


## MEMORANDUM

Aug 24, 2009  
MT 018.09  
MT.305 636-6147

**TO:** All Center Directors and Staff Chairpersons  
Educational Alternative Outreach Program

**FROM:** Miguel Torres, Principal   
Educational Alternative Outreach Program

### **SUBJECT: REPORTING CRITICAL INCIDENTS**

This office is responsible for reporting critical incidents for all Outreach Alternative Education Programs in a **timely** manner to Mr. Freddie Woodson, Associate Superintendent ACCESS Operations. Subsequently, it is reported to School Board Members, the Superintendent of Schools, the Superintendent's Cabinet members and District Assistant Superintendent.

In order to carry out the responsibility of incident report notification in the most efficient and timely manner, all Outreach sites are to adhere to the following procedures:

1. When an incident occurs, it is the work location chairperson/designee, site assistant principal and director's responsibility to secure the necessary emergency assistance, then if appropriate, to report the incident to the school police. **Immediately following the aforementioned calls, the work site director and chairperson or designee is responsible for calling the Alternative Outreach principal and the assigned assistant principal. It is unacceptable to report the incident one or two days later. It is imperative that the M-DCPS chairperson or designee and administrator follow these procedures explicitly.** The attached form (FM- 5963 Rev. 05-03) is to be used in reporting the incident. The description of the incident should be brief; however, it should provide enough information to identify what occurred. If an arrest has taken place, the charges and case number should be reported. The site assistant principal should be listed as the school contact.
2. Incidents to be reported will include, but are not limited to: those that require a police or fire rescue response, and/or any other type of investigative agency response; an arrest of student or staff member; hospitalization of student or staff member; incidents that are newsworthy; serious disturbances involving students off campus; sexual-related incidents; possible sighting of sexually predators, major fires; bomb threats; missing persons; major incidents that threaten the safety of students, staff and/or the facility; and car and/or bus accidents. If in doubt, report the incident.

3. Critical Incident Reports should be faxed to the Educational Alternative Outreach Program where it will be transmitted to the appropriate district personnel. It is important that the individuals completing the incident form report the incident as accurately as possible and complete all pertinent information on the form. Should information change after the report has been faxed, the school staff is responsible for reporting the updated information as soon as it is discovered to the Outreach office. One example of this would be a missing person who has been located.

Should you need additional information or clarification regarding the reporting of incidents, you may contact me at 305-636-6147 or Dr. Barbara Van Leer at 305-636-6151.

**APPENDIX R**  
**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**CRITICAL INCIDENT RESPONSE PLAN (CIRP)**  
**TEACHER'S RESPONSIBILITIES**

Schools continue to be among the safest environments for our youth; however, potentially dangerous and tragic events have occurred on school campuses and within surrounding communities. Being prepared to address immediate threatening situations is key in preventing injuries to students and staff. Please ensure that students are afforded the opportunity to seek post incident counseling services.

“Critical Incident Response Plan: Teacher Responsibilities” was produced to assist instructional staff in responding effectively and expediently to critical incidents or situations that may impact the well-being of Miami-Dade County Public Schools (M-DCPS) students, faculty and staff. This document will provide teachers guidance in responding to events that may potentially impact student safety and security.

**BOMB THREAT**

- ❖ Notify an administrator of the threats.
- ❖ Do NOT touch, prod, or move any suspicious object or package.
- ❖ Follow orders for personal safety as directed by the administrator or designee in charge and emergency response personnel.
- ❖ Do NOT use cell phone, hand radio or public address system.
- ❖ If directed by the Administrator or designee in charge, calmly request your students to leave the classroom in an orderly manner and follow you to a temporary site of safety that is supervised by M-DCPS personnel.
- ❖ Be sure to take your grade book with you.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

**EVACUATION OF STUDENTS/STAFF FROM BUILDING**

- ❖ Implement immediate evacuation of students upon notification to evacuate.
- ❖ Designate someone to hold the main exit door open until all persons in the class have evacuated. Continue this procedure until the classroom is clear.
- ❖ Take the class list or grade book with you.
- ❖ Check classrooms thoroughly (restrooms, closets, etc). Determine that all students have cleared the rooms.
- ❖ Supervise students enroute to designated assembly point.
- ❖ Make a roll call check at the assembly point. Report anyone missing to the principal.

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

**HAZARDOUS CHEMICAL MATERIALS SPILLS/GAS LEAKS**

**INSIDE THE CLASSROOM/SCHOOL**

- ❖ Notify an administrator.
- ❖ Evacuate the area immediately.
- ❖ Verify that all students have exited room.
- ❖ Turn off gas valve, air conditioning and ventilation systems, if located in your room (if applicable).
- ❖ Remove student(s) who may be unconscious or overcome by exposure to chemical substance or gas.
- ❖ Close door(s) as you exit and take the class list or grade book with you.
- ❖ Do not attempt to fix gas leaks or clean up chemical spills.

**OUTSIDE THE BUILDING/COMMUNITY-BASED**

- ❖ Follow orders for personal safety as directed by the administrator or emergency response personnel.
- ❖ As directed, shut off air conditioning system and all outside air ventilators; close windows.
- ❖ Ensure that all students are in the classroom and that they remain there, pending further instructions.
- ❖ Direct students to quietly remain in their seats.

## **HOMICIDAL THREAT**

- ❖ Remain calm and non-judgmental.
- ❖ Assess immediate danger; if student or intruder is armed or agitated do **NOT** approach or make any sudden movements.
- ❖ Notify the main office, when it is safe to do so.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.
- ❖ Forward any written evidence of the threat to the school administrator, when it is safe to do so.

## **HOSTAGE SITUATION**

- ❖ Remain calm and non-judgmental.
- ❖ Do **NOT** attempt to defuse the situation. This is a police function.
- ❖ Do **NOT** agitate or anger the perpetrator.
- ❖ Do **NOT** make any sudden movements.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

## **LOCK DOWN PROCEDURE**

- ❖ Immediately close and lock classroom doors and windows.
- ❖ Direct all individuals away from doors and windows.
- ❖ Staff and students located in open areas (non classroom areas) should immediately report to nearest secured area.
- ❖ Teachers and staff not assigned to a classroom site during the lock down will direct students in open areas to the nearest secured area and then seek shelter.
- ❖ Cellular phone use will be limited to the reporting of emergency information, otherwise all audio-visual equipment including computer and cell phone technology should not be used until all clear announcement is made.
- ❖ All staff and students remain in **LOCK DOWN** mode until **ALL CLEAR** announcement is made.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

## **NUCLEAR EXPLOSION/RELEASE**

- ❖ Remain in your classroom until authorized to leave by the administrator or emergency response personnel.
- ❖ Shut down air conditioners and fans; close doors, windows, and other openings.
- ❖ Follow directions given by the administrator and emergency response personnel.

## **SEVERE WEATHER: ELECTRICAL STORM**

### **CLASSROOM**

- ❖ Stay indoors and do not venture outside unless absolutely necessary.
- ❖ Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm has passed.
- ❖ Unplug TV sets, other electrical equipment, and appliances to the extent possible.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

### **SCHOOL GROUNDS**

- ❖ Get out of open areas and into an enclosed building.
- ❖ Do **NOT** seek shelter under trees or close to wire fences, playground equipment, or shelters located in exposed locations.

## **SEVERE WEATHER: HURRICANE WATCH/WARNING**

- ❖ To the extent possible, turn off all gas and electrical appliances, except as required in designated emergency shelters.
- ❖ Store all books, papers, and other equipment as far as possible from all windows or areas subject to damage or entry of water. Store these items above the floor to protect them from water damage due to minor flooding.
- ❖ Move audiovisual, computer and business machine equipment to a secure location. If equipment cannot be moved, cover with plastic to protect from water damage.
- ❖ Take the class list or grade book with you.

**SEVERE WEATHER: TORNADO  
WATCH/WARNING**

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.
- ❖ Be prepared to move students housed in relocatables and trailers into interior corridors of permanent buildings.
- ❖ Be prepared to move persons housed in multi-story buildings to lower floors and interior corridors, particularly to corners, space permitting.
- ❖ Refrain from placing persons in large areas that have a wide roof span.
- ❖ Instruct persons to seek cover where floors and walls meet and to place themselves in a protected position with their heads and faces covered by their hands and arms.
- ❖ Keep inside doors that lead into corridors unlocked. Exterior doors must not be chained or locked from the inside.
- ❖ Close window and outside doors on all sides of a building.

Where there are no permanent buildings in which to find shelter, occupants should lie down under tables/desks in a fetal position and cover their hands and faces with their arms and hands.

**SEVERE WEATHER: TORNADO  
STRIKE/AFTERMATH**

- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.
- ❖ Report any medical emergencies and other injuries to the main office.
- ❖ Conduct an attendance count to ensure all students are accounted for.

**SHOOTING/STABBING**

- ❖ Direct students to take appropriate protective action(s), such as take cover, lie flat, remain calm, and evacuate to nearest secure site, if appropriate.
- ❖ Keep students away from windows and doors, if the event is occurring outside of the classroom.
- ❖ Report the incident and any medical emergencies or injuries to the main office, when it is safe to do so.
- ❖ Do NOT touch weapon, tamper with evidence, clean or decontaminate incident site.
- ❖ Follow orders for personal safety as directed by the administrator and emergency response personnel.

**SUICIDE ATTEMPT (in classroom)**

- ❖ Contact main office immediately and report nature of medical emergency.
- ❖ Direct classroom students to exit room and relocate to alternate location.
- ❖ Stay with student until assistance arrives. Gather all information that will assist emergency response personnel.
- ❖ Do NOT touch or move weapon or substance involved in the attempt unless absolutely necessary.
- ❖ Do NOT tamper with evidence, clean or decontaminate incident site.

**SUICIDE (in classroom)**

- ❖ Report the incident to the main office.
- ❖ Calmly direct your students to exit the classroom and report directly to the nearest supervised classroom site. Students should remain at such site until further direction is given.
- ❖ Stay with deceased student until assistance arrives.
- ❖ Do NOT touch or move weapon or substance involved in the attempt unless absolutely necessary.
- ❖ Do NOT tamper with evidence, clean or decontaminate incident site.
- ❖ Follow the directions of the administrator and emergency response personnel.

**SUICIDE (off campus)**

- ❖ Report information to the administrator.

**SUICIDAL THREAT**

- ❖ Remain calm and non-judgmental.
- ❖ Contact the main office as soon as it is safe to do so. If the student is armed or in a precarious position, do NOT approach or agitate.
- ❖ Alert the main office to the presence of any weapons/instruments possessed by the suicidal student.
- ❖ Do not leave the suicidal student alone.
- ❖ Immediately contact school counseling professional.