

# **RAINIER VALLEY LEADERSHIP ACADEMY**

## **Safe School Plan**

Last Updated: December 2021

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# SECTION 1: INTRODUCTION AND PLANNING GUIDELINES

## PURPOSE

The Rainier Valley Leadership Academy ("RVLA") Safe School Plan provides site-based personnel with important procedural information for developing a comprehensive emergency and crisis response plan for the Home Office and School Site(s). A crisis can be defined as any circumstance that poses a significant threat to the safety and wellbeing of any person in RVLA's charge, including scholars, staff, faculty, parent volunteers, and visitors.

The Safe School Plan is developed to ensure compliance with state and federal laws, regulations, and guidance based on the National Incident Management System (NIMS) and Incident Command System (ICS). The plan shall identify required school safety policies and procedures and address emergency mitigation, preparedness, response, and recovery.

The Safe School Plan is reviewed and updated annually by the **Chief Executive Officer and Chief Operating Officer** is authorized by board policies. Copies of the plan are available in the school administrative offices. **Parents will be informed of the school's Safe School Plan annually.** Related safety policy and procedure documents will be distributed to school faculty and staff through the annual Scholar Handbook. School personnel designated to carry out specific emergency responsibilities are expected to understand the policies, procedures and systems. Training and exercises are ongoing components of the Safety Plan.

The principal and faculty will inform scholars about emergency procedures outlined in the Safe School Plan, training material will be shared and updated annually. All employees will make every effort to use appropriate procedures while providing scholars with direction and guidance, which emphasize their physical and psychological well-being.

## PLAN DEVELOPMENT GUIDELINES

### *Staff Training and Instructions*

1. Inventory staff for skills such as First Aid and CPR.
  - a. Require staff to become certified in First Aid and CPR and to maintain their certification.
  - b. Encourage frequent parent volunteers to become certified as well.
  - c. Provide on-site training for CPR and First Aid Certification.
2. Require school principals to receive training in ICS and obtain FEMA certificate.
3. Provide training to all staff on Emergency notification procedures, Emergency alert procedures, and location and use of emergency supplies.
4. Assign teachers in a "[buddy system](#)" to assist each other during any disaster.
5. Inform all site-based personnel of the safety plan and their role in supporting the plan.
6. Update [all staff](#) on internal Rainier Valley Leadership Academy communication and response policies.

### *Family Involvement and Communication*

The Safe School Plan will be placed on the school website and updated annually to inform families of the school's emergency plans. Including instructions about what each parent should/should not do in the event of an emergency.

## COLLABORATION WITH LAW ENFORCEMENT AND COMMUNITY ORGANIZATIONS

Rainier Valley Leadership Academy has a good working relationship with local emergency response agencies and medical personnel.

Rainier Valley Leadership Academy will share the dates of all drills with appropriate emergency management agencies prior to the start of the school year in order to coordinate efforts. Agencies will be invited to

participate/attend and provide feedback.

## **COLLABORATION WITH LOCAL GOVERNMENT OFFICIALS**

RVLA maintains regular contact with its authorizers and other local government officials to ensure that school administration remains informed of all applicable laws and regulations, and any changes that occur. For additional advice and information, school administration will contact relevant officials by looking up the appropriate number. In the event of an emergency, if more immediate assistance is needed, the Principal or his/her designee will call **911** and provide specific information about the emergency.

## SECTION 2: CONTACTS AND EMERGENCY RESPONSE TEAMS

### EMERGENCY CONTACT INFORMATION

#### Key Responders

In the event of an emergency, the building level chain of command is:

1. School Principal, Samiha Carroll @ 206-258-1917
2. Manager/Deans of Operations, Tonieh Thompson @ 206-531-4165
3. Dean of Multilingual Coordinator, Erica Carmichael @253-651-0775
4. UE Coach/Dean of Culture, Yonas Fikak @ 206-482-3863
5. School Counselor, Henry Jenkins @ TBD
6. After School Coordinator, Marlon Shelton @206-960-7526

### EMERGENCY TEAMS

#### School Safety Team

The School Safety Team, led by the Incident Commander (IC) is responsible for ensuring the effective planning and execution of the Safe School Plan. The School Safety Team will meet to update the plan, prepare for school safety drills, and review the success of previous drills or incidents. This team assists the Emergency Response Team in emergencies and manages scholar/school personnel participation in drills.

ROLE	MEMBER	CELL PHONE #	Email	RADIO
Incident Commander/Principal	Samiha Carroll	206-258-1917	<a href="mailto:Samiha.Carroll@myrvla.org">Samiha.Carroll@myrvla.org</a>	YES
Chief Operating Officer	Chastity Catchings	206-305-0646	<a href="mailto:chastity.catchings@myrvla.org">chastity.catchings@myrvla.org</a>	YES
Manager/Dean of Operations	Tonieh Thompson	206-531-4165	<a href="mailto:Tonieh.Thompson@myrvla.org">Tonieh.Thompson@myrvla.org</a>	YES
Operations/Office Coordinator	OFFICE MANAGER (OM) Jibril	206-697-8194	<a href="mailto:OFFICE MANAGER (OM).Jibrill@myrval.org">OFFICE MANAGER (OM).Jibrill@myrval.org</a>	YES
Dean of Multilingual Coordinator	Erica Carmichael	206-919-8232	<a href="mailto:erica.carmichael@myrvla.org">erica.carmichael@myrvla.org</a>	YES
Dean of Academics	Rebecca Madonna	206-518-1023	<a href="mailto:Rebecca.Madonna@myrvla.org">Rebecca.Madonna@myrvla.org</a>	NO
School Counselor	Henry Jenkins	TBD	<a href="mailto:Henry.Jenkins@myrvla.org">Henry.Jenkins@myrvla.org</a>	YES

#### Emergency Response Team

The Emergency Response Team acts during emergencies to quickly and safely guarantee maximum safety to the scholar body, school personnel and facilities. Assists Principal as a liaison between school and outside emergency officials. Responsible for reporting to the Principal as Incident Commander.

ROLE	MEMBER	CELL PHONE #	Email	RADIO
Incident Commander/Principal	Samiha Carroll	206-258-1917	<a href="mailto:Samiha.Carroll@myrvla.org">Samiha.Carroll@myrvla.org</a>	YES
School Counselor	Henry Jenkins	TBD	<a href="mailto:Henry.Jenkins@myrvla.org">Henry.Jenkins@myrvla.org</a>	YES
Operations/Office Coordinator	OFFICE MANAGER (OM) Jibril	206-697-8194	<a href="mailto:OFFICE MANAGER (OM).Jibrill@myrval.org">OFFICE MANAGER (OM).Jibrill@myrval.org</a>	YES
UE Coach/Dean of Culture	Yonas Fikak	206-482-3863	<a href="mailto:yonas.fikak@myrvla.org">yonas.fikak@myrvla.org</a>	YES
Clinical Interventionist	Deshika Perera	206-437-4415	<a href="mailto:deshika.perera@myrvla.org">deshika.perera@myrvla.org</a>	YES
Dean of Multilingual Coordinator	Erica Carmichael	206-919-8232	<a href="mailto:erica.carmichael@myrvla.org">erica.carmichael@myrvla.org</a>	YES

### EMERGENCY COMMUNICATION

#### Procedure to call 911

1. Identify yourself and state your emergency.

2. Speak calmly and clearly
3. Give the school's name and address.
  - a. Rainier Valley Leadership Academy, 6020 Rainier Ave S Seattle WA 98118
4. Be sensitive to your voice level (there may be others around talking at the same time)
5. Listen. Allow the 911 dispatcher to direct the conversation and obtain necessary information.
6. Be prepared to answer questions in a clear, calm manner.
7. Remain on the telephone. DO NOT hang up until the dispatcher says to do so.
8. Keep confidential information confidential.

### *Non-Emergency Assistance*

For additional planning or specific incident support, call the following resources:

AREA OF SUPPORT	PHONE NUMBER
Non-Emergency Police Support	206-386-1850
Non-Emergency Seattle Fire Department 5968 Rainier Ave S, Seattle, WA 98118	206-386-1400
Poison Control	800-222-1222
Child Protective Services	866-363-4276



# SUMMARY OF STAFF SKILLS

*CPR, AED and First Aid Responders\**

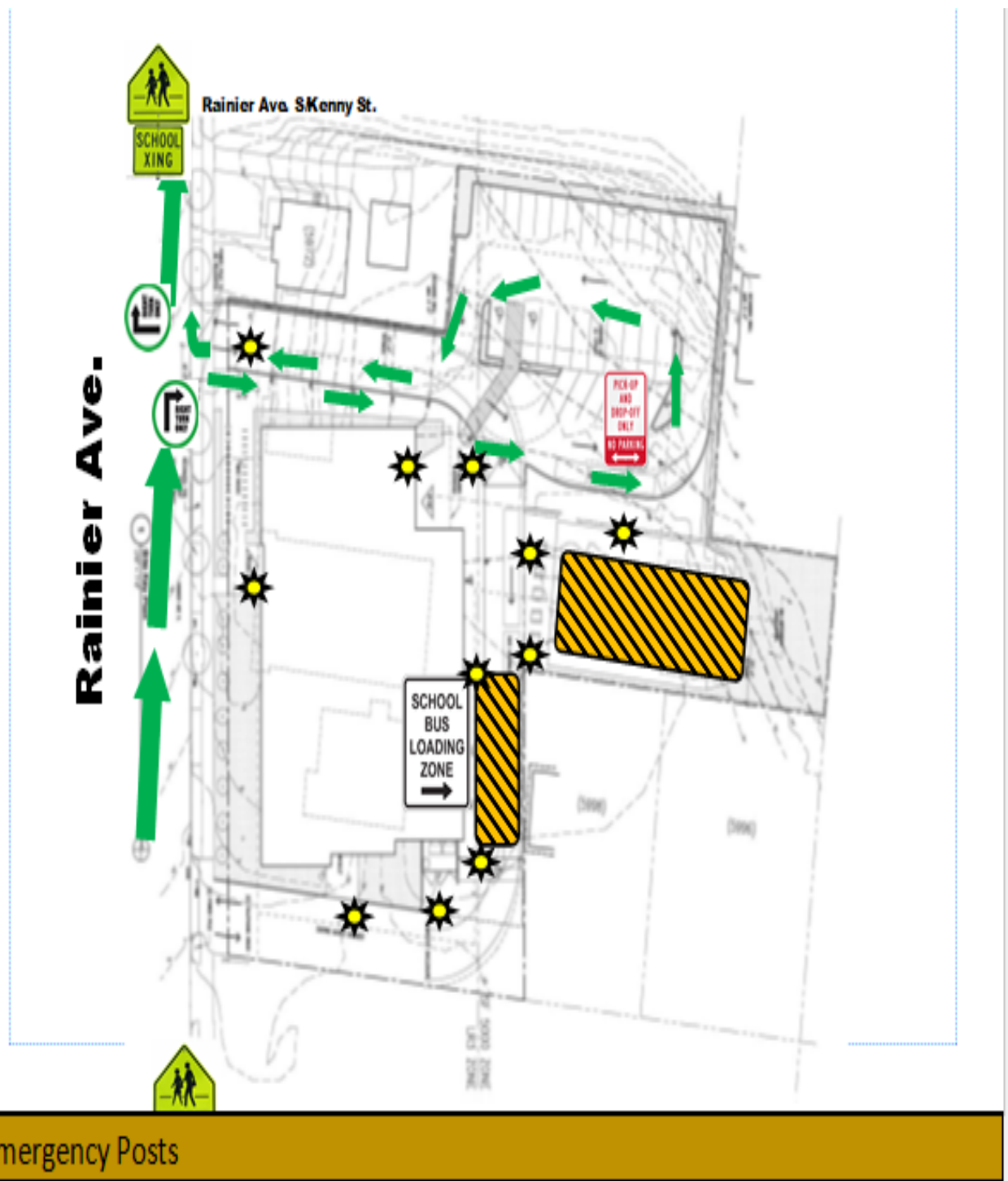


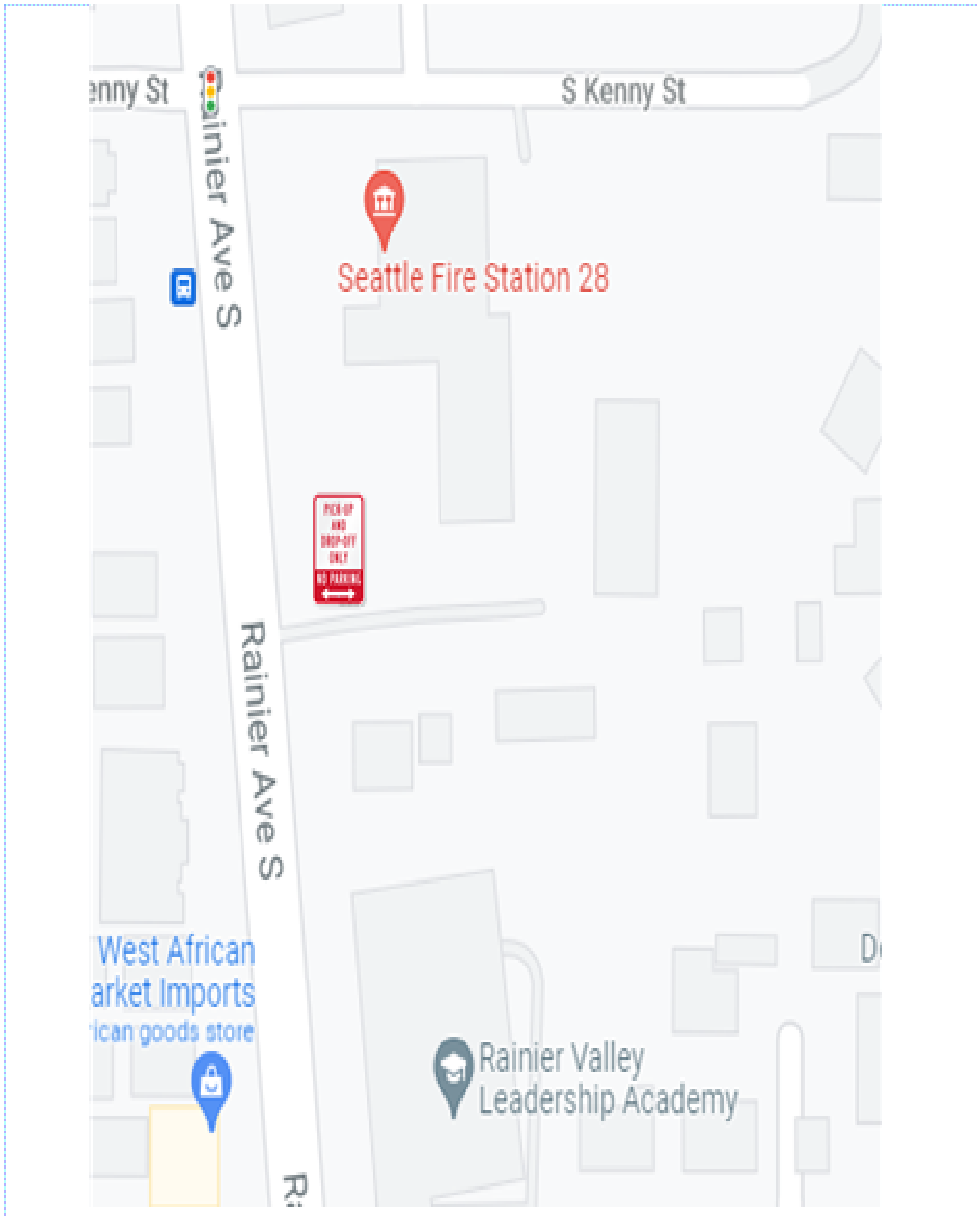
ROLE	LOCATION	CELL PHONE # OR RADIO #
<b>First Aid, CPR, AED</b>		
Quierra Bradford	203	206-514-7367
Jamie Costantino	204	206-705-3724
Yonas Fikak	TBD	206-482-3863
Melissa Galarneau	202	206-880-3170
Samiha Carroll		206-258-1917
<b>Languages</b>		
Yonas Fikak-Tigrinya (Eritrean)	TBD	206-482-3863
Oliver Garcia-(Spanish)	300	206-395-5010
TAYISH Mandefero-(Amharic)	302	206-659-8431
Jamie Costantino-Basic (Japanese)	204	206-705-3724
OFFICE MANAGER (OM) Jibril - (Somali)	Office	206-697-8194
Carmen Escamilla Soto - (Spanish)		

# SECTION 3: LOCATIONS, MAPS AND MOVEMENT

## LOCATIONS: PRIMARY & SECONDARY EMERGENCY SITES

School Map





## OFF-CAMPUS EVACUATION SITE

### Guidelines:

1. An off-campus evacuation site should ideally be within walking distance of the school, yet far enough away to be free of the hazard zone—for example, floods, chemical spill.
2. If at all possible, avoid selecting another school for your emergency evacuation site. In a traumatic situation, such as a school shooting, the arrival of distraught scholars and parents at another campus is inadvisable because instruction is interrupted and the traumatized population increases.
3. Ideally, a walk to the off-campus evacuation site will not require scholars (especially elementary-level) to cross a heavily trafficked street.
4. The evacuation site must be large enough to house your entire scholar body and faculty. Suggested sites include churches, recreation centers, civic buildings, etc.
5. The evacuation site must know and agree on an annual basis that they are, in fact, your evacuation facility.
6. The evacuation site should be handicapped accessible and have adequate bathroom facilities and climate control.
7. Contact your evacuation site at least once each semester to note any changes in contact persons, availability, etc. and modify this Safe School Plan if necessary.
8. Inform parents at the beginning of each semester or more often as to the location of the evacuation facility. Include in your correspondence the requirements for reunification with their child—for example, identification, custodial information, facility parking, and child collection areas.
9. Identify the area you intend to use for parent-scholar reunification at your off-campus site.

**Evacuation Site:** RVLB Basketball Court & Bus Lane

**Address:** 6020 Rainier Ave S, Seattle, WA 98118

**Alternate Evacuation Site:** Fire Department

**Address:** 5968 Rainier Ave. S, Seattle, WA 98118

### PARENT-SCHOLAR REUNIFICATION PROCESS

The double-gated system should be utilized at the Parent-Student Reunification Site.

The parents or guardians picking up a scholar will report to the **Evacuation Site**. Emergency Response Team Members will be stationed to assist parents or guardians in finding the **Evacuation Site**. The arriving parents or guardians will be greeted by 2 or more members of the Emergency Response Team who are working the report point. The team members will provide the parents or guardians a copy of the Scholar Release Form asking the parents or guardians to complete the first section. A team member will then confirm the identity of the parents or guardians utilizing a government issued picture identification (driver's license, military ID, passport, green card, etc.) and confirm that the parents or guardians are listed on the emergency data card for the scholar as being authorized to pick up the scholar. A team member will then complete the second section of the Scholar Release Form and hand it to a runner to be carried to the **Evacuation Site**. The parents or guardians will be asked to step around to the **Evacuation Site** and wait for the runner to return.

The runner will deliver the Student Release Form to the 2 or more members of the Emergency Response Team

who are working at the entrance to the **Evacuation Site**. The team members will have the requested scholar report to them if the requested scholar is present in the holding area. A team member will then record on a roster that the scholar has been released from the holding area, check off the “Sent with Runner” entry in the third section of the Scholar Release Form, and send the scholar with a runner to the **Scholar Release Point**. If, however, the scholar was never at school that day (absent), is being attended to at the **First Aid Station**, has been taken to the hospital, is not available for pickup due to some “other” situation, or is missing, the team member will make the appropriate entry in third section of the Scholar Release Form and enter comments to clarify the status. The runner will deliver the Scholar Release Form to the **Evacuation Site**.

When the runner delivers the [Scholar Release Form](#) and the scholar (if available) to the 2 or more Emergency Response Team Members at the **Evacuation Site**, the team members will call for the parents or guardians picking up the scholar. The parent’s or guardian’s identification will again be confirmed utilizing a government issued picture identification. The parents or guardians will then sign for the scholar and depart the area with the scholar. If, however, the parents or guardians must be notified that the scholar is not available for pickup, a Emergency Response Team Member will escort them to the **Main Office (or private area)**, where the notification will be made privately based on the information provided in the third section of the Scholar Release Form. The team members in the **Main Office (or private area)** will be responsible for helping the adult and finding answers to the resulting questions.

## SECTION 4: DRILL & EXERCISE COMPLIANCE

### CALENDAR OF DRILLS

Each school site Dean of Operations will be responsible for monthly emergency management drills. This information is shared with staff only, we are not sharing this with scholars in advance. Redact the dates when shared on the school website and with families. Drills shall be performed monthly as per the OSPI School Safety Center:

Proposed Drill	Scheduled Month	Proposed Date (Redacted-for RVLA staff only)	Day of the Week
1st Fire Evacuation Drill Off Site	September	<b>Text Redacted</b>	Friday
2nd Fire Evacuation Drill Off Site	January or Comm Week	<b>Text Redacted</b>	Thursday
3rd Fire Evacuation Drill Off Site	April	<b>Text Redacted</b>	Thursday
1st Modified Lockdown Drill	December	<b>Text Redacted</b>	Thursday
2nd Lockdown Drill	March	<b>Text Redacted</b>	Thursday
3rd Lockdown Drill	May	<b>Text Redacted</b>	Tuesday
Modified Shelter-in-Place Drill	November	<b>Text Redacted</b>	Thursday
School Mapping System Drill	February	<b>Text Redacted</b>	Thursday
High Risk Event Drill (Tsunami, flood, earthquake etc.)	October	<b>Text Redacted</b>	Thursday

\* NOTE: Bus Evacuation Drills must also be coordinated with the transportation company

## DRILL COMPLIANCE

### *Log Summary of Campus Emergency Response Drills and Exercises*

Directions: Once you complete your emergency drills and exercises, fill in the table with the date of the drill, the type of drill conducted, and any after-action report comments. Keep a signed copy of this page in your printed copy of this plan. If you participate in any community tabletop exercises, identify the location, date, and name of the exercise. List the drill/exercise criteria for lockdown and all clear signals.

DATE	TYPE OF DRILL	AFTER-ACTION REPORT /COMMENTS	SIGNATURE
09-24-21	Fire Drill	Drill was completed in 2 minutes less than the best time last year.	
10-30-21 11-2-21	Earthquake	Two-part drill to accommodate testing.	
11-16-21	Modified Shelter in Place	Lag in getting participation response summaries.	

### Participation in Community (Outside Agencies/Collaborative Partners) Tabletop Exercises

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Exercise Scenario: \_\_\_\_\_

*Drill Participant Sheet Log*

Copies will be available in the classroom Emergency packet.

**Drill Exercise Participation Sign-in Sheet**

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Moderator/Teacher: \_\_\_\_\_ Drill Type: \_\_\_\_\_

Participants:

Name of Scholars: List all participating scholars. Or a class roster may be attached with participants' names indicated. Include a "V" next to virtual scholar participants.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Complete and submit to the Dean of Operations, Tonieh Thompson. This sheet is due no later than EOD on the day of the emergency drill.



## SECTION 5: CRISIS PLAN PROTOCOLS

In the event that you have a situation that fits a description, contact the Principal at 206-258-1917.

CODE	EVENT	Description of event
<b>CODE RED</b>	EVACUATION	Fire, structural damage to the building resulting from an earthquake, a bomb threat, or a toxic situation inside of the building.
<b>CODE ORANGE</b>	LOCKDOWN	Non-RVLA individual in the building, confirmed weapon on campus
<b>CODE YELLOW</b>	HEIGHTENED SECURITY	Active fight, planned fight, possibility of a weapon in the building, scholar in possession of drugs/alcohol, toxins outside the building
<b>CODE GREEN</b>	ALL CLEAR	
<b>CODE BLUE</b>	MEDICAL EMERGENCY	Any situation requiring an ambulance (ex. seizure, diabetic emergency, allergic reaction)
<b>CODE PURPLE</b>	EARTHQUAKE OR TSUNAMI	

# CODE RED

Fire, structural damage to the building resulting from an earthquake, a bomb threat, or a toxic situation inside of the building

Emergency: EVACUATION PROCEDURES

## TEACHER RESPONSIBILITIES

1. **CODE RED SIGNAL:** In the case of a fire, structural damage to the building resulting from an earthquake, a bomb threat, or a toxic situation inside of the building, the fire alarm will sound and a member of the Emergency Response Team will announce, "Code Red: follow evacuation procedure at voice level 0. I repeat, Code Red: follow evacuation procedure at voice level 0."
2. **CLOSE CLASSROOM:** Ensure that nobody is left in the room, close the door, turn off the lights, and the door is locked. Proceed with class to the designated area.
3. **EMERGENCY FOLDER:** The teacher will retrieve the emergency folder from its designated location near the classroom door, move to the front of the line, and lead scholars to the designated area outside.
4. **EXIT:** The teacher will ask scholars to line up and proceed silently through the designated exits. Please refer to the evacuation poster near the classroom door of the class. Teachers should make sure that scholars line up single file in their designated outside area.
5. **ATTENDANCE/ MARK ABSENT SCHOLARS:** Teachers should take attendance. If all scholars are accounted for, hold up a green card. If a scholar is missing, hold up a red card. Identify absent scholars on the emergency roster and notify OFFICE MANAGER (OM).
6. **MAINTAIN QUIET:** Keep scholars quiet and calm until the **CODE GREEN** (all clear) signal is announced.
7. **RETURN TO CLASS:** Lead scholars back to class using the same route that you used to exit the building or according to guidance.. Take attendance to ensure that all scholars have returned to class safely. If the class period changed during the drill, wait for an announcement for scholars to move to the passing period.

## OTHER TIPS:

- Keep your keys with you at all times.
- Do not allow scholars to bring backpacks or other personal items with them during the evacuation.
- If you are not teaching, please report to the outside attendance area to help direct scholars.
- After the **CODE GREEN**, refer any scholars in crisis to the counseling office.

## EMERGENCY TEAM RESPONSIBILITIES

1. Initiating Code Red:
  - a. Any **Emergency Response team member** can issue a Code Red, fire alarm should be pulled.
    - i. Announce: "Code Red: follow evacuation procedure at voice level 0. I repeat, Code Red: follow evacuation procedure at voice level 0." **And repeat at least 2 times.**
    - ii. If a non-Emergency Response team member identifies a need for Code Red immediately notify the front office at 1000.
  - b. If there is an immediate threat to scholar or staff safety call 911, notify the front office at 1000 and Principal. Ensure one person is designated to be in communication with emergency services.
  - c. Front office notifies the whole school via walkie, all call over the speaker and over g-chat, repeat at least 2 times.
2. Emergency Response team immediately works to clear hallway and secure assigned floor, ensure no one is in the halls or unsupervised spaces (bathrooms, empty classrooms, etc) and send everyone out of the building:
  - a. 1st Floor & south stairwell (1-2): Henry & Stacy
  - b. 2nd Floor & north stairwell: Erica & Leah
  - c. 3rd Floor & south stairwell (2-3): Yonas & Tonieh
3. When the assigned floor is secure, notify the Emergency Response team via walkie 'Floor \_ is secure', Principal exits the building with everyone, OFFICE MANAGER (OM) ensures all scholars are accounted for by emergency colors (Red missing scholars) and green scholars are present. Roster for each class period and after school roster. If not, notify the safety team over walkie.
4. Emergency Response team meets on south side near dumpster to connect on what has happened, Principal designates who will:  
Communicate to staff via email & g-chat: 'RVLA is following an evacuation procedure after [brief description of event]. The building has been secured and \_\_\_\_\_. More information to come.'
- Communicate to families via email and text:  
Communicate with law enforcement via phone:  
Additional next steps:
5. If it is okay to return to the building, the Principal or their designee will call **CODE GREEN** and notify staff and scholars of any schedule changes or special next steps. (ex. into next class period, where should scholars go?)
6. If it is not okay to return to the building,
  - a. Emergency Response team determines if everyone needs to **move to the alternative evacuation location. Scholars will be housed in the fire dept available space or vehicle bay. Scholars will be picked up from the fire dept public entrance. Clarification for pick up will be shared in emergency communications.**
  - b. Emergency Response team sends a text message & an email via Deanslist to staff and families notifying that scholars need to be picked-up asap.
  - c. Follow parent/scholar reunification process:
    - i. (2) Check-in: Henry & Yonas
    - ii. (1) Runner: Erica (Deshika if available)
    - iii. Available for questions: Samiha
7. Emergency Response Team will email a more detailed explanation to staff as soon as possible.
8. Emergency Response Team will email a more detailed explanation to families and the Board before the EOD.

# CODE ORANGE

Non-RVLA individual in the building, confirmed weapon on campus

## Emergency: LOCK DOWN PROCEDURES

### TEACHER RESPONSIBILITIES

- CODE ORANGE SIGNAL:** You will be notified that we are going into lock down by an intercom announcement stating **CODE ORANGE**.
  - Teachers with scholars in outdoor areas move indoors **IF SAFE TO DO SO**.
- MOVE SCHOLARS OUT OF HALLWAYS:** Take them into your classroom even if they are not in your class.
- SECURE THE ROOM:** Lock all doors, close blinds, turn off lights and keep scholars away from windows and doors. (Cover glass window on door)
- STAY QUIET:** Instruct to stay calm, stay quiet, stay low, stay out of sight. Scholars must turn off cell phones (ringtones may endanger everyone in the room) and remain silent until instructed otherwise.
- DO NOT LET ANYONE INTO YOUR CLASSROOM:** Do not open your door for any reason until a **"CODE GREEN, all clear"** is received.
- ATTENDANCE:** Take attendance for all scholars in your supervision. If you are missing or have additional scholars, email [info@myrvla.org](mailto:info@myrvla.org).
- SIGNAL CLASSROOM STATUS:** Email [info@myrvla.org](mailto:info@myrvla.org) your classroom number and status, subject line red for assistance needed or subject line green if room is safe.
- COMMUNICATE KNOWN THREATS:** Use classroom phones to call 1105 (NURSE) or send All Staff g-chat for known threats or urgent medical needs. (e.g., "intruder north hall" and do not use the g-chat or telephone for other communication.) Do not ask for updates in chat, keep chat clear for urgent needs.
- CODE GREEN:** Maintain quiet and calm until the **"CODE GREEN, all clear"** signal is announced.

### OTHER TIPS:

- Keep your keys with you at all times.
- Do not call the office for information. Call the nurse line 1105
- If you are not teaching, please report to the nearest classroom.
- After the **CODE GREEN**, refer any scholars in crisis to the counseling office.

### EMERGENCY TEAM RESPONSIBILITIES

- Initiating Code Orange:
  - Any Emergency Response team member can issue a Code Orange. 'Code Orange, follow lockdown procedure only use this chat for known threats or urgent medical needs and repeat at least 2 times.'
    - If a non-Emergency Response team member identifies a need for Code Orange immediately notify the front office at 1000.
  - If there is an immediate threat to scholar or staff safety call 911 notify the front office at 1000 and Principal Carroll. Ensure one person is designated to be in communication with emergency services.
  - Front office notifies the whole school via walkie, all call over the speaker and over g-chat, repeat at least 2 times.
- Emergency Response team immediately work to clear hallway and secure assigned floor, ensure no one is in the halls or unsupervised spaces (bathrooms, empty classrooms, etc) and send everyone into the nearest staff supervised classroom:
  - 1st Floor & outside & south stairwell (1-2): Henry & Stacy
  - 2nd Floor & north stairwell: Erica & Leah
  - 3rd Floor & south stairwell (2-3): Yonas & Tonieh
- When Assigned floor is secure, notify the Emergency Response team via walkie 'Floor \_ is secure'.
- Emergency Response team meets in room 211 to connect on what has happened, Principal designates who will:
  - Communicate to staff via email & g-chat: 'RVLA is following an lockdown procedure after [brief description of event]. The building has been secured and \_\_\_\_. More information to come.'
  - Communicate to families via email and text:
  - Communicate with law enforcement:
  - Additional next steps:
- If it is okay to resume class, the Principal or their designee will issue **"CODE GREEN, all clear"** and notify staff and scholars of any schedule changes or special next steps. (ex. into next class period, where should scholars go?)
- Emergency Response Team will email a more detailed explanation to staff as soon as possible.
- Emergency Response Team will email a more detailed explanation to families and Board before the EOD.

# CODE YELLOW

Emergency: HEIGHTENED SECURITY

## TEACHER RESPONSIBILITIES

### MODIFIED LOCKDOWN

Initiated to isolate scholars and staff inside the school from potential dangers outside the school including neighborhood disturbances, drugs (more specifically a danger to self or others), scholar or visitor altercations, toxins, or unsafe health conditions in surrounding areas.

1. **CODE YELLOW SIGNAL:** You will be notified that we are going into heightened security by an intercom announcement stating **CODE YELLOW**.
2. **RETURN TO BUILDING** from any outside areas **IF SAFE TO DO SO**
3. **MOVE SCHOLARS OUT OF HALLWAYS:** Direct all scholars in hallways to return to their assigned room.
4. **SECURE THE ROOM:** Lock **all exterior doors**. Close classroom doors and windows and do not permit scholars to use mobile phones.
5. **CONTINUE TEACHING:** Classroom instruction should continue as normal unless otherwise directed from the main office.
6. **ATTENDANCE:** Take attendance of all scholars in your supervision. If you are missing or have additional scholars, email [info@myrvla.org](mailto:info@myrvla.org).
7. **COMMUNICATE KNOWN THREATS:** Notify the main office of any concerns.
8. **CODE GREEN:** Keep scholars in your classroom and support scholars in staying calm until the all clear signal is announced.

### SHELTER-IN-PLACE

Initiated to protect scholars and staff from chemical, radiological, or biological contaminants released into the environment. To “shelter-in-place” means to take immediate shelter where you are and isolate your inside environment from the outside environment.

1. **CODE YELLOW SIGNAL:** You will be notified by an intercom announcement stating **CODE YELLOW “SHELTER IN PLACE.”**
2. **MOVE SCHOLARS OUT OF HALLWAYS:** Direct all scholars in hallways to return to their assigned room.
3. **SECURE THE ROOM:** Lock **all exterior doors**. Close classroom doors and close and seal windows with plastic if directed.
4. **TURN OFF** any classroom heating or ventilation; cover air vents with plastic.
5. **REMAIN CALM-**Share appropriate information and instruct scholars to stay calm.
6. **ATTENDANCE:** Take attendance of all scholars in your supervision. If you are missing or have additional scholars, email [info@myrvla.org](mailto:info@myrvla.org).
7. **COMMUNICATE:** Use email to communicate with the main office.
8. **CODE GREEN:** Keep scholars in your classroom and support scholars in staying calm until the all clear signal is announced.

## EMERGENCY TEAM RESPONSIBILITIES

1. Initiating Code Yellow:
  - a. Any Emergency Response team member can issue a Code Yellow. **“Code Yellow, follow Modified lockdown/shelter-in-place procedure”**. Repeat at least 2 times.
    - i. If a non-Emergency Response team member identifies a need for Code Yellow immediately notify the front office at 1000.
  - b. If there is an immediate threat to scholar or staff safety call 911 notify the front office at 1000 and Principal Carroll. Ensure one person is designated to be in communication with emergency services.
  - c. Front office notifies the whole school via walkie, all call over the speaker and over g-chat, repeat at least 2 times.
2. Emergency Response team immediately work to clear hallway and secure assigned floor, ensure no one is in the halls or unsupervised spaces (bathrooms, empty classrooms, etc) and send everyone into the nearest staff supervised classroom:  
1st Floor & outside & south stairwell 1-2: Henry & Stacy  
2nd Floor & north stairwell: Erica & Leah  
3rd Floor & south stairwell 2-3: Yonas & Tonieh
3. When Assigned floor is secure, notify the Emergency Response team via walkie ‘Floor \_ is secure’.
4. Emergency Response team meets in room 211 to connect on what has happened, Principal designates who will:  
Communicate to staff via email & g-chat: ‘RVLA is following an lockdown procedure after [brief description of event]. The building has been secured and \_\_\_\_\_. More information to come.’  
Communicate to families via email and text:  
Communicate with law enforcement:  
Additional next steps:
  5. If it is okay to resume class, the Principal or their designee will issue **“CODE GREEN, all clear”** and notify staff and scholars of any schedule changes or special next steps. (ex. into next class period, where should scholars go?)
  6. Emergency Response Team will email a more detailed explanation to staff as soon as possible.
  7. Emergency ResponseTeam will email a more detailed explanation to families and Board before the EOD.

# CODE BLUE

Emergency: MEDICAL EMERGENCIES

## TEACHER RESPONSIBILITIES

1. **CODE BLUE:** Any situation requiring an ambulance (ex. Specific types of seizure required an ambulance call, diabetic emergency, allergic reaction, etc.) is considered a **CODE BLUE**.
2. **MOVE SCHOLARS OUT OF HALLWAYS:** Move all scholars out of the hallways into classrooms.
3. **LIMIT MOVEMENT:** Restrict hall passes and **disregard all bells and passing time**.
4. **ISOLATE THE INDIVIDUAL:** Keep the area near the scholar clear for emergency responders. Clear the classroom of other scholars if needed.
5. **CODE GREEN:** Hold your class and continue instruction as appropriate until the all clear signal is announced.

## OTHER TIPS:

It may be necessary to move other scholars to a new area of the building so medical personnel can quickly and easily gain access to the scholar or staff member in need.

## EMERGENCY TEAM RESPONSIBILITIES

1. Initiating Code Blue:
  - a. Any Emergency Response team member can issue a Code Blue. **'Code Blue, follow medical emergency procedures and repeat at least 2 times.'**
    - i. If a non-Emergency Response team member identifies a need for Code Blue immediately notify the front office at 1000.
  - b. If there is an immediate threat to scholar or staff safety call 911 notify the front office at 1000 and Principal Carroll. Ensure one person is designated to be in communication with emergency services.
  - c. Front office notifies the whole school via walkie, all call over the speaker and over g-chat, repeat at least 2 times.
2. Emergency Response team immediately work to clear hallway and secure assigned floor, ensure no one is in the halls or unsupervised spaces (bathrooms, empty classrooms, etc) and send scholars to assigned classroom:  
1st Floor & outside & south stairwell 1-2: Henry & Stacy  
2nd Floor & north stairwell: Erica & Leah  
3rd Floor & south stairwell 2-3: Yonas & Tonieh  
Samiha & Deshika goes to the classroom where the scholar needs medical attention to support scholars and staff in creating space.
3. When Assigned floor is secure, notify the Emergency Response team via walkie 'Floor \_ is secure'.
4. Emergency Response team meets in room 211 to connect on what has happened, Principal designates who will:  
Communicate to staff via email & g-chat: 'RVLA is following a medical emergencies procedure after [brief description of event]. More information to come.'  
Communicate to scholar or staff members' family/emergency contact: Samiha or Deshika will call to inform the family of the event.
5. If it is okay to resume class, the Principal or their designee will issue "**CODE GREEN**, all clear" and notify staff and scholars of any schedule changes or special next steps. (ex. into next class period, where should scholars go?)
6. Emergency Response Team will email a more detailed explanation to staff as soon as possible.
7. There will not be a message sent to all families or the board, unless the situation warrants, to maintain discretion for the scholar or staff member.

# CODE PURPLE

Emergency: SEVERE WEATHER PROCEDURES

## TEACHER RESPONSIBILITIES

### EARTHQUAKE PROCEDURES:

Earthquakes may occur without any prior notice or communication. If you feel the earth shake, follow the below protocol.

1. **FIND SHELTER:** Direct scholars to **drop, cover, and hold on**. Drop to the floor, take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops. If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms.
  - If you are outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards and **drop and cover your head**.
2. **AVOID DANGER AREAS:** Scholars should face away from windows and objects that may fall (like bookshelves or lighting fixtures). Additionally, scholars should avoid outside walls or doors and large open rooms like gyms or auditoriums. Elevators are not to be used during an earthquake.
3. **MAINTAIN QUIET:** The teacher will encourage scholars to remain calm and wait for either **CODE RED** signal for evacuation or the **CODE GREEN** signal for all clear.

### OTHER TIPS:

**DO NOT:** Run outside, get into a doorway, try to run to another room just get under a table.

After the **CODE GREEN**, refer any scholars in crisis to the counseling office.

<http://www.dropcoverholdon.org/>

## EMERGENCY TEAM RESPONSIBILITIES

1. Initiating Code Purple:
  - a. Any Emergency Response team member can issue a Code Purple. 'Code Purple, follow severe-weather emergency procedure and repeat at least 2 times.'
    - i. If a non-Emergency Response team member identifies a need for Code Purple immediately notify the front office at 1000.
  - b. If there is an immediate threat to scholar or staff safety call 911 notify the front office at 1000 and Principal Carroll. Ensure one person is designated to be in communication with emergency services.
  - c. Front office notifies the whole school via walkie, all call over the speaker and over g-chat, repeat at least 2 times.
2. Emergency Response team immediately work to clear hallway and secure assigned floor, ensure no one is in the halls or unsupervised spaces (bathrooms, empty classrooms, etc) and send everyone into the nearest staff supervised classroom:
  - 1st Floor & outside & south stairwell 1-2: Henry & Stacy
  - 2nd Floor & north stairwell: Erica & Leah
  - 3rd Floor & south stairwell 2-3: Yonas & Tonieh
3. When assigned floor is secure, notify the Emergency Response team via walkie 'Floor \_ is secure' and seek shelter.
4. If it is okay to resume class, the Principal or their designee will issue "**CODE GREEN**, all clear" and notify staff and scholars of any schedule changes or special next steps. (ex. into next class period, where should scholars go?)
5. If it is not okay to resume classes, the Principal or their designee will issue a **CODE RED** to signal an evacuation. Emergency response team should then move into **CODE RED** procedures.
6. Emergency Response Team will email a more detailed explanation to staff as soon as possible.
7. Emergency Response Team will email a more detailed explanation to families and the Board before the EOD.

# CODE GREEN - ALL CLEAR

Emergency: EVACUATION PROCEDURES

## TEACHER RESPONSIBILITIES

Always return to the class/room that was evacuated.

Wait for direction on when to transition to the next class and how the bell schedule will be modified for the rest of the day.

Use supportive language as scholars transition back to their scheduled activities

Non-classroom staff and teachers on prep should support scholars returning to the building.

## EMERGENCY TEAM RESPONSIBILITIES

Principal or their designee will ensure an updated bell schedule and transition times are shared with staff.

Emergency response team reports to their designated floor to support ushering scholars back to class. Any scholars in distress can be sent to the counseling office. Support staff and scholars transition back to class after the event, checking in and offering support.

## SECTION 6: MODIFICATIONS FOR BEFORE SCHOOL/LUNCH/PASSING PERIODS/AFTER SCHOOL

### Modifications for Before School & Lunch and Recess:

- All the steps for each respective Code should be followed.
- During any emergency and as part of the sweeping of floors, cafeteria and outside areas, bring scholars into the school building 1st floor classrooms.
- Principal or designees assign a member of the Emergency response team to each classroom
- Each assigned member of the Emergency response team follows the teacher's responsibilities for the specific code and stays with the scholars until "Code green, all clear" is announced by the Principal or designee.

### Modifications for Passing Periods:

General Notes - This will be chaotic, as scholars will not be in the classroom where their attendance can be taken in some situations. Emergency Response Team needs to diligently check all spaces to ensure they are secured.

**Code Red** - when scholars evacuate they should report to their mentor teacher, attendance should be taken. All other steps remain the same.

**Code Orange/ Yellow** - all staff and scholars should go to the nearest classroom with window coverings. All other steps remain the same.

**Code Blue** - based on where the medical emergency is taking place, scholars may need to be rerouted. The Emergency Response team member responsible for the floor where the incident is taking place will direct staff and scholars.

**Code Purple** - all staff and scholars should go to the nearest classroom to seek shelter. All other steps remain the same.

**Code Green** - In the code green announcement any updates to the bell schedule will be shared.

### Modifications for After School:

General Notes - It is recommended that all after school programs occupy one floor to minimize the footprint since there is a smaller team supporting. For all codes, updated roles for each floor need to be assigned and reviewed with the person identified as responsible. Ensure after school program teachers have rosters for their classes. If Samiha is out of the building, identify who will be responsible for her roles. Complete drills with after school program partners to ensure roles are clear and have been reviewed. Some forms of communication may not be available, walkie talkies may be more efficient for after school, be mindful that scholars and staff can hear all communication over walkie talkies.

1st Floor & outside & south stairwell 1-2:

2nd Floor & north stairwell:

3rd Floor & south stairwell 2-3:

Samiha -

Deshika -

**Code Red** - after school program leaders need rosters to take attendance once the building has been evacuated.

**Code Orange/ Yellow** - all staff and scholars should go to the nearest classroom with window coverings. All other steps remain the same.

**Code Blue** - plan can be followed.

**Code Purple** - plan can be followed.

**Code Green** - In the code green announcement any updates to the after school schedule will be shared.



## SECTION 7: APPENDIX

### SPECIAL NEEDS INDIVIDUALS

#### *Guidelines for Moving Special Needs Students*

1. Establish a buddy system with at least one alternate for each scholar or staff member with additional emergency needs. The specific arrangements for assisting a disabled individual in the event of an evacuation should be discussed, along with training and drilling/exercising these arrangements.
2. Attempt a rescue evacuation only if you have had rescue training. If you have not had rescue training, locate the individual in the safest area, away from the hazard, near an exit or stairwell and inform trained emergency responders of their location.
3. Consider what emergency arrangements are needed for individuals with special needs involving communication difficulty—for example, whistles for speech impaired scholars, flashing alarms for hearing impaired.
4. Note the medications, physician orders, scholar rosters, and nurse’s copy of enrollment forms needed in the nurse’s go-kit/evacuation transport cart for special needs scholars and/or staff—for example, asthma, diabetes, seizures, or heart medication.
5. As you receive new scholars or staff with special needs in emergencies throughout the academic year, update this Safe School Plan to reflect their needs within two weeks of their arrival.

#### *List of Special Needs Students (To be completed by Special Education Administrator)*

FIRST, LAST NAME	SUPPORT NEEDED	LOCATION	ADULT RESPONSIBLE
Text Redacted	Yes: Escort to the designated safe area		Tayish
Text Redacted	Yes: Escort to the designated safe area		Tayish
Text Redacted	Assistance with getting in and out of the building		Member of the Response Team

**Note:** Include a list and map with locations of scholars, staff, and others with special needs in the main office, nurse’s office, and in your school’s Emergency Kit.

Please refer to Section 5 of the manual for response protocols related to each of the following types of crisis:

<b>Natural Hazards</b>	<b>Tech/Social Hazards</b>	<b>Threats of Violence</b>
Fire Emergency	Civil Disturbance	Intruder
Drought	Cyber Attack	Hostage
Earthquake	Energy Shortage	Explosive/Bomb Threat
Epidemic/Pandemic	Food/Water Supply Contamination	Hazardous Material
Flood	Hazardous Material Release	Shooting
Landslide	Pipeline Spill/Leak	Kidnapping
Severe Weather	Terrorism	Implied or Direct Threats of Violence
Tsunami	Transportation Accident	
Volcanic Eruption		

### *Provisions for Staff and Students with Special Needs*

1. Identify current accommodations, modifications and services required.
2. Develop a policy and consent form with legal counsel for medical information. The Americans with Disabilities Act (ADA) allows medical information to be given to people responsible for assisting in evacuating disabled individuals.
3. Consult parents or guardians concerning care preparation in the event a special needs scholar is isolated at school for a short term or long-term basis.
4. Inform parents about efforts and plans designed to keep their child safe at school.
5. Establish pre-negotiated contracts for services that may be needed in case of an emergency (e.g., transportation, food etc.).
6. Obtain necessary equipment and supplies, create evacuation maps persons with disabilities.
7. Inform and train Special Education staff about emergency response protocols.
8. Encourage teachers to discuss emergency procedures with parents as part of IEP meeting.
9. Review and update communication needs based on accommodations.

# Rainier Valley Leadership Academy

## Inclement Weather & Emergency Procedures and Communication Plan

Updated:1/10/2020

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# INCLEMENT WEATHER & EMERGENCY CLOSURE OVERVIEW

This document provides an overview of what needs to happen to ensure everything runs smoothly in the event of a school closure, delay, or early dismissal for RVLA due to inclement weather or other natural hazard. It's important that the Pre-Emergency checklist and relevant information is reviewed prior to school start. Rainier Valley Leadership Academy makes decisions independent of the local school district. Rainier Valley Leadership Academy's closure, delay, and early dismissal decisions are based primarily on the availability of safe transportation for scholars and staff.

## Decision Logic

- Buses can operate as normal = school open
- Bus delays, required route changes or poor road conditions = school start delayed 2 hours (10:45 am)
- Transportation suspended, dangerous road conditions or local District closed = school closed

Other weather-related natural hazards such as fire, flood, earthquake, volcanic eruption, etc. will be handled on a case-by-case basis. Rainier Valley Leadership Academy will follow appropriate procedures in the School Safety Plan. When inclement weather is expected, Rainier Valley Leadership Academy will be ready to start the **SCHOOL CLOSED, DELAYED** or **DISMISSED EARLY** procedures.

In any circumstance requiring the closure of school, including, but not limited to, a natural disaster, such as an earthquake, storm, flood, weather-related event, other extraordinary emergency, or destruction of or damage to the School facility, Rainier Valley Leadership Academy will immediately notify the Washington State Charter Commission.

## 2 Hour Delayed Start Bell Schedule (Skyward)

Start	End	Duration	M/T	Th/F	Start	End	Duration	W
8:45:00 AM	10:45:00 AM	2:00	Delayed Start	Delayed Start	8:45:00 AM	10:45:00 AM	2:00	Delayed Start
10:45:00 AM	11:30:00 AM	0:45	Mentor	Mentor	10:45:00 AM	10:56:00 AM	0:11	Mentor
11:30:00 AM	12:36:00 PM	1:06	Block 1	Block 3	10:56:00 AM	11:24:00 AM	0:28	Block 1
12:36:00 PM	1:08:00 PM	0:32	Lunch	Lunch	11:24:00 AM	11:52:00 AM	0:28	Block 2
1:08:00 PM	2:14:00 PM	1:06	Block 2	Block 2	11:52:00 AM	12:20:00 PM	0:28	Block 3
2:14:00 PM	3:20:00 PM	1:06	Block 3	Block 1				

## 2 Hour Delayed Start Bell Schedule (Staff & Scholar Facing)

Start	End	Duration	M/T	Th/F	Start	End	Duration	W
8:45 AM	10:45 AM	2:00	Delayed Start	Delayed Start	8:45 AM	10:45 AM	2:00	Delayed Start
10:45 AM	11:27 AM	0:42	Mentor	Mentor	10:45 AM	10:56 AM	0:11	Mentor
11:27 AM	11:30 AM	0:03	Passing	Passing	10:56 AM	10:59 AM	0:03	Passing
11:30 AM	12:33 PM	1:03	Block 1	Block 3	10:59 AM	11:24 AM	0:25	Block 1
12:33 PM	12:36 PM	0:03	Passing	Passing	11:24 AM	11:27 AM	0:03	Passing
12:36 PM	1:08 PM	0:32	Lunch	Lunch	11:27 AM	11:52 AM	0:28	Block 2
1:08 PM	1:11 PM	0:03	Passing	Passing	11:52 AM	11:55 AM	0:03	Passing
1:11 PM	2:14 PM	1:03	Block 2	Block 2	11:55 AM	12:20 PM	0:28	Block 3
2:14 PM	2:17 PM	0:03	Passing	Passing	*Consider cancelling school (only 1.5 hours of school)			
2:17 PM	3:20 PM	1:03	Block 3	Block 1				

# PREPARING FOR INCLEMENT WEATHER & EMERGENCY CLOSURES

## Pre-Planning

1. The CEO **will** perform emergency duties in the absence of the COO
2. Ensure team knows and understands the RVLA emergency procedures and are able to execute their duties outlined below quickly and seamlessly
  - a. Cross-train school team
  - b. Communicate roles and responsibilities to teachers/staff
3. Assign roles to School Safety Team (See appendix for School Safety Team)

ROLE	MEMBER	CELL PHONE #	Email	RADIO
Incident Commander/Principal	Samiha Carroll	206-258-1917	<a href="mailto:Samiha.Carroll@myrvla.org">Samiha.Carroll@myrvla.org</a>	YES
Chief Operating Officer	Chastity Catchings	206-305-0646	<a href="mailto:chastity.catchings@myrvla.org">chastity.catchings@myrvla.org</a>	YES
Manager/Deans of Operations	Tonieh Thompson	206-531-4165	<a href="mailto:Tonieh.Thompson@myrvla.org">Tonieh.Thompson@myrvla.org</a>	YES
Operations/Office Manager	OFFICE MANAGER (OM) Jibril	206-697-8194	<a href="mailto:OFFICE MANAGER (OM).Jibril@myrvla.org">OFFICE MANAGER (OM).Jibril@myrvla.org</a>	YES
Erica Carmichael	Dean of Multilingual Coordinator	206-919-8232	<a href="mailto:erica.carmichael@myrvla.org">erica.carmichael@myrvla.org</a>	YES
Rebecca Madonna	Dean of Academics	206-518-1023	<a href="mailto:Rebecca.Madonna@myrvla.org">Rebecca.Madonna@myrvla.org</a>	NO

## School Safety Team Responsibilities

Task	Individual/Role Assigned to Task
<b>Safe School Plan Training</b> Make sure to stay up-to-date on RVLA emergency procedures and protocols, so you know how to respond in an emergency.	Principal
<b>Phone Numbers and Emails in Work Cell Phone</b> Make sure to save cell phone numbers and emails for your team and main vendors (food, transportation, custodial, SpEd)	COO
<b>Student Contact Information</b> Ensure that parent information in SIS is kept up-to-date.	Office Coordinator
<b>Remotely Change Main Office Voicemail</b> Know how to change main office voicemail remotely (from cell phone). See directions in appendix.	Office Coordinator
<b>Communication Plan</b> Create tiered communication to quickly share out closure/delay information to staff. Consider different methods in the event of power outages <ul style="list-style-type: none"> <li>● Group email</li> <li>● Deans List for auto calls/texts</li> <li>● Phone tree</li> <li>● Rained out</li> </ul>	COO/ Principal
<b>Transportation Company Coordination</b> Clarify communication expectations and procedure with the bus company in advance of inclement weather. <ul style="list-style-type: none"> <li>● Identify timeline for communicating closure/delay decision and agree upon lead time for emergency early dismissal communication</li> </ul>	Operations Manager

<p><b>Child Nutrition Program Contingency Plan</b></p> <p>Identify a local food vendor for lunch in the event the food service vendor cannot deliver food to school location.</p> <ul style="list-style-type: none"> <li>● Find out if they deliver, take large orders, take credit cards, and can deliver large orders on short notice.</li> <li>● Be mindful of common allergens like peanuts, soy, and seafood.</li> <li>● Discuss plan with School Admin in advance.</li> </ul>	Operations Manager or Food Server
<p><b>Building Access</b></p> <p>Discuss alternate entrances and exits to the building in the event that normal entrance/exits cannot be used safely and identify alternate parking spaces for staff.</p>	COO
<p><b>Radio &amp; TV Announcements</b></p> <p>TV and Radio announcement will be made through FlashAlert. Please review the FlashAlert guide below for instructions.</p>	COO

## One Day Prior to Inclement Weather

### School Safety Team Reminds School Staff of Procedures and Roles for Inclement Weather

Task	Individual/ Role Assigned to Task
<p><b>Computer and Cell Phone</b></p> <p>Bring your computer, phone, and charger home. Ensure your cell phone is fully charged and the ringer volume is turned up. Double check that you have all the necessary/correct phone numbers.</p>	All Staff Members
<p><b>Review procedures for inclement weather</b></p> <p>Make sure you can execute all emergency communication tasks from home if needed and prepare for being away:</p> <ul style="list-style-type: none"> <li>● Perishables are thrown out</li> <li>● Window and blinds are closed</li> <li>● Doors are locked</li> <li>● Orders/ Deliveries that may need to be cancelled, postponed, or double confirmed (including food on Delayed days)</li> </ul>	COO/ Principal
<p><b>Parent Communication</b></p> <p>Preemptively communicate to parents the following:</p> <ul style="list-style-type: none"> <li>● Verbal reminder at dismissal that families will receive details about closures or delays from us via auto-call</li> </ul> <p><i>**School Leadership Team should be at dismissal to answer questions**</i></p> <ul style="list-style-type: none"> <li>● Update School website and Social Media with communication reminders</li> <li>● Update school voicemail to reflect current status on weather</li> <li>● Prepare necessary translations for closure announcements</li> <li>● (Optional) Send home a reminder flyer: <ul style="list-style-type: none"> <li>○ RVLA's closure decision is independent of the local district</li> <li>○ There could be a Delayed Start at 10:45am</li> <li>○ RVLA facebook and website will be the first place updated</li> <li>○ You will get a recorded call from the school in the morning</li> </ul> </li> </ul>	COO/ Principal
<p><b>Staff Reminders</b></p> <ul style="list-style-type: none"> <li>● Have a phone, computer, charger and access to email in the case of inclement weather, and keep them charged with volume turned up</li> <li>● Check RVLA email regularly for updates between 5:00AM and 6:00AM</li> </ul>	Principal/ Operations Manager

<ul style="list-style-type: none"> <li>● RVLA's decision to close is independent of the local districts</li> <li>● We may close OR delay start</li> <li>● Call the School Operations Manager with specific concerns about being able to come to work</li> </ul>	
<p><b>Contact Lists</b> Ensure any changes to parent information is updated in SIS prior to departing.</p>	Office Coordinator
<p><b>Transportation Company Coordination</b> Connect with bus company to confirm timing for closure/delay decision the next morning.</p>	Operations Manager
<p><b>Bell Schedule Changes</b> Alert SIS Administrator of possibility of bell schedule change in the event of a delay</p>	School Principal
<p><b>Child Nutrition Program</b> If the next day is a food delivery day, connect with the vendor to determine if there will be an impact on service due to delay or closure.</p> <ul style="list-style-type: none"> <li>● Prepare for contingency plan.</li> </ul>	School Operations Manager

## In the event of Inclement Weather

When we expect inclement weather, all School Staff should be ready to execute **SCHOOL CLOSURE, DELAY** or **EARLY DISMISSAL** procedures. All staff are expected to be on-call and accessible by phone and email to receive timely updates.

### Decision Logic

- Buses can operate as normal = School is Open
- Bus delays, required route changes or poor road conditions = school start delayed 2 hours to late start schedule
- Transportation suspended, dangerous road conditions or local District closed = school closed

## SCHOOL CLOSURE, DELAY, or EARLY DISMISSAL PROCEDURES

### STEP 1: Decision

1. The School Safety Team Leader (SLT) will decide to OPEN/CLOSE/DELAY by 5:00AM based on the above logic and available information from [WSDOT](#) on road conditions.
2. The SLT may consult with the transportation company and RVLA Leadership team before making decision.

### STEP 2: Communication

#### **Immediately after decision and no later than 6:00AM:**

1. Send email to school staff with schedule change decision
2. Send auto-call/text to parents via Dean's List with schedule change decision
3. Email or text School Safety Team to ensure assigned tasks are being completed.

TASK	RESPONSIBILITY	CLOSURE	DELAY	EARLY DISMISSAL
Coordinate as a team to ensure all assigned tasks are covered	All Safety Team Members	X	X	X
Updated RVLA website and Facebook Page	Parent Engagement Coordinator	X	X	X
Notify the bus company of the decision	Operations Manager	X	X	X
Change the Main Office voicemail message. <b>Morning:</b> To inform parents that school is Closed/Delayed <b>At 4:00PM:</b> To regular school message	Office Coordinator	X	X	
Update the custodial service with the school's schedule change	Operations Manager	X	X	X
Update School Foods vendor with the school schedule change and identify if there is any impact to service	School Operations Manager	X	X	
Notify Special Education service providers of schedule change	Dean of SpEd	X	X	X
Update Social Media including Facebook and Twitter with schedule change	Parent Engagement Coordinator	X	X	X
Notify the Charter Commission	COO	X		
Notify after-school providers or special event hosts of schedule change	After School Program Coordinator	X		X



Provide updates changing status if weather persists (in the event a delay turns to a closure)	Operations Manager		X	
Notify SIS Administrator to input bell schedule change for late start	COO		X	
Inspect the usual entrance to make sure there is no ice or other safety hazards; Put out additional rugs inside entrances	Operations Manager		X	
Make any necessary adjustments to normal arrival routines and communicate this plan to staff.	Principal		X	
Ensure all staff safely departs and building is secured.	Principal			X

**Early Dismissal Steps**

1. If approaching weather determines an early dismissal, communicate with the transportation company to determine timeline for available buses.
2. Send email to school staff with schedule change decision.
3. Send auto-call/text to parents via Dean’s List with early dismissal decision and timing.
4. Email or text School Safety Team to ensure assigned tasks are being completed (ABOVE)
5. Designate members of School Safety Team to remain present until all scholars depart from school.

***If an emergency evacuation occurs for safety related reasons, follow the appropriate evacuation procedure in the School Safety Plan.***

## Appendix I: Communication Templates

Words in brackets and [ALL CAPS] are placeholders and should be changed to reflect the specific situation.

### SCHOOL CLOSURE

#### 1. Email –

Subject: School CLOSED Today

Send to: SCHOOL FACULTY ML

Good morning!

We are CLOSING school today, [WEEKDAY, MONTH, DAY], due to inclement weather. Tomorrow will be a regular school day.

Please stay safe, and we'll see you all in school tomorrow!

The RVLA Family

#### 2. Recorded Calls – Sent by SLT to Families

Hello Rainier Valley Leadership Academy families. School is **CLOSED today**, [WEEKDAY, MONTH DAY], due to inclement weather. Again, we have **cancelled** school today and all related after-school activities. Thank you and we will see you tomorrow at our normal start time. To stay up to date on school closures please like us on Facebook @ Rainier Valley Leadership

#### 3. Main Office Voicemail – Updated by Office Manager

Morning update:

Thank you for calling Rainier Valley Leadership Academy Washington. Due to inclement weather, school will be CLOSED today, [WEEKDAY, MONTH, DAY]. School will be back in session tomorrow, [WEEKDAY, MONTH, DAY]. To stay up to date on school closures please like us on Facebook @ Rainier Valley Leadership or visit our website at greendot.org/rvla. We will update this message line if there are any changes. If you'd like to leave a message, please leave your name and phone number after the tone. Thank you, and have a great day!

#### 4. Website and Social Media Announcement

Title: School CLOSED Today

Message: Hello Rainier Valley Leadership Academy families – school is CLOSED today, [WEEKDAY, MONTH DAY], for ALL locations due to inclement weather. We'll see you tomorrow at your normal start time!

# SCHOOL REMOTE DUE TO INCLEMENT WEATHER

## 1. Email –

Subject: School Remote Today

Send to: SCHOOL FACULTY ML

Good morning!

To ensure the safety of our school community, school will be fully remote today. Online synchronous classes will be fully remote today, [WEEKDAY, MONTH, DAY], due to inclement weather. All related after-school activities are cancelled. Check your google calendar to ensure all classes have functional zoom links. In-person classes tomorrow will be determined by weather conditions and notification will be made no later than 6:30am tomorrow morning.

Please stay safe, and we'll see you online today!

The RVLA Family

## 2. Recorded Calls – Sent by SLT to Families

Hello Rainier Valley Leadership Academy families. School is fully remote today, [WEEKDAY, MONTH DAY], due to inclement weather. Again, we will have all classes online today and all related after-school activities are cancelled. Scholars should check their google calendar for zoom links to all of their classes. To stay up to date on school closures please like us on Facebook @ Rainier Valley Leadership

## 3. Main Office Voicemail – Updated by Office Manager

Morning update:

Thank you for calling Rainier Valley Leadership Academy. Due to inclement weather, school will be fully remote today, [WEEKDAY, MONTH, DAY]. Please stay tuned as we monitor road and weather conditions to determine if School will be back in session tomorrow, [WEEKDAY, MONTH, DAY]. To stay up to date on school closures please like us on Facebook @ Rainier Valley Leadership or visit our website at myrvla.org. We will update this message line if there are any changes. If you'd like to leave a message, please leave your name and phone number after the tone. Thank you, and have a great day!

## 4. Website and Social Media Announcement

Title: All classes remote today

Message: Hello Rainier Valley Leadership Academy families – school is fully remote today, [WEEKDAY, MONTH DAY], for ALL scholars and staff due to inclement weather. We'll see you tomorrow at your normal start time based on road and weather conditions!

# SCHOOL DELAYED

## 1. Email – Sent by SLT to All School Staff

Subject: School Start DELAYED

Good morning!

We are delaying the start of school due to inclement weather. We will follow a 2 hour late start schedule. Classes will begin at 10:45 AM. Please be aware of the following safety updates:

- All Staff Arrival Door: [INSERT DOOR]
  - Remember: Teachers and providers need to be at school by [30 MINUTES BEFORE SCHOOL STARTS] and Leaders/ Safety by [AN HOUR BEFORE YOU OPEN].
- MORNING HUDDLE: 10:15AM in the Nest
- Scholar Arrival Door: Cafeteria double doors

Teachers – email RVLA-Admins@myrvla.org if you have specific concerns about being able to come to work.

Safe travels!

[INSERT SLT NAME]

## 2. Recorded Calls – Sent by SLT to all families

Hello Rainier Valley Leadership Academy families. We are **delaying school** today and will follow a 2 hour late start schedule. School will begin at 10:45 AM on [WEEKDAY, MONTH, DAY], due to inclement weather. Again, school **will be** in session today **with a delayed start**. Please allow for extra time before and after school for delayed travel conditions.

Travel safely!

## 3. Main Office Voicemail – Updated by Safety Team

### Morning update:

Thank you for calling Rainier Valley Leadership Academy Washington. Due to inclement weather, we are delaying our start time today and school will follow a 2 hour late start with school starting at 10:45 AM on [WEEKDAY, MONTH, DAY]. If you'd like to leave a message, please do so after the beep. Thank you, and have a great day!

## 4. Website and Social Media

Title: School DELAYED Today

ATTENTION: There will be a 2 HOUR LATE START today, [WEEKDAY, MONTH, DAY] due to inclement weather. We will be following a late start schedule, with a 10:45 am start time. Please be careful on the roads!

OJO: Habrá un COMIENZO TARDE mañana, [WEEKDAY, MONTH, DAY], debido al clima. Vamos a seguir un horario de comienzo tarde (como de los viernes), entrando en clases a las 10:45 am. Por favor, tengan cuidado en las calles!

## 5. Text Message

RVLA will follow a 2 hour late start schedule. School starts at 10:45.

## EARLY DISMISSAL

### Recorded Calls – Sent by SLT or Safety Team as backup

#### Families:

Hello [SCHOOL NAME] families. **School is being DISMISSED EARLY today**, [WEEKDAY, MONTH DAY], due to [INSERT EMERGENCY/ SITUATION]. Again, we must dismiss school early today at 12:20 pm and need you to pick up your scholar as soon as possible from [ADD THE LOCATION AND OTHER NECESSARY DETAILS].

## APPENDIX II: School Safety Teams

### *School Safety Team*

ROLE	MEMBER	CELL PHONE #	Email	RADIO
Incident Commander/Principal	Samiha Carroll	206-258-1917	<a href="mailto:Samiha.Carroll@myrvla.org">Samiha.Carroll@myrvla.org</a>	YES
Chief Operating Officer	Chastity Catchings	206-305-0646	<a href="mailto:chastity.catchings@myrvla.org">chastity.catchings@myrvla.org</a>	YES
Manager/Deans of Operations	Tonieh Thompson	206-531-4165	<a href="mailto:Tonieh.Thompson@myrvla.org">Tonieh.Thompson@myrvla.org</a>	YES
Operations/Office Coordinator	OFFICE MANAGER (OM) Jibril	206-697-8194	<a href="mailto:OFFICE MANAGER (OM).Jibril@myrvla.org">OFFICE MANAGER (OM).Jibril@myrvla.org</a>	YES
Erica Carmichael	Dean of Multilingual Coordinator	206-919-8232	<a href="mailto:erica.carmichael@myrvla.org">erica.carmichael@myrvla.org</a>	YES
Rebecca Madonna	Dean of Academics	206-518-1023	<a href="mailto:Rebecca.Madonna@myrvla.org">Rebecca.Madonna@myrvla.org</a>	NO

### *Emergency Response Team*

ROLE	MEMBER	CELL PHONE #	Email	RADIO
Incident Commander/Principal	Samiha Carroll	206-258-1917	<a href="mailto:Samiha.Carroll@myrvla.org">Samiha.Carroll@myrvla.org</a>	YES
School Counselor	Henry Jenkins	TBD	<a href="mailto:Henry.Jenkins@myrvla.org">Henry.Jenkins@myrvla.org</a>	YES
Operations/Office Coordinator	Sawda) Jibril	206-697-8194	<a href="mailto:sawda.jibril@myrvla.org">sawda.jibril@myrvla.org</a>	YES
UE Coach/Dean of Culture	Yonas Fikak	206-482-3863	<a href="mailto:yonas.fikak@myrvla.org">yonas.fikak@myrvla.org</a>	YES
Clinical Interventionist	Deshika Perera	206-437-4415	<a href="mailto:deshika.perera@myrvla.org">deshika.perera@myrvla.org</a>	YES
Erica Carmichael	Dean of Multilingual Coordinator	206-919-8232	<a href="mailto:erica.carmichael@myrvla.org">erica.carmichael@myrvla.org</a>	YES

## Appendix III: Inclement Weather Policy for Families

### INCLEMENT WEATHER & SCHOOL CLOSURE POLICY

Please check [www.myrvla.org](http://www.myrvla.org) for Emergency Alert notices and the RVLA facebook page at [Facebook.com/RainierValleyLeadership](https://www.facebook.com/RainierValleyLeadership) for the most updated information.

In the event of health and safety, snow, windstorms, earthquakes, or similar weather-related hazards, Rainier Valley Leadership Academy may change school start or dismissal times for scholar safety. We will communicate school schedule changes through the following methods with a goal to communicate no later than 2 hours prior to the scheduled start of school:

- Automated **phone calls**. Please ensure the main office has a working phone number where you can be reached. You can update this phone number at any time by emailing [info@myrvla.org](mailto:info@myrvla.org). Include your scholar first and last name, your first and last name and scholar grade.
- Announcements on **school website**.
- Announcements on **local news stations** under Rainier Valley Leadership Academy
- Announcements on **email and/or text message**
- Announcements on **social media**. Please follow us on [Facebook](https://www.facebook.com/RainierValleyLeadership). @Rainier Valley Leadership

**If you don't receive any of these notifications, you may also call the Main Office at 206-659-0956, beginning no later than 2 hours prior to the scheduled start of school for school closure information.**

### INCLEMENT WEATHER INFORMATION FOR FAMILIES

- School schedule change announcements **apply for that day only**.
- If no announcement is made by RVLA during a weather event, school is operating normally.
- Rainier Valley Leadership Academy makes decisions independent of the local school district.
- **Continue to look for updated announcements throughout the day**. If conditions change rapidly or unexpectedly, we may need to make a quick decision to cancel school or send scholars home early.
- Keep in mind that some areas of the state experience more severe weather and driving conditions than others. **School closures and schedule changes are based on the location of the school**, even if your neighborhood or city is not severely impacted.

**Our top priority is the safety of our scholars and staff.** When emergency conditions result in school schedule changes, RVLA will use one of the following plans. The information below will help you understand the brief notifications you receive from Rainier Valley Leadership Academy.

#### 1. DELAYED START 2-Hour Late Start

This means staff and scholars will run on a late start schedule. Classes will follow a 2 hour late start schedule and school will begin at 10:45 AM. School will be dismissed at regular times.

#### 2. SCHOOLS CLOSED

This means RVLA is closed for ALL scholars online and in person. All scheduled after school programming and meetings are also canceled or postponed.

#### 3. EARLY DISMISSAL

If travel conditions become hazardous and/or the school needs to be evacuated, scholars will be released from school early. All after-school programs and meetings will be canceled or postponed.

#### 4. AFTER SCHOOL PROGRAMMING CANCELED

If travel conditions become hazardous, after school programming may be canceled while the school day dismisses at its regularly scheduled time.

#### 5. ONLINE REMOTE ONLY DAY

Weather conditions necessitate that everyone stay home but all classes will be hosted online via zoom links populated on scholar google calendars. All attendance protocols apply. For tech support/log in help scholars can email [tech@myrvla.org](mailto:tech@myrvla.org). For attendance notifications that your scholar will be unable to attend school please email [info@myrvla.org](mailto:info@myrvla.org)