



SCHOOL SAFETY POLICY AND EMERGENCY PLAN

RADIO STATIONS	2
EMERGENCY WEB SITE INFO	2
NATIONAL WEATHER SERVICE WWW.NWSLA.NOAA.GOV	2
VENTURA COUNTY SHERIFF WWW.VCSD.ORG	2
WATERCOURT MANAGEMENT OFFICE: PARKSTONE: 805 373-8008	2
TEACHERS	3
PARENTS	3
<u>DISASTER PLAN</u>	4
<hr/>	
TEACHERS AND STAFF WILL:	4
<u>LOCKDOWN PROCEDURES</u>	5
<hr/>	
<u>EVACUATION PROCEDURES</u>	7
<hr/>	
<u>DUCK, COVER AND HOLD PROCEDURES</u>	8
<hr/>	
<u>ALERT PROCEDURES</u>	9
<hr/>	
<u>BOMB THREAT OR "SUSPICIOUS OBJECT" PROCEDURES</u>	11
<hr/>	
<u>PARENT INFORMATION</u>	16
<hr/>	
<u>ADMINISTRATION OF MEDICATIONS & FIRST AID</u>	17
<hr/>	
FIRST AID AND CPR	17
HEALTH CARE AND EMERGENCIES	18
HEAD LICE	18
HEALTH EXAMINATIONS	18
IMMUNIZATIONS	19
PRACTICE DRILLS AND POLICY REVIEW	19
<u>RIVER OAKS ACADEMY CHARTER SCHOOL STUDENT EMERGENCY RELEASE FORM</u>	20
<hr/>	
<u>ENTREGA DE INFORMACIÓN DEL ESTUDIANTE EN CASO DE EMERGENCIA</u>	20
<hr/>	
<u>RESOURCE CENTER AND AREA MAP</u>	22
<hr/>	

INCIDENT COMMANDERS:
COMMAND CENTER LOCATION:
RELEASE OF STUDENTS LOCATION:
ALTERNATIVE LOCATION:

DIRECTOR
Director's office
Parking lot upstairs from 920 Hampshire Road, Suite X
Front of Water Court parking lot

PHONE NUMBERS

Emergency – 911
Non-Emergency Police – 805 494-8200
Fire Marshall: 805 389-9710
Poison Control: 805 222-1222
City of Thousand Oaks: 805 449-2100
Animal Care & Control: 818 991-0071
Los Robles Hospital: 805 497-2727
American Red Cross: 805 339-2234

PUBLIC UTILITIES

Electricity 1-800-611-1911 (*So. Calif. Edison*)
Gas 1-800-427-2200 (*The Gas Company*)

RADIO STATIONS

Ventura: KVTA 1520 AM
Ventura: KHAY 100.7FM
Spanish KOXR 910 AM

EMERGENCY WEB SITE INFO

National Weather Service www.nwsla.noaa.gov
Ventura County Sheriff www.vcsd.org

WATERCOURT MANAGEMENT OFFICE: PARKSTONE: 805 373-8008

CELL PHONE NUMBERS:

CLAUDIA: (805) 300-3157
BEVERLY: (805) 295-0273

~ INITIAL CONTACTS TO LAUNCH ~

ROA RESPONSE PHONE TREE

Continue on Phone-Tree until you give a live person the following information

(DO NOT USE A VOICEMAIL MESSAGE):

1. Location of emergency:
2. Practice or Real?
3. Description of emergency:
4. Time emergency began:



River Oaks Academy Charter Homeschool – Director

Claudia Weintraub (805) 300-3157



Teachers

School Office Number

(805) 777-7999



Parents

Disaster Plan

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action, which will minimize injuries and loss of life of students, volunteers, and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of our students, volunteers and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster.

The School will review this policy annually with staff and conduct annual emergency drills. In the event a disaster should occur when children are at school, the following action plan will be implemented.

Assigned Administrator Will:

1. In the event of a fire, call 911, supervise the evacuation of the school.
2. In the event of an earthquake, call 911, check with Water Court onsite management office then notify staff via telephone and/or runner.
3. Set up and coordinate a first aid center.
4. Assign available adults to tasks as needed.
5. Stay in touch with management office re: building damage.
6. Decide if evacuation to a designated shelter is necessary.

Teachers and staff will:

1. If fire alarm: Check box to see where located
2. If telephones are operable:
 - Notify the Thousand Oaks police department and/or fire department.
 - Monitor incoming phone calls.
3. Begin phone tree and maintain communication with teachers and parents

LOCKDOWN PROCEDURES

Types of Crisis: *Dangerous Intruder, Drive-by, Riot, Hostage Situation, Death, Bus Accident, Kidnapping or Confrontation of Groups of People*

1. **Signal "Lockdown"** - Announce "lockdown" via telephone or other safe method. Move away from the danger quickly. Help students with disabilities.
1. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
2. **Director Initiates** (or assigns designee to) initiate School phone tree with teachers on campus that day.
3. **If students are in resource center classrooms:**
 - a. Lock all doors and windows. Quickly scan hallway for students walking by. Once doors are closed they remain closed.
 - b. Assemble students in one area on floor without backpacks or personal belongings
 - c. Close curtains/shutters and/or block visibility into classroom with paper, cardboard, plastic sheeting, etc.
 - d. Lights should only be left on if it would help the police search, without compromising the safety of the students.
 - e. Place either a red (problem) or green (no problem) paper in window or under door notifying officially of room/student condition.
 - f. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie or e-mail).
 - g. Log on to e-mail for updates and listen to telephone, intercom and/or walkie-talkie.
 - h. If evacuated, bring roll sheets. Office staff takes emergency cards to evacuation site.

If students are not in resource classrooms:

- a. Go to the safest and closest area, suite or room. DO NOT try to go to your school resource classroom. Instead enter any available room. Students should follow directions of adults.
 - b. Continue with steps "a-h" above.
4. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
5. **All Clear will be signaled by Director.** Only law enforcement can authorize an all clear. It may be hours later.
6. **Director debriefs** staff, parents/community and students.
7. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
 - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
 - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
 - c. Release younger students first.

- d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or School Pathways “Contacts” print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
- e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

EVACUATION PROCEDURES

Types of Crisis: *Fire, Dam Rupture, Flood or Utility Failure*

1. **Signal "Evacuation"** Short continuous bells or Fire Siren. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. **Call 911.** (Use landline phone, as cell phone contacts California Highway Patrol)
3. **Director(s) Initiate** (or assigns designee to) initiate School phone tree by notifying/calling Front Office.
4. **If students are in classrooms:**
 - a. Evacuate to the parking lot up the stairs from the 920 Hampshire Road, Suite X, up the stairs.
 - b. Close, but do not lock doors.
 - c. Teacher/instructor takes emergency backpack and roll sheets and office staff takes student emergency cards to evacuation area.
 - d. Teacher/instructor takes roll and alerts command center of any student not accounted for (telephone, or e-mail).
- If students are not in resource classrooms:**
 - a. Reunite with students in evacuation area.
 - b. Teacher takes roll and alerts command center of any student not accounted for (telephone or runner).
5. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
6. **All Clear will be signaled by Director.**
7. **Director debriefs** staff, parents/community, and students.
8. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
 - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
 - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
 - c. Release younger students first.
 - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or SIS "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
 - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

DUCK, COVER and HOLD PROCEDURES

Types of Crisis: *Earthquake, Windstorm, Tornado, or Explosion*

1. **Teacher signals "Duck, Cover and Hold"**. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Director will signal "Evacuation"** fire bell, if necessary. Office staff takes emergency cards to evacuation site.
4. **Director Initiate** (or assigns designee to) initiate School phone tree by notifying/calling Front Office.
5. **If students are in resource center classrooms:**
 - a. Duck under a table, cover head w/arms & hold leg of furniture. Turn face away from windows.
 - b. Take roll and alert command center of any student not accounted for (telephone or e-mail).
6. **If students are not in resource center classrooms:**
 - a. Move away from buildings, equip., utility poles, signs, trees, etc.
 - b. Reunite with students in evacuation area.
 - c. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).
6. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
7. **All Clear will be signaled by Director.**
8. **Director debriefs** staff, parents/community, and students.
9. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
 - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
 - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
 - c. Release younger students first.
 - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or SIS "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
 - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

ALERT PROCEDURES

Types of Crisis: *Chemical Accident, Hazardous Material Spill, Nuclear Attack, Aircraft Accident, Pesticide Exposure or Air Quality Advisory*

1. **Signal "Alert"** over the telephone internal paging system, intercom, and/or telephone. Tell what type of alert. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Director will signal "Evacuation" fire bell or "Lockdown"**, if necessary. If evacuation, teacher takes roll sheets and office staff takes emergency cards.
 - Nuclear Attack - keep students in resource center classrooms with their backs to the interior walls.
 - Air Quality Alert: Discontinue strenuous activities. If directed, stay inside.

The responsibility for notification of an Air Quality Advisory rests with the Ventura County Air Pollution District. The Ventura County Superintendent of Schools Office will notify the school district superintendent's office in the affected areas who will in turn notify the individual schools.

- a. If notification is received, the following statement shall be brought to the attention of all personnel:

"The Ventura County Superintendent of Schools has been notified by the Ventura County Air Pollution Control District that an Air Quality Advisory has been issued for this area and recommends that students in your curtail unnecessary physical activities, both indoors and outdoors. Those persons who suffer from chronic respiratory and/or cardiac disorders should curtail physical activities and consult with their personal physician for advice on how to avoid aggravation to their health problems. This condition will continue until further notice."

- b. Strenuous physical activities for all students and staff shall be discontinued and activities of a less strenuous physical nature should be substituted.
 - c. All students shall be required to remain inside in addition to avoiding all strenuous physical activities. Employees who are not involved in emergency responses to the episode should remain inside.
 - d. Should conditions worsen, take additional protective measures deemed necessary. The superintendent will issue further instructions as warranted.
4. **Director Initiates** (or assigns designee to) initiate School phone tree by notifying/calling all staff on campus.
 5. **If students are in resource center classrooms:**
 - a. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, e-mail).
 - If students are not in classrooms:**
 - a. Bring students into the classrooms, if safe.
 - b. Take roll & alert command center of any student not accounted for (telephone, intercom, walkie-talkie, e-mail).
 6. **Heating and ventilation systems** may be shut down by Building Management company.
 7. **Tape and/or towels may be used** to seal doors, windows, and vents

8. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
9. **All Clear will be signaled by Director.**
10. **Director debriefs** staff, parents/community and students.
11. **"Student Release Procedures"**(only send students home before end of day if directed by Superintendent);
 - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
 - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
 - c. Release younger students first.
 - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or SIS "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
 - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

BOMB THREAT OR "SUSPICIOUS OBJECT" PROCEDURES

OFF THE AIR!

Do NOT text message
Do NOT use walkie-talkies
Do NOT use cell phones

1. **If phone call**, attempt to keep the caller on the line and complete form entitled "Bomb Threat Report" (see attached).
2. **Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES**
3. **Director Initiates** (or assigns designee to) initiate School phone tree.
4. **Announcement**, "Please do a quick visual 1-minute scan of your classroom or office for anything unusual." (A professional/law enforcement officer will decide if it is a bomb-device or not)

OR

Written message for staff (see attached sample) to be sent to staff to search for anything unusual.

5. **Follow the directions of law enforcement.** They will search perimeter, public areas, roof, etc. and assist with crowd control.
6. **Secure campus perimeter.**
7. **Evacuate, if deemed necessary.** Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.
8. **Take roll** and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).
9. **All clear will be signaled by Director** Only law enforcement can authorize an all clear.
10. **Director debriefs** staff, parents/community, and students.
 1. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
 - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
 - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).

- c. Release younger students first.
- d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or SIS “Contacts” print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
- e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

 **BOMB THREAT REPORT** 

Try to keep the caller on the phone. Stall by saying: *I'm sorry, I didn't hear you.*

Questions to ask

1. Where is the bomb located? _____

2. What does it look like? _____

3. When is the bomb going to explode? _____

4. What kind of bomb is it? _____

5. What will cause the bomb to explode? _____

6. Why did you place the bomb? _____

7. What is your address? Where are you? _____

8. What is your name? _____

Exact wording of threat: _____

Time: _____ Date: _____

Sex of Caller? M F Mature? Yes No

Youthful voice? Yes No

Accent? Yes No

Caller's voice

- | | | | |
|--------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deep | <input type="checkbox"/> Normal | |

Other _____

If the voice is familiar, who did it sound like? _____

Background Sounds

- | | | |
|---------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Voices | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animals | |

Person receiving call: _____

Reported to: _____

WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: Do NOT Read to Students

As you read this, try not to cause concern on the part of your students.

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE

If you discover nothing suspicious, destroy this notice and continue with your lessons.

REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY - DO NOT TOUCH IT
!
(a professional/law enforcement officer will decide if it is a bomb device or not)

WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: Do NOT Read to Students

As you read this, try not to cause concern on the part of your students.

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

OFF THE AIR ! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE

If you discover nothing suspicious, destroy this notice and continue with your lessons.

REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY - DO NOT TOUCH IT
!
(a professional/law enforcement officer will decide if it is a bomb device or not)

PARENT INFORMATION

Should there be a major earthquake or emergency, children will remain under the supervision of School authorities until parents or responsible adults can pick them up. A voice notification system will be used by the School, if possible to provide information. Tune into local radio stations KTVA (1520) and/or KHAY (100.7) for more information. You may also register with Code Red, the Ventura City reverse 911 system to be notified in the event of an emergency: http://www.cityofventura.net/public_safety/emergencyprep

Student Release Procedure

1. Go directly to the parking lot upstairs from the 920 X Suite stairs or other designated evacuation area.
2. Inform teacher, aide or adult responsible for that classroom that you are taking the child from the class.
3. Proceed with child back to Student Release area just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, supervising classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center where the Incident Commander(s) will give you an assignment. Volunteers should leave children with their classes and not sign student release form until they are ready to leave.

If You Can't Get to the School

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school Director(s) or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, we will transfer the students to the nearest available safe shelter.

If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

Food and Water

In the event that children would need to remain on campus for several hours after any sort of a disaster, we have a supply of fresh water and limited food, in the school earthquake kit.

ADMINISTRATION OF MEDICATIONS & FIRST AID

Administration of Medications

The Charter School staff is responsible for the administration of medication to students attending school during regular school hours.

It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees.

River Oaks Academy Charter School, upon request from the parent/guardian and verification from a physician, will endeavor to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical profession.
- Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
- If the medication must be administered during school hours, then every attempt shall be made to have the student self-administer or another family member administer the medication at school.
- If the child is unable to self-administer, then voluntary participation of school staff will be garnered to administer the medication.
- The School recognizes the rights of teaching staff to choose not to be involved in the administration of medication.
- Requests for school staff to administer medication during school hours shall be made in writing to the Director(s) by the parent/guardian.
- A signed statement from a physician shall support the request.
- The parent/guardian shall sign a release/consent form which is to be kept on file by the school Director.
- The school Director shall keep records of medication administered at the school.
- The school Director shall locate all medication in a secure setting.
- The school Director shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.
- The school Director shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).

First Aid and CPR

The Administration team and many teachers are certified in first aid and CPR and are re-certified every year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

School staff will make every effort to be adequately prepared to care for its students in critical situations resulting from a major emergency or disaster. The school reviews this plan annually and holds several emergency drills throughout the year.

HEALTH CARE AND EMERGENCIES

The Governing Board recognizes the importance of taking appropriate preventative or remedial measures to minimize accidents or illness at school or during school-sponsored activities. To this end, the School expects parents/guardians to provide emergency information and keep such information current in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

Resuscitation Orders

If any student needs resuscitation, 911 will be called. School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation before emergency personnel arrive, staff shall make every effort to resuscitate him/her.

The Board prohibits staff members from accepting or following any parental or medical "do not resuscitate" orders. School staff should not be placed in the position of determining whether such orders should be followed.

The Director, or designee, shall ensure that all parents/guardians are informed of this policy.

Head Lice

To prevent the spread of head lice infestations, School employees shall report all suspected cases of head lice to the Office Manager, as soon as possible. The Office Manager shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

The Director, or designee, shall send home the notification required by law for excluded students.

If there are two or more students affected in any class, an exposure notice with information about head lice shall be sent home to all parents/guardians of those students.

Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to school when reexamination by the nurse, or designee, shows that all nits and lice have been removed.

Health Examinations

The Governing Board recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in the School, the School shall administer tests for vision, hearing and scoliosis as required by law.

The Director, or designee, shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

Reports to the Board regarding the number of students found to have physical problems and the effort made

to correct them shall in no way reveal the identity of students.

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board desires to cooperate with state and local health agencies to encourage immunization of all students against preventable diseases.

Students entering the School shall present an immunization record, which shows at least the month and year of each immunization the student has received, in accordance with law. Students without the proper immunizations shall be excluded from School unless the following exemptions apply: parents/guardians choose an exemption based on their personal beliefs (parent will be asked to sign an affidavit at the time of registration) or when the student's physician elects a medical exemption. If a student is exempted and there is a disease outbreak, the school may be ordered by the Health Department to temporarily exclude the student for his/her protection.

Practice Drills and Policy Review

Practice drills will be held annually for Duck, Cover, and Hold Procedures as well as for Evacuation Procedures. This policy will be reviewed annually by the Directors to determine if any updates or additions are necessary.

River Oaks Academy Charter School Student Emergency Release Form

Entrega de Información del Estudiante en Caso de Emergencia

I/We Request Release of the following student(s) (name)
Yo/nosotros solicitamos la entrega de información del estudiante (nombre):

_____	_____
_____	_____
_____	_____

Name of Person Making Request
Nombre de solicitante: _____

Relationship to Student
Relación al estudiante: _____

California Drivers License Number or Other ID
Nú. de Licencia de manejo de California u otra forma de identificación: _____

Signature of Requesting Person
Firma de solicitante: _____

Telephone Number / *Nú de Teléfono:* _____

River Oaks Academy Charter School Student Emergency Release Form
Entrega de Información del Estudiante en Caso de Emergencia

I/We Request Release of the following student(s) (name)
Yo/nosotros solicitamos la entrega de información del estudiante (nombre):

Name of Person Making Request
Nombre de solicitante: _____

Relationship to Student
Relación al estudiante: _____

California Drivers License Number or Other ID
Nú. de Licencia de manejo de California u otra forma de identificación: _____

Signature of Requesting Person
Firma de solicitante: _____

Telephone Number / *Nú de Teléfono:* _____

RESOURCE CENTER AND AREA MAP

