

Greater Albany SD 8J

Administrative Regulation

Code: **EBCB-AR(4)**
Revised/Reviewed: 4/28/14

Standard Response Protocol and Standard Reunification Plan

A critical ingredient to safe schools is the classroom response to emergency incidents at or near the school facility. Whether the event is a fire, accident, intruder, nearby police activity, or other threats to student safety, planning and training for students, staff, teachers and administrators is vital for all persons utilizing facilities in the district.

Through a mutual aid agreement, the district has adopted the use of the Standard Response Protocol & Standard Reunification Plan, as published and disseminated by the I Love You Guys Foundation of Colorado (www.ILoveYouGuys.org).

The Standard Response Protocol & Standard Reunification Plan will be incorporated in the district's Emergency Response Guidelines flip chart, and updated as needed. Each room should post a current Emergency Response Guidelines flip chart visibly on the wall and directly adjacent to the hallway, or main classroom entry/exit door. This flip chart detail response guidelines to various emergencies and provide specific room details. For common areas (cafeteria, gym, stage, etc.) and shared instructional areas (library, computer labs, etc.), a flip chart will be placed in a similar location to classrooms, with one additional page with area-specific details describing what to do in the event of a Lockout, Lockdown, Evacuate or Shelter for the common/shared area.

Daily Facility/School Operation Level (May be referred to as Level 1)

There is a fine balance between keeping the educational environment and facility safe, while not impacting or drastically changing the instructional atmosphere. District classrooms and facilities shall operate on a daily basis as detailed below, unless presented with a security or emergency event.

1. During drop-off/pick-up times, staff shall monitor all entrances.
2. Unless approved by the office staff of the school, and wearing appropriate identification, no visitors shall proceed into a school past the office area for any reason.
3. Except during drop-off/pick-up times, all exterior doors will remain locked during student instructional hours. At maximum, one front door may be left unlocked for public entry into the school, unless a buzz-in system is installed (and then no doors should be unlocked).

Accommodations for student traffic between pod classrooms, buildings on the same school campus, and for access to student parking areas may be made, but exceptions should be made in collaboration with, and input from, the district Risk Management Coordinator and law enforcement/fire personnel.

4. Recess supervision staff will carry with them during recess the necessary keys or access cards allowing them to open exterior doors of the school in the event a security threat or emergency presents itself during recess times.

5. Students shall carry passes during class time. This will enable staff to know if a student is enrolled at that campus or not. Staff should ask students in hallways during class time for passes. Enrolled students can be directed back to class. Nonenrolled students can be guided to the building office.
6. Students and staff should report abnormal activities or unfamiliar people to the office. An administrator can assess the potential situation, remembering to err on the side of caution.

Lockout

1. Condition

Lockout is called when there is a threat or hazard outside of the school building that could become a safety issue for everyone on campus. Law enforcement, staff or building administrators could direct the school to initiate Lockout procedures. Lockout may be called due to violence or criminal activity in the immediate neighborhood, a dangerous animal in the playground, or other concern by building staff or administrators. Lockout uses the security of the physical facility to act as protection.

2. Public Address

The public address for Lockout is: **“Lockout! Secure the perimeter”** and is repeated twice each time the public address is performed.

3. Action

The Lockout protocol demands bringing students into the main building and locking all outside access points. Windows will be closed and locked if possible. Visitors will not be permitted to enter. Where possible, classroom activities would continue uninterrupted. Classes that were held outside, such as physical education instruction, would return to the building and if possible, would continue inside the building. If the campus has more than one instructional building, administrators will determine whether students and staff will be permitted to transit between buildings.

There may be occasions where students expect to be able to leave the building – end of classes, job commitment, end of the school day, field trips, etc. Depending on the condition, permission to leave the building may be denied. Students and staff will remain inside the building until the Lockout situation is cleared. Law enforcement personnel may hold school buses and family member vehicles from approaching the school until the campus is released from the Lockout condition.

Staff will notify the office of unrecognized visitors in the building and be vigilant to suspicious packages or items that are out of place. Concerns or questions regarding the circumstances of the Lockout should be referred to the District Office. Information released regarding the reason for the Lockout should not compromise ongoing law enforcement activities.

While in the Lockout status, students should be discouraged from using their cell phones to discuss the situation with friends and family members. Law enforcement officials have stated that in previous school incidents around the country, perpetrators have gained information about police responses from student cell phone conversations. Use telephone, fax or email to update district buildings and administrators when the school returns to Daily Operation Level.

During security emergency drills, it should be emphasized to students as well as their parents that these procedures may inconvenience them, but their cooperation is important to ensure their safety.

4. Drills

Lockout drills shall be performed twice a year. At least one of these drills should be performed while outdoor activities are in progress.

Additional material, guidelines, and training can be located within the resource materials of the I Love You Guys Foundation at www.ILoveYouGuys.org.

Lockdown

1. Condition

Lockdown is called when there is a threat or hazard inside of the school building that could become a health and/or safety issue for everyone on campus. Examples might include a dangerous animal within the school building, or intruders. Lockdown uses classroom security to protect students and staff from threat. Law enforcement, staff or building administrators could direct this security level.

2. Public Address

The public address for Lockdown is: **“Lockdown! Locks, Lights, Out of Sight!”** and is repeated twice each time the public address is performed.

3. Actions

The Lockdown protocol demands locking individual classroom doors or other access points, moving room occupants out of line of sight of the corridor windows and having room occupants maintain silence. Interior doors of the buildings will be locked and students and staff must remain in their classrooms. Blinds on doors and windows, if present, will be closed. Movement will not be permitted within the interior of the building. If the campus has more than one instructional building, students and staff will not be permitted to transit between buildings.

Notify the district office as quickly as possible. District Office staff will take on the role of notifying law enforcement agencies, sister/neighborhood schools, and other district personnel (maintenance, transportation, food services, etc.) that the school is in Lockdown. The district office will also coordinate communications with parents, community members and the media. While in the Lockdown, students should be discouraged from using their cell phones to discuss the situation with friends and family members. Law enforcement officials have stated that in previous school incidents around the country, perpetrators have gained information about police responses from student cell phone conversations

If near the end of the school day, students and staff will remain inside the building until the Lockdown situation is cleared. Law enforcement personnel will hold school buses and family member vehicles from approaching the school until the campus is released from the Lockdown condition.

There is no requirement to lock the building outside access points; rather, the protocol advises to leave the perimeter as is. Sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responder entry into the building.

Teachers and student training will emphasize the practice on not opening the classroom door, once in Lockdown; rather, no indication of occupancy should be revealed until first responders open the door.

It is not the practice of the district to slide red/green cards under doors, signify red/green in window coverings, or make phone calls to classrooms for attendance information or email submissions to the office regarding attendance.

4. Drills

Lockdown drills should be performed twice a year. When feasible, security emergency drills shall be observed and assessed by law enforcement personnel.

5. Release from Lockdown

Students and staff will not be released from Lockdown by announcement over the PA system, telephone system, or radios. Release from a Lockdown, including during all drills, shall only occur with direct in-person release notification by an administrator of the district/building, or uniformed law enforcement personnel. Upon release from Lockdown, staff or administrators shall make notification immediately to the District Office of the condition of all students, and the current state of the school. All communications with the media will be through the Superintendent, or designee, and shall not compromise any ongoing law enforcement investigations.

Additional material, guidelines, and training can be located within the resource materials of the I Love You Guys Foundation at www.ILoveYouGuys.org.

Evacuate

1. Condition

Evacuate is called when there is a need to move students and other building occupants from one location to another.

2. Public Address

The public address for Evacuate is: **“Evacuate! Type/Location”** and is repeated twice each time the public address is performed. Type is added when special actions need to be taken during evacuation. For instance “Evacuate! To the Flag Pole. Evacuate! To the Flag Pole.”

3. Actions

The Evacuate protocol demands students, and staff to move in an orderly fashion. In a tactical response, students are instructed to form a single file line and hold hands front and back. A different tactical response may be invoked during an evacuation and student and staff should be prepared to follow specific instructions given by staff or first responders.

4. Red Card/Green Card/Med Card

After taking roll the Red/Green/Med Card system is employed for administration or first responders to quickly, visually identify the status of the teachers' classes.

- a. Green Card (OK) – All students accounted for, No immediate help is necessary;
- b. Red Card (Help) – Extra or missing students, or vital information must be exchanged;
- c. Red and White Cross (Medical Help) – Immediate medical attention is needed.

5. Drills

Evacuation drills should be performed twice a year. Fire drills constitute a valid evacuation drill. (Note: By policy and Fire Code, schools will conduct fire drills monthly.)

Additional material, guidelines, and training can be located within the resource materials of the I Love You Guys Foundation at www.ILoveYouGuys.org.

Shelter

1. Condition

Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants.

2. Public Address

The public addresses for shelter are:

- a. Shelter for Earthquake! Drop, Cover and Hold;
- b. Shelter for Bomb! Drop, Cover and Hold;
- c. Shelter for Hazmat! And Seal;
- d. Shelter! In Silence.

The public address is repeated twice each time the public address is performed.

3. Actions

These are the current Shelter Methods that are currently in the Protocol. Other methods may be situationally appropriate and may be added to the SRP. These methods are sourced from Federal Emergency Management Agency (FEMA) language available at <http://www.fema.gov/hazard>.

- a. Drop, Cover and Hold – During an earthquake or when directed the following actions should be performed. DROP, preferably under a desk or table. Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER your head with your hands and stay under cover until the shaking stops. HOLD onto the desk or table; if it moves, move with it. People in a wheel chair should lock the wheels, lean forward and cover their neck with their hands, if possible. (See FEMA detail on Drop, Cover and Hold.)

- b. And Seal – Close and lock all outside doors and windows. Locking may provide a tighter seal. If you are told there is danger of explosion, close the window shades, blinds or curtains. Turn off the heating, ventilation or air conditioning system. Turn off all fans, including bathroom fans operated by the light switch. As much as possible, reduce the flow of air into the room. Building administrators will follow the shutdown procedures for relevant mechanical systems (water, electricity, HVAC, gas, solar panel systems, etc.), per their building’s Emergency Shutdown Manual, if so directed by the fire department or other first responders.
- c. For Tornado – If a specific shelter area does not exist, move into interior hallways or small rooms on the building’s lowest level and lie flat. Avoid areas with glass and wide, free-span roofs.
- d. In Silence – Maintain Silence.

Additional material, guidelines, and training can be located within the resource materials of the I Love You Guys Foundation at www.ILoveYouGuys.org.

Standard Reunification Method

1. Evacuation and Reunification

In the event of an evacuation on-site or off-site that necessitates a reunification of students with their parent or guardian¹ in a manner other than normal release from the school day, the Standard Reunification Method shall be implemented to insure each student is released to the custody of an approved and screened person. If the reason for the evacuation was a dangerous situation on campus, it might be preferable to first move all students and staff to an alternate location and then conduct the reunification at the safe site.

Schools will adhere to the evacuation plans included in the Emergency Response Plan for each school, and evacuate to predetermined evacuation locations, except when emergencies and threats dictate deviation for safety reasons.

When school staff members are notified that reunification may begin, the emergency communication methods should be implemented to notify parents that reunification is necessary, and details of how unification will take place. If School Messenger or social media is the method of communication, a message may be similar to “**____ school has closed. Please pick your student up at 3:25 p.m. at the Catholic Church at 555 Main Street, Albany, OR. Bring your ID.**” Students may be asked to text a message to their parents or guardians.

Reunification will be conducted using a “double-gate” system. During reunification, the security of the holding area is extremely important. Staff and students must be removed from any danger. The Student/Parent Reunification Team for each building should establish access control points to limit entry into the student holding areas. Assistance from law enforcement may become necessary, and is advised.

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

2. Holding Area

Classroom teachers will remain with their assigned students in the holding area.

3. Parent Check-in/Release Gate

Student/Parent Reunification Team members will be located in two areas. The first area, the “holding area,” will be where students can wait for their parents. The second area will include both the “Check In” area and the “Reunification” area where parents will report and wait for their students to join them. The “holding area” and parent areas will be two distinctly separate areas, out of sight of each other, but in close proximity to one another. The office emergency kits contain vinyl banners that can be posted to designate where parents should check in, and large-print letters for parents to form lines. While waiting in lines based on the first letter of their students last name, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

The check-in and reunification point will have a complete student roster with the names of adults who are authorized to pick up each student (this information may be available via online databases as well). When a parent/guardian arrives at the check-in point, s/he will identify the name of the student(s) being picked up. When the staff member confirms the parent/guardian’s identity and authority to pick up the student, the staff member will use a runner or a radio/cellular telephone to notify the holding area that the designated student(s) are to be escorted to the reunification point. When the student(s) reports to the reunification point, the staff member will mark on the Reunification Information card the date and time the student was released to the parent or guardian.

If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are not available for release to them, the staff member at the release point will not indicate the status of the child but will ask the parent to report to the “notification room” for further processing.

4. Notification Room

The staff member manning the notification room will be responsible for notifying parents that their child is not available for pick-up for any of the following reasons: injured, deceased, arrested, witness, etc. The staff member will:

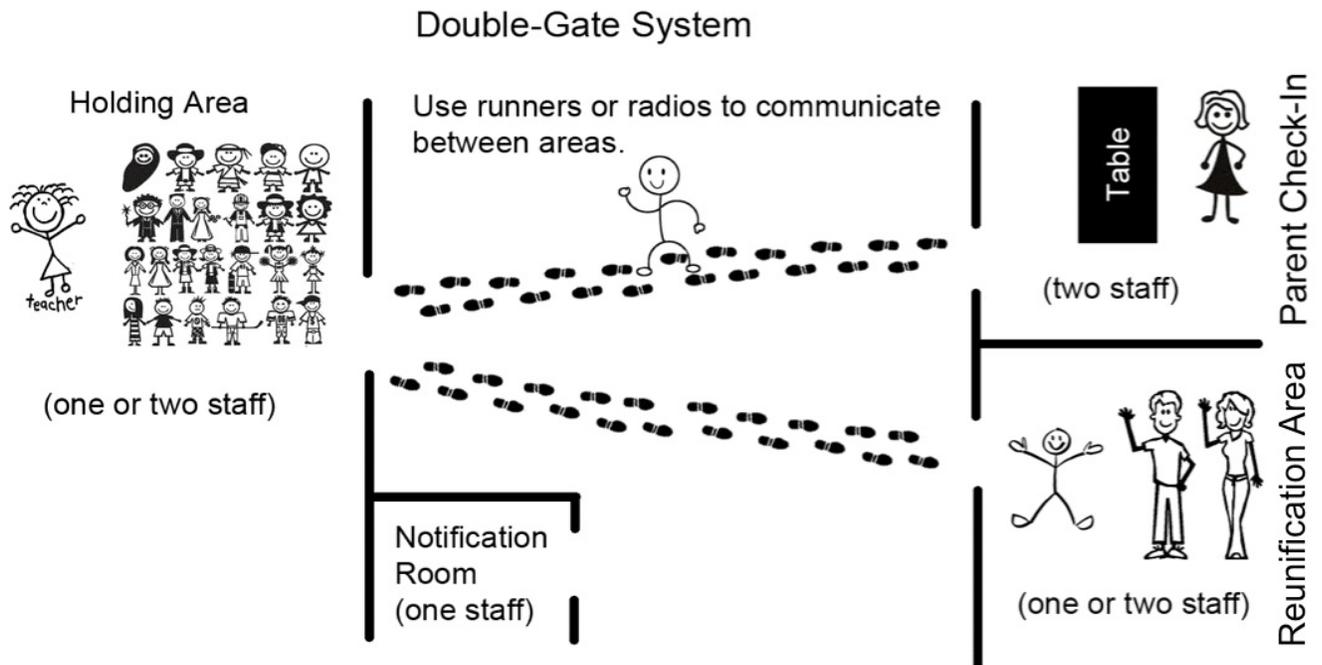
- a. Provide available information regarding the students in a sensitive way.
- b. Will assure the parent/guardian that everything possible is being done to safeguard their child or their child’s remains.
- c. Will inform the parent/guardian where they are to await further information about how they will be reunited with their child(ren) or the remains of their child(ren).
- d. Will assist the parent/guardian with their trauma.
- e. Will make available to the parent/guardian means for communicating with other family members and supporters.
- f. Will shelter the parent/guardian from media representatives.

5. Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they might be invited into the building for further information.

6. Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



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