

Emergency Operations Plan
Arizona Autism Charter School (AZACS)
Main Campus
2024-2025



ARIZONA AUTISM
CHARTER SCHOOLS, INC

Arizona Autism Charter Schools
2024-2025 Emergency Operations Plan: Main Campus Plan

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Contact information:

Campus Contact Information	
<p align="center"><u>Main Campus Contact</u></p> <ul style="list-style-type: none"> ● Incident Commander: <ul style="list-style-type: none"> ○ Denise Ballard (1321) ○ Carla Smith (1240) ● Reception: (1001, 1002) ● Campus Secondary Number (602) 882-5544 ● Nurse Number: Jessica Mangieri (1213) 	<p align="center"><u>1430 Campus Contact</u></p> <ul style="list-style-type: none"> ● Incident Commander: <ul style="list-style-type: none"> ○ Angela Kenney (), ● Reception: (1001, 1002) ● Campus Number (602) ● Nurse Number: Jessica Mangieri (1213)
<p align="center"><u>Early Learning Center Contact</u></p> <ul style="list-style-type: none"> ● Campus Incident Commander: <ul style="list-style-type: none"> ○ Patrick Masson (2301) ○ Mogos Gabre (2302) ● Receptionist:(2300) ● Campus Number (602) 883-7500 ● Nurse Number MC (1213) 	<p align="center"><u>Online Campus Contact</u></p> <ul style="list-style-type: none"> ● Incident Commander: <ul style="list-style-type: none"> ○ John Paquin (1431) ○ Amanda (1432) ● Receptionist:(1430) ● Campus Number (602) 346-0300 ● Nurse Number MC (1213)
<p align="center"><u>West Valley Campus Contact</u></p> <ul style="list-style-type: none"> ● Campus Incident Commander: <ul style="list-style-type: none"> ○ Katie Ferback (1505), ○ Chris Morris (150orderly 1502) ● Campus Number (602) 283-5994 ● Nurse Number (1503) 	<p align="center"><u>Tucson Campus Contact</u></p> <ul style="list-style-type: none"> ● Campus Incident Commander: <ul style="list-style-type: none"> ○ Brittany Holdren (1601) ○ Kelly Hardegree-Ullman (1605) ● Receptionist:(520)-372-0660 ● Campus Number (602) 372-0660 ● Nurse Number (1604)
Common Campus Contact	
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Exec. Directo: Diana Diaz-Harrison (1307) ● Chief Academic Officer: Myla Goyne (1431) ● Operations and IT: Dan McCarty (1101) ● Human Resources: Susan Contino (1434)
Important Contacts	
<p align="center"><u>Emergency #s</u></p> <ul style="list-style-type: none"> ● 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 	<p align="center"><u>Utility #s</u></p> <ul style="list-style-type: none"> ● Arizona Elevators (480) ● 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

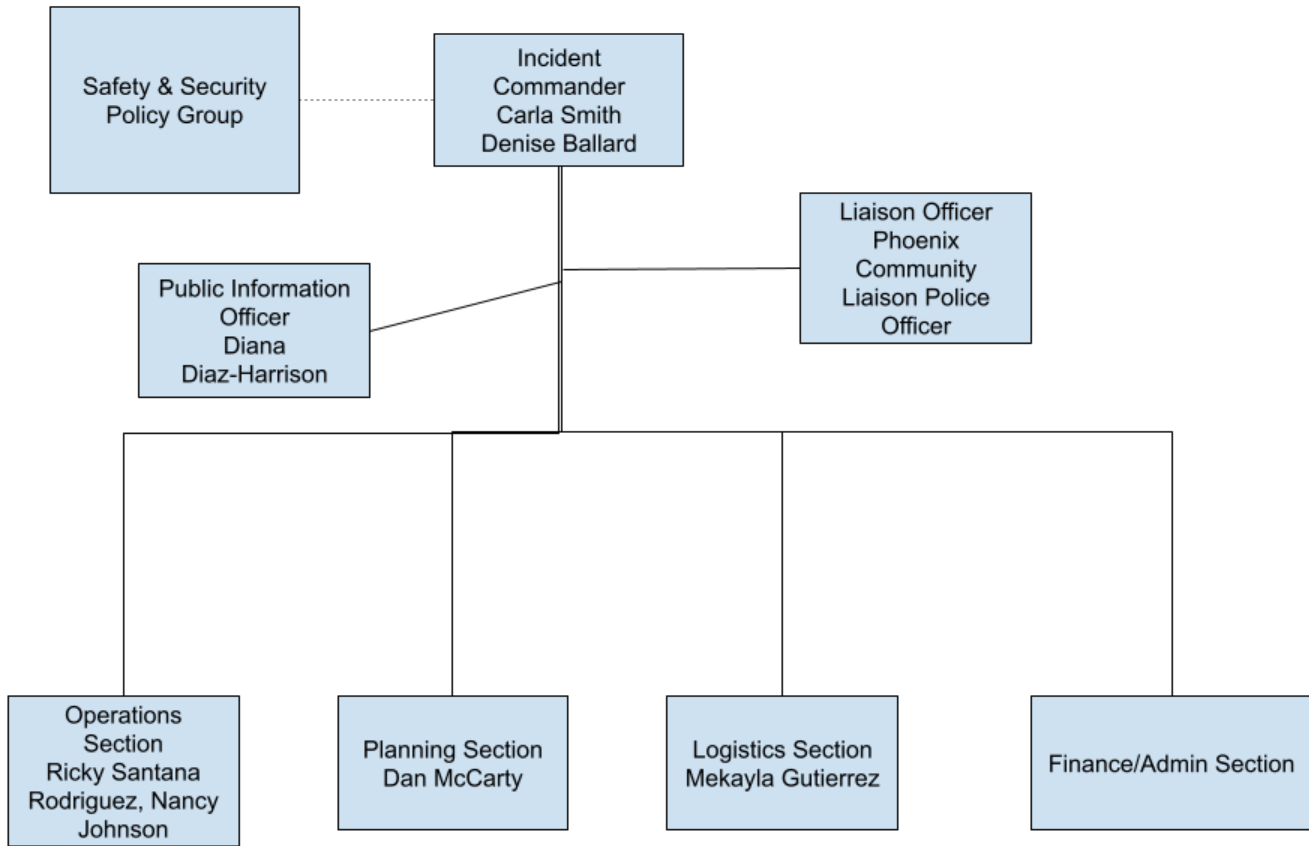


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Command and Control System



2023-2024 Elementary Campus
Incident Command System



Incident Command System

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

If the school emergency is within the authorities of the first responder community, e.g., an 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.



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Incident Command Post

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

Incident Command Situation Protocol

Emergency Action Items

1. Ensure the situation is safe and evacuated
2. "Call" the situation - i.e.: 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 include a 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 on all aspects of the safety and security programs that meet and 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



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- Campus Directors
- Nurse
- Talent Management Director

Campus Safety Team Members

AZACS Main Campus	West Valley	Early Learning Center	Tucson
<ul style="list-style-type: none"> • Carla Smith • Denise Ballard • Jessica Mangieri 	<ul style="list-style-type: none"> • Katie Ferback • Chris Morris • Jan Camacho • Nisha Teague 	<ul style="list-style-type: none"> • Patrick Masson • Mogos Gabre • Ruth Cosio • Jackie Oates 	<ul style="list-style-type: none"> • Brittany Parmigiane • Kelly Hardegree-Ullman • Andrea Every

Incident Commander

The Incident Commander (IC) is the primary person in charge of the incident and will establish objectives based on the following five goals. It will be a general practice that the primary and secondary Incident Commander will only be off-site at the same time with naming an appropriate temporary Incident commander.

1. Life Safety
2. Protect public health
3. Incident stabilization
4. Property and environmental preservation
5. Reduce advanced psychological consequences and disruptions

The Incident Commanders will be the Assistant Campus Directors if both Directors are offsite.

Main Campus IC	West Valley Campus IC	ELC Campus IC	Tucson Campus IC
<ul style="list-style-type: none"> • Carla Smith • Denise Ballard 	<ul style="list-style-type: none"> • Katie Ferback • Christopher Morris 	<ul style="list-style-type: none"> • Patrick Masson • Mogos Gabre 	<ul style="list-style-type: none"> • Kelly Hardegree-Ullman • 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 interacting with the media or other appropriate agencies that require information directly from the incident.



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All Campus PIO
The Executive Director will serve as PIO.

PIO Training Requirement

- In-depth-Depth knowledge of AZACS EOP
- CPR
- 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 not included in the Unified Command. These representatives provide input on their agency, organization, or jurisdiction’s policies, resource availability, and other incident-related matters through the Liaison Officer. 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 during an incident, including implementing response/recovery activities according to established incident management procedures and protocols, caring for students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and releasing 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



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- CPR
- First Aid
- Radio Procedures

Planning Section

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

Duties include:

- Assist the Incident Commander in collecting and evaluating information about an incident as it develops, assist with ongoing planning efforts, and maintain the 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 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



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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:

- 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 the Command and Control material and watched the training videos, and I feel 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 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, following the designated steps below. Everyone who can safely (not take the current class out of ratio) be a part of the search crew should participate in the search. All staff must maintain safe ratios with all other students while searching their 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		
	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 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 are 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 undertaken provided by the Director of Operations

The following are the yearly training requirements 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 in 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 	

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, following 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 be supported. 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"> Go to the last location and confirm Code Eloper 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 "<u>Code Eloper</u>" 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 Eloper



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- 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 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 are 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 undertaken 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
- 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 in 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

Training Attachments:

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

Safety Wall Attachments

- 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 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 for 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		Nurse
	Assist classrooms in staying clear of the situation	<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 	
		Managers Support Staff	
		Support Classroom to keep all students safe and away from the situation.	

Note:

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> 1. Announce over the Radio, Raptor, and phone system that the campus has a Code Red and your location. 2. Repeat 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 undertaken provided by the Director of Operations

The following are the yearly training requirements 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 in 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: This procedure aims to keep the students and staff safe and to ensure 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"> Assess the situation Send a Code Blue alert “shelter-in-place” order by announcing or Once the situation is under control and safe, give the All Clear announcement. Fill out a Civil Rights Form 	Be alert for a request for assistance from the campus director	<ol style="list-style-type: none"> Secure the environment and ensure it is safe Call for a “Code Blue” Call or direct call 911 if necessary Get the student datasheet from the file in a classroom Begin first aid Only Stop first aid upon the emergency team's request Once the situation is under control and safe, give an all-clear Fill out a Civil Rights Form 	Support Classroom to keep all students safe and away from the situation.
	Other Office Staff		Nurse
	Assist classrooms in staying clear of the situation		<ol style="list-style-type: none"> Secure the environment and ensure it is safe Call for a “Code Blue” Call or direct call 911 Begin first aid If they are a Staff member, look up the data sheet in Bamboo If they are a Visitor, gain as much personal information as possible Only Stop first aid upon the emergency team's request Once the situation is under control and safe, call all clear Fill out a Civil Rights Form
		Managers Support Staff	
		Support Classroom to keep all students safe and away from the situation.	

Note:

Drills:

Physical Procedure	Raptor Procedure
<ol style="list-style-type: none"> Announce over the Radio, Raptor, and phone system that the campus has a Code Blue and your location. Repeat the code Blue Call Once the situation has been cleared, announce “Code Blue all-clear.” 	<ol style="list-style-type: none"> On the Raptor App, press Code Blue and slide the initiate bar Use the Group message screen to update the campus on the Code Blue and give room # 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 undertaken provided by the Director of Operations



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The following are the yearly training requirements 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 in 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: This procedure aims to keep the students and staff safe and have as much of a “normal” scheduled day as possible while dealing with a potential 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, but 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 complete lockdown 4. Once the situation is under control and safe, give an all-clear 	<ol style="list-style-type: none"> 1. Ensure the campus is secure. 2. Assist in the intruder investigation. 3. Be prepared to escalate to a complete 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.	to assist classroom staff while the code Ronald McDonald is confirmed.	to 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 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 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. The Director of Operations will conduct Raptor and Radio training

The following are the yearly training requirements 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 in 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 thoroughly studied the Command and Control material and diligently watched the training videos, ensuring my comprehensive understanding 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). Staff and students are instructed to stay inside their classrooms and continue instruction during a shelter-in-place.

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
	Other Office Staff	Managers Support Staff	Nurse
	1. Find a Secure location 2. Secure any guests or students in your area 3.	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

Note: Emergency Attendance

Using the Attendance email address in the **Subject Line**, only type your Room # “All in Attendance,” “Missing John Doe,” or “All in Attendance” + “John Doe.” if your name is 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 phone system that the campus uses the Shelter-in-Place protocol. 2. Shelter-in-place lockdowns will be implemented 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 in 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



The campus guide to conducting a Shelter-in-Place Drill

Objective:

Shelter-in-Place Drill Overview

This drill is designed to give the students and staff muscle memory when preparing for a superficial containment process. This process is designed to allow the school administration to move the campus into a full lockdown with minimal adjustments or allow for a more thoughtful safety process moving forward.

When is it used

This process would be activated when the campus has a Code Red, Blue, or Ronald McDonald or when the police or fire departments are dealing with a situation in the area.

Drill Introduction

Step 1 - As a leadership team, prepare and establish a plan to implement the Shelter-in-Place Drills

Step 2- Introduce the process to staff at a PD and have them discuss it as a classroom team

Step 3 - Have the classroom staff practice on their own in their classrooms

Step 4 - Introduce the process to the students in the classroom as a lesson

Step 5 - Have each classroom practice the drill on their own in their classroom

Step 6 - As a campus, have a pre-announced drill

Step 7 - As a campus, have an unannounced drill

Step 8 - Discuss double drills at the PD and discuss the proper procedures

Step 9 - As a campus, perform double drills (Shelter-in-Place and Fire, Shelter-in-Place and Code Adam)

Drills with pre-notification

This style of drill should be done for about 2 to 3 drills (no more than 3), depending on the success of the drills. However, this may be a good way to start the drills after a break.

Step 1 - Notify the staff at the morning stand-up meeting that there will be a Shelter-in-Place drill

Step 2—Over the campus intercom, I announce that in one minute, there will be an announcement over the radio stating that a Shelter-in-Place has been called.

Step 3 - After 1 minute, make the call on the Radio of a Shelter-in-Place, repeat three-time

Step 4 - Activate the Shelter-in-Place drill on the Raptor Emergency system

Step 5 - Have non-classroom staff walk the halls, ensuring all staff and students are following the Shelter-in-Place drill



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Step 6—After 1 minute in the shelter-in-place, announce over the radio that the drill is complete; repeat three times.

Step 7 - I thank the staff and students for their excellent work over the intercom.

Step 8—After dismissal, have a quick stand-up meeting with the campus safety team to discuss the drill post-mortem.

Step 9 - At the next day's stand-up morning meeting, thank everyone and let them know there will be a few changes to the Shelter-in-Place, which will be sent out in an email later in the day.

Drills with no notification

This style of drill should be done for the majority of the drills.

Step 1 - Over the Radi, make the call Shelter-in-Place, repeatthree3 time

Step 2 - Activate the Shelter-in-Place drill on the Raptor Emergency system

Step 3 - Have non-classroom staff walk the halls, ensuring all staff and students are following the Shelter-in-Place drill

Step 4 - After 5 minutes of being in the Shelter-in-Place, announce over the radio the drill is complete; repeat three-time

Step 5 - I thank the staff and students for their excellent work over the intercom.

Step 6—After dismissal, have a quick stand-up meeting with the campus safety team to discuss the drill post-mortem.

Step 7—At the next day's stand-up morning meeting, thank everyone and let them know there will be a few changes to the Shelter-in-Place, which will be sent out in an email later in the day.

Lockdown Procedures

Procedure Objective: A lockdown protects students from danger inside their school. It often requires 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. Close and lock doors	1. Lock doors	1. Confirm the Lockdown



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<ol style="list-style-type: none"> 1. Make or confirm the Shelter-in-Place Announcement 2. Deal with the situation <p>Director 2 Secondary</p> <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 2. Close and lock gates 3. Secure the lobby and notify guests of the situation 4. Verify all classrooms have completed attendance 5. Prepare an attendance update for the Campus Directors 6. Forward Phones to the District Office 7. Prepare to contact First Responders when directed by the Campus Directors 8. Find a secure location 	<ol style="list-style-type: none"> 2. Cover windows 3. Turn out the lights (the emergency light will remain on) 4. Have students sit on the floor away from doors/windows and stay quiet 5. No one is to enter or leave the room 6. Teachers should check their email and Raptor for updates 7. Send attendance 8. No one is to enter or leave the room 	<ol style="list-style-type: none"> 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
	<ol style="list-style-type: none"> 1. Find a Secure location 2. Secure any guests or students in your area 	<ol style="list-style-type: none"> 1. Find a Secure location 2. Secure any guests or students in your area 	<ol style="list-style-type: none"> 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 Do.e" if the name is not known, n-type "+ Ronald McDonald" Do not write in the body of the email.

All Team Task:

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

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. Complete Lockdown will be implemented 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. Complete Lockdown will be implemented 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 are trained on the **Full Lockdown** 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



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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 lockdown program and be fully trained in 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
<p>Attachments:</p> <ul style="list-style-type: none"> • Raptor Emergency Systems Training • Radio Use Procedure • Emergency Attendance policy • Reunification Procedure • Gate and Door Lockdown Procedures 		<p>Safety Wall Attachments</p> <ul style="list-style-type: none"> • Flipbook <ul style="list-style-type: none"> ◦ Lockdown ◦ Attendance • Codes At-A-Glance 	

The campus guide to conducting a Lockdown Drill

Objective:

Lockdown Drill Overview

This drill gives the students and staff muscle memory when preparing for a superficial containment process. It is also designed to allow the school administration to move the campus into a complete lockdown with minimal adjustments or allow for a more thoughtful safety process moving forward.

When is it used

This process would be activated when the campus has a Code Red, Blue, Ronald McDonald, or when the police or fire department is dealing with a situation in the area.



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Drill Introduction

- Step 1 - As a leadership team, prepare and establish a plan to implement the Lockdown Drills
- Step 2- Introduce the process to staff at a PD and have them discuss it as a classroom team
- Step 3 - Have the classroom staff practice on their own in their classrooms
- Step 4 - Introduce the process to the students in the classroom as a lesson
- Step 5 - Have each classroom practice the drill on their own in their classroom
- Step 6 - As a campus, have a pre-announced drill
- Step 7 - As a campus, have an unannounced drill
- Step 8 - Discuss double drills at the PD and discuss the proper procedures
- Step 9 - As a campus, perform double drills (Shelter-in-Place and Fire, Shelter-in-Place and Code Adam)

Drills with pre-notification

This style of drill should be done for about 2 to 3 drills (no more than 3), depending on the success of the drills. However, this may be a good way to start the drills after a break.

- Step 1 - Notify the staff at the morning stand-up meeting that there will be a Lockdown drill.
- Step 2—Over the campus intercom, announce that in 1 minute, there will be an announcement over the radio stating that a Lockdown has been called.
- Step 3 - After 1 minute, make the call on the Radio of a Lockdown, repeat three-time
- Step 4 - Activate the Lockdown drill on the Raptor Emergency system
- Step 5 - Have non-classroom staff walk the halls, ensuring all staff and students are following the Lockdown drill
- Step 6 - After 1 minute of being in the Lockdown, announce over the radio the drill is complete; repeat three
- Step 7 - Thank the staff and students for their excellent work over the intercom.
- Step 8 - After dismissal, have a quick stand-up meeting with the campus safety team to discuss the drill post-mortem.
- Step 9 - At the next day's stand-up morning meeting, thank everyone and let them know there will be a few changes to the Lockdown, which will be sent out in an email later in the day.

Drills with no notification

This style of drill should be done for the majority of the drills.

- Step 1 - Over the Radio, make the call Lockdown; repeat three
- Step 2 - Activate the Lockdown drill on the Raptor Emergency system
- Step 3 - Have non-classroom staff walk the halls, ensuring all staff and students are following the Lockdown drill
- Step 4 - After 5 minutes of being in the Lockdown, announce over the radio the drill is complete; repeat three
- Step 5 - Thank the staff and students for their excellent work over the intercom.
- Step 6 - After dismissal, have a quick stand-up meeting with the campus safety team to discuss the drill post-mortem.



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Step 7 - At the next day's stand-up morning meeting, thank everyone and let them know there will be a few changes to the Lockdown, which will be sent out in an email later in the day.



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Evacuation Procedures

Procedure Objective: This plan aims 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 the door 4. Do a quick visual attendance 5. Grab the “Red Go Bag” 6. Follow the Evacuation Route posted in the room 7. One staff should be in the lead and one in the rear 8. Once in the Staging Zone, check the attendance 9. Hold up a Red or Green Card 10. Keep students quietly in a line until All Clear 11. If all is clear, students 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 the 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
	Managers Support Staff		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. Check-In with Director 1

Note: Emergency Attendance

Hold up A **Green** Card if attendance is correct. A **Red** Card means your attendance needs to be more accurate. Not Accurate could mean missing a student(s) or having 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 the front of the 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 requirements 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 in 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, and electrical Shut 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



The campus guide to conducting an Evacuation Drill

Objective:

Evacuation Drill Overview

This drill is designed to give the students and staff muscle memory when preparing for a superficial containment process. This process is designed to allow the school administration to move the campus into a complete lockdown with minimal adjustments or allow for a more thoughtful safety process moving forward.

When is it used

This process would be activated when the campus has a Code Red, Blue, or Ronald McDonald or when the police or fire department is dealing with a situation in the area.

Drill Introduction

- Step 1 - As a leadership team, prepare and establish a plan to implement the Evacuation Drills
- Step 2- Introduce the process to staff at a PD and have them discuss it as a classroom team
- Step 3 - Have the classroom staff practice on their own in their classrooms
- Step 4 - Introduce the process to the students in the classroom as a lesson
- Step 5 - Have each classroom practice the drill on their own in their classroom
- Step 6 - As a campus, have a pre-announced drill
- Step 7 - As a campus, have an unannounced drill
- Step 8 - Discuss double drills at the PD and discuss the proper procedures
- Step 9 - As a campus, perform double drills (Shelter-in-Place and Fire, Shelter-in-Place and Code Adam)

Drills with pre-notification

This style of drill should be done for about 2 to 3 drills (no more than 3), depending on the success of the drills. However, this may be a good way to start the drills after a break.

- Step 1 - Notify the staff at the morning stand-up meeting that there will be an Evacuation drill.
- Step 2—Over the campus intercom, announce that in one minute, there will be an announcement over the radio stating that an Evacuation has been called.
- Step 3 - After 1 minute, make the call on the Radio of an Evacuation, repeat three-time
- Step 4 - Activate the Evacuation drill on the Raptor Emergency system
- Step 5 - Have non-classroom staff walk the halls, ensuring all staff and students are following the Evacuation drill



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Step 6 - After 1 minute of being in the Evacuation, announce over the radio the drill is complete; repeat three

Step 7 - Thank the staff and students for their excellent work over the intercom.

Step 8—After dismissal, have a quick standup meeting with the campus safety team to discuss the drill post-mortem.

Step 9—At the next day's stand-up morning meeting, thank everyone and let them know there will be a few changes to the Evacuation. They will be sent out in an email later in the day.

Drills with no notification

This style of drill should be done for the majority of the drills.

Step 1 - Over the Radio, make the call Evacuation, repeat three

Step 2 - Activate the Evacuation drill on the Raptor Emergency system

Step 3 - Have non-classroom staff walk the halls, ensuring all staff and students are following the Evacuation drill

Step 4 - After 5 minutes of being in the Evacuation, announce over the radio the drill is complete; repeat three

Step 5 - Thank the staff and students for their excellent work over the intercom.

Step 6—After dismissal, have a quick stand-up meeting with the campus safety team to discuss the drill post-mortem.

Step 7—At the next stand-up morning meeting, thank everyone and let them know there will be a few changes to the Evacuation. They will be sent out in an email later in the day.



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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 relations 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 Liaison officer working with first responders

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

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 usually ride the vans, will be taken to the _____. Staff will recheck their IDs, and a list of individuals will check their students. That is for individuals of your child. Thank you for your patience, individuals. We work to reunite you and 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 the 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. The Director of Operations will conduct Raptor and Radio training.

The following are the yearly training requirements 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 in 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
- Reunification Maps and staging areas

Safety Wall Attachments

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



Arizona Autism Charter Schools

2024-2025 Emergency Operations Plan: Main Campus Plan

- Reunification Procedure
- Gate and Door Lockdown Procedures

Key Emergency Procedures Sign-Off Sheet

I have read the Command and Control material and watched the training videos, and I feel 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 Procedure



**Arizona Autism Charter Schools
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Reunification Procedure

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 relations 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 Liaison officer working with first responders

Campus Directors	Reception Desk	Classroom Staff	Operations Staff	
<p>Director 1 Primary - Stationed at the 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. "Greet parents/guardians at 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"> 1. The procedure allows parents/guardians to self-sort during check-in, streamlining the process. 2. The runner recovers the student from the student staging area. 3. Controlled lines of sight allow 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 the information. 4. Once notified that the parent is in the waiting area, the runner will 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 	
	to Other Office Staff		Nurse	
		<ol style="list-style-type: none"> 1. Assuming the role of reunification Aid 2. Using the Raptor Reunification app as the role of reunification 3. Verify they have a specific student with the 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	
		<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 reunifier as required by the Raptor app. 	<ol style="list-style-type: none"> 1. Stationed at the student staging area 2. Deal with all medical situations as they arise 	

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 usually ride off 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
<ul 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 evaluated the building 14. Give the all-clear 	<ul 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 Rapor Drill app 10. Slide the Indiate 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:

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Training Attachments:

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Arizona Autism Charter Schools
2024-2025 Emergency Operations Plan: Main Campus Plan

- Reunification Procedure
- Gate and Door Lockdown Procedures

Off-Site Safety Procedures



Off-Site/Field Trips Safety Plan

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 the 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 proper 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 influential advocate for our students, so **do not let anyone** take one of them away from your supervision in any of these situations.

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

Before any field trip, sporting event, or 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 a discussion on a meeting place should be conducted.

1. Immediately follow the procedures upon a fire alarm alert or a physical appearance of a fire, smoke, or general emergency requiring evacuation.
 - 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. If necessary, The teacher leads the class by following the pre-planned fire drill route or alternate.

Complete Lockdown & Shelter in Place

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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)



EOP: Off-Site/Sporting Event Safety Plan

Objective:

Off-Site/Sporting Event Safety Plan

Procedures

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5. No one is to enter or leave the room until all is clear.

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 Roaster and Contact List UC](#)
[Staff Roaster 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

[MC Drop-Off and Pick-Up Policy](#)
[Drop-Off Map](#)



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[Pick-up Map](#)

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

Training Material

[Command and Control](#)

[Emergency Codes](#)

[Key Emergency Procedures](#)

[Radio](#)

[AED Training](#)

