procedures.

- Teachers will remain with their class and walk in an orderly fashion to the Boynton Beach Community Church.
- All staff will take attendance and account for their students. A green card will be displayed if all students are accounted for; a red card will be displayed if you are missing a student or have extra students. At this point all staff will wait for further instructions.
- Teachers are reminded to take their "Emergency Parent Contact Information Document" with them.
- When the "**Green**" or "**All Clear**" signal is given, staff and students will walk back to the school in an orderly fashion and return to their classrooms. Attendance will be taken to ensure that all students are accounted for and that they are all safe. Any discrepancies will be reported to the front office.

CLASSROOM EMERGENCIES:

When a teacher or staff member believes a child is seriously ill or injured, the following procedures/steps must be taken.

- Phone (PA) the front office immediately for assistance.
- **In case of a life threatening emergency call 911 and notify the front office.**
- The teacher will immediately send a reliable student to the office to notify the administration.
- In case of a serious illness, make the child as comfortable as possible under the circumstances - **do not attempt to move the child.**
- Front office staff will make a copy of the student's emergency contacts from the Cum Files or from SIS.
- The administration office will notify the parent/guardian and/or relative listed on the Emergency Contact Screen or Card.
- In cases where the parent/guardian or others listed on the Emergency Contact Card cannot be reached and immediate

professional help is needed, the student will be transported to the nearest hospital. The office will continue to try to contact the parent/guardian or relative to give them the information on which hospital the student was transported to.

Counseling Team

The counseling team will be composed of the following staff members to handle crisis intervention with students and staff dealing with death, abuse, hostage, etc. situations.

- Ms. Jenna Neal - School Counselor (6-8)
- Mrs. Rachel Spangler - School Counselor (9-10)
- Mrs. Stacey Smith - School Counselor (11-12)
- Mr. Henry Arendse - ESE Coordinator (6-12)
- Mrs. Lisa Santiago - Assistant Principal (6-8)
- Mr. Michael Amendola - Assistant Principal (9-12)
- Mrs. Meg Campbell - Lead Teacher/Testing Coordinator (6-12)

EMERGENCY CONTACT CARDS

It is imperative that students have returned an emergency contact card filled out by their parents/guardians, signed and returned back to school for filing in the attendance office. If it has been determined that an emergency contact card is not on file, it will be brought to the attention of the Head Secretary, at which time the student will be called into the office and given another card with directions to get it filled out, signed and returned. Emergencies must be handled professionally, orderly and promptly to ensure the safety of all staff members and students. This plan has been developed to be simple but effective. It should be reviewed semi-annually by all staff members and reviewed with the students as well so that it is clearly understood by all.