



Comprehensive School Safety Plan

School Year 2023-2024

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SOLEIL ACADEMY

Mission

Through academic rigor, character development, and a structured learning environment, Soleil Academy Charter School ensures that every transitional kindergarten through 5th grade scholar has the foundation necessary for college success and a future bright with opportunity.

Vision Statement

Soleil Academy Charter School provides an academically challenging, disciplined, and jubilant elementary school in which all members of the school community — board members, leaders, teachers, families, and scholars — understand and are driven by the mission of Soleil Academy, rooted in the belief that the path to college for all students begins in elementary school.

We devote the majority of our financial, temporal, and curricular resources towards powerful literacy acquisition for our scholars; we provide a unique and comprehensive focus on the development of oral language as the hallmark of our school wide enrichment program; and we measure students' academic progress on growth, comparative, and absolute terms.

COMPLIANCE WITH EMERGENCY CRISIS RELATED LAWS

The plan meets the requirements of the State of California and the County of Los Angeles policies on Emergency Response and Planning, the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and defines the primary and support roles of the individual schools in after-incident damage assessment and reporting requirements. The comprehensive school safety plan addresses the legal requirements of:

1. Safe School Plan (Section 32282 of the California Education Code) (development of disaster procedures, routine and emergency)
2. Petris Bill (Section 8607 of the California Government Code) (school districts be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS))

PROCEDURES TO ENSURE A SAFE AND ORDERLY ENVIRONMENT

The overall objective of our safety plan is to create and maintain a caring and connected school climate and culture by focusing on people, programs and the school and its surroundings.

For this school year, our safety goals are to:

- 1) Ensure roles and responsibilities during emergency situations are clearly established, understood and communicated amongst school staff
- 2) Be equipped with the appropriate emergency supplies in the event of an emergency

STATE OF SCHOOL CULTURE

Prior Year School Statistics	
Total Scholars Enrolled	270
ADA %	92%
Total Suspensions	0
Total Expulsions	0

This aforementioned data has been used to determine if safety-related changes are needed and/or if implemented changes are having a positive impact on school culture.

PROGRAMS AND STRATEGIES THAT PROVIDE SCHOOL SAFETY

Soleil Academy has many programs and policies/procedures to promote scholar and school safety. These items are updated annually and can be found in the school's parent-scholar handbook, the school employee manual, mental health crisis response handbook, via communication home to families at the beginning of the school year, or in each school's safety binder located in the main office. They can be made available upon request.

- Scholar Discipline Policy
- Suspension and Expulsion Policy
- Harassment, Discrimination & Bullying Policy
- Child Abuse and Neglect Reporting Procedures
- Scholar Uniform Policy

Procedures for Safe Ingress and Egress from School

Supervision of Scholars

As scholars arrive on campus each morning, administrators and school personnel are strategically placed on campus to monitor scholar behavior. When scholars are dismissed at the end of the day, administrators and school personnel ensure scholars either travel to after school activities or leave campus in a safe and orderly manner.

Visitors

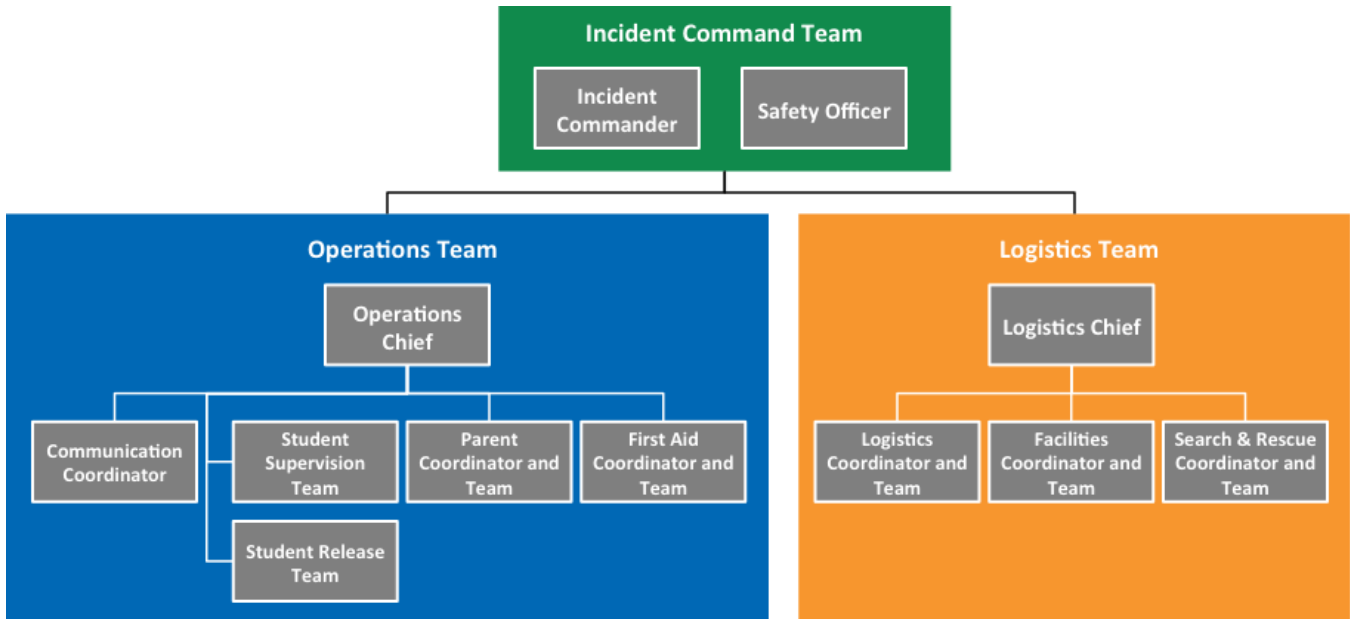
Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure

environment, all parents/guardians and visitors are required to check in at the school main office upon arrival, obtain and wear a visitor’s name tag, and then return to the school main office upon departure to check out.

Notifying Teachers about Dangerous Pupils

California Education Code Section 49079 requires that information the school receives about its scholars from a law enforcement agency must be shared with his/her teachers. Scholars who have or who are reasonably suspected of having violated Section 48900 [except (h)], 48900.2, 48900.3, 48900.4, or 48900.7 fall into this category. The Principal or designee shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by scholars who may pose a danger in the classroom. The Principal or designee is encouraged to do this in person with all necessary parties.

EMERGENCY RESPONSE PLAN
Incident Command Structure (ICS)



The Incident Command Structure (ICS) provides overall direction and sets priorities for an emergency. In operations, the ICS has three functions: command, operations, and logistics. Under each of these functions, schools should pre-assign specific individuals, based on their job roles and responsibilities, to assist in the management of school site operations. See [Appendix A](#) for school-specific ICS for the current school year.

School Emergency Response Team

Selecting the Members of the School Emergency Response Team

The Principal and Safety Point of Contact are responsible for assembling the School Emergency Response Team (SERT) and ensuring that they are trained.

Who Should Be On The Team?

Staff members who are recognized within the school and who respond well to a crisis are good SERT candidates, as are people who are calm, accepted by staff and scholars as impartial and fair, good listeners and

communicators, skilled negotiators, and adept at crowd control. At least one of the SERT members should be a bilingual staff person. Also, including members who do not have supervisory duties or whose groups are not required during a specific emergency are important.

Sample SERT Members

- Principal/Assistant Principal
- Director of Operations
- Dean/Director of Instruction
- School Operations Manager/Business Manager
- Counselors/Social Workers/Psychologist
- Custodians/Security Personnel
- Operations Associates and Campus Aides
- In-House Subs and Instructional Aides
- Special Education Coordinator
- IT Coordinator
- School Resource Officers

How Many People Should Be On The School Emergency Response Team?

The number of members on the team should be in relationship to the number of scholars in the school. If any of the members of the team are classroom teachers, substitutes will need to be chosen and their names should be listed as alternate SERT members.

Note: *The NIMS/SEMS Incident Command Structure (School Emergency Response Team) may expand or contract depending on the scope of the emergency and number of staff available. Staff members may be assigned multiple roles in an emergency.*

The Roles of the Members of the School Emergency Response Team

COMMAND TEAM

Incident Commander

Job Description: Responsible for emergency operations to ensure safety of scholars, staff and others who are on campus.

Responsibilities:

1. Assess emergency or threat and impact to scholars, staff, school property and surrounding community
2. Activate emergency plan and Incident Command Structure
3. Establish a Command Post
4. Develop and communicate a plan of action
5. Remain in the Command Post and manage the crisis
6. Authorize any release of public information
7. Begin scholar release procedures (when it is safe to do so)
8. Make provisions for mental health counseling
9. Make provisions for language translations

10. Release teachers and staff as appropriate
11. Declare end of emergency – initiate recovery when appropriate
12. Remain in charge of the campus until released by fire or law enforcement incident commander

Note: Incident Commander from the police or fire department will take control of the emergency once they have arrived at the site. Incident Commander (school site) will remain in charge of school procedures (accountability of scholars, etc.), but will work with first responders and provide any necessary assistance. Once Police/Fire Incident Commander is on site, all decisions regarding evacuations, relocations, and declaring an 'All Clear' will be made with the express approval and coordination of first responders.

Safety Officer

Job Description: Responsible for monitoring all safety decisions made by the Incident Commander, Operations Team, and Logistics Team.

Responsibilities:

1. Participate in planning sessions, concentrating on issues of safety for both those caught up in the incident and those responding to it
2. Monitor operational activities to assess potential danger and unsafe conditions
3. Correct unsafe acts or conditions through regular lines of authority when possible
4. Monitor stress levels of personnel involved in the response
5. Safety Considerations:
 - Are people performing out of role or responsibility?
 - Is there enough manpower available to perform the prescribed tasks?
 - Are the prescribed tasks being performed properly (such as proper lifting techniques)?
 - Is appropriate personnel protection equipment (PPE) being used?

OPERATIONS TEAM

Operations Chief

Job Description: Manages and directs emergency response activities on campus. (Note: The Incident Commander may also perform this job.)

Responsibilities:

1. Coordinate staff buddy assignments
2. Coordinate staff messengers
3. Coordinate campus check and security
4. Coordinate School Emergency Response Team response
5. Coordinate medical aid
6. Coordinate scholar care
7. Coordinate scholar release
8. Coordinate mental health counseling
9. Make sure teams have enough supplies
10. Reassign staff as needed
11. Schedule breaks and back-ups for staff
12. Track all costs and staff time redirected to emergency

13. Document all supplies redirected to emergency
14. Document all personnel time redirected to emergency (number of hours with description of activities performed)
15. Check with the Logistics Chief to determine whether additional supplies will need to be purchased
16. Purchase needed items, upon approval of Incident Commander

Buddy System:

Teachers and staff occupying rooms listed together will check to make sure the other teachers and staff are not injured before the rooms are evacuated. In the event a teacher is injured, the scholars will be evacuated by a “buddy” teacher, or if a “buddy” teacher needs to remain to administer first aid the teacher in the adjoining room will evacuate the scholars.

See [Appendix B](#) for school-specific Buddy List for current school year.

Communications Coordinator

Job Description: Conduit for information flow between the school and community, including the media.

Responsibilities:

1. Work closely with the Incident Commander (if not performing both roles) and first responders in providing information to the media and community
2. Establish a media information center
3. Provide press briefings and news releases as appropriate
4. Obtain copies of all media releases and post them in the Command Post for review
5. Prepare information summary on media coverage for SERT personnel
6. Arrange for meetings between news media and incident personnel as directed by the Incident Commander
7. Coordinate press conferences
8. Prepare information for distribution to parents/guardians and scholars
9. Coordinate with the City/County Public Information Officer, if appropriate
10. Maintain a log of all activities

Scholar Supervision Team

Job Description: Remains with and supervises scholars.

Responsibilities:

1. Remain with and supervise scholars after the evacuation. Ideally each classroom teacher is supervising their class, but teachers who are needed on other teams will combine their classroom with another teacher.
2. Organize and supervise scholar activities

Note: As other team members are no longer needed for other assignments, they will join the Scholar Supervision Team. The Scholar Supervision Team members will be released for breaks and will be released from service at the school site when deemed appropriate by the Incident Commander. All personnel not assigned to a team will be assigned to the Scholar Supervision Team.

Scholar Release Team

Job Description: Release scholars to authorized adults.

Responsibilities:

1. At the direction of the Incident Commander, release scholars to authorized adults
2. Maintain a log of all scholars who have been released and who they were released to
3. Set up a parent contact area with scholar emergency cards and appropriate paperwork (scholar release log, scholar release forms, etc.)

Procedures for releasing scholars:

1. Parent or guardian reports to the Scholar Release Station identifying the scholar(s) he/she desires to pick up
2. Check the emergency cards to verify the adult is authorized, and the scholar(s) may be released to that person
3. Complete an Emergency Release Form and provide to runner to retrieve scholar from teacher or scholar holding area
4. Runner will bring scholar to release point
5. Instruct the parent/guardian to sign the scholar release log, verifying that the scholar(s) has/have been removed from campus
6. Document the whereabouts of any scholar transported from the site by any agency to a hospital, shelter, or Casualty Collection Point
7. If using triage tags, any scholar having a triage tag should have one of the serial numbered corners removed from the tag and attached to release team documentation

Procedures for teachers when releasing scholars:

1. Verify Emergency Release Form has been completed
2. Sign and maintain Emergency Release Form in the teacher's emergency binder
3. Release scholar to parent/guardian pick up station (via runner) and remove name from class roster

Procedures for adults when picking up scholar(s):

1. Proceed to Scholar Release Station at the evacuation site
2. Fill out and sign release form/log as soon as adult in charge is available
3. Parent or authorized adult will meet child at release point to verify ID and be released

Note: It is important to create a secure area for scholar release. If the school grounds do not afford physical barriers, use staff members until police can secure the area. Also consider using yellow caution tape and/or orange cones.

Parent Coordinator and Team

Job Description: Liaison with the parents/guardians on site.

Responsibilities:

1. Meet with the parents/guardians and arrange for their needs (i.e., if approved by first responders, bring them into a classroom or portable)
2. As directed by the Communications Coordinator, advise parents/guardians of the situation and whether their child is or isn't involved in the emergency
3. Keep Incident Commander updated on the status of parents/guardians
4. After the 'All Clear' has been given, assist those parents/guardians who wish to take their children home

First Aid Coordinator and Team

Job Description: Provide emergency first aid until medical assistance arrives.

Responsibilities:

1. Triage all victims (injured parties)
2. Provide emergency first aid
3. Keep log of status of the victim(s) and all aid administered
4. Keep Operations Chief updated on status of victim(s) and status of first aid supply inventory
5. Update first responders upon their arrival at the scene

Note: In the event of multiple injuries, the First Aid Coordinator will manage the First Aid Team. Members of the First Aid Team may be any adults who have received First Aid/CPR training.

Responsibilities for First Aid Team:

1. Assist the First Aid Coordinator with administering first aid and with his/her other duties and responsibilities
2. At the direction of the First Aid Coordinator, organize an Emergency First Aid Station
3. Obtain first aid supplies and bring them to the Emergency First Aid Station. First aid supplies will be maintained in a visible area and will be known to all SERT members.
4. Coordinate efforts with the SERT and first responders
5. Provide the Incident Commander with periodic updates as to the status of those who are and were treated at the Emergency First Aid Station
6. Keep accurate records of the medical attention required by each person
 - If an individual requires hospitalization, the First Aid Team will contact the paramedics for transportation to a hospital
7. If necessary, will set up a Casualty Collection Point and Morgue

LOGISTICS TEAM

Logistics Chief

Job Description: Keep current on the situation at all times. Analyze information, prepare necessary reports, and manage status reports. (Note: The Incident Commander may also perform this job.)

Responsibilities:

1. Collect all information pertinent to incident (internal and external)
2. Analyze information for potential impacts or changes
3. Coordinate logistics
4. Coordinate facilities
5. Coordinate search & rescue
6. Prepare and update status reports

Logistics Coordinator and Team

Job Description: Secure supplies, personnel and equipment and arrange for transportation and lodging of

resources. (Note: The Incident Commander may also perform this job with assistance from members of the Search & Rescue Team and/or First Aid Coordinator.)

Responsibilities:

1. Open emergency supply container
2. Distribute supplies, kits, etc.
3. Set-up various staging area(s) for sanitation, feeding, etc.
4. Sign-in volunteers and assign to various sections needing assistance
5. Determine whether additional equipment, supplies, or personnel are needed. Provide this information to the Logistics Chief.
6. Make arrangements for transport of supplies and lodging of personnel

Facilities Coordinator and Team

Job Description: Secure the school campus and all buildings.

Responsibilities:

1. Lock gates and all external doors
2. Locate/control/extinguish small fires as necessary
3. Check gas meter and, if gas is leaking, shut down gas supply
4. Shut down electricity only if building has clear structural damage or advised to do so by Incident Commander
5. Shut down heating and air conditioning (HVAC) systems if advised to do so by Incident Commander
6. Post yellow caution tape around damaged or hazardous areas
7. Verify that the campus is 'locked down' and report to Incident Commander
8. Keep Incident Commander updated of all activities and precautions taken
9. Ensure that the entire campus has been checked for safety hazards and damage
10. No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety
11. Route fire, rescue, police, etc. as appropriate

Search & Rescue Coordinator and Team

Job Description: Manage the search efforts.

Note: Members of the Search & Rescue Team will be composed of any adults who do not have supervisory responsibilities at the time the emergency is declared. If additional adults are needed, consider combining classrooms to release additional staff members to assist in the search activities.

Search & Rescue Coordinator Responsibilities:

1. Assemble adults who do not have supervisory duties into Search & Rescue Teams based on available manpower; minimum 2 persons per team. Attempt to place one experienced person on each team.
2. Perform visual check of outfitted team(s) leaving Command Post; include radio check. Advise teams of known injuries.
3. Coordinate the efforts of all Search & Rescue Teams to ensure all areas of the school campus have been searched and are secure.
 - **Helpful Hint:** Color code the school site map into search areas and distribute maps to Search &

Rescue Teams. This will help to ensure all areas that individual Search & Rescue Teams are responsible for are covered (i.e., bathrooms, storage areas, closets, etc.)

4. Assemble the emergency attendance forms and begin reconciliation of scholars and staff. During the reconciliation phase of the scholar lists, Search & Rescue Coordinator will ensure the Early Release Log and Visitor Log are included in the process.

Responsibilities for Search & Rescue Team in the event of a fire:

Members of the Search & Rescue Team should act as Floor Warden in the event of a fire.

Floor Warden (one for every floor)

1. Implement in an orderly fashion the appropriate evacuation route upon notification from the building fire alarm system
2. Act as 'supervisor' of the area under their direct control
3. Receive and dispatch information/instructions and oversee evacuation of occupants from their area
4. Ensure every disabled person has staff assigned to him/her who stays with them
5. Report the location of these persons to the fire department upon their arrival

Assistant Floor Warden (one for every floor)

1. Support the Floor Warden to ensure all scholars and staff leave their area(s) and evacuate through the appropriate exit
2. Listen for any new information and, if questions arise, get direction from Floor Warden
3. Take no action without checking with the Floor Warden, except in extreme circumstances

Until the police and fire department have arrived, the Search & Rescue Team will direct the firefighting efforts.

Responsibilities for Search & Rescue Team in the event of an earthquake or other emergency requiring evacuation:

1. Conduct a pre-established search pattern of the school buildings and property.

Generally, the team will begin at the center of the building destruction, search the immediate area and then move to the next building (moving clockwise). If the Search & Rescue Team Coordinator determines that a secondary location requires immediate relocation, the team will move to that location and then proceed clearing buildings using the North search procedures until all buildings have been cleared or until the arrival of the police and fire department.

Procedures for Searching a Room:

- Tape will be placed on the door as a diagonal line '/' as the team enters the room to indicate that the room is in the process of being searched
 - The team will search the room in a clockwise direction
 - When the room has been searched and cleared, the team will place a second piece of tape so that a large 'X' will indicate that the room has been cleared by the team
2. Bring the emergency supply containers to the evacuation site
 3. Once the police and fire department have arrived, the Search & Rescue Team Coordinator will report their findings and assist first responders as needed
 4. Search & Rescue Team Coordinator will keep the Incident Commander updated on the status of the team's effort and assist with the emergency as directed

Responsibilities for Search & Rescue Team in the event of a missing person (staff, scholar, volunteer, etc.):

1. The Search & Rescue Team Coordinator will collaborate with leads of other teams (i.e., Operations Chief, Scholar Supervision Team) to identify missing persons
2. The Search & Rescue Team shall not enter unsafe buildings/areas against the advice of emergency response personnel
3. When searching for missing persons, the Search & Rescue Team should first start in the area of the person's last known whereabouts

Note: It is important for each member of the SERT to have a way of identifying themselves as members of the team. In an emergency, responding police or other emergency personnel will need to be able to ascertain who is authorized to be roaming the building.

Campus Layout – Staging Areas and Evacuation Maps

Incident Command Post Locations

Each school shall designate locations on and off site that can accommodate functions during an emergency. The functions of each command post location are described below. See [Appendix C](#) for school-specific incident command post locations.

Off-Site Evacuation Location

If a school does not have a large enough assembly area, consider using the off-site assembly area (park) or reaching out to local businesses to request the use of their parking lot.

Primary Command Post

The Primary Command Post is always the main office.

- The Secondary Command Post will only be used if the Primary Command Post is inaccessible (i.e., hostage situation, explosion, etc.)
- The Off-Site Command Post is to be used when the Primary and Secondary Command Posts are not feasible for use (i.e., full site evacuation)

Secondary Command Post

The Secondary Command Post must meet the following criteria:

1. Reasonably safe access without passing the Primary Command Post
2. Ability to house 8-10 adults
3. Communication system (telephone, fax line, etc.). Ideally the room will have access to the PA system
4. An emergency response kit should be kept in both the Primary and Secondary Command Posts, as well as emergency contact information for both scholars and staff

Off-Site Command Post

The Off-Site Command Post must meet the following criteria:

1. Reasonably safe area
2. Ability to accommodate 8-10 adults with limited distractions
3. Communication system (telephone)
4. A portable emergency kit should be brought to the Off-Site Command Post

Primary Evacuation Location

Identify an area that can serve as the primary evacuation point. This area should have safe passage (free from

power lines, bridges, and underpasses).

Secondary Evacuation Location

Identify a secondary evacuation point that is safely accessible when the primary location is not available.

Media and Parent Staging Location

Identify an inside area and an outside area where media and parents can congregate during an emergency that is away from the affected area and separate from the scholar's evacuation site when possible.

Medical / First Aid Location

Identify an inside area and an outside area that can serve as the central point to triage and treat injuries.

Emergency Maps

Maps of the interior of all buildings, exterior of school grounds and aerial photos are essential to develop an emergency evacuation plan. In addition to maps covering the entire facility, evacuation maps shall be placed in each classroom. These maps will include the primary and secondary evacuation routes as well as an interior safe area, and placed near the door at eye level of the scholars.

School Floor Plan

School floor plans should be included in this School Safety Plan. You may need to use several different floor plans to complete and identify all of the necessary components of the School Safety Plan.

1. Evacuation Sites and Routes

This floor plan should include the following:

- Entrances (including perimeter fencing). Be sure to number all entrances and gates.
- Stairwells
- Elevators
- Master evacuation routes
- Command Posts
- Fire extinguishers
- Fire alarm pull boxes
- Shut-off valves (electric, natural gas, water, etc.)
- First aid and emergency supplies
- AED machine

2. Identify the Emergency Operations at your evacuation site. This map should include the following:

- Command Post
- First Aid Station
 - Triage
 - Casualty Collection Point/Morgue
- Emergency supplies
- Scholar release point
- Assembly area

3. Aerial Maps

These maps will identify additional threats and resources surrounding your facility.

See [Appendix D](#) for school-specific evacuation maps and staging areas.

Communication During Emergencies

During an emergency, it is important to know the different sources of communication for schools and families to report and receive updates related to the situation.

Emergency Resource List

School Name: Soleil Academy	<u>School Leader</u> : Maria Serrano
School Address: Rosa Parks 3900 Agnes Ave, Lynwood, CA 90262 Mark Twain 4100 Magnolia Ave, Lynwood, CA 90262	<u>Phone Number</u> : (323)273-2133
School Phone Number: (323)409-0801	<u>School Operations Leader</u> : Ramon Avilez
School Fax Number: (323)693-0124	<u>Phone Number</u> : (310)955-6419
School Website: www.soleilacademy.org	<u>School Safety Point of Contact</u> : Ramon Avilez
	<u>Phone Number</u> : (310)955-6419

Emergency		Utilities	
Emergency	911	Electrical Company Emergencies	(800) 342-5397
24-Hour LA Emergency Management Agency	(213) 484-4800	Gas Company Emergency Number	(800) 427-2200
		Water and Sewer Emergency	(800) 342-5397
		Telephone Company Jive/Log Me In	(801)717-1556
		Department of Public Works (Water Emergencies)	(800) 675-4357
Non-Emergency Numbers			
Local Precinct	(323)568-4800	American Red Cross	(310) 445-9900
LA County Sheriff	(213) 229-1700	Traffic Signal	(818) 374-4823
Lynwood Fire Department	(323)881-2411	Poison Control Center	(800) 222-1222

Department of Mental Health (Access Helpline)	(213) 974-0515	Child Abuse Hotline	(800) 540-4000
Los Angeles Animal Shelter and Animal Issues (24-hours)	(888) 452-7381	Department of Children's Services	(323) 965-7060
Local Hospitals			
St. Francis Medical Center	(310)900-8900		
Radio Stations			
24-Hour Emergency Broadcast	850 kHz	24-Hour National Weather Service Broadcast	162.4 - 162.5

With Families

Primary source of communication between schools and families in the event of an emergency will be via an automated phone service (ParentSquare), when available. Schools will collect updated emergency contact information on an annual basis; however, it is the responsibility of the parents/guardians to ensure that emergency contact information is always kept up to date. It is recommended that schools also maintain emergency contact information for staff members, in the event communication with their families is required.

When automated phone service is not available due to technical failures or widespread outages, the school will contact the Home Office so that communication to the parents/guardians can be sent centrally.

With LACOE and Other Agencies

The school will communicate with LACOE by phone or email. The school will also contact the Los Angeles Police Department/City of Los Angeles Emergency Management Agency as needed.

With Media

All media inquiries should be forwarded to Executive Director, Beatriz Gutierrez (323)409-0801 or bgutierrez@soleilacademy.org

Note: DO NOT confirm or deny statements or inquiries made by the media and DO NOT release the names of any scholars or employees.

Within School

A variety of methods will be employed to ensure effective communication during an emergency, including:

School-wide Communication

Intercom system, bells, alarms, designated communication personnel to shuttle messages

Communication with Teachers and Staff

Phone tree, text, radios for critical team members, card signals (red/green)

Emergency Supplies

Soleil Academy will maintain 72 hours worth of emergency supplies. Emergency supplies can be found in a centralized storage space outside or near the primary emergency scholar gathering area at each school in addition to emergency buckets, backpacks, and rosters in each classroom. Schools should identify scholars with allergies and maintain adequate emergency food for their dietary restrictions.

Emergency Drills

Preparation is the key to the execution of an effective response to emergencies. Emergency drills help prepare scholars and staff to respond quickly, calmly and safely.

The objectives of the drills are to:

- Provide scholars and staff an opportunity to practice emergency procedures in a simulated but safe environment
- Determine if staff understand and can carry out emergency duties
- Evaluate the effectiveness of evacuation/lockdown procedures and determine necessary changes or adjustments to procedures to improve performance

Each school year, Soleil Academy complies with the following California Education Code requirements to determine the recommended number of drills to hold. (At the discretion of the Principal, the school may decide to conduct additional drills as well.)

Earthquake Drills	A drop procedure practice [earthquake drill] shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools. (California Education Code Section 32282)
Fire Drills	Every person... managing, controlling, or in charge of any public...school... shall cause the fire alarm signal to be sounded not less than once every calendar month and shall conduct a fire drill at least once every calendar month at the elementary and at least four times every school year at the intermediate levels. A fire drill shall be held at the secondary level not less than twice every school year. (California Education Code Section 32001)

Soleil's Drill Schedule

Drill Type	Requirement	Number of Drills	Frequency
Earthquake	Required	2 drills	1 per semester
Fire	Required	4 drills	2 per semester
Hard Lockdown	Required	1 drill	1 per year (Within 2 weeks of start of

			school year)
	TOTAL: 7 drills		

Note: Elementary schools must activate the sounding of the fire alarm (in drill mode) on a monthly basis and log it each month.

Co-Located Schools

- Soleil Academy are co-located within Lynwood Unified campuses and must coordinate emergency drills and evacuation areas.

EMERGENCY RESPONSE PROCEDURES

Common Emergency Signals and Actions

All schools and facilities will use the following signals in responding to an emergency. The Principal or designee will make the following announcement on the PA system. If the PA system is not available, the Principal or designee will use other means of communication, such as messengers to deliver instructions.

Incident	Description	Signal
Fire	Fire	Verbal Command or Fire Alarm System (bells will only be used with a fire) <i>"Your attention please...please evacuate all buildings. Evacuate all buildings. Teachers and scholars are to evacuate to their designated assembly area. Lock doors as you are exiting. Evacuate all buildings."</i> <i>"Your attention please...off-site evacuation. Off-site evacuation. Teachers and scholars report to the off-site assembly area. Lock doors as you exit. Off-site evacuation."</i>
Earthquake (Duck, Cover & Hold On)	Threat requiring the protection of the body (i.e., earthquake)	Verbal Command <i>"Your attention please. Duck, cover and hold on. Duck, cover and hold on."</i>
Lockdown (Soft) - RESPONSE	Crisis that activates the SERT but instruction can continue with minor interruption	Verbal Command <i>"This is not a drill. _____, is locking down the campus. All scholars and teachers safely get to your classrooms or closest classroom and lock the doors and cover outside windows. This is a <u><hard/soft></u> lockdown"</i>
Lockdown (Hard) – NO RESPONSE	Most severe threat to the school. Does NOT activate the SERT because threat is too dangerous. There should be no movement until instructed by administrator or law enforcement. Is used in one of the following scenarios: <ol style="list-style-type: none"> 1. Shots being fired 2. Gunman in the building 3. Hostage situation 	
Shelter-in-Place	Threat requiring the school and community to remain indoors. Similar to lock down, but instead of keeping individuals out of the school; they would be invited into the school. External threats such as airborne contaminants or wildfire.	Verbal Command <i>"Your attention please. Shelter in place. Shelter in place. Scholars and staff are to remain inside the building away from outside air with windows closed and doors securely closed and air conditioning units turned off. All scholars and staff who are outside are to immediately move to the protection of an inside room."</i>
All Clear	Signals that the crisis/emergency has ended	Verbal Command <i>"Your attention please. All Clear. All Clear. All Clear. It is now OK to resume normal school activities. Thank you all for your cooperation."</i>

Fire

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

The Safety Point of Contact of each school shall develop a route of egress and an alternate route to be used in case of fire. These route signs shall be posted in each occupied area in a conspicuous place, preferably near the door to be used during the evacuation (place at scholar's eye level). Primary escape route should be clearly identified.

Fire extinguishers should be used only after notifying the fire department and only if feasible. Fire extinguishers are intended for small fires only. In addition, the user should make sure the fire extinguisher is of the proper type for the fire before using it.

General Fire Safety

1. Ensure that all exits are clearly marked and free of clutter (this includes classroom exits).
2. Ensure the location of all fire extinguishers and pull stations is indicated on the evacuation map posted in every classroom and office.

Passage and Aisle Widths

A minimum of 36 inch free and clear passage width shall be maintained in all doorways and aisles within each classroom and office. Equipment, furniture, or materials which reduce these passageways to less than 36 inches must be relocated.

Turning Off the Fire Alarm System

If for any reason it is determined that the fire alarm bell system must be silenced, a trained member of the staff must maintain a watch at the systems panel to monitor for activations 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.

Fire Procedures

1. Any person discovering a fire will activate the fire alarm, call 911, evacuate the area, close doors and windows to confine the fire, or extinguish it if possible.
2. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will immediately initiate the evacuation of the building. Staff and scholars will evacuate buildings using the designated routes or other safe routes to the assembly area.
3. Teachers will bring their emergency backpacks with class roster to account for scholars at the assembly area.
4. Members of the Search & Rescue Team or Incident Commander designees will report to the evacuation site before any scholars arrive. Team members will look for any suspicious objects or behavior (i.e., abandoned cars or objects in the evacuation site) and report findings to the Incident Commander. In the event of a suspicious object, team members will redirect teachers and scholars to an alternate evacuation site.
5. The Incident Commander will form a Command Post at the evacuation site and direct that the necessary agency contacts be made.
6. All staff and scholars will evacuate at least 50 feet away from the affected building(s).

7. Teachers will immediately take roll and report any missing scholars to the Search & Rescue Team Coordinator by using the card system. If problems exist, hold up appropriate colored card:
 - Red Card - Missing Scholars/Need Assistance
 - Green Card - All Scholars Present
8. The Search & Rescue Team Coordinator will manage the reconciliation of all scholars and staff. The Search & Rescue Team Coordinator is 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.
9. If needed, the Facilities Team should suppress small fires with extinguishers for the protection of scholars and staff as it is safe to do so, until the fire department arrives. If one extinguisher does not put out the fire, the Facilities Team should close off the area as best as possible, and exit the building immediately.
 - All fires that are extinguished by school personnel, regardless of their size, require a call to the fire department to indicate that the fire is out.
10. The Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
11. The Incident Commander will direct the Facilities Team to notify the appropriate utility company of damages (e.g., gas or power).
12. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
13. The First Aid Team will set up the first aid station, check for injuries and provide appropriate first aid.
14. The Incident Commander in consultation with first responders will determine if scholars and staff should be moved to another area and/or begin the early release procedures.
15. Any affected areas will not be reopened until the fire department or appropriate agency provides clearance and the school administrator issues authorization to do so.
16. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Fire Near School

Incident Commander will determine whether the scholars and staff should leave the premises, or any further action should be implemented.

Fire During Non-Schools Hours

Incident Commander and fire department or appropriate agency will determine if the school will open the following day.

Burning Clothes

If a scholar's or staff member's clothing catches fire, do not allow them to run. Smother the fire with a blanket, coat, rug, or other heavy fabric material. If wrapping material is not available, drop the victim to the ground and attempt to smother the fire by rolling the victim on the ground. After the fire is out treat the victim for shock (lying down, feet raised, neck supported) and cover the burned area with soaking wet cloth, sheet or blanket.

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

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The below procedures should be implemented in response to all earthquakes, regardless of

magnitude.

All classified and support staff are to escort visitors and scholars outside of the classrooms to the assembly area. Office personnel are to take emergency cards, emergency supplies, scholar medication, radios, and key sets with them and report to the Incident Commander for instructions.

When inside a building, stay inside

1. Upon the first indication of an earthquake, teachers should direct scholars to Drop, Cover, and Hold On.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. Scholars unable to get under furniture for protection should move away from items in the room that are not secured. These scholars should go into a structural corner of the room (away from cabinets and shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), and protect their head and neck with their hands.
4. When the shaking stops, the Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will immediately initiate the evacuation of the building. Staff and scholars will evacuate buildings using the designated routes or other safe routes to the assembly area.
5. All staff and scholars will evacuate at least 150-300 feet away from the affected building(s).
6. Teachers will bring their emergency backpacks containing class rosters to account for scholars at the assembly area. Teachers will immediately take roll and report any missing scholars to the Search & Rescue Team Coordinator by using the card system. If problems exist, hold up appropriate colored card:
 - Red Card - Missing Scholars/Need Assistance
 - Green Card - All Scholars Present
7. The Search & Rescue Team Coordinator will manage the reconciliation of all scholars and staff. The Search Team Coordinator is 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.
8. The Incident Commander will direct the Facilities Team to post security guards a safe distance away from building entrances to prevent access.
9. The Facilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
10. The First Aid Team will set up the first aid station, check for injuries and provide appropriate first aid.
11. The Incident Commander will direct the Facilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
12. If the area appears safe, the Search & Rescue Team will make an initial inspection of school buildings in pairs to identify any injured or trapped scholars or staff.
13. The Incident Commander will contact the Home Office to determine if additional actions are deemed necessary.
14. The Incident Commander may initiate an off-site relocation if warranted by changes in conditions at the school.
15. Any damaged areas will not be reopened until the appropriate facilities inspector provides clearance and the Incident Commander issues authorization to do so.
16. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

When outdoors, stay outside

1. Staff should move scholars away from overhead hazards such as power lines, trees, and buildings and direct scholars to Drop to the ground, Cover the back of their neck with their hands or a book, and Hold On until the shaking stops.
2. Once shaking stops, staff can direct scholars to the designated assembly area.

Walking to or from school facilities

If scholars are walking to or from school when an earthquake occurs, they should stay away from all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open. Scholars should assume “drop, cover, and hold” position until the quake is over. After the earthquake, if on the way to school facilities, continue to school. If on the way home, continue home or return to school.

Earthquake During Non-School Hours

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team as necessary, and will assess damages with the Facilities Coordinator to determine any needed corrective actions. For apparent damages, the school’s Instructional Superintendent is to be contacted to determine if the school should be closed.
2. If the school must be closed, notify staff members and parents/guardians via ParentSquare.

Lockdown

The purpose of a lockdown signal is to provide the Incident Commander with a means for alerting staff and scholars that there is an emergency situation in the school and that, for a period of time, movement in the school will be restricted. Because of the variety of emergencies/crises that can occur in a school, it is necessary to establish two lockdown signals.

Lockdown – Soft (Response)

Is used at the designation of the Incident Commander when in her/his opinion an emergency/crisis has occurred and it requires the holding of scholars for a period of time. The command activates the School Emergency Response Team who will report to the office (Command Post) and receive their instructions. All adults not having direct supervision of scholars will report to a designated location and assist in the searching of the school for stray scholars and visitors. Teachers will follow the same procedures as they would for a Lockdown - Hard except there is no need to move children away from windows or to sit on the floor. Instruction can continue after attendance has been taken.

A lockdown signal should never be used for fire/explosion or weather emergency. These events have their own signal and should not be confused with lockdown situations.

Lockdown Response Procedures

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will make the “Soft Lockdown” announcement. If the PA system is not available, the Incident Commander will use other means of communication (i.e., sending messengers to deliver instructions).
2. If inside, teachers will instruct scholars to remain in the classroom, lock classroom doors, and shut the blinds of external windows.
3. If outside, teachers will direct scholars to proceed to their classrooms if it is safe to do so. If not, teacher or staff will direct scholars into nearby classrooms or school buildings (e.g., gym, auditorium, or multi-purpose room).
4. Teachers are to account for any scholar with a cognitive disability that may not have understood the directions.
5. Teachers are to take attendance and to notify the main office of scholars not accounted for and the name of any scholars or adults that entered the classroom after the lockdown was declared.
6. Instruction can continue after attendance is taken.

7. Teachers and scholars will remain in the classroom or secured area until further instructions are given by the Incident Commander or law enforcement.
8. All entrances to the school are to be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.
9. The Incident Commander will make appropriate notifications to the Home Office.
10. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Lockdown – Hard (No Response)

Is used when:

1. Incident Commander feels that it's necessary, or;
2. there is an active threat in/at the school, or;
3. there are shots being fired, or;
4. there is an active threat outside the school, or;
5. there is a hostage situation

These situations pose the greatest threat to scholars and staff and require that NO ONE MOVES IN THE SCHOOL. Staff not supervising children remain where they are. School personnel available in the office (Command Post) will be utilized to stabilize the situation until the police arrive on the scene and assess the situation.

Lockdown No Response Procedures

1. Upon first indication of an active threat, school personnel immediately call 911. School site security is notified via radio or cell phone.
2. Incident Commander is notified. Incident Commander assures or designates a person to remain online with police/sheriff if safe to do so.
3. Incident Commander initiates Lockdown - Hard procedures
4. If inside, teachers will close and lock classroom doors, turn off lights, cover internal windows, shut the blinds of external windows and instruct scholars to drop down to the floor away from windows.
 - Teachers and scholars should barricade classroom doors if safe to do so.
 - All room occupants should be huddled or spread out in a way that conceals their presence to the maximum extent possible. Everyone must remain in this position until directed to do otherwise.
5. If outside, teachers or staff will direct scholars into nearby classrooms or school buildings (e.g., gym, auditorium, or multi-purpose room). If the threat is clearly inside of the school building, scholars should be directed off campus if safe to do so.
6. Teachers should not open the door to the classroom under ANY circumstances until directed by the Incident Commander or law enforcement.
7. Scholars who are not under direct supervision of an adult when the Lockdown - Hard signal is given will find the nearest adult and follow their directions.
8. 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.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.
10. After the Incident Commander makes the "All Clear" announcement, teachers are to take attendance and to notify the main office of scholars not accounted for and the name of any scholars or adults that

entered the classroom after the lockdown was declared.

Shelter-in-Place

This action is taken to place and/or keep scholars indoors in order to provide a greater level of protection from airborne contaminants in outside air, inclement weather, or other hazards. Shelter-in-Place is implemented when there is a need to isolate scholars and staff from the outdoor environment and may include the shutdown of classroom and/or building heating and air conditioning (HVAC) systems. During a Shelter-in-Place, no one should be exposed to the outside air. The difference between Shelter-in-Place and Lockdown is that a Shelter-in-Place may involve the shutdown of HVAC systems and allows for the free movement of scholars within a building. However, scholars in bungalows and buildings with exterior passageways will have to remain in the classroom.

Shelter-in-Place Procedures

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will make the “Shelter-in-Place” announcement. If the PA system is not available, the Incident Commander will use other means of communication (i.e., sending messengers to deliver instructions).
2. If inside, teachers will keep scholars in the classroom until further instructions are given.
3. If outside, teachers will direct scholars into the closest classrooms or school buildings (e.g., gym, auditorium, or multi-purpose room).
4. Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
5. Teachers are to account for any scholar with a cognitive disability that may not have understood the directions.
6. Teachers are to take roll and to notify the main office with the number of scholars in the room with them and their names.
7. Teachers are responsible for securing individual classrooms and the Facilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil, plastic wrap, or laminated posters, if possible; and turn off any sources of ignition, such as pilot lights.
8. The Incident Commander will direct the appropriate notifications to the Home Office and parents/guardians.
9. The Incident Commander will monitor news media for information about the incident.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the “All Clear” announcement.

Gas/Pipeline Leaks

[Gas/Pipeline leaks](#) may occur at any time without warning. The longer a gas/pipeline leak is undetected, the more severe and dangerous they can become. Gas/pipeline leaks can be identified by certain [signs](#) that include smell (sulfur-like or petroleum odors, but some pipeline products may be odorless), sight (dead or discolored vegetation along a pipeline easement, unusual pools or puddles of liquids or clouds of vapor or mist, or blowing dirt on the ground or continuous bubbles in standing water), and sound (hissing or a roaring sound, the loudness depends on the leak size).

All school-pipeline emergencies are situational and may require the implementation of shelter-in-place protocols or evacuation by foot or vehicle from the site. The Safety Point of Contact or designee of each school shall determine if occupants are in a safe location (including being uphill and upwind of the leak if possible). If it is determined that the occupants are in a safe location, call 911 and the pipeline operators emergency numbers to make them aware and for further instructions.

If occupants are not in a safe location, a definite plan of action is needed for each occupied area to egress and an alternate route to be used. Evacuation route signs shall be posted in each occupied area in a conspicuous place, preferably near the door to be used during the evacuation (place at scholar's eye level). Primary escape routes should be clearly identified to ensure that maximum effort is made to protect the occupants and the buildings involved. The below procedures should be implemented in response to a possible gas line leak when occupants are not in a safe location.

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will make the "*Evacuate-{A location may be specified}*" announcement. If the PA system is not available, the Incident Commander will use other means of communication (i.e., sending messengers to deliver instructions).
2. All staff members will follow the evacuation protocol and will follow primary or secondary routes to a safe location.
3. Teachers/Staff are to account for any scholar with a cognitive disability that may not have understood the directions.
4. Teachers will bring their emergency backpacks with class roster to account for scholars at the assembly area.
5. Members of the Search & Rescue Team or Incident Commander designees will report to the evacuation site before any scholars arrive. Team members will look for any suspicious objects or behavior (i.e., abandoned cars or objects in the evacuation site) and report findings to the Incident Commander. In the event of a suspicious object, team members will redirect teachers and scholars to an alternate evacuation site.
6. The Incident Commander will form a Command Post at the evacuation site and direct that the necessary agency contacts be made.
7. All staff and scholars will evacuate at least 50 feet away from the affected building(s).
8. Teachers will immediately take roll and report any missing scholars to the Search & Rescue Team Coordinator by using the card system. If problems exist, hold up appropriate colored card:
 - Red Card - Missing Scholars/Need Assistance
 - Green Card - All Scholars Present
9. The Search & Rescue Team Coordinator will manage the reconciliation of all scholars and staff. The Search & Rescue Team Coordinator is 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.
10. The Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
11. The Incident Commander will direct the Facilities Team to notify the appropriate utility company of damages (e.g., gas or power).
12. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
13. The First Aid Team will set up the first aid station, check for injuries and provide appropriate first aid.
14. The Incident Commander in consultation with first responders will determine if scholars and staff should be moved to another area and/or begin the early release procedures.
15. Any affected areas will not be reopened until the fire department or appropriate agency provides

clearance and the school administrator issues authorization to do so.

16. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the “All Clear” announcement.

Emergency Response Supports

These supports are for school administrators and safety point of contacts to use to communicate with the home office when there is an emergency on site.

SCHOOL	Administrators
In the moment response <ul style="list-style-type: none">● Notify LACOE● Make decision about appropriate response● Follow all required procedures/protocols● Ensure staff are taking proper steps● Communicate with LACOE for additional supports	In the moment supports (Executive Director) <ul style="list-style-type: none">● Clarification of process/procedures● Support with decision making● IT tracing of threats on social media, via email, or on other digital platforms● Raise question of possible school closure to authorizer
Communications <ul style="list-style-type: none">● Send out communications to family● Law enforcement or emergency official outreach, where needed● Notify applicable vendors, as needed● Hold time for families and staff and execute/implement family town halls, backpack letters/calls, all staff meetings, individual family/staff phone call follow up	Communications (Director of Operations) <ul style="list-style-type: none">● External response to the news/media● Templates for internal communications to families● Follow up communication to families and staff
Follow Up <ul style="list-style-type: none">● Contextualize and execute on advisory materials● Make space and availability for counseling supports● Outreach with families (Town Hall, communications, 1:1 meetings as needed)● Debrief of emergency for future planning	Follow Up <ul style="list-style-type: none">● Advisory lessons and conversation materials● Grief/crisis counseling resources● Reflect and debrief effectiveness of support

OTHER EMERGENCY PROCEDURES

School Day Cancellation - Early Release Procedures

Below is a table of circumstances and events that could impact our ability to keep school open. Cancellation decisions should not be made without following the general protocol first.

WHAT IS THE RISK?	SHOULD SCHOOL CLOSE?	PROTOCOL TO FOLLOW
FIRE (Nearby or extinguished on campus)	YES IF – <ul style="list-style-type: none"> Advised by fire department leadership personnel Air quality/smoke has severely impacted instruction 	Follow school closure protocol
	NO IF – <ul style="list-style-type: none"> Fire department leadership personnel has confirmed no credible threat to safe school operations 	<p>Contact Operations team to mitigate smoke inhalation or other fire concerns</p> <p>Shut off all roof-top AC units manually on campus roof to avoid external air from entering building</p> <p>Implement rainy day schedule</p> <p>Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)</p>
POWER OUTAGE	YES IF – <ul style="list-style-type: none"> There is not enough natural light available to safely continue instruction OR outdoor space is not adequate 	Follow school closure protocol
	NO IF – <ul style="list-style-type: none"> There is sufficient natural light in classrooms/offices Classes can be held outside 	<p>Order portable bathrooms if power outage will continue beyond one day</p> <p>Contact operations team to procure temporary power/light options</p> <p>Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)</p>

WATER SUPPLY OUTAGE	YES IF – <ul style="list-style-type: none"> Alternative portable or off-site bathroom accommodations cannot be made (quickly) 	Follow school closure protocol
	NO IF – <ul style="list-style-type: none"> You are able to locate alternative portable or off-site bathrooms 	Contact operations team to procure temporary accommodations Utilize emergency supply water in classrooms and on campus Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)
GAS LEAK/OUTAGE	YES IF – <ul style="list-style-type: none"> Facilities Team OR Gas Utility Co. determines there is a gas leak 	Follow school closure protocol Follow gas shut-off procedures Shut off all roof-top AC units manually on campus roof to avoid external air from entering building
	NO IF – <ul style="list-style-type: none"> Facilities Team determines there is not a gas leak on campus Gas utility service outage to campus (gas service not required) Gas utility service outage to local neighborhood 	Contact operations team to coordinate with the utility provider to turn gas on Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)
SEVERE INCLEMENT WEATHER/NATURAL DISASTER WARNING	YES IF – <ul style="list-style-type: none"> We would follow LUSD or other local authority school closure protocol for regional inclement weather/Natural Disaster 	Follow school closure protocol
	NO IF – <ul style="list-style-type: none"> We would follow LUSD or other local authority school closure protocol for regional inclement weather/Natural Disaster 	Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)

IMMINENT THREAT (BOMB, POLICE INVESTIGATION)	YES IF – <ul style="list-style-type: none"> School is notified of bomb threat on campus, evacuate campus immediately to identified site, alert authorities Advised by commanding police leadership 	Follow school closure protocol
	NO IF – <ul style="list-style-type: none"> Advised by commanding police leadership 	Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)
CONSTRUCTION/ STRUCTURAL HAZARD	YES IF – <ul style="list-style-type: none"> Advised by Home Office Facilities Team Leadership 	Follow school closure protocol
	NO IF – <ul style="list-style-type: none"> Advised by Home Office Facilities Team Leadership 	Communicate event details to parents/guardians indicating that school will remain in session with updated arrival/dismissal procedures (if needed)

SCHOOL CLOSURE PROTOCOL <i>These steps should not be taken before notifying your IS through the “How to Notify Home Office Supports” protocol</i>	
DAY/MORNING BEFORE SCHOOL	DURING SCHOOL (EARLY DISMISSAL)
<ul style="list-style-type: none"> <input type="checkbox"/> Notify all applicable vendors to cancel services as needed <input type="checkbox"/> Family/Staff robocall communication <ul style="list-style-type: none"> 1st Distribution - (once closure is approved) 2nd Distribution - (by 6:00AM day of closure) <input type="checkbox"/> Send emails to staff with details and updates (throughout closure) <input type="checkbox"/> Post school closure sign on main entrances (by 7:00AM) <input type="checkbox"/> If safe, plan to have Admin Team on campus to assist with scholar arrivals (by 7:00AM) <input type="checkbox"/> Prepare backpack flyer to give to any arriving scholars (by 6:00AM) <input type="checkbox"/> Call parent/emergency contacts for permission to release or pick up 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify all applicable vendors to cancel services as needed <input type="checkbox"/> Family/Staff robocall communication <ul style="list-style-type: none"> Send immediately (once closure is approved) <input type="checkbox"/> Release scholars 18+ <input type="checkbox"/> Coordinate release of minors <ul style="list-style-type: none"> Call parent/emergency contacts for permission to release or pick up <input type="checkbox"/> Use scholar rosters to document parent authorization to release <ul style="list-style-type: none"> Admin must stay on campus until all scholars have left <input type="checkbox"/> Work with IS to determine when school is safe to re-open <input type="checkbox"/> Send communication of re-opening to Parents/Staff once decision is made

<ul style="list-style-type: none"> • Admin must stay on campus until all scholars have left <ul style="list-style-type: none"> <input type="checkbox"/> Work with IS to determine when school is safe to re-open <input type="checkbox"/> Send communication of re-opening to Parents/Staff once decision is made <input type="checkbox"/> Coordinate with HO to recoup attendance through J-13A & update SIS 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with HO to recoup attendance through J-13A & update SIS if necessary
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Bus Disaster

These procedures are for use by bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while transporting scholars. If there are no scholars on the bus, drivers should report to the nearest school. The drivers may need to make independent decisions, based on the nature of the emergency, age of children, location of bus, etc. Listed below are three scenarios with detailed procedures. A copy of these procedures shall be kept in the emergency binder of each school bus.

Bus Earthquake Procedures

1. The driver will initiate the Drop, Cover, Hold On action for all persons on the bus.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set the brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. Contact and update the school Principal or designee and bus supervisor to report location and condition of scholars on the bus.
6. The Principal or designee will notify and update parents/guardians via ParentSquare.
7. If instructed to continue the route, the driver will:
 - If enroute to school, continue to pick up scholars.
 - If dropping scholars off, continue to do so, provided there is a responsible adult at the bus stop.
 - If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, the driver is to notify the Principal or designee and remain with the scholars until further instructions are received from the Principal or designee.
8. In all instances, do not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
9. Account for all scholars and staff throughout the emergency.

Bus Flood Procedures

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact and update the school Principal or designee and bus supervisor to report location and condition of scholars and the bus.
5. The Principal or designee will notify and update parents/guardians via ParentSquare.
6. In all instances, do not attempt to cross bridges, overpasses, or tunnels that may have been damaged.

7. Account for all scholars and staff throughout the emergency.

Serious Bus Crash or Bus Fire Procedures

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call 911 and provide the exact location of the bus and wait for arrival of emergency responders.
6. Contact and update the school Principal or designee and bus supervisor to report location and condition of scholars and the bus.
7. The Principal or designee will notify and update parents/guardians via ParentSquare.
8. Stay with disabled bus until help arrives.
9. Account for all scholars and staff throughout the emergency.

Armed Assault on Campus

Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to scholars and staff. Guns, knives or other harmful devices may be involved.

Procedure

1. Upon first indication of armed assault, school personnel immediately call 911. School site security is notified via radio or cell phone.
2. Incident Commander is notified. Incident Commander assures or designates a person to remain online with police/sheriff if safe to do so.
3. If a suspect is seen, do not engage. This could generate a hostage situation. Give the 911 operator a detailed description of suspect(s). If a suspect is outside, try to keep the suspect outside.
4. Incident Commander initiates Lockdown - Hard procedures.
5. If inside, teachers will close and lock classroom doors, turn off lights, cover internal windows, shut the blinds of external windows and instruct scholars to drop down to the floor away from windows.
 - Teachers and scholars should barricade classroom doors if safe to do so.
 - All room occupants should be huddled or spread out in a way that conceals their presence to the maximum extent possible. Everyone must remain in this position until directed to do otherwise.
6. If outside, teachers or staff will direct scholars into nearby classrooms or school buildings (e.g., gym, auditorium, or multi-purpose room). If the threat is clearly inside of the school building, scholars should be directed off campus if safe to do so.
7. Teachers should not open the door to the classroom under ANY circumstances until directed by the Incident Commander or law enforcement.
8. Scholars who are not under direct supervision of an adult when the Lockdown - Hard signal is given will find the nearest adult and follow their directions.
9. 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.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.
11. After the Incident Commander makes the "All Clear" announcement, teachers are to take attendance and to notify the main office of scholars not accounted for and the name of any scholars or adults that

entered the classroom after the lockdown was declared.

Pandemic Influenza

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there may be no specific or targeted vaccine. The disease spreads easily from person to person, causes serious illness and can sweep across the country and around the world in a few months. In the event of an impending influenza pandemic, these procedures become critical in reducing the potential impact of the disease. The Home Office will notify schools of the potential of a pandemic flu outbreak. The following is a chronological list of important actions schools should take before, during and after a pandemic flu outbreak. Pandemic flu can have several cycles or waves so this list may need to be repeated.

Planning and Preparedness

Scholar Information and Education:

1. Post "[Stop the Spread of Germs](#)" poster at appropriate locations throughout school.
2. Improve the hygiene of scholars by making daily announcements to: 1) wash hands often, 2) cover coughs and sneezes with tissues, 3) avoid touching eyes, nose, or mouth with unwashed hands, 4) avoid shaking hands or high-fives.
3. Ask scholars to use electronic disinfectant wipes to clean Chromebook/iPad keyboards, while powered off, before each use.

Staff Information and Education:

1. Advise employees to stay home if they feel sick.
2. Advise employees who have fever, cough, and/or shortness of breath, and recently traveled to an affected area, or have been in contact with someone who has recently traveled to an affected area, to not report to work and to call their doctor immediately.
3. Cross-train/establish back-up plans for sick staff.
4. Train staff in flu-like symptom recognition. Remember that a person who is infected does not show symptoms right away. Scholars who are getting sick may show different behavior than usual, such as eating less or being irritable.
 - Scholars with a temperature over 100.4°F/38°C will be sent home from school and should not return to school until they are fever free for 72 hours without the use of fever-reducing medicine.
 - Scholars experiencing flu-like symptoms such as cough or respiratory difficulty, muscle aches, nausea or vomiting, and/or the loss of taste/smell should be sent home as a precaution. The scholar should remain home for a minimum of 72 hours or until symptom free. Scholars should not be sent home for seasonal allergies.
5. Identify scholars who are most vulnerable to serious illness (immune compromised, chronic illness, etc.)
6. Review the health needs of scholars. Some scholars may have a greater risk of infection. Encourage those families to talk to their health care provider. Some parents/guardians may need to be more cautious in keeping their children out of school.
7. Prepare for implementation of distance learning and instructional support during school closures.

Supply and Space Planning:

1. Ensure adequate supplies of hand sanitizer, disinfectant wipes, hand soap, tissues, paper towels, and toilet paper are available.
2. Identify a room where scholars with observed illness can await parent/guardian pick-up apart from other scholars.
3. Partner with custodial staff to ensure daily disinfection protocol is being followed.

Response

1. Report any pattern of illnesses to the Home Office.
2. The Home Office will provide information and procedures to be followed, including isolation and sheltering at home.
3. Conduct surveillance of flu cases reported to school administration and/or the County Department of Public Health.
4. Provide information and procedures to limit transmission and reduce communicability to scholars, staff and parents/guardians.
5. Provide information to parents/guardians on the care of individuals with influenza in the home.
6. The Home Office and school administration decide if and when to close schools. Schools communicate to the parents/guardians and community as needed.
7. Document critical actions taken as the response phase is implemented.

Recovery

1. The Home Office and school administration make a decision to re-open school in alignment with guidance from the County and/or State Department of Public Health.
2. Continue surveillance of flu cases as needed.
3. Continue to educate staff, scholars, parents/guardians and community on good health habits and pandemic flu updates.
4. Provide counseling and psychological support to staff and scholars.

Biological and Chemical Release

A biological or chemical release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. This procedure deals with three possible scenarios involving the release of biochemical substances:

Scenario 1: Substance released inside a room or a building

Scenario 2: Substance released outdoors and localized

Scenario 3: Substance released in the surrounding community

It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below:

Scenario 1: Substance Released Inside a Room or Building

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response

Team, and will immediately initiate the evacuation of the building. Staff and scholars will evacuate buildings using the designated routes or other safe routes to the assembly area, located upwind of the affected room or building. Staff and scholars from rooms exposed to contaminants need to be isolated from the rest of the school population.

2. The Incident Commander will call 911 and provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will instruct the Facilities Team to isolate and restrict access to potentially contaminated areas.
4. The Facilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
5. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
6. Persons who had direct contact with the substance should wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Staff and scholars whose skin touched the contaminant should be isolated from the rest of the school populations. The First Aid Team should evaluate and monitor exposed individuals.
7. The First Aid Team will prepare a list of all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Incident Commander and the emergency response personnel.
8. The Incident Commander will notify the school's Instructional Superintendent of the situation.
9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Scenario 2: Substance Released Outdoors and Localized

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will immediately direct staff to remove scholars from the affected areas to an area upwind from the release. The Incident Commander will, as necessary, initiate the Shelter-in-Place or evacuation action.
2. The Facilities Team will establish a safe perimeter around the affected area to ensure personnel do not reenter the area.
3. The Incident Commander will call 911, the Office of Environmental Health and Safety (OEHS) at (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Facilities Team will turn off local fans in the area, close the windows and doors, shut down the building's air handling system.
5. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
6. Persons who had direct contact with the substance should wash their hands with soap and water. Immediately remove and contain all contaminated clothes. Staff and scholars whose skin touched the contaminant should be isolated from the rest of the school populations. The First Aid Team should evaluate and monitor exposed individuals.
7. The First Aid Team will prepare a list of all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Incident Commander and the emergency response personnel.
8. The Incident Commander will notify the school's Instructional Superintendent of the situation.
9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency

provides clearance and the Incident Commander gives authorization to do so.

10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the “All Clear” announcement.

Scenario 3: Substance Released in Surrounding Community

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and if he/she or local authorities determine that a potentially toxic airborne substance has been released, the Incident Commander will initiate a Shelter-In-Place.
2. Follow all Shelter-in-Place procedures.
3. If inside, teachers will keep scholars in the classroom until further instructions are given.
4. If outside, teachers will direct scholars into the closest classrooms or school buildings (e.g., gym, auditorium, or multi-purpose room).
5. Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
6. Teachers are to account for any scholar with a cognitive disability that may not have understood the directions.
7. Teachers are to take roll and to notify the main office with the number of scholars in the room with them and their names.
8. Teachers are responsible for securing individual classrooms and the Facilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil, plastic wrap, or laminated posters, if possible; and turn off any sources of ignition, such as pilot lights.
9. The Incident Commander will direct the appropriate notifications to the Home Office and parents/guardians.
10. The Incident Commander will monitor news media for information about the incident.
11. The school will remain in Shelter-in-Place until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the “All Clear” announcement.

Narcan

Narcan Administration

The school must determine how school staff members will notify the Narcan emergency response team of possible opioid overdoses.

- How will the first responder notify the Narcan emergency response team of possible opioid overdoses?
 - [Indicate by phone, radio, intercom, etc.]

Trained staff members will follow the steps below when administering Narcan. When using Narcan nasal spray, staff must maintain universal precautions against blood borne pathogens.

1. **Recognize: Observe the person for symptoms of overdose**
 - Breathing is very infrequent or has stopped and pulse is slow
 - Deep snoring or gurgling
 - The skin is pale and clammy
 - Loss of consciousness

- Heart rate is slow, erratic or nonexistent
- Blue or grayish lips and fingertips
- Unresponsive to stimulation: Sternum rub, pinch, yelling

2. Respond: Call 911

- Immediately call for help by dialing 911 - Request advanced life support
- When making the call:
 - Provide exact location
 - Describe symptoms
 - Keep background noise to a minimum
- **Script:** "I am at Soleil Academy and I think a scholar has overdosed. They are not breathing and are unresponsive. Please send emergency medical services (EMS)."
- Staff may request for the 911 dispatcher to remain on the line until the EMS arrives at the school for additional support and guidance.

3. Reverse:

- **Administer Narcan ([Video](#))**
 - Narcan is the first line of treatment for opioid overdose
 - Should be administered IMMEDIATELY
 - Lay the person on their back to receive a dose of Narcan
 - Take 1 dose out of the box and remove the packaging
 - Place applicator in 1 nostril (index finger and ring finger should come in contact with the nostril to form a tight seal)
 - Depress the plunger quickly and firmly
 - **Note:** Each Narcan nasal spray has 1 dose and cannot be reused
- **Give Rescue Breaths ([Video](#))**
 - Assess breathing: Perform rescue breathing if needed
 - Place the person on their back
 - Tilt their chin up to open up the airway
 - Check to see if there is anything in their mouth blocking their airway (gum, toothpick, undissolved pills, syringe cap, cheeked fentanyl patch). If so, remove it while wearing two pairs of gloves.
 - **Caution:** Do not perform rescue breaths mouth to mouth when powdered illicit drugs are visible or suspected on the person/around the person's mouth
 - Two pairs of gloves are needed to ensure drugs do not come into contact with the skin
 - If drugs are recovered from the person's mouth, the drugs and gloves used should be placed in a small ziplock bag and set aside. The bag must not be touched again until the EMS arrives.
 - A new pair of gloves must be used to continue treating the person that overdosed
 - Place one hand on the person's chin, tilt the head back, and pinch the nose closed
 - If using a mask, place and hold mask over mouth and nose
 - If not using a mask, pinch their nose with one hand and place your mouth over the person's mouth to make a seal and give two (2) slow breaths
 - Watch for the person's chest (but not the stomach) to rise
 - Follow up with one breath every 5 seconds
 - Assess pulse: Perform CPR if needed
- **Monitor the Person's Response**
 - If the person responds by returning to spontaneous breathing, move the person on their

side (recovery position) after giving Narcan.

- Position: Turn person on their side with their hand supporting the head and the top knee stopping the body from rolling onto the stomach

- Watch the person closely until help arrives
- If the person does not respond by waking up, to voice or touch, or breathing normally after 2 to 3 minutes of Narcan administration, another dose may be given in the opposite nostril
- Resume rescue breathing if spontaneous breathing does not recur
- **Note Signs of Opioid Withdrawal**
 - Using Narcan in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection (goosebumps), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, tearing, insomnia, opioid craving, dilated pupils, and increased blood pressure. These symptoms are uncomfortable, but not life threatening.

4. **Remain: Stay with the person until help arrives**

- Stay with the person until help arrives
- Have the person transported to the nearest medical facility, even if symptoms seem to get better. After an overdose, a person dependent on opioids should be medically monitored for safety.
- Narcan's effect lasts 20-90 minutes
- Narcan may wear off before the effects of the opioids
- If the person responds to Narcan they may appear disoriented, terrified, or traumatized
- Calmly explain:
 - What's happened
 - Who you are
 - Level of care you provided (Narcan)
- **Script:** "I am [Name]. I've just given you Narcan because you've experienced an overdose. You're safe and help is on the way."
- After EMS arrival, inform responding EMS that Narcan nasal spray was administered and the number of doses used
- If drugs were recovered from the person's mouth, show the EMS the location of the bag used to set aside the drugs and gloves so that they can safely take the bag to the hospital for additional testing. The EMS can provide instructions for how to safely clean the surface where the drugs were placed or the blood borne pathogen cleaning protocol can be followed.

Post-Administration

- When safe, remove gloves, if used, following appropriate safety procedures. Do not touch the eyes, nose, or mouth after touching any surface that may be contaminated, even if wearing gloves.
- Wash hands with soap and water for at least 20 seconds after working in an area that may be contaminated, even if gloves were worn. Do not use hand sanitizer or bleach.
- Contact parent/guardian per school protocol
- Follow up with family to provide treatment referral recommendations

Follow Up and Debriefing

After an overdose incident, staff and scholars should have follow-up discussions with administration since debriefing is an integral component of distress prevention and quality improvement. Below is an example of how to format a staff debrief:

1. The first responding staff member(s) should briefly describe the incident.
 - This person should provide an overview of the incident, starting with the initial call for support and progressing through the response steps taken. At this point in the process there is no analysis of the event, simply a list of facts about the response.
2. Have all responding staff members briefly describe their role in the incident and what specific actions they took throughout the incident.
3. All present staff members should identify any issues they witnessed such as tactical concerns, internal and external communication errors, as well as staff assignment shortcomings.
4. All present staff members should identify the key takeaways and lessons learned from the incident and establish future tactical improvements and policy considerations.

Being part of an overdose situation can be a traumatic experience, whether you're the person overdosing or the person administering Narcan. Staff members and scholar(s) involved should be offered counseling and support. Schools are recommended to use the Drug Awareness Resources for some ideas on how to create opportunities for team members to debrief, connect, and support each other as well as self-care resources.

Bomb Threat

Response to a bomb threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that presents risk of an explosion.

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The staff member calling 911 informs the operator of:
 - Nature of threat on phone line
 - Name of school
 - Phone number of line receiving threat
 - Name and contact information of staff member
2. The person answering the threat call should immediately inform the Principal.
3. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team. The Incident Commander will determine the appropriate Immediate Response Actions, which may include Drop, Cover, and Hold On, Lockdown, Evacuate Building or Relocation.
4. If the Incident Commander issues the Evacuate Building action, staff and scholars will evacuate buildings using the designated routes or other safe routes to the assembly area.
5. All staff and scholars will evacuate at least 300 feet away from the affected building(s).
6. Teachers will bring their emergency backpacks containing class rosters to account for scholars at the assembly area. Teachers will immediately take roll and report any missing scholars to the Search & Rescue Team Coordinator by using the card system.
7. The Incident Commander will call 911 to provide the exact location (e.g., building, room, area) of the potential bomb, if known.
8. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
9. The Incident Commander will notify the school's Instructional Superintendent of the situation.
10. Do not resume school activities until the building(s) have been inspected by proper authorities and determined safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

11. The Incident Commander may initiate an Off-Site Relocation if warranted by change in conditions.
12. After the incident is over, the Incident Commander will complete the Bomb Threat Report.

Explosion or Risk of Explosion

This section addresses four possible scenarios involving an explosion or risk of explosion:

- Scenario 1: Explosion on school property
- Scenario 2: Risk of explosion on school property
- Scenario 3: Explosion or risk of explosion in a surrounding area
- Scenario 4: Nuclear blast or explosion involving radioactive materials
(a nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout)

It is important to first determine which scenario applies and then implement the appropriate response procedures.

Scenario 1: Explosion on School Property

1. In the event of an explosion on school property, all persons should initiate Drop, Cover and Hold On.
2. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will call 911 and provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will consult with available law enforcement and, considering the possibility of another imminent explosion, take appropriate Immediate Response Actions. Action may include Shelter-in-Place, Evacuate Building or Off-Site Relocation. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. If the explosion occurred within the school buildings, the Incident Commander will issue the Evacuate Building action. Staff and scholars will evacuate buildings using the designated routes or other safe routes to the assembly area.
5. All staff and scholars will evacuate at least 300 feet away from the affected building(s).
6. Teachers will bring their emergency backpacks containing class rosters to account for scholars at the assembly area. Teachers will immediately take roll and report any missing scholars to the Search & Rescue Team Coordinator by using the card system.
7. The First Aid Team will check for injuries and provide appropriate first aid.
8. If needed, the Facilities Team should suppress small fires with extinguishers for the protection of scholars and staff as it is safe to do so, until the fire department arrives.
9. The Incident Commander will advise the Search & Rescue Team to initiate rescue operations if safe to do so.
10. The Incident Commander will direct the Facilities Team to notify the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
11. The Facilities Team will secure the building entrance to prevent persons entering the school buildings.
12. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
13. The Incident Commander will notify the school's Instructional Superintendent of the situation.
14. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
15. The Incident Commander may initiate an Off-Site Relocation if warranted by change in conditions.
16. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Scenario 2: Risk of Explosion on School Property

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate the appropriate Immediate Response Actions, which may include Drop, Cover, and Hold On, Shelter-in-Place, Evacuate Building or Relocation.
2. If the Incident Commander issues the Evacuate Building action, staff and scholars will evacuate buildings using the designated routes or other safe routes to the assembly area.
3. All staff and scholars will evacuate at least 300 feet away from the affected building(s).
4. Teachers will bring their emergency backpacks containing class rosters to account for scholars at the assembly area. Teachers will immediately take roll and report any missing scholars to the Search & Rescue Team Coordinator by using the card system.
5. The Incident Commander will call 911 to provide the exact location (e.g., building, room, area) and nature of emergency.
6. If needed, the Facilities Team should suppress small fires with extinguishers for the protection of scholars and staff as it is safe to do so, until the fire department arrives.
7. The Incident Commander will advise the Search & Rescue Team to initiate rescue operations if safe to do so.
8. The Incident Commander will direct the Facilities Team to notify the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
9. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
10. The Incident Commander will notify the school's Instructional Superintendent of the situation.
11. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
12. In the event of an explosion on campus, refer to procedures listed under Explosion on School Property.
13. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
14. The Incident Commander may initiate an Off-Site Relocation if warranted by change in conditions.
15. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate the Shelter-in-Place response action.
2. The Incident Commander will call 911 and provide the exact location (e.g., building, area) and nature of emergency.
3. The Incident Commander will take further actions as needed or advised by authorities.
4. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
5. The school will remain in a Shelter-in-Place condition until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

1. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate the Lockdown - Soft action.
2. The Incident Commander will call 911 and provide the exact location (e.g., building, area) and nature of emergency.

3. Staff members should attempt to establish an adequate barrier or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion. Move scholars away from exterior windows.
4. After the initial blast, remove scholars from rooms with broken windows and relocate scholars from upper floors if possible.
5. The First Aid Team will check for injuries and provide appropriate first aid.
6. If needed, the Facilities Team should suppress small fires with extinguishers for the protection of scholars and staff as it is safe to do so, until the fire department arrives.
7. Teachers are responsible for securing individual classrooms and the Facilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil, plastic wrap, or laminated posters, if possible; and turn off any sources of ignition, such as pilot lights.
8. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
9. The Incident Commander will notify the school's Instructional Superintendent of the situation.
10. The Incident Commander will monitor radio or television announcements and initiate further action as appropriate.
11. The school will remain in lockdown until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Scholar With a Weapon

If a scholar is displaying a gun in a menacing manner, the incident should be treated as a hostage/armed intruder event (Lockdown - Hard).

1. Upon being made aware of the presence of a gun or weapon in school, staff should take steps to calm and control the situation and attempt to isolate the scholar from other scholars and staff, if it is safe to do so. If this cannot be accomplished under existing conditions (i.e., scholar is in a place surrounded by other scholars), keep the scholar under surveillance until he or she can be safely isolated.
2. Staff will immediately notify the Principal or designee. The Principal or designee will respond to the scene and make an assessment of the situation.
3. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate the appropriate Immediate Response Actions, which may include Lockdown, Evacuate Building or Off-Site Relocation.
4. The Incident Commander will call 911 and provide the exact location (e.g., building, room) and nature of emergency.
5. If an immediate threat is not clearly evident, the Incident Commander or other staff member may attempt to diffuse the situation. Approach the scholar in a calm, non-confrontational manner. Avoid all hostile actions or interactions, except to maintain the safety and welfare of scholars and staff.
 - Under no conditions should a teacher or staff member attempt to confront or to disarm the scholar.
6. The Incident Commander will notify the scholar's family. Family members may provide useful information on handling the situation.
7. The Communications Coordinator will notify and update parents/guardians via ParentSquare, as necessary.
8. The Incident Commander will refer media inquiries to the Communications Coordinator.

9. The Facilities Team will control all points of entry.
10. The Incident Commander should wait for police officer(s) to conduct the search if the scholar has the weapon on their person.
11. The Incident Commander will turn all weapons over to the police.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Procedures for Dealing with Intelligence Regarding Weapons

Scholar has a weapon, not on their person, such as a locker or an empty classroom.

1. Isolate the area.
 - Remove all scholars and non-essential adults from the area to be searched.
 - Post individuals at the perimeter of the area – ensure no one enters the area while the search is being conducted.
 - Shut off bell system. Alert staff that the class schedule may be adjusted and to wait for further instructions.
2. Identify two individuals to conduct the search: one to perform the search and the other as a witness. One of these individuals should be an administrator when possible.
3. If a hand-held scanner is available, run the scanner over the scholar's possessions.
 - If the scanner is activated, carefully conduct a pat down search of the belongings.
 - Safely secure all weapons and contraband found.
 - Contact the police and turn over all weapons.
4. If a hand-held scanner is not available, proceed with a pat-down search.

Scholar has a weapon on their person (intelligence – weapon has not been confirmed).

1. Call 911
2. Attempt to isolate the scholar. If this cannot be accomplished under existing conditions (i.e., scholar is in a place surrounded by other scholars), keep the scholar under surveillance until he or she can be safely isolated.
3. Wait for the police officer(s) to conduct the search.
4. Turn all weapons over to the police.

Threat of Violence

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication, web posting or phone call. The Principal or designee should ensure that all threats are properly assessed and addressed.

1. The Principal or designee will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Emergency Response Team will conduct the threat assessment utilizing the Risk Assessment Form. A police officer should be included in the assessment.
3. The School Emergency Response Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. Assessment results are defined as:
 - Low Risk: Does not pose imminent danger to self or others; insufficient evidence for violence potential.
 - Moderate Risk: May pose imminent danger to self or others, but there is insufficient evidence to demonstrate a viable plan of action to do harm.

- High Risk: Poses imminent danger to self or others with a viable plan to do harm; exhibits extreme and/or persistent inappropriate behaviors; sufficient evidence for violence potential; qualifies for immediate arrest or hospitalization.
4. In categorizing the risk, the assessment team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
 5. The School Emergency Response Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
 6. The School Emergency Response Team will recommend appropriate action to the Principal or designee.
 7. As soon as the physical safety of those involved has been ensured, attention will turn to meeting the emotional and psychological needs of scholars and staff. Crisis intervention may be necessary and appropriate.

Utility Loss of Failure

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area. The Principal or designee should be notified immediately.
2. If a gas leak is suspected or the loss of utilities poses a risk of explosion, refer to Explosion/Risk of Explosion on School Grounds.
3. Upon notice of loss of utilities, the Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place or Evacuate Building.
4. The Incident Commander will direct the Facilities Team to contact the affected utility company to determine whether assistance is required, recommended actions, and the potential length of time service will be interrupted.
5. The Incident Commander will notify the Home Office Facilities Team of the loss of utility service.
6. The Search & Rescue Team will check elevators affected by the outage for stranded occupants. If there are stranded elevator passengers, a staff member should be assigned to stand outside on the nearest floor to facilitate communication with the person(s) inside.
7. The Logistics Coordinator will locate flashlights with batteries to use until power comes back on. Do not use candles – this can cause a fire.
8. The Facilities Team will check the status of the fire alarm system. The system should have a secondary backup power supply and should be operating. This is important, as the cause of the electrical failure may be the result of an electrical fire condition.
9. The Incident Commander will consider the need for evacuation or early dismissal of the school on the basis of the time it will take to restore power to windowless areas, heat or air conditioning, meal preparation facilities, and water services.
10. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
11. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the “All Clear” announcement.

Aircraft/Motor Vehicle Crash

This procedure addresses situations involving an aircraft or motor vehicle crash on or immediately adjacent to

school property. If a crash results in a fuel or chemical spill on school property, refer to the Biochemical or Chemical Release section.

1. Based on the location and extent of the crash, the Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate the appropriate Immediate Response Actions, which may include Lockdown - Soft or Evacuate Building.
2. If an evacuation is declared, scholars and staff will follow standard evacuation procedures. Incident Commander will determine the safest location for the evacuation site.
3. The Incident Commander will call 911 and provide the exact location and nature of emergency.
4. The Incident Commander will direct members of the School Emergency Response Team to secure the area surrounding the crash to prevent unauthorized access, until the police arrive.
5. If needed, the Facilities Team should suppress small fires with extinguishers for the protection of scholars and staff as it is safe to do so, until the fire department arrives.
6. The First Aid Team will check for injuries and provide appropriate first aid.
7. The Communications Coordinator will notify and update parents/guardians via ParentSquare.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

Police Activity in the Neighborhood

Police activity in the neighborhood might be an incident or situation of criminal nature occurring in the vicinity of or on the school site which constitutes a clear and present danger to the welfare of the scholars and staff. Such occurrences might include police stakeouts, pursuit of suspected criminals, SWAT situations, gang disturbances, intruder or hostage situations, civil unrest, etc.

1. Upon being made aware of police activity in the neighborhood, staff should move away from the threat and immediately notify the Principal or designee.
2. The Principal or designee becomes the Incident Commander, activates the School Emergency Response Team, and will initiate a Lockdown - Soft or a Lockdown - Hard if the campus has open hallways.
3. The Incident Commander will call 911 and provide the exact location and nature of the activity.
4. The Incident Commander will direct members of the Facilities Team to secure the building.
5. If inside, teachers will keep scholars in the classroom until further instructions are given.
6. If outside, teachers will direct scholars into the closest classrooms or school buildings (e.g., gym, auditorium, or multi-purpose room).
7. Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
8. Teachers are to account for any scholar with a cognitive disability that may not have understood the directions.
9. Teachers are to take roll and to notify the main office with the number of scholars in the room with them and their names.
10. The school will remain in lockdown until the police or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will make the "All Clear" announcement.

If a suspect is encountered (whether in possession of a weapon or not), staff should move in a non-threatening manner and direct scholars (if applicable) away from the direct view or contact by the suspect.

If the assailant is in possession of a weapon, DROP, COVER and HOLD. If staff have scholars with them, first direct the scholars to do the same. If the situation permits, witnesses should make note of as many details as possible, such as:

VEHICLE	PERSON(S)
<ul style="list-style-type: none"> • License plate number • Type of vehicle (Make and model) • Color of vehicle • # Doors of vehicle • Damage to vehicle • Modifications to vehicle • Occupants (number and ethnicity) • Weapons (type and number) 	<ul style="list-style-type: none"> • Gender • Height • Weight • Color of Hair • Clothing (type and color) • Weapons (type and number) • Ethnicity • Age

In the event that gunfire is heard, everyone should be instructed to lie flat on the ground.

Convert School for Public Agencies During Disasters

Schools may allow public agencies, including the American Red Cross, to use their school building, grounds and equipment for mass care and welfare shelters during disasters if arranged by a prior written Memorandum of Understanding between the school and the public agency. The school shall cooperate with the public agency in furnishing and maintaining the services as the school may deem necessary to meet the needs of the community.

During School Hours

1. Dismiss all classes or, if the situation dictates, hold scholars at school for temporary care.
2. Convert the school into an emergency hospital, first aid station or community shelter for congregate care. Community shelter will be operated by the Department of Health and Human Services or the American Red Cross.
3. When converting the school to an emergency hospital or first aid station, follow the guidance and directions of the medical personnel upon their arrival.

Outside of School Hours

1. Alert school employees through the school's preferred personnel alerting system.
2. Suspend scheduled classes. Notify parents/guardians via ParentSquare. Notify the Home Office for assistance by other means.
3. Convert the school into an emergency hospital, first aid station or community shelter for congregate care. Community shelter will be operated by the Department of Health and Human Services or the American Red Cross.
4. When converting the school to an emergency hospital or first aid station, follow the guidance and directions of the medical personnel upon their arrival.

Evacuation of Disabled Scholars

An individual plan should be formulated for each disabled scholar or staff member in your school who may require assistance during an evacuation due to physical, cognitive, or emotional/behavioral needs. This plan should be reviewed with all staff directly involved with the scholar, including (but not limited to) the classroom and special education teachers, and all staff assigned to aid disabled scholars in an emergency requiring evacuation.

Options include:

1. Overriding discontinuance of elevator (physical disability)
2. Carrying scholar (physical disability)
3. Adult and scholar waiting for fire department in pre-arranged area (physical disability)
4. Staff person assigned to specific scholar(s) to assist scholar during an evacuation

When developing your individual plans for disabled scholars, consultation with the fire department is strongly advised.

Identify Disabled Individuals Needing Evacuation Assistance and Post Evacuation Plan

Identify any scholar or staff member who may need evacuation assistance (e.g., individuals who are in wheelchairs or unable to use stairs). Develop a specific plan for their evacuation. It is recommended that each scholar's classroom teacher be designated to assist the scholar in getting to the evacuation assembly area. The designated teacher may need to transfer their class to another teacher to remain with the disabled scholar until they are evacuated.

The Principal or designee must:

1. Identify scholars or staff needing evacuation assistance
2. Develop an evacuation plan for each scholar or staff member
3. Put the list of disabled individuals in the scholar emergency contact information binder
4. Inform the classroom teacher of each scholar or staff member of the evacuation plan
5. Inform scholars and parents/guardians of the evacuation plan

Evacuation of Wheelchair-Confined Individuals

To accomplish a safe evacuation from the second floor of a building, the following procedures should be followed:

1. Designated staff members should be assigned to assist wheelchair users down the stairs. The number of staff members required would depend upon the number of people needing assistance. Three staff members per wheelchair would be the minimum number needed (two staff members to transport the person and one to bring the wheelchair or to assist in other ways).
2. A designated area by the stairs (out of the evacuation path) should be assigned where wheelchair users can gather. This will aid in their accountability and speed up their evacuation. Because a hazard is created when evacuating wheelchair-confined scholars down stairs, unless necessary, they should not be transported.
3. If it is determined an actual fire hazard exists and evacuation must be made using stairs, the wheelchair-confined scholar should be the last to be transported down the stairs. Because their movement will be slow, their evacuation may hinder the evacuation of others if on the stairs at the same time. In addition, the rushing of others may knock down physically challenged individuals and their transporters.
4. If wheelchair-confined individuals must be transported down stairs, the evacuation should be accomplished by staff properly trained in the following methods:
 - Chair carry
 - Fore-and-aft carry
 - Two-handed and four-handed seats
 - Evacuation chair. This chair is designed to ride on the ends of stair treads so one person can easily guide it down the stairs. The evacuation chair is lightweight, folds flat, and can be unobtrusively stored.

All staff assigned to aid wheelchair-confined scholars must watch this [Evacuating Scholars with Disabilities](#) video. See [Appendix E](#) for individual evacuation plans for identified disabled scholars.

APPENDIX

Appendix A: School-Specific Incident Command Structure

Incident Command Role	Lead	Phone #	Alternate	Phone #
Incident Command Team				
Incident Commander	Maria Serrano		Aisha Elmasri	
Safety Officer	Ramon Avilez		Gricelda Ramirez	
Operations Team				
Operations Chief	Gricelda Ramirez		Catrina Curato	
Communication Coordinator	Catrina Curato		Gricelda Ramirez	
Scholar Supervision Coordinator	Aisha Elmasri		Natalie Mendoza	
Scholar Release Coordinator	Jocelyn Ramirez		Viviana Avina	
Parent Coordinator	Raquel Avina		Catrina Curato	
First Aid Coordinator	Jasmine Ortiz		Viviana Avina	
First Aid Team (4)	Mirna Ramos		Allean Bankhead	
	Ruby Reza		Jennifer Gomez	
	Melissa Vazquez		Jeanala Carter	
	Viviana Avina		Erick Cupul	
Logistics Team				
Logistics Chief	Ramon Avilez		Amanda Zimmerman	
Logistics Coordinator	Amanda Zimmerman		Aisha Elmasri	
Facilities Coordinator	Courtney Bradley		Ebelia Gonzalez	
Search & Rescue Coordinator	Lorenzo Chan		Gustavo Luquin	
Search & Rescue Team (4)	Derek Piper		Nancy Hernandez	
	Gustavo Luquin		Melissa Vazquez	
	Leticia Robles		Rebecca Barron	
Floor Warden	Maribel Perez		Eduardo Lopez	

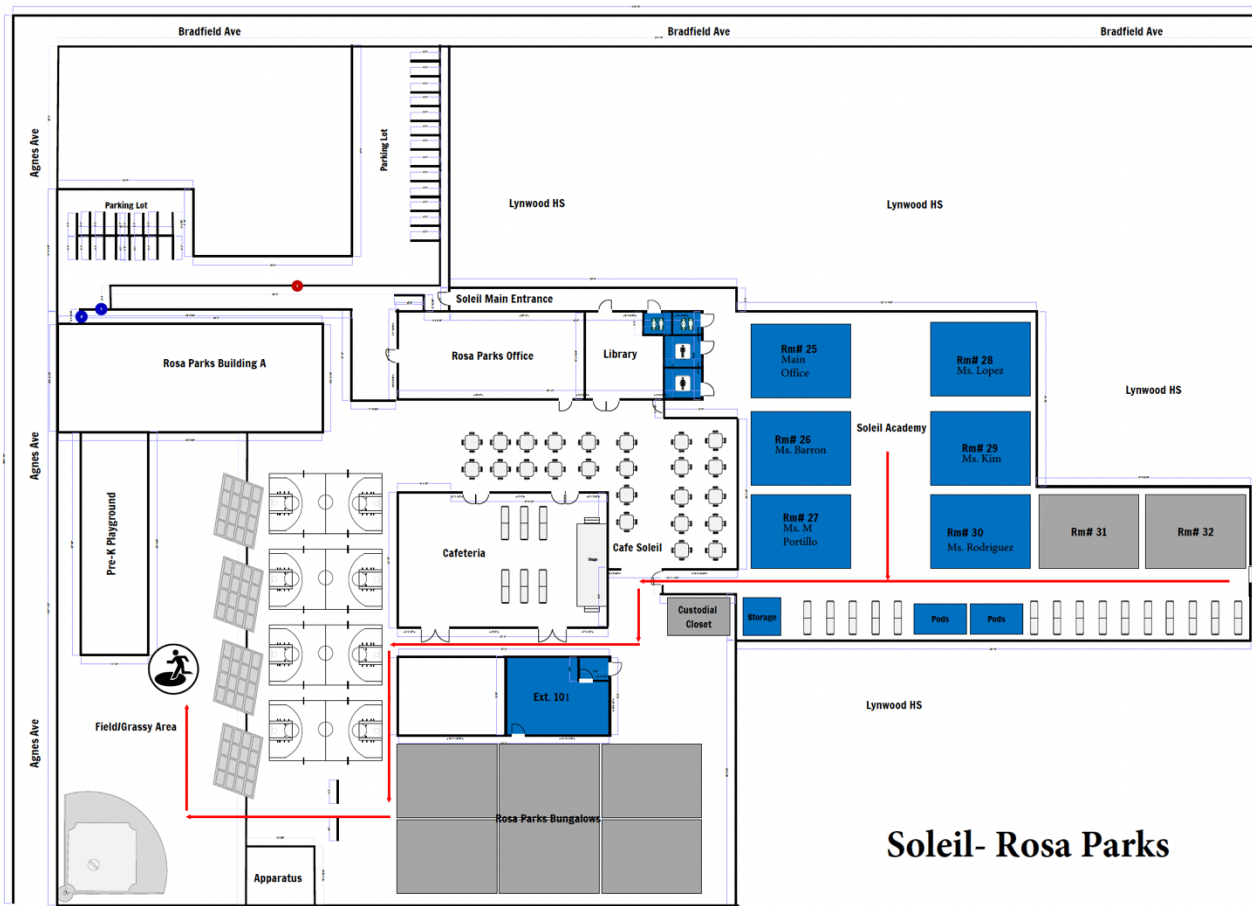
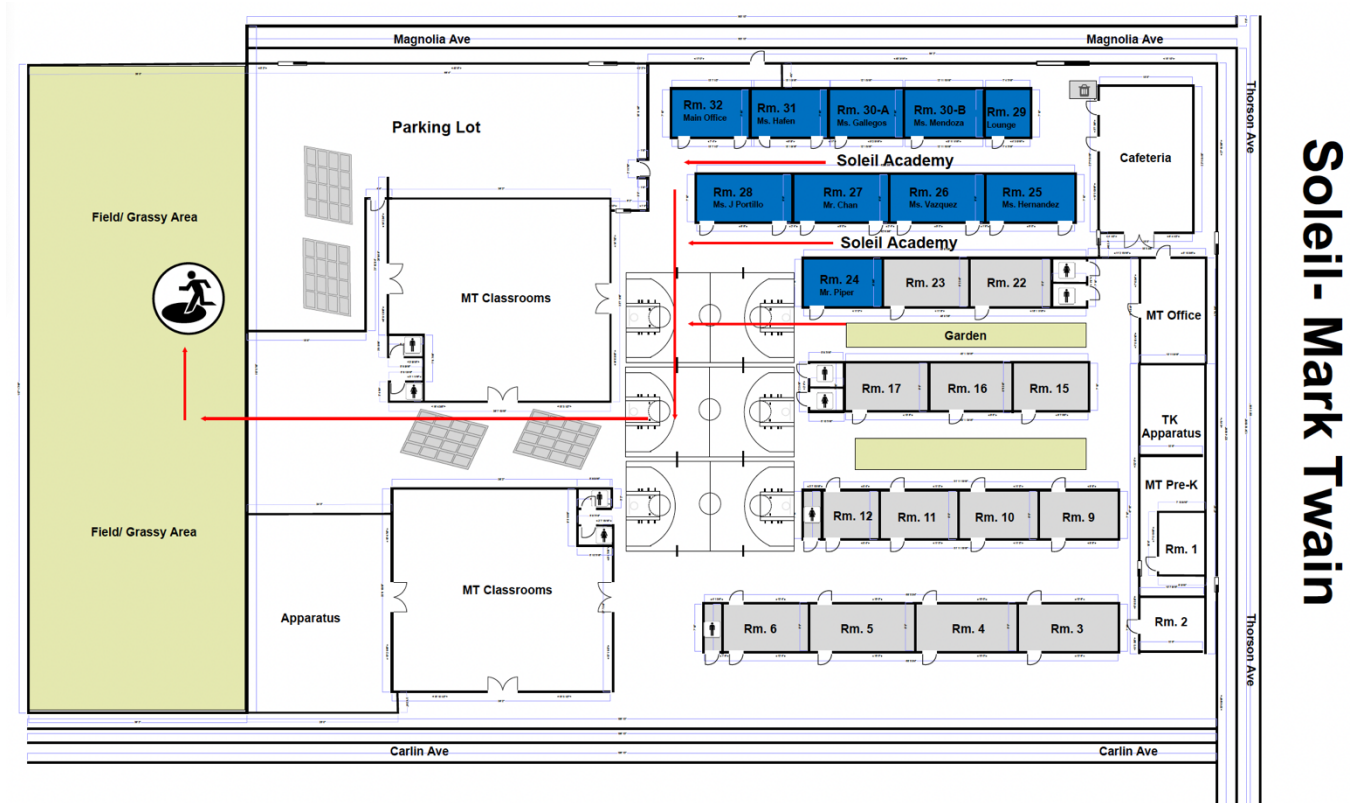
Appendix B: School-Specific Buddy List

Group	Classroom A Room #	Classroom B Room #
1	26-RP	27-RP
2	28-RP	29 & 30-RP
3	31-MT	30-MT
4	28-MT	27 & 24-MT
5	26-MT	25-MT

Appendix C: School-Specific Incident Command Posts

Required Command Post	School's Designated Location
Primary Command Post	
Secondary Command Post	
Off-Site Command Post	
Primary Evacuation Location	
Secondary Evacuation Location	
First Aid Area (on-site)	
First Aid Area (off-site)	
Media Staging Area (on-site)	
Media Staging Area (off-site)	
Parent Staging Area (on-site)	
Parent Staging Area (off-site)	

Appendix D: School-Specific Evacuation Maps and Staging Areas



Appendix E: Evacuation Plans for Mobility Impaired Scholars and Staff

N/A