INLET GROVE COMMUNITY HIGH SCHOOL | SCHOOL SAFETY & SECURITY PLAN

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COMMUNITY HIGH SCHOOL

SCHOOL SAFETY & SECURITY PLAN

2026–2027 SCHOOL YEAR

ADMINISTRATIVE REVIEW

This document establishes school-level expectations and coordination procedures. It does not replace the district/charter governing board Emergency Operations Plan, the approved Active Assailant Response Plan, site-specific maps, or directions from first responders.

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DOCUMENT CONTROL

Document title	Inlet Grove Community High School Safety & Security Plan
School year	2026–2027
Responsible administrator	Principal / Designee
Safety coordination	Coordinator of Safe Schools / School Safety Team
Review cycle	At the beginning of each school year and after a significant incident, drill, or policy change

APPROVAL AND REVIEW

Review / Approval	Name / Title	Date
Principal		
Charter / Governing Authority Representative		
District / School Safety Specialist (as applicable)		

Note: Complete approval fields and confirm the current governing-board and district requirements before adopting or distributing this plan.

1. PURPOSE AND POLICY STATEMENT

Inlet Grove Community High School is committed to maintaining a safe, orderly, supportive, and secure learning environment for students, employees, families, visitors, and authorized partners. This plan establishes consistent school-level expectations for prevention, preparedness, response, communication, recovery, and continuous improvement.

All employees are expected to remain alert, follow approved procedures, report safety concerns promptly, and cooperate with school administration and emergency responders. Student and employee safety takes priority during all school operations.

2. SCOPE AND GOVERNING DOCUMENTS

This framework applies during the instructional day, arrival and dismissal, extracurricular activities, athletic events, school-sponsored activities, and other school operations. It must be implemented consistently with:

Florida Statutes, including applicable provisions of Chapter 1006.

Florida Administrative Code Rule 6A-1.0018, School Safety Requirements and Monitoring.

The applicable district or charter governing-board Emergency Operations Plan (EOP), Active Assailant Response Plan, and Family Reunification Plan.

School board/charter policies, law-enforcement and fire-rescue guidance, and applicable student-services, health, and emergency-management procedures.

If this school-level document conflicts with an approved district/charter plan or direction from emergency responders, the approved plan and responder direction control.

3. SAFETY LEADERSHIP AND RESPONSIBILITIES

Principal: Provides overall leadership; ensures staff training and required certifications are completed; coordinates with the governing authority and safety specialist; approves school communications; ensures corrective actions are assigned and tracked.

Assistant Principals / Administrators: Support daily campus supervision; respond to reported concerns; coordinate student accountability and parent communication as assigned; document incidents and administrative follow-up.

Coordinator of Safe Schools / Designated Safety Lead: Coordinates school-level safety activities, staff reminders, drill documentation, safety walkthrough preparation, incident follow-up, and communication with the school safety specialist and designated partners.

School Resource Officer / Safe-School Officer: Performs duties within the officer's authorized role; supports prevention, response, and coordination with law enforcement; provides guidance consistent with agency protocols.

Teachers and Instructional Staff: Maintain classroom safety practices; supervise assigned areas; account for students; report concerns; follow emergency directions; and participate in required training and drills.

Support Staff, Coaches, and Activity Sponsors: Follow assigned supervision responsibilities; maintain awareness of student locations; report hazards and concerning behavior; and implement approved event safety procedures.

Students: Follow staff directions, remain in assigned areas, report safety concerns or emergencies to a trusted adult, and participate appropriately in drills.

Visitors and Contractors: Comply with sign-in, identification, escort, and campus-access requirements.

4. CAMPUS SECURITY AND ACCESS CONTROL

Exterior doors, gates, and controlled access points must be secured in accordance with applicable law and the approved campus security plan. Do not prop open, latch, or otherwise defeat a secured door or gate.

Any authorized open access point must be actively attended or otherwise managed as permitted by applicable requirements and approved procedures.

Classroom doors and instructional spaces must be secured against unauthorized entry when occupied, consistent with Florida law and approved operating procedures.

Visitors must enter through the designated main office process, present identification as required, state the purpose of the visit, and receive authorization before proceeding.

Staff must challenge or report unknown persons in restricted areas without placing themselves at risk. Do not physically confront a potentially dangerous person.

Contractors and vendors must follow visitor procedures and remain within authorized work areas.

Report damaged locks, doors, windows, gates, lighting, fencing, alarms, or other security equipment to administration promptly. Use an approved interim safety measure until repairs are completed.

Staff must display or carry school-issued identification and required emergency alert equipment as directed by school and district policy.

Personal access credentials, keys, badges, codes, and security information must not be shared.

5. DAILY SUPERVISION AND CAMPUS OPERATIONS

Administration will publish and maintain a duty schedule identifying the assigned employee, location, and time for each supervision assignment. Employees are expected to report on time and remain at their assigned posts until relieved.

Arrival and morning entry: supervise assigned arrival areas and promptly report congestion, unauthorized access, conflicts, or unsafe conditions.

Class changes and hallways: monitor student movement, discourage loitering, and report unsafe behavior or unauthorized areas of access.

Restrooms and common areas: conduct supervision in a manner consistent with student privacy, staff safety, and school policy.

Cafeteria and lunch periods: maintain active supervision, monitor entrances and exits, address unsafe conduct, and request administrative support when needed.

Dismissal and transportation areas: supervise assigned locations and help ensure students depart through approved processes.

After-school activities and athletics: identify the responsible administrator or event lead, confirm staff assignments, maintain controlled access, and establish an emergency communication method before the activity begins.

If an employee cannot fulfill an assigned duty, the employee must notify the designated administrator as soon as possible so coverage can be arranged. Employees must not leave a duty post without relief except when necessary to respond to an immediate emergency.

6. EMERGENCY ALERTS AND COMMUNICATION

The school will use approved communication systems, including the campus emergency alert/panic system (Centegix, where deployed), public-address capabilities, telephone/radio communications, and other district-authorized tools.

Employees must know how to activate and use their assigned alert device and must report a missing, damaged, or malfunctioning device immediately.

Activate an emergency alert when the circumstances meet the system's emergency-use criteria. Follow the approved response plan and provide clear, factual information to responders or administrators when safe to do so.

Use plain language and concise directions during drills and actual emergencies. Avoid rumors, speculation, and unnecessary transmission of sensitive details.

Only designated administrators or authorized communications personnel may issue schoolwide, media, or official parent notifications unless the approved plan directs otherwise.

For a life-threatening emergency, contact 911 when safe and appropriate, in accordance with the approved EOP. Do not delay emergency notification while seeking administrative permission.

Document significant alerts, system malfunctions, and follow-up actions through the approved reporting process.

7. EMERGENCY RESPONSE FRAMEWORK

The school will follow the current approved EOP and Active Assailant Response Plan for all emergency actions. Staff must receive training on the applicable procedures and should not improvise tactics outside their training.

Fire, smoke, or suspected gas hazard: Activate the fire alarm or notify emergency services as appropriate; follow the posted evacuation route and staff directions; move students to the designated assembly location; account for students and report missing or injured persons to administration/responders. Do not re-enter until authorized.

Severe weather / tornado: Follow the school's approved weather-monitoring and shelter procedures; move occupants to designated interior shelter areas away from windows as directed; protect students with mobility or other support needs; remain in place until the all-clear is issued by authorized personnel.

Active threat / assailant: Immediately follow the approved Active Assailant Response Plan and training. The state framework includes the strategies of evading/evacuating, taking cover/hiding, and responding as a last resort when necessary. Use the strategy appropriate to the circumstances and follow law-enforcement instructions. Do not publish tactical room-by-room instructions in this general document.

Lockdown / security threat: Follow the approved lockdown procedure and plain-language directions. Secure the area as trained, keep occupants away from danger, avoid unnecessary movement, and await verified instructions from authorized personnel or responders.

Medical emergency: Call 911 for life-threatening conditions; notify the school nurse/health staff and administration; provide first aid/AED assistance only within the employee's training; preserve privacy; and document the incident through approved procedures.

Hazardous materials / chemical release: Avoid the affected area, do not touch or investigate unknown substances, notify administration and emergency services, and follow instructions to evacuate or shelter in place.

Bomb threat / suspicious item: Do not touch or move a suspicious item. Notify law enforcement and administration immediately, preserve relevant information, and follow the approved EOP and responder directions.

Utility failure / facility hazard: Report electrical, water, structural, elevator, HVAC, or other facility hazards immediately. Keep people clear of the affected area and follow administrative direction regarding relocation, shelter, or dismissal.

8. STUDENT SAFETY, REPORTING, AND THREAT MANAGEMENT

Take all reports of threats, bullying, harassment, intimidation, weapons, self-harm concerns, or escalating conflict seriously and report them promptly to administration and the designated threat management team.

Use approved reporting channels, including Fortify FL where appropriate. In an immediate emergency, contact 911 rather than relying solely on an online report.

The threat management team will assess and manage reported threats in accordance with Florida law, applicable rule, and governing-board procedures. Only trained and authorized team members should make formal threat assessment determinations.

Maintain confidentiality and share student information only with personnel who have a legitimate educational or safety-related need to know.

When appropriate and approved by the team, supports may include a Stay Away Agreement, schedule adjustments, adult check-ins, increased supervision, counseling or student-services referrals, parent/guardian contact, and progress monitoring.

Document the concern, actions taken, notifications, safety supports, review dates, and closure decision using approved school/district forms.

Do not promise absolute confidentiality. Explain that information may need to be shared with people responsible for protecting students and staff.

9. STUDENT ACCOUNTABILITY, EVACUATION, AND REUNIFICATION

During an evacuation or relocation, staff must supervise and account for students assigned to them using approved rosters and accountability procedures.

Report missing, injured, separated, or unaccounted-for students to the designated administrator or incident lead immediately. Do not leave the group unattended to search independently.

Students must remain with their assigned group unless directed otherwise by authorized personnel.

The school will use the governing authority's approved Family Reunification Plan, coordinated with law enforcement and local government as applicable.

Only authorized personnel may release students. Verify the identity and authorization of the receiving adult using approved student information and release procedures.

Maintain a record of student release, including the student, receiving adult, verification, time, and staff member completing the release.

Communicate reunification location and instructions to families only through authorized channels and when the information is confirmed.

Specific evacuation routes, assembly points, reunification sites, maps, access-control details, and emergency contact trees must be maintained in controlled school/district materials and reviewed with authorized staff. They should not be included in an unrestricted public copy of this plan.

10. DRILLS, TRAINING, AND DOCUMENTATION

The school will coordinate drills with the school safety specialist and appropriate public safety agencies in accordance with current law, rule, and the approved EOP.

Conduct required fire and emergency drills on the schedule established by applicable law and governing-authority procedures.

Under the current Rule 6A-1.0018 framework, elementary, middle, and high schools are required to conduct six emergency drills each school year, separate from fire drills: one within the first ten school days and the remaining drills at least every 45 school days.

Four address active threats and two address other emergency events. Confirm current requirements and any amendments before scheduling.

Active assailant drills must be coordinated with the county sheriff/designated law enforcement as required, including applicable advance notice.

All occupants participate as required. Drills should use plain language, vary conditions and times, and test applicable response functions in an age-appropriate manner.

Provide annual training on the approved Active Assailant Response Plan and maintain required completion records.

Complete an after-action report following each drill. Record the drill type, date, location, participants, agency participation, actions taken, strengths, areas for improvement, and corrective actions.

Submit drill after-action reports to the district school safety specialist for review within the time required by current rule; the current rule specifies 15 calendar days.

Maintain attendance, training, drill, inspection, and corrective-action records in the approved recordkeeping location.

A drill must be conducted as training, not as an unannounced surprise to emergency responders or in a manner that creates unnecessary fear or risk. Follow current law, agency coordination requirements, and governing-authority guidance.

11. FACILITY INSPECTIONS AND SAFETY WALKTHROUGHS

Administration or its designee will coordinate routine safety walkthroughs and corrective maintenance follow-up. Walkthroughs should include, as applicable:

Exterior doors, gates, locks, and controlled access points.

Classroom doors, windows, safest-area markings, and required emergency signage.

Evacuation maps and posted emergency instructions.

Fire extinguishers, alarm indicators, exit paths, and emergency lighting (through qualified personnel as required).

Centegix alert devices and other emergency communication equipment.

Staff identification and required emergency badges.

Hallways, stairwells, restrooms, cafeteria, athletic areas, and other common spaces.

Trip hazards, damaged fixtures, blocked exits, poor lighting, and other environmental risks.

Record each finding, date reported, responsible person or department, interim control, target completion date, and date resolved. Immediately escalate conditions presenting an imminent danger.

12. ATHLETICS, EVENTS, AND AFTER-HOURS ACTIVITIES

The event administrator or designated sponsor must confirm event supervision assignments, entry procedures, emergency communications, and the process for requesting emergency assistance.

Coaches and sponsors must maintain rosters, supervise participants, and report injuries, conflicts, unauthorized access, or other safety concerns.

Coordinate with the school's safe-school officer and local law enforcement as required by the event risk level and governing-authority procedures.

Do not allow access to closed buildings or restricted areas without authorization.

At the conclusion of an event, confirm students have been released or transferred to authorized supervision and that facilities are secured.

13. PARENT/GUARDIAN AND COMMUNITY COMMUNICATION

The Principal or designated spokesperson will coordinate official communications regarding emergencies, school closures, relocations, and reunification. Messages should be timely, accurate, accessible, and consistent with law-enforcement and governing-authority guidance.

Use verified facts and distinguish confirmed information from information still under review.

Do not disclose student records, confidential threat assessment information, protected personnel information, or sensitive security details.

Provide families with clear directions about whether to remain away from campus, where to obtain verified updates, and how authorized reunification will occur.

Refer media inquiries to the authorized spokesperson.

14. INCIDENT REPORTING, RECORDS, AND PRIVACY

Report safety incidents, near misses, equipment failures, and hazards promptly through the designated school and district reporting channels.

Complete required incident reports as soon as practicable and preserve relevant records in accordance with retention requirements.

Limit access to student-specific records and sensitive security documents to authorized personnel.

Do not circulate photographs, videos, statements, or incident details through personal social media or unauthorized messaging groups.

Cooperate with investigations and preserve evidence as directed by administration or law enforcement.

15. CONTINUOUS IMPROVEMENT AND PLAN REVIEW

The principal and designated safety lead will review this plan at least annually and following a significant emergency, safety incident, drill finding, facility change, or change in applicable law or policy. The review will consider staff feedback, drill after-action reports, inspection findings, first-responder recommendations, and corrective-action status.

Assign an owner and target date to each corrective action.

Verify completion and document the evidence of correction.

Update staff training and communications when procedures change.

Ensure the controlled EOP appendices, maps, contact lists, and reunification materials are current and accessible to authorized personnel.

16. STAFF ACKNOWLEDGMENT

I acknowledge that I have received or been provided access to the applicable school safety procedures and understand my responsibility to review required training, follow school and governing-authority directives, participate in drills, maintain assigned supervision duties, and promptly report safety concerns.

Employee Name	Signature	Date

APPENDIX A – ADMINISTRATIVE IMPLEMENTATION CHECKLIST

Confirm current governing-board/district EOP and Active Assailant Response Plan are available to authorized personnel.

Confirm the school’s assigned safe-school officer and emergency contacts.

Verify staff annual active-assailant training and required certification/documentation.

Review current emergency drill schedule and coordinate with required public safety agencies.

Confirm visitor management and single-point-of-entry procedures.

Verify classroom locking expectations and safest-area markings.

Check staff ID badges and emergency alert devices.

Review duty rosters for arrival, transitions, lunch, dismissal, and events.

Confirm student accountability rosters and reunification procedures.

Inspect emergency signage, evacuation maps, exits, and communication equipment.

Review threat management team membership, training, and referral pathways.

Track open safety walkthrough findings and corrective actions.

APPENDIX B – INCIDENT / DRILL AFTER-ACTION REVIEW PROMPTS

What occurred, and what was the date, time, and location?

What response procedures were activated?

Which staff members, students, and public safety partners participated?

Were communications clear, timely, and understood?

Were students and staff accounted for?

What worked as intended?

What gaps, delays, equipment issues, or training needs were identified?

What corrective action is required, who is responsible, and by what date?

Has the corrective action been completed and verified?

APPENDIX C – SITE-SPECIFIC CONTROLLED MATERIALS TO MAINTAIN SEPARATELY

The following materials should be maintained as controlled operational documents and shared only with personnel who need them to perform assigned duties:

Campus maps showing buildings, room identifiers, access points, evacuation routes, and designated assembly areas.

Emergency contact directory and notification tree.

Approved reunification locations, family notification scripts, and student release forms.

Current staff duty assignments and emergency role assignments.

Equipment inventories, maintenance contacts, and emergency system instructions.

Applicable EOP annexes, responder coordination information, and any restricted safety assessment materials.

REFERENCES AND IMPORTANT IMPLEMENTATION NOTE

This working framework was prepared with reference to the following publicly available Florida sources. School administration must verify the current text, local governing-authority policies, and any amendments before formal adoption.

Florida Department of Education – Quick Tips / Compliance Monitoring – https://www.fldoe.org/safe-schools/quick-tips.stml

Florida Department of Education – Best Practices – https://www.fldoe.org/safe-schools/best-practices.stml

Florida Administrative Code, Rule 6A-1.0018 – School Safety Requirements and Monitoring – https://flrules.org/gateway/ruleNo.asp?id=6A-1.0018

2026 Florida Statutes, Chapter 1006 – https://www.flsenate.gov/Laws/Statutes/2026/Chapter1006/All

IMPORTANT: This document is a school-level administrative framework, not a complete Emergency Operations Plan and not a substitute for the confidential, site-specific procedures approved by the applicable district or charter governing authority. Do not add sensitive tactical details to a broadly distributed copy. Confirm all school-specific assignments, locations, equipment, and contact information before approval.