

# **Milpitas Unified School District**

Joseph Weller Elementary  
345 Boulder St.  
Milpitas, CA 95035  
(408) 635-2876

## **Comprehensive School Safety Plan**

**2019-2020 School Year**

*This Comprehensive School Safety Plan was developed collaboratively with members of the J. Weller School Safety Planning Committee and adopted by the Board of the Milpitas Unified School District on 1/16/2020.*

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

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## Comprehensive Safety Plan Purpose & Compliance

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1st to 12th, 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
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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 Joseph Weller School office and online at <https://weller.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.

## 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

## **Joseph Weller Safety Plan Signature Pages 19/46**

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

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**Principal Signature**

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**School Site Council Signature**

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**Teachers Association Representative Signature**

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**Classified Association Representative Signature**

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**Parent Representative Signature**

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**Law Enforcement Representative**

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**Fire Department Representative**

### **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**

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**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)

### **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, 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 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 32210-32211, 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>	<b>The goal is to maintain a safe environment where all students (general education and student with special needs) can learn and thrive</b>			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Project Lead(s)</b>	<b>Outcomes</b>



Yearly Milpitas Fire Department safety walkthroughs.	Collaborate with the Milpitas Fire Department's officer to identify any safety concerns. Make corrections and report them to the Milpitas Fire Department.	Milpitas Fire Department	Alicia Padilla & Milpitas Fire Department	Any and all safety concerns identified will be corrected by the agreed upon time.
Conduct yearly kitchen and food handling procedures at the Weller.	Collaboration with the Santa Clara Health Department to identify concerns. Make corrections and report them to the Santa Clara County Health Department.	Santa Clara County Health Department	Alicia Padilla & Santa Clara County Health Department Inspector	Any and all safety concerns identified will be corrected by the agreed upon time.

<b>Safe Social Climate Goal:</b>	<b>The goal is to maintain a safe social climate where all students (general education and students with special needs) can learn and thrive.</b>			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Project Lead(s)</b>	<b>Outcomes</b>

On a yearly basis, students in the 5th grade are given The California Healthy Kids Survey that gauge and suggest improvements upon the educational climate in all school settings.	In collaboration with all stakeholders, the data gathered will be analyzed to identify concerns that need to be corrected and a plan of action to be set in place.	The California Healthy Kids Survey	Alicia Padilla & MUSD & California Department of Education	Any and all educational climate concerns identified will be focused upon for improvements.

## (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.

# **Joseph Weller**

## **Safety Plan**

### **Appendix**

### **2019-2020**



## Incident Command Structure

Joseph Weller  
2019-2020



**Incident Commander:** the one in charge! That's you. Usually the Principal.

**ALICIA P/ MARIO**

**Operations:** this is a person who is respected among the troops. A person that has command presence and gets things done **ALICIA P/ MARIO**

**Planning:** this is a person who works closely with you. They are detail oriented and can think in big picture ideals. They are the ones who will keep track of every and all details during the emergency. Above all else, they need to be dialed because you and them will develop the long term plan. **DAVID/ ALICIA C.**

**Logistics:** this person is a "checklist" person. They are the Fedex person and take supplies from here to there. **JESSE/ JOHN**

**Division Leaders:** they also need to be respected by their peers. They are in charge and need to take charge of their respective classes or groups. Make sure they are assertive but not too pushy. All the other teachers respect the Div Leaders. **ALICIA P/ MARIO**

**Triage:** have a nurse, health clerk, or someone with some sort of medical training. At the very least, they need to stay calm while they are taking care of the injured people.

**ANITA**

**Search team:** get people who can make decisions and they move fast. Not too fast where they are spastic. But rather people who are efficient and take searching for people serious. **JUHI/ GERALD**

**Student Release Leader:** this person has to have COMMAND PRESENCE. The reason for that is because they are the gate-keeper between the students and the parents. As we discussed, this function needs to be orderly and we need to account for every student. **JULIE FROST**

**Transportation Leader:** this person will be the person that actually watches students reunite with their parents. They work with the Student Release Team, in that, they are the last point where the students get back with the parents. So they need to be extremely diligent in observing reunification. They are also in charge of documenting if students are taken to another school site via buses. **CHRISTINA OJEDA**

**Facilities or Logistics:** this is usually the custodian. They are valuable because they are the ones who are fully aware of the emergency shut offs. They also know the campus very well. **JESSE/ JOHN**

**Staging:** (optional) this can be a teacher or parent volunteer and they need to be able to corral any parent volunteers that want to help. So a parent volunteer who is a leader will work well here.

## Disaster Emergency Procedures

These emergencies cover a wide range of possible situations that may occur. The pages that follow are immediate response plans with action options listed for the ***Campus Incident Commander*** (Principal). Each ***Campus Incident Commander*** should be knowledgeable about what plans should be used to mitigate the emergencies listed and should ensure that all personnel under his/her jurisdiction are aware of the plans and capable of performing their responsibilities to implement them.

### **Disaster Emergencies Types:**

1. [EARTHQUAKE](#)
2. [FIRE](#)
3. [EXPLOSION OR THREAT OF EXPLOSION](#)
4. [CHEMICAL ACCIDENT](#)
5. [FLOOD](#)
6. [FALLEN AIRCRAFT](#)
7. [WINDSTORM OR TORNADO](#)
8. [BOMB THREAT](#)
9. [CIVIL DISTURBANCE/RIOT/HOSTILE THREAT- Shelter-In-Place \(CODE BLUE\)](#)
10. [WAR](#)
11. [LOCKDOWN \(CODE RED\)](#)
12. [POISONS](#)
13. [STUDENT TRAUMA](#)
14. [UTILITIES FAILURE](#)
15. [CIVIL DEFENSE](#)
16. [District Dedicated Telephone Number](#)



17. [\*\*SAFETY TRAINING INFORMATION\*\*](#)
18. [\*\*Weller School Airview MAP\*\*](#)

# **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

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

### **In other parts of the building:**

1. At the first indication of ground movement, you should **DROP** to the ground
2. Take **COVER** under any available desk, table, or bench. If in a hallway, **DROP** next to an inside wall in a kneeling position and cover the back of the neck with your hands
3. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards

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

## **FIRE**

### **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. Evacuate building and assemble students at designated area
4. Take roll
5. Maintain control of students at a safe distance from the fire fighting equipment
6. Render first aid as necessary
7. Fight incipient fires without endangering life
8. 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.

As soon as possible, notify the Superintendent’s office, ***District Incident Commander***.

### **Fire Near School:**

In the event a nearby fire poses a threat to the students, the following will be accomplished:

1. The Principal, ***Campus Incident Commander***, shall determine the need to execute “Leave Building” procedure

2. Notify 911 and the Superintendent's office

# **EXPLOSION OR THREAT OF EXPLOSION**

## **WARNING:**

When the condition is detected or the explosion occurs.

In the event of an explosion at the school, or threat of an explosion – such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished.

## **Explosion:**

1. Execute “**Drop**” procedures
2. If the explosion occurred within the building, teachers should immediately implement “Leave Building” procedure
3. Sound the school fire alarm.
4. Notify 911 and the Superintendent’s office
5. Fight incipient fires without endangering life
6. Take roll

The Principal, ***Campus Incident Commander***, will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department officials. Initiate Crisis Intervention Plan, if necessary.

## **Threat of Explosion:**

1. Sound the school fire alarm.
2. This will automatically implement Action LEAVE BUILDING.
3. NOTIFY 911 AND THE SUPERINTENDENT’S OFFICE.

The Principal, ***Campus Incident Commander***, will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department officials. Initiate Crisis Intervention Plan, if necessary.

As soon as possible, notify the Superintendent’s office, ***District Incident Commander***.

# CHEMICAL ACCIDENT

## **WARNING:**

Will be received via telephone, radio, messenger, and/or P.A. system.

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students or staff, the following will be accomplished:

1. Determine the need to implement Action “**LEAVE BUILDING**”
2. Determine whether the students and staff should leave the school grounds
3. If necessary, implement “Student Release” and “Site Evacuation” procedures
4. Notify 911 and the Superintendent’s office
5. When evacuating, move *upwind and or uphill* to avoid fumes
6. Maintain control of the students at a safe distance
7. Render first aid as necessary
8. Take roll when you have arrived at a safe place
9. Report all emergency repairs resulting from disaster to Maintenance and Operations

The Principal, *Campus Incident Commander*, will direct further action as required.

Buildings are not to be used until declared safe by the Fire Department officials. Initiate Crisis Intervention Plan, if necessary.

As soon as possible, notify the Superintendent’s office, *District Incident Commander*.

## **FLOOD**

### **WARNING:**

Little, however county alert of the potential danger should proceed. Method of alert may be by telephone, radio, or messenger.

In the event a flood is imminent, the following will be accomplished:

The extent and time before a flood arrives will dictate the course of action. The Principal, ***Campus Incident Commander***, will initiate or be called upon to initiate one or more of the following action procedures:

1. Provide for care of students at school
2. Execute “**Student Release**” procedures
3. Execute “**Leave Building**” procedure
4. Execute “**Site Evacuation**” procedure
5. Execute “**Convert School**” procedure

As soon as possible, notify the Superintendent’s office, ***District Incident Commander***.

As soon as possible, report all damage requiring emergency repair to Maintenance and Operations. Initiate Crisis Intervention Plan, if necessary.



## **FALLEN AIRCRAFT**

### **WARNING:**

Usually by sight, sound, or fire.

If an aircraft falls near the school, the following actions will be taken.

The Principal, ***Campus Incident Commander***, shall determine which Action, if any should be implemented. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the Principal, ***Campus Incident Commander***.

1. All students and staff shall be kept at a safe distance (300 feet), allowing for possible explosion of fuel tanks or ordinance
2. If possible, the Principal, ***Campus Incident Commander***, shall determine whether the aircraft is military, commercial, or a private plane
3. Notify 911 and the Superintendent's office, ***District Incident Commander***.

The Principal, ***Campus Incident Commander***, shall direct further action as required. Initiate Crisis Intervention Plan, if necessary.

As soon as possible, notify the Superintendent's office, ***District Incident Commander***.

## WINDSTORM OR TORNADO

### Warning:

Schools may receive an alert or warning when a severe windstorm is predicted or a tornado is sighted. Occasionally, the National Weather Service will issue a statement saying that “funnel clouds” have been sighted. This in itself is not a tornado warning and no specific actions are usually required, but staff should remain alert for further announcements. The following watches and warnings may be received:

1. ***Severe Thunderstorm Watch*** (*winds exceeding 55 mph*): Remain alert for additional weather advisory
2. ***Severe Thunderstorm Warning***: Immediate seek safe shelter
3. ***Tornado Watch***: Although tornadoes are not common to this area, funnel clouds may be sighted over the ocean and an alert called. Remain alert
4. ***Tornado Warning***: Immediately seek safe shelter

If high winds or a tornado develop during school hours with little or no advance warning, the following actions are to be accomplished:

1. Implement “**Take Cover**” procedure
2. Remain near an inside wall
3. Avoid structures with large roof spans, if possible
4. Evacuate classrooms bearing full force of winds, if possible
5. Tune to local radio stations for latest advisory
6. Take roll
7. Notify Maintenance of any break or suspected break, involving utilities, or notification or any needed emergency repairs

Notify Superintendent’s office, ***District Incident Commander*** of damages or injuries. Initiate Crisis Intervention Plan, if necessary.

## **BOMB THREAT**

### **Upon receipt of a threat:**

Stall the caller and obtain as much information as possible. (See Bomb Threat Checklist on following page.)

*\* If a message was left on phone with a threat begin here.*

1. If possible, avoid telling students or alarming students
2. Notify 911 and the Superintendent's office, ***District Incident Commander***
3. In the event of a bomb threat, the principal, ***Campus Incident Commander***, may implement "Leave Building" procedure. Caution all personnel against picking up any strange object; it could be a bomb
4. If students are evacuated, teachers need to take roll and report any missing students to the Principal, ***Campus Incident Commander***.

Resume school after buildings and grounds have been inspected and determined to be safe.

Avoid publicizing a "scare". Initiate Crisis Intervention Plan, if necessary.

**MILPITAS UNIFIED SCHOOL DISTRICT  
BOMB THREAT CHECKLIST**

Do not interrupt the caller except to ask:

**Check phone to see if phone number is listed:** \_\_\_\_\_

When will it go off?	Certain hour _____	Time Remaining _____
Where is it placed?	School or other site _____	Area _____
What does it look like?	Appearance _____	

Did the caller, when describing the bomb location, appear familiar with the building or area?

\_\_\_\_\_  
\_\_\_\_\_

Name of Employee Taking Call: \_\_\_\_\_

Date of Call: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Caller's Identity:      Male: \_\_\_\_\_ Female: \_\_\_\_\_      Approximate Age: \_\_\_\_\_

Origin of Call: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Cell \_\_\_\_\_ Internal (ext. number) \_\_\_\_\_

<b>Voice Characteristics</b>			<b>Speech</b>	<b>Language</b>	
___ Loud	___ Soft	___ Fast	___ Slow	___ Excellent	___ Good
___ High Pitch	___ Deep	___ Distinct	___ Distorted	___ Fair	___ Poor
___ Raspy	___ Pleasant	___ Stutter	___ Nasal	___ Foul	___ Other
___ Intoxicated	___ Other	___ Slurred	___ Use of Certain Words or Phrases		

<b>Accent</b>	<b>Manner</b>	<b>Background Noises</b>		
___ New England	___ Calm	___ Office Machinery	___ Music	
___ Southern	___ Rational	___ Irrational	___ Factory Machinery	___ Party
___ Mid-Western	___ Coherent	___ Incoherent	___ Traffic	___ Trains
___ Western	___ Deliberate	___ Emotional	___ Airplanes	___ Quiet
___ Foreign	___ Righteous	___ Humorous	___ Bedlam	___ Voices
___ Other		___ Animals		___ Mixed

**ACTION TO TAKE IMMEDIATELY AFTER CALL**

FIRST:      Dial 911 and notify Principal  
SECOND:     Notify Superintendent's office  
THIRD:      Write-out message in its entirety as received from informant.

## **CIVIL DISTURBANCE/RIOT/HOSTILE THREAT- Shelter-In-Place (CODE BLUE)**

In the event of a civil disturbance or riot on or near the school where the safety or welfare of the students or personnel is endangered or where the destruction of property may result, the following steps shall be taken:

1. Notify 911 as appropriate and the Superintendent's office
2. Initiate "**Shelter-In-Place**" if needed (**CODE BLUE**)
3. Initiate ***Incident Command System*** if needed
4. Teachers/staff who have free periods or are not directly involved with students will report to the school office for specific assignments to assist in the emergency

Keep staff informed of progress, procedures, and/or actions to be followed. Initiate Crisis Intervention Plan, if necessary.

Notify Superintendent's office, ***District Incident Commander***.

In the event of a student disturbance, the Principal, ***Campus Incident Commander***, or designee will initiate a meeting with student leaders in an effort to resolve the grievance(s).

The Principal, ***Campus Incident Commander***, will direct further action as required. This will include:

1. Sounding "**All Clear**" if the disorder ceases
2. Initiate "**Shelter-In-Place**" if needed
3. Moving students to other areas if needed
4. Implementing "**Student Release**" or "**Site Evacuation**" procedures, if deemed advisable
5. Identify and keep record of offenders.

Keep staff informed of progress, procedures, and/or actions to be followed. Initiate Crisis Intervention Plan, if necessary.

Notify Superintendent's office, ***District Incident Commander***.

# WAR

## **Strategic Warning:**

This is a notification that enemy-initiated hostilities may be imminent. Dissemination will be by the news media: radio, television, and/or newspapers. No estimate can be made of the duration of a strategic warning condition. The warning time may be limited to just minutes.

### **If schools are in session, observe the following emergency procedures:**

1. Superintendent's office will contact the school site Principal, *Campus Incident Commander*
2. The Principal, *Campus Incident Commander*, will implement "Student Release" procedure
3. During a major emergency incident, students will only be released to the parent, guardian or other adult specified on the emergency card. There shall be no exceptions to this policy. Students who are not picked up by their parents may be transported to another student shelter

## **Imminent Attack:**

This means a warning has been received from the North American Air Defense Command (NORAD) through the National Warning System (NAWAS). The warning could mean any one of the following:

1. Confirmed information that hostile forces have been detected and are committed to an attack against the North American Continent
2. Confirmed information that an allied nation of a United States territory or possession has been attacked with nuclear weapons
3. Confirmed information that an attack has taken place within the North American continent

### **If schools are in session, observe the following procedures:**

1. Superintendent's office will contact the Principal, *Campus Incident Commander*
2. Principal, *Campus Incident Commander*, will implement "Drop" procedures
3. Turn on battery-operated radio and tune to an Emergency Broadcast System (EBS) station for official information
4. Take roll, report findings to Principal, *Campus Incident Commander*
5. Remain under cover until advised to take other directions

During a major emergency incident, students will only be release to the parent, guardian, or other adult specified on the emergency card. *There shall be no exceptions to this policy.* Students who are not picked up by their parents may be transported to another student shelter.

## **LOCKDOWN (CODE RED)**

The greatest danger in a hostage situation is the actual process of being taken a hostage and the first fifteen minutes afterward. If the hostage(s) survive this period of time, the probability of survival is good.

### **Hostage Situation:**

If anyone is taken hostage:

1. Do exactly as the suspect demands. Do not resist! Avoid antagonizing the suspect
2. Principal, ***Campus Incident Commander***, to call 911 and Superintendent's office
3. Evacuate from the affected area
4. If part of a hostage group, try to blend in with the crowd. Do not do anything obvious
5. The teacher must establish him/herself as understanding and humane. Any hostage may develop "Stockholm Syndrome" (building sympathetic relationships with the suspect)
6. Move students to one side or the end of the room
7. Keep students very quiet and low to the floor
8. Ignore all conversations between negotiators and suspect
9. Be prepared for utilities being turned off

If a hostage situation is occurring at a school site:

1. Isolate the affected area
2. Evacuate all classes to the most distant part of the campus. If possible, move students to Marshaling area (safe area)
3. Principal, ***Campus Incident Commander***, to call 911 and Superintendent's office
4. Take roll of students and report findings to Principal, ***Campus Incident Commander***. Principal, ***Campus Incident Commander***, to advise Superintendent's office as soon as it is safe
5. Keep telephone lines clear
6. Refer parents to Principal, if available. Otherwise, refer parents to Superintendent's office or police department



### **Sniper Situation:**

The most important factors in a sniper situation is **DO NOT PANIC** and **BE ALERT TO WHAT IS HAPPENING AROUND YOU.**

If inside or outside the building:

1. Principal, *Campus Incident Commander*, to call 911 and Superintendent's office
2. Do not move until told to do so by an authorized official
3. During a major emergency incident, students will only be released to the parent, guardian, or other adult specified on the emergency card. There shall be no exceptions to this policy. Students who are not picked up by their parents may be transported to another student shelter

# **POISONS**

If a staff member or student ingests or is exposed to poison or poisonous substance, follow the section below that most relates to the incident:

## **Swallowed Poisons:**

1. Report the incident to Principal
2. Principal to call 911 and notify Superintendent's office
3. Notify nursing staff
4. Call Poison Control Center
5. Do not induce vomiting if:
  - a. Victim is unconscious or in a coma.
  - b. Victim is having convulsions.
  - c. Victim has ingested a corrosive substance.

## **Inhaled Poisons:**

1. Report the incident to Principal
2. Principal to call 911 and notify Superintendent's office
3. Carry the victim to fresh air immediately
4. Loosen all tight clothing
5. Prevent chilling (wrap in blankets, if necessary)
6. Keep person as quiet as possible
7. Do not give alcohol in any form.

## **Skin Contamination:**

1. Report incident to Principal
2. Principal to call 911 and notify Superintendent's office
3. Flush skin with water for 15 minutes in direction away from affected parts
4. Apply stream of water on skin while removing clothing
5. Cleanse skin thoroughly with soap and water. Rapidity and duration in washing is most important in reducing extent of injury

## **Eye Contamination:**

1. Report incident to Principal
2. Hold eyelid(s) open and immediately wash eye(s) with a gentle stream of running water. Delay of a few seconds greatly increases the extent of injury
3. Continue washing for 10 – 15 minutes
4. Do not use chemicals they may increase extent of injury
5. Have the victim's eye(s) examined by medical personnel

**Chemical Burns:**

1. Report incident to Principal
2. Principal to call 911 and notify Superintendent's office
3. If chemical burn is not caused by phosphorus, wash contaminated area with large quantities of running water
4. Immediately cover area with loosely applied clean cloth
5. Do not use ointments, greases, powders, and other drugs in first aid treatment of burns
6. Treat the victim for shock by keeping him/her warm and laying flat. Try to reassure victim until medical help is available

## **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

## UTILITIES FAILURE

Warning: Occurrence of failure

Failure of one or more of the utilities (electricity, gas, and water) constitutes a condition that must be dealt with on a situation basis. The basic District Policy governing actions that should be taken are that school should remain in operation to the extent possible and students shall be cared for until regular dismissal time.

Actions to be taken:

- The Principal shall call the Superintendent's Office to provide information about the problem, sections of the site affected, and all other pertinent information. Do NOT call the utility company. It is best if one person from the District Office make that contact. Inform the District Maintenance Department which will call the utility company if necessary and appropriate
- The Superintendent shall determine what will be done at the site to protect the welfare of the students and staff, including decisions about the following:
  - a. Relocation of student and staff to finish out the school day
  - b. Transportation needs and deployment
  - c. Food Service requirements
  - d. Notification of parents
  - e. Involvement of the media
  - f. Contact with employee organizations
  - g. Operations and Maintenance Division response
- The Principal shall advise the faculty and staff of the problem and what actions are being discussed and shall do whatever is possible to keep students and staff warm, dry, and safe until contingency plans are implemented.

### **Water Service Failure:**

Sanitation becomes a problem after 2 you anticipate shut down of water for that long, maximize the use of sanitary facilities to the extent possible.

### **Electrical Service Failure:**

1. Contingency plans to be considered will depend on the time of year; the amount of natural light available in classrooms, the outside temperature, and the length of time electricity is expected to be off

2. During short duration failure, classes will necessarily have to alter classroom work schedules due to the lack of electrical current
3. Several flashlights should be available for use during times when emergency lighting has failed or is inadequate

### **Gas Service Failure:**

Gas Service is a primary source of heat; therefore, in most instances, the outside temperature will dictate what will need to be done to keep the school in operation and the students and staff warm.

If a gas leak creates a danger of explosion, the actions described under “Threat of Explosion” should immediately be implemented.

### **Smog Alert:**

When air quality standards exceed a reading of 200 PSI, the County authorities will issue Smog Alerts. Schools are to follow directives as issued by the Superintendent’s office.

## CIVIL DEFENSE

The County Office of Emergency Services maintains more than 75 disaster warnings throughout the County. During an actual emergency those sirens would sound for 3 to 5 minutes as follows:

*Peacetime emergency:* Steady 3 – 5 blast

*Immediate enemy attack:* Wavering tone or short, intermittent blasts

### **School Response:**

When sirens sound, all sites shall immediately turn on radios and/or television and listen for essential emergency information.

# Safety Drill Cheat Sheet



## **FIRE/FIRE DRILLS**

1. When the alarm sounds, quickly and quietly exit the class with your students.
2. Remember to take your emergency bag.
3. Quickly take your class to the evacuation point (grass). Stay away from buildings.
4. Line your class up on the grass and take attendance/do a headcount. If you are missing any students (even if you know where they are...ie. in RSP), put up a red card. If all of your students are with you, put up a green card.
5. When it is safe to reenter the buildings, quietly take your students back to class.

## **EARTHQUAKE/EARTHQUAKE DRILL**



3. Remember to take your emergency bag.
4. Follow the same procedures as fire drill (above).

## **INTRUDER/INTRUDER DRILL**



1. In the case of an *actual* intruder:
  - a. RUN - if we know where the intruder is and which direction he is moving, we will announce it. If it is safe to do so, take your students and run in the opposite direction towards one of our assembly points.
  - b. HIDE - if we do not know where the intruder is/where he is moving or if you are not able to run, move into LOCKDOWN DRILL: close & lock doors and windows; cover windows; turn off lights; students should gather away from windows/doors & remain quiet.
  - c. DEFEND - if there is no other option, defend yourself and your students.
2. In the case of an intruder *drill*:
  - a. LOCKDOWN - close & lock doors and windows; cover windows; turn off lights; students should gather away from windows/doors & remain quiet.
  - b. If students are outdoors, they should run to the nearest lockable room. Teachers should quickly sweep the hallway for straggler students and then move into LOCKDOWN.





### **SHELTER IN PLACE**

1. If there is a dangerous situation *nearby*, you will be instructed to SHELTER IN PLACE.
2. Lock doors & windows, keep students inside the classroom, but continue teaching.

## **Drills 2019-2020**

### **Joseph Weller Safety Drills**

<b>Date</b>	<b>Type</b>	<b>Time</b>
8/29/2019	Fire Drill	12:30PM
9/25/2019	Fire Drill	9:00AM
10/17/2019	Earthquake & Fire Drill	1:17PM
11/14/2019	Fire Drill	1:00PM
12/10/2019	Fire Drill	10:05AM
1/08/2020	Earthquake & Fire Drill	9:00AM
1/29/2020	Intruder Drill	12:15PM
2/11/2020	Fire Drill	9:00AM
3/17/2020	Fire Drill	1:00PM
4/08/2020	Fire, Earthquake, & Triage Drill	1:00PM
4/20/2020	Intruder Drill - Inconvenient Time	9:00AM
4/27/2020	Fire Drill	9:00AM
5/18/2020	Fire, Earthquake	1:00PM
6/01/2020	Fire Drill	9:00AM

**Record Site Safety Drills [HERE](#)**

## District Dedicated Telephone Number

<u>Site Name</u>	<u>Dedicated Number</u>	<u>Location</u>
Human Relations	408.635.2600 x6001	Building 100 Front Desk – Maria Elena Secretary Lori Communication Specialist - Scott
Business Services	408.635.2600 x6003	Building 200, Rooms 203, 205, 207, 209 Secretary – Naomi
Learning & Development	408.635.2600 x6006	Building 200, 550 Rooms 201, 208, 210, 211, 212, 419, 901 Secretary (Rm 212) – Michelle x6042
Technology Department	408.635.2600 x6008	Building 800 Secretary - Monique

**MILPITAS UNIFIED SCHOOL DISTRICT**

# **SAFETY TRAINING INFORMATION**

**2019-2020**

<b>Type of Training</b>	<b>Personnel</b>	<b>Date/Time/Place</b>
Blood Borne Pathogens	All Employees	Video at each site or through Keenan Safe Schools – c/o Safety Officer
Adult First Aid/CPR	Health Clerks and Site Secretaries	TBA – c/o Student Services & District Nurse
Adult First Aid/CPR	Athletic Coaches	TBA/Athletic Director

<b>Safety Presentations</b>		
School Bus Evacuation	All SDC Students (Preschool through 6 <sup>th</sup> Grade)	Scheduled per Site with Rona in MOT between October 1 and November 2
Fire Prevention	All 1 <sup>st</sup> Grade Students (including SDC)	All Elementary Schools during October, scheduled per Site through Rona in MOT w/MFD

<b>Site Safety Officer Meetings</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
Thursday, October 10, 2019	3:30 pm – 4:30 pm	Adult Ed./Room TBD
Thursday, January 16, 2020	3:30 pm – 4:30 pm	Adult Ed./Room TBD
Thursday, April 2, 2020	3:30 pm – 4:30 pm	Adult Ed./Room TBD

## **Milpitas Unified School District Site Safety Drill Information 2019/2020**

- Site Safety Officers are responsible for scheduling triage and intruder drills. Individual site triage drills and intruder dates and times should be arranged with Milton Quezada.

## **Weller Airview School Map**

# Joseph Weller Elementary School

08/13/2012

