

DATE: October 17, 2019
TO: Michael Milliken, Superintendent
SUBJECT: School Safety Plans

CONSENT ITEM

That the Board of Trustees approves the attached Comprehensive School Safety Plans in accordance with Board Policy and Administrative Regulation 0450.

BACKGROUND

School safety encompasses many areas. Keeping our students safe is our top priority. Our goal is to provide a safe learning environment for all students. We strive to offer our students rigorous academic programs, a supportive social and emotional environment, and physically safe schools and classrooms.

In line with State guidelines, each one of our schools has a comprehensive safety plan that is reviewed and updated on a yearly basis. Schools also have emergency plans and hold drills including earthquake, Big 5 Safety Protocol drills (see SMCOE.org), and fire drills throughout the year to prepare as much as possible for unforeseen events.

The Belmont-Redwood Shores School District is extremely fortunate to have the support of the Belmont and Redwood City Police Departments in keeping our schools safe, and we work closely with the Fire Department to respond to emergencies.



BRSSD

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

CIPRIANI ELEMENTARY SCHOOL EMERGENCY & CRISIS PLAN 2019-2020

School Name: Cipriani School Main Office Phone (650) 637-4840 Fax (650) 637-4839 Emergency Cell Phone HVAC Emergency Shut-Off Energy Etc. Cell phone numbers of other critical staff: Teachers in Charge: Beth Boldt Psych Juliet Taylor Nurse AA Christine Klups SSS Gia Caci	Principal: Gwendolyn Rehling Cell Phone: School Address: 2525 Buena Vista Ave. Belmont, CA 94002 School Hours: Transitional Kindergarten: 8:15-12:20 PM M-F Kindergarten: 8:15-1:15 PM M-F 1 st – 3 rd Grade: 8:25-2:35 PM M, T, Th, F 8:25-2:35 PM W 4 th – 5 th Grade: 8:25 – 3:00 PM, M, T, Th, F, 8:25-12:20 PM W
EFO (if applicable) Phone #	Name of person who completed this plan: Gwendolyn Rehling, Principal in partnership with Safety Committee members Christine Klups, Julie Oeser, and John Daidone Date plan was submitted to BRSSD for review: October 7, 2019
Number of students: 423	Number of staff: 35
Campus size in acres: 4.8 acres	Building square footage: 25,838 square feet
Reviewed and approved by: Board of Trustees	Approval date: October 17, 2019

CHILD ABUSE PREVENTION AND REPORTING

Facilities:

- All unused rooms, storage areas, and closets must be kept locked at all times.
- All unused buildings and areas are designated, posted, and enforced as off-limits to students.
- All students are required to remain in facility areas that are easily viewed by school adults.
- Classrooms, meeting rooms, and any rooms where students have access should have windows that permit observation; glass panes, doors, and windows should remain free of paper and items blocking visibility to the outside.
- All facilities are required to utilize open doors, open blinds, and unobstructed windows (i.e., artwork on windows should not prevent informal monitoring by passersby).
- Doors shall remain locked but kept ajar.
- Stage curtains should remain open.
- Access to keys must be controlled for all facility areas.

Reporting:

- All staff members have completed training entitled Mandated Reporter: Child Abuse and Neglect.
- Staff members suspecting child abuse or neglect have quick access to Child Protective Services contact information and [reporting form](#) on a web-based staff resources page.
- Administrator maintains records of school staff to Child Protective Services.

SUSPENSION AND DISCIPLINE DATA

We are using a range of strategies to prevent suspension including:

- Positive Behavioral Intervention and Supports (PBIS) Tier I, Tier II, and Tier III supports for student engagement, support, and behavior.
- Second Step Social-Emotional Learning Curriculum.
- Second Step Bullying Prevention Unit.
- Data system to identify students in need of Tier 2 or Tier 3 targeted supports through early identification and intervention
- PBIS Team of supportive staff members to assist with implementation of PBIS program

While our suspension numbers are low, we report the data here in order to annually recommit to using a range of approaches to school safety and restorative practices that remove students from instruction only when absolutely essential.

2018-2019 Suspensions

	# of Students That Committed an Offense (unduplicated)	# of Offenses Committed	# of Out-of-School Suspensions	# of In-School Suspensions	# of Expulsions
Cipriani TOTAL:	1	1	1	0	0

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Lead Team Member	Name of Back-Up Lead Team Member
Incident Commander (principal/designee)	Gwendolyn Rehling	Tia Cilia
Public Information Officer/ Communications Coordinator	Juliet Taylor	Melody Stendal
Operations Chief	Christine Klups	Kristen Walls
Safety and Security Lead	Chris Suydam	Stefanie Nasir
Search and Rescue Lead	Sean Nakamura	Ann Snelling
First Aid Lead	Beth Boldt/Lizanne McCord	Pamela Miller
Student Supervision Lead	Kim Donoho	Bre Duncan
Student Release Lead	Christine Klups	Julie Oeser
Logistics Lead	Jeri Crook	Kim Suydam
Supplies, Facilities, Food Distribution	Tiffany Durand/John Daidone	Alison Beltramo
Staffing Logistics, Record Keeping	Tressa Sabo	Diane Sexton

Emergency Team Stations **Command Post:**

Indoor Command Post Location: Front office (alternate: staff room)

Outdoor Primary Command Post Location: Blacktop playground, (alternate: front lawn)

During the school year, a staff member will be responsible for the following:

<u>Responsibility</u>	<u>Name of responsible staff member</u>
<u>Maintain emergency kit</u>	<u>Christine Klups</u>
<u>Maintain emergency cell phone</u>	<u>Gwendolyn Rehling</u>
<u>Bring the emergency kit when the school evacuates</u>	<u>Gwendolyn Rehling</u>

Location of emergency kit: **Office**

Location(s) of first aid kit (s): **Office**

Information Officers/Entry Point Stations

Location: Station 1: Valet/drop off area in front of Wing E (new building)

Station 2: Back parking lot/playground

Station 3: Serendipity School: 2820 Ponce Ave., Belmont, CA 94002

Staff: Gwendolyn Rehling, Melody Cuneo

To Do:

- Media contact
- Police/Fire contact
- Choose safest location for students/staff
- Brief students
- Set up staff rotation

First Aid Station

Location: Back playground adjacent to shed

Supplies: Emergency Shed on blacktop playground

Staff: Beth Boldt/Lizanne McCord

To Do:

- Identify injured students
- Move/treat those needing continual monitoring
- Tend to wounds, broken bones
- Make a list of students seen and notify release stations

Student Release Stations

If buildings are safe:

Station 1: Regular dismissal spot for lower grades (Flagpole area), K (back door of classrooms), and 4th/5th (in lower courtyard beneath the stairs)

If buildings are unsafe:

Station 1: Students stand on blacktop with teacher, runners go to Student Release Table for appropriate paperwork if not in teacher backpack, parents approach classroom line and sign out student with the teacher

Station 2: Lower field location, same actions as above

Station 3: Palmer Avenue location, same actions as above

Staff: All available staff on site

To Do:

- Track students as they are released to parents
- Track students in first aid station
- Sign students out

Search & Rescue

Location: Mobile

Supplies: Emergency shed

Staff: Sean Nakamura and Ann Snelling

To do:

- Seek/find any unaccounted for students/staff
- Report found students to appropriate release stations

Security

Location: Front and back gates and TBD depending on type of emergency

Supplies: Emergency backpacks

Staff: Chris Suydam and Stefanie Nasir

To do:

- Control campus entrances
- Direct parents to the appropriate release station
- Keep driveway open for emergency vehicles (station 1 only)

Safety regarding facilities:

Location: Front of school, blacktop, TBD depending on type of emergency

Staff: Tiffany Durand, John Daidone/Josue Mayorga

To do:

- Shut off gas/electricity/water mains
- Secure gates or buildings where people may enter unsafely
- Support search and rescue team and crowd control
- Set up emergency restroom facilities if needed

Runners

Location: Report to release stations

Staff: Rachel Carter, Jana Coyle, older students as available

To do:

- Carry messages from to and from release stations or other stations as needed
- Accompany students from one location to another as needed

Student Safety

Location: Varies, students to be gathered and secured at release stations, all staff doing student safety report to that location.

Staff: Rachel Carter, Jana Coyle, older students as available

To do:

- Account for your students if possible
- Identify injured students and give or get first aid
- Take roll and relay to command center
- Watch for runners who will be looking for students to release
- Continually supervise students and update attendance

**SCHOOL RESPONSES TO COMMON EMERGENCIES
(FROM SMCOE BIG FIVE SAFETY TRAINING)**

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

All Staff and Students: DROP, COVER, & HOLD ON

Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present.

Turn away from windows.

Individuals in wheelchairs can remain in chair if mobility is limited (move against interior wall & lock).

Once shaking has stopped, evacuate if needed based on building damage or PA announcement

Site Administrator (Incident Commander):

Makes announcement over PA: **"Attention please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. This is NOT a drill. Do NOT go outside!"**

Collects reports from staff members regarding injuries

Calls 911 or assigns staff member to call

Remember Emergency Personnel will be responding to many locations and may not arrive immediately

Staff Actions:

Inside:

Initiate drop, cover, and hold procedure with all students

Report injuries and/or damage to Incident Commander

Take attendance when safe to do so and keep class together

Outside:

Find clear spot and drop to ground (stay clear from buildings, trees, power lines, etc.)

Head between knees and arms/hands cover head

Report location, injuries and/or damages to Incident Commander

Take attendance when safe to do so and keep class together

Send status and attendance report of present, missing, injured, etc. to incident commander and/or Christine Klups via paper or email, when possible

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

Site Administrator (Incident Commander):

Makes announcement over PA: **"Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the blacktop or to the Preserve tennis courts). Students are to remain with their assigned teacher. Evacuate all buildings immediately. This is NOT a drill."**

Collect status reports from staff members regarding injuries

Call 911 or assigns staff member to call

Staff Actions:

Grab "go bag" with class lists inside and teacher's cell phone if possible—leave everything else.

Designate responsible student to lead class out.

Teacher last one out to ensure classroom is empty of staff and students.

Evacuate classrooms to on-campus evacuation site (blacktop) or route to Preserve tennis courts.

Keep class together.

Take attendance and report missing/injured to incident commander via paper. If all present, well, and accounted for, show green card in emergency backpack. If students or staff are missing or unaccounted for, show red card in emergency backpack and have a list of names of those missing or unaccounted for.

Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZ MAT)

ACTIVATED BY PA ANNOUNCEMENT

Site Administrator (Incident Commander):

Coordinates with First Responders

Makes announcement over PA: **"Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff are to remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is NOT a drill."**

Call Arief Hussain at District Office to turn off HVAC and all air flow

Staff Actions:

Inside:

Check hallway--clear students to assigned class

Close doors/windows

Shut down HVAC in classroom/hit power button on class thermostat to turn off

Turn off any fans

Students and teachers, seal gaps under doors/windows with wet towel, duct tape, or other material

Teachers, take attendance and email/call administrative assistant

Wait for ALL CLEAR or STUDENT RELEASE

Outside:

Direct all students outside to gym

Stay in gym and close all doors

Seal gaps under doors/windows with wet towel, duct tape, or other material e.g. sweatshirts and rags

Teachers, take attendance and email/call administrative assistant

Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

Site Administrator (Incident Commander):

Receives contact from emergency personnel

Makes PA announcement: **"Your attention please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill."**

Lock all doors to office (do not lock perimeter entrance/exits that aren't already locked)

Receives contact from emergency personnel once threat has been removed

Staff Actions:

In Classroom:

Clear hallway and instruct students to return to assigned classroom immediately.

Close and lock door—continue instruction/activity.

No entry/exit.

DO NOT call office for updates, Incident Commander will send them out.

Wait for all clear or directions to elevate to lockdown/barricade.

Outside Classroom:

Gather students and move to predetermined inside location: classrooms, MUR and/or library.

Contact Incident Commander and inform of location & any absent/missing students—DO NOT ask for updates

5. LOCKDOWN/BARRICADE (ACTIVE THREAT OBSERVED BY ANY WAY)

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

Guiding principles for lockdown/barricade situations

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation

Site Administrator (Incident Commander):

Instruct designee to call 9-1-1 (location, status of campus, and other available details)

"Your attention please. We have an emergency situation. Implement LOCKDOWN/BARRICADE procedures immediately. This is NOT a drill."

When safe: Collect Status reports from classrooms—instruct someone to call 9-1-1 for injuries if teacher/supervisor has not

When threat has been stopped—coordinate with Police Department/Fire Incident Commander

Staff Actions:

When students are IN CLASS:

- Check hallway—quickly grab students
- Lock doors—barricade
- Lights off & close blinds (cover windows)
- Silence everything (phones, students, etc.)
- DO NOT USE SOCIAL MEDIA OR PHONES**
- Review guidelines—wait for assistance
- DO NOT OPEN DOOR FOR ANYONE**—law enforcement will unlock when safe to do so
- ONLY IF** there is life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under door
- DO NOT** call office/PD for updates




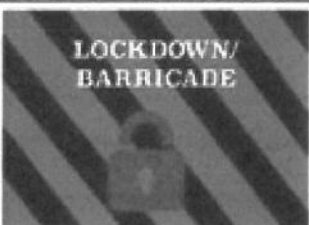

When students are OUT OF CLASS (recess, lunch, passing):

- Move to nearest safe building/classroom/location including off-campus
- Do not chase students that run
- Follow "In Class" Lockdown/Barricade Procedure
- When safe: Call Incident Commander and inform of location
- If off-campus, call Incident Commander or Police Department and inform of location and names and numbers of missing/absent students

When students are IN ACTIVITY OR ON FIELD:

- Gather together and evacuate to closest on-campus location (classrooms, Multi-Use Room) or off-campus to predetermined off-site evacuation location (Lower Field, Serendipity School or Palmer Ave.)
- Take attendance upon arrival
- If sheltering in room on campus, e.g. gym—follow "in class" Lockdown/Barricade procedure
- Contact Incident Commander/911 and inform of location and names and numbers of missing/absent students

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

RESPONSIBILITY	NAME OF RESPONSIBLE STAFF MEMBER
Maintain emergency kit	Gwendolyn Rehling
Maintain emergency cell phone	Gwendolyn Rehling
Bring the emergency kit when the school evacuates	Gwendolyn Rehling/Christine Klups

Location of emergency kit - Conference Room and each classroom

Location of first aid kit – Nurse's Room

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office)

Primary Location - Main Office

Alternate location - Staff Room

Outdoor/On-Campus Command Post Location (i.e., parking lot, athletic field, stadium)

Primary Location – Blacktop

Alternate location – Lower Field, Serendipity or Palmer Ave.

TYPES OF EVACUATIONS

FIRE - Evacuate at least **100 feet** from the building.

BOMB THREAT - Evacuate at least **300 feet** from the building.

EVACUATION SITES

ON-CAMPUS FIRE/BOMB THREAT EVACUATION LOCATIONS (i.e., athletic field, stadium, parking lot, playgrounds)	
Primary Location	Playground
Alternate Location	Lower Field
OFF-CAMPUS FIRE/BOMB THREAT EVACUATION LOCATIONS (i.e., church parking lot, shopping center, another school, vacant field)	
Primary Location	Serendipity School 2820 Ponce Ave. Belmont, CA 94002
Alternate Location	Palmer Avenue (First street on the right as you are walking toward Cipriani Blvd. on Buena Vista Ave.)

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. If there is no access to a computer, other means should be employed to report attendance – send a student messenger, use green/red card to indicate if students and adults are accounted for or missing.

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown/Barricade** is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if possible/practical, to identify the location of the threat and select safe locations to run or hide, if possible/practical. Staff should, if possible, notify the school of their location. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown/Barricade** is activated. If necessary, evaluate campus and stay away. Report attendance to school if possible.

Evacuate into the surrounding neighborhood.

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

OFF CAMPUS (i.e., nearby street, park, open area, commercial area) *location/address*

Semeria Park: Corner of Casa Bona and Semeria in Belmont

AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

LOCATION OF AOR, IF APPLICABLE, FOR POSSIBLE EVACUATION: Room 31

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan.

SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

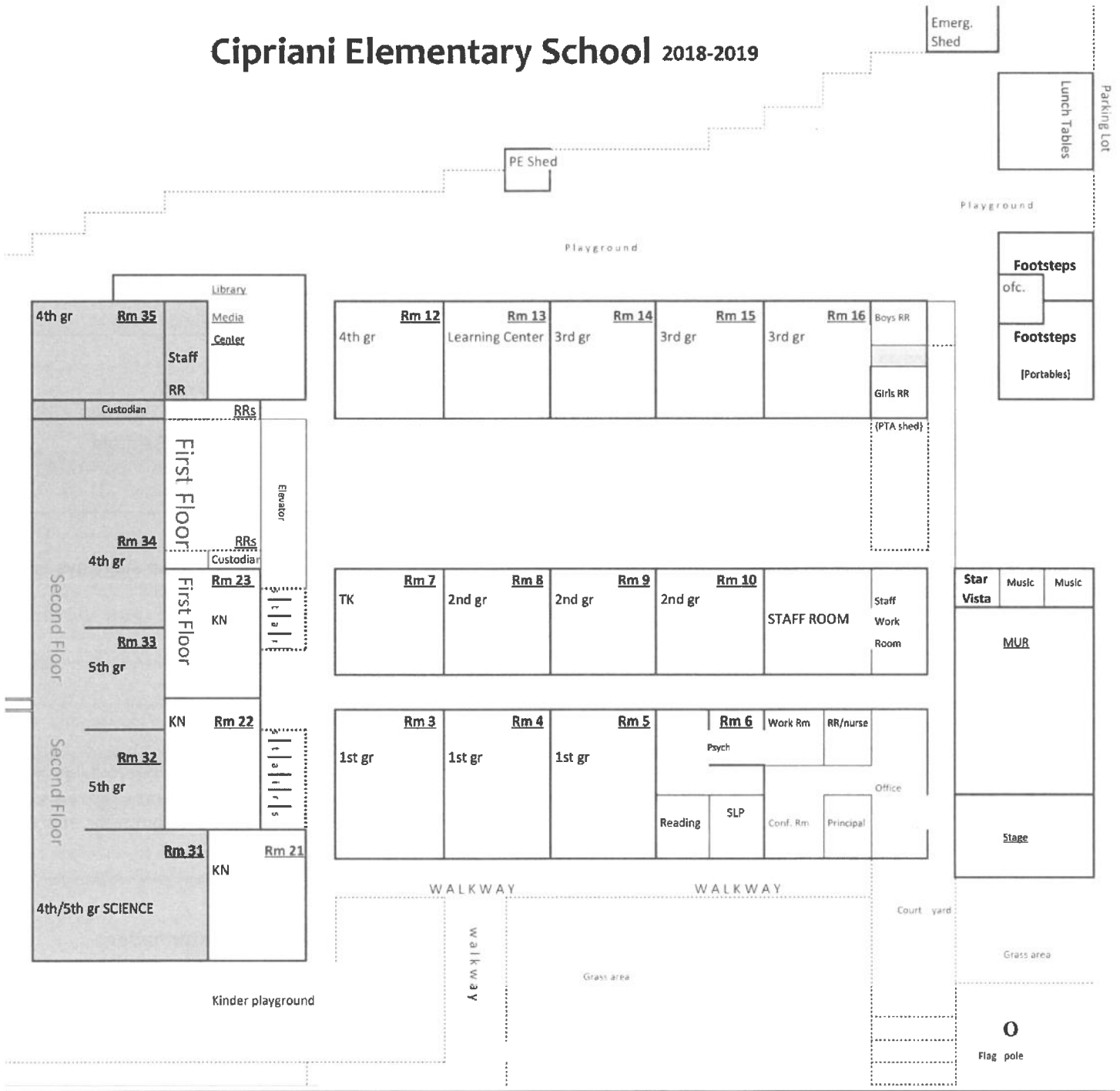
Have there been any *physical changes* in your building and/or portable classrooms since last school year? **NO**
If yes, submit an updated floor plan with this year's emergency/crisis plan.

Does your school have an emergency generator? **NO** If yes, location? _____

- Gas – Located on Buena Vista Ave. (need key to access)
- Main electric / HVAC emergency cut off location – South end of the library
- Water – Located on Buena Vista Ave. (need key to access)

MAP ON NEXT PAGE

Cipriani Elementary School 2018-2019



Gas and Water Shut-off are located adjacent to the kindergarten playground in a metal cage next to the sidewalk on Buena Vista Ave.

PARENT/CHILD REUNIFICATION (PCR) PROCESS / STUDENT RELEASE

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians also should be included in the emergency/crisis plan, i.e., principal's newsletter, school web page. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinator – Christine Klups Julie Oeser

Method(s) to inform parents/guardians about the PCR process – School Messenger or teacher release

Name of staff person who is responsible for PCR materials – Christine Klups

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Student Release Process

LOCATION OF INDOOR, ON-CAMPUS, PCR AREA – Front office

LOCATION OF OUTDOOR, ON-CAMPUS PCR AREA - Playground

LOCATION OF OFF-CAMPUS PCR AREA – Palmer Ave, Serendipity School

Post signs on around school to direct parents/guardians to reunification area.

Utilize available staff members to assist with the implementation.

Assign available staff members to locate and release students.

If students are released from classrooms –

- Parents/guardians retrieving their children will go to their child's classroom and line up in an orderly fashion.
- Teacher will be at door with **DISASTER/EMERGENCY STUDENT RELEASE FORMS**.
- Teacher will verify that person picking up child is on the child's **DISASTER/EMERGENCY STUDENT RELEASE FORM**. Ask for photo identification when needed.
- Teacher will use black sharpie and put "X" next to the name of the person that picked up the child.
- **CHILDREN MAY ONLY BE RELEASED TO SOMEONE LISTED ON THEIR DISASTER/EMERGENCY STUDENT RELEASE FORM.**
- Once you have picked up your child, please leave campus immediately.

If students are released from central location –

- Parents/guardians retrieving their children will go to the reunification area.
- Two staff members will be at a table with the **DISASTER/EMERGENCY STUDENT RELEASE FORMS**.
- Children will be in a contained area behind the table.
- Parents/guardians will line up in an orderly fashion at the reunification table or approach the teacher for release
- Staff members will:
 - o Verify person picking up is on child's **DISASTER/EMERGENCY STUDENT RELEASE FORMS**
 - o Put "X" with sharpie next to name of person picking up child
 - o Write child's first name, last initial and room number on index card. Hand index card to messenger to retrieve child
 - o Given the situation, student release may be done with the classroom teacher signing out students directly with caregivers, families and parents.
- Parent/guardian will wait at table while child is being retrieved or go to the teacher and release from there
- **CHILDREN MAY ONLY BE RELEASED TO SOMEONE LISTED ON THEIR DISASTER/EMERGENCY STUDENT RELEASE FORM.**

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**Students/Staff Who Require Special Assistance
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: Cipriani Elementary School

Name of Student	Type of Assistance that is Required	Name of Staff Member Assigned to Assist	Name of Back-up Staff Member

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**SCHOOL STAFF TRAINED TO RENDER FIRST AID AND/OR CPR
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: Cipriani School

Name and Title	CPR/AED	FA
Bre Duncan	x	
Sean Nakamura	x	
Lizanne McCord		x
Chris Suydam		x
Diane Sexton	x	x
Valerie Butts	x	
Jeri Crook	x	
Jennifer Taylor		x
Gwendolyn Rehling	x	
Kristen Walls	x	x
Tia Cilia	x	
Kim Donoho		x

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**JOINT OCCUPANCY USERS
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name - Cipriani School Elementary School

Organization's Name:	Footsteps
Name of Person in Charge:	Mitch Myers, Site Director & Karen Haas-Foletta, Executive Director
Phone Number:	
Location in Building:	Modular classrooms on back playground
Days/Times on Site:	Monday – Friday 6:30am – 6:30pm

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	



BRSSD

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

CENTRAL ELEMENTARY SCHOOL EMERGENCY / CRISIS PLAN 2019-2020

School Name: Central School Main Office Phone #: 650-637-4820 Fax #: 650-637-4827 Site Emergency cell:	Principal: Chris Marchetti Cell Phone #: School Address: 525 Middle Road Belmont, CA 94002 Student Start Time: 8:25 a.m. Student Dismissal: 1:30 p.m. Kindergarten M,T,Th,F 2:35 p.m. 1-3 grades M,T,Th,F 3:10 p.m. 4-5 grades M,T,Th,F 12:00 p.m. Kindergarten Wed 12:20 p.m. 1-5 grades Wed
EFO (if applicable): Phone #	Name of person who completed this plan: Chris Marchetti Date plan was submitted to BRSSD for review/approval: October 1, 2019
Number of students: 450	Number of staff: 36
Campus size in acres: 10.401	Building square footage: 41,657
Reviewed and approved by: Board of Trustees	Approval date: October 17, 2019

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member	Name of Back-Up Team Member
Incident Commander (principal/designee)	Chris Marchetti	Linda Wilkinson
Public Information Officer/ Communications Coordinator	Michelle Green	Michelle Spadia
Liaison Team Leader	Laura Better	Andrea Buck
Safety Team Leader	Gina Bruno	Erin Hanau
Operations Chief	Joan Dirstine	Cheryl Fong
Site Check/Security	Daniel Alvarez	Molly Johnson
Staff/Student Accountability	Candace Temer	Cheryl Fong
Parent/Child Reunification Coordinator	Janet Mastalir	Jennifer Gray, Maria Rodriguez, and Andrea Belforte

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY

Emergency Team Stations

Command Center

Supplies: Office/cart, wheelchair, etc.

Staff: Marchetti

To Do:

- Media contact
- Police/Fire contact
- Choose the safest location for students/staff
- Brief students
- Set up staff rotation

Information Officers/Entry Point Stations

Station 1: Between Dolphin Park and MULTI-USE ROOM

Station 2: Yellow poles at the beginning of the fire lane

Station 3: Bottom of the stairs off of Middle Rd.

First Aid Station

Location: Patio area outside of room 2

Backup location: Lunch tables

Supplies: Nurse's Office/Health Room in the main office

Staff: Connie Vi- Nurse

To Do:

- Identify injured students
- Move/treat those needing continual monitoring
- Tend to wounds, broken bones
- Make a list of students seen and notify release stations

Student Release Stations

If buildings are safe:

Station 1: Under the shade structure and release students by the portables

Station 2: lower grade hallway and release students at the double doors by room 5

Station 3: upper-grade hallway and release students at the double doors by room 12

Staff: Joan Dirstine

To Do:

- Track students as they get released to parents or others listed on the emergency contact list
- Track students in the first aid station
- Sign students out by having parent or emergency contact pick up

Search & Rescue

Location: Mobile

Supplies: Emergency cart from the front office

Staff: D. Alvarez, Johnson

To Do:

- Seek/find any unaccounted for students/staff
- Report student's names to the appropriate release stations

Safety & Security

Location: Gas/Electricity/Water shut off

Supplies: Custodial room

Staff: D. Alvarez

To Do:

- Shut off gas/electricity/water mains
- Secure gates or buildings where people may enter unsafely
- Support search and rescue team and crowd control
- Set up emergency restroom facilities if needed
- Control campus entrances
- Direct parents to the appropriate release station
- Keep the driveway open for emergency vehicles

Runners:

Location: Shade Structure

Staff: 5th graders

To Do:

- Carry messages from to and from release stations or other stations as needed
- Accompany students from one location to another as needed

Student Supervision

Lead: Wilkinson

Location: Varies, students to be gathered and secured at release stations, all staff doing student safety report to that location.

Staff: Staff members who do not have a specific role or task in an emergency

To Do:

- Account for your students if possible
- Identify injured students and give or get first aid
- Take roll and relay to the command center
- Watch for runners who will be looking for students to release
- Continually supervise students and update attendance

**SCHOOL RESPONSES TO COMMON EMERGENCIES
(FROM SMCoe BIG FIVE SAFETY TRAINING)**

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

All Staff and Students: DROP, COVER, & HOLD ON

- Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present.
- Turn away from windows.
- Individuals in wheelchairs can remain in a chair if mobility is limited (move against interior wall & lock).
- Once shaking has stopped, evacuate if needed based on building damage or PA announcement

Site Administrator (Incident Commander):

- Announces over PA system: **"Your attention, please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. Do NOT go outside. This is NOT a drill."**
- Collects reports from staff members regarding injuries
- Calls 911 or assign a staff member to call
- Remember Emergency Personnel will be responding to many locations and may not arrive immediately

Staff Actions:**Inside:**

- Initiate drop, cover, and hold procedure with all students
- Report injuries and damage to Incident Commander
- Take attendance when safe to do so and keep the class together

Outside:

- Find a clear spot and drop to the ground (stay clear from buildings, trees, power lines, etc.)
- Put your head between knees and cover your head
- Report location, injuries, and damages to Incident Commander
- Take attendance when safe to do so and keep the class together
- Send status and attendance report of a present, missing, injured, etc. to the incident commander, Chris Marchetti and/or Joan Dirstine via paper or email, when possible

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Announces over PA system: **"Your attention, please. We have an emergency situation evacuate all buildings immediately (to the blacktop). Evacuate all buildings immediately. This is NOT a drill."**
- Collect status reports from staff members regarding injuries
- Students are to remain with their assigned teacher.
- Call 911 or assigns a staff member to call

Staff Actions:

- Grab "go bag" with class lists inside and teacher's cell phone if possible—leave everything else
- Designate a responsible student to lead the class out
- Teacher last one out to ensure classroom is empty of staff and students
- Evacuate classrooms to on-campus evacuation site blacktop
- Keep class together
- Take attendance and report missing/injured to the incident commander, Chris Marchetti, and/or Maria Dirstine via paper. If all present, well, and accounted for, show the green card in the emergency backpack. If students or staff are missing or unaccounted for, show red card in the emergency backpack and have a list of names of those missing or unaccounted for.
- Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZ MAT)

ACTIVATED BY PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Coordinates with First Responders
- Announces over PA system: **"Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. This is NOT a drill."**
- Students and all staff are to remain indoors with windows and doors securely closed.
- Turn off heating or air conditioning units.
- If you are outside, move indoors immediately.
- Do not go out for any reason until you receive further instructions.

Call Arief Hussain at District Office to turn off HVAC and all air flow

Staff Actions:

- *Inside:*
 - Check hallway--clear students to assigned class
 - Close doors/windows
 - Shut down HVAC in classroom/hit power button on the classroom thermostat to turn off
 - Turn off any fans
 - Students and teachers, seal gaps under doors/windows with wet towels, duct tape, or other material
 - Teachers will take attendance and email/call administrative assistant
 - Wait for ALL CLEAR or STUDENT RELEASE
- *Outside:*
 - Direct all students outside to go inside and close all doors
 - Stay inside and close all doors
 - Seal gaps under doors/windows with wet towels, duct tape, or other material, e.g. sweatshirts and rags
 - Teachers will take attendance and email/call administrative assistant
 - Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

Site Administrator (Incident Commander):

- Receives contact from emergency personnel
- Announces over PA system **“Your attention, please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill.”**
- Lock all doors to the office (do not lock perimeter entrance/exits that aren't already locked)
- Receives contact from emergency personnel once the threat is gone.

Staff Actions:

1. *In Classroom:*

- Clear hallway and instruct students to return to assigned classroom immediately
- Close and lock door—continue instruction/activity
- No entry/exit
- DO NOT call the office for updates. The Incident Commander will send them out
- Wait for ALL CLEAR or directions to elevate to lockdown/barricade
- *Outside Classroom:*
- Gather students and move to predetermined inside location: classrooms and/or library
- Contact Incident Commander and inform of location & any absent/missing students
- DO NOT ask for updates

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

Guiding principles for lockdown/barricade situations

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by a suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation

Site Administrator (Incident Commander):






- Instruct designee to call 9-1-1 (location, status of campus, and other available details)
- Announces over PA system **“Your attention please. We have an emergency situation. implement LOCKDOWN/BARRICADE procedures immediately this is NOT a drill.”**
- When safe: Call 911 for injuries, collect status reports from classrooms.
- When the threat is gone—coordinate with Police Department/Fire Incident Commander

Staff Actions:

1. *When students are IN CLASS:*

- Check hallway—quickly grab students
- Lock doors—barricade
- Lights off & close blinds (cover windows)
- Silence everything (phones, students, etc.)
- DO NOT USE SOCIAL MEDIA OR PHONES
- Review guidelines—wait for assistance
- DO NOT OPEN DOOR FOR ANYONE—law enforcement will unlock when safe to do so ONLY IF there is a life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under the door.
- DO NOT call office/PD for updates
- *When students are OUT OF CLASS (recess, lunch, passing)*
- Move to nearest safe building/classroom/location including off-campus
- Do not chase students that run
- Follow “In Class” Lockdown/Barricade Procedure
- When safe: Call Incident Commander and inform of location
- If off-campus, call Incident Commander or Police Department and inform of location and names and numbers of missing/absent students
- *When students are IN ACTIVITY OR ON FIELD:*
- Gather together and evacuate to closest on-campus location (classrooms, Multi-Use Room) or off-campus to pre-determined off-site evacuation location Davy Glen Park
- Take attendance upon arrival
- If sheltering in a room on campus, e.g. Multi-Use Room —follow “in class” Lockdown/Barricade procedure
- Contact Incident Commander/911 and inform of location and names and numbers of missing/absent students

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to a computer, printer, phone, fax, and an emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations: Main Office

Primary Location: Alternate location: Multi-Use room

Outdoor/On-Campus Command Post Location Dolphin Park

During the school year, a staff member will be responsible for the following:

RESPONSIBILITY	NAME OF RESPONSIBLE STAFF MEMBER
Maintain emergency kit	Joan Dirstine
Maintain emergency cell phone	Joan Dirstine
Bring the emergency kit when the school evacuates	Joan Dirstine

Location of emergency kit: Office **Location(s) of first aid kit (s):** Office

TYPES OF EVACUATIONS

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building.

EVACUATION SITES

On-Campus Multi-Hazard Evacuation Locations (i.e., athletic field, stadium, parking lot, playgrounds)

Primary Location: Blacktop

Alternate Location: Grassy area

Off-Campus Multi-Hazard Evacuation Locations (i.e., church parking lot, shopping center, another school, vacant field)

Primary Location: Cal Train Station across El Camino Real x Davey Glen – North Parking Lot

Alternate Location: Nesbit Elementary School

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. If there is no access to a computer, other means should be employed to report attendance. Class lists are in all emergency backpacks and in the emergency shed.

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown** begins, students and staff who are outdoors should be notified by the public address system or portable radio and move away from the threat to a pre-determined safe location(s). Staff should first visually scan, if possible/practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown** is activated. If necessary, evacuate the campus into the surrounding neighborhood. If possible, report attendance to the office.

Students will shelter in the nearest wings of the school.

Inside corridors of primary and intermediate wings of the school.

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off-Campus Davey Glen Park

Parking lot : Cal Train Station on El Camino Real – South Parking Lot

AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

Location of AOR, if applicable, for possible evacuation:

N/A - Central is a single story building

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two-way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan.

SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

Have there been any **physical changes** in your building and/or portable classrooms since last school year? ☐ YES
☒ NO

If yes, submit an updated floor plan with this year's emergency/crisis plan.

Does your school have an emergency generator? **NO** If yes, location?

MAP ON NEXT PAGE

Central School

525 Middle Rd.
650-637-4820

Student Safety & Control
lined up by class

Grassy Area and Blacktop Area

Emergency
Shed

After School

Gas/Electric
Shutoff

Parent/Student
Reunification Desk

Parent/Student
Reunification Desk

Control of Parent
Adult Traffic Coming
Onto Campus

Top Of Driveway

Control of Parent
Adult Traffic Coming
Onto Campus

Top Of Driveway

Water
Shutoff

Top Of Driveway

Room 19

Room 18

Room 17

Room 10

Room 9

Room 14

Room 16

Room 8

Room 15

Room 7

Courtyard

Room 13

Room 5

Room 6

Room 11

Room 12

Store
Room

Psych

Speech

Reading/Upstairs

Cust.

Boys

Nurse

Room 4
Learning
Center

Staff
Room

Amphitheater

Office

Room 3

Girls

Courtyard

Workroom

Room 2

Room 1

Principal
Conference
Room

Computer Lab

Library

Music
Room

M

W

Multi-Use Room

Dolphin Park

Command
Center

PARENT/CHILD REUNIFICATION (PCR) PROCESS / STUDENT RELEASE

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians also should be included in the emergency/crisis plan, i.e., principal's newsletter, school web page. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinator: Joan Dirstine, Andrea Belforte, Maria Rodriguez

Method(s) to inform parents/guardians about the PCR process: School Messenger or Constant Contact

Name of the staff person who is responsible for PCR box: Joan Dirstine

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

BELMONT-REDWOOD SHORES SCHOOL DISTRICT Belmont, California

ADDITIONAL PCR INSTRUCTIONS/CONCERNS/DETAILS 2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: CENTRAL SCHOOL

STUDENT RELEASE TEAM (Parent / Child Reunification)

The Student Release area should be away from the evacuation assembly area, and parents should be required to follow release procedures. The most important task is to guarantee that we document to whom each student is released.

Establish one area for initial contact with adults/parents and a second "reunion" area. Adults/Parents will be asked to fill out a "Reunification Information" card while waiting in line. The first area will check authorization for release on the student's emergency card. The parent will have their hand stamped. Using hand-held radios or student messengers; if radios are not available, the student will then be summoned to the reunion area. Once the adult/parent is reunited with the student, the releasing personnel will complete the "School Personnel" section of the Reunification Card.

Student Release Team Action Checklist

- Get the supplies from the Emergency shed and determine if the location of the student release and reunion areas are safe
- Set up tables, chairs, emergency cards, and master rosters in student release areas.

Station 1: Verification Station:

- Verify that the adult's name is on the Emergency Card.
- Have parents or adults initial Release Log and indicate their destination.
- IF NAME OF ADULT IS NOT ON EMERGENCY CARD, STUDENT CANNOT BE RELEASED
- Use hand stamp to indicate that the adult has been approved to pick up the student
- If adult's name is on emergency card, use walkie-talkie or messenger to summon the student to release or reunion area

Station 2: Reunification Station

Note name and destination of the student on the Master List. Attempt to note name and destination of students who have left the campus without being released, on the Master List.

Guidelines for Implementing the Student Release Process:

- Post signs on entrance doors and hallways to direct parents/guardians to the reunification area (W Side of MULTI-USE ROOM)
- Utilize available staff members and 5th-grade runners to assist with the implementation.
- Assign available staff members to locate and release students.
- Implement the **two-step approach**:

Step1:

- Use a parent/child reunification process log to sign-in parents/guardians and check identification.
- Verify with child's Emergency Card for a list of parents/guardians acceptable for release/ pick-up.
- Use hand stamp to indicate verification of I.D.
- Send a runner to retrieve student and escort him/her to reunification area.
- Parent signs Release Form and moves to Station 2.

Step 2:

- Staff verifies hand stamp.
- Parent initials Master List.
- Release student to the authorized parent/guardian.

Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of indoor, on-campus PCR area: Dolphin Park or MULTI-USE ROOM

Location of outdoor, on-campus PCR area: Blacktop area

Location of off-campus PCR area: Cal Train Station – North Parking Lot – ECR x Davey Glen

Step 1: Assignments/Tasks	
Name	Assignment
1. Joan Dirstine	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child
2. Maria Rodriguez	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child
3. Andrea Belforte	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child

Step 2: Assignments/Tasks	
Name	Assignment
1. Maria Rodriguez	Check parent for hand stamp; have parent initial master list; release child to parent

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**Students/Staff Who Require Special Assistance
2019-2020**

This page must be attached to the school's emergency/crisis plan.
School Name: Central Elementary

Name of Student/Staff	Type of Assistance that is Required	Name of Staff Member Assigned to Assist	Name of Back-up Staff Member

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**Total Discipline Actions
2018-2019**

SUSPENSION AND DISCIPLINE DATA

We are using a range of strategies to prevent suspension including:
PBIS Tier I universal supports for student engagement and behavior
Second Step Social-Emotional Learning Curriculum
Second Step Bullying Prevention Unit
Developing a data system to identify students in need of Tier 2 targeted supports
Our number of suspensions are low because we apply a variety of restorative discipline strategies and remove students from instruction only when necessary.

Suspensions:

	#of Students That Committed an Offense (unduplicated)	# of Offenses Committed	# of Out-of-School Suspensions	# of In-School Suspensions	# of Expulsions
Central TOTAL:	0	0	0	0	0

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**SCHOOL STAFF TRAINED TO RENDER FIRST AID AND/OR CPR
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: Central Elementary

Name and Title	CPR	AED	Name and Title	CPR	FA
Chris Marchetti, Principal	X	X			
Gina Bruno, Teacher	X				
Linda Wilkinson, Reading Specialist	X				
Jennifer Gray, Teacher	X				
Michelle Green, Teacher	X				
Molly Johnson, Teacher	X				
Andrea Belforte, Student Secretary	X				

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**PORTABLE CLASSROOMS
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: Central Elementary

Portable Classroom #	Cell Phone # (if assigned)	Location	Contact
After School Care		West side of school next to the lunch area	Anthony Perino

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

JOINT OCCUPANCY USERS
2019-2020

This page must be attached to the school's emergency/crisis plan.
School Name: Central Elementary

Organization's Name:	Belmont-San Carlos After School
Name of Person in Charge:	Debbie Rivas
Phone Number:	
Location in Building:	West of the primary wing of the school
Days/Times on Site:	

Organization's Name:	Belmont Parks and Recreation
Name of Person in Charge:	George Brunson
Phone Number:	30 Twin Pines Lane, Belmont, CA 94002-3889
Location in Building:	Athletic Field
Days/Times on Site:	M – F: 3:30 – dark; Sat. all day



BELMONT-REDWOOD SHORES SCHOOL DISTRICT

Belmont, California

FOX ELEMENTARY SCHOOL EMERGENCY / CRISIS PLAN 2019-2020

School Name: Fox Elementary Main Office Phone #: 650-637-4850 Fax #: 650-637-4858 Emergency Cell Phone #:	Principal: Mike Pappas Cell Phone #: School Address: 3100 St. James Rd. Belmont, CA 94002 Student Start Time: 8:25 (TK 8:25-12:20) Student Dismissal Time: 1:30- Kindergarten 2:35 1 st -3 rd Grades 3:10 4 th -5 th Grades 12:20 TK-5 th Wednesdays Only
	Name of person who completed this plan: Mike Pappas Date plan was submitted to BRSSD for review/approval: 10/7/2019
Number of students: 500	Number of staff: 40
Campus size in acres:	Building square footage:
Reviewed and approved by: Board of Trustees	Approval date: October 17, 2019

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member	Name of Back-Up Team Member
Incident Commander (principal/designee)	Mike Pappas	Bart Leaver
Public Information Officer/ Communications Coordinator	Mike Pappas	Nan Hirahara
Liaison Team Leader	Brandon Whiteman	Mike Pappas
Safety Team Leader	Mike Pappas	Felipe Perez
Operations Chief	Brandon Whiteman	Mike Pappas
Planning Chief	Brandon Whiteman	Mike Pappas
Logistics Chief	Bart Leaver	Mike Pappas
Site Check/Security	Felipe Perez	Luis Mayen
Situation Analysis	Mike Pappas	Bart Leaver
Staff/Student Accountability	Nan Hirahara	Lily Golding
Parent/Child Reunification Coordinator	Mike Pappas	Nan Hirahara

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office)

Primary Location Main Office

Alternate location Middle Room

Outdoor/On-Campus Command Post Location Bottom of ramp/steps by Room #1

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY

CODE BLUE-SECURE CAMPUS	CODE RED-LOCKDOWN
ACTIVATED BY PA ANNOUNCEMENT Notify district office and 911 if public safety response is necessary. Students/staff/visitors must be accounted for and placed under supervision. Staff must document attendance. Classroom instruction should continue. Hall passes may be restricted. Administration will direct class changes. Everyone should wait for further instructions.	ACTIVATED BY PA ANNOUNCEMENT Notify 911 and district office Direct staff and students from outside to nearest securable location Sweep/scan exterior Secure interior/exterior doors Cover door window/Close blinds/Turn off lights Maintain silence Take attendance when safe to do so. Ignore alarms and bells Wait for further instructions

During the school year, a staff member will be responsible for the following:

RESPONSIBILITY	NAME OF RESPONSIBLE STAFF MEMBER
Maintain emergency kit	Nan Hirahara
Maintain emergency cell phone	Nan Hirahara
Maintain the NOAA weather radio	Nan Hirahara
Bring the emergency kit when the school evacuates	Nan Hirahara

Location of emergency kit: 1) Emergency Shed 2) Office

Location(s) of first aid kit (s): 1) Emergency Shed 2) Office

TYPES OF EVACUATIONS

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building.

EVACUATION SITES

On-Campus Multi-Hazard Evacuation Locations (i.e., athletic field, parking lot, playgrounds)

Primary Location: Grass area near basketball courts

Alternate Location: Blacktop by basketball courts

Off-Campus Multi-Hazard Evacuation Locations (i.e., church parking lot, shopping center, another school, vacant field)

Primary Location: Ralston Middle School

Alternate Location: Cipriani School

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. Staff with computer access should use the Outlook private folder. If there is no access to a computer, other means should be employed to report attendance.

Hard copies of class lists are in the emergency shed.

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown/Secure Campus** is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a pre-determined safe location(s). Staff should first visually scan, if possible/practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Depending on the circumstances of the emergency/crisis, the safe locations may need to be reconsidered. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown/Secure Campus** is activated.

1. Students will shelter in the nearest classroom of the school.
2. Students will shelter in the middle room or library.
3. Students will exit campus to safe location in neighborhood (i.e. Ralston Middle School or neighboring homes).

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off Campus (i.e., nearby street, park, open area, commercial area) *location/address:*
District Office 2960 Hallmark, Belmont

Parking Lot
Ralston Middle School 2675 Ralston Ave., Belmont, CA

AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

Location of AOR, if applicable, for possible evacuation: N/A Fox is a single story building

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan.

**SCHOOL RESPONSES TO COMMON EMERGENCIES
(FROM SMCOE BIG FIVE SAFETY TRAINING)**

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

All Staff and Students: DROP, COVER, & HOLD ON

- Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present.
- Turn away from windows.
- Individuals in wheelchairs can remain in chair if mobility is limited (move against interior wall & lock).
- Once shaking has stopped, evacuate if needed based on building damage or PA announcement

Site Administrator (Incident Commander):

- Makes announcement over PA: **“Attention please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. Do NOT go outside. This is NOT a drill.”**
- Collects reports from staff members regarding injuries
- Calls 911 or assigns staff member to call
- Remember Emergency Personnel will be responding to many locations and may not arrive immediately

Staff Actions:

Inside:

- Initiate drop, cover, and hold procedure with all students
- Report injuries and/or damage to Incident Commander
- Take attendance when safe to do so and keep class together

Outside:

- Find clear spot and drop to ground (stay clear from buildings, trees, power lines, etc.)
- Head between knees and arms/hands cover head
- Report location, injuries and/or damages to Incident Commander
- Take attendance when safe to do so and keep class together
- Send status and attendance report of present, missing, injured, etc. to incident commander, Michael Pappas and/or Bart Leaver via paper or email, when possible

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Makes announcement over PA: **“Your attention please. We have an emergency situation evacuate all buildings immediately (to the blacktop.)” evacuate all buildings immediately. This is NOT a drill.**
- Collect status reports from staff members regarding injuries
- Students are to remain with their assigned teacher.
- Call 911 or assigns staff member to call

Staff Actions:

- Grab “go bag” with class lists inside and teacher’s cell phone if possible—leave everything else
- Designate responsible student to lead class out
- Teacher last one out to ensure classroom is empty of staff and students
- Evacuate classrooms to on-campus evacuation site blacktop
- Keep class together
- Take attendance and report missing/injured to incident commander, Michael Pappas, and/or Bart Leaver via paper. If all present, well, and accounted for, show green card in emergency backpack. If students or staff are missing or unaccounted for, show red card in emergency backpack and have a list of names of those missing or unaccounted for.
- Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZ MAT)

ACTIVATED BY PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Coordinates with First Responders
- Makes announcement over PA: **"Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. This is NOT a drill."**
- Students and all staff are to remain indoors with windows and doors securely closed.
- Turn off heating or air conditioning units.
- If you are outside, move indoors immediately.
- Do not go out for any reason until you receive further instructions.

Call Arief Hussain at District Office to turn off HVAC and all air flow

Staff Actions:

- *Inside:*
- Check hallway--clear students to assigned class
- Close doors/windows
- Shut down HVAC in classroom/hit power button on class thermostat to turn off
- Turn off any fans
- Students and teachers, seal gaps under doors/windows with wet towel, duct tape, or other material
- Teachers, take attendance and email/call administrative assistant
- Wait for ALL CLEAR or STUDENT RELEASE
- *Outside:*
- Direct all students outside to gym
- Stay in gym and close all doors
- Seal gaps under doors/windows with wet towel, duct tape, or other material e.g. sweatshirts and rags
- Teachers, take attendance and email/call administrative assistant
- Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

Site Administrator (Incident Commander):

- Receives contact from emergency personnel
- Makes PA announcement: **"Your attention please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill."**
- Lock all doors to office (do not lock perimeter entrance/exits that aren't already locked)
- Receives contact from emergency personnel once threat has been removed

Staff Actions:

In Classroom:

- Clear hallway and instruct students to return to assigned classroom immediately
- Close and lock door—continue instruction/activity
- No entry/exit
- DO NOT call office for updates, Incident Commander will send them out
- Wait for all clear or directions to elevate to lockdown/barricade
- *Outside Classroom:*
- Gather students and move to predetermined inside location: classrooms and/or library
- Contact Incident Commander and inform of location & any absent/missing students
- DO NOT ask for updates

5. LOCKDOWN/BARRICADE (ACTIVE THREAT OBSERVED BY ANY WAY)

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

Guiding principles for lockdown/barricade situations

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation

Site Administrator (Incident Commander):

- Instruct designee to call 9-1-1 (location, status of campus, and other available details)
- Makes PA announcement: **“Your attention please. We have an emergency situation.”**

Implement LOCKDOWN/BARRICADE procedures immediately. This is NOT a drill.”

When safe: Collect Status reports from classrooms—instruct someone to call 9-1-1 for injuries if teacher/supervisor has not



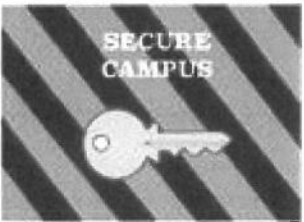


When threat has been stopped—coordinate with Police Department/Fire Incident Commander

Staff Actions:

When students are IN CLASS:

- Check hallway—quickly grab students
- Lock doors—barricade
- Lights off & close blinds (cover windows)
- Silence everything (phones, students, etc.)
- DO NOT USE SOCIAL MEDIA OR PHONES
- Review guidelines—wait for assistance
- DO NOT OPEN DOOR FOR ANYONE—law enforcement will unlock when safe to do so ONLY IF there is life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under door
- DO NOT call office/PD for updates
- *When students are OUT OF CLASS (recess, lunch, passing):*
- Move to nearest safe building/classroom/location including off-campus
- Do not chase students that run
- Follow “In Class” Lockdown/Barricade Procedure
- When safe: Call Incident Commander and inform of location
- If off-campus, call Incident Commander or Police Department and inform of location and names and numbers of missing/absent students
- *When students are IN ACTIVITY OR ON FIELD:*
- Gather together and evacuate to closest on-campus location (classrooms, Multi-Use Room) or off-campus to pre-determined off-site evacuation location Ralston Middle School
- Take attendance upon arrival
- If sheltering in room on campus, e.g. gym—follow “in class” Lockdown/Barricade procedure
- Contact Incident Commander/911 and inform of location and names and numbers of missing/absent students

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

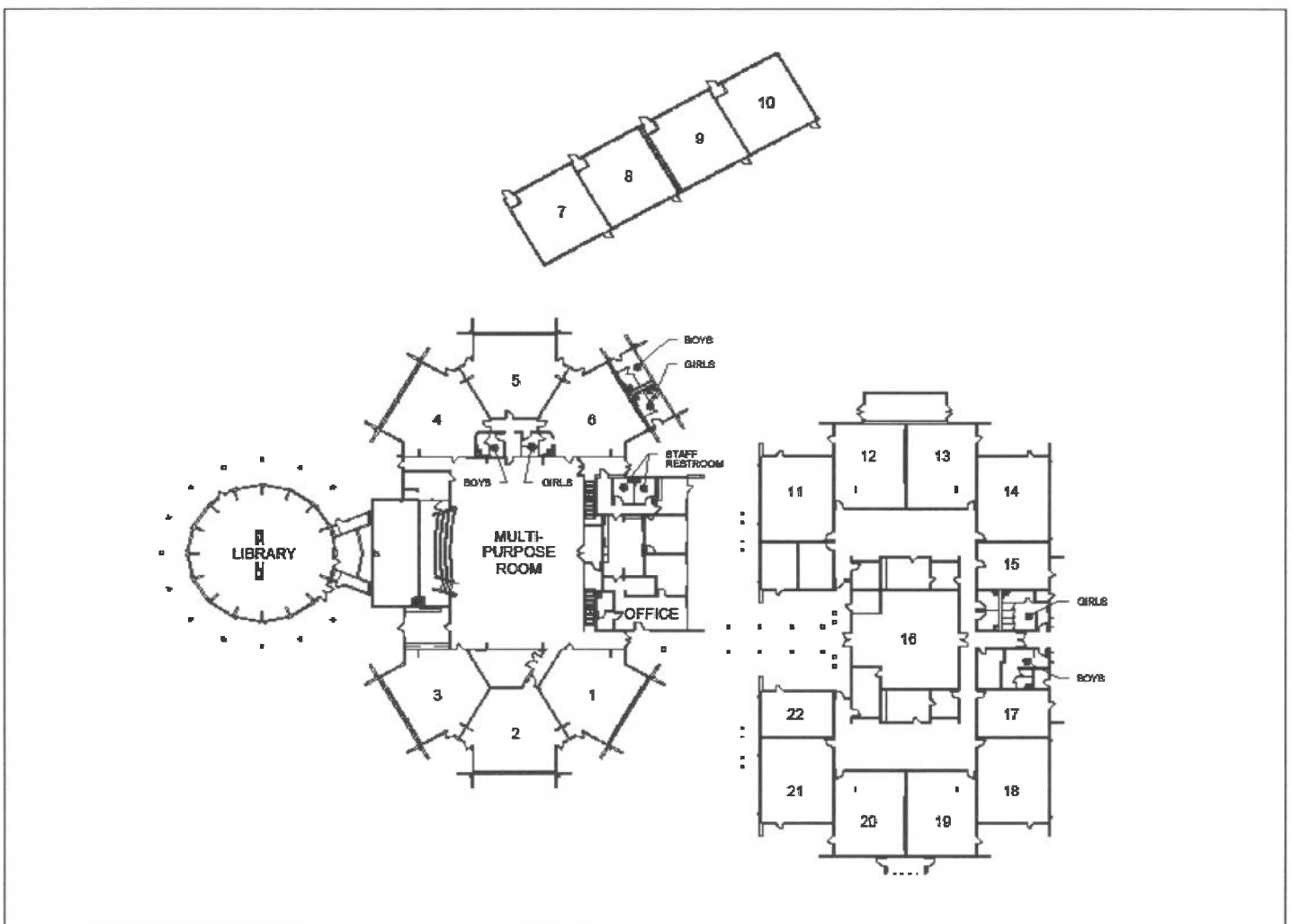
Have there been any **physical changes** in your building and/or portable classrooms since last school year? **NO**

If yes, submit an updated floor plan with this year's emergency/crisis plan.

Does your school have an emergency generator? NO

If yes, location? _____

MAP



PARENT/CHILD REUNIFICATION (PCR) PROCESS

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians also should be included in the emergency/crisis plan, i.e., principal's newsletter, school web page. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinator: Mike Pappas and Nan Hirahara

Method(s) to inform parents/guardians about the PCR process: School Messenger

Name of staff person who is responsible for PCR box: Nan Hirahara

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Parent/Child Reunification Process

Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.

Utilize available staff members to assist with the implementation.

Assign available staff members to locate and release students.

Implement the three-step approach:

Step 1: Use a parent/child reunification process log to sign-in parents/guardians and check identification. If necessary, refer to the child's Authorization for Release form.

Step 2: Use the current student database/schedule cards to locate the student's current teacher and room number.

Give the assisting staff member the student's name, current teacher, and location.

Staff member will retrieve the student and direct/escort him/her to the PCR area.

Step 3: Release student to the authorized guardian.

Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of indoor, on-campus PCR area: Classrooms or Middle Room for TK-2 students & Building 2 for 3-5 students

Location of outdoor, on-campus PCR area: Basketball court near structure

Location of off-campus PCR area: Ralston Middle School

Phone number: 650-637-4880

Address: 2675 Ralston Ave. Belmont, CA 94402

Step 1: Assignments/Tasks	
Name	Assignment
Nan Hirahara	Check ID against Emergency Card. Parent/Guardian signs release form. Send runner for student
Brandon Whiteman	Check ID against Emergency Card. Parent/Guardian signs release form. Send runner for student
Shelly Menz	Check ID against Emergency Card. Parent/Guardian signs release form. Send runner for student

Students/Staff Who Require Special Assistance 2019-2020

School Name: Fox Elementary

[illegible]

10

Belmont, California

**SCHOOL STAFF TRAINED TO RENDER FIRST AID AND/OR CPR
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: Fox Elementary

Name and Title	CPR	AED	Name and Title	CPR	FA
Brandon Whiteman	x	x			
Felipe Perez	x	x			
Nan Hirahara	x				
Mike Pappas	x	x			
Bart Leaver	x				
Na Lu	x				

**Belmont-Redwood Shores School District
Total Discipline Actions - Fox Elementary School
for the 2018-2019 School Year**

We are using a range of strategies to prevent suspension including:
PBIS Tier I universal supports for student engagement and behavior
Second Step Social-Emotional Learning Curriculum
Second Step Bullying Prevention Unit

Developing a data system to identify students in need of Tier 2 targeted supports

While our number of suspensions are low, we report the data here in order to annually recommit to using a range of approaches to school safety and restorative discipline that remove students from instruction only when absolutely necessary.

	# of Students That Committed an Offense (unduplicated)	# of Offenses Committed	# of Out-of- School Suspensions	# of In- School Suspensions	# of Expulsions
Fox TOTAL:	0	0	0	0	0

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

PORTABLE CLASSROOMS
2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: Fox Elementary

Portable Classroom #	Cell Phone # (if assigned)	Portable Classroom #	Cell Phone # (if assigned)
25-Science/Music	Ex 1325		
26-4th	Ex 1326		

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

JOINT OCCUPANCY USERS
2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: Fox Elementary

Organization's Name:	Curiosity Corner
Name of Person in Charge:	Anne Karns
Phone Number:	
Location in Building:	Portable
Days/Times on Site:	Weekdays 7AM-6PM

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
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Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

ADDITIONAL PCR INSTRUCTIONS/CONCERNS/DETAILS
2019-2020

This page must be attached to the school's emergency/crisis plan.
School Name: FOX SCHOOL

What is a parent-child reunification?

A PCR is an orderly and efficient process of reuniting children with their parents/guardians after an emergency/crisis, which prohibits normal dismissal from occurring.

Depending on the nature of the emergency/crisis situation, we may dismiss students directly to authorized adults from our Middle Room, Building #2 or our off-campus emergency evacuation site at Ralston Middle School.

Description of locations for PCR

Indoor, on campus PCR area: Classrooms or Middle room for grades K-2; Building #2 for grades TK & 3-5

Outdoor, on campus area: Basketball courts on the blacktop.

Off campus PCR area: Ralston Middle School-2675 Ralston Ave. Belmont CA

If the PCR occurs at Fox, parents will be directed to the doors leading into the Middle room and Building #2. If parents have children at both levels, they will be directed to the Middle room and a Fox staff member will retrieve the other child or children in upper grades.

Reunification Team Members and Roles:

Reunification leader Mike Pappas

Reunification leader support Nan Hirahara, Lily Golding, Felipe Perez

Exterior information officers (3)

TK-2 ID officers (3)

3-5 ID officers (3)

Family runners (3)

Sign placement

Emergency supply runners (2)

Student security (available staff)

Description of team member roles:

Reunification leader (Principal)-Will oversee all activity and make critical decisions based upon circumstances. In addition will communicate with parent community and ensure confidence in our process.

Reunification leader support (Administrative Assistant, SSS, Custodian): Will report directly to RL and support as needed.

Exterior information officers-Will report to one of three stations to assist and direct incoming parents to the proper reunification area.

ID officers-Will handle checking ID against the student emergency release information and then communicate to runner to obtain student.

Family runner-Will handle bringing siblings from the Building #2 to the Middle room.

Sign placement-Will handle placing directional signs in the predetermined locations. Once completed will assist as needed.

Emergency supply runners-Will obtain emergency supplies from the emergency shed and deliver as needed.

Student security-Will be responsible for supervising your own students as well as those of your colleagues who may be on other assignments.

Parent/Child Reunification Team Members and Roles

Emergency Role	Team Member	Team Member	Team Member
Exterior Information Officers (Need 3)	Sarah Muscolina	Arianna Hernandez	Jennifer Duffy
K-2 ID Officers (Need 3)	Brandon Whiteman	Toni Strickland	Karen Bowman
3-5 ID Officers (Need 3)	Shelly Menz	Mariette Nunez	Stephanie Butler
Family Runners (Need 3)	Kortney Kaa	Julie Grogan-Crane	Nerina Carpenter
Sign Placement (Need 1)	Paul Garritson		
Emergency Supply Runners (Need 2)	Carol Raisner	Kerri Honeycutt	

Student Release Team Action Checklist

- Get supplies from Emergency shed and determine safety of location for student release area and reunion area, if applicable
- Set up tables, chairs, emergency cards, and master rosters in student release areas.
- **Station 1: Verification Station:**
Verify adult's ability to pick up child with Emergency Card listings. Have parents or adults initial Release Log and indicate their destination. **IF NAME OF ADULT IS NOT ON EMERGENCY CARD, STUDENT CANNOT BE RELEASED**
- Use hand stamp to indicate adult is approved to pick up child
- If adult's name is on emergency card, use walkie-talkie or messenger to summon student to release or reunion area

Station 2: Reunification Station:

- Note name and destination of student on master roster before releasing the student. Have parent print, then sign name on Release Form/Roster/Master List
- Attempt to note name and destination of students who have left the campus without being released



BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California
NESBIT ELEMENTARY SCHOOL

**NESBIT ELEMENTARY SCHOOL EMERGENCY / CRISIS PLAN
2019-2020**

School Name: Nesbit Elementary School Main Office: 650-637-4860 Fax: 650-637-4827 Emergency Cell Phone:	Principal: Robin K. Pang-Maganaris Cell Phone: School Address: 500 Biddulph Belmont, CA 94002 Student Start Time: 8:25 a.m. Student Dismissal Time 12:20 -- Grade TK 1:30 -- Grade K 2:35 -- Grades 1-3 3:00 -- Grades 4-5 3:03 -- Grades 6-8
EFO (if applicable): Phone:	Name of person who completed this plan: Robin K. Pang-Maganaris
Number of students: 686	Number of staff: 60
Campus size in acres: 10.89 acres	Building square footage: 57,732
Reviewed and approved by: Board of Trustees	Approval date: October 17, 2019

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member	Name of Back-Up Team Member
Incident Commander (principal/designee)	Robin Pang-Maganaris	Stephanie McMaster
Public Information Officer/ Communications Coordinator	Travis Whitebread	Linda Fonseca
Liaison Team Leader	Elena Barriga	2nd grade teachers 3rd grade teachers
Safety Team Leader	Chandra McKeon	4th grade teachers
Operations Chief	Stephanie McMaster	5th grade teachers 6th grade teachers
Site Check/Security	Jose Mojica	6th grade teachers
Staff/Student Accountability	Susan Wilson	Elena Barriga
Parent/Child Reunification Coordinator	Linda Fonseca	7th grade teachers 8th grade teachers

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office): **Main Office**

Primary Location: **Office** **Alternate location:** **Multi-Use room or Lunch Tables**

Outdoor/On-Campus Command Post Location (i.e., parking lot, athletic field, stadium)

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY

SHELTER IN PLACE	LOCKDOWN
<p>ACTIVATED BY PA ANNOUNCEMENT</p> <p>Notify district office and 911 if public safety response is necessary.</p> <p>Students/staff/visitors must be accounted for and placed under supervision.</p> <p>Staff must document attendance.</p> <p>Classroom instruction should continue.</p> <p>Hall passes may be restricted.</p> <p>Administration will direct class changes.</p> <p>Wait for further instructions.</p>	<p>ACTIVATED BY PA ANNOUNCEMENT</p> <p>Notify 911 and district office.</p> <p>Direct staff and students from hallway to nearest securable location.</p> <p>Sweep/scan hallway.</p> <p>Secure interior doors.</p> <p>Cover door window.</p> <p>Close blinds / Turn off lights.</p> <p>Maintain silence.</p> <p>Take attendance when safe to do so.</p> <p>Ignore alarms and bells.</p> <p>Only law enforcement and/or Principal will unlock the door for dismissal.</p>

During the school year, a staff member will be responsible for the following:

RESPONSIBILITY	NAME OF RESPONSIBLE STAFF MEMBER
Maintain emergency kit	Linda Fonseca
Maintain emergency cell phone	Linda Fonseca
Maintain the NOAA weather radio	Linda Fonseca
Bring the emergency kit when the school evacuates	Linda Fonseca

Location of emergency kit: Office

Location(s) of first aid kit (s): Office

Chain of Command

Incident Commander

Robin Pang-Maganaris

Public Information

Travis Whitebread

Safety Team Leader

Katey Marsh

Liaison Officer

Elena Barriga

Susan Wilson

Operation Chief

Stephanie McMaster



Site Check/Security

Jose Mojica



Parent/Child Reunification

Linda Fonseca



Student Care

Christine Dewart

**SCHOOL RESPONSES TO COMMON EMERGENCIES
(FROM SMCOE BIG FIVE SAFETY TRAINING)**

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

All Staff and Students: DROP, COVER, & HOLD ON

- Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present.
- Turn away from windows.
- Individuals in wheelchairs can remain in chair if mobility is limited (move against interior wall & lock).
- Once shaking has stopped, evacuate if needed based on building damage or PA announcement

Site Administrator (Incident Commander):

- Makes announcement over PA: **“Attention please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. Do NOT go outside. This is NOT a drill.”**
- Collects reports from staff members regarding injuries
- Calls 911 or assigns staff member to call
- Remember Emergency Personnel will be responding to many locations and may not arrive immediately

Staff Actions:

Inside:

- Initiate drop, cover, and hold procedure with all students
- Report injuries and/or damage to Incident Commander
- Take attendance when safe to do so and keep class together

Outside:

- Find clear spot and drop to ground (stay clear from buildings, trees, power lines, etc.)
- Head between knees and arms/hands cover head
- Report location, injuries and/or damages to Incident Commander
- Take attendance when safe to do so and keep class together
- Send status and attendance report of present, missing, injured, etc. to incident commander, Robin Pang-Maganaris and/or Stephanie McMaster via paper or email, when possible

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Makes announcement over PA: **“Your attention please. We have an emergency situation evacuate all buildings immediately to the blacktop.” Evacuate all buildings immediately. This is NOT a drill.”**
- Collect status reports from staff members regarding injuries
- Students are to remain with their assigned teacher.
- Call 911 or assigns staff member to call

Staff Actions:

- Grab “go bag” with class lists inside and teacher’s cell phone if possible—leave everything else
- Designate responsible student to lead class out
- Teacher last one out to ensure classroom is empty of staff and students
- Evacuate classrooms to on-campus evacuation site blacktop
- Keep class together
- Take attendance and report missing/injured to incident commander, Robin Pang-Maganaris, and/or Stephanie McMaster via paper. If all present, well, and accounted for, show green card in emergency backpack. If students or staff are missing or unaccounted for, show red card in emergency backpack and have a list of names of those missing or unaccounted for.
- Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZ MAT)

ACTIVATED BY PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Coordinates with First Responders
- Makes announcement over PA: **"Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. This is NOT a drill."**
- Students and all staff are to remain indoors with windows and doors securely closed.
- Turn off heating or air conditioning units.
- If you are outside, move indoors immediately.
- Do not go out for any reason until you receive further instructions.

Call Arief Hussain at District Office to turn off HVAC and all air flow

Staff Actions:

- *Inside:*
- Check hallway—clear students to assigned class
- Close doors/windows
- Shut down HVAC in classroom/hit power button on class thermostat to turn off
- Turn off any fans
- Students and teachers, seal gaps under doors/windows with wet towel, duct tape, or other material
- Teachers, take attendance and email/call administrative assistant
- Wait for ALL CLEAR or STUDENT RELEASE
- *Outside:*
- Direct all students outside to gym
- Stay in gym and close all doors
- Seal gaps under doors/windows with wet towel, duct tape, or other material e.g. sweatshirts and rags
- Teachers, take attendance and email/call administrative assistant
- Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

Site Administrator (Incident Commander):

- Receives contact from emergency personnel
- Makes PA announcement: **"Your attention please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill."**
- Lock all doors to office (do not lock perimeter entrance/exits that aren't already locked)
- Receives contact from emergency personnel once threat has been removed

Staff Actions:

1. *In Classroom:*

- Clear hallway and instruct students to return to assigned classroom immediately
- Close and lock door—continue instruction/activity
- No entry/exit
- DO NOT call office for updates, Incident Commander will send them out
- Wait for all clear or directions to elevate to lockdown/barricade
- *Outside Classroom:*
- Gather students and move to predetermined inside location: classrooms and/or library
- Contact Incident Commander and inform of location & any absent/missing students
- DO NOT ask for updates

5. LOCKDOWN/BARRICADE (ACTIVE THREAT OBSERVED BY ANY WAY)

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

Guiding principles for lockdown/barricade situations

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation

Site Administrator (Incident Commander):

- Instruct designee to call 9-1-1 (location, status of campus, and other available details)
- Makes PA announcement: **"Your attention please. We have an emergency situation. Implement LOCKDOWN/BARRICADE procedures immediately. This is NOT a drill."**






When safe: Collect Status reports from classrooms—instruct someone to call 9-1-1 for injuries if teacher/supervisor has not
When threat has been stopped—coordinate with Police Department/Fire Incident Commander

Staff Actions:

1. *When students are IN CLASS:*

- Check hallway—quickly grab students
- Lock doors—barricade
- Lights off & close blinds (cover windows)
- Silence everything (phones, students, etc.)
- DO NOT USE SOCIAL MEDIA OR PHONES
- Review guidelines—wait for assistance
- DO NOT OPEN DOOR FOR ANYONE—law enforcement will unlock when safe to do so ONLY IF there is life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under door
- DO NOT call office/PD for updates
- *When students are OUT OF CLASS (recess, lunch, passing):*
- Move to nearest safe building/classroom/location including off-campus
- Do not chase students that run
- Follow "In Class" Lockdown/Barricade Procedure
- When safe: Call Incident Commander and inform of location
- If off-campus, call Incident Commander or Police Department and inform of location and names and numbers of missing/absent students
- *When students are IN ACTIVITY OR ON FIELD:*
- Gather together and evacuate to closest on-campus location (classrooms, Multi-Use Room) or off-campus to pre-determined off-site evacuation location Alexander Park
- Take attendance upon arrival
- If sheltering in room on campus, e.g. gym—follow "in class" Lockdown/Barricade procedure
- Contact Incident Commander/911 and inform of location and names and numbers of missing/absent students

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

TYPES OF EVACUATIONS

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building.

EVACUATION SITES

On-Campus Multi-Hazard Evacuation Locations (i.e., athletic field, stadium, parking lot, playgrounds)

Primary Location:	Blacktop
Alternate Location:	Grassy area

Off-Campus Multi-Hazard Alexander Park

Primary Location:	Alexander Park, Yorkshire Way, Belmont
Alternate Location:	St. Mark's Church, 325 Marine View

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. Walkie talkies will be used to account for students/staff. If there is no access to Walkie talkies, other means should be employed to report attendance (cellphones/computers).

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown** is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if possible/practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Depending on the circumstances of the emergency/crisis, the safe locations may need to be reconsidered. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown** is activated.

Students will shelter in the nearest wings of the school.

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off Campus: Blacktop area next to Gymnastic Bars	Parking lot : TBA
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AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a **fire emergency evacuation**, who cannot traverse stairways and when the use of elevators is prohibited.

Location of AOR, if applicable, for possible evacuation:

Room 47

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan.

SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

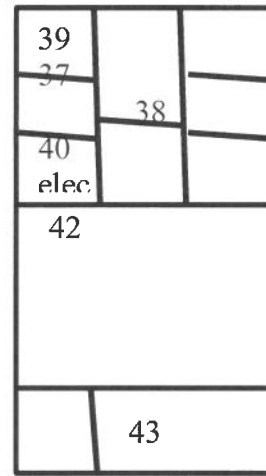
Have there been any **physical changes** in your building and/or portable classrooms since last school year? ☐ YES ☒ **NO**
If yes, submit an updated floor plan with this year's emergency/crisis plan.

Does your school have an emergency generator? **NO** If yes, location?

MAPS ON FOLLOWING PAGES

UPPER CAMPUS
NESBIT LOWER LEVEL

ELEV



NESBIT UPPER LEVEL

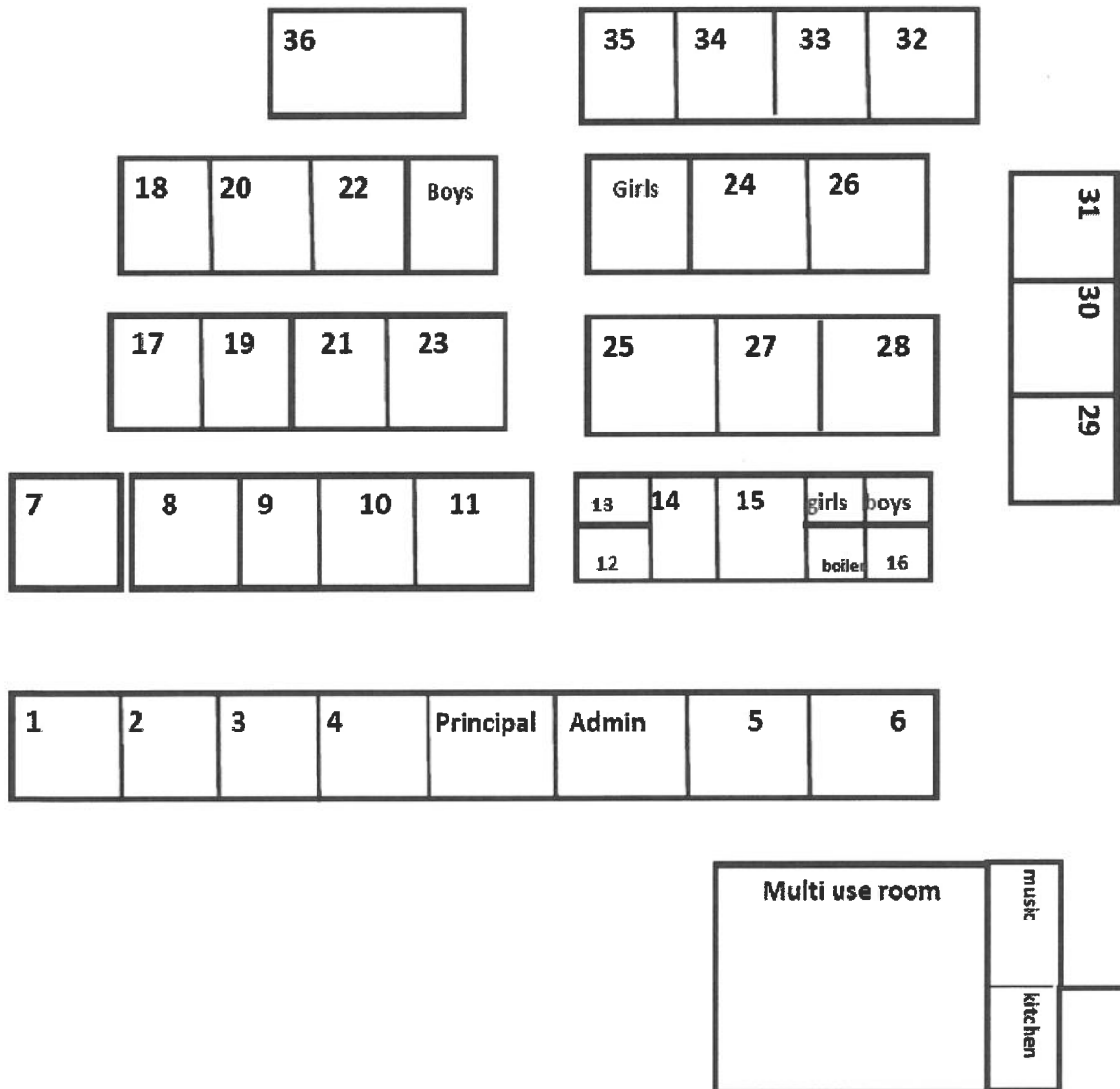
ELEV



Nesbit Elementary School

500 Biddulph Way

Belmont, CA 94002
LOWER CAMPUS



PARENT/CHILD REUNIFICATION (PCR) PROCESS / STUDENT RELEASE

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians also should be included in the emergency/crisis plan, i.e., principal's newsletter, school web page. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinator: Linda Fonseca, Susan Wilson, Elena Barriga

Method(s) to inform parents/guardians about the PCR process: **School Messenger**

Name of staff person who is responsible for PCR box: Linda Fonseca

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Student Release Process:

-Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.

-Utilize available staff members and 7th/8th grade runners to assist with the implementation.

-Assign available staff members to locate and release students.

-Implement the **two-step approach**:

Step1: Use a parent/child reunification process log to sign-in parents/guardians and check identification. Verify with child's Emergency Card for list of parents/guardians acceptable for release/ pick-up. Use hand stamp to indicate verification of I.D. Send runner to retrieve student and escort him/her to reunification area. Parent signs Release Form and moves to Station 2.

Step 2: Staff verifies hand stamp. Parent initials Master List. Release student to the authorized parent/guardian.

Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of indoor, on-campus PCR area: **Multi use room**

Location of outdoor, on-campus PCR area: **Blacktop area**

Location of off-campus PCR area: **Alexander Park, Yorkshire Way, Belmont, CA**

Step 1: Assignments/Tasks at Station 1	
Name	Assignment
1. Linda Fonseca	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; parent moves to Station 2.
2. Elena Barriga	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; parent moves to Station 2
3. Susan Wilson	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; parent moves to Station 2.

Step 2: Assignments/Tasks	
Name	Assignment
1. Intervention Specialists	Station 2: Check parent for hand stamp; Walkie to holding area that parent is due to pick up.
2. Grades K-4	Student supervision in Holding Area. Send children to Gatekeepers when receive Walkie talkie notification that parent is present.
3. Grades 5-6	Perimeter control of Holding Area
4. Grades 7-8	Gate Keeper at Holding Area -- double check parent stamp and connect with children.

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

Students/Staff Who Require Special Assistance
2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: Nesbit Elementary School

Name of Student/Staff	Type of Assistance that is Required	Name of Staff Member Assigned to Assist	Name of Back-up Staff Member

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**SCHOOL STAFF TRAINED TO RENDER FIRST AID AND/OR CPR
2018-2019**

This page must be attached to the school's emergency/crisis plan.

School Name: **Nesbit Elementary**

Name and Title	CPR	FA	Name and Title	CPR	FA
Robin Pang-Maganaris	X	X			
Linda Fonseca	X	X			
Barbara Ashley-DiGrande	X	X			
Katey Marsh	X	X			
Stephanie McMaster	X	X			
Tripta Joshi	X	X			

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

PORTABLE CLASSROOMS

This page must be attached to the school's emergency/crisis plan.

School Name: Nesbit Elementary School

Portable Classroom #	Cell Phone # (if assigned)	Location	Contact
N/A			

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

JOINT OCCUPANCY USERS

This page must be attached to the school's emergency/crisis plan.

School Name: Nesbit Elementary School

Organization's Name:	Footsteps
Name of Person in Charge:	Karen Haas Foletta
Phone:	Office: 650-610-0715; Puma Cubs: 650-226-3356; Footsteps: 650-592-0522
Location in Building:	West of the primary wing of the school
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	Belmont Parks and Recreation
Name of Person in Charge:	George Brunson
Phone:	30 Twin Pines Lane, Belmont, CA 94002-3889
Location in Building:	Athletic Field
Days/Times on Site:	M – F: 3:30 – dark; Sat. all day

Organization's Name:	
Name of Person in Charge:	
Phone:	
Location in Building:	

Days/Times on Site:	
Organization's Name:	
Name of Person in Charge:	
Phone:	
Location in Building:	
Days/Times on Site:	

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

ADDITIONAL PCR INSTRUCTIONS/CONCERNS/DETAILS
2019-2020

This page must be attached to the school's emergency/crisis plan.
School Name: Nesbit Elementary School

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**SUSPENSION AND DISCIPLINE DATA
2018-2019**

We are using a range of strategies to prevent suspension including:

- PBIS Tier I and II universal supports for student engagement and behavior
- Restorative Justice Practices
- Second Step Social-Emotional Learning Curriculum
- Second Step Bullying Prevention Unit
- Developing a data system to identify students in need of Tier 2 targeted supports

While our number of suspensions increased, we report the data here in order to annually recommit to using a range of approaches to school safety and restorative discipline that remove students from instruction only when absolutely necessary. Decreasing the number of suspensions is a school wide goal this year.

SUSPENSIONS:

	# OF STUDENTS THAT COMMITTED AN OFFENSE (UNDUPLICATED)	# OF OFFENSES COMMITTED	# OF OUT-OF- SCHOOL SUSPENSIONS	# OF IN-SCHOOL SUSPENSIONS	# OF EXPULSIONS
NESBIT TOTAL:	2	2	1	2	0

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

STUDENT RELEASE PROCEDURES

STUDENT RELEASE TEAM (Parent / Child Reunification)

The Student Release area should be away from the evacuation assembly area and parents should be required to follow release procedures. The most important task is to guarantee that documentation is kept about to whom each student is released.

Establish one area for initial contact with adults/parents, and a second "reunion" area. The first area will check authorization for release on the student's emergency card. The parent will initial the card and have their hand stamped. Using hand-held radios or student messengers; if radios are not available, the student will then be summoned to the reunion area.

Student Release Team Action Checklist

Get supplies from Emergency shed and determine safety of location for student release area and reunion area, if applicable

Set up tables, chairs, emergency cards, and master rosters in student release areas.

Station 1: Verification Station:

Verify adult's ability to pick up child with Emergency Card listings. Have parents or adults initial Release Log and indicate their destination. **IF NAME OF ADULT IS NOT ON EMERGENCY CARD, STUDENT CANNOT BE RELEASED**

Use hand stamp to indicate adult is approved to pick up child

If adult's name is on emergency card, use Walkie Talkie or messenger to summon student to release or reunion area

Station 2: Reunification Station:

Note name and destination of student on master roster before releasing the student.

Have parent print, then sign name on Release Form / Roster/ Master List

Attempt to note name and destination of students who have left the campus without being released

**BRSSD**

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

RALSTON MIDDLE SCHOOL EMERGENCY / CRISIS PLAN
2019-2020

Vest for all adult staff (color-coded) - delineating their specific area of responsibility

School Name: Ralston Middle School Main Office Phone: 650-637-4880 Fax: 650-637-4888 Site Emergency cell:	Principal: Michael Dougherty School Address: 2675 Ralston Ave. Belmont, CA 94002 Student Start Time: 8:20 AM Monday-Friday Student Dismissal: 3:03 PM Monday, Tuesday, Thursday, Friday 12:29 p.m. Wednesday
EFO (if applicable): Phone #:	Name of person who completed this plan: Ralston Admin Team Date plan was submitted to BRSSD for review/approval: Date submitted: 10/3/19 _____ Chuck Donovan
Number of students: 1,110 on 09/17/2019	Number of staff: 87
Campus size in acres: 15	Building square footage: 100,253
Reviewed and approved by: Board of Trustees	Approval date: October 17, 2019

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member	Name of Back-Up Team Member
Site Manager (Principal/designee)	Michael Dougherty	Lauren Park
Safety Commander (Assistant Principal)	Chuck Donovan	Dawn Graves
Staff/Student Accountability (Assistant Principal)	Lauren Park	Jonathan Chaidez
Command Post Operator (Admin. Assistant A)	Laura Gosch	Michael Dougherty
Facilities/Security (Head Custodian)	Lucila Reyes	Ignacio Martinez
Liaison Team Officer (Counselor A)	Lauren Rocha	Rachel Parker
Parent/Child Reunification Coordinator (Admin. Assistant B)	Audree Payne	Jennifer Heck

Command Staff and Responsibilities

Command Staff	Responsibilities
Site Manager	-Oversee all aspects of emergency situations and receive direct updates from Safety Commander.
Safety Commander	-Identify and mitigate hazardous situations. -Ensure safety messages and briefings are made. -Exercise emergency authority to stop and prevent unsafe acts. -Review the Incident Action Plan for safety implications. -Assign assistants qualified to evaluate special hazards. -Initiate preliminary investigation of accidents within the incident area. -Review and approve the Medical Plan. -Participate in planning meetings.
Staff/Student Accountability	-Oversee Assembly Area. -Report to Safety Commander and Command Post Operator.
Command Post Operator	-Oversee command post. -Report to Safety Commander and Site Manager. -Assign members from the assembly team to other duties when needed.

Facilities/Security	-Secure building. -Check perimeters. -Work with and support all emergency responders.
Liaison Officer	- Act as a point of contact for agency representatives. -Maintain a list of assisting and cooperating agencies and agency representatives. -Assist in setting up and coordinating interagency contacts. -Monitor incident operations to identify current or potential interorganizational problems. - Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources. -Provide agency-specific demobilization information and requirements.

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office): **Main Office**

Primary Location: Main Office

Alternate location: Multi-Use room

Outdoor/On-Campus Command Post Location: Grass field

BELMONT REDWOOD SHORES EMERGENCY NUMBERS

In the event of an accident or injury it is important to know what numbers to call:

***911 is your primary number!**

All other numbers are to get additional information after the fact.

BELMONT REDWOOD SHORES SCHOOL DISTRICT

Superintendent	650-620-2703
Maintenance	650-222-3930
Public Transportation (Samtrans)	650-508-6200

Fire Department	650-595-7492
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Health Department	650-802-6470
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Hospitals:	San Mateo Medical Center	650-573-2222
	Sequoia Hospital	650-369-5811

Police Department	Belmont -	(650) 595-7400
	Redwood City -	(650) 780-7100

Red Cross Bay Area	(415) 427-8000
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Utilities	
PG&E	(800) 743-5000
Belmont Water	(650)-591-8941

THE BIG FIVE SAFETY PROTOCOL

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY (FROM SMCOE BIG FIVE SAFETY TRAINING 2018)

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

- ☐ **All Staff and Students: DROP, COVER, & HOLD ON**
 - Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present. Turn away from windows. Individuals in wheelchairs can remain in chair if mobility is limited (move against interior wall & lock).
 - Once shaking has stopped, evacuate if needed based on building damage or PA announcement
- ☐ **Site Administrator and or (Safety Commander):**
 - Makes announcement over PA: "Attention please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. This is NOT a drill. Do NOT go outside!"
 - Collects reports from staff members regarding injuries
 - Calls 911 or assigns staff member to call
 - Remember Emergency Personnel will be responding to many locations and may not arrive immediately
- ☐ **Staff Actions:**
 - *Inside:*
 - ☐ Initiate drop, cover, and hold procedure with all students
 - ☐ Report injuries and/or damage to Incident (safety) Commander
 - ☐ Take attendance when safe to do so and keep class together
 - *Outside:*
 - ☐ Find clear spot and drop to ground (stay clear from buildings, trees, power lines, etc.)
 - ☐ Head between knees and arms/hands cover head
 - ☐ Report location, injuries and/or damages to Incident Commander
 - ☐ Take attendance when safe to do so and keep class together

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

- ☐ **Site Administrator (Safety Commander):**
 - Makes announcement over PA: "Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the field OR to Fox Elementary School OR Davis Street parking lot). Students are to remain with their assigned teacher. Evacuate all buildings immediately. This is NOT a drill."
 - Collect status reports from staff members regarding injuries
 - Call 911 or assigns staff member to call
- ☐ **Staff Actions:**
 - Grab "go bag" with class lists inside—leave everything except teacher's cell
 - Designate responsible student to lead class out
 - Teacher last one out—leave door UNLOCKED
 - Follow School Evacuation route to field for on-campus evacuations or Fox Elementary for off-campus evacuations
 - Keep class together
 - Take attendance and report missing/injured
 - Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZARD)

ACTIVATED BY PA ANNOUNCEMENT

- ☐ **Site Administrator (Safety Commander):**
 - Coordinates with First Responders
 - Makes announcement over PA: "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff are to remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is NOT a drill."
- ☐ **Staff Actions:**
 - *Inside:*
 - ☐ Check hallway--Clear students to assigned class
 - ☐ Close doors/windows
 - ☐ Shut down HVAC in classroom
 - ☐ Turn off fans
 - ☐ Seal gaps under doors/windows with wet fabric, duct tape, or other material
 - ☐ Seal vents with vent covers
 - ☐ Take attendance and email/call administrative assistant
 - ☐ Wait for ALL CLEAR or STUDENT RELEASE
 - *Outside:*
 - ☐ Direct all students outside to gym
 - ☐ Stay in gym and close all doors
 - ☐ Seal gaps under doors/windows with wet towel, duct tape, or other material
 - ☐ Take attendance and email/call administrative assistant
 - ☐ Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

- ☐ **Site Administrator (Safety Commander):**
 - Receives contact from emergency personnel
 - Makes PA announcement: "Your attention please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill."
 - Lock all doors to office (do not lock perimeter entrance/exits)
 - Receives contact from emergency personnel once threat has been removed
- ☐ **Staff Actions:**
 - *In Classroom:*
 - ☐ Clear hallway and instruct students to return to assigned classroom immediately
 - ☐ Close and lock door—continue instruction/activity
 - ☐ No entry/exit
 - ☐ DO NOT call office for updates, Incident Commander will send them out
 - ☐ Email Allstaff for missing/found/bathroom students
 - ☐ Wait for all clear or directions to elevate to lockdown/barricade
 - *Outside Classroom:*
 - ☐ Gather students and move to predetermined inside location: gym
 - ☐ Contact Incident Commander and inform of location & any absent/missing students—DO NOT ask for updates
 - ☐ Doors locked

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

☐ **Guiding principles for lockdown/barricade situations**

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation



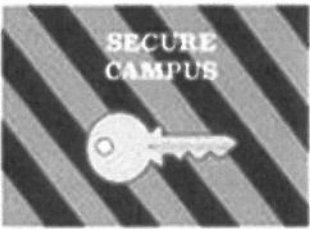

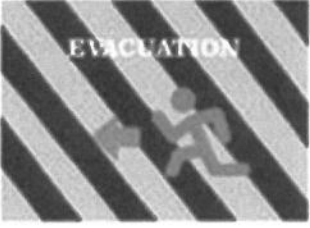
☐ **Site Administrator (Safety Commander):**

- Instruct designee to call 9-1-1 (location, status of campus, and other available details)
- "Your attention please. We have an emergency situation. Implement LOCKDOWN/BARRICADE procedures immediately. This is NOT a drill."
- When safe: Collect Status reports from classrooms—instruct someone to call 9-1-1 for injuries if teacher/supervisor has not
- When threat's stopped—coordinate with Police Department/Fire Incident Commander

☐ **Staff Actions:**

- ***Students IN CLASS:***
 - ☐ Check hallway—quickly grab students
 - ☐ Lock doors—barricade
 - ☐ Lights off & close blinds (cover windows)
 - ☐ Silence everything (phones, students, etc.)
 - ☐ DO NOT USE SOCIAL MEDIA OR CALL PEOPLE
 - ☐ Review guidelines—wait for assistance
 - ☐ DO NOT OPEN DOOR FOR ANYONE—law enforcement will unlock when safe to do so
 - ☐ ONLY IF there is life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under door
 - ☐ DO NOT call office/PD for updates
- ***Students OUT OF CLASS (recess, lunch, passing):***
 - ☐ Move to nearest safe building/classroom/location including off-campus
 - ☐ Do not chase students that run
 - ☐ Follow "In Class" Lockdown/Barricade Procedure
 - ☐ When safe: Call Incident Commander and inform of location
 - ☐ If off-campus, call Incident Commander or Police Department and inform of location
- ***Students IN ACTIVITY OR ON FIELD:***
 - ☐ Gather together and evacuate to closest on-campus location (classrooms, gym, Multi-Use Room) or off-campus to predetermined off-site evacuation location (Fox Elementary or parking lot on Davis Drive)
 - ☐ Take attendance upon arrival
 - ☐ If sheltering in room on campus, e.g. gym—follow "in class" Lockdown/Barricade procedure
 - ☐ Contact Incident Commander/911 and inform of location and how many missing/absent

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

Site Emergency Teams:

Medical Team	Assembly Team/ Runners	Assembly Team A	Assembly Team B	Command Team	Sweep & Rescue Team	Student Release Teams	Facilities Site Security Team
Joe* Scimonelli*	Alan Bean	David Ortolan	Stephanie Wald	Mike Dougherty	Jonathan Chaidez	Audree Payne	Lucila Reyes
Michelle Tarjan	Sam O'Reilly	Maggie King	Dominguez Daly	Laura Gosch*	John Kim	Chuck Donovan	Ignacio Martinez*
Substitute Nurse	Deb Blackwell	Jennifer Frey	Heather Staniszewski	Lauren Park*	Alanah Aguilar	Dawn Graves*	Francisco Martinez
Jess Mazeau	Christy Lange	Aaron Blanding	Susan Welter	David Pickett	Carter Cox	Lynn McVey	Jose Lobo
Michael Snyder	Noelle Houle	Susan Tajima	Tatiana Kutuzova	Lauren Rocha	Albert Duncalf	Wendy Lyn	Raymond Price
Arnie Saucedo	Ann Romani	Rachel Parker	Anh Truong	Alison Kim	John Masters	Jordan Webster	
Fleur Uptegraft	Vacant RSP	Adam Reitman	Shelly Franquez		Abe Rosas	Teri Delgadillo	
Ellen Paisley	Jamie Sanchez	Steve Pomeroy	Lynn Proctor		Ryca Rein	Angela Sveda	
Katherine Tofigh	Christo Gnat	Kelly McGrew	Joan Reber-Jones		Michael Bradley	Megan Chaidez	
Matthew Jones	Rachel Sorensen	Jenifer Heck	Alisha Ferrario		Kristina Smith	Rachel Manwaring	
Jessica Ross	Peter Thielen	Sowmya Madabushi	Natasha Stogner		Samantha Pappas		
	Mary Natoli	Maia Bromberg	Ivan Quinteno				
	Sheila Woods	Sherrene Fu	Brandi Blucher				
	Dave Ansnes	Bonnie Rutz-Alvarez	Anushua Mukherjee				
	Noel Ekstrom	Sara Nelles	Carolyn Knobel				
		Justine Valente	Josefina Tokun-Haga				

SITE EMERGENCY TEAMS	DUTIES
<p>Medical Team Lead: Joe Scimonelli/ Michelle Tarjan/ Substitute Nurse</p>	<p><u>The responsibilities</u> of the medical team is to provide emergency and long-term First Aid, to set up the medical station near the emergency vehicle route, between building S1 & S2 on the field, (away from possible hazards) The team will manage and utilize First Aid supplies. The team will be ready to be assigned roles within the team, such as organizer, communicator, runner, CPR/First Aid giver, and maintain log/document of triage. Members have to be ready to provide assistance with transporting students from incidents to first aid station. Be prepared to coordinate with 911, paramedics, and red cross.</p> <p><u>Equipment Needed and Supplies</u> List of students requiring special assistance and any medications All students' medications from the nurse's office Walkie-Talkies Supply Shed AED, First Aid Kits, Stretchers, tape (caution, duct, blue), labels, sheet/tarp, blankets, water Pop-up tent</p>
<p>Command Team Lead: Mike Dougherty & Laura Gosch</p>	<p><u>The responsibilities</u> of the command team are to oversee student and staff accountability (assembly team). The command team continues to monitor and assess total school situation. All information is reported to Site Manager and Safety Commander in order to review incident action plan for safety implication. Command team works with law enforcement regarding important decisions such as : Whether or not students are to remain in classrooms or move to Assembly Area, whether or not evacuation to another site is indicated, or whether or not the site will be used for other school or community evacuees. Command team maintains constant contact with other teams. Command team may assign members from various teams to other duties when needed.</p> <p><u>Equipment Needed and Supplies</u> Walkie Talkies Student & Staff sign-in/out sheet Visitor sign in/out sheet Student Body List (alphabetical or by class period) Absence list with subs on it All visitors reports to command center during emergencies</p>
<p>Assembly Team Lead: Chuck Donovan</p>	<p><u>The responsibilities</u> of the Assembly Team are to assume control of classes and students in the assembly area when the site is evacuated to the general assembly area. Once all have reported to the assembly area, teachers will first</p>

	<p>take account of their students, aides, and paras. Afterwards, some teachers will report to their respective safety teams. The teachers on the Assembly Team will then spread out and continue to be responsible for the classes and students in the Assembly Area. Assembly Team Members will cross off students on the rosters, (in the red bags), who are picked up by runners to be united with their parents. Assembly Team Members will keep students calm and collect.</p> <p><u>Equipment Needed and Supplies</u> Neon Vests Entertainment for students (cards, paper, pencils, games) Red Go Bags</p>
Assembly Team "Runners" Lead: Alan Bean	<p>Runners report to Student Release Gate. Runners receive student locator cards and retrieve and escort up to three students from the assembly area. Runners relay information between assembly teams and reunification teams</p> <p><u>Equipment Needed and Supplies</u> Walkie Talkies Student locator/schedule cards Assembly Area Map</p>
Sweep and Rescue Team Lead: Jonathan Chaidez	<p><u>Sweep and rescue team responsibilities</u> are to work in small teams to search the campus in a methodical pattern to find injured and or missing persons. Each sweep team will be named by a letter. The Chief Sweep and Rescue leader stations near command post to keep track of areas to sweep, determine, and communicate course of actions for the sweep teams. The chief also keeps reports of cleared and problem areas. The chief also reports to command post for updates. The delineation of zones are:</p> <ul style="list-style-type: none"> • Gym, locker room, B Building • MUR, Library, Office, Band, Choir • A building and S1-8 • U1-17 • U18-39 <p>Teams will pay particular attention to all restrooms, attendance areas, storage areas, closets, etc. Sweep and rescue team members need to be prepared to either walk the injured to safety or stay with injured and call for medical team to come and transport. Sweep and rescue will be provided clear guidance on entering buildings that are damaged in future trainings.</p> <p><u>Equipment needed and Supplies</u> Walkie Talkie for per team Neon Vests, & Hard hats Flash lights Master Keys Map of school</p>

<p>Student Release Team Leads: Audree Payne</p>	<p><u>Student Release team will establish</u> Student Release area in the parking lot in front of the basketball courts/blacktop. Designated Student Release Team Members will use a parent/child reunification process log to sign-in parents/guardians and check identification. Verify with child's Emergency Card for list of parents/guardians acceptable for release/ pick-up. Then, designated Student Release Team Members will send runners to retrieve students and escort him/her to reunification area. Runners will file student emergency release form as record of accountability</p> <p><u>Equipment & Supplies</u> Walkie Talkies Tables, Chairs Student Emergency Cards with Class Schedules</p>
<p>Facilities/Security Team Lead: Lucila Reyes</p>	<p><u>Will report to Safety Commander.</u> Responsible for turning off main gas, electricity and/or water. Assess all damages and report to Safety Commander. Secure the facilities and direct firefighting efforts.</p> <p><u>Equipment and Supplies</u> Walkie-Talkies Shut-off Valves Caution Tape</p>

During the school year, a staff member will be responsible for the following:

<i>RESPONSIBILITY</i>	<i>NAME OF RESPONSIBLE STAFF MEMBER</i>
Maintain emergency kit	Laura Gosch
Maintain emergency cell phone	Audree Payne
Bring the emergency kit when the school evacuates	Laura Gosch Alternate: Lauren Park

Location of emergency kit: Office

Location(s) of first aid kit (s): Office

TYPES OF EVACUATIONS

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building.

EVACUATION SITES

On-Campus Multi-Hazard Evacuation Locations (i.e., athletic field, stadium, parking lot, playgrounds)	
Primary Location:	Grass field
Alternate Location:	Basketball blacktop
Off-Campus Multi-Hazard Evacuation Locations (i.e., church parking lot, shopping center, another school, vacant field)	
Primary Location:	Fellowship Bible Church 2710 Ralston Ave, Belmont, CA 94002
Alternate Location:	Parking lot on Davis Drive

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. If there is no access to a computer, other means should be employed to report attendance. Attendance sheets/class lists kept in emergency backpacks/ "go bags".

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown** is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if possible/practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown** is activated. If necessary, evacuate the campus into the surrounding neighborhood. Report attendance to school if possible.

Students will shelter in the nearest wings of the school.
Students will shelter in the Multi-purpose room
Students will shelter in the Gymnasium

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off Campus (i.e., nearby street, park, open area, commercial area) <i>location/address</i> :	District Office 2960 Hallmark Dr., Belmont, CA 94002
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AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

Location of AOR, if applicable, for possible evacuation: B-12

Signage being ordered through facilities office.

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan

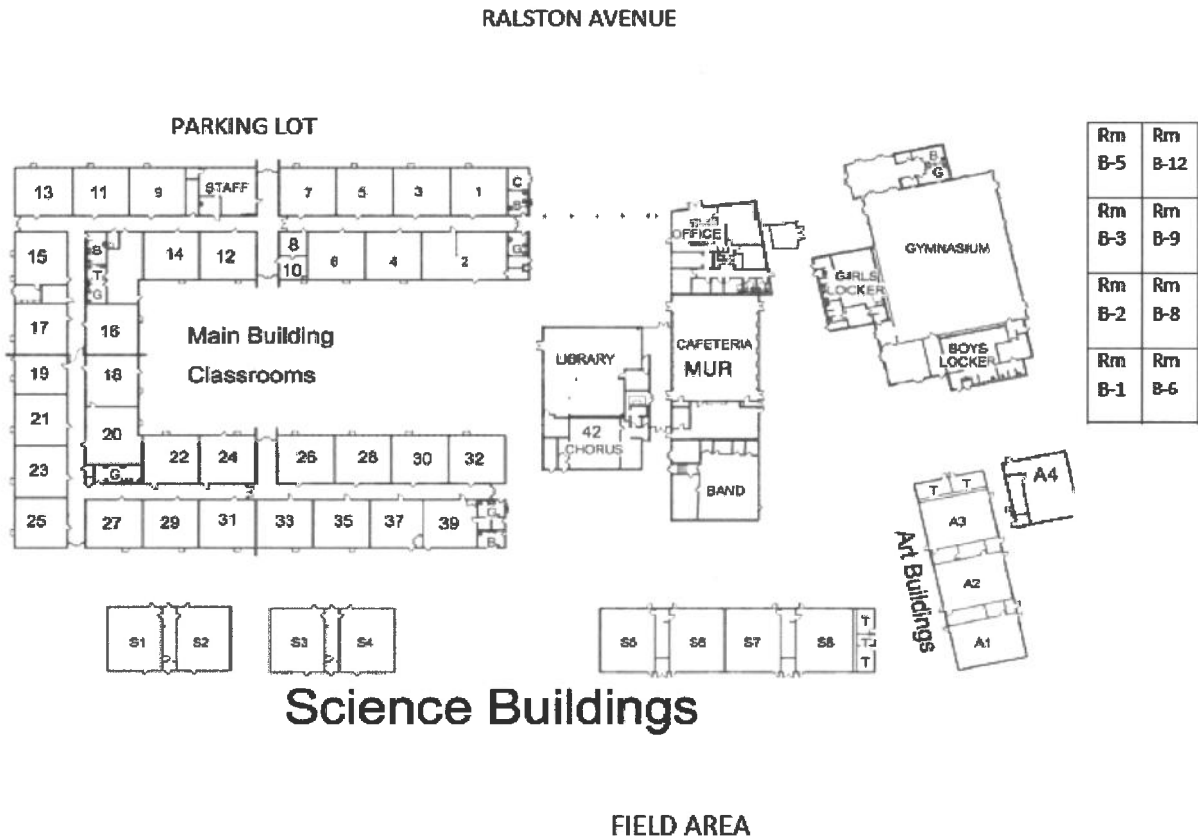
SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

Have there been any **physical changes** in your building and/or portable classrooms since last school year? YES ☒ **NO**

If yes, submit an updated floor plan with this year's emergency/crisis plan.

Does your school have an emergency generator? **NO** If yes, location? _____



MAP

Map shows the following buildings:

- Main building/the "U": classrooms 1 to 39, staff lounge, counselors' offices (rooms 8 and 10)
- Center building: library, room 42, band room and instrument storage, administrative offices
- Science buildings: classrooms S-1 to S-8
- Art building: classrooms A-1 to A-4
- "B" building: classrooms B-1, B-2, B-3, and B-5 (first floor/ground level) and classrooms B-6, B-8, B-9, and B-12 (second floor accessible by two flights of stairs and an elevator)

PARENT/CHILD REUNIFICATION (PCR) PROCESS / STUDENT RELEASE

Our school's **parent/child reunification process** includes the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians are also included in the emergency/crisis plan. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinator: Audree Payne

Method(s) to inform parents/guardians about the PCR process: School Messenger

Name of staff person who is responsible for PCR box: Audree Payne

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and is kept near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Student Release Process:

- Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.
- Utilize available staff members and runners to assist with the implementation.
- Assign designated staff members to locate and release students.
- Implement the **two-step approach**:

Step1: Use a parent/child reunification process log to sign-in parents/guardians and check identification. Verify with child's Emergency Card for list of parents/guardians acceptable for release/ pick-up. Ensure verification of I.D. Send runner to retrieve student and escort him/her to reunification area. Parent signs Release Form and moves to Station 2.

Script: Who are you picking up? What's your name and can I see ID? Please proceed through gate and give student emergency form to the runner and they will get you child.

Step 2: Staff verifies with emergency card. Parent initials Master List. Release student to the authorized parent/guardian.

Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of indoor, on-campus PCR area: Gymnasium

Location of outdoor, on-campus PCR area: Basketball Courts

Location of off-campus PCR area: Fellowship Bible Church 2710 Ralston Ave, Belmont, CA 94002

Step 1: Assignments/Tasks

Name	Assignment
Dawn Graves	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child
Angela Sveda	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child
Megan Chaidez	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child
Jordan Webster	Check ID against Emergency card; have adult sign release form; stamp parent's hand once ID is verified; send runner for child

Step 2: Assignments/Tasks

Name	Assignment
Audree Payne	Check parent for hand stamp; have parent initial master list; release child to parent
Lynn McVey	Check parent for hand stamp; have parent initial master list; release child to parent
Wendy Lyn	Check parent for hand stamp; have parent initial master list; release child to parent
Teri Delgadillo	Check parent for hand stamp; have parent initial master list; release child to parent

BELMONT-REDWOOD SHORES SCHOOL DISTRICT

Belmont, California

ADDITIONAL PCR INSTRUCTIONS/CONCERNS/DETAILS

2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name - RALSTON MIDDLE SCHOOL

STUDENT RELEASE TEAM (Parent / Child Reunification)

The Student Release area should be away from the evacuation assembly area and parents should be required to follow release procedures. *The most important task is to guarantee that documentation is kept about to whom each student is released.*

Establish one area for initial contact with adults/parents, and a second "reunion" area. The first area will check authorization for release on the student's emergency card. The parent will initial the card and have their hand stamped. Using hand-held radios and use Assembly Team/Runners. The student will then be brought to the reunion area.

Student Release Team Action Checklist

- Determine safety of location for student release area and reunion area, if applicable
- Set up tables, chairs, emergency cards, and master rosters in student release areas.

Station 1: Verification Station:

- **IF NAME OF ADULT IS NOT ON EMERGENCY CARD, STUDENT CANNOT BE RELEASED**
- **Verify adult's ability to pick up child with Emergency Card listings.** Have parents or adults initial Release Log and indicate their destination.
- Use hand stamp to indicate adult is approved to pick up child
- If adult's name is on emergency card, use walkie-talkie or messenger to summon student to release or reunion area

Station 2: Reunification Station:

- Note name and destination of student on master roster before releasing the student. Have parent print, then sign name on Release Form / Roster/ Master List
- Attempt to note name and destination of students who have left the campus without being released

BELMONT-REDWOOD SHORES SCHOOL DISTRICT

Belmont, California

Students/Staff Who Require Special Assistance

2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: Ralston Middle School

Name of Student/Staff	Type of Assistance that is Required	Name of Staff Member Assigned to Assist	Name of Back-up Staff Member

Belmont-Redwood Shores School District
Total Discipline Actions - Ralston Middle School
For the 2018-2019 School Year

We are using a range of strategies to prevent suspension including:

- PBIS tier 1 universal supports for student engagement and behavior
- Second Step Social-Emotional Learning Curriculum
- Second Step Bullying Prevention Unit
- Developing data systems to identify students in need of tier 2 targeted supports.

With the addition and implementation of PBIS (Positive Behavior Intervention Supports) we have seen a decrease in every major behavior category. This includes: committed offenses, detention, in-school and out-of-school suspensions and Expulsions. We continue our efforts to create an environment that is safe and conducive for student learning.

	# of Students That Committed an Offense (unduplicated)	# of Offenses Committed	# of Out-of- School Suspensions	# of In-School Suspensions	# of Expulsions
Ralston TOTAL:	29	32	13	14	0

BELMONT-REDWOOD SHORES SCHOOL DISTRICT

Belmont, California

Ralston Middle School

STAFF CPR/1st AID CERTIFICATION/FOREIGN LANGUAGE SPEAKERS/AED

2019 - 2020

This page must be attached to the school's emergency/crisis plan.

School Name: Ralston Middle School

The following are currently CPR certified:

Michael Snyder

Matt Jones

Jennifer Heck

Ellen Paisley

Sheila Woods

Wendy Lyn

Christy Lange

Lauren Park

The following staff members are currently certified in First Aid:

Michael Snyder

Matt Jones

Wendy Lyn

The following are staff members who speak a foreign language:

Ryca Rein - French

Christo Gnat -French/Spanish

Lauren Rocha- Spanish,

Jordan Webster - Spanish

Jessica Ross- Mandarin

Portuguese

Anh Truong - Vietnamese

Noel Ekstrom - German

Jenifer Heck- Spanish

Susan Tajima-Spanish

Angela Sveda - Romanian/French

Lynn McVey-Spanish

Jonathan Chaidez - Spanish

Lauren Park- Korean

Aaron Blanding- Spanish, Portuguese

The following staff members are currently certified Automated External Defibrillator (AED):

Ellen Paisley

Matt Jones

Lauren Park

Ryca Rein

Sheila Woods

Wendy Lyn

Christy Lange

Ryca Rein

The following staff members are currently trained in safety care (de-escalation and crisis management):

Lauren Park

Sherrene Fu

Mike Dougherty

Chuck Donovan

Kate Williams

BELMONT-REDWOOD SHORES SCHOOL DISTRICT

Belmont, California

PORTABLE CLASSROOMS

2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: **Ralston Middle School – No Portable Classrooms**

BELMONT-REDWOOD SHORES SCHOOL DISTRICT

Belmont, California

JOINT OCCUPANCY USERS

2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: **Ralston Middle School**

Organization's Name:	Footsteps @ RAMS
Name of Person in Charge:	Octavio Pablo, Jr. "J.R."
Phone Number:	
Location in Building:	MUR (multi use room). Other spaces used: field, basketball courts, classroom A-3.
Days/Times on Site:	Monday-Friday 2:00 pm – 6:15 pm

Organization's Name:	City of Belmont Parks and Recreation
Name of Person in Charge:	Brigitte Shearer
Phone Number:	
Location in Building:	Field
Days/Times on Site:	Monday-Friday: 3:30pm-dark, Saturday and Sunday all day
Organization's Name:	Tzu Chi Academy (Chinese School)
Name of Person in Charge:	Amy Hsu
Phone Number:	
Location in Building:	U- Building Classrooms 1-35
Days/Times on Site:	Sunday 8:30-12:30



BRSSD

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

REDWOOD SHORES ELEMENTARY SCHOOL EMERGENCY / CRISIS PLAN 2019-2020

School Name: Redwood Shores Elementary School Main Office Phone (650)802-8060 Fax (650)802-8903 Emergency Cell Phone	Principal: Karrie Amsler Cell Phone: School Address: 225 Shearwater Parkway Redwood City, CA 94065 School Hours Preschool: 9a-12:30p M, T, W, Th. Kindergarten: 8:15a-1:15pm M, T, Th, F, 8:15a-12:15p W 1 st – 3 rd Grades: 8:25a-2:35p M, T, Th, F, 8:25a-12:20p W 4 th – 5 th Grade: 8:25a – 3:00p, M, T, Th, F, 8:25a-12:20p W
EFO (if applicable) Phone #	Name of person who completed this plan: Karrie Amsler
Number of students 474	Number of staff: 55
Campus size in acres: 7.03	Building square footage: 54,032 square feet
Reviewed and approved by: Board of Trustees	Approval date: October 17, 2019

CHILD ABUSE PREVENTION AND REPORTING

Facilities:

- All unused rooms, storage areas, and closets must be kept locked at all times.
- All unused buildings and areas are designated, posted, and enforced as off-limits to students.
- All students are required to remain in facility areas that are easily viewed by school adults.
- Classrooms, meeting rooms, and any rooms where students have access should have windows that permit observation; door windows should remain free of paper and items blocking visibility to the outside.
- All facilities are required to utilize open doors, open blinds, and unobstructed windows (i.e., artwork on windows should not prevent informal monitoring by passersby).
- Stage curtains should remain open.
- Access to keys must be controlled for all facility areas.

Reporting:

- All staff members have completed training entitled Mandated Reporter: Child Abuse and Neglect.
- Staff members suspecting child abuse or neglect have quick access to Child Protective Services contact information and reporting form on a web-based staff resources page.
- Administrator maintains records of school staff to Child Protective Services.

SUSPENSION AND DISCIPLINE DATA

We are using a range of strategies to prevent suspension including:

- PBIS tier 1 universal supports for student engagement and behavior
- Second Step Social-Emotional Learning Curriculum
- Second Step Bullying Prevention Unit
- Developing SWIS and data system to identify students in need of tier 2 targeted supports

While our number of suspensions are low, we report the data here in order to annually recommit to using a range of approaches to school safety and restorative discipline that remove students from instruction only when absolutely essential.

2018-2019 Suspensions:

	# of Students That Committed an Offense (unduplicated)	# of Offenses Committed	# of Out-of-School Suspensions	# of In-School Suspensions	# of Expulsions
Redwood Shores TOTAL:	0	0	0	0	0

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Lead Team Member	Name of Back-Up Lead Team Member
Incident Commander (principal/designee)	Karrie Amsler	Jess Cobb & Robb Kruger
Liaison Officer: initially calls emergency services from front office, coordinates with representatives from cooperating and assisting agencies (e.g. fire, police)	Nicky Adam & Alison Williams	Veronica Rodriguez Nava
Public Information Officer/ Communications Coordinator: manages media requests	Sara Simmons	Lisa Bleeker
Operations Chief	Lisa Ildefonso	Beth DeStefani
Safety and Facilities Lead	Jose Ernesto Ramirez	TBD
Safety and Security Lead	Caroline Baldonado	Rachel Imura
Search and Rescue Lead	Marie Pacquet	Adrienne Hill
First Aid Lead	Michelle Tarjan	TBD
Student Supervision Lead	Sheri Norman	Michelle Wike
Student Release Lead	Veronica Rodriguez Nava	Nicky Adam

Emergency Team Stations

Command Center

Location: Flagpole

Supplies: Cart, bullhorn, safety binders, all materials for student release, walkie talkies, police radio, emergency cell phone

Staff: Amsler, Bleeker, Adam, and Rodriguez Nava

To Do:

- Media contact
- Police/Fire contact
- Choose safest location for students/staff
- Set up student areas
- Set up staff rotation
- Set up release stations

First Aid Station

Location: Preschool play yard off parking lot outside classrooms 25 & 26 (adjacent to parking lot for emergency vehicle access and transport)

Backup Location: Lunch tables by Multi-Use Room under awnings

Supplies: Nurse's Office/Health Room in main office, wheelchair, medication cart

Staff: Michelle Tarjan, Kylie Dickson, Kirsten Ivazes

To Do:

- Identify injured students
- Move/treat those needing continual monitoring
- Tend to wounds, broken bones
- Make a list of students seen and notify release stations

Perimeter Security, one station at each campus entrance:

Station 1: Where parking lot meets office **Corie Silva**

Station 2: Small black gate by room 3 and play structure – guide parents into a line on sidewalk along straight away **Laura Giannini**

Station 3: Garbage enclosure and Footsteps (room 28) — guide parents to front of school to line up on sidewalk **Jennifer Giese, Preschool Staff**

Station 4: Near small gate between cars and field in front of Parent Child Reunification Station – control line of parents coming into campus to check out their child **Emily Becker**

Staff: Silva, Becker, Giannini, Giese, Bianchi

To do:

- Stop, greet, and inform families of key info
- Keep visitors and families off campus
- Allow emergency personnel into campus
- Direct families to line up for parent child reunification on sidewalk and straightaway

Student Release Stations

If buildings are safe, students will be released from classrooms by classroom teachers.

If buildings are not safe, students will evacuate with teachers, in order to be released from a temporarily fenced off station staffed by site team members with runners going from student area (field) to retrieve students and reunite them in a safe location (blacktop near small gate by field) once family has signed release paper.

Station 1: Last Names A-L

Station 2: Last Names M-Z

Staff: Adam & Rodriguez Nava

To Do:

- Track students as they are released to parents or others listed on emergency contact list
- Track students in first aid station
- Sign students out by having parent or emergency contact pick up

Search & Rescue

Location: Mobile

Supplies: Emergency cart from front office

Staff: Marie Pacquet

To do:

- Seek/find any unaccounted for students/staff
- Report found students to appropriate release stations

Safety & Facilities

Location: Gas/Electric/Water shut-off

Supplies: Custodial Room

Staff: Ramirez, TBD (depending on time of day)

To do:

- Shut off Gas/Electric/Water mains
- Secure gates or buildings where people may enter unsafely
- Support search and rescue team and crowd control
- Set up emergency restroom facilities if needed
- Keep driveway open for emergency vehicles (Station 1 only)
- Then work with Search & Rescue Team

Runners

Location: Report to release stations

Staff: Jill Studebaker, Rachel Imura

To do:

- Carry messages to and from release stations or other stations as needed
- Accompany students from one location to another as needed

Student Supervision

Location: Varies, students to be gathered and secured at release stations, all staff doing student safety report to that location, likely to be field if whole school is on evaluation and if buildings are unsafe

Staff: Sheri Norman & Michelle Wike (All other staff)

To do:

- Account for your students if possible
- Identify injured students and give or get first aid
- Take roll and relay to command center
- Watch for runners who will be looking for students to release
- Continually supervise students and update attendance

SCHOOL RESPONSES TO COMMON EMERGENCIES
(FROM SMCOE BIG FIVE SAFETY TRAINING)

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

All Staff and Students: DROP, COVER, & HOLD ON

Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present.

Turn away from windows.

Individuals in wheelchairs can remain in chair if mobility is limited (move against interior wall & lock).

Once shaking has stopped, evacuate if needed based on building damage or PA announcement

Site Administrator (Incident Commander):

Makes announcement over PA: "Attention please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. This is NOT a drill. Do NOT go outside!"

Collects reports from staff members regarding injuries

Calls 911 or assigns staff member to call

Remember Emergency Personnel will be responding to many locations and may not arrive immediately

Staff Actions:

Inside:

Initiate drop, cover, and hold procedure with all students

Report injuries and/or damage to Incident Commander

Take attendance when safe to do so and keep class together

Outside:

Find clear spot and drop to ground (stay clear from buildings, trees, power lines, etc.)

Head between knees and arms/hands cover head

Report location, injuries and/or damages to Incident Commander

Take attendance when safe to do so and keep class together

Send status and attendance report of present, missing, injured, etc. to incident commander, Nicky Adam, and/or Veronica Rodriguez Nava via paper or email, when possible

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

Site Administrator (Incident Commander):

Makes announcement over PA: "Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the blacktop or to the Preserve tennis courts). Students are to remain with their assigned teacher. Evacuate all buildings immediately. This is NOT a drill."

Collect status reports from staff members regarding injuries

Call 911 or assigns staff member to call

Staff Actions:

Grab "go bag" with class lists inside and teacher's cell phone if possible—leave everything else

Designate responsible student to lead class out

Teacher last one out to ensure classroom is empty of staff and students

Evacuate classrooms to on-campus evacuation site (blacktop) or route to Preserve tennis courts

Keep class together

Take attendance and report missing/injured to incident commander, Nicky Adam, and/or Veronica Rodriguez

Nava via paper or email, when possible, if all present, well, and accounted for, show green card in emergency backpack. If students or staff are missing or unaccounted for, show red card in emergency backpack and have a list of names of those missing or unaccounted for.

Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZ MAT)

ACTIVATED BY PA ANNOUNCEMENT

Site Administrator (Incident Commander):

Coordinates with First Responders

Makes announcement over PA: "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff are to remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is NOT a drill."

Call Arief Hussain at District Office to turn off HVAC and all air flow

Staff Actions:

Inside:

Check hallway--clear students to assigned class

Close doors/windows

Shut down HVAC in classroom/hit power button on class thermostat to turn off

Turn off any fans

Students and teachers, seal gaps under doors/windows with wet towel, duct tape, or other material

Teachers, take attendance and email/call administrative assistant

Wait for ALL CLEAR or STUDENT RELEASE

Outside:

Direct all students outside to gym

Stay in gym and close all doors

Seal gaps under doors/windows with wet towel, duct tape, or other material e.g. sweatshirts and rags

Teachers, take attendance and email/call administrative assistant

Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

Site Administrator (Incident Commander):

Receives contact from emergency personnel

Makes PA announcement: "Your attention please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill."

Lock all doors to office (do not lock perimeter entrance/exits that aren't already locked)

Receives contact from emergency personnel once threat has been removed

Staff Actions:

In Classroom:

Clear hallway and instruct students to return to assigned classroom immediately

Close and lock door—continue instruction/activity

No entry/exit

DO NOT call office for updates, Incident Commander will send them out

Wait for all clear or directions to elevate to lockdown/barricade

Outside Classroom:

Gather students and move to pre-determined inside location: classrooms and/or library

Contact Incident Commander and inform of location & any absent/missing students—DO NOT ask for updates

5. LOCKDOWN/BARRICADE (ACTIVE THREAT OBSERVED BY ANY WAY)

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

Guiding principles for lockdown/barricade situations

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation

Site Administrator (Incident Commander):

- Instruct designee to call 9-1-1 (location, status of campus, and other available details)
- "Your attention please. We have an emergency situation. Implement LOCKDOWN/BARRICADE procedures immediately. This is NOT a drill."
- When safe: Collect Status reports from classrooms—instruct someone to call 9-1-1 for injuries if teacher/supervisor has not
- When threat's stopped—coordinate with Police Department/Fire Incident Commander

Staff Actions:

When students are IN CLASS:

- Check hallway—quickly grab students
- Lock doors—barricade
- Lights off & close blinds (cover windows)
- Silence everything (phones, students, etc.)
- DO NOT USE SOCIAL MEDIA OR PHONES
- Review guidelines—wait for assistance
- DO NOT OPEN DOOR FOR ANYONE—law enforcement will unlock when safe to do so
- ONLY IF there is life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under door
- DO NOT call office/PD for updates



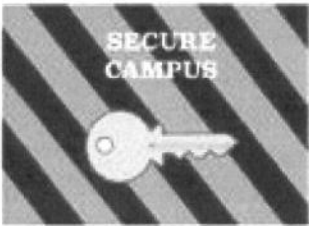


When students are OUT OF CLASS (recess, lunch, passing):

- Move to nearest safe building/classroom/location including off-campus
- Do not chase students that run
- Follow "In Class" Lockdown/Barricade Procedure
- When safe: Call Incident Commander and inform of location
- If off-campus, call Incident Commander or Police Department and inform of location and names and numbers of missing/absent students

When students are IN ACTIVITY OR ON FIELD:

- Gather together and evacuate to closest on-campus location (classrooms, Multi-Use Room) or off-campus to pre-determined off-site evacuation location (Preserve Tennis Courts or Redwood Shores Library)
- Take attendance upon arrival
- If sheltering in room on campus, e.g. gym—follow "in class" Lockdown/Barricade procedure
- Contact Incident Commander/911 and inform of location and names and numbers of missing/absent students

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

RESPONSIBILITY	NAME OF RESPONSIBLE STAFF MEMBER
Maintain emergency kit	Nicky Adam
Maintain emergency cell phone	Veronica Rodriguez Nava
Bring the emergency kit when the school evacuates	Nicky Adam

Location of emergency kit - Health Room and each classroom

Location of first aid kit – Health Room

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office)

Primary Location -Main Office

Alternate location - Room 19

Outdoor/On-Campus Command Post Location (i.e., parking lot, athletic field, stadium)

Primary Location – Basketball courts

Alternate location – Preserve Tennis Courts

TYPES OF EVACUATIONS

FIRE - Evacuate at least **100 feet** from the building.

BOMB THREAT - Evacuate at least **300 feet** from the building.

EVACUATION SITES

ON-CAMPUS FIRE/BOMB THREAT EVACUATION LOCATIONS (i.e., athletic field, stadium, parking lot, playgrounds)	
Primary Location	Playground
Alternate Location	Athletic Field
OFF-CAMPUS FIRE/BOMB THREAT EVACUATION LOCATIONS (i.e., church parking lot, shopping center, another school, vacant field)	
Primary Location	Preserve Tennis Courts
Alternate Location	Redwood City Fire Department Station 20 680 Redwood Shores Parkway Redwood City, CA 94065

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. If there is no access to a computer, other means should be employed to report attendance – send a student messenger, use green/red card to indicate if students and adults are accounted for or missing.

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown/Barricade** is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a pre-determined safe location(s). Staff should first visually scan, if possible/practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown/Barricade** is activated. If necessary, evaluate campus and stay away. Report attendance to school if possible.

Evacuate into the surrounding neighborhood.

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

OFF CAMPUS (i.e., nearby street, park, open area, commercial area) <i>location/address</i>	Preserve Park parking lot, 99 Shearwater Parkway, RWC 94065
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AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

LOCATION OF AOR, IF APPLICABLE, FOR POSSIBLE EVACUATION: There are no second floor buildings, so there are no Areas of Refuge currently.

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan.

SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

Have there been any ***physical changes*** in your building and/or portable classrooms since last school year? **NO**
If yes, submit an updated floor plan with this year's emergency/crisis plan.

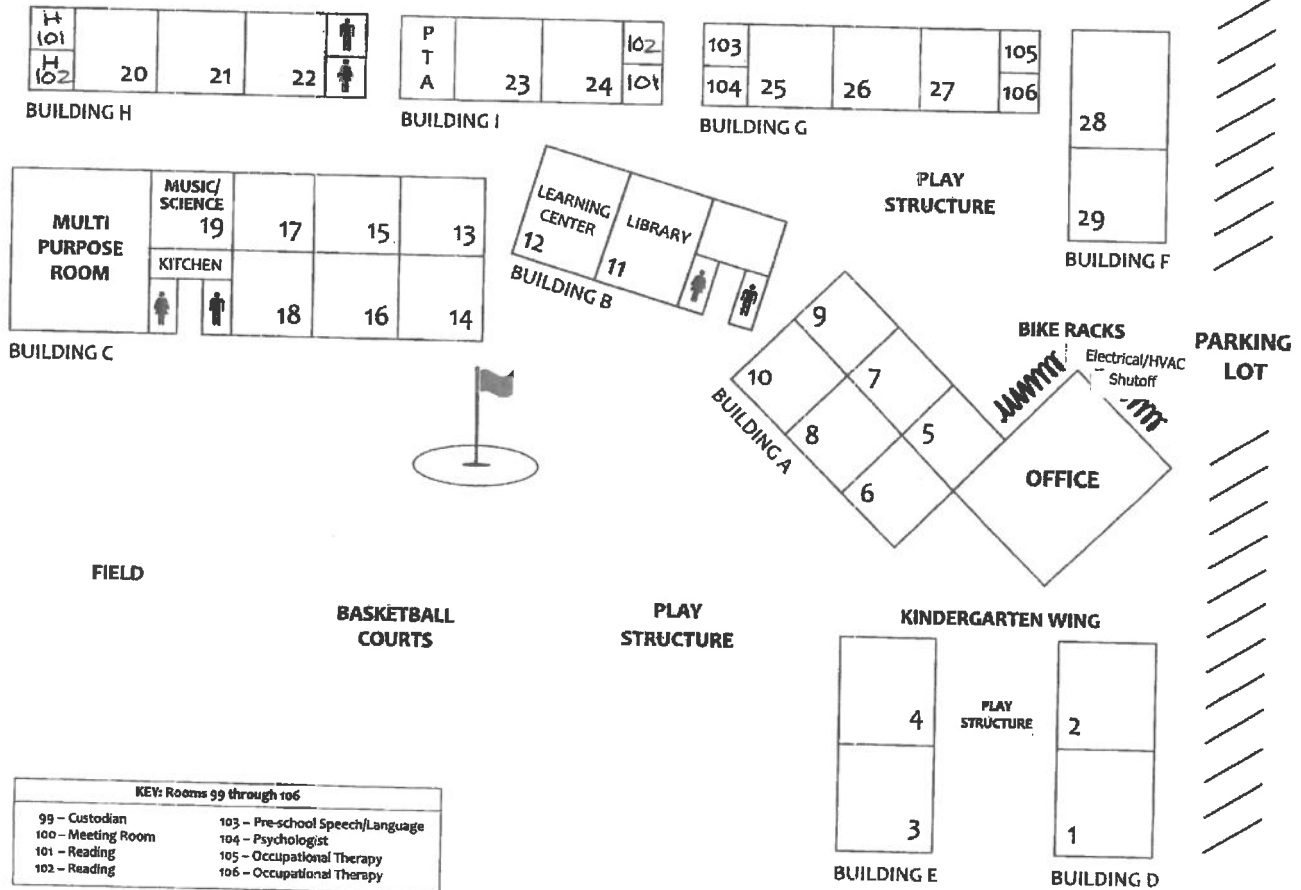
Does your school have an emergency generator? **NO** If yes, location? _____

- Gas – none on campus.
- Main electric / HVAC emergency cut off location – behind dumpster, padlock key required
- Water – located on the street, bolt cutters required

MAP ON NEXT PAGE

Redwood Shores Elementary School

School Campus Map



Water shut off/located on street

PARENT/CHILD REUNIFICATION (PCR) PROCESS / STUDENT RELEASE

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians also should be included in the emergency/crisis plan, i.e., principal's newsletter, school web page. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinator – Nicky Adam. If absent, Veronica Rodriguez Nava.

Method(s) to inform parents/guardians about the PCR process – School Messenger

Name of staff person who is responsible for PCR materials – Nicky Adam. If absent, Veronica Rodriguez Nava.

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Student Release Process

LOCATION OF INDOOR, ON-CAMPUS, PCR AREA – Front office

LOCATION OF OUTDOOR, ON-CAMPUS PCR AREA - Playground

LOCATION OF OFF-CAMPUS PCR AREA – Preserve Tennis Courts, accessible by Preserve Community entrance on Salt Court or trails off Shearwater Parkway.

Post signs on around school to direct parents/guardians to reunification area.

Utilize available staff members to assist with the implementation.

Assign available staff members to locate and release students.

If students are released from classrooms –

- Parents/guardians retrieving their children will go to their child's classroom and line up in an orderly fashion.
- Teacher will be at door with **DISASTER/EMERGENCY STUDENT RELEASE FORMS**.
- Teacher will verify that person picking up child is on the child's **DISASTER/EMERGENCY STUDENT RELEASE FORM**. Ask for photo identification.
- Teacher will use black sharpie and put "X" next to the name of the person that picked up the child.
- **CHILDREN MAY ONLY BE RELEASED TO SOMEONE LISTED ON THEIR DISASTER/EMERGENCY STUDENT RELEASE FORM.**
- Once you have picked up your child, please leave campus immediately.

If students are released from central location –

- Parents/guardians retrieving their children will go to the reunification area.
- Two staff members will be at a table with the **DISASTER/EMERGENCY STUDENT RELEASE FORMS**.
- Children will be in a contained area behind the table.
- Parents/guardians will line up in an orderly fashion at the reunification table.
- Staff members will -
 - o Verify person picking up is on child's **DISASTER/EMERGENCY STUDENT RELEASE FORMS**
 - o Put "X" with sharpie next to name of person picking up child
 - o Write child's first name, last initial and room number on index card. Hand index card to messenger to retrieve child
- Parent/guardian will wait at table while child is being retrieved
- **CHILDREN MAY ONLY BE RELEASED TO SOMEONE LISTED ON THEIR DISASTER/EMERGENCY STUDENT RELEASE FORM.**
- Once you have picked up your child, please leave campus immediately.

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

Students/Staff Who Require Special Assistance
2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: Redwood Shores Elementary School

Name of Student/Staff	Type of Assistance that is Required	Name of Staff Member Assigned to Assist	Name of Back-up Staff Member

**SCHOOL STAFF TRAINED TO RENDER FIRST AID AND/OR CPR
2019-2020**

School Name: Redwood Shores Elementary School

[illegible]

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

JOINT OCCUPANCY USERS
2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name - Redwood Shores Elementary School

Organization's Name:	Footsteps
Name of Person in Charge:	Christian Castillo, Site Director & Karen Haas-Foletta, Executive Director
Phone Number:	
Location in Building:	Building F (rooms 28 & 29), Multi-Use Room, others as needed on rainy days
Days/Times on Site:	Monday – Friday 6:30am – 6:30pm

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

Organization's Name:	
Name of Person in Charge:	
Phone Number:	
Location in Building:	
Days/Times on Site:	

**BRSSD****BELMONT-REDWOOD SHORES SCHOOL DISTRICT**

Belmont, California

**SANDPIPER ELEMENTARY SCHOOL EMERGENCY / CRISIS PLAN
2019-2020**

School Name: Sandpiper School Main Office Phone #: 650-631-5510 Fax #: 650-631-5515 Emergency Cell Phone #: NA	Principal: Tamara Moore Cell Phone #: School Address: 801 Redwood Shores Parkway Redwood City, CA 94065 Student Start Time: 8:25 Grades TK-5 8:15 Grade 6-8 Student Dismissal: 12:30 TK M,T,W,Th,F 1:30 Kinder M,T,Th,F 2:35 Grades 1-3 M,T,Th,F 2:50 Grades 6-8 M,T,Th,F 3:00 Grades 4-5 M,T,Th,F 12:10 Grades 6-8 Wednesdays 12:20 Grades K-5 Wednesdays 12:30 Grades TK Wednesdays
EFO (if applicable): Phone #:	Name of person who completed this plan: Tamara Moore, Principal
Number of students: 643	Number of staff: 46
Campus size in acres: 11.8	Building square footage: 43,477
Reviewed and approved by: BRSSD Board of Trustees	Approval date: October 17, 2019

ICS CHAIN OF COMMAND AND COMMAND TEAM

The Incident Command System (ICS) is a nationally recognized organizational and management tool that is utilized by BRSSD when responding to an emergency/crisis that identifies an incident commander and command team members who are assigned specific duties/responsibilities to respond to an emergency/crisis. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member	Name of Back-Up Team Member
Incident Commander	Tamara Moore	Sandy Pugliano
Planning/Intelligence	Sandy Pugliano	Margaret Watson
Safety Official	Simer Bains	Valerie Gow
Public Information Officer	Monique Burtshell	Michele Brenner/Lana Ferguson
Liaison	Josha Potter	Stephanie Scala
Operations: Facilities and Environment	Willie Mira	Domitila Cobian
Operations: Staff Accountability	Lynn Bjorkquist	Maureen Fitzpatrick
Operations: Parent/Child Reunification	Carmen Rogers	Leslie McGuire
Operations: Site Check/Security	Aaron VanLaar	Roberta Powers
Operations: Medical, First Aid, CPR	Mark Mowen	Stephanie Scala
Operations: Crisis Intervention and Response	Shauna Small	MS Counselor/StarVista
Operations: Food, water, sanitation, supplies	Susan Nicholls	Jody Hamon

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a secured location/rooms from which the command function/incident management will operate during the emergency/crisis. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office)

Primary Location: Office **Alternate location:** Multi-Use Room

Outdoor/On-Campus Command Post Location (i.e., parking lot, athletic field, stadium)

Primary Location: Field **Alternate location:** Blacktop (behind rooms 5-9)

SCHOOL RESPONSES TO COMMON EMERGENCIES
(FROM SMCOE BIG FIVE SAFETY TRAINING)

1. EARTHQUAKE OR EXPLOSION

ACTIVATED BY SHAKING AND/OR PA ANNOUNCEMENT

All Staff and Students: DROP, COVER, & HOLD ON

- Drop to the floor, cover head under sturdy object when possible, cover head with arms and hands, and hold onto furniture when present.
- Turn away from windows.
- Individuals in wheelchairs can remain in chair if mobility is limited (move against interior wall & lock).
- Once shaking has stopped, evacuate if needed based on building damage or PA announcement

Site Administrator (Incident Commander):

- Makes announcement over PA: **“Attention please. We are experiencing an earthquake. For your protection, follow DROP, COVER, and HOLD ON procedures. Do NOT go outside. This is NOT a drill.”**

- Collects reports from staff members regarding injuries
- Calls 911 or assigns staff member to call
- Remember Emergency Personnel will be responding to many locations and may not arrive immediately

Staff Actions:

Inside:

- Initiate drop, cover, and hold procedure with all students
- Report injuries and/or damage to Incident Commander
- Take attendance when safe to do so and keep class together

Outside:

- Find clear spot and drop to ground (stay clear from buildings, trees, power lines, etc.)
- Head between knees and arms/hands cover head
- Report location, injuries and/or damages to Incident Commander
- Take attendance when safe to do so and keep class together
Send status and attendance report of present, missing, injured, etc. to incident commander, Tamara Moore and/or Sandy Pugliano via paper or email, when possible

2. EVACUATION (BOMB, CHEMICAL, FIRE, EARTHQUAKE, EXPLOSION)

ACTIVATED BY EXPLOSION, END OF EARTHQUAKE SHAKING AND/OR PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Makes announcement over PA: **"Your attention please. We have an emergence situation evacuate all buildings immediately (to the blacktop.)"**
evacuate all buildings immediately. This is NOT a drill."
- Collect status reports from staff members regarding injuries
- Students are to remain with their assigned teacher.
- Call 911 or assigns staff member to call

Staff Actions:

- Grab "go bag" with class lists inside and teacher's cell phone if possible—leave everything else
- Designate responsible student to lead class out
- Teacher last one out to ensure classroom is empty of staff and students
- Evacuate classrooms to on-campus evacuation site blacktop
- Keep class together
- Take attendance and report missing/injured to incident commander, Tamara Moore or Sandy Pugliano via paper. If all present, well, and accounted for, show green card in emergency backpack. If students or staff are missing or unaccounted for, show red card in emergency backpack and have a list of names of those missing or unaccounted for.
- Wait for ALL CLEAR or STUDENT RELEASE

3. SHELTER IN PLACE (CHEMICAL, FIRE, AND HAZMAT)

ACTIVATED BY PA ANNOUNCEMENT

Site Administrator (Incident Commander):

- Coordinates with First Responders
- Makes announcement over PA: **“Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. This is NOT a drill.”**

- Students and all staff are to remain indoors with windows and doors securely closed.
- Turn off heating or air conditioning units.
- If you are outside, move indoors immediately.
- Do not go out for any reason until you receive further instructions.

Call Arief Hussain at District Office to turn off HVAC and all air flow

Staff Actions:

- *Inside:*
- Check hallway--clear students to assigned class
- Close doors/windows
- Shut down HVAC in classroom/hit power button on class thermostat to turn off
- Turn off any fans
- Students and teachers, seal gaps under doors/windows with wet towel, duct tape, or other material
- Teachers, take attendance and email/call administrative assistant
- Wait for ALL CLEAR or STUDENT RELEASE
- *Outside:*
- Direct all students outside to gym
- Stay in gym and close all doors
- Seal gaps under doors/windows with wet towel, duct tape, or other material e.g. sweatshirts and rags
- Teachers, take attendance and email/call administrative assistant
- Wait for ALL CLEAR or STUDENT RELEASE

4. SECURE CAMPUS (PRECAUTIONARY FOR LAW ENFORCEMENT ACTIVITY IN COMMUNITY)

ACTIVATED BY PA ANNOUNCEMENT, MAY BE ELEVATED TO LOCKDOWN/BARRICADE

Site Administrator (Incident Commander):

- Receives contact from emergency personnel
- Makes PA announcement: **“Your attention please. Due to law enforcement activity in the community, please implement SECURE CAMPUS. This is NOT a drill.”**
- Lock all doors to office (do not lock perimeter entrance/exits that aren't already locked)
- Receives contact from emergency personnel once threat has been removed

Staff Actions:

1. *In Classroom:*
 - Clear hallway and instruct students to return to assigned classroom immediately
 - Close and lock door—continue instruction/activity
 - No entry/exit
 - DO NOT call office for updates, Incident Commander will send them out
 - Wait for all clear or directions to elevate to lockdown/barricade
- *Outside Classroom:*
 - Gather students and move to predetermined inside location: classrooms and/or library
 - Contact Incident Commander and inform of location & any absent/missing students
 - DO NOT ask for updates

5. LOCKDOWN/BARRICADE (ACTIVE THREAT OBSERVED BY ANY WAY)

ACTIVATED BY PA ANNOUNCEMENT OR OBSERVATION OF THREAT

Guiding principles for lockdown/barricade situations

- Think on your feet
- Escape if safe to do so
- Hide/cover, be silent and silence cell phone
- Help others when possible
- If confronted by suspect, use aggressive force or surrounding items (fire extinguisher, chairs, etc.)
- Aggressive action by victims can interfere with an attack but fighting is not an expectation

Site Administrator (Incident Commander):

- Instruct designee to call 9-1-1 (location, status of campus, and other available details)
- Makes PA announcement: **"Your attention please. We have an emergency situation."**

Implement LOCKDOWN/BARRICADE procedures immediately. This is NOT a drill."





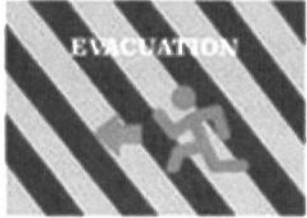
When safe: Collect Status reports from classrooms—instruct someone to call 9-1-1 for injuries if teacher/supervisor has not

When threat has been stopped—coordinate with Police Department/Fire Incident Commander

Staff Actions:

1. *When students are IN CLASS:*
 - Check hallway—quickly grab students
 - Lock doors—barricade
 - Lights off & close blinds (cover windows)
 - Silence everything (phones, students, etc.)
 - DO NOT USE SOCIAL MEDIA OR PHONES
 - Review guidelines—wait for assistance
 - DO NOT OPEN DOOR FOR ANYONE—law enforcement will unlock when safe to do so ONLY IF there is life-threatening emergency—place red colored item (card, cross, sweatshirt) on/in window or slide under door
 - DO NOT call office/PD for updates
- When students are OUT OF CLASS (recess, lunch, passing):*
 - Move to nearest safe building/classroom/location including off-campus
 - Do not chase students that run
 - Follow "In Class" Lockdown/Barricade Procedure
- When safe:* Call Incident Commander and inform of location
 - If off-campus, call Incident Commander or Police Department and inform of location and names and numbers of missing/absent students
- When students are IN ACTIVITY OR ON FIELD:*
 - Gather together and evacuate to closest on-campus location (classrooms, Multi-Use Room) or off-campus to pre-determined off-site evacuation location Fire Station #20, 680 Redwood Shores Pkwy
 - Take attendance upon arrival
 - If sheltering in room on campus, e.g. gym—follow "in class" Lockdown/Barricade procedure
 - Contact Incident Commander/911 and inform of location and names and numbers of missing/absent students

THE BIG FIVE

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement</p>
	<p>Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location</p>

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY

SHELTER IN PLACE	LOCKDOWN
<p>ACTIVATED BY PA ANNOUNCEMENT <i>Your attention please...we have an environmental hazard in the community and are implementing Shelter in Place procedures. Students and staff should remain indoors with windows and doors securely closed. Do not go out for any reason until you receive further instructions. This is not a drill.</i></p> <p>Notify 911 and District Office by Safe School Radio or phone if public safety response is necessary.</p> <p>Check hallway – clear students to assigned class</p> <p>Turn off all HVAC</p> <p>Close doors and windows</p> <p>Seal gaps in doors/windows –use towels, sweaters, etc.</p> <p>Take Attendance. Call the office with any missing or additional students, visitors, volunteers.</p> <p>Classroom Instruction should continue.</p> <p>Wait for further instructions or an ALL CLEAR before returning to normal routine.</p>	<p>ACTIVATED BY PA ANNOUNCEMENT <i>Your attention please...We have an emergency situation. Implement Lockdown procedures immediately. This is not a drill.</i></p> <p>Notify 911 and District Office/Safe School Radio/phone</p> <p>Direct staff and students from hallway to nearest securable location</p> <p>Sweep/scan hallway- quickly grab students</p> <p>Lock/secure interior doors – Barricade door if possible</p> <p>Direct students to a interior barricade – remain silent/silence phones</p> <p>Cover door/windows, Close blinds, Turn off lights</p> <p>Take Attendance when safe to do so. Email ALL office staff with any missing or additional students, visitors, volunteers.</p> <p>Locate Emergency Packet – Put on Staff ID</p> <p>Ignore Alarms and Bells</p> <p>Do NOT open door to anyone. Only Law Enforcement and/or Principal can open door.</p> <p>Principal will call classrooms for status.</p>

During the school year, a staff member will be responsible for the following:

RESPONSIBILITY	NAME OF RESPONSIBLE STAFF MEMBER
Maintain emergency kit	Carmen Rogers & Leslie McGuire
Maintain emergency cell phone	Carmen Rogers & Leslie McGuire
Bring the emergency kit when the school evacuates	Carmen Rogers & Leslie McGuire

Location of emergency kit: Nurse's Office Restroom **Location(s) of first aid kit (s):** Nurse's Office Restroom

TYPES OF EVACUATIONS

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building.

EVACUATION SITES

On-Campus Multi-Hazard Evacuation Locations (i.e., athletic field, stadium, parking lot, playgrounds)

Primary Location: Field

Alternate Location: Blacktop (Behind Rooms 5-9)

Off-Campus Multi-Hazard Evacuation Locations (i.e., church parking lot, shopping center, another school, vacant field)

Primary Location: Shannon Park, Davit Lane and Shannon Way, Redwood City

Alternate Location: Shores Dog Park, 1393 Radio Rd., Redwood City

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency/crisis. If there is no access to a computer, other means should be employed to report attendance. Keep extra attendance sheets in emergency backpacks.

SAFE LOCATIONS

If outdoor activities are in progress when a **Lockdown** is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a pre-determined safe location(s). Staff should first visually scan, if possible/practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Please identify at least one and up to three, if practical, safe locations for use by students and staff who are outdoors when a **Lockdown** is activated. If necessary, evacuate the campus into the surrounding neighborhood. Report attendance to school if possible.

Students will shelter in the nearest classroom/bathroom.

Students will shelter behind the backstops on the field.

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off Campus (i.e., nearby street, park, open area, commercial area) *location/address:*

Mariner Park
Bridge Parkway
Redwood City, CA 94063

AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

Location of AOR, if applicable, for possible evacuation:

ROOM 27

Schools should identify students/staff with special needs and plan *specifically* for their needs.

- AORs on the 2nd floor should face the outside (so you have outside windows).
- The AORs should be close to the emergency exit stairwells.
- The AOR should be separated by fire doors/smoke doors in the hallways.
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door.
- There should be two way communications in that room, and/or a telephone that could be used for communications.
- AORs should be identified on the School Emergency Crisis Plan.
- Students and staff using the AOR will be identified on the School Emergency Crisis Plan.

SCHOOL FLOOR PLAN (8½" x 11" – one page per floor)

Each emergency/crisis plan must include the building's floor plan indicating the following information: classroom numbers; gas, main electric, water, and HVAC emergency cut-off locations; and all portable classrooms including their designated room numbers and locations of their exit doors.

Have there been any **physical changes** in your building and/or portable classrooms since last school year? ☐YES ☐NO
If yes, submit an updated floor plan with this year's emergency/crisis plan.

Does your school have an emergency generator? ☐YES ☐NO If yes, location?

SUSPENSION AND DISCIPLINE DATA

We are using a range of strategies to prevent suspension including:

- PBIS Tier I universal supports for student engagement and behavior
- Second Step Social-Emotional Learning Curriculum
- Second Step Bullying Prevention Unit
- Developing a data system to identify students in need of Tier 2 targeted supports

While our number of suspensions are low, we report the data here in order to annually recommit to using a range of approaches to school safety and restorative discipline that remove students from instruction only when absolutely necessary.

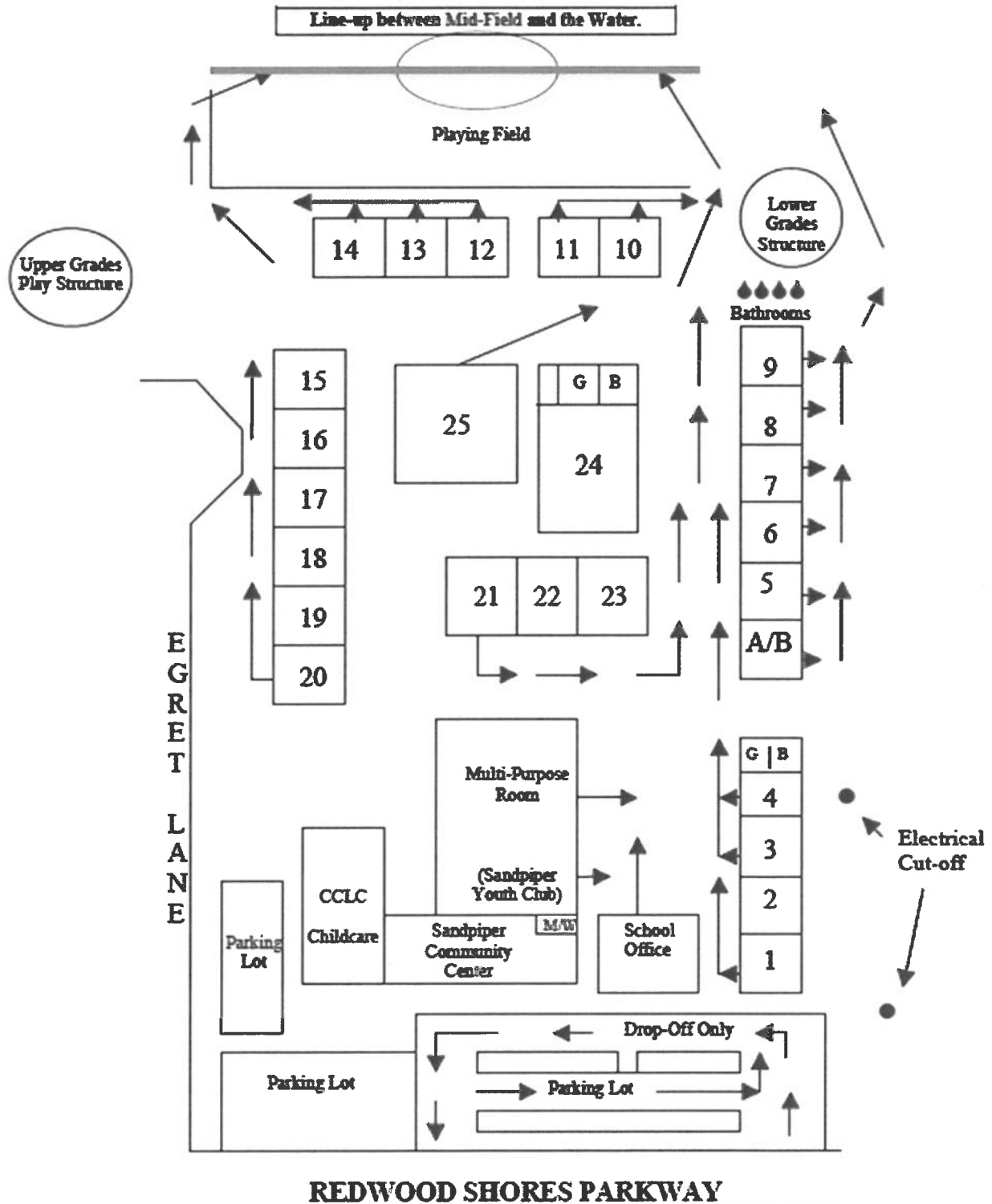
Suspensions 2018-2019:

	<u># of Students That Committed an Offense (unduplicated)</u>	<u># of Offenses Committed</u>	<u># of Out-of- School Suspensions</u>	<u># of In- School Suspensions</u>	<u># of Expulsions</u>
<u>Sandpiper TOTAL:</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Maps on Next 2 Pages

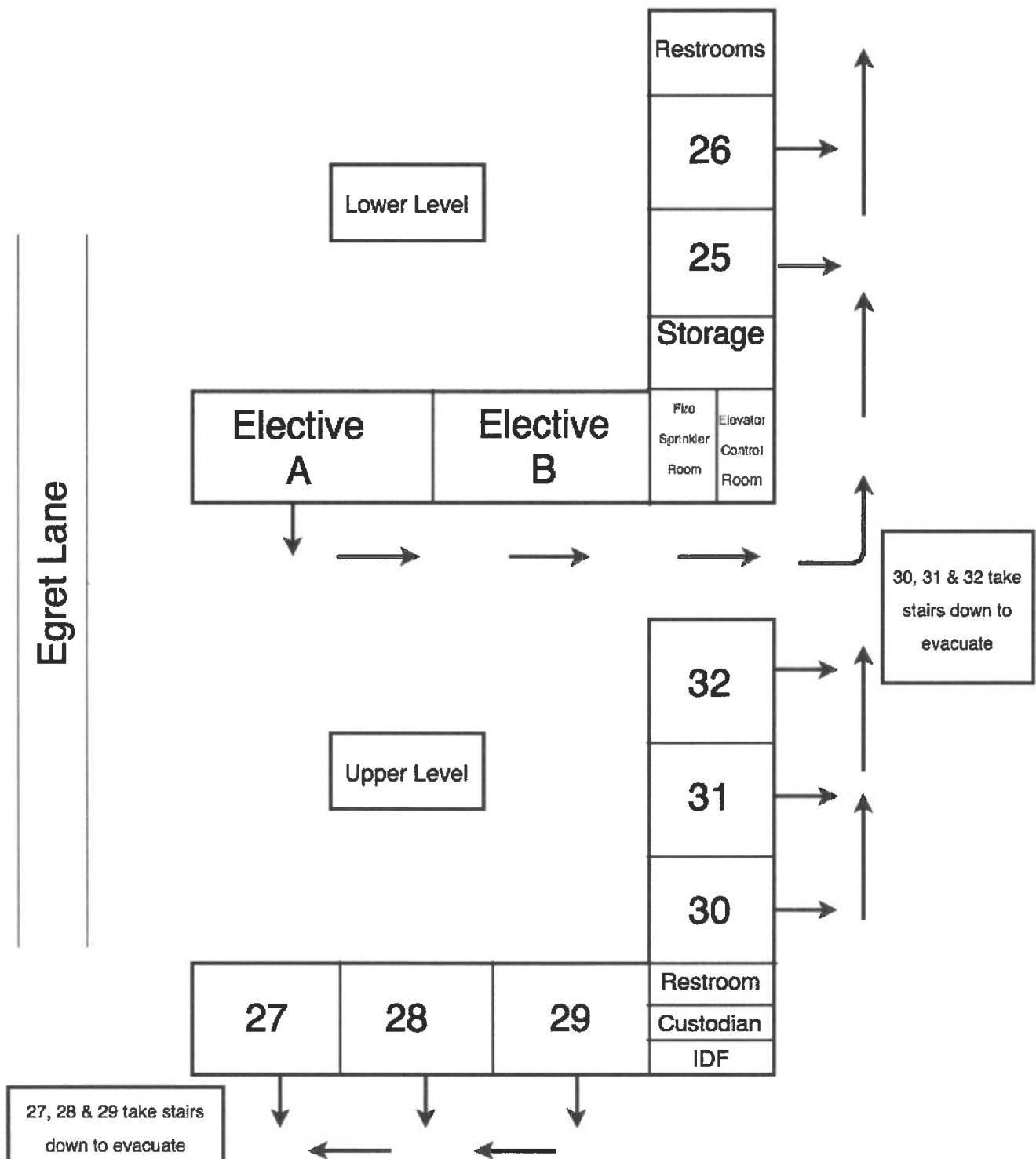
SANDPIPER ELEMENTARY SCHOOL

FIRE DRILL EXIT PLAN



Sandpiper School - 2 Story Building Fire Drill Exit Plan

Playing Field - Line-up between mid-field & the water



PARENT/CHILD REUNIFICATION (PCR) PROCESS

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the parent/child reunification process to parents/guardians also should be included in the emergency/crisis plan, i.e., principal's newsletter, school web page. The parent/child reunification process is an integral part of the emergency/crisis plan. Procedures for completing the PCR process and the Authorized for Release form are included in the attached instructions.

Name of parent/child reunification coordinators: Carmen Rogers, Leslie McGuire

Method(s) to inform parents/guardians about the PRC process: School Messenger

Name of staff person who is responsible for Parent Child Reunification box: Carmen Rogers

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include: student schedules, student emergency information cards, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Parent/Child Reunification (PCR) Process

1. Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.
2. Utilize available staff members to assist with the implementation.
3. Assign available staff members to locate and release students.
4. Implement the **two-step approach**:
 - Step1:** Use a parent/child reunification process log to sign-in parents/guardians and check identification. Verify with child's Emergency Card for list of parents/guardians acceptable for release/ pick-up. Use hand stamp to indicate verification of I.D. Send runner to retrieve student and escort him/her to reunification area. Parent signs Release Form and moves to Station 2.
 - Step 2:** Staff verifies hand stamp. Parent initials Master List. Release student to the authorized parent/guardian.

Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of indoor, on-campus PCR area: Multi-Use Room

Location of outdoor, on-campus PCR area: Field

Location of off-campus PCR area: Redwood Shores Elementary School

Step 1: Assignments/Tasks	
Name	Assignment
1. Carmen Rogers (TK/K)	Use PCR process to identify parent/guardian and sign out student
2. Leslie McGuire (1st/2nd)	Use PCR process to identify parent/guardian and sign out student
3. Phyllis Endow (3rd/4th)	Use PCR process to identify parent/guardian and sign out student
4. Shauna Small (5th/6th)	Use PCR process to identify parent/guardian and sign out student
5. Aaron Van Laar (7th/8th)	Use PCR process to identify parent/guardian and sign out student

Step 2: Assignments/Tasks	
Name	Assignment
1. Jessica Dong	Release student to parent/guardian
2. Jody Hamon	Release student to parent/guardian
3. Lisa Sweeney	Release student to parent/guardian
4. Stacey Okumura	Release student to parent/guardian

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**SCHOOL STAFF TRAINED TO RENDER CPR AND/OR AED
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: **Sandpiper School**

Name and Title	CPR	AED	Name and Title	CPR	AED
Tamara Moore, Principal	X	X	Stephanie Scala, 5th Grade Teacher	X	
Emily Van Laar, 5th Grade Teacher	X		Susan Nicholls, 2nd Grade Teacher	X	X
Lisa Sweeney, Science Specialist	X		Phyllis Endow, Reading Specialist	X	X
Aaron Van Laar, PE Coach	X	X	Mark Mowen, School Nurse	X	X
Jen Schultz, 1st Grade Teacher	X				

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**PORTABLE CLASSROOMS
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: **Sandpiper School**

Portable Classroom #	Cell Phone # (if assigned)	Portable Classroom #	Cell Phone # (if assigned)

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

JOINT OCCUPANCY USERS
2019-2020

This page must be attached to the school's emergency/crisis plan.

School Name: **Sandpiper School**

Organization's Name:	Sandpiper Community Center
Name of Person in Charge:	Jordana Freeman, Community Services & Marketing Manager OR Jon Solbeck, Facility Leader
Phone Number:	
Location in Building:	797 Redwood Shores Parkway (building to the West of the front office)
Days/Times on Site:	M-Th 12:00pm – 8:00pm; F 10:00am – 6:00pm

Organization's Name:	Champions
Name of Person in Charge:	Tamara Payne-Alex, Area Manager OR Michele McLaughlin, Site Manager
Phone Number:	
Location in Building:	797 Redwood Shores Parkway (building to the West of the front office)
Days/Times on Site:	M-F 7:00am – 6:00pm

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Belmont, California

**ADDITIONAL PCR INSTRUCTIONS/CONCERNS/DETAILS
2019-2020**

This page must be attached to the school's emergency/crisis plan.

School Name: **Sandpiper School**

STUDENT RELEASE TEAM (Parent / Child Reunification)

The Student Release area should be away from the evacuation assembly area and parents should be required to follow release procedures. The most important task is to guarantee that documentation is kept about to whom each student is released.

Establish one area for initial contact with adults/parents, and a second "reunion" area. The first area will check authorization for release on the student's emergency card. The parent will initial the card and have their hand stamped. Using hand-held radios or student messengers; if radios are not available, the student will then be summoned to the reunion area.

Student Release Team Action Checklist

Get supplies from Emergency shed and determine safety of location for student release area and reunion area, if applicable.

Set up tables, chairs, emergency cards, and master rosters in student release areas.

Station 1: Verification Station:

Verify adult's ability to pick up child with Emergency Card listings. Have parents or adults initial Release Log and indicate their destination. **IF NAME OF ADULT IS NOT ON EMERGENCY CARD, STUDENT CANNOT BE RELEASED**

Use hand stamp to indicate adult is approved to pick up child.

If adult's name is on emergency card, use Walkie Talkie or messenger to summon student to release or reunion area.

Station 2: Reunification Station:

Note name and destination of student on master roster before releasing the student. Have parent print, then sign name on Release Form / Roster/ Master List.

Attempt to note name and destination of students who have left the campus without being released.