



# Brook Hills Co-op Emergency Plan

## **Emergencies:**

In the event of an emergency, **call 911**. Remain calm and provide the following information to the 911 Operator:

1. Location of the emergency: 3145 Brook Highland Parkway, Birmingham, Alabama 35242
2. Nature of the emergency: fire, intruder, medical, etc.
3. Your phone number. This is very important. In the event the call is dropped/disconnected, the 911 operator can return your call.
4. Your name.
5. As much information as possible about the emergency:
  - a. Description of suspects
  - b. Location of emergency? Do you smell or see smoke? Is there a fire?
  - c. Is the patient conscious? Is the person responsive and breathing? Is the person bleeding, and is the bleeding under control?

## Responding Agencies:

### Primary:

Birmingham Police

Birmingham Fire

### Secondary/Backup:

Shelby County Sheriff

Cahaba Valley Fire District

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## **General Information:**

### **Coordinators:**

Each day that class is in session, a school administrator or parent volunteer will be on site and act as a school coordinator. In the event of an emergency, the coordinator is in charge, will act as the point of contact, and assume the leadership role for implementation of the appropriate procedures.

While class is in session the coordinator will be stationed in the student building (preferably on the second floor where most classes are held). The coordinator will be responsible for watching for unusual activity, and if circumstances warrant the need of first responders, the coordinator will call 911. The coordinator should have a cellular telephone at all times.

### **Communication:**

To effectively communicate in the event of an emergency, the coordinator and all designated teachers/administrators should have cell phones with them at all times. Coordinators and designated teachers/administrators have access to the teacher directory where phone numbers are listed.

### **Classrooms:**

Grades K-6 meet in classrooms on the second floor of the student building.

Grades 7-12 will meet in the second floor classrooms of the student building as well as the first floor and the modulars outside the student building.

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## **Emergency Action Plans:**

### Shelter in Place:

In the event of a Severe Thunderstorm Warning or Tornado Warning, all students, teachers, faculty, volunteers, and administrators will be instructed to follow the Shelter in Place Plan. For the purpose of monitoring for weather warnings, BHC will monitor the notifications from Jefferson County Emergency Management Agency (EMA). To receive JCEMA notifications all faculty should go to [www.jeffcoema.org](http://www.jeffcoema.org) and click on Everbridge Alerts. Once on this site, enter the address for The Church at Brook Hills which is 3145 Brook Highland Pkwy., Birmingham, AL 35242. This will allow each teacher/administrator to receive an alert if the church is within the path of a storm.

If a warning is received everyone should shelter in place. Everyone, including students in the modular units, should move quickly, without running, to the "Safe Rooms." All safe rooms are located inside the student center. Room 101 and other interior rooms without windows, located on the first floor of the student building may also be used as "Safe Rooms." Once each class is safely sheltered, it will be the responsibility of each teacher to contact the coordinator to communicate that all students are accounted for and in their safe place.

In the event a student is not accounted for, the teacher should communicate this via cell phone (text or call). If a teacher has the student in their group this should be reported using a cell phone. This student should remain in place until the "All Clear" is given. If the student cannot be found, and it is safe to do so, an adult should walk the property in search of the missing student. Once completed, a report of their findings should be reported via cell phone to the coordinator.

It will be the responsibility of the coordinator to monitor the weather and to issue the "All Clear". Once the Brook Hills' "All Clear" is received, everyone will return to their classroom and class will resume.

An "All Clear" should not be issued until the warning has been lifted by the National Weather Service.

# Brook Hills Co-op Emergency Plan

Fire:

If you:

1. See smoke or fire

Please pull the fire alarm and evacuate immediately.

If you:

1. Hear the fire alarm
2. See strobe lights or
3. Evacuation is announced

Evacuate immediately (the alarm triggers an automatic 911 call).

In the event of an evacuation all students and faculty should:

1. Move to a Safe Zone located on either side of the student building (beyond the volleyball court and beyond the dumpster).
2. Walk quickly. Do not run.
3. The teacher in charge of each class should escort their students to the Safe Zone.
4. Once the class reaches the Safe Zone, the teacher should:
  - a. Account for all students.
  - b. Communicate to the Coordinator that all students are accounted for. If a student is missing, this should be reported immediately. Report the student's name and where he/she was last seen.

No one should return to the classroom until given the "All Clear" by the Coordinator (this will be a Brook Hills' All Clear given by the BH facilities director). An "All Clear" should not be issued until approved by the fire department or The Church at Brook Hills Facilities Director. Once students return to class, the teacher should account for all students before resuming class.

# Brook Hills Co-op Emergency Plan

## Medical Emergency:

In the event of a medical emergency and immediate medical attention is needed, call 911 or go to the nearest medical facility by private transportation. When calling 911, provide the operator with the following information:

1. Nature of the medical emergency. Provide the symptoms (i.e. difficulty breathing, chest pains, bleeding, broken bones, etc.).
2. Is the patient conscious and alert?
3. Is the person breathing?
4. The patient's gender and approximate age.

If a person loses consciousness for ANY amount of time, call 911 immediately. There are NO exceptions to this policy.

## Nearest Emergency Facility:

Brookwood Freestanding Emergency Department:

7131 Cahaba Valley Road, Birmingham, AL 35242

(205) 725-6800

## Hostile Intruder/Active Shooter:

### Definitions:

Hostile Intruder - a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a confined area.

Active Shooter - an individual actively engaged in killing or attempting to kill people in a populated area.

# Brook Hills Co-op Emergency Plan

The Church At Brook Hills has adopted the A.L.I.C.E. method of response as the plan of action in the unlikely event of a hostile event. BHC has adopted the same plan.

**A - ALERT** – should someone come onto church property committing or attempting to commit a hostile event, immediate notification is imperative. Notification should be done by use of the two-way radio. The coordinator or teacher should announce what is happening and the location. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

**L- LOCKDOWN**-If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point. Barricade the room. Prepare to evacuate or counter if needed. To better hide and provide concealment the door's window should be covered.

**I-INFORM**-it is important to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly which means that ongoing, real time information is key to making effective survival decisions. The two-way radio should be the primary means of communication. Use clear, concise language that anyone can understand. Communicate the violent intruder's locations and direction. When it is safe to do so, call 911.

**C-COUNTER**-this should be done as a last resort. Counter focuses on actions that create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

**E-EVACUATE**-Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.