*CHERRY CREEK SCHOOL DISTRICT #5*

***READINESS and EMERGENCY MANAGEMENT for SCHOOLS (REMS)***

***TEMPLATE***

**School Year: 2017-18**

**PRIMARY SCHOOLS**

# Directions for the Principal:

This REMS Preparedness Template **must** be reviewed and updated with any revisions to be completed at the beginning of each new school year. Please enter all updated information; get consultation as needed. Discuss with your staff the Incident Command System Coordinator roles. Assign a designee(s) to act as leader of the plan in your absence. Also assign key staff to Coordinator roles, making clear that, in their absence, you may call on another staff member to perform these duties. Emphasize the importance of student supervision in the event of an emergency. Email this template complete to **.REMS\_Review\_Committee**. Submission is due no later than **September 8, 2017.** Use other forms and/or worksheets as indicated. **All forms are required**, andworksheets may be used to support the REMS preparedness template.

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| --- | --- | --- | --- |
| **School Information** |  | **Revision Date:** |  |
| School Name: | Cherry Creek Academy | Principal: | Jay Cerny |
| School Address: | 6260 S. Dayton Street | Home Phone: |  |
| School City/Zip: | Englewood, CO 80111 | Cell Phone: | 970-977-6284 |
| School Direct Phone # | 303-779-8988 | Assistant Principal: | Travis Hargreaves/Annemarie Mahan |
| Secondary Phone # |  | Home Phone: |  |
| Person completing REMS: | Travis Hargreaves | Cell Phone: | 720-537-0397 |
| Contact Phone: | 303-779-8988 |  |  |

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| --- | --- |
| Date Reviewed with Principal | 10-9-17 |
| Date Review by Executive Director |  |

# Step 1: Identify School Command Posts, Perform Operational Checks and Update Communication and Other Resources

The in-school Command Post will serve as a base for operations in the event of an emergency. Select a location for the Command Post that has access to telephones, fax and computer with internet access, intercom, and other building controls. Designate a first and second choice, preferably in different parts of the school. Provide telephone numbers to be used in an emergency that are not on public phone lists.

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMAND POST 1:** | | **COMMAND POST 2:** | |
| To receive calls, not the main school number | | To receive calls, not the main school number | |
| **Location** | Main Office | **Location** | Dean of Students Office |
| **Direct** phone #1 | 970-977-6284 (Jay Cerny) | **Direct** phone #1 | 303-588-4751 (Dave Loomis) |
| **Direct** phone #2 |  | **Direct** phone #2 |  |
| Fax # (if available) | 303-779-8817 | Fax # (if available) |  |

**Operational, communication and other resource checks have been completed as indicated. Include date and person’s name that completed the check.  Attach supporting information as indicated. (Preparedness Checklist Form is to be used as a summary for all tasks):**

|  | **Operational Checks:** | | **Date:** | **Completed By:** |
| --- | --- | --- | --- | --- |
| 1.a. | | School Two-Way Radios Operational – Attach Inventory List | 10-9-17 | Travis Hargreaves |
| 1.b. | | District Multi-frequency Two-Way Radios Operational – Attach Inventory List | None | Travis Hargreaves |
| 1.c. | | Card Readers Operational – Attach a list with location of each (buildings and mobiles) (provide door number if applicable) | 10-9-17 | Travis Hargreaves |
| 1.d. | | Intercom Systems Operational – Crisis Team all trained | 10-9-17 | Travis Hargreaves |
| 1.e. | | Buzzers, Tones or Emergency Buttons Operational (if equipped) – Crisis Team all trained | None | Travis Hargreaves |
| 1.f. | | Megaphones Operational – Batteries replaced | 10-9-17 | Travis Hargreaves |
| 1.g. | | NOAA Weather/All Hazards Radio Operational – Batteries Replaced | 10-9-17 on cell phones | Travis Hargreaves |
| 1.h. | | District emergency cell phone/Red (landline) is Operational – Phone # | None | Travis Hargreaves |
| 1.i. | | Complete Set of all master keys for all doors and cabinets – Location of Keys: | 10-9-17 | Travis Hargreaves |
| 1.j. | | Copy of building floorplans, utility shut-offs, and security camera maps in Command Post #1 listed above | 10-9-17 | Travis Hargreaves |
| 1.k. | | Copy of building floorplans, utility shut-offs, and security camera maps in Command Post #2 listed above | 10-10-17 | Travis Hargreaves |
| 1.l. | | Automated External Defibrillator (AED) – Location: | 10-10-17 | Jayne Bauer |
| 1.m. | | Raptor Visitor Management equipment (scanner/printer) Operational – Location: | 10-9-17 | Aubrey Warner |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Communication and Other Resources:** | **Date:** | **Completed By:** |
| 1.n. | Telephone Tree for Crisis Team **(attach a copy)**  (include name, home/cell numbers) | 10-9-17 | Travis Hargreaves |
| 1.o. | Telephone Tree for School Staff **(attach a copy)**  (include name, home/cell numbers) | 10-11-17 | Travis Hargreaves |
| 1.p. | Staff Picture IDs have been distributed and staff have been informed to wear IDs while on campus | 10-10-17 | Travis Hargreaves |
| 1.q. | *Readiness and Emergency Management for Schools (REMS)* communication has been placed in parent newsletter **(attach a copy/printout)** | 10-13-17 | Travis Hargreaves |
| 1.r. | Safety Chairperson has been designated and Safety committee meets at least quarterly. **Name of Safety Chair and contact #: Travis Hargreaves 720-537-0397** | 10-10-17 | Travis Hargreaves |
| 1.s. | Principal and alternates have access to all Threat Assessments and Suicide Risk Assessments on current students. Location is reviewed with key staff. | **10-13-17** | Dave Loomis |
| 1.t. | **Legal Resources has a copy of all Restraining and/or Custody orders.** | 10-13-17 | Aubrey Warner |
| 1.u. | Bullying Prevention & Education (JICDE Template 2012) has been completed **(see Step 12)** | **10-13-17** | Dave Loomis |

# Step 2: Assign School Crisis Roles for School Incident Command System (ICS)

As directed by the Principal (School Incident Commander), the School Crisis Team will respond to any emergency that affects the school building, students, staff, and/or visitors. The essential roles are listed below. Each role should have backup personnel listed, in case of absence. Some staff may fill more than one role. Full-time staff members are suggested for primary roles.

The **School Incident Commander** will designate staff members to fill essential roles. Key staff will act as Operations Team Leader and Logistics Team Leader.

* Inform Crisis Team Coordinators they will need to report to the main office when called for (e.g., by phone or intercom).
* Inform Crisis Team Coordinators and designees that they are required to perform the functions of this role in an emergency situation. Review **School Crisis Teams Roles/Responsibilities with ICS** and **Crisis Team Assignments for School ICS Form** with the team.

| **Crisis Team** | **Description of Role** | **Name** | **School**  **Phone** | **Cell Phone** |
| --- | --- | --- | --- | --- |
| **Site Incident Commander (SIC)**  **Principal\***  \*May or may not also be crisis team chair/ coordinator | **In charge of overall management of a school emergency situation.**  Assesses the situation, engages appropriate crisis guidelines, notifies the Executive Director, District Security and monitors implementation. Implements crisis team communication plan. Serves as liaison with public safety agencies and coordinates responses in a unified command. Assigns duties according to ICS structure. Defers all public information releases to the District Communications Public Information Officer. Coordinates with School Security and Safety Officer for the safety of students and staff. Reviews and approves communication with staff, students and families. Approves appropriate requests for additional resources or personnel. | Jay Cerny | 303-779-8988 x202 | 970-977-6284 |
| *Alternate #1*  **Site Incident Commander** | Travis Hargreaves | 303-779-8988 x272 | 720-537-0397 |
| *Alternate #2*  **Site Incident Commander** | Annemarie Mahan | 303-779-8988 x 260 | 949-677-4232 |
| **District Public Information Officer** | **Support provided by the**  **District.**  Works as the media contact for the district. Handles all statements to the press. Briefs the media, if necessary. Reviews public information releases for the Principal. Serves as link with the City/County/State Public Information Officers, as needed. | Abbe Smith  Anna Osborn Dolan | 720-554-4436  720-554-4957 |  |
| **School Safety Coordinator / Public Safety Liaison**  (SRO, School Security or Designee) | Assigns, supervises, and coordinates school security (with local law enforcement if necessary). Secures the incident site, or perimeter. Maintains liaison with public safety agencies on operational issues. Briefs incident commanders and key officials on investigation and security issues. Collaborates with local enforcement. Oversees crowd and access management. Supervises movement of students and staff. Assembles students and staff for information sharing and/or safety. Assures safe and organized movement. Knows evacuation plans/routes/ procedures, security measures, alternative site plans. Reports weather, emergency conditions, obstacles or others concerns. Fulfills other duties associated with protection of life, property and information. | Deputy Mark Edson | 303-778-8988 | 303-795-4711  Arap Sheriff  Dispatch  720-413-5521 |
| *Alternate #1*  **School Safety Coordinator** | Travis Hargreaves | 303-779-8988 x | 720-537-0397 |
| *Alternate #2*  **School Safety Coordinator** | Sadie Jesienouski | 303-779-8988 | 720-271-2404 |

| **Operations Team** | **Description of Role** | **Name** | **School**  **Phone** | **Cell Phone** |
| --- | --- | --- | --- | --- |
| **Operations**  **Team Leader**  Assistant Principal or Designee | **Responsible for care of students and carrying out response activities according to the established Universal Emergency Procedures and specific Emergency Management Protocols.**  **Makes it happen (by “doing”)**  Assists Incident Commander (Principal). Chairs crisis team meetings. Coordinates functioning of crisis team and specific roles. Facilitates discussions and decision making with team. Provides expertise in linking team to the appropriate crisis response guidelines. Leads the development of the intervention and response plan. Leads or provides the functions in the Operations section. Reviews effectiveness of response and interventions. Assures resources are available. Communicates with district and/or community level team(s). Leads team in debriefing after a crisis occurs. Documents activities. *\*May need an assistant chair*. | Travis Hargreaves  Annemarie Mahan | 303-779-8988 x 272  303-779-8988 x 260 | 720-537-0397  949-677-4232 |
| *Alternate #1*  **Operations**  **Team Leader** | Kristin Nowak | 303-779-8988 x 245 | 310-503-3784 |
| **Emergency Medical Coordinator**  **School Nurse** | **Determines the medical impact on students and staff and crisis team members’ capacity to fulfill their roles.**  Identifies and coordinates staff who have First Aid/CPR/AED/EMT training. Coordinates the emergency card procedure with the Principal. Maintains the Medical Emergency Bag supplies with monthly checks. Works with special education staff, school mental health staff, and counselors to identify and plan for individuals who may need evacuation assistance. Coordinates medical triage in the event of an emergency. Provides direct medical care. Arranges for additional medical support from trained staff. Requests additional supplies, as needed. Knows and provides for medical needs of students and staff. Documents medical and transport activities. | Jayne Bauer | 303-779-8988 x238 | 303-741-3503 |
| *Alternate #1*  **School Nurse** | Jean Nofzinger | 720-554-4275 |  |
| *Health Services Director* | Suzanne Oro | 720-554-4275 | 720-456-0601 |
| *Alternate #2*  **School Nurse** | Michelle Wein | 720-554-4214 |  |
| **Student and Staff Communication Coordinator**  Assistant Principal, Psychologist, Social Worker, Counselor | Implements crisis team and staff phone tree, as needed. Coordinates the student and staff information during a crisis event. Works with Principal and Student Care & Recovery Coordinator to determine appropriate content and means of communication. Provides statements for students, staff, and parent notification (works with district communications PIO as needed). Develops and monitors communication dissemination plan. Considers information and responses needed by office personnel. Engages and monitors communication with victims and families. Uses district resources and the Crisis Resource Notebook for samples of communication content. Keeps records of communication requested and released. | Travis Hargreaves  Annemarie Mahan | 303-779-8988 x 272  303-779-8988 x 260 | 720-537-0397  949-677-4232 |
| *Alternate #1*  **Student & Staff Communication Coordinator** | Kristin Nowak | 303-779-8988 x245 | 310-503-3784 |
| **Student Care and Recovery Coordinator**  Mental Health | Determines the psychological impact on students and staff and the nature of care and recovery services needed. Contacts District Crisis Recovery Coordinator when incident occurs to discuss care and recovery needs. Uses psychological triage principles (including PREPaRE) to develop a plan for care and recovery using appropriate resources. Maintains the Crisis Resource Notebook with resources, handouts, recent updates. Works with district and/or community resources. Mobilizes mental health/counseling resource personnel. Establishes and coordinates best practices classroom, group and individual psychological first aid throughout the event to reduce panic and lessen trauma. Identifies resources to manage grief and the healing process, as needed. Coordinates best practice trauma debriefings and services, as needed. Provides guidance for requests for memorial services and long-term support as needed. Communicates resources available to administration, staff, students and parents/guardians. Maintains records of referrals and services provided. Assesses additional training needs of the school crisis recovery team. | Ron Lee  Cam Short-Camilli | 720-554-4252  720-554-4253 | 303-483-1687  303-524-5708 |
| *Alternate #1*  **Student Care & Recovery Coordinator**  Mental Health Staff | Dr. Henrietta Pazos | 303-779-8988 x 239 | 303-513-1408 |
| *Alternate #2*  **Student Care & Recovery Coordinator** | Dave Loomis | 303-779-8988 x206 | 303-588-4751 |
| **Student Supervision Coordinator**  Assistant Principal, Dean, Security, Teacher | Accounts for all students and staff. Works with safety officer. Coordinates supervision and duties of teachers not with students. | Travis Hargreaves  Annemarie Mahan | 303-779-8988 x 272  303-779-8988 x 260 | 720-537-0397  949-677-4232 |
| *Alternate #1* | Dave Loomis | 303-779-8988 x206 | 303-588-4751 |
| **Student/ Parent Reunion Coordinator**  Office Personnel | Develops system for releasing students to parents/guardians. Designates a Reunification Site/Center. Checks Emergency card/contacts for name of person/s authorized to pick up student. Releases student to authorized person (checks and verifies ID with name listed on student emergency card). Maintains a student release log. | Kristin Nowak | 303-778-8988 x245 | 310-503-5784 |
| *Alternate #1* | Sadie Jesienouski | 303-779-8988 | 720-271-2404 |
| **Translation/ Cultural Liaison Coordinator**  *(as needed)* | Translates and serves as a cultural interpreter for the Crisis Team and/or community, helps with culturally competent responses and trains staff on cultural awareness, helps facilitate meetings with students, parents and community as needed. | Holly Porter  Anna McInroy | 720-554-5032  720-554-5035 |  |

| **Logistics Team** | **Description of Role** | **Name** | **School**  **Phone** | **Cell Phone** |
| --- | --- | --- | --- | --- |
| **Logistics Team Leader**  Assistant Principal | **Responsible for communications, securing and providing needed materials, resources, services and personnel**  **Makes it possible (by “getting”)**  Works with Building Engineer for facility’s needs. Works with office personnel for supplies and equipment needs. Monitors supplies and equipment needs. Coordinates access with district personnel. Coordinates access to and distribution of supplies during emergency. Documents activities of Logistics Team. | Travis Hargreaves | 303-779-8988 x 272 | 720-537-0397 |
| *Alternate #1*  **Logistics**  **Team Leader** | Kristin Nowak | 303-779-8988 x245 | 310-503-3784 |
| *Alternate #2*  **Logistics**  **Team Leader**  *(Optional)* | Annemarie Mahan | 303-779-8988 x260 | 949-677-4232 |
| **Facilities Coordinator**  Building Manager/ Engineer | Locks entrances/exits, helps secure building (supplemented by security and staff in secondary schools). Knows floor plan of building and locations of shut-off valves (gas, electrical, furnace, alarm system, etc.). Communicates with District Maintenance personnel. Helps move objects to help with response. | Integrated Systems  David Henderson | 303-698-2698  720-886-4220 |  |
| **Transportation**  **Coordinator**  Assistant Principal | Coordinates the assembly and transport of students with Executive Director and District Transportation. | Brad Carriveau | 720-554-4667 |  |
| **Supplies & Equipment Coordinator**  Office Personnel | Coordinates requests for copying, documentation instruments, parent letters, etc. Locates identified support supplies to help implement crisis plan and response. Purchases necessary supplies. Maintains the emergency response kits. | Caitlin Sullivan | 303-779-8988 | 805-450-2096 |
| **Food & Water Coordinator**  Office Personnel, Cafeteria Staff | Coordinates the acquisition, preparation and distribution of food and water during shelter-in-place. | Erika Edwards | 720-886-7169 |  |
| *Alternate #1* | Kristin Nowak | 303-779-8988 x245 | 310-503-3784 |

**Date: Completed By:**

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| --- | --- | --- | --- |
| 2.a. | ICS roles assigned and agreed to – Incident Command, Operations, and Logistics. | 10-10-17 | Travis Hargreaves |

# Step 3: Designated Emergency Medical Coordinator

The School Nurse or designated Emergency Medical Coordinator will:

* Conduct a staff survey yearly to determine those with First Aid/CPR/AED training and complete a list of trained staff. They may be used for backup medical care and triage. Use the **School Staff Trained CPR AED Form** for additional names.

**School Staff Trained and/or Certified in First Aid/CPR/AED and EMT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **School Phone** | **Cell Phone** | **First Aid** | **CPR** | **AED** | **EMT** |
| **Jayne Bauer** | **303-779-8988 x238** | **720-233-3306** | **x** | **x** | **x** |  |
| **Kristin Nowak** | **303-779-8988 x245** | **310-503-3784** | **x** | **x** | **x** |  |
| **Annemarie Mahan** | **303-779-8988 x260** | **949-677-4232** | **x** | **x** | **x** |  |
| **Dakota Mahan** | **303-779-8988 x220** |  | **x** | **x** | **x** |  |
| **Chaz Gunning** | **303-779-8988 x242** | **303-667-7759** | **x** | **x** | **x** |  |
| **Matt Nolen** | **303-779-8988 x233** | **865-719-6754** | **x** | **x** | **x** |  |
| **Shana Alaniz** | **303-77-8988 x229** | **720-980-0013** | **x** | **x** | **x** |  |
| **Jane Andrus** | **303-779-8988 x212** | **720-203-8180** | **x** | **x** | **x** |  |
| **Julianna Cenname** | **303-779-8988 x231** | **303-807-2013** | **x** | **x** | **x** |  |
| **Jay Cerny** | **303-779-8988 x202** | **970-977-6284** | **x** | **x** | **x** |  |
| **Jen Dore** | **303-779-8988 x215** | **303-520-2482** | **x** | **x** | **x** |  |
| **Sadie Jesienouski** | **303-779-8988** | **720-271-2404** | **x** | **x** | **x** |  |

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 3.a. | Staff with First Aid/CPR/AED and EMT training have been identified and confirmed. | 10-10-17 | Travis Hargreaves |

# Step 4: Designate and Review Inside Safe Assembly Areas

Designate at least two Safe Assembly Areas inside your school and review them with your staff. These will be used as shelter from severe weather (tornadoes, etc.) or to move children away from rooms on the perimeter of the school due to an external hazard**.  Provide detailed description of each location and include map/diagrams showing locations.**

1. **School Building:**

|  |  |
| --- | --- |
| **Inside Safe Assembly Area 1** | Kindergarten Art/Music Classroom |
| **Inside Safe Assembly Area 2** | Nurses Office, Sped Offices, reading interventionists room |
| **Inside Safe Assembly Area 3**  (If applicable) | Middle school hallway |
| **Inside Safe Assembly Area 4**  (If applicable) | Middle school restrooms |
| **Inside Safe Assembly Area 5**  (If applicable) | Computer lab |

1. **Mobiles:**

|  |  |
| --- | --- |
| **Inside Safe Assembly Area 1** | Storage Rooms |
| **Inside Safe Assembly Area 2** |  |
| **Inside Safe Assembly Area 3**  (If applicable) |  |

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 4.a. | Minimum of two Safe Assembly Areas inside school building are identified and reviewed with staff | 8-26-17 | Travis Hargreaves |
| 4.b. | Minimum of one Safe Assembly Area inside each mobile are identified and reviewed with staff | 9-18-17 | Travis Hargreaves |

# Step 5: Designate On-Site Outside Safe Assembly Areas

Schools typically have assembly areas on the school grounds that are used during required fire drills. At times, you must move students farther away from the building. Identify and list **on-site** locations that could be used to move students ***farther away*** from the building.  **Provide a detailed description of each location below** – **Attach a map or drawing showing the assembly areas.**

|  |  |
| --- | --- |
| **Outside Safe Assembly Area 1** | Arapahoe Lakes Greenbelt on South Elmira and East Caley, NE corner. |
| **Outside Safe Assembly Area 2** | Arapahoe Lakes Greenbelt at South Elmira and East Caley, SE area between fences. |
| **Outside Safe Assembly Area 3**  (If applicable) |  |
| **Outside Safe Assembly Area 4**  (If applicable) |  |
| **Outside Safe Assembly Area 5**  (If applicable) |  |

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 5.a. | Minimum of two Outside Safe Assembly Areas identified and reviewed with staff ***(Fire/Evacuation Drills)*** | 8-15-17 | Travis Hargreaves |

# Step 6: Identify and Contact Two Off-Site Emergency Evacuation Locations

These relocation facilities should be near your school and able to house your students and staff until they are released to parents or return to school. Consider sites in opposite directions. Examples are another nearby school, church, store, or public library. The District will supply support services (e.g., food, transportation, District Crisis Recovery personnel, etc.) for these locations as need indicates. Contact these sites directly ***each school year*** to coordinate arrangements and ensure ongoing agreement.  **Provide a map and directions/route of travel for each that you would use.** Be sure to use the **Student/Family Reunification Form** or **Student Emergency Release Sheet** in the event of an evacuation.

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Evacuation Site Location:** | High Plains Elementary | **2nd Evacuation Site Location:** | Silo Park |
| Facility Contact Person: | Julie Liggett | Facility Contact Person: | Suzanne Moore |
| Address: | 6100 S Fulton | Address: | 9300 E Orchard  Greenwood Village, CO |
|  |  |  |  |
| Phone: | 720-554-3603 | Phone: | 303-708-6142 |
| Date contacted: | 10-10-17 | Date contacted: | 10-10-17 |
| Contacted by: | Kristin Nowak | Contacted by: | Kristin Nowak |
| Keys (yes or no) | no | Keys (yes or no) |  |
|  |  |  |  |

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 6.a. | Two Off-Site Emergency Evacuation locations identified, contacted this year, and reviewed with staff. ***(walked and timed so staff is familiar with route & time to walk)*** | 10-10-17  Drill will be done in November. | Travis Hargreaves |

# Step 7: Print Student Roster, Emergency Contacts/Cards, and Students and Staff Photos

The School Office Manager must assemble complete student and staff lists. Student and staff schedules need to be assembled and updated regularly **(recommend Monthly updates are saved to laptop or thumb drive).** These will be used to account for all students and staff in the event of an emergency and kept with the Office Emergency Response Kit and the School Nurse’s Trauma Bag.

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 7.a. | Office Manager has assembled lists and schedules for  all students and staff | 10-5-17 | Jayne Bauer |
| 7.b. | Emergency contacts/cards for **all students & staff** have been placed in the Office Emergency Response Kit | 10-10-17 | Travis Hargreaves |
| 7.c. | Emergency contacts/cards for **all students & staff** have been placed in the School Nurse’s Trauma Bag | 10-10-17 | Jayne Bauer |

# Step 8: Check the Office Emergency Response Kit and the Nurse’s Trauma Bag

Replenish or replace any items in the kits that have been used or have expired.

***EMERGENCY RESPONSE KIT***

**Store the Office Emergency Response Kit in a conspicuous location in the main office.** Take this kit whenever you evacuate the building, (i.e., fire drills). Make sure these items are included:

* Copy of this REMS Template
* Updated student and staff rosters, photos and schedules
* Floor plans of each building and mobiles on the school property
* Emergency contacts/cards for students and staff
* Flashlights with new batteries
* Clipboards, paper and writing utensils
* Student release and sign out sheets
* Megaphone(s) with extra batteries
* District cell phone and/or District Radios

The School Nurse will check the contents of the Nurse’s Trauma and Medication Bag(s). Trauma Bag Inventory should be used for record of reordering supplies.

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 8.a. | Office Emergency Response Kit has been checked and is updated with current material/supplies | 10-10-17 | Travis Hargreaves |
| 8.b. | Nurse’s Trauma and Medication Bags have been checked and updated with current supplies(Expiration dates checked) | 10-10-17 | Jayne Bauer |
| 8.c. | Provide the location of the Clinic (where the bags are kept) – Room and phone number | 10-10-17 | Travis Hargreaves |

# Step 9: Identify Emergency Evacuation Assembly Areas for Individuals Needing Evacuation Assistance

* All schools must have an evacuation plan for individuals with disabilities who need assistance.
* Principals, in conjunction with the Fire Department, CCSD District Safety and Security, Health Services and Risk Management **must** designate emergency Evacuation Assembly Areas in the building (i.e., a second floor location – when elevator is not available).
* Mark the school map(s) included in the Office Emergency Response Kit with locations of special education classrooms and Evacuation Assembly Areas.

|  |  |
| --- | --- |
| **Basement Location**: | Hallway by Elevator |
| **Ground Floor Location:** | Hallway by 1st grade classrooms |
| **Second Floor Location:** | No second floor |
| **Mobile(s):** |  |

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 9.a. | Signs posted to mark each Evacuation Assembly Area location | 7-15-17 | Travis Hargreaves |
| 9.b. | Map is marked with the location of special education classrooms and Evacuation Assembly Areas, is included in the Office Emergency Response Kit and attached | 10-10-17 | Travis Hargreaves |

# Step 10: Identify Individuals Needing Evacuation Assistance and Develop Individualized Evacuation Plans

The school nurse, special education staff, school mental health providers and counselors work together to identify any individuals or students who may need evacuation assistance (e.g., individuals who are in wheel chairs, walkers, otherwise require any aide or unable to use stairs). **List all individuals and students. A specific plan must be developed for the evacuation or shelter-in-place of these individuals.**  Staff who may need assistance will need to self-identify and be included in their own planning.

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.a. | List of Individuals Needing Evacuation Assistance and Individualized Student/Staff Evacuation Plan are put in the Office Emergency Response Kit | 10-10-17 | Travis Hargreaves |
| 10.b. | List of Individuals Needing Evacuation Assistance and Individualized Student/Staff Evacuation Plan are put in the Nurse’s Trauma Bag | 10-10-17 | Jayne Bauer |
| 10.c. | A copy of the student’s Individualized Evacuation Plan is given to the student’s classroom teacher as appropriate | 10-10-17 | Jayne Bauer |
| 10.d. | Staff, students, and parents have been informed of **Evacuation Assembly Areas**. Map/diagram showing locations attached | 10-11-17 | Travis Hargreaves |
| 10.e. | Copies of the **Individual Evacuation Plans** for students and staff needing assistance are attached | 10-11-17 | Travis Hargreaves |

# Step 11: Establish a Crisis Team Meeting, Exercise and School Drill Schedule for the school year.

Develop a schedule of meetings, exercises, and drills for your team and school this year. Enter all scheduled dates and estimated times in the REMS Drill-Calendar. Be sure to follow-up by editing the item with the actual event date, time, lessons learned, etc. See the REMS Emergency Management Guide on The Backyard for additional information and refer to the **“Monthly Topic-Drills for Safety Teams”** as a monthly meeting guide.

**To help in keeping a record of all completed drills, exercises, or meetings as evidence of completion, enter all events on The Backyard, REMS, Drill-Calendar. The record is needed for the Department of Fire Safety to review by May each year, based on the requirements detailed in SB 11-173.** All completed drills, exercises, or meetings will be documented electronically and reported at the end of the school year. Include the following meetings, exercises and drills on the Backyard, REMS, Drill-Calendar:

* **Fire Drills done within first 10-days of new school year, and every month thereafter**
* **Crisis Team orientation meeting (held in July, August or September)**
* **Crisis Team/Safety Team meetings (1 per quarter minimum/monthly meetings are recommended)**
* **Staff orientation meeting for crisis procedures and brief tabletop exercise (July, August or September)**
* **Early Warning Signs of Troubled Students/Child Abuse awareness and reporting training for all staff (completed in July, August or September)**
* **Shelter-in-Place/Tornado Drill (2x – late summer (July, August or September) and spring)**
* **Lockdown Drill**
* **Secure Perimeter Drill**
* **Evacuation/Relocation Drill (2x)**
* **Tabletop exercises for Crisis Team/Safety Team (quarterly)**
* **Other drills or crisis related meetings**

*Revised as of August 1, 2015*

**Date: Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.a. | Crisis Team members have been identified (see Step 13) | 10-10-17 | Travis Hargreaves |
| 11.b. | Safety Team members identified and list attached with name and contact number. | 10-10-17 | Travis Hargreaves |
| 11.c. | Safety Team’s schedule of monthly meetings, exercises, and drills for have been entered in The Backyard, REMS, Drill-Calendar | 10-10-17 | Travis Hargreaves |

# Step 12: Complete Bullying Prevention and Education – Board Policy JICDE Template

|  | **Bullying/Harassment Program Component** | **Status** |
| --- | --- | --- |
| 1 | Designate a team of individuals at the school to monitor and address bullying prevention efforts | Team Designated x Y ☐ N  Meetings Occur: x Monthly  ☐Quarterly ☐Other |
| 2 | Regularly train staff and students in implementation of frameworks to create and sustain a positive, respectful school climate where all members of the school community have a role in preventing bullying | Framework used: PBIS  Date(s) of Training: |
| 3 | Regularly train staff in bullying awareness and prevention, active supervision, and use of appropriate, consistent interventions | Date(s) of Training: 10-4-17 |
| 4 | Foster a productive partnership with parents in bullying prevention efforts; inform parents of the bullying prevention plan and educate parents in how to support the continued development of a positive school climate | Means of communication:  Date(s) communicated: 10-12-17 |
| 5 | Recognize and praise positive, supportive behaviors of students toward one another on a regular basis | ☐Not in place ☐ Partially in place  x☐Fully in place ☐Model School |
| 6 | Develop peer support networks; positive social, and emotional skills; and confidence for all students | Program(s)/practices used:  PBIS |
| 7 | Communicate message to students, staff, parents, and community that bullying and retaliation against a student who reports bullying will not be tolerated | Means of communication:  Date(s) communicated: Class Meetings TBD |
| 8 | Integrate time into academic and extracurricular activities to teach students skills and strategies to avoid being targeted by a bully, and how to seek help when needed.  **Indicate Curriculum Used:**  ☐**BPYS** ☐x**Other** (please specify and/or briefly describe lesson plans): PBIS | Where taught: Classrooms  Date(s)/Frequency: TBD/Monthly  By Whom: Dave Loomis, Jay Cerny, Dr. Henrietta Pazos |
| 9 | Implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior | ☐Not in place ☐ Partially in place  x☐Fully in place ☐Model School |
| 10 | Initiate efforts to change behavior of students engaged in bullying through re-education, discussions, counseling, and appropriate negative consequences | ☐Not in place ☐ Partially in place  x☐Fully in place ☐Model School |
| 11 | Support targets of bullying through individual and peer counseling | ☐Not in place ☐ Partially in place  x☐Fully in place ☐Model School |
| 12 | Ensure that targeted and intensive interventions are in place for students who frequently bully or are bullied by others | Intervention(s) used: Bully Workbook/Restorative Justice |
| 13 | Conduct a biennial survey of school’s climate with students, parents, and staff in order to review bullying prevention needs | x☐ Climate, Safety, and Wellness Survey |
| 14 | Complete and attach BOQ (*for PBIS schools*) or SAS (Self-Assessment Survey (*for non-PBIS schools*)) | x☐ BOQ  ☐ SAS |

**Step 13: Identify and Routinely Train Psychological Response Teams**

**Suicide Assessment Team (SAT):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Discipline** | **Date Last Trained in SRA\*\*** |
| Dave Loomis | Administrator\* | 9/16 |
| Dr. Henrietta Pazos | Mental Health\* | 9/16 |
| Karen Hampel | Social Worker |  |
|  |  |  |
|  |  |  |

\*Required Member of Team \*\*Must be trained in Suicide Risk Assessment in order to be on SAT team

**Threat Assessment Team (TAT):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Discipline** | **Date Last Trained in TA\*\*\*** |
| Dave Loomis | Administrator\* |  |
| Karen Hampel/Dr. Henrieta Pazos | Mental Health\* |  |
| Dave Loomis | Dean/Disciplinarian\* |  |
|  |  |  |
|  |  |  |

\*Required Member of Team (best practice: at least 3 team members involved per incident)

\*\*TA training required to be on team \*\*\*Threat Assessment training required as of September, 2015

**Crisis Recovery Team (CRT):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Discipline** | **Date Last Trained in Recovery** |
| Travis Hargreaves | Administrator\* | Needs training |
| Dr. Henrietta Pazos | Mental Health\*\* | Needs training |
| Jayne Bauer | Nurse\* | Needs training |
| Karen Hampel | Social Worker | Needs training |
|  |  |  |

\*Required Member of Team \*\*Must be PREPaRE trained

**Physical Restraint and Seclusion (Crisis Prevention Institute - CPI) Team:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Discipline** | **Date Last Trained in CPI\*\*** |
| Dr. Henrietta Pazos | Mental Health\* |  |
| Karah Yamauchi | Special Education\* | 9/17 |
| Travis Hargreaves | Adminstrator | 9/17 |
| Sadie Jesienouski | Traffic/Safety | 9/17 |

\*Required Member of Team \*\*Must be CPI certified in order to provide physical restraint

ATTACH ADDITONAL ROSTER SHEETS AS NEEDED

***WHY DO WE HAVE SAFETY PLANS …***

**REMEMBER TO TAKE INTO CONSIDERATION ALL SPECIAL NEEDS STUDENTS AND STAFF.**

**Attach copies of all supplemental plans to your REMS Template upon submission. Send this completed REMS Template in electronic format to *.REMS\_Review\_Committee*.**

**All REMS Templates will be reviewed by the Executive Directors of Elementary School.**

**All floor plans must be attached which identify internal grade level areas and specifically named halls (i.e., Kindie Hall, Blue Hall, 4th Grade Hall).**