

Orlando Early Learning Academy

Emergency Plan

Policy:

It is the policy of the Orlando Early Learning Academy to take every possible action to comply with all emergency regulations and to protect students, staff and visitors in an emergency situation.

Emergency situations may require the help and participation of the entire staff. Certain responsibilities are defined in this document to ensure smooth operations in the event of an emergency. Everyone must be familiar with emergency operations. This plan shall be readily available and kept in the office and reviewed annually by the Director.

Purpose:

1. The purpose of the emergency action is to:
2. Ensure the safety of all students, employees, and visitors at the Orlando Early Learning Academy.
3. Ensure the safety of the local community.
4. Minimize property damage.
5. Provide compliance with OSHA, Local and State Agencies.

Emergency Telephone Numbers:

| | |
|-------------------|----------------|
| Emergency | 911 |
| Non-Emergency | 407-836-4357 |
| Poison Control | 1-800-962-2873 |
| Child Abuse | 1-800-962-2873 |
| Health Department | 1-850-872-4455 |

Types of Emergencies:

Emergencies which may be encountered on campus, (but are not limited to these) are:

Fire

Medical

Severe Weather

Tornado

Hurricane

Flooding/Water Leak

Each of these situations will be discussed in greater detail in this document.

Evacuation Procedures:

Emergency Evacuation Notification:

The primary means to notify occupants of the buildings that they must evacuate is the Fire Alarm System. Fire alarm pulls are located in all classrooms and EXITS. The alarms should be activated during real emergency only.

Emergency Escape Procedures and Routes:

Emergency action plans, escape procedures and route assignments have been posted in the office, classrooms and common area, and all employees have been trained in correct emergency evacuation procedures. New employees will be trained when assigned to specific work areas.

Procedures for Employees Who Remain to Conduct Critical Operations before Evacuating:

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in the area that is being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

Assembly Areas:

We have a designated assembly area, the K-4 classroom, for in the building lockdown where everyone will gather for safety and accountability.

For evacuation out of the building we will assemble out on the playground. In the event we have to seek shelter away from the school, we will gather at the Orlo Vista Park, located on Powers Drive, walking distance from the school. It is imperative that staff keep all students in their care together. Staff should bring to the assembly area a list of students' names in their care.

Sheltering in place:

Certain emergency may require staff, faculty and students not to evacuate, but to move to an interior, windowless room, K4 classroom for safety. Severe weather and/or violence may be such cases. If this decision is made by any staff person present, the following precautions should be considered:

- Lock all entry points into the area,
- Turn off all lights,
- Cover windows,
- Stay as close to the floor as possible and out of sight,
- Call 911 if a phone is available.

Specific Situations:

Different emergencies will require various responses from Director, staff, and students. The following situations are among those which may be experienced, but by no means include all possibilities. Many other types of emergencies are possible. The key to surviving and minimizing the effects of disasters is to remain calm, think, and plan ahead.

Fire:

If you see a fire, smell a burning odor, or see smoke you believe to be caused by fire, activate the fire alarm, call 911 and inform the administration of situation. **If the fire is small, heavy smoke is NOT present, you have been trained to use a fire extinguisher, and you have an exit available to you for evacuation purposes, you may use the nearest appropriate fire extinguisher following the P-A-S-S procedure:**

- **P** – Pull the pin located in the extinguisher’s handle.
- **A** – Aim the nozzle, horn or hose at the base of the fire. Do not aim directly at the source, since this may spread the flames. Begin discharging 8-10 feet away from the source of the fire.
- **S** – Squeeze or press the handle.
- **S** – Sweep from side to side at the base of the fire until it is extinguished.

If the fire is large or the area filled with heavy smoke (which is just as deadly as fire), pull the handle on the nearest fire box, evacuate the building and call 911 from a safe assembly area.

If the fire alarm sounds in the building, evacuate the area immediately. Move away from the building to the pre-designated or safe assembly areas outlined in this plan.

Physical Violence or Active Shooter Incidents:

Physical Violence:

Violence is not just restricted to the streets or television programs. It is a very real concern on campuses everywhere. If someone is being attacked on school property:

- Send someone to the Administrative Office with instruction to get help as fast as possible. Activate verbal and non-verbal pass codes.
- If death or serious injury is imminent, call 911!
- Without endangering yourself or others, try to help the person.

- Remember that there is safety in numbers.
- Be a good witness and remember as much about the violent person as possible.
- Cooperate with the police afterwards.

Active Shooter Incident:

Some of the worst disasters to occur recently on campuses have been shootings. The following guidelines should be followed in the event an armed individual enters the school and starts shooting:

If possible:

1. **EXIT** the building or area immediately
2. **NOTIFY** others you may encounter of the danger.
3. **CALL** for help by dialing 911.
4. **INFORM** the emergency services dispatcher of the following:
 - Tell him/her there is an Emergency
 - The Location of the incident
 - What is happening
 - How many people are involved (shooters and victims)
 - Your name, location, and phone number

The dispatcher may ask you to remain on the line until officers are at the scene.

If you cannot safely exit the building, the following are recommended:

- **GET** to a room or office as far away from the incident as possible and lock the door(s).
- **COVER** door windows or windows.
- **KEEP QUIET** and **DO NOT** answer the door.
- **STAY PUT** until the police can get you, unless the level of danger is increasing.
- **LOOK** for a means of escape or self defense.
- **STAY OFF** the phone so the dispatcher can contact you with information.

Be aware that, if you are safely locked in an office or classroom, police officers may take some time to get to you. This is because they will be trying to stop the threat. The fact that you may not hear or see officers right away may mean that you are away from immediate danger. Once rescued, follow the instructions of the police officers as they guide you to safety.

Medical:

A medical emergency can involve a wide range of possibilities. Injuries can result from fires, explosions, chemical spills or other accidents. Other medical emergencies may result from pre-existing conditions such as heart attack, stroke, etc. Whatever the case:

- Do not move the person unless he/she is in a life-threatening situation.

- Call 911 for immediate medical attention for:
 1. Heart attacks
 2. Unconscious persons
 3. Cuts with extreme bleeding
 4. Broken bones
 5. Eye or head injuries
 6. Chemical exposures
 7. Electrical shock
 8. Seizures
 9. Heat stroke
- Stay with and comfort the person.
- Send someone to the Administrative Office to inform them of the emergency.
- Apply pressure to cut or wounds to slow extreme bleeding.
- Brief emergency responders on arrival and let them do their job.
- Try to return to normal operations as soon as possible.

Severe Weather:

Most weather will not impact the school unless it is severe enough to close roads or delay opening the school for normal business.

Before the Normal Work Day Begins:

- The Director will determine, after watching the local weather report and gathering information from local sources, if classes should be delayed or cancelled for the entire day.

TORNADO:

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground.

EMERGENCY ACTION:

1. Avoid automobiles and open areas.
2. Stay away from windows.
3. Do not call 911 unless you require emergency assistance.
4. Locate a shelter location in your building. Position yourself in the area away from glass.

TORNADO WATCH

A "Tornado Watch" is issued when atmospheric conditions are favorable for the formation.

HURRICANE

We will follow state and local authorities about school closure and when it is safe to resume classes.

Accountability Procedures after Evacuation:

Each staff member is responsible for accounting for all students personally and conducting a head count.

Each person must be verified as present by name. All Staff are required to report their head count (by name) to the Director.