

## COVERPAGE

Academic Year
School Name
Signature

# Readiness and Emergency Management School Safety VITAL INFORMATION PACKET



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## **FIRE AND EMERGENCY EVACUATION**

1. Communicate the need to “**EVACUATE**” via the public address (PA) system.

- For “**ON-SITE Evacuation**”, exit building and proceed to the designated **Rally Point**

*“Attention, attention, this is an evacuation. Attention, attention, this is an evacuation. Staff, evacuate the building immediately and proceed to the designated rally point.” (communicate the name of the rally point)*

- For “**OFF-Site Evacuation**”, exit building and proceed to the designated **Evacuation Site**

*“Attention, attention, this is an evacuation. Attention, attention, this is an evacuation. Staff, we are evacuating to the designated evacuation side.” (communicate the name of the evacuation site)*

**NOTE: If immediate danger is “OUTSIDE”, communicate a “REVERSE EVACUATION” and move students and staff inside as quickly as possible and wait for further instructions**

2. Follow “**Incident Notification**” procedures

3. Proceed to designated area

4. Activate the School Safety Team

5. Notify the responding authorities (Fire, Police and/or Office of School Safety) of the accountability results

6. Communicate with the staff from the Assistant Superintendent’s Office

7. Notify the **Office of Transportation** (if buses are required)

8. If necessary, implement **Parent/Guardian/Child Reunification** at the rally point or evacuation site

9. Document the release of any students to an authorized family member or legal guardian

10. Re-enter the building after the “**ALL CLEAR**” is given

## **ROLES & RESPONSIBILITIES**

### **Secretary/Designee**

- Call 911 and/or School Police Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

### **Teachers/Staff**

- Evacuate students; special needs students requiring assistance will be assisted by designated staff
- Take attendance upon arriving at the “**Rally Point**” or “**Evacuation Site**”
- Document students’ emergency status and notify Principal/Designee
- Assist with first aid, if necessary
- Help with communication to parents and reunification of students

**Building Engineer**

- Notify **Facilities Area Coordinator (FAC)** and complete emergency shutdown procedures, if necessary
- Help to secure the building
- Report to Principal to provide additional support, if necessary

**School Police Officer**

- Check classrooms, restrooms, and all other areas for students and staff
- Assist responding emergency personnel with evacuating the building
- Report to Principal when all areas are clear
- Prepare Serious Incident Report, if necessary

**(INSERT SCHOOL EVACUATION ROUTES)**

# LOCKDOWN

1. Communicate the need to “**Lockdown**” the building via the public address (PA) system

- Class in Session (no lunches in progress)

*“Attention, attention, this is a lockdown. Attention, attention, this is a lockdown. At this time secure students in your classrooms and take roll, students must report directly to the nearest room with a staff member. Disregard any fire alarms.”*

- Class Change in Progress

*“Attention, attention, this is a lockdown. Attention, attention, this is a lockdown. At this time secure students in your classroom and take roll, students must report directly to the nearest room with staff a member. Disregard any fire alarms.”*

- During lunch periods

*“Attention, attention, this is a lockdown. Attention, attention, this is a lockdown. “Students in the cafeteria are to remain in the cafeteria. Students outside of the cafeteria will report directly to the nearest room with a staff member.”*

2. Follow “**Incident Notification**” procedures

3. Lock **ALL** doors

4. Activate the School Safety Team

5. Notify the responding authorities (Fire, Police and/or Office of School Safety) of the accountability results

6. Communicate with the staff from the Assistant Superintendent’s Office

7. Follow instructions from the Office of School Safety (OSS) and law enforcement until the lockdown is lifted.

8. After the “**ALL CLEAR**” is given, communicate the return to normal operations via the public address (PA) system

## ROLES & RESPONSIBILITIES

### **Secretary/Designee**

- Call 911 and/or School Police Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

**Building Engineer**

- Help secure the building
- Report to Principal to provide additional support, if necessary

**Teachers/Staff**

- Clear all students, staff and visitors from hallways into classrooms
- Students requiring assistance will be assisted by designated staff.
- Direct students to an area of the room, unobservable from outside and potential lines of fire
- Turn lights off and close and lock all doors and windows (stay away from all doors and windows)
- Report any serious injuries or vital information to the front office
- Account for everyone in the classroom and notify Principal/Designee
- **DO NOT OPEN THE DOOR** until the “**ALL CLEAR**” is given by law enforcement personnel or the lockdown has been lifted by an announcement via the public address (PA) system

**School Police Officer**

- Check classrooms, restrooms, and all other areas for students and staff
- Report to Principal when all areas are clear
- Assist responding emergency personnel with securing the building
- Prepare Serious Incident Report, if necessary

## **SHELTER IN PLACE**

1. Communicate the need to “**Shelter in Place**” the building via the public address (PA) system
  - *“Attention, attention this is a Shelter in Place. Attention, attention, this is a Shelter in Place. All teachers and students please proceed to your designated shelter area. I repeat, please report to your designated shelter area.”*
2. Follow “**Incident Notification**” procedures
3. Activate the School Safety Team
4. **TURN OFF ALL AIR, HEATING, and HVAC systems**
5. Close, lock, and seal **ALL** windows and doors
6. Notify the responding authorities (Fire, Police and/or Office of School Safety) of the accountability results
7. Communicate with the staff from the Assistant Superintendent’s Office
8. Follow instructions from the Office of School Safety (OSS) and responding emergency personnel until the shelter in place is lifted
9. After the **ALL CLEAR** is given, communicate the return to normal operations via the public address (PA) system

## **ROLES & RESPONSIBILITIES**

### **Secretary/Designee**

- Call 911 and School Police Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

### **Teachers/Staff**

- Clear all students, staff and visitors from hallways into designated shelter area
- Move students and staff into the main building from trailers, unless movement is life threatening due to outside environmental contaminations
- Special needs students requiring assistance will be assisted by designated staff
- Close, lock and seal **ALL** windows and doors
- Take attendance and report any missing or extra students to school or responding emergency personnel
- **DO NOT LEAVE SHELTER-IN-PLACE AREA** until the “**ALL CLEAR**” is given by emergency response personnel or the shelter-in-place has been lifted by an announcement via the public address (PA) system

**Building Engineer**

- Complete required “**Emergency Shutdown Procedures**”
- Assist emergency response personnel, if necessary
- Notify **Facilities Area Coordinator (FAC)**, if necessary
- Help to secure the building (if necessary)

**School Police Officer**

- Check classrooms, restrooms, and all other areas for students and staff
- Report to Principal when all areas are clear
- Assist responding emergency personnel with securing the building
- Prepare Serious Incident Report, if necessary



# INCIDENT NOTIFICATION

**Step 1** In an Emergency/Crisis, the Principal or Designee will notify:

- a. Philadelphia Police Department . . . . . **911\***  
(When a crime is committed, threat of imminent harm, a public safety emergency exists or School District policy dictates.)
- b. Philadelphia School Police Dispatcher . . . . . **215-400-**

**6000**

- Identify the school and location
- Briefly describe the Emergency/Crisis situation (Who?, What?, When?, Where?, How?)
- Give the name of the person in charge and an open (dedicated) telephone number
- Identify where school personnel will meet responder(s)

**Note: *The Office of School Safety (OSS) will evaluate all information and notify the pertinent Executive Offices as needed.***

- c. Parents or Guardians

**Step 2** If it is necessary to send anyone to a hospital by ambulance for a serious injury, send an identified staff member along to serve as a liaison.

**Step 3** If the emergency/crisis demands an evacuation or shelter in place; proceed to predetermined site(s):

**RALLY POINT/ASSEMBLY AREA(s):**

(A safe location to connect with/meet response teams outside of the primary facility)

<b>Primary</b>	
<b>Alternate</b>	

**EVACUATION/RELOCATION SITE(s):**

(Pre-determined location(s) for staff and students to continue instruction)

<b>Primary</b>	
<b>Alternate</b>	

**SHELTER IN PLACE AREA/LOCATION(s):**

(Pre-determined location(s) to safeguard all staff and students during an emergency occurring outside the building)


## EMERGENCY RESPONSE PROTOCOL

*Emergencies can range from severe weather to threats of harm. Universal Emergency Response Procedures are standard, clear directives that may be implemented across a variety of incidents/events. The universal emergency response procedures used to respond to various incidents/events are Evacuation, Reverse Evacuation, Lockdown, and Shelter in Place.*

### NOTIFICATION/ALERT

1. Primary Mode: <b>PA SYSTEM</b>	<i>The designated person(s) named below will make the appropriate Emergency Response announcement:</i>
2. Secondary Mode:	1.
3. Tertiary Mode:	2.
4. Communicating mode for the hearing impaired:	3.

### Internal Notification

Each school will have a plan for internal communication with all those on the premises. Common chains of communication often include PA System, walkie-talkies, house phones, etc. Regardless of the mode, at least one system of consistent communication should exist for each area of the facility. **Please list the various modes of communication equipment available in designated shelter areas.**

Designated Shelter Area(s)	Communication Equipment	Person in Command
1.		1.
2.		2.
3.		3.

### TRAILER/MOBILE UNIT (PORTABLE CLASSROOMS)

Unless otherwise instructed, students and staff will remain in portables and follow Shelter in Place procedures. This School facility has \_\_\_\_\_ (*insert number*) portable classroom(s)

Portable Classroom)	Communication Equipment	Person in Command
1.		1.
2.		2.
3.		3.

## SCHOOL SAFETY PERSONNEL AND EQUIPMENT INVENTORY

1. # of School Police Officers:		Highest Ranking School Police Officer	
2. # of Non-Teaching Assistants (NTAs):			
3. # of NTAs Assigned to the Safety Deployment Plan:			
4. # of Surveillance Cameras:		# of Camera Monitors:	
5. Location of Camera Monitors:			
6. Camera Monitors are staffed by:			
7. # of SIRIS Machines & Location:			
8. # of Walkie-Talkies:			
9. # of Bull Horns & Location:			
10. Location of Automated External Defibrillator (AED)			
11. AED contact person in the school:			
12. Total # Classroom Phones:		# of Classroom Phones in need of repair:	
13. PA System Status: (Is it effective in an emergency?)			
14. School Clock & Bell Status:			
15. # of Exterior Doors:		# of Doors w/ Panic Bars:	# of Doors Designated for Entry & Exit:

**SAFETY EQUIPMENT ASSIGNMENT LIST**

<b>WALKIE-TALKIE #</b>	<b>ASSIGNED STAFF</b>	<b>LOCATION</b>

# SCHOOL WIDE DEPLOYMENT PLAN

(INSERT SCHOOL NAME & DATE)

	<b>Before School 7:00 – 8:00</b>	<b>Period ½ 8:00 – 9:30</b>	<b>Advisory 9:30 – 9:52</b>	<b>Period 3<sup>rd</sup> 9:52 – 10:25</b>	<b>Period 4<sup>th</sup> 10:25 – 11:25</b>	<b>Period 5<sup>th</sup> 11:25 – 11:55</b>
<b>PERIMETER/ YARD.</b>						
<b>CAFETERIA</b>						
<b>1<sup>ST</sup> FLOOR</b>						
<b>Stairway #1 Doorway #1</b>						
<b>2<sup>ND</sup> FLOOR</b>						
<b>Stairway #2 Lavatory #2</b>						
<b>3<sup>rd</sup> FLOOR</b>						
<b>Stairway #3 Lavatory #3</b>						
<b>4<sup>th</sup> FLOOR</b>						
<b>Stairway #4 Lavatory #4</b>						
<b>Fire Towers</b>						
<b>BASEMENT</b>						
<b>SAFE CORRIDOR</b>						

# INDIVIDUAL STAFF MEMBER DEPLOYMENT SCHEDULE

(INSERT NAME AND RESPONSIBILITIES)

NAME	
------	--

PERIOD	RESPONSIBILITY
Intake & Advisory 7:30am-8:16am	
1 <sup>st</sup> Period 8:19-9:07 48mins	
2 <sup>nd</sup> Period 9:10am-9:58am 48mins	
3 <sup>rd</sup> Period 10:01am-10:49am 48mins	
4 <sup>th</sup> Period 10:52am-11:40am 48mins	
5 <sup>th</sup> Period 11:43am-12:31pm 48mins	
6 <sup>th</sup> Period 12:34pm-1:22pm 48mins	
7 <sup>th</sup> Period 1:25pm-2:13pm 48mins	
8 <sup>th</sup> Period 2:25pm-2:55pm 48 mins	
Dismissal 3:04pm -3:30pm	

# SCHOOL SAFETY TEAM ROSTER

Incident Command System (ICS) and Key School Staff

<b>Assignment</b>	<b>Title/Name</b>	<b>ICS Team</b>
<b>Incident Commander</b> (Principal/Designee)	1.	COMMAND
	2.	
<b>Safety Officer</b> (Safety/Evacuation Coordinator)	1.	COMMAND
	2.	
<b>Liaison Officer</b> (Communications Coordinator)	1.	COMMAND
	2.	
<b>Operations &amp; Planning Officer</b>	1.	OPERATIONS /
	2.	PLANNING
<b>Student/Staff Accountability Coordinator</b>	1.	OPERATIONS
	2.	
<b>Parent/Child Reunification Coordinator</b>	1.	OPERATIONS
	2.	
<b>Building Operations Coordinator</b> (Building Engineer/Designee)	1.	LOGISTICS
	2.	
<b>Information Coordinator</b> (Recorder/Scribe)	1.	PLANNING
	2.	
<b>Team Descriptions</b>		
<p><b><u>COMMAND TEAM</u></b> is comprised of the Safety/Evacuation Coordinator, Communications Coordinator &amp; Logistics/Information Coordinator</p>	<p><b><u>OPERATIONS TEAM</u></b> manages response personnel, coordinates school response efforts, assists Commander in managing challenges of emergency/crisis.</p>	<p><b><u>LOGISTICS TEAM</u></b> identifies, coordinates, and manages, resources, supplies and equipment.</p>
<p><b><u>PLANNING TEAM</u></b> tracks available and needed resources, assesses emergent trends, and develops strategic action plans: Update Safety Plan, lead School Safety &amp; Community Policing initiatives, etc.</p>		

**ENLARGE & CLEARLY POST**

**THIS ROSTER IN THE MAIN OFFICE** (approx. 2.5 'x 2.08')  
**SAFETY TEAM MEETINGS**

Our School Safety Team will meet <b>MONTHLY</b> on		
<b>DAY</b>	<b>TIME</b>	<b>LOCATION</b>
Our School will host <u>THREE</u> <b>SCHOOL &amp; COMMUNITY PROBLEM SOLVING MEETINGS</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>

**\*Schools are required by State (PDE) to hold Safety Team Meeting Once (1) each month**

Training is essential for the successful implementation of the READINESS & EMERGENCY MANAGEMENT SCHOOL SAFETY PLAN. Use this chart below to list your tentative training schedule.

<b>MONTH</b>	<b>TRAINING TOPICS</b>	<b>AUDIENCE</b>		
		<b>Staff</b>	<b>Student</b>	<b>Parents</b>
<b>SEPT</b>				
<b>OCT</b>				
<b>NOV</b>				
<b>DEC</b>				
<b>JAN</b>				
<b>FEB</b>				
<b>MAR</b>				
<b>APR</b>				
<b>MAY</b>				



**VITAL INFORMATION**

<p>School District of Philadelphia</p> <h2 style="margin: 0;">VITAL INFORMATION</h2> <p><i>AT THE TIME OF AN EMERGENCY, HAND OFF THIS PACKAGE TO THE RESPONDING INCIDENT COMMANDER</i></p>			
PRINCIPAL:		SCHOOL PHONE NUMBER:	
PRINCIPAL CELL NUMBER:		SCHOOL FAX NUMBER:	
PRINCIPAL EMAIL:			
PRINCIPAL DESIGNEE		DESIGNEE CELL PHONE:	
ASSISTANT SUPT		BUILDING ENGINEER:	
LEARNING NETWORK OFFICE ADDRESS:		BUILDING ENGINEER CELL PHONE:	
NETWORK OFFICE PHONE:		NAME OF PERSON COMPLETING THIS PLAN	
SCHOOL START TIME:		SCHOOL DISMISSAL TIME:	
NUMBER OF STUDENTS		NUMBER OF STAFF	
CAMPUS SIZE IN ACRES:		BUILDING SQ. FOOTAGE:	
TRAILER/MOBILE UNIT POPULATION		TRAILER/MOBILE UNIT PHONE	

## **OFFICE RULES AND SCHOOL POLICIES**

- **VISITOR SCREENING PROCEDURES**
- **OFFICE PROCEDURES (HOURS, PARENT MEETING REQUEST)**
- **GENERAL ADMISSION & DISMISSAL PROCEDURES**
- **EARLY DISMISSAL PROCEDURES**

## **RESOURCE MAPS**

**CONTRACTED COMMUNITY PROVIDERS SCHOOL BASED RESOURCE MAP**

**Purpose:**

1. To create a snapshot that captures services available to reduce risk and increase protective factors for your students.
2. To examine the level of the student body’s “connectedness” to school, community, adults, programs, activities and/or peers;  
and
3. To provide a quick reference to determine the supports’ efficiency and effectiveness for future decision making.

Program Name	Frequency	Target Population	Focus	Method	Providers’ Service Capacity	# Served to Date
<b><i>TOTAL NUMBER OF STUDENTS CONNECTED TO A SCHOOL/COMMUNITY ACTIVITY</i></b>						

**STUDENT CLUBS PROGRAMS SCHOOL BASED RESOURCE MAP**

**Purpose:**

1. To create a snapshot that captures services available to reduce risk and increase protective factors for your students,
2. To examine the level of the student body’s “connectedness” to school, community, adults, programs, activities and/or peers,
3. To provide a quick reference to determine supports’ efficiency and effectiveness for future decision-making.

Program Name	Frequency	Target Population	Focus	Method	Providers’ Service Capacity	# Served to Date
<b><i>TOTAL NUMBER OF STUDENTS CONNECTED TO A SCHOOL/COMMUNITY ACTIVITY</i></b>						

## I. INCIDENT COMMAND SYSTEM (ICS) CHAIN OF COMMAND FOR SCHOOL BASED POSITIONS

I. INCIDENT COMMAND SYSTEM (ICS) CHAIN OF COMMAND FOR SCHOOL BASED POSITIONS				
ASSINGMENT	FULL NAME OF TEAM MEMBER	ALTERNATE TEAM MEMBERS	ICS TEAM	TRAINED & CERTIFIED (Y/N)
<b>Incident Commander</b> (Principal/Designee)		1. 2.	<b>Command/ Planning</b>	
<b>Safety Officer</b> (SPO/Designee)		1. 2.	<b>Command</b>	
<b>Liaison Officer</b> (Communication Coordinator)		1. 2.	<b>Command/ Liaison</b>	
<b>Operations &amp; Planning Officer</b>		1. 2.	<b>Operations /Planning</b>	
<b>Student/Staff Accountability</b>		1. 2.	<b>Operations</b>	
<b>Parent/Child Reunification Coordinator</b>		1. 2.	<b>Operations</b>	
<b>Building Operations Coordinator</b> (Building Engineer /Designee)		1. 2.	<b>Logistics</b>	
<b>Information Coordinator</b> (Recorder/Scribe)		1. 2.	<b>Planning</b>	

COMMAND POSTS	
INDOOR COMMAND POSTS & LOCATIONS:	Primary: Alternate:
OUTDOOR COMMAND POSTS & LOCATIONS:	Primary: Alternate:
LOCATION OF EMERGENCY KIT (“GO BAG”)	

## II. EVACUATION RALLY POINTS

II. EVACUATION-RALLY POINTS (300 feet/football field length away from the building) as designed by School Safety Team				
	RALLY POINT (1)	RALLY POINT (2)	RALLY POINT (3)	RALLY POINT (4)
<b>Location</b> (Where)				
<b>Grades/Flrs/Rms</b> (Who)				
<b>Marshall/Safety</b> Team Member				
DISTANT/REMOTE EVACUATION SITE(S) As assigned by the School District of Philadelphia (WHERE DO YOU GO?)				
SCHOOL NAME	Grade Levels:		Grade Levels:	
ADDRESS				
WHAT SCHOOL WILL YOU RECEIVE?				
INTERNAL EVACUATION LOCATION (Cafeteria, Gym, Auditorium, etc.)	Grade Levels:		Grade Levels:	
SCHOOL NAME(S)				

## III. SCHOOL FLOOR PLANS - UTILITY SHUTDOWN

III. SCHOOL FLOOR PLANS (Insert 8x11 Floor Plan – One floor per page)	
<b>Each Vital Information Packet must include your building's floor plan indicating the following: Classroom numbers, gas, main electric, water, and HVAC emergency shutoff locations and procedures:</b>	
DOES YOUR SCHOOL HAVE AN EMERGENCY GENERATOR?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, LOCATION OF GENERATOR:	

(INSERT SCHOOL UTILITY SHUT DOWN PROCEDURES)



**VI. SPECIAL NEED STUDENTS AND STAFF MEMBERS REQUIRING ASSISTANCE**

<b>VI. SPECIAL NEED STUDENTS/STAFF MEMBERS REQUIRING ASSISTANCE</b>				
	<b>NAME OF STUDENT/ STAFF MEMBER</b>	<b>ASSISTANCE REQUIRED</b>	<b>PERSON ASSIGNED TO ASSIST</b>	<b>ALTERNATE PERSON ASSIGNED TO ASSIST</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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21.				
22.				
23.				
24.				
25.				



## VII. PARENT-GUARDIAN-CHILD REUNIFICATION

<b>VII. PARENT/GUARDIAN/CHILD REUNIFICATION</b>	
<b>NAME OF PCR COORDINATOR:</b>	
NAME OF STAFF RESPONSIBLE FOR MAINTAINING REGULAR PCR UPDATED:	
INDOOR REUNIFICATION LOCATION:	
OUTDOOR REUNIFICATION LOCATION:	

## VIII. SCHOOL SCHEDULE AND ACTIVITIES

VIII. SCHOOL SCHEDULE & ACTIVITIES		
BELL SCHEDULE		
FIRST PERIOD	START/END TIME	: / :
2	START/END TIME	: / :
3	START/END TIME	: / :
4	START/END TIME	: / :
5	START/END TIME	: / :
6	START/END TIME	: / :
7	START/END TIME	: / :
8	START/END TIME	: / :
9	START/END TIME	: / :
10	START/END TIME	: / :

<b>LUNCH SCHEDULE/PERIOD(S)</b>		
<b>FIRST LUNCH</b>	<b>START/END TIME</b>	<b>: / :</b>
<b>2</b>	<b>START/END TIME</b>	<b>: / :</b>
<b>3</b>	<b>START/END TIME</b>	<b>: / :</b>
<b>4</b>	<b>START/END TIME</b>	<b>: / :</b>
<b>5</b>	<b>START/END TIME</b>	<b>: / :</b>
<b>6</b>	<b>START/END TIME</b>	<b>: / :</b>

**JOINT OCCUPANCY USERS**  
**(Early Childhood, Before & After School Programs/Activities)**

<b>Organization's Name:</b>	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

<b>Organization's Name:</b>	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

<b>Organization's Name:</b>	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	