



Audeo Corporation

SAFETY PLAN

SY 2021 - 2022

TABLE OF CONTENTS

SECTION ONE	
Executive Summary.....	3
SECTION TWO	
Facility Information and Street/Aerial Maps.....	4
Hazard Assessment Summary.....	12
Disaster Response Plan.....	13
Suspension/Expulsion Policy.....	19
Notification to Staff of Dangerous Students.....	36
Anti-Discrimination and Harassment.....	37
School-wide Dress Code.....	38
Loitering Law.....	39
Going to and From School Safely.....	41
Safe Ingress and Egress Procedures.....	43
Ensuring a Safe and Orderly Environment.....	44
Discipline Procedures.....	45
Zero Tolerance.....	46
Child Abuse Reporting Procedures.....	47
Emergency Notification Information.....	50
Emergency Resource Information.....	52
Emergency Disaster Kit.....	52
Crisis Response Boxes.....	53
Emergency Quick Reference Guide.....	53
Emergency Operations Overview.....	54
Incident Command Team Overview.....	55
SECTION THREE	
Evacuation Procedure.....	57
Lockdown Procedure.....	68
Parent Notification & Reunification Procedure.....	78
Earthquake Procedure.....	79
Fire Procedure.....	80
Active Shooter and Other Armed Assailant Drills.....	81
COVID-19 Pandemic School Guidelines & Plan.....	90
Frequently Asked Questions.....	
SECTION FOUR	
Emergency Plan Roles and Responsibilities.....	

SECTION ONE

Executive Summary

The purpose of this plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for responding to an emergency affecting any facility operated by Sweetwater Secondary School.

A “Incident Commander” (and alternate) is assigned to be the point of contact for this plan. During emergencies, the Incident Commander is the point of coordination for all operations. An Incident Command Team is in place to address key issues during emergency operations. The team works as directed by the Incident Commander. Each team member assignment can be found in Section Four of this plan, which identifies roles, responsibilities and duties.

The Incident Commander and their Incident Command Team are assigned to maintain and implement their Emergency Plan. The Safety Coordinator will assist with emergency preparedness, disaster planning, and will be responsible for updating the underlying Emergency Plan Template. As a component of the Comprehensive Safe Schools Plan document, the Safety Coordinator will review this emergency plan on an annual basis to determine the Emergency Plan Template is compliant with Federal, State, and local laws.

The Incident Commander will coordinate training for all new staff (paid and volunteer) assigned to this RC. The Incident Commander, coordinating with the Safety Coordinator, will conduct scheduled exercises to provide staff with an opportunity to practice the emergency procedures outlined in this plan.

This format allows staff to understand basic roles and responsibilities regardless of where in the school they may be working.

It is imperative all staff review this plan at least twice a year to ensure a basic understanding of their role and responsibility in an emergency. It is unlikely that anyone will have the time when an emergency occurs to review this entire plan, thus understanding and practice is necessary to be prepared. The proactive actions of individuals during an emergency may very well save another’s life.