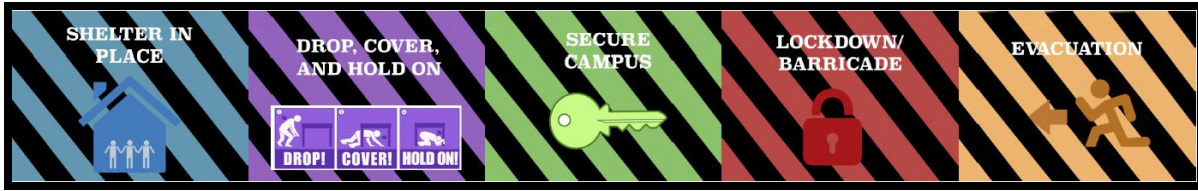


# Millbrae School District



## Spring Valley School Safety Plan 2020/2021

*To Provide effective support as a Disaster Service Worker, employees must have the confidence that they have prepared their own families to deal with emergencies in their absence. The time and energy a staff member commits to being prepared at home will provide the best assurance that they are capable of dealing with the emergency situation at the school site.*



## Emergency Drill Procedures

In order to align with the San Mateo County Office of Education and the emergency plans that have been reviewed and endorsed by all San Mateo County's Police Chiefs and Sheriff Commanders, ~~Lomita Park~~ Lomita Park Elementary School has adopted the Big Five emergency response protocol. The Big Five refers to five immediate action responses that can be taken by the school depending on the emergency scenario. A summary of the Big Five responses can be found below:

### Action

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#### 1. Drop, Cover, and Hold On

- a. Implement during an earthquake or explosion to protect building occupants from flying and falling debris.

#### 2. Evacuation

- a. Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a predetermined safe location.

#### 3. Lockdown/Barricade

- a. Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.

#### 4. Secure Campus

- a. Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned. No visitors are allowed inside the building.

#### 5. Shelter In Place

- a. Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units.

The following pages outline each of the Big Five in more detail. In regards to Spring Valley Elementary School's protocol, the School Principal or alternatively, the Teacher in Charge, will serve as the School Incident Commander.

## **Disaster Service Worker**

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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 by their superiors or emergency service commanders. The term "public employees" includes all persons employed by the state, city, county, state agency, or public district. The law applies in all the following cases:

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

### **What does a disaster service worker do?**

- ☐ Public employees serving in the role of Disaster Service Workers may be asked to do jobs other than their usual duties for periods exceeding normal work hours
- ☐ Employees may be scheduled in shifts and asked to return to the work site at hours outside the normal work day
- ☐ Disaster Service Workers will be deployed within the Incident Command System and may perform a variety of duties including oversight of shelter care, communications, logistics, first aid and comfort, or community support and safety

When pressed into disaster service, employee's Workers' Compensation coverage becomes the responsibility of the state government (OES), but the employer pays the overtime. These circumstances apply only when a local or state emergency is declared.

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# PART 1

# TERMINOLOGY



# Spring Valley School

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**Evacuation Assembly Area A – Playground in front of grassy area**

**Evacuation Assembly Area B – Multi-Use Room**

**Off-Site Evacuation Assembly Area C- Taylor Middle School**

**Off-Site Evacuation Assembly Area D - Mills High School**

In the event of off-site evacuation, signs will be posted at entrances to the school campus to assist with reunification.

**Green Card** – Card teachers hold up to indicate all students are present.

**Red Card** – Card teachers hold up to indicate students are missing.

**Student Assembly Area** – The locations of where students will sit and wait until a return to classes or a dismissal through reunification.

**Emergency Pack** – Backpack in classrooms containing current rosters, bandages.

**Emergency and Disaster Supplies** - Rolling emergency supply cart in the principal's office.

# **PART 2**

# **BIG FIVE**

# **EMERGENCY**

# **GUIDELINES**



**Coalition for  
Safe Schools &  
Communities**

## **PART 2: Big Five Emergency Guidelines**

### **RESPONSE**

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize the necessary resources to address the emergency at hand.

### **CALLING 911**

When calling 911, be prepared to answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response. The 911 Dispatcher may ask the caller to stay on the line until responders arrive. This will assist the dispatcher in keeping the fire, police, or rescues quad updated as the situation unfolds.

### **WHEN REPORTING AN EMERGENCY**

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- ☐ Remain calm and speak slowly and clearly
- ☐ Provide name, location of the incident, and caller's location, if different from the scene of the emergency
- ☐ Although caller ID information may transfer immediately to the 911 Dispatcher, it is not available in all locations. The 911 Operator will confirm and verify the phone number and address for EVERY call received
- ☐ Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- ☐ Do not hang up until the Dispatcher says to do so



## CALLING 911 FROM A CELL PHONE

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- ❑ 911 calls from cell phones may need to be transferred to another agency because cell phone calls are sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match geographical boundaries.
- ❑ Know your cell phone number, be prepared to give the dispatcher an exact address (**200 Santa Helena Avenue, San Bruno, CA 94066**), and be prepared to use cardinal directions (north, south, west and east) to describe your location. Emergency services may not know the campus, so saying what room number you are in will not be an adequate description of where you are located.

**When calling 911, time is of the essence. Try to be as calm as possible; speak slowly and clearly. The 911 operator aims to gather the correct information the first time he/she asks for it.**

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## EMERGENCY CONTACT INFORMATION

**Central County Fire**  
1399 Rollins Road  
Burlingame, CA 94010  
Phone: (650) 558-7600

**San Mateo County  
Sheriff's Office**  
581 Magnolia Avenue  
Millbrae, CA 94030  
Phone: (650) 259-2300

**PG & E**  
1-800-743-5000  
**Emergency**  
9-1-1

# Spring Valley School

## **EMERGENCY RESPONSES**

### **EVACUATION**

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

### **Drill Procedures Include:**

The continuous sounding of the horn will signal an evacuation drill. All students and adults will leave the building in an orderly fashion. **The last person out of the room will close the door in the event of a fire and open in the event of an earthquake.** Each class will line up in the yard at pre-assigned locations (see evacuation map). All students will assemble on the lower playground in quiet class lines. Teachers are to take their emergency backpacks.

At the assembly area:

- ☐ Student at the front of the line will hold up
  - ☐ **Green card** if all students are present; or
  - ☐ **Red card** if any child is missing.
- ☐ Teachers should notify the principal/secretary of any missing student, injuries or special problems – including hazardous damage.

## HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

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The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- ☐ Announce the type of emergency
- ☐ Offer arm for guidance
- ☐ Tell person where you are going, obstacles you encounter
- ☐ When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

- ☐ Turn lights on/off to gain the person's attention -OR-
- ☐ Indicate directions with gestures -OR-
- ☐ Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- ☐ Evacuate these individuals as injured persons
- ☐ Assist and accompany to evacuation site, if possible -OR-
- ☐ Use a sturdy chair (or one with wheels) to move person -OR-
- ☐ Help carry individual to safety

To evacuate individuals using wheelchairs:

- ☐ Give priority assistance to wheelchair users with electrical respirators
- ☐ Most wheelchairs are too heavy to take downstairs; consult with the
- ☐ affected individual to determine the best carry options
- ☐ Reunite person with the wheelchair as soon as it is safe to do so

**Specific Assignments: Connor Murphy - Tamara Aqleh, Henry Hsieh - Venus Buqeileh, Evan Generaloa - Vici Johnson**

## **SHELTER IN PLACE**

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Dirty Bomb
- Hazardous Material Spills

### **Drill Procedures Include:**

There will be an announcement over the public address (P.A.) system:

**“Implement Shelter in Place, this is not a drill.”** This announcement may come from any adult in the office, not necessarily the principal.

- ☐ Immediately clear students from the halls. Stay away from all doors and windows
- ☐ Keep all students in the classroom until further instructions are received. Support those needing special assistance
- ☐ Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other effective materials
- ☐ Take attendance and call or email status to school secretary, according to site protocol
- ☐ Wait for another action or, if “ALL CLEAR” announcement is issued, return to normal class

## **SECURE CAMPUS**

**SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students.**

When a campus is in SECURE CAMPUS status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of the event. Outer gates and other entrance/exit points can be closed (NOT LOCKED) to deter a potential perpetrator from entering school grounds. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A SECURE CAMPUS response may be elevated to LOCKDOWN/BARRICADE in which case instruction immediately ceases and students and staff follow LOCKDOWN/BARRICADE procedures.

### **Drill Procedures Include:**

There will be an announcement over the public address (P.A.) system: ***“Secure Campus, this is not a drill.”*** This announcement may come from any adult in the office, not necessarily the principal.

- ☐ Move to the door and instruct any passing students to return to assigned classroom immediately
- ☐ Close and lock the door
- ☐ Continue the class instruction or activity as normal

- ❑ Enforce the no entrance; no exit protocol. Remain in the classroom or secured area and wait for further instructions
- ❑ Be alert to the possibility that the response may elevate to LOCKDOWN/BARRICADE
- ❑ Do not call the office to ask questions; Incident Command will send out periodic updates
- ❑ Wait for another action or, if ALL CLEAR is issued, return to normal class routine

### **LOCKDOWN/BARRICADE**

LOCKDOWN/BARRICADE is implemented when the threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During LOCKDOWN/BARRICADE, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until the room is cleared by law enforcement or an ALL CLEAR signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community

### **Drill Procedures Include:**

There will be an announcement over the public address (P.A.) system:

**“Lockdown/Barricade, this is not a drill.”** This announcement may come from any adult in the office, not necessarily the principal.

### **“THINK ON YOUR FEET”**

In the event of a Violent Intruder on campus, quick thinking is imperative for

survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff.

In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

**IF YOU ARE INSIDE DURING A “LOCKDOWN/BARRICADE”  
ANNOUNCEMENT**

**IF YOU ARE INSIDE A BUILDING:**

- ☐ Apply think on your feet mentality.
- ☐ Instruct students to **“Hide.”**
- ☐ Remain calm and quiet. Maintain control of your students.
- ☐ Immediately lock classroom doors. If children are in the hallway, if possible, bring them into your room before securing the door.
- ☐ Lock all windows and close drapes.
- ☐ During a drill, take attendance for your class using the “Emergency Attendance Form” from your emergency backpack. Keep it with you and submit as directed.
- ☐ **Please limit the use of Walkie Talkies (site specific, Channel 5) to**

**reduce limit alerting an active threat to locations of persons.**

- ☐ Determine if anyone is injured and render first aid as necessary, but remain low to the ground.
- ☐ Remain in place and do not open the door until “EVACUATION” or “ALL CLEAR” direction is given. In the event no signal is given, wait until the door is opened by law enforcement or administration.
- ☐ If there is a knock at your door, do not answer the door or speak. Police officers, administrators, or staff will open the door with a key. Keep in mind the main goal is to ensure the safety of those in your classroom. Use your best judgment and think on your feet, applying the run, hide, fight mentality as appropriate.
- ☐ If you hear the direction, “*Evacuate the Building*” follow the Evacuation Procedures.

**IF YOU ARE OUTSIDE DURING A “LOCKDOWN/BARRICADE”  
ANNOUNCEMENT**

**IF YOU ARE OUTSIDE THE BUILDING:**

- ☐ Apply think on your feet mentality and evaluate whether to “run, hide, fight.”
- ☐ Keep students together.
- ☐ Additional direction is included in the next section.

**Whole class (i.e. P.E.):**

- ☐ Find the nearest, safest classroom/building or outside area, applying the run, hide, fight mentality as appropriate. Keep the group together.
- ☐ Take attendance and note anyone who is missing.
- ☐ Follow all standard “Lockdown/Barricade” Procedures

**Individuals:**



- ❑ Go immediately to the nearest classroom and remain with that group; **DO NOT** attempt to return to your normal location unless that is the nearest classroom to you at the time.

**IF SOMEONE PRESENTS A DANGEROUS SITUATION IN/NEAR YOUR CLASSROOM:**

- ❑ Find any means possible to communicate that you need help and that the campus needs to be secured. (i.e. call the office, have a verbal or visual signal worked out with neighboring classrooms.)

**IF CAMPUS NEEDS TO BE SECURED WHEN STUDENTS ARE OUT OF CLASSROOMS:**

- ❑ 1. The office will announce a return to classrooms.
- ❑ 2. Teachers and students go immediately to your next regularly scheduled class.
- ❑ 3. Teachers stand by the doorway and encourage approaching students to hurry inside.
- ❑ 4. Then follow all standard “Lockdown/Barricade” procedures.

**STAFF ACTIONS: IF STUDENTS ARE AT LUNCH OR RECESS AT THE TIME OF LOCKDOWN / BARRICADE**

- ❑ Move students to the nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to

look for a safe area. Consider moving students off-campus if that seems the safest option

- ☐ Do not chase students that run. Let them go
- ☐ Do not go into rooms that cannot be secured and offer no way out
- ☐ If secure inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to relocate against the wall least visible to the outside and most out of the line of harm
- ☐ Instruct students to stay quiet and out of sight
- ☐ Silence all cell phones
- ☐ Turn off television, LCD projector, document camera, etc.
- ☐ Remain calm. If safe to do so, attempt to maintain separation between students and the perpetrator
- ☐ Only If there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- ☐ If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- ☐ If safe to do so, locate emergency packet and remove staff ID placard and put it on
- ☐ If safe to do so, take attendance and document on appropriate form
- ☐ If safe to do so and according to site communications protocol, contact School Incident Commander or designee to document your whereabouts as well as any students/staff under your supervision
- ☐ In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)
- ☐ Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours

**IF AN EARTHQUAKE OCCURS, it is the responsibility of each adult to verbally give the “DROP, COVER & HOLD” command.**

### **DROP, DUCK, COVER AND HOLD ON**

DROP, DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies:

- Earthquake
- Explosion

### **Drill Procedures Include:**

Drill will be announced over the public address system with the message *“EARTHQUAKE DRILL – DROP, COVER & HOLD.”*

- ☐ All students and all adults present at the school will immediately drop, cover, and hold with backs toward the windows. If students and adults are outside during an earthquake, they are to drop and cover away from the buildings, electrical wires, and other structures.
- ☐ Instruct students to remain in position until all shaking subsides. When shaking subsides, follow evacuation procedures.
- ☐ The last person out of the building should leave the door open to allow for search and rescue following evacuation.
- ☐ Do not wait for a public address message.
- ☐ Remain in emergency position until all shaking has subsided and then follow evacuation procedures.
- ☐ Upon evacuation, leave doors open to facilitate search and rescue efforts

## Hazards

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### CHEMICALS AND GAS

Knowledge of the location of existing pipelines near or on school property is essential for preparedness in the event of a hazardous chemical or gas leak. Pipeline markers are generally yellow, black, and red and can vary in shape and size. Excavation is a leading cause of pipeline damage, so it is important to follow strict on-site protocol prior to digging on school property. The facilities supervisor should call 811 to confirm the planned dig location is safe.

All school personnel, including cafeteria managers and custodians, shall immediately report any hazardous chemical or gas odor or leak to the School Incident Commander.

Design school bus routes and student pick-up/drop off locations to avoid contact with pipelines and pipeline rights-of-way. This helps to ensure evacuation routes are safe in a pipeline emergency.

#### **How to Detect a Gas Leak**

Smell, listen, and always be alert to signs of a gas leak. A gas leak can be detected by a sulfur-like odor, a hissing, whistling, or roaring sound coming from underground or a gas appliance, dirt spraying into the air, or the appearance of dead vegetation in an otherwise moist area.

### **SCHOOL INCIDENT COMMANDER, SITE ADMINISTRATOR ACTIONS: INSIDE SCHOOL BUILDINGS**

- ☐ Assume Incident Command role and call 911 from a safe location. Must be ready to provide location, status of campus, and all available details of the situation.
- ☐ If a gas leak is discovered inside the building, evacuate the affected building immediately to an area that is upwind of the suspected leak. Follow EVACUATION Protocol.
  - ☐ Do not use a telephone of any kind until in a safe area
  - ☐ Do not take any action to cause heat or sparks
- ☐ Consult with emergency personnel and the utility company to determine next steps.
- ☐ When able, alert the Superintendent's Office.
- ☐ Deploy site administration to isolate and restrict access to potentially contaminated areas
- ☐ The site administration will coordinate further action with representatives from fire and police commanders and the utility company. A location will be established at a safe location away from the building to determine any further action. The Fire Department Commander or other emergency personnel will assume responsibility of the scene and determine the appropriate actions to further mitigate the emergency
- ☐ In consultation with the Fire Department Commander and utility company, the superintendent of equivalent will make a determination to implement procedures to cancel school or resume normal building operations
- ☐ In the event of a suspected hazardous chemical or gas odor or leak, immediately notify school site administration
- ☐ At the direction of the school site administration, evacuate students from immediate vicinity of danger. If odor is severe, leave the area immediately; do not wait for Fire Department Commander
- ☐ Follow Evacuation protocol and use designated routes or other alternate safe routes to an assigned Assembly Area located upwind of the affected room or building
- ☐ Leave any equipment or machinery as is

- ☐ Do not switch lights on or off
- ☐ Leave doors open. Do not operate lights or any electrical equipment, including cell phones
- ☐ At the designated Assembly Area take student attendance and report any missing students to school site administration

## **SCHOOL INCIDENT COMMANDER, SITE ADMINISTRATOR ACTIONS OUTSIDE SCHOOL BUILDINGS:**

- ☐ Instruct designee to call 911 to provide the exact location and nature of the emergency
- ☐ If it is determined that a hazardous chemical or gas leak has occurred away from the school campus, initiate SHELTER-IN-PLACE with a public address announcement. Clearly instruct teachers and staff to immediately follow SHELTER-IN-PLACE protocol
- ☐ Once SHELTER-IN-PLACE is implemented, direct Fire Department Commander or Security/Utilities Team to turn off fans in the area; close doors and windows; shut down all air handling systems, and turn off sources of ignition
- ☐ When able, alert the Superintendent's Office
- ☐ In accordance with the SHELTER-IN-PLACE protocol, students and staff who are outdoors should proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers who assemble their classes in a location other than their assigned SHELTER-IN-PLACE assembly point should communicate their locations to the Fire Department Commander via standard communication channels without leaving the building
- ☐ The school site administration will coordinate further action with representatives from fire and police commanders and utility company
- ☐ The SHELTER-IN-PLACE protocol will remain in effect until the appropriate agency or Site Administrator declares the emergency is resolved



## **STAFF ACTIONS:**

### **OUTSIDE SCHOOL BUILDINGS**

- ☐ Initiate SHELTER-IN-PLACE immediately by clearing students from the hallways and grounds. Stay away from all doors and windows
- ☐ Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other materials if instructed by Incident Command
- ☐ Keep all students in the classroom until further instructions are received. Support those needing special assistance
- ☐ Take attendance and call or email status to school site administration staff, according to site protocol
- ☐ Wait for another action or, if ALL CLEAR announcement is issued, return to normal class routine

## **FIRE: OFF-SITE**

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A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, whether it is a wind-driven or chemical-driven fire, and how the surrounding terrain might influence the flames. Responding to a fire in the surrounding community requires “think-on-your-feet” alertness.

### **SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:**

- ☐ Contact local fire department (call 911) to determine location of fire and the correct action for school site
- ☐ Access the School “Emergency Response Box” that includes site maps, keys, rosters, etc.
- ☐ If appropriate, SHELTER-IN-PLACE or begin EVACUATION to an off-site evacuation location according to the site emergency plan. If needed,



- contact bus dispatch for transportation by bus to evacuation location
- ☐ In order to ensure that all students and staff have left the building and are free from injury, direct Fire Department Commander to engage the Search and Rescue team
- ☐ Monitor radio stations and other public information sources for current status reports
- ☐ Determine if Student Release should be implemented. If so, notify staff, students and parents

### **STAFF ACTIONS:**

- ☐ If students are to be evacuated and it is safe to do so, take attendance prior to leaving the building site
- ☐ Remove staff ID placard from emergency packet and put it on
- ☐ Evacuate immediately to the assembly area. DO NOT STOP to collect belongings, but be sure to bring the classroom Go Pack which should include attendance roster and emergency supplies. Leave windows and doors closed behind you, but unlocked.
- ☐ Stay calm. Maintain control of the students at a safe distance from the fire and firefighting equipment
- ☐ Take attendance at the assembly area. Report any missing students to the school administrator and emergency response personnel
- ☐ Remain with students until Incident Command has determined it is safe to return
- ☐ Follow school emergency protocols for return to school

### **FIRE: ON-SITE**

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An on-site fire necessitates quick and decisive action to prevent injuries and further spread of fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor close to walls to enable easier breathing and provide direction. Before opening any door, place a hand on

inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires extinguished on-site by school staff, regardless of size, require that the Fire Department be notified.

## **SCHOOL INCIDENT COMMANDER, SITE ADMINISTRATOR ACTIONS:**

### **FIRE WITHIN SCHOOL BUILDING**

- ☐ First, sound the fire alarm to implement EVACUATION of the building
- ☐ Assume command role until relieved by emergency personnel
- ☐ Next, instruct a designee to call 911. Designee must be ready to provide location, status of campus, all available details of situation
- ☐ Access the school “Emergency Response Box” in order to provide emergency responders with maps, keys, rosters, etc.
- ☐ Immediately EVACUATE the building or the school using the primary or alternate fire routes
- ☐ When able, alert Superintendent’s Office
- ☐ To ensure that access roads are kept open for emergency vehicles, direct Fire Department Commander to open gates and clear pathways
- ☐ To ensure that all students and staff have left the building and to locate injured students/staff, direct Fire Department Commander to site
- ☐ To ensure injured students and staff members receive medical attention, direct Fire Department Commander/Medical Command to engage injured
- ☐ If needed, notify bus dispatch for off-site evacuation or communicate with Unified Command to engage SAMTRANS
- ☐ Do not allow staff and students to return to the building until the South County Fire Department/Command declares that it is safe to do so

## **STAFF ACTIONS:**

### **FIRE WITHIN SCHOOL BUILDING**

- ❑ Evacuate immediately to the assembly area. DO NOT STOP to collect belongings, but be sure to bring attendance roster and emergency supplies. Leave the windows and doors closed, but unlocked
- ❑ Stay calm; maintain control of the students at the designated assembly area
- ❑ Take attendance. Report missing students to the Fire Department Commander/Site Administrator and emergency response personnel
- ❑ Maintain supervision of students until the Fire Department Commander determines it is safe to return to the school building

### **Per Education Code, Section 32282**

The comprehensive school safety plan shall establish a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

**Spring Valley School**  
**EMERGENCY RESPONSE POLICIES**  
**RETENTION POLICY**

All students will be retained at school until dismissed to a parent or designated adult.

Parents will indicate designated adults on their child's emergency card, students must be signed out by a parent or designated adult to whom they are being dismissed.

**NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL  
ONLY BE DISMISSED TO A DESIGNATED ADULT.**

The designated on-site pick-up area will be the Multi-Use Room (MUR), or in the event the (MUR) must remain closed, the alternative pick-up area will be the grassy area near the back gate.

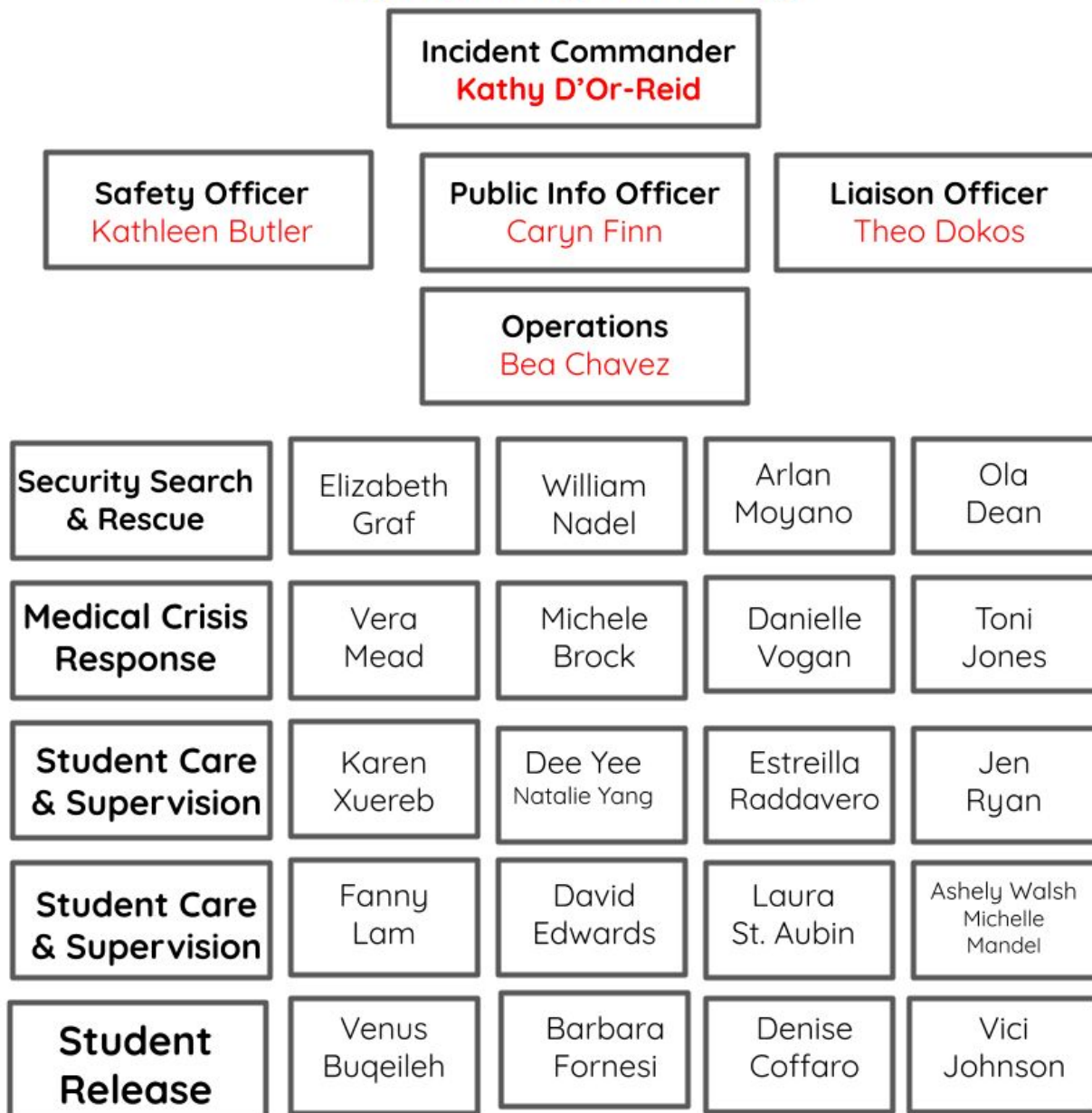
- ☐ Adults arriving to pick up children must produce identification and be listed on emergency release. Adults picking up children must sign out with a correct signature.
- ☐ Staff members will serve as runners to bring students to the designated pick-up area when the designated adults have arrived. Students are to remain with their teacher, or adult in charge of the class, until their parent or designated adult arrives.
- ☐ Students who must remain at school because a parent cannot be located or is unable to reach school immediately will be grouped together at the direction of the principal.
- ☐ The custodian and teachers will lock all outside doors.

**Spring Valley School**  
**SUPERVISION POLICY**

Teachers will remain with the students. A 'buddy system' will be used for staff.

<b>Room/Location</b>	<b>Team Members</b>
Rooms B,C&D	K-Teachers (Finn, Lam & Raddavero)
Rooms J&K	First Grade teachers (Brock & Ryan) Aides(Johnson, Laudenorio)
Rooms F&G	Second Grade teachers, (Dokos, Mandel, Walsh)
Rooms H&I	Third Grade teacher (Yee & Yang) Second Grade (Graf)
Rooms M&N	Third Grade (Xuereb) Third/Fourth Grade (Mead)
Rooms O&P	Fourth Grade (St. Aubin) Fourth Grade(Vogan) (Aide- Aqleh)
Rooms Q&R	Fifth Grade teachers, (Edwards, Butler,)
Rooms L&S&A	RSP Teacher (Chavez) 1st Grade Teacher (Nadel) Counselor (Denton) (Aide- Buqeileh)
Room Library/MUR SLP(Jones)ELD Aide(Fornesi)Reading(Laderman)Music(Smith) PE (Dean)	

**4 Deep**  
**Incident Command System**  
**Spring Valley Elementary**



**Additional staff to support where needed:**

Kayla Smith  
 Mei Hua Chen  
 Claudia Laderman  
 Tamara Aqleh

Adults will check on each other. In case a teacher needs to remain with an injured or frightened student, the other adults will care for the remaining classes of students. As fewer staff are needed, staff will be dismissed by the principal or designee based on personal needs and responsibilities.

Students attending special classes (RSP/SDC, Speech, ELD, Reading Intervention) or who are with support personnel (psychologist, counselor) at the time of an emergency will remain where they are at. If the evacuation response is initiated, either by voice announcement or in the event of an earthquake, the shaking subsides, adults will walk students to where their class assembles on the blacktop (see evacuation map). Support personnel will then transfer supervision of the students to the classroom teacher by presenting the student directly to the teacher

### EVACUATION OF THE SCHOOL GROUNDS

In case of a situation requiring evacuation of the building and grounds, the students and faculty will be taken to the nearest Emergency Shelter that is declared safe: Mills High or Taylor Middle. . Information to that effect will be posted at the school entrance.

# School Incident Commander

The School Incident Commander has the sole authority to activate the school's Emergency Plan. The Incident Commander must be familiar with the plan and the available resources as well as be able to coordinate and communicate all response actions effectively to others.

## **The School Incident Commander:**

- Assesses the scene & ensures the safety of students, staff & others on campus
- Leads by example: the behavior sets the tone for staff & students
- Coordinates response efforts with the affected areas
- Determines the need for & helps facilitate inter-agency coordination
- Remains at or near the Command Post to observe & direct all operations
- Constantly assesses the situation & adapts appropriate strategies as needed
- Delegates tasks as appropriate to other ICS roles & relies on strength of the team
- Can work as part of a Unified Command with First Responders

# School Safety Officer

The School Safety Officer is a member of the Incident Command Staff & ensures that all activities are conducted in as safe a manner as possible under the existing conditions. In a larger incident, the School Safety Officer must be alert & ready to manage secondary emergencies that may likely occur.

## **The School Safety Officer:**

- Monitors drills, exercises & emergency response activities for safety
- Identifies & mitigates safety hazards & situations
- Locates all utilities & turning them off, if necessary
- Securing & isolating fire/HazMat
- Assessing & notifying officials of fire/HazMat
- Conducting perimeter control
- Stops or modifies all unsafe operations
- Anticipates situations & problems before they occur
- Keeps the School Incident Commander advised of status & activity



# Operations

The operations Chief organizes, assigns & supervises all emergency response to the incident (Student Rescue, Student Supervisions, Medical & First Aid, Student Release, Crisis Response)

- Take direction from the Incident Commander
- Develops & implement strategies/tactics to respond to the emergency

# Security Team

Responsibilities:

- Conducting perimeter control – locking exits if necessary
- Monitoring main gate and entrance point
- Escorting first responders to the Incident Command post
- Escorting media to the Public Information command post

# Search & Rescue

Responsibilities:

- Search the entire school facility, entering only after they have checked the outside for structural damage & determined that it is safe to enter.
  - Responsible for ensuring all students & staff evacuate the building (or if unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them)
  - Identifying & marking unsafe areas
  - Conducting initial damage assessment\*\*\*
  - Obtaining injury & missing student report from teachers
- \*\*\* School ICS Command Staff should make the determination whether it is safe for school site Search & Rescue to enter a potentially dangerous building

# School Public Information Officer

The School Public Information Officer is a member of the Incident Command Staff who manages the media **until** the district-level Public Information Officer can get to the scene. The site-level Public Information Officer ensures the media sets up in the designated media staging area & communicates the timeline for release of information.

## **The School Public Information Officer:**

- Establishes appropriate site for media staging area (away from Command Post & students)
- Advises arriving media of scheduled press releases
- Provides periodic information updates to School Incident Commander
- Ensures announcements & other information are translated into other languages as needed
- In collaboration with the District Public Information Officer, sends out communication to staff & students about the current emergency
- Prepares ongoing communication for parents and community
- Escorts news media around the school site at the direction of School Incident Command

# School Liaison Officer

The School Liaison Officer is a member of the Incident Command Staff who serves as the point of contact for the representatives from community organizations & agencies & assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

## **The School Liaison Officer:**

- Briefs agency representatives on current situation, priorities & incident action plan
  - Ensures coordination of efforts by keeping School Incident Command informed of agencies' action plans
  - Provides periodic update briefings to agency representatives as necessary
  - Maintains contact between the District Office & the School Incident Command
- Works as assistant to School Incident Command

# Medical Team/Crisis Response

The Medical Teams provide triage & treatment for students & other disaster victims. First Aid Teams are responsible for:

- Setting up first aid area for students
- Assessing & treating injuries
- Completing master injury report
- The Crisis Response Team is responsible for assisting students & school personnel process, managing fears, psychological trauma associated with emergencies & disasters. This includes:
  - Assessing needs for immediate onsite mental health support
  - Determining need for outside agency assistance
  - Working with Logistics to identify location for onsite intervention/counseling
  - Monitoring well being of school emergency team, staff & students & reporting all finding to the Operations Chief

## Student Care & Supervision Team

Responsibilities include student accounting, protection from weather, providing for sanitation needs & providing for food & water.

- Accounting for the whereabouts of all students, staff & volunteers
- Setting up secure assembly area
- Managing sheltering & sanitation operations
- Managing student feeding & hydration
- Coordinating with the Student Release Team
- Coordinating with the Logistics Section to secure the needed space & supplies

*The following sign will be posted on all outside doors*

FOR SAFETY REASONS  
Spring Valley STUDENTS HAVE BEEN  
EVACUATED TO:

PLACE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# **PART 3**

## **RESPONSIBILITIES OF STAKEHOLDERS**



## **PART 3: Responsibilities of Stakeholders**

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### **Spring Valley School RESPONSIBILITIES OF THE ADMINISTRATOR**

#### **Before**

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1. Review policies with all staff.
2. Ensure that at least two members of the staff have first aid training and there is a designated first aid administrator in the event of an emergency.
3. Distribute emergency cards to all parents at the beginning of the school year to be filled out and returned.
4. Maintain available first aid supplies readily accessible in the event of an emergency. Supplies will be in a portable case.
5. Maintain emergency supplies in the office and classrooms:
  - a. Water
  - b. Flashlights and batteries
  - c. School first aid kit
  - d. Classroom emergency packs
6. Hold emergency drills monthly.
7. Assign specific staff tasks in the event of an emergency

#### **During and After**

---

1. Inspect exits and evacuate the building, if necessary.
2. Oversee roll call
3. Assist with injured or distressed individuals
4. Inspect building for re-entry. Turn off water, gas, and/or power, if necessary
5. Supervise retention and dismissal procedure

# Spring Valley School

## RESPONSIBILITIES OF TEACHERS

### Before

---

1. Maintain an accurate, updated class list in the classroom emergency manual.
2. Maintain copies of emergency cards in classroom emergency backpacks.
3. Discuss earthquake procedures with your class and hold class drills.
4. Maintain an emergency classroom backpack. Included should be:
  - a. Post-it, pencil pen
  - b. First aid kits
  - c. Working flashlight
  - d. Student release information (yellow cards)
  - e. Blanket (2)
  - f. Emergency manual
  - g. Rubber gloves
  - h. **RED**/**GREEN** Cards
  - i. DUCT tape

Note: Check supplies after each emergency drill. If any items need to be replaced, use the check- off sheet in the backpack to inform the office.

### During and After

---

1. Follow the appropriate response protocol.
2. Check with and care for adult “buddies” immediately after tremors have stopped and the “all clear” signal has sounded.
3. Check for injury of students and reassure students
4. Evacuate students at the direction of the principal or designee. Take emergency backpacks
5. Take roll. Report injuries.
6. Carry out assigned tasks.
7. Report any hazardous conditions to Incident Command
8. Remain at school until dismissed by Incident Command

## **Spring Valley School**

### **RESPONSIBILITY OF INSTRUCTIONAL AIDES**

#### **During and After**

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1. Supervise and monitor students
2. Check with and care for adult “buddies” immediately after tremors have stopped and an “all clear” signal has sounded.
3. First check for injuries and reassure students in the class in which you are working, then move to other classes in the same pod.
4. At the direction of Incident Command, assist where your help is needed.
5. Report any hazardous conditions to Incident Command.

## **Spring Valley School**

### **RESPONSIBILITY OF STUDENT SERVICES**

Our school counselors and school psychologist share sites and support students across the school district. We have a collaborative team that focuses on the wellness of the whole child.

The district’s response to a mental health crisis on campus, or a community event that impacts our campus is as follows:

- Principal, or designee, to contact the Director of Student Services.
- The Director of Student Services, will deploy adequate resources to support the student and staff on campus.
- The mental health staff (counselors and school psychologists) will be a part of the site Crisis Response Team.
  - Members will respond to the mental health crisis and maintain detailed records of impacted students and staff.

The District will continue to implement a District wide SEL curriculum to support students in their development of the CASEL Standards. This work will be supported by school counselors on each school site. Additionally, the counselors and school psychologist have been trained to implement Kimochi’s in their individual and group sessions.

## **Spring Valley School**



## RESPONSIBILITY OF PARENTS

### Preparation

---

1. Fill out an emergency card and keep it up to date by reporting any changes to the office.
2. Be familiar with school emergency response policies.
3. Be familiar with policies regarding dismissal of students and reuniting students with parents.
4. Have a home plan:
  - a. Decide who is responsible for children after school hours, especially if children are home alone.
  - b. Decide who will pick up children from school if you cannot pick them up.
  - c. Parents and children should be prepared at home in the event of an emergency.

### During and After

---

1. **DO NOT PANIC.** Your children will be cared for.
2. **STUDENTS ARE PICKED UP FROM THE MUR OR FIELD (Lower Baseball Field if at GH) IN AN ORGANIZED MANNER.**
  - a. *For student safety, parents must wait outside of the fenced area and students will be released out of the fenced area once the student is signed out.*
3. **STUDENTS WILL NOT BE ALLOWED TO LEAVE ALONE.**
4. **DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING HIM/HER OUT.**
5. In the event that phones do not work, have another adult designated to pick up your child if you are unable to come yourself. *(This is necessary for parents who work any distance from school.)* Be sure that person's name is on the emergency card and that you have notified that person.

## Spring Valley School

## RESPONSIBILITIES OF STUDENTS

### Before

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1. Know the emergency response procedures
2. Know where your class lines up during an evacuation.

### During and After

---

1. Stay Calm, your safety and the safety of others depends on you not playing during the emergency.
2. Follow the direction of adults **without question**, for example: leave the building, sit quietly etc...
3. Always walk and watch where you are going
4. Stay with your class until given another direction.

# **PART 4**

# **SCHOOL SAFETY**

# **TEAMS**



**Coalition for  
Safe Schools &  
Communities**

## **PART 4: School Safety Teams**

### **Spring Valley School**

#### **ASSIGNED TASKS IN THE EVENT OF AN EMERGENCY**

Incident Command: Kathy D'Or-Reid, Principal

Alternate Incident Command: Bea Chavez, RSP Teacher

**Secure all school doors ~ Last adult to leave through exit will secure the door.**

- 1. Secure all school doors - In the event of an earthquake, doors are to be left open**
  - a. Last adult to leave through exit will secure the door
- 2. Supervise dismissal and communication center:**
  - a. Denise Coffaro, Secretary
  - b. Venus Buqeileh, Instructional Aide, BackUp Secretary
- 3. First Aid:**
  - a. Bea Chavez, RSP Teacher
  - b. Toni Jones, Speech Teacher
- 4. Monitor Emergency Radio:**
  - a. District~Ch. 1: Site ~Ch. 8
  - b. Barbara Fornesi
- 5. Hazard Checks/Search (*inspect for any injured and any hazards*):**
  - a. Arlan Moyano
  - b. Night Custodian
  - c. Mei Chen
- 6. Remain with students:**
  - a. All Teachers
- 7. Runners:**
  - a. Kayla Smith
  - b. Ola Dean

# Spring Valley School

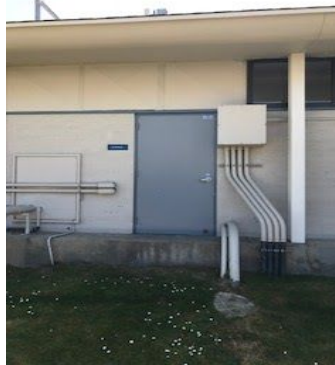
## BUILDING UTILIZATION

1. Communication and control center	Office
2. First Aid Area	Staff Lounge/Health Suite
3. Food Distribution	Kitchen
4. Public Care Facility/Dismissal Area	Multi-Use Room
5. Holding Area	Blacktop/Multi-Use Room
6. Morgue	Outside Storage Room
7. Community Shelter Area	Multi-Use Room
8. Parent/Community Liaison	Multi-Use Room



## Utility Shut-Off Locations

### 1. Electrical



### 2. Gas



### 3. Water



## **Spring Valley School**

### **“Adult Buddies” for Emergency Drill or Emergency Situations**

*All Buddies are to check in with your assigned leader at the outside line up.*

<b>CHECK IN LEADER</b>	<b>BUDDIES</b>
Kathy D’Or Reid	Toni Jones
Denise Coffaro	Venus Buqeileh
Bea Chavez	Vici Johnson, Tamara Aqleh
	Barbara Fornesi
Arlan Moyano	Mei Chen
Kathy D’Or-Reid	Happy Hall Staff, Nikki Franklin

## **School Climate**

An assessment of the current status of school crime at the school and at school-related functions was accomplished by reviewing the following types of information:

- Attendance rates/School Attendance Review Board
- Suspension/Expulsion data

This information was reviewed by school site staff and School Site Council.

Appropriate strategies and programs that provide and maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety have been identified. Spring Valley has implemented Positive Behavior Intervention & Supports (PBIS), is teaching Social-Emotional Learning curriculum (Second Step), and has a school counselor on site.

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site

**Before School: During Hybrid Learning, follow the current guidelines.**

- All students wearing a mask and 6 feet apart if Covid 19 precautions in place
- Students should arrive beginning at 8:05 am & line up in their class line.
- There is no recess before school; all students should be in line. (Social Distancing Rules if Applicable)
- First bell is at 8:15 a.m. Teachers will be there to meet students.
- Students will be marked tardy if they arrive after 8:15 a.m. They will need to get a late pass if arriving after 8:20 a.m. before going to class **during the regular school year.** .

**During School:**

- Students are expected to demonstrate respectful, safe and responsible behavior at all times, including following school rules and procedures.
- Classroom teachers will follow the school's discipline policy for classroom management and for sending students out of class.
- Healthy snacks are encouraged. Food should be eaten only in designated areas. If you have to deliver a lunch or forgotten items to school, please drop them off in the office for students to pick up before lunchtime. Gum, candy and soda are not permitted.
- Slime is not allowed at school.
- Electronics and toys –including collectible cards (like Pokemon)- are not allowed at school. If found, they will be given to the principal, who will return them to parents.
- Cellular phones are allowed but must be turned off at all times during school hours, including before & after school on the playground. If they are found to be on, they will be held and returned to a parent or guardian. (Phones are not allowed to be used on field trips. Our secretary will contact the teacher in case of an emergency.)
- Students must have permission from their teacher to call home and must use the phone in the office. If you need to get a message to your child, please call the office.
- Students leaving early are only able to leave campus with their parent, guardian or other authorized adult who has signed them out. *Do not go to the classroom.* Your child will be sent to the office when you sign them out.

**After School: During Hybrid Learning, follow the current guidelines.**

- Kindergarten parents should pick up students at 1:45 daily during the regular school year at their classroom from your child's teacher. **During Hybrid Learning, follow the current guidelines.**
- 1<sup>st</sup>-5<sup>th</sup> grade students will line up on the blacktop with their teacher for pick-up at the designated release time. Teachers will release students to parents/guardians. **During Hybrid Learning, follow the current guidelines.**
- Students not picked up by 2:40 will go to the office & will need to be signed out. **During Hybrid Learning, follow the current guidelines.**
- Students attending Happy Hall will be picked up by them from the class line.
- Students being picked up by an off campus after school program will be released by the teacher to a program representative & escorted by them to transportation. **During Hybrid Learning, follow the current guidelines.**
- Students who walk or ride by themselves need a permission slip on file. They must leave for home at release time & let their teacher know when they are leaving. They should not stay to play or wait for a ride at the side gates or in front of the school.
- Students attending an afterschool enrichment program on campus will proceed to the location of the program (library, MUR, fields). **During Hybrid Learning, follow the current guidelines.**



- Parents, please take students away from the blacktop area once they are picked up to minimize confusion with After School Programs **During Hybrid Learning, follow the current guidelines.**
- Classrooms are open just 15 minutes after the bell for pick-up of forgotten items. **(Not During Hybrid Learning, follow the current guidelines).**

#### General Information

- A student valet program is in place during the regular school year for morning drop off.
- We have one crossing guard in front of the school
- All Visitors must sign in at our school office (no visitors during Hybrid Learning)
- All volunteers must complete the volunteer screening process through the school district.

(H) Maintain a safe and orderly environment conducive to learning at the school

#### SCHOOL RULES-PBIS

- Spring Valley has adopted Positive Behavior Interventions & Supports. We have established expectations in every area of the school and consistently teach these expectations to students through classroom and school wide lessons. We are ----**STAR Stallions:**
  - Strive to do your best
  - Take responsibility
  - Always work together
  - Respect yourself and others

(I) Rules and procedures on school discipline are established

- Copies of “General Rules & Procedures + Classroom Rules” were sent home at the beginning of the school year & available from the student's teacher or the office and listed in our school handbook and safety plan. All students & parents must sign the copy and return it to school
- A school Character Trait plan, recognition program and referral process are in place with our PBIS program.
- All students are taught the school procedures and expectations throughout the school year in a variety of venues.

# PART 5

## RESOURCES



## PART 5: Resources

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### Emergency Attendance Form

**Room #** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Directions:***

- Line up your class and take roll, this includes students that may not be yours.
- Please mark the appropriate box and clearly write the names of students either missing from or added to your roster. Ie...a student that is not yours or from another class that you took into your lineup.

**Office staff will collect the form at the front of line.**

**All students present. List those absent:**

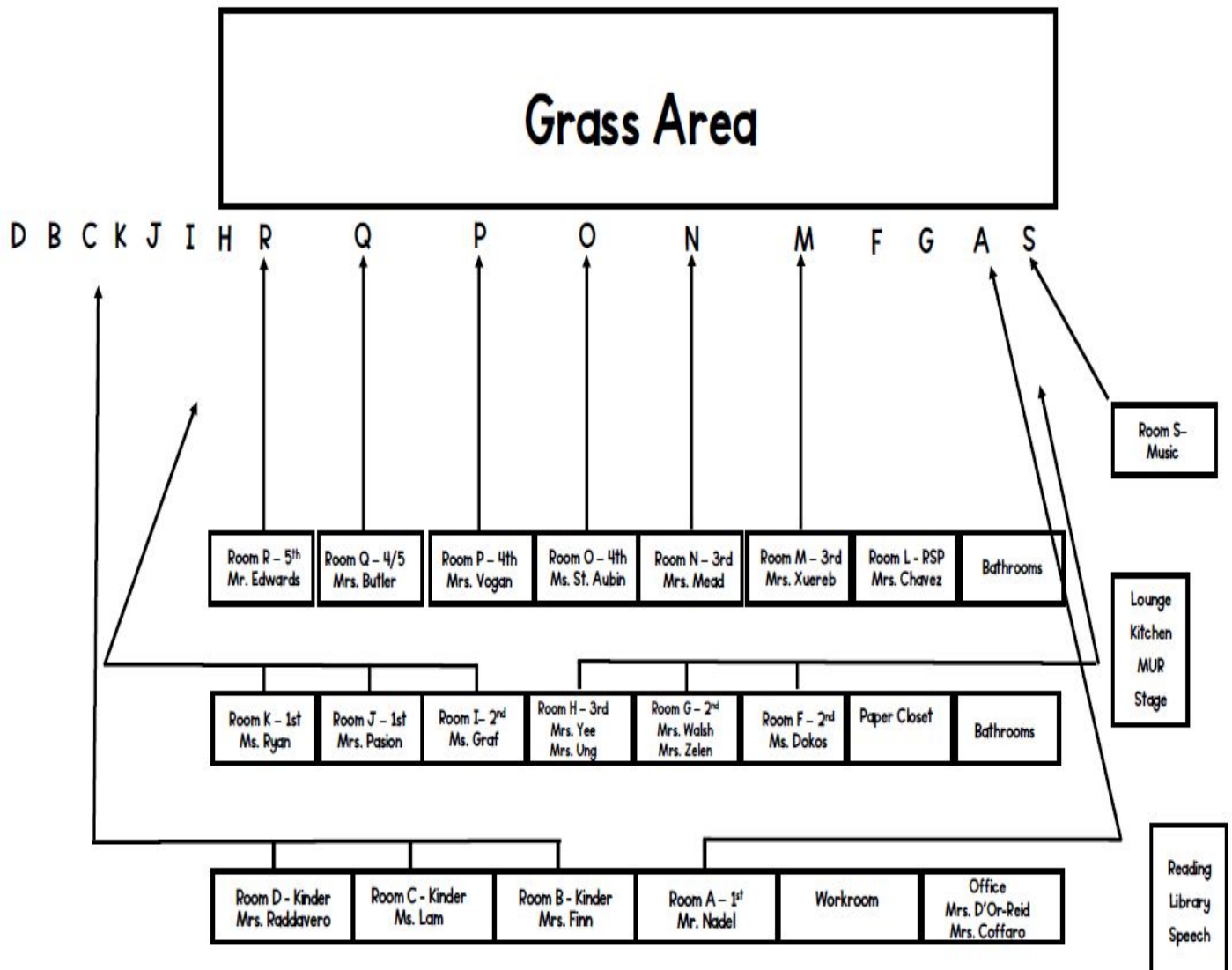
_____	_____	_____	_____
_____	_____	_____	_____

**Missing and/or additional students listed.**

<b>Last Name</b>	<b>First Name</b>	<b>Grade</b>	<b>Additional Comments</b>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# AEDs Located in Nurse's Office & MUR



# **PART 6**

# **LEGISLATION**



## PART 6: Legislation

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The following Board Policies and Education Codes are intended to provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

### **BP 5141.4 Students Child Abuse Prevention And Reporting**

*The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect. The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.*

*(cf. 1020 - Youth Services)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

### **Child Abuse Prevention**

*The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

*The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)*

*The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.*

## **Child Abuse Reporting**

*The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.*

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 5145.7 - Sexual Harassment)*

*Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)*

*(cf. 0450 - Comprehensive Safety Plan)*

*District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.*

*The Superintendent or designee shall provide training regarding the duties of mandated reporters.*

## **BP 5144.1 Students. Suspension And Expulsion/Due Process**

*The Board of Trustees desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.*

*The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.*

*Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))*

- 1. While on school grounds*
  - 2. While going to or coming from school*
  - 3. During the lunch period, whether on or off the school campus*
- (cf. 5112.5 - Open/Closed Campus)*

*District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.*

### **Appropriate Use of Suspension Authority**

*Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)*

*A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.*

*No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)*

*Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.*

### **Due Process**

*The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)*

### **BP 5145.3 Students. Nondiscrimination/Harassment.**

*The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.*

*This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.*

*Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may*



*result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.*

*Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.*

*The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.*

*The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.*

#### **BP 5132 Students. Dress And Grooming**

*The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.*  
*(cf. 4119.22 - Dress and Grooming)*

#### **(cf. 5145.2 - Freedom of Speech/Expression)**

*Students and parents/guardians shall be informed about dress and grooming standards at*

*the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.*  
(cf. 5144 - Discipline)

### **Gang-Related Apparel**

*The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.*

### **BP 5131.2 Students. Bullying.**

*The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.*

*No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.*

*The district shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. Those policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.*

*The district shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information related to the "Know Your Rights" immigration enforcement established by the Attorney General. The district shall inform students who are victims of hate crimes of their right to report such crimes.*

**Education Code, Article 5, Section 49079** addresses the need to implement procedures to notify teachers of dangerous pupils:

*(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the*

*subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.*

*(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.*

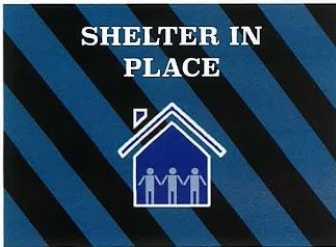
*(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.*

*(d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.*

*(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.*

*(Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)*

# THE BIG FIVE SAFETY PROTOCOL



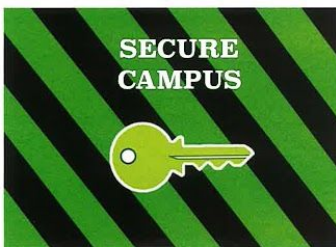
## Shelter in Place

For environmental hazards: Go inside immediately. Close doors, windows, and vents.



## Drop, Cover, and Hold On

For earthquakes and explosions: Protect from falling debris. Drop to the floor. Take cover and hold on.



## Secure Campus

For potential threats of violence nearby: Go inside the nearest building. Close and lock all doors. Remain inside until threat has passed.



## Lockdown/Barricade

For immediate threats of violence on premises: Go inside. Lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert.



## Evacuation

When conditions outside are safer than inside: Exit the building, and move to a safe location.



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2016

