



PINER-OLIVET
UNION SCHOOL DISTRICT

EMERGENCY RESPONSE PROCEDURES

The Village Charter School

2590 Piner Rd

Santa Rosa, Ca 95401

707-522-3320

VCS COMPREHENSIVE SCHOOL SAFETY PLAN 2021-22

SAFETY PLAN PURPOSE

Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at the VCS Main Office on 2590 Piner Rd, Santa Rosa, CA 95403.

VCS COMPREHENSIVE SCHOOL SAFETY PLAN 2021-22

SAFETY PLAN VISION

VCS provides a quality education in a positive and respectful multi-age environment where world cultures are explored, our connection to nature is honored and character development is nurtured. Our school is a place where the intellectual, imaginative, and humanitarian promise of each student is cultivated and celebrated in a community that practices mutual respect, embraces diversity, and inspires a passion for learning. VCS is proud of our continued growth and retention of students through grade levels. As our students reach their teen-age years, our strong retention rate has provided a continuity that has truly enhanced our school wide activities, sense of belonging and community involvement.

VCS is proud of the positive relationships we have maintained with our sponsoring district, WUSD, and with the schools we share our site with. These positive and collaborative relationships have contributed to the safe school environment we have developed and maintained.

OTHER ON-CAMPUS PROGRAMS: NORTHWEST PREP CHARTER SCHOOL, SCOE, and the YMCA PROGRAM

The EOC Management and Basic SEMS/NIMS below reflect the functions and responsibilities set forth by Northwest Prep and POUUSD. VCS leases space on the NWP campus and in the case of an emergency we follow the guidelines and direction of NWP Management and Command. The VCS main office serves as a base for communications regarding VCS students and staff and each staff member has roles and responsibilities in the case of an emergency.

VCS would like to further coordinate and define its own emergency procedures as well as maintain and grow its cooperative efforts with Northwest Prep Charter School, the YMCA, and various SCOE classrooms on this site. All other program site directors are given a copy of the VCS Safety Plan. Other school programs will maintain their own safety supplies and need to coordinate their safety plans with the VCS Safety Plan, as well.

VCS SAFETY COMMITTEE MEMBERSHIP

School Site Council or Delegated School Safety Planning Committee Members	Director or designee	Classified Employee	Teacher Rep / Cert.	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
The Village Charter School									
1. Rebecca Ivanoff	x								
2. Carolyn Jensen		x							
3. Matt Heath		x							
4. Jesse Chieppa				x					
5. Travis Robbins			x						
6. Deneene Bell				x					
7. TBD					x				

*Optional members

VCS COMMITTEE MEMBERS:

At The Village Charter School, a Safety Committee and other interested participants will meet periodically to decide the direction and policies of the school regarding school safety. This committee is comprised of volunteer members including VCS parents, VCS teachers, the school's Office Manager, and the school's Director. Meetings are posted in advance and are open to all parties interested in attending. The main purpose and mission of the VCS Safety Committee is to provide input on major plans, expenditures, document revisions, and future direction regarding school safety and climate. The VCS Board of Directors will oversee any actions that are brought by the Safety Committee.

The Village Charter School

Emergency Response Procedures

Approved by VCS
Board of Directors

Date

VCS Board Chairperson:

Signature

Director Signature

Date

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PUBLIC EDUCATORS – DISASTER SERVICE WORKERS

While this handbook highlights emergency procedures for the school district it is important to remember that we, as public school employees, have the responsibility and honor of serving the public in times of emergencies.

California Government Code Section 3100-3109 states in part:

*“It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, **all public employees are hereby declared to be disaster service workers...**”*

As public employees, all District employees are disaster service workers. Because we serve a population which is dependent on our services, we cannot abandon this critical responsibility. We need to be prepared to protect all of our students during an emergency.

KEY DISTRICT EMERGENCY NUMBERS

Office/Department	Phone Number
District Office (Mail Line)	707-522-3000
Superintendent's Office	707-522-3003
Business Services	707-522-3008
Human Resource	707-522-3000
Special Education	707-522-3006

EMERGENCY TELEPHONE NUMBERS

EMERGENCY	911
OTHER EMERGENCY NUMBERS	
Santa Rosa Police Department	707-543-3600
Santa Rosa Fire Department	707-543-3500
Ambulance	707-536-0400
City Hall	707-543-3010
Sonoma County Sheriff's Department	707-565-2650
Pacific Gas & Electric Company	800-743-5002
Redwood Empire Schools Insurance Group (RESIG)	707-836-0779
American Red Cross	707-577-7600
Sonoma County Office of Education (SCOE)	707-524-2600
OTHER SERVICES	
Animal Control	707-565-7100
Poison Control	800-222-1222
County Environmental Health	707-565-6565
County Hazardous Materials and Waste	707-543-3500
County Public Health Services	707-565-4700
County Office of Emergency Services	707-565-1152
Sonoma County Family, Youth and Children's Services	707-565-4300

STAFF PHONE LIST

Teacher	Extension Number	Room #	School	Position
Bergstrom, Leo	5013	13	All Sites	Tech
Boone, Stephanie	5017	17	NWP	NWP Teacher
Britton, Erin	5107	or 5112	NWP	Food Service
Couts, Jon	5104		All Sites	Tech
Dossat, Alyssa	5003	3	NWP	NWP Teacher
Edmondson, Brad	5002	2	NWP	NWP Teacher
Eisley, Sharon	5003	3	NWP	NWP Teacher (W & F)
Jhaveri, Saloni	5016	16	NWP	NWP Teacher
McCorkell, Laura	5012	12	NWP	Homestudy Teacher
Napoleon, Adam	5101	main office	NWP	Principal
Room 5	5005	5	NWP	Open
Shields, Susan	5100	main office	NWP	Office Manager
Singh, Lourdes	5100	main office	NWP	Translator (Th-AM & F)
Tait, Heather	5012	12	NWP	Homestudy Teacher
Volmerding, Susan	5005	5	NWP	RSP Teacher (T & Th)
Zavala, Jordan	5004	4	NWP	NWP Teacher
Zepeda, Jessica	5108	main office	NWP	Counselor (W & F)
Rincon Valley Partnership				
Corby, Diane	566-7266	8	RVP	PK Teacher
Harris, Vicki	521-1405	9	RVP	PK Teacher
Le, Nancy	521-1404	1	RVP	PK Teacher
SCOE				
Curnokus, Mike	2021	21	SCOE	SCOE Teacher
Hoyal, Tina	318-5981	19	SCOE	SCOE Teacher
Room 11	5011	11	SCOE	SCOE Speech
Room 20 (extra room)		20	SCOE	Various SCOE Teachers
Village Charter School				
Ivanoff, Rebecca	524-2848		VCS	Director
Jensen, Carolyn	524-2848		VCS	Office Manger
YMCA				
Imm, Traci	542-9202		YMCA	YMCA Dirctor

INCIDENT COMMAND SYSTEM

School Site Assignments for All Emergencies

Incident Command

**Adam Napoleon- Principal
Rebecca Ivanoff-VCS
Director**

Communications

**Susan Shields- School
Office Manager
Carolyn Jensen- VCS OM**

Crisis Intervention

**Jessica Zepeda- School
Counselor**

**Alternate- Adam Napoleon-
Principal**

**Alternate- Brad
Edmondson- Teacher in
Charge**

First Aid

Stephanie Boone- Teacher

**Alternate- Alyssa Dossat-
Teacher**

Alternate- Laura McCorkell

Maintenance

**Tebe Frett- Lead
Custodian**

**Alternate- Erin Britton-
PA**

Search and Rescue

Saloni Jhaveri- Teacher

Brad Edmondson- Teacher

**Alternate- Laura McCorkell-
Teacher**

Shelter & Supplies

Jordan Zavala- Teacher

Heather Tait- Teacher

Student Release/Staff Count

**Susan Shields- Office
Manager**

**Alternate- Adam
Napoleon- Principal**

**Alternate- Leo
Bergstrom- Comp.
Technician**

INCIDENT COMMAND TELEPHONE NUMBERS

INCIDENT COMMAND	Phone
Adam Napoleon	707-583-6327
Rebecca Ivanoff	707-888-7842
COMMUNICATIONS	
Susan Shields	707-483-4001
Carolyn Jensen	707-481-7810
CRISIS INTERVENTION	
Jessica Zepeda	707-225-7403
Adam Napoleon	707-583-6327
Brad Edmondson	805-822-9576
FIRST AID	
Stephanie Boone	707-495-9176
Alyssa Dossat	707-508-5591
Laura McCorkell	510-417-1421
MAINTENANCE	
Tebe Frett	707-480-1927
Erin Britton	707-239-2777
SEARCH & RESCUE	
Saloni Jhaveri	909-964-7224
Brad Edmondson	805-822-9576
Laura McCorkell	510-417-1421
SHELTER & SUPPLIES	
Jordan Zavala	707-237-1412
Heather Tait	559-471-8689
STUDENT RELEASE/STAFF COUNT	
Susan Shields	707-483-4001
Adam Napoleon	707-583-6327
Leo Bergstrom	707-304-2692
Rebecca Ivanoff	707-888-7842
Carolyn Jensen	707-481-7810

EMERGENCY ACTION

INTRUDER/LOCKDOWN

BACKGROUND: In situations involving an intruder or threat of violence near the campus the school will be locked down with all students and secured safely inside. A lockdown requires staff and students to remain secured inside school buildings, allowing for continued operations to the extent possible.

PRINCIPAL ACTIONS:

- ❑ Make an announcement on school PA system specifically indicating the type of emergency, where it is taking place, and what the individual looks like (ex: "There is an intruder with a gun at the front of the campus wearing a black tshirt, jeans, and a hat. Initiate intruder response"). Use PA notification to update staff/students of new information on whereabouts of intruder.
- ❑ Alert YMCA by phone- Traci Imm 707-542-9202
- ❑ Call 911. Provide location, status of campus, all available details of situation.
- ❑ Call District Office (707) 522-3000 to alert Superintendent.
- ❑ Assemble Incident Command Team in the main office. Principal implements command of Incident Command System response until law enforcement arrives.
- ❑ When law enforcement arrives the officer in charge becomes the Incident Commander and school administration assists law enforcement response.
- ❑ When the situation is given the all clear, school administration and police will unlock classroom doors to evacuate.
- ❑ If applicable send out a message via School Messenger to parents/staff

STAFF ACTIONS (during class time):

- ❑ If in a location away from the stated intruder, evacuate your students and classroom quickly to an area off campus if able.
- ❑ If you are in an area close to the intruder lock the doors, barricade entrances and instruct students to hide out of site.
- ❑ Close any shades and/or blinds if it appears safe to do so.

- ❑ Do not use phones except to report an emergency or report an intruder's location and/or activities.
- ❑ Prepare students to evacuate the room if the intruder enters
- ❑ If the intruder is able to access the room throw objects at intruder until you are able to evacuate.
- ❑ Otherwise remain quiet and calm in the classroom or secured area until law enforcement or school administration clears the room by identifying themselves and unlocking the door to provide direction.

STAFF ACTIONS (at any time other than class time):

- ❑ If in a location away from the stated intruder, find and direct students away from campus to a safe exit area.
- ❑ Gather students into an area where it is safe to convene. Call 911, count students, gather names, and wait till contacted by emergency personnel.
- ❑ If you are in an area close to the intruder, usher students into closed area. Lock the doors, barricade entrances (book cases leaned against door, tie up the hydraulic mechanism in the top corner) and instruct students to hide out of site.
- ❑ Close any shades and/or blinds if it appears safe to do so.
- ❑ Do not use phones except to report an emergency or report an intruder's location and/or activities.
- ❑ Prepare students to evacuate the room if the intruder enters
- ❑ If the intruder is able to access the room throw objects at intruder until you are able to evacuate.
- ❑ Otherwise remain quiet and calm in the classroom or secured area until law enforcement or school administration clears the room by identifying themselves and unlocking the door to provide direction.

STUDENT ACTIONS:

- ❑ Follow staff instructions to move away from intruder or into a locked room.
- ❑ If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room.
- ❑ If intruder enters area where students are located they should attempt to distract the intruder and evacuate.

EMERGENCY ACTION

SHELTER IN PLACE

BACKGROUND: The Shelter-In-Place plan protects students and staff in the event of potential exposure to a dangerous chemical that could be released through:

- A chemical spill/A break in a natural gas pipeline
- Fire or smoke condition in the area
- Terrorism

The Shelter-In-Place plan has proven to be a safer approach than evacuating students into a potentially contaminated outdoor environment.

PRINCIPAL ACTIONS:

- ❑ Make an announcement on the public address system. **"Attention please. We are instituting SHELTER IN PLACE procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."**
- ❑ Call District Office (707) 522-3000 to alert Superintendent.

- ❑ Assemble Incident Command Team in the main office. Principal implements command of Incident Command System response until law enforcement arrives or otherwise notified.
- ❑ Make arrangements for central HVAC shutdown, as necessary.
- ❑ Wait for direction from the D.O. or Police Department. Follow & execute plan.
- ❑ When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that the normal school routine can resume.
- ❑ If applicable send out a message via School Messenger to parents/staff

TEACHER and STAFF ACTIONS:

- ❑ Upon announced signal, immediately clear students from the halls. Stay away from all doors and windows. Lock doors and do not open until “All Clear” is given.
- ❑ Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- ❑ If prompted shut down the classroom HVAC system if possible.
- ❑ Take attendance and send email to office designee noting students who have left since attendance was taken at the beginning of class.
- ❑ Conduct class and wait for further instruction.

STUDENT ACTIONS:

- ❑ Proceed to the classroom, if it is safe to do so. If not, follow teacher or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.

EMERGENCY RESPONSE DROP, COVER & HOLD ON

BACKGROUND: This action is taken to protect students and staff from falling debris and is most commonly used for earthquakes.

PRINCIPAL ACTIONS:

- ❑ After shaking stops, assemble Incident Command Team in the main office. Principal implements command of Incident Command System response until law enforcement or fire department arrives, or otherwise notified.
- ❑ Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- ❑ Call District Office (707) 522-3000 to alert Superintendent of school and personnel status. Determine who will inform public information media as appropriate.

- ❑ Initiate evacuation procedures school-wide.
- ❑ If necessary, send search and rescue team to look for trapped students and staff.
- ❑ Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- ❑ If necessary, be prepared to release students from evacuation area.

- ❑ Determine whether to close school. If school must be closed, notify staff members, students and parents.

STAFF ACTIONS:

- ❑ Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
- ❑ Check for injuries and render First Aid.
- ❑ After shaking stops wait for Principal/Designee to initiate action to leave the building and evacuate to Assembly Area.
- ❑ Check attendance at the assembly area. Report any missing students to principal.
- ❑ Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- ❑ Stay alert for aftershocks
- ❑ Do NOT re-enter building until it is determined to be safe.

IF OCCURS DURING NON-SCHOOL HOURS

PRINCIPAL ACTIONS:

- ❑ Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- ❑ Confer with District Superintendent if damage is apparent to determine the advisability of closing the school.
- ❑ Notify fire department and utility company of suspected breaks in utility lines or pipes.
- ❑ If school must be closed, notify staff members, students and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- ❑ Notify District Office, who will inform public information media as appropriate.

EMERGENCY ACTION

EVACUATION

BACKGROUND: When it is unsafe for students and staff to stay inside the building everyone is evacuated to a safe location (ex. Fire, bomb threat, etc.). Should the entire campus be unsafe for the school community an evacuation to a safe off-site location will take place. Following an off-campus evacuation, parents will receive information on the location and instruction for reunification with their child(ren).

ANNOUNCEMENT:

1. Fire alarm
2. Provided time is available, make an announcement over the public address system:

Example: **"Attention please. We are starting an EVACUATION of all buildings. Teachers are to take their students to their designated Assembly Area. Students, please remain with your teacher."**

PRINCIPAL:

- ❑ Determine if the Assembly Area is a safe location. If unsafe for the current emergency, designate an alternate Assembly Area.
- ❑ After Evacuation is initiated gather all necessary emergency materials. See below.
- ❑ Assemble Incident Command Team at Assembly Area. Principal implements command of Incident Command System response until law enforcement or fire department arrives, or otherwise notified.
- ❑ Determine if Sweep Teams are necessary. If so, have Sweep Teams cover campus to determine problem areas.
- ❑ Determine if First Aid Teams are necessary to assist students or staff in assembly area.

- ❑ When clearance to return to the buildings is determined or received from appropriate agencies, announce **ALL CLEAR** to return to classrooms and resume school activities.
- ❑ If ALL CLEAR is not given, be prepared for Student Release from Assembly Area.

EMERGENCY MATERIALS FOR ASSEMBLY AREA

- ❑ Emergency Binders
- ❑ Class rosters for attendance
- ❑ Emergency Cards
- ❑ Student Medicines
- ❑ Student Sign Out Binder
- ❑ Emergency Supply Box

STAFF ACTIONS:

- ❑ Instruct students to leave the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Assembly Area.
- ❑ Take the emergency backpack and student roster when leaving the building and take attendance when the class is reassembled in a safe location. Report attendance to the Incident Commander/designee.
- ❑ Remain in the Assembly Area until further instructions are given.
- ❑ Wait for another ACTION or the **ALL CLEAR** instruction to return to school buildings and normal class routine.

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately

To alert visually-impaired individuals

- ❑ Announce the type of emergency.
- ❑ Offer your arm for guidance.
- ❑ Tell person where you are going, obstacles you encounter.
- ❑ When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- ❑ Turn lights on/off to gain person's attention -OR-
- ❑ Indicate directions with gestures -OR-
- ❑ Write a note with evacuation directions.

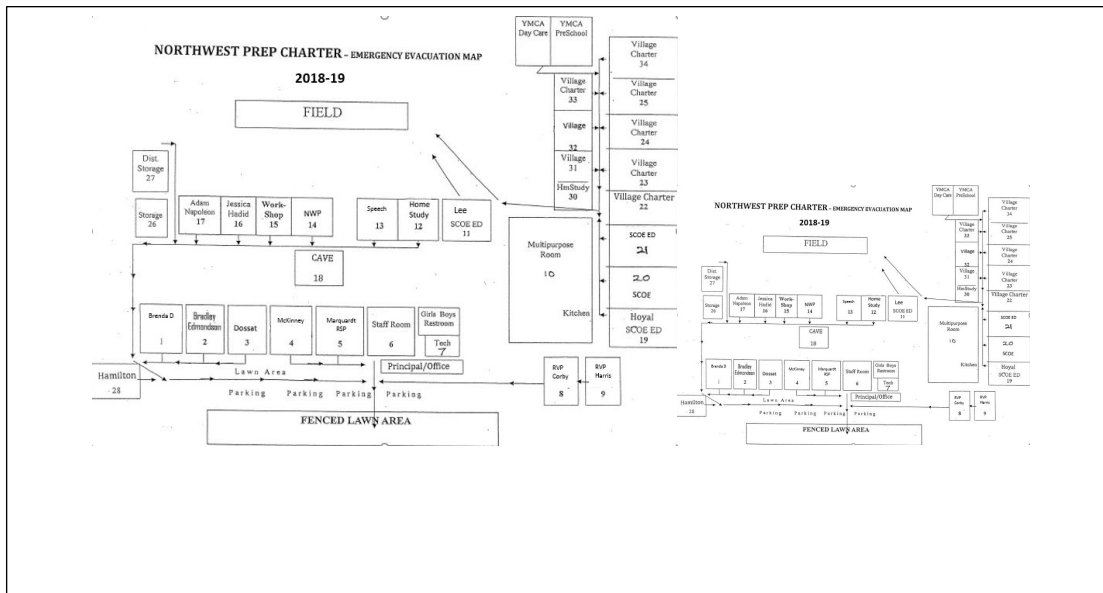
To evacuate individuals using crutches, canes or walkers

- ❑ Evacuate these individuals as injured persons.
- ❑ Assist and accompany to evacuation site, if possible-OR-
- ❑ Use a sturdy chair (or one with wheels) to move person-OR-
- ❑ Help carry individual to safety.

To evacuate individuals using wheelchairs

- ❑ Give priority assistance to wheelchair users with electrical respirators.
- ❑ Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- ❑ Reunite person with the wheelchair as soon as it is safe to do so.

EVACUATION MAP



STUDENT EVACUATION ABSENCE LIST

- Please list all students absent from your class.
- Check “Absent” if the student was absent at roll call.
- Check “No show” if the student did not show up to the evacuation area. List location if known. Include any aides or parent volunteers who may have been in your room and did not make it out to the evacuation area.
- If all students on your class roster are present and accounted for, check the box below.

Total # of students present _____

TEACHER _____

All students present and accounted for.

Student Name	Absent	No Show / Location?

BACKGROUND: When it is unsafe for students and staff to stay inside the building everyone is evacuated to a safe. Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at the school site. Student release will be implemented by a school administrator in times of extreme emergency that warrant its execution.

FOUR STEPS FOR STAFF

1. At REQUEST TABLE, verify parent ID and authorization.
2. Direct parent to RELEASE TABLE; radio or send runner for student.
3. At RELEASE TABLE, verify Student Request Form is signed
4. Release student to custody of authorized adult.

FOUR STEPS FOR PARENTS

1. Fill out Student Request Form.
2. Show photo ID at REQUEST TABLE.
3. Move to RELEASE TABLE to wait for student.
4. Leave campus immediately after student is released to your custody.

INCIDENT COMMANDER (PRINCIPAL) ACTIONS:

- Set up Incident Command Post (ICP).
- Notify staff of school evacuation and communicate that this is not a drill.
- Designate the Student Assembly Area or direct teachers to a pre-designated spot. Analyze situation; re-evaluate evacuation spot to determine if students should be moved.
- Determine medical and assistance needs after population assessment. Determine search and rescue needs.
- Reassess as situation changes. Reassign emergency teams as needed.
- Keep staff informed as to status of missing students.

TEACHER and STAFF ACTIONS:

- Evacuate students to designated area, with students grouped as determined by district or school site.
- Take roll by distributing pre-labeled nametags to each student.
- Report population assessment to Incident Commander by holding up green or red card. Mark undistributed nametags with student status beside name:
 - A = Absent*
 - M = Medical; students taken to the First Aid station*
 - U = Missing/Unaccounted*
- Send undistributed nametags to the Student Request Table.
- Organize students. Monitor students' medical and emotional condition.
- Extra staff should partner for other assigned duties; report to Command Post.

TEAM ASSIGNMENTS

STUDENT RELEASE TEAM

- ❑ Take supplies to designated Request/Release Table locations.
- ❑ Set out tables at least 20 feet apart to reduce crowding. For large student body, establish several lines at the Request Table for speedier processing.
- ❑ Post signs and set out file boxes of Student Emergency Cards for each line. Identify volunteer runners and review where to find students.
- ❑ Wear identifying vests or hats.
- ❑ Distribute clipboards with Student Request Forms to parents in line.
- ❑ Set out white board for special instructions and parent requests.
- ❑ Pull cards of absent, injured and missing students. Note status on those cards and file at back of file box.

TRAFFIC CONTROLLER (Staff members and/or parent volunteers):

- ❑ Set out parking area directional signs and enlarged site map with walking path designated for parents picking up students.
- ❑ Set out traffic cones to cordon off parking for emergency vehicles.
- ❑ Maintain order in parking areas; direct cars away from areas for emergency vehicles.
- ❑ Report to Incident Command Post any crowd control issues in parking lot and on school grounds.
- ❑ For schools with no room for parent parking and turnaround, develop a procedure that enables students to be released directly to the authorized adult's vehicle.

PARENT INFORMATION REPRESENTATIVE (Staff or trained volunteer):

- ❑ Provide information about student release procedures to parents.
- ❑ Maintain white board with special information.
- ❑ Learn which students need medical attention and attempt to locate their parents.

CRISIS INTERVENTION COUNSELOR (Health practitioner)

- ❑ Maintain order at Student Request Table; calm agitated parents and students.
- ❑ Facilitate delivery of information to parents of students with special circumstances (e.g. missing, injured, deceased).
- ❑ Escort parents to First Aid Station to reunite with injured students.

RUNNERS (Staff, students and/or parent volunteers - number depends on size of campus)

- ❑ Take Student Request Form to Student Assembly Area to find requested student. Alternately, a walkie-talkie may be used to request a student from the Assembly Area.
- ❑ Retrieve student and escort him/her to Student Release Table -OR- return to Student Request Table with status information on those who are not in the Student Assembly

STUDENT RELEASE SIGN OUT SHEET

This form is to be used in the event that the Student Release team is unable to check out students at the student release area. Should this occur, the classroom teachers will be responsible for checking out student by filling in the information below. (copies are located in your emergency folder.)

Student's Name	Signature of Parent/Guardian

Background: **ALL CLEAR** is used to conclude other immediate actions taken upon an emergency to notify staff and students that normal school operations can resume. **ALL CLEAR** signifies that the emergency is over. This is the final ACTION used to conclude the following actions:

- **DUCK, COVER and HOLD ON**
- **EVACUATION and REVERSE EVACUATION**
- **LOCKDOWN**
- **SHELTER IN PLACE**
- **STANDBY**
- **TAKE COVER**

ANNOUNCEMENT:

1. Make the following announcement in person directly or over the public address system:

Example: **“Your attention please. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause). It is now OK to resume normal school activities. Thank you all for your cooperation.”**

2. Use messengers with oral or written word as an alternate means of staff notification.
3. Use Parent Telephone Notification System, if appropriate.

PRINCIPAL ACTIONS:

- ❑ Determine that the emergency is over and it is safe to resume classes. It may be necessary to talk to first responders to make this determination.
- ❑ Make the **ALL CLEAR** announcement.
- ❑ Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ As soon as the **ALL CLEAR** announcement has been made, return to the classroom or to desks and chairs, unlock doors and windows, and immediately begin discussions and activities in classrooms to assist students in addressing fear, anxiety and other concerns.
- ❑ Use Parent Telephone Alert System, if appropriate.

VALVE SHUT-OFF LOCATION MAP

Water: Main Valve (and wrench) located in the water control and well enclosure at the front of NWP campus.

Natural Gas: Main Valve access located in the water control and well enclosure at the front of NWP campus.

Eelectricity Panels: Main shut off is in the main custodial closet near the main office.

**Valve shut-
off location
map here**