

OUR LADY OF THE HOLY ROSARY – ST. RICHARD CATHOLIC CHURCH

OFFICE FOR CATECHESIS
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Safety Plan

FIRE DRILL PROCEDURES

Our Lady of the Holy Rosary – St. Richard Catholic Church office of Catechesis complies with state and local fire safety regulations. Fire drills are to be held twice in a Catechetical year (September – June). All students, Catechists, Aides, staff, volunteers and visitors are required to leave the building during a fire drill. A record of all drills is kept on file in the DRE's office.

Evacuation plans are displayed in every classroom.

MONTHLY REVIEW OF FIRE DRILL DIRECTIONS:

It is suggested that each Catechist/Aides review fire drill and evacuation plans with the students on a regular basis. It is important that students know how to act and where to go in the event of a real emergency.

WHEN THE ALARM RINGS:

1. All Catechists, Aides and students stop their work, and quietly head for the classroom exits. Each class should move to their assigned exit door in an orderly manner.
Students should not take any belongings with them.
2. Catechists, and or Aides, should bring their attendance materials along with them as they monitor students evacuating the building. Classroom doors should be closed, but not locked. Windows need not be closed.
3. After their class arrives at the assigned areas, Catechists, and/or Aides should take attendance to the DRE.
4. When all students, Catechists, and or Aides, and staff are accounted for, the DRE will inform the Catechists, and/or Aides that all is clear to return to their assigned rooms.

WHEN ALL IS CLEAR:

- As soon the all is clear signal is given, Catechists, and/or Aides, may return to the classroom with their students.

LOCKDOWN

1. If possible, Teachers with classrooms adjacent to restrooms should immediately alert students in the restroom to come into their room.
2. All Teachers/Aids will immediately lock both classroom doors and if necessary, close hurricane shutters.
3. Students should be seated on the floor and away from windows/doors.
4. Teachers/Aids that have allowed (a) student(s) to use the restroom or have sent student(s) out of the class should alert the office via email. If email is not available, use the PA System.
5. Teachers/Aids should alert the office via email if/when they have kept a student not assigned to the classroom in their room. If email is not available, use the PA System.
6. No student, under any circumstance will be allowed to leave the classroom until the "all clear" is given.

Communication PROCEDURE "A"

1. If the Public address system is operational, the Director or Administrator in charge will announce the "LOCKDOWN."
2. If the PA System is not available, cellular phones will be used to contact Teacher/Office.

Communication PROCEDURE "B"

1. If the main office is not usable, the designated command area will be in the Youth Center.
2. From this location assignees will contact the authorities and the following Teachers/Aids via cell phones.

EMERGENCY SITUATION #1
INTRUDER ON CAMPUS

Action Plan:

Immediately report any suspicious activity or person that _____MORE.

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6. No student, under any circumstance will be allowed to leave the classroom until the "all clear" is given

EMERGENCY SITUATION #2
ARMED PERSON / HOSTAGE SITUATION

Action Plan:

1. Immediately report violent behavior or possession of a weapon to the main office via phone, public address system of another teacher/student.
2. The DRE or designee announces a "Lockdown."
3. If possible, Teachers with classrooms adjacent to restrooms should immediately alert students in the restroom to come into their room.
4. All Teachers/Aids will immediately lock both classroom doors and if necessary, close hurricane shutters.
5. Students should be seated on the floor and away from windows/doors.

6. Teachers/Aids that have allowed (a) student(s) to use the restroom or have sent student(s) out of the class should alert the office via email. If email is not available, use the PA System.
7. Teachers/Aids should alert the office via email if/when they have kept a student not assigned to the classroom in their room. If email is not available, use the PA System.
8. No student, under any circumstance will be allowed to leave the classroom until the “all clear” is given.
9. The DRE or designee will immediately contact public safety officials and the Archdiocese of Miami-Department of Schools.
10. Maintain direct eye contact with the disruptive.
11. And if Student.
 - a. Avoid embarrassing the student in front of the class.

EMERGENCY SITUATION #3 **BOMB THREAT**

Action Plan:

1. The DRE or designee will make an announcement, and/or may decide to give an evacuation signal such as the fire drill alarm.
2. In the event an evacuation is announced, and as Teachers/Aids are leaving the classrooms, Teachers/Aids should quickly survey their immediate surroundings for any items that appear suspicious.
3. The DRE or designee will immediately contact public safety officials and inform the Archdiocese of Miami – Department of Schools.
4. Teachers/Aids will bring an attendance list to account for each student.
5. Students will be instructed to stand in two straight lines in alphabetical order by class/section in the appropriate Fire Evacuation Areas.