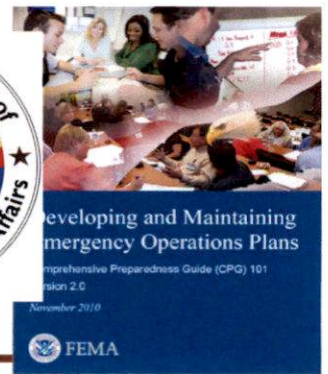
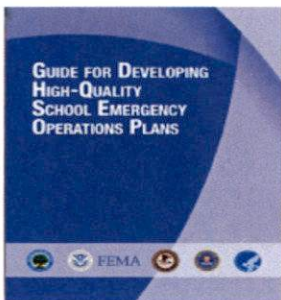


# Gadsden Elementary School District #32

- **BASIC PLAN**
- **EMERGENCY OPERATIONS PLAN (EOP)**



Gadsden Elementary School District #32  
Emergency Operations Plan  
Adopted Date:

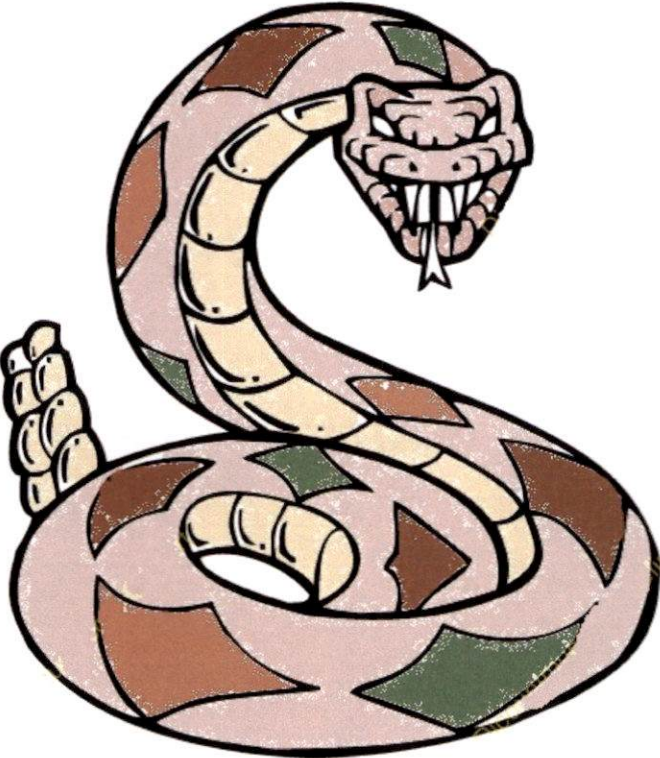
# Gadsden Elementary School District



District Wide

## Emergency Response Guide

ARIZONA DESERT  
ELEMENTARY SCHOOL



# EOP BASIC PLAN

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STATE OF ARIZONA  
CLASSROOM EMERGENCY RESPONSE GUIDE

Arizona Desert Elementary

SCHOOL

Teacher: Room:

## EMERGENCY CONTACT NUMBERS

DISTRICT OFFICE: (928) 627-6545 Front Office: (928) 627-6980 SAN LUIS POLICE: (928)

341-2420 Principal's Office: (928) 627-6948 ALL OTHER EMERGENCIES: 911 \_\_\_\_\_

Nurse's Office: (928) 627-6944 FIRE DEPARTMENT (928) 341-8550 Maintenance (928)

941-4815

Lizette Esparza & Lina Galvan (928) 722-7098 Rocio Godoy PR (928) 627-6571 **IN CASE OF AN INCIDENT HAPPENING WHILE UNDER YOUR SUPERVISION, PLEASE NOTIFY THE OFFICE IMMEDIATELY!** Extensions: 6941, 6948, 6944, 6942, 6947

## EMERGENCY CONTACT NUMBERS

### FIRE DRILL

In the event that everyone must leave the building, the **FIRE DRILL BELL** will sound.

- Students should line up immediately.
- Remain calm.

## EOP BASIC PLAN

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- Teacher grabs roster and red/green card.
- Check the door for heat.
- Evacuate students to assign locations. Refer to the evacuation route map. - Doors should be closed with a magnet in place.
- Account for all students. Take attendance and raise green/red card. - Wait for an all clear signal before returning to class.

Special instructions: Keep children calm and evacuate in an orderly manner. Green means good. Red needs assistance. Communicate with office staff. In the event that the fire alarm was not planned and there is no fire, we will make an announcement to cancel drill and remain in classrooms.

## FIRE DRILL {FIRE DRILL BELLS}

### SHELTER IN PLACE/ Outside Threat

In the event that the building or rooms need to be sealed off, you will hear:

**“It is time for all STUDENTS to return to homeroom class.”**

- Everyone should report to his or her room immediately.
- Close and lock all doors and windows. Cover windows.
- Turn off all pilot lights, air conditioners, and exhaust fans.
- Tape around doors and windows, OR place wet towels along the bottom of the door.
- Account for all students. No one is allowed to leave the room. - The electricity will be left on. Intercoms, radios, and televisions may be used for information.
- Do not open doors or windows until the “all clear” signal.
- If told to evacuate, open all doors and windows to air out the room. Special

instructions: Keep children calm and involved in regular classroom activities. Cover windows.

## SHELTER IN PLACE {VERBAL COMMAND}

### EVACUATION/ BOMB THREAT (Inside)

In the event that we have a bomb threat, we evaluate situation and announce **“TEACHERS & STAFF, please help us search the grid for any suspicious item, please call principal immediately if you find something out of place. Wait for further notice to evacuate the building.”**

\*Law enforcement must be notified by office personnel.

- **Search the grid. Report any suspicious items to the principal immediately.** - Wait for an announcement to evacuate safely.
- Evacuate the classroom using a regular EVACUATION route, unless told otherwise.
- If that route is blocked, use an alternate route.
- Assemble at the usual location, unless told otherwise.
- Account for all students.
- Check with a buddy teacher.
- Turn off all electronic devices.
- Wait for further instruction, or an all clear.

Special instructions: Please close your room door as soon as everyone is out. Teachers take class roster list with you. If students are out of the room they should report to the closest exit and find a teacher. **Be vigilant of suspicious objects as you exit the building. Do not use radio or any electronic devices.**

## EVACUATION/BOMB THREAT {ANNOUNCEMENT}

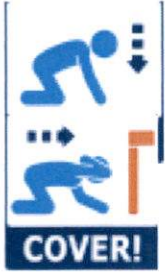
### DROP, COVER, HOLD

In the event that students and staff need to take cover

**Announcement will follow: “Everyone Drop, Cover, and Hold”.**

# EOP BASIC PLAN

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**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.
  - If no shelter is nearby, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.



**HOLD ON** until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms

**and hands.** \*\*Wait for instructions or an “all clear” signal.

## Special instructions:

\*Wait for a second announcement after the first shock and evacuate class to the assigned location when directed.

\*If no furniture is available, face an inside wall, kneel down, cover your head, and hold that position until you are released.

## DROP, COVER, HOLD {VERBAL COMMAND}

## LOCKDOWN

In the event of a lockdown, you will hear:

### SOFT Lockdown

**“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors that are outside please return to your vehicles.”**

- Everyone outside must return to the building immediately.
- Direct all students back to class. Staff, and visitors into the nearest room. - All exterior doors and gates will be locked by personnel.
- Ensure you lock your classroom door. Remove magnet.
- Cover exterior windows immediately. Do not cover the window from the door.

# EOP BASIC PLAN

---

- Keep students away from exterior doors and windows.
- Account for all students. Send, "All Present" or missing student's name by message. - Minimize the need for students to leave the classroom. Continue with instruction quietly.
- Students may use the restroom with supervision. Use main hallway restrooms. Hallway and restroom monitors will be in place to help with supervision. - Specials, interventions and any other special activities will be canceled. - Classroom teacher is accountable for all students. You may open the door for students and personnel but remember to keep the door locked. The goal is to keep students safe inside the classroom.
- Wait for instructions or "ALL CLEAR" signal.

Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is a potential threat on campus. All staff stay inside. NO staff allowed to leave. Communicate through WhatsApp.

## SOFT LOCKDOWN {VERBAL COMMAND}

### LOCKDOWN

In the event of a lockdown, you will hear:

#### HARD LOCKDOWN

**"STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All visitors please return to your vehicles and call 911."**

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown. ● Lock all inside doors and windows. Remove the magnet from the door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against the "Exit Door" wall.
- Account for all students. Send, "All Present" or missing student's name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep the lights on. All phones are set to silent. Intruders are attracted to sight & sound.
- Wait for instructions or "ALL CLEAR" signal.

\*For students outside of the classroom, find a spot to hide and lock yourself up if

# EOP BASIC PLAN

---

possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, “Drop, Cover, Assess and RUN.”

Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately.

## HARD LOCKDOWN {VERBAL COMMAND}

## LOCKDOWN ANNOUNCEMENTS

\*Person nearest to PA System must announce or play recording on loop immediately after being notified of threat.

### SOFT Lockdown

“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors please return to your vehicles.”

“ESTUDIANTES Y PERSONAL, estamos en un encerramiento SUAVE, regresen a su área asignada. Todos los visitantes regresen a sus vehículos por favor.”

### HARD LOCKDOWN

“STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area immediately. Law enforcement has been notified and are on their way.

All visitors please return to your vehicles and call 911.”

“ESTUDIANTES Y PERSONAL, estamos en un encierro DURO. Asegure a los estudiantes y al personal en un área segura de inmediato. La policía ha sido notificada y están en camino. Todos los visitantes regresen a sus vehículos y llamen al 911”.

*Updated: July 28, 2023*

### EMERGENCY Guidelines:

District Office:

- Create social media posts (bomb threat, soft lockdown, major lockdown, severe weather conditions).
- District webmaster person has access to all the school's social media. ● School messenger with emergency message.
- Synergy view access to all school secretaries.
- Schedule fire extinguisher inspection.
- Purchase Raptor (ID Machine) for all schools (ESSER Funding).
- District procedures (set times) for blackouts, extreme weather, water shut off. ● Schedule meeting to review plans with SLPD.

Principals:

- Pre-record major lockdown message. Play on loop. Have multiple copies in multiple places.
- Review and update school emergency plans and phone tree

## EOP BASIC PLAN

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annually. Send to partnering school.

- Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.
  - Fire Drill Monthly
  - Alternate all other drills throughout the year (Earthquake, Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place).
- Review completed maintenance checklist monthly. Set timelines for all work orders. Secretaries:
  - Synergy View access to all school secretaries.
  - All visitors check in at the front office. Secretaries check ID.
  - Site binder with all class list and phone numbers.
  - Repost district's communication on all social media/Class Dojo.

Teachers:

- Magnets are placed in all locked doors.
- Class list with parent phone numbers.
- Follow emergency flip chart plan.
- Create a buddy plan with a neighboring teacher.
- Communicate with the messages in school group.

Maintenance:

- All exterior doors are locked.
- Monthly walk-throughs. Turn into principal.
- Review emergency safety plans.
- Review fire extinguisher expiration dates.

# EOP BASIC PLAN

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## EMERGENCY Drill Log

**SCHOOL:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **CITY:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_ **PRINCIPAL:** \_\_\_\_\_

\_\_\_\_\_ **SECRETARY:** \_\_\_\_\_

Special Instructions:

- Review and update school emergency plans and phone tree annually. Send to partnering school.
- Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.
  - Fire Drill Monthly
  - Alternate all other drills throughout the year (Earthquake, Evacuation/Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place, Bus Evacuation).
- Review completed maintenance checklist monthly. Set timelines for all work orders.
- During each monthly drill, vary the conditions and time of day.
- Emphasis should be placed upon a quiet and orderly evacuation.
- After each evacuation, feedback should be gathered and record drill information below.

<b>MONTH</b>	<b>DATE/TIME TYPE COMMENTS</b>
August	
September	
October	
November	
December	

# EOP BASIC PLAN

January	
February	
March	
April	

## LOCKDOWN Drill Log

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 SCHOOL YEAR: \_\_\_\_\_ PRINCIPAL: \_\_\_\_\_  
 SECRETARY: \_\_\_\_\_

Instructions on lockdowns below:

### HARD LOCKDOWN

“STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All

visitors please return to your vehicles and call 911.”

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown.
- Lock all inside doors and windows. Remove magnet from door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against “Exit Door” wall.
- Account for all students. Send, “All Present” or missing student’s name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep lights on. All phones set to silent. Intruder is attracted to sight & sound.

### SOFT Lockdown

~~“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors outside please return to your vehicles.”~~

Everyone outside must return to the building immediately. Direct all students, staff, and visitors into the nearest room. Lock all outside doors and windows. All exterior doors and gates will be locked by personnel. Cover windows immediately. Keep students away from doors and windows. Account for all students. Send, “All Present” or missing student’s name by message. No one is allowed to leave the room. Continue with instruction quietly. Students may use the restroom with supervision. Wait for instructions or “ALL CLEAR” signal.

# EOP BASIC PLAN

---

- Wait for instructions or "ALL CLEAR" signal.

\*For students outside of classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, "Drop, Cover, Assess and RUN."

Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately. Communicate through phone message. Place phone on silent. Parents are not allowed to pick up students, report to partnering schools until further notice.

<u>DATE/TIME</u>	<u>TYPE</u>	<u>COMMENTS</u>

# EOP BASIC PLAN



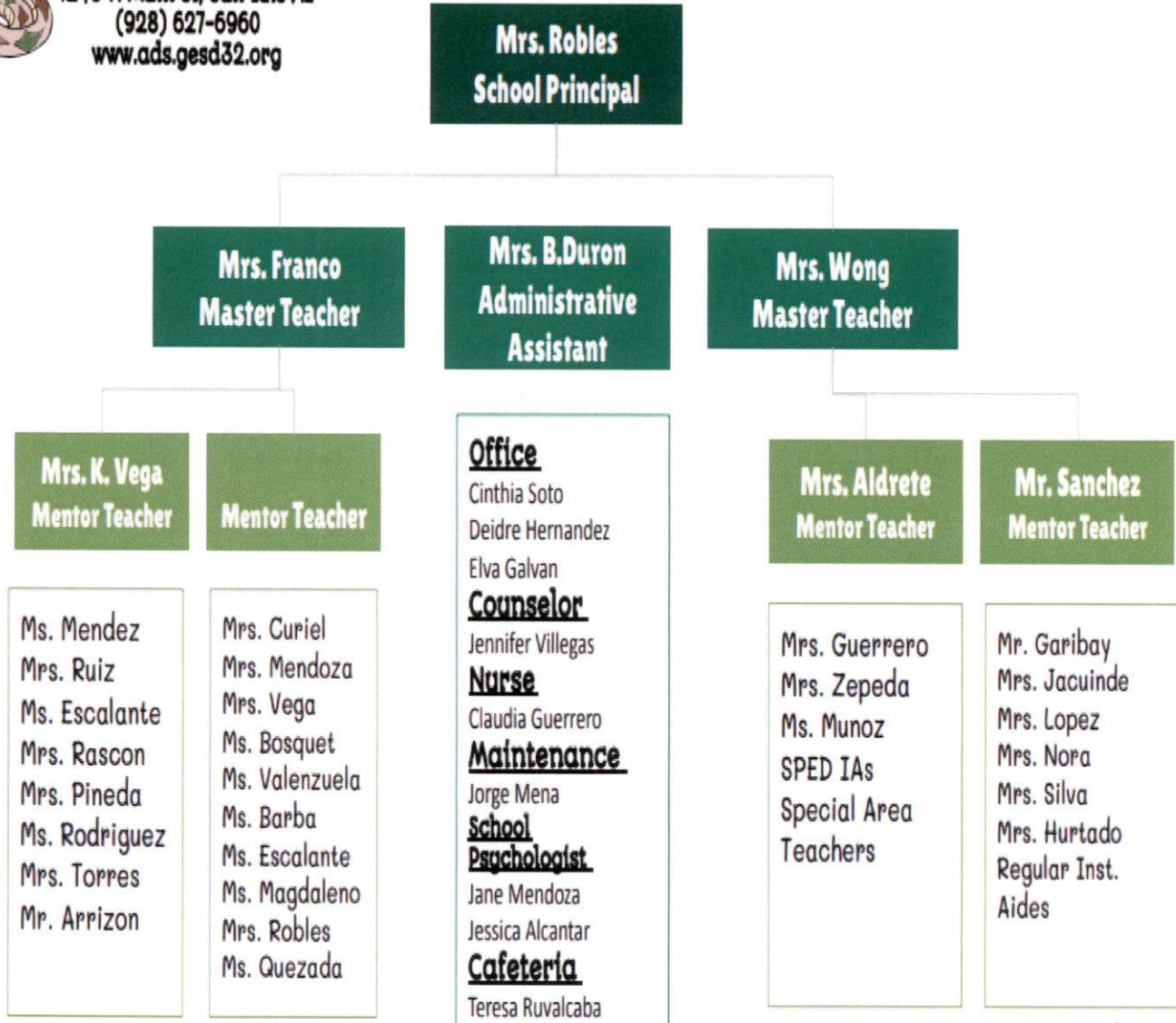
## Evacuation Map





Arizona Desert  
Elementary School  
1245 N Main St, San Luis Az  
(928) 627-6960  
www.ads.gesd32.org

# Emergency Tree



<b><u>Name:</u></b>	<b><u>Position:</u></b>	<b><u>Phone Number:</u></b>
Sarai Robles	Principal	760-984-8513
Lizette Esparza	Superintendent	928 581-6512
Rocio Godoy	Executive Assistant - Superintendent	928 920-2512
Lina Galvan	Associate Superintendent	928 2765730
Brenda Silva	Administrative Assistant	928 785-6111
Blanca O. Duron	Administrative Assistant	928 941-8159
Cinthia Soto	Data Clerk	928 247-5813
Deidre Hernandez	Synergy Clerk	928 285-7152
Elva Galvan	Parent Liaison	928 488-1721
Jessenia Wong	Master Teacher	928 261-5430
Mayra Franco	Master Teacher	928 261-2630
Armando Sanchez	Mentor Teacher	526531295707
Pending	Mentor Teacher	
Priscilla Aldrete	Mentor Teacher	928 581-2099
Karla Vega	Mentor Teacher	928 304-3787
Jane Mendoza	Psychologist	831 595-8096
Jennifer Villegas	Counselor	928 446-7820
Claudia Guerrero	Nurse	928 446-4344
Monica Vargas	District Nurse Coordinator	928 246-2416
Jorge Mena	Skilled Maintenance	928 246-8537
Mariana Rodriguez	Maintenance Secretary	928 323-6296
Omar Velasquez	Maintenance Director	928 941-4815



**Arizona Desert  
Elementary School**  
 245 N Main St, San Luis Az  
 (928) 627-6960  
[www.ads.gesd32.org](http://www.ads.gesd32.org)

**San Luis Police  
Department**  
 928 341-2420

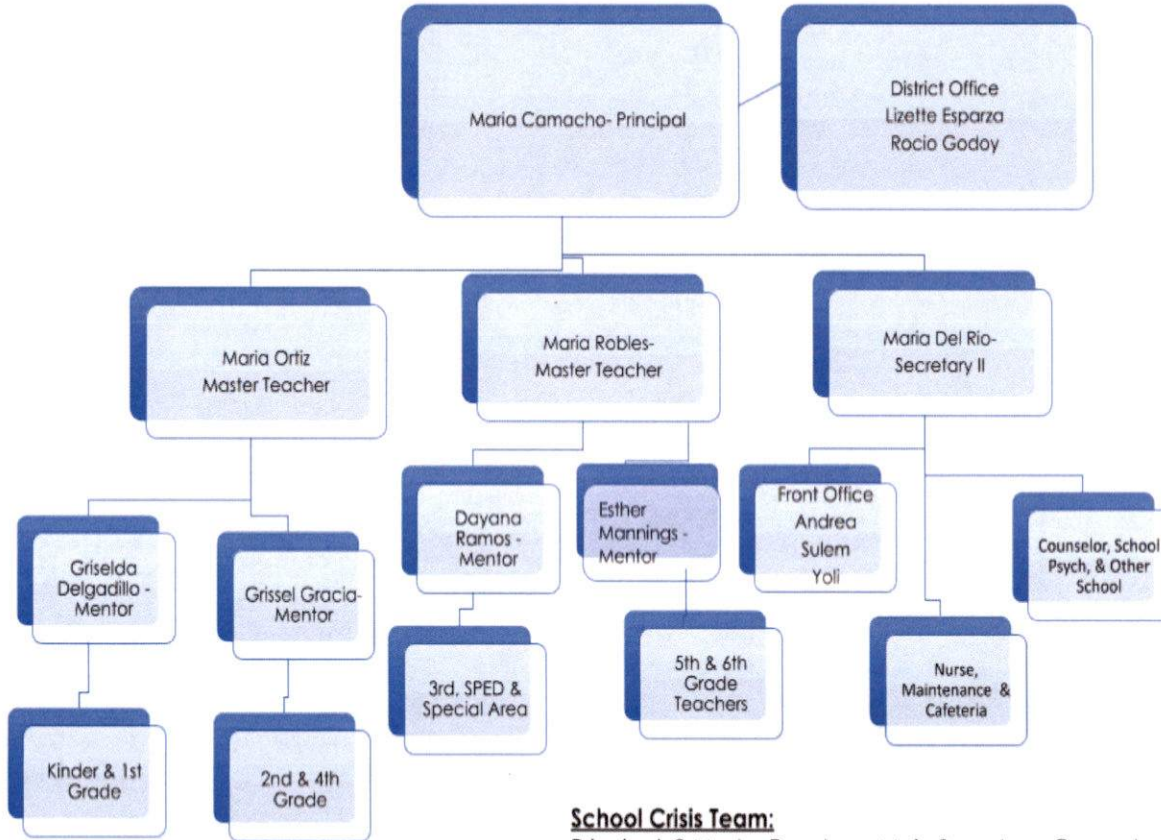
**San Luis Fire  
Department**  
 928 341-8550

# Cesar Chavez Elementary



# CESAR CHAVEZ ELEMENTARY

## HOME OF THE ROADRUNNERS



**School Crisis Team:**

Principal, 2 Master Teachers, Main Secretary, Counselor, School Psych, Nurse, Maintenance, Cafeteria Manager, Other School (Rio)

Name	Position	Phone Number
<b>Maria Camacho</b>	Principal	(928) 920-6726
<b>Lizette Esparza</b>	Superintendent	(928) 581-6512
<b>Rocio Godoy</b>	Admin Secretary	(928) 920-2512
<b>Maria Del Rio</b>	Principal Secretary	(928) 550-0579
<b>Maria Robles</b>	Master Teacher	(928) 919-0736
<b>Maria Ortiz</b>	Master Teacher	(928) 502-9250
<b>Marycruz Castaneda</b>	Psychologist	
<b>Miguel Gonzalez</b>	SPED Director	(928) 920-0226
<b>Juanita Cortes</b>	School Nurse	(928) 315-2178
<b>Monica Vargas</b>	District Nurse	(928) 246-2416
<b>Kevin Silva</b>	School Maintenance	(928) 248-9465
<b>Marianna Rodriguez</b>	Maintenance Secretary	(928) 323-6296
<b>Leticia Hernandez</b>	Cafeteria Manager	(928) 615-7986
<b>Maria Garcia-Avila</b>	District Cafeteria Director	(928) 920-6218
<b>Teresa Velasco</b>	School Counselor	(928) 388-1315
<b>Homero Chavez</b>	District Counselor	(928) 315-5842
<b>Martha Brown</b>	SLMS Counselor	(928) 446-6813
<b>Duvie Joanicot</b>	SWJH Counselor	(928) 210-2417
<b>Bethany Loucks</b>	RCS Principal /Evacuation Site	(928) 920-9455
<b>Guelaguetza</b>	RCS Secretary	(928) 550-3265

San Luis Police  
Department  
(928) 341-2420


San Luis Fire  
Department  
(928) 341-8550

# EOP BASIC PLAN




★ Meeting spot (solar panel)


**Cesar Chavez Elementary School**  
**2024-2025 SY Map**  
 "Embracing Our School, Our Families, Our Future"  
 1130 N. 10<sup>th</sup> Avenue, San Luis, Az. 85349  
 Tel. (928)627-6958 Fax. (928)627-4480  
 Office Hours: 7:40am - 4:00pm



Revised July 18, 2024




State of Arizona  
CLASSROOM EMERGENCY RESPONSE GUIDE




**Cesar Chavez Elementary**  
SCHOOL

Teacher: RM: Zone:  
*Updated: August 20, 2023*




State of Arizona  
CLASSROOM EMERGENCY RESPONSE GUIDE




**Cesar Chavez Elementary**  
SCHOOL

Teacher: RM: Zone:  
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SCHOOL

Teacher: RM: Zone:  
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State of Arizona  
CLASSROOM EMERGENCY RESPONSE GUIDE



**Cesar Chavez Elementary**  
SCHOOL

Teacher: RM: Zone:  
*Updated: August 20, 2023*

**EMERGENCY CONTACT NUMBERS**

DISTRICT OFFICE: 627-6540

Front Office: (928) 627-6958

SAN LUIS POLICE: 341-2420

Principal's Office: (928) 627-6951

ALL OTHER EMERGENCIES: 911

Nurse's Office: (928) 627-6954

**IN CASE OF AN INCIDENT HAPPENING WHILE UNDER YOUR SUPERVISION, PLEASE NOTIFY THE OFFICE IMMEDIATELY!**

**EMERGENCY CONTACT NUMBERS**

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Front Office: (928) 627-6958

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ALL OTHER EMERGENCIES: 911

Nurse's Office: (928) 627-6954

**IN CASE OF AN INCIDENT HAPPENING WHILE UNDER YOUR SUPERVISION, PLEASE NOTIFY THE OFFICE IMMEDIATELY!**

**EMERGENCY CONTACT NUMBERS**

In the event that everyone must leave the building,  
the **FIRE DRILL BELL** will sound.

- Students should line up immediately.
- Remain calm.
- Teacher grabs roster and red/green card.
- Check door for heat.
- Evacuate students to assign location. Refer to evacuation route map.
- Account for all students. Take attendance and raise green/red card.
- Wait for an all clear signal before returning to class.

Special instructions: Keep children calm and evacuate in an orderly manner. Green means good. Red needs assistance. Communicate with office staff.

## **FIRE DRILL      {FIRE DRILL BELLS}**

In the event that everyone must leave the building,  
the **FIRE DRILL BELL** will sound.

- Students should line up immediately.
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- Teacher grabs roster and red/green card.
- Check door for heat.
- Evacuate students to assign location. Refer to evacuation route map.
- Account for all students. Take attendance and raise green/red card.
- Wait for an all clear signal before returning to class.

Special instructions: Keep children calm and evacuate in an orderly manner. Green means good. Red needs assistance. Communicate with office staff.

## **FIRE DRILL      {FIRE DRILL BELLS}**

## EOP BASIC PLAN

---

In the event that the building or rooms need to be sealed off, you will hear:

**“It’s time for ALL students to return to homeroom class.  
Please shelter in place”**

- Everyone should report to his or her room immediately.
- Close and lock all doors and windows.
- Turn off all air conditioners, and exhaust fans.
- Tape around doors and windows, OR place wet towels along the bottom of the door.
- Account for all students. No one is allowed to leave the room.
- The electricity will be left on. Intercoms, radios, and televisions may be used for information.
- Do not open doors or windows until the "all clear" signal.
- If told to evacuate, open all doors and windows to air out the room.

Special Instructions: Keep children calm and involved in regular classroom activities. Cover Windows

**SHELTER IN PLACE {VERBAL COMMAND}**

In the event that the building or rooms need to be sealed off, you will hear:

**“It’s time for ALL students to return to homeroom class.  
Please shelter in place.”**

- Everyone should report to his or her room immediately.
- Close and lock all doors and windows.
- Turn off all air conditioners, and exhaust fans.
- Tape around doors and windows, OR place wet towels along the bottom of the door.
- Account for all students. No one is allowed to leave the room.
- The electricity will be left on. Intercoms, radios, and televisions may be used for information.
- Do not open doors or windows until the "all clear" signal.
- If told to evacuate, open all doors and windows to air out the room.

Special Instructions: Keep children calm and involved in regular classroom activities. Cover Windows

**SHELTER IN PLACE {VERBAL COMMAND}**

## EOP BASIC PLAN

---

In the event that we have a **BOMB THREAT**, we will evaluate the situation and announce

**"Teachers & Staff, please help us search the grid for any suspicious items, please call the principal immediately if you find something out of place.**

**Wait for further notice to evacuate the building."**

\*Law enforcement will be notified immediately by office personnel.

- Search the grid. Report any suspicious items to the principal immediately.
- Wait for an announcement to evacuate safely.
- If that route is blocked, use alternate route.
- Assemble at usual location, unless told otherwise.
- Account for all students.
- Turn off all electronic devices.
- Wait for further instruction, or an all clear.

Special instructions: Please close your room door as soon as everyone is out. Be vigilant of suspicious items as you exit the building. Do not use radio or any electronic devices.

### **EVACUATION/BOMB THREAT**

In the event that we have a **BOMB THREAT**, we will evaluate the situation and announce,

**"Teachers & Staff, please help us search the grid for any suspicious items, please call the principal immediately if you find something out of place.**

**Wait for further notice to evacuate the building."**

\*Law enforcement will be notified immediately by office personnel.

- Search the grid. Report any suspicious items to the principal immediately.**
- Wait for an announcement to evacuate safely.
- If that route is blocked, use alternate route.
- Assemble at usual location, unless told otherwise.
- Account for all students.
- Turn off all electronic devices.
- Wait for further instruction, or an all clear.

Special instructions: Please close your room door as soon as everyone is out. Be vigilant of suspicious items as you exit the building. Do not use radio or any electronic devices.

### **EVACUATION/BOMB THREAT**

# EOP BASIC PLAN

---

In the event that there is an earthquake:

## **“EVERYONE DROP, COVER, AND HOLD.”**



DROP where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.



COVER your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.
- If no shelter is nearby, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.



HOLD ON until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

**\*\*Wait for instructions or an “all clear” signal.**

Special instructions: \*Wait for a second announcement after the first shock and evacuate class to the assigned location when directed. \*If no furniture is available, face an inside wall, kneel down, cover your head, and hold that position until you are released.

# **DROP, COVER, HOLD {VERBAL COMMAND}**

## **SOFT LOCKDOWN**

In the event of a **SOFT LOCKDOWN**, you will hear:

**“Roadrunners, we are in a SOFT lockdown, please return to your assigned location. All visitors that are outside please return to your vehicles.”**

- Everyone outside must return to the building immediately.
- Direct all students back to class. Staff and visitors into the nearest room.
- All exterior doors and gates will be locked by personnel.
- Ensure you lock your classroom door. Remove magnet.
- Cover exterior windows immediately. Do not cover window from the door.
- Keep students away from exterior doors and windows.
- Account for all students. Send, “All Present” or missing student's name by message.
- Minimize the need for students to leave the classroom. Continue with instruction.
- Students may use the main hallway restroom with supervision. Hallway and restroom monitors will be in place.
- Specials, interventions and any other special activities will be cancelled.
- Classroom teacher is accountable for all students. You may open the door for students and personnel but remember to keep the door locked. The goal is to keep students safe in the classroom .
  - Wait for instructions or “ALL CLEAR” signal.

Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is a potential threat on campus. All staff stay inside. NO staff allowed to leave. Communicate through messages.

## **SOFT LOCKDOWN {VERBAL COMMAND}**

### **HARD LOCKDOWN**

In the event of a **HARD LOCKDOWN**, you will hear:

"Roadrunners, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All outside visitors please return to your vehicles and call 911."

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into nearest room for lockdown.
- Lock all inside doors and windows. Remove magnet from door.
- Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against "Exit Door" wall.
- Account for all students. Send "All Present" or missing student's name by message.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep lights on.
- All phones set to silent.
- Wait for instructions or "ALL CLEAR" signal.

*\*For students outside of classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, "Drop, Cover, Assess and RUN."*

\*\*Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately. Communicate through messages.

**HARD LOCKDOWN {VERBAL COMMAND}**

### **LOCKDOWN ANNOUNCEMENTS**

\*Person nearest to PA System must announce or play recording on loop immediately after being notified of threat.

#### **SOFT LOCKDOWN**

“ROADRUNNERS, we are in a SOFT lockdown, please return to your assigned location. All visitors that are outside please return to your vehicles.”

“CORRECAMINOS, estamos en un encerramiento SUAVE, regresen a su área asignada. Todos los visitantes regresen a sus vehículos por favor.”

#### **HARD LOCKDOWN**

“ROADRUNNERS, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All outside visitors please return to your vehicles and call 911.”

“CORRECAMINOS, estamos en un encierro DURO. Asegure a los estudiantes y al personal en un área segura de inmediato. La policía ha sido notificada y están en camino. Todos los visitantes regresen a sus vehículos y llamen al 911” .

# **EOP BASIC PLAN**

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## **EMERGENCY Guidelines:**

### District Office:

- Create social media posts (bomb threat, soft lockdown, major lockdown, severe weather conditions).
- District webmaster person has access to all the school's social media.
- School messenger with emergency message.
- Synergy view access to all school secretaries.
- Schedule fire extinguisher inspection.
- Purchase Raptor (ID Machine) for all schools (ESSER Funding).
- District procedures (set times) for blackouts, extreme weather, water shut off.
- Schedule meeting to review plans with SLPD.

### Principals:

- Pre-record major lockdown message. Play on loop. Have multiple copies in multiple places.
- Review and update school emergency plans and phone tree annually. Send to partnering school.  
Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.  
Fire Drill Monthly
- Alternate all other drills throughout the year (Earthquake, Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place).
- Review completed maintenance checklist monthly. Set timelines for all work orders.

### Secretaries:

- Synergy View access to all school secretaries.
- All visitors check in at the front office. Secretaries check ID.
- Site binder with all class list and phone numbers.
- Repost district's communication on all social media/Class Dojo.
- Clear your assign area for each drill & communicate through school group when all clear.

### Teachers:

- Magnets are placed in all locked doors.  
Class list with parent phone numbers.
- Follow emergency flip chart plan.
- Create a buddy plan with a neighboring teacher.

# EOP BASIC PLAN

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- Communicate with the messages in school group.

Maintenance:

- All exterior doors are locked.
- Monthly walk-throughs. Turn into principal.
- Review emergency safety plans.  
Review fire extinguisher expiration dates.

## EMERGENCY Drill Log

**SCHOOL:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **SCHOOL YEAR:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_ **SECRETARY:** \_\_\_\_\_

Special Instructions:

- Review and update school emergency plans and phone tree annually. Send to partnering school.
- Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.
  - Fire Drill Monthly
  - Alternate all other drills throughout the year (Earthquake, Evacuation/Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place, Bus Evacuation).
- Review completed maintenance checklist monthly. Set timelines for all work orders.
- During each monthly drill, vary the conditions and time of day.
- Emphasis should be placed upon a quiet and orderly evacuation.
- After each evacuation, feedback should be gathered and record drill information below.

MONTH	DATE/TIME	TYPE	COMMENTS
August			
September			
October			
November			
December			

# EOP BASIC PLAN

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January			
February			
March			
April			
May			

## LOCKDOWN Drill Log

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

Instructions on lockdowns below:

### **HARD LOCKDOWN**

**"STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All visitors please return to your vehicles and call 911."**

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown.
- Lock all inside doors and windows. Remove magnet from door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against "Exit Door" wall.
- Account for all students. Send, "All Present" or missing student's name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep lights on. All phones set to silent. Intruder is attracted to sight & sound.
- Wait for instructions or "ALL CLEAR" signal.

*\*For students outside of classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, "Drop, Cover, Assess and RUN."*

Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately. Communicate through phone message. Place phone on silent. Parents are not allowed to pick up students, report to partnering schools until further notice.

# GESD District Office



**GESD DISTRICT OFFICE**  
**EMERGENCY CONTACT LIST**

**FOOD SERVICE DEPARTMENT**

Manny Alvarado 623.670.3154  
 Maria Garcia-Avila 928.920.6218

**TECHNOLOGY DEPARTMENT**

Luis Ramirez  
 928.920.2788

**TRANSPORTATION**

Salvador Sandoval  
 928.246.5048

**HUMAN RESOURCES**

Rosy Ballesteros  
 928. 919.3362

**BUSINESS OFFICE**

Mr. Bernhard 928. 920.1012  
 Rosa Perez 928. 210.1790  
 Maggie Dominguez-  
 Warehouse/Procurement 928. 304.1604



**PD AREA**

Vanessa Gonzalez 928.210.9650  
 Maria De La Cruz- ELL Dept. 928.941.3267  
 Patti Loera- Student Data 928.304.2439  
 Selene Ayala- Research Asses. Analyst 480.411354  
 Monica Vargas- Health Coordinator 928.919.6619

**MIGRANT DEPARTMENT**

Maria Chavez  
 928.919.6727



**GRANTS**

Linda Coronado 928. 446.4392  
 Linda Padilla-Grant Writer 928. 514.0526  
 Antonio Garcia- 21 Century 928. 920.5334

**MAINTENANCE**

Omar Velazquez  
 928. 941.4815

**SPED DEPARTMENT**

Miguel Gonzalez  
 928.920.0226



# Desert View Elementary



# EOP BASIC PLAN

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STATE OF ARIZONA

CLASSROOM EMERGENCY RESPONSE GUIDE

Desert View Elementary School

Teacher: Room:

## EMERGENCY CONTACT NUMBERS

DISTRICT OFFICE: (928) 627-6545 Front Office: (928) 627-6911 928-627-6912 928-627-6913

SAN LUIS POLICE: (928) 341-2420 Principal's Office: (928) 722-7038

ALL OTHER EMERGENCIES: 911 \_\_\_\_\_ Nurse's Office: (928) 627-6916

FIRE DEPARTMENT (928) 341-8550 Maintenance (928) 920-1054

Lina Galvan (928) 722-7098 Rocio Godoy PR (928) 627-6571

IN CASE OF AN INCIDENT HAPPENING WHILE UNDER YOUR SUPERVISION, PLEASE NOTIFY THE OFFICE

IMMEDIATELY!

## EMERGENCY CONTACT NUMBERS

### FIRE DRILL

In the event that everyone must leave the building, the FIRE DRILL BELL will sound.

- Students should line up immediately.
- Remain calm.
- Teacher grabs roster and red/green card.
- Check the door for heat.
- Evacuate students to assign locations. Refer to the evacuation route map.
- Doors should be closed with a magnet in place.
- Account for all students. Take attendance and raise green/red card.
- Wait for an all-clear signal before returning to class.

Special instructions: Keep children calm and evacuate in an orderly manner. Green means good. Red needs assistance. Communicate with office staff. In the event that the fire alarm was not planned and there is no fire, we will make an announcement to cancel drill and remain in classrooms.

FIRE DRILL {FIRE DRILL BELLS}

### SHELTER IN PLACE/ Outside Threat

In the event that the building or rooms need to be sealed off, you will hear:

"It is time for all STUDENTS to return to homeroom class."

- Everyone should report to his or her room immediately.

# EOP BASIC PLAN

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- Close and lock all doors and windows. Cover windows.
- Turn off all pilot lights, air conditioners, and exhaust fans.
- Tape around doors and windows, OR place wet towels along the bottom of the door.
- Account for all students. No one is allowed to leave the room.
- The electricity will be left on. Intercoms, radios, and televisions may be used for information.
- Do not open doors or windows until the "all clear" signal.
- If told to evacuate, open all doors and windows to air out the room.

Special instructions: Keep children calm and involved in regular classroom activities. Cover windows.  
SHELTER IN PLACE {VERBAL COMMAND}

## EVACUATION/ BOMB THREAT (Inside)

In the event that we have a bomb threat, we evaluate situation and announce "TEACHERS & STAFF, please help us search the grid for any suspicious item, please call principal immediately if you find something out of place. Wait for further notice to evacuate the building."

\*Law enforcement must be notified by office personnel.

- Search the grid. Report any suspicious items to the principal immediately.
- Wait for an announcement to evacuate safely.
- Evacuate the classroom using a regular EVACUATION route, unless told otherwise.
- If that route is blocked, use an alternate route.
- Assemble at the usual location, unless told otherwise.
- Account for all students.
- Check with a buddy teacher.
- Turn off all electronic devices.
- Wait for further instruction, or an all clear.

Special instructions: Please close your room door as soon as everyone is out. Teachers take class roster list with you. If students are out of the room they should report to the closest exit and find a teacher.

Be vigilant of suspicious objects as you exit the building. Do not use radio or any electronic devices.

## EVACUATION/BOMB THREAT {ANNOUNCEMENT}

### DROP, COVER, HOLD

In the event that students and staff need to take cover

Announcement will follow: " Everyone Drop, Cover, and Hold ".

DROP where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

COVER your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.

# EOP BASIC PLAN

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- If no shelter is nearby, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.  
HOLD ON until the shaking stops.
- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

\*\*Wait for instructions or an “all clear” signal.

Special instructions:

\*Wait for a second announcement after the first shock and evacuate class to the assigned location when directed.

\*If no furniture is available, face an inside wall, kneel down, cover your head, and hold that position until you are released.

DROP, COVER, HOLD {VERBAL COMMAND}

## LOCKDOWN

In the event of a lockdown, you will hear:

### SOFT Lockdown

“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors that are outside please return to your vehicles.”

- Everyone outside must return to the building immediately.
- Direct all students back to class. Staff, and visitors into the nearest room.
- All exterior doors and gates will be locked by personnel.
- Ensure you lock your classroom door. Remove magnet.
- Cover exterior windows immediately. Do not cover the window from the door.
- Keep students away from exterior doors and windows.
- Account for all students. Send, “All Present” or missing student’s name by message.
- Minimize the need for students to leave the classroom. Continue with instruction quietly.
- Students may use the restroom with supervision. Use main hallway restrooms. Hallway and restroom monitors will be in place to help with supervision.
- Specials, interventions and any other special activities will be canceled.
- Classroom teacher is accountable for all students. You may open the door for students and personnel but remember to keep the door locked. The goal is to keep students safe inside the classroom.
- Wait for instructions or “ALL CLEAR” signal.

Special instructions: \_ A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is a potential threat on campus. All staff stay inside. NO staff allowed to leave. Communicate through WhatsApp.

# EOP BASIC PLAN

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## SOFT LOCKDOWN {VERBAL COMMAND}

### LOCKDOWN

In the event of a lockdown, you will hear:

### HARD LOCKDOWN

“STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All visitors please return to your vehicles and call 911.”

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown.
- Lock all inside doors and windows. Remove the magnet from the door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against the “Exit Door” wall.
- Account for all students. Send, “All Present” or missing student’s name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep the lights on. All phones are set to silent. Intruders are attracted to sight & sound.
- Wait for instructions or “ALL CLEAR” signal.

\*For students outside of the classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, “Drop, Cover, Assess and RUN.”  
Special instructions: \_ A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately.

## HARD LOCKDOWN {VERBAL COMMAND}

### LOCKDOWN ANNOUNCEMENTS

\*Person nearest to PA System must announce or play recording on loop immediately after being notified of threat.

### SOFT Lockdown

“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors please

# EOP BASIC PLAN

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return to your vehicles.”

“ESTUDIANTES Y PERSONAL, estamos en un encerramiento SUAVE, regresen a su área asignada. Todos los

visitantes regresen a sus vehículos por favor.”

## HARD LOCKDOWN

“STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area

immediately. Law enforcement has been notified and are on their way. All visitors please return to your

vehicles and call 911.”

“ESTUDIANTES Y PERSONAL, estamos en un encierro DURO. Asegure a los estudiantes y al personal en un

área segura de inmediato. La policía ha sido notificada y están en camino. Todos los visitantes regresen

a sus vehículos y llamen al 911”.

## LOCKDOWN ANNOUNCEMENTS

### EMERGENCY Guidelines:

#### District Office:

- Create social media posts (bomb threat, soft lockdown, major lockdown, severe weather conditions).
- District webmaster person has access to all the school's social media.
- School messenger with emergency message.
- Synergy view access to all school secretaries.
- Schedule fire extinguisher inspection.
- Purchase Raptor (ID Machine) for all schools (ESSER Funding).
- District procedures (set times) for blackouts, extreme weather, water shut off.
- Schedule meeting to review plans with SLPD.

#### Principals:

- Pre-record major lockdown message. Play on loop. Have multiple copies in multiple places.
- Review and update school emergency plans and phone tree annually. Send to partnering school.
- Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.

# EOP BASIC PLAN

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- Fire Drill Monthly
- Alternate all other drills throughout the year (Earthquake, Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place).

- Review completed maintenance checklist monthly. Set timelines for all work orders.

## Secretaries:

- Synergy View access to all school secretaries.
- All visitors check in at the front office. Secretaries check ID.
- Site binder with all class list and phone numbers.
- Repost district's communication on all social media/Class Dojo.

## Teachers:

- Magnets are placed in all locked doors.
- Class list with parent phone numbers.
- Follow emergency flip chart plan.
- Create a buddy plan with a neighboring teacher.
- Communicate with the messages in school group.

## Maintenance:

- All exterior doors are locked.
- Monthly walk-throughs. Turn into principal.
- Review emergency safety plans.
- Review fire extinguisher expiration dates.

## EMERGENCY Guidelines:

### EMERGENCY Drill Log

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

### Special Instructions:

- Review and update school emergency plans and phone tree annually. Send to partnering school.
- Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.
- Fire Drill Monthly
- Alternate all other drills throughout the year (Earthquake, Evacuation/Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place, Bus Evacuation).

- Review completed maintenance checklist monthly. Set timelines for all work orders.
- During each monthly drill, vary the conditions and time of day.
- Emphasis should be placed upon a quiet and orderly evacuation.
- After each evacuation, feedback should be gathered and record drill information below.

### MONTH DATE/TIME TYPE COMMENTS

August

# EOP BASIC PLAN

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September  
October  
November  
December  
January  
February  
March  
April  
May  
June

EMERGENCY Drill Log

LOCKDOWN Drill Log

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_  
PRINCIPAL: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

Instructions on lockdowns below:

## HARD LOCKDOWN

“STUDENTS & STAFF, we are in a HARD lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All visitors please return to your vehicles and call 911.”

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown.
- Lock all inside doors and windows. Remove magnet from door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against “Exit Door” wall.
- Account for all students. Send, “All Present” or missing student’s name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep lights on. All phones set to silent. Intruder is attracted to sight & sound.
- Wait for instructions or “ALL CLEAR” signal.

\*For students outside of classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, “Drop, Cover, Assess and RUN.”

Special instructions: \_ A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential

# EOP BASIC PLAN

threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately.

Communicate through phone messages. Place the phone on silent. Parents are not allowed to pick up students, report to partnering schools until further notice.

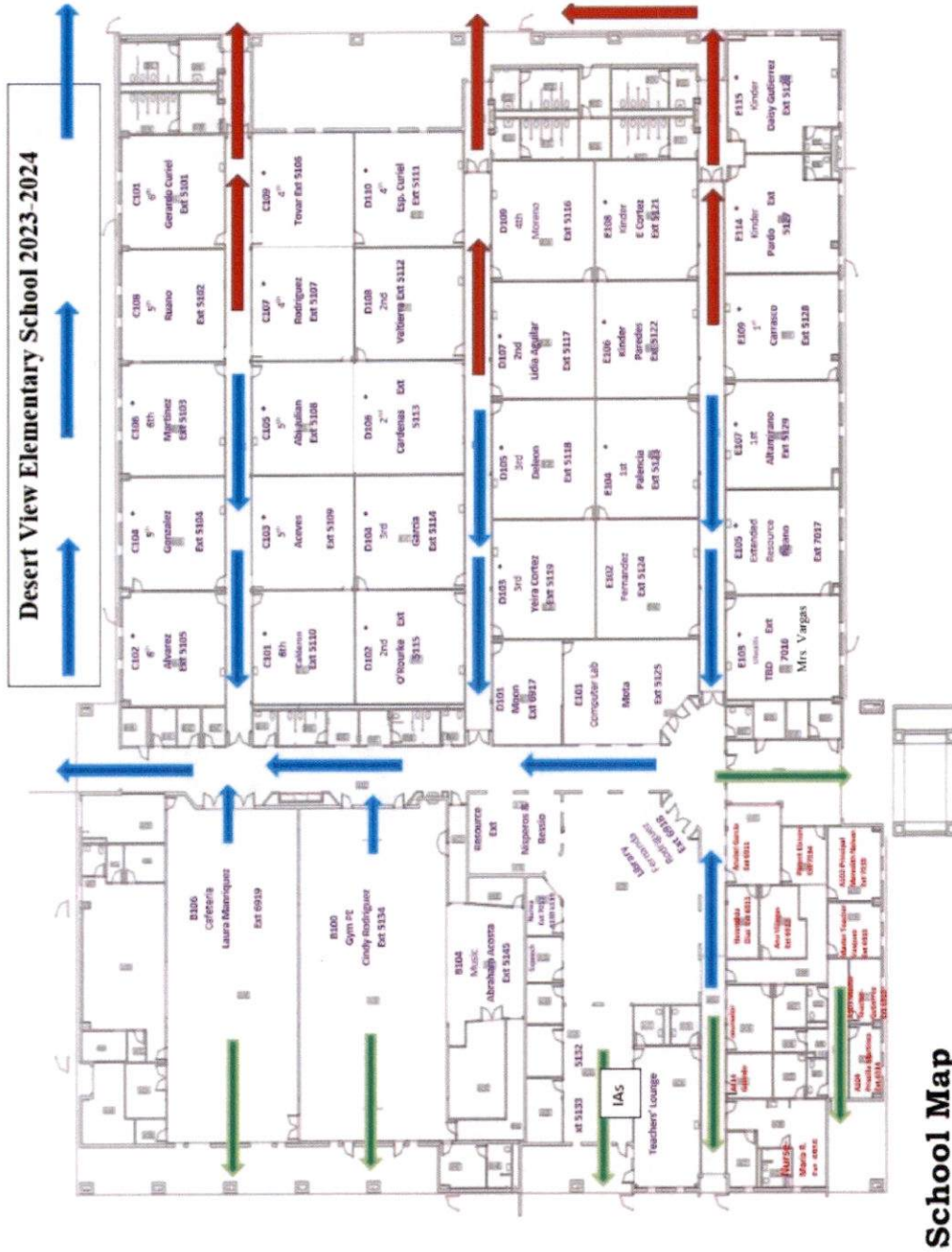
DATE/TIME TYPE COMMENTS

LOCKDOWN Drill Log

Crisis phone tree

name	position	mobile	work/home
Meredith Nelson - DVS	principal	928-920-7424	928-722-7038
Israel Silva - DVS	maintenance	928-920-1054	
Laura Manriquez	Cafeteria mgr	928-210-7368	x 6919
Manuel Alvarado	SFE	623-670-3154	
Maria Ruvalcaba- DVS	site nurse	928-285-4761	928-627-6916
Monica Vargas	District nurse	928-246-2416	928-919-6619
Tanhya Vasquez - DVS	master teacher	928-246-0713	x 7015
Arlin Mena- DVS	master teacher	928-366-3627	x 6910
Anita Villegas - DVS	admin secretary	928-785-7902	92-8627-6912
Lizette Esparza - DO	Supt	928-581-6512	928-627-6542
Rocio Godoy - DO	Supt secretary & Press	928-920-2512	928-627-6571
Lina Galvan - DO	Assoc Superintendent	928-276-5730	928-722-7098
Brianda Aguilar - DO	Public Relations Coordinator	928-750-3431	928-920-5812
Maritza Mares - EPS	principal evacuation site	928-287-3296	928-627-6983
Gabriela Patron - EPS	admin secretary		928-627-6982
Miguel Gonzalez - DO	Sped Director	(928)920-0226	928-627-6569
Homero Chavez - DO	district counselor	(928)315-5842	x 6576
Priscilla Martinez Flores	site psychologist	928-259-3330	x 6914
SLPD		(928) 341-2420	
SLFD		(928)341-08550	
Jennifer Banda	Parent Liaison	928-256-2680	x 7034

# EOP BASIC PLAN



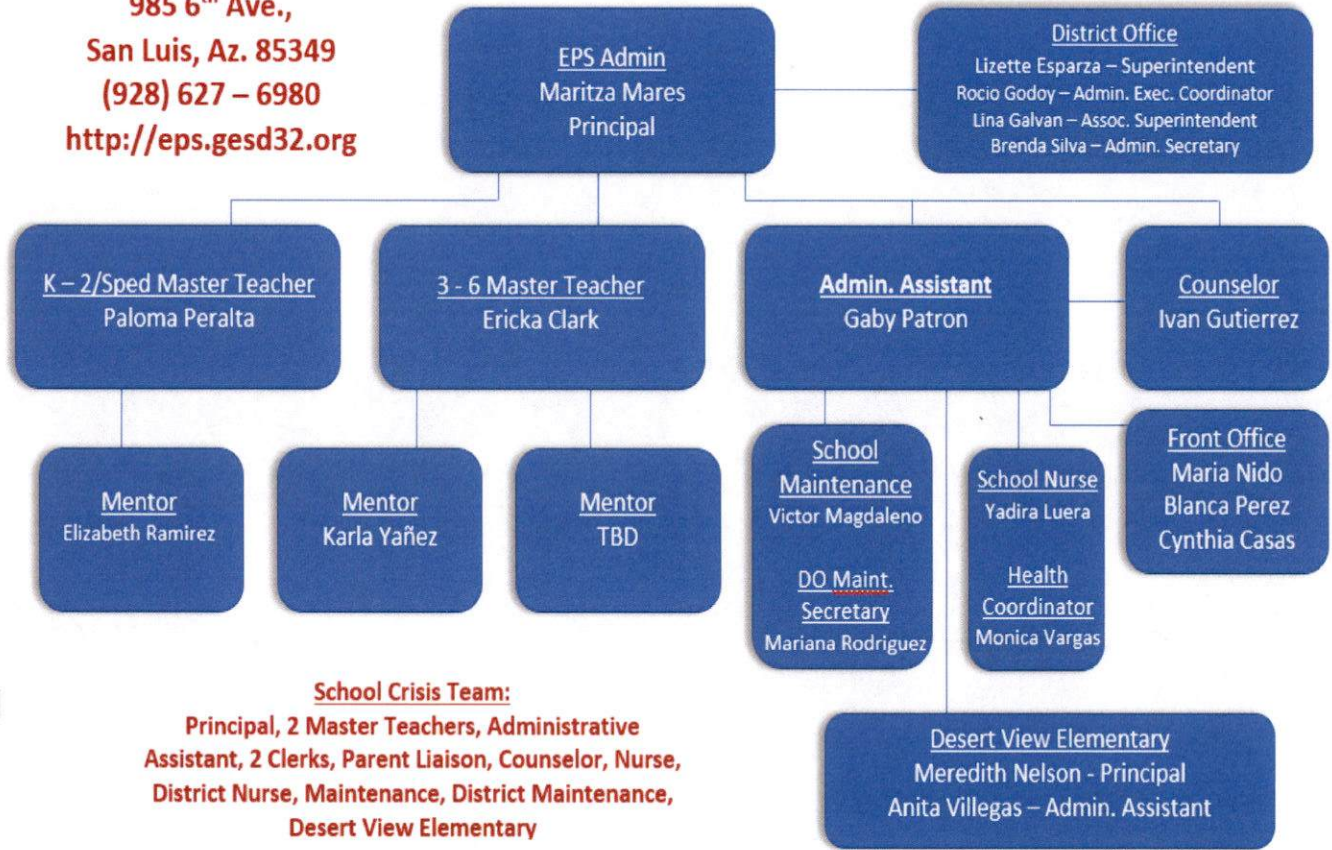
# Ed Pastor Elementary



# Ed Pastor Elementary School

## Home of the Patriots

985 6<sup>th</sup> Ave.,  
 San Luis, Az. 85349  
 (928) 627 – 6980  
<http://eps.gesd32.org>



**School Crisis Team:**  
 Principal, 2 Master Teachers, Administrative Assistant, 2 Clerks, Parent Liaison, Counselor, Nurse, District Nurse, Maintenance, District Maintenance, Desert View Elementary



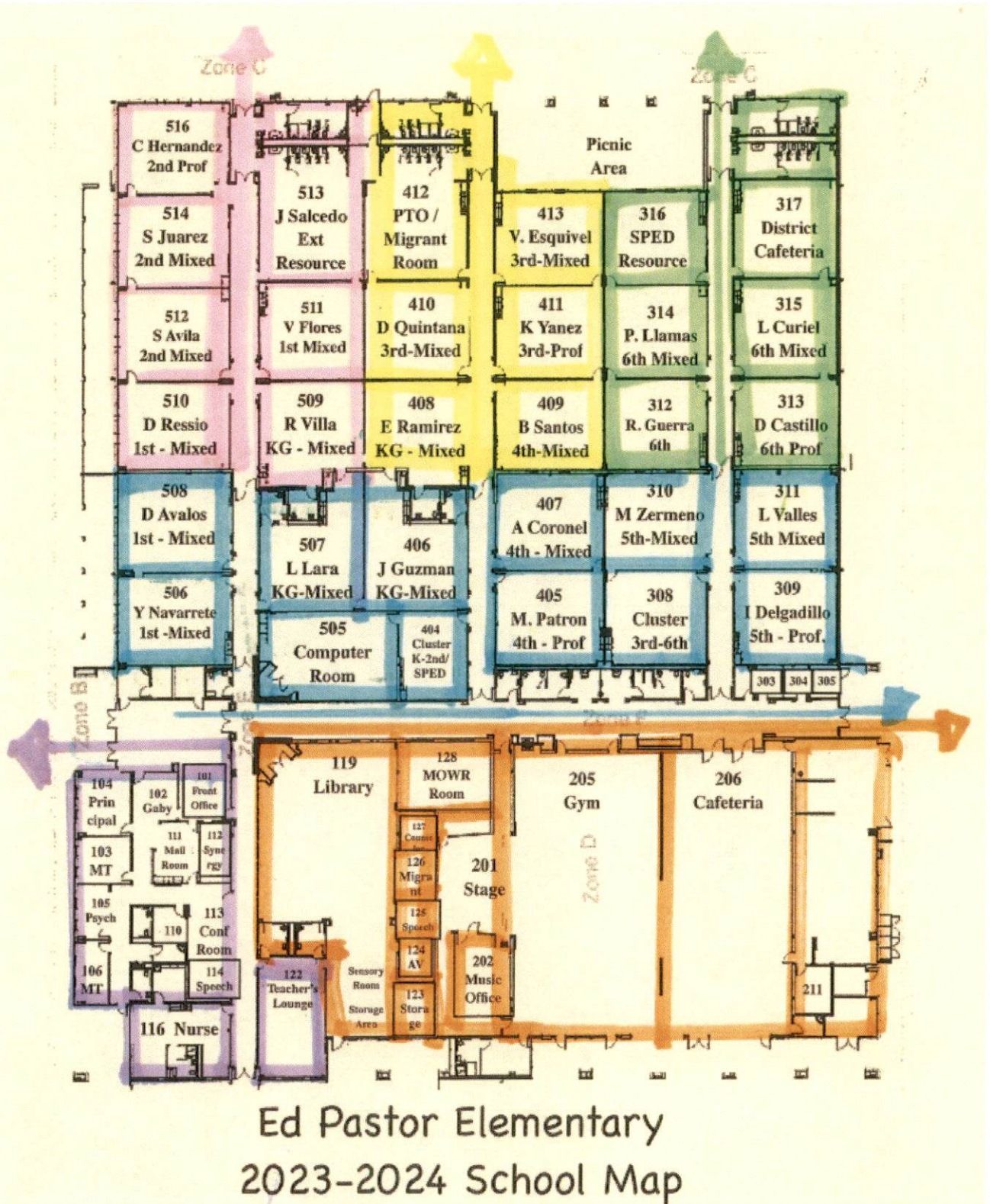
**985 6<sup>th</sup> Ave.,  
San Luis, Az. 85349  
(928) 627 – 6980  
<http://eps.gesd32.org>**

San Luis Police  
Department  
(928) 341 – 2420

San Luis Fire  
Department  
(928) 341 - 8550

<b>Name:</b>	<b>Position:</b>	<b>Phone Number:</b>
Maritza Mares	Principal	(928) 287 – 3296
Lizette Esparza	Superintendent	(928) 581 – 6512
Rocio Godoy	Administration Executive Coordinator	(928) 920 – 2512
Lina Galvan	Associate Superintendent	(928) 276 - 5730
Brenda Silva	Administrative Secretary	(928) 785 – 6111
Gaby Patron	Administrative Assistant	(928) 276 – 7678
Maria Nido	Data Clerk	(928) 920 - 4069
Blanca Perez	Synergy Clerk	(928) 920 – 7500
Cynthia Casas	Parent Liaison	(928) 723 - 5030
Paloma Peralta	Master Teacher	(928) 750 – 5030
Ericka Clark	Master Teacher	(928) 750 - 9209
Elizabeth Ramirez	Mentor	(928) 287 - 8733
Karla Yañez	Mentor	(928) 488 – 1590
TBD	Mentor	(928)
Yadira Luera	School Nurse	(928) 919 – 4756
Monica Vargas	Health Coordinator	(928) 919 – 6619
Victor Magdaleno	School Maintenance	(928) 581 - 0942
Mariana Rodriguez	District Maintenance Secretary	(928) 323 – 6296
Ivan Gutierrez	School Counselor	(928) 315 – 0731
Meredith Nelson	DVS Principal	(928) 920 – 7424
Anita Villegas	DVS Administrative Assistant	(928) 785 – 7902

# EOP BASIC PLAN



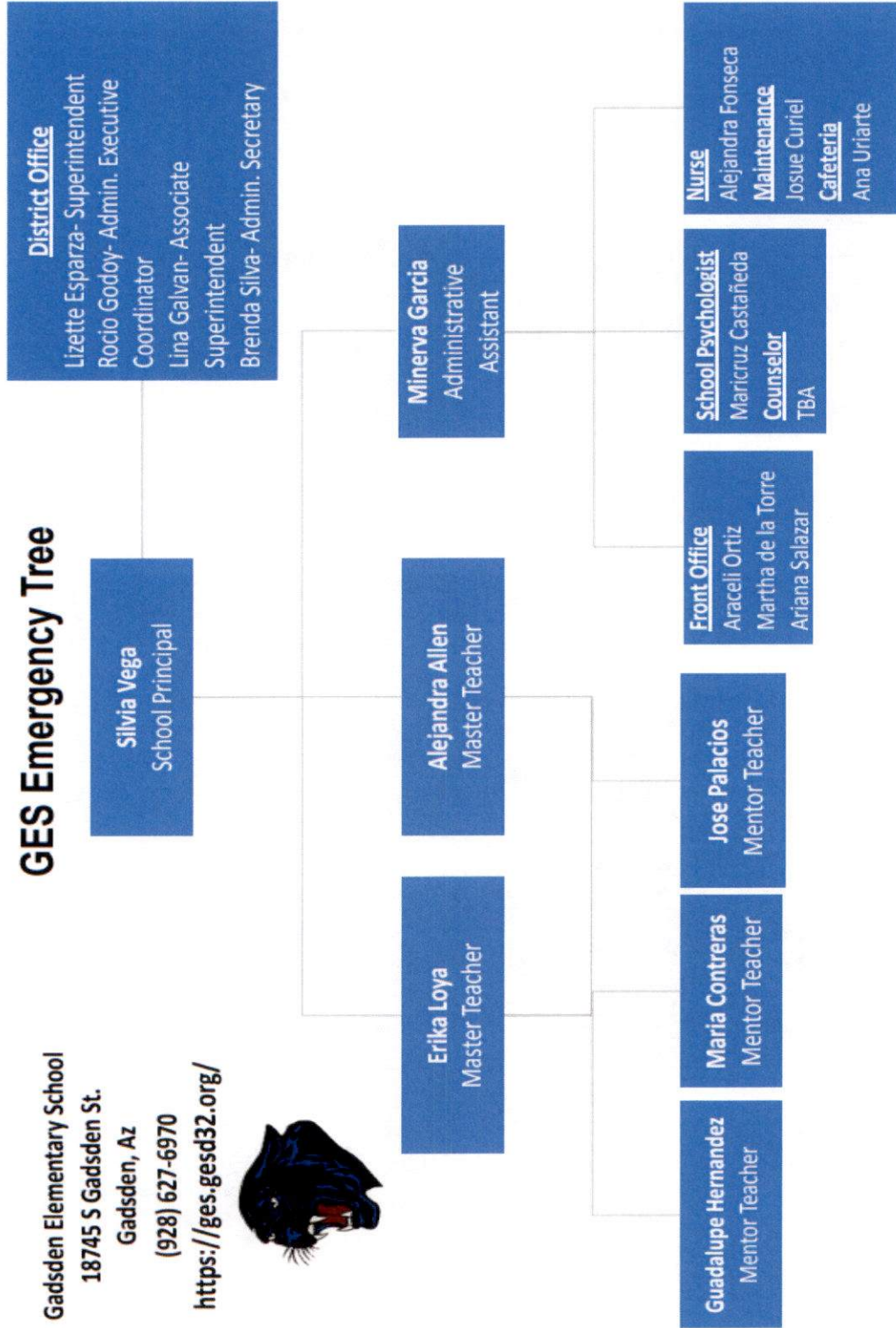
# Gadsden Elementary School



# EOP BASIC PLAN

## GES Emergency Tree

Gadsden Elementary School  
 18745 S Gadsden St.  
 Gadsden, AZ  
 (928) 627-6970  
<https://ges.gesd32.org/>



# EOP BASIC PLAN

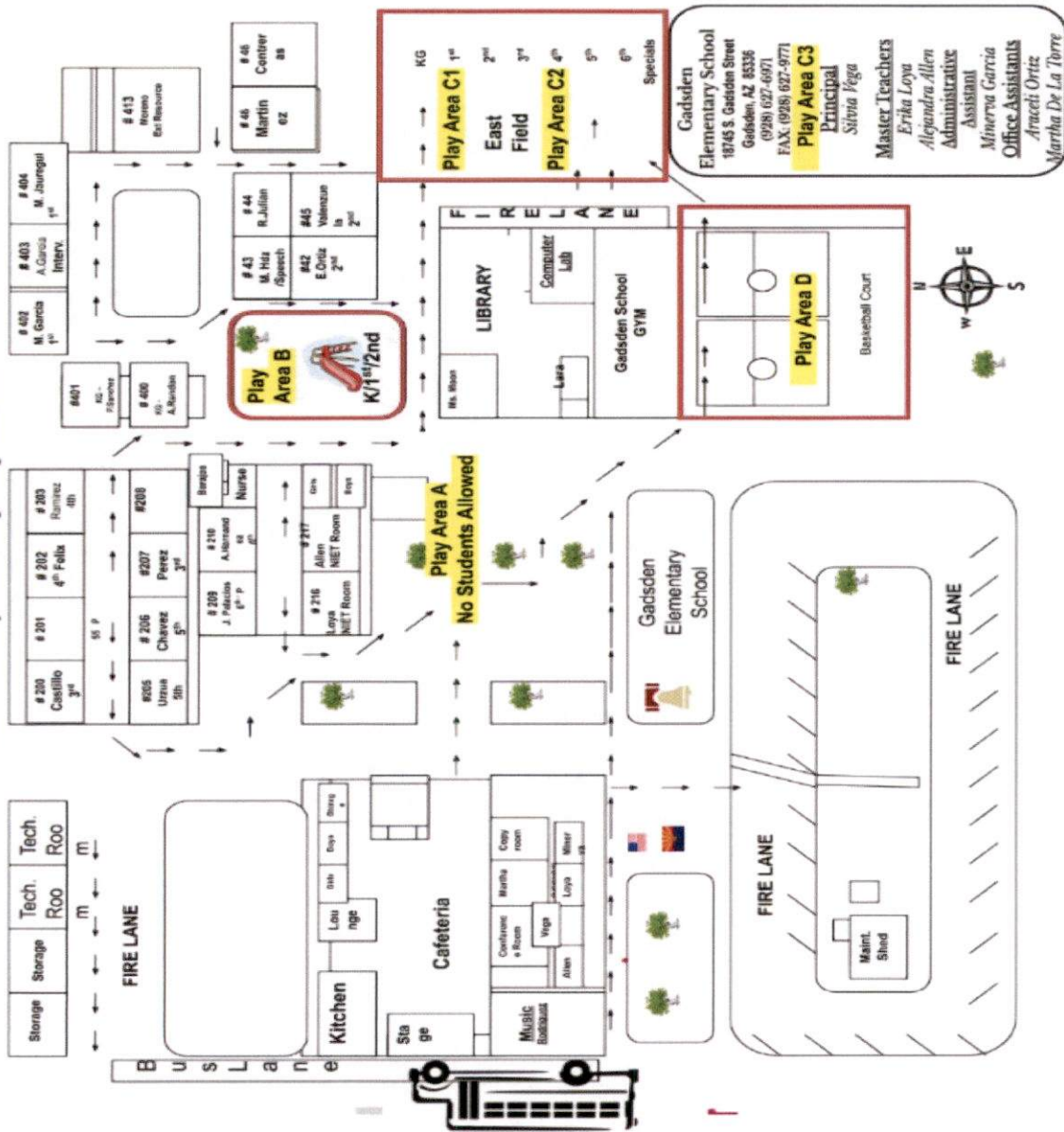
<u>Name:</u>	<u>Position:</u>	<u>Phone Number:</u>	<u>Ext.</u>
Silvia Vega	Principal	928 271-3734	7063
Lizette Esparza	Superintendent	928 581-6512	6542
Rocio Godoy	Executive Assistant - Superintendent	928 920-2512	6571
Lina Galvan	Associate Superintendent	928 919-1082	7098
Brenda Silva	Administrative Assistant	928 785-6111	7119
Minerva Garcia	Administrative Assistant	928-373-8205	6971
Martha de la Torre	School Data	928-941-4520	7064
Araceli Ortiz	Office Assistant	928-920-9778	6978
Ariana Salazar	Parent Liaison	928-798-0902	7066
Erika Loya	Master Teacher	928-920-0037	6973
Alejandra Allen	Master Teacher	928-257-5115	6977
Maria Contreras	Mentor Teacher	928-315-2145	7065
Guadalupe Hernandez	Mentor Teacher	928-920-1187	3019
Jose Palacios	Mentor Teacher	928-655-5408	3009
Marycruz Castañeda	School Psychologist	928-366-7881	6972
TBA	Counselor		3018
Alejandra Fonseca	School Nurse	928-446-4112	6974
Monica Vargas	Health Coordinator	928-919-6619	7117
Josue Curiel	Skilled Maintenance	928-919-0511	7068
Mariana Rodriguez	Maintenance Secretary	928-323-6296	6555
Omar Velasquez	Maintenance Director	928 941-4815	6540



**San Luis Police  
 Department  
 928 341-2420**  
**San Luis Fire  
 Department  
 928 341-8550**

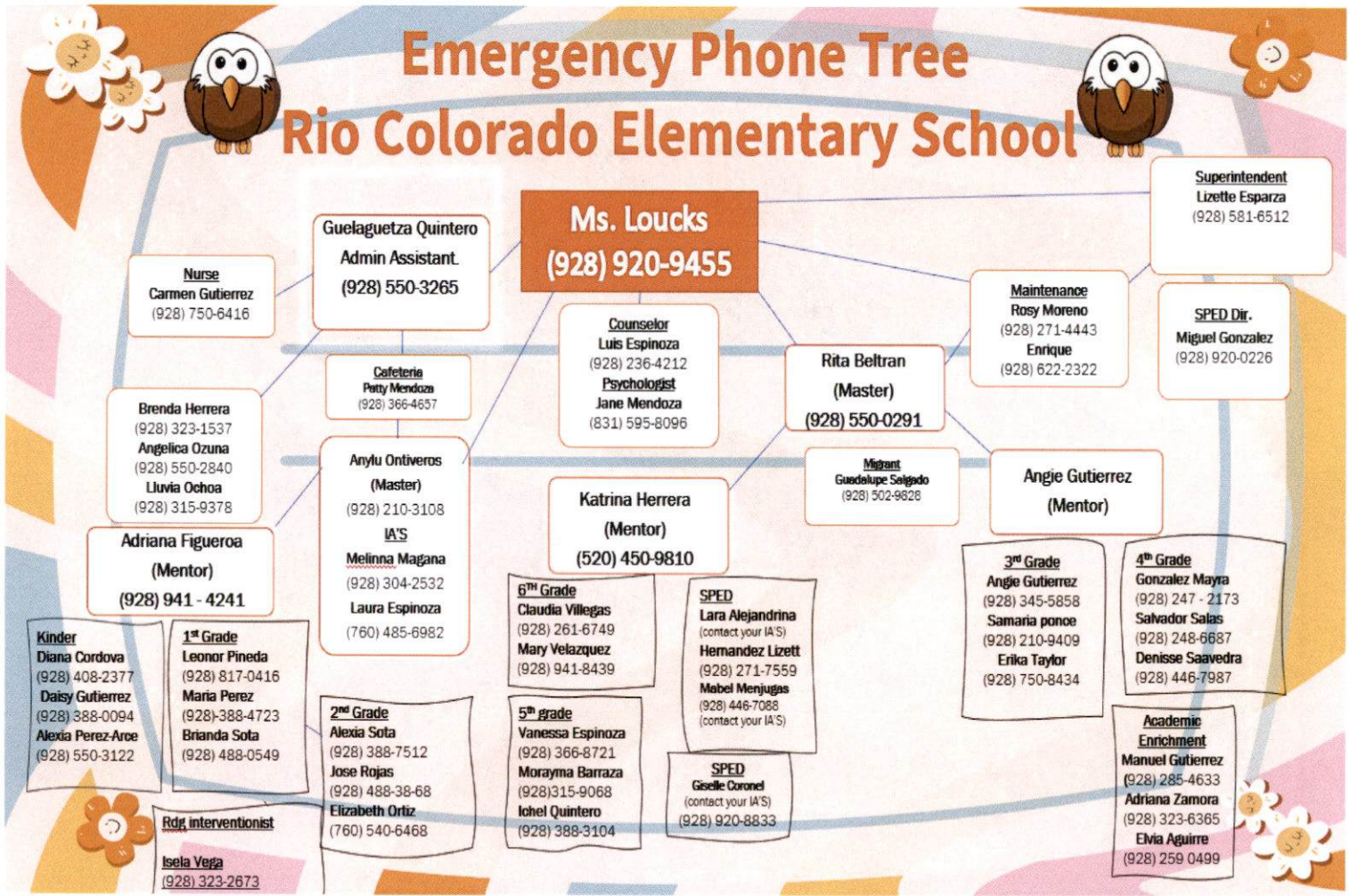
# EOP BASIC PLAN

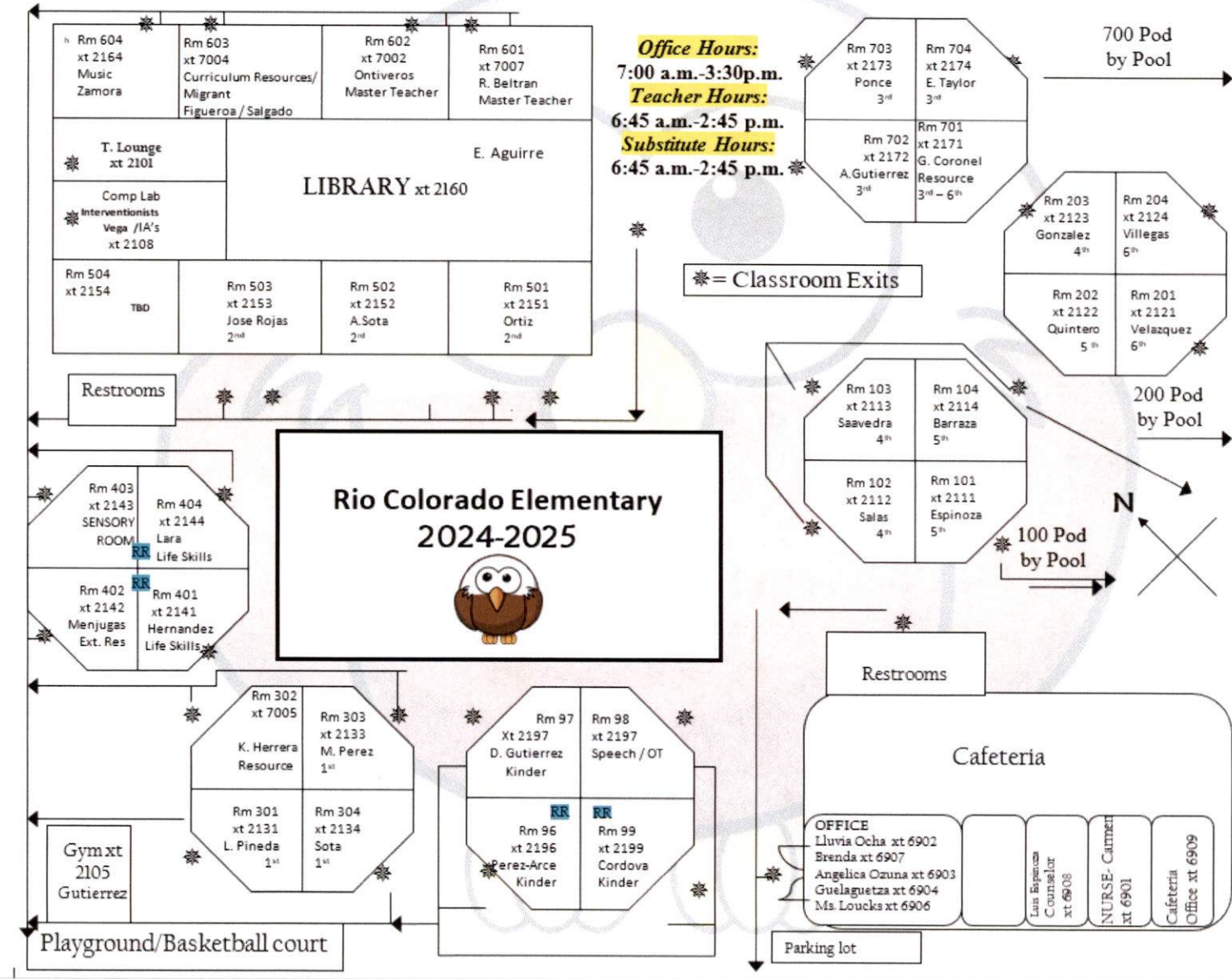
Gadsden Elementary School Campus Map 2024-2025



# Rio Colorado School



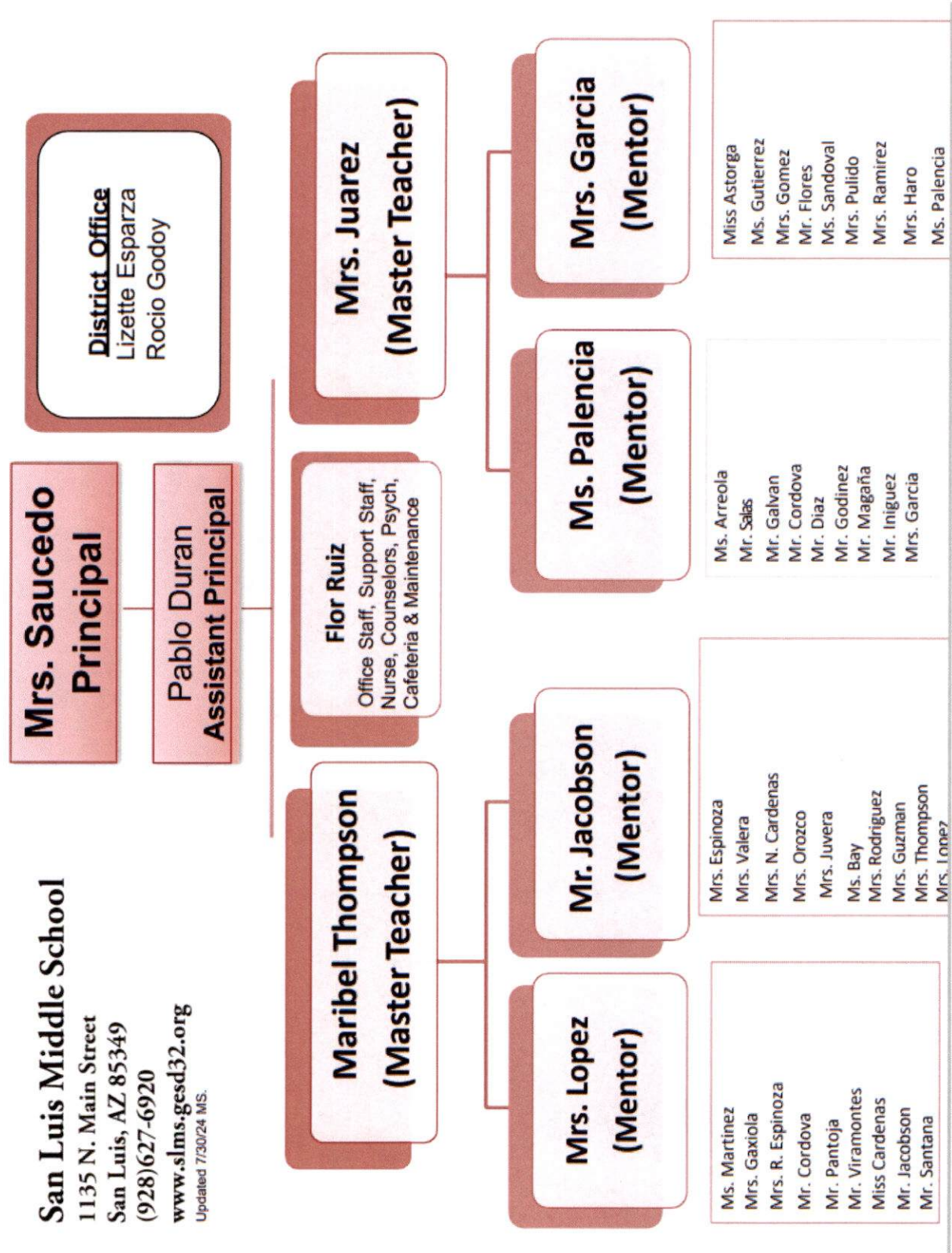




# San Luis Middle School



# EOP BASIC PLAN



**San Luis Middle School**  
**1135 N. Main Street**  
**San Luis, AZ 85349**  
**(928)627-6920**



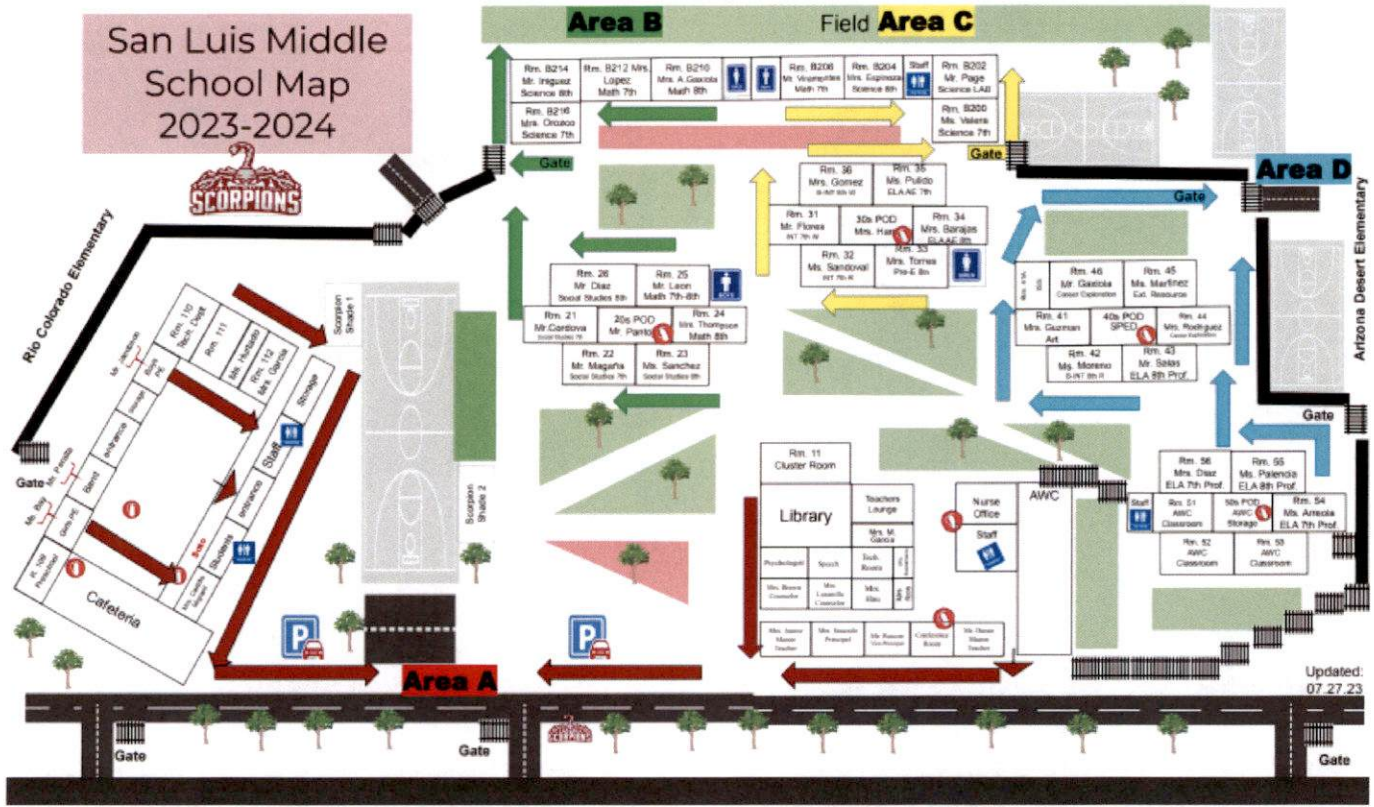
**San Luis Police**  
**Department**  
**(928)341-2420**

**San Luis Fire**  
**Department**  
**(928)341-8550**

Name	Position	Phone Number
Maryela Saucedo	Principal	928-503-7567
Pablo Duran	Assistant Principal	928-285-3538
Lizette Esparza	Superintendent	928-581-6512
Rocio Godoy	Executive Assistant	928-920-2512
Flor Ruiz	Admin. Secretary	928-315-5253
Pablo Duran	Master Teacher	928-285-3538
Ada Juarez	Master Teacher	928-919-4041
Lucia Alvarez	School Counselor	928-941-3989
Martha Scheftic	School Psychologist	520-664-8547
Miguel Gonzalez	SpEd Director	928-920-0226
Elvira Anguiano	School Nurse	928-287-6594
Monica Vargas	District Head Nurse	928-246-2416
Reynaldo Hernandez	Skilled Maintenance	928-261-1963
Mariana Rodriguez	Maintenance Secretary	928-323-6296
Luis Reyes	Principal	928-257-6251

Updated 7/30/24-MS

# EOP BASIC PLAN



## San Luis Middle School Evacuation Plan

<p><b>Area A evacuation site:</b> The following buildings will evacuate to <b>Area A</b>:</p> <ul style="list-style-type: none"> <li>• 100s, Gym, &amp; Cafeteria</li> <li>• Office/Library</li> </ul>	<p><b>Area B evacuation site:</b> The following buildings will evacuate to <b>Area B</b>:</p> <ul style="list-style-type: none"> <li>• STEAM Building (210,212,214,216)</li> <li>• 20s Classrooms</li> </ul>	<p><b>Area C evacuation site:</b> The following buildings will evacuate to <b>Area C</b>:</p> <ul style="list-style-type: none"> <li>• STEAM Building (200,202,204,206)</li> <li>• 30s Classrooms</li> </ul>	<p><b>Area D evacuation site:</b> The following buildings will evacuate to <b>Area D</b>:</p> <ul style="list-style-type: none"> <li>• 40s Classroom</li> <li>• 50s/AWC Classrooms</li> </ul>
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Evacuation designees will check assigned buildings for students/staff, closed & unlocked doors and provide an "all clear" to Minerva:

- SLMS/AWC office, library, cluster room, restrooms: Mrs. Bustamante
- Cafeteria, restrooms, music room, lockers, 100s classrooms: Mr. R.Gaxiola
- 20s classrooms: Mr. Duran & Boys restroom
- 30s classrooms: Ada Juarez & Girls restrooms
- 40s classroom: Jenny Rios
- 50s classrooms/AWC & Restrooms: Mrs. Hau
- 200s: Mr. Ramirez

*Using SLMS two-way radios, Mr. Villarreal will collect count for Area A, Principals Area B-C to include students & staff numbers and communicate them to Minerva.*

STATE OF ARIZONA

# EOP BASIC PLAN

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## CLASSROOM EMERGENCY RESPONSE GUIDE

SAN LUIS MIDDLE SCHOOL ROOM#

SCHOOL

Updated August 2023

## EMERGENCY CONTACT NUMBERS

San Luis Police Department: (928) 627-8881 Rocio Godoy- Ramirez: (928) 627-6571

Emergencies: 911 Mrs. Esparza (928) 627-6542

SLMS' Principal: (928) 627-6926 Vice Principal: (928) 627-6932

School Nurse: (928) 627-6933 School Counselor: (928) 627-6923

District Office: (928) 627-6545 YRMC: (928) 344-2000

San Luis Middle School will send students to 3 places to re-unite with parents at:

District Office 1350 E. Cesar Chavez Blvd (928) 627-6545

Ed Pastor Elementary School 985 N. 10th Avenue (928) 627-6980

San Judas Tadeo Church 984 Main Street (928) 627-8011

IN CASE OF AN INCIDENT HAPPENING WHILE UNDER YOUR SUPERVISION, PLEASE NOTIFY THE OFFICE

IMMEDIATELY EXTENSIONS 6938, 6921, 6927, 6937!

## EMERGENCY CONTACT NUMBERS

### SOFT LOCKDOWN

In the event that everyone must stay in his or her room until further notified, you will hear:

"Staff we are in a SOFT LOCKDOWN, please return to your assigned location. All outside visitors please return to your vehicles."

- Everyone outside must return to the building immediately.
- Direct all students, staff, and visitors into nearest room.
- Lock all interior doors. All exterior doors and gates will be locked by security.
- If no key, barricade the door with a heavy piece of furniture.
- Cover windows immediately.
- No one is allowed to leave the room. Continue with instruction quietly.
- Wait for instructions or "ALL CLEAR" signal.

### SOFT LOCKDOWN

### MAJOR LOCKDOWN

In the event that everyone must stay in his or her room until further notified, you will hear:

"Staff and students this is a MAJOR LOCKDOWN. Follow all practiced procedures. Law enforcement has been notified. All visitors

# EOP BASIC PLAN

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leave campus and call 911.” REPEAT!

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into nearest room for lockdown.
- Lock all doors. Don't worry about locking outside doors, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture.
- Cover windows immediately.
- Keep students against “Exit Door” wall.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet. Keep lights on.
- All phones set to silent.
- Do not turn off the lights.
- Wait for instructions or “ALL CLEAR” signal.

\*for students outside, remain outside, run zig zag, and seek hideout to the nearest building. If in potential threat, “Drop, Cover, Assess and RUN.”

## MAJOR LOCKDOWN

### Fire Drill/Bomb Threat

In the event that everyone must leave the building, the FIRE DRILL BELL will sound and we will say if it is a practice or real fire drill.

- Evacuate the classroom using regular fire drill route, unless told otherwise.
- If that route is blocked, use alternate route (see map).
- Assemble at usual location, unless told otherwise (see map).
- Account for all students.
- Wait for further instruction, or an all clear.

## FIRE DRILL/BOMB THREAT

### EARTHQUAKE DRILL

In the event that students and staff need to take cover

Announcement will follow: “Everyone Drop, Cover, and Hold.”

- Take cover under a nearby desk or table, face away from windows.
- Cover your eyes by leaning your face against your arm.
- Hold on to the table or desk legs, if possible.
- Wait for instructions or an “all clear” signal.

Special instructions: If no furniture is available, face an inside wall, kneel down, cover your head, and hold that position until you are released.

## EARTHQUAKE DRILL

## SHELTER IN PLACE

# EOP BASIC PLAN

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In the event that the building or rooms need to be sealed off, you will hear:

"It is time for all Scorpions to return to their designated periods."

- Everyone should report to his or her room immediately.
- Hang a "Sheltering in Place" sign outside the door.
- Close and lock all doors and windows.
- Turn off all pilot lights, air conditioners, and exhaust fans.
- Tape around doors and windows, OR place wet towels along the bottom of the door.
- Account for all students. No one is allowed to leave the room.
- The electricity will be left on. Intercoms, radios, and televisions may be used for information.
- Do not open doors or windows until the all clear signal.
- If told to evacuate, open all doors and windows to air out the room.

Special instructions: Keep children calm and involved in regular classroom activities. \_\_\_\_

## SHELTER IN PLACE

### ICS SYSTEM

#### INCIDENT COMMAND SYSTEM

Principal, Maryela Saucedo

Incident Commander

(IMPLEMENT PLAN, MONITOR & ASSESS

UNTIL FIRST RESPONDERS ARRIVE)

### ICS SYSTEM

Maryela Saucedo

Planning

(Collect, Evaluate, & Document info.)

# San Luis Preschool

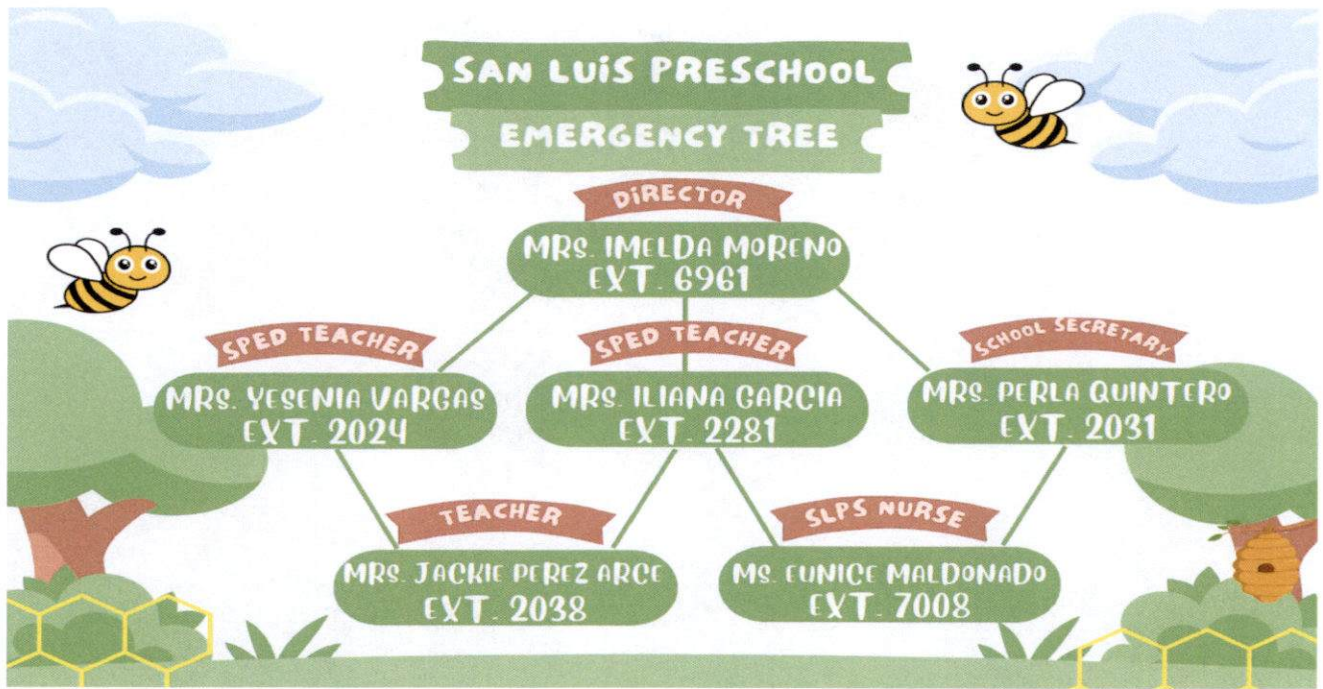


# EOP BASIC PLAN



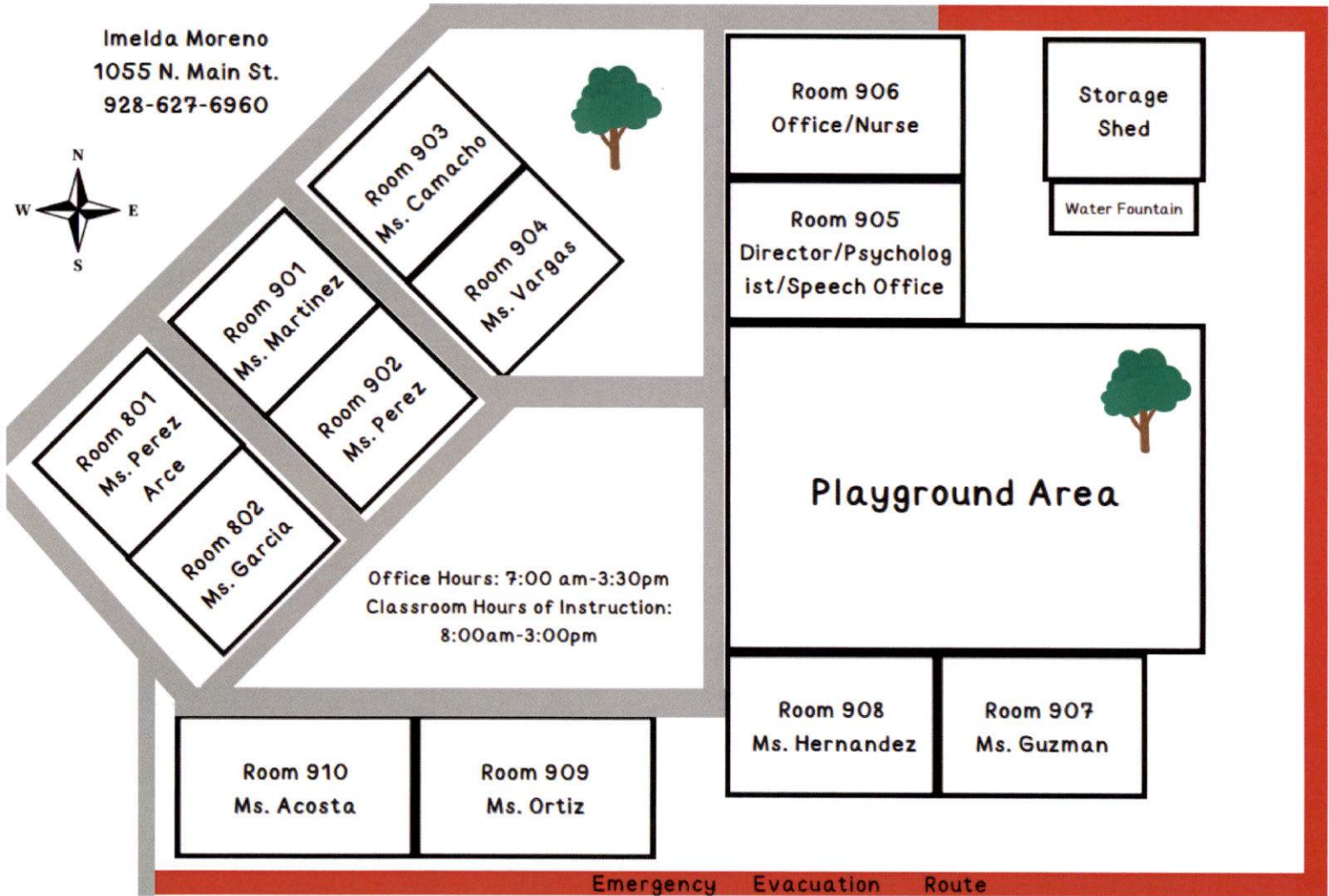
## San Luis Preschool Crisis Tree

Name	Position	Mobil	Work
Imelda Moreno	Preschool Director	928-446-6953	928-627-6961
Salomon Acosta	Skill Maintenance	928-219-2921	928-627-6960
Yesenia Vargas	SPED Teacher	928-817-0140	928-627-6960 X2024
Iliana Garcia	SPED Teacher	928-550-0396	928-627-6960 x 2281
Perla Quintero	Admin. Assist.	928-446-2921	928-627-6960
Jackie Perez Arce	Teacher	928-550-2687	928-627-6960 X 2038
Eunice Maldonado	Health Assistant	928-259-6421	928-722-7008



# San Luis Preschool Map

Imelda Moreno  
1055 N. Main St.  
928-627-6960



# EOP BASIC PLAN

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## SAN LUIS PRESCHOOL EMERGENCY

### PROCEDURES

#### PRE-ESCOLAR SAN LUIS

#### PROCEDIMIENTOS DE EMERGENCIAS

#### EMERGENCY PROCEDURE

The following procedure must be adhered to strictly and should be POSTED IN EVERY CLASSROOM. It is the responsibility of every staff member to be familiar with and be prepared to follow this procedure.

#### EXTREME EMERGENCIAS

1. In very serious emergencies (unconsciousness, severe bleeding, severe burns, broken bones, head injuries, difficulty breathing, etc.) follow the procedure below A through E.
2. In cases where the child is unconscious or has a serious breathing difficulty, CALL THE FIRE DEPARTMENT -- 911.
  - A. Contact the responsible adult and inform him/her of the situation and the plan of treatment. Arrange transportation for parent/responsible adult, if necessary. Transport the child WITH SIGNED EMERGENCY CARD (BLUE FORM OR COPY).  
If responsible adult is unavailable, do the following:
    - B. Call the child's family doctor, if available.
    - C. Transport child to local hospital emergency room (take child's emergency card).
    - D. Continue all efforts to inform responsible adult of action with child.
    - E. Notify GESD #32 Superintendent's office as soon as possible. Arrange transportation for parent/responsible adult, if necessary.

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#### PROCEDIMIENTO DE EMERGENCIA

El siguiente procedimiento debe ser adherido estrictamente y puesto en CADA SALON DE CLASE. Es responsabilidad de cada miembro del personal estar familiarizado y preparado para seguir este procedimiento.

#### EMERGENCIAS EXTREMAS

# EOP BASIC PLAN

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- En caso de emergencias serias (inconsciencia, sangrado severo, quemaduras severas, rotura de huesos, heridas en la cabeza, dificultad para respirar, etc.) los procedimientos enumerados abajo deben ser seguidos del A al E.

- En caso de que el niño este inconsciente o tenga dificultad seria al respirar, LLAMAR AL DEPARTAMENTO DE BOMBEROS -- 911.

A. Ponerse en contacto con el adulto responsable e informarle de la situación y del plan de tratamiento a seguir. Si es necesario, haga arreglos para el transporte del padre/adulto responsable. Transporte al niño con tarjeta de emergencia firmada.

Si el adulto responsable no está disponible haga lo siguiente:

B. Llamar al doctor de la familia del niño si está disponible.

C. Transportar al niño a la sala de emergencia del hospital local (llevar tarjeta de emergencia)

D. Continuar esfuerzos para informar al adulto responsable acerca de la acción tomada.

E. Notificar a la oficina del Superintendente del Distrito Escolar de Gadsden #32 lo más pronto posible.

## EARTHQUAKE EVACUATION PROCEDURE

Earthquakes usually occur without warning and the appropriate action to take will depend on whether you are inside the building or outside. It is important to keep in mind that although the initial tremor is usually the most severe, aftershocks may cause serious additional damage.

### INSIDE THE BUILDING

- Initiate action, avoiding areas of glass, such as windows, and objects that may fall from ceilings and walls such as light fixtures.

- LEAVE BUILDING AFTER TREMOR HAS STOPPED. Do not run when leaving the building and watch for falling objects.

- Take roll. DO NOT RETURN OR ALLOW ANYONE TO RETURN TO THE BUILDING.

- Provide First Aid as necessary.

- Maintain distance from electrical wire that may have fallen and handle utilities as follows:

- ❖ Turn off gas valves

- ❖ Turn off main electrical feed breakers

- ❖ Notify utility companies of any known gas line or electrical line damage or suspected damage. STAY OUT OF BUILDING.

- ❖ DO NOT LIGHT matches, candles, or anything else after the quake since this could cause a gas or electrical fire/explosion.

- ❖ Notify the District Office as to the status of the Preschool.

- ❖ Follow the Director or designee's direction concerning the advisability of closing the preschool. He/she will attempt to obtain advice from the district office and/or other emergency services officials regarding the safety of the building.

### OUTSIDE THE BUILDING

While on premises, the following action shall be taken:

- Move away from buildings, trees and exposed fires and stay in the open until the tremor has

# EOP BASIC PLAN

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stopped. An open field is one of the best places to be during an earthquake.

- Do not run during an earthquake.

## PROCEDIMIENTO DE EVACUACIÓN POR TERREMOTO

Los terremotos generalmente ocurren sin advertencia y la acción adecuada a tomar dependerá de si se encuentra dentro o fuera del edificio. Es importante tener en cuenta que, aunque el temblor inicial suele ser el más severo, los choques posteriores pueden causar daños adicionales graves.

### DENTRO DEL EDIFICIO

- Inicie la acción, evitando áreas de vidrio, como ventanas, y objetos que puedan caer de techos y paredes, como lámparas.
- **ABANDONAR EL EDIFICIO DESPUÉS DE QUE EL TEMBLOR HAYA PASADO.** No corras al salir del edificio y tenga cuidado con los objetos que caen.
- Tomar rollo. **NO REGRESE NI PERMITA QUE NADIE REGRESE AL EDIFICIO.**
- Proporcionar primeros auxilios según sea necesario.
- Mantenga la distancia con los cables eléctricos que puedan haberse caído y manipule los servicios como lo siguiente:
  - ❖ Cierre las válvulas de gas
  - ❖ Apague los disyuntores de alimentación eléctrica principal
  - ❖ Notifique a las compañías de servicios públicos de cualquier daño conocido en la línea de gas o en la línea eléctrica o si se sospecha algún daño. **MANTÉNGASE FUERA DEL EDIFICIO.**
  - ❖ **NO ENCIENDA** fósforos, velas o cualquier otra cosa después del terremoto ya que esto podría causar un incendio/explosión de gas o eléctrico.
  - ❖ Notificar a la Oficina del Distrito sobre el estado del Preescolar.
  - ❖ Seguir las instrucciones del director o su designado con respecto a la conveniencia de cerrar el preescolar. Él/ella intentará obtener asesoramiento de la oficina del distrito y/u otros funcionarios de servicios de emergencia con respecto a la seguridad del edificio.

### AFUERA DEL EDIFICIO

Mientras se encuentre en las instalaciones, se tomarán las siguientes medidas:

- Aléjese de edificios, árboles y fuegos expuestos y permanezca al aire libre hasta que el temblor haya cesado. Un campo abierto es uno de los mejores lugares para estar durante un terremoto.
- No corra durante un terremoto.

### FIRE DRILLS

Monthly fire drills are required by law. Please follow these guidelines during a fire drill:

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# EOP BASIC PLAN

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EACH TEACHER SHALL ENSURE THAT A SCHOOL MAP SHOWING FIREESCAPE ROUTES IS POSTED IN THE CLASSROOM NEAR THE DOOR AND TREAT EVERY FIRE ALARM SOUND AS AN EMERGENCY

1. The teacher assistant SHALL ASSIST shall assist and lead the class in leaving the room to the designated meeting area quietly and in an orderly fashion
  2. The TEACHER shall ensure that the classroom has been completely evacuated (check bathroom), take attendance folder, close but not lock door and proceed behind the class to the designated meeting area.
  3. The TEACHER shall take attendance and head count once at the meeting place.
  4. If anyone is missing, the TEACHER reports to the administrator.
  5. Wait until the administrator signals to return.
  6. Walk students back to the classroom in an orderly manner.
  7. The ADMINISTRATOR shall check the premises for safety prior to allowing anyone back on campus.
  8. The ADMINISTRATOR shall note the time of the duration of the fire drill and documenting this on the Monthly Record Form.
- NOTE: This form is to be posted in the Preschool office board. Smoke detectors battery checks shall be done monthly and noted on the Monthly Record Form.

## HARD LOCKDOWN

During a hard lockdown, San Luis Preschool secures all students and staff by calling law enforcement and continues to follow these guidelines:

- ❖ Everyone must lockdown immediately.
  - ❖ Direct all students, staff, and visitors into the nearest room for lockdown.
  - ❖ Lock all inside doors and windows. Outside gates will be locked immediately
  - ❖ If no key, barricade the door with a heavy piece of furniture or barricuda. Block joining door.
  - ❖ Cover windows immediately.
  - ❖ Keep students against the "Exit Door" wall.
  - ❖ Account for all students. Send, "All Present" or missing student's name by message to school group.
  - ❖ No one is allowed to leave or enter the room.
  - ❖ No instruction. Maintain students calm and quiet.
  - ❖ Keep the lights on. All phones are set to silent. Intruders are attracted to sight & sound.
  - ❖ Wait for instructions or "ALL CLEAR" signal.
  - ❖ For students outside of the classroom, find a spot to hide and lock yourself up if possible. If outside of school direct all students, staff, and visitors into the nearest room.
- Special instructions: A SOFT lockdown means there is no threat inside the building. A HARD lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately.

## SOFT LOCKDOWN

# EOP BASIC PLAN

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Direct all students back to class. Staff, and visitors into the nearest room.

- ❖ All exterior doors and gates will be locked by personnel.
- ❖ Ensure you lock your classroom door.
- ❖ Cover exterior windows immediately. Do not cover the window from the door.
- ❖ Keep students away from exterior doors and windows.
- ❖ Account for all students. Send, "All Present" or missing student's name by message.
- ❖ Minimize the need for students to leave the classroom. Continue with instruction quietly.
- ❖ Students may use the restroom with supervision.
- ❖ Outdoor activities will be canceled.
- ❖ Classroom teacher and IA are accountable for all students. You may open the door for students and personnel but remember to keep the door locked.
- ❖ The goal is to keep students safe inside the classroom.
- ❖ Wait for instructions or "ALL CLEAR" signal.

San Luis Preschool

In compliance with:

Arizona Administrative Code Title 9, Ch. 5  
Department of Health Services-Child Care Facilities

Notice Postings

1. Current License: San Luis Preschool's current License of Operation is posted in the main office Room 906.
2. Director: San Luis Preschool Director: Imelda Moreno
3. Designated individual(s): In the absence of the Preschool Director, Yessenia Vargas will be designated as the next in charge, in the event that both individuals are away from the center, Iliana Garcia will act on behalf of the Director.
4. Fees: The San Luis Preschool Program is free of charge to our District families whom meet the established eligibility criteria.
5. Menus are posted monthly.
6. Communicable diseases/infestation: Will be posted in the Main Office as well as in the classrooms on the Parent Information Board.
7. N/A
8. N/A
9. N/A
10. The San Luis Preschool inspection reports are located in the Director's Office and are available for public viewing upon request.

Prescolar San Luis

Bajo reglamento de:

Código Administrativo del estado de Arizona Title 9, Ch. 5

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# EOP BASIC PLAN

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Departamento de Servicios de Salud-Agencias del Cuidado de Niños

## Aviso Público

1. Licencia actual: La Licencia Actual para Operar se encuentra publicada en la oficina del Preescolar San Luis (Aula 906).
2. Director: Directora de Preescolar San Luis: Imelda Moreno
3. Individuos designados como director: En la ausencia del director, Yessenia Vargas será la directora designada y en la ausencia de ambos, la directora designada será Iliana Garcia.
4. Costo: El programa de Preescolar San Luis es gratuito para las familias de nuestro Distrito que cualifican para recibir los servicios.
5. Los Menús se publican y se exponen al público cada mes.
6. Infestación/enfermedad contagiosa actual: Serán publicadas en la oficina principal así como en los salones en el Tablero de Anuncios Para Padres.
7. N/A
8. N/A
9. N/A
10. Los Reportes de Inspección del Preescolar San Luis están disponibles a petición del público.

\*Lesson Plans available for translation upon request/Planes de lección disponibles en español.

## Southwest Jr High

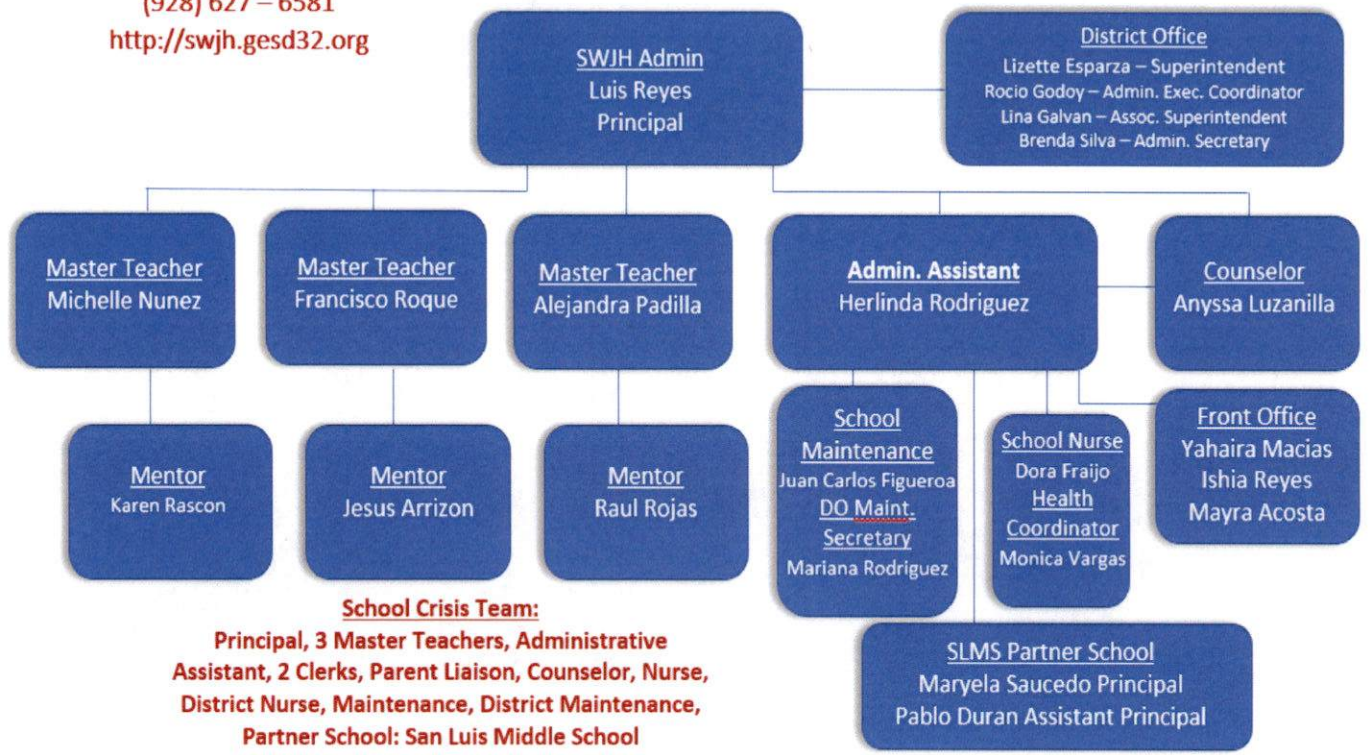




# Southwest Junior High

Home of the Mustangs

963 N. 8<sup>th</sup> Ave.  
 (928) 627 – 6581  
<http://swjh.gesd32.org>



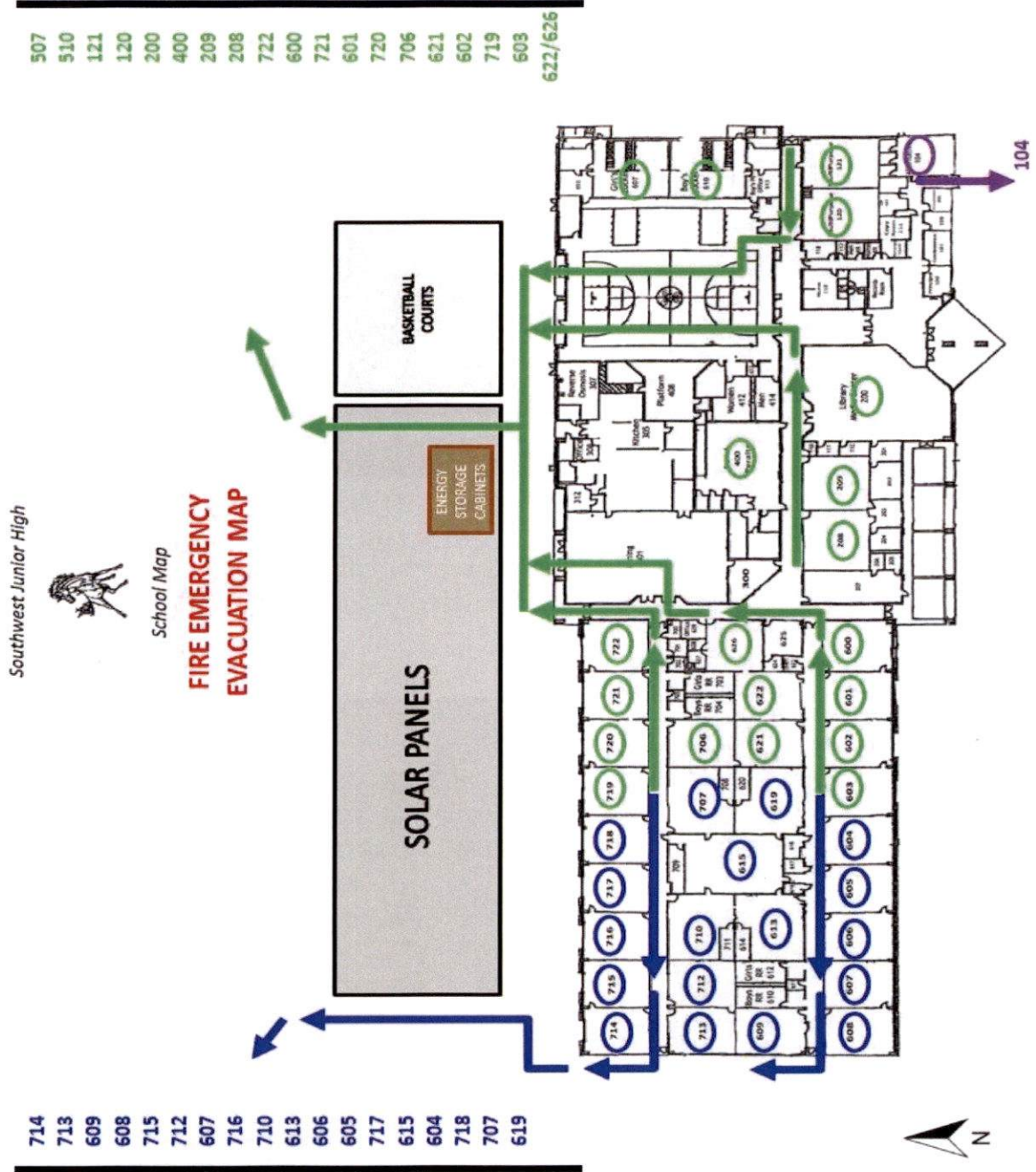
**School Crisis Team:**  
 Principal, 3 Master Teachers, Administrative Assistant, 2 Clerks, Parent Liaison, Counselor, Nurse, District Nurse, Maintenance, District Maintenance, Partner School: San Luis Middle School

<b>Name:</b>	<b>Position:</b>	<b>Phone Number:</b>
Luis Reyes	Principal	(928) 257-6251
	Assistant Principal	N/A
Lizette Esparza	Superintendent	(928) 581-6512
Rocio Godoy	Administration Executive Coordinator	(928) 920-2512
Lina Galvan	Associate Superintendent	(928) 276-5730
Brenda Silva	Administrative Secretary	(928) 785-6111
Herlinda Rodriguez	Administrative Assistant	(928) 315-8826
Yahaira Macias	Office Assistant	(915) 241-6455
Mayra Acosta	Synergy Clerk	(928) 750-1391
Ishia Reyes	Parent Liaison	(928) 750-0170
Michelle Nunez	Master Teacher	(928) 955-6625
Francisco Roque	Master Teacher	(928) 941-2020
Alejandra Padilla	Mentor	(928) 261-8673
Jesus Arrizon	Mentor	(928) 315-8475
Raul Rojas	Mentor	(928) 246-8713
Karen Rascon	Mentor	(928) 655-3142
Dora Fraijo	School Nurse	(928) 750-2677
Monica Vargas	Health Coordinator	(928) 919-6619
Juan Carlos Figueroa	School Maintenance	(928) 257-9866
Mariana Rodriguez	District Maintenance Secretary	(928) 323-6296
Anyssa Luzanilla	School Counselor	(928) 627-6589
Maryela Saucedo	SLMS Principal	(928) 503-7567
Pablo Duran	SLMS Assistant Principal	(928) 285-3538



963 N. 8<sup>th</sup> Ave.  
 (928) 627 – 6581  
<http://swjh.gesd32.org>

# EOP BASIC PLAN



# EOP BASIC PLAN

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STATE OF ARIZONA

CLASSROOM EMERGENCY RESPONSE GUIDE

Southwest Jr High School

SCHOOL

Teacher: Room:

Updated: October 11, 2022

## EMERGENCY CONTACT NUMBERS

DISTRICT OFFICE: (928) 627-6545 Front Office: (928) 627-6581  
SAN LUIS POLICE: (928) 341-2420 Principal's Office: (928) 627-6584  
ALL OTHER EMERGENCIES: 911 \_\_\_\_\_ Nurse's Office: (928) 627-6586  
FIRE DEPARTMENT (928) 341-8550 Maintenance (928) 257-9866  
School

IN CASE OF AN INCIDENT HAPPENING WHILE UNDER YOUR SUPERVISION,

PLEASE NOTIFY THE OFFICE IMMEDIATELY!

## EMERGENCY CONTACT NUMBERS

### DROP, COVER, HOLD

In the event that students and staff need to take cover  
Announcement will follow: " Everyone Drop, Cover, and Hold ".

DROP where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

COVER your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.
- If no shelter is nearby, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.

HOLD ON until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

\*\*Wait for instructions or an "all clear" signal.

Special instructions:

# EOP BASIC PLAN

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\*Wait for a second announcement after the first shock and evacuate class to the assigned location when directed.

\*If no furniture is available, face an inside wall, kneel down, cover your head, and hold that position until you are released.

DROP, COVER, HOLD {VERBAL COMMAND}

EVACUATION/ BOMB THREAT (Inside)

In the event that everyone must leave the building, the FIRE DRILL BELL will sound. Law enforcement must be notified by office personnel.

- Evacuate the classroom using a regular FIRE DRILL route, unless told otherwise.
- If that route is blocked, use an alternate route.
- Assemble at the usual location, unless told otherwise.
- Account for all students.
- Check with a buddy teacher.
- Wait for further instruction, or an all clear.

Special instructions: Please close your room door as soon as everyone is out. Teachers take class roster list with you. If students are out of the room they should report to the closest exit and find a teacher. Be vigilant of suspicious objects as you exit the building. Do not use radio or any electronic devices.

EVACUATION/BOMB THREAT(Inside) FIRE DRILL BELLS

SHELTER IN PLACE/ Outside Threat

In the event that the building or rooms need to be sealed off, you will hear:

"It is time for all STUDENTS to return to homeroom class."

- Everyone should report to his or her room immediately.
- Close and lock all doors and windows.
- Turn off all pilot lights, air conditioners, and exhaust fans.
- Tape around doors and windows, OR place wet towels along the bottom of the door.
- Account for all students. No one is allowed to leave the room.
- The electricity will be left on. Intercoms, radios, and televisions may be used for information.
- Do not open doors or windows until the "all clear" signal.
- If told to evacuate, open all doors and windows to air out the room.

Special instructions: Keep children calm and involved in regular classroom activities. Cover windows.

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## SHELTER IN PLACE {VERBAL COMMAND}

### FIRE DRILL

In the event that everyone must leave the building, the FIRE DRILL BELL will sound.

- Students should line up immediately.
- Remain calm.
- Teacher grabs roster and red/green card.
- Check the door for heat.
- Evacuate students to assign locations. Refer to the evacuation route map.
- Doors should be closed with a magnet in place.
- Account for all students. Take attendance and raise green/red card.
- Wait for an all clear signal before returning to class.

Special instructions: Keep children calm and evacuate in an orderly manner. Green means good. Red needs

assistance. Communicate with office staff.

## FIRE DRILL {FIRE DRILL BELLS}

### LOCKDOWN

In the event of a lockdown, you will hear:

### MAJOR LOCKDOWN

“STUDENTS & STAFF, we are in a MAJOR lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All visitors please return to your vehicles and call 911.”

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown.
- Lock all inside doors and windows. Remove magnet from door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against “Exit Door” wall.
- Account for all students. Send, “All Present” or missing student’s name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.

# EOP BASIC PLAN

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- Keep lights on. All phones set to silent. Intruder is attracted to sight & sound.
  - Wait for instructions or “ALL CLEAR” signal.
- \*For students outside of classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, “Drop, Cover, Assess and RUN.”

Special instructions: \_ A SOFT lockdown means there is no threat inside the building. A MAJOR lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately.

LOCKDOWN {VERBAL COMMAND}

SOFT Lockdown

“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors outside please return to your vehicles.”

Everyone outside must return to the building immediately. Direct all students, staff, and visitors into the nearest room. Lock all outside doors and windows. All exterior doors and gates will be locked by personnel. Cover windows immediately. Keep students away from doors and windows. Account for all students. Send, “All Present” or missing student’s name by message. No one is allowed to leave the room. Continue with instruction quietly. Students may use the restroom with supervision. Wait for instructions or “ALL CLEAR” signal.

# EOP BASIC PLAN

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## LOCKDOWN ANNOUNCEMENTS

\*Person nearest to PA System must announce or play recording on loop immediately after being notified of threat.

### SOFT Lockdown

“STUDENTS & STAFF, we are in a SOFT lockdown, please return to your assigned location. All visitors please return to your vehicles.”

“Estamos en un encerramiento de escuela, nadie está permitido entrar o salir. Por su seguridad, por favor regrese a su vehículo

inmediatamente.”

### MAJOR LOCKDOWN

“STUDENTS & STAFF, we are in a MAJOR lockdown. Please secure students and staff to a secure area immediately. Law enforcement has been notified and are on their way. All visitors please return to

your vehicles and call 911.”

“ESTUDIANTES Y PERSONAL, estamos en un encerramiento de escuela. Hay que asegurar a los estudiantes y al personal en un área segura inmediatamente. La policía ha sido notificada y están en camino. Todos los visitantes regresen a sus vehículos y llamen al 911”.

### EMERGENCY Guidelines:

#### District Office:

- Create social media posts (bomb threat, soft lockdown, major lockdown, severe weather conditions).
- District webmaster person have access to all school's social media.
- School messenger with emergency message.
- Synergy view access to all school secretaries.
- Schedule fire extinguisher inspection.
- Purchase Raptor (ID Machine) for all schools (ESSER Funding).
- District procedures (set times) for blackouts, extreme weather, water shut off.
- Schedule meeting to review plans with SLPD.

#### Principals:

- Pre-record major lockdown message. Play on loop. Have multiple copies in multiple places.
- Review and update school emergency plans and phone tree annually. Send to partnering school.
- Review procedures with all staff and parents.

# EOP BASIC PLAN

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- Schedule and practice ALL DRILLS throughout the year.
  - Log all activities in Drill & Inspections Log Binder.
  - Fire Drill Monthly
  - Alternate all other drills throughout the year (Earthquake, Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place).
  
  - Review completed maintenance checklist monthly. Set timelines for all work orders.
- Secretaries:
- Synergy View access to all school secretaries.
  - All visitors check in at the front office. Secretaries check ID.
  - Site binder with all class list and phone numbers.
  - Repost district's communication on all social media/Class Dojo.
- Teachers:
- Magnets are placed in all locked doors.
  - Class list with parent phone numbers.
  - Follow emergency flip chart plan.
  - Create a buddy plan with a neighboring teacher.
  - Communicate to the messages in school group.
- Maintenance:
- All exterior doors are locked.
  - Monthly walk-throughs. Turn in to principal.
  - Review emergency safety plans.
  - Review fire extinguisher expiration dates.

## EMERGENCY Drill Log

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_  
PRINCIPAL: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

### Special Instructions:

- Review and update school emergency plans and phone tree annually. Send to partnering school.
- Review procedures with all staff and parents.
- Schedule and practice ALL DRILLS throughout the year.
- Log all activities in Drill & Inspections Log Binder.
- Fire Drill Monthly
- Alternate all other drills throughout the year (Earthquake, Evacuation/Bomb Threat, Soft Lockdown, Major Lockdown, Shelter in Place, Bus Evacuation).
  
- Review completed maintenance checklist monthly. Set timelines for all work orders.
- During each monthly drill, vary the conditions and time of day.
- Emphasis should be placed upon a quiet and orderly evacuation.
- After each evacuation, feedback should be gathered and record drill information below.

MONTH DATE/TIME TYPE COMMENTS

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# EOP BASIC PLAN

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August  
September  
October  
November  
December  
January  
February  
March  
April  
May  
June

## LOCKDOWN Drill Log

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_  
PRINCIPAL: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

Instructions on lockdowns below:

### MAJOR LOCKDOWN

“STUDENTS & STAFF, we are in a MAJOR lockdown. Please secure students and staff to a secure area. Law enforcement has been notified and are on their way. All visitors please return to your vehicles and call 911.”

- Everyone must lockdown immediately.
- Direct all students, staff, and visitors into the nearest room for lockdown.
- Lock all inside doors and windows. Remove magnet from door. Outside doors remain open, intruder is already in.
- If no key, barricade the door with a heavy piece of furniture or barracuda. Block joining door.
- Cover windows immediately.
- Keep students against “Exit Door” wall.
- Account for all students. Send, “All Present” or missing student’s name by message to school group.
- No one is allowed to leave or enter the room.
- No instruction. Maintain students calm and quiet.
- Keep lights on. All phones set to silent. Intruder is attracted to sight & sound.
- Wait for instructions or “ALL CLEAR” signal.

\*For students outside of classroom, find a spot to hide and lock yourself up if possible. If outside of school, remain outside, run, and seek hideout to the nearest building. If not in potential threat, “Drop, Cover, Assess and RUN.”

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Special instructions: \_ A SOFT lockdown means there is no threat inside the building. A MAJOR lockdown means there is potential threat on campus. Keep students calm and quiet. Intruders are attracted by sight and sound. Cover windows immediately. Communicate through phone message. Place phone on silent. Parents are not allowed to pick up students, report to partnering schools until further notice.

DATE/TIME TYPE COMMENTS

# Gadsden Elementary School District



District Wide

Student Reunification

Emergency Response Guide

# EOP BASIC PLAN

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## Purpose

The purpose of this document is to outline the official district-wide procedures, roles, and responsibilities for conducting a reunification drill. This protocol ensures that students, staff, parents, and emergency personnel are prepared to respond effectively and safely during an emergency requiring student-parent reunification.

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## I. Reunification Drill Process Flow

### 1. Establish Check-in & Assembly Areas

- **Parent/Guardian Check-in Location:** A designated and clearly marked check-in station will be established.
- **Student Assembly Area:** Students will be located in an area out of parents' line of sight to maintain security and order.

### 2. Accountability & Notifications

- **Attendance Verification:** School staff will verify the presence of all students and personnel.
- **Parent/Guardian Notification:** District communication systems will provide instructions, site information, and ongoing updates.

### 3. Reunification Stations

- **Greeters:** Welcome parents/guardians and guide them through the CrisisGo App, which will serve as the official tool for the reunification process.
- **Digital Check-in:** Parents/guardians will enter required information in the CrisisGo App. The system verifies authorization to pick up students and directs parents to the next station.

### 4. Verification & Check-in

- **Identification Verification:** Staff confirm parent/guardian identity and authorization via the CrisisGo App.
- **Digital Authorization:** CrisisGo maintains a secure record of all student releases, ensuring only authorized adults can receive students.

### 5. Student Recovery & Release

- **Parent/Guardian Moves to Reunifier Area:** Staff confirm digital authorization in CrisisGo.

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- **Reunifier Recovers the Student:** Retrieves the student from the Student Assembly Area based on CrisisGo verification.
- **Controlled Release:** Students are safely and formally released to authorized parents/guardians as confirmed through CrisisGo.

## 6. Flow Control & Contingencies

- Maintain controlled lines of sight between operational stations.
- Monitor pedestrian traffic to ensure safe, orderly movement.
- Prepare for medical needs, parent notifications, and potential law enforcement investigations.

## 7. Ensuring a Positive Experience

- Support student and parent emotional well-being throughout the process.
- Address concerns immediately to maintain safety, efficiency, and trust.

## II. Reunification Responsibilities

### A. Emergency Response & Decision-Making

#### 1. Initial Response

- Schools will immediately contact the police department when an emergency occurs.
- Law enforcement will determine when a lockdown may be lifted or if reunification (onsite or offsite) is required.

#### 2. Activation of Reunification Plan

- Upon clearance from law enforcement, the Superintendent or Incident Commander will activate the district's reunification plan.
- The District Public Information Officer (PIO) will coordinate communication with staff, parents, and the broader community.
- If offsite reunification is necessary, the district will utilize pre-designated locations.
- All student releases follow a strict verification process through CrisisGo to ensure safety and legal compliance.
- District staff will coordinate reunification efforts in conjunction with law enforcement and emergency agencies.

## III. Departmental Responsibilities

### 1. Transportation Department

#### Upon Reunification Alert:

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- Dispatch buses to designated schools.
- Coordinate drivers, bus routes, and student movement.
- Maintain continuous radio communication with district leadership and site coordinators.

## **At the Reunification Site:**

- Ensure safe unloading of students into the Student Assembly Area.
- Remain available for additional transport needs.

## **2. Maintenance Department**

### **Upon Reunification Alert:**

- Deploy the Incident Command Trailer to the reunification location.
- Secure the area and ensure proper site setup.

### **At the Reunification Site:**

- Assist with signage, crowd-control barriers, and controlled access points.
- Provide necessary power sources, lighting, and emergency equipment.

## **3. Technology Department**

### **Upon Reunification Alert:**

- Report directly to the reunification site.
- Ensure that all communication systems are operational, including:
  - iPads
  - Radios
  - Wi-Fi
  - Emergency notification tools

### **At the Reunification Site:**

- Support staff using the CrisisGo App for student and parent verification.
- Monitor and maintain connectivity to ensure efficient operations.

## **4. Health Services**

### **Upon Reunification Alert:**

- Establish a designated medical station at the reunification site.
- Set up a medical tent for student and staff needs.

### **At the Reunification Site:**

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- Provide medical assessments and first aid.
- Coordinate with emergency medical responders for additional care.

## IV. Drill Completion & Debrief

- All participating departments will meet immediately following the drill to review:
  - Strengths
  - Areas for improvement
  - Communication effectiveness
  - Procedural recommendations
- A district summary report will be compiled.