

EVEREST CHARTER SCHOOL

EMERGENCY PREPAREDNESS, RESPONSE, AND RECOVERY PLAN

School: Everest Charter School

Grades: K-8

Address: 10044 W. McNab Road, Tamarac, Florida 33321

School Phone: 954-532-3015

Website: www.everestcharter.org

School Mascot: Bengal Tiger

Plan Year: 2026-2027

Effective Date: August 2026

Review Cycle: Annually and following any significant emergency, drill, exercise, or change in school operations

I. PURPOSE AND SCOPE

Everest Charter School is committed to providing a safe, secure, supportive, and prepared learning environment for students, employees, families, volunteers, and visitors.

This Emergency Preparedness, Response, and Recovery Plan establishes a comprehensive framework for preparing for, responding to, recovering from, and mitigating the effects of emergencies and disasters that may affect Everest Charter School.

The plan follows an **all-hazards approach**, recognizing that emergencies may be natural, technological, medical, environmental, security-related, or human-caused.

The plan is designed to:

1. Protect the lives and safety of students, employees, and visitors.
2. Establish clear responsibilities during emergencies.
3. Provide a consistent emergency-response structure.
4. Coordinate school actions with law enforcement, fire rescue, emergency medical services, emergency management, and other appropriate agencies.
5. Establish procedures for communication with families and employees.
6. Provide for accountability of students and staff.
7. Establish procedures for evacuation, sheltering, lockdown, secure operations, and holding areas.
8. Provide for family reunification following an emergency.
9. Support continuity of educational services.
10. Establish recovery procedures following an emergency.
11. Provide for after-action review and continuous improvement.

This plan should be used in conjunction with applicable Florida statutes and rules, Florida Department of Education guidance, fire and life-safety requirements, local emergency-management procedures, and the school's governing-board policies.

II. GUIDING PRINCIPLES

Everest Charter School's emergency-management program is based on five phases:

Prevention

Actions taken to reduce the likelihood that an emergency will occur.

Protection

Actions taken to protect students, employees, visitors, facilities, information, and critical resources.

Mitigation

Actions taken to reduce the potential impact of an emergency.

Response

Immediate actions taken to protect life, stabilize the incident, communicate information, and coordinate with emergency responders.

Recovery

Actions taken to restore school operations, support students and employees, repair facilities, address emotional needs, and return to normal or improved operations.

These phases reflect the emergency-management cycle used by Broward County Public Schools.

III. SCHOOL EMERGENCY MANAGEMENT ORGANIZATION

A. School Emergency Management Team

Everest Charter School will maintain a School Emergency Management Team consisting of designated personnel who are trained to perform emergency responsibilities.

Recommended structure

Incident Commander

- Principal or designated administrator
- Assumes overall school leadership during an emergency
- Coordinates with first responders
- Authorizes schoolwide emergency actions
- Coordinates communication and recovery

Incident Commander Designee

- Assumes command when the Principal is unavailable
- Maintains continuity of command

Operations/Safety Lead

- Coordinates implementation of emergency procedures
- Supports accountability and movement of students and staff
- Coordinates with emergency responders

Student Accountability Lead

- Coordinates student/staff accountability
- Collects attendance information
- Identifies missing, injured, or additional students/personnel

Communication Lead

- Coordinates internal and external communication
- Maintains communication with families and employees
- Coordinates approved emergency notifications

Health/First Aid Lead

- Coordinates first aid and medical response until emergency medical personnel arrive
- Maintains awareness of students with medical needs
- Coordinates AED/first-aid resources

Facilities/Logistics Lead

- Coordinates utilities, facilities, supplies, transportation, food, water, and other logistical needs

Student Support/Recovery Lead

- Coordinates counseling, emotional support, student services, and recovery activities

IV. EMERGENCY COMMAND AND CONTROL

During an emergency, the school will use a clear chain of command.

Primary Command

1. Principal
2. Principal's designated emergency designee
3. Administrative designee
4. Other designated emergency-management personnel

The person assuming command will identify themselves to staff and coordinate with responding agencies.

When professional emergency responders arrive, school personnel will provide relevant information and cooperate with the incident commander designated by the responding agency.

School personnel should not interfere with law enforcement, fire rescue, EMS, or other emergency operations.

V. STANDARD EMERGENCY RESPONSE PROTOCOLS

Everest Charter School will use plain-language emergency terminology consistent with the Standard Response Protocol model used by Broward County Public Schools.

1. HOLD

"HOLD — In your room or area. Clear the halls."

A HOLD is used when the hallways need to be cleared while normal classroom activities continue.

Staff Responsibilities

- Keep students in the assigned room or area.
- Clear hallways.
- Account for students.
- Continue normal classroom activities unless otherwise directed.
- Do not release students until the appropriate all-clear is communicated.

VI. SECURE

"SECURE — Get inside. Lock outside doors."

SECURE is used when a potential concern exists outside the school building or when school officials need to secure the campus while maintaining normal indoor operations.

Staff Responsibilities

- Bring students and staff indoors.
 - Secure exterior access points as directed.
 - Account for students.
 - Increase situational awareness.
 - Continue normal operations unless otherwise directed.
 - Monitor official school communication.
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VII. LOCKDOWN

"LOCKDOWN — Locks, lights, out of sight."

LOCKDOWN is used when there is an immediate threat inside or near the school requiring protective action.

Staff should follow the school's confidential lockdown procedures and law-enforcement direction.

General staff expectations

- Secure the classroom or assigned area.
- Keep students out of sight.
- Maintain silence.
- Do not open the door in response to unverified requests.
- Account for students when safely possible.
- Follow official emergency instructions.
- Call 911 when appropriate and when doing so will not increase danger.

Broward County Public Schools uses the same plain-language LOCKDOWN terminology.

NOTE: Exact lockdown locations, room-specific procedures, access-control procedures, and tactical response information shall be maintained in a confidential emergency annex and provided only to authorized personnel.

VIII. EVACUATE

"EVACUATE — To a specified location."

EVACUATION may be ordered because of:

- Fire
- Smoke
- Gas leak
- Hazardous materials
- Structural concerns
- Bomb threat
- Natural disaster
- Other dangerous conditions

Staff Responsibilities

- Take attendance information when feasible.
- Lead students to the designated evacuation location.
- Bring emergency communication equipment when available.
- Maintain student supervision.
- Account for all students.
- Report missing, injured, or additional students.
- Do not return to the building until authorized.

Confidential Evacuation Information

The school's confidential emergency annex shall contain:

- Primary evacuation locations
- Alternate evacuation locations
- Classroom evacuation routes
- Accessibility accommodations
- Mobility assistance procedures
- Transportation arrangements
- Staff assignments

These details should be reviewed with local fire rescue and emergency-management personnel.

IX. SHELTER

"SHELTER — Hazard and safety strategy."

SHELTER is used when a specific hazard requires students and employees to take protective action.

Examples include:

Severe Weather/Tornado

- Move to designated interior shelter areas.
- Stay away from windows and exterior openings.
- Protect students as directed by emergency officials.

Hazardous Materials

- Follow emergency responder instructions.
- Evacuate or shelter as directed.
- Limit exposure to the identified hazard.

Extreme Heat

- Move students and employees to appropriate climate-controlled areas.
- Monitor vulnerable individuals.
- Maintain hydration.

Other Environmental Hazards

Follow instructions specific to the hazard.

BCPS similarly uses SHELTER as a hazard-specific protective strategy.

X. EMERGENCY TYPES

Everest Charter School's all-hazards plan addresses, at minimum:

A. Fire

Upon discovery of fire, smoke, or an activated fire alarm:

1. Follow the school's fire-response procedures.
2. Evacuate according to posted routes.
3. Take attendance when safe.
4. Report missing or injured persons.
5. Do not re-enter until authorized by fire officials or school administration.

Fire drills and fire-safety procedures shall comply with applicable fire-code requirements.

XI. SEVERE WEATHER AND HURRICANES

Because Everest Charter School is located in South Florida, hurricane and severe-weather preparedness are essential components of the plan.

The school will monitor official weather information and guidance from appropriate government and emergency-management agencies.

Before a severe-weather event

The school will:

- Monitor forecasts.
- Review emergency contacts.
- Secure appropriate materials and equipment.
- Protect essential records.
- Review student and staff accountability procedures.
- Communicate operational decisions to families.
- Coordinate with the school's governing authority and appropriate emergency-management partners.

During severe weather

The school will:

- Follow official emergency instructions.
- Use appropriate shelter procedures.
- Maintain student supervision.
- Account for students and staff.
- Monitor communications.
- Provide first aid as necessary.

After severe weather

The school will:

- Assess conditions before reopening.
 - Coordinate with emergency responders and facility personnel.
 - Communicate reopening information.
 - Document damage.
 - Address student and employee needs.
 - Activate recovery procedures.
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XII. TORNADO / EXTREME WEATHER

When a tornado warning or other immediate severe-weather threat affects the school:

- Activate the appropriate SHELTER response.
 - Move students to designated safe areas.
 - Keep students away from windows.
 - Maintain supervision.
 - Account for students and staff.
 - Monitor official emergency communications.
 - Remain sheltered until the all-clear is issued.
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XIII. MEDICAL EMERGENCIES

Medical emergencies may include:

- Serious injury
- Loss of consciousness
- Seizure
- Severe allergic reaction
- Cardiac emergency
- Respiratory emergency
- Serious illness
- Suspected overdose or poisoning
- Other life-threatening conditions

Response

Staff should:

1. Immediately request emergency assistance.
2. Call 911 when appropriate.
3. Provide first aid/CPR/AED assistance when trained.
4. Notify the school administration.
5. Contact the student's parent/guardian according to school procedures.
6. Document the incident.
7. Preserve confidentiality.

The school will maintain an inventory and inspection schedule for AEDs, first-aid supplies, and emergency medical equipment.

BCPS emphasizes AED maintenance and identification of trained CPR/First Aid/AED personnel at school sites.

XIV. HAZARDOUS MATERIALS / ENVIRONMENTAL INCIDENT

A hazardous-material emergency may involve:

- Chemical release
- Gas leak
- Air-quality concern
- Unknown substance
- Spill
- Fire-related smoke
- Environmental contamination

The school will:

- Notify emergency responders.
- Keep students and staff away from the affected area.
- Follow EVACUATE or SHELTER instructions as appropriate.
- Avoid unnecessary contact with unknown substances.
- Follow fire-rescue and emergency-management instructions.
- Document the incident.

XV. BOMB THREAT / SUSPICIOUS PACKAGE

Any threat involving an explosive device or suspicious package will be treated seriously.

Staff and students should not touch, move, or investigate suspicious objects.

The school administration will:

- Notify law enforcement.
- Follow instructions from responding agencies.
- Implement EVACUATE, HOLD, SECURE, or other appropriate protective actions.
- Account for students and staff.
- Maintain communication with families as directed.

Specific threat-assessment and law-enforcement procedures will remain in the confidential emergency annex.

XVI. ACTIVE THREAT / ACTIVE ASSAILANT

Everest Charter School will maintain an active-assailant response plan consistent with applicable Florida law and coordinate active-threat training and exercises with the appropriate first-responder agencies.

Florida law requires each charter school governing board to adopt an active-assailant response plan and requires annual training for school personnel on the procedures contained in that plan.

The school's response will use the appropriate emergency protocol based on the circumstances, including:

- LOCKDOWN
- EVACUATE
- Other protective actions directed by emergency responders

Staff and students will receive age-appropriate training.

Confidentiality Notice: Detailed tactical procedures, room-specific instructions, responder entry information, camera locations, security vulnerabilities, and other sensitive information will be maintained separately and will not be included in the publicly distributed version of this plan.

XVII. THREAT REPORTING

Everest Charter School will maintain multiple mechanisms for reporting safety concerns.

Students, staff, parents, and community members should immediately report:

- Threats
- Weapons concerns
- Bullying or harassment
- Suspicious behavior
- Self-harm concerns
- Violence
- Dangerous conduct
- Other safety concerns

For immediate emergencies, call **911**.

Florida schools also utilize **FortifyFL** as a suspicious-activity reporting tool.

The school will maintain information about FortifyFL and other reporting mechanisms in student handbooks, parent communications, classrooms, and school publications as appropriate.

XVIII. EMERGENCY COMMUNICATION

Emergency Communication Principles

Emergency communication must be:

- Timely
- Accurate
- Clear
- Age-appropriate
- Consistent
- Accessible
- Confidential when necessary

The school will designate an administrator or communications representative to coordinate official communications.

Communication Methods

Depending on the emergency, the school may use:

- School emergency notification system
- Telephone
- Email
- Text messaging
- School website
- Parent communication platform
- Public-address system
- Staff communication system
- Direct communication with emergency responders

The school will not release confidential student information or unverified information.

XIX. PARENT/GUARDIAN NOTIFICATION

Parents and guardians have a right to timely notification of specified threats, unlawful acts, and significant emergencies involving charter schools under Florida law.

Emergency notifications should include, when appropriate:

- What happened
- Whether students are safe
- Whether school operations are continuing
- Whether dismissal is occurring

- Whether students are being relocated
- Where and when parents should report
- What parents should do
- Where verified updates will be posted

Parents should be instructed not to report to the school during an active emergency unless directed to do so.

XX. FAMILY REUNIFICATION PLAN

Everest Charter School will maintain a confidential Family Reunification Plan.

Florida law requires charter school governing boards to adopt a family reunification plan in coordination with local law enforcement and local governments and to review it annually.

The reunification plan will establish:

- Primary reunification location
- Alternate reunification location
- Parent check-in procedures
- Student release procedures
- Student accountability procedures
- Identification requirements
- Authorized pickup procedures
- Special-needs accommodations
- Transportation procedures
- Staff assignments
- Law-enforcement coordination
- Family communication procedures
- Documentation procedures

CONFIDENTIAL: Exact reunification locations and operational procedures should be maintained in the school's restricted Emergency Operations Annex.

XXI. STUDENT ACCOUNTABILITY

Student accountability is required during all emergency events.

Teachers will maintain access to current attendance information.

Accountability will occur:

1. Before an emergency when feasible.

2. During evacuation or movement.
3. At the designated assembly/shelter location.
4. During reunification.
5. When students return to school operations.

Teachers and staff shall immediately report:

- Missing students
- Unaccounted-for students
- Injured students
- Students who have joined another group
- Additional students in their care

Students should never be released to an unauthorized individual.

XXII. STUDENTS WITH DISABILITIES AND OTHER ACCESS NEEDS

Emergency procedures shall provide reasonable accommodations for students and employees who may require additional assistance.

The school will identify emergency needs related to:

- Mobility
- Visual impairments
- Hearing impairments
- Medical needs
- Communication needs
- Sensory needs
- Cognitive/developmental needs
- Temporary injuries

Emergency plans should identify staff responsibilities for supporting students requiring assistance.

Individual emergency needs will be addressed while maintaining student confidentiality.

XXIII. VISITORS AND CONTRACTORS

All visitors must follow the school's visitor-management procedures.

During an emergency:

- Visitors must follow staff instructions.
- Visitors may be required to remain with assigned groups.
- Visitors will not independently enter restricted areas.
- The school will maintain visitor accountability when practical.

Contractors and outside agencies participating in school programs must follow applicable school safety requirements.

XXIV. TRANSPORTATION EMERGENCIES

Emergency procedures apply to school transportation and school-sponsored activities.

Transportation emergency procedures will address:

- Vehicle accidents
- Medical emergencies
- Severe weather
- Fire
- Unsafe passenger behavior
- Missing students
- Security threats

Transportation providers must maintain appropriate emergency contacts and procedures.

Students must remain under appropriate adult supervision throughout an emergency.

XXV. AFTER-SCHOOL AND EXTRACURRICULAR ACTIVITIES

Emergency procedures apply during:

- Aftercare
- Clubs
- Athletics
- Field trips
- Tutoring
- Academic programs
- Parent events
- School-sponsored activities

Program leaders are responsible for maintaining attendance and knowing the emergency procedures applicable to their activity.

XXVI. EMERGENCY SUPPLIES

Everest Charter School will maintain emergency supplies appropriate to its facility and student population.

Recommended supplies include:

- First-aid kits
- AED
- Flashlights
- Batteries
- Emergency communication devices
- Drinking water
- Emergency food supplies
- Basic sanitation supplies
- Student accountability materials
- Emergency contact information
- Weather/emergency monitoring equipment
- Necessary medical supplies
- Mobility/accessibility equipment

Supplies will be inspected periodically and replenished as necessary.

XXVII. DRILLS AND EXERCISES

Everest Charter School will conduct emergency drills and exercises consistent with Florida law, applicable rules, fire-code requirements, and sponsor requirements.

Florida law requires emergency drills to be conducted according to statutory and State Board of Education requirements. Schools are also expected to coordinate applicable drills with first responders.

BCPS reports that its schools conduct regular drills, including fire drills and other emergency exercises, and uses tabletop exercises to evaluate procedures and incorporate improvements into school safety plans.

Everest Charter School Drill Program

The school will maintain a documented annual drill calendar addressing, as applicable:

- Fire
- LOCKDOWN/active threat
- SECURE

- HOLD
- EVACUATE
- SHELTER/severe weather
- Reunification
- Other emergency scenarios appropriate to the school

Drills will be age-appropriate and designed to teach students and employees what to do without unnecessarily creating fear or trauma.

XXVIII. STAFF TRAINING

All employees will receive emergency preparedness training appropriate to their responsibilities.

Training will address:

- Emergency protocols
- Emergency communication
- Student accountability
- Evacuation
- Shelter procedures
- LOCKDOWN procedures
- Medical emergency response
- Severe weather
- Fire safety
- Threat reporting
- Student reunification
- Students with access needs
- Crisis response
- Recovery procedures

New employees will receive emergency orientation as part of onboarding.

Florida law requires annual training on the active-assailant response plan for applicable school personnel.

XXIX. SCHOOL SAFETY ASSESSMENT

Everest Charter School will participate in applicable school safety assessments and use assessment findings to identify vulnerabilities and improvements.

The Florida Safe Schools Assessment Tool addresses areas including emergency preparedness, physical security, professional development, support services, school-community collaboration, and disaster/reunification planning.

The school will maintain a corrective-action process for identified deficiencies.

XXX. EMERGENCY ALERT / PANIC SYSTEM

Everest Charter School will maintain the required emergency-alert capability and coordinate with appropriate emergency-response agencies.

Florida law requires public schools, including charter schools, to implement a mobile panic-alert system capable of connecting with emergency services.

The school will:

- Test emergency communication systems.
 - Document system tests.
 - Address coverage issues.
 - Train appropriate personnel.
 - Coordinate with emergency responders.
 - Maintain required system records.
-

XXXI. COORDINATION WITH FIRST RESPONDERS

Everest Charter School will establish and maintain relationships with:

- Local law enforcement
- Fire rescue
- Emergency medical services
- Emergency management
- Public safety answering point/911
- Local government
- School sponsor representatives
- Appropriate healthcare and community partners

The school will provide appropriate emergency information to first responders while protecting confidential security information.

Florida law requires coordination with first responders as part of school safety planning.

XXXII. CRISIS RESPONSE AND RECOVERY

Emergency response does not end when the immediate threat has ended.

Everest Charter School will address four major recovery areas:

1. Academic Recovery

- Continuity of instruction
- Makeup instructional activities
- Alternative instructional delivery
- Student academic support

2. Physical Recovery

- Facility assessment
- Repairs
- Cleaning
- Restoration of utilities
- Replacement of damaged equipment

3. Fiscal Recovery

- Documentation of expenses
- Insurance claims
- Emergency purchasing
- Financial reporting
- Grant or disaster assistance when applicable

4. Emotional/Social Recovery

- Student support
- Employee support
- Counseling referrals
- Crisis intervention
- Family assistance
- Mental-health resources

BCPS similarly identifies academic, physical, fiscal, and emotional components of recovery.

XXXIII. INSTRUCTIONAL CONTINUITY

When normal school operations are disrupted, Everest Charter School will implement an instructional-continuity strategy.

Possible strategies include:

- Alternative instructional locations
- Digital learning
- Learning-management systems

- Printed instructional materials
- Remote communication
- Modified schedules
- Temporary relocation
- Coordination with the school sponsor

The school will prioritize continuity of instruction while maintaining student and employee safety.

XXXIV. EMERGENCY OPERATIONS ANNEX

A separate confidential annex shall contain operationally sensitive information, including:

- Campus maps
- Evacuation routes
- Shelter locations
- Reunification locations
- Emergency access information
- Utility shutoffs
- Security system information
- Camera/security information
- Emergency contact directory
- Student/staff accountability resources
- Students requiring specialized emergency assistance
- Transportation emergency information
- First-responder information
- Critical infrastructure information
- School emergency supply locations
- Emergency keys/access information

The confidential annex shall not be publicly distributed.

XXXV. DOCUMENTATION AND RECORD KEEPING

The school will maintain documentation of:

- Emergency drills
- Drill attendance
- Drill evaluations
- Staff training
- Emergency incidents
- Parent notifications
- After-action reports
- Corrective actions
- Equipment inspections

- AED inspections
- Emergency communication tests
- Reunification exercises
- Safety assessments

Records will be maintained according to applicable law and school policy.

XXXVI. AFTER-ACTION REVIEW

Following a significant emergency, drill, or exercise, the school will conduct an After-Action Review.

The review should answer:

1. What happened?
2. What worked well?
3. What did not work well?
4. Were students and staff accounted for?
5. Was communication effective?
6. Were emergency procedures followed?
7. Were additional resources required?
8. Were students with special needs adequately supported?
9. What training gaps were identified?
10. What corrective actions are required?
11. Who is responsible for each corrective action?
12. What is the completion deadline?

Corrective actions will be documented and monitored until completed.

XXXVII. ANNUAL PLAN REVIEW

The Principal and designated Emergency Management Team will review this plan at least annually and after significant emergencies or exercises.

The annual review will include:

- Contact information
- Emergency procedures
- Drill schedule
- Reunification procedures
- Emergency supplies
- Staff assignments
- Communication procedures
- Safety assessment findings

- Corrective actions
- Applicable laws and regulations
- First-responder recommendations

Florida law requires the family reunification plan to be reviewed annually and updated as applicable.

XXXVIII. EMERGENCY CONTACT DIRECTORY

The following information should be completed and maintained in the school's confidential emergency annex.

Agency/Contact	Telephone	Secondary Contact
Emergency – Police/Fire/EMS	911	N/A
School Principal	_____	_____
Principal Designee	_____	_____
School Emergency Contact	_____	_____
Local Law Enforcement	_____	_____
Fire Rescue	_____	_____
Emergency Management	_____	_____
School Sponsor	_____	_____
Facility/Building Contact	_____	_____
School Security	_____	_____
Transportation Provider	_____	_____
School Nurse/Health Contact	_____	_____
Mental Health/Crisis Support	_____	_____
Utility Emergency Contact	_____	_____

XXXIX. STAFF EMERGENCY QUICK REFERENCE

Every employee should remember:

IF THERE IS AN EMERGENCY:

1. STAY CALM.

2. PROTECT STUDENTS.

3. FOLLOW THE ANNOUNCED EMERGENCY PROTOCOL.

4. ACCOUNT FOR STUDENTS.

5. COMMUNICATE IMPORTANT INFORMATION WHEN SAFE.

6. FOLLOW DIRECTIONS FROM SCHOOL ADMINISTRATION AND FIRST RESPONDERS.

7. DO NOT RELEASE STUDENTS WITHOUT AUTHORIZATION.

8. REPORT MISSING, INJURED, OR UNACCOUNTED-FOR STUDENTS.

XL. EMERGENCY RESPONSE LANGUAGE

Everest Charter School will use the following plain-language commands:

Command	Meaning
HOLD	Stay in your room/area and clear the hallways.
SECURE	Get inside and secure the outside perimeter.
LOCKDOWN	Locks, lights, out of sight.
EVACUATE	Move to the designated location.
SHELTER	Use the designated safety strategy for the hazard.
ALL CLEAR	Normal operations may resume when officially announced.

These terms are modeled on the Standard Response Protocol approach used by Broward County Public Schools.

XLI. SCHOOL LEADERSHIP ACKNOWLEDGEMENT

I acknowledge that I have reviewed the Everest Charter School Emergency Preparedness, Response, and Recovery Plan and understand my responsibilities under the plan.

Principal: _____

Signature: _____

Date: ____

Emergency Management Coordinator/Designee: ____

Signature: ____

Date: ____

XLII. STAFF ACKNOWLEDGEMENT

I acknowledge that I have received or reviewed the emergency preparedness information applicable to my position and understand that I am responsible for following school emergency procedures.

Employee Name: ____

Position: ____

Signature: ____

Date: ____

XLIII. PLAN APPROVAL

Everest Charter School Governing Board

This Emergency Preparedness, Response, and Recovery Plan is adopted as the school's framework for emergency preparedness and response, subject to applicable Florida law, administrative rules, fire-code requirements, school-sponsor requirements, and coordination with appropriate emergency-response agencies.

Board Chair: ____

Signature: ____

Date: ____

Principal: ____

Signature: ____

Date: ____

APPENDIX A — REQUIRED CONFIDENTIAL ANNEXES

The following documents should be maintained separately from the public-facing plan:

1. Confidential Campus Emergency Map
2. Classroom Evacuation Routes
3. Designated Shelter Areas
4. Confidential Reunification Locations
5. Emergency Contact Directory
6. Student Accountability Procedures
7. Students Requiring Emergency Assistance
8. Utility Shutoff Information
9. Emergency Equipment Locations
10. Security System Information
11. Law-Enforcement Coordination Information
12. Emergency Transportation Procedures
13. School Emergency Supply Inventory
14. Critical Infrastructure Information
15. Annual Drill Calendar
16. After-Action Reports
17. Corrective Action Plans

APPENDIX B — ANNUAL EMERGENCY PREPAREDNESS CHECKLIST

- ☐ Review Emergency Preparedness Plan.
- ☐ Review confidential emergency annex.
- ☐ Update emergency contacts.
- ☐ Review evacuation procedures.
- ☐ Review shelter procedures.
- ☐ Review LOCKDOWN procedures.
- ☐ Review family reunification procedures.
- ☐ Verify emergency communication systems.
- ☐ Verify emergency-alert/panic system.
- ☐ Inspect AEDs.
- ☐ Inspect first-aid supplies.
- ☐ Review emergency supplies.
- ☐ Train new employees.
- ☐ Conduct required annual training.
- ☐ Conduct required emergency drills.
- ☐ Coordinate applicable drills with first responders.
- ☐ Conduct tabletop exercise.
- ☐ Review students requiring emergency accommodations.
- ☐ Review transportation emergency procedures.
- ☐ Complete after-action reports.

- [] Complete corrective actions.
 - [] Obtain administrative approval.
 - [] Obtain governing-board approval as required.
 - [] Submit/update required information with applicable agencies.
-

APPENDIX C — EMERGENCY MANAGEMENT PHILOSOPHY

Everest Charter School recognizes that emergency preparedness is an ongoing process rather than a single document.

The school will maintain a continuous cycle of:

PLAN → TRAIN → EXERCISE → EVALUATE → CORRECT → IMPROVE

The objective is to ensure that every member of the Everest Charter School community understands their role and can respond calmly, appropriately, and safely during an emergency.

WE ARE PREPARED.

WE ARE RESPONSIBLE.

WE PROTECT OUR STUDENTS.

WE WORK TOGETHER.

IMPORTANT IMPLEMENTATION NOTE

This document is designed as a **school-level framework**, not as a substitute for legal, fire-code, law-enforcement, emergency-management, or school-sponsor review. Before adoption, Everest Charter School should have the plan reviewed and coordinated with its **charter sponsor, local law enforcement, fire rescue, emergency management, and appropriate school-safety personnel**. Florida's Office of Safe Schools makes the FSSAT available to charter schools, and Florida law requires charter schools to maintain specific safety and emergency-planning components.