



# Emergency Operations Plan 2024-2025

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## SIGNATORY PAGE

A review of this school's written School-Based Emergency Operations Plan has been conducted and modified as needed by the School Emergency Planning Committee charged with the specific elements in the development and ongoing review of this plan. This School-Based Emergency Operations Plan conforms to the mandated requirements set forth by the Nevada Department of Education. The written School-Based Emergency Operations Plan is at this location and available for review by authorized personnel. Based on this review, written modifications have been made to account for and meet the emergency needs of students and employees at this school site in the School-Based Emergency Operations Plan. The School-Based Emergency Operations Plan is ready for implementation if required.

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Chief Executive Director, Dr.  
Kimberly Regan

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Assistant Director, Mr. Trent Vass

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Assistant Director, Mr. Rob Ingalls

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Office Administrator, Ms. Debi  
Baumann

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Teacher, Maxine Weiss

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Parent, Stephanie Paterson

## Purpose of the Plan

Sierra Nevada Academy Charter School's (SNACS) Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the school in the event of any emergencies. SNACS works with liaison sponsored entity, the Sierra Nevada Academy Charter School (SNACS) (WCSD), local emergency responses agencies (Reno Police Department, Washoe County Sheriff's Office, Children's Protective Services, Fire Department), and the Nevada Department of Education (NV DOE) to provide an environment safe and secure for all students, families, staff, volunteers, and persons present while on the campuses. This up-to-date plan is created in conjunction with the appropriately identified Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC) and all Policies, Regulations, and Procedures as required by the WCSD.

Presently SNACS serves students (approximately 300) in grades Kindergarten through Eighth Grade at the Fox campus- 5600 Fox Avenue Reno, Nevada 89506. Regular school hours are: 8:00am-3:00pm. Early release days (professional development / parent-teacher conferences) are 11:15am. School days are approved on an annual basis, as deemed appropriate by the Nevada Department of Education. A full list of calendar dates is posted on the SNACS website ([www.snacs.org](http://www.snacs.org)). This plan is to provide a full detailed analysis of all emergency plans for both campuses.

This plan will educate staff, students, and volunteers on their roles and responsibilities before, during, and after an emergency incident. These guidelines and procedures will address existing and potential student and school incidents. The plan and the functional and threat/hazard-specific annexes outline an organized, systematic method to address threats, hazards, and vulnerabilities before, during, and after an incident. Annual training is provided to faculty and staff each school year to assess the seriousness of incidents and respond according to these established procedures and guidelines. This school conducts monthly crisis response drills throughout the school year according to the requirements of the WCSD and NV DOE.

## Scope of the Plan

SNACS EOP outlines the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific threat/hazard vulnerabilities and responses/recovery.

### Definitions

**Annex:** This explains how the school will carry out a broad function in response to a threat or hazard. The annex is broken down into two parts: a Functional Annex and Threat and Hazard Specific Annex.

**Appendix:** Supplementary documents needed for emergency response planning and implementation of the emergency operations plan during a drill or real-life incident.

**Crisis:** NRS 388.231 defines a crisis as a "traumatic or sudden event or emergency condition.... that involves violence; profoundly and negatively affects or will affect pupils and employees of a school, or both; occurs on property of a public school, at an activity sponsored by a public school or on a school bus while the bus is engaged in its official duties for a public school; and may involve serious injury or death."

These incidents can be a large-scale event impacting many schools, the total Sierra Nevada Academy Charter School (SNACS), or they can happen on a smaller scale and impact one school site. In all situations, however, a crisis incident has a harmful effect on those who directly and indirectly experience it.

**Emergency:** NRS 388.233 defines an emergency as “an occurrence or threatened occurrence for which action is necessary to save lives, protect property or to protect the health and safety of persons, or to avert the threat of damage to property or injury to persons, on the property of a public school, at an activity sponsored by a public school or on a school bus while the bus is engaged in its official duties for a public school.”

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence, caused by either human action or natural phenomena, which may bring about harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, fires, floods, hazardous materials accidents, earthquakes, hurricanes, tornadoes, tropical storms, public health and medical emergencies, and other occurrences requiring an emergency response. The Principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

**Threat:** A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

**Suicide:** NRS 388.2359 defines suicide as “the suicide of a pupil, teacher or other member of the community of a public school.”

**Vulnerability:** Characteristics of the school that could make it more susceptible to the identified threats and hazards.

### **Disclaimer**

The emergency operation plan cannot predict or plan for every possible scenario. While no set policies rule out the potential for disaster, establishing procedures based upon best professional practices increases the probability that a crisis will be managed efficiently and effectively to mitigate the impact upon the school, its students, and employees.

## Open Meeting Law Inapplicable

NRS 388.261 states that Nevada’s Open Meeting Law, NRS Chapter 241, does not apply to meetings of a Development Committee established pursuant to NRS 388.241; a School Committee established pursuant to NRS 388.247; or the State Board of Education (if the meeting concerns a regulation adopted pursuant to NRS 388.255 or the plan developed pursuant to NRS 388.253).

## Situation Overview

<b>School Population</b>	
<u>3</u>	Administrators
<u>18</u>	Teachers, Specialists, and Licensed Staff
<u>2</u>	Education Support Professionals
<u>1</u>	Cafeteria Staff
<u>2</u>	Maintenance and Custodial Staff
<u>0</u>	Volunteers
<u>300</u>	Students

A master schedule of where classes, grade levels, and staff are located is available in the main office and is accessible in Infinite Campus.

### **Students with Disabilities or Access and Functional Needs**

This school is committed to the safe evacuation and transport of staff and students with functional and access needs, which may include staff and students with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including, seizures, diabetes, asthma, and severe allergies)

### **Threat/Hazard Assessments Summary**

Washoe County, Nevada, is subject to a variety of natural and technological disasters. Currently, the Washoe County Hazard Mitigation Plan specifies the following threats to the region (in alphabetical order):

- Avalanche
- Criminal Acts

Drought  
Earthquake  
Energy Emergency  
Flood  
Hazardous Materials  
Infectious Disease  
Severe Storms  
Terrorism and WMD  
Transportation of Radiological Materials and Waste  
Volcanic Ash  
Wildfire

Schools are exposed to the threats listed above as well as other threats. Threats and hazards have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

#### **Threat/Hazard Assessment Acknowledgement**

On June 10, 2024, the School Emergency Planning Committee completed a thorough review of the previous site assessment completed in June 2022 to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential threats/hazards that may impact the site, staff, and students. Identified threats/hazards have been assessed by risk and likelihood and ranked accordingly.

The School Emergency Planning Committee also referenced the culture and climate assessment to determine staff, student, and parents' perceptions of safety and to identify problems needing to be addressed.

Table 1 briefly discusses this school's high-priority threats/hazards.

**Table 1 High-Priority Hazards**

<p><b>Active Assailant</b></p>	<p>While active assailant incidents at schools are rare, they are highly impactful and may occur at any time. An active assailant incident is unpredictable in nature and no two incidents are the same. An active assailant may use a firearm, bladed weapon, impact weapons, vehicles, or improvised explosive devices. Active assailant situations require a rapid response to mitigate loss of life.</p> <p>In a recent study, the US Secret Service has found that “There is no profile of a student attacker, nor is there a profile for the type of school that has been targeted.” (Source: U.S. Secret Service. 2019. Protecting America’s Schools: A U.S. Secret Service Analysis of Targeted School Violence).</p>
<p><b>Wildfire</b></p>	<p>Schools within or adjacent to a wildland-urban interface are at risk of exposure to wildfire. Wildfires are unpredictable, vary in size and intensity, and no two fires are the same. No assumption of a fire’s behavior should be made without input from the local fire department.</p> <p>Not all Sierra Nevada Academy Charter School (SNACS) schools are constructed with fire prevention materials or fire suppression sprinklers. Other school sites are reliant upon wells for their fire suppression sprinklers. These sites become vulnerable because of the power loss, which occurs during wildfires.</p> <p>In the past 10 years, the Sierra Nevada Academy Charter School (SNACS) has had to evacuate numerous schools due to wildfires. These fires were fast moving and the decision to evacuate had to be made on short notice, leaving little time to respond. There are no indications that our schools will no longer be in danger in the future and planning needs to take place to respond quickly.</p>
<p><b>Earthquake</b></p>	<p>According to the United States Geological Survey (USGS), Washoe County has a high earthquake risk, with a total of 184 earthquakes since 1931. The USGS database shows that there is a 50.33% chance of a major earthquake (5.0) within 50k (31 miles) of Washoe County within the next 50 years.</p> <p>Historically, Washoe County has had periods of damaging earthquakes. (Source: dePolo, G. 2014. Presentation: Earthquake Hazards in Washoe County)</p> <p>1857 – 1869 [1857, 1860, 1868, 1869(2)]</p> <p>1914 – 1915 [1914(2), 1915]</p> <p>1948 – 1954 [1948, 1953, 1954]</p>

<p><b>Chemical Incident</b></p>	<p>Both campuses are located within 0.5 miles of R&amp;R Donnelly, which produces Styrofoam in the plant, located at 14000 Stead Boulevard. Although this could be a rare incident, in the event of a chemical occurrence, SNACS will evacuate either campus and move students to a safe, off-site location, such as Dorthy MacLinden Park (located at 14400 Stead Boulevard). All families will be notified if such an event occurs to ensure proper parent/student reunification.</p>
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**1. Resources**

Resources are vital during many incidents. To request resources, contact Reno Police Department 775-334-2121 (non-emergency), 911, Washoe County Sheriff’s Office 775-328-3001. OEM will work with the various Sierra Nevada Academy Charter School (SNACS) Divisions and/or outside agencies to fill requests. During large incidents, resources may be limited, and fulfillment of requests will be prioritized based on needs.

**A. Planning Assumption and Limitations**

**1. Planning Assumptions**

Stating the planning assumptions allows schools to deviate from the plan if certain assumptions prove not to be true during operations. The School’s EOP assumes:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazard Assessments Summary, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be multiple injuries of varying degrees of seriousness to staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external



assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.

- Actions taken before an incident, such as creating a positive school environment and conducting fire inspections will prevent or reduce incident-related losses.
- Maintaining the School's EOP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, emergency responders, etc.) can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in additional assistance and support to incident management efforts.

## **2. Limitations**

It is the policy of the school that no guarantee is implied by this plan of a perfect incident management system. Because personnel and resources may be overwhelmed, the Incident Commander, Principal, or designee can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

### **I. Concept of Operations**

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

#### **A. National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly before, during, and after an incident, regardless of cause, size, location, or complexity, to protect and mitigate the impact on life or property. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

SNACS recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, responders, and emergency managers.

SNACS works with local government agencies to remain NIMS compliant. NIMS compliance for schools and school Sierra Nevada Academy Charter School (SNACS)s includes completion of the following:

- Adopt the use of the Incident Command System (ICS). All staff that assume roles described in this plan should receive IS-100 training. IS-100: Introduction to Incident Command System is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.

- Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute. All persons assuming roles described in the basic plan or annexes should take the IS-700 course.
- Understand how to create a multi-hazard crisis response plan by completing course IS-362.A: Multi-Hazard Emergency Planning for Schools. IS-362.A is a Web-based course available free from the Emergency Management Institute. All persons assuming roles on the Planning/review committee should take the IS-362.A course.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and threat/hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

## **B. Implementation of the Incident Command System (ICS)**

In a major emergency or disaster, this school may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The **Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used before, during, and after an incident.]**

The Incident Commander (IC) is either the Chief Executive Director, one of the Assistant Directors, or an assigned designee should be the person who has the most experience with the Emergency Operations Plan and should not be dependent upon title. The Incident Commander at this school will be delegated the authority to direct all incident activities within the school's jurisdiction. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to the Assistant Principal's or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander. Since much of the campuses are under 24-hour video surveillance which can be viewed anywhere where Internet is acceptable, the ICP can be determined.

## **C. Initial Response**

School personnel are usually first on the scene of an incident in a school setting. Staff are expected to take charge and manage the incident until its resolution or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from the school and local officials and seek technical assistance where appropriate. The Incident Commander (CEO or his/her designee), Assistant Directors, or designee is responsible for activating the School's EOP, including common and specialized procedures as well as threat/hazard-specific procedures. The Incident Commander, Assistant Director, or designee will assume the role as the IC or assign an Incident Commander based on who is most qualified for the type of incident occurring.

## **II. Organizational and Assignment of Responsibilities**

Operational organization is required to effectively manage an emergency or incident. The tasks and responsibilities for each individual needs to be established.

The Chief Executive Director, the Assistant Directors, identified Teachers, or designees are not able to manage all the aspects associated with an incident without assistance; therefore, the school should rely on other key school personnel to perform tasks that will ensure the safety of staff and students during a crisis or critical incident. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with their role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. If this school's School's EOP is activated, staff will be assigned to serve within the Incident Command System (ICS) based on their expertise and training and the needs of the incident. The following section includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

#### **D. Incident Commander / Assistant Director**

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in the School's EOP.
- Be aware of authorities, policies, and external stakeholders as part of the incident.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Code Yellow – Secured Campus, Code Red – Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened.
- Work with emergency services personnel both internal (Sierra Nevada Academy Charter School (SNACS) and external. Depending on the incident, community agencies such as law enforcement or the fire department may have jurisdiction for investigations, rescue procedures, etc.
- Join with responding agencies to form a Unified Command to handle the situation more efficiently.
- Keep the Principal and other vested officials informed of the situation.

#### **E. Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols located in the Appendix Q - Staff Handbook of the Emergency Operations Plan.

- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Execute assignments as directed by the Incident Commander, Assistant Directors, or designee.
- Render first aid, in accordance with your abilities, or obtain first aid services for injured students from the school's Medical Emergency Response & Triage Team.

#### **F. Counselors, Social Workers, and Psychologists**

Counselors, social workers, and psychologists will assist with the overall direction of the incident management procedures or as part of the School Crisis Response Team at the site. This is only applicable if they are present. Sierra Nevada Academy Charter School has part-time counselors, social workers, and psychologists on a predetermined, day-by-day, basis.

Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Counselors, psychologists, and social workers trained in Psychological First Aid will render assistance.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander, Assistant Directors, or designee.

#### **G. Clinic Aides and/or Designee**

Responsibilities include:

- Provide life-saving interventions in concert with education, skills, and training.
- Administer first aid or emergency treatment as needed.
- School nurse should supervise administration of first aid by those trained to provide it, as possible.
- Organize and transport first aid and medical supplies.
- Facilitates transfer of care to EMS responders upon their arrival.
- Works with the Incident Commander, Assistant Directors, or designee to notify parents/guardians of injured student's status and the location the student was transported, as needed.

#### **H. Custodian/Operations**

Responsibilities include:

- Survey and report building damage to the Incident Commander, Assistant Directors, or designee.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander, Assistant Directors, or designee to inform the condition of school.

#### **I. Office Staff**

Responsibilities include:

- Assist in the school threat and hazard vulnerability site assessments.
- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander, Assistant Directors, or designee.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

#### **J. Students (age-appropriate)**

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Adhere to instructions and directions provided by staff, administrators, and teachers.
- Provide support when requested (age appropriate).

### **III. Direction, Control, and Coordination**

#### **A. School Incident Command System (ICS)**

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School-Based Emergency Operations Plan will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Incident

Commander should be the person who has the most experience with the School-Based Emergency Operations Plan and should not be dependent upon title. The Incident Commander will receive strategic guidance, information analysis, and external needed resources from the Policy Group.

Due to the rapid on-set and unpredictable nature of emergencies it is important for schools to have an incident management team who will implement the tactics and strategies to achieve the goals set by the Incident Commander. The School Incident Response Team (SIRT) organization as well as a description for each section is discussed below.

The ICS is organized into the following functional areas:

### **1. Incident Command**

Directs the incident management activities using strategic guidance.

Responsibilities and duties may include:

- Sets initial incident objectives to account for life safety, incident stabilization, and property preservation.
- Establish and manage the Incident Command Post (ICP), establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the Principal.
- Have working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all activities.

### **2. Operations Section**

Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, Medical Emergency Response and Triage, site security, damage assessment, evacuations, and the release of students to parents.

Responsibilities and duties may include:

- Analyzing incidents needs to initiate a Family Reunification Plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning), shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
- Provide medical triage with staff trained in first aid and CPR, provide, and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access Psychological First Aid (PFA) services for those in need and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure.
- Document all activities.

As needed, the types of Strike Teams described in the following table may be established within the Operations Section.

**Operations Section Strike Teams**

<b>Strike Team</b>	<b>Potential Responsibilities</b>
<b>Medical Emergency</b>	<p>Medical Emergency Response and Triage (MERT) Teams provide triage, and treatment. The Medical Emergency Response &amp; Triage Teams are responsible for:</p> <ul style="list-style-type: none"> <li>▪ Setting up a first aid area for students.</li> <li>▪ Assessing and treating injuries.</li> <li>▪ Communicate to staff, students, and families.</li> </ul>
<b>Evacuation/ Shelter/ Care Team</b>	<p>Staff and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Accounting for the whereabouts of all students, staff, and visitors.</li> <li>▪ Setting up a secure evacuation area.</li> <li>▪ Managing sheltering and sanitation operations.</li> <li>▪ Managing student feeding and hydration.</li> </ul>
<b>Facility &amp; Security Response Team</b>	<p>The Facility &amp; Security Response Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Locating all utilities and turning them off, if necessary.</li> <li>▪ Securing and isolating fire/HazMat.</li> <li>▪ Assessing and notifying officials of fire/HazMat.</li> <li>▪ Conducting perimeter control.</li> <li>▪ Crime scene preservation.</li> </ul>



Strike Team	Potential Responsibilities
<b>School Crisis Response Team</b>	<p>The School Crisis Response Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Psychological First Aid</li> <li>▪ Assessing need for onsite mental health support.</li> <li>▪ Determining need for outside agency assistance.</li> <li>▪ Providing onsite intervention/counseling.</li> <li>▪ Monitoring well-being of the School Incident Response Team, staff, and students, and reporting all findings to the Operations Section Chief.</li> </ul>
<b>Reunification Team</b>	<p>Reunification refers to the process of reuniting students with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. Reunification of staff with their loved ones is an important part of Reunification as well. The Reunification Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Organizing students at the Student Holding area.</li> <li>▪ Checking student information for authorized releases.</li> <li>▪ Completing release logs.</li> <li>▪ Coordinating with Incident Commander, Principal, or designee.</li> <li>▪ Communicating with appropriate family members for student release.</li> </ul>

**3. Planning Section**

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

Responsibilities and duties may include:

- Assist Incident Commander, Assistant Directors, or designee for the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

**4. Logistics Section**

Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; establishing medical treatment for staff responders; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties may include:

- Establish and oversee communications center and activities during an incident (two-way radio, email, cell phone, Blackboard Connect Outreach, written updates, etc.).
- Coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment. Maintain emergency response kits.
- Document all activities.

#### **5. Finance / Accounting Section**

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for all personnel responding, submitting documentation for reimbursement, and recovering school records following an incident.

Responsibilities and duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses in accordance with Sierra Nevada Academy Charter School (SNACS) policy and secure all records.

#### **B. School Sierra Nevada Academy Charter School (SNACS) Emergency Operations Plan (EOP)**

Sierra Nevada Academy Charter School (SNACS) maintains the Emergency Operations Plan (EOP) to address threats/hazards and incidents.

### **C. Coordination with Responders**

An important component of the School's EOP is to set agreements with various county agencies to aid in timely communication. Agreements with these agencies and services (including such county governmental agencies as mental health, law enforcement, and fire departments) help coordinate services between the agencies and affected schools. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the responder community, command will be transferred upon the arrival of qualified responders. A transfer of command briefing shall occur. The school's Incident Commander, Assistant Directors, or designee may be integrated into the Incident Command structure or assume a determined role.

### **D. Source and Use of Resources**

This school will use its own resources and equipment to respond to incidents until exhausted or until incident response personnel arrive.

## **IV. Information Collection, Analysis, and Dissemination**

An assigned administrative staff will collect, analyze, and disseminate information before, during, and after an incident.

### **A. Types of Information**

Before and during an incident, administrative staff should be assigned to monitor the weather, local law enforcement alerts, and crime reports daily. This information will be analyzed and shared with the Incident Commander, Assistant Directors, or designee, with any immediate actions required identified.

After an incident, assign staff to monitor websites and hotlines of mental health, emergency management, and relief agencies, as well as the school Sierra Nevada Academy Charter School (SNACS) information portal (website, Class Dojo, Blackboard Connect, etc.), to determine any information pertinent or critical to the school's recovery effort.

### **B. Information Documentation**

The assigned staff member will document the information gathered using the documentation. Information to be documented includes:

- The source of the information.
- The staff member who collected and analyzed the information.
- The staff member receives and uses the information.
- The format for providing the information.

- The date and time the information was collected and shared.
- Potential next steps for an appropriate action plan.

## **V. Training and Exercises**

Sierra Nevada Academy Charter School (SNACS) understands the importance of training, drills, and exercises in maintaining and planning for an incident. NRS 392.450 mandates Principals/Directors conduct drills, at least once per month, to instruct pupils in the appropriate procedures to be followed in the event of a lockdown, fire, or other emergency. Not more than three of the drills may include instruction in the appropriate procedures to be followed in the event of a chemical explosion, related emergencies, and other natural disasters. At least one-half of the drills provided must include instruction in appropriate procedures to be followed in the event of a lockdown. In other words, there must be five drills for lockdown (at least three should be for a Code Red - Lockdown), three drills for fire/evacuation, and one drill each for shelter-in-place and earthquake.

To ensure that school personnel and community responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercising efforts are in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

Training and exercises will be documented to include date(s), type of training or exercise, and participant roster.

### **A. Training**

All school staff and students will receive training throughout the school year to better prepare them for an incident.

#### **1. Staff Training**

At the beginning of the school year, before students start attending class, basic training and refresher training sessions will be conducted for all school personnel.

Mandatory staff training includes:

- Threat/hazard and incident awareness training for all staff.
- Team training to address specific incident response or recovery activities, such as Family Reunification and relocation to the Reunification Site.
- Procedures for Staff and Student Accounting, Shelter-in-Place, Code Yellow - Secured Campus, Code Red - Lockdown
- Alternate routes – When they will be used, how communications will be received, etc.
- Location of Staff-Student Staging Area and Off-Site Evacuation Locations

Staff specific:

- Exits, alternate routes, and what to bring.
- Classroom evacuation map and Emergency Procedures Quick Reference Card

Teacher specific:

- Location and placement of the classroom evacuation map and Emergency Procedures Quick Reference Card should be consistent throughout the school.
- Classroom Emergency Kits.
- Release procedures

Non-assigned personnel:

- How and where to receive their assignments.

Additional staff training could include:

- First aid and CPR for all staff.
- Stop the Bleed for all staff.
- Psychological First Aid for Schools (PFA-S) based on the PFA-S Field Operations Guide for school counselors and other designated staff.

All staff members are encouraged to develop personal and family emergency plans. Each family should anticipate that a staff member might be required to remain at school following a catastrophic event.

## **2. Student Training**

All students will receive age-appropriate training on the importance of preparedness and participating in exercises.

### **B. Drill/Exercises**

Drills will be conducted at least once per month. Other types of exercises should occur at least once per school year.

Approved parent/guardian volunteers and community members may be incorporated into larger exercise plans.

## **VI. Administration, Finance, and Logistics**

### **A. Agreements and Contracts**

If school resources prove to be inadequate during an incident, school administration or the Incident Commander, Principal, or designee will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized Sierra Nevada Academy Charter School (SNACS) and school officials and are in writing. Agreements and contracts identify the school officials authorized to request assistance pursuant to those documents.

## **B. Recordkeeping**

### **1. Administrative Controls**

The school administration is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

### **2. Appendix M Activity Log**

The Incident Commander, Scribe, and ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Containment or termination of the incident.

### **3. Incident Costs**

- Annual Incident Management Costs

The Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

- Incident Costs

The Finance and Administration Chief Executive Officer will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

- These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

#### **4. Preservation of Records**

To continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principle causes of damage to records are fire and water; therefore, essential records will be protected accordingly in a secure location.

## **VII. Plan Development and Maintenance**

Organizations and communities can do many things to prepare for emergency incidents and disasters before they occur. Organizations and communities can protect themselves, their property, and the environment by determining their hazards, assessing their resources, and training needs, and developing plans for response to and recovery from major emergencies and disasters.

The Emergency Planning Committee is responsible for the overall maintenance and revision of the School's EOP and for coordinating training and exercises. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

Sierra Nevada Academy Charter School (SNACS) Development Committee and the School Emergency Planning Committee are responsible for approving and promulgating this plan.

### **A. Approval and Dissemination of the Plan**

The Incident Commander, Assistant Directors, or designee along with the School Emergency Planning Committee:

- Will review and validate the plan.
- Present the plan to staff, students, and families.
- Distribute the plan as needed.

#### **1. Record of Changes**

Each update or change to the plan will be tracked and maintained by the School Emergency Planning Committee. The record of changes will include: the date of the change, signatures of the Planning Team, and be posted in the School's EOP.

#### **2. Record of Distribution**

Copies of plans and annexes should be distributed to those tasked in this document. The EOP Review Verification Forms will be utilized and kept as proof that individuals have acknowledged their receipt and review of the plan.

### **B. Plan Review and Updates**



The basic plan will be reviewed annually by the Planning Team, emergency management representative(s), law enforcement representative(s), and others deemed appropriate by school administration. The Incident Commander, Assistant Directors, or designee will establish a schedule for annual review of planning documents.

The School's EOP will be updated based upon deficiencies identified during incident management activities, drills, and exercises and when changes in threats, hazards, resources and capabilities, or school structure occur.

## VIII. Authorities and References

The following laws are the State authorizations and mandates upon which this School's EOP is based. These authorities and references provide a legal basis for incident management operations and activities. The following is a brief overview, see NRS 388.229 – 388.266 for all laws related to Response to Crisis, Emergency or Suicide. The below text is abbreviated, see <https://www.leg.state.nv.us/NRS/NRS-388.html#NRS388Sec229> for full text.

- NRS 388.241 subsection 1 mandates the Board of Governance of Sierra Nevada Academy Charter School (SNACS) shall establish a development committee to develop one plan to be used by all the public schools.....in responding to a crisis, emergency, or suicide.
- NRS 388.243 subsection 2 mandates the plan developed pursuant to subsection 1 must include, without limitation:
  - (a) The plans, procedures and information included in the model plan developed by the Department pursuant to NRS 388.253;
  - (b) A procedure for responding to a crisis or an emergency and for responding during the period after a crisis or an emergency has concluded, including, without limitation, a crisis or an emergency that results in immediate physical harm to a pupil or employee of Sierra Nevada Academy Charter School (SNACS)
  - (c) A procedure for enforcing discipline within Sierra Nevada Academy Charter School (SNACS) for obtaining and maintaining a safe and orderly environment during a crisis or an emergency;
  - (d) The names of persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that are available to provide counseling and other services to pupils and staff of the school to assist them in recovering from a crisis, emergency, or suicide; and
  - (e) A plan for making the persons and organizations described in paragraph (d) available to pupils and staff after a crisis, emergency, or suicide.
  - (f) A procedure for responding to a crisis or an emergency that occurs during an extracurricular activity which takes place on school grounds;
  - (g) A plan which includes strategies to assist pupils and staff at a school in recovering from a suicide; and
  - (h) A description of the organizational structure which ensures there is a clearly defined hierarchy of authority and responsibility used by the school for the purpose of responding to a crisis, emergency or suicide.

- NRS 388.245 subsection 1 mandates each development committee shall, at least once each year, review and update as appropriate the plan that it developed pursuant to NRS 388.243. In reviewing and updating the plan, the development committee shall consult with the director of the local organization for emergency management or, if there is no local organization for emergency management, with the Chief of the Division of Emergency Management of the Department of Public Safety or his or her designee.
- NRS 388.247 subsection 1 mandates the Incident Commander, Assistant Directors, or designee of each public school, including, without limitation, each charter school, shall establish a school committee to review the plan developed for the school pursuant to NRS 388.243.
- NRS 388.249 subsection 1 mandates each school committee shall, at least once each year, review the plan developed for the school pursuant to NRS 388.243 and determine whether the school should deviate from the plan.
- NRS 388.253 subsection 2 mandates the model plan must include, without limitation, a procedure for:
  - (a) In response to a crisis or emergency:
    - (1) Coordinating the resources of local, state, and federal agencies, officers, and employees, as appropriate;
    - (2) Accounting for all persons within a school;
    - (3) Assisting persons within Sierra Nevada Academy Charter School (SNACS)- a charter school, or a private school to communicate with each other;
    - (4) Assisting persons within Sierra Nevada Academy Charter School (SNACS)- a charter school, or a private school to communicate with persons located outside the school, including, without limitation, relatives of pupils and relatives of employees of such a school, the news media, and persons from local, state or federal agencies that are responding to a crisis or an emergency;
    - (5) Assisting pupils of Sierra Nevada Academy Charter School (SNACS)- a charter school or a private school, employees of such a school and relatives of such pupils and employees to move safely within and away from the school, including, without limitation, a procedure for evacuating the school and a procedure for securing the school;
    - (6) Reunifying a pupil with his or her parent or legal guardian;
    - (7) Providing any necessary medical assistance;
    - (8) Recovering from a crisis or an emergency;
    - (9) Carrying out a lockdown at a school;
    - (10) Providing shelter in specific areas of a school; and
    - (11) Providing disaster behavioral health related to a crisis, emergency or suicide;
  - (b) Providing specific information relating to managing a crisis or emergency that is a result of:
    - (1) An incident involving hazardous materials;
    - (2) An incident involving mass casualties;
    - (3) An incident involving an active shooter;
    - (4) An incident involving fire, explosion, or other similar situation;
    - (5) An outbreak of disease;

- (6) Any threat or hazard identified in the hazard mitigation plan of the county in Sierra Nevada Academy Charter School (SNACS) is located, if such a plan exists; or
    - (7) Any other situation, threat or hazard deemed appropriate;
  - (c) Providing pupils and staff at a school that has experienced a crisis, emergency, or suicide with access to counseling and other resources to assist in recovering from the crisis, emergency, or suicide.
  - (d) Evacuating pupils and employees of a charter school to a designated space within an identified public middle school, junior high school or high school in a school Sierra Nevada Academy Charter School (SNACS) that is separate from the general population of the school and large enough to accommodate the charter school, and such a space may include, without limitation, a gymnasium or multipurpose room of the public school;
  - (e) Selecting an assessment tool which assists in responding to a threat against the school by a pupil or pupils; and
  - (f) On an annual basis, providing drill to instruct pupils in the appropriate procedures to be followed in response to a crisis or an emergency. Such drills must occur:
    - (1) At different times during the normal school hours; and
    - (2) In cooperation with other state agencies, pursuant to this section.
- 388.257 subsection 1 mandates if a crisis or an emergency that requires immediate action occurs at a public school or a suicide occurs, the Assistant Directors of the school involved, or the Assistant Director's designated representative, shall, in accordance with the plan developed for the school pursuant to NRS 388.243 and in accordance with any deviation approved pursuant to NRS 388.251, contact all appropriate local agencies, including, without limitation, a provider of mental health services which is operated by a state or local agency, to respond to the crisis, emergency or suicide.

# FUNCTIONAL ANNEXES

## FA1 – Code Red – Lockdown Procedure

### I. PURPOSE

In cases of an incident requiring a Code Red - Lockdown, staff and students should adhere to the following procedure.

### II. SCOPE

A Code Red - Lockdown is an emergency lockdown response to an emergency within the building, on school grounds, or immediate surroundings of the school. This type of lockdown requires all staff and students to seek as much safety from physical harm as immediately possible. The Code Red - Lockdown Procedure outlines steps to be taken to protect staff and students from injury or death during an incident and ensures the safety of all occupants when necessary. This type of lockdown requires that all staff and students seek as much safety from physical assault as possible by using barriers to sight (hiding behind/away from/beneath) as well as physical barriers. This procedure requires immediate, evasive action on the part of staff and students, and it rapidly enhances the level of security in the building.

The plan outlines procedures for staff and students located:

- Indoors
- Outdoors

### III. ALERT SIGNAL

**“This is an emergency announcement Code Red - Lockdown; Code Red - Lockdown; Code Red - Lockdown.”** (No information about locking doors or location of students is given over intercom or radios, as this may help any perpetrators on campus. It is expected that staff will be aware of Code Red - Lockdown procedures.)

### IV. RESPONSIBILITIES

To implement the Code Red - Lockdown procedure:

- All staff and students will undergo training and will participate in drills.
- Staff assigned to work with students or staff with disabilities or access and functional needs will undergo training to address the needs of those identified.
- Staff assigned to various sections/teams will undergo training and will participate in drills.

### V. SPECIALIZED PROCEDURES

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee or when deemed appropriate by the situation.

#### A. Indoor Procedure

When indoors, staff and students should:

- Listen for the Code Red - Lockdown Procedure announcement.

- Move to a secure location behind a lockable door or, if you are unable to secure your location, implement the Independent Evacuation Procedure.
- Staff will lock classroom/office door(s).
- Staff will turn off lights.
- Staff will cover windows.
- Students should move to the “hard corner”.
- Remain silent and ensure the room looks and sounds like it is unoccupied.
- Ensure students with disabilities or access and functional needs are properly assisted.
- Staff will conduct Staff and Student Accounting. Staff should take evasive action when finished.
- Enforce Student Code of Conduct; remain calm and silent.
- Do not attempt to contact the office unless you have pertinent information regarding the incident.
- If needed, contact 911 for a life-threatening situation occurring in your room.
- Do not open the door for anyone.
- Remain in place if the fire alarm rings; Staff may evacuate if there is an imminent fire threat (visible smoke or fire).
- Continue the Code Red - Lockdown until notified by the appropriate authority.

#### B. Outdoor Procedure

When outdoors, staff and students should:

- Listen for the lockdown procedure announcement.
- Listen for instructions to evacuate. If no instructions are given, supervising student adults should look for several escape routes.
- Ensure students with disabilities or access and functional needs are properly assisted.
- Once at a safe location conduct Staff and Student Accounting using a computer-based system.
- Remain calm.

**Reminder:** It may be necessary to take independent action during a real emergency.

## FA2 – Code Yellow – Secured Campus Procedure

### I. PURPOSE

In cases of an incident requiring the Code Yellow - Secured Campus of the school building, staff and students should adhere to the following procedure.

### II. SCOPE

A Code Yellow - Secured Campus occurs when an outside event, threat near the building, or on campus incident requires security actions to take place. Code Yellow - Secured Campus is a preventative response to rapidly enhance the level of security within the building. In this type of lockdown, all exterior doors and main interior doors are locked, making it more difficult for an intruder to enter the building or gain access to students, but staff and students can continue with productive activities in a limited fashion. The Code Yellow - Secured Campus Procedure outlines steps to be taken to protect staff and students from injury or death during an incident and ensure the safety of all occupants when necessary.

The plan outlines procedures for staff and students located:

- Indoors
- Outdoors

### III. ALERT SIGNAL

**“This is an emergency announcement. We are initiating a Code Yellow - Secured Campus. I repeat, initiate a Code Yellow - Secured Campus.”**

### IV. RESPONSIBILITIES

To implement the Code Yellow - Secured Campus Procedure:

- All staff and students will undergo training and will participate in drills.
- Staff assigned to work with students or staff with disabilities or access and functional needs will undergo training to address the needs of those identified.
- Staff assigned to various sections/teams will undergo training and will participate in drills.

### V. SPECIALIZED PROCEDURES

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee or when deemed appropriate by the situation.

#### A. Indoor Procedures

- Listen for Code Yellow - Secured Campus Procedure announcement.
- Staff will lock the classroom door(s).
- Ensure students with disabilities or access and functional needs are properly assisted.

- Staff will conduct Staff and Student Accounting.
- The administration and emergency responders will direct all student movement.
- Light Search & Rescue Teams will sweep the building and grounds, if safe to do so, to ensure all staff and students have entered the building.
- Do not attempt to contact the office unless you have pertinent information regarding the incident.
- All exterior doors and gates are locked.
- If needed, contact 911 for a life-threatening situation occurring in your room.
- Continue instruction as usual.
- Continue the Code Yellow - Secured Campus until notified by the appropriate authority.

B. Outdoor Procedures

- Listen for Code Yellow - Secured Campus Procedure announcement.
- Reverse Evacuate into the building.
- Follow indoor procedure.

**Reminder:** It may be necessary to take independent action during a real emergency.



## **FA3 – Sierra Nevada Academy Charter School (SNACS) Communication Plan**

### **I. PURPOSE**

Communication is a critical part of incident management. This Functional Annex outlines Sierra Nevada Academy Charter School (SNACS) Communications Plan to be used during any incident occurring at the school and allows for compliance with NRS 388.253 (1c) and (1d).

### **II. SCOPE**

Effective communication should be the goal of every Incident Commander to provide clear and effective internal and external communication between the school and the staff, students, parents/guardians, emergency responders, and media. Sierra Nevada Academy Charter School (SNACS) Communication Plan outlines the steps to be taken to communicate internally, externally, rumor control, and after an incident.

### **III. RESPONSIBILITIES**

To implement Sierra Nevada Academy Charter School (SNACS) Communication Plan, all staff should be trained on the communications procedures in this annex.

### **IV. EMERGENCY COMMUNICATIONS**

#### **A. During an Incident**

During an emergency incident, telephones will be used only to report emergency conditions or to request emergency assistance.

If telephone and/or electrical service are interrupted, other means must be relied upon to relay information. All staff carry radios that can communicate with each other. Most staff carry cell phones to communicate with external emergency responders. Cell phones and/or radios will only be used to request emergency assistance, report emergency conditions to the Incident Commander, Assistant Directors, or designee and provide critical information/updates.

It is the responsibility of the Office of Communications and Community Engagement to disseminate information to the media, parents, and the public.

As part of the Sierra Nevada Academy Charter School (SNACS) Emergency Communication Plan, the Incident Commander, Assistant Directors, or designee will:

- Notify Reno Police Department (911) of the school's status/needs.
- Work with the Incident Commander, Assistant Directors, or designee to coordinate additional communications support including an on-site School Public Information Officer when required.
- Utilize Blackboard Connect and/or Class Dojo to send messages to parents and school staff. The Incident Commander, Assistant Directors, or designee will provide support or can take over these duties when school site staff are unable to perform them due to the situation at the school site.

## 1. Internal Communications

Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices should be utilized to disseminate information internally when appropriate:

- **Blackboard Connect:** Messages may be delivered to staff via the Blackboard Connect system. Be sure the call is set for delivery to staff only.
- **Emergency Communication Team:** Establish an Emergency Communication Team (EC Team) utilizing Microsoft Teams. This can be used to relay information to the staff during a Code Red – Lockdown, Code Yellow – Secured Campus, or Shelter-in-Place. All communication must be approved by the Incident Commander/Unified Command, Office of Communications and Community Engagement.
- **Staff Meetings/Training:** As appropriate, updated information about an incident will be presented at staff meetings/training. Any new procedures for the day will also be reviewed at this time.

The Incident Commander, Assistant Directors, or designee will monitor all communications and media.

## 2. External Communications

If utilizing Unified Command during an incident, all external communication should be approved by the Incident Commander, Assistant Directors, or designee before release.

The Office of Communications and Community Engagement in coordination with the Incident Commander and School Assistant Directors should communicate with parents during an incident by:

- Disseminating information via Blackboard Connect and Sierra Nevada Academy Charter School (SNACS) website ([www.snacs.org](http://www.snacs.org)) to inform parents about confirmed facts of an incident.
- Describing how the school is handling the situation.
- Providing information regarding possible reactions of their children and ways to talk with them.
- Providing where and how families can receive updated incident information.
- Informing families and students when and where school will resume.
- The Incident Commander, Assistant Directors, or designee will work together to designate a School Public Information Officer (SPIO) and media staging plan.
- Do not release names of students or staff members to the media unless formally approved by the legal parent/guardian.

- Do not allow members of the media to enter the school during class times, in accordance with policy. The media and any member of the public may use the public rights-of-way, such as the sidewalk. In certain circumstances, such as a news conference, Incident Commander, Assistant Directors, or designee might arrange for media access to the site.

The Incident Commander, Assistant Directors, or designee will:

- Establish a location (on or off campus) briefing area for media representatives.
- Respond to media inquiries and update media outlets regularly.
- Develop or assist the school in developing scripted statements.
- Work with designated administrative spokespersons to establish:
  - Information to be discussed, facts that can be released.
  - Length.
  - When.
  - Where.
  - Key messages to emphasize.

**Note:** Sierra Nevada Academy Charter School (SNACS) employees are to refer all requests for information and questions to the designated spokesperson.

Templates for statements/press releases to the media, including standard procedures and protocols, may be obtained through the Incident Commander, Assistant Directors, or designee.

The Incident Commander, Assistant Directors, or designee will maintain direct communication with emergency responders during an incident.

### 3. Rumor Control

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, the School-Based Incident Management Team will:

- Provide appropriate information to all school staff.
- Hold a school staff meeting before staff members are released to go home so that what is (and is not) known can be clearly communicated.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public; to ensure accurate information is disseminated and dispel rumors.

### B. After an Incident

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery

process. The collection of information and dissemination of accurate information will facilitate the recovery process. After an incident, school administrators will:

- Conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.
- Provide access between families and qualified school administrators to discuss specific questions or concerns about the event or the response to the event.

#### V. Communication Tools

Some common internal and external communication tools schools may use include:

- **Standard telephone:** Turn off the main number (same process as after office hours) and change outgoing message to give parents important information regarding the incident. The goal is to keep other telephone lines free for communication with emergency responders and others.
- **Mobile communication technology:** Mobile devices may be the only tool working when electric service is out; they are useful to staff enroute to or from a site.
- **Intercom systems:** The intercom system includes school-wide notification of an emergency as well as teacher-initiated communication with the front office.
- **Megaphones:** The megaphone is part of the school's Emergency Main Office Kit to address staff and students who are assembling outside the school.
- **Two-Way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site and with emergency responders. All staff should be trained to understand how to operate the two-way radio.
- **Fax machines:** Possible uses include off campus accidents where lists of staff and students involved, their locations, and needed telephone numbers, can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax numbers.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff, support staff, students, and volunteers will be trained on what sounds mean and how to respond to them.
- **Whistles:** Whistles should be included in School Emergency Kits to signal a need for immediate attention or assistance.
- **Signs:** Small portable signs will be used during an evacuation and held above shoulder level by the teachers only. Designated signs will be:
  - **WHITE:** Classroom identification sign (provide room number on sign written/typed in large font black letters). Signs need to be highly visible and able to withstand all weather conditions. Cards to be attached to the white identification signs include:

- **RED:** Need assistance, i.e., injuries, “All Students Not Accounted For” and/or “Extra Students” are present.
- **GREEN:** “All Students Accounted For”, “No Help Needed”

## FA4 – Evacuation Procedure

### I. PURPOSE

To establish an evacuation procedure for school building(s) in response to an emergency.

### II. SCOPE

The evacuation procedure outlines steps to be taken to protect staff and students from injury or death when there is a threat in or near the facility and it is safer for students to move away from the building rather than remaining. Typically, staff and students will move to the designated Staff-Student Staging Area. At this location, attendance is taken, and decisions can be made as to whether there will be movement to the Family Reunification Site, return to the school, or dismissal. These reunifications site are: R&R Donnelly and/or Dorothy MacAlinden Park.

The plan outlines procedures for staff and students located:

- Indoors
- Outdoors

### III. ALERT SIGNALS

An announcement is made **“This is an emergency announcement Evacuate; Evacuate; Evacuate.”** If the fire alarm has been activated, or you see smoke/fire and it is safe to evacuate the building. Once everyone has reached fire drill locations, by radio and then orally, staff members will be told to move students to the Staff-Student Staging Area.

### IV. RESPONSIBILITIES

To implement the Evacuation Procedure:

- All staff and students will undergo training and will participate in drills.
- Staff assigned to work with students or staff with disabilities or access and functional needs will undergo training to address the needs of those identified in Appendix D – Students with Disabilities or Access and Functional Needs and Appendix E – Staff with Disabilities or Access and Functional Needs.
- Staff assigned to various sections/teams will undergo training and will participate in drills.

### V. SPECIALIZED PROCEDURES

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee or when deemed appropriate by the situation.

#### A. Indoor Procedures

When indoors, staff and students will:

- Listen for the evacuation procedure announcement.

- Immediately leave the building in a calm, orderly fashion using the primary evacuation routes shown on the school map. If primary evacuation routes are unsafe or not available, staff and students will use alternate routes.
- Teachers will sweep assigned classrooms and close the classroom door(s), ensuring they are secure and locked upon clearing the classroom.
- Teachers or other staff members - bring class rosters and emergency kits.
- Bring the main office evacuation kit.
- Bring a health office emergency “go kit”.
- Ensure students with disabilities or access and functional needs are properly assisted in the evacuation.
- Gather at the pre-assigned Staff, which should be at least 500 feet away from the building, if possible.
- Keep students together and calm.
- Ensure no one re-enters the building until notified by the appropriate school administrator.

**Note:** Under no circumstance should staff and students use the elevator(s) to evacuate (Fox site only).

#### B. Outdoor Procedure

When outdoors, staff and students will:

- Listen for evacuation procedure announcement.
- Direct students to move away from the building(s) immediately in a calm, orderly fashion to the pre-assigned Staff-Student Staging Area, which should be 300 ft away from the building, if possible.
- Ensure students with disabilities or access and functional needs are properly assisted in the evacuation.
- Keep students together and calm.
- Ensure no one re-enters the building until notified by the appropriate school administrator.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **FA5 – Family Reunification Procedure**

### **I. PURPOSE**

To establish a procedure for the creation of a Family Reunification Center following an actual emergency or critical incident.

### **II. SCOPE**

The Family Reunification Procedure outlines steps to be taken to safely reunify students and parents no matter the size or location of the incident when normal student release is not possible or practical.

### **III. These reunification sites are: R&R Donnelly and/or Dorothy MacAlinden Park. ALERT SIGNAL**

There is no audible signal for the Family Reunification Procedure. Verbal instructions to implement the family reunification process will be given by the Incident Commander.

### **IV. RESPONSIBILITIES**

To implement the Family Reunification Procedure:

All staff will undergo training and will participate in drills.

Staff assigned to various sections/teams will undergo training and will participate in drills.

### **V. SPECIALIZED PROCEDURES**

Staff when directed by the Incident Commander, Assistant Directors, or designee will implement the following procedures.

#### **A. Student Hold**

If an incident is confined to an area in the neighborhood, which prevents students from going home on their own safely staff will:

- Determine the streets affected by the incident.
- Gather the names of students who live in the affected area.
- Bring affected students to the main office prior to the end of the day.
- Contact parents or guardians to arrange pick-up, check temporary restraining orders to ensure an authorized person picks the student up.

#### **B. Controlled Release**

If an incident occurring near the school prevents the normal release of students, the staff will:

- Knowing that every situation is different, work with local Police and/or Emergency Management Responders to devise a plan.
- Only designated legal parents/guardians, or determined designees, may pick up students.
- Work with local responding agencies, as needed, to coordinate the release of students.



Considerations may include:

- Contact parents of students who walk home to arrange pick-up.
- Using a single point of entry and exit, allow parents to go to their student's classroom(s) to pick up their child(ren).
- Use the field to have legal parents/guardians to pick-up students (use evacuation procedure).
- If the teacher does not recognize the parent, contact the office to verify the ID.
- Contact parents of students who walk home to arrange pick-up.
- Use the home room to organize the release.
- HS students who drive may be able to leave on their own.

### C. Two-Gate System

If an incident has occurred at a school, it may be necessary to utilize a more secure method of reuniting students with parents/guardians, the staff will:

- Activate the Reunification Team.
- Activate the Security Team.
- Move to the designated reunification site, if possible.
- Set-up reunification location in two-gate system, if possible.
  - Designate a Student Holding Area.
  - Designate a Parent Check-In Area.
  - Designate a Student Release gate.
  - Designate a Health Station.
  - Designate a Parent Notification Area.

**Reminder:** It may be necessary to take independent action during a real emergency.

## FA6 – Independent Evacuation Procedure

### I. PURPOSE

To establish a process for Independent Evacuation from injury or death for staff and students during an incident or accident.

### II. SCOPE

The Independent Evacuation Procedure outlines steps to be taken to protect staff and students from injury or death during an incident. Independent Evacuation is the decision made by any staff or student (age-appropriate) who is unable to get behind a lockable door quickly or safely during a life-threatening event and leaving campus is a better option.

The plan outlines procedures for staff located:

- Indoors
- Outdoors

### III. ALERT SIGNAL

May be triggered by a Code Red - Lockdown announcement or by a life-threatening incident occurring at or near staff or students' location.

### IV. RESPONSIBILITIES

To implement the Independent Evacuation Procedure:

- All staff and students (age-appropriate) will undergo training and will participate in drills.
- Staff assigned to work with students or staff with disabilities or access and functional needs will undergo training to address the needs of those identified in Appendix D – Students with Disabilities or Access and Functional Needs and Appendix E – Staff with Disabilities or Access and Functional Needs.

### V. SPECIALIZED PROCEDURES

Staff and students will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee when deemed appropriate by the situation.

#### A. Staff

When indoors or outdoors, staff will:

- Move students to a safe location away from campus.
- Once at a safe location initiate Staff and Student Accounting procedures in accordance with FA12 – Staff and Student Accounting Procedure.

#### B. Students (age-appropriate)

When indoors or outdoors, students will:

- Move to a safe location away from campus or go home.
- Contact the parent/guardian to let them know they are safe.
- Call 911 to give their name, school name, and location.

## FA7 – Medical Emergency Response Procedure

### I. PURPOSE

This Functional Annex ensures that procedures are in place in accordance with NRS 388.253 that will manage an incident involving mass casualties in the school. The Medical Emergency Response Procedure is activated for those staff and students who have been injured during a multiple or mass casualty incident (MCI) in the critical period before emergency medical services (EMS) arrive on-scene to assume this function. Rapid and appropriate response will reduce the number and severity of injuries.

### II. SCOPE

Effective Medical Emergency Response should be part of the goal of the Incident Commander, Assistant Directors, or designee. This procedure outlines the steps to be taken by qualified, trained health office staff and other designated, trained school personnel following an incident involving multiple or mass casualties. The Incident Commander, Assistant Directors, or designee shall retain the ultimate responsibility for overall safety of staff and students during a multiple or Mass Casualty Incident (MCI). When an incident has occurred resulting in multiple people being injured, it is necessary to identify victims who need immediate medical attention, initiate Life-Saving Interventions (LSI) and begin triage (sorting) of the injured in preparation for pre-hospital treatment and medical transport by EMS upon arrival.

### III. ALERT SIGNAL

Medical Emergency Announcement: **“This is an emergency announcement Code Blue - Medical Emergency (location); Code Blue - Medical Emergency (location); Code Blue - Medical Emergency (location).”** signaling all qualified, trained staff to respond to the scene of the medical emergency.

**NOTE:** During some incidents, there may not be an announcement. Notification during these incidents may take place in person or some other means.

### IV. RESPONSIBILITIES

To implement the Medical Emergency Response Procedure: All members of the Medical Emergency Response Team will be trained on the procedures. Before an incident occurs, school administration should provide health office staff and designated school personnel with training opportunities including:

- CPR/AED Certification (required)
- First Aid Certification (recommended)
- Bleeding Control Training (recommended)
- Review:
  - Appendix D – Students with Disabilities or Access and Functional and Access Needs Worksheet
  - Appendix E – Staff with Disabilities or Access and Functional and Access Needs Worksheet
- Online FEMA Course: IS-100, Introduction to Incident Command System (recommended)

Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency medical services arrive at the incident scene.

## V. SPECIALIZED PROCEDURES

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee or when deemed appropriate by the situation.

### A. Medical Emergency Response Team (MERT) Procedure

- Listen for “Medical Emergency” announcement.
- Activate EMS by calling 911 and the Reno Police Department.
- Determine scene safety for initial school-based responders on-scene.
- Bring all Medical Emergency Response personnel, equipment, and supplies/kits available to the scene.
- Ensure use of Personal Protective Equipment (PPE).
- Direct “walking wounded” and “worried well” to an alternate, safe location. This Casualty Collection Point (CCP) will be utilized to provide basic first aid care.
- In accordance with training and qualifications, Medical Emergency Response Team members will:
  - Activate primary triage (sorting) and color-coding of victims based upon severity of injuries.
  - Record all victims on the Victim Situation Sheet.
  - Notify Incident Commander (IC) of the number of injured and their triage status.
  - Initiate Life-Saving Interventions (ILS)
  - Activate secondary triage (re-sorting) and color-coding of victims based upon additional assessments of injury severity.
  - Initiate pre-hospital first aid treatment based upon available resources (personnel, equipment, supplies) to save the most viable persons among the most severely injured.
  - Give a copy of Victim Situation Sheet and status report to EMS personnel and law enforcement upon arrival on-scene.
- If not a natural occurring event (earthquake, flood, wildland fire, etc.), presume the event is a potential crime scene and as such needs to be preserved. Preserve the crime scene to the extent possible.
  - Do not move the deceased.
  - Do not move victims with significant injuries unless the scene is not safe for providing emergency first aid.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **FA8 – Psychological Healing Procedure**

### **I. PURPOSE**

To establish a procedure to provide an emotional catharsis to staff and students impacted by psychological trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

### **II. SCOPE**

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the school or community. Psychological First Aid for Schools (PFA-S) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the immediate aftermath of an emergency. PFA-S is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping.

### **III. RESPONSIBILITIES**

Implement the recovery psychological healing procedures.

- Members of the School Crisis Response Team need a plan to assist in managing psychological trauma.
- Parents/guardians and staff will be offered tips on how to recognize signs of psychological trauma.

### **IV. SPECIALIZED PROCEDURES**

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee when deemed appropriate by the situation.

#### **A. Immediately Following a Serious Injury, Death, and/or Major Incident:**

- Convene a staff meeting immediately to discuss how the situation is being handled and discuss what resources are available to staff, students, and families (refer to FA3 – Sierra Nevada Academy Charter School (SNACS) Communication Procedure).
- Activate the School Crisis Response Team, this team is composed of counselors, the school psychologist, the nurse, and where available social workers who can be tapped for assistance with grief counseling.
- Requests support the Sierra Nevada Academy Charter School (SNACS) counselors, social workers, or clinical aides.
- Set up crisis centers and designated private rooms for private counseling/defusing. Impacted staff may be deferred to community-based mental health professionals to assist with their grief.
- Staff will monitor students' physical and emotional status, reassuring the students that they are safe, and referring those who appear most affected to the Metal Health and Crisis Support Team.

- It may be necessary to accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned.
- If necessary, designate a place for staff, students, and community members to leave well wishes, messages, and items.



## B. Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangement (time, location, and customs) when available. If the funeral is scheduled during a school day, students and staff may be excused from school.
- Depending upon the overall level of impact to the school, the Mental Health and Crisis Support Team may decide to encourage staff and students to attend the funeral to provide support for the families and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

## C. Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend staff and students return to their normal routine as soon as possible after the funeral.
- Follow up with staff and students who receive counseling and refer them to outside mental health professionals as needed.
- Donate all remaining memorial items to charity.

## FA9 – Recovery Procedure

### I. PURPOSE

Recovery is a key mission for an incident commander during any crisis or emergency. This procedure outlines the process for school recovery following an incident or emergency event.

### II. SCOPE

The Recovery Procedure outlines steps needed to help staff, students, and parents recover psychologically and to repair critical infrastructure and the school building(s) after an incident. Recovery needs to start as quickly as possible, however it may take days, weeks, months, or even years to complete.

### III. RESPONSIBILITIES

To implement the Recovery Process:

- Staff assigned to various sections/teams will undergo training.

### IV. SPECIALIZED PROCEDURES

Arrange for ongoing status reports during the recovery activities to a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, personnel, or resources needed to facilitate the resumption of classes. Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee or when deemed appropriate by the situation.

As soon as possible, after the crisis is over, hold a debriefing session between all involved entities to go over the strengths and weaknesses of how the crisis was handled and determine what can be learned from the situation. Formulate any recommendations and prepare necessary reports.

#### A. Academic Recovery

Because re-establishing a normal routine is important, the Incident Commander, Assistant Directors, or designee will make the following decisions. This will be under the approval of the charter school sponsor, the Washoe County School District and the Nevada Department of Education.

- If the school will close and when it will reopen.
- If a temporary location will be used.
- How to provide alternate educational programming if the students and staff cannot physically reconvene.

#### B. Physical Recovery

If the building is damaged or was possibly damaged (fire/smoke, collapse, etc.) the building must be inspected before being re-occupied, the Incident Commander, Principal, or designee will work with local emergency agencies to:

- Conduct a comprehensive assessment of the physical and operational recovery needs.

- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical)
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- If possible, conduct safe startup of equipment, safe resetting of gas shutoff valves, ensuring to check for gas leaks, and prohibiting hot work until fire protection is restored.

#### C. Fiscal Recovery

- Refer all requests for monetary settlement to the Accounting Department and Chief Executive Director.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.

#### D. Psychological and Emotional Recovery

- Work with the Sierra Nevada Academy Charter School (SNACS) Counseling Department to assist with psychological healing.
- Activate the School Crisis Response Team to implement psychological healing procedures.
- Use Recovery and Postvention Checklist located in Appendix F – Recovery and Death of a Student or Staff Checklist.
- Educate school personnel, students, and parents on available crisis counseling services.
- Consider allowing only staff to answer the school’s phone for at least five days after an incident.
- Visit injured students in the hospital.
- Bring closure. If appropriate, recognize the “anniversary of the crisis.” Do not pretend it never happened.

## **FA10 – Evacuation Procedure**

### I. PURPOSE

To establish a procedure to move staff and students who are on the exterior of school buildings and move them to the safety of buildings during an incident or emergency event.

### II. SCOPE

Reverse Evacuation Protocol is used when staff and students, who are outside of the school facility, must be moved as quickly as possible into the school facility for protection. This action is done when there is a potential threat or danger outside of the facility or when a Code Yellow - Secured Campus or Shelter-In-Place is called. Reverse Evacuation may also be used for a Code Red - Lockdown if the threat is outside the school.

The Reverse Evacuation Procedure outlines steps to be taken to protect staff and students from injury or death during an incident and ensure the safety of all occupants when necessary.

The plan outlines procedures for staff and students located:

- Outdoors

### III. ALERT SIGNALS

When a Code Yellow - Secured Campus or Shelter-in-Place is announced or when a life/safety event occurs or may occur. Staff and students may also be directed to Reverse Evacuate when the reason for a Code Red - Lockdown is outside the school building.

### IV. RESPONSIBILITIES

To implement the Reverse Evacuation Procedure:

- All staff and students will undergo training and will participate in drills.
- Staff assigned to work with students or staff with disabilities or access and functional needs will undergo training to address the needs of identified students.

### V. SPECIALIZED PROCEDURES

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee when deemed appropriate by the situation.

#### A. Outdoor Procedure

When outdoors, staff and students should:

- Listen for Code Yellow – Secured Campus or Shelter-in-Place procedure announcement. Special instructions for Code Red – Lockdown may be given as well.
- Be aware of any potential threat and maintain situational awareness.
- Staff will alert the students by blowing a whistle in three loud sharp blasts.
- Students will stop, look, and listen for further instructions.
- Staff will use hand signals and/or verbal commands to move the students quickly into the building. Follow appropriate Functional Annex procedures.

**Reminder:** It may be necessary to take independent action during a real emergency.

## FA11 – Shelter-in-Place Procedure

### I. PURPOSE

To establish a procedure in response to an incident requiring a Shelter-in-Place action.

### II. SCOPE

Shelter-in-Place Procedure occurs when there has been a chemical, biological, or radiological incident outside but in proximity to the school. This procedure is used when there is not adequate time to evacuate the building to a safe location before dangerous contaminants reach the school. The Shelter-in-Place Procedure outlines steps to be taken to protect staff and students from injury or death during an incident and ensure the safety of all occupants when necessary.

The plan outlines procedures for staff and students located:

- Indoors
- Outdoors

### III. ALERT SIGNALS

**“This is an emergency announcement; Shelter-in-Place, Shelter-in-Place, Shelter-in-Place.”**

### IV. RESPONSIBILITIES

To implement the Independent Evacuation Procedure:

- All staff and students will undergo training and will participate in drills.
- Staff assigned to work with students or staff with disabilities or access and functional needs will undergo training to address the needs of those identified students.
- Staff assigned to various sections/teams will undergo training and will participate in drills.

### V. SPECIALIZED PROCEDURES

Staff will implement the following procedures when directed by the Incident Commander, Assistant Directors, or designee or when deemed appropriate by the situation.

#### A. Indoor Procedure

When indoors, staff and students will:

- Listen for Shelter-in-Place Procedure announcement.
- Staff will lock the classroom door(s)
- If possible, staff will seal, with tape and plastic, any door or window that opens to the outside.
- If possible, staff will seal, with tape only, any door that opens into a sealed hallway.
- Ensure students with disabilities or access functional needs are properly assisted.

- Staff will conduct Staff and Student Accounting in accordance with FA12 – Staff and Student Accounting Procedure.
- Student movement can only occur within a sealed hallway and will be directed by the administration and emergency responders.
- When activated, Light Search & Rescue Teams will sweep the building(s) and grounds, if safe to do so, to ensure all staff and students have entered the building(s).
- Do not attempt to contact the office unless you have pertinent information regarding the incident.
- If needed, contact 911 for a life-threatening situation occurring in your room.
- If possible, continue instruction as usual.
- Continue the Shelter-in-Place until notified by the appropriate authority.

B. Outdoor Procedure

When outdoors, staff and students will:

- Listen for Shelter-in-Place Procedure announcement.
- Reverse Evacuate into the building(s).
- Follow indoor procedure.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **FA12 – Staff and Student Accounting Procedure**

### **I. PURPOSE**

To establish a procedure to account for all staff and students during and following an emergency event or incident.

### **II. SCOPE**

Any time an Evacuation, a Shelter-In-Place, Code Red - Lockdown, or Code Yellow - Secured Campus is enacted, initiate the Staff and Student Accounting protocol. The Staff and Student Accounting Procedure outlines steps to be taken to account for all occupants of the school when a crisis or emergency occurs.

The plan outlines procedures for staff located:

- Indoors
- Outdoors

### **III. ALERT SIGNAL**

No alert signal will be given. This procedure will occur in conjunction with all procedures

### **IV. RESPONSIBILITIES**

To implement the Staff and Student Accounting Procedure:

- All staff will undergo training and use of the Staff and Student Accounting Procedure during all drills and real-world incidents.
- Staff assigned to various sections/teams will undergo training and will participate in drills.

### **V. SPECIALIZED PROCEDURES**

Staff will implement the following procedures.

#### **A. Indoor Procedure**

When indoors, staff will:

- Complete all life safety tasks as needed.
- Take attendance visually (see) and auditorily (by name) to account for each student on the class roster and obtain a count of the students in their care.
- Account for all visitors on campus.
- Report accounting with a computer-based system or back-up system as established by the school's review/planning team.

#### **B. Outdoor Procedure**

When outdoors, staff will:

- Complete all life safety tasks as needed.
- Take attendance visually (see) and auditorily (by name) to account for each student on the class roster and obtain a count of the students in your care.
- Account for all visitors on campus.
- Display teacher identification sign at the fire drill location, Staff-Student Staging Area, and/or Off-Site Evacuation Location. Attach Green Card (all present) or Red Card (assistance needed).



# THREAT AND HAZARD SPECIFIC ANNEXES

## **SA1 – Active Assailant**

### **I. PURPOSE**

This annex ensures there are procedures in place to protect staff, students, and school property in the event of an active assailant on school grounds or in the school building. Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area.

### **II. SCOPE**

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to an active assailant on school grounds or in the school building.

### **III. CORE FUNCTIONS**

School administrators will train staff of the importance of responding immediately, including recognizing the signs and warning signs of danger, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

To prevent unauthorized access to the school, school administrators should keep doors secure, require sign-in sheets for visitors, and use cameras (where available) and staff to monitor entryways.

Practiced procedures will be put into action to alert and protect staff and students. Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

#### **A. Operational Functions/Procedures That May Be Activated**

Operational functions, or procedures, that may be activated in the event of an Active Assailant include:

- Code Red – Lockdown
- Independent Evacuation
- Reverse Evacuation
- Staff and Student Accounting
- Evacuation
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

#### **B. Activating the EOP**

The first individual(s) to hear or witness an attack will activate the EOP immediately, taking the necessary response actions to keep everyone safe and notify the office and (when possible) call 911.

When the office is notified of an active assailant, place the school immediately in a Code Red - Lockdown. Do not attempt to verify facts before acting on this decision as even a brief delay could result in avoidable injuries or loss of life.

The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made and designate an Incident Commander to implement the procedures specified in this annex. The school Incident Commander will transfer command upon the arrival of Incident Commander, Assistant Directors, or designee who has authority to manage the incident. The school Incident Commander, Assistant Directors, or designee may be integrated into the Incident Command structure or will assume a role within a Unified Command.

#### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated depending on the location and nature of the assailant.
- Ensure instructions are given to protect life, e.g., Code Red - Lockdown and possibly Reverse Evacuation depending on the situation and its location.
- Notify 911 and the Reno Police Department. Provide a description and location of the assailant.
- Activate School Incident Response Team.
- Designate an administrator or staff member to coordinate with emergency responders at their command post; provide a site map and keys to emergency responders.
- Do not allow staff and students to enter or leave the building until proper authorities have determined that it is safe to do so.
- Work with Washoe County School District or the Nevada Department of Education to determine whether school will be closed or remain open.
- Document all actions taken.

#### 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.

- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12)
- Disseminate pertinent information about the incident and follow-up actions to the Incident Commander or Section Team Leader.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team.
- Activate Reunification Team.
- Activate Medical Emergency Response & Triage Team.
- Note available and needed resources.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA2 – Aircraft Accident

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of an aircraft accident into or near the school building or grounds.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to an event in which an aircraft crashes into a school building, on the school grounds, or in the neighborhood near the school.

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

Operational functions, or procedures, that may be activated in the event of an aircraft accident **into the school or on the school grounds** include:

- Independent Evacuation
- Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

Operational functions, or procedures, that may be activated in the event of an aircraft accident in the neighborhood **near** the school include:

- Reverse Evacuation
- Shelter-in-Place
- Code Yellow - Secured Campus

- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

The Incident Commander, Assistant Directors, or designee will determine when these procedures should be activated.

B. Activating the EOP for an aircraft accident into the building or on school grounds

The first individual(s) to hear or witness an aircraft accident will activate the EOP immediately, taking the necessary response actions to keep everyone safe and notify the office and (when possible) calling 911.

1. Incident Commander, Principal, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Evacuate the building as quickly as possible, moving staff and students as far from the accident as possible.
- Notify 911 and the Reno School Police Department. Provide a description and location of the incident.
- Consult with local emergency responders and emergency management agencies and monitor the situation.
- Activate School Incident Response Team
- Designate an administrator or staff member to coordinate with emergency responders at their command post; provide a site map and keys to emergency responders.
- Document all actions taken.

2. School Incident Response Team (SIRT)

- Assess life safety issues immediately.
- Stabilize the incident.

- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12)
- Disseminate pertinent information about the incident and follow-up actions to the Incident Commander or Section Team Leader.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Medical Emergency Response & Triage Team.
- Activate Facility & Security Response Team.
- Activate the School Crisis Response Team.
- Activate Reunification Team.
- Note available and needed resources.
- Document all actions taken.

C. Activating the EOP for an aircraft accident in the neighborhood near the school

The first individual(s) to hear or witness an aircraft accident will activate the EOP immediately taking the necessary response actions to keep everyone safe and notifying the office and (when possible)

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA3 – Animal on Campus

### I. PURPOSE

This annex ensures there are procedures in place to protect staff and students in the event of an animal on campus.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to an event of an animal on campus.

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Function/Procedures That May Be Activated

Operational functions, or procedures, that may be activated in the event of an event with an animal on campus include:

- Reverse Evacuation
- Code Yellow - Secured Campus
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

The Incident Commander, Assistant Directors, or designee will determine when these procedures should be activated.

#### B. Activating the EOP

The first individual(s) to witness an animal on campus will activate the EOP immediately taking the necessary response actions to keep everyone safe and notify the office. If staff and/or students have been attacked, call 911.

The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made and designate an Incident Commander to implement the procedures specified in this annex. The



school Incident Commander will transfer command upon the arrival of a more qualified Incident Commander, who has authority to manage the incident. The school Incident Commander may be integrated into the Incident Command structure or will assume a role within a Unified Command.

1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Notify 911 if anyone was attacked and needs medical assistance.
- Notify the Reno School Police Department
- For an animal on campus contact the appropriate Animal Control Department for your area.
- Activate School Incident Response Team
- Document all actions taken.

2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12).
- Disseminate pertinent information about the incident and follow-up actions to the Incident Commander or Section Team Leader.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Facility & Security Response Team.
- Activate the School Crisis Response Team, if needed.
- Activate Reunification Team, if needed.
- Activate Medical Emergency Response and Triage Team, if needed.
- Note available and needed resources.

- Contact Incident Commander, Assistant Directors, or designee and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **SA4 – Biological/Chemical Threat (suspicious package or letter)**

### **I. PURPOSE**

This annex ensures there are procedures in place to protect staff and students in the event of a letter or package, which contains or is suspected of containing a biological or chemical substance.

### **II. SCOPE**

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to a biological or chemical threat from a suspicious letter or package.

A suspicious letter or package, which has one or more of the following characteristics:

- Has no return address or has one that cannot be verified as legitimate.
- Unusual weight, given the size of the letter/package, or oddly shaped.
- Marked with restricted endorsements such as “personal” or “confidential.”
- Addressed to position title only or incorrect title.
- Excess postage.
- Mailed from a foreign country.
- Has strange odor, stains, leaks, or fine powder on the outside of the letter/package.
- Poorly typed or written with misspelled words.
- Postmark that does not match the return address.

### **III. CORE FUNCTIONS**

The Incident Commander, Assistant Directors, or designee will train staff of the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### **A. Operational Functions/Procedures That May Be Activated**

Operational functions, or procedures, that may be activated in the event of a suspicious letter or package include:

- Reverse Evacuation
- Evacuation
- Shelter-in-Place

- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

The Incident Commander, Assistant Directors, or designee will determine when these procedures should be activated.

#### B. Activating the EOP

The first individual(s) to view the suspicious letter or package will activate the EOP immediately taking the necessary response actions to keep everyone safe and notify the office and call 911.

The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

##### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Notify 911 and the Reno School Police Department.
- Ensure the letter/package is not opened.
- If the letter/package is open or torn, ensure no one touches, smells, or tastes any substances.
- Clear the room or office of those who were not exposed.
- Those who were exposed must wash hands, arms, and any exposed body parts with soap and warm water. Utilize only one sink/shower to wash to limit contamination. The sink/shower will need to be decontaminated.
- Activate School Incident Response Team (SIRT)
- Document all actions taken.

##### 2. School Emergency Response Team (SIRT)

- Assess life safety issues immediately.

- Stabilize the incident.
- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12).
- Isolate and secure the area until police/fire units arrive.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Medical Emergency Response & Triage Team.
- Activate the School Crisis Response Team, if needed.
- Activate Reunification Team, if needed.
- Activate Facility & Security Response Team, if needed.
- Note available and needed resources.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **SA5 – Bomb Threat/Suspicious Package**

### **I. PURPOSE**

This annex ensures there are procedures in place to protect staff, students, and school property in the event of a bomb threat to the school.

### **II. SCOPE**

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to a bomb threat, either written or verbal, which is said to be placed in, around, or near a school or the detection of a suspicious package that could contain an explosive device.

### **III. CORE FUNCTIONS**

School administrators will train staff of the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### **A. Operational Functions/Procedures That May Be Activated**

Operational functions, or procedures, that may be activated in the event of a bomb threat/suspicious package include:

- Code Red - Lockdown
- Code Yellow - Secured Campus
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

If there is a suspicious package found in or near the school, the following operation functions or procedures may be activated:

- Evacuation
- Code Red - Lockdown

- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

The Incident Commander, Assistant Directors, or designee and the School Incident Response Team will determine when these procedures should be activated.

#### B. Activating the EOP for a bomb threat

The first individual to receive the bomb threat will complete the School Bomb Threat Checklist paying close attention to exact wording, speech characteristics, and background noises. Alert another staff member of the call. Do not hang up when the call ends to allow for call tracing if possible.

The first individual to receive a written bomb threat will protect the original message by placing the document in a plastic bag or other container. If the threat is written on the wall, mirror, or other location the first individual who discovers it will take a picture of the message, if possible.

The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

##### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Notify 911 and the Reno School Police Department. Provide a description of the threat.
- Consult with local emergency responders and emergency management agencies and monitor the situation.
- Inform staff to search their work location for any suspicious packages.
- Activate School Incident Response Team (SIRT).
- Designate an administrator or staff member to coordinate with emergency responders at their command post; provide a site map and keys to emergency responders.
- Document all actions taken.

##### 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12).
- Disseminate pertinent information about the incident and follow-up actions.
- Activate Facility & Security Response Team.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

C. Activating the EOP for a suspicious package

If a suspicious package is located: Do not touch it, clear the area of all persons, and notify the office.

1. Incident Commander Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine need to initiate an Evacuation or to movement of staff and students to a safer area of the school.
- Notify 911 and the Reno School Police Department. Provide a description and location of the package.
- If a decision to evacuate is made, inspect route and Staff-Student Staging Area for threats.
- Consult with local emergency responders and emergency management agencies and monitor the situation.
- Activate School Incident Response Team (SIRT)
- Designate an administrator or staff member to coordinate with emergency responders at their command post; provide a site map and keys to emergency responders.
- Document all actions taken.



## 2. School Incident Response Team (SIRT)

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12).
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team.
- Activate Medical Emergency Response & Triage Team.
- Activate Facility & Security Response Team.
- Activate Reunification Team, if needed.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA6 – Disruptive/Unruly Person

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of a disruptive or unruly person.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to a disruptive or unruly person on school grounds or the school building(s).

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, including recognizing the indicators of danger, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

To prevent unauthorized access to the school, school administrators should keep doors secure, require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

- Code Red - Lockdown
- Code Yellow - Secured Campus
- Independent Evacuation
- Reverse Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

#### B. Activating the EOP

The person discovering the disruptive/unruly person needs to seek a position of safety and escape route(s) for staff and students. The area should be cleared of all staff and students not dealing with the person. Alert the main office as quickly and safely as possible. Visually scan the disruptive/unruly

person for any signs of a weapon. If you see a possible weapon, clear the area, and place the school in a Code Red - Lockdown.

The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated depending on the location and nature of the incident.
- Notify 911 and the Reno School Police Department. Provide a description, location, and actions of the disruptive or unruly person(s).
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- Activate School Incident Response Team.
- Document all actions taken.

2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- When safe to do so:
  - Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12).
  - Disseminate pertinent information about the incident and follow-up actions.
  - Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
  - Activate the School Crisis Response Team, if needed.
  - Activate Reunification Team, if needed.
  - Activate Medical Emergency Response & Triage Team, if needed.

- Activate Facility & Security Response Team, if needed.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA7 – Earthquake

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of an earthquake. Nevada is the third most seismically active state with many faults in and around Washoe County.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to an earthquake. The plan outlines procedures for staff and students for both a minor and major earthquake.

A minor earthquake involves slight tremors, which may be felt by some staff members and/or students. Usually, a minor earthquake will shake ceiling fixtures and not affect any other parts of the school building(s).

A major earthquake involves tremors and/or slow, rumbling sounds causing partial to complete building collapse causing injury to staff and/or students. While hurricanes and other weather conditions are more predictable, earthquakes often occur without warning. Earthquakes are usually detected first by the feeling of furniture shaking or fixtures swaying.

Be prepared for aftershocks, smaller quakes that occur following the initial earthquake.

### III. CORE FUNCTIONS

School administrators will train staff in the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

**Minor earthquake** – Operational functions, or procedures, that may be activated include:

- Staff and Student Accounting
- Sierra Nevada Academy Charter School (SNACS) Communication Plan

**Major earthquake** Operational functions, or procedures, that may be activated include:

- Independent Evacuation
- Evacuation
- Staff and Student Accounting
- Family Reunification

- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

The Incident Commander, Assistant Directors, or designee and the School Incident Response Team will determine when these procedures should be activated.

#### B. Activating the EOP for a Minor Earthquake

After the ground stops shaking: The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

##### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate School Incident Response Team.
- Use the D.I.D. Method to determine if the Earthquake is major or minor.
  - Did the earthquake cause Death?
  - Did the earthquake cause Injury?
  - Did the earthquake cause Damage?
- If the answer to any of the D.I.D. the question is yes, follow Major Earthquake procedure.

##### 2. School Incident Response Team (SIRT) Actions

When safe to do so:

- Activate Evacuation/Shelter/Care Teams.
  - Account for all staff, students, and visitors (according to FA12).
  - Assess the classroom walls to look for cracks, which run the length of the ceiling, then continue down the wall (vertically).
  - If cracks are found, evacuate the area, if necessary, and make appropriate notifications.

#### C. Activating the EOP for a Major Earthquake

After the ground stops shaking: The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

##### 1. Incident Commander, Assistant Directors, or designee Actions

When it is safe to do so:

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Notify 911 and the Reno Police Department.
- Consult with local emergency responders and emergency management agencies and monitor the situation.
- Activate School Incident Response Team (SIRT)
- Designate an administrator or staff member to coordinate with emergency responders at their command post; provide a site map and keys to emergency responders.
- Document all actions taken.

## 2. School Incident Response Team (SIRT) Actions

When it is safe to do so:

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team.
- Activate Reunification Team.
- Activate Medical Emergency Response & Triage Team.
- Activate Facility & Security Response Team.
  - Check for sprinkler system leaks at the risers, cross mains, branch lines, and sprinklers.
    - If needed, only shut the minimum number of valves necessary to control leaking, to maintain as much fire protections as possible.
  - Investigate for domestic water leaks.

- If needed, shut off all domestic water valves to control leaking.
- Investigate for natural gas leaks.
  - If needed, shut off natural gas.
- Address significant building and equipment damage.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.



## SA8 – Fire Alarm

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of a fire alarm, of unknown origins, in the school building.

### II. SCOPE

The fire alarm procedure outlines steps to be taken to protect staff and students from injury or death when there is a threat in or near the facility and it is safer for students to move away from the building rather than remaining. It is important to observe your immediate surroundings when the fire alarm goes off.

Fire alarms may activate at any time. They may be the result of automatic detection by the fire alarm sensors, or they could be due to a manual pull station being used. The activation may be due to an actual fire, a ruse by an active assailant to cause confusion and easier access to targets, or a false alarm.

These procedures are for sprinklered buildings only (both Stead and Fox campuses). Portables and non-sprinkler buildings respond to the activation of the fire alarm immediately, using the Evacuation Procedure, and react to any potential danger.

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, immediately communicating the danger, if any, and any necessary action(s) to students, and calling 911, if necessary, to report the cause of the alarm.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

- Code Red - Lockdown
- Independent Evacuation
- Evacuation
- Shelter-in-Place
- Reverse Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage

- Psychological Healing
- Recovery

#### B. Activating the EOP

When the alarm sounds, staff should immediately check their surroundings for signs of smoke and/or fire as well as sights and/or sounds of violence. Any discovery of a threat to the staff, students and/or the building needs to be reported to the school administration as quickly and safely as possible. The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

Once the cause of the alarm is determined, take the appropriate action to respond to the threat. The Incident Commander, Assistant Directors, or designee will implement the procedures specified in this annex.

##### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Investigate the source of the alarm.
- Stabilize the incident.
- Preserve property.
- Activate appropriate procedures given the nature of the threat.
- Notify 911 and the Reno Police Department.
- Activate School Incident Response Team
- Document all actions taken.

##### 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Investigate the source of the alarm.
- Stabilize the incident.
- Preserve property.
- Activate appropriate procedures given the nature of the threat.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.



## SA9 – Fire/Explosion/Smoke

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of a fire or explosion in the school building.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to a fire or explosion in the school building. Fires typically start where large groups of people will not see them: student-started fires usually begin in bathrooms or in trash cans in remote locations. Accidental fires usually start in areas where there is high heat that can get out of control (cooking areas, kilns, etc.). Explosions may be a result of a fire, caused by other triggers, or a deliberate act by an individual or group.

Smoke outside of the building may be brought into the building through the HVAC system and/or doors and may disrupt normal school activity (arrival, dismissal, lunch, etc.).

An explosion outside of the building may cause damage to the building or release dangerous chemicals into the air which may then be brought into the building through the HVAC system and/or doors and may disrupt normal school activity (arrival, dismissal, lunch, etc.).

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

- Independent Evacuation
- Evacuation
- Shelter-in-Place
- Code Yellow - Secured Campus
- Reverse Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage

- Psychological Healing
- Recovery

## B. Activating the EOP

The person discovering the fire/explosion/smoke must first act for safety. They must move students to safety, away from the fire/smoke, pull the nearest fire alarm, and/or immediately alert the front office.

### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation Procedure
- Notify 911 and the Reno Police Department.
- Activate School Incident Response Team
- Document all actions taken.

### 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Facility & Security Response Team.
- Activate the School Crisis Response Team, if needed.
- Activate Medical Emergency Response & Triage Team, if needed.
- Activate Reunification Team, if needed.
- Note available and needed resources.

- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA10 – Hazardous Materials

### I. PURPOSE

Hazardous materials are used for a variety of purposes and are regularly transported through many areas in and around schools. This annex ensures there are procedures in place to protect staff, students, and school property in case of a hazardous material release.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to a hazardous material incident. These incidents can occur within the school facility or external to the school site. Determination will have to be made as to the location and magnitude of the incident in deciding a course of action, either Evacuation or Shelter-in-Place.

Warning of hazardous materials is usually received from public safety officials. These include the local fire department, law enforcement agencies, and/or the local emergency management agency.

In rare situations, the incident may occur close to or on facility property and personnel at the facility must spot the indicators of an incident and relay the warning to appropriate agencies.

### III. CORE FUNCTIONS

School administrators will train staff in the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

**External** chemical spill operational functions, or procedures, that may be activated include:

- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Reverse Evacuation
- Shelter-in-Place
- Evacuation
- Staff-Student Accounting
- Family Reunification
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

Internal chemical spill operational functions or procedures, that may be activated include:

- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Code Yellow - Secured Campus
- Shelter-in-Place
- Evacuation
- Family Reunification
- Accounting for All Persons
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

The Incident Commander, Principal, or designee will determine when these procedures should be activated.

B. Activating the EOP for an External Hazardous Material incident

The Incident Commander, Assistant Directors, or designee will determine the need to activate the EOP specified in this annex.

1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated.
- Notify 911 and the Reno Police Department.
- Activate School Incident Response Team
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Document all actions taken.

2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.



- Stabilize the incident.
- Preserve property.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Facility & Security Response Team.
- Activate the School Crisis Response Team, if needed.
- Activate Reunification Team, if needed.
- Activate Medical Emergency Response & Triage Team, if needed.
- Implement additional procedures as instructed by the Incident Commander.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

C. Activating the EOP for an Internal Hazardous Material Incident

The Incident Commander, Assistant Directors, or designee will determine the need to activate the EOP.

1. Person Discovering the Hazardous Material

- Alert others in the immediate area to leave the area.
- Close windows and doors and restrict access to the affected area.
- Notify the Incident Commander, Principal, or designee by the quickest and safest way possible.
- Do not eat or drink anything or apply cosmetics.
- Quarantine any affected persons in a separate location.

2. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Establish an exclusion zone based on the Material Safety Data Sheet (MSDS).
- Ensure HVAC is shut off until permission is given by responding agencies to turn back on.
- Determine what procedures should be activated.
- Notify 911 and the Reno School Police Department. Provide the following information:
  - Location of the spill and/or materials released; name of substance, if known.
  - Approximate quantity of the substance spilled or released.
  - Characteristics of spill (color, smell, visible gasses).
  - Injuries, if any.
- Activate School Incident Response Team
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Document all actions taken.

### 3. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in the danger zone.
- Activate Evacuation/Shelter/Care Team, if needed.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Medical Emergency Response & Triage Team.
- Activate the School Crisis Response Team, if needed.

- Activate Reunification Team, if needed.
- Activate Facility & Security Response Team, if needed.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Take appropriate action to safeguard school property.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA11 – Intruder/Suspicious Persons

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of an intruder/suspicious person on school grounds or in the school building.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to an intruder or suspicious person, on school grounds or in the school building, who does not appear to have a legitimate purpose for being on campus.

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, including recognizing the indicators of danger, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

To prevent unauthorized access to the school, school administrators should keep doors secure, require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to avoid provoking aggression and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

- Code Red - Lockdown
- Code Yellow - Secured Campus
- Independent Evacuation
- Reverse Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

#### B. Activating the EOP

The person who discovers the intruder/suspicious person needs to remove staff and students from the area. If the person is outside the building, steps should be taken to prevent them from entering the building. Place the school into a Code Red - Lockdown or Code Yellow - Secured Campus.

The Incident Commander, Assistant Directors, or designee will ensure appropriate announcements are made.

1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated depending on the location and nature of the incident.
- Notify 911 and the Reno School Police Department. Provide a description, location, and actions of the intruder/suspicious person.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- Activate School Incident Response Team.
- Document all actions taken.

2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team, if needed.
- Activate Reunification Team, if needed.
- Activate Medical Emergency Response & Triage Team, if needed.
- Activate Facility & Security Response Team, if needed.
- Note available and needed resources.

- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## SA12 – Mass Casualty Incident

### I. PURPOSE

This annex ensures there are procedures in place to protect staff and students in the event of a mass casualty incident.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to an incident causing mass casualties in which the school staff are overwhelmed by the number and severity of casualties.

### III. CORE FUNCTIONS

School administrators will train staff in the importance of responding immediately, including recognizing the indicators of danger, immediately communicating the danger and necessary action to students, and calling 911.

#### A. Operational Functions/Procedures That May Be Activated

- Reverse Evacuation
- Code Yellow - Secured Campus
- Code Red - Lockdown
- Independent Evacuation
- Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

#### B. Activating the EOP

The Incident Commander, Principal, or designee will ensure appropriate announcements are made and specified in this annex.

1. Incident Commander, Principal, or designee Actions
  - Assess life safety issues immediately.

- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated depending on the location and nature of the incident.
- Notify 911 and WCSD School Police Department.
- Activate School Incident Response Team
- Document all actions taken.

## 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Facility & Security Response Team.
- Activate the School Crisis Response Team.
- Activate Medical Emergency Response & Triage Team.
- Activate Reunification Team.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.



## SA13 – Natural Gas Leak

### I. PURPOSE

This annex ensures there are procedures in place to protect staff, students, and school property in the event of a gas leak in the school building.

### II. SCOPE

The annex outlines incident specific responsibilities and duties as well as procedures for the School Incident Response Team (SIRT) responding to a gas leak in the school building.

### III. CORE FUNCTIONS

School administrators will train staff of the importance of responding immediately, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Practiced procedures will be put into action to alert and protect staff and students.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm and to keep students safe.

#### A. Operational Functions/Procedures That May Be Activated

- Independent Evacuation
- Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

#### B. Activating the EOP

The person discovering the gas leak must first act for safety. Open all doors and windows to the room where the gas leak is located to help dissipate the gas. Move students to safety, away from the room where the leak is occurring and immediately alert the front office.

The Incident Commander, Assistant Directors, or designee will ensure the proper procedure and is specified in this annex.

1. Incident Commander, Assistant Directors, or designee Actions
  - Assess life safety issues immediately.

- Stabilize the incident.
- Preserve property.
- Activate Evacuation Procedure
- Notify 911 and WCSD Police Department.
- Activate School Incident Response Team
- Document all actions taken.

## 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate Facility & Security Response Team.
- Turn off other utilities if necessary.
- Activate the School Crisis Response Team, if needed.
- Activate Medical Emergency Response & Triage Team, if needed.
- Activate Reunification Team, if needed.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **SA14 – Outbreak of Disease**

### **I. PURPOSE**

This annex ensures there are procedures in place in accordance with NRS 388.253 that will minimize health risks for staff, students, and visitors on Sierra Nevada Academy Charter School (SNACS) property in the event of an outbreak of disease within the school or community. An outbreak of disease is defined as an incident involving medically suspected or confirmed cases of pathogens of concern (typically a highly contagious disease or deadly biological agent) or unusual transmission patterns of illnesses. Because the spread of pathogens is controlled by early detection, isolation, treatment, diagnosis, and sanitation, coordinating preparation and response outbreaks of disease is critical to ensuring health and safety of those within the Sierra Nevada Academy Charter School (SNACS) and the larger community.

### **II. SCOPE**

This annex outlines responsibilities and duties for the Incident Commander, Assistant Directors, or designee and the School Incident Response Team (SIRT) responding to an incident which occurs because of a suspected or confirmed outbreak or exposure to a highly contagious disease or deadly biological agent. Such an outbreak of disease might occur as an initial sentinel event or series of unexpected events that result in death or serious physical or psychological injury as part of an epidemic/pandemic or because of a biological terrorism. When pathogens of concern or unusual transmission patterns are identified, Sierra Nevada Academy Charter School (SNACS) works closely with the Washoe County Health Department (WCHD) to respond. Outbreaks of disease can range from school-specific outbreaks to elevated community-wide transmission, and beyond to regional, national, and international transmission. An epidemic at the most basic level is the rapid spread of disease through a large population. A pandemic is an epidemic that occurs in a large area that crossed international borders.

### **III. CORE FUNCTIONS**

School administration will provide training and education on the importance of personal safety when responding to an outbreak of disease, including use of Personal Protective Equipment (PPE) and hygiene, including respiratory etiquette, hand washing, social distancing, cleaning, and methods for requesting help. School administration will work with Sierra Nevada Academy Charter School (SNACS) administration who will notify affected departments, including, but not limited to, communications, Student Health Services, facilities/housekeeping, local Police and Emergency Management, student accounting, human resources, transportation, nutrition services, and counseling.

School staff will refer students with signs and symptoms of illness to the school health office where health office personnel will isolate the student and contact guardians for transport. School staff who show signs and symptoms will notify the school administration and leave the school campus, following up with supervisors and/or school administrators with pertinent information.

In accordance with established procedure, the clinical aide will report signs and symptoms of concern to the directors of Student Health Services and WCHD. Such signs and symptoms may be observed in the school health office or identified through increased absenteeism associated with similar symptoms. The Washoe County Health Department (WCHD) will be notified immediately and consulted for guidance. For any

severely ill or medically unstable person, Emergency Medical Services (EMS) 9-1-1 dispatch will be contacted and appropriate first aid rendered until advanced care arrives.

In the event of a rapid rise in the number of staff or persons presenting with signs and symptoms of severe illness, or a single case of a highly unusual contagious disease or biological agent, the Incident Commander, Assistant Directors, or designee notify the WCHD epidemiology team and seek direction from the Chief Health Officer, or epidemiological designee. Sierra Nevada Academy Charter School (SNACS) and school administration will work with local emergency response agencies to develop and broadcast internal and external communications.

#### A. Operational Functions/Procedures That May Be Activated

- Shelter-in-Place
- Medical Emergency Response and Triage
- Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Psychological Healing
- Recovery

The Incident Commander, Assistant Directors, or designee and the School Incident Response Team will determine when Outbreak of Disease procedures should be activated.

#### B. Activating the EOP for an Outbreak of Disease

When outside agencies, typically the WCHD, identify a suspected or confirmed highly contagious disease or deadly biological agent exposure, they will advise the Sierra Nevada Academy Charter School (SNACS) administration through Emergency Management or Student Health Services. In coordination with Sierra Nevada Academy Charter School (SNACS) administration, Student Health will advise the Incident Commander, Assistant Directors, or designee and notify the clinical aide immediately.

All cases of a suspected or confirmed highly contagious disease or agent will be isolated immediately and all persons who may have been exposed will remain separated from unexposed persons until the situation has been contained or cleared by emergency medical services or law enforcement. If indicated by the circumstances, activation of a Shelter-in-Place may be warranted if the suspected or confirmed outbreak of disease might be related to an airborne illness or person-to-person contact spread of disease. Even a brief delay in activation could result in spread of disease or loss of life.

When the WCHD is notified of a suspected or confirmed outbreak of disease, emergency first aid and triage will be conducted by Medical Response Team members (under the supervision of the clinical aide until EMS) has arrived on-scene. Sentinel event data collection will be recorded in the electronic medical record and reported to the Director of Student Health Services or designee.

1. Incident Commander, Assistant Directors, or designee Actions

- Assess life/safety issues immediately.
- Notify 9-1-1 and WCSD School Police Department.
- Consult with local emergency responders and emergency management agencies and monitor the situation.
- Activate School Incident Response Team (SIRT).
- Designate an administrator or staff member to coordinate with emergency responders at their command post; provide a site map and keys to emergency responders.
- Do not allow staff and students to enter the building until proper authorities have determined that it is safe to do so.
- Document all actions taken.

2. School Incident Response Team (SIRT) Actions

- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Take appropriate life/safety action and safeguard school property.
- When safe to do so:
- Activate Medical Emergency Response Team (MERT).
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team.
- Activate Reunification Team.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

Consult WCHD for known exclusion criteria and documented decontamination and sterilization procedures. Additional information from Subject Matter Experts may be needed and direction sought from the WCHD.

**Reminder:** It may be necessary to take independent action during a real emergency

## SA15 – Epidemic/Pandemic

### I. PURPOSE

This annex ensures there are procedures in place in accordance with NRS 388.253 that will minimize health risks for staff, students, and visitors to Sierra Nevada Academy Charter School (SNACS) property in the event of an outbreak of disease in a large region. Outbreaks of disease can range from school-specific outbreaks to elevated community-wide transmission, and beyond to regional, national, and international transmission. An epidemic or pandemic is an outbreak of disease involving medically suspected or confirmed cases of pathogens of concern (typically a highly contagious disease) on a larger scale than would be seen at a single site or even community-scale.

### II. SCOPE

An epidemic at the most basic level is the rapid spread of disease through a large population. A pandemic is an epidemic that occurs in a large area that crossed international borders.

Due to the large physical area and the size of the affected population involved in an epidemic, it is likely that the duration of the event will exceed that seen in an isolated outbreak of disease at a specific location or contained community. Due to this duration, response to an epidemic or pandemic requires an ongoing response after the sentinel event or events.

### III. CORE FUNCTIONS

Just as with and Outbreak of Disease (SA14), school administration will provide training and education on the importance of personal safety when responding to an outbreak of disease, including use of Personal Protective Equipment (PPE) and hygiene, including respiratory etiquette, hand washing, social distancing, cleaning, and methods for requesting help.

Sierra Nevada Academy Charter School (SNACS) will coordinate between the various divisions to provide necessary guidance and supplies in a timely manner. Key areas of focus should include multiple divisions to address essential functions, potentially remotely depending on the epidemic and the level of isolation associated with disease containment. For example:

Academics – Curriculum development and delivery, finance, information technology, printing, warehouse, student accounting, human resources

Student Support – Nutrition services, transportation, counseling, information technology, student accounting, finance, risk management, human resources, employee health services, student health services

Health and Safety/PPE – emergency management, student health services, facilities, housekeeping, warehouse, purchasing

Infrastructure – Facilities, grounds, housekeeping, school police, transportation, information technology, warehouse

As with any Outbreak of Disease (SA14), Sierra Nevada Academy Charter School (SNACS) (WCHD) will work closely with WCHD to investigate increased absenteeism associated with unusual signs and symptoms, reports of hospitalizations, or other information related to health of students and staff and develop an appropriate response. WCHD and SNACS will work together to refine the Outbreak Response Plan to reflect appropriate response measures. Basic guidelines for isolation and disinfecting/sanitizing are outlined in the standing Outbreak Response Plan.

## **SA16 – Suicide/Death**

### **I. PURPOSE**

This annex ensures there are procedures in place to respond to a suicide or death of a student and/or staff member.

### **II. SCOPE**

This annex outlines responsibilities and duties for the Incident Commander, Assistant Directors, or designee and the School Incident Response Team (SIRT) responding to a loss of life of one or more persons due to an accident, natural disaster, natural causes, suicide, or homicide. Cause of death should not be assumed and must be determined through investigation by appropriate officials.

### **III. CORE FUNCTIONS**

School administrators will train staff of the importance of responding immediately, including recognizing the indicators of danger, immediately communicating the danger and necessary action to students, and calling 911 when it is safe to do so.

Efforts should be made to remain calm and to keep students safe from both physical and emotional harm.

A. Operational functions, or procedures, that may be activated in the event of a suicide or death occurring on campus include:

- Code Red - Lockdown
- Code Yellow - Secured Campus
- Independent Evacuation
- Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

B. Operational functions, or procedures, that may be activated in the event of a suicide or death occurring off campus include:



- Code Yellow - Secured Campus
- Staff and Student Accounting
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Psychological Healing
- Recovery

#### C. Activating the EOP

The person who discovers the death on campus will move staff and students away from the area as quickly as possible, shielding their view, if necessary. Notify the main office immediately. Avoid contact with body fluids and secure the scene, do not let anyone enter the area until law enforcement arrives. Remember, this is potentially a crime scene. Separate any witnesses and do not allow them to discuss the events.

The Incident Commander, Principal, or designee will ensure appropriate announcements are made.

##### 1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated depending on the location and nature of the incident.
- Notify 911 and WCSD School Police Department.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- Activate School Incident Response Team, as needed.
- Document all actions taken.

##### 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.

- Preserve property.
- Activate Evacuation/Shelter/Care Team.
- Account for all staff, students, and visitors.
- Disseminate pertinent information about the incident and follow-up actions.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team.
- Activate Reunification Team, if needed.
- Activate Medical Emergency Response & Triage Team, if needed.
- Activate Facility & Security Response Team, if needed.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take independent action during a real emergency.

## **SA17 – Wildfire**

### **I. PURPOSE**

This annex ensures there are procedures in place to protect staff and students during a wildfire.

### **II. SCOPE**

Wildfires are uncontrolled fires which threaten homes, businesses, or schools. Risks increase in areas with substantial trees, brush, or other natural combustible material. Wildfires can begin under many circumstances, including lightning strikes, arson, and carelessness. Windy and dry conditions increase the threat of wildfires. Each School Incident Response Team should consider possible hazards in the surrounding area when planning.

### **III. CORE FUNCTIONS**

School administrators will train staff of the importance of responding immediately, including recognizing the indicators of danger, immediately communicating the danger and necessary action to students, and calling 911.

Begin with the Shelter-in-Place procedures, consult first responders as they arrive to consider Evacuation. The decision to Evacuate, will be based on the likelihood of students breathing smoke or toxic substances as they evacuate, against the likelihood of the fire threatening the building. Wildfire incidents are fast moving events that change rapidly, first responders will have a better understanding of the true nature of the incident.

Efforts should be made to remain calm and to keep students safe from both physical and emotional harm.

A. Operational Functions/Procedures That May Be Activated

- Shelter-in-Place
- Evacuation
- Staff and Student Accounting
- Family Reunification
- Sierra Nevada Academy Charter School (SNACS) Communication Plan
- Medical Emergency Response and Triage
- Psychological Healing
- Recovery

B. Activating the EOP

The person who discovers the wildfire will notify the main office immediately.

The Incident Commander, Principal, or designee will ensure appropriate announcements are made.

1. Incident Commander, Assistant Directors, or designee Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Determine what procedures should be activated depending on the location and nature of the incident.
- Notify 911 and the Reno Police Department.

- Consult with local fire department and emergency management agencies and monitor the situation.
- Activate School Incident Response Team, as needed.
- Document all actions taken.

## 2. School Incident Response Team (SIRT) Actions

- Assess life safety issues immediately.
- Stabilize the incident.
- Preserve property.
- Activate Evacuation/Shelter/Care Team.
  - Account for all staff, students, and visitors.
- Implement the Sierra Nevada Academy Charter School (SNACS) Communication Plan.
- Activate the School Crisis Response Team.
- Activate Reunification Team, if needed.
- Activate Medical Emergency Response & Triage Team, if needed.
- Activate Facility & Security Response Team, if needed.
- Note available and needed resources.
- Contact Incident Commander and/or Section Team Leaders for needed resources, i.e., buses, food, water, etc.
- Document all actions taken.

**Reminder:** It may be necessary to take