

5200 -- TCCA Emergency Policies

A. Fire Drill Procedures

Pursuant to s. 1006.07(4), F.S., the organization shall maintain an evacuation plan to be used in the case of fire or other emergency situations. This plan will be reviewed annually by the organization's administrators for effectiveness. All students and staff members will be made aware of the plan, and maps highlighting the escape routes will be posted in all school rooms. Fire drills will be conducted at least once per month. Drills will be held at various times throughout the day and will test various types of fire emergencies. Documentation of the drills will be maintained by the organization for review.

B. Tornado Drill Procedures

Pursuant to s. 1006.07(4), F.S., the organization will maintain an emergency plan for use during tornado and inclement weather. This plan will be reviewed annually. All staff and students will be made aware of this plan. The plan will be practiced at least twice per year as is required by Florida law. Documentation of the drills will be maintained by the organization for review.

C. Hurricane Closures

Pursuant to s. 1006.07(4), F.S., the organization will follow the same emergency closures as the authorizing school district. Parents should monitor local news outlets during inclement weather. If the public schools are closed, the organization will also be closed.

D. Intruder/Lock Down Procedures

Pursuant to s. 1006.07(4), F.S., the organization will maintain an emergency Intruder/Lock Down Procedure to handle active assailant situations. This plan will be reviewed annually for effectiveness and to ensure compliance by school personnel. All staff and students will be made aware of the procedures. The procedures will be practiced at least as often as fire drills are practiced, and documentation of such will be maintained by the organization for review. The emergency procedures described within this policy are confidential documents which pursuant to Florida State Statute 1006.07(4) is not subject to open record laws.

E. Threat Assessment Policies

Pursuant to s. 1006.07(7), F.S., the academy shall develop procedures for behavioral threat assessments using the instrument adopted by the Office of Safe Schools (OSS). OSS adopted the Comprehensive School Threat Assessment Guidelines (CSTAG) as the statewide model for conducting threat assessments in school. The academy shall develop procedures for the coordination of resources and assessment of and intervention with individuals whose behavior may pose a threat to the safety of staff or students. The school operations manager shall establish a Threat Assessment Team whose duties include the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Office of Safe Schools.

1. Pursuant to s. 1006.07(7)(a), F.S., a Threat Assessment Team shall include persons with expertise in counseling, instruction, school administration, and law enforcement or a school resources officer (SRO) or school-based law enforcement officer. The Threat Assessment Team shall identify members of the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.
2. Pursuant to s. 1006.07(7)(b), F.S., upon a preliminary determination that a student poses a threat of violence or physical harm to himself or herself or others, the Threat Assessment Team shall immediately report its determination to the principal and school operations manager. The principal or school operations manager shall immediately attempt to notify the student's parent(s) or legal guardian. Nothing in this subsection shall preclude school district personnel from acting immediately to address an imminent threat.
3. Pursuant to s. 1006.07(7)(c), F.S., upon a preliminary determination by the Threat Assessment Team that a student poses a threat of violence to himself or herself or others or exhibits significantly disruptive behavior or need for assistance, the Threat Assessment Team may obtain criminal history record information, as provided in s. [985.047](#). A member of a Threat Assessment Team may not disclose any criminal history record information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the Threat Assessment Team.
4. Pursuant to s. 1006.07(7)(d), F.S., the academy acknowledges that all state and local agencies and programs that provide services to students experiencing, or at risk of, an emotional disturbance or mental illness must work together to serve

such students. All state and local agencies and programs that provide services to such students may share with each other records or information that are confidential or exempt from disclosure under chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

5. Pursuant to s. 1006.07(7)(e), F.S., local behavioral crisis resources shall be engaged when an immediate mental health or substance abuse crisis is suspected:
 - School personnel shall follow procedures established by the Threat Assessment Team to engage behavioral health crisis resources.
 - Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention, shall provide emergency intervention and assessment, make recommendations and refer the student for appropriate services.
 - Onsite school personnel shall report all such situations and actions taken to the Threat Assessment Team, which must contact other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions.
 - Upon the student's transfer to a different school, the Threat Assessment Team shall verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.
6. Pursuant to s. 1006.07(7)(f), F.S., the Threat Assessment Team shall report quantitative data on its activities to the Office of Safe Schools in accordance with guidance from the office and shall utilize the threat assessment database developed pursuant to s. 1001.212(13), F.S.
7. Pursuant to s. 1006.13(2)(a), F.S., the Florida's [School Environmental Safety Incident Reporting](#) (SESIR) criteria will be used for reporting to a law enforcement agency and this covers any act that poses a threat to school safety that occurs whenever or wherever students are within the jurisdiction of the school board.
8. Pursuant to s. 1006.13(2)(b), F.S., the following acts pose a threat to school safety and shall be reported to law enforcement:
 - Alcohol (ALC)
 - Arson (ARS)
 - Battery - Aggravated/Felony (BAT)
 - Breaking and Entering/Burglary (BRK)
 - Disruption on Campus-Major (DOC)
 - Drug Sale/Distribution Excluding Alcohol (DRD)
 - Drug Use/Possession Excluding Alcohol (DRU)

- Hazing (HAZ)
 - Homicide (HOM)
 - Kidnapping (KID)
 - Physical Attack (PHA)
 - Robbery (ROB)
 - Larceny/Theft (STL)
 - Sexual Assault (SXA)
 - Sexual Battery (SXB)
 - Sexual Offenses (Other) (SXO)
 - Threat/Intimidation (TRE)
 - Trespassing (TRS)
 - Vandalism (VAN)
 - Weapons Possession (WPO)
 - Other Major (OMC)
9. Pursuant to s. 1006.13(2)(c), F.S., the following are petty acts of misconduct which are not a threat to school safety and do not require law enforcement consultation:
- Bullying (BUL)
 - Fighting (FIT)
 - Harassment (HAR)
 - Sexual Harassment (SXH)
 - Tobacco - Nicotine (TBC)
10. Pursuant to s. 1006.13(2)(e), F.S., the academy shall establish a procedure that provides each student with the opportunity for a review of the disciplinary action imposed. s. 1006.07, F.S.
11. Pursuant to s. 1006.13(2)(f), F.S., the Threat Assessment Team shall consult with law enforcement when a student exhibits a pattern of behavior, based on previous acts or the severity of the act, which would pose a threat to school safety.
12. Pursuant to s. 1006.07(6)(a), F.S., the academy shall develop procedures to implement agreements with their local sheriff's office and/or police department regarding reporting specified actions or behavior to law enforcement. The agreement must:
- Specify guidelines for ensuring that acts that pose a threat to school safety, whether committed by a student or an adult, are reported to a law enforcement agency; and
 - Include the role of school resource officers, if applicable, in handling reported incidents and require school personnel to consult with school

resource officers concerning appropriate delinquent acts and crimes.
s. 1006.13(4), F.S.

13. Pursuant to s. 1012.584(4), F.S., the academy shall develop procedures that identify mental health services available in the district, and the procedure for referrals to those mental health services.
14. Pursuant to s. 1012.584(4), F.S., the school operations manager shall notify all school personnel who have received training pursuant to this s. 1012.584, F.S., of mental health services that are available in the school district, and the individual to contact if a student needs services. The term "mental health services" includes, but is not limited to, community mental health services, health care providers, and services provided under ss. 1006.04 and 1011.62(16), F.S.

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