





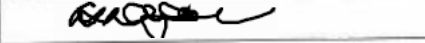


Comprehensive School Safety Plan SB 187 Compliance Document

**2021-22
School Year**

School: CCCOE Special Education Programs
CDS Code: 07-100074-0107342
District: Contra Costa County Office of Education
Address: 4207-B Delta Fair Blvd
 Antioch, CA, 94509
Date of Adoption: 2.10.2021

Approved by:

| Name | Title | Signature | Date |
|-------------------------|-----------------|--|---------|
| Principal | Randy Linscheid |  | 4/14/22 |
| Assistant Principal | Terri Borgard |  | 4/14/22 |
| Teacher | Andria Madsen |  | 4/14/22 |
| Instructional Assistant | Rob Luis |  | 4/14/22 |
| Parent | Cathy Woods |  | 4/14/22 |
| Facilities Worker | Dave Verdin |  | 4/14/22 |
| Nurse | Ashley Alfaro |  | 4/14/22 |



| Name | Title | Signature | Date |
|--------------------------|--------------|--|---------|
| Teacher | Sarah Buhre |  | 4/14/22 |
| Administrative Assistant | Brenda Kozak |  | 4/14/22 |

Table of Contents

| | |
|---|----|
| Senate Bill 187: Comprehensive School Safety Plan Purpose | 5 |
| Safety Plan Vision..... | 5 |
| Components of the Comprehensive School Safety Plan (EC 32281)..... | 6 |
| (A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)..... | 6 |
| (B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)..... | 6 |
| (C) School Suspension, Expulsion and Mandatory Expulsion Guidelines | 7 |
| (D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)..... | 9 |
| (E) Sexual Harassment Policies (EC 212.6 [b])..... | 9 |
| (F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)..... | 12 |
| (G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2) | 13 |
| (H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) | 13 |
| (I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5) | 15 |
| (J) Hate Crime Reporting Procedures and Policies..... | 16 |
| Safety Plan Review, Evaluation and Amendment Procedures | 17 |
| Safety Plan Appendices..... | 18 |
| Emergency Contact Numbers | 19 |
| Safety Plan Review, Evaluation and Amendment Procedures | 20 |
| CCCOE Special Education Programs Incident Command System..... | 21 |
| Incident Command Team Responsibilities..... | 22 |
| Emergency Response Guidelines | 23 |
| Step One: Identify the Type of Emergency | 23 |
| Step Two: Identify the Level of Emergency..... | 23 |
| Step Three: Determine the Immediate Response Action | 23 |
| Step Four: Communicate the Appropriate Response Action | 23 |
| Types of Emergencies & Specific Procedures..... | 24 |
| Aircraft Crash | 24 |
| Animal Disturbance..... | 24 |
| Armed Assault on Campus | 24 |

| | |
|--|----|
| Biological or Chemical Release..... | 24 |
| Bomb Threat/ Threat Of violence | 25 |
| Bus Disaster..... | 25 |
| Disorderly Conduct | 26 |
| Earthquake..... | 27 |
| Explosion or Risk Of Explosion | 27 |
| Fire in Surrounding Area | 29 |
| Fire on School Grounds | 29 |
| Flooding | 30 |
| Loss or Failure Of Utilities | 30 |
| Motor Vehicle Crash | 31 |
| Psychological Trauma..... | 31 |
| Suspected Contamination of Food or Water | 31 |
| Unlawful Demonstration or Walkout..... | 32 |
| Emergency Evacuation Map..... | 33 |

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 4201-B Delta Fair Blvd. Antioch, CA 94509.

Safety Plan Vision

The Safety Plan will create a safe environment for students and staff by preventing and protecting students and staff from man-made or natural acts of violence/harm/disease; mitigating damage, and restoring safety to the learning environment in event of a crisis.

Components of the Comprehensive School Safety Plan (EC 32281)

CCCOE Special Education Programs Safety Committee

School Site Administrative Assistant: Brenda Kozak

Principal: Randy Linscheid

Assistant Principal: Terri Borgard

Facilities/Custodian: Dave Verdin

School Nurse: Ashley Alfaro

Teachers: Andria Madsen, Sarah Buhre

Instructional Assistant: Rob Luis

Parent: Cathy Woods

Assessment of School Safety

Emergency Drills are assessed for compliance and adherence to guidelines using a checklist and feedback forms. Facilities inspections and assessment is conducted 2x per year. and as necessary. Mandated records for student accidents and incidents are tracked and evaluated annually. Staff is trained yearly on school safety plans. Emergency drills are performed monthly. Safety Committee Meets quarterly to review.

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

CCCOE sites are on different district school properties. The safety plan of each particular location works in collaboration with the host school site. Each CCCOE Special Education campus follows the drills and protocols of the school and district in which the site is located. COE school sites follow the I Love You Guys safety plans. Due to Covid 19 Pandemic, a team from the CCCOE has been meeting biweekly to plan and implement measures to keep staff and students healthy on campus.

(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. CCCOE Special Education Programs adheres to regular employee training for child abuse reporting procedures.

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, (925) 646-5140, and are to be filed with the appropriate enforcement agency (reporter should record the badge number and the manner of filing with the receiving department at the time of the phone call).

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

Disaster Plan (See Appendix C-F)

National preparedness efforts, including planning, are now based on Presidential Policy Directive (PPD) 8, which was signed by the President in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences. PPD-8 defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.

Protection means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard and the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident.

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency and reducing the likelihood that threats and hazards will happen.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

California law requires that schools and all site employees be adequately prepared to respond to earthquakes, fires, and other emergencies. Emergency management teams and procedures outlined in this plan are consistent with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) developed by the State of California. This plan presents specific procedures using Incident Command System (ICS) principles to prepare for, and respond to, school emergencies.

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

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

Students enrolled in the CCCOE Special Education Programs are placed based on eligibility for services and the districts inability to serve students within their district of residence. Although students may exhibit various inappropriate and or challenging behaviors at school, these students are not typically suspended or expelled if the behavior is the result of their assessed disability.

Grounds for Suspension and Expulsion

California Education Code Section 48900 et seq.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

Committed or attempted to commit robbery or extortion.

Caused or attempted to cause damage to school property or private property.

Stole or attempted to steal school property or private property.

Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Knowingly received stolen school property or private property.

Possessed an imitation firearm.

Committed or attempted to commit a sexual assault or committed a sexual battery.

Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

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

Engaged in, or attempted to engage in hazing.

Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.

Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment (grades 4-12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12).

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (grades 4-12).

48900.7 Made terroristic threats against school officials or school property, or both.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (48900[w])

Students with disabilities are subject to the same suspension rules as nondisabled students, except that suspensions of students with disabilities cannot exceed 10 consecutive days (that is, 10 days in a row) without a "manifestation determination." A teacher may suspend a student for up to two days. [Cal. Ed. Code Sec. 48910.] A principal may suspend a student for up to five days. [Cal. Ed. Code Sec. 48911.] State law defers to federal law for most of the rules governing suspension and expulsion of special Education students. [Cal. Ed. Code Sec. 48915.5.] Federal and state law allow for up to 10 consecutive days of suspension of special education students without any requirement of a manifestation determination, but for suspensions in excess of 10 days, there must be a special meeting. [20 U.S.C. Sec. 1415(k)(1)(B).] Principals, therefore, sometimes extend students' five-day suspensions by an additional five days. Students with disabilities may be suspended for any one of the misbehaviors on the above list that applies to all students, even if the misbehavior is a manifestation of the child's disability

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

School districts are required to notify the county office of education upon receipt of knowledge that a student has with violent propensities is placed at the school site. See attached California Ed Code 49079.

(1) during the previous three school years, engaged in any suspendable or expellable act (except E.C. 48900 (h)) or (2) committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. This information is used to develop awareness, assigning appropriate discipline consequences, help in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

It is the responsibility of the referring district personnel or program specialist to notify the Far East County Student Programs administration and staff of dangerous students entering the program. This is also accomplished by a thorough CUM file search upon receiving the student's records. Protocols for notification is as follows:

1. Referring district personnel
2. Principal
3. Teacher.
4. Other school personnel involved with the education of the student
5. Parent/ Caregiver

Education Code section 49079 provides that no school officer or employee shall be civilly or criminally liable for providing information under this statute unless it is proven that the information was false and that the officer or employee knew that the information was false, or was made with a reckless disregard for the truth or falsity of the information provided.

Education Code section 49079 provides that a District officer or employee who knowingly fails to provide information about a student who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in the statute, is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(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)

CCCOE school sites adhere to the dress code policies of the district school sites in which they are housed. Each class follows host school site dress code regulations definition of appropriate school attire.

Heritage High School and Liberty Union High School Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, or, groups which advocate drug use, violence, or disruptive behavior.

Turner and Diablo Vista host school districts prohibit attire that promotes the use of drugs, alcohol, tobacco, or violence. Clothing shall be sufficient to conceal undergarments at all times. Students are to wear shirts with sleeves. All blouses and shirts should be properly buttoned. Shorts and skirts are to be mid-thigh or longer in length. Clothing should be in good condition without holes and ragged hems. Also prohibited are jewelry items that may potentially cause injury or distraction, sunglasses worn in the classroom (exceptions include medical reasons), and other decorations, ornaments and accessories not appropriate for school.

Wearing of any gang symbols, such as handkerchiefs, suspenders, belts, shoestrings, shoes, jewelry, jackets, backpacks or devices associated with group intimidation or gang affiliation is strictly prohibited.

Students are expected to attend school in clothing that does not disrupt the educational process. Any item of clothing that promotes disruptive and/or demoralizing values, which are inconsistent with and counterproductive to our educational mission, is not permitted. The decision concerning appropriateness of dress is determined by the administration. Refer to B.P.5132 and A.R. 5132 for additional information.

A student who wears inappropriate clothing to school will be asked to change into appropriate attire before returning to classes and disciplinary consequences will be assigned. Any apparel, hairstyle, cosmetic, jewelry, or piercing, even if not specifically mentioned, which creates a safety concern or detracts from the educational process is prohibited. California courts support reasonable, clear school regulations governing the appearance of students. The decision concerning appropriateness of dress remains with the administration.

Long pocket/wallet chains are prohibited. Students must follow the correct dress code attire for Physical Education which includes regulation tee shirt and shorts, appropriate shoes and prohibits the wearing of any jewelry.

California Ed Code 35183. 7 (b): The governing board of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a school-wide uniform or prohibits pupils from wearing “gang-related apparel” if the governing board of the school district approves a plan that may be initiated by an individual school’s principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment. Individual schools may include the reasonable dress code policy as part of its school safety plan, pursuant to Section 32281.

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

Heritage and Liberty:

Arrival: Students driven to school by parents are directed to park and walk their student to the receiving class personnel or to the classroom. Students who ride the bus or other transportation services are greeted by school personnel at the designated unloading area in front of the school buildings.

Dismissal: Students are walked by their teacher or classroom staff to the bus zone, directly next to the CCCOE buildings. Parents pick up students or students load buses adjacent to the building. Students are not allowed to wait without supervision.

Staff: Park in designated parking spots.

During Pandemic Mitigation: Students are to be dropped off at check-in stations outside of the classroom. If arriving via bus, the classroom staff will walk the students to the check-in station for a health screening to be completed prior to entry into the classroom. Parents and caregivers are required to complete health screening questions at the entry or prior to sending the student to school.

O'Hara Park Middle School: Buses pull up to the designated area next to the CCCOE building. Students are unloaded only when CCCOE staff are there to receive the students and accompany them to their classrooms. Parents may pull up to the curb or park in designated spots and walk their student to the check-in area (during pandemic procedures). Students are screened for health via parent-reported form online. Staff park in the designated parking lots or in the surrounding area.

Turner: Parents, buses, or other transportation services drop off at school loading zone in front of the Turner COE building. Dismissal is also from the designated loading zone. During the pandemic, parents and drivers take to students to designated classroom entrances and drop off their students, communicating directly with classroom staff for assistance. Students are screened daily for health via parent-reported form online.

Staff park in designated parking spots.

Diablo Vista:

Arrival: Students are driven to school by parents and directed to park and walk their student to the gate adjacent to the CCCOE Building. Staff will be there to then take the students to the classroom.

Bus: The bus is pulled into the loading zone adjacent to the CCCOE Building. School staff are ready to assist them from the outside gate to the classroom.

Dismissal: Students are walked to the outside gate to the bus zone, directly next to the CCCOE building. Parents pick up the students or students are loaded into the buses in the loading zone. Students to not wait without supervision. Staff park in designated parking spots or in the side streets surrounding the school.

During Pandemic Mitigation: Students are screened for a health check outside of the classroom. Parents will scan the QR code to complete the health screening for their student prior to releasing the student to the classroom staff. If arriving via bus, the staff will walk students to the health screening area prior to entry into the classroom.

Paul Krey Elementary school:

Arrival and Dismissal: Occur from the loading zone in front of the CCCOE classroom. Classroom personnel accompany students to and from vehicles. Parents may also park in the parking lot or adjacent street and walk their student to the classroom entrance. During the pandemic, QR health questions are completed daily by parents prior to the beginning of the school day. Staff park in lot in front of the classrooms or in the surrounding streets.

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

Component:

School facilities in good repair and a safe learning environment.

Element:

Provide safe environment for staff and students to be on campus and to engage in learning.

Opportunity for Improvement:

Updated, decluttered, school facilities maintained in compliance with fire and safety requirements.

| Objectives | Action Steps | Resources | Lead Person | Evaluation |
|---|--|------------------|------------------------------------|---|
| All sites will maintain property in compliance with fire and safety requirements. | Annual Fire and Safety inspection by local Fire Marshall and private company CR Fireline. Follow recommendations from these inspections. | General Services | Principal and Assistant Principal | Contract tracing results, CARES team logs |
| . | Maximize the utility of school site spaces with strategic placement of furniture and materials. | General Services | Principal and Assistant Principle. | Work order completion, staff report, site walk-thru reports |

Component:

School site materials and facilities are cleaned to prevent the spread of disease, including COVID 19.

Element:

Provide safe environment for staff and students to be on campus and to engage in learning.

Opportunity for Improvement:

Students and staff are back into the classroom and school sites from COVID 19 school closures. Enhanced cleaning procedures are in place to ensure proper sanitization of surfaces in the classroom. Cleaning protocols must be in place and followed to allow staff and students a safe environment for learning.

| Objectives | Action Steps | Resources | Lead Person | Evaluation |
|--|--|---|-------------------------|---------------------------------|
| All sites will enhance cleaning procedures to ensure that disease is not spread through contact with surfaces. | New policies for cleaning and disinfecting surfaces developed under the guidance of the CDC and public county health department. | Maintenance and Facilities | John Hild | Protocols and logs for cleaning |
| All staff assist to cleaning after activities and the use of materials. | Cleaning protocols for all staff updated; Staff training with nurses and administrators regarding these protocols | Cleaning Protocols, Maintenance and Facilities, County Public Health, CDC Guidelines for Schools Reopening. | Principal and Directors | Site Checklist |

Component:

Disaster Procedures

Element:

The school updates and trains for procedures to keep all safe in the event of a disaster.

Opportunity for Improvement:

With school sites spread out geographically, and requiring an overlay of planning with different districts in which they are located, the plans and training for emergency preparedness must be updated and practical to be effective.

| Objectives | Action Steps | Resources | Lead Person | Evaluation |
|--|--|-------------------------------------|--------------------------------------|--------------------------------------|
| Disaster Procedure Preparation | Safety Team updates protocols, differentiated by school site. | District School Site Safety Plans | Assistant Principal | Checklists |
| Inventory and updates to supplies | Safety Team inventories and updates safety sheds, safety bins, and other important supplies. Safety | Safety Team | Nurse | Inventory Checklists |
| Staff participate every month in various emergency drills. | Communication with host schools to coordinate and execute drills. Evaluation of fidelity of practice | School Site Schedules/Communication | Teacher on Special Assignment (TOSA) | Drill Checklists, post drill surveys |

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

CCCOE Special Education Programs Student Conduct Code

Conduct Code Procedures

Students enrolled in the Contra Costa County Office of education Special Education Programs are placed based on eligibility for services and the districts inability to serve students within their district of residence. Although students may exhibit various inappropriate and or challenging behaviors at school, these students are not typically suspended or expelled if the behavior is the result of their assessed disability. Strategies utilized to support appropriate student behavior are based on the assessed needs of individual students.

Conduct Code Procedures Administrators and teachers shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. In addition, strategies shall reflect the preference for use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Ed Code 48900.5)

(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

Safety Plans are reviewed and amended yearly.

Vulnerability Checklist: by September 1 of every year.

Safe School Planning Committee Checklist throughout the school year.

Facilities Inspection (FIT) and additional checklist.

Emergency Supplies Checklist Emergency Drill Data Collection throughout school year.

Safety Plan Appendices

Emergency Contact Numbers

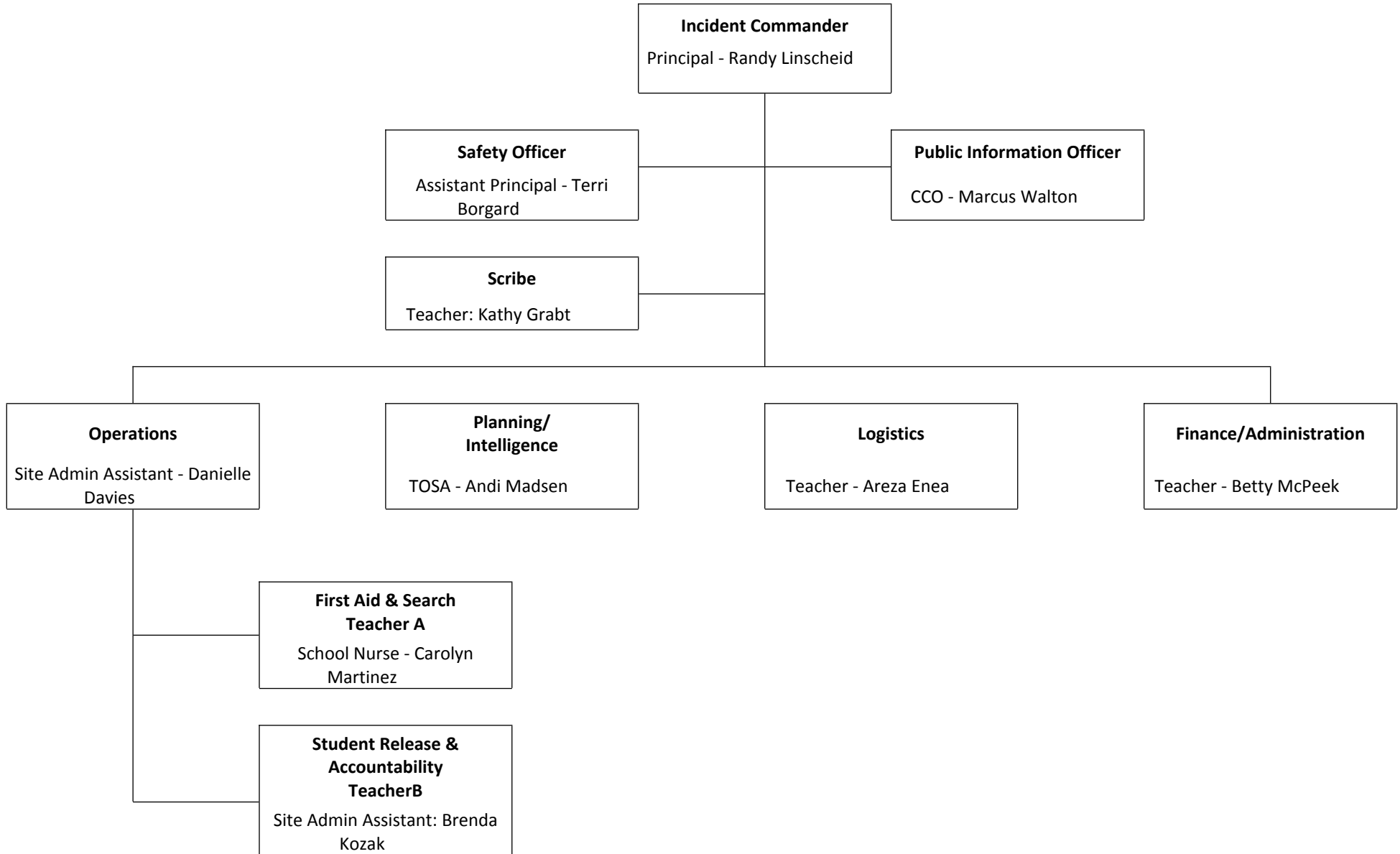
Utilities, Responders and Communication Resources

| Type | Vendor | Number | Comments |
|--------------------------------|---------------------------------------|----------------------|----------------------------------|
| Law Enforcement/Fire/Paramedic | County Sheriff's Department | (925) 646-2441 | |
| Law Enforcement/Fire/Paramedic | Brentwood Police | (925) 809-7811 | Non Emergency 925-809-7911 |
| Law Enforcement/Fire/Paramedic | East Contra Costa Fire Protection | (925) 634-3400 | |
| Public Utilities | PG&E | (800) 743-5000 | (800) 743-5002 for power outage |
| School District | Liberty High Principal Heather Harper | 925.634.3521 x5201 | harperh@luhsd.net |
| School District | LUHSD | (925) 634-2166 | x 2025 Sup. Admin Assistant |
| Other | CCCOE Principal Randy Linscheid | (925) 634-0511 x221 | (925) 212-2305 (c) |
| Other | CCCOE Terri Borgard | (925) 777-2000 x1101 | (818) 321-6338 (c) |
| Other | CCCOE Communications Office | (925) 942-3420 | (925) 858-2942 (c) Marcus Walton |
| Other | CCCOE General Services | (925) 942-3333 | (925) 876-8173 (c) John Hild |

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) |
|--|----------------------------|--|
| Safety Committee Meeting | 2/19/21 | Safety Plan Agenda with Safety Committee |
| Staff Vaccine Information for all Staff | 1/27/2021 | Contra Costa County Health Services PPTX |
| Re-Opening Schools Meeting | Every Tuesday and Thursday | Agenda Nick Berger |
| COVID-19 Information Meeting | 12/9/2020 | Contra Costa County Health Services PPTX |

CCCOE 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, Planning, Operations, Logistics, Finance/ Administration

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

Identification of the emergency by the Incident Commander or Alternate. Follow any alerts from the site host school.

Step Two: Identify the Level of Emergency

Determination by the Incident Commander or Alternate

Step Three: Determine the Immediate Response Action

Response is determined by Safety Plan. Initial response by staff and students will almost always include one or more of the following Emergency Actions: Lockdown; Secure Campus; Shelter in Place; Quake Take Cover and Hold; Evacuation; OffSite Evacuation; Early Release; Active Threat; Structured Reunification; All Clear

Step Four: Communicate the Appropriate Response Action

The Incident Commander will provide direction either in person or by other means as necessary, including public address system, email, phone, text, and/or use of "all-call" system. Guidelines of the host school will be followed. Teachers to follow guidelines outlined in Safety Plan and Incident Command System.

Types of Emergencies & Specific Procedures

Aircraft Crash

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTERINPLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area (to include all after school program staff/students).
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building or area) and nature of emergency.
5. The First Aid/Medical Team will check injuries to provide appropriate first aid.
6. Any affected areas will not be reopened until the HazMat or appropriate agency provides clearance and the School Administrator issues authorization to do so.
7. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
8. If it is unsafe to remain on campus, the School Administrator will initiate an OFF- SITE EVACUATION.

Animal Disturbance

Contain the situation so that no students have contact with the animal. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. Closing doors or locking gates is one means to isolate the animal. 3. If additional outside assistance is needed, the Incident Commander will call 911, or contact Contra Costa County Animal Control 925-608-8400

Armed Assault on Campus

If it is determined that the safety and health of students and staff are in jeopardy, an announcement will be made to alert of potential danger. "Attention All Teachers and Staff, due to a school emergency, we are initiating a Lockdown." (This announcement will be repeated several times.) Lock Classroom Doors ? Remain calm and stay with your students Lock and secure your door ? Close all doors, windows, blinds, and curtains Do not leave room/area until "All Clear Signal" has been given.

Keep students away from windows and as quiet as possible. ? Take roll and report any missing students to the office ? Absolutely no outdoor activities! Students outdoors should be moved immediately by an adult to a room with locking doors. ? If gunshots or explosions are heard get everyone on the floor or other appropriate location in the classroom.

Biological or Chemical Release

Shelter in Place Procedures The following Shelter-in-Place procedures are recommended as the best first response after the Safety Sirens are sounded:

Shelter

- Go inside the nearest building - ensure all staff and students are notified including the after school program
- Officials at the Fire Department, the Health Department and the Office of Emergency Services agree that in the case of chemical accident, those people who shelter indoors are much safer than those people who remain outside and are possibly exposed to chemicals.

Shut

- Close doors and windows
- Use window and door locks to create a better seal
- Make sure vents are closed
- Turn off Heating, Ventilating and Air Conditioning Listen

- Turn on your radio and television for information and further instructions
- The Community Warning System is designed to provide Contra Costa County-specific information directly to the media. Public access television and radio stations will have ongoing status reports and information
- Avoid using the telephone unless you have a life-threatening emergency

Bomb Threat/ Threat Of violence

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

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – telling the operator, "This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number]."
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:
When is the bomb going to explode?
Where is it?
What will cause it to explode?
What kind of bomb is it?
Who are you?
Why are you doing this?
What can we do for you to avoid the bomb from exploding?
How can you be contacted?
3. Upon arrival, Explosive Ordinance Disposal will search for suspicious packages, boxes or foreign objects. All cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. No attempt should be made to investigate or examine the object.
5. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION
6. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
7. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
8. The School Administrator will notify "911", and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
9. The School Administrator will notify the Local District Superintendent of the situation.
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal when appropriate.
12. The School Administrator will initiate an OFF-SITE EVACUATION, a if warranted by changes in conditions.
13. After the incident is over, the School Administrator will complete the Bomb Threat Report.

Bus Disaster

COE does not provide student transportation to and from schools. This is the responsibility of the individual school districts who place students in COE programs.

These procedures are for use by bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. If there are no students on the bus, drivers should report to Bus Dispatch or the nearest school.

This section addresses three possible scenarios involving a bus disaster: Scenario 1 - Earthquake; Scenario 2 - Flood; and Scenario 3 - Serious Accident or Bus Fire. Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location

of bus, or other unique circumstances

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. Contact the School Administrator to report location and condition of students and the bus.
6. If the bus is disabled, stay in place until help arrives.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. If instructed to continue route, the driver should:
 - ? If en route to school, continue to pick up students.
 - ? If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, return back to school grounds.
9. If it is impossible to return to school, proceed back to the bus stop indicated on the bus route map. Upon arriving at the bus stop, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Contact the School Administrator and Bus Dispatch report location and condition of students.
4. If the bus is disabled, stay in place until help arrives.
5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Move away from bus due to possibility of explosion
5. Check for injuries and provide appropriate first aid.
6. Call "911" and provide exact location of the bus and wait for arrival of emergency responders.
6. Contact the School Administrator and Bus Dispatch to report location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. Stay within general area until help arrives
9. The driver will account for all students and staff throughout the emergency.

Disorderly Conduct

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

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. The School Administrator will call Security Forces (911), and provide the exact location and nature of the incident.
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile

situations.

6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)

7. The School Administrator will notify the Local District Superintendent of the situation.

Earthquake

EARTHQUAKE PROCEDURES
EVERYBODY SHOULD DROP, COVER AND HOLD.
IF INDOORS, do not leave the room.

- Stay away from windows, bookcases, file cabinets, heavy mirrors, and hanging objects that could fall.
- Stay under cover until the shaking stops.
- Hold onto the desk or table, if it moves, move with it.
- Mobility impaired (wheelchair bound) students and staff should be moved so that the seat of the chair is under a table and then

instructed to put their heads down on the table and cover it with their hands.

- Remain covered until instructed to evacuate.
- Faculty should remain calm and in control.
- If you smell gas or hear a hissing sound- open a window and leave the building. Support Services/Custodian will contact utilities

and/or utility shutoff.

- Check neighboring room to insure safety of colleague and return to your room.

IF OUTDOORS, stay in the open.

- Keep away from buildings, trees and electrical wires. Instruct students not to touch power lines or objects touched by the wires.

(All wires should be treated as LIVE).

- Remain outside until further notice. IF ON A SIDEWALK near a tall building, get into a buildings doorway to protect yourself from

falling bricks, glass and other debris.

IF IN AN ASSEMBLY, stay in your seat or get under it if possible, and protect your head with your hands. Do not try to leave until the shaking is over.

- Check yourself and those around YOU for injuries.
- Give first aid to the injured.
- Principal or designee will direct students to pre-determined evacuation areas.
- Take student roster with YOU upon evacuation.

Administrators will account for all staff. Teacher will account for all students.
The building shall remain evacuated until assessed to be safe by appropriate authorities.

Explosion or Risk Of Explosion

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTERINPLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0. Evacuation may be warranted in some

buildings and other buildings may be used as shelter.

4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress only small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Security/Utilities Team Leader will CE Customer Service of any damages to water lines, sewers, power lines and other utilities.
10. The School Administrator will notify the Local District Superintendent of the situation.
11. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the Fire Department will conduct search and rescue activities.
13. The School Administrator will contact the Local District Facilities Director to ensure buildings are safe for reoccupancy. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions,

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress only small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The Security/Utilities Team Leader will notify CE Customer Service of any damages to water lines, sewers, power lines and other utilities.
7. The School Administrator will notify the Local District Superintendent of the situation.
8. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
9. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.

Comprehensive School Safety Plan 27 of 31 2/20/18

10. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The School Administrator will initiate the SHELTER-IN-PLACE response action
2. The School Administrator will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The School Administrator will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The School Administrator will initiate the SHELTER-IN-PLACE response action
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows and walls.
3. The School Administrator will notify "911" and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish small fires, and provide first aid.
5. The Security/Utilities team will turn off the school's main gas supply (refer to the Site Plot Plan in Appendix C for gas supply shut off valve), local fans in the area; close doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition,

such as pilot lights.

6. The School Administrator will monitor radio or television announcements and initiate further actions as appropriate.

7. The school will remain in a SHELTER-IN-PLACE condition until clearance and the School Administrator issues further instructions.

Fire in Surrounding Area

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, , EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
2. The School Administrator will notify "911" and will provide the location and nature of emergency.
3. The School Administrator will instruct the Security/Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Agency Liaison will contact the fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. As appropriate, the School Administrator will activate Parent Alert System.
8. The School Administrator will notify the Local District Superintendent of the emergency situation.
9. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
10. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Fire on School Grounds

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
 2. The School Administrator will immediately initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
- Comprehensive School Safety Plan 28 of 31 2/20/18
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
 4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) of the fire.
 5. The Fire Suppression and HazMat Team will suppress only small fires and initiate rescue procedures until the local fire department arrives.
 6. The Security/Utilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles until Fire Department or Security Forces arrive.
 7. The Agency Liaison will direct the fire department to the fire and brief fire department official on the situation.
 8. The School Administrator will notify CE Customer Service of damage to utilities.
 9. The School Administrator will notify the Local District Superintendent of the fire.
 10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
 11. Any affected areas will not be reopened until Fire Department provides clearance and the School Administrator issues authorization to do so.
 12. For fires during non-school hours, the School Administrator and the Local District Superintendent will determine if the school will open the following day.
 13. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate

“fire is out.”

Fire Drill Procedures

The office and all classrooms should have a map posted that indicates how to exit to the assigned evacuation area.

1. The fire alarm is a distinctive sound and differs than the passing and dismissal bells. When the alarm sounds direct your students to their exit point.
2. There should be no talking during the drill.
3. The teacher is the last person out of the room, take your roll book with you; lock and close your classroom door before you leave.
4. Reassemble your students at your assigned exit point. Take roll to make certain that all of your students are present.
5. If the fire alarm goes off during lunch or recess students and teachers proceed to their class fire drill line.
6. Keep your students in a group and wait for further instructions.
7. Teacher should be in front of group looking for security or Admin., who will be taking roll by teacher.
8. If all of your students are present and accounted for hold up your green sign. If any of your students are missing hold up your red sign.
9. No one enters the building until the “all clear” bell has rung. When the all clear rings you can either return to your classroom or release your students.

Flooding

This 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 the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby manmade dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF- SITE EVACUATION (for all students to include the after school program).
2. The School Administrator will notify “911” and will describe the nature and extent of the flooding.
3. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff/after school staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, Teachers and after school staff will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
5. The School Administrator will notify the Local District Superintendent of the emergency situation.
6. As appropriate, the School Administrator will activate Parent Alert System.
7. The School Administrator will initiate an OFF-SITE EVACUATION.

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Comprehensive School Safety Plan 29 of 31 2/20/18

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING, as described in Section 4.0.
3. The School Administrator will notify CE Customer Service and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
4. The School Administrator will notify the Local District Superintendent of the loss of utility service.
5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Explosion/Risk of Explosion.
7. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

Motor Vehicle Crash

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTERINPLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in the section.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation.
6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill refer to that section. If the crash results in a utility interruption, refer to section.
7. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the Fire Department provides clearance and the School Administrator issues authorization to do so.
9. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Psychological Trauma

Crisis management refers to actions during and after any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a 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 the ability of students and staff to focus on learning.

Physical and/or psychological injury to students and staff.

Concentrated attention from the community and news media.

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

Procedure

1. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
 2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
 3. The Psychological First Aid Team will provide direct intervention services.
 4. If there is a need for additional assistance, the School Administrator will notify the Local District Superintendent.
 5. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
- Comprehensive School Safety Plan 30 of 31 2/20/18
6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
 7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This 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 central 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. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", County Department of Health Services, Local District Office, and the Office of Environmental Health and Safety if any contaminated food or water has been ingested.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. School Administrator will call Fire Department which will conduct an onsite review to determine necessary follow-up actions including the need to notify other potentially affected District facilities.
7. The School Administrator will confer with the County Department of Health Services before the resumption of normal operations.
8. If tampering is evident, notify = Security Forces.
9. The School Administrator will notify parents of the incident, as appropriate.

Unlawful Demonstration or Walkout

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The School Administrator will notify 911, the Local District Office to request assistance and will provide the exact location and nature of emergency.
4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The Documentation staff member should keep accurate record of events, conversations and actions.
8. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
9. The School Administrator will notify parents of the incident, as appropriate.

Emergency Evacuation Map