



## Battle Rock Charter School

# Crisis Management and Emergency Operations Plan

This plan is developed in accordance with C.R.S. 22-32-109.1(4) and is a foundational component of Battle Rock Charter School's commitment to the safety of our students, staff, and community. The plan is an all-hazards, all-phases approach to emergency management that aligns with the principles and structure of the National Incident Management System (NIMS). It is designed to be a secure and confidential document, with a public-facing summary available for parents.

## Safety Teams and Incident Command Structure

The school's Safety Team is comprised of key personnel trained to assume roles within the Incident Command System (ICS). This team is responsible for managing incidents, communicating with stakeholders, and ensuring the safety of all individuals on campus.

| Position                   | Primary Team Member | Backup Team Member |
|----------------------------|---------------------|--------------------|
| Safety Officer             | Sandra Sam          | Tegan Lewis        |
| Public Information Officer | Moqui Fury          | Jenn Morris        |

## All-Hazards Analysis

A proactive assessment of potential threats and emergencies has been conducted. The school's all-hazards analysis identifies the following as potential risks:

- Natural Hazards: Severe weather (blizzards, flash floods, high winds), fire (wildfire, structural fire), rock slides.
- Technological/Man-made Hazards: Hazardous materials spills, utility failure, transportation accidents, structural collapse.
- Health and Medical Hazards: Pandemic or infectious disease outbreak, mass casualty incident, medical emergencies.
- Human-caused Hazards: Active threat/violence, student conflict, unauthorized persons on campus, bomb threat.

## Operational Locations and Support Facilities

The following locations have been designated for various operational and support functions:

- **On-Site Incident Command Post:** School Office or a secure, centrally located classroom.
- **Off-Site Command Post:** Sand Canyon National Monument
- **Reunification Site:** Wallace Field to the East for an on-campus incident or The Bowl for a broad-scale event.
- **Evacuation/Shelter-in-Place Location:** Individual Buildings or; the neighbors as an off-site shelter location.

## Memoranda of Understanding (MOUs) with Community Partners

Battle Rock Charter School is committed to establishing formal MOUs with key community partners to ensure a coordinated and effective response to all incidents.

- Local Law Enforcement: To specify responsibilities for scene security, threat assessment, and active threat response.
- Local Fire Department/EMS: To specify responsibilities for fire suppression, search and rescue, medical triage, and transportation.
- Cortez Community: To specify responsibilities for potential student reunification, transportation, and resource sharing.
- Recreation Center: To specify responsibilities for providing a secure off-site location for reunification or shelter.

## Emergency Operations Procedures

Supervision and Security

- School Buildings and Grounds: Gates are locked at all times during the school day.

- Student Safety: Staff are responsible for supervising students at all times, including during class changes, lunch, and extracurricular activities. All staff are trained to be vigilant and report any safety concerns.
- Visitor Procedures: All visitors must check in at the main office, and sign the visitor log. Staff are trained to immediately report any individual who is unknown on campus.

## **Standard Response Protocol (SRP)**

- Lockdown: A call to action for an internal threat. All students and staff will enter a classroom, lock the door, turn out the lights, and move out of sight. No one will leave until law enforcement gives an "all clear."
- Secure: A call to action for an external threat. All exterior doors are locked, and no one is permitted to enter or exit. Normal classroom instruction continues.
- Hold: A call to action to keep playground clear. Students and staff remain in their classrooms with doors closed until a "resume normal operations" message is given.
- Evacuate: A call to action to move to a safe location. Students and staff will leave the building in an orderly fashion, following pre-designated routes to the primary evacuation assembly point.
- Shelter-in-Place: A call to action for a hazard in the environment. Students and staff will move to a designated safe area, following specific instructions based on the hazard (e.g., severe weather, hazardous materials).

## **Safe, Confidential Reporting (Safe2Tell)**

- The school promotes the use of Safe2Tell Colorado as the primary mechanism for students and staff to anonymously report safety concerns, bullying, threats, or any other issues that may affect the school community.

## **Evacuation and Reunification**

- Evacuation: In a full-scale evacuation, all students and staff will proceed to the primary on-site or off-site reunification location. Transportation to an off-site location will be arranged with the local school district or bus company if necessary.
- Reunification: A clear reunification process will be implemented. Parents will be instructed to go to the designated reunification site and follow a formal check-out procedure with school staff. Communication with parents will be managed through the school's emergency notification system.

## **Continuity of Operations**

- Following an emergency, the school leaders will activate the continuity of operations plan to ensure essential functions, such as student instruction and administrative services, can resume as quickly and safely as possible.

## **CSI Notification**

- The school safety team will notify the Charter School Institute (CSI) within two hours of any incident that may affect school health or safety, as identified in the school's contract with CSI.

## **Training and Exercises**

### **All-Hazard Exercise Program**

- Orientation Meetings: Annual orientation meetings will be held for all staff and community partners to review emergency plans and procedures.
- All-Hazard Drills: In addition to required fire drills, the school will conduct drills for lockdowns, evacuations, and other hazards to improve student and staff emergency procedures and test communication interoperability with local agencies.

## **Personnel Training**

- The school's administration will create a schedule to ensure that key emergency personnel, including the Safety Team, complete courses provided by FEMA's Emergency Management Institute (e.g., IS-100, IS-200, IS-700) or by institutions of higher education.
- Employee Safety Training: All employees will receive annual training on emergency response procedures, including NIMS principles, threat assessment, and the school's Standard Response Protocol.

## **Student and Staff Development**

- Crisis Prevention and Management: Developmentally appropriate training will be provided to staff and students to help them recognize and respond to potential crises.
- Threat Recognition: The school will provide training and support to staff and students on how to recognize and respond to behavior or information that may indicate impending violence or other safety problems.

- **Mental Health Support:** The Safety Team will coordinate with local mental health agencies to ensure that mental health supports and services are available to students and staff following an emergency.
- **Threat and Suicide Assessment:** A trained threat assessment team, which includes members of the leadership team, the Restorative Practice Coordinator, and other key personnel, has been designated to respond to all threats of violence and suicide.

## Emergency Equipment and Communications

### Emergency Response Kits

- Each classroom and office will maintain an emergency response kit. Each kit contains:
  - First-aid supplies
  - Flashlight with extra batteries
  - Whistle
  - Emergency contact information and student rosters
  - Basic tools
  - Plastic sheeting and duct tape (for shelter-in-place)
  - Hand sanitizer and gloves
  - Emergency food and water (if possible)
- **Inventory and Testing:** At least once every academic term, the school will inventory all emergency equipment and test communications systems to ensure interoperability with affected state and local agencies.

### Communications Equipment

- The school's primary communications equipment includes:
  - Landline telephones
  - Cellular phones
  - Two-way radios (walkie-talkies)
  - Emergency notification system (e.g., text, email, automated call)

## Communication Procedures

- **Communication with Local Agencies:** The Safety Officer or assistant will be the point of contact for local law enforcement, fire, and EMS to ensure clear and consistent information flow.
- **Communication with Parents:** The Public Information Officer will issue timely and accurate information to parents through the school's emergency notification system.
- **Communication with the Media:** All media inquiries will be directed to the Public Information Officer. A designated staging area will be set up to manage media presence.

- **Communication with Students:** Staff will be trained to provide calm, reassuring, and developmentally appropriate information to students during and after an incident.

## Evaluation and Corrective Actions

- **Evaluation Forms:** After each exercise or significant incident, the school will use standardized evaluation forms to gather feedback from staff, students, and community partners.
- **Lessons Learned:** The information from these forms will be used to identify areas for improvement and to create a list of corrective actions. This process is essential for updating and refining the plan.

## Plan Management, Distribution, and Review

- **Annual Review:** This plan will be reviewed and updated annually by the Safety Team and submitted to CSI for review.
- **Distribution:** A secure copy of the full plan will be provided to all school employees and appropriate community partners. A written summary of the plan will be provided to all parents of enrolled students.
- **Familiarity:** It is the responsibility of the leadership team to ensure that any school resource officers or safety officers are familiar with this plan, its exercise program, and the school's communication systems.