



## ■ CODE CHARLIE

**When to call:** A student is out of control or presenting a danger to themselves or others.

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### Contact the Front Office

Use a **phone or walkie-talkie**. If neither works, send a student, volunteer, or another teacher with the message.

- YOU say: "Office, this is [your name]. I need assistance in [location]. Code Charlie."
- Office replies: "Copy that. Code Charlie in [location]. [Staff name] is on their way."

RETRY EVERY 2 MIN IF NO REPLY

INTERCOM AS BACKUP

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### Office Dispatches SCM Staff

Office puts out an all-call. Two SCM-certified staff respond (primary + secondary). Office also notifies the administrator.

- Office: "Available Code Charlie staff, please respond."
- SCM Staff: "Office, this is [name], responding to Code Charlie." / "...responding as second."

MINIMUM 2 RESPONDERS REQUIRED

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### Keep Others Safe — Room Clear if Needed

If the student is violent, **conduct a room clear** to protect staff and students. SCM-trained teachers may choose to de-escalate instead. Support roles: direct other students, move furniture, remove jewelry/watches.

ROOM CLEAR WHEN STUDENT IS VIOLENT

SCM TEACHER DECIDES THEIR ROLE

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### Physical Intervention — Last Resort Only

Non-violent crisis intervention requires **at least 2 people**. If an SCM EPSI is needed, call for an administrator. Physical intervention alone is only permitted if the child faces *imminent danger* and all other attempts have failed.

2-PERSON MINIMUM

ADMIN REQUIRED FOR EPSI

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### School Nurse Assessment

After any restraint or potential injury, the student must be seen by the **School Nurse** for medical attention and documentation support.

REQUIRED AFTER ANY RESTRAINT

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### Documentation & 48-Hour Team Debrief

**All involved staff complete documentation.** The IRT team meets within 48 hours to debrief and update the SCM plan. Administration handles parent communication and disciplinary action.

WITHIN 48 HOURS

ALL INVOLVED STAFF DOCUMENT

**Remember:** Never intervene physically alone unless a child faces imminent danger and all de-escalation attempts have failed. When in doubt — call for help first.



## CODE ECHO

**When to call:** A student is missing or attempting to elope. A child is "missing" when the supervising adult cannot locate them AND has not found someone who can. If the student leaves the building or is missing for **20+ minutes**, contact Base Security.

### 1 Verify the Student Is Missing

Contact the staff member last responsible for the student. *Example: if the student didn't arrive at Resource Room, contact their classroom teacher first.* Both staff must confirm before escalating.

CONFIRM WITH LAST RESPONSIBLE ADULT

### 2 Report to Front Office

Provide: **child's name, age, grade, clothing description, and when/where last seen.** If the child has a history of elopement, the office will prepare photo index cards (with parent permission) to distribute to the team.

NAME · AGE · GRADE · CLOTHING · LAST SEEN

### 3 Office Issues Coded All-Call + Email

Office broadcasts on walkie-talkie AND emails all permanent staff with the student's name and grade.

- Walkie-talkie: "Available staff, Code Echo. Repeat — available staff, Code Echo."
- Warning tone, then PA: "Del Shannon, Del Shannon, please report to [teacher name]'s classroom."
- Code is for GES permanent staff only — do not explain to visitors or community members.

### 4 All Staff: Check Your Area & Reply to Email

Look around your current location for unexpected students. Glance into the hallway. Then reply to the office email:

- "Student is with [Teacher Name] in [location]."
- "Student is not with [Teacher Name]."

### 5 IRT Responds — Report Under Main Stairs

Grab a walkie-talkie and report to the area under the main stairs. Team captain distributes **search location cards** and briefs the team.

					ET/LIBRARY	HALLWAYS/	SCHOOL
				MPR /	/NURSE/AD	FIRE ESCAP	EXTERIOR
PREK HUB	K/1 HUB	2/3 HUB	4/5 HUB	SPECIALS	MIN	ES/ROOF	OFF
							CAMPUS

### 6 Search & Communicate via Walkie-Talkie

Search your assigned area. If you locate the student, contact the **Team Captain** immediately by walkie-talkie or phone. The Team Captain coordinates from near the front office.

WALKIE-TALKIE COMMUNICATION THROUGHOUT



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### Student Found → Debrief in Front Conference Room

Team reconvenes in the **front conference room** for a quick debrief. If a physical escort is needed, the locating staff member calls the Team Captain for assistance.

FRONT CONFERENCE ROOM DEBRIEF

PHYSICAL INTERVENTION: LAST RESORT ONLY

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### Student NOT Found After 10–15 Minutes

Consult administration immediately. Next steps: **contact parents** and/or the **MPs (Military Police)**. If missing 20+ minutes or confirmed off-campus — **Base Security is called**.

20+ MIN OR OFF-CAMPUS → BASE SECURITY

ADMIN ESCALATION REQUIRED

**Quarterly Drills:** The IRT team practices Code Echo once per quarter. Frequent elopers are identified in advance and photos shared with team members. Physical intervention is last resort only (e.g., child running into traffic).