

# Greenbrier Christian Academy

## Safety and Security Information for Parents



*311 Kempsville Road*

*Chesapeake, Virginia 23320*

The Crisis Management Team (CMT) at Greenbrier Christian Academy strives to provide a safe and secure campus and create an environment where our students, faculty, staff and families can conduct the tasks of daily school life without threat of harm. This is undertaken with the express intent of assisting to create an environment where our students can attain “wisdom and stature” and be “in favor with God and man” as stated in our mission statement. No one can anticipate every possible security or safety threat. However, this guide is intended to provide our families with the information that allows an understanding of the measures that have been taken on behalf of the students and an idea of the parent’s role in the successful implementation and maintenance of security on campus. If at any time you have questions regarding safety policies or practice, please do not hesitate to contact the office.

### **1.0 Policy:**

GCA recognizes the importance of being prepared for crisis situations for the protection and well-being of the students, parents, teachers, and staff. It is the policy of GCA to establish a crisis management team (CMT) under the authority of the superintendent to provide a safe and secure learning environment. The team is responsible for establishing procedures that meet the requirements set forth by the school's governing and accreditation agencies. The CMT establishes procedures and executes training for all constituents of the school. The team recognizes that not every circumstance can be anticipated, therefore sound and reasonable judgment must supersede a procedure in an emergency situation. **(GCA Board Policy 8.3 “Safety and Crisis”).**

### **2.0 History:**

The Crisis Management Team has evolved from concerns expressed in the late 1990’s about the changes to the security of school campuses across our country. GCA has always taken appropriate measures to prepare for unforeseen issues such as disruptions on campus, fire, and other natural disasters. Today, in our “post 9-11” world, it has never been more important to anticipate and prepare for unexpected occurrences that would threaten the safety of our campus. Since its inception in 2002, the CMT has worked to review, document and improve practices related to all aspects of safety on campus.

### **3.0 Content of the Plan:**

The current crisis plan is intended to give direction toward the appropriate management of various occurrences that might threaten the well being of the GCA population. These include, but are not limited to:

1. Fire prevention/preparedness and fire emergencies
2. Tornadoes, hurricanes and other natural disasters
3. Inclement weather safety
4. Emergency dismissal
5. Campus security (general and during acute incident)
6. Major injury or death on or related to the campus community
7. Bomb threats
8. Threats requiring sheltering in place (chemical or biological hazards)

9. Communication with our populations and the media
10. Recovery from incidents, support of our constituents and resumption of normal operations

The Crisis Management plan has been reviewed by and received the endorsement of our local authorities (Chesapeake Police Department and Chesapeake Fire Department). Review is a dynamic process which allows the CMT to be sure that all new considerations are made to the plan.

#### **4.0 Crisis Preparedness Training**

Any crisis management policies or procedures are only effective if they are implemented and followed faithfully. Therefore, appropriate training is conducted annually and on an “as needed” basis to ensure that all of the personnel are prepared to execute the correct response to an emergency situation. This training includes organized training in-services with faculty and staff, review of expectations with students, drills, and post-drill evaluations.

GCA is blessed to have numerous trained health care professionals on staff (RNs, EMTs, and individuals certified in first aid). Key personnel and coaching staff are CPR and AED certified.

#### **5.0 Emergency Drills**

Throughout the school year, various portions of the plan are exercised in both an announced and unannounced manner. This is extremely beneficial for the campus community as a whole and allows the CMT to determine areas of concern that must be addressed. Every effort is made to accomplish this while minimizing disruption to instruction or creating a situation that is unsettling for students (particularly our younger students). On occasion, local authorities may be present to review the practice and make recommendations.

#### **6.0 Role of the Parent**

Parents play a vital role in ensuring the security of our campus for our students. With this in mind, the following expectations have been established in an effort to meet the needs of the student, the families and the collective school population.

*Before an emergency:*

- Be familiar with the practices and expectations related to campus security.
- Observe all established policies regarding access to the building, visitor sign in and visitor passes, authorization of student pick up, etc.
- Understand that all aspects of the crisis management plan cannot and will not be divulged. To do so could potentially compromise the integrity of the emergency response plan.
- Be attentive to announcements (via email, website, telephone, text message or the media) relative to safety, security drills, inclement weather warnings, and related early dismissals.

- Keep all personal contact information up to date by correcting it via the ParentsWeb access system. This includes phone numbers, emails, changes in custody situations, authorizations for student pick-up, or other pertinent information.
- Be attentive and report any unusual observations or occurrences on or around campus. You may contact administrative personnel at any time by emailing a report to **alert@gcagators.org**.

*During an emergency:*

In the event of an emergency on a school campus, parents have very specific needs regarding information and the assurance that their child is safe. It can be a fearful time. It is very important that you partner with us so that the safety of your child and all of the other children can be maintained.

- Do not call the office unnecessarily for status updates since this ties up telephone lines that may be necessary for communication with authorities.
- Do not attempt to call faculty or staff who may be friends via cell phone to gain information.
- Monitor the information coming from school administration via email, telephone messages, text messages or the media. Note that Central Command will identify individuals most likely to be affected by a potential situation. These individuals will be prioritized for initial information and additional support as needed.
- If necessary, instructions regarding when and how to pick your student up from school will be provided by administration and/or local authorities.
- If on campus, do not interfere with parameters established by the authorities. Do not enter the building or leave with your student without notification of proper individuals.
- Do not become angry or threatening with individuals involved in the security process.
- Do not attempt to intervene in the process of managing the situation.
- A limited response may be necessary for incidents that occur while school is not in session. In this case, communication regarding the event will be at the discretion of the Superintendent or designee.

*After an emergency:*

- Review the official communication that will be sent detailing the incident. This may be via letter, email, website, telephone message, text message or media release as deemed appropriate by the Superintendent.
- After receiving follow-up communication, direct any questions to the Superintendent's office.
- Do not spread rumor or unofficial information regarding the incident. Contact the school for official, accurate information.
- We would respectfully ask that you not discuss incidents with the media.

- Communicate any concerns or issues resulting from the incident to the administration for follow-up.

***At all times, please continue to pray that God would continue to protect GCA as He has so faithfully done for all these years.***

Emergency Contact Information:

Notification of concerns/potential threats: [alert@gcagators.org](mailto:alert@gcagators.org)

Information and status of issues: [www.gcagators.org](http://www.gcagators.org)

School telephone: (757) 547-9595

Inclement Weather and other announcements:

Website: [www.gcagators.org](http://www.gcagators.org)

RenWeb "ParentsWeb" announcements

WTKR-(CBS affiliate) Channel 3

WAVY-(NBC affiliate) Channel 10

WVEC-(ABC affiliate) Channel 13

WVBT-(FOX affiliate) Channel 43

GCA Mission Statement

*With the Word of God as our foundation, Greenbrier Christian Academy exists to support the local church and to partner with parents to provide a Christ-centered education that:*

- *gives the student the opportunity to know Jesus Christ as Savior and Lord (Romans 10:9-10)*
- *challenges him to excel academically (Proverbs 1:7)*
- *provides programs that disciple him to increase in wisdom and stature and in favor with God and man.(Luke 2:52)*