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**Emergency Preparedness Plan**

**Purpose of the Plan**

The purpose of the Five Stars Academy (FSA) Emergency Operation Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Five Stars Academy 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 FSA has established guidelines and procedures to respond to incidents/hazards in an effective way.

**Definitions**

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The Director shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

**Building Information**

A list of evacuation routes, shelter locations, fire extinguishers, first aid kits, and utility shutoffs is posted in each classroom. All staff members are required to know these locations as well as how to operate the utility shutoffs.

**Severe Storm/Lightning/Power Outages**

Five Stars Academy its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm.

**Earthquake**

There are several earthquakes throughout the year in Panama.

**Fire**

Fire hazards are the most prevalent types of hazard, specifically during the dry season.

**Intruder/Lock Down**

A hostile intruder incident has never occurred at FSA.

**Preparedness, Prevention, and Mitigation Overview**

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. FSA fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. FSA is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

**Planning Assumptions**

Stating the planning assumptions allows FSA to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

* A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
* A single site incident (e.g., fire, heavy rain) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
* Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
* There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
* Outside assistance from local fire, law enforcement, and emergency managers may be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
* Proper prevention and mitigation actions, such as creating a positive school environment and conducting inspections, will prevent or reduce incident- related losses.
* Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school’s readiness to respond to incidents.
* A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

**Limitations**

It is the policy of FSA that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, FSA can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

**Train and Implement**

* Train and exercise the plan. All staff and students are expected to participate in

training and exercising the plan’s procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

* Implementation of the Incident Command System. In a major emergency or disaster, FSA may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System will be used to manage all incidents and major planned events.
* The Director at FSA will be delegated the authority to direct all incident activities within the school’s jurisdiction. The Director will establish an incident command post (ICP) and provide an assessment of the situation to the teachers and other employees, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If the Director is not present at the onset of the incident, the most qualified individual will assume command until relieved by the Director.

**Initial Response**

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from emergency responders where appropriate.

The Director or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans. The Director or designee will assign an Incident Commander based who is most qualified for that type of incident.

The Director is not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve based on their expertise and training and the needs of the incident.

**Director**

The Director may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the Director still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Director to focus on policy-level activities and interfacing with other agencies and parents.

**Incident Commander**

The Incident Commander responsibilities include:

* Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
* Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
* Determine whether to implement incident management protocols (e.g., Evacuation, Shelter in Place, Lockdown, etc.)
* Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
* Work with emergency services personnel.
* Keep the teachers and other officials informed of the situation.

**Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

* Supervise students under their charge.
* Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
* Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
* Give appropriate action command during an incident.
* Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
* Report missing students to the Incident Commander or designee.
* Execute assignments as directed by the Incident Commander.
* Obtain first aid services for injured students the school administrator or person trained in first aid. Arrange for first aid for those unable to be moved.
* Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

**Office Administrator**

* Survey and report building damage to the Incident Commander
* Control main shutoff valves for water and electricity and ensure that no hazard results from broken or downed lines.
* Provide damage control as needed.
* Assist in the conservation, use, and disbursement of supplies and equipment.
* Keep Incident Commander or designee informed of condition of school.
* Answer phones and assist in receiving and providing consistent information to callers.
* Provide for the safety of essential school records and documents.
* Execute assignments as directed by the Incident Commander.
* Monitor radio emergency broadcasts.
* Assist with health incidents as needed, acting as messengers, etc.

**Parents/Guardians**

Responsibilities include:

* Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
* Participate in volunteer service projects for promoting school incident preparedness.
* Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
* Practice incident management preparedness in the home to reinforce school training and ensure family safety.
* Understanding their roles during a school emergency.

**Communications**

Internal Communications

* Communication Between Staff/Faculty Members: Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:
	+ WhatsApp FSA Teachers Group: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the Director, who contacts teachers and administration.
	+ Morning Faculty Meeting: As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.

External Communications

Communication With Parent:

* Inform parents about the school’s Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at Back–to-School Night.
* Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
* Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
* **In the event of an incident,** FSA will:
	+ Disseminate information via text messages and emails to inform parents about exactly what is known to have happened.
	+ Implement the plan to manage phone calls and parents who arrive at school.
	+ Describe how the school and school district are handling the situation.
	+ Inform parents and students when and where school will resume.

**Communication Tools**

Some common internal and external communication tools that FSA may use include the following:

* Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site.
* Bullhorns and megaphones: A battery-powered bullhorn is part of the school’s emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
* Computers: A wireless laptop computer may be used for communication both within the school and to other sites.
* Alarm systems: Whistles and bells are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

**Injury that requires external medical care**

If any person is injured the following actions should be taken:

* For a minor injury, there is a first aid kit in Main Office or in the Director’s room.
* In the event of a more serious injury, contact the Director immediately. Do not leave the person unattended.
* Assess the situation
* If needed the student will be transported to San Fernando Clinic.
* Parents will be contacted by the Office and will meet the Director or appointed driver at the clinic.
* Once parents arrive to San Fernando Clinic they will take over.

**Severe Storm/Lightning/Power Outages**

FSA and its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems, falling limbs, and loss of utilities, but can vary with the intensity of the storm.

In the event of extreme weather conditions or a power outage:

* All students should return or remain in the classroom, without running, as quickly as possible.
* Unplug all electronics – laptops, Ipads, TVs, etc.
* Turn off all lights, in case of lightning, if the power remains on.
* Teachers should use the WhatsApp FSA Teachers Group account for further information.

**Earthquake**

There are several earthquakes throughout the year in Panama.

* Students and teachers must learn and know to DUCK AND COVER until ordered to evacuate. If inside a classroom, duck under a desk. If outside, move to the assigned area (hydroponic gardens or open field in the neighbor’s yard)
* Teacher checks that all children are accounted for, administers first aid, and awaits administrative direction.
* Buildings are checked to see that all people are out and that there are no obvious gas or electrical malfunctions
* Teachers should use the WhatsApp FSA Teachers Group account for further information.

**Fire**

Fire hazards are the most prevalent types of hazard, specifically during the dry season, and off campus. At the sound of three short whistles:

* Teachers should take their roll book in hand.
* Teachers should lead students outside to the assigned gathering point. If that is not possible, students should move to the neighboring side yards.
* Students should not bring anything with them. The room lights should be turned off and the door closed when the last student is out of the room. Students should walk in single line with no talking.
* Any student who is not in the classroom must proceed outside to the front of the school to the assigned gathering point. If that is not possible, students should walk to the neighboring side yards and join their class.
* When the class reaches its assigned gathering point, the teacher takes attendance. If a student is missing, the teacher should notify the Director immediately so that the student can be located.
* Teachers and students stand quietly in line until word is given from the Director.

**Intruder/Lock Down**

A hostile intruder incident has never occurred at FSA. FSA will keep doors secure and use cameras and staff to monitor entryways. In the event of an intruder, FSA will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and faculty/staff. Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

School Notification: At the sound of a short whistle, followed by a long whistle.

Director:

* Determine what procedures should be activated depending on the location and nature of the intruder.
* Consult with local law enforcement and emergency management agencies and monitor the situation.
* If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
* Keep subject in view until police or law enforcement arrives.
* Activate communications plan.
* Do not allow staff and students to enter or leave the building until proper authorities have determined that it is safe to do so.
* Give the “all clear” signal after the threat has passed.
* Determine whether school will be closed or remain open.
* Document all actions taken.

Staff Actions

* Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
* Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
* Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass. Turn off all lights
* Seat students along wall away from doors and windows.
* Put your cellphone in silence and send “Lock Down” WhatsApp message to FSA School Group.
* Take an accurate count of students. Message to FSA School Group if a student is missing.
* Remain inside rooms until the “all clear” instruction is announced.