

Emergency Operations Plan
Arizona Autism Charter School (AZACS)
Main Campus
2023-2024



ARIZONA AUTISM
CHARTER SCHOOLS, INC

Arizona Autism Charter Schools
2023-2024 Emergency Operations Plan: Main Campus Plan

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Contact information:

Campus Contact Information

Upper Campus Contact

- Incident Commander:
 - Denise Ballard (1321),
- Reception: (1001, 1002)
- Campus Secondary Number (602) 882-5544
- Nurse Number: Jessica Mangieri (1213)

Elementary Campus Contact

- Incident Commander:
 - Tracy Malcolm (1212),
 - Carla Smith (1240)
- Reception: (1001, 1002)
- Campus Number (602) 882-5544
- Nurse Number: Jessica Mangieri (1213)

Early Learning Center Contact

- Campus Incident Commander:
 - Patrick Masson (2301)
 - Mogos Gabre (2302)
- Receptionist:(2300)
- Campus Number (602) 883-7500
- Nurse Number MC (1213)

Online Campus Contact

- Incident Commander:
 - Dana Van Denise (1431)
 - Vikki McFarland (1432)
- Receptionist:(1430)
- Campus Number (602) 346-0300
- Nurse Number MC (1213)

West Valley Campus Contact

- Campus Incident Commander:
 - Myla Goyne (1505),
 - Michelle Downie (1504)
- Receptionist:(1501, 1502)
- Campus Number (602) 283-5994
- Nurse Number (1503)

Tucson Campus Contact

- Campus Incident Commander:
 - Brittany Holdren (1601)
- Receptionist:(520)-372-0660
- Campus Number (602) 372-0660
- Nurse Number (1604)

Common Campus Contact

- West Valley Campus Number (602) 283-5994
- Main Campus Number (602) 882-5544
- ELC Campus Number (602) 883-7500
- Tucson Campus Number (602) 372-0660
- Online Campus Number (602) 346-0300
- Admin Office Main Number (602) 314-6507

- Exec. Director: Diana Diaz-Harrison (1307)
- President: Clark Crace ()
- Chief Academic Officer: Myla Goyner (1431)
- Operations and IT: Dan McCarty (1101)
- Human Resources: Susan Contino (1434)

Important Contacts

Emergency #s

- EMERGENCY (911)
- Non-Emergency Police (602) 262-7626
- Non-Emergency Fire (602) 314-6507
- Phoenix Police: (602) 495-5007
- Peoria Police: (623) 773-8311
- Tucson Police (520) 791-4444
- Poison Control (800) 222-1222

Utility #s

- Arizona Elevators (480) 557-7600
- City of Phoenix (Water/Waist) (602) 262-6251
- City of Peoria (Water/Waist) (623) 773-7160
- Southwest Gas: (877) 860-602
- APS Electric: (602) 371-7171
- Tucson Electric Power (TEP) (520) 623-7711



Command and Control System

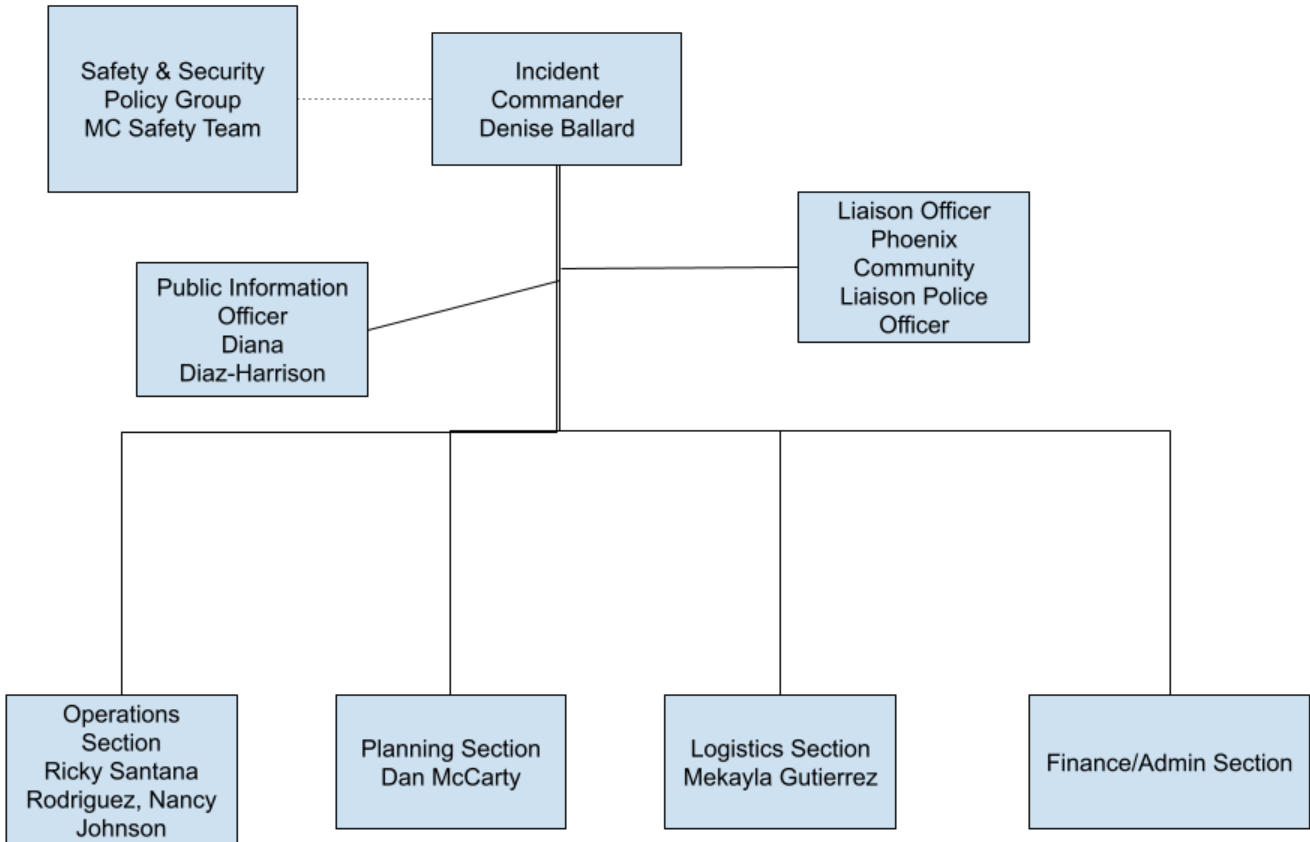


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Command and Control System



2023-2024 Upper Campus Incident Command System

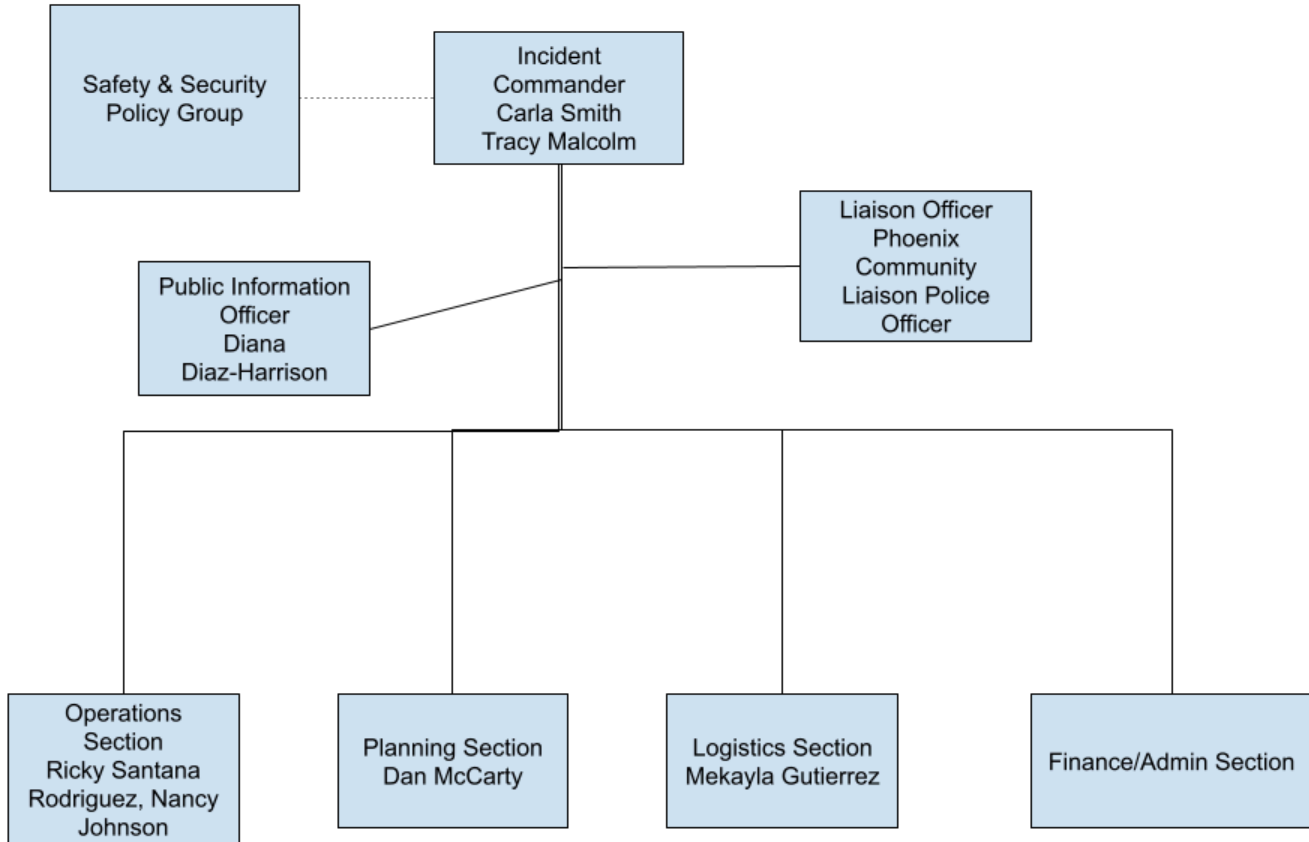


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2023-2024 Elementary Campus Incident Command System



Incident Command System

The Incident Command System (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

If the school emergency is within the authorities of the first responder community, an ie. emergency requiring law enforcement or fire services, etc. The command will transition, or form a Unified Command structure, upon the arrival of qualified first responders. A transfer of command briefing should occur when feasible.

Incident Command Post

The Incident Command Post (ICP) is the location from which the Incident Commander oversees all incident operations. There is generally only one ICP for each incident, but it may change locations during the event. Every incident must have some form of an (ICP) (See Campus Evacuation Map)



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Incident Command Situation Protocol

Emergency Action Items

1. Ensure the situation is safe and/or evacuated
2. "Call" the situation - ie: Lockdown, fire evacuation, shelter-in-place, etc
3. Send out an emergency alert to the emergency team via Google Hangout.
4. Ensure all emergency items are at hand: Go Bag, Walkie Talkie, and Cell Phone.
5. When/If emergency 1st responders arrive ensure they understand you are the IC
6. Establish an announcement to send out to parents and give reception desk instructions
7. Post-incident: collect a statement from all team members involved, as well as a personal statement
8. Post-incident: call a "Post-mortem" meeting with the safety team,

ICP Command and Control

Safety & Security Policy Group

The Safety and Security Policy Group will establish, update, and monitor all safety and security policies and procedures. The group will sign off that all aspects of the Safety and security programs meet and/or exceed the federal, state, and county safety protocols.

The role of the Policy Group is to:

- Support the on-scene Incident Commander with strategic guidance, information analysis, and needed resources
- Provide policy and strategic guidance
- Help to ensure that adequate resources are available
- Identify and resolve issues common to all organizations
- Keep the leadership team and executives informed of the situation and decisions.
- Document the incident and add it to the Safety Committee Incident Folder
- Oversee and work the Drop-off and Pick-up Programs

Safety & Security Policy Group Members

District Group Members

- Executive Team
- Campus Directors
- Nurse
- Talent Management Director

Campus Safety Team Members



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AZACS Main Campus	West Valley	Early Learning Center	Tucson
<ul style="list-style-type: none"> • Tracy Malcolm • Carla Smith • Denise Ballard • Jessica Mangieri 	<ul style="list-style-type: none"> • Jennifer Humpal • Jan Camacho • Nisha Teague 	<ul style="list-style-type: none"> • Patrick Masson • Mogos Gabre • Ruth Cosio • Jackie Oats 	<ul style="list-style-type: none"> • Brittany Parmigiane • Andrea Every

Incident Commander

The Incident Commander (IC) is the primary person in charge of the incident and will establish incident objectives based on the following five primary objectives. It will be a general practice that the primary and secondary Incident Commander will not be off-site at the same time without naming an appropriate temporary Incident commander.

1. Life safety
2. Protect public health
3. Incident stabilization
4. Property and environment preservation
5. Reduce advance psychological consequences and disruptions

The Main Campus Incident Commanders will be the Campus Directors are offsite

Main Campus IC	West Valley Campus IC	ELC Campus IC	Tucson Campus IC
Tracy Malcolm Carla Smith Denise Ballard	Jennifer Humpal	Patrick Masson Mogos Gabre	Brittany Parmigiane

IC Training Requirement

- In-depth knowledge of AZACS EOP
- CPR
- First Aid
- Radio Procedures

Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident.

All Campus PIO

The Executive Director will serve as PIO with Lisa Long serving in her absence.

PIO Training Requirement

- In-depth-Depth knowledge of AZACS EOP
- CPR



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- First Aid
- Radio Procedures

Liaison Officer (External Resource Officer)

Serves as the incident command's point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. Through the Liaison Officer, these representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters. Under either a single Incident Commander or a Unified Command structure, representatives from assisting or cooperating jurisdictions and organizations coordinate through the Liaison Officer. The Liaison Officer may have assistants.

Main Campus LO

Detective Paul Stebbins (Phoenix Police Department and Homeland Defense Bureau - Threat Mitigation Unit)

Operations Section

The Operations Section directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Implementation of Functional and Threat/Hazard annexes.
- Monitor site security and utilities.
- Establish medical triage/treatment with staff trained in first aid and CPR.
- Organize psychological first aid services for those in need.
- Document all activities.

Main Campus	West Valley	ELC	Tucson
Ricky Santana, Nancy Johnson	Jan Camacho and Robert Morales-Ezquerro	Ruth Cosio and Gabriel Ferrer	Andrea Every

OS Training Requirement

- In-Depth knowledge of AZACS EOP
- CPR
- First Aid
- Radio Procedures

Planning Section



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The Planning Person collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident, and to plan appropriate incident management activities.

Duties include:

- Assist the Incident Commander in the collection and evaluation of information about an incident as it develops, assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.
- Participate upon request with community partners in the development of an Incident Action Plan (IAP)

PS Training Requirement

- In-depth knowledge of AZACS EOP
- CPR
- First Aid
- Radio Procedures

Logistics Section

Support Incident management operations by securing providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel, assembling and deploying volunteer teams; and facilitating communication among incident responders.

Additional responsibilities include:

- Establish and oversee the communications center and activities
- Coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment
- Document all activities.

LS Training Requirement

- In-Depth knowledge of AZACS EOP
- CPR
- First Aid
- Radio Procedures

Finance/Admin Section

Oversee all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for employees, submitting documents for reimbursement, and recovering school records following an incident.

Additional duties include:



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- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Monitor and track expenses and financial losses, and secure all records.

Training Requirement

- In-Depth knowledge of AZACS EOP
- CPR
- First Aid
- Radio Procedures

Command and Control Sign-Off Sheet

I have read all of the Command and Control material and watched the training videos, and I feel that I have a master of this subject.

Campus Director Name	Signature	Date
Executive Director Name	Signature	Date



Emergency Code Procedures



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Emergency Code Procedures

Missing Child Procedure (Code Adam)

Objective: This procedure aims to quickly locate any lost students using an alert system that brings the entire campus to the search.

Procedure: On-Campus Procedure

The campus procedure will have two phases and follow the designated steps below. Everyone who can safely (not take the current class out of ratio) be a part of the search crew, should take part in the search. All staff must maintain safe ratios with all other students while searching his/her area for a missing child. Campus directors will determine how the parents and authorities (if involved) will be notified of the situation.

Campus Directors	Reception Desk	Classroom Staff	Operations Staff
<ol style="list-style-type: none"> Go to the last location and confirm code adam Assist in the search until the student is found Gather information 	Get up and block the front exit door	<ol style="list-style-type: none"> Quickly Check the immediate area Announce "Code Adam" Stay with the remaining class Continue with lesson Send any staff available 	Assist in the search until the student is found
	Other Office Staff		<ol style="list-style-type: none"> Find a Secure location Secure any guests or students in your area
	Managers Support Staff	Assist in the search until the student is found	Assist in the search until the student is found

Note: Calling Code Adam

- Use the student's name
- Last known location and where they may have been heading
- Quick description

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> Announce over the Radio, Raptor, and/or phone system Code Adam. Describe the missing students and start a timer Once the situation has been cleared the all-clear the Code Adam 	<ol style="list-style-type: none"> On the Raptor App press Code Adam and slide the initiate bar Use the Group message screen to update the campus on the Code Adam and describe who is missing When the situation has ended slide the end drill on the app and close out the procedure

Training:

AZACS will ensure all staff is trained on the **Code Adam** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted to provided by the Director of Operations

The following are the yearly training requirement for Code Adam, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training



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- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus Code Adam program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Code Adam procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Adam procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Adam procedure review • Raptor and Radio Training 	<ul style="list-style-type: none"> • Code Adam procedure review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training
<p><u>Training Attachments:</u></p> <ul style="list-style-type: none"> • Raptor Emergency Systems Training • Radio Use Procedure • Gate and Door Lockdown Procedures 		<p><u>Safety Wall Attachments</u></p> <ul style="list-style-type: none"> • Flipbook • Codes At-A-Glance 	



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Code Eloper - Run Away Child Procedure

Objective: This procedure aims to quickly alert the entire campus that a student is in the process of running for their class or staff member so they can be redirected back to the appropriate area.

Procedure: On-Campus Procedure

The campus procedure will have two phases and follow the designated steps below. Everyone who can safely (not take the current class out of ratio) be a part of tracking down and redirecting the student should support. All staff must maintain safe ratios with all other students while supporting the code eloper. Campus directors will determine how the parents and authorities (if involved) will be notified of the situation.

Campus Directors	Reception Desk	Classroom Staff	Operations Staff
<ol style="list-style-type: none"> 1. Go to the last location and confirm Code Eloper 2. Assist in the search until the student is found 3. Gather information 	Get up and block the front exit door	<ol style="list-style-type: none"> 1. Quickly Check the immediate area 2. Announce "Code Eloper" 3. Stay with the remaining class 4. Continue with lesson 5. Send any staff available 	Assist in the search until the student is found
	Other Office Staff		<ol style="list-style-type: none"> 1. Find a Secure location 2. Secure any guests or students in your area
	Managers Support Staff	Assist in the search until the student is found	Assist in the search until the student is found

Note: Calling Code Eloper

- Use the student's name
- Last known location and where they may have been heading
- Quick description

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Announce over the Radio, Raptor, and/or phone system that the campus has a Code Eloper 2. Describe the runaway students and start a timer 3. Once the situation has been cleared the all-clear the code Eloper 	<ol style="list-style-type: none"> 1. On the Raptor App press Code Eloper and slide the initiate bar 2. Use the Group message screen to update the campus on the Code Eloper and describe who is missing 3. When the situation has ended slide the end drill on the app and close out the procedure

Training:

AZACS will ensure all staff is trained on the **Code Eloper** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted to provided by the Director of Operations

The following are the yearly training requirements for Code Eloper, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training



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- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus Code Adam program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Code Eloper procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Eloper procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Eloper procedure review • Raptor and Radio Training 	<ul style="list-style-type: none"> • Code Eloper procedure review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training
<p><u>Training Attachments:</u></p> <ul style="list-style-type: none"> • Emergency Codes Training • Raptor Emergency Systems Training • Radio Use Procedure • Gate and Door Lockdown Procedures 		<p><u>Safety Wall Attachments</u></p> <ul style="list-style-type: none"> • Flipbook • Codes At-A-Glance 	



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Code Red - Escalated Behavior

Objective: This procedure aims to keep the students and staff safe, with as much of a “normal” scheduled day as possible while dealing with an escalated behavior.

Procedure:

Campus Directors	Reception Desk	Classroom Staff	Operations Staff
<ol style="list-style-type: none"> 1. Assess the situation 2. Send a Code Red alert 3. Announce a “shelter-in-place” order 4. Once the situation is under control and safe give the All Clear announcement 5. Fill out a Civil Rights Form 	Be alert for a request of assistance from the campus director	<ol style="list-style-type: none"> 1. Secure the environment and ensure it is safe 2. Call for a “Code Red” 3. Quickly remove all other students from the classroom to a neighboring classroom 4. Work to keep the situation calm 5. Work to keep the student safe while waiting for assistance 6. Once the situation is over fill out a Civil Rights Form 	Support Classroom to keep all students safe and away from the situation.
	Other Office Staff		<ol style="list-style-type: none"> 1. Support Classroom to keep all students safe and away from the situation. 2. Be prepared for medical attention for any students or staff after the situation is safe
	Assist classrooms in staying clear of the situation	Managers Support Staff	

Note:

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Announce over the Radio, Raptor, and/or phone system that the campus has a Code Red and your location 2. Repete the code Red Call 3. Once the situation has been cleared announce “Code Red all-clear” 	<ol style="list-style-type: none"> 1. On the Raptor App press Code Red and slide the initiate bar 2. Use the Group message screen to update the campus on the Code Red and give room # 3. When the situation has ended slide the end code red on the app and close out the procedure

Training:

AZACS will ensure all staff is trained on the **Code Red** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted to provided by the Director of Operations

The following are the yearly training requirement for Code Red, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training



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- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus Code Red program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Code Red procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Red procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Red procedure review • Raptor and Radio Training 	<ul style="list-style-type: none"> • Code Red procedure review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training
<p><u>Training Attachments:</u></p> <ul style="list-style-type: none"> • Raptor Emergency Systems Training • Radio Use Procedure • Gate and Door Lockdown Procedures 		<p><u>Safety Wall Attachments</u></p> <ul style="list-style-type: none"> • Flipbook • Codes At-A-Glance 	



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Code Blue - Medical Emergency

Objective: The objective of this procedure is to keep the students and staff safe, with as much of a “normal” scheduled day as possible while dealing with a medical emergency.

Procedure:

Campus Directors	Reception Desk	Classroom Staff	Operations Staff		
<ol style="list-style-type: none"> 1. Assess the situation 2. Send a Code Blue alert 3. “shelter-in-place” order by announcing or 4. Once the situation is under control and safe give the All Clear announcement 5. Fill out a Civil Rights Form 	<p>Be alert for a request of assistance from the campus director</p>	<ol style="list-style-type: none"> 1. Secure the environment and ensure it is safe 2. Call for a “Code Blue” 3. Call or direct call 911 if necessary 4. Get the student datasheet from the file in classroom 5. Begin first aid 6. Only Stop first aid upon the emergency team's request 7. Once the situation is under control and safe give an all-clear 8. Fill out a Civil Rights Form 	<p>Support Classroom to keep all students safe and away from the situation.</p>		
	Other Office Staff		<p style="text-align: center;">Assist classrooms in staying clear of the situation</p>	Nurse	<ol style="list-style-type: none"> 1. Secure the environment and ensure it is safe 2. Call for a “Code Blue” 3. Call or direct call 911 4. Begin first aid 5. If they are a Staff member look up the data sheet in Bamboo 6. If they are a Visitor, gain as much personal information as possible 7. Only Stop first aid upon the emergency team's request 8. Once the situation is under control and safe call all clear 9. Fill out a Civil Rights Form
	Managers Support Staff		<p>Support Classroom to keep all students safe and away from the situation.</p>	<p>Support Classroom to keep all students safe and away from the situation.</p>	

Note:

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Announce over the Radio, Raptor, and/or phone system that the campus has a Code Blue and your location 2. Repeat the code Blue Call 3. Once the situation has been cleared announce “Code Blue all-clear” 	<ol style="list-style-type: none"> 1. On the Raptor App press Code Blue and slide the initiate bar 2. Use the Group message screen to update the campus on the Code Blue and give room # 3. When the situation has ended slide the end code Blue on the app and close out the procedure

Training:

AZACS will ensure all staff is trained on the **Code Blue** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted to provided by the Director of Operations



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The following are the yearly training requirement for Code Red, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus Code Red program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Code Blue procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Blue procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> • Code Blue procedure review • Raptor and Radio Training 	<ul style="list-style-type: none"> • Code Blue procedure review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training
<p><u>Training Attachments:</u></p> <ul style="list-style-type: none"> • Raptor Emergency Systems Training • Radio Use Procedure • Gate and Door Lockdown Procedures 		<p><u>Safety Wall Attachments</u></p> <ul style="list-style-type: none"> • Flipbook • Codes At-A-Glance 	



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Code Ronald McDonald - Intruder on Campus

Objective: The objective of this procedure is to keep the students and staff safe, with as much of a “normal” scheduled day as possible while dealing with a possible intruder on campus.

Procedure:

Campus Directors	Reception Desk	Classroom Staff	Operations Staff	
<ol style="list-style-type: none"> 1. Assess the situation 2. Send a Code Ronald McDonald alert 3. Announce “shelter-in-place” order 4. Once the situation is under control and safe give the All Clear announcement 	Do not open gates and secure the front entrance	<ol style="list-style-type: none"> 1. Secure the classroom in a shelter-in-place Call for a “Code Blue” 2. Continue teaching 3. Be prepared to escalate to a full lockdown 4. Once the situation is under control and safe give an all-clear 	<ol style="list-style-type: none"> 1. Ensure campus is secure 2. Assist in the intruder investigation 3. Be prepared to escalate to a full lockdown 4. Once the situation is under control and safe give an all-clear 	
	Other Office Staff			
	Assist classroom staff while the Code Ronald McDonald is confirmed.		Managers Support Staff	Nurse
			Assist classroom staff while the Code Ronald McDonald is confirmed.	Assist classroom staff while the Code Ronald McDonald is confirmed.

Note:

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Announce over the Radio, Raptor, and/or phone system that the campus has a Code Ronald McDonald and your location 2. Repeat the code Ronald McDonald 3. Once the situation has been cleared announce “Code Ronald McDonald all-clear” 	<ol style="list-style-type: none"> 1. On the Raptor App press Code Ronald McDonald and slide the initiate bar 2. Use the Group message screen to update the campus on the Code Ronald McDonald 3. When the situation has ended slide the end code Ronald McDonald on the app and close out the procedure

Training:

AZACS will ensure all staff is trained on the **Code Ronald McDonald** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted to provided by the Director of Operations

The following are the yearly training requirement for Code Red, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training



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District Administration:

All District administrative team members must have a working knowledge of each campus Code Ronald McDonald program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> Code Ronald McDonald procedure review Have an emergency call list Door and gate lockdown process Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> Code Ronald McDonald procedure review Have an emergency call list Door and gate lockdown process Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> Code Ronald McDonald procedure review Raptor and Radio Training 	<ul style="list-style-type: none"> Code Ronald McDonald procedure review Have an emergency call list Door and gate lockdown process Raptor and Radio Training
<p><u>Training Attachments:</u></p> <ul style="list-style-type: none"> Raptor Emergency Systems Training Radio Use Procedure Gate and Door Lockdown Procedures 		<p><u>Safety Wall Attachments</u></p> <ul style="list-style-type: none"> Flipbook Codes At-A-Glance 	

Emergency Code Sign-Off Sheet

I have read all of the Command and Control material and watched the training videos, and I feel that I have a master of this subject.

Campus Director Name	Signature	Date
Executive Director Name	Signature	Date



Key Emergency Procedures Shelter-In-Place, Lockdown, and Evacuation Procedures



Key Emergency Procedures

Shelter-In-Place Procedures

Procedure Objective: Shelter-in-place will be used when the campus administration feels the need to secure the campus and clear the hallways (Examples: A Code Blue for medical reasons or a situation in the area deemed concerning). During a shelter-in-place staff and students are instructed to stay inside their classrooms and continue instruction.

Procedure: Shelter-in-Place

All Team Task:

A call for a **“Shelter-in-Place”** is broadcast over the radio and Raptor:

Campus Directors	Reception Desk	Classroom Staff	Operations Staff	
Director 1 - Primary 1. Make or confirm the Shelter-in-Place Announcement 2. Deal with the situation Director 2 - Secondary 1. Walk campus to ensure the campus is safe 2. Check in with the reception desk to verify attendance 3. Verify no one is outside of the classrooms 4. Verify the situation is all clear 5. Make the all-clear announcement	1. Close and lock doors 2. Close and lock gates 3. Secure the lobby and notify guests of the situation 4. Verify attendance is up to date 5. Prepare an attendance update for the Campus Directors 6. Prepare to contact First Responders when directed by the Campus Directors 7. Monitor all gates and door access	1. Close and lock doors 2. The classroom teaching activities will continue 3. Assign a classroom support person to monitor Raptor 4. Teachers should check Raptor and their email for updates 5. Submit Attendance 6. Send attendance to attendance email. 7. No one is to enter or leave the room	1. Confirm the Shelter-in-Place Announcement 2. Secure exterior doors of the campus 3. Verify no one is outside of the classrooms 4. Verify the situation is all clear	
			Managers Support Staff	Nurse
			1. Assist Classrooms ensuring all students are in the classrooms 2. Help monitor hallways	1. If a code blue deals with the medical situation 2. If code red is available to assist with post-event 3. In other situations be available to assist
	Other Office Staff			
		1. Find a Secure location 2. Secure any guests or students in your area 3.		

Note: Emergency Attendance

Using the Attendance email address in the **Subject Line** only type your Room # **“All in Attendance”**, or **“Missing John Doe”** or **“All in Attendance” + “John Doe”** if name not known type **“+ Ronald McDonald”** Do not write in the body of the email.

All Team Task:

Shelter-in-place will end when the Campus Director makes the appropriate announcement



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Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Announce over the Radio, Raptor, and/or phone system that the campus is in Shelter-in-Place protocol 2. Shelter-in-Place lockdowns will be put into effect when any of the following situations occur <ul style="list-style-type: none"> ○ Code Blue ○ Code Red ○ Code Ronald McDonald 3. Once the situation has been cleared the all-clear for Shelter-in-place will be announced and the protocol will be lifted 	<ol style="list-style-type: none"> 1. On the Raptor App press Shelter-in-Place and slide the initiate bar 2. Use the Group message screen to update the campus on the reason for the Shelter-in-Place 3. When the situation has ended slide the end drill on the app and close out the procedure

Training:

AZACS will ensure all staff is trained on the **Shelter-in-Place** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted provided by the Director of Operations

The following are the yearly training requirements for Shelter-in-Place, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus Shelter-in-Place program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> ● Shelter-in-Place procedure review ● Have an emergency call list ● Door and gate lockdown process ● Raptor, Radio, Phone systems Training ● Attendance procedure 	<ul style="list-style-type: none"> ● Shelter-in-Place procedure review ● Have an emergency call list ● Door and gate lockdown process ● Raptor, Radio, Phone systems Training 	<ul style="list-style-type: none"> ● Shelter-in-Place procedure review ● Code Review (Blue, Red, Ronald McDonald) ● Attendance procedure ● Door lockdown process ● Raptor and Radio Training 	<ul style="list-style-type: none"> ● Shelter-in-Place procedure review ● Have an emergency call list ● Door and gate lockdown process ● Raptor and Radio Training

Training Attachments:

- Raptor Emergency Systems Training
- Radio Use Procedure
- Emergency Attendance policy
- Gate and Door Lockdown Procedures

Safety Wall Attachments

- Evacuation Route
- Flipbook
- Codes At-A-Glance



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Lockdown Procedures

Procedure Objective: A lockdown is used to protect students from danger inside their school. These often require teachers to lock doors, turn out the lights, and instruct students to hide in silence.

Procedure: Full Lockdown - (Shooter on Campus, Shooter near campus, Active Threat to the School, or other threats to the school).

All Team Task:

A call for a “Full Lockdown” is broadcast over the radio and Raptor:

Campus Directors	Reception Desk	Classroom Staff	Operations Staff
Director 1 Primary 1. Make or confirm the Shelter-in-Place Announcement 2. Deal with the situation Director 2 Secondary 1. Walk the campus to ensure the campus is secure 2. Check in with the reception desk to verify attendance 3. Verify no one is outside of the classrooms 4. Verify the situation is all clear 5. Make the all-clear announcement	1. Close and lock doors 2. Close and lock gates 3. Secure the lobby and notify guests of the situation 4. Verify attendance has been completed by all classrooms 5. Prepare an attendance update for the Campus Directors 6. Forward Phones to District Office 7. Prepare to contact First Responders when directed by the Campus Directors 8. Find a secure location	1. Lock doors 2. Cover windows 3. Turn out the lights (emergency light will remain on) 4. Have students sit on the floor away from doors/windows and remain quiet 5. No one is to enter or leave room 6. Teachers should check their email and Raptor for updates 7. Send attendance 8. No one is to enter or leave the room	1. Confirm the Lockdown 2. Secure exterior doors of the campus 3. Verify no students are outside of the classrooms 4. Follow lockdown procedures and find a secure location 5. Verify the situation is all clear
	Other Office Staff	Managers Support Staff	Nurse
	1. Find a Secure location 2. Secure any guests or students in your area	1. Find a Secure location 2. Secure any guests or students in your area	1. Secure Nurse's office to lockdown protocol 2. Prep trauma bag for possible injuries 3. Monitor Raptor for updates

Note: Emergency Attendance

Using the Attendance email address in the **Subject Line** only type your **Room #** “All in Attendance”, or “Missing John Doe” or “All in Attendance” + “John Doe” if the name is not known type “+ Ronald McDonald” Do not write in the body of the email.

All Team Task:

Full Lockdown will end when the Campus Director makes the appropriate announcement



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Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Full Lockdown drills will be conducted once per semester and recorded in Raptor 2. Full Lockdown will be put into effect when any of the following situations occur <ul style="list-style-type: none"> o Code Ronald McDonald escalates o Campus Directors or Security staff feel the campus is in emanate danger 	<ol style="list-style-type: none"> 1. Full Lockdown drills will be conducted once per semester and recorded in Raptor 2. Full Lockdown will be put into effect when any of the following situations occur <ul style="list-style-type: none"> o Code Ronald McDonald escalates o Campus Directors or Security staff feel the campus is in emanate danger

Training:

AZACS will ensure all staff is trained on the **Full Lockdown** Procedure, supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted provided by the Director of Operations

The following are the yearly training requirements for Shelter-in-Place, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus Lockdown program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Lockdown procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training • Attendance procedure • Reunification Procedure 	<ul style="list-style-type: none"> • Lockdown procedure review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training • Reunification Procedure 	<ul style="list-style-type: none"> • Lockdown procedure review • Attendance procedure • Raptor and Radio Training • Reunification Procedure 	<ul style="list-style-type: none"> • Lockdown Procedure review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training • Reunification Procedure

Attachments:

- Raptor Emergency Systems Training
- Radio Use Procedure
- Emergency Attendance policy
- Reunification Procedure
- Gate and Door Lockdown Procedures

Safety Wall Attachments

- Flipbook
 - o Lockdown
 - o Attendance
- Codes At-A-Glance



Evacuation Procedures

Procedure Objective: The objective of this plan is to provide for the safe and orderly evacuation of students, staff, and visitors in the event of a fire emergency.

Procedure: Evacuation - Fire, Smoke, Gas leak, Flooding, Electrical

All Team Task:

An alarm or alert for an “**Evacuation**” is broadcast over the emergency system and on Raptor: Any staff member who feels there is a fire, smoke, gas leak or another situation requiring immediate evacuation of the school should implement this procedure

Campus Directors	Reception Desk	Classroom Staff	Operations Staff
Confirm the Evacuation Announcement Director 1 Primary 1. Go directly to the staging zone and prepare for student arrivals 2. Check-in with the receptionist for updated attendance 3. Verify the situation is all clear Director 2 Secondary 1. Sweep campus to ensure everyone has evacuated 2. Verify no one is outside of the classrooms 3. Make the all-clear announcement	1. Grab the Evacuation Procedure Book 2. Get an updated attendance sheet 3. Let guests in the lobby know they will be evacuating with you to a safe zone 4. Escort guests to the designated safe zone 5. Give the Directors an updated attendance sheet 6. Once the All Clear is given return to the lobby	3. Calmly and immediately line the students up at door 4. Do a quick visual attendance 5. Grab the “Red Go Bag” 6. Follow the Evacuation Route posted in room 7. One staff should be in the lead and one in the rear 8. Once in Staging Zone check attendance 9. Hold up a Red or Green Card 10. Keep students quietly in a line until All Clear 11. If all clear is not given student will leave the staging zone following the Parent Reunite procedure.	3. Confirm the Evacuation Announcement 4. Sweep restrooms, stairwells, and storage areas 5. Verify no one is in building 6. Go to the designated safe zone 7. Once the All Clear is given return to the building
	Other Office Staff	1. Sweep the area of your office 2. Evacuate the building with any guests or students	Nurse
	1. Sweep your pre-selected Zone for students or guests 2. Evacuate the building and assist your classroom team		1. Grab the Evacuation Go Bag and other supplies necessary for an evacuation 2. Evacuate immediately to the staging area and prep the triage area 3. If caring for a student take them to the staging area 4. Checkin with Director 1

Note: Emergency Attendance

Hold up A **Green** Card if attendance is correct A **Red** Card means your attendance is not accurate. Not Accurate could mean you are missing a student(s) or you have an extra student(s).

All Team Task:

Evacuations will end when the Campus Director makes the appropriate announcement



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Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Evacuation drills will be conducted once per month and recorded in Raptor 2. Call Emergency Management System Service 3. Place the Alarm system on Test Mode 4. Engage the Alarm system 5. Start Time 6. Reset the system once everyone has evaluated front the of building 7. Give the all-clear 	<ol style="list-style-type: none"> 1. Evacuation drills will be conducted once per month and recorded in Raptor 2. After engaging the Emergency Management systems 3. Initiate the Rapor Drill app 4. Slide the Indiate bar 5. Use "group messaging" to communicate with the team 6. Once the all clear is given end the drill by sliding the end drill bar

Training:

AZACS will ensure all staff is trained on the **Evacuation** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted by the Director of Operations

The following are the yearly training requirement for **Evacuation**, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus **Evacuation** program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training • Attendance procedure • Building Water, gas, electrical Shut Off procedure 	<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training 	<ul style="list-style-type: none"> • Policy review • Attendance procedure • Door lockdown process • Raptor and Radio Training 	<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training • Building Water Shut Off procedure • Building electrical shut off procedure • Building gas shut off procedure

Training Attachments:

- Raptor Emergency Systems Training
- Radio Use Procedure
- Emergency Attendance policy
- Classroom Evacuation Map
- Building Systems Shut off Procedures
- Reunification Procedure
- Gate and Door Lockdown Procedures

Safety Wall Attachments

- Evacuation Route
- Flipbook - Evacuation
- Codes At-A-Glance
- Emergency Call list



Reunification Procedures

Procedure Objective:

Procedure: Reunification Procedure - On Campus

All Team Task:

- Executive Director - Assume the role of Public Relations Office: Communicate with parents and press
- Registrar - work with Public relation officer to coordinate and send out parent communications
- ED Admin Assist - Assume the role of social media coordinator, working with PRD and Registrar to post an update on social media
- DOO will assume the role of Liason officer working with first responders

Campus Directors	Reception Desk	Classroom Staff	Operations Staff	
<p>Director 1 Primary - Stationed at Student Staging area</p> <ol style="list-style-type: none"> 1. Establish a Parent Check-In Location. 2. Deliver the students to the student staging area, beyond the field of vision of parents/guardians. "Greeters" direct parents/guardians to the Parent check-In location, and help them understand the process. <p>Director 2 Secondary - Stationed at the parent staging area</p> <ol style="list-style-type: none"> 3. The procedure allows parents/guardians to self-sort during check-in, streamlining the process. 4. The Runner recovers the student from the student staging area. 5. Controlled lines of sight allow for communication and other issues to be handled with diminished drama or anxiety. 	<ol style="list-style-type: none"> 1. Assume the role of Parent Greeter and registrar 2. Have Parents/guardians complete Reunification Cards. 3. Using the Raptor App as the role of Greeter 4. Load in the student's name under the reunification section 5. Relay to the parents that the runner has been notified and the student will be transported to the Parent staging area 6. Notify the parent that the student will be delivered to the reunified and they will hand off the student 	<ol style="list-style-type: none"> 1. Manage classroom students keeping them calm and as orderly as possible 2. Manage bathroom needs 3. Using the Raptor app under reunification monitor each of your student's information be sent 4. Once notified that the parent is in the waiting area wait for a runner to transport the student to the parent staging area 	<ol style="list-style-type: none"> 1. Assume the role of stage hand 2. Set up a parent staging area out of the line of sight of the student staging area 3. Post signage 4. Support both the student and parent staging area as needed 	
	Other Office Staff	<ol style="list-style-type: none"> 1. Assuming the role of reunified 2. Using Raptor Reunification app as the role of reunified 3. Verify they have a specific student with runner 4. Verify the parent or guardian is approved to pick up the student 5. Approve the handoff of the student to the parent or guardian 	Managers Support Staff	Nurse
			<ol style="list-style-type: none"> 1. Assume the role of runner 2. Using the Raptor App as the role Runner 3. Verify the next student is ready and available for reunification 4. Verify the student with the Classroom lead or teacher 5. Runner/walk the student from the student staging area to the parent staging area. 6. Hand the student off to the reunified as required by the Raptor app 	<ol style="list-style-type: none"> 1. Stationed at student staging area 2. Deal with all medical situations as they arise

Note: Reunification Notification

Send email, text, and voice mail with the following message:

This is an important message from the Arizona Autism Charter School District. Today is Monday, 5/1/23. It's 11:30 AM. The emergency at the Main Campus School is over. Please listen carefully to these student-release instructions. Parents, please go to the _____ location at _____ to pick up your child. (Do not come



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to the school) All students, including those who normally ride the vans, will be taken to the _____, and staff will check their ID again, and a list of the individuals with check their students. That is for individuals of your child. Thank you for your patience individuals we work to reunite you with your child.

All Team Task:

Evacuations will end when the Campus Director makes the appropriate announcement

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Evacuation drills will be conducted once per month and recorded in Raptor 2. Call Emergency Management System Service 3. Place the Alarm system on Test Mode 4. Engage the Alarm system 5. Start Time 6. Reset the system once everyone has evaluated front the of building 7. Give the all-clean 	<ol style="list-style-type: none"> 1. Evacuation drills will be conducted once per month and recorded in Raptor 2. After engaging the Emergency Management systems 3. Initiate the Rapor Drill app 4. Slide the Indiate bar 5. Use "group messaging" to communicate with the team 6. Once the all clear is given end the drill by sliding the end drill bar

Training:

AZACS will ensure all staff is trained on the **Evacuation** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted by the Director of Operations

The following are the yearly training requirement for **Evacuation**, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus **Evacuation** program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training • Attendance procedure • Building Water, gas, electrical Shut Off procedure 	<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training 	<ul style="list-style-type: none"> • Policy review • Attendance procedure • Door lockdown process • Raptor and Radio Training 	<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training • Building Water Shut Off procedure • Building electrical shut off procedure • Building gas shut off procedure

Training Attachments:

- Raptor Emergency Systems Training
- Radio Use Procedure
- Emergency Attendance policy

Safety Wall Attachments

- Evacuation Route
- Flipbook - Evacuation
- Codes At-A-Glance



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- Reunification Maps and staging areas
- Reunification Procedure
- Gate and Door Lockdown Procedures

- Emergency Call list

Key Emergency Procedures Sign-Off Sheet

I have read all of the Command and Control material and watched the training videos, and I feel that I have a master of this subject.

Campus Director Name	Signature	Date
Executive Director Name	Signature	Date



Supplemental Emergency
Procedures
Off-Site Safety Procedures



Supplemental Emergency Procedures

Reunification Procedures

Procedure Objective:

Procedure: Reunification Procedure - Off Campus

All Team Task:

- Executive Director - Assume the role of Public Relations Office: Communicate with parents and press
- Registrar - work with Public relation officer to coordinate and send out parent communications
- ED Admin Assist - Assume the role of social media coordinator, working with PRD and Registrar to post an update on social media
- DOO will assume the role of Liason officer working with first responders

Campus Directors	Reception Desk	Classroom Staff	Operations Staff	
<p>Director 1 Primary - Stationed at Student Staging area</p> <p>6. Establish a Parent Check-In Location.</p> <p>7. Deliver the students to the student staging area, beyond the field of vision of parents/guardians. "Greeters" direct parents/guardians to the Parent check-In location, and help them understand the process.</p> <p>Director 2 Secondary - Stationed at the parent staging area</p> <p>8. The procedure allows parents/guardians to self-sort during check-in, streamlining the process.</p> <p>9. The runner recovers the student from the student staging area.</p> <p>10. Controlled lines of sight allow for communication and other issues to be handled with diminished drama or anxiety.</p>	<p>7. Assume the role of Parent Greeter and Registrar</p> <p>8. Have Parents/guardians complete Reunification Cards.</p> <p>9. Using the Raptor App as the role of Greeter</p> <p>10. Load in the student's name under the reunification section</p> <p>11. Relay to the parents that the runner has been notified and the student will be transported to the Parent staging area</p> <p>12. Notify the parent that the student will be delivered to the reunified and they will hand off the student</p>	<p>5. Manage classroom students keeping them calm and as orderly as possible</p> <p>6. Manage bathroom needs</p> <p>7. Using the Raptor app under Reunification monitor each of your student's information be sent</p> <p>8. Once notified that the parent is in the waiting area waiting for a runner to transport the student to the parent staging area</p>	<p>5. Assume the role of stage hand</p> <p>6. Set up a parent staging area out of the line of sight of the student staging area</p> <p>7. Post signage</p> <p>8. Support both the student and parent staging area as needed</p>	
	to Other Office Staff		Nurse	
		<p>6. Assuming the role of reunificator</p> <p>7. Using Raptor Reunification app as the role of reunificator</p> <p>8. Verify they have a specific student with the runner</p> <p>9. Verify the parent or guardian is approved to pick up the student</p> <p>10. Approve the handoff of the student to the parent or guardian</p>	Managers Support Staff	<p>3. Stationed at student staging area</p> <p>4. Deal with all medical situations as they arise</p>
			<p>7. Assume the role of runner</p> <p>8. Using the Raptor App as the role Runner</p> <p>9. Verify the next student is ready and available for reunification</p> <p>10. Verify the student with the Classroom lead or teacher</p> <p>11. Runner/walk the student from the student staging area to the parent staging area.</p> <p>12. Hand the student off to the reunifier as required by the Raptor app</p>	

Note: Reunification Notification

Send an email, text, and voice mail with the following message:

This is an important message from the Arizona Autism Charter School District. Today is Monday, 5/1/23. It's 11:30 AM. The emergency at the Main Campus School is over. Please listen carefully to these student-release instructions. Parents, please go to the _____ location at _____ to pick up your child. (Do not come



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to the school) All students, including those who normally ride in the vans, will be taken to the _____ and staff will check your ID against a list of individuals to sign out each student. This is for the safety of your child. Thank you for your patience and we work to reunite you with your child.

All Team Task:

Evacuations will end when the Campus Director makes the appropriate announcement

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 8. Evacuation drills will be conducted once per month and recorded in Raptor 9. Call Emergency Management System Service 10. Place the Alarm system on Test Mode 11. Engage the Alarm system 12. Start Time 13. Reset the system once everyone has evacuated from the building 14. Give the all-clear 	<ol style="list-style-type: none"> 7. Evacuation drills will be conducted once per month and recorded in Raptor 8. After engaging the Emergency Management Systems 9. Initiate the Raptor Drill app 10. Slide the Initiate bar 11. Use "group messaging" to communicate to the team 12. Once the all clear is given end the drill by sliding the end drill bar

Training:

AZACS will ensure all staff is trained on the **Evacuation** Procedure, and supervisors of each area are required to conduct or arrange the appropriate training. Raptor and Radio training will be conducted by the Director of Operations

The following are the yearly training requirement for **Evacuation**, also all training must be documented with a recorded attendance:

- New hire orientation
- Back to school training
- 2nd quarter training
- 3rd quarter training
- 4th quarter training

District Administration:

All District administrative team members must have a working knowledge of each campus **Evacuation** program and be fully trained with the Raptor system.

Campus Directors (Executive Director)	Reception Desk (Office Manager)	Classroom Staff (Campus Director)	Operations Staff (Director of Operations)
<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor, Radio, Phone systems Training • Attendance procedure • Building Water, gas, electrical Shut Off procedure 	<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training 	<ul style="list-style-type: none"> • Policy review • Attendance procedure • Door lockdown process • Raptor and Radio Training 	<ul style="list-style-type: none"> • Policy review • Have an emergency call list • Door and gate lockdown process • Raptor and Radio Training • Building Water Shut Off procedure • Building electrical shut off procedure • Building gas shut off procedure

Training Attachments:

- Raptor Emergency Systems Training
- Radio Use Procedure
- Emergency Attendance policy

Safety Wall Attachments

- Evacuation Route
- Flipbook - Evacuation
- Codes At-A-Glance



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- Reunification Maps and staging areas
- Reunification Procedure
- Gate and Door Lockdown Procedures

- Emergency Call list

EOP: Off-Site/Field Trips Safety Plan

Objective:

Off-Site/Field Trip Safety Plan

Procedures

Emergency Codes

Code Adam	Code Blue	Code Red	Code Ronald McDonald	Code Eloper
Missing Student	Medical Emergency	Escalated Student	Intruder	Run Away Student
<ol style="list-style-type: none"> 1. Call Immediately when you notice a student is missing 2. Secure class with appropriate staff 3. All remaining members search for missing student 4. Notify the event security and explain the situation 5. When found give everyone the all-clear 6. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Access the situation 2. Apply appropriate first aid if capable 3. Call the campus nurse for assistance 4. Secure all remaining away for situation 5. Notify the event security and explain the situation 6. When concluded give everyone the all clear 7. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Using appropriate ABA techniques attempt to subdue the situation 2. Secure the remaining class with the appropriate staff 3. Notify the event security and explain the situation 4. When concluded give everyone the all clear 5. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Immediately bring the class back together 2. Notify all AZACS staff of the situation 3. Notify the event security and explain the situation 4. If the situation escalates to an uncomfortable status, leave the event 5. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Call Out Immediately when you notice a student is running 2. Secure class with appropriate staff 3. All remaining members secure the running student 4. If necessary notify the event security and explain the situation 5. When secured give everyone the all-clear 6. Write an incident report after returning to campus

You are the most important advocate for our students so In any of these situations **do not let anyone** take one of our students away from your supervision

Evacuation (Fire, Gas leak, Flood, Power, Storm)

Before any field trip, sporting event, or any other type of off-site event you are required to contact the site administrator and get an evacuation map. This map should be reviewed by all staff attending the event, and discussion on a meeting place should be conducted.

1. Upon a fire alarm alert or a physical appearance of a fire, smoke, or general emergency that requires evacuation immediately follow the procedures..
 - a. **If an odor of leaking gas exists, do not use the fire alarm, intercom, or any other electrically operated device, which might cause a spark and ignite an explosion. Notify the Incident Commander and the [Gas Leak protocol](#) will be used.**
2. The teacher leads the class following the preplanned fire drill route or alternate if necessary.

Full Lockdown & Shelter in Place



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Before any field trip, sporting event, or any other type of off-site event you are required to contact the site administrator and get an evacuation map. This map should be reviewed by all staff attending the event, and discussion on a meeting place should be conducted.

1. Find a Secure area and lock the doors
2. Cover eye-level windows
3. Locking outer doors and bathrooms
4. Once all Shelter-in-Place tasks are completed the classroom teaching activities may continue
5. No one is to enter or leave the room until all clear is given

Training Requirement:

- CPR Training
- First Aid Training
- Off-Site Event Training (Video)



EOP: Off-Site/Sporting Event Safety Plan

Objective:

Off-Site/Sporting Event Safety Plan

Procedures

Emergency Codes

Code Adam	Code Blue	Code Red	Code Ronald McDonald	Code Eloper
Missing Student	Medical Emergency	Escalated Student	Intruder	Run Away Student
<ol style="list-style-type: none"> 1. Call Immediately when you notice a student is missing 2. Secure class with appropriate staff 3. All remaining members search for missing student 4. Notify the event security and explain the situation 5. When found give everyone the all clear 6. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Access the situation 2. Apply appropriate first aid if capable 3. Call the campus nurse for assistance 4. Secure all remaining away for situation 5. Notify the event security and explain the situation 6. When concluded give everyone the all clear 7. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Using appropriate ABA techniques attempt to subdue the situation 2. Secure the remaining class with the appropriate staff 3. Notify the event security and explain the situation 4. When concluded give everyone the all clear 5. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Immediately bring the class back together 2. Notify all AZACS staff of the situation 3. Notify the event security and explain the situation 4. If the situation escalates to an uncomfortable status, leave the event 5. Write an incident report after returning to campus 	<ol style="list-style-type: none"> 1. Call Out Immediately when you notice a student is running 2. Secure class with appropriate staff 3. All remaining members secure the running student 4. If necessary notify the event security and explain the situation 5. When secured give everyone the all-clear 6. Write an incident report after returning to campus

You are the most important advocate for our students so In any of these situations **do not let anyone** take one of our students away from your supervision

Evacuation (Fire, Gas leak, Flood, Power, Storm)

Before any field trip, sporting event, or any other type of off-site event you are required to contact the site administrator and get an evacuation map. This map should be reviewed by all staff attending the event, and discussion on a meeting place should be conducted.

1. Upon a fire alarm alert or a physical appearance of a fire, smoke, or general emergency that requires evacuation immediately follow the procedures..
 - a. **If an odor of leaking gas exists, do not use the fire alarm, intercom, or any other electrically operated device, which might cause a spark and ignite an explosion. Notify the Incident Commander and Gas Leak protocol will be used.**
2. The teacher leads the class following the preplanned fire drill route or alternate if necessary.

Full Lockdown & Shelter in Place

Before any field trip, sporting event, or any other type of off-site event you are required to contact the site administrator and get an evacuation map. This map should be reviewed by all staff attending the event, and discussion on a meeting place should be conducted.

1. Find a Secure area and lock the doors



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2. Cover eye-level windows
3. Locking outer doors and bathrooms
4. Once all Shelter-in-Place tasks are completed the classroom teaching activities may continue
5. No one is to enter or leave the room until all clear is given

Training Requirement:

- CPR Training
- First Aid Training
- Off-Site Event Training (Video)



Attachments:

Sample Parent Letter: [Police Situation](#), [Medical Emergency](#), [Intruder On Campus](#), [Drill or inadvertent Evacuation](#) and [Incident at the Campus](#)
[Class Schedule Upper Campus](#)
[Class Schedule Elementary Campus](#)
[Staff Roster and Contact List UC](#)
[Staff Roster and Contact List EC](#)
[Parent or Guardian Contact List EC](#)
[Parent or Guardian Emergency Contact List UC](#)
[Parent or Guardian Emergency Contact List EC](#)

Campus Audit or Inspection Forms

[Daily Campus Inspections](#)
[Safety Inspections](#)
[Drill Evaluation Form](#)

Safety Wall Materials

[Codes at A Glance](#)

Evacuation Maps

[Onsite Evacuation Map](#)
[Offsite Relocation Area](#)

Classrooms Evacuation Maps

[Level 3](#)
[Level 2](#)
[Level 1](#)
[Lower Level](#)

Flipbooks

[UC Classroom Flipbook](#)
[EC Classroom Flipbook](#)

Drop-Off and Pickup

[Drop-Off Map](#)
[Pick-up Map](#)



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[Lanyards, Car Tags, ID Badges and Backpack Tags Policy](#)

Training Material

[Command and Control](#)

[Emergency Codes](#)

[Key Emergency Procedures](#)

[Radio](#)

[AED Training](#)

