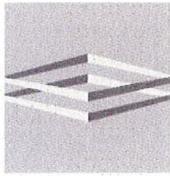


NOV 01 2021

CITY OF COOPER CITY
PLANNING DIVISION

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**First Baptist Church of Southwest Broward, Inc.
Operations & Security Plan**

Operations

The school will use both facilities (the existing building and the new gym/classroom building) for daily operation and teaching of the school. The existing building will be utilized for grades K4-3rd and the new gym/classroom building will house grades 4th-12th. Students will not be moving back and forth between buildings. The morning drop-off, lunch, recess, and afternoon pick-up will take place in the building associated with their grade level. The church operates on Sundays from 9:45 am – 12:15 pm and 6:00 pm – 7:15 pm and Wednesday evenings from 7:00 pm – 8:15 pm, while the school operates Monday – Friday from 8:45 am – 3:45 pm with after school sports, activities and after school care operating on Monday – Friday from 3:45 pm – 6:00 pm. Parents may drop students off between 7:00 am- 8:45 am, with before school care provided from 7:00 am – 8:35 am. Elementary school ends at 3:15 pm, with pick-up time between 3:15 pm – 3:45 pm. Middle school and high school releases at 3:20 pm, with pick-up time from 3:20 pm – 3:45 pm.

After 3:45 pm, students are automatically enrolled in aftercare.

First Baptist Academy is part of the Florida Christian Activity Association (FCAA), a small Christian school league, serving schools with under 500 students. The school will have a basketball and volleyball league with approximately 75-100 attendees at each game with between 50-75 students participating in the after school athletic program. Occasionally, students may be transported off property using a school vehicle, such as a van or bus to practice on a rented field or gym off-site or play an away game. Aftercare is available for all ages from 3:45 pm – 6:00 pm on Monday-Friday. There are typically around 10-20 students in the aftercare program on any given day.

Security

First Baptist Academy has and will implement several safety and security features, including a CC security camera system, fencing around classroom buildings, a master level lock system for each room that is only accessible to the key holder, lock down policies, procedures, drills, and training and the Knox box system. A school resource officer (SRO) will not be present on campus as this is not a requirement under Chapter 1006.12 of the Florida Statutes for private schools in the State of Florida. However, the school does have an Emergency Policies and Procedures Manual to be implemented in the case of an emergency. This manual provides procedures to be followed in the case of a fire, tornado, hurricane, an active intruder incident on campus lockdown, bomb threat, environmental hazard, suicide threat, abduction and threatening wildlife. The manual also provides procedures in place for required monthly fire drills and lockdown drills to take place once each semester. A copy of the school's Emergency Policies and Procedures Manual has been included with this submittal.

The administrative and teaching staff are on hand to ensure a smooth and flowing pick-up and drop-off operation. Traffic cones, signage and personnel are utilized to create an effective stacking pattern to ensure no traffic ever reaches Palm Ave. The attached Traffic Operations Plan shows the traffic flow patterns for parents dropping off their kids at each school building. As shown on the plan, staff and traffic control personnel will be placed throughout the traffic flow route and at the school building to ensure a safe and effective drop-off and pick-up routine. Currently, two high school students drive to school and park on campus. It is anticipated that the maximum number of students driving to school will be between 8-10 students.

First Baptist Academy Emergency Policies & Procedures Manual

Edited on August 3, 2021

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**CITY OF COOPER CITY
PLANNING DIVISION**

EMERGENCY POLICIES/PROCEDURES MANUAL

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Contacts

Pastor Tom Odom	Main School Administrator	954-850-9109
Daniel Platt	Upper School Dean	954-805-5084
Jorge Tabora	Lower School Dean	954-850-1087
Matthew Sibert	Administrator	954-850-9663

Drills

Fire – There will be fire drills once a month. These drills may be announced or unannounced. The fire alarm will sound for the drill and a verbal affirmation over the intercom will confirm that this is a drill.

Lock Down – “Lock Down” will be announced over the PA system when the school must go into school-wide lockdown. There will be a Lock Down drill once a semester. A notice will be sent home to inform parents of when the Lock Down drill will take place.

All Clear – The administrator designee will use the PA system to announce “All Clear” to the school.

News Media

All faculty and staff must direct all media inquiries to Pastor or the Administrator to avoid confusion of information given to the media.

Fire

1. When the fire alarm sounds, all classes must pause and wait for the verbal affirmation over the intercom that this alarm is for a fire drill/ emergency evacuation. Do not leave the classroom until the announcement is made that it is a drill.

2. Line the students up and be ready to leave the classroom.
3. Once students are lined up, follow the evacuation route (posted in all rooms), if door exits are blocked, use windows.
4. There is no talking, and students are to move quickly.
5. Lights are to be turned off in classrooms to show that the classroom has been cleared.
6. Teachers are to have gradebooks and check roll once outside in designated area.
7. Students not with their class (ex: in bathroom, at office) are to evacuate with the nearest class or administrator and meet up with class outside.
8. Classes may enter the building when an all clear signal is given by administrator.

Tornado

1. When a tornado watch or warning is in effect, students will be kept indoors.
2. "Tornado Drill" will be announced over the PA system when the school must prepare for a tornado.
3. In the event of a tornado where "Tornado Drill" is announced, students in the main building will move to the hallway away from the doors and sit in a crouched position with their hands over their neck.
4. In the event of a tornado where "Tornado Drill" is announced, students in the modular classrooms will sit under their desks in a crouched position with their hands over their neck.
5. In the event of a tornado where "Tornado Drill" is announced, students in the youth center will move toward the kitchen end and sit in a crouched position with their hands over their neck.

Hurricane

1. Weather is monitored very closely.
2. School will be closed if deemed necessary prior to the hurricane making landfall.
Parents and students will be notified via different outlets (such as TV, e-mail, notes home, social media, etc).

Active Incident on Campus / Lockdown

1. In the event of an active incident on campus, "Lock Down" will be announced over the PA system.
2. Usher students inside immediately from outside area into a room and lock doors. Outside doors are all locked; entry is only granted to those with a card/key.
3. Teachers lock individual classroom doors.
4. Turn off lights and stay quiet.
5. Get away from doors and windows – if exposed, flee the area to safety.
6. Do NOT call the front office.
7. If there is no threat in the classroom, teacher will post a green paper in classroom door window.
8. Teachers and students should crouch on the floor and stay still and quiet. If possible, barricade door(s) and entry points with desks, chairs, cabinets, etc.
9. **Under NO circumstances should the teacher or students let anyone in the classroom.**
10. Teacher should take attendance/list names of students present and note names of students not in the classroom.
11. If evacuation is ordered, bring attendance book and list of students and in an orderly fashion, quickly move students to a designated location. **Police officers will enter room first, with administrator to conduct evacuation.**
12. Once the all clear signal is given, teachers will follow the instructions given by school administrators and/or law enforcement.

Bomb Threat

1. In the event of bomb threat on campus, "Lock Down" will be announced over the PA system, followed by a possible evacuation of the school by the administration.
2. In the case of an evacuation, teacher should quickly check their classroom for anything suspicious. If nothing seems out of place, post green paper in the classroom door window.
3. All classes will quickly and quietly make their way to the east basketball court area. Teachers are to take grade books and take attendance on the east court area.
4. Administrators will clear the bathrooms and ensure all students are out of the buildings.
5. Classes may enter the building when the all clear signal is given.

Questions when receiving the Bomb Threat:

The person who received the bomb threat should engage the caller in a conversation to try to get as much information as possible. Use the questions below to help get as much information as possible. Write a note to a colleague to call the authorities.

1. Ask what time the bomb is set to go off.
2. Ask questions regarding the specific location – building, room, closet, locker, hallway.
3. Ask about the appearance of the bomb package.
4. Listen for background noise – radio, other people, traffic sounds, train, etc.
5. Was the caller calm or hysterical?
6. Was the caller's voice young or old?
7. Was the caller male or female?
8. Did the caller have a distinct accent?

Environmental Hazard: Spill or Leak of Toxic Substance

1. In the case of a toxic substance leak or spill is detected or suspected, notify the administrator. The administrator will verify the information.
2. In the event of an environmental hazard on campus, teachers and classes will be notified over the PA system to avoid a specific area on the property.
3. The administrator or designee will call 911.
4. If the situation warrants, the school may go on Lock Down.

Suicide Attempt or Threat

1. Make sure that the student is not left alone.
2. Notify the administrator. The Pastoral staff and administration staff will remain with the student.
3. If the situation warrants, the school will go on Lock Down.
4. If the suicide attempt is a medical emergency, the administrator or designee will call 911.
5. Notify parents or guardians immediately.
6. Student is not to leave campus alone and will be released only to a parent or guardian.

Abduction

1. If there is a threat of abduction, the school will go on Lock Down.
2. The administrator or designee will call 911.
3. The administrator or designee will gather facts about the abduction and a description of the abductor from witnesses.
4. The administrator or designee will notify parents or guardians.
5. The administrator or designee will decide on a plan of action.
 - a. Meeting with faculty.
 - b. Visit classrooms if needed.
 - c. Prepare a statement for the media, in conjunction with law enforcement.
 - d. Prepare a fact sheet for those answering phone calls.
 - e. Send a letter home to parents, if deemed necessary.
6. Prepare classmates to be supportive when the student is returned.
7. The administrator or designee will provide follow-up counseling as needed.

Threatening Wildlife

1. Stay calm.
2. Alert the administrator.
3. The administrator or designee will assess the situation and if danger, will call 911.
4. Isolate students from the wildlife. If the situation warrants, the school will be on Lock Down.
5. School may resume as normal when the all clear signal is given.