



# SCHOOL SITE SAFETY PLAN

Empowering Possibilities International Charter

2025-2026

**School: Empowering Possibilities International Charter School**

**CDS Code: 57-10579-0132464**

**Address: 2945 Ramco Street, Suite 200**

**West Sacramento, CA 95691**

**Principal: Dr. Jerry Kosch**

# Introduction

The purpose of this School Site Safety Plan is to fulfill the requirements outlined in California Education Code Section 32280-32289.5 and provides a framework to ensure the safety and well-being of all students, staff, and visitors at Empowering Possibilities International CHarter School (EPIC). The site safety plan outlines school policy and procedures for preventing and responding to a variety of emergency situations, as well as strategies for creating a safe and secure learning environment.

## School Information

EPIC is located at 2945 Ramco Street, Suite 200, West Sacramento, CA 95691 and is part of Gateway Community Charters. The school serves approximately 402 students from grades TK-8.

## Charter Management Organization & Site Leaders Information

Gateway Community Charter Schools

5112 Arnold Ave, Suite A

McClellan, CA 95652

(916)286-5129

Jason Sample, Superintendent/CEO

Joi Tikoi, Assistant Superintendent

School Principal: Dr. Jerry Kosch

School Phone number: (916) 286-1960

The School consults with the following key stakeholders, including law enforcement agencies, first responders, and mental health service contacts in the development and evaluation of the plan.

Law Enforcement Agency Contacts and Roles

West Sacramento Police (916) 617-4900

Yolo County Sheriff (530) 668--5280

Yolo County District Attorney (530) 666-8180

Fire Department Contacts and Roles

West Sacramento Fire Department (916) 617-4600

Other First Responder Contacts and Roles – OES

Yolo County Office of Emergency Services (530) 666-8150

Mental Health Service Contacts and Roles

Kristina Gonzales, School Counselor

Kraig Roscoe, School Psychologist, Gateway Community Charters

Maira Toscano-Prisakar, LMFT, Gateway Community Charters

Community Intervention Professionals

Leon Burse, Community School Outreach Specialist

Rita Ozeruga, Community Engagement Specialist

## **Development Process**

The School Site Safety Plan has been developed using a systematic planning process in collaboration with key stakeholders, including school administrators, teachers, support staff, parents/guardians, students, local law enforcement, and emergency response agencies.

The plan will be evaluated annually and updated to ensure it remains current and effective.

## **Dissemination and Access**

This plan was disseminated to the staff by email and to the school community via the school webpage.

This plan is available in the following languages other than English to increase accessibility and understanding; Spanish and Russian.

For public access to safety-related plans and materials, contact school site administration or visit the school website.

## **School Safety Policy**

### **School Discipline Rules and Procedures**

Students are to conduct themselves in accordance with the Social Contracts created in each classroom by teachers and students. A Social Contract is an agreement about behavior that ensures a respectful and positive environment conducive to learning.

Students will be held accountable for their actions and behaviors. If the student chooses to violate the Social Contract, he/she will be subject to disciplinary actions according to the student discipline policies and procedures stated in the Parent/Student Handbook. Each teacher will support positive student behavior through incentive systems as well as disciplinary action when appropriate..

Examples of disciplinary actions include:

- restorative consequence
- calling parent
- scheduling conferences with the parent or guardian and/or school staff
- imposing detentions

- lowering class citizenship grade

When action taken by the teacher is not successful, or misconduct is habitual or sufficiently severe, the student may be referred to school administration.

### **Suspensions and Expulsions**

Students may be suspended for violations outlined in Education Code, Section 48900. Depending on the severity of violations, students can be suspended from one to five days. During suspension, a student may not participate in regular school classes or activities, including graduation, and is not allowed to be on school premises for the duration of the suspension. During a suspension, the student has a right to complete and receive credit for the regular school work. As suspension days accumulate, a student may be referred to a review meeting to discuss alternative next steps.

Expulsion may be recommended for serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing and sale of a controlled substance, robbery, extortion, sexual assault, or battery. If expulsion is recommended, the student will have an administrative hearing. The GCC Board makes the final decision to expel a student. (BP 04-13) EPIC adheres to GCC BP 4-17 for all cases of suspension and/or expulsion. This policy is available in the main office upon request.

### **Social Probation**

Participation in all extracurricular activities is a privilege, not a right. Social probation prohibits a student from attending or participating in any non-mandatory school functions, activities, or events. These activities include, but are not limited to, participation on athletic teams including practices, events, movie nights, theater and/or musical productions, club memberships, promotion ceremony, special events, recognition programs, or school sponsored activities of any type. Social probation may be used at any time school officials deem it an appropriate behavioral sanction or that it would be effective in changing undesirable behavior. U (Unsatisfactory) citizenship grades will automatically trigger Social Probation. For example, it can be used for:

- Fights
- Controlled substance violation
- Vandalism to school/personal property
- Breaking of behavior contract
- Excessive tardies and absences
- Significantly disrupting the learning environment

### **Student Athletes**

Participation in all extracurricular activities is a privilege, not a right. Student athletes represent EPIC both on and off of campus and are held to the highest standard of academics, behaviors, and attendance. Specific expectations and agreements will be communicated to athletes at the beginning of each season.

## **Restorative Justice**

Whenever possible and practicable, restorative Justice Practices will be implemented first in lieu of traditional punitive consequences. The purpose of utilizing restorative practices is to address the harm created by the incident in a manner that builds understanding, responsibility and accountability. The following are suggested guidelines – **school staff have the right to make final decisions regarding any disciplinary action.** Students who conduct these offenses may be eligible to participate in restorative mediations or resolutions. These opportunities will be at the discretion of school staff and often involve the voluntary participation of all involved parties. Students who choose not to participate in the restorative approach are agreeing to the conventional, more punitive approach.

## **Dress Code**

High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. Students are expected to meet standards of dress and grooming that are acceptable in a positive learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted. Clothing will promote physical and psychological safety.

Personal appearance standards for students are defined in the dress code.

### **Allowable Dress and Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on both sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of site of any student or staff. Hoodies must allow the student's face and ears to be visible to staff. Flat brimmed hats unless turned backwards and hoods must not be worn in the classroom. Religious exceptions will be made.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire such as sports uniforms or safety gear.

### **Non-allowable Dress, Accessories and Grooming**

- Items may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Shoes with wheels
- Items may not depict pornography, nudity or sexual acts.
- Items may not use profanity or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious

affiliation or any other protected group. Gang identifiers must not be worn at the school at any time (i.e. bandanas).

- If the student's attire, accessories, or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

## Bullying Policy and Procedures

See GCC Board Policy: SP 1517 Harassment, Intimidation, Discrimination, and Bullying Policy

## Suspension or Expulsion Policy

See GCC Board Policy: SP 5144.1 Suspension & Expulsion/Due Process

## Suicide Prevention Policies

See GCC Board Policy: SP 5141.52 Suicide Prevention

# School Safety Strategies

## Emergency Preparedness & Organization

### Incident Command System

#### **Gateway Community Charters (GCC) Management Structure:**

An emergency requires constant management. The GCC Central Office will function as the Emergency Operations Center (EOC) unless it is deemed unsafe, in that instance, an alternative location will be determined and communicated. The Superintendent or designee shall manage the EOC at all times.

The Superintendent shall establish and maintain an emergency organization structure, which may be activated in case of disasters or other emergencies. Changes in the structure may be made by the Superintendent to satisfy specific situation requirements.

The Gateway Community Charters emergency organization shall consist of:

### **Incident Commander**

- Overall management of the School Sites at all times
- Establishes command post
- Establishes and maintains the Incident Command System (ICS)
- Establishes communication between the schools and the Central Office EOC using appropriate forms of communication (phone tree, cell phones, emergency phones, etc.)
- Directs and coordinates communication between appropriate emergency and Central Office personnel
- Directs each principal to prepare and publish plans for his or her school on procedures for emergency or disaster situations using site based ICS
- Requires that prescribed training and disaster plans are implemented
- Requires that schools and Central Office maintain first aid equipment and other emergency supplies
- Informs the public, particularly the parents of enrolled pupils, about the Gateway Community Charters emergency program, and their responsibilities and participation in the plan

### **Operations Chief**

- Establish a structure for medical and counseling support for a crisis
- Coordinate and oversee all Site Counselors, medical care and supplies distribution in coordination with Logistics to school sites
- Allocate appropriate crisis counseling support
- Provide recommendations to the Incident Commander, and carry out assignments of the Incident Commander.

### **Planning Chief**

- Plans for safe storage of School Site records
  - Establishes a system for uniform planning and documentation in an emergency
  - Establishes donation and memorial activities
  - Obtains and validates information gathering
  - Establishes a Student and Personnel Accounting and Release plan
  - Provide a parent and employee “hotline.”
  - Provide and monitor media requests and flow of information (routed to the IC)
  - Document volunteer response to school sites
  - Makes sure that the response is being fully documented – for legal and financial reasons

- Constantly assesses the situation, adjusts the plan to meet the changing situation
- Provides finance reporting and record keeping
- Provide recommendations to the Incident Commander, and carry out assignments of the Incident Commander.

**Logistics Chief**

- Keeps the Superintendent (Incident Commander) apprised of logistical needs and allocations
- Logistics Chief can also perform the positions of Public Information Officer (PIO) or Liaison when designated persons are not available
- Provides a Web Master and Technology support team
- Maintains and coordinates the operation of the Emergency Communications
- Establishes radio contact with all Site facilities
- Manages site resources (i.e. radios, food, water)
- Provides damage assessment reports on all sites
- Provide recommendations to the Incident Commander, and carry out assignments of the Incident Commander.

**School Site Emergency Disaster Assignments:**

The School Site level emergency disaster assignments are established at each site. Each school administrator shall be responsible for designating an alternate to act in his/her capacity in the event of his/her absence during an emergency or disaster.

School Site Assignments:

Incident Commander: Dr. Jerry Kosch - Principal  
 Operations Chief: Ms. Nina Semeryuk - Vice Principal  
 Planning Chief: Ms. Svetlana Merva - Admin Assistant  
 Logistics Chief: Mr. Micah Hancock - Vice Principal

**Additional Emergency Disaster Assignments**

**Classroom Supervisors – Staff who supervise classrooms after evacuation**

TK	Nadya Bayadovskaya/Tatiana Yazykova
Kindergarten	Irina Slobodenko/Vera Bulanova
1st Grade	Liza Russman/Zina Zimin
2nd Grade	Shannon McGrath/Iryna Kurilenko
3rd Grade	Andrew Cowell/Marina Mozovatkin
4th Grade	Celeste Ward/Rossmery Garcia
5th Grade	Kara Azevedo/Anastasiia Chahovets

6th Grade Molly Evans/Valentina Dresvyannikova  
7th Grade Kim Carter/Anastasiya Bayadovskaya  
8th Grade David Roberts/Volha Zakharava

**Division Leaders – Staff who Classroom Supervisors report to**

Pedro Perez – Grades TK-5  
Justin Hale – Grades 6-8

**Triage – Provides medical assistance until fire/police arrive to assist  
(Meets in Middle School dismissal area – front of glass doors)**

Rena Police – Leader  
Olga Rakhmanov  
Allie Lyubezhanin  
Abigail Sommer  
Viktor Belokopytov

**Student Release – Assists in releasing students to parents  
(Meets at bleachers outside of Play Area)**

Tatiana Kondrashov – Leader  
Svetlana Merva  
Larisa Astapov  
Kristina Stypin  
Mary Long  
Sandra Herrera

**Search Team - Assists in searching for lost and missing staff/students  
(Meets below stairwells facing the Play Area)**

Juan Cornejo - Leader  
Michael Caballero  
Natina Belloso  
Jason Sheldon

**Transportation Leaders – Facilitates transportation in the case of an emergency  
(Meets near trash dumpsters)**

Oksana Wise – Co/Leader  
Vladimir Sukach – Co/Leader  
Marina Sukach  
Nadezhda Koryayeva

# Responsibilities, Duties and Actions for ICS

## **LEGAL RESPONSIBILITIES OF DISTRICT EMPLOYEES:**

**All GCC employees** by operation of law are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors to mitigate the effects of disaster. (Government Code, Title 1, Division 4, Chapter 8, Section 3100)

## **DECLARED EMERGENCY DURING SCHOOL DAY:**

In the event of a major disaster, school will not be dismissed, and students will remain under the supervision of school authorities.

If during the school day, the Superintendent or designee declares an all GCC emergency, all GCC personnel become disaster service workers and are assigned to their usually designated supervisor under the direction of the GCC Emergency Command Center Director, Incident Commander (Superintendent). In the absence of orders from the Incident Commander, the School Site Incident Commander (Principal) is authorized and directed to implement necessary action as outlined in the Site Emergency Plan and the District Emergency Preparedness Plan.

## **UNDECLARED EMERGENCY AT ANY TIME:**

All public employees could be impressed into service by City or County offices of emergency services. In that case, the GCC Superintendent would be directed to secure District employees to open and work at the designated mass care centers. In the absence of a declared emergency, and at the site of any emergency, District personnel shall act responsibly and with common sense to provide immediate relief. Personnel shall be familiar with the Incident Command System.

## **ACTION: "SHELTER-IN PLACE" (CODE BLUE)**

**WARNING:** the warning for the use of a SHELTER-IN-PLACE will be given over the school radio system, Catapult System, or face-to-face warning.

"SHELTER-IN-PLACE" consists of bringing students into the classroom and holding them in the classroom pending further instruction. This process should occur as follows:

- Lock all doors and windows
- Turn off lights and calmly move students to the Safe Corner of the classroom
- Administrators or designee will sweep restrooms.
- Close all window coverings in equipped

**DO NOT** leave room until “All Clear” direction notice is given from the principal or incident commander. The “All Clear” signal will be announced via the school radio or Catapult system.

**ACTION: “LOCKDOWN” (CODE RED)**

WARNING: The warning for the use of a “LOCKDOWN” will be given over school radio or Catapult System. Incident Commander will use the code words “Principal Red is on Campus.”

Action “LOCKDOWN” consists of:

- Staff closest to outside doors lock doors
- Turn off lights, barricade doors and calmly move students to the “Safe Corner” in the classroom. Keep students quiet
- Email site manager the attendance count and let them know if any students are missing.

**DO NOT** leave room until “All Clear” direction notice is given from the principal or incident commander on site. All clear signals will be announced via school radio or Catapult System. Incident Commander will use the code words “Principal Red has left the campus” as the all clear signal.

Action “LOCKDOWN” is appropriate for, but not limited to, the following:

- A violent intruder on campus
- Sniper
- Shooting
- Hostage situation
- Riot

**ACTION: “EXIT BUILDING” (CODE YELLOW)**

WARNING: The “EXIT BUILDING” warning at the school shall be given over school radio or Catapult system, in some cases the fire alarm signal bell to alert classrooms to evacuate.

If gas odor is noticed in an immediate area or school site area, do not ring the bell or turn on the light switches. Use verbal means to alert classrooms and evacuate.

Action “EXIT BUILDING” consists of the orderly movement of students and staff from inside the school building to outside areas of safety or playground evacuation site.

Action "EXIT BUILDING" consists of:

- Staff secure confidential files and personal items; area leads should grab safety clipboard
- Pick up cell phone, take with you to evacuation area
- Calmly move students to nearest exit
- Administrators or designee will sweep restrooms.
- Keep Students calm
- Lead staff should use safety clipboard to indicate that all students are present
- Stay in evacuation area until Law Enforcement or authorized GCC Administrator gives All Clear

**DO NOT** leave the evacuation area until "All Clear" is given by the principal or incident commander. The "All Clear" signal will be announced via school radio or Catapult System.

Action "Leave Building" is appropriate, but not limited to the following emergencies:

- Fire
- Bomb Threat
- Chemical Accident
- Explosion or Threat of an Explosion
- Following an Earthquake
- Other similar occurrences, which might make the building uninhabitable

### **ACTION: "EVACUATE SITE" ( **CODE BLACK** )**

**WARNING:** Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

This is mostly a civil defense procedure and will not be attempted unless there is no other alternative. Action: "EVACUATE SITE" consists of:

- Dismissal of all classes;
- Following 'EXIT BUILDING" action plan and taking students to off-site evacuation location;
- This could include transporting students and staff by school buses, cars, or other means to an area of safety.

Action: "EVACUATE SITE" is considered appropriate only when directed by the Principal, Campus Incident Commander, Superintendent, GCC Incident Commander, or designee. It may be appropriate for, but not limited to, movement away from:

- Fire
- Chemical and biological Gas Alert

- Flood
- Fallout Area
- Blast Area
- Specific Man Made Emergency (shooting, fire, etc.)

The off-site evacuation location for XXXX

## Site Safety Committee & Meeting Schedule

Representing EPIC on the Site Safety Committee will be Vladimir Sukach, Site Manager.

GCC Safety Committee Meetings will be held at the Central Office at 3:00 pm on the following dates August 27, 2025; November 25, 2025; February 4, 2026; May 6, 2026

## Campus Safety & Security

### Entrances and Exits

The school principal, Vice Principals, Site Managers and staff should develop procedures to ensure that students, staff, parents, and community members can enter and exit the building safely and orderly, while also securing the building from unauthorized entry during non-school hours. The procedures should include:

1. Designating individuals responsible for locking the school building and/or grounds when not in use.
2. Training school staff to maintain building security during non-regular working hours (e.g., not propping doors open, re-securing the building after leaving).
3. Maintaining a practice of locking doors that are not in regular use, even during school hours.
4. Posting signs that request visitors to sign in at the main office.
5. Establishing a culture where any adults without a visitor or staff badge, and any children not enrolled at the school, are escorted immediately to the main office.
6. Periodically testing the security system according to manufacturer or vendor instructions to ensure it is functioning properly.
7. Creating a dismissal plan and student pick-up traffic plan to avoid congestion in the parking lot and local streets, and to prevent students from crossing traffic unnecessarily.
8. Submitting procedures for review by the GCC Superintendent/CEO or designee on an annual basis.

## **Releasing Students**

EPIC employees are responsible for releasing students only to parents, legal guardians, or individuals designated by parents or legal guardians, unless a court order modifying this arrangement has been formally served to the school.

## **Early Dismissal**

Being present at school for the entire day is crucial for student success. The school strongly advises against students leaving early. We recommend parents to schedule medical and dental appointments after school or during breaks whenever possible. If it is necessary for a student to leave early, parents should follow this procedure:

1. Students who need to leave school early must be picked up and signed out at the school office by a parent or a designated adult listed on the student's emergency card. Students can only be released to their parent/guardian, someone properly identified on the Emergency Contacts, or through a phone call from the parents. The person picking up the student will need to show a valid ID and provide verification from the parent that they are authorized to take the student.
2. The office clerk will then contact the classroom teacher to request that the child be sent to the office.
3. Teachers will not dismiss students directly to a parent or guardian during school hours without prior notification from the office.

\*\*\*Students who are frequently picked up early will be contacted by school administration to discuss the reasons and explore possible solutions.

## **Dismissal:**

Refer to the schedule above.

Upon dismissal, for safety reasons, children need to be picked up within 15 minutes after the end of the school day. Students are not to play on or around the playground or linger in their classroom after dismissal.

Students who participate in any after school activities must report to their designated meeting areas immediately upon dismissal.

All other students must wait at their site's designated pick-up location. For the safety of our students, parents must be physically present to pick up their child. Students are not to leave their site after school, walk unsupervised to their parents or meet someone elsewhere. Older siblings may not pick up their younger siblings without an adult or guardian present, and there are no exceptions for older students who have younger siblings that need to be picked up at another site. School staff will attempt to contact the parents and emergency contacts of students who are not picked up within 15 minutes after the end of school. Parents must notify the office staff immediately if they are going to be late.

### **Closed Campus**

To ensure the health and safety of all of our scholars, EPIC maintains a "closed campus". This means that once students arrive at our school, they must not leave without permission.

### **Prohibited Items\***

To ensure safety of all scholars and staff the following items are not to be brought to campus by scholars: weapons (including replicas and imitations), stink bombs, firecrackers, caffeinated drinks, energy drinks, alcohol, tobacco and tobacco products and paraphernalia, drugs and drug paraphernalia, brass knuckles, matches or lighters, vaping devices, medication, toys, stuffed animals, trading cards, and **any other items as determined to be dangerous or disruptive to the learning environment by school employees or school policy**. Violation of this rule may result in disciplinary actions including, but not limited to suspension and/or expulsion.

## **Emergency Notification System**

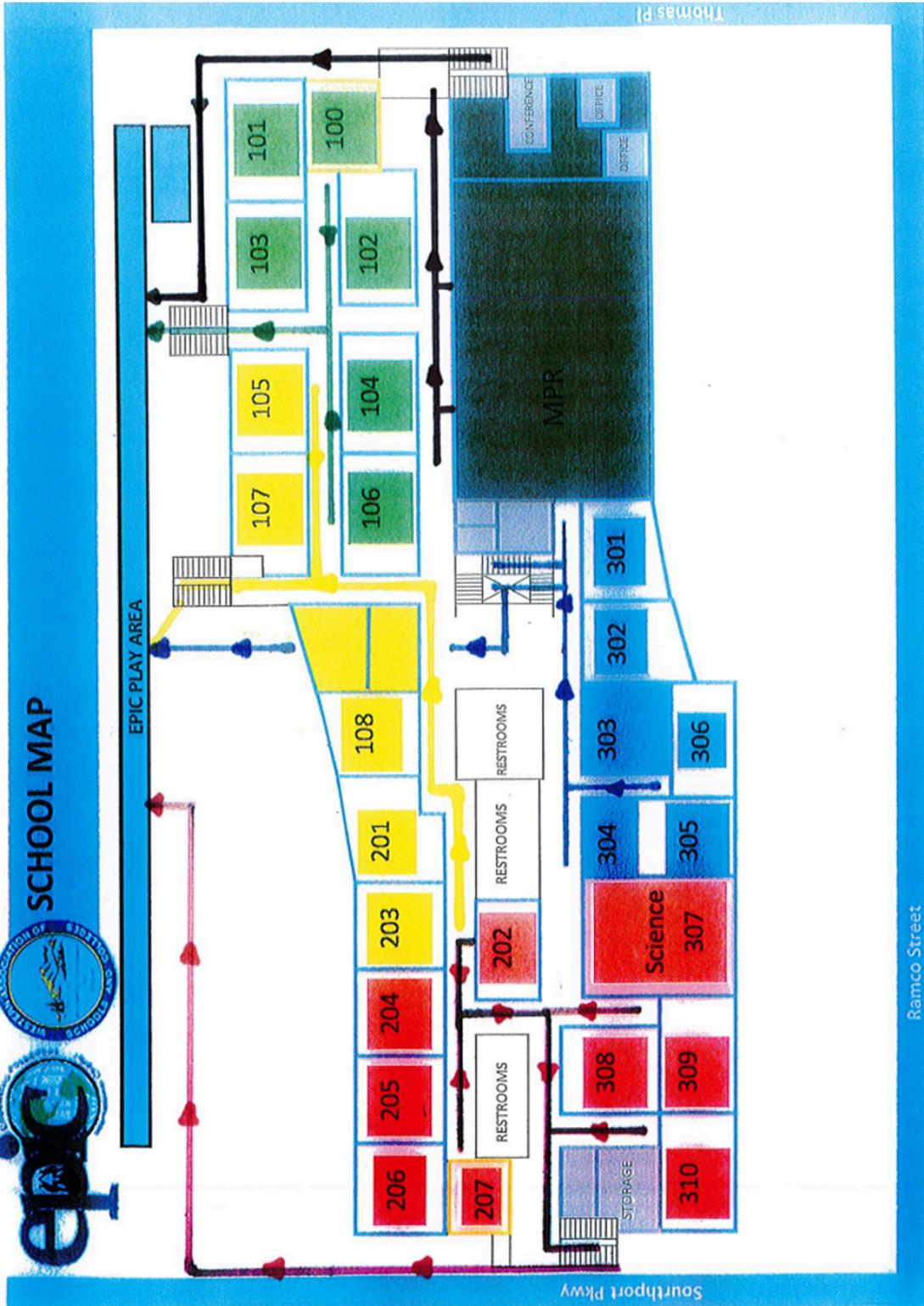
Gateway Community Charters uses the Catapult EMS system for emergency notifications across the organization. Each site will have their Safety Team assigned to the system. Catapult EMS will be used in real time communications with site and organization staff for lockdowns, shelter in place, and evacuations.

## **School Safety Training & Drills**

## Emergency Procedures

See GCC Comprehensive School Safety Plan pp. 37-44

# Emergency Map



## School Safety Training & Drills

### Exercise and Drill Schedule

Type / Objective	Person Responsible	Date	Time
Fire Drill W/Evacuation and Reunification	Jerry Kosch	8/26/25	9:00 a.m.
Earthquake Drill	Jerry Kosch	9/23/25	9:10 a.m.
Lockdown Drill	Jerry Kosch	10/21/25	8:50 a.m.
Fire Drill W/Evacuation and Reunification - November Drill Postponed Due to Rain	Jerry Kosch	12/3/25	9:00 a.m.
Earthquake Drill	Jerry Kosch	1/27/26	10:45 a.m.
Lockdown Drill	Jerry Kosch	2/26/26	2:30 p.m.
Fire Drill W/Evacuation and Reunification	Jerry Kosch	3/17/26	9:00 a.m.
Earthquake Drill	Jerry Kosch	4/28/26	2:30 p.m.
Lockdown Drill	Jerry Kosch	5/19/26	9:00 a.m.

### Annual Data on Safety Drills

GCC will annually collect data pertaining to drills conducted at school sites.

Data may include drill type, frequency, training, impact, notifications, participants, problems, and improvement strategies.

# Lost Child Prevention

All staff will be trained on procedures and any volunteer or parent/guardian is bound by this protocol as well. These rules and regulations are designed to maintain the highest safety level possible for students, parents/guardians and staff.

- Attendance is taken daily upon arrival.
  - Procedures on how attendance will be taken:
    - Classroom teachers will take and record attendance daily including absences or lateness of each child on their roster on the Student Attendance Record at the start of each day. If the reason for a child's absence is known, the teacher will indicate reasons for absence on the back of the card.
  - Procedures for reporting attendance:
    - Unknown/unexcused reasons for absences will be reported to front office staff by email and followed up by a phone call to the family as soon as reasonably possible.
  - Procedures to accommodate pupils arriving or leaving at times other than routine arrival and departure times:
    - Students must sign in upon late arrival and parents must sign the child out upon early dismissal on the Child Sign In/Out Log [binder located at front reception desk].
    - Staff members will let the classroom staff that they are dropping off a late arrival ensuring classroom staff is aware of the child's attendance.
    - No child can be released to any person other than his or her parent, a person(s) currently designated in writing by such parent to receive the child, or another person authorized by law to take custody of a child.

Classroom staff will maintain accountability for children throughout the day, taking periodic attendance with specific attention to changes in activity, location, periods of outdoor play and the use of bathroom facilities with periodic head counts.

Staff is provided with attendance policy and procedures upon hire and made aware of any revisions in writing.

## Lost Child Procedures

Immediately upon discovery of missing child:

- Alert school administrator. Administrator will contact GCC.
- Child search will be initiated by all available staff.

*If child is lost in the school:*

- Initiate a Lockdown to quickly search all bathrooms, closets, room corners etc. and ensure all exits, doors and activities are halted.
- If a child is not found after five minutes, call 911 and search security footage.
- Admin will notify parents.

*If child is lost outside of the school premises:*

- Search immediate surroundings, if a child is not found within five minutes, call 911 or School Resource Officer.
- Take attendance of remaining students to be sure no other students are missing.
- Areas and parameters of the search and the duration of the search will be determined by the director/staff member in charge.
- While child search is conducted by the available staff.
- Admin will notify parents.

Once the Child has been Located

- Written reports of incidents will be maintained for investigation and reporting to proper agencies. All written documentation must be completed within 12 hours of the incident.
- The site will investigate what may have occurred and determine if there is further cause for concern for future prevention.