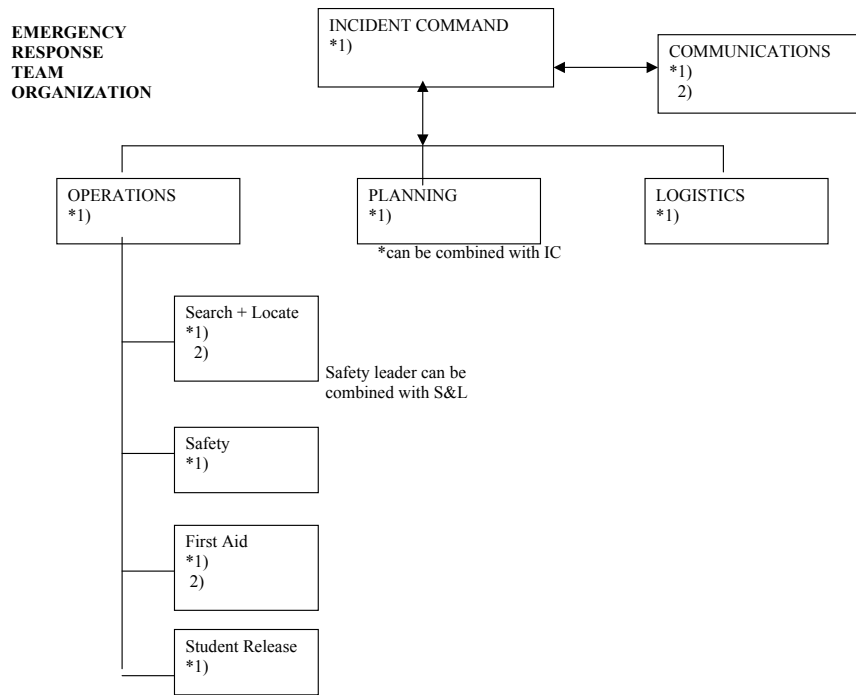


Synergy School Emergency Plan

Synergy staff reviews the emergency plan each year before the start of school. Staff availability on any given day will determine who will fill each role listed below during an emergency. The second page of this appendix describes the job responsibilities of each position.



**Starred positions are required and positions can be combined

Student Release

Parents are asked to let us know when they are going out of town and leaving their child/children in the care of another adult during the school year. Please provide that adult's name and contact information in an email to office@synergyschool.org.

In the event of an emergency, such as an earthquake or other disaster, we will enforce a strict student release policy, in which children will only be released to an authorized adult. During such an event, parents/guardians will be asked to check in with the student release team in the front lobby. A runner will then be sent to escort your child or children to you. We ask parents/guardians not to search the school for their children to minimize the potential for confusion or injury should some areas of the building be unsafe.

INCIDENT COMMAND SYSTEM- Job Responsibilities

TITLE	RESPONSIBILITY
Management	
Incident Command Team	Responsible for overall management of emergency situation; establishes/ manages Command Post;
Communications	Spokesperson for the incident, establishes communications center near Command Post; coordinates info with IC for parent community
Operations	
Operations Leader	Manages Operations team; reports to Command Post; initiates First Aid and Search/Locate if necessary; Communicate with Logistics if supplies are needed
Search and Locate	Conduct sweep of building and maintain a list of areas you could not get into and location of people who are trapped; transport injured to first aid, maintain communication with student release, determine missing persons
Safety	Determines safety of the site by conducting initial damage assessment; locates all utilities and turn off if necessary; identify other hazardous situations
First Aid	Set up first aid area; get supplies from Logistics; assess injuries and provide first aid; triage; keep injury/first aid reports
Student Release	Obtain injury & missing persons reports form each teacher; set up reunion area- Parent Request/ Student Release area; mark students okay for release
Planning	
Planning Leader	Tracks personnel assigned to each post; Responsible for the collection, documentation and use of information about the development of/response to the incident; provide ongoing analysis of situation/resource status
Logistics	
Logistics	Open supplies container; begin distribution of supplies as needed; ensure that IC and other facilities are set up as needed in safe locations; assess supplies (food/water) status; control conservations of supplies

All teachers are certified in CPR and First Aid.

Evacuation

The City and County of San Francisco considers Synergy School an emergency shelter site. If it becomes necessary to evacuate the school, a runner will be sent out to determine the safety and availability of nearby open space areas. Parents will then be contacted through one or more of the following ways: email, recorded phone message, phone tree. If no communication channels are available, a staff member will remain at school to direct parents to the evacuation site.