

Maple Creek School District

SB 187

Comprehensive School Safety Plan Process & Templates

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Fall 2010

Preface

The Comprehensive School Safety Plan Process & Templates is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be an electronic or hard copy Safety Plan.

The template is to be used as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.

It is *NOT* intended to be a “grab and go” guide in an actual emergency.

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SB 187: School Safety Plan

Introduction

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

1. An assessment of the school climate in relation to the current status of crimes committed on campus and at school related functions will be completed. The assessment will be performed by the School Safety Planning Committee of the School Site Council and the School Site Council or equivalent. Safety goals for the upcoming school year will be formulated based on the findings of this assessment,
2. The annual review and evaluation of the School Comprehensive Safety Plan is certified by the members of the School Safety Planning Committee, the School Site Council President, and the School Principal. It will then be presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:
 - Child Abuse reporting procedures
 - Policies pursuant to Education Code 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
 - Procedures to notify teachers and counselors of dangerous students
 - Sexual Harassment Policy
 - Safe ingress and egress to and from school
 - Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning
 - Dress Code
 - Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.

IMPLEMENTATION OF PLAN

The written plan will be distributed to all departments and will be made available to all staff, students, parents and the community to review in the main office.

Chapter 2

School Safety Planning Committee

The School Site Council is responsible for developing the School Site Safety Plan or for delegating the responsibility to a School Safety Planning Committee. Ed. Code 35294.1

The School Site Safety Committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294.1), and other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

Representative from the local law enforcement agency

School Resource Officers

Guidance counselor

Special Education Department Chairperson

One or more key community service providers

Student representative(s)

Disciplinary team member

Staff leaders

Additional parent representatives

**Maple Creek School
Safety Plan Signature Page
2010 - 2011**

The undersigned members of the Maple Creek School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Representative

Classified Association Representative

Parent Representative

Law Enforcement Representative

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

Mental Health Data

State, District or Site Surveys (such as the Youth Risk Behavior Survey)

Disciplinary Data

Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

Based on data analysis, the School Safety Planning Committee identifies one or two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported upon.

Maple Creek School Safety Plan Goals - 2010 - 2011

GOAL 1: 100% of the members of the MCS campus site will respond appropriately to emergency situations including those related to fire, earthquakes, lockdowns and shelter-in-place as demonstrated by successful participation in emergency exercises.

Strategy 1.1: Regular planning and strategy meetings will be held.

Strategy 1.2: All staff and students will receive training regarding actions to be taken during emergency situations on the campus.

Baseline Data Goal 1: All staff and students on site during an emergency will respond in an appropriate and safe manner.

Assessment 1.1: Quarterly meetings will be held.

Assessment 1.2: An exercise will demonstrate that 100% of students on site during an emergency will respond in an appropriate and safe manner.

Goal 2: Insure that emergency vehicles are able to find the school.

Strategy 2.1 Road signs will be placed on Kneeland Rd., Butler Valley Rd., Maple Creek Road and Fickle Hill Rd.

Evaluation Goal 1: Meetings and safety information were given to staff throughout the 2011-2012 school year. Students participated in 13 safety exercises. Evaluation: 06/14/2012, School Site Council

Evaluation Goal 2: Road signs are in place on Kneeland Road, Butler Valley Road, Maple Creek Road and Fickle Hill Road. Evaluation: 06/14/2012 School Site Council

Goal 3: Have children's clothing in the emergency containers.

Strategy 3.1: Obtain donated clothing.

Assessment 3.1: Take inventory of donated items.

Evaluation goal 3: No clothing has been donated 06/14/2012. SSC members will make an effort to collect clothing for the Fall of 2012

Goal 4: Add cyberbullying policy to MCSSP.

Stratey 4.1: Recommend the Board to adopt a cyberbullying policy.

Assessment 4.1: Have a cyberbullying policy in the MCSSP for the Fall of 2012

Evaluation goal 4: The Board adopted a cyberbullying policy Winter 2013

Evaluation goal 3: Two sets of rain boots and one sleeping bag has been donated - 01/2013. SSC members will make an effort to collect clothing for the Fall of 2013

Goal 5: Create a warning system for person/persons entering school grounds.

Strategy 5.1 Install a motion sensor at the gate

Assessment 5.1 Staff responds in an appropriate manner to motion sensor drill

Chapter

4**Policies and Procedures****Mandated Policies and Procedures**

The School Safety Planning Committee has reviewed the site safety plan and made necessary updates and revision. The safety plan must include the following components: (Ed Code 35294.2)

- ❑ Child abuse reporting consistent with Penal Code 11164.
- ❑ Policies pursuant to Educational Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
- ❑ Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079.
- ❑ A sexual harassment policy pursuant to Education Code 212.6.
- ❑ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school.
- ❑ The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 (5411-discipline) in order to create a safe and orderly environment conducive to learning at school.
- ❑ If the school has adopted a dress code prohibiting students from wearing “gang-related apparel”, the provisions of that dress code.
- ❑ Routine and Emergency Disaster Procedures that include:
 - Emergency and Disaster Preparedness Plan
 - Fire Drills
 - Bomb Threats
 - Earthquake Emergency Procedure System
 - Transportation Safety and Emergencies

As the team reviews the following mandated components, critical questions to review include:

- What is the policy or procedure?
- How are staff, students and/or parents notified that this policy exists?
- How are staff, students and/or parents notified relative to a specific incident?
- What staff/student and parent training(s) have been completed?
- What additional trainings are needed?

Child Abuse Reporting

A. Definition of Child Abuse

Child abuse means a physical injury that is inflicted upon a child by another person and such injury is other than accidental. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in out-of-home care.

1. Child Abuse
 - a. Injury inflicted by another person.
 - b. Sexual Abuse.
 - c. Neglect of child's physical, health, and emotional needs.
 - d. Unusual and willful cruelty; unjustifiable punishment.
 - e. Unlawful corporal punishment.
2. Not Considered Child Abuse

- a. Mutual affray between minors

- b. Injury caused by reasonable and necessary force used by a peace officer:
 - To quell a disturbance threatening physical injury to a person or damage property
 - To prevent physical injury to another person or damage to property
 - For the purposes of self-defense
 - To obtain possession of weapons or other dangerous objects within the control of a child
 - To apprehend an escapee

B. Mandated Child Abuse Reporting

- a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.

- b. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report.

The telephone call must be made immediately or as soon as practicably possible by telephone, within 24 hours.

AND

A written report must be sent within 36 hours of the telephone call to the child protective agency.

C. Sexual Activity

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and administrator to determine if particular provisions under this section are current and in effect.

- a. Involuntary sexual activity is always reportable.

- b. Incest, even if voluntary is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews and adopted children. (Family Code § 2200).

- c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

- a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.
- b. Partner is 14 years or older, lewd & lascivious acts committed by a partner of any age or if the partner is the alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

- a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship there is unlawful sexual intercourse with a partner older than 21 years.
- b. There are lewd and lascivious acts committed by a partner more than 10 years older than the child.
- c. The partner is the alleged spouse and over 21 years of age.

Reportable Sexual Activity if the Child is 16 or 17 years and:

- a. The partner is less than 14 years of age.
- b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship.
- c. The partner is the alleged spouse and there is evidence of an exploitative relationship.

Reportable Sexual Activity if the Child is under 18 years:

- a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

- a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.
- b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.
- c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Family & Children's Services (DFCS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

D. Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

E. Child Abuse Reporting

- a. As well as the Education Code employees are answerable to Fremont Unified School Board Policies 5141.4 and 5141.41 (see Appendices pp.112-119)
- b. Child Abuse Reporting Number: (510) 259-1800

F. Staff Training

- a. Personnel new to the District receive Child Abuse Identification and Reporting Procedure training as a routine part of their new-teacher orientation held in August of each School Year and also receive a handbook with an outline of the procedure.
- b. All Adult School personnel review the Child Abuse Reporting Procedure annually at the annual orientation each September at the beginning of the new School Year.

Suspension and Expulsion Policies

Grounds for suspension which fall under Education Code 48900

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes,

smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription medications.

- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit sexual assault.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

A pupil may not be suspended or expelled for any of the acts listed above unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:

- a. While on school grounds.
- b. While going to or coming from school.
- c. During the lunch period, whether on or off the campus.
- d. During, or in route to and from, a school sponsored activity.

Expulsion Policies under Education Code 48915:

The principal shall recommend the expulsion of a pupil for any of the following committed at school or school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:

- a. Causing serious physical injury to another person, except in self-defense.
- b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- c. Unlawful possession of any controlled substance, as defined under Ed. Code.
- d. Robbery or extortion.
- e. Assault or battery on any school employee, as defined in Sections 240 and 242 of the Penal Code.

Mandatory Recommendation for Expulsion

The principal, or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- b. Brandishing a knife at another person
- c. Unlawfully selling a controlled substance as defined by Education Code
- d. Committing or attempting to commit a sexual assault as defined in the Education Code

Staff Training

- a. Personnel new to the District receive training on the Suspension and Expulsion Policies as a routine part of their new-teacher orientation held in August of each School Year and also receive a handbook with an outline of the procedure.
 - b. All Adult School personnel review the Suspension and Expulsion Policies annually at the annual orientation each September at the beginning of the new School Year.
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Staff Notification of Dangerous Students

A. California Education Code Section 49079 requires that information the District receives about its pupils from a law enforcement agency must be shared with his/her teachers. Students who have or who are reasonably suspected of having violated Section 48900 [except (h)], 48900.2, 48900.3, 48900.4, or 48900.7 fall into this category. At Fremont Adult School, teachers receive copies of all school suspensions and have access to student records for events at other sites.

B. Staff Training

- a. Personnel new to the District receive Student Discipline training as a routine part of their new-teacher orientation held in August of each School Year and also receive a handbook with an outline of the procedures.

CA Codes (edc:48900-48926) EDUCATION CODE

SECTION 48900-48926

48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other Dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a Firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - 1) While on school grounds.
 - 2) While going to or coming from school.
 - 3) During the lunch period whether on or off the campus.
 - 4) During, or while going to or coming from, a school sponsored activity.
- q. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

48900.2.

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3.

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4.

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7.

a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

(b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Sexual Harassment Policy

A. Definition

“Sexual Harassment includes ‘unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature,’ when **any of four conditions** are met:

Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education;

Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person’s education;

The conduct or communication has either the purpose or effect of ‘substantially interfering’ with a person’s education;

The conduct or communication creates an ‘intimidating, hostile, or offensive’ educational environment.”

B. Policies Pertaining to Sexual Harassment

Board Policies 4119, 5114.1(See BP & AR pp.128-135)

1. Student vs. Student
2. Student vs. Staff Member
3. Staff Member vs. Student
4. Staff Member vs. Staff member
5. Knowledge of Student-to-Student or Staff-to-Student Sexual Harassment

C. Staff Training

- a. Personnel new to the District receive training on the Sexual Harassment Policies as a routine part of their new-teacher orientation held in August of each School Year and also receive a handbook with an outline of the procedure..
- b. All Adult School personnel review the Sexual Harassment Policies annually at reorientation each September at the beginning of the new School Year.

Procedures for Safe Ingress and Egress

Beyond planning for daily ingress/egress routes and emergency evacuation routes, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

A. Schools must include plans for:

- Identifying the population of people with disabilities
- Determining proper signage and equipment
- Training staff to assist individuals with disabilities
- Coordinating with emergency response personnel

B. Planning

It is recommended that schools identify the location of potential evacuation sites based on the potential circumstances that may cause movement/relocation of the school population in the event of an emergency.

On-Campus Evacuation/Assembly Location

See site map p. 148

Off-Campus Evacuation/Assembly Location

The following sites have been identified as sites that could potentially house the Maple Creek School staff and students during an emergency:

1. Blue Lake Elementary
2. Carlene Coglaiti

Provide the addresses of at least two off-campus locations that have agreed to provide an assembly area for your school population.

Primary Off-Site Evacuation/Assembly Location

Organization	Blue Lake Elementary
Address	631 Greenwood Ave. Blue Lake, Ca 95525
Contact	Paula Wyant-Kelso
Phone Number	707-668-5674
Date of Agreement	08/25/2010

Secondary Off-Site Evacuation/Assembly Location

Organization	Carlene Coglaiti
Address	14101 Maple Creek Rd. Korbel 95550
Contact	Carlene Coglaiti
Phone Number	599-0181 or 668-5550
Date of Agreement	August 10, 2010

In the event of an airborne chemical or biological release, it is safest for students and staff to remain indoors at the school site.

Follow the “Shelter-in-Place” procedures outlined on page 123

C. Staff Training

- a. Personnel new to the District receive training on the emergency procedures as a routine part of their new-teacher orientation held in August of each School Year and also receive a handbook with an outline of the procedure..
- b. All Adult School personnel review the emergency procedures annually at reorientation each September at the beginning of the new School Year.

D. Daily Ingress/Egress Routes

A map of the daily ingress/egress routes is located on page 148

E. Emergency Evacuation Route

See page 148 for emergency evacuation routes.

School Discipline

A. Statement of Rules and Procedures on School Discipline

Education Code 44807:

“Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.”

B. Notification to Students and Parents

Education Code 35291:

- a. Parents and students shall be notified of the District and school site rules pertaining to student discipline at the beginning of the first semester, and at the time of enrollment for students who enroll thereafter.
- b. The discipline policy shall be reviewed annually with input from the discipline team, site administrators, campus security, staff, students, and parents.

C. Site Discipline

For Site and District Discipline Policies see pp. 120-127

D. Staff Training

- a. Personnel new to the District receive training on the District Discipline Policies as a routine part of their new-teacher orientation held in August of each School Year and also receive a handbook with an outline of the procedure..

Routine and Emergency Disaster Procedures: Drills

Earthquake Drills

The earthquake emergency procedure system shall, but not be limited to, all of the following:

A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs

A drop procedure: As used in this article, “drop procedure” means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Protective measures to be taken before, during, and after an earthquake must include a program to ensure that the students and the certificated and classified staff are aware of, and have properly trained in, the earthquake emergency procedure system.

(Code of Regulations, Section 35297)

Whenever an earthquake alarm is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

DUCK, or **DROP** down on the floor

Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.

HOLD onto the furniture and be prepared to move with it.

STAY in this position for at least one minute or, in a real situation, until shaking stops.

Evacuation: An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]). Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non-hazardous alternate routes may be needed. Practice evacuation using alternate routes to the assembly areas. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/first responders. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

Standards for a Successful Earthquake Drill:

1. All staff and students can hear the Earthquake Alarm
2. Immediately after the earthquake alarm sounds, all students, teachers and other employees shall:

DUCK, or **DROP** down on the floor.

Take COVER under a sturdy desk, table or other furniture with backs to the windows.

Protect head and neck with arms.

HOLD onto the furniture and be prepared to move with it.

Evacuations shall occur when directed over the loud speaker by the Principal/designee. When evacuations are included as part of the drill, appropriate non hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc, shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee so a search for missing students can be located. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Fire Drills

Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year at all high schools and the Adult School.

(Code of Regulations, Title 5, Section 550)

1. Whenever the fire alarm is given, all students, teachers and other employees shall immediately leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
3. Evacuation areas will be established away from fire lanes.
4. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.
5. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with the Superintendent/designee.

Standards for a Successful Fire Drill:

1. All staff and students can hear the Fire Alarm.
2. Orderly evacuation begins immediately and is completed within **5** minutes of the initial alarm, with minimal congestion at exit gates.
3. Teachers and students are staged in an orderly fashion away from fire lanes.
4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.
5. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Code Red/Lockdown Drills

For sites that have had Code Red Training™, conducting a Code Red Lockdown Drill initially involves more pre-planning and organization than conducting other drills. Middle and high schools should conduct an annual drill, which should take no longer than 40 minutes and impact class time by 20 minutes. Elementary schools should conduct drills every other year (or annually, if the local police department has the resources to support the drills). Drills need to be scheduled with your School Resource or Liaison Officers.

There are a number of steps that are recommended in the Code Red Training in order to successfully conduct your drill. They involve:

1. Conduct a staff meeting. Plan on a 20 minute timeframe to review expectations and standards in terms of:
 - a. Locking doors
 - b. Covering windows
 - c. Turning off lights
 - d. Building barricades
 - e. Reviewing classroom and all clear procedures
 - f. Reviewing off site evacuation locations.
2. Send a follow-up reminder memo to staff
3. Organize the assessment team. This also provides an excellent opportunity for the site Critical Response Team to work together with police participants in the drill.
4. Conduct the assessment.
5. Complete follow-up tasks.
6. See District Lockdown Procedures p.136

Code Red Drill Assessment Sheet

Team Member _____

Building _____

Room	Door Barricade	Windows Covered	Lights	Interior Barricade	Teacher/Students behind Barricade	PE at Gates	Evacuation Yes/No	All Clear

Routine and Emergency Disaster Procedures: Overview

The Basic Plan

The Basic Plan addresses the Maple Creek School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. The Basic Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing Fremont Unified School District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of Alameda County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

Objectives

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).

- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.
- Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

Authorities and References

State of California

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed
- When a state of emergency is proclaimed
- When a federal disaster declaration is made

The law has two ramifications for School District employees: It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

1. When pressed into disaster service, employees’ Workers’ Compensation Coverage becomes the responsibility of state government (OES), but the school pays their overtime pay. These circumstances apply only when a local or state emergency is declared. The Governor’s Office of Emergency Services has stated that inadequately trained school staff renders school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).
2. It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

California Civil Code, Chapter 9, Section 1799.102

It provides for “Good Samaritan Liability” for those providing emergency care at the scene of an emergency. (“No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.”)

California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.

Requires that a school site disaster plan outline the roles, responsibilities, and procedures for students and staff; It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that “...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Definitions: Incidents, Emergencies, Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a “Local Emergency”.

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency also defines a conditional state such as a proclamation of “Local Emergency”. The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials release.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

Earthquake Overview

Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismic activity, damaging earthquakes are expected, if not predictable, events. Every occupant and developer in Alameda County assumes seismic risk because the County is within an area of high seismic activity. More than ten severe earthquakes have impacted the San Francisco Bay Region during historic times.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

<u>Earthquake Size Descriptions</u>		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Levels of Response

Check with the local police department; these may be in reverse order for your community.

Response Levels are used to describe the type of event:

The area(s) affected the extent of coordination or assistance needed, and the degree of participation expected from the School District. Response Levels are closely tied to Emergency Proclamations issued by the head of local government.

Response Level 0 - Readiness & Routine Phase

On-going routine response by the School District to daily emergencies or incidents: Stand-by and alert procedures issued in advance of an anticipated or planned event.

Response Level 3 - Local Emergency

A minor to moderate incident in which local resources are adequate and available; This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs. A Level 3 response requires School/Site Coordinators to implement guidelines in the Emergency Standard Operating Procedures and interact with public agencies.

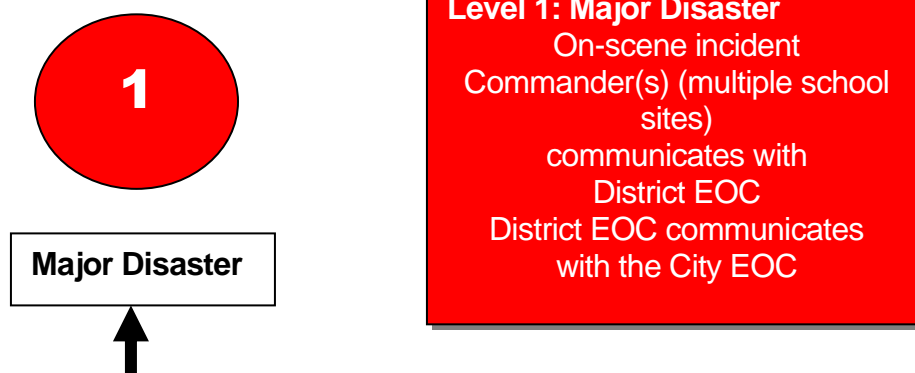
Response Level 2 - Local Disaster

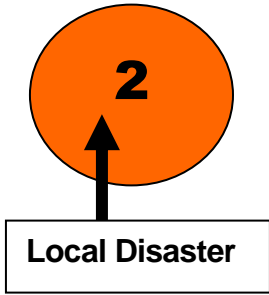
A moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with Fremont Unified School District to respond. The affected Cities and the County of Alameda will proclaim a local emergency. Then, the State of California may declare a state of emergency.

Response Level 1 - Major Disaster

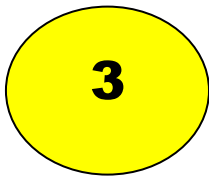
Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the County of Alameda will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State. Examples of major disasters are the Loma Prieta Earthquake of 1989 or the Oakland Hills Firestorm of 1991. When local jurisdictions declare a State of Emergency, the district board can declare the same.

Response Level Diagram





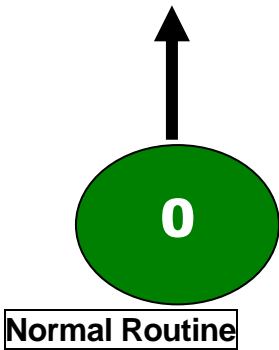
Level 2: Local Disaster
On-scene Incident
Commander(s) (multiple school sites)
Communicates with Abbreviated District EOC under Command of EOC Manager



Level 3: Local Emergency
On-scene incident
Commander (Site Coordinator)
Communicates as shown in Classroom Emergency & Critical Incident Plan

Based upon size of emergency, an Abbreviated District EOC may

Local Emergency



Level 0: Readiness & Routine
Day-to-day response by District

Normal Routine

Emergency Phases

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention/Mitigation Phase

Prevention/Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents, while prevention is taking steps to avoid potential problems. Both of these elements require education of parents, students and teachers. While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery

phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

First Things First

Preparing the school for emergencies starts with staff preparedness. The backbone of school planning is dependent on the staff's willingness to stay at school during a major community emergency. Personal preparedness makes this much easier.

Each staff member needs the following items to prepare their family and home for earthquakes and other emergencies:

- A 72-hour supply kit for the home
- A Car Kit, including comfortable clothes/shoes and medications
- To develop a plan to reunite with their family
- A neighborhood preparedness program

Preparedness Brochures are available from the local chapter of the American Red Cross, Alameda County Office of Emergency Services, www.redcross.org, www.prepare.org or www.ready.gov.

If the disaster occurs during school time, Emergency Management recommends the child stay at school until the parent or a trusted friend (see Emergency Cards) picks up the child. We have no idea, especially in an earthquake, how impacted our neighborhoods may be.

This means the school staff will need to stay with the children. Staff can only do this if they are prepared at home! Staff must feel that their family can activate their **Family Plan** without them.

Disaster Service Worker Status: *California Government Code* Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by the superiors or by law. The term public employees include all persons employed by the state or any county, city, city & county, state agency or public district, excluding aliens legally employed. This law applies to public school employees in the following cases:

1. When a local emergency has been proclaimed,
2. When a state of emergency has been proclaimed, or
3. When a federal disaster declaration has been made.

District and Parent Responsibilities for Students

DISTRICT RESPONSIBILITY

If the superintendent declares a District emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe, OR Until released to an adult authorized by the parent or legal guardian whose name appears on district records.
2. If students are on their way to school, they will be brought to school if they are being bussed, or they should proceed to school if walking.
3. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by District personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

PARENT RESPONSIBILITY

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released **ONLY** to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

Emergency Response Procedures

Basic Actions

Most emergency responses are covered by the following Basic Actions:

A. Action: STAND BY

Action: STAND BY consists of bringing students into the classroom or holding them in the classroom pending further instruction.

B. Action: LEAVE BUILDING

LEAVE BUILDING consists of the orderly movement of students and staff from inside the school building to outside areas of safety or planned evacuation site.

Action: LEAVE BUILDING is appropriate for—but not limited to—the following emergencies:

- a. Fire
- b. Peacetime Bomb Threat
- c. Chemical Accident
- d. Explosion or Threat of an Explosion
- e. Following an Earthquake
- f. Other similar occurrences that might make the building uninhabitable
- g. At the onset of a Code Red/Lockdown Alert, when teacher/supervisor has ascertained that leaving is the best option.

C. Action: TAKE COVER

Action: TAKE COVER consists of bringing/keeping students indoors if possible and sheltering in place as appropriate to the situation.

If outdoors, Action: TAKE COVER consists of hiding behind any solid object (large tree, engine block of car, cement wall), in the event of a sniper attack, armed intruder, rabid animal, or moving immediately to a location which is upwind and uphill in the event of a chemical or biological threat

Action TAKE COVER is appropriate for, but not limited to, the following:

- a. Severe Windstorm (short warning)
- b. Biological or Chemical Threat
- c. Sniper Attack
- d. Rabid Animal on School Grounds

D. Action: DROP

WARNING: The warning for this type of emergency is the beginning of the disaster itself.

Action: DROP consists of:

- a. Inside school buildings
 - Immediately **TAKE COVER** under desks or tables and turn away from all windows
 - Remain in a sheltered position for one minute silent and listening for instructions
- b. Outside of School Buildings
 - Earthquake: move away from buildings
 - Take a protective position, if possible
- c. Explosion/Nuclear Attack:
 - Take protective position, **OR**,
 - Get behind any solid object (ditch, curb, tree, etc.); lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

E. Action: DIRECTED MAINTENANCE

- a. No school personnel/students are allowed to re-enter a school facility until inspected by and authorized by appropriate school personnel: Maintenance and School Administrators, and if applicable, Police, Fire, or City Inspectors.
- b. Search teams shall be sent to search for missing persons if the situation is determined safe for the Search team.
- c. In the event that drinking water is unsafe, water valves will be turned off and the drinking fountains sealed.
- d. Water, gas, and electrical shut-off valves will be shut-off for each applicable building under the joint authorization of the administration and head custodian.

F. Action: DIRECTED TRANSPORTATION

WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

Action: **DIRECTED TRANSPORTATION** consists of loading students and staff into school buses, cars and other means of transportation, and taking them from a danger area to a designated safety area.

Action: **DIRECTED TRANSPORTATION** is considered appropriate only when directed by the Superintendent or designee, Site Administrator, Police, Fire, or OES. It may be appropriate for, but not limited to, movement away from:

- a. Fire
- b. Chemical & Biological Alert
- c. Flood
- d. Fallout Area
- e. Blast Area
- f. Chemical & Biological Alert
- g. Specific Man-Made Emergency (shooting, fire, etc.)

G. Action: GO HOME

Action: **GO HOME** consists of:

- a. Dismissal of all classes
- b. Return of students to their homes by the most expeditious means homes and if buses or other transportation are available for students who live at a distance from the school. Notification of parents by radio broadcast, local television, ALERT website, phone distribution lists, or other means will be requested.

H. Action: CONVERT SCHOOL

Action: **CONVERT SCHOOL** to a Red Cross emergency facility will be initiated by City officials.

Earthquake

DROP, COVER, and HOLD

Earthquake procedures in the classroom or office

At the first indication of ground movement, all personnel should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

All personnel should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.

All personnel should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. All personnel should protect their eyes from flying glass and debris with an arm covering your eyes.

All personnel should remain in the DROP position until ground movement ends. They should be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures in other parts of the building

At the first indication of ground movement, all personnel should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures while outside

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so. If walking to or from school, DO NOT RUN. Stay in the open. If the students are going to school, they should continue to the school. If going home, the students should continue to go home.

While in a vehicle or school bus, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of after shocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

Fire

All classrooms and offices shall have an Emergency Exit sign and Evacuation Chart posted in a prominent location.

Fire Within A School Building:

In the event that a fire is detected within a school building, use the following procedures:

The Principal or Designee will:

- a. Order an evacuation if the fire alarm doesn't work
- b. Call 911
- c. Notify the superintendent
- d. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.
- e. Teachers will close doors upon evacuating.
- f. Teachers will take their roll books to the evacuation site and take roll. Teachers will report any missing student(s) to their Team Supervisor/ Administrator.
- g. The custodian or designee(s) shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
- h. The custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The custodian or designee will also keep access entrances open for emergency vehicles.
- i. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Fire Near School

The Principal or designee shall:

- a. Determine the need to execute an evacuation if nearby fire poses an immediate threat to the students or the building.
- b. Notify the Fire Department by calling 911.
- c. Notify the Superintendent's office.
- d. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Power Outage / Rolling Blackouts

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE

There are several stages of alerts that are being broadcast over the radio:

STAGE 1 EMERGENCY indicates that the operating reserves in the real-time market is forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.

STAGE 2 EMERGENCY indicates that the operating reserves in the real-time market is forecasted to be less than five (5) percent.

STAGE 3 EMERGENCY indicates that the operating reserves in the real-time market is forecasted to be less than 1.5 percent.

If the District is notified of a STAGE 3 EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 740AM (KCBS) radio station for the status of the day.

PREPARING FOR AN OUTAGE

- Update each student's emergency card.
- Determine availability of portable lighting at site, i.e. flashlights & batteries.
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Keep hallways and pathways clear of obstructions.
- Check school district's PG&E Block list to determine in which PG&E block your site is located. As a note, Block 50's power will not be interrupted.
- Teachers should have alternative teaching methods/plans to be used at STAGE 3 only.
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- Plan alternative communication methods that suit your site, such as telephone, fax, radios, cell phones, and runners.
- Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.
- Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- Ask your staff and students to have seasonal warm clothing available.
- Use surge protectors for all computer equipment, major appliances and electronic devices.
- If you have electric smoke detectors, use a battery-powered smoke detector as a back up.

DURING AN OUTAGE

CONTACT MAINTENANCE & OPERATIONS IMMEDIATELY BY RADIO DURING A POWER OUTAGE.

According to SBC (Telephone Company), phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work. Most district telephones also have a 30-minute standby capability.

- Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- Shut off lights in unoccupied rooms.
- If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building.
- Use a buddy system when going to the restrooms.
- DO NOT USE barbeques, Coleman-type stoves, hibachis and other outdoor-cooking devices indoors.
- DO NOT USE candles or gas lanterns.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

If a power outage is prolonged, the principal should contact the Superintendent for directions (release students/staff, evacuation to another site, etc.).

Shelter-in-Place

Shelter in Place may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, dangerous animals or a dangerous person in the neighborhood.

When instructed or when an alerting system triggers a Shelter in Place:

SHELTER. Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Teachers should quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.

SHUT. Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible. For hazardous Material releases, shut down the HVAC system and seal any openings to the outside.

LISTEN. Remain quiet to hear critical instructions from school officials. If there is no direction, continue instructional/work activities until the situation resolves or you directed to do otherwise.

ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:

Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.

A school official shall request the closure of all vents and the shutdown of the heating, ventilation, air conditioning systems (HVAC) by FUSD Maintenance personnel. Some sites will have emergency disconnection switches for the HVAC systems. *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*

Turn off all motors and fans. Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.

Advise students to remain sheltered until the “all-clear” signal is given by a school or local official.

See

Bomb Threat

Most likely, threats of a bomb or other explosive device will be made by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:

- Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- Use the “**bomb threat checklist**” form as a guide to collect the information needed. Don’t be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.
- The most important information: **When will the bomb explode and where is it located?**
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the “bomb threat checklist” form (attached).
- Turn off cellular phones and/or walkie-talkie radios (radio waves—could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- Call 911. Give the following information:
 1. Your name and call back phone number
 2. Exact street location with the nearest cross street
 3. Nature of incident
 4. Number and location of people involved and/or injured
- Notify Superintendent’s Office
- Evacuate involved buildings using fire drill procedures. Principal must have Superintendent’s permission to evacuate the entire site.
- Implement a systematic inspection of the facilities to determine if everyone is out and for the presence of suspicious objects. Fire Department or Police Officers may organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to buildings during the search period.
- Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- Re-occupy buildings only when proper authorities give clearance

BOMB THREAT REPORT FORM

Maple Creek School District S

School:	Time Call Received:	Call Taken By:
Date:	Time Caller Hung Up:	Title:
	Caller ID Info (*69)	

Questions to Ask:	Exact Wording of Threat: “								
	“								
1. When will the bomb explode?	Caller's Voice: (circle all that apply)				Caller's Language: (circle all that apply)		Background Sounds: (circle all that apply)		
2. Where is the bomb right now?	Calm	Nasal	Deep Breathing	Cracking Voice	Well Spoken	Educated	Street Noises	Crockery	
3. What does it look like?	Angry	Stutter	Disguised	Accent	Foul	Message Taped?	Voices	PA System	
4. What kind of bomb is it?	Excited	Lisp	Serious	Used Slang	Message Read?	Young (child)	Music	House Noises	
5. What will cause it to explode?	Slow	Raspy	Incoherent	Joking	Young (adult)	Middle Aged	Motor	Office	
6. Did you place the bomb?	Rapid	Deep	Slurred	Distinct	Old		Factory	Machinery	
7. Why?	Soft	Rugged	Clearing Throat	Normal	Caller Demographics (Circle One)		Animal Noises	Clear	
8. How did the bomb get in the school?	Loud	Laughter	Crying	Frightened	Male	Female	Unknown	Static	Local
9. Where are you calling from?	If voice is familiar, who did it sound like?				Approximate Age:	Long Distance			Cell Phone
10. What is your name, address, and phone?	Other Observations:								

Intruder on Campus

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

Low Level:

- Have the person(s) under suspicion kept under constant covert surveillance.
- Approach and greet the intruder in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask the intruder for identification.
- Ask them what their purpose is for being on campus.
- Advise intruder of the trespass laws.
- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.

If Intruder(s) are on playground or grounds at brunch or lunch time:

- Outdoor Supervisors should notify the office by radio and move all students into cafeteria/gym/classrooms unless otherwise directed.
- Lock exit doors to cafeteria/gym.
- Spread LOCKDOWN/Code Red alarm throughout rest of school as appropriate.

Hostage Situation

Staff and students should sit quietly if they are in this situation. TRY to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.

Do not engage in a conversation or try to persuade the intruder to leave your classroom or school. Remember, you are in an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/ herself as being sane.

If the intruder speaks to you or to your students, answer him or her. **Do not provoke him or her.** Don't try to take matters into your own hands. Students should be told not to whisper to one-another, laugh, or to make fun of the intruder. Remember, the intruder is disturbed and possibly mentally ill, and more than likely paranoid. Whispering or laughter may be perceived by the intruder as being directed at him or her.

Students should be taught to respond by themselves when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access a room, they should, depending on the situation, initiate Action **"TAKE COVER"** position or run in a zigzag fashion to the staging areas and **STAY CALM.**

If and when possible, call 9-1-1 and then Administration.

Lockdown: Code Red*

A Code Red/Lockdown Alert is sounded if there is a sniper, armed intruder or active shooter on campus. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and responds to the situation based upon the Code Red Training™ and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Code Red response is a partnership with local law enforcement.

Immediate actions should include:

- Call 9-1-1. Advise police if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim. LOCKDOWN includes building door barricades, internal barricades, covering windows and turning off/dimming lights.
- Notify administration
- Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- Administration notifies the Superintendent

Intermediate activities:

- Place a red card under the door or in a window if you have a serious injury in the classroom.
- Take roll
- Conduct anxiety-reducing activities

Evacuation:

- Prepare students and yourself for a quick evacuation
- Follow directions of law enforcement when they arrive

* For specific district and site lockdown procedures see p.140

Poisoning, Chemical Spills, Hazardous Materials

POISONING:

If a student ingests a poisonous substance:

- Call 9-1-1
- Poison Control Center Link Line 1-800-222-1222.
- Take appropriate first aid measures.
- Call parents
- Notify the Health Services Office

CHEMICAL SPILL ON SITE: The following are guidelines for Chemical Spills:

- Evacuate the immediate area of personnel
- Call 911 and report the incident
- Determine whether to initiate Shelter In Place Protocol
- Secure the area (block points of entry)
- Identify the chemical and follow the procedures for that particular chemical.
- Notify the Superintendent's Office and Maintenance

CHEMICAL SPILL OFF SITE INVOLVING DISTRICT EQUIPMENT/PROPERTY

- Call 9-1-1
- Report the emergency and then notify the Superintendent's Office and Maintenance with the following information:
 1. Date, time, and exact location of the release or threatened release
 2. Name and telephone number of person reporting
 3. Type of chemical involved and the estimated quantity
 4. Description of potential hazards presented by the spill
 5. Document time and date notification made
 6. Other emergency responders (Highway Patrol, CALTRANS, etc.)
 7. Locate a fire extinguisher and have present, should the need arise
 8. Place reflective triangles or traffic cones if in street or highway.

DO NOT LIGHT FLARES!

If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading

Reporting Chemical Spills

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION and submit it to the Superintendent WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

Chemical Spills may not be cleaned up by school personnel. Call the FUSD On-duty Supervisor at 510-657-0761. The cleanup will be coordinated through a designated contractor.

HAZARDOUS SUBSTANCES

Hazardous Substances include the following, but are not limited to the following:

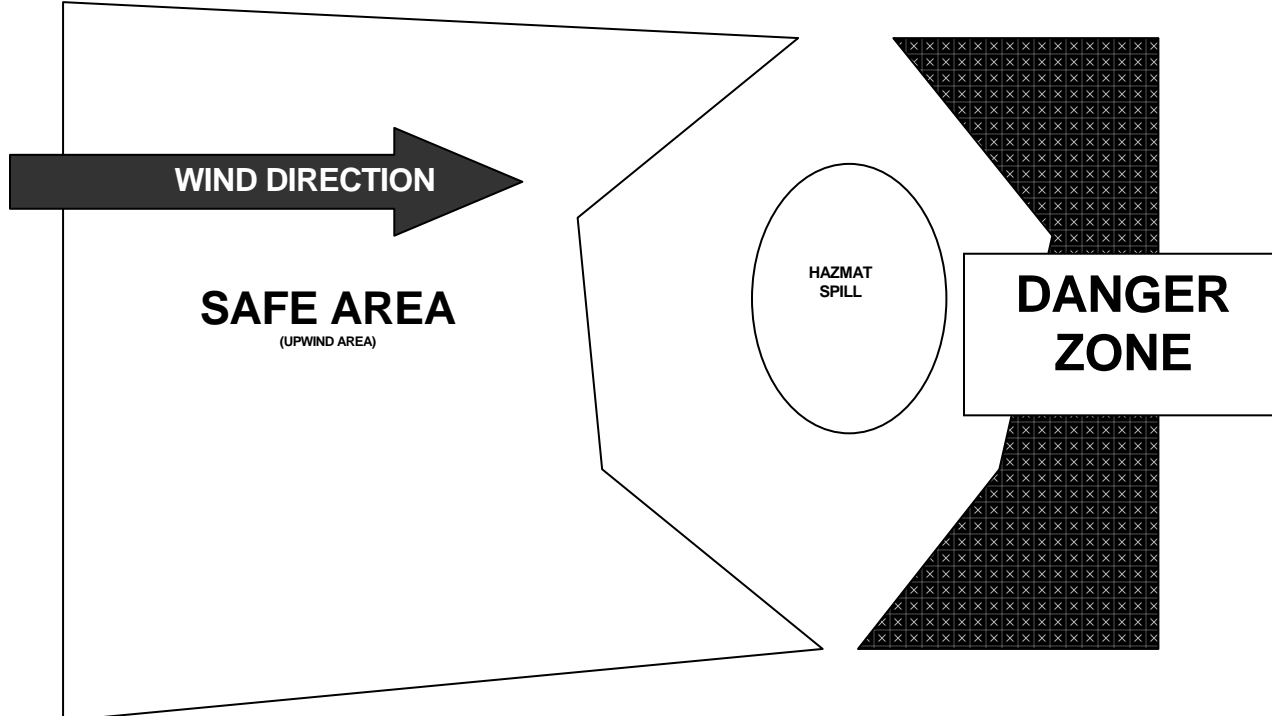
Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Break Fluid
Airborne Gases/Fumes	

Always call for assistance and:

1. Extinguish all ignition sources
2. Shut off main emergency switch to fuel pump, if appropriate
3. Move appropriate fire extinguishing equipment to area
4. If possible, contain the spill to prevent further contamination
5. Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the FUSD On-duty Supervisor at

510-657-0761



Move uphill or upwind

Staff and students will evacuate the area immediately, if appropriate. **Move uphill, upwind, upstream if possible. Notify the Superintendent's Office.**

VEHICLE FUEL SPILL

When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

1. Shut off emergency switch
2. Avoid skin contact
3. Isolate the spill from people and vehicles by blocking all points of entry
4. If the spill is unmanageable, call 9-1-1 to report the emergency and report:
 - a. Date, time, and exact location of the release
 - b. Name and telephone number of persons reporting the release
 - c. The type of fuel spilled and the estimated quantity
 - d. Description of potential hazards presented by the fuel spill
5. Document the time and date notification was made and the information provided
6. Stop and evaluate any hazards
7. Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" or "booms" to contain the spill. Identify the source, estimated quantity spilled and stop further release(s)
 - IF IT CAN BE DONE SAFELY -
8. Take care of any injured
9. Notify the Superintendent's Office

A written report to the appropriate office of the California Department of Health Services is required within 15 days after the incident. Contact the Risk Management at 510-659-2588 for assistance with this report.

Emergency Evacuation Routes and Procedures

See school map with Emergency Evacuation Routes – pp. 146-147
Off-Campus Evacuation Locations Brier School or Maloney School see p. 24

In an Emergency Building Evacuation all non-teaching employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm students if not assigned another duty.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation teachers will also:

- Upon alert, assemble students for evacuation using designated routes and account for all students.
- Secure room.
- If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or those with serious injuries.
- Stay with and calm students.
- If signaled to re-enter school, assure students do so quickly and calmly. Account for all students.
- Check room and report problems to Team Leader and/or Operations Chief.
- Debrief students to calm fears about the evacuation.

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Notify the Superintendent of the Campus Evacuation.
- Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Medical Emergencies

Calmly and carefully, assess the medical emergency you are faced with. Take only those measures you are qualified to perform.

You should always wear latex or rubber gloves to prevent contact with bodily fluids.

Rescue Breathing

- Gently tilt the head back and lift the chin to open the airway.
- Pinch the nose closed.
- Give two slow breaths into the mouth.
- Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- If the procedure is done correctly, you should see the chest rise and fall.

To Stop Bleeding

- Apply direct pressure to the wound. Wear protective gloves to prevent exposure.
- Maintain the pressure until the bleeding stops.
- If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

Treatment of Shock

- Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- Attempt to rule out a broken neck or back.
- If no back or neck injury is present, slightly elevate the person's legs.

Choking

- Stand behind the person.
- Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- Grasp your fist with your other hand, give an abdominal thrust.
- Repeat until the object comes out.
- If required, begin rescue breathing.

Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents involving large numbers of casualties and have a delay in the response time of emergency medical services require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

TRIAGE Priorities
Highest Priority - RED TAG
1. Airway and breathing difficulties
2. Uncontrolled or suspected severe bleeding
3. Severe head injuries
4. Severe medical problems
5. Open chest or abdominal wounds
6. Severe shock
Second Priority - YELLOW TAG
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
Third Priority - GREEN TAG
1. Fractures or other injuries of a minor nature
Lowest Priority - BLACK
1. Obviously mortal wounds where death appears reasonably certain
2. Obviously deceased
3. Cardiac arrest

S.T.A.R.T. Plan Triage Checklist

This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.

Initial contact

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

Assess respiration (normal, rapid, absent)

- If absent, open airway to see if breathing begins
- If not breathing, tag **BLACK** (dead) DO NOT PERFORM C P R
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

Assess perfusion (pulse, bleeding)

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

Assess Mental Status (commands, movement)

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, tag **RED**
- If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**
- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

Suicide

The publications of many organizations and governmental agencies contain advice for people who are faced with suicidal people. That advice is summarized below.

Do's

LISTEN to what the person is saying and take her/his suicidal threat seriously. Many times a person may be looking for just that assurance.

OBSERVE the person's nonverbal behavior. In children and adolescents, facial expressions, body language, and other concrete signs often are more telling than what the person says.

ASK whether the person is really thinking about suicide. If the answer is "YES," ask how she/he plans to do it and what steps have already been taken. This will convince the person of your attention and let you know how serious the threat is.

GET HELP by contacting 9-1-1 clearly describe what is taking place and then contact an appropriate Crisis Response Team member. Never attempt to handle a potential suicide by yourself.

STAY with the person. Take the person to a CRT member and stay with that person for a while. The person has placed trust in you, so you must help transfer that trust to the other person.

Don'ts

Don't leave the person alone for even a minute.

Don't act shocked or be sworn to secrecy.

Don't underestimate or brush aside a suicide threat ("You won't really do it; you're not the type"), or to shock or challenge the person ("Go ahead. Do it"). The person may already feel rejected and unnoticed, and you should not add to the burden.

Don't let the person convince you that the crisis is over. The most dangerous time is precisely when the person seems to be feeling better. Sometimes, after a suicide method has been selected, the person may appear happy and relaxed. You should, therefore, stay involved until you get help.

Don't take too much upon yourself. Your responsibility to the person in a crisis is limited to listening, being supportive, and getting her/him to a trained professional. Under no circumstances should you attempt to counsel the person.

Mass Casualty

A casualty is a victim of an accident or disaster.

In the event of a Mass Casualty Incident (MCI):

- Determine what the problem is and **call 9-1-1** for local emergency services.
- Once 9-1-1- has been contacted, describe the problem and give the school address.
- Site administrators decide whether or not to activate the School Site Disaster First Aid Team protocols (See School Site Disaster Plan).
- Determine if problem will continue or if it is over.
- Notify Superintendent's Office.
- School representative will meet Incident Command Officer (Fire Department or Police Official) who will determine exact nature of incident.
- Site administrators/First Responders will implement Mass Casualty Tracking Protocols as appropriate to the situation.
- Keep calm, reassure students.
- The Incident Commander will notify appropriate agencies for additional help.
- Crisis Team will convene.

Bio Terrorism

- How to identify suspicious letters or packages

Some characteristics of suspicious letters or packages include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odors
- No return address
- Excessive weight
- Lopsided or uneven envelop
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Shows a city or state in the postmark that does not match the return address.
- Suspicious unopened letter or package with threatening message such as "Anthrax"
- Do not shake or empty the contents of any suspicious envelop or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.

- Leave the room and close the door, or section off the area to prevent others from entering
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to your site administrator and the local police.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.
- Envelope with powder or powder spills out onto a surface.
- Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, CALL 9-1-1 and your site administrator to report the incident.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

Possible room contamination by aerosol

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- Turn off local fans or ventilation units in the area and shut down the air handling systems in the building if possible.
- Leave the area immediately.
- Close the door or section off the area to prevent others from entering.
- Move upwind, uphill, upstream.
- If you are at work, report the incident to the local police and your site administrator.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Botulism

Botulism infection is extremely rare, with fewer than 200 cases report in the U.S. each year. There are two forms of botulism that are associated with a terrorist act:

Food borne Botulism

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, and a descending muscle weakness that effects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be preceded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

Inhalational Botulism

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding, inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside a building. The symptoms are indistinguishable from those of food borne botulism, except that the gastrointestinal signs sometimes associated with food borne botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.

Smallpox

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970's, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980's, virtually no one is protected against the disease today. The U.S. government is currently working to address the need for vaccinations. There is no proven treatment should infection occur.

Incident Command System

Responsibilities for a School Disaster

Everyone at a school will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. Below is a short discussion of how the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) can be adapted to your school.

Major Concepts and Components

Every emergency, no matter how large or small, requires that certain tasks be performed. In ICS, these tasks are called *Management, Planning, Operations, Logistics, and Finance/Administration*.

Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. One person can do more than one function.

Every incident needs a person in charge. In SEMS and ICS, this person is called the *Incident Commander* or *School Commander*.

No one person should supervise more than seven people (the optimum number is five). This does not apply to the Student Supervision Team under *Operations*, however.

Common terminology:

All teachers and staff in the school should use the same words to refer to the same actions. The terminology should be known *before* a disaster. SEMS is a system that, when used properly, affords common terminology.

If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording

How ICS Functions

This system provides for an effective and coordinated response to multi-agency and multi-jurisdictional emergencies, to include multi-disciplines and

1. Facilitates the flow of information within and between all levels of the system.
2. Facilitates interaction and coordination among all responding agencies.

3. Improves the processes of mobilization, deployment, tracking, and demobilization of needed mutual aid resources.
4. Reduces the incidence of ineffective coordination and communications, and avoid duplication of resource ordering in multi-agency and multi-jurisdiction response actions.

Primary Incident Command System Functions:

Incident/School Commander (The “leader”)

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC) throughout the Fremont Unified School District. The Management Section Staff is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

Operations Section (The “doers”)

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning/Intelligence Section (The “thinkers”)

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also develops District EOC/Field action plans for implementation by the Operations Section.

Logistics Section (The “getters”)

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation, and materials.

Finance and Administration Section (The “collectors”)

The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

Routine use of ICS facilitates seamless integration of ICS into larger emergencies operations as they evolve. The key to ICS is remembering to focus on the functions and where possible, delegate authority to staff essential functions to distribute the workload.

Unified Command Structure

Unified Command is a procedure used at incidents that allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. The use of Unified Command is a valuable tool to help ensure a coordinated multi-agency response. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need.

Advantages of using Unified Command

1. One set of objectives is developed for the entire incident
2. All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
3. Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.

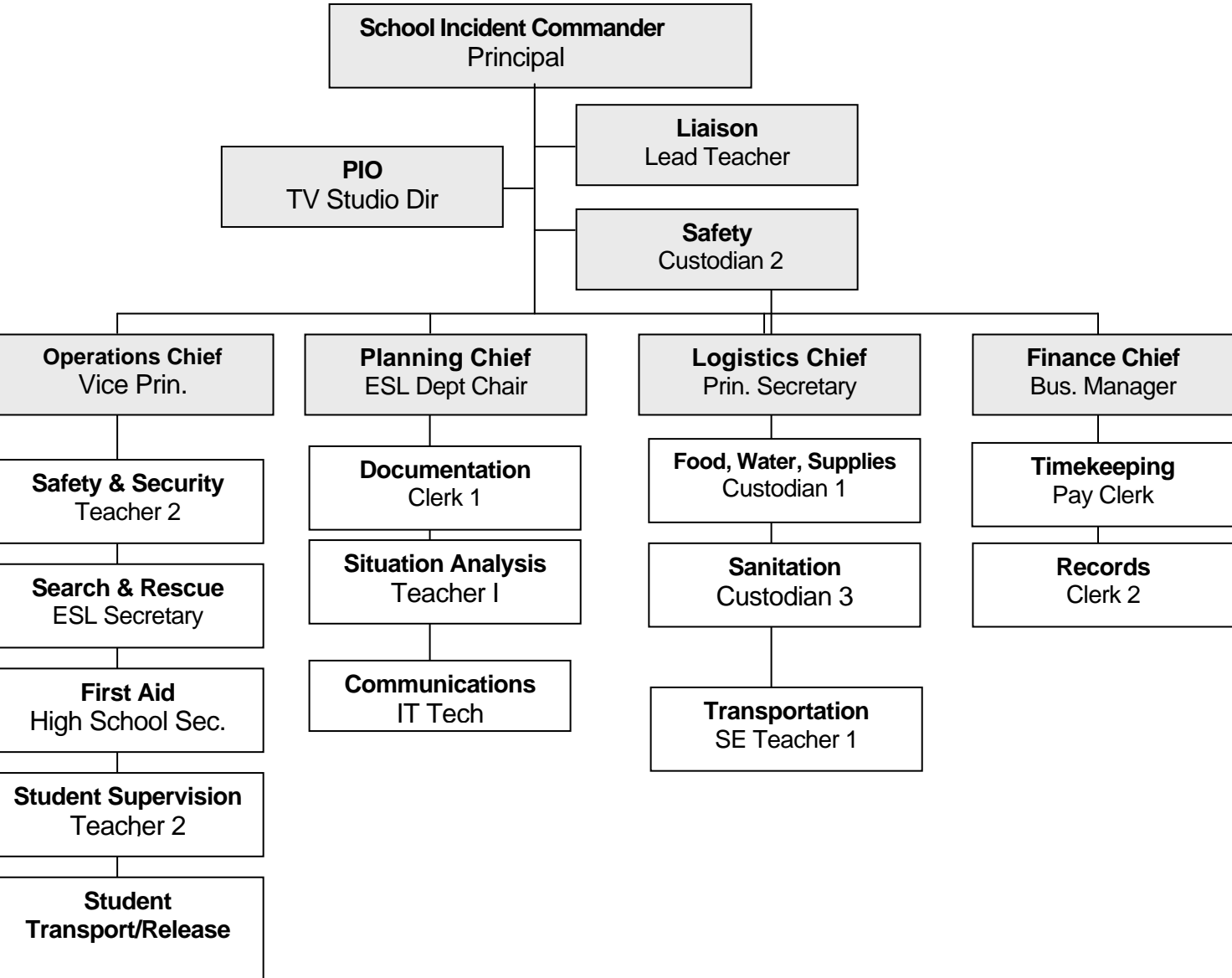
Pre-Designated Incident Facilities:

1. Staging Areas
2. Command Posts
3. Mass Care Centers
4. Evacuation Centers

Responsibilities During a School Disaster

SCHOOL ICS TEAM

CHART of ASSIGNMENTS.



Staging Areas

Insert Primary and Secondary Locations

Command Posts

Primary: Field

Secondary: Fire House

Evacuation Centers

On Campus:

Primary: Field

Secondary: Fire House

Off Campus:

Primary: Blue Lake School

Secondary: Carlene Coglaiti House

Emergency Response Teams

Operations

Team	Team Leader:	Staff:
Safety & Security	Bill Carlson	Wendy Orlandi Carlene Coglaiti Jessica Windbigler Gwen Neu Leslie Odelberg
Medical/First Aid	Wendy Orlandi	Bill Carlson Carlene Cogliati Jessica Windbigler Gwen Neu Leslie Odelberg
Student Release	Jessica Windbigler	Bill Carlson Carlene Coglaiti Wendy Orlandi Gwen Neu Leslie Odelberg

Operations

Student Staging Area Teams:

Locations	Team Leader:	Staff:
Field	Gwen Neu	Bill Carlson Wendy Orlandi Carlene Coglaiti Jessica Windbigler Gwen Neu Leslie Odelberg
Fire House	Bill Carlson	Bill Carlson Carlene Coglaiti Wendy Orlandi Leslie Odelberg Jessica Windbigler Gwen Neu

Planning

Team	Team Leader:	Staff:
Documentation	Jessica Windbigler	Bill Carlson Carlene Coglaiti Wendy Orlandi Gwen Neu Leslie Odelberg
Communication/ Situation Analysis	Wendy Orlandi	Bill Carlson Carlene Coglaiti Jessica Windbigler Gwen Neu Wendy Orlandi Leslie Odelberg

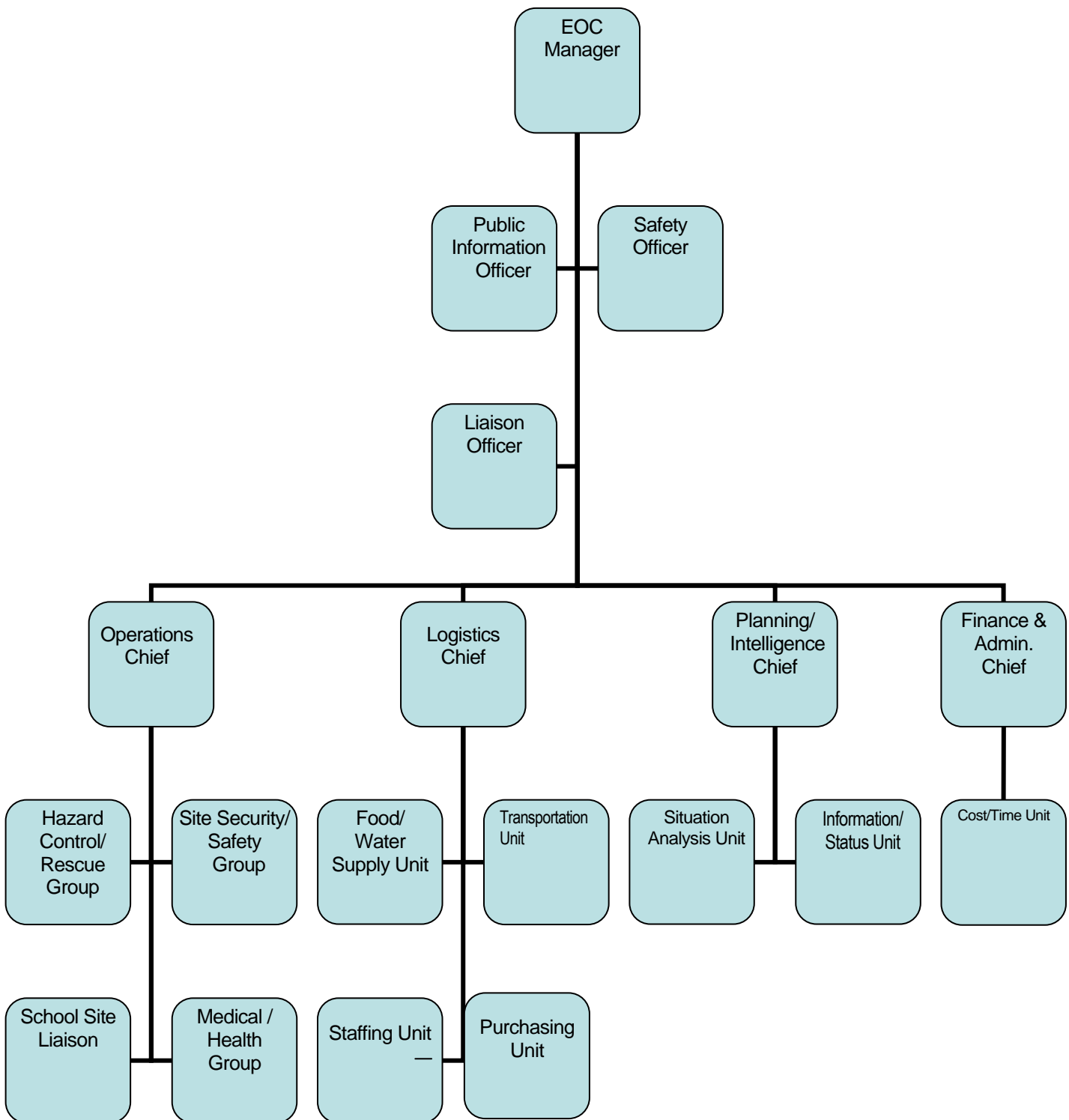
Logistics

Team	Team Leader:	Staff:
Food ,Water, Supplies	Wendy Orlandi	Bill Carlson Carlene Coglaiti Jessica Windbigler Gwen Neu Leslie Odelberg
Sanitation	Bill Carlson	Wendy Orlandi Carlene Coglaiti Jessica Windbigler Gwen Neu Leslie Odelberg
Transportation	Carlene Coglaiti	Wendy Orlandi

Finance

Team	Team Leader:	Staff:
Timekeeping	Wendy Orlandi	Bill Carlson John Cromwell Carlene Coglaiti Amanda Patrick Deirdre Amaro Leslie Odelberg
Records	Amanda Patrick	Bill Carlson John Cromwell Carlene Coglaiti Wendy Orlandi Deirdre Amaro Leslie Odelberg

District Emergency Operations Center



Emergency Communications

When emergencies occur, communication is critical to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below is a checklist as to how emergency communications may be conducted at your school.

Emergencies within a school:

Internal communications will be via:

- Public address systems.
- Emails.
- Message runner.
- District telephone, cell phone and/or radio to administration offices.

External communications will be via:

- The main communications network.
- News bulletins, as needed, by appointed personnel only.

Briefings/bulletins will be necessary in a continuing emergency, especially when school remains open.

- Use established communication channels to keep employees, students, parents, essential communicators and community informed.
- Keep secretaries briefed on situation changes and what to tell people who phone the School District.
- Hold briefings with employees, labor association leaders, Board President student leaders and other key communicators.
- Enact telephone tree in order to communicate updates.
- Prepare bulletins to distribute to employees, students, parents and essential communicators, as needed.
- Provide Superintendent's office and public information offices with a copy of each bulletin

Working with the news media:

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.

News media personnel are not to be on school grounds, except in designated areas.

Staff are to report any news media personnel that appear elsewhere on campus.

Recovery

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school.

Victims of a crisis experience a real need to return to normal, but normal as they once knew it is forever gone and changed. Counselors and crisis survivors find the concept of a “new normal” to be very reassuring and accurate.

One of the most important actions is simply to listen and allow victims to express his/her own needs and feelings. Encouragement and support, while avoiding judgmental remarks, is the goal.

When the needs of the victims exceed the immediate resources available to the school, Humboldt County Mental Health and the agencies working under its umbrella is available to support schools.

Numerous agencies under the Humboldt County Mental Health Department umbrella currently provide on-going mental health services to students and families both at schools and within the neighborhood communities. These services are provided by licensed therapists, social workers or supervised interns. The services typically involve a one-on-one or family-oriented approach requiring a different skill set than an emergency mental health response to a community or school crisis.

LOCAL MENTAL/SOCIAL SUPPORT RESOURCE CONTACT INFORMATION

Appendices

Annual Emergency Awareness/ Preparedness Checklists & Forms

The following checklists highlight areas of school operations, maintenance, security, and personnel that may pose opportunities for risk reduction. Use this checklist as a proactive tool to generate awareness over the potential for terrorist acts, at a time when it is needed most.

The recommendations contained in this checklist are not intended to represent or to replace a comprehensive school security program. Such a program would include much more. Many of the procedures included in the checklist are routine in districts with full-time security operations. Whether your school district has full-time security coverage, or has minimal security resources, these recommendations may be used as a focal point around which to build an appropriately renewed sense of awareness.

The following forms are designed to use on an annual basis to meet emergency preparedness requirements. Districts may already have their own forms and can substitute those if desired.

Maple Creek School

Annual Site Awareness Checklist

2010 – 2011

Recommendation	Steps	Participants	Completed
Review employment screening policy & procedure	<ul style="list-style-type: none"> ◆ Does your screening process include volunteers, cafeteria workers, mechanics, bus drivers, and security, in addition to educational staff? ◆ Does your procedure allow for actual searches of courthouse records, rather than database searches, which are typically not accurate? ◆ Do you searchers do Social Security Number traces to identify any out-of-state venues that should be checked? ◆ Do your outside contracts use due-diligence screening procedures to check the backgrounds of their workers who regularly visit your school? 	Security Human Resources	
Review the physical security of bus yards and garages; review transportation security in general	<ul style="list-style-type: none"> ◆ Are vehicle garages alarmed, and are the alarms in working order? ◆ Are fenced-in areas gated, locked, and adequately illuminated at night? ◆ Do drivers do “pilot inspections” of their vehicles before placing them into service each day? Is this done again after each time the vehicle has been left unattended? ◆ Are bus drivers equipped with two-way radios or cell phones? ◆ Are drivers trained to be aware of and to report suspicious vehicles that appear to be following their busses during their routes? ◆ Do drivers keep a student roster for each bus route, to include student name, address, primary and secondary emergency contact numbers, and medical authorization information? 	Security Contract Bus Operators Health Staff Drivers	
Review the adequacy of physical security in and around campus buildings	<ul style="list-style-type: none"> ◆ Are alarm systems working and have they been tested? This should include main campus buildings as well as maintenance and storage facilities. ◆ Are keys to campus and administration buildings adequately controlled? ◆ Are alarm pass codes changed when an employee leaves the school district? Make sure codes are not shared. ◆ Is exterior lighting working and is illumination adequate? ◆ Is interior lighting (night lighting) working and is illumination adequate? 	Security Maintenance Operations	

Recommendation	Steps	Participants	Completed
<p>Review access control procedures and heighten employee awareness</p>	<ul style="list-style-type: none"> ◆ Are doors that should remain locked from the outside during the day kept locked, and are these doors checked periodically to make sure they are secure? Train all employees to check these doors but consider assigning someone to check them as well. ◆ Are staff members trained to approach and to “assist” strangers of any age who are observed in and on school property? Report those who have difficulty explaining their presence. ◆ Has a visitor log and ID badge system been implemented? 	<p>Everyone</p>	
<p>Train everyone to recognize and report suspicious activities on campuses.</p>	<ul style="list-style-type: none"> ◆ Are persons taking pictures or filming campus activities questioned about their authorization to do so? ◆ Be alert for suspicious vehicles that seem to have no apparent purpose for being on campus, or, that come, go, and then reappear again. ◆ Are specific individuals assigned to inspect the outside of campus buildings throughout the day, and to report unattended packages or vehicles near building perimeters? ◆ Have you developed a plan to handle reports of suspicious activity? ◆ Is everyone trained to report unattended or otherwise suspicious packages found inside campus buildings? Is this specific issue placed on routine checklists for maintenance and custodial personnel? ◆ Do personnel know what to do if a suspicious package is found? ◆ Have you considered a policy that requires staff and students to visibly identify backpacks, book bags, briefcases and gym bags with luggage style ID tabs? ◆ Are food services personnel trained to be aware of suspicious people in their food preparation area? ◆ When large attendance events occur on campus, are security measures in place and awareness levels heightened to assist in detecting suspicious acts? 	<p>Everyone</p>	

<p>Implement a “tip-line” program that allows students, teachers, parents, staff, and other members of the school community to report issues anonymously, if they choose.</p>	<ul style="list-style-type: none"> ◆ Do you have a zero tolerance for verbal threats of any kind? ◆ Do all members of the school community know that any threat, or information about a potential threat, must be reported? And, do they understand that there is no such thing as a threat intended as a joke? ◆ Do students and staff know that they are <u>responsible</u> for informing the principal/site administrator about any information or knowledge of a possible or actual terrorist threat or act? ◆ Have you communicated a hard stand on hoaxes intended to mimic terrorist acts? Do students know that these hoaxes are crimes in themselves? 	<p>Student Services</p> <p>Security</p> <p>Human Resources</p>	
<p>Work closely with local law enforcement and health officials.</p>	<ul style="list-style-type: none"> ◆ Have you made local law enforcement a partner in your district plans? ◆ Are parking regulations, particularly fire zone regulations, strictly enforced? ◆ Does local law enforcement have copies of building blueprints, to include ventilation system, and electrical plans? ◆ Has local law enforcement been given the opportunity to conduct exercises on school property and on busses? ◆ Have you determined contact protocol with local health officials if bio-terrorism is suspected? 	<p>Security</p> <p>Clinical Staff</p> <p>Crisis Team</p>	
<p>Train staff on identifying and handling suspicious packages and letters.</p>	<ul style="list-style-type: none"> ◆ Have you download and posted the FBI advisory (poster) regarding suspicious packages from www.fbi.gov? ◆ Or, the US Postal Inspection Service poster on identifying suspicious packages from www.usps.gov? ◆ Have you considered publicizing the availability of this information to others in the school community for personal use? 	<p>Mail room</p> <p>Secretarial</p> <p>Security</p> <p>Parents</p> <p>Students</p>	

Maple Creek School Safety Plan Annual Emergency Plan Checklist

Site: Maple Creek School Site Checklist
Due By: October 1 Each Year
Submit To: Principal

This is a checklist to help Principals organize and meet the site requirements mandated by the Emergency Preparedness Plan. It is recommended that each Principal appoint a Site Disaster Committee comprised of staff, PTA, and students (optional), to help carry out the tasks of this checklist.

- | <u>Check</u> | <u>Requirement</u> |
|--------------|---|
| _____ | 1. Read the District Disaster Plan, and know the responsibilities of the site manager. |
| _____ | 2. Designate a second-in-command and a backup. |
| _____ | 3. Orient staff to District Disaster Plan, review site procedures (staff meeting). |
| _____ | 4. Update site plan, assign staff responsibilities (complete staff roster sheet). |
| _____ | 5. Schedule necessary training (First Aid, CPR, Search & Rescue). |
| _____ | 6. Schedule drills: Fire, Earthquake, Code Red, Communications. |
| _____ | 7. Complete site map, post as required, and forward a copy to _____. |
| _____ | 8. Complete Site Hazard Survey. |
| _____ | 9. Complete Classroom Hazard Survey Summary. |
| _____ | 10. Submit Classroom Hazard Survey Summary to _____. |
| _____ | 11. Participate in test of District Radios. |
| _____ | 12. Check battery-operated radios. |
| _____ | 13. Check location and condition of radio antennae and the base for installing the antennae if appropriate. |
| _____ | 14. Complete supplies and equipment inventory to include classroom emergency kits. |
| _____ | 15. Order supplies and equipment as necessary. |
| _____ | 16. Evacuation areas/alternative identified for all classes. |
| _____ | 17. Communications to parents and students about disaster procedures.
_____ District Student Release Policy _____ Emergency Information Cards |
| _____ | 18. Complete Emergency I.D. Tags collected and put into Classroom Emergency Kits if appropriate. |
| _____ | 19. Assess food supplies as applicable. |
| _____ | 20. Meet with child care provider and coordinate disaster preparedness plans. |
| _____ | 21. Identify hospitals and clinics in school's area that have back-up emergency power that would be able to handle casualties in an emergency. |

Principal's Signature

Date

Maple Creek School Annual Site Hazard Survey

Site Hazard Survey I

Principals are required to conduct an annual Site Hazard Survey. The survey should be completed early each fall, signed, and submitted to the District Office by October 30. (Please put N/A by any items that are not applicable.)

The purpose of the Site Hazard Survey is to check for safety hazards outside of the classroom. The survey shall include evaluation of interior and exterior portions of buildings as well as school grounds.

The Site Hazard Survey shall include assessment of the following areas.

1. Proximity of toxic, flammable, corrosive, chemically, or reactive materials
2. Material Safety Data Sheets available for on site chemicals.
3. Proximity of high voltage power lines has been considered in establishing the site evacuation plan
4. Likelihood and possible effects of flooding or landslides
5. Probably safety of evacuation areas after an earthquake; proximity of gas, water, and sewer lines, or sprinklers
6. Water heaters are strapped
7. Objects that restrict people from moving to a safe place (tables and desks in hallways) etc.
8. Janitorial areas: storage of tools and cleaning chemicals (keep a 3 foot clearance in front of all electrical panels)
9. Storerooms: heavy items stored on high shelves, shelving secured (keep 3 foot clearance in front of all electrical panels)
10. All computers and peripherals should be situated so as not to create a tipping hazard
11. Machine shop and woodshop: equipment should be bolted down
12. Large and heavy office machines: restrained and located where they will not slide, fall off computers, or block exits
13. Sound system speakers and spotlights: secure
14. Compressed gas cylinders: secured top and bottom with a safety chain
15. Weight room/motor development room equipment: racks anchored and weights properly stored
16. Laboratory chemicals on shelves: restrained

Maple Creek School Annual Site Hazard Survey II

GENERAL GUIDELINES	OK	Needs Attention	Comments
CAMPUS			
Signs Posted, Controlled Access			
Traffic review, parking, fire lanes			
Adequate surfacing, lighting			
Safety Plan			
Required Postings			
ASSEMBLY ROOMS			
Exits clear, exit & emergency lights			
Floors, seating maintained			
Stage: clean, clear exits, wiring			
Kitchen: clean, safe food storage			
ATHLETIC FACILITIES			
Bleachers, fences, backstops			
Stairs, ramps, walkways, gates			
Surfacing in common areas			
Equipment			
INDUSTRIAL ARTS			
All guards, shields, covers in place			
Aisles clear, material storage			
First aid kits; eye wash operable			
Dust collection/housekeeping			
Compressed gas cylinders secure			
Protective equipment, safety training			
Safety signs posted, enforced			
SCIENCE ROOMS			
Hazardous material storage			
Adequate ventilation, fume hoods			
Eyewash, gas shut-off			
Safety training			
Safety signs posted, enforced			
EMERGENCY PREPAREDNESS			
Fire extinguishers checked monthly			
Fire and Earthquake drills conducted			
First Aid Equipment in place			
Evacuation routes posted			
Staff Training - Emergency Procedures			
Electrical power strips			
Electrical cabinets free of obstructions			
Procedure in place for shutting off electrical power, natural gas and water			

Maple Creek School

Annual Classroom Hazard Survey

The furnishings and nonstructural elements of a building cause nonstructural hazards. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

In September, each teacher shall assess for hazards and correct any he/she can; items he/she cannot correct will be submitted to the principal on this form by September 30. The principal shall submit a completed copy of the school needs with the principal's checklist by October 30 to the District Office.

ROOM NUMBER	
Deficiencies to be corrected by maintenance staff:	
Free standing shelves over 4 feet tall secured to floor or wall	
File cabinets bolted to wall	
File cabinet drawers have latches	
Paints and chemicals restrained on shelves	
Wall-mounted objects are secured	
Sound system speakers are secured to building	
TV securely fastened to platform or cart	
Deficiencies to be corrected by school personnel:	
Heavy objects removed from high shelves	
Aquariums located on low counter or restrained	
Computers fastened to work station	
Desks and tables cannot block exits	
Cabinets or equipment on wheels cannot block doorway	

Maple Creek School Safety Plan Annual Drill Report

Date	Time		Please place a ✓ below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Code Red	Other Drills	

ANNUAL DISASTER SERVICE WORKER SURVEY

General Information		
1. Name		
2. Position		
3. Location		
4. Work Phone/Ext.		
5. Home Phone		
Specialized Skills		
1. Bilingual?		If yes, Language(s):
2. CPR Certified?		If yes, Expiration Date:
		If no, are you willing to be trained?
3. First Aid Certified?		If yes, Expiration Date:
		If no, are you willing to be trained?
4. CERT (Trained?)		If yes, Expiration Date:
		If no, are you willing to be trained?
5. Simple Triage/Rapid Assessment Trained?		If yes, Expiration Date:
		If no, are you willing to be trained?
Personal Responsibilities		
1. Children?		If yes, ages:
2. Special needs?		If yes, please describe:
2. Elderly parents?		Comments:
3. Pets?		Comments:
4. Other caregivers available?		Comments:
5. Other		
In an Emergency—Confidential		
1. Anything you want us to know? Special Needs? Medications?		
2. Other:		

RECOMMENDED EMERGENCY SUPPLIES FOR SCHOOLS

(Drawn from lists created by the California Senate Select Committee on the Northridge Earthquake, Task Force on Education, August 1994)

Introduction

What to Store

Begin with an analysis of the hazards of the area. Is your school threatened by tornadoes? Earthquakes? Is emergency assistance close at hand or would you have to wait for help if the entire community has been impacted? Do you think you will need tools for clearing debris? Remember that any school in the country could be locked down due to an intruder or gunfire in the area, so all schools should be prepared to have their students stuck inside the building for many hours. Similarly, all schools face the potential of a hazardous materials spill nearby, requiring the school to shelter-in-place with doors and windows closed and heating systems off. Adjust the supplies for extreme heat or cold temperatures. If your plan includes Search & Rescue teams for light search and rescue following an earthquake, tornado or other damaging event, stock supplies for the number of teams assigned.

Budget

Adjust the list, prioritizing for limited budget and storage space, if necessary. Develop a plan to phase in the supplies. Contact local service clubs and vendors for assistance.

How Much to Store

Make some planning assumptions. Do most of your students' families live nearby or do some of them commute long distances? Some schools could be cut off for days if a bridge or the main highway is blocked. If you determine that most of your students could be picked up in most emergencies within a day, then begin by stocking supplies for one day. Some schools plan that half their student body will be picked up by parents within one day, half the remainder within a day, and the remainder within another day; these schools stock supplies for 100% for day one, 50% for day two, plus 25% for day three. Other schools stock supplies for 3 days, the recommendation of many emergency management agencies. Remember to factor in the number of staff and other adults who may be on campus.

Storage

Determine where to store emergency supplies. Every classroom should have some supplies and there should be a cache of supplies for the whole school. Many schools in California and other states threatened by earthquakes use outdoor storage, anticipating the possibility of having to care for students outside the buildings. They use an existing building or a cargo container, also called a land-sea container, purchased used and installed near the emergency assembly area. Schools with limited budgets and/or temperature extremes may opt to store their supplies in various caches throughout the school facility, primarily in locked closets or classrooms. Many schools stock supplies in (new) trash barrels on wheels. Do not store water in the barrels because it may leak and destroy everything else. Make sure that there are keys to ensure access to the supplies during an emergency, including access by programs such as day care and after-school events. Plan an annual inventory, replacing water and other items with limited shelf life as necessary.

Recommended Supplies

The following lists address classroom kits, supplies for the whole school and Search & Rescue gear.

Classroom Kit

- Leather Work gloves
- Disposable gloves (latex, vinyl, other): 6 pairs
- Safety goggles: 1 pair
- Small First Aid kit
- Pressure dressings: 3
- Crow bar
- Space blankets: 3
- Tarp or ground cover
- Student accounting forms (blank)
- Student emergency cards
- Buddy classroom list
- Pens, paper
- Whistle
- Student activities
- Duct Tape: 2 rolls (for sealing doors and windows)
- Scissors
- Suitable container for supplies (5-gallon bucket or backpack)
- Drinking water and cups (stored separately)
- Toilet supplies (large bucket, used as container for supplies and toilet when needed, with 100 plastic bags, toilet paper, and hand washing supplies)
- Portable radio, batteries or other communication system
- Flashlight, batteries
- Push broom (if classroom includes wheel chairs)

Supplies for the Whole School: Water, First Aid, Sanitation, Tools, and Food

Water

- ½ gallon per person per day times three days, with small paper cups

First Aid

- Compress, 4 x 4": 1000 per 500 students
- Compress, 8 x 10": 150 per 500 students
- Elastic bandage: 2-inch: 12 per campus; 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, small, medium, large
- Butterfly bandages: 50 per campus
- Water in small sealed containers: 100 (for flushing wounds, etc.)
- Hydrogen peroxide: 10 pints per campus
- Bleach, 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5/100 students
- Scissors (paramedic): 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Disposable gloves (Nitrile, latex, other): 100 pairs per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls per campus; 2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pairs

Sanitation Supplies (if not supplied in the classroom kits)

1 toilet kit per 100 students/staff, to include:

- 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags
- Soap and water, in addition to the wet wipes, is strongly advised.

Tools per Campus

- Barrier tape, 3" x 1000": 3 rolls
- Pry bar
- Pick ax
- Sledge hammer
- Shovel
- Pliers
- Bolt cutters
- Hammer
- Screwdrivers
- Utility knife
- Broom
- Utility shut off wrench: 1 per utility

Other Supplies

- Office supplies: pens, paper, etc.
- Copies of all necessary forms

Food

The bulk of stored food should be easy to serve, non-perishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food that is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value.

Search & Rescue Equipment

Training on how to do light Search & Rescue is required—contact your local fire department for information on whether such training is offered in your community.

Protective Gear per S&R Team Member

- Hard hat, OSHA approved
- Identification vest

- Leather work gloves
- Safety Goggles
- Dust mask
- Flash light, extra batteries
- Duffel or tote bag to carry equipment

Gear per S&R Team

- Backpack with First Aid supplies
- Master Keys

Homeland Security Advisory System



Homeland Security Advisory System (Adapted for Alameda County)

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated “Threat Conditions” that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert.

The following protective measures are general guidelines for schools. In the event that the threat level increases to RED, school districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.

Threat Conditions and Recommended Protective Measures

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures. Each school district is responsible for developing and implementing appropriate specific emergency plans.



This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

General Measures

Assign the responsibility for action to the School Emergency Manager to ensure all checklist items are completed.

Refine and exercise as appropriate, school and district emergency plans.

Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.

Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc) updating plans as needed.

Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).

Conduct routine inventories of emergency supplies and medical kits.

Include a weekly check of the generator when applicable.

Know how to turn off water, power, and gas to your facilities.

Budget for security measures.

Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.

Develop visitor identification and sign in procedures.

Arrange for staff members to take a First Aid/CPR course.

All school keys should include the provision for "Do Not Duplicate".

Review and update the Emergency Call-in List.

**BLUE:
GENERAL RISK OF
TERRORIST ATTACK**

This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

Communicate the change in threat level to all staff members.

Check and test emergency communications, coordinate with all school sites and staff.

Review and update emergency response procedures.

Provide parents or guardians with any information that would strengthen a school's ability to respond to a terrorist threat.

Mark keys with "Do Not Duplicate". (See Condition Green)

Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.

Review and update emergency call-in list.

Review current emergency communication plans to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.

**YELLOW
SIGNIFICANT RISK OF
TERRORIST ATTACK**

An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

Communicate the change in threat level to all staff members.

Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.

Implement, as appropriate, contingency emergency response plans.

Identify and monitor government sources for warnings.

Review mail handling, and delivery of packages procedure with staff.

Consider escorts for building visitors.

Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.

Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.

**ORANGE
HIGH RISK OF
TERRORIST ATTACK**

A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

Communicate the change in threat level to all staff members.

Identify the need for any additional security and coordinating efforts, if necessary, with your local Emergency Manager.

Be alert to parent, staff, student concerns to determine when/how to communicate.

Communication should focus on reassurance that school is a safe place

1. Reminder – schools have existing safety plans
2. Reminder – schools practice their safety procedures
3. Reminder – schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.

Evaluate school events and take additional precautions, if necessary.

Consider assigning mental health counselors for students, staff and faculty, if needed.

Discuss student's fears concerning possible terrorist attacks and offer available resources.

Consider reducing site ingress and egress points to an absolute minimum.

Refuse access to people who do not have identification or a legitimate need to enter the site.

Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.

Consider parking controls or special restrictions at all sites

**RED:
SEVERE RISK OF
TERRORIST ATTACKS**

A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. The Alameda County Emergency Operations Center, located at 4985 Broader Blvd. Dublin, will be occupied initially during the first 24 hours of a RED threat level. (Continued operation will be determined on an as-need basis.)

The Alameda County Office of Education will provide staff at the **Alameda County Office of Emergency Operations Center** to serve as a communication link and information clearinghouse to all districts in the county. Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the identified School Emergency Managers in each district.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

Make contact with your day-to-day local Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.

Test communication lines - including e-mail link to ACOE, telephone lines, or amateur radio.

Make sure cellular phone is charged and ready along with adequate batteries for AM/FM radios, pagers, etc.

Communicate the change in threat level to all staff members.

Monitor e-mails and telephone calls from the ALCO EOC for updates during crisis.

Gather and provide related information to students, staff and parents.

- a. Review communication guidelines under Orange Threat Level
- b. Reminder – In the event of a RED threat level, school districts have a direct communication link via amateur radio to the Alameda County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.

Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.

Consider canceling special events.

Consider closing campuses, if necessary.

Maintain close contact with your local Emergency Manager.

Monitor all deliveries and mail to your buildings.

Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.

Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.

Ensure mental health counselors are available for students, staff and faculty.

Listed below are websites that provide additional information.

<u>http://www.ready.gov</u>	Disaster Preparedness Information
<u>http://www.whitehouse.gov</u>	White House
<u>http://www.dhs.gov</u>	Federal Department of Homeland Security
<u>http://www.nasponline.org</u>	National Association of School Psychologists
<u>http://www.fema.gov/</u>	Federal Emergency Management Agency
<u>http://www.oes.ca.gov/</u>	California Office of Emergency Services
<u>http://www.bt.cdc.gov/</u>	Centers for Disease Control and Prevention
<u>http://www.fbi.gov/</u>	Federal Bureau of Investigation
<u>http://www.hcoe.org/</u>	Humboldt County Office of Education

Students

Child Abuse Neglect (Reporting Procedure)

BP 5141.4

With concern for the total well-being of each student, the Governing Board directs the employees of the District to report known or suspected incidences of child abuse, in accordance with state law and district regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse.

This policy and regulation apply to all district employees.

The Superintendent or designee shall develop and implement regulations for identifying and reporting known or suspected child abuse.

The Superintendent or designee shall provide training in child abuse identification and reporting for all district employees.

All employees trained in child abuse identification and reporting shall be given, as a part of that training, written notice of the child abuse reporting requirements and the employees' confidentiality rights. (Penal Code 11165.7)

Employees who work with dependent adults shall be provided with appropriate notification of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630 et seq.

Legal Reference:

California Education Code

44690 et seq. Staff development in the detection of child abuse and neglect

48906 Notification when pupil released to peace officer

California Penal Code

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

11164-11174.3 Child Abuse and Neglect Reporting Act, Article 2.5

Welfare and Institutions Code

600 et seq. Referral by school attendance review board; minors failing to obey court order

15630 et seq. Dependent adult abuse reporting

Policy Adopted: August 24, 1983

Policy Revised: July 23, 1986

Policy Revised: March 15, 1989

Policy Revised: November 13, 1996

Policy Revised: February 9, 2005

Students

I. Duty to Report

- A. All District employees shall report known or suspected child abuse to a child protective agency by telephoning immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual. Reporting should not wait until the end of the school day, but should be done as soon as the reporter has reasonable suspicion of child abuse and neglect. The administrator will facilitate the process when employees are engaged in student activities.
- B. All District employees shall be trained on the mandated reporting laws when they are first hired by the District and through annual in-services provided by the site principals or the District office.
- C. The District will defend employees who make a report consistent with policy in the course of their employment against any action or claims that may be made as a result of the report and will pay expenses associated with the defense. Failure to comply with this reporting policy, however, subjects an employee to criminal, civil, professional and personal liability.
- D. State law requires that each person legally mandated to report child abuse who entered into employment on or after January 1, 1985, prior to and as a prerequisite to employment shall sign a statement to the effect that he knows of the requirements to report known or suspected instances of child abuse and will comply with such requirements. District policy requires that every employee sign this statement as a requirement of employment at each site at which the employee is assigned. The employee need sign only once at each site.
- E. While each employee has the responsibility to report any child abuse he or she reasonably suspects, the employee is not to attempt to verify the suspicion or conduct an investigation to prove that abuse has occurred. Investigation (questioning witnesses, obtaining written statements) as well as notification (family alleged perpetrator), counseling and/or family intervention are the responsibility of the child protective agency and the District administrator if the alleged perpetrator is a student or District employee.

II. Definitions

- A. "Child Abuse and Neglect," as defined by law, pursuant to Penal Code sections 273d and 11164 et seq., and for purposes of this regulation, includes the following:
 - 1. Physical abuse resulting in a non-accidental physical injury.
 - 2. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.

Students

Child Abuse and Neglect (Reporting Procedures)

AR 5141.4

Page 2 of 7

3. Sexual abuse including both sexual assault and sexual exploitation.
 4. Willful harming and injuring of a child or the endangering of the person or health of a child.
 5. Severe emotional damage, abuse and deprivation including willful cruelty or unjustifiable punishment..
 6. Severe corporal punishment by a parent or non-district employee.
 7. Corporal punishment by a District employee.
- B. "Mandated Reporters" are those people defined by law as "child care custodians," "medical practitioners," and "non-medical practitioners" and include virtually all school employees. The following school personnel are required to report:
- Teachers, administrators, supervisors of child welfare and attendance, certificated student personnel employees, employees of child care institutions, headstart teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs, instructional aides and all classified employees.
- C. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department, and child protective services.
- D. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Cal. Penal Code § 11166) Child abuse should be reported when an allegation constituting child abuse is brought to the attention of a (mandated) reporter from any source, whether the source is the alleged victim, a friend of the alleged victim, anonymous, third party, spoken, written, etc., upon reasonable suspicion that it occurred.

III. Reporting Procedures

- A. No immediate Danger: The reporting of known or suspected child abuse of a student who is not in immediate danger involves three steps: (a) a telephone report; (b) a written report; (c) a report to the reporter's supervisor or the site administrator.

Students

1. Telephone Report: The reporter should first make a telephone report to the local child protective agency.

Children's Protective Agency

The telephone report must be made immediately, or as soon as practically possible, upon reasonable suspicion of child abuse or neglect. The verbal report will include:

- a. The name, business address and telephone number of the person making the report.
 - b. The capacity that makes the person a mandated reporter.
 - c. The name of the child.
 - d. The present location of the child.
 - e. The nature and extent of any injury.
 - f. Any other information requested by the child protective agency, including the information that led the reporter to suspect child abuse.
2. Written Report: Within 36 hours of making the telephone report, the reporter shall complete and mail a written report to the same local child protective agency to which the telephone report was made. The written report shall be made in the required Department of Justice form (DOJ SS 8572).

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the reporter is still responsible for ensuring that the written report is correctly filed.

The reporter is entitled to keep the yellow copy of Form SS 8572. A copy of this form is to be provided to their supervisor. Completing the required form(s) is separate from and in addition to any report completed by law enforcement.

Students

3. Report to School Officials: Each reporter is required to notify his or her supervisor or the site administrator (or designee) that a child abuse report was filed as soon as possible after the initial verbal report by telephone to the child protective agency. Although encouraged to do so, the reporter is not required to give his or her name.

In the event the reporter gives his or her name, or requests assistance, he or she will be given any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations. If requested by the mandated reporter, the principal may assist in the completion and filing of these forms.

- B. Immediate Danger of Harm: The reporting of known or suspected child abuse of a student who is in immediate danger of harm (afraid to go home or the victim of serious injuries or a sex offense) involves the same three steps set out above, i.e., (a) a telephone report; (b) a written report; (c) a report to the reporter's supervisor or site administrator, however, the telephone report and written report should be made to the local police department:

- C. Alleged Perpetrator is a Student or District Employee: If the alleged perpetrator is a student or District employee the reporter shall also: (1) notify the Principal and (2) if the alleged perpetrator is an employee the Associate Superintendent of HR or (3) if the alleged perpetrator is a student the Director of Pupil Personnel of the alleged child notify the abused child's parents.

IV. Legal Responsibility and Liability

- A. All District employee reporters qualify for qualified immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse unless they knowingly made a false report or made a report with reckless disregard for the truth or falsity of the report.
- B. A mandated reporter who fails to report child abuse which he or she knows, or reasonably suspects to exist, can incur criminal, civil, and professional liability.
 1. Criminal Liability – may be guilty of a misdemeanor punishable by imprisonment in the county jail for a maximum of six months or by a fine of up to \$1,000 or by both.

Students

2. Civil Liability – could be assigned costs of defense and any subsequent related damages the child incurs.
3. Professional Liability – faces the possibility of suspension, demotion or dismissal and the suspension or revocation of credentials.

C. When two or more persons who are required to report have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the report may be made by one of these individuals selected by mutual agreement. Any individual who has knowledge that the person selected failed to report the incident shall thereafter make the report.

D. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

V. Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. The representative of the agency investigating suspected child abuse or neglect shall inform the child of that right prior to the interview.

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts/circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of Article 2.5 (Child Abuse Reporting, Penal Code 11165 et seq.), a violation of which is punishable as specified by Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Students

VI. Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall not notify the parent/ guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/ guardian. (Cal. Ed. Code § 48906) It is the responsibility of the peace officer to notify the parent/guardian of the situation. Peace officers will be asked to sign the students out of school on the school's sign-out form.

VII. Allegations of Child Abuse Involving District Employees and Students

- A. Parents or guardians of students who desire to file a complaint against an employee for alleged child abuse shall be informed of the procedures for filing with Child Protective Services as set forth above, in Section III. In the case of oral communications with the parent or guardian whose primary language is other than English, the governing board shall provide an interpreter for that parent or guardian.
- B. Where a district employee or a student is named as an alleged perpetrator in a report of suspected child abuse, the District administrator shall conduct an independent investigation of the suspected child abuse. The District's independent investigation should include, but is not limited to, interviewing witnesses; interviewing alleged perpetrator(s); taking written statements; seeking verification of information; and, recommending appropriate disciplinary action.
- C. The District, in conducting its own independent investigation, should make very effort to cooperate with any agency or law enforcement investigation. However, the District's first obligation is to its students to protect them from abuse by students or District employees.
- D. Parents/guardians shall be provided with information regarding child abuse and child abuse reporting by the principal or other designee. Such information shall be provided to each parent at the start of the school year and as requested by parents/guardians and other members of the public during the course of the year.
- E. Employees suspected of child abuse may be placed on administrative leave with or without pay depending on the circumstances pending the completion of the District's investigation.
- F. Disciplinary actions resulting from the filing of formal charges or upon conviction shall be in accordance with the Education Code, District policies, regulations, and applicable collective bargaining agreements. The Superintendent or designee should consult with legal counsel in implementing either suspension or dismissal of employees.

Students

VIII. Confidentiality

The identity of all persons who report shall be confidential and disclosed only:

- between child protective agencies
- to counsel representing a child protective agency
- to the district attorney in a criminal prosecution or in an action initiated under the Welfare and Institutions Code, Section 602 arising from alleged child abuse
- to counsel appointed pursuant to the Welfare and Institutions Code Section 317
- to the county counsel or district attorney in an action initiated under Family Code Part 4, Div. 12 (termination of parental rights) or Welfare and Institutions Code Section 300 (dependent children)
- to a licensing agency when abuse in out-of-home care is suspected by court order
- when the reporting person waives confidentiality
- by court order
- to appropriate district administrators to ensure proper investigation and follow-up regarding alleged students and employee perpetrators
- any authorized agency or individual

(Calif. Penal Code §11167subd.(e).)

Regulation Established: July 23, 1986
Regulation Revised: March 15, 1989
Regulation Revised: November 13, 1996
Regulation Revised: February 9, 2005
Legal References: Penal Code § 11164 et seq.
Ed. Code, § 48906
Ed. Code, § 48987

Suspension And Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. [5144](#) - Discipline)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code [48900.5](#))

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others. The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code [48911](#), [48915](#), [48915.5](#))

(cf. [5119](#) - Students Expelled from Other Districts)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Supervised Suspension Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised in school suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code [48900](#) and [48900.2](#), who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study

teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code [48900.1](#))

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code [48900.1](#))

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code [48900.1](#))

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code [48900.1](#))

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work. District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code [48900.1](#))

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Legal Reference:

EDUCATION CODE

[212.5](#) Sexual harassment

[1981](#) Enrollment of students in community school

[17292.5](#) Program for expelled students

[32261](#) Interagency School Safety Demonstration Act of 1985

[35146](#) Closed sessions (re suspensions)

[35291](#) Rules (for government and discipline of schools)

[35291.5](#) Rules and procedures on school discipline

[48660-48667](#) Community day schools

[48900-48927](#) Suspension and expulsion

[48950](#) Speech and other communication

[49073-49079](#) Privacy of student records

CIVIL CODE

[47](#) Privileged communication

[48.8](#) Defamation liability

CODE OF CIVIL PROCEDURE

[1985-1997](#) Subpoenas; means of production

GOVERNMENT CODE

[11455.20](#) Contempt

[54950-54963](#) Ralph M. Brown Act

HEALTH AND SAFETY CODE

[11014.5](#) Drug paraphernalia

[11053-11058](#) Standards and schedules

LABOR CODE

[230.7](#) Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

[31](#) Principal of a crime, defined

[240](#) Assault defined

[241.2](#) Assault fines

[242](#) Battery defined

[243.2](#) Battery on school property

[243.4](#) Sexual battery

[245](#) Assault with deadly weapon

[245.6](#) Hazing

[261](#) Rape defined

[266c](#) Unlawful sexual intercourse

[286](#) Sodomy defined

[288](#) Lewd or lascivious acts with child under age 14

[288a](#) Oral copulation

[289](#) Penetration of genital or anal openings

[626.2](#) Entry upon campus after written notice of suspension or dismissal without permission

[626.9](#) Gun-Free School Zone Act of 1995

[626.10](#) Dirks, daggers, knives, razors or stun guns

[868.5](#) Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

[729.6](#) Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

[7151](#) Gun free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/about/offices/list/osdfs/index.html>

(2/99 11/01) 11/04

Policy Packet for Maple Creek #2

Sexual Harassment 5145.7

(student policy)

The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

(cf. [5131.5](#) - Vandalism and Graffiti)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [6142.1](#) - Sexual Health and HIV/AIDS Prevention Instruction)

Complaint Process

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [5141.4](#) - Child Abuse Prevention and Reporting)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades K-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. [5131](#) - Conduct)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR [4964](#))

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)

(cf. [5125](#) - Student Records)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex

[48900](#) Grounds for suspension or expulsion

[48900.2](#) Additional grounds for suspension or expulsion; sexual harassment

[48904](#) Liability of parent/guardian for willful student misconduct

[48980](#) Notice at beginning of term

CIVIL CODE

[51.9](#) Liability for sexual harassment; business, service and professional relationships

[1714.1](#) Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

[12950.1](#) Sexual harassment training

CODE OF REGULATIONS, TITLE 5

[4600-4687](#) Uniform Complaint Procedures

[4900-4965](#) Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

[1681-1688](#) Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

[106.1-106.71](#) Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

(6/99 11/01) 3/09

AR 5145.7

Sexual Harassment Student policy regulation

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Note: The following list contains common examples of sexual harassment from the U.S. Department of Education Office for Civil Rights (OCR) publication Revised Sexual Harassment Guidance and definitions specified in 5 CCR [4916](#).

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects

School-Level Complaint Process/Grievance Procedure

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any teacher, administrator, or member of the governing board. Within 24 hours of receiving a complaint, the school employee shall report it to the district Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent. In any case of sexual harassment involving the Superintendent to whom the Principal would ordinarily report the complaint, the employee who receives the

student's report or who observes the incident shall instead report to the President of the Governing Board.

2. **Initiation of Investigation:** The Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall consider the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment in determining whether it is reasonable to pursue an investigation.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. **Investigation Process:** The Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR [4964](#))

The Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel. (cf. [5141.4](#) - Child Abuse Prevention and Reporting)

5. **Interim Measures:** The Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students on temporary independent study or assigning them to the office.

6. **Optional Mediation:** In cases of student-to-student harassment, when the student who complained and the alleged harasser so agree, the Principal may arrange for them to resolve the complaint informally with the help of a trained adult. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser

- e. Evidence of any past harassment complaints that were found to be untrue
- To judge the severity of the harassment, the Principal may take into consideration:
- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
 - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different students.

8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Principal shall notify the student who complained and explain the reasons for the extension. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. The Principal shall review this report with the Superintendent or designee prior to presenting it to other involved parties. If the Principal and Superintendent cannot reach an agreement regarding any aspect of the report, then the report will be presented to the Governing Board President for final decision. Once the report is approved by either the Superintendent or the Governing Board President, this report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused.

In addition, the Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Principal shall also make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
(cf. [5131.5](#) - Vandalism and Graffiti)
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
(cf. [4131](#) - Staff Development)
(cf. [4231](#) - Staff Development)
3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)
(cf. [5125](#) - Student Records)
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)
(cf. [5144.1](#) - Suspension and Expulsion/Due Process)
(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code [48980](#); 5 CCR [4917](#))

(cf. [5145.6](#) - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code [231.5](#))

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code [231.5](#))

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code [231.5](#))

Note: Items #5 and #6 below are optional.

5. Be included in the student handbook

6. Be provided to employees and employee organizations

(2/97 11/01) 3/09

BP 4119.11, 4219.11, 4319.11

Sexual Harassment Policy for Employees

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [4030](#) - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR [4964](#))

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job

applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee. In the event that the sexual harassment complaint is made against the Superintendent, then the President of the Board of Trustees will carry out the investigation.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. [4031](#) - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal. The district considers any form of sexual harassment initiated by an employee to be outside the scope of that individual's employment. In addition to district discipline, employees may be individually liable in certain situations.

(cf. [4117.4](#) - Dismissal)

(cf. [4118](#) - Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

[200-262.4](#) Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

[12900-12996](#) Fair Employment and Housing Act, especially:

[12940](#) Prohibited discrimination

[12950.1](#) Sexual harassment training

LABOR CODE

[1101](#) Political activities of employees

[1102.1](#) Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

[7287.8](#) Retaliation

[7288.0](#) Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

[4900-4965](#) Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

[2000d-2000d-7](#) Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

[106.9](#) Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

(11/01 3/04) 7/05

Sexual Harassment

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

Note: Government Code [12950.1](#) requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years. All newly hired supervisors or employees promoted to a supervisory position must receive the training within six months of their hire or assumption of the supervisory position. Compliance with this law does not insulate the district from any liability for harassment.

At appropriate times, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code [12950.1](#))

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR [7288.0](#) and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code [12950.1](#); 2 CCR [7288.0](#))

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code [231.5](#))

1. Be displayed in a prominent location in the district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code [12950](#))

1. The illegality of sexual harassment
 2. The definition of sexual harassment under applicable state and federal law
 3. A description of sexual harassment, with examples
 4. The district's complaint process available to the employee
- (cf. [4031](#) - Complaints Concerning Discrimination in Employment)
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR [7287.8](#) for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code [12950](#))

(3/04 7/05) 3/08

Maple Creek School District Lockdown Communication Procedures

Advance Communication to Parents, Guardians and Students

Parents and guardians shall be notified in advance through school newsletters and other communications of the following:

- Staff will not open doors during a lockdown.
- Visitors will be allowed access to students only if the public safety incident commander* determines that the site is secure.

Initiation

A lockdown must be a response to a clear and present danger to the safety of students or staff at a school site. A lockdown may be initiated by one of the following:

- Public safety officer**
- School principal or his or her designee (Site administrators have authority to lock down only their site. Only a public safety officer or the superintendent's office can direct other sites to lock down.)

When a lockdown is initiated, administrators are to Activate the School Safety Plan.

The principal or designee is responsible for all personnel and visitors at the site and for ensuring that everyone on the site is informed of the situation, including visitors, childcare facility staff, maintenance and food service workers and Vandal Watch staff.

The following template for announcing a lockdown should be adapted to each work site in the District and included in the school safety plan:

When a lockdown has been ordered, the principal or designee shall make the following announcement and repeat it several times in the following manner (insert the most effective communications system(s) at the site, e.g. public address system or bullhorn.):

"Attention: This is the Principal, (name). We must secure the campus temporarily. This is not a drill. Please remain calm. Teachers and staff, please secure all students, staff and visitors in the room you are in immediately and follow lockdown procedures. If you are outdoors or in a hallway, please walk calmly to the nearest classroom, multipurpose room or office. Parents, do not try to locate your children. They will be kept safe and will be released to you after the lockdown has been lifted. Ignore any alarms or bells. Please listen for updates and further instructions. Thank you for your orderly response to these instructions."

Revised **05/03/06**

Notification

A staff member designated in advance by the principal as a liaison shall notify the superintendent's office immediately that a lockdown has been initiated and shall provide updates to the superintendent's office. The staff liaison also should call the Humboldt County Sheriff's Office periodically to obtain the most current information available regarding the situation. A principal or designee also may notify neighboring schools that his or her school is locked down, but any instruction for other schools to also lock down must come only from the superintendent's office staff or a public safety officer.

Should a principal decide on the basis of information from other schools that he or she will lock down his or her own site, he or she must notify the superintendent's office of that decision immediately so that all schools that are locked down will be included in subsequent communications and notified when the lockdown is lifted.

Communication

The superintendent's office staff will activate the emergency staff notification protocol to include the following:

- Call other district staff who need to be informed immediately of the lockdown and may need to respond, including but not limited to, senior administrators, principals and department directors.

During the Lockdown

- All staff and students are to be in secured rooms away from windows and visual contact from the outside during the lockdown.
- Students will be permitted to go to the restroom only if the public safety incident commander permits such activity and only if the student is accompanied by a designated school staff escort.
- Any special needs of students or access of parents to students will be addressed through the public safety incident commander.
- The principal/designee will provide frequent communications to the students and staff regarding the status of the lockdown and the need for continued cooperation.
- **Rules prohibiting cell phone use during class time are to be strictly enforced.**

Lifting the Lockdown

The public safety incident commander will authorize lifting the lockdown and communicate that decision to the superintendent's office staff. The superintendent's office staff will call the affected sites to tell them to lift the lockdown or to verify that they have been instructed by a public safety officer to lift the lockdown.

Principal/designees should inform all staff notified of the initiation that the lockdown has been lifted.

The superintendent's office will contact other district staff, including, but not limited to, senior administrators, principals and department directors that the lockdown has been lifted,

2

After-Event Parent Communications

Principals are to send a factual notice to parents regarding the day, time, duration and reason for the lockdown. The notice should include other information as appropriate such as lunch

changes, transportation adjustments, and extra-curricular and co-curricular activity modifications. The notice also is to be posted on the school website.

Terminology

- * The public safety incident commander is a law enforcement officer or fire department official responsible for managing an emergency situation. He or she may or may not be on site, but will be consulted continuously regarding the threat level to the students and staff.

- ** A public safety officer is a law enforcement officer or fire department official who is participating in the management of an emergency situation but may or may not be on site.

Delineation of Responsibilities

In an emergency situation at a school site, public safety officers and school administrators are expected to share command responsibilities. The public safety incident commander will be primarily responsible for decisions and directives pertaining to the physical safety and security of the students, staff and facility. The principal or principal's designee will be primarily responsible for decisions regarding the welfare, comfort and morale of students and staff and for establishing and maintaining communication with the superintendent's office. If the public safety incident commander is not on the school site, the principal or designee is to function as the site incident commander.

Application of Procedures

The procedures described above are intended to be applied primarily in lockdown situations, but they may be equally applicable in other circumstances that involve threats to student or staff security but do not specifically require that students be locked in rooms. Such situations may include but are not limited to lockouts and evacuations where a threat to safety may require that students be kept out of the school

Contributing Agencies

This document was developed by the MCSD Emergency Response Planning Committee in cooperation with the Humboldt County Sheriff's Office. Questions and comments may be addressed to the MCSD at (707) 558-5596

Attachments:

1. Emergency Staff Notification Protocol
2. Appendix: Sample School-Site Lockdown Procedures

Emergency Staff Notification Protocol

If an event presents a threat to the safety of students or staff in the Maple Creek School District, the following emergency communications procedures are to be implemented immediately:

- A person. designated in advance by the principal at the site or sites directly affected shall immediately call the superintendent's office.
- The superintendent's staff will call the managers listed below in **bold type**.
- The managers will call the staff members listed below in their respective departments to ensure that key personnel are aware that an emergency is in progress.

Administrator

Extension

A. What is a lockdown?

A lockdown is the confinement of people inside secured rooms for safety measures. It is used when a serious threat exists to the campus that requires students, personnel, and visitors to remain in a locked facility for safety. A lockdown is typically ordered by law enforcement, but there may be situations when a lockdown is ordered by the principal or designee as the person responsible for communicating emergency procedures (e.g. intruder on campus). When in lockdown, the principal is designated as the site incident commander and should follow the duties set forth in the safety plan. Incident command responsibilities will transfer to the public safety incident commander if he or she is at the school site.

B. How is a lockdown communicated?

When ordered by law enforcement, police communicate the lockdown directive directly to the school principal or designee. The order suspending the lockdown is likewise communicated by the police directly to the principal or designee.

C. What procedures should be followed?

1 . When a lockdown has been ordered, the principal or designee shall make the following announcement over the public address system and repeat it several times.

"Attention. This is Mr./s. (Principal). We must secure the campus temporarily. This is not a drill. Please remain calm. Teachers and please secure all students, staff and visitors in the room you are in immediately and follow lockdown procedures. If you are outdoors or in a hallway, please walk calmly to the nearest classroom, multipurpose room or office. Parents, do not try to locate your children. They will be kept safe and will be released to you after the lockdown has been lifted. Ignore any alarms or bells. Please listen for updates and further instructions. Thank you for your orderly response to these instructions."

2. The site staff liaison must alert the superintendent's office staff of the lockdown order, contact the police department for information updates and keep the superintendent's office staff informed about the status of the situation.

Revised 05/03/06

D. How should a lockdown be implemented?

Teachers

1. Lock the classroom door immediately. Close windows when possible.
2. Keep all students sitting on the floor, away from the door or windows.
3. Advise the students that there is some type of emergency but you are not certain what it is. Project a calm attitude to help students remain calm. Reassure students that they are safe and that you are in charge.
4. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.
5. If there is a phone in the classroom, do not use it to call out. Lines must be kept open, unless there is an emergency situation in the classroom. Normal class time prohibitions against cell phone use will remain in effect.
6. Ignore any fire alarm activation. The school will not be evacuated using this method. Verbal instructions will be provided by the principal/designee over the intercom, radio or telephone.
7. When or if students are moved from the classroom, assist them in moving as quietly and quickly as possible.
8. Remain in the room until the Incident Commander or designee announces the end of the lockdown or a police officer arrives and lifts the lockdown.

Other Personnel

1. Look in your immediate vicinity. If you observe any unsupervised students, take them to the nearest available secure room.
2. If there are no students in your immediate vicinity, proceed the nearest available secure room.
3. Lock the door immediately after reaching the designated area.
4. If you have students with you:
 - (a) Keep them sitting on the floor, away from the door or windows.
 - (b) Advise the students that there is some type of emergency but you are not certain what it is. Project a calm attitude to help students remain calm. Reassure students that they are safe and that you are in charge.
 - (c) Take attendance. Prepare to take this list with you when you are directed to leave the designated area.
 - (d) If students are to be moved out of the area, assist them in moving as

quietly and quickly as possible.

5. If there is a phone in the area, do not use it to call out. Lines must be kept open, unless there is an emergency situation in the classroom.
6. Ignore any fire alarm activation. The school will not be evacuated using this method. Verbal instructions will be provided by the principal/designee over the intercom, radio or telephone.
7. Remain in the area until the principal or designee announces the end of the lockdown or a police officer arrives and lifts the lockdown.

E. When will students be released from a lockdown?

Everyone will remain in the lockdown mode until the police department lifts the lockdown. The principal or designee will announce when the lockdown is over. After the lockdown is lifted, students may be released to their parents or other authorized adults according to the school's release procedures in the safety plan.

Shelter-In-Place Procedures

A. What is a shelter-in-place?

A shelter-in-place is the confinement of people inside secured rooms for safety measures. It is used when a serious threat exists to the campus that requires students, staff and visitors to remain within the protection of a closed building for safety. A shelter-in-place is typically ordered by law enforcement or fire safety officials but there may be situations when a shelter-in-place is ordered by the principal or designee as the person for communicating emergency procedures (e.g. a chemical spill in the immediate area). When a site is in a shelter-in-place status, the principal is designated as the Incident Commander and should follow the rules set forth in the safety plan.

B. How is a shelter-in-place status communicated?

When ordered by law enforcement, police communicate the shelter-in-place directive directly to the school site's Incident Commander. The order suspending the shelter-in-place is likewise communicated by the police directly to the site's Incident Commander.

C. What procedures should be followed/

1. When a shelter-in-place has been ordered, the Incident Commander or his or her designee shall make the following announcement on the all-call system and repeat it several times:

"Attention: The campus has been ordered to shelter-in-place due to (give reason). Teachers, please secure your students in your classroom immediately and begin following shelter-in-place procedures. All other personnel, please secure any students in your area by bringing them into your classroom or to the Multiuse Room, whichever is closer. All students who are not with an adult in class, please walk, do not run, directly to the Multiuse Room or to the Main Office, whichever is closer. Staff are to turn all fans, heating and air conditioning off and use whatever materials are available to seal cracks around the doors and windows and cover any vents. All campus visitors please report to the Main Office. All office staff remain in or report to your offices. All other staff report to the Main Office. Parents do not try to locate your children. Your children will be released to you after the shelter-in-place has been lifted. Parents please report to the Main Office. Ignore any fire alarms."

2. The Incident Commander must alert the District of the shelter-in-place order and keep the District informed about the status of the site.

Maple Creek Shelter-In-Place Implementation

- A. Once a shelter-in-place has been ordered the following actions are to be taken to ensure full implementation with all staff moving to close the school:
1. The school emergency plan is immediately activated by staff and students. A reverse evacuation procedure is to be followed that will bring all students and staff indoors.
 2. A member of the Operations Team who is familiar with the site's mechanical system will deactivate all centralized fans, heating and air conditioning systems.

Teachers

1. Ensure that all your students, staff, visitors and any others who are not in their own classrooms are inside.
2. Close and lock all windows, exterior doors and any other openings to the outside.
3. Staff in classrooms and other areas with programmable thermostats will immediately turn the local systems off and use any available materials to seal any cracks around doors and windows. Seal any vents, with paper and scotch tape, if necessary.
4. Advise the students that there is some type of emergency but you are not certain what it is or how long it will last. Project a calm attitude to help students remain calm. Reassure students that they are safe and that you are in charge.
5. If you are told there is danger of an explosion, ensure that all window shades, blinds, louvers or curtains are closed.
6. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you if you are directed to leave the classroom but use your computer to e-mail it to FAS.com using standard procedures.
7. If there is a phone in the classroom, do not use it to call out. Lines must be kept open unless there is an emergency situation in the classroom.
8. Ignore any fire alarm activation. The school will not be evacuated using this method. Announcements will be made over the all-call system.
9. Remain in the room until the Incident Commander or designee announces the end of the shelter-in-place or a police officer or fireman arrives and gives you direction.
10. When or if students are moved from the classroom, assist them in moving as quietly and quickly as possible.

Other Personnel (Not on Operations Team)

1. Look in your immediate vicinity. If you observe any unsupervised students, bring them to the Multiuse or Main Office, whichever is closer.
2. If there are no students in your immediate vicinity, proceed as stated above.
3. Follow the procedures outlined for teaching staff.

Operations Team Staff

1. Proceed with duties as assigned providing for your own safety as well as that of the staff and students.
 2. Maintain radio contact with your team leader or the Incident Commander however you are directed
- B. Everyone will remain in the lockdown mode until the police department lifts the lockdown. The Incident Commander or designee will announce when the lockdown is over. After the lockdown is lifted, students may be released to their parents or other authorized adults according to the school's release procedures.