

URBAN CHOICE CHARTER SCHOOL'S
SCHOOL SAFETY PLAN HIGHLIGHTS

Urban Choice Charter School has filed our Annual Emergency Response Plan with the Department of Education, which is in turn shared with state and local police officials. Below you will find the highlights and explanation to possible situations that may occur. This document is reviewed and updated each year.

Functional annexes focus on the critical operational functions and courses of action developed to carry them out.

Shelter in Place Annex: This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Some examples of this type of annex is a threat or hazard due to weather or chemical or biological hazard.

- Unauthorized visitors will not be allowed to enter the school
- Parents will receive a DoJo note, text and email blast indicating that a "Shelter-In-Place was initiated"

Hold in Place Annex: This annex focuses on courses of action when students and staff are required to remain in place for an expected short duration incident, such as a fight, medical emergency, or maintenance issue.

Students are not allowed to leave the building. Parents, students or outside visitors will not be allowed to enter the school. Parents will receive a DoJo message, text and email blast that a Hold in Place was initiated.

Evacuation Annex: This annex focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Evacuation should take place if it is determined that it is safer outside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

- If the situation is deemed significantly dangerous by an Administrator, and that re-entry is not possible within a reasonable amount of time, students proceed to the identified safe zone at Vertus High School. If the CEO determines that release of the students is necessary, students must be picked up and signed out by a parent or guardian. Students not picked up will be held at the evacuation site under the supervision of staff until a decision has been made to relocate them.

Lockout Annex: This annex focuses on the courses of action schools will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Students are not allowed to leave the building for outdoor activities; no visitors will be allowed to enter the school. Parents will receive a notification via Class DoJo, text and email blast that the school is in a Lockout situation.

Lockdown Annex: This annex focuses on the courses of action schools will execute to secure buildings during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

Classrooms and offices: Inside a secure area, staff and students will: Stay away from doors and windows, Turn off lights, Close blinds, No one is permitted to leave the secured area, Staff and students stay silent and hidden away in the safest area of the room.

Remain in place until released by police

Family Reunification Annex: This annex details how students will be reunited with their families or guardians.

Parents are notified of emergencies via Class DoJo, text and email blasts and social media. Families will be updated every hour. The Family and Community Connections Coordinator will post the updated information that the CEO deems necessary each hour. UCCS has bilingual speakers that will be asked to join the Command Center to help with the communication with parents.

The assembly area will be unavailable to any outside persons.

The command center will be set up with the two receptionists being the only people that are allowed to have a student signed out. The parent/guardian will need to show them their ID in order to then sign the sign out sheet that contains the name of the student, the signature of the parent and the time they are signing the student out.