

# Vista Charter School
# Emergency Response Plan

2026-2027 School Year

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970-249-4470

# INTRODUCTION

## 1.1 Mission Statement

Vista Charter School is committed to providing a safe, secure, and supportive learning environment where students, staff, volunteers, and visitors can learn and work free from avoidable harm. The safety and well-being of the school community remain the highest priority during all school operations.

The mission of this Emergency Operations Plan (EOP) is to establish a comprehensive, all-hazards framework for the prevention, protection, mitigation, response, continuity, and recovery from emergencies that may impact school operations. Through proactive planning, training, collaboration with public safety agencies, and continuous improvement, Vista Charter School seeks to minimize the effects of emergencies while protecting life, stabilizing incidents, preserving property, and restoring educational operations as quickly as practical.

Emergency preparedness is a shared responsibility requiring cooperation among school personnel, students, parents, community partners, and local, state, and federal agencies.

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## 1.2 Purpose

The purpose of this Emergency Operations Plan is to provide a standardized framework for managing emergencies and disasters affecting Vista Charter School. This plan establishes policies, organizational structure, responsibilities, and operational procedures designed to protect life and property while ensuring an effective and coordinated response.

This plan is intended to:

- Protect students, staff, volunteers, contractors, and visitors.

- Establish a coordinated emergency management structure utilizing the National Incident Management System (NIMS) and Incident Command System (ICS).
- Define roles and responsibilities during emergencies.
- Promote interoperability with law enforcement, fire, emergency medical services, emergency management agencies, and community partners.
- Provide guidance for prevention, preparedness, response, recovery, and continuity of operations.
- Support compliance with applicable federal, state, and local laws and recognized best practices for school emergency management.

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## 1.3 Scope

This Emergency Operations Plan applies to all Vista Charter School personnel, students, contractors, volunteers, visitors, and individuals participating in school-sponsored activities.

The plan applies during:

- Regular school operations
- Before and after school activities
- Extracurricular events
- Athletic events
- Field trips
- School transportation activities
- Off-campus school-sponsored events when applicable

This plan utilizes an all-hazards planning philosophy, recognizing that emergency response actions are often similar regardless of the specific hazard encountered.

Hazards addressed include, but are not limited to:

- Active assailant incidents
- Fire emergencies

- Medical emergencies
- Hazardous materials releases
- Severe weather
- Natural disasters
- Utility failures
- Bomb threats
- Threats of violence
- Mental health crises
- Public health emergencies
- Missing students
- Death of a student or staff member
- Community incidents impacting school operations

Hazard-specific procedures are contained within the annexes of this plan.

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## 1.4 Authority

This Emergency Operations Plan is developed under the authority of the Vista Charter School Board of Directors and Executive Director and is intended to comply with applicable federal, state, and local laws governing school safety and emergency management.

This plan incorporates nationally recognized emergency management principles and guidance, including:

- Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101
- National Incident Management System (NIMS)
- Incident Command System (ICS)
- National Preparedness Goal
- Colorado Safe Schools Act
- Colorado School Safety Resource Center guidance
- I Love U Guys Foundation Standard Response Protocol (SRP)

- Applicable Occupational Safety and Health Administration (OSHA) requirements
- Applicable Colorado Department of Education guidance

Nothing contained within this plan limits the authority of responding law enforcement, fire, emergency medical services, or emergency management agencies during an emergency incident.

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## 1.5 Situation Overview

Vista Charter School recognizes that emergencies may occur with little or no warning and may rapidly escalate beyond the capability of routine school operations.

Potential emergencies may originate on campus or within the surrounding community and may require coordination with local, county, state, tribal, and federal response agencies.

The primary objectives during any emergency are:

1. Protection of life.
2. Incident stabilization.
3. Protection of property and infrastructure.
4. Continuity of educational operations.
5. Support for recovery and restoration of normal school activities.

Emergency management activities shall emphasize preparedness through planning, training, exercises, and partnerships with community stakeholders.

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## 1.6 Planning Assumptions

The following assumptions form the basis of this Emergency Operations Plan:

- Emergencies may occur at any time with little or no warning.
- School personnel may be required to initiate protective actions prior to the arrival of emergency responders.
- Initial response actions will rely upon available school personnel and resources.
- Communications systems may become degraded or unavailable during an incident.
- Local emergency responders may require time to arrive depending on the nature and location of the incident.
- Multiple hazards may occur simultaneously.
- Parents and guardians will seek information and reunification immediately following a significant incident.
- Recovery operations may continue long after the emergency response phase has concluded.
- Training, exercises, and periodic plan revisions improve organizational resilience and emergency preparedness.

School personnel are expected to exercise sound judgment and initiative while operating within the principles established by this Emergency Operations Plan and the National Incident Management System.

# CONCEPT OF OPERATIONS (CONOPS)

## 2.1 General

Vista Charter School utilizes an all-hazards emergency management approach based upon the principles established by the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, the National Incident Management System (NIMS), and the Incident Command System (ICS).

The school recognizes that no single emergency plan can address every possible incident. Therefore, this Emergency Operations Plan (EOP) establishes a flexible management structure capable of expanding or contracting based upon the complexity, duration, and severity of an incident.

The primary objectives of emergency operations are to:

- Protect life and ensure the safety of students, staff, visitors, and responders.
- Stabilize the incident and reduce further hazards.
- Protect school property and critical infrastructure.
- Maintain continuity of educational operations whenever possible.
- Coordinate effectively with local, county, state, and federal emergency response agencies.
- Facilitate an orderly recovery and return to normal operations.

Emergency operations shall be managed using scalable, flexible, and adaptable principles that allow for unified decision-making and coordinated resource management.

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## 2.2 Emergency Management Framework

Vista Charter School adopts the National Preparedness System and organizes emergency management activities into the following five mission areas:

### Prevention

Prevention activities are intended to avoid, deter, or stop an imminent threat or actual act of violence or other criminal activity.

Examples include:

- Visitor management and access control
- Threat assessment procedures
- Safe2Tell reporting
- Behavioral intervention strategies
- Security monitoring
- Law enforcement partnerships
- Employee background investigations
- Student supervision practices

- Emergency planning and intelligence sharing

The school encourages immediate reporting of suspicious behavior, threats, or safety concerns by students, staff, parents, and community members.

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## Protection

Protection activities reduce vulnerabilities and safeguard people, facilities, information, and critical infrastructure.

Protective measures include:

- Controlled access to school facilities
- Locked exterior doors during instructional hours
- Identification and visitor management procedures
- Security cameras and alarm systems
- Emergency communications systems
- Staff training
- Standard Response Protocol (SRP)
- Emergency drills and exercises
- Physical security assessments

Protection measures are continually evaluated and enhanced through collaboration with local emergency responders and safety partners.

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## Mitigation

Mitigation consists of sustained actions taken to reduce or eliminate long-term risks associated with natural or human-caused hazards.

Mitigation activities include:

- Hazard identification and risk assessments

- Facility safety improvements
- Fire prevention measures
- Maintenance of emergency equipment
- Weather monitoring systems
- Hazardous materials management
- Infrastructure maintenance
- Building security enhancements
- Emergency planning updates

Lessons learned from exercises and actual incidents shall be incorporated into future mitigation efforts.

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## Response

Response activities begin immediately before, during, or after an emergency to protect life, stabilize the incident, and reduce property damage.

Response actions may include:

- Activation of the Incident Command System (ICS)
- Notification of emergency responders
- Implementation of Standard Response Protocol actions
- Medical care
- Evacuation
- Shelter-in-place
- Lockdown or Secure procedures
- Family notification
- Resource coordination
- Unified Command with responding agencies

Initial response actions may be initiated by any employee when immediate action is necessary to protect life.

Upon arrival of public safety agencies, Vista Charter School will integrate into a Unified Command structure whenever appropriate.

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### Recovery

Recovery begins simultaneously with response activities and continues until school operations have been restored.

Recovery priorities include:

- Physical safety assessment
- Damage assessment
- Restoration of facilities
- Continuity of instruction
- Mental health services
- Family reunification
- Employee support
- Community communication
- Financial recovery
- After Action Reviews (AAR)
- Improvement Plans (IP)

Recovery operations recognize that emotional and psychological recovery may continue long after physical restoration has occurred.

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## 2.3 Operational Priorities

During every emergency, Vista Charter School personnel shall prioritize actions in the following order:

### 1. Life Safety

The preservation of human life shall be the highest operational priority.

All decisions shall focus first on protecting students, staff, visitors, and emergency responders.

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### 2. Incident Stabilization

Actions shall be taken to prevent the emergency from escalating and to establish control of the incident through coordinated emergency management practices.

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### 3. Property Conservation

Reasonable efforts shall be made to protect school facilities, equipment, records, and infrastructure when such actions do not compromise life safety.

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### 4. Continuity of Operations

The school shall implement Continuity of Operations (COOP) procedures to maintain essential educational and administrative functions whenever practical.

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## 2.4 Incident Command

All emergency incidents requiring coordinated management shall utilize the **National Incident Management System (NIMS)** and **Incident Command System (ICS).**

Incident Command provides:

- Common terminology

- Standardized organizational structure
- Modular organization
- Unified command capability
- Manageable span of control
- Integrated communications
- Resource accountability
- Incident action planning

Incident Command may expand or contract depending upon the complexity of the incident.

School personnel shall transfer command or integrate into Unified Command upon the arrival of public safety agencies when appropriate.

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## 2.5 Operational Flexibility

No Emergency Operations Plan can anticipate every possible circumstance.

Employees are expected to exercise sound professional judgment when confronted with unique situations while remaining consistent with the objectives and principles established within this plan.

Nothing contained herein shall prohibit personnel from taking immediate action necessary to preserve life when circumstances require actions outside normal procedures.

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## 2.6 Plan Activation

This Emergency Operations Plan may be activated by the Executive Director, Principal, Incident Commander, or designee whenever an emergency or potential emergency threatens the safety of students, staff, visitors, or school operations.

Depending upon the nature of the incident, activation may involve:

- Partial activation of selected annexes
- Full activation of the Incident Command Team
- Coordination with local emergency responders
- Establishment of Unified Command
- Activation of parent notification procedures
- Implementation of Continuity of Operations procedures

The level of activation shall be proportional to the nature and complexity of the incident and may be modified as conditions change.

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# SECTION 3

# EMERGENCY MANAGEMENT ORGANIZATION

## INCIDENT COMMAND SYSTEM (ICS)

### 3.1 National Incident Management System (NIMS)

Vista Charter School adopts the **National Incident Management System (NIMS)** as the standard framework for incident management. NIMS provides a consistent nationwide approach that enables government agencies, schools, emergency responders, and community partners to work together effectively during emergencies.

The school utilizes the **Incident Command System (ICS)** as its organizational structure for managing incidents of any size or complexity. The ICS structure

provides clear lines of authority, standardized terminology, unified objectives, and efficient resource management.

During significant incidents requiring the response of law enforcement, fire services, emergency medical services, or emergency management agencies, Vista Charter School personnel shall integrate into a **Unified Command** structure to support coordinated incident management.

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## 3.2 Incident Command Philosophy

Emergency incidents shall be managed using the following priorities:

1. **Life Safety**
2. **Incident Stabilization**
3. **Property and Environmental Conservation**
4. **Continuity of Educational Operations**
5. **Recovery and Restoration of Services**

The Incident Commander shall establish incident objectives and direct school resources until command is transferred or Unified Command is established with responding agencies.

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## 3.3 Incident Command Organization

The Incident Command organization is scalable and may expand or contract based upon the complexity of the incident.

### Incident Commander

**Luke Siebert**
Executive Director

**Cell:** 906-286-1787

## Responsibilities

- Provides overall incident management.
- Establishes incident objectives and priorities.
- Activates the Emergency Operations Plan.
- Coordinates with emergency responders.
- Authorizes protective actions.
- Establishes Unified Command when appropriate.
- Directs recovery operations.

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## Operations Section Chief

**Robi Wells-Parker**
Principal

**Cell:** 970-817-3983

## Responsibilities

- Directs tactical operations.
- Supervises student accountability.
- Coordinates evacuation, lockdown, shelter, and reunification operations.
- Assigns personnel and resources.
- Reports operational status to the Incident Commander.

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## Public Information Officer (PIO)

**Rachel Demunbrun**
Executive Secretary

**Cell:** 970-773-3069

## Responsibilities

- Coordinates official communications.
- Disseminates information to parents and guardians.
- Coordinates with media representatives.
- Maintains incident documentation.
- Ensures information released is accurate and approved by the Incident Commander.

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## Safety Officer

**Robi Wells-Parker (or designee until expanded ICS is established)**

## Responsibilities

- Monitors incident operations for safety concerns.
- Identifies hazards.
- Recommends corrective actions.
- Coordinates responder safety issues.

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## Liaison Officer

**Luke Siebert (until relieved or delegated)**

## Responsibilities

- Coordinates with outside agencies.
- Maintains communication with responding organizations.
- Assists Unified Command.
- Coordinates mutual aid resources.

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### Mental Health and Recovery Coordinator

**Mike Cmejla**

Mental Health Coordinator

**Cell:** 970-316-2330

### Responsibilities

- Coordinates crisis counseling.
- Supports students and staff following traumatic events.
- Coordinates community mental health resources.
- Assists with long-term recovery planning.

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## 3.4 Unified Command

When local emergency responders arrive on scene, Vista Charter School administration shall integrate into a **Unified Command structure** whenever appropriate.

Unified Command enables multiple agencies with jurisdictional authority or functional responsibility to establish common objectives while maintaining their individual authority and responsibilities.

Unified Command promotes:

- Shared situational awareness
- Coordinated decision-making
- Efficient resource utilization
- Unified public messaging
- Common operational objectives

School administration shall remain available to provide facility information, student accountability, building access, and operational support throughout the incident.

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## 3.5 Succession of Authority

Should the Incident Commander become unavailable, authority shall transfer in the following order:

1. Executive Director
2. Principal
3. Executive Secretary
4. Mental Health Coordinator
5. Senior staff member designated by the Incident Commander or governing authority

Succession of authority ensures continuity of leadership during emergencies.

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## 3.6 Delegation of Authority

The Incident Commander may delegate operational responsibilities to qualified personnel as incident complexity increases.

Delegated authority may include:

- Student accountability
- Evacuation operations
- Parent reunification
- Resource management
- Communications
- Documentation
- Recovery operations

Delegation does not relieve the Incident Commander of overall responsibility for incident management.

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## 3.7 Span of Control

Vista Charter School shall maintain an effective span of control consistent with NIMS guidance.

Supervisors should generally oversee three to seven personnel, with five direct reports considered optimal, to ensure effective management and communication during emergency operations.

As incidents expand, additional supervisory positions may be established to maintain organizational effectiveness.

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## 3.8 Incident Action Planning

For extended incidents, the Incident Commander shall establish written or verbal Incident Action Plans (IAPs) identifying:

- Incident objectives
- Operational priorities
- Resource assignments
- Safety considerations
- Communications procedures
- Operational periods

Incident Action Planning promotes coordinated decision-making and accountability throughout the response.

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### 3.9 Resource Management

Emergency resources shall be requested, assigned, tracked, and demobilized using NIMS resource management principles.

Resource management includes:

- Personnel
- Equipment
- Communications systems
- Transportation assets
- Medical supplies
- Facilities
- Mutual aid resources

Accurate accountability of resources shall be maintained throughout the incident.

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### 3.10 Emergency Response Team

The Vista Charter School Emergency Response Team serves as the primary leadership group responsible for emergency preparedness, incident management, and recovery operations.

The Emergency Response Team also fulfills the responsibilities of the:

- Safety Planning Team
- Incident Command Team

The following specialized teams may share personnel while maintaining distinct responsibilities:

- Threat Assessment Team
- Suicide Assessment Team
- Crisis Response Team
- Psychological Recovery Team

Team members shall complete FEMA Emergency Management Institute training appropriate to their assigned responsibilities, including IS-100 and IS-362A, and shall participate in annual emergency planning and exercises.

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# SECTION 4

# DIRECTION, CONTROL, AND COORDINATION

## 4.1 General

Vista Charter School shall manage emergencies using the principles of the **National Incident Management System (NIMS)** and the **Incident Command System (ICS)** to ensure a coordinated and effective response.

The Emergency Operations Plan is designed to be flexible and scalable, allowing the organization to expand or contract based on the size, complexity, and duration of an incident. School personnel shall coordinate with local, county, state, and federal agencies using standardized incident management principles and common terminology.

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## 4.2 Incident Activation Levels

The level of Emergency Operations Plan activation shall be determined by the Incident Commander based on the nature and severity of the incident.

### Level 1 – Routine Incident

Incidents that can be managed by school personnel without outside assistance.

Examples include:

- Minor medical incidents
- Student behavioral incidents
- Small utility disruptions
- Minor facility issues

The Incident Commander may activate only those portions of the plan necessary to manage the event.

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## Level 2 – Significant Incident

Incidents requiring assistance from outside agencies but having limited impact on school operations.

Examples include:

- Fire response
- Hazardous material spill
- Police investigation
- Severe weather warning
- Gas leak

The Incident Command Team shall be activated and coordinate with responding agencies.

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## Level 3 – Major Incident

Incidents requiring full activation of the Emergency Operations Plan and Unified Command.

Examples include:

- Active assailant
- Large fire
- Mass casualty incident
- Tornado strike
- Major hazardous materials release
- Extended evacuation
- Community disaster affecting school operations

The Incident Commander shall establish Unified Command with responding agencies as appropriate.

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## 4.3 Unified Command

When emergency responders arrive on scene, Vista Charter School shall integrate into a Unified Command structure whenever appropriate.

Unified Command enables agencies with different legal authorities and responsibilities to establish common objectives while maintaining their respective jurisdictions.

Unified Command promotes:

- Shared situational awareness
- Coordinated decision-making
- Unified public messaging
- Efficient resource allocation
- Consistent operational objectives

School administration shall provide building information, student accountability, facility access, and operational support to Unified Command.

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## 4.4 Emergency Operations Center (EOC)

For prolonged or complex incidents, the Incident Commander may establish a School Emergency Operations Center to coordinate strategic decision-making and resource management.

The EOC may support:

- Resource tracking
- Parent notification
- Personnel accountability
- Documentation
- Media coordination
- Recovery planning
- Continuity of operations

The EOC may operate physically on campus or virtually if conditions require relocation.

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## 4.5 Coordination with External Agencies

Vista Charter School maintains partnerships with local emergency response organizations and recognizes that effective emergency management depends on coordinated interagency response.

Partner agencies may include:

- Montrose Police Department
- Montrose County Sheriff's Office
- Montrose Fire Protection District
- Colorado State Patrol
- Montrose Regional Health
- Montrose County Office of Emergency Management
- Colorado School Safety Resource Center

- Mental health providers
- American Red Cross and other support organizations as needed

These partnerships support planning, training, exercises, emergency response, reunification, and recovery.

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## 4.6 Continuity of Command

Should key leadership personnel become unavailable, authority shall transfer in accordance with the established succession of authority to ensure uninterrupted management of emergency operations.

Delegation of authority may occur when incident complexity requires additional supervisory capacity or specialized expertise.

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## 4.7 Documentation

Accurate documentation shall be maintained throughout every emergency incident.

Documentation may include:

- Incident logs
- Student accountability records
- Resource assignments
- Communications logs
- Damage assessments
- Parent notifications
- Injury reports
- After Action Reports (AAR)
- Improvement Plans (IP)

Documentation supports legal compliance, reimbursement, operational improvement, and future planning.

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## 4.8 After Action Review and Continuous Improvement

Following any significant incident or exercise, Vista Charter School shall conduct an **After Action Review (AAR)** to evaluate response effectiveness and identify strengths and areas for improvement.

Lessons learned shall be incorporated into:

- Plan revisions
- Training programs
- Safety procedures
- Mitigation projects
- Future exercises

Continuous improvement is an essential component of the school's emergency management program and supports long-term organizational resilience.

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# SECTION 5

# COMMUNICATIONS AND WARNING

## 5.1 Purpose

Effective communication is critical to protecting life, coordinating emergency operations, maintaining situational awareness, and supporting recovery efforts.

Vista Charter School shall utilize redundant communication systems to ensure timely dissemination of information before, during, and after emergencies. Communication systems shall support coordination among school personnel, emergency responders, students, parents, guardians, and community partners.

The school recognizes that communication systems may fail or become overloaded during emergencies and therefore maintains multiple methods of communication to ensure continuity of operations.

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## 5.2 Communications Objectives

The objectives of emergency communications are to:

- Provide timely and accurate information.
- Support life safety and protective actions.
- Maintain accountability of students and staff.
- Coordinate with emergency responders.
- Provide consistent public information.
- Reduce misinformation and rumors.
- Support family reunification.
- Maintain continuity of school operations.

All communications shall emphasize accuracy, clarity, and consistency.

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## 5.3 National Incident Management System (NIMS) Communications

Vista Charter School adopts the **National Incident Management System (NIMS)** principle of **Integrated Communications**, ensuring that communications systems, procedures, and terminology support interoperability among responding agencies.

Whenever practical, communications shall utilize:

- Common terminology
- Plain language
- Standardized radio procedures
- Shared operational objectives
- Unified messaging

The use of agency-specific "10-codes" or coded language is discouraged during emergency operations to reduce confusion among responding agencies.

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## 5.4 Emergency Notification Systems

Vista Charter School maintains multiple communication systems to ensure redundancy during emergencies.

Primary communication methods include:

- School Safe Radio System
- Public Address (PA) System
- School Telephone System
- Cellular Telephones
- Email
- Beacon Notification System
- Bloomz
- Remind
- School Website
- Official Social Media Platforms

The Incident Commander or Public Information Officer shall determine the most appropriate communication method based on the incident.

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## 5.5 Internal Communications

Internal communications are intended to provide immediate notification to faculty, staff, and students regarding emergency conditions.

Internal communication methods include:

- School Safe Radios
- Public Address announcements
- Telephone system
- Direct staff notification
- Cell phone communication
- Face-to-face notification when necessary

Emergency notifications shall utilize clear, concise, plain-language announcements consistent with the Standard Response Protocol (SRP).

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## 5.6 Radio Communications

School Safe Radios serve as the primary internal emergency communication system.

### Channel Assignments

### Channel 2

- Daily school operations
- Routine staff communications
- Student supervision
- Administrative coordination

### Channel 1

- Emergency operations
- Incident Command communications
- Coordination with emergency response activities

- Emergency operational traffic

During emergencies, radio traffic shall be limited to essential operational communications.

Personnel should:

- Speak clearly.
- Identify themselves by position.
- Keep transmissions brief.
- Avoid unnecessary conversation.
- Wait for acknowledgement before transmitting additional information.

Radio discipline is essential during emergency operations.

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## 5.7 Public Address System

The Public Address (PA) system shall be used for immediate protective action announcements.

Standard Response Protocol terminology shall be used whenever practical.

Examples include:

- **Hold**
- **Secure**
- **Lockdown**
- **Evacuate**
- **Shelter**

Announcements should be repeated as necessary to ensure comprehension.

The PA system may also be used to issue "All Clear" announcements only upon authorization of the Incident Commander.

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## 5.8 Parent and Guardian Notification

Parents and guardians shall be notified as soon as practical following significant emergencies affecting students.

Notification methods may include:

- Beacon Alerts
- Bloomz
- Remind
- Email
- Telephone
- School website
- Official social media

Information released shall include:

- General description of the incident
- Protective actions taken
- Student status when appropriate
- Reunification information
- Ongoing updates
- Official instructions

Information shall not compromise law enforcement operations or student privacy.

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## 5.9 Public Information Officer (PIO)

The Public Information Officer (PIO) is responsible for coordinating official information released during emergencies.

PIO responsibilities include:

- Coordinating media inquiries
- Preparing official statements
- Supporting parent communications
- Coordinating social media messaging
- Reducing misinformation
- Supporting Unified Command communications

No employee other than the designated Public Information Officer or Incident Commander shall provide official statements to the media unless authorized.

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## 5.10 Joint Information System (JIS)

For major incidents involving multiple agencies, Vista Charter School shall participate in a **Joint Information System (JIS)** consistent with NIMS guidance.

The Joint Information System promotes:

- Consistent public messaging
- Coordinated media releases
- Accurate information dissemination
- Reduction of conflicting information
- Public confidence

When established, school communications shall coordinate with the Joint Information Center (JIC) or Unified Command.

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## 5.11 Emergency Warning

Emergency warnings may originate from:

- National Weather Service
- Montrose County Emergency Management

- Law Enforcement
- Fire Department
- Colorado Department of Public Safety
- School Administration
- Emergency Responders

Protective actions may include:

- Hold
- Secure
- Lockdown
- Evacuate
- Shelter

Protective actions shall be communicated immediately upon recognition of a threat.

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## 5.12 Backup Communications

Should primary communication systems fail, Vista Charter School shall utilize alternate communication methods including:

- Cellular telephones
- Portable radios
- Face-to-face runners
- Emergency responders
- Written messages
- Public address systems powered by emergency backup systems
- Community emergency notification systems

Redundant communication capability is essential to maintaining command and control during emergencies.

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## 5.13 Emergency Communication with Responding Agencies

The Incident Commander or designee shall establish communication with responding agencies as early as practical.

Information provided may include:

- Nature of the emergency
- Exact location
- Number of students and staff involved
- Known injuries
- Hazards present
- Protective actions implemented
- Access points
- Staging areas
- Reunification status

Accurate and timely information supports effective incident management and responder safety.

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## 5.14 Rumor Control

During emergencies, misinformation can create confusion and increase anxiety.

The Public Information Officer shall monitor communications and provide timely factual updates to reduce rumors and misinformation.

Staff members are expected to:

- Refer media inquiries to the Public Information Officer.
- Avoid speculation.
- Share only verified information.
- Protect confidential student and personnel information.

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### 5.15 Communication System Testing

Emergency communication systems shall be tested **at least once each academic term**.

Systems tested shall include:

- School Safe Radios
- Public Address System
- Telephone System
- Beacon Alerts
- Bloomz
- Remind
- Website
- Email

Testing results shall be documented and maintained by school administration.

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# SECTION 6

# CONTINUITY OF OPERATIONS (COOP)

### 6.1 Purpose

The purpose of the Continuity of Operations (COOP) Plan is to ensure that Vista Charter School can continue essential educational and administrative functions during and after an emergency or disaster.

This section establishes procedures for maintaining critical operations, protecting essential records and assets, preserving leadership continuity, and restoring normal operations as quickly and safely as practical.

The COOP framework is consistent with **FEMA Continuity Guidance Circular (CGC)** principles, the **National Incident Management System (NIMS)**, and recognized best practices for K-12 educational institutions.

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## 6.2 Continuity Objectives

The objectives of the Continuity of Operations Plan are to:

- Protect the health and safety of students, staff, and visitors.
- Maintain command and control during emergencies.
- Ensure continuity of leadership and decision-making.
- Continue essential educational and administrative functions whenever practical.
- Protect critical records and information systems.
- Restore normal operations in a timely manner.
- Minimize disruption to instructional programs.
- Support long-term recovery efforts.

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## 6.3 Essential Functions

During emergencies, Vista Charter School shall prioritize the continuation of the following essential functions:

**Student Safety and Accountability**

- Student supervision
- Attendance accountability

- Student release procedures
- Family reunification
- Emergency medical coordination

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**Incident Management**

- Incident Command
- Emergency communications
- Coordination with responding agencies
- Resource management
- Situation assessment

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**Educational Continuity**

- Continuation of instructional services when feasible
- Distance learning capabilities, if appropriate
- Protection of academic records
- Alternative instructional delivery methods
- Student support services

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**Administrative Operations**

- Payroll and financial operations
- Human resources
- Procurement of emergency resources
- Facility management
- Information technology support

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**Student Services**

- Counseling services
- Mental health support
- Special education services
- Nutrition services, when feasible
- Community resource coordination

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## 6.4 Succession of Authority

To ensure uninterrupted leadership during emergencies, authority shall transfer in the following order when the designated official is unavailable:

1. Executive Director
2. Principal
3. Executive Secretary
4. Mental Health Coordinator
5. Senior staff member designated by the Executive Director or Governing Board

Succession of authority shall remain in effect until the designated official resumes responsibilities or another successor is appointed.

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## 6.5 Delegation of Authority

The Incident Commander may delegate authority for specific operational functions to qualified personnel.

Delegated responsibilities may include:

- Student accountability
- Parent reunification

- Communications
- Logistics
- Documentation
- Resource tracking
- Recovery operations

Delegation of authority shall be documented whenever practical and does not relieve the Incident Commander of overall responsibility.

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## 6.6 Alternate Facilities

If school facilities become unusable, Vista Charter School may relocate essential operations to alternate locations identified through agreements with community partners or local agencies.

Potential alternate facilities may include:

- Partner schools
- Community centers
- Government facilities
- Faith-based organizations
- Temporary educational facilities
- Virtual learning environments

The Executive Director shall determine relocation needs in coordination with the Incident Command Team and local authorities.

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## 6.7 Continuity of Instruction

The school recognizes the importance of minimizing interruptions to student learning.

When facilities cannot be occupied safely, instructional continuity may include:

- Temporary relocation
- Online instruction
- Hybrid instructional models
- Modified academic schedules
- Alternative classroom locations
- Adjusted instructional calendars

Instructional decisions shall prioritize student safety while supporting educational continuity.

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## 6.8 Protection of Vital Records

Vista Charter School shall maintain and protect essential records necessary for continued operations.

Vital records include:

- Student records
- Employee records
- Emergency contact information
- Financial records
- Personnel files
- Individualized Education Programs (IEPs)
- Health records
- Emergency Operations Plan
- Facility drawings
- Contracts and legal documents

Whenever practical, critical records shall be securely backed up electronically and protected against unauthorized access.

---

## 6.9 Information Technology Continuity

Information technology systems support critical school operations and educational services.

Continuity measures include:

- Secure data backups
- Cloud-based storage when available
- Cybersecurity protections
- Recovery procedures for technology systems
- Protection of confidential information
- Alternative communication methods during network disruptions

Technology recovery priorities shall support student accountability, communications, and instructional continuity.

---

## 6.10 Human Capital Management

Employees are essential to continuity operations.

During emergencies, school leadership shall:

- Maintain employee accountability
- Provide safety information
- Communicate operational expectations
- Support employee wellness
- Coordinate staffing needs
- Facilitate access to employee assistance resources

Staff members shall report their operational status as directed by administration following significant incidents.

---

## 6.11 Continuity of Communications

Emergency communications shall continue through redundant systems including:

- School Safe Radios
- Cellular telephones
- Email
- Beacon Alerts
- Bloomz
- Remind
- School website
- Social media
- Face-to-face communication
- Coordination with emergency responders

If primary communication systems fail, alternate methods shall be implemented immediately.

---

## 6.12 Reconstitution

Reconstitution is the process of returning to normal operations following an emergency.

Reconstitution activities may include:

- Facility inspections
- Safety assessments
- Utility restoration
- Technology restoration
- Employee return-to-work planning
- Student return planning

- Resumption of instructional services
- Recovery communications
- Documentation of lessons learned

The Executive Director, in consultation with emergency responders and governing authorities, shall authorize reoccupation of facilities.

---

## 6.13 Recovery Planning

Recovery operations shall begin concurrently with response activities whenever practical.

Recovery efforts may include:

- Damage assessment
- Insurance coordination
- Facility repairs
- Counseling services
- Community support
- Financial recovery
- Educational recovery
- Operational improvement planning

Recovery priorities shall focus on restoring a safe, stable, and supportive learning environment.

---

## 6.14 After Action Review and Improvement Planning

Following significant incidents or exercises, Vista Charter School shall conduct an **After Action Review (AAR)** to evaluate emergency operations.

The review shall identify:

- Strengths
- Areas for improvement
- Lessons learned
- Corrective actions
- Training needs
- Policy revisions

An **Improvement Plan (IP)** shall be developed to assign responsibilities, establish timelines, and ensure identified corrective actions are implemented.

Continuous improvement is a fundamental component of Vista Charter School's emergency management program and supports long-term organizational resilience and preparedness.

---

# SECTION 7

**FUNCTIONAL ANNEXES**

## Introduction

The Functional Annexes establish standardized procedures for implementing protective actions before, during, and after emergencies.

These annexes support the Core Emergency Operations Plan by defining operational responsibilities and response actions that are common across multiple hazards.

Vista Charter School utilizes the **I Love U Guys Foundation Standard Response Protocol (SRP)** as its primary protective action framework. The SRP provides clear, standardized language that promotes rapid decision-making and coordinated response among students, staff, and emergency responders.

Functional Annexes are designed to be scalable and may be implemented individually or in combination depending on incident conditions.

---

# ANNEX 7A

## HOLD

### Purpose

The **Hold** protocol is used to clear hallways and maintain students and staff in their current locations while a situation is resolved within the building.

Hold is intended to minimize movement while allowing instruction and business operations to continue.

---

### Situation

A Hold may be initiated for situations including:

- Medical emergencies
- Student behavioral incidents
- Law enforcement activity in a hallway
- Maintenance emergencies
- Temporary hazards
- Administrative investigations

---

### Activation

The Incident Commander or designee may announce:

> **"Hold. In your room or area. Clear the halls."**

The announcement shall be repeated as necessary.

---

**Staff Responsibilities**

Staff shall:

- Close classroom doors.
- Continue instruction when appropriate.
- Keep students inside classrooms or work areas.
- Prevent students from entering hallways.
- Monitor radio communications.
- Await further instructions.

Attendance accountability should be maintained.

---

**Student Responsibilities**

Students shall:

- Remain in classrooms.
- Stay quiet and attentive.
- Follow staff directions.
- Refrain from entering hallways.

---

**Incident Command Responsibilities**

The Incident Commander shall:

- Assess the situation.
- Coordinate response.
- Maintain communications.
- Determine when normal movement may resume.

---

**Recovery**

Upon resolution:

> **"The Hold has been lifted. Resume normal operations."**

The Incident Commander shall document the event and conduct a review if warranted.

---

# ANNEX 7B

## SECURE

**Purpose**

The **Secure** protocol protects building occupants from threats **outside** the facility while allowing operations to continue inside.

Secure emphasizes controlled access and situational awareness.

---

**Situation**

Secure may be implemented for:

- Police activity nearby
- Dangerous animals
- Community violence
- Hazardous conditions near campus
- Suspicious persons outside
- Civil disturbances

---

**Activation**

The announcement shall be:

> "**Secure. Get inside. Lock outside doors.**"

The announcement shall be repeated.

---

**Staff Responsibilities**

Staff shall:

- Bring students indoors.
- Verify exterior doors are secured.
- Continue classroom activities.
- Increase situational awareness.
- Limit hallway movement as appropriate.
- Monitor official communications.

---

**Student Responsibilities**

Students shall:

- Enter the building immediately.
- Remain indoors.
- Follow staff directions.
- Continue instructional activities.

---

**Incident Command Responsibilities**

The Incident Commander shall:

- Coordinate with law enforcement.
- Monitor conditions.
- Determine the duration of Secure status.
- Provide updates.

---

**Recovery**

The Incident Commander shall announce:

> **"The Secure has been lifted. Resume normal operations."**

---

# ANNEX 7C

## LOCKDOWN

**Purpose**

The **Lockdown** protocol protects occupants from an **immediate threat inside the building**.

Lockdown prioritizes survival and the preservation of life.

---

**Situation**

Lockdown may be initiated for:

- Active assailant
- Armed intruder
- Violent subject
- Hostage situation
- Credible internal threat
- Law enforcement directive

---

**Activation**

The announcement shall be:

> "**Lockdown. Locks. Lights. Out of Sight.**"

This standardized language aligns with SRP.

---

**Staff Responsibilities**

Staff shall:

- Immediately secure doors.
- Turn off lights.
- Cover vision panels when feasible.
- Move occupants out of sight.
- Silence electronic devices when practical.

- Remain quiet.
- Do not open doors unless directed by identifiable law enforcement.

Staff may exercise independent judgment consistent with ALICE principles if immediate evacuation or other protective action is clearly safer.

---

**Student Responsibilities**

Students shall:

- Follow staff directions immediately.
- Remain silent.
- Stay out of sight.
- Prepare to evacuate if directed.

---

**Incident Command Responsibilities**

The Incident Commander shall:

- Notify 911.
- Activate ICS.
- Coordinate with responding agencies.
- Establish Unified Command when appropriate.
- Coordinate accountability and reunification.

---

## ALICE Integration

Vista Charter School recognizes that every active threat incident is dynamic.

While SRP provides standardized protective actions, staff retain the authority to make reasonable decisions necessary to preserve life.

Depending on circumstances, protective actions may include:

- Evacuation
- Barricading
- Counter-distraction as a last resort
- Escape
- Shelter

These actions are consistent with ALICE concepts and shall be applied using sound judgment.

---

**Recovery**

Only law enforcement or the Incident Commander shall authorize release from Lockdown.

An After Action Review shall follow every Lockdown event or exercise

---

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# ANNEX 7D

## EVACUATE

**Purpose**

The **Evacuate** protocol provides for the rapid, orderly, and accountable movement of students, staff, and visitors from an area of danger to a designated safe location.

Evacuation may involve relocation within the campus, to an external assembly area, or to an off-site reunification location depending on the nature of the incident.

The primary objective of evacuation is the preservation of life.

---

**Situation**

Evacuation may be initiated for:

- Fire or smoke
- Explosion
- Bomb threat
- Hazardous materials release
- Gas leak
- Structural damage
- Utility failure
- Flooding
- Law enforcement direction
- Any condition rendering the facility unsafe

---

**Activation**

The Incident Commander or designee shall announce:

> **"Evacuate. Evacuate to (designated location)."**

When the fire alarm activates without prior notice, staff shall immediately implement evacuation procedures unless credible information indicates another protective action is safer.

---

**Staff Responsibilities**

Teachers and staff shall:

- Direct students to the designated evacuation route.
- Take a class roster, emergency red folder, radio, and emergency kit if immediately available.
- Close classroom doors if time permits.
- Assist individuals with disabilities or access and functional needs.
- Proceed to the designated assembly area.
- Take attendance immediately.
- Display accountability status using the school's accountability system.
- Report missing, injured, or extra students to Incident Command.

Staff shall not delay evacuation to collect personal belongings.

---

**Student Responsibilities**

Students shall:

- Follow staff directions immediately.
- Walk calmly and remain together.
- Leave personal belongings behind unless immediately accessible.
- Remain with assigned staff.
- Report injuries or concerns.
- Remain at the assembly area until released.

---

**Incident Command Responsibilities**

The Incident Commander shall:

- Determine evacuation routes.
- Coordinate with emergency responders.

- Monitor accountability.
- Direct relocation if conditions change.
- Coordinate reunification if necessary.

---

**Accountability**

Student accountability shall begin immediately upon arrival at the assembly area.

Teachers shall verify attendance using current class rosters.

Missing persons shall be reported immediately through Incident Command.

No staff member shall leave the assembly area until accountability is complete unless directed by Incident Command.

---

**Re-entry**

Re-entry into school facilities shall occur only after authorization by the Incident Commander in consultation with responding emergency agencies.

---

**Recovery**

Following evacuation, administration shall evaluate:

- Facility safety
- Student accountability
- Parent notification needs
- Transportation impacts
- Mental health support
- Continuity of instruction

An After Action Review shall be conducted following significant evacuation events.

---

# ANNEX 7E

## SHELTER

### Purpose

The **Shelter** protocol provides protection from environmental hazards by directing occupants to safer locations within the building.

Shelter actions vary depending on the nature of the hazard.

---

### Situation

Shelter may be implemented for:

- Tornado warnings
- Severe thunderstorms
- High winds
- Hazardous air quality
- Hazardous materials releases
- Wildfire smoke
- Earthquake
- Utility emergencies
- Other environmental hazards

---

### Activation

The announcement shall be:

"**Shelter for (hazard). Use appropriate safety strategy.**"

Examples include:

- Shelter for Tornado
- Shelter for Hazardous Materials
- Shelter for Earthquake

---

**Staff Responsibilities**

Staff shall:

- Move students to designated shelter areas.
- Take attendance.
- Maintain supervision.
- Monitor communications.
- Keep students calm.
- Maintain accountability.

---

**Tornado Shelter Procedures**

Staff shall move students to:

- Interior rooms
- Lowest available level when practical
- Hallways away from glass
- Designated severe weather shelter areas

Students shall:

- Kneel facing interior walls.

- Protect head and neck.
- Remain until released.

---

**Hazardous Materials Shelter**

When sheltering due to hazardous materials:

- Exterior doors shall be secured.
- HVAC systems may be shut down if appropriate.
- Windows shall remain closed.
- Occupants shall remain inside until cleared by emergency responders.

---

**Earthquake Procedures**

During seismic activity:

- Drop
- Cover
- Hold On

Following shaking:

- Assess injuries.
- Evaluate building safety.
- Evacuate if necessary.

---

**Incident Command Responsibilities**

The Incident Commander shall:

- Monitor hazard conditions.
- Coordinate with emergency responders.
- Provide updated instructions.
- Determine when Shelter may be lifted.

---

**Recovery**

When conditions no longer exist, the Incident Commander shall announce:

> "**Shelter has been lifted. Resume normal operations.**"

Recovery efforts shall include facility assessment and documentation.

---

# ANNEX 7F

## FAMILY REUNIFICATION

**Purpose**

Family reunification is a controlled process for returning students to authorized parents, guardians, or emergency contacts following an emergency.

Reunification protects student safety while maintaining accountability.

---

**Objectives**

- Maintain student accountability.
- Verify the identity of adults.

- Ensure orderly release.
- Reduce confusion.
- Support law enforcement operations.
- Protect student records and privacy.

---

**Reunification Sites**

Primary and alternate reunification sites shall be designated by the Incident Commander based on incident conditions.

Site selection shall consider:

- Safety
- Accessibility
- Parking
- Traffic flow
- Security
- ADA accessibility

---

**Release Procedures**

Students shall be released only after:

- Identity verification
- Authorization confirmation
- Documentation of release
- Student accountability update

No student shall self-release unless authorized by school policy.

---

**Parent Communications**

Parents shall receive:

- Reunification location
- Directions
- Required identification
- Parking instructions
- Expectations for the reunification process

---

**Media Management**

Media representatives shall remain outside reunification operations.

Student privacy shall be protected in accordance with applicable law.

---

**Mental Health Support**

Counseling resources shall be available for students, families, and staff following traumatic incidents.

---

# ANNEX 7G

## ACTIVE ASSAILANT

**Policy Statement**

Vista Charter School recognizes that active assailant incidents are unpredictable and rapidly evolving.

No single response strategy is appropriate for every circumstance.

Personnel are expected to exercise sound judgment while prioritizing the preservation of life.

---

**Response Philosophy**

Vista Charter School adopts the **Standard Response Protocol (SRP)** as the primary protective action framework.

The school further recognizes that circumstances may require adaptive protective actions consistent with nationally recognized active assailant response principles.

Depending upon the circumstances, appropriate actions may include:

- Evacuation
- Lockdown
- Barricading
- Concealment
- Counter-distraction as a last resort
- Escape

The immediate objective is survival.

---

**Staff Authority**

Staff members are authorized to make immediate life-safety decisions when confronted with an imminent threat, even when those actions differ from normal procedures, provided such actions are reasonable under the circumstances and intended to preserve life.

---

**Law Enforcement Integration**

Upon arrival, law enforcement assumes responsibility for tactical neutralization of the threat.

Vista Charter School administration shall integrate into Unified Command and support responder operations through:

- Building information
- Student accountability
- Facility access
- Parent notification
- Reunification
- Recovery

---

**Recovery**

Following an active assailant event, recovery operations shall include:

- Family reunification
- Psychological first aid
- Crisis counseling
- Memorial considerations
- Continuity of instruction
- After Action Review
- Improvement Plan

- ---

# SECTION 8

# TRAINING, EXERCISES, AND READINESS

## 8.1 Purpose

Vista Charter School recognizes that emergency preparedness depends upon planning, training, exercises, evaluation, and continuous improvement.

The purpose of the Training and Exercise Program is to ensure that all employees understand their emergency responsibilities, can effectively implement the Emergency Operations Plan, and can integrate with responding agencies utilizing the National Incident Management System (NIMS) and Incident Command System (ICS).

Training and exercises shall strengthen preparedness, improve coordination, identify capability gaps, and promote a culture of safety throughout the school community.

---

## 8.2 Training Philosophy

Emergency preparedness is a continuous process.

Training shall be progressive and include:

- Orientation
- Classroom instruction
- Tabletop exercises
- Functional exercises
- Full-scale drills
- After Action Reviews
- Improvement planning

Training shall emphasize practical application of emergency procedures and decision-making under stressful conditions.

## 8.3 National Incident Management System (NIMS) Training

Vista Charter School supports NIMS implementation through appropriate training for personnel assigned emergency responsibilities.

| Position | Recommended Training |
|---|---|
| Executive Director | ICS-100, ICS-200, IS-700, IS-800 |
| Principal | ICS-100, ICS-200, IS-700 |
| Incident Command Team | ICS-100, ICS-200, IS-700 |
| Office Personnel | ICS-100, IS-700 |
| Teachers | SRP, ALICE Awareness, Basic ICS Orientation |
| Support Staff | SRP, Emergency Procedures |

Recommended training includes:Additional training may be completed based upon assigned responsibilities.

---

## 8.4 Standard Response Protocol Training

All employees shall receive annual training on the Standard Response Protocol (SRP), including:

- Hold
- Secure
- Lockdown
- Evacuate
- Shelter

Training shall include:

- Staff responsibilities
- Student accountability
- Radio communications
- Protective actions
- Incident Command expectations

New employees shall receive emergency procedures training during orientation.

---

## 8.5 Active Assailant Response Training

Employees shall receive age-appropriate and role-specific instruction regarding active assailant response.

Training may include:

- Situational awareness
- Threat recognition
- Escape principles

- Lockdown procedures
- Barricading techniques
- Emergency communications
- Trauma-informed response
- Family reunification

Training shall emphasize that preservation of life remains the highest priority**.**

---

## 8.6 Exercise Program

Vista Charter School shall conduct a progressive exercise program designed to validate emergency plans and improve organizational readiness.

Exercises may include:

**Orientation Seminars**

Introduce new plans or procedures.

---

**Tabletop Exercises**

Discussion-based exercises reviewing emergency scenarios.

Examples:

- Active assailant
- Severe weather
- Fire
- Bomb threat
- Hazardous materials
- Student reunification

---

**Functional Exercises**

Simulated emergency operations emphasizing Incident Command and communications.

---

**Full-Scale Exercises**

Multi-agency exercises involving emergency responders, staff, and community partners when feasible.

---

### 8.6.1 Annual Orientation Meeting

Vista Charter School shall conduct an annual Emergency Operations Plan orientation meeting with local law enforcement, fire services, emergency medical services, emergency management personnel, and community partners.

The meeting shall review:

- Roles and responsibilities
- Incident Command
- Facility access
- Reunification procedures
- Communications interoperability
- Changes to the Emergency Operations Plan

---

### 8.6.2 Tabletop Exercise

At least one tabletop exercise shall be conducted annually.

Scenarios may include:

- Active assailant
- Fire
- Severe weather
- Hazardous materials
- Missing student
- Family reunification

Lessons learned shall be incorporated into plan revisions.

---

## 8.7 Required Drills

Vista Charter School shall conduct drills in accordance with Colorado law and local requirements.

Drills may include:

- Fire
- Lockdown
- Secure
- Evacuation
- Shelter
- Reunification
- Severe weather

Drills shall occur under varying conditions to improve preparedness.

---

## 8.8 Exercise Evaluation

Every exercise shall be evaluated.

Evaluation criteria include:

- Communications
- Accountability
- Protective actions
- Command structure
- Coordination
- Decision-making
- Resource management
- Recovery planning

Constructive feedback shall be encouraged.

---

## 8.9 After Action Review (AAR)

Following significant exercises or incidents, the Incident Command Team shall conduct an After Action Review.

The review shall identify:

- What occurred
- What worked well
- Areas needing improvement
- Corrective actions
- Training needs
- Resource needs

The review process shall encourage honest evaluation and organizational learning.

---

## 8.10 Improvement Plan (IP)

Following completion of an After Action Review, an Improvement Plan shall be developed.

The Improvement Plan shall include:

- Corrective action
- Responsible person
- Completion timeline
- Required resources
- Follow-up evaluation

Completion of Improvement Plans shall be monitored by school administration.

---

## 8.11 Community Partnerships

Vista Charter School values collaboration with community partners.

Planning, training, and exercises should include participation by:

- Montrose Police Department
- Montrose County Sheriff's Office
- Montrose Fire Protection District
- Montrose Regional Health
- Montrose County Office of Emergency Management
- Colorado State Patrol
- Mental health providers
- School resource personnel
- Community organizations

Interagency exercises improve coordination and strengthen emergency preparedness.

---

### 8.12 Continuous Improvement

Emergency preparedness is an ongoing process.

This Emergency Operations Plan shall evolve through:

- Training
- Exercises
- Incident experience
- Lessons learned
- Changes in law
- Facility modifications
- Emerging threats
- Best practices

Vista Charter School is committed to continuous improvement and organizational resilience.

---

# SECTION 9

# PLAN DEVELOPMENT, MAINTENANCE, AND REVISION

### 9.1 Purpose

The Emergency Operations Plan is a living document that requires regular review and revision to remain current and effective.

The purpose of this section is to establish procedures for maintaining, updating, approving, distributing, and evaluating the plan.

---

### 9.2 Annual Review

The Emergency Operations Plan shall be reviewed **at least annually** and whenever:

- Significant incidents occur
- Facility changes occur
- Organizational changes occur
- Legal requirements change
- Lessons learned identify improvements
- New hazards are identified

---

### 9.3 Revision Process

Plan revisions may result from:

- After Action Reviews
- Improvement Plans
- Safety audits
- Facility assessments
- Emergency responder recommendations
- CSI reviews
- Board direction

Revisions shall be documented in the Record of Changes.

---

### 9.4 Distribution

Controlled copies of this plan shall be maintained by:

- Executive Director

- Principal
- Front Office
- Incident Command Team
- Governing Board
- Local law enforcement (as appropriate)
- Fire Department (as appropriate)
- Emergency Management (as appropriate)

Sensitive information shall be protected from unauthorized disclosure.

---

## 9.5 Record of Changes

Each revision shall include:

- Revision number
- Date
- Section revised
- Description of change
- Approved by

A revision log shall be maintained at the front of the document.

---

## 9.6 Plan Approval

This Emergency Operations Plan shall become effective upon approval by the Executive Director and acknowledgment by the Governing Board.

The Executive Director is responsible for implementation and administration of the plan.

---

### 9.7 Authority to Deviate

Nothing in this plan shall prohibit school personnel from taking reasonable actions necessary to preserve life during an emergency.

The Emergency Operations Plan provides guidance but cannot anticipate every possible circumstance.

Personnel are expected to exercise sound professional judgment consistent with the principles of NIMS, ICS, and the preservation of life.

---

### 9.8 Annual Safety Audit

Vista Charter School shall conduct an annual safety assessment evaluating:

- Building security
- Access control
- Emergency equipment
- Communication systems
- Visitor procedures
- Student supervision
- Emergency preparedness
- Training compliance

Corrective actions shall be documented and tracked through an Improvement Plan.

---

# APPENDIX C

# PRIMARY REUNIFICATION SITE

## Montrose Pavilion

1800 Pavilion Drive
Montrose, Colorado 81401

### Primary Access Route

Primary access shall be via **Pavilion Drive from U.S. Highway 550 (Townsend Avenue)** utilizing the main entrance to the Montrose Pavilion. Emergency vehicles shall have unrestricted access to the facility at all times. School personnel and law enforcement shall coordinate traffic flow to minimize congestion and maintain access for emergency responders.

### Secondary Access Route

If the primary entrance becomes inaccessible or congested, alternate access shall be established through secondary entrances to the Pavilion complex as directed by Unified Command. The Incident Commander may modify access routes based on incident conditions to ensure safe and efficient operations.

### Parking Plan

Parent and guardian parking shall be directed to designated parking areas separate from emergency vehicle staging and operational areas.

Parking attendants or law enforcement personnel may direct traffic to:

- Parent and guardian parking
- Staff parking
- Emergency responder access lanes
- Bus staging area
- Overflow parking, if necessary

Emergency access lanes shall remain unobstructed at all times.

### Student Holding Area

Students awaiting reunification shall be maintained in a secure, supervised holding area within the Pavilion or another protected location designated by Incident Command.

Student accountability shall be continuously maintained through attendance rosters, accountability procedures, and reunification logs.

No student shall leave the holding area except through the formal reunification process.

**Parent Check-In Area**

Parents and authorized guardians shall report to a designated Parent Check-In Area prior to student release.

School personnel shall:

- Verify government-issued identification.
- Confirm emergency contact authorization.
- Complete reunification documentation.
- Notify student holding staff.
- Record the release of each student.

Students shall only be released to authorized individuals unless otherwise directed by law enforcement or court order.

**Media Staging Area**

Media representatives shall report to a designated Media Staging Area located away from student and family reunification operations.

Media personnel shall not enter student holding areas or reunification processing areas.

All media inquiries shall be coordinated through the Public Information Officer (PIO) in accordance with the National Incident Management System (NIMS) Joint Information System (JIS).

Student privacy shall be protected in accordance with FERPA and applicable state and federal law.

**Law Enforcement Command Post**

The Law Enforcement Command Post shall be established at a location determined by the senior responding law enforcement officer in coordination with Unified Command.

The Command Post should provide:

- Secure access
- Communications capability
- Visibility of operations when practical
- Space for Unified Command personnel
- Coordination with Fire/EMS and school administration

School personnel shall provide facility maps, student accountability information, keys or access credentials, and operational support as requested.

**Traffic Control**

Traffic control shall be coordinated with law enforcement and school personnel to establish:

- One-way traffic flow when practical
- Emergency vehicle access
- Parent pick-up lanes
- Bus loading areas
- ADA-accessible parking
- Pedestrian safety corridors

Unauthorized vehicles shall not enter restricted operational areas.

**Security**

Security personnel shall monitor all entrances and reunification operations to ensure:

- Student accountability
- Controlled access
- Crowd management
- Protection of confidential information
- Safety of students, families, and staff

**Demobilization**

The reunification site shall remain operational until:

- All students have been released or otherwise accounted for;
- Incident Command authorizes closure; and
- All reunification documentation has been completed.

Following demobilization, an After Action Review (AAR) shall be conducted to identify lessons learned and opportunities for improvement.

---

**SECONDARY REUNIFICATION SITE**

**Columbine Middle School**

601 York Street
Montrose, Colorado 81401

Columbine Middle School shall serve as the **secondary reunification site** if the Montrose Pavilion is unavailable or unsuitable due to the nature or location of the incident.

The reunification procedures established for the primary reunification site shall apply at Columbine Middle School unless modified by Unified Command based on incident conditions.

Annual coordination with Columbine Middle School administration shall be conducted, to the extent practicable, to confirm continued availability of the facility and review reunification procedures.




# SECTION 11

# DAILY SECURITY OPERATIONS AND CAMPUS SECURITY

## 11.1 Purpose

Vista Charter School is committed to providing a safe, secure, and welcoming learning environment through proactive security practices, staff vigilance, and collaboration with students, families, and community partners.

Daily security operations are designed to prevent incidents, reduce vulnerabilities, and support a positive school climate while maintaining an environment conducive to learning.

School safety is a shared responsibility requiring participation by all employees, students, families, volunteers, and community partners.

---

## 11.2 Daily Building Security

The following security measures shall be maintained during normal school operations:

- Exterior doors shall remain locked during instructional hours except for monitored points of entry.
- Access to the building shall be controlled through the main office.
- Staff shall challenge or report unidentified individuals in accordance with school procedures.
- Classrooms and occupied spaces shall remain capable of being secured during emergencies.
- Security concerns shall be reported immediately to school administration.

Routine inspections of exterior doors, locks, gates, and access control systems shall be conducted to identify deficiencies requiring corrective action.

---

## 11.3 Student Arrival and Dismissal

Staff shall provide active supervision during student arrival and dismissal periods.

Procedures include:

- Designated drop-off and pick-up locations.
- Staff supervision of student movement.
- Monitoring of parking areas and pedestrian crossings.
- Separation of vehicle traffic and pedestrian traffic whenever practical.
- Supervision until students have safely entered or exited school property.

Any unusual activity observed during arrival or dismissal shall be reported immediately to administration.

---

## 11.4 Visitor Management

All visitors shall report directly to the school office upon entering campus.

Visitors shall:

- Present valid identification upon request.
- Sign in using the school visitor management process.
- Receive an approved visitor badge or identification.
- Return visitor credentials upon departure.

Visitors shall remain under appropriate supervision while on campus.

Individuals refusing to comply with visitor procedures may be denied access and law enforcement may be contacted if necessary.

---

## 11.5 Volunteers and Chaperones

Volunteers and field trip chaperones shall comply with all district and state requirements prior to participating in school activities.

Requirements may include:

- Background checks
- Volunteer approval processes
- Identification verification
- Staff orientation
- Assignment of responsibilities

Volunteers shall remain under the direction of school personnel while participating in school-sponsored activities.

---

## 11.6 Student Supervision

Employees are responsible for maintaining appropriate supervision of students throughout the instructional day and during school-sponsored activities.

Supervision shall include:

- Hallways
- Classrooms
- Playgrounds
- Cafeteria
- Gymnasium
- Parking areas
- Field trips
- Extracurricular activities

Staff shall remain alert to unusual behavior, unauthorized individuals, or unsafe conditions and report concerns promptly.

---

## 11.7 School-Sponsored Activities

Safety procedures shall apply during all school-sponsored activities, regardless of location.

Activity sponsors shall ensure:

- Student accountability
- Emergency communications
- Access to emergency contact information
- Supervision ratios appropriate to the activity
- Knowledge of emergency procedures
- Coordination with host facilities when applicable

Emergency response procedures may be modified to accommodate the unique circumstances of off-campus events.

---

## 11.8 Safe2Tell and Reporting Procedures

Vista Charter School encourages students, staff, parents, and community members to report safety concerns through established reporting channels, including Safe2Tell Colorado.

Reports may involve:

- Threats of violence
- Bullying
- Self-harm concerns
- Weapons
- Suspicious activity
- Harassment
- Substance abuse
- Other behaviors affecting school safety

All reports shall be reviewed by school administration and referred to the Threat Assessment Team for evaluation when appropriate.

Retaliation against individuals reporting concerns in good faith is prohibited.

---

## 11.9 Crisis Prevention

Vista Charter School is committed to preventing crises through early identification, intervention, and support.

Preventive measures include:

- Positive school climate initiatives
- Behavioral interventions
- Threat assessment procedures
- Mental health supports
- Staff training
- Student education
- Family engagement
- Community partnerships

Early intervention remains one of the most effective strategies for reducing school violence and supporting student success.

---

## 11.10 Annual Security Assessments

The school shall conduct annual security assessments in collaboration with law enforcement, fire services, emergency management personnel, or qualified school safety professionals whenever practical.

Assessments shall evaluate:

- Building access control
- Exterior lighting
- Locks and hardware
- Visitor procedures
- Communications systems
- Emergency equipment
- Evacuation routes
- Reunification procedures
- Physical security measures

Recommendations shall be documented and incorporated into future planning and facility improvements.

---

## 11.11 Continuous Improvement

Daily security procedures shall be reviewed annually and revised as necessary based on:

- Incident experience
- After Action Reviews
- Exercise evaluations
- Facility modifications
- Changes in law or best practices
- Recommendations from community partners

Vista Charter School is committed to continuous improvement in protecting students, staff, visitors, and the educational environment.

# SECTION 12

# THREAT ASSESSMENT, CRISIS RESPONSE, AND PSYCHOLOGICAL RECOVERY

## 12.1 Purpose

Vista Charter School is committed to providing a safe and supportive learning environment through the early identification, assessment, intervention, and management of behaviors or circumstances that may pose a risk to students, staff, or the school community.

The school utilizes a multidisciplinary team approach to identify concerns, implement appropriate interventions, coordinate resources, and support recovery before, during, and after critical incidents.

The primary objective of these teams is prevention through collaboration, communication, and timely intervention**.**

---

## 12.2 Multidisciplinary Team Structure

Vista Charter School maintains an integrated Emergency Response Team structure. To promote efficiency and continuity, team membership may overlap based on staff roles and expertise.

The following teams are established:

- Threat Assessment Team
- Suicide Assessment Team
- Crisis Response Team
- Psychological Recovery Team

The Executive Director shall appoint team members annually.

An updated roster identifying members by **name and position** shall be maintained in **Appendix B**.

---

## 12.3 Threat Assessment Team

### Purpose

The Threat Assessment Team evaluates behaviors, communications, or circumstances that may indicate a risk of targeted violence or harm to self or others.

The team seeks to identify concerns early and implement interventions that reduce risk while supporting student success.

### Responsibilities

The Threat Assessment Team shall:

- Review reports of concerning behavior.
- Evaluate Safe2Tell referrals.
- Assess potential threats of violence.
- Coordinate with law enforcement when appropriate.
- Develop intervention and safety plans.
- Monitor follow-up actions.
- Coordinate with mental health providers and families when appropriate.
- Document actions taken.

---

## 12.4 Threat Assessment Process

The Threat Assessment Team shall utilize the following process:

1. Receive report or referral.
2. Gather available information.
3. Convene the multidisciplinary team.
4. Assess the level of concern and potential risk.
5. Develop intervention or safety strategies.
6. Assign responsibilities for implementation.
7. Monitor progress and follow-up.
8. Close the case when appropriate and document outcomes.

The focus of the process is prevention, intervention, and support rather than discipline alone.

---

## 12.5 Weekly Team Meetings

The Threat Assessment Team shall meet **at least weekly** during the school year, even when no new referrals have been received.

Weekly meetings shall include:

- Review of active cases.
- Review of Safe2Tell reports.
- Follow-up on intervention plans.
- Discussion of behavioral concerns.
- Review of student supports.
- Confirmation that previously identified concerns have been addressed.

Meeting minutes or documentation shall be maintained in accordance with school procedures and applicable confidentiality requirements.

---

## 12.6 Suicide Assessment Team

The Suicide Assessment Team shall evaluate reports of suicidal ideation, self-harm behaviors, or related concerns in accordance with school policy and accepted best practices.

Responsibilities include:

- Conducting risk assessments.
- Notifying parents or guardians when appropriate.
- Coordinating with mental health providers.
- Developing student safety plans.
- Referring students for additional evaluation and treatment.
- Monitoring follow-up services.

The preservation of life and connection to appropriate care shall remain the highest priority.

---

## 12.7 Crisis Response Team

The Crisis Response Team coordinates the school's response to significant incidents affecting the school community.

Responsibilities include:

- Coordinating immediate crisis response.
- Supporting Incident Command.
- Assisting with student accountability.
- Coordinating reunification efforts.
- Supporting communications with families.
- Coordinating available resources.
- Assisting with recovery planning.

The Crisis Response Team may activate during emergencies, traumatic events, deaths, or other incidents significantly impacting the school community.

---

## 12.8 Psychological Recovery Team

The Psychological Recovery Team coordinates emotional and behavioral recovery following emergencies or traumatic events.

Recovery efforts may include:

- Psychological First Aid
- Individual counseling referrals
- Group support services
- Classroom support
- Staff support services
- Family resource coordination
- Community mental health referrals

Recovery planning shall recognize that emotional recovery may extend beyond physical recovery.

---

## 12.9 Mental Health Supports

Vista Charter School recognizes the importance of providing access to mental health resources before and after emergencies.

Support services may include:

- School-based counseling
- Community mental health providers
- Crisis intervention services
- Colorado Crisis Services (988)
- Behavioral health referrals
- Family support resources
- Employee Assistance Programs, when available

Administration shall coordinate with community partners to provide appropriate services following significant incidents.

---

## 12.10 Safe2Tell Colorado

Students, employees, parents, and community members are encouraged to report safety concerns through Safe2Tell Colorado or directly to school administration.

Reports may involve:

- Threats of violence
- Bullying or harassment
- Self-harm concerns
- Weapons
- Substance abuse
- Suspicious activity
- Abuse or neglect
- Other safety concerns

All reports shall be reviewed promptly and referred to the Threat Assessment Team when appropriate.

Individuals reporting concerns in good faith shall be protected from retaliation to the extent provided by law and school policy.

---

## 12.11 Confidentiality

Threat assessment and mental health information shall be handled in accordance with applicable federal and state confidentiality laws, including FERPA and other applicable privacy requirements.

Information shall be shared only with individuals who have a legitimate educational or safety interest and a need to know in order to protect students and staff**.**

---

## 12.12 Continuous Improvement

Following significant incidents, the multidisciplinary teams shall participate in an After Action Review to evaluate response effectiveness and identify opportunities for improvement.

Lessons learned shall be incorporated into:

- Training programs
- Safety procedures
- Intervention practices
- Emergency Operations Plan revisions
- Future preparedness activities

Vista Charter School is committed to a proactive, multidisciplinary approach that emphasizes prevention, intervention, collaboration, and continuous improvement to support a safe and healthy learning environment.

# SECTION 13

# HAZARD IDENTIFICATION AND ALL-HAZARDS RISK ASSESSMENT

## 13.1 Purpose

Vista Charter School recognizes that effective emergency preparedness begins with identifying potential hazards, assessing risks, and implementing appropriate prevention, mitigation, response, and recovery strategies.

The purpose of this All-Hazards Risk Assessment is to identify hazards that could reasonably affect school operations and prioritize preparedness efforts based on the probability of occurrence and the potential impact on students, staff, visitors, and school operations.

This assessment shall be reviewed annually and updated whenever significant changes occur to school operations, facilities, or the surrounding community.

---

## 13.2 Risk Assessment Methodology

Vista Charter School utilizes an **All-Hazards Approach** consistent with the National Incident Management System (NIMS) and Federal Emergency Management Agency (FEMA) guidance.

Each identified hazard is evaluated using two criteria:

### Likelihood

- High – Expected to occur regularly or has occurred previously.
- Moderate – May occur occasionally.
- Low – Unlikely but possible.

### Impact

- Low – Minimal disruption to school operations.
- Moderate – Significant disruption requiring emergency response.
- High – Major disruption affecting life safety and school operations.
- Catastrophic – Widespread impact involving loss of life or long-term interruption of educational services.

Preparedness priorities are established using the combined assessment of likelihood and impact.

---

## 13.3 Hazard Analysis Matrix

| Hazard | Likelihood | Impact | Overall Risk |
|---|---|---|---|
| Active Assailant | Low | Catastrophic | High |
| Fire | Moderate | High | High |
| Medical Emergency | High | Moderate | High |
| Severe Weather | Moderate | Moderate | Moderate |
| Hazardous Materials Release | Low | High | Moderate |
| Utility Failure | Moderate | Moderate | Moderate |
| Missing Student | Low | High | Moderate |
| Suicide or Behavioral Health Crisis | Moderate | High | High |

| | | | |
|---|---|---|---|
| Wildlife Encounter | Moderate | Moderate | Moderate |
| Transportation Accident | Low | High | Moderate |
| Bomb Threat | Low | High | Moderate |
| Suspicious Person or Intruder | Moderate | High | High |
| Cybersecurity Incident | Moderate | Moderate | Moderate |
| Pandemic or Infectious Disease | Low | Catastrophic | High |

---

## 13.4 Hazard Priorities

Based upon this assessment, Vista Charter School identifies the following hazards as the highest planning priorities:

- Active Assailant
- Fire
- Medical Emergencies
- Suicide and Behavioral Health Crises
- Suspicious Persons or Intruders
- Severe Weather
- Utility Failures affecting school operations

Emergency procedures and training priorities are aligned with these identified hazards.

---

## 13.5 Prevention and Mitigation Strategies

To reduce identified risks, Vista Charter School implements multiple prevention and mitigation strategies including:

- Controlled building access
- Visitor management procedures
- Safe2Tell reporting
- Behavioral Threat Assessment Team
- Suicide Assessment Team
- Crisis Response Team
- Psychological Recovery Team
- Staff supervision and active monitoring
- Annual safety assessments
- Emergency drills and exercises
- Staff emergency preparedness training
- Student age-appropriate safety instruction
- Collaboration with law enforcement and first responders

These measures are intended to reduce vulnerabilities and improve the school's ability to prevent or respond to emergencies.

---

## 13.6 Community Risk Factors

Hazards affecting Vista Charter School may originate from within the school or from the surrounding community.

Community hazards may include:

- Severe weather events
- Hazardous material transportation incidents
- Utility disruptions
- Wildfire smoke or environmental hazards
- Law enforcement activity in the surrounding area
- Community violence
- Public health emergencies

The school maintains ongoing coordination with community partners to monitor emerging threats and support emergency planning.

---

## 13.7 Annual Review

The All-Hazards Risk Assessment shall be reviewed annually by the Emergency Response Team in collaboration with community partners whenever practical.

The review shall consider:

- Changes in facilities
- Changes in school operations
- New hazards
- Incident history
- Exercise results
- After Action Reviews
- Recommendations from first responders
- Changes in applicable laws or best practices

Revisions shall be incorporated into the Emergency Operations Plan and associated training activities.

---

## 13.8 Continuous Improvement

Vista Charter School recognizes that hazards evolve over time and that emergency preparedness requires continuous evaluation and improvement.

This All-Hazards Risk Assessment supports the school's commitment to proactive planning, prevention, preparedness, response, recovery, and resilience through collaboration with students, staff, families, community partners, and emergency response agencies.

The results of this assessment shall guide future planning, training, mitigation projects, and resource allocation to enhance the safety and security of the school community.

# SECTION 14

# SAFETY EDUCATION, TRAINING, AND PREPAREDNESS

## 14.1 Purpose

Vista Charter School recognizes that a safe school environment depends upon the preparedness of students, employees, families, and community partners. Comprehensive safety education and regular training improve awareness, strengthen emergency response capabilities, and promote a culture of prevention, preparedness, and resilience.

Safety education shall be developmentally appropriate and integrated into the school's overall emergency management program**.**

---

## 14.2 Employee Safety Training

All employees shall receive emergency preparedness training upon hire and annually thereafter.

Training topics may include:

- Emergency Operations Plan overview
- National Incident Management System (NIMS)
- Incident Command System (ICS)
- Standard Response Protocol (SRP)
- Standard Reunification Method (SRM)
- Fire safety procedures
- Medical emergency response
- Student accountability
- Communications procedures
- Crisis prevention
- Threat assessment awareness
- Safe2Tell reporting
- Mental health awareness
- Trauma-informed response

Employees assigned to emergency leadership roles shall complete additional FEMA training appropriate to their responsibilities.

---

## 14.3 Student Safety Education

Students shall receive age and developmentally appropriate instruction regarding school safety procedures.

Instruction may include:

- Fire evacuation procedures
- Hold procedures
- Secure procedures
- Lockdown procedures

- Shelter procedures
- Evacuation procedures
- Reunification expectations
- Emergency accountability
- Personal safety
- Reporting concerns to trusted adults

Instruction shall be designed to promote preparedness while minimizing unnecessary fear or anxiety**.**

---

## 14.4 Safe2Tell Education

Vista Charter School supports the Safe2Tell Colorado program as an important component of violence prevention and school safety.

Students, staff, and families shall receive information regarding:

- How to report concerns
- Anonymous reporting options
- Types of reportable concerns
- Importance of early intervention
- Protection from retaliation

The school encourages all members of the school community to report concerning behavior before a crisis develops.

---

## 14.5 Crisis Prevention and Violence Prevention

Vista Charter School promotes prevention through:

- Positive school climate initiatives

- Relationship building
- Behavioral interventions
- Restorative practices
- Mental health supports
- Threat assessment procedures
- Student engagement
- Family partnerships
- Community collaboration

The school recognizes that early intervention is one of the most effective methods of preventing violence and supporting student success.

---

## 14.6 Recognition and Reporting of Concerning Behavior

Employees shall receive training to recognize behaviors that may indicate a need for intervention.

Examples include:

- Threatening statements
- Significant behavioral changes
- Social withdrawal
- Bullying
- Self-harm concerns
- Fixation on violence
- Harassment
- Substance abuse
- Escalating conflicts

Concerns shall be reported immediately to administration or the Threat Assessment Team.

---

## 14.7 Emergency Drills and Exercises

Emergency drills provide opportunities to practice emergency procedures in a controlled environment.

Vista Charter School shall conduct drills in accordance with Colorado law and school policy.

Drills may include:

- Fire
- Hold
- Secure
- Lockdown
- Shelter
- Evacuation
- Reunification

Drills shall be conducted in a manner appropriate to the developmental level of students.

---

## 14.8 Tabletop Exercises

At least one tabletop exercise shall be conducted annually involving administration, emergency response team members, and community partners when practical.

Exercise scenarios may include:

- Active assailant
- Fire
- Severe weather
- Hazardous materials
- Missing student
- Reunification

- Medical emergency

Lessons learned shall be incorporated into future planning and training.

---

## 14.9 Family and Community Education

Families play a vital role in school safety.

Vista Charter School shall provide information regarding:

- Emergency procedures
- Parent reunification
- Emergency notifications
- Safe2Tell
- Crisis resources
- Student release procedures

Community partnerships shall be encouraged to strengthen emergency preparedness.

---

## 14.10 Continuous Learning

Emergency preparedness training shall be reviewed annually and revised based upon:

- Changes in law
- Lessons learned
- Exercise results
- Incident experience
- Community partner recommendations
- Best practices

Vista Charter School is committed to continuous learning and improvement in school safety and emergency preparedness.

---

# SECTION 15

# DOCUMENTATION, EVALUATION, RECORD KEEPING, AND CONTINUOUS IMPROVEMENT

## 15.1 Purpose

Emergency preparedness is an ongoing process requiring documentation, evaluation, and continuous improvement.

Vista Charter School shall maintain records demonstrating compliance with applicable laws, training requirements, and emergency preparedness activities while using evaluation results to improve future planning and operations.

---

## 15.2 Drill Documentation

Each emergency drill shall be documented.

Documentation shall include:

- Date
- Time
- Type of drill

- Participants
- Duration
- Lessons learned
- Areas for improvement
- Corrective actions

Drill records shall be maintained by school administration.

---

## 15.3 Tabletop Exercise Documentation

Tabletop exercises shall be documented to capture:

- Scenario
- Participants
- Objectives
- Discussion outcomes
- Strengths
- Areas for improvement
- Recommended corrective actions

Documentation shall support future planning and training.

---

## 15.4 After Action Reviews (AAR)

Following significant incidents or exercises, the Emergency Response Team shall conduct an After Action Review.

The review shall evaluate:

- Incident objectives
- Operational effectiveness
- Communications

- Accountability
- Coordination
- Resource management
- Recovery operations
- Lessons learned

The purpose of the AAR is organizational improvement rather than assignment of blame.

---

## 15.5 Improvement Plans (IP)

Findings identified during After Action Reviews shall be documented within an Improvement Plan.

Each Improvement Plan shall identify:

- Corrective action
- Responsible individual
- Required resources
- Completion timeline
- Status of implementation

School administration shall monitor progress until corrective actions are completed.

---

## 15.6 Records Retention

The school shall maintain documentation related to:

- Emergency drills
- Training records
- Tabletop exercises

- Communication testing
- Emergency equipment inventories
- Threat Assessment Team meetings
- After Action Reviews
- Improvement Plans
- Annual safety assessments

Records shall be maintained in accordance with applicable law and school policy.

---

## 15.7 Annual Review of the Plan

This School Safety, Readiness, and Incident Management Plan shall be reviewed **at least annually** and whenever:

- Significant incidents occur
- Lessons learned identify improvements
- Facilities change
- School operations change
- Laws or regulations change
- New hazards emerge

Revisions shall be documented in the Record of Changes.

---

## 15.8 Annual Safety Assessment

An annual safety assessment shall evaluate:

- Building security
- Visitor management
- Emergency communications
- Emergency equipment
- Access control

- Student supervision
- Reunification procedures
- Emergency preparedness
- Staff training compliance

Recommendations shall be incorporated into future planning and budget priorities.

---

## 15.9 Communication System Testing

Emergency communication systems shall be tested **at least once each academic term**.

Systems include:

- School radios
- Public address system
- Telephone systems
- Beacon Alerts
- Bloomz
- Remind
- Email notification systems

Testing shall be documented and retained.

---

## 15.10 Emergency Equipment Inventory

Emergency equipment and classroom emergency response kits shall be inventoried **at least once each academic term**.

Inventory shall include:

- Emergency buckets

- Classroom response kits
- Radios
- AEDs
- Trauma kits
- First aid supplies
- Accountability materials

Deficiencies shall be corrected as soon as practical.

---

## 15.11 CSI Notification

Vista Charter School shall notify the Colorado Charter School Institute of incidents that significantly impact student safety, school operations, or continuity of educational services in accordance with CSI requirements.

---

## 15.12 Commitment to Continuous Improvement

Vista Charter School recognizes that emergency preparedness is a continuous cycle of planning, training, exercising, evaluating, and improving.

The school is committed to strengthening its emergency management program through collaboration with students, families, staff, first responders, community partners, and the Governing Board.

The preservation of life, protection of the educational mission, and continuous improvement of school safety remain the guiding principles of this plan.

# APPENDIX A

# EMERGENCY RESPONSE TEAM ROSTER

| Position | Name | Office Phone | Cell Phone | FEMA Training | Backup |
|---|---|---|---|---|---|
| Executive Director | | | | IS-100 / IS-362 | |
| Principal | | | | IS-100 / IS-362 | |
| Executive Secretary | | | | IS-100 | |
| Mental Health Coordinator | | | | IS-362 | |
| Facilities Lead | | | | IS-100 | |

| | |
|---|---|
| Public Information Officer | IS-100 |
| Safety Officer | IS-100 |
| Liaison Officer | IS-100 |

*Update annually or whenever staffing changes occur.*

---

## Appendix A – Emergency Contact Directory

**Emergency (Life-Threatening)**

| Agency | Contact Number |
|---|---|
| **Emergency Dispatch** | **911** |

---

Law Enforcement

| Agency | Phone |
|---|---|
| Montrose Police Department | (970) 249-9110 |
| Montrose County Sheriff's Office | (970) 252-4023 |
| Colorado State Patrol Dispatch | (970) 249-4392 |
| Colorado State Patrol Troop Office | (970) 249-9575 |

---

Fire / EMS

| Agency | Phone |
|---|---|
| Montrose Fire Protection District | (970) 249-9181 |

| | |
|---|---|
| WestCO Dispatch (Non-Emergency) | (970) 249-9110 |
| Montrose Regional Health ED | (970) 240-7180 |

---

Emergency Management

| Agency | Phone |
|---|---|
| Montrose County OEM | (970) 252-7001 |
| Emergency Preparedness Office | (970) 252-4043 |
| Secondary Emergency Management | (970) 252-7002 |

---

Mental Health Resources

| Agency | Phone |
|---|---|

| | |
|---|---|
| Colorado Crisis Services | **988** |
| Axis Health System | (970) 252-3200 |
| Regional Crisis Center | (970) 252-3203 |
| Crisis Line | (844) 493-8255 |
| Text Crisis | Text **TALK** to **38255** |

---

School Safety

| **Resource** | **Phone** |
|---|---|
| Safe2Tell Colorado | 1-877-542-723 3 |

---

Poison Control

| Agency | Phone |
|---|---|
| Poison Control Center | 1-800-222-1222 |

---

# Appendix B – Incident Command Team Contact List (*Confidential*)

| Position | Name | Office | Cell |
|---|---|---|---|
| Executive Director | Luke Siebert | xxx | xxx |
| Principal | Robi Wells-Parker | xxx | xxx |
| Executive Secretary | Rachel Demunbrun | xxx | xxx |

| | | | |
|---|---|---|---|
| Mental Health Coordinator | Mike Cmejla | xxx | xxx |

# APPENDIX B

# COMMUNICATION SYSTEM TESTING LOG

Communication systems shall be tested at least once each academic term.

| Date | Radios | PA System | Beacon | Bloomz | Remind | Email | Website | Tested By |
|---|---|---|---|---|---|---|---|---|

Deficiencies identified during testing shall be corrected as soon as practical and documented.

---

# APPENDIX C

# CLASSROOM EMERGENCY RESPONSE KIT INVENTORY

School Year: _____

Classroom: _____

Teacher: _____

| Item | Present | Needs Replacement |
|---|---|---|

| | | |
|---|---|---|
| Student Roster | ☐ | ☐ |
| Emergency Contacts | ☐ | ☐ |
| Accountability Cards | ☐ | ☐ |
| Flashlight | ☐ | ☐ |
| Batteries | ☐ | ☐ |
| First Aid Kit | ☐ | ☐ |
| Gloves | ☐ | ☐ |
| Whistle | ☐ | ☐ |

| | | |
|---|---|---|
| Pens/Pencils | ☐ | ☐ |
| Emergency Procedures | ☐ | ☐ |
| Student Release Forms | ☐ | ☐ |

Inventory Date: _____

Completed By: _____

---

# APPENDIX D

# EMERGENCY DRILL DOCUMENTATION FORM

Date: _____

Time: _____

Type of Drill:

☐ Fire

☐ Hold

☐ Secure

☐ Lockdown

☐ Shelter

☐ Evacuation

☐ Reunification

Participants:

---

Strengths Observed:

---

Areas for Improvement:

---

Corrective Actions:

---

Completed By:

---

---

# APPENDIX E

# TABLETOP EXERCISE EVALUATION

Scenario:

---

Participants:

---

Objectives Met:

☐ Yes

☐ No

Strengths:

---

Improvement Opportunities:

Corrective Actions:

Date:

# APPENDIX F

# AFTER ACTION REVIEW (AAR)

Incident or Exercise:

Date:

What Happened?

What Went Well?

What Needs Improvement?

Recommendations:

Prepared By:

# APPENDIX G

# IMPROVEMENT PLAN

| Issue Identified | Corrective Action | Responsible Person | Due Date | Completed |
|---|---|---|---|---|

Progress shall be reviewed by the Emergency Response Team and documented until all corrective actions are completed.

---

## APPENDIX H

## THREAT ASSESSMENT TEAM MEETING LOG

Meeting Date:

---

Members Present:

---

Cases Reviewed:

---

Follow-up Actions:

---

Responsible Person:

---

Next Meeting Date:

---

**If no cases are pending, document:**

"No new threats identified. Existing interventions reviewed. Follow-up actions confirmed."

---

# APPENDIX I

# ANNUAL SCHOOL SAFETY CALENDAR

| Month | Activity |
|---|---|

| | |
|---|---|
| August | Staff Safety Training / Fire Drill / ICS Review |
| September | Lockdown Drill |
| October | Threat Assessment Program Review |
| November | Tabletop Exercise |
| December | Classroom Emergency Kit Inventory |
| January | Fire Drill |
| February | Communications Systems Test |

| | |
|---|---|
| March | Shelter Drill |
| April | Reunification Exercise |
| May | Annual Safety Assessment |
| June | Emergency Operations Plan Review |

---

# APPENDIX J

# ANNUAL SAFETY ASSESSMENT CHECKLIST

☐ Exterior Doors Secure

☐ Interior Doors Function Properly

☐ Visitor Procedures Reviewed

☐ Cameras Operational

☐ Exterior Lighting Functional

☐ Emergency Radios Operational

☐ AED Inspected

☐ Trauma Kits Stocked

☐ Fire Extinguishers Inspected

☐ Emergency Buckets Complete

☐ Reunification Procedures Reviewed

☐ Building Maps Updated

☐ Emergency Contacts Updated

☐ Staff Training Current

☐ FEMA Training Verified

Completed By:

---

Date:

# APPENDIX K

# CSI COMPLIANCE CROSSWALK

| CSI Requirement | Plan Section |
|---|---|
| Communications Testing | Section 15.9 |
| Emergency Kit Inventory | Section 15.10 / Appendix C |
| NIMS Compliance | Sections 2–3 |
| ICS Organization | Section 3 |
| Threat Assessment | Section 12 |

| | |
|---|---|
| Safe2Tell | Sections 11 & 12 |
| SRP Procedures | Section 7 |
| Reunification | Annex 7F |
| Continuity of Operations | Section 6 |
| Mental Health Supports | Sections 12 & 13 |
| Student Safety Training | Section 14 |
| Employee Safety Training | Section 14 |
| Annual Review | Section 15 |

| | |
|---|---|
| Documentation & Improvement | Section 15 / Appendices |

---

# APPENDIX L

# RECORD OF CHANGES

| Version | Date | Description of Revision | Approved By |
|---|---|---|---|
| 1.0 | | Initial Adoption | Board of Directors |
| 1.1 | | | |
| 1.2 | | | |
| 1.3 | | | |

This Emergency Operations Plan shall be reviewed annually and revised as necessary following incidents, exercises, facility modifications, legal updates, or identified best practices.