Challenge Charter School

EMERGENCY RESPONSE PLAN NOTICE

(602) 938-5411 • Fax (602) 938-5393 • 5801 West Greenbriar Drive • Glendale • AZ • 85308

Dear Parents:

Your child(ren)'s safety is my number one priority! I want to THANK YOU for trusting the Challenge Charter School staff with their care each day!

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. As an internal Team, we practice these procedures frequently and we plan, and have been well trained, for various scenarios both internally and through partnerships with the *Glendale Police Department* and *AZ Play it Safe*. Your children will also participate in safety practice drills this year to include monthly fire drills, occasional lock down drills, and instruction in subjects such as internet safety.

Should we have a major disaster during school hours, we are prepared to care for your child here at school. Our school has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency. Please review these important considerations:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been defined as such on an emergency card which is required to be filled out by parents at the beginning of every school year and updated as needed throughout the year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
   - He/she is 18 years of age or older.
   - He/she is usually home or available to contact during the day.
   - He/she is known to your child.
   - He/she is both aware and able to assume this responsibility.
   - He/she has been made aware of CCS policies.
3. Turn your radio to Phoenix news radio stations 550 KFYI, KTAR 92.3 FM, or 1100 KFNX for emergency announcements. If students are to be kept at school, radio stations will be notified. If able, we will also contact parent(s) and/or guardian(s) through our school messenger automated phone system and email system.
4. **Ensure that the school has all updated contact information for parents and guardians at all times!**
5. Impress upon your children the need for them to follow the directions of school personnel anytime, but especially during times of an emergency. Model this for your children when on-site by following all directions of school personnel as well.

Students will be released only to parents and persons identified on the Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on campus. Parents should be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school. It is assumed that children waiting at the bus stops are still accompanied by their parents or a responsible adult and will not be picked up (if roads are impassable). They will remain the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to the designated stops to meet parents/designees. Should road conditions prevent the driver from delivering students to their bus stops, the students will be delivered back to the school if possible.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the playgrounds, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

In an effort to ensure timely and instant notification options, the school has purchased a system called School Messenger. The system allows us to contact all families instantly with an email or a phone message. Please ensure that School Messenger is added to the "safe sender" list on your email server to make sure that emails are not sent to your "junk" folder. When you receive a call from School Messenger, the school's phone number will appear on your caller ID. It is very important to ensure that the office (not just your teacher) receives any and all updates for your phone numbers and emails so that School Messenger contact information can be kept current at all times.

If a school evacuation becomes necessary, please refer to the listed communication tools in order to determine pick up location as it will depend on location/source of the threat.

Since threats can occur from anywhere, the detailed lock down procedures for CCS are the knowledge of the Glendale Police Department and CCS staff only. The best way to be prepared for such any school emergency or threat is to follow the listed guidelines above and to communicate with your child and family about these procedures and the importance of following the direction of school and police authorities in the event of emergencies.

Please discuss these matters with your immediate family. Planning ahead will help alleviate some of the concern that escalates in emergency situations.

Please let me know if you have any questions or need assistance and thank you again for trusting CCS with the care of your child(ren).

Sincerely,

Wendy Miller
CEO & Principal

SRP standard™ response protocol

Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"
Lockdown - "Locks, Lights, Out of Sight"
Evacuate - "To the Announced Location"
Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at http://iloveuguys.org



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:
- Return to inside of building
- Do business as usual

Teachers
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:
- Move away from sight
- Maintain silence

Teachers:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:
- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:
- For Tornado
- For Bomb
- For Hazmat

Methods:
- Drop, Cover and Hold
- And Seal
- In Silence

Students:
- Use Appropriate Method

Teachers:
- Use Appropriate Method
- Take roll, account for students

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