

**UNIVERSAL  
ACADEMY  
COPPELL**

**EMERGENCY  
PLAN**

# **Universal Academy Coppell Emergency Plan**

## **Purpose**

The purpose of this plan is to provide emergency preparedness and response instructions, information, and guidelines to protect the safety and well-being of students and staff at the time of an emergency.

A standardized plan has been developed for all District sites (schools and child development centers) to promote coordinated preparedness measures and integrated emergency response procedures. The plan must be adapted to the capabilities and special needs of each site.

Within the preparedness and response instructions are hazardous materials mitigation strategies and recommendations. These deal with the probability of secondary hazards created by chemical spills resulting from earthquake or fire. Each site will have greater or lesser risk, but for all sites the measures and recommendations contained can be adapted and implemented.

## **Objectives**

1. Protect the safety and welfare of students and staff.
2. Provide for a safe and coordinated response to emergency situations.
3. Protect the District's facilities and property.
4. Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
5. Provide for interface and coordination between sites and the District Emergency Operations Center.
6. Provide for the orderly conversion of pre-designated District sites to Red Cross shelters when necessary.

## **Scope**

This plan encompasses all schools and child development centers and addresses a broad range of potential major emergencies. Such incidents may include tornados, hazardous materials spills, widespread power outage, flash floods, and similar events affecting more than one site.

# **Universal Academy Coppell Emergency Plan**

## **Authorities**

The Texas Emergency Services Act provides the basic authority for conducting emergency operations following a proclamation of emergency by the Governor and/or appropriate local authorities. Local government and District emergency plans are considered to be extensions of the Texas Emergency Plan, established in accordance with the Emergency Services Act.

The District Emergency Operations Plan is promulgated by the Superintendent and is implemented at the time of a disaster at the direction of the Superintendent or his/her designated alternate. Site Emergency Operations Plans are implemented by Site Coordinators (school principals/site managers) upon the occurrence when directed by the Superintendent. In the absence of orders from the Superintendent, each Site Coordinator is authorized and directed to implement this plan, or take such other action as may, in his or her judgment, be necessary to save lives and mitigate the effects of disasters.

All employees of the District are disaster service workers and are subject to assignment to disaster service activities assigned to them by their superiors. Each school principal or site manager is considered to be an Emergency Service Supervisor in regard to teachers and non-certificated employees at the individual sites.

## **District Emergency Policy**

The District has established certain policies governing emergency preparedness and response within the District which relate directly to this plan. These include:

- \* The safety of the students is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and District employees.
- \* In the event of a major disaster during school hours, school will not be dismissed without the express approval of the Superintendent or his/her designee. Until released to parents or their pre-authorized representative, students will remain under the supervision of school authorities.
- \* If parents or guardians come to the school and properly identify themselves, their students will be released
- \* Since the District is expected to assist in post-disaster care of students, arrangements for the care of one's own family should be prearranged in order to permit discharge of this emergency responsibility.
- \* Each school will have a designated Site Coordinator (the principal or site manager) who shall supervise the planning, and implementation of the Site Emergency Operations Plan (EOP). An alternate Site Coordinator shall be named to serve in the event of the absence of the Site Coordinator.
- \* The Site Coordinator shall prepare a list of staff to be assigned specific emergency response roles as outlined in this EOP.

## **Universal Academy Coppell Emergency Plan**

\* Each principal or site manager shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and medical and emergency experience or training. Records of such status will be kept current as changes of personnel occur. Copies of records will be kept on file in the principal or site manager's office, and a copy will be forwarded to the District Emergency Planning Coordinator.

\* Students may be included in the planning and implementation of the Site EOP. Sports teams, clubs, and other student organizations should be encouraged to become a source of leadership among students in first aid and disaster preparedness and response training.

### **Situations and Assumptions**

Situations that have some degree of probability of occurring include:

- 1. Medical Emergencies**
- 2. Fire**
- 3. Flooding**
- 4. Gas Leak**
- 5. Explosion/Bomb Threat**
- 6. Violence/Personal Threat**
- 7. Armed Intruders**
- 8. Physical Assault**
- 9. Missing Child**
- 10. Critical Equipment Shut Down**
- 11. Power outage**
- 12. Severe Weather**
- 13. Tornado**
- 14. Biological Threat**

### **Assumptions inherent in the District's response to any disaster include:**

1. All District emergencies are reported to the Superintendent's Office and to the immediate supervisor.
2. District sites (schools) may implement their respective Emergency Operations Plans independent of the District EOP.
3. Depending on the severity and scope of the incident, and its impact on individual sites, the Site EOP and its Emergency Management Organization (EMO) may or may not be activated.
4. The Site EMO will be partially or fully activated, as deemed necessary by the Site Emergency Coordinator.
5. When a local disaster is declared by the Mayor, the District's policies and procedures outlined in this plan become effective.

### **Levels of Emergencies**

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The District's response to natural disasters or technological incidents will be dictated by the scope and magnitude of the emergency and the availability of personnel and other resources. Three levels of emergency response have been defined. These include:

Emergency Team Contacts

**Superintendent**

Name: Diane Harris      469-628-3088

**Chairperson**

Name: Michael McKee      972-877-8276

**Site Manager**

Name: Dana Jobe      469-628-3177

**Civil Defense Warden**

Name: Rodney Peoples      469-628-8148

**First Aide**

Name: Larry Carter      469-628-3241

**First Aide**

Name: Kyle McNealy      469-628-3025

**School Nurse**

Name: Nurse Branson      972-255-1800X 2370

**Ambulance**

**Ring 911**      CALL 911

**Police**

**Ring 911**      CALL 911

**Fire**

**Ring 911**      CALL 911

**Power Supply Authority**

Name: TXU      800-368-1728

**Gas Supply Authority**

Name: Atmos      866-322-8667

**Fire/Smoke/Burglar**

**Monitor**

ADT

**Security**

Name: Rodney Peoples      972-393-5834

Date last reviewed      \_\_\_\_/\_\_\_\_/\_\_\_\_

Date to be next reviewed      \_\_\_\_/\_\_\_\_/\_\_\_\_

1001 E. Sandy Lake Road  
Coppell, Texas 75019  
972-393-5834

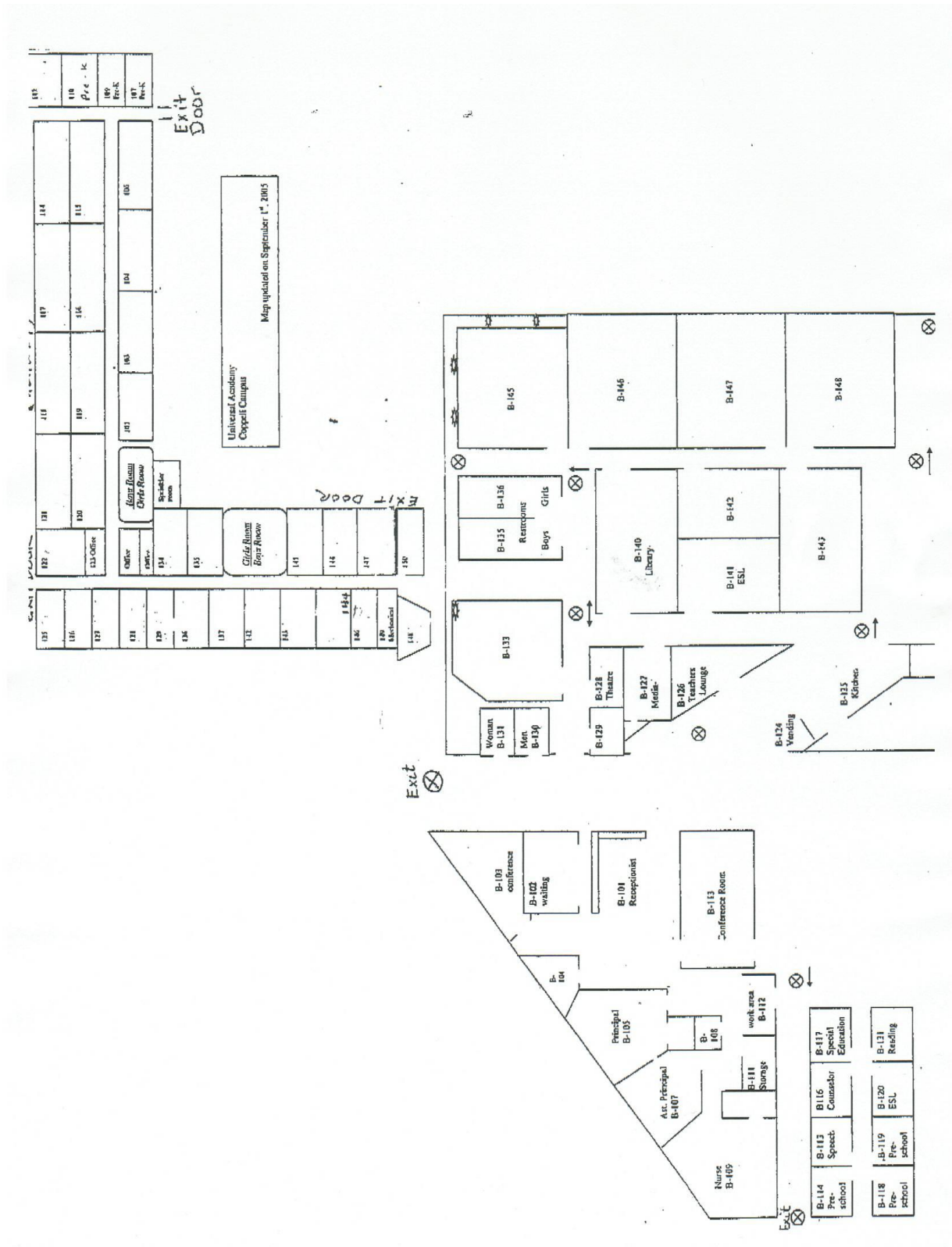
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## **Site Map**

Date last reviewed      \_\_\_\_/\_\_\_\_/\_\_\_\_

Date to be next reviewed      \_\_\_\_/\_\_\_\_/\_\_\_\_

# Universal Academy Coppell Emergency Plan

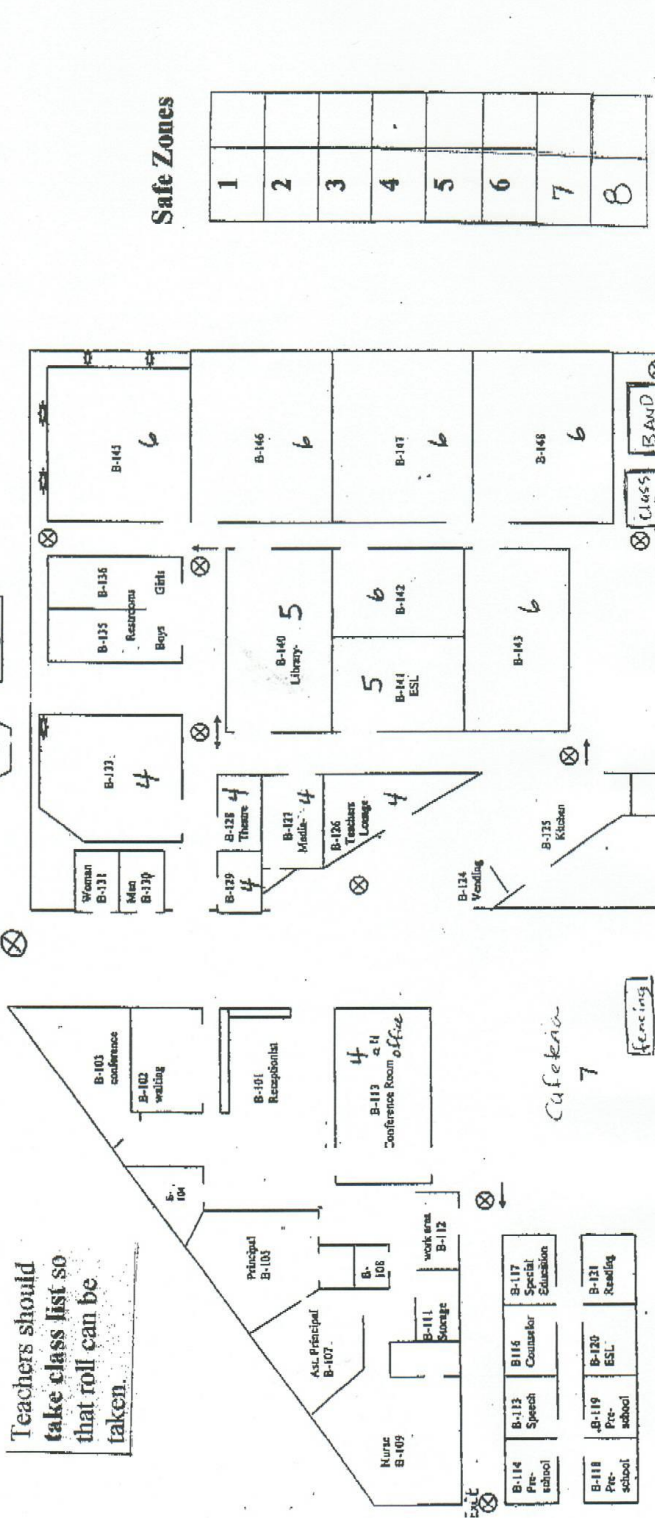


## Tornado Warning/Drill Procedure (draft)

1. Warning sounds
2. Each child should pick up one sturdy textbook and line up in the classroom.
3. Proceed immediately to assigned zones. All zones move at once. Move to the farthest point in your zone to make room for all. *Close classroom door!*
4. In zone:
  - Duck and cover head and neck with opened textbook. Stay against wall, leaving a walkway in the middle of the hall if possible. *AVOID door ways*
  - Remain in zone until "all clear"

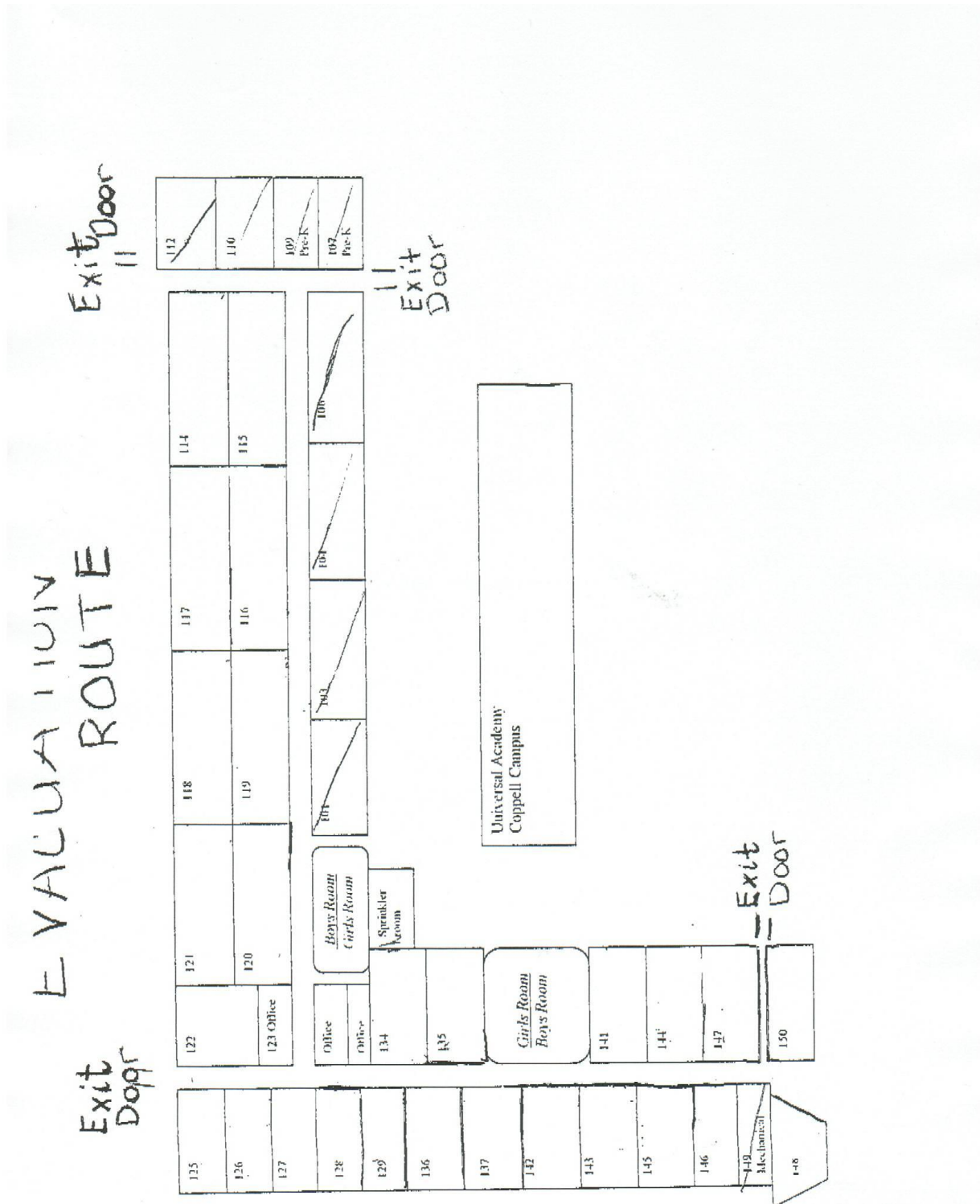
**ALL STAFF SHOULD CARRY CELL PHONES**

**Teachers should take class list so that roll can be taken.**

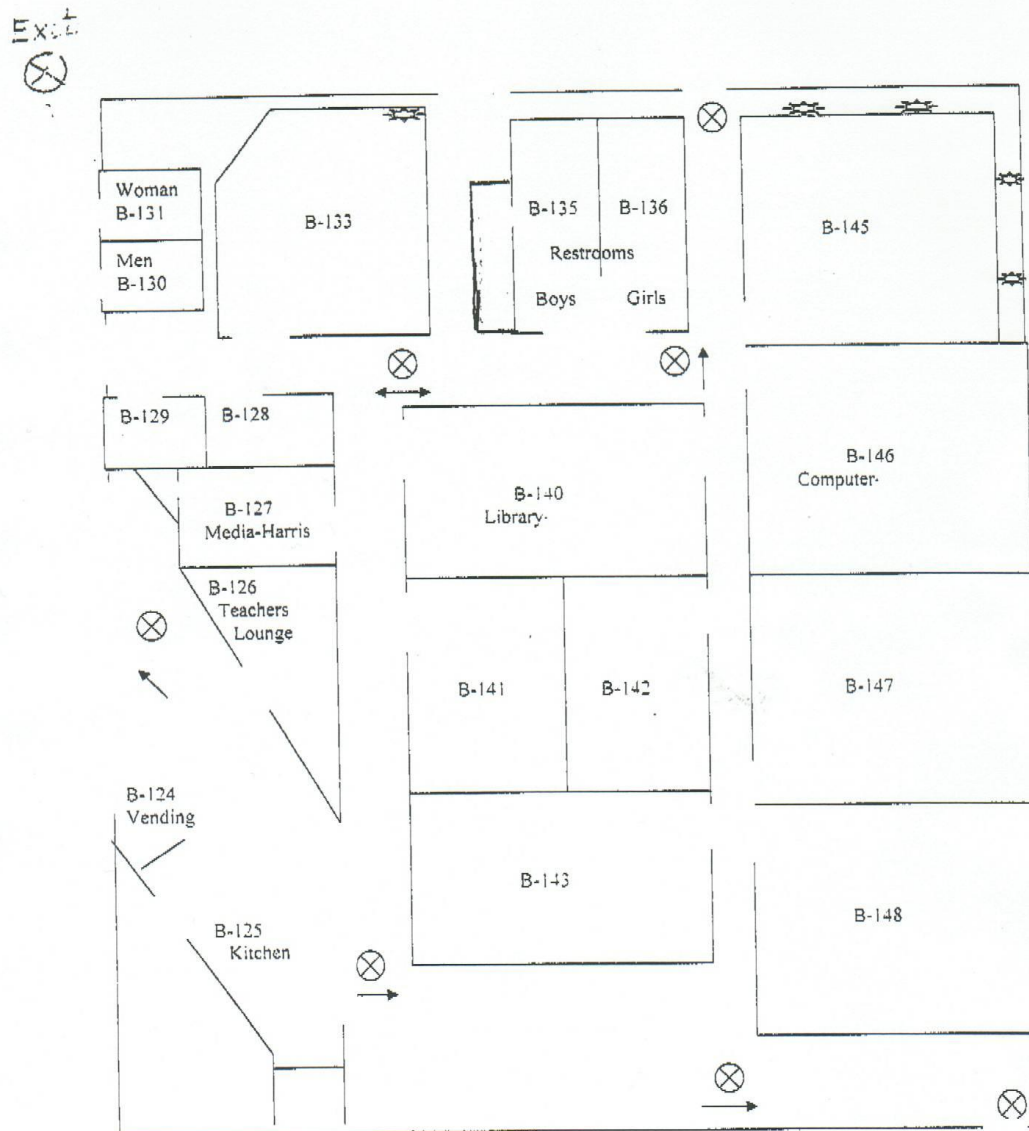




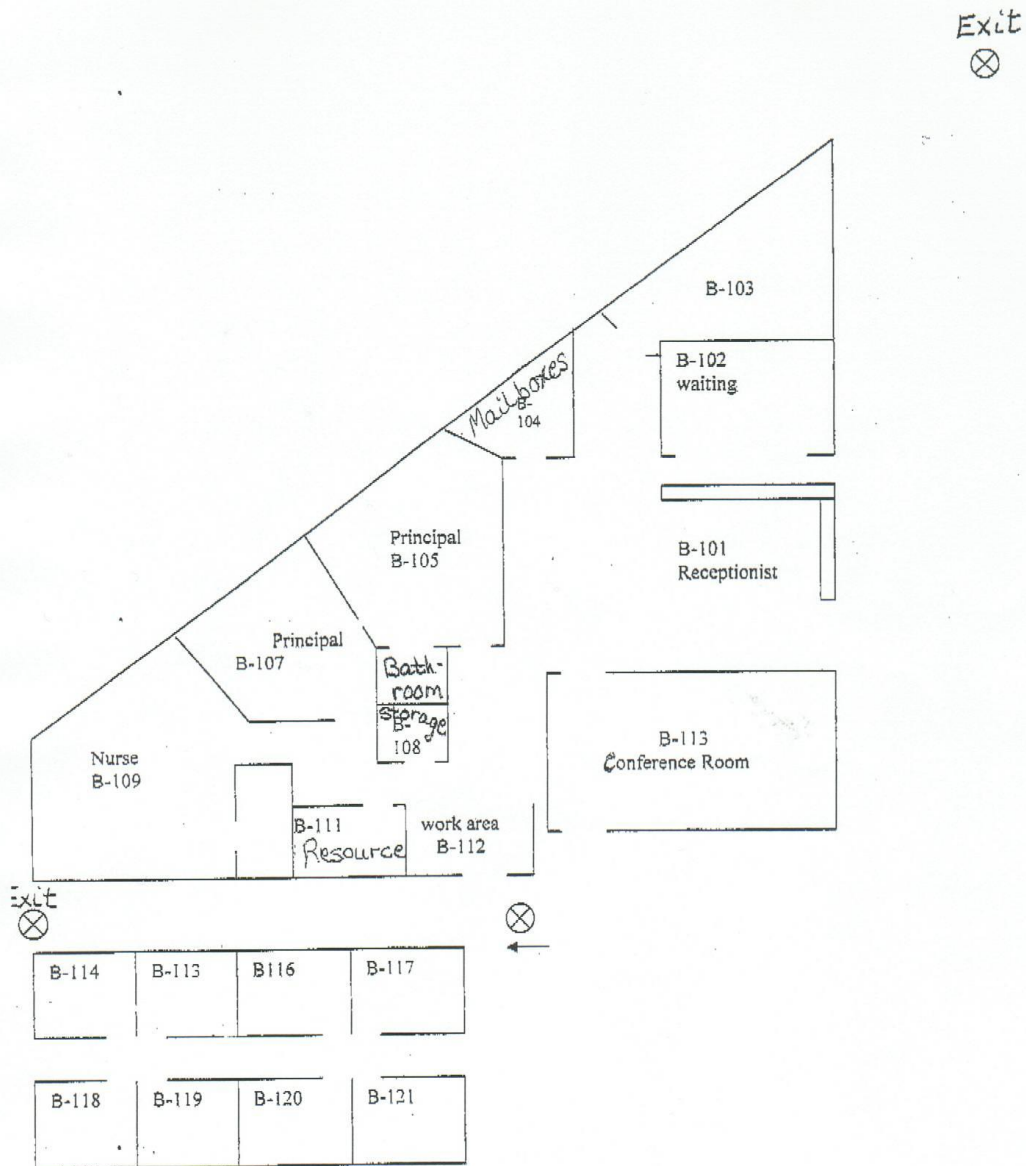
# Universal Academy Coppell Emergency Plan

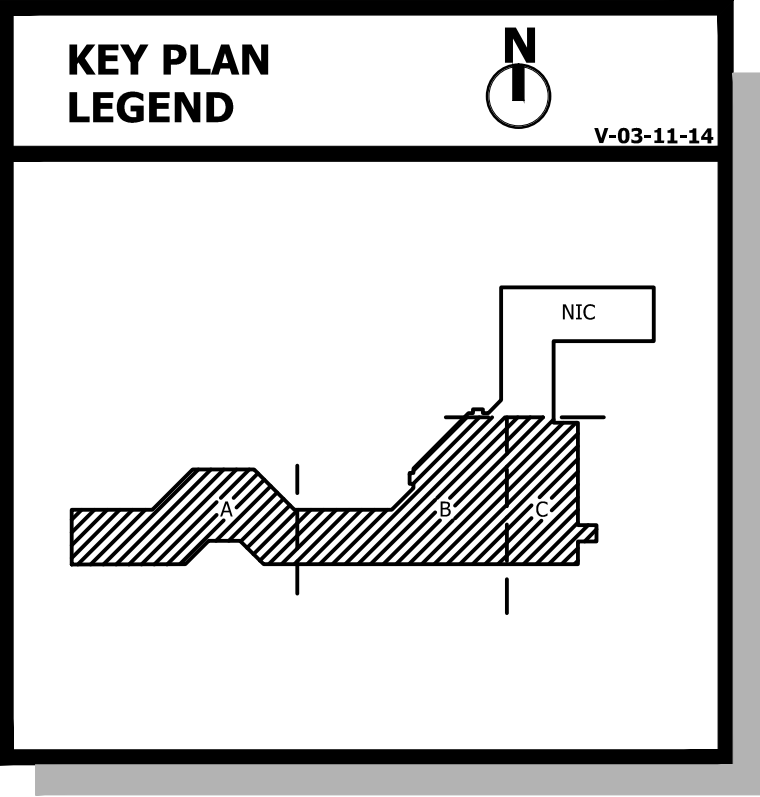


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ISSUE	revisions	DATE
PERMIT SET		04.14.14
100% CD SET		05.09.14

UNIVERSAL ACADEMY  
COPPELL CAMPUS  
1001 E. SANDY LAKE ROAD  
COPPELL, TEXAS 75019



MIDDLE SCHOOL AND  
HIGH SCHOOL  
RENOVATION



2211 N. LAMAR  
4TH FLOOR  
DALLAS, TEXAS 75202

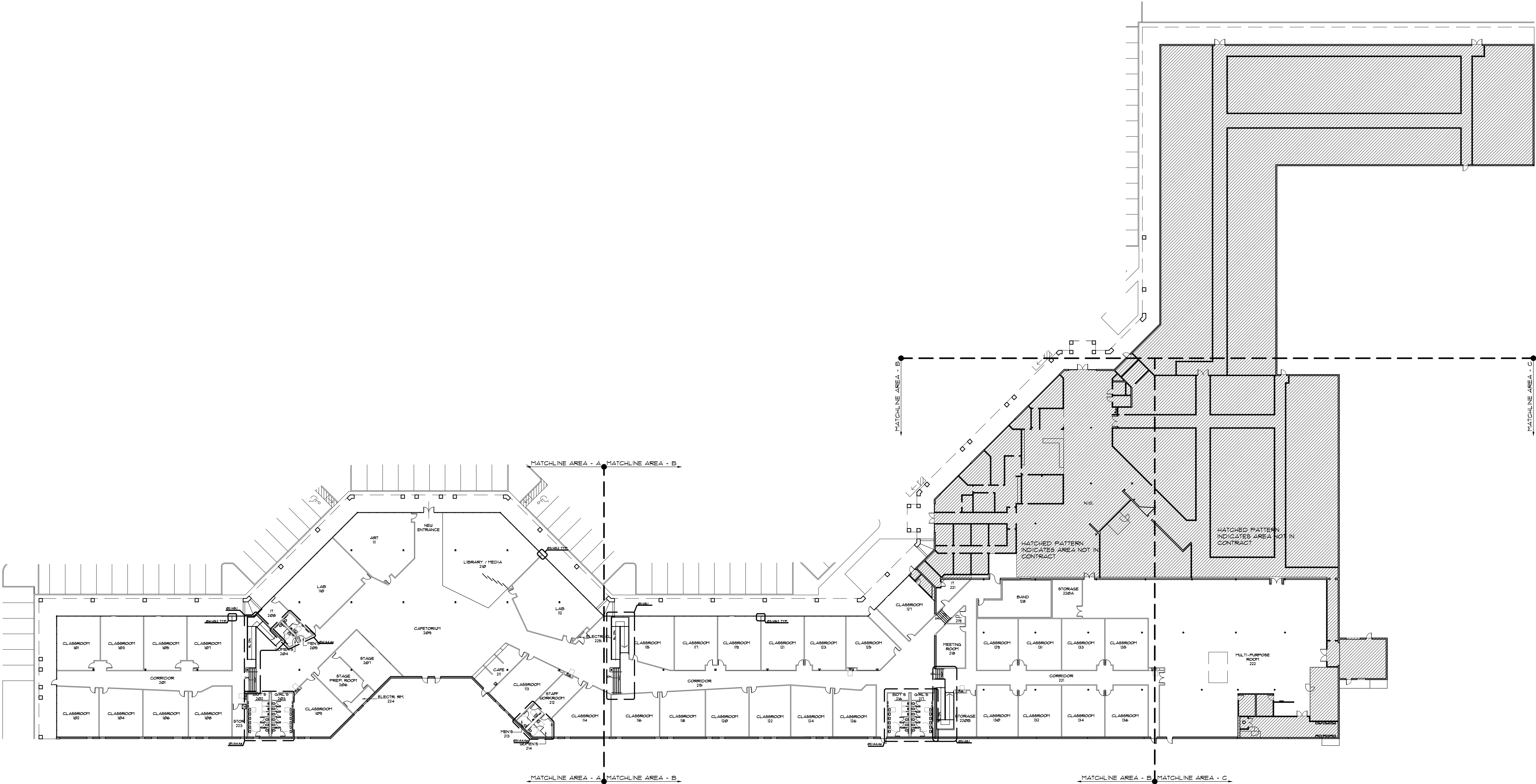


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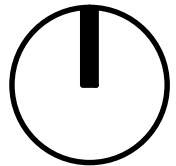
PROJECT MGR:	PE
DRAWN BY:	PE, #K
CHECKED BY:	

FLOOR PLAN  
OVERALL

A3.1



OVERALL FLOOR PLAN  
SCALE: 1/32" = 1'-0"



PLAN  
NORTH

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***Assisting Person/s with Disabilities During An Emergency***

**Assistance Register for Persons with Disabilities**

<b>Date</b>	<b>Likely location of persons requiring assistance</b>	<b>Person requiring assistance</b>	<b>Person assigned to assist</b>

**Register of Staff Members Assigned To Assist Person with Disability Visiting The School**

<b>Staff Member</b>	<b>Date appointed</b>	<b>Person/s assigned to assist</b>

Date last reviewed      \_\_\_\_/\_\_\_\_/\_\_\_\_

Date to be next reviewed      \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Notification of Emergency and Evacuation/Relocation**

When notified of fire or other emergency alarm system or orally, staff, students and visitors must evacuate the building and move to an area at least 100 feet from the building. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access. See site plan for assembly points outside building.

**Evacuation**

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. The routes may need to be changed for safety reasons.
- Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of a device. **(Do not use fire alarm, cell phones or radios to notify. These devices may activate a device. Notify staff via phone system, hardwired PA system or messenger.)**
- Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
- Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Teachers take class rosters.
- Do not lock classroom doors when leaving.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

**Relocation**

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
- Use student release forms for students who are picked up from a relocation center.
- Notify superintendent's office and district public information office of relocation center address.

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**Emergency Information for Visitors**

**Universal Academy**

**In the Event of:**

- **FIRE**
- **BOMB / ARSON THREAT**
- **MEDICAL EMERGENCY**
- **VIOLENCE / PERSONAL  
THREAT**

**Please follow the instructions of our  
Receptionist**

**Or the person you are visiting**

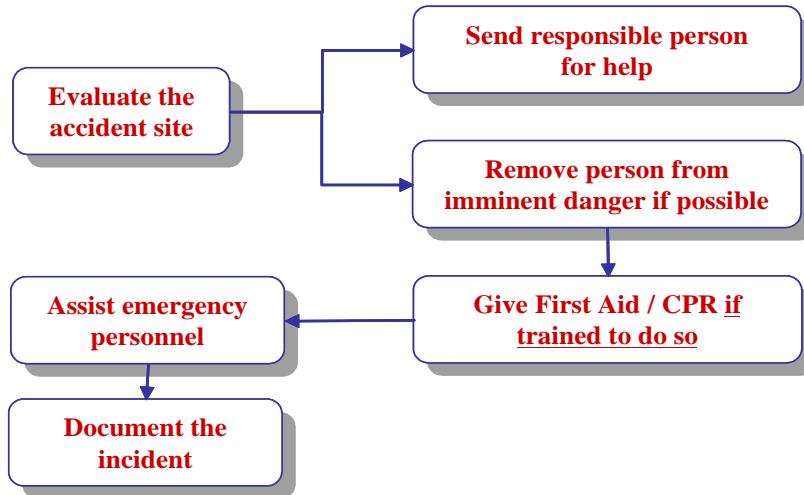
**If you wish to view more detailed  
instructions please refer to the Emergency  
Response Guide held at Reception**



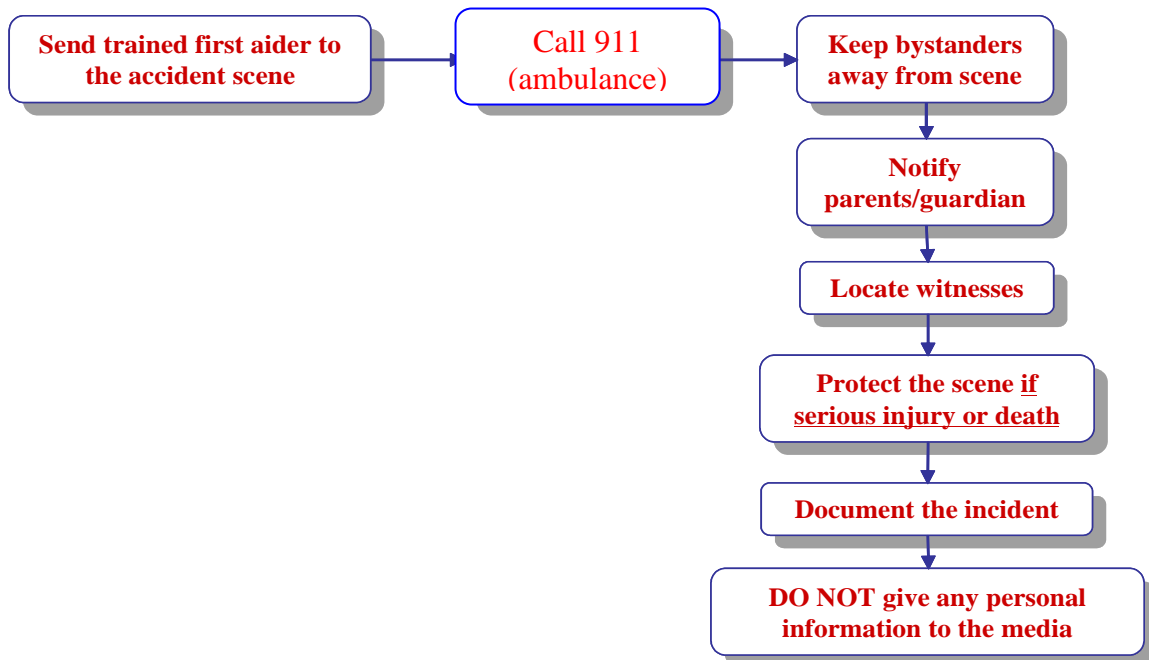
Universal Academy Coppell  
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## Medical Emergency Response

### School Action



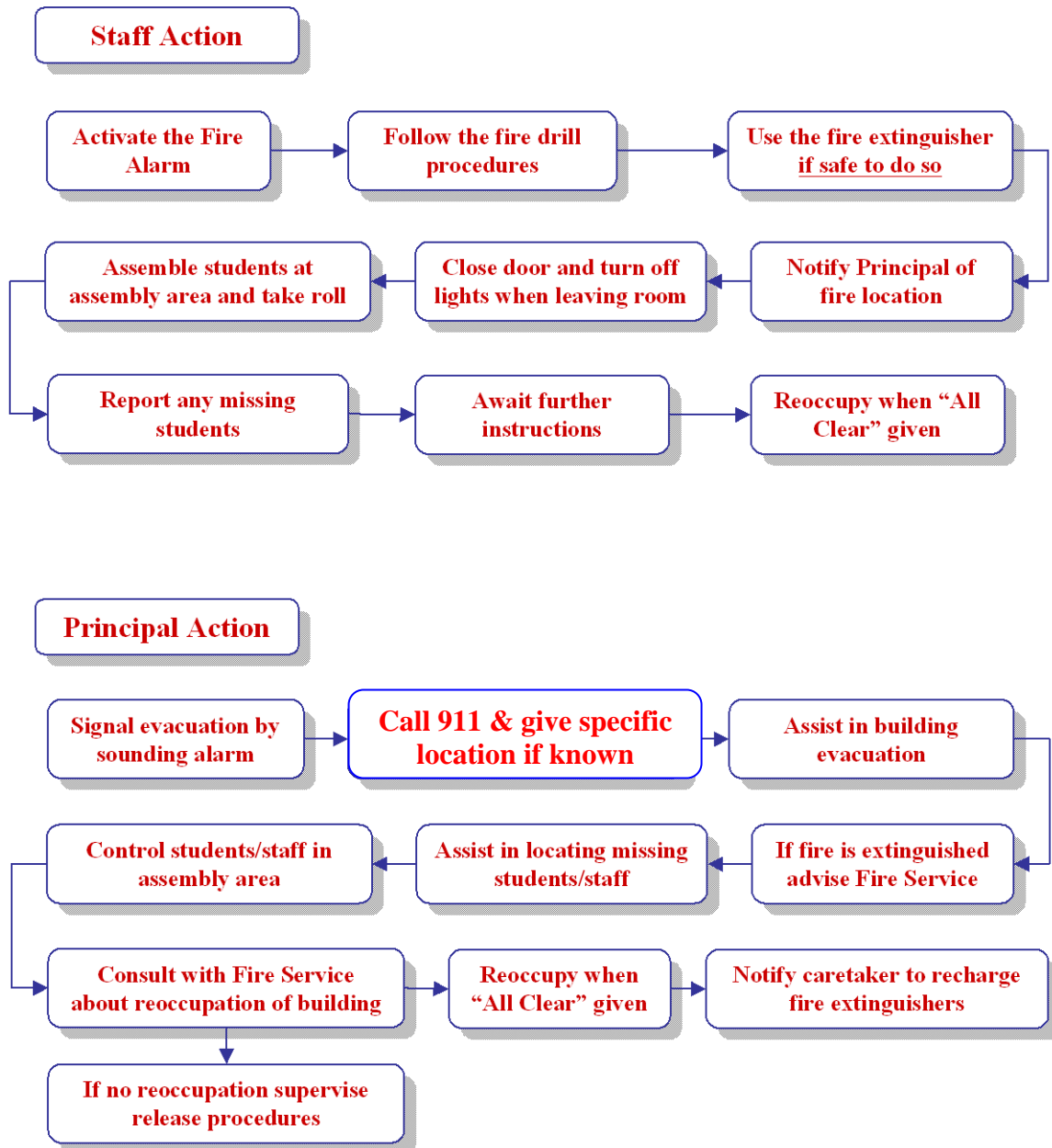
### Principal Action





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Emergency Plan**

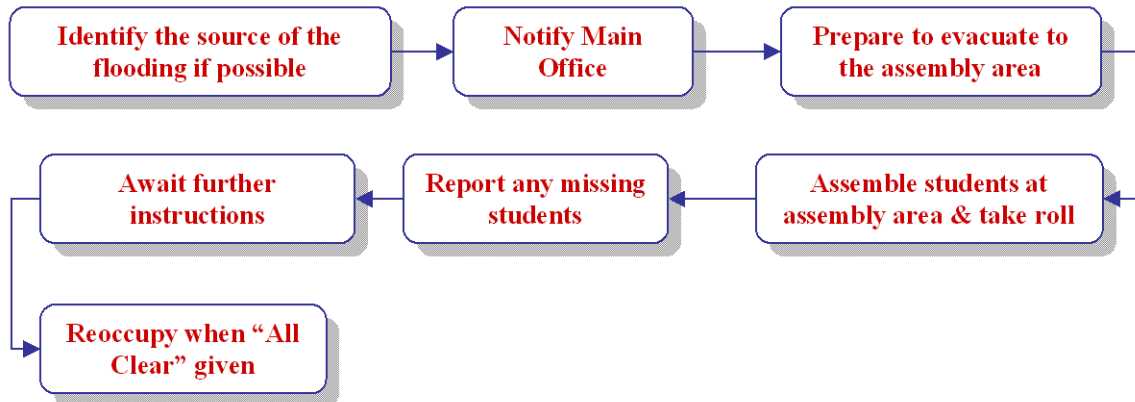
**Fire Emergency Response**



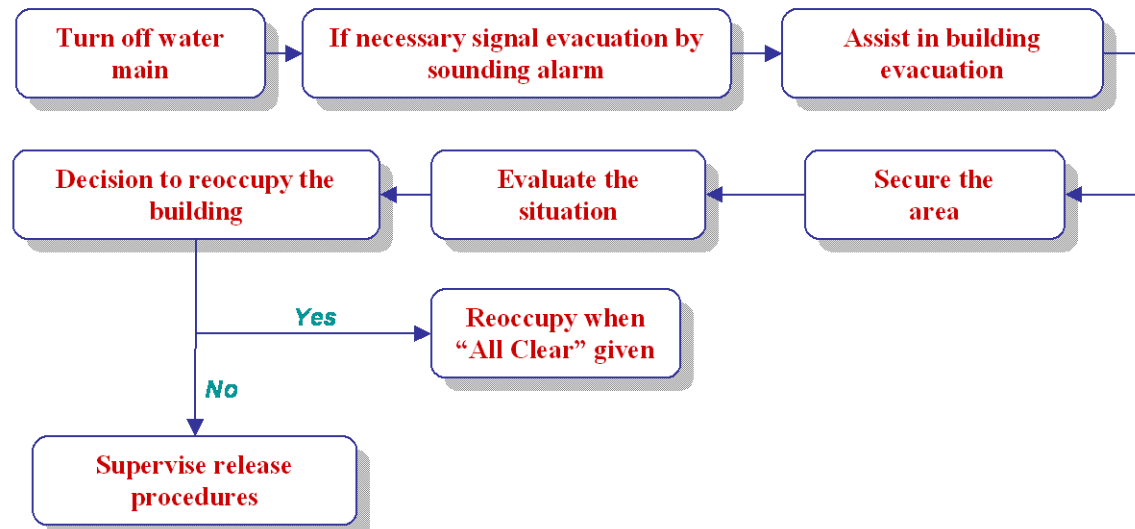
Universal Academy Coppell  
Emergency Plan

**Flood in Building Emergency Response**

**Staff Action**



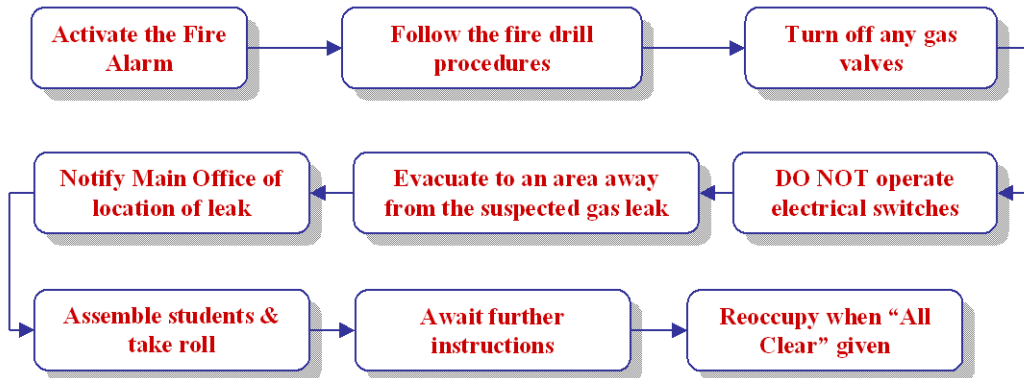
**Principal Action**



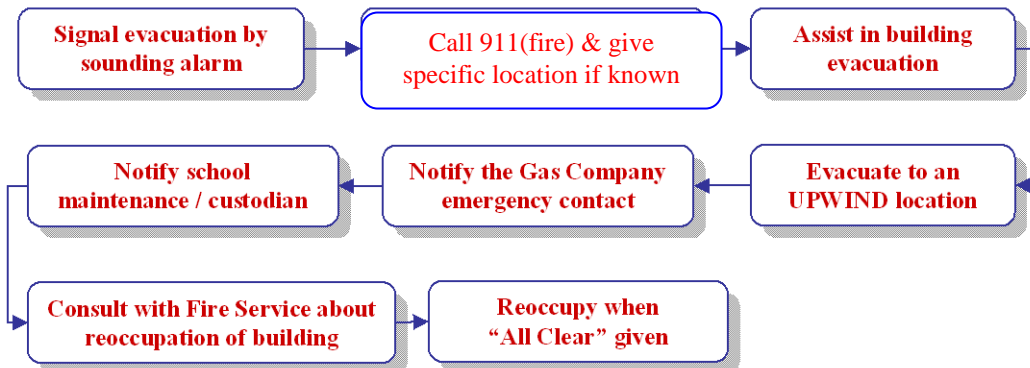
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## Gas Leak Emergency Response

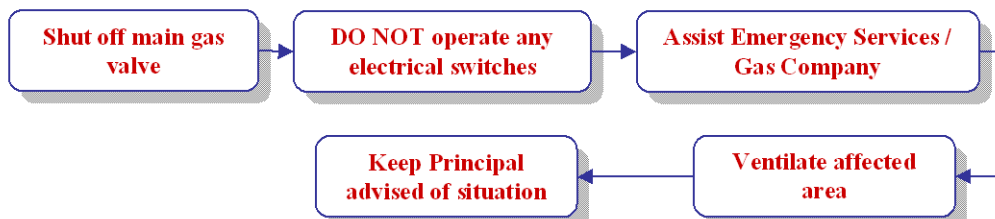
### Staff Action



### Principal Action

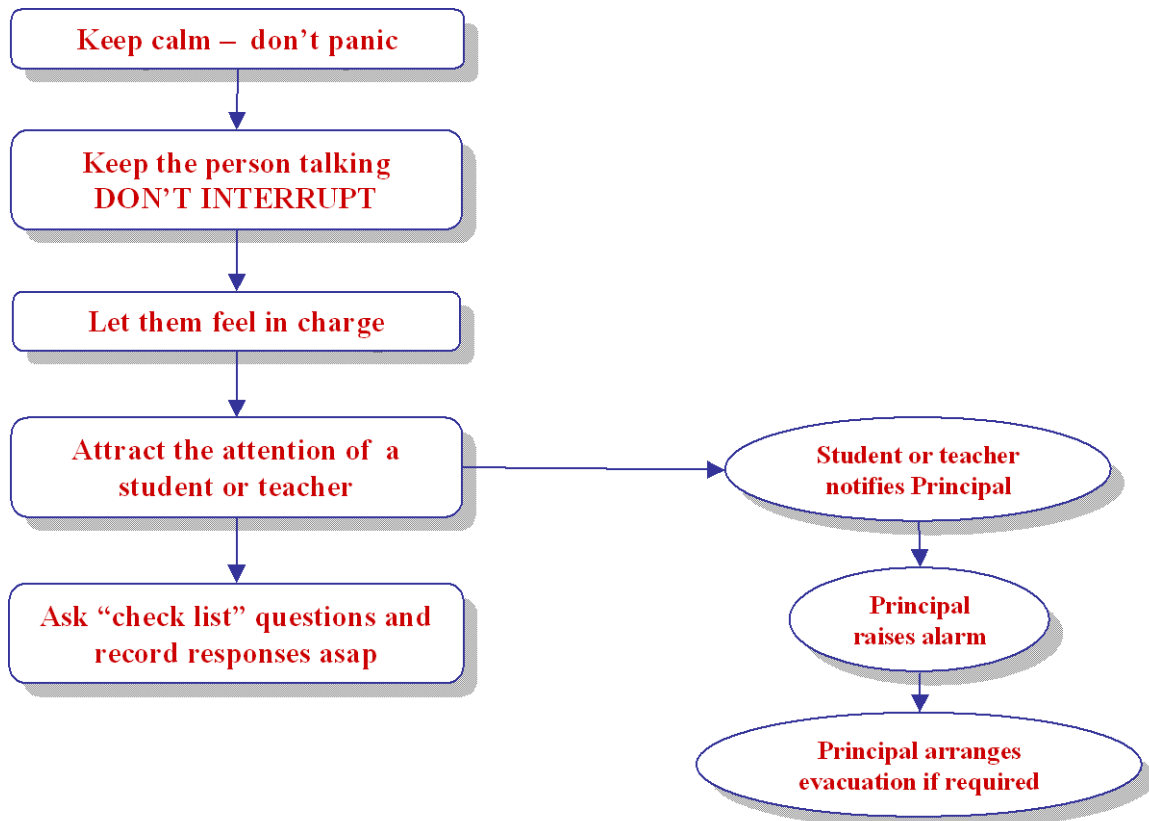


### School Caretaker



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**Bomb/Arson Threat Emergency Response**



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**Bomb Threat Questions**

WHERE DID YOU PUT THE BOMB?
WHAT DOES THE BOMB LOOK LIKE?
WHAT WILL MAKE THE BOMB EXPLODE?
WHEN IS THE BOMB GOING TO EXPLODE?
WHAT IS YOUR NAME?
WHERE ARE YOU?
EXACT WORDING OF THREAT?

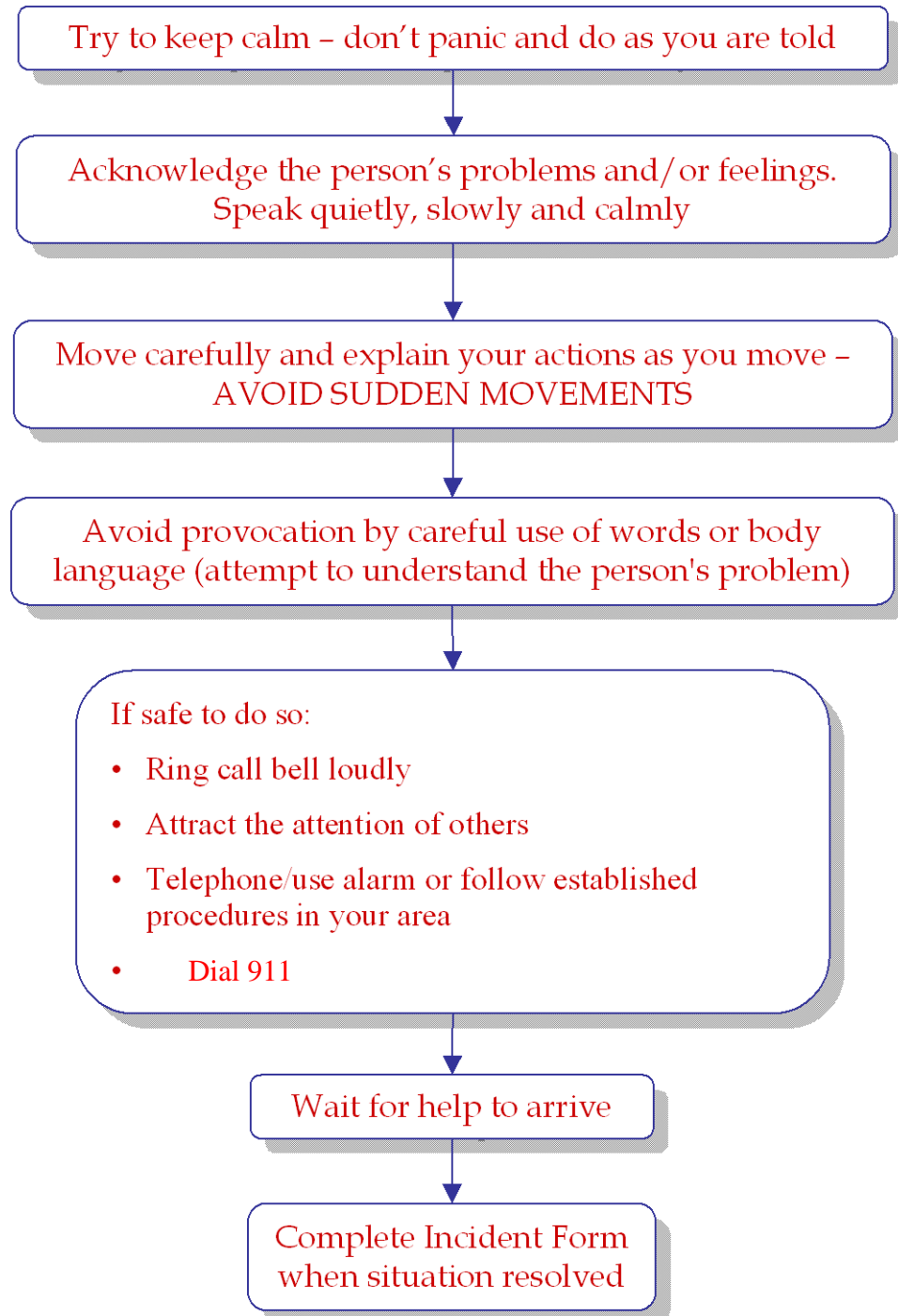
**REPORT CALL IMMEDIATELY TO 911**

OTHER, E.G. ANY DISTINGUISHING BACKGROUND NOISES?
OTHER – SEX OF CALLER/ESTIMATED AGE
CALL TAKEN (DATE/DURATION OF CALL/TIME/NUMBER CALLED)
RECIPIENT (NAME/TELEPHONE)

**REMEMBER – KEEP CALM AND DON'T HANG UP**

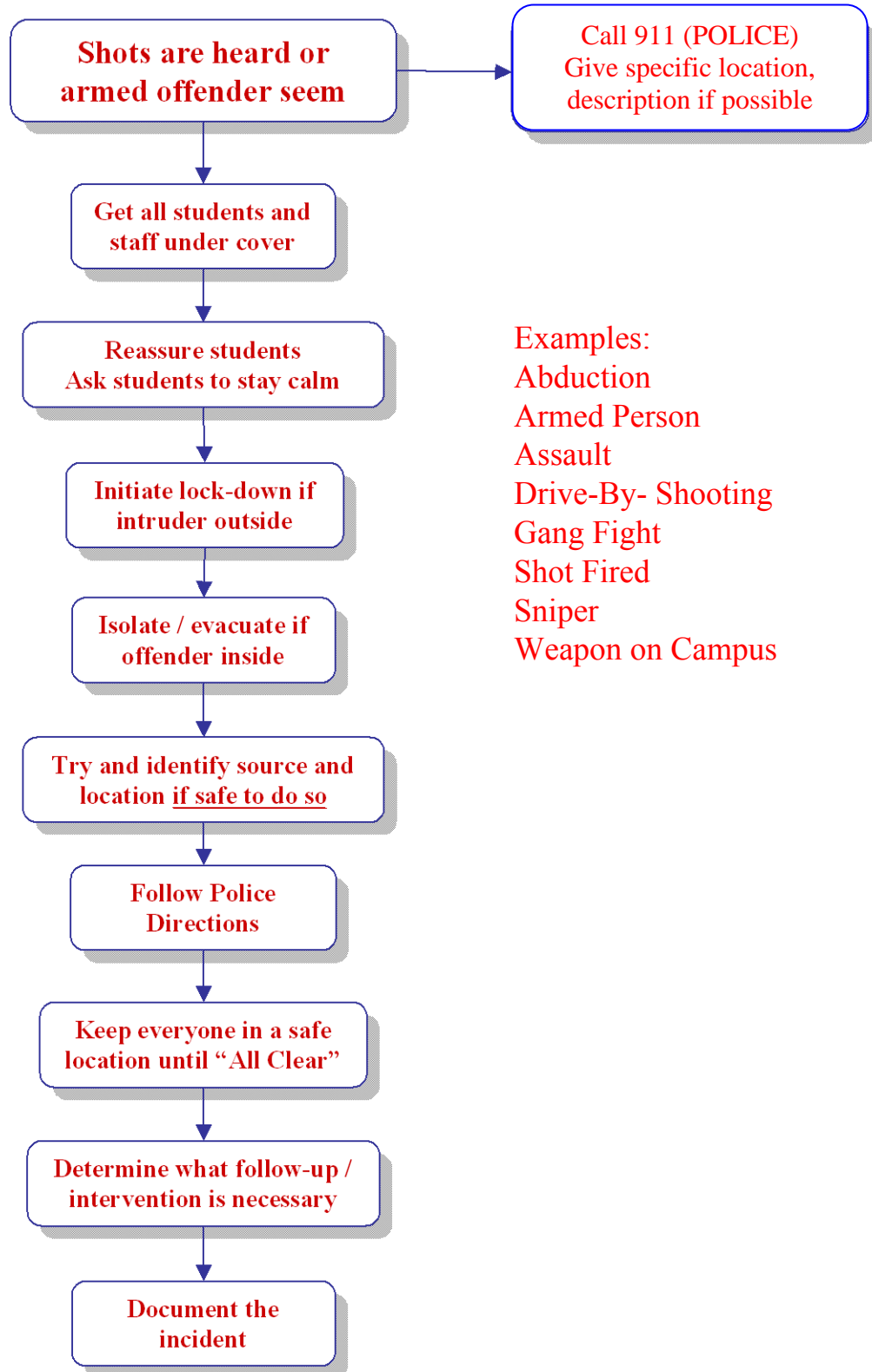
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**Violence/Personal Threat Emergency Response**



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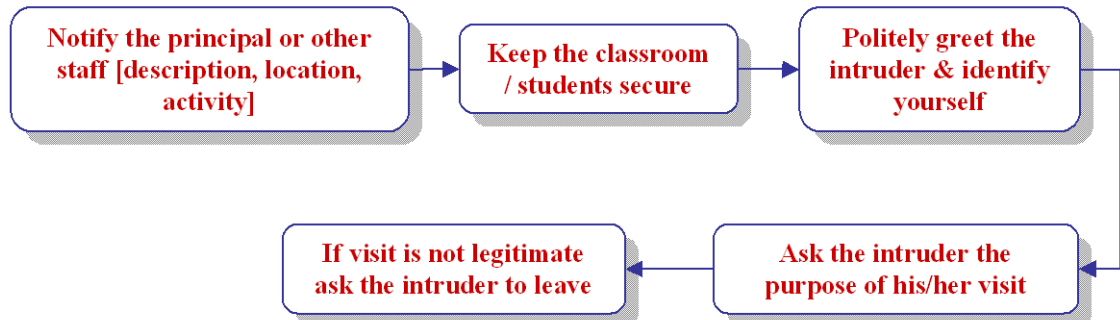
**Armed Intruders Incident Emergency Response**



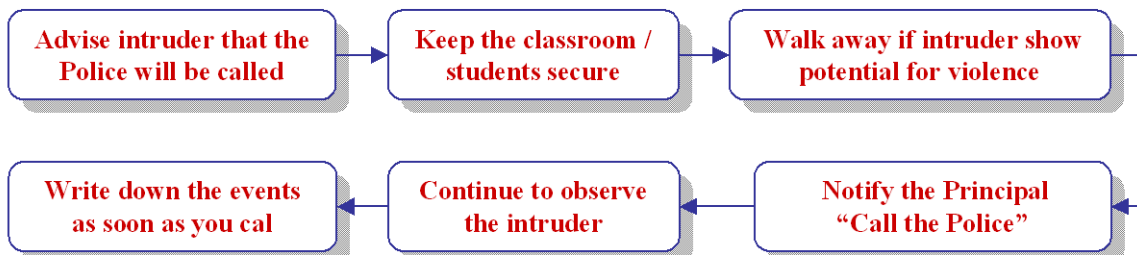
**Universal Academy Coppell  
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**Intruder Inside Building Emergency Response**

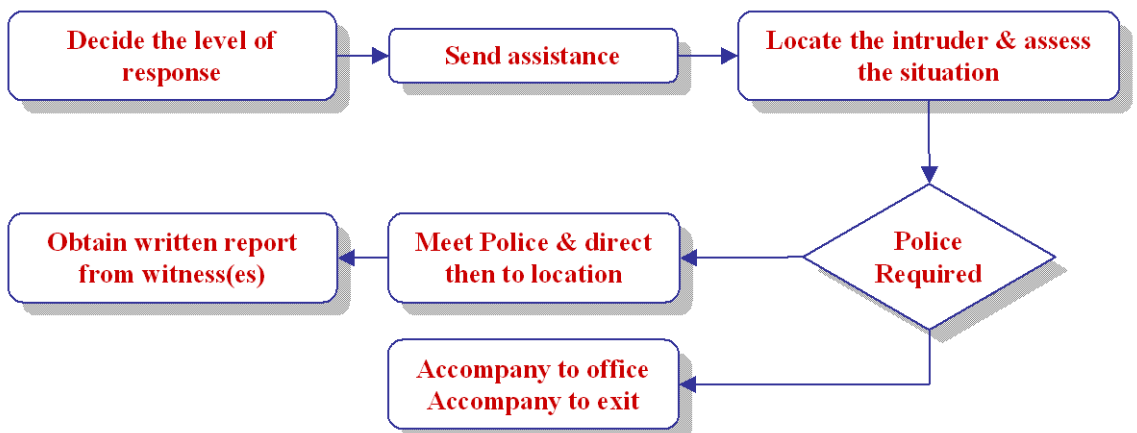
**Staff Action**



**If Intruder Refuses to Leave**



**Principal Action**

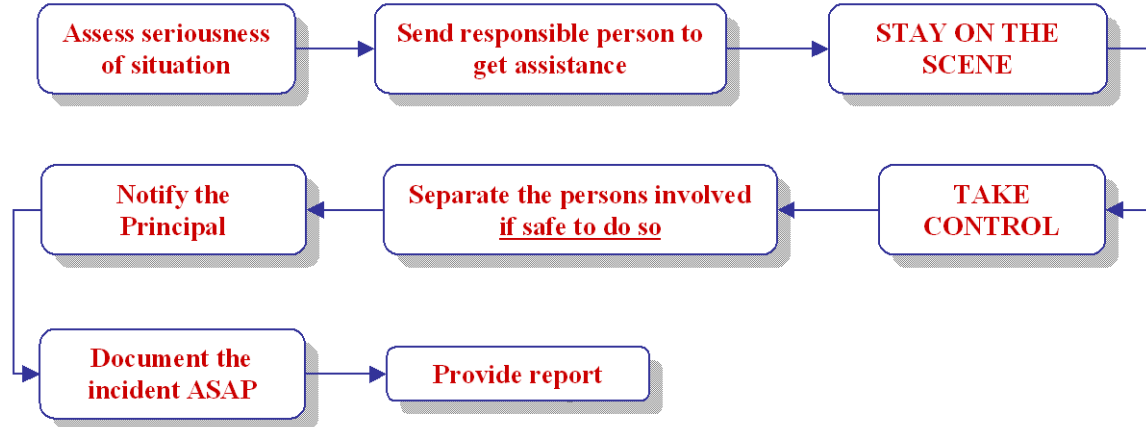




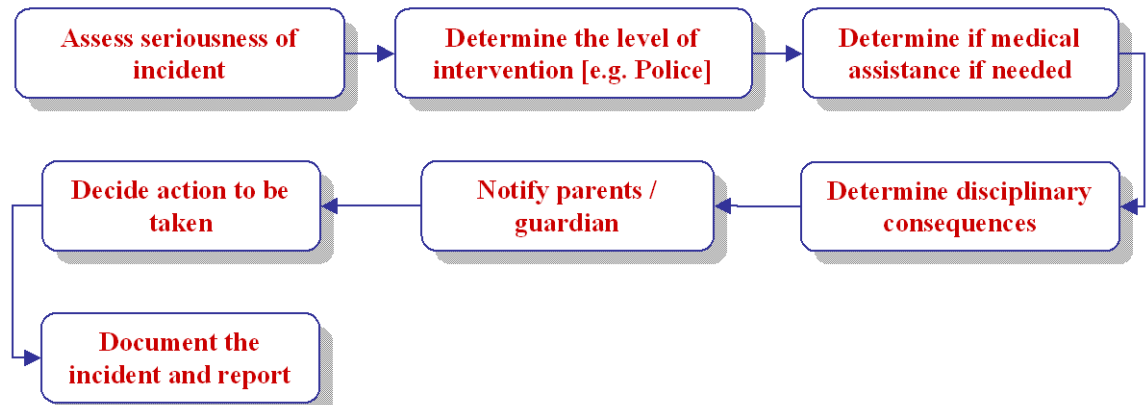
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## Physical Assault Emergency Response

### Staff Action

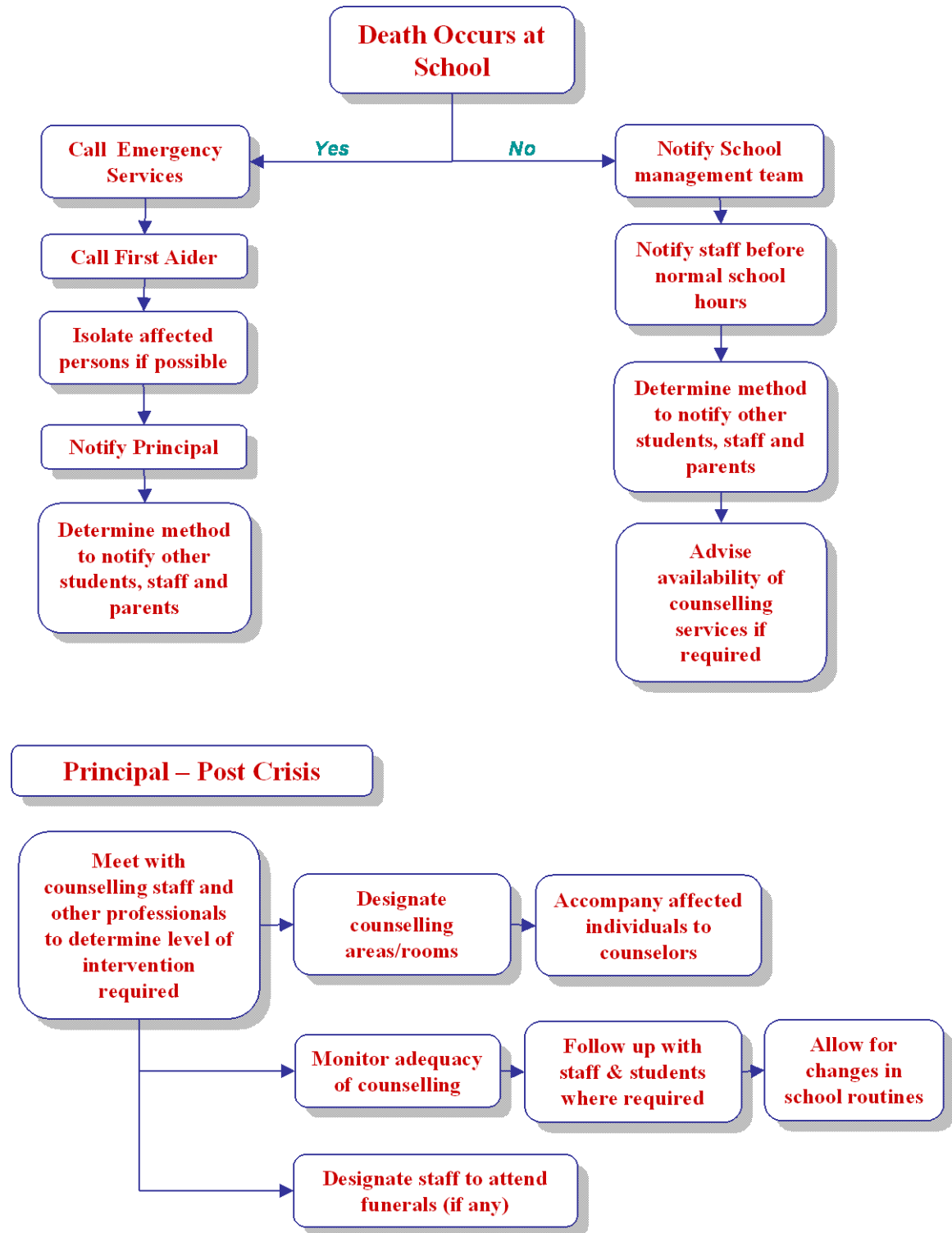


### Principal Action



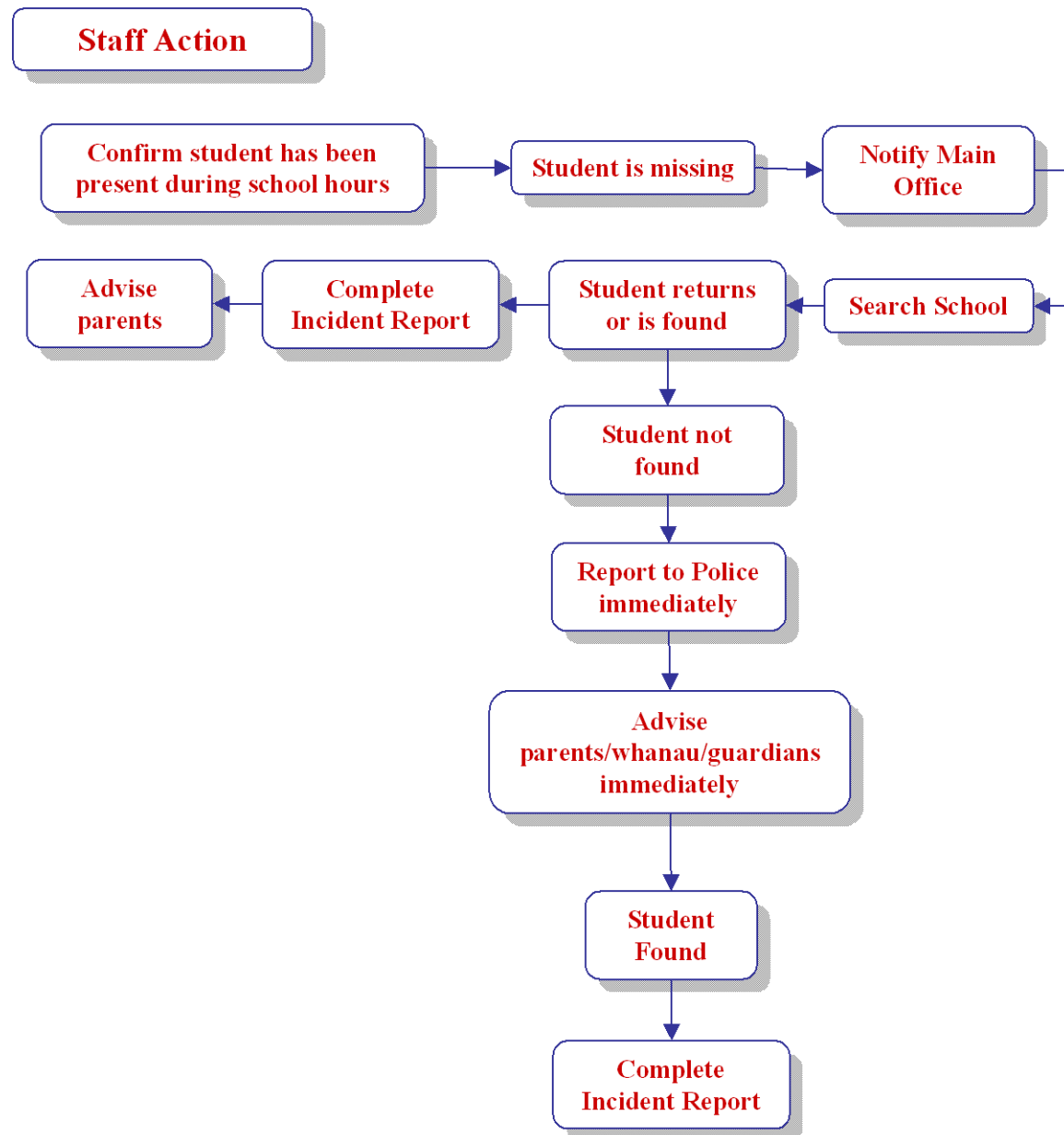
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## Death Emergency Response



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Missing Child Emergency Response



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## **Critical Equipment Shut Down CRITICAL EQUIPMENT SHUT DOWN**

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and maintenance and custodial staff will complete this action. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. Individuals should never jeopardize their own health and safety to complete the Critical Operations Shutdown.

## **POWER OUTAGE**

### **Response Actions/Responsible**

1. Upon electrical system failure, immediately report to the Principal/Site Manager and the Maintenance Manager.
2. Evaluate problem; determine if problem is on-site or off-site.
  - On-site: Determine if problem can be corrected by staff and if there are safety hazards affecting building occupants. Determine if life-safety systems have been affected. Isolate hazardous areas and/or evacuate the building as appropriate.
  - Off-site: Ask utility supplier to determine probable duration of outage. Determine if life-safety systems have been affected. Isolate hazardous areas and/or evacuate the building as appropriate.
3. Determine if critical operating systems have been affected. These may include: HVAC systems, computer systems, communications and signaling systems.
4. Notify Facilities Director.
5. Determine if building operations should be curtailed or canceled.
6. Notify Security Department.
7. Notify School Superintendent.
8. Notify the Communications Department.
9. Determine whether to activate the School Cancellation and/or Community Notification Plans.
10. Evaluate problem, commence appropriate remedial action. Coordinate with Fire Department, utility supplier, electrical engineers or contractors as appropriate.
11. Resume normal activities upon restoration of power.

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Emergency Plan**

**SEVERE WEATHER**

1. During periods of severe weather watches or warnings the Emergency Alert System, Weather Radio, and television broadcasts will carry announcements of current conditions. Heed warnings and take precautions as advised to minimize injury or property damage.
2. Notify Security Director.
3. Notify Facilities Director.
4. Notify the Communications Department.
5. Complete Critical Incident Report Form.
6. Based upon National Weather Service and/or county DEM advice, implement Shelter and/or Emergency Transportation Plan.
7. Emergency response will be activated based on advice of the National Weather Service. School cancellation may be implemented in response to predicted severe conditions.
8. During electrical storms, summon all persons into building. Avoid glass doors, and windows telephones, and all electrical appliances, including computers.

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## **TORNADO WATCH**

Upon learning of a tornado watch in the area, the **Teacher** will immediately turn on the radio to a local weather station. The weather conditions will be monitored until such time as the facility is closed and all children have left with their parents or the weather watch is canceled.

## **TORNADO WARNING**

Should weather conditions deteriorate and a tornado warning is issued, the **Teacher** will immediately initiate the following procedures, which must be followed without delay.

Sound the tornado alarm. The sound will come over the PA system.

(The tornado alarm must be distinctly different from the fire alarm. We do not want anyone reacting by leaving the building to the out-of-doors.)

Upon hearing the tornado alarm, staff members will immediately react as follows:

**THE TEACHER** will instruct all children to keep quiet and form a single file line, holding hands with the child immediately in front and the child immediately behind.

The teacher will take all of the children, and the daily attendance log, to corridor in middle of hallway. Once in this corridor, the children will be instructed to sit down. They will be instructed to keep calm and quiet while the teacher takes roll.

The children will remain in this corridor until such time as the tornado warning is canceled. Do not separate the children. Keep them all together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

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Emergency Plan**

## **BIOLOGICAL THREAT**

### **Shelter-in-Place**

#### **Procedures for Principals, Teachers, and Parents**

In the event of a release of chemical agents, biological agents, or other hazardous materials at Universal Academy schools, teachers, principals, and other school staff should take the following steps to protect themselves, their students, and their co-workers by "Sheltering-in-Place".

What does this involve?

For Principals

If you receive information regarding a biological threat and instructions to shelter-in-place (rather than evacuate), you should take the following steps:

- Activate the "Shelter-in-Place" plan by announcement over the building's PA system.
- Require all persons in outside areas to go indoors, perhaps to a specified area decided in advance. Ensure that appointed caretakers assist handicapped students/employees.
- Ensure that maintenance immediately shuts off all heating, cooling, and ventilation systems for the entire building.
- Consider instructing teachers to seal doors and windows with duct tape in severe cases.
- Call your regional superintendent and that office will ensure that the following offices are also called:

CALL 911

Coppell Police Department 972-237-1010  
(24 hours, non-emergency)

- Allow no one to leave the shelter during the emergency.
- Use reasonable judgment in allowing outsiders into a shelter during the height of the incident.
- Maintain contact with both police and fire departments for updated information and instructions until the incident is under control.
- Announce the current status of the incident at frequent intervals over the PA system until all clear.

For Teachers

- Move all students indoors.
- Close all windows and doors to the shelter.
- Turn off room heating, cooling, or ventilation systems.

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972-393-5834

**Universal Academy Coppell  
Emergency Plan**

- Place a wet handkerchief or paper towel over your nose and mouth if there appears to be air contamination within the shelter (for temporary respiratory protection).
- Continue to follow the instructions given over the PA system.
- Do not allow anyone to leave the shelter until given the all clear.

For Other Staff

If you become aware of a potential threat to the health and safety of you, your coworkers, students, or other people in the vicinity of your school, notify the principal immediately so that he or she can take whatever steps are necessary to minimize the threat. Remain indoors until instructed.

**School Board Approval**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_