

Baltimore City Public School
Emergency Safety Plan
For
Friendship Academy of
Engineering and Technology
(FAET) 339
School Year 2012-2013

1.15.13 UPDATED

Date

591

Number of students enrolled

60

Number of Staff (include custodial,
cafeteria, teachers, aides, clerical and
any other support staff)

Principal's signature

Principal's printed name

Principal's private line

Emergency Cell Phone
(if available)

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INTRODUCTION

EMERGENCY PLAN

Friendship Academy of Engineering and Technology

PURPOSE

The Emergency Plan will provide basic guidelines and procedures to be followed in the event of an emergency. All staff will be familiar with the plan and their individual responsibilities in the event of an emergency.

The Emergency Plan will be updated, reviewed, and revised annually.

CRISIS/CRITICAL INCIDENTS

A crisis is defined as any emergency situation, which severely impacts the normal operation of the school. A crisis can be initiated as the result of a threat/action such as a bomb threat, hostage/barricade, accident etc., or a natural disaster. In any such situation, administration and staff must be prepared to ensure the safety and care of the students, staff, and visitors.

CHAIN OF COMMAND

In the event of any emergency the principal will be the Incident Commander.

The Incident Commander is responsible for the overall direction of the emergency procedures at the school or support building site. Responsibilities include:

- Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Protocols.
- Determine whether to implement Universal Emergency Procedures (evacuation; reverse evacuation; shelter in place; severe weather/safe area; drop, cover and hold; lockdown).
- Activate the Emergency Management Team.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency service personnel (depending on the incident, community agencies such as police or fire department may have jurisdiction for investigations, rescue procedures, etc.).
- Maintain a line of communication with the CEO's Office and/or System Support Team.

In the event of an emergency, the following is the chain of command for -

Friendship Academy of Engineering and Technology

1. Principal - Katrice Wiley

2. School Police – Officer Katrina Crutch

3. Dean of Culture & Climate – Damien Ford

4. Academy Director – Tonisha Montgomery

Levels of Emergencies

It is essential to understand and be prepared for a range of situations from school-based events such as an allergic reaction to community-wide disasters such as tornados. The information below describes different levels of emergencies. School staff does not have to know the level of emergency, but in any such situation, administration and staff must be prepared to ensure the safety and care of the students, staff, and visitors.

Levels	Definitions
Level I	A Level I emergency is a site-based event affecting only that site and most often requires no outside assistance at that site to manage the emergency. However, the site-based administrator may use some Central Office personnel or resources (for example, the school system's Crisis Management Team). If the Level I emergency is extreme (hostages, shots, biohazard), the site-based administrator should follow Level II directions.
Level II	A Level II emergency is a local event having an impact on more than one site or having a large-scale community impact, such as a major fire, civil disturbance, hostage situation or widespread power outage. A Level II emergency may also be an event that only affects one site, but the magnitude of the emergency requires the support of the Critical Incident Response Team (CIRT). Depending upon the magnitude of the event, the increased resources and expertise needed to manage the event, and its impact on individual sites, site emergency plans shall be implemented by the Site Administrator, as the CIRT's key staff and section leaders are being assembled.
Level III	A Level III emergency is a community or region-wide event affecting multiple sites such as an earthquake, chemical/biological-related incidents, or any incident having a collateral impact on Baltimore City. Site emergency plans shall be implemented and the City Schools Critical Incident Response Plan shall be fully activated to coordinate system-wide response efforts.

Note: At the time that a Level II or III emergency is being declared in the school system, Baltimore's Emergency Operations Center (EOC) may be activated to coordinate the response.

School Emergency Safety Management Team (SESMT)

School Emergency Safety Management Team Assignments

The following school based staff are members of the School Emergency Safety Management Team

Mrs. Katrice Wiley, Principal

Ms. Katrina Crutch, School Police

Ms. Tonisha Montgomery, Academy Director/Athletics

Mrs. Angelia Williams, Academy Director

Mrs. Erica Goodridge, Academy Director

Mrs. Tenerra Pitts, Academy Director

Mr. Damien Ford, Culture and Climate Dean

Mr. Robert Cephas, ED Pride Coordinator

Mr. Damon West, ED Pride Coordinator

School Nurse

Parent & Community Coordinator/Liaison

Mr. Shawn Hardnett, Chief of School Excellence

Ms. Katherine Reed, Director of Operations

School Emergency Safety Plan

“Making your schools safe is based on the premise that school administrators, in concert with their students and staff, need to take back control and define for themselves the local issues that are causing fear and anxiety on the parts of students and staff.”

—Blauvelt, 1996

e·mer·gen·cy :

unexpected and sudden event that must be dealt with urgently

Emergency Responders:

First Aid, CPR, AED Certified Faculty/Staff -

Ms. Montgomery, Academy Director/Athletic Director

Mr. MacLaughlin, Physical Educator/Co-Curricular

Mr. Crawford, Teacher/Coach

Mr. Dyer, CSI/Coach

Mr. Harrison, CSI/Coach

Mr. Fadiora, Support Staff/Coach

School Police

School Nurse

***AED Located in/near athletic facilities & school nurse's station

Evacuation (Evacuation Signal – intermittent bells and/or announcement.)

This procedure should be used when conditions outside are safer than inside.

When announcement is made or alarm sounded:

- Every evacuation must be orderly, quiet, and meaningful. It should be possible to give and receive instructions in order to avoid the possibility of panic and eliminate confusion. Speed, order, and discipline are essential objectives in every evacuation. All doors should be open to facilitate a quick exit from the building.
- Stop all activity and proceed in an orderly manner to assigned exits. Follow directions for evacuation posted in each room.
- The last person leaving the room should close windows and doors in order to minimize draft.
- Teachers are to guide students to assembly areas for safety and remain with their class.
- Take attendance; report according to Student Accounting and Release procedures using Emergency attendance Sheet.
- Students needing special assistance will be handled by persons appointed to assist with students with disabilities.
- Do not stop for student/staff belongings
- Check for injuries
- The use of the elevator is prohibited both during emergency evacuations.
- Students on upper floors are to be given the right of way on stairways. Students are to keep moving away from the building. Students should NOT assemble in the parking lots or in roadways during an emergency evacuation. Instead they should move to assigned areas and wait for instructions.
- Identified Evacuation Assistants are responsible for the quiet, orderly, and rapid movement of students from the building. In the event of a blocked exit(s), identified Evacuation Assistants will direct students and staff to alternate exits. Evacuation Assistants will also help move students away from the building and monitor students while outside.
- Until the all-clear signal is given, students should remain in designated areas and wait for further instructions
- Students having lunch when an evacuation occurs should exit the building under the supervision of the GLA on duty, unless otherwise instructed by the main office.

Assembly Area:

***In the event of an evacuation, the assembly area will be CALVERY LUTHERN, which is located across the street and adjacent to Friendship Academy of Engineering & Technology. Parents will pick up students from the parking lot across the street or from the Westbound parking lot of the school building.

Fire Drill

This procedure is used to prepare staff, students, and visitors for an evacuation.

GENERAL INSTRUCTIONS

1. Every fire drill must be orderly, quiet, and meaningful. It should be possible to give and receive instructions in order to avoid the possibility of panic and eliminate confusion. Speed, order, and discipline are essential objectives in every fire drill. All doors should be open to facilitate a quick exit from the building.
2. Evacuation Signal – intermittent bells and/or announcement.
3. Stop all activity and proceed in an orderly manner to assigned exits. Follow directions for evacuation posted in each room. Teachers are to take roll book with them. Teachers are to guide students to assembly stations for safety and remain with their class and take roll. The last person leaving the room should close windows and doors in order to minimize draft.
4. If a fire drill should occur during the transition between classes, teachers and students should proceed to the nearest exit.
5. During an announced fire drill the following categories of students will not be required to exit the building:
 - a. Physically challenged (those previously identified as disabled/handicapped)
 - b. Temporarily incapacitated students (those recovering from physical injury) NOTE: A staff person will be assigned to any physically challenged or temporarily incapacitated student.
6. The use of the elevator is prohibited during fire drills.
7. Students on upper floors are to be given the right of way on stairways. Students are to keep moving away from the building. Students should NOT assemble in the parking lots or in roadways during a fire drill. Instead they should move to assigned areas and wait for instructions.
8. Identified Fire Drill Assistants are responsible for the quiet, orderly, and rapid movement of students from the building. In the event of a blocked exit(s), identified Fire Drill Assistants will direct students and staff to alternate exits. Fire Drill Assistants will also help move students away from the building and monitor students while outside.
9. Until the all-clear signal is given, students should remain in designated areas.
10. Students having lunch when a fire drill occurs should exit the building under the supervision of the GLA on duty, unless otherwise instructed by the main office.

Evacuation/Fire Drill:

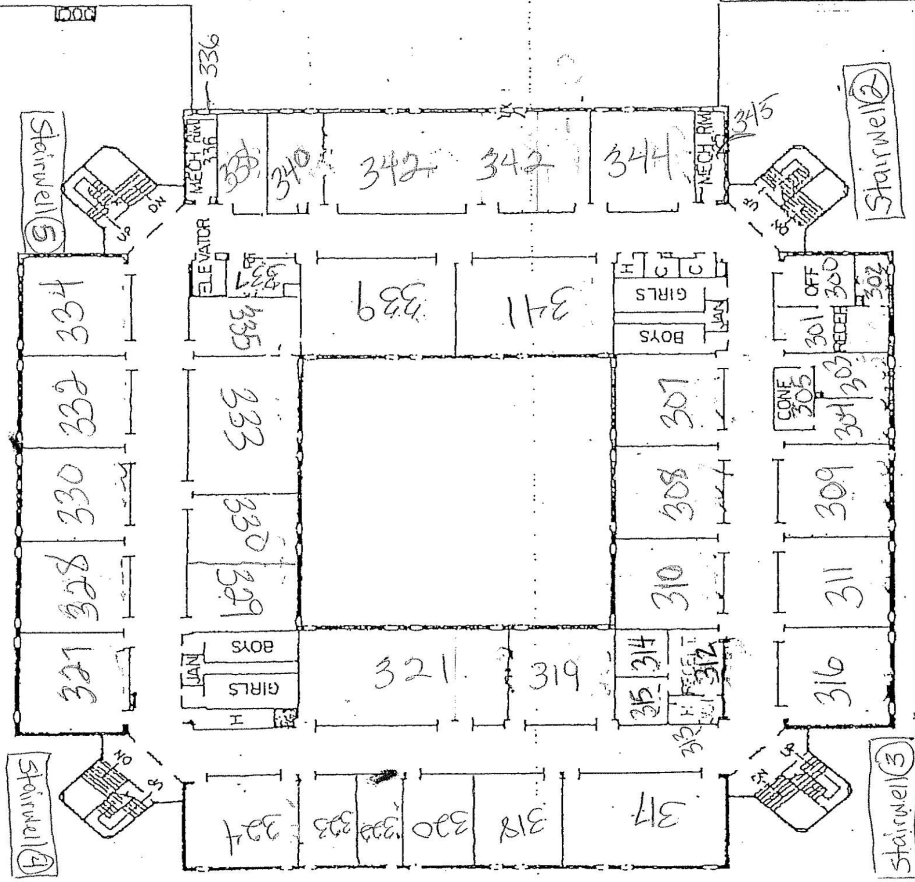
***In the event of a fire/evacuation, students with disabilities will be assisted by: Mr. West, Mr. Cephas, Ms. L. Johnson, Program support staff, and all closest staff available without direct assigned duties.

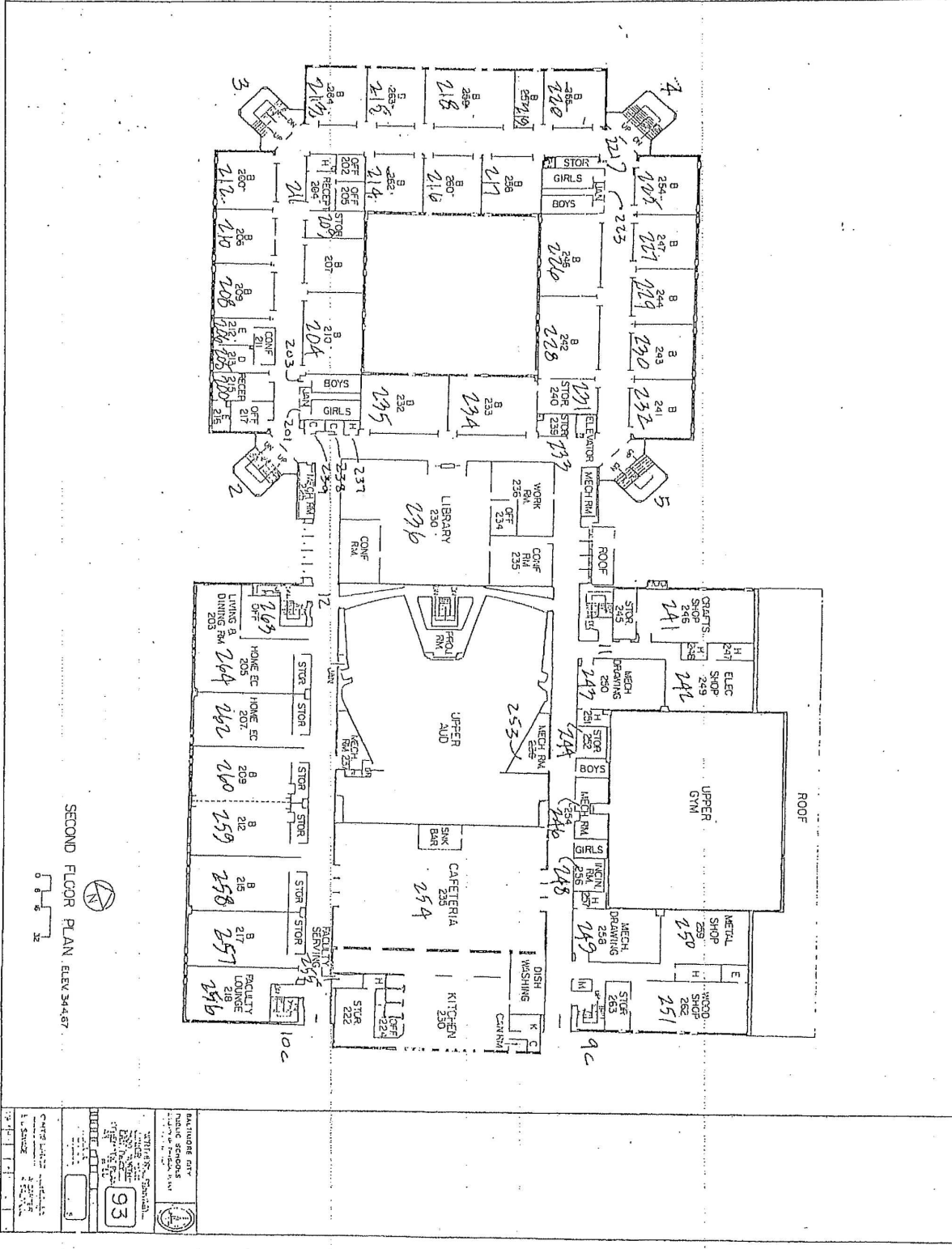
*****Once attendance has been taken, submit attendance to the nearest Academy Director.**

Notification of Parents/Guardian:

All emergencies will be communicated with the school community via robocall and backpack letters.

ROOF





SECOND FLOOR PLAN ELEV. 344.67

BATHURGE CITY
 PUBLIC SCHOOLS
 1000 BATHURGE AVENUE
 BATHURGE, MISSOURI 64003

ARCHITECT
 JAMES H. BROWN
 1000 BATHURGE AVENUE
 BATHURGE, MISSOURI 64003

CONTRACTOR
 JAMES H. BROWN
 1000 BATHURGE AVENUE
 BATHURGE, MISSOURI 64003

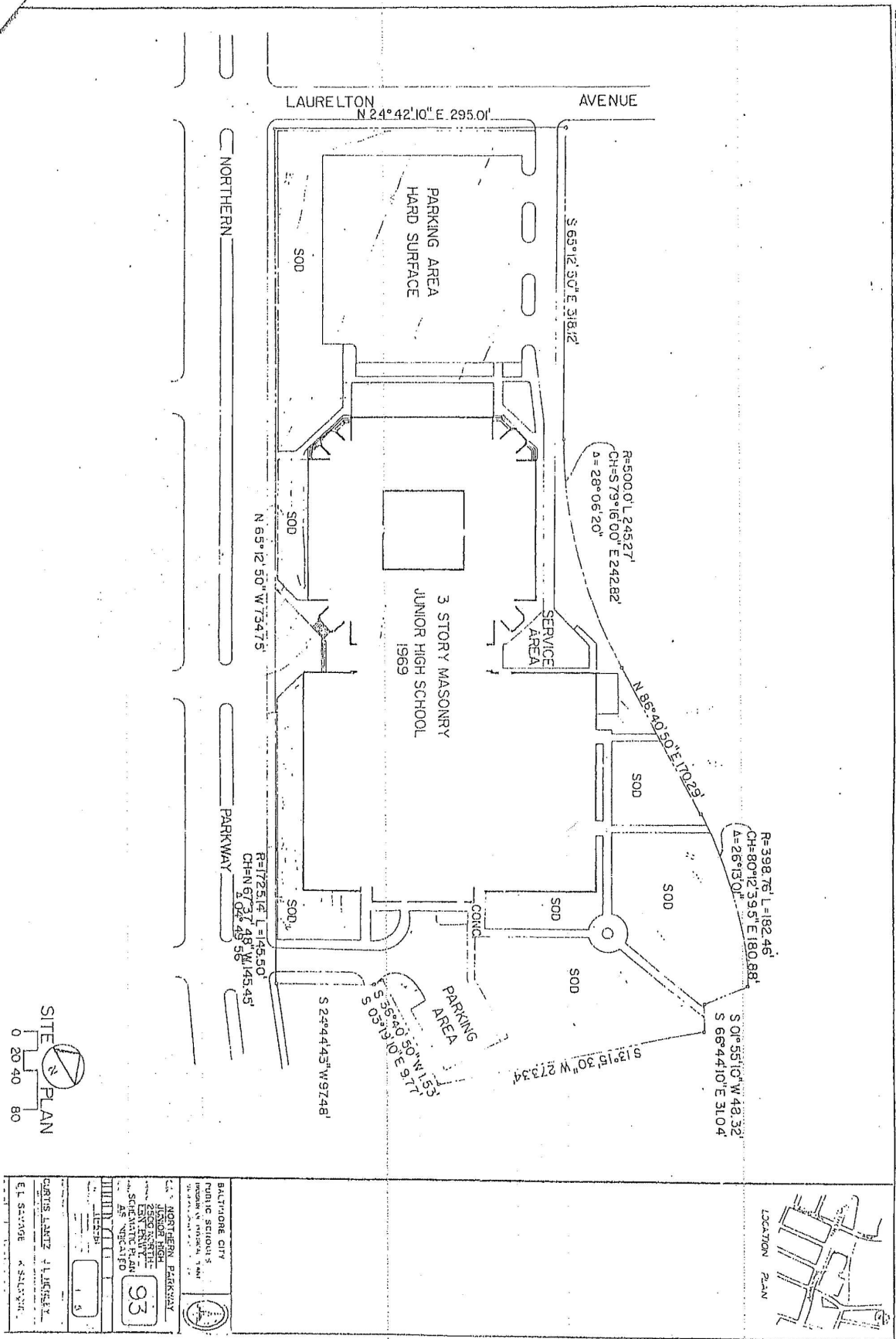
DATE
 10/1/68

SHEET NO.
 93

TOTAL SHEETS
 100

CHECKED BY
 JAMES H. BROWN

DRAWN BY
 JAMES H. BROWN



SITE PLAN
0 20 40 80



BALTIMORE CITY PUBLIC SCHOOLS MEMBER OF PRINCE GEORGES SCHOOL SYSTEM	
JUNIOR HIGH EAST BOSTON SCHEMATIC PLAN AS NEGATIVED 93 1 5	
CURTIS LAMTZ & LUDWIG E.L. SALVORE & SONS ARCHITECTS	

Classroom Evacuation: Third Floor

Classroom	Exit via stairwell		
300	#2		
301	#2		
302	#2		
303	#2		
304	#2		
305	#2		
307	#2		
308	#3		
309	#3		
310	#3		
311	#3		
312	#3		
313	#3		
314	#3		
315	#3		
316	#3		
317	#3		
318	#3		
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320	#4		
321	#4		
322	#4		
323	#4		
324	#4		
325	#4		
326	#4		
327	#4		
328	#4		
329	#4		
330	#4		
331	#5		
332	#5		
333	#5		
334	#5		
335	#5		
336	#5		
337	#5		
338	#5		
339	#5		
340	#5		
341	#2		
342	#2		
343	#2		
344	#2		

Classroom Evacuation: Second Floor

Classroom	Exit via stairwell		
200	#2		
201	#2		
202	#2		
203	#2		
204	#2		
205	#2		
206	#2		
207	#2		
208	#2		
209	#3		
210	#3		
211	#3		
212	#3		
213	#3		
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225	#4		
226	#4		
227	#4		
228	#5		
229	#5		
230	#5		
231	#5		
232	#5		
233	#5		
234	#5		
235	#5		
236	#2		
237	#2		
238	#2		
239	#2		
241	9C		
242	9C		
243	9C		
249	9C		
250	9C		
251	9C		
254	9C/10C		
256	10C		
257	10C		
258	10C		

Classroom	Exit via stairwell	
259	10C	
260	10C	
261	10C	
262	10C	
263	10C	
264	10C	

Alert Status

This procedure is for use in securing access to the building, usually a community emergency event

Assigned School Emergency Safety Management Team members will:

- Secure the facility by locking all doors from the inside. (Do not chain any doors.)
- Inform staff of “Alert Status”
- Inform students in an age appropriate way
- Post assigned staff near the front entrance of the building to allow entrance and exit with identification
- **Conduct classes and activities within the building in a normal manner**

Lockdown

This procedure is for use to protect building occupants from potential dangers in the building or outside.

A lockdown indicates an emergency which requires that all areas of the building be secured.

When the announcement is made “Lock Down” from the P.A system:

- SESMT will assist in clearing students from the halls immediately and place students in nearest available classroom
- SESMT will assist those needing special assistance
- SESMT will assist with securing and covering all doors and windows
- Teachers will close and lock all windows and doors in classroom and do not leave for any reason
- Teachers will cover all room and door windows in classroom
- Teachers will have students stay away from all doors and windows and move students to interior walls and sit on floor
- Teachers will shut off lights
- BE QUIET!
- Wait for further instructions
- Complete Emergency Attendance Sheet

Shelter in Place

This procedure is for use in external gas or chemical release

When the announcement is made follow the lock down procedure with the addition below:

- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release) using coats, blankets, or rugs

Severe Weather Safe Area

This procedure is for use in severe weather emergencies)

When announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Take roll book for student accounting
- Take attendance; report according to Student Accounting and release procedures using Emergency attendance Sheet
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the “all clear” is given
- Wait for further instructions

Drop, Cover and Hold

This procedure is for use in earthquake or other imminent danger to building or immediate surroundings.

When the command “Drop” is made:

- DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- COVER - your eyes by leaning your face against your arms
- HOLD - on to the table or desk legs, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions

Emergency Attendance Sheet

Teachers and staff: In the event a Universal Emergency Response is ordered, please complete the following information sheet now. It will be collected or requested; wait for directions on the collection process.

Teacher Name: _____

Evacuation
Once completed, hold up for collection.

Lockdown
Once completed, wait until asked for by Incident Commander or designee.

Severe Weather
Once completed, wait until asked for by Incident Commander or designee.

Number of individuals in room or with teacher: _____ Classroom no.: _____

Students only

Students/others

Names of individuals, including adults in classroom or with reporting teacher NOT scheduled to be there:	Individuals missing from room or assigned teacher:

Injuries (if any) or medical situations requiring attention: _____

No

Yes

Signature: _____

Time: _____

Lockdown Only:

Staff Skills Inventory

(School Emergency Safety Management Planning)

Staff: As part of the development of our School Emergency Safety Plan, and in accordance with system policy, please complete the following survey and return to the administration office. The information provided will be used to help design and update your School Safety Plan in order to be fully prepared for an emergency situation should one arise.

NAME: _____ ROOM _____

I. Emergency response:

Please check any of the following areas in which you have training or expertise:

First aid Search & rescue Counseling/mental health
CPR Hazardous materials Firefighting

Emergency medical Media relations Incident debriefing Explain or clarify items checked, if needed _____

II. Special Considerations: Please check and list special skills or resources you feel would be an asset in an emergency situation. Explain items checked:

Multilingual, list language(s)

Experience with disabilities

Ham radio or CB radio experience

Knowledge of community resources

Other knowledge or skills: _____

Check if you have a cell phone that could be used in an emergency

Check if you have a 2-way radio that could be used in an emergency

III. School Emergency Safety Management Team Membership

Each school is to form a School Emergency Safety Management Team to provide leadership and direction in response and recovery activities related to emergency management.

Please check here if you are interested in becoming a member of our School Emergency Safety Management Team

Worksheet B

Staff Survey: Students/Adults (Including Visitors) Needing Special Assistance

Instructions: Teachers are to fill in the name of any student in their class who will require special assistance in the event of an emergency (considering a variety of emergency conditions which may alter needs, such as severe weather, evacuation needs, hazardous materials, etc.). The standard protocol of evacuating disabled personnel is to evacuate with the regular population. If this is impossible, disabled personnel are to be moved to stairwells to meet arriving emergency personnel (fire, police, rescue) who will evacuate the disabled persons.

Teacher Name: _____ **Room #:** _____

STUDENT NAME	TIME WITH TEACHER	ASSISTANCE NEEDED

School Emergency Safety Plan Orientation, Training and Drills

Complete the following:

- Orientation and Training Schedule
- Drill Schedule and Log

Practice the plan as scheduled and submit the accountability chart to your Executive Director at the end of the school year, but no later than June 15 each year.

- **Call School Police (410) 396-8588 whenever a practice drill requires the use of a fire alarm.**

Orientation and Training Schedule

School: _____

Annually, each school should prepare a schedule of orientation and training events. Use the worksheet below to outline a schedule for training events, drills, etc.

Month	Training Event and Who is to be Trained	Person Responsible	Comments
July	Development of plan	Mrs. K. Wiley/Principal Ms. K. Crutch/School Police Ms. T. Montgomery/Academy Director	
August	Presentation and practice of plan with summer bridge students Presentation of plan to staff	Officer K. Crutch	
September	Training - Entire Staff Drill - Lockdown	Mrs. Wiley/Principal Ms. K. Crutch/School Police	
October	Retrain/Update – Entire Staff Drill - Lockdown	Mrs. Wiley/Principal Ms. Montgomery/Academy Director	
November	Review – Entire Staff	Mrs. Wiley/Principal Ms. Montgomery/Academy Director	
December	Review – Entire Staff Drill – Lockdown	Mrs. Wiley/Principal Ms. Pitts/Academy Director	
January	Review/Update – Entire Staff Drill – Lockdown	Mrs. Wiley/Principal Ms. Montgomery/Academy Director	
February			
March			
April			
May			
June			

Drill Schedule and Log

School: Friendship Academy of Engineering and Technology, 339

Use the following worksheet to plan drills for your school. Submit a copy of the schedule with your school's plan, and update your plan via the intranet when drills actually occur. If a fire alarm is pulled during the drill, the School Police must be called prior to the drill. **Fire Drills: TWO** fire drills in the 1st month of school and **ONE** per month thereafter

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments/Notes
1 st Aug. 31	Aug. 28, 2012	Sunny/Clear	630	2:28pm	
1 st Sept. 6	Sept. 6, 2012	Sunny/Clear	641	2:15pm	
2 nd Sept. 19					
3 rd					
4 th					
5 th					
6 th					
7 th					
8 th					
9 th					
10 th					
11 th					
12 th					

Emergency Evacuation (500 feet) Practice Drills: TWO each year

Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled
1 st Mar. 19, '13	1 st	1 st	1 st	1 st	1 st
2 nd May 14, '13	2 nd	2 nd	2 nd	2 nd	2 nd

Severe Weather Safe Area: At least ONE in March

Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled
1 st Mar. 12, '13	1 st	1 st	1 st	1 st	1 st
2 nd	2 nd	2 nd	2 nd	2 nd	2 nd

Lockdown Drill: TWICE a year

Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled	Date Scheduled
1 st Dec. 3, '12	1 st	1 st	1 st	1 st	1 st
2 nd Feb. 5, '12	2 nd	2 nd	2 nd	2 nd	2 nd

Principal's Signature: _____

Date: _____