

Shelter Procedures During an Evacuation Order

Purpose

To ensure the safety, accountability, supervision, and well-being of all students and staff when a civil authority or emergency agency issues an evacuation order requiring relocation from the school site.

Activation

These procedures shall be implemented when:

- A mandatory evacuation order is issued by local emergency officials.
- School administrators determine that remaining on campus presents an imminent threat to health or safety.
- Direction is received from law enforcement, fire officials, emergency management personnel, or district leadership.

Incident Command Structure

The Executive Director or designee shall serve as the Incident Commander and shall:

- Coordinate evacuation and shelter operations.
- Maintain communication with district leadership and emergency responders.
- Ensure student accountability throughout the event.
- Authorize student release procedures.

Evacuation and Relocation Procedures

Prior to Departure

Staff shall:

1. Take attendance and account for all students.
2. Bring emergency contact information, student rosters, medications, and emergency supplies.
3. Ensure students remain under direct supervision.
4. Report missing students immediately to administration/SERT.

Transportation

- Students shall be transported only through approved emergency transportation resources.
- Staff shall accompany students during transport whenever possible.
- Student rosters shall be maintained during loading, transport, and unloading.

Arrival at Shelter Site

Upon arrival:

1. Teachers shall immediately account for all assigned students.
2. Attendance shall be taken and reported to the Incident Commander.
3. Students shall be assigned designated shelter areas.
4. Staff shall maintain supervision ratios consistent with district policies whenever possible.

Shelter Operations

Student Supervision

- Students shall remain under continuous supervision by school employees.
- Staff shall maintain visual contact with students at all times.
- Student movement within the shelter shall be monitored and documented as necessary.
- No student shall be released to any individual without authorization through established reunification procedures.

Health and Welfare

Staff shall:

- Monitor students for signs of illness, injury, emotional distress, heat-related illness, or other medical concerns.
- Refer students needing assistance to designated health personnel.
- Ensure access to food, water, sanitation facilities, and appropriate rest areas when available.

Student Reunification

When authorized:

1. Parents/guardians shall be notified through OCS email and text systems.
 2. Identification shall be verified before releasing a student.
 3. Student release documentation shall be completed.
 4. The name, relationship, time, and destination of the student shall be recorded.
-

Procedures for the Supervision and Protection of Children from Abuse or Neglect During Emergency Sheltering

Purpose

To ensure students remain protected from abuse, neglect, exploitation, harassment, and other forms of harm while under school supervision during emergency sheltering or relocation operations.

Supervision Standards

During shelter operations:

- Students shall remain under the supervision of authorized school employees.
- Staff shall maintain appropriate student-to-adult supervision ratios whenever possible.
- Students shall be grouped by age and grade level when practical.
- Staff shall conduct regular head counts and attendance checks.

Restricted Access

To protect students:

- Access to student areas shall be restricted to authorized personnel.
- Visitors, volunteers, and unauthorized individuals shall not have unsupervised access to students.
- Emergency responders and support personnel working with students shall follow district and agency protocols.
- Any suspicious individual shall be reported immediately to OCS leadership and law enforcement.

Two-Adult Practices

Whenever feasible:

- Student interactions in private or isolated areas shall occur in the presence of at least two authorized adults.
- Restroom, medical, counseling, and transportation activities shall include appropriate safeguards to prevent one-on-one unsupervised situations.

Monitoring for Abuse or Neglect

Staff shall remain alert for:

- Physical injuries inconsistent with explanations provided.
- Signs of neglect, abandonment, or lack of caregiver supervision.
- Emotional distress, fear, or disclosure of abuse.
- Inappropriate interactions between adults and students.

Mandated Reporter Responsibilities

All mandated reporters shall:

- Continue to fulfill reporting obligations during emergency operations.
- Immediately report suspected child abuse or neglect in accordance with applicable state law and district policy.
- Notify the Incident Commander or designated administrator of concerns while ensuring required reports are made to appropriate authorities.

Student Privacy and Dignity

Staff shall:

- Protect student confidentiality.
- Provide privacy during medical care, hygiene activities, and changing of clothing when possible.
- Ensure students are treated with dignity and respect regardless of age, disability, race, gender, language, socioeconomic status, or immigration status.

Unaccompanied or Vulnerable Students

Special attention shall be provided to:

- Students separated from parents or guardians.
- Students with disabilities.
- Foster youth.
- Homeless students.
- English learners.
- Students experiencing emotional distress or trauma.

Designated staff shall maintain documentation and provide additional supervision and support as needed.

Reporting and Documentation

Any allegation, suspicion, or observed incident involving abuse, neglect, exploitation, harassment, or endangerment shall be:

1. Reported immediately to OCS leadership.
2. Documented according to district procedures.
3. Reported to the appropriate child welfare or law enforcement agency as required by law.
4. Followed by actions to ensure the immediate safety of the student.

Training

School employees shall receive annual training on:

- Emergency shelter supervision procedures.
- Child abuse and neglect reporting requirements.
- Student reunification procedures.
- Trauma-informed practices.
- Protection of vulnerable populations during emergencies.

These procedures shall remain in effect for the duration of the evacuation, sheltering operation, and reunification process until all students have been safely released or returned to normal school operations.