

## **Early College Academy Emergency Operations Plan**

### **Emergency Communications:**

**How will parents be notified if an incident occurs at school?**

Our priority at Early College Academy is to ensure that all students are safe, accounted for, and are under adult supervision. Under the direction of the Superintendent, as soon as possible to do so; the school administrators and central office staff will communicate information to parents and the community. The school district has a variety of media outlets available to parents which will be updated as needed with the most complete and accurate information available.

### **District Emergency Information Links:**

- **Remind App** - a safe and reliable messaging tool that allows the school to share important information and updates. In addition, this computerized phone dialer message to the number in students' files.
- **Early College Academy Website** - [earlycollegecolumbus.com](http://earlycollegecolumbus.com)
- **Early College Academy Office Number** - 614-298-4742

\*\* In the event of a significant emergency, parents are encouraged to tune in to one of the following local television stations:

**WCMH 4 - NBC**

**WBNS 10**

**WSYX- ABC**

### **Family Reunification Location**

If an issue at the school requires that students, staff, and all other persons in the building of 137 E. State Street must be evacuated to a safe location; away from the premises. Incident Commander (police, fire, and/or other emergency officials), will direct all persons to Columbus Metropolitan Library - Downtown located at 96 S. Grant Avenue Columbus, Ohio 43215. Arrangements have been made to accommodate Early College Academy.

### **Family Reunification**

#### **.Purpose**

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

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## **.Responsibilities**

### **A. School Incident Commander/Principal**

- After consulting with an emergency Incident Commander (police, fire, or other emergency official), if applicable, determine the appropriate pre-designated relocation site(s).
- Follow predetermined procedures for releasing students.
- Notify a contact person at the relocation site(s) to prepare for the arrival of students.
- Designate a Reunification Site Commander.
- Request the District Office to send personnel to staff the reunification site(s).
- Follow predetermined parental notification procedures such as phone trees, local media channels, automated alert system cell/text messaging, etc.

### **A. Reunification Site Lead**

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians, and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff - away from waiting family members.
- Set up an adult report area for parent(s)/guardian to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parents/guardians and are signed out.
- Set up a mental health area and direct staff to escort parent(s)/guardian of any injured, missing, or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parent(s)/guardians.
- Only release students to authorized persons after checking proof of identity and signing a Student Release Form.
- Instruct parent(s)/guardians to leave the site to make room for other once they have signed out their student.

### **A. Teachers**

- Provide a list of evacuated students to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted - request help if needed.

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- Follow the instructions of the Reunification Site Commander or designated staff and/or assist in staffing the site.

#### **A. First Responders**

- Maintain crowd/traffic control.
- Accept custody of unclaimed students.

### **III. Other Procedures**

- Outline procedures for releasing students.
- Maintain current student and staff emergency information that details special needs, such as medical or custody issues.
- Store information in a secure and readily accessible location.
- Outline parental notification methods.

### **IV. Reunification Locations**

- Reunification locations should be established prior to an event.
- The reunification location(s) should be provided to both parent(s)/guardian and child to ensure proper meeting and pick-up location.