



**6790 SW 56 Street
Miami, FL 33155
305-662-2863**

PERMIT NUMBER: 99121-00301

EMERGENCY ACTION PLAN

**EDWIN COLLADO
ADMINISTRATOR**

DATE: JANUARY 10, 2024

Emergency Preparedness Plan

Mr. Edwin Collado, Headmaster - Incident Commander

Responsible for directing all of the school's emergency response actions. Implements response and emergency plans. Assigns positions as needed.

Dr. Jorge Guerra, School Principal - Operations Palmetto Christian School

Ms. Theresa Collado, Preschool Director - Operations Palmetto Preschool

Manages the direct responses activities and assigns staff responsibilities as needed. Includes but not limited to search and rescue, first aid, child care, child release and security.

Ms. Isabella Velazquez, Step Forward Academy Director - Planning

Ms. Shanon Renouf, Middle School Teacher - Planning

Maintains documentation during the incident and evaluates the event. Maintains communication and documentation.

Faculty and Staff Requirements:

- Know and understand their role and responsibilities during an emergency situation.
- Participate in emergency preparedness training and drills.
- Assume responsibility for taking emergency supply packs with them in the event of an evacuation.
- Know locations of the main shut-off valve for water, main utility box for electricity and main gas valve.
- Know location of fire alarms throughout the building and how to activate the alarm.

Maintenance Personnel:

- Conduct periodic safety inspections of the facility according to policy.
- Identify shut-off valves and switches for gas, water and electricity.
- Shut off the ventilating system in an emergency, as applicable (during chemical/toxin release incidents).
- Practice lock down procedures.

Parents/Guardians:

- Become familiar with the disaster plan and procedures, their responsibilities/role and the directions they need to follow.
- Provide the school with emergency phone numbers and information regarding emergency situations.
- Develop a family preparedness plan that includes:
 - Alternate contact person(s) who can pick up their child in the event they cannot leave their workplace during an emergency.
 - Keeping a current picture of the child with them (e.g. on their cell phone) that can assist with reunification.
 - Teaching their child to know their full name, their address and contact information.

Emergency Plan

Policy:

One of the most devastating events that can occur at the facility is a fire. Although the visible fire is most certainly dangerous, it is often less serious than the gasses and fumes released from burning materials. The staff's primary concern in the event of a fire alarm is to assure the safety of the residents, visitors and staff. The buildings are equipped with fire alarms, and various types of fire extinguishing equipment. Although every person should be instructed in the use of fire extinguishing equipment, at no time should they endanger their lives or others' lives by attempting to extinguish the fire.

In addition to fires, the safety of children and staff remains the highest priority in regards to internal emergencies. Lockdowns are designed to secure life and safety in the event of an emergency situation outside the classrooms.

Safety Procedures

Shelter-in-Place Procedures

Shelter-in-place involves keeping children and staff in place inside the building and securing the school for the immediate emergency. Examples of such situations include tornados, community violence or a hazardous material spill.

- Bring children inside and remain away from windows and vents.
- Close and lock all windows and doors.
- If applicable, shut off the building's air handling system, gas, electric, water and other utilities.
- Conduct a roll call to ensure everyone is present and accounted for in the area.
- Contact the emergency commander or designee to inform him/her of the situation, and report the list of attendees and staff who are present.
- Listen for announcements from officials and continue to shelter-in-place until told it is safe.

Lock-Down (Code Red)

Lock down procedures will be used in situations that may result in harm to persons inside the school, such as active shooter, hostage incident, intruder, trespassing, disturbance, or at the discretion of the director, designee or public safety personnel.

- The director or designee will notify local emergency services (e.g. 911) and initiate the lock-down procedure by announcing it over the designated system (TMS). The alert may be made using the following code words:
 - CODE RED - Full Lockdown
 - CODE ORANGE - Evacuation

- CODE YELLOW - Take Shelter
- CODE BLACK - Bomb Threat
- CODE GREEN - All Clear
- Children are kept in classrooms or other designated safe area locations, out of view and away from danger. Do not allow **anyone** to leave or enter the room during a lockdown.
- Staff members shall put their cell phones on silent mode.
- Staff members are responsible for ensuring that all children are present and accounted for and that no one leaves the classroom or designated safe area locations.
- Staff and children remain in the classroom or designated area, ensuring the doors are locked, lights turned off and covering the windows. Encourage students to remain out of sight (e.g. get under desks, behind cabinets) until “all clear” is announced.
- Administrative personnel will secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- During the lockdown, there may be an opportunity to evacuate some of the children.
 - The director or designee will notify the classroom to evacuate and specify the route to take out of the building and the designated area for assembly outside.
 - Staff and children must remain calm, quiet and move swiftly.

Evacuation (Code Orange)

Evacuation involves moving children and staff out of the building that is affected by the emergency and locating them to a safer area.

In the event of a fire, extreme weather, school emergency, bomb threat, or any other situation that results in the school needing to evacuate, all staff should adhere to the following:

- The Director or designee will call local emergency services (e.g. 911) and indicate the need for assistance.
- Evacuate all children and staff to the designated safe area (playground). If the playground is determined not to be a safe area, the alternate location is the gas station on the corner of Miller and 67th Avenue.
- Everyone should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if determined to be unsafe.
- Confirm attendance by conducting a roll call to ensure all children are accounted for. If anyone is not accounted for, you must notify the Director or designee providing the name of the individual missing and the location last seen.
- Children with special needs will be assisted by staff members who have been trained in their role to evacuate children with special needs.
- Once you have arrived at the staging area, a second roll call shall be conducted to ensure that everyone has exited the building safely.
- No person should return into the facility until it is deemed safe by the proper authorities.

Fire (Code Orange)

In case of a fire, follow the RACE acronym:

R = Rescue (Evacuate the area immediately)

A = Alarm (pull fire alarm and contact local emergency services (911))

C = Contain (Close doors and windows to contain the fire)

E = Extinguish (Evaluate the situation to determine if staff should attempt to extinguish the fire)

Evaluating the situation, consider the location, size and nature of the fire. If the fire is small, non-electrical and contained, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received the proper training on how to extinguish a fire. Staff shall not attempt to fight the fire if there is imminent threat to their safety.

Life safety is the first priority. No matter how small or large the fire is, an evacuation should occur and local emergency services (911) should be contacted.

Severe Thunderstorms (Code Yellow)

- Outdoor activities are canceled and quick access to safe areas and shelter as soon as possible.
- Director or designee will monitor conditions as best and safely as possible.
- Tornado watch or warning - take measures above and call emergency services (911) to report the sighting.
 - Turn off all utilities
 - Move children to a designated safe location (sanctuary).

Bomb Threat (Code Black)

- If the school receives a bomb threat, all personnel shall evacuate the premises as explained above.
- Turn off all cell phones, walkie-talkies and radios immediately since electrical or radio signals may trigger explosive devices.
- Leave all lights, fans, A/C units, etc. as they are.

All Clear (Code Green)

- Once it is determined that there is no longer a threat of any kind, a code green will be issued allowing regular activities to resume.
- Only the Director or designated personnel may issue a code Green.

24HR EMERGENCY CONTACT INFORMATION

OWNER INFORMATION

NAME: EDWIN COLLADO

ADDRESS: 6790 SW 56 STREET, MIAMI FLORIDA 33155

WORK/CELL PHONE: 305-662-2863 / 786-325-8665

EMAIL ADDRESS: EDWINC@REDEEMERCHURCHMIAMI.ORG

ADMINISTRATOR INFORMATION

NAME: DR. JORGE GUERRA

ADDRESS: 6790 SW 56 STREET, MIAMI FLORIDA 33155

WORK/CELL PHONE: 305-662-2863 / 954-275-7470

EMAIL ADDRESS: JGUERRA@PALMETTOCHRISTIAN.COM

IMPORTANT PHONE NUMBERS

POLICE AND FIRE DEPARTMENTS: CALL 911

- Police non-emergency: 311 or 305-595-6263
- Fire non-emergency: 786-331-5000

AMERICAN RED CROSS:

- 305-644-1200
- 866-Get-info
- After hours: 305-643-1401

HURRICANE PREPAREDNESS:

- Office of Emergency Management: 305-468-5400
- Customer Service (prior to the storm): 305-780-2355
- Hurricane HotLine: 305-468-5900
- Emergency Information: 800-342-3557
- Price Gouging: 800-646-0444

ANIMAL CONTROL:

- Hotline: 305-885-0787
- Info: 305-884-1104

POISON CONTROL: 800-222-1222 www.micromedex.com

WATER/SEWER COMPANY - 24 HOURS: 305-274-9272

AGENCY FOR HEALTH CARE ADMINISTRATION: 305-499-2165

FPL: 305-442-8770

AMR AMBULANCE: 305-718-6444

MDFR FIRE WATCH, FIRE PREVENTION DIVISION: 786-331-4800

DEPARTMENT OF CHILDREN AND FAMILIES: 305-337-5068

ENVIRONMENTAL SERVICES: 305-372-6789