Emergency Response Plan

Purpose: The Emergency Response Plan aims to ensure the provision of reasonable educational services and supervision during emergency situations. It outlines safety procedures that prioritize the safety and well-being of students until they are released to responsible parties. Additionally, the policy establishes procedures for building access by various individuals and provides resources for emergency training for all school employees.

Emergency Educational Services and Supervision:

1. Preparedness Training: All school staff shall undergo comprehensive emergency preparedness training, including scenarios involving extended emergencies. Training shall include lockdown procedures, shelter-in-place procedures, evacuation procedures, communication protocols, and providing essential services during emergencies.
2. Emergency Communication: AAI has established communication channels to inform parents, guardians, and responsible parties about emergency situations and the location of students. All communication will come through our current Student Information System to designated contacts via email, text message, voice recordings or some combination of the three. AAI strives to maintain up-to-date contact information for all students for the purposes of emergency communication.
3. Student Care: AAI designates and equips teachers and areas within the school premises where students can receive care and supervision during emergencies, ensuring their safety and well-being.
4. Staff Accountability: AAI has assigned specific responsibilities to staff members during emergency situations to ensure a coordinated response and adequate supervision of all students.
   1. Principal or Executive Director: Assumes overall responsibility for the school's emergency preparedness and response plans. Coordinates with relevant authorities, including law enforcement and emergency services. Authorizes emergency response actions and communicates with staff, students, and parents during emergencies.
   2. School Safety Team: Comprises a group of designated staff members responsible for developing, implementing, and evaluating the school's emergency plans. Conducts drills and exercises to ensure staff preparedness for various emergency scenarios.

3. School Resource Officer (SRO): A designated law enforcement officer who collaborates with the school to maintain safety and respond to emergencies. Assists in training staff and students in safety protocols and serves as a point of contact for law enforcement during emergencies.
4. School Health Personnel: Provides immediate medical assistance to injured or ill students and staff during emergencies. Coordinates medical responses and communicates with emergency medical services.
5. Teachers and Classroom Assistants: Responsible for implementing emergency procedures within their classrooms. Accountable for the safety and supervision of students during emergencies.
6. Front Office Staff: Manages communication with parents and guardians during emergencies. Maintains accurate attendance records and assists with accounting for all students and staff during evacuation drills and real emergencies.
7. Custodial and Maintenance Staff: Assists with building evacuation and securing the premises during emergencies. Ensures that emergency equipment, such as fire extinguishers and emergency lighting, is operational and regularly inspected.
8. IT Personnel: Monitors access points and oversees building security during emergencies. Collaborates with law enforcement to manage critical incidents.
9. Special Education Staff: Provide assistance and support to students with special needs during evacuations and other emergency situations.
10. Counseling Staff: Offers emotional support and crisis intervention to students, staff, and parents during and after emergencies.

Evacuation Procedures and Release of Students:

1. Evacuation Plans: AAI has developed clear and detailed evacuation plans for various emergency scenarios. These plans outline safe exit routes, designated assembly areas, and procedures for checking attendance. Plans are printed and available to teachers and staff in each area of the school.
2. Release of Students: AAI school shall not release students who are under 15 years old unless a parent or guardian has been notified, consents, and assumes responsibility for the student's care. AAI may release students who are 15 years old or older without parental notification if authorized by the Executive Director or their designee, and a member of administration determines that the student is reasonably responsible, and notification is not practicable. Emergency Notification: a. The school shall promptly notify parents, guardians, or authorized persons of the emergency situation and initiate the reunification process through established communication channels (e.g., automated messages, school website, social media, etc.).

3. Reunification Site: AAI has designated a secure and accessible reunification site away from the affected area to serve as the central location for reuniting students with caregivers in the event that the school is no longer safe.
4. Check-In and Verification: Parents, guardians, or authorized persons shall proceed to the designated reunification site and check-in with designated school staff. Guardians or Caregivers shall present valid identification for verification purposes before students are released.
5. Student Release: School staff shall only release students to authorized individuals listed on the school's emergency contact list or as specified by the parent or guardian in writing. Students shall be released only after verification of the caregiver's identity and authority to pick up the student.
6. Documentation: School staff or volunteers shall maintain accurate records of the reunification process, including the names of students released and the names of individuals who picked them up. Records shall be securely stored and kept confidential.

Building Access Procedures:

1. Access Determination: AAI administration determines procedures for access to public school buildings by students, community members, lessees, invitees, and others. All visitors, community members, lessees, invitees, and others must check-in with AAI administration or their designee upon entry to the school.
2. Restricted Access: AAI currently restricts access to file rooms, student services, administrative offices, administrative hallways, teacher and staff work areas, and the kitchen. These areas may only be accessed with verbal permission of the area's supervisor and the Executive Director or their designee.
3. Badge and Key Management:
    1. Badge/Key Inventory and Tracking: AAI
        1. Utilizes a centralized key inventory system that records all issued keys, including details like key type, purpose, and location.
        2. Maintains a log for key issuance and return, recording the names of individuals who received or returned each key and the respective dates and times.
    2. Restricted Access to Badges/Keys: AAI
        1. Limits access to badges/keys to authorized personnel only.
        2. Stores badges/keys in a secure and controlled location
        3. Limits access to the badge/key storage area, ensuring only authorized personnel have access.
    3. Badge/Key Issuance: AAI

1. Verifies the identity and authority of individuals requesting badges/keys before issuing them.
4. Badge/Key Return: AAI
   1. Requires badge/key return prior to final departure from campus.
   2. Requires badge/key return upon termination, contract fulfillment, or shift in responsibility meriting different access.
   3. Requires individuals to be physically present for badge/key returns to ensure accountability.
5. Badge/Key Replacement: AAI
   1. Requires reporting within 48 hours for lost or stolen badges/keys.
   2. Follows internal procedures for replacing lost or stolen badges/keys while ensuring that lost badges are deactivated to prevent unauthorized access.
6. Master Key Management: AAI
   1. Strictly controls the distribution and access of master keys.
   2. Limits the number of individuals with access to master keys and maintains a separate log for master key issuance and return.
7. Badge/Key Audit and Review: AAI
   1. Shall conduct annual audits of badge/key inventory and compare it with the log of badge/key issuance and return to identify any discrepancies.
   2. Reviews badge/key management protocols periodically to identify areas for improvement and ensure compliance with security policies.
8. Employee Training: AAI
   1. Provides training to employees on badge/key management protocols and the importance of maintaining the security of badges and keys.
   2. Emphasizes the consequences of mishandling or misusing badges/keys to promote responsible badge/key management practices.

Resources for Emergency Training:

1. Training Programs: AAI provides virtual training resources through a 3rd party vendor for comprehensive emergency training for all LEA employees. This training covers emergency response procedures, first aid, crisis communication, and other relevant skills directly related to AAI's emergency plans.
2. Training Drills and Exercises: AAI conducts regular emergency drills and exercises to ensure that staff members are familiar with the procedures and can respond effectively during actual emergencies.
3. Community Stakeholders: AAI coordinates with local fire, police, and emergency response personnel for the purposes of coordination, collaboration, and planning. AAI hosts an

annual safety meeting where all stakeholders may attend and participate in the planning and implementation of safety procedures.

Review and Update: The Emergency Response Plan shall be reviewed annually and updated as needed to reflect changes in regulations, best practices, and the school's specific needs.