

Allen School of Health Sciences

Health and Safety Plan

Table of Contents

INTRODUCTION	3
BASIC PLAN	4
LOCKDOWN/SHELTER-IN-PLACE	5
FIRE/GAS LEAK/BOMB THREAT/ GENERAL EMERGENCY	6
HAZARDOUS MATERIALS EVENT	7
STAFF RESPONSIBILITIES.....	8
WEAPONS.....	9
WEATHER	10

INTRODUCTION

What is an Emergency?

A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the school and or campus and require the combined efforts of the State or other political subdivisions. School leadership must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and employees can continue to function effectively without additional trauma or the development of additional emergencies.

School emergencies can be small and easily managed, or they can be large and difficult to manage. Every school emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, employees must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

Purpose:

To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs. Our school's Emergency Operations Plan must be organized and employees trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency. The leadership team lead by the President will be responsible to manage all emergencies that occur within the school/campus location(s). We encourage the use of practice drills to promote familiarity with the process(es) included here. All Campus Directors and leadership personnel will complete mandatory training.

The goal of the Health and Safety plan is to ensure staff, students, and visitors on campus are in a safe and protected educational environment. Staff and student drills for specific occurrences (fire, lock-down, etc...) will be conducted and staff will receive ongoing training in preparation of determining if a situation is emergent in order to protect students and visitors. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan.

Planning, preparation, and training will help employees learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. The plan will be evaluated annually by students and staff and is available to all guest on the website as well as the Campus Director's office.

Budgetary resources are allocated annually to include alarm systems, security personnel, phone system and basic first aid supplies.

During a Disaster: Step by Step is Right Here

The greatest mistake leadership and employees make in crisis come from not knowing what steps to take and in what order in a given situation. Planning, training and drills will help prevent those mistakes. In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take however it cannot account for every possible scenario so it is critical to evaluate the circumstances of the actual event and determine the most appropriate course of action. Some common incidents have been addressed to help you in an emergency. Each site must conduct a hazard assessment to identify all hazards that pose a risk to the school.

BASIC PLAN

SITUATION AND ASSUMPTIONS

Situation

The President has the primary responsibility for developing and implementing the site Emergency Operations Plan. The Campus Directors have the responsibility of executing the policies developed by the President/school.

In case the event of an emergency that is beyond the capabilities of the Campus Director/Leadership team to handle, they will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

COMMUNICATION

Emergency Communications

When an emergency condition exists, the President or Campus Director will act as or appoint an Incident Commander who will be responsible to notify the necessary personnel to respond to their area of assignment. Due to the small size of the institution and the fact that all classes are offered in a relatively contained space, the Director of Allen School or the Director's designee will go to each of the classrooms to inform all students and faculty of any emergency on campus. If this method of communication is not feasible, the methods of communication listed below in descending order will be used:

- Intercom
- Telephone
- Runners

Media Relations

No matter the circumstance, the President will be the only one authorized to speak on behalf of the Allen School with the media.

LOCKDOWN/SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- A member of the Leadership Team will issue lock-down order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms (if available).
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until a member of the leadership team gives the all-clear signal.

REVERSE EVACUATION

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within the buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

Identify safe areas in each school building.

- A member of the leadership team warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by a member of the leadership team or emergency responders.

FIRE/GAS LEAK/BOMB THREAT/ GENERAL EMERGENCY

- Upon receiving a message of the emergency, the President or designee will be notified.
- A member of the leadership team orders evacuation of all persons inside school building(s).
- A member of the leadership team notifies police (call 911) and Campus Director(s). A member of the leadership team or Campus Director must report incident to police.

Evacuation procedures: The evacuation plan is the same as the fire evacuation plan which is posted throughout the building. All personnel will be advised of this plan annually.

- * A member of the leadership team warns students and staff of an issue; employees will use standard fire drill procedures.
- * Direct students to take their belongings.
- * Students and staff must be evacuated to a safe distance outside of school building(s).
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- A member of the Leadership team notifies students and staff of termination of emergency.
- Resume normal operations.
- Preserve evidence. Keep detailed notes of incident.

FIRE/GAS LEAK/BOMB THREAT/ GENERAL EMERGENCY

- Upon receiving a message of the emergency:
- Notify the President or designee.
- A member of the leadership team orders evacuation of all persons inside school building(s).
- A member of the leadership team notifies police (call 911) and Campus Director(s). A member of the leadership team or Campus Director must report incident to police.
- Evacuation procedures:
- A member of the leadership team warns students and staff of an issue; employees will use standard fire drill procedures.
 - Direct students to take their belongings.
 - Students and staff must be evacuated to a safe distance outside of school building(s).
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- A member of the Leadership team notifies students and staff of termination of emergency.
- Resume normal operations.
- Preserve evidence. Keep detailed notes of incident.

HAZARDOUS MATERIALS EVENT

Incident occurred in school:

- Notify a member of the leadership Team.
- A member of the leadership Team notifies Campus Director and President.
- Seal off area of leak/spill.
- Call 911. Take charge of area until fire personnel contain incident (if appropriate)
 - Emergency personnel in charge will recommend shelter or evacuation actions.
 - Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

Incident occurred near school property:

- Fire or police will notify Campus Director.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

ACTIVE SHOOTER

- If a suspect threatens the school with a weapon or if gunfire is heard, do not try to disarm them, and call 911 ASAP.
- The Campus Director or staff member will immediately notify all employees and the security desk of the imminent threat.
- If there is a reasonable distance between the staff member and the armed intruder / gunfire, leave your belongings, run out of the building and move until you are in a safe place to hide. If the shooter is not on the Remsen side where classrooms are located and it is presumed to be safe, instructors will quickly guide students out of the exit stairwell.
- If the shooter is in close proximity and staff/students are not able to evacuate safely, hide in an area out of the shooter's view.
 - Lock doors
 - Silence phone
 - Turn off lights and barricade with furniture, if possible.
- Remain in place until you receive an "all clear" signal from the police or executive team.

STAFF RESPONSIBILITIES

The President, Campus Director or designee:

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk area (if applicable).
- Notify students and staff (depending on emergency; students may be notified by Faculty).
- Evacuate students and staff if necessary.
- Refer media to the President if necessary.
- Notify community agencies if necessary.
- Keep detailed notes of event/incident.

Faculty:

- Keep detailed notes of event/incident
- Verify information.
- Lock classroom doors unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster (if applicable).
- Refer media to President if necessary.

Security on campus is handled by the Director of the Institution who is empowered to enforce Allen School regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Allen School will press charges against violators.

- Brooklyn 84th Precinct located at 301 Gold Street, Brooklyn, NY 11201 Phone 718-875-6811
- Queens 103rd Precinct located 168-02 91st Avenue, Jamaica NY. 11432 Phone 718-657-8181
- Phoenix Police Department 12220 N. 39th Ave, Phoenix, AZ 85029 Phone 602-495-5009

WEAPONS

- Call police if a weapon is suspected to be in school.
- Ask another member of the leadership team or security to join you in keeping suspected student, employee, or community member in contained area.
- Accompany individual to private office to wait for police.
- Keep detailed notes of all events and why search was conducted (if applicable).
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm until authorities arrive.

WEATHER

Severe Weather Watch has been issued in an area near school

- Monitor Weather Stations (National Weather Service, Weather Channel).
- Close windows and blinds (if applicable).
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school

- Shut off gas (if applicable).
- Move students and staff to safe areas.
- Remind Faculty to take class rosters.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal