



2023-2024

STUDENT WELFARE POLICY

Safety Drills: Fire drills will be performed (1) within the first (10) days of school and (1) per month thereafter until June 2024. Tornado drills will be performed (1) per month in April, May and June. (3) Lockdown drills will be performed during the school year. i.e. (1) per marking period. All drills will be announced by a member of the Pupil Services Team. 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

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 multipurpose rooms and all administrative offices. Staff shall evacuate the building upon hearing a fire alarm signal via alarm system, or whenever instructed to do so. Leadership Team and Pupil Services Team members 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 – Leadership Team and Pupil Services Team members, 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, a Pupil Services Team member, will utilize the bullhorn and/or fire alarm system to notify all building occupants. In the event of their absence, maintenance personnel will utilize the bullhorn and/or fire alarm system to notify all building occupants. If medical or rescue assistance is needed the school nurse will call 911, once a safe distance is reached from the fire or emergency.

V. Alternate Notification to Building Occupants – the preferred method of notification is using a bullhorn and/or fire alarm system by the Pupil Services Team member. The alternate method is through walkie-talkies and cell phones.

VI: Alternate Notification to Fire Department – the preferred method of notification is by office phone and/or cell phone from the Pupil Services Team members.

VII: Emergency Contacts – 911 and Fire Department 216-664-6664

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 multipurpose rooms, lab, lunch rooms and all administrative offices. Staff shall evacuate the building upon hearing a fire alarm signal via alarm system, or whenever instructed to do so. Leadership Team members 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 (3) times per year i.e. (1) each marking period.

Upon hearing there “is an “DR. SEUSS IS IN THE BUILDING “from a Leadership Team Member and/or designee via the intercom system all building occupants and designated employees will proceed as follows:

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

Instructional Team members 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 a Leadership Team member.
5. Place a “BLUE” sheet of paper in (1) of the outside facing windows and classroom door 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 and classroom door 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

Intervention Team members are to:

- a. Direct students during recess/drumming/lunch to stay in these rooms 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.
1. Stay in the safe designated areas until directed by law enforcement officers' or Leadership Team members and/or 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, leadership team members and building maintenance will have keys to open the doors or announcements will be made over the intercom.
 2. A member of the Leadership Team 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, Leadership Team member, and/or designee to a safe location. Once evacuated from the building, instructional team members must take roll to account for all students present in class. Communication will be via cell phones.