



## **EMERGENCY RESPONSE PROTOCOLS**

Lake Highland continuously strives to provide the safest school environment possible. Below are descriptions of what parents should expect and how they should respond in the event of an emergency on campus.

### **EMERGENCY NUMBERS**

#### **Campus Security**

(407) 402-9181

#### **Police Department Serving Lake Highland**

Orlando Police Department: (321) 235-5300 (non-emergency)

#### **Fire Department Serving Lake Highland**

Orlando Fire Department: (321) 235-5200 (non-emergency)

#### **Nearest Hospital:**

Florida Hospital –South: 601 E. Rollins Street Orlando, FL 32803  
Main Number: (407) 896-6611

## **WHAT TO EXPECT**

- The school community practices various emergency drills on a regular basis. The school works closely with members of the public safety community to ensure a safe campus.
- In the event of an emergency, information will be communicated to families in several ways:
  - Postings on the school's website & emergency website.
  - Calls to phone numbers on file with the school using an automated calling system.
  - Recordings on the school's main telephone line.
  - Radio broadcasts on 103.1 FM.
- **In the Event of a Fire**
  - The effected area will be evacuated. Evacuees will gather at their assigned evacuation point. Attendance and injury status will be verified and reported to the Incident Command Post.
  - Emergency services will be summoned.
  - In the event that persons are injured a separate triage and treatment area will be established. During the triage process, school personnel will be assigned to contact families of injured parties. If an individual is transported to the hospital, families will be notified as to which hospital the patient was transported. A member of the school community will go to the hospital with an injured student.
  - Lake Highland will communicate with parents using the various aforementioned methods regarding the status of the school.
  - Parents should not respond to the school until instructed. The priority is to enable emergency responders and aid to reach the school.
  - If a decision is made to release the students for the day, students will only be released once mass check-out protocols are in place.

- **In the Event of Severe Weather**

- **Lightning:** Generally, in the case of lightning impacting the area, students will be held indoors until the threat passes.
- **Hurricanes/Tropical Storms:** Lake Highland will follow closing decisions of Orange County Public Schools. Lake Highland tends to recover faster than Orange County and thus may reopen ahead of Orange County. Closing and opening decisions will be communicated by the aforementioned methods.
- **High Winds:** Campus will take immediate and adequate shelter. Once the event has passed or it is safe to do so, those administrators assigned a building tour will relay attendance, injury, and damage assessment information to the Incident Command Post.
- Emergency services will be summoned if necessary.
- In the event that persons are injured a separate triage and treatment area will be established. During the triage process, school personnel will be assigned to contact families of injured parties. If an individual is transported to the hospital, families will be notified as to which hospital the patient was transported. A member of the school community will go to the hospital with an injured student.
- Lake Highland will communicate with parents using the various aforementioned methods regarding the status of the school.
- Parents should not respond to the school until instructed. The priority is to enable emergency responders and aid to reach the school.
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### **In the Event of a Missing Student**

- Employees will follow established contact and search protocols outline in their Safe Schools Handbook.
- If after following established protocol the student still has not been located, Orlando Police will be notified.
- The family of the missing student will be requested to respond to the campus.

### **In the Event of a Hazardous Materials Incident**

- In general, if the effected area is an interior area, persons will be evacuated to their assigned evacuation point or an alternate depending on wind patterns. If the effected area is outside, persons will be moved inside and HVAC controlled to maximize filtration. Should the entire campus be effected, persons will be evacuated to their assigned off campus evacuation sites.
- Emergency services will be summoned.
- In the event that persons are injured a separate triage and treatment area will be established. During the triage process, school personnel will be assigned to contact families of injured parties. If an individual is transported to the hospital, families will be notified as to which hospital the patient was transported. A member of the school community will go to the hospital with an injured student.
- Lake Highland will communicate with parents using the various aforementioned methods regarding the status of the school.
- Parents should not respond to the school until instructed. The priority is to enable emergency responders and aid to reach the school.
- If a decision is made to release the students for the day, students will only be released once mass check-out protocols are in place.

### **In the Event of a Campus Lockdown**

- Campus perimeter, buildings, and classrooms will be secured. No one may enter or leave campus with the exception of emergency services.
- Emergency services will be summoned if necessary.
- Administrators assigned a building tour will relay attendance and injury data to the Incident Command Post.
- In the event that persons are injured a separate triage and treatment area will be established. During the triage process, school personnel will be assigned to contact families of injured parties. If an individual is transported to the hospital, families will be notified as to which hospital the patient was transported. A member of the school community will go to the hospital with an injured student.
- Lake Highland will communicate with parents using the various aforementioned methods regarding the status of the school.
- Parents should not respond to the school until instructed. The priority is to enable emergency responders and aid to reach the school.
- If a decision is made to release the students for the day, students will only be released once mass check-out protocols are in place.

### **In the Event of a Campus Evacuation**

- Faculty/staff will lead students to their assigned off campus evacuation points.
- Emergency services will be summoned.
- Attendance and injury data will be relayed to the Incident Command Post.
- In the event that persons are injured a separate triage and treatment area will be established. During the triage process, school personnel will be assigned to contact families of injured parties. If an individual is transported to the hospital, families will be notified as to which hospital the patient was transported. A member of the school community will go to the hospital with an injured student.
- Lake Highland will communicate with parents using the various aforementioned methods regarding the status of the school.
- Parents should not respond to the school until instructed. The priority is to enable emergency responders and aid to reach the evacuation points.
- If a decision is made to release the students for the day, students will only be released once mass check-out protocols are in place.

### **In the Event of a Bus Crash**

- School personnel will respond to the scene and obtain attendance and injury data. Data will be called to the Incident Command Post on the Main Campus.
- For safety, parents should not respond to the accident scene. Parents should respond to the Main Campus. All incident information will be relayed to the Incident Command Post on the Main Campus. The Incident Command Post will brief the parents on the situation.
- Students not injured in the crash will be transported to the Main Campus.
- School personnel will be assigned to contact families of injured parties. If an individual is transported to the hospital, families will be notified as to which hospital the patient was transported. A member of the school community will go to the hospital with an injured student.