

Comprehensive School Safety Plan SB 187 Compliance Document

**2020-21
School Year**

School: Central County Special Education Programs
CDS Code: 07100740107334
District: Contra Costa COE
Address: 2964 Miranda Ave.
Alamo, CA, 94507
Date of Adoption: February 20, 2019

Approved by:

Name	Title	Signature	Date
Vanessa Horeis	Principal		
Lynda Hayes	Interim Assistant Principal		
Jennifer Andrews	Administrative Assistant		
Karen Thornburg	School Nurse		
Lisa Witz	Classroom Teacher		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

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 are required under SB 719 & AB 115 and contains 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
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every 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.

A copy of the Comprehensive School Safety Plan is available for review at Lucille Mauzy School 2964 Miranda Avenue, Alamo, CA 94507.

Safety Plan Vision

Mauzy School is a facility owned and operated by Contra Costa County Office of Education (COE). At the facility are three classes for severely disabled students, offices for support and administrative staff. In addition, a private preschool, Meadowlark, leases a classroom, as does California Children's Services (CCS).

Components of the Comprehensive School Safety Plan (EC 32281)

Central County Special Education Programs Safety Committee

Vanessa Horeis, Principal

Lynda Hayes, Interim Assistant Principal

Jennifer Andrews, Administrative Assistant

Karen Thornburg, School Nurse

Lisa Witz, Classroom teacher

Assessment of School Safety

What is a Safe School?

"Safe schools are orderly and purposeful places where students and staff are free to learn and teacher without the threat of physical violence and psychological harm. They are characterized by sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds), an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered; affiliation and bonding to the school support and recognition for positive behavior, and a sense of community on the school campus. Safe Schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms."

From "Safe Schools: A Planning guide for Action"

California State Department of Education

At this time, Mauzy School has no reported incidents of crime.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

All Contra Costa County Office of Education schools follow CCCOE BP and AR 5141.4. Below is the CCCOE 5141.4 AR:

All school personnel shall cooperate vigorously in following reporting laws regarding suspected child abuse or neglect. Current law requires that any childcare custodian serving in his/her professional capacity report cases of suspected sexual molestation of minors (under 18) and suspected cases of infliction of designated physical or mental suffering on minors, in addition to cases of suspected non-accidental physical injury of minors, to specified local authorities. Childcare custodian includes teachers, instructional assistants, certificated pupil personnel employees, and administrative officers.

No child care custodian reporting a suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the California Penal Code Article 2.5. Any child care custodian who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who he/she reasonably suspects has been the victim of child abuse shall report such suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The report shall be made on Form 11166PC, Suspected Child Abuse Report. These forms are available through the County Office of Education or the Social Services Department, 2401 Stanwell Drive, #200, Concord, 646-5140, and are to be filed with the appropriate enforcement agency.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Public Agency Use of School Buildings for Emergency Shelters

Public agencies may use school buildings for emergency shelters when necessary. The requests will be made through the office of the superintendent on a case-by-case basis.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

An incident report usually precedes an official notice of suspension or expulsion. A Positive Behavior Intervention Plan also may be in place. If a plan is in place, adaptations may need to be made to prevent future suspensions.

1 Classroom teacher reports incident to administrator or designee to discuss possible suspension. If suspension is recommended, then the procedures below are followed:

A. Teacher or administrator interviews student and others involved in the incident. An incident report is completed and submitted by the teacher.

B. Parent and bus company are notified by the teacher. Parent may request a parent/teacher conference.

C. Official Notice of Suspension Report completed. Possible expulsion of student reviewed.

D. Suspension form sent to student's school district of residence to be placed in student's file. A copy is sent to the parent and to the student's CCCOE cum file. If decision to expel student was made, then the appeal process may begin and an IEP arranged.

E. Information is documented on monthly School Crime Report Form. If suspension occurred at an off-site program, then suspension form is sent to the school's office for inclusion in their monthly School Crime Report Form.

REASON FOR SUSPENSION: State Education Code 48900.48900.2 Sub sections: .

State Education Code 48900

a. 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or

a. 2. Willfully used force or violence upon the person of another, except in self-defense.

b. Possessed/used/sold/furnished any firearm/knife/explosive/dangerous object.

c. Possessed/used/sold/furnished or been under influence of any controlled substance/alcoholic beverage/intoxicant.

d. Offered/arranged/negotiated to sell a controlled substance/alcoholic beverage/intoxicant--and then—sold/delivered/furnished a liquid/substance/material represented as a controlled substance/alcoholic beverage/intoxicant.

e. Committed or attempted to commit robbery or extortion.

f. Caused/attempted to cause damage to school/private property.

g. Stole/attempted to steal school/private property.

h. Possessed/used tobacco/other nicotine products.

i. Committed obscene act or engaged in habitual profanity/vulgarity.

j. Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia (Section 11014.5 Health and Safety Code).

k. Disrupted school activities/defied valid authority.

l. Knowingly received stolen school property or private property.

m. Possessed an imitation firearm.

n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266C, 286, 288, 288a or 289 or committed a sexual battery as defined by Penal Code 243.4.

o. Harassed, threatened, or intimidated a student to prevent/retaliate for being a witness in a school disciplinary hearing.

p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261

s. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a)

t. Aid or abet the infliction or attempted infliction of physical injury.

State Education Code 48900.2, 48900.3, 48900.4, 48900.7

EC 48900.2 Committed sexual harassment as defined by EC212.5. (Grades 4-12 only)

EC 48900.3 Caused/attempted to cause/threatened to cause or participated in an act of hate violence as defined by EC 233(e) (Grades 4-12 only)

EC 48900.4 Engaged in harassment/threats/intimidation against student(s) which disrupted classwork, created substantial disorder, invaded rights of student(s) by creating an intimidating or hostile environment. (Grades 4-12 only)

EC 48900.7 Make terrorist threats against school officials or school property, or both.

State Education Code 48915(a)

MANDATORY EXPULSION (WITH PRINCIPAL'S EXCEPTION) EDUCATION CODE 48915(a)

48915(a)(1) Caused serious physical injury to another person, except in self defense.

48915(a)(2) Possessed any knife, explosive or other dangerous object of no reasonable use to the student.

48915(a)(3) Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

48915(a)(4) Robbery or extortion.

48915(a)(5) Assault or battery, as defined by Sections 240 and 242 of the penal Code upon any school employee.

State Education Code 48915(c)

SUSPENSION AND EXPULSION (MANDATORY RECOMMENDATION) EDUCATION CODE 48915(c):

48915(c)(1) Possessing/selling/furnishing a firearm at school or at a school activity. Possession must be verified by a school employee.

48915(c)(2) Brandishing a knife at another person.

48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.

48915(c)(4) Committing/attempting to commit a sexual assault/battery as defined in EC 48900 (n).

48915(c)(5) Possession of an explosive. As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Education Code 48900 (r) provides that a pupil may not be suspended or expelled for any of the acts enumerated...unless that act is related to school activity or school attendance occurring within a school... A pupil may be suspended or expelled for acts .that occur at any time, including, but not limited to, any of the following: (1) while on school grounds (2) While going to or coming from school (3) During the lunch period, whether on or off the school campus (4) During, going to, or coming from a school sponsored activity

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

When pupils are referred to the Central County Special Education Program, the administrator reviews their file. Files of pupils with hazardous or difficult behaviors are also reviewed by the school psychologist. Home visits may take place prior to the student entering the program.

All classroom staff are trained annually in Crisis Prevention Intervention. Procedures and behavior plans are monitored by the school psychologist.

(E) Sexual Harassment Policies (EC 212.6 [b])

All Contra Costa County Office of Education schools follow CCCOE BP and AR 5145.7 regarding sexual harassment. The policies are below:

BP 5145.7

The County Board of Education and the County Superintendent of Schools are committed to maintaining a learning environment that is free of sexual harassment. The Board and Superintendent prohibit the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The County Superintendent of Schools or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any sexual harassment which impairs the educational environment or a student's emotional well being at school. They shall be informed that they should immediately contact an administrator or designee if they feel they are being sexually harassed.

Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion. Any employee, who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to

and including dismissal. When appropriate, a referral to child protective services and law enforcement authority may be made. Staff shall immediately report complaints of sexual harassment to the site administrator or designee or to another County Office of Education administrator or the Director of Human Resources. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

A complaint of sexual harassment may be filed in accordance with this policy or the County Office of Education's uniform complaint procedures (Policy No. 1312.3). The Superintendent or designee shall determine which procedure is appropriate. Any student who feels that he/she is being harassed should immediately contact the County Office of Education administrator or designee at his/her school/site, or the Title IX/Gender Equity Coordinator (Director, Human Resources, 925-942-3387, 77 Santa Barbara Road, Pleasant Hill, California 94523). The County Office of Education prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall be cautioned not to discuss related information outside the investigation process.

AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academics status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academics or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gesture
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Purposefully limiting a student's access to educational tools
10. Displaying sexually suggestive objects in the educational environment.

Any act of retaliation against an individual who reports a violation of this sexual harassment policy or who participates in the investigation of a sexual harassment complaint is prohibited.

Notifications

A copy of this sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980)
2. Be displayed in a prominent location near each school/site administrator's office (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
4. Appear in any site or County Office of Education publication that sets for the site or COE comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)
5. Be provided to employees and employee organizations at the beginning of the school year.

Enforcement

The County Superintendent or designees shall take appropriate actions to reinforce this sexual harassment policy. As needed these actions may include any of the following, but are not limited to:

1. Removing vulgar or offending graffiti
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardian

4. Notifying child protective services
5. Taking appropriate disciplinary action as needed.

Informal Complaint Procedures

Any student, or the student's parents/guardian, who believes that another student or County Office of Education employee has sexually harassed him/her should immediately contact a COE administrator or the Director of Human Resources (Gender Equity/Title IX Coordinator). If a COE administrator is the alleged harasser, the student may present his/her complaint to the Director of Human Resources. The complainant should notify the administrator or Director of Human Resources no later than one (1) year from the last incident which is the subject matter of the complaint.

Any employee, other than the site administrator, who receives a student's oral or written complaint of sexual harassment shall immediately report the complaint to the site administrator or designee or to the Director of Human Resources.

The site administrator shall:

1. Counsel the alleged victim and outline options available to him/her and provide a copy of the sexual harassment policy and this administrative regulation.
2. Obtain a factual written statement of the complaint
3. Notify the Director of Human Resources of the complaint
4. Conduct an independent investigation into the allegations of sexual harassment in a manner designed to respect the privacy of all parties concerned. The investigation shall include interviews with the complainant, the alleged harasser, and witnesses identified by either of them, and any supervisory employees as appropriate and a review of any other pertinent information identified by the complainant or alleged harasser.
5. Review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred. Recommend the disposition of the complaint.

The administrator will then take and/or authorize appropriate action after consultation with the Director of Human Resources. In the event the complaint is sustained, such action shall be designed to prevent a recurrence of sexual harassment and to remedy the effects of the harassment. Any student or employee who is found to have sexually harassed a student will be subject to discipline according to the nature and severity of the offense. If the allegations of sexual harassment involve an employee, at the discretion of the Director of Human Resources, steps 4 and 5 above will be completed by the Director of Human Resources or his/her designee. The informal complaint should be resolved by the site administrator within 30 days of the date that the administrator receives the complaint. Timelines may be extended by the mutual agreement of the complainant and the County Office of Education.

To the extent possible consistent with the privacy rights of involved students and employees, the complainant and alleged harasser shall be notified of the outcome of the complaint. The complainant should notify the site or other COE administrator if he/she is not satisfied with the informal resolution of the complaint. The administrator should then give the complainant a copy of the sexual harassment policy and formal complaint procedures.

Appeal Process

If the complainant is not satisfied with the informal resolution of the complaint by the site administrator, the complainant may choose to file a formal complaint. The following procedures must be followed in filing a formal complaint:

1. Formal Complaint Procedures:

A. A written complaint shall be sent to the Assistant Superintendent, Student Programs, within 15 days of the termination of the informal process.

The complaint should contain the following information:

1. The complainant's name, address, and home telephone number
 2. The name of the student or employee who committed the alleged violation
 3. A description of the alleged sexual harassment
 4. A specific description of the time, place, nature, participants in, and witnesses to the alleged sexual harassment
 5. Other pertinent information which may assist in investigating and resolving the complaint.
- B. If the complaining party so desires, he/she may request the assistance of the site administrator to whom he/she informally complained, in preparing and presenting a written complaint.

C. Once the formal written complaint is filed, the Assistant Superintendent, Student Programs or designee, will conduct an independent investigation into the charges made in the written complaint in a manner designed to respect the privacy of all parties concerned. The investigation shall include interviews with the complainant, the alleged harasser, and witnesses identified by either of them, and any supervisory employees as appropriate, and a review of other pertinent information contained in the written complaint or identified by the alleged harasser. The Assistant Superintendent or designee will render a determination within 60 days of receiving the complaint. To the extent consistent with the privacy rights of involved students and employees, the Assistant Superintendent or designee will notify the complainant and alleged harasser of the determination.

D. If there is a finding of sexual harassment, the Assistant Superintendent will take or authorize such action as is necessary to prevent a recurrence of the sexual harassment and to remedy its effects

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Dress and Grooming

Appropriate dress and grooming contribute to a productive learning environment.

CCCOE expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

CCCOE seeks to provide educational experiences which assure that students are academically prepared, that they accept civic and social responsibilities and that they are qualified for future entry into the work place. The clothing and accessories worn by students and staff should reflect the serious goals of an academic environment.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

In accordance with the California Constitution, all students and staff of public primary, elementary, junior high and senior high schools have a right to attend campuses which are safe, secure and peaceful. Where there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities, the CCCOE authorizes the principal, staff and parents/guardians at the school to establish a reasonable dress code that prohibits students from wearing gang-related apparel.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

"Students attending schools and programs operated by the County Office of Education shall be under the supervision of County Office staff from the time they arrive on County Office facilities until they leave them again. When students are provided transportation to and from County Office programs and schools, they shall be under supervision of County Office staff from the time they board the school bus until they leave the school bus. Students shall also be under County Office supervision at all County Office-sponsored functions such as field days, class parties, etc." CCCOE BP 5140

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Disaster Procedures

Element:

Emergency Drills

Opportunity for Improvement:

Increase efficiency and consistency of response to need for evacuation in case of emergency situation. This will be completed by participating in monthly site based drills as well as agency-wide coordinated drills (coordinated by Terry Koehne, CCCOE).

Objectives	Action Steps	Resources	Lead Person	Evaluation
Participate in county-wide drills	Verify date Prep staff and students Practice Participate in the drill Evaluate the performance	CCCOE Emergency Response Protocols	Vanessa Horeis	Quarterly Site safety meeting Review needs and trainings Review and time drills
Coordinate and update schoolwide signage related to safety drills and emergency contact numbers	Updated Posted in all common rooms Reviewed with Staff and Students		Vanessa Horeis	Updated and Posted in all common areas
Monthly site drills	Practice and perfect monthly Safety Drills: Fire Intruder Bomb Shelter in place Medical Emergency	CCC Fire Department	Vanessa Horis	After action Review following each drill

Component:

Emergency Preparedness

Element:

Site and classroom Safety Supplies

Opportunity for Improvement:

Inventory and restock emergency supplies

Objectives	Action Steps	Resources	Lead Person	Evaluation
Inventory all emergency backpacks and rolling classroom bins and site emergency supply bins	Inventory all bins and packs Order needed supplies Order emergency medication Stock supplies	Funding for needed supplies	Vanessa Horeis	Stocking of supplies complete

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Central County Special Education Programs Student Conduct Code

"The County Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to another program or removed from school.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently, and without discrimination. " CCCOE BP 5144

Conduct Code Procedures

We as a staff of Contra Costa County Office of Education, serving severely handicapped students, wish to ensure a safe and supportive learning environment that encourages positive behavior and emotional growth. It is the objective of all staff members to monitor student performance of appropriate behavior in order to provide positive feedback in the form of praise and encouragement.

In order to ensure that the school environment is conducive to meeting the I.E.P. objectives of each student, there must be a clear understanding of the following expectations and consequences.

EXPECTATIONS

- Respect others.
- Respect the property of others.
- Refrain from hurting others or threatening to hurt another.
- Bring only items to school that are not dangerous.
- Students will bring only personal items needed for daily instruction.
- Students will attend school on a regular basis during scheduled school hours and be free from illness.
- Refrain from verbal, sexual, racial harassment.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- Removal from the classroom activity, in full view of the staff.
- Removal from classroom, under adult supervision.
- Physical assistance of student to move from one activity or location to another to comply with the teacher's directions.
- Physical restraint when the student's behavior endangers himself or others. A documentation form is completed by the teacher.
- Parental contact by telephone, personal contact or letter for ongoing inappropriate behavior.
- Suspension from school. Parents are notified of incident and the process to be followed as per California Education Code Section 48900.
- An IEP meeting with educational staff, appropriate DIS staff, district personnel and parents may be requested if inappropriate behaviors continue.

This program is consistent with the Contra Costa County Office of Education Discipline Policy 5144 (a).

(J) Hate Crime Reporting Procedures and Policies

The Contra Costa County Office of Education believes that every student to be protected from hate-motivated behavior. CCCOE strives to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with CCCOE Uniform Complaint Procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

Safety Plan Review, Evaluation and Amendment Procedures

A committee (including, but not limited to, the site Principal, site Assistant Principal, one certificated staff member and one classified staff member) shall convene at least one time annually to review and update the site safety plan.

Amendments to the site safety plan may be made throughout the calendar year, as deemed appropriate by the site administrator or CCCOE Director.

Safety Plan Appendices

Emergency Contact Numbers

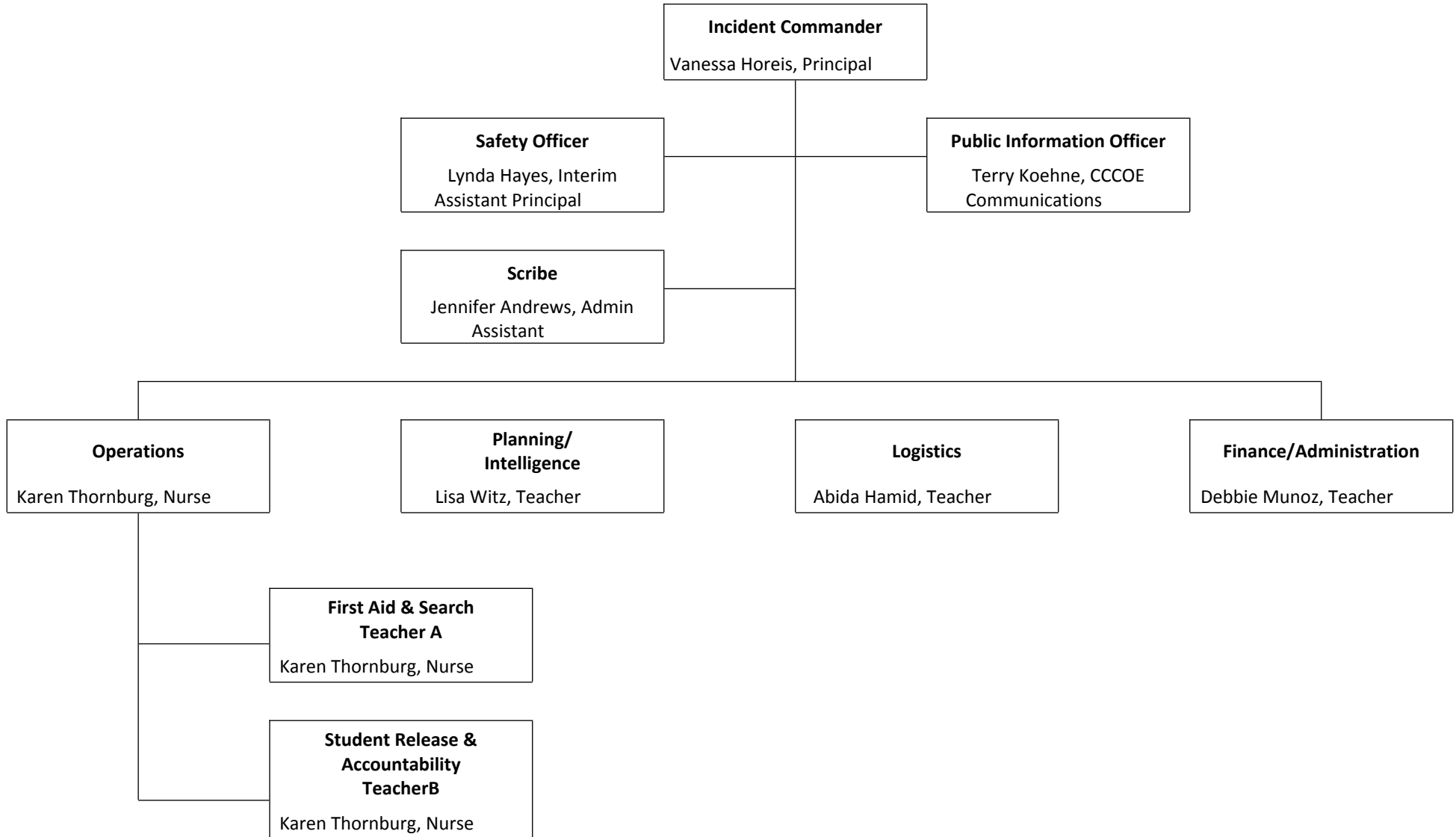
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Emergency Services	Universal Emergency number	911	
Law Enforcement/Fire/Paramedic	Contra Costa Sherriff's Department	(925)335-1500	Has jurisdiction over Alamo
Law Enforcement/Fire/Paramedic	CA Highway Patrol	(800)835-5247	
Public Utilities	Contra Costa Water District	(925)688-8095	
Public Utilities	Contra Costa Animal Services	(925)335-8300	
Law Enforcement/Fire/Paramedic	Contra Costa County Fire Department	(925)941-3300	
Law Enforcement/Fire/Paramedic	San Ramon Valley Fire Department	(925)838-6600	
Local Hospitals	Contra Costa County Health Department	(888)959-9911	
Public Utilities	Poison Control Center	(800)222-1222	
American National Red Cross	Contra Costa branch	(925)603-7400	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Updates made to safety plan by Site Safety Team	January - February, 2020	
Feedback solicited from committee members	February 2020	Plan shared digitally

Central County Special Education Programs Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

- Level 1: A Minor emergency handled by School Personnel without assistance from outside agencies: temporary power outage, minor earthquake, injury to student, etc.
- Level 2: A Moderate emergency that requires assistance from outside agencies: fire, moderate earthquake, hazardous material accident, etc.
- Level 3: A Major emergency event that requires assistance from outside agencies: major earthquake, civil disturbance, large scale act of terrorism, etc.

Step Three: Determine the Immediate Response Action

- Duck and Cover
- Secure School Perimeter
- Shelter In Place
- Lockdown
- Evacuate Building(s)
- Off-Site Evacuation
- All Clear

Step Four: Communicate the Appropriate Response Action

If the Principal or designee decides an announcement is warranted, he/she will make the appropriate announcement on the PA system. If the PA system is not available, the Principal or designee will use other means of communication, such as messengers, to deliver instructions. Remember: the Principal or designee should be calm, convey reassuring comments that the situation is under control and give clear directions.

Types of Emergencies & Specific Procedures

Aircraft Crash

Address situations involving an Aircraft Crash on or in proximity to school property.

Procedure:

1. Call 911. School Administrator initiates appropriate immediate Response Action.
2. If School Administrator issues Evacuate Building action, staff and students evacuate buildings by prescribed routes or other safe routes to assembly/shelter area.
3. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Student Care Team notified of any missing students.
4. School Administrator calls District.
5. If on school property, Site Security secures crash area to prevent unauthorized access. For fuel or chemical spill on school property or utility interruption see appropriate section of Emergency Response Guide.
6. School Administrator directs Site Security Team to organize fire suppression activities until Fire Department arrives.
7. Medical Team checks injuries and provides appropriate first aid.
8. Any affected areas closed until appropriate public safety and hazardous materials agency provide clearance and School Administrator issues authorization to do so.
9. If it is unsafe to remain on campus, School Administrator initiates Off-Site Evacuation.

Animal Disturbance

Procedure implemented when presence of a vicious animal or any wild animal threatens safety of students and staff.

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Lock Down or Evacuate Building.
2. Staff members attempt to isolate animal from students and staff, if it is safe to do so. If animal is outside, students are kept inside. If animal is inside, students remain outside away from animal. Isolate animal if possible.
3. For outside assistance, School Administrator is to call 911. If the situation is not life threatening, you can call the following appropriate number:

Animal Services (925) 335-8300

California Fish and Game (888) 243-4005

4. If staff member or student is injured, School/District Nurse, District Office and parent is notified by Administrator.
5. School Administrator initiates Off-Site Evacuation, if warranted.

Armed Assault on Campus

Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Guns, knives or other harmful devices may be involved.

Procedure:

1. Upon first indication of an armed assault, school personnel immediately calls 911.
2. School Administrator is notified. School Administrator assures or designates a person to remain online with Police/Sheriff if safe to do so.
3. If suspect is seen, do not engage. This could generate a hostage situation. Give 911 operator a detailed description of suspect(s). If suspect is outside, try to keep suspect outside.
4. School Administrator initiates Lock Down Procedures.
5. Staff keeps everyone in an area under cover and as concealed as possible. Stay behind solid walls and doors; keep away from windows.
6. If students are in class at time of Lock Down, staff will:
 - Explain that there is an emergency
 - Lock all classroom doors
 - Have students lie on floor, behind or underneath solid objects
 - Close blinds and stay away from windows
 - Control all cell phone activity
 - Remain in classroom until personally advised to move by administration or law enforcement
7. If students are not in class at time of Lock Down, staff will:
 - Move students to nearest available safe building, without drawing attention to self or students. If doors are locked, continue to look for a safe area
 - Once inside, lock doors if possible; if lock is on outside of door, attempt to secure door from inside
 - Follow remaining steps in item 6 above
8. Staff takes steps to calm and control students, and if safe to do so, attempt to maintain separation between students and suspect(s).
9. Maintain order in all areas of assembly or shelter, await arrival of law enforcement. Be prepared for lengthy stay of 2-4 hours.
10. All Clear signal will be made by personal notification only, after consultation with Law Enforcement Administrative Personnel on scene.
11. Staff is not to act upon bells or PA messages without this Personal Notification.

Biological or Chemical Release

A biological or Chemical Release involves discharge of a biological or chemical substance in a solid, liquid or gaseous state. The release of radioactive materials may happen. Common chemical threats within or adjacent to schools include discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at oil refinery, chemical plant or railroad yard. Indicators suggesting the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.

Scenario 1- Substance Released Inside a Room or Building

Procedure:

1. School Administrator initiates Evacuate Building. Staff uses designated routes or other alternative safe routes to assigned assembly/shelter site, located upwind of affected room or building.
2. School Administrator call 911, providing exact location and nature of emergency.
3. School Administrator notifies District of situation.
4. Access to potentially contaminated areas is restricted.
5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "tropically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases). Affected individuals remain isolated until cleared for by release by Contra Costa County HazMat Interagency Team or Contra Costa County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides a list of all people in affected room or contaminated area, specifying those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Contra Costa County HazMat Interagency Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

Scenario 2- Substance Released Outdoors and Localized

Procedure:

1. School Administrator determines appropriate immediate Response Action, which may include Shelter-In-Place or Evacuate Building while directing staff to remove students from affected areas to area upwind from the release.
2. Site Security Team establishes safe perimeter around affected area and ensures personnel do not reenter area.
3. School Administrator calls 911, providing exact location and nature of emergency.
4. School Administrator notifies District of situation.
A District Representative shall immediately notify the State Office of Emergency Services, (800) 852-7550 and advise them of the situation.
5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "topically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases). Affected individuals remain isolated until cleared for by release by Contra Costa County HazMat Interagency Team or Contra Costa County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides list of all people in areas of contamination, especially those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Contra Costa County HazMat Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

Scenario 3: Substance Released In Surrounding Community

Procedure:

1. School Administrator or local authorities determine potentially toxic substance has been released into the atmosphere. School Administrator initiates Shelter-In-Place.
2. Upon receiving Shelter-In-Place, notification, Site Security Team turns off local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seals gaps under doors and windows with wet towels and/or duct tape; seals vents with aluminum foil or plastic wrap, and turns off sources of ignition, such as pilot lights.
3. Staff and students located outdoors are directed to proceed immediately to nearby classrooms or buildings. Teachers communicate their locations to School Administrator, using the PA system or other means without leaving the building.
4. School Administrator calls 911, providing exact location and nature of emergency.
5. School Administration notifies District Office of situation.
6. School remains in Shelter-In-Place until Contra Costa County HazMat Team or appropriate agency provides clearance, or staff is otherwise notified by School Administrator.

(925)335-3232 Contra Costa County HazMat Emergency Line

Bomb Threat/ Threat Of violence

Responses to Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that present risk of an explosion.

Procedure:

1. If threat is received by telephone, person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact School Administrator or District Pupil Personnel Services.
2. The person receiving the call is to stay calm and speak calmly. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment etc. Listen for background noise such as payphone, school yard, busy traffic, railroad cars, PA systems etc.
3. Person answering the bomb threat asks the following questions, records the answers, and then immediately notifies School Administrator :
 - When is the bomb going to explode?
 - Where is it?
 - What will cause it to explode?
 - What kind of bomb is it?
 - What's your name?
 - Why are you doing this?
 - What can we do for you to avoid this?
 - Can I call you back? Give me your number.
4. Advise District Office and/or Police of situation, if not done so already.
5. Depending on the seriousness of the threat, make a decision whether or not to evacuate.

6. With Administration and Security Teams and other appropriate staff conduct a search of the school. If a strange or suspicious object is discovered, it is NOT to be touched, handled or moved by searching personnel. Notify jurisdictional law enforcement agency of situation by calling 911.

7. Have appropriate staff contain area, keeping everyone away. Have other search teams continue to search until all areas of the campus and buildings have been completely searched (possibility of secondary device or object could have been planted). All Cell Phones should be turned off and not used.

8. After search, School Administrator determines appropriate Immediate Response Action(s), which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING OR OFF-SITE EVACUATION.

9. When suspicious object or bomb is found, School Administrator issues Evacuate Building Action. Staff and students evacuate building using prescribed routes or alternate safe routes away from object to assembly/shelter site.

10. Teachers bring student roster and take attendance at assembly area to account for students. Teachers notify Student Care Team of missing students.

11. School activities are not resumed until affected area and school has been inspected and searched by proper authorities and determined to be safe. School Administrator will make All Clear announcement.

Bus Disaster

Procedure addresses situations involving Bus disaster on or immediately adjacent to school property.

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Secure School Perimeter, Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation.

2. School Administrator calls 911.

3. Site Administration or Security Team secures crash area to prevent unauthorized entry.

4. School Administrator directs Site Security Team to organize fire suppression activities, if it is safe to do so, until fire department arrives.

5. Site Security Team checks for injuries to provide appropriate first aid.

6. Any affected areas are not reopened until appropriate agency provides clearance and School Administrator issues authorization to do so.

Disorderly Conduct

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If perpetrator is armed, refer to Armed Assault on Campus Procedures.

Procedure:

1. Upon witnessing Disorderly Conduct, staff takes steps to calm and control situation and attempt to isolate perpetrator from other students and staff, if it is safe to do so.

2. Staff immediately notifies a School Administrator and/or School Police Officer and/or School Security via two-way radio.

3. School Administrator or designee assesses situation and call 911.

4. If immediate threat is not clearly evident, School Administrator may attempt to diffuse situation. Approach perpetrator in calm, non-confrontational manner and request he/she cooperate and try to talk. For safety, the perpetrator may be detained and handcuffed for their safety and safety of others.

5. If perpetrator is a student, an attempt is made to notify the family. (Family members may have information and provide information on handling the student.)

6. School Administrator notifies District Office of situation.

DISORDERLY CONDUCT/RIOT (GROUPS)

Disorderly Conduct or Riot is large gathering of students who become out of control and participate in violent or non-violent activities. Keeping majority of students not involved in this type of illegal activity isolated and away from activity is imperative in bringing these actions under control.

Procedure:

1. Upon witnessing Disorderly Conduct of this nature, staff takes steps to calm and control situation and attempt to isolate those involved from each other.

2. Other staff attempts to calm and control other students not involved and get them on their way to class or off campus if incident is after school. While doing this, attempt to locate and identify witnesses who may provide information for School Administrators.

3. Staff immediately notifies School Administrator via two-way radio.

4. School Administrator assesses situation and calls Police Department for additional officers to respond. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene will call 911.

5. School Administrator initiates appropriate Immediate Response Actions, which may include Secure School Perimeter, Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation.

6. Secure all gates and entrances to the campus.

7. Only authorized personnel are to be allowed in or out of the site.

8. Sign-in and Sign-out all authorized visitors noting date and time, telephone number and reason for visit.

9. During passing periods, All Staff should be on campus supervising, while teachers stand at the doorways to their classrooms watching and supervising students.

10. Staff is to report any suspicious activity, break up groups of students loitering and listen for any rumors or reports of possible ongoing activity by students. Maximum supervision by staff is recommended during student lunch periods.

11. School Site Parent Groups may be contacted to assist with supervision and help monitor activity.

12. Notify appropriate District Personnel for additional supervision assistance as needed.

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.

Procedure:

Note: Keep calm and remain where you are. Assess situation, then act. Remember, most injuries or deaths are direct cause of falling or flying debris.

1. Upon first indication of an earthquake, teachers direct students to Duck and Cover.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When shaking stops, School Administrator initiates Evacuate Building. Staff and students evacuate buildings using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
5. If injury or damage is suspected, School Administrator calls 911.
6. School Administrator contacts District Office.
7. Site Security Team attempts to suppress fires with extinguishers.
8. Site Security Team notifies school personnel of fallen electrical wires.
9. Site Security Team turns checks for gas main leaks and water leaks and notifies plant supervisor of situation.
10. Site Security Team is directed to stand post in areas of building to keep people from entering.
11. Site Security Team Leader notifies plant supervisor to contact appropriate utility companies of any damages to water lines, sewers, power lines and other utilities.
12. Medical Team checks for injuries and provides appropriate first aid.
13. If area appears safe, Search and Rescue Team makes initial inspection of school buildings to identify any injured or trapped students or staff.
14. School Administrator stays in contact with District Personnel.
15. School Administrator confers with COE Director of Facilities and Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
16. Any affected areas are not reopened until Local District Facilities Director provides clearance and School Administrator gives authorization to do so.
17. School Administrator initiates Off- Site Evacuation, if warranted.

Explosion or Risk Of Explosion

Scenario 1: Explosion on School Property

Procedure:

1. In event of explosion, all persons initiate Duck and Cover.
2. School Administrator and/or School Police Officer consider possibility of another imminent explosion and takes appropriate action.

3. After explosion, School Administrator initiates appropriate Immediate Response Actions, which may include Shelter-In- Place, Evacuate Building, or Off-Site Evacuation. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In event of evacuation, staff and students use prescribed routes or other safe routes and proceed to assembly/shelter site.
5. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
6. School Administrator calls 911.
7. Site Security Team and/or Plant Supervisor turns off school's main gas supply.
8. Medical Team, when safe, checks for injuries and provides appropriate first aid.
9. Staff attempts to suppress fires with fire extinguishers.
10. Site Security Team Leader notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
11. Site Security Team Leader posts guards safe distance away from building entrance preventing persons entering school buildings, considering possible secondary explosion sites.
12. When determined by emergency response officials to be safe to enter affected areas, School Administrator advises Search and Rescue Team to initiate search and rescue efforts.
13. School Administrator confers Director of Facilities and Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
14. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
15. School Administrator initiates Off- Site Evacuation if warranted.

Scenario 2: Risk of Explosion on School Property

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Shelter-In- Place, Evacuate Building, or Off-Site Evacuation.
2. If School Administrator issues Evacuate Building Action, staff and students evacuate building using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
4. School Administrator calls 911. Secretary can also contact District Office to advise of situation.
5. Site Security Team and/or Safety Team turns off school's main gas supply.
6. Staff attempts to suppress fires with fire extinguishers.

7. School Administrator advises Search and Rescue Team to initiate search and rescue efforts if warranted.
8. Site Security Team Leader notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
9. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
10. School Administrator initiates Off- Site Evacuation if warranted.

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

Procedure:

1. School Administrator initiates Shelter-In-Place.
2. School Administrator calls 911.
3. School Administrator takes further actions as needed.
4. School Remains In Shelter-In-Place condition until appropriate agency gives clearance that situation is under control. Upon receiving clearance, School Administrator gives All- Clear Announcement.

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

Procedure:

1. School Administrator initiates Shelter-In-Place.
2. When sheltering, personnel establish adequate barriers or shielding (concrete walls, metal doors etc.) between themselves and source of blast or explosion and avoids sheltering near exterior windows.
3. School Administrator calls 911.
4. After initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid and relocate students from upper floors if possible.
5. Site Security Team/Plant Supervisor turns off schools main gas supply, local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seal gaps under doors and windows with wet towels or duct tape.
6. School remains in Shelter-In-Place condition until Contra Costa County HazMat Team or appropriate agency provides clearance and School Administrator issues further instructions.

Fire in Surrounding Area

Procedure addresses fire discovered in area adjoining school. The initiated response actions take into consideration location and size of fire, its proximity to school and likelihood that fire may affect school.

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation.
2. School Administrator calls 911.
3. School Administration instructs Site Security Team to prevent students from approaching fire and keep routes open for emergency vehicles.

4. Agency Liaison works with fire department to determine if school grounds are threatened by fire, smoke, or other hazardous conditions.
5. If School Administrator issues Evacuate Building, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
6. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
7. If needed, Director of Transportation is notified for request of buses for student and staff evacuation.
9. School Administrator initiates Off- Site Evacuation if warranted.

Fire on School Grounds

Procedure addresses situations where fire is discovered on school grounds. A quick response situation is very important to prevent injuries and property damage.

Procedure

1. Upon discovery of fire, signal fire alarm and teachers and staff direct all students out of building and area in a calm and orderly manner.
2. School Administrator immediately initiates Evacuate Building. Staff and students evacuate using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
4. School Administrator calls 911.
5. Site Security Team suppresses fires and initiates rescue procedures until local fire department arrives.
6. Site Security Team secures area to prevent unauthorized entry and keeps access roads and gates clear for emergency vehicles.
7. Site Security Team Leader directs fire department to fire and briefs department official on situation.
8. Site Security Team/Plant Supervisor notifies Maintenance and Operations Director or Designee of situation and also informs to contact any affected utility companies to respond.
9. If needed, Director of Transportation or Designee is notified for buses to evacuate students and staff if warranted.
10. Any affected areas are not reopened until local fire department or appropriate agency provides clearance and School Administration.
11. All fires, regardless of size, which are extinguished by school personnel, require a contact to fire department to indicate "fire is out" and to request fire department to respond for investigation and confirm.

Flooding

Procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or failure of a man-made dam.

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation.
2. School Administrator calls 911.
3. If School Administrator issues Evacuate Building or Off-Site Evacuation, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
5. Switch all passing bells to manual operation.
6. Contact appropriate COE Departments as needed

Loss or Failure Of Utilities

Procedure addresses situations involving loss of water, power or other utility on school grounds. Should also be used in event of discovery of gas leak, exposed electrical line, or break in sewer lines.

Procedure:

1. If water or electrical line is broken, efforts are made to turn off water or power to affected area and to notify School Administrator and Site Plant Supervisor immediately.
2. Upon notice of loss of utilities, School Administrator assesses situation and determines if appropriate Immediate Response Actions, which may include Shelter-In-Place or Evacuate Building, are to be initiated.
3. School Administrator or Designee (Site Plant Supervisor) notifies COE Maintenance and Operations Administrators and informs them of situation which includes location and nature of situation/emergency. Additional appropriate personnel are notified at discretion of School Administrator.
4. Maintenance Personnel, working with School Administration, contacts affected utility company to determine whether their assistance is required and determine potential length of time service will be interrupted.

Important Utility Service Phone Numbers:

Pacific Gas and Electric (PG&E) (800) 743-5000

Water- (925) 779-6950

5. School Administrator along with appropriate personnel, make decision whether to postpone remaining school day and arrange for early student dismissal. COE, Districts, Durham and District Transportation Department is notified of situation and decision by school secretary.

5. Public Information Officer arranges for media announcements regarding situation.

Motor Vehicle Crash

Procedure addresses situations involving Motor Vehicle Crash on or immediately adjacent to school property.

Procedure:

1. School Administrator initiates appropriate Immediate Response Actions, which may include Secure School Perimeter, Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation.
2. School Administrator calls 911.
3. Site Administration or Security Team secures crash area to prevent unauthorized entry.
4. School Administrator directs Site Security Team to organize fire suppression activities, if it is safe to do so, until fire department arrives.
5. Site Security Team checks for injuries to provide appropriate first aid.
6. Any affected areas are not reopened until appropriate agency provides clearance and School Administrator issues authorization to do so.

Psychological Trauma

Crisis Management Actions are to be taken during and subsequent to any emergency that may have psychological impact on students and staff, such as act of violence; death of a student or staff member; earthquake or other natural disaster; serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from community and news media.

As a result of such emergencies, students and staff may exhibit variety of psychological reactions. As soon as physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of students and staff.

Procedure:

1. School Administrator establishes Medical Team, which has primary responsibility for providing necessary assistance after all types of crisis, including psychological first aid.
2. Medical Team assesses range of crisis intervention services needed during and following the emergency.
3. Medical Team provides for or arranges for direct intervention services.
4. If there is need for additional counseling services, School Administrator notifies District Superintendent or Designee.
5. Medical Team advises and assists School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, Medical Team members provide ongoing assessment of needs and follow-up services as required.

Suspected Contamination of Food or Water

Procedure followed if site personnel report suspected contamination of food or water. Procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure:

1. School Administrator and, Cafeteria Supervisor or Plant Supervisor isolates suspected contaminated food/water to prevent consumption and restricts access.
2. School Administrator calls 911.
3. Other Contra Costa County and State of California notification protocols are followed at this time.
4. School Administrator provides list of all potentially affected students and staff.
5. Medical Team and Responding Emergency Personnel assess need for medical attention and provide first aid as appropriate
6. School Administrator maintains a log of affected students and staff and symptoms, food/water suspected to be contaminated, quantity and character of products consumed and other pertinent information.
7. School Administrator confers with all appropriate agencies before resumption of normal operations.
8. School Administrator notifies parents of incident, as appropriate.

Unlawful Demonstration or Walkout

A walkout/demonstration is any unauthorized assemblage on or off campus by staff or students for purpose of protest or demonstration.

Procedure:

1. Upon indication that unlawful demonstration or walkout is about to begin, personnel immediately notify School Administrator.
2. School Administrator assesses situation and initiates appropriate Immediate Response Actions, which may include Secure School Perimeter or Lockdown.
3. School Administrator by phone to request assistance and provide exact location and nature of situation.
4. Student Release Team immediately proceeds to control student ingress and egress. Each person entering or leaving campus is required to sign his/her name and record other pertinent information.
5. If large groups of students leave campus, Administrator or School Secretary will notify allied law enforcement agencies.
6. Students not participating in demonstration or walkout are kept within their classrooms until further notice by School Administrator. Teachers close and lock classroom doors. Students and staff are protected from flying glass in event windows are broken by closing drapes and blinds in rooms so equipped.
7. Documentation Unit staff attempt to keep accurate record of events, conversations and actions.
8. All media inquiries are referred to COE Public Information Officer.

Emergency Evacuation Map

IDENTIFICATION STAMP
 DIV. OF THE STATE ARCHITECT
 01-116682
 NOV 24 2008

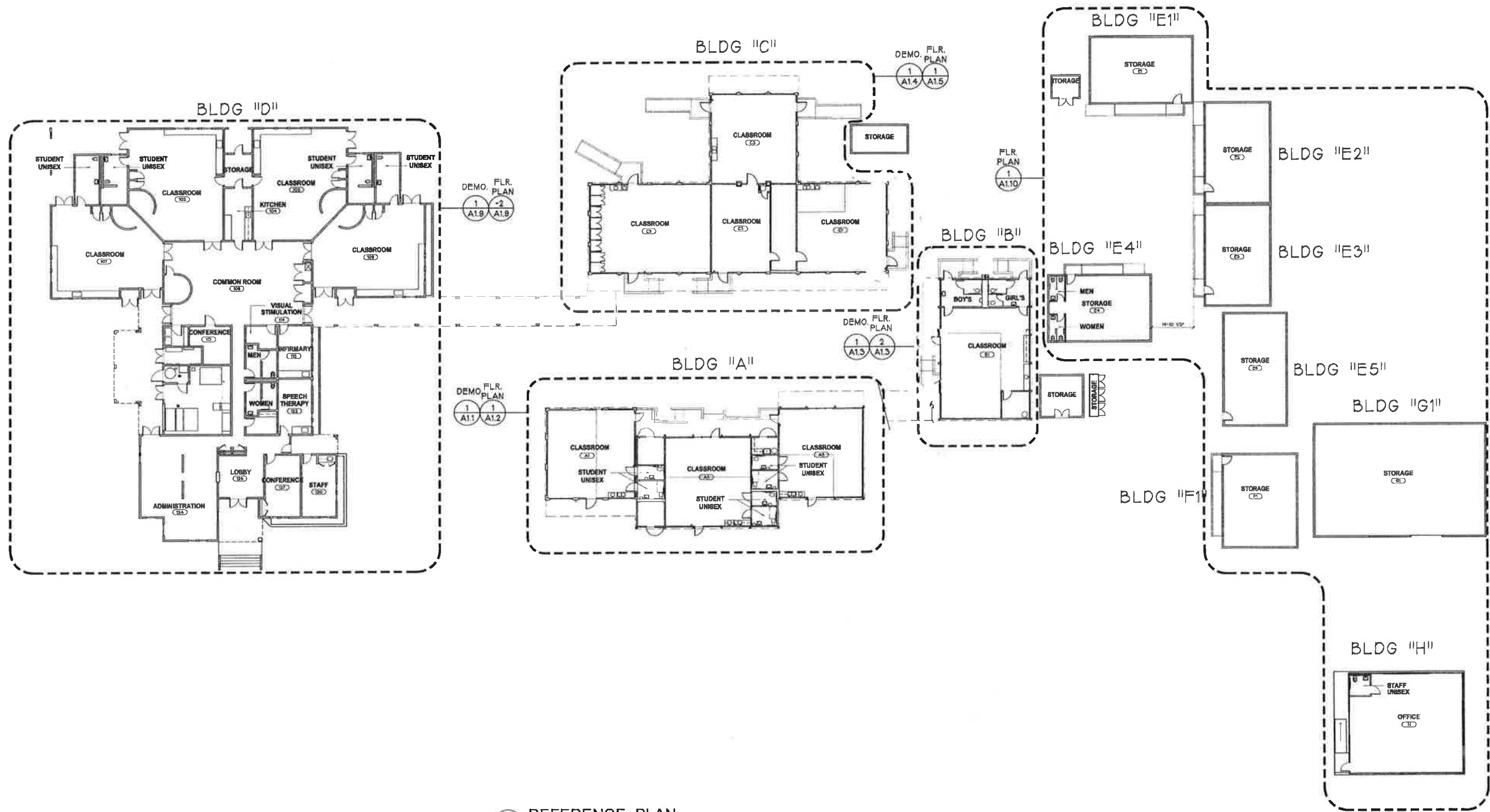


LCA ARCHITECTS
 REGISTERED ARCHITECTURAL FIRM
 THE INFORMATION, PLANS, DESIGN, NOTES AND
 APPROPRIATIONS SHOWN ON THIS DRAWING ARE
 CONFIDENTIAL AND NOT BE REPRODUCED
 OR MADE OR HAVE BEEN MADE WITHOUT THE WRITTEN
 PERMISSION OF LCA ARCHITECTS.
 LCA ARCHITECTS SHALL BE RESPONSIBLE FOR THE
 AND/OR CONCEPT DESIGN INFORMATION THAT
 IS CONCEPTUAL AND SUBJECT TO CHANGE FROM
 ANCHOR DRAWING. THE ARCHITECT SHALL BE
 RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION
 ON OR INFORMATION SUPPLIED BY OTHERS.

REFERENCE
 SITE PLAN

SCALE: AS SHOWN
 DATE: 8/11/2008

REVISIONS:
 DSA BACKCHECK: 11-24-09

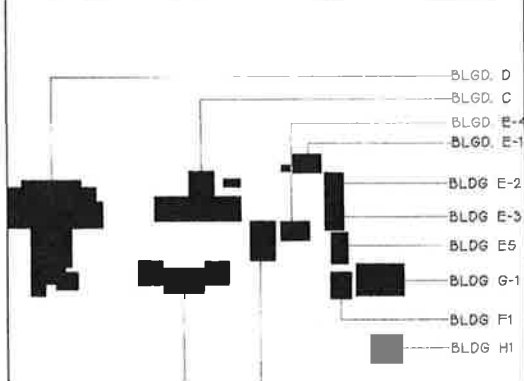


1 REFERENCE PLAN
 SCALE: 1/16" = 1'-0"

SHEET NOTES

- THESE NOTES ARE FOR THIS SHEET ONLY.
- SEE GENERAL NOTES ON SHT 60.1
 - SEE SHT. A0.1 FOR BUILDING CODE ANALYSIS.

KEY MAP



BLDG. D
 BLDG. C
 BLDG. E-1
 BLDG. E-2
 BLDG. E-3
 BLDG. E-5
 BLDG. G-1
 BLDG. F1
 BLDG. H1