

Part 1 - SECTION 3 STAGING AREA

During a school crisis, the expected response to a school by the media, community residents, and parents will create chaos if a plan is not in place. Every school must be prepared for the possibility of an evacuation during an emergency or crisis. The logistics of moving a student population must be planned and fully understood by all those responsible for the safety and security of children.

Schools must identify local areas that can be utilized during a crisis. Arrangements to use these areas need to be made and updated on a regular basis. These areas must be large enough for vehicular and pedestrian traffic, while also somewhat isolated from the school building.

OFF-SITE EVACUATION OF STUDENTS

Nearby locations where faculty and students can be moved safely away from danger have been identified as the adjacent community park (Lone Oak Park) or the athletic field located on the Center High School campus to the rear of AVCS buildings. This location should be used for bomb threat evacuations or anytime students need to be moved a safe distance from the school buildings.

- There is enough room for the students and these locations can also be used as a secondary bus loading area. There is a road to access the park both in front of the school and with access from Elverta Road. There is a road to access the athletic fields on the far side of the campus between Global Youth Charter School and AVCS.
- These locations are within a reasonable walking distance of the school. The walking route to the park has a fence and Global Youth Charter School facilities as a barrier but there is a large gate with easy access.
- These areas can be secured from media or other groups seeking to interact with the students during the incident.
- These locations do not provide protection from the weather. In the case of inclement weather, students will be dismissed home early or taken to the CHS Theater.
- The park is public property and can be used for this purpose. An understanding been reached with Center Unified School District and the principal of CHS related to the use of the athletic field and theater during an emergency.

MEDIA STAGING

While controlling the media is not a top priority for the Crisis Management Team at AVCS during an emergency, the team is nevertheless prepared for a media response could become a public relations problem. The local media is responsible for providing coverage of local events. A crisis or emergency in Center Unified School District is a major news story and will solicit the response of countless news organizations. The crisis management team understands that ignoring the media is not an option during a crisis. The team also understands that the media may arrive at the same time as community response teams.

The public relations manager will meet the media on the west side of the parking lot adjacent to Center High School's parking lot and use the grassy area there and asphalt just on the other side of the grassy area as a staging location. This will be close enough to the school for information access, but far enough away so as not to impede the efforts of sheriff, fire, and school personnel. Numerous vehicles can park in the Center High School access road at the rear of their campus without infringing on the traffic flow to AVCS buildings or the nearby park that may be used as a staging area. This area is far enough away from other staging areas to prevent any interference between media representatives and the command post or students.

AVCS staff, particularly those in charge of coordinating the assignment of duties, the information and media representative, and the person designated to be the liaison with fire and sheriff know the location of the media staging area and can quickly direct incoming media vehicles and maintain control over media representatives.

BUS STAGING AREA

The school's off-site evacuation location is large enough to handle school bus traffic. There is no need for a second area to be used if students are going to be dismissed from a location other than the primary school building. There is a plan for requesting sheriff assistance that will be needed to control area traffic near the park and in the school parking lot.

COMMAND POST

The Crisis Response Plan for AVCS is designed to allow all decisions to be coordinated with the various participating agencies. Decisions will be made by the incident commander, based on information received from personnel managing other activities.

A command post provides everyone involved in the incident with a location for information and updates. Sheriff and fire departments will establish a command post for their operations during a school-based incident and will require communication with a school command post for information and planning. The school command post is located near the school but out of the direct danger zone, in the Center High School Theater light and sound booth.

The Principal should respond to the command post early in the emergency and remain at that location. School personnel arriving to assist with the incident are directed to report to the command post for updates or assignments. During events in which the school is not evacuated, the command post will be inside the school's main administration building in the principal's office and the front reception area.

PARENT REUNION AREA

During a school incident that involves violence or a risk of injury to students, once the local media begins to broadcast the event, parents will begin arriving at the school to retrieve their children. The arrival of parents may disrupt the efforts of those dealing with the crisis. Planning for parent response will allow for a quickly organized process where parents and students can be reunited in an orderly and accountable fashion. A well organized parent reunion location will alleviate parents' fears and deliver students to their parents or guardians efficiently.

The Antelope Community Library on the corner of Antelope and Walerga has been identified as a parent reunion area in cases that involve violence and risk of injury to students. This location can support many parents and vehicles, provide shelter and offer some isolated quiet areas.

All personnel involved in the Crisis Management Team are aware of the parent reunion location and able to direct parents to the area. Depending on the type of incident, parent reunion area may require security and traffic direction, identified in advance and coordinated with the sheriff department during the incident.

OFF-SITE EVACUATION AREA

LOCATION:

Lone Oak Park, Sunrise Parks and Recreation District off Elverta Road
Secondary Location: Athletic field behind the school or CHS Theater.

DIRECTIONS FROM SCHOOL:

Proceed East through AVCS parking lot to the gate next to Global Youth Charter School to access the park. Traffic can access the parking lot for the park off Elverta Road between Watt and Walerga. Proceed through the rear of AVCS campus to the athletic fields or through the East side of AVCS campus CHS to the theater which is in the center interior of the CHS campus.

CONTACT PERSON (If off CUSD property):

Name: Lyn McCarty, Vice Principal
Position: Alternate Site Assignment Coordinator
Contact Phone Number: (916) xxx-xxxx

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

Access to the parking lot for the park should be cordoned off so that only necessary personnel can gain access. This might be a place that media representatives would go to seek contact with staff or students during the crisis. Access to AVCS parking lot should be similarly controlled.

MEDIA STAGING AREA

LOCATION:

Grassy area on the West side of the AVCS parking lot.
Secondary Location: Antelope Community Library parking lot and outdoor patio.

DIRECTIONS FROM SCHOOL:

Grassy area is directly in front and to the right of the main entrance to the school.

The Library is on the corner of Walerga and Antelope. Proceed down Center Court Lane to Watt Avenue, turn left on Watt Avenue to Antelope, turn left on Antelope, and then proceed to Walerga.

CONTACT PERSON (If off AVCS property):

Name: Nanci Rose, Coordinator
Position: Information and Media Representative
Contact Phone Number: (916) xxx-xxxx

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

Security around the perimeter of the campus will be difficult to maintain as it is open on three sides. Staff will need to be posted in visible areas to prevent access.

Access to the parking lot for the school should be cordoned off so that only necessary personnel can gain access.

COMMAND POST

LOCATION:

Control booth in the CHS Theater.
Secondary Location: Principal's office and main reception area, AVCS.

DIRECTIONS FROM SCHOOL:

Proceed to the theater from the West side of AVCS campus. The theater is in the middle of CHS campus.

CONTACT PERSON (If off AVCS campus):

Name: Mary Navarro, Principal
Position: Incident Coordinator
Contact Phone Number: xxx-xxxx

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

Security should be maintained for the theater or the administrative office by posting staff at the entrance.

PARENT REUNION AREA

LOCATION:

Antelope Library
Secondary Location: Parking lot of AVCS

DIRECTIONS FROM SCHOOL:

The Library is on the corner of Walerga and Antelope. Proceed down Center Court Lane to Watt Avenue, turn left on Watt Avenue to Antelope, turn left on Antelope, and then proceed to Walerga.

CONTACT PERSON (If off CUSD property):

Name: Nanci Rose, Coordinator
Position: Parent Reunion Coordinator and Information and Media Representative
Contact Phone Number: (916) xxx-xxxx

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

Access to the parking lot for the library should be cordoned off so that only necessary personnel can gain access. This might be a place that media representatives would go to seek contact with staff or students during the crisis.