

# ADVANTAGE ACADEMY

## EMERGENCY RESPONSE PLAN (Multi-Hazard Operations)

### OVERVIEW

The School's Emergency Response Plan (ERP) is designed to ensure that the School can manage emergency situations efficiently and effectively. The plan was developed and is aligned with local, regional, state and federal plans, and includes recommendations and guidance from the Texas School Safety Center, Texas Division of Emergency Management, Texas Education Agency, Federal Emergency Management Agency and U.S. Department of Education. The School's ERP is directed by various Gubernatorial Executive Orders, Homeland Security Presidential Directives, CPG 101 and the National Incident Management System.

The ERP guides the School in managing potential and real emergency incidents and situations. As a strategic plan, the ERP includes capabilities needed for **prevention, mitigation, preparedness, responsiveness** and **recovery** efforts. The plan addresses emergency processes for developing and maintaining readiness for a whole-community approach both pre- and post-incident and for identifying and meeting training needs based upon expectations created within the plan. The ERP summarizes the School's intended responses for emergency incidents and/or situations to the greatest extent possible. The ERP has adapted, integrated and supports local and regional emergency management procedures.

### PURPOSE

The purpose of the school's Emergency Response Plan (ERP) is to educate and inform the school community members on what to do before, during and after an incident by outlining the responsibilities and duties of ERP personnel, school administrators, staff and students in conjunction with other key participants and responding agencies. The development, maintenance and execution of the plan is intended to empower students and staff to act quickly and knowledgeably to an emergency situation. This plan has been customized to meet the specific and unique needs, capabilities and circumstances found throughout Advantage Academy.

The plan provides parents and the community with awareness and assurances that the School has established emergency guidelines and the means to respond to incidents or hazards in an effective and efficient way. The plan includes processes for evaluating emergency drills and exercises and for correcting identified deficiencies. Advantage Academy's School Safety and Security Committee will review and update the plan and supporting documents in a way that is consistent with the Texas Unified School Safety and Security Standards. Revisions will enhance the school's ability to support all phases of emergency management and homeland security mission areas.

### GOAL

The goal of the Emergency Response Plan is to identify school-centered emergency management practices, relationships, responsibilities and general strategic considerations. To provide guidance for departments, campuses and school personnel, in able to conduct emergency services using established emergency management practices, procedures and processes in order to sustain the educational mission of the School.

### SCOPE

The Emergency Response Plan is applicable to all school sites-campuses, administration and support facilities and operates within the framework of Advantage Academy's Board of Directors and governing body policies. It ensures that specific concerns of population segments, including individuals with disabilities and those with access and functional needs are addressed.

This Plan provides a standardized format consistent with that of local and state standards and with the requirements of Chapters 37 and 38 of the Texas Education Code.

At all times, a safe and secure learning environment remains a priority for the school and its stakeholders. To the extent possible, The Emergency Response Plan (Multi-Hazard Operations) encompasses the basic emergency plan, annexes and appendices; specific hazard vulnerabilities; expectations of staff; roles and responsibilities; authority as defined by local, State and Federal government mandates; and training and sustainability.

### LIMITATIONS

Advantage Academy is not an emergency response organization and therefore depends upon local emergency first responders for life, safety and protection, including the services of law enforcement, fire, emergency medical and public health. It is the policy of Advantage Academy that no guarantee is implied by the Emergency Response Plan, school administrators or an ERP Team member for an exact decision, action or management of an incident. As personnel and resources may be overwhelmed, the school will endeavor to make every reasonable effort to respond and manage emergency situations with the resources, capabilities and information available at the time.

### RESPONSE PROTOCOLS

Advantage Academy has adopted "The Standard Response Protocol Toolkit" as a general guide in incorporating standard emergency responses as it relates to operating the schools Emergency Response Plan. The implementation of standard response protocols ensures coordination with state and/or local emergency services.

Advantage Academy shall follow detailed emergency response protocols in the event of an emergency. The response protocols provide step by step instruction in a concise format designated to manage situations and are meant to guide the stabilization of and recovery from an emergency situation.

Nothing in the response protocols is construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered in the ERP plan or changing and unpredictable situations. The response protocols support the School's intent to respond to emergency situations in an effective and timely manner. The response protocols include **Hold, Evacuate, Shelter, Secure (Lockout)** and **Lockdown** and are intended to:

- Protect Human Life;
- Provide Basic Medical Care;
- Preserve Health and Safety;
- Protect School Assets;
- Restore Campus Operations; and
- Maintain Educational Services and Programs.

If a Response Protocol is activated as part of an Emergency Response Plan or directed by local emergency personnel, the campus will remain under that Protocol as directed until the Campus Principal (Team Command), Assistant Principal (Team Wellness Leader), or the Student Discipline Administrator (Team Leader 1) declares an "ALL CLEAR."

### DISTRICT READINESS LEVELS

Readiness Levels reflect district efforts to ensure that personnel and resources are in place to provide for the safety and well-being of students, staff and visitors. Many emergencies follow a recognizable build-up period during which actions can be taken to gradually increase Readiness. When an emergency incident occurs or severity escalates, readiness levels will increase to "alert posture" and emergency activities may occur in rapid succession. Readiness Levels warrant efficient, concise and consistent emergency responses. Other emergency actions may be required as part of the school's Standard Operating Procedures.

The ERP Coordinator is responsible for determining appropriate readiness levels based on current conditions effecting the district and campuses.

**Level IV: Normal Conditions (Campus operations are unaffected)**

ERP Team Members ensure individual and staff readiness and remain alert.

**Level III: Increased Readiness (Campus operations are affected slightly)**

Situation presents a greater potential impact to the campus but poses no immediate impact • Campus ERP Team is activated and the situation is continuously monitored.

**Level II: High Readiness (Campus operations experience some level of disruption)**

Situation presents a significant potential and probability of disrupting operations including the educational process • Campus safety and security is threatened • Campus ERP Team is activated on high alert • This condition requires some degree of warning to students, staff and visitors.

**Level I: Maximum Readiness (Large-scale disruption of campus operations will occur)**

The district's emergency operations center (EOC) is activated. District personnel and outside agencies are required to support campus operations • This condition requires warning to students, staff and the community.

**EMERGENCY DRILLS**

Drills are a first and important step in keeping schools safe and secure, they are filled with teachable moments and they are as important to schools as reading, writing and arithmetic.

Drills are a set of tools that campus administrators use to ensure that ERP plans and procedures are tailored to the unique needs of students and staff and to the hazards to which the campus or facility is exposed. Drills are only as valuable as the willingness of campus administrators to seek feedback from key participants and to improve responses and response times from lessons learned. Lesson learned from drills will be shared - not only with the campus and its stakeholders, but also with District Administration.

While drills are an important part of school safety and security, they are not a one-stop solution to preparedness. Lessons learned from drills will be used to update plans and procedures. They will be incorporated as part of the School's larger preparedness process including tabletop and functional exercises designed to improve coordination, clarify roles and responsibilities, improve individual performance and manage expectations.

**PLAN PERSONNEL**

Emergency Response Teams, Emergency Support Team and School Officials shall conduct all local School based *Prevention, Mitigation, Preparedness, Responsiveness* and *Recovery* efforts. ERP personnel include the following responsibilities:

**EMERGENCY RESPONSE TEAM (PER CAMPUS):**

Team Command - **Emergency**

Team Command Assistant - **Emergency**

Team Wellness Leader - **Personnel**

Team Wellness Leader Assistant - **Personnel**

Team Leader 1 - **Emergency**

Team Leader 2 - **Emergency**

Campus Floor Monitors - **Emergency** and **Personnel**

Campus Nurse/Aide - **Personnel**

Campus Maintenance - **Emergency**

**EMERGENCY SUPPORT TEAM (DISTRICT):**

District ERP Coordinator-*Emergency Readiness & Facilities*

Public Relations/Communication Director-*Emergency Communications*

IT Officer-*Emergency Communication Facilitation*  
District Nurse-*Emergency Medical & Related Services*

Additionally, each teacher and staff member is provided an ERP Folder which includes: Responsibilities, Campus Readiness Levels, Medical Emergencies, Emergency Contact Flow Chart and Local Emergency Services phone numbers. Teachers and staff are expected to familiarize themselves with emergency plans, procedures, established evacuation routes and emergency locations. Teachers and staff must be prepared to (1) assess situations quickly but thoroughly, (2) use the provided ERP folder, (3) remain calm, (4) keep students safe and accounted for, and (5) use common sense in determining a course of action.

### SCHOOL SAFETY AND SECURITY COMMITTEE

Superintendent/CEO, Angela McDonald  
Board Representative, Heidi Dollar  
Board Representative, Kristina Blake  
Emergency Management, Jennifer Moreno (contact only)  
Law Enforcement-Grand Prairie, Kendrick Dixon  
Fire Department-Grand Prairie, Adam Elizarraras  
Law Enforcement-Waxahachie, James Taylor  
Private Security, Johnathan Mallios  
Teacher Advisor, Mary Williams  
Parent Advisor, Sherree Van  
Parent Advisor, Asia Cooper  
Safety Director, J.K. McDonald  
District ERP Coordinator, Josue Ramos  
District Nurse, Tammy Bailey  
PP Director, Taylor Karrh  
IT Officer, Augusto Daan

Advantage Academy's Emergency Response Plan, procedures and effectiveness are continually evaluated, improved, updated and refined as the school continues to strengthen its capabilities to respond to emergency incidents and situations.

### CAMPUS EMERGENCY CONTACTS

Dallas Campus - *Phone #: 214.276.5814*  
Grand Prairie West Campus - *Phone #: 214.276.2127*  
Grand Prairie East Campus - *Phone #: 469.857.7824*  
Waxahachie Campus - *Phone #: 972.937.2108*  
Central Office & Resource Center (Administration) - *Phone #: 214.276.5838*