

SCHOOL NAME

Emergency Operations Plan

2022-2023

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EMERGENCY CONTACT NUMBERS

Emergency Numbers	
Emergency	Call 9-1-1
Cell Phone Emergency	
Local Agencies: Non-Emergency Numbers	
Police Department: Non-Emergency	
Fire Department Dispatch	
Local Fire Station	
Federal Emergency Management Agency	
County Dept. of Children Family Services	
County Dept. of Mental Health	
County Dept. of Public Health	
Animal Control	
Poison Control Center	800-222-1222
Electric	
Gas	
Water	
Hospital	
School Contacts:	
Head of school:	
Dean of Students:	
CFO:	

EVACUATIONS:

Evacuation may not be necessary for every emergency situation. In some cases, an administrator may decide

to call for an evacuation, and in other cases, the decision whether or not to evacuate may fall to the classroom teachers. If given no directives in a situation, assess if it would be safer for everyone to remain in the current location or to move to another area. If the environment seems precarious, the fire alarm sounds, or if so directed, proceed with the evacuation.

Evacuation procedures for Teachers and Students:

- Gather everyone in the area to line up at the door.
- Direct the group to the exit by stating the planned route of egress.
- Take the emergency backpack, cell phone, and class roster.
- Upon exiting the space, turn off the lights and close the door, leaving it unlocked if possible.
- Guide everyone to the assembly area.
- Take attendance and report your findings to the Attendance Team.

Evacuation procedures for Incident Command Team:

- Coordinate and manage the overall evacuation of students and personnel from the campus.
- The Incident Commander will form a Command Post at the evacuation area.
- Task members of the Incident Command Team with Communication to any necessary agencies.
- Task the Security Team with determining the safety of the evacuation area.
 - In the event of a suspicious object or unsafe environment, Incident Command will redirect teachers and students to the alternate evacuation site.
- The Attendance Team will immediately take roll and report any missing persons to the Command Team.
- Reconcile the attendance information gathered by the Attendance & Assembly Team.
 - The Front Office staff are responsible for bringing the Visitor's Log and Early Dismissal Log (and any additional entry logs) to the evacuation site and reconciling attendance with these documents.
- As needed, activate additional Emergency Response Teams after attendance is complete.
 - Search & Rescue will manage searching for any missing persons.
 - First Aid & Triage will render aid as necessary.
- Relay evacuation information to first responders.

General evacuation:

A general evacuation is executed upon hearing the fire alarm or with a verbal command. Standardized evacuation practices are as follows:

- Fire: Evacuate at least 50 feet from the building.
- Bomb Threat: Evacuate at least 300 feet from the building.
- Multi-hazardous: Evacuate at least 300 feet from the building.

Controlled evacuation:

A controlled evacuation will be executed by the IC or police/fire authorities. A controlled evacuation is typically conducted classroom by classroom. Areas or classrooms closest to the threat are evacuated first. Staff and students are directed to evacuate away from the threat.

Reverse Evacuation

Though highly unlikely to occur, a reverse evacuation is called after an evacuation when it is decided that seeking shelter is the safer course of action than moving away from buildings or campus. It should be

assumed that the reason for the reverse evacuation is a dangerous threat on campus and should be followed by Lockdown procedures unless noted otherwise.

Reverse Evacuation procedures for Teachers and Students:

- Direct all students to stop where they are and turn around in line.
- Lead the group back into the classroom or the nearest indoor space.
- Leave the lights off, lock the door, and cover the windows.
- Have everyone sit or lay down on the ground until further notice.
- Take attendance and report your findings.

Reverse Evacuation procedures for Incident Command Team:

- Once an Evacuation has been initiated and it is deemed unsafe to be outside, call for a Reverse Evacuation.
- Direct everyone to come back inside and move into the Lockdown position if necessary.
- Send updates to staff as soon as possible to let them know why there is a need to seek shelter.

Evacuation of Individuals Requiring Additional Support:

An individual plan should be formulated for each student or staff member on campus who may require assistance during an evacuation due to physical, cognitive, or emotional/behavioral needs, be they temporary or permanent. This plan should be reviewed with all staff directly involved with the students, including (but not limited to) the school nurse, classroom and special education teachers, and all adults assigned to aid students in an emergency requiring evacuation. When developing your individual plans for students, consultation with the student and his/her family is strongly advised.

Options include:

- Carrying student (physical disability)
- Adult and student waiting for the fire department in the prearranged area (physical disability)
- Staff person assigned to a specific student(s) to assist students during an evacuation

After creating an individual evacuation plan:

- Post a list of these individuals and their evacuation plans in classrooms where the student will be.
- Include a list of these individuals in the checklists for Incident Command, Search and Rescue, and First Aid Strike Teams.
- Inform classroom teacher(s), students, and parents of the individual evacuation plan.

Off-site evacuation:

In certain situations, it may be unsafe to remain on the school grounds and Incident Command will inform faculty and staff members that the entire school community will be moving to an off-site location. If the school site needs to be evacuated, all students and adults will walk to **Include campus-specific off-site plans here.**

Off-Site Evacuation procedures for Teachers and Students:

- Take attendance before you begin to move to the off-site location, if it is safe to do so.
- Keep students in line and moving quickly to assure they stay together during the walk.
- If additional adults are available, have one adult at the front of the line and one at the end.
- Follow all traffic signals when crossing streets.
- Take attendance again once you have arrived at your destination.

Evacuation procedures for Incident Command Team:

- Send someone out to scout the route to the off-site location to ensure the pathway is safe.
- Position additional staff members at any points where students will need to cross the street.
- Place signage at the school entrance to inform parents and guardians that you have moved off campus and to await further instructions regarding reunification.

Directions to OFF-SITE LOCATION:

-

EVACUATION MAPS

ON-SITE EVACUATION LOCATIONS

OFF-SITE EVACUATION LOCATION(S)

WALKING DIRECTIONS TO OFF-SITE LOCATION

REUNIFICATION:

A Reunification Plan is an orderly and efficient process of reuniting children with their parents or guardians after an emergency that prohibits normal dismissal processes from occurring. Depending on the nature of the situation, we may dismiss students directly to authorized adults from our campus or a designated off-campus emergency evacuation site.

In the event of an emergency where the on-campus area is unavailable due to safety or security reasons, all students will assemble at a predetermined off-campus emergency evacuation site. These location(s) will be communicated to families in advance of reunification.

Things to consider before initiating Reunification:

- Emergency responders have given the all-clear and have departed.
- Vehicles can safely access the area. Send out team members to determine if the roads surrounding the school are clear and safe to travel.
- There are sufficient ingress/egress points to accommodate traffic.
- There is sufficient parking for parents while they check in with school authorities.
- The facilities are safe for students while they wait for parents to arrive (including shelter, access to restrooms, food as appropriate, etc.)
- Forms of communication are available, both internal and external, i.e. two-way radios, cell phones, emergency notification systems, etc.

Reunification procedures for Teachers and Students:

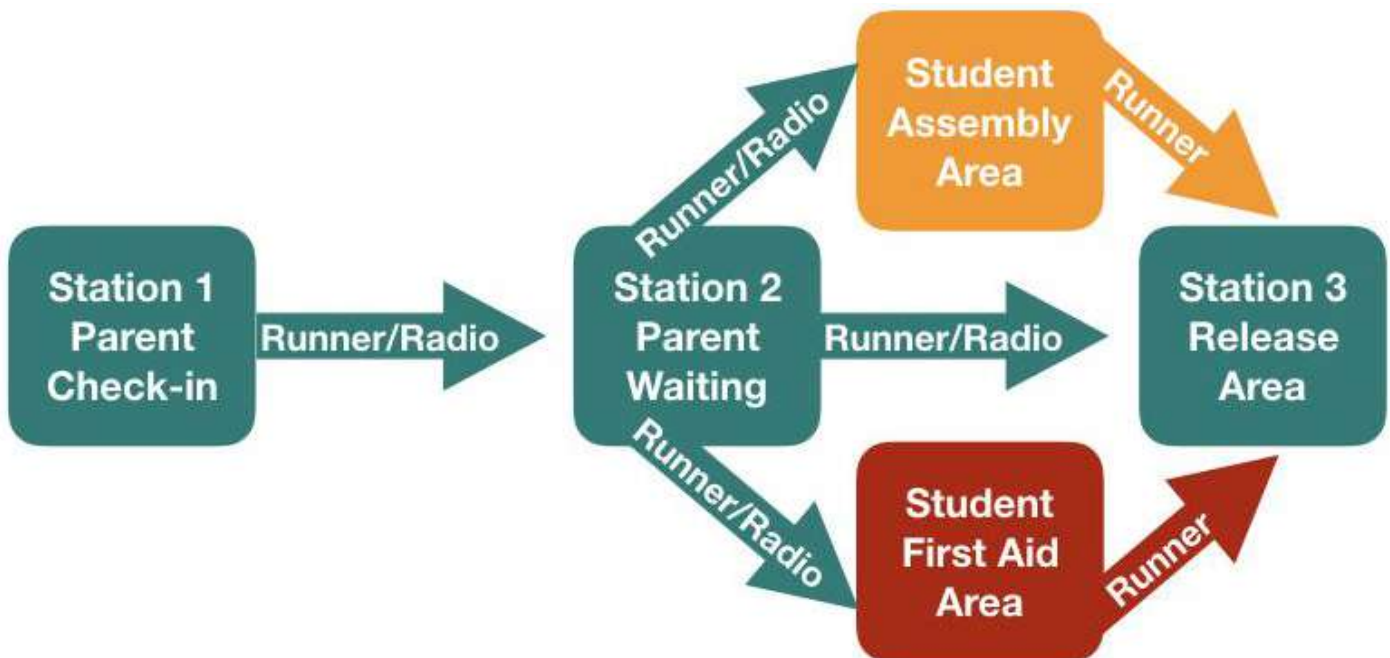
- Keep students calm and engaged while they wait for parents or guardians to arrive.
- Be sure students remain in the assigned assembly area; take attendance often.
- When students are called for dismissal, escort them to the arranged pick up area, as directed by the Reunification Team.

Reunification procedures for Incident Command Team:

- Determine that the reunification process can begin.
- Activate the Reunification Team.
- Once the team confirms they are ready to begin, alert the first round of parents and guardians.
- Monitor the pace of student pick-up and alert the next round of parents once 50% of the first round have been dismissed.
- As students leave and the number of staff members needed onsite decreases, send employees home to be with their families.
- Have a contingency plan in place for students who are not reunited due to unforeseen circumstances.

Reunification procedures for the Reunification Team:

- Gather all needed materials: clipboards, pens, student release forms, tables, directional signage, two-way radios, etc.
- Set up stations for parent check-in, waiting, and release area.
- Assure that everyone on the team knows what role they will play in the process:
 - Greet Parents at Check-in; call for students by two-way radio or runner.
 - Escort students from Student Assembly Area to Release Area.
 - At the Parent Waiting Area check IDs and have parents sign release forms.
 - Direct traffic throughout the process.
 - Liaise with IC, Attendance & Assembly, and First Aid teams.



If the student is located in the First Aid Area, a runner will escort the adult to meet the student there before being released.

REUNIFICATION MAP

INSERTED MAP HERE - SHOULD OUTLINE THE TRAFFIC PATTERNS THAT PARENTS/GUARDIANS SHOULD USE TO APPROACH THE SCHOOL OR OFF-SITE LOCATION TO BE REUNITED WITH THEIR CHILDREN.

EARTHQUAKE:

Tremors and shaking of the earth are the signs of an earthquake. The initial shock is not likely to be more than 90 seconds. Assess the situation and remain calm. Emergency action to be taken is as follows:

General Earthquake safety:

- Take a moment to gain situational awareness of your surroundings.
- Move out of harm's way if possible, but do not try to move too far.
- More people are injured while moving during an earthquake trying to find a 'safe space' than due to the collapse of the building.

When inside a building, stay inside.

- DROP, COVER, and HOLD.
 - a. Drop to the ground wherever you are, kneel down and make the body as small as possible. Place your arms over the base of the head and neck.
 - b. Duck under a desk, table, chair, or bench. With one arm, hold on to a furniture leg so that it will not move away from covering you. Place the other arm over the base of the head and neck.
 - c. In a hallway or large room, move to be against an interior wall.
- Face away from any glass; windows, doors, or skylights.
- Avoid large moveable objects; such as bookcases.
- When safe to do so, evacuate to the assembly area.

When outdoors, stay outside.

- DROP, COVER, and HOLD.
 - Drop to the ground on your knees and make the body as small as possible. Place your arms over the base of the head and neck.
 - Quickly check your surroundings and move away from buildings and overhead structures if possible before you DROP, COVER, and HOLD.
 - Hazards include but are not limited to: power poles and lines, trees or overhead lighting, roads and streets (as cars may go out of control), falling glass, etc.
- When safe to do so, evacuate to the assembly area.

Teacher responsibilities during the evacuation after an earthquake:

- Evacuate the space as quickly as possible.
- Check the primary evacuation route for blockage/dangers.
- If the primary route is blocked, check alternate routes.
- Do not walk under covered walkways unless absolutely necessary.
- If all routes are blocked, do not risk injury to yourself or students. Wait for help to arrive.
- When evacuating the classroom, take your emergency backpack, cell phone, and class roster with you.
- Close the door, but leave it unlocked.

Note: Students with minor injuries are to be moved out of the classroom and sent to First Aid after taking attendance. Students with major injuries who are unable to move or who are unconscious should remain in the classroom. Search & Rescue team or first responders will remove injured students/staff.

FACILITIES MAP

INSERTED HERE

FIRE:

Fires may occur at any time in almost any structure and generally, are unexpected. The longer a fire is undetected the more severe and dangerous it can become. A plan of action is needed for each occupied area to ensure that the maximum effort is made to protect the occupants and the buildings involved.

If the fire is near the school, but not on campus: Incident Commander will determine whether the students and staff should leave the premises, or if any further action should be implemented.

Any person discovering a fire will:

- Activate the fire alarm if it has not gone off already and Call 911.
- Evacuate the area, close doors and windows to confine the fire, or extinguish it if possible.
- Notify the Incident Commander immediately.

Teacher responsibilities during a fire:

- Listen for fire alarm or evacuation announcements.
- Immediately evacuate in a calm, orderly fashion using the primary or alternative evacuation routes
- Bring class rosters, radio, and emergency backpack
- Turn off lights
- Close the classroom door but do not lock
- Gather at the pre-assigned assembly area
- Account for all persons

The Incident Commander will work to ensure:

- All Evacuation Procedures are initiated as listed under the Evacuations heading in the EOP.
- In consultation with first responders, determining if there is a need to move to another area farther away.
- Access roads, fire lanes, and gates are kept open for emergency vehicles.
- Staff are present to direct emergency vehicles to the affected area once they arrive.
- When appropriate, gas and electricity services are turned off.
- Do not return to the school building until the fire department officials declare the area safe.

Turning off the Fire Alarm System:

If for any reason it is determined that the fire alarm system must be silenced, a trained member of the staff must maintain a watch at the systems panel to monitor for activation of the systems detection devices. This person should have radio communications to others who can: sound an alert for evacuation if necessary, be dispatched to the area where the device has been activated to verify a fire or emergency and to ensure that the system is not silenced and forgotten.

Routes of Egress

Ensure that all exits are clearly marked and free of clutter. A minimum width of 36 inches of free and clear passage shall be maintained in all doorways and aisles within each occupied area. Equipment, furniture, or materials that reduce these passageways to less than 36 inches must be relocated. Primary and alternative routes of egress have been developed for each space on campus. Route signs shall be posted in each occupied area in a prominent place, preferably near the exit door. Clearly identify the primary escape route to be used during evacuations.

Fire Extinguishers

Use a fire extinguisher when appropriate. Fire extinguishers are intended for small fires only. Users should make sure the fire extinguisher is of the proper type for the fire being extinguished. While attempting to extinguish the fire, the user should keep a free exit path to his/her back to prevent being trapped by the fire. If one extinguisher does not put out the fire, do not search for additional extinguishers. Close off the area and exit the building immediately. Ensure the locations of all fire extinguishers and pull stations are indicated on the evacuation map posted in every occupied area.

Burning Clothes

If clothing catches fire, do not allow the person on fire to run. Smother the fire with a blanket, coat, rug, curtain, or other heavy fabric material. If wrapping material is not available, STOP, DROP, and ROLL; stop all movement, drop them to the ground and attempt to smother the fire by rolling them back and forth. After the fire is out, treat the patient for shock by having them lay down, feet raised about 12 inches, elevate burn above heart level if possible, and support the neck. If the burn is to the face or neck, have the person sit with their head above heart level, ensuring the airway is open and breathing is not impaired. Maintain their body temperature.

For First-Degree Burns (Affecting Top Layer of Skin)

- Hold burned skin under cool (not cold) running water or immerse in cool water for 10 or 15 minutes.
- Use compresses if running water isn't available.
- DO NOT apply ointments or butter, which can cause infection.
- Cover with a sterile, non-adhesive bandage or clean cloth.

For Second-Degree Burns (Affecting Top 2 Layers of Skin)

- Hold burned skin under cool (not cold) running water or immerse in cool water for 10 or 15 minutes.
- Use compresses if running water isn't available.
- DO NOT apply ice. It can lower body temperature and cause further pain and damage.
- DO NOT break blisters or apply ointments or butter, which can cause infection.
- Cover loosely with a sterile, non-stick bandage and secure in place with gauze or tape.

For Third-Degree Burns (Affecting All Layers of Skin)

- **Call 911**
- DO NOT soak the burn in water, break blisters or apply ointments or butter, which can cause infection.
- DO NOT apply ice. It can lower body temperature and cause further pain and damage.
- DO NOT break blisters or apply butter or ointments, which can cause infection.
- Cover loosely with a sterile, non-stick bandage, sheet or material that will not leave lint in the wound.
- Separate burned toes and fingers with dry, sterile dressings.

IMPORTANT: ALL SEARCH AND RESCUE, FIREFIGHTING, OR ANY OTHER ACTIVITIES WILL CEASE IF TOXIC OR HAZARDOUS MATERIALS ARE INVOLVED. ALL PERSONNEL ARE TO EVACUATE IMMEDIATELY.

LOCKDOWN:

The purpose of a LOCKDOWN signal is to provide the Incident Commander with a means for alerting staff and students to an emergency situation in the school and that for a period of time, all movement on school grounds will be restricted.

LOCKDOWN is used when there is a direct threat on campus:

1. There is a weapon in the school
2. There are shots being fired
3. There is a hostage situation

These three situations pose the greatest threat to students and staff and require the highest level of movement restriction. If any of the above situations are taking place, the school administration will announce:

“Attention on campus. This is a Lockdown. This is a Lockdown. This is a Lockdown”

Once a lockdown has been initiated, call 911 as soon as it is safe to do so, i.e. once you are behind a closed and locked door.

Indoor Procedures: LOCKS, LIGHTS, OUT OF SIGHT

- Clear the hallways
- Close and lock the door
- Turn off the lights
- Close blinds or curtains
- Direct everyone to sit or lie on the floor away from windows if possible.
- Teachers, silence phones, vibrate can make noise if on a hard surface, but keep accessible.
- Students, turn phones off completely.
- Do not allow anyone into or out of the room.
- Remain calm and quiet ensuring the room looks unoccupied.
- Stay in lockdown until law enforcement directs otherwise.

Outdoor procedure

- Listen and look for audible or visible cues as to the direction of the disturbance
- Gather to hide behind natural barriers if possible. Cars, dumpsters, houses, etc. are all good cover
- Be prepared to move away from campus using a masked escape route if possible.
- If you are able to run, relocate to one of the off-site evacuation points listed above under [Evacuation](#).
- Contact campus by email, text or last resort phone call. Or police to provide status.
 - Include the names of the individuals within your care and your location.

Additional Considerations

- Emergency Response Teams are not activated.
- Staff not supervising children remain where they are, behind closed and locked doors.
- Teachers should take count of all students in the classroom, adding the names of any child or adult who enters the classroom after the LOCKDOWN is declared.
- Students who are not under the direct supervision of an adult when the LOCKDOWN signal is given will find the nearest adult and follow their directions or find a hiding space and stay silent.
- Any visitors to the school will remain where they are, assuming they are either in a classroom or in an office. If in neither location, they should go to the nearest classroom and follow the teacher's instructions.
- Teachers should not open the classroom doors under ANY circumstances. Once a door is closed, it remains closed.

Releasing a LOCKDOWN

There are two ways a lockdown can be lifted;

1. Law enforcement will arrive and take over the command of the situation.

In general, law enforcement agents will release a lockdown by gaining entrance to occupied spaces by any means necessary, i.e. breaking down a door or locating a set of keys and granting themselves access to rooms. This will be a slow and methodical process and could take hours to complete. Stay calm and remain in the lockdown position while waiting. Law enforcement agents will assume that anyone on campus could pose a threat to their safety, it is important to follow all of their requests implicitly.

2. The school administration will initiate the release internally.

In the event that a lockdown de-escalates, i.e. threat moves off campus and law enforcement follows in pursuit OR a lockdown was called prematurely and law enforcement is not on campus, three messages will be sent to release lockdown. These messages can come in any form and may include: PA announcement, Emergency Notification Message, Email Communication, Mass Text Message, or lastly Administrators or School Staff coming to each room and unlocking the doors. Be sure to receive all THREE messages before releasing the LOCKDOWN on a room.

SECURE CAMPUS:

Used at the designation of the Incident Commander when an emergency or crisis has occurred and requires the holding of students for a period of time. The Incident Commander activates the appropriate Emergency Response Teams who will respond to the Command Post and receive their instructions. In general, no adults or children will be permitted to leave or come onto campus. Some exceptions may apply with approval from the Incident Commander.

Implemented due to:

- Police activity in the surrounding neighborhood that could move onto campus
- Unknown individual loitering near campus or trying to gain access to campus
- Lockdown in place at a neighboring school
- Civil disturbances, riots, or public demonstrations
- Missing student

Secure Campus procedures for Incident Command:

- Call 911 if appropriate, or police/fire department to gather information, or Joffe emergency line for assistance
- Make announcements initiating the Secure Campus Perimeter movement restriction.
- Lock and monitor all exterior doors and gates
- Do not allow anyone to enter or leave campus or buildings
- Place signage at entrance points alerting visitors to the closed campus status
- Alert Parents to update them of the situation and advise them to stay away until further notice
- Monitor the situation closely and be prepared to call a LOCKDOWN at a moment's notice

Secure Campus procedures for Teachers and Students:

- Listen for alert or audible cues and look for visible cues
- If outdoors, immediately go inside campus buildings and move to a classroom, office, or other room.
- No outdoor activities or movement between classrooms or buildings
- Indoor activities may continue as normal
- Close all doors and windows. You may also lock doors and close curtains or blinds
- Remain vigilant and be prepared to move into a LOCKDOWN at a moment's notice
- Stay in a secure perimeter until released by school administration or directed to evacuate to a lockdown.

Releasing a Secure Campus

An announcement can be made over the PA system to release a Secure Campus call. Parent notifications should be sent via the school emergency notification system or by the same lines of communication which were used to alert them to the situation in the first place.

SHELTER IN PLACE:

Used at the designation of the Incident Commander when there is a non-human threat or environmental hazard that could cause harm including but not limited to:

- Unhealthy air quality
- Chemical Spill
- Wild animal on campus
- Severe weather

Shelter-in-Place procedures for Incident Command Team:

- Call 911 if appropriate, or police/fire department to gather information
- Make announcements initiating the Shelter-in-Place movement restriction.
- Continue with indoor activities
- If outside, move to an indoor space. Remain indoors - close doors and windows.
- Turn off fans, HVAC systems, air conditioning units or ventilation systems, and clothes dryers.
- Monitor television, radio, internet for all clear, evacuation, or other directives.
- To lift Shelter in Place: Announcement is made over the PA system

Shelter-in-Place procedures for Teachers and Students:

- Bring everyone into rooms; no outdoor activities or movement between classrooms or buildings
- Indoor activities may continue as normal
- If there is a warning of a possible explosion, stay away from windows and close curtains or blinds.
- Close doors, windows, and air vents.
- Turn off fans, HVAC systems, air conditioning units or ventilation systems, and clothes dryers.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Take your emergency supplies and go into the room you have designated. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
- Remain in the classroom, office, or building until the “All Clear” is signaled

Additional Procedures for ANIMAL ATTACK / THREAT

- Contact Animal Control
- Do not try to scare the animal away - the animal may become alarmed and cause a negative reaction
- If safe, assign staff to keep track of animal until it moves off school property or assistance arrives
- Contact Parents to update them of the situation and advise them to stay away until further notice

Additional Procedures for SEVERE WEATHER, INCLUDING LIGHTNING

- Do not use telephones, cellular phones, radios, or other electronic communication unless absolutely necessary
- If possible, unplug computers, televisions, etc. Electrical surges may occur that can ruin devices.
- If outside and unable to return to the school buildings:
 - Do not stand under tall trees or any metal structures (fencing, pipes, or railings)
 - Look for shelter in a low place, like a valley, ditch or ravine, with small or no trees
 - Get off hills - Do not stand in an open field where you are a tall object

POWER OR SERVER OUTAGE:

An electrical outage is a short-term or long-term loss of the electric power to an area. A server outage refers to a period of time that a computer system fails to provide or perform its primary function. Both “man-made” and natural disasters can cause a server or electrical outage. As one might imagine, this can result in a catastrophic loss to the overall infrastructure.

Preparations:

- ❑ Multiple redundancies for vital records including (but not limited to) student health information, attendance and grading systems, parent and family contact information, etc.. have been created
- ❑ Databases can be accessed locally or from a remote access point with limited resources.
- ❑ Portable versions of this backup are in place.
- ❑ A communication plan is in place to cope with a lack of electricity in the City, County, or Statewide.

Do not cancel school until one of the following occurs

- The temperature in the school becomes too hot or too cold
- Food services cannot be accommodated (i.e. lunch cannot be cooked, refrigeration is down)
- Basic sanitation levels cannot be maintained (i.e. toilets cannot be flushed, no water pressure)
- Basic electronic systems (i.e. internal communication, attendance, visitor management, security systems) will not function and back-ups are not in place

Power outage procedures for Incident Command Team:

- If phone service, by cell or landline, is available, call your local power company for information
 - What is the cause of the outage?
 - What is the estimated duration of the outage?
 - Is the outage affecting only the school building, the entire neighborhood or further?
- Upon recognition of an outage, the **Director of Technology** determines the best method and location for the restoration of database information.
 - If the outage is minimal, local access will be restored without interruption.
 - If remote access is required, students, staff, and faculty will operate without technology until the main operating systems are restored.
- **Power line down** - Do not evacuate the building without approval from the utility company.
 - The line may be “hot” and be touching a fence or railing. This could lead to serious injury or death
 - Notify students and staff to remain inside the building until further notice
- **Power outage due to system malfunction** - students and staff remain in the classrooms until instructed otherwise
 - Assign staff to supervise outside doors to ensure that students stay inside and visitors stay away
- **Power outage due to bad weather** - and power will not be restored immediately
 - Instruct staff to proceed to a pre-designated safe area within the school if necessary.
 - Begin to assemble your food, water and any special shelter you may need.
- Consider releasing students if the hazard has been abated, but power has not been restored

Power outage procedures for Teachers:

- Turn off any power tool as it might “spring” back into action once power is restored.
- Unplug electronic devices to avoid shortages if power comes back suddenly

- Wait for further instructions from the leadership team.

Incident Command System

ALL TEAMS

Staff and Faculty are required to stay on campus until all students have been released. As such, it's important that a plan is in place at home for loved ones to cope with their absence. Our school is open to families of staff and faculty post-disaster. We hope that you'll take the opportunity to make our school a meeting place to help ensure your family's safety.

SCHOOL LEADERSHIP

Incident Commander:

Oversees the full emergency response and activates internal strike teams. Works as the commander in conjunction with the leadership of the following:

- Public Information Officer
- Situational Analysis
- Liaison Officer
- Safety Director
- Community Care Director
- Logistics Director

Public Information Officer:

Communicates information to the press and/or news agencies. The voice of the school in the event of an emergency. News media can play a key role in assisting the school with disseminating information related to emergencies or disasters to the public (parents).

Communications:

Point of contact for Incident Command responsible for providing communication services throughout an incident to inform the external school community of the situation. This may include drafting and sending phone calls/texts/emails as well as updating the school website and other social media.

Situational Analysis:

Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.

Continuity:

Responsible for coordinating the purchase of materials as well as appropriating finances in preparation for, at time of, and in recovery from an emergency or disaster. Supervises staffing needs during the incident.

Timekeeping:

Take ongoing notes throughout an emergency or disaster including a running list of all events, the time of the events, participants, and significant impact throughout the incident.

Liaison:

Contact people for outside agencies, including (but not limited to) police, fire, and ambulance services. May represent the school at city emergency operation centers and/or on-scene Incident Command.

Safety Director:

Works to ensure that all activities are conducted in as safe a manner as possible under the existing circumstances. Establishes methods of communications with Strike Teams. Oversees the work of the following predetermined teams comprised of members of staff:

- Search & Rescue
- First Aid & Triage
- Site Security

Community Care:

Works to ensure that all student and staff related needs are met as possible given emergency circumstances. Oversees the work of the following predetermined teams comprised of members of staff:

- Attendance & Assembly
- Crisis Counseling
- Reunification

Logistics:

Assures all work is done safely and in partnership with other teams. Oversees the work of the following predetermined teams comprised of members of staff:

- Facilities
- Long Range Care

STAFF ASSIGNMENTS

Safety Director Teams:

Search & Rescue:

The main purpose is to locate and evacuate to safety any trapped, missing, or injured persons. Additional tasks are to identify dangers and provide safety during movements. Each search team should be at least two people.

First Aid & Triage:

Assess the extent and severity of all injuries. Triage and tag the injured to be treated accordingly. Treat all injuries to whatever extent possible.

Site Security:

Act to prevent any illegal entries onto campus during the emergency. Direct fire, ambulances, and police to areas of need.

Community Care Teams:

Attendance & Assembly:

The essential role at the onset of an emergency - knowing the overall status of all people on campus. This team needs to be aware of the entire campus community; those who serve on this team need to keep a wide outlook and be mindful of the typical people on campus as well as guests - substitute teachers, parent volunteers, outside vendors, or special guests.

Crisis Counseling:

Work with First Aid and Community Care to initiate response and monitor the wellbeing of individuals in emotional distress.

Reunification:

Assure the reunification of students with their parents or authorized adults at the predesignated area and make sure students are properly signed out before leaving campus.

Logistics Teams:

Facilities:

Responsible for shutting off gas, power, and water if needed. Will assess the stability and viability of buildings on campus to the best of their ability. Also, assist with the distribution and transportation of Strike Team supplies.

Long Range Care:

Responsible for distributing and tracking supplies, mainly food and water, to students, faculty and staff after an emergency. Also, assist with setting up shelter and toilet facilities if needed.

ICS CHART

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INSERT INSTRUCTIONS HERE

How to send Text Messages:

INSERT INSTRUCTIONS HERE

How to send Voice Messages:

INSERT INSTRUCTIONS HERE

2: Communication Templates