

**Academy of Arts and Knowledge  
aka Northern Colorado Academy of Arts and Knowledge  
4800 Wheaton Drive, Fort Collins, CO 80525**

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Board Meeting Agenda for Wednesday,  
July 20, 2022 at 6:30pm

[Zoom Link](#)

Passcode: AAK

I. OPENING SECTION

- A. Call to Order
- B. Board Members in attendance:  
Kornfeld ( ) Shapland ( ) Simmons ( ) Bowers ( )
- C. Approval of Agenda  
Motion by: \_\_\_\_\_ Seconded by:  
Kornfeld ( ) Shapland ( ) Simmons ( ) Bowers ( )

II. REPORTS

- A. Secretary Report  
-Approval of minutes for June Board minutes  
Motion by: \_\_\_\_\_ Seconded by:  
Kornfeld ( ) Shapland ( ) Simmons ( ) Bowers ( )
- B. Treasurer Report  
-Audit
- C. Executive Summary

III. BUSINESS

- A. Facility Discussion  
-Approval of minutes for AAK First Amendment to Lease  
Motion by: \_\_\_\_\_ Seconded by:  
Kornfeld ( ) Shapland ( ) Simmons ( ) Bowers ( )
- B. Remote Learning Policy  
-Approval of Remote Learning Policy 22-23 School Year  
Motion by: \_\_\_\_\_ Seconded by:  
Kornfeld ( ) Shapland ( ) Simmons ( ) Bowers ( )
- C. School Safety Emergency Plan  
-Approval of School Safety Emergency Plan  
Motion by: \_\_\_\_\_ Seconded by:  
Kornfeld ( ) Shapland ( ) Simmons ( ) Bowers ( )
- D. Staff Handbook

IV. CLOSING SECTION

- A. Next Meeting Date: 2022 August \_\_\_\_ at \_\_\_\_pm
- B. Adjourned at

## **07.20.22 Executive Summary**

### Reporting:

- Nichole Schlagel, Principal - AAK
- Amanda Woods, Registrar - AAK
- Hazel Velez, Site Coordinator, Community Learning Center - AAK
- Shannon Gossard, Director of Business & Operations - MEG

## **ACADEMIC**

### **Accountability**

- SAC/PTU invitations to be sent out in August

### **Curriculum/Arts-Integration**

- Benchmark Workshop curriculum Professional development will be July 28th.

### **Interventions**

- Reading Corps will be implemented for the 2022-2023 school year.

## **CULTURE**

### **PBIS/Restorative Practice**

- Will continue for the 2022-2023 school year.

### **Community Engagement**

- Participated in the Cherry Pie Festival in Loveland on July 16, 2022. We received a lot of traffic and handed out flyers.
- Corn Roast Parade-staff will decide if we are participating in it.

## **COMMUNITY LEARNING CENTER (CLC)**

- Summer CLC Overview

## **STAFFING**

- Grace Laird, Kindergarten
- Elizabeth Bayliss, Social Emotional Learning Teacher

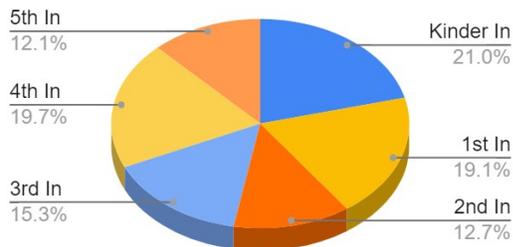
## ENROLLMENT

Every week we are getting enrollments. Nichole has given a lot of tours this month. We are offering a week of CLC Summer Camp for newly enrolled students during one of the last two weeks of July, and we have 22 kids signed up.

	Eligible Students	Re-Enrolled	Not Re-Enrolling	UNS URE	New Applicants	Complete Apps	Declined Enrollment	Potential Final Enrollment	Actual Final Enrollment	21-22 Actual	Max Per Graduate	Potential Openings Remaining	Actual Openings Remaining	
<b>1/2 K</b>								0	0	0	0	0	0	<b>1/2 K</b>
<b>Full K</b>					54	34	10	44	34	32	50	6	16	<b>Full K</b>
<b>1st</b>	35	26	8	0	19	4	5	41	30	28	50	9	20	<b>1st</b>
<b>2nd</b>	31	31	2	0	15	7	3	41	38	21	50	9	12	<b>2nd</b>
<b>3rd</b>	21	15	5	0	12	5	1	27	20	22	25	-2	5	<b>3rd</b>
<b>4th</b>	21	19	3	0	9	4	0	27	23	31	25	-2	2	<b>4th</b>
<b>5th</b>	34	30	3	0	8	3	2	37	33	17	30	-7	-3	<b>5th</b>
<b>HS</b>								0	0	1	0	0	0	<b>HS</b>
<b>Headcount</b>	142	121	21	0	117	57	21	217	178	152	230	13	52	<b>Headcount</b>
<b>FTE</b>	142	121	21	0	117	57	21	<b>217</b>	<b>178</b>	<b>151.</b>	230	13	52	<b>FTE</b>

Enrollment 21/22	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Kinder In	33	3	1			2	1			
Kinder Out	-1	-1	-1		-2					
1st In	30	2	1	2		1	1			
1st Out	-5		-1							
2nd In	20			1		1	1			

2nd Out	-1		-1		-1				
3rd In	24	2	1			1			1
3rd Out	-4		-1				-1	-1	
4th In	31	2	2				1		
4th Out	-2						-1		
5th In	19			1		1			
5th Out	-2				-1				
Monthly Enrollment	142	150	151	155	151	157	159	158	159
Total In	186								
Total out	-27								



## FINANCE/OPERATIONS

Currently undergoing our audit. We will present year end financials once complete. Preliminary numbers show a \$85,000 deficit. This will leave us with around \$770,000 fund balance, which is around 133 days cash on hand (goal is 90 days)

## FIRST AMENDMENT TO SUBLEASE AGREEMENT

This First Amendment to Sublease Agreement (“**Amendment**”) is entered into as of June 1, 2022, by and between Colorado Early Colleges, d/b/a Colorado Early Colleges Fort Collins, a Colorado nonprofit corporation and a Colorado public charter school (“**Landlord/Sublessor**”), and Northern Colorado Academy of Arts and Knowledge, d/b/a Academy of Arts and Knowledge, a Colorado nonprofit corporation and a Colorado public charter school (“**Tenant/Sublessee**”).

### Recitals

A. Landlord and Tenant are parties to that certain Sublease Agreement, dated May 2, 2017, (the “**Sublease**”) concerning Tenant’s occupancy of the Leased Property, approximately 23,912 square feet of space located at 4800 Wheaton Dr., 1st Floor, Fort Collins, Colorado 80525, as further defined in the Sublease, (the “**Leased Property**”); and

B. The parties desire to amend the terms of the Sublease, as provided below.

### Agreement

For valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

Defined Terms. Capitalized words used herein shall have the same meanings as set forth in the Sublease, except as otherwise defined herein.

A. Amendment to Sublease Expiration Date. The current expiration date of the Sublease, June 30, 2022, is hereby extended to June 30, 2024 (“**Amended Sublease Expiration Date**”).

B. Base Rents and Additional Rents. All rental obligations owing under the Sublease that accrue prior to July 1, 2022, shall be paid in accordance with the terms and conditions of the Sublease in effect prior to this Amendment.

1. Beginning on July 1, 2022, and continuing for the balance of the Sublease term, as amended hereby, Base Rent shall be payable as follows:

Months	Base Monthly Rent
July 1, 2022 – June 30, 2023	\$ 21,919.33
July 1, 2023 – June 30, 2024	\$ 22,576.91

2. From July 1, 2022, through June 30, 2024, this Sublease shall be **triple net lease**. Tenant will pay Base Rent and Additional Rents. Tenant shall continue to be responsible for the management of the Leased Property in accordance with the terms of the original Sublease.

Draft v1  
Dustin Sparks  
2022-06-09

3. Section 6.02(c) Enrollment Rent. Enrollment Rent will no longer be used; instead, tenant will pay Base Rent and Additional Rents.
  4. Section 6.02(d) Additional Rents. Additional Rents are to be paid in accordance with the terms of the original Sublease.
- C. Ratification. In the event of a conflict between any provision of this Amendment and any provision of the Sublease, the provision contained herein shall control.
- D. Representation by Signing Parties. Each of the parties represents that each person executing this Amendment on its behalf is duly authorized to execute and deliver the same on behalf of the entity for which such person is signing (whether it be a corporation, general or limited, partnership, or otherwise).
- E. Counterparts. This Amendment may be executed in counterparts (which may also be facsimile or electronic (PDF) counterparts).

**[SIGNATURES ON FOLLOWING PAGE]**

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2022-06-09

**LANDLORD/SUBLESSOR:**

Colorado Early Colleges,  
d/b/a Colorado Early Colleges Fort Collins,  
as Landlord/Sublessor

By: \_\_\_\_\_  
Sandi Brown, Chief Executive Administrator

**TENANT/SUBLESEE:**

Northern Colorado Academy of Arts & Knowledge,  
  
d/b/a Academy of Arts and Knowledge,  
as Sublessee

By: \_\_\_\_\_  
Samuel Kornfeld, Chairman



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Phone (970) 226-2800

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## **Implementation of Remote Learning During the 2022-23 School Year in Response to the COVID-19 Pandemic**

WHEREAS, Colorado law requires local boards, including charter school boards, to establish school calendars that maintain certain minimum annual hours of schooling; and

WHEREAS, Colorado Department of Education (“CDE”) regulations further require certain hours of “teacher-pupil contact and teacher-pupil instruction” and define this as “time when a pupil is actively engaged in the educational process of a district”; and

WHEREAS, the COVID-19 pandemic may result in disruption to normal in-school operations, including requiring some or all students to receive some or all instruction at home or in non-school settings through various online and other means of instruction; and,

WHEREAS, for the 2022-23 school year CDE has granted flexibility for local school boards and charter school governing boards to implement remote learning in response to public health and safety measures associated with the COVID-19 pandemic; and

WHEREAS, the Board of Academy of Arts and Knowledge (“the School”) anticipates that the need may arise to implement remote learning due to public health and safety measures associated with the COVID-19 pandemic during the 2022-2023 school year;

NOW THEREFORE, let it be RESOLVED that for the 2022-23 school year, the School hereby defines “educational process” to include, without limitation:

- instruction (including physical activity) that is delivered in an in-person setting;
- passing time between two classes, and between a class and lunch;
- remote learning option as a result of emergency school closure;
- instruction that is delivered through physical or electronic delivery of educational materials to parents, guardians, or students;
- completion of offline work documented by parents or guardians;
- all assignments provided by an educator in school, electronically, or otherwise;
- asynchronous work time by students;



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- 
- students logging on to recorded assignments or online learning activities;
  - student-teacher electronic communication;
  - educator support provided in school, home, or alternative settings;
  - student classwork, project completion or demonstrations of learning; and
  - any similar educator-directed activity undertaken by a student, provided such activity is appropriately reviewed and/or monitored by a teacher.

FURTHER, let it be RESOLVED that for the 2022-23 school year, the School hereby affirms that:

- All instruction and learning activities used for the purpose of designating students as engaged in the educational process during remote learning shall be in accordance with the CDE guidance provided in Remote Learning Options (K-12) for the 2022-2023 School Year as a Result of COVID-19 Health Concerns
- The School shall adopt appropriate documentation to further define how instruction will be delivered during remote learning, including specifically identifying synchronous and asynchronous learning activities, as applicable;
- The School shall maintain all documentation necessary and appropriate to evidence student attendance during any periods of asynchronous remote learning, which must include affirmative documentation of active participation beyond being marked present in the School's student information system, for the purpose of documenting instructional days, teacher-student contact hours, compulsory attendance, and for the October 1 Student Count and funding documentation;
- Teacher-pupil instruction and contact time, including in-person and remote learning (synchronous and asynchronous) instruction, shall be equal to or more than the required scheduled semester hours of instruction in order to be eligible for part- or full-time per pupil funding.

Adopted this \_\_\_ day of \_\_\_\_\_, 2022.

Academy of Arts and Knowledge

By: \_\_\_\_\_  
Chairperson, Board of Directors

**SCHOOL SAFETY  
AND  
EMERGENCY RESPONSE PLAN**

**Academy of Arts and Knowledge**

**Date Updated: 7/11/2022**

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## DEFINITION OF TERMS

**Emergency Management Group (EMG):** The Emergency Management Group consists of the Executive PRINCIPAL (PRINCIPAL) and his/her senior administrative team, typically the School Strategic Team. These individuals will take on key roles, noted below, in the management of an emergency.

**Incident Commander:** Person in charge of the situation, personnel and resources. The Incident Commander is the PRINCIPAL or, in his/her absence, PRINCIPAL of Special Education and/or PRINCIPAL of Operations and/or PRINCIPAL of Evaluation and Assessment. The Incident Commander is responsible for the initial determination of an emergency, evacuation or lock-down, and decisions during and after the emergency. In certain emergencies, such as hostage-taking or shooting, incident command is ceded to the police once they arrive, and the PRINCIPAL will coordinate activities with the police.

**Evacuation Warden or Warden:** The person or persons responsible for the safe evacuation and accountability of occupants in their assigned area of responsibility.

**Searchers:** Staff responsible for checking that all occupants have evacuated the school building.

## ACRONYMS

**EMG - Emergency Management Group**

**IC - Incident Commander**

**HVAC – Heating, Ventilation, Air Conditioning**

**NOAA – National Oceanic Atmospheric Administration**

# ADMINISTRATION

The purpose of this Emergency Response Plan is to use preparedness to:

- Help the school fulfill a moral responsibility to protect students, employees, the community and the environment
- Facilitate compliance with regulatory requirements of Federal, State and local agencies
- Enhance the school's ability to recover from financial losses, regulatory fines, loss of market share, damages to equipment or school interruptions
- Reduce the exposure to civil or criminal liability in the event of an incident
- Enhance the school's image and credibility with students, employees, parents, suppliers and the community
- Reduction of insurance premiums

## **Types of Emergencies:**

An emergency is any unplanned event that can cause deaths or significant injuries to students, employees, the public; or that can shut down or disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image. Numerous events can be defined as emergencies including:

1. Fire
2. Hazardous materials incident
3. Flood or flash flood
4. Hurricane
5. Tornado
6. Winter storm
7. Earthquake
8. Communications failure
9. Radiological accident
10. Civil disturbance
11. Explosion
12. Discharge of firearm
13. Armed entree

Emergency management is the process of preparing for, mitigating, responding to and recovering from an emergency. Emergency management includes:

- \_\_\_ Planning
- \_\_\_ Training
- \_\_\_ Conducting drills

- \_\_\_ Testing equipment
- \_\_\_ Coordinating activities with community resources

**Internal Plans and Policies**

Review internal plans and documents

**Documents, location and review date:**

Document	Location	Review Date
Evacuation Plan	Classroom safety binder/Front Office	07/2022
Security Procedures	Classroom safety binder/Front Office	07/2022
Purchasing Procedures	Business Office	07/2022
School Closing Procedure	Student Handbook/Front Office	07/2022
Employee Manuals	Business Office	07/2022
Hazardous Materials Plan	Business Office	07/2022

**External Resources**

Agency	Contact	Phone Number
Community Emergency Management Office	Fort Collins City Dispatch	970 221-6540
Mayor or Community Administrator's office	Karen Weitkunat	970 416-2154 Cell: 970 237-9144
Local Emergency Planning Committee (LEPC)	Office of Emergency Management Mike Gavin-OEM Battalion Chief	970 416-2878 (office) <a href="mailto:migavin@poudre.fire.org">migavin@poudre.fire.org</a> 970 416-2878
Poudre Emergency Communications Center(PECC)	2221 Timberline Road, Fort Collins, CO 80525	970 221-6540
Fire Department Poudre Fire Authority	4615 Hogan Drive, FT Collins, Fire Chief: Tom DeMint	911 T. DeMint: 970 416-2870
Police Department	2221 Timberline Road, Fort Collins, CO 80525	Emergency: 911 Non Emergency: 970 221-6540
Emergency Medical Services Organization	Community Safety and Services Division Chief: Bob Poncelow	970 416-2871
American Red Cross	American Red Cross Fort Collins, CO	120 W. Saturn Drive, FT Collins, CO 970 226-5728
National Weather Service	*Go to Poudre Emergency Communications Center (PECC)	National Weather Service Forecast.weather.gov
Public Works Department	City Manager: Darin Atteberry 300 LaPorte, Ft Collins, CO80521	970 221-6505 Fax: 970 224-6107

Planning Commission	Planning Services Fort Collins, CO	281 North College Avenue, FT. Collins, CO 80524 970 221-67607 Fax: 970 224-6134
Telephone Company	Century Link	877 453-9407 Account#: 970-226-2781 792B
Electric Utilities	Fort Collins Utilities	700 Wood St. FT. Collins, CO 80521 970 416-6700 Fax: 221-6619

**Neighboring Businesses:**

Business	Contact	Phone
Mackenzie Place 4750 Pleasant Oak		970-207-1939
Holiday Inn Express 1426 Oakridge Drive		970-225-2200
Comfort Suites 1415 Oakridge Drive		970-237-5106

**Description of School Facility: (Provide a copy of this form and a floor plan to local police and fire departments, see forms section)**

Category	Descriptor
Primary Contact: Nichole Schlagel Principal	AAK School Phone: 970-226-2800 ext. 120 Cellular Phone: 970-420-2980
Address: 4800 Wheaton Drive First Floor Fort Collins, CO 80525	2 story building, approx.: 43,950 square feet. Elevators at front entrance and back entrance, classrooms in loop around central auditorium.
Cross Streets: Harmony Road & Wheaton Drive.	Wheaton runs south and is located between Lemay Ave on the west and Timberline on the east.
Telephone Number	970 226-2800
Operating Hours	Daycare: 7:00am-7:40am School: 8:10-3:20 pm

	Daycare: 3:20-5:00 pm
Size of Facility (how many floors/wings)	2 stories. Approx.: 50,000 sq. feet, with elevators at front (SW) and back (NE), classrooms run in loop around library and auditorium.
Number of Exits	6
Number of Classrooms	15 including the auditorium
Number of Students	200=Kinder through 5 <sup>th</sup>
Number of Employees	32

## FACILITY EMERGENCY RESOURCES

### **Emergency Supplies:**

The PRINCIPAL must review the status of the school's emergency resources. The following information is provided as a source guide for the PRINCIPAL.

An emergency kit should be located in the nurse's office or the PRINCIPAL's office and should contain the following supplies necessary to support emergency care:

- AM/FM Radio and batteries
- NOAA Weather Radio (optional))
- Four flashlights and batteries
- Box of plastic trash bags
- Toilet paper
- Box of paper cups
- First aid kit containing Aspirin or aspirin substitute, safety pins, cotton balls, gauze bandages, gauze pads, ace bandages, splints, hydrogen peroxide, burn salve, scissors, tweezers, matches, safety razor blade, isopropyl alcohol, antiseptic spray *(the number of first aid supplies available should be adequate in number to serve the entire school during an emergency, consultation with the Red Cross or other agency is advised)*
- Manual can opener
- Tool kit containing screwdriver, pliers, adjustable wrench, crow bar, utility knife
- Soap and disinfectant
- Bottled water
- Blankets
- Paper, pens, marker, tape

**Security Systems: These systems will include some or all of the following:**

- Door Alarms
- Motion Detectors in the rooms and hallways
- Duress Alarm
- Security Guard or Patrol during and/or after hours
- Camera System

**Communication Systems:**

- Telephones in various places throughout the school/Intercom in all classrooms, offices, common areas
- Cellular Telephone in CLC office (*The police department, fire department should have this number*)
- Two Way Radio (Walkie-Talkie) in Principal's office and every classroom
- Weather Alert Radio/NOAA Weather Radio in Principal's office
- Bull Horn

**Safety Systems:**

- Sprinkler Systems throughout building
- Smoke detectors in all rooms and halls
- Fire Extinguishers throughout building
- Alarm Pull Box Stations
- Emergency Lighting in hallways
- Lighted Exit Signs for all exits
- Emergency Power Source for computer system
- Red Flashing Beacon Light

**Off-Site Emergency Contacts:**

Location	Contact(s)	Phone Number
Police Department	Larimer County Sheriff Dept Deputy Nancy Remington	Emergency: 911 970 221-6540
Fire Department	Jim Durkin jdurkin@poudre-fire.org	3400 W. Vine Dr. Fort Collins, CO 970 221-6540
Evacuation Relocation Site	Comfort Suites	970-237-5106

## **EMERGENCY EVACUATION RELOCATION SITE PLAN**

The SCHOOL INCIDENT COMMANDER is responsible for identifying a location(s) to which students and staff can evacuate in an emergency situation or in the case of catastrophic damage can relocate for a period of time.

If possible, identify a location(s) within walking distance. If this is not possible, plans must be made for emergency busing of student and staff to a remote location. The SCHOOL INCIDENT COMMANDER should coordinate an emergency plan with the primary contact of the relocation site(s), discussing how entry would be gained if necessary. All members of the Emergency Management Group should have the following information:

### **Off-Site Evacuation:**

Primary Contact	Comfort Suites
Address	Comfort Suites 1415 Oakridge Dr
Cross Streets	Oakridge Drive & Wheaton Drive
Telephone Number ( <i>Include work, home, cellular phone numbers</i> )	970-237-5106
Operating Hours	Always open
Interior Evacuation Site (i.e. auditorium, basement)	Meeting space
Exterior Evacuation Site (i.e. north employee parking lot)	Holiday Inn South Parking lot (Oakridge Drive and Wheaton Drive)
Other Information:	

# DUTIES AND RESPONSIBILITIES

## EMERGENCY MANAGEMENT GROUP

The EMG is the team responsible for the big picture. It controls all incident-related activities. The Incident Commander (IC), who should be the PRINCIPAL, heads the EMG. The IC is in command and control of all aspects of the emergency. Other EMG members should be senior managers who have the authority to:

- Determine the short and long term effects of an emergency
- Order the evacuation or shutdown of the facility
- Interface with outside organizations and the media

The EMG supports the IC by allocating resources and by interfacing with the community, the media, outside response organizations and regulatory agencies.

### Chain of Command:

In the event of an emergency situation, the SCHOOL INCIDENT COMMANDER shall declare an emergency situation and institute the appropriate response actions. In the event that the SCHOOL INCIDENT COMMANDER is not available, the responsibilities of the PRINCIPAL shall be assumed by the next person on the chain of command list.

<b>SCHOOL CHAIN OF COMMAND</b>		
<b>STAFF</b>	<b>TITLE</b>	<b>PHONE NUMBER School: 970 226-2800</b>
Nichole Schlagel	SCHOOL INCIDENT COMMANDER	C: 970-420-2980
Shannon Gossard	OPERATIONS TEAM LEADER	C: 970-412-0706
Nichole Schlagel	PUBLIC INFORMATION OFFICER	C: 970-420-2980
Jada Kankel	EMERGENCY MEDICAL COORDINATOR	C: 970-515-2699
Amanda Woods	STUDENT CARE AND RECOVERY COORDINATOR	C: 303-520-6939
Jada Kankel	LOGISTICS LEADER	C: 970-515-2699
Shannon Gossard	SCHOOL SAFETY COORDINATOR/FACILITIES COORDINATOR	C: 970-412-0706

## **Responsibilities:**

**The SCHOOL INCIDENT COMMANDER** is responsible for all activities and situations occurring at the facility. The SCHOOL INCIDENT COMMANDER is the emergency coordinator for the facility and is responsible for identifying an emergency situation and determining the course of action to be taken. The SCHOOL INCIDENT COMMANDER will issue emergency warning alerts and instructions for all employees and students to follow, as well as perform the required notifications per the emergency procedures.

- Senior staff member during the emergency
- Organizes and directs employees to accomplish emergency actions
- Reports and coordinates the status of the school with security or the Incident Commander
- Ensures supplies and equipment are present and are operationally checked monthly
- Ensures the school drill program is implemented and documented
- Ensures this plan is reviewed and updated annually
- Schedules training of staff member to shut off environmental system
- Other duties as assigned

**The OPERATIONS TEAM LEADER** is responsible for assisting the SCHOOL INCIDENT COMMANDER during an emergency, and in the absence of the SCHOOL INCIDENT COMMANDER, assume responsibilities of the senior staff member.

- Senior staff member during the absence of the SCHOOL INCIDENT COMMANDER
- Responsible for searching the facility during evacuation and reporting the results to the SCHOOL INCIDENT COMMANDER
- Assists in the sheltering and evacuation of students
- Other duties as assigned

**The EMERGENCY MEDICAL COORDINATOR** is responsible for assisting the OPERATIONS TEAM LEADER during an emergency and overseeing the physical health and safety of students during and after an emergency.

- Responsible for searching the facility during evacuation and reporting the results to the OPERATIONS TEAM LEADER
- Assists in the sheltering and evacuation of students

**The STUDENT CARE & RECOVERY COORDINATOR** is responsible for assisting the OPERATIONS TEAM LEADER during an emergency and overseeing the emotional and mental health and safety of students during and after an emergency.

The **LOGISTICS TEAM LEADER** is responsible for assisting the SCHOOL INCIDENT COMMANDER during an emergency and in the absence of the SCHOOL INCIDENT COMMANDER and OPERATIONS TEAM LEADER, assume responsibilities of the senior staff member.

- Senior staff member during the absence of the SCHOOL INCIDENT COMMANDER
- Coordination of transportation, supplies, equipment, food and water coordinator.
- Assists in the sheltering and evacuation of students
- Assists with the shutdown of utilities during an emergency
- Other duties as assigned

The **FACILITIES COORDINATOR** is responsible for assisting the LOGISTICS TEAM LEADER during and after an emergency.

- Shut down assigned air handling, water, or electrical systems when directed

Responsible for searching the facility during evacuation and reporting the results to the OPERATIONS TEAM LEADER  
 Assists in the sheltering and evacuation of students

**STAFF/TEACHERS** are responsible for notifying the SCHOOL INCIDENT COMMANDER or designee of emergency situations as they become aware of them. Upon notification of an emergency, the staff and teachers shall follow the emergency procedures as outlined in this plan or any verbal instructions provided by the SCHOOL INCIDENT COMMANDER/designee or emergency response persons directing actions at the school. The STAFF/TEACHERS are responsible for the safety and well being of the children under their supervision.

- Follow directions from the emergency response organization
- Maintain accountability of the students under their responsibility
- Report emergency status as required
- Other duties as assigned

**PARENTS/GUARDIANS** are responsible for properly notifying the school of any medical information required for the proper care of their children. The PARENTS/GUARDIANS are also responsible for allowing the school staff to properly care for their children in the event of an emergency. PARENTS/GUARDIANS shall not bypass accountability procedures or hinder the responsibilities of the staff/teachers or SCHOOL INCIDENT COMMANDER in implementing the established emergency procedures for the situation.

**Training and Certification:**

School staff and teachers shall be certified in basic first air, CPR and HIV/AIDS Universal Precaution procedures and receive annual training in OSHA Bloodborne Pathogens, as well as, the emergency response plan and procedures for the school. In addition, all staff shall receive annual training in the use of portable fire extinguishers.

All school employees are responsible for the safety of the building and grounds. The safety and health, security, and facilities procedures established by school administration shall be followed by all members of the school community. For emergencies, the SCHOOL INCIDENT COMMANDER will be immediately notified after calling 911 for medical, fire or security emergencies. The SCHOOL INCIDENT COMMANDER will notify the appropriate response personnel as necessary.

<b>EMERGENCY CONTACTS</b>		
<b>NAME</b>	<b>TITLE</b>	<b>PHONE NUMBER</b>
<b>Security</b>		( _____ )
Name:Laura Lunsford #FC155 Sergeant	Title: Larimer County Sheriff Deputy, Patrol Division 2501 Midpoint Dr. Fort Collins, CO 80525	Work: _970-416-2836 Dispatch: 970 221-6540 Cellular: _____ Email: llunsford@fcgov.com

## **Responsibilities:**

Nichole Schlagel, Principal, as SCHOOL INCIDENT COMMANDER is responsible for the oversight of all activities and situations occurring at the school. Responsibilities include providing staff with the necessary resources for handling emergencies that may occur.

Shannon Gossard, Operations Director, as OPERATIONS TEAM LEADER is responsible for the communication and supervision of students and staff in the event of an emergency. This team member is also responsible for the reunification of students and families.

Jada Kankel, Office Manager, and/or Amanda Woods, Office Manager, as LOGISTICS TEAM LEADER AND EMERGENCY MEDICAL COORDINATOR are responsible for security systems and operations at the school. These team members are responsible to assist the SCHOOL INCIDENT COMMANDER/designee in notifying the security company, whose duties include receiving emergency calls from the school, dispatching emergency response personnel as appropriate, and notifying the school of emergency situations that may impact the school: i.e. potential natural disaster emergencies such as severe storms, tornadoes, etc., and technological emergencies, such as fires or hazardous material incidents.

Randall Foss, Building Manager, as FACILITIES COORDINATOR is responsible for the school building and grounds. This team member will assist the SCHOOL INCIDENT COMMANDER in providing the necessary resources to maintain the building in a safe operating condition as well as in providing emergency services should the need arise.

## **Outside Agencies:**

**The local emergency response organizations** will respond to the school for all **911** calls. The operator will dispatch the appropriate response personnel depending on the emergency.

**The city of Fort Collins, Colorado** is legally responsible for providing for the health, welfare, and safety of its citizens in the event of an emergency. The city of Fort Collins Emergency Management Office has been designated to coordinate accomplishment of the various plans and actions necessary to carry out the emergency management programs

**The city of Fort Collins, Colorado fire and police departments** are responsible for maintaining good working relationships with the school's Emergency Management Group and the school's security organization. Their duties include assisting the PRINCIPAL with on-site emergencies, conducting pre-planning for emergencies, participating in drills and exercises as requested, and providing emergency services for disasters occurring in the area.

**The city of Fort Collins emergency response Incident Commander** is responsible for providing direction and assistance to the school for evacuation from the school to the designated emergency shelters, and coordinating emergency support services for displaced evacuees.

## **EMERGENCY PROCEDURES**

**General:**

The school's response for most emergencies generally involves either sheltering or evacuation. The exception to this is providing emergency medical care and use of fire extinguishers for small, localized fires.

**Notification for Emergencies:**

<b>EMERGENCY EVENT</b>	<b>INITIAL NOTIFICATION</b>	<b>SECONDARY NOTIFICATION</b>
Fire Alarm, Smoke, Noxious/Toxic Fumes	<b>911 Duress Button</b>	<b>SCHOOL INCIDENT COMMANDER Phone: 970-412-0706</b>
Bomb Threat, Security Issues	<b>911 Duress Button</b>	<b>SCHOOL INCIDENT COMMANDER Phone: 970-412-0706</b>
Medical Emergency	<b>911 Duress Button</b>	<b>SCHOOL INCIDENT COMMANDER Phone: 970-412-0706</b>
Security Incidents (intrusion alarm, disgruntled parent or staff, break-in etc.)	<b>911 Duress Button</b>	<b>SCHOOL INCIDENT COMMANDER Phone: 970-412-0706</b>
Severe Weather Closures	<b>Anticipated or Emergency Closures: Send email and text alerts, post on social media,; change voicemail recording to indicate information regarding closures  General Announcement</b>	<b>Radio/TV Station Channel 4, 7 and 9 _see attached_</b>

Emergency situations include severe storm warnings, tornado and/or hurricane warnings, severe fire or hazardous material incidents or sociological emergencies or any other hazards applicable to the facility that may impact the school.

The SCHOOL INCIDENT COMMANDER will establish an account with the local radio or TV station or the most appropriate source to disseminate information regarding emergency closures, prior to the start of school.

**Signage and Postings:**

A floor plan/diagram is posted in all classrooms and common areas indicating the primary route and secondary route for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas.

The school approved shelter areas are identified by a placard containing a tornado symbol over the door to the shelter.

Emergency phone numbers shall be posted by all telephones in the school.

Bomb threat procedures shall be available by all phones in the school.

The emergency shut off for the HVAC system, water supply and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means.

**Emergency Closures:**

Emergency situations include severe storm warnings, tornado and/or hurricane warnings, severe fire or hazardous material incidents or sociological emergencies or any other hazards applicable to the facility that may impact the school.

The SCHOOL INCIDENT COMMANDER will establish an account with the local radio or TV station or the most appropriate source to disseminate information regarding emergency closures, prior to the start of school.

**Evacuation Areas:**

The designated evacuation areas for the school are the farthest point from the building inside the fenced outside playgrounds and the parking lot in the front of the school. If the SCHOOL INCIDENT COMMANDER of the school determines that the designated evacuation areas do not provide adequate protection for the students, an alternate evacuation assembly area will be designated. If an evacuation from the area is ordered by the City of Fort Collins, emergency response organization, the route and location of the nearest evacuation shelter will be identified by the Incident Commander for the City.

## Evacuation Assembly Areas



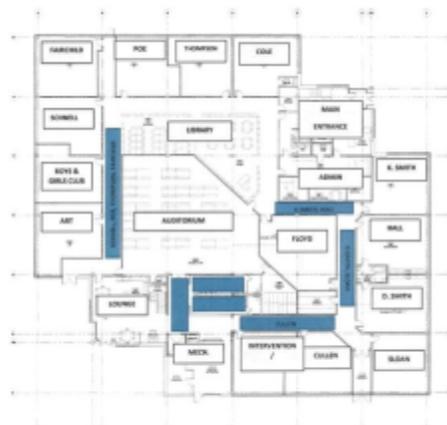
# Evacuation Map

## Evacuation Map 2021-2022.pdf

### Sheltering Areas:

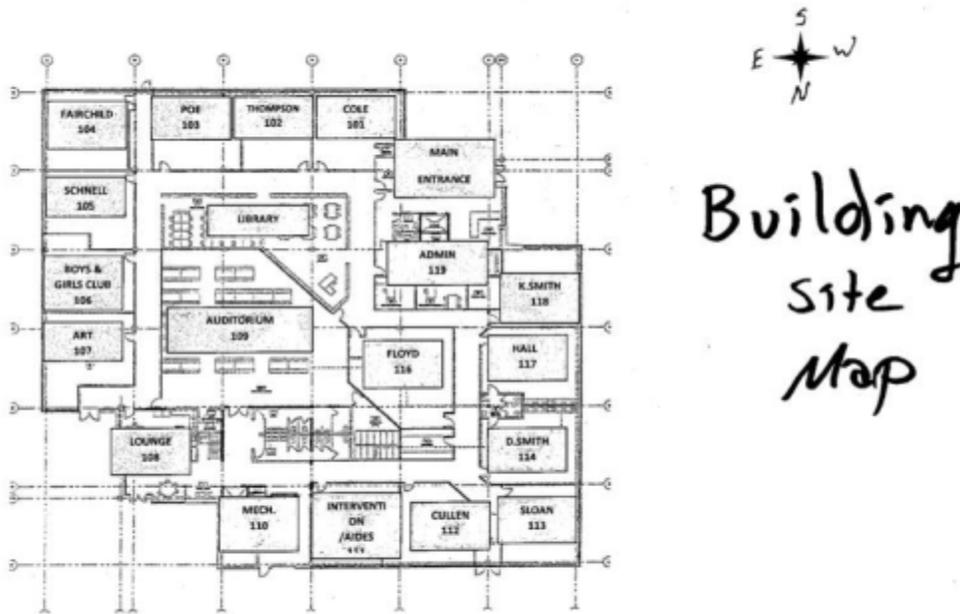
In the event of a natural emergency, i.e. tornado, severe storms, etc. or a hazardous materials incident outside the school facility, the students and other occupants of the building will shelter in the designated areas indicated on the evacuation plan. The sheltering areas are located in the interior hallways, closets and offices of the building.

### **Shelter Locations**



shelter  
in  
place  
map

### Building and Site Map



Insert floor plan that indicates the location of:

- |   |                   |
|---|-------------------|
| Alarm and enunciators   | high-valve items  |
| Designated escape routes  | restricted areas  |
| Exits   | sewer lines       |
| Electrical cutoffs  | stairways         |
| Electrical substations  | storm drains      |
| Fire extinguishers  | Utility shutoffs  |
| Fire suppression systems  | water main valves |
| Gas lines   | water lines       |
| Gas main valves   | water hydrants    |
| Hazardous materials (including cleaning supplies and chemicals) |                   |

## TRAINING AND DRILLS

All school staff shall be trained in the requirements of the emergency evacuation procedure and all school emergency response personnel shall receive additional training for their specific response functions.

To ensure the safety of the students and school staff and visitors, organized and systematic evacuation drills will be conducted each month. Drills shall be announced and unannounced and held at various times of the day in order to simulate evacuation during all types of school activities and weather conditions.

Each drill will be documented and kept on file in the SCHOOL INCIDENT COMMANDER's office. The documentation will include the day, date and time the drill was conducted, the amount of time to successfully evacuate the building, identification of problems or concerns, and if applicable, a corrective action plan for all deficiencies identified.

In addition to drills, Fire Extinguishers and Smoke Detectors/Alarms will be checked on an annual basis to ensure they function correctly.

Month	Date	Day/Time	Type	Time	IC Initials	Notes
August	08/25/2021	10:45AM	Fire Drill			
September	09/13/2022	9:00am	Fire Drill			
September	09/23/2022	1:15PM	Evacuation			
October	10/05/2022	1:00pm	Lock Out			
October	10/13/2021	10:15AM	Evacuation			
October	10/27/2021	2:00PM	Lock Down			
November	11/09/2022	9:45AM	Evacuation			
November	11/28/2022	10:00am	Shelter			
December	12/14/2023	2:00PM	Evacuation			
January	01/20/2023	10:30AM	Evacuation			
January	1/31/2023	9:00AM	Lock Down			
February	2/23/2023	12:20pm	Evacuation			
March	3/21/2023	1:00PM	Evacuation			
April	4/12/2023	10:00AM	Evacuation			
April	4/21/2023	2:00pm	Shelter			
May	5/25/2023	8:30AM	Evacuation			
June	06/08/2023	9:00AM	Evacuation			

*Evacuations are required each month; two shelter drills are required annually during severe weather season. All other drills are conducted at least once during the school year. Records are signed by the Principal and kept on file at the school for seven years.*

## **SCHOOL EVACUATION PROCEDURE**

**Purpose:**

The need for a comprehensive evacuation procedure is essential for a safe and orderly evacuation of students, staff, and visitors from the school. This procedure outlines the duties and responsibilities of the school staff, the evacuation procedure and assembly areas, accountability procedures and required training and drills for evacuating the building.

**Definitions:**

1. Emergency Assembly Area – An area outside the school building that is designated for assembly of the building occupants in the event of an emergency.
2. Evacuation Chief – The person responsible for the evacuation of the school-building occupants.
3. Evacuation Warden – The person(s) responsible for the evacuation of assigned areas.
4. Searcher – The person(s) responsible for checking that all school occupants have evacuated the school building.

### **Evacuation Assembly Areas**

**Duties and Responsibilities:**

<b>School Emergency Response Personnel</b>		
<b>Position</b>	<b>Name</b>	<b>Title/Position</b>
Evacuation Chief	Nichole Schlagel	Principal
Evacuation Warden Exit #2	Jada Kankel	Front Office
Evacuation Warden Exit #3	Randall Foss	Building Manager
Evacuation Warden Exit #6	Hazel Velez	CLC Site Coordinator
Evacuation <i>Searcher</i> Primary Wing, Lounge, Auditorium	Amanda Woods	Front Office

**Evacuation Chief** is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

Pre-Evacuation Duties:

1. Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary
2. To appoint evacuation wardens and searchers for designated areas
3. To assure wardens and searchers receive proper training.
4. To assure evacuation, assembly areas and routes are posted in all areas.

Evacuation Duties:

1. Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the intercom system.
2. Ensure wardens and searchers carry out their assignments.
3. Ensure accountability of building occupants through the reports of the wardens.
4. Determine if the evacuation area provides adequate safety of students.
5. Initiate further evacuation to alternate evacuation relocation site.
6. Coordinate with the City of Fort Collins emergency response personnel as needed.

**Warden(s)** primary responsibility is to ensure that all the school occupants assigned to their area are evacuated when necessary and accountability is reported to the Evacuation Chief.

Pre-Evacuation Duties:

1. To be knowledgeable of the duties of the Evacuation Chief, wardens and searchers.
2. To have access to a list of all occupants in their area for accountability purposes.
3. To ensure all exits are marked, unobstructed, and signs are lit (if applicable).
4. To check that all evacuation signs are posted and are accurate.

Evacuation Duties:

1. Maintain order during the evacuation.
2. Ensure the searchers perform their duties as assigned.
3. Provide accountability for all occupants in their assigned areas and report results to the Evacuation Chief.
4. Stay with the evacuated group until notified by emergency response personnel.

**Searchers** are appointed by the Evacuation Chief and are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

Pre-Evacuation Duties:

1. Pre-plan with the evacuation wardens and chief all areas that require searching in the event of an emergency; i.e. classrooms, restrooms, closets, etc.
2. Be knowledgeable of the responsibilities of searchers.

Evacuation Duties:

1. Upon notification of an evacuation begin assisting with the orderly evacuation of occupants.
2. Conduct thorough search of assigned areas when occupants have evacuated, reporting findings to the evacuation warden for their area.
3. Assist the evacuation wardens and chief as necessary.

**FACILITIES COORDINATOR** and alternates will be assigned for shutting off mechanical systems as directed.

**Evacuation Procedure:**

The decision to evacuate the school building will be made by the SCHOOL INCIDENT COMMANDER or designee. An evacuation will be announced for the following situations:

Fire alarm or sprinkler alarm activates Smoke is observed in the building Noxious or toxic fumes observed in the building Bomb threat Post natural disaster; hurricane, tornado, severe storms, rendering the building unsafe City Fire Department/Police Department directing an evacuation School Security
--

When a decision is made to evacuate the school building, the Evacuation Chief will announce on the intercom that all persons are to evacuate to their assigned assembly area and wait for further instructions and/or activate the building fire alarm. The Evacuation Chief will notify appropriate personnel.

**Emergency Contact Numbers**

<b>Emergency Event</b>	<b>Notification</b>
Fire Alarm	911 or Duress Button
Smoke	911 or Duress Button Pull Fire Alarm
Noxious/Toxic Fumes	911 or Duress Button Pull Fire Alarm
Bomb Threat	911 or Duress Button Pull Fire Alarm
Post Natural Disaster <i>Building Unsafe</i>	Nichole Schlagel 970-420-2980
City Fire/Police Dept. Directed	Intercom Pull Fire Alarm
School Security	Intercom Pull Fire Alarm

**SCHOOL INCIDENT COMMANDER (if not on premises during emergency):**

Nichole Schlagel      970-420-2980

**EMERGENCY EVACUATION PROTOCOL**

**Situations requiring evacuation could include but are not limited to the following:**

- ▶ **Bomb threat**
- ▶ **Earthquake**
- ▶ **Fire alarm**
- ▶ **Flammable liquid spill/and or release**
- ▶ **Flooding**
- ▶ **Hazardous chemical spill/and or release**
- ▶ **Hostage situation**
- ▶ **Natural gas leak**

- ▶ **Nuclear disaster**
- ▶ **Power line failure**
- ▶ **Tornado and other severe weather**

### **BUILDING EVACUATION**

All building evacuations will occur when an alarm sounds and/or upon notification by the SCHOOL INCIDENT COMMANDER/designee, the school's Emergency Response Team, a Safety Officer, Police Officer, or Fire Department personnel. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

Remember that elevators should never be used during an emergency evacuation situation. Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if those persons cannot negotiate stairs. If persons with disabilities cannot be transported from the building without using an elevator – assist those persons to a safe area, notify emergency personnel immediately.

Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. Teachers will account for each student. The designated evacuation area should be pre-determined by the SCHOOL INCIDENT COMMANDER/designee and clearly stated in the school's Emergency Response Plan.

- ▶ Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- ▶ Every person in the building should know their evacuation area assembly points.
- ▶ Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- ▶ Do not return to an evacuated building unless told to do so by emergency personnel.

### **ALL CAMPUS EVACUATION**

The school's Emergency Response personnel will announce evacuation of all or part of the campus grounds.

- ▶ All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds or the predetermined off-campus site as directed.
- ▶ Follow the building evacuation procedures described above for individual buildings and affected sites.

#### **Evacuation by class:**

Gather students in a group and supervise an orderly evacuation to the designated assembly area using primary or secondary evacuation routes or the closest available exit. Take emergency supplies (as appropriate), student rosters and emergency information cards.

*School Searchers* will assist the staff with the evacuation and then proceed to perform their assigned duties.

*Evacuation Wardens* will assist with the evacuation and then proceed to perform their duties. Wardens will access the daily logs and respond to the evacuation assembly areas for accountability purposes, conduct an accountability check for all students, staff and visitors and report the results to the Evacuation Chief located in the main parking lot.

If the Evacuation Chief determines a need to leave the evacuation areas for a safer or long-term assembly place, school security will be contacted to notify appropriate school personnel to provide transportation for the school occupants to the designated evacuation relocation site.

If the Evacuation Chief is notified by school security or the local emergency response organization (ERO) to evacuate the area, school security will notify the appropriate school personnel to provide transportation for the school occupants to the City of Fort Collins ERO's designated evacuation shelter.

### **Accountability Procedure:**

Parents/Guardians of enrolled students will follow all drop-off and pick up procedures as outlined in the Parent and Student Handbook.

Staff and visitors will check in with the receptionist upon entering and leaving the school building. The school will maintain a log of all employees and visitors in the building.

In the event of an evacuation the Evacuation Wardens will acquire a copy of the daily attendance roster of students, employee sign in sheets and visitor logs. These lists will be taken to the designated assembly areas and an accountability check will be taken.

The Wardens will relay the results of the accountability check to the Evacuation Chief. The Evacuation Chief will notify appropriate authorities; i.e., City Fire Department, Police Department, school security, of the results and report any missing students, staff or visitors, providing information as to possible locations.

## **EMERGENCY RESPONSE GUIDELINES**

### **FIRE**

#### **ALARM-INTERMITTENT HORN**

- ▶ All persons must evacuate
- ▶ Follow directives by Emergency Response Team/ Personnel
- ▶ Do not use elevators
- ▶ Assist handicapped to leave
- ▶ Keep all students/faculty/staff together
- ▶ Move away from all exits/entrances
- ▶ Stay at least 500 feet away from building or as directed

The school adheres to local fire codes and performs fire evacuation drills according to the code requirements. The school's Emergency Response Team and PRINCIPAL work together to provide teachers and staff, as well as, students with fire safety educational programs. Fire safety equipment is monitored and checked by the Department of Public Safety. The school is equipped with fire alarm systems and portable fire extinguishers. All rooms have smoke detectors which are hard wired into the central fire alarm system. The hallways are equipped with fire doors and automatic door closures to hold off the spread of a fire.

- ▶ Learn the location of fire exits and alarm boxes near you and know the emergency number for assistance – 911
- ▶ Sound the fire alarm if you see smoke or detect a burning odor.
- ▶ Have a prepared escape plan and know your escape route (at least two).
- ▶ Remember to remain calm.
- ▶ Use exit stairs. Never use elevators.
- ▶ Feel a door with the back of your hand before opening it by the door handle.

- ▶ Close doors behind you as you escape. In most cases, this will prevent smoke damage and fire from entering the room you are exiting.
- ▶ Do not re-enter a fire-damaged building until it has been declared safe.
- ▶ If you become trapped, seal off cracks around doors and vents with cloth or rugs (soaked in water if possible).
- ▶ Shut off fans and air conditioners.
- ▶ Signal for help from a window. If a phone is available call 911
- ▶ Stay calm. Rescue may be only moments away.

### **False Alarm**

Activating a fire alarm, knowing there is not a fire is a crime. The guilty party can receive up to one year in jail and/or a fine of up to \$500. False fire alarms waste time, money and most importantly can cost human lives. Tampering with fire safety equipment is a violation of school policy.

## **SHELTERING**

### **Shelter Locations**

**Sheltering** is defined as the process of moving people into pre-designated protected areas within the facility. **Sheltering-in-place** is defined as moving people into the building and isolating the building environment from the outside by shutting down air handling (HVAC), water, and electrical systems, as required. For example: Sheltering is conducted in response to tornadoes and severe storms. Sheltering-in-place is conducted in response to hazardous materials incidents.

### **Sheltering:**

1. Shelter areas that provide the most structural resistance from collapse will be identified.
2. Shelter areas within the facility will be appropriately marked.
3. Shelter areas will be free of items that may fall on sheltered people.
4. Shelter areas will have a flashlight or emergency light available.
5. Shelter areas will have blankets available to protect individuals from falling debris or articles.
6. Power switches for electrical systems, air handling systems, and water systems will be identified, marked, and have shut off procedures posted.
7. A Team Leader and alternate will be assigned for shutting off systems as directed. The school's maintenance and utility personnel will train the Team Leaders in the proper procedures for shutting off mechanical systems.

### **Sheltering-in-place:**

1. Ensure all school staff and students are in the building (outside playground areas are empty).
2. Ensure all doors and windows are closed and secured.
3. Shut off all HVAC systems to isolate the outside air from the building.

4. Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

## Lock-Down

**Lockdown** (Locks, Lights, Out of Sight) is called when there is a threat or hazard inside the school building.

### Lock Down Procedures

1. Ensure all school staff and students are in the building (outside playground areas are empty).
2. Ensure all doors and windows are closed and secured.
3. Teachers are to lock the classroom door, lights out, move away from sight, maintain silence and wait for First Responders to open the door. Take roll and account for all students.
4. Students are to move out of sight and maintain silence.
5. Remain in the lockdown in the locked room until notified by the emergency response authorities, open the door and give further instructions.

## Lock-Out

**Lock Out** (Secure the perimeter) is called when there is a threat or hazard outside the school building.

### Lock Out Procedures

1. Ensure all school staff and students are in the building (outside playground areas are empty).
2. Ensure all doors and windows are closed and secured.
3. Teachers increase situational awareness, do business as usual, take tools and account for all students.
4. Remain in the lock out until notified by the emergency response authorities to continue business as usual or evacuate.

## MEDICAL EMERGENCIES

**Life Threatening Medical Emergency** means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life threatening medical emergencies are compound fractures, severe lacerations, internal bleeding, severe burns, difficulty inbreathing, heart problems, shock,

severe allergic reactions to insect bites, medications, poisonous plant contact or animal bites, ingestion of chemicals/poisoning, and unconsciousness.

**Procedure for Life Threatening Emergencies:**

Person finding injured or ill person shall:

1. Remain calm, render first aid and call for help. Do not move the injured or sick person unless his/her safety and health are at risk.
2. Call 911 for emergency medical services and report the incident or request someone else to call. Stay on line with the dispatcher and provide information as requested.

PRINCIPAL or designated person in charge:

1. Report the incident to security or activate Duress Button
2. Ensure that the flashing red beacon light is turned on to identify the location of the school and/or identify the entrance for the local emergency response personnel.
3. Assign an individual to meet the emergency medical personnel to guide them to the location.
4. Pull the medical release form of the student/teacher/staff member from the files and provide it to the emergency medical personnel upon arrival.
5. Assign a staff member to accompany the patient to the hospital.
6. Make notification to applicable emergency contact of the patient.
7. Ensure that the incident report is completed per the facility procedure.
8. Contact the following to report the incident:
  - ▶ Insurance Company Representative
9. Maintain communications with staff member assigned to stay with the patient for progress reports.
10. Conduct follow-up debriefing with staff to evaluate response plan within one business day following the emergency.

**Non-Life Threatening Medical Emergency** means that the patient requires medical intervention; however, there is no reason to believe that the situation is life threatening. Examples of non-life threatening medical emergencies are: minor cuts, abrasions, burns, falls from high elevations, high body temperatures, vomiting, bites from insects, animals, children etc.

**Procedure for Non-Life Threatening Emergencies:**

Person finding injured or ill person shall:

1. Administer first aid, remain calm, and reassure the patient.
2. Remain with the patient and notify the PRINCIPAL or designee of the situation.

3. Notify the patient's applicable emergency contact if instructions are necessary from the contact person.
4. Complete incident report per the facility procedure.
5. Report all injuries occurring to a student to the student's parent/guardian; have parent/guardian sign the Incident/Accident Report to indicate they were notified.
6. Contact the following to report the incident:
  - ▶ Nichole Schlagel
  - ▶ Jada Kankel

*All school staff will be trained on the procedures for handling medical emergencies. All staff will be certified in first aid/CPR and Bloodborne Pathogens.*

## **MAIL AND PACKAGE DELIVERY AND HANDLING**

All properly received mail and packages are date stamped with the school's stamp that indicates the date of delivery before they are transported within the school building. Any suspicious items that are delivered to the school will not be touched or moved, security or 911 will be notified and school personnel will follow instructions regarding evacuation of the building. (See *the School's Emergency Response Plan for specific procedures*).

*What constitutes a suspicious letter or parcel?*

- Letters or packages that are unexpected or from someone unfamiliar to you
- Are addressed to someone no longer with your organization or are otherwise outdated
- Have no return address, or have one that can't be verified as legitimate
- Are of unusual weight, given their size, or are lopsided or oddly shaped
- Are marked with restrictive endorsements, such as "Personal" or "Confidential"
- Have protruding wires, strange odors or stains
- Show a city or state in the postmark that doesn't match the return address

*What to do if a suspicious letter or parcel is received:*

- Do not try to open or otherwise handle the letter or parcel suspected of contamination
- Notify PRINCIPAL, or designee, who will immediately contact the Postal Inspection Service, to contact police, safety office or designated person
- Isolate the parcel
- Evacuate the immediate area
- Ensure that all persons who have touched the mail piece wash their hands with soap and water
- The Postal Inspector will:
  - Collect the mail, assess the threat situation
  - Coordinate the FBI
  - Notify local, county, and state health departments and the state's emergency manager

List all persons who have touched the letter, envelope and/or package including contact information. Provide list to Postal Inspector  
Place all items worn when in contact with the suspected mail piece in plastic bags and have available for law enforcement agents  
As soon as practical, shower with soap and water  
Notify the Center for Disease Control Emergency Response at 770-488-7100 for answers to any questions

## **BUSINESS INTERRUPTION EMERGENCIES**

A business interruption emergency is a technological emergency involving any interruption or loss of a utility service, power source, life support system, information system or equipment needed to keep the business in operation.

The critical operations/systems identified for the school include: electric power, water, sewer system, HVAC system, communications, and the building structure and grounds.

### **Reporting Facility System Emergencies:**

In the event that any of the critical systems for the school become inoperative, the situation will be assessed and resources identified in order to correct the situation. A decision will be made as to the feasibility of providing temporary services, i.e. electrical power, portable toilets, potable water, etc., if the problem can not be corrected in a timely manner.

The PRINCIPAL or designee shall communicate with the BOD to estimate the duration of the event. If the duration of the event is likely to be of such an extent that it may pose a significant sanitary or safety threat, or if the disruption would make the facility environment untenable, the school may close early at the direction of the PRINCIPAL and/or if the closure will be of significant duration, a Relocation Plan instituted. *A Relocation of Business/School Plan may be instituted if it is determined that the repairs for the existing facility will take more than a week to remedy, subject to approval by AAK BOD.*

In the event of a major incident involving a critical system, i.e., explosion, building collapse, electrical sparking, etc., the school security will be immediately notified. The PRINCIPAL or designee will assess the situation and order an evacuation of the students if warranted.

### **Emergency Shut-offs:**

The emergency power disconnect for the HVAC system is located:

2<sup>nd</sup> Floor Server Room

Should the necessity for sheltering in the building be announced because of a hazardous material release outside the facility, the HVAC system shall be immediately shut down.

# TORNADO AND SEVERE STORM EMERGENCIES

Storms are defined as those natural occurrences, which produce high winds, heavy rain, snow, ice, and hail. This includes tornadoes, thunderstorms, snow and ice storms, damaging hail, and associated icing and flash flood conditions.

## **HAZARDS:**

The impact on the school building due to **tornado/hurricane** storm activity can be severe with damage ranging from windows being blown out to structure collapse.

**Thunderstorms** are accompanied by high and damaging winds, heavy rains, and high volumes of lightning. Damage due to thunderstorms historically affects most areas during the spring and summer months. The impact on the school building can be severe with damage ranging from windows being blown out to structure collapse.

The National Weather Service issues two categories of bulletins that warn of severe weather:

**Tornado, hurricane or severe thunderstorm watches** – are the first alerting messages to areas, which are potentially threatened. Persons in watch areas need not alter their normal routine except to remain alert for threatening weather or additional bulletins.

In the event of a **tornado/hurricane or severe thunderstorm watch**, classroom activities may proceed as usual. Blankets and other covering should be gathered and made available and any necessary preparation to move to an interior corridor or designated tornado/hurricane evacuation site can be initiated.

**Tornado, hurricane or severe thunderstorm warnings** – are issued when a tornado/hurricane or severe thunderstorm is actually affecting or has been sighted in the area, or indicated by radar. This bulletin will specify an area which includes the path along which the storm is expected to move over a given time period. The time period, which is usually one hour, is also specified. Persons in the path of the storm should take immediate safety precautions.

In the event of a **tornado/hurricane or severe thunderstorm warning**, students will be moved immediately to an interior corridor or an area that has been designated as a tornado/hurricane evacuation site. Blankets and other coverings will be taken to the evacuation site to protect individuals from shattering glass and other flying objects.

In areas that are subject to severe weather, it is critical that the staff be calm and fully prepared to deal with all necessary emergency procedures to ensure the safety and well-being of the students.

## **Winter Storms:**

The primary hazard from snow and ice storms are to drivers due to the loss of traction. The impact on the school building is the early closure of the facility and providing school personnel adequate time to drive safely to their residence before conditions worsen. The following definitions are used for severe winter storms:

**Winter Storm Watch** — severe winter weather is possible.

**Winter Storm Warning** –severe winter weather is expected.

**Blizzard Warning** – severe winter weather with sustained winds of at least 35 mph is expected.

**Traveler’s Advisory** – severe winter conditions make driving difficult or dangerous.

## **EMERGENCY ACTIONS:**

### **Tornadoes:**

1. Tornado Watch (Tornadoes are likely)

The PRINCIPAL or designee shall notify all staff members of the Tornado Watch. This notification will be made by assigned staff members verbally passing the information to each staff member to minimize disruption of the students.

The school intercom system should be used for alternate notification. All staff members will obtain a roster of students in their charge and provide a copy to the PRINCIPAL or designee.

Staff members remind students of protective actions during tornadoes. If the school was warned to the Tornado Watch by the NOAA radio tone alert, the PRINCIPAL or designee will notify the school’s security. Monitor radios, televisions, NOAA Radio, and the Doppler on the Internet.

### **Level I**

2. Tornado Warning (A tornado has been sighted in the area or is indicated by radar)

The PRINCIPAL or designee shall notify all staff members over the school intercom system that a Tornado Warning has been issued for the area.

If the Tornado Warning does not include the immediate area, the local weather and emergency weather information via the NOAA radio, the PRINCIPAL or designee will monitor television, Doppler system, etc.

If the Tornado Warning includes the immediate area, the PRINCIPAL or designee will issue and implement the following protective actions:

- a. If possible and safe, staff members will obtain a roster of students in their classroom
- b. Move the students into the designated tornado shelter areas.
- c. Avoid windows and glass doorways
- d. Close doors to the outside rooms.
- e. Protect your head and the heads of the students
- f. Cover with blankets
- g. The PRINCIPAL or designee will take the NOAA Radio and Security Radio into the shelter area
- h. The COA or designee will notify school security that the school is sheltered.
- i. All personnel will remain sheltered until the PRINCIPAL or designee sounds the all clear or orders evacuation.

### 3. Actions if the school is damaged

The PRINCIPAL or designee will immediately report that the school has been damaged by calling 911, notifying responders that assistance is required.

The PRINCIPAL or designee **Will Not** participate in rescue or life saving operations.

The PRINCIPAL or designee will direct actions and continually report school and personnel status to security until assistance arrives.

When deemed safe by the PRINCIPAL or designee, all personnel will be evacuated.

Injured personnel will be provided first aid

Account for all staff members and personnel. Be able to provide rescuers the number, gender, category (adult or child) and expected location of missing persons.

### **Severe Storms:**

#### 1. Severe Storm Watches (Severe Storms are likely.)

The PRINCIPAL or designee shall notify all staff members of the Severe Storm Watch. This notification will be made by assigned staff members verbally passing the information to each staff member to minimize disruption to the students.

The school intercom system should be used for alternated notification.

All staff members will obtain a roster of students in their charge and provide a copy to the PRINCIPAL or designee

Staff members remind students of protective actions during severe storms.

If the school was warned of the Severe Storm Watch by the NOAA radio tone alert, the PRINCIPAL or designee will notify school security.

Monitor radios, televisions, or NOAA Radio.

2. Severe Storm Warning (A severe storm has been sighted in the area or or indicated by radar)

The PRINCIPAL or designee shall notify all staff members over the school intercom system that a Severe Storm Warning has been issued for the area.

If the Severe Storm Warning includes the immediate area, the PRINCIPAL or designee will issue and implement the following protective actions:

- a. If possible and safe, staff members will obtain a roster of students in their classroom
- j. Move the students into the designated tornado shelter areas.
- k. Avoid windows and glass doorways
- l. Close doors to the outside rooms.
- m. Protect your head and the heads of the students
- n. Cover with blankets
- o. The PRINCIPAL or designee will take the NOAA Radio and Security Radio into the shelter area
- p. The COA or designee will notify school security that the school is sheltered.
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Injured personnel will be provided first aid

Account for all staff members and personnel. Be able to provide rescuers the number, gender, category (adult or child) and expected location of missing persons.

## **Winter Storms:**

Generally, winter storms do not pose a hazard to students or school staff while they are in the school building. The hazards occur to people after leaving the school when traffic becomes hazardous. The school is responsible for the coordination of early release of the students and staff. The following procedure should be followed:

When a winter storm advisory is issued, the PRINCIPAL or designee will decide early shutdown procedures

When early shutdown has been authorized, non-essential staff personnel will be released.

The PRINCIPAL or designee will ensure that the early shutdown is announced to the school's workforce.

As appropriate, school staff will be released as children are picked up.

After 30 minutes from the announcement of early shutdown, school staff will begin calling parents or their authorized representatives to pick up their children.

Thirty minutes after the designated early shutdown time, the school staff will follow normal procedures for students that have not been retrieved by their parents or authorized representatives.

The PRINCIPAL or designee will coordinate with the Regional Vice President for following day operations in accordance with established procedure.

## **Warning Procedure:**

Warning procedures for a storm related emergency are received by the school from either school security or from radio/personal reports.

The school has a commercial weather radio or NOAA Weather radio with warning tone located at the receptionist desk at the school entrance. This radio provides immediate warnings by a tone alert. Other methods of warning are from employees, parents, and school personnel who have heard warnings from local media sources.

# **FLASH FLOOD EMERGENCIES**

The impact of flooding on the school is as follows:

- \* Could potentially close the streets and parents could not pick up their children
- \* Could potentially flood the first floor and force all students and personnel to go to the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- \* Slight flooding could cause mold in the walls
- \* Could ruin the playground

The following definitions are used for flooding:

**Flood Watch** — Flooding is possible. Stay tuned to a NOAA weather alert radio. Be prepared to evacuate. Tune to local radio and television stations for additional information.

**Flood Warning** — Flooding is already occurring or will occur soon. Take precautions at once. Be prepared to go to higher ground. If advised, evacuate immediately.

During periods of heavy rain, a designated staff person will periodically observe the water level of the areas surrounding the school building. The following procedures will be followed when high water is observed:

The designated person observing water levels will inform the PRINCIPAL or designee of the rising water

The PRINCIPAL or designee will notify the school staff over the intercom system that water is rising and an evacuation may be necessary.

Teachers retrieve their student's records.

When directed, move the children to the front door for transportation.

If water rises quickly **and** transportation has not arrived, the PRINCIPAL or designee may direct moving the students to the highest ground surrounding the school; if this occurs school security will be notified by radio.

## **FIRE EMERGENCIES**

Fire is the most common of all hazards. If detected early, and with the proper use of extinguishers or activation of the sprinkler system, fires can be controlled before they become severe emergencies. All school staff are to familiarize themselves with this fire emergency procedure and maintain their areas free from the accumulation of combustible material. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times. Both staff and children must be familiar with evacuation procedures and primary and secondary evacuation routes through monthly fire drills.

### **Reporting Fires:**

All fires, including smoke, shall be immediately reported by pulling the fire alarm, activating the duress button or by calling **911**. School security should also be notified of a reported fire.

### **Response to Fires:**

If a fire is discovered, immediately activate the nearest pull station to report the fire and begin evacuation.

1. If the fire is small (waste paper basket size) staff personnel may attempt to isolate or put the fire out. **DO NOT TAKE RISKS**, your personal safety and that of the students is paramount and must take precedence above all other activities including fire fighting.
2. **Notes on Fire Fighting**

A small fire can be smothered by a rug or any other heavy material. If the material is wet it will work better.

A larger fire can be fought with water or a fire extinguisher. (***Do not use water on an electrical fire or on an oil or grease fire***). Keep the area around the fire cooled with water to keep the fire from spreading. If you cannot control a fire, get away from it before you are trapped. If you have to go through thick smoke to get out, cover your mouth and nose and crawl on your hands and knees to the closest exit. If necessary, find a wall and follow it to an exit. Feel the exit door to make sure it is not hot, which may indicate fire on the other side. Avoid the center of the floor, as the center of the floor may cave in first if there is a fire below.

*The air in a burning building is dangerous. Fumes given off by some burning materials are poisonous and air can be heated to a point that can cause scorching to the lining of the lungs and cause death.*

3. If the fire is large, or if smoke makes it difficult to determine the fire location, evacuate the area immediately and report to the designated evacuation site.

## **HAZARDOUS MATERIAL EMERGENCIES**

Hazardous materials are substances that are flammable, explosive, toxic, noxious, corrosive, irritating or radioactive. A hazardous material spill or release can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a building or an entire neighborhood.

There are few hazardous materials in use at the school that if involved in a spill or fire, could lead to a hazardous material emergency. Generally there are no known users, distributors or suppliers of hazardous materials within the school area that pose a concern for the school. There are, however, thoroughfares near the school building that have the potential for affecting the school if a major traffic accident involving hazardous materials occurred nearby.

### **Procedure:**

In the event that a major traffic accident occurs involving hazardous materials near the school, school security or the local authorities will notify the PRINCIPAL or designee. The school's security or the local authorities shall determine if the school occupants should either shelter in place or evacuate the area

### **Sheltering In Place (Lock Down):**

1. Ensure all school students and staff are in the building (outside playground Areas are empty)
2. Ensure all doors and windows are closed and secured.
3. Shut off all HVAC systems to isolate the outside air from the building if the situation warrants.

4. Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

#### **Evacuation From the School Building:**

1. Notify school security that the school is evacuating
2. Follow the school evacuation plan
3. If time permits, shut down all HVAC systems to the building and secure the building upon evacuating.
4. Take the emergency kit along with the occupants to the designated evacuation shelter.
5. Remain in the evacuation shelter area until notified otherwise by the emergency response authority.

## **SOCIOLOGICAL EMERGENCIES**

Sociological hazards include direct violence, fear, and stress at the school or involving individuals in the school. These include bomb threats, threats of violent act, random acts of violence (e.g. drive by shootings), disgruntled employees, angry students and parents, and employees, parents or other individuals that are impaired due to an intoxicant (alcohol or drugs).

#### **HAZARDS:**

Generally schools are located in relatively safe areas of the city. Crime rates in these areas are low and primarily involve thefts in the commercial areas and traffic violations. There has been no history of intentional acts of violence, either directed or random in the school area.

Social, economic and situational stressors periodically present a stressful environment to the parents and students who are enrolled in the school. School employees can be subject to receiving threats from disgruntled spouses, family members, students, parents and friends of students enrolled in the school.

#### **Bomb Threat:**

In the event of a bomb threat, safeguarding or evacuating the students from the potential danger area is the highest priority. If the threat is received by telephone, follow the instructions on the Bomb Threat Report Form. If suspicious items are found or suspicious packages are delivered to the school, do not touch them or attempt to move them.

Properly received packages are identified with a stamp, "Received (date)" before they are transported within the school.

All school staff receives annual training from the PRINCIPAL or designee on handling bomb threat emergencies.

**NOTIFICATION/ACTIONS:**

<b>THREAT</b>	<b>NOTIFICATION</b>	<b>ACTIONS</b>
Telephone Bomb Threat to the school	Notify school security Call 911 Use duress button	Gather information from caller using Bomb Threat Report Form Evacuate the building
Telephone Bomb Threat to school personnel	Notify school security Call 911 Use duress button	Follow instructions from security or emergency response authorities. Evacuate the building
Suspicious Item left in the school or school grounds	Notify school security Call 911 Use duress button	Follow instructions from security or emergency response authorities. Evacuate the building
Suspicious Package Delivered to the school	Notify school security Use duress button	Follow instructions from security or emergency response authorities. Evacuate the building

**Bomb Threat Report:**

Any person taking a telephone call from an individual reporting a bomb threat to the school shall use the Bomb Threat Report to gather information from the caller.

## BOMB THREAT REPORT

BOMB THREAT REPORT	Date: _____	Time of call : _____	Time call ended: _____
<b>INSTRUCTIONS (COMPLETE AS MUCH AS POSSIBLE)</b>			
IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERSON: COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH CALLER AS NECESSARY. <b>DO NOT HANG UP</b>			
<b>ASK THESE QUESTIONS TO PROLONG THE CALL</b>			
1. When is the bomb going to explode?			
2. What does the bomb look like?			
3. What kind of bomb is it?			
4. Where is the bomb right now?			
5. Why did you place the bomb?			
6. Where are you calling from?			
<b>TRY TO DETERMINE THE FOLLOWING (CHECK THE APPROPRIATE DESCRIPTION)</b>			
1. Caller's Identity: Age ____ Male ____ Female ____ Adult ____ Juvenile ____			
2. Language: Good ____ Poor ____ Foul ____ Slang ____			
3. Accent: Local ____ Not Local ____ Foreign ____ Describe: _____			
4. Tone of Voice: Loud ____ Soft ____ High Pitched ____ Deep ____ Raspy ____ Pleasant ____ Intoxicated ____			
5. Speech Pattern: Fast ____ Slow ____ Nasal ____ Lisp ____ Distinct ____ Slurred ____ Stutter ____			
6. Manner: Calm ____ Angry ____ Rational ____ Irrational ____ Coherent ____ Incoherent ____ Deliberate ____ Emotional ____ Laughing ____ Other ____			
7. Background Noise: Bedlam ____ Trains ____ Factory Machines ____ Traffic ____ Animals ____ Voices ____ Music ____ Quiet ____ Harbor/Ocean ____ Party ____ Office ____ Airplane ____ Other ____			
8. Was the voice familiar? Yes ____ No ____ If yes, Who? _____			
9. Exact words of caller?			
10. Did the caller use familiar terms? Yes ____ No ____ If yes, describe: _____			
<b>IMMEDIATELY AFTER CALL, NOTIFY YOUR SUPERVISOR AND SECURITY, TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO.</b>			

11. Person Receiving Call: \_\_\_\_\_ 12. Receiving Telephone: \_\_\_\_\_

**Threat of Violent Acts:**

School disciplinary policies and appropriate response procedures need to be designed **before** a threat occurs. Response procedures need to be **publicized and rehearsed** by both school and law enforcement personnel and reviewed with students yearly or upon enrollment. The school administrators and counseling staff, mental health professionals, and other specialists will determine school disciplinary policies and responses.

THREAT	NOTIFICATION	ACTIONS
<p><b>Low Level</b> – a threat that has been evaluated as posing little threat to public safety and in most cases would not necessitate law enforcement investigation</p>	<p>Interview student Interview parents Interview intended victim</p>	<p>Disciplinary action and Referral for counseling or other form of intervention as determined by school policy. Possible referral to law enforcement agency</p>
<p><b>Medium Level</b> – a threat that will sometimes warrant investigation as a possible criminal offense</p>	<p>Notify school security Notify law enforcement contact as listed in ERP Contact parents Interview student</p>	<p>Follow instructions from security and/or law enforcement Possibly reclassify threat into the high or low level category Disciplinary action and Referral for counseling or other form of intervention as determined by school policy.</p>
<p><b>High Level</b> – a threat that is highly likely to result in criminal prosecution.</p>	<p>Notify school security Call 911 Use duress button</p>	<p>Follow instructions from security and/or law enforcement Implement response plan Criminal prosecution</p>

**Threat Report:**

Any person receiving or having knowledge of any type of threat from any individual or group of individuals must be encouraged and feel comfortable in coming forward with information regarding that threat. School personnel must make sure that all information received regarding threats is handled in a confidential manner and that the reporter is provided with support to overcome any self-doubts or guilty feelings about breaking a “code of silence”. *No threat can be ignored.*

Every threat must be taken seriously, investigated, and responded to. Threats need to be addressed quickly and sensibly with confidence by the school administrators. An effective threat management response system should be developed that includes a standardized method for evaluating threats and consistent policies for responding to them.

### **Random Acts of Violence:**

If the school is affected by random acts of violence (e.g., drive by shooting), implement the following:

Remain Calm

The receptionist or other school staff member/designee will activate the duress button and/or immediately call **911** and school security.

Staff members will alert other staff personnel of the problem.

Alerted staff members will close the doors of their areas of responsibility and have the students lay on the floor.

Brief security of the problem once they arrive

Report the incident to the PRINCIPAL.

### **Disgruntled Employees, Parents, or Parent's Authorized Representatives:**

In the event of having to deal with Disgruntled Employees, Parents, or Parent's Authorized Representatives, implement the following:

Remain calm

Remain polite

The receptionist or other school staff member/designee will activated the duress button and/or immediately call **911** and school security

Staff members who observe the problem will go to the nearest telephone and call security (back-up call)

Staff members will alert other staff personnel of the problem

Alerted staff members will close the doors of their areas of responsibility.

If the disgruntled person's child is immediately known, move the child to safe area

Brief security of the problem once they arrive

Turn the child over to parent or authorized representative in accordance with school procedures

Report the incident to the PRINCIPAL

### **Impaired Employee, Parents, or Parent's Authorized Representatives:**

Impaired employees are defined as those individuals that are obviously intoxicated, under the influence of drugs, or medically impaired. There are legal implications in releasing students into the custody of an individual under the influence of alcohol or

drugs or medically impaired. In the event of having to deal with employees, parents, or parent's authorized representatives, implement the following:

Remain calm

Remain polite

The receptionist or other school staff member/designee will activate the duress button and/or immediately call **911** and school security

Staff members who observe the problem will go to the nearest telephone and call security (back-up call)

Staff members will alert other staff personnel of the problem

Alerted staff members will close the doors of their areas of responsibility

Brief security of the problem once they arrive

Turn the child over to the other parent or alternative authorized representative in accordance with school procedures

Report the incident to the PRINCIPAL

### **Hostage Situations:**

Although considered improbable, the school may be subject to hostage situations either from disgruntled employees, parents, parent's authorized representatives, or other people. In the event of a hostage situation:

Remain calm

Remain polite

Follow the hostage takers instructions

Do not resist

**Any** available staff member will activate the duress button and/or immediately call **911** and school security

Staff members will alert other staff personnel of the problem if time permits – ***Do Not Put Yourself In Danger***

Alerted staff members will close the doors of their areas of responsibility

If staff members believe it is safe, evacuate students from the school moving in the opposite direction from the incident. Report your location to security immediately

## **Suggested Anti-Terrorism Security Measures**

This list provides suggested random anti-terrorism measures.

### **Little or No Cost Actions**

Increase the visible security personnel presence wherever possible.  
Rearrange exterior vehicle barriers (traffic cones) to alter traffic patterns near facilities.  
Institute/increase vehicle, foot and roving security patrols.  
Implement random security guard shift changes.  
Arrange for law enforcement vehicles to be parked randomly near entrances and exits.  
Approach all illegally parked vehicles in and around facilities, question drivers and direct them to move immediately, if the owner cannot be identified, have the vehicle towed by law enforcement.  
Limit the number of access points and strictly enforce access control procedures.  
Alter primary entrances and exits if possible  
Implement stringent identification procedures to include conducting 100% "hands on" checks of security badges for all personnel, if badges are required.  
Remind personnel to properly display badges, if applicable, and enforce visibility.  
Require two forms of photo identification for all visitors.  
Escort all visitors entering and departing.  
X-ray packages and inspect handbags and briefcases at entry if possible.  
Validate vendor lists for all routine deliveries and repair services.

### **Actions that May Bear Some Cost**

Increase perimeter lighting.  
Remove vegetation in and around perimeters, maintain regularly.  
Institute a vehicle inspection program to include checking under the undercarriage of vehicles, under the hood, and in the trunk. Provide vehicle inspection training to security personnel.  
Conduct vulnerability studies focusing on physical security, structural engineering, infrastructure engineering, power, water, and air infiltration, if feasible.  
Initiate a system to enhance mail and package screening procedures (both announced and unannounced).  
Install special locking devices on manhole covers in and around facilities.

# MEDIA RELATIONS

A Crisis Communication Plan should be developed *prior* to any crisis situation in order to protect the reputation and credibility of the school. In an emergency, the media is the most important link to the public. Try to develop and maintain positive relations with media outlets in your area. Determine their particular needs and interests, explaining your plan for protecting students, personnel and preventing emergencies. The public's immediate assessment of a crisis situation is based on four factors of earning trust and credibility: empathy and/or caring, usually assessed within the first 30 seconds; competence, expertise, and readiness; honesty and openness; dedication and commitment.

Developing a Crisis Communication Plan:

1. Determine how important public information will be communicated through the media in an emergency.
  - Identify, mobilize and train a response team that will be responsible for coordinating communications with each of the various publics in the event of a crisis.
  - The PRINCIPAL should head the in-house team to communicate with employees. Have all types of employees represented on the team
  - Identify the team member that will keep the Web site updated throughout the crisis
  - Designate a trained spokesperson and an alternate spokesperson.
2. Arrange a central site and phone number where all team members will check when a crisis arises. Identify a secondary site and phone number.
  - Ensure that crisis teams know how to reach their key contacts at all times.
  - Day and night telephone numbers for both primary and secondary contacts should be distributed to team leaders and kept up to date.
3. Plan and tell employees how they will be notified in the event of a crisis.
  - Make sure the teams know how to contact one another at all times by having current telephone numbers, fax numbers, and email addresses.
  - Use an intranet Web site to distribute information to employees.
  - Establish separate points of contact for employees, media, parents and students and others to call for information on the situation.
4. Determine who will make the final decisions when releasing sensitive information.
  - Establish procedures for ensuring that information is complete, accurate and approved for public release.

Determine an appropriate and useful way of communicating technical information.

Prepare background information about the facility.

5. Arrange for training and conduct simulations.

All crisis team members need media and crisis training and regular refreshers.

Constantly assess new potential crisis situations

6. Identify and set up a media briefing area.

Establish security procedures.

When providing information to the media during an emergency:

### **Do's**

Give all media equal access to information

When appropriate, conduct press briefings and interviews.

Give local and national media equal time

Try to observe media deadlines

Escort media representatives to ensure safety

Provide brief, precise answers to questions. Don't ramble. Use plain language.

Take time in explaining difficult issues to reporters

Keep records of information released

Provide press releases when possible

Provide only factual, confirmed information

Prepare key points ahead of time. Make them short and to the point. Try to repeat them several times during the news conference or interview.

Monitor media accounts and quickly correct errors by contacting the reporter or correspondents

Stay with the crisis throughout its duration.

Follow up with the news media to keep them updated about what preventative actions were taken after the crisis ended.

*Put people first. Help the people most affected by the crisis first i.e. victims' families before any other group.*

### **Don'ts**

Do not speculate or lie about the incident

Do not permit unauthorized personnel to release information

Do not cover up facts or mislead the media

Do not hide behind "no comment"; you will lose control of the situation

Do not be defensive. Be prepared for aggressive questioning.

Do not place blame for the incident  
Do not attempt legal battles with the media. Express assurances that matters of litigation or potential litigation will be investigated thoroughly.

# **FORMS**

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Tornado/Severe Storm Checklist

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Fire Drill/Emergency Evacuation Practice Report

School Incident/Accident Report

(Other than Sociological Emergencies)

School Incident Report for Sociological Emergencies

Report of Student Accident/Illness

Template Letter to Parents (regarding school emergency planning and security)

School Emergency Contact/Permission Form

Update of Student Information

Individual Incident Report

Article: Helping Children Cope After a Traumatic Event

Resources

## Description of School Facility

***Provide a copy of this form and a floor plan to local police and fire departments***

<u>Category</u>	<u>Descriptor</u>
Primary Contact	Name: Nichole Schlagel Office Phone: 970 226-2800 Cellular Phone: 970-420-2980
Address	Academy of Arts and Knowledge 4800 Wheaton Drive Fort Collins, CO 80525
Cross Streets	Harmony Ave (East-West) Wheaton Drive (south-north)
Telephone Number of Facility	970 226-2800
Operating Hours	Daycare hours Mon-Friday: 7:00 am - 5:30pm School Hours: M-F 8:10am-3:20 pm
Size of Facility (how many floors/wings)	Approximately 45,000 sq feet on two floors, school has two wings and goes in circle around auditorium
Number of Exits	There are 6 exits
Number of Classrooms	15 including the auditorium
Number of Students	230
Number of Employees	32
Other Information	

## EMERGENCY PHONE NUMBERS

<b>970 226-2800 School: Academy of Arts and Knowledge</b>	
<b>Emergency</b>	<b>Number</b>
Medical, Fire, Security	<b>911</b>
School Security	Number: 970 226-2800
Safety and Health Issues	Number: 970 420-2980
Security Issues	Number: 970 226-2800 or Press Duress Button
Facilities/Maintenance	Number: Randall Foss 970-222-7136
Emergency School Contact	Name: Nichole Schlagel 970-420-2980
Radio/TV Station for Closure Announcements	Name: Channel 9 ID: 0864 Passcode: 1864  <i>Code Available from PRINCIPAL</i>

## Evacuation/Sheltering Checklist

<b>EVACUATION NOTIFICATION</b>		
<b>Emergency Event</b>	<b>Initial Notification</b>	<b>Secondary Notification</b>
<b>Fire</b>	<b>911</b>	<b>Nichole Schlagel 970-420-2980</b>
<b>Smoke</b>	<b>911 Pull Alarm</b>	<b>Nichole Schlagel 970-420-2980</b>
<b>Noxious/Toxic Fumes (major incident)</b>	<b>911 Pull Alarm</b>	<b>Nichole Schlagel 970-420-2980</b>
<b>Noxious/Toxic Fumes (minor incident)</b>	<b>911</b>	<b>Nichole Schlagel 970-420-2980</b>
<b>Bomb Threat</b>	<b>911</b>	<b>Nichole Schlagel 970-420-2980</b>
<b>Post Natural Disaster (building unsafe)</b>	<b>Nichole Schlagel 970-420-2980</b>	<b>911</b>
<b>PRINCIPAL Directed Evacuation</b>	<b>N/A</b>	<b>N/A</b>
<b>City FD/PD Directed Evacuation</b>	<b>Nichole Schlagel 970-420-2980</b>	<b>N/A</b>

### **EVACUATION CHIEF**

- Notify school occupants
- Notify school security
- Ensure wardens are available
- Take accountability
- Ensure assembly area is safe
- Coordinate with local authorities
- Take Emergency Kit

### **WARDEN**

- Ensure searchers are available
- Pick up accountability logs
- Take accountability

### **SEARCHERS**

- Conduct search of area
- Assist with student accounting

### **EVACUATION FROM SCHOOL TO OFFSITE SHELTER**

- Take student emergency information
- Notify school security
- Take Emergency Kits
- Ensure accountability
- Secure building

### **SHELTERING**

- Ensure all school staff and students are in the building (outside playground areas are empty)
- Ensure all doors and windows are closed and secure
- Shut off all HVAC systems to isolate the outside air from the building
- Shut off electrical and water systems if directed

## **TORNADO/SEVERE STORM CHECKLIST**

### **TORNADO WATCHES**

Notify all staff members of the Tornado Watch.  
All staff members obtain a roster of students present and provide a copy to the PRINCIPAL/Designee or Evacuation Chief.  
Staff members remind students of protective actions during tornadoes.

### **TORNADO WARNING**

Notify all staff members over the school intercom system.  
If the warning is for the immediate area surrounding the school, staff members will obtain a roster of students present and bring it with them to the shelter areas.  
PRINCIPAL/Designee will take the NOAA Radio and Security Radio into their assigned shelter area.  
The PRINCIPAL/Designee notifies Security that the school is sheltered

### **SEVERE STORM WATCH**

- Notify all staff members of the Severe Storm Watch.
- All staff members will obtain a roster of students present and provide a copy to the PRINCIPAL/Designee or Evacuation Chief.
- Staff members remind children of protective actions during severe storms.
- If the school was warned of the Severe Storm Watch by the NOAA radio tone alert, notify school security.

### **SEVERE STORM WARNING**

- Notify all staff members of the Severe Storm Warning and proceed to their designated shelters.
- If possible and safe, staff members will obtain a roster of students present and bring it with them to the shelter area.
- The PRINCIPAL/Designee will take the NOAA Radio and Security Radio into their shelter area.

\_\_\_The PRINCIPAL/Designee will notify school security that the school is sheltered.

## BOMB THREAT REPORT

BOMB THREAT REPORT	Date: _____	Time of call : _____	Time call ended: _____
<b>INSTRUCTIONS (COMPLETE AS MUCH AS POSSIBLE)</b>			
IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERON: COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH CALLER AS NECESSARY. <b>DO NOT HANG UP</b>			
<b>ASK THESE QUESTIONS TO PROLONG THE CALL</b>			
1. When is the bomb going to explode?			
2. What does the bomb look like?			
3. What kind of bomb is it?			
4. Where is the bomb right now?			
5. Why did you place the bomb?			
6. Where are you calling from?			
<b>TRY TO DETERMINE THE FOLLOWING (CHECK THE APPROPRIATE DESCRIPTION)</b>			
1. Caller's Identity: Age ____ Male ____ Female ____ Adult ____ Juvenile ____			
2. Language: Good ____ Poor ____ Foul ____ Slang ____			
3. Accent: Local ____ Not Local ____ Foreign ____ Describe: _____			
4. Tone of Voice: Loud ____ Soft ____ High Pitched ____ Deep ____ Raspy ____ Pleasant ____ Intoxicated ____			
5. Speech Pattern: Fast ____ Slow ____ Nasal ____ Lisp ____ Distinct ____ Slurred ____ Stutter ____			
6. Manner: Calm ____ Angry ____ Rational ____ Irrational ____ Coherent ____ Incoherent ____ Deliberate ____ Emotional ____ Laughing ____ Other ____			
7. Background Noise: Bedlam ____ Trains ____ Factory Machines ____ Traffic ____ Animals ____ Voices ____ Music ____ Quiet ____ Harbor/Ocean ____ Party ____ Office ____ Airplane ____ Other ____			
8. Was the voice familiar? Yes ____ No ____ If yes, Who? _____			
9. Exact words of caller?			
10. Did the caller use familiar terms? Yes ____ No ____ If yes, describe: _____			
<b>IMMEDIATELY AFTER CALL, NOTIFY YOUR SUPERVISOR AND SECURITY, TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO.</b>			

11. Person Receiving Call: \_\_\_\_\_ 12. Receiving Telephone: \_\_\_\_\_

## **SECURITY EMERGENCY CHECKLISTS**

### **RANDOM ACTS OF VIOLENCE**

Remain calm

The receptionist or other designated school staff member will immediately activate the duress button, call **911** and school security

Staff member will alert other staff personnel of the problem

Alerted staff members will close the doors of their areas of responsibility and have the students lay on the floor

Brief security of the problem once they arrive

Report the incident to the PRINCIPAL

### **DISGRUNTLED EMPLOYEES, PARENTS, OR PARENT'S AUTHORIZED REPRESENTATIVES**

Remain calm

Remain polite

The receptionist or other designated school staff member will immediately activate the duress button, call **911** and school security

Staff members who observe the problem will go to the nearest telephone and call school security

Staff members will alert other staff personnel of the problem

Alerted staff members will close the doors of their areas of responsibility

If the disgruntled person's child is immediately known, move the child to another room, out of sight

Brief security of the problem once they arrive

Report the incident to the PRINCIPAL

### **IMPAIRED EMPLOYEES, PARENTS, OR PARENT'S AUTHORIZED REPRESENTATIVES**

Remain calm

Remain polite

The receptionist or other designated school staff member will immediately activate the duress button, call **911** and school security

Staff members who observe the problem will go to the nearest telephone and call school security

Staff members will alert other staff personnel of the problem

Alerted staff members will close the doors of their areas of responsibility

Brief security of the problem once they arrive

Report the incident to the PRINCIPAL

### **HOSTAGE SITUATION**

Remain calm

Remain polite

Follow the hostage takers instructions

Do not resist

**Any** available staff member will immediately activate the duress button, call **911** and school security

Staff members will alert other staff personnel of the problem if time permits –

***Do Not Put Yourself In Danger***

Alerted staff members will close the doors of their areas of responsibility

If staff members believe it is safe, evacuate students from the school moving in the opposite direction from the incident. Report your location to security immediately

## **FIRE DRILL/EMERGENCY EVACUATION PRACTICE REPORT**

**LOCATION OF FIRE EXTINGUISHERS :** See attached Building and Site map with emergency equipment labeled.

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**DESIGNATED EVACUATION SITES FOR STUDENTS AND STAFF:**

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*Fire Drills are required monthly, two tornado/severe weather drills are required annually during severe weather season. Records are signed by the PRINCIPAL and kept on file at the school for seven years.*

# School Incident/Accident Report

(Other than Sociological Emergencies)

Name of Person Reporting Incident/Accident: \_\_\_\_\_

Date of Incident/Accident: \_\_\_/\_\_\_/\_\_\_ Time of Incident/Accident: \_\_\_\_\_

Date Incident/Accident was Reported: \_\_\_\_\_ Time of Report: \_\_\_\_\_

Name of Injured Person(s) if any: \_\_\_\_\_

Witness

Name(s): \_\_\_\_\_

Type of Incident/Accident:  Medical Emergency;  Severe Weather;  Fire;

Business Interruption Emergency (type:  structural  loss of services);

**\* Sociological Emergency use School Incident Report for Sociological Emergencies**

**\*Use Bloodborne Pathogen Reports for exposure incidents**

Notifications: \_\_\_\_\_

\_\_\_\_\_

Describe how the incident/accident occurred, location of incident/accident on premises and resulting injury or damage.

\_\_\_\_\_

What actions, events or conditions contributed to the incident/accident?

\_\_\_\_\_

What can be done to prevent this type of incident/accident in the future?

\_\_\_\_\_  
Signature of Person Reporting      Date

\_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of PRINCIPAL

\_\_\_/\_\_\_/\_\_\_  
Date

# School Incident Report for Sociological Emergencies

Name of Person Reporting Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Date Incident was first Reported: \_\_\_\_\_ Time of Report: \_\_\_\_\_

Name of Perpetrator: \_\_\_\_\_

Name of Threatened or Injured Person(s) if any:  
\_\_\_\_\_

Witness Name(s): \_\_\_\_\_

Type of Incident  Threat to harm individual;  Threat to harm group;  
 Threat to harm self;  Threat to destroy property;  
 Concealed Weapon;  Controlled  
Substance/Substance Abuse

Level:  Low  Medium  High

Notification:

Actions Taken:

Describe how the threat/incident was discovered, location of incident on premises:

What actions, events or conditions contributed to the incident?

List steps to be followed in order to prevent this type of incident in the future:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Person Reporting Date Submitted

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of PRINCIPAL Date Reviewed

## Report of Student Accident/Illness

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date of Accident/Illness: \_\_\_/\_\_\_/\_\_\_ Time of Accident/Illness: \_\_\_\_\_

Date Accident/Illness Reported: \_\_\_/\_\_\_/\_\_\_ Time Reported: \_\_\_\_\_

Was Parent Notified:  Yes Time of Contact: \_\_\_\_\_

No Reason: \_\_\_\_\_

Type of Accident/Illness:  No Injury  First Aid Only\*  Medical\*

Illness, Describe: \_\_\_\_\_

Other, Describe: \_\_\_\_\_

Did Parent Observe Child:  Yes  No Time: \_\_\_\_\_

Did Parent Pick Up Child:  Yes  No Time: \_\_\_\_\_

**Complete the following section for Accidents:**

\*Describe First Aid procedure used and the Personal Protective Equipment (PPE) used:

\_\_\_\_\_  
\_\_\_\_\_

Describe how the accident occurred, location of accident on premises and resulting injury.

\_\_\_\_\_

What actions, events or conditions contributed to the accident?

What can be done to prevent this type of accident?

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Retain original documentation in Student's File; provide copy for parent's file.**

**AAK LETTER TO PARENTS  
REGARDING SCHOOL EMERGENCY PLANNING AND SECURITY**

Dear Parents,

The safety and welfare of our students is the primary concern of our teachers, staff and administrative team. Each year a thorough review of our existing Emergency Response Plan is initiated. The purpose of this review is to update and refine our emergency procedures and re-evaluate the security of our facility. Our goal is to make any change necessary to ensure that our students are safe and that school personnel can properly respond to any emergency situation. Upon completion of our review, the school will publish and distribute *Emergency Procedures for Parents*. Our plan is to keep parents properly informed of the processes and procedures that are in place to safeguard their children while they are in school including:

- Security screening and use of picture identification upon entering the school building
- Release and pick-up procedures
- Emergency procedures
- First Aid procedures
- Evacuation procedures
- Emergency relocation procedures
- Crisis communication procedure and Parent notification
- Student emergency kits
- Early dismissal

Parents can help us keep their child safe by making sure that we have updated student information. Open communication between parents and the school will be extremely important for the safety and welfare of your child. We ask that parents keep the school informed of any potential situations that may impact the safety and welfare of their child including changes in custody, change of address, phone number, address or change in emergency contact information.

Attached to this letter is a Student Emergency Contact/Permission card for both the classroom teacher and the front office. Please fill out these forms as soon as possible and return it to the school for inclusion in the school's Emergency Response Plan.

We look forward to working with you to ensure a safe school environment for your child.

Sincerely,

Nichole Schlagel  
Principal

## School Emergency Contact/Permission (*Teacher's copy*)

1. Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
Room # \_\_\_\_\_

Age of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ **Allergy Alert:**  
\_\_\_\_\_

2. Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Home Phone: \_\_\_\_\_ Custodial Parent/Guardian: \_\_\_\_\_

4. Mother/Guardian: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Phone/Cell  
Phone: \_\_\_\_\_

5. Father/Guardian: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Phone/Cell Phone: \_\_\_\_\_

6. Emergency Contacts: Adult persons (18 years or older) who may be contacted in the event of an emergency:

***Can be non-guardian***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

7. I hereby give permission to the staff of this School to secure emergency medical treatment for the above

named child during school hours or while participating in school activities:

**Parent/Guardian Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

## School Emergency Contact/Permission (*Front Office copy*)

1. Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher:  
\_\_\_\_\_ Room # \_\_\_\_\_

Age of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ **Allergy Alert:**  
\_\_\_\_\_

2. Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip  
\_\_\_\_\_

3. Home Phone: \_\_\_\_\_ Custodial Parent/Guardian:  
\_\_\_\_\_

4. Mother/Guardian: \_\_\_\_\_ Employer:  
\_\_\_\_\_

Employer Address: \_\_\_\_\_ Phone/Cell Phone:  
\_\_\_\_\_

5. Father/Guardian: \_\_\_\_\_ Employer:  
\_\_\_\_\_

Employer Address: \_\_\_\_\_ Phone/Cell Phone:  
\_\_\_\_\_

6. Emergency Contacts: Adult persons (18 years or older) who may be contacted in the event of an emergency:

***Can be non-guardian***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

7. I hereby give permission to the staff of this School to secure emergency medical treatment for the above

named child during school hours or while participating in school activities:

**Parent/Guardian Signature:** \_\_\_\_\_ **Today's Date:**  
\_\_\_\_\_

## Update of Student Information

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_

***Please check the box that needs to be updated in your child's file: please fill in the information in the designated space:***

**New Home Address:** \_\_\_\_\_

\_\_\_\_\_

**New Home Telephone:** \_\_\_\_\_  **Home Email:** \_\_\_\_\_

**New Cell Phone/Pager Number:** \_\_\_\_\_

**New Employer:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_  **Email:** \_\_\_\_\_

**New Physician:** \_\_\_\_\_ **Physician's Phone:** \_\_\_\_\_

**Updated Special Needs and/or Allergies:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Change of Custody:** From \_\_\_\_\_ To \_\_\_\_\_

*Note: in some circumstances court documents may be requested and/or required.*

**New Emergency Contact and Authorized Release:**

Name: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian Signature

Today's Date

**INDIVIDUAL INCIDENT REPORT**

OFFENDER NAME (Last/First/MI): \_\_\_\_\_

Date \_\_\_\_\_

**LOCATION**

- Classroom
- Cafeteria
- Gymnasium/Pool
- Locker Room
- Hallway
- Faculty Room
- Stairwell
- Athletic Field
- Outdoor Area
- Bus or other transportation
- Admin Office
- Other (specify)

**TIME OF INCIDENT**

AM/PM

- Before School
- After School
- During Change of Classes
- Lunch
- During Class
- During Special Event

INCIDENT NUMBER:

SCHOOL NAME/ADDRESS:

OFFENDER NUMBER:

Male    Female   DOB   Age   Grade

**TYPE OF WEAPON INVOLVED**

- N None
- H Handgun
- R Rifle/Shotgun

- OF Other Firearm
- B BB/Pellet Gun
- K Knife
- EX Explosives
- CI Cutting Instrument
- OT Other (specify)

RACE

- W White (Non-Hispanic)
- B Black (Non-Hispanic)
- H Hispanic
- AM American Indian/Alaskan Native
- AS Asian/Pacific Islander
- OT Other/Unknown

OFFENDER STATUS

- S Student
- SP Student with IEP
- OS Student from another school
- P Parent
- A Adult Visitor/Intruder
- RE Regional Employee

- OT Other/Unknown

**TYPE OF MISCONDUCT**

**Against a Person**

- 1 Assaults on Student(s)
- 2 Assaults on School Employee
- 3 Racial/Ethnic Intimidation
- 4 All Other Forms of Harassment/Intimidation
- 5 Fighting
- 6 Homicide
- 7 Sexual Offenses
- 8 Sexual Harassment
- 9 Kidnapping/Interference With Custody of Child
- 10 Threatening School Official
- 11 Reckless Endangering
- 12 Robbery

**Against Property**

- 13 Burglary
- 14 Arson
- 15 Vandalism

**Against Society**

- 16 Rioting

- 17 Disorderly Conduct
- 18 Bomb Threats
- 19 Terrorist Threats  
(excluding bomb threats)

### Illegal Possession

- 20 Possession of firearm (Specify in Item 8)
- 21 Possession of knife  
(Specify in Item 8)
- 22 Possession of other weapon  
(Specify in Item 8)
- 23 Possession, use or under the  
influence of controlled substance
- 24 Sale/distribution of controlled substance
- 25 Sale, possession, use, transfer  
Or under the influence of alcohol
- 26 Possession, use or sale of  
tobacco
- 27 Other (specify on reverse side of

form)  
GANG RELATED?

Yes  No

### LAW ENFORCEMENT NOTIFIED?

- Yes
- No

Yes

No

### RESULTING FINES, CONVICTION OR ADJUDICATIONS

- |  |  |
|--|--|
| <input type="checkbox"/> N None                    | <input type="checkbox"/> CO Convicted as Adult |
| <input type="checkbox"/> AR Arrested               | <input type="checkbox"/> P Probation           |
| <input type="checkbox"/> AD Adjudicated Delinquent | <input type="checkbox"/> CI Citation           |
|  | <input type="checkbox"/> FI Fined              |

### INJURIES REQUIRING MEDICAL ATTENTION

- None
- Refused Medical  
Attention
- Treated at Scene
- Personal Physician
- Transported to  
Emergency
- Hospitalized

### PARENTAL INVOLVEMENT

- WN Written Notification
- TC Telephone Conference
- SC School Conference

- FC Family Counseling
- LI Law Enforcement/  
Legal Involvement
- OT Other (specify)

N None  
SANCTION IMPOSED BY SCHOOL

- IS In School Suspension - # days
- OS Out of School Suspension - # days
- EX1 Expulsion LESS than 1 calendar year  
# days
- EX2 Expulsion for 1 calendar year  
# days
- EX3 Expulsion for MORE than 1 calendar  
year # days
- OT Other (specify):

N None  
REMEDIAL PROGRAMS INVOLVED

- SAR Student Assistance  
Referral
- DA Drug/Alcohol  
Counseling
- DT Detention
- ALT Alternative Education
- ANG Anger Management
- PM Peer Mediation/Conflict  
Resolution
- HB Home Bound  
Instruction
- PSY Psychological Eval.
- G Guidance Counseling
- OT Other (specify):

N None  
DAMAGE TO SCHOOL PROPERTY

- None
- \$0 - \$99
- \$100 - \$499
- \$500 - \$2,000
- \$2,001 - \$5,000
- Greater than \$5,001

OTHER OFFENDER(S) INVOLVED

Use codes above for race and offender status VICTIM(S)

Use codes above for race and status Gender Age Grade Race Offender Status Gender Age Grade Race Status Injury

# Resources

**American Red Cross**

<http://www.redcross.org>

**Center for Disease Control and Prevention**

<http://www.cdc.gov>

**Federal Emergency Management Agency**

<http://www.fema.gov>

**FEMA: Emergency Management Guide for Business and Industry**

<http://www.fema.gov/library/biz2.htm>

**NOAA Weather Radio Web Site:**

<http://www.nws.noaa.gov/nwr>

**National Weather Service:**

<http://www.nws.noaa.gov>

**Safeguarding Our Children: An Action Guide:**

<http://cecp.air.org/guide/actionguide.htm>

**Communicators Guide For Federal, State, Regional, and Local Communicators**

<http://www.npr.gov/library/papers/bkgrd/chapter1.html>

**Health Resources and Services Administration**

<http://www.hrsa.gov>

**National Association of State Alcohol and Drug Abuse**

<http://www.nasasad.org>

**National Association of State Mental Health Program**

<http://www.nasmhpd.org>

**National Center for Post-Traumatic Stress Disorder**

<http://www.ncptsd.org>

**National Institute of Mental Health**

<http://www.nimh.nih.gov>

**Substance Abuse and Mental Health Services Administration**

<http://www.samhsa.gov>

**Substance Abuse and Mental Health Services Administration Disaster Technical Assistance Center**

<http://www.mentalhealth.samhsa.gov/dtac>

