



2022-2023

STUDENT WELFARE POLICY

Safety Drills: Fire drills will be performed (1) within the first (10) days of school and (1) per month thereafter until May 2022 Tornado drills will be performed (1) per month in April and May. (1) Lockdown drill will be performed (1) prior to December 1st and (2) prior to the end of the school year. All drills will be announced by Administration. Additionally, employees will be required to complete trainings as required by the State of Ohio via an on-line training system provided by Public School Works. (*i.e., mandatory trainings required periodically throughout the calendar year*)

STUDENT WELFARE PROTOCOL

Safety Drill: Fire – (1) in first 10 days of school, (1) time per month

Upon sound of the building fire alarm, all building occupants and designated employees will proceed as follows:

I: Emergency Escape Routes – Emergency evacuation maps are posted in all instructional areas, including gym and all administrative offices. Staff shall evacuate the building upon hearing a fire alarm signal via alarm system, or whenever instructed to do so. Administrative and Building Maintenance personnel will check common areas, hallways and bathrooms. Teachers will take their attendance book with them take attendance once safely out of the building. Unaccounted students will be logged on the fire drill report.

II: Critical Equipment – Building Maintenance personnel will secure all critical equipment locations. (*i.e. maintenance closets, electrical closets and lighting*)

III: Accounting Procedures – Administrator and administrative support staff will account for all building employees and occupants in the event of a fire emergency, through roll call, once a safe area is reached.

IV: Internal Emergency Response – In the event of a fire or emergency, the Administrator will utilize the bullhorn and/or fire alarm system to notify all building occupants. In the Administrator’s absence, administrative support staff will utilize the bullhorn and/or fire alarm system to notify all building occupants. If medical or rescue assistance is needed the Administrator will call 911, once a safe distance is reached from the fire or emergency. Administrative support staff will respond accordingly in the Administrator’s absence.

V. Alternate Notification to Building Occupants – the preferred method of notification is using a bullhorn and/or fire alarm system by the Administrator. The alternate method is through walkie-

talkies and cell phones. Administrative support staff will provide notification in the Administrator's absence.

VI: Alternate Notification to Fire Department – the preferred method of notification is by office phone and/or cell phone from the Administrator. Administrative support staff will call in the Administrator's absence.

VII: Emergency Contacts – 911, Fire Department 216-664-6664; Landlord 330-554-9960

Safety Drill: Tornado – (1) time per month beginning in April and May

Upon sound of the building tornado alarm, all building occupants and designated employees will proceed as follows:

1. Emergency Escape Routes – Emergency evacuation maps are posted in all instructional areas, including gym, library, computer lab, kitchen, and all administrative offices. Staff shall evacuate the building upon hearing a fire alarm signal via alarm system, or whenever instructed to do so. Administrative and Building Maintenance personnel will check common areas, hallways and bathrooms. Teachers will take their attendance book with them take attendance once safely out of the building. Unaccounted students will be logged on the fire drill report.

Safety Drill: Lockdown (1) within first (10) days of school and (1) time per year by end of the school year.

Upon hearing there “is an “INTRUDER IN THE BUILDING “from an Administrator and/or Administrative designee via the intercom system all building occupants and designated employees will proceed as follows:

“REMAIN CALM !!!”“REMAIN CALM!!!”“REMAIN CALM!!!”“REMAIN CALM!!

Classroom teachers are to:

1. Quickly and calmly glance outside the room to direct any students in the hall into your room immediately.
2. Close and lock your door(s).
3. Lower or close any blinds.
4. Place students against the wall, so that the intruder cannot see them looking in the door.
Use the ‘Designated Wall’ as instructed by Head of School.
5. Place a “BLUE” sheet of paper in (1) of the outside facing windows to notify emergency or law enforcement personnel, “all is ok” in this room.
6. Place a “RED” sheet of paper in (1) of the outside facing windows to notify emergency or law enforcement personnel, “all is NOT ok” in this room.
7. Locate attendance sheet, add any students (first and last name) retrieved from the hall not registered in the class

8. Turn out lights and computer monitors.
9. Keep students quiet as possible and calm

Educational Aides/Support Staff (*location where applicable*) are to:

- a. Direct students during recess/drumming/lunch to move to the kitchen and wait for official instructions. Hall door should be locked if possible.
 - b. Direct any students outside of the building to stop, drop, and remain still. You will be directed where to relocate depending on the situation.
 - c. Direct any students in the bathrooms, to move to the closest classroom immediately.
 - d. Direct any students in the stairwells or hallways to move to the closest classroom immediately.
 - e. Direct and remain with any students in the basement to secure/lock the doors, turnout the lights, and locate a safe area.
1. Stay in the safe designated areas until directed by law enforcement officers' or Administrator administrator designee to move or evacuate. **Never open doors during a lockdown**, even in the event of a fire alarm for further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
 2. An administrator will signal all personnel if the lockdown has been lifted.
 3. If an **evacuation** occurs, all persons/classrooms will be directed by a law enforcement officer, Administrator, or Administrator designee to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will communicate via cell phones.