

# Comprehensive School Safety Plan SB 187 Compliance Document

**2018-19  
School Year**

**School:** Sun Empire Elementary School  
**CDS Code:** 10-73999-6007371  
**District:** Kerman Unified School District  
**Address:** 2649 N. Modoc Avenue  
Kerman, CA 93630  
**Date of Adoption:** September 2017  
**Date Approved by School Board:** August 2018

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Sun Empire Elementary 2649 N. Modoc Ave Kerman CA, 93722.

### **Safety Plan Vision**

It is the goal of all staff of Kerman Unified School District to provide a nurturing, safe and secure learning environment for all students, staff, families and community.

The following is a listing of some of the safeguards in place at Sun Empire to ensure student safety during the regular school day as well as for our FRESH after school program:

Sun Empire Parent-Student Handbook is updated annually with input from staff and parents to provide appropriate guidelines and information regarding student behavior, dress, character, and safety.

The School Map is posted in each room and updated annually for exit routes, shut-offs, and emergency supplies.

District disaster preparedness procedures and supplies are reviewed annually.

Site safety inspections are ongoing and conducted formally on a monthly basis by lead custodian and site administration. Findings are shared with appropriate staff.

Training is provided annually for all staff regarding bloodborne pathogens, sexual harassment, requirements of child abuse reporting, and safety drills.

Gates, except for the ones into the parking lot, remain locked during school hours.

We have a procedure by which we notify staff of an intruder on campus, and practice drills in case of an intruder.

Communication with office personnel is facilitated by two-way radios used by custodial staff, office staff, yard duty personnel, principal, and assistant principal. There is an office check-in for visitors. They get a sticker or badge. Staff who see someone on campus without one notify the office. Staff also notify the office even if they see someone in front of the school.

Students are reminded annually about personal safety and letting adults know if they have seen or heard something that may be cause for concern.

Site and district staff wear identification badges.

There is regularly scheduled practice for safety drills: fire, duck and cover (earthquake), and lock down.

Yard supervision schedules are posted and updated as needed.

All teachers walk their students to the pick-up area/buses at the end of the day.

Some staff have received special training in crisis prevention/intervention.

Students are expected to treat others with respect and sensitivity. The Sun Empire character education program emphasizes qualities such as respect, responsibility, self-control, honesty, kindness, and citizenship.

Special programs help students learn positive, responsible leadership, and communication. Peer Mediators are on campus to help students learn to resolve conflicts that may arise. Community Service Team provides a positive way to help others. Student Council teaches leadership and citizenship.

The school psychologist provides help and social skills groups to assist students in building interpersonal skills.

When students are disciplined, Sun Empire staff go beyond providing consequences; we teach appropriate ways of behaving.

When the principal is off campus, the assistant principal is the administrator in charge.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Safety Committee**

The Safety Committee is comprised of site principal, assistant principal, custodial staff, teachers, and parents.

### **Assessment of School Safety**

Kerman Unified School District has a "Safe Schools Plan of Action" in compliance with the District's expectations and procedures. Parents and visitors must sign at the front office to get access to our campus. Classified and Certificated staffs are used to supervise and monitor our students. The school Administration and where available, Campus Security/On Campus Liaison are monitoring recesses and lunch times as well as before and after school.

Additionally, the school site council sets annual goals to improve safety. Site administrator and site lead custodian conduct safety walkthroughs.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

1. All students and staff members are provided a safe teaching and learning environment.
2. All students are safe and secure while at school and to and from school.
3. District programs and approved community resources are made available to parents and students
4. School provides the educational environment where students, parents, staff, and community members are notified in a manner that is respectful.
5. Safety is discussed at our School Site Council meetings in order to ensure implementation of safety strategies or discuss additional concerns.
6. Extremely secured campus, highly monitored and records are kept of individuals that visit our school.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

1. All suspected child abuse incidents are reported to the county department of social services; child protective services.
2. Each incident is telephoned as well as put on the Social Service Suspected Child Abuse Report (SS8572 rev.7-87) form and faxed before the employee leaves for the day.
3. Police notification by Child Protective Services or school notifies police per directive of Child Protective Services.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### **Disaster Plan (See Appendix C-F)**

The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.
- B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

**Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

Refer to the Student Parent Handbook

**(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Whenever a student is identified as violent or dangerous per E.C. 49079 the teacher will be informed by the Site Administration. The teacher shall keep this information in confidence and must not further disseminate it. However, if the teacher believes that the student is improperly placed (or is an immediate danger) these opinions (and related observations) should be shared with the Site Administration immediately. The Student Study Team, and/or District SARB should be used for referral or added support in such cases. The district office will insure that all appropriate actions are taken to identify, notify and support necessary interventions with regard to violent or dangerous pupils.

**(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Kerman Unified School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the Site Principal and/or the District Office. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: Kerman Unified School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students will be held to the Kerman Unified School District Dress Code Policy. Students who violate the dress code policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294. 1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Refer to the Student Parent Handbook for additional information regarding dress code.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Kerman Unified School District has in place procedures and steps to follow in case of an emergency.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Health & Safety

**Opportunity for Improvement:**

Staff and volunteers must keep current with first aid and CPR training. In addition, the school has insufficient classroom first aid, biohazard handling and disposal, and supplies.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To provide a first response to medical emergencies within the limits of training and to protect staff, volunteers and students from bio-hazardous materials.	Provide first aid, CPR and blood-borne pathogen training for staff, and purchase and maintain classroom first aid, biohazard handling and disposal, and supplies.	Funding	Principal, with support from school health aid and district nurse.	Monitor and review at the beginning of each school year.

**Component:**

Health and Safety

**Opportunity for Improvement:**

All emergency and first aid supplies are located in the school office.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide the site with sufficient supplies to support students and staff in an emergency.	Purchase sufficient supplies and storage units for the site and store in rolling storage container in the health aid office.	Support from the school nurse and district funding.	Principal, with support from the site health aid and the district nurse.	Check contents of storage unit at the beginning of each year and refill as needed.

**Component:**

Bullying and Harassment

**Opportunity for Improvement:**

Educate staff on addressing bullying incidents.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To eliminate bullying and harassment among our students.	Engage staff and faculty to review, select and implement a program or curriculum to address the problems of bullying and harassment.	Funding	Principal, with the help of the assistant principal and school psychologist.	Train our paraprofessionals and support staff.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Sun Empire Elementary School Student Conduct Code**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**Conduct Code Procedures**

Refer to the Student Parent Handbook

**(J) Hate Crime Reporting Procedures and Policies**

Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The school site safety plan will be reviewed, evaluated, and approved by the School Site Council each year. It will also be shared with the staff for review. Any changes/amendments in the plan must be approved by the School Site Council.

**Safety Plan Appendices**

## Emergency Contact Numbers

### Utilities, Responders and Communication Resources

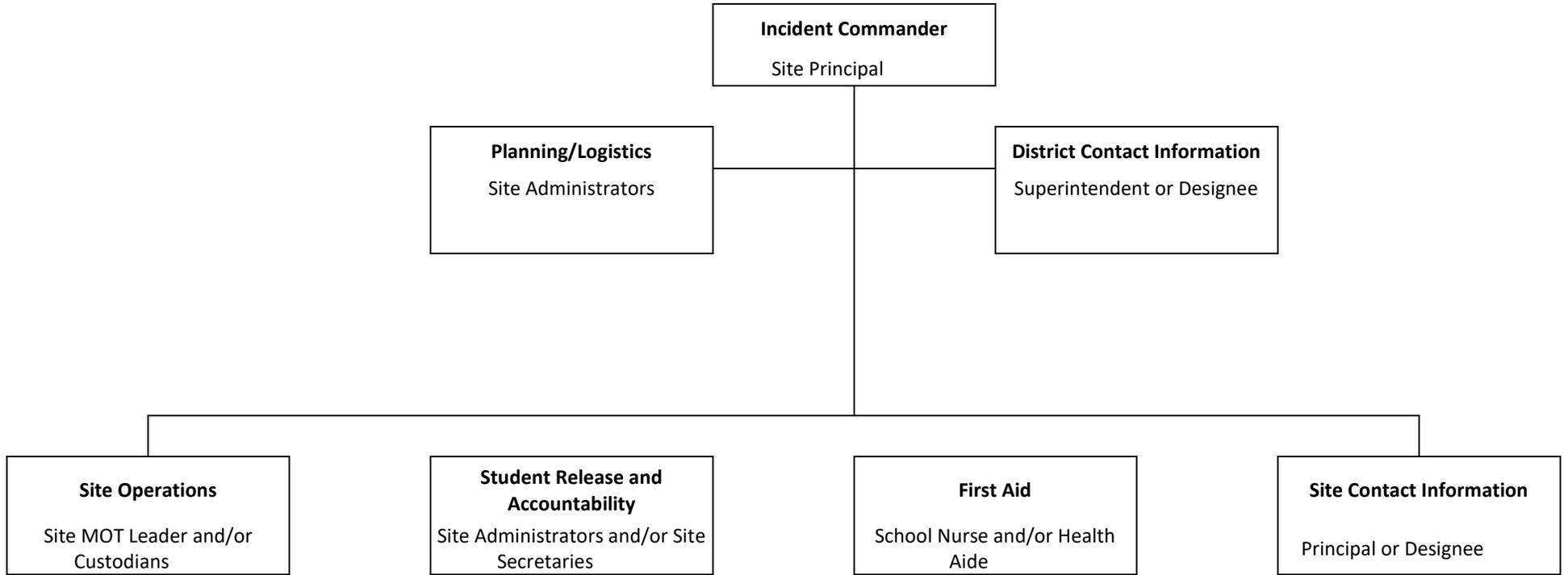
Type	Vendor	Number
School District	Superintendent – Robert Frausto	(559) 843 - 9016
School District	Assistant Superintendent Personnel – Mark Ruiz	(559) 843 - 9003
School District	Assistant Superintendent CBO – Kraig Magnussen	(559) 843 - 9004
School District	Assistant Superintendent Educational Services – Pam Millspaugh	(559) 843 - 9026
School District	Director State & Federal Programs – Gordon Pacheco	(559) 843 - 9051
School District	Director Pupil Personnel Services – Jim Volkoff/Melissa Andresen	(559) 843 - 9036
School District	Director Maintenance & Operations – Stephen Frankian	(559) 843 - 9031
School District	Director of Information & Technology – Margarita Aguilar	(559) 843 - 9081
School District	Principal Kerman High School – Pam Sellick	(559) 843 - 9701
School District	Principal Kerman Middle School – Margaret Nichols	(559) 843 - 9601
School District	Principal Goldenrod Elementary School – Mandi Guizar	(559) 843 - 9501
School District	Principal Kerman Floyd Elementary – Gabe Melgoza	(559) 843 - 9401
School District	Principal Liberty Elementary School – Sandeep Jaspal	(559) 843 - 9301
School District	Principal Sun Empire Elementary – Diane Lira	(559) 843 - 9201
School District	Principal Enterprise High School – Rebecca Sanchez	(559) 843 - 9581
Law Enforcement	Kerman Police Department	911 / (559) 846 - 8800
Law Enforcement	Fresno County Sheriff’s Department	911 / (559) 488 - 3111
Law Enforcement	California Highway Patrol	911 / (559) 441 - 5400
Fire Department	North Central Fire Department	911 / (559) 275 - 5531
Paramedics	American Ambulance	911
Hospitals	Fresno Community Medical Center	(559) 459 - 6000
Hospitals	Valley Children’s Hospital	(559) 353 - 3000

**Safety Plan Review, Evaluation and Amendment Procedures**

Each Site will review and discuss the Safety Plan with staff prior to reviewing and discussing the Safety Plan with their School Site Council. The Safety Plan will be updated and approved prior to March 1st of each year for the following school year.

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Plan reviewed at the Staff Meeting	September/October 2015 January/February 2016	Meeting notes and sign in sheet are maintained in a binder in the principal's office. Copies are also sent to the Curriculum, Instruction, and Assessment Department.
Safety Plan reviewed at the School Site Council Meeting	January/February 2016	Meeting notes and sign in sheet are maintained in a binder in the principal's office. Copies are also sent to State and Federal Programs.

**Sun Empire Elementary School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of seven functions:

#### **Incident Commander**

The incident commander will oversee any school emergencies and relay any needed information to the District Office and parents. Parents will be kept informed via the Connect Ed system.

#### **Planning/Logistics**

The planning/logistics team will be lead by the assistant principal. This team will evaluate each emergency drill to determine how it can be improved so that the school is well prepared for any real emergencies.

#### **District Contact Information**

The District Office will be kept informed of the situation and relay any needed information to the appropriate agencies.

#### **Site Operations**

The lead custodian will take charge of any site operations as needed.

#### **Student Release and Accountability**

The senior secretary and attendance secretary will be in charge of student release and accountability.

#### **First Aid**

The LVN and health clerk will be in charge of any needed first aid until any outside services arrive.

#### **Site Contact Information**

The site contact information will be the number in which parents can call to find out updated information. Parents will be kept informed via the Connect Ed system with information as to where to call for updates.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

- 1) Call 911
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary.
- 3) Take roll and report results to the Principal/Incident Commander.

### **Animal Disturbance**

- 1) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary.
- 2) If possible, the Site Custodian may assist in securing the animal. The animal may be confined to a secured area until it is removed from campus by the City Animal Control Unit.
- 3) Take roll and report results to the Principal/Incident Commander.

### **Armed Assault on Campus**

- 1) Call 911
- 2) Institute Lockdown Procedures
- 3) Remain on Lockdown until "All Clear" is instituted by Police and/or Law Enforcement Personnel.

### **Biological or Chemical Release**

- 1) If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - All students and staff are to remain indoors.
  - Turn off all heating and ventilation systems (HVAC).
  - All windows should be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

- 1) If you become aware of potentially hazardous pesticide exposure, notify the office immediately. Render first aid as necessary.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
  - Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - Direct all heating and ventilation systems (HVAC) to be shut down.
  - Direct all windows to be closed.

## **Bomb Threat/ Threat Of violence**

- 1) The person receiving the threat should attempt to keep the caller on the phone, stall by saying "Sorry, I can't hear you", etc. Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it is going to explode if possible to gain as much information for Police.
- 2) Contact the office and the Principal/Incident Commander.
- 3) DO NOT use radios or cellular telephones.
- 4) If deemed necessary, Incident Commander will call for evacuation.
- 5) An organized search of the campus may be conducted under the direction of the Principal/Incident Commander or Law Enforcement Agencies.
- 6) In the event that a suspicious object is located, all personnel should be kept clear of the area until Law Enforcement Agencies have evaluated the conditions.
- 7) Return to your normal routine only when the Principal/Incident Commander and the Law Enforcement Agencies are confident that any threat has passed.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Scenario 1 – Earthquake**

- 1) Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
- 2) The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
- 3) The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
- 4) The bus driver should check students for any injuries and provide first aid, as appropriate.
- 5) In the event the bus is disabled, the driver and students should stay in place until help arrives.
- 6) The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
- 7) The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
- 8) If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
- 9) If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
- 10) The bus driver is responsible for all students who board the bus throughout the emergency.

### **Scenario 2 – Serious Accident or Bus Fire**

- 1) The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
- 2) In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
- 3) The bus driver will immediately call 911 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
- 4) The bus driver should check students for injuries and provide appropriate first aid.
- 5) The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
- 6) The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
- 7) The bus driver is responsible for accounting for all students throughout the emergency.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

- 1) The teacher, or staff member in authority, will implement action, "DUCK, COVER AND HOLD." Stay inside building until the shaking stops.
- 2) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- 3) Do not use telephones.
- 4) Implement action, "LEAVE BUILDING." Over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
- 5) Avoid touching electrical wires and metal objects such as chain link fences.
- 6) Render first aid if necessary.
- 7) Take roll and report results to the Principal/Incident Commander.
- 8) Activate a buddy system and determine needs of neighboring classrooms. Listen for directions.
- 9) Principal/Incident Commander to request assistance through school district channels. Notify the District Emergency Operations Center of any breaks in utility lines.
- 10) The Superintendent/Designee will determine the feasibility of closing the school, based on the report of the Principal/Incident Commander

### **B. IF OUTSIDE SCHOOL BUILDINGS:**

- 1) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- 2) The safest place is in the open. Stay there until the earthquake is over.
- 3) DO NOT RUN! "DROP AND TAKE COVER!"
- 4) Follow procedures 3 through 10 under "Inside School Building."

## **Explosion or Risk Of Explosion**

- 1) DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
- 2) If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by Principal/Incident Commander
- 3) When directed, evacuate.
- 4) If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
- 5) Render first aid as necessary.
- 6) Take roll and report results to the Principal/Incident Commander.
- 7) If possible, fight small fires without endangering life.

## **Fire in Surrounding Area**

- 1) Sound the school alarm and evacuate building.
- 2) Notify the office and Principal/Incident Commander.
- 3) Assemble at the pre-designated area (refer to evacuation map).
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and ancillary rooms for staff and students.
- 7) If it is possible for adults to fight small fires without endangering life and/or causing injury, do so by using the fire extinguisher.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Take roll and report results to the Principal/Incident Commander. No one should leave the area until instructed to do so.
- 10) In the event of a fire near the school, the Principal/Incident Commander shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

- 1) Sound the school alarm and evacuate building.
- 2) Notify the fire department by dialing 911.
- 3) Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and training rooms for staff and students.
- 7) If it is possible for adults to fight small fires without endangering life and/or causing injury, do so.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Keep access roads open for emergency vehicles.
- 10) Take roll and report results to the Principal/Incident Commander. No one should leave the area until instructed to do so.
- 11) Notify the Superintendent/Designee. The principal will recommend to the Superintendent/Designee whether further action such as the EVACUATION OF SCHOOL should be implemented.
- 12) Notify utility companies of a break or suspected break in their lines.
- 13) After a serious fire, Fire Department officials and maintenance personnel should determine whether the building is safe before students and staff returns.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a Civil Agency (police or fire). If access to the Internet is available, the National Weather Service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe.
- 4) Move students to pre-designated areas if an evacuation is ordered.
- 5) Take roll and report results to the Principal/Incident Commander
- 6) The Principal/Incident Commander may initiate the following emergency actions:
  - Dismiss school
  - Leave campus and move to a safe place

### **Motor Vehicle Crash**

- 1) Call 911 to report the crash.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Consult with District Office and Emergency personnel for further direction and coordinate as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

- 1) The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
- 2) The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
- 3) The Crisis Intervention Team will provide direct intervention services for students and staff.
- 4) The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
- 5) The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

**Unlawful Demonstration or Walkout**

- 1) The School Administrator will contact the District Superintendent for direction.

**District Board Policies**

**Emergency Evacuation Map(s)**