

2019-2020

Gotha Middle School

Safe School Plan



Note: This document is confidential and exempt from public disclosure pursuant to Sections 119.071(3) and 281.301, Florida Statutes.

Safe School Plan Introduction

It is a goal of Orange County Public Schools (OCPS) to provide a safe learning and working environment for students and staff. In support of that goal, the safe school planning process enables school administrators to identify and compile pertinent information in a readily accessible format for use during an emergency, regardless of the hazard. Information contained within this Safe School Plan is specific to **Gotha Middle School** for the 2019-2020 school year.

The Safe School Plan template was created by Safety and Emergency Management, with input from internal stakeholders including school administrators. The Safe School Plan includes the following sections:

Section 1–Safe School Planning

Section 2–School Emergency Response Team

Administrative Handling Instructions

The information contained within this Safe School Plan is For Official Use Only (FOUO), and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in a secure manner.

Plan Submission

Each section of the Safe School Plan should be filled out in its entirety by the school administrator(s) and submitted by email upon completion. The Safe School Plan should be reviewed by the assigned School Resource Officer (SRO) and the Executive Area Director (EAD). Each school administrator must be provided a copy of the Safe School Plan so it is readily accessible in the event of an emergency. Additional copies of the Safe School Plan are to be placed in the school emergency evacuation kits as a resource during emergencies. The assigned Emergency Preparedness Administrator (EPA) from Safety and Emergency Management will review each plan before final approval.

The 2019-2020 Safe School Plan must be submitted by September 27, 2019.

Questions regarding the Safe School Plan may be directed to:

Safety and Emergency Management

Safety&EmergencyManagement@ocps.net

407-317-3468

Section 1 - Safe School Planning

1.1 SCHOOL BASIC INFORMATION			
School Name:	Gotha Middle School		
Street Address:	9155 Gotha Road		
City & Zip Code:	Windermere, 34786		
School Phone #:	407 521-2360		
Principal Name:	Monica Emery		
Learning Community:	West		
Schedule:	1st Bell: 9:28 AM	Lunch: 11:00 AM	Dismissal: 3:57 PM
Wednesday Schedule:	1st Bell:9:28 AM	Lunch: 10:50 AM	Dismissal:2:54 PM

1.2 SCHOOL POPULATION	
Staff Population:	135
ESE Student Population:	260
ESE Special Considerations:	10 Wheelchairs
Total Student Population:	1228
Number of Buses:	ESE:8 Standard:15

1.3 LOCAL FIRST RESPONDER INFORMATION	
Police Dept. Jurisdiction:	Orange County Sheriff's Department
Police Dept. Phone:	407 254-7000
SRO(s) Assigned to School:	Deputy Luna
Fire Dept. Jurisdiction:	Orange County Fire Department
Fire Dept. Phone:	407 836-9000

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1.4 EVACUATION PLANNING

Per School Board Policy EBC, school administrators must develop emergency evacuation plans to cover all hazards. These plans are to be used to familiarize the occupants of the campus with all means of exiting and appropriate cover areas or safe zones. Special emergency exits that are not generally used during normal occupancy of the building shall be carefully detailed and outlined. Safe destinations for both fire emergencies and severe weather should also be indicated.

1.5 ON-SITE EVACUATION LOCATION (*Primary*)

Identify visible, on-site locations a safe distance away from the building or hazard.

On-Scene Command Post:	West side of the School Track
Student Evacuation Site:	East side of school track
Family Reunification Site:	Northwest corner of Track
Medical Staging Site:	Southeast corner of track
Bus Staging Site:	Back Gate on Morton Jones Road

1.6 ON-SITE EVACUATION LOCATION (*Alternate*)

Identify visible, on-site locations a safe distance away from the building or hazard.

On-Scene Command Post:	
Student Evacuation Site:	
Family Reunification Site:	
Medical Staging Site:	
Bus Staging Site:	

Attach an aerial image, screen capture, or diagram of your school with the evacuation locations specified in tables 1.4 and 1.5 marked in the box below. Follow [these directions](#) to attach a file to a PDF form

Attachments:

Tip - Aerial images on all schools can be found on the [OCPS GIS Warehouse of Maps](#).

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1.7 OFF-SITE EVACUATION LOCATION

Identify a nearby off-site location that can be used if an immediate, short-term evacuation of the campus is necessary. Indicate if you have received approval to use that facility during an emergency situation. Any evacuations requiring the use of buses for transportation must be coordinate with Safety and Emergency Management.

Facility Name: Olympia High School

Transport Method: Walk / Buses if available

On-Scene Command Post: OHS Main Office

Student Evacuation Site: OHS Auditorium

Family Reunification Site: OHS Cafeteria

Medical Staging Site: OHS Gymnasium

Bus Staging Site: OHS Bus Loop

Use of Facility Approved? Yes

Point of Contact: AP

Name: Dr. Ava Green

Number:407 905-6400

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Section 2 - School Emergency Response Team(SERT)

2.1 ON-SCENE COMMAND LIAISON

The On-Scene Command Liaison serves as the school incident commander until first responders arrive. This individual activates and briefs the SERT and communicates needs to first responders throughout the incident. The Primary or Alternate On-Scene Command Liaison will report to Law Enforcement's Incident Command Post and must be able to make decisions on behalf of the school. He or she must be prepared to stay at the incident command post to assist.

Primary:	Name: Monica Emery	Number: 407 5212360
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Alternate:	Name: Michael Gladden	Number: 407 5212360
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2.2 PERIMETER CONTACT TEAM LEADER

The Perimeter Contact Team Leader is responsible for securing campus gates and entrances as well as directing emergency responders to the incident.

Primary:	Name: Denise Calio	Number: 407 5212360
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Alternate:	Name: Angela Nealy	Number: 407 5212360
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2.3 SEARCH TEAM LEADER

The Search Team Leader is responsible for assisting emergency responders with keys, campus maps, and searching of the facility if requested. This individual should be familiar with the layout of building, rooms, and potential hiding places.

Primary:	Name: Michael Gladden	Number: 407 5212360
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Alternate:	Name: Wendy Setzer	Number: 407 5212360
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2.4 STUDENT EVACUATION TEAM LEADER

The Student Evacuation Team Leader coordinates the evacuation of students, supervises the evacuation site, ensures the student roster is accurate, and accounts for absent or tardy students and staff.

Primary:	Name: Kimberly Hayes	Number: 407 5212360
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Alternate:	Name: Laura Fogarty	Number: 407 5212360
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Tip - School staff members should not hold more than one primary and/or alternate position. This ensures there is no ambiguity regarding who is responsible for major tasks and reduces duplication of efforts while enhancing collaboration.

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2.5 PARENT RECEPTION TEAM LEADER

The Parent Reception Team Leader coordinates the reunification of children with parents or legal guardians.

Primary:	Name: Katrina Bellamy	Number: 407 5212360
Alternate:	Name: Marjorie McGinley	Number: 407 5212360

2.6 TRANSPORTATION CONTACT TEAM LEADER

The Transportation Contact Team Leader coordinates with the transportation area manager to relocate students to designated off-campus evacuation sites.

Primary:	Name: Angela Nealy	Number: 407 5212360
Alternate:	Name: Richard Taylor	Number: 407 5212360

2.7 FIRST AID COORDINATOR (SCHOOL NURSE)

The First Aid Coordinator provides basic life support and coordinates the care of children with special needs by first responders.

Primary:	Name: Kendra Rodriguez	Number: 407 5212360
Alternate:	Name: Cindy Jones	Number: 407 5212360

2.8 CRISIS INTERVENTION SPECIALIST TEAM LEADER

The Crisis Intervention Specialist Team Leader assembles the school crisis response team and requests district psychological resources as needed.

Primary:	Name: Christina Soper	Number: 407 5212360
Alternate:	Name: Adam Bailey	Number: 407 5212360

2.9 MEDIA RECEPTION TEAM LEADER

The Media Reception Team Leader ensures the media are directed to the appropriate off campus location and coordinates with the Communications Division regarding the release of information.

Primary:	Name: Rebecca Brown	Number: 407 5212360
Alternate:	Name: Holly Golden	Number: 407 5212360

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3.1 Emergency Preparedness Checklist

Please verify your school has completed the following preparedness tasks:

- X Medical kit present and fully stocked
- X Evacuation kits (2x) present and fully stocked
- X Bleeding control kits present and serviceable
- X AED(s) present and serviceable
- X NOAA weather radio serviceable and monitored
- X SRP posters displayed in all classrooms
- X Classroom emergency posters present and up-to-date
- X Emergency procedure manuals present, up-to-date, and prominently displayed
- X Evacuation routes posted
- X Areas of refuge identified
- X Severe weather shelter areas identified
- X Weather Sentry application accessible and monitored
- X MyEOP application available to staff

Attachments:

Tip - Follow [these directions](#) to attach a file to a PDF form.

- This is the end of the Safe School Plan –

Please ensure that all sections have been filled out in their entirety. Save your plan, then submit it by email to Safety&EmergencyMangement@ocps.net. Once the plan has been submitted, the assigned Emergency Preparedness Administrator (EPA) from Safety and Emergency Management will review the plan and, if necessary, provide corrective feedback.

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