



CRISIS
MANAGEMENT
MANUAL

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Section 1 – Purpose and Protocol

PURPOSE:

This “Crisis Management Manual” is designed as a handy reference to assist Highpoint’s Administration, Faculty and Staff so they can respond effectively and sensitively to emergency situations that may occur at our Campuses. The nature of any school emergency is hard to predict and usually catches everyone by surprise. Emergencies should not cause panic, but should be handled in a calm and rational manner. Each crisis is unique and requires an individualized, thoughtful response that has to be determined within a limited time frame. Pre-established emergency procedures can be invaluable in handling a crisis in that assure the safety and well-being our students and faculty. It is essential for us to continuously strengthen and enforce health and safety protocols in order to proved our Highpoint Family a sense of safety, caring and community within the school.

This Manual has been prepared as a reference to assist all Highpoint Academy Faculty, Staff and Parents to efficiently and effectively deal with both minor and major situations. By providing this Guide as a reference, staff members will have the ability to handle situations calmly. Initial reactions to any situation should be such as to de-escalate the immediate crisis. Inappropriate responses to situations will have a negative effect on students as well as other staff members. Inappropriate responses can cause more harm and potentially lead to liability against the school.

Pre-established responses will assist you in your initial decision making process. However, not every situation is exactly the same. Staff must utilize common sense when dealing with emergencies. By having pre-established responses to the most common situations, it is hoped that staff will have the guidance to handle situations in such a manner as to provide stable leadership to provide for the safety and well-being of the students and faculty of Highpoint Academy.

Additionally, a crisis is usually thought of as something negative. However, handled appropriately, a crisis can be used to strengthen the sense of safety, security and community within the school. Our response and leadership during a crisis provides a positive effect to the parents of our students who entrust us with the care of their children. Seeing that staff is capable of handling emergency situations allows parents to be more relaxed knowing that if an emergency should arise it will be handled properly.

Please read this guide and become familiar with the contents of it. The Guide will be available year-round in our Highpoint Families website for easy access at all times. We will review the contents regularly to make sure that all Faculty and Staff of our school is clearly informed of these policies and procedures should they arise.

PROTOCOL:

1. Our Campus is evaluated annually, or more often if needed, by Police Officers within the Miami-Dade Police Department and from experienced Security Consultants. Armed Police Officers are stationed nearby to monitor activities at both our school and Village Green Elementary across the street.
2. A Security Officer is stationed at the main entrance during drop-off, pick-up and during athletic games in the back fields.
3. Administrators attend Security Workshops dealing with Crisis Management and Health & Safety issues.
4. All faculty/staff members are oriented and trained with crisis management protocols, including intruder on campus, bomb threats, fire, and First Aid/CPR training.
5. Front door and all gates are kept locked throughout the day. Front door can only be opened with a buzzer. An audio/video "Ring" immediately informs all Administrators who is at the main entrance.
5. Video surveillance cameras are located throughout the entire Campus They record 24/7 and are monitored throughout the day both on large screen monitors as well as on electronic devices of all Administrators.
6. All Teachers have key to gates so they can be opened quickly to evacuate children should there be a stranger on campus.
7. "Lockdown Drill Procedures" are administered and posted on our Highpoint Families website for easy access throughout the year. Numerous Lockdown drills take place so that all Students, Faculty and Staff can react appropriately.
8. Administrators are trained to immediately send a text blast to Teachers advising them of the specific "Code Drill" that is taking place. The "Code Green" – All Clear signal will be text blasted once the drill is over.
9. In case of a real emergency, Parents will receive a Text Blast and a Voice Message on their cell phones with a description of the situation.
10. Highpoint maintains a "closed door" policy. All visitors, including Parents, cannot enter the Campus unless accompanied by an Administrator.
11. Administrators are stationed at the main entrance and side entrance during drop off and pick up. They are trained to not only keep an eye out at all times on the children but also the area surrounding the school.
12. Students participating in after-school athletics must be picked up at the main entrance.

Section 2 – Emergency Phone Numbers

For Police, Fire or Medical Emergencies: DIAL 911

Metro-Dade Fire and Police Service (Non-Emergency).....	305-595-6263
Miami-Dade Police (Hammocks Station).....	305-583-6499
Florida Highway Patrol.....	305-470-2500
Florida Poison Information Center.....	1-800-222-1222
Missing Children Information Clearing House.....	1-888-FL-MISSING
National Certified Crisis Hotline.....	1-800-SUICIDE
National Response Center (Toxic and Chemical Oil Spills).....	1-800-424-8802

Section 3 – Emergency and Non-Emergency School Closures

Residents in Florida know the dangers of inclement weather especially during the hurricane season. While very infrequent, there may be times when our school may have to close to protect our students. The Principal, in consultation with his staff, makes decisions regarding the closing of schools. Highpoint Academy will work closely with our local television and radio media outlets to inform our day student families when school closings occur.

Texts and/or Voice blasts will be sent providing the school community with information and actions being taken. This information will also be posted on our Highpoint Families website: www.highpointfamilies.com. Traditionally, Highpoint abides by the decisions made by the Miami-Dade County School Board with regard to school closings due to weather. Parents and Teachers are advised to watch local news media for this information. Should our school close during the day when students are already in attendance, information will be provided through text blasts, in addition to our website.

Emergency Closings

D. Purpose

During the course of the school year, there may be times when the school must close for all or part of the day as a result of emergency conditions. These guidelines will provide for (a) closing divisions in an emergency, (b) notifying staff of a closing, (c) providing for the safety of students, (d) determining the employee work day, (e) division after school events and (f) closing of an individual division for an emergency.

◆ **Decision Making**

The decision to close the school, to delay the opening of a school day or to close the school early is made only by the Principal in consultation with members of the Administration (and appropriate local emergency operations personnel if needed.)

◆ **Notification**

The primary means of notifying staff, day-students and parents of an emergency closing or delayed opening if school is not yet in session is through our Highpoint Families website (www.highpointfamilies.com) and/or local television and radio stations.

➤ **Faculty's General Preparation for Emergency Closings**

Each member of our Faculty has the responsibility of informing parents and students in the fall of each year regarding the school's plans established in the event of an emergency. Parents should be urged to make plans for the emergency supervision of their children if no one is likely to be home if an all-day closing or delayed opening is necessary. Parents should be encouraged to inform the school of these plans and any changes that may occur during the year. Members of the Administration will always keep this information accessible and up-to-date.

➤ **General Procedures**

- ❖ **Plan A:** All-Day Closing of School – If the Principal determines that an all-day closing is necessary, this decision will be transmitted to the school's voice mail system, local television stations and select radio stations, and our school's website, as early as possible, normally before 6:00 a.m.

- ❖ **Notification:** The Principal or member of the Administration will initiate the emergency school closing procedure. They are the only ones permitted to contact media outlets to provide specific information to the public regarding the closings. All information will be posted on the school's website immediately for parent information.

- ❖ **Employees:** Unless the emergency situation deems it impossible, all Administration, Faculty and Staff members are expected to report to work. Maintenance and custodial personnel will be required to report to work as usual.

- **Plan B:** Delayed Opening – Should inclement weather make it impossible to open divisions at the regular time or if an individual division cannot open on schedule, this decision will be transmitted to AFA voice mail (respective divisions), local television stations and some radio stations as early as possible, normally before 6:00 a.m. The announcement will specify the length of the delay.

- **Plan C:** Early Closing – If emergency conditions dictate the early closing of a division or school, this decision will be transmitted to AFA voice mail (respective divisions), local television stations and some radio stations as early as possible. The announcement will specify the closing time.

- **Plan D:** Immediate Dismissal of School – If it becomes necessary to dismiss students immediately from school, the announcement will come from the Headmaster. The assigned staff person will notify the appropriate media outlets to inform parents of the closings.

F. Notification:

- ◆ Based on local conditions, the Principal or a member of the Administration may close an area of a school due to an emergency. This may include closing caused by equipment malfunction, e.g. loss of heat, air conditioning, water, electricity, etc.
- **Cancellation of Activities Due to an Emergency Closing:** When classrooms must be closed due to an emergency situation, all extra-curricular activities may also be cancelled.

Lockdown Drill Procedures

◆ **Holding Students in Individual School Emergencies**

When potentially hazardous conditions exist in the vicinity of the school, consideration should be given to the best means of protecting students, including keeping them in school. The Principal or a member of the Administration shall exercise control over the following procedures:

- G. When the code words "**CODE YELLOW**" is announced through the PA system and via text blast to the Teachers, all children must remain inside the classroom quietly, with their heads down, until code is lifted through the PA system.
- H. A member of the Administration will call 911 to have local law enforcement and other agencies of jurisdiction dispatched to safeguard the campus in the event of major emergencies such as:
 - ◆ Community disasters; (downed aircraft, fires, explosions, hazardous chemical spills, etc.)
 - ◆ Unusual weather conditions; (hail, lightning, rainstorm, tornado, flooding, etc. which cause an emergency condition.)
 - ◆ Civil disturbances; (riots, demonstrations, police dragnet assistance, criminal intruder, etc.).
 - ◆ The observance of an intruder
- Keep students indoors and in their seats, or require protective cover, when appropriate.
- Have teachers remain inside their classrooms with their students at all times. Those teachers not scheduled for classes will report to the office for assignment to assist wherever needed.
- Take necessary action to deny unauthorized access to the buildings.
- Explain the situation that exists to the students.
- Give consideration to having the students in physical education classes return to the building to a designated protected area.
- Notify the Principal.
- Give full cooperation when requested assistance arrives.
- Hold students beyond dismissal time when necessary. Staff and faculty remain with the students until the emergency is over.

◆ **Suggested Student Dispersal Procedures**

- In an emergency, the below listed procedures should be used to send students to an alternate part of our Campus; (during other than normally scheduled dismissal time for the following emergencies):
 - ❖ Emergency shutdown of essential facilities.
 - ❖ Fire emergency.
 - ❖ Bomb scare and search.
 - ❖ Emergency Broadcast Network and natural disaster alerts.
- H. If the Principal is not present, the Administrator in charge shall implement the following:
Contact the Principal to obtain permission for the dispersal of students at other than the normally scheduled dismissal time.
 - ◆ Relay instructions for dispersal to each classroom over the school PA system or by other means.
 - ◆ Vary school dispersal depending on availability of parents, transportation and distance from school to home.
 - ◆ Direct teachers to advise students walking or riding bicycles that they are to go to a pre-arranged area on school grounds and wait for instructions that will be dependent on parent or guardian availability at home.
 - ◆ Have students remaining at the school accompanied by faculty/staff personnel go to previously designated safe areas such as:

- ◆ Basketball Courts and/or Tiki Hut.
 - ◆ A neighboring school not affected by the emergency.
 - ◆ A neighboring government building or church with facilities to accommodate a number of students.
- ◆ **Guidelines for Emergency Plans for Neighborhood Disturbance, or “LOCKDOWN”**
- Principal and/or Administration Member will announce the color code and will lock down school and call 911 if necessary to inform them of the situation.
 - The Principal and members of the Administration will decide on need/timing for evacuation.
 - Phys. Ed. teacher must immediately bring the class indoors, inside the nearest classroom.
 - Students must walk quickly, in silence.
 - Administrators will send a text blast to all Teachers of the type of Code being implemented.
 - Class changing would cease; (all students must remain inside unaffected classrooms).
 - The Maintenance Personnel will make sure all gates are secured and all students are indoors.
 - Teachers on their planning period should report to the front office for possible assignment to hall and exit duty.
 - When the announcement of CODE GREEN is made which means the situation has been resolved, everyone should resume normal activities.
- ◆ **Transportation of Students**
- All Highpoint Academy employees are prohibited from transporting students to/from school property. Unless an employee is transporting a student at the direction of the Principal during an emergency or during an officially approved trip in accordance with school Policy and Procedures, such transportation shall be furnished at the employee's own risk and liability. Any employee who transports except for an emergency or an officially approved trip shall do so outside the scope of their employment.
- Section 4 – Media Relations**
Emergency Notification Plan
- In the event of an emergency or a situation that would likely attract media attention, e.g., life-threatening injuries to employees or students, student disruption, weapons, building collapse, etc., at a school site, the following actions are to be taken in order that administration will be advised of the circumstances.
 - School personnel should gather accurate information and promptly call the Principal or Assistant Principal, in her absence, and provide them with the following information:
 - ◆ Name and grade of the student(s) involved
 - ◆ Circumstances surrounding the emergency
 - ◆ If parents were contacted
 - ◆ If the police department was involved
 - ◆ If 911 was called
 - ◆ Current disposition of the situation
 - The Principal (or Director in her absence,) will be responsible for making any further decisions.
 - In the event of an after-hour or off-campus incident, e.g., bus accident, field trip problem, extra curricular situation, break-in, fire, etc., personnel with information concerning the incident will notify 911 if necessary and then a member of the Administration will activate this emergency notification plan and inform the Principal if Principal is not immediately available.

◆ **Media Information**

Remember:

- ◆ Schools are treated as private property; the media needs permission to be on school campus.
- ◆ School property does not include the area immediately outside the fence or in the air above the school. The media may be there without permission.
- ◆ Cooperate with the media whenever possible but never fail to protect the privacy of your students and staff.
- ◆ If possible, refer them to someone who can answer their questions.
- ◆ Don't provide information that you do not know or that you have not verified personally.
- ◆ Don't allow yourself or your students to be videotaped or photographed
- ◆ Don't be intimidated by the media

- ◆ Don't try to cover up a mistake or slant information
- ◆ Don't say **anything** you would not want to see on the front page of a newspaper or on the evening news.

Section 5 - Medical Emergencies

What is the Miami-Dade County EMS System?

Miami-Dade County has one of the best Emergency Medical Service (EMS) systems in the world. Miami-Dade County utilizes what is referred to as an "enhanced 911" system. This means that when you dial the nationally recognized emergency number "911" the operator on the other end of the phone will also automatically see what address you are calling from. In the standard 911 system the operator is unable to see your calling address.

Initially your call is answered at the 911 dispatch center. The operator will ask you what the nature of your emergency is; (i.e. Police, Fire or EMS.) If you are calling for a police emergency, the operator will transfer you to the appropriate police agency. If you advise a fire emergency, the operator will take your information and ship the call to a dispatcher who will send out the appropriate fire units.

If however, your call is for a medical emergency, the operator will initially take your information. This information is shipped to a dispatcher who sends out the closest EMS unit from the fire departments. This dispatcher will then send a transport unit to assist the fire department unit and will also stay on the phone with you until the arrival of help. This dispatcher will give you pre-arrival instructions on how you can best help the injured person regardless of nature of the injury.

What Constitutes a Medical Emergency?

Medical emergencies come in all shapes and sizes. The most important thing to remember is that to the injured person, the emergency is very real and can be very emotional. As staff, you must not allow yourself to be overcome by the emotion of the moment, but must remain calm and rational so that you can assist the injured person through the immediate crisis. Many of these emergencies can be handled at our infirmary. However, other situations will require the immediate use of the Miami-Dade County EMS system. The following guidelines should be used to immediately summon professional assistance for a medical emergency:

- ◆ Any respiratory (breathing) related problem
- ◆ Any type of chest pain or other sudden onset of serious unexplained pain
- ◆ Any seizure
- ◆ Any diabetic crisis
- ◆ Falls
 - Preschool and Elementary- greater than 5 feet
 - Middle and High School- greater than 9 feet
 - Any fall in which the injured person does not get up on their own
- ◆ Any injury to the head, neck or back
- ◆ Any loss of consciousness
- ◆ Common sense- many injuries by their nature dictate immediate use of the EMS system. These injuries include such things as:
 - ◆ Burns or penetrating injuries
 - ◆ Amputations
 - ◆ Fractures
 - ◆ Vehicle accidents

Why Is It Important For Me To Utilize The EMS System?

LIABILITY. The school, as well as an individual faculty member, can be held liable for failing to utilize professional assistance for an injury or illness that occurs to one of the students. The perception that parents will be billed for utilizing the EMS system is incorrect. The Miami-Dade County EMS system is designed to function as follows:

1. A fire department rescue or ambulance unit will arrive on scene. This unit consists of a minimum of one paramedic and one emergency medical technician (EMT). In most cases the unit will carry two paramedics.
2. These crews will do an immediate assessment of the injury or illness. If the injury is:

- ◆ Life threatening- the patient will immediately be loaded into the transport unit and transported to the nearest appropriate facility for treatment.
 - ◆ Minor to moderate- Crews will speak to a parent or guardian via phone to get approval from an adult for further treatment or transport.
3. It is important to understand that parents will never receive a bill for any treatment of a patient who is not transported to a hospital. A bill is only generated when a transport occurs.

Therefore, it is in the best interest of the school to utilize the professional medical services provided by the Miami-Dade County EMS system. To access this service, simply dial 911. It is also important to understand that not every emergency called into 911 will get units arriving with red lights and sirens. In many cases the emergency will be deemed to be minor based on information obtained by the medical dispatcher. In these cases all units are sent without red lights and sirens, or non-emergent.

What should I do until help arrives?

First and most important...STAY CALM. Your demeanor during an emergency will help to de-escalate the immediate crisis. In many cases, especially with young children the appearance of a calm adult will help to calm the child.

Never place pillows or other items under the victim's head unless they are conscious and able to speak with you.

Send someone to an office to call 911 and the infirmary; also to summon other on campus adults to assist with the emergency.

If infirmary personnel are unable to respond:

Try to get a phone near the victim.

If you cannot get a phone to the victim's side to hear pre-arrival instructions, the following guidelines can be used:

1. Check for consciousness:

- ◆ If the victim is conscious, talk to them in a calm manner. Reassure them that everything is going to be OK. Keep the victim still. If the victim is talking to you, you can assume that the victim is breathing and has a pulse. Move to step 5.
- ◆ If the victim is unconscious, move to step 2.

2. Check for breathing:

- If the victim is breathing, maintain the airway. To maintain the airway simply place one hand on the forehead and with the other hand, grasp the patient's chin. Apply gentle pressure downward on the patient's forehead while gently lifting the chin upward. This will open the patient's airway.
- If you are unsure if the victim is breathing....after opening the airway in the above method, place your cheek next to the victim's mouth, look toward the victim's feet. In this position you will be able to LOOK, LISTEN and FEEL for breathing. Look at the victim's chest for rise and fall. LISTEN with your ear and FEEL on your cheek for any signs of breathing.
 - ❖ If the victim is breathing, refer back to the first part of step 2.
 - ❖ If the victim is not breathing, you will have to breath for the victim. To do this you must:
 - ◆ Keep your one hand on the victim's forehead with gentle downward pressure.
 - ◆ Pinch the victim's nose shut, with your free hand. (the hand you were using to hold the chin.)
 - ◆ Place your mouth over the victim's mouth completely.
 - ◆ Blow into the victim's mouth. Watch from the corner of your eye for the chest to rise. Do this twice. If the victim's chest does not rise, re-tip the head and try again. If there is still no rise in the chest refer to the procedures to check for an obstructed airway below.
 - ◆ Once you give the victim two breaths, move to step 3.

3. Check for pulse:

- Keep the victim's airway open by keeping one hand on the forehead with gentle downward pressure.
- Place two fingers on the middle of the victim's throat. On males it's where the Adam's Apple lies. Never use your thumb, as you will detect your own pulse.
- Slide these fingers into the groove along the windpipe. If the victim has a pulse, you will detect it at this time.

- ◆ If the victim has a pulse but not breathing, continue to give rescue breaths once every 3 to 5 seconds
 - ◆ If the victim is not breathing and does not have a pulse, you will have to begin cardio-pulmonary resuscitation (CPR).
- 4. CPR:**
- ◆ Measure 3 fingers up from the tip of the sternum. (Bone running down the center of the rib cage.)
 - ◆ Place the heel of one hand on the sternum
 - ◆ Place your other hand directly over the hand on the sternum. **NOTE: Use two hands like this for adults. For children less than 8 years of age use only one hand on the sternum.**
 - ◆ Lock your fingers together. (Do not allow the fingers to touch the rib cage)
 - ◆ Press down on the chest smoothly about 1 ½ to 2 inches. If using one hand on smaller children compress the chest 1 to 1 ½ inches.
 - ◆ Compress the chest 15 times.
 - ◆ Next re-tip the head and give two more breaths (optional)
 - ◆ Then do 15 compressions.
 - ◆ Keep repeating this sequence. Approximately every 5 sets of compressions and breaths you should stop and check for a pulse on the neck as described in step 3. If no pulse continue doing CPR. If you find a pulse, stop doing CPR and check for breathing.
 - ◆ Continue to monitor the patient, checking for pulse and breathing until help arrives.
- 5. If injury is related to a fall or other type of injury that may have damaged the neck, apply traction to the injured person's neck.**
- ◆ You will want to utilize someone else to help with this so that you will remain free to continue helping the injured person.
 - ◆ Have someone take the injured person's head between their two hands. The whole purpose is to keep the injured person from moving their head from side to side or up and down.
- **Check for bleeding; (if possible, rubber gloves should be worn):**
- ◆ 95% of all bleeding is controlled with direct pressure and elevation. Try not to have skin- to-skin contact with a person who is bleeding. Try to utilize something like clean cloth or material or even paper towels.
 - ◆ Apply pressure directly to the wound site. If possible raise the injured part of the body so that it is higher than the heart.
 - ◆ If your dressing becomes saturated with blood, add more dressings. Never remove dressings once they have been applied. This could destroy any blood clots that are trying to form.
 - ◆ Tourniquets or constricting bands should NEVER be applied.
- ◆ **Check for broken bones or other injuries:**
- A quick survey of the patient should be performed. You will actually have to feel the injured persons arms, legs and torso to check for possible fractures.
- While performing this check you should be looking for other injuries such as:
- ◆ Deformities
 - ◆ Contusions
 - ◆ Abrasions
 - ◆ Punctures
 - ◆ Burns
 - ◆ Tenderness
 - ◆ Lacerations
 - ◆ Swelling
- ◆ **Make mental notes:**
- All information as to your findings should be relayed to the first arriving paramedics.
- They will also want information on what happened that caused the injury.

Everything described above details what is referred to as a primary assessment of the patient. This initial assessment is critical, and should be performed on every injured person to assure that further injuries are not caused by moving or allowing the patient to move. In some instances the slightest move of the neck can mean the difference between permanent paralysis or the patient walking out of the hospital on their own.

The next section will describe things that can be done to assist the injured person prior to arrival of EMS for other types of injuries that occur.

Miscellaneous Injuries

◆ **Bites and Stings (Possible allergic reactions):**

- ◆ Ask the patient immediately after the injury if they have ever had an allergic reaction to bites or stings. If yes, get 911 on the way immediately. If no, cool water is about the only remedy that will relieve the pain. A paste made from baking soda can also be applied.
- ◆ If a history of allergic reactions is determined, monitor the patient until arrival of EMS for any signs of breathing problems. Be prepared to perform rescue breathing if needed. Keep the patient as calm as possible. The faster the heart beats the quicker the toxin is spread.

◆ **Burns:**

- ◆ Recognition of burns
 - ◆ First Degree- reddening of the skin similar to a sunburn
 - ◆ Second Degree- blistering of the skin
 - ◆ Third Degree- Burn through all skin layers. Injured area will possibly look charred around the edges.
 - ◆ Electrical burns- always assume that an electrical burn is worse than it looks on the outside.
- ◆ First and second-degree burns can be cooled by running cool water over the affected area.
- ◆ Third degree and electrical burns should not be cooled. Compassionate support until help arrives is the only thing that can be done for the injured person.
- ◆ Chemical burns in most cases can be flushed with cool water. However, if the chemical is water reactive, you will want to brush the chemical from the skin only. Do not use your bare hand to do this.

◆ **Chemicals in the eye:**

- Should be flushed with water for at least 15 minutes. Flush the injured eye in such a manner that the chemical does not run into the unaffected eye.

◆ **Choking:**

- Conscious Victim-
 - ◆ If patient is breathing, (evidenced by coughing, gasping or speaking) do not try to slap the victim on the back. This may cause the object to lodge further in the throat, completely blocking the airway. Monitor the patient until help arrives. If the victim stops breathing go to next step.
 - ◆ If patient is not breathing, stand behind the victim.
 - ◆ Put your arms around the victim's waist.
 - ◆ Make a fist with your one hand.
 - ◆ Position this fist above the belly button but below the rib cage.
 - ◆ Place your other hand over this fist
 - ◆ In one quick motion, jerk hard inward and up into the stomach. Do this 5 times.
 - ◆ Check to see if victim is breathing
 - ◆ If not repeat these steps until the object becomes dislodged.
- Unconscious Victim-
 - ◆ Lay the patient on their back, face up.
 - ◆ Straddle the patient's hips with your legs.
 - ◆ Place your hands on top of each other on the patient's stomach just above the belly button but below the rib cage.
 - ◆ With a quick downward thrust push using your weight into the patient's stomach. Do this 5 times.
 - ◆ Check the victim's mouth for signs of the obstruction.

- ◆ If you can easily reach the obstruction remove it.
- ◆ If the object has not been dislodged, repeat these steps.
- ◆ Once the object is dislodged check for breathing. Perform rescue breathing if necessary, or monitor airway if patient is breathing.

NOTE: For children under the age of 8, these maneuvers should always be performed with the patient lying down.

◆ **Diabetic Emergencies:**

- ◆ Follow the directions that you receive from the medical dispatcher.

◆ **Electrocution:**

- ◆ **DO NOT** approach the victim, unless the power source has been shut down.
- ◆ Once the area is safe to approach the victim, assume that the victim is in cardiac arrest until breathing can be verified. If no breathing and pulse, begin CPR and rescue breathing as detailed above.
- ◆ If pulse and breathing are present, look for signs of injury such as entry and exit wounds. Treat these injuries the same as you would for any other bleeding type wound.

◆ **Heat Emergencies:**

- Flu like symptoms, paleness, sweating, nausea and vomiting are signs of heat exhaustion. This is typically non-life threatening.
 - ◆ Get patient to an area out of the sun. Avoid going into highly air conditioned areas immediately.
 - ◆ Allow patient to gradually cool down.
 - ◆ Apply cool compresses to forehead and back of neck.
- Red, hot, dry skin along with a decrease in the level of consciousness is a sign of heat stroke. This can be life-threatening. Proper medical help should be summoned immediately.
 - ◆ Get patient to area out of the sun. Avoid going into highly air conditioned areas immediately.
 - ◆ Allow patient to gradually cool down.
 - ◆ Apply cool compresses to forehead and back of neck.

◆ **Poisoning:**

- ◆ Get as much information as possible about the poison. If possible, take the actual container to the phone with you.
- ◆ 911 will probably transfer you to Poison Control. Follow all directions issued by Poison Control.

◆ **Seizures:**

1. **DO NOT** forcibly restrain the patient.
2. **DO NOT** Put anything in the patient's mouth, especially your fingers.
3. Do apply gentle restraint to keep the patient from banging into surrounding objects. Move as many things as possible out of the area of the patient.
4. If the patient stops seizing they will be groggy and possibly confused. Talk to them in a reassuring manner. As the patient becomes more aware of their surroundings they will possibly become embarrassed. Again reassure them that everything is OK. Do not let them get up and move about. Advise them that help is coming.

Section 6 – Fire Emergencies

Fire/Explosion

During School Hours:

- ◆ In the event of a fire, the fire alarm will be activated.
- ◆ Upon hearing the fire alarm, 911 will be called by an Administrator. State Code 6A2.086 states that all occupied buildings upon activation of an alarm must be evacuated and the fire department must be notified, even if the fire has already been extinguished.
- ◆ Students must evacuate the buildings and go to areas as designated in the Fire Drill Maps located in each classroom.
- ◆ Teachers must check all bathrooms and make sure all students have evacuated the rooms.

- ◆ Teachers must close all doors and windows as you leave the building.
- ◆ Teachers are responsible for walking with their students to designated locations.
- ◆ Once assembled, attendance must be checked by teachers to make sure all students are accountable.
- ◆ If an exit is blocked, be sure you know where the next available exit is.
- ◆ Once on scene, the fire department will take complete control of the situation.
- ◆ Nobody is to re-enter the building until they receive an OK from the fire department.

After School Hours:

- ◆ Students report to the Basketball Courts.
- ◆ Office Staff will contact 911 communications center.

Note: Teachers should always be the last one to leave the classroom. Once out, attendance should be done to assure that all students are accounted for. Any unaccounted student should be immediately reported to the nearest administrator.

Section 7 – Police Emergencies Non-Natural Disasters

Bomb Threat:

Whenever a bomb threat is received, there is always the element of surprise and initial uncertainty for the person receiving the call. It is important to remain calm, treat the threat as real and seek to obtain as much information as possible from the caller. The following Procedures and Form are designed to provide support and direction during these critical initial moments when a bomb threat is made.

General Procedures:

1. Treat all bomb threats as real.
2. Remain calm.
3. Don't hang up! Seek to obtain as much information as possible contained in the following Bomb Threat Form.
4. Report the threat immediately to the principal.
5. Principal and/or member of the Administration will contact police (911).
6. Determine need for evacuation from the building.
7. Only authorized personnel should do a bomb search.
8. Administrative assistant should alert someone to activate the call tracing system through the local phone company (*69).

Bomb Threat Form:

1. Don't hang up. Obtain as many details as possible.

Questions to ask are:

- A) Where is the bomb right now?
- B) When is the bomb going to explode?
- C) What does the bomb look like?
- D) What kind of bomb is it?
- E) Did you place the bomb? Why?
- F) If you didn't place the bomb, who did?
- G) What is your name? Address? Phone number?

2. Exact wording of the threat.
3. Time call received and the time the call ended.

Caller's voice:

- | | | |
|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Angry | <input type="checkbox"/> Calm |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Laughing | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Accent | <input type="checkbox"/> Well Spoken |
| <input type="checkbox"/> Deep | <input type="checkbox"/> High | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Low | <input type="checkbox"/> Rapid |

4. Background noises.

5. Additional remarks.

Notify 911, the Principal and/or a member of the Administration.

Cell Phones and two-way radios must not be used since radio beams can cause detonation of electric blasting caps.

- If Evacuation is Deemed Necessary:
 - ◆ The fire alarm should be activated and the established evacuation plan initiated. Should the bomb be found prior to evacuation, an administrator must notify those classes nearby of alternate routes.
 - ◆ Evacuated staff and students should be kept 300 feet or farther away from the structure.
 - ◆ Be aware of personal valuables and school assets.
- ◆ Searching the School:
 - The Principal and/or his/her designee will coordinate the search for a device with emergency officials.
 - Police and fire department personnel will perform the search.
- ◆ All Clear:
 - Do not re-enter the building until authorized to do so by the appropriate law enforcement agency.
 - Notify Principal of the all clear.
 - Resume normal activity.

Other Disturbances

Emergency Procedure:

- ◆ In the event of a disorder, school personnel will notify the Administrative office.
- ◆ Upon notification, the Principal or her designee will determine if local police are needed to assist.
- ◆ It is the Principal's discretion of whether or not to notify parents.

Adult Disturbances:

No individual or group may interfere with the normal school operations and activity of the school. The Principal or member of the Administration must be immediately notified.

- ❖ Demonstrators should remain off school property. They may not block driveways or walkways.
- ❖ If any attempt is made to interfere with normal school activities, the Headmaster or his representative should order the individual or group to cease the illegal activity.
- ❖ If there is not an immediate favorable response, notify 911.
- ❖ Observe actions and attempt to identify leaders to aid law enforcement in their efforts to restore order.

1. Intruder in the Building:

The first person to notice the intruder (person with a weapon or person who is upset or acting out of control) will notify the Principal or member of the Administration immediately.

- They will immediately code all teachers with "**WE HAVE A VISITOR**" and this means that the emergency lock down plan is activated. This includes:
 - All students must remain seated, with their heads down quietly.
 - Teachers must immediately lock all classroom doors.
 - Students cannot leave the classroom for any reason.
 - Students may be asked to sit on the floor, next to an interior wall, away from windows and doors until further notice.
 - Teachers should take roll, get an accurate head count and report any discrepancies to the front office, using the intercom system.
- Designate personnel to monitor areas of the building and grounds, and to direct students not in class to a safe area.
- Communicate any sightings of the intruder to the school office via intercom system.
- **Only the Principal or member of the Administration may notify 911 of any emergency situation.**
- ◆ **Educational Institutions, Unlawful Interruption or Interference of School Campus or School Function Disorders (Florida Statute 877.13)**
It is unlawful for any person to knowingly disrupt or interfere with the lawful administration or function of any educational institution, either during regular hours or at after hours functions (i.e., athletic events).

Emergency Evacuation Actions

Evacuation actions will only be attempted if sufficient law enforcement support is available to secure exiting area out of the potential danger area, OR if the internal threat to the school is greater than the potential threat of evacuation. Examples: Fire/Gas/Explosion.

The selected exit must be away from the disturbance as much as possible OR the side selected to be secured by law enforcement. Class should accomplish evacuation with the youngest students first. Books and bags should not be taken, to avoid slowing down the students. All students should be lying down in the school as they are waiting their turn to evacuate.

- Principal or member of the Administration:
 - ◆ Notify Fire and Rescue – Telephone 911.
 - ◆ Notify all building occupants over the public address system or by alternate means to begin evacuation to a specific assembly point.
 - ◆ Provide for the evacuation of the disabled.
 - ◆ Advise teachers to bring class attendance records with them.
 - ◆ Oversee the evacuation and movement to the designated assembly point.
- Teachers:
 - ◆ Implement immediate evacuation of students upon notification to evacuate.
 - ◆ Check restrooms and rooms next to the classroom and account for all students.
 - ◆ Determine that all students have cleared the room.
 - ◆ Bring the class roll book with you.
 - ◆ Instruct the first student in line to hold the main exit door open until all persons in the class have evacuated.
(Continue this procedure until the building is clear).
 - ◆ Supervise student's enroute to designated area.
 - ◆ Make a roll call check at the assembly point. Report anyone missing immediately

Hostage Situations and Barricaded Subjects

- Personal Conduct to Minimize Violence:
 - ◆ Do NOT attempt to make any contact with the subject involved or any apprehensions.
 - ◆ DO call an administrator immediately and 911 if necessary.
 - ◆ DO vacate employees from surrounding areas to a safe location.
 - ◆ DO be available to assist law enforcement with information concerning the floor plan, locations of subject(s) and description, type(s) of weapon(s) involved, name(s) of hostage(s) and individuals with injuries or special medical needs.
- Hostage Conduct to Minimize Violence:
 - DO follow direction of subject(s). Do NOT attempt to apprehend or obtain the weapon(s).
 - Do NOT provoke subject by attempting to escape, yelling or exhibiting other aggressive behavior or language.
 - Do NOT use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around.
 - Do NOT pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact.
 - Do NOT make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
 - Do NOT challenge, threaten, or dare the individual.
 - Do NOT criticize or act impatiently toward the agitated individual.
 - Do NOT attempt to bargain with a threatening individual.
 - Do NOT make false statements or promises you cannot keep.
 - Do NOT take sides or agree with distortions.
 - Do NOT invade the individual's personal space. Make sure there is a space of 3 to 6 feet between you and the individual.

The ultimate desired conclusion in a hostage or barricaded subject situation is the safe release of the innocent and the arrest of the subject without death or injury to anyone. It is the police department's policy to use constructive negotiations in conjunction with tactical advantage to successfully terminate the situation. The school's notification plan would be executed.

In hostage or barricaded subject situations, appropriate response is required to contain the situation and to establish communication with the subject. Control of responding officers must be established to facilitate deployment and to avoid confusion which could result in reckless action by the subject. Individual initiative must not be stifled to the point that appropriate reaction would not be forthcoming in the event of an overt action by the subject. In a hostage rescue situation, good judgment dictates that a tactical plan is developed to ensure successful termination of the situation rather than making a direct, immediate attempt to apprehend the subject. The passage of time should benefit the police department's objective as its entire resources can be utilized toward developing the tactical plan.

- ❖ Action:
 - ❖ When a hostage or barricaded subject situation exists, the first Administrator on the scene will:
 - A. Notify 911 and the Principal or member of the Administration.
 - B. Request assistance of the type and numbers he/she believes to be immediately necessary. If appropriate, a safe route for responding units and deployment points should be given.
 - C. Identify and preserve evidence and the crime scene when possible.
 - D. Establish a command post if necessary.
 - ✓ When the police arrive at the scene, they will initiate appropriate action to confirm that a hostage is being held or that a subject is barricaded and determine the nature and seriousness of the offense being committed.
 - ✓ Generally the police will:
 - B. Deploy responding personnel to contain the situation effectively.
 - C. Request assistance from other local police jurisdictions.
 - D. Evacuate civilian personnel from the immediate area.
 - E. Determine available means to communicate with the subject and if possible, establish contact to determine the reason for this action.
 - F. Attempt to identify persons familiar with the subject and information concerning the building or structure.
 - G. Refrain from letting persons familiar with the subject communicate with the subject.
 - H. Designate response area for back-up units, fire equipment, ambulance, and the news media.
 - I. Request assistance from county/private agencies.
 - C. Fire Rescue to standby
 - D. Ambulances for any injured
 - E. Fire Department if chemical agents are used

Threats of Violence

When a student makes a threat involving killing someone (adult or student) the following process will **always** be followed:

- ◆ The student must be sent to the Office to see the Principal. Principal will determine appropriate penalty and proper course of action. Incident will be documented. The Principal will contact the School Counselor for interview with student and input.
- ◆ Principal will determine if a Parent conference is needed. Parent conference must be documented in writing and it must include all details of incident and meeting.
- ◆ Depending on how serious the threat is believed to possibly be real, local law enforcement may need to be made aware of the incident.
- ◆ A Suspension or a Medical Leave of Absence may be given as determined by the Principal. A student will be able to come back to school after seen by Mental Health Care Professionals and after the school is provided with documentation that states the student is not a danger to themselves or to others and that he/she can handle the day-to-day responsibilities of the school.

Aggressive Behavior Policy

The safety and security of the students and employees of Highpoint Academy is paramount. Threats, threatening behavior, acts of violence, stalking, and/or use of, or possession of explosives, destructive devices, firearms and/or weapons, etc. will not be tolerated against students, employees, visitors, guests or any other individuals on Highpoint Academy property or anyone attending a school sponsored event. Highpoint Academy has zero tolerance for such conduct. Violations of this policy by a student will lead to disciplinary action as provided by school policies and may include suspension or expulsion.

Preventing /Kidnapping/Custody Orders

- A.** Highpoint Academy has a “closed-door” policy. This means that all visitors must be accompanied by a member of the Administration and must wear Visitor passes obtained at the Office.
- B.** The name of the parent/guardian and all persons authorized to pick up students must be indicated on the Registration Form, on file in the office, otherwise, student will not be allowed to leave the premises. **The parent/guardian should present photo identification if school administration is not familiar with the parent/guardian.**
- C.** The parent/guardian must sign out the student at the front reception area prior to picking up child. Students will only be called for dismissal if name is on sign-out form.
- D. In cases of divorce, Parents are responsible to provide current court orders. All Court orders must be kept on file inside student's folder.**
 - ◆ If a child is kidnapped/childnapped from school:
 - Call 911 immediately and then notify the Headmaster or his designee
 - Contact the custodial parent
 - Obtain witness statements
 - Assist the police with as much information as possible

Prevention of Assaults

The purpose of this procedure is to provide guidance to assist in applying effective techniques in the prevention of assaults on students and school personnel.

- ◆ School personnel safety when alone in a specified area:
 - ◆ Inform a member of the Administration that a school employee will be alone in a specified area during a specified time.
 - ◆ Request that the intercom system be energized in the monitor mode for the specified area.
 - ◆ Upon arrival in the specified area, announce that the school employee is in the specified area with the door locked.
 - ◆ Upon leaving the specified area, the school employee should request that monitoring be discontinued.
 - ◆ If an emergency occurs, the school employee should loudly announce the room number and his/her name.

Intruder/Lock Down

Hopefully, a tragic event in which an individual or group are on school property posing a threat to the safety and security of students and staff will never occur. Other schools where such events have occurred report that responding to the initial event can simply be the beginning of trying to address the variety of needs and issues which arise when these types of threatening incidents occur within the school community.

General Procedures:

1. All visitors are required to register at the Main Office and to wear a Visitor's I.D. badge.
2. Faculty and Staff members are instructed continuously to stop any stranger without identification badge and inquire as to his/her business in the building.
3. Strangers without a Visitor's Pass must be escorted back to the Main Office. If this cannot be accomplished, and the intruder refuses to cooperate, immediately call the office via intercom giving a description of the stranger and his/her location in the building.
4. If danger exists, the primary concern is to maintain, in whatever way possible, the safety and security of students and staff.
5. If it is determined that all staff need to be alerted that a dangerous situation is occurring within the building and that the safest course of action is to secure classroom/hallway areas and have students remain in classrooms, a coded announcement such as the following could be made over the intercom: “Sorry to interrupt, the Locksmith is in Room #_____. (Room the intruder is in.) Updates could be made with new locations if the intruder moves. Canceling the alert could be done by announcing: “**THE INSPECTOR HAS LEFT.**”

6. Contact the Police (911) - Advise police if a weapon is involved and try to provide a description of the intruder. When police arrive, they are in charge until everyone's safety is guaranteed. Police might request a detailed floor plan of the building (Located in each office) as well as a list of students and staff.
7. Following a threatening incident, the faculty needs to meet to discuss such issues as:
 - Are there any students displaying severe emotional distress as a result of the incident and how will this be addressed?
 - What will students/parents need to know and how will this information be disseminated?
 - What information or preparation will staff need before starting classes the next day? A staff meeting could be helpful to "process" or "debrief" the situation, dispel rumors, support and compliment staff for their handling of the situation, "blow off steam," address present concerns and develop a plan of action for the next day which will reestablish a sense of order and safety.
 - How to reassure students, staff and parents that the school is safe?

Handling of Firearms/Zero Tolerance

There are no definite set of rules to cover every incident that may occur. Nothing can substitute for good "common sense," letting the subject escape or retreating.

A. Firearms:

- ◆ Suspicion of a gun should be reported immediately to the Headmaster or his designee. Staff should not take action on their own.
- ◆ The Administrator should find out as much information as possible. Try to find out where the weapon is located. Assume the gun is loaded.
- ◆ Call 911. The person designated to call 911 must stay on the phone and provide the dispatcher with as much updated information as possible. The person on the phone should be in radio contact with other school personnel who can keep them updated with any changes in the situation.
- ◆ The student/person with the gun should be isolated, if possible, from other students and faculty. Holding up changes in classes is a possibility.
- ◆ Encourage good rapport with students and have channels for reporting a student/person with a weapon. Encourage a school neighborhood watch program.
- ◆ Those responsible for taking the gun should be prepared for the unexpected and should think about what to do if the student/person runs or goes for the weapon or if a second weapon appears. It is suggested, time permitting, to allow for the arrival of police. If not, allow room for the student/person to escape. If the student/person pulls or displays the weapon, retreat. Do not meet aggression with aggression. Again, isolate. Cut down the chances of a second weapon or person. If you can't isolate, observe, see if the student/person has a companion.
- ◆ Develop a "code" and have staff designated to assist you, and make sure everyone is aware of the action you may or will take.
- ◆ If immediate action is necessary, restrain the student's/person's arms next to his body until the weapon is found. Otherwise, wait for law enforcement.
- ◆ Be aware, there are other weapons that can seriously injure you other than just firearms, i.e. knives, pellet guns, etc. Waterguns and firearm look-alikes have to be treated as dangerous weapons. Don't take for granted it's a toy, you might find out too late that it isn't!
- ◆ Be aware students may bring real weapons for show and tell.
- ◆ Suspected students/persons may have the weapon concealed in a bookbag, pocketbook, locker, inside pants, belt or socks. These areas need to be addressed first.
- ◆ Once the gun has been confiscated, isolate the weapon, from the student. Treat the weapon cautiously by pointing the barrel upward, and secure it until police can take possession. This will insure the safety of all persons and prevent an accidental discharge of the weapon.
- ◆ No deadly weapons shall be in possession of any school staff on school property. This includes but is not limited to firearms, clubs, knives, stun guns, brass knuckles, numchucks, throwing stars and other oriental type weapons.

Zero Tolerance

Florida Statute 230.235 requires each school district to adopt a policy of Zero Tolerance for crimes in schools. This statute requires schools and the city or county law enforcement agency that services them, to enter into an agreement so that all felonies and violent misdemeanors, whether committed by an adult or a student, are reported.

Amended Florida Statute 232.277 requires school personnel to report to the appropriate law enforcement agency any unlawful use of alcoholic beverages, controlled substances, or model glue. School personnel must timely notify a student's parent, etc., that a verified report of alleged activity has been forwarded to the law enforcement agency.

Highpoint Academy's Zero Tolerance Policy

- Highpoint Academy has a zero tolerance policy against involvement with drugs, alcoholic beverages, tobacco products and sexual misconduct.
- No student will be allowed to remain registered at Highpoint Academy who is involved with using drugs, smoking, or drinking alcoholic beverages.
- Under certain circumstances this policy may also be extended to include negative socialization with others who do so.
- Use of these substances will result in penalties and/or expulsion.

Intervention in School Fights and Assaults

More teachers and administrators are injured while breaking up fights and preventing assaults than doing any other type of activity. This occurs because the person breaking up the altercation makes some critical mistakes.

Usually the adult runs to the fight and immediately jumps into the middle of the fracas and starts pulling the students apart. This action offers the fighters a free chance to hit the adult. In the heat of the fight, the adult is an easy target and the assaulted can say they thought it was another student or someone coming to help the other fighter.

The other critical mistake made is that the teacher or administrator does not take the time to analyze the fight. By running into the middle of the altercation the adult does not know if one of the fighters might have a weapon; if the fight is a stage event—just students playing; if the fight is in the winding down stage, meaning both students are getting tired; or which one is the aggressor. You want to know who is getting the better hits in because that is the person you must watch.

The Following Steps Are Recommended When Breaking Up Fights:

- A. Walk, don't run to the fight so you may analyze the situation and mentally form a strategy as you approach.
- B. Use your most authoritarian voice and let the world know you're coming and you want this nonsense stopped immediately.
- C. Call for other administrative assistance. If necessary, stop by a classroom and ask the teacher to call the office and request additional help.
- D. Call out to any of the students you recognize and start giving orders. It does not matter what you are telling the kids to do, kids are accustomed to responding to directions, you want them away from the commotion.
- E. Call the students by name, if you know them, and let them know you recognize them. Some people use a little humor at this point to ease the tension. If you can get some of the students laughing it will help stop the fighting.
- F. If it is a serious fight, get additional help! Don't try to be a hero.

Removal and Transportation of Students

1. Removal of students from school premises:

1. Should a police officer request to take the student out of school, they shall do so only with the consent of the parent or with a subpoena requiring the student to appear before a judicial proceeding.
2. If the officer arrests either with or without a warrant, he shall be allowed to remove the student without hindrance. The Principal or his designee shall notify the student's parents immediately.
3. If an officer takes a child into protective custody, pursuant to Florida Statute 39.401, the officer will be permitted to remove the student without hindrance and the Principal or designee shall notify the student's parents immediately.
4. Any law enforcement officer removing a child from school under above listed circumstances will sign a release form accepting responsibility for that child. Such release form will be signed in triplicate, the original being filed with the school office.

Section 8 – Hazardous Materials Emergencies

Chemical Spills

All facilities in Miami-Dade County are vulnerable to the effects of Hazardous Materials Incidents, whether from fixed facility releases or transportation accidents. When you believe an incident has occurred, or when directed by Fire or Police Officials, in place protection measures should be initiated.

- Everyone must be moved inside the building as quickly as possible.

- Notify the Fire Department by calling 911.
- Close all windows and air conditioning/heating vents (eliminate outside air from entering).
- Be prepared to seal doors and windows closest to the incident with wet towels.

It may be necessary to evacuate the facility if the spill/release is very large or dangerous. The Fire Department Commander will direct evacuation of your facility and obtain transportation support required to do so. Be prepared to contact your prearranged sheltering facility to alert them of your expected arrival and move students and equipment to the exit identified by the Fire Department for evacuation.

Section 9 – Weather Emergencies

Severe Thunderstorms

Florida ranks as the undisputed thunderstorm/lightning capital of the United States. Thunderstorms occur every month of the year. Since the year 2000, there were 1,698 confirmed cases of severe thunderstorms in Florida, which caused 15 deaths, 137 injuries, and over 88 million dollars in damage.

What is a Severe Thunderstorm?

A thunderstorm is classified as SEVERE when it contains winds 58 mph or higher, hail $\frac{3}{4}$ inch or greater in diameter, or a tornado develops. A severe thunderstorm may contain a combination of the two elements as well as heavy downpours of rain and frequent lightning. Advance warning is not always possible.

Downdrafts occur along the leading edge of almost all thunderstorms. This same process that can bring a cool breeze on a hot summer day can also produce winds as great as those of a strong tornado. Strong localized downdrafts are called “downbursts.” These are intense concentrations of sinking air which fan out on striking the earth’s surface and produce damaging straight winds and windshear. These winds may be accompanied by a roaring sound similar to the sound often reported with tornadoes.

Weather Alerts

When weather conditions indicate that severe thunderstorms are possible, a **Severe Thunderstorm Watch** is issued for the area of concern. In other words, a storm may be likely to occur in the general vicinity.

A **Severe Thunderstorm Warning** means that a severe thunderstorm has been reported by a reliable source or indicated by radar. A warning means that a storm is imminent for the immediate area.

The occurrence of downbursts makes it imperative that the threat of severe thunderstorms be taken seriously, and that our plans include a means to safeguard ourselves from this threat.

What to do:

- ◆ Take shelter upon signs of threatening conditions. Do not stand under trees for shelter.
- ◆ Remain indoors until the storm completely passes
- ◆ Stay away from windows and glass doors.
- ◆ Go to the lowest floor of the building you are in.
- ◆ Office staff and Administration will monitor the Weather before, during and after the storm.
- ◆ After the storm, be aware of possible downed power lines.
- ◆ **Most importantly, Stay Calm.**

Lightning

The dual character of lightning---it is a carrier of high currents and produces destructive thermal effects---makes it doubly dangerous. The current peaks, which may reach magnitudes of 200,000 amps or more, produce forces which have a crushing effect upon conductors, and which can build to explosive levels in non-conducting or semi-conducting materials like wood or brick. The continuous current produces heat, and is responsible for the numerous fires attributed to lightning.

Florida leads the Nation in lightning deaths and injuries. Twelve people were killed and 102 were injured by lightning during 1996. Lightning has killed 374 people from 1959 through 1996.

The risk is greater than we think. Lightning strikes the earth 100 times every second of every day somewhere on the planet. The average annual death toll for lightning is greater than that for tornadoes or hurricanes. Some locations are more dangerous than others. The greatest number of people are struck while near a body of water. Another vulnerable location is an open area with a few trees around, such as a ball field, playground, or golf course. The greatest danger from lightning often

comes with the first and last strike when people least expect it. People should take immediate cover when dark clouds first appear nearby, and remain there until at least five minutes after the last clap of thunder is heard.

Persons struck by lightning receive a severe electrical shock and may be burned. These persons do not carry an electrical charge and can safely be handled. A person "killed" by lightning can often be revived by prompt mouth-to-mouth resuscitation and CPR. If a group of people are struck, the apparently dead should be treated first. Those who show signs of life will most likely start to recover on their own. However, these patients may require treatment for other injuries associated with the strike.

What to do:

When thunderstorms are occurring or the sky becomes threateningly dark, the following actions could save your life:

- ◆ Get inside a building or a vehicle.
- ◆ Get away from any water source.
- ◆ Don't take refuge in a carport or open garage unless it is the only possible refuge.
- ◆ While indoors:
 - Stay away from open doors and windows.
 - Stay away from metal pipes, sinks, toilets and electrical equipment.
 - Showers after gym classes should be postponed.
 - Do not use phones with cords or computers.
 - Disconnect major appliances.
- ◆ If you feel your hair stand on end or your skin begins to tingle, lightning may be about to strike you. Drop to the ground immediately.

Tornadoes

Tornadoes are the most violent storms produced by nature. Florida ranks third in the Nation behind Texas and Oklahoma in the number of tornadoes occurring annually. From 1959 through 1996, tornadoes have killed 83 Floridians and caused approximately 545 million dollars in damage. Several times in recent years, schools have been hit by tornadoes. In most cases classes were not in session. In some instances where students were present, school officials familiar with twisters safeguarded the children by taking prompt action just before the tornadoes hit.

The warning time for tornadoes in Florida is very short or not available. This is due to the fact that Florida tornadoes are typically small and short lived; many remain aloft as funnel clouds and only touch down for brief periods; they may be masked by heavy rains; and many of the tornadoes move on or off shore quickly after forming. Typically Florida tornadoes are spawned from May through August. However, tornadoes have occurred during every month of the year. The Spring tornadoes are usually the most intense. Each Division should be inspected and tornado shelter areas designated. Under no circumstance should you use gymnasiums, auditoriums, cafeterias or other large open expanse rooms as tornado shelters. Division Heads will provide information as to where to take your classes.

Weather Alerts

A **Tornado Watch** means conditions which may produce tornadoes are expected to develop. Watch for danger signs and be prepared to move quickly to a safe area if the warning signal is given.

A **Tornado Warning** means that a tornado has been detected nearby and that you should go at once to your assigned shelter area.

What to do:

NOTE: At any time, if the power should go out after a tornado watch has been declared, teachers must automatically give the command to "DUCK and COVER" and remain in such positions until a verbal all clear is issued.

◆ TORNADO WATCH:

- ❖ All teachers and Administrative staff that are not committed to classes at the time, should report to the respective Division offices.
- ❖ Assignments should be generated to these people to include:
 - Monitoring weather radio. This person must continue to update everyone with portable radios as to the current situation.
 - Spotters to watch for signs of severe weather or approaching funnel clouds.

- Runners to get all children off of playgrounds or children in outdoor Phys. Ed. Classes. Any activities within the gymnasium shall be canceled and Phys. Ed. Classes will be conducted within the locker rooms.
- Announcement to all rooms of the tornado watch. At this point teachers should clear all window ledges. Preparation of the 3 walls that do not have windows should be made at this time. The best scenario is to move student desks along these 3 walls. If the order to “**Duck and Cover**” is given, students will immediately get under the desks. Remember to keep all noise levels low so that updates from the office can be heard.
- In those portions of the school with interior hallways, students will evacuate to the hall when the order to “**Duck and Cover**” is given. Stay clear of exterior doors.
- All of these individuals should have some form of communication. Either portable radios or phones.
- If a funnel cloud is sighted proceed to the steps for a **Tornado Warning**.

◆ **TORNADO WARNING:**

Note: A warning is a convenience. If the tornado should touch down with little or no warning, teachers should issue the command to GET DOWN! Students should get to the floor in the crouched position, under their desk if possible, as quickly as possible. Attempts to evacuate the room should not be made.

- If the weather radio advises a tornado warning or if a funnel cloud is spotted, all rooms should immediately be advised over the PA system.
- Students will remain in their classrooms unless they are able to come to the Main Building. Close all classroom and office doors. If classes are unable to move, teachers are instructed to have students “**Duck and Cover**” against an interior wall.
- Students in classrooms upon hearing the command “**Duck and Cover**” will immediately and without hesitation, get under their desks in a crouched position with their hands over the back of their necks.
- Students must remain in these positions until the “**All Clear**” command is given.
- Division of Maintenance shall cut off the main electrical breakers.

After the storm passes:

- ◆ Teachers will evaluate themselves and then the students for injury. Any injuries or missing children will be reported immediately to the office.
- ◆ Teachers will check the classrooms prior to allowing students to return to the classroom.
- ◆ Any damage shall be reported immediately to the respective Division office. Students will not be allowed back into that classroom until the damaged has been cleared and the room is deemed secure.
- ◆ If damage is severe, school will be dismissed.

Hurricanes

Hurricanes begin as relatively small tropical depressions. However under certain conditions these disturbances increase in size and intensity until they become full-fledged hurricanes. The Atlantic Hurricane season runs from June 1st to Nov 30th each year, with the bulk of hurricanes occurring in August, September and October. Although damage from hurricanes is high (3.5 billion in 1995) casualties are relatively low.

A hurricane generally starts out as a Tropical Depression. This means the storm has sustained winds of less than 39 mph. Once winds reach 39 mph the system is labeled a Tropical Storm. A storm becomes a full hurricane when sustained winds reach 74 mph. Hurricane winds have been known to reach almost 200 mph.

Weather Alerts:

- A **Tropical Storm Watch** means that tropical storm conditions may occur within 36 hours.
- A **Tropical Storm Warning** means that tropical storm conditions are expected in the warned area within 24 hours.
- A **Hurricane Watch** means that hurricane conditions may occur within 36 hours.
- A **Hurricane Warning** means that hurricane conditions are expected in the warned area within 24 hours.

What to do:

- ◆ Many parents will automatically keep children out of school once a Tropical Storm Warning has been issued.
- ◆ School Administrators will closely monitor weather radio for information on a storm once a Tropical Storm Watch has been declared.

- ◆ Upon declaration of a **Hurricane Watch**, students will be dismissed. This is done so that parents have time to make final preparations for a potential evacuation. Typically, upon notification of a Hurricane Watch, Miami-Dade County will begin evacuation of all beach communities, trailer parks and other low-lying areas.
- ◆ **Highpoint Academy will announce specific instructions regarding openings and closings of the school via text blasts, on its Highpoint Families website and/or local news media. We will generally follow Miami-Dade County Public Schools procedures regarding school closures. As a general rule, Highpoint will be closed if the neighboring public schools are closed. These schools are VILLAGE GREEN ELEMENTARY, GREENGLADE ELEMENTARY, ROYAL GREEN ELEMENTARY AND W.R. THOMAS MIDDLE SCHOOL.**

Section 10 – Internal Emergencies

Death of a Student/Staff Member

The death of a student or staff member is both shocking and unsettling to the school community. Whether it is by natural causes, accident, suicide or homicide, the impact will have both short-term and long-term implications. When faced with a death, each Division will seek to respond in meaningful ways, which will attempt to address the unique needs of the specific situation and the school community. The forethought of a crisis plan could help the grieving process to be more proactive and healing.

General Procedures:

1. The Member of the Administration in charge at the time of the death shall call the Principal (if she is not present) to inform her of the details of the incident.
2. The Principal shall immediately contact the spouse of the employee. The Principal shall visit the family of the employee/student.
3. The following information shall be immediately gathered and forwarded to the Headmaster:
 - Name of the employee/student, activity involved in at the time of the death, name of other employees present, names of the students present, course of action taken by others.
 - Name of ambulance company and course of action they performed.
 - Name of hospital where employee/student was transported, if this was done.
4. The Employees present at the time of the death shall meet with the Principal to discuss further action to be taken. This will occur within hours of the accident.
5. The Administrative Assistant shall then contact our insurance carrier to inform them of the death.
6. A communication shall be prepared and approved by the spouse/parent of the deceased before mailing to all Highpoint families. This communication shall outline the needs of the family and the details regarding the viewing, etc.
7. The administrative team shall determine the classes that should be dismissed the day of the funeral.
8. The Guidance Counselor shall organize grief counseling. This might include bringing additional counselors to Highpoint within a day or two to help employees and students deal with their grief.
9. Any media contacts would be directed to the Principal.

Suicide Information

A death by suicide presents additional complications to both the family and the school community. Any suicide threat or attempt can be viewed as a cry for help and should be taken very seriously. School staff can be helpful by intervening in a deliberate, honest, calm and sensitive manner.

General Procedures:

1. Take seriously any student's expressions of suicidal threats.
2. Listen carefully and encourage a frank and compassionate discussion with the student. Indicate your deep concern for their safety and well-being, and that you must take very seriously any expressed threat that a student makes upon his/her life.
3. At times students might request that you not tell anyone about their suicidal threats or attempts, but this sort of secrecy can only complicate the situation. The student needs to know that because of your deep concern for their safety, you will be contacting other caring adults to assure that no harm will come to the student.
4. Report immediately the threat to the Principal or member of the Administration.
5. Principal, together with members of the Administration and or Guidance Counselor, will discuss the plan of action.

6. When it is determined that a student is at risk for suicide, the parents must be notified as soon as possible. A designated staff person can discuss with parents the student's expressed suicidal ideation, referral possibilities and the plan of action, which they must pursue.
7. The Principal will maintain a supportive follow-up plan with the student and parents to address any future risk concerns.
8. If there is a death by suicide, it is natural for grieving students to request to memorialize a deceased friend. The concern with suicide is that a visual memorial within the school or yearbook might be perceived as glamorizing or normalizing the suicide act, and could add to the "contagion" factor. Some schools have found that establishing a specific fund where survivors can make contributions, which would be given to designated charities or services as a safer way to help student address their sense of loss.

Guidelines for Talking with Students in the Aftermath of a Suicide:

1. Explain that it is normal to feel emotions such as shock, fear, sadness, guilt or anger. Encourage student to talk about these feelings with parents, friends and counselors.
2. Let students know that there is no "right way" to feel after a suicide. Remind them that people deal with grief differently and they need to be patient with each other.
3. Do not expect students to "resolve their grief" after talking with someone about it. Grief is a process and students need to work through that process in order to reconcile themselves with their loss.
4. Do not try to "cheer students up." They need to experience the grief process, even though it is painful.
5. Help to clarify facts about suicide. Ask students to tell you what they have heard. Correct errors and rumors, if necessary.
6. Stress that no one is to blame for the suicide. The victim alone made the decision to commit suicide. No one "caused" the victim to come to that decision.
7. Do not glamorize the suicide in any way. In discussing it, focus on recovery of the survivors and alternative methods of dealing with problems.
8. Encourage students to describe their memories of their friend. These memories may be happy, sad or angry.
9. Talk candidly with students about what they can expect at the funeral home and funeral service.
10. Rehearse possible condolence messages to the family. This is a new experience for most students and they don't know what to say.
11. Emphasize that help is available to students who are feeling suicidal. Make sure students know where to go to get help for themselves or for a friend who is depressed or suicidal.

Child Abuse/Criminal Activities/Interrogation

1. Child Abuse:

a. Reporting Procedures (Chapter 232.50 Florida Statutes)

Any person, including, but not limited to, any physician, nurse, teacher, social worker, or employee of a public or private facility serving children, who has reason to believe that a child has been subject to abuse, shall report, or cause reports to be made, to the Florida Department of Children & Families at **1-800-96ABUSE**. This is a statewide number available 24 hours per day. The Emergency Intake number for the Detention Center is 536-2733. Any employee should contact an administrator if they suspect abuse so they, as an administrator of the school, can make the call.

b. Immunity (Chapter 415.511 Florida Statutes)

Anyone participating in the making of a report, the taking of photographs or x-rays, or the taking of a child into custody pursuant to Chapter 232.50 or participating in a judicial proceeding resulting therefore, shall be presumed *prima facie* to be acting in good faith and in doing so shall be immune from any liability, civil or criminal, that otherwise might be incurred or imposed.

c. Responsibility (Chapter 415.504 Florida Statutes)

1. Any person responsible for the care of a child who fails to report a case of known or suspected child abuse shall be guilty of a misdemeanor of the second degree, punishable as provided in Chapter 775.082, 775.083 or 775.084. They also could be deemed civilly liable for negligent performance of their duties and be subject not only to legal penalties but also to administrative penalties.
2. Any person who knowingly or willfully prevents another person from making such report shall be guilty of a misdemeanor of the second degree, punishable as in paragraph (a).

3. Any person who knowingly or willfully makes public or discloses any confidential information contained in the child abuse registry or the records of any child abuse case, except provided in this section (415.513) shall be guilty of a misdemeanor of the second degree, punishable as in paragraph (a).
4. By law, a suspicion of child abuse generally means that the reporter has "reasonable cause to believe" or "reasonable cause to know or suspect" that the child has been maltreated. Reporters do not have to know that abuse actually took place in order to report. In fact, many laws require that reports be made of circumstances or conditions that could reasonably result in future child abuse – if, for example, one were to learn that a child would be unattended while parents were vacationing.
5. Pursuant to new statutory changes in 1997, the name of any person reporting child abuse, abandonment or neglect may now be released to law enforcement agencies. (Section 415.51 Florida Statutes)

d. Investigative Procedures

Pursuant to Florida law, the Florida Department of Children & Families is charged with the investigation of child abuse reports. Administrators and Teachers are to extend full cooperation with the investigative process. The Principal or Director may be present throughout all interviews if the victim and person investigating the case allow. Any incident in which **ANY** school employee is suspected of abusing a child in the course of his/her employment with the school, the Principal must immediately inform the appropriate local law enforcement agency and the office of professional standards. The suspected employee(s) or witnesses should not be interviewed prior to the arrival of either/both law enforcement or a representative of professional standards.

e. Authority of the Division Head (Chapter 323.26 Florida Statutes)

Suspension proceedings will be initiated against any pupil enrolled as a student who is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult. Any pupil who is suspended as a result of such proceedings may be suspended from all classes during regular classroom hours for a period of time, which may exceed ten days, as determined by the Headmaster. Such suspension shall not affect the delivery of educational services to the pupil, and the pupil shall be immediately enrolled in a daytime Alternative education program. (Florida Statues 232.22)

f. Responsibility of the Division Head (Chapter 231.085 Florida Statutes)

The verbal report to the Florida Department of Children & Families shall, within forty-eight (48) hours, be followed by a written report. One copy shall be forwarded to the Florida Department of Children & Families. One copy shall be retained in a confidential file.

g. Responsibility of Law Enforcement (Chapter 415.504 Florida Statutes)

Any law enforcement officer who knows, or has reasonable cause to suspect that a child is an abused or neglected child, shall report such knowledge or suspicion to the Central Abuse Registry, regardless of the involvement of any other public figure.

h. Dependency Cases (Chapters 30.40 & 39.401 Florida Statutes)

A child may be taken into custody:

- a. By a law enforcement officer, or an authorized agent of the Florida Department of Children & Families or if the officer or agent has reasonable grounds to believe that the child has been abandoned, abused or neglected, is suffering from illness or injury, or is in immediate danger from his surroundings and that his/her removal is necessary to protect the child.
- b. By an authorized agent of the Florida Department of Children & Families when he/she has reasonable grounds to believe the custodian of a child under protective supervision has violated in a material way a condition of the placement imposed by the court.

i. Shared Information (Section 415.5018 Florida Statutes)

Pursuant to new statutory changes in 1997, jurisdictionally responsible law enforcement entities are now authorized to share Florida criminal history information that is not otherwise exempt from s. 199.07(1) with the district personnel directly responsible for child protection investigations and emergency child placement.

j. After-School Care Program Parent Incapacitation Procedure

In the event a parent or designee (as listed on the enrollment form) arrives to pick up a child (or children) from the After-School Program and by word, action or deed, is believed to be clearly incapacitated (physically or mentally) the following procedure will be followed:

The child and/or children are not to be released and the following action is to be taken:

1. Inform the Principal or member of the Administration immediately. They will then decide if it is appropriate to contact the law enforcement agency of jurisdiction or simply dial "911". The may also decide to call The Department of Children & Families at 1-800-962-2873. During this time, the child and/or children must have an adult with them until

the matter is resolved. Please keep in mind, you will be responsible for documenting the incident and articulating the demeanor or actions of the adults to the appropriate authority, if needed.

➤ **Criminal Activities**

The Principal will decide if a situation merits police intervention or if it can be handled Administratively. Activities that must be reported to the administration are listed below:

1. Assault or Battery on a Student
or an Employee of the School
2. Sexual Battery
3. Assault
4. Battery
5. Burglary
6. Theft
7. Arson
8. False Fire Alarms
9. Bomb Threats
10. Possession of Dangerous Weapons
11. Robbery
12. Extortion
13. Child Abuse
14. Missing or Abducted Persons
15. Trespassing on School Grounds
16. Criminal Mischief and Obscenity on Educational Buildings or Vehicles
17. Obscene or Harassing Phone Calls
18. Disruption of School Activities
19. Use, Sale or Possession of Narcotics or Alcohol
20. Display of a Dangerous Weapon on a School Bus
21. Any Other Suspicious or Criminal Activity

Definitions:

1. Assault or Battery on an elected official or an employee of the school (FS 231.06), ref.: any person who commits an assault or battery on an elected official or an employee of the school .
2. Sexual Battery (FS 794 & 800), ref.: oral, anal or vaginal penetration by any object or sexual organ; the handling or making an assault in a lewd, lascivious or indecent manner.
3. Assault (FS 784.011), ref.: a threat by word or act to do violence or bodily harm to another coupled with the ability to carry out the act.
4. Battery (FS 784.03), ref.: intentionally touching and/or striking another person against their will.
5. Burglary (FS 810.02), ref.: entering a structure or conveyance with the intent to do an unlawful act.
6. Theft (FS 812.014), ref.: depriving or attempting to deprive a person of lawfully owned property.
7. Arson (FS 806), ref.: willfully causing damage to property by fire or explosion.
8. False Fire Alarms (FS 806.101), ref.: a false report of fire by any means.
9. Bomb Threats (FS 790.163), ref.: the act of threatening to or falsely reporting the placement of any destructive device.
10. Possession of Dangerous Weapons (FS 790.001), ref.: any object or device designed or adapted to cause bodily harm to another. Effective October 1997, include razors, blades, box cutters or knives.
11. Robbery (FS 812.13), ref.: the taking of money or property by using force or putting the victim in fear.
12. Extortion (FS 836.05), ref.: any communication that threatens a person in order to obtain material goods or any other pecuniary advantage.
13. Child Abuse (FS 39), ref.: the abuse or mistreatment of a minor by means of physical, mental, sexual or neglect.

14. Missing or Abducted Persons (FS 937 & 787), ref.: a person missing believed to be missing or known to have been forcibly held or removed by unlawful means.
15. Trespassing on School Grounds (FS 228.091), ref.: a person without having legitimate business, license or authorization to be on school property or being on school property while on suspension. Florida Statute 810.95 prohibits trespass upon school property with a weapon or firearm.
16. Criminal Mischief and Obscenity on Educational Buildings and Vehicles (FS 806.13 & 235.09), ref.: willful and malicious damage to school property.
17. Obscene or Harassing Phone Calls (FS 365.16), ref.: the making of a phone call that is intended to offend, annoy or harass the person(s) at the number called.
18. Disruption of School Activities (FS 877.13), ref.: knowingly disrupt or interfere with the administration or function of school activities while on school property.
19. Use, Sale or Possession of Narcotics or Alcohol (FS 893.02 & 562), ref.: any alcohol or narcotic as defined in Florida Statutes being used, sold or possessed for any unauthorized or unlawful purpose.
20. Display of a Dangerous Weapon on a School Bus (FS 790.115), ref.: a person who exhibits any sword, sword cane, firearm, electric weapon or device, destructive device or other weapon in the presence of one or more persons in a rude, careless, angry or threatening manner, not in lawful self-defense, on the grounds of any school, school bus or within 1,000 feet of the real property that comprises a public or private elementary school, middle school or secondary school during school hours or during the time of a sanctioned school activity.
21. Any Other Suspicious or Criminal Activity: any situation that would reasonably indicate that a violation of criminal code has or will occur.

➤ **Interrogation by Police**

When a Law Enforcement Officer makes a request to question a student suspected of criminal activity, the principal shall take the following steps:

1. When a student is a subject of a criminal investigation that could lead to an arrest or criminal charge, the Principal shall make an attempt to contact the student's parent before allowing law enforcement officers to interrogate the student. The Principal and/or a member of the Administration must document all attempts.
6. If an emergency situation exists and the parent cannot be contacted, the Officer will be allowed to go forth with questioning the student.
7. If the parent can be contacted they will be informed that they may be present while their child is being interrogated as a subject in the investigation and a reasonable time will be allowed for them to appear at the school.
2. When a student is not the subject of a criminal or administrative investigation but is being interviewed as a victim or a witness, the Principal or member of the Administration shall permit such interview by Police Officers or Administrative investigators. Contacting the parents is not required, but it is recommended. If the investigation involves a suspected child abuse case, the Principal or a member of the Administration shall be present, in accordance with Florida Statute 415.505, for such interviews if requested by a student and the official conducting the interview.

Each student has certain rights when a police officer or an identified representative of the court wishes to remove a student from school premises.

7. Should the officer request to take the student out of the school, he shall do so only with the consent of the parents or with a subpoena which requires the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant he shall be allowed to do so without objection by the administrator or teacher in charge.
8. If an officer removes a student, the Principal or member of the Administration shall endeavor to notify the parents prior to the student's removal from the school premises or as soon thereafter as possible.
9. If a police officer demonstrates to the Principal or member of the Administration that a child needs to be taken into protective custody, pursuant to section 39.401 F.S., the officer shall be permitted to remove the student.
10. Should the officer request to take the student out of school, he/she should be permitted to do so under the aforementioned conditions and upon the condition that he/she signs a release order.
11. Release orders shall be signed in triplicate with the original being filed in the office, a copy to the parents and a copy retained in the school files.