

# **Los Gatos Union School District**

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## **SB 187**

# **Comprehensive School Safety Plan Process & Templates**

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Louise Van Meter Elementary School

**16445 Los Gatos Blvd, Los Gatos, Ca 95032**

**408-335-2250**

**2014-2015**

### **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 Rick Rauscher 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 school library and the main offices.

Disaster Safety Plan

Emergency response information is located in the main office for review

## **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

**Louise Van Meter Safety Plan**  
**Safety Plan Signature Page**  
**2014 - 2015**

The undersigned members of the Van Meter Elementary Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal	_____	_____
	name	Date
School Site Council	_____	_____
	name	Date
Safety Committee Representative	_____	_____
	name	Date
Classified Association Representative	_____	_____
	name	Date
Law Enforcement Representative	_____	_____
	name	Date

## 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 School Board 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.

### Louise Van Meter Safety Plan Goals 2014 - 2015

**STRATEGY 1.0:** Review Incident Command Standard Operation Procedures

- **Action 1.1:** Review Emergency Roles of all staff during faculty meeting
- **Action 1.2:** Review Emergency Responsibilities of all staff during faculty meeting

**STRATEGY 2.0:** Implement Disaster Preparedness Drill

- **Action 1.1:** Review Staff Emergency Drill Procedures with all staff
- **Action 1.2:** Conduct Emergency Drill



- **Action 1.3:** Debrief drill with recorded suggestions for improving process & identify next steps.

## **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?

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# 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 Number: 408-299-2071**

**F. Staff Training - August 13, 2014**

Reference is BP 5141.4 Child Abuse and Neglect (Reporting Procedures)

- a. New Personnel to the district will 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 personnel will review the Child Abuse Reporting Procedure annually at the annual orientation each September at the beginning of the new school year.*

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# 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. **August 13, 2014**

- a. *Personnel new to the district will receive training on the Suspension and Expulsion Policies as 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 personnel will review the Suspension and Expulsion Policies annually at the annual orientation at the staff meeting held in August prior to the beginning of the school year.*

Reference is BP 5144.1 (Suspension and Expulsion/Due Process)

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# Staff Notification of Dangerous Students

A. Board Policy is reviewed in August at the first faculty meeting if the new school year

EC 49079 requires teacher notification of students committing or reasonably suspected of committing a “dangerous act” within the last 3 years (EC 48900 except tobacco and nicotine). A student who has, or is reasonably suspected of having violated Section 48900 [except (h)], 48900.2, 48900.3, and 48900.4 falls into this category. The information has to be shared in a confidential manner with teachers as appropriate. At Van Meter Elementary School, teachers receive copies of all school suspensions and have access to student records for events at other sites.

## B. Staff Training – **August 13, 2014**

Personnel new to the district received 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.

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# 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. Policy Pertaining to Sexual Harassment

BP/AR 4119.11 Sexual Harassment (Personnel); BP 1312.1 Community Relations: Complaints Concerning Schools and Employees; and AR 1312.1 Community Relations: Complaints against Employees (See Appendix)

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 – **August 13, 2014**

a. Personnel new to the district will 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 personnel will review the Sexual Harassment Policies annually at the first staff meeting each August at the beginning of the new school year.

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# 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

Review your school site layout and determine where the safest outdoor location is on campus to assemble your students and staff. *See Appendix. Van Meter School Evacuation Routes.*

## Off-Campus Evacuation/Assembly Location

Determine if there is a facility close to your school that can potentially house your staff and student body.

Prior to an event:

- a. The students will evacuate to the Fisher Middle School field or Calvary Church parking lot.
- b. The principal will work with the district's Business department who will work w/the town and others to execute a memorandum of agreement, as needed.

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	Fisher Middle School
Address	19195 Fisher Avenue Los Gatos, Ca 95032
Contact	Principal
Phone Number	1-408-335-2380
Date of Agreement	ongoing

Secondary Off-Site Evacuation/Assembly Location

Organization	Calvary Church Field, gym, large chapel
Address	16330 Los Gatos Blvd, Los Gatos, CA 95032
Contact	Christy Gill
Phone Number	(408) 356-5126
Date of Agreement	2014 ongoing

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.

#### A. 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.*

1. All school personnel review the emergency procedures annually at the staff meeting each August at the beginning of the new school year.
2. Daily Ingress/Egress Routes

*See Appendix. Van Meter School Evacuation Routes.*

## **B. Emergency Evacuation Routes**

*See Appendix . Van Meter School Evacuation Routes.*

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# **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 – See appendix Van Meter Elementary School Behavior and Discipline Policy.**

## **D. Staff Training – Completed August 14, 2013**

- 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.
- b. All personnel review the Suspension and Expulsion Policies annually at the annual orientation each August at the beginning of the new school year.

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# Dress Code

## A. Dress code

- The school encourages students to wear clothing that is safe, comfortable, clean and appropriate. Student clothing must not disrupt the education of any student.
- Footwear must be worn at all times. Slippers are not to be worn to school
- Hats and hoods are not to be worn inside the classrooms or other buildings.
- Underwear and midriffs may not be visible.
- Cut-off tops, halter tops, tank tops with spaghetti straps, pajama pants and short shorts (inseam less than 4") may not be worn to school.
- Clothing with disruptive or unhealthy logos or words may not be worn to school. This includes but is not limited to logos or words that promote alcohol, tobacco, drugs, or bigotry, and gang or sexual references.

## B. Staff Training – August 13, 2014 staff training.

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## **Routine and Emergency Disaster Procedures: Drills**

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### **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.*

*(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.

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# Lockdown Drills

For sites that have had lockdown training, conducting a Lockdown Drill initially involves more pre-planning and organization than conducting other drills. Middle 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.

## Lockdown Drill Assessment Sheet

**Team Member** \_\_\_\_\_

**Building** \_\_\_\_\_

[illegible]

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## **Routine and Emergency Disaster Procedures: Overview**

### **The Basic Plan**

The Basic Plan addresses the Los Gatos Union 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 Los Gatos Union 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 Santa Clara 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.

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# 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.

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## **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 Santa Clara County assumes seismic risk because the County is within an area



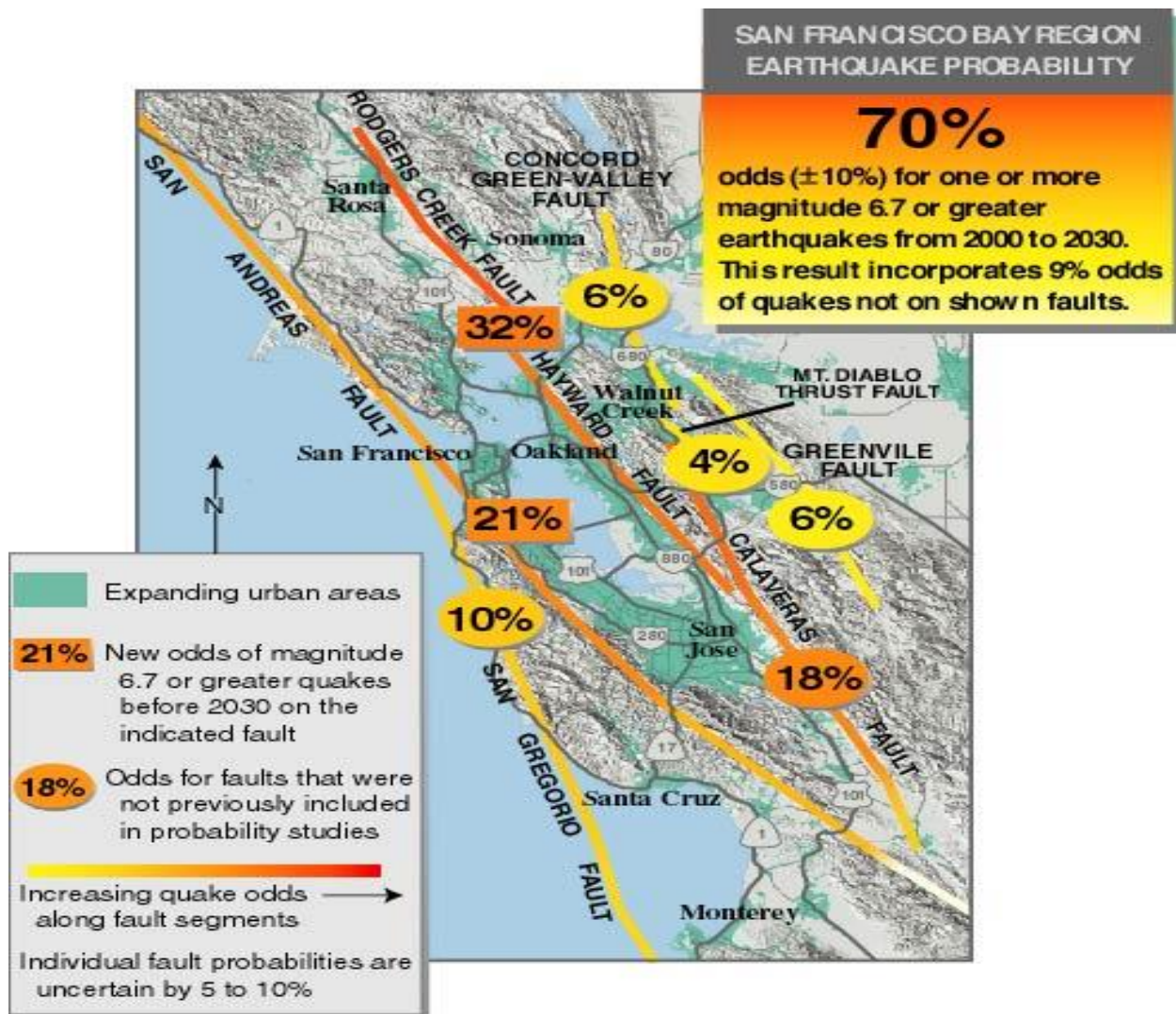
of high seismic activity. More than ten severe earthquakes have impacted the San Francisco Bay Region during historic times.

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.

<b><u>Earthquake Size Descriptions</u></b>		
<b>Descriptive Title</b>	<b>Richter Magnitude</b>	<b>Intensity Effects</b>
<b>Minor Earthquake</b>	<b>1 to 3.9</b>	Only observed instrumentally or felt only near the epicenter.
<b>Small Earthquake</b>	<b>4 to 5.9</b>	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.
<b>Moderate Earthquake</b>	<b>6 to 6.9</b>	Moderate to severe earthquake range; fault rupture probable.
<b>Major Earthquake</b>	<b>7 to 7.9</b>	Landslides, liquefaction and ground failure triggered by shock waves.
<b>Great Earthquake</b>	<b>8 to 8+</b>	Damage extends over a broad area, depending on magnitude and other factors.



# Levels of Response

## **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**

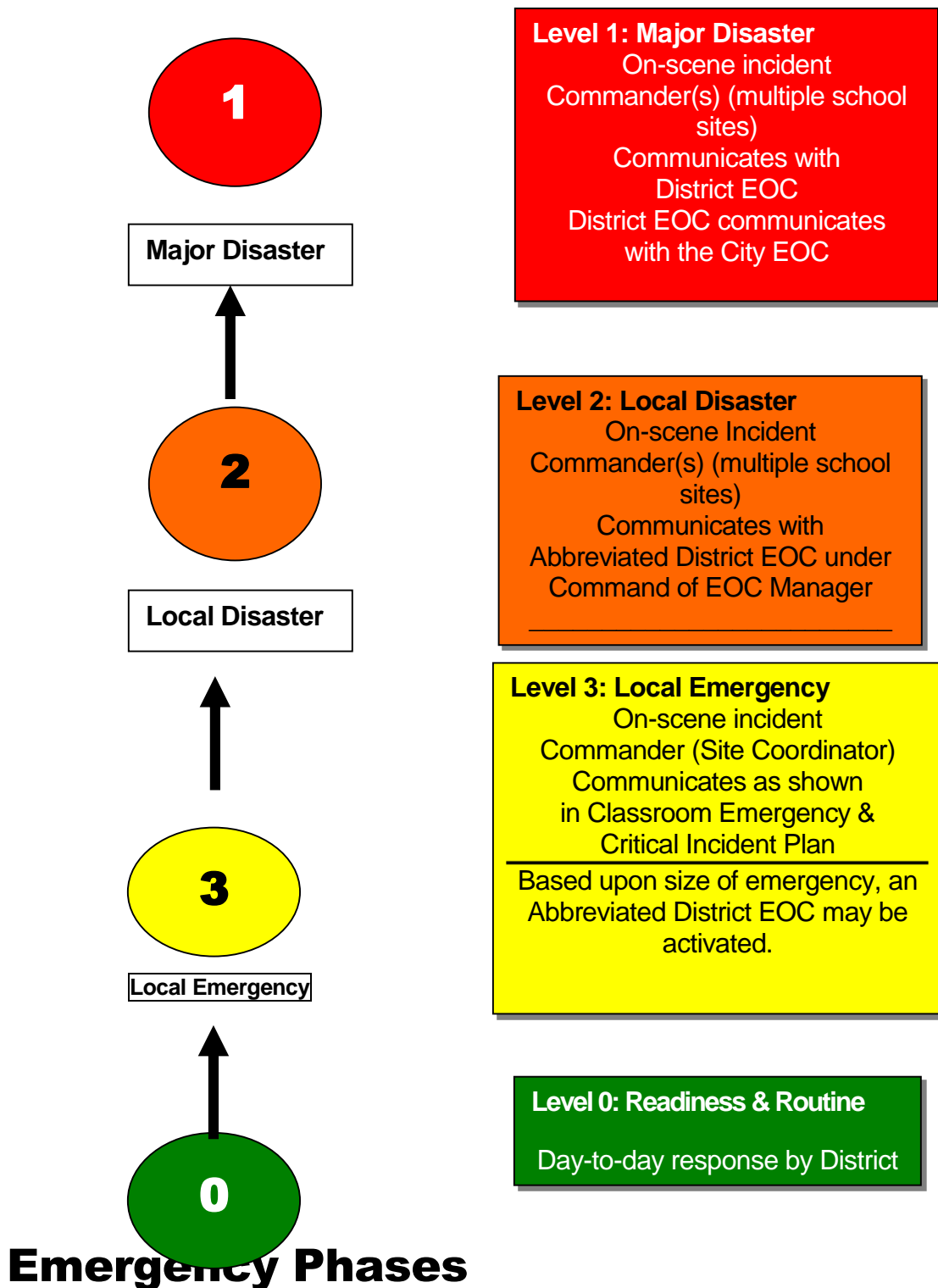
A moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with Los Gatos Union School District to respond. The affected Cities and the County of Santa Clara 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 Santa Clara 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.

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# Response Level Diagram



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.

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# 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, Santa Clara County Office of Emergency Services, [www.redcross.org](http://www.redcross.org), [www.prepare.org](http://www.prepare.org) or [www.ready.gov](http://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.

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# **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.

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# 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.

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# 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.

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# Power Outage / Rolling Blackouts

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## **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.).

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# 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 LGUSD 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.

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# 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**  
LOS GATOS UNION SCHOOL DISTRICT

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

<b>Questions to Ask:</b>	<b>Exact Wording of Threat: “</b>									
	“									
1. When will the bomb explode?	<b>Caller's Voice:</b> (circle all that apply)				<b>Caller's Language:</b> (circle all that apply)		<b>Background Sounds:</b> (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	<b>Caller Demographics</b> (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?	<b>Other Observations:</b>									

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# 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.

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## 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.

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## **Lockdown:**

A 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 lockdown 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 lockdown 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

See Appendix. Los Gatos Union School District: Lockdown Communications Procedures.

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# 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 LGUSD Maintenance Department 408-335-2398. The cleanup will be coordinated through a designated contractor.

## **HAZARDOUS SUBSTANCES**

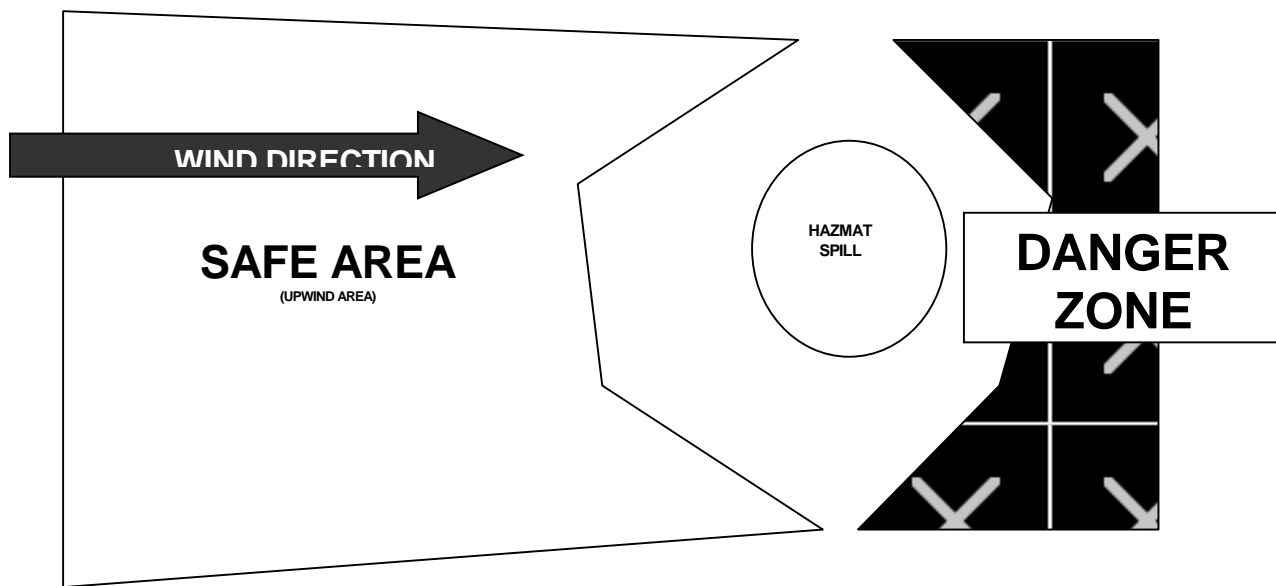
Hazardous Substances include the following, but are not limited to the following:

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 LGUSD Maintenance at 408-335-2398.



### **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 District Office for assistance with this report.

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## **Emergency Evacuation Routes and Procedures**

See Appendix. Fisher Middle School Evacuation Routes

### **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:

<b>TRIAGE Priorities</b>	
<b>Highest Priority - RED TAG</b>	
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
<b>Second Priority - YELLOW TAG</b>	
1.	Burns
2.	Major multiple fractures
3.	Back injuries with or without spinal cord damage

<b>Third Priority - GREEN TAG</b>
1. Fractures or other injuries of a minor nature
<b>Lowest Priority - BLACK</b>
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)

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# 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.

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## 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.

Mass Casualty  
Page \_\_\_\_\_

## PATIENT TRACKING SHEET

HOSPITALS:

PARAMEDIC TAG #	VICTIM NAME	STUDENT ID #	TIME OF DEPARTURE	Hospital

Signed \_\_\_\_\_  
Date \_\_\_\_\_

# 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.

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# **Immunization & Mass Prophylaxis**

## **Pandemic & Bio-Terrorism**

This Bio-Terrorism Support Plan (Plan) provides basic steps to guide designated Santa Clara County Public Health Department, Town of Los Gatos and Los Gatos Union School District officials in establishing elementary and middle as immunization centers (mass prophylaxis centers) contingent upon a Memorandum of Understanding being signed.

This Plan is a living document subject to periodic revisions when needed.

In the event of a bio-terrorism outbreak and based upon the Metropolitan Medical Response Plan, local officials will have determined which areas within the city to be quarantined, hot and cold zones. A quarantined area is defined as a specified area where isolation is enforced. A hot zone is defined as a contaminated area. A cold zone is an unaffected area.

Once the situation has been assessed and Public Health identifies the need to open an immunization center (mass prophylaxis center), then Public Health will contact the city. Subsequently, the City will contact the school district emergency contact to begin the process of coordinating the opening of an immunization center (mass prophylaxis center).

### **Preparedness Steps**

The following provides guidelines for school district management in preparing, in advance, issues that need to be addressed during non-emergency times to ensure school district and school site readiness.

- 1) Statement of Agreement signed by Santa Clara County Public Health Department, Town and School District
- 2) Examine the Public Health Department's Liability Coverage for using School District sites as mass prophylaxis centers.
- 3) Establish that the Town will provide security for the school district site
- 4) Define how long the Immunization Center (mass prophylaxis center) can be open and what type of furnishings are needed for the center.
- 5) Ensure a manager is provided by the Public Health Department to oversee center operations
- 6) Identify the need to train site personnel in administering inoculations and agree upon how these individuals will be compensated for their time by the Public Health Department
- 7) Establish who will be responsible for clean up

Public Health Department contacts City OES who then initiates contact with appropriate School district authorized contact (see emergency contact list for school district)

- a) Superintendent's Office:
- b) School District Security:
- c) Custodial Services or Facilities:

### **Opening the Center**

The City OES informs Police Department that authorization has been given to open the appropriate site(s). Only gymnasiums will be utilized. The school district official then follows the guidelines shown below:

- 1) Authorized school official contact will inform Superintendent or designee of the opening of the school site(s) as an immunization center (mass prophylaxis center).
- 2) If school is not in session or if mass prophylaxis center opening occurs after hours, school site personnel or authorized City Police Department will be present to actually unlock the site for Public Health Department.
- 3) Contact principal of the school site being converted into an immunization center (mass prophylaxis center).
- 4) Prior to turning school site over to the Public Health Department as an mass prophylaxis center, school site personnel will:
  - a) Perform a site check to record current condition of the area to be used as an immunization center (mass prophylaxis center).
  - b) Inventory useable materials within the center's designated area (see Site Inventory form in this section), i.e. toilet tissues, paper towels, soap.
  - c) Ensure all other areas of the school site are not accessible to mass prophylaxis center personnel or public. LGUSD site personnel will unlock the school site upon arrival of Public Health Department and their staff.

### **Closing the Center**

Upon closing of the center, the Public Health Department ensures the site is secure and center manager has tracked school supplies and materials used.

- 1) School site personnel compares supplies and materials used, physical property loss and damages
- 2) Both Public Health Department City and school site personnel inspect shelter site for
  - a) Material and supplies used
  - b) Property loss
  - c) Property damage

- b) Formalizes letter Public Health Department to file a claim covering loss and material usage

Louise Van Meter Elementary School

Portion of the school used (Gymnasiums only)

[illegible]

The signatures of both school personnel & center manager verifies materials used and will be reimbursed.

_____ Manager	_____ Mass Prophylaxis Center
_____ Date	_____ Date

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## Incident Command System

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### 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 Los Gatos Union 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.

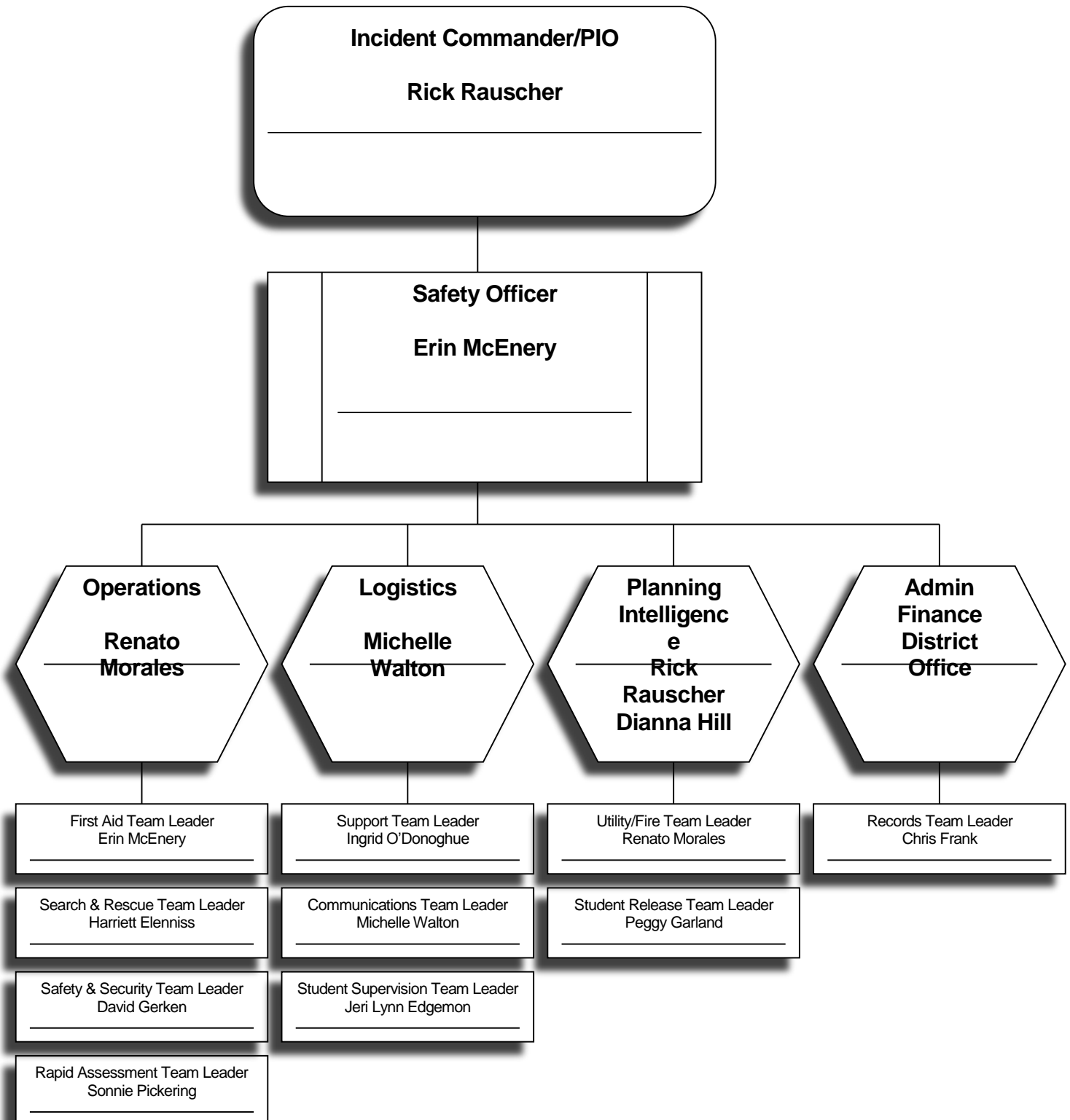
### **Pre-Designated Incident Facilities:**

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

---

# Chain of Command

Fill in the names of the persons assigned to each position



---

# **Staging Areas**

## **Command Posts**

Primary: Main Office

Secondary: Field

## **Mass Care Centers**

Primary: Multi-Purpose Room

Secondary: Field

## **Evacuation Centers**

On: Campus: Field

Off: Campus: RJ Fisher Middle School or Calvary Church

---

# Emergency Response Teams

## Team Assignments

Fill in the names of the persons assigned to each team

Incident Command Team	
Incident Commander (Principal)	Rick Rauscher
Safety Officer (Assistant Principal)	Dianna Hill
Member	Michelle Walton, Daniella Sullivan
Member	Jenn Sorto, Ingrid O'Donoghue

### Responsibilities

Location of the Command Post to be determined by the Incident Commander based on the nature and impact of the disaster. Before the disaster - select indoor/outdoor site to be used to manage the incident.

### Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Declare an emergency   | <input type="checkbox"/> Approve & release press statements or other external communications |
| <input type="checkbox"/> Implement the plan, coordinate operations, activate response teams as needed | <input type="checkbox"/> Post status information, update regularly                           |
| <input type="checkbox"/> Keep Activities Log of communications, decisions, actions                    | <input type="checkbox"/> Determine when emergency operations cease                           |
| <input type="checkbox"/> Establish communications with the District EOC                               | <input type="checkbox"/> Prepare a report to the superintendent on disaster operations       |
| <input type="checkbox"/> Account for all students and staff   | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Assess situation and request needed resources                                |  |
| <input type="checkbox"/> Control all internal communications  |  |

### Equipment/Supplies

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Site Disaster Plan | <input type="checkbox"/> Clipboard          | <input type="checkbox"/> Hard hat            |
| <input type="checkbox"/> Map of School Site | <input type="checkbox"/> Battery Operated   | <input type="checkbox"/> Extra Batteries     |
| <input type="checkbox"/> Map of Area        | Radio                                       | <input type="checkbox"/> Activity Log Sheets |
| <input type="checkbox"/> Radios             | <input type="checkbox"/> Emergency Lighting | <input type="checkbox"/> Message Forms       |
| <input type="checkbox"/> Bullhorn           | (flashlight)                                | <input type="checkbox"/> General Logs        |
| <input type="checkbox"/> Whistle            | <input type="checkbox"/> Pens/pencils       |  |

First Aid Team	
Team Leader	Erin McEnery
Member	Kelly Rhine
Member	Denise Allen, Art Mee, Melissa Vuckovich
Member	Health Clerk-Lisa Montrezza or Maureen O'Hara

### Responsibilities

#### Checklist - *Report to Operations Section Chief*

- ☐ Triage all victims
- ☐ Administer first aid
- ☐ Record information about injuries and first aid administered
- ☐ Determine need for medical assistance
- ☐ Assure availability of first aid supplies and equipment

### Equipment/Supplies

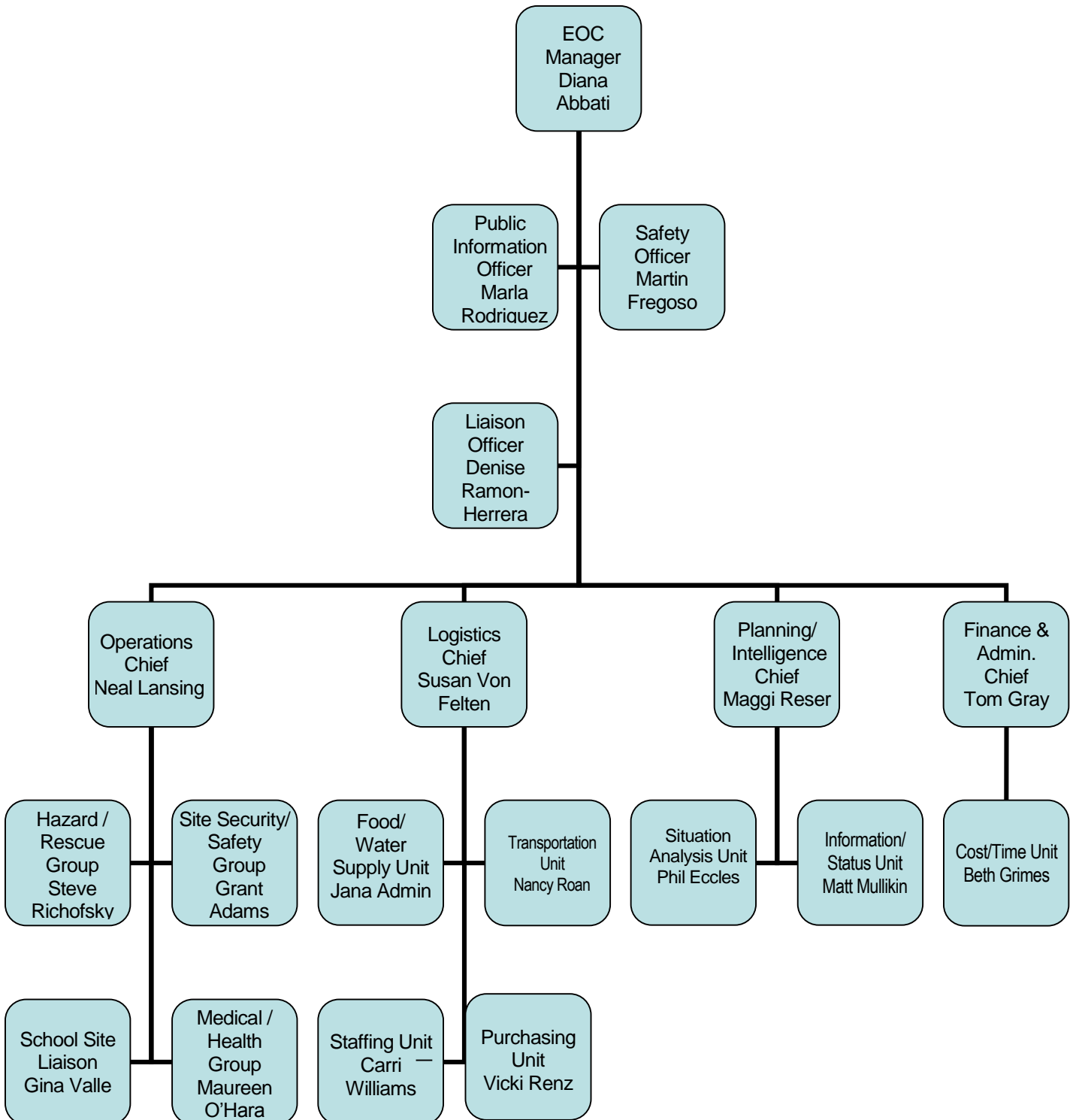
- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> First Aid Supplies                  | <input type="checkbox"/> Gowns/Aprons |
| <input type="checkbox"/> Emergency Triage Tags               |                                       |
| <input type="checkbox"/> Health Cards/Student Health Records |                                       |
| <input type="checkbox"/> First Aid Care Log                  |                                       |
| <input type="checkbox"/> Pens/pencils                        |                                       |
| <input type="checkbox"/> Water                               |                                       |
| <input type="checkbox"/> Stretchers                          |                                       |
| <input type="checkbox"/> Blankets                            |                                       |
| <input type="checkbox"/> Rubber Gloves                       |                                       |
| <input type="checkbox"/> Plastic Trash Bags                  |                                       |
| <input type="checkbox"/> Masks/Face Shields                  |                                       |

**Additional Information**

Interior Command Post Meeting Place	School Office
Exterior Command Post Meeting Place	Lawn area in front of office
First Aid Staging Area	Rooms 13 and 14
Other	Other

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# District Emergency Directory





## **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.

### **Emergencies affecting two or more schools:**

In-district communications will be via:

- ☐ Telephone or cell phone, if operable.
- ☐ District internal radio communications.
- ☐ Superintendent or designated Public Information Officer and/or Principal will release information to news media and prepare necessary bulletins.
- ☐ An Incident Operations Center will be established to collect and release information if the emergency is of a continuing nature.

### **When using the District radio system:**

Set radio to Channel 2

Firmly push down button to transmit, wait several seconds, and then speak calmly and clearly into the mouthpiece. State numbers singly, such as “five-one,” not “fifty-one.”

- ☐ School to Incident Operation Center
  - Identify yourself: “This is (Site) to IOC”
  - IOC will respond.

- Give message, after transmission is complete. IOC will end with “IOC clear”
- ☐ Unit to Unit
  - Use unit number to begin and end transmissions.
  - DO NOT interrupt when someone is transmitting exception for emergency information.
- ☐ Portable units should remain in charger when not in use.
- ☐ Portable units keep a usable charge for 8 to 12 hours.

**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 is to report any news media personnel that appear elsewhere on campus.

## Los Gatos Union School District EOC Message Form

<b>Date</b>	Priority (Circle one)		
	<b>EMERGENCY</b> (Life Threatened)	<b>URGENT</b> (Property Threatened)	<b>ROUTINE</b> (All Others)
<b>Time</b>			
<b>TO</b>	Name	<b>FROM</b>	Name
	Title		Title
	Location		Location
Check One <input type="checkbox"/> Take Action <input type="checkbox"/> For Information <input type="checkbox"/> Other			

<u>Category</u>	<u>Number</u>	<u>Description</u>
-----------------	---------------	--------------------

A.	# _____
B.	# _____ Minor
C.	# of Injured
	# _____ Major
	# _____ Moderate
D.	<b>Circle one</b>
	Major
	Moderate
	Minor
E.	_____ Ambulance _____ PG&E _____ Other

**Fatalities**

**Injuries**

**Minor:** In need of First Aid attention only

**Injuries (Ambulance)**

**Major:** Unable to treat on site, i.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.

**Moderate:** Burns, major multiple fractures, Back injuries with or without spinal cord damage

**Property Damages**

**Major damage:** building collapse, building leaning, major ground movement causing large cracks in ground.

**Moderate damage:** Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).

**Minor damage:** Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.

**Resources Needed**

\_\_\_\_\_ Other: (describe)



Transmit only the data within the box above in 30-45 seconds. After transmission, wait for EOC's request to elaborate.

**Additional Information:**

Disposition:

Action Requested By:

Time Action provided:

(Name)

## Media Contact Information

### Television Stations

KPIX Channel 5  
KRON Channel 4  
KGO-TV Channel 7  
KQED TV Channel 9  
KNTV Channel 11  
KDTV Channel 14  
KOFY TV (PS message only)  
KICU Channel 36  
KBWB

### Fax Numbers

415-765-8916  
415-561-8136  
408-261-6413  
415-553-2456  
408-538-1530  
415-538-8002  
415-641-1163  
408-953-3630

### Telephone

415-765-8610  
415-441-4444  
415-954-7926  
415-864-2000  
408-286-1111  
408-415-6311  
415-821-2020  
408-954-8256  
415-821-2020

### Radio Stations

KCBS  
KGO AM  
KLIV AM/KARA FM  
KLOK  
K101 FM  
KSFO  
KSJO FM/KSIX AM  
KBAY FM/KEEN AM  
KFAX

### Fax Numbers

415-954-8686  
408-995-0823  
408-532-7389  
415-392-7140  
415-658-4501  
408-452-1330  
408-364-4545

### Telephone

415-765-4112 (24 hrs)  
415-954-8100  
408-293-8030  
408-274-1170  
415-956-5101  
415-398-5600  
408-453-5400  
408-370-1370  
510-713-1100

### Newspapers

San Jose Mercury News  
San Francisco Chronicle

### Fax Numbers

408-288-8060

### Telephone

408-920-5544  
510-818-1977

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## Recovery

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school. Often, this can be provided by Los Gatos Union School District or other local community resources.

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, Santa Clara County Mental Health and the agencies working under its umbrella is available to support schools.

Numerous agencies under the Santa Clara 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.

### **JOINT PROTOCOLS:**

To best prepare for and manage the mental health recovery phase, faith-based, private and public school districts within Los Gatos and Santa Clara County and the Santa Clara County Department of Mental Health have agreed that:

- 1) Schools and/or school districts require, as part of their Memorandums of Understanding with agencies and/or universities, all interns, therapists and mental health workers complete crisis response training with the Santa Clara County Mental Health Department before reporting to their assigned campuses.
- 2) In the event of a major crisis at a school site, or multiple school sites, the school district will determine if additional mental health support is required or anticipated. The District or School Logistics Officer or designee can notify the Ethnic Population Services Specialist at the Santa Clara County Mental Health Department. A licensed mental health representative will immediately be sent to the incident location to conduct an initial assessment and make recommendations to the school/district and Mental Health Department and its partnering agencies as to the requirements for a responding mental health team(s).
- 3) The lead supervisor will work in concert with the school/district representative to help identify appropriate teams/agencies that can best address the needs of students, staff and families.

- 4) The lead supervisor will work in concert with the school/district representative to ensure that teams have the correct credentials, provide appropriate triage services that do not compromise police/fire investigations and are rotated to avoid fatigue.
- 5) In police, fire or district debriefings with school staff, parents and impacted students, a representative from the Santa Clara County Mental Health Department or one of the partnering agencies will be in attendance in order to make referrals for support services as required by the attendees.
- 6) In keeping with research on the predictable response to crisis situations, call center numbers will be provided in order that members of the community can access necessary support in the days, weeks and months beyond the event.

## Chapter 8

### Appendices

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## Louise Van Meter Elementary School Behavior and Discipline Policy

RJ Fisher Middle School takes pride in its academic program. Our mission is to ensure all students equal access to a rigorous and challenging program with academic, social and emotional support. At school we believe that the student/teacher relationship is of utmost importance.

It is our goal to convey clear and precise expectations for student behavior. All students have the right to a safe and orderly environment. And all students have the right to receive respect. Therefore, acts of behavior which encroach upon a safe and orderly environment, or the rights of students to learn and/or the rights of teachers to teach will not be tolerated. A list of school rules and the discipline code including the consequences for rule violations is included at the end of this handbook.

#### Student Responsibilities

- Respect the authority of all staff members • Respect the feelings of others
- Be polite to all people on our campus students, staff and visitors
- Be familiar with and abide by all school rules
- Respect the right of teachers to teach and students to learn • Be on time and prepared for all classes
- Keep the campus clean
- Bring school appropriate items to school only
- Profanity is not allowed

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## 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.



**Van Meter School**  
**Annual Site Awareness Checklist**  
**2014-2015**

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

Recommendation	Steps	Participants	Completed
<b>Review access control procedures and heighten employee awareness</b>	<ul style="list-style-type: none"> <li>♦ 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.</li> <li>♦ 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.</li> <li>♦ Has a visitor log and ID badge system been implemented?</li> </ul>	Everyone	X
<b>Train everyone to recognize and report suspicious activities on campuses.</b>	<ul style="list-style-type: none"> <li>♦ Are persons taking pictures or filming campus activities questioned about their authorization to do so?</li> <li>♦ Be alert for suspicious vehicles that seem to have no apparent purpose for being on campus, or, that come, go, and then reappear again.</li> <li>♦ Are specific individuals assigned to inspect the outside of campus buildings throughout the day, and to report unattended packages or vehicles near building perimeters?</li> <li>♦ Have you developed a plan to handle reports of suspicious activity?</li> <li>♦ 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?</li> <li>♦ Do personnel know what to do if a suspicious package is found?</li> <li>♦ 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?</li> <li>♦ Are food services personnel trained to be aware of suspicious people in their food preparation area?</li> <li>♦ When large attendance events occur on campus, are security measures in place and awareness levels heightened to assist in detecting suspicious acts?</li> </ul>	Everyone	X

<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>♦ Do you have a zero tolerance for verbal threats of any kind?</li> <li>♦ 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?</li> <li>♦ 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?</li> <li>♦ Have you communicated a hard stand on hoaxes intended to mimic terrorist acts? Do students know that these hoaxes are crimes in themselves?</li> </ul>	<p>Student Services</p> <p>Security</p> <p>Human Resources</p>	<p>X</p>
<p><b>Work closely with local law enforcement and health officials.</b></p>	<ul style="list-style-type: none"> <li>♦ Have you made local law enforcement a partner in your district plans?</li> <li>♦ Are parking regulations, particularly fire zone regulations, strictly enforced?</li> <li>♦ Does local law enforcement have copies of building blueprints, to include ventilation system, and electrical plans?</li> <li>♦ Has local law enforcement been given the opportunity to conduct exercises on school property and on busses?</li> <li>♦ Have you determined contact protocol with local health officials if bio-terrorism is suspected?</li> </ul>	<p>Security</p> <p>Clinical Staff</p> <p>Crisis Team</p>	<p>X</p>
<p><b>Train staff on identifying and handling suspicious packages and letters.</b></p>	<ul style="list-style-type: none"> <li>♦ Have you download and posted the FBI advisory (poster) regarding suspicious packages from <a href="http://www.fbi.gov">www.fbi.gov</a>?</li> <li>♦ Or, the US Postal Inspection Service poster on identifying suspicious packages from <a href="http://www.usps.gov">www.usps.gov</a>?</li> <li>♦ Have you considered publicizing the availability of this information to others in the school community for personal use?</li> </ul>	<p>Mail room</p> <p>Secretarial</p> <p>Security</p> <p>Parents</p> <p>Students</p>	<p>X</p>

## Louise Van Meter Elementary School

# Safety Plan Annual Emergency Plan Checklist 2014 – 2015

**Site:** Van Meter School  
**Due By:** March Each Year  
**Submit To:** District Office

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

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Principal's Signature

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Date

# **Annual Site Hazard Survey**

**2014 – 2015**

## **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

# **Van Meter Elementary School** **Annual Site Hazard Survey II** **2014 – 2015**

<b>GENERAL GUIDELINES</b>	<b>OK</b>	<b>Needs Attention</b>	<b>Comments</b>
<b>CAMPUS</b>			
Signs Posted, Controlled Access	x		
Traffic review, parking, fire lanes	x		
Adequate surfacing, lighting	x		
Safety Plan	x		
Required Postings	x		
<b>ASSEMBLY ROOMS</b>			
Exits clear, exit & emergency lights	x		
Floors, seating maintained	x		
Stage: clean, clear exits, wiring	x		
Kitchen: clean, safe food storage	x		
<b>ATHLETIC FACILITIES</b>	x		
Bleachers, fences, backstops	x		
Stairs, ramps, walkways, gates	x		
Surfacing in common areas	x		
Equipment	x		
<b>INDUSTRIAL ARTS</b>	N/A		
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			
<b>SCIENCE ROOMS</b>	N/A		
Hazardous material storage			
Adequate ventilation, fume hoods			
Eyewash, gas shut-off			
Safety training			
Safety signs posted, enforced			
<b>EMERGENCY PREPAREDNESS</b>			
Fire extinguishers checked monthly	x		
Fire and Earthquake drills conducted	x		
First Aid Equipment in place	x		
Evacuation routes posted	x		
Staff Training - Emergency Procedures	x		
Electrical power strips	x		
Electrical cabinets free of obstructions			

Procedure in place for shutting off electrical power, natural gas and water	x		
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## Van Meter v School

### Annual Classroom Hazard Survey

### 2014 – 2015

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.

<b>ROOM NUMBER</b>	Work orders for all in process
<b>Deficiencies to be corrected by maintenance staff:</b>	
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	
<b>Deficiencies to be corrected by school personnel:</b>	
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	



## Van Meter Safety Annual Drill Report

<b>2014 - 2015</b>	<b>Start</b>	<b>End</b>	<b>Radio Communications</b>	<b>Fire</b>	<b>Earthquake</b>	<b>Lockdown</b>	<b>Other Drills</b>	<b>Total Time for Students and Staff to Evacuate</b>
8/28/2014	11:00-11:10	8:32		x				Unannounced
9/8/2014 announced	1230	1245		ⓧ				
10/28/2014 announced	1100	1105			x			
11/10/2014 announced	10:40	10:50		x				
12/02/2014 announced	2:00	2:13				X		
1/12/2015 unannounced	8:30	8:32		x				unannounced
2/11/2015 announced	10:40	10:50			x			
	9:15	9:20						

**Van Meter School  
Safety Plan Annual Drill Report**

**VAN METER SCHOOL  
DISASTER PREPAREDNESS  
STAFF EMERGENCY INFORMATION 2014-2015**

**The following information will help us with disaster preparedness planning for this year.  
*This information will be used only in the event of a disaster/emergency and will remain confidential.***

Name \_\_\_\_\_ Home Phone  
# \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Hours worked at FMS \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_  
Zip Code \_\_\_\_\_

Doctor \_\_\_\_\_ Insurance \_\_\_\_\_ Phone  
Number \_\_\_\_\_

**EMPLOYEE MEDICAL PROBLEMS**

Blood Type \_\_\_\_\_ Existing Medical \_\_\_\_\_

Conditions \_\_\_\_\_ Prescription Medication being  
taken: \_\_\_\_\_

Allergies \_\_\_\_\_ Drug Allergies \_\_\_\_\_

Physical Limitations \_\_\_\_\_ Glasses or  
Contacts \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Work Location \_\_\_\_\_

Work Number \_\_\_\_\_

Emergency Contact – at least one local \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact – at least one Out of State

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Name

Phone

**STAFF RELEASE INFORMATION**

Approximate distance you live from the office (circle one) 0-5 miles 6-15 miles Over 15miles

Children

Name

Age

School

---

Name

Age

School

---

Name

Age

School

---

Name

Age

School

Do you care for elderly or handicapped relatives? If so, who and in what city?

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Special family medical problems that should be considered

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**INDICATE TRAINING/EXPERIENCE RELATED TO HANDLING AN EMERGENCY**

(Mark with an X)

First Aid Emergency Care i.e. CPR/First Aid, EMT, Nurse

Disaster training or search and rescue

Communications experience i.e. Radio Operator, CB/Ham Radio,

Cellular phone or CB in Auto

Foreign Language (Which Language \_\_\_\_\_)

Sign Language

Construction, carpentry, plumbing, electrical

Heavy or light machinery

Structural or damage assessment

Fire control or hazmat experience

**ADDITIONAL EXPERIENCE RELATING TO HANDLING AN EMERGENCY**

(e.g. counseling services, military training, running errands, home visits/checks, etc.)

Please describe:

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Employee's Signature

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## **ANNUAL DISASTER SERVICE WORKER SURVEY 2014 – 2015**

### **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**

- ☐ Folding tables, 3' x 6': 3-4
- ☐ Chairs: 12-16
- ☐ Identification vests for staff, preferably color-coded per school plan
- ☐ Clipboards with emergency job descriptions
- ☐ Office supplies: pens, paper, etc.
- ☐ Signs for student request and release
- ☐ Alphabetical dividers for request gate
- ☐ Copies of all necessary forms
- ☐ Cable to connect car battery for emergency power

### **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

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## Homeland Security Advisory System



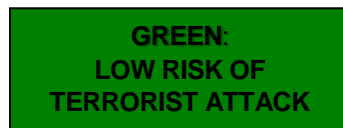
## **Homeland Security Advisory System (Adapted for Santa Clara County)**

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 Santa Clara County Emergency Operations Center will open during the

first 24 hours of a RED threat level. (Continued operation will be determined on an as-need basis.)

**The Santa Clara County Office of Education** will provide staff at the **Santa Clara 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 SCCOE, 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 SCCO 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 Santa 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.

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