

Crossover Preparatory Academy



Emergency Management Plan & Safety Policies and Procedures

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Emergency Lockdown Procedures

Short version:

- “Lockdown drill” announced (via intercom and/or Slack)
- Retrieve any student from hallway
- Lock all classroom doors
- Notify office (918) 986-7499 or Principal via #paging channel on Slack if any students are not present and accounted for.
- After the “All Clear” announcement, unlock classroom doors

Long version:

In the event that a situation occurs requiring a lockdown of the school building, the following procedure will occur over intercom and/or via Slack: “Lockdown”

As soon as the situation has been assessed as one where danger may affect the school building from the outside or inside (possible intruder inside/outside of the building, unaccounted-for student, or some other threat), the announcement above will be made over the intercom/radios.

This announcement will alert the classroom teachers to:

1. Make sure all students are in the classroom (retrieve any students from the hallway);
2. Make sure all doors to your classroom are locked – remember, some rooms must be key-locked;
3. If a student has left the classroom (to run an errand for the teacher, First Aid, etc.), the first teacher to see this student should invite him to your classroom (notify Principal via #paging channel on Slack of his whereabouts)

Tornado Procedures

1. General Information

- a. Tornado Watch--indicates that within a period of several hours, a tornado may strike at any time.
- b. Tornado Warning--indicates that a tornado is likely to strike in the designated area immediately or within the next hour.
- c. When a "Tornado Warning" has been issued for the Tulsa area, the Administration will make an announcement on the intercom.
- d. Notification of a tornado emergency will be announced to the entire building.
- e. An administrator will give the all-clear signal.

2. Teacher Responsibilities

- a. Prepare for all drills as if they were a real emergency.
- b. Help students remain calm and orderly.
- c. Instruct students as to the proper position to take in the refuge area. The position should be to sit on the floor cross-legged or on knees, covering the face with folded arms.
- d. Doors should be closed when leaving the classroom.
- e. Upon being informed, the teacher should lead the class single file to the refuge area.
- f. Students should remain quiet and in the proper position when they get to their area.

3. Refuge Areas:

- a. All students, faculty and staff will go to the storm shelter hallway between the gym and the weight room.
- b. Avoid glass doors and windows.

Earthquake Procedures

1. During an Earthquake

- a. In the event of an earthquake, “Drop, Cover and Hold” - DROP to the floor; take COVER under a sturdy table or other piece of furniture. If there isn’t a table or desk near you, seek cover against an interior wall and protect your head and neck with your arms. HOLD ON until the shaking stops.
- b. Stay away from glass or bookshelves, mirrors or other items that could fall.
- c. If outside: stand in an open area away from underpasses and overpasses, buildings, trees, telephone, and electrical lines.

2. After an earthquake

- a. Check for injuries and provide first aid if necessary.
- b. Do a safety check: check for gas, water, downed power lines and shortages. Turn off appropriate utilities, if you shut off the main gas valve do not turn it back on yourself. Wait for the gas company to check for leaks and make repairs.
- c. Turn on the radio and listen for instructions on safety or recovery actions.
- d. Be cautious when opening cabinets.
- e. Stay away from damaged areas.
- f. Be prepared for aftershocks.

Fire Procedures

1. Fire Drills

- a. During a fire drill, students should form a single file line and walk out of the building via the nearest exit, remaining at voice level zero.
- b. Once in the parking lot, classes should remain in single file lines behind their teachers until administrators have verified with teachers that all students are accounted for.

2. Evacuation Locations

- a. Students shall congregate in the parking lot due north of Crossover Health Services (Boys' School) and/or due north of Greater Union Baptist Church (Girls' School)
- b. If the school grounds need to be evacuated completely due to a fire or other emergency, staff and students should re-locate in an orderly fashion to 36th St. N. Event Center.

Sudden Cardiac Arrest, Serious Illness, and Injury Emergency Policy

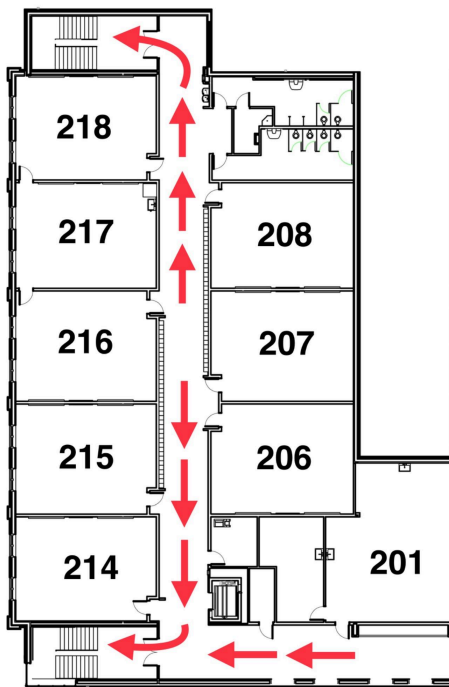
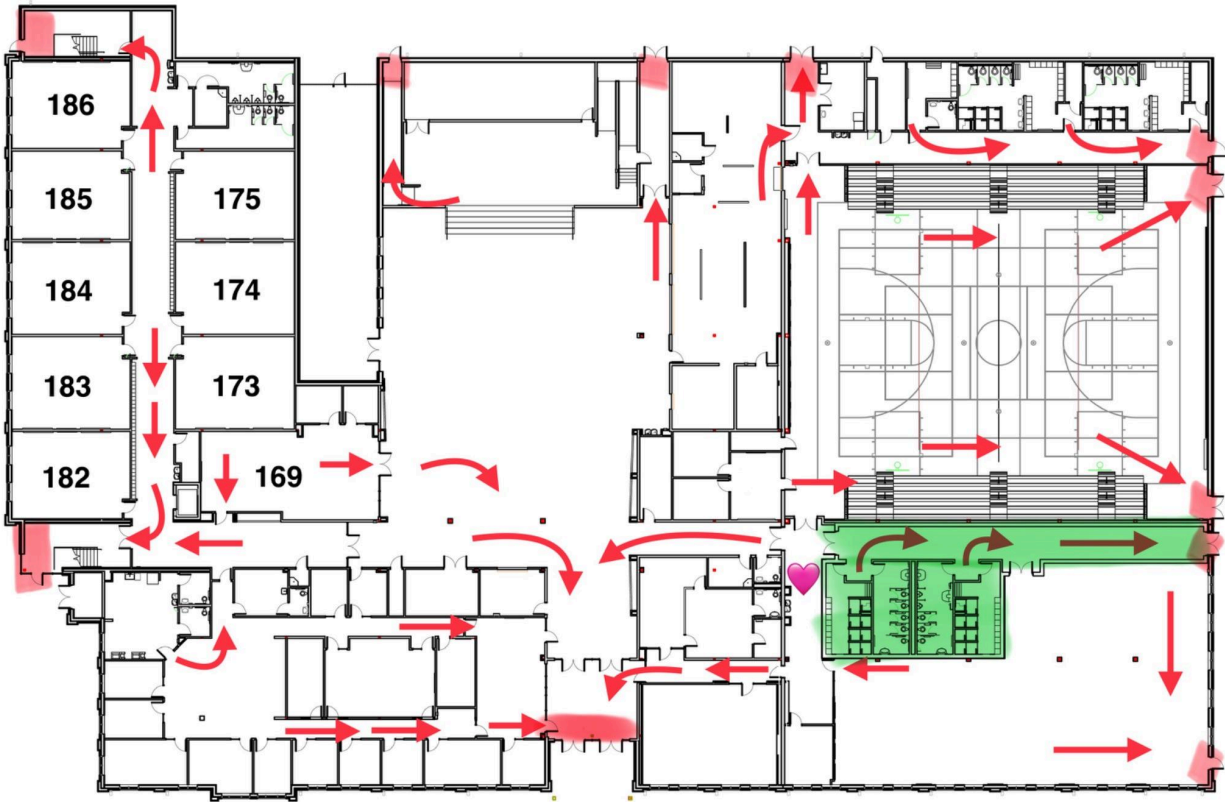
All school administrators are required to complete certification training for First Aid/CPR/AED and maintain a current certification during their period of employment at Crossover Prep. Additionally, all athletic coaches and trainers are required to complete annual Sudden Cardiac Arrest (SCA) training. All administrators, coaches, and athletic trainers are members of the sudden cardiac response team. AED is located in the hallway outside the gym.

If a student is injured in a manner that requires more than minor first aid or if illness symptoms are severe in nature (chest pains, difficulty breathing, unconsciousness, etc.), the Main Office, in consultation with any available administrator, will call 911 to obtain professional emergency services. If no administrator or nurse is available, any persons on scene judging that the injury or illness is severe or life threatening, or just insufficiently assessable for seriousness, should call for 911 assistance in consideration of applying and abundance of caution for safety. If an injury or serious illness arises during a practice or sports event, determination to call for emergency support lies in the purview of the administrator and/or the appropriate coach. The parents/guardians will be notified immediately. At all times the safety and well-being of the child will take first priority.

Individuals providing care shall not be liable for damages as a result of any acts or omissions except for committing gross negligence or willful or wanton wrongs in rendering the emergency care.

Title 76. Torts Section 5 Responsibility for - Negligence - Good Samaritan Act.

1010 E 36th St N - Evacuation and Shelter Maps



Communicable Diseases & Immunization

In order to prevent the outbreak and spread of communicable diseases, Crossover Preparatory Academy requires students to be vaccinated according to the State of Oklahoma's immunizations schedule (see link 1 below). Students may not attend school at Crossover Prep if they are not up to date on their vaccines, including the 7th Grade TDAP booster.

Parents who have requested an exemption from immunization must provide appropriate documentation to Crossover Prep before time of enrollment (see link 2 below).

Additionally, parents of newly enrolling students should be aware of the risks and symptoms of meningococcal meningitis and Type 1 diabetes. More information is available at links 3 and 4 below.

1. <https://oklahoma.gov/content/dam/ok/en/health/health2/aem-documents/prevention-and-preparedness/immunizations/GuideToImmRequirements-English%2023-24.pdf>
2. <https://oklahoma.gov/content/dam/ok/en/health/health2/aem-documents/prevention-and-preparedness/immunizations/updated%20certificate-of-exemption%20English.pdf>
3. <https://oklahoma.gov/content/dam/ok/en/health/health2/documents/meningococcal-2008-final.pdf>
4. <https://sde.ok.gov/sites/default/files/understandingtype1diabetes%20%281%29.pdf>

Administration of Medication & Diabetes Management

Students should not carry medication with them throughout the day, including over-the-counter (OTC) medication such as Tylenol. At time of enrollment, parents will be asked to authorize which OTC medications the main office may dispense to students for minor aches and pains.

Students who take prescription medications, either regularly or as needed, should turn their medications into the office to be dispensed under the supervision of qualified school staff. This includes diabetes medication such as Glucagon, inhalers, and ADD/ADHD medication.

Students who are found to be in possession of unauthorized substances, including medication, are subject to two days of In-School Suspension in addition to parental notification and confiscation of the substances in question,.