

PART 2: EMERGENCY PREPAREDNESS PLAN FOR AFTERSCHOOL ACTIVITIES

This document provides emergency procedures for participants in Thurgood Marshall Academy's Afterschool Programs Activities. It supplements the school's Part 1: General Emergency Procedures and other emergency policies. Employees should note that, except as amended below, all existing policies and procedures remain in place after school as well as during the school day.

ROLES AFTER SCHOOL

Person in Charge ("PIC")—TMA Faculty/Staff member that is in charge of all of the activities that are going on. For example, typically during afterschool this would be the Director of Programs, Programs Manager, or Athletic Director. *As soon as possible during or immediately following an Afterschool emergency the Person In Charge (or her/his delegate) should notify the Executive Director, Chief Operating Officer, and Assistant Director of Operations, providing as much detail as available.*

TMA Staff/Faculty Advisors—members of TMA's staff/faculty that are supervising/advising an afterschool activity.

Volunteer Club Advisors—outside volunteers running a club or activity and who are alone with students.

Volunteers—outside volunteers that are in programs that are supervised by TMA Staff/Faculty.

LOCKDOWN AFTER SCHOOL

In the instance of a shooting/incident outside of school, follow these procedures:

- The **Person in Charge** should immediately alert adults in building by making an all-call on the intercom system that the school is in a lockdown (training on the all-call is available from the Assistant Director of Operations).
- **PIC**, all **TMA Staff/Faculty Advisors** and **Volunteer Club Advisors** move all students into classrooms with an adult and *lock the door*. Make sure students are away from windows and the door. If working near the building entrance, move students into rooms 101 or 103 if available. Move **Volunteers** along with students.
- Have adult in each room make a list of all students that are in the room.

- Hold students in room until the Metropolitan Police Department (“MPD”) releases lockdown. *Do not end lock-down* before MPD has given the formal “all clear.”
- Once lockdown is over, the **PIC** will coordinate sending a letter home through Connect Ed to *all* parents explaining the event and if there were any injuries. Seek approval of the message from the Executive Director if possible, but communicate promptly. Communicate facts only; avoid speculation.

MEDICAL EMERGENCY AFTER SCHOOL

- If someone is injured or seriously ill, the **Person In Charge** determines whether an ambulance is needed and, if so, assigns one person to call 911; that person makes the call and *stays on the line until told to hang up by the emergency dispatcher*. (An ambulance should be called unless clearly unnecessary.)
- The **Person In Charge** assigns a specific person to wait outside the school and guide EMTs to the person who is ill.
- Secure the student/adult who is having the emergency—the **Person In Charge** determines steps that need to be taken on a case by case basis but this usually entails ensuring that immediate needs (e.g., first aid) are met, that first responders are notified, and that the injured person’s privacy is protected as much as possible (e.g., by moving students to another room). Perform first aid if necessary and *only if trained*.
- Hold all students in classrooms/library, etc. The **Person In Charge** will have someone walk around to each class to inform **Advisors** to hold students until further notice.
- Once injured/ill person is secure and 911 has been called, collect medical information from/about the ill person to the degree possible. In the case on an injured student, have an adult print the student’s profile from FAWEB, get her/his medical file from the Nurse’s office, and get the student’s Emergency Contact sheet from Main Office. Give these records to first responders (EMT, paramedic, DCFD, etc.) as soon as they arrive.
- Call Emergency Contact listed for student, or—in the case of an ill adult, the person they designated as their contact. If first contact does not answer, go down the list until you reach someone.
- If the person is under 18, someone must ride with him or her in the ambulance to the hospital; the **Person In Charge** will assign the person who rides in the ambulance and exchange cell phone numbers with him/her.
- The **Person In Charge** will file an incident report once everyone has been taken care of.

EVACUATION AFTER SCHOOL

The following describes the sequence of events during an evacuation.

The **Person In Charge** will be stationed on the front walk of the building where she or he will act as liaison with District of Columbia emergency personnel. Once an incident is resolved and they determine it is safe to occupy the building, DC emergency personnel will inform the **Person In Charge**, who will in turn communicate with staff that they may reenter the building. The **Person In Charge** works with the **TMA Staff/Faculty Advisors** and **Volunteer Club Advisors** to account for all students and staff.

When a fire alarm (bells and strobes) sounds, **TMA Faculty/Staff Advisors and Volunteer Club Advisors** shall:

1. Get their attendance sheet and keep it with them throughout the evacuation.
2. Lead students in evacuating the building in a quiet, calm, single file line.
3. Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the students and Advisors to one of the two assembly areas without passing in front of the building.
4. Upon leaving the building, each **TMA Faculty/Staff Advisor and Volunteer Club Advisor** will be handed a folder from a staff member stationed at the exits—**all folders are identical** and contain
 - a. OK signs
 - b. Help signs
 - c. Supplies (which may include paper, pens, and detention slips)
5. Upon reaching the Assembly Area, students and Advisors will line up in **single file in the order in which they evacuated** or whatever logical order presents itself.
 - a. The **TMA Faculty/Staff Advisor and Volunteer Club Advisor** must keep his or her group together and not allow it to mingle with other groups.
 - b. Assembly Areas may require two or more lines near one another, but students should remain with their class in a calm, quiet line.
6. After lining up, the **TMA Faculty/Staff Advisor and Volunteer Club Advisor** will quickly and carefully take attendance and find the appropriate sign (see below) in the folder; hold up one of the signs and keep it visible until told by the Person in Charge that it can be put away
7. **If all students in a are present and in good health, the Advisor holds up the OK sign**
8. **If a student/adult is missing or ill, hold up the Help sign**
9. **Advisors/Volunteers without students should still pick up a folder, go to an Assembly Area, and display an “OK” sign (unless they themselves need help, they have undertaken supervision of a student, or otherwise need the attention of the Assembly Area Supervisor);** they should assist those supervising students in keeping order.

10. Students in the care of **service providers or student support staff—including but not limited to counselors, special education pull out sessions, or visiting education specialists**—will stay with the support provider; they should report to the Assembly Area Supervisor in the Assembly Area to which they evacuate.
11. Person in Charge will record responses to the OK/HELP signs and send help if needed.
12. When the “All Clear” is sounded, **TMA Faculty/Staff Advisor and Volunteer Club Advisor** should return the signs to the folders and return the folders as they re-enter the building.

RECORD KEEPING AFTER SCHOOL

- In all types of incidents, the **Person In Charge** should assign a **Record Keeper**—a specific person the task of taking notes throughout the incident. This person should, as best circumstances will allow, record steps taken as much factual information as possible, including but not limited to
 - the names of those involved,
 - telephone numbers/contact information for victims, volunteers, school officials, students, first responders, etc., centrally involved in the incident
 - badge or ID numbers of first responders
 - events, their timing, and their location
 - next steps and their fulfillment (by way of example only—“Person in Charge stated that ill students’ parent would be called; PIC called parent at 7:00 pm”)
- The **Record Keeper** should pass on all notes to the **Person In Charge** before leaving the scene.
- The **Person In Charge** should use the notes to compile as complete an incident report as possible; a draft of the report should be shared with the Executive Director and the COO and filed with Security.
- When composing incident reports, make only factual statements:
 - Fact (right): Students and advisors returning from after school sports witnessed a man (not a TMA student, employee, or volunteer) fall on the school front steps and appear to lose consciousness.
 - Inference (unsuitable for incident report): Students and advisors returning from after school sports witnessed a drunk pass out on the front steps.

CONTACTS

The following Thurgood Marshall Academy Staff/Contractors are available to advise (as circumstances allow) during an emergency.

ADMINISTRATORS

The **Person In Charge** or the most senior TMA employee on site during an emergency *must provide detailed information as soon as possible to all of the following:*

- 1) *Executive Director,*
- 2) *Chief Operating Officer, and*
- 3) *Assistant Director of Operations.*

Never fail to inform these administrators, as they must take immediate steps, such as contacting insurance companies and communicating to the school community.

Contacts are as follows:

- Richard Pohlman, Executive Director, 202-538-4903, rpohlman@tmapchs.org
- David Schlossman, Chief Operating Officer, 202-276-4722, dschlossman@tmapchs.org
- Nora Moore, Assistant Director of Operations, 202-607-0204, nmoore@tmapchs.org

AFTERSCHOOL PROGRAMS DEPARTMENT

Note the contact for Programs Department administrators (one of whom will likely be on site during Afterschool activities):

- Kea McKoy, Director of Programs, 202-270-3225, kmckoy@tmaphcs.org

SECURITY & FACILITIES PERSONNEL

Building/security staff can provide support during both emergencies and minor incidents:

- Carla Saxton, Security Site Manager, 202-489-8939, csaxton@tmapchs.org
Note that Officer Saxton may appear in cell phone contact lists under "Security."
- Security, desk extension 116, security@tmapchs.org
- Building Engineer, 202-905-1289, engineer@tmapchs.org

Note: *In some cases staff contacts change during the course of the school year; faculty, staff, and regular building users are responsible for knowing the contact information for incumbents.*