

NORTHRIDGE
ACADEMY
EMERGENCY
OPERATIONS/
CRISIS PLAN

“Crises have the potential *to affect every student and staff member in a school building. Despite everyone’s best efforts at crisis prevention, it is a certainty that crises will occur in schools. Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs. Being well prepared involves an investment of time and resources—but the potential to reduce injury and save lives is well worth the effort.”*

- Practical Information for Crisis Planning: A Guide for Schools and Communities, January 2007

This Emergency Operations Plan (EOP) template is the result of collaboration between education and first response agencies and based on guidelines from the Federal Emergency Management Agency (FEMA) and the Department of Education. Information presented in this document (e.g., procedures, tasks, assignments) are for your consideration and implementation may differ at your local jurisdictional level; therefore, this template is not all-inclusive nor is it intended to be adopted as merely a “fill in the blanks plan.” Planners should refer to the All-Hazards Emergency Operations Planning Guidance for Schools 2014 for samples to be included, additional information, and references.

Furthermore, planners should coordinate with local law enforcement, fire, and emergency managers when refining these procedures. It is important to tailor all EOPs to the specific hazards and needs of your jurisdiction and school district guidelines.

Northridge Academy Emergency Operations Plan i

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Northridge Academy- Emergency Operations Plan (EOP).

The information presented in this document is classified as For Official Use Only, and is exempted from disclosure under Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL)

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Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL) states: "Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti- terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543 to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public *interest in nondisclosure in the particular instance.*"

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The Northridge Academy Emergency Operations Plan (EOP) has been completed and approved through a collaboration of effort throughout the community, including:

Please sign above your name:

Latricia Brown, School Leader

Dr. James Shelley, School Board President

Evelyn Hamlett, Assistant Principal

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Date Section Description of Change Updated By

- **Northridge Academy 11.19.2019**

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Glossary

Evacuation – When conditions are safer outside than inside a building. Requires all staff and students to leave

the building immediately. Be aware of wind direction for smoke and other hazardous materials

being blown about. (Document as much information as possible). **PG. 12**

Cover and Concealment – The concept of cover refers to anything which is capable of physically protecting an individual from enemy fire. This differentiates it from the similar concept of concealment, in that an object or area of concealment only affords the benefit of stealth, not actual protection from gun fire. An example of “cover vs. concealment” would be sandbags vs. tall grass.

Lock Down – When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classroom doors are locked and students and staff stay in their offices, work areas, and classrooms. Relocate to the safest location in your room after obtaining all emergency response plans. Remain calm. (Document as much information as possible). **PG. 12**

Secure Mode – All outer doors are secured. No one is to be allowed in the school or to exit the school. The classroom doors are to remain locked, however teachers can continue to instruct. Students will not be able to leave the classroom. It is a de-escalation from Lock Down. (Document as much information as possible). **PG.**

13

Severe Weather – For severe weather sheltering, students and staff are moved to and held in the building safe areas in interior rooms or basement areas away from windows. (Tornado Procedures). (Document as much information as possible). **PG. 14**

Shelter Improvement – During Shelter-In-Place procedures, Shelter Improvement means to physically manipulate your environment to isolate you from any type of chemical release or spill (i.e.,

taping off door

casings, placing covers over any ventilation). **PG. 13, 15, 61**

Shelter-In-Place – When conditions are safer inside the building than outside. For hazardous material released

outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed,

and all ventilation systems are shut off. Limited movement is allowed. Taking shelter inside a sealed building

is highly effective in keeping students and staff safe. (Document as much information as possible). **PG. 13**

Staging Area – Staging Areas are established for temporary location of available emergency responder

resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily

housed (located) or parked while awaiting operational assignment. Staging Areas may include temporary

feeding, first aid, and sanitation services.

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The following are key references used during the development of this guidance. They may also provide a future benefit to schools and districts in supporting the development of local emergency response plans.

Michigan Department of Community Health (MDCH)

o MI HEARTSafe School: www.migrc.org/miheartsafe

Michigan Department of Education (MDE)

o MI Ready Schools Emergency Planning Toolkit

United States Department of Education (DOE)

o A Guide to School Vulnerability Assessments: Key Principles for Safe Schools, 2008

United States Department of Homeland Security (DHS)

- o K-12 School Security Checklist, April 2013
 - o National Preparedness Goal, September 2011
 - o Homeland Security Exercise and Evaluation Program (HSEEP)
 - o www.dhs.gov
- Federal Emergency Management Agency (FEMA)
- o Guide for Developing High-Quality School Emergency Operations Plans, 2013
 - o Post-Disaster Reunification of Children: A Nationwide Approach, November 2013
 - o Risk Management Series, Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), December 2003
 - o IS-100.b: Introduction to the Incident Command System
 - o IS-100.sca: Introduction to the Incident Command System for Schools
 - o IS-120.a: An Introduction to Exercises
 - o IS-130: Exercise Evaluation and Improvement Planning
 - o IS-139: Exercise Design
 - o IS-200.b: ICS for Single Resources and Initial Action Incidents
 - o ICS-300: Intermediate Incident Command System
 - o IS-362.a: Multi-Hazard Emergency Planning for Schools
 - o IS-366: Planning for the Needs of Children in Disasters
 - o IS-393.a: Introduction to Hazard Mitigation
 - o ICS-400: Advanced Incident Command System
 - o IS-547.a: Introduction to Continuity of Operations
 - o IS-700.a: National Incident Management System (NIMS), an Introduction
 - o IS-701.a: NIMS Multiagency Coordination System (MACS) Course
 - o IS-702.a: National Incident Management System (NIMS) Public Information Systems
 - o IS-703.a: NIMS Resource Management
 - o IS-704: NIMS Communications and Information Management
 - o IS-706: NIMS Intrastate Mutual Aid - An Introduction
 - o IS-800.b: National Response Framework (NRF), an Introduction
 - o IS-907: Active Shooter: What You Can Do
 - o IS-914: Surveillance Awareness: What You Can Do
 - o www.fema.gov
 - o [HTTP://TRAINING.FEMA.GOV/IS](http://TRAINING.FEMA.GOV/IS)

Record of Changes

[illegible]

General Information Section 1

Northridge Academy Emergency Operations Plan

The purpose of the Northridge Academy Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Northridge Academy and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and with knowledge. In addition, the plan educates students/staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians, etc., and other members of the community with assurances that Northridge Academy has established guidelines and procedures to respond to incidents/hazards in an effective way.

The following plan outlines guidelines and procedures for dealing with present and/or potential incidents or hazards facing students and schools. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty/staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Northridge Academy regularly schedules in-service training events for faculty and staff.

Lastly, developing, maintaining, and exercising the school EOP increases Northridge Academy's legal protection. In the past, schools without incident management procedures have been found liable. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines based on common professional practices provides a margin of protection against liability.

Scope of the Plan

The Northridge Academy EOP outlines the expectations of the faculty/staff, the roles and responsibilities, direction and control systems, internal and external communications plans, training and sustainability plans, and authority and references as defined by local, tribal, state, and federal government mandates. It also outlines common and specialized procedures as well as specific hazard vulnerabilities and response/recovery.

School Board Policy Statement

The Northridge Academy EOP operates within the framework of Genesee Intermediate School District/Northridge Academy policies.

Situation Overview

School Population

Students- **218**

Administrators and Office/Support Staff- **6**

Teachers/Specialists- **12**

Instructional Assistants- **1**

Cafeteria Staff-**2**

Maintenance/Custodial Staff- **2**

Bus Drivers- **0**

Security- **1**

Functional Needs, as Well as Deaf, Deaf/Blind and Hard-of-Hearing Population

Northridge Academy is committed to the safe evacuation and transport of students/staff with access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff. The access and functional needs, as well as deaf, deaf/blind and hard-of-hearing population includes students/staff with:

Limited English proficiency (LEP)-2

Blindness or visual disabilities-0

Cognitive or emotional disabilities- 5

Deafness or hearing loss-0

Mobility/physical disabilities (permanent and temporary)-0

Medically-fragile health (including asthma, diabetes, and severe allergies)-8

Translation Services

Many Northridge Academy students and volunteers may use English as a Second Language (ESL), or English Language Learners (ELL), and may require the following translation services in the event of an emergency:

English

Northridge Academy Emergency Operations Plan 1-3

Hazard Analysis Summary

Northridge Academy is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The following table briefly discusses Northridge Academy's high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism:

Hazard Analysis Summary					
Potential Hazard	Frequency	Severity	Warning Time	Duration	Risk Priority
Flood	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low
Severe Storm	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low
Fire	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low

Chemical	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low
Intruder	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low
Civil Disturbance	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low
Terrorism	4 Highly Likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Major 2 Minor 1 Limited	4 Minimal 3 6-12 Hours 2 12-24 Hours 1 24+Hours	4 24+ Hours 3 12-24 Hours 2 3-12 Hours 1 <3Hours	High Medium Low

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Planning Assumptions and Limitations

Planning Assumptions

Stating the planning assumptions allows Northridge Academy to deviate from the plan if certain assumptions prove not to be true during operations. The Northridge Academy EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage, etc.) could occur at any time without warning and the employees of the school affected cannot and should not wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- As outlined in the FEMA national standards, schools may have to rely on their own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, visitors, and/or students/staff. Rapid and appropriate response will reduce the number and severity of injuries.
- Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive.
- Proper prevention and mitigation actions, such as creating a safe school environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.
- Maintaining the school EOP and providing frequent opportunities for stakeholders (students/staff, parents/guardians, etc., first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among students/staff and families will result in their providing assistance and support to incident management efforts.

Limitations

It is the policy of Northridge Academy that no guarantee is implied by this plan of a perfect incident

management system. As personnel and resources may be overwhelmed, Northridge Academy can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Northridge Academy Emergency Operations Plan 1-5

Authorities and References

The following regulations are the authorizations and mandates upon which are the basis for this EOP. These authorities and references provide a legal basis for incident management operations and activities.

- ***The Leona Group Legal Team***

Additional Planning References

All-Hazards Emergency Operations Planning Guidance for Schools 2014.

- MI HEARTSafe Schools: www.migrc.org/miheartsafe
Michigan Department of Community Health (MDCH)
- MI HEARTSafe School: www.migrc.org/miheartsafe
Michigan Department of Education (MDE)
- MI Ready Schools Emergency Planning Toolkit
United States Department of Education (DOE)
- A Guide to School Vulnerability Assessments: Key Principles for Safe Schools, 2008
United States Department of Homeland Security (DHS)
- K-12 School Security Checklist, April 2013
- National Preparedness Goal, September 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)
- www.dhs.gov

Federal Emergency Management Agency (FEMA)

- Guide for Developing High-Quality School Emergency Operations Plans, 2013
- Post-Disaster Reunification of Children: A Nationwide Approach, November 2013
- Risk Management Series, Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), December 2003
- IS-100.b: Introduction to the Incident Command System
- IS-100.sca: Introduction to the Incident Command System for Schools
- IS-120.a: An Introduction to Exercises
- IS-130: Exercise Evaluation and Improvement Planning IS-139: Exercise Design
- IS-200.b: ICS for Single Resources and Initial Action Incidents

- ICS-300: Intermediate Incident Command System
- IS-362.a: Multi-Hazard Emergency Planning for Schools
- IS-366: Planning for the Needs of Children in Disasters
- IS-393.a: Introduction to Hazard Mitigation
- ICS-400: Advanced Incident Command System
- IS-547.a: Introduction to Continuity of Operations
- IS-700.a: National Incident Management System (NIMS), an Introduction
- IS-701.a: NIMS Multiagency Coordination System (MACS) Course
- IS-702.a: National Incident Management System (NIMS) Public Information Systems
- IS-703.a: NIMS Resource Management
- IS-704: NIMS Communications and Information Management
- IS-706: NIMS Intrastate Mutual Aid - An Introduction
- IS-800.b: National Response Framework (NRF), an Introduction
- IS-907: Active Shooter: What You Can Do
- IS-914: Surveillance Awareness: What You Can Do
- www.fema.gov
- <http://training.fema.gov/is/>

Northridge Academy Emergency Operations Plan 2-1

Concept of Operations Section

2

Northridge Academy Emergency Operations Plan

During the initial response, school personnel are usually first on the scene.

Staff and faculty will take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal

authority to assume responsibility. Staff and faculty will seek guidance and direction from local officials and may seek technical assistance from local, state, and federal agencies and industry where applicable. The principal or designee is responsible for activating the Northridge Academy EOP, including common and specialized procedures, as well as hazard-specific procedures. These immediate actions may include:

Lockdown

- When a person or situation presents an immediate threat to students/staff in or near the building. All exterior doors and classroom doors are locked and students/staff stay in their offices, work areas, and classrooms.

Evacuation

- When conditions are safer outside than inside a building. Requires all staff/students to leave the building immediately.

Shelter-in-place

- When conditions are safer inside the building than outside. For severe weather sheltering, students/staff are held in the building safe areas, such as interior rooms or a basement, away from windows. For hazardous material release outdoors with toxic vapors, students/staff are to remain in their classrooms, with windows and doors sealed and all ventilation systems shut off. Limited movement may be allowed. Taking shelter inside a sealed building is highly effective in keeping students/staff safe.

Notification Procedures

In case of an emergency at Northridge Academy, the flow of information after calling 9-1-1 shall be from the school to the District Office. Information will include the nature of the incident and the impact on the school building and students/staff.

In the event of a fire, the individual discovering the fire shall activate the building fire alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.

In the event Northridge Academy is in receipt of information, such as a weather warning that may affect any school within the district, the information shall be provided to the District Office.

Northridge Academy Emergency Operations Plan 2-2

Notification during summer or Other School Breaks, if a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the following steps will be taken:

- Notify general faculty/staff and families of students with appropriate information.
- Schedule a faculty/staff meeting for an update the week before students return to school.
- Be alert for repercussions among students/staff.
- When school reconvenes, institute appropriate support mechanisms and referral procedures, if necessary.

Northridge Academy Emergency Operations Plan 2-3

Assignment of Responsibilities

District Office

- Provide support and legal counsel as needed

Principal

- Notify authorities and other emergency personnel as needed
- Notify district office
- Meet with/Inform Crisis Response Team
- Communicate with staff on next steps and identify crisis procedure
- Determine the “Safe Place” for staff and students

Office Staff

- Alert School Leader of immediate crisis situation
- Use intercom system to alert classes of the crisis situation and give directions
- Communicate with School Leader and keep staff/students updated on the situation

Crisis Response Team

- Help secure building or evacuate if needed
- Determine the “Safe Place” for staff and students
- Help to ensure that all students and staff are accounted for
- Contact parents and alert them of situation
- Assist emergency personnel
- Barricade all entry and exit points if needed

Teachers/Instructional Assistants

- Listen for direction from administration
- Shut and secure classroom doors if needed
- Shut and secure windows and blinds
- Gather crisis materials
- Take attendance/Report anyone that is missing
- Move quickly and promptly to the designated safe area
- Hold up red/green card
- Follow all instructions for lockdown, evacuation, fire and any other emergency
- Inform School Leader of anything happening in classroom
- Apply emergency assistance if needed

- Cooperate

Custodians/Maintenance Personnel

- Help secure building or evacuate if needed
- Help to ensure that all students and staff are accounted for
- Assist emergency personnel
- Barricade all entry and exit points if needed

Food Service/Cafeteria Workers

- Help secure building or evacuate if needed
- Help to ensure that all students and staff are accounted for
- Assist emergency personnel
- Barricade all entry and exit points if needed
- Listen for direction from administration
- Shut and secure lunchroom doors if needed
- Shut and secure windows and blinds
- Gather crisis materials
- Take attendance/Report anyone that is missing
- Move quickly and promptly to the designated safe area
- Hold up red/green card
- Follow all instructions for lockdown, evacuation, fire and any other emergency
- Inform School Leader of anything happening in lunchroom
- Apply emergency assistance if needed
- Cooperate

Security

- Help secure building or evacuate if needed
- Determine the “Safe Place” for staff and students
- Help to ensure that all students and staff are accounted for
- Contact parents and alert them of situation
- Assist emergency personnel
- Barricade all entry and exit points if needed

Students

- Follow instructions given by teacher
- Remain calm and cooperate
- Assist teachers as needed
- Restrict movement
- Remain as quiet as possible

Parents/Guardians, Etc.

- Remain calm
- Keep open line of communication
- Receive and adhere to instructions from school leader and any emergency personnel

- Cooperate with instructions given
- Inform school or emergency personnel of any crisis situations

Northridge Academy Emergency Operations Plan 2-4

Direction and Control

The designated Site Incident Commander is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations within their building.

During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment necessary to carry out the responsibilities and assignments of the Crisis Response Team may be directed by the Crisis Team Coordinator.

If the school's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, and/or the state will be requested.

Emergency Facilities/Crisis Response Team Post

This post will be established on-scene, away from risk of damage from the emergency, most likely in the main office or conference room. If needed, however, alternate locations may be identified. Pre-determined sites for command posts outside the school building will be identified, in cooperation with local emergency responder agencies.

An off-site post will be established in the vicinity of the incident site should an emergency situation threaten, but not yet occur, or if there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage).

Primary Post Location: Veterinarian Clinic

Alternate Post Location: VFW Hall

Northridge Academy Emergency Operations Plan 2-5

Continuity of School Administration

The line of succession for the principal is:

1. Assistant Principal (Evelyn Hamlett)

Northridge Academy Emergency Operations Plan 2-6

School Incident Command System

Northridge Academy Incident Command Team

- 1. Latricia Brown (School Leader)-Site Commander**
- 2. Evelyn Hamlett (Assistant Principal)**
- 3. Tishumbe Franklin (Behavioral Interventionist)**

Northridge Academy Emergency Operations Plan 2-7

Coordination

Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will convene at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Site Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.

Northridge Academy Emergency Operations Plan 2-7

The Northridge Academy School Leader and Site Incident Commander will keep the Policy/Coordination Group informed.

Coordination with First Responders

An important component of the Northridge Academy EOP is a set of interagency agreements between various local and county agencies to aid in timely communication. These agreements help coordinate services between the agencies and Northridge Academy.

Various agencies and services include, but are not limited to, local and county government, such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements may also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

Upon arrival of qualified first responders, command will be transferred, and a transfer of command briefing shall occur. The school's Site Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Northridge Academy Emergency Operations Plan 2-8

Communications

Communication is a critical part of incident management. This section outlines Northridge Academy's communications plan and supports its mission to provide clear, effective internal and external communication between the school, students/staff, parents/guardians, etc., responders, and media.

Internal Communications

Communication between Staff/Faculty Members Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Two way radio communication
- E-mail and SMS text message.
- Regularly-scheduled faculty meetings.
- PA System

Communication with the District Office

The Site Incident Commander will notify the School Leader of the school's status/needs. The principal will notify the District Office. The District Office will notify the Genesee Intermediate School District of the status of all district schools. He/she will designate staff member(s) to monitor all communications.

External Communications

Communicating with the larger school community begins before an incident occurs. Parents/guardians, etc., media, and first responders will require clear and concise messages from Northridge Academy about what is being done, and the safety of the students/staff.

Communication with Parents/Guardians, Etc.

Before an incident occurs, Northridge Academy will:

- Develop a trusting relationship with parents/guardians, etc.
- Educate them on how to access alerts and incident information.
- Identify parents/guardians, etc., who are willing to volunteer in case of an incident. Include them in preparation efforts and training.
- Be prepared with translation services for limited English or non-English-speaking families and students.

In the event of an incident, Northridge Academy will:

- Disseminate information via text messages, school messenger, and e-mails to inform parents/guardians, etc., about exactly what is known to have happened.
- Implement a plan to manage phone calls and parents/guardians, etc., who arrive at the school.
- Describe how the school and school district are handling the situation.
- Provide reunification procedures.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, website address, or recorded hotline where parents/guardians, etc., can receive updated incident information.
- Inform parents/guardians, etc., and students/staff about when and where school will resume.

Communication with the Media

In the event of an incident, the Site Incident Commander will:

- Designate a Public Information Officer (PIO) (if necessary).
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with the School Leader and Policy Group.

Northridge Academy staff members are to refer all questions and requests for information to the designated spokesperson. The district PIO maintains media contacts at the major television, Internet, and radio stations. In the case of an incident, these media contacts will broadcast Northridge Academy's external communications plans, including the information hotline for parents/guardians, etc.

Communication with First Responders: the Site Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Northridge Academy frequently exercises the EOP with first responders to practice effective coordination and transfer of command.

Communication after an Incident

After the safety and status of students/staff have been assured, and emergency conditions have abated, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).

- Examine information technology assets and personnel resources.
- Determine the impact on the school operations for each asset and resource that is unavailable or damaged.

Northridge Academy Emergency Operations Plan 2-10

- Document damaged structures, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so temporary space reallocation needs and strategies can be estimated.
- **Arrange for ongoing status reports during the recovery activities to:**
- Estimate when the educational program can be fully operational.
- Identify special building, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate students/staff and parents/guardians, etc., on available crisis counseling services.
- Inform the district of recovery status.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes (e.g., correspondence classes, videoconferencing, tele-group tutoring, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

Northridge Academy Emergency Operations Plan 2-9

Administration, Finance, and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, Northridge Academy will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are in writing and entered into by authorized school officials. Agreements and contracts identify the school district officials authorized to request assistance

pursuant to those documents.

Pre-negotiated agreements and contracts are included in Appendix J: Memorandums of Agreement/Understanding.

Finance

Northridge Academy is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be completed in accordance with the established local fiscal policies and standard cost accounting procedures.

Recordkeeping

Activity Logs the ICS Section Chiefs will maintain accurate logs, recording key incident management activities, including:

- Issuance of protective action recommendations to the students/staff.
- Evacuations.
- Casualties.
- Mitigation or termination of the incident.

Preservation of Records

Vital records must be protected in order to continue normal school operations following an incident. These include legal documents and student files, as well as property and tax records. The main causes of damage to records are fire and water; therefore, essential records will be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of the All-Hazards Emergency Operations Planning Guidance for Schools 2014, and should be inserted into Appendix F of this plan.

The Northridge Academy School's Crisis Response Team is responsible for the overall maintenance and revision of the EOP. The Exercise Planning Team is responsible for coordinating training and exercising the EOP. Both teams are expected to work cooperatively to make recommendations for revising and enhancing the plan.

The school board and the superintendent are responsible for approving and promulgating this plan. Local fire, law enforcement, and emergency manager approval and suggestions will also be requested.

Northridge Academy Emergency Operations Plan 2-10

Plan Development, Maintenance, and Distribution

Approval and Dissemination of the Plan

The school board, together with the principal and superintendent, will approve and disseminate

the plan and its annexes following these steps:

- Review and validate the plan.
- Present the plan (for comment or suggestion).
- Obtain plan approval (school board).
- Distribute the plan.

Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format and maintained by the School Crisis Response Team.

Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The school Crisis Response Team will indicate the title and name of the person receiving the plan, the date of delivery, and the number of copies delivered.

Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the school Crisis Response Team, emergency management agencies, and others deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The school EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

Northridge Academy Emergency Operations Plan 2-11

Training and Exercising the Plan

Northridge Academy understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The designated planning team will coordinate training and exercising efforts in accordance with state law.

Basic and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory EOP training will include:

- Orientation to the EOP.
- Hazard and incident awareness training for all staff.

- First aid, CPR, and AED (if applicable) training for all staff.

Team training to address specific incident response or recovery activities, such as parents/guardian, etc., student reunification, access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff, and relocation. o

Two online FEMA courses: IS-100.sca and IS-700 (both courses are free at FEMA's Emergency Management Institute (EMI) website).

Additional training will include drills, tabletop, and functional exercises. Drills will be conducted throughout the school year per state and district requirements. Exercises will occur at least once per school year. Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Northridge Academy staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

Emergency Contact Rosters

Appendix A

School Crisis Response Team

Latricia Brown, School Leader, (810) 785-8811 x 105, (313) 443-6563,
latricia.brown@leonagroup.com

Evelyn Hamlett, Instructional Coach, (810) 785-8811 x 104, (810) 423-8865,
evelyn.hamlett@leonagroup.com

Glenita Rubin-Shelton, Data Coach, (810) 785-8811 x 106, (810) 449-6721,
glenita.rubin-shelton@leonagroup.com

Lori Cooley, Business Office Manager, (810) 785-8811 x 102, (810) 936-1147,
lori.cooley@leonagroup.com

Yolanda Brown, Community Liaison, (810) 785-8811 x 110, (313) 530-4170,
yolanda.brown@leonagroup.com

Tishumbe Franklin, Behavioral Interventionist, (810) 785-8811, (810) 471-8049,
tishumbe.franklin@leonagroup.com

Donald Crane, School Security, (810) 785-8811, (810) 845-1266,
donald.crane@leonagroup.com

Patrick Stitt, Maintenance, (810) 785-8811,
patrick.stitt@leonagroup.com

District Staff

The Leona Group, LLC (517) 333-9030

General Contact Numbers

(810) 785-8811

Emergency Contact Numbers

(All requests for emergency equipment/personnel should be made by dialing "911.")

• Emergency	911
• Genesee County Sheriff	810-257-3422
• Police (Local)- Mt. Morris Township	810-686-4400
• Local City/Twp. Fire Department	<u>(810) 787-7190</u>
• Animal Control	810-732-1660
• National Guard	810-239-9451
<i>(Health)</i>	
• Genesys Health Park	810-606-5000
• Hurley Medical Center	810-257-9000

· McLaren General Hospital	810-762-2000
· American Red Cross	1-800-733-2767
· Poison Control	1-800-222-1222
<i>(General)</i>	
· Gas Company	1-800-477-5050
· Consumers Energy Power	1-800-477-5050
· Electric Company	1-800-477-5050
· MI Dept. of ED	1-517-373-3324
<i>(Media)</i>	
· WNEM 5	810-232-3900
· WJRT 12	810-233-3130

· WEYI 25	810-687-1000
· WDZZ 92	810-238-7300
· Fox 66	810-785-8866
· WCK 105	810-238-7300
· Flint Journal	810-766-6100

Class Rosters and Schedules

Appendix B

See attached pages.

Today is: 11/19/2019

Schedule: Regular (A Day)

School: Northridge Academy

Term: 19-20 Quarter 2

Enrollment Summary: Scheduling/Reporting Ethnicity as of 11/19/2019 (A)

Northridge Academy

View:

Scheduling/Reporting Ethnicity

Students:

☐ All Active Enrollments☒ Current Selection

Date:

11/19/2019

Grade Level	Total in Grade	Asian	African-American	Caucasian	Hispanic	American Indian	Multiracial	Other	Pacific Islander	Unclassified
0	30 21 / 9	0 0 / 0	29 21 / 8	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
1	24 13 / 11	0 0 / 0	23 12 / 11	1 1 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
2	18 13 / 5	0 0 / 0	18 13 / 5	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
3	26 14 / 12	0 0 / 0	26 14 / 12	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
4	23 9 / 14	0 0 / 0	22 8 / 14	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
5	28 13 / 15	0 0 / 0	25 12 / 13	0 0 / 0	2 1 / 1	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0
6	22 16 / 6	0 0 / 0	22 16 / 6	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
7	32 10 / 22	0 0 / 0	31 10 / 21	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
8	15 5 / 10	0 0 / 0	14 5 / 9	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Total	218 114 / 104	0 0 / 0	210 111 / 99	2 1 / 1	4 2 / 2	1 0 / 1	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend

Icons  - Date Entry

2019 - 2020 Kindergarten Thru Fifth Grade Class Schedule

7:15- 7:35	Breakfast
7:35 - 7:45	First restroom break
7:50- 8:00	Do Nows/ DOL(C.U.P.S.) Meaningful
8:00 a.m.	Content Instruction Begins

	7:50	8:35	9:00	9:35	11:10	11:40	11:45	12:20	12:50	1:35	2:25	3:15
	8:35	9:00	9:30	11:05	11:35	11:45	12:20	12:50	1:35	2:25	3:15	3:20
Mrs. Jessica Reed Kinder	Passage Based Writing TDA	ELA Phonics Vocab Spelling	Reading and ELA Intervention	SFA	Lunch	Meditation Recess	Math	Specials	Math Intervention	Science	Social Studies	Dismissal
Mrs. Harris 1st	Passage Based Writing TDA	ELA Phonics Vocab Spelling	Reading and ELA Intervention	SFA	Lunch	Meditation Recess	Math	Specials	Math Intervention	Science	Social Studies	Dismissal
Ms. Loper 2nd	Passage Based Writing TDA	ELA Phonics Vocab Spelling	Reading and ELA Intervention	SFA	Lunch	Meditation Recess	Math	Specials	Math Intervention	Science	Social Studies	Dismissal
Ms. Anna Sloger 3rd	Passage Based Writing TDA	ELA Phonics Vocab Spelling	Reading and ELA Intervention	SFA	Lunch	Meditation Recess	Math	Specials	Math Intervention	Science	Social Studies	Dismissal
	7:50	8:35	9:00	9:35	11:10	11:35	12:20	12:25	12:50	1:35	2:25	3:15
	8:35	9:00	9:30	11:05	11:35	12:20	12:25	12:50	1:35	2:25	3:15	3:20
Mrs. Janae Crane 4th	Passage Based Writing TDA	ELA Phonics Vocab Spelling	Reading and ELA Intervention	SFA	Lunch	Special	Meditation Recess	Math	Math Intervention	Science	Social Studies	Dismissal
Mrs. Chiles 5th	Passage Based Writing TDA	ELA Phonics Vocab Spelling	Reading and ELA Intervention	SFA	Lunch	Special	Meditation Recess	Math	Math Intervention	Science	Social Studies	Dismissal

7:15- 7:35	Breakfast
7:35 - 7:45	Pick up student / First restroom break
7:50- 8:00	Do nows/ DOL(C.U.P.S.)
8:00 a.m.	Content Instruction Begins

Friday Only

Subject/Time	Friday Only	Friday Only	Friday Only	Friday Only	Friday Only	Friday Only	Friday Only	Friday Only
Teachers	7:50 8:40	8:40 9:30	9:35 10:35	10:40 11:10	11:10 11:20	11:25 12:15	12:15 1:05	1:05 1:55 2:00
Mrs. Jessica Reed Kinder	Passage Based Writing TDA	ELA Phonics Vocab Spelling	SFA	Lunch	Recess	Math	Science	Social Studies Dismissal
Mrs. Harris 1st	Passage Based Writing TDA	ELA Phonics Vocab Spelling	SFA	Lunch	Recess	Math	Science	Social Studies Dismissal
Ms. Loper 2nd	Passage Based Writing TDA	ELA Phonics Vocab Spelling	SFA	Lunch	Recess	Math	Science	Social Studies Dismissal
Ms. Anna Slogor 3rd	Passage Based Writing TDA	ELA Phonics Vocab Spelling	SFA	Lunch	Recess	Math	Science	Social Studies Dismissal
Ms. Janae Crane 4th	Passage Based Writing TDA	ELA Phonics Vocab Spelling	SFA	Lunch	Recess	Math	Science	Social Studies Dismissal
Mrs. Chiles 5th	Passage Based Writing TDA	ELA Phonics Vocab Spelling	SFA	Lunch	Recess	Math	Science	Social Studies Dismissal

Middle School Monday – Thursday Schedule SY 2019 -2020

7:15- 7:40	Breakfast
7:45 - 7:50	Pick up student / First restroom break
7:50- 8:00	Do nows / DOL(C.U.P.S.)
8:00 a.m.	Content Instruction Begins

70 minutes	7:50 9:00	9:05 10:25	10:30 11:45	11:50 12:15	12:20 1:35	1:40 2:10	2:15 3:15	3:15 3:20
Ms. Casteel English Science	8	6	7A	Lunch	7B	Specials	SFA Reading Block	DISMISSAL
Mr. Hollins ELA Intervention	7B ELA Intervention	8 ELA Intervention	6 ELA Intervention	Lunch	7A ELA Intervention	Specials	SFA Push In	DISMISSAL
Mr. Fleming Social Studies	7A	7B	8	Lunch	6	Specials	SFA Reading Block	DISMISSAL
Ms. Lauderdale Math	6	7A	7B	Lunch	8	Specials	SFA Reading Block	DISMISSAL

[illegible]

Middle School Friday *Only* Schedule SY 2019 - 2020

7:15- 7:40	Breakfast
7:45 - 7:50	Pick up student / First restroom break
7:50- 8:00	Do nows/ DOL(C.U.P.S.)
8:00 a.m.	Content Instruction Begins

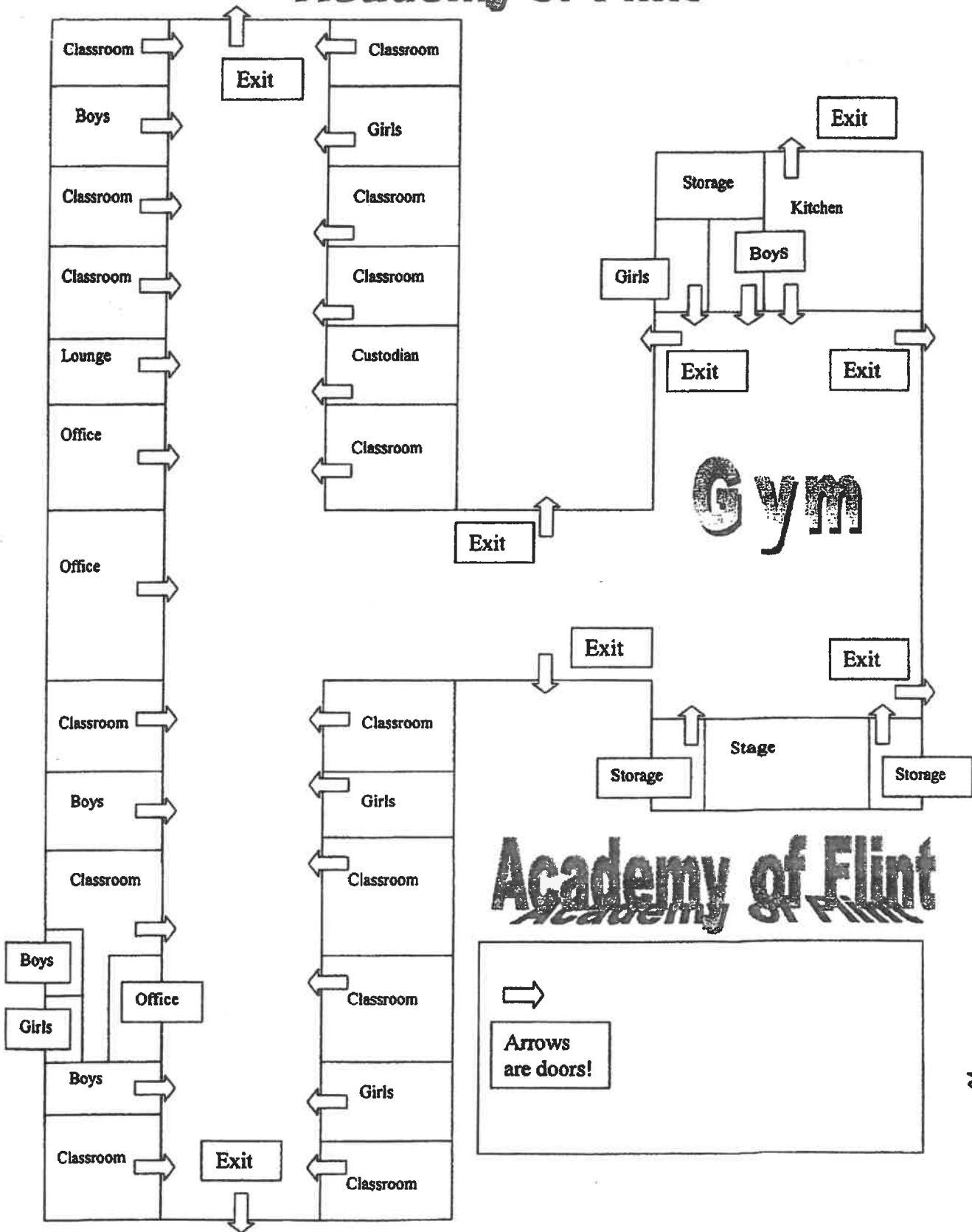
	7:50 9:00	9:05 10:05	10:10 11:10	11:15 12:15	12:20 12:45	12:50 2:00	1:55 2:00
Ms. Casteel ELA	8	6	7A	7B	Lunch	SFA Reading Block	Dismissal
Mrs. Jones. Interventionist	7B	8	6	7A	Lunch	SFA Reading Block	Dismissal
Mr. Matthew Fleming	7A	7B	8	6	Lunch	SFA Reading Block	Dismissal
Ms. Lauderdale Math	6	7A	7B	8	Lunch	SFA Reading Block	Dismissal

School Maps and Floor Plans

Appendix C

See attached pages.

Academy of Flint



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Specific Response Actions

Appendix D

See attached pages.

LOCKDOWN

Purpose: This protocol is used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (e.g., intruder, active threat, hostage incident, gang violence, etc.).

Notification Procedures: Initiate **LOCKDOWN** procedures by making the following announcement:

“LOCKDOWN, LOCKDOWN, LOCKDOWN!”

“IMMEDIATELY FOLLOW EMERGENCY PROCEDURES AND AWAIT FURTHER INSTRUCTIONS”

“LOCKDOWN, LOCKDOWN, LOCKDOWN!”

Call 9-1-1

- ☐ Stay calm and assess the situation; any staff member should call 9-1-1 and identify the name and address of the school, describe the emergency, indicate that the school is going into **LOCKDOWN**, provide a description of suspect(s) and weapon(s), if known, and identify the location of the primary school staff, or command post.
- ☐ The staff member should remain on the phone to provide updates and additional information to the emergency dispatcher.
- ☐ Find and secure yourselves and any students in a safe location.
- ☐ Close and lock all doors; close shades/shutters on doors/windows.
- ☐ Move to least visible area of the room, remain silent, and students should turn cell phones **off**--staff should turn cell phones to **“vibrate.”**
- ☐ Notify the District Office.
- ☐ Await further instructions.

LOCKDOWN (CONT'D.)

If necessary and safe to do so:

- ☐ Notify students/staff outside to immediately move to the off-campus assembly area(s); account for the students/staff and be prepared to evacuate off-campus to a relocation site.
- ☐ Notify the transportation department to stop all in-bound buses and redirect them to designated sites.

**DO NOT LEAVE A SECURE LOCATION DURING A LOCKDOWN
EVEN IF THE FIRE ALARM ACTIVATES
AND
DO NOT OPEN THE DOOR FOR ANYONE BUT LAW
ENFORCEMENT.**

EVACUATION

Purpose: This protocol is used when it is determined that it is safer outside than inside the building (e.g., fire, explosion, hazardous material spill inside, structural failure, etc.).

Notification Procedures:

Call 9-1-1

- ☐ Identify the name of the school, describe the emergency, indicate that the school is evacuating, and identify the location of the primary school students/staff, and/or command post.
- ☐ If necessary, activate the fire alarm or designated audible warning device.
- ☐ If a non-alarm incident occurs, the building principal or designee should make the following announcement using the public address system, two-way radio, telephone, or megaphone (as applicable):

"YOUR ATTENTION, PLEASE. WE ARE EVACUATING THE BUILDING DUE TO <DESCRIBE EMERGENCY>. TEACHERS ARE TO MOVE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR GO-KITS, CLASS ROSTERS, AND OBTAIN ACCOUNTABILITY AT THE ASSEMBLY AREA."

- ☐ Instruct students/staff to evacuate the building, using the safest and most expedient route, and report to their assigned assembly area.
- ☐ Take items such as class rosters, phone lists, student medications, visitor log, student sign-out sheet, and Go-Kit to the designated assembly area.
- ☐ Close your door and turn off the lights.
- ☐ If feasible and safe to do so, check the restrooms, hallways, and common areas for students/staff, and visitors while exiting.
- ☐ Take attendance in the assembly area and remain there until provided further instructions.

SHELTER-IN-PLACE

Purpose: This protocol is used to provide a refuge for students/staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Notification Procedures: In the event that a shelter-in-place incident becomes apparent in any school location—the building principal or designee should make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. WE ARE IMMEDIATELY IMPLEMENTING SHELTER-IN-PLACE PROCEDURES DUE TO <DESCRIBE EMERGENCY>. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THEIR DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”

- ☐ Order students/staff outside or in portable classrooms to move inside the building.
Note: Ensure persons entering the building from a potentially contaminated environment **DO NOT** integrate with those already inside to avoid cross-contamination concerns.
- ☐ If necessary, move students/staff into designated safe areas, such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors. Direct staff to close all windows and doors:
 - ☐ If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas up-wind or cross-wind from the spill.
 - ☐ For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
- ☐ If warranted, order the shut-off of utilities and HVAC systems to stop the inflow of outside air into the building.
- ☐ If a severe weather event, monitor the NOAA radio.
- ☐ Maintain and report student attendance.
- ☐ All persons must remain in shelter until notified that normal activity may continue.

RELOCATION

Purpose: This protocol is used when circumstances require the relocation of students/staff to a remote site where students will be accounted for and released to their parents/guardians, etc.

Notification Procedures: In the event that relocation becomes apparent--in any school location--the building principal or designee should make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

"YOUR ATTENTION, PLEASE. FOR SAFETY REASONS, WE ARE RELOCATING ALL STUDENTS AND STAFF TO <DESCRIBE RELOCATION SITE>. WE WILL CONDUCT REUNIFICATION FROM THAT LOCATION."

- ☐ Take class roster, phone lists, and emergency Go-Kit as you exit to the designated assembly area.
- ☐ After evacuating, take attendance and account for all students. Report any missing students to school administration. Hold up a RED status card to indicate you have missing, injured, or extra students. Use a GREEN status card if everything is ok.
- ☐ Maintain control of your class. After receiving the alert for relocation, if necessary, guide students to the designated evacuation staging area for movement to the relocation site.
- ☐ Provide assistance to functional needs students/staff, as well as deaf, deaf/blind and hard-of-hearing students/staff. Request help, if needed.
- ☐ While en route to the relocation site, the teachers will prepare a list of all students on the bus, which will be delivered to the reunification Site Incident Commander, upon arrival.
- ☐ Follow the instructions of the reunification site staff when you arrive. You may be asked to assist in staffing the site.

REUNIFICATION

Purpose: This protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians, etc., with their children whenever the school building or grounds is rendered unsafe and a remote site is needed.

- ☐ Keep students on buses or in a holding area separate from waiting parents/guardians, etc., until they can be signed out.
- ☐ Provide a list of students to the reunification site staff, upon arrival.
- ☐ Provide proper assistance to functional needs students/staff, as well as deaf, deaf/blind and hard-of-hearing students/staff. Request help, if needed.
- ☐ Only release students to authorized persons after checking proof of identity and signing a student release form.
- ☐ Once they have signed out their student, instruct parents/guardians, etc., to quickly depart the site in order to make room for others.

Hazard-Specific Procedures

Appendix E

See attached pages.

ACTIVE VIOLENCE INCIDENT

Purpose: This protocol is used when a threat or act of violence could jeopardize the safety of students/staff.

Notification Procedures: In the event that an active violence incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- ☐ Stay calm and assess the situation; if possible, determine the location of the threat.
- ☐ If possible, evacuate the area by a safe route. If not, seek an area of safe refuge, quickly secure all doors and windows, and barricade as many items between students/staff and the threat.
- ☐ Render first aid to injured students/staff that may be in or near the area, as long as it is safe to do so.
- ☐ Do not attempt to make contact with the individual responsible for the threat.
- ☐ If students/staff must have contact with the individual posing the threat, attempt to find some cover (e.g., solid objects) to place between them and the individual.
- ☐ Be prepared to combat the subject individually to neutralize the threat, if lives are in imminent danger. Active resistance may increase the chance of survival, but this is strictly a personal decision.
- ☐ If students/staff are barricaded in a room, identify objects that could be used as weapons to deter the threat from pursuing them at that location.
- ☐ If students/staff are fortunate to be in a group, develop a plan for how they will combat the subject posing the threat should he/she gain access to the area of refuge.
- ☐ Once in a secure location, **DO NOT** open the door for anyone but law enforcement.
- ☐ **DO NOT** approach police officers as they attempt to locate and neutralize the threat.

DO NOT LEAVE A SECURE LOCATION DURING AN ACTIVE THREAT, EVEN IF THE FIRE ALARM ACTIVATES, AND DO NOT OPEN THE DOOR FOR ANYONE BUT LAW ENFORCEMENT.

INTRUDER/TRESPASSING

Purpose: This protocol is used when there is an intruder or trespassing-related incident that could jeopardize the safety of students/staff.

Notification Procedures:

- ☐ Identify the problem and the location; stay calm and assess the situation.
- ☐ Approach the subject and determine the nature of their business within the building.
- ☐ Ask the subject for their identification. Take note of their identification information, in case further follow-up is required by public safety personnel.
- ☐ Request that the subject accompany a staff member to the office. If the suspect is looking for a specific student, check the student's file for court orders (e.g., personal protection orders, custody orders).
- ☐ If there is no acceptable reason for the subject to be in the building, ask the subject to leave the building site.
- ☐ If the subject refuses to leave:

Call 9-1-1

- ☐ Provide the suspect's description and information gathered.
- ☐ Await police response.
- ☐ If appropriate, initiate emergency **LOCKDOWN** procedures.

VERBAL/WRITTEN THREAT

Purpose: This protocol is used as a guide for responses to verbal or written threats by students toward self, other students/staff, or the school. Often, students make threats of harm in moments of anger, frustration, or when challenged. Administrators, with the help of student support services personnel--particularly school psychologists--must assess threats, which are classified low-, medium-, or high-level. Each level has specific indicators and responses. Safety of students/staff is always paramount.

Notification Procedures: In the event that a verbal or written threat incident occurs in any school location--report the threat immediately (or as soon as it is safe to do so).

- ☐ Stay calm and assess the situation.
- ☐ Call security, if available.
- ☐ Immediately determine level of threat with input from the school counselor, psychologist, social worker, and school resource officer, where appropriate.

LOW LEVEL THREAT:

- ☐ Notify student's parents/guardians, etc.
- ☐ Refer student to the Crisis Team, as needed.
- ☐ Consult school staff regarding strategies for managing low-level threat.

MEDIUM LEVEL THREAT:

- ☐ Principal/administrator identifies employee to notify parents/guardians, etc., of student making threat.
- ☐ Notify parents/guardians, etc., of intended victims, as appropriate.
- ☐ School counselor, school psychologist and/or school social worker are involved, as needed.
- ☐ Disciplinary actions are determined by the principal/administrator.
- ☐ Identify and offer appropriate referral resources to parents/guardians, etc.
- ☐ Refer student to the Crisis Team, as needed.

VERBAL/WRITTEN THREAT (CONT'D.)

- ☐ Principal/administrator may consult with police at 9-1-1. Patrol officer may investigate and refer.

HIGH LEVEL THREAT:

Call 9-1-1

- ☐ Student remains under principal/administrative supervision.
- ☐ Notify parents/guardians, etc., of student making threat and request their immediate response to the school.
- ☐ Notify parents/guardians, etc., of intended victims, as appropriate.
- ☐ Principal/administrator contacts school counselor, school psychologist, and/or school social worker to conduct emergency assessment of threat of harm to self, others, or property.
- ☐ Identify and offer appropriate referral resources to parents/guardians, etc.
- ☐ Refer student to the Crisis Team, as needed.

BOMB THREAT

Purpose: This protocol is used when there is a bomb threat-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a bomb threat becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

If bomb threat is made by phone:

- ☐ Stay calm and assess the situation; complete the Bomb Threat Response Report (below), as much as possible.
- ☐ Start recording device, if available.
- ☐ Signal another staff member to listen in, if possible.

If bomb threat is written/e-mail:

- ☐ Save the document.
- ☐ Handle the document as little as possible.
- ☐ Re-write the threat exactly as it reads on a separate piece of paper. Record the who, what, where, when, why, and how details surrounding the document.
- ☐ Secure the original document. If small, place in a bag or envelope. **DO NOT** fold, crumple, tear, delete, or mark the item in any way. If on a large object, secure the location.

If bomb threat is verbal:

- ☐ Detain the person making the threat, if possible, and practical.
- ☐ If the person who made the threat leaves, note in which direction they are going. If possible and safe, follow them at a discreet distance. Have another staff member notify the principal/administrator.

BOMB THREAT (CONT'D.)

☐ Note the description of the person who made the threat:

- Name (if you know it)
- Race
- Sex
- Distinguishing features
- Type and color of clothing
- Body size
- Hair color
- Scars/tattoos

☐ Write down the threat exactly as it was communicated to you:

- Exact wording
- Where the person who made the threat is now
- Who made the threat
- The date and time of the threat

If a suspicious item is found or location of bomb is determined:

☐ **DO NOT TOUCH THE ITEM.**

☐ Report location and description.

☐ Secure area where item is located, but do not guard it (stay away from the item).

☐ Notify the principal/administrator.

☐ **DO NOT** use any type of radio or cellular communication when in close proximity to the item.

☐ Notify police, fire, EMS, bomb squad.

☐ Select and clear evacuation routes and assembly areas that are away from the suspicious item.

☐ When evacuation routes and assembly areas are cleared, conduct evacuation by the safest route possible.

☐ Meet arriving EMS and brief them on the situation. Let them speak with the person who found the item, and inform them where the item is located.

☐ Law enforcement will assume command of the scene. The School Crisis Response Team should remain at the scene to inform and manage evacuees, media, parents/guardians, etc., and others, as appropriate.

BOMB THREAT (CONT'D.)

BOMB THREAT RESPONSE REPORT

Bomb Threat Questions to Ask

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____
10. What time was call received? _____

Exact wording of the threat: _____

Describe the Caller

- ___ Male
- ___ Female
- ___ Unsure
- ___ Approximate Age

Emotions of Threat

- ___ Agitated
- ___ Angry
- ___ Boastful
- ___ Crazy
- ___ Distant
- ___ Excited
- ___ Happy
- ___ Matter-of-fact
- ___ Sad
- ___ Sincere

Type of Phone

- ___ Cellular
- ___ Phone Booth
- ___ Land Line

Caller's Voice

- ___ Accent (Describe): _____
- ___ Clearing Throat
- ___ Cracking Voice
- ___ Crying
- ___ Deep
- ___ Deep Breathing
- ___ Disguised
- ___ Distinct
- ___ Excited
- ___ Familiar (Who?): _____
- ___ Laughing
- ___ Lisp
- ___ Loud
- ___ Nasal
- ___ Normal
- ___ Ragged
- ___ Rapid
- ___ Raspy
- ___ Soft
- ___ Slow
- ___ Slurred
- ___ Stutter
- ___ Other: _____

Background Sounds

- ___ Animal Noises
- ___ Children
- ___ Clear
- ___ Factory/Machinery
- ___ House Noises
- ___ Motor
- ___ Office
- ___ PA System
- ___ Street Noises
- ___ Voices
- ___ Other: _____

Threat of Language

- ___ Foul
- ___ Incoherent
- ___ Irrational
- ___ Reading
- ___ Taped
- ___ Well Spoken
- ___ Other: _____

BOMB THREAT (CONT'D.)

BOMB THREAT RESPONSE REPORT (CONT'D.)

Written Threat

Describe the threat:

Where was it found?

Verbal Threat

Who made the threat?

Exact words:

Who is the threat directed at?

Suspicious Package

Describe package location:

Description of package:

Has package been moved/disturbed?

Person who received threat:

Time/date:

MEDICAL EMERGENCY

Purpose: This protocol is used when there is a medical emergency-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event of a medical emergency at any school location--report the medical emergency immediately.

Call 9-1-1

- ☐ Stay calm and evaluate the scene.
- ☐ Isolate the area.
- ☐ If the scene is not safe (e.g., electrocution, downed wires, etc.), wait for EMS.
- ☐ If the scene is safe, proceed to the victim and assess the severity of the situation/injury.
- ☐ Instruct a staff member trained in first aid/CPR to respond to the area to assist.
- ☐ Stabilize the victim and administer first aid.
- ☐ Assign an individual to meet/escort the emergency medical responders.
- ☐ Notify the parents/guardians, etc.
- ☐ Provide the police/fire/EMS with emergency information.
- ☐ Accompany the student/staff member to the hospital if the parents/guardians, etc., cannot be there.

CARDIAC EMERGENCY

Purpose: This protocol is used when there is suspected sudden cardiac arrest.

Notification Procedures: In the event of a suspected cardiac emergency at any school location--report the emergency immediately.

- ☐ Recognize sudden cardiac arrest (e.g., collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).

Call 9-1-1

- ☐ Assign an individual to meet/escort the police/fire/EMS.

Activate school's cardiac emergency response plan. If cardiac emergency response team is delayed or not available, proceed with following:

- ☐ If automated external defibrillator (AED) is available, assign an individual to bring it to the scene; have a staff member trained in the use of the AED respond to the area to assist.
- ☐ Assign an individual to assist with crowd control, documentation, and clearing all rescuers and bystanders.
- ☐ Assess patient (e.g., airway, breathing, and circulation).
- ☐ Prepare victim by removing his/her shirt; dry his/her chest, if wet.
- ☐ If AED available, have trained staff member operate AED.
- ☐ If no AED or trained staff member is available/present, have a staff member trained in first aid/CPR respond to the area to assist.
- ☐ EMS will take charge of the situation upon arrival.
- ☐ Notify the parents/guardians, etc.

SEVERE WEATHER INCIDENT

Purpose: This protocol is used when a severe weather-related incident could jeopardize the safety of students/staff.

Watch: A precautionary alert issued when conditions are favorable for the development of severe weather in a specific area.

Warning: Issued when severe weather has actually been sighted or indicated by radar in a specific area.

Note: At the first sign of severe weather, all students/staff outside should return to the building.

- ☐ Monitor developing weather conditions.
- ☐ Contact the administrator-in-charge for direction.
- ☐ If conditions warrant protective measures to be taken, initiate shelter-in-place procedures and assist students/staff to proceed to the shelter area.
- ☐ If there is a medical emergency, **CALL 9-1-1.**
- ☐ If damage has occurred to the building, evacuate the affected areas/campus.
- ☐ Discourage the release of students/staff until the severe weather passes.
- ☐ Account for all students/staff and visitors.
- ☐ Keep students quiet and calm.

FIRE/EXPLOSION

Purpose: This protocol is used when there is a fire-related incident that could jeopardize the safety of students/staff.

Notification Procedures: Evacuate the building by using the fire alarm while simultaneously shouting "**FIRE, FIRE, FIRE!**".

Call 9-1-1

- ☐ Any witness to or anyone witnessing the fire will **CALL 9-1-1**.
- ☐ Stay calm and assess the situation.
- ☐ Identify the name and address of the school, describe the emergency, and indicate that the school is being evacuated.
- ☐ Remain on the phone to provide the location of the fire within the building, updates, and any additional information.
- ☐ Conduct evacuation procedures, account for all students/staff, and be prepared to evacuate off-campus to a relocation site.
- ☐ Ensure the building is evacuated.
- ☐ Render first aid to injured students/staff that may be in or near the area, as long as it is safe to do so.
- ☐ Assist police/fire/EMS, as needed.

FLOODING

Purpose: This protocol is used when there is a flood-related incident that could jeopardize the safety of students/staff.

If a flood is likely in the area, persons should:

- ☐ Listen to the radio or television for information.
- ☐ Know that if there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- ☐ Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly.
- ☐ Make sure the staff member in charge of the NOAA radio shares information, so personnel are prepared.

If students/staff must prepare to evacuate, they should do the following:

- ☐ Secure the classroom or office. If time permits, bring in outdoor furniture or equipment. Move essential items to a higher floor.
- ☐ Disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water.
- ☐ Turn off utilities at the main switches or valves, if instructed to do so.

UTILITY FAILURE

Purpose: This protocol is used when there is a utility failure on school property.

Notification Procedures:

- ☐ Contact the custodial/maintenance personnel regarding the utility outage.
- ☐ Ensure the local utility company has been contacted.
- ☐ Determine the full extent of the utility failure for the principal/administrator.
- ☐ Keep students in the classroom and continue to teach unless there is an immediate hazard associated with the outage.
- ☐ If school is dismissed early, refer to individual student emergency forms to confirm student destinations. Make phone calls, as necessary, for alternate plans and document the change on the student's emergency form.

CHEMICAL INCIDENT

Purpose: This protocol is used when there is a chemical-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a chemical incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- ☐ Identify the threat based on foreign or out-of-place substances present within or near the surroundings of the school.
- ☐ Identify and react to the threat based on emergency warning systems in place for the city or county notification procedures.
- ☐ Identify the threat based on unusual or sizable amounts of sickness-related symptoms being experienced with students/staff.
- ☐ Stay calm and assess the situation. Determine if the threat originates within or outside of the building.
- ☐ Turn off HVAC system.
- ☐ If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside; ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance.
- ☐ If a threat is determined outside the building, shelter-in-place as far from the source of the contamination as possible, while providing the best means of protection for students/staff, and while limiting exposure time. Close all doors and windows and cover any gaps between doorways with a wet towel or similar means of obstruction.
- ☐ Have students cover nose and mouth with any fabric material.
- ☐ Ensure that students do not chew gum, eat, drink or place objects in their mouth.

CHEMICAL INCIDENT (CONT'D.)

- ☐ Ensure the segregation of potentially contaminated persons or those showing symptoms, to avoid cross contamination.
- ☐ Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- ☐ Conduct attendance audit of staff/students and visitors.
- ☐ Monitor public announcements through the local emergency manager or broadcast media and await further instructions.

Symptoms may not be present immediately and are dependent on exposure time and toxicity. Chemical agents often do not produce a visible cloud. Symptoms may include:

- **Fever, headache, chills, sweating, weakness and fatigue.**
- **Blisters or rashes.**
- **Unexplained coughing, fatigue, tearing in eyes, and dizziness.**
- **Unusual liquid droplets or oily film.**
- **Unexplained animal sickness or death.**
- **Unexplained odors.**
- **Respiratory distress, difficulty talking, or eating.**
- **Nausea.**

BIOLOGICAL INCIDENT

Purpose: This protocol is used when there is a biological-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a biological incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- ☐ Stay calm and assess the situation; if possible, determine if the source of the biological threat originates within or outside of the building.
- ☐ If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside; ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance.
- ☐ If a threat is determined outside the building, shelter-in-place as far from the source of the contamination as possible, closing all doors and windows and covering any gaps between doorways with a wet towel or similar means of obstruction.
- ☐ Notify students/staff to immediately move to the designated assembly area(s), account for the students, and be prepared to evacuate off-campus to a relocation site, if necessary.
- ☐ Conduct attendance audit of students/staff and visitors; ensure the building is evacuated.

BIOLOGICAL INCIDENT (CONT'D.)

- ☐ Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- ☐ Re-occupy the building when "All Clear" is announced.

Symptoms may not present themselves for 1-20 days, depending on the biological agent, and may include:

- **Fever, headache, chills, sweating, weakness, and fatigue.**
- **Joint and muscle pain.**
- **Respiratory distress, difficulty talking, or eating.**
- **Nausea.**

RADIOLOGICAL/NUCLEAR INCIDENT

Purpose: This protocol is used when there is a radiological or nuclear-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a radiological or nuclear incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- ☐ Identify the threat based on foreign or out of place substances present within or near the surroundings of the school.
- ☐ Identify and react to the threat based on emergency warning systems in place for the city or county notification procedures.
- ☐ Identify the threat based on unusual or sizable amounts of sickness-related symptoms being experienced with students/staff.
- ☐ Stay calm and assess the situation. Determine if the threat originates within or outside of the building.
- ☐ Turn off HVAC system.
- ☐ If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside. Ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance.

RADIOLOGICAL/NUCLEAR INCIDENT (CONT'D.)

- ☐ If a threat is determined outside the school, shelter-in-place as far from the source of the contamination as possible, while providing the best means of protection for students and faculty, and while limiting exposure time. Close all doors and windows and cover any gaps between doorways with a wet towel or similar means of obstruction.
- ☐ Have students cover nose and mouth with any fabric material.
- ☐ Ensure that students do not chew gum, eat, drink or place objects in their mouth.
- ☐ Ensure the segregation of potentially contaminated persons or those showing symptoms, to avoid cross contamination.
- ☐ Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- ☐ Conduct attendance audit of staff/students and visitors.
- ☐ Monitor public announcements through local emergency manager or broadcast media and await further instructions.

Symptoms may not present themselves for 2-6 hours even with high doses dependent on exposure time, distance and rate.

Symptoms may include:

- **Fever, headache, chills, sweating, weakness, and fatigue.**
- **Joint and muscle pain.**
- **Respiratory distress, difficulty talking, or eating.**
- **Nausea.**

Continuity of Operations Plan

Appendix F

See attached pages.

Incident Command Structure

Insert ICS staff assignments and back-up personnel assignments here

Latricia M. Brown School Leader

School Commander

1. Evelyn Hamlett

2. Patrick Stitt Behavior Specialist

Alternate School Commander(s)

Public Information Officer

Latricia M. Brown

313 443 6563

Alternates

1. Latricia M. Brown

Safety Officer

Patrick Stitt

Alternates

1. Patrick Stitt

Liaison Officer

Alternates

1. _____

Operations

Patrick Stitt
Tishumbe Franklin

Alternates

1. _____

2. _____

Handles all emergency response jobs, including taking care of students, as well as handling the challenges of the emergency.

Planning

Latricia Brown
Patrick Stitt
Tishumbe Franklin

Alternates

1. _____

2. _____

Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map at the Command Post.

Logistics

Glenita Rubin Shelton

Alternates

1. Tishumbe Franklin

2. Patrick Stitt

Manages personnel, supplies, and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, and deploying unassigned people for work.

Finance & Administration

Latricia M. Brown

Alternates

1. Lori Cooley

2. _____

Responsible for buying materials and keeping financial records of expenditures and employee hours.

District Chain of Command

Chain of Command:

in the event of a district-wide emergency, the Superintendent of schools, along with police officials, will make the decisions.

*****Chain of Command will be up to the school personnel to determine*****

Name and Position	Room Number/Location	Office and Cell #	Email
1. Latricia Brown School Leader		(810) 785-8811 (313) 442-1563	latricia.brown@leonagroup.com
2. Evelyn Hamlett Assistant Leader		(810) 785-8811 810 423 8865	@leonagroup.com
3. Glenifa Rubin-Shelton		810 449 6721	
4. Patrick Stitt		810 336-5583	
5. Tishumbe Franklin		810 471-8049	
6. Lori Cooley		810 936-1147	
7. Don Crane		810 845-1266	
8. Yolanda Brown		313 530 4170	
9.			
10.			
11.			
12.			
13.			
14.			

Essential Staff Functions	
Principal/Assistant Principal and/or Department Heads	<ul style="list-style-type: none"> ○ Ensure systems are in place for rapid contract execution after an incident. ○ Identify relocation areas for classrooms and administrative operations. ○ Create a system for registering students (out of district or into alternative schools). ○ Brief and train staff regarding their additional responsibilities. ○ Secure and provide needed personnel, equipment/supplies, facilities, resources, and services required for continued operations. ○ Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, re-arranging tests). ○ Re-evaluate the curriculum.
Custodians/Maintenance Personnel	<ul style="list-style-type: none"> ○ Work with local government officials to determine when it is safe for students/staff to return to the school buildings and grounds. ○ Manage the restoration of school buildings and grounds (e.g., debris removal, repairing, repainting and/or re-landscaping).
Office Staff	<ul style="list-style-type: none"> ○ Maintain inventory. ○ Maintain essential records (and copies of records) including school's insurance policy. ○ Ensure redundancy of records (records are kept at a different physical location). ○ Secure classroom equipment, books, and materials. ○ Restore administrative and record-keeping functions such as payroll, accounting, and personnel records. ○ Retrieve, collect, and maintain personnel data. ○ Provide accounts payable and cash management services.
Counselors, Social Workers, and School Nurses/Health Assistants	<ul style="list-style-type: none"> ○ Establish academic and support services for students/staff. ○ Implement additional response and recovery activities according to established protocols. ○ Crisis counseling.

Food Service/Cafeteria/Bus Drivers

- Determine how transportation and food services will resume.

< Edit table, as needed.>

Vital Records Needed for Alternate Site Operations

Record

Location

Continuity of Operations Plan Template

Incident Command System Job Action Sheets Appendix G

See attached pages.

Incident Command Structure

Insert ICS staff assignments and back-up personnel assignments here

Latricia M Brown School Leader

School Commander

1. Evelyn Hamlett

Assistant
Leader

Glenita Rubin Shelton

2. Patrick Stitt Behavior Specialist

Alternate School Commander(s)

Public Information Officer

Latricia M Brown

313 443 6563

Alternates

1. Latricia M Brown

Safety Officer

Patrick Stitt

Alternates

1. Patrick Stitt

Liaison Officer

Alternates

1. _____

Operations

Patrick Stitt
Tishumbe Franklin

Alternates

1. _____

2. _____

Handles all emergency response jobs, including taking care of students, as well as handling the challenges of the emergency.

Planning

Latricia Brown
Patrick Stitt
Tishumbe Franklin

Alternates

1. _____

2. _____

Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map at the Command Post.

Logistics

Glenita Rubin Shelton

Alternates

1. Tishumbe Franklin

2. Patrick Stitt

Manages personnel, supplies, and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, and deploying unassigned people for work.

Finance & Administration

Latricia M Brown

Alternates

1. Lori Cooley

2. _____

Responsible for buying materials and keeping financial records of expenditures and employee hours.

District Chain of Command

Chain of Command:

in the event of a district-wide emergency, the Superintendent of schools, along with police officials, will make the decisions.

*****Chain of Command will be up to the school personnel to determine*****

Name and Position	Room Number/Location	Office and Cell #	Email
1. Latricia Brown School Leader		(810) 785-8811	latricia.brown@leonagroup.com
2. Evelyn Hamlett Assistant Leader		(313) 448-1513 (810) 785-8811 810 423 8865	leonagroup.com
3. Glenifa Rubin-Shelton		810 449 6721	
4. Patrick Stitt		810 336-5583	
5. Tishumbe Franklin		810 471-8049	
6. Lori Cooley		810 936-1147	
7. Don Crane		810 495-1266	
8. Yolanda Brown		313 530 4170	
9.			
10.			
11.			
12.			
13.			
14.			

Resource Inventory Appendix

H

Available resources that may be used or may be needed in the event of emergency:

- Communications equipment: One per room
- First aid supplies: Located in main office
- Fire Fighting equipment: Fire extinguisher located directly next to main office in hallway
- Go-bag: Located with crisis team members
- Food, water: Located in lunchroom storage
- Maintenance supplies, tools, etc.: Located in Janitorial closet

Go-Kit and Emergency Supplies Checklists Appendix I

Go-Kit Checklist: Administration/Main Office

- List of Classroom's Students
- List of staff
- Incident Command System Position Checklist & Job Descriptions
- First Aid Kit
- List of Special Needs Students
- Flashlight and Batteries
- Age Appropriate Activities
- Written Emergency Procedures
- Papers and Pens
- Hat/Vest to Designate Leader
- Emergency Communication Device
- Whistle
- Emergency Contact Information for Student's Parents/Guardians

Go-Kit Checklist: Classroom

- List of Classroom's Students
- Incident Command System Position Checklist & Job Descriptions
- First Aid Kit
- List of Special Needs Students
- Flashlight and Batteries
- Age Appropriate Activities
- Written Emergency Procedures
- Papers and Pens

- Hat/Vest to Designate Leader
- Emergency Communication Device
- Whistle
- Emergency Contact Information for Student's Parents/Guardians

Emergency Supplies: Administration/Main Office

- First Aid Kit
- Emergency Communication Device

Memorandums of Agreement/Understanding Appendix J

- **(To be determined)** Community Liaison and staff will work with local agencies at time of occurrence to determine resources and agencies available to assist.

Law Enforcement Command Posts Appendix K

See attached pages.

The purpose of this section is for schools and local law enforcement personnel to collaborate in a combined effort to designate emergency operations locations in order to have a common vision and understanding during the response to an emergency incident. It is important to note that the initial locations identified may change based upon incident dynamics.

School Name:	Northridge Academy
Primary Law Enforcement Agency:	Mt Morris Township
Point of Contact:	Latricia Brown
Phone Number:	313-443-6563

Primary Command Post

Location Name:	Northridge Academy		
Address:	4100 West Coldwater Rd.		
City:	Flint	State:	MI Zip: 48504
Local Cross Streets:	Jennings / Coldwater		
Geocode:	, .		
Remarks:			

Alternate Command Post

Location Name:	United Church of God		
Address:	4043 Coldwater Rd.		
City:	Flint	State:	MI Zip: 48504

Law Enforcement Command Posts Template

Primary Helicopter Landing Zone

Location Name:

Northridge Academy

Address:

4100 West Coldwater Rd.

City:

Flint

State:

MI

Zip:

48504

Local Cross Streets:

Geocode:

, .

Remarks:

In open field

Alternate Helicopter Landing Zone

Location Name:

TBD

Address:

City:

State:

Zip:

Local Cross Streets:

Geocode:

, .

Remarks:

Static Post 1

Location Name:

Northridge Academy

Geocode:

, .

Officers Required:

TBD

Specific Duties:

TBD

Law Enforcement Command Posts Template

Law Enforcement Command Posts Template

Static Post 2

Location Name:

TBD

Geocode:

, .

Officers Required:

Specific Duties:

Static Post 3

Location Name:

TBD

Geocode:

, .

Officers Required:

Specific Duties:

<Insert additional Static Post location(s), as needed>

Foot Patrol 1

Officers Required:

TBD

Patrol Area:

Geocode:

, .

Specific Duties:

Foot Patrol 2

Officers Required:

TBD

Patrol Area:

Geocode:

, •

Specific Duties:

Foot Patrol 3

Officers Required:

TBD

Patrol Area:

Geocode:

, •

Specific Duties:

<Insert additional Foot Patrol assignment(s), as needed.>

Emergency 9-1-1 Information Sheet

Place in the immediate proximity of all landline telephones

To call 9-1-1 from this phone: Please contact School Leader and local authorities will be contacted.

School name: Northridge Academy

Room number:

Room location:

Students in room:

Grade level:

Staff in room:

Emergency 9-1-1 Information Sheet

Place in the immediate proximity of all landline telephones

To call 9-1-1 from this phone:

School name:

Room number:

Room location:

Students in room:

Grade level:

Staff in room:

Emergency Utility Shut-Off Procedures Appendix L

Northridge Academy Emergency Operations Plan L-2

Electricity

Shut-off location: Main Fuse box located in Control Panel Room located in lunchroom next to the stage

Key location: Door closest to the main gym entry doors

Tools required: None required

Instructions: Turn switch(es) to off

Northridge Academy Emergency Operations Plan L-3

Natural Gas

Shut-off location: Located outside of main entry door

Location Instruction: When exiting the building through main doors the box is located to the left, mounted on the brick wall against the building.

Tools required: Pipe wrench

Instructions: Turn wrench in direction to shut the gas off

Northridge Academy Emergency Operations Plan L-4

Water

Shut-off location: Furnace room located outside behind kitchen

Location Instruction: Exit through kitchen doors, furnace room is to the right

Tools required: None required

Instructions: Turn valve clockwise to shut water off

Northridge Academy Emergency Operations Plan L-5

Heating, Ventilation, Air Conditioning (HVAC)

Shut-off location: Located in Control Panel Room located in lunchroom next to the stage

Key location: Door closest to the main gym entry doors

Tools required: None required

Instructions: Turn Switch(es) to off

Cardiac Emergency Response Plan Appendix M

- School to be placed in immediate lockdown
- School Leader to alert 911 and call for ambulance
- Office to contact parents
- Designated staff to perform CPR until EMS arrive