

Freddie Woodson, Deputy Superintendent
School Operations

SUBJECT: REQUEST AUTHORIZATION FOR THE SUPERINTENDENT TO ENTER INTO A COOPERATIVE AGREEMENT WITH ASSURANT SOLUTIONS FOR THE CONTINUATION OF A SATELLITE LEARNING CENTER

COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT

LINK TO DISTRICT

STRATEGIC PLAN: INCREASE PARENTAL CHOICE OPTIONS WITHIN THE DISTRICT

On June 27, 1987, The School Board of Miami-Dade County, Florida, entered into its first cooperative agreement with American Bankers Insurance Group (nee) to establish the District's first Satellite Learning Center (SLC) on the Assurant Solutions campus. Cutler Ridge Elementary School serves as the host school for the operation of the Assurant Solutions Satellite Learning Center located on the grounds of Assurant Solutions, 11195 SW 196 Street, Miami, Florida 33157. The SLC currently serves approximately 189 students in kindergarten through grade five.

Authorization is requested for the Superintendent to enter into a cooperative agreement with Assurant Solutions for the continuation of the SLC from July 1, 2008, through June 30, 2009, and to extend the cooperative agreement for a maximum of two additional one-year periods.

Ms. Gale Zoller, Senior Counsel, serves as the liaison between Assurant Solutions and the District.

This cooperative agreement includes provision by the District of instructional support, administrative staff, textbooks, materials, and supplies as generated by FTE enrollment and delineated in the School Allocation Plan.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. enter into a cooperative agreement with Assurant Solutions for the continuation of the Satellite Learning Center at 11195 SW 196 Street, Miami, Florida 33157, from July 1, 2008, through June 30, 2009; and
2. extend the cooperative agreement for a maximum of two additional one-year periods.

MB/HB:msm

COOPERATIVE AGREEMENT FOR SATELLITE LEARNING CENTER

This is a Cooperative Agreement (this "Agreement") entered into as of this 16th day of, July, 2008, between THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA (hereafter referred to as School Board), with offices at 1450 N. E. Second Avenue, Miami, Florida 33132, and AMERICAN BANKERS INSURANCE GROUP (ABIG) operating under the service mark ASSURANT (hereinafter referred to as Assurant) with its principal place of business at 11222 Quail Roost Drive, Miami, Florida 33157, to establish a Satellite Learning Center (hereafter referred to as Assurant Satellite Learning Center) with Cutler Ridge Elementary School, acting as the host school. This Agreement and all attachments attached hereto and made a part of this Agreement supersedes all previous contracts, agreements and amendments.

1.0 MUTUAL OBLIGATIONS AND GENERAL PROVISIONS

- 1.1 The School Board shall provide an appropriate program of education for students in kindergarten through grade 5 (K-5), who have one or both parents/legal guardians who are employees of Assurant and as verified by Assurant SLC and Assurant's Human Resources Department. Assurant shall assist in this endeavor as specified in Section 4.0 of this Agreement.
- 1.2 The Assurant Satellite Learning Center will be housed in classrooms in two facilities located at 11195 S.W. 196th Street, Miami, Florida 33157, provided by Assurant, with grade levels kindergarten through grade five in 12 classrooms.
- 1.3 The Assurant Satellite Learning Center shall abide by class size requirements as stated in Article IX, Section 1, of the Florida Constitution, as follows:
 - The maximum number of students who are assigned to each teacher who is teaching in public school classrooms for prekindergarten through grade three does not exceed 18 students; and
 - The maximum number of students who are assigned to each teacher who is teaching in public school classrooms grades four through grade eight does not exceed 22 students.

- 1.4 Operation of Assurant Satellite Learning Center with significantly less than the recommended enrollment of 18 students per class is at the mutual concurrence of the Parties. The eligibility of students to be enrolled shall be determined through established procedures, as mutually agreed upon by the Parties. These procedures shall not be applied in a manner to prevent equal educational opportunities for all eligible students. Student eligibility shall be determined as set forth in section 1.1 and/or any other applicable sections of this agreement and may be modified from time to time at the sole discretion of the School Board.

2.0 EDUCATIONAL PROGRAM

- 2.1 The educational program shall be consistent with applicable state statutes, State Board of Education rules, and School Board rules. Appropriate evaluation of the program shall be conducted by the staff of the School Board.
- 2.2 The program will be limited to kindergarten through grade five (K-5) for the term of the Agreement.
- 2.3 Written policies and related agreements concerning the intake-separation of students, care of students in emergencies, administrative records, staff duties, fee schedules, insurance coverage, and program coordination with other organizations shall be maintained between the Parties. Such policies and agreements shall comply with state law, State Board of Education rules, and School Board rules and procedures.
- 2.4 The instructional year and instructional school day for the Assurant Satellite Learning Center contemplated by this Agreement shall be consistent with Section 1001.42 (10A), Florida Statutes, and applicable State Board of Education and School Board rules and procedures.

3.0 OBLIGATIONS OF SCHOOL BOARD

- 3.1 The School Board shall provide teachers and other personnel on substantially the same basis as provided to other comparable Miami-Dade County Public Schools' K-5 programs. Said personnel are and shall be deemed solely the employees of the School Board and shall have all rights and privileges afforded under applicable labor contracts, School Board rules, State Board of Education rules, and Florida Statutes. The selection, supervision, official observations, and annual evaluations of teachers shall be performed only by School Board personnel. The Assurant shall have the right to provide input on the selection process of personnel. A program survey will be completed annually by parents and faculty.
- 3.2 The School Board shall provide instructional materials and food service as provided to other classes and students in Miami-Dade County Public Schools.
- 3.3 The School Board shall provide ancillary student and parent support services as are provided within the normal course within Miami-Dade County Public Schools.
- 3.4 Installation and maintenance of play area equipment shall be provided by the School Board. Should Assurant desire to place any equipment within the play area, the type of equipment and installation must have prior written approval of the School Board or its representatives. The Assurant shall retain the ownership and control over the play area and shall ensure that the play area meets all space requirements of the Florida Department of Education for primary school, as well as, any other applicable State or Federal procedures that govern access to educational facilities.
- 3.5 The School Board shall provide appropriate furniture and equipment and maintenance thereof.
- 3.6 The School Board shall provide a fee-based program of before and after-school care on regular school days, full daycare during teacher workdays, school holidays, and summer recess for participating students

and other children contingent upon sufficient student enrollment, as approved by the School Board and communicated to Assurant. This program shall be made available to the parents of such students at costs commensurate with those charged in similar programs offered by Miami-Dade County Public Schools.

In addition, the School Board agrees to and shall permit Assurant to utilize the facilities during any days in which Miami-Dade Public Schools are closed as a result of the occurrence of a hurricane for temporary/emergency day care for its employee's children. Assurant agrees to give current Miami-Dade County "after-school" employees the first opportunity to oversee these children and Assurant will pay these after school employees as temporary help. If such "after-school" employees are not able or willing to assist Assurant during this time period, then Assurant may utilize its own employees to oversee these children. The teachers at Assurant SLC shall put away and store all valuables and equipment prior to leaving the premises during a Hurricane Watch or Warning. Assurant and the "after-school" employees, on behalf of Miami-Dade Public Schools, if utilized, shall each use their best efforts to ensure that the property in the classroom is not disturbed while the children are in Assurant SLC classrooms or cafeteria.

- 3.7 The School Board, subject to Florida laws of Privacy, will endeavor to notify Assurant of any matter the School Board deems to be in the best interest of the Assurant personnel or the School Board.

4.0 OBLIGATIONS OF ASSURANT

- 4.1 The Assurant shall designate a company representative who will have the responsibility and the authority for the administration of this Agreement, but who shall not have the authority to alter any terms and conditions of this Agreement.
- 4.2 As the facility is neither built nor leased with public education funds, Assurant shall verify that the construction of the provided learning

facility adheres to applicable building codes and that a Certificate of Occupancy is secured before the opening of school, with a copy forwarded to the School Board's School Choice and Parental Options Office, at 1450 N.E. 2nd Avenue, Suite 271, Miami, Florida 33132.

- 4.3 The Assurant shall, at its sole cost and expense, provide and maintain the facility that will house the Assurant Satellite Learning Center as specified in Section 1013.37, Florida Statutes, State Uniform Building Code for Public Educational Facilities Construction, and all referenced codes contained therein.
- 4.4 The Assurant shall assume all costs, including hook-up maintenance, for all utilities at the Assurant Satellite Learning Center and play area.
- 4.5 The Assurant shall provide daily custodial services, including customary housekeeping services, on those days that the Assurant Satellite Learning Center is in use.
- 4.6 The Assurant shall provide customary security services for the Assurant Satellite Learning Center in accordance with Assurant's policy (See attachment "A").
- 4.7 The Assurant shall be responsible for landscaping and maintenance of the area surrounding the Assurant Satellite Learning Center and play area.
- 4.8 The Assurant shall advise each student's parent(s)/guardian(s) that a condition of participation in the Assurant Satellite Learning Center is for the parent(s)/guardian(s) to provide the School Board with assurance that the student will be transported to and from school without expense to the School Board.
- 4.9 The Assurant shall provide parking sufficient to meet the needs of the personnel assigned to work at the Assurant Satellite Learning Center.
- 4.10 The Assurant shall comply with written procedures in compliance with Section 2.3 of this Agreement for intake and separation of students as mutually agreed upon by the Parties. These procedures will provide that in the event a student ceases to attend the Assurant Satellite Learning Center and wishes to attend public school, he or she shall be assigned to the public school serving his or her attendance zone.

Assurant will comply with School Board procedures to protect the confidentiality of student records whether maintained at the host school, Cutler Ridge Elementary, or at the Assurant Satellite Learning Center, as specified in Section 1002.22, Florida Statutes, the Family Educational Rights and Privacy Act, and State Board of Education Rule 6A-1.0955.

- 4.11 The Assurant shall ensure the staff of the School Board access to the Satellite Learning Center, the opportunity to review the services provided by Assurant, and the opportunity to confer with Assurant staff, at reasonable times during normal business hours.
- 4.12 The Assurant shall periodically review any requests from the Lead Teacher of the Assurant Satellite Learning Center and the host school Principal for assistance in the areas of capital improvements and program enhancements. Commitments to said capital improvements must be mutually agreed to by the parties.
- 4.13 The Assurant along with the host school shall develop and implement an evacuation plan for the Assurant Satellite Learning Center (See attachment "B").
- 4.14 Assurant and the School Board agree for purposes of this Agreement and for all other purposes that the "school grounds" for the Satellite Learning Center are defined as the physical location inside the fence that is located around the school buildings and further agree that no other part of the Assurant Corporate Campus shall be considered part of the "school grounds". Assurant and the School Board furthermore specifically agree that for purposes of complying with the Jessica Lunsford Act that level 2 screening shall only be required for Assurant personnel (1) who are permitted access on school grounds when students are present; (2) who have direct contact with students on school grounds; or (3) who have access to or control of school funds.
- 4.15 Assurant and the School Board agree that from time to time the School Board may be allowed, with permission of Assurant in advance, to use parts of the Assurant Corporate Campus outside the school grounds,

including but not limited to the Assurant activity fields, cafeteria, and auditorium. The School Board agrees that in such instances all students shall be accompanied and supervised by licensed teachers or administrators of the School Board.

5.0 INDEMNIFICATION

- 5.1 Effective the date of this Agreement, the School Board covenants and agrees that subject to the extent tort indemnity is waived pursuant to Section 768.28, Florida Statutes, it shall indemnify, hold harmless and defend Assurant, for claims occurring at the Assurant Satellite Learning Center during regular school days, and during before and after-school programs provided by the School Board, if any, during regular scheduled school hours, from and against claims suits, actions, damages or cause of action arising out of the educational process as a result of this Agreement, including but not limited to supervision, administration, and implementation of proper education content and proper placement. At the same time, Assurant, covenants and agrees that it shall indemnify, hold harmless and defend the School Board from and against claims, suits, actions, damages or cause of action arising out of or in connection with the negligent acts of Assurant, their employees and agents, arising out of or in connection with the provisions of this Agreement.
- 5.2 At the same time, Assurant covenants and agrees that it shall indemnify, hold harmless and defend the School Board from and against claims, suits, actions, damages or cause of action arising out of the physical facilities, including, but not limited to, negligent maintenance of physical facilities.
- 5.3 Such mutual indemnification under Section 5.1 will include, but not be limited to, any personal injury, loss of life or damage to property and from and against any orders, judgments or decrees which may be entered herein, and from and against all costs, attorney's fees, expenses and liabilities incurred in and about the defense of such claim and investigation thereof to the limit of the School Board's and Assurant

Solutions' insurance coverage (under the umbrella of Assurant, Inc. and its affiliates and subsidiaries) and as set forth in Section 6.0 of this Agreement.

6.0 INSURANCE

- 6.1 The School Board agrees to maintain an ongoing self-insurance program for public liability covering the Board's members, officers, and employees in amounts no less \$100,000 per person/\$200,000 per occurrence. In addition, the School Board agrees to maintain an excess liability policy with limits no less than \$500,000 per occurrence/\$3.25 million dollars aggregate. The School Board agrees to maintain the required insurance for the term of the Agreement and any extension thereto, and agrees to supply Assurant with Certificates of Insurance, naming Assurant as an additional insured.
- 6.2 Assurant (under the insurance coverage issued to Assurant, Inc. and its affiliates and subsidiaries) agrees to maintain general liability insurance for these purposes of no less than \$1,000,000 and will provide the School Board with a certificate of such insurance, naming the School Board, its officers and employees, as an additional insured.

7.0 TERM AND TERMINATION

- 7.1 The term of this Agreement shall be for a period of one year, commencing on July 1, 2008 with a termination date of June 30, 2009, provided this Agreement has not been otherwise terminated.
- 7.2 In the event of a material breach of any provision of this Agreement, the non-breaching Party shall notify the breaching Party in writing of the specific nature of the breach and shall request that it be cured. If the breaching Party fails to cure such breach within thirty (30) days of receipt of such notice, the non-breaching Party may terminate this Agreement upon written notice to the breaching Party; provided, however, that any such termination shall not take effect during a school year, but shall take immediate effect (a) if such termination notice is received by the

breaching Party at any time not during a school year or (b) upon completion of the school year during which such termination notice was received by the breaching Party. Such termination shall not preclude the non-breaching Party from pursuing any and all remedies available to it at law or equity.

7.3 If the School Board determines that there is an imminent threat to the health, safety, or welfare of the students, this Agreement may be terminated immediately. The School Board will provide the basis for such termination in writing detailing its findings concurrently with termination.

7.4 In case of termination of this Agreement, any property, furnishings, equipment, and supplies provided by the School Board shall revert to the School Board and any property, furnishings, equipment, and supplies provided by Assurant shall revert to Assurant .

8.0 NOTICES AND CORRESPONDENCE

8.1 All notices pertaining to or affecting the provisions of this Agreement shall be in writing via facsimile or electronic mail so long as evidence of such documentation was sent via this means is obtained and maintained by the parties, or delivered in person, via a nationally recognized overnight carrier or when placed in the United States mail, postage prepaid, addressed as follows:

The School Board of Miami-Dade County, Florida
1450 N.E. Second Avenue
Miami, Florida 33132
Attn: Mr. Freddie Woodson, Deputy Superintendent
School Operations

Assurant 11222 Quail Roost Drive
Miami, Florida 33157
Attn: Mr. Joel Goldberg, Vice President
Human Resources

9.0 APPLICABLE STATE LAW/GOVERNING LAW AND VENUE

The rights, obligations, and remedies of the Parties as specified under this Agreement shall be interpreted and governed in all respects by the Laws of the State of Florida.

This agreement shall be construed in accordance with the laws of the State of Florida and federal laws. Any dispute with respect to this agreement is subject to federal law and the laws of Florida, venue in Miami-Dade County. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this agreement.

10.0 SEVERABILITY OF PROVISIONS

Should any provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining provisions shall not be impaired.

11.0 EFFECT OF SECTION HEADINGS

Section headings appearing in this Agreement are inserted for convenience of reference only and shall in no way be construed to be interpretations of text.

12.0 NO THIRD PARTY BENEFICIARIES

The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

13.0 COMPLETE AGREEMENT

This written Agreement is intended as the complete and exclusive statement of the terms of agreement between the Parties. This Agreement shall neither be amended nor modified and no waiver of any provisions shall be effective,

unless set forth in a written instrument authorized and executed with the same formality as this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date and year first hereinabove set forth.

Attest: AMERICAN BANKERS INSURANCE GROUP (ABI) OPERATINGg under the service mark "ASSURANT"

Witness

Art Heggen, Executive Vice President,
Assistant Corporate Secretary

Name Printed

Attest:

THE SCHOOL BOARD OF MIAMI-
DADE COUNTY, FLORIDA

Dr. Rudolph F. Crew, Superintendent

Mr. Agustin J. Barrera, Chair

APPROVED AS TO FORM:

Attorney of the School Board

Attachment A
Security Plan

The Satellite School is secured by an alarm system, which is monitored by an off-site security firm.

In-house security at Assurant makes regularly scheduled checks during the day and evening.

Additionally random monitoring of vehicular traffic at the school is monitored during pick-up and drop-off periods.

The Security tour conducted by Assurant staff consists of the following:

Enter the SLC gate and drive through the school and make sure the two West-side walk-through gates are locked and the exit gate is closed. **Evenings (after school):** Begin SLC tours making sure all classroom, office, cafeteria, bathroom doors and windows are locked and secure.

There are four specific stations that the evening shift guards must "clock through" during their shift and periodic reviews of the logs are conducted to ensure procedures are followed.

All SLC alarms (door and motion) are first investigated by Assurant Security when they have been notified by the outside alarm company. If there were signs of a possible burglary, the Security officer would contact the Metro Miami-Dade Police Department.

SCHOOLS OF CHOICE

2002 MAY 23 PM 5:03

MEMORANDUM

April, 2001

ATTACHMENT B**TO:** All Staff**FROM:** Beulah H. Richards, Principal *BR*
Cutler Ridge Elementary School**SUBJECT:** FIRE PREVENTION PLAN

Monthly evacuation drills will be executed without prior notice. Evacuation routes, with a primary and secondary route indicated, must be posted at each exit. Students must be instructed as to the EXITS to be used and the following procedures to be followed when the fire alarm sounds:

1. Children should leave the classroom immediately in single file and follow assigned routes, walking in an orderly fashion.
2. Teachers should check to make certain all children are out of the classroom and follow the students out of the building after closing all doors.
3. Silence is to be maintained during the entire drill.
4. Students should remain outside until the all clear signal is rung.
5. Students who are in the media center, restrooms, etc., at the sound of the fire alarm, are to leave the building at the nearest exit and join the nearest group outside the building.

Teachers should take their attendance cards with them in order to account for all students. All school personnel and visitors shall participate in evacuation drills.

MEMORANDUM

ATTACHMENT B

April, 2001

(2067)

TO: All Staff

FROM: Beulah H. Richards, Principal *BR*
Cutler Ridge Elementary School

SUBJECT: PROCEDURES TO FOLLOW FOR A BOMB SCARE

In the event that a bomb scare is received at Cutler Ridge Elementary, the procedures listed below will be followed:

1. An announcement will be made over the public address system: "We will now have a code 1 drill."
2. All teachers will search their classrooms for any suspicious objects. You are **NOT TO MOVE, JAR OR TOUCH** any object you may find. You should look in all closets, file cabinets, desk drawers, trash cans, restrooms, bookshelves, and boxes. Students should be told to look in their desks "to be sure everything belongs to them."
3. A member of the search committee (see attached floor plan) will stop by your room. You are to tell him/her if any suspicious object has been located. If the answer is "YES," **SHOW** the search committee member the exact location. **REMEMBER, DO NOT MOVE, JAR, OR TOUCH THE OBJECT!!!**
4. One minute following the announcement in #1, a series of intermittent signals from the fire alarm system will be rung, lasting approximately 30 seconds. You are to evacuate your room following your fire drill evacuation procedures.
5. All personnel will remain outside the building until the building has been cleared for safe re-entry.

CLASSROOM TEACHERS:

IN THE EVENT THAT YOUR CLASS IS IN A SPECIAL CLASS OR THE CAFETERIA, THE CLASSROOM TEACHER SHOULD SEARCH THE CLASSROOM, PICK UP THE STUDENTS, AND EVACUATE THE BUILDING.

The search committee members are:

Beulah Richards
Kim Newton
Rosemary Banos
Valerie Medina
Robert Lodge
Tina Austin

Liliane Delbor
Annie Lyons
Albert Arendas
Jim Vollinger
Bill Burger

EMERGENCY EVACUATIONS, DRILLS, TESTS, AND REPORTING

This section provides instructions for emergency evacuations from schools. It also provides instructions for evacuation drills, testing of alarm systems, record keeping, and annual reporting requirements.

A. ACTIVATING THE FIRE ALARM SYSTEM

1. CALL 995-1550 IF DRILL OR TEST.
2. Any person should activate the nearest fire alarm pull station when discovering valid cause for a building evacuation.
3. Persons assigned to manual "gong" alarms should proceed to assigned pull stations and begin signaling the evacuation.
4. Staff must announce the order to evacuate over the public address system.

B. EMERGENCY EVACUATION SIGNALS

1. Repeat audible signals in groups of three, pause, then repeat this sequence until the building has been completely evacuated.
2. Announce the evacuation order over the public address system.
3. Fire alarm devices shall be located so that they can be seen, where applicable, and heard in every room above all other sounds.
4. A separate building may have an independent alarm system. When a building that has its own alarm requires evacuation, a runner shall be sent to inform the main office of the evacuation.
5. Alarm equipment shall be restored to service as promptly as possible after each test or alarm.

C. RESPONSIBILITIES WHEN THE FIRE ALARM SOUNDS

1. Teachers
 - a. Signal the students to prepare to evacuate.
 - b. Bring the class roll book.
 - c. Check classroom toilets and other contiguous rooms.
 - d. Proceed to the room exit and initiate room evacuation. DO NOT waste time closing windows, drawing shades, etc.
 - e. Check to see that everyone has departed the room.
 - f. Close the classroom door. DO NOT lock it.
 - g. Follow the assigned evacuation route to the assembly area.

ATTACHMENT B

(4 of 7)

- h. Evacuate quickly but do not permit running, shoving, tripping, or excessive talking.
 - i. Appoint students to open the exit doors, when required.
 - j. Make certain that these students rejoin your group.
 - k. Take roll call, and report missing persons to the principal or assistant principal.
2. Other Staff Members
- Perform assignments previously designated by the principal or other person in charge.
3. Principal or Person in Charge
- a. Ensure activation of alarms and public address system announcements, and then begin the evacuation.
 - b. Ensure notification of the fire department during actual emergencies.
 - c. See that staff members are following their emergency assignments.
 - d. Stop elevator operations.
 - e. See that the disabled receive care. To obtain additional information, see the section titled "Emergency Evacuation of the Disabled."
 - f. Cooperate with the emergency services personnel when they arrive during actual emergencies.
 - g. Advise immediate supervisor, when time permits, during actual emergencies.

D. RECALL SIGNALS

Recall signals shall be sounded upon the decision of the person in charge. The recall signal shall be distinct from any other signal so that mistaken re-entry into the buildings does not occur. A continuous ringing of the school bell system can be used for this purpose.

E. EMERGENCY EVACUATION PLAN

1. Develop an emergency evacuation plan (diagram) to familiarize occupants with all available means of exit, particularly emergency exits that are not normally used during normal occupancy of the building.
2. Post diagrams in each occupied area.
3. Indicate clearly on the diagram primary and alternate routes to the assembly areas.
4. Practice some evacuation procedures during changes of classes, during assemblies, and at other times when pupils are not in the classrooms.

F. EMERGENCY EVACUATION DRILLS -- BUILDINGS

1. Evacuation drills shall be performed in K through K12 educational facilities no less than ten times a year as follows:

Drill #1: During the first week of the fall session.
 Drill #2: During the second week of the fall session.
 Drills #3-10: Between October 1 and the last day of school.

No more than one drill each month should be performed in schools to fulfill this requirement.

- a. In schools with after-school care sessions, drills should be conducted during their school hours.
 - b. In facilities drills should be held as directed by the principal or designee.
2. Required drills should be unannounced without prior notice to staff.
 3. In adult programs, community schools and ancillary facilities four evacuation drills shall be performed per year, one during each calendar quarter.
 4. Contact with local fire stations is encouraged for conducting evacuation drills.

G. EMERGENCY EVACUATION DRILLS -- SCHOOL BUSES

1. Conduct emergency bus drills at school sites as frequently as indicated by the Department of Transportation policy.
2. Bus drivers shall be responsible for conducting drills under supervision of the Senior Executive Director, Department of Transportation.
3. A representative of the school principal shall attend each drill and assist in the supervision and evacuation of students from their buses.

H. EVACUATION AND DRILL REPORTS

1. Report actual emergency evacuations and drills within 24 working hours on your "Emergency Evacuation Drill Report". See Appendix B, page 8 of this section for a sample copy. Instructions for inputting this report utilizing the on-line application Fire Alarm Safety Inquiry (FASI) is included in Appendix A, page 7 of this section.

I. FIRE ALARM TESTING

1. The responsibility for testing the fire alarm system in each school remains with the office of the principal or senior administrator.
2. Test fire alarms during each drill.
3. Maintain an Internal log of fire alarm tests on FM-0390 Rev. (11-93), "Fire Alarm Test Log." See Appendices C and D of this section.
4. Submit one copy of the test log to the Department of Safety, Environment and Hazards Management at the end of each school year.

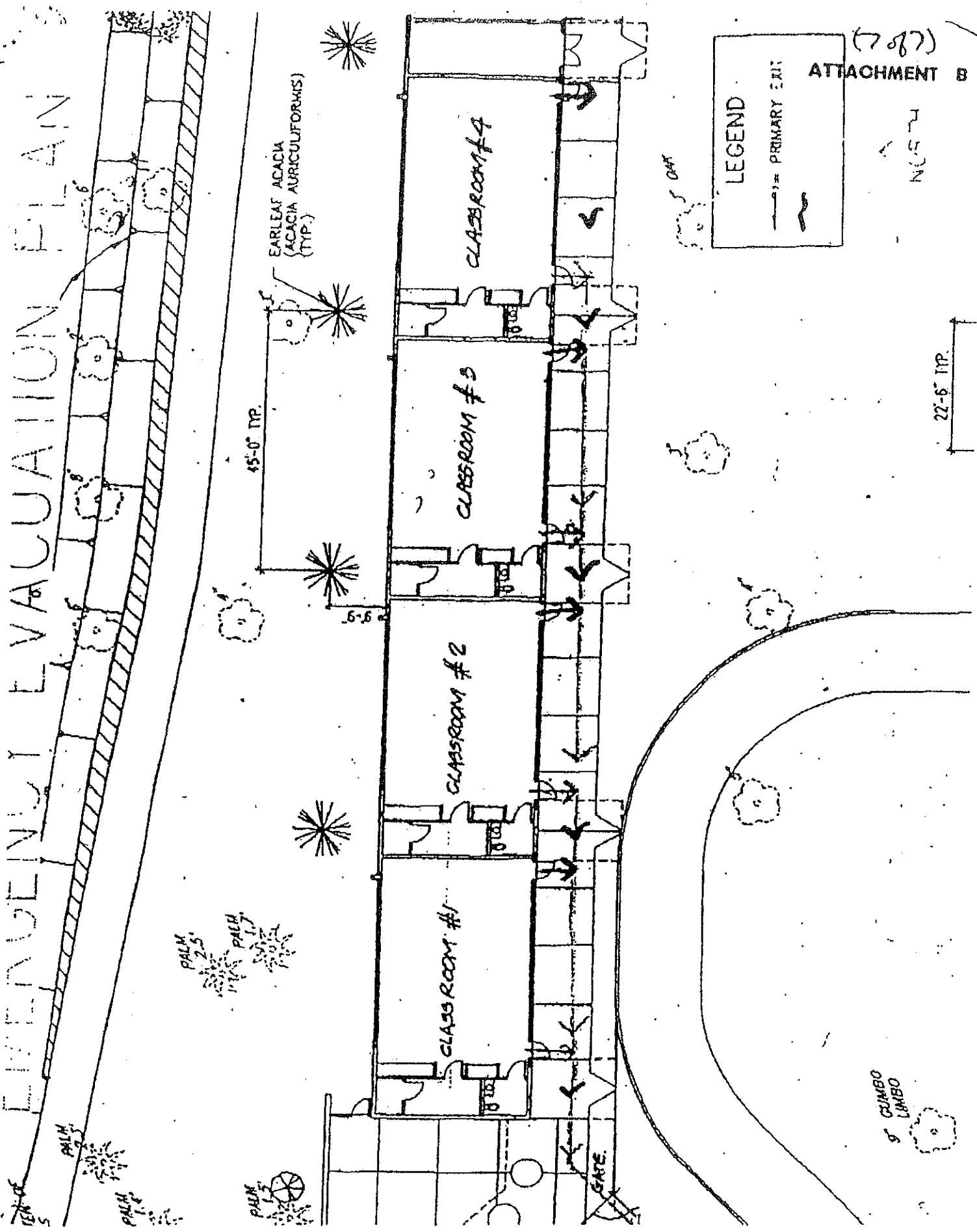
J. OTHER SPECIFIC RESPONSIBILITIES

Other specific responsibilities assigned by the State Board of Education are indicated below. (Reference State Requirements for Educational Facilities)

1. Principal's responsibilities -- The principal or administrator in charge shall:

- (450)
- a. ensure that school employees understand the operation of each evacuation plan, their duties connected with such plans, and proper notification procedures in the event of emergency evacuation;
 - b. appoint a person to carry out the principal's duties with respect to actual evacuation and drills at times when the principal is absent;
 - c. determine daily that all exit facilities and equipment are kept operable to facilitate rapid escape from the building;
 - d. be acquainted with the use of fire alarms, fire department notification, location of exits, and fire extinguishers;
2. Teachers' Responsibilities -- The teachers shall:
- a. assist and cooperate with the principal in the development and use of fire exit or emergency evacuation drills;
 - b. supervise and assist in the evacuation of physically disabled students;
 - c. effect and lead a prompt and orderly evacuation of the class by having full control of all students;
 - d. account for all students upon reaching the point of evacuation or drill, and report any discrepancy to the school official in charge;
 - e. be acquainted with the use of fire alarms, fire department notification, location of exits, and fire extinguishers;
 - f. acquaint each student with procedures to be followed in the event exit routes are not usable, the proper use of fire alarms, and the subsequent procedures for notifying the administration;
 - g. when absent from a room, notify the teacher in the next room of your departure and return, to provide evacuation supervision at all times.
3. Custodians' Responsibilities -- The custodians shall:
- a. turn off all motors, fans, and other power-driven equipment to avoid spreading the fire or hindering the fire-fighting operations;
 - b. stand by to inform the fire department of the best means of access to the fire, and to request assistance as required.

LIFE SAFETY EVALUATION PLAN



EARLEAF ACACIA
(ACACIA AURICULIFORMIS)
(TYP.)

45'-0" TYP.

6'-6"

22'-6" TYP.

LEGEND

- PRIMARY EXIT
- EXIT

ATTACHMENT B

(7877)

N(57)

9' GUNBO LIMBO