

HollyDELL Biosecurity/Safety Management Plan Highlights

2022-2023

(Updated April 14, 2022)

1. Food and water supply

Each classroom has a sealed food container in the event of an emergency lock-down. Please do not use this food for any other purposes. The food and water in these containers do not have to be heated nor cooked. A manual can-opener should be available within these containers. Michelle and the nurses will make sure the supply is sufficient for each student in the classroom and will replenish the supply at a designated time during the school year. Adults/staff in the classroom/offices will take their own emergency food supply to work and keep in their locker or office, etc.

2. Preventing Accidental Contamination of Food

- a. Keep toxic substances away from food and places where food is prepared or served.
- b. Use universal precautions when preparing food.
- c. If electrical power is out, both buildings will use items in the refrigerators or freezers that pose no food safety danger.

3. Recognizing Adulteration / Product Tampering of Food

- a. Observe the food and note if the sight, smell, texture, temperature and/or weight is out of the ordinary.
- b. Inspect the food for any foreign substance.
- c. If food or water should be found unfit for consumption, the nurse and supervisor should be contacted immediately.

4. Proper Handling of Mail

- a. All mail is processed through the receptionist.
- b. Open mail or packages that are familiar to or expected by you. If there is a correspondence or package that looks suspicious, do not open it.
- c. Wash hands after handling mail.

5. Universal Precautions

- Medical precautions are followed and approved by the HollyDELL physician.

6. The Biosecurity Team

- a. The team consists of the following members:

Jodi Coates - Team Leader

Maria Renzi - Alternate Team Leader

Kailyn Bonner Marie Chrono Barbara DeGeorge

Dawn Gardner Alan Gregory Tina Capano

Sheryl Jenkins

- b. Please inform the team of any suggestions, comments, etc. about the plan in place.

7. Proper Reporting

- a. The chain of command for reporting something suspicious is as follows:
Jodi - first contact. If not available, go to next person.

610 Building

Kailyn

Joan

Tina (or Designee)

Sheryl

303 Building

Maria

Barbara D. (or

Designee)

Alan

*Contact phone numbers are in Biosecurity Plan – pages 2 and 3

- b. All utility, community relief emergency, and operation contacts are in Biosecurity Plan – pages 4 and 5.

8. General Security

- a. All employees have a criminal history check.
- b. Files are to be kept in a secure area, maintained by Executive Assistant.
- c. Visitors must sign in and wear a Visitors badge.
- d. Computers are protected by passwords.
- e. HollyDELL buildings have a security system and a fire alarm system.
- f. HollyDELL maintains a list of employees who have keys and fobs. These must be relinquished upon dismissal or resignation. If not, their fobs will be deactivated as soon as possible.

Description of Fire and Security Drills /Emergency Procedures

FIRE DRILL (Same Procedure as Bomb Threat Drill and Non-Fire Evacuations)

- a. There is an evacuation plan in every room or office. Follow the emergency exit route.
- b. If the fire alarm goes off, CALL 911 and request fire and police departments.
(The entry points to our buildings are labeled with a red square so that emergency responders know where to enter. Anyone may call 911 and ask for both police and fire department.)
- c. If possible, all doors should be closed, even in halls. Do not touch light switches.
- d. All will go outside and join a group. For ANY evacuation drill...

Teachers bring:

Emergency Cards

Attendance Sheet

Red/Green Cards

Summary Sheet for Drills and Emergencies

Receptionists bring:

Visitors Sign-In Sheet

Security Binder

Picture of Dot Board

Summary Sheet for Drills and Emergencies (303 only)

Nurses bring: Emergency Cards

Therapists bring: Summary Sheet for Drills and Emergencies

TOP (303) brings: Summary Sheet for Drills and Emergencies

610 Administration or Office Staff: Summary Sheet for Drills and Emergencies

The leader in the group will give count of adults and students to administrator or designee. Green/Red Cards will be used.

Administrator or designee will give counts to HollyDELL designee for log. Receptionists will do tallies for matching with Fire Drill Summaries, etc., and administration or designee will communicate with emergency personnel. It is IMPORTANT to sign in each day or use dots (therapists and therapy graduate students).

- e. If Bomb Threat, you will keep walking away from area and wait for instructions for destination from administration.
- f. Parents, bus companies, districts will be notified via School Messenger System in an actual emergency.

RELOCATION

1. If one building needs to evacuate and go elsewhere, please follow the directives given by administration. When you get to designated area, you will take attendance. Some possibilities include:

- 610 will go to 303
(Go into hallway and wait for directions to disperse to classrooms.)
- 303 will go to 610
(Go into PT Room and wait for any other directions.)
- If both buildings are involved, go to Ice Arena (Go into main lobby)
or
Margaret Heggan Library (Go to main lobby). You will be directed by administration.

2. Parents, bus companies, districts will be notified via School Messenger System in an actual emergency. An email will be sent home by the end of the day, if it was just a drill.

LOCK-DOWN (Same Procedure as Active Shooter Drill)

In the event of a lock-down drill or an actual crisis during school hours, the administrator or employee will alert the staff via the intercom:

Lock-Down is an imminent threat (i.e., active shooter in building). Follow procedure below or go out back doors to escape.

Anyone can call 911 (requesting both fire and police).

- Announcement will be made:
“Lockdown, lockdown, this is a lockdown. Staff, please check your emails for additional instructions.”
- All staff and students will proceed to the nearest classroom/office. Move as quickly and quietly as possible.
- All classroom/office doors will be locked from the inside by an adult and the students will immediately be moved away from the door and windows to a corner of the room. Please pull-down shades that lead into hall and to the outside. You may also use dividers for blocking the group and put equipment against the door as a deterrent.

- Put cell phones on vibrate. Be aware of not making noise. Power chairs may need to be in manual for this reason.
- Assist one another in remaining calm and quiet during the event.
- After a drill or actual emergency, an announcement will be made as to when the doors can be unlocked.
- Parents, bus companies, districts will be notified via School Messenger System in an actual emergency. An email will be sent home by the end of the day, if it was just a drill.

If **tornado, hurricane, or earthquake, you would move to the INTERIOR of the building away from doors and windows. The main hall in each building is the best option.

***If fire alarm is activated after a lockdown is called, PLEASE DO NOT MOVE. Only move when an “All Clear” is said on the intercom. ***If you smell smoke or fire, please evacuate.

CODE MEDICAL (and say location)

This is when we have a medical issue and we want staff and students to stay away from a specific area.

SHELTER IN PLACE (Threat outside the building)

We will be notified by the police and/or fire department of any situation in which this is necessary. For example, when there is a gas explosion in the area, no staff nor student should be leaving the building. All doors and windows will be locked; shades/blinds will be pulled down. All may function within the building but are not able to leave the premises and no one is allowed to enter.

An announcement will be made:

“Shelter in Place...we ask that students and staff shelter in place while we address a security concern. Staff, please check your email for additional instructions.”

Parents, bus companies, districts will be notified via School Messenger System in an actual emergency. An email will be sent home by the end of the day, if it was just a drill.

****“All Clear”** (for all above situations)

After situation has been assessed and it is safe, an administrator or designee will call “All Clear”. At that time, things can return to normal.

**At the end of any drill administration will make a statement ,
acknowledging that everyone is safe and this was just a drill.**

At the end of Security Drill Announcement

All Clear... Students and staff, thank you for your cooperation in participating in this security drill. Our drills help us to be prepared. All is safe in the building, and it is now time to resume our normally scheduled activities. Good job!

******NURSES SHOULD BE INFORMED IF STUDENTS ARE LEAVING THE BUILDING FOR ANY REASON.***

***** IF THE FIRE AND SECURITY ALARM GO OFF DURING NON-SCHOOL HOURS (WHEN STAFF ARE NOT PRESENT), THERE WILL BE A KEY AVAILABLE TO THE FIRE AND POLICE IN A KNOX BOX AT EACH BUILDING SITE.**

FIRE / BOMB THREAT / NON-FIRE EVACUATION

1. Evacuate building
2. Call 911 and request fire and police
3. Take a count of all students and staff
4. Wait for further instructions

LOCKDOWN / ACTIVE SHOOTER

1. Lock door and pull-down shade
2. Call or text 911 and request fire and police
3. Go to safe area in classroom
4. Don't let anyone in or out of the room
5. If Active Shooter, may escape through back doors
6. Wait for further instructions

RELOCATION

1. Evacuate building
2. Call 911 and request fire and police
3. Wait for further instruction

SHELTER IN PLACE

1. Lock all outside doors and windows
2. Pull down outside shades/blinds
3. Go about business as usual in the building
4. Don't let anyone in or out of the building
5. Wait for further instructions

CODE MEDICAL (and say location)

1. Stay away from designated area