

**Educational Harbor Incorporated**  
**(dba: Educational Harbor Christian School)**

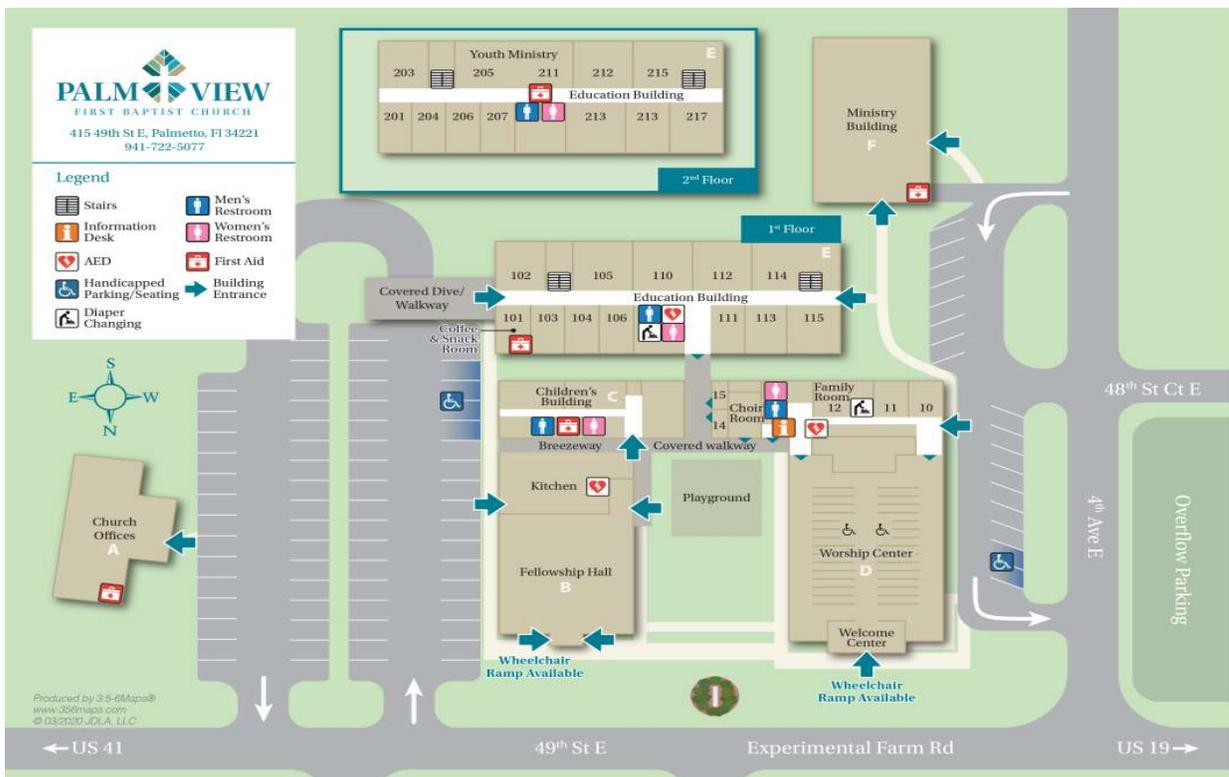
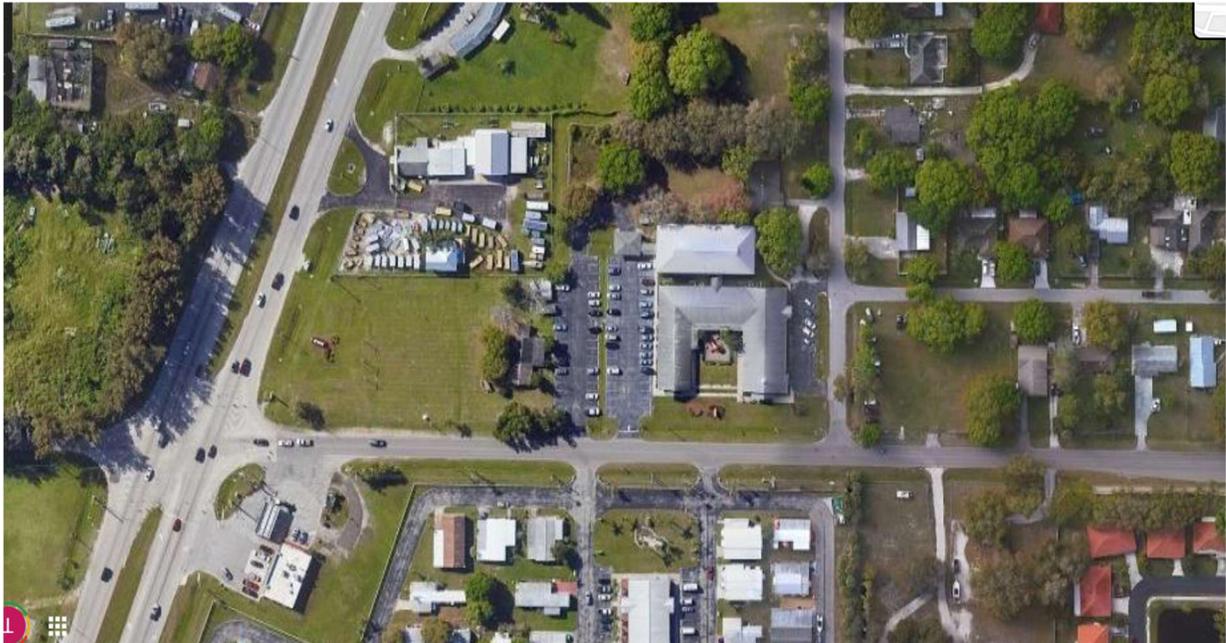
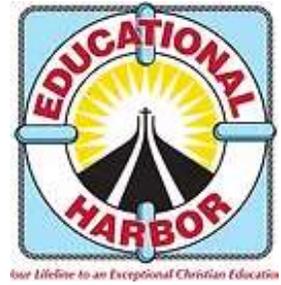
415 49<sup>th</sup> Street East  
Palmetto, Florida 34221  
941-920-3935  
Director: Stacey Mayo

# **Emergency Procedures Manual**

*School Board Approval: 10/2020*  
*Final Revisions Completed: 9/2020*  
*Draft Completed: 8/2020*

# Educational Harbor Christian School

Campus Physical Address: Palm View First Baptist Church  
 415 49<sup>th</sup> Street East  
 Educational Building (Building E)  
 Palmetto, Florida 34221



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 Final Revisions Completed: 9/2020  
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# Emergency Procedures Manual

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# Emergency Procedures

## I INTRODUCTION

### A. Purpose

The information contained in this manual is intended to proactively ensure a safe, secure learning environment at Educational Harbor Christian School through thorough assessments, advance planning, and coordinated actions. These procedures are designed to enhance the well-being of students, staff, and visitors while at our facility and ensure compliance with Florida Coalition of Christian Private Schools Accreditation (FCCPSA) standard *Domain Four: Compliance and Safety / Standard Sixteen: Safe, Sanitary, and Secure Indicator 16.1 Emergency Procedures*

### B. Scope

The scope of these procedures encompasses campus and facility access control measures, threat assessment and identification, response protocols for unusual occurrences and emergencies, and coordination efforts with local emergency response agencies.

### C. Methodology

These procedures were established through utilization of an ‘all-hazards’ emergency planning approach to develop preparedness planning which incorporates strategies for effective mitigation / prevention measures, coordinated response actions, and recovery efforts leading to safe resumption of normal activities as soon as possible after an incident.

### C. Authority

During any period in which students are present on campus, command and control authority for activation and execution of any portion of this plan is governed by the following Line of Succession:

Stacey Mayo, Director	(941) 920-3935
Stephanie Powers, Vice-Principle	(410) 852-9540
Paula Tucker, Teacher	(413) 531-0821
Other Staff Member(s) on campus in their absence.	

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## II SITUATIONAL CONSIDERATIONS

### A. Institutional Demographics ~ 2020-2021 School Year

**Student Census:**

Elementary (K-5) = 18

Middle School (6-8) = 19

High School (9-12) = 22

***Student Total = 59***

**Faculty / Staff Census:**

Elementary (K-5) = 2

Middle School (6-8) = 3

High School (9-12) = 2

Other Staff = 3

***Personnel Total = 10***

Staff Hours of Operation: ***Monday – Thursday 0700-1800***

***Friday (Specials/Club Days) 0700-1600***

School Day Hours of Operation: ***Monday-Thursday 0800-1600***

***Friday (Specials/Club Days) 0800-1500***

Note: At any given time during these hours of operation, parents may be on campus to perform volunteer hours. This number will vary from day to day.

### B. Facility Operations

The physical structure is owned and maintained by Palm View First Baptist Church Holding Company (dba: Palm View First Baptist Church) and is occupied by Educational Harbor Christian School under a *Usage Contract* with Educational Harbor Incorporated.

#### ***Critical Systems Service Provider Information:***

<b>Provider</b>	<b>Service</b>	<b>Contact</b>
Dehart Alarm Systems, Inc.	Fire Alarm Control Panel	941-365-1991
Pye~Barker Fire & Safety	Fire Extinguishers	941-366-6370
Wm. F. McDonough Plumbing & Fire Sprinklers, Inc.	Sprinkler System Fire Riser	941-753-6436
Heart Smart Technology (Model: Heartstart FRX)	Automatic External Defibrillator	800-422-8129
Palm View First Baptist Church Holding Company	Building Maintenance & Utility Services (Electric/Water/Sewage)	941-722-5077

## C. Environmental Hazards

### 1. Hazardous Materials (HAZMAT) Concerns

Source	Proximity	HAZMAT
Major Transportation Roadway <b>U.S. 41</b>	.10 mi to East	Various (Type/Quantity) cargo via vehicular transport
Major Transportation Roadway <b>U.S. 19</b>	.25 mi to West	Various (Type/Quantity) cargo via vehicular transport
Railway	.25 mi to East	Various (Type/Quantity) cargo via rail car transport
Propane Distribution Facility	.25 mi to East	Significant quantity of Liquid Petroleum Product
Propane Distribution Facility	.35 mi to Northeast	Significant quantity of Liquid Petroleum Product
Major Interstate Roadway <b>I-275</b>	2.0 mi to North	Various (Type/Quantity) cargo via vehicular transport
Tropicana Industrial Complex	4.75 mi to South	Mass Storage On-Site: Anhydrous Ammonia
Port Manatee Shipping Terminal	5.25 mi to North	Various (Type/Quantity) cargo ship to shore transfer and mass storage
Tampa Bay Waterway (Sunshine Skyway Bridge)	7.0 mi to Northwest	Various (Type/Quantity) cargo via sea-going vessels

### 2. Natural Hazards and Other Concerns

Hazard	Risk	Source
Severe Weather Event (Thunderstorm/Wind/Tornado)	High Annual Probability	National Weather Service - Tampa Bay
Flooding Potential (Prolonged Rain Event)	Zone X (Low Risk: 500 Year Flood Plain)	Manatee County Floodplain Management
Evacuation Zone ( <i>Tropical Weather Events Only</i> )	Level D - (Potential Storm Surge = up to 27')	Manatee County Emergency Management
Power Interruption (Sudden, Unexpected)	Continuous Probability	Florida Power & Light
Water Service Interruption (Sudden, Unexpected)	Continuous Probability	Manatee County Utilities

### III EMERGENCY PLANNING ACTIONS

#### Summary

The development of these emergency procedures is done in accordance with *Presidential Policy Directive 8* (March 2011) which establishes the National standard for emergency planning. The five mission areas ensure the highest degree of protection for life and property. Of these, the majority of ***Mitigation / Prevention***, and ***Preparedness*** activities generally occur before an incident, although these mission areas do have some ongoing activities that can occur throughout an incident life-cycle. ***Response*** activities occur during an incident, and ***Recovery*** activities can begin during and mostly occur after an incident.

Implementation of proactive measures on campus ensures the highest degree of institutional readiness. The Emergency Procedures Manual itself, is considered a ‘living document’ and the procedures contained therein must be reviewed, trained on, and updated on a continuous basis.

#### A. Mitigation / Prevention

##### 1. Inspections / Assessments

Inspections: Fire system components inspections are performed at the required intervals as set forth in the National Fire Prevention Association (NFPA) guidelines in conjunction with critical system service providers (see Section II-B) and local fire inspection officials (i.e. Authority Having Jurisdiction – AHJ) with North River Fire District. All physical inspection certificates are maintained on file on campus and digitally available via electronic access.

Building Assessments: Structure and physical plant assessments are conducted regularly by the property owner (Palm View First Baptist Church Holding Company) to ensure effective preventative maintenance services are performed and to remedy any discovered or reported deficiencies in a timely manner. All documentation regarding service and repair is maintained at the property owner’s on-site business office.

Safety Assessments: On-going reviews of campus safety issues and revisions to the emergency procedures shall be the responsibility of the Director of Educational Harbor Christian School in conjunction with the Educational Harbor School Board and Safety Subcommittee with outside assistance from the Manatee County Sheriff’s Office, North River Fire District, and Manatee County Emergency Management.

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## 2. Situational Awareness

### Community Alert Notifications

It is recommended that interested parties sign-up to receive the notifications identified below in order to have a broader sense of community awareness. Recommended searches should be limited to a one-mile radius around the Educational Harbor Christian School campus or the 34221-zip code area.

Agency	Alert Type	Web Address (Sign-Up)
 Florida Department of Law Enforcement (FDLE)	Sexual Offender and Predator Registry	<a href="https://floridaoffenderalert.com/">https://floridaoffenderalert.com/</a>
 Manatee County Sheriff's Office	Proximity Crime Mapping	<a href="https://www.crimemapping.com/map/fl/manateecounty">https://www.crimemapping.com/map/fl/manateecounty</a>
 Manatee County Emergency Management	Weather and Local Emergency Alerts	<a href="https://public.coderedweb.com/CNE/en-US/BFE4C2563819">https://public.coderedweb.com/CNE/en-US/BFE4C2563819</a>

### Campus Accessibility / Visitor Access Protocols

Campus Accessibility: The grounds and structures co-located with Educational Harbor Christian School is owned and controlled by Palm View First Baptist Church Holding Company. Due to its large corner lot location, it is not uncommon to observe *unaffiliated* persons crossing property grounds to reach other off-campus destinations. Diligence is warranted when observing this action to ensure there is no interaction with students or other school personnel. If this should occur, staff should perform a pleasant, but firm, intervention asking the person to continue off campus.

Additionally, this property houses an active religious institution. On any given weekday, persons *affiliated* with Palm View First Baptist Church may be on campus for a variety of church-related business. Persons on campus for this purpose should not be interacting with students or enter the tenant space of Educational Harbor Christian School without following proper access protocols.

# Visitor Access

**PURPOSE:** This guidance is intended to establish protocols for persons visiting Educational Harbor Christian School (Ed Harbor), specifically Educational Building “E” or other facilities on the Palm View First Baptist Church campus during school day hours of operation. (See Section II-A)

## **VISITOR DEFINITIONS:**

Unaffiliated – A person who has accessed campus grounds for the purpose of a shortcut to another off-campus destination. This person is not on campus for any business purposes, merely passing through.

Affiliated – A person who is associated with Palm View First Baptist Church. This person is on campus for a religious gathering or church business purposes not associated with Educational Harbor Christian School.

Ed Harbor – A recognized person (parent, family member, or legal guardian of a student) who is on campus to meet with school staff regarding a student’s progress or to perform volunteer service hours.

Prospective Student – A person (parent, family member, or legal guardian) who is on campus for a meeting regarding enrollment of a future student (who may be accompanying them).

Vendor – A person who is on campus to provide a service requiring access to Educational Building “E” or to deliver materials directly to Educational Harbor Christian School.

**PROCEDURES:** Visitor access to Educational Harbor Christian School must be constantly and consistently controlled in order to provide a safe and secure learning environment for students. Closed and locked exterior doorways is the first line of defense in ensuring that no one unexpectedly can enter the facility.

As a rule, *unaffiliated* persons should never be permitted access to Building “E” for any reason. If restroom facilities or water is requested, direct them to the 7-11 store on the NW corner of US 41 and 49<sup>th</sup> Street East which is only a tenth-of-a-mile away.

Most Palm View First Baptist Church *affiliated* persons should not have a reason to access Building “E” during school day hours of operations. Affiliated persons with key-access privileges should only access the building for business-related purposes (mail delivery,

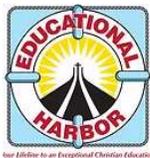
maintenance repairs, storage area access, etc...) when occupied with students. School staff should have visual recognition familiarity with these persons which should alleviate any concerns when observed in the building. It is preferred that affiliated persons provide advance notice to school staff when needing to enter the building.

*Ed Harbor, Prospective Student, and Vendor* visitors should be informed to use only the East Portico Main Entrance to access Building “E”. A doorbell device is located at this door to alert staff that an ‘expected’ person has arrived. Additionally, a sign with the Educational Harbor Christian School phone number should be displayed at this entrance so an ‘unexpected’ person arriving may notify staff of their arrival and need for access.

Signage should be placed outside on the West and Courtyard Entrance doors directing persons seeking access to Ed Harbor to the East Portico Main Entrance.

### Visitor Access Log

Every visitor entering Building “E” when students are present should be required to sign in/out to ensure access control accountability. This log (see example below) should be maintained on a clip board just inside the main entrance for easy access and all regular visitors should be made aware of the importance of complying with this action during each visit.



### VISITOR ACCESS LOG

Educational Harbor Christian School  
415 49<sup>th</sup> Street East  
Educational Building “E”

Month:

DATE	VISIT DESTINATION	VISIT PURPOSE	TIME IN	TIME OUT

*(See Section IV-B: Master Forms)*

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## **B. Preparedness**

### 1. Safety & Security Training

FCCPSA standards mandate that all staff members receive thorough training on the emergency operation protocols explained in the *Emergency Procedures Manual* for Educational Harbor Christian School.

Training Standards: All staff members are provided with the most up-to-date copy of the Educational Harbor Christian School *Operations Manual* at the start of each school year. Specifically, Section 9 directs the reader to the *Emergency Procedures Manual*. Training on this subject matter is a three-fold process: 1) Familiarity begins with reading the manual itself; 2) Concepts within the manual are addressed, reviewed, and further explained through PowerPoint training and/or group discussions during weekly staff meetings; 3) Drills are conducted throughout the school year to reinforce the importance of coordinated efforts amongst staff members during emergencies.

Documentation: Signature documentation is maintained on file indicating that each staff member has received all aspects of training and guidance pertaining to response actions to on-campus safety and security emergencies.

### 2. Emergency Drills

In addition to FCCPSA standards, drills are mandated for schools by Florida Statute 1006.07 (4) and provide the mechanism for demonstrating preparedness and proficiency in execution of emergency procedures in a safe, consistent manner. There are three primary drills conducted throughout the school year that consist of evacuations, shelter-in-place, and lockdowns which are prompted by various circumstances.

#### *EVACUATIONS* (See Section III-C.2)

Fire evacuation drills are conducted monthly throughout the school year. These drills require staff to follow marked egress routes to exit the building and to perform accurate accountability checks once at the assembly area to ensure all persons are accounted for. To further test staff responses, on occasion, certain egress routes may indicate that danger is present by use of signage requiring the staff member to use an alternate route to safely exit the building.



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To test accountability, the School Director, on occasion, may ask a student to remain behind and not evacuate prompting the staff member to discover the missing person during accountability checks and to immediately follow reporting protocols regarding the discrepancy to the School Director.

Some fire drills will be coordinated and performed with personnel from the *North River Fire District* to observe the evacuation and offer safety recommendations for improvement if needed.

#### *SHELTER-IN-PLACE* (See Section III-C.3)

Shelter-in-Place drills are conducted within the first 30 days of the start of school year and quarterly thereafter. Specifically, a drill will be conducted during Florida's Severe Weather Awareness Week in February each year. These drills are designed to test movement within the building to a designated storm sheltering area for an imminent severe weather emergency when a *Tornado Warning* is issued by the National Weather Service for the 34221-zip code area. This drill requires staff to move all students to the 1<sup>st</sup> floor restrooms and lower stairwell areas. As an area of last resort, line up along the interior hallway wall facing away from doorways. Everyone should assume a proper "Tuck and Cover" posture.

#### *SECURITY LOCKDOWNS* (See Section III-C.4)

##### Shelter-In-Place Incidents (Event Off Campus)

Upon being informed to secure and shelter due to an event occurring off campus, staff will immediately ensure:

- All doors and windows to classroom are secure.
- Students are directed to stay away from windows and doors.
- It is not recommended that any student leaves the classroom during this period unless escorted by a staff member to ensure no exterior doors are opened for any reason.
- Students in exterior areas must immediately return to the building for safety following the established procedure of one (1) whistle blast = East Portico Main Entrance or two (2) whistle blasts = West Entrance.
- Do NOT close blinds or shut off lights at this point.

Staff should continue to engage the students in teaching to promote a calm atmosphere. Immediately inform the School Director (or designee) of any student missing from the classroom or any additional students you have in your classroom when the shelter-in-place directive was initiated. Accountability of all staff, students, volunteers, and visitors in the building is crucial. Do not open any exterior or classroom doors until an "All Clear" text message is received from the School Director (or designee).

## Lockdown (Event On Campus)

**LOCKDOWN WARNING ALERT: One (1) long air-horn blast followed by two (2) short blasts.** Upon receiving the alert that the school is entering a lockdown status for an immediate threat on campus, staff will ensure:

- All doors and windows to classroom are secure.
- If doors do not lock, attempts are made to block doors with furniture.
- Students are directed to stay away from windows and doors.
- No one is permitted to leave the classroom during the lockdown unless instructed by a known authority (i.e. School Director [or designee] or emergency officials) that directs you to another location.
- Direct students in exterior areas to immediately return to the building for safety, only if safe to do so, or direct / lead them off campus.
- Close blinds and shut off lights.
- If an aggressor is in the building, staff members should call 911 and provide as much detail about the aggressor that is known. (i.e. description of person(s), type /use of weapons, location in the building, etc...). If the aggressor is nearby, remain silent but leave an “open-line” with the 911 operator to hear conditions in the building.

Staff shall promote a calm and quiet atmosphere. Immediately inform the School Director (or designee) of any student missing from the classroom or any additional students you have directed to shelter in your classroom when the lockdown was initiated. Accountability of all staff, students, volunteers, and visitors in the building is crucial. Do not open any exterior or classroom doors until an “*All Clear*” text message is received from the School Director (or designee).

Some lockdown drills will be coordinated and performed with personnel from the *Manatee County Sheriff's Office* to observe the lockdown and offer security recommendations for improvement if needed.

Source Reference:

F.S. 1006.07 (4) [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=1000-1099/1006/1006.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/1006.html)

# Emergency Procedures

(See Sections 4-11)

## C. Response Actions

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# Medical Emergencies

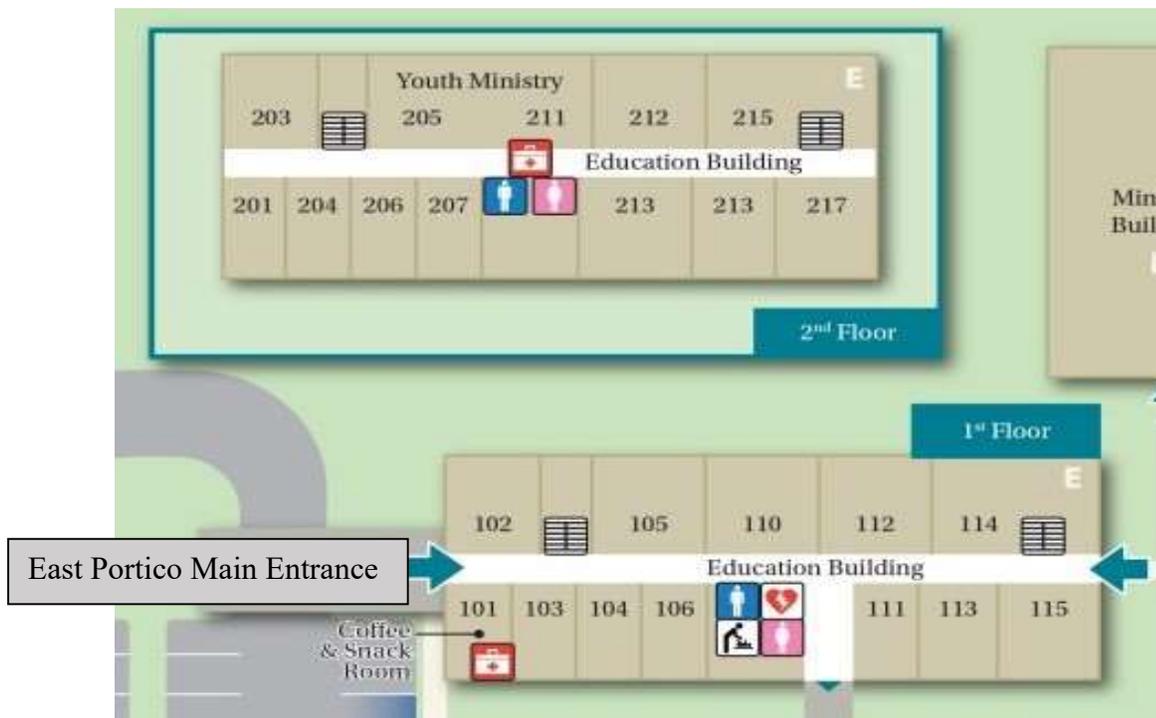


First Response Community Partner:  
**Manatee County EMS STATION 18**  
@ North River Fire District Station # 2

**PURPOSE:** Rendering emergency aid to an ill or injured person and quickly summoning emergency medical assistance is of utmost importance. Upon learning of a situation in which some form of aid is needed, Staff should respond to the victim to assess the situation. If immediate aid is needed, First Aid kits and an AED device (see diagram below) are provided in the building and may be used to assist. If a victim is seriously ill, unresponsive, unconscious, or has experienced a traumatic injury, you should request assistance from Manatee County EMS by calling 911.

When calling 911, be prepared to provide the following information:

- Physical Address: **Educational Harbor Christian School**  
**415 49<sup>th</sup> Street East - Palmetto, Florida**  
**Educational Building “E”** (only two-story building)  
**(Behind Palm View First Baptist Church)**
- Victim’s exact location. (1<sup>st</sup> / 2<sup>nd</sup> Floor, Room #, Exterior Area)
- Directions for EMS to enter via the closest access point to the patient.
- Basic information about the victim’s condition.



**\*Send a responsible person to entrance so EMS personnel can access building\*\***  
The School Director (or designee) should complete an *Incident Report* (See Section IV-B: *Master Forms*) to thoroughly document the medical emergency.

# **Evacuation**

**PURPOSE:** During some emergencies, it may become necessary to evacuate the building. Generally, when a complete evacuation is necessary, the fire alarm system will be activated indicating the necessity to leave the building.

## **Authority to Authorize Evacuation**

If the fire system detects a fire emergency, the alarm system will automatically initiate an evacuation. In other situations, not involving a fire threat, “Authority to Evacuate” must be determined by the School Director (or designee). These types of situations may be authorized for conducting drills or during coordinated efforts with local emergency officials for events such as bomb threats or for issues regarding the structural safety of the building.

## **Evacuation Procedures**

When the fire alarm system is activated, staff is responsible to ensure that occupants (students, visitors, volunteers) are safely exiting the building via the nearest safe route of egress. Be sure to take *class roster* with you when leaving classroom. All staff members should be aware of multiple routes out of the building. Staff must observe carefully for anyone needing assistance in leaving the building.

For evacuations, floor plan diagrams are posted on wall next to doors inside of each room which direct occupants to the nearest stairwell and exterior exits on the 1<sup>st</sup> floor. For 2<sup>nd</sup> floor occupants, there are two stairwells (East Stairs / West Stairs) near each end of the hallway. On the 1<sup>st</sup> floor, there are three exit points (West / Courtyard / East Portico)

### *Fire Evacuation Routes:*

Regardless of exit point, use sidewalks near buildings to reach Assembly Area on sidewalk (near flag poles) along 49<sup>th</sup> Street East by Worship Center. (see diagram below). Attempt to avoid crossing roadway and parking lot areas due to emergency vehicles entering campus.

#### *East Portico Entrance*

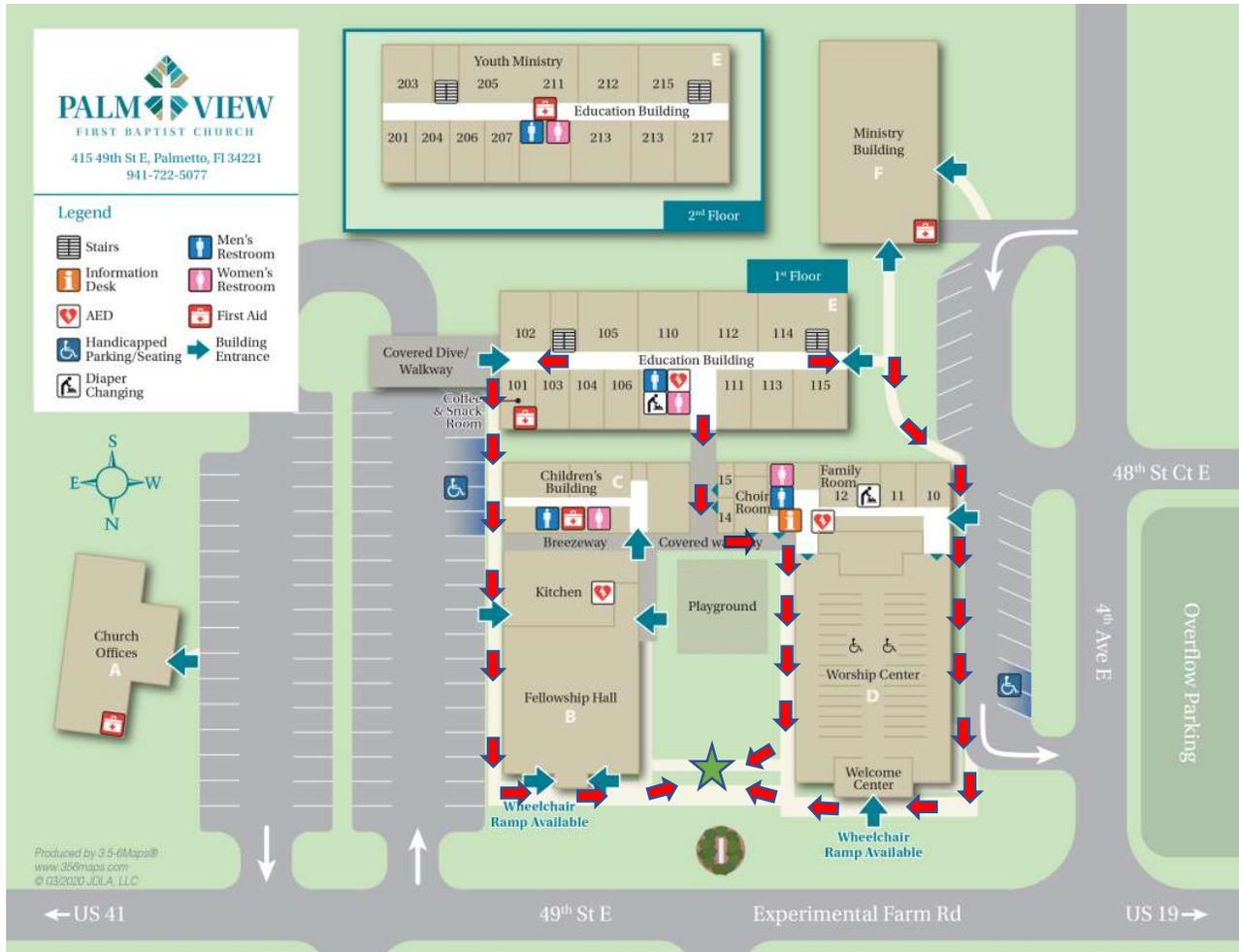
Follow East Stairs to bottom level and turn right to exit building. Upon exiting, turn left and follow sidewalk to 49th Street East Assembly Area.

#### *West Entrance*

Follow West Stairs to bottom level and turn left to exit building. Upon exiting, turn right and follow sidewalk / pavement to 49th Street East Assembly Area.

### Courtyard Entrance

Exit doors and go straight through breezeway to courtyard area and proceed to 49<sup>th</sup> Street East Assembly Area.



★ Assembly Area

➔ Evacuation Route

Upon arriving at Assembly Area, perform an accountability check of all students, visitors, and volunteers to ensure everyone safely evacuated.

In all cases, wait at the Assembly Area until an “All Clear” is given by emergency officials or School Director (or designee) before returning to the building.

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# Fire



First Response Community Partner:  
***North River Fire District***  
***Station # 2***

**PURPOSE:** This guidance is intended to provide information concerning all critical fire system components and the procedures to follow for evacuation when an emergency requires a response from the North River Fire District.

All critical fire systems components are under the control of the property owner, Palm View First Baptist Church, and maintained in accordance with all applicable Federal and Florida State laws at the required NFPA intervals. (See Section II-B for service provider information, Section III-A.1 regarding inspections)

## **Fire Alarm Control Panel (FACP)**

**Location:** 1st Floor Hallway near West Entrance area adjacent to Room 115.  
*(See Site Plan below for all component locations)*

**Monitoring:** Our fire system has a dedicated account number with Dehart Alarm Systems, Inc. :

- ***Dehart Monitoring Center*** (941) 365-1991
- ***Dedicated Account # D3-135***

**Drills:** Our system is equipped with a “drill” button feature which allows the user to activate the system without initiating a fire response. ***Fire Drills are performed monthly and documented on a Fire Report.*** *(See Section IV-B: Master Forms)*

## **FIRE ALARM RESPONSE**

- If you discover fire or smoke in facility, pull the nearest fire alarm pull station located by any doorway that exits building to activate the fire alarm system and initiate a building evacuation. (See “*Evacuation*” section for additional details)
- The monitoring company, Dehart will call the Manatee County Emergency Communication 911 Center and request that the *North River Fire District* be dispatched in accordance with NFPA requirements when an alarm is received. After that, they may place a notification call to the facility.
- Upon receiving notification of an active **FIRE ALARM (Horns/Strobes Activated)** on the system, staff will initiate a building evacuation. Once everyone is confirmed to be safely out of the building, a designated staff member should

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proceed immediately to the West Entrance area to await arrival of and provide access for fire department personnel. Accompany fire personnel to the Fire Alarm Control Panel (FACP) to assist with determining the location of the alarm and where that point is in the building to verify if emergency conditions exist. Follow all instructions provided by fire personnel.

- **Reporting:** The School Director (or designee) will complete a *Fire Report* in order to document the alarm activation occurrence (regardless of causation) and corresponding evacuation.

## Educational Harbor Fire Site Plan



▲ FACP    ← Knox Box (West Entrance)    ● Sprinkler Riser / OS&Y Valve

★ Evacuation Assembly Point    ➡ East Portico Entrance (11' Clearance)  
*(School Primary Business Entrance)*

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# **Bomb Threat**

**PURPOSE:** This guidance is intended to establish, in advance, proper procedures for receiving, responding to, and reporting of communicated threats received via telephonic, electronic, or paper communications directed at Educational Harbor Christian School.

**PROCEDURES:** A bomb threat is any communicated threat that an explosive device has been placed in or near the facility. If a threat is received by phone or by direct contact with someone, the person receiving the threat should attempt to gather as many details about the bomb as possible. To assist with gathering this information, please use the *Bomb Threat Report*. (See Section IV-B: Master Forms)

Immediately after a threat is received, contact the School Director (or designee) so the threat can be reported to the Manatee County Sheriff's Office in a timely manner. All threats of this nature must be reported to local Law Enforcement.

## **Bomb Threat Evacuation**

Upon being notified that a threat was received, the School Director (or designee) must determine if an evacuation of the facility is warranted. The decision to evacuate will be made on a case-by-case basis after consideration of all circumstances. If an evacuation is ordered, the *fire alarm system will be manually activated* prompting an evacuation and fire department response.

## **Cursory Searches for Suspicious Items During Evacuations**

During the evacuation, all personnel should make a quick search of classroom areas to ensure everyone is exiting and should pay special attention to restrooms, stairwells, etc. to observe for any unidentified or suspicious items.

If something suspicious is observed, **DO NOT** attempt to inspect or move the item. Continue with the evacuation and report the location of the item to first responders and verify accountability for all students in accordance with establish evacuation protocols.

## **Bomb Search by Emergency Officials**

After the evacuation is complete, the building will be more thoroughly searched by first responders in accordance with their agency's established procedures. When instructed, school staff may be requested to assist responding emergency personnel in a detailed

search of the building by providing access to locked areas. During this search, all areas of the building, including non-public spaces, will be searched for unidentified or suspicious items.

### **End of Evacuation**

When all areas are searched and nothing dangerous is found, the School Director (or designee), in conjunction with Law Enforcement and Fire Officials, will declare “*All Clear*” indicating the building is safe for re-entry.

### **Reporting**

The staff member who received the threat is responsible for completing the *Bomb Threat Report* and will assist law enforcement officials with preservation of any potential evidence that may be valuable in their investigation. The phone on which a call was received should be protected as Caller ID information may be available on the phone which is evidence potentially leading to the caller. All paper communication (notes) may contain important evidence and should be left in place without handling and pointed out to law enforcement to retrieve.

### **Verbal / Written/Implied Threats (Other than a bomb threat)**

A verbal or written threat is any threatening communication made by another person, either by phone, in person, or in writing indicating that some unwanted or potentially dangerous action will be directed at a specific person or at the facility, in general.

If the person making the threat is on campus or in the building and aggressive actions seem likely, contact the Manatee County Sheriff’s Office for assistance by calling 911.

Potential threats may be “implied”, meaning there is a perceived concern for safety that may originate from a domestic issue involving a staff member, school family, or someone who has expressed a grievance with the school. In this case, if no immediate danger is present, all implied or perceived threats must be reported immediately to the School Director (or designee) so the information can be reported to law enforcement officials in a timely manner. Contact the Manatee County Sheriff’s Office by calling their non-emergency number (941) 747-3011 to explain the circumstances and to submit a *Patrol Request* for increased patrols on campus during periods of concern.

### **Reporting**

The School Director (or designee) is responsible for completing an *Incident Report*.

# Severe Weather

**PURPOSE:** Severe weather events can occur with relatively short notice. Severe thunderstorms can produce forceful straight-line winds and tornadoes capable of creating significant damage, injury, and death. Early warning and effective shelter-in-place procedures are crucial for saving lives during weather emergencies.

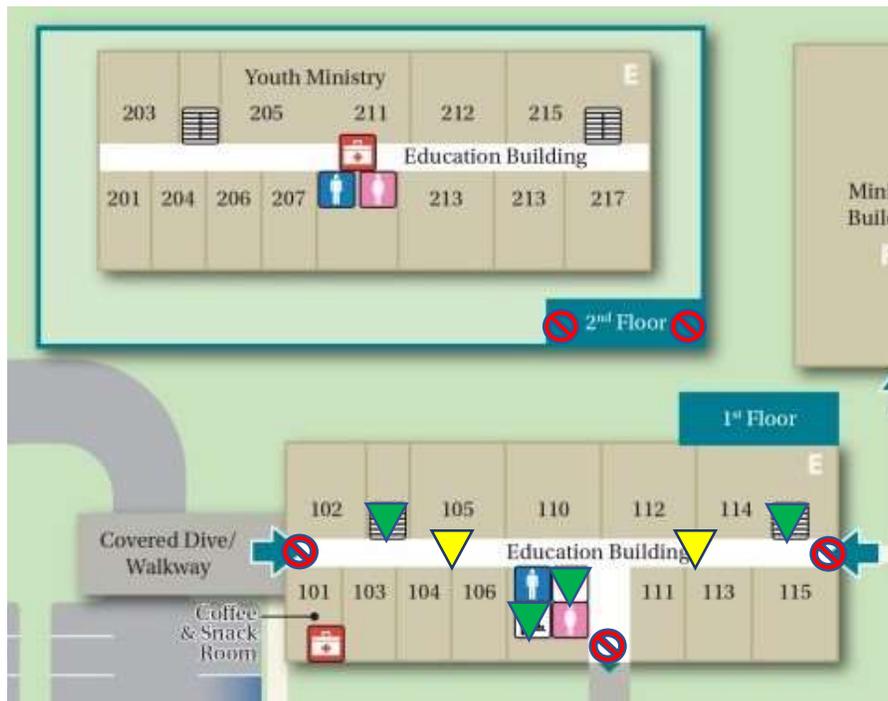
## Early Warning

All staff members should utilize the early warning system CodeRed provided by Manatee County Emergency Management to alert areas by zip code (i.e. 34221 – Ed Harbor zip) of impending severe weather events via alert messaging.

*(See Section III A.2 for information regarding signing up for CodeRed)*

## Shelter-in-Place Procedure

If staff becomes aware that severe weather (i.e. Tornado Warning) is imminent, everyone must immediately move to a storm shelter area away from windows and doors. All occupants of the 2<sup>nd</sup> floor must immediately move to the lower level to safely shelter. Refer to diagram below showing storm shelter safe areas.



▼ Storm Shelter Area    ▼ Refuge of Last Resort    ⓧ Not A Shelter Area

**\*\*Only use lowest area in stairwells and along wall in 1<sup>st</sup> floor hallway\*\***

Source Reference:

National Weather Service <https://www.weather.gov/grb/schools>

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# Hazardous Materials (HAZMAT) Incidents

**PURPOSE:** Due to the proximity to major transportation roadways and hazardous materials storage facilities within a 10-mile radius of Educational Harbor Christian School a potential risk exists for the accidental release of a toxic substance.

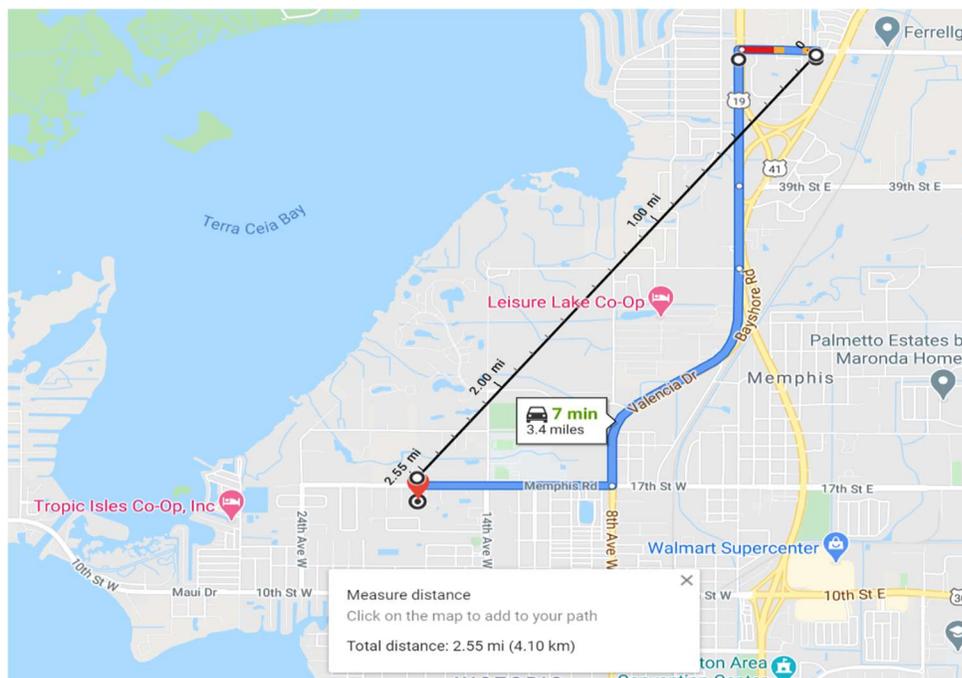
*(Refer to Section II C.1- Hazardous Material Environmental Hazards)*

## Shelter-in-Place Procedure

A “vulnerable zone” is an estimated geographical area that may be subject to concentrations of an airborne extremely hazardous substance (EHS) at levels that could cause immediate, irreversible acute health effects or death to persons within the area following release of the chemical.

First consideration by emergency officials evaluating the incident may be to direct persons in the vulnerable area to evacuate to a designated location if conditions and timing permits to do so safely. If an off-campus evacuation becomes necessary, students will be relocated to the following location for reuniting with parents:

Residence of John & Nancy Fasel  
1711 17<sup>th</sup> Street West  
Palmetto, Florida 34221



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In the event that a toxic cloud has become airborne and poses an immediate threat to persons in the vulnerable area and an attempt to evacuate may not be safe, a decision to recommend sheltering-in-place will be made by local emergency officials and Manatee County Emergency Management. *Occupants in the vulnerable area will be notified to go indoors immediately and ensure all windows and doors are closed and locked.*

*SPECIAL CONSIDERATION: Occupants of Room 106 should evacuate to another area of building. Window air conditioner unit should be switched off and a damp towel should be placed at base of door in hallway.*

Staff should continue to engage students in normal classroom activities.

Remain in a shelter-in-place posture and monitor local emergency information news outlets for further instructions until emergency officials report an “*All Clear*” for the vulnerable area and it is safe to resume routine activities outside building.

Source Reference:

Tampa Bay Local Area Planning Committee: Hazardous Materials Emergency Response Plan: Section 10 – Protective Actions <http://www.tbrpc.org/wp-content/uploads/2019/11/2019-TB-LEPC-Hazmat-Plan1.pdf>

# **Weapons on Campus**

Pursuant to Florida Statute 790.115, Educational Harbor Christian School, a privately incorporated K-12 school, is defined as a firearms and weapons exclusion zone as defined below:

**790.115 Possessing or discharging weapons or firearms at a school-sponsored event or on school property prohibited; penalties; exceptions.—**

(2)(a) A person shall not possess any firearm...or other weapon as defined in F.S.790.001(13)...on the property of any school...

*For the purposes of this section, “school” means any... elementary school, middle school, junior high school, secondary school...whether public or **nonpublic**.*

(c)1. A person who willfully and knowingly possesses any firearm in violation of this subsection commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

If a person, not known to be a law enforcement officer, is observed to be in violation of F.S.790 on school property, the School Director (or designee) must be immediately notified so a determination can be made to notify the Manatee County Sheriff’s Office to report the issue and whether a lockdown should be initiated.

The School Director (or designee) will refer any student who violates this policy to the student's parents or guardians and to the Manatee County Sheriff’s Office. The student may also be subject to disciplinary action, up to and including expulsion.

## **Reporting**

An *Incident Report* should be completed by the School Director (or designee).

Source Reference:

F.S. 790.115 <https://www.flsenate.gov/Laws/Statutes/2018/0790.115>

## **Disturbances**



First Response Community Partner:  
***Manatee County Sheriff's  
Office – District 3 / Zone N20***

**PURPOSE:** There may be times when the behavior of a student, volunteer, or visitor becomes excessive and causes disruption to the learning environment and potentially compromises safety. This type of behavior requires direct interaction from school staff.

### **Disruptive Person(s)**

If you observe or receive a report that any person's conduct is causing a disruption or creating concern for others, you should make an attempt to intervene. First, immediately contact another staff member for assistance prior to confronting person(s) causing a disturbance. Offer your assistance with the matter in an attempt to resolve it. If efforts at resolution are not immediately successful and tension is escalating, you may have to direct the person to leave the environment where the conflict is occurring and away from students.

### **Threatening Conduct or Violence**

At no time will threats of or actual violence (fighting) be tolerated on school property. If the escalating conduct involves a student at the school, depending on the severity, it may be dealt with in accordance with Educational Harbor Christian School *Family Handbook* and result in immediate contact with the student's parent/guardian to address the matter.

If it involves egregious student conduct or someone else (not a student), when any person(s) is making threats or committing an act of violence on school property, immediately contact the Manatee County Sheriff's Office by calling 911 so the person can be removed from the property and the matter investigated as appropriate.

### **Reporting**

In any event of an actual or implied threat, notify the School Director (or designee) immediately about the situation. An *Incident Report* should be completed to thoroughly document the matter.

Source Reference:

The School District of Manatee County – Student Code of Conduct (p.14)

[https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=9751&dataid=19455&FileName=2019-2020\\_SDMCCCodeStudentConduct\\_ENG.pdf](https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=9751&dataid=19455&FileName=2019-2020_SDMCCCodeStudentConduct_ENG.pdf)

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