Santa Barbara Unified School District

School Site Emergency Operations Plan

SCHOOL YEAR 2021/2022

“Campus safety and emergency preparedness are not passive activities.”
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Comprehensive School Safety Plan 2020-2021

Santa Barbara High School
Santa Barbara Unified School District

Dr. Elise Simmons, Principal
700 East Anapamu Street, Santa Barbara, CA 93103
(805) 966-9101
esimmons@sbunified.org

Reviewed by Law Enforcement on:
Reviewed by School Site Safety Committee
Plan Adopted by School Site Council:

Plan approved by Santa Barbara Unified School District
(by February)

School Site Safety Committee Members

Todd Heil, Athletic Director
Travis Manach, Spanish Teacher
Nathan Mendoza Dean of Student Engagement
Hazel Anderson, CSEA Representative
SRO, Mike Herrick Santa Barbara Police Department
Dr. Elise Simmons, Principal

This document is available for public inspection on the SBHS website http://sbhs.sbunified.org and on the School District’s website at www.sbunified.org. A copy is also available for your viewing in person at Santa Barbara High School.

District Mission Statement

The mission of the Santa Barbara Unified School District is to prepare students for a world that is yet to be created.
Assessment of the Current Status of School Crime

Data sources for review by Safety Committee

- Review of local law enforcement data from Santa Barbara Police Records
- Student referrals, discipline and expulsion
- California Healthy Kids Survey (CHKS)

Assessments of School Incidents, Surveys and Crime data (Santa Barbara Police Records)
Santa Barbara High School address of 700 E Anapamu, but not necessarily during school hours for the 2019-20 school year.

- One incident and citation issued for vandalism/graffiti under $400
- Ten incidents and citations issued for subjects in possession of drugs and or alcohol.
- Three incidents and citations issued for fight/battery on school grounds.
- Three incidents and citations issued for battery on a school official.
- Five incidents and citations issued for theft on school grounds.
- Two incident and citation issued for trespassing
- One incident and citation for possession of a knife.
- One incident and citation issued for disturbance domestic
- One incident unlicensed driver
- One incident resisting arrest

Santa Barbara High School Suspension and Expulsion Data for 2019-20

During the 2019-2020 school year, we had 110 total suspensions, which equates to a suspension rate of 3.73%. Of those 71 suspensions: 81.8% of those suspended were Latino students; 71.8% of those suspended were students who are designated as socioeconomically disadvantaged, and 16.4% of those suspended were Special Education students. The rates for other subgroups (e.g. white students, Black/African Am,) are lower than 15% or too low to compute a percentage rate. This data demonstrates clear discrepancies between students from different subgroups.

Eleven (11) students were expelled from Santa Barbara High School during the 2019-2020 school year, equating to a 0.20% expulsion rate. Eight of those students were Latinx students and the other three students were White, again depicting a discrepancy between students from different subgroups.

Attendance Data

Santa Barbara High School truancy rate (3 or more full day unexcused absences) for the 2019-20 school year has significantly improved from previous years as measured from the start of school in August through March 13th. During the 2017-18 school year SBHS had a 28.6% truancy rate, 2018-19 school year SBHS had a 29.8% truancy rate and during the 2019-20 school year SBHS improved to a 16.9% truancy rate. The same trends for improvement are
shown in our Chronic Absenteeism Rate (10% or more absenteeism of the school year) during both the 2017-18 and 2018-19 school years the Chronic Absenteeism was 16.2% and dropped during the 2019-20 school year to 15.5%. Our Dean of students is proactive in meeting with the families and students and incorporating a Social Emotional emphasis when seeking out solutions on why students continue to be truant. Students and families are personally met with by our Dean, Administrators and Educational Counselors; when necessary and appropriate, they are referred for personal and family therapeutic counseling support to help them create strategies and skills sets to alleviate the causes that led to truancy and school failure.

California Healthy Kids Survey (CHKS) Data

According to the 2019-20 California Healthy Kids Survey, which is the most recent data available: 90 % plus of the reporting students agree that adults on Santa Barbara High School campus care about all students. 93% of the reporting students stated that adults at school believe they (the student) will be a success. 92% of the reporting students stated that there are adults who listen to them when they have something to say. 96% of the reporting students stated that they have never felt or been threatened with harm or injury at school.

The stated outcomes on the CHKS data for Santa Barbara High School reflects a school site that places a high priority on the Social Emotional and Physical well being of all our students, and is a school that is very caring and student oriented. We are considered a safe haven by our students and we will continue to strive to provide a school site that encourages all students to be their best in an environment that recognizes their uniqueness and contributions.

For a comprehensive review of the SBHS California Healthy Kids Survey click on the link below SBHS CHKS

Child Abuse Reporting Procedures

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5141.4.

Board Policy 5141.4
Administrative Regulation 5141.4
Suspension and Expulsion Procedures

For specific details, refer to Santa Barbara Unified School District Board Policies and Administrative Regulations 5144, 5144.1, and 5144.2.

Board Policy 5144, and 5144.1

Administrative Regulation 5144, 5144.1, and 5144.2

Procedures for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The SBUSD has incorporated this notification into the existing “Attendance Reporting Screen”. On the daily attendance report, when a student is suspended it will be indicated on the attendance screen. The administrator who suspended the student will notify that student’s current teachers of the specific violation of California Education Code as provided by law. The information provided is for the student’s current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure this information so students and others may not view it.

Pursuant to Welfare and Institutions Code 827(b) and Educations Code 48267, the Court notifies the Superintendent of the Santa Barbara Unified School District regarding who has engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student’s teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student’s counselor.
Exemplar of Notification Via email:

Confidential
Memorandum
To: _______________, Teacher
From: _______________, Principal
Date:
Re: Students having committed specified crime

The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE. (EC 49079)

PLEASE DELETE THIS EMAIL IMMEDIATELY AFTER READING.

_______________ was found to have committed the following criminal activity:
If you have any questions, please see me.

Principal
Notification to Teachers, Counselors and support staff for the following student:

I am writing to inform you all that your student, (Name), has been suspended for a total of ( ) days, on/off-campus from Month/Date/Year to Month/Date/Year for violation of Education Code/s:

They will return to class on Month/Date/Year.

Please put together any work the student can complete and bring it up to Assistant Principal or Inhouse Suspension Center

Please email or call Dean of Students Mr. Mendoza at ext. 5005 if you have any questions and/or concerns about this suspension.

Sarah (per Mendoza)
**Sexual Harassment Policy**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.7.

Board Policy 5145.7

Administrative Regulation 5145.7

**School-wide Dress Code Prohibiting Gang-Related Apparel**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5132.

Board Policy 5132

Administrative Regulation 5132

Dress and Grooming Exhibit 5132
Procedures for Safe Ingress and Egress from School

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 1250.

Board Policy 1250
Administrative Regulation 1250

For specific school hours, refer to Santa Barbara High School’s Bell Schedule. Arriving to and departing from Campus: Santa Barbara High School has designated drop-off and pick-up locations on the front of campus and at the circle of the flagpole. To cross Anapamu there is a crosswalk taking you to the bus stop. To cross Canon Perdido from campus there are crosswalks on the corner of Canon Perdido and Nopal and a crosswalk directly across our campus to the Girls and Boys Club.

Due to Covid-19 there are required screening procedures for all students and visitors intending to enter the building. All students will be assigned a designated area for Covid-19 screening based on the location of their first period class. Screening will commence at (8:00 am to 9:00 am) The screening will require the students’ parents and or guardians to respond to CrisisGo daily health questionnaire confirming the students have no Covid symptoms and or fever. Once the student arrives on campus the student will report to their designated screening post and a no touch temperature check will be taken of the student prior to entering classes. If the student has a temperature 100.4 or above they will be isolated to a designated Nursing station and parents will be contacted to pick up the student. (All late arrivals after 9 am will be screened at the flagpole fronts steps area)

(Refer to Appendix A) Please refer to Coronavirus Disease 2019 CDC Guidelines and additional information)
Map of designated Covid-19 screening areas for daily Check-in and the 4 locations:

1. Flagpole front steps
2. MAD Academy area
3. Cafeteria parking lot
4. North end Senior Lawn

Santa Barbara High School’s priority is the health and safety of all our students, staff and school community. During this unprecedented Covid-19 period, all students, staff and visitors intending to enter the building or classrooms will be required to complete an online and or verbal Covid-19 screening questionnaire and submit to a no touch temperature verification prior to entrance. Santa Barbara High School has posted Covid-19 safety procedures throughout our campus and classrooms. For the safety of all of our students, staff and visitors the following procedures must be maintained when on campus:

- Wear a mask
- Social distance whenever possible (6 feet)
- Avoid gathering in small spaces
- Use of handwashing stations and facilities as necessary
Bus transportation: Bus transportation to and from school is provided by the Metropolitan Transit District of Santa Barbara. Bus schedules are available at https://sbmtd.gov/maps-schedules/ Questions regarding schedules should be directed to the MTD. MTD Bus Passes are sold in the Business office located in the main lobby of campus.

Bicycles: Helmets must be worn by all students who ride bikes. Bicycles should be locked in the bike racks around the school. Students should keep the model and serial number of their bicycle recorded at home for use in identification. The school is NOT responsible for thefts of bicycles; therefore, reports to the police should be initiated by parents. Students may not ride bicycles on campus during the day or take them from class to class.

Visitors: All visitors once cleared (Covid-19 screening) for entrance must electronically sign in at the Main Office and the state purpose of their visit. Visitors will then be issued a name tag that they are to place in a visible area and are to wear at all times while on campus, identifying them as a visitor, and sign out before they leave.

Early Release of Students: Photo ID is required for any adult picking up a student early from school.

Students shall be released during the school day only to the custody of an adult, with a photo ID if:

1. The adult is the student’s custodial parent/guardian. (BP 5021)
2. The adult has been authorized on the student’s emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult’s identity. (BP 3516)
3. The adult is an authorized law enforcement officer acting in accordance with law (BP 5141.4) (BP 5145.11)
4. The adult is taking the student to emergency care at the request of the principal or designee. (BP 5141)
Goal 1: **Ongoing implementation of the Restorative Approaches schoolwide– Discipline Model**

While we are in Remote Learning we will implement aspects of Restorative Approaches that are appropriate for the incident/s that occur while we are in session

**Strategy 1: Maintain ongoing implementation of RA**

- (Ongoing) Implementation of Restorative Approaches and Interventions when students are facing disciplinary actions in order to provide the student an opportunity for personal responsibility for their actions and to be better prepared for reintegration when returned to classes and to face peers affected by their actions.
- Continue training for Classified Staff (In House Suspension Center, Campus Safety Assistants, Study Hall and Para Professionals) to assist with Restorative Approaches for ongoing implementation of RA practices.
- Schedule Restorative Approaches refresher early each semester to assist staff with implementation and fidelity and to help students with understanding the concepts of RA.
- Review and institute sensible and creative interventions for student discipline instead of suspension i.e., essay writing on what brought forth the disciplinary action and what they (student) now understand, Learning Modules (bullying, vape usage, alcohol and drug use etc..) that can help institute the necessary skills of RA to repair the harm caused to an individual, parent and or class. Hosting Parental support webinars on dangers of illegal drug usages.
- SBHS will continue to be a place where students feel known, seen and heard through: respect, ownership, accountability, opportunity, repair, dignity, obligation, friendship, relationship, and reintegration.

**Expected Outcomes: End of school year 2020-21 for all grades**

- Decrease by 15% the number of students sent out of class (removed from Zoom) and or to In-House suspension during the school day, as well as referrals written by teachers in comparison from the 2019-20 school year..
- (Ongoing) Increase student perception that the use of Restorative approaches are useful for solving conflicts and misjudgements in lieu of suspension.

Persons responsible for implementation: Site Administration, Dean of Students, Counselors, and Staff

Timeline for Implementation: Ongoing

Evaluation Guidelines: Review of Santa Barbara High Dashboard for suspensions and review of California Healthy Kids Survey CHKS
Goal 2: **Schoolwide implementation of CrisisGo for communications and actions to be taken in school emergencies and notifications.**

While we are in Remote Learning we will implement aspects of CrisisGo, Standard Response Protocol (SRP) and PPE usage and resupply that are appropriate for the health and safety of our students, staff and community i.e., Covid-19 daily screening.

**Strategy 2.1:** Schedule of refresher training meetings on CrisisGo app with all Certificated Staff and Classified staff for school year 2020-21

- All Certificated Staff will have CrisisGo loaded onto their School District issued devices and can voluntarily have the CrisisGo app added to their personally owned devices during the 2020-21 school year.
- Conduct CrisisGo app training with all certificated staff Fall and Spring terms. With the goal to have 100% Certificated staff trained and able to utilize and communicate with CrisisGo by end of school year 2020-21
- Load CrisisGo app onto all personal devices of Classified Staff who would like to voluntarily have the CrisisGo app. Load the App during late start days of Fall and Spring semester of the 2020-21 school year.
- Conduct CrisisGo app trainings with all Classified Staff who have voluntarily loaded the CrisisGo app onto their personal devices during this 2020-21 school year, with the goal to have Classified staff trained and able to utilize and communicate with CrisisGo by end of school year 2020-21
- Explore Roll out and logistics of loading the CrisisGo app onto student personal devices who would like to have the CrisisGo app. Roll-out would be conducted through announcement of Parent Square and invitation to parents and guardians for an evening event during Spring 2020-21.

**Strategy 2.2:** Standard Response Protocol (SRP) to be incorporated onsite for “Lockout,” “Lockdown,” “Evacuate,” “Shelter,” and “Hold” when responding to school site emergencies and alerts for incidences affecting the safety of the campus.

- Institute a review of Standard Response Protocol (SRP) school wide with all certificated staff, classified staff, and students to take place at least twice each academic year 2020-21.
- Ongoing and updated printed Standard Response Protocol material and posters are to be placed in every classroom and common areas throughout campus.
- Investigate/train for reunification plan for students and their parents in case of a major Emergency. An example of this may be: Students communicating to School Administration during a training exercise and their parents through the CrisisGo app that they are “ok” or when faced with “Self Evacuation” decisions.
- Utilization of the school CrisisGo app, PA system, Campus Supervisors, and email to provide standardized messaging on campus of Standard Response Protocol (SRP) for school emergencies, alerts and training.
Strategy 2.3: Restock Emergency Shed Supplies and Radios as needed

- Conduct a survey of Emergency Supplies by March 31, 2021 i.e., water, bandages, cots, beds, blankets, privacy screens etc, to determine priority for replacement.
- Will review each year the condition and quality of our emergency supplies and equipment and budget for the following year for the replacement of damaged and or outdated equipment
- Assess the condition of our two-way radios and FM Repeater and budget accordingly for the following fiscal year any replacements and repairs necessary to be mission ready.
- On-going utilization of District two-way radio system for direct communication with Administrators, Campus Supervisors and District level personnel in case of an emergency

Expected Outcomes

- Improve communicative response systems for emergencies.
- Increased awareness and clarity for all school personnel and students on the site level on how to respond to Emergencies and crisis when they occur on campus.
- All Classified and Certificated staff to be trained on how to respond and communicate through the CrisisGo app.
- Increased Communication and Collaboration between all Stakeholders within City Limits i.e., District Office, Law Enforcement, Fire and First Responders.

Persons responsible for implementation: Site Administration, School Safety Team members.
Timeline for Implementation: Ongoing
Administrator in charge of School Safety Plan responsible for implementation

Evaluation Guidelines:
- Percentage of Certificated staff declaration of proficiency on the utilization of the CrisisGo app.
- Percentage of Classified staff declaration of proficiency on the utilization of the CrisisGo app.
- Percentage of Certificated and Classified Percentage declaration of proficiency on the Standard Response Protocols (SRP).
- Ongoing training and drills on declared emergencies through the use of the CrisisGo app.
- Ongoing distribution and resupply of SRP material in all classrooms and common areas as needed.
- Signed and Updated (yearly) Emergency Supply Inventory document.

Goal 3: Reduce the number of students suspended by 15% for the use of electronic vaping devices during the school day.
While we are in Remote Learning we will implement aspects of Restorative Approaches, Learning Modules and School Resource Officer utilization that are appropriate for the incident/s that occur while we are in session

**Strategy 3.1:** School Administration and Counselors will provide students and parents informational material on the dangers of Electronic vaping devices this school year in their primary language.

- SBHS will post on their website educational material on the dangers of electronic vaping devices on their website.
- SBHS will host a minimum of one educational evening event per year for parents and community members on the dangers of electronic vaping devices (Zoom Webinar)
- Students who are suspended for the use of electronic vaping devices will be required to complete as part of their Restorative Repair an online Learning Module course in their primary language on the dangers and health hazards of electronic vaping. Tobacco-Use Prevention Education TUPE Grades 6-12 Tier 2 resources will be utilized as necessary.
- Warning signs on the dangers of Vape Device usage and No Vape Zone signs will be placed in Girls and Boys Restrooms and materials sent out through Parent Square

**Strategy 3.2:** Ongoing assignment for School Resource Officer (SRO) at SBHS

- Maintain strong lines of communication between community liaison and law enforcement
- Provide support with the SARB process and to make home visits with Dean of Students when available to check on the of welfare students and their families who are not attending school
- Ongoing partnership with Campus Safety Assistants to ensure the implementation of effective school safety policies and practices.
- Ongoing School Administrators to serve as a Liaison between Police Department and the site when dealing with student and community safety issues.
- Ongoing provision of regular opportunities for school personnel and SRO to communicate with students on Probation to provide these students with support, and to develop a holistic team approach to serve our students and families.
- Ongoing increase of SRO presence on school campus in order to build positive relationships with students and staff.

**Persons responsible for implementation:** Site Administration, Dean of Students, School Counselors, Family Liaison, Language Access Team.

Timeline for Implementation: Ongoing

Evaluation Guidelines: Decrease percentage of students suspended for use of drugs, alcohol or violence during the school day. Increase daily attendance and the reduction of habitual truancy through Home Visits and contact with parents. Increased communication and presence of School Resource Officer and Probation personnel on campus who will proactively engage with students and staff.
**Rules and Procedures on School Discipline**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5144.

Board Policy 5144

Administrative Regulation 5144

**Procedures Adopted Under the Safe and Drug-Free Schools Act**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5137.

Board Policy 5137

**Hate Crimes Policy and Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.3.

Board Policy 5145.3

Administrative Regulation 5145.3

**Bullying Prevention Policies and Procedures**
For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5131.2.

Board Policy 5131.2

### Required Signatures

**Site Council Committee Members**

**Signatures**

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<th>Teacher Representative</th>
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Comprehensive School Safety Plan

Approval Signatures

__________________________________                   __________________________________
School Site Administrator               Date                       Coord School Climate & Safety      Date

__________________________________                   __________________________________
Assistant Superintendent               Date                       Assistant Superintendent           Date
(Elementary Schools/Secondary Schools)                      Student Services

__________________________________                   __________________________________
Assistant Superintendent               Date                       Assistant Superintendent           Date
Human Resources                             Date                       Business Services
Introduction:

Purpose:

The purpose of the School Site Emergency Operations Plan is to provide concise guidelines which can be accessed from the Emergency Notification System; CrisisGo. It is the intent of the Santa Barbara Unified School District to provide the most effective tools to assist each person in their ability to identify and respond to emergencies on their specific school site. The School Site Emergency Operations Plan is not intended to be a replacement for the District Comprehensive School Safety Plan, but will serve as a supplement thereto.

Scope:

Should there be a conflict or omission in this plan, the District Comprehensive School Safety Plan for your site will take precedence. Should you have any questions regarding this plan, you should also consult the District Comprehensive School Safety Plan. This plan does not include all aspects of the District Comprehensive School Safety Plan, and in the interest of brevity, many requirements are not in the plan, however, users of this plan are still required to meet all state and federal mandates located within the District Comprehensive School Safety Plan.

Access and Functional Needs:

The Santa Barbara Unified School District is committed to the safe evacuation and transportation of all students, staff and visitors, including those with access and functional needs. This population can be especially vulnerable during an emergency or crisis and includes, but is not limited to, staff, visitors and students with:

- Limited English Proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Mobility/physical disabilities (permanent or temporary), and/or
- Have Medically fragile health conditions (including asthma and severe allergies).

All known students, and staff with access and functional needs should be listed on the AFN Registry, along with the assistance they will likely require.
Points of Contact: AFN NEED TO SUBMIT

Emergency Number: 9-1-1

Principal:
Elise Simmons
Contact Number: 805-729-0869

Assistant Principal
Fred Razo
Contact Number: 805-705-2903

School Staff Responsible for Emergency Operations:
Fred Razo
Contact Number: 805-705-2903

Office Manager: Barbara Bermudez
Barbara Bermudez
Contact Number: 805-966-9101 X 5006

On-site Facilities (24 hour number)
Emmanual Diaz
Contact Number: 805-770-0928

Campus Safety Assistant:
Carlina Gonzalez
Contact Number: 805-451-8617

Campus Safety Assistant: Gabriel Renteria
Gabriel Renteria
Contact Number: 805-574-0746
Evacuation Map:
Infographics

Standard Response Protocol:

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS
Return Inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS
Hazard      Safety Strategy
Tornado     Evacuate to shelter area
Hazmat      Seal the room
Earthquake  Drop, cover and hold
Tsunami     Get to high ground

TEACHER
Lead safety strategy
Take attendance
## ACTIVE SHOOTER RESPONSE

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<thead>
<tr>
<th>WHEN AN ACTIVE SHOOTER IS IN YOUR AREA</th>
<th>WHEN LAW ENFORCEMENT ARRIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. RUN (Avoid)</strong></td>
<td></td>
</tr>
<tr>
<td>• Have an escape route and plan in mind</td>
<td>• Remain calm and follow instructions</td>
</tr>
<tr>
<td>• Leave your belongings behind</td>
<td>• Put down any items in your hands (i.e., bags/jackets)</td>
</tr>
<tr>
<td>• Keep your hands visible</td>
<td>• Raise your hands and spread your fingers</td>
</tr>
<tr>
<td><strong>2. HIDE (Deny)</strong></td>
<td>• Keep your hands visible at all times</td>
</tr>
<tr>
<td>• Hide in an area out of the shooter’s view</td>
<td>• Avoid quick movements towards officers such as holding onto them for safety</td>
</tr>
<tr>
<td>• Block entry to your hiding place and lock the doors</td>
<td>• Avoid pointing, screaming, or yelling</td>
</tr>
<tr>
<td>• Silence your cell phone and/or pagers</td>
<td>• Do not stop ask officers for help or directions when evacuating</td>
</tr>
<tr>
<td><strong>3. FIGHT (Defend)</strong></td>
<td><strong>INFORMATION</strong></td>
</tr>
<tr>
<td>• As a last resort and only when your life is imminent danger</td>
<td>• YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 9-1-1 OPERATOR</td>
</tr>
<tr>
<td>• Attempt to incapacitate the shooter</td>
<td>• Location of the active shooter</td>
</tr>
<tr>
<td>• Act with physical aggression and throw items at the active shooter</td>
<td>• Number of shooters</td>
</tr>
<tr>
<td></td>
<td>• Physical description of the shooter</td>
</tr>
<tr>
<td></td>
<td>• Number and type of weapons held by the shooters</td>
</tr>
<tr>
<td></td>
<td>• Number of potential victim at the location.</td>
</tr>
</tbody>
</table>

**CALL 9-1-1 WHEN IT IS SAFE TO DO SO**
<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate the closest Fire Alarm Station</td>
<td>Do Not Stop to collect personal belongings</td>
</tr>
<tr>
<td>Call 9-1-1 if it is safe to do so</td>
<td>Report to the closest Assembly Area</td>
</tr>
<tr>
<td>Leave the building or affected area by the nearest exit</td>
<td>Do Not return to the building until Authorized to do so.</td>
</tr>
<tr>
<td>Do not use the elevator, USE THE STAIRS</td>
<td>Follow the instructions at the Assembly Area</td>
</tr>
</tbody>
</table>
Earthquake

<table>
<thead>
<tr>
<th>If Possible</th>
<th><img src="image.png" alt="Instructions" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immediate following an earthquake:</strong></td>
<td><img src="image.png" alt="Instructions" /></td>
</tr>
<tr>
<td>● Assess your surroundings and your safety</td>
<td><img src="image.png" alt="Instructions" /></td>
</tr>
<tr>
<td>● Assist those around you who need help</td>
<td><img src="image.png" alt="Instructions" /></td>
</tr>
<tr>
<td>● After shaking stops, evacuate to a safe area</td>
<td><img src="image.png" alt="Instructions" /></td>
</tr>
<tr>
<td>● Follow the instructions you will receive from emergency responders</td>
<td><img src="image.png" alt="Instructions" /></td>
</tr>
</tbody>
</table>

If Possible

Look for those who may need assistance and help if you are able

**Using Cane**

| ![Instructions](image.png) |
| **Using Walker**
| ![Instructions](image.png) |
| **Using Wheelchair**
| ![Instructions](image.png) |
Emergency Operations Plan:

When you first become aware of an emergency, you need to make an assessment of the situation you are faced with and take decisive actions to protect yourself and those you are responsible for around you. Remember, the quicker you call 9-1-1, the sooner you will get the help you need.

- Assess your situation and take decisive action
- Notify those on campus using the CrisisGo app and initiate the appropriate SRP.
- Once you are in a position of safety, call 9-1-1
- Give aid to those who need assistance: CPR, Stop-the-Bleed, wound packing.
- If you are required to evacuate, make sure you assist those with Access and Functional Needs.
- Prepare to respond to the ever changing conditions and situation of the emergency
- Maintain your situational awareness; what is going on around you. If you need information, get it. If you have information, give it.
- Communicate your situation and needs with emergency responders and school administration.
- Follow their instructions.

Access and Functional Needs:

Those with known access and functional needs will need additional assistance during an emergency. The best practice is to identify anyone who may need assistance as early as possible, even before the emergency occurs. During an emergency, many more people will meet the criteria for access and functional needs. Be prepared to address those needs as soon as possible and provide assistance. Under emergency conditions, many will experience emotions which prevent them from helping themselves. As a direct result of the emergency itself, many may become injured and unable to care for themselves, or will need additional assistance. We must take decisive action and get help for them as soon as possible. Please consider the following limitations people may experience during an emergency:

- Physical ability to remove themselves from the situation (can’t evacuate by themselves or without assistance).
- Emotional ability to remove themselves without assistance and guidance
- Their mobility is limited; pre-existing or as a result of injuries incurred during the emergency
- Limited visual ability; pre-existing or as a result of injuries incurred during the emergency
- Limited hearing ability; pre-existing or as a result of injuries incurred during the emergency
- Developmental
- Psychological
- A change in condition as a result of the emergency: injuries, trapped, lost, etc.

*Note: People often suffer from multiple conditions which may need to be addressed.
Checklists

Active Shooter:

1. Activate School emergency response plan: LOCKDOWN (Locks, lights, out of sight), EVACUATE (Run, Hide Fight) using the CrisisGo App
2. Contact 9-1-1 immediately
3. Contact the school resource officer
4. Secure the main office area
5. IF possible and safe to do so, gather all information about the suspect(S) involved and relay information to 9-1-1
6. Announce the alert on the PA system
7. Notify the District Cabinet and the Superintendent
8. Remain on 9-1-1 call to assist law enforcement deployments.
9. Lock the doors if it can be done safely, turn off the lights, get out of sight, and remain silent
10. Follow your training and maintain situational awareness
11. When police arrived, direct them to the scene
12. Initiate the ICS and delegate necessary roles
13. Administrators should stay out of view of gunman if possible.
14. Work with police officers as directed. Police will evacuate students area by area
15. Work to maintain as much calm as possible
16. After the gunmen are contained, account for all students and record the extent of injuries using a Roster Event in the CrisisGo app
17. Send message with incident information to parents
18. Follow up at the hospital with injured staff and students
19. Initiate the Standard Reunification Method
20. After crisis has ended, release the alert in the CrisisGo app
21. Establish family and staff assistance center(s) as needed
22. Conduct After Action Review

Allergic reaction

1. Check for a medical alert tag
2. Contact the school nurse immediately
3. Call 9-1-1
4. Notify the District Cabinet and the Superintendent
5. Keep victim calm and in place
6. Ask another staff or students to search for an EPI pen in backpack or on they're person if prescribed
7. If I obvious signs of anaphylaxis, administer victim's EpiPen immediately
8. Contact parents/guardians, or designated family member
9. Conduct an After Action Review

Bioterrorism

1. Call 911. Explain what you are observing.
2. Send an alert using the CrisisGo app: Evacuate, Shelter, etc
3. Evacuate non contaminated students, teachers and staff after conferring with emergency responders
4. Isolate any people who have come into contact with the substance
5. Secure the building
6. Established Unified Command with emergency responders
7. Notify the District Cabinet and Superintendent
8. Using ICS, delegate necessary roles
9. In concert with District PIO develop an external communications plans for parents, staff, students and community.
10. Ensure accountability of all students and teachers/staff, using the Roster Event in CrisisGo
11. Develop release plan in consultation with emergency responders and health officials
12. Isolate and direct students discovered in a hallway bathroom Wing Etc
13. After the crisis has ended, release the alert in the CrisisGo app.
14. Conduct an After Action Review

Bomb threat / suspicious package

1. Call 911. Explain what you are observing
2. Send an alert using the CrisisGo app
3. Immediate considerations: time call was received; type of call received; when detonation is expected; location of the device; description or appearance of the device; immediate evacuation; who or what the target is: number of devices; possible damage if detonated (number of injuries, or other possible threats if detonated); complete bomb threat report
4. Initiate Standard Response Protocols; Evacuation, Shelter with safety strategy using the CrisisGo app
5. Secure the building and area where the device is located
6. Establish Unified Command with emergency responders
7. Notify the District Cabinet and Superintendent
8. Initiate the ICS and delegate roles as appropriate
9. In concert with District PIO develop a communications plan for parents, staff, students and community
10. Ensure accountability of all students, teachers and staff using the Roster Event in the CrisisGo app
11. Develop release plan in consultation with emergency responders using the Standard Reunification Method (SRM)
12. Isolate and redirect students discovered in hallways, bathrooms, wing, etc.
13. After crisis has ended, release the alert in the CrisisGo app
14. Discovery / detonation:
15. Announce IED and location and move clear
16. Conduct a “secondary device scan”: from the device, look outward 5 feet in all directions, then 25 ft in all directions, moving as far away as necessary to determine if there is a second or third device in the area
17. Contact and Rescue
18. Consider threat to life and alternate routes
19. Mark device and bypass it
20. Exposed victim Rescue
21. Direct victim movement explicitly
22. View area for secondary threats
23. Establish narrow cordon in and out of area
24. Provide Direct Care only
25. Evacuate to recommended standoff, isolate and barricade
26. From Radio safe distance (300 feet or standoff) report IED location, description, size: report action taken; request bomb-squad (EOD)
27. No victims threatened
28. View area for second device: reposition personnel to a safe standoff distance; report impact to assignment and priority; cordon off 360° device Killzone; control cordon security awaiting EOD.
29. Standoff distance
30. Pipe bomb 5 lb: 70 ft minimum, 1200 feet preferred
31. Suicide bomber 21 pounds: 110 ft minimum, 1700 feet preferred
32. Briefcase suitcase 50 lb: 150ft minimum, 1850 ft preferred
33. SUV/Van 1000-lb: 400 ft minimum, 2400 ft preferred
34. After crisis has ended, release the alert in the CrisisGo App
35. Consider establishing a student/staff support center
36. Conduct an After Action Review

Dangerous animal

1. Receive information and maintain situational awareness
2. Send an alert using the CrisisGo app: Lockout, Lockdown, etc.
3. Call 9-1-1 if you haven't been notified of the activity directly from them.
4. Initiate Standard Response Protocols, Lockout: using CrisisGo app
5. Bring students inside the building and secure exterior perimeter
6. Usually, business can be conducted as usual
7. Maintain situational awareness; Lockouts can lead to a Lockdown
8. Ensure accountability of all students/staff using the Roster Event in the CrisisGo app
9. Meet at command post and receive information regarding staff and students and the situation
10. Notify District Cabinet and the Superintendent
11. Make contact with emergency responders for instructions
12. Once the event has ended, release the alert in the CrisisGo app
13. Conduct an After Action Review

Death of a Student

1. Call 911; Consider placing the school into a “Hold”
2. Notify the District Cabinet and the Superintendent
3. Protect the scene
4. Convene school crisis team
5. Ensure family of deceased is notified through pre-established methods.
6. Alert counsellors and nurses at schools where siblings are enrolled
7. Hold a faculty meeting as soon as possible to communicate next steps to staff.
8. Consider messaging requirements
9. Permit students to leave school only with parental permission.
10. Carefully track attendance
11. Consult with police officials involved with the death investigation in case they need to identify Witnesses
12. Assess instructional and support needs
13. Call in substitute teachers as needed
14. Keep time and procedures log of crisis response activities
15. Make home visits to affected families with counselors or crisis team members
16. Hold community support meetings if appropriate
17. Work with the counselling coordinator to initiate grief counselling plan as determined by need and severity of the situation
18. Conduct debriefing with school crisis team and staff members
19. Conduct an After Action Review

Earthquake

1. Initiate an alert using the CrisisGo app.
2. At the first signs of an earthquake: Initiate the Drop/Cover/Hold on protocol; if in a vehicle, pull over and stop: if outdoors, stay there; do not get in a doorway: do not run outside
3. Practice Drop/Cover/Hold on
4. As soon as that shaking stops and when it is safe to do so, Evacuate to an area which is free from falling debris
5. Assist those who need assistance in evacuating: special needs students, staff and visitors: those who are injured and have mobility challenges
6. Call 911
7. Initiate the ICS and establish a Command Post
8. Account for students, staff and visitors using the CrisisGo Roster Event
9. Establish a primary point of contact for emergency responders
10. Initiate the crisis communications plan
11. Notify District Cabinet and the Superintendent
12. Contact the jurisdictional emergency operations centers for schools affected in their area; Santa Barbara City, City of Goleta, Santa Barbara County
13. Conduct an After Action Review

Evacuate (SRP)

1. Issue an evacuation alert on the crisis Go app and consider calling 911
2. Announce the evacuation alert on the PA system: “Evacuate!” (inform everyone where you want them to go)
3. Notify the District Cabinet and Superintendent
4. When at the evacuation assembly area, account for all students and staff using the Roster Event using the CrisisGo app. or complete it manually
5. Initiate the ICS and delegate roles as necessary
6. Once the event has ended, release the alert in the CrisisGo app
7. Evacuations are called when there is a need to move students from one location to another. Every time there is a mass movement of students, you will need to account for all of the students and staff involved in the movement with another Roster Event in the CrisisGo app
8. Conduct an After Action Review

Fire

1. At the first signs of, or indications of a fire, call 9-1-1 and activate the fire alarm system.
2. Initiate the SRP evacuation in the CrisisGo app, if it is appropriate to do so.
3. Notify the District Cabinet and Superintendent
4. Assess the situation:
5. Location of fire, smoke, or smell; size of involved area actual and potential; apparent direction and rate of spread; weather conditions; type of building (what is the facility used for, what is it made of); ingress and egress routes for emergency responders, etc.
6. Identify the best location for emergency responders to respond; and identify potential hazards
7. Notify responders of injuries to staff or students
8. Notify emergency responders of the locations of staff and or students who have been injured and need assistance
9. Assist those who need assistance in evacuating: special needs, staff and visitors: injured; those who have mobility challenges; etc.
10. Establish a command post and initiate the ICS
11. Account for students, staff and visitors using a Roster Event in the CrisisGo app.
12. Establish a primary point of contact for emergency responders
13. When the event is over, release the alert in the CrisisGo app
14. Conduct an After Action Review

Hazardous Materials

1. Call 9-1-1 and explain what you are observing
2. Initiate a “Shelter” (SRP) and give a safety strategy
3. Shelter: close doors, shut the windows, and if possible seal windows and doors with plastic and tape, and turn off the HVAC system
4. Evacuating non contaminated students, teachers and staff after conferring with emergency responders
5. Isolate any people who have come into contact with the substance
6. Secure the building, or contaminated area
7. Initiate the ICS, and establish a Unified Command with the emergency responders
8. Contact the District Cabinet and the Superintendent
9. Delegate staff roles as appropriate
10. In concert with District PIO develop an internal and external Communications plan for parents, staff, students and community
11. Ensure accountability of all students, teachers and staff using a Roster Event in the CrisisGo app
12. In consultation with emergency responders and health officials, develop release plan for students and staff
13. Isolate and redirect students discovered in a hallway, bathroom, wing, who have potential for exposure or contamination
14. After the crisis has ended, release the alert in the CrisisGo app
15. Conduct an After Action Review

Heat Illness

1. Call 9-1-1
2. Notify District Cabinet and Superintendent
3. Know how to recognize the three most common types of heat-related illness: heatstroke, heat exhaustion, and heat cramps.
4. Heat Strokes are the most severe and can be fatal
5. Symptoms include:
   a. An elevated temperature to 105 degrees to 110 degrees Fahrenheit
   b. Hot, red, and dry skin
   c. A rapid, weak pulse.
   d. Rapid, shallow breathing
6. First aid for heat stroke; (call 9-1-1)
a. Wrap damp sheets around the victim and start fanning them
b. Wrap cold packs in a cloth and place them on the victim's wrists and ankles, and in the armpits and on the neck
c. **Caution**: prolonged cold after temperature has been reduced may cause hypothermia

7. **Victims of heat exhaustion will have normal temperature, but will have other symptoms:**
   a. Cool, moist, pale skin
   b. Heavy sweating
   c. Potentially rapid pulse
   d. Headache, nausea or vomiting, and dizziness

8. **Heat cramps are muscular pains and spasms that result from extreme exertion**
   a. Cramps most often attack the abdomen and legs

9. **To avoid heat-related illnesses:**
   a. Wear lightweight, light-colored clothing
   b. Drink plenty of water
   c. Take regular breaks
   d. Eat small meals

10. Conduct an After Action Review

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**Kidnapping**

1. Verify the student is missing
2. Call 9-1-1
3. Notify District Cabinet and Superintendent
4. Consider placing the school on a “HOLD”, using the CrisisGo app, until the initial phase of the investigation has been completed
5. Follow school policy and procedures on confidentiality
6. Contact parents or guardians
7. Determine the presence of potential witnesses
8. Check the student file for any restraining orders or other background information
9. Compile information for authorities on the missing student; date of birth, student emergency contact information
10. Provide a picture and description of what the student was last seen wearing
11. Check video system for possible evidence of the event
12. Have student file and photo available for law enforcement
13. Make a note of appearance, vehicle type and color, registration plate number, and any other identifying information
14. Cooperate with police
15. Convene school crisis team and decide on response plan
16. Contact District cabinet and superintendent
17. Work with the counseling coordinator to initiate grief counseling plan as determined by need and severity of the situation
18. After the crisis has ended, release the alert on the CrisisGo app
19. Complete an incident report and file in the principal's office
20. Debrief with the school crisis team and staff
21. Conduct an After Action Review

**Lockdown (SRP)**

1. Initiate the Lockdown Alert in the CrisisGo app; call 9-1-1
2. Announce the alert on the PA system: "Lockdown; Locks, Lights, Out of Sight"; "Lockdown; Locks, Lights, Out of Sight"
3. Notify District Cabinet and Superintendent
4. Bring all students and staff inside
5. Secure all exterior access points; doors, windows, Gates, Etc.
6. Cover windows
7. Gather students and remain out of sight from exterior windows, halls and doorways
8. Report any necessary information to the management team using the CrisisGo app
9. Initiate the incident command system
10. Communicate with emergency responders
11. Account for all students and staff using the CrisisGo Roster Event
12. Refer to appropriate specific hazard checklist
13. Once the event has ended, release the event in the CrisisGo app and announce the release on the PA system
14. Complete an After Action Review
15. A Lockdown is called when there is a threat to the safety of students and staff inside the building or in close proximity to students and staff; active shooter, violent Intruder, angry or violent parent, or other violent person, dangerous animal inside the building, Etc.
16. Conduct an After Action Review

**Lockout (SRP)**

1. Initiate the lockout alert in the CrisisGo app
2. Announce the alert on the PA system; “Lockout! Secure the perimeter”; “Lockout! Secure the perimeter”
3. Consider calling 9-1-1 based on the situation
4. Notify District Cabinet and Superintendent
5. Bring students and staff inside
6. Lock all exterior access points, if safe to do so: doors, windows, gates, Etc
7. Maintain your situational awareness
8. Initiate the Incident Command System
9. Once the building has been secured and everyone is safe, you may continue to conduct business as usual
10. Once the event has ended, release the alert on the CrisisGo app and on the PA system
11. Lockouts may be called for: police or criminal activity in the area; dangerous animal outside of the building; civil disobedience; any situation which causes concern for the safety of the campus and the threat is near the campus
12. Conduct an After Action Review

**Missing Student**

1. Verify, to the best of your ability, the student is missing
2. Notify District Cabinet and Superintendent
3. Consider placing the school on a “HOLD” using the CrisisGo app to limit student movement while the search for the student on campus is being conducted
4. Contact the parents or guardians to report the student’s absence status and confirm with the parent that the child did not go home and is missing
5. Inform law enforcement and staff of missing student
6. Call 9-1-1
7. Obtain student information and photograph from the files
8. Contact the District Cabinet and the Superintendent
9. Call parent or those listed on the emergency release form
10. Upon verification, direct office staff to email the district faculty and staff regarding the missing student
11. Cooperate with police
12. Compile information for authorities on the missing student; name, date of birth, school, and emergency contact information
13. Provide picture and description of what the student was last seen wearing
14. Initiate a campus-wide search using the group message in the CrisisGo app, and if necessary, make an announcement on the PA system for everyone to be on the alert for the student
15. Notify parents immediately if the student is located
16. After crisis has ended, release the alert in the CrisisGo app
17. Conduct an After Action Review

**Natural Disaster**

1. Turn on EAS radio and local news media sources
2. Initiate the appropriate alert using the CrisisGo app; Evacuate, Shelter, Hold
3. Notify District Cabinet and Superintendent
4. Decide whether to evacuate, relocate, or shelter in place
5. Consider calling 9-1-1
6. Initiate the ICS and establish a command post site
7. Ensure accountability of all students and staff using the CrisisGo Roster Event
8. Gather information regarding building integrity and potential hazards (i.e., Rising floodwaters, high winds that may impact power, Etc)
9. Delegate roles as appropriate: and consider the need to transport students and staff to a secondary site
10. Contact the District Cabinet and Superintendent
11. Meet at the command post and receive information regarding students and staff, location of the disaster, building damage, flooding, etc.
12. Communicate with emergency responders for instructions.
13. Consider establishing a staff and student Assistance Center and counseling needs.
14. After the crisis has ended, release the alert on CrisisGo and announce it on the PA system.
15. Conduct an After Action Review.

**Police Activity**

1. If law enforcement calls to report police activity in your area, take the information and maintain your situational awareness.
2. Initiate a “Lockout” using the CrisisGo app.
3. If you observe police activity in the area of your school which concerns you, initiate a “Lockout”, using the CrisisGo app.
5. Bring students and staff inside the building and secure exterior access points.
6. Usually, business can be conducted as normal.
7. Maintain your situational awareness; Lockouts can lead to Lockdowns, or other protective actions.
8. Ensure the accountability of all students and staff using the CrisisGo app Roster Event.
9. Meet at the command post and receive information regarding staff and students, and the situation.
10. Notify the District Cabinet and the Superintendent.
11. Make contact with emergency responders for instructions.
12. Once the situation/event has ended, release the alert in the CrisisGo app and on the PA system.
13. Conduct an After Action Review.

**Out of Control Person**

1. Receive information and maintain situational awareness.
2. Call 9-1-1 if your weren’t notified of the activity by law enforcement.
4. Consider a Lockdown (SRP) if the person is a danger to themselves or others.
5. Bring students and staff inside the building and secure the perimeter access points.
6. Usually, business can be conducted as normal.
7. Maintain situational awareness: Lockouts can lead to a Lockdown.
8. Ensure accountability of all students and staff using the CrisisGo Roster Event.
9. Meet at the command post and receive information regarding staff and students, and the situation.
10. Notify the District Cabinet and the Superintendent.
11. Make contact with the emergency responders for instructions.
12. Once the event has ended, release the alert in the CrisisGo app and announce the release of the alert on the PA system.
13. Conduct an After Action Review of the event.
Power Outage

1. In our area we are subject to Public Safety Power Shutoffs (PSPS)
2. If time permits the public utilities companies will issue a PSPS warning when weather conditions dictate and there is an extreme fire danger in the area
3. Determine if the power outage is the result of a PSPS
4. Initiate the ICS and designate roles as appropriate
5. If possible, turn on a radio or other media information source to determine the cause and extent of the outage
6. Determine if the phone connection is still working
7. Use walkie-talkies if available and necessary
8. Contact emergency response agencies if necessary
9. Notify the District Cabinet, Superintendent and the Facilities Director and remain in contact with District Office
10. Contact the utility company for information if possible and to report any dangerous conditions
11. Decide whether to remain in school, conduct early release (closing), or evacuate if necessary
12. Consider heating, cooling, food preparation, sanitary needs (electric flushing toilets), or other health related concerns
13. Ensure the safety of all students and staff
14. Ensure emergency lighting and power are working properly (if equipped)
15. Move students to a lit or appropriate central area if necessary
16. Coordinate move to ensure safety
17. Gather information from staff regarding building integrity and other potential hazards
18. Contact emergency response agencies for instructions
19. Conduct an After Action Review

Serious Injury or Illness

1. Call 911 or verify that 911 has been called
2. Maintain an open airway, administer CPR, and control bleeding if necessary
3. Immobilize the victim if there is a potential for head, neck or back injury
4. Do not move victim unless immediate emergency situation dictates; fire, electrical wires, violent situation, etc.
5. Treat for shock; cover with a blanket, and elevate the legs
6. Check for medical alert tags
7. Notify District Cabinet and Superintendent
8. Prepare information for emergency responders
9. Convene to school safety team
10. Contact parents
11. Debrief school safety team and staff
12. File an incident report
13. Conduct an After Action Review
Shelter (SRP)

1. Initiate the shelter alert in the CrisisGo app, and consider calling 9-1-1
2. Announce the alert on the PA, “Shelter”, followed by a safety strategy (what you want them to do)
3. Safety Strategies: evacuate to a shelter, seal the room, drop cover and hold on, Etc
4. Hazards: weather, hazardous materials spills or leakage, earthquakes, tsunami, Etc
5. Initiate the Incident Command System and delegate roles as appropriate
6. Communicate with emergency responders
7. Notify District Cabinet and Superintendent
8. Maintain situational awareness
9. Account for all students and staff using a Roster Event in the CrisisGo app
10. Once the incident has ended, release the alert in the CrisisGo app and announced the release of the alert on the PA system
11. Conduct an After Action Review

Suicide Committed

1. Call 9-1-1
2. Confirm the death
3. Verify details with the family and offer assistance, appropriate support, and referrals.
4. Notify District Cabinet and Superintendent
5. Honor the family’s wishes if possible
6. Contact District cabinet and the superintendent
7. Convene school crisis team
8. Inform faculty and staff of the death. If the school is not in session, contact faculty and staff via phone tree, or using the CrisisGo app
9. Complete incident report
10. Prepare and send a letter home to parents and Guardians
11. Consider a school crisis assistance Center for emotional support students and staff
12. Allow faculty staff and students to attend the funeral
13. Conduct an After Action review

Suspicious Person or Activity

1. Receive information and maintains situational awareness
2. Call 9-1-1 if you haven’t been notified of the activity by law enforcement
3. Initiate a lockout (SRP) using the CrisisGo app
4. Bring students inside the building in secure exterior perimeter
5. Usually (dependent on situation), business can be conducted as normal
6. Maintain situational awareness; Lockouts can lead to a Lockdown
7. Meet at Command Post and receive information regarding staff and students, and the situation
8. Notify the District Cabinet and Superintendent
9. Make contact with emergency responders for instructions and situation update
10. Once the event has ended, release the alert in the CrisisGo app
11. Conduct an After Action Review

Tsunami

1. Immediately following an earthquake, consider the possibility of a tsunami affecting the coastal waters and flood zones
2. If a tsunami warning has been issued by the NOAA, Santa Barbara County OEM, or another official agency, increase your situation awareness and begin to plan for the tsunami’s arrival. Understand that tsunamis can last from several hours to several days after the initial arrival time, and its intensity can also increase after its initial arrival time.
3. Establish a command post on site and prepare to move site occupants to higher ground
4. Determine your site’s status and prepare to report your status to the District Office
5. Notify District Cabinet and Superintendent
6. Attend to any injuries in order of severity and call 9-1-1
7. Conduct damage (earthquake) assessment of buildings and infrastructure
8. Communicate with staff and parents
9. Evacuate or shelter as appropriate
10. Once the event has ended, release the alert using the CrisisGo app
11. Conduct an After Action review

Weapons Reported on Campus

1. Activate School emergency response plan: Lockout, Lockdown, Evacuate, Shelter, Etc., using the CrisisGo app. Announce the alert on the PA system
2. Contact 9-1-1 immediately
3. Contact the School Resource Officer
4. Notify District Cabinet and the superintendent
5. Secure the main office area, if possible
6. If possible and safe to do so, gather all information of suspect(s) involved and relay to 9-1-1
7. Remain on 9-1-1 call to assist in law enforcement deployment and response
8. Lock doors if it can be safely done
9. Follow your training
10. When law enforcement arrives, direct them to the scene.
11. Administrators should stay out of view of gunman if possible
12. Work with police officers as directed. Police will evacuate students area by area
13. Work to maintain as much calm as possible
14. After gunmen are contained, account for all students and record extent of injuries
15. Develop a Communications plan and send a message to parents
16. Follow up at the hospital with any injured students or staff
17. Notify school counselors and the crisis team for post-incident counseling needs
18. After the event has ended, release the alert in the CrisisGo app, and release the alert on the PA system
19. Conduct an After Action review
INTRODUCTION

The Coronavirus COVID-19 Pandemic necessitated a start of the 2020-2021 school
year in a full distance learning model. We don’t anticipate a full in-person school model until we have improved SB County Covid 19 data, and reach the Governor’s most minimal level of risk (known as yellow/gold.) During this time, Santa Barbara Unified will prepare for the different variations of in-person learning, from small cohorts to hybrid models, to full in person learning. The purpose of this document is to outline the plan for reopening schools to student in-person learning.

At the center of all planning is Santa Barbara Unified School District’s commitment to the health and safety of its students, staff, and families while continuing to provide an educational program committed to our mission: “To prepare students for a world yet to be created”.

Any level of school reentry will have risk of increased virus transmission of the disease to students, staff, and the community. There has to be a recognition that no plan will completely eliminate this risk. However, our planning and preparation, as well as our fidelity to safety procedures, will substantially mitigate the risk of contracting the virus. This plan is based on the various guidelines issued by the California Department of Education (CDE Reentering Schools Guidelines), the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Barbara County Public Health Department (SBCPH).

THE DRIVERS
Throughout our planning for the reopening of schools we have used these five drivers as the basis for all of our work and decision making; Instruction, Health & Wellness, Governance & Leadership, Facilities & Operations, and Community & Family Engagement. These drivers reflect the most important aspects of reopening schools and will continue to remain the one constant in an environment that is ever-changing. These five priorities are reflected in the decisions we make and the plans we create.

Along with our commitment to the five drivers, our planning is based on the following assumptions:

1. COVID-19 is and will continue to be a public health threat until a vaccine is developed, produced and disseminated widely;

2. Santa Barbara County Public Health (SBCPH) will guide local school districts on re-entry based on State guidelines and local conditions related to the virus;

3. SBCPH guidance will be the basis for the protective measures Santa Barbara Unified takes in order to reopen the campus to students;

4. Decisions about reopening school will vary throughout Santa Barbara County and California. Districts have different resources, personnel, community needs, and logistical concerns that will lead to different decisions from district to district;

5. The economic impacts of the pandemic will have significant and lasting impacts on
6. Students will enter the 2020-21 school year with varying methods of learning;

7. Santa Barbara Unified is committed to maintaining an emotionally supportive environment where students and staff can heal and thrive;

8. Santa Barbara Unified recognizes that the Pandemic is ongoing and that individual students, entire classes/or and the school may be required to quarantine in the event of an outbreak of COVID-19 at the school. Decisions of this nature will be directed by SBCPH.

**REOPENING CONDITIONS**

In August, 2020 Santa Barbara Unified submitted an attestation to SBCPH indicating that our campuses and district offices meet the guidelines required by the California Department of Public Health (CDPH) for the reopening of schools. As guidance and directives from the state change, this attestation is adjusted.

1. **General Measures**
   1.1. Santa Barbara Unified has established communication with local and State authorities to determine current disease levels and control measures in your community by regularly consulting metrics on the SBPH website. We will regularly review reports from the governor and the state superintendent of public instruction. We will communicate at least weekly with the SBPH education liaison, the County Superintendent of Schools, and other leaders from districts around the county.
   1.2. Unless working in partnership with Santa Barbara Unified, community organizations will not be allowed to utilize site and campus resources for the purposes of Civic Use.
   1.3. Santa Barbara Unified will follow the guidance for school closures as required by Santa Barbara Public Health.
   1.4. Students with functional and access needs that put them at a greater risk will be given specific supports according to their needs. A student's case manager will consult with the school nurse and administration to continue to adjust plans as necessary. When extreme, a Section 504 Plan may be written to further protect a student's health.

2. **Promote Health Hygiene Practices**
   2.1. Portable handwashing stations have been acquired for all school sites. Schedules and processes for handwashing will be established at each
school site so as to minimize the congregating of students and staff in bathrooms.

2.2. Students will wash or sanitize their hands 1) before entering the classroom, 2) before and after lunch, 3) before and after recess, 4) before and after entering an internal space that is not their classroom, 5) after sneezing, touching their face, coughing, or other similar actions, 6) after using the restroom and 7) throughout the day.

2.3. Students and staff members will be given cloth face coverings and face shields. The district will follow guidance from the CDC as it pertains to the use of face coverings. Staff will also be provided additional PPE, including N95 masks, when directed by state or federal officials.

2.3.1. All staff will be required to use face coverings (and in some cases face shields as well) during the day, and especially when six feet of social distancing is not possible.

2.3.2. Students will be reminded regularly through various methods (videos, teachers, signs, presentations) to wear face coverings, especially when six feet of social distancing is not possible.

2.3.3. Staff or students who have medical conditions that prevent them from wearing a face covering must provide a copy of the district’s Mask Exemptions Form signed by a physician.

2.3.4. Staff or students who receive a medical exemption from wearing face coverings will be required to follow additional safety mitigation strategies as determined by Santa Barbara County Public Health. This includes but is not necessarily limited to the wearing of a non-restrictive alternative such as a face shield with a drape on the bottom edge, so long as their condition permits it.

2.4 Office staff will utilize appropriate caution when interacting with the Public, including reducing the frequency of direct interactions as we are significantly restricting visitors to campus to essential workers and emergencies.

2.5 When direct contact with the public is required, plexiglass shields, face coverings, face shields, and gloves will be utilized according to the conditions of the interchange.

3. **Intensify Cleaning, Disinfections, and Ventilation**

3.1. We have suspended or modified the use of site resources that necessitate sharing or touching items.

3.1.1. Teachers have reorganized their use of materials in the classroom and schools have purchased new materials in order to limit the shared use of materials by students.
3.1.2. As needed, students will be provided a pack of supplies to keep at home.

3.1.3. In cases where materials must be shared, such as the sharing of student books from a classroom library, these materials will be disinfected between uses.

3.2. Staff will clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff.

3.2.1. Each classroom will be thoroughly cleaned each evening by custodial staff using disinfectants that are proven to kill the coronavirus.

3.2.2. Throughout the day custodial staff will clean frequently used surfaces and each classroom will have hand-held sprayers with EPA-approved solutions that are proven to kill the coronavirus. Staff will be trained in the proper use of this tool.

3.2.3. Employees are responsible for keeping their workstations clean and disinfected (keyboards, phones, desks.)

3.3. Our district contracts with Student Transportations of America (STA) for bus services in grades TK-6. STA will clean and disinfect between routes.

3.4. Frequently touched surfaces in the school include door handles, light switches, sink handles, bathroom surfaces, student desks and tables.

3.4.1. Teachers will clean door handles between class periods in secondary grades. Students will contribute to the cleaning effort by wiping down their desks (using approved cleaning supplies) before use by the next student. Santa Barbara Unified head custodian has trained all custodial staff and established a cleaning schedule for each school, including high touch areas.

3.5. There will be limited use of shared playground equipment in favor of physical activities that require less contact with surfaces.

3.5.1 To make recess safe for children, a variety of steps have been taken: additional play times have been established to maximize social distancing; students have been assigned specific play areas in some instances; two sprayer systems have been purchased to quickly disinfect hard surfaces between groups of students who will play on the surface; and students will wash their hands before and after recess.

3.6. There will be limited sharing of objects and equipment, such as toys, games and art supplies to the extent practicable.

3.6.1. Teachers have reorganized their use of materials in the classroom and have purchased new materials in order to limit the shared use
of materials by students (e.g.-- individual pencils will be issued instead of a shared "pencil jar" in the classroom.) In cases where materials must be shared, such as the sharing of student books from a classroom library, these materials will be disinfected between uses. As needed, students will receive a pack of supplies that will remain at home.

3.7. When choosing cleaning products, the district will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

3.7.1. Santa Barbara Unified Lead Custodian approves all cleaning products in use at Santa Barbara Unified and ensures that they all meet the requirements of the EPA. Staff in charge of cleaning are properly trained and certified when necessary to safely use the cleaning products.

3.8. Santa Barbara Unified ensures safe and correct application of disinfectant and will keep products away from students.

3.8.1. All facilities workers will receive appropriate training from the district’s Lead Custodian. These trainings will include in-person training and online modules as appropriate. Storage of these materials are in areas that are secured and off-limits to students.

3.9. Santa Barbara Unified will ensure proper ventilation during cleaning and disinfecting.

3.9.1. Proper precautions will be taken when using specialized equipment and all manufacturer precautions will be taken to protect our facilities workers, students, and staff members.

3.10 Santa Barbara Unified has conducted an inspection of all HVAC systems to ensure that filters have a MERV value of at least 13 and to maximize the exchange of air flow from outdoors to inside spaces. Additionally classroom ventilation checks were conducted in representative classrooms at all sites. These checks measured the number of air changes per hour. An assessment of this testing was conducted by FCG Environmental.

3.11 Santa Barbara Unified has ensured that that all water systems and features are safe to use after the COVID-19 shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

3.11.1 Refillable water stations and other potable water systems were run before the opening of school to ensure their safe usage.

3.11.2 Drinking fountains will not be accessible to students, staff, or the public. Only refillable water stations will be operational for general
3.11.3 A check of our water systems was done last year with all tests showing safe drinking water for our facilities.

3.11.4 Goleta Water District and the City of Santa Barbara run regular tests of drinking water for safety.

4. Implementing Distancing Inside and Outside of The Classroom: Arrival and Departure

4.1 Windows will be opened and space maximized between students and between students and the driver on school buses where practicable.

4.1.1 Students will be seated one per seat, with every other row being used to maximize distancing. Students from the same household may sit two-to-a-seat.

4.2 On campuses, there will be minimized contact between students, staff, families and the community at the beginning and end of the school day.

4.2.1 Except when necessary community visitors, including parents will not come onto campus. Parents and other visitors to campus will be required to make an appointment in advance and will be properly screened upon arrival.

4.3 School will stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

4.3.1 Schools will establish pick-up and drop-off protocols for families and buses.

4.4 Schools will designate routes for entry and exit, using as many entrances as feasible.

4.4.1 Floor stickers and signs will be employed to indicate doors for entering and exiting as well as delineate lanes for travel in hallways.

4.5 Consideration will be made for use of privacy boards or clear screens.

4.5.1 Plexiglass partitions will be placed in offices where the public, students, and staff interact.

4.5.2 Plexiglass partitions will be used during face-to-face meetings between individuals.

5. Implementing Distancing Inside and Outside of the Classroom: Classroom Spaces

5.1 Students will remain in the same space and in groups as small and consistent as practicable.

5.1.1 Preschool through Grade 6 students are placed in cohorts.
Grades 7-12 each class period is one cohort.

5.1.2 Cohorts will not mix with each other in indoor spaces.

5.1.3 Cohorts may occupy outdoor spaces together while maintaining distance between each cohort.

5.2 Minimization of movement of students and teachers or staff will be achieved except when not practicable.

5.2.1 In preschool through Grade 6, students and their teachers will remain as a cohort within their classroom and in outdoor spaces. Movement will be limited to leaving the classroom for bathroom breaks, handwashing, and lunch. Lunch will be eaten in the classroom or with their cohort outdoors.

5.2.2 In Grades 9-12, the Hybrid Models we will employ will guarantee that students and staff will interact with fewer individuals by moving to a block schedule in which students take fewer courses each term. Lunch will be eaten outdoors or with their established cohort on days with inclement weather.

5.2.3 Students will be placed in stable groups that stay together with their core teacher (and any aides or student teacher who is present). If there are counselors or teachers of electives, they will, to the greatest extent possible, conduct their classes/counseling virtually.

5.3 We will maximize space between seating and desks, adhering to the guideline of a minimum of six feet distance between individuals. When six feet of distance is not possible, every good faith effort will be made to separate seating as close to six feet as possible. Under no circumstances will the distance between student seats be less than four feet.

5.4 As appropriate, we will redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation.

5.4.1 Student and staff furniture will be spaced at a minimum of 6ft. distance both inside and outside of the classrooms.

5.4.2 To the greatest extent possible outdoor spaces will be utilized with students working in small cohorts of fewer than 20 students, while maintaining a minimum of 6 ft. distance between students.

5.5 Staff will be given instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor space.
5.5.1 Students will receive age-appropriate training via district developed curriculum on how to maintain distancing when in the classroom and other indoor spaces.

5.5.2 Expectations for spacing and interaction in outdoor environments will be provided through repeated training and reminders

5.6 Teachers will implement procedures for turning in assignments to minimize contact.

5.6.1 The vast majority of assignments in grades 7-12 will be turned in electronically via NEO, the learning management system.

5.7 Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, and precautions such as physical distancing and use of face coverings will be enforced.

6. Implementing Distancing Inside/Outside of The Classroom: Non-Classroom Spaces

6.1 Limit nonessential visitors, volunteers and activities involving other groups.

6.1.1 Nonessential visitors and volunteers are prohibited under current conditions.

6.1.2 Visitors to campus will conduct business by appointment and will be screened for COVID-19 prior to conducting business.

6.2 Limit communal activities where practicable.

6.2.1 All schedules, including breaks and lunch will be created to limit interaction between cohorts of students. Schedules will be created so that there is staggering and separation from other groups to the greatest extent possible.

6.3 Use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.

6.3.1 Tents have been purchased for each school site to guarantee the regular use of outdoor spaces.

6.4 Minimize congregate movement through hallways as much as practicable.

6.4.1 Floor statics and tape will be utilized to create directional lanes in hallways.
6.5 Meals will be served in classrooms or outdoors instead of cafeterias.

6.6 Recess activities will be held in separated areas designated by class.

6.6.1 When students are outside for recess or PE, they will stay in their assigned cohorts.

6.6.2 Cohorts may be outside at the same time but will not mix.

6.7 Student use of restrooms will be monitored by an adult to ensure that physical distancing is maintained.

7. Limit Sharing

7.1 Each child’s belongings will be kept separated and in individually labeled storage containers, cubbies or areas.

7.2 Adequate supplies have been purchased to minimize the need to sharing high-touch materials to the extent practicable.

7.2.1 Commonly used learning tools have been issued to each individual student.

7.2.2 When a book or learning tool must be shared, it will be disinfected between student use.

7.3 Teachers will avoid sharing electronic devices, clothing, toys, books and other games or learning aids.

7.3.1 Each student is issued their own technology equipment and these devices are not shared.

7.3.2 Commonly used learning tools are issued to each individual student when practicable.

7.3.3 Clothing will not be shared, and toys will not be brought to school.

8. Train All Staff and Educate Families

8.1 All staff will be trained and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening Practices
- COVID-19 specific symptom identification

8.2 Training will be virtual to allow for adult distance learning.

8.3 Information will be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.
9. **Check for Signs and Symptoms**

9.1 Santa Barbara Unified will prioritize the prevention of discrimination/against students who (or whose families) were or are diagnosed with COVID-19.

9.1.1. Any claims of discrimination will be investigated per Board Policy 5145.3 [Non-Discrimination and Harassment](#).

9.2 Active reminders will go to staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.

9.2.1 Signage is posted at the entrance to each school instructing individuals who are sick or who have had close contact with a COVID-19 positive individual to not enter the building. They will be instructed to call the campus office where someone will assist them.

9.2.2 Daily Symptom Screening processes have been implemented. The tools utilized during these screenings instruct those who have been in contact with an infected individual and/or are exhibiting symptoms themselves to stay home and consult a medical Professional.

9.3 Screening and other procedures for all staff and students entering the facility includes:

- Visual wellness checks of all students and student temperature with a no-touch thermometer.
- Passive screening of all staff daily.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether there has been contact with anyone who has had COVID-19 symptoms or a positive test.
- Document(track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.
- If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card to identify if the student has a history of allergies.

9.3.1 The district will utilize Standard School Entry Method through the use of the SafetyiPass electronic screening and validation process that asks parents and staff members to respond to questions related to exposure to and symptoms of COVID-19.
9.3.2 Students and staff will not be allowed to enter campus unless iPass deems them eligible for an electronic "Entry" badge. School nurses will utilize Safety iPass to document/track incidents of possible exposure. Those who do not complete iPass before coming to campus or a district office will be required to engage in a screening protocol before going into the work site.

9.4 Staff and students are monitored throughout the day for signs of illness; Supervisors will isolate and/or send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.

9.4.1 Teachers and other staff who recognize symptoms of COVID-19 in themselves or students will notify their supervisor who will direct them to the identified isolation room.

9.4.2 Staff who can leave the workplace on their own will be sent home immediately. Those who cannot will stay in the isolation room until a friend or family member picks them up. Students will remain in isolation until a family member is able to retrieve them.

9.5 Policies will not penalize students and families for missing class.

9.5.1 Students will be allowed to make up or waive assignments missed as a result of their own illness, quarantine, or that of a family member.

10. Plan for When a Staff Member, Child, or Visitor Becomes Sick

10.1 All school sites and the district office have identified an isolation room to separate anyone who exhibits symptoms of COVID-19.

10.2 Any student or staff exhibiting symptoms will immediately be required to wear a face covering and to wait in an isolation area until they can be transported home or to a healthcare facility.

10.3 Each school site and the district office has established procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.

10.4 If a student, staff member, or visitor experiences a medical emergency related to COVID-19, 911 will be called immediately.

10.5 Classrooms, workspaces, and isolation rooms occupied by sick individuals will be cleaned and disinfected before subsequent use according to CDC guidance.

10.6 Sick staff members and students will be advised not to return until they have met SBPHD criteria to discontinue home isolation.
10.6.1 Staff and students who are ill are required to meet the standards set in the Santa Barbara Protocols for Symptoms, Potential Exposure and/or Close Contact document from Santa Barbara County Health Department before returning to a school campus or district workplace.

10.6.2 Before returning to campus all staff and families will be provided with written instructions on what to do if they suspect or confirm that they or someone they have been in close contact with is/are/were COVID-19 positive.

10.7 Students, including students with disabilities, will have access to instruction when out of class.

10.7.1 Distance learning will continue to be an option for students who, because of illness or living situations, are unable to physically attend school.

10.8 Students, teachers and staff from higher transmission areas will be provided with opportunities for telework, distance learning, independent study and other options as feasible.

11. **Maintain Healthy Operations**

11.1 Staff absenteeism is monitored so that trained back-up staff are available when needed. Other staff may telework when appropriate.

11.2 School Nurses monitor the types of illnesses and symptoms among students and staff to help isolate them promptly to avoid contagion spread.

11.2.1 The Safety iPass App will allow School Nurses to track, isolate, and monitor illnesses daily. This data will be reported to SBPHD when three or more cases from separate families occur in the school in a 14-day period. When this occurs the School Nurse will contact the Santa Barbara County Disease Control and Prevention Program. SBPHD will determine whether or not a school should be closed when three or more cases from separate families occur in a single School in a 14-day period.

11.3 The Assistant Superintendent of Student Services is the liaison responsible for responding to COVID-19 concerns from the public at-large. Principals serve in this capacity for the individual school campuses, consulting with School Nurses, HR, and Student Services as appropriate.

11.4 The iPass app allow staff and families to self-report symptoms and receive
notifications of exposures and closures, while maintaining confidentiality.

11.5 All Santa Barbara Unified staff will participate in surveillance testing for COVID-19 on a regular schedule (approximately every two weeks) If required by the state or federal government, students and staff will be regularly tested in keeping with government mandates.

11.5.2 Testing will take place on district property or at home.

11.6 Staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk will be provided accommodations during COVID-19

11.6.1 Student Services, and Human Resources will be the primary divisions responsible for providing this support.

12. Considerations for Partial or Total Closures

12.1 On a daily basis Santa Barbara Unified monitors state and local orders and health department notices for information regarding closures and adjustment of operations.

12.2 When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, the district will implement the following steps:

- With direction from the local public health department, the school nurse will advise the principal and the Superintendent’s Covid Task Force, who may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the Santa Barbara Public Health Department.

- Standard guidance will be given for isolation at home for at least 14 days after close contact, for those in the classroom or office where the patient was based. These spaces will typically need to close temporarily as students or staff isolate. Distance learning may be implemented if classes are closed.

- Additional close contacts at school outside of a classroom will also be given direction to isolate at home.

- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily.

- Communication plans for school closure - and subsequent reopening - will include outreach to students, parents, teachers, staff and the community. District reopening plans are included on the district website. Highlights of the plan are featured and updated in an FAQ page on the website.
● Communication protocols are in place for providing regular updates, such as Superintendent Maldonado’s weekly message to Staff on Friday as well as her weekly communication on Mondays to students and families.
● Staff will be provided information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
● The district will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a classroom or school is closed.
● Students will be provided with continuity of education during closure.
● Daily regular communications will be maintained with the Santa Barbara County Public Health Department.

PHASED RETURN

As we have seen throughout this pandemic, conditions change rapidly and information is received that necessitate a shift in planning for school districts. In August the governor released a phased plan for school reopening and we adopted this model so that we could make better decisions about the changes in the instructional model as the pandemic conditions fluctuate.

Santa Barbara Unified has a reopening task force that has met regularly to plan and coordinate for the eventuality of reopening schools. Throughout the planning process the task force has used the drivers as the guiding source for decision-making. In addition, the task force has taken into account the following:

• Safety of students, staff members, and the community
• Students’ academic needs
• Students’ and staff members social, emotional, and physical wellbeing
• Facility needs
• Student enrollment trends
• Staffing considerations
• Fiscal resources
• Health Guidelines, policies, and laws
• Labor contracts
In order to ensure we are ready to implement each phase, we have been making plans for different scenarios based on Governor Newsom’s five phases.

**Phase 1:** The State of California allows schools in Phase I to bring back small cohorts of students who show “acute need” during distance learning. These small cohorts may not exceed 16 individuals, including adult staff. Up to 25% of a school’s enrollment may participate in a cohort.

Santa Barbara Unified has determined the populations of students who meet the criteria for acute needs. Those groups are shown in the table below. Most small cohorts will address student needs through **Academic Learning Centers (ALC)** where students receive on-campus academic and social emotional support while they are participating in Distance Learning. These ALCs will primarily be run by classified staff with oversight and monitoring from site administrators. Students with Moderate/Severe Disabilities and Newcomer EMLs will attend class with their teacher.

District office leadership will take responsibility for identifying students with moderate or severe disabilities, housing insecure, and newcomer emerging multilingual learners, and inviting those students to participate in a small group cohort. Communicating that information to school principals. School Principals will be responsible for:

- Identifying students in the other demographic groups.
- Inviting students to participate in a small group cohort.
- Keeping track of the number of students participating, ensuring that the number does not exceed 25%.
- Communicating the names of employees who will staff the Tier I small cohorts to HR to ensure that COVID-19 testing is completed.

**Small Cohorts: Tier I**

**Highest Level of Acute Needs**

<table>
<thead>
<tr>
<th>Demographic Group</th>
<th>Identification Responsibility</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate/Severed SPED</td>
<td>District Office</td>
<td>Class with Teacher</td>
</tr>
<tr>
<td>Housing Insecure</td>
<td>District Office</td>
<td>Academic Learning Center</td>
</tr>
<tr>
<td>Mild/Mod</td>
<td>School Sites</td>
<td>Academic Learning Center</td>
</tr>
</tbody>
</table>
Small Cohorts do not have any time requirements, and may be flexibly scheduled to meet the needs of the students they serve. Once a student is assigned to a small cohort and participates, they must remain in that cohort for safety purposes.

Students who are identified for services are not required to participate in the small cohorts. Participation is voluntary.

All health and safety guidance in the Industry Guidance Document from the California Department of Public Health will be followed by students and staff, as detailed in Santa Barbara Unified’s Public Health Attestation.

The majority of the students remain in distance learning with the exception of small cohorts. Small cohorts are classrooms with no more than 14 students and two adults. The small cohort prioritization is as follows: special education, homeless, emergent multilingual, students without connectivity, credit deficient seniors and students failing core classes (secondary) or not meeting grade level standards (elementary.)

**Phase 2:** The district will continue to bring small cohorts onto campuses. Students with the “most acute needs” will be targeted for on-campus services. Small cohorts will not exceed 25% of the schools total population.

**Phase 3:** The district will implement its hybrid model, which brings 50 percent of the students back in the classroom daily with one day dedicated to individual instruction and professional learning for staff. The days that students are not on campus they will be distance learning or working independently on assignments. In June, staff proposed a plan on how the hybrid model will function for elementary, junior high and high school.

**Phase 4:** Return to full, in-person to instructional model. All students and staff will be back on campus full-time with modified COVID-19 health and safety protocols in place.

<table>
<thead>
<tr>
<th>Small Cohort</th>
<th>School Sites</th>
<th>Academic Learning Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless but Housed</td>
<td>School Sites</td>
<td>Academic Learning Center</td>
</tr>
<tr>
<td>Credit Deficient Seniors</td>
<td>School Sites</td>
<td>Academic Learning Center</td>
</tr>
<tr>
<td>Newcomer EMLs</td>
<td>District Office</td>
<td>With ELD staff</td>
</tr>
<tr>
<td>Students Failing Core Courses</td>
<td>School Sites</td>
<td>Academic Learning Centers</td>
</tr>
<tr>
<td>No Access to Internet (e.g. Ranches)</td>
<td>School Sites</td>
<td>Academic Learning Centers</td>
</tr>
</tbody>
</table>
In December 2020, Governor Newsom announced a new plan to expedite the return of elementary students via a Hybrid learning model as early as February 15, 2021, even when the county remains in the Purple Tier. This district will pursue reopening through this Safe Schools for All Plan.

**Phase 5:** All students and staff will be on campus full-time with cessation of COVID-19 health and safety protocols.

**ELEMENTARY TRANSPORTATION - Student Transportation of America (STA)**

- Students will fill the vehicle from back to front.
- School buses will be seated with one student/family per seat.
- Buses will be disinfected twice a day and when different students are seated on the bus.
- Students and drivers will self screening prior to getting on the bus.
- Students and drivers will be required to wear face coverings unless a student has an underlying condition.
- Drivers will provide disposable masks to students who do not have one.

Junior High and High Schools - Metropolitan Transit District (MTD)

- See MTD’s [website](#) for more information.

**STUDENT MEALS**

School meals will look slightly different as we implement measures to maintain physical distancing. These measures include:

- To the extent possible, meals will be eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.
- If students line up to pick up food, tape or other markings will be used to assure a 6-foot distance between any two students.
- Staff will assist students in maintaining physical distancing and keep elementary school students from different classrooms from mingling.
- Food items will be packaged and handed to students by district staff wearing the appropriate personal protective equipment (PPE).

**EMPLOYEE SURVEILLANCE TESTING**
SB County Public Health guidelines require surveillance testing for any school district employee who may fall into either of the two categories below:

1. Employees who may have contact with students (i.e. school office staff, food service, teachers, athletic administrators, etc.)
2. Employees who may have contact with school employees (district office staff, maintenance, plumber, etc.)

Surveillance testing requires a baseline testing of all employees who meet either of the criteria above. Surveillance testing is different from outbreak testing, for which we will have a separate process. All Santa Barbara Unified employees fall into one or both of these categories. All employees participated in baseline testing over a four week period beginning the week of September 21 and ending the week of October 12th. There were four cohorts of approximately 400 employees each. These cohorts were identified based on priority of testing needs and we tested one cohort per week.

Employee Cohorts are prioritized based on the proximity of service to students, the timeline to implement the services, and the frequency of interactions with other staff members.

The second round of surveillance testing was held the week of January 12, 2021. To stay current with surveillance and required Covid testing of employees, SB Unified will conduct surveillance every two weeks when students return for in-person learning.
APPENDIX A – CONTACT LIST

Santa Barbara County Public Health Officer and
Duty Santa Barbara County Public
Officer (24 hour) Community Wellness Line (805) 364-2750 Health
County Call Center (833) 688-5551 9:30 a.m. to 5:00 p.m. Monday – Friday
Community Based Testing Appointment Registration: Online: https://lhi.care/covidtesting (888) 634-1123
N/A

County Office of Emergency Management (OEM)
Duty Officer (24 hour) (805) 696-1194 dutyofficer@sbcoem.org
California Office of Emergency Services (OES)
State Warning Center (916) 845-8911

COVID-19 hotline:
833-422-4265 M-F 8AM-8PM, Sa-Su 8AM-5PM

Santa Barbara County Office of Education
Dr. Susan Salcido, County Superintendent of Schools
(805) 698-5043 ssalcido@sbceo.org

APPENDIX B-- Evidence of Compliance

SB Unified Covid Prevention Program Cal-OSHA Plan

Labor Agreement #1

Labor Agreement #2