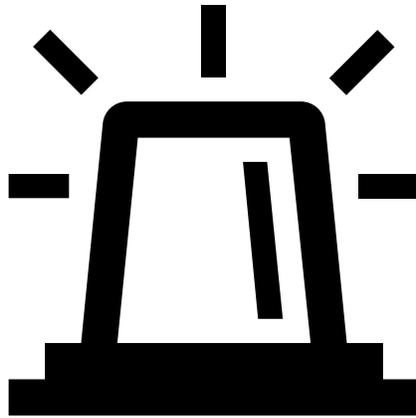




UTOPIAN
ACADEMY FOR THE ARTS
— AT —
TRILITH™

Emergency & Security Plan 2023-24



I. Basic Information

- School Name: Utopian Academy for the Arts at Trilith
- Address: 2750 Veterans Pkwy Fayetteville, GA 30214
- School population: 110 (100 students, 10 staff)

II. Emergency Response Team

1. Principal Caleb Land: Emergency Director
2. Resource Officer Joseph: Deputy Director
3. Kristen DeSantis: Medical Response Lead
4. Janitorial Staff: Evacuation Support
5. Teachers and Staff: Evacuation Guides and Student Monitors

III. Emergency Communication System

1. Use of School Bell App for immediate alerts
2. Emergency phone tree (teachers & staff)
3. Parental notification via automated call, SMS and email system (Infinite Campus)
4. Emergency radio for communication with local first responders

IV. Emergency Procedures

Evacuation

1. Fire Alarm sounds.
2. Students are taught to leave belongings and calmly line up at the door and exit to their nearest emergency exit.
3. Teachers take their class rosters, Cell phones for communication and to utilize Smart Pass for emergency attendance, and guide students to the designated outdoor areas, take attendance, and report any missing students to the Emergency Director.

Lockdown (threat inside the building)

1. Announcement of "Lockdown" over the PA system.
2. Teachers lock classroom doors, cover door windows, turn off lights, and guide students to the part of the room farthest from the door. They utilize Smart Pass and notify Emergency Director of any missing students. Place GREEN card from Emergency folder under their door if all students accounted for, YELLOW card under their door if students safe but one or more unaccounted for, RED card if emergency assistance is needed

immediately. Teachers communicate with Emergency Director via TEAMS and Text Messaging.

3. Everyone remains silent and out of sight until an "all clear" announcement.

Lockout (threat outside the building)

1. Announcement of "Lockout" over the PA system.
2. All exterior doors are locked. Outdoor activities are brought indoors.
3. Normal internal operations continue unless notified otherwise.

Shelter-in-Place (environmental threat, e.g., severe weather)

1. Announcement of "Shelter-in-Place" over the PA system.
2. Students are moved to the designated shelter locations in the cafeteria and interior hallways.
3. Teachers take attendance, utilize Smart Pass, and report any missing students to the Emergency Director.

V. Emergency Exits

- Main entrance: Leads to the school parking lot, to be used by nearby classrooms including cafeteria, Science Lab, and Room 303. Teachers and Deputy Emergency Director lead the student count.
- Side entrance 1: Leads to the Side Parking Lot, to be used by students in Rooms 507, 506, 503, and students in the bathroom. Teachers and the Emergency Director lead the student count.
- Side entrance 2: Leads to the Side Parking Lot, to be used by students in rooms 605, 603, and Office Staff. Teachers and the Emergency Director lead the student count.

VI. Assembly Areas

1. Main School parking lot
2. Side Parking Lot

VII. Emergency Supplies

- Kept in main office, nurse's office, and science lab.
- Include first-aid kits, water, food, blankets, flashlights, and battery-powered radios.

VIII. Emergency Drills

- Conducted regularly throughout the year (in the first month of each semester).
- Include evacuation, lockdown, lockout, and shelter-in-place drills.
- Debrief after each drill to identify any areas of improvement.

IX. Emergency Response Training

- Training sessions for staff on all emergency procedures conducted annually.
- Training includes use of fire extinguishers, basic first aid, and responsibilities during emergencies.

X. Special Needs Considerations

- Special plans for students with mobility issues or other special needs.
- DES teacher to assist these students during emergencies.

XI. After an Emergency

- Crisis response team to offer support for students, staff, and parents.
- Debrief with staff to assess the response and make any necessary adjustments to the plan.

XII. Plan Review and Updates

- Review and update the Emergency and Safety Plan annually.
- Any major changes in building design, staff, or student population should prompt a review.

Note: *This plan is to be distributed to all staff, available in every classroom and key locations throughout the school, and shared with all parents/guardians at the start of the school year. All teachers are to review the plan with students at the start of the year and after any major updates. The local police and fire departments should also have a copy of this plan.*