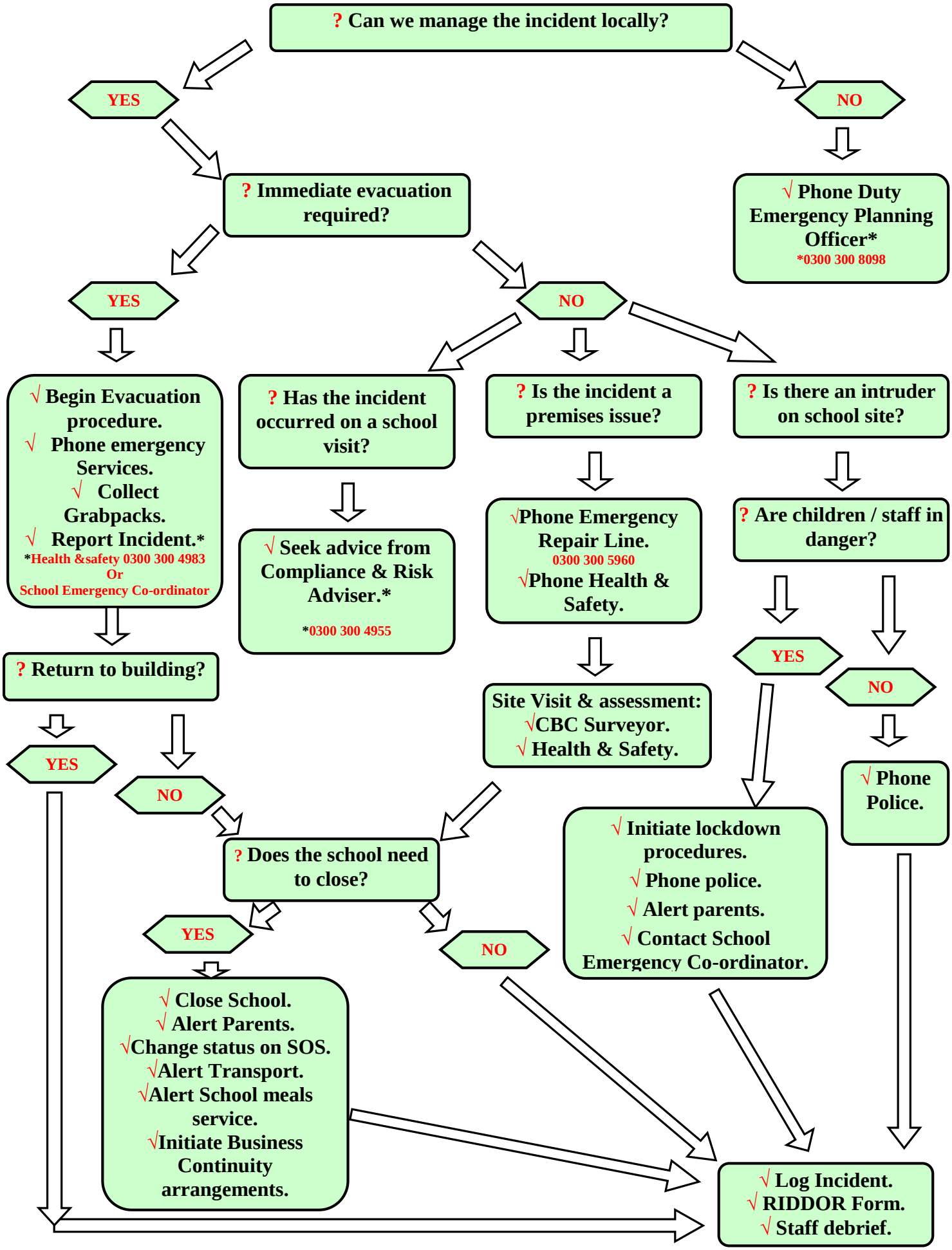SCHOOL EMERGENCY WORKFLOW