



Quick Reference Guide

Journey School In Action

Store in your bag or glovebox for quick reference and info.



Scan this QR code to download on your phone or tablet. This PDF is also screen reader accessible.

Together.

Journey School acknowledges the importance of our community understanding expectations before a crisis or emergency. No school is immune to emergencies that could initiate an evacuation and reunification for our campus. Our predetermined, practiced plan ensures the reunification process will not further complicate an already stressful experience for staff, parents, and students.

FOLDING LINE

Quick Guide to Journey School's Shelter-in-Place



Code Red

There is an immediate threat on

campus. **Do not come to campus.** You will be given instructions for an on-or off-campus Reunification.



Code Yellow

The campus is sheltering in place. **Do not**

come to campus. You will be given instructions for potential Controlled Release or an on-or off-campus Reunification.



Wildfire

A warning or mandatory evacuation order

has been issued due to threat of wildfire. You will be given instructions for potential Controlled Release or an on-or off-campus Reunification.



Drop, Cover, Hold

The campus is assessing for

damage. **Do not come to campus.** You will be given instructions for potential Controlled Release or an on-or off-campus Reunification.

Get connected now.

ParentSquare: Make sure you download the app and have it readily available to anyone authorized.

Website: www.journeyschool.net

Contact information: In some instances, robo calls will be made to the phone numbers listed in the student file. Ensure that the school has your updated information.

Contact information

27102 Foxborough, Aliso Viejo, CA 92656
(949) 448-7232

Social Media: [JourneySchoolOC](#)



Design for Emergency Management
Design by Claudine Jaenichen

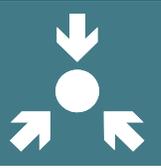
TERMS TO KNOW

Daily Release is the process where students are picked up from school at regular times during the school year.

Controlled Release is very similar to the daily release but students are being sent home at an unusual time because campus has to close earlier than expected but not an emergency or traumatic event. Reasons include weather related, power outage, or nearby hazard risk. *You will be notified through ParentSqaure.*

Reunification occurs when events at the school or in the neighborhood require that students are physically returned to parents and guardians. In the event of criminal activity, injury or death, additional time may be needed for law enforcement interviews or crisis counseling. *You will be notified through ParentSqaure, email, and/or automated robo-call.*

PLEASE KEEP FOR YOUR REFERENCE



On-Campus Reunification and Off-Campus Evacuation

Reunification process ON-CAMPUS



The safest and most convenient location for a campus evacuation will be determined by administration given the information available during an incident. Unlike Daily or Controlled Release, **Reunification requires that a registered adult provides ID and meets directly with the student's teacher in-person. This may take place on or off campus.** An exact location and pick up/dismissal information will be communicated to families through ParentSquare.

HOW YOU WILL BE NOTIFIED

During an emergency: If we are able to communicate safely during an emergency, we will do so through ParentSquare.

After an emergency: We will use ParentSquare and send a mass email as our first line of communication. If there is no internet service, an automated robo-call will be made to phone numbers listed on the student record.

In the case of lost power: Last resort, we will have signage at campus with instructions.

Familiarize yourself with the reunification process and area

1 PARK

Parking is located in the map below—see **Primary Parking Area for Student Pickup**

2 WALK

Walk directly to the **teacher's classroom** for each child OR **designated reunion site** that may be on-or-off campus. No need to sign-in at the office.

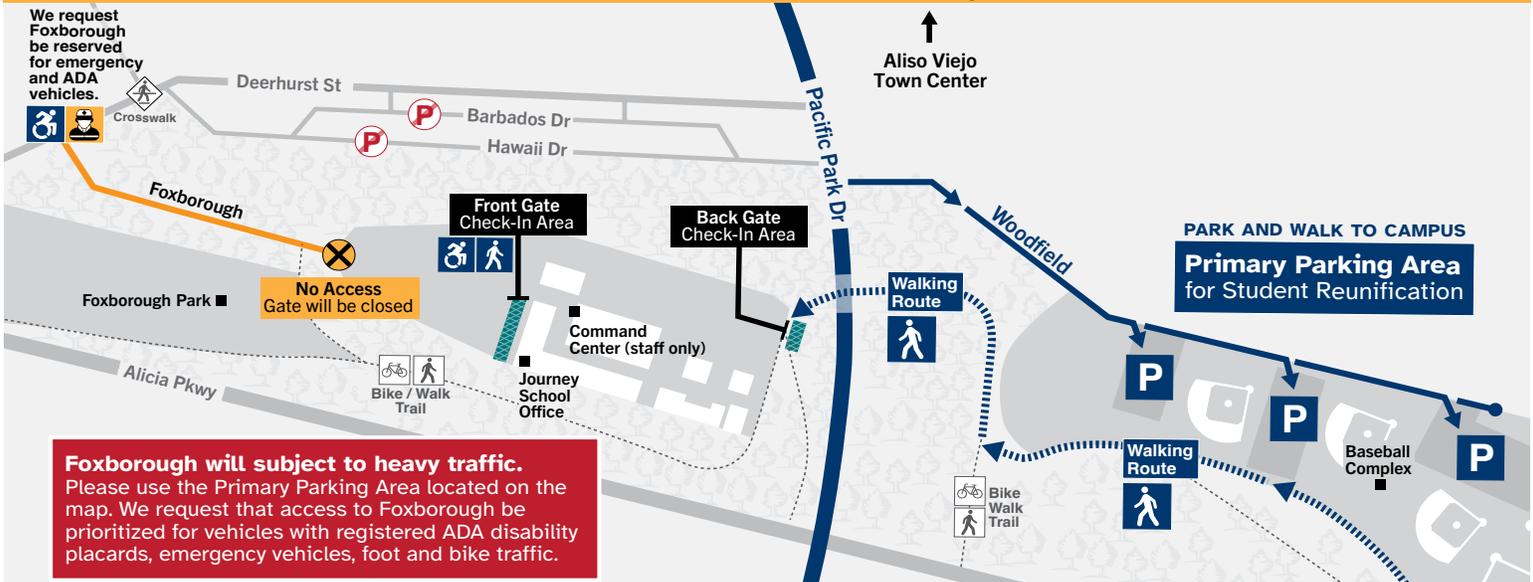
3 I.D.

Show your I.D. to the teacher to receive a Release Pass.

4 EXIT

At either gate, you are required to provide your **Release Pass** before exiting.

Students will only be released to individuals listed as emergency contacts



Evacuation and reunification OFF-CAMPUS



Off-site evacuation may be required when students and staff must leave the school and relocate to a pre-designated safe location due to situations like fire, gas leak, flooding or severe weather, hazardous material spills nearby, security threats, or structural damage to buildings on campus. We will provide the location through ParentSquare and proceed with the reunification process. Please review Journey's In Action Plan, "Nature Walks/Events" and "Field Trips," at: www.journeyschool.net/for-parents/campus-emergency-plan.