



Journey School in Action

Shelter-in-Place, Reunification, Campus and Off-site Evacuation



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.

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.

Social Media: [JourneySchoolOC](#)

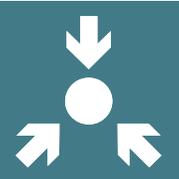


TERMS TO KNOW

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 ParentSquare.*

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 ParentSquare, email, and/or automated robo-call.*



On-Campus Reunification and Off-Campus Evacuation

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's record.

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



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.

1 PARK

Parking is located in the map on the next page—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.

Evacuation process 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 an emergency due to situations like fire, gas leak, flooding or severe weather, hazardous material spills nearby,

security threats, or structural damage to buildings on campus. In the case that an off-site evacuation is required, we will notify you through ParentSquare with the location and proceed with the reunification process described above.

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.

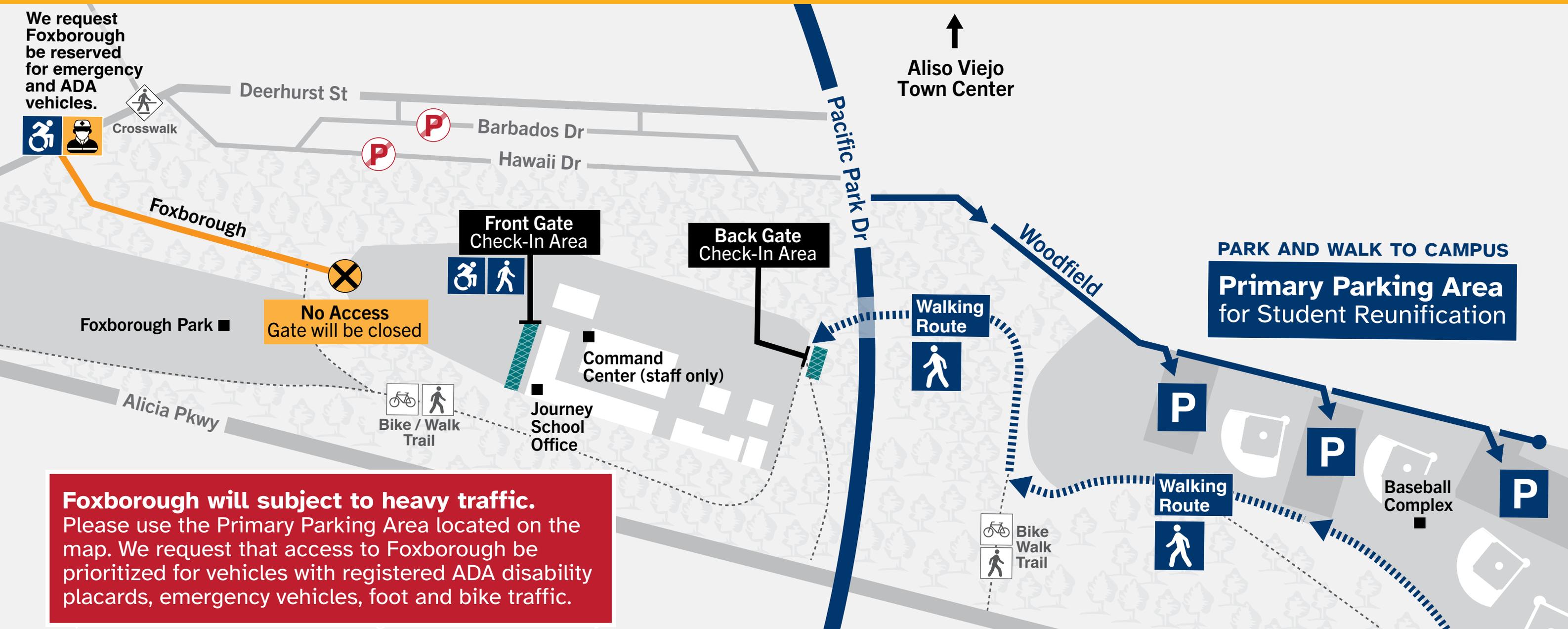
3 I.D.

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





Code Red: Administration, Teachers, and Parents/Guardians

There is an immediate threat on campus. Do not come to campus. You will be given instructions for an on-or off-campus Reunification.

PARENT / GUARDIAN RESPONSIBILITIES

1. **Do not come to campus** unless instructed to do so.
2. **Check ParentSquare** for further instructions and information.
3. **In the event of an evacuation**, the school will determine if shelter-in-place remains, or a potential campus or off-campus evacuation is required.
4. **Follow** instructions for potential reunification and off-campus location if necessary.
5. **Bring** your ID so teachers may release students following school guidelines.
6. **Ensure** that guardian/parent is listed on school records for release.

Students will only be released to individuals listed as emergency contacts

ADMINISTRATOR RESPONSIBILITIES

1. **Determine** if site evacuation support is necessary and coordinate with district and community resources if necessary.
2. **If site evacuation is not necessary**, they will determine if school will be closed or continue for the duration of the day.
3. **In the event of evacuation**, school will be closed and teachers will dismiss students directly to parents arriving at their classroom—site will be determined and communicated by administration at the time of the incident.
4. **Communicate** with families and media as appropriate.
5. **Assign** duties, tasks and teams as appropriate/needed.
6. **Manage** Command Center.



TEACHER/STAFF DUTIES

1. **Escort** students to a reunion site/ assembly area or alternate location as indicated by administration and bring emergency supplies—"red backpack."
2. **Take roll** and inform administration of any missing students or injured students.
3. **Remain** with students until parents arrive.
4. **Release** students to parents who arrive—verify I.D. and provide Release Passes.



Code Yellow: Administration, Teachers, and Parents/Guardians

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.

PARENT / GUARDIAN RESPONSIBILITIES

1. **Do not come to campus** unless instructed to do so.
2. **Check ParentSquare** for further instructions and information.
3. **In the event of continued lock down**, wait until you have been notified to come to campus.
4. **In the event of school closure**, prepare to pickup your students directly at their classroom ramps.
5. **Follow** instructions for potential reunification and off-campus location if necessary.
6. **Bring** your ID so teachers may release students following school guidelines.
7. **Ensure** that guardian/parent is listed on school records for release.

Students will only be released to individuals listed as emergency contacts

ADMINISTRATOR RESPONSIBILITIES

1. **Determine** if site evacuation support is necessary and coordinate with district and community resources if necessary.
2. **Communicate** with families and media as appropriate.
3. **In the event of school closure**, ensure that teachers are prepared to provide parent/guardian with Release Pass at their classrooms.
4. **Assign** duties, tasks and teams as appropriate/needed.
5. **Manage** Command Center.
6. **If classes are actively locked down**, direct parents who arrive to pick up to remain off campus and wait until lock down has been released.



TEACHER/STAFF DUTIES

1. **Escort** students to a reunion site/ assembly area or alternate location as indicated by administration and bring emergency supplies—"red backpack."
2. **Take roll** and inform administration of any missing students or injured students.
3. **Remain** with students until parents arrive.
4. **Release** students to parents who arrive—verify I.D. and provide Release Passes.



Wildfire: Administration, Teachers, and Parents/Guardians

Threat of wildfire, a warning or mandatory evacuation order has been issued. You will be given instructions for potential Controlled Release or an on-or off-campus Reunification.

PARENT / GUARDIAN RESPONSIBILITIES

1. **Do not come to campus** unless instructed to do so.
2. **Check ParentSquare** for further instructions and information.
3. **In the event of an evacuation**, the school will determine if a potential campus or off-campus evacuation is required.
4. **Follow** instructions for potential reunification and off-campus location if necessary.
5. **Bring** your ID so teachers may release students following school guidelines.
6. **Ensure** that guardian/parent is listed on school records for release.

Students will only be released to individuals listed as emergency contacts



ADMINISTRATOR RESPONSIBILITIES

1. **Determine** if site evacuation support is necessary and coordinate with district and community resources if necessary.
2. **If site evacuation is not necessary**, they will determine if school will be closed or continue for the duration of the day.
3. **In the event of evacuation**, school will be closed and teachers will dismiss students directly to parents arriving at their classroom—site will be determined and communicated by administration at the time of the incident.
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TEACHER/STAFF DUTIES

1. **Escort** students to a reunion site assembly area or alternate location as indicated by administration and bring emergency supplies/"red backpack."
2. **Take roll** and inform administration of any missing students or injured students.
3. **Remain** with students until parents arrive.
4. **Release** students to registered parents/guardians who show ID and provide Release Pass
5. If assigned a **Search and Rescue** role, assign "neighbor" teacher supervision duties of class sign-out sheets/ attendance rosters.



Drop, Cover, Hold: Administration, Teachers, and Parents/Guardians

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.

PARENT / GUARDIAN RESPONSIBILITIES

1. **Do not come to campus** unless instructed to do so.
2. **Check ParentSquare** for further instructions and information.
3. **In the event of an evacuation**, the school will determine if shelter-in-place remains, or a potential campus or off-campus evacuation is required.
4. **Follow** instructions for potential reunification and off-campus location if necessary.
5. **Bring** your ID so teachers may release students following school guidelines.
7. **Ensure** that guardian/parent is listed on school records for release.

Students will only be released to individuals listed as emergency contacts

ADMINISTRATOR RESPONSIBILITIES

1. **Determine** if site evacuation support is necessary and coordinate with district and community resources if necessary.
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TEACHER/STAFF DUTIES

1. **Escort** students to a reunion site assembly area or alternate location as indicated by administration and bring emergency supplies/"red backpack."
2. **Take roll** and inform administration of any missing students or injured students.
3. **Remain** with students until parents arrive.
4. **Release** students to registered parents/guardians who show ID and provide Release Pass
5. If assigned a **Search and Rescue** role, assign "neighbor" teacher supervision duties of class sign-out sheets/attendance rosters.



Special Considerations: Individual Educational Plans (IEP) and Students with Disabilities



Journey School will take necessary steps of inclusion for students with special considerations who cannot comfortably or safely access and use the standard resources offered in disaster preparedness, whether their disability is chronic or temporary. **There is no one-size-fits-all approach.** However, there are key practices that can be considered to prepare students with disabilities and students with IEPs.



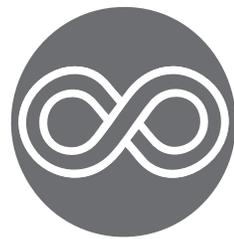
Mobility



Sight



Hearing



Neurodiversity



Medications



Speech and Languages



Invisible Disability

POTENTIAL IMPACTS

1. For the some students, an emergency and evacuation can be **disorientating or confusing**.
2. Reading, listening, or following complicated **directions can be difficult**, especially in stressful situations.
3. Some students may **not be able to hear** emergency instructions, warnings or alarms.
4. Students with visual impairments may have to **depend on others to lead** them to safety during a disaster.
5. Some student may **not be able to move** or walk on their own to evacuations locations, especially if debris is in the way. They may need to be physically moved or transported
6. Students may have **difficulty communicating** their specific needs.
7. It may be **challenging to leave** familiar surroundings.
8. In the event of a disaster that requires students to be at school for an extended period of time, **medication** may need to be administered to students—make sure we have a healthcare plan on file.
9. Students with **respiratory concerns** may have difficulty breathing when walking distances or descending stairs. Smoke, dust, fumes, chemicals and other odors often exacerbate such limitations.



Individual Educational Plans (IEP) and Students with Disabilities



The following information provides support for students who require special considerations in the event of an emergency. Special consideration is for students who cannot access and use the standard resources offered in disaster preparedness, relief and recovery, whether their disability is chronic or temporary.

PARENT / GUARDIAN RESPONSIBILITIES

1. **Review** strategies that are appropriate for your child on the next page.
2. **Provide** preparedness kits to teacher.
3. **Create** cheat sheets for each type of emergency.
4. **Teach** students 'Plan B' (a slightly slightly different plan).
5. **Update** emergency plan, medications, medical forms, and doctor's orders.
5. **Bring** your ID so teachers may release students following school guidelines.
6. **Ensure** that guardian/parent is listed on school records for release.

Students will only be released to individuals listed as emergency contacts

ADMINISTRATOR RESPONSIBILITIES

1. **Establish** a plan and communicate with emergency responders to prepare for the emergency evacuation.
2. **Review** Emergency Plans yearly.
3. **Help** parents create cheat sheets for each type of emergency.
4. **Plan** transportation procedures.
5. **Train** teachers/staff on basic de-escalation methods in a time of crises.
6. **Set** behavior management strategies with students, parents, and staff.



TEACHER/STAFF DUTIES

1. Routinely **Practice** route(s), drills, and procedures.
2. **Consider** name tags with photos and brief information kept by the classroom door.
3. **Understand** transportation procedures for their students.
4. **Review** behavior management strategies with students and parents.
6. **Remain** with the special needs student until reunified with authorized parent or guardian.
7. **Carry** all medication, supplies, equipment and dietary needs with student, including the 72-hour disaster kit that has been prepared ahead of time for individual student needs.
5. **Provide** simple and clear directions.
8. **Ask** the student how he/she would like to be assisted.
9. **Communicate** with first responders of type of assistance needed.
10. **Evacuate** mobility devices and medical tools (i.e. crutches, wheel chairs, respirators, etc.) with the student, if possible.

Design for Emergency Management
Design by Claudine Jaenichen

PLEASE KEEP FOR YOUR REFERENCE



Special Considerations: Strategies to Consider for All (...continued)

STUDENTS WITH INDIVIDUAL EDUCATIONAL PLANS (IEP) AND STUDENTS WITH DISABILITY



Hearing

DEAF AND HARD OF HEARING/ DEAF-BLIND

1. Provide **Visual Cards** to staff for students who may not be able to hear emergency warnings.
2. Have teachers **Practice Basic Hand Signals** with hearing impaired students for emergency communications.
3. Alerting devices, such as **Strobe Lights and Vibrating Pagers** can be used to supplement audible alarms.
4. **Audible and visual smoke alarms** are in classrooms and buildings.
5. **PARENTS/GUARDIANS:** include pen and paper, flashlight to communicate in the dark, extra hearing aid batteries and batteries for TTY and light phone signaler Preparedness Kits.



Sight

BLIND-VISUALLY IMPAIRED/DEAF-BLIND

1. Ensure **Braille Signage or Audible Directions** where possible.
2. Stock emergency **Back-up Lighting** especially in dark areas (such as flashlights).
3. Mark locations and emergency supplies with **Large Print** or Braille.
4. **PARENTS/GUARDIANS:** include extra folding white cane, heavy gloves for feeling the way over glass or debris, prescription eye glasses, and comfort items in Preparedness Kits.



Mobility

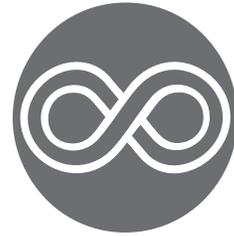
MOBILITY (INCLUDING CRUTCHES AND OTHER MOBILITY TOOLS AND DEVICES)

1. Store a **Lightweight Manual Wheelchair**, if available.
2. Students should **Practice** moving their wheel chairs (medical tools and devices) through doorways, how to lock wheels, and cover their heads with a book, arms or hands.
3. Discuss a **Plan to Transfer** students such as using transfer slings, evac chairs, etc..
4. Discuss where the student will be sitting once they are transferred.
5. **PARENTS/GUARDIANS:** include heavy gloves for making way over glass or debris, extra battery for electric wheelchairs recommended but may not be practical, patch kit for punctured wheels, flashlight, whistle, and Mylar space blanket in Preparedness Kits.



Special Considerations: Strategies to Consider for All (...continued)

STUDENTS WITH INDIVIDUAL EDUCATIONAL PLANS (IEP) AND STUDENTS WITH DISABILITY



Neurodiversity

AUTISM

1. Prepare a **Social Narrative or Social Memo** for your student, include what to do and what not to do (for example: Don't take your books, Leave your coat, backpacks etc.).
2. Have a bag of **Comfort/Sensory Items**.
3. Use of **Five Point Scale**.
4. Use of **Visuals** communication instructions.
5. **PARENTS/GUARDIANS:** prepare an Emergency **Preparedness Packet** from an Autism Society (e.g. [AUSM](#)).

DEVELOPMENTAL COGNITIVE DISABILITIES/DEVELOPMENTAL DELAY

1. Provide **Simple Diagrams or Pictures**
2. **Regularly Practice** evacuation route(s) with students.
3. Have directional signs and instructions for evacuation directions that are **Easy To Follow**.
4. **PARENTS/GUARDIANS:** include comfort items, pen and paper and visual communication instructions in Preparedness Kits.



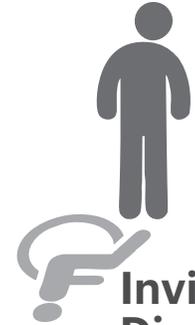
Speech and Languages

SPEECH AND LANGUAGES

1. Determine in advance the best way for the **Student to Communicate** with others during an emergency.
2. Provide emergency and evacuation instructions in **Writing and in Multiple Languages** on a card, carried at all times and placed in an easy to see location.
3. **PARENTS/GUARDIANS:** include extra batteries for communication equipment, note paper and pen, and comfort items in Preparedness Kits.



Medications



Invisible Disability

INVISIBLE DISABILITIES

1. Include **Emergency Evacuation Masks** and respirators in classrooms.
2. **Practice** putting on and removing medical tools and equipment as part of an emergency and evacuation drill.
3. **PARENTS/GUARDIANS:** include medical schedule and dosages, medical mask, any medical equipment needed for 72 hours (oxygen and respiratory equipment), note paper, pen, and comfort items in Preparedness Kits.

MEDICATIONS

1. **Designate** who will administer medications to the students when a nurse is not available.
2. **Keep** medications, medication forms, and healthcare plans in the vicinity of the student.
3. **PARENTS/GUARDIANS:** maintain medical supplies, notify the school of changes, and provide new doctor's orders.
4. **SCHOOL NURSE:** ensure reminders of outdated tools medications and forms.



Nature Walks, Clubs and Events During School Hours



Journey School often provides nature walks, bike club, and events where students walk off-campus in the vicinity of the school. **If an emergency were to take place during those times where it is unsafe to come back to campus, we have designated Assembly Points (refer map below).**

Assembly Points are designated areas off campus that are safest and closest. The location will be determined by the teacher(s) while off campus with their students and will be communicated through ParentSquare. Follow the requirements for Reunification, which requires an authorized adult with ID to come to the Assembly Point to pickup students in-person.

LN **Laguna Niguel Skate Park**
27745 Alicia Pkwy

RU **Rubio's Coastal Grill Courtyard**
27000 Alicia Pkwy

WO **Woodfield Baseball Parking Lot**
26812 Woodfield

CH **Alive Church Courtyard**
27111 Aliso Creek Rd

RA **Ralph's Parking Lot**
26901 Aliso Creek Rd

WA **Walmart Parking Lot**
27470 Alicia Pkwy

WV **Wolverine Parking Lot**
28000 Wolverine Way

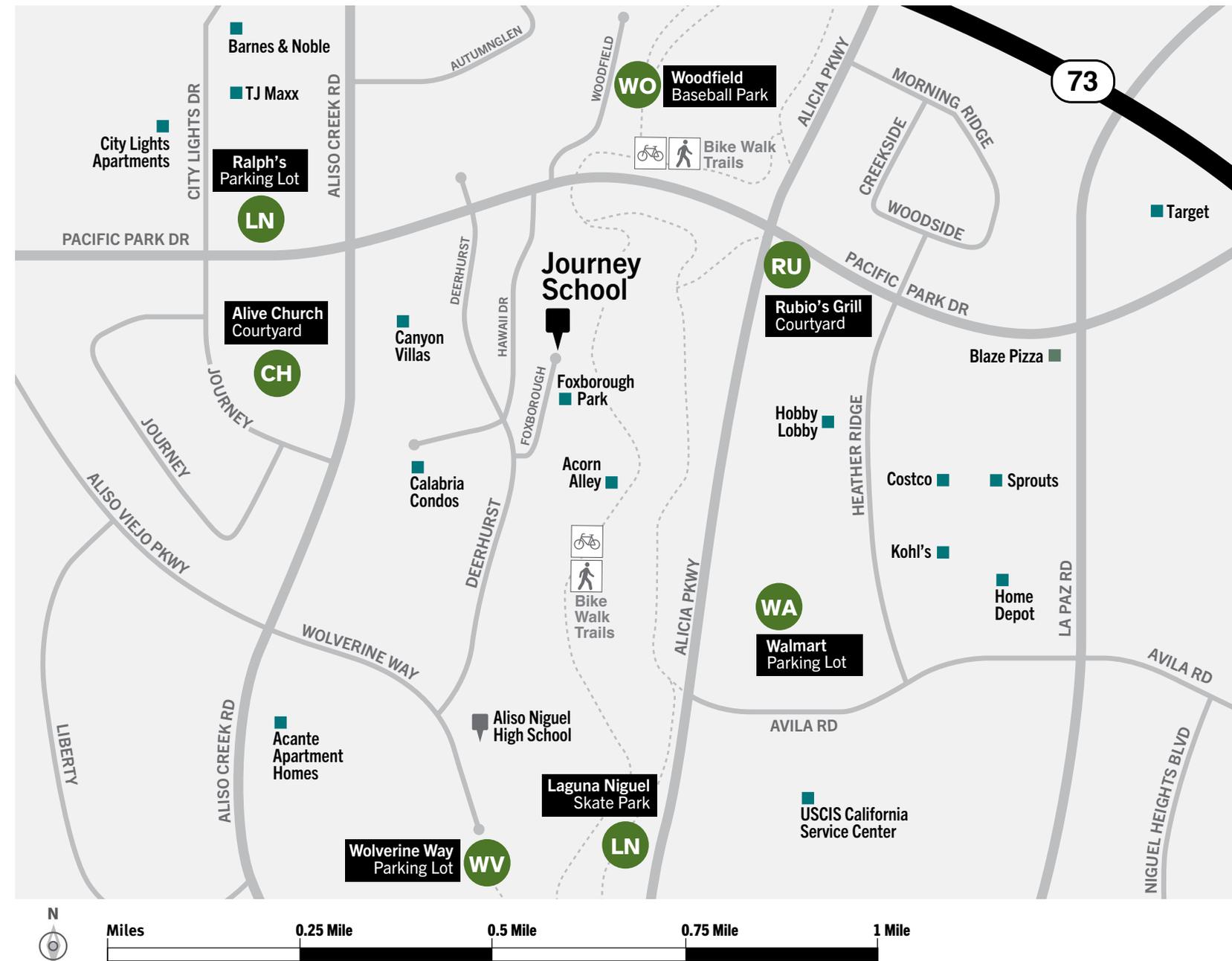
MAP LEGEND

Assembly Point

Landmarks

Schools

Bike Walk Trails





Off-Campus Field Trips During School Hours



Emergency and evacuation procedures will be determined by each destination site for off-campus field trips. Our staff and chaperones will follow the safety protocols established by the venue to ensure the well-being of all students.

In the event of an emergency during a field trip, we will communicate updates, evacuation locations and student status via ParentSquare.

PARENT / GUARDIAN RESPONSIBILITIES

1. **Do not come to campus** unless instructed to do so.
2. **Check ParentSquare** for further instructions and information.
3. **In the event of an evacuation**, the school will determine if a potential venue evacuation and/or assembly point for pick-up is required.
4. **Follow** instructions for potential reunification and off-campus location if necessary.
5. **Bring** your ID so teachers may release students following school guidelines.
6. **Ensure** that guardian/parent is listed on school records for release.

Students will only be released to individuals listed as emergency contacts

ADMINISTRATOR RESPONSIBILITIES

- | | | |
|--|---|--|
| 1. Approve field trip plans, school policies and district guidelines. | 4. Confirm transportation safety. | 7. Establish emergency and safety protocols at venue. |
| 2. Check weather and road conditions before departure. | 5. Plan for alternate transportation. | 8. Serve as mission control between venue, district, media, teachers, parents, and guardians. |
| 3. Identify students with medical needs and ensure emergency medical plans. | 6. Predetermine evacuation locations (hospitals, fire stations, and police departments along the route and at the destination. | |



TEACHER/STAFF DUTIES

- | | | |
|---|--|---|
| 1. Carry a list of all students and chaperones. | 4. Identify students with medical conditions (allergies, asthma, diabetes, etc.). | 8. Assign chaperones roles in case of emergency. |
| 2. Update parent/guardian emergency contacts. | 5. Ensure the bus has a first aid kit. | 9. Conduct a quick safety briefing before departure. |
| 3. Know how to reach school administrators and local emergency services. | 6. Have medications and EpiPens. | 10. Account for all students, chaperones and staff. |
| | 7. Check that the bus driver has a working phone or radio. | 11. Report incident to school officials. |

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Design by Claudine Jaenichen

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