



LIBERTY PINES ACADEMY

"ON THE PROWL FOR ACADEMIC EXCELLENCE"

Traci Hemingway, Principal

Craig Davis, Ph.D., Assistant Principal

Elizabeth Haas, Assistant Principal

Jessica McCool, Assistant Principal

10901 Russell Sampson Road, St. Johns, Florida 32259

(904) 547-7900

FAX: (904) 547-7905

www-lpa.stjohns.k12.fl.us

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Dear Parents,

The St. Johns County School District is committed to providing a safe and secure environment for your child. Each St. Johns County school has an Emergency Operations Plan with incident-specific procedures that is reviewed and practiced regularly. These plans have been formulated using Federal Emergency Operations Agency and Department of Education guidelines that conform to federal, state and local guidelines. They have been coordinated with St. Johns County Emergency Services, including law enforcement, fire and rescue, and the Emergency Operations Center. All principals are linked to the District's Crisis Management Team through telephone landlines, cellular phones and/or two-way radios. The St. Johns County School District recognizes the **Incident Command System (ICS)**, a nationally recognized organization structure that provides for role assignment and decision-making while planning for and responding to critical incidents of all types.

Our school district works closely with local public safety officials, using their expertise and input. Regular safety, health, security and fire inspections take place each year in all district schools. All district schools have been designated as shelters to be used in the event of a hurricane or other emergency requiring temporary shelter. Each school has a safety committee that meets a minimum of four times per year to review issues of safety and security. Fire drills are conducted each month, beginning with two in August. We also practice tornado, lockdown and automated external defibrillator (AED) response drills, and instruct students in procedures used for bomb threats and shelter-in-place drills. Bus evacuation drills are held once each semester.

Visitor and volunteer sign-in procedures are required in each school. All district schools use the Keep 'N Track sign-in system. We require all visitors and volunteers to sign in and wear name tags when visiting the school. All volunteers must complete a St. Johns County School Volunteer Application. A background check will be completed by the St. Johns County Sheriff's Office for security approval before applicants can volunteer.

All St. Johns County middle schools and high schools are assigned full-time youth resource deputies from the St. Johns County Sheriff's Office. These deputies also provide support to all of our elementary schools and have received extensive training in working with students and local schools.

The Office of Safe and Drug Free Schools' Practical Information on Crisis Planning suggests that schools clearly let families know they should not call the school's direct line or come to the campus during an emergency. If the school has not been evacuated, calls could tie up desperately needed communication lines in and out of the school, and parents' cars could physically block law enforcement, fire/rescue and other first responders. Therefore, in the event of a crisis, we will communicate the following:

- **A crisis has occurred**
- **There are specific directions on what to do and what not to do**
- **All possible steps are being taken to ensure the safety of your children**
- **We assure that you will be reunified with your child as soon as it is safe to do so.**

Every school has specific plans for the reunification of parents and their children in the event of a major emergency. Under certain circumstances, students may be evacuated to another site. In the event our school is evacuated, our primary relocation site is **Creekside High School**. To communicate with parents in a crisis, our mass communication system, SchoolMessenger, will be used. This system provides instant telephone, text and e-mail communication, accepting up to four phone numbers and two e-mail addresses per student. In order to receive text messages, you must opt in. Please visit <http://www.stjohns.k12.fl.us/schoolmessenger/> for instructions. Our system can be used for emergency calls, community outreach, special events, and other school/district messages.

School psychologists, social workers, and counselors trained in crisis intervention are available to students and their families in all emergencies. A district counseling team is also available for school support. All schools are equipped with AEDs and have CPR/AED-certified faculty and staff and an AED response team.

If at any time you have concerns about the safety of your child or safety or security concerns in general, please contact the school.

Sincerely,

A handwritten signature in black ink, appearing to read "Travis", with a long horizontal line extending to the right.

Principal