



Lions Light Academy
Student Safety & Emergency Plan

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Preparedness, Clarity, and Calm Response

Effective: Fall 2026 | Version 1.1

Purpose & Commitment

Lions Light Academy (LLA) is committed to providing a safe, orderly, and Christ-centered learning environment. This plan defines clear roles and procedures so that staff can respond calmly and consistently during emergencies.

This plan applies to all co-op days, activities on church property, and all off-site LLA events.

Safety Philosophy

Safety is a primary priority at LLA, supported through clear expectations, supervision, orderly conduct, and defined authority. A structured environment protects students and supports effective learning.

Supervision Standards (SOP)

General Supervision

- Students remain in supervised areas unless explicitly directed by an adult.
- Teachers and supervising adults actively supervise during instruction, transitions, and group activities.
- Room leaders ensure students know where to go next and what is expected during transitions.

Suggested Supervision Ratios (Guidance)

These are practical targets for typical co-op activities. Ratios may be adjusted based on activity risk, room size, and student needs.

- Elementary: 1 supervising adult per 8–10 students
- Middle School: 1 supervising adult per 10–12 students
- High School: 1 supervising adult per 12–15 students
- Higher-risk activities (labs, tools, outdoors): increase supervision as needed

Facility Supervision

- Students use restrooms appropriately and return promptly to supervised areas.
- Restroom use should not interfere with instruction or transitions.

- Any concerns related to student safety or behavior in common areas will be addressed by leadership.

Medical Considerations

Parent Responsibility

- Parents disclose relevant medical needs (allergies, asthma, seizures, etc.) to LLA leadership.
- Parents provide clear written instructions for emergency response needs when applicable.
- LLA leadership may request updates as needs change.

Response vs. Administration

- LLA does not administer routine medications.
- LLA will respond to medical concerns and contact parents and/or emergency services as appropriate.
- If a student's needs require a dedicated plan, LLA will coordinate with parents to define a realistic response protocol.

Emergency Leadership Roles

Clear roles prevent confusion. During an emergency, staff follow the Incident Lead's direction.

- **Incident Lead:** Damian Brockway or Ginny Brockway
- **Call 911:** Erica
- **Contact Parents:** Savannah

If any assigned person is unavailable, the Incident Lead will delegate immediately to the nearest capable adult.

Emergency Types Covered

- Fire / smoke / evacuation
- Medical emergency
- Behavioral crisis posing safety risk
- Facility concerns (power loss, unsafe conditions, weather-related issues)

General Emergency Procedure

- **Stabilize:** ensure immediate safety and reduce movement/noise as directed.
- **Lead:** Incident Lead takes control, assigns tasks, and directs staff.
- **Communicate:** call 911 if needed; contact parents as appropriate.
- **Account:** take attendance and verify student locations.
- **Document:** record what happened and actions taken.

Fire Procedures & Drills

- Evacuate promptly and calmly when directed.

- Teachers bring rosters/attendance method if available.
- Students remain with their group and follow adult instructions.
- Attendance is taken at the designated meeting area and reported to the Incident Lead.

Fire drills will be documented and conducted in a way that is minimally disruptive while maintaining preparedness.

Post-Incident Communication & Review

- Parents are notified following significant incidents using clear, factual communication.
- Leadership reviews incidents to improve procedures and reduce future risk.
- Patterns are tracked when needed to support student safety and accountability.

Shared Responsibility

Student safety is a shared responsibility among leadership, teachers/volunteers, parents, and students. Adherence to expectations and procedures protects the learning community.