

If there is currently an emergency, immediately call 911

Then call Jody Medina, the Head of School, at 719-746-2446, which will initiate a calling tree to the Charter Board President and school leadership team and others on your behalf!

Introduction

In support of our vision and mission, it is the goal of Gardner Valley School to provide a safe school environment for all students and employees. The ability to prevent, mitigate, respond to and recover from school emergency and disaster situations is essential in achieving this goal. This protocol works in coordination with and does not circumvent the actions of the emergency and law enforcement agencies of Huerfano County.

The purpose of this protocol is to assist school personnel to recognize and respond appropriately to crises and emergency situations in an effort to maximize the safety and welfare of all students, visitors and staff. It cannot be overemphasized that these are general guidelines and that staff, students and visitors should be confident in their skills to make life preserving decisions. As is well documented, emergency situations often occur without notice, the principles of emergency management contained in this guide will provide a framework for this decision making.

It is recommended that schools have protocols for five basic emergency actions (Lockout, Lockdown, Evacuate, Shelter, Hold) that are communicated in clear, consistent language. These emergency actions are designed to ensure the safety of all individuals on a school site in the event of an actual emergency or for various crises. Individualized plans are developed for students and staff with disabilities or special needs. All school employees are informed and reminded of these procedures yearly, including drill and practice of all emergency actions. Students are also informed and trained, as developmentally appropriate. The emergency action protocols are shared with parents and with emergency responders in the community.

In the event of a school emergency, the Head of School will function as the School Incident Commander with the authority to activate the School Response Team and initiate the Emergency and Crisis Response Protocol as situations warrant. School staff are empowered to initiate life-saving removal of students from harm's way. The school is prepared for a controlled release of students with a planned system for reunification with families after the incident. The Head of School should expect to transfer incident command to emergency responders as they arrive at the site, including fire and law enforcement. In a fire, the expertise/authority of firefighters will lead the way. In the event of a criminal incident, law enforcement will be in command.

The school will return to a normal building condition when threats to safety are resolved. Post incident, action reports are reviewed to make necessary revisions to emergency and crisis response plans.

Emergency & Crisis Response Protocol

Gardner Valley School's Emergency & Crisis Response Protocol follows the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazard incident management approach. ICS allows school personnel and community responders to adopt an integrated organizational structure that matches the complexities and demands of the incidents without being hindered by jurisdictional boundaries. The ICS structure is flexible. It can grow or shrink to meet different needs. This flexibility makes it a very cost-effective and efficient management approach for both small and large situations.

First decision: Is the building safe for students and staff to remain in building safely?

This is a critical decision, and one of the first decisions to be made during an emergency. The primary goal in an emergency is to protect human life, to support health needs and provide emergency first aid. The School Response Team roster identifies school staff trained in CPR/First Aid. If students, staff, parents or visitors are injured, their injuries must be attended to as circumstances allow, as well as acute medical needs or illness addressed to the extent of the team's ability until emergency responders arrive.

Second Decision (based on the answer to above): Stay in the building or evacuate?

During a crisis, the Head of School first activates an emergency response and then focuses on managing the emergency situation, utilizing the Standard Response Protocol. The Head of School must quickly assess the situation and decide what plan of action will best provide safety and protect property. There are many factors to consider, such as whether a specific response can contain danger, or whether the emergency involves a few people or the entire school. Emergencies differ; therefore, requiring different responses.

If the school building is safe, the decision will be to Lockdown, Lockout, or Shelter during the emergency (e.g., intruder, tornado sighted, chemical spill, danger in the neighborhood, or on school grounds). If the school building is not safe (e.g., it is on fire), the decision will be to Evacuate to our offsite location. This decision will be based on the nature of the situation and whether the school building is a safe place. A Lockdown, Shelter or Evacuation will generally be ordered when a situation presents danger to a large portion of the student body.

The role of the Safety & Communications Coordinator during and after an emergency is to be the official information source, freeing up the Head of School to provide for the safety and needs of students, staff, and visitors. Parents/guardians and community members will need to receive timely, accurate and useful information about an unfolding situation.

The School Response Team documents actions taken during the response. This will provide a record of key decisions and actions. GVS keeps all original notes and records as these may be considered legal documents. The Head of School coordinates the collection and storage of all documents

Minimum training requirements: ICS 100SCa, An Introduction to ICS for Schools. It is a requirement that personnel identified as members of the "School Response Team" and their alternates, who are given specific responsibilities during the immediate response to an incident, complete ICS 100SCa (Independent Study, no cost, on-line course.)



INCIDENT COMMAND STRUCTURE (ICS) ROSTER

District Huerfano Re-1 School District

School Gardner Valley School

Date August 18, 2021

Gardner Valley School – School Response Team

Role in ICS	Name	Position	E-mail	Office Phone	Cell Phone or Alternate
School Incident Commander (Head of School)	Jody Medina	Head of School	jody@gardnervalleyschool.org	(719)746-2446	
Alternate	Christi Fogel	Curriculum, Instruction & Assessment Director	christina@gardnervalleyschool.org	(719)746-2446	
Safety & Logistics Coordinator	Christi Fogel	Curriculum, Instruction & Assessment Director	christina@gardnervalleyschool.org	(719)746-2446	
Alternate	Chris Delmas	Student, Family, and Community Involvement Leader	christopher@gardnervalleyschool.org	(719)746-2446	
Communication & Student/Family Reunion Coordinator	Chris Delmas	Student, Family, and Community Involvement Leader	christopher@gardnervalleyschool.org	(719)746-2446	
Alternate	Jenna Vigil	School Counselor	jenna@gardnervalleyschool.org	(719)746-2446	
Student Care & Recovery Coordinator	Jenna Vigil	School Counselor	jenna@gardnervalleyschool.org	(719)746-2446	
Alternate	Denise Johnson	Front Office Administrative Assistant	denise@gardnervalleyschool.org	(719)746-2446	
Emergency Medical Coordinator	Denise Johnson	Front Office Administrative Assistant	denise@gardnervalleyschool.org	(719)746-2446	
Alternate	Rick Gonzales	Facilities Manager	ricardo@gardnervalleyschool.org	(719)746-2446	
Facilities Coordinator	Rick Gonzales	Facilities Manager	ricardo@gardnervalleyschool.org	(719)746-2446	
Alternate	Debbie Tanzy	Middle School Teacher	debbie@gardnervalleyschool.org	(719)746-2446	

Note: It is suggested by SB 08-181 that team members be trained at a minimum in: IS-100.SCa: An Introduction to ICS for Schools

School Response Team Roles & Responsibilities

Some of the roles and responsibilities that each school crisis team member may assume in the event of a crisis situation are listed below. Some personnel may assume more than one role and perform several tasks. Required tasks may depend on the type of crisis situation GVS is experiencing. Staff members are trained for their role and practice responsibilities during emergency and crisis response drills.

School Incident Commander (*Head of School*)

- Chairs the school crisis team meetings
- Coordinates with School Response Team for the safety of students and staff
- Serves as Finance (“the payer”) and approves funds
- Maintains liaison with public safety agencies on operational issues
- Assesses the situation and engages appropriate crisis response protocol
- Communicates with Charter Board and District
- Monitors implementation of the response plan
- Implements crisis team phone tree to assemble the team
- Serves as liaison with public safety and response agencies to coordinates responses in a unified command
- Assigns duties to team according to ICS structure
- Collaborates with local law enforcement
- Assigns, supervises, and coordinates school security (with local law enforcement if necessary)
- Reviews and approves public information releases with Charter Board President
- Reviews and approves communication with staff and students
- Approves appropriate requests for additional resources
- Reviews effectiveness of response and interventions
- Leads team in debriefing after a crisis occurs

Safety & Logistics Coordinator

- Assists School Incident Commander
- Leads the development of the response and intervention plan to include physical and psychological interventions
- Works with office personnel for supplies and equipment needs
- Briefs School Incident Commander and key officials on security issues and investigation
- Provides expertise in linking team to the appropriate crisis response protocols and guidelines
- Knows evacuation plans/routes/procedures, security measures, alternative site plans
- Reports weather, emergency conditions, obstacles or others concerns
- Works with safety officer
- Coordinates supervision and duties of teachers not with students
- Monitors supplies and equipment needs
- Coordinates the acquisition, preparation and distribution of food and water during shelter-in-place
- Coordinates access with district personnel
- Coordinates access to and distribution of supplies during an emergency
- Gathers and documents anticipated crisis related planning expenses
- Documents and tracks expenses related to crisis planning and development

- Tracks and records expenses incurred when a crisis event occurs
- Completes paperwork to seek reimbursement, if available
- Documents activities
- Collects and evaluates information related to development of the crises
- Evaluates status of resources
- Helps to think ahead of current status and prepare for future change to situation

Communication & Student/Family Reunion Coordinator

- Assists School Incident Commander
- Accounts for all students and staff
- Supervises safe and organized movement of students and staff, as needed
- Assembles students and staff for information sharing and/or safety
- Coordinates with Safety & Logistics coordinator to assure resources are available
- Implements crisis team and/or staff phone tree, as needed
- Coordinates the communication content and dissemination to student and staff during a crisis event
- Works with Incident Commander and Student Care & Recovery Coordinator to determine appropriate content and means of communication
- Provides written statements to use for student, staff, and parent notification (works with district PIO as needed) (i.e. fact sheet., parent letter)
- Monitors communication dissemination plan
- Considers information and responses needed by office personnel
- Engages and monitors communication with victims and families
- Keeps records of communication requested and released
- Communicates with district and/or community level team(s)
- Develops system for releasing students to parents
- Designates a Reunion Site/Center
- Checks Emergency cards for name of person/s authorized to pick up student
- Releases student to authorized person (checks and verifies ID with name listed on student emergency card)
- Maintains a student release log
- Coordinates the assembly and transport of students with Executive Director and District Transportation Services
- Establishes and implements the contact plan for both during and after school hours contact
- Establishes plan to rapidly disseminate information to staff or volunteers during school hours
- Maintains an accurate directory of community resources and staff
- Helps coordinate volunteer assignments
- Coordinates requests for copying, documentation instruments, parent letters, etc.

Emergency Medical Coordinator

- Identifies and coordinates staff who have First Aid/CPR/EMT training
- Coordinates the emergency card/emergency information procedure with the School Incident Commander and Communication & Student/Family Reunion coordinator
- Maintains the emergency response kits (Go-Kits)
- Maintains trauma bags and supplies with beginning of year and mid-year check

- Works with special education staff, school mental health staff and counselors to identify and plan for individuals who may need evacuation assistance
- Coordinates medical triage in the event of an emergency
- Arranges for additional medical support from trained staff
- Liaisons with Emergency Medical Responders
- Requests additional supplies, as needed
- Knows and provides for student and staff medical needs
- Documents medical and transport activities
- Evaluates for additional training needs

Student Care & Recovery Coordinator

- Determines the psychological impact on students and staff and the nature of care and recovery services needed
- Develops a plan for care and recovery using appropriate resources
- Maintains a crisis resource notebook with readily available resources and handouts
- Works with public health and community resources
- Mobilizes mental health/counseling resource personnel
- Establishes and coordinates best practices in classroom information meetings, caregiver trainings, group and individual psychological first aid throughout the event to reduce panic and lessen trauma
- Identifies resources to manage grief and the healing process, as needed
- Coordinates best practice psychological recovery services, as needed.
- Prepares for memorial services and long-term support, as needed.
- Communicates resources available to administration, staff, students and families.
- Maintains records of referrals and services provided.
- Assesses additional training needs of the school recovery team

Facilities Coordinator

- Secures incident site, perimeter
- Locks entrances/exits, helps secure building (supplemented by security and staff in secondary schools)
- Knows floor plan of building and locations of shut-off valves (e.g. gas, electrical, furnace, alarm system)
- Communicates with district maintenance.
- Helps move objects to help with response.
- Supervises crowd and traffic control and access management
- Locates identified support supplies to help implement crisis plan and response
- Purchases necessary supplies

Adapted from:

Reeves, M., Kanan, L. & Plog, A. (2009); Cherry Creek School District, 2008; Reeves, Nickerson, Jimerson, 2006.

Parent/Child Reunification

Gardner Valley School Student Release Form

1 Parent/Requester Completes this Section

Completed by Parent/Requester at Request Gate	STUDENT Last Name _____ First Name _____
	School _____ Grade _____ Teacher (if known) _____
	Name of Person Picking up Student _____
	Phone Number _____ Relationship with Student _____

2

Completed by Request Gate	Names and Phone Number on Release Form? (circle one) Yes No
	Photo ID/Driver's License Checked <input type="checkbox"/> Yes
	STAFF ONLY _____ (signature)

3

Completed by Holding Area Staff	STUDENT STATUS: _____ Sent with Runner _____ Absent
	_____ Received Medical Care _____ Missing
	Other Notes _____

4

Completed by Release Gate	Name of Person Picking up is same as Box #1 above <input type="checkbox"/> Yes
	Photo ID/Driver's License Checked <input type="checkbox"/> Yes
	Checked by Release Gate Personnel _____ (signature)

5 Parent/Requester Completes this Section

Completed by Parent/Requester at Release Gate	Requester Signature _____
	Phone Number _____ Address _____
	Time _____ Date _____

Non-Emergency Contact Information

Colorado Crisis Services	(844) 493-8255	http://coloradocrisisservices.org
Huerfano County Social Services	(719) 738-2810	www.huerfano.us
Huerfano County Public Health	(719) 738-2650	www.la-h-health.org
Huerfano County Sheriff's Office	(719) 738-1044	www.huerfano.us
Huerfano County Fire Protection	(719) 738-1877	https://huerfanofire.org
Huerfano County Fire (Upper Huerfano Station – Gardner)	(719) 746-0140	
Poison Control (Rocky Mountain Poison & Drug Center)	(303) 739-1123	www.rmpdc.org
Safe 2 Tell	1 (877) 542-7233	www.safe2tell.org

References

- CSSRC Emergency Planning Work Group. (2010). *Response: Emergency Actions for K-12 Schools*. Denver: Colorado School Safety Resource Center
- Colorado School Safety Resource Center. (2014). *Comprehensive School Safety Planning: Suggested Elements for Districts and Schools*. Denver: Colorado State Government
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- Deffner, R. & Keyes, J. (2015). *The Standard Response Protocol K12: Operational Guidance for Schools, Districts, Departments and Agencies*. Bailey, CO: The "I Love U Guys" Foundation.
- Huerfano School District Re-1. *Huerfano Re-1 Crisis Response with the Standard Response Protocol*. Walsenburg
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