

# Milpitas Unified School District

## Pearl Zanker Elementary School

1585 Fallen Leaf Drive  
Milpitas, CA 95035  
(408) 635-2600

### Comprehensive School Safety Plan 2019-2020 School Year

*This Comprehensive School Safety Plan was developed collaboratively with members of the Curtner Elementary School Safety Planning Committee and adopted by the Board of the Milpitas Unified School District on \_\_/\_\_/\_\_\_\_.*

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***MUSD Board Approval Confirmed by:***

# Zanker Elementary Comprehensive School Safety Plan

## Table of Contents

<b>Comprehensive Safety Plan Purpose &amp; Compliance</b>	<b>2-3</b>
<b>Milpitas Unified School District Mission and Operating Principles</b>	<b>4</b>
Mission (BP 1001)	4
Principles and Strategies for Action Plan Development (BP 1001)	4
<b>Components of the Comprehensive School Safety Plan</b>	<b>5</b>
Zanker School Safety Plan Committee Signature Page	6
2019/2020 Assessment of School Safety	7
District/Campus Safety Strategies and Programs	7
(A) <i>Child Abuse and Neglect (Reporting Procedures)</i>	7-8
(B) <i>Emergency and Disaster Preparedness Plan</i>	8-9
(C) <i>School Suspension, Expulsion and Mandatory Expulsion Guidelines</i>	9-10
(D) <i>Procedures to Notify Teachers of Dangerous Pupils</i>	10-11
(E) <i>Discrimination and Harassment Policies</i>	11-12
(F) <i>School-wide Dress Code</i>	12
(G) <i>Procedure for Safe Ingress and Egress to and from School</i>	12-13
(H) <i>A Safe and Orderly School Environment Conducive to Learning</i>	13-14
(I) <i>School Discipline Rules and Consequences</i>	15-16
(J) <i>Procedures for conducting tactical responses to criminal incidents</i>	16
(K) <i>Bullying Prevention</i>	16
(L) <i>Suicide Prevention and Awareness</i>	16
Safety and Disaster Plan Review, Evaluation and Amendment Procedures	17
Protected Information	18-28
Safety Plan Appendices (Confidential)	

## Comprehensive Safety Plan Purpose & Compliance

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

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

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

Comprehensive School Safety Plans must include the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Procedures for conducting tactical responses to criminal incidents, including guns on campuses

The Comprehensive School Safety Plan will be reviewed and updated by March 1<sup>st</sup> of each year by the school site Safety Planning Committee. Each year the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

As defined in **MUSD Board Policy 3516**, MUSD recognizes the District will develop and maintain a District Emergency and Disaster Plan that conforms to State and local emergency/disaster plan regulations and procedures.

Each school principal shall be responsible for the development of a school plan which is school site specific and conforms to the District plan. Each school plan will include the assignment of staff responsibilities, the in-service training of staff and pupils, and provide pertinent and necessary information to parents and the school community. District and school in-services shall include drills and trial emergencies in order to determine process validity.

The Board shall review the comprehensive district wide and/or school safety plan(s) in order to ensure compliance with state law, Board Policy and Administrative Regulation. Approval of the plan shall occur at a regularly scheduled meeting.

A copy of the comprehensive school safety plan shall be available for review at the Curtner Elementary School administration offices and online at <https://curtner.musd.org/>.

### ***Declaration regarding MUSD Board Policy and Administrative Regulation references:***

*Except when specifically quoted, the MUSD Board Policies and Administrative Regulations included in*

*this safety plan are for reference only and may include only a summarized version of the official policy language. To review these policies and regulations in their entirety, please visit the MUSD District Office during regular business hours or view them online at [www.musd.org](http://www.musd.org)*

# Milpitas Unified School District Mission and Principles

## Mission

Milpitas Unified School District educates all children to their unique potential by teaching, modeling, and supporting the skills and attitudes that contribute to their development as globally and socially responsible citizens.

## Principles and Strategies for Comprehensive School Safety Plan (BP 0450)

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Working together with our community partners, we will provide a safe campus environment by effectively identifying and addressing issues that may affect our schools' social and physical climate.

## Zanker Elementary School Mission

Through collaboration, critical thinking, and a joyful learning environment, the Zanker staff and families build student agency, authority and identity in order to inspire and empower all students to be successful in our changing world.

## Zanker Elementary School Vision

Pearl Zanker Elementary is an innovative learning community, inspiring and empowering students to be active and informed citizens transforming our global society.

## Components of the Comprehensive School Safety Plan

*Site-specific procedures to implement the components of this plan will be included within the body or appendices of this document.*

## **School Safety Planning Committee**

The School Site Council is responsible for developing the school site safety plan or for delegating the responsibility to a School Safety Planning Committee. (Ed. Code 32281(b)(1))

The School Safety Planning Committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 32281(b)(2))

Local law enforcement and fire department has been consulted (Ed. Code 32281(b)(3))

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

- A representative from the local law enforcement agency
- School Resource Officers
- Counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Staff leaders
- Additional parent representatives

## Pearl Zanker Elementary School Safety Plan Signature Page 2019-2020

The undersigned members of the Curtner Elementary School Safety Planning Committee certify that the requirements of the Comprehensive School Safety Plan have been met.

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**Principal-(Shangrila Mia-Ramzan)**

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**School Site Council- ( )**

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**Teachers Association Representative- ( )**

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**Classified Association Representative- ( )**

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**Parent Representative ( )**

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**Law Enforcement Representative ( ) and Sign Above)**

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**Fire Department Representative ( ) and Sign Above)**

## Assessment of School Safety

*Education Code, Section 32282 (a) 1*

An assessment of school safety among MUSD schools was conducted and included a review of local survey data developed from the results of the Project Cornerstone and District specific culture/climate survey done the year before. Each school site evaluated the data around student perception of safety at school. In addition, we looked at other local measures such as truancy and discipline patterns. Additional input was received from school administrators, law enforcement partners, and our District Safety Team.

### District/Campus Safety Strategies and Programs

*Education Code 32282 (a) 2 (A)-(J)*

As written in **Education Code 32282 (a) 2 (A)-(J)**, MUSD recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

### (A) Child Abuse and Neglect (Reporting Procedures)

*Additional code references: Education Code 33308.1); Penal Code 11166*

According to **MUSD Board Policy 5141.4**, The Board of Trustees recognizes that with concern for each student's total well being, the Governing Board of Trustees directs the district's employees to report known or suspected incidences of child abuse in accordance with state law and district regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

This policy and its administrative guidelines apply to all certificated employees and any other district employees designated by law as a "child care custodian," or "health practitioner as defined by state law. (Penal Code 11165.7 and 11165.8) The Superintendent shall develop and implement regulations for identifying and reporting child abuse. The Superintendent shall provide training in child abuse identification and reporting of all certificated personnel, instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

**MUSD Administrative Regulation 5141.4** provides additional detail including definitions of child abuse and procedures for reporting suspected incidents of child abuse.

A mandated reporter shall make a report using the procedures described below (with reference to the full text of AR 5141.4) whenever, in his/ her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When reporting a witnessed or suspected case of child abuse, the following steps shall be taken by the appropriate personnel.

**Step 1** - To report known or suspected child abuse, any employee shall report by telephone to the local child protective agency.

Child Protective Services 373 West Julian St.,  
San Jose, CA 95110 (408) 299-2071

**Step 2** - Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete



and mail to the local child protective agency a written report, which includes a completed Department of Justice form. (DOJ 558572) Mandated reporters may obtain copies of the Department of Justice form from either the school office.

Detailed instructions are included on the back of the form. Reporters may ask the site administrator for help completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

One copy will be given to the principal for a child abuse confidential file (optional). The mandated reporter may keep a copy of the completed form.

**Step 3** - Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal telephone report.

### **(B) Emergency and Disaster Preparedness Plan**

*Additional code references: Education Code 35295-35297; Government Code 8607 and 3100*

In **MUSD Board Policy 3516**, the Board of Trustees recognizes that in order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events, which threaten to result in disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan that details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes. The principal or designee shall augment the district plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.

District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters
3. Bomb threat or actual detonations
4. Attack or disturbance by individuals or groups

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communication system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Superintendent or designee shall use state approved Standard Emergency Management System guidelines when updating the Site Disaster Preparedness Plans. The Superintendent or designee may consult with town and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school. Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

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

*Additional code reference: Education Code 48900, 48915 (d) and (c)*

As stated in **MUSD Board Policy 5144.1** The Board of Trustees recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behaviors standards.

Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

The grounds for suspension and expulsion and the procedures for reconsidering, recommending and/or implementing suspension and expulsion shall be specified for individuals with exceptional needs.

For all occasions of suspension or expulsion, due process will be followed. The Board wishes to provide all the protection implied in "due process," and all staff members are expected to accord due process rights to all pupils.

Each principal shall annually inform all students and parent/guardians of the school discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension, and expulsion. (Education Code 35291, 35291.5)

#### **Student Due Process**

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Code 48911, 48915, and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914)

#### **On-Campus Suspension Program**

The Superintendent or designee may establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

#### **Required Parental Attendance**

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

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the student's parent/guardian may be required to attend a portion of a school day in the class from which the student was suspended. After completing the classroom visit and before leaving school premises, the parent/guardian shall meet with the principal or designee. (Education Code 48900.1)

Reasonable efforts to have the parents/guardians visit the class voluntarily shall be made before requiring parental attendance. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and

the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parent/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

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

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year.

*For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to the school office and annual notices for information. Current versions will be available for review alongside this comprehensive school safety plan in the District Office.*

#### **(D) Procedures to Notify Teachers of Dangerous Pupils**

*Additional code reference: Education Code 49079*

As described in **MUSD Board Policy 4158**: The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905)

#### **(E) Discrimination and Harassment Policies** *Additional code reference: Education Code 200-262.4*

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in **MUSD Board Policy 0410, 4030, 5145.3**, Which states The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and

sexual harassment:

**MUSD Board Policy 5145.3** states that The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position(s) as Coordinator(s) for Nondiscrimination:

Assistant Superintendent of Education Services and Human Resources Milpitas Unified School District  
1331 E. Calaveras Blvd. Milpitas CA 95035 (408) 635-2600

Any student who feels that he/she is being harassed should immediately contact either the nondiscrimination coordinator or the principal or designee. If a situation involving harassment is not promptly remedied by the nondiscrimination coordinator, principal or designee, a complaint may be filed with the superintendent or designee who shall determine which complaint procedure is appropriate.

As written in **MUSD Board Policy 4119.11, 4319.11 (Employees)/5145.7 (Students)**, it is the district's policy to provide a working and learning environment free from all unlawful discrimination. Sexual harassment is a form of illegal sex discrimination. The district prohibits sexual harassment.

Any district student or employee who harasses another student or employee through sex-based conduct or communication violates this policy.

The district will promptly investigate all sexual harassment complaints and will take remedial action reasonably calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion. If an employee engages in sexual harassment, remedial action may include discipline, up to and including termination.

The Governing Board directs the Superintendent to establish administrative guidelines to implement the district's policy to provide a sexual harassment-free working and learning environment.

*For campus-specific bullying and cyberbullying policies, please refer to the District website. Current versions will be available for review alongside this comprehensive safety plan at the MUSD District Office.*

### **(F) School-wide Dress Code**

*Additional code reference: Education Code 35183*

As described in **MUSD Board Policy 5132**, The Board of Trustees believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Furthermore, the Board of Trustees expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to

the general society and in keeping with the activity of the particular school.

The Board of Trustees recognizes that specific school sites may request approval to implement a voluntary school-wide uniform dress policy. School sites may request approval from the Superintendent if such actions are warranted by demonstrated staff and parental involvement and support.

The Board of Trustees considers dress and grooming to be the judgment area of the principal of the school. However, when a school site is requesting a school-wide uniform plan, the principal will follow Administrative Guidelines 5132.

### **(G) Procedure for Safe Ingress and Egress to and from School**

Through a collection of Board Policies, The Milpitas Unified School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

- BP 5131: holds students accountable for conduct not only on campus but also going to or coming from school, at school activities, or using district transportation.
- BP 5131.7: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in **MUSD Board Policy 1250:**

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time.

For purposes of school safety and security, the principal or designee will develop and ensure use of a visible means of identification for visitors while on school premises.

*Additional code references: Education Code 32210-322 / 1, Penal Code 627*

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

As intended by Education Code 32282(b) the action plans shown in the tables on the following pages were developed using strategies presented in the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action".

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by the designated lead person. Outcome measures are also listed and may be used to assess the progress in achieving the objectives.

<b>Safe Physical Climate Goal:</b>	<ul style="list-style-type: none"> <li>● Increase School Safety Team effectiveness through district training and acting on feedback from district personnel.</li> <li>● Engage all students and staff in intruder/lockdown drills which have been developed to suit our site's needs.</li> </ul>			
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Clarify and refine intruder/lockdown procedures	Attend district training on intruder/lockdown protocols Collaborate with site safety committee on site-specific procedures and protocols Prepare and engage staff in training of intruder/lockdown procedures	MOT and other district personnel involved with safety procedures and protocols Current Comprehensive Site Safety Plan	Principal and Assistant Principal	Common practices, procedures, and protocols used by all staff during intruder/lockdown

<b>Safe Social Climate Goal:</b>	Students feel safe and comfortable at school and know they are cared for on campus.			
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
Develop method to gather data on how safe and cared for Zanker students feel on campus.	Create/adapt a yearly PBIS Survey.  Administer yearly site-based school climate survey.	Curtner and Rose PBIS Survey	<ul style="list-style-type: none"> <li>● Principal and Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>● Yearly data per grade level to guide school training and SEL work.</li> </ul>
Continued development of site-level approach to PBIS	<ul style="list-style-type: none"> <li>● Attend district-level PBIS trainings</li> <li>● Conduct site-level PBIS monthly meetings with PBIS team</li> </ul>	<ul style="list-style-type: none"> <li>● PBIS team</li> <li>● District personnel dedicated to PBIS effort (Amy Sanidad)</li> </ul>	<ul style="list-style-type: none"> <li>● Principal and Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>● PBIS Team survey and analysis of PBIS development</li> <li>● Plan of PBIS direction for 2020/2021 school year</li> </ul>

## (I) School Discipline Rules and Consequences

*Additional code references: Education Code 35291 and 35291.5*

**MUSD Board Policy 5144** identifies district-wide standards for student discipline and Conduct:

The Board believes that a peaceful, orderly school environment is essential to quality education. In order to ensure an optimum learning climate, school site expectations for pupil discipline are to be enforced fairly, uniformly, and consistently.

All reasonable means shall be taken to protect against invoking disciplinary action against pupils on the basis of unfounded charges. School District personnel shall not inflict, or cause to be inflicted, corporal punishment or physical pain upon a pupil attending any school in the District. The privacy rights and other due process rights of pupils shall be adhered to as described by Federal and State law.

All school site rules, expectations, and consequences shall be strictly based on District policy, regulation, and existing law.

Procedures for the development of such expectations shall be established by the Superintendent. Special care shall be taken to solicit the views of the school community. The adoption of each school's discipline expectations are the responsibility of the school principal and the school site council.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law.

Students may possess or use electronic signaling devices, including but not limited to cellular telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity.

No student shall be prohibited from possessing or using an electronic signaling devices that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health- related purposes. (Ed Code 48901.5)

*For campus-specific rules and comprehensive description of conduct and student behavior expectations, please refer to school website or office.*

**Additional Board Policies** are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

- The Milpitas Unified School District Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitations firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school related or school-sponsored activities away from school, or while going to or coming from school. **MUSD Board Policy 5131.7**
- The Board of Trustees desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, disruptive behavior or defacement of property with graffiti. The Board therefore prohibits all gang related activity on all school campuses and during all school sponsored events. Additionally, the presence of any apparel, jewelry, accessory, notebook, symbols, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group or gang, is prohibited. In addition, the Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore, cooperation with Law Enforcement including Police and Probation Officers and participating agencies is essential. A strong Student Study Team for support and prevention is recommended. **MUSD Board Policy 5136**



### **(J) Procedures for Conducting Tactical Responses to Criminal Incidents**

As written in **MUSD Board Policy 0450** any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

### **(K) Bullying Prevention**

MUSD Board Policy 5131.2

In the review of **MUSD Board Policy 5131.2**, the Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

### **(L) Suicide Prevention and Awareness**

In **MUSD Board Policy 5141.52**, the Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations. One specific strategy is that staff will be provided professional development in this area.



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

All Milpitas Unified School District Disaster Preparedness Plans will be reviewed and amended (if necessary) by the school site's principal or designee in September of each school year. In addition the goals for the Comprehensive Safety Plan will be reviewed and revised by school sites annually in January, and submitted to the School Board by March 1<sup>st</sup>.

Pursuant to Education Code Section 35294.6(a), the Milpitas Unified School District adopted this annual Comprehensive School Safety Plan at the regular meeting of the Board of Education as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Documented Safety Planning Process.

An updated file containing all appropriate or required safety related plans and materials are available for public inspection in the Milpitas Unified School District Office.

## Safety Plan Appendices

### Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the school site administrative offices at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under the California Public Records Act (Government Code 6254 parts *c* and *aa*) and prescribed by MUSD Administrative Regulation 1340, the following items will be identified as "**Confidential**", reviewed only in a closed session of the MUSD Board of Education and withheld from public release of the Comprehensive School Safety Plan:

- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy. (*Further detail on protected information is also defined in GC 6254.3.*)
- Any appendices prepared to assess District Office and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt School District operations.

According to the procedures developed by the Department of Homeland Security and defined in OHS Management Directive 11042.1, the following items will be designated "**For Official Use Only (FOUO)**", reviewed only in a closed session of the MUSD Board of Education and released only for official safety assurance or crisis response use: Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and emergency supplies storage.

## Safety Plan Appendices (Confidential)

Appendix A: Documented Safety Planning Process

Appendix B: Legal Notice for Pupils and Parent/Guardians-Bullying and Harassment

Appendix C: Grab and go binder contents

*Appendix C.1 : Incident Command Structure*

*Appendix C.2: Campus Staff Emergency Contacts*

*Appendix C.3:Campus Search and Rescue zones*

*Appendix C.5: Campus Emergency Shutoff Locations*

*Appendix C.6: Campus Emergency Evacuation Plans*

*Appendix D: Disaster Preparedness Plan*

*Appendix E: Crisis Response/Community Emergency Contacts*

*Appendix F: Daily ingress and egress routes*

## Appendix A: Documented Safety Planning Process

### Zanker Elementary School 2019-20 School Safety Drills

<u>Date</u>	<u>Time</u>	<u>Drill Type</u>
Tuesday, August 27, 2019	9:00am	Fire Drill
Thursday, September 26, 2019	1:00pm	Fire Drill
Thursday, October 17, 2019	1:00pm	Earthquake & Fire Drill
Wednesday, October 23, 2019	1:00pm	Intruder Drill
Wednesday, November 13, 2019	9:00am	Fire Drill
Thursday, December 12, 2019	1:00pm	Fire Drill
Tuesday, January 28, 2020	1:00pm	Fire Drill
Wednesday, February 5, 2020	9:00am	Earthquake/Fire Drill w/Triage
Thursday, March 12, 2020	9:00am	Fire Drill
Tuesday, April 7, 2020	1:00pm	Earthquake/Fire Drill
Wednesday, May 20, 2020	9:00am	Intruder/Fire Drill
Monday, June 1, 2020	1:00pm	Fire Drill

California State Law and/or MUSD requires all elementary schools to hold the following drills each year:

- 1 Fire Drill/Month
- 3 Earthquake Drills/Year
- 3 Intruder Drills/Year (One at an “inconvenient time”)
- 1 Triage Drill/Year

Site Safety Officer Meetings held 3x’s/year. Site Safety Team Meetings held 3x’s/year.

## **Appendix B: Legal Notice for Pupils and Parent/Guardians-Bullying and Harassment**

### **Report Bullying**

#### **Anti-Bullying Policy/Nondiscrimination Policy:**

The Milpitas Unified School District prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

#### **What Bullying Is:**

Repeated aggressive behavior that might include the following

- Intended to cause harm (physical or emotional)
- An attempt by one or more individuals to gain power over another
- Physical: Hitting, kicking, pushing, destroying property
- Verbal/Written: Threatening, name-calling, teasing, taunting
- Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating
- Cyber-bullying: Using technology to bully others verbally, emotionally and/or socially

#### **What Isn't Bullying:**

- Not liking someone
- Accidentally bumping into someone
- A single act of telling a joke about someone
- Expression of unpleasant thoughts or feelings regarding others
- Arguments or disagreements
- Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another)
- Isolated acts of harassment, aggressive behavior, intimidation or meanness

#### **Filing a Report**

Students, parents, and community members are encouraged to notify school staff, the assistant principal(s) or principal when they are being bullied or have witnessed another student being bullied or harassed. Complaints may be filed with the site principal or supervisor, or the appropriate Title IX coordinator:

The Uniform Complaint Procedures shall govern the process for investigating and resolving a complaint of bullying, harassment, and sexual harassment. The Uniform Complaint Procedures Board Policy 1312 and Administration Regulations 1312.3 may be found in the MUSD Parent Student Handbook, the MUSD website, and at each school or department site. Students may submit complaints on the MUSD Student Discrimination / Harassment / Assault Complaint and Title IX Grievance Form (AR 5145). When the circumstances involve cyber-bullying, individuals with information about the activity are encouraged to save and print any electronic or digital messages that may constitute cyber-bullying. This evidence will assist the administrator or supervisor in completing his/her investigation of the complaint.

#### **Confidentiality**

Reasonable efforts will be made to keep a report of bullying or harassment and the result of the investigation confidential. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.



## Appendix C.1 : Incident Command Structure

		Campus Incident Commander Shangrila Mia-Ramzan				
		Public Information Officer Scott Forstner		Safety Leader Recep Iscan		
Operations Recep Iscan		Planning Jennifer Guthrie			Logistics Sarah Ruch	
Division Leaders Division 1: Sally Vigneri Division 2: Michael Tomlin Division 3: Kevin Sullivan Division 4: Jean Dillon		Triage Leader Glorianna Chen Dilello	Staging Bernard Salas	Parent Check-In Gina Tran Nina Roggasch Parent Volunteer(s)	Service	Support
		Immediate Care Staff Secretary	Volunteers Parent Volunteers	Transportation Jackie Dyer Eileen Keating Parent Volunteer(s)	Communication Sheylene Raj	Facilities Halle Spannagel
Search Teams Area 1: Sheryl Bada/Alicia Salgado Area 2: Roger diFate/Laura Polden Area 3: Sonia Hingrajia/Jean Dillon		Delayed Care Jennifer Baumgartner			Food/Water Staff Secretary	Utilities PG&E, Water
		Minor Care Same as delayed care		Back-Up Safety Team: Gary Lima David Matheson		

<u>Team</u>	<u>Role</u>	<u>Location</u>	<u>Reports To?</u>	<u>Description</u>
Operations	Division Leader	Student Evacuation (Blacktop)	Operations Lead	This person checks in with all of the assigned grade levels (primary or intermediate) for red/green cards. The division leader then communicates to the Situation Status person if students are missing. This person communicates with the Staging person to send students to the Reunification area.
	Search & Rescue	Roaming	Operations Lead	This team searches with a partner to find missing students, per the Situation Status' instruction. When students are found, they are brought to the student evacuation area or triage area (if needed). Students that can walk are called in and sent to the proper area. Students who need escorts are escorted to the command center or triage area, depending on staffing.
	Triage Leader	Triage Area	Operations Lead	This person oversees the care of all students and adults in the triage area. This person determines what area of triage students and adults need to be in (including those who are beyond chance of survival).
	Immediate Care		Triage Leader	This person oversees all students and adults who need immediate medical attention and that have the chance of survival.
	Delayed Care			This person oversees all students and adults who are injured, but do not need immediate medical attention, and instead can withstand waiting to be treated.
	Minor Care			This person oversees all students and adults who have minor injuries that can be easily treated with the emergency backpacks and first aid kits.
Planning	Planning Lead	Roaming	Incident Commander	This person communicates with the Safety Leader and Campus Incident Commander to relay if students are missing or accounted for and to inform the status of medical resources.
	Staging	Flag Pole	Planning Lead	This person communicates with Division Leaders which parents have checked in at the Parent Check-In in order for students to be sent to the Reunification area.
	Transportation	End of Valet Lane	Planning Lead	This person ensures that all parents have checked in at the Parent Check-In station before claiming their students. This person also oversees that students are brought from the evacuation area are reunited with their correct parent/guardians. This person is the final check-off that students have been picked up.
	Parent Check-In	Flag Pole	Planning Lead	This person is responsible for checking in parents, checking ID's, and initialing parent hands with a sharpie before parents can head to the Reunification area. This person communicates with Staging who contacts Division Leaders which students are being picked up.
Logistics	Communication	End of Valet Lane	Incident Commander	This person is responsible for sharing information with the district office and communicating via ParentSquare updated information to parents and families.

	Food/Water	Command Center	Operations Lead	This person is responsible for distributing food and water to victims, students and staff as necessary.
	Facilities	Roaming	Incident Commander	This person is responsible for turning off the gas, water, and etc to prevent further damage.

## Appendix C.2: Campus Staff Emergency Contacts

1 2 3 4 5 6 7 8 9 18 12 13 14 15 16 17 18 19 20 21 22 23 24 25  
P1 P2 P4

Room 1 Rios, Rebeca	Room 2 Tomlin, Michael
Room 3 Espinoza, Karen	Room 4 Baumgartner, Jennifer
Room 5 diFate, Roger	Room 6 Macdonald, McKenzie
Room 7 Spannagel, Halle / Sankar, Rekha (BIT)	Room 8 Bada, Sheryl
Room 9 <b>Salas, Bernard</b>	Room 10 Vigneri, Sally
Room 11 Lima, Gary	Room 12 Ruch, Sarah
Room 13 <b>Keating, Eileen</b>	Room 14
Room 15 Salgado, Alicia	Room 16
Room 17 Indumathy Dakshinamurthy / Jackie Dyer	Room 18 Polden, Laura
Room 19 Hingrajia, Sonia	Room 20 <b>DiLellio (Chen), Glorianna</b>
Room 21 Stanley, Amy	Room 22 Raj, Sheylene
Room 23 Campbell, Alison	Room 24 Sullivan, Kevin
Room 25 Dillon, Jean	P1 Guthrie, Jennifer
P2 Matheson, David	P4 Thomas, Susan

Safety Team Members in **Bold**.

Parent Volunteers:

# Appendix C.3: Campus Search and Rescue zones, Appendix C.5: Campus Emergency Shutoff Locations and Appendix C.6: Campus Emergency Evacuation Plans

## Pearl Zanker Elementary School





## **Appendix D: Disaster Preparedness Plan**

### **TRIAGE Drill Procedures**

**Report to Evacuation Area** with walkie-talkie, emergency backpack, and class.

1. **Take attendance and instruct** the first student in line to wear the appropriate card. (green or red) Wait for teacher on prep to supervise your students. Immediately report to the Incident Command Center.

**2. Report to Incident Command Center**

- a. Put on glasses, hard hat, rubber gloves, and vest.
- b. Take 1 walkie-talkie per team and one flashlight per person.
- c. Each member should take their fanny pack with yellow, red, and black marking tape; space blankets for shock, gauze pads for blood spotting, and surgical tape.

**3. Get Triage Assignment from Incident Command Center and go to assigned location.**

- a. When you get to the location, survey the scene. Make sure it is safe to enter.
- b. Enter the scene
  - I. Shout, "If you can walk, leave immediately and go to the Command Center."
  - II. After the walkers leave, count how many people you found including the walkers.
  - III. Report count to Command Center. Total should equal number initially given to your team by the Command Center.

**4. Begin triage. Work as a team.**

- a. Go to the first victim. (40-45 second per victim) Use a logical approach to tagging the victims. (clockwise or counter-clockwise)
- b. Decide what color to tag the victim as a team.
- c. One person tags the victim. The other person moves to the next victim.
- d. Decide together on the next victim.
- e. Continue until you have reached all of the victims in the scene.
- f. Verbally report your findings to the Command Center.
- g. Wait for further instructions from the Command Center.

**Triage Reminders:**

- Report to the Incident Command Center within four to five minutes of the evacuation.
- As a triage member, your first aid responsibility is to establish an airway, stop bleeding, and treat shock with a space blanket.
- You are not required to give CPR.

## **STUDENT TRAUMA**

In the event of a serious injury or fatality involving a student, several students or a staff member, the following procedure is designed to assist students and staff to cope with the situation or loss.

1. Principal to notify Superintendent's office
2. Principal will take appropriate action
3. The Resource Manager, upon receipt of detail from the Superintendent's office (Emergency Disaster Director) may activate sections of the Emergency Disaster Plan

**The day of a tragedy:**

1. Administrators and counselors are to lend help to students and staff who need support
2. Do not allow an upset student to leave school, especially with other upset students
3. Counselors should keep a list of students with depressed or emotionally uncontrolled behavior
4. Determine which students should go home to a supervised situation
5. Contact parents to pick up students who are unable to deal with their emotions
6. Arrange individual and group meeting areas for students to talk to counselors

**During the days after the tragedy:**

1. Schedule meetings, as necessary for staff to update and share information on the event, and to give support and caring to each other
2. Identify distraught students for special assistance
3. Get the classes back on track

**Run, Hide, Defend Drill Procedures**

- If students are at recess, a staff member on yard duty on both playgrounds will blow his/her whistle three times and students will "Stop, Look, and Listen" for directions.

- Teachers on yard duty will need to listen to the announcement and assess best course of action in herding students towards safety. (In case of a real emergency, all students/staff will regroup at )
- Teachers and staff members in classrooms, common areas, or the office will take care of students in their sight and assess best course of action in getting to safety.
- Classroom teachers are to: Quickly glance outside the room to direct any students or staff members in the hall or bathrooms to safety.
- Decide whether it is safe to run off campus to safety or if it is safest to hide in a classroom. If the decision is to run, make sure all students are quiet and that all belongings are left behind. (In case of a real emergency, run away from the direction of danger and do not stop running until you determine it is safe to do so. While running to safety, keep cars, building, and structures between you and the threat of danger.) When it is safe to do so, take roll and text Laurie (408-590-4153) and Vanessa (408-823-0810) all students who are safe and accounted for.
- If escape is not feasible and you determine to hide, shut and lock your door and turn out lights. Lower or close any blinds. (In the case of a real emergency, create a barricade against all doors into the classroom.) Have students take cover in a corner of the room behind large pieces of furniture. Remain quiet and silence all cell phones. Do not open doors until it is determined safe to do so. Take roll and text Laurie and Vanessa all students who are safe and accounted for.
- During a drill, an all clear bell will sound to resume instruction.

## **FIRE Drill Procedures**

### **WARNING:**

1. Fire within the school – Fire Alarm
2. Fire near the school – Visual sighting, messenger, and telephone

### **Fire Within School Building:**

In the event a fire is detected within a school building, the following will be accomplished:

1. Sound the school fire alarm. This will automatically implement Action “**LEAVE BUILDING**”

2. Notify 911 and Superintendent's Office
3. Upon hearing the fire alarm, EVACUATE the building following the EVACUATION Map. Make sure to take Emergency Backpack, and close the door but do not lock it.
4. DO NOT RUN
5. All students need to sit quietly and remain seated, take roll to ensure all students are present.
6. Have one of the students stand at the front of the line and hold up the GREEN room number sign if all students are present or the RED room number sign if any students are missing or injured. All students should remain seated behind this student and calm, quiet while waiting for further instructions.
7. The Site Incident Commander will notify the appropriate site, District Office, and emergency personnel regarding school site status and emergency needs.
8. Custodian will check utilities and turn off the natural gas if they smell gas or if in question.
9. Maintain control of students at a safe distance from the fire fighting equipment.
10. Render first aid as necessary.
11. Fight incipient fires without endangering life.
12. Maintain access for emergency vehicles.

The Principal, *Campus Incident Commander*, shall determine whether "Student Release" procedure or any further action shall be implemented.

Students and staff shall not return to the school buildings until Fire Department officials declare the area safe. Initiate Crisis Intervention Plan if necessary.

## **EARTHQUAKE**

### **DROP, COVER, and HOLD**

In the **Classroom** or **Office**:

1. At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground
2. You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position

3. You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the earthquake. Protect your eyes from flying glass and debris with your arm covering your eyes
4. Implement action EVACUATE building when the earthquake is over. Follow the Evacuation Map. Make sure to take the Emergency Backpack, and close the door but do not lock it.
5. Leave students that cannot walk to the evacuation area, if you are injured and cannot not walk, direct student to the evacuation area, look for room number.
6. All students need to sit quietly and remain seated, take roll to ensure all students are present.
7. Have one of the students stand at the front of the line and hold up the GREEN room number sign if all students are present or the RED room number sign if any students are missing or injured. All students should remain seated behind this student and calm, quiet while waiting for further instructions.
8. The Site Incident Commander will notify the appropriate site, District Office, and emergency personnel regarding school site status and emergency needs.
9. Custodian will check utilities and turn off the natural gas if they smell gas or if in question.

The Principal, ***Campus Incident Commander***, shall determine whether “Student Release” procedure or any further action shall be implemented.

**While outside:**

1. At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. **DROP** to the ground and **COVER** the back of your neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so

The Principal, ***Campus Incident Commander***, shall determine whether “Student Release” procedure or any further action shall be implemented.

**While walking to or from school:**

1. Do not run
2. Stay in the open
3. If the student is going to school, continue to school. If going home, the student should continue home

**While in a vehicle or school bus:**

1. Pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of after shocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of the students
2. Bus Driver shall use the Emergency Communications equipment to contact the Superintendent, ***District Incident Commander***, and District Emergency Command Center. The driver shall follow procedures as directed by the Superintendent or designee

## Appendix E: Crisis Response/Community Emergency Contacts

- Milpitas Police Department
  - Sergeant Brian Hinkley
  - (408) 586-2527
- EMS
  - Toni Charlop
  - (408) 586-2801
- Milpitas Fire Department
  - General Fire: (408) 586-2800
  - Station 4-Ken Richie: (408) 586-2860

## Appendix F: Daily ingress and egress routes

### Pearl Zanker Elementary School

