

**All Saints Homeschool Co-op**

*Safety Plans and Security Procedures*

**Emergency Procedures**

Emergency Procedures are detailed actions school administrators and staff should take in the event of an emergency. The following emergency procedures may be used to guide emergency response in the situations below.

**Universal Procedures**

Universal procedures are those actions taken in response to any emergency, threat or hazard in school. There are six universal procedures. However, the primary question when choosing a procedure is whether staff and students will stay or go.

**Stay**

When conditions are more dangerous outside the school, such as severe weather, a chemical spill or an armed assailant in the neighborhood, schools should plan to stay in the building. These universal procedures include: lockdown, shelter-in-place, reverse evacuation and severe weather shelter.

**Go**

When conditions are safer outside the building than inside the building, students and staff should go.

**Morning Safety Procedures**

1. 30 minutes before classes start the building will be unlocked.
2. The operations officer or administrator and volunteers will do a thorough sweep of the building to make sure no one is in the building other than them.
3. All lights will be turned on.
4. All classrooms, kitchen, stage, closets and any other spaces in the building will be checked.
5. All windows and doors will be inspected.
6. All unused spaces will be secured.
7. All entrances of the building will be checked that they are properly cleared of any debris. This will include snow and ice to ensure the safety of parents and children.

**Tutor and Volunteer**

1. All tutors and volunteers will be trained in the Virtus Essential Three.
2. All tutors and volunteers will wear a picture badge ID at all times inside the building.
3. which states their title.
4. All tutors and volunteers will wear a whistle at all times should they have to warn others of an emergency.
5. Volunteers duties will include hall monitor, door duty and front desk duty.
6. Hall monitors will ensure that the hallways are clear at all times and no children are unattended.
7. Volunteers monitoring the doorways of the building will ensure that no one enters or exits the building during co-op hours.
8. The front desk will be attended by two adults at all times.
9. Tutors and volunteers are to be obeyed and respected by children and adults at all times. If an issue should arise, the administrator will be notified immediately and each case will be handled on an individual basis.
10. Tutors and volunteers will have a separate sign in sheet at the front desk.
11. At the beginning of each class period one volunteer will go around to make sure that the classroom is properly staffed with a tutor and volunteer and gather attendance sheets

**Front Desk**

1. Front desk volunteers will arrive 30 minutes prior to the start of class.
2. There will be two adult volunteers at the front desk at all times during co-op class times.
3. There will be a designated and charged phone at the front desk at all times.
4. There will be a sign in/sign out sheet at the front desk.
5. All parents must sign their children in before entering the building and children are unable to leave the building unless signed out by their parent.
6. Front desk volunteers will be responsible for making sure that only people on the co-op list will be allowed to enter the building.
7. There will be a first aid kit stationed at the front desk at all times.
8. The front desk will also have a blow horn and whistles at all times.

**End of Day Safety Procedures**

1. Building will be checked to make sure there is no one left in the building.
2. All doors and windows will be checked to ensure that they are locked.
3. The building will be checked to make sure it is clean and tidy just as it was upon arrival.
4. Building will be checked for any items which may have been left behind.
5. All lights will be turned off.
6. The sign in/out form will be checked to ensure ALL students were signed out by a parent.
7. If a child was not signed out by a parent, the parent will be contacted by the administrator.
8. Front doors will be locked upon completion of the above steps.
Procedures for Emergency

Fire
Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

Tutors and Volunteers will:
1. Activate fire alarm and administrator will be notified immediately.
2. Volunteers will check assigned locations where student may not head (lunchroom, stage, bathrooms, unused rooms)
3. Implement evacuation plan for any students needing special accommodations.
4. Evacuate students and other staff to designated areas.
5. Take classroom roster and turn off classroom lights.
6. If primary route is blocked or dangerous, use closest safe exit.
7. If trapped by fire, implement shelter-in-place procedure (close all doors, wet and place cloth under or around door to help prevent smoke from entering the room)
8. Once outside, assemble a safe distance from building and emergency apparatus.
9. Take student attendance.
10. Report missing, extra or injured student to building administrator.

Operations Officer will:
1. Call 911 and notify emergency responders.
2. Confirm address of the building.
   The Church of St. Michael and St. George
   Ukrainian Orthodox Church
   505 4th Street NE
   Minneapolis, MN 55413
   Or
   Church of All Saints Parish Center
   430 5th Street NE
   Minneapolis MN 55413
3. Provide exact location of smoke or fire.
4. Advise location of injured persons.
5. Determine if students need to be transported to the evacuation site:
   St. Constantine Parking Lot directly across the street of the Orthodox Church
6. Operations officer will sign out families and students from the evacuation site and release them from that location when an “All Clear” has been determined.

Additional Considerations:
Plan for accommodations for students or staff with special needs.
Medical Emergency

The role of volunteers and tutors in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event of a non responsive or life threatening injury or illness:

**Staff:**

1. Send for immediate help (notify front desk and administrator immediately). Call 911.
2. Describe injuries, number of victims and give exact location.
3. DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern.
4. Check victim for medical alert bracelet or necklace.
5. Provide information for first responders.
6. Disperse onlookers and keep others from congregating in the area.
7. If possible, isolate the victim(s)
8. Direct someone (e.g. tutor or volunteer) to meet and guide the first responders.
9. Assist emergency medical services personnel with pertinent information about the incident.
10. Complete an incident report and documents all actions taken.

**Building Administrator:**

1. Ensure 911 was called and provide any updated information.
2. Secure victim(s) medical emergency profile.
3. Activate school emergency response.
4. Ensure someone (e.g. tutor or volunteer) meets and directs first responders.
5. Provide any additional information about the status of the victim(s)
6. Provide information from the victim(s) medical emergency profile.
7. If needed, assign a tutor or volunteer to accompany victim(s) to the hospital.
8. Make sure victim(s) parents are notified.

**Medical emergencies related to life threatening allergies:**

1. Emergency Care Plan on file and accessible in allergy folder at desk in Parish Center and Orthodox Church.
2. Emergency Care Plan should be followed and simultaneously parent should be located
Intruder

An intruder may be either well or ill intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

Staff:

1. Politely greet the subject and identify yourself.
2. Consider asking another staff person to accompany you before approaching the subject.
3. Inform the subject that all visitors must be a registered member of the co-op to enter the building.
4. Ask the subject the purpose of his or her visit.
5. If possible, attempt to identify the individual and vehicle.
6. If the subject refuses to leave the building, notify the administrator immediately.
7. Attempt to maintain visual contact with the intruder until assistance arrives.
8. Should the intruder become violent or a threat sound the blow horn and whistle.
9. If possible keep students away from the intruder.
10. Take note of the subject name, clothing and other descriptions.

Operations Officer:

1. Respond to call for assistance from staff.
2. Advise the subject they are trespassing and need to leave the building or law enforcement will be notified.
3. Consider initiating lockdown.
4. Call 911 and notify law enforcement.
5. Advise law enforcement of the intruder’s location and provide full description.
6. Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance.
7. Provide all tutors and volunteers with a full description of the intruder.
8. Document all actions taken by staff.

Severe Weather

Tornado/Flooding/Severe Thunderstorms

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

Watches:
Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings:
Indicate a hazard is imminent or the probability of occurrence is extremely high.
If a tornado or severe thunderstorm WATCH includes all or part of the district area:

**Staff:**

1. Get students to a windowless safe area.
2. Review “Drop and Tuck” procedures with students.
   *Students should go into a windowless hallway or room and line up facing the wall and drop to their knees with their heads tucked down and their arms covering their head.*

**Administrator:**

2. Activate appropriate tutors and volunteers to be aware of potential weather changes.
3. Consider closing any windows which may be open.
4. Review severe weather sheltering procedures and location shelter areas.
5. Should there be a reason for tornado, blow horn will be sounded and all tutors and volunteers will get everyone to a safe area.

**Acknowledgement of Safety Plan and Security Procedures**

I, ________________________, the undersigned, hereby acknowledge that I have read, understand and agree to all of the Safety Plans and Security Procedures outlined above.

I understand my responsibility as a tutor, volunteer or parent in case of an emergency.

_________________________  ______________
Signature                     Date
All Saints Homeschool Co-op

Family Waiver and Release of Liability

As a participant in classes and activities of All Saints Homeschool Co-op, I, the undersigned, intending to be legally bound for my family, do hereby:

1. Acknowledge that my family’s participation in All Saints Homeschool Co-op and my family’s utilization of St. Michael and St. George and the Church of All Saints facilities could expose my family to a possible risk of personal injury, and I assume all risks inherent in such participation and/or utilization.

2. Release and agree to indemnify both All Saints Homeschool Co-op and St. Michael and St. George Orthodox Church, All Saints Catholic Church, elders, staff members and employees from any and all liability, loss, damage, expense, or cost of any nature whatsoever from any and all claims by or against my family for personal damage, personal injury, and/or claims arising from my family’s participation and or utilization, including claims that are known or unknown, foreseen or unforeseen, future or contingent.

3. Agree that my family shall not now or at any time in the future, directly or indirectly, commence or prosecute any action, suit, or other legal proceeding against either All Saints Homeschool Co-op, St. Michael and St. George Orthodox Church and the Church of All Saints arising out of, relating to, or in connection with the actions, causes of action, claims, and demands hereby waived, released or discharged by me, and;

4. Attest that I am of legal age to execute this form as a binding legal document in accordance with its intentions.

____________________________________
Father’s Signature

Initials Date

____________________________________
Father’s Printed Name

____________________________________
Mother’s Signature

Initials Date

____________________________________
Mother’s Printed Name
EMERGENCY MEDICAL TREATMENT: In the event of any emergency, I give permission to transport my child to a hospital for emergency medical treatment.

____________________________________  __________________________
Parent Name                                Contact Number

EMERGENCY CONTACT: If you are unable to reach me at the above numbers contact

____________________________________  __________________________
Name                                Contact Number

MEDICAL INFORMATION:

Child Name: ___________________ Allergies (including food): ___________________
Other Conditions that may be pertinent: ______________________________________

Child Name: ___________________ Allergies (including food): ___________________
Other Conditions that may be pertinent: ______________________________________

Child Name: ___________________ Allergies (including food): ___________________
Other Conditions that may be pertinent: ______________________________________

Child Name: ___________________ Allergies (including food): ___________________
Other Conditions that may be pertinent: ______________________________________

Child Name: ___________________ Allergies (including food): ___________________
Other Conditions that may be pertinent: ______________________________________

These children have no known allergies or conditions: __________________________

__________________________________________
Family Doctor: ___________________________ Phone Number: ______________________

As a parent or guardian, I verify all of the above stated considerations and conditions are complete.

____________________________________  __________________________
Father’s Signature                                Date

____________________________________  __________________________
Mother’s Signature                                Date
All Saints Homeschool Co-op
Child Participation Waiver/Release Form

I, __________________________________________, grant permission for _____________________
_____________________________
Parent or guardian's name Participant names

Participant names continued

I hereby authorize the All Saints Homeschool Co-op to publish photographs and videos taken of the above named minor child, for use in the All Saints Homeschool Co-op's printed publications and website.

I hereby release the All Saints Homeschool Co-op from any expectation of confidentiality of the above named child and hereby attest that I am the parent or legal guardian of said child.

I further agree that participation in any publication and website produced by the All Saints Homeschool Co-op confers no rights of ownership whatsoever. I release the All Saints Homeschool Co-op from liability for any claims by me or any third party in connection with my participation or the participation of the above minor child.

If you would do not want your child’s image and/or likeness to be used to promote parish and co/op events, contact the Administrator to receive a version of this form that does not include the previous clause; however, some events/activities may require this clause.

I acknowledge that I have read and understand the All Saints Homeschool Co-op handbook and have read over the handbook with my children who are participating in the Co-op.