

**2024-2025**

# **CRISIS MANAGEMENT PLAN**

**potential** 

CHRISTIAN ACADEMY  
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# **OBJECTIVE**

The purpose of the school Crisis Management Plan (School CMP) is to identify and respond to incidents by outlining the responsibilities and duties of the school and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that the school has established guidelines and procedures to respond to incidents/hazards in an effective way.

It is very important that parents, faculty, staff, and students be aware of major hazards and emergency situations the school might face, and also familiar with the procedures that will be followed should we be affected. Such hazards can include but are not limited to natural disasters such as tornadoes, severe thunderstorms, lightning, flooding, and hurricanes, and emergency situations such as an active shooter, bomb threat, fire or hazardous materials spills.

This information is being provided not to unduly alarm you, but to inform you that we are making necessary preparation for the safety and welfare of your children. Preparedness handouts/booklets that explain emergency procedures should be available at all times in every classroom. The principal directs all emergency actions that need to be taken. In the event the principal is not present; the Administrative Director will direct all emergency actions.



# I. SAFETY & SECURITY





## Section A: VISITORS

Starting at 8:00 am, all exterior doors will be locked. The main school entrance will be the only entry point for all visitors and tardy students after this time. All parents and visitors must check in at the front school office. Due to our intent to provide a secure and safe learning atmosphere, all visitors will check-in and receive a pass via the electronic visitor management system. Visitors must swipe a valid ID from the security officer in order to obtain a printed picture visitor pass.

Visitor passes must be displayed at all time and visitors must be escorted around campus at all times. If a family situation warrants that certain persons are not to visit a student, the school office must be contacted and provided with legal documentation specifying denial of visitation. Parents are welcome to attend chapel with their child. Parents may wait in the chapel area for the class to arrive and then sit with their child. In order to refrain from tardiness, students must go directly to class before chapel. Students should not be removed from any area without notifying the teacher or school office. Lunches, homework, etc., should be left in the front office and will be delivered to your child at a time that will minimize classroom disruptions. In the event of an emergency, contact to the school or teacher must be made through the front office.

## Section B: SECURITY

### B.1: Classroom Responsibilities

An identification badge is issued to all employees at the time of hire. ID Badges display the staff's photo and title on the front side and provides on the back of it the standard emergency codes. All employees are required to wear their badge, keys and keep their two-way radios with them at all times.

### B.2: Security

Several security cameras are operating throughout the campus and being monitored.

Security fobs for controlled access are currently installed on the following areas:

- Main PCA front office entrance
- 2<sup>nd</sup> floor access from Main PCA entrance.
- Exterior double door entrance to Main PCA preschool hallway
- Double door entrance to 1<sup>st</sup> floor Elementary building
- Kids Auditorium entrance
- Youth building (lunch room)

### **B.3: Security Personnel**

The school has two full-time armed security guards responsible for maintaining the safety of the school. Potential Church's Environments team serves as a backup to the security guard should additional help be required.

### **B.4: Alertify**

#### **ALERTIFY - BROWARD SHERIFFS OFFICE NOTIFICATION SYSTEM**

Broward Sheriff's Office, in conjunction with American Heritage School, has setup an emergency notification system called Alertify. The purpose of Alertify is to notify registered schools of any incidents or school lockdowns occurring in BSO jurisdiction areas. PCA is currently registered on this list and receives notifications on incidents and lockdowns occurring in our surrounding areas of Cooper City and Weston. To edit who receives alerts, contact Carol Gedan at [carol.gedan@ahschool.com](mailto:carol.gedan@ahschool.com) and give the Name, Number, and Email for each person who you want to add.



## II. CRISIS MANAGEMENT PLAN



## Section A: THREAT ASSESSMENT TEAM

The Threat Assessment Team is charged with overseeing the development of the Crisis Management Plan for Potential Christian Academy. These individuals have distinct knowledge and training in the field of emergency management, church security, and medical services.

The Threat Assessment Team will meet once monthly immediately following the mandatory fire drills, to review the After Drill / Training reports and the Crisis Management Plan and also to provide any additional updates and resources as well as to debrief the fire drill that just occurred.

In addition, the Threat Assessment Team will also meet twice annually with Potential Church personnel to review and update the plan. These meetings will take place once right before the start of the new academic year, and in the second half of the academic year.

In the case that it is necessary or recommended, the Threat Assessment Team will also seek additional expertise advice from outside constituents in the related emergency services and law enforcement field(s).

**Threat Assessment Team Members**

NAME	TITLE	EMAIL
Dr. Julia Elliott	Head of School, Potential Christian Academy	Julia.elliott@ilovepca.com
Jean Osman	Administrative Director, Potential Christian Academy	Jean.osman@ilovepca.com
Jennifer Robinson	Elementary Principal Potential Christian Academy	Jennifer.robinson@ilovepca.com
Vinnie Blye	Middle School Principal Potential Christian Academy	vinnie.blye@ilovepca.com
Ray Calderon Antonio Minier	Security, Intelligence Group	Precise.intelligence.group.llc@gmail.com
Melissa Gonzalez	Communications, Potential Christian Academy	melissa.gonzalez@ilovepca.com
Marissa Flannagan	Front Office Receptionist, Potential Christian Academy	Marissa.flannagan@ilovepca.com
Danny Fernandez	Potential Church	Danny.fernandez@potentialchurch.com

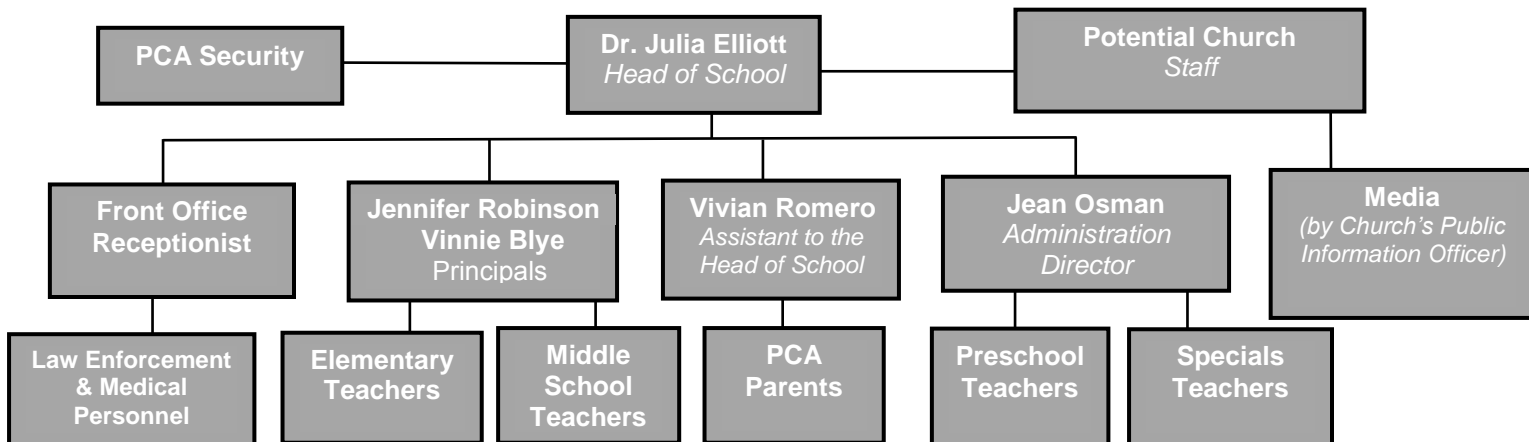
## Section B: EMERGENCY INCIDENT RESPONSE TEAM

An Emergency Incident Response Team has been established and consists of the school staff and teachers, and the Potential Church Staff. Each team member has been assigned specific tasks to assist in each individual emergency and crisis situations and to implement and coordinate the recovery process.

In most situations, the Head of School is the designated first response point of contact, followed by the Administrative Director, then the lower and upper school principals. In the case of their absence, the church's lead Pastoral staff will be the designated first response point of contact.

An emergency incident notification chain of command has been implemented to govern the notification of stakeholders on the ongoing crisis situations and all relevant updates.

**Emergency Incident Notification Chain of Command**



## Section C: STANDARD EMERGENCY CODES

CODE	DEFINITION	PROCEDURES
<b>RED</b>	<p><b>Lockdown – NO MOVEMENT</b></p> <p>Lockdown will be issued when threats are posed from outside of the campus and the best course of action is to keep everyone in place.</p> <p><b>EXAMPLES:</b> An intruder or violent person attempting to enter the school, active shooter or nearby criminal or terrorist</p>	<ul style="list-style-type: none"> <li>Close and LOCK all doors; activate door barricade.</li> <li>Close blinds, secure, and cover windows as needed.</li> <li>Turn off lights and students must remain silent.</li> <li>Move away from windows and doors towards concrete walls or behind large equipment</li> <li>Turn off /silence cell phones. Do not answer cell phone until code is changed.</li> <li>Classes outside / PE classes will return to students' classroom and wait with the classroom teacher. If the class is unable to return safely to the classroom, proceed to the nearest classroom that can be secured.</li> <li>Classes at lunch will remain at lunch unless otherwise directed. Cafeteria doors must be locked, secured and the</li> </ul>

	activity.	<p>above procedures must be followed. Teachers on lunch break must immediately proceed to cafeteria if safe to do so.</p> <ul style="list-style-type: none"> <li>Take attendance and report it to the principal/designee.</li> <li>Wait for further instructions</li> </ul>
<b>YELLOW</b>	<p><b>Lockdown – LIMITED MOVEMENT PERMITTED</b></p> <p><i>Lockdown Limited Movement</i> will be issued when threats are posed from inside the campus and the best course of action is to keep everyone in place. Only Emergency Response Team will be activated and allowed to move around.</p> <p><b>EXAMPLES:</b> An intruder or violent person, riot, or trespassing.</p>	<ul style="list-style-type: none"> <li>Close and LOCK all doors; activate door barricade.</li> <li>No one allowed to leave rooms.</li> <li>Close blinds.</li> <li>Continue work as usual but remain inside until further instructions</li> <li>Classes outside / PE classes will return to students' classroom and wait with the classroom teacher. If the class is unable to return safely to the classroom, proceed to the nearest classroom that can be secured.</li> <li>Classes at lunch will remain at lunch unless otherwise directed. Cafeteria doors must be locked, secured and the above procedures must be followed. Teachers on lunch break must immediately proceed to cafeteria if safe to do so.</li> <li>Wait for further instructions.</li> </ul>
<b>BLACK</b>	<p><b>Evacuate – VACATE PREMISES</b></p> <p><i>Evacuation</i> orders will be issued for the urgent immediate escape of our students and staff away from area(s) on campus that contain an imminent threat or a hazard to lives on the property.</p> <p><b>EXAMPLES:</b> Fire, Bomb Threat, Bomb (detected or exploded), Chemical, Biological or Radiological hazards.</p>	<ul style="list-style-type: none"> <li>Evacuate facility immediately to the <b>announced</b> designated evacuation point. Will be one of the following: <ol style="list-style-type: none"> <li>New Horizon United Methodist Church</li> <li>Potential Church South lot</li> <li>Church of Christ Griffin Road</li> <li>Or another appropriate designated safe location.</li> </ol> </li> <li>Do not turn off any electrical switches upon evacuating.</li> <li>Do not use any electrical devices until you reach safe designation point.</li> <li>Once at evacuation point, take attendance and report it to the principal/designee.</li> <li>Wait for further instructions.</li> </ul>
<b>BLUE</b>	<p><b>Medical Emergency</b></p> <p><i>Medical Emergency</i> orders will be given when a serious medical incident occurs and the best course of action is to notify medical emergency personnel.</p> <p><b>EXAMPLES:</b> Choking, Anaphylaxis, Cardiac Arrest, Stroke, etc.</p>	<ul style="list-style-type: none"> <li>Call 911.</li> <li>Wait for further instructions.</li> </ul>
<b>ORANGE</b>	<p><b>Inclement Weather - SHELTER-IN-PLACE</b></p> <p><i>Shelter-in-place</i> will be issued by atmospheric conditions.</p>	<ul style="list-style-type: none"> <li>Go to your nearest designated indoor location or covered location.</li> <li>Stay away from windows and doors.</li> <li>Stay in shelter-in-place.</li> <li>Wait for further instructions.</li> </ul>

	<b>EXAMPLES:</b> Lightning, Tornadoes, and Severe Thunder Storms.	
<b>GREEN</b>	<b>All-Clear</b> <i>All-Clear</i> will be issued when all potential threats have been appropriately cleared by PCA Administration and when applicable, law enforcement and first responders.	<ul style="list-style-type: none"> <li>Return to facility.</li> <li>Resume normal activities.</li> </ul>
<b>FIRE / FIRE ALARM</b>	Drill or Actual Situation.	<ul style="list-style-type: none"> <li>Clear facilities of occupants.</li> <li>Close office doors upon exiting.</li> <li>Evacuate to designated fire drill area.</li> <li>Wait for further instructions.</li> </ul>
<b>GAS LEAK</b>		<ul style="list-style-type: none"> <li>Evacuate immediately to designated evacuation point 1 or 2 as instructed.</li> <li>Do not open any additional doors or windows.</li> <li>Wait for further instructions.</li> </ul>
<b>TORNADO</b>	Without advance notice.	<ul style="list-style-type: none"> <li>Seek nearest shelter-in-place</li> <li>Wait for further instructions.</li> </ul>
<b>HURRICANE</b>	Watch / Warning.	<ul style="list-style-type: none"> <li>Follow PCA Hurricane Procedures</li> </ul>

## Section D: COMMUNICATION

Potential Christian Academy utilizes several methods to provide detailed, up-to-date communication with our families an emergency scenarios.

Emergency communication methods will be tested quarterly to ensure parents are receiving emergency notifications. Parents who do not received test notifications should notify the school so that we may update or records to reflect correct contact information.

The following methods will be utilized:

- i. **Text Message Alerts:** Whenever possible, this will be our primary and first method of communication via the RenWeb notification alerts system  
*\*\*\*All PCA teachers and staff must have RenWeb alert application installed on their phones and ready for use.*
- ii. **Automated Phone Call:** Whenever possible, this will be our secondary method of communication in conjunction with text message alerts, and automated phone call will also be sent out.
- iii. **E-mail.** In addition, and whenever possible, emails will be sent out to all registered family email addresses.
- iv. **Our Web site:** Whenever possible, we will also post ongoing updates via the following:
  - a. [www.ilovepcacc.com/emergency](http://www.ilovepcacc.com/emergency) for emergency related notifications and updates
  - b. [www.ilovepcacc.com/hurricane](http://www.ilovepcacc.com/hurricane) for hurricane related notifications and updates.



- v. **Media.** We will call in any school specific information, as appropriate, into TV stations 4, 7, and 10.

Please note that during an emergency incident, it is the **teacher's primary responsibility to provide adequate and safe supervision. It is their secondary responsibility to report the current status of the students to Administration.** Once these two responsibilities have been met, and the students are safe, then teachers may notify parents via RenWeb alerts only that their students are safe. No further information should be shared unless otherwise directed by Administration. Administration will be the sole spokesperson providing **detailed** information to PCA families. Teachers should also refrain from addressing the media and posting on social media accounts during emergency scenarios, only the Potential Church official spokesperson may address the media.

## Section E: EMERGENCY INCIDENT / CRISIS RESPONSE SUPPLIES

### E.1: Reunification Center Emergency Kit

Three designated reunification center emergency kit book bags will be ready and available for use in the instance of a crisis situation.

Two kits will remain permanently stored on the PCA campus in the front office and in the Administration suite, and will be taken by the Front Office Receptionist and the Administrative Assistant to any designated off-site evacuation point (s) / reunification center(s) during a crisis situation.

The third kit will remain permanently at the 4<sup>th</sup> designated off-site reunification point center: *Griffin Road Church of Christ in the case that an emergency requires PCA a full off perimeter evacuation.*

Each book bag will include the following items:

- 2 bleed control kit (s)
- Portable First-Aid Kit
- Student rosters including home and emergency phone numbers
- Student sign-out
- Three (3) clipboards
- Pens & paper
- Faculty and staff roster with:
  - List indicating those with first-aid, CPR, and/or EMT training.
  - List of mobile/cellular telephone numbers.
- Battery operated bullhorn
- PCA Crisis Management Plan which includes evacuation routes, resources and sample statements/letters for use notifying faculty, students and parents about emergency incidents.
- Yellow Safety vests for reunification.
- NAR Responder QuikLitter

## **E.2: Bleed Control Kit**

Bleed Control Kits will be utilized to assist in stopping traumatic hemorrhaging or blood loss during an emergency. Stop the Bleed full in class training will be provided to teachers and staff during in-service days. Additionally online refresher courses will also be available for use.

Thirty-two (32) portable bleed control kits have been disbursed across campus amongst all teachers with each classroom having one available as well as five (5) in the PCA Front Office, two (2) in the PCA Front Desk Reunification Center Emergency Kit and two (2) in the PCA Administration Suite Reunification Center Emergency Kit.

## **E.3: Automatic External Defibrillator Machines (AEDS)**

An automated external defibrillator (AED) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm in treating sudden cardiac arrest.

In the case of an emergency, two (2) Automatic External Defibrillators are available throughout the campus.

Automatic External Defibrillators have been mounted to the following areas:

- (1) PCA Front Office
- (2) Potential Church Usher Room

### III. CRITICAL INCIDENTS



## **Section A: UNUSUAL INCIDENTS OR OCCURENCES**

### **A.1 Missing or Lost Child**

In the event that a child should become lost or missing, the Potential Christian Academy Head of School, the Administrative Director, Security, and all available staff will conduct a full search of the campus and surrounding perimeters. If necessary, emergency services will be called. In the event of this occurrence, parents of that child will immediately be notified to come directly to the center or other specified location.

### **A.2 Suspected Maltreatment of a Child**

In the event that the maltreatment of a child is suspected and reported, the following procedures will immediately take place:

1. Identify the person who is being suspected of maltreatment.
2. Notify Administration.
3. Immediately start a log and take notes.
4. Notify Broward County Social Services, along with everyone that is involved in the suspected maltreatment.
5. During the investigation, the suspected person will be on unpaid leave.
  - a. If guilty: immediate dismissal.
  - b. If not guilty: reinstate employment.

### **A.3 Suspected Child Abuse**

Staff members are required to meet the requirements for suspected Child Abuse. All staff will be required to attend the Ethics in Education training during Orientation Week. Preschool is also required to read the Childcare documents (kept in the registrar's office) on child abuse and are required by law to report suspected cases of child abuse.

The Florida Protective Services Abuse Registry Hotline is:  
800-96-ABUSE or 800-962-2873.

If a staff member suspect's child abuse, our policy is that he/she should discuss the situation with the administration before notifying The Florida Department of Children and Families or any other child advocacy organization. (This is not required by law, but it is a school policy.)

If either the administration or the staff member is reasonably convinced that authorities should be notified, then a call to the Abuse Hotline should be made by the individual with first-hand information. If neither the administration nor the staff member is adequately convinced that a call

to the Abuse Hotline is necessary, then both will still keep a written record of the conversation.

#### **A.4 Injuries or Illness Requiring Hospitalization or Emergency Treatment**

We, at Potential Christian Academy, will provide the safest accident free environment for our children. Our staff will conduct daily inspections of the center to avoid any potential hazards. In the event that a child should become seriously ill or injured, we will administer all of the first-aid that is within our power and authorization, and will contact emergency medical care, if it is deemed necessary. We reserve the right to call 911 if we feel the situation is life-threatening. At this time, parents will also be notified and directed to either our designated clinic or hospital. Should your child need to be transported by ambulance, a staff member will accompany your child to the hospital and report back to the center for parent information, and will remain at the hospital until the family arrives. Our emergency hospital is as follows:

Memorial Hospital West  
703 N Flamingo Road  
Pembroke Pines, FL 33028  
(954) 436-5000

#### **A.5 Death of a Child or Staff Member**

When a death occurs, the school's Emergency Response Team will be activated and will plan to address the loss with the following procedures:

- The Emergency Response Team will verify information (e.g., from family members or local authorities).
- Next, Emergency Response Team determine what information the family would like to have disclosed (or what information has already been released publicly from a reliable source).
- Once the death has been verified, the emergency response team will notify the school staff and students as such:
  1. Notify Teachers and Staff First: PCA Administrators will meet with the teachers and staff to discuss what is known about the death. If a teacher does not feel able to talk to his/her students about the death, a member of the emergency response team will be available to step in or assist with the notification.
  2. Notify Students Face-to-Face with Familiar Staff: If a teacher has died a teacher from the same or a lower grade who is familiar with the deceased teacher's students, or someone from the Emergency Response Team who is more comfortable, will notify that class. The teacher designated for the announcement, will remain with the class over the next couple days and a substitute will cover for the less directly impacted class.

3. Notify Students via statement: With a prepared statement, the PCA Administrative may select to also notify all students simultaneously in small, naturally occurring groups such as homeroom or first period classes. Notifications will include information about the availability of mental health and support services and how students may access those services.
4. Notify Parents via Statement: With a prepared statement, the PCA Administration will notify may all parents simultaneously either through scheduled meetings, email, newsletters, etc. Notifications will include information about the availability of mental health and support services and how students may access those services.

## A6. Appendices

### PCA Incident Report

Child's name: \_\_\_\_\_

Homeroom teacher: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Place of incident: \_\_\_\_\_

Teacher involved: \_\_\_\_\_

Other's involved: \_\_\_\_\_

Explanation: \_\_\_\_\_

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Were apologies made?    unsolicited    solicited    none

Results: \_\_\_\_\_

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Parental contact:

Who was contacted: \_\_\_\_\_

Time contacted: \_\_\_\_\_

Parental reaction/indicated level of support: \_\_\_\_\_

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---

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Other comments:

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Parent Signature: \_\_\_\_\_ School Official's Signature: \_\_\_\_\_



# Safety & Security Incident Report

\*\*\*to be submitted online following the PCA Incident Report

Name of Person Reporting \*  First  Last

Email \*

Phone Number \*

What campus did the incident occur? \*

☐ Cooper City, FL ☒ Hallandale Beach, FL ☐ Lima, Peru ☐ Nassau, Bahamas ☐ New York City, NY ☐ Pensacola, FL

Date of the Incident\*  MM  DD  YY

Time of Incident \*  HH:  MM  AM/PM

Victim/Witness: Please fill out the victim/witness full name, phone number, and date of birth

#1

☐ Victim ☐ Witness

Name\*

First

Last

Phone Number

Date of Birth

MM

DD

YY

Multiple Victims/Witnesses?

☐ No ☐ Yes

Check All That Apply

☐ Accident/Injury ☐ Child Custody Dispute ☐ Assault/Threats ☐ Theft/Vandalism ☐

Suspicious Activity ☐ \*Other

Who was notified?

☐ Safety & Security Team ☐ Police 911 ☐ EMS/Rescue 911 ☐ Parent/Guardian ☐

\*Other

Please write a detailed description of the incident \*

Attach a File

Submit

## Child Accident or Unusual Incident Form

Name of Child Care Provider: Potential Christian Academy

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Incident/Accident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Incident/Accident: \_\_\_\_\_

Describe Incident/Accident: \_\_\_\_\_

Describe Nature of Injury: \_\_\_\_\_

Witness(es) to Incident/Accident: \_\_\_\_\_

What Action Was Taken? ☐ Yes ☐ No

Was Parent/Guardian Contacted? ☐ Yes ☐ No Time? How? \_\_\_\_\_

Other Person(s) Contacted: ☐ Yes ☐ No Who? \_\_\_\_\_

Describe Medical Treatment/First Aid: \_\_\_\_\_

Name of Reporter (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Owner/Director (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Owner/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent or Guardian (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\* MUST BE KEPT ON FILE AT CHILD CARE PROGRAM.

## Section B: EMERGENCY SCENARIOS

### (PRESENCE OF A THREATENING INDIVIDUAL WHO ATTEMPTS OR SUCCEEDS IN GAINING ENTRANCE TO THE FACILITY)

If an intruder is observed on school grounds or inside the building, this should be reported to the security guard and school office immediately. The following should be reported:

- Location of intruder (s)
- Physical description including clothing
- Whether a weapons were spotted.

#### B.1 Lockdown

In the event of an incident which will result in the need of a lockdown, such as an intruder on campus, we will proceed to go to **'CODE RED'** which is campus wide **LOCKDOWN**. An announcement on the intercom/phone system stating:

***"Pardon the interruption, we are currently on code red. Please remain in your locked classrooms and proceed with Lockdown procedures".***

Then the following procedures must then immediately take place:

- Classroom teachers will close and secure classroom doors and emergency barricade devices engaged.
- Classroom teachers will close blinds, secure, and cover windows as needed.
- Classroom lights will be turned off and students must remain silent.
- Silence cell phones. Do not answer cell phone until code is changed to code green and the **"ALL-CLEAR"** sign is given.
- Classes outside will return to their classes immediately, even if on a break.
- PE classes will return to students' classroom and wait with the classroom teacher. If the class is unable to return safely to the classroom, proceed to the nearest classroom that can be secured.
- Classes at lunch will remain at lunch unless otherwise directed. Cafeteria doors must be locked, secured and the above procedures must be followed. Teachers on lunch break must immediately proceed to cafeteria if safe to do so.
- **All teachers must take their two-way radios with them** and take attendance.
- All who remain in classrooms during the issued lock down should wait for further instructions on any further procedures by the principal/designee or by Law Enforcement.
- Should campus wide evacuation be designated as the next step, once all students have been accounted for one of the two designated evacuation point/reunification centers, the reunification process will begin and parents will be notified for student reunification. Please refer to the *DEBRIEF & RECOVERY* section for these procedures.

## B.2 Fire

Smoke and fire detectors, as well as extinguishers, are located in the kitchen, classrooms and hallways. The signal for a fire is the fire bell which will automatically sound or be pulled upon the confirmation of eminent fire danger. Administration and/or the Environments team will be responsible for communication with Emergency Services.

During the evacuation process, staff members have been assigned to sweep all bathrooms, classrooms, hallways and lanais to make sure that all students have exited the building safely.

The following procedures must then immediately take place:

Students and staff are to quickly leave their classrooms and exit the building in an orderly fashion. The room lights should be turned out and the door closed when the last student is out of the room.

- In the event there is an obstacle blocking your escape route, go to the closest exit. Once outside the teacher should proceed to their assigned gathering point.
- Students should walk in single file with no talking and proceed to their designated fire drill assembly point according to the evacuation plans posted on campus.
- In the event that the route to the assigned gathering point is blocked, immediately proceed to the alternate gathering point.
- Any student who is in the front office when the alarm sounds will remain in the office and proceed outside with the office personnel. Any student who is in the bathroom or hallway should immediately proceed outside and rejoin their class.
- Do not return to the classroom if missing something.
- Teachers must take attendance immediately when outside.
- Teachers are to notify Principal/Administrator of names of any missing students.
- Upon evacuating, the front desk receptionist is responsible for bringing the emergency contact book and the Crisis Control Emergency Management Kit.
- Teachers and students stand quietly in line until word is given from the administration that it is safe to re-enter the building with the **“ALL-CLEAR”** when the building can be safely re-entered.
- Should our facility be damaged by fire to the extent that we are unable to occupy it, we will take all students to an alternate building on campus or one of the designated reunification centers.
- Once all students have been accounted for at the evacuation point/reunification center, the reunification process will begin and parents will be notified for student reunification. Please refer to the *DEBRIEF & RECOVERY* section for these procedures.

*The following Crisis Response Team staff will be responsible for clearing the following listed areas:*

<b>Principal</b>	Go to the school office to coordinate and monitor a safe evacuation.
<b>Administrative Director</b>	Preschool area in the main church building/toddler playground.
<b>Administrative Assistant</b>	Upstairs co-curricular classrooms, science lab, hallways, K5 stairwell, K5 classroom and math enrichments classroom.
<b>Registrar</b>	Upstairs classrooms/hallways and outside back stairway.
<b>Admissions</b>	Administrative stairwell, downstairs preschool hallway/bathrooms.

<b>Finance</b>	Cafeteria, modulars, playgrounds and field.
<b>Elementary Principal</b>	Field Monitor
<b>Front Desk Receptionist</b>	Handle evacuation of front office, phone calls (fire department, security, etc.), and attendance.

## B.3 Bomb Threat

In the event that a bomb threat is received, the recipient of the call should:

- Use the **Bomb Threat Report Form** to get as much information as possible before the caller hangs up. A copy of the action sheet should be kept near the phone.
- Always remember to remain calm, polite, listen, and never interrupt.
- Immediately notify the Security Guard.
- Then call 911 and provide all pertinent info.
- Administration will notify Church.

The school will proceed to go on '**CODE BLACK**' which is a campus wide **EVACUATION**. An announcement on the intercom/phone system will be made stating:

***“There has been a bomb threat to the school.  
Please evacuate to the (state designated assembly point) quickly and  
quietly”***

The following procedures must then immediately take place:

- The teachers and staff should quickly check their areas for any “strange boxes or packages.” **Make sure all cell phones are turned off and not used until further notice.** Do not let this check delay your departure from the building. Make sure all book bags are accounted for. **Do Not Touch** any suspicious package. Report them to the Administration after everyone has left the building.
- **EVACUATE FACILITY:** Students and staff should all immediately move to the designated evacuation assembly point as designated on the announcement.
- Teachers should remind students to take with them only the items in their current possession including book bags. Please do not allow for any locker or restroom stops.
- Upon exiting, all classrooms should remain unlocked and **teachers must take with them their two-way radios.**
- Do not use any electrical devices until you reach the safe designation point.
- As they head to the evacuation point, teachers should be vigilant of their surroundings. Please do not touch suspicious items and strange objects; in the instance a suspicious item is located, it should be reported immediately to the Principal/Administrator by providing its location.
- Upon arrival to the designated evacuation location, teachers should take attendance and report any missing students to the Principal/Administrator.
- Once all students have been accounted for at the evacuation point/reunification center, the reunification process will begin and parents will be notified for student reunification. Please refer to the *DEBRIEF & RECOVERY* section for these procedures.

## B.4 Active Shooter

In the event that an active shooter incident occurs on campus, an announcement on the PA system, two-way radio system and a message through Voxer, if possible, will be made.

### DO NOT PULL THE FIRE ALARM UNDER ANY CIRCUMSTANCES.

Announcer will state very clearly:

***“There is an active shooter on campus currently located \_\_\_\_\_, wearing \_\_\_\_\_, please proceed to active shooter procedures”.***

Active Shooter procedures vary and solely rely on the location of the shooter and your proximity to the threat. Always remember that the **ALERT: Run, Hide, & Fight** process should not be followed in any specific order. And that in most cases, it is very possible that you may have to run, hide AND fight several times in no specific order. It is always important to RUN AWAY from the threat to the nearest safest option that may allow for further movement shall it be necessary.

In active shooter scenarios, faculty and staff should always assess the safest option for themselves and students under the **ALERT: Run, Hide, or Fight** process:

<b>A</b> ssess	Assess the best and safest response option based on the location/distance of the active shooter and your current location. Once you have assessed your safest option, please proceed to one of the following options:
<b>L</b> ockdown (HIDE)	<p>If and only if, you do <b>not</b> have direct contact with the shooter <b>and</b> when evacuation is a dangerous option (shooter is nearby), proceed to lockdown procedures and secure your classroom:</p> <ul style="list-style-type: none"> <li>▪ Close and LOCK all doors; make sure to activate the secure kick lock at the bottom of the door as well.</li> <li>▪ Barricade doors with heavy furniture: stack any and all furniture that can be moved in front door(s) to further prevent the door from opening or to slow down any intruders.</li> <li>▪ Move students away from windows and doors to areas best protected by concrete walls or thick equipment such as copy machines, etc. and out of the sight line of intruders.</li> <li>▪ Turn off lights and close blinds.</li> <li>▪ Remain silent.</li> <li>▪ Silence electronic devices.</li> <li>▪ <b>If possible, teachers must keep their two-way radios on them at all times. Be sure to insert radio ear piece, and lower volume.</b></li> <li>▪ <b>Silence electronic devices so that noise does not defer shooter towards your location.</b></li> <li>▪ Use strategies, <i>if possible</i>, to silently communicate with first responders (i.e. rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).</li> <li>▪ Wait until it is safe to re-asses safest option under the run, hide, and fight procedures or for further instructions on evacuating from law enforcement.</li> </ul>
<b>E</b> vade / <b>E</b> vacuate	Evacuate or avoid the threat when you have direct contact with the shooter, cannot secure your location and/or there is a clear path to run.

(RUN)	<ul style="list-style-type: none"> <li>▪ <b>Evacuate immediately.</b> If you have enough time to safely evade, it is best practice to run in a pattern that gets you away from the shooter the quickest and safest way.</li> <li>▪ Leave your belongings behind.</li> <li>▪ Visualize possible escape routes, including physically accessible routes for individuals with disabilities.</li> <li>▪ Evacuate regardless of whether others agree to follow.</li> <li>▪ Help others escape, if possible.</li> <li>▪ Always evacuate with your arms visible and empty.</li> <li>▪ Avoid quick movements.</li> <li>▪ Do not attempt to move wounded people.</li> <li>▪ Do not grab law enforcement for safety.</li> <li>▪ Prevent others from entering an area where the active shooter may be.</li> <li>▪ If any of the designated evacuation assembly points are not a close and safe option, evade and run to your nearest safest location that does not restrict your options for further movement.</li> <li>▪ Call 911 when you are safe and stay in the safe location until the reunification center process has begun. Please refer to <i>IV. DEBRIEF &amp; RECOVERY</i> for those procedures.</li> </ul>
<b>R</b> esist (FIGHT)	<p>As a last resort when you have direct contact or cannot evade or escape, try to resist the shooter and protect your students.</p> <ul style="list-style-type: none"> <li>▪ If possible, resist the shooter with any object that will distract him or defer him, even if it is for just a few seconds, allowing you time to stop him and potentially evade.</li> </ul>
<b>T</b> ell	<p>Contact 911 when your situation allows and you have safely secured yourself and those around you. Be sure to provide as much detail as possible, i.e.:</p> <ul style="list-style-type: none"> <li>▪ Your location</li> <li>▪ Location of threat</li> <li>▪ Number of shooters</li> <li>▪ Physical description</li> <li>▪ Number and/or types of weapons</li> <li>▪ Number of potential victims</li> </ul>

## B.5 Debrief & Recovery

### Reunification

In the case of an incident where evacuation of our campus is necessary, Potential Christian Academy has designated several off-site reunification centers.

The purpose of an off-site reunification center not only ensures the safety of our students away from life threatening incidents, but it also controls the process of reuniting students with their families in potentially chaotic scenarios.

Reunification centers will be designated based on the severity of the incident, distance required for evacuation and safety of our students and teachers.

Any of the 4 following reunification centers may be assigned:

1. **New Horizon United Methodist Church**  
5741 S. Flamingo Road, Cooper City, FL 33330

New Horizon United Methodist Church is located just immediately north of PCA on Flamingo Road and is accessible through the Potential Church parking lot.

**2. Potential Church South Parking Lot**

The Potential Church South parking lot is immediately across the street from our campus on Stirling Road. Students will be taken to the back part of the lot for student dismissal/carline staging.

**3. Franklin Academy Cooper City Campus**

*6301 S. Flamingo Road, Cooper City, FL 33330*

Franklin Academy Cooper City is located just south of PCA on Flamingo Road and is accessible in walking distance through the Flamingo Road pedestrian area.

**4. Griffin Road Church of Christ**

*14550 Griffin Rd, Southwest Ranches, FL 33330*

In the instance that a total perimeter evacuation is required, students will be bused to this location for reunification with parents.

The reunification center will be managed by the *Emergency Incident Response Team* who will be responsible for specific roles during the reunification process.

## Recovery

It is the responsibility of Potential Christian Academy and Potential Church to protect its students, staff, and constituents from incidents and to restore regular operations as soon as it is deemed safe to do so.

In order to ensure the safety of continuation of operations, the following Emergency Incident Response Team members will be responsible for the following recovery functions:

Head of School	<ul style="list-style-type: none"><li>▪ Determines school closures, temporary relocations if applicable, and re-openings.</li><li>▪ Notifies students and staff on updates.</li><li>▪ Communicates with parents and media.</li></ul>
Principals & Administration Director	<ul style="list-style-type: none"><li>▪ Identify relocation areas for classrooms and administrative operations if needed.</li><li>▪ Creates and implements an alternate system for resuming classes.</li><li>▪ Briefs and trains teachers and staff on any additional recovery responsibilities.</li><li>▪ Identifies strategies for continuing classes and for continuing classes in the case that relocation is necessary.</li><li>▪ Reevaluating curriculum for lost time and make up lessons.</li></ul>
Environments & Security Team (s)	<ul style="list-style-type: none"><li>▪ Work with local law enforcement and government officials to determine when students and staff can safely return to the facility.</li><li>▪ Coordinate and manage the mitigation and restoration of the campus.</li></ul>



Administrative Staff	<ul style="list-style-type: none"> <li>▪ Maintain student records.</li> <li>▪ Secure classroom equipment, books, and materials.</li> <li>▪ Restore administrative operations.</li> </ul>
School Counselor Specialist	<ul style="list-style-type: none"> <li>▪ Establishes support services for students, staff and parents.</li> </ul>

## Grief Counseling

After a traumatic incident has occurred, children may be especially upset and express feelings about the incident. These reactions are normal.

Listed below are some problems that may be displayed by students after an incident:

- Excessive fear of darkness, separation, or being alone
- Clinging to parents, fear of strangers
- Worry
- Increase in immature behaviors
- Not wanting to go to school
- Changes in eating/sleeping behaviors
- Increase in either aggressive behavior or shyness
- Headaches or other physical complaints

For teachers, the following can assist your students with coping about these feelings:

- Talk with your student about his/her feelings. Listen to what they have to say. It is very important not to shut off discussion.
- Provide accurate information to students, only that which is necessary and age appropriate. Lead class discussions if necessary.
- Dispel rumors.
- Reassure your student that they are safe.
- You may need to repeat this reassurance often.
- Answer questions.
- Model an appropriate response.
- Pray with and for the students.
- Give permission for a range of emotions.
- Identify students who need counseling.
- Provide activities to reduce trauma and express emotions through artwork, music, and writing.
- Set aside curriculum as needed
- Encourage students to discuss their feelings with their parents/families.
- Inform students of locations for grief support, reassuring them that any adult in the building is also available for support.

In addition and following a traumatic incident, grief counseling will be available to students, staff and PCA families. Ms. Jennifer Robinson, our School Counselor Specialist, will be coordinating all grief counseling. Grief counseling roles also include:

- Being available.
- Canceling other activities.
- Locating counseling space.
- Contact parents of affected students.
- Support and monitor the well-being of staff and students

- Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress.
- Coordinating and overseeing counseling partnerships such as with Sheridan House, one of our ministry partners.

In addition, if a traumatic incident occurs on campus with injuries or results in additional victims, a member from the Potential Church Missions team may be assigned to each family of those injured to assist that family in everything they may need.

For further Grief Counseling resources, please refer to *APPENDIX: Mental Health / Counseling*.

## Resumption of Operations

Once the Head of School has confirmed that is safe for the school to resume operations, the Communications coordinator will notify parents of the school re-openings, as well as any temporary relocations of operations, make-up days, and make-up work procedures.

## Debrief

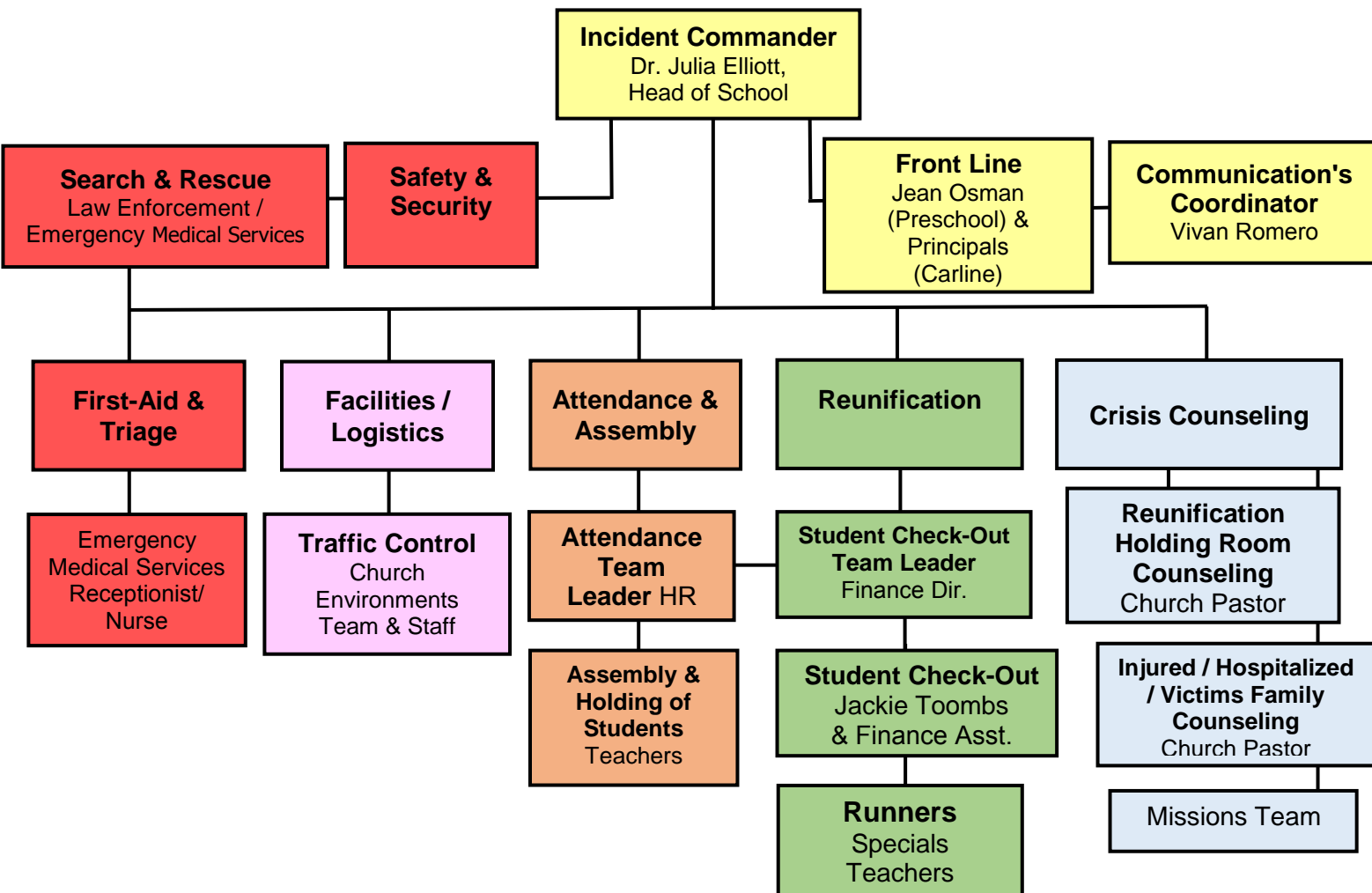
Once the reunification process for any incident has been complete, the Emergency Incident Response Team and Potential Church leadership will meet with Law Enforcement for a debrief to overview and discuss the incident and the recovery process.

Following debriefing with local Law Enforcement, the Head of School will debrief Potential Christian Academy Faculty and Staff on the plans for resuming school operations.

Debriefs may be required daily or weekly as operations restore and the recovery process resumes.

Debriefs will be reviewed by the Threat Assessment Team at their monthly meetings to ensure that changes and updates necessary to the Crisis Management Plan are updated and implemented immediately.

### Emergency Incident Response Team

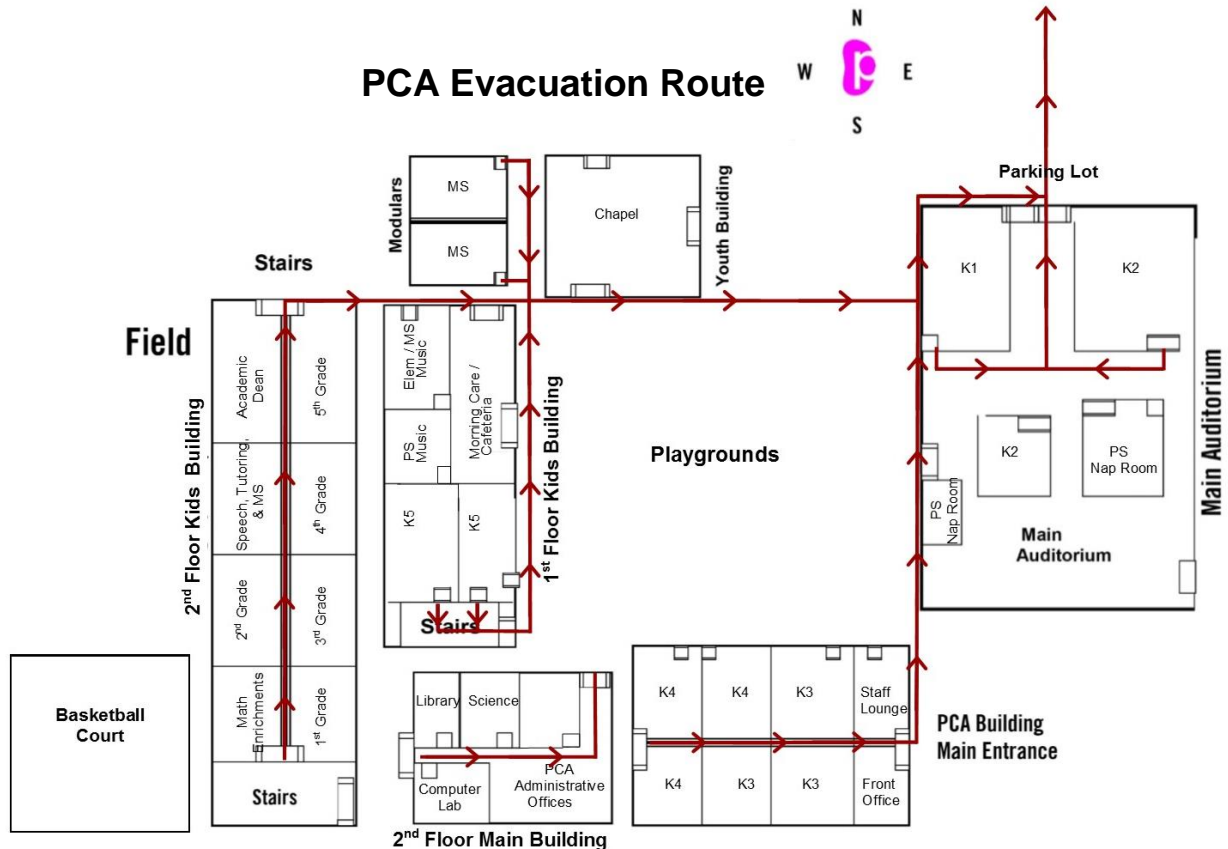


## Emergency Incident Response Team Responsibilities

Role	Option A: <u>Regular Carline</u> Responsibilities	Option B: <u>Reunification Center</u> Responsibilities
<b>Incident Commander</b>	Responsible for the creation and implementation of the Crisis Management Plan and the executive administrator of carline dismissal.	Responsible for the creation and implementation of the Crisis Management Plan and the executive administrator of the reunification and recovery process.
<b>Front Line Team</b>	Responsible for being the front line and backup to the Incident Commander.	Responsible for being the front line and backup to the Incident Commander.
<b>Communications Coordinator</b>	Responsible for the notification to all PCA stakeholders and the media of incident occurrences and reunification processes.	Responsible for the notification to all PCA stakeholders and the media of incident occurrences and reunification processes.
<b>Safety &amp; Security</b>	Responsible for the general safety of the faculty, staff and students; Works directly with incident commander and Law Enforcement, if applicable.	Responsible for the general safety of the faculty, staff and students; Works directly with incident commander and Law Enforcement, if applicable.
<b>First-Aid / Triage</b>	Responsible for bringing over the Reunification Center Emergency Kit to evacuation point, provide any first-aid if needed, verify allergies, etc., for medical personnel.	Responsible for bringing over the Reunification Center Emergency Kit to evacuation point, provide any first-aid if needed, verify allergies, etc., for medical personnel.
<b>Attendance &amp; Assembly</b>	Responsible for acquiring attendance of students from all teachers; report missing/injured students to the check-out team leader.	Responsible for acquiring attendance of students from all teachers; report missing/injured students to the check-out team leader.
<b>Assembly &amp; Holding</b>	Responsible for staying with the students and maintaining their safety in the assembly area until the carline process is complete.	Responsible for staying with the students and maintaining their safety in the assembly area until reunification process is complete.
<b>Traffic Control</b>	Responsible for directing parent vehicles to entrance, carline flow, and exit points.	Responsible for directing parent vehicles to entrance, parking, checkout, and exit points.
<b>Check-Out Team</b>	Responsible for verifying and authorizing emergency release of students to authorized person(s) at carline.	Responsible for verifying and authorizing emergency release of students to authorized person(s) at student check-out area.
<b>Runners</b>	Responsible for bringing the students from the carline area, to their parents' vehicles once emergency release has been verified.	Responsible for bringing the students from the student assembly area, to their parents at the reunification staging area.
<b>Reunification Holding Room Counseling</b>	N/A.	Responsible for providing comfort, counseling, guidance and prayers for those parents in the Holding Room whose child has been injured or not been accounted for.
<b>Injured / Hospitalized / Victims Counseling</b>	N/A.	Responsible for assigning a missions team members to counsel and assist each family that may have students who have been injured, hospitalized, or victims of a tragedy.

## Evacuation / Reunification Point # 1

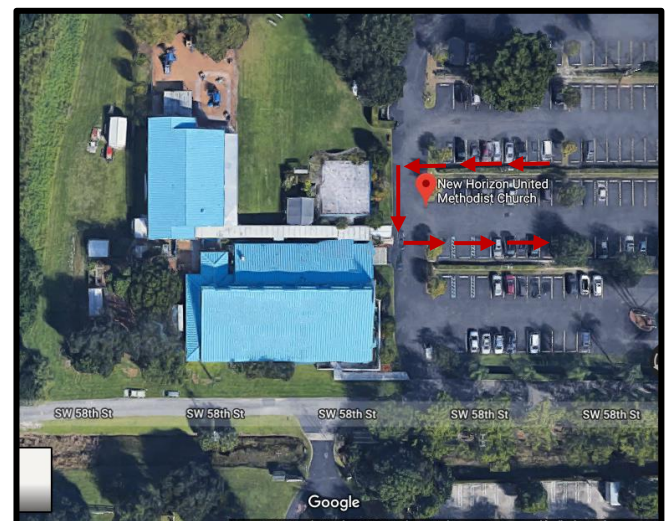
New Horizons United Methodist Church  
5741 S. Flamingo Road  
Southwest Ranches, FL 33330



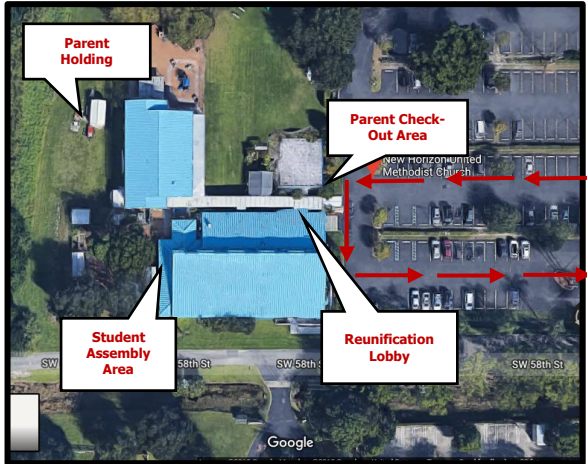
## Reunification Point

### OPTION A: REGULAR CARLINE PROCEDURES

1. For safety purposes, students will be moved to a secure out-of-site location at the New Horizon United Methodist Church for regular carline dismissal.
2. Once all the teachers have submitted their attendance to the Attendance Team Leader, accounting for all students, carline dismissal will commence.
3. The reunification check-out team will be responsible for having parents sign their children out at car line.
4. Carline will take place under the covered walk way and traffic flow will be controlled through the parking lot as detailed above by the Church Staff.
5. The teachers will be responsible for staying with their students at all times during car line.
6. The runners will be responsible for escorting students to their parents' cars once release is verified and authorized through the check-out team.
7. Questions and concerns during the process should be vetted through the Incident Commander, Front-line Team and PCA Safety & Security Team.



## OPTION B: REUNIFICATION PROCEDURES

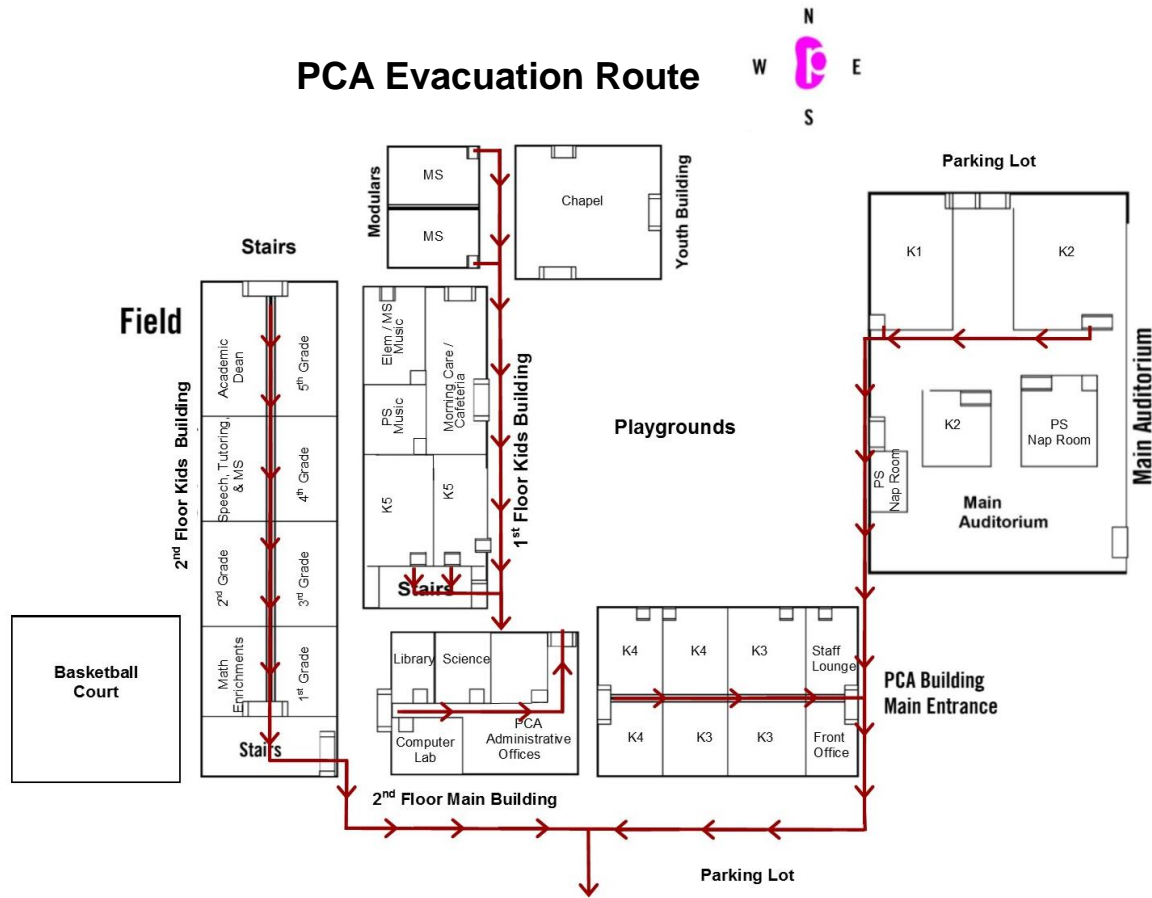


1. For safety purposes, students will be moved to a secure out-of-site assembly area inside the New Horizon United worship area.
2. Once the students have been safely relocated to this holding center, teachers will verify and confirm their student attendance to the Incident Commander and Attendance team leader. Teachers will remain in the assembly area with their students until the entire reunification process is complete.
3. Following attendance verification, the Attendance team leader will report it over to Student Check-Out team leader. *\*\*\*Rosters with emergency pick-up verification will be accessible via the Reunification Center Emergency Kit brought over to the location and also for quick print via RenWeb online at the designated work station provided at the reunification center.*
4. Once the check-out procedure is setup and ready, with the approval of the Incident Commander and law enforcement, the Communications/Media Coordinator will then proceed to send incident and reunification procedures notifications to parents via RenWeb text alerts, automated phone calls and email.
5. The Traffic Control team, along with law enforcement, will greet parents as they arrive on the New Horizon campus directing them where to park and to the check-out area.
6. Once a student's emergency release has been verified and signed for at the check-out area, parents will be sent to the reunification staging area to be met by the runners for reunification with their children.
7. At the reunification staging area, which is the closed lobby entrance to New Horizons worship building, runners will then take turns escorting students from the student assembly area to their parents at the reunification staging area to finalize reunification.
8. Once reunification of parent and student is complete, parents will then be allowed to leave the premises with their children.
9. For students whose attendance cannot be verified, or has been verified to have been taken to a local hospital due to injuries, parents will be taking to the holding area for further information and instruction.
10. Questions and concerns during the process should be directed to the Incident Commander, Frontline Team, PCA Safety & Security Team, and/or local law enforcement that are located at the reunification site.



## Evacuation / Reunification Point # 2

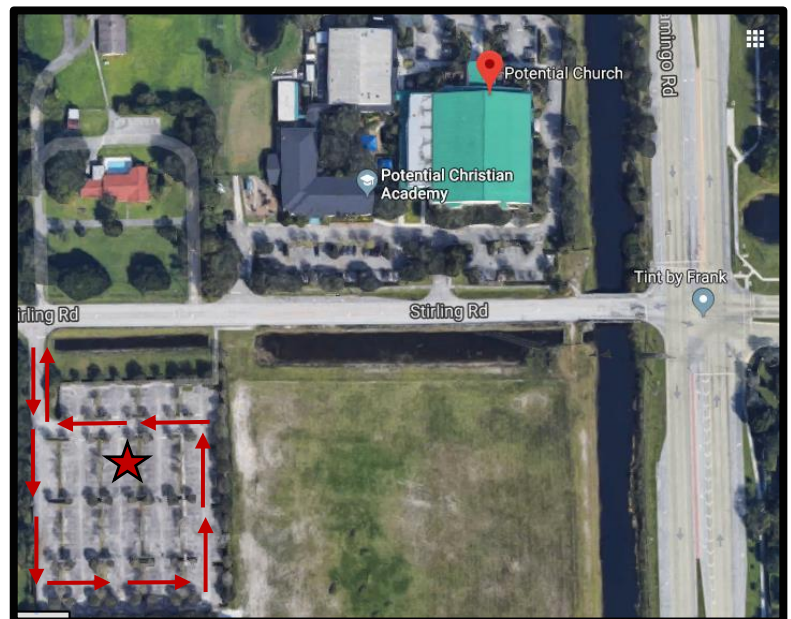
Potential Church SOUTH Parking Lot  
Across the street on Stirling Road  
behind Flamingo Road Park.

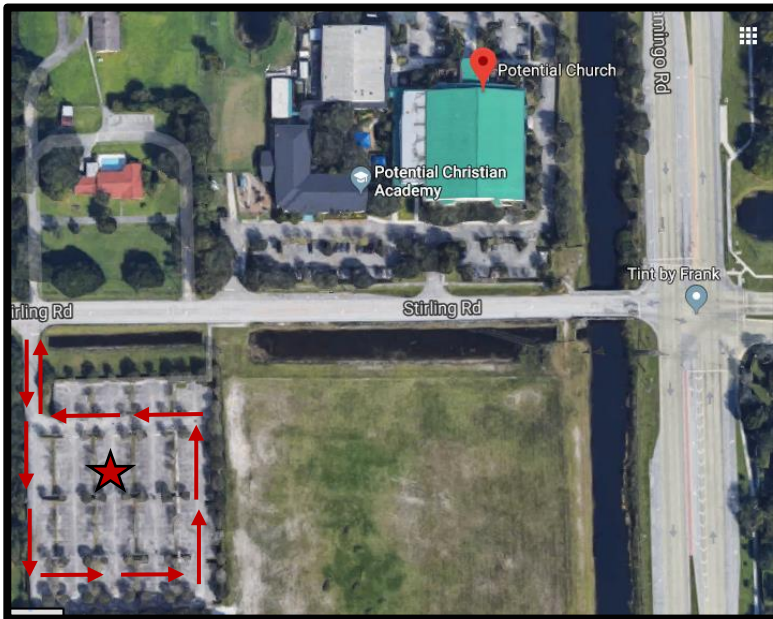


## Reunification Point

### OPTION A: REGULAR CARLINE PROCEDURES

1. For safety purposes, students will be moved to a secure location at the Potential Church south parking lot for regular carline dismissal.
2. Once all the teachers have submitted their attendance to the Attendance Team Leader, accounting for all students, carline dismissal will commence.
3. The reunification check-out team will be responsible for having parents sign their children out at car line.
4. Carline will take place under the covered walk way and traffic flow will be controlled through the parking lot as detailed above by the Church Staff.
5. The teachers will be responsible for staying with their students at all times during car line.
6. The runners will be responsible for escorting students to their parents' cars once release is verified and authorized through the check-out team.
7. Questions and concerns during the process should be vetted through the Incident Commander, Front Line Team and PCA Safety & Security Team.





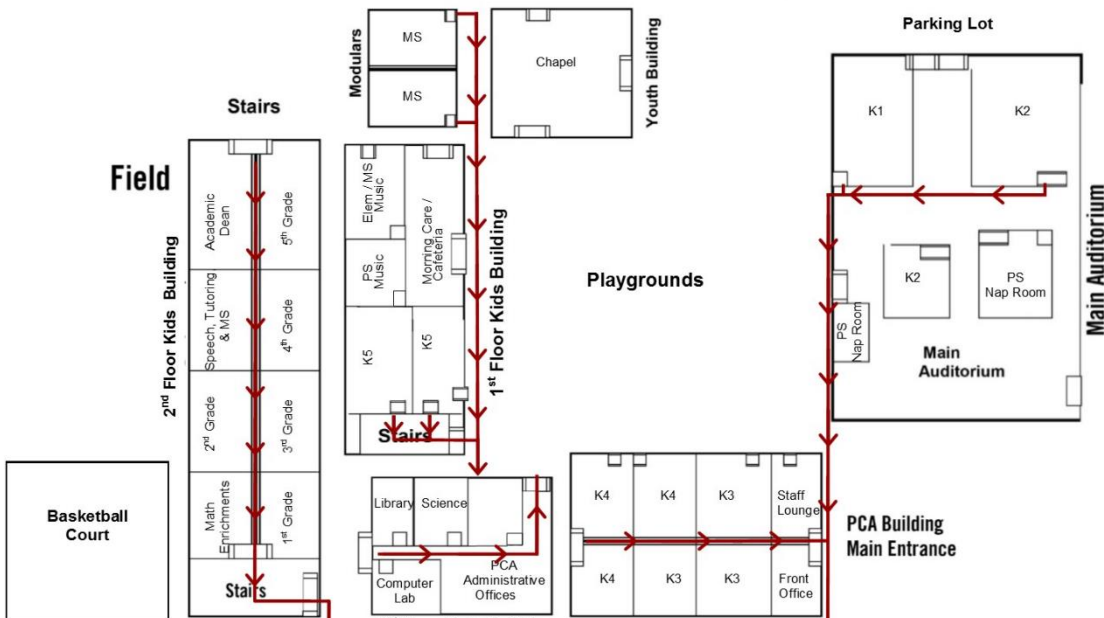
## OPTION B: REUNIFICATION PROCEDURES

1. For safety purposes, students will be moved to a secure off-site assembly area located at the Potential Church South lot.
2. Once the students have been safely relocated to this holding center, teachers will verify and confirm their student attendance to the Incident Commander and Attendance team leader. Teachers will remain in the assembly area with their students until the entire reunification process is complete.
3. Following attendance verification, the Attendance team leader will report it over to Student Check-Out team leader. *\*\*\*Rosters with emergency pick-up verification will be accessible via the Reunification Center Emergency Kit brought over to the location and also for quick print via RenWeb online at the designated work station provided at the reunification center.*
4. Once the check-out procedure is setup and ready, with the approval of the Incident Commander and law enforcement, the Communications/ Media Coordinator will then proceed to send incident and reunification procedures notifications to parents via RenWeb text alerts, automated phone calls and email.
5. The Traffic Control team, along with law enforcement, will greet parents as they arrive on the New Horizon campus directing them where to park and to the check-out area.
6. Once a student's emergency release has been verified and signed for at the check-out area, parents will be sent to the reunification staging area to be met by the runners for reunification with their children.
7. At the reunification staging area, which is the closed lobby entrance to New Horizons worship building, runners will then take turns escorting students from the student assembly area to their parents at the reunification staging area to finalize reunification.
8. Once reunification of parent and student is complete, parents will then be allowed to leave the premises with their children.
9. For students whose attendance cannot be verified, or has been verified to have been taken to a local hospital due to injuries, parents will be taking to the holding area for further information and instruction.
10. Questions and concerns during the process should be directed to the Incident Commander, Frontline Team, PCA Safety & Security Team, and/or local law enforcement that are located at the reunification site.



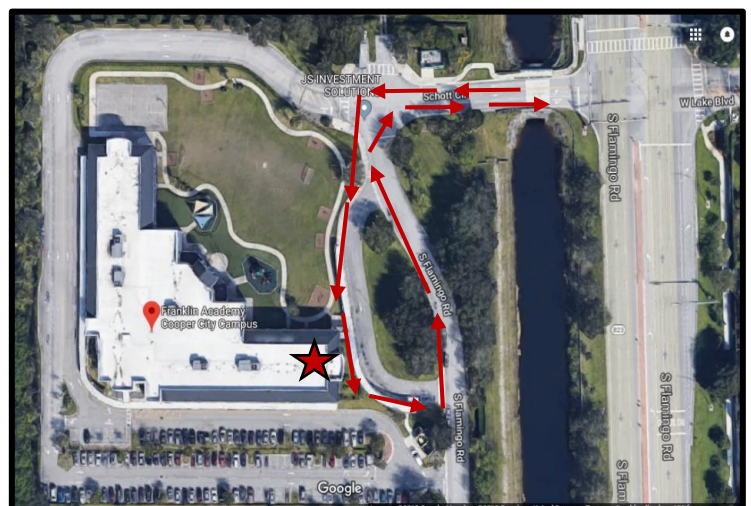
## Evacuation / Reunification Point # 3

Franklin Academy Cooper City Campus  
6301 S. Flamingo Road  
Cooper City, FL 33330

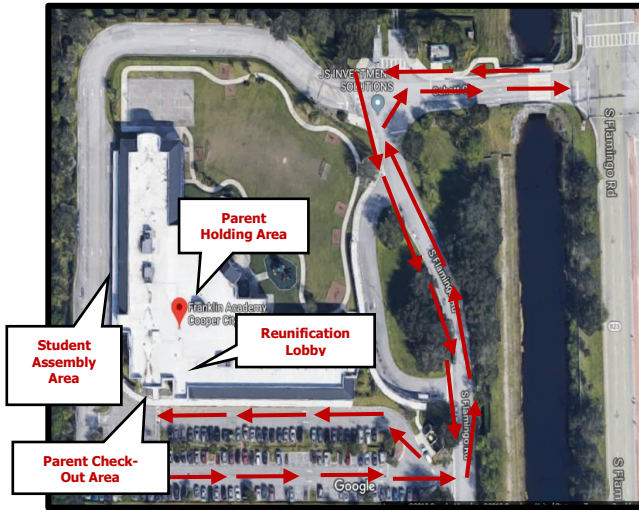


### OPTION A: REGULAR CARLINE PROCEDURES

1. For safety purposes, students will be moved to a secure out-of-site location at the Franklin Academy Cooper City Campus for regular carline dismissal.
2. Once all the teachers have submitted their attendance to the Attendance Team Leader, accounting for all students, carline dismissal will commence.
3. The reunification check-out team will be responsible for having parents sign their children out at car line.
4. Carline will take place under the covered walk way and traffic flow will be controlled through the parking lot as detailed above by the Church Staff.
5. The teachers will be responsible for staying with their students at all times during car line.
6. The runners will be responsible for escorting students to their parents' cars once release is verified and authorized through the check-out team.
7. Questions and concerns during the process should be vetted through the Incident Commander, Front Line Team and PCA Safety & Security Team.



## OPTION B: REUNIFICATION PROCEDURES



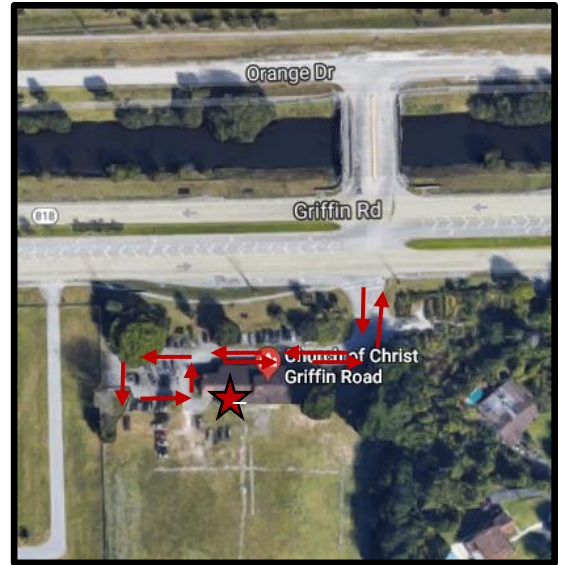
1. For safety purposes, students will be moved to a secure out-of-site assembly area inside the Franklin Academy Cooper City Campus.
2. Once the students have been safely relocated to this holding center, teachers will verify and confirm their student attendance to the Incident Commander and Attendance team leader. Teachers will remain in the assembly area with their students until the entire reunification process is complete.
3. Following attendance verification, the Attendance team leader will report it over to Student Check-Out team leader. *\*\*\*Rosters with emergency pick-up verification will be accessible via the Reunification Center Emergency Kit brought over to the location and also for quick print via RenWeb online at the designated work station provided at the reunification center.*
4. Once the check-out procedure is setup and ready, with the approval of the Incident Commander and law enforcement, the Communications/ Media Coordinator will then proceed to send incident and reunification procedures notifications to parents via RenWeb text alerts, automated phone calls and email.
5. The Traffic Control team, along with law enforcement, will greet parents as they arrive on the New Horizon campus directing them where to park and to the check-out area.
6. Once a student's emergency release has been verified and signed for at the check-out area, parents will be sent to the reunification staging area to be met by the runners for reunification with their children.
7. At the reunification staging area, which is the closed lobby entrance to New Horizons worship building, runners will then take turns escorting students from the student assembly area to their parents at the reunification staging area to finalize reunification.
8. Once reunification of parent and student is complete, parents will then be allowed to leave the premises with their children.
9. For students whose attendance cannot be verified, or has been verified to have been taken to a local hospital due to injuries, parents will be taking to the holding area for further information and instruction.
10. Questions and concerns during the process should be directed to the Incident Commander, Frontline Team, PCA Safety & Security Team, and/or local law enforcement that are located at the reunification site.

## Evacuation / Reunification Point # 4

Griffin Road Church of Christ  
14550 Griffin Road  
Southwest Ranches, FL 33330

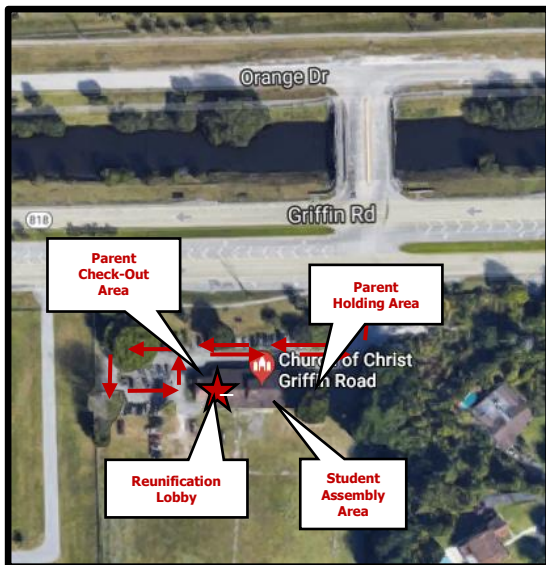
### OPTION A: REGULAR CARLINE PROCEDURES

1. For safety purposes, students will be moved to a secure out-of-site location at the Griffin Road Church of Christ for regular carline dismissal.
2. Once all the teachers have submitted their attendance to the Attendance Team Leader, accounting for all students, carline dismissal will commence.
3. The reunification check-out team will be responsible for having parents sign their children out at car line.
4. Carline will take place by the main entrance and traffic flow will be controlled through the parking lot as detailed above by the Church Staff.
5. The teachers will be responsible for staying with their students at all times during car line.
6. The runners will be responsible for escorting students to their parents' cars once release is verified and authorized through the check-out team.
7. Questions and concerns during the process should be vetted through the Incident Commander, Front Line Team and PCA Safety & Security Team.



### OPTION B: REUNIFICATION PROCEDURES

1. For safety purposes, students will be moved to a secure out-of-site assembly area inside the Griffin Road Church of Christ.
2. Once the students have been safely relocated to this holding center, teachers will verify and confirm their student attendance to the Incident Commander and Attendance team leader. Teachers will remain in the assembly area with their students until the entire reunification process is complete.
3. Following attendance verification, the Attendance team leader will report it over to Student Check-Out team leader. *\*\*\*Rosters with emergency pick-up verification will be accessible via the Reunification Center Emergency Kit brought over to the location and also for quick print via RenWeb online at the designated work station provided at the reunification center.*
4. Once the check-out procedure is setup and ready, with the approval of the Incident Commander and law enforcement, the Communications/ Media Coordinator will then proceed to send incident and reunification procedures notifications to parents via RenWeb text alerts, automated phone calls and email.
5. The Traffic Control team, along with law enforcement, will greet parents as they arrive on the New Horizon campus directing them where to park and to the check-out area.
6. Once a student's emergency release has been verified and signed for at the check-out area, parents will be sent to the reunification staging area to be met by the runners for reunification with their children.
7. At the reunification staging area, which is the closed lobby entrance to New Horizons worship building, runners will then take turns escorting students from the student assembly area to their parents at the reunification staging area to finalize reunification.
8. Once reunification of parent and student is complete, parents will then be allowed to leave the premises with their children.
9. For students whose attendance cannot be verified, or has been verified to have been taken to a local hospital due to injuries, parents will be taking to the holding area for further information and instruction.
10. Questions and concerns during the process should be directed to the Incident Commander, Frontline Team, PCA Safety & Security Team, and/or local law enforcement that are located at the reunification site.



### Sample Active Shooter Incident Letter to Parents 1

February 15, 2018

*(Message from School Board of Broward Superintendent Robert W. Runcie)*

Today is a heartbreaking day across our community. We are all hurting for the victims, families and Marjory Stoneman Douglas High School Community. While Marjory Stoneman Douglas remains closed for the rest of this week, all other schools across our District are open, with increased law enforcement presence on all campuses. Counselors are available at every school for students and staff needing support. In addition, grief counselors are available at several locations in Parkland and Coral Springs – this information is available at [browardschools.com](http://browardschools.com). We know that dealing with this act of violence will take time – and we are going to do everything in our power to ensure our students, families and employees have the support they need. We are here for you. Please continue to keep the Marjory Stoneman Douglas community in your thoughts and prayers.

Robert W. Runcie  
Superintendent of Schools

### Crisis Incident Follow-up Letter to Parents #1

March 21, 2018

#### LETTER FROM THE SUPERINTENDENT

Dear Broward County Public Schools Families:

Across our community, our hearts remain with Marjory Stoneman Douglas High School and all of those impacted by the February 14, 2018, tragedy.

Over the past several weeks, we have received many inquiries regarding the District's efforts to fortify school campuses and enhance safety protocols. We want to assure you that the safety and security of our students and employees remain our highest priorities. In addition to the District's ongoing efforts, the recent signing of Senate Bill 7026 (the School Safety Bill) into law, provides our District with additional resources to support this critical work. Below are details on safety and security measures Districtwide.

#### **Safety and Security Measures – Now and Ongoing**

- All safety protocols for routine school operations are being reinforced at all schools. This includes requiring students and staff to wear identification badges while on campus; locking classroom doors at all times; locking and securing exterior doors and gates throughout the day; being vigilant in monitoring the campus throughout the day; and conducting emergency preparedness and response training for faculty, staff and students on a regular basis.
- The District actively conducts code red training, which is the foundation of active-shooter training, throughout the school year at all schools. We are working with law enforcement agencies to evaluate the protocols and frequency of code red training and drills for all schools for the next school year.
- The District is in the process of upgrading real-time surveillance camera systems at all schools. The work will be completed by June 2018. This work is being funded through the District's current capital budget funding sources.

#### **Safety and Security Measures – To be Completed**

- The District has expedited the completion of Single Point of Entry measures for campus visitors, which



use fencing and door systems to limit access to one entrance. This work will be completed at all schools by the end of this calendar year or the first quarter of 2019 at the latest. This work is being funded through the District's current capital budget funding sources.

- With the approval of recent legislation, the state will provide the District with approximately \$8.5 million to place a minimum of one School Resource Officer in each school beginning in the 2018/19 school year.
- With the approval of recent legislation, the state will also provide the District with approximately \$6 million to expand mental health services beginning in the 2018/19 school year.
- The District will develop a Districtwide Security Risk Assessment for all schools by August 2018 and compete for a share of a \$98 million statewide allocation to fund, in whole or in part, the costs associated with improving the physical security of school buildings. The state anticipates awarding grant funds to approved school districts in the first quarter of 2019.
- The District will convene working groups and task forces to garner suggestions from citizens in our communities.

Keeping our students, staff and schools safe is the responsibility of everyone in our community. We encourage parents and families to reinforce with their children – if you see something, say something. Information and tips can be shared anonymously in the following ways:

- Call 754-321-0911
- Email [school911@browardschools.com](mailto:school911@browardschools.com)
- Text CRIMES 274637 – the message must begin with SBBC
- Submit online via [broward.k12.fl.us/siu/siunew/tipsemail.asp](http://broward.k12.fl.us/siu/siunew/tipsemail.asp)

As a reminder, during Spring Break counseling services continue to be available for students and staff at the Broward County Resiliency Center, located at the Pine Trails Park Amphitheater, 10561 Trails End, Parkland, Florida, 33076.

- |                                              |                                                |
|----------------------------------------------|------------------------------------------------|
| The Broward County Resiliency Center offers: | Spring Break Hours of Operation:               |
| • Grief counseling                           | • Sunday, March 25, 2018: Noon to 5 p.m.       |
| • Referrals to community resources           | • Monday, March 26 – Thursday, March 29, 2018: |
| • Specialized groups                         | Noon to 7 p.m.                                 |

\*Please note, the Broward County Resiliency Center will be closed on Saturday, March 24, 2018, and Friday, March 30 – Sunday, April 1, 2018.

In addition, as students return from Spring Break, counselors remain at every District school. Crisis support information, including tips for talking to your child, is also available on the District's website, [browardschools.com/crisissupport](http://browardschools.com/crisissupport).

While we cannot change the heartbreaking and senseless act of violence at Marjory Stoneman Douglas, by working together, we can change the future. All students deserve safe schools. We are proud of our students' determination to effect positive change in this country – and for the incredible support from the Broward community and across the country.

Thank you for your ongoing support during this difficult time, as we continue to recover from this tragedy.

Sincerely,  
Robert W. Runcie  
Superintendent, Broward County Public Schools

## Crisis Incident Follow-up Letter to Parents #2

February 23, 2018

Dear PCA Families,

As many of you heard, Governor Scott addressed Floridians today and announced a major action plan to improve school safety. PCA's administrative team, like many of you, have been closely following the aftermath at Marjory Stoneman Douglas High School. With Governor Scott bringing this to the forefront of all our minds today, we would like to update you on our security.

As we had begun reviewing our Crisis Management Plan in December due to accreditation requirements, we are a little ahead of where we would have been if we had just reacted to the incident at Marjory Stoneman Douglas High School. We have been in discussion with not only BSO, but several private companies who do site assessments for security purposes. We are meeting with companies as well as our church/school leadership to move the process forward.

In the past, Potential has opted for an unarmed security guard. In light of recent events, we will be moving towards arming our security guard. He will actively pursue this in the short term. We do currently have two former BSO police officers at Potential to total three individuals who **currently** have guns on campus and are available to assist with PCA security.

We are also in the process of finalizing a date for BSO to provide active shooter training for our staff in the month of March. We want to assure you that we are actively moving forward to improving PCA security as there are always mentally unstable people around. We will be using professionals in the field to help us make wise decisions as we develop a comprehensive action plan for our site. We will provide you with security updates in the days to come.

Our prayers are with the teachers and students at Marjory Stoneman Douglas High School as they return to school on Monday. "God is our refuge and strength..." Psalm 46:1.

In Him,

**Julia Elliott, Ed. D.**

Head of School

## Crisis Incident Follow-up Letter to Parents #3

March 14, 2018

Dear PCA Parents,

This morning, thousands of students participated in a memorial for the shooting victims of Marjory Stoneman Douglas by walking out of school at 10:00am for 17 minutes. This was done mostly at the high school level.

As a school, PCA students did not participate in the walk-out, as we have many young students and we did not want to instill fear or uncertainty beyond their ability to understand the current events. We did, however, equip and empower our teachers and staff to address the topic with those older students who may have brought up the walk-out. We also provided 17 Bible verses that teachers could share with their students about grieving, strength, and trusting the Lord. When things like this happen, we want our students to know and trust that prayer is a powerful vehicle in connecting with God. Those who did ask were reminded about the power of prayer and our need to rely on Jesus as Savior.

Should you wish to speak with your children about this or other world events that are difficult in nature, we recommend this insightful writing from Focus on the Family. We hope it will help you and your family through troubling times.

[http://jimdaly.focusonthefamily.com/take-17-minutes-pray-students/?utm\\_source=facebook&utm\\_medium=social&utm\\_campaign=fs\\_dalyblog\\_mar\\_13&refcd=138602](http://jimdaly.focusonthefamily.com/take-17-minutes-pray-students/?utm_source=facebook&utm_medium=social&utm_campaign=fs_dalyblog_mar_13&refcd=138602)

Thanks and God bless you,

PCA Administration

## Sample Crisis Follow-Up Thank You Letter

July 1, 2018

Dear Faculty and Staff Members,

We would like to thank you for your support during the recent crisis at our school. Your professionalism and dedication were evident as we all worked to quiet and sooth scared students and allay their fears while still tending to instructional responsibilities.

We know this has been an extremely difficult time for you as well as the students. Without your courage and concern, our school could not possibly have come through this crisis as well as we did.

Thank you once again. Your expertise and commitment have enabled all of us to work together as a team and overcome this tragic situation.

In Christ,

**Dr. Julia Elliott**  
Head of School



## Sample Announcements

### Sample Initial Announcement of an Emergency / Crisis Event

*(To be made within first 15 minutes of incident)*

"An emergency event has occurred on campus. We are working diligently to ensure the safety of your children. More details are to follow very shortly."

**If not further updates after Initial Announcement, repeat initial announcement every 20 minutes or so advising parents of no new updates along with repetition of initial announcement until new updates can be provided.**

### Sample Announcement of Further Details Regarding Event

*(From School Board of Broward County Superintendent Robert Runcie, February 14, 2018)*

"Today we experiencing the worst of humanity as an unspeakable tragedy has hit our [@browardschools](#) family at Marjory Stoneman Douglas HS. There has been a shooting on campus with injuries and fatalities. We are working with law enforcement as we pray for our babies and families."



Supt Runcie  
@RobertwRuncie

Follow

Today we experiencing the worst of humanity as an unspeakable tragedy has hit our [@browardschools](#) family at Marjory Stoneman Douglas HS. There has been a shooting on campus with injuries and fatalities. We are working with law enforcement as we pray for our babies and families.

2:39 PM - 14 Feb 2018

### Sample Announcement of Prayers Following an Incident

*(From School Board of Broward County Superintendent Robert Runcie, February 15, 2018)*

"As we rise this morning let us pray for the victims and families of this horrific tragedy that has fallen on our community. Let us find the courage to transcend fear, greed, hatred & divisions and collaborate to achieve a new level of consciousness to find real solutions."

### Sample Initial Announcement of Grief Counseling

"Grief counselors will be available for Potential Christian Academy students and families @ \_\_\_\_\_ beginning at \_\_\_\_\_ tomorrow."

### Sample Initial Announcement of Recovery Process

"As the long and difficult recovery process continues for our school and community, the link below provides the latest information regarding the phased reopening for students and staff: [www.ilovepca.com/emergency](http://www.ilovepca.com/emergency)"

# Individual Threat Assessment Form

**WARNING:** If you believe this situation may pose immediate danger, contact 911 and the appropriate administrators.

**CONFIDENTIAL**

DATE: \_\_\_\_\_

## REPORTING PARTY

Name: \_\_\_\_\_ Title: \_\_\_\_\_

PC or PCA (please circle one) Phone: \_\_\_\_\_

## INDIVIDUAL'S INFO

Name: \_\_\_\_\_ Grade/Age: \_\_\_\_\_ Height: \_\_\_\_\_ Wt: \_\_\_\_\_

**Description:**

---

## DETAILED CONCERNS ABOUT THIS INDIVIDUAL

--	--

Has the student made threats to harm others? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Please explain:

--

## LIST OF POSSIBLE VICTIMS


## HOW WELL DO YOU KNOW THIS INDIVIDUAL?

50

**HAS THIS INDIVIDUAL TAKEN STEPS TO FURTHER A VIOLENT ACT?**

*Please be specific.*

**HAS THE INDIVIDUAL SPOKEN ABOUT A SPECIFIC VIOLENT ACT, TARGET OR DATE?**

*Please specify what communication method he/she used (social media, text, verbal, written, etc).*

**HAS THE INDIVIDUAL MADE REFERENCES ABOUT COMMITTING SUICIDE?**

*Please be specific.*

**HAS THE INDIVIDUAL EXPERIENCED VICTIMIZATION BY ANYONE LATELY?**

*Please be specific.*

Has the individual ever brought a weapon on this campus? Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

Have firearms or bombs been a substantial part of the individual's persona? Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

Is there special interest with themes of violence, power, and revenge? Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

**CONFIDENTIAL**

# Bomb Threat Form

Several copies of this form must be kept at the front office reception desk as well as in the Administration suite for immediate use by the operator/phone call recipient.

## QUESTIONS TO ASK

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. Where are you located?

**Exact wording of threat:**

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## CALL DETAILS

Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐

Female

☐

Male

Approx. Age: \_\_\_\_\_

Length of call: \_\_\_\_\_

Phone number call was received from:

---

## CALLER'S VOICE

- |                                    |                                          |
|------------------------------------|------------------------------------------|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry     | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow      | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid     | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft      | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter  | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying    | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Whispered |                                          |

If voice is familiar, who did it sound like?

---

## BACKGROUND SOUNDS

- |                                    |                                           |
|------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Street    | <input type="checkbox"/> Animal Noises    |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Voices    | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Motor     | <input type="checkbox"/> House Noises     |
| <input type="checkbox"/> Local     | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth     | <input type="checkbox"/> Long Distance    |

## THREAT LANGUAGE

- |                                     |                                                       |
|-------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Foul       | <input type="checkbox"/> Well spoken (educated)       |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Taped      | <input type="checkbox"/> Message read by threat maker |

# Authorization to Release Children in an Emergency

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For the continued safety and welfare of your children, our school has developed a Crisis Management Plan in the case of any disaster or crisis that may occur on campus.

In the case of an emergency, such as natural disasters or emergency crisis situations, your child may be required to remain in the care of the school until law enforcement and/or emergency services personnel has cleared students for safe reunification with their parents.

During emergency scenarios, children may only be released to authorized parents and/or designees. Please list below the names of all those who are authorized for child release in the event of an emergency.

In the event that you should be unable to come to the school, it is essential that others be designated to care for your child. Children will only be released to those authorized below, so please be sure to list as many authorized designees as possible and notify those persons that they have been authorized designees.

## CHILD (REN)

Name (s): \_\_\_\_\_ Grade (s): \_\_\_\_\_

Teacher(s): \_\_\_\_\_ School Year: \_\_\_\_\_

## AUTHORIZED EMERGENCY PICK-UP DESIGNEES

Please release my child to any of the persons listed below:

Name	Phone	Address	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

## Section C: NATURAL DISASTER SCENARIOS

### C.1 Flooding

Florida is vulnerable to flooding at any time of the year. Mostly surrounded by water, the abundant supply of Moisture feeds the development of thunderstorms, which may produce heavy rains over a short period of time (Division of Emergency Management, 2018). Our school is not located in an identified flood zone. However, during extremely heavy periods of rain, or under tropical storm or hurricane conditions, flooding in our area is possible. In the event that the school be advised to evacuate, or should water begin to rise around the building, the school will gather the Crisis Control Point Emergency Kit and all students will be relocated to the second floor.

### C.2 Lightning

According to the Division of Emergency Management, 2018, all thunderstorms produce lightning and can be dangerous. Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall. If you hear thunder, lightning is close enough to pose an immediate threat.

All staff and students located in outdoor areas such as the field, playgrounds, and exterior corridors during a storm should use the 30-30 rule to determine the imminent threat of lightning:

1. Count the seconds between seeing lightning and hearing thunder.
2. If the time is less than 30 seconds between lightning or 6 miles away, lightning is still a potential threat.
3. Seek indoor shelter immediately.
4. Stay in a safe area until the threat has passed by waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming outdoor activities.

All staff are encouraged to download and install any of the following Lightning tracker apps:

- Weatherbug Elite
- Local10 Weather
- Dark Sky
- AccuWeather
- The Weather Channel

**Carline:** Regular rainy day dismissal for storms that are not severe, will be moved to under the black overhang. In the case that severe inclement weather such as lightning and/or severe thunderstorms are occurring or warnings have been issued during carline, it is PCA's sole responsibility to provide safety for our students. Students will remain in their classrooms if there is a lightning or thunderstorm watch/warning in the area until the watch /warning has been lifted and it is safe to proceed with dismissal. Should parents chose to pick-up their children during the storm, they may check them out at the front desk.

## C.3 Hurricanes & Tropical Storms

Hurricanes and tropical storms are intense weather systems, usually generated over warm waters. During a typical year, several tropical storms and hurricanes will develop and move across the Atlantic Ocean, Gulf of Mexico, and Caribbean Sea. The Atlantic hurricane season officially begins on June 1 and continues through November 30. Although the number of tropical storms and hurricanes typically peaks during August and September, it is important to remember that Florida can be impacted by tropical weather systems at any time during the six-month-long season (Division of Emergency Management, 2018). Hurricanes are capable of producing damaging surf, destructive winds, and heavy flooding.

The NOAA National Hurricane Center monitors all tropical and hurricane activity and issues all watches and warnings. Hurricane warnings indicate that hurricane conditions (sustained winds of 74 mph or higher) are **expected** somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force (sustained winds of 39 to 73 mph), the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparation (NOAA, 2017).

A hurricane watch means that hurricane conditions (sustained winds of 74 mph or higher) are **possible** within the specified area. A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area (NOAA, 2017).

In the event of a hurricane and/or tropical storm watch or warning, the following procedures are in effect:

- Potential Christian Academy follows the storm closure protocol for the School Board of Broward County.
- When the School Board of Broward County announces school closures due to emergencies or inclement weather, the school will also remain closed unless otherwise directed.
- At the time of closure, PCA is to secure all loose items outside of school and ensure windows & doors are shut.
- Teachers are to secure items within the classroom and cover all equipment. *(Please refer to 'Potential Church Hurricane Check List' for applicable items/tasks).*
- The Administrative assistant is to verify that teachers and staff have up-to-date student, staff and church phone directories.
- Classroom teachers should take home with them, the staff and students' list of phone numbers.
- In the case a school closure is implemented due to an impending storm, re-opening procedures for Potential Christian Academy will be assessed by our Administration, Church Leadership and Facilities team.
- Potential Church may serve as a post-storm shelter, assisted by the FL Baptist convention, to provide medical and other recovery efforts for the community.
- School re-opening announcements are typically shared through the RenWeb phone alerts, the school website, email, the school social media page(s), and the media.

## C.4 Tornadoes

Thunderstorms can produce dangerous hazards such as tornadoes. Tornadoes usually only last a few minutes but in most cases can cause severe damage with winds as strong as 200mph (Division of Emergency Management, 2018). Tornadoes can also form instantaneously with little to no visible signs. When a tornado is not visible, please be vigilant of the following signs of a potential tornado (Edwards, 2018):

- Strong, persistent rotation in the cloud base.
- Whirling dust or debris on the ground under a cloud base -- tornadoes sometimes have no funnel.
- Hail or heavy rain followed by either dead calm or a fast, intense wind shift. Many tornadoes are wrapped in heavy precipitation and can't be seen.
- Loud, continuous roar or rumble, which doesn't fade in a few seconds like thunder.

Personnel will continuously monitor the weather using the following methods:

1. Radar apps
2. Weather forecast

In the event of a tornado/inclement weather warning, '**CODE ORANGE**' or '**SHELTER IN-PLACE**' will be activated and an announcement on the intercom/phone system stating:

***“Good \_\_\_\_\_, due to inclement weather and possible tornado conditions nearby, We have activated CODE ORANGE: please seek shelter-in-place immediately.”***

### Preschool – Church Main Auditorium

- Students and staff located in the **west K1A preschool** room should move to and immediately seek shelter in the **K1B windowless room**:
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit in the back of the K1 nap room away of the classroom door.
- Students and staff located in the **west windowless K1B preschool** room should remain in their space and move to the center of the room:
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit in the back of the K1 nap room away of the classroom door.
- Students and staff located in the **west windowless K2A preschool** room should remain in their space and move to the center of the room.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit in the back of the K1 nap room away of the classroom door.
- Students and staff located in the **east K2B preschool** side should move to and immediately seek shelter in the **K2 nap room**:
- Students should be seated safely and quietly, crouch low with their head down, and protect



the back of their head with their arms.

- Teachers should close classroom doors upon exiting and make sure that students sit in the back of the K1 nap room away of the classroom door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### Preschool & Front Office (Main PCA Build.)

- Students and staff located on the 1<sup>st</sup> floor preschool hallway of the main PCA building and the front desk reception area should seek shelter in the **interior preschool hallway** or a windowless room in an orderly way as directed.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit in the center of the hallway away of the classroom doors and exit door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### Elem. Bldg.: 1<sup>st</sup> Floor Kindergarten

- Students and staff located in the K5A and K5B classrooms should seek shelter in the K5A classroom.
- Students should be seated safely and quietly under their desks, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit away of the classroom door and exit door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### Elem. Bldg.: 2<sup>nd</sup> Floor

- Students and staff located on the 2<sup>nd</sup> floor Elementary hallway classrooms should seek shelter immediately in the **interior 2<sup>nd</sup> floor Elementary hallway** or a windowless room in an orderly way as directed.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit in the center of the hallway away of the classroom doors and exit door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### Elem. Bldg.: Kids Auditorium / Co-Curriculars

- Students and staff located in the Kids Auditorium, Music Room, Art Room, and the Preschool Enrichments Room should seek shelter in the center of the **Kids Auditorium** or a windowless room in an orderly way as directed.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close classroom doors upon exiting and make sure that students sit in the center of the space away from the classroom doors and exit door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### Middle School (Modulars)

- Students and staff located in the modulars should move quickly and quietly from their current location to the Kids auditorium through the back door.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- *\*\*Should there not be enough time to make it to the Kids Auditorium, students outdoors should seek shelter in a building drop or cover and hold in a low place and remain lying down.*
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait

for emergency personnel to arrive.

- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### **Middle School (Modulars)**

- Students and staff located in the 2nd floor Youth auditorium classrooms may remain in their windowless rooms.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Students should sit in the center of the space away from the classroom doors and exit door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### **Main Auditorium**

- Students and staff located inside the Main Auditorium, should seek shelter in the backstage hallway or a windowless room in an orderly way as directed.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- Teachers should close any doors upon exiting spaces and make sure that students sit in the center of the space away from the classroom doors and exit door.
- When safe to do so, teachers should take attendance.
- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### **Outdoors: Field & Playgrounds**

- Students and staff located outdoors in the field or playgrounds should move quickly and quietly from their current location to the closest indoors location.
- Students should be seated safely and quietly, crouch low with their head down, and protect the back of their head with their arms.
- When safe to do so, teachers should have their take attendance.

- After Tornado has passed, stay in shelter-in place and keep your students together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Stay out of any heavily damaged buildings; they could collapse at any time.
- Remain calm and alert, and listen for information and further instructions from emergency personnel and the Principal/Administrator.

### **Carline:**

Regular rainy day dismissal for storms that are not severe, will be moved to under the black overhang. In the case that severe inclement weather such as lightning and/or severe thunderstorms are occurring or warnings have been issued during carline, it is PCA's sole responsibility to provide safety for our students. Students will remain in their classrooms if there is a thunderstorm or tornado watch in the area until the watch /warning has been lifted and it is safe to proceed with dismissal. Should parents chose to pick-up their children during the storm, they may check them out at the front office.

## **C.5 Hazardous Materials**

Due to the proximity of Flamingo Road, Potential Christian Academy can be susceptible to accidents nearby involving chemical leaks and fires. For the safety of our students and staff, in the incident that a hazardous materials incident is reported nearby, the school will proceed to go on '**CODE BLACK**' which is a campus wide **EVACUATION**. An announcement on the intercom/phone system will be made by the Principal/Administrator stating:

***"There has been a hazardous material incident near our campus. Please evacuate to the (designated assembly point) quickly and quietly"***

Then the fire alarm will be pulled. The following procedures must then immediately take place:

- **EVACUATE FACILITY:** Students and staff should all immediately move to the designated evacuation assembly as stated on the announcement.
- Do not turn off any electrical switches upon evacuating.
- Upon exiting, all classrooms should remain unlocked and **teachers must take with them their two-way radios.**
- As they head to the evacuation point, teachers should be vigilant of their surroundings. Please do not touch suspicious items and strange objects; in the instance a suspicious item is located, it should be reported immediately to the Principal/Administrator by providing its location.
- Upon arrival to the designated evacuation location, teachers should take attendance and report it and any missing students to the Principal/Administrator.
- Once all students have been accounted for at the evacuation point/reunification center, the reunification process will begin and parents will be notified for student reunification. Please refer to *IV. DEBRIEF & RECOVERY* for further instructions.

## C.6 Appendices

### Sample Letters & Communications

#### Sample Hurricane Letter to Parents #1

July 1, 2018

Dear Parents,

As you know, Hurricane \_\_\_\_\_ is a category \_\_\_\_ hurricane and may be headed towards the State of Florida. Potential Christian Academy and Potential Church are in the initial phases of making preparation for the hurricane. We encourage each of you to begin making those same preparations for your homes and families. You may find Broward County's Hurricane Preparation Guide at <http://www.broward.org/Hurricane/Documents/HurricanePreparednessGuide.pdf>.

Through this process, Potential Christian Academy plans on utilizing the following methods to provide detailed, up-to-date communication with our families:

- **Our Website** (<http://www.ilovepca.com/weather>). Whenever possible, this will be our primary and first method of communication.
- **E-mail**. Whenever possible, we will send e-mails out to families who have provided us with their e-mail addresses. If you have not been receiving monthly please contact Eileen Trimble at [eileen.trimble@ilovepa.com](mailto:eileen.trimble@ilovepa.com) to be added to the database.
- **Flyers** sent home via students.
- **Media**. We will call in any school specific information into TV stations 4, 7, and 10 will be contacted as appropriate.
- **Phone Calls and Text Message Alerts** will be made as necessary/possible.

#### Current Plans

**At noon on \_\_\_\_\_, we will announce school openings/closures.** Should Hurricane \_\_\_\_\_ continue on its current path and speed, PCA will close at noon on Thursday and cancel school on Friday in order to hang hurricane shutters. We believe that adequate hurricane preparation will allow us to get back up and running as soon as possible. Again, this will be announced at noon on \_\_\_\_\_. Should you be available to provide assistance to PCA and Potential Church as we make these hurricane preparations, please contact the school office.

#### Hurricane Shelters

Please note that Potential Christian Academy is not an approved American Red Cross shelter. You may find a list of Broward County shelters at <http://www.broward.org/Hurricane/Pages/HurricaneEvacuationMap.aspx>. The nearest shelter to PCA is Fox Trail Elementary School.

Thank you so much for your assistance and cooperation.

In Christ,

**Dr. Julia Elliott**  
Head of School

## Sample Hurricane Letter to Parents #2

September 5, 2017

Dear PCA families,

As you are aware, Hurricane Irma is expected to affect South Florida, at the earliest, Friday evening. PCA is following Broward County Public Schools for school closure, but will reopen when facilities are safe and the school has electricity.

Some of you are planning to evacuate South Florida shortly. PCA will provide excused absences for students who are out this week due to hurricane evacuations. Please communicate with your child's teacher. You can also access RenWeb to keep in touch with classroom assignments. Please be flexible as some assignments may have to be rescheduled due to the hurricane.

As you know, PCA has transitioned to RenWeb for our student management software. RenWeb says that they will have the parent alert system set up by tomorrow so that we can communicate to our families via text messages and automated phone calls. We will also communicate via email, news media, and social media, if possible.

We recommend that middle school students take home locker contents and that all students take home valuable items.

Be wise and safe in your family preparations. Should a storm strike, please let us know if we can assist your family, and let us know if you may be able to help others. Please join us in prayer for the safety and well-being of those who may be affected by this hurricane.

Blessings,

PCA Administration

## Sample Hurricane Letter to Parents #3

July 1, 2018

Dear Parents,

As you know, Hurricane \_\_\_\_ is a category \_\_\_\_ hurricane and appears to be headed towards the State of Florida. Landfall is currently expected between Hollywood and Vero Beach.

Potential Christian Academy in collaboration with Potential Church is under active hurricane preparations. In order to facilitate this process for parents and to get the school back up and running as soon as possible, **school will be closed on \_\_\_\_\_ and \_\_\_\_\_**. This will allow you as parents to know where your children are, and not to scramble at the last minute. In addition, we will be placing hurricane shutters and boarding up our facility on Thursday. Our intent is to have school as usual on \_\_\_\_\_. The school has \_\_\_\_ hurricane days built into our school calendar. Should we have to keep the school closed longer or close for future hurricane threats this school year, those days will have to be made up at the end of the year.

If any of you are available on \_\_\_\_\_ to assist us in hanging/removing hurricane shutters, as well as securing computers and furniture, your assistance would be greatly appreciated.

Many of you attend church here at Potential Church. The church is intending to \_\_\_\_\_ services.

Please note that PCA/Potential Church is not an approved American Red Cross shelter. You may find a list of Broward County shelters at <http://www.broward.org/Hurricane/Pages/HurricaneEvacuationMap.aspx>. The nearest shelter to PCA is Fox Trail Elementary.

Our goal is to provide valuable and timely communication to parents. Through this process, Potential Christian Academy plans on utilizing the following methods to provide detailed, up-to-date communication with our families:

- **Our Web site** (<http://www.ilovepca.com/weather>). Whenever possible, this will be our primary and first method of communication.
- **E-mail.** Whenever possible, we will send e-mails out to families who have provided us with their e-mail addresses. If you have not been receiving monthly please contact Eileen Trimble at [eileen.trimble@ilovepca.com](mailto:eileen.trimble@ilovepca.com) to be added to the database.
- **Phone Calls and Text Message Alerts** will be made as necessary/possible.
- **Media.** We will call in any school specific information into TV stations 4, 7, and 10 will be contacted as appropriate.
- **Flyers** sent home via students.

Thank you so much for your assistance and cooperation.

In Christ,

**Dr. Julia Elliott**  
Head of School

## Sample Hurricane Recovery Letter to Parents #1

July 1, 2018

Dear Parents,

As we recover from Hurricane \_\_\_\_\_, we have so much for which to be thankful. I hope that this time has been an opportunity for you to spend quality time with your family as well as to recover from all of the work associated with hurricane preparations.

Potential Christian Academy will reopen \_\_\_\_\_ for school as usual. We will leave the plywood on the windows until we know what whether we will need to make preparations for further Hurricane \_\_\_\_\_. We will remove the plywood from all doors in order to ensure the safety of our students. We hope that we will be able to take down the remainder of the plywood next weekend.

The school/church escaped the hurricane with very little damage. We do have a large tree that unfortunately fell on the playground equipment the Reeves family donated to the school. It is a very sturdy piece of equipment as it is doing a great job of holding up the tree. The playground will remain closed until it is safe for students.

We will be meeting up at school at 9:00 a.m. on \_\_\_\_\_ to clean up debris and to move the furniture back into the 1<sup>st</sup> and 2<sup>nd</sup> grade classrooms for school on \_\_\_\_\_. Should you be available to assist with the cleanup, your assistance would be greatly appreciated.

Thank you so much for your assistance and cooperation. We look forward to seeing you on Tuesday.

In Christ,

**Dr. Julia Elliot**  
Head of School



# Hurricane Preparation Checklist

## (Potential Church Campuses)

Potential Church has a "Disaster Relief" page set up (<http://potentialchurch.com/disaster-relief/>) for our congregation so that we may assist in any way that we can during a time of need. Allowing us to equip and respond with manpower when needed.

## Preparation per Team / Ministry

### Operations Team:

#### Supplies:

- ☐ gas
- ☐ diesel gas
- ☐ batteries
- ☐ flashlights

#### Exterior Preparation:

- ☐ Trim high oak trees and palms that may cause damage to the campus
- ☐ Run a check on the generator to make sure the unit is gas up and working correctly
- ☐ Clear all loose debris that may fly to cause damage to the campus and near by properties
- ☐ Move all outside trash cans to the impact breezeway to keep them from flying
- ☐ Remove all hang sign in the breezeways
- ☐ Prepare or purchase sand bags for potential flooding set bags at all lower entry doors
- ☐ Move the golf carts to the breezeways and church vehicles close to the building to try preventing them with minimum damage or none

#### Interior Preparation:

- ☐ Move and unplug all computers near windows
- ☐ Shut off all breaker to video equipment, dimmer lights, and computers in all building to prevent any damage during the storm
- ☐ Move all file cabinet from the windows in all buildings
- ☐ Shut off all breakers to air conditioning systems to prevent any damage during the storm in all buildings

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### Ministry:

- ☐ Ensure that all furniture is away from windows
  - ☐ Unplug anything that can be affected by a power surge
  - ☐ Put away any small items in a closet or other enclosed area
- 

### Environments:

- ☐ Before a Service - Severe Weather
- ☐ Wet Floor Sign
- ☐ Extra Interior Rugs
- ☐ Floor Fan
- ☐ Umbrellas
- ☐ Ponchos

## Section D: EPIDEMIC / PANDEMIC DISEASE OCCURENCE

According to the CDC, “Occasionally, the amount of disease in a community rises above the expected level. **Epidemic** refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. **Outbreak** carries the same definition of epidemic, but is often used for a more limited geographic area. **Cluster** refers to an aggregation of cases grouped in place and time that are suspected to be greater than the number expected, even though the expected number may not be known. **Pandemic** refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.” (Centers for Disease Control, 2012).

No one knows when or how severe a pandemic outbreak might be. In the case of a pandemic outbreak, Potential Christian Academy will take the following steps to protect our students and staff from a possible viral outbreak of any kind.

The action plan includes six levels of response. It also provides guidelines and steps that should be taken given specific triggers and events:

- Level 1: Mitigation/Prevention
- Level 2: Advanced Precautions
- Level 3: Surveillance and Heightened Awareness
- Level 4: Prepare for Possible School Closure
- Level 5: School Closure
- Level 6: Recovery – Re-Entry

Additionally, the following are the key contact agencies for information regarding a health related outbreak:

<b>Florida Dept. of Health Broward County</b> 780 SW 24 <sup>th</sup> Street Ft. Lauderdale, FL 33315 (954) 467-4700 ext. 5582 Speak with Epidemiologist Dept.	<b>Communicable Disease Reporting</b> (954) 467-4700 ext. 5575
<b>Broward County Schools Emergency Hotline</b> 754-321-0911	<b>Centers for Disease Control and Prevention</b> 800-232-4636

## D.1 Pandemic Action Plan

Level of Response	Academic	Human Resources / Administration	Facility	Communications
<p><b>Level 1: Mitigation &amp; Prevention</b></p> <p><b>Trigger:</b> An epidemic disease has been confirmed in the population of a specific area.</p> <p><b>Goals:</b> PCA is prepared as well as it can be the epidemic to progress to a pandemic outbreak. The Pandemic Action Plan is in place. Staff, students and parents are well informed and understand their roles in preventing general spread.</p>	<p><input type="checkbox"/> L1-1- Develop scenarios describing the potential impact of a pandemic event on student learning, school closings &amp; extracurricular activities.</p> <p><input type="checkbox"/> L1-2 - Develop learning packers for distribution to students in the event of a shutdown</p> <p><input type="checkbox"/> L1-3: Plan for continuation for learning using e-learning modalities.</p>	<p><input type="checkbox"/> L1-4: Identify policies &amp; procedures that need to be in place or need to be revised (e.g. sick leave, personal days).</p> <p><input type="checkbox"/> L1-5: Develop a COOP for payroll and other essential functions</p> <p><input type="checkbox"/> L1-6: Plan for reduced staff availability (staggered school times)</p> <p><input type="checkbox"/> L1-7: Cross-train staff on essential functions</p> <p><input type="checkbox"/> L1-8: Establish an order for certified staff to provide coverage.</p>	<p><input type="checkbox"/> L1-9: Identify &amp; Purchase designated supply kits for immediate &amp; long-term use (e.g. Stockpile List, Appendix: hand sanitizers, masks, first-aid kits)</p> <p><input type="checkbox"/> L1-10: Review cleaning policies, practices &amp; supplies for revisions and needed staff development.</p> <p><input type="checkbox"/> L1-11: Ensure all restrooms &amp; classrooms have soap, hand towels, etc.</p> <p><input type="checkbox"/> L1-12: Create templates for notices of closure or other information for building entrances.</p>	<p><input type="checkbox"/> L1-13: Communications with families at the start of flu season with influenza precautions and good hygiene habits will be shared.</p>
<p><b>Level 2: Take Advanced Precautions (Preparedness)</b></p> <p><b>Trigger:</b> The World Health Organization or CDC reports a case of human to human transmission of the disease within the United States.</p> <p><b>Goals:</b> Heighten awareness and precautionary measures in schools, departments and school/church communities.</p>		<p><input type="checkbox"/> L2-1: Ensure that all contact information current</p> <p><input type="checkbox"/> L2-2: Provide ongoing briefings to key staff on roles and responsibilities</p>	<p><input type="checkbox"/> L2-3: Identify an isolation room with stock piles.</p> <p><input type="checkbox"/> L2-4: Institute increased disinfectant processes by custodial staff.</p>	<p><input type="checkbox"/> L2-5: Communicate with parents and inform them of updates and action plan steps being taken from our Pandemic Action Plan.</p>
<p><b>Level 3: Keep Alert (Initiate Surveillance and Heighten Awareness)</b></p> <p><b>Trigger:</b> The World Health Organization or CDC reports cases of human to human transmission of the disease within Florida.</p> <p><b>Goal:</b> Initiate surveillance of staff, students and families to determine the</p>		<p><input type="checkbox"/> L3-1: Produce illness database and track students reported sick or absent, with diagnoses and clearance to return to school.</p> <p><input type="checkbox"/> L3-2: Continue to Check that staff and student contact details are correct</p> <p><input type="checkbox"/> L3-3: Brief staff on</p>		<p><input type="checkbox"/> L4-4: Communicate with staff, students and parents about:</p> <ul style="list-style-type: none"> <li>• The difference between symptoms of common cold and influenza</li> <li>• The importance of good hygiene practices</li> <li>• The</li> </ul>

impact that this outbreak might have on PCA.		<p>roles and responsibilities, including isolation of students/staff if symptoms arise.</p> <p><input type="checkbox"/> L3-4: Monitor recent domestic and international travel of staff, students and parents.</p>		<p>importance of staying home when sick</p> <ul style="list-style-type: none"> <li>• The gravity of the pandemic through scenarios/stories of 1918 pandemic, etc.</li> </ul>
<p><b>Level 4: Prepare for Possible School Closure</b></p> <p><b>Trigger:</b> Broward County Department of Health (BCHD) notifies public of confirmed case(s) within the tri-county area.</p> <p><b>Goal:</b> To keep our community calm and reduce panic. Utilize written communication, email and/or RenWeb Alert &amp; website to provide up to date, accurate information to school personnel, parents and community.</p>	<p><input type="checkbox"/> L4-1: Produce student/staff travel database and track students upcoming travel plans.</p> <p><input type="checkbox"/> L4-3: Faculty to finalize lesson plans for possible off-campus instruction via online instruction platforms.</p> <p><input type="checkbox"/> L4-4: Faculty contact their teacher partner and communicate those plans with them in case they become ill or unable to teach.</p>	<p><input type="checkbox"/> L4-5: Administration to maintain contact with Broward County Health Department and communicate all pertinent information to appropriate personnel.</p> <p><input type="checkbox"/> L4-6 Make Preparations for possible school closure</p> <p><input type="checkbox"/> L4-7: Prepare staff contact lists (include willingness to volunteer)</p> <p><input type="checkbox"/> L4-8: Cancel all staff travel plans (based on CDC recommendations)</p>	<p><input type="checkbox"/> L4-9: Take care of any staff or students showing influenza symptoms.</p> <p><input type="checkbox"/> L4-10: Any students and/or faculty having flu-like symptoms will wear facial masks</p> <p><input type="checkbox"/> L4-11: Make preparations for securing premises.</p> <p><input type="checkbox"/> L4-12: Institute rigorous cleaning products and practices.</p>	
<p><b>Level 5: Implement Full Activation of the Response Plan – School Closure</b></p> <p><b>Trigger:</b> Broward County Department of Health (BCHD) mandates school closure.</p> <p><b>Goals:</b> PCA will activate closure procedures in consultation with BCHD. Students, staff and parents will be informed, understand their roles and responsibilities, and have confidence in their school's preparedness. Plan for continuing educational opportunities is implemented.</p>	<p><input type="checkbox"/> L5-1: Faculty implements online learning procedures via online learning platforms and prepare for extended leave.</p> <p><input type="checkbox"/> L5-2: Faculty verify and take home all contact information for staff and their students</p> <p><input type="checkbox"/> L5-3: Provide previously developed materials to home-bound students.</p>	<p><input type="checkbox"/> L5-4: Close School as directed by BCHD</p> <p><input type="checkbox"/> L5-6: Be prepared for another wave of influenza, a few weeks after the first; initiate procedures as needed.</p>	<p><input type="checkbox"/> L5-7: Secure Premises</p> <p><input type="checkbox"/> L5-8: Post provided notices of closure on entry points and main buildings.</p>	<p><input type="checkbox"/> L5-9: Provide notice to faculty, students and parents of school closure</p> <p><input type="checkbox"/> L5-10: Faculty will communicate with administration regarding any PCA family that has been affected by the outbreak.</p>
<p><b>Level 6: Recovery</b></p> <p>The infectious period for the pandemic disease can vary based on the disease. Follow the advice of health officials in</p>		<p><input type="checkbox"/> L6-1: Assess capacity of staff to resume normal school operations; determine staffing needs based on returning student</p>	<p><input type="checkbox"/> L6-6: Cleaning, disinfecting of affected areas.</p>	<p><input type="checkbox"/> L6-7: Reassure parents/staff that the school environment have been inspected for proper cleaning/disinfection</p>

<p>managing return to work/lessons. Watch for other symptoms of grief and trauma. Counseling and support may be required for a significant time after the pandemic has been abated.)</p> <p><b>Trigger:</b> Broward County Health Department notifies public that the pandemic has been abated in Broward County and schools can be reopened.</p> <p><b>Goal:</b> Administration will ensure continuing well-being of staff and students, and education services are fully restored, recognizing possible workforce reduction impact.</p>		<p>population; provide appropriate staff coverage as necessary</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> L6-2: Arrange debrief of pandemic event for staff and students, if appropriate.</li> <li><input type="checkbox"/> L6-3: Mobilize the Crisis Recovery Team to address the mental health needs, including additional recovery material for the provision of psychological-emotional support for students, staff, families and a safe place for counseling.</li> <li><input type="checkbox"/> L6-4: Support and monitor the well-being of staff and students</li> <li><input type="checkbox"/> L6-5: Evaluate the success of the pandemic plan and make adjustments.</li> </ul>		<p>to resume operations.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> L6-8: Provide counseling and psychological</li> <li><input type="checkbox"/> L6-9: Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress.</li> <li><input type="checkbox"/> L6—10: Keep staff, students and parents informed as to the progress of our recovery and any pertinent information regarding our school and the general health of our community.</li> </ul>
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## D.2 Remote Learning Plan

### Student Expectations

PCA expects all students to join their remote classes via Zoom on time and in an appropriate manner. Students should be fully dressed, set up at a suitable workspace, and should not be distracted by competing technologies (television, social media, etc.).

Classroom etiquette is of the utmost importance to ensure classes are productive and positive for all. All students should join their Zoom sessions with their camera on and microphone muted to be sure their teacher has the ability to successfully communicate without disruption from student's background noise. When the class is over, students should promptly end the meeting. If additional time is needed with a teacher, one-on-one office hours can be scheduled via email as needed, or as requested by the teacher.

If a student is unable to attend their classes or is unable to complete an assignment by the required date, a parent must communicate this absence to their teacher prior to class.

Failure to attend classes, attending but not displaying appropriate classroom etiquette, exhibiting behaviors that are not in accordance with the student/parent handbook and/or not completing required work will negatively impact a student's grade.

## Assessments

Student learning will be evaluated using a combination of live video demonstrations, assignment submissions, and recorded presentations of work. Grades will be determined according to normal policies and procedures.

Students in Middle School will receive academic credits based on the successful completion of assigned work and regular course participation pursuant to the normal grading scale.

Students demonstrating academic understanding and remote course attendance/participation will be promoted to the next grade level.

## Setting up Remote Learning Zoom Communication”

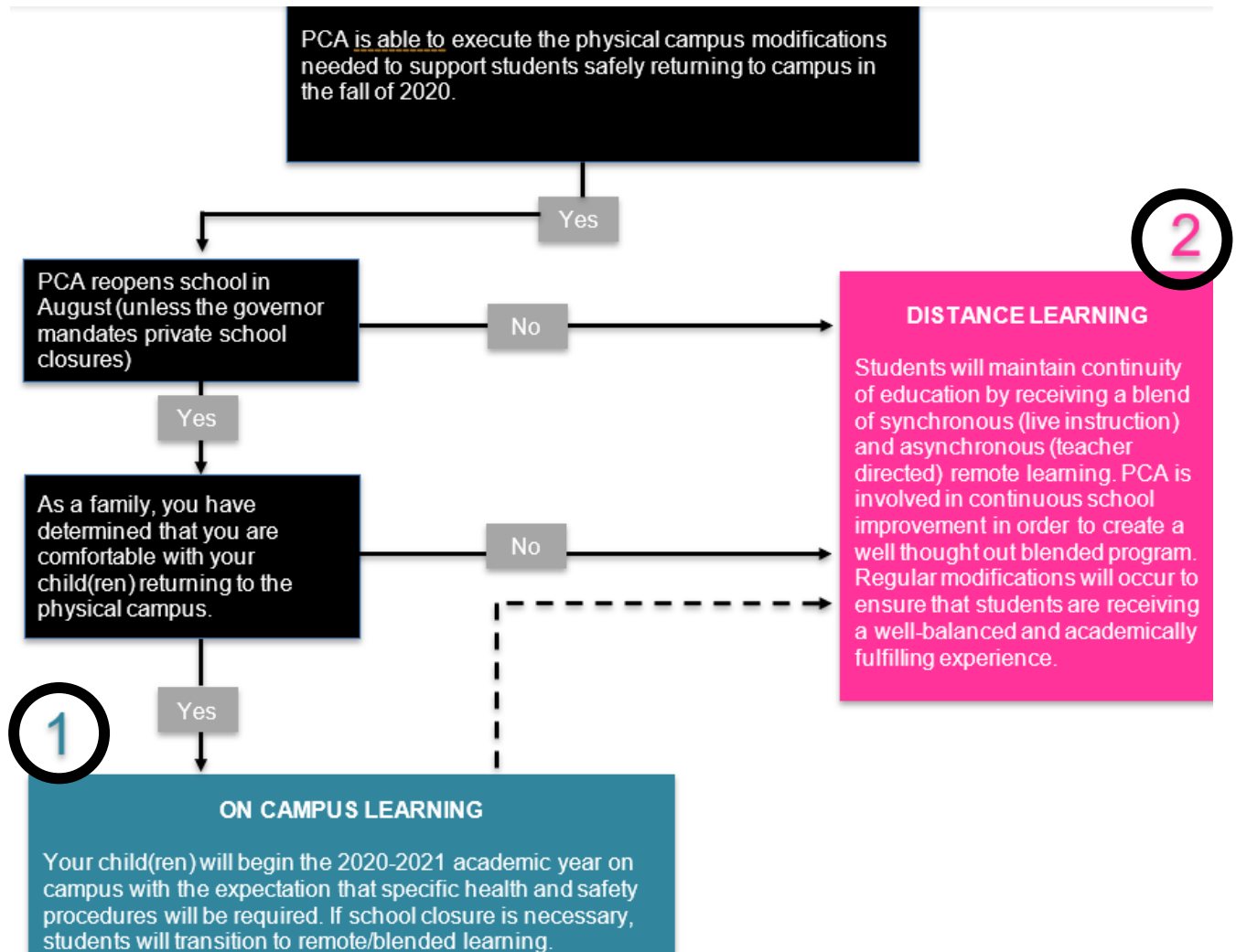
1. Teachers will sign up with a Zoom Account:
  - Go to [www.zoom.us](http://www.zoom.us).
  - Register for zoom using your PCA email address.
  - Follow the instructions set it up.

## Online Teacher Resources

Quizlet (quizlet.com)	GodTube (godtube.com)
iReady Math	Chalkable (classroom.chalkable.com)
Accelerated Reader	Readworks (readworks.org)
YouTube (youtube.com)	Kiddle-search engine (kiddle.co)
Commonlit (Commonlit.org)	Safe search website options: <a href="https://www.educatorstechnology.com/2018/01/11-great-kids-safe-search-engines.html">https://www.educatorstechnology.com/2018/01/11-great-kids-safe-search-engines.html</a>
Kahoot(kahoot.it)	World-geogprahy.games.com
Multiplication.com	Spelling city (spellingcity.com)
ABCYA ( <a href="http://abcya.com">abcya.com</a> )	Splash Math (splashlearn.com)
TeacherTube (teachertube.com)	

## D.3 Re-Entry Plan

PCA has established a re-entry task force which is working diligently to develop a re-entry strategy that allows for flexibility, transparency and prioritizes the health and safety of our community. This committee is actively researching and collaborating with reputable organizations and administrators locally, regionally, nationally, and globally.



## On Campus Learning

PCA administration is preparing for on-campus school operations to resume August 19, 2020. The community will follow specific health precautions which will be in accordance with our local, state, and federal requirements. Specific decisions and plans regarding on-campus modifications will be finalized over the next several months.



**School/Home Partnership:** All families must commit to supporting PCA's health and wellness protocols, including keeping students at home when students have a fever of 100.4 or greater or if students have been exposed to COVID-19. If one child in the family remains home due to COVID-like symptoms, all siblings must remain home as well, and may continue with distance learning during this time. Students may return to school 72 hours after being symptom free.



**Screenings:** Students will be temperature checked upon arrival at school. Students with temperatures of 100.4 or greater will be sent home and must remain there until symptom-free for 72 hours. If a student complains of not feeling well or doesn't look well during the school day, the student will be screened again. If called, parents are to pick up their child(ren) at school immediately.



**Drop Off/Pick Up:** The drop-off time will likely be from 7:30-8:00 AM. Pick-up times may be staggered.



**Facial Coverings:** Students are to wear facial coverings to school each day, especially when physical distancing is not possible. This would include arrival, dismissal, and walking in hallways/common areas. Students may remove facial coverings when working at their desks in the classroom, as there will be appropriate physical distancing in those areas.



**Visitors:** Visits to the school will be limited, and those visitors will be required to wear a mask at all times. Points of entry will be restricted, and front office staff will be protected by an acrylic shield.

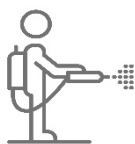


**Classroom Seating Arrangement:** Classrooms have been measured and enrollment has been limited to provide physical distancing between students





**Hygiene Practices:** The school will provide hand sanitizing stations at entrances and exits throughout the campus. PCA will also schedule dedicated times throughout the day for students and staff to wash their hands.



**Disinfection/Sanitation:** PCA will utilize a Clorox Total 360 Electrostatic Sprayer system that helps reduce pathogens and delivers superior coverage for disinfecting and sanitizing surfaces. Students and staff will also be instructed on how to practice proper hygiene and sanitize their personal areas. Cleaning schedules will be established for playgrounds and common spaces to ensure safety.



**School Nurse:** PCA has contracted a registered nurse to facilitate the care of any sick children on campus and help assess illnesses throughout the day.



**Chapel:** Currently, the plan is to provide Chapel through video streaming directly into the classrooms.



**Lunch:** PCA will be moving toward a paperless and cashless lunch ordering system. Lunch will also take place inside the classroom.



**Aftercare:** Aftercare will be provided for families who need this service; availability will be limited. In order to maintain stable groups throughout the day, aftercare drop-ins will not be permitted.



**Athletics:** This area is still being considered. More information to be forthcoming.

Distance learning does not change our mission of partnering with students to reach their God potential. PCA strives to provide effective instruction that is biblically sound, academically rigorous, socially engaged, and culturally relevant.

In this model, we continue to educate the whole child, encourage the pursuit of individual passions, promote life balance, build confidence, encourage play as a foundation of learning, and provide multi-sensory learning experiences.

PCA's distance learning model blends daily synchronous (live) instruction with asynchronous (accessible anytime) instruction with a schedule intentionally designed to provide school/life balance, spiritual growth, and daily reading.

We have implemented Swivl software technology, which allows for an enhanced distance learning experience by following the teacher for automated lecture capture.

Schools are being advised to prepare to pivot between on-campus learning and distance learning should the need arise during the school year. Due to this, PCA is making significant changes to hardware, textbooks, and digital learning tools. In addition, we will be providing significant professional development over the summer to help our teachers gain mastery and comfort with the new learning tools available to them.

**Strategy 1: Provide each student with an iPad.**

Our goal is to have all students and teachers utilize the same technology. PCA recently purchased new Apple iPads for students from Kindergarten through 8th grade. These iPads will be used throughout the school year to facilitate both on-campus and distance learning.

Kindergarten and 1st grade students will receive an iPad and Logitech crayon, while students in 2nd- 5th grade will receive an iPad with a keyboard and a crayon. Elementary students will leave their technology at school unless they are distance learning.

Middle school students will receive an iPad and a keyboard. They will be permitted to take their iPads home so that they can use them to complete assignments.

Some of the benefits of utilizing an iPad include:

- Easy to use - Pinch, tap, swipe, drag, and drop – iPad multi-touch moves are second nature for today's students. Even those as young as kindergarten can quickly learn its features.
- Appealing in Nature - No doubt about it, students like iPads.
- Boost enthusiasm and engagement - Using iPads in the classroom encourages student involvement and enthusiasm.
- Provide customized learning - Kids learn at different speeds and levels customized to their needs.
- Contain added accessibility - The accessibility features on the iPad improve functionality, decrease distractions, and provide opportunities to have text read to students.

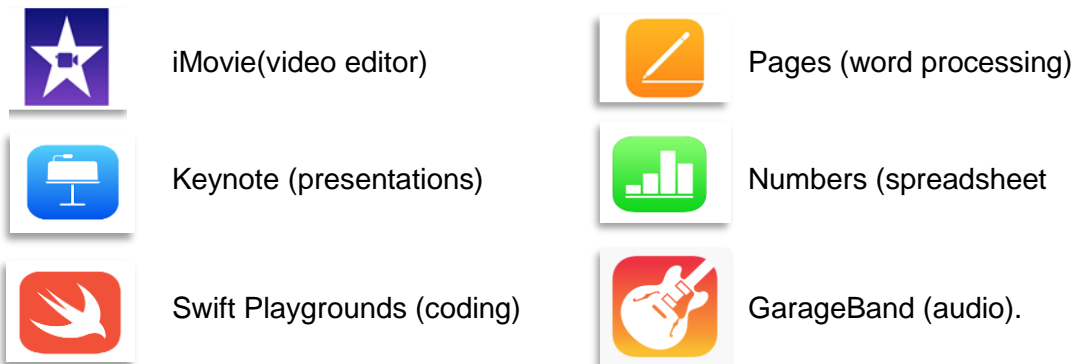
- Foster creativity - Today's iPads are loaded with features that boost creativity through the use of cameras, microphones, speakers, and preloaded editing tools. Adding additional components, such as an Apple Pencil, creates entirely new expressive capabilities.
- Provide quick transitions - Students and teachers can transition to iPads quickly by accessing various preloaded collections of education apps that help enhance student's educational experience.
- Create powerful new teaching and classroom management tools - Apple offers robust tools to help teachers improved efficiency when using iPads in the classroom.

**Strategy 2: Select textbooks that lend themselves to pivoting effectively between on-campus education and distance learning.**

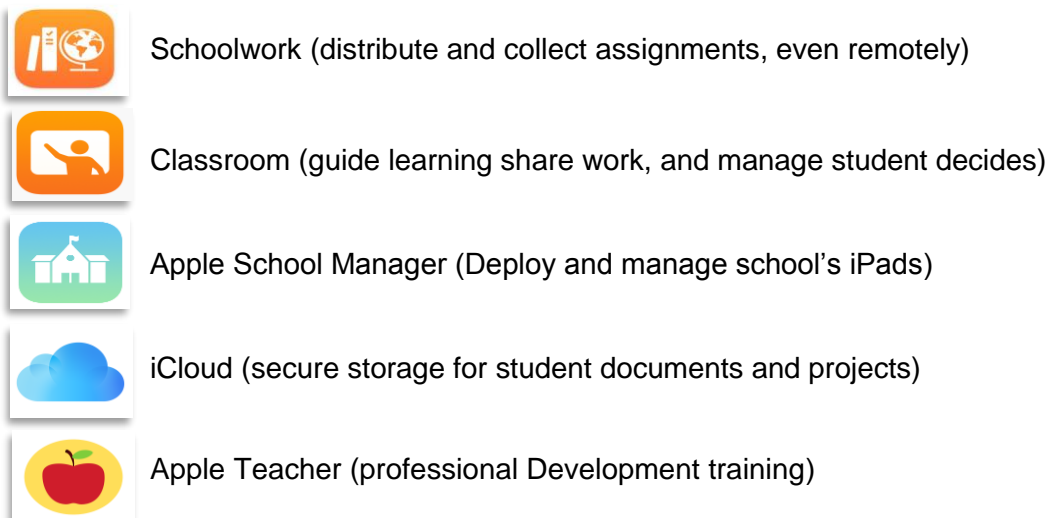
PCA is reviewing current textbooks and evaluating a variety of other options to determine the best fit for our students in light of the new teaching models. Feedback is being solicited from our teachers and parents.

**Strategy 3: Select digital learning tools.**

In addition to the pre-loaded tools on the iPad, PCA will review several learning management systems (LMS) for ease of use on the iPad, and other applications to promote and facilitate learning. Some of Apple's preloaded tools include:



Apple offers robust tools to help teachers improve efficiency when using iPads in the classroom. These include:





Notability (note-taking and sketching tool)



Comprehensive assessment and instruction program



Student engagement platform

## On Campus Learning - Sanitation & Disinfection Process

There are different levels of clean and include cleaning, sanitizing, and disinfecting. As we navigate through the re-opening process, PCA will take into the effect the following increased cleaning and hygiene efforts:



Sanitation of each room will occur daily after dismissal using an antimicrobial machine. This machine utilizes innovative spray technology to allow disinfecting and sanitizing solutions to reach surfaces outside the line of sight, including the sides, underside and backside of surfaces.



Additional routine cleaning of frequently touched hard surfaces in room will take place. This includes the following CDC recommended steps:

- Clean surfaces using soap and water, then use COVID-19 certified disinfectant. **Cleaning with soap and water** reduces number of germs, dirt and impurities **on the surface**. Disinfecting kills germs **on surfaces**.



Cleaning of soft surfaces such as carpeted floor, rugs, and drapes will take place with the Following CDC recommendations:

- Disinfecting with an EPA-registered household disinfectant.
- Vacuum as usual.



Hand Sanitizing stations installed in key areas of the campus.



Touchless sink faucets and paper towel dispensers in the restrooms.



In the case someone who is sick comes in contact with an area on campus, the following cleaning and disinfecting procedures will take place:

- Area used by person will be closed off. (As per the CDC, companies do not necessarily need to close operations, IF, they can close off affected areas.)
- Open outside windows to increase air circulation in the area.

- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms; consider turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.



As per the CDC, Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**:

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

*Sidewalks and roads should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective*

## On Campus Learning – Screening Procedures

### Prior to start of School procedure:



Health Screening Surveys will be distributed prior to the start of school to ensure the safe and healthy return of all students, faculty and staff.

### Physical Campus procedure:



A single contactless point-of-entry temperature screening area, designated as the black hangar at the end of carline will be the single point of entry for all elementary, middle school, and preschool students located in the main PCA building students **prior to school hours**. Pre-K students whose classroom are located in the Main Church auditorium will be dropped off for screening at the church main entrance. **During school hours**, the contactless point-of-entry screening for students and vendors will be at the reception desk. All who need access, must ring the doorbell, the receptionist will screen the student's temperature at the door and grant access.



In the case a student, staff or vendor reports visible symptoms, PCA will require that person to be tested and submit testing/lab results.



Administration will be monitoring contact tracing of those with exposure to COVID-19.

### On Campus – Physical Distancing



Classrooms will be setup to allow physical distancing between students.



Students will not be allowed to borrow any items from other students.



Students will not be allowed to play games that require touching.



Change of food service so that lunch and all snack breaks are held inside the classroom.



Change of specials / co-curriculars so that are co-curriculars are held in the homeroom. Co-curricular teacher will be the one rotating rooms; Middle School students will not change classes, instead, their subject teachers will rotate between the homeroom classes.



Floor directional signage in an effort to help keep students moving in one direction and encourage physical distancing.



Campus wide signage to remind faculty and staff of proper procedures.



No parents/visitors will be allowed on campus. Parents must call ahead of time for early dismissal. Student will be escorted to pick-up area for early dismissal.



Acrylic glass barrier will be installed at reception desk to protect interactions.

## On Campus – Food Services Procedures



Staffing / Training: All management complete training/certification for new standards.



All food preparation areas will have rigorous daily disinfection and sanitation processes.



All lunch room staff will be provided with personal protection equipment to include face masks, disposable gloves, and face shields. Staff will also be screened daily with contactless forehead thermometers.



Cashless and paperless system will be implemented. All lunch orders must be placed via digital order form emailed to Administration Office assistant.



Mobile service will occur. Lunch room staff will prepare and deliver individual pre-packaged meals directly to the classrooms. Classroom kits including wrapped cutlery, ns, condiments, and waste receptacles will be provided for each classroom.

## On Campus – Promoting Procedures that Reduce Spread



Hand Hygiene is of the utmost importance. We will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.



Continuous encouragement on respiratory etiquette of staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use hand sanitizer).



Cloth Face Coverings will be required by all staff. Face coverings should be worn by all staff at all times and are most essential in times when physical distancing is difficult. Individuals will also be frequently reminded not to touch the face covering and to wash their hands frequently.

*Note: Cloth face coverings should not be placed on:*

1. *Anyone who has trouble breathing or is unconscious*

2. *Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance*  
*Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.*

### On Campus – Parent Support



Parents are to provide cloth masks for each child to be worn daily to enter to school and for afternoon carline pickup. Proper use, removal and washing of cloth face coverings is detailed in Appendices section.



Parents are to provide individually labeled hand sanitizer for student's desk.



Families are encouraged to do temperature checks each morning prior to drop off.



Sick students and staff will be required to stay home when appropriate. Staff and families will be advised when they/their child(ren) should stay home and when they can return to school. Anyone who has had recent close contact with a person with COVID-19 will be required to stay home and monitor their health. Return to school policies will be based on the CDC's criteria for returning on campus after exposure.



## D.3 Appendices



## 2020 - 2021 Campus Map



## School Closure Student Checklist - ELEMENTARY

If your school closes, it is important that you are prepared to continue your studies at home. Review the checklist below so you know what to do before your school closes, while its closed, and after it reopens.

---

### What to Do Before Your School Closes

- ☐ Let your teacher know if you need a computer at home to complete assignments.
- ☐ Listen carefully to any instructions from your teacher about what work you will need to do while your school is closed. Complete the chart below.
- ☐ Fill in the chart below so that you are prepared to continue learning during the school closures.

---

### What to Do Once Your School Has Closed

- ☐ During the time your school is closed, you should continue learning by completing assignments and tasks, as assigned by your teacher.
  - ☐ Instructional assignments should be done every day.
- 

	Teacher 1	Teacher 2	Special Areas
<b>1. What tool is my teacher using to communicate with me?</b> <i>(Canvas, ClassDojo, Classflow, Edmodo, Microsoft Teams, Remind, Schoology)</i>			
<b>2. What digital resource will I use for my daily assignments?</b> <i>(iReady, Gizmos, iCivics, etc.)</i>			
<b>3. What hours will my teacher be available every day to help me?</b>			

## School Closure Student Checklist - MIDDLE

If your school closes, it is important that you are prepared to continue your studies at home. Review the checklist below so you know what to do before your school closes, while its closed, and after it reopens.

---

### What to Do Before Your School Closes

- ☐ Let your teacher know if you need a computer at home to complete assignments.
- ☐ Listen carefully to any instructions from your teacher about what work you will need to do while your school is closed. Complete the chart below.
- ☐ Fill in the chart below so that you are prepared to continue learning during the school closures.

---

### What to Do Once Your School Has Closed

- ☐ During the time your school is closed, you should continue learning by completing assignments and tasks, as assigned by your teacher.
  - ☐ Instructional assignments should be done every day.
- 

	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5	Teacher 6	Teacher 7	Teacher 8
<b>1. What tool is my teacher using to communicate with me?</b> <i>(Canvas, ClassDojo, Classflow, Edmodo, Microsoft Teams, Remind, Schoology)</i>								
<b>2. What digital resource will I use for my daily assignments?</b> <i>(iReady, Gizmos, iCivics, etc.)</i>								
<b>3. What are your teacher's office hours?</b>								

## Sample Handwashing Schedule

*Students are to be taken to the designated hand washing areas daily at assigned times.*

Restroom	Grades
Youth Auditorium - Girls Bathroom 1 <sup>st</sup> Floor	K5A
Youth Auditorium - Boys Bathroom 1 <sup>st</sup> Floor	K5B
Youth Auditorium - Girls Bathroom 2 <sup>nd</sup> Floor	1A
Youth Auditorium - Boys Bathroom 2 <sup>nd</sup> Floor	1B
Library Girls / Landing Boys Bathrooms	2
Youth Auditorium - Girls Bathroom 1 <sup>st</sup> Floor	3
Youth Auditorium - Girls Bathroom 2 <sup>nd</sup> Floor	4
Youth Auditorium - Boys Bathroom 1 <sup>st</sup> Floor	5
Youth Auditorium - Girls Bathroom 1 <sup>st</sup> Floor	6
Youth Auditorium - Boys Bathroom 1 <sup>st</sup> Floor	7
Youth Auditorium - Boys Bathroom 1 <sup>st</sup> Floor	8

## Sample Illness Database

Grade	Date	Student	Teacher	Symptoms	Action Steps	Diagnosis	Returned w/Doctor's Note
6	3/3/2020		Mallol				Yes, returned to school with a doctor's note
6	3/5/20		Mallol	Sore Throat	Student stayed home on 3/5/2020 Called Mom for pickup; Stayed home on 3.6.20	N/A	No doctor's note; Sore throat improved within a day.
K1	3/5/2020		Ms. Jen	101 Fever		Strep Throat	
6	3/6/20		Mallol	Stomach ache, nausea; no fever	Barbie called parents.	N/A	

## Declared Emergency Leave

In the event of a pandemic flu outbreak the faculty and staff shall follow the following guidelines:

- A staff member who has symptoms similar to that of the outbreak should make the school aware of this when they call in sick; worker's compensation leave will be determined by the CDC suggested quarantine for that specific pandemic outbreak.
- That employees' duties shall be covered by other teachers/staff members following the chart below.
- The staff member is responsible to communicate with the school as his or her health improves and the date they foresee being able to come back to work.

If the individual fulfilling the primary job is ill, then the backup individual 1 or 2 will take on the responsibilities of that person until they are well and back to work. The following list is a general guideline to follow and under certain circumstances adjustments will need to be made.

Primary Job	Backup Individual 1	Backup Individual 2
<b>Office Staff:</b>		
Head of School	Principal	Administrative Director
Principal	Administrative Director	Faculty Designee*
Administrative Director		
Director of Admissions	Exec. Admin. Asst./Communications	
Exec. Admin. Asst./Communications	Finance Office Assistant	
Director of Finance	Finance Office Assistant	None*
Finance Office Assistant	Director of Finance	None*
HR/ IT / Registrar		
Receptionist	Finance Office Assistant	Exec. Admin. Asst./Communications
Security Guard	Backup Security Guard	
<b>Teachers:</b>		
K5	K5 Assistant	Substitute Teacher
1 <sup>st</sup> Grade	1 <sup>st</sup> Grade Assistant	Substitute Teacher
2 <sup>nd</sup> Grade	2 <sup>nd</sup> Grade Assistant	Substitute Teacher
3 <sup>rd</sup> Grade	3 <sup>rd</sup> Grade Assistant	Substitute Teacher
4 <sup>th</sup> Grade	Music	Substitute Teacher
5 <sup>th</sup> Grade	Art	Substitute Teacher
Language Arts (6 <sup>th</sup> – 8 <sup>th</sup> Grade)	Any Para.	Substitute Teacher
Math (6 <sup>th</sup> Grade)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Math Teacher	Substitute Teacher
Math (7 <sup>th</sup> & 8 <sup>th</sup> Grade)	Substitute Teacher	
Science (6 <sup>th</sup> – 8 <sup>th</sup> Grade)	7 <sup>th</sup> & 8 <sup>th</sup> Grade Math Teacher	
Bible (6 <sup>th</sup> – 8 <sup>th</sup> Grade)		Substitute Teacher
History (6 <sup>th</sup> Grade)	7 <sup>th</sup> - 8 <sup>th</sup> Grade History Teacher	
History (7 <sup>th</sup> - 8 <sup>th</sup> Grade)	6 <sup>th</sup> Grade History Teacher	
<b>Electives:</b>		
Art	Substitute Teacher	Discontinue Class
Library	Substitute Teacher	Discontinue Class
PE	Substitute Teacher	Discontinue Class
Music / Spanish	Substitute Teacher	Discontinue Class
Computer	Substitute Teacher	Discontinue Class
<b>Paraprofessionals/Other job duties:</b>		

Athletic Director	Administrative Director or designee*	
Lunch Coordinator	Lunch Assistant	Lunch Assistant Substitute
Extended Care Director	Lunch Coordinator	Faculty Designee/Substitute

\* Covering this position is optional and in certain circumstances may be left unfilled.

<p><b>Plan for an extended stay at home during a flu pandemic:</b></p> <ul style="list-style-type: none"> <li>• Ask your employer about how business will continue during a pandemic.</li> <li>• Ask your employer if you can work from home during a flu pandemic.</li> <li>• Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.</li> <li>• Check with your employer about leave policies.</li> <li>• Check with your school district for home learning activities. Have materials, such as books, on hand.</li> <li>• Plan recreational activities that your child can do at home.</li> </ul>	<p><b>Items to have on hand for an extended stay at home:</b>  <i>Examples: Non-perishable foods, Health and emergency supplies</i></p> <ul style="list-style-type: none"> <li>• Ready to eat canned meats, fruits, vegetables, soups</li> <li>• Protein or fruit bars</li> <li>• Soap and water or alcohol based hand wash</li> <li>• Dry cereal or granola</li> <li>• Nut butters /alternative butters and jelly Dried fruits, nuts, trail mix</li> <li>• Crackers</li> <li>• Canned juices</li> <li>• Fluids with electrolytes</li> <li>• Bottled water</li> <li>• Canned or jarred baby food</li> <li>• Baby formula</li> <li>• Pet food</li> <li>• Garbage bags</li> <li>• Tissues, toilet paper, disposable diapers &amp; wipes</li> <li>• Manual can opener</li> <li>• Portable radio with extra batteries</li> <li>• Flashlight with extra batteries</li> <li>• Prescribed medical supplies such as ○ Glucose and blood pressure monitoring supplies</li> <li>• Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Motrin)</li> </ul>
<p><b>if someone in your home develops flu symptoms (fever, cough, muscle aches):</b></p> <ul style="list-style-type: none"> <li>• Encourage plenty of fluids to drink.</li> <li>• Keep the ill person as comfortable as possible. Rest is important.</li> <li>• For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol)</li> <li>• Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life threatening illness.</li> <li>• Sponging with tepid (wrist-temperature) water lowers fevers only during the period of sponging. Do not sponge with alcohol.</li> <li>• Keep tissues and a trash bag for their disposal within their hands frequently.</li> <li>• All members of the household should wash their hands frequently.</li> <li>• Keep other family members and visitors away from the person who is ill.</li> <li>• Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.</li> </ul>	



# Preventing the Spread of a Pandemic

## Good Health Habits

### 1. Avoid close contact.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

### 2. Stay home when you are sick.

If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.

### 3. Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

### 5. Clean your hands.

Washing your hands often will help protect you from germs. Proper hand washing entails the fol



*Remember that the key times to wash hands include after using the bathroom or before eating.*

### 6. Avoid touching your eyes, nose or mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

### 7. Practice other good health habits.

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

# Making Your Plan to Clean & Disinfect by the CDC

**Cleaning** with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

**Disinfecting** kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



**Is the area indoors?**

**YES**

It is an indoor area.

**NO**

**Maintain existing cleaning practices.**  
Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

**Has the area been occupied in the last 7 days?**

**YES**

Yes, the area has been occupied within the last 7 days.

**NO**

The area has been unoccupied within the last 7 days.  
The area will need only routine cleaning.



**It is a frequently touched surface or object?**

**YES**

Yes, it is a frequently touched surface or object.

**NO**

**Thoroughly clean these materials.**  
Consider setting a schedule for routine cleaning and disinfection, as appropriate.

**What type of material is the surface or object?**

*Hard and non-porous materials like glass, metal, or plastic.*

**Visibly dirty surfaces should be cleaned prior to disinfection.**

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

*Soft and porous materials like carpet, rugs, or material in seating areas.*

**Thoroughly clean or launder materials.**

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



## Sanitation & Stockpile List

Sanitation / Disinfection Supplies	
Item	Quantity
1. Clorox 360 Electrostatic Sprayer System	1
2. Victory Electrostatic Handheld Sprayer	1
3. Germicidal cleanser: Spartan SPA 1202-04 (Gallon)	12
4. Vital Oxide Disinfectant Cleaner (Gallon)	2
5. Spray Bottles with handles	32
6. Terry Towels	4,000
7. Paper Towel, mega roll	39
8. Disinfecting Wipes, 8 x 7, 75/Canister	80 canisters
9. Lysol Disinfecting Spray	10
Hygiene Supplies	
Item	Quantity
10. Foamy IQ Lemon Blossom Hand Sanitizer	32 refill bags
11. Hand Sanitizer Wall Bracket	16
12. Hand Sanitizer Dispenser Stand	5
13. Gel Hand Sanitizer Pump, 11 oz.	40
14. Unscented Hand Sanitizer Gel, 1 gallon refill	22
15. Anti-microbial Soap pump, 13oz (4 pack)	44
16. Anti-microbial Soap, 7.5 oz. pump	30
17. Multifold Paper Towels	4,000
18. Facial tissues - Provided by Parents and kept in teacher's room; Box of 2-ply tissues (144 tissues)	12
PPE (Personal Protective Equipment)	
Item	Quantity
19. N95 Respirator Masks	10
20. Gloves: Nitrile 4 Mil Thick Powder Free (Medium, 100/box)	39 boxes
21. Medline NON24345 Disposable Tissue/Poly Pillowcases, 21" x 30", White (Pack of 100)	100 ct.
22. Medline Medical Exam Table Paper, Smooth Table Paper, 21 inches x 225 feet, Case of 12 Rolls	12 rolls
23. Disposable Surgical Masks (Adult Size)	400 ct.
24. Disposable Surgical Masks (Kids Size)	200 ct.
Screening Supplies	
Item	Quantity
25. Dr. Talbot's No Contact Infrared Thermometer , for carline	7

26.	iHealth Digital No Touch Forehead Thermometer, 1 per classroom	37
27.	Tommy Tippee Ear Thermometer with disposable probe covers	2
28.	Digital Thermometer Probe Covers - Disposable and Safe, 30-Pack	4
29.	Oral Thermometer	2
30.	Oral Thermometer Disposable Covers	200
<b>Physical Distancing Supplies</b>		
31.	Reception Acrylic Shield	1
32.	Paw Print floor decals	60

## RESET KITCHENS AND DISINFECT SOPs

ITEM	USE	COMMENTS
Virex II 256 Disinfectant, Cleaner, Deodorant	Non Food contact surfaces. 	Only use if you have a confirmed infected employee or outbreak. Wipe on cleaned solid surface, <b>Allow to sit on surface for 10 min. Before Wiping</b>
Sanitizer Food Surface J-512	Food Contact Surfaces 	Spray or wipe on surface. <b>Allow to sit on surface for 3 min. Before Wiping</b> Pots & Pans Immersion Time 1 min. Air Dry
Spray Bottles Sprayer Trigger for above bottle		Properly Label Spray Bottles before using
Chemical Sprayer		Properly Label Spray Bottles before using
Heavy Duty Reusable Gloves -Disposable Gloves -Disposable Poly Apron		Always use gloves when handling chemicals.

### How to Wear Cloth Face Coverings

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

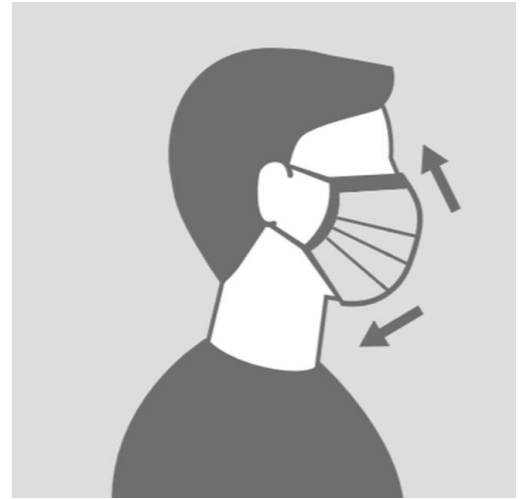
Yes. They should be routinely washed depending on the frequency of use.

### How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# PCA Coronavirus Notification Form

**DIRECTIONS:** This information is needed to provide support to you to monitor the potential presence of COVID-19 in the school and office. This information will not be used for any punitive or other negative consequences. This form will be used by Potential Christian Academy staff, parents, students, volunteers, vendors and other community members who reported a positive result of COVID-19, or have been advised by a health care provider to self-quarantine/self-isolate, AND who have been inside a PCA building in the past 14 days.

Self-isolation would be associated with exposure to someone with actual or suspected COVID-19. Responses to this survey are considered educational records with regards to students and employment records with regards to employees and are subject to all applicable privacy statutes, regulations, and guidance including FERPA, IDEA, and HIPAA.

This information will remain confidential and only shared with the few individuals needed to maintain a safe environment in our schools. Thank you for completing this form.

Information on the PCA response to COVID-19 is located at:

<https://www.ilovepca.com/parents/emergency.cfm>.

1. Today's Date:
2. Time:
3. Please indicate your primary role in the PCA community:
  - ☐ Staff
  - ☐ Parent
  - ☐ Student
  - ☐ Volunteer
  - ☐ Vendor/Contractor
4. Name:
5. Address:
6. Home Phone:
7. Cell Phone:
8. Best email address to reach you:
9. School building location visited in the past 14 days prior to testing positive:  
(if not applicable, no need to submit this form)
10. Date of Birth:
11. Date tested positive for COVID-19 (if applicable)?
12. Date told to self-isolate (if applicable)?
13. Date you began self-isolation (if applicable)?
14. Signs / Symptoms noticed (Please check all that apply):
  - ☐ Fever
  - ☐ Dry Cough
  - ☐ Vomiting
  - ☐ Body Aches
  - ☐ Runny Nose
  - ☐ Sore Throat
  - ☐ Headache
  - ☐ Sneezing
  - ☐ Tiredness
  - ☐ Fatigue
  - ☐ Chills
15. Full names of people of people you were in contact within the past 24-48 hours:
16. Any other information you wish to share:

## Sample Letters / Announcements, Press Releases & Key Messages for School Officials

### Sample Parent Letter #1: Prevention Letter

Use this letter to help prepare parents for \_\_\_\_ virus along with Appendix E & F

Dear Parents,

Recently the World Health Organization reported a case of \_\_\_\_ virus within the United States. Public health officials are concerned that \_\_\_\_ virus could easily spread from one person to another. If this should happen, the result could be a global pandemic. When a pandemic is present, health officials urge you to take the following actions to protect yourself and others from the virus:

- Keep children at home when they are sick. They should stay home for at least 24 hours after their fever is gone (without the use of fever-reducing medicine) except to get medical care.
- While sick, limit contact with others as much as possible to keep from infecting them.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Cover your mouth and nose with a tissue and discard the tissue after you use it; or, cough and sneeze into the inside of your elbow.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Avoid close contact with sick people.

Because of this Potential Christian Academy is now at a level 2 in our Pandemic Action Plan. Our goal at this level is for our parents and staff to be aware of what is occurring and to take precautionary measure in protecting our students, parents and staff.

PCA has a stockpile of supplies and will be increasing our level of disinfectants used in each of our classroom. As this event unfolds, we will be communicating with you any level change in our action plan. Enclosed with this letter is a checklist to help families get ready for an outbreak. This information can also help your family get ready for any kind of emergency.



## Sample Parent Letter #2: Expanded Outbreak

*Use this letter to let parents know schools are open and urge ill children to stay home.*

Dear Parents,

At PCA, the health and safety of our students is a top priority. As we continue to stay abreast of the news and updates concerning the coronavirus, we also continue to take additional steps to be extra careful and vigilant in preventing the spread of germs at our school.

As stated in Dr. Elliott's last email regarding this matter, we have been:

- Taking precautions to sanitize our classrooms daily
- Elevating our cleaning practices
  - Increasing the frequency of cleaning main areas and classrooms
- Ensuring that students are washing their hands with soap and water throughout the day
- Partnering with one of our parents, \_\_\_\_\_ who has been gracious to offer her time to provide extra support in the cafeteria. She has been providing students with hand sanitizer as they walk through the door. As is our usual practice, we also clean tables after each lunch.

We ask that you please partner with us in the fight against this virus and all other possible contagious diseases. The following procedures are to be followed **effective immediately**:

- Every child who is sent home with any contagious symptoms will be added to a master list of illnesses. Students who stay home for any illness will also be included on this list. The purpose of this master list is to keep our pulse on who is sick and whether he/she is contagious and could possibly infect others.
- If your child is sick, he/she must be kept home until symptoms and fever (without the help of medication) have been gone for at least 24 hours.
- **All students who are sent home or stay home because of fever MUST have a doctor's note before being allowed to return to school.**
- If you plan to travel to any of the designated high-risk countries, please notify the school immediately so that we can work with CDC officials to determine our course of action (quarantine, etc.).

In the unexpected event that we would need to close our school for any period of time, rest assured that we have already been putting a plan in motion to help remediate any days missed. We have put in place the technological infrastructure to provide online/distance learning for elementary and middle school students until we are able to re-open. Please be sure to have Wi-Fi and electronic devices available at home for your child's use. If you don't, please let our school know.

Although these procedures are very tedious for us all, your child's health and safety is our top concern. We thank you in advance for your cooperation and support. We know that God is in control and that we can find peace in knowing that He is good and our faith continues to be in Him.

### Sample Parent Letter #3: Pandemic Declaration

*Use this letter to update parents that schools are still open, to discourage travels to CDC declared high alert areas and to continue to urge ill children to stay home.*

March 11, 2020

#### RE: PCA CORONAVIRUS UPDATES

Dear PCA Parents,

Potential Christian Academy continues to closely monitor COVID-19 (coronavirus) developments, and follow the guidance of several resources, including the Centers for Disease Control and Prevention (CDC), Florida Department of Health (FDOH), the Florida Department of Education (FLDOE), and other reputable sources of information to safeguard the health and safety of our students and staff.

We are not operating out of a place of panic or fear, as our trust is in the Lord, but rather from a place of an abundance of caution and due diligence. We have been taking all necessary precautions and implementing a series of preventive and proactive measures to address this ever-changing issue. With the situation being so fluid, it's important to note that adjustments will be made as necessary. These changes and updates may be found on our website, [ilovepca.com](http://ilovepca.com).

Given the upcoming **spring break holiday** (Monday, March 23 to Friday, March 27), it is extremely important to address the school's necessary protocols to help keep our students and staff healthy and safe. We are aware that some families have secured travel plans during the break. Although it is not our intention to force anyone to cancel their vacation, we do URGE all travelers to consider changing their plans to any of the affected areas for the remainder of the school year.

**We ask that students please refrain from traveling to areas that are at WARNING LEVEL 3 or ALERT LEVEL 2.** Following are the types of notices and what they mean, taken from the CDC website:

**Warning Level 3 (Red):** Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

**Alert Level 2 (Yellow):** Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population.

**Watch Level 1 (Green):** Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the [destination page](#). This includes being up-to-date on all recommended vaccines and practicing appropriate mosquito avoidance.

Currently, Level 3 countries are China, South Korea, Italy, and Iran. Level 2 is Japan, but this can change at a moment's notice. Please check the CDC website regularly for travel advisories, as these change daily (<https://wwwnc.cdc.gov/travel/notices>).

In addition, the CDC and the U.S. Department of State recommend against all cruise ship travel as well. The CDC states: "Cruise ship passengers are at increased risk of person-to-person spread of infectious diseases, including COVID-19."

**Therefore, if any of these areas are visited and students or anyone in their household travel on any cruise ship, the student will need to self-quarantine for 14 days. The student may return to school if**

**no symptoms are present after the 14-day period.**

During the 14-day isolation period, individuals who develop a respiratory illness with symptoms of cough, fever, and shortness of breath, should report immediately to the Florida Department of Health-Broward or their healthcare provider. This is also in line with the Surgeon General's recommendation that those planning to travel outside of the United States, specifically to high-risk countries, **self-report and self-isolate**.

In these cases, student absences will be excused and every effort will be made to supply the student with schoolwork to complete from home. As of March 11, 2020, PCA is suspending all awards and recognitions associated with perfect attendance. This aligns with recommendations provided by the CDC in order to encourage all students and staff who are sick to stay home, thereby helping to reduce the spread of illness.

If you or anyone in your household recently traveled or plan to travel to any Level 1, Level 2 or Level 3 countries in the foreseeable future, we request that you please advise the school immediately via email at [eileen.trimble@ilovepca.com](mailto:eileen.trimble@ilovepca.com). Please be sure to include the dates and location(s) of your travel.

We thank you for your continued partnership as we work together for the health and safety of all. May God bless and protect your families.

## Sample Parent Letter #4: School Closure

*Use this letter to inform parents that students are dismissed from school due to a pandemic outbreak and ongoing spread in school setting.*

Dear Parents,

Potential Christian Academy has been in contact with the Broward County Health Department and the CDC regarding the increasing absenteeism of students and staff in the county due to the \_\_\_\_ virus outbreak. To disrupt the rate of spread of the \_\_\_\_ virus in the school and community, we have reached a joint decision to dismiss students from school.

All students are dismissed immediately until further notice. The length of school dismissal is anticipated to last \_\_\_\_\_ weeks. During this time, both children and adults should stay home as much as possible and be discouraged from congregating with other persons in public places, such as shopping malls, movie theaters or community centers to stop the spread of \_\_\_\_\_ virus.

We know that many students may be getting ill during this time and that it may be hard to get a doctor's appointment, we encourage you to go to a clinic or even be seen in a hospital emergency room.

Here are some tips for helping those who are sick with the \_\_\_\_ virus:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use fever reducing medication.
- Keep tissues and a trash bag within reach of the sick child for quick disposal of used tissues.
- Be sure everyone in your home washes their hands frequently.
- Keep those who are sick away from those who are not.

For more information, call your healthcare provider, contact the Broward County Health Department at or visit our website at [www.ilovepca.com/emergency](http://www.ilovepca.com/emergency).

We will contact you as soon as we have information about when students will be allowed to return to school.

## Sample Parent Letter #5: Students allowed to return to school

*Use this letter to inform parents students are allowed to return to school.*

Dear Parents,

Broward County health officials in cooperation with the Florida Department of Public Health have declared the \_\_\_\_ virus pandemic as under control.

We have been cleared to allow students to return to our school on \_\_\_\_\_.

At this time, students may safely return to class if they have no flu-like symptoms.

Since the \_\_\_\_ virus spreads easily from person-to-person contact, please keep children who have flu-like symptoms at home. Symptoms include: fever of more than 100 degrees Fahrenheit and cough or sore throat.

Please note that even though school is re-opening, there may still be students who are sick from the \_\_\_\_ virus. Health officials say that historically, influenza pandemics sometimes happen in waves. This means more people could become sick again. It is important to keep abreast of symptoms that are flu-like and keep your child at home. If more students become sick, our school may need to close again.

Thank you for your cooperation. We are looking forward to seeing your children again.

**Sample Press Release #1: Use this press release to announce that schools will remain open.**

For release (DATE)

Contact: (PIO name and number)

Potential Christian Academy will remain open despite the pandemic \_\_\_\_ virus outbreak in the county but parents are asked to prepare for possible student dismissals if the virus continues to spread.

School and county health officials are working together to monitor the situation and parents will be updated with any important information.

“At this time, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected. If the \_\_\_\_ virus pandemic continues to spread and more students become ill, we may need to dismiss students for a period of time. Parents are urged to begin planning now for childcare in their home. You can protect your children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:

- Teach your child to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbows. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are better.”

Health officials point out, that recommendations may change during the course of a pandemic outbreak. For school updates, please feel free to call the school at (954) 434-1550 or our emergency notification website: [www.ilovepca.com/emergency](http://www.ilovepca.com/emergency).

**Sample Press Release #2: Use this type of press release to announce student dismissals. A similar press release will be issued when students are allowed to return to school.**

For immediate release (DATE)

Contact: (PIO name and number)

Potential Christian Academy has ordered student dismissals from schools as a result of the \_\_\_virus pandemic outbreak in the county. Students may be dismissed for a period of time – days or even weeks.

Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers and other places where germs can be spread.

“We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with county officials on the situation and will keep parents updated with any important information”.

According to LOCAL HEALTH OFFICIAL, the purpose of student dismissals is to limit contact among children to decrease their risk of getting sick and to limit the spread of infection. Because so many people are sick with the flu, health officials acknowledge that it may be hard to get a doctor’s appointment, go to a clinic or even be seen in a hospital emergency room. They provided some tips for residents to care for the sick at home:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- Fever reducing medication.
- Keep tissues and a trash bag for their disposal within their hands frequently.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

Health officials point out, that recommendations may change during the course of a pandemic outbreak. For school updates, please feel free to call the school at (954) 434-1550 or our emergency notification website: [www.ilovepca.com/emergency](http://www.ilovepca.com/emergency).

### Sample Key Messages for School Officials # 1: Outbreak

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the Broward County Health Department, we believe students can safely attend classes. Our thoughts are with all of our families and children who are affected.
- If \_\_\_virus pandemic continues to spread and more students become ill, health officials may need to dismiss students from schools for an extended period of time (for example, up to 6 weeks).
- The purpose of student dismissals will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If students are dismissed, children should stay at home.
- We urge parents to plan now for the possibility of student dismissals. Arrange day care, and contact your school district for more information on learning activities.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions: o Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district's hotline.

### Sample Key Messages for School Officials #2: Student Dismissals

- Broward County Health Officials have ordered the dismissal of students from schools as a result of the pandemic flu outbreak in our county.
- Students may be dismissed for an extended period of time (for example, up to 6 weeks).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because \_\_\_ virus pandemic is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of student dismissals is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions: o Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district's hotline.





## IV. DRILLS & TRAINING



## Section A: DRILLS & TRAINING SCHEDULE

### A.1 Schedule

Drills & training for teachers and staff on emergency scenarios will occur as detailed and scheduled below:

Drill / Training	Schedule	Recommended Length of Drill
Evacuation	At least once per year	10 minutes
Fire	As required; once monthly and 1 annual alternate route drill and nap time drill. Please refer to FIRE on page 19-20 for Fire Drill procedures.	5 minutes
Fire Extinguisher	At least once per year.	
Lockdown	At least once per year.	15 minutes
Active Shooter	As required; every semester.	5-15 minutes
CPR	At least once per year 2 years	
Stop the Bleed	At least once per year	
Blood borne Pathogens	At least once per year	
First-Aid	At least once per year 2 years	
Epi-Pen	At least once per 2 years	

## A.2 Appendices

### Stop the Bleed

*Stop the Bleed* training is a life-saving training on procedures that are utilized to assist in stopping traumatic hemorrhaging or blood loss during emergencies.

#### How to Stop the Bleed

**Call 9-1-1:** Call 9-1-1 yourself **OR** tell someone to call 9-1-1

#### Ensure Your Safety:

1. Before you offer any help, you must ensure your own safety!
2. If you become injured, you will not be able to help the victim.
3. Provide care to the injured person if the scene is safe for you to do so.
4. If, at any time, your safety is threatened, attempt to remove yourself (and the victim if possible) from danger and find a safe location.
5. Protect yourself from blood-borne infections by wearing gloves, if available.



#### Look for Life-Threatening Bleeding

1. Find the source of bleeding
2. Open or remove the clothing over the wound so you can clearly see it. By removing clothing, you will be able to see injuries that may have been hidden or covered.
3. Look for and identify “life-threatening” bleeding. Examples include:
  - Blood that is spurting out of the wound.
  - Blood that won’t stop coming out of the wound.
  - Blood that is pooling on the ground.
  - Clothing that is soaked with blood.
  - Bandages that are soaked with blood.
  - Loss of all or part of an arm or leg.
  - Bleeding in a victim who is now confused or unconscious.



#### Compress and Control

**\*\*Key Point:** *There are a number of methods that can be used to stop bleeding and they all have one thing in common—compressing a bleeding blood vessel in order to stop the bleeding.*

*If you **don't** have a trauma first aid kit:*

Apply direct pressure on the wound (Cover the wound with a clean cloth and apply pressure by pushing directly on it with both hands)

1. Take any clean cloth (for example, a shirt) and cover the wound.
2. If the wound is large and deep, try to “stuff” the cloth down into the wound.
3. Apply continuous pressure with both hands directly on top of the bleeding wound.
4. Push down as hard as you can.
5. Hold pressure to stop bleeding. Continue pressure until relieved by medical responders.

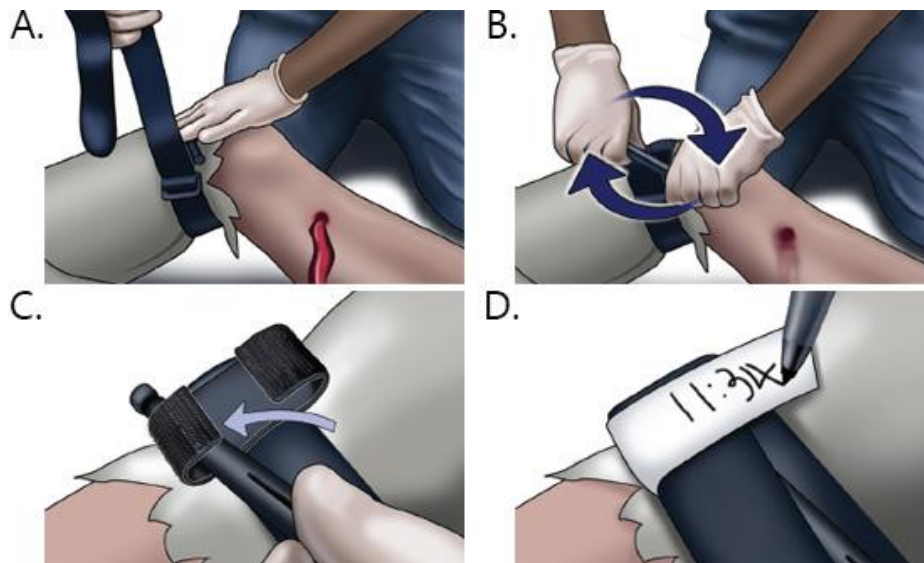


If you **do** have a trauma first aid kit:

For life-threatening bleeding from an arm or leg and a **tourniquet is available**:

1. Apply the tourniquet
2. Wrap the tourniquet around the bleeding arm or leg about 2 to 3 inches above the bleeding site (be sure NOT to place the tourniquet onto a joint—go above the joint if necessary).
3. Pull the free end of the tourniquet to make it as tight as possible and secure the free end. (A)
4. Twist or wind the windlass until bleeding stops. (B)
5. Secure the windlass to keep the tourniquet tight. (C)
6. Note the time the tourniquet was applied. (D)

**Note:** A tourniquet will cause pain but it is necessary to stop life-threatening bleeding.



For the full Stop the Bleed booklet:

<https://www.bleedingcontrol.org/~media/bleedingcontrol/files/stop%20the%20bleed%20booklet.ashx>

## Cardiac Emergencies

Cardiac emergencies are life threatening. Heart attack and cardiac arrest are major causes of illness and death in the United States. Recognizing the signals of a heart attack and cardiac arrest, calling 9-1-1 or the local emergency number and giving immediate care in a cardiac emergency saves lives. Performing CPR and using an automated external defibrillator (AED) immediately after a person goes into cardiac arrest can greatly increase his or her chance of survival.

*Cardiac Arrest* occurs when the heart stops beating or beats too ineffectively to circulate blood to the brain and other vital organs. The beats, or contractions, of the heart become ineffective if they are weak, irregular or uncoordinated, because at that point the blood no longer flows through the arteries to the rest of the body. When the heart stops beating properly, the body cannot survive. Breathing will soon stop, and the body's organs will no longer receive the oxygen they need to function. Without oxygen, brain damage can begin in about 4 to 6 minutes, and the damage can become irreversible after about 10 minutes. A person in cardiac arrest is unconscious, not breathing and has no heartbeat. The heart has either stopped beating or is beating weakly and irregularly so that a pulse cannot be detected. Cardiovascular disease is the primary cause of cardiac arrest in adults. Cardiac arrest also results from drowning, choking, drug abuse, severe injury, brain damage and electrocution. Causes of cardiac arrest in children and infants include airway and breathing problems, traumatic injury, a hard blow to the chest, congenital heart disease and sudden infant death syndrome (SIDS). Cardiac arrest can happen suddenly, without any of the warning signs usually seen in a heart attack. This is known as sudden cardiac arrest or sudden cardiac death and accounts for more than 300,000 deaths annually in the United States. Sudden cardiac arrest is caused by abnormal, chaotic electrical activity of the heart (known as arrhythmias). The most common life-threatening abnormal arrhythmia is ventricular fibrillation (V-fib).

CPR is “an emergency lifesaving procedure performed when the heart stops beating” (American Heart Association, 2018). Immediate CPR can double or triple chances of survival after cardiac arrest.

## How CPR is performed

There are two commonly known versions of CPR:

1. For healthcare providers and those trained: **conventional CPR** using chest compressions and mouth-to-mouth breathing at a ratio of **30:2 compressions-to-breaths**. In adult victims of cardiac arrest, it is reasonable for rescuers to perform chest compressions at a rate of **100 to 120/min and to a depth of at least 2 inches (5 cm)** for an average adult, while avoiding excessive chest compression depths (greater than 2.4 inches [6 cm]).
2. For the general public or bystanders who witness an adult suddenly Collapse: compression-only CPR, or **Hands-Only CPR**. Hands-Only CPR is CPR without mouth-to-mouth breaths. It is recommended for use by people who see a teen or adult suddenly collapse in an out-of-hospital setting (such as at home, at work, or in a park):
  1. Call 9-1-1 (or send someone to do that)
  2. Push hard and fast in the center of the chest

## 2 STEPS TO SAVE A LIFE



## Foreign Body Obstruction / Choking

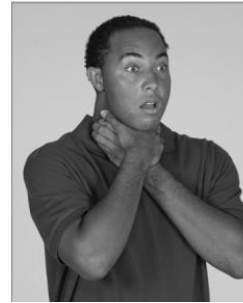
Choking is a common breathing emergency. It occurs when the person's airway is partially or completely blocked. If a conscious person is choking, his or her airway has been blocked by a foreign object, such as a piece of food or a small toy; by swelling in the mouth or throat; or by fluids, such as vomit or blood. With a partially blocked airway, the person usually can breathe with some trouble. A person with a partially blocked airway may be able to get enough air in and out of the lungs to cough or to make wheezing sounds. The person also may get enough air to speak. A person whose airway is completely blocked cannot cough, speak, cry or breathe at all.

Choking is a common cause of injury and death in children younger than 5 years. Because young children put nearly everything in their mouths, small, nonfood items, such as safety pins, small parts from toys and coins, often cause choking. However, food is responsible for most of the choking incidents in children.

### What to Look For

Signals of choking include:

- Coughing, either forcefully or weakly.
- Clutching the throat with one or both hands
- Inability to cough, speak, cry or breathe
- Making high-pitched noises while inhaling or noisy breathing.
- Panic.
- Bluish skin color.
- Losing consciousness if blockage is not removed.



A person whose airway is completely blocked cannot cough, speak, cry or breathe. Sometimes the person may cough weakly or make high-pitched noises. This tells you that the person is not getting enough air to stay alive. Act at once! If a bystander is available, have him or her call 9-1-1 or the local emergency number while you begin to give care.

### What to Do Until Help Arrives Caring for a Conscious Choking Adult or Child

If the choking person is coughing forcefully, let him or her try to cough up the object. A person who is getting enough air to cough or speak is getting enough air to breathe. Stay with the person and encourage him or her to continue coughing.

A conscious adult or child who has a completely blocked airway needs immediate care. Using more than one technique often is necessary to dislodge an object and clear a person's airway.



# CONSCIOUS CHOKING—ADULT

CANNOT COUGH, SPEAK OR BREATHE

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL PERSON,  
HAVE SOMEONE CALL 9-1-1 AND GET CONSENT.**

## 1 GIVE 5 BACK BLOWS

Bend the person forward at the waist and give **5** back blows between the shoulder blades with the heel of one hand.



## 2 GIVE 5 ABDOMINAL THRUSTS

- Place a fist with the thumb side against the middle of the person's abdomen, just above the navel.
- Cover your fist with your other hand.
- Give **5** quick, upward abdominal thrusts.



## 3 CONTINUE CARE

Continue sets of **5** back blows and **5** abdominal thrusts until the:

- Object is forced out.
- Person can cough forcefully or breathe.
- Person becomes unconscious.



## WHAT TO DO NEXT

- IF PERSON BECOMES UNCONSCIOUS—CALL 9-1-1, if not already done.
- Carefully lower the person to the ground and begin CPR, starting with compressions.

# CONSCIOUS CHOKING—CHILD

CANNOT COUGH, SPEAK OR BREATHE

**TIP:** Stand or kneel behind the child, depending on his or her size.

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL CHILD, HAVE SOMEONE CALL 9-1-1 AND GET CONSENT FROM THE PARENT OR GUARDIAN, IF PRESENT.**

## 1 GIVE 5 BACK BLOWS

Bend the child forward at the waist and give **5** back blows between the shoulder blades with the heel of one hand.



## 2 GIVE 5 ABDOMINAL THRUSTS

- Place a fist with the thumb side against the middle of the child's abdomen, just above the navel.
- Cover your fist with your other hand.
- Give **5** quick, upward abdominal thrusts.



## 3 CONTINUE CARE

Continue sets of **5** back blows and **5** abdominal thrusts until the:

- Object is forced out.
- Child can cough forcefully or breathe.
- Child becomes unconscious.



## WHAT TO DO NEXT

- IF CHILD BECOMES UNCONSCIOUS—CALL 9-1-1, if not already done.
- Carefully lower the child to the ground and begin CPR, starting with compressions.

# CONSCIOUS CHOKING—INFANT

CANNOT COUGH, CRY OR BREATHE

**AFTER CHECKING THE SCENE AND THE INJURED OR ILL INFANT, HAVE SOMEONE CALL 9-1-1 AND GET CONSENT FROM PARENT OR GUARDIAN, IF PRESENT.**

## 1 GIVE 5 BACK BLOWS

Give firm back blows with the heel of one hand between the infant's shoulder blades.



## 2 GIVE 5 CHEST THRUSTS

Place two or three fingers in the center of the infant's chest just below the nipple line and compress the breastbone about 1½ inches.

**TIP:** Support the head and neck securely when giving back blows and chest thrusts. Keep the head lower than the chest.



## 3 CONTINUE CARE

Continue sets of 5 back blows and 5 chest thrusts until the:

- Object is forced out.
- Infant can cough forcefully, cry or breathe.
- Infant becomes unconscious.

## WHAT TO DO NEXT

- IF INFANT BECOMES UNCONSCIOUS—CALL 9-1-1, if not already done.
- Carefully place the infant on a firm, flat surface, and begin CPR, starting with compressions.

# Seizures

When the normal functions of the brain are disrupted by injury, disease, fever, infection, metabolic disturbances or conditions causing a decreased oxygen level, a seizure may occur. The seizure is a result of abnormal electrical activity in the brain and causes temporary, involuntary changes in body movement, function, sensation, awareness or behavior.

Epilepsy is a chronic seizure condition. Almost 3 million Americans have some form of epilepsy. The seizures that occur with epilepsy usually can be controlled with medication. Still, some people with epilepsy who take seizure medication occasionally have seizures. Others who go a long time without a seizure may think that the condition has gone away and stop taking their medication, thus putting themselves at risk for another seizure.

## What to Look For

Signals of seizures include:

- A blank stare.
- A period of distorted sensation during which the person is unable to respond.
- Uncontrolled muscular contractions, called convulsions, which last several minutes. A person with epilepsy may experience something called an aura before the seizure occurs. An aura is an unusual sensation or feeling, such as a visual hallucination; strange sound, taste or smell; or an urgent need to get to safety. If the person recognizes the aura, he or she may have time to tell bystanders and sit down before the seizure occurs.

## Febrile Seizures

Young children and infants may be at risk for febrile seizures, which are seizures brought on by a rapid increase in body temperature. They are most common in children younger than 5 years. Febrile seizures often are caused by infections of the ear, throat or digestive system and are most likely to occur when a child or an infant experiences a rapid rise in temperature. A child or an infant experiencing a febrile seizure may experience some or all of the signals listed below.

Febrile seizures may have some or all of the following signals:

- |                                          |                              |
|------------------------------------------|------------------------------|
| • Sudden rise in body temperature        | • Drowsiness                 |
| • Change in consciousness                | • Crying out                 |
| • Rhythmic jerking of the head and limbs | • Becoming rigid             |
| • Loss of bladder or bowel control       | • Holding breath             |
| • Confusion                              | • Upward rolling of the eyes |

Although it may be frightening to see someone unexpectedly having a seizure, you should remember that most seizures last only for a few minutes and the person usually recovers without problems.

## When to Call 9-1-1

Call 9-1-1 or the local emergency number if:

- The seizure lasts more than 5 minutes.
- The person has multiple seizures with no signs of slowing down.
- The person appears to be injured or fails to regain consciousness after the seizure.
- The cause of the seizure is unknown.
- The person is pregnant.
- The person has diabetes.
- The person is a young child or an infant and experienced a febrile seizure brought on by a high fever.
- The seizure takes place in water.
- The person is elderly and could have suffered a stroke.
- This is the person's first seizure. If the person is known to have occasional seizures, you may not have to call 9-1-1 or the local emergency number. He or she usually will recover from a seizure in a few minutes.



**FIGURE 5-1** To care for a person who has fainted, place the person on his or her back lying flat and loosen any restrictive clothing, such as a tie or collar.

## What to Do Until Help Arrives

Although it may be frightening to watch, you can easily help to care for a person having a seizure. Remember that he or she cannot control the seizure. Do not try to stop the seizure. General principles of managing a seizure are to prevent injury, protect the person's airway and make sure that the airway is open after the seizure has ended. Do not hold or restrain the person. Do not put anything in the person's mouth or between the teeth. People having seizures rarely bite their tongues or cheeks with enough force to cause significant bleeding; however, some blood may be present. Make sure that the environment is as safe as possible to prevent injury to the person who is having a seizure. Remove any nearby furniture or other objects that may injure the person. Give care to a person who has had a seizure the same way you would for an unconscious person. When the seizure is over, make sure that the person's airway is open. Usually, the person will begin to breathe normally. If there is fluid in the person's mouth, such as saliva, blood or vomit, roll him or her on one side so that the fluid drains from the mouth. If the child or infant has a febrile seizure, it is important to immediately cool the body by giving a sponge bath with lukewarm water. The person may be drowsy and disoriented or unresponsive for a period of time. Check to see if he or she was injured during the seizure. Be comforting and reassuring. If the seizure occurred in public, the person may be embarrassed and self-conscious. Ask bystanders not to crowd around the person. He or she may be tired and want to rest. Stay on the scene with the person until he or she is fully conscious and aware of the surroundings. For more information on epilepsy, visit the Epilepsy Foundation at [epilepsyfoundation.org](http://epilepsyfoundation.org).









## Severe Allergic Reaction / Epi-Pen Administration

A potentially severe or life-threatening allergic reaction, or anaphylaxis, is an extreme response of the body's immune system to something it is very sensitive to. Common things that can initiate a severe reaction include bee stings, peanuts, latex, and penicillin.

*Anaphylaxis* can occur very quickly, within minutes, from exposure to an allergen. It can be triggered by an allergy to a particular food, biting or stinging insects, medication, latex or a variety of other allergies (CDC, 2018).

In the case of a potential anaphylaxis allergic reaction, you should be on the lookout for the following life-threatening symptoms include:

 <b>Mouth</b>	<ul style="list-style-type: none"> <li>Itching</li> <li>Swelling of lips and/or tongue</li> </ul>	 <b>Heart</b>	<ul style="list-style-type: none"> <li>Weak pulse</li> <li>Dizziness</li> <li>Passing Out</li> <li>Shock</li> </ul>
 <b>Lungs</b>	<ul style="list-style-type: none"> <li>Shortness of breath</li> <li>Coughing</li> <li>Wheezing</li> </ul>	 <b>Skin</b>	<ul style="list-style-type: none"> <li>Itching</li> <li>Hives</li> <li>Redness</li> <li>Swelling</li> </ul>
 <b>Throat</b>	<ul style="list-style-type: none"> <li>Itching</li> <li>Tightness/closure</li> <li>Coughing</li> </ul>	 <b>Stomach</b>	<ul style="list-style-type: none"> <li>Vomiting</li> <li>Nausea</li> <li>Diarrhea</li> <li>Cramps</li> </ul>

After carefully reviewing for symptoms, remove the Epi-Pen Auto Injector from the carrier tube and follow these steps:



- Hold firmly with orange tip pointing downward
- Remove blue safety cap by pulling straight up. Do not bend or twist.



- Swing and push orange tip firmly into mid-outer thigh until you hear a 'click'.
- Hold on thigh for several seconds.

**Call 911 IMMEDIATELY after administering Epi-Pen & wait for further instructions.**

# Student Allergy Form

Parents must complete one form for **each** child, at the start of **every** school year.  
Any changes to allergies must be submitted immediately via this form to the Front Office.

CHILD INFORMATION		
Last Name	First Name	Grade:

PARENT (S) / GUARDIAN (S)		
Last Name	First Name	Phone No.
Last Name	First Name	Phone No.

PHYSICIAN		
Physician's Name	Primary / Specialist (circle one)	Phone No.
Physician's Name	Primary / Specialist (circle one)	Phone No.

ALLERGY		
---------	--	--

1. Please indicate items your child has an allergy to:

___ Peanut / Peanut products	___ Fish / Shellfish	___ Wheat
___ Tree Nuts	___ Milk / Dairy	___ Other (specify):
___ Eggs	___ Soy Products	_____

2. What things trigger an allergic reaction in your child?

3. What things should be avoided due to the allergy?

4. What are the signs & symptoms of your child's allergic reaction? Be specific.

5. What treatment or medication does your child have in the event of an allergic reaction? (include doses). *Parental permission & authorization for medical treatment must be submitted by form to the front desk for any medication to be administered by our Staff.*

What are the procedures for responding if your child has an allergic r

Signature (Parent /Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Parent /Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

# Blood Borne Pathogens

This facility provides training for all employees who have occupational exposure to blood borne pathogens prior to once annually, and when there are changes in tasks or procedures that affect occupational exposure.

## What are blood borne pathogens?

According to the Occupational Safety & Health Administration (2018), Blood borne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needle sticks and other sharps-related injuries may expose workers to blood borne pathogens. Workers in many occupations, including first responders, housekeeping personnel in some industries, nurses and other healthcare personnel, all may be at risk for exposure to blood borne pathogens.

## Methods of Control

Universal precautions is an approach to infection control where one assumes all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, hepatitis B virus, hepatitis C virus, and other blood borne pathogens. All employees are required to use Universal Precautions when performing their duties. In addition, we use the following methods to control employee exposure:

## Personal protective equipment (PPE)

PPE will be supplied at no cost to the employee. Appropriate PPE must be used by employees when performing duties that might lead to exposure to blood or other potentially infectious materials. There will be an adequate supply of single-use non-porous protective gloves, plastic disposable bags, and mouthpieces for resuscitation (CPR). These PPE items are located in the Front Office.

“Spill kits”, intended for managing large spills, are optional and may include:

- |                              |                   |
|------------------------------|-------------------|
| disposable medical gloves    | disinfectant      |
| CPR barrier                  | Disposable towels |
| Red biohazard bags or labels |                   |

Spill kits are located in the Front Office.

All personal protective equipment (PPE) shall be removed immediately, or as soon as possible upon leaving the work area, and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

Sharps containers, when needed, will be supplied and maintained by the parents/guardians of the child requiring them and they will be located and handled in a manner consistent with WAC 296-823-1400. These containers must be easily accessible and as close as feasible to the immediate area where sharps are used. They must be out of reach of children at all times.

## Glove Use

Gloves are required for all employees when performing tasks where exposure to blood or other potentially infectious materials is reasonably anticipated to occur or when they handle or touch contaminated items or surfaces. After contact with body fluids, gloves, or personal protection equipment shall be removed and hands washed as soon as possible.

Gloves are encouraged, but not required, for diaper changes.

Gloves must be properly discarded and replaced if torn, punctured, contaminated, or otherwise damaged. Only reusable household rubber gloves, if they do not show signs of cracking, peeling, tearing, puncturing, or other deterioration may be decontaminated and reused.

## Hand Washing



Hand washing facilities are readily accessible to employees. Hand washing is the single most important means of preventing the spread of infection. Steps for proper and effective hand washing are:

- Get hands wet with warm water and apply liquid soap to hands.
- Lather hands thoroughly. It is the friction from rubbing hands together that removes potentially infectious organisms from the skin. A 15-second vigorous hand washing will adequately remove most pathogens.
- Rinse hands well under running water.
- Dry hands with a paper towel.
- Use the paper towel to turn off the water faucet.

When hand washing facilities are not available, hands shall be cleansed with an antiseptic 60-95% alcohol solution (isopropanol or ethanol) cleanser and washed with soap and water as soon as possible.

### **Personal Activities**

Certain personal activities are strictly prohibited in areas where there is a potential for exposure to blood or other infectious materials.

No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in areas where blood may be present. No food or drink shall be placed in areas where blood or other infectious material may be present (such as on countertops or on diaper changing tables).

### **Cleaning and Disinfection Procedures**

Cleaning and disinfecting procedures are based on location, type of surface, type of soil present, and activities being performed in the area. All staff are to wear gloves while cleaning spills of potentially infectious materials. The area must be made inaccessible to children and should be cleaned and disinfected immediately. Employees shall wash their hands after completing the task. If clothing becomes soiled by body fluids they should be removed and bagged in a manner that minimizes contact, and fresh clothes should be put on after washing the soiled skin and hands of everyone involved.

#### **Spills on Smooth Surface**

- Keep children away from the contaminated area until the area has been cleaned and disinfected.
- Wear protective gloves.
- Use paper towels to blot up as much of the spill as possible.
- Apply a solution of diluted household bleach (1:10 dilution) made by mixing a solution of 1 1/2 cup of household bleach with 1 gallon of water. Pour the bleach solution around and on the spill, do not spray. Allow at least a 2-minute contact time. Wipe up the area with paper towels.
- Double bag all soiled paper towels, first aid materials, and other contaminated disposable items in leak-proof, sealable, plastic bags.
- Dispose of contaminated items in the regular trash pick-up. Keep the trash covered and away from children and pets.
- NOTE: an EPA registered tuberculocidal or HIV/HBV effective product may be used instead of bleach solution.

#### **Spills on Carpets and Rugs**

- Keep children away from the contaminated area until the area has been cleaned and disinfected.
- Wear protective gloves.
- Use paper towels to blot up as much of the spill as possible.
- Spot clean with a detergent-disinfectant.
- Additional steam cleaning may be necessary to avoid discoloring the surface. When steam-cleaning carpets, sanitizing is accomplished with an industrial sanitizer, according to the manufacturer's instructions, until there is no visible soil. Allow to air-dry.
- Alternatively, a sanitizing absorbent powder can be applied to the carpet. Allow it to air-dry and then vacuum up the powder. Remove vacuum bag.
- Double bag all soiled paper towels, vacuum bags, first aid materials, and other contaminated disposable items in leak-proof, sealable, plastic bags.
- Dispose of contaminated items in the regular trash pick-up. Keep the trash covered and away from children and pets.

### **Laundry**

- Contaminated laundry will be handled as little as possible, with minimal agitation.
- Wear protective gloves.
- Employees are to place wet, contaminated laundry in a leak-proof labeled or color-coded container before transporting anywhere. Bloodstained laundry that will be sent home with a child will be double bagged and securely tied or sealed.
- If clothing becomes soiled with body fluids, protective gloves must be worn and the garments should be removed immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
- For in-house laundry stained with blood, first soak the item or wash separately in cold, soapy water to remove any blood from fabric. Use hot soapy water for the next washing cycle. If the item is bleachable, add ½ cup of household bleach to the wash cycle. Dry items in a hot clothes dryer.
- Employees may also choose to dispose of contaminated laundry by double-bagging the items using leak-proof, sealed, plastic bags and placing in the garbage.

#### **Mops and Other Equipment used to clean up body fluids**

- Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan, or tongs.
- Clean brooms, mops, dustpans, and other used equipment with detergent and rinse with water.
- Dip equipment into a fresh disinfecting solution. ( 1 ½ cups of bleach in 1 gallon of water)
- Wring mops out thoroughly.
- Hang items to air-dry in an area that is inaccessible to children.
- If reusable household rubber gloves were worn to complete the spill clean up, keep them on and clean and rinse them with soap and water, then treat them as a contaminated surface with the bleach solution. Remove, air-dry, and store these gloves away from food or food surfaces.

#### **Exposure Incident Procedures**

All exposure incidents shall be investigated and documented. All staff should do the following after initial first-aid is given:

##### **A. Presence of blood or potentially infectious materials**

In the event of an incident where blood or other potentially infectious materials are present, the employee must report to Administrative Director and complete an Exposure Report.

If PPE (i.e. gloves) are used and blood or potentially infectious materials are not touched, no exposure occurred. *Steps F and G should be completed.*

Intact skin is an effective barrier against blood borne pathogens. If blood or other potentially infectious materials was touched with intact skin, the contaminated intact skin should be immediately washed with soap and water. Generally, under this circumstance, no exposure occurred and *Steps E and F should be completed.* However, the supervisor can make a determination as to whether or not the incident constitutes an exposure incident and follow *Steps B through F.*

If gloves are *not* used and a true exposure incident occurred (blood or other potentially infectious materials gets inside the body by means such as blood touching broken skin such as skin with dermatitis hangnails, cuts, abrasions, chapping, chafing, open rashes, acne, or a puncture wound by a sharp object that has blood on it), immediately wash the affected area with soap and water. Then complete an incident report and *Steps B through F should be followed.*

If blood or other potentially infectious material contacts with the eyes, nose, or mouth, flush the area with clean water, saline, or sterile irrigants. Then complete an incident report and *Steps B through G should be followed.*

##### **B. Contact with broken skin or mucous membranes**

If it is determined that contact with blood or other potentially infectious materials, on broken skin (see above) or on their mucous membranes (in the eye, mouth or nose), has occurred, *immediate* medical evaluation and treatment will be provided by emergency medical services.

Our Administrative Director will see that the following elements are performed:

**Documentation** of the exposure situation including route of exposure and a description of how the exposure occurred.

**Identification** of the source individual (person whose blood or body fluid to which an employee was exposed).

**Suggestion** of the employee to seek medical attention, and any required follow-up.

Appropriate medical services must be available to employees during work hours,

#### **C. Information to medical provider**

- The Administrative Director will ensure that the medical provider is given the following information:
  - A description of the employee's job duties relevant to the exposure incident
  - Route and circumstances of the exposure
  - If possible, the results of the source antibody testing
  - Relevant employee medical records, including hepatitis B vaccination status

#### **D. Information from the medical provider**

- The medical provider will be requested to provide the facility with the following:
  - Whether hepatitis B vaccine is indicated and if employee has received the vaccine
  - A statement that the employee has been informed of the results of medical evaluation and whether or not there is any medical condition that may require further evaluation and treatment
  - All other findings or diagnosis shall remain confidential and shall not be included in the written report

#### **E. Documentation and evaluation of incident**

- The Emergency Response Team will document and review the circumstances of all exposure incidents to determine:
  - Description of the event
  - What work practices were being followed
  - What housekeeping practices were being followed
  - Personal protective equipment (PPE) used at the time of exposure incident
  - Location of incident

#### **F. Review of Exposure Control Plan**

- If it is determined that revisions need to be made, the Emergency Response Team will ensure that appropriate changes are made to this Exposure Control Plan.

## Exposure Report for Potential Christian Academy

Employee name:	Date:
Exposure type: <input type="checkbox"/> Blood <input type="checkbox"/> Other (describe	

Description of exposure event:

Description of the specific part(s) of your body exposed

Employee signature:	Date:
Director's signature:	Date:

## Staff Skills Inventory Form

The purpose of this form is to conduct an annual inventory of faculty and staff members who are certified or have emergency management skills experience that can assist in the case of specific emergencies.

### TEACHER / STAFF INFO

Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Bi/multilingual languages:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile or Cellular Phone which could be used in an emergency: ☐ Yes ☐ No

### EMERGENCY RESPONSE

Please check any of the following in which you have expertise or training:

☐ First-Aid

☐ Search & Rescue

☐ Emergency Management

☐ CPR

☐ Law Enforcement Source

☐ CISD (Critical Incident  
Stress Debriefing)

☐ EMT

☐ Firefighting

☐ Other (specify):

\_\_\_\_\_  
\_\_\_\_\_

# Parental Permission & Authorization for Medication / Treatment

(TO BE COMPLETED BY THE STUDENT'S PARENT / GUARDIAN)

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I grant the principal or his /her designee the permission to assist or perform the administration of each medication or treatment / procedure to or for my child during the school day including when he / she is away from school property for official school events.

**Note:**

- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- Only medications / treatments authorized by a physician may be administered by school personnel.
- It is your responsibility to notify the school when there is a change in medication / treatment regimen.

\_\_\_\_\_  
**Parent /Guardian Name (Printed)**

\_\_\_\_\_  
**Signature of Parent / Guardian**

\_\_\_\_\_  
**Home Phone Number**

\_\_\_\_\_  
**Work Phone Number (include ext.)**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Other phone numbers where you may reached (include cellular phone)**

**Allergies:** \_\_\_\_\_

**Diagnosis:** \_\_\_\_\_

**Treatments & Treatment Plan**

Medication	Dosage and Route	Frequency	Specific Times	Special Instructions- Side Effects

Are any of the above procedures required for emergency care? \_\_\_\_\_ YES \_\_\_\_\_ NO

If **"YES"** Specify: \_\_\_\_\_

List any procedures the student has been trained to perform: \_\_\_\_\_

List any limitations / precautionary measures that should be considered (physical education, outdoor activities, special devices / equipment): \_\_\_\_\_

List any emergency precautions / health emergencies that should be anticipated for this student (allergy triggers, diabetic reactions, etc.): \_\_\_\_\_

There are no extraordinary emergency medical services available at school. Since only CPR and first aid are available until 911 arrive, is this adequate for student survival?

\_\_\_\_\_ YES \_\_\_\_\_ NO, If **"NO"** Specify: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
**Physician's Name (Printed)**

\_\_\_\_\_  
**Physician's Telephone & Fax Numbers**

\_\_\_\_\_  
**Physician's Office Address**

\_\_\_\_\_  
**Date Completed**

\*\*\*\*\*

## After Drill / Training Report

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

In order to ensure continuous safe and accurate emergency drills and training. A drill / training report is required to be assessed by the Threat Assessment Team following every drill and training. All drill / training reports will be reviewed by this team at their monthly meetings.

### Type of Drill:

- ☐ Lockdown
- ☐ Fire
- ☐ Bomb Threat
- ☐ Active Shooter

- ☐ Inclement Weather
- ☐ Campus Evacuation
- ☐ Other: \_\_\_\_\_

All staff members were able to identify evacuation routes.

☐ Yes ☐ No ☐ N/A

All staff members were aware of protocol when emergency code designated.

☐ Yes ☐ No ☐ N/A

All staff members were aware of their role in directing students based on Drill / training scenario.

☐ Yes ☐ No ☐ N/A

All staff members were able to hear alarm and designate type of drill /training.

☐ Yes ☐ No ☐ N/A

All students and staff were able to evacuate.

☐ Yes ☐ No ☐ N/A

If No, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Lapse for total drill / training: \_\_\_\_\_

Please report any difficulties or problems:

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Date Reviewed by Threat Assessment Team: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_ Name & Title: \_\_\_\_\_



## **V. EMERGENCY RESOURCES**



Emergency	911
Non-Emergency Broward Sheriff's Office	(954) 764-4357
Non-Emergency BSO Fire Rescue	(954) 432-8905
Crime Stoppers	(954) 493-8477
FL Department of Highways (Troop L)	14190 State Road 84 Davie, FL 33325 (954) 837- 4000
Florida Department of Children & Families	(561) 837-5078

Florida Power and Light	(800) 468-8243
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A T & T (telephone company)	(954) 780-2800
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Office of Emergency Management :	
Broward County	<a href="http://www.broward.org/Hurricane/Documents/HurricanePreparednessGuide.pdf">http://www.broward.org/Hurricane/Documents/HurricanePreparednessGuide.pdf</a> (954) 831-3900
Miami-Dade County	(305) 468-5900

Local Hospitals:	
Memorial Hospital West	703 N. Flamingo Road Pembroke Pines, FL 33028 (954) 436-5000
Cleveland Clinic	3100 Weston Road Weston, FL 33331 (954) 689-5000
Memorial Hospital Miramar	1901 SW 172nd Avenue Miramar, FL 33029 (954) 538-5000
American Red Cross	600 NE 3rd Ave Fort Lauderdale, FL 33304 (954) 797-3800
Poison Control Center	(800) 222-1222

School Board of Broward County	600 SE 3rd Ave Fort Lauderdale, FL 33301 (754) 321-0000
Broward County Mass Transit	(954) 357-8400
Broward County Emergency Hurricane Hotline	(954) 831-4000

Local Area Schools:	
Franklin Academy Cooper City Campus	6301 S Flamingo Rd Cooper City, FL 33330 (954) 780-5533
Hawkes Bluff Elementary	5900 SW 160th Ave Davie, FL 33331 (754) 323-6100
Archbishop McCarthy	5451 S Flamingo Rd Southwest Ranches, FL (954) 434-8820
Master's Academy	13900 Griffin Rd Fort Lauderdale, FL 33330 (954) 434-2960
Pembroke Pines Charter School	12350 Sheridan Lane Hollywood, FL 33026 (954) 322-3300
Cooper City High School	9401 Stirling Rd Cooper City, FL 33328 (754) 323-0200
Parkway Christian School	1200 S Flamingo Rd Fort Lauderdale, FL 33325 (954) 424-6425
American Heritage School	12200 W Broward Blvd. Plantation, FL 33325 (954) 607-3366

Pine Crest School	1501 NE 62 <sup>nd</sup> Street Fort Lauderdale, FL 33334	(954) 492-4100
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Local Bus Companies:		
A1A Transportation	4749 Orange Drive Davie, FL 33314	(954) 584-5877
Maranata School Bus Service Corp.		(305) 264-8423
American Heritage School	12200 W Broward Blvd. Plantation, FL 33325	(954) 607-3366
Pine Crest School	1501 NE 62 <sup>nd</sup> Street Fort Lauderdale, FL 33334	(954) 492-4100

Mental Health / Counseling:		(305) 591-4444
Sheridan House Ministries	1700 S Flamingo Rd, Davie, FL 33325	(954) 583-1552
Center for Mental Health Services	<a href="https://www.samhsa.gov/">https://www.samhsa.gov/</a>	(305) 264-8423
National Association of School Psychologists	<a href="https://www.nasponline.org/">https://www.nasponline.org/</a>	(301) 657 -0270

Additional Emergency Management Resources:		
U.S. Secret Service, National Threat Assessment Center	<a href="https://www.secretservice.gov/protection/ntac/">https://www.secretservice.gov/protection/ntac/</a>	(202) 406-5708
U.S. Department of Education, Safe and Drug-Free Schools Program	<a href="http://www.ed.gov/offices/OESE/SDFS">http://www.ed.gov/offices/OESE/SDFS</a>	(202) 453-6777
U.S. Department of Education, Readiness and Emergency Management for Schools, Technical Assistance Center	<a href="http://rem.sde.gov">http://rem.sde.gov</a>	(855) 781-7367
CDC – Division of Violence Prevention	<a href="http://www.cdc.gov/ncipc/dvp/dvp.htm">www.cdc.gov/ncipc/dvp/dvp.htm</a>	(800) 232-4636
Run, Hide, Fight (Ready Houston)	<a href="https://www.youtube.com/watch?v=5VcSweJUD0">https://www.youtube.com/watch?v=5VcSweJUD0</a>	
Early Warning, Timely Response: A Guide to Safe Schools	<a href="https://www2.ed.gov/about/offices/list/osep/gtss.html">https://www2.ed.gov/about/offices/list/osep/gtss.html</a>	
Surviving an Active Shooter (Houston PD)	<a href="http://www.houstontx.gov/police/pdfs/brochures/english/Active_Shooter_Brochure_Main_Practice_2013.pdf">http://www.houstontx.gov/police/pdfs/brochures/english/Active_Shooter_Brochure_Main_Practice_2013.pdf</a>	
Guide for Developing High-Quality School Emergency Operations Plans	<a href="https://www.fbi.gov/file-repository/rem-k-12-guide-508.pdf/view">https://www.fbi.gov/file-repository/rem-k-12-guide-508.pdf/view</a>	
Colorado School Safety Resource Center	<a href="https://www.colorado.gov/cssrc">https://www.colorado.gov/cssrc</a>	

Additional Emergency Medical Response Resources:		
CDC – Division of Adolescent & School Health (DASH)	<a href="https://www.cdc.gov/nchhstp/eis/DASH.html">https://www.cdc.gov/nchhstp/eis/DASH.html</a>	1 (800) 232-4636
Stop the Bleed: Save a Life What Everyone Should Know to Stop Bleeding After an Injury	<a href="https://www.bleedingcontrol.org/~media/bleedingcontrol/files/stop%20the%20bleed%20booklet.ashx">https://www.bleedingcontrol.org/~media/bleedingcontrol/files/stop%20the%20bleed%20booklet.ashx</a>	(312) 202-5790

(American College of Surgeons / The Committee on Trauma)		
CPR & First Aid: Emergency Cardiovascular Care (American Heart Association)	<a href="https://cpr.heart.org/AHA/ECC/CPR/AboutCPR/FirstAid/WhatIsCPR/UCM_499896_What-is-CPR.jsp">https://cpr.heart.org/AHA/ECC/CPR/AboutCPR/FirstAid/WhatIsCPR/UCM_499896_What-is-CPR.jsp</a>	1 (877) 242-4277
Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs (CDC – Division of Adolescent & School Health (DASH))	<a href="https://www.cdc.gov/healthyyouth/foodallergies/pdf/Food_Allergy_Guidelines_FAQs.pdf">https://www.cdc.gov/healthyyouth/foodallergies/pdf/Food_Allergy_Guidelines_FAQs.pdf</a>	1 (800) 232-4636